

**AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, AUGUST 12, 2013
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 –

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. City – Month End Revenue Report dated July 2013
2. City – Month End Expenditure Report dated July 2013
3. City Council Regular Meeting Minutes of July 22, 2013
4. Crosslake Communications – Balance Sheet and Income Statement / Detail of Reserve Balances dated June 30, 2013
5. Crosslake Communications Check Register dated 6/1/13-6/30/13
6. Crosslake Communications Regular Meeting Minutes of July 30, 2013
7. Crosslake Communications Customer Counts
8. Pledged Collateral Report from Mike Lyonais and Pledge Updates
9. Crosslake Park/Library Commission Meeting Minutes of June 26, 2013
10. Police Report for Crosslake - July 2013
11. Police Report for Mission Township - July 2013
12. Letter dated July 16, 2013 from Crow Wing County Attorney Re: 2014 Prosecution Contract
13. Fire Department Report - July 2013
14. North Memorial Ambulance Run Report - July 2013
15. City-County-Township Roadway Maintenance and Construction Coordination Meeting Minutes of July 29, 2013
16. Crosslake Rolloff Recycling Reports for July 2013
17. Planning and Zoning Permit Summary for July 2013
18. Land Use Planning Workshops Notice from MN GTS
19. EDA Meeting Minutes of July 10, 2013
20. Crow Wing County Historical Society Newsletter – Summer 2013
21. Memo dated August 8, 2013 from Char Nelson Re: Landscape Contractors/Excavators License
22. Bills for Approval

D. MAYOR'S REPORT

1. Memo dated July 31, 2013 from Minnesota Revenue Information and Education Section Re: Local Boards of Appeal and Equalization Trained Member Clarification (Council Information)

E. CITY ADMINISTRATOR'S REPORT

1. Memo dated August 6, 2013 from Dan Vogt Re: Data Requests and Data Practices Policy and Procedure (Council Action-Motion)
2. Memo dated August 6, 2013 from Dan Vogt Re: Updated Job Descriptions (Council Action-Motion)

F. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY

- a. Staff Report dated August 7, 2013 from Jon Henke Re: Community Center Activities (Council Information)

2. CROSSLAKE COMMUNICATIONS

- a. Highlights Report for July 2013 (Council Action-Motion)

3. PLANNING AND ZONING

- a. Memo dated August 12, 2013 from the Planning and Zoning Commission Re: Initiate Enforcement Action to Remove Nonconforming Recreational Vehicle at 14095 Norway Trail (Council Action-Motion)
- b. Memo dated August 12, 2013 from the Planning and Zoning Commission Re: Ordinance Amendment Relating to Fence Heights (Council Action-Motion)

G. CITY ATTORNEY REPORT

1. Ordinance Amending the Administration Rules of the City Relating to Boards and Commissions (Council Action-Motion)

H. OLD BUSINESS

I. NEW BUSINESS

J. PUBLIC FORUM

K. ADJOURN

CITY OF CROSSLAKE

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Month-End Revenue

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Current Period: JULY 2013

SRC	SRC Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$2,052,117.00	\$387,367.29	\$1,184,060.59	\$868,056.41	57.70%
31300	Emergency Services Levy	\$43,743.00	-\$62,516.33	\$993.24	\$42,749.76	2.27%
31305	2003 Joint Facility Levy	\$0.00	\$1,365.08	\$3,543.07	-\$3,543.07	0.00%
31310	2012 Series A Levy	\$0.00	\$66,984.70	\$66,984.70	-\$66,984.70	0.00%
31800	Other Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31900	Penalties and Interest DelTax	\$2,000.00	\$3,044.62	\$3,202.33	-\$1,202.33	160.12%
32110	Alcoholic Beverages	\$12,325.00	\$16,084.00	\$18,259.00	-\$5,934.00	148.15%
32111	Club Liquor License	\$500.00	\$500.00	\$500.00	\$0.00	100.00%
32112	Beer and Wine License	\$700.00	\$275.00	\$275.00	\$425.00	39.29%
32180	Other Licenses/Permits	\$150.00	\$0.00	\$200.00	-\$50.00	133.33%
33400	State Grants and Aids	\$0.00	\$0.00	\$1,900.00	-\$1,900.00	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	\$29,000.00	\$0.00	\$3,000.00	\$26,000.00	10.34%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$6,718.04	-\$6,718.04	0.00%
33422	PERA State Aid	\$2,979.00	\$1,489.50	\$1,489.50	\$1,489.50	50.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$30,435.49	-\$30,435.49	0.00%
33650	Recycling Grant	\$30,000.00	\$0.00	\$30,000.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$20.00	\$170.00	\$30.00	85.00%
34010	Sale of Maps and Publications	\$100.00	\$30.00	\$65.00	\$35.00	65.00%
34050	Candidate Filing Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34103	Zoning Permits	\$28,000.00	\$3,660.00	\$19,275.00	\$8,725.00	68.84%
34104	Plat Check Fee/Subdivision Fee	\$800.00	\$0.00	\$1,150.00	-\$350.00	143.75%
34105	Variances and CUPS/IUPS	\$6,000.00	\$1,050.00	\$6,950.00	-\$950.00	115.83%
34106	Sign Permits	\$500.00	\$0.00	\$250.00	\$250.00	50.00%
34107	Assessment Search Fees	\$700.00	\$70.00	\$815.00	-\$115.00	116.43%
34108	Zoning Misc/Penalties	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34109	Zoning Reimb Eng/Legal/Survey	\$2,500.00	\$820.00	\$4,469.00	-\$1,969.00	178.76%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$600.00	\$300.00	\$975.00	-\$375.00	162.50%
34112	Septic Permits	\$3,000.00	\$775.00	\$2,675.00	\$325.00	89.17%
34113	Landscape License Fee	\$2,000.00	\$200.00	\$2,200.00	-\$200.00	110.00%
34114	Zoning Map/Ordinance Amendment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34201	Fire Department Donations	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
34202	Fire Protection and Calls	\$31,250.00	\$0.00	\$34,656.05	-\$3,406.05	110.90%
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	\$24,000.00	\$24,000.00	50.00%
34211	Police Donations	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%
34213	Police Receipts	\$4,000.00	\$1,197.88	\$3,868.54	\$131.46	96.71%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$4,000.00	\$9,000.00	-\$9,000.00	0.00%
34300	E911 Signs	\$1,000.00	\$100.00	\$500.00	\$500.00	50.00%
34700	Park & Rec Donation	\$0.00	\$0.00	\$166.00	-\$166.00	0.00%
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$150.00	\$30.00	\$73.00	\$77.00	48.67%
34740	Park Concessions	\$450.00	\$17.00	\$296.00	\$154.00	65.78%

CITY OF CROSSLAKE

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Month-End Revenue

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Current Period: JULY 2013

SRC	SRC Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
34741	Gen Gov t Concessions	\$300.00	\$43.45	\$94.45	\$205.55	31.48%
34742	Park Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34743	Public Works Concessions	\$125.00	\$0.00	\$0.00	\$125.00	0.00%
34744	Fire Department Concessions	\$0.00	\$0.00	\$32.00	-\$32.00	0.00%
34750	CCC/Park User Fee	\$3,500.00	\$604.00	\$2,547.00	\$953.00	72.77%
34751	Shelter/Beer/Wine Fees	\$250.00	\$154.00	\$343.00	-\$93.00	137.20%
34760	Library Cards	\$0.00	\$271.00	\$1,019.00	-\$1,019.00	0.00%
34761	Library Donations	\$0.00	\$0.00	\$1,347.41	-\$1,347.41	0.00%
34762	Library Copies	\$0.00	\$28.25	\$143.70	-\$143.70	0.00%
34763	Library Events	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34764	Library Miscellaneous	\$0.00	\$35.00	\$35.00	-\$35.00	0.00%
34765	Summer Reading Program	\$0.00	\$15.00	\$360.00	-\$360.00	0.00%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$0.00	\$112.72	\$112.72	-\$112.72	0.00%
34769	PAL Foundation - Park	\$0.00	\$150.00	\$1,838.98	-\$1,838.98	0.00%
34770	Silver Sneakers	\$0.00	\$2,594.00	\$9,423.00	-\$9,423.00	0.00%
34790	Park Dedication Fees	\$0.00	\$3,000.00	\$6,000.00	-\$6,000.00	0.00%
34800	Tennis Fees	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
34801	Recreational-Program	\$600.00	\$1,075.00	\$1,800.00	-\$1,200.00	300.00%
34802	Softball/Baseball Fees	\$2,000.00	\$70.00	\$1,185.00	\$815.00	59.25%
34803	Recreation-Misc. Receipts	\$200.00	\$39.55	\$114.50	\$85.50	57.25%
34805	Aerobics Fees	\$4,000.00	\$430.00	\$2,512.00	\$1,488.00	62.80%
34806	Weight Room Fees	\$30,000.00	\$2,746.00	\$17,821.00	\$12,179.00	59.40%
34807	Volleyball Fees	\$400.00	\$0.00	\$534.00	-\$134.00	133.50%
34808	Silver Sneakers	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34809	Soccer Fees	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.00%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$500.00	\$3,000.00	\$0.00	100.00%
34941	Cemetery Openings	\$3,500.00	\$1,050.00	\$4,000.00	-\$500.00	114.29%
34942	Cemetery Other	\$450.00	\$100.00	\$300.00	\$150.00	66.67%
34950	Public Works Revenue	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34952	County Joint Facility Payments	\$45,000.00	\$13,811.19	\$126,521.56	-\$81,521.56	281.16%
34953	Recycling Revenues	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
35100	Court Fines	\$15,000.00	\$707.64	\$5,046.96	\$9,953.04	33.65%
35103	Library Fines	\$0.00	\$108.00	\$544.07	-\$544.07	0.00%
35105	Restitution Receipts	\$0.00	\$0.00	\$10,007.01	-\$10,007.01	0.00%
36200	Miscellaneous Revenues	\$500.00	\$10.00	\$774.64	-\$274.64	154.93%
36201	Misc Reimbursements	\$1,500.00	\$40.99	\$1,482.89	\$17.11	98.86%
36210	Interest Earnings	\$4,800.00	\$319.00	\$2,712.34	\$2,087.66	56.51%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Sunrise Isl 11	\$4,355.00	\$0.00	\$261.70	\$4,093.30	6.01%
36255	Sp Assess Int-Sunrise Isl 11	\$1,843.00	\$0.00	\$148.42	\$1,694.58	8.05%
38050	Telephone Fees	\$265,000.00	\$22,083.33	\$154,583.31	\$110,416.69	58.33%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$21,000.00	\$19,654.00	\$26,322.67	-\$5,322.67	125.35%
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%
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%

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JULY 2013

SRC	SRC Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
FUND 101	GENERAL FUND	\$2,752,937.00	\$496,615.86	\$1,846,182.88	\$906,754.12	42.56%
FUND 301	DEBT SERVICE FUND					
31000	General Property Taxes	\$23,305.00	-\$8,502.90	\$505.58	\$22,799.42	2.17%
31100	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$124,550.00	\$0.00	\$0.00	\$124,550.00	0.00%
31200	Community Ctr Levy Refund 2002	\$0.00	\$156.82	\$181.03	-\$181.03	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31301	1999 Series A Levy	\$0.00	\$20.77	\$32.28	-\$32.28	0.00%
31302	1999 Series B Levy	\$0.00	\$163.54	\$174.84	-\$174.84	0.00%
31303	2001 Series A Levy	\$0.00	\$411.06	\$1,074.51	-\$1,074.51	0.00%
31304	2002 Series A Levy	\$0.00	\$13,029.30	\$13,498.09	-\$13,498.09	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	-\$39,367.33	\$3,467.34	-\$3,467.34	0.00%
31308	2006 Series B Levy	\$133,746.00	\$23,497.07	\$75,417.12	\$58,328.88	56.39%
31309	2006 Series C Levy	\$0.00	\$0.00	\$14.75	-\$14.75	0.00%
31310	2012 Series A Levy	\$236,005.00	\$58,821.84	\$58,821.84	\$177,183.16	24.92%
31900	Penalties and Interest Deltax	\$1,500.00	\$708.32	\$866.02	\$633.98	57.73%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Asses Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Asses Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36112	Sp Assess Int Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36116	Sp Assess Int Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36118	Sp Assess Int Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36122	Sp Assess Int Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	\$0.00	\$84.24	\$84.24	-\$84.24	0.00%
36124	Sp Assess Int Red Pine 99	\$0.00	\$62.41	\$62.41	-\$62.41	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%
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%

CITY OF CROSSLAKE

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Month-End Revenue

Current Period: JULY 2013

SRC	SRC Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
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/Rldg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36140	Sp Assess Int Deer Rg/Rldg/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	\$3.84	-\$3.84	0.00%
36178	Sp Assess Int Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.20	-\$0.20	0.00%
36179	Sp Assess Prin Willwood/02	\$0.00	\$244.43	\$244.43	-\$244.43	0.00%
36180	Sp Assess Int Willwood/02	\$0.00	\$12.22	\$12.22	-\$12.22	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	\$160.96	-\$160.96	0.00%
36184	Sp Assess Int Sandra Rd/02	\$0.00	\$4.47	\$20.54	-\$20.54	0.00%
36185	Sp Assess Prin Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36186	Sp Assess Int Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36187	Sp Assess Prin Happy Cove/02	\$0.00	\$364.70	\$364.70	-\$364.70	0.00%
36188	Sp Assess Int Happy Cove/02	\$0.00	\$37.07	\$37.07	-\$37.07	0.00%
36189	Sp Assess Prin Bay Shores/02	\$0.00	\$0.00	\$8.68	-\$8.68	0.00%

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Month-End Revenue

Current Period: JULY 2013

SRC	SRC Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
36190	Sp Assess Int Bay Shores/02	\$0.00	\$0.00	\$0.45	-\$0.45	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	\$4,320.00	\$2,159.85	\$2,238.04	\$2,081.96	51.81%
36196	SpAssess Int ABC Drive	\$557.00	\$278.44	\$294.03	\$262.97	52.79%
36197	SpAssess Prin Wildwood/White B	\$6,243.00	\$3,216.49	\$3,621.03	\$2,621.97	58.00%
36198	SpAssess Int Wildwood/White B	\$805.00	\$431.33	\$512.02	\$292.98	63.60%
36199	SpAssess Prin Greer Lake Rd 03	\$2,949.00	\$1,769.10	\$1,771.82	\$1,177.18	60.08%
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%
36235	SpAssess Int Greer Lake Rd 03	\$380.00	\$228.06	\$228.60	\$151.40	60.16%
36236	SpAssess Prin East Shore 2004	\$1,447.00	\$814.10	\$814.10	\$632.90	56.26%
36237	SpAssess Int East Shore 2004	\$187.00	\$104.93	\$104.93	\$82.07	56.11%
36238	SpAssess Prin Margaret 2004	\$1,162.00	\$830.16	\$830.16	\$331.84	71.44%
36239	SpAssess Int Margaret 2004	\$150.00	\$107.01	\$107.01	\$42.99	71.34%
36240	SpAssess Prin Edgewater 2004	\$1,795.00	\$1,154.03	\$1,154.03	\$640.97	64.29%
36241	SpAssess Int Edgewater 2004	\$231.00	\$148.76	\$148.76	\$82.24	64.40%
36242	SpAssess Prin Gendreau 2004	\$2,198.00	\$1,284.61	\$1,478.09	\$719.91	67.25%
36243	SpAssess Int Gendreau 2004	\$283.00	\$180.09	\$218.68	\$64.32	77.27%
36244	Sp Assess Prin - Duck Lane	\$2,155.00	\$1,196.95	\$1,268.02	\$886.98	58.84%
36245	Sp Assess Int - Duck Lane	\$515.00	\$285.85	\$307.66	\$207.34	59.74%
36246	Sp Assess Prin - Sunset Drive	\$2,813.00	\$1,473.56	\$1,476.05	\$1,336.95	52.47%
36247	Sp Assess Int - Sunset Drive	\$608.00	\$351.91	\$352.67	\$255.33	58.00%
36248	Sp Assess Prin - Maroda Drive	\$941.00	\$470.73	\$470.73	\$470.27	50.02%
36249	Sp Assess Int - Maroda Drive	\$225.00	\$112.42	\$112.42	\$112.58	49.96%
36250	Sp Assess Prin - Johnie/Rober	\$3,903.00	\$2,127.27	\$2,039.05	\$1,863.95	52.24%
36251	Sp Assess Int - Johnie/Robert	\$932.00	\$508.44	\$508.44	\$423.56	54.55%
36252	Sp Assess Prin - Brita/Pinevie	\$17,263.00	\$8,860.89	\$8,860.89	\$8,402.11	51.33%
36253	Sp Assess Int - Brita/Pineview	\$4,124.00	\$2,270.80	\$2,270.80	\$1,853.20	55.06%
36254	Sp Assess Prin-Sunrise Isl 11	\$0.00	\$12,452.30	\$12,452.30	-\$12,452.30	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$0.00	\$869.55	\$869.55	-\$869.55	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	\$51,555.00	\$0.00	\$0.00	\$51,555.00	0.00%
FUND 301 DEBT SERVICE FUND		\$626,847.00	\$93,435.66	\$199,563.02	\$427,283.98	10.75%
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	\$0.00	\$182.00	\$1,577.86	-\$1,577.86	0.00%
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%

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Month-End Revenue

Current Period: JULY 2013

SRC	SRC Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
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		\$0.00	\$182.00	\$1,577.86	-\$1,577.86	0.00%
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	\$3,013.68	\$3,375.45	-\$3,375.45	0.00%
31056	Tax Increment 1-9 C&J Develop	\$15,000.00	\$7,168.60	\$7,168.60	\$7,831.40	47.79%
33403	Moble 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		\$15,000.00	\$10,182.28	\$10,544.05	\$4,455.95	3.68%
FUND 406 DOWNTOWN DEVELOPMENT						
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 406 DOWNTOWN DEVELOPMENT		\$0.00	\$0.00	\$0.00	\$0.00	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 420 LIBRARY PROJECT						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Month-End Revenue

Current Period: JULY 2013

SRC	SRC Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
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	\$0.29	\$1.92	-\$1.92	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	\$0.29	\$1.92	-\$1.92	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31802	EDA Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34101	City Hall User Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36212	Restricted Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36220	Lease Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)						
34951	Rev Loan Principal Pymts	\$0.00	-\$6,176.96	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$152.89	\$1,126.87	-\$1,126.87	0.00%
36211	Revolving Loan Interest	\$0.00	-\$898.41	\$3,401.84	-\$3,401.84	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$0.00	-\$6,922.48	\$4,528.71	-\$4,528.71	0.00%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	\$1,038.02	\$1,319.34	-\$1,319.34	0.00%
36104	Penalty & Interest	\$1,200.00	\$398.16	\$871.87	\$328.13	72.66%
36200	Miscellaneous Revenues	\$2,000.00	\$373.50	\$547.80	\$1,452.20	27.39%
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	\$194,472.00	\$18,286.30	\$118,072.14	\$76,399.86	60.71%
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		\$197,672.00	\$20,095.98	\$120,811.15	\$76,860.85	14.61%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$39,010.53	\$124,896.71	\$96,103.29	56.51%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$1,766.05	\$4,070.86	-\$4,070.86	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Month-End Revenue

Current Period: JULY 2013

SRC	SRC Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$10.84	\$67.73	-\$67.73	0.00%
37250	Sewer Connection Payments	\$0.00	\$19,485.09	\$40,810.09	-\$40,810.09	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND		\$221,000.00	\$60,272.51	\$169,845.39	\$51,154.61	7.06%
		\$3,813,456.00	\$673,862.10	\$2,353,054.98	\$1,460,401.02	18.71%

CITY OF CROSSLAKE

Month End Report

Current Period: JULY 2013

OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,250.00	\$15,570.00	\$11,430.00	57.67%
122	FICA	\$2,066.00	\$172.15	\$1,191.28	\$874.72	57.66%
208	Instruction Fees	\$600.00	\$0.00	\$1,452.00	-\$852.00	242.00%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$900.00	\$660.41	\$2,387.94	-\$1,487.94	265.33%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$60.00	\$0.00	\$81.00	-\$21.00	135.00%
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%
DEPT 41110 Council		\$30,776.00	\$3,082.56	\$20,682.22	\$10,093.78	67.20%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$82,215.00	\$8,076.93	\$44,406.63	\$37,808.37	54.01%
101	Assistant	\$55,635.00	\$0.00	\$20,017.06	\$35,617.94	35.98%
102	Consultant	\$0.00	\$0.00	\$7,995.00	-\$7,995.00	0.00%
105	Part-time	\$0.00	\$0.00	\$169.00	-\$169.00	0.00%
109	Secretary/Bookkeeper	\$39,600.00	\$5,900.62	\$28,673.96	\$10,926.04	72.41%
121	PERA	\$18,003.00	\$1,013.39	\$4,719.19	\$13,283.81	26.21%
122	FICA	\$13,575.00	\$1,052.07	\$6,965.55	\$6,609.45	51.31%
131	Employer Paid Health	\$65,735.00	\$3,501.29	\$20,854.42	\$44,880.58	31.72%
132	Employer Paid Disability	\$1,851.00	\$68.10	\$265.31	\$1,585.69	14.33%
133	Employer Paid Dental	\$3,234.00	\$192.50	\$1,193.50	\$2,040.50	36.90%
134	Employer Paid Life	\$944.00	\$10.80	\$121.40	\$822.60	12.86%
136	Deferred Compensation	\$2,650.00	\$75.00	\$476.92	\$2,173.08	18.00%
151	Workers Comp Insurance	\$1,478.00	\$0.00	\$1,523.00	-\$45.00	103.04%
200	Office Supplies	\$1,800.00	\$254.65	\$1,441.97	\$358.03	80.11%
208	Instruction Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
210	Operating Supplies	\$1,500.00	\$185.77	\$1,126.26	\$373.74	75.08%
220	Repair/Maint Supply - Equip	\$1,900.00	\$0.00	\$91.89	\$1,808.11	4.84%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$5,200.00	\$347.35	\$1,723.86	\$3,476.14	33.15%
322	Postage	\$900.00	\$0.00	\$750.00	\$150.00	83.33%
331	Travel Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
334	Vehicle Expense	\$4,800.00	\$0.00	\$0.00	\$4,800.00	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	\$250.00	\$58.10	\$1,268.95	-\$1,018.95	507.58%
413	Office Equipment Rental/Repair	\$2,500.00	\$561.56	\$1,557.16	\$942.84	62.29%
430	Miscellaneous	\$50.00	\$0.00	\$38.27	\$11.73	76.54%
433	Dues and Subscriptions	\$450.00	\$40.00	\$40.00	\$410.00	8.99%
443	Sales Tax	\$25.00	\$14.00	\$21.00	\$4.00	84.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
DEPT 41400 Administration		\$309,295.00	\$21,352.13	\$145,440.30	\$163,854.70	47.02%
DEPT 41410 Elections						
107	Services	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$250.00	\$0.00	\$0.00	\$250.00	0.00%

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Month End Report

Current Period: JULY 2013

OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410	Elections	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
DEPT 41600	Audit/Legal Services					
301	Auditing and Acct g Services	\$27,000.00	\$642.14	\$31,634.64	-\$4,634.64	117.17%
304	Legal Fees (Civil)	\$15,000.00	\$1,462.50	\$7,708.75	\$7,291.25	51.39%
307	Legal Fees (Labor)	\$3,000.00	\$4,719.45	\$11,834.04	-\$8,834.04	394.47%
DEPT 41600	Audit/Legal Services	\$45,000.00	\$6,824.09	\$51,177.43	-\$6,177.43	113.73%
DEPT 41910	Planning and Zoning					
100	Wages and Salaries Dept Head	\$71,280.00	\$8,240.62	\$43,976.64	\$27,303.36	61.70%
101	Assistant	\$39,600.00	\$0.00	\$4,399.04	\$35,200.96	11.11%
102	Consultant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$42,350.00	\$5,614.71	\$27,094.14	\$15,255.86	63.98%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
105	Part-time	\$0.00	\$0.00	\$25.35	-\$25.35	0.00%
121	PERA	\$11,109.00	\$1,004.53	\$5,471.65	\$5,637.35	49.25%
122	FICA	\$11,722.00	\$1,025.79	\$5,561.44	\$6,160.56	47.44%
131	Employer Paid Health	\$46,738.00	\$2,871.48	\$20,744.85	\$25,993.15	44.39%
132	Employer Paid Disability	\$963.00	\$70.40	\$488.50	\$474.50	50.73%
133	Employer Paid Dental	\$3,003.00	\$125.97	\$911.51	\$2,091.49	30.35%
134	Employer Paid Life	\$195.00	\$10.80	\$81.00	\$114.00	41.54%
136	Deferred Compensation	\$650.00	\$75.00	\$400.00	\$250.00	61.54%
151	Workers Comp Insurance	\$1,276.00	\$0.00	\$1,321.00	-\$45.00	103.53%
200	Office Supplies	\$1,000.00	\$83.92	\$359.89	\$640.11	35.99%
208	Instruction Fees	\$1,500.00	\$0.00	-\$926.51	\$2,426.51	-61.77%
210	Operating Supplies	\$1,250.00	\$205.14	\$949.07	\$300.93	75.93%
212	Motor Fuels	\$1,000.00	\$0.00	\$423.92	\$576.08	42.39%
220	Repair/Maint Supply - Equip	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
221	Repair/Maint Vehicles	\$1,200.00	\$0.00	\$342.69	\$857.31	28.56%
303	Engineering Fees	\$5,000.00	\$0.00	\$469.00	\$4,531.00	9.38%
304	Legal Fees (Civil)	\$14,000.00	\$875.00	\$6,062.50	\$7,937.50	43.30%
305	Legal/Eng - Developer/Criminal	\$5,000.00	\$621.50	\$2,974.00	\$2,026.00	59.48%
314	Surveyor	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
320	Communications	\$4,600.00	\$427.44	\$2,411.89	\$2,188.11	52.43%
322	Postage	\$900.00	\$0.00	\$750.00	\$150.00	83.33%
331	Travel Expenses	\$1,500.00	\$0.00	\$39.89	\$1,460.11	2.66%
332	Travel Expense- P&Z Comm	\$2,500.00	\$48.06	\$773.06	\$1,726.94	30.92%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$2,000.00	\$199.20	\$1,012.60	\$987.40	50.63%
352	Filing Fees	\$1,518.00	\$0.00	\$0.00	\$1,518.00	0.00%
356	Mapping	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
360	Insurance	\$850.00	\$0.00	\$587.50	\$262.50	69.12%
413	Office Equipment Rental/Repair	\$2,400.00	\$561.56	\$1,557.16	\$842.84	64.88%
430	Miscellaneous	\$150.00	\$47.00	\$90.56	\$59.44	60.37%
433	Dues and Subscriptions	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$25.00	\$12.00	\$43.00	-\$18.00	172.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
470	Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$2,000.00	\$405.50	\$1,718.91	\$281.09	85.95%
DEPT 41910	Planning and Zoning	\$280,029.00	\$22,525.62	\$130,114.25	\$149,914.75	46.46%
DEPT 41940	General Government					

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
151	Workers Comp Insurance	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
210	Operating Supplies	\$1,500.00	\$246.72	\$1,333.34	\$166.66	88.89%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$883.93	\$8,485.48	-\$3,985.48	188.57%
235	Signs	\$500.00	\$0.00	\$2,200.00	-\$1,700.00	440.00%
254	Concesslons - Pop	\$300.00	\$0.00	\$5.94	\$294.06	1.98%
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	\$371.80	\$846.80	-\$46.80	105.85%
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	\$62.25	-\$62.25	0.00%
354	Ordinance Codification	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
360	Insurance	\$26,500.00	\$0.00	\$23,297.08	\$3,202.92	87.91%
381	Electric Utilities	\$14,500.00	\$944.00	\$7,603.00	\$6,897.00	52.43%
383	Gas Utilities	\$4,500.00	\$32.74	\$2,398.87	\$2,101.13	53.31%
384	Refuse/Garbage Disposal	\$500.00	\$38.47	\$268.93	\$231.07	53.79%
385	Sewer Utility	\$600.00	\$37.00	\$259.00	\$341.00	43.17%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$756.14	\$5,333.06	\$4,266.94	55.55%
430	Miscellaneous	\$2,500.00	\$66.42	\$1,023.24	\$1,476.76	40.93%
433	Dues and Subscriptions	\$3,500.00	\$580.00	\$1,834.88	\$1,665.12	52.43%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,100.00	\$0.00	\$1,100.00	\$0.00	100.00%
439	Emergency Mgmt Expense	\$2,000.00	\$11,620.50	\$21,179.41	-\$19,179.41	1058.97%
440	Telephone Co Reimb Expense	\$21,000.00	\$1,169.14	\$26,835.25	-\$5,835.25	127.79%
441	Enhanced 911	\$300.00	\$25.00	\$25.00	\$275.00	8.33%
442	Safety Prog/Equipment	\$8,400.00	\$1,558.00	\$4,852.22	\$3,547.78	57.76%
443	Sales Tax	\$50.00	\$0.00	\$31.00	\$19.00	62.00%
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	\$600.00	-\$600.00	0.00%
456	Fireworks	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	100.00%
460	Fines/Fees Reimburse	\$7,500.00	\$1,210.25	\$2,285.55	\$5,214.45	30.47%
490	Donations to Civic Org s	\$2,950.00	\$2,000.00	\$2,200.00	\$750.00	74.58%
493	Pass Thru Donations	\$0.00	\$9,000.00	\$9,000.00	-\$9,000.00	0.00%
500	Capital Outlay	\$1,500.00	\$3,305.00	\$3,786.70	-\$2,286.70	252.45%
551	Capital Outlay-Building	\$55,057.00	\$0.00	\$0.00	\$55,057.00	0.00%
552	Capital Outlay-Land	\$20,000.00	\$0.00	\$2,391.56	\$17,608.44	11.96%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$199,657.00	\$38,845.11	\$136,738.56	\$62,918.44	68.49%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$66,075.00	\$7,640.05	\$40,773.60	\$25,301.40	61.71%
101	Assistant	\$55,155.00	\$6,698.17	\$35,485.14	\$19,669.86	64.34%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$16,500.00	\$3,503.82	\$13,887.47	\$2,612.53	84.17%
110	Tech 4	\$53,100.00	\$5,764.00	\$30,958.93	\$22,141.07	58.30%
112	Tech 5	\$53,100.00	\$5,844.25	\$31,554.45	\$21,545.55	59.42%
113	Tech 6	\$49,100.00	\$6,269.82	\$30,438.46	\$18,661.54	61.99%
121	PERA	\$42,196.00	\$5,143.67	\$26,366.02	\$15,829.98	62.48%

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
122	FICA	\$4,249.00	\$496.33	\$2,524.22	\$1,724.78	59.41%
131	Employer Paid Health	\$81,598.00	\$6,148.62	\$43,583.38	\$38,014.62	53.41%
132	Employer Paid Disability	\$1,842.00	\$162.18	\$1,136.20	\$705.80	61.68%
133	Employer Paid Dental	\$4,515.00	\$376.22	\$2,633.54	\$1,881.46	58.33%
134	Employer Paid Life	\$325.00	\$27.00	\$189.00	\$136.00	58.15%
136	Deferred Compensation	\$1,300.00	\$150.00	\$800.00	\$500.00	61.54%
140	Unemployment	\$0.00	\$203.52	\$697.47	-\$697.47	0.00%
151	Workers Comp Insurance	\$10,525.00	\$0.00	\$10,593.00	-\$68.00	100.65%
200	Office Supplies	\$450.00	\$0.00	\$188.95	\$261.05	41.99%
208	Instruction Fees	\$3,000.00	\$0.00	\$1,309.60	\$1,690.40	43.65%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,300.00	\$0.00	\$305.85	\$994.15	23.53%
212	Motor Fuels	\$18,000.00	\$1,687.28	\$10,564.90	\$7,435.10	58.69%
214	Auto Expense- 08 Ford	\$1,500.00	\$85.26	\$85.26	\$1,414.74	5.68%
216	Auto Expense- 09 Ford	\$1,200.00	\$586.84	\$2,673.20	-\$1,473.20	222.77%
217	Auto Expense- 10 Ford	\$1,200.00	\$32.14	\$327.58	\$872.42	27.30%
218	Auto Expense- 11 Ford	\$1,000.00	\$278.59	\$840.28	\$159.72	84.03%
219	Auto Expense- 12 Dodge	\$750.00	\$0.00	\$2,375.53	-\$1,625.53	316.74%
220	Repair/Maint Supply - Equip	\$5,500.00	\$3,399.81	\$5,634.89	-\$134.89	102.45%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Terry	\$600.00	\$256.93	\$470.54	\$129.46	78.42%
259	Unif Erik/Mike	\$600.00	\$84.60	\$184.60	\$415.40	30.77%
260	Unif Eric & Bruce	\$600.00	\$0.00	\$373.93	\$226.07	62.32%
261	Unif Jake/Jon/Leigh	\$600.00	\$0.00	\$596.97	\$3.03	99.50%
264	Unif Bobby/Ron	\$600.00	\$0.00	\$360.40	\$239.60	60.07%
265	Unif & P/T Expense	\$0.00	\$0.00	\$156.86	-\$156.86	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	\$0.00	\$1,581.09	\$2,485.70	-\$2,485.70	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$137.50	-\$137.50	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,800.00	\$210.86	\$1,248.78	\$1,551.22	44.60%
321	Communications-Cellular	\$5,400.00	\$403.64	\$2,798.58	\$2,601.42	51.83%
322	Postage	\$125.00	\$0.00	\$0.00	\$125.00	0.00%
331	Travel Expenses	\$1,500.00	\$0.00	\$896.31	\$603.69	59.75%
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	\$3,200.00	\$0.00	\$12,111.00	-\$8,911.00	378.47%
413	Office Equipment Rental/Repair	\$400.00	\$60.02	\$210.07	\$189.93	52.52%
430	Miscellaneous	\$200.00	\$94.50	\$141.00	\$59.00	70.50%
433	Dues and Subscriptions	\$250.00	\$0.00	\$240.00	\$10.00	96.00%
443	Sales Tax	\$200.00	\$4.00	\$25.00	\$175.00	12.50%
458	Undercover Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$6,000.00	\$1,553.04	\$16,379.50	-\$10,379.50	272.99%
550	Capital Outlay - Vehicles	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
DEPT 42110 Police Administration		\$511,555.00	\$58,746.25	\$334,743.66	\$176,811.34	65.44%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$3,000.00	\$250.00	\$1,750.00	\$1,250.00	58.33%
101	Assistant	\$1,200.00	\$100.00	\$700.00	\$500.00	58.33%
106	Training	\$2,100.00	\$150.00	\$1,050.00	\$1,050.00	50.00%
107	Services	\$26,000.00	\$0.00	\$540.00	\$25,460.00	2.08%

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
122	FICA	\$2,471.00	\$38.25	\$309.07	\$2,161.93	12.51%
151	Workers Comp Insurance	\$2,896.00	\$0.00	\$4,125.00	-\$1,229.00	142.44%
200	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
208	Instruction Fees	\$5,000.00	\$0.00	\$4,505.00	\$495.00	90.10%
209	Physicals	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
210	Operating Suppl	\$2,500.00	\$609.39	\$3,192.60	-\$692.60	127.70%
212	Motor Fuels	\$250.00	\$65.39	\$204.89	\$45.11	81.96%
213	Diesel Fuel	\$2,500.00	\$169.49	\$1,486.92	\$1,013.08	59.48%
220	Repair/Maint Supply - Equip	\$2,000.00	\$0.00	\$2,362.99	-\$362.99	118.15%
221	Repair/Maint Vehicles	\$9,000.00	\$119.88	\$1,249.66	\$7,750.34	13.89%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$750.00	\$222.09	\$1,001.07	-\$251.07	133.48%
240	Small Tools and Minor Equip	\$850.00	\$347.52	\$664.03	\$185.97	78.12%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,100.00	\$94.50	\$940.74	\$159.26	85.52%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$2,000.00	\$0.00	\$715.96	\$1,284.04	35.80%
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	\$7,200.00	\$0.00	\$5,065.00	\$2,135.00	70.35%
430	Miscellaneous	\$150.00	\$0.00	\$29.70	\$120.30	19.80%
433	Dues and Subscriptions	\$700.00	\$0.00	\$999.95	-\$299.95	142.85%
443	Sales Tax	\$100.00	\$53.00	\$173.00	-\$73.00	173.00%
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	\$18,750.00	\$0.00	\$15,437.49	\$3,312.51	82.33%
492	FDRA State Aid	\$29,000.00	\$0.00	\$3,000.00	\$26,000.00	10.34%
500	Capital Outlay	\$9,400.00	\$2,776.61	\$18,637.62	-\$9,237.62	198.27%
550	Capital Outlay - Vehicles	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$25,033.85	-\$25,033.85	0.00%
600	Principal	\$14,222.00	\$0.00	\$14,222.06	-\$0.06	100.00%
610	Interest	\$2,120.00	\$0.00	\$2,119.87	\$0.13	99.99%
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		\$173,819.00	\$4,996.12	\$109,516.47	\$64,302.53	63.01%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
306	Ambulance Subsidy	\$13,236.00	\$0.00	\$0.00	\$13,236.00	0.00%
DEPT 42500 Ambulance Services		\$13,736.00	\$0.00	\$0.00	\$13,736.00	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	\$43,590.00	\$4,853.52	\$26,248.43	\$17,341.57	60.22%
104	Tech 2	\$51,605.00	\$6,348.15	\$33,734.63	\$17,870.37	65.37%
105	Part-time	\$0.00	\$0.00	\$452.81	-\$452.81	0.00%
108	Tech 3	\$51,605.00	\$4,887.24	\$25,496.33	\$26,108.67	49.41%
121	PERA	\$10,643.00	\$1,166.44	\$6,230.10	\$4,412.90	58.54%
122	FICA	\$11,230.00	\$1,144.19	\$6,212.30	\$5,017.70	55.32%
131	Employer Paid Health	\$51,220.00	\$4,059.20	\$26,619.26	\$24,600.74	51.97%
132	Employer Paid Disability	\$923.00	\$71.97	\$503.79	\$419.21	54.58%
133	Employer Paid Dental	\$1,071.00	\$136.44	\$959.91	\$111.09	89.63%
134	Employer Paid Life	\$195.00	\$16.20	\$114.62	\$80.38	58.78%

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Current Period: JULY 2013

OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
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	\$12,058.00	\$0.00	\$13,343.00	-\$1,285.00	110.66%
200	Office Supplies	\$450.00	\$0.00	\$124.14	\$325.86	27.59%
208	Instruction Fees	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
210	Operating Supplies	\$1,200.00	\$145.32	\$1,206.15	-\$6.15	100.51%
212	Motor Fuels	\$7,000.00	\$551.97	\$3,991.09	\$3,008.91	57.02%
213	Diesel Fuel	\$14,500.00	\$1,056.21	\$11,666.06	\$2,833.94	80.46%
215	Shop Supplies	\$2,750.00	\$122.81	\$820.83	\$1,929.17	29.85%
220	Repair/Maint Supply - Equip	\$8,500.00	\$2,143.87	\$12,377.84	-\$3,877.84	145.62%
221	Repair/Maint Vehicles	\$7,500.00	\$1,138.47	\$9,840.77	-\$2,340.77	131.21%
222	Tires	\$1,200.00	\$510.84	\$718.14	\$481.86	59.85%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$685.59	\$3,118.72	\$1,381.28	69.30%
224	Street Maint Materials	\$15,000.00	\$769.45	\$8,268.78	\$6,731.22	55.13%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$5,000.00	\$224.63	\$224.63	\$4,775.37	4.49%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$8,000.00	\$6,123.00	\$6,123.00	\$1,877.00	76.54%
235	Signs	\$4,000.00	\$186.49	\$305.10	\$3,694.90	7.63%
240	Small Tools and Minor Equip	\$2,000.00	\$0.00	\$2,023.20	-\$23.20	101.16%
254	Concessions - Pop	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
259	Unif Erik/Mike	\$300.00	\$0.00	\$91.41	\$208.59	30.47%
260	Unif Eric & Bruce	\$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%
303	Engineering Fees	\$23,000.00	\$2,456.43	\$27,908.28	-\$4,908.28	121.34%
304	Legal Fees (Civil)	\$1,000.00	\$0.00	\$100.00	\$900.00	10.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$90.42	\$109.58	45.21%
320	Communications	\$1,600.00	\$118.00	\$711.09	\$888.91	44.44%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$300.00	\$0.00	\$10.86	\$289.14	3.62%
340	Advertising	\$75.00	\$0.00	\$0.00	\$75.00	0.00%
351	Legal Notices Publishing	\$25.00	\$0.00	\$463.06	-\$438.06	1852.24%
360	Insurance	\$24,000.00	\$0.00	\$24,822.92	-\$822.92	103.43%
381	Electric Utilities	\$13,000.00	\$569.36	\$8,481.24	\$4,518.76	65.24%
383	Gas Utilities	\$2,500.00	\$42.36	\$1,694.41	\$805.59	67.78%
384	Refuse/Garbage Disposal	\$900.00	\$52.48	\$366.81	\$533.19	40.76%
385	Sewer Utility	\$400.00	\$17.39	\$330.41	\$69.59	82.60%
405	Cleaning Services	\$4,000.00	\$307.42	\$2,151.94	\$1,848.06	53.80%
413	Office Equipment Rental/Repair	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
415	Equipment Rental	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
430	Miscellaneous	\$2,000.00	\$141.51	\$391.37	\$1,608.63	19.57%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$30.42	\$610.21	\$389.79	61.02%
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	\$1,734.86	\$24,887.87	\$20,112.13	55.31%
500	Capital Outlay	\$15,700.00	\$2,350.18	\$2,350.18	\$13,349.82	14.97%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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%

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
583	Capital Outlay - Overlays	\$285,000.00	\$0.00	\$0.00	\$285,000.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$175.00	\$175.00	-\$175.00	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)		\$763,415.00	\$44,337.41	\$296,361.11	\$467,053.89	38.82%
DEPT 43100 Cemetery						
210	Operating Supplies	\$1,000.00	\$0.00	\$661.58	\$338.42	66.16%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$148.21	\$101.79	59.28%
360	Insurance	\$60.00	\$0.00	\$61.00	-\$1.00	101.67%
381	Electric Utilities	\$350.00	\$35.98	\$121.39	\$228.61	34.68%
430	Miscellaneous	\$400.00	\$0.00	\$126.15	\$273.85	31.54%
452	Refund	\$0.00	\$0.00	\$150.00	-\$150.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
600	Principial	\$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		\$3,060.00	\$35.98	\$1,268.33	\$1,791.67	41.45%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$58,800.00	\$6,800.62	\$36,296.64	\$22,503.36	61.73%
101	Assistant	\$33,420.00	\$3,021.65	\$16,097.62	\$17,322.38	48.17%
103	Tech 1	\$36,825.00	\$4,156.01	\$21,739.21	\$15,085.79	59.03%
104	Tech 2	\$25,025.00	\$2,850.41	\$15,228.84	\$9,796.16	60.85%
105	Part-time	\$5,340.00	\$477.43	\$3,496.19	\$1,843.81	65.47%
108	Tech 3	\$20,820.00	\$2,799.46	\$15,145.38	\$5,674.62	72.74%
121	PERA	\$12,680.00	\$1,423.07	\$7,576.95	\$5,103.05	59.76%
122	FICA	\$13,788.00	\$1,456.93	\$7,765.30	\$6,022.70	56.32%
131	Employer Paid Health	\$51,185.00	\$3,596.95	\$25,160.40	\$26,024.60	49.16%
132	Employer Paid Disability	\$1,133.00	\$112.73	\$789.57	\$343.43	69.69%
133	Employer Paid Dental	\$3,717.00	\$309.69	\$2,163.00	\$1,554.00	58.19%
134	Employer Paid Life	\$325.00	\$27.00	\$187.78	\$137.22	57.78%
136	Deferred Compensation	\$650.00	\$75.00	\$400.00	\$250.00	61.54%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$5,155.00	\$0.00	\$5,791.00	-\$636.00	112.34%
200	Office Supplies	\$200.00	\$138.91	\$208.01	-\$8.01	104.01%
208	Instruction Fees	\$500.00	\$60.00	\$125.77	\$374.23	25.15%
210	Operating Supplies	\$1,600.00	\$245.22	\$939.21	\$660.79	58.70%
212	Motor Fuels	\$2,000.00	\$196.37	\$1,506.77	\$493.23	75.34%
213	Diesel Fuel	\$1,200.00	\$71.59	\$685.84	\$514.16	57.15%
220	Repair/Maint Supply - Equip	\$1,500.00	\$512.95	\$1,200.81	\$299.19	80.05%
221	Repair/Maint Vehicles	\$1,300.00	\$11.06	\$43.20	\$1,256.80	3.32%
223	Bldg Repair Suppl/Maintenance	\$8,000.00	\$1,350.07	\$7,782.78	\$217.22	97.28%
231	Chemicals	\$2,600.00	\$0.00	\$0.00	\$2,600.00	0.00%
235	Signs	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
254	Concessions - Pop	\$300.00	\$117.88	\$256.64	\$43.36	85.55%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Terry	\$300.00	\$30.96	\$222.21	\$77.79	74.07%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
264	Unif Bobby/Ron	\$225.00	\$0.00	\$0.00	\$225.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$212.50	-\$212.50	0.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$300.00	\$65.00	\$65.00	\$235.00	21.67%

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
310	Program Supplies	\$300.00	\$83.96	\$83.96	\$216.04	27.99%
311	Softball/Baseball	\$1,000.00	\$139.82	\$777.82	\$222.18	77.78%
312	Aerobic Instruction	\$4,000.00	\$242.00	\$1,848.00	\$2,152.00	46.20%
315	Warm House/Garage Exp	\$1,000.00	\$193.50	\$600.79	\$399.21	60.08%
316	Security Monitoring	\$700.00	\$371.80	\$391.80	\$308.20	55.97%
317	Soccer/Skating	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
318	Garage (North)	\$1,500.00	\$62.00	\$981.76	\$518.24	65.45%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,600.00	\$274.80	\$1,841.72	\$1,758.28	51.16%
322	Postage	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
323	Garage (East)	\$100.00	\$0.84	\$1,076.19	-\$976.19	1076.19%
324	Disc Golf Expenses	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
331	Travel Expenses	\$500.00	\$0.00	\$77.40	\$422.60	15.48%
335	Background Checks	\$100.00	\$0.00	\$15.00	\$85.00	15.00%
340	Advertising	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$15,000.00	\$0.00	\$13,512.36	\$1,487.64	90.08%
381	Electric Utilities	\$13,500.00	\$1,307.45	\$8,356.09	\$5,143.91	61.90%
383	Gas Utilities	\$6,500.00	\$143.59	\$3,391.54	\$3,108.46	52.18%
384	Refuse/Garbage Disposal	\$800.00	\$67.40	\$471.13	\$328.87	58.89%
403	Improvements Other Than Bldgs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
413	Office Equipment Rental/Repair	\$700.00	\$0.00	\$903.42	-\$203.42	129.06%
415	Equipment Rental	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$500.00	\$256.50	\$374.67	\$125.33	74.93%
433	Dues and Subscriptions	\$400.00	\$0.00	\$385.00	\$15.00	96.25%
442	Safety Prog/Equipment	\$300.00	\$0.00	\$1,619.48	-\$1,319.48	539.83%
443	Sales Tax	\$3,500.00	\$820.00	\$2,288.00	\$1,212.00	65.37%
445	Sr Meals Expense	\$400.00	\$0.00	\$285.00	\$115.00	71.25%
448	Weight Room Ins Reimbur	\$100.00	\$10.00	\$70.50	\$29.50	70.50%
450	Permits	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
452	Refund	\$100.00	\$0.00	\$530.00	-\$430.00	530.00%
453	80 Acre Development Expense	\$3,500.00	\$411.20	\$1,600.19	\$1,899.81	45.72%
457	Weight Room Expenses	\$3,000.00	\$672.83	\$1,180.98	\$1,819.02	39.37%
459	PAL Foundation Expenditures	\$0.00	\$150.00	\$2,002.84	-\$2,002.84	0.00%
461	Silver Sneakers	\$0.00	\$566.66	\$2,194.66	-\$2,194.66	0.00%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$15,000.00	\$0.00	\$56,341.13	-\$41,341.13	375.61%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
557	Capital Outlay - Tennis Courts	\$0.00	\$61,906.72	\$62,010.47	-\$62,010.47	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		\$388,738.00	\$97,588.03	\$336,298.52	\$52,439.48	86.51%
DEPT 45500 Library						
101	Assistant	\$24,920.00	\$2,855.21	\$15,198.83	\$9,721.17	60.99%
121	PERA	\$1,807.00	\$206.99	\$1,101.86	\$705.14	60.98%
122	FICA	\$1,906.00	\$192.47	\$981.32	\$924.68	51.49%
131	Employer Paid Health	\$16,792.00	\$1,280.16	\$8,945.06	\$7,846.94	53.27%
132	Employer Paid Disability	\$157.00	\$14.22	\$99.54	\$57.46	63.40%
133	Employer Paid Dental	\$924.00	\$77.00	\$539.00	\$385.00	58.33%
134	Employer Paid Life	\$65.00	\$5.40	\$37.80	\$27.20	58.15%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$208.00	\$0.00	\$0.00	\$208.00	0.00%
201	Library Operating Supplies	\$0.00	\$330.68	\$1,072.11	-\$1,072.11	0.00%
202	Library Subscriptions	\$0.00	\$0.00	\$481.20	-\$481.20	0.00%
203	Library Books	\$0.00	\$0.00	\$441.89	-\$441.89	0.00%
204	Children s Program Expense	\$0.00	\$1,402.62	\$1,434.12	-\$1,434.12	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	\$61.04	-\$61.04	0.00%
320	Communications	\$1,000.00	\$61.19	\$356.73	\$643.27	35.67%
322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$794.51	-\$794.51	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$1,320.61	-\$1,320.61	0.00%
443	Sales Tax	\$0.00	\$6.00	\$13.00	-\$13.00	0.00%
452	Refund	\$0.00	\$6.00	\$6.00	-\$6.00	0.00%
459	PAL Foundation Expenditures	\$0.00	\$815.97	\$978.38	-\$978.38	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500 Library		\$47,779.00	\$7,253.91	\$33,863.00	\$13,916.00	70.87%
DEPT 47014 2012 Series A						
600	Principal	\$0.00	\$0.00	\$165,000.00	-\$165,000.00	0.00%
610	Interest	\$0.00	\$19,826.25	\$41,302.50	-\$41,302.50	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 2012 Series A		\$0.00	\$19,826.25	\$206,302.50	-\$206,302.50	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$30,000.00	\$2,500.00	\$17,500.00	\$12,500.00	58.33%
388	Recycling Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
430	Miscellaneous	\$2,340.00	\$195.00	\$1,365.00	\$975.00	58.33%
DEPT 48000 Recycling		\$32,440.00	\$2,695.00	\$18,865.00	\$13,575.00	58.15%
FUND 101 GENERAL FUND		\$2,799,549.00	\$328,108.46	\$1,821,371.35	\$978,177.65	65.06%
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						

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 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	\$50,000.00	\$0.00	\$50,000.00	\$0.00	100.00%
610	Interest	\$1,125.00	\$0.00	\$1,125.00	\$0.00	100.00%
620	Fiscal Agent s Fees	\$430.00	\$0.00	\$0.00	\$430.00	0.00%
DEPT 47006 2002 Series A Improvement B		\$51,555.00	\$0.00	\$51,125.00	\$430.00	99.17%
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	Princlpal	\$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	\$140,000.00	\$140,000.00	\$140,000.00	\$0.00	100.00%
610	Interest	\$23,690.00	\$11,845.00	\$23,690.00	\$0.00	100.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement B		\$163,690.00	\$151,845.00	\$163,690.00	\$0.00	100.00%
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%

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
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	\$888.00	\$0.00	\$1,012.50	-\$124.50	114.02%
DEPT 47013	Bond Disclosure	\$888.00	\$0.00	\$2,025.00	-\$1,137.00	228.04%
DEPT 47014	2012 Series A					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$290,000.00	\$0.00	\$125,000.00	\$165,000.00	43.10%
610	Interest	\$47,753.00	\$2,600.00	\$6,450.00	\$41,303.00	13.51%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014	2012 Series A	\$337,753.00	\$2,600.00	\$131,450.00	\$206,303.00	38.92%
FUND 301	DEBT SERVICE FUND	\$553,886.00	\$154,445.00	\$348,290.00	\$205,596.00	62.88%
FUND 401	GENERAL CAPITAL PROJECTS					
DEPT 44000	Capital Projects					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 44000	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	2006 Series C Equipment Cert					
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	2006 Series C Equipment Cert	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401	GENERAL CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404	JOBZ					
DEPT 46002	JOBZ - Crosstech Mfg					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000	Tax Increment Financing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46001	TIF 1-9 MidWest Asst Living					
646	TaxIncrement 9-C&J Dev	\$15,000.00	\$0.00	\$100.00	\$14,900.00	0.67%

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
DEPT 46001	TIF 1-9 MidWest Asst Living	\$15,000.00	\$0.00	\$100.00	\$14,900.00	0.67%
FUND 405	TAX INCREMENT FINANCE PROJEC	\$15,000.00	\$0.00	\$100.00	\$14,900.00	0.67%
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 JOHNNIE/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	JOHNNIE/ROBERT STREET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE						
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410	MARODA DRIVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE						
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411	SUNSET DRIVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412	DUCK LANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD						
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413	FAWN LAKE ROAD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
DEPT 43000	Public Works (GENERAL)					

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
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	\$526.00	\$146,741.92	-\$146,741.92	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	\$526.00	\$146,741.92	-\$146,741.92	0.00%
FUND 415 AMBULANCE PROJECT		\$0.00	\$526.00	\$146,741.92	-\$146,741.92	0.00%
FUND 420 LIBRARY PROJECT						
DEPT 45500 Library						
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500 Library		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
DEPT 43200 Sewer						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
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	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
610	Interest	\$1,660.00	\$0.00	\$830.00	\$830.00	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%
620	Fiscal Agent s Fees	\$425.00	\$0.00	\$0.00	\$425.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 2004		\$42,085.00	\$0.00	\$830.00	\$41,255.00	1.97%
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	\$431.25	-\$431.25	0.00%
DEPT 47009 2003 Joint Facility		\$0.00	\$0.00	\$431.25	-\$431.25	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$42,085.00	\$0.00	\$1,261.25	\$40,823.75	3.00%
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	\$0.00	\$142.14	\$5,346.95	-\$5,346.95	0.00%
447	Loan Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		\$0.00	\$142.14	\$5,346.95	-\$5,346.95	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$0.00	\$142.14	\$5,346.95	-\$5,346.95	0.00%
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$64,000.00	\$7,400.62	\$40,111.84	\$23,888.16	62.67%
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	\$4,640.00	\$536.57	\$2,908.24	\$1,731.76	62.68%
122	FICA	\$4,896.00	\$566.15	\$3,068.56	\$1,827.44	62.67%
131	Employer Paid Health	\$21,340.00	\$2,033.61	\$14,209.77	\$7,130.23	66.59%
132	Employer Paid Disablility	\$402.00	\$40.00	\$280.50	\$121.50	69.78%
133	Employer Paid Dental	\$1,155.00	\$96.25	\$673.75	\$481.25	58.33%
134	Employer Paid Life	\$65.00	\$5.40	\$37.80	\$27.20	58.15%
136	Deferred Compensation	\$650.00	\$75.00	\$400.00	\$250.00	61.54%
151	Workers Comp Insurance	\$2,298.00	\$0.00	\$3,229.00	-\$931.00	140.51%
200	Office Supplies	\$250.00	\$0.00	\$268.69	-\$18.69	107.48%
208	Instruction Fees	\$1,200.00	\$250.00	\$1,176.00	\$24.00	98.00%
210	Operating Supplies	\$1,500.00	\$667.75	\$1,969.75	-\$469.75	131.32%
212	Motor Fuels	\$1,500.00	\$330.43	\$2,187.80	-\$687.80	145.85%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$3,000.00	\$0.00	\$4,741.31	-\$1,741.31	158.04%

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OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
221	Repair/Maint Vehicles	\$750.00	\$0.00	\$1,438.43	-\$688.43	191.79%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,200.00	\$219.70	\$697.99	\$502.01	58.17%
229	Oper/Maint - Lift Station	\$5,000.00	\$175.16	\$11,047.23	-\$6,047.23	220.94%
230	Repair/Maint - Collection Syst	\$500.00	\$0.00	\$276.73	\$223.27	55.35%
231	Chemicals	\$11,500.00	\$2,476.33	\$7,392.02	\$4,107.98	64.28%
258	Unif Bob/Ted/Terry	\$300.00	\$107.50	\$347.48	-\$47.48	115.83%
303	Engineering Fees	\$1,000.00	\$0.00	\$268.00	\$732.00	26.80%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$46.34	\$264.62	\$335.38	44.10%
321	Communications-Cellular	\$1,300.00	\$125.64	\$871.71	\$428.29	67.05%
322	Postage	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
331	Travel Expenses	\$1,000.00	\$441.69	\$1,210.73	-\$210.73	121.07%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$150.00	\$142.13	\$142.13	\$7.87	94.75%
360	Insurance	\$6,100.00	\$0.00	\$7,207.20	-\$1,107.20	118.15%
381	Electric Utilities	\$25,500.00	\$1,877.03	\$17,430.04	\$8,069.96	68.35%
383	Gas Utilities	\$2,500.00	\$30.73	\$1,698.46	\$801.54	67.94%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$9,500.00	\$1,777.20	\$7,128.68	\$2,371.32	75.04%
407	Sludge Disposal	\$8,000.00	\$11,744.00	\$11,744.00	-\$3,744.00	146.80%
420	Depreciation Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
433	Dues and Subscriptions	\$300.00	\$0.00	\$248.00	\$52.00	82.67%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$1,468.43	-\$468.43	146.84%
443	Sales Tax	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
450	Permits	\$2,000.00	\$0.00	\$1,450.00	\$550.00	72.50%
452	Refund	\$0.00	\$0.00	\$74.00	-\$74.00	0.00%
500	Capital Outlay	\$7,500.00	\$0.00	\$583.88	\$6,916.12	7.79%
553	Capital Outlay - Sewer Filters	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
554	Capital Outlay - Ox Ditch Bldg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
555	Capital Outlay - Sewer Biosol	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
556	Capital Outlay - Sewer Exten	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$194,896.00	\$31,165.23	\$148,252.77	\$46,643.23	76.07%
FUND 601 SEWER OPERATING FUND		\$194,896.00	\$31,165.23	\$148,252.77	\$46,643.23	76.07%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$125,000.00	\$0.00	\$125,000.00	\$0.00	100.00%
610	Interest	\$82,609.00	\$40,195.00	\$82,608.75	\$0.25	100.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$431.00	\$0.00	\$431.25	-\$0.25	100.06%
DEPT 47007 2003 Series A Disposal		\$208,040.00	\$40,195.00	\$208,040.00	\$0.00	100.00%
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%

CITY OF CROSSLAKE

Month End Report

Current Period: JULY 2013

OBJ	OBJ Descr	2013 Budget	JULY 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
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		\$208,040.00	\$40,195.00	\$208,040.00	\$0.00	100.00%
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%
		\$3,813,456.00	\$554,581.83	\$2,679,404.24	\$1,134,051.76	70.26%

((([Act Status]="Active"))

REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, JULY 22, 2013
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, July 22, 2013. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, and Mark Wessels. Council Member John Moengen and City Administrator/Consultant Dan Vogt were absent. Also present were City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Bob Hartman, Finance Director/Treasurer Mike Lyonais, Community Development Director Ken Anderson, City Attorney Brad Person, Northland Press Reporter Paul Boblett, and Echo Publishing Reporter Katie Morford. There were approximately eighteen 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 07R2-01-13 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. CRITICAL ISSUES –

1. Included in the packet for Council review was a letter dated July 13, 2013 from Nancy Koch regarding changes she wanted the Council to consider on the County Road 3 project and a letter dated July 19, 2013 from Attorney Person regarding Council action to proceed with the project. The petition requesting the reconsideration of the CSAH 3 upgrade project that was presented at the June 27, 2013 meeting does not create any legal process whereby the Council must respond in any way, however, the Council can revisit the matter if they choose. Steve Roe urged the Council to listen to the people. A discussion ensued regarding the City's cost of the road improvement and whether the Council should consider reducing the width of the shoulders in order to reduce land acquisition by the County. Ted Strand stated that there will be a 100-foot right-of-way whether the shoulders are 6 or 8 feet wide. Mark Wessels replied that State funding would be cut if the right-of-way was reduced. The Right-of-Way Plat will not be completed until the City approves the final road design. MOTION 07R2-02-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO ADOPT RESOLUTION NO. 13-12 APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS. MOTION CARRIED 3-1 WITH STEVE ROE OPPOSED.
2. Todd Lyscio, new director of the Crosslake Community School, introduced himself to the Council and audience and stated that it is critical for the school and City to work together and that he looks forward to a good working relationship.

C. CONSENT CALENDAR – MOTION 07R2-03-13 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR: (1.) REGULAR MEETING MINUTES OF JUNE 27, 2013; (2.) REGULAR MEETING MINUTES OF JULY 8, 2013; (3.) JUNE 2013 WASTEWATER TREATMENT DISCHARGE MONITORING REPORT; (4.) CROW WING COUNTY SHERIFF'S COMMUNITY UPDATE DATED JULY 1, 2013; (5.)

MEMO DATED JULY 9, 2013 FROM LAND SERVICE DIRECTOR RE: LAND SERVICE DEPARTMENT – 2ND QUARTER UPDATE FOR 2013; (6.) EDA MEETING MINUTES OF JUNE 5, 2013; (7.) BLAEDC 2ND QUARTER ACTIVITY REPORT; (8.) WASTE PARTNERS RECYCLING REPORTS FOR MAY AND JUNE 2013; (9.) MEMO DATED JUNE 1, 2013 FROM MINNESOTA STATE DEMOGRAPHER RE: 2012 POPULATION AND HOUSEHOLD ESTIMATES; (10.) BILLS FOR APPROVAL IN THE AMOUNT OF \$77,693.31; (11.) ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$7,448.40; AND (12.) NOTICE OF ATTENDANCE AT THE NATIONAL TELEPHONE CONFERENCE. MOTION CARRIED WITH ALL AYES.

D. MAYOR'S REPORT – None.

E. CITY ADMINISTRATOR'S REPORT

1. Mike Lyonais reported that budget packets have been distributed to department heads with a deadline of July 29th to complete and return them. MOTION 07R2-04-13 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY MARK WESSELS TO SET THE DATES FOR SPECIAL COUNCIL MEETINGS FOR THE PURPOSE OF BUDGET DISCUSSIONS ON AUGUST 9 AND AUGUST 16 AT 9:00 A.M. MOTION CARRIED WITH ALL AYES.

F. COMMISSION REPORTS – None.

G. ATTORNEY REPORT –

1. At the Council meeting of June 27, 2013 the matter of appointing members to the Personnel Committee was tabled until the City Attorney could determine if there was a legal issue with appointing an employee that was on probation to the committee. In response, Attorney Person reported that there is no legal reason to prohibit an employee on probation from serving on the Personnel Committee. MOTION 07R2-05-13 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO CHANGE THE MEMBERSHIP OF THE PERSONNEL COMMITTEE AS FOLLOWS: MAYOR, COUNCIL LIAISON, FINANCE DIRECTOR/TREASURER AND GENERAL MANAGER. THE CITY ADMINISTRATOR/CONSULTANT WOULD BE A NON-VOTING MEMBER AND THE CITY CLERK WOULD ATTEND MEETINGS TO TAKE MINUTES BUT WOULD HAVE NO VOTING AUTHORITY. A discussion ensued regarding whether or not Dan Vogt was the City Administrator. MOTION CARRIED 3-1 WITH STEVE ROE OPPOSED.

H. OLD BUSINESS – Chief Hartman reported that he has been in contact with the Crow Wing County Highway Department regarding parking at the Bourbon Room. Suggestions to improve safety in the area include installing a street light at the intersection of County Road 66 and Anchor Point Road, painting the curb yellow for no parking directly in front of the restaurant and 30 feet north and south of the parking lot entrances and erecting no parking signs. Ted Strand has contacted Crow Wing Power regarding the possibility of having a street light installed and having the cost funded by the Crow Wing Power Round-Up Account. In order for the County to take action on painting the curb and erecting no parking signs, the Council would need to approve a resolution requesting the County take such action. Mark Wessels introduced a motion to authorize Ted Strand to work with Crow Wing

Power to install a street light at the intersection of County Road 66 and Anchor Point Road. This motion died for the lack of a second. Chief Hartman stated that he would contact the property owner to make him aware of the proposed safety improvements. A lengthy discussion ensued regarding the urgency of the matter and what steps should be taken to resolve the matter. MOTION 07R2-06-13 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO DIRECT STAFF TO WORK WITH CROW WING POWER TO HAVE A STREET LIGHT INSTALLED AT THE INTERSECTION OF COUNTY ROAD 66 AND ANCHOR POINT ROAD AND TO ADOPT RESOLUTION NO. 13-13 REQUESTING VARIOUS IMPROVEMENTS WITHIN CSAH 66 TO IMPROVE SAFETY ADJACENT TO THE BOURBON ROOM BAR AND RESTAURANT. MOTION CARRIED 3-1 WITH MARK WESSELS OPPOSED.

- I. NEW BUSINESS** – Ken Anderson reported that WAPOA has been advised by the DNR that a small number of Adult Zebra Mussels have been found in a single location on Cross Lake. Mr. Anderson read the Invasive Species Alert from WAPOA to the Council and the audience.

Gary Heacox reported that he received a complaint from Armond Gease of Cross Avenue regarding vehicles parked at the end of his road which hinder access to his and his neighbor's driveways. Chief Hartman replied that he will have an officer check on the situation.

- J. PUBLIC FORUM** – None.

- K. ADJOURN** – MOTION 07R2-07-13 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY MARK WESSELS TO ADJOURN THE MEETING AT 8:30 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

Deputy Clerk/Minutes/7-22-13

Crosslake Communications

Balance Sheet

For The Six Months Ending June 30, 2013

	<u>YTD Amount</u>
ASSETS	
Current Assets	
Cash in Checking and Savings Accounts	355,158.76
Temporary Cash Investments	698,933.05
Restricted Cash Investments	953,125.42
Due From Customers	11,950.16
Other Accounts Receivable	106,210.62
Interest Receivable	3,502.95
Material - Regulated	82,204.54
Materials - Deregulated	12,898.44
Prepayments and Other	124,612.20
Total Current Assets	2,348,596.14
Noncurrent Assets	
Other Investments	49,800.11
Nonreg Plant and Equipment	318,648.99
Deferred Charges	78,950.86
Total Noncurrent Assets	447,399.96
Plant, Property and Equipment - Telephone	
Telecommunications Plant in Service	12,848,621.37
Plant Under Construction	212,742.71
Less Accumulated Depreciation - Telephone	(7,380,251.86)
Net Plant - Telephone	5,681,112.22
Plant, Property and Equipment - Cable	
Cable Plant in Service	2,693,062.59
Less Accumulated Depreciation - Cable	(2,282,201.20)
Net Plant - Cable	410,861.39
Total Assets	\$ 8,887,969.71
LIABILITIES	
Current Liabilities	
Accounts Payable	129,913.01
Advance Billings and Prepayment	8,398.17
Customer Deposits	54,171.87
Accrued Interest	12,827.95
Other Current Liabilities	61,522.37
Total Current Liabilities	266,833.37
Long-Term Debt	
2006 Utility Revenue Bond	3,230,000.00
Total Long-Term Debt	3,230,000.00
Other Liabilities and Deferred Credits	
Other Long-Term Liabilities	81,271.00
Other Deferred Credits	0.00
Total Other Liabilities and Credits	81,271.00
EQUITY	
Income Balance	(189,616.73)
Fund Equity	5,499,482.07
Total Equity	5,309,865.34
Total Liabilities and Equity	\$ 8,887,969.71

Crosslake Communications

Income Statement

For The Six Months Ending June 30, 2013

	<u>PTD Amount</u>	<u>LYPTD Amount</u>	<u>YTD Amount</u>	<u>LYTD Amount</u>
Revenues				
Local Network Service	43,001.72	44,778.67	228,920.77	243,810.46
Network Access Service Revenue	78,633.65	84,717.57	444,939.91	470,292.58
Directory and Other Misc. Reg Revenue	4,437.17	4,423.55	26,136.19	27,316.41
Internet, Computer Sales	72,077.54	68,520.31	363,574.67	343,203.55
Uncollectible Revenue	0.00	0.00	(137.50)	(117.30)
Cable Revenue	124,098.52	111,282.41	493,253.28	452,514.29
Tower, Rent and Ad Revenue	14,738.75	13,147.57	69,369.51	58,984.00
Other Sales, Lease and Install Revenue	17,318.08	13,511.44	70,075.65	57,077.42
Total Operating Revenue	<u>354,305.43</u>	<u>340,381.52</u>	<u>1,696,132.48</u>	<u>1,653,081.41</u>
Operating Expenses				
Plant Specific Operations Expense	36,474.88	31,419.56	207,982.01	208,438.66
Plant Nonspecific Operations Expense	29,910.40	31,396.56	180,432.48	182,438.55
Depreciation Expense	74,021.66	81,209.19	444,115.28	489,818.24
Customer Operations Expense	28,752.02	25,369.20	155,559.31	145,562.92
Corporate Operations Expense	26,189.20	23,241.50	212,068.13	201,493.26
Internet, Computer Sales Expense	28,292.30	30,502.86	154,634.86	153,916.59
Other Non Reg Expenses	1,923.58	4,314.00	16,398.71	15,409.53
Signal Purchases	66,227.99	61,977.79	304,288.97	277,251.41
Operating Transfers to City	23,103.16	23,101.41	138,626.88	138,606.89
Total Operating Expenses	<u>314,895.19</u>	<u>312,532.07</u>	<u>1,814,106.63</u>	<u>1,812,936.05</u>
Total Operating Income (Loss)	39,410.24	27,849.45	(117,974.15)	(159,854.64)
Total Operating Ratio	88.88 %	91.82 %	106.96 %	109.67 %
Other Income (Expense)				
Investment Income	1,615.35	1,631.31	9,357.43	7,926.02
Revenue Bond/Co Bank Interest	(12,825.83)	(13,882.75)	(76,954.98)	(83,296.50)
Amortize Debt Expense	(781.70)	(781.70)	(4,690.20)	(4,690.20)
Gain/(Loss) on Investments	0.00	0.00	643.83	2,213.92
Miscellaneous	0.04	(0.30)	1.34	(0.66)
Total Other Income (Expense)	<u>(11,992.14)</u>	<u>(13,033.44)</u>	<u>(71,642.58)</u>	<u>(77,847.42)</u>
Total Net Income (Loss)	<u>27,418.10</u>	<u>14,816.01</u>	<u>(189,616.73)</u>	<u>(237,702.06)</u>

Crosslake Communications

Detail of Reserve Balances

6/30/2013

<i>Restricted and Designated Investments</i>	
Revenue Bond Reserve	\$455,000.00
Cable Operations & Maintenance Reserve	\$32,911.69
Debt Service Revenue Bond	319,040.22
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
<i>Total Restricted and Designated Investments</i>	<u>\$953,125.42</u>
Unrestricted Investments	698,933.05
<i>Total Investments</i>	<u>\$1,652,058.47</u>
Unposted Market Value Allow	(\$29,525.28)
Merrill Lynch Account 439-07868	\$376,700.30
Merrill Lynch Account 439-07865	706,100.41
Riverwood Bank	199,147.78
4M Fund	340,584.70
<i>Total Per Statements</i>	<u>1,622,533.19</u>

CROSSLAKE COMMUNICATIONS
Accounts Payable
Check Register
06/01/2013 To 06/30/2013

Check / Tran	Date	Vendor Name	Reference	Amount
948	06/03/2013	FRANSEN BANK AND TRUST	APRIL VISA CHARGES-P HOGE WASH D.C.	845.02
962	06/07/2013	INTERNAL REVENUE SERVICE	FED, FICA MEDICARE	6,963.64
963	06/07/2013	PERA	PERA EE & ER	3,886.92
964	06/07/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,187.82
965	06/07/2013	ING-DEFERRED COMP	DEFERRED COMP EE & ER	2,261.92
966	06/10/2013	CITY OF CROSSLAKE (SEWER)	MAY 2013 SEWER	37.00
967	06/28/2013	INTERNAL REVENUE SERVICE	JUNE EXCISE TAX	1,396.49
982	06/21/2013	INTERNAL REVENUE SERVICE	FED, FICA, MEDICARE	7,848.19
983	06/21/2013	PERA	PERA EE & ER	3,893.85
984	06/21/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,368.24
985	06/21/2013	ING-DEFERRED COMP	DEFERRED COMP	2,211.92
986	06/26/2013	MINNESOTA DEPT OF REVENUE	JUNE SALES & USE TAX	13,852.00
987	06/26/2013	CROW WING POWER	ELECTRIC SERVICE	4,862.40
28794	06/10/2013	PAUL BUNYAN COMMUNICATIONS	JUNE CHANNEL TRANSPORT	800.00
28795	06/10/2013	BRAINERD DAILY DISPATCH	PEQUOT GRAD AD	47.00
28796	06/10/2013	MINNESOTA DEPT OF COMMERCE	1ST QTR 2014 INDIRECT ASSESSMENT	507.87
28797	06/10/2013	REEDS MARKET	DONUTS FOR ADV BOARD MEETING	13.20
28798	06/10/2013	CROSSLAKE ROLLOFF	DIRECTORY RECYCLE MAY-JUNE	110.00
28799	06/10/2013	GOPHER STATE ONE CALL	APRIL LOCATES	234.90
28800	06/10/2013	ONVOY VOICE SERVICES	6264 PROGRAM, OPR SERV, LAKES LD, SS7	11,287.57
28801	06/10/2013	MOSS & BARNETT	SPRINT TOWER LEASE AMENDMENT	622.50
28802	06/10/2013	UNITED PARCEL SERVICE	WEEKLY SERVICE & MISC SHIPPING	118.68
28803	06/10/2013	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM CTR VOICE MAIL	1,085.72
28804	06/10/2013	DEBORAH FLOERCHINGER	CAFE PLAN REIMBURSE-BAL 0	400.00
28805	06/10/2013	CITY OF CROSSLAKE	JUNE OPERATING TRANSFER	22,083.33
28806	06/10/2013	CITI LITES INC	LOCATES	1,305.15
28807	06/10/2013	THE OFFICE SHOP INC.	TISSUE, PAPER TOWELS, ENVELOPES, INK	212.50
28808	06/10/2013	XCEL ENERGY	METER CHARGES-SUNRISE & 16, NAT'L GAS	174.25
28809	06/10/2013	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	87.77
28810	06/10/2013	LYDIA SASSE	COMPUTER REPAIR II TUITION REIMBURSE	624.98
28811	06/10/2013	MINNESOTA 9-1-1 PROGRAM	911, TAP & TAM	1,667.26
28812	06/10/2013	NCPERS MINNESOTA	JUNE LIFE PREMIUM	48.00
28813	06/10/2013	BRAINERD LAKES AREA CHAMBER	EGGS -N- ISSUES-PAUL HOGE	20.00
28814	06/10/2013	NATIONAL CABLE TELEVISION COOP	VARIOUS CONNECTORS, DCX3510, DCX700	1,216.51
28815	06/10/2013	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
28816	06/10/2013	NENA	CO IDENTIFIER RENEWAL	250.00
28817	06/10/2013	ASSURANT EMPLOYEE BENEFITS	JUNE LONG TERM DISABILITY	450.33
28818	06/10/2013	PINNACLE	TELEPHONE DIRECTORY-10	1,044.62
28819	06/10/2013	UNIVERSAL SERVICE ADMIN CO.	MAY FUSC	2,765.34
28820	06/10/2013	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	301.20
28821	06/10/2013	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	10,168.65
28822	06/10/2013	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	375.13
28823	06/10/2013	AZAR COMPUTER SOFTWARE SERVICES	SOFTWARE SUPPORT JULY-DEC	2,250.00
28824	06/10/2013	TV GUIDE NETWORK	AFFILIATE PAYMENT	538.75
28825	06/10/2013	JOHNSON KILLEN & SEILER PA	RE: EARLY RETIREMENT INCENTIVE	92.50
28826	06/10/2013	CROW WING COUNTY HIGHWAY DEPT.	APRIL UNLEAD & DIESEL FUEL	943.72
28827	06/10/2013	7SIGMA SYSTEMS INC	MAY CONSULTING	2,000.00
28828	06/10/2013	CORNERSTONE PUBL GROUP INC.	JUNE NEWSLETTER	2,351.11
28829	06/10/2013	ARROW-ASSET RECOVERY	ELECTRONIC RECYCLING-617 LBS	215.95
28830	06/10/2013	CROSSLAKE ACE	TOOLS, STARTING FLUID, PAINT BATTERIES	139.99
28831	06/10/2013	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	36,668.07
28832	06/10/2013	KARE GANNETT CO., INC	AFFILIATE PAYMENT	2,312.14
28833	06/10/2013	PAUL HOGE	CAFE PLAN REIMBURSE - BAL 1844.10	655.90
28834	06/10/2013	CALIX NETWORKS INC	CMS SOFTWARE C7 ANNUAL MAINTENANCE	1,188.00
28835	06/10/2013	WASTE PARTNERS INC.	MAY TRASH REMOVAL	76.62

28836	06/10/2013	DISCOVERY COMMUNICATIONS INC.	AFFILIATE PAYMENT	195.13
28837	06/10/2013	WEATHER CENTRAL, LP	JUNE DATA FEED	214.50
28838	06/10/2013	GE CAPITAL	COPIER LEASE 40 OF 60	378.97
28839	06/10/2013	NORTHLAND PRESS	WORLD @ FINGERTIPS AD	147.20
28840	06/10/2013	CHARTER COMMUNICATIONS	JUNE INTERNET FEED	1,500.00
28841	06/10/2013	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	37,825.83
28842	06/10/2013	HUB TELEVISION NETWORKS, LLC	AFFILIATE PAYMENT	31.10
28843	06/10/2013	ONLINE COLLECTIONS	COLLECTION COMMISSION	119.42
28844	06/10/2013	ARIN	ANNUAL RENEWAL FOR ISP REGISTRATION	2,000.00
28845	06/10/2013	BIG 10	AFFILIATE PAYMENT	2,223.75
28846	06/10/2013	TIME COMMUNICATIONS	JUNE/JULY ANSWERING SERVICE	336.24
28847	06/10/2013	VERIZON WIRELESS	CELL PHONES	250.55
28848	06/10/2013	AQUARIUS WATER CONDITIONING INC.	JUNE WATER SOFTENER RENTAL	44.89
28849	06/10/2013	NISC	MAY LICENSE FEES & TRAINING	2,446.98
28850	06/10/2013	BUSINESS CARD	LARRY POWER LIMITED LICENSE RENEWAL	94.80
28851	06/10/2013	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	2,771.84
28852	06/10/2013	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,588.95
28853	06/10/2013	METRO SALES, INC.	COPIER MAINTENANCE 5/23-6/23	163.52
28854	06/21/2013	IBEW LOCAL UNION 949	UNION DUES	441.96
28855	06/25/2013	EMILY COOPERATIVE TELEPHONE	MAY INTERNET USAGE-50 MBPS	2,000.00
28856	06/25/2013	RONALD J. SCHMIDT	2 PAIR JEANS	57.00
28857	06/25/2013	OLSEN THIELEN CO LTD	499Q, TARIFF NEEDS & TRA SERV CONSULT	1,889.00
28858	06/25/2013	POWER & TELEPHONE SUPPLY	2 METER JUMPERS	43.82
28859	06/25/2013	THE OFFICE SHOP INC.	TRASH BAGS, PENCILS,ETC	89.30
28860	06/25/2013	XCEL ENERGY	METER CHARGES - SUNRISE & 16	54.76
28861	06/25/2013	DELTA DENTAL PLAN OF MINNESOTA	JULY DENTAL PREMIUM	940.55
28862	06/25/2013	WILLIAM GORDON	AMT DUE TO EMPLOYEE FOR OVERPAYMENT	22.62
28863	06/25/2013	LYDIA SASSE	CAFE PLAN REIMBURSE - BAL 279.05	12.00
28864	06/25/2013	NATIONAL CABLE TELEVISION COOP	20 EA HIGH PASS FILTERS, DTA'S, CONN.	3,879.77
28865	06/25/2013	CDW DIRECT LLC	WIRELESS ROUTERS	674.70
28866	06/25/2013	NEUSTAR INC.	SOW M-10654795 LNP M-10654796	138.38
28867	06/25/2013	MINNESOTA LIFE INSURANCE CO	JULY LIFE PREMIUM	197.40
28868	06/25/2013	UNIVERSAL SERVICE ADMIN CO.	JUNE FUSC	2,765.34
28869	06/25/2013	VANTAGE POINT	MAY TTP SERVICE	210.00
28870	06/25/2013	AT&T - DALLAS TX	PARS 4-1-13 BAN 1499	492.90
28871	06/25/2013	CYNTHIA PERKINS	CAFE PLAN REIMBURSEMENT	27.00
28872	06/25/2013	NORTH AM NUMBERING PLAN	NUMBERING PLAN ADMIN 2013 ID 807783	29.38
28873	06/25/2013	TIGER DIRECT	HARD DRIVES FOR RESALE	399.55
28874	06/25/2013	CHERI E. AYD	JUNE OFFICE CLEANING	689.34
28875	06/25/2013	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT	662.20
28876	06/25/2013	AVNET INC	REPAIR DVRS	641.28
28877	06/25/2013	FIRST CHOICE COMMUNICATIONS	KTECH RECEIVER FOR PBS	443.76
28878	06/25/2013	COOPERATIVE NETWORK SERV LLC	LOCAL CHANNEL TRANSPORT	500.00
28879	06/25/2013	NTCA GROUP HEALTH PLAN	JULY LIFE & HEALTH PREMIUM	14,230.53
28880	06/25/2013	DQ TECHNOLOGY	25 EA DSL ROUTERS	1,461.80
28881	06/25/2013	NISC	JUNE BILLING	4,044.66
28882	06/25/2013	METRO SALES, INC.	COPIER MAINTENANCE 6/23-7/23	163.52
28883	06/25/2013	MIDWEST FAMILY EYE CENTER	SAFETY GLASSES - BILL GORDON	162.00
28884	06/25/2013	JAMES GALLAWAY	CREDIT REFUND	9.39
28885	06/25/2013	RICHARD B SCHMIDT ESTATE	CREDIT REFUND	63.96
28886	06/25/2013	GALEN PAUL	CREDIT REFUND	36.62
28887	06/25/2013	BRET SMITH	CREDIT REFUND	57.80
28888	06/25/2013	MARY MCGREGOR	CREDIT REFUND	99.23
28889	06/25/2013	BRENDA ANDERSON	CREDIT REFUND	25.80
28890	06/25/2013	NANCY M JAHNKE	CREDIT REFUND	86.91
28891	06/25/2013	GARY WELSH	CREDIT REFUND	20.05

Total for General Account:

250,500.89

331 06/25/2013 GENBAND US LLC

C15 SWITCH

242,882.00

Total for Investment Account:

242,882.00

Grand Total:

\$ 493,382.89

CROSSLAKE COMMUNICATIONS

Regular Meeting, July 30, 2013

The Regular Meeting of the Crosslake Communications Advisory Board was called to order at 8:04 by Chair John Moengen. Members present: John Moengen, Ann Schrupp, Gordon Siemers, Jim Talbott and Dennis Leaser. Members absent, Mike Myogeto, Mike Winkels and Alternate Steven Kohlmann. Also present were General Manager Paul Hoge, Office Manager Debby Floerchinger, Accountant Cyndi Perkins, Operations Manager Jared Johnson and Helen Fraser.

Actions Taken:

- 1. The Crosslake Communications Advisory Board recommends to the City Council that a downgrade fee of \$15 for High Speed Internet be established and require that the customers have service for a minimum of one month.**

The Minutes of the June 25, 2013 meeting were reviewed. Ann Schrupp moved to approve the June 25, 2013 Minutes as presented. Second by Jim Talbott. All in favor, motion carried.

The June 2013 Financial Statements were reviewed. Dennis Leaser moved to approve the June 2013 Financial Statements. Second by Gordon Siemers. All in favor, motion carried.

The June 2013 Check Disbursements were reviewed. Ann Schrupp moved to approve the June 2013 Check Disbursements. Second by Jim Talbott. All in favor, motion carried.

COMMUNICATIONS

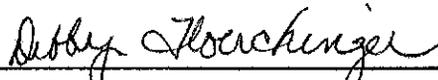
- 1) Channel 12 – Weather programming. Paul reported that the equipment was shipped last Thursday. When we receive it Paul Davis will look at it and get it working. We will then cancel the contract with our current provider.
- 2) Switch – Paul reported that we are working with the engineers again with a price of \$16,000. In answer to last month's question on whether the switch is insured, Paul checked with Chris Danielson who said that we are covered for up to \$1 Million.
Paul Davis joined the meeting at 8:16 am.
- 3) CSAH 3. Paul reported that AVID will be doing the bore under the pond and across CSAH3 starting in a couple of weeks.
- 4) County Road 1. Paul reported that in regard to our connection to Emily Telephone, we hope to have it all up and tested by Wednesday. We plan on using the ring on the west side of Crosslake to Pro-Fuel and then up to Emily.
- 5) Open House Reminder. Our Open House is scheduled for August 14th from 9 until 3:30. The pies and trees are ordered. We just need to do some cleaning and grounds maintenance.

- 6) Internet Downgrade Fee. Paul reported that we have a customer who wants to connect and then shortly thereafter disconnect. We have a plan for cable TV in these situations where we require the customer to be connected for one month and we charge a \$15 downgrade fee. We recommend establishing the same plan for High Speed Internet. Jim Talbott moved to recommend to the City Council that we establish a downgrade fee of \$15 for High Speed Internet and require that the customers have service for a minimum of one month. Second by Dennis Leaser. All in favor, motion carried.
- 7) TAP Changes. Paul reported that effective October 1, 2013, the TAP credit will increase from \$2.50 to \$3.50. The TAP monthly surcharge will be reduced to 3 cents per line, and the monthly 911 surcharge will decrease to 78 cents.
- 8) NTCA. Paul reported that he will be traveling to Chicago September 15-18 for the NTCA conference.
- 9) BIG TEN contract. Paul reported that we have received a contract for the renewal of the Big 10. We are reviewing it and hope to be able to negotiate it without the help of Cinnamon Muehler.
- 10) Power Company. Paul reported that Chris from Crow Wing Power stopped in yesterday to discuss the replacement of their power line between Daggett Pine Road and C&C Boatworks. We are looking at installing the 2 ducts for the Phase III fiber area along with them in their bore. Management will come back to the board next month with more information and costs.
- 11) Rural Call Completion. Paul reported that according to a webinar he recently attended, hopefully the call completion issues will end in the near future. It sounds like the FCC is close to having this resolved.

The next meeting is scheduled for Tuesday, August 27, 2013 at 8:00 am at Crosslake Communications.

Ann Schrapp moved to adjourn the meeting at 8:44 am. Second by Jim Talbott. All in favor, motion carried.

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



Debby Floerchinger

CROSSLAKE COMMUNICATIONS
CUSTOMER COUNTS

	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13
Telephone Service													
Telephone Lines	1897	1892	1872	1850	1850	1844	1839	1837	1831	1823	1818	1806	1792
Telephone Vacation Disconnected	23	26	55	168	196	210	222	219	163	31	20	22	20
Percentage of Telephone Customers Disconnected	1%	1%	3%	9%	11%	11%	12%	12%	9%	2%	1%	1%	1%
Extended Calling/Pequot	371	369	368	367	364	360	355	353	351	352	347	345	343
Expanded Calling/CTC,Emily	46	46	46	47	47	46	46	46	46	46	46	46	46
Cable TV Service													
Basic	203	209	215	220	225	224	224	227	227	227	232	237	233
Expanded Basic	1506	1507	1488	1467	1463	1457	1454	1448	1448	1447	1459	1453	1447
Digital TV	238	243	248	249	250	249	249	250	254	256	259	257	257
Total Crosslake Customers	1947	1959	1951	1936	1938	1930	1927	1925	1929	1930	1950	1947	1937
Total Cable Customers													
Cable Vacation Disconnected	17	38	237	598	698	728	786	787	669	291	58	24	17
Percentage of Cable Customers Disconnected	1%	2%	11%	24%	26%	27%	29%	29%	26%	13%	3%	1%	1%
Premium Channels													
HBO Pkg	76	74	74	73	72	72	74	68	67	69	67	69	70
Cinemax	46	45	45	44	44	43	42	42	41	43	42	42	41
Showtime Pkg	34	33	33	32	34	33	42	30	31	33	31	33	34
Starz/Encore Pkg	51	50	51	50	50	50	50	49	49	49	47	47	48
HD TV	205	213	214	218	224	229	235	234	241	243	254	266	276
DVR and 2nd HD boxes	110	114	112	108	110	112	113	116	119	121	124	189	194
1st Box No Charge												220	218
Internet Service													
Dial Up Internet	44	43	41	40	36	34	34	34	33	32	31	29	28
High Speed Internet	1236	1252	1252	1238	1243	1242	1248	1259	1268	1257	1281	1290	1291
Mail Box Only	190	187	189	206	214	224	223	224	223	201	197	199	197
Cable Modems	70	76	77	72	72	72	72	71	71	74	75	74	76
High Speed Vacation Disconnected	7	12	84	202	242	258	292	304	253	118	29	7	7
Percentage of High Speed Customers Disconnected	1%	1%	6%	14%	6%	17%	13%	19%	16%	8%	2%	1%	1%

PLEGGED COLLATERAL - JULY 2013

BANKING INSTITUTION	AMOUNT OF FDIC INSURANCE	OTHER SECURITIES PLEDGED	AMOUNT OF SECURITY	EXPIRATION DATE	AMOUNT ON DEPOSIT 6/30/2013	PERCENT OF TOTAL
Riverwood Bank	\$ 250,000	None	\$ -	N/A	\$ 199,175	8.0%
Lakes State Bank	\$ 250,000	Letter of Credit #2552-14	\$ 200,000	11/14/2013	\$ 382,599	15.4%
Black Ridge Bank	\$ 250,000	Letter of Credit 4072-129	\$ 1,000,000	2/28/2014	\$ 1,005,446	40.4%
Frandsen Bank & Trust	\$ 250,000	31417YY84 MBS FNMA	\$ 912,080	5/1/2031	\$ 899,899	36.2%
TOTALS	\$ 1,000,000		\$ 2,112,080		\$ 2,487,120	100.0%
4M Fund and Merrill Lynch deposits not included in the above since pledging is handled by Investment Company						
NOTE: The Office of the State Auditor has informed the City that on May 20, 2009 the FDIC announced that the new FDIC Coverage limit of \$250,000 for bank depositors will remain in effect through December 31, 2013. On January 1, 2014, the standard insurance amount will return to \$100,000 per depositor for all account categories except for certain retirement accounts.						
Mike Lyonais Finance Director/Treasurer Updated 07/02/2013						
I:\Administration Department\Jenny\0Not Shared\Accounting\Collateral\2013\2013 Pledged Collateral.xls\July						

**Pledge Update
Crosslake Communications
RiverWood Bank**

July 31, 2013

Deposit Accounts

Savings:	Account #	Balance
Crosslake Communications	621000033	\$170,512.51
Crosslake Communications	621001122	\$28,662.28
	TOTAL DEPOSITS	\$199,174.79
	LESS FDIC INS.	<u>\$250,000.00</u>
	TOTAL	(\$50,825.21)
(OVER)/SHORT		<u>(\$50,825.21)</u>

Send to:

Cyndi Perkins
Crosslake Communications
cyndip@crosslake.net

Char Nelson
City Hall
ctycrslk@crosslake.net



PLEDGE UPDATE: 07/31/13

GOVERNMENTAL BODY: CITY OF CROSSLAKE (Including Crosslake Cablevision and Crosslake Telephone Company)

<u>DEPOSITS</u>	<u>ACCOUNT NUMBER</u>		<u>BALANCE</u>
SAVINGS	500868	CITY	337,551.05
	500868	Accrued Interest	30.52
	20087	TELEPHONE	45,012.18
	20087	Accrued Interest	5.73
		TOTAL	382,599.48

CERT. OF DEPOSIT

TELEPHONE	0.00
	0.00
CITY	0.00
	0.00
TOTAL	0.00

TOTAL DEPOSITS	382,599.48
LESS FDIC INS	(250,000.00)
	<u>132,599.48</u>

PLUS 10%	13,259.95
----------	-----------

TOTAL REQ. PLEDGING	CITY	145,859.43
	TELEPHONE	

PLEDGED:	200,000
----------	---------

OVER/SHORT:	54,141
-------------	--------

April Tappe
Sr. VP/Cashier

TO: City of Crosslake
37028 County Road 86
Crosslake, MN 56442

TO: Crosslake Telephone
P.O. Box 70
Crosslake, MN 56442

Fax: (218) 692-2687

Fax: (218) 692-2410

• PEQUOT LAKES
P.O. BOX 366, PEQUOT LAKES, MN 56472
(218) 568-4473 FAX (218) 568-5358

• CROSSLAKE
P.O. BOX 767, CROSSLAKE, MN 56442
(218) 692-4472 FAX (218) 692-4478

PLEDGE UPDATE: *July 2013*

BlackRidgeBANK-----

GOVERNMENTAL BODY: CITY OF CROSSLAKE (including Crosslake Telephone Co)

<u>DEPOSITS</u>	<u>NUMBERS</u>	<u>BALANCE</u>
CITY	700-616-6	\$ 552925.62
	700-642-2	\$ 447526.67
TELEPHONE CO	800-068-9	\$ 4994.11

CERTIFICATE OF DEPOSIT

\$ _____
 \$ _____
 \$ _____

TOTAL DEPOSITS \$ 1005446.40
 LESS FDIC INS. \$ 250,000.00
 TOTAL \$ 755446.40

PLUS 10% \$ 75544.64
 TOTAL REQ. PLEDGING \$ 830991.04

MINUS LETTERS OF CREDIT \$ 1,000,000.00
 OVER/SHORT: \$ 169008.36

Cashier

TO: City of Crosslake
 37028 County Rd 66
 Crosslake, MN 56442-9301

TO: Crosslake Telephone
 PO Box 70
 Crosslake, MN 56442

FRANSEN BANK TRUST

PLEDGE UPDATE

City of Crosslake & Crosslake Communications

EFFECTIVE 7/31/13

<u>DEPOSITS</u>		<u>ACCOUNT #</u>	<u>BALANCE</u>
CERTIFICATES:			
	TOTAL		<u>0</u>
SAVINGS:			
	Sewer Connection Project	XXXXXX1128	16,272
	Sewer Connection Payments	XXXXXX3136	<u>256,165</u>
	SAVINGS TOTAL:		272,437
CHECKING:			
	City General Fund	XXXXX0163	197,359
	Crosslake Communications	XXXXX0034	<u>430,103</u>
	CHECKING TOTAL:		627,462
TOTAL DEPOSITS			899,899
LESS FDIC INS.			<u>250,000</u>
	SUBTOTAL:		649,899
			110%
	REQUIRED MINIMUM PLEDGE:		714,889

PLEDGED:	Held by:	
31417YY84 MBS FNMA	Bank of North Dakota	912,080
	TOTAL MARKET VALUE PLEDGED:	<u>912,080</u>

TOTAL EXCESS PLEDGED: 197,191

Submitted by:

Amber Helt
 Financial Services Coordinator
ahelt@frandsenbank.com
 218.773.5495

Send to:

Mike Lyonais
 Finance Director/Treasurer
 City of Crosslake
mlyonais@crosslake.net
 37028 County Road 66, Crosslake, MN 56442
 Phone 218.692.2688, Fax 218.692.2687

Cyndi Perkins

Accountant
 Crosslake Communications
cyndip@crosslake.net
 37028 County Road 66, Crosslake, MN 56442
 Phone 218.692.5081, Fax 218.692.2410

1. The pledge of collateral is evidenced by a written security agreement.
2. The security agreement has been approved by Frandsen Bank & Trust's Board of Directors and that approval has been reflected in the minutes of the Board.
3. The security agreement is an official record of Frandsen Bank & Trust since it was executed.

Crosslake Park/Library Commission Minutes
2:00 P.M. Wednesday, June 26, 2013

Members Present: Chair Joe Albrecht, Council Liaison-Mark Wessels, Robb Reed, John Pribyl, Ron Lessard, Patty Norgaard, Sandy Melberg, Park, Recreation and Library Director-Jon Henke, Guest-Maddie Kurilla

Meeting was called to order at 2:05

1. Approve May 2013 Minutes

Motion to Approve the May 22, 2013 Minutes with the addition of Commission Member Robb Reed as present: Reed; Seconded by Pribyl; Motion passed unanimously

2. Batzloff Property

Located on Manhattan Point, this property's owner would like to market and potentially sell the property but a recent survey has determined that the owner has a staircase, dock and the storage of other personal belongings on City of Crosslake platted public right-of-way. Jurisdiction of this issue is differed to Crosslake Parks and Recreation as platted right-of-ways that lead to the water are covered under the Crosslake Park and Recreation Ordinance. Discussion ensued on property location and survey.

Motion: Mr. Batzloff must apply for a permit with Crosslake Planning and Zoning to construct a new staircase on his own property, remove staircase on City property, restore existing landscape and shoreline to its pre-construction state while preventing erosion until natural vegetation is successfully established, and re-locate his dock to the 3 feet of shoreline that is indicated on the survey. The Park Commission is also recommending that the Crosslake City Council consider waiving the required 10' side lot setback so the property owner may utilize Lake Frontage.

Motion made by: Melberg; Seconded by Reed - Motion passed unanimously.

Further discussion followed. Any new staircase structure must be approved by Planning and Zoning and the property owner should be directed to organizations with information on correct landscape and shoreline restoration procedures.

3. Fitness Equipment Update

New equipment is to be delivered June 27th. The Cardio room will be closed from 9:30-3:00 that day to allow removal of old equipment and installation of new. Push, Pedal, Pull will install and instruct staff on equipment usage.

4. Pickleball

The Recreation Department is trying to start a Pickleball league. In order to promote play, Wednesday evenings from 5:00-7:00 pm have been set aside for play at no cost. Tuesday and Thursday afternoons from 1:00-3:00 have been set aside for private court rental at \$10/hour, which includes court time and equipment rental.

5. Parking Lot Plan/Covered Entrance

Discussion proceeded on the possibility of extending the roof of the Community Center to allow for sheltered drop off, eliminating the existing curb while creating a plan to protect the building and pedestrians. Initial planning would include working up concept and initial fundraising including contacting the PAL Foundation and the possible addition of item to Park, Recreation, and Library Department future budget. Subject will be revisited at a later date.

6. Rain Garden

Beth Hippert, SWCD, and a MCC provided labor to perform maintenance and additional vegetation planting in the rain garden. Funding was provided by the PAL Foundation and the trail development funds. The sign will be installed soon explaining the purpose of the rain garden, existing vegetation and a list of donors. It has been suggested that the rain garden be extended further west. Grants should be researched to provide funding for this purpose.

7. Court Construction Update

A tack coat is being applied this afternoon, with the second lift to be completed on the 27th. Fencing will be next before the color coating is applied. Project is approximately 1 week behind at this point.

8. Trails Update

Continuing to push ahead with the County Trail. Town Square Trail was approved by City Council and work on that project is underway.

9. Charter School

The Charter School has hired Todd Lysico as their new director. The School was granted the opportunity to expand to full K-12 status with certain caveats. This option would be available beginning the fall of 2014. The School needs an answer by this fall as to whether school can be built on Community Center site. School update was provided by Robb Reed Commission Member and School Board Member.

Discussion ensued. Jon pointed out any plan must allow for flexibility and the least amount of impact on the park, while addressing future space issues and programming needs. Councilman Wessels pointed out that once the Council agreed to have this site be considered for a proposed school future expansion, the Council feels that other options have not been fully pursued. Although the Community supports the School, the School needs to provide more in-depth information on their space needs and plans before any further decisions can be made.

10. Library Update

The shutdown of the KRLS Bookmobile will have an impact on the importance of the Crosslake Area Library. Alden, Kim Larsen and Jon attended a meeting with KRLS at which it was pointed out some people have issues with the Region Libraries spending money to purchase books that will not be a part of the inter-library loan. Funding could be an issue again next year.

11. Addition Agenda Item/Park Dedication

Planning and Zoning has requested the Messal Subdivision be addressed by the Commission. Explanation of Park Dedication was offered for new Commission members.

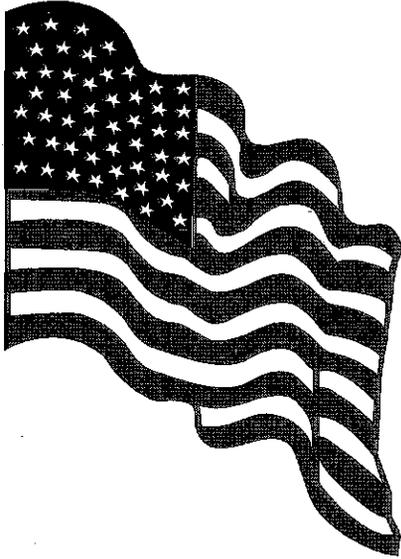
Motion to Approve Park Dedication Cash (in the amount of \$1,500.00) in lieu of land for the Messal Subdivision: Joe; seconded by Patty; Favor: All-- Opposed: 0

12. Open Forum

Volunteers will be needed to pick rock off the trails before grass seeding can take place. This would make a good Community Service Project for groups or individuals.

Joe encourages everyone to stop in and check out the investment in the new fitness room equipment. It will be a great addition to the Community Center and the area.

13. Motion to Adjourn: Lessard; 2nd: Reed; Favor: All -- Opposed: 0



CROSSLAKE POLICE DEPARTMENT

MONTHLY REPORT

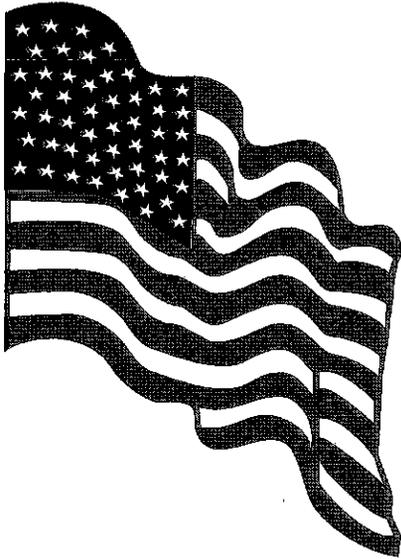
July

2013

**Crosslake Police Department
Monthly Report
July 2013**

911 Hangup	3
Agency Assist	14
Alarm	17
Animal Bite	1
Animal Complaint	2
Attempt To Locate	1
ATV	2
Burglary	1
Civil Problem	2
Damage To Property	3
Disturbance	5
Domestic	2
Driving Complaint	8
Drug Information	1
Ems	37
Extra Patrol	4
Fire	5
Fireworks	4
Found Property	3
Garbage Dumping	1
Gun Permits	1
Hazard In Road	7
Housewatch	1
Information	8
Intoxicated Person	2
Noise Complaint	2
Other	2
Parking Complaint	2
Personal In Accident	2
Property Damage Acc	5

Public Assist	7
Shooting Complaint	1
Stolen Recovered	1
Suspicious Activity	4
Suspicious Person	1
Suspicious Vehicle	2
Theft	5
Threats	1
Traffic Arrest	1
Traffic Citations	12
Traffic Warnings	80
Warrant Oth Cnty	1
Welfare Check	1
Total	265



CROSSLAKE POLICE DEPARTMENT

MISSION MONTHLY REPORT

July
2013

**Crosslake Police Department
Mission Monthly Report
July 2013**

Agency Assist	4
Animal Complaint	1
Noise Complaint	1
Public Assist	1
Traffic Citations	6
Traffic Warnings	16
Total	29

Office of the County Attorney

Donald F. Ryan, Crow Wing County Attorney
Bruce F. Alderman, Chief Deputy County Attorney

Crow Wing County Attorney's Office
213 Laurel Street, Suite 31
Brainerd, MN 56401

Phone: (218)824-1025 Fax: (218)824-1026

Assistant County Attorneys

John J. Sausen Janine L. LePage
Candace Prigge Rockwell J. Wells
Ilissa N. Ramm David F. Hermerding
Anne Marie Soberg



CROW WING COUNTY

July 16, 2013

City Administrator/Consultant Dan Vogt
City Hall
37028 County Road 66
Crosslake, MN 56442

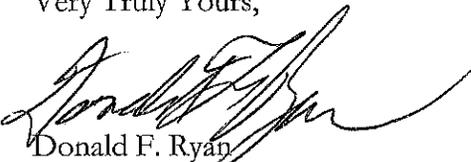
RE: 2014 Prosecution Contract

Dear City Administrator Vogt:

I write in follow-up to our July 15, 2013 phone conversation regarding the above. As discussed, I propose that we renew our current agreement for 2014. Pursuant to clause 12 of our current agreement, no action to do so is required. As you are aware, our office began quarterly billings rather than semi-annual billings. You have stated that this is not an issue and have agreed we can continue to do so. I apologize for our inaccuracies in beginning the quarterly billings. Thank you for your consideration on this matter.

We appreciate the opportunity to continue to provide misdemeanor prosecution services to you. For 2012, your agency represented 1.74 % of our petty misdemeanor/misdemeanor/gross misdemeanor case load; and, 6.13% of our serious felony/felony case load. Overall you represented 4.46% of our overall case load. Should you have any questions or concerns, please feel free to call me at any time.

Very Truly Yours,



Donald F. Ryan
Crow Wing County Attorney

DFR:lm

OUR MISSION:

To provide high quality, cost-effective public services in a friendly and respectful manner.

Crosslake Fire Department Monthly Call Sheet

Date: July 2013

Description of Incident	Calls	YTD
3 - Rescue & Emergency Medical Services		
311 - Medical Assist - Assist EMS Crew	30	144
300 - Rescue, EMS Incident		3
322 - Motor Vehicle Accident with Injuries		5
324 - Motor Vehicle Accident with No Injuries	1	3
340 - Search for Lost Person		1
342 - Search for Lost Person in Water		
362 - Ice Rescue		
326 - Snowmobile Accident With Injuries		
Total Medical:	31	156
1 - Fire		
111 - Building Fire		2
111 - Building Fire (Mutual Aid)		1
114 - Chimney Fire		
143 - Grass Fire/Wildland Fire	1	4
131 - Automobile Fire	1	2
Total Fire:	2	9
4 - Hazardous Condition (No Fire)		
412 - Gas Leak (Natural Gas or LPG)		3
424 - Carbon Monoxide Alarm		
444 - Power Line Down/Trees on Road	4	4
Total Hazardous Condition:	4	7
6 - Good Intent Call		
611 - Dispatched and Cancelled en route	2	8
609 - Smoke scare, Odor of smoke		
Total Good Intent:	2	8
7 - False Alarm & False Call		
743 - Smoke Detector Activation - No Fire		8
733 - Smoke Detector Activation due to Malfunction		
746 - Carbon Monoxide Detector Activation - No CO		3
731 - Sprinkler Activation due to Malfunction		
Total False Alarms:	0	11
Total Incidents:		39
		191

NORTH AMBULANCE CROSSLAKE

JULY 2013 RUN REPORT

TOTAL CALLOUTS: **95**

NIGHT: 32 DAY: 63

No Loads: 17
Cancels: 21
Fire Standbys: 00
Police Standbys: 00
Transported Patients: 57

CROSSLAKE: 34 (6 No Load, 4 Cancel)
BREEZY POINT: 08 (1 No Load, 1 Cancel)
IDEAL: 02
MISSION: 01
FIFTY LAKES: 01 (1 No Load)
MANHATTAN BEACH: 00
CENTER: 03
TIMOTHY: 01

MUTUAL AID TO:

PINE RIVER: 21 (6 No Load, 6 Cancel)
BRAINERD: 21 (3 No Load, 10 Cancel)

BLS TRANSFERS: 03
ALS TRANSFERS: 00

ALS INTERCEPTS (ADVANCED LIFE SUPPORT):

BRAINERD: 00
PINE RIVER: 00
AIRCARE: 00

**CITY – COUNTY – TOWNSHIP
ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATION MEETING
JULY 29, 2013 – CROW WING COUNTY
MINUTES**

1. INTRODUCTIONS

*23 people were in attendance
4 representing cities
16 representing townships
3 representing the county*

A copy of the sign in sheet is attached.

2. REVIEW PROVIDED OVERVIEW OF THE PURPOSE OF THE MEETING AND CURRENT PROCEDURES

A handout, which is included in these minutes, was reviewed. This handout summarized existing coordination efforts and possibilities for future joint ventures. Handouts relating to grant opportunities, retroreflectivity of signs and the county's retroreflectivity policy were also handed out.

3. GATHER INPUT AND IDEAS FROM THOSE IN ATTENDANCE

The general consensus was that there was a lot of information to digest and think about. The county indicated that one of the goals of the meeting was to make sure all agencies were aware of options related to construction, maintenance and grant opportunities, and to begin/further conversations that will lead to efficiencies for those we serve. There may be cases where collaborative efforts are established between local agencies only without county involvement, and that would be excellent also.

There were a number of questions related to timelines the county follows such as what time of the year certain materials are purchased, and what would be the deadlines for notifying the county if a local agency wanted to be part of a construction contract. A request was made for the county to put together a schedule that shows dates for all of these items for a typical year. This will be developed and circulated.

The county asked if the best route for disseminating information was through the clerks or by other means. Those in attendance determined it would be best to continue sending to the clerks, but also notify the attendees. The county will do this largely via email, with hard copies to the agencies that do not have email accounts set up. The group was asked to come up with ideas for topics and/or speakers they may want the county to line up for future meetings.

4. DETERMINE POTENTIAL BENEFITS OF THE MEETING AND IF FUTURE MEETINGS SHOULD OCCUR

While there weren't any specific coordinating items that came out of the meeting, the attendees felt they needed time to think about the options presented as they relate to their own agency, and possibly come up with some more. The group felt these meetings will lead to greater efficiencies, and that simply having the meetings and opening up a dialogue had already helped them, and they were thinking about things they hadn't before.

5. DEPENDING UPON #4 ABOVE, SCHEDULE NEXT MEETING AND DISCUSS TOPICS

It was decided to set up quarterly meetings for now, continuing with a Monday evening, and be flexible with whether the future meetings will be quarterly, bi-annual, etc.

**CITY – COUNTY – TOWNSHIP
ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATION MEETING
JULY 29, 2013 – CROW WING COUNTY**

Meeting Purpose: To identify and perpetuate efficiencies to be gained through partnering, coordination, and economy of scale operations as they relate to roadway maintenance, construction, and materials purchasing and to learn from each other's experiences through information sharing.

Possible outcomes that involve infringing upon private (consultant) work or requiring any single agency to proceed with a process they are not comfortable with is not the intension of this coordination. Attendance is purely voluntary and the group will not be making decisions that negatively affect any agency.

Existing and Possible Collaboration Items:

Construction Projects

Notifying local agencies of county's proposed construction and five year improvement plan (seal coats, overlays, striping, etc.)

Grant opportunities – State Park Road Account, Federal Lands Access Program, etc.

Maintenance Projects

Reoccurring tasks such as dust control, mowing, sweeping, snow plowing, crack sealing, etc.

Materials Purchasing

Common orders such as culverts, salt sand, cold mix, crack sealer, signs, etc.

Current County Procedures:

In relation to proposed construction and the five year improvement plan, the county sends a copy of the plan to all local agencies and a letter annually to each local agency that has improvements proposed within their area. Subsequent to that letter, the county's assigned project manager contacts the local agency to determine their thoughts on the project, entertain requests for additional improvements and to identify any local agency work in the area that could be connected to the county project to realize economy of scale savings for both.

Information sharing on possible grant opportunities has also taken place, with the State Park Road Account being a prime example. Over the past nine years, seven local roadways have been re-graded and/or surfaced with this grant, including two to be done in 2013. In 2007, the county attempted to get all townships to take part in a township signing program that would have replaced all signs on a 90% federal/10% local cost share, but was unsuccessful as 100% of townships did not wish to move forward. In 2011, a mass sign order was offered to all local agencies. Through this project approximately 950 signs were ordered by 23 different agencies. The estimated savings was 10% for each agency.

For maintenance, the county performs its' own mowing, sweeping, snow plowing and crack sealing. Staffing and scheduling prevent the county from performing any of this type of work on local agency roads (other than emergency situations) however; local agencies may desire to discuss the

benefits of joining together themselves on any of these items. Dust control is contracted out and may present an opportunity for numerous agencies to join together into one contract.

Material purchasing is performed in a variety of ways. Gravel production is typically done by entering into a crushing contract and providing material from county owned pits. At times, gravel is also purchased directly from a private source. In the past the county was able to allow local agencies to also produce material in county pits; however, resources have been depleted to the point that this is no longer possible. Salt sand has been largely purchased outright, with exceptions such as taking advantage of the landfill creating a new cell and having an abundance of material that was screened. Cold mix is no longer made on low volume county roads as in the past. This is bought from a vendor along with crack sealing materials and signs, posts, culverts, etc.

CROW WING COUNTY
CITY - COUNTY - TOWNSHIP
ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATION MEETING
JULY 29, 2013
SIGN IN SHEET

NAME	REPRESENTING	EMAIL	PHONE
Ted Strand	City of Crosslake	publicwk@crosslake.net	612-2688
Cal Tuper	Bay Lake Twp	catupe@gmail.com	218-534-3494
LARRY ROBERSTAD	ROSS LAKE TWP.		218 927-4630
DON BAUCHER	WOLFORD TOWNSHIP	baucher.donald@yahoo.com	218-546-6946
Becky Eckelman	St Mathias Twp	eckelman@hughes.net	218-820-4771
Don Hakes	BAY LAKE	WAYLAKEPAPA@gmail.com	320 267 7770
M.KE LOVEN	City of Root Lake	mloven@peguithakes-minn.gov	218-831-3686
GREG RANWEILER	CENTER TOWNSHIP	greg@b-dirt.com	218-232-1360
STEVE KELLY	DEERWOOD TWP	Reillyfordeerwood@gmail.com	218 820 7211

CROW WING COUNTY
 CITY - COUNTY - TOWNSHIP
 ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATION MEETING
 JULY 29, 2013
 SIGN IN SHEET

NAME	REPRESENTING	EMAIL	PHONE
Dan DeFosco	Fort Ripley Twp		825-3194
Jim Brandt	Ideal Township	JBrandt@USLink.net	218-543-6483
Danni Czech	Jenkins "	CzechRBD@oslink.net	218 588560
Rob Hall	Crow wing Co.	rob.hallecrowings.us	824-1110
Jory Dantelsen	Crow wing Co.	jory.danickson@crowings.us	824-1110

CROW WING COUNTY
 CITY - COUNTY - TOWNSHIP
 ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATION MEETING
 JULY 29, 2013
 SIGN IN SHEET

NAME	REPRESENTING	EMAIL	PHONE
Tom Malloy	Long Lake		829-2238
Brian Biever	Irondale		546-6499
Paul Trieb	CWC		330-2020
Jesse Frohman	Braintree		828-2300
Dave Symons	Breezy Point		218- 857 1204
Dave Schultz	Crow Wing Township	d Schultz@braintown.net	218-839-1215
Loraine Murray	Oak Lawn Twp		820 2300
W M Durham	Oak Lawn Twp.	minnicmo94@braintown.net	829-4918
STAN Dobosenski	Ft. Ripley Twp	IRONMAN@ustok.net	218-831-5362

Crosslake Roll-Off & Recycling Services

July 2013

	Mixed	Paper	Aluminum	Tin	Glass	Plastic	Metal	Electronics	Total lbs	2000#	Total Tons
January	10640	0	1560	7140	760	0	0	20100	2000	10.05	
February	0	2460	0	4200	5560	0	0	12220	2000	6.11	
March	10360	0	6740	1540	0	0	0	18640	2000	9.32	
April	11020	840	1760	0	620	6610	0	20850	2000	10.425	
May	10940	0	13840	3020	10500	0	0	38300	2000	19.15	
June	10260	700	6740	3140	5740	0	0	26580	2000	13.29	
July	9140	1580	1760	20160	6220	4560	0	43420	2000	21.71	
August							0	0	2000	0	0
September							0	0	2000	0	0
October								0	2000	0	0
November								0	2000	0	0
December								0	2000	0	0

TOTAL IBS	62360	5580	5080	54620	19500	32970				
2000#	2000	2000	2000	2000	2000	2000				
TOTAL TONS	31.18	2.54	2.54	27.31	9.75	16.485				

Cardboard picked up by Waste Partners Twice a week 2 Dumpsters

**CITY OF CROSSLAKE
PERMIT SUMMARY
July 2013**

JULY 2013		2013 YTD	JULY 2012
2	HOMES	6	2
3	GARAGES/STORAGE BUILDINGS	19	4
0	RECREATIONAL VEHICLES/TEMP STRUCTURE	1	0
4	SEPTIC SYSTEMS	16	4
4	DECKS/PORCHES/BREEZEWAYS/PATIOS	18	8
0	RESIDENTIAL ADDITIONS	8	2
5	SHEDS	12	1
27	LAND ALTERATION	89	11
0	BASEMENTS	4	1
0	DEMOLITION/MOVE BUILDING	12	2
0	COMMERCIAL/INDUSTRIAL BUILDINGS	5	0
1	COMMERCIAL/INDUSTRIAL ADDITIONS	1	1
0	SIGNS	8	5
1	MISCELLANEOUS	8	2
1	E911	3	1
48	TOTAL MO. PERMITS	210	
\$256,668	TOTAL MO. VALUATIONS	\$2,587,969	

44	PREVIOUS YEAR MONTHLY PERMITS	2012 YTD TOTAL	236
\$1,562,737	PREVIOUS YEAR MONTHLY VALUATION	2012 YTD TOTAL	\$4,582,954

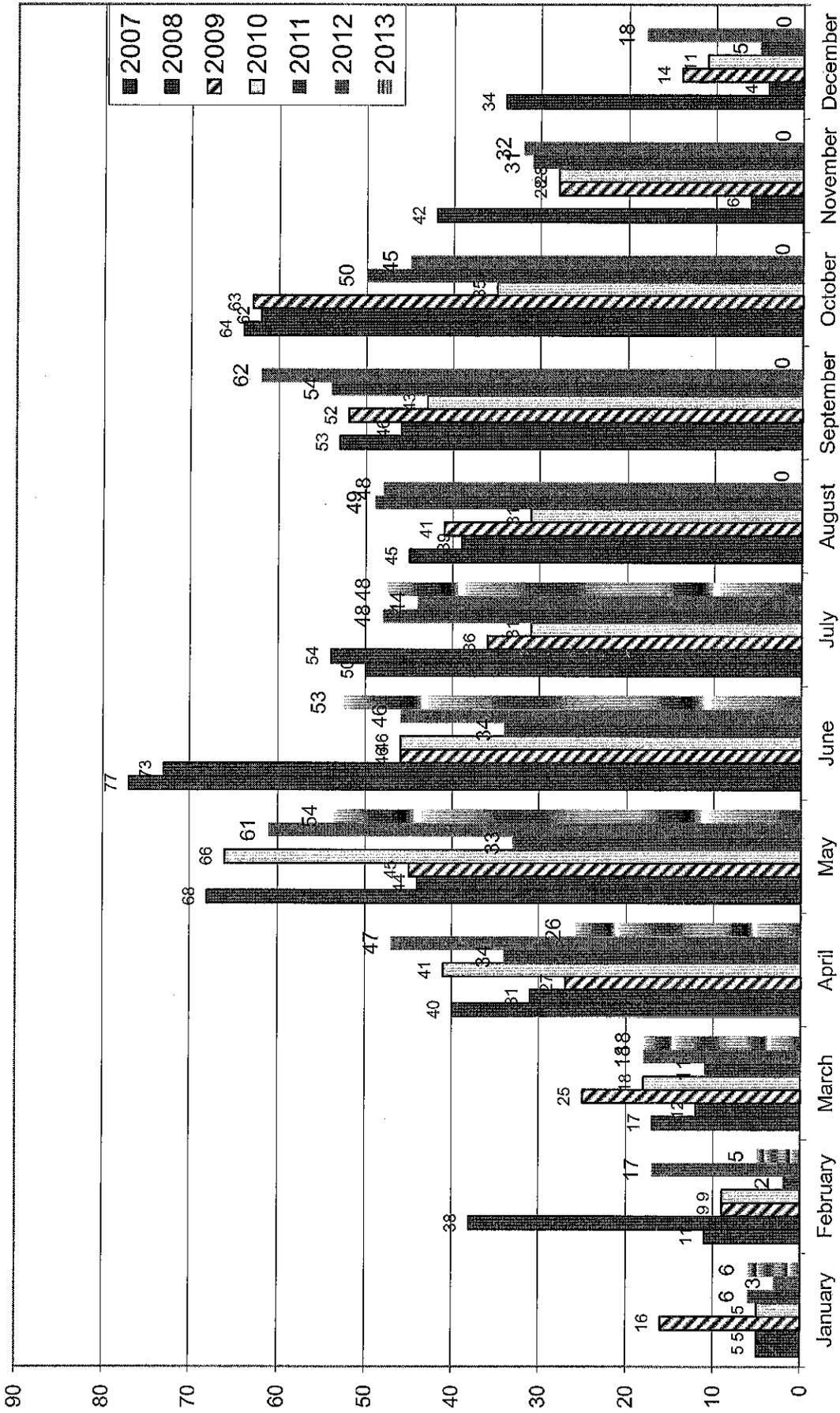
2013 YTD Land Use Applications

	Applied For	Granted	Withdrawn	Denied	Pending
Variance	16	13	0	0	3
CUP	5	3	1	0	1
Map/Ord Amend.	2	1	0	0	1
Prel. Plat	2	2	0	0	0
Final Plat	2	2	0	0	0
M&B	1	1	0	0	0

Appeals to City Council

	Requested	Granted	Withdrawn	Denied	Pending
Appeals	0	0	0	0	0

Permits Issued by Month



SEPTEMBER & OCTOBER LAND USE PLANNING WORKSHOPS

Presented by



September 18: The Basics of Planning and Zoning

Half Day Morning — Rochester Civic Center

This workshop covers the nuts & bolts of planning, zoning and subdivision regulation. Participants learn how planning and zoning is developed and where they fit into the process.

September 18: Spotlight on Variances — and More!

Half Day Morning — Rochester Civic Center

The complexities of variances have been a major focus of our full-day Beyond the Basics of Planning and Zoning workshop. In response to requests, our presenters have packaged that content into a half-day program. Learn the what, when and why — complete with "how tos" (and "not tos!")

*Both workshops are presented in conjunction with the
Upper Midwest Planners Conference.*

October 16: A Practical Guide to Variances in Shorelands and Floodplains

Half Day Afternoon — Initiative Foundation, Little Falls

Minnesota variance laws have changed. Learn from the experts how to make decisions in light of the purposes and intent of those regulations.



AUDIENCE: Elected officials, appointed planning commissioners and members of boards of adjustment and other advisory commissions, as well as planners and zoning administrators.

FEE: \$70 **REGISTRATION DEADLINE:** one week before each program

*For complete details and to register,
go to www.mngts.org and click on the
Land Use logo.*

Questions? Interested in sponsoring a customized workshop for your jurisdiction?

Information on website: www.mngts.org and click on the Land Use logo.

Please contact mbender@mngts.org if you would like to be removed from this mailing list.

Helene

Helene Johnson / Executive Director

hjohnson@mngts.org / www.mngts.org

651-222-7409 ext. 206



2233 University Avenue W, Suite 150

ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
8:30 A.M. – JULY 10, 2013
City Hall

1. The regular monthly meeting of the Crosslake EDA was called to order at 8:30 A.M. by Patty Norgaard with the following members present: Patty Norgaard, Dennis Leaser, Steve Roe, Al Ploeger, and Mark Wessels. Alternate Mandy Mitchell was absent. Also in attendance were Community Development Director Ken Anderson, Finance Director/Treasurer Mike Lyonais, Mayor Darrell Schneider, and Sheila Haverkamp of BLAEDC.
2. The Board reviewed a memo dated July 8, 2013 from Mike Lyonais regarding the Revolving Loan Account financial information. Patty Norgaard stated that these statements were for information only and no action was required.

A memo dated July 8, 2013 from Char Nelson requesting approval to transfer funds from the EDA Revolving Loan Fund Account to the City of Crosslake General Fund was included in the packet for Board review. A MOTION WAS MADE BY STEVE ROE, SECONDED BY DENNIS LEASER TO APPROVE THE TRANSFER OF \$3,396.56 FROM THE EDA REVOLVING LOAN FUND ACCOUNT TO THE CITY OF CROSSLAKE GENERAL FUND FOR EXPENSES INCURRED RELATING TO THE PURCHASE OF BROCHURE HOLDERS, ON-LINE PHOTO PURCHASES BY JULIE INGLEMAN, AND FIRST HALF PAYMENT OF 2013 AGREEMENT FOR PROFESSIONAL SERVICES WITH BLAEDC.
AYES: ALL.

3. A MOTION WAS MADE BY DENNIS LEASER, SECONDED BY AL PLOEGER TO APPROVE THE MINUTES OF THE JUNE 5, 2013 MEETING. AYES: ALL.
4. Patty Norgaard reported that she, Mayor Schneider and Jim Anderson attended a seminar on June 12th which was sponsored by the Initiative Foundation. The title of the seminar was Boom Town USA – The 7 ½ Keys to Big Success in Small Towns. The speaker was Jack Schultz, author of a book with the same title as the seminar. The EDA will be able to use the information from the seminar and book to help plan the Bridge to Bridge project in Crosslake. Norgaard, Schneider, Anderson along with Don Hickman of the Initiative Foundation developed a plan to determine if change is wanted in this community: 1) Purchase Boom Town books; 2) Distribute books to EDA Members to read and return; 3) Distribute books to Council Members to read and return; 4) Identify 10-12 citizens to distribute books to and ask them to read and return by the end of August; and 5) Hold discussion with facilitator Don Hickman of Initiative Foundation and all readers of the book.

Patty Norgaard presented the EDA 2014 Proposed Budget and noted that the EDA is taking on a more proactive role in promoting Crosslake and business growth. There are costs related to promoting the City and the EDA may want to levy funds for those costs. The proposed budget included expenses for office/operating supplies, training costs, BLAEDC fees, and marketing costs. Sheila Haverkamp stated that the EDA could take administrative costs from the Revolving Loan Fund but the rest would need to come from another source. All members

agreed that funds were necessary to promote the City but they differed in opinions on how to obtain the funds. A MOTION WAS MADE BY STEVE ROE AND SECONDED BY AL PLOEGER TO PREPARE A BUDGET FOR 2014 OF APPROXIMATELY \$55,000-\$60,000 FOR CONSIDERATION BY THE CITY COUNCIL AT THE COUNCIL'S BUDGET MEETING. MOTION CARRIED 4-1 WITH WESSELS OPPOSED.

Al Ploeger left the meeting at 10:05 A.M.

Patty Norgaard, Steve Roe and Dennis Leaser volunteered to work on the budget before the next meeting to define the financial needs of the EDA.

5. The next regular meeting of the EDA will be held on August 7, 2013 at 8:30 A.M. There being no further business at 10:15 A.M., A MOTION WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO ADJOURN THE MEETING. AYES: ALL.

Respectfully Submitted,

Charlene Nelson
City Clerk

CROW WING COUNTY

HISTORICAL SOCIETY
MUSEUM & LIBRARY - EST. 1927

2013 Summer

PRESERVING HISTORY

Volume 35 No. 1



**Crow Wing County Museum
& Research Library
Restored Sheriff's Residence**

MISSION STATEMENT

The Crow Wing County Historical Society is committed to preserving the history and telling the story of Crow Wing County

STAFF

Pam Nelson
Director/Administrator
Newsletter Editor

Lynda Hall
Assistant Administrator

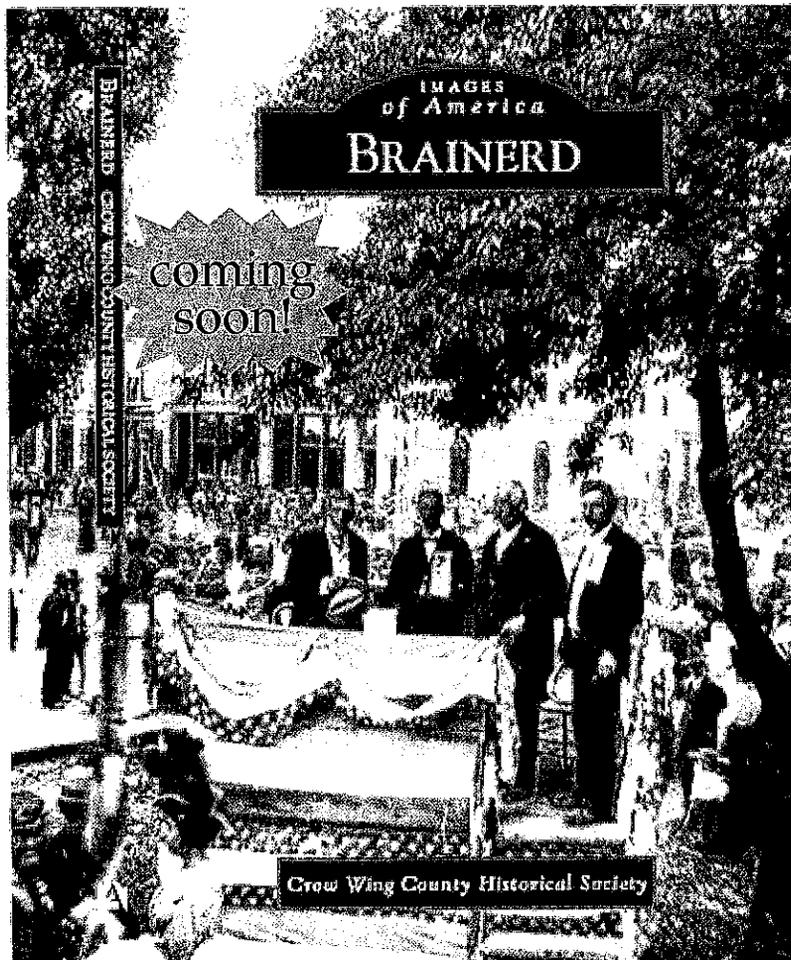
Darla Sathre
Administrative Assistant

Experience Works Staff
Lyn Lybeck

NEWSLETTER

OPEN HOUSE

The society invites everyone to attend an open house on Saturday, October 12th to celebrate "What's New at the Museum." There will be an unveiling of the restored portrait of Lyman P. White, a book signing and sale of the "Brainerd" book, and a historic plaque put on the museum. Light refreshments will be served. Hope to see you there!



The much anticipated "Brainerd" book will be available to purchase beginning on October 12th! The book published by Arcadia Publishing is part of the Images of America series. The Crow Wing County Historical Society is the author of the book. Using over 200 archival photographs the book presents the distinctive stories from Brainerd's past that shaped the character of the community today.

President's Report

It's hard to believe that it's nearly time for the Crow Wing County Fair. These past few months there has been a lot going on. Our staff and volunteers have nearly completed some major remodeling and rearranging of many displays. The expansion of the third floor has given extra space for visitors to enjoy. An open house will take place on October 12th. Look for details in the Brainerd Dispatch or call our staff. Also see more information elsewhere in this newsletter. Thanks to joint efforts of the fair board and the historical society, a grant was received from the state to restore the Carbine house as close to original as possible. This major project will take place after the fair is over. We are still about \$4000 short of the total that we need, so any financial help would be appreciated. Restoring this 1800s historical log home is an important part of Brainerd history. Visitors to our museum have given a lot of praise to our facility and displays. The board thanks the townships and civic organizations, as well as local citizens for their continued support. See you at the Crow Wing County Fair and then on October 12th for a celebration of accomplishments.

Don Samuelson,
Crow Wing County Historical Society
Board President

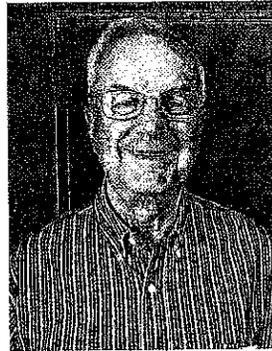
Thanks Volunteers!

- Doris Anderson
- Bill & Sandy Ash
- Jan Burton
- Dick Esser
- Carl Faust
- Mary Ann Frisch
- Ray Frisch
- Wanda Gallagher
- Deb Griffith
- Dick & Betty Hayes
- Peggy Hildebrandt
- George Hooper
- Ann Hutchings
- Howard Hutchins
- Tyler Jensen
- Lois Jubie
- Joyce Juracek
- Lucille Kirkeby
- Brian Marsh
- Dana Moen
- Jean Murray
- Maureen Russom
- Nancy Samuelson
- Alice Stenlund
- Jessica Williams
- Board Members

Crow Wing County Historical Society/Museum
BOARD OF DIRECTORS



Don Samuelson
President



Ted Kotyk
Vice President



Carol Wermter
Secretary



Dwight Thiesse
Treasurer



Elaine Axtell



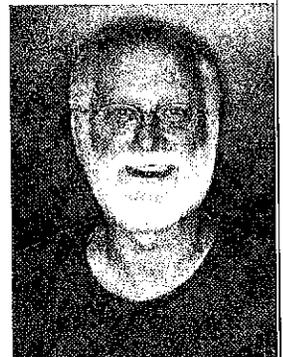
Ron Crocker



Shirley Jensen



David Juracek



John Van Essen

Greetings

**From Pamela Nelson,
Director/Administrator**

Most of the exhibits at the museum are back on display after the refurbishing phase, and we are working on new exhibit signs. The new "From Pulp to Paper" exhibit is nearing completion. It showcases historic photos of the paper mill and the Potlatch Company. We would like to include more photos of the workers operating the machines. So we are sending out a request for photos. So far we have a photograph of my father, Norman Anderson, working on the cutters. He started in 1958 and worked for the Brainerd Paper Mill for almost 30 years. He remembers the guys in the back were allowed to be barefoot if they wanted to. Included in the exhibit is a photograph of men not wearing shoes. I think it was so they could grip the walkways better. So if you have a photo, please bring it in and we will make a copy of it and put it on display.

The historical society/museum will have an open house to celebrate the new exhibit area and refurbishing. So please set aside October 12th to come and celebrate with us. On the agenda for the day will be the unveiling of the newly restored large portrait of Lyman Partridge White (1810-1902). The painting is quite impressive. Mr. White is considered by some to be the "Father of Brainerd" for his involvement in the early days of Brainerd. We can thank Carl Faust's knowledge and zeal regarding Brainerd history that led him to the discovery of the painting and its detached frame in the museum's attic storage area. It was in very poor condition and has not been displayed since the 1970s. Because the historical society was fortunate to be the recipient of a Legacy Grant, we were financially able to have the portrait restored by the Midwest Art Conservation Center in Minneapolis. In addition to the unveiling of the Lyman White portrait, our new book titled "Brainerd" will be available to purchase for a cover price of \$21.99 plus tax (members receive a 10% discount). The museum will host a book signing that same day by the authors. The book has over 200 photos of early Brainerd with captions. If you look at the front of this newsletter you will see Lyman White standing on the platform as well as other prominent early residents (read the book to find out who they were). We will also attach a bronze plaque designating that our building is included in the National Register of Historic Places.

Watch for more details about our open house. Announcements will appear in the newspaper as well as on the radio. Flyers will be put up around town.

The Crow Wing County Fair Association in collaboration with the Historical Society, has received a County Fair Arts Access and Cultural Heritage Grant to restore the Carbine house located at the fairgrounds. The society

thanks all those involved with this project, especially Fair Board President Becky Joerger, for working with us to get the grant. We also thank the many individuals and organizations who donated funds. Once again, fairgoers will get to visit this historic log structure and experience the past. The restoration process will begin in August after fair time, so unfortunately the Carbine house will be closed this year.

The fair begins on Tuesday, July 30th and runs through Saturday, August 3rd. During the fair this year the blacksmith shop will be operating. The general store, the schoolhouse, and the Holsapple and Wohl houses will be open. The vintage tractors will be on display. It takes several volunteers to monitor the buildings. Please call the museum at 829-3268 to sign up. You can volunteer for as many hours as you want and it is much appreciated. Hope to see you at the fair!

The state grants for the restoration of the Lyman P. White portrait and the Carbine house were made possible by the Arts and Cultural Heritage Fund through the vote of Minnesotans on November 4, 2008. Administered by the Minnesota Historical Society and the Department of Agriculture



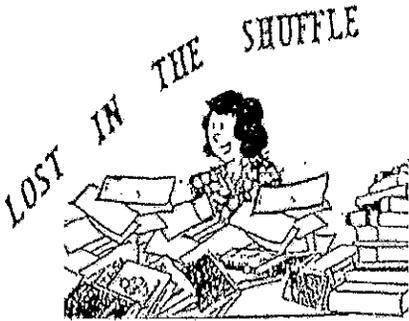
Jean Murray celebrating her 95th birthday at the museum.

On behalf of the board of directors, staff, and volunteers of the society, I would like to extend our gratitude to Jean Murray for all her volunteer work at the museum. Jean was a greeter for over 25 years. We will certainly miss her!

Pam

PLEASE CONSIDER VOLUNTEERING!
We need volunteers to greet visitors and answer the phone. Just one day a week for a few hours would be great! We especially need someone on **Saturday from 10 am - 3 pm**. Please call the museum at 829-3268 and ask for Pam or Lynda.

Brainerd Dispatch Tues. July 5, 1932



By: Lucille Kirkeby

A BRAINERD WEDDING IN 1932

Spring, especially June, is the month of weddings. In today's world those weddings can take place anywhere, not just in a local church, a private home or in the judge's chambers. Weddings take place on the beach, on tops of mountains, on hot air balloon rides, and in a wedding chapel in Las Vegas. This ad appeared in the Brainerd Dispatch late in June 1932.

Invite Couple to be Married in Mid-Air

Wanted: A couple willing to be married in mid-air during the flying circus to be held here July 3 and 4. License, minister and three months rent will be furnished to the couple free. That's the invitation issued by sponsors of the flying circus. Complete details await anyone interested from a representative of the show at his office in The Daily Dispatch. Application must be made Thursday in order to comply with the five-day notice of intent to marry.

Would there be any takers? After all it would be a rather unconventional wedding, perhaps even a little daring. Brainerd was having a 4th of July air show. The promoters advertised stunt flying, parachute jumps, night flying, aerial fireworks, and of course, the wedding. Passenger flights were offered for \$1.00 per person by a pioneer Northwest pilot.

To make the wedding offer attractive to the would-be bride and groom, a dozen Brainerd businesses offered gifts to the newlyweds. Gifts included 3 months free rent, groceries, a spring and mattress, kitchen utensils, a season's theater pass, as well as a wedding ring, a bridal bouquet, and transportation to the airport just to name some of the items. The Dispatch does not disclose how many couples vied for the prize. Chosen were Mary Aylward of DeGraff, MN and Henry Nolan of Brainerd.

The Brainerd Dispatch of 5 July 1932 gives a lengthy account of the wedding including the weather, the wedding attire, and the flowers. The wedding had the trappings of traditional weddings with a bridesmaid, best man, and a flower girl.

The wedding party boarded the plane along with a Dispatch reporter and Judge Kinder, who performed the ceremony. Once the couple was married, the plane flew low over the crowd and the bride threw out the bridal bouquet from a plane window.

Do we know any more about this couple? Yes, they spent the rest of their lives in Brainerd and raised a family here. They had three children: Dr. James R. Nolan, Congressman Richard M. Nolan and a daughter Mary Pat.

HENRY NOLAN, MARY AYLWARD WED IN MID-AIR CEREMONY OVER AIRPORT

Bright rays of sunlight through rain laden clouds smiled on Mr. and Mrs. Henry Nolan yesterday as they spoke their marriage vows. A few drops of rain had fallen, but not enough to dampen the spirit of the bridal party or to lessen the crowd at the airport. As the party stepped out of cars and into the plane, the sun suddenly darted through the musky sky and reflected on the metal surface of the giant tri-motor in glistening approval on its matrimonial journey.

Crowds awaiting the arrival of the bridal party were warned of its approach by the shrill sirens of the accompanying traffic patrol.

Two motorcycles broke through the steady flow of traffic, passed the groups gathered at the street corners, and wound onto the field, closely followed by three cars.

In the green hubmobile rode the bride-to-be, Miss Mary Jean Aylward of DeGraff, Minn. She was attired in a gown of orchid organdy embroidered with tiny flowers. The dress was enhanced by a cape effect at the neck, a sash, and, below the waist, a short flounce. The bride's hat was a most becoming white straw trimmed in white ribbon. Gloves and shoes of white completed the outfit, smart in its simplicity. Miss Aylward carried a bouquet of red roses and baby breath.

From this car also stepped Miss Leota Aylward, Brainerd, a cousin of the bride, who was maid of honor. Her flowers were larkspur and pink carnations. She wore a gown of beige silk crepe. It was fashioned with graceful, full sleeves to the elbow. From elbow to wrist, they were tight fitting and trimmed with buttons. The waist was tied with a sash, and the skirt was cut circular. Her accessories were white.

Miss Aylward and her bridesmaid were accompanied by a little flower girl, Juanita Clark, who was dressed in a white silk crepe frock. She carried a basket of pink roses and white daisies. James Henry Nolan, Brainerd, and George Weideman, best man, emerged from the new Ford, while Judge L. B. Kinder, joined the party from his car.

They proceeded to the waiting plane. The bridal couple and Judge Kinder occupied seats toward the back.

Gradually the giant tri-motor lifted from the field and nosed toward the sky. The motors roared. The crowd below dwindled into a minute section of landscape.

Upon a signal from the pilot, the bridal party rose. Deafening sounds almost drowned out the words of the justice, but the vows were spoken, the ring was slipped on, and the couple was pronounced man and wife.

The pilot flew the ship low over the crowd at the airport as Mrs. Nolan flung her bridal bouquet from the window.

Up again, sliding a little, and into a nose-dive, Mr. Ice looked back. The passengers including Mary Hawkins, society editor of the Daily Dispatch, were clinging to the sides, wide-eyed. Once more going higher, then the plane circled back to the field and down.

Green sections turned back into trees. Black blotches became the scattered crowds and automobiles again. On earth the newlyweds stepped from the plane amid congratulations of their friends.

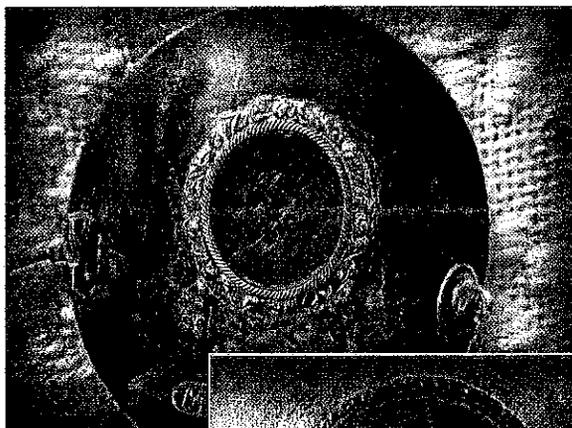
SOMETHING TO CROW ABOUT



By Darla Sathre

When you tour our sheriff's house you'll see a framed wreath (73.865.1) in the parlor. Visitors guess that it's made of pipe cleaners, sticks, wire, or pinecones. Actually it's hair – human hair, made by Hanna Backen. Another framed hair wreath (73.116.10) was made by a grandmother of Henry Hill and his sister Grace from Lake Edward township. Hair wreaths, many embellished with beads, were made to adorn parlor walls during Victorian times. Sometimes they were made from the hair of several family members as a sort of family tree. Sometimes the hair was from a deceased loved one.

Some brooches were made to contain hair. We have one (73.732.1) with a painting of a young man, probably Mason Mills. A special compartment in the back holds a small braid of his hair. Wives and fiancées would wear these when their man went off to war or as a remembrance after his death.



The most popular jewelry pieces made from hair were watch chains. They were made for women as well as for men. Our oldest watch chain (73.603.1) was made in Germany around 1867. It was worn by a St. Mathias man, John Ellman, who died in 1923. Another (73.605.1) was worn by Josiah Hallett (1856-1907), a local locomotive engineer.

How was hair art made? Two common methods were palette work and table work. In palette work pieces of hair were manipulated on a surface, such as an artist palette. Hair was carefully heated, curled, shaped, and held with a special gum. After desired shapes (curls, leaves, feathers, etc.) were made they could be carefully removed and secured to a background with other shapes, arranged into a design – perhaps into a flower, tree, pet, or basket.

Table worked hair was worked on a round table about 3 or 4 feet high with a 5 inch circular hole in the top. (Imagine a wooden bar stool with a hole cut into the top.) Balance weights were hung from strands of hair to keep them taut while being worked, while the other end of the strands were dropped (carefully!) down into the hole. Then it was a matter of following a pattern of how many strands should cross how many other strands, and which direction to cross them. Women's magazines in the 1800s were full of such patterns. One could make chains, bracelets, rings, earrings, and even purses if they had the proper mold. Most hair was worked around a mold (under the tabletop) which was removed after the hair piece was boiled and dried to fix its shape.

If a Victorian lady wanted hair jewelry without all the tedious and time-consuming work, she could hire it done by a hair weaving professional. She could send in the hair she wanted used or buy the hair needed. If she saved her own hair, where did she keep it until she had enough? Many people would reply, "in her hair receiver." Well, that might be true, but upon further research, I find that that may not have been the case. Hair stuffed into a hair receiver would get tangled and matted and difficult to separate into strands again. So it's more likely that hair stored in a hair receiver would be used as a ratt or toque to enhance your hair-do, adding fullness where needed. It's probable that they saved lengths of cut hair in envelopes, much as today parents save a lock from their child's first hair cut.

We may look upon hairwork as strange or gross or even morbid, but in the 1800s it was a personal and sentimental craft. It was no more strange than knitting or crocheting!



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*Townships:

- | | |
|-----------|-------------|
| Crow Wing | Platte Lake |
| Fairfield | St. Mathias |
| Irondale | Garrison |
| Long Lake | |

*(Donations were designated for the Carbine house restoration.)

NEW MEMBERS

We thank you
for your support!

Family Member Supporting Individual

- | | |
|----------------------------|------------------|
| Chip & Jean
Borkenhagen | Marilyn Rubbelke |
|----------------------------|------------------|

Individual Members

- Karen Bye
- Lester Franz
- Robert Grussendorf
- Joyce Lotze
- Shirley Lundeby
- Jack Mc Allister
- Ruth S. Peterson

Memorials

Thank you... to the following people who
have given gifts to the Society in memory of
friends & relatives

In Memory of ...

Martin Dunn

Given by: Mark Dunn

Cay Ebert

Given by:

Kathleen L. Dodson

Gilbert H. Lawrence
BHS Class of 1940

Given by:

Dean & Christine M. Lawrence

**MONETARY DONATIONS
AND GIFTS IN KIND**

Thanks!

***Evelyn Matthies (for repairing an oil
painting)***

For restoration of the Carbine house:

Sertoma

Ray Frisch

Alpha Delta Kappa

State Farm Foundation (Lois

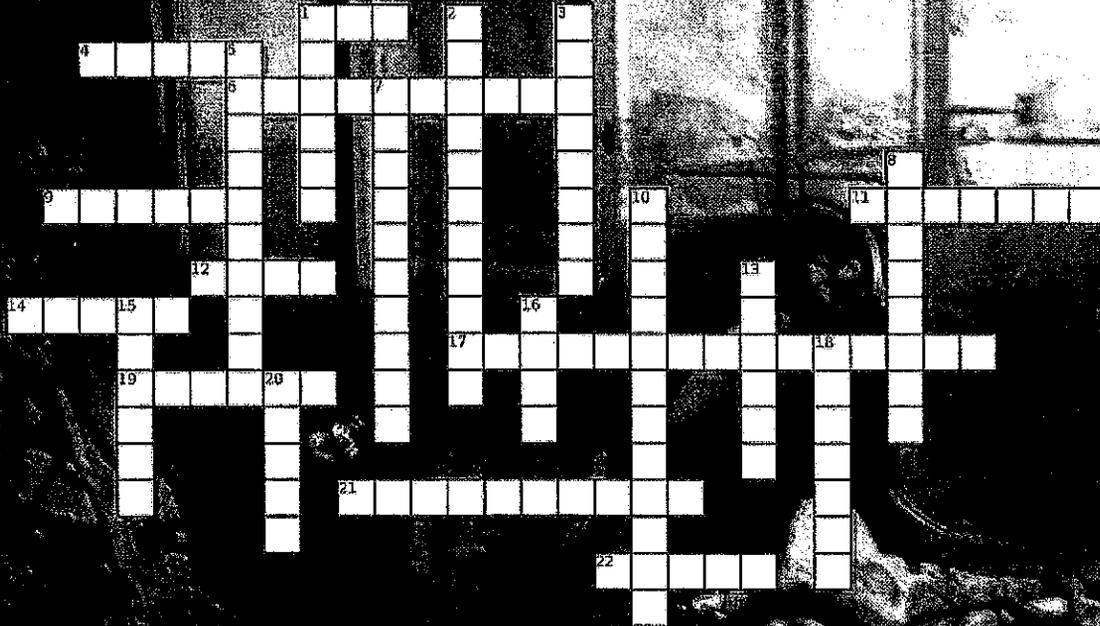
Jubie's volunteer hours)

Anonymous donor

See our website for full listing of Carbine house donors

Crow Wing County History Puzzle

Answers on back of newsletter



ACROSS

- 1 1907 park
- 4 Museum music maker
- 6 Man of folklore
- 9 County city, Ojibwe for "in the middle"
- 11 Old House
- 12 Cloth making apparatus
- 14 Pioneer priest
- 17 Early settlement
- 19 Director
- 21 Historic Brainerd landmark
- 22 Accessioner

DOWN

- 1 Museum street
- 2 Tall phone
- 3 Old hotel 1904-1975
- 5 Old-time entertainment venue
- 7 Horseshoe maker
- 8 Sawmill Inn, formerly
- 10 Indian Chief
- 13 Horse hotel
- 15 Old fort
- 16 Old house
- 18 Tree felling industry
- 20 Assistant Director

Brian Marsh

WHAT IS HISTORY?

That's a good question, and one in which the answer can vary, depending upon the person who is responding to it. One dictionary defines it as: That branch of knowledge which deals with past events; an account of past events in the life of a nation, community, institution, or the like; the sum total of past happenings. But, how might people define it? Some people may view history as names, dates, and places associated with events. Others see it as artifacts from the past or the evolution of mankind and the world. To some, it's the societal, political, or economic circumstances leading up to events. There are those that view it by what they see in photos of bygone days or past artwork. Yet, history is more than what can be written down, heard, or seen. Each of us has a personal history, defined in the memories of our life. There are the good, as well as the bad, events: the first romantic love, regretful decisions, marriage, terrible accidents, raising children, deaths, wonderful trips, etc. Whether it is worldly or personal, one thing is for sure: history is what it is. We can't change it, no matter how much we wish it were different. So, what is history to you? Think about it.

~Brian Marsh~

CROW WING COUNTY HISTORICAL SOCIETY MUSEUM & LIBRARY - EST. 1927

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THE CROW WING COUNTY HISTORICAL SOCIETY MUSEUM,
SHERIFF'S RESIDENCE AND RESEARCH LIBRARY
IS LOCATED NEXT TO THE HISTORIC COURTHOUSE

PHONE: 218-829-3268 FAX: 828-4434 E-MAIL: history@crowwing.us

WEB: <http://www.crowwinghistory.org>

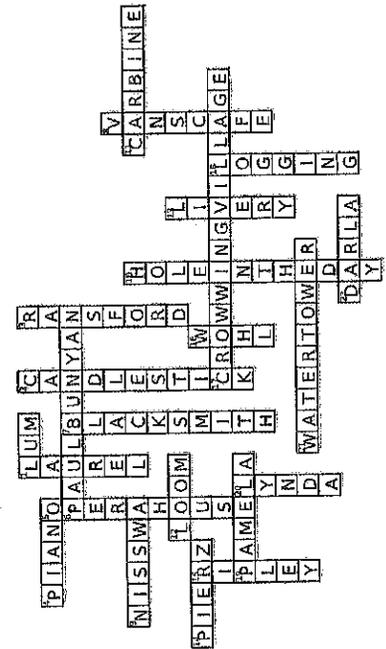
HOURS: TUESDAY THRU SATURDAY 10 AM - 3 PM (Closed Major Holidays & Holiday Week-ends)

CWCHS Yearly Membership Levels:

\$500.00 - Patron	\$40.00 - Family	Business: \$50.00 for 1 to 10 employees
\$250.00 - Benefactor	\$40.00 - Non-Profit Org.	\$75.00 for 11 to 25
\$100.00 - Booster	\$30.00 - Supporting Individual	\$100.00 for 26 to 50
\$50.00 - Sustaining	\$20.00 - Individual	\$200.00 for over 50

To become a member of the Society, send your name, address, and telephone number along with your membership dues to the **Crow Wing County Historical Society, P.O. Box 722, Brainerd, MN 56401**. If you would like to give a gift membership to the Society, please send the name and address of the person for whom the membership is intended. Memorials of loved ones are also accepted. Donations can be sent to the same address and are tax deductible. Membership forms are available on our website or at the Museum.

Crow Wing County History Puzzle



Listed on the National
Register of Historic Places.



MEMO TO: Mayor and City Council

FROM: Char Nelson
City Clerk

DATE: August 8, 2013

SUBJECT: Landscape Contractors/Excavators License

Two contractors have applied for and received a temporary Landscape Contractor/Excavator License as required under City Code. Final approval on the issuance of a Landscape Contractor/Excavator License for Copper Creek Landscaping LLC and Majestic Creations Landscape Inc LLC is requested.

Attached please find a listing of contractors/excavators who have received approval for or applied for Landscape Contractors/Excavators Licenses through July 31, 2013.

(Council Action – Motion)

Attachment

2013
Landscape Contractor/Excavator's
License

License #	Licensee	Address	Performance Bond	Bond Expiration	Liability Insurance \$2,000,000	Cert of Liability Expiration	City Insured	Worker's Comp Cert of Compliance	\$100 Permit Fee Paid	Temporary License Approved	Date Council Approved
13-001	Weik Excavating, Inc.	767 Woodluck LN NE Longville MN	71194593	5/19/2012	Yes	8/31/2012	Yes	Yes	Yes	1/7/2013	1/14/2013
13-002	Wannebo Excavating	12015 County Rd 1 Manhattan Beach MN 56442	70519689	12/31/2014	Yes	4/15/2013	Yes	Yes	Yes	1/22/2013	2/11/2013
13-003	Ebnet Supply Lakeside Lawn & Landscape Inc.	6707 Wild Acres RD Pequot Lakes MN 56472	325371179	6/11/2013	Yes	12/16/2013	Yes	Yes	Yes	1/23/2013	2/11/2013
13-004	North Country Lawn Care	9116 Schaller RD Pequot Lakes MN 56472	71152187	8/10/2013	Yes	4/15/2013	Yes	Yes	Yes	1/24/2013	2/11/2013
13-005	Rem-Whirl LLC	P.O. Box 254 Crosslake, MN 56442	15364243	9/22/2014	Yes	5/10/2013	Yes	Yes	Yes	1/31/2013	2/11/2013
13-006	The Woods Landscaping, Inc.	33816 County Road 3 Crosslake, MN 56442	70740102	4/24/2015	Yes	2/11/2014	Yes	Yes	Yes	2/20/2013	3/11/2013
13-007	Swenson Excavating & Landscape	P.O. Box 727 Pequot Lakes, MN 56472	MN34600	6/2/2013	Yes	5/1/2013	Yes	Yes	Yes	2/21/2013	3/11/2013
13-008	Landscape Unlimited	14618 Whitebirch Ln Crosslake, MN 56442	70517162	5/23/2014	Yes	5/16/2013	Yes	Yes	Yes	3/28/2013	4/8/2013
13-009	Abra Landscaping	38222 Bucksin Ln. Crosslake, MN 56442	W150122126	12/31/2013	Yes	3/9/2014	Yes	Yes	Yes	3/29/2013	4/8/2013
13-010	Northern Lakes Landscape LLC	P.O. Box 900 Crosslake, MN 56442	RL0621465	12/31/2013	Yes	8/31/2013	Yes	Yes	Yes	4/9/2013	5/13/2013
13-011	Lakes Area Lawncare, Inc.	P.O. Box 582 Crosslake, MN 56442	W150122129	12/31/2013	Yes	3/17/2014	Yes	Yes	Yes	4/11/2013	5/13/2013
13-012	Gerdes & Sons Property Mgmt.	32848 County Rd 3 Crosslake, MN 56442	1014781	3/13/2013	Yes	2/1/2014	Yes	Yes	Yes	2/7/2013	5/13/2013
13-013	Kosec Construction LLC	14456 Laurian Lane Brainerd, MN 56401	71275624	5/17/2014	Yes	12/15/2013	Yes	Yes	Yes	4/26/2013	5/13/2013
13-014	John Durham Landscaping, LLC	7094 320th St. Cushing, MN 56448	61360157	5/17/2015	Yes	5/17/2013	Yes	Yes	Yes	4/29/2013	5/13/2013
13-015	Rollin' Rock Landscape Construction LLC	3344 Cemetery Rd Pequot Lakes, MN 56472	70520853	12/31/2014	Yes	6/16/2014	Yes	Yes	Yes	5/13/2013	6/10/2013
13-016	CJ's Sod and Landscaping Service LLC	32770 County Rd 39 Pequot Lakes, MN 56472	325374507	7/16/2013	Yes	4/2/2014	Yes	Yes	Yes	5/10/2013	6/10/2013
13-017	Johnson Landscaping LLC	2180 64th St. SW Pequot Lakes, MN 56472	325374507	7/16/2013	Yes	6/10/2014	Yes	Yes	Yes	6/10/2013	7/8/2013
13-018	Copper Creek Landscaping LLC	1914 Trefoil Dr SW Backus, MN 56435	7900402680	6/25/2014	Yes	11/27/2013	Yes	Yes	Yes	6/25/2013	7/8/2013
13-019	Majestic Creations Landscape, Inc.	25194 Mud Lake Road Nisswa, MN 56468	857964	7/5/2014	Yes	7/6/2014	Yes	Yes	Yes	6/12/2013	
13-020		19103 Cty Rd 102 Ironton, MN 56455	66163481	7/23/2014	Yes	11/22/2013	Yes	Yes	Yes	7/23/2013	

BILLS FOR APPROVAL
August 12, 2013

VENDORS	DEPT		AMOUNT
Ace Hardware, hooks, flagging tape	P&R		14.81
Ace Hardware, slot angle, shelf, bracket	PW		76.42
Ace Hardware, push brooms, squeegees	Fire		397.25
Ace Hardware, air filters	P&R		13.88
Ace Hardware, hardware	P&R		3.51
Ace Hardware, blade, battery, oil	P&R		30.42
Ace Hardware, bushings, adapter	P&R		15.25
Ace Hardware, clamps, adapters	P&R		29.91
Ace Hardware, wire, clamps, adapters	P&R		48.29
Ace Hardware, hardware	Police		16.34
Ace Hardware, valves	P&R		9.61
Ace Hardware, funnel, filter	P&R		21.35
Ace Hardware, bug spray	P&R		3.20
Ace Hardware, hose	P&R		20.33
Ace Hardware, hose, sprinkler	P&R		73.70
Advanced Diesel Service, replace belts and solenoids	PW		987.27
American Welding, conduit	PW		34.91
AW Research, water testing	Sewer		392.40
Batteries Plus, batteries	Gov't		42.93
Bolton & Menk, professional services for tennis courts	P&R		270.00
Brainerd Hydraulics, hose, ties	PW		55.90
Brainerd Overhead Door, switch, cord	PW		146.59
Breen and Person, legal fees	ALL		1,650.00
Breen and Person, filing fee	P&Z		46.00
Brock White, curler, staples	P&R		823.68
Budget Lighting, wall pack	PW		832.26
City of Crosslake, sewer utilities	PW/Gov't		74.00
Clean Team, august cleaning	Gov't		756.14
Clifton Larson Allen, tif reporting	Gov't		500.00
Council #65, union dues	ALL		500.00
Country Flags, flags	Gov't		167.79
Crosslake Communications, 50% per aid	Gov't		744.75
Crosslake Communications, phone, fax, cable, internet	ALL		1,565.73
Crosslake Communications, reimburse for ups fees	Police		8.54
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Highway Dept, fuel, trash removal	ALL		4,328.54
CWC Land Services, e911 address	Gov't		25.00
CWC Sanitary Landfill, trash removal	Library		48.46
Dacotah Paper, janitorial supplies	P&R		336.56
Darrell Schneider, reimburse mileage	Council		19.77
Deferred Comp	ALL		226.92
Delta Dental, dental insurance	ALL		1,511.30
DJV Consulting, consulting services	Admin		2,580.00
Donna Keiffer, aerobics and silver sneakers July	P&R	pd 7-23	572.00
Donna Keiffer, aerobics and silver sneakers August	P&R		704.00

Fortis, disability	ALL		539.60
Gopher Sign, traffic signs	PW		802.80
Grand Forks Fire Equipment, parts	Fire		98.77
Guardian Pest Solutions, pest control	ALL		82.94
Holiday, water	Fire		77.88
Holiday, fuel	Fire		10.63
Holiday, power steering fluid	Police		3.09
Holiday, fuel	Fire		31.00
Holiday, fuel	Fire		43.24
John Franzen Stucco, drywall	Fire		345.00
Marsden, office cleaning	PW		654.08
Mastercard, Fleet Farm, gloves, disc blade	PW		270.27
Mastercard, Office Max, voice recorder	Police		84.83
Mastercard, Raffertys, pz meeting	P&Z		64.09
Mastercard, Timberlake Lodge, lodging	Sewer	pd 7-23	441.69
Medica, health insurance	ALL		26,209.95
Mike Lyonais, reimburse petty cash	ALL		51.66
MN Life, life insurance	ALL		380.10
Moonlite Square, diesel	Fire		68.61
MWOA, conference	Sewer	pd 7-23	250.00
Napa, anti seize	PW		22.84
Napa, blow gun	PW		35.06
NCPERS-Life Insurance	ALL		128.00
North American Salt Co, road salt	PW		4,563.43
North Central Lawn Care, turf rotor	P&R		59.00
Northland Press, annual disclosure of tif	Gov't		99.60
Northwood Turf and Power, lhammer, nut, bolt	PW		469.68
Northwood Turf and Power, arm, wheel kit, lock nut	P&R		72.00
Paper Storm, document shredding	ALL		89.10
PERA	ALL		N/A
Planning and Zoning Commission, 2nd quarter meetings	P&Z		375.00
Rapid Trans, interview transcriptions	Police		58.50
RDJ Specialties, water bottles, window clings	Fire		502.10
Simonson Lumber, lumber	P&R		3.64
Simonson Lumber, ceiling tile	P&R		44.89
State and Federal Taxes	ALL		N/A
Teamsters Local Union #346, union dues	Police		187.00
Ted Strand, reimburse mileage	Sewer		74.58
Valley Pools and Spas, chemicals	Sewer		409.22
Verizon, air card and ipad charges, cell phone charges	ALL		576.17
Viking Coca Cola, pop	Fire		302.24
Wannebo Excavating, install sewer for Jere Miller	P&Z		3,420.00
Waste Partners, trash removal	ALL		217.52
WSN, engineering fees	ALL		5,084.14
Xcel Energy, gas utilities	ALL		284.64
Ziegler, rings, shaft	PW		379.37
TOTAL			71,388.66

MINNESOTA • REVENUE

Memo

Date: July 31, 2013
To: All Assessors
From: Andrea Fish, Supervisor
Information and Education Section
Subject: Local Boards of Appeal and Equalization Trained Member Clarification

The purpose of this memo is to clarify our interpretation of Local Board of Appeal and Equalization (LBAE) trained member requirements under Minnesota Statute 274.014, subdivisions 2 and 3. Subdivision 3(a) states in part: *“A city or town that does not comply with these requirements is deemed to have transferred its board of appeal and equalization powers to the county beginning with the following year's assessment and continuing unless the powers are reinstated under paragraph (c) [emphasis added].”*

In previous year, our understanding of M.S. 274.014, subdivision 3 was that the jurisdiction would lose their board automatically for a minimum of 2 years.

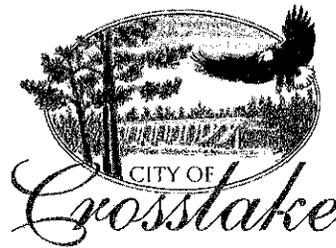
Based on an updated interpretation of the statute, we would like to clarify the provisions of subdivision 3, paragraph (a). When subdivision 3, paragraph (a) refers to “the following year’s assessment”, the law is referring to the assessment year that follows the December 1 training certification deadline. For example, on December 1, 2012 a board must certify that it has a trained member. If a jurisdiction does not have a trained member on December 1, they lose their board for the 2013 appeal season. The jurisdiction **would be able** to certify a trained member on December 1, 2013 to be able to hold a regular LBAE for the 2014 appeal season. Therefore, the jurisdiction loses its board for a minimum of one year, and may be reinstated as long as the jurisdiction can certify a trained member by December 1 of the same year that they lost their board.

However, if the jurisdiction had certified a trained member by December 1 and the board is scheduled to have a LBAE meeting, but the trained member is not present and/or there is not a quorum, then the meeting will be switched to an open book meeting for 2013 and the jurisdiction will additionally lose their board for the “the following year’s assessment”. Example: A board proves compliance on December 1, 2012. The LBAE meeting is scheduled for a date in 2013. At the meeting, the trained member and/or a quorum is not present. The meeting must switch to open book for 2013 and the jurisdiction loses their board for the following year (2014) as well. This means the jurisdiction has lost its eligibility for a minimum of two years.

In summary, a board that does not certify a trained member on December 1 loses the LBAE for a minimum of one assessment year. However, for a board that meets but does not have a trained member or quorum, the board is lost for two years (the year that the board switches to open book as well as “the following year”).

This clarification goes into effect **immediately**. If a jurisdiction lost the LBAE in 2013 due to not having a trained member and proving compliance on December 1, 2012, the jurisdiction **can** send someone to training this year in order to prove compliance on December 1, 2013 and hold their meeting in 2014.

If you have any questions or concerns regarding this clarification please contact Jessi Glancey by email jessi.glancey@state.mn.us or by phone 651-556-6104.



Memo

To: Mayor and Council
From: Consultant/City Administrator Dan Vogt 
Date: August 6, 2013
Subject: Data Requests and Data Practices Policy and Procedures

At the City Council meeting held on Monday, July 8, 2013, I mentioned what I felt is the need to formalize the process by which information requests are made in the City. I presented a policy that was utilized in the City of Brainerd which sets out the guidelines for such requests. This policy has been retyped and is attached for your consideration. The policy establishes guidelines regarding the amount of time staff spends on information requests with and without charges being incurred as well as how copies for documents are handled. Note in paragraph number 6 of the Information Request Policy that there is no charge for gathering and copying Council meeting minutes.

Data requests are also governed by the Minnesota Government Data Practices Act. A City of Crosslake document entitled "Guide for Members of the Public Requesting Information" dated November 9, 2009, somewhat addresses this matter. I have attached the document herein for your review. I have also included a document from the City of Little Falls that was updated and adopted in August of 2012. The Little Falls document is much more comprehensive with almost 6 pages of policy and procedures to help guide the public and staff in fulfilling data requests. Also, it has been found that due to various Crosslake staffing changes, adjustments are needed in the document to appoint a "Responsible Authority/Compliance Official" and to update the "Designees".

What I'd like to do is receive direction from the Council to contact the League of MN Cities to determine recent law changes and blend the Crosslake and Little Falls documents to come up with an up-to-date version of the Data Practices Policy and Procedures for future use when such requests are made. The intent is not to make residents and other interested parties who come to City Hall to have to navigate a bureaucratic maze to obtain information. Rather, the intent is to give staff and the public guidance when more substantial data requests are made. It is my anticipation that simple data requests such as a request for a copy of an ordinance will still be handled as they are today.

This item appears on the agenda for your meeting to be held on Monday, August 12, 2013, for discussion. Please feel free to contact me if you have any questions prior to the meeting.

CITY OF CROSSLAKE INFORMATION REQUEST POLICY

1. The first 15 minutes of staff time necessary to fulfill an information request for the general public and the first 60 minutes of staff time necessary to fulfill an information request for a City of Crosslake elected official pertaining to a specific topic and/or issue is at no charge to the requesting party (however, the cost of photocopies for any information request shall be charged as set forth below).
2. In the alternative, the requesting party may come to the City Offices and view the information on their own.
3. Any additional staff time necessary to fulfill the initial information request pertaining to a specific topic and/or issue in excess of 15 minutes for the general public or 60 minutes for elected officials will be charged at the actual weighted hourly wage rate of the person performing the work. The calculation of staff time necessary to fulfill future information requests pertaining to an issue and/or topic requested within the past 6 months will be calculated by adding staff time for the new request on to the initial request.
4. Staff time will be charged in quarter hour increments. ****
5. Staff time will be charged for all duties associated with the information request including employee time for researching, making, certifying, compiling, and transmitting data.
6. The first 10 pages of photocopies for the general public and 25 pages of photocopies for City of Crosslake elected officials shall be at no charge. The cost of copies after the initial 10 pages of photocopies for the general public and 25 pages for elected officials shall be at a rate of \$0.25 for the first page and \$0.10 for every other page. There shall be no charge for copying Council meeting minutes. Scanning and/or electronic transmission of documents shall be charged in the same manner as photocopies. The computation of the number of copies made to fulfill future requests pertaining to an issue and/or topic requested within the past 6 months will be calculated by adding the number of copies for the new request on to the initial request.
7. Staff time will be itemized by position. Payment for the staff time expended and/or the cost of copies is due upon receipt of the information.
8. All requests for information from the general public or elected official must be in writing and sent to the appropriate department head and copied to the City Administrator.

Upon request, reasonable accommodation will be made to allow individuals with disabilities access to City information.



CITY OF CROSSLAKE

CROW WING COUNTY
STATE OF MINNESOTA

37028 COUNTY ROAD 66
CROSSLAKE, MN 56442

GUIDE FOR MEMBERS OF THE PUBLIC REQUESTING INFORMATION

November 9, 2009 – POLICY PROPOSAL

Adopted November 9, 2009

Phone: 218/692-2688
Fax: 218/692-2687
City E-mail: ctycrslk@crosslake.net

November 9, 2009
Resolution: 09-19

RESOLUTION NO. 09-19

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

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

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

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

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

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

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

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

Jay Andolshek
Mayor

Attest:

Jennifer Max
City Clerk/Treasurer

CITY OF CROSSLAKE
Minnesota Government Data Practices Act

PUBLIC INFORMATION SUMMARY

Right to Access Public Data

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

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

How to Make a Data Request

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

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

How the City of Crosslake will respond to a Data Request

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

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

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

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

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

Requests for Summary Data

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

CITY OF CROSSLAKE
Minnesota Government Data Practices Act

DATA PRACTICES CONTACTS

Responsible Authority/Compliance Official:

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

Designees:

Administration Department
Tom Swenson
Phone: 218/692-2688
E-mail: tswenson@crosslake.net

Public Works Department
Ted Strand
Phone: 218/692-2748
E-mail: publicwk@crosslake.net

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

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

Police Department
Bob Hartman
Phone: 218/692-2222
E-Mail: bmanhart@crosslake.net

Crosslake Communications
Paul Hoge
Phone: 218/692-2777
E-mail: phoge@crosslake.net

CITY OF CROSSLAKE
Minnesota Government Data Practices Act

DATA REQUEST

A. Completed by Requester (Please Print)

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

B. Completed by the City of Crosslake

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

CITY OF CROSSLAKE
Minnesota Government Data Practices Act

CONSENT TO RELEASE PRIVATE DATA

I, _____, authorize the City of Crosslake ("City") to release the following
(Print Name)

private data about me: _____

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

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

This authorization is dated _____ and expires on _____.

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

Signature

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

IDENTITY VERIFIED BY:

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

Responsible Authority
Authorized Signature: _____

Date: _____

APPENDIX A

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

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

GENERAL

Applications for Election or Appointment

CLASSIFICATION(S): Private / Public

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

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

Audit Data (provided by State Auditor)

CLASSIFICATION(S): Protected Nonpublic / Confidential

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

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

City Attorney Records

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.393

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

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

Civil Investigative Data

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

GOVERNING STATUTE: Minn. Stat. § 13.39

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

Council Meetings Having Data Classified as Nonpublic

CLASSIFICATION(S): Private / Public

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

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

Elected Officials Correspondence

CLASSIFICATION(S): Private / Public

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

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

Financial Disclosure Statements

CLASSIFICATION(S): Public

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

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

Grants

CLASSIFICATION(S): Nonpublic / Private

GOVERNING STATUTE: Minn. Stat. § 13.599

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

Identity of Employees Making Complaints

CLASSIFICATION(S): Private

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

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

Internal Competitive Response

CLASSIFICATION(S): Private/Nonpublic

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

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

Internal Auditing Data

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

GOVERNING STATUTE: Minn. Stat. § 13.392

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

Judicial Data

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

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

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

Pleadings

CLASSIFICATION(S): Public

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

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

Requests for Proposals

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

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

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

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

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

Sealed Bids

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

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

Security Information

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

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

Service Cooperative Claims Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.203

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

Social Security Numbers

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355

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

Social Security Numbers on Mailings

CLASSIFICATION(S): Private

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

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

Trade Secret Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

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

Utility Disconnection Notice

CLASSIFICATION(S): Private

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

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

ADMINISTRATION

Absentee Ballots

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

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

Computer Access Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.15

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

Deferred Assessment Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.52

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

Federal Contracts Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.35

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

Homestead Applications

CLASSIFICATION(S): Private

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

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

Municipal Bonds Register Data

CLASSIFICATION(S): Private / Nonpublic

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

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

Registered Voter Lists

CLASSIFICATION(S): Confidential/Public

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

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

Solid Waste Collector Customer Lists

CLASSIFICATION(S): Private/Nonpublic

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

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

COMMUNITY AND REAL PROPERTY

Appraisal Data

CLASSIFICATION(S): Confidential / Protected Nonpublic / Public

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

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

Property Complaint Data

CLASSIFICATION(S): Confidential

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

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

Planning Questionnaires

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.59

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

PERSONNEL

Applicant Information

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

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

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

Applicants to a Public Body

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601

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

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

Appointed (Not Elected) Members to a Public Body

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601

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

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

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

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

Employee Assistance Information

CLASSIFICATION(S): Private

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

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

Employee Drug and Alcohol Tests

CLASSIFICATION(S): Confidential / Private

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

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

Employee Data

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

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

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

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

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

Employment and Training Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.47

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

Examination Data

CLASSIFICATION(S): Confidential / Private

GOVERNING STATUTE: Minn. Stat. § 13.34

DESCRIPTION OF DATA: Completed versions of personnel and licensing examinations

Harassment

CLASSIFICATION(S): Confidential / Private

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

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

Human Rights Data

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

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

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

Labor Relations Information

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

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

Peer Counseling Debriefing

CLASSIFICATION(S): Private

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

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

Personnel and Employment Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

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

Protection of Employee or Others

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43 subd 11

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

Salary Benefit Survey Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.435

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

Undercover Law Enforcement Officer

CLASSIFICATION(S): Private/Public

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

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

PUBLIC SAFETY

Arson Investigation

CLASSIFICATION(S): Confidential / Public

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

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

Child Abuse Report Records

CLASSIFICATION(S): Confidential / Private

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

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

Civil Commitment Data

CLASSIFICATION(S):

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

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

Corrections and Detention Data

CLASSIFICATION(S): Confidential / Private / Public

GOVERNING STATUTE: Minn. Stat. § 13.85

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

Crime Victim Notice of Release

CLASSIFICATION(S): Private

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

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

Criminal Gang Investigative Data System

CLASSIFICATION(S): Confidential

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

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

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

Criminal History Data

CLASSIFICATION(S): Private / Public

GOVERNING STATUTE: Minn. Stat. § 13.87

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

Criminal History Data – Discharge / Dismissal of Crime

CLASSIFICATION(S): Not Public

GOVERNING STATUTE: Minn. Stat. § 13.871

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

Detention Data

CLASSIFICATION(S): Private / Confidential / Public

GOVERNING STATUTE: Minn. Stat. § 13.85

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

Domestic Abuse Data

CLASSIFICATION(S): Confidential / Public

GOVERNING STATUTE: Minn. Stat. § 13.80

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

E-Charging Data

CLASSIFICATION(S): Confidential / Private / Nonpublic

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

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

EMT or First Responder Misconduct Data

CLASSIFICATION(S): Confidential/Protected Nonpublic

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

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

Emergency Telephone Service

CLASSIFICATION(S): Private

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

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

Explosives or Blasting Agents

CLASSIFICATION(S): Nonpublic

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

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

Hazardous Substance Emergency

CLASSIFICATION(S): Nonpublic

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

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

Health Data

CLASSIFICATION(S): Private

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

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

Investigative Detention Data

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.86

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

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

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

Law Enforcement Data

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

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

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

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

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

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

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

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

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

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

Data on registered criminal offenders are private data on individuals.

Data in missing children bulletins are public data.

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

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

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

Booking photographs are public data.

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

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

Peace Officer Discipline Procedures

CLASSIFICATION(S): Confidential / Private / Public

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

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

Peace Officer Records on Juveniles

CLASSIFICATION(S): Private

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

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

Peace Officer Reports on Accidents

CLASSIFICATION(S): Confidential

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

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

Reports of Gunshot Wounds

CLASSIFICATION(S): Confidential

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

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

Safe at Home Program Data

CLASSIFICATION(S): Private

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

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

Sex Offender HIV Tests

CLASSIFICATION(S): Private

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

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

Sexual Assault Crime Victims

CLASSIFICATION(S): Private

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

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

Videotapes of Child Abuse Victims

CLASSIFICATION(S): Private / Confidential

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

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

Vulnerable Adult Report Records

CLASSIFICATION(S): Private / Confidential

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

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



DATA PRACTICES POLICY AND PROCEDURES

Adopted: August 6, 2012

I. **Introduction.** These procedures are adopted to comply with the Minnesota Data Practices Act (the “Act”), specifically Minnesota Statute Chapter 13, Section 13.03, Subdivision 2, and Section 13.05, Subdivisions 5 and 8.

II. **Responsible Authority.** The person who is the responsible authority for compliance with the Act shall be appointed by Resolution of the City Council. The Responsible Authority may designate certain other City employees to assist in complying with the Act. These designees are listed on attached Exhibit 1.

III. **Access to Public Data.** All information maintained by the City of Little Falls is public unless there is a specific statutory designation which gives it a different classification. Categories of classification are as follows:

Data on Individuals* (Natural Persons)	Data Not on Individuals*	Degree of Accessibility
Public	Public	Accessible to anyone
Private	Nonpublic	Accessible to data subjects and to government officials whose duties reasonably require access.
Confidential	Protected Nonpublic	Accessible only to government officials whose duties reasonably require access.

**Individual is defined at Minnesota Statute 13.02, Subdivision 8. Individual means a living human being. It does not mean any type of entity created by law such as a corporation.*

The City of Little Falls has adopted the “General Records Retention Schedule of Minnesota Cities”, as amended from time to time, as approved and authorized by the Minnesota Historical Society and the Minnesota Department of Administration; and lists data series maintained by the City and their classifications.

A. **People Entitled to Access.** Any person has the right to inspect and copy public data. The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request.

B. **Form of Request.** The request for public data shall be submitted on the Data Request Form / Members of the Public [Exhibit 2].

C. *Time Limits.* Requests will be received and processed only during normal business hours. If copies cannot be made at the time of the request, they shall be supplied as soon as reasonably possible.

D. *Fees.* Fees will be charge pursuant to Minnesota Statute 13.03, Subdivision 3(c), as amended.

The responsible authority may also charge an additional fee if the copies have commercial value and are substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of this information.

IV. Access to Data of Individuals. Information about individual people is classified by law as public, private or confidential. A list of the private and confidential information maintained by the City is contained in Appendix A.

A. *People Entitled to Access.*

- ✓ Public information about an individual may be shown or given to anyone.
- ✓ Private information about an individual may be shown or given to:
 - The individual, but only once every six months, unless a dispute has arisen or additional data has been collected.
 - A person who has been given access by the express written consent of the data subject. This consent must be on the form attached as Exhibit 3 or a form reasonably similar.
 - People who are authorized access by federal, state or local law, or court order.
 - People about whom the individual was advised at the time the data was collected. The identity of those people must be part of the *Tennessee Warning* described below.
 - People within the City staff, the City Council and outside agents, such as attorneys, whose work assignments or responsibilities reasonably require access.
- ✓ Confidential information may not be given to the subject of the data, but may be shown or given to:
 - People who are authorized access by federal, state or local law or court order.
 - People within City staff, the City Council, and outside agents, such as attorneys, whose work assignments or responsibilities reasonably require access.

B. *Form of Request.* Any individual may request in writing, [Exhibit 4], if the City has stored data about that individual whether the data is classified as public, private or confidential.

The City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request, if, for example, you want us to mail you copies of data; we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

All requests to see or copy private or confidential information must be in writing. An *Information Disclosure Request*, attached as Exhibit 4, must be completed to document who requests and who receives this information. The responsible authority or designee must complete the relevant portions of the form. The responsible authority or designee may waive the use of this form if there is other documentation of the requesting party's identity, the information requested, and the City's response.

C. *Identification of Requesting Party.* The responsible authority or designee must verify the identity of the requesting party as a person entitled to access. This can be through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

D. *Time Limit.*

- ✓ Requests. Request will be received and processed only during normal business hours.
- ✓ Response. If we have the data and the data is public, we will respond to your request appropriately and promptly, within a reasonable amount of time by: 1) arrange a date, time and place to inspect data, for free, if your request is to look at the data; or 2) provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies, such as email, upon request if we keep the data in electronic format. Information about copy charges is on Exhibit 2. We will also arrange for you to prepay for the copies.

E. *Fees.* Fees may be charged in the same manner as for public information.

F. *Summary Data.* Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The responsible authority or designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the costs of preparation. The responsible authority or designee must notify the requesting party about the estimated costs and collect those costs before preparing or supplying the summary data. This should be done within ten (10) days after receiving the request. If the summary data cannot be prepared within ten (10) days, the responsible authority must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means.

The responsible authority may ask an outside agency or person to prepare the summary data if: 1) the specific purpose is given in writing; 2) the agency or person agrees not to disclose the private or confidential data; and 3) the responsible authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. The responsible authority may use the form attached at Exhibit 5.

G. *Juvenile Records.* The following applies to *private* (not confidential) data about people under the age of eighteen (18).

- ✓ Parental Access. In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile data subject. "Parent" means the parent or legal guardian of a juvenile data subject, or individual acting as a parent or guardian in the absence of a parent or legal guardian. The parent is presumed to have this right unless the responsible authority or designee has been given evidence that there is a state law, court order or other legally binding document which prohibits this right.
- ✓ Notice to Juvenile. Before requesting private data from juveniles, City personnel must notify the juveniles that they may request that the information not be given to their parent(s) or guardian(s). This notice should be in the form attached as Exhibit 6.
- ✓ Denial of Parental Access. The responsible authority or designee may deny parental access to private data when the juvenile requests this denial and the responsible authority or designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the responsible authority or designee will consider:
 - Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences;
 - Whether denying access may protect the juvenile from physical or emotional harm;
 - Whether there is reasonable grounds to support the juvenile's reasons; and
 - Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Section 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

The responsible authority or designee may also deny parental access without a request from the juvenile under Minnesota Statutes Section 144.335.

V. **Denial of Access.** If the responsible authority or designee determines that the requested data is not accessible to the requesting party, the responsible authority or designee must inform the requesting party orally at the time of the request or in writing as soon as it has been determined inaccessible. The responsible authority or designee must give the specific legal authority, including statutory section, for withholding the data. The responsible authority or designee must place an oral denial in writing upon request. This must also include the specific legal authority for the denial.

VI. **Collection of Data on Individuals.** The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, City Council or federal government.

When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a *Tennessee Warning*. This warning must contain the following:

- ✓ The purpose and intended use of the requested data;
- ✓ Whether the individual may refuse or is legally required to supply the requested data;
- ✓ Any known consequences from supplying or refusing to supply the information; and

- ✓ The identity of other persons or entities authorized by state or federal law to receive the data.

A *Tennessee Warning* is not required when an individual is requested to supply investigative data to a law enforcement officer.

A *Tennessee Warning* may be on a separate form or may be incorporated into the form which requests the private or confidential data. See attached Exhibit 7.

VII. Challenge of Data Accuracy. An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the City's responsible authority in writing describing the nature of the disagreement. Within 30 days, the responsible authority or designee must respond and either: 1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or 2) notify the individual that the authority believes the data to be correct and the reason(s) why.

An individual who is dissatisfied with the responsible authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The responsible authority will correct any data if so ordered by the Commissioner.

VIII. Data Protection.

A. Accuracy and Currency of Data.

- ✓ All employees will be requested, and given appropriate forms, to provide updated personnel information to the appropriate supervisor or City Administrator which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.
- ✓ The City Administrator should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.
- ✓ All records must be disposed according to the City's records retention schedule.

B. Data Safeguards.

- ✓ Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during the hours when the offices are closed.
- ✓ Private and confidential data must be kept only in City offices, except when necessary for City business.
- ✓ Only those employees whose responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. These employees will be instructed to:
 - Not discuss, disclose or otherwise release private or confidential data to City employees whose job responsibilities do not require access to the data;

- Not leave private or confidential data where non-authorized individuals might see it; and
 - Shred private or confidential data before discarding.
- ✓ When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City may include in a written contract, the language contained in Exhibit 8.

Exhibit 1

CITY OF LITTLE FALLS

The Minnesota Data Practices Act establishes a system for compilation and distribution of data gathered by government agencies. All data collected and maintained by the City of Little Falls is presumed public and is accessible to the public for both inspection and copying, unless classified as Private, Confidential, Nonpublic or Protected Nonpublic in accordance with federal law, state statute or a temporary classification. (Minnesota Statute 13.01)

The City of Little Falls has appointed the following position to administer this system.

Responsible Authority: City Administrator
City of Little Falls
100 Northeast Seventh Avenue
P O Box 244
Little Falls MN 56345-0244
(320) 616-5500

Position appointed as *Designee* in system administration are as follows:

Other positions responsible for maintenance of City records are as apparent or assigned.

EXHIBIT 2

**CITY OF LITTLE FALLS
DATA REQUEST
COST CALCULATION FORM**

Fees charged are in accordance with Minnesota Statute 13.03, Subdivision 3.

Date of Request: _____

Description of Information Requested (be specific): _____

Costs for duplication of standard materials are included on the City's Fee Schedule. Please use this section to calculate fees for other data requests.

				<i>Estimated Cost</i>	<i>Actual Cost</i>
A.	<i>Labor</i>	<i>No. of Hours</i>	<i>Hourly Rate</i>		
		<i>No. of Hours</i>	<i>Hourly Rate</i>		
B.	<i>Photocopy</i>	<i>Rate</i>	<i>No. of Pages</i>		
C.	<i>Mailing</i>				
D.	<i>Printing Costs</i>				
E.	<i>Other Costs</i>	May include computer time, programming terminal access, and any other costs not listed.			
1.					
2.					
3.					
4.					
5.					
TOTAL CHARGES					
AMOUNT TO BE PREPAID (50% of Estimated total if exceeds \$50)					
AMOUNT DUE UPON COMPLETION					

Prepared by: _____

Department: _____

Date: _____

EXHIBIT 3

**CITY OF LITTLE FALLS
CONSENT TO RELEASE PRIVATE DATA**

I, _____ authorize the City of Little Falls to release the following private data about me: _____

_____;

to the following person or persons: _____

The person or persons receiving the private data may use it only for the following purpose or purposes: _____

This authorization is dated _____ and expires on _____.

The expiration cannot exceed one year from the date of the authorization, except in the case of authorizations given in connection with applications for life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.

I agree to give up and waive all claims that I might have against the City of Little Falls, its agents and employees for releasing data pursuant to this request.

Signature

<i>Identity Verified By:</i>	
	Witness: X
	Identification: Driver's license, state identification, passport, other:
	Comparison with signature on file:
	Other:
Responsible Authority/Designee:	

EXHIBIT 4

**CITY OF LITTLE FALLS
INFORMATION DISCLOSURE REQUEST**

Minnesota Government Data Practices Act. All requests for private or confidential information must be in writing.

Completed by Requester:

Date of Request: _____ Telephone No.: _____

Requester Name: _____

Requester Street Address: _____

Requester Signature: _____

Description of information requested (attached additional sheets of needed): _____

Completed by Department:

Department name:		Handled by:	
Information Classified As:		Action:	
<input type="checkbox"/> Public	<input type="checkbox"/> Non-Public	<input type="checkbox"/> Approved	
<input type="checkbox"/> Private	<input type="checkbox"/> Confidential	<input type="checkbox"/> Approved in Part (explained below)	
<input type="checkbox"/> Protection Non-Public		<input type="checkbox"/> Denied (explained below)	
Remarks or basis for denial including Statute section:			
Charges:		Identity verified for private information:	
<input type="checkbox"/> Non		<input type="checkbox"/> Identification type:	
<input type="checkbox"/> Photocopy		<input type="checkbox"/> Comparison with signature on file	
<input type="checkbox"/> Special rate (explanation attached)		<input type="checkbox"/> Personal knowledge	
<input type="checkbox"/> Other (explanation attached)		<input type="checkbox"/> Other:	
Authorized Signature:		Date:	

Acknowledgement by Requester:

I hereby acknowledge receipt of data requested.

Signature of Requester: _____ Date: _____

EXHIBIT 5

**CITY OF LITTLE FALLS
GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT**

1. *Authorization.* The City of Little Falls hereby authorizes: _____
("Authorized Party") access to the following government data: _____

2. *Purpose.* Access to this government data is limited to the objective of creating summary data for the following purpose: _____

3. *Cost.* (Check which applies):

_____ The Authorized Party is the person who requested the summary data and agrees to bear the City's costs associated with the preparation of the data which has been determined to be \$_____.

_____ The Authorized Party has been requested by the City to prepare summary data and will be paid in accordance with attached Exhibit 2.

4. *Security.* The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above will ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above: _____

5. *Liability for Disclosure.* The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this Agreement and is classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws.

The Authorized Party agrees to defend, indemnify; and hold the City, its officers and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission of the Authorized Party, its agents, employees or assignees under this Agreement and against all loss by reason of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

EXHIBIT 5, CONT.

6. *Insurance.* In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,000,000 per claimant for personal injuries and/or damages and \$1,000,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. *Access Period.* The Authorized Party may have access to the information described above from _____ to _____.

8. *Survey Results.* (Check which applies):

_____ If the Authorized Party is the requester, a copy of all reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be made available to the City in its entirety.

_____ If the Authorized Party is a contractor of the City, all copies of reports, summaries, compilations, articles, publications or any documents or series of documents which are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain one copy of its own records but may not disclose it without City permission, except in defense of claims brought against it.

Authorized Party:

By: _____
Title: _____
Date: _____

City of Little Falls:

By: _____
Its: _____
Date: _____

EXHIBIT 6

NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- ✓ Whether you are of sufficient age and maturity to explain the reasons and understand the consequences;
- ✓ Whether denying access may protect you from physical or emotional harm;
- ✓ Whether there is reasonable grounds to support your reasons; and
- ✓ Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Section 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

Notice given to: _____ Date: _____

By: _____ Title: _____

REQUEST TO WITHHOLD INFORMATION

I request that the following information: _____

Be withheld from: _____

For these reasons: _____

Print Name: _____

Signature: _____

Date: _____

EXHIBIT 7

DATA PRACTICES ADVISORY ~ TENNESSEN WARNING

Some or all of the information that you are asked to provide on the attached from is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is: _____

You _____ are / _____ are not legally required to provide this information.

If you refuse to supply the information, the following may happen: _____

Other persons or entities authorized by law to receive this information are: _____

EXHIBIT 8

SAMPLE CONTRACT PROVISION

DATA PRACTICES COMPLIANCE. Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligations under this contract. Contractor agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, (the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of Contractor's failure to comply with the requirements of the Act or this contract, Contractor agrees to return data to the City, as requested by the City.

APPENDIX A

PRIVATE AND CONFIDENTIAL DATA MAINTAINED BY CITY OF LITTLE FALLS (Alphabetical Order)

1. **Appraisal Data** (Confidential) Minnesota Statute 13.50

Appraisals made for the purpose of selling or acquiring land.

2. **Assessor's Data** (Private) Minnesota Statute 13.51,
375.192, 272.115 and 237.124

Data on sales sheets from private multiple listing service organizations.

Income information on individuals used to determine eligibility of property for classification 4c under Minnesota Statute 273.12, Subdivision 25(c).

The following data regarding income properties:

- ✓ Income and expense figures for current year and past three years;
- ✓ Average vacancy factors for past three years;
- ✓ Net rentable or useable areas;
- ✓ Projected vacancy factor for current year; and
- ✓ Lease information.

Certain data in an application for property tax abatement.

Social Security numbers (Minnesota Statute 13.49).

Deferment Applications – Verifications of income, ownership, etc. (Minnesota Statute 13.392).

3. **Auditing Data** Minnesota Statute 13.392

Data, notes, and preliminary drafts of audit reports are protected nonpublic or confidential until the final report has been published.

4. **Civil Investigative Data** (Confidential) Minnesota Statute 13.39

Data collected as a part of active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation is confidential, except that a complainant's statement is private.

5. **City Attorney Records** (Confidential) Minnesota Statute 13.30

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

6. **Drug and Alcohol Test Results** (Private/Confidential) Minnesota Statute 471.617

7. **Elected Officials Correspondence** (Private) Minnesota Statute 13.33

Correspondence between individuals and elected officials, but either may make it public.

8. **Electronic Payments** (Nonpublic) Minnesota Statute 13.6401

9. **Examination Data** (Private/Confidential) Minnesota Statute 13.34

Completed versions of personnel and licensing examinations are private, unless the responsible authority determines that they should be confidential because access would compromise the objectivity, fairness, or integrity of the examination process.

10. **Firearms Data** (Private) Minnesota Statute 13.87,
Subdivision 2

Data about the purchase or transfer of firearms and applications for permits to carry firearms.

11. **Fire Investigation Report** (Private) Minnesota Statute 13.83

Until investigation is closed then it becomes public.

12. **Housing Data** (Private) Minnesota Statute 13.462

Names and addresses of applicants and recipients for housing, home ownership, and rehabilitation programs is public. All other information is private.

13. **Housing Agency Data** (Private) Minnesota Statute 13.54

Income information on individuals used to determine eligibility of property for 4c tax classification is private.

14. **Human Rights Data** (Confidential/Private) Minnesota Statute 13.43

Human rights investigative data are confidential. The name and address of the charging party and respondent, factual basis of the allegations, and the statute under which the action is brought are private data.

15. **Labor Relations Information** (Private) Minnesota Statute 13.37

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

16. **Law Enforcement Data**

Data collected under the Domestic Abuse Act is confidential.

The audio recording of a 911 call is private regarding the individual making the call, but a written transcript is public.

Certain arrest data, request for service data, and response data is public under Minnesota Statute 13.82. Otherwise, investigative data collected to prepare a case against a person for the commission of a crime or civil wrong is confidential while the investigation is active. Photographs, which are part of inactive investigation files, are private if they are clearly offensive to common sensibilities. Booking photographs are public.

The identity of a victim of child abuse or neglect is private. The identity of a reporter of child abuse

or neglect is confidential. Inactive investigative data, which relates to the alleged abuse or neglect of a child by a person responsible for the child care is private. Videotapes of child abuse victims may not be released under any circumstances without a court order.

The following are private:

- ✓ The identity of undercover law enforcement officers;
- ✓ The identity of criminal sexual conduct victims;
- ✓ The identity of certain informants;
- ✓ The identity of victims, witnesses, people making a 911 call whose personal safety or property would be threatened by disclosure;
- ✓ The identity of a person making a 911 call to receive help in a mental health emergency;
- ✓ The identity of any juvenile in any case, except arrests certified to stand trial as an adult or in the case of restitution;
- ✓ Reward program data.

Unique descriptions of stolen, lost, confiscated, or recovered property are private.

Identities of customers of licensed pawnshops and secondhand goods dealers are private.

Detention data, which would disclose personal, medical, psychological or financial information or endanger an individual's life, is private (Minnesota Statute 13.85).

Criminal history data is private, except convictions of crimes within the past 15 years (Minnesota Statute 13.87).

Deliberative processes or investigative techniques are confidential.

Data in arrest warrants or search warrants is confidential until the individual has been taken into custody, served with a warrant, or appears before the court, except when the law enforcement agency determines that the public purpose is served by making the information public.

17. ***Liquor and Tobacco Applications and Licenses***
(Private)

Minnesota Statute 13.41

If license is **not** granted, then all application data for permit or licenses for individuals, except for names and addresses, are private.

18. ***Municipal Obligation Register Data***
(Private/NonPublic)

Minnesota Statute 475.55

Information with respect to the ownership of certain municipal obligations.

19. ***Personnel Data*** (Private)

Minnesota Statute 13.43

Generally, all data about people who are or were an employee, applicant for employment, volunteer, independent contractor, or member of or applicant for a board or commission is private, with the exception noted below.

Public Data - Applicants

- ✓ Veterans status;
- ✓ Relevant test scores;
- ✓ Rank on eligible list;

- ✓ Job history;
- ✓ Education and training;
- ✓ Work availability;
- ✓ Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment, which occurs when the person has been selected to be interviewed by the appointing authority;
- ✓ Names and addresses of applicants for and members of an advisory board or commission.

Public Data – Employees

The following data on current and former employees, volunteers, independent contractors, and members of advisory boards and commissions are public:

- ✓ Name;
- ✓ Job title;
- ✓ Work location;
- ✓ Work telephone number;
- ✓ Actual gross salary;
- ✓ Salary range;
- ✓ Contract fees;
- ✓ Actual gross pension;
- ✓ Value and nature of employer paid fringe benefits;
- ✓ Basis for and amount of added remuneration, including expense reimbursement;
- ✓ Job description;
- ✓ Education and training background;
- ✓ Previous work experience;
- ✓ Date of first and last employment;
- ✓ Badge number;
- ✓ Honors and awards received;
- ✓ The existence and status [but not nature] of any complaints or charges against the employee whether or not resulting in discipline;
- ✓ Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees;
- ✓ Terms of any agreement settling any dispute arising from the employment relationship, including a “buyout” agreement;
- ✓ Payroll time sheets or other comparable data that are only used to account for employee’s work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee’s reasons for the use of sick or other medical leave or other non-public data.

Undercover Law Enforcement Officer

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

Access by Labor Organization

Personnel data may be given to labor organizations or the Bureau of Medication Services to the extent this is necessary to conduct elections, notify employees of fair share fee assessments, or to implement state labor laws.

Employee Assistance Program

All data associated with employee assistance programs is private.

Harassment

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

Peer Counseling Debriefing

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

Protection of Employee of Others

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

20. **Planning Questionnaires** (Private/NonPublic) Minnesota Statute 13.59

The following data collected in surveys of individuals conducted by the City for the purpose of planning, development and redevelopment as classified as private or nonpublic: 1) names and addresses and the legal description of property owned by the individuals, and the commercial use of the property to the extent disclosure of the use would identify a particular business.

21. **Private Donor Gift Data** (Private) Minnesota Statute 13.792

22. **Proposals** (Private/NonPublic) Minnesota Statute 13.591 and 471.03

Proposals submitted in response to a Request for Proposals are private or nonpublic until the responses are opened. Once opened, the same becomes public, but all other data is private or nonpublic data until completion of the evaluation process. After the process is completed, all remaining data are public with exception of trade secrets data. If all responses to a Request for Proposals are rejected, see Minnesota Statute or various scenarios.

23. **Property Complaint Data** (Confidential) Minnesota Statute 13.44

The identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.

24. **Public Employees Retirement Associates Data** (Private) Minnesota Statute 13.63

Data on beneficiaries and survivors of members are private: home address, date of birth, direct deposit account number, tax withholding data.

25. **Recreation Data** (Private) Minnesota Statute 13.57

For people enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which described the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual.

26. **Salary Benefit Data** (NonPublic) Minnesota Statute 13.435

Salary and personnel benefit survey data purchased from consulting firms.

27. **Sealed Bids** (NonPublic) Minnesota Statute 13.37,
13.591, Subdivision 3

Sealed bids, including the number of bids received, prior to opening. After opening, only name and dollar amount is public until City has evaluated and ranked bids. If all bids are rejected before ranking is completed, the remaining information is not public until a re-solicitation has been accepted, until a decision is made to abandon, or until one year has passed.

28. **Security Information** (Private NonPublic) Minnesota Statute 13.37

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

29. **Social Security Number** (Private) Minnesota Statute 13.49

30. **Trade Secret Information** (Private) Minnesota Statute 13.367

Information that has been kept generally protected by the supplier and that has economic value. Examples: unique building plans, copyrighted questionnaires prepared by consultants (such as comparable worth), computer programs.

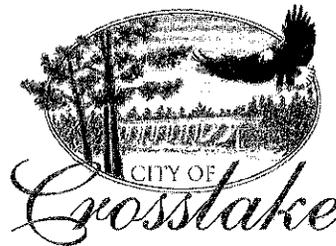
31. **Transportation Services Data** (Private) Minnesota Statute 13.521

Personal, medical, financial, familial or location information, except name, of applicants or users of transportation services for the disabled or elderly.

32. **Other Data**

The above is not a comprehensive list and there may be other miscellaneous data that may be protected under various federal laws, state laws, court orders, or other legally binding document not listed. Some of these are items such as business data, social/recreational data, lodging tax data, etc. Each individual case may need to be reviewed for applicable statutes and rules. If an instance arises where the applicable laws, statute, court order, or other legally binding document in place at the time differs from the policy, the preceding will control the data classification and how the issue is handled.

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



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

Memo

To: Mayor and Council
From: Consultant/City Administrator Dan Vogt 
Date: August 6, 2013
Subject: Updated Job Descriptions

As requested earlier, the Department Heads and I have been reviewing and updating job descriptions for each of their positions. Attached you will find the existing job descriptions as well as the proposed updated documents. Note that the documents include the Departments Heads whose descriptions have not been recently updated (Finance Director/Treasurer and City Clerk) and also includes the Police Sergeant.

While you review the documents, you will note that a number of changes were made. During the updating process, the job descriptions were reviewed to make them more consistent with current job duties and redundancies in wording were removed. Also, as these are job descriptions and not task descriptions, many of the specific tasks to complete the job were eliminated since it is felt that specific tasks to complete a particular job are inherent with the job and do not need to be specifically identified. Such wording is unnecessary and helped make some of the job descriptions up to 7 pages long. Approval of the updated job descriptions is recommended.

This item appears on the agenda for your meeting to be held on Monday, August 12, 2013, for action. Please feel free to contact me if you have any questions.

CITY OF CROSSLAKE
Position Description

Job Title: Community Development Director
Department: Planning & Zoning
Supervisor: City Council
Effective Date: _____, 2013

DESCRIPTION OF WORK

General Statement of Duties: Administers and interprets the zoning, subdivision and land use ordinances of the City; reviews development plans; generates staff reports used to develop recommendations to the Planning and Zoning Commission and City Council; provides support for all types of development projects and long-range planning studies including but not limited to the City Comprehensive Plan; supervises Planning and Zoning Department staff. Assists in carrying out a wide variety of City Projects; acts as staff liaison to various commissions, boards and committees as directed. This position has all powers and responsibilities of the City Zoning Administrator as identified in the City Code, Minnesota State Statutes and any other reference to this title.

Supervision Received: Works under the administrative supervision of the City Council.

Supervision Exercised: Exercises direct supervision over the Planning and Zoning Department staff.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Review development plans for conformity with applicable City ordinances.
- Provide guidance to applicants and meet with citizens and the public regarding zoning inquiries, platting requirements and other land use procedures to ensure an appropriate response.
- Oversee and monitor the issuance of zoning permits and coordinate the approval process.
- Develop and prepare applicable background material to review with involved parties.
- Review and amend staff reports prepared by the Department staff as applicable.
- Attend meetings of the City Council, Planning and Zoning Commission, Long Range Capital Planning Commission, Economic Development Authority (EDA) and any other groups as assigned. Represent the Department on various subcommittees established by the City Council.
- Make presentations as necessary on a wide variety of Planning and Zoning issues and provide background information and recommendations to the City Council as appropriate.
- Produce draft versions of all reports for review by the Planning and Zoning Commission.
- Furnish copies of the City ordinances to the public as requested.
- Offer assistance to the public in the preparation and submittal of applications for zoning and building permits and offer alternatives in order to meet zoning requirements.
- Represent the City in legal proceedings dealing with Planning and Zoning Department issues.
- Respond promptly either by letter or phone to inquiries for information and maintain a written record of inquiry and response given.
- Coordinate with other City departments and the City Attorney for either the dissemination or gathering of information maintained by the Planning and Zoning Department covered under the Minnesota Data Practices Act.

- Develop and/or implement long-range planning studies, area-specific land use studies or other program development as proposed by the City Council, Planning and Zoning Commission, Long Range Capital Planning Commission, and any other group as assigned.
- Maintain land management/real estate files.
- Develop graphics or statistical material for presentation to various City commissions/committees, the City Council, and civic organizations.
- Research and provide staff comments to the Planning and Zoning Commission, Board of Adjustment, Long Range Capital Planning Commission, or City Council as necessary.
- Draft findings of fact for approval by the Planning and Zoning Commission, Board of Adjustment, Long Range Capital Planning Commission, or City Council, as necessary.
- Overall responsibility for on-site sewer and cluster sewer systems and the compliance inspection program for all on-site septic systems within the City to ensure compliance with all applicable codes and requirements.
- Work closely with the Minnesota Pollution Control Agency and the Minnesota Department of Health on the location of wells and septic systems.
- Responsible for site inspections for compliance assurance in variance, conditional use permit, land subdivision, and over the counter permit actions.
- Work closely with the appropriate staff on the Enhanced 911 address system for the City.
- Responsible for coordinating with the City Clerk and Crow Wing County on the assigning of addresses on new structures within the City.
- Review and recommend updates and revisions to documents and policies including the City Comprehensive Plan, the Zoning Ordinance/Land Use regulations, Zoning Maps, Subdivision Ordinance, and Floodplain Ordinance and work with appropriate staff to enact such changes.
- Calculate square footage used in arriving at permit fees and other mathematical calculations used in the land use permitting process.
- Responsible for the preparation and accuracy of the Planning and Zoning Commission and Long Range Capital Planning Commission minutes.
- Interpret and enforce local land use regulations, prepare records and reports on investigations and violations of such regulations and work closely with the City Attorney, Planning and Zoning Commission and City Council in formulating a plan of action to dealing with violations.
- Work closely with staff and consultants on the required notifications to the property owners on improvement projects.
- Responsible for calculating buildable lots based on the Zoning Ordinance/Land Use regulations to determine the number of equivalent lots to be assessed.
- Prepare public hearing notices and meeting notices for the local newspaper and ensure notices are sent to adjacent property owners.
- Responsible for meeting the 60-day or 120-day statutory deadlines on all applicable land use matters including scheduling items on the Planning and Zoning Commission and City Council agendas to meet time constraints.
- Attend professional development seminars and continuing education as appropriate.
- Responsible to ensure permit logs and monthly permit summaries are completed and forward the information as required to Federal, State and local officials as appropriate.
- Develop and recommend fee schedules for land use matters for approval by the City Council.
- Prepare grant applications for projects and assist in administering grants.
- Coordinate the preparation of the Planning and Zoning Department budget and monitor expenditures and revenues of the Department on a monthly basis and keep the appropriate informed on deviations from the budget.

- Monitor all professional consultant billings pertaining to development projects and initiate invoices for reimbursement as appropriate.
- Responsible for assigning work tasks, administering discipline and overseeing the work produced by the Planning and Zoning Department staff and is ultimately responsible for all permits issued and projects undertaken by the Department.
- Serve as Department Head for Step 1 grievances for the Planning and Zoning Department staff under the terms of the collective bargaining agreement.
- Coordinate with appropriate staff as needed to verify street names, locations of structures, and accuracy of maps.
- Involved in the advertising and interviewing of all Department staff and make the final recommendation regarding the top candidate to be hired.
- Perform annual performance evaluations on Department staff and review with staff as appropriate.
- Supervise and review performance of probationary employees in the Department and recommend to the Personnel Committee whether an employee should be granted permanent status or be terminated under the probationary status.
- Work with the Personnel Committee in placing Department employees completing probation on the appropriate pay schedule step in the collective bargaining agreement.
- Assist the appropriate staff in coordinating, administrating and responding to a wide variety of requests and problems of municipal concern; research and assist in developing and recommending solutions; interpret ordinances and directives to other departments, agencies, and the general public.
- Assist in developing and implementing administrative policies and guidelines in cooperation with the City Council and various City Boards and Commissions; assist in evaluating performance and results in accordance with City objectives and provide input on appropriate recommendations.
- Represent the City in regard to local, regional, and federal activities as assigned or apparent.
- Assist with the preparation of the agenda for council meetings, participate in the development of supporting information; attend City Council meetings and other meetings as required.
- Write or assist in writing a wide variety of grants on behalf of the City.
- Assist the Park and Recreation Director in the development of Park Plans.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- Performs such other duties as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to write concise yet thorough reports used by the Planning & Zoning Commission, Long Range Capital Planning Commission, Public Works Commission, City Council, City Attorney, and any other group as assigned.
- Considerable ability to operate various office and field equipment, including but not limited to computer and related software including ArcView and Microsoft Office, copier, calculator, typewriter, fax machine, and two-way radio.
- Ability to work outdoors during inclement weather and under a variety of conditions in and around construction sites.
- Ability to lift and carry objects weighing up to 40 pounds.
- Considerable ability to maintain confidentiality of communications and dissemination of information covered under the Minnesota Data Privacy Act which is maintained by the Planning & Zoning Department.

- Ability to interpret aerial images, site plans, plats, and improvement plans used in approving or denying various permits, conditional use permits, variances, etc.
- Ability to take accurate notes of meetings and prepare clear and concise reports or minutes based on the notes.
- Thorough knowledge of site planning principles and design objectives and how they relate to the zoning ordinance and comprehensive plan.
- Thorough knowledge of the intent and purpose of city planning principles.
- Thorough knowledge of zoning ordinance and subdivision regulation administration.
- Thorough knowledge of the principles, practices, purposes, scope, and techniques of comprehensive planning; research methods and sources of data; land use zoning; and state statutes and local laws as they relate to planning and zoning.
- Ability to work a variety of schedules, including attendance at meetings which may be held in the evenings and/or weekends.
- Must have a quick mathematical mind and be able to perceive pertinent detail in verbal or tabular manner.
- Must be able to stand for a prolonged periods of time.
- Ability to accept responsibility for the direction, control, or planning of an activity.
- Ability to interpret feelings, ideas, or facts in terms of personal viewpoint.
- Ability to make generalizations, evaluations, or decisions, based on sensor or judgment criteria.
- Ability to supervise Planning & Zoning Department staff including the coordination of assignments and workload to maximize efficiency of the Department.
- Ability to draft and monitor the Planning & Zoning Department budget.
- Ability to deal with people beyond giving and receiving instructions.
- Ability to perform under stress.
- Ability to perform duties, often changing from one task to another without loss of efficiency or composure.
- Considerable ability to communicate effectively, both orally and in writing, with City staff, State and County officials, elected officials, and the public; includes speaking clearly and concisely to large and small groups.
- Considerable ability to prioritize work, research files, and solve problems.
- Ability to work as a team member, not only with the Planning & Zoning personnel, but also with all City staff.
- Considerable knowledge of the organization and functions of city government, including ordinances, regulations and policies controlling its operation.
- Ability to analyze and research difficult and complex problems and make effective solution oriented recommendations.
- Working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Community and/or Regional Planning, Geography, Architecture, or Landscape Architecture preferred, and three years related field experience in a city planning office with one year of supervisory experience preferred. Eight or more years of related field experience may substitute for the minimum degree requirement. Must maintain valid ISTS inspector license, or be eligible for license within one year. Must maintain valid Minnesota Class D driver's license.

Community Development Director

Job Title: Community Development Director
Department: Planning & Zoning
Supervisor: City Administrator
Effective Date: August, 2007

DESCRIPTION OF WORK

General Statement of Duties: To administer and interpret the zoning and subdivision ordinance during the review of various development plans; generate concise staff reports used to develop recommendations to the Planning & Zoning Commission and City Council; provide needed support in the development of both commercial and residential projects and long-range planning studies; including but not limited to the City Comprehensive Plan. Supervises the Planning & Zoning Department and its staff, promoting high morale and a high degree of efficiency and professionalism in a stressful environment, which involves dealing with the public and meeting deadlines. Assists the City Administrator in carrying out a wide variety of City Projects, acts as staff liaison to various commissions, boards and committees as directed by the City Administrator. This position has all powers and responsibilities of the City Zoning Administrator as identified in the City Code, Minnesota State Statutes and any other reference to this title.

Supervision Received: Works under the administrative supervision of the City Administrator.

Supervision Exercised: Exercises direct supervision over the Planning & Zoning Department staff, including the Planner – GIS Coordinator, Planner – Zoning Coordinator, Planning Intern, and any other clerical, part-time, or temporary employee of the department.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Review development plans for conformity with applicable City Ordinances.
- Meet with applicants and citizens to ensure a comprehensive and timely resolution of each request.
- Oversee and monitor the issuance of zoning permits and coordinate the approval process.
- Develop and prepare background material including graphics and photographs to review with involved parties.
- Review and amend staff reports prepared by the Planning & Zoning Department staff for presentations to the Planning & Zoning Commission, the City Council, and other Commissions and Committees as applicable.
- Attend the monthly City Council meeting representing the Planning & Zoning Department, Planning & Zoning Commission, Long Range Capital Planning Commission, Economic Development Authority and any other groups as assigned by the City Administrator.

Community Development Director

- Make presentations on a wide variety of Planning & Zoning issues, providing background information including required resolutions, exhibits, and forms and provide recommendations for Council action on various matters.
- Produce draft versions of all reports for review by the Planning & Zoning Commission.
- Provide guidance to the public on zoning inquiries, platting requirements and on each of the various planning procedures.
- Furnish copies of the City Ordinances to the public.
- Offer assistance to the public in the preparation of applications and accept applications for zoning and building permits and offer alternatives to proposed designs and platting schemes in order to meet zoning requirements.
- Represent the City in legal proceedings dealing with Planning & Zoning issues.
- Respond either by letter or phone to inquiries for information and maintain a written record of inquiry and response given.
- Coordinate with other City departments and the City Attorney for either the dissemination or gathering of information maintained by the Planning & Zoning Department covered under the Minnesota Data Practices Act.
- Develops and/or implements long-range planning studies, area-specific land use studies or other program development as proposed by the City Council, Planning and Zoning Commission, Long Range Capital Planning Commission, Economic Development Authority, and any other group as assigned by the City Administrator.
- Maintain land management files.
- Develop graphics or statistical material for presentation to various City Commissions/Committees, the City Council, and Civic Organizations.
- Research and provide staff comments to the Planning & Zoning Commission, Board of Adjustment, Long Range Capital Planning Commission, Economic Development Authority, or City Council as necessary.
- Draft findings of fact for approval by the Planning & Zoning Commission, Board of Adjustment, Long Range Capital Planning Commission, Economic Development Authority, or City Council, as necessary.
- Responsible for on-site inspections of on-site sewer and cluster sewer systems.
- Responsible for reviewing and approving septic system site evaluations, designs, and compliance inspections.
- Responsible for compliance inspection program for all on-site septic systems within the city and monitor time to bring non-conforming systems into compliance.
- Act as a mentor for the Planning & Zoning Department staff.
- Work closely with the Minnesota Pollution Control Agency and the Minnesota Department of Health on the location of wells and septic systems on properties with contamination.
- Responsible for site inspections for compliance assurance in variance, conditional use permit, land subdivision, and over the counter permit actions.
- Work closely with the City Administrator and Public Works Director on the Enhanced 911 address system for the City.
- Responsible for coordinating with Crow Wing County on the assigning of addresses on new structures within the City.
- Represent the Planning & Zoning Department on various subcommittees established by the City Council.

Community Development Director

- Review and recommend changes to the City Comprehensive Plan.
- Calculate square footage used in arriving at permit fees and other mathematical calculations used in the permitting process such as impervious surface calculations, density calculations, and landscaping, parking, and open space requirements.
- Responsible for the accuracy of the Planning & Zoning Commission and Long Range Capital Planning Commission minutes which become permanent records of the City.
- Interpret and enforce local Zoning Ordinance regulations, prepare records and reports on investigations and violations of zoning regulations and work closely with the City Attorney in formulating a plan of action in dealing with violations.
- Recommend updates and revisions to documents including the Zoning Ordinance, Zoning Maps, Subdivision Ordinance, and Floodplain Ordinance.
- Responsible for drafting and/or working closely with the City Attorney in drafting updates and revisions to various City ordinances and policies.
- Work closely with the City Administrator and Public Works Director on the required notifications to the property owners on improvement projects.
- Responsible for calculating buildable lots based on the Zoning Ordinance, which is used to determine the number of equivalent lots to be assessed.
- Prepare public hearing notices and meeting notices for local newspaper; send notices to adjacent property owners.
- Responsible for meeting the 60-day statutory permit deadline on all zoning permits, conditional use permits, variances, preliminary plats etc. including scheduling items on the Planning & Zoning Commission and City Council agendas to meet time constraints.
- Attend professional development seminars and continuing education to remain current on technical advances, code amendments, and statute changes.
- Responsible to ensure permit logs and monthly permit summaries are done which indicate the number of permits issued and their value and forwarding the information to the federal government.
- Develop and recommend fee schedules for zoning permits, variances, conditional use permits, plats, and other zoning applications for approval by the City Council.
- Prepare grant applications for projects and assist in administering grants.
- Attend meetings and prepare necessary background information for the Long Range Capital Planning Commission and provide input on a wide variety of projects and how they relate to existing ordinances, policies and goals of the City.
- Cooperate in the preparation of the Planning & Zoning Department budget and monitor expenditures and revenues of the department on a monthly basis and keep the City Administrator informed on deviations from the budget.
- Monitor all professional billings pertaining to development projects and initiate invoices for reimbursement by the developer.
- Responsible for assigning work tasks and overseeing the work produced by the Planning & Zoning Department staff and is ultimately responsible for all permits issued and projects undertaken by the Planning & Zoning Department.
- Serve as Department Head for Step 1 grievances for the Planning & Zoning Department staff under the terms of the collective bargaining agreement.
- Coordinate the pre-census activities between the City and the Bureau of the Census including, but not limited to, verifying street names, locations of structures, and accuracy of maps.

Community Development Director

- Involved in the advertising and interviewing of all Planning & Zoning staff and make the final recommendation to the City Administrator and Personnel Committee regarding the top candidate to be hired.
- Perform annual performance appraisals on Planning & Zoning Department staff and provide input on the performance appraisal of the clerical worker. Review the performance appraisal with the Planning & Zoning Department staff providing both positive feedback and constructive criticism in areas needing improvement.
- Work closely with the City Administrator, Personnel Committee, and City Attorney providing documentation required in progressive disciplinary actions up to and including termination of an employee in the Planning & Zoning Department.
- Supervise and review performance of probationary employees in the Planning & Zoning Department and recommend to the Personnel Committee whether an employee should be granted permanent status or be terminated under the probationary status.
- Work with the Personnel Committee in placing Planning & Zoning Department employees completing probation on the appropriate pay schedule step in the collective bargaining agreement.
- Assist the City Administrator in coordinating, administrating and responding to a wide variety of requests and problems of municipal concern; researcher and assist in developing and recommending solutions; interpret ordinances and directives to other departments, agencies, and the general public.
- Assist the City Administrator in developing and implementing administrative policies and guidelines in cooperation with the City Council and various City Boards and Commissions; assist in evaluating performance and results in accordance with City objectives and provide input on appropriate recommendations.
- In the absence of the City Administrator, represent the City in regard to local, regional, and federal activities of concern to the community.
- Assist with the preparation of the agenda for Council meetings, participate in the development of supporting information; attend City Council meetings and other meetings as required.
- Represent the City with business and industrial clients.
- Assist City Administrator in compiling budget information used in establishing the City budget.
- Write or assist in writing a wide variety of grants on behalf of the City.
- Attend all Planning and Zoning Commission, Long Range Capital Planning Commission, Economic Development Authority, and City Council meetings.
- Review all minutes prepared by the Planning & Zoning Department staff.
- Assist the Park and Recreation Director in the development of Park Plans.
- In the absence of the City Administrator, the Community Development Director shall be considered the Acting City Administrator.
- Provides various information and/or articles for inclusion in the City Newsletter and Website relating to the Planning and Zoning Department.
- Acts as City Staff resource to the County Sanitary Waste Management District to coordinate the necessary documentation and transfer of information between the City and the County.
- Works closely with City Engineer, City Attorney and City Surveyor on a wide variety of issues including, but not limited to, variances, plat reviews, wetland/shoreland issues, subdivisions, drainage plans and etc.

Community Development Director

- Works with property owners and FEMA regarding flood plain issues including drafting letters of Map Amendments and Letters of Map Review.
- Reviews various applications affected by the Shoreland Management Act and Wetland Conservation Act working closely with Crow Wing Soil and Water and DNR personnel.
- Reviews plans for compliance with Handicapped Accessibility.
- Review Development Plans and provide input to EDA regarding proposed projects requesting City/EDA assistance.
- Perform other work as directed by the City Administrator.

- **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to write concise, thorough reports used by the Planning & Zoning Commission, Long Range Capital Planning Commission, Public Works Commission, Economic Development Authority, Park and Recreation Commission, City Council, City Attorney, and any other group as assigned by the City Administrator.
- Considerable ability to operate various office and field equipment, including but not limited to computer and related software including ArcView and Microsoft Office, copier, calculator, typewriter, fax machine, GPS, two-way radio, and camera.
- Ability to work outdoors during inclement weather and under a variety of conditions in and around construction sites.
- Ability to lift and carry objects weighing up to 40 pounds.
- Considerable ability to maintain confidentiality of communications and dissemination of information covered under the Minnesota Data Privacy Act which is maintained by the Planning & Zoning Department.
- Ability to interpret aerial images, site plans, plats, and improvement plans used in approving or denying various applications for zoning permits, conditional use permits, variances, etc.
- Ability to take accurate notes of meetings and prepare clear and concise reports or minutes based on the notes.
- Thorough knowledge of site planning principles and design objectives and how they relate to the Zoning Ordinance and Comprehensive Plan.
- Thorough knowledge of the intent and purpose of city planning principles.
- Thorough knowledge of zoning ordinance and subdivision regulation administration.
- Thorough knowledge of the principles, practices, purposes, scope, and techniques of comprehensive planning; research methods and sources of data; land use zoning; and state statutes and local laws as they relate to planning and zoning.
- Ability to work a variety of schedules, including attendance at meetings which may be held in the evenings and/or weekends.
- Must possess a general learning ability. Must understand the meaning of words and the ideas associated with them.
- Must have a mathematical mind and be able to perceive pertinent detail in verbal or tabular manner.
- Must be able to stand for a prolonged period of time.
- Ability to accept responsibility for the direction, control, or planning of an activity.
- Ability to interpret feelings, ideas, or facts in terms of personal viewpoint and be able to influence people about their opinions.

Community Development Director

- Ability to make generalizations, evaluations, and/or decisions, based on sensor or judgement criteria.
- Ability to supervise Planning & Zoning Department staff.
- Ability to coordinate assignments and workload of Planning & Zoning staff to maximize efficiency of the Planning and Zoning Department.
- Ability to draft and monitor the Planning & Zoning Department budget.
- Ability to deal with people beyond giving and receiving instructions.
- Ability to perform under stress.
- Ability to perform duties, often changing from one task to another without loss of efficiency or composure.
- Considerable ability to communicate effectively, both orally and in writing, with city staff, state and county officials, elected officials, and the public; includes speaking clearly and concisely to large and small groups.
- Considerable ability to prioritize work, research files, and solve problems.
- Ability to work as a team member, not only with the Planning & Zoning personnel, but also with all City staff.
- Considerable knowledge of the organization and functions of city government, including ordinances, regulations, and policies controlling its operation.
- Ability to analyze and research difficult and complex problems and make effective solution oriented recommendations.
- Working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.
- Thorough knowledge of Handicapped Accessibility requirements.
- Thorough knowledge of Shoreland Management Act and Wetland Conservation Act.
- Knowledge of proper safety equipment and procedures and ability to communicate safety procedures and expectations to subordinates.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Community and/or Regional Planning, Geography, Architecture, or Landscape Architecture preferred, and three years related field experience in a city planning office with one year of supervisory experience preferred. Eight or more years of related field experience may substitute for the minimum degree requirement. Must maintain valid ISTS inspector license and Accessibility Specialist Certificate, or be eligible for license within one year. Must maintain valid Minnesota Class D driver's license.

CITY OF CROSSLAKE
Position Description

Job Title: Police Sergeant
Department: Police Department
Supervisor: Police Chief/Emergency Management Director
Effective Date: _____, 2013

DESCRIPTION OF WORK

General Statement of Duties: Reports directly to the Police Chief. Performs a wide variety of administrative duties, including but not limited to the supervision of police officers duties and reports; supervise and personally perform investigation duties; operates the data inquiry computer. Also performs the general duties of a Police Officer as well as public service tasks.

Supervision Received: Works under the administrative supervision of the Police Chief/Emergency Management Director.

Supervision Exercised: Exercises general and technical supervision over police officers and other staff as assigned.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Works under the supervision of the Police Chief.
- Required to perform shift work including days, evenings and nights including weekends and holidays.
- Exercises general supervision over police officers and other staff as assigned.
- Supervises the scheduling and coordinating of shift activities.
- Reviews a variety of police related reports prepared by subordinate officers or others.
- Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes day-to-day police assignments as required by the needs of the service.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Advises Police Chief on deployment of personnel during emergency responses.
- Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.
- Maintains contact with general public, court officials, and other City officials in the performance of police activities, as assigned.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances and patrols all areas within the City of Crosslake and any jurisdiction within the joint powers agreement area. Takes appropriate law enforcement action as necessary.

- Prepares a variety of reports and records including officer's daily roster, reports of investigation, field interrogation report, alcohol, influence reports, bad check form, vehicle impoundment form and/or forfeiture forms, traffic hazard report, etc.
- Coordinates and supervises the training, assignment, development of subordinate police officers.
- Coordinates activities with the Police Chief or other city departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the County Attorney, Court Administrator, and other sources as needed regarding cases, policies and procedures.
- Operates a motor vehicle to assist in carrying out the business of the Department and the City.
- Attendance at work is an essential function of this position.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, and department policies and regulation.
- Considerable knowledge of City's geography.
- Considerable ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow and give verbal and written instructions.
- Must possess the ability to operate: police car, police radio, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, on-board video camera, computer and other communication equipment, first aid equipment and other related equipment as assigned.
- Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities.

OTHER DUTIES

- Analyzes and recommends improvements to equipment and facilities, as needed.
- Reviews, evaluates and develops programs, policies and procedures for various departmental operations.
- Schedules and conducts meetings as needed or assigned.
- Maintains Departmental equipment, supplies and facilities.
- Maintains liaison with community groups.
- Maintains and oversees computer functions and workability.
- Maintains and oversees in-squad audio visual equipment and the integrity of all recordings that may be considered evidence.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- Performs such other duties that are apparent or assigned.

PHYSICAL DEMANDS

Considerable ability to stand, walk and sit for long periods of time.

Considerable ability to bend, crouch, stoop, stretch or crawl periodically as needed.

Considerable ability to lift and carry or drag objects or people weighing up to 100 pounds during a lake or accident rescue and to subdue suspects as required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

MINIMUM QUALIFICATIONS

Minimum of AAS degree, or equivalent, must meet all Peace Officer Standards and Training (POST) requirements as pertaining to Law Enforcement, must possess a Minnesota Peace Officers License, must possess a valid Minnesota drivers license – or ability to obtain with-in a reasonable time frame.

Job Title: Police Sergeant
Department: Police Department
Supervisor: Police Chief
Effective Date:

DESCRIPTION OF WORK

General Statement of Duties: Performs supervisory and responsible police work involving the protection and safety of the community through prevention and control of crime, preserving peace, regulating traffic and providing emergency services; and performs related duties as required.

Supervision Received: Works under the administrative direction of the Police Chief and in his absence, the City Council.

Supervision Exercised: Exercises general and technical Supervision over police officers and police reserves.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- *Plans, organizes and directs the work of the Police Department in the Chief's absence.
- *Supervises staff including: interviewing and recommending hiring, assigning and reviewing work, training and recommending dismissal to the Chief.
- *Maintains discipline and ethics of police officers under his direct supervision.
Reviews departmental operations and develops short and long range plans with the police chief.
- *Oversees or conducts investigations; assists the Six-County Drug Task Force, is a member of the Minnesota Sex Crimes Investigators Association and a member of the Crow Wing County Major Crime Task Force Unit.
- *Patrols the community to enforce laws, detect and prevent crime, provide traffic control and protect life and property.
- *Apprehends and arrests law violators, prepares written reports of crimes and assists in the prosecution of law violence.
- *Collects and preserves evidence and takes pictures of crime scenes.
- *Enforces traffic laws, operates radar and writes violations; enforces snowmobile, golf cart and ATV laws within the jurisdiction of the department.
- *Assists other agencies such as the county, area communities and the State Highway Patrol as needed.
- *Responds to accident and fire scenes; initiates investigations; administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients, if needed.

- *Testifies in court as arresting officer; signs complaints.
- *Interviews witnesses and victims and takes their statements; interrogates suspects.
- *Responds to domestic and bar disputes and to complaints from citizens of crimes committed, lost or stolen property and other law enforcement or public safety concerns.
- *Prepares reports, maintains records and reviews and approves reports of officers.
- Attends City Council meetings and responds to questions, complaints or concerns as needed.
- Provides input to the Clerk Treasurer and City Council during annual budget discussions as it affects the department.
- Transports prisoners and suspects to Crow Wing County LEC for intoxilyzer test administration, interrogation and/or booking and incarceration. Plans crowd control measures for special and community events.
- Conducts background checks on liquor license applicants and recommends approval to the Council.
- May serve warrants and subpoenas; presents evidence necessary for issuance of arrest or search warrants to the County Attorney.
- Periodically checks the security of business establishments and vacant residences.
- Resolves and mediates disputes in citizens' homes, places of business or other public gathering places.
- Answers citizens' requests for information including directions, regulations, ordinances and where to obtain additional information.
- Ensures all equipment and vehicles used by the department are maintained and in good, safe operating condition.
- Keeps firearms clean and operating and maintains proficiency in firearm use, self defense and first aid; ensures staff is properly trained and certified.
- Acts as spotter during severe weather.

KNOWLEDGE, SKILLS AND ABILITIES

- *Considerable knowledge of police procedures and techniques used in the apprehension of criminals and prevention of crime including operation of police vehicles, radios, radars and related equipment.
- *Considerable knowledge of federal, state and local laws and department policies.
- *Considerable knowledge of general statutes related to police powers.
- *Considerable knowledge of City layout including important buildings and the street system.
- Working knowledge of courtroom procedures.
- *Considerable skill in handling and discharging firearms in an efficient and safe manner.
- *Considerable skill to expertly drive a motor vehicle under any condition.
- *Considerable ability to analyze situations and determine appropriate action.
- *Considerable ability to respond quickly and appropriately to crisis and emergency situations.

- *Considerable ability to cope with situations firmly, courteously and with respect for citizens' rights.
- *Considerable ability to apply laws to specific incidents.
- *Considerable ability to see, hear and remember people, evidence, facts and circumstances.
- *Considerable ability to communicate effectively with others and maintain strict confidentiality.
- *Considerable ability to stand, walk and sit for long periods of time.
- *Considerable ability to bend, crouch, stoop, stretch or crawl periodically as needed.
- *Considerable ability to lift and carry or drag objects or people weighing up to 100 pounds during a lake or accident rescue and to subdue suspects as required.
- *Considerable ability to operate a radio and other department equipment.
- *Considerable ability to read and follow department policies and to read police reports.
- *Considerable ability to prepare accurate and thorough reports and to operate a typewriter, computer and related software.
- *Considerable ability to investigate crime and accidents.
- Working ability to maintain certification as a First Responder in First Aid.

MINIMUM QUALIFICATIONS

Must have an Associate Degree in Law Enforcement and three years of experience as a police officer. Must be licensed as a Peace Officer in the State of Minnesota and possess a valid Minnesota Class C driver's license.

Note: Asterisked items are essential to the job.

POSITION Police Sgt.

Physical Factors	Code	NOTES	Environmental Factors	Code	NOTES
Standing Stationary	F		Work Alone	C	
Moving About	C		Work With Others	E	
Sitting	C		Work Around Others	E	
Physical Strengths and Demands			Public Contact	C	
Lifting-Push & Pull While Stationary			Shift Work	✓	
Sedentary-up to 10 lbs	C		Extended Day	O	
Light Work-11 to 20 lbs	F		Inside	E	
Medium Work-21 to 50 lbs	F		Outside	F	
Heavy Work-51 to 100 lbs	✓		Confined Area	C	
Very Heavy-over 100 lbs	✓		Extreme Hot	E	
Carrying-Push & Pull While Moving About			Extreme Cold	F	
Sedentary-up to 10 lbs	C		Wet and/or Humid	F	
Light Work-11 to 20 lbs	F		Noise	C	
Medium Work-21 to 50 lbs	E		Vibration	C	
Heavy Work-51 to 100 lbs	F		Mechanical Equipment	C	
Very Heavy-over 100 lbs	F		Electrical Equipment	C	
Climbing	O		Pressurized Equipment	C	
Balancing	O		Burning Material/Equip	C	
Stooping	O		Explosive Material/Eq	C	
Kneeling	O		Radiant Energy	C	
Crouching	O		Moving Objects	O	
Crawling	O		High Places	O	
Reaching	O		Fumes/Odors	E	
Twisting - Sitting	F		Dir/Dust	F	
Twisting - Standing	O		Gases	E	
Handling	F		Poor Ventilation	F	
Fingering	F		Other (specify)		
Feeling	F		Other (specify)		
Talking	C		Hostile environment	F	
Hearing	C		Around guns & ammo	C	
Seeing - Near Vision	C		STRESS	C	
Seeing - Far Vision	C				
Seeing - Depth Perception	C				
Seeing - Accommodation	C				
Seeing - Color Vision	C				
Seeing - Field of Vision	C				
Smelling	C				
Walking	O				
Reading	F				
Driving	C				
Other (specify)					
Other (specify)					

Codes:
 Blank - Not Present
 V = Very Infrequent - 1 to 2 times a week
 O = Occasional - Up to 1/3 of time a week
 F = Frequent - 1/3 to 2/3 of time
 C = Constant - More than 2/3 of time

CITY OF CROSSLAKE
Position Description

Job Title: Police Chief/Emergency Management Director
Department: Police Department
Supervisor: City Council
Effective Date: _____, 2013

DESCRIPTION OF WORK

General Statement of Duties: Performs supervisory and responsible police work involving the protection, safety and preservation of peace within the community through prevention and control of crime; facilitates community policing philosophy, regulates traffic and provides emergency services; acts as Emergency Management Director coordinating emergency preparedness and response to emergencies, homeland security and natural disasters. Performs related duties as required.

Supervision Received: Works under the administrative supervision of the City Council.

Supervision Exercised: Exercises general and technical supervision over Police Sergeant, Police Officers and emergency response personnel when acting as Emergency Management Director.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Plans, organizes and directs the work of the Police Department. Develops and oversees policies, procedures and practices for the department to ensure a safe and efficient operation.
- Supervises staff including: interviewing and recommending hiring; assigning, scheduling and reviewing work; rewarding and disciplining; training; and recommending dismissal.
- Conducts or oversees internal investigations of any complaints against department staff; maintains discipline and ethics. Reviews departmental operations and develops short, long range plans.
- Oversees or conducts investigations. Researches and recommends cost-effective purchases of major items; obtains approval from the Council for major purchases.
- Patrols the community to enforce laws; provides traffic control; operates radar and writes violations; detects and prevents crimes; protect life and property; enforces snowmobile, golf cart and ATV laws within the jurisdiction of the Department.
- Apprehends and arrests law violators, prepares written reports of crimes and assists in the prosecution of law violators.
- Collects and preserves evidence and takes pictures of crime scenes.
- Assists other agencies such as the County, area communities and the State Highway Patrol as needed.
- Responds to accident and fire scenes as needed; initiates investigations; administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients, if needed.
- Maintains and updates Police Policy Manual periodically reviewing policy compliance with State and Federal requirements. Drafts and recommends appropriate changes to the City Council.
- Acts as Step 1 representative under Union grievance procedure.

- Testifies in court as arresting officer; signs complaints.
- Interviews witnesses and victims and takes their statements; interrogates suspects.
- Responds to domestic and bar disputes and to complaints from citizens of crimes committed, reports of lost or stolen property and other law enforcement or public safety concerns. Plans crowd control measures for special and community events.
- Prepares reports, maintains records and reviews and approves reports of officers.
- Attends City Council meetings and responds to questions, complaints or concerns as needed.
- Prepares Police/Emergency Management Department Budget request and provides input to the appropriate staff and City Council during annual budget discussions as it affects the Department. Monitors expenditures and revenues of the department on a monthly basis and keeps the appropriate officials informed on deviations from the budget.
- Transports prisoners and suspects to Crow Wing County LEC for intoxilyzer test administration, interrogation and/or booking and incarceration.
- Conducts background checks on liquor license applicants and recommends approval to the Council.
- May serve warrants and subpoenas; presents evidence necessary for issuance of arrest or search warrants to the County Attorney.
- Periodically checks the security of business establishments and vacant residences.
- Resolves and mediates disputes in citizens' homes, places of business or other public gathering places.
- Answers citizens' request for information including directions, regulations, ordinances and where to obtain additional information in accordance with State and Federal regulations.
- Ensures all equipment and vehicles used by the department are maintained and in good, safe operating condition.
- Keeps firearms clean and operating and maintains proficiency in firearm use, self-defense and first aid; ensures staff is properly trained and certified. Acts as spotter during severe weather.
- Develops and updates City Emergency Management Plan and provides updates to plan holders and to the general public as requested.
- Interprets local, state and federal rules and regulations, recommends policies and develops procedures as required to carry out emergency management goals and objectives.
- Prepares damage assessment figures in coordination with other City Departments.
- Works closely with Fire Chief, County Emergency Management Director and Sheriff in Emergency Management preparedness and response.
- Works closely with Public Works Director to verify proper maintenance of warning sirens to assure system readiness. Reviews siren coverage and recommends placement of additional sirens to maximize coverage.
- Serves as initial Incident Commander under NIMS and coordinates emergency management functions on behalf of the City with County, State and Federal agencies.
- Perform annual performance evaluations on Police Department staff. Review the performance evaluation with the Police Department staff providing both positive feedback and constructive criticism in areas needing improvement.
- Work closely with the appropriate staff, Personnel Committee, and City Attorney providing documentation required in progressive disciplinary actions up to and including termination of an employee in the Police Department.
- Supervise and review performance of probationary employees in the Police Department and recommend to the Personnel Committee whether an employee should be granted permanent status or be terminated under the probationary status.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Performs such other duties as apparent or may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of police procedures and techniques used in the apprehension of criminals and prevention of crime including operation of police vehicles, radios, computers, radars and related equipment.
- Considerable knowledge of Federal, State and local laws and department policies.
- Considerable knowledge of general statutes related to police powers.
- Considerable knowledge of City layout including important buildings and the street system.
- Working knowledge of courtroom procedures.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any condition.
- Considerable ability to analyze situations and determine appropriate action.
- Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- Considerable ability to cope with situations firmly, courteously and with respect for citizens' rights.
- Considerable ability to apply laws to specific incidents.
- Considerable ability to see, hear and remember people, evidence, facts and circumstances.
- Considerable ability to communicate effectively with others and maintain strict confidentiality.
- Considerable ability to stand, walk and sit for long periods of time.
- Considerable ability to bend, crouch, stoop, stretch or crawl periodically as needed.
- Considerable ability to lift and carry or drag objects or people weighing up to 100 pounds during a lake or accident rescue and to subdue suspects as required.
- Considerable ability to operate a radio and other department equipment.
- Considerable ability to read and follow Department policies and to read police reports.
- Considerable ability to prepare accurate and thorough reports and to operate a typewriter, computer and related software.
- Considerable ability to investigate crime and accidents.
- Working ability to maintain certification as a First Responder in First Aid.
- Considerable ability to communicate accurately and efficiently with various Federal, State, County and local governments in addition to the media and general public regarding emergency incidents, natural disasters and homeland security matters.
- Considerable knowledge and experience in the areas of disaster mitigation, preparedness, response and recovery.
- Ability to administer the City Emergency Management Plan.
- Ability to assess and access community resources and to develop and maintain successful intergovernmental and public/private sector working relationships.
- Ability to develop and maintain volunteers for use in a disaster response.
- Considerable working knowledge of NIMS.

MINIMUM QUALIFICATIONS

Must have an Associate Degree in Law Enforcement and five years of experience as a police officer. Must be licensed as a Peace Officer in the State of Minnesota and possess a valid Minnesota Class D Driver's License. Must be NIMS certified/trained within three months of appointment.

Police Chief/Emergency Management Director

Job Title: Police Chief/Emergency Management Director
Department: Police Department
Supervisor: City Administrator
Effective Date: August, 2007

DESCRIPTION OF WORK

General Statement of Duties: Performs supervisory and responsible police work involving the protection and safety of the community through prevention and control of crime, preserving peace, facilitates community policing philosophy, regulates traffic and provides emergency services; acts as Emergency Management Director coordinating emergency preparedness and response to emergencies, homeland security and natural disasters. Performs related duties as required.

Supervision Received: Works under the administrative supervision of the City Administrator.

Supervision Exercised: Exercises general and technical supervision over police sergeant, police officers and emergency response personnel when acting as Emergency Management Director.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Plans, organizes and directs the work of the Police Department. Develops and oversees policies and procedures and practices for the department to ensure a safe and efficient operation.
- Supervises staff including: interviewing and recommending hiring, assigning, scheduling and reviewing work, rewarding and disciplining, training and recommending dismissal.
- Conducts or oversees internal investigations of any complaints against department staff; maintains discipline and ethics. Reviews departmental operations and develops short, long range plans.
- Oversees or conducts investigations. Researches and recommends cost-effective purchases of major items; obtains approval from the Council for major purchases.
- Patrols the community to enforce laws, detect and prevent crimes, provide traffic control and protect life and property.
- Apprehends and arrests law violators, prepares written reports of crimes and assists in the prosecution of law violators.
- Collects and preserves evidence and takes pictures of crime scenes.
- Enforces traffic laws, operates radar and writes violations; enforces snowmobile, golf cart and ATV laws within the jurisdiction of the department.
- Assists other agencies such as the county, area communities and the State Highway Patrol as needed.
- Responds to accident and fire scenes; initiates investigations; administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients, if needed.

Police Chief/Emergency Management Director

- Maintains Police Policy Manual periodically reviewing policy compliance with State and Federal requirements. Drafts and recommends appropriate changes to City Council.
- Acts as Step 1 representative under Union grievance procedure.
- Testifies in court as arresting officer; signs complaints.
- Interviews witnesses and victims and takes their statements; interrogates suspects.
- Responds to domestic and bar disputes and to complaints from citizens of crimes committed, lost or stolen property and other law enforcement or public safety concerns.
- Prepares reports, maintains records and reviews and approves reports of officers.
- Attends City Council meetings and responds to questions, complaints or concerns as needed.
- Prepares Police/Emergency Management Department Budget request and provides input to the City Administrator and City Council during annual budget discussions as it affects the department.
- Transports prisoners and suspects to Crow Wing County LEC for intoxilyzer test administration, interrogation and/or booking and incarceration. Plans crowd control measures for special and community events.
- Conducts background checks on liquor license applicants and recommends approval to the Council.
- May serve warrants and subpoenas; presents evidence necessary for issuance of arrest or search warrants to the County Attorney.
- Periodically checks the security of business establishments and vacant residences.
- Resolves and mediates disputes in citizens' homes, places of business or other public gathering places.
- Answers citizens' request for information including directions, regulations, ordinances and where to obtain additional information in accordance with State and Federal regulations.
- Ensures all equipment and vehicles used by the department are maintained and in good, safe operating condition.
- Keeps firearms clean and operating and maintains proficiency in firearm use, self-defense and first aid; ensures staff is properly trained and certified. Acts as spotter during severe weather.
- Develops and updates City Emergency Management Plan and provides updates to plan holders and to the general public as requested.
- Interprets local, state and federal rules and regulations, recommends policies and develops procedures as required to carry out emergency management goals and objectives.
- Prepares damage assessment figures in coordination with other City Departments.
- Works closely with Fire Chief, County Emergency Management Director and Sheriff in Emergency Management preparedness and response.
- Works closely with Public Works Director to verify proper maintenance of warning sirens to assure system readiness. Reviews siren coverage and recommends placement of additional sirens to maximize coverage.
- Serves as initial Incident Commander under NIMS and coordinates emergency management functions on behalf of the City with County, State and Federal agencies.
- Perform annual performance appraisals on Police Department staff. Review the performance appraisal with the Police Department staff providing both positive feedback and constructive criticism in areas needing improvement.

Police Chief/Emergency Management Director

- Work closely with the City Administrator, Personnel Committee, and City Attorney providing documentation required in progressive disciplinary actions up to and including termination of an employee in the Police Department.
- Supervise and review performance of probationary employees in the Police Department and recommend to the Personnel Committee whether an employee should be granted permanent status or be terminated under the probationary status.
- Performs such other duties as may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of police procedures and techniques used in the apprehension of criminals and prevention of crime including operation of Police Vehicles, radios, computers, radars and related equipment.
- Considerable knowledge of federal, state and local laws and department policies.
- Considerable knowledge of general statutes related to police powers.
- Considerable knowledge of City layout including important buildings and the street system.
- Working knowledge of courtroom procedures.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any condition.
- Considerable ability to analyze situations and determine appropriate action.
- Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- Considerable ability to cope with situations firmly, courteously and with respect for citizens' rights.
- Considerable ability to apply laws to specific incidents.
- Considerable ability to see, hear and remember people, evidence, facts and circumstances.
- Considerable ability to communicate effectively with others and maintain strict confidentiality.
- Considerable ability to stand, walk and sit for long periods of time.
- Considerable ability to bend, crouch, stoop, stretch or crawl periodically as needed.
- Considerable ability to lift and carry or drag objects or people weighing up to 100 pounds during a lake or accident rescue and to subdue suspects as required.
- Considerable ability to operate a radio and other department equipment.
- Considerable ability to read and follow department policies and to read police reports.
- Considerable ability to prepare accurate and thorough reports and to operate a typewriter, computer and related software.
- Considerable ability to investigate crime and accidents.
- Working ability to maintain certification as a First Responder in First Aid.
- Considerable ability to communicate accurately and efficiently with various Federal, State, County and local governments in addition to the media and general public regarding emergency incidents, natural disasters and homeland security matters.
- Considerable knowledge and experience in the areas of disaster mitigation, preparedness, response and recovery.
- Ability to administer the City Emergency Management Plan.
- Ability to assess and access community resources and to develop and maintain successful intergovernmental and public/private sector working relationships.

Police Chief/Emergency Management Director

- Ability to develop and maintain volunteers for use in a disaster response.
- Considerable working knowledge of NIMS.

MINIMUM QUALIFICATIONS

Must have an Associate Degree in Law Enforcement and five years of experience as a police officer. Must be licensed as a Peace Officer in the State of Minnesota and possess a valid Minnesota Class D Driver's License. Must be NIMS certified/trained within three months of appointment.

Not Shared/Personnel/Job Descriptions

**CITY OF CROSSLAKE
Position Description**

Job Title: Director of Parks, Recreation and Library
Department: Parks, Recreation and Library
Supervisor: City Council
Effective Date: _____, 2013

DESCRIPTION OF WORK

General Statement of Duties: Directs the operation of the Parks and Recreation Department and the Crosslake Area Library. Serves as the liaison between the City Council, the Park and Recreation/Library Commission and the Park Department employees and volunteers. Performs administrative functions and assists with general maintenance duties and building coverage.

Supervision Received: Works under the general and administrative supervision of the City Council.

Supervision Exercised: Exercises general supervision over Park and Recreation/Library employees, the Library Operations Committee and volunteers.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by this position.

- Supervises regular and seasonal department employees along with volunteers. Duties include: scheduling, training and assigning work tasks; conducting interviews and recommends hiring of employees, volunteers and seasonal employees; performs annual performance evaluations of regular and seasonal employees and maintains a data file on volunteers.
- Makes recommendations and creates reports to the Park and Recreation/Library Commission and the City Council regarding park and library facilities and programs Attends all Park and Recreation/Library Commission Meetings, Library Operation Committee meetings and Council Meetings as required.
- Ability to open and close the Community Center including the Library, and also know how to activate and disarm the security system.
- Clerical duties including but not limited to: typing, computer applications, taking registrations and scheduling user groups, receiving payments, invoicing user groups or individuals, filing, and answering a wide variety of questions from the public either in person or over the telephone.
- Performs light maintenance and general cleaning in and around facilities as it is needed; maintenance may also include clearing snow and ice off the area immediately adjacent to the Community Center entrance.
- Creates and performs interpretive programs for the park nature trails.
- Oversees the Crosslake Nordic Ridge Recreation Area.

- Coordinates new trail development on County lands with the County Board and Land Services Department.
- Assists in the planning, supervision and maintenance of future and current paved and unpaved trails in the City.
- Assists with landscaping and outdoor maintenance as needed or apparent including the inspection of playground equipment for any safety issues or needed repairs.
- Develops safety and preventative maintenance schedules for park, playground and fitness equipment.
- Oversees the placement of all book, magazine and newspaper orders for the Library.
- Maintains and updates information files on the Material Safety Data Sheets for all products purchased and used at the Community Center.
- Recommends annual department budget and monitors the approved Parks and Recreation/Library budget on a monthly basis.
- Maintains permanent records of programs, financial data and building and grounds usage.
- Recommends programs and program changes, including programs for adults, youth and children, and prepares written evaluations of programs.
- Completes daily records of cash receipts and submits to the City Clerk no less often than weekly.
- Attends Department Head staff meetings and provides updates on Park Department and Library projects and activities.
- Coordinates equipment and personnel with other departments as needed.
- Develops short and long range goals for the Park Department, the various City Parks, City Recreational Facilities and the Library and Community Center.
- Solicits funds from various civic groups, service organizations and individuals to help fund Park projects and activities.
- Drafts grant applications to appropriate funding agencies and/or foundations to achieve goals of the Park and Library Department and assists in administration of grants received.
- Maintains schedule of events and reservations for the Community Center, Picnic Shelter, and Recreational Facilities such as the ball fields, skating rinks, etc.
- Attends various seminars, workshops and conferences to keep up to date on issues and changes in the Park and Recreation field.
- Cooperates with various Federal, State, County and Local agencies on matters pertaining to the Parks and Library.
- Submits articles and calendar of Park & Recreation, Library, Senior Nutrition and Community Center events for inclusion in the City Newsletter.
- Oversees the day to day operation and funding of the Library with the assistance of the Library Volunteer Coordinator, this would include working with the Kitchigami Regional Library System to maintain materials funding on an annual basis.
- Coordinates and leads the volunteers and teams involved with the overall operation and fund raising for the Library.
- Assists the Park and Library Foundation (PAL) in fundraising efforts.
- Develops and maintains the City forestry program and nursery.
- Coordinates and oversees the operation of the Senior Nutrition program with the assistance of Lutheran Social Services.
- Oversees the maintenance of City Ordinances as they pertain to the Park Department.

- Coordinates with the Planning and Zoning Department for the overall supervision and policies for the various rights-of-ways that lead to the water.
- Responsible for the Park Department/Library portion of the City website.
- Oversees the grooming of the Cross Country Ski Trails within the City Parks Department.
- Leads local communities in the proper establishment of tournaments and league play for the surrounding area.
- Oversees the employee wellness program.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.
- Performs such other duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to write concise, yet thorough reports.
- Ability to maintain personal training certification.
- Ability to write RFP's and bid proposals for various park improvements.
- Ability to oversee and manage various park construction projects.
- Ability to train patrons and employees on the proper use of exercise equipment.
- Ability to set up and maintain various audio visual equipment.
- Ability to speak clearly and in a concise manner to large and small groups.
- Ability to work a variety of schedules including nights and weekends and in inclement weather.
- Ability to communicate effectively, both orally and in writing, with City of Crosslake staff, State and County Officials, elected Officials and the general public.
- Ability to prioritize work, research issues and solve problems.
- Ability to meet deadlines and perform under stress.
- Ability to work as a team player with both Park and Recreation staff, Library volunteers and other City departments.
- Ability to operate various office equipment, including but not limited to computer, copier, calculator, typewriter and fax machine.
- Ability to operate various maintenance equipment, including but not limited to hand tools, lawn mowers, snow blowers, pickup truck with trailer, pumps and small engines.
- Ability to maintain confidentiality on City and Department matters.
- Ability to stand and sit for prolonged periods of time.
- Ability to lift equipment, tools and supplies weighing up to 80 pounds.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Park and Recreation or related field.
Class D Drivers License.

JOB TITLE: Park and Recreation Director
DEPARTMENT: Park and Recreation
SUPERVISOR: City Administrator
EFFECTIVE DATE: August 2, 2007

DESCRIPTION OF WORK

General Statement of Duties: Directs the operation of the Park and Recreation Department and Library. Serves as the liaison between the City Council, the Park and Recreation/Library Commission and the Park Department employees and volunteers. Performs administrative functions and assists with general maintenance duties and building coverage.

Supervision Received: Works under the general and administrative supervision of the City Administrator and the City Council.

Supervision Exercised: Exercises general supervision over Park and Recreation/Library employees, the Library Operations Team and volunteers.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by this position.

- Interviews and recommends hiring of employees, volunteers and seasonal employees.
- Makes recommendations to the Park and Recreation/Library Commission and the City Council regarding park buildings, grounds, Library and programs. Attends all Park and Recreation/Library Commission Meetings, Library Operation Team meetings and Council Meetings as required.
- Responsible for opening and closing of the Community Center including the Library and also checking all doors, windows, lights, bathrooms, and activating and disarming the security system.
- Clerical duties including but not limited to; typing, computer applications, taking registrations and scheduling user groups, receiving payments, invoicing user groups or individuals, filing, and answering a wide variety of questions from the public either in person or over the telephone.
- Performs light maintenance including but not limited to; general cleaning, vacuuming, removing trash, cleaning the kitchen, meeting rooms, fitness rooms, common areas and bathrooms which may include sweeping and or mopping, maintenance also includes shoveling the area immediately adjacent to the Community Center entrance.
- Oversees the general operation of the park concession trailer.
- Creates and performs interpretive programs for the park nature trails.

- Assists with landscaping and outdoor maintenance as needed including but not limited to weeding, blowing off tennis courts and the picnic shelter, de-thatching the fields and dragging the ball fields, planting trees, inspecting the playground equipment for any safety issues or needed repairs, painting and picking up garbage in the park and on the playground.
- Oversees the placement of all book, magazine and newspaper orders for the Library.
- Maintains and updates information files on the Material Safety Data Sheets for all products purchased and used at the Community Center.
- Prepares reports to the City Council and the Park and Recreation/Library Commission regarding programs and participation in programs.
- Recommends annual department budget and monitors department expenditures for both the Park Department and the Library.
- Supervises regular and seasonal employees and volunteers including scheduling, training and assigning work tasks.
- Maintains permanent records of programs, financial data and building and grounds usage.
- Recommends programs and program changes, including programs for adults, youth and children, and prepares written evaluations of programs.
- Prepares annual evaluations of regular and seasonal employees and maintains a data file on volunteers.
- Completes daily records of cash receipts and submits to the Deputy Clerk no less often than weekly.
- Attends department head staff meetings and provides updates on Park Department and Library projects and activities. Coordinates equipment and personnel with other departments as needed.
- Develops short and long range goals for the Park Department, the various City Parks, City Recreational Facilities and the Community Center.
- Solicits funds from various civic groups, service organizations and individuals to fund Park projects and activities.
- Drafts grant applications to appropriate funding agencies and/or foundations to achieve goals of Park Department and assists in administration of grants received.
- Maintains schedule of events and reservations for the Community Center, Picnic Shelter, and Recreational Facilities such as the ball fields, skating rinks, etc.
- Attends various seminars, workshops and conferences to keep up to date on issues and changes in the Park and Recreation field.
- Cooperates with various Federal, State, County and Local agencies on matters pertaining to the Park and Recreation Department.
- Submits articles and calendar of Park & Recreation, Library, Senior Nutrition and Community Center events for inclusion in the City Newsletter.
- Prepares reports to the City Council and Park and Recreation/Library Commission on the operation of the Library.
- Oversees the day to day operation of the Library with the assistance of the Library Operations Team.

- Coordinates and leads the volunteers and teams involved with the overall operation and fund raising for the Library.
- Develops and maintains the City forestry program and nursery.
- Coordinates and oversees the operation of the Senior Nutrition program with the assistance of Lutheran Social Services.
- Develops grant proposals for the Community Center and Park Department, Crosslake Area Library and the Senior Nutrition program.
- Oversees the maintenance of City Ordinances as they pertain to the Park Department.
- Coordinates with the Planning and Zoning Department for the overall supervision and policies for the various right of ways that lead to the water.
- Assists the City with the creation of permanent funding sources and foundations to increase capital revenue for future park projects.
- Responsible for the Park Department/Library portion of the City website.
- Assists in the planning, supervision and maintenance of future and current paved and unpaved trails in the City.
- Develops safety and preventative maintenance schedules for park, playground and fitness equipment.
- Oversees the grooming of the Cross County Ski Trails within the City Parks Department.
- Leads local communities in the proper establishment of tournaments and league play for the surrounding area.
- Serves on the Pequot Lakes School District Community Education Council to ensure the advertisement and promotion of Crosslake Parks and Recreation.
- Oversees the Library VISTA Program as a site supervisor.
- Ensures the proper training and conduct of the VISTA position.
- Creates monthly reports as part of the retirement volunteer programs and also the VISTA program.
- Develops preliminary Parks and Recreation/Library budget for presentation and consideration by the City Council.
- Monitors the approved Parks and Recreation/Library budget on a monthly basis.
- Performs such other duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to write concise, yet thorough reports.
- Ability to write RFP's and bid proposals for various park improvements.
- Ability to oversee and manage various park construction projects.
- Ability to train patrons and employees on the proper use of exercise equipment.
- Ability to set up and maintain various Audio Visual equipment.
- Ability to speak clearly and in a concise manner to large and small groups.
- Ability to work a variety of schedules including nights and weekends and in inclement weather.
- Ability to communicate effectively, both orally and in writing, with City of

Crosslake staff, State and County Officials, elected Officials and the general public.

- Ability to prioritize work, research issues and solve problems.
- Ability to meet deadlines and perform under stress.
- Ability to work as a team player with both Park and Recreation staff, Library volunteers and other City departments.
- Ability to operate various office equipment, including but not limited to computer, copier, calculator, typewriter and fax machine.
- Ability to operate various maintenance equipment, including but not limited to hand tools, lawn mowers, snow blowers, pickup truck with trailer, pumps and small engines.
- Ability to maintain confidentiality on City and Department matters.
- Ability to stand and sit for prolonged periods of time.
- Ability to lift equipment, tools and supplies weighing up to 80 pounds.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Park and Recreation or related field.

Class D Drivers License.

CITY OF CROSSLAKE
Position Description

Job Title: Fire Chief
Department: Fire
Supervisor: City Council
Effective Date: _____, 2013

DESCRIPTION OF WORK

General Statement of Duties: The Fire Chief is responsible to perform a variety of administrative, supervisory and technical work in planning, organizing, directing and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and other emergency situations and other related functions as assigned or apparent.

Supervision Received: Works under the general guidance and direction of the City Council.

Supervision Exercised: Supervises directly the Assistant Chiefs, Captains, and Firefighters.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by this position.

- Plans, coordinates, supervises, and evaluates Fire and EMS operations.
- Establishes policies and procedures for Fire and EMS in order to implement directives from appropriate staff, City Council and/or the Emergency Management Director.
- Plans and implements Fire and EMS programs for the City in order to better carry out the policies and goals of the City and Fire Department Bylaws; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of the annual budget for the Fire Department; plans for and reviews specifications for new or replaced equipment.
- Responds to alarms and will direct activities at the scene of emergencies as required.
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Directs the operation of departmental in-service training activities.
- Controls the expenditure of departmental appropriations.
- Handles grievances, maintains departmental discipline and conduct and general behavior of assigned personnel in conjunction with the Department bylaws.
- Keeps abreast of possible funding sources such as grants, loans and donations used to augment City financial resources and makes application and/or assists in applying for such funding.
- Prepares and submits reports to the City Council regarding the Department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation in respect to equipment, apparatus, and personnel; supervises implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

- Meets with elected or appointed officials, other Fire and EMS officials, community and business representatives and the public on all aspects of the department activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents City Fire Department at a variety of meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Performs the duties of a firefighter.
- Serves as a member of various employee committees.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.
- Performs such other duties as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern fire prevention, suppression, hazardous materials, and EMS procedures, techniques and equipment.
- Knowledge of City's geography, business and residential areas.
- Knowledge of applicable Federal and State laws, City ordinances, City and departmental policies and procedures, and relevant reference materials.
- Thorough knowledge of Fire Department administration.
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to train and supervise subordinate personnel in the duties of their position.
- Ability to perform work requiring good physical condition.
- Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- Ability to exercise sound judgment evaluating situations and in making decisions
- Ability to effectively give and receive verbal and written instructions.
- Ability to motivate and supervise Firefighters.
- Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.
- Ability to establish and maintain effective working relationships with community groups, commissions, elected officials, employees, and the general public.

MINIMUM QUALIFICATIONS

High School Diploma or GED equivalent, Must be 18 years or older at time of employment, must possess a valid Minnesota Drivers License, must be a U.S. Citizen, must be able to read and write the English Language, must be of good moral character and temperate and industrious habits, must satisfactorily pass a criminal background check and physical examinations, and must comply with organizational and departmental policies. State of Minnesota Licensed Fire Fighter, five years of progressively responsible experience in all phases of fire service activities including supervisory experience, including a minimum of two years as Assistant Chief or four years as Captain, Completed Fire Service Leadership I, Leadership II, Leadership III, and FSAC/Pro Board Certification in the following:

- a. NFPA 1001 Fire Fighter I
- b. NFPA 1001 Fire Fighter II
- c. NFPA 472 Haz-Mat Operations

- d. NFPA 1041 Fire Instructor I
- e. NFPA 1021 Fire Officer I
- f. NFPA 1002 Fire Apparatus Operator/Pumper 3.

Due to the need for a timely off-duty response to emergencies, this position is required to live (maintain a principle residence) within a 10-minute drive as measured to the corporate city limits of Crosslake as a condition of employment. The driving time is defined as driving under normal driving conditions and at not greater than posted speeds. Firefighter must establish this principle residence within one (1) year of appointment.

WORK SCHEDULE

This position is on-call 24 hours a day, seven (7) days a week, 365 days a year.

TOOLS AND EQUIPMENT USED

Specialized fire fighting and life saving equipment and tools including trucks, pumpers, hovercraft, extrication tools, generators, self contained breathing apparatus, hose lines, nozzles, axe, chisel, crowbar, saw, power tools, ladders, and radios; typewriters and computers; ambulance stretchers, monitors/defibrillators and all related EMS equipment.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside, outside, in confined spaces, on uneven ground and underground. This position may be exposed to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, and marked changes in temperature or humidity. Activities that will occur frequently, 4 to 7 hours, are: standing; walking; bending/stooping; squatting; crawling; crouching; pulling; twisting; climbing heights; reaching at, above and below shoulder level with the right shoulder, left shoulder or both shoulders at the same time; using fingers and hands for repetitive, non-repetitive or consistent actions; handling, talking; hearing and seeing with near vision, far vision, depth perception, accommodation, color vision, and field of vision/peripheral vision; smelling; and carrying and lifting up to 50 pounds. Activities that occur occasionally, 1 to 3 hours, are: sitting; kneeling; climbing staircases; sense of touch; use of the right foot, left foot and both feet at the same time for repetitive movements; and carrying and lifting over 75 pounds. Activities that occur infrequently, up to 60 minutes, are: fine manipulating. This position will require the ability to drive an automobile, including fire trucks and fire equipment.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Title: Chief
Department: Fire
Supervisor: City Administrator
Effective Date: October 8, 2012

DESCRIPTION OF WORK

General Statement of Duties: The Fire Chief is responsible to perform a variety of administrative, supervisory and technical work in planning, organizing, directing and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and other emergency situations and other related functions as assigned or apparent.

Supervision Received: Works under the general guidance and direction of the City Administrator.

Supervision Exercised: Supervises directly the Assistant Chiefs, Captains, and Firefighters.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by this position.

- * Plans, coordinates, supervises, and evaluates Fire and EMS operations.
- * Establishes policies and procedures for Fire and EMS in order to implement directives from the City Administrator, City Council and/or the Emergency Management Director.
- * Plans and implements Fire and EMS programs for the City in order to better carry out the policies and goals of the City and Fire Department Bylaws; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- * Supervises and coordinates the preparation and presentation of annual budget for the Fire Department; plans for and reviews specifications for new or replaced equipment.
- * Responds to alarms and will direct activities at the scene of emergencies as required.
- * Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- * Directs the operation of departmental in-service training activities.
- * Controls the expenditure of departmental appropriations.
- * Handles grievances, maintains departmental discipline and conduct and general behavior of assigned personnel in conjunction with the department bylaws.

- * Keeps abreast of possible funding sources such as grants, loans and donations used to augment City financial resources and makes application and/or assists in applying for such funding.
- * Prepares and submits reports to the City Council regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- * Plans departmental operation in respect to equipment, apparatus, and personnel; supervises implementation of such plans.
- * Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- * Meets with elected or appointed officials, other Fire and EMS officials, community and business representatives and the public on all aspects of the department activities.
- * Attends conferences and meetings to keep abreast of current trends in the field; represents City Fire Department at a variety of meetings.
- * Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- * Performs the duties of a firefighter.
- * Serves as a member of various employee committees.

KNOWLEDGE, SKILLS, AND ABILITIES

- * Thorough knowledge of modern fire prevention, suppression, hazardous materials, and EMS procedures, techniques and equipment.
- * Knowledge of City's geography, business and residential areas.
- * Knowledge of applicable Federal and State laws, City ordinances, City and departmental policies and procedures, and relevant reference materials.
- * Thorough knowledge of fire department administration.
- * Ability to maintain appropriate level of discretion with confidential information.
- * Ability to train and supervise subordinate personnel in the duties of their position.
- * Ability to perform work requiring good physical condition.
- * Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing.
- * Ability to exercise sound judgment evaluating situations and in making decisions
- * Ability to effectively give and receive verbal and written instructions.
- * Ability to motivate and supervise Firefighters.
- * Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.
- * Ability to establish and maintain effective working relationships with community groups, commissions, elected officials, employees, and the general public.

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent, Must be 18 years or older at time of employment, must possess a valid Minnesota Drivers License, must be a U.S. Citizen, must be able to read and write the English Language, must be of good moral character and temperate and industrious habits, must satisfactorily pass a criminal background check and physical examinations, and must comply with organizational and departmental policies. State of Minnesota Licensed Fire Fighter, five years of progressively responsible experience in all phases of fire service activities including supervisory experience, including a minimum of two years as Assistant Chief or four years as Captain, Completed Fire Service Leadership I, Leadership II, Leadership III, and FSAC/Pro Board Certification in the following:

- a. NFPA 1001 Fire Fighter I
- b. NFPA 1001 Fire Fighter II
- c. NFPA 472 Haz-Mat Operations
- d. NFPA 1041 Fire Instructor I
- e. NFPA 1021 Fire Officer I
- f. NFPA 1002 Fire Apparatus Operator/Pumper 3.

Due to the need for a timely off-duty response to emergencies, this position is required to live (maintain a principle residence) within a 10-minute drive as measured to the corporate city limits of Crosslake as a condition of employment. The driving time is defined as driving under normal driving conditions and at not greater than posted speeds. Firefighter must establish this principle residence within one (1) year of appointment.

WORK SCHEDULE

This position is on-call 24 hours a day, seven (7) days a week, 365 days a year.

TOOLS AND EQUIPMENT USED:

Specialized fire fighting and life saving equipment and tools including trucks, pumps, hovercraft, extrication tools, generators, self contained breathing apparatus, hose lines, nozzles, axe, chisel, crowbar, saw, power tools, ladders, and radios; typewriters and computers; ambulance stretchers, monitors/defibrillators and all related EMS equipment.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside, outside, in confined spaces, on uneven ground and underground. This position may be exposed to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, and marked changes in temperature or humidity. Activities that will occur frequently, 4 to 7 hours, are: standing; walking; bending/stooping; squatting;

crawling; crouching; pulling; twisting; climbing heights; reaching at, above and below shoulder level with the right shoulder, left shoulder or both shoulders at the same time; using fingers and hands for repetitive, non-repetitive or consistent actions; handling, talking; hearing and seeing with near vision, far vision, depth perception, accommodation, color vision, and field of vision/peripheral vision; smelling; and carrying and lifting up to 50 pounds. Activities that occur occasionally, 1 to 3 hours, are: sitting; kneeling; climbing staircases; sense of touch; use of the right foot, left foot and both feet at the same time for repetitive movements; and carrying and lifting over 75 pounds. Activities that occur infrequently, up to 60 minutes, are: fine manipulating. This position will require the ability to drive an automobile, including fire trucks and fire equipment.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF CROSSLAKE
Position Description

Job Title: Public Works Director
Department: Public Works
Supervisor: City Council
Effective Date: _____, 2013

DESCRIPTION OF WORK

General Statement of Duties: To plan, direct, coordinate and assist in the development, operation and maintenance of a Wastewater Treatment and Collection System, City Road System, Cemetery, and City buildings and grounds. Acts as staff liaison to various Commissions, Boards, and Committees as directed by the City Administrator, and acts as Safety Officer for the City. Performs other duties as signed.

Supervision Received: Works under the general and administrative supervision of the City Council.

Supervision Exercised: Exercises general and technical supervision over all employees assigned to the Public Works Department.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Prepares Staff Reports and makes recommendations on a wide variety of issues and projects to the appropriate staff Public Works Commission, and City Council.
- Responsible for assigning and overseeing the work produced by the Public Works employees and is ultimately responsible for all projects undertaken by the Public Works Department.
- Serves as Department Head for Step 1 grievances for Public Works Employees under the terms of the collective bargaining agreement.
- Assists appropriate staff as needed to verifying street names, locations of structures, and accuracy of maps.
- Supervises Public Works staff including; interviewing and recommending hire; assigning and reviewing work; coaching, training and directing staff; conducting performance evaluations; recommending discipline and rewards as appropriate.
- Assists appropriate staff in coordinating, administrating and responding to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, agencies, and the general public.
- Assists appropriate staff in developing and implementing administrative policies and guidelines in cooperation with the City Council, the Public Works Commission and various City Boards and Commissions; assists in evaluating performance and results in accordance with City objectives and provides input on appropriate recommendations.
- Assists with the preparation of the agenda for City Council and Public Works Commission meetings, participates in the development of supporting information; attends City Council and Public Works Commission meetings and other meetings as required.

- Represents the City with businesses and residents on matters dealing with street and wastewater issues; responds to concerns and questions.
- Responsible for drafting and/or working closely with the City Attorney, Engineer and other appropriate staff in drafting updates and revisions to various City Ordinances, Maps and Policies.
- Works closely with the appropriate City staff on the required notifications to property owners on improvement projects. Assists in calculating buildable lots based on the zoning ordinance for assessments.
- Assists in developing and recommending policies and fee schedules for Municipal Sewer Service and Cemetery lots for approval by the City Council.
- Assists with or prepares a wide variety of grant applications for projects and assists in administering grants.
- Cooperates in the preparation of the Public Works (Road and Wastewater) Department budget and monitors expenditures and revenues of the department on a monthly basis and keeps the appropriate staff informed on deviations from the budget.
- Represents the City in legal proceedings dealing with Public Works issues.
- Coordinates with other City departments and the City Attorney for either the dissemination or gathering of information maintained by the Public Works Department covered under the Minnesota Data Practices Act.
- Develops and/or implements long-range planning studies, or other programs as proposed by the Public Works Commission and/or City Council.
- Works closely with the appropriate staff on assigning numbers and installing signs for the Enhanced 911 Address System of the City.
- Develops departmental policies and makes recommendations to Public Works Commission on roads requiring maintenance including type of maintenance required.
- Periodically reviews and recommends snowplowing policy for city roads.
- Works closely with appropriate personnel and agencies to develop a wide variety of Safety Programs and policies including, but not limited to: employee right to know, AWAIR, confined space entry, OSHA Form 200, First Report of injury, etc.
- Coordinates inspections of City Bridges with the County Highway Department and follows up on needed repairs.
- Supervises all aspects of the operation and maintenance of the City's Wastewater Treatment facility including but not limited to sludge disposal, lab testing, lift stations, etc.
- Assists other Department employees, if necessary, in the operation of heavy equipment, and a wide variety of light equipment and tools to accomplish projects and tasks.
- Supervises the construction, maintenance and repair of the City road and drainage systems.
- Supervises the maintenance and repair of all buildings and grounds.
- Acts as City Inspector in addition to Engineering Inspector to oversee construction projects on city roads, and wastewater treatment and collection systems.
- Works with City Clerk or Finance Director in coding Public Works invoices for payment and generating invoices to others for work performed by Public Works Department.
- Works with City Engineer in reviewing plans and specifications on road improvement projects and makes recommendations on revisions based on knowledge of roads.
- Works with the appropriate staff to draft specifications needed to obtain bids and/or quotations to purchase equipment and supplies, and evaluates or makes recommendations regarding purchases.
- Coordinates with the County Highway Department, neighboring Townships and Municipalities on a wide variety of issues and/or projects of mutual concern.
- Directs the planning and supervision of maintenance of the City Cemetery and coordinates with Park Director to assist in maintenance of park facilities.

- Keeps an accurate inventory and record of all maintenance equipment used by the Public Works Department.
- Assists City Clerk in sale and inventory of cemetery lots and works with funeral director on timely grave openings and placement of monuments.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- Performs such other duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of street construction and maintenance practices and procedures.
- Considerable knowledge of the organization and functions of city government, including ordinances, regulations, and policies controlling its operation, particularly as it relates to public works.
- Considerable ability to make decisions in accordance with established practices and procedures and to recommend improvements.
- Considerable knowledge of the operation of a Class B Wastewater Mechanical Treatment Plant and wastewater collection systems.
- Considerable knowledge of tools, methods, operations and materials used in wastewater operations.
- Considerable knowledge of federal and state laws, municipal ordinances and regulatory agency requirements for wastewater treatment facilities.
- Working knowledge of the occupational hazards and safety precautions necessary to perform maintenance work within the full range of department responsibilities.
- Considerable ability to work independently without direct supervision.
- Considerable skill to operate motor vehicles and/or heavy equipment used by the Public Works Department.
- Working knowledge of grounds maintenance.
- Considerable ability to stand, walk, and sit for long periods of time, and perform manual labor as needed to assist with projects.
- Considerable ability to bend, crouch, stoop, or crawl periodically.
- Considerable ability to lift, carry, or drag objects weighing up to 80 pounds as needed.
- Ability to work as a team player not only in the Public Works Department but with all departments of the City of Crosslake.
- Ability to work odd hours including evenings, nights, and weekends as needed.
- Ability to write concise and thorough reports used by Public Works Commission, City Council, and staff and to take accurate notes of meetings and prepare clear and concise reports or minutes based on the notes.
- Ability to operate various office equipment, including but not limited to computer and related software, copier, calculator, typewriter, fax machine, and two-way radio.
- Considerable ability to maintain confidentiality of communications and dissemination information covered under the Minnesota Data Privacy Act which is maintained by the Public Works Department.
- Considerable ability to direct, control, and/or plan programs and projects.
- Considerable ability to supervise Public Works employees and coordinate assignments and work load of Public Works employees to maximize efficiency of the department.
- Working ability to draft and monitor the Public Works and Sewer budgets.

- Ability to work under stress.
- Considerable ability to communicate tactfully and effectively, both orally and in writing, with city staff, state and county officials, elected officials, and the public; includes speaking clearly and concisely to large and small groups.
- Considerable ability to prioritize work, research files, and solve problems.
- Ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.
- Working ability to read and interpret technical manuals and to determine solutions to a variety of operation and maintenance problems related to the Wastewater Treatment and Collection Systems.
- Working ability to maintain required licenses and certifications.
- Considerable skill in the repair and maintenance of wastewater equipment and facilities.
- Considerable ability to visually observe and interpret readings of flow meters and amp gauges, making appropriate adjustments and document as necessary.
- Considerable ability to work with and around irritants, fumes, hazardous chemicals, dust, dirt, and to work outside under adverse weather conditions.

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Class B Minnesota Drivers License and have no suspensions or revocations within the past 3 years.
- Must meet D.O.T. Drug and Alcohol Testing requirements.
- Must possess a valid Class B Wastewater Operator License.
- Four years of Public Works experience required including experience in wastewater and street maintenance, at least one year of which was as a supervisor.

CITY OF CROSSLAKE

JOB TITLE: Public Works Director
DEPARTMENT: Public Works
SUPERVISOR: City Administrator
EFFECTIVE DATE: July 10, 2000

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: To plan, direct, coordinate and assist in the development, operation and maintenance of a Wastewater Treatment and Collection System, City Road System, Cemetery, and City buildings and grounds. Acts as staff liaison to various Commissions, Boards, and Committees as directed by the City Administrator, and acts as Safety Officer for the City. Performs other duties as signed.

SUPERVISION RECEIVED: Works under the general and administrative supervision of the City Administrator.

SUPERVISION EXERCISED: Exercises general and technical supervision over all employees assigned to the Public Works Department.

TYPICAL DUTIES PERFORMED: The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Prepares Staff Reports and makes recommendations on a wide variety of issues and projects to the City Administrator, Public Works Commission, and City Council.
- Responsible for assigning and overseeing the work produced by the Public Works employees and is ultimately responsible for all projects undertaken by the Public Works Department.
- Serves as department head for step 1 grievances for Public Works Employees under the terms of the collective bargaining agreement.
- Assists with pre-census activities between the City and the Bureau of the Census including but not limited to verifying street names, locations of structures, and accuracy of maps.
- Supervises Public Works staff including; interviewing and recommending hire; assigning and reviewing work; coaching, training and directing staff; conducting performance reviews; recommending discipline and rewards as appropriate.

- Assists City Administrator in coordinating, administrating and responding to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, agencies, and the general public.
- Assists City Administrator in developing and implementing administrative policies and guidelines in cooperation with the City Council, the Public Works Commission and various City Boards and Commissions; assists in evaluating performance and results in accordance with City objectives and provides input on appropriate recommendations.
- Assists with the preparation of the agenda for City Council and Public Works Commission meetings, participates in the development of supporting information; attends City Council and Public Works Commission meetings and other meetings as required.
- Represents the City with businesses and residents on matters dealing with street and wastewater issues; responds to concerns and questions.
- Responsible for drafting and/or working closely with the City Attorney, Engineer and City Administrator in drafting updates and revisions to various City Ordinances, Maps and Policies.
- Works closely with the City Administrator and Planning and Zoning staff on the required notifications to property owners on improvement projects. Assists in calculating buildable lots based on the zoning ordinance for assessments.
- Assists in developing and recommending policies and fee schedules for Municipal Sewer Service and Cemetery lots for approval by the City Council.
- Assists with or prepares a wide variety of grant applications for projects and assists in administering grants.
- Cooperates in the preparation of the Public Works (Road and Wastewater) Department budget and monitors expenditures and revenues of the department on a monthly bases and keeps the City Administrator informed on deviations from the budget.
- Represents the City in legal proceedings dealing with Public Works issues.
- Coordinates with other City departments and the City Attorney for either the dissemination or gathering of information maintained by the Public Works Department covered under the Minnesota Data Practices Act.
- Develops and/or implements long-rang planning studies, or other programs as proposed by the Public Works Commission, City Administrator and/or City Council.
- Works closely with the City Administrator and Community Development Director on assigning numbers and installing signs for the Enhanced 911 Address System of the City.
- Develops departmental policies, and makes recommendations to Public Works Commission on roads requiring maintenance, including black topping, overlaying, patching, crackfilling, seal coating, etc.
- Periodically reviews and recommends snowplowing policy for city roads.

- Works closely with MN Telephone Association Safety Personnel to develop a wide variety of Safety Programs and policies including, but not limited to: employee right to know, AWAIR, confined space entry, OSHA Form 200, First Report of injury, etc.
- Coordinates inspections of City Bridges with the County Highway Department and follows up on needed repairs.
- Coordinates sludge disposal activities with outside contractor and MPCA.
- Performs basic lab tests for TSS, phosphorus, etc. to modify wastewater plant operations and coordinator with outside contractor for lab tests required by state and federal agencies.
- Oversees the proper operation and maintenance of various lift stations throughout the City.
- Assists other department employees, if necessary, in the operation of heavy equipment, and a wide variety of light equipment and tools to accomplish projects and tasks.
- Supervises the construction, maintenance and repair of the City road and drainage systems.
- Supervises the maintenance and repair of all buildings and grounds including but not limited to City Hall, Emergency Services Center, Community Center, Garages, and Telephone Building.
- Acts as City Inspector in addition to Engineering Inspector to oversee construction projects on city roads, and wastewater treatment and collection systems.
- Works with Deputy Clerk in coding Public Works invoices for payment and generating invoices to others for work performed by Public Works Department.
- Works with City Engineer in reviewing plans and specifications on road improvement projects and makes recommendations on revisions based on knowledge of roads.
- Works with City Administrator to draft specifications needed to obtain bids and/or quotations to purchase equipment and supplies, and evaluates or makes recommendations regarding purchases.
- Coordinates with the County Highway Department, neighboring Townships and Municipalities on a wide variety of issues and/or projects of mutual concern.
- Directs the planning and supervision of maintenance of the City Cemetery and coordinates with Park Director to assist in maintenance of park facilities.
- Keeps an accurate inventory and record of all maintenance equipment used by the Public Works Department.
- Assists Deputy Clerk in sale and inventory of cemetery lots and works with funeral director on timely grave openings and placement of monuments.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of street construction and maintenance practices and procedures.

- Considerable knowledge of the organization and functions of city government, including ordinances, regulations, and policies controlling its operation, particularly as it relates to Public Works.
- Considerable ability to make decisions in accordance with established practices and procedures and to recommend improvements.
- Considerable knowledge of the operation of a Class B Wastewater Mechanical Treatment Plant and wastewater collection systems.
- Considerable knowledge of tools, methods, operations and materials used in wastewater operations.
- Considerable knowledge of federal and state laws, municipal ordinances and regulatory agency requirements for wastewater treatment facilities.
- Working knowledge of the occupational hazards and safety precautions necessary to perform maintenance work within the full range of department responsibilities.
- Considerable ability to work independently without direct supervision.
- Considerable skill to operate motor vehicles and/or heavy equipment used by the Public Works Department.
- Working knowledge of grounds maintenance.
- Considerable ability to stand, walk, and sit for long periods of time, and perform manual labor as needed to assist with projects.
- Considerable ability to bend, crouch, stoop, or crawl periodically.
- Considerable ability to lift, carry, or drag objects weighing up to 80 pounds as needed.
- Ability to work as a team player not only in the Public Works Department but with all departments of the City of Crosslake.
- Ability to work odd hours including evenings, nights, and weekends as needed.
- Ability to write concise and thorough reports used by Public Works Commission, City Council, and City Administrator.
- Ability to operate various office equipment, including but not limited to computer and related software, copier, calculator, typewriter, fax machine, and two-way radio.
- Considerable ability to maintain confidentiality of communications and dissemination information covered under the Minnesota Data Privacy Act which is maintained by the Public Works Department.
- Considerable ability to take accurate notes of meetings and prepare clear and concise reports or minutes based on the notes.
- Considerable ability to direct, control, and/or plan programs and projects.
- Considerable ability to supervise Public Works employees and coordinate assignments and work load of Public Works employees to maximize efficiency of the department.
- Working ability to draft and monitor the Public Works and Sewer budgets.
- Ability to work under stress.

- Considerable ability to communicate tactfully and effectively, both orally and in writing, with city staff, state and county officials, elected officials, and the public; includes speaking clearly and concisely to large and small groups.
- Considerable ability to prioritize work, research files, and solve problems.
- Ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.
- Working ability to read and interpret technical manuals and to determine solutions to a variety of operation and maintenance problems related to the Wastewater Treatment and Collection Systems.
- Working ability to maintain required licenses and certifications.
- Considerable skill in the repair and maintenance of wastewater equipment and facilities.
- Considerable ability to visually observe and interpret readings of flow meters and amp gauges, making appropriate adjustments and document as necessary.
- Considerable ability to work with and around irritants, fumes, hazardous chemicals, dust, dirt, and to work outside under adverse weather conditions.

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Class B Minnesota Drivers License and have no suspensions or revocations within the past 3 years.
- Must meet D.O.T. Drug and Alcohol Testing requirements.
- Must possess a valid Class B Wastewater Operator License.
- Four years of Public Works experience required including experience in wastewater and street maintenance, at least one year of which was as a supervisor.

Staff Report - Crosslake Parks, Recreation & Library

Date: August 7, 2013

To: Crosslake City Council

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

1. Crosslake Area Library Update

We are currently working with the regional library on their 2014 budget for the Pequot Lakes and the Crosslake Libraries. Representatives from Crosslake and Pequot Lakes will be attending a meeting at 3:30 on August 26th at 3:30 at the regional headquarters.

Our annual book sale took place August 1, 2, 3. It was another successful sale with a revenue total of \$6,237.57. The sale is a huge amount of work and takes many volunteers to accomplish. Thank you to all of the volunteers that helped before, during and after the sale and also for all the participants that bought materials to support our library. A special thanks to Alden and Mary Hardwick and Joe and Jan Albrecht for chairing the book sale effort.

For more information on these events or other upcoming presentations, contact the Crosslake Area Library at (218)692-READ.

2. Aerobics

Donna Keiffer offers classes Monday, Tuesday and Thursday mornings at 9:00.

3. 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.

4. Fitness Room/SilverSneakers

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 SilverSneakers program has started. If you are 65 or older and have a qualifying plan you are eligible to receive a free fitness room membership. Stop into the Community Center to check on your eligibility.

SilverSneakers® — Muscular Strength and Range of Movement

Have fun and move to the music through a variety of exercises designed to increase muscular strength, range of movement, and activity of daily living skills. Hand-held weights, elastic tubing with handles, and a ball are offered for resistance, and a chair is used for seated and/or standing support. The Classic Silver Sneakers class is offered Monday and Wednesday's. The Cardio Circuit Silver Sneakers class is offered Tuesday and Thursday mornings. Both classes start at 10:30 at the Crosslake Community Center. The class is free to all eligible SilverSneakers Members and is available to non-members for a fee of \$4.00 per class. A punch card is also available for eight visits for \$28.00.

5. Community Center and Library Attendance for July

Attendance for the Community Center in July was 7,566. Attendance for the Library was 4,652.

6. AAA

AAA is sponsoring a refresher course on August 15th and September 5th. These classes will take place from 9-1. Contact the Community Center for more information.

7. Chautauqua –

Photographer John Erickson has made pictures for nearly 50 years, recently experimenting with new techniques in digital photography. He has discovered different ways of thinking about “creative beauty” and “artistic meaning,” applying that knowledge to his photography. At the August Chautauqua he will show a selection of his images and discuss how he approaches photography, which allows him – and perhaps you – not to dread that next museum or gallery visit. Indeed, you may come to appreciate “color fields,” the occasional Picasso, and your lifetime collection of blurred photographs. Join us August 14th from 1:30-3:30 at the Crosslake Community Center. As always the event is free.

8. Pickleball

Pickleball is available at the Crosslake Community Center! Pickleball is a fun game that is played on a badminton court with the net lowered to 34 inches at the center. It is played with a ball similar to a whiffle ball and wood or composite paddles. It is easy for beginners to learn, but can develop into a quick, fast-paced, competitive game for experienced players. Starting in June, rental and court time will cost \$10 per hour for all the equipment that is needed. Tuesday and Thursday Pickleball time is 1-3, Wednesday’s the court is available from 5-7 and the court time and equipment rental is free so come give it a try!

9. Tennis Update

The courts were opened for play last Wednesday morning. The contractors will be working through some punch list items in the next two weeks. A grand opening is currently being planned for late August or early September. New nets and windscreens have been ordered. Please stop by the park to see this exciting addition to the park amenities. Thank you to all of the individuals, groups and players for your support during the construction process.

10. Parking Lot Update

WSN is working on a plan for the Community Center sidewalk. I will let representatives from WSN supply an update at this time.

CROSSLAKE COMMUNICATIONS HIGHLIGHTS FOR JULY 2013

1. **Minutes** of July 30, 2013 Crosslake Communications Advisory Board are included.
2. The **Financial Statements** for June are included in the packet.
3. The list of **June checks/disbursements** has been included for approval. (motion required)
4. The **Customer Counts Report** has been included in the packet.
5. The Advisory Board recommends to the City Council that a **downgrade fee of \$15.00 for High Speed Internet** be established and require that the customers have service for a minimum of one month. (motion required)
6. We will start **plowing our cable along the Great River Energy access** in the next couple of weeks.
7. Our **connection to Emily Telephone should be completed this week** and will form a ring to Emily.
8. We have received the **renewal contract for Big 10** and will start negotiating it after we have reviewed the contract.
9. We are researching **working with Crow Wing Power to install 2 ducts for the Phase III fiber** along with Crow Wing Power in their bore.
10. It appears that the FCC is close to having the **Rural Call Completion issue** resolved.
11. Reminder that our **Customer Open House** is scheduled for **August 14th from 9 am until 3:30 pm**. Stop by for Pie and Coffee, a gift and enter in our drawings.

DATE: August 12, 2013

TO: Mayor Darrell Schneider
John Moengen, Council Member
Steve Roe, Council Member
Gary Heacox, Council Member
Mark Wessels, Council Member
Dan Vogt, City Administrator

FROM: Planning and Zoning Commission
Kenneth R. Anderson, Community Development Director

RE: Initiate enforcement action to remove nonconforming recreational vehicle at 14095 Norway Trail.

On Friday, July 26, 2013, the Planning and Zoning Commission has recommended the City Council initiate enforcement action to compel the property owner to remove the recreational vehicle from 14095 Norway Trail within 30 days or authorize the City Attorney to proceed with legal action in District Court. The property owners were previously contacted last year about construction of a deck without a permit and removing the camper trailer from the site since it encroached into the septic and road right-of-way setbacks. The camper was removed from the site over the winter and has been returned to the same location.

Action Requested: Request that the City Council, by motion, *approve/deny* the Commission's recommendation as presented.

Attachment

Ken Anderson

From: Chris Neaton [REDACTED]
Sent: Tuesday, November 13, 2012 4:17 PM
To: 'Ken Anderson'
Subject: RE: Deck/Trailer at 14095 Norway Trail, Crosslake, MN

Thank you

From: Ken Anderson [<mailto:kanderson@crosslake.net>]
Sent: Tuesday, November 13, 2012 1:31 PM
To: 'Chris Neaton'
Cc: Bryan Hargrave; [REDACTED]
Subject: RE: Deck/Trailer at 14095 Norway Trail, Crosslake, MN

Chris,

Yes I did. The deck looks to be constructed with the setback from the mound as we agreed. Also, thank your Father-in-law for moving the trailer.

Kenneth R. Anderson
Community Development Director
City of Crosslake
37028 County Road 66
Crosslake, MN 56442
kanderson@crosslake.net
Web site - <http://crosslake.govoffice.com>

From: Chris Neaton [REDACTED]
Sent: Saturday, November 10, 2012 11:22 AM
To: 'Ken Anderson'
Subject: RE: Deck/Trailer at 14095 Norway Trail, Crosslake, MN

Ken did you have time to check out the deck

Thanks Chris

From: Ken Anderson [<mailto:kanderson@crosslake.net>]
Sent: Thursday, August 30, 2012 6:37 PM
To: [REDACTED]
Cc: Bryan Hargrave; casell@crosslake.net; 'Tom Swenson'
Subject: Deck/Trailer at 14095 Norway Trail, Crosslake, MN

Lisa Parsons and Chris:

I have noted that you have removed the flexible-sided, "hoop building" accessory structure from this site – thank you. However, you have not been in to sign and pay for your permit for the deck work that was started without first obtaining an approved zoning permit. I had previously e-mailed the permit application to you on July 3, 2012 after our discussion on site. As the property owner, Lisa will need to sign the permit application.

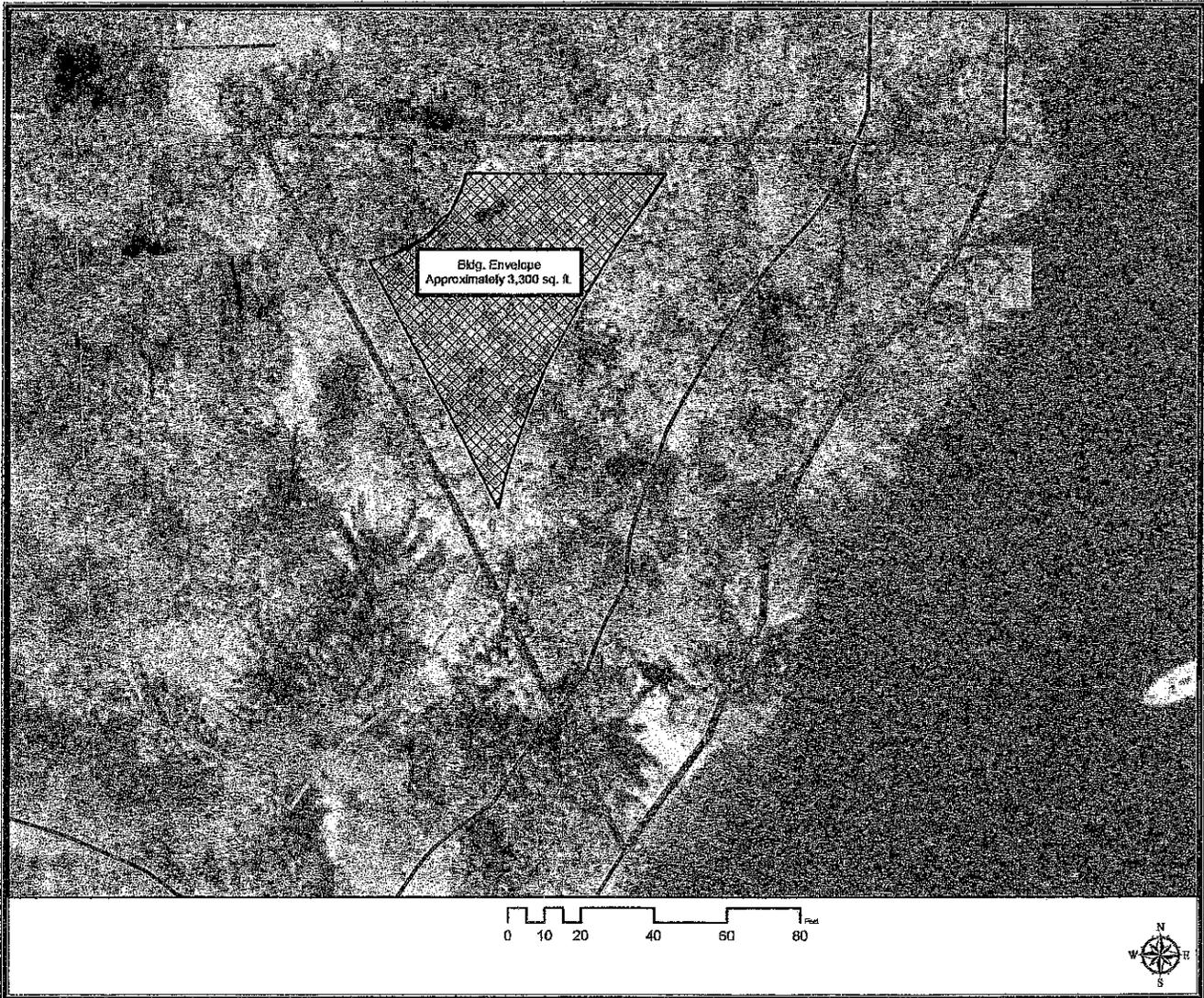
Please contact us or stop in to City Hall within the next 8 days (by Friday, September 7, 2012 at 4:00 p.m.) to sign and pay for the permit (\$125.00) to avoid the ten times the after-the-fact fee. If it will be more convenient for you, the permit can be e-mailed to you again and returned to my attention with your signature and fee payment.

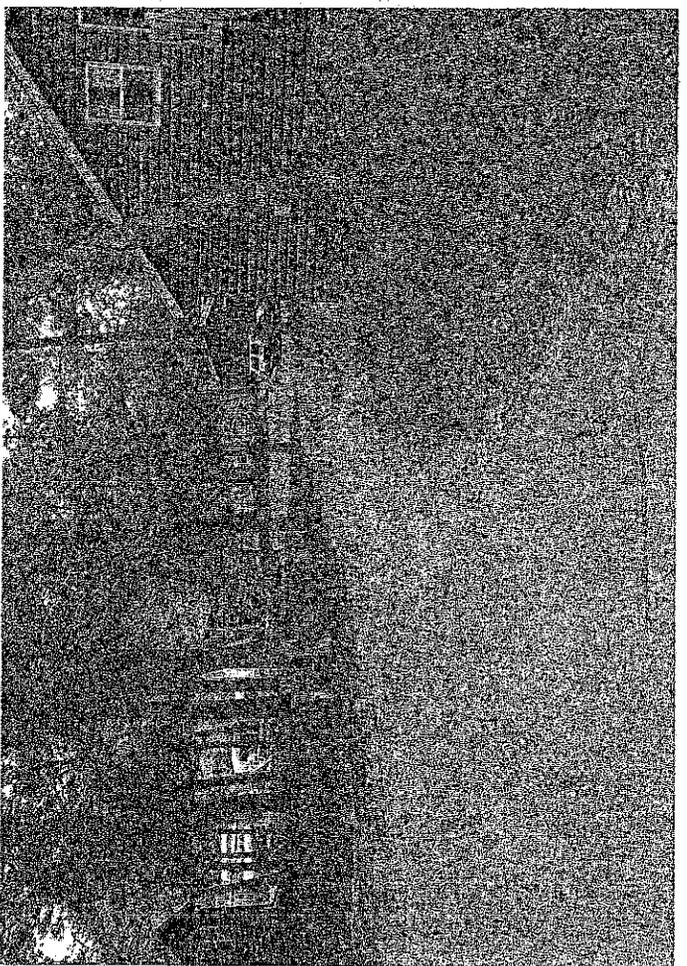
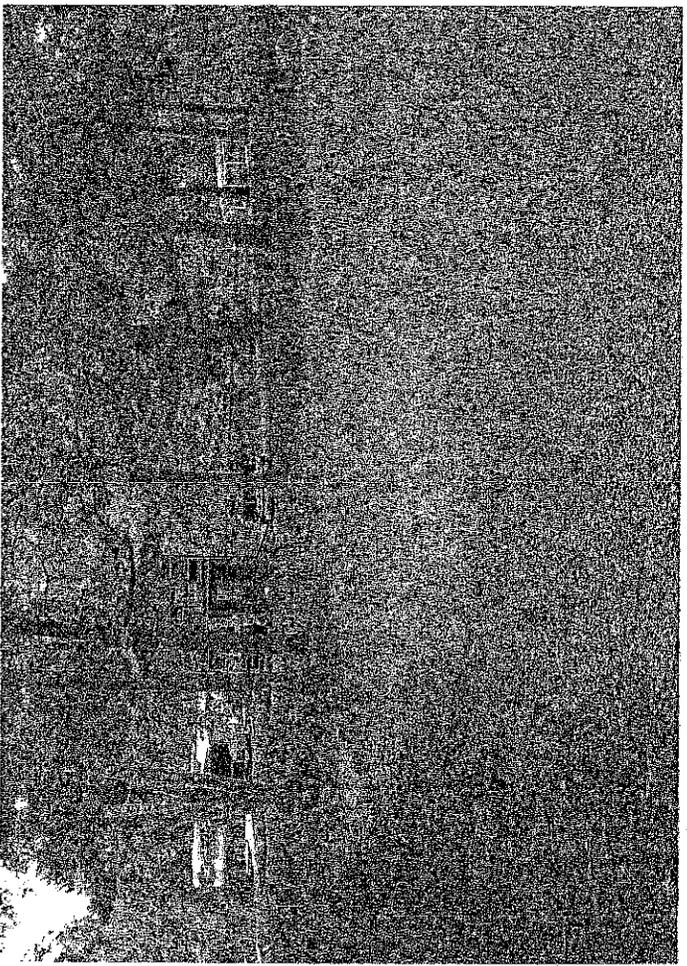
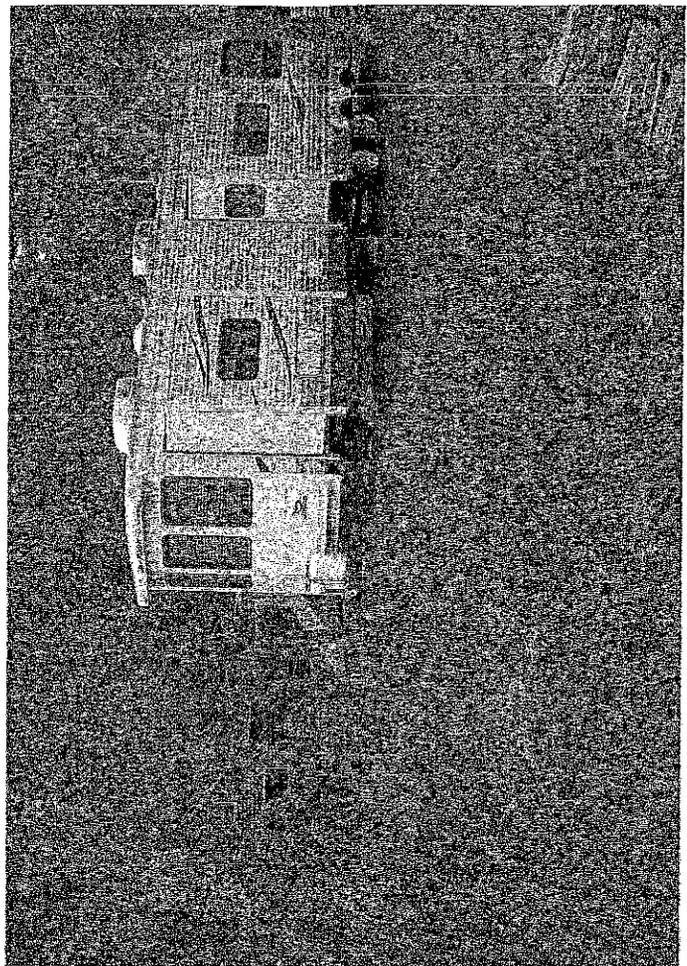
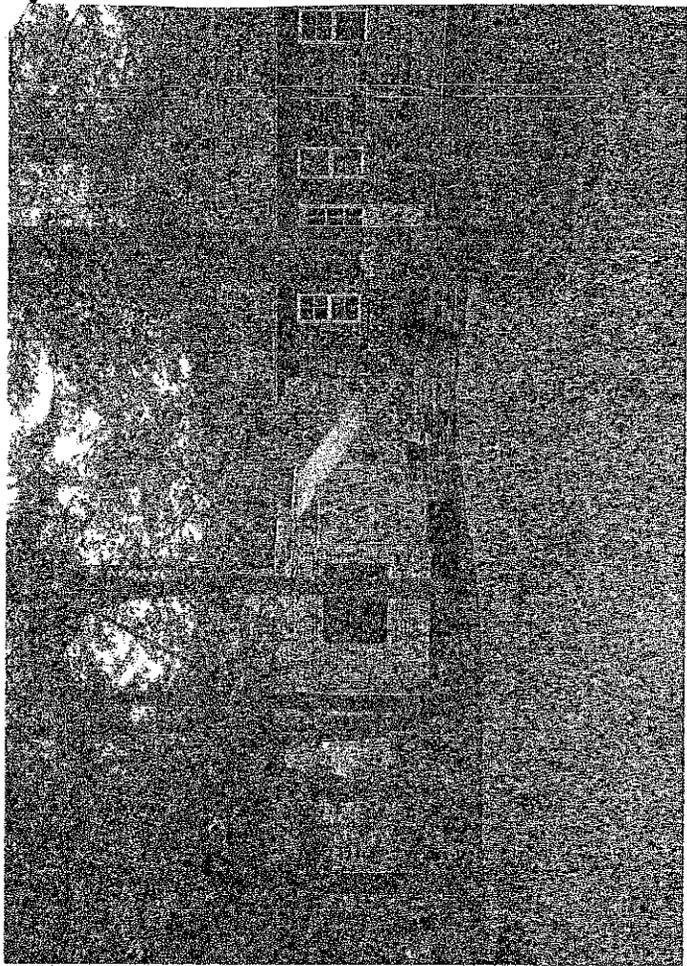
The camper trailer must be disconnected from the septic system and removed from the site or relocated to a conforming location within 30 days of the date of this e-mail, subject to obtaining a temporary structure permit that meets all structure setbacks if you intend for the camper to stay. The camper currently extends into the public lake access right-of-way and is located too close and over the mound septic system drainfield (a minimum 10 ft. right-of-way and 20 ft. setback from the mound absorption bed is required). I also noted that another structure(s) was located on the site around the July 4th weekend that did not meet proper setbacks. The setbacks were previously discussed with Chris. Please conform to all ordinance minimum requirements to avoid further enforcement action.

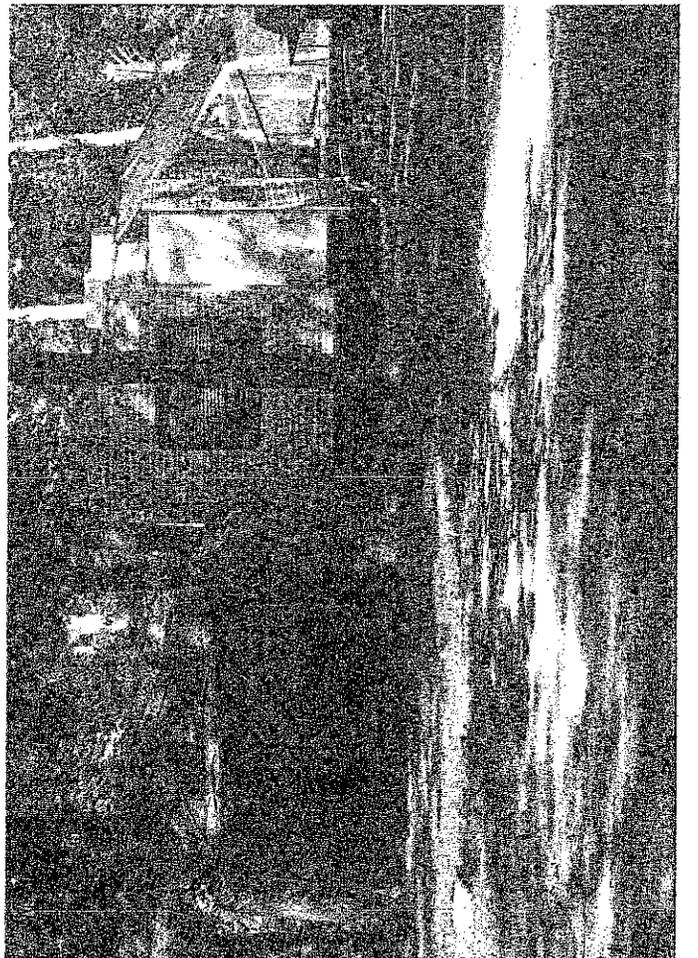
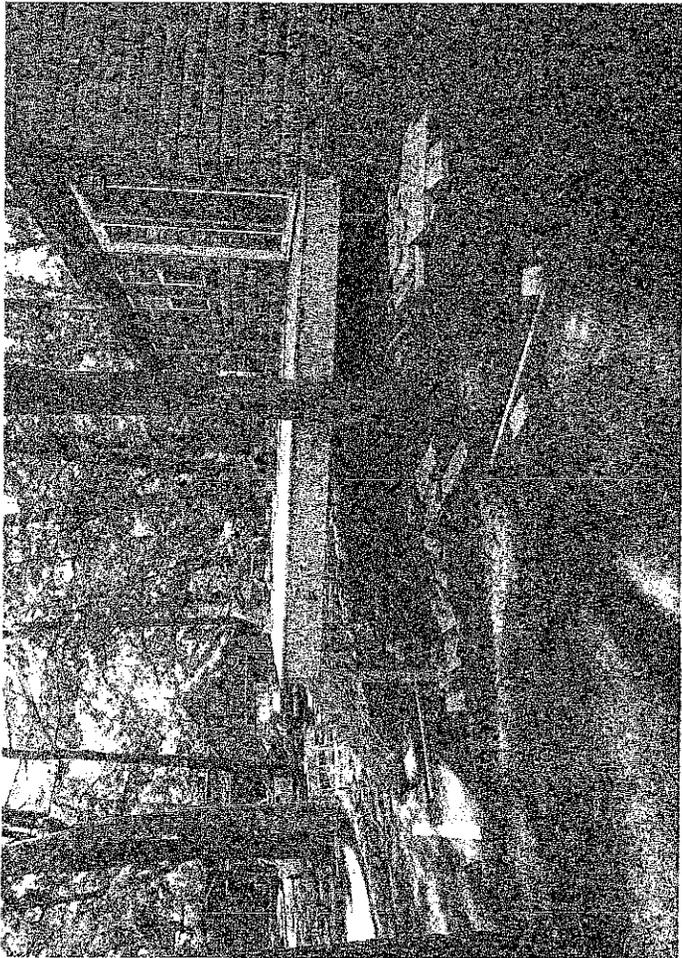
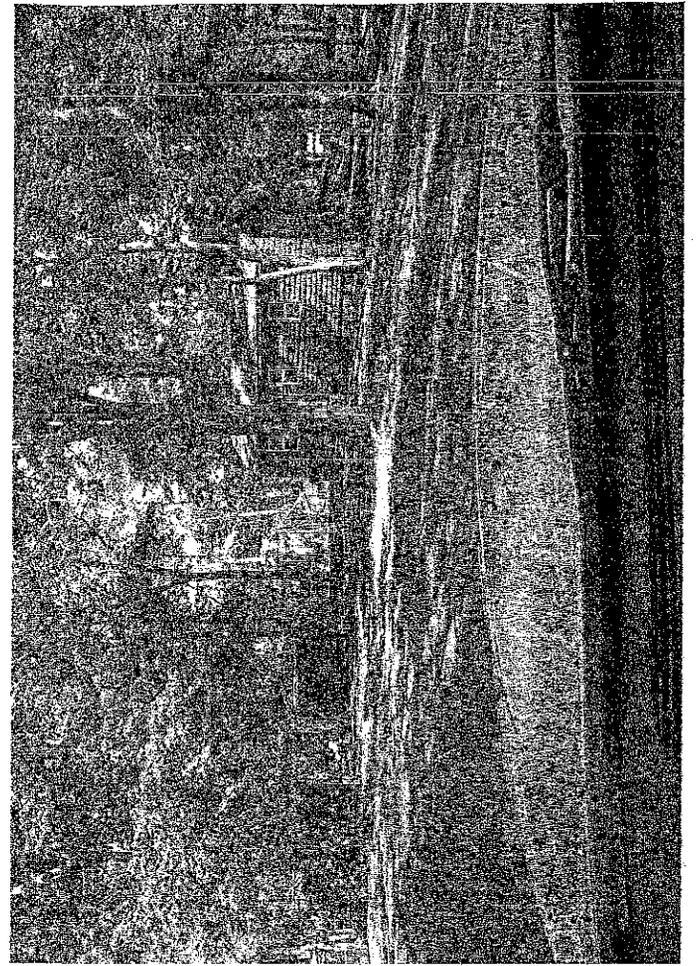
If my information is not correct or we have overlooked some important facts, please bring them to my attention. We look forward to your cooperation and responding to these requests as soon as possible. If you have any questions, we may be reached at 218-692-2689 between 8:00 a.m. and noon, Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Fridays. Thank you for your assistance and enjoy the Labor Day weekend!

Yours very truly,

Kenneth R. Anderson
Community Development Director
City of Crosslake
37028 County Road 66
Crosslake, MN 56442
kanderson@crosslake.net
Web site - <http://crosslake.govoffice.com>
Phone: 218-692-2689
Fax: 218-692-2687







DATE: August 12, 2013

TO: Mayor Darrell Schneider
John Moengen, Council Member
Steve Roe, Council Member
Gary Heacox, Council Member
Mark Wessels, Council Member
Dan Vogt, City Administrator

FROM: Planning and Zoning Commission
Kenneth R. Anderson, Community Development Director

RE: ORDINANCE AMENDMENT 2013-001, the PLANNING AND ZONING COMMISSION initiated an ordinance amendment to the City Code, Chapter 26, Article III, Division 5, Section 26-671, Nonresidential Districts, to allow fences 96 inches in height between the road right-of-way structure setback and no closer than 10 ft. to the road right-of-way versus the current standard which allows a fence no greater than 36 inches in height and split rail fences no greater than 48 inches in height.

The Planning and Zoning Commission has recommended approval of the attached ordinance amendment revising the language as it applies to fences in nonresidential zoning districts only (see page 2).

Action Requested: Request that the City Council review the attached ordinance amendment and, by motion, and *approve/deny* as presented.

If approved, recommend a summary of the ordinance amendment be published in the official newspaper which requires a 4/5 majority vote.

Attachment

ORDINANCE NO. XX FOURTH SERIES
AN ORDINANCE AMENDING CHAPTER 26, ARTICLE III, DIVISION 5 RELATED
TO FENCES IN ALL ZONING DISTRICTS
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

The City of Crosslake ordains that Chapter 26, Article III, Division 5 of the City Code is hereby amended to insert standards related to fences and applicable within all zoning classifications of the City of Crosslake.

Section 1. Purpose and Intent. The City Code is hereby amended to insert performance standards related to fences within the City of Crosslake and applicable within all zoning classifications/districts.

Section 2. Amendment. Chapter 26, Article III, Division 5 of the City Code shall hereby be amended to read as follows:

Sec. 26-670. - Residential districts.

Sec. 26-671. - Nonresidential districts.

Sec. 26-672. - Distance of fence from road right-of-way.

Sec. 26-673. - Height.

Sec. 26-674. - Fences not to create safety hazard.

Sec. 26-675. - Kennel fences.

Sec. 26-676. - Materials.

Sec. 26-677. - Tennis courts; swimming pools.

Sec. 26-678. - Finished sides of fence to face out.

Sec. 26-679. - Finished exteriors of fence.

Secs. 26-680.- Temporary Fences.

Secs. 26-281.- Zoning Permits

Secs. 26-282.- 26-701. - Reserved.

Sec. 26-670. - Residential districts.

In residential zoning districts, fences not exceeding 78 inches in height may be constructed per OPTION 1, with a minimum setback of one foot from the side property lines and rear property line, if applicable, or OPTION 2, with a minimum setback up to and abutting the side and rear property line provided the adjacent property owner(s) submits written permission to the zoning administrator prior to the issuance of a zoning permit. A fence up to 78 inches in height must conform to all other structure setbacks according to this chapter and zoning district. A fence no greater than 36 inches in height or split rail fence no greater than 48 inches in height may be erected between the structure setback and the Shore Impact Zone. Fences no greater than 36 inches in height and split

rail fences no greater than 48 inches in height may be erected between the road right-of-way structure setback and no closer than 10 feet to the road right-of-way (see illustration). Barbed wire shall only be used in conjunction with animal husbandry where allowed. On waterfront property, fences no greater than 36 inches in height and split rail fencing not exceeding 48 inches in height may be erected from the required lake setback, up to the shore impact zone, bluff impact zone and/or road right-of-way setback for fences of 10 feet, with a minimum setback of one foot from the side property lines. Under no circumstance, in any zoning district, shall any fence be constructed within the bluff or shore impact zones or road right-of-way setback area for fences of 10 feet.

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.A))

Sec. 26-671. -- Nonresidential districts.

In waterfront commercial, limited commercial, commercial, light industrial, industrial, open, and public zoning districts, fences not exceeding 96 inches in height, plus up to three strands of barbed wire on the top of the fence may be constructed around storage yards, in rear yard areas, and may be either OPTION 1, one foot from the side and rear property line except adjoining residential property which shall require a normal structure setback, or OPTION 2, located up to and abutting the side and rear property line provided the adjacent property owner(s) submits written permission to the zoning administrator prior to the issuance of a zoning permit. In the downtown commercial district, fences shall be limited to 78 inches in height and barb wire shall not be permitted.

A fence no greater than 36 inches in height or split rail fence no greater than 48 inches in height may be erected between the structure setback and the Shore Impact Zone, if applicable. Fences no greater than 36 inches in height and split rail fences no greater than 48 inches in height may be erected between the road right-of-way structure setback and no closer than 10 feet to the road right-of-way. (see illustration).

EXCEPTION: Fences shall not be allowed within 35 ft. of any county road right-of-way or on the road side of a building fronting on a county road, whichever is more restrictive, in all nonresidential districts.

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.B))

Sec. 26-672. - Distance of fence from road right-of-way.

Under no circumstance shall a fence be constructed closer than ten feet from any road right-of-way, in all zoning districts.

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.C))

Sec. 26-673. - Height.

Fence height will be defined as the vertical distance from the ground surface to the highest point of any component of the fence structure.

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.D))

Sec. 26-674. - Fences not to create safety hazard.

Fences shall not be erected where they create a safety hazard or block the visibility of vehicle drivers in the opinion of the zoning administrator.

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.E))

Sec. 26-675. - Kennel fences.

Enclosed kennel fences exceeding 36 square feet created for the housing of animals shall be considered a structure and shall meet the required minimum structure setbacks for the respective zoning district.

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.F))

Sec. 26-676. - Materials.

Fences shall consist of usual fencing materials with posts and fence of metal, wood, concrete, brick, rigid vinyl, or smooth wire. Only temporary fences may consist of plastic, vinyl, or other flexible material. No barbed wire shall be used except in conjunction with animal husbandry where allowed.

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.G))

Sec. 26-677. - Tennis courts; swimming pools.

(a) Fences for tennis courts shall be considered a structure and must meet all structure setbacks for the respective zoning district. Fences erected for tennis court uses may be allowed up to 12 feet in height in all zoning districts.

(b) Fences for swimming pools shall meet all ordinance requirements and the swimming pool shall meet the required setbacks for a structure or pool, whichever is more restrictive (see the "Accessory Uses" section of the subject zoning district for further details associated with fencing for swimming pools).

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.H))

Sec. 26-678. - Finished sides of fence to face out.

All finished sides of a fence shall face out from the interior of the lot on which the fence is located, meaning that the fence posts shall be constructed on the interior side of the fence, relating to the property or lot lines.

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.I))

Sec. 26-679. - Finished exteriors of fence.

All finished exteriors of a fence shall be colored in a uniform manner; no florescent colored paint shall be applied to any exterior portion of a fence. All exteriors of fences shall not include any signage that is not integral to the construction elements of the fence.

(Comp. Ords. of 5-9-2011, § 8.50(subd. 5.J))

Sec. 26-680. - Temporary Fences.

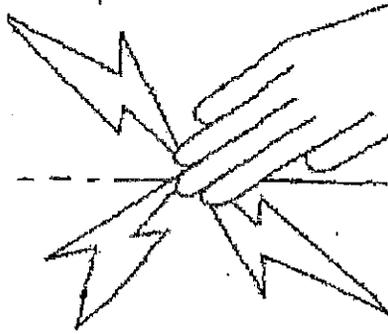
Temporary fences installed for a specific purpose, including but not limited to, a construction site enclosure, limiting snow drifting, or for special events shall be allowed without a zoning permit. All temporary fences shall be setback at least 5 ft. from the property line or ordinary high water mark (OHW) and in no case exceed 48 inches in height. Snow fencing shall only be allowed from October 1st to May 1st. Temporary fencing shall be removed within ten days of the completion of construction and within 48 hours of the conclusion of the special event.

Sec. 26-681. - Zoning Permit.

A zoning permit and submittal of a site plan shall be required for the installation of all fences with the exception of temporary fencing. The Zoning Administrator or designee shall review all fence permit applications and shall interpret and assure compliance with the standards specified in this section. The property owner shall ensure all property corners shall be located in order to determine that no fence extends beyond or across a property line. The City shall assume no responsibility or liability and shall be held harmless for any fences that may be constructed and encroach upon or over any property line.

Sec. 26-682. - Electric Fences.

The zoning administrator shall have the authority to authorize issuance of permits for the installation, construction, or maintenance of electric fences as a permitted use only in conjunction with animal husbandry where allowed. A warning sign must be at least 4 inches by 8 inches in size and shall be affixed to the electric fence at intervals not exceeding 50 feet. The sign shall display the words "ELECTRIC FENCE" or show the symbol depicted below.



Lettering shall be indelible and at least 1 inch in height. There shall be no baiting allowed which is intended to attract wildlife to the electric fence. Electric fencing installed below ground which is used for domestic pet containment, commonly referred to as "invisible fencing," is excluded from this section.

Secs. 26-683 - 26-701. - Reserved.

Section 3. Effective Date. This ordinance shall take effect upon passage and publication in the official newspaper.

Passed and approved by ___/5ths vote of the City Council this ___ day of _____, 2013.

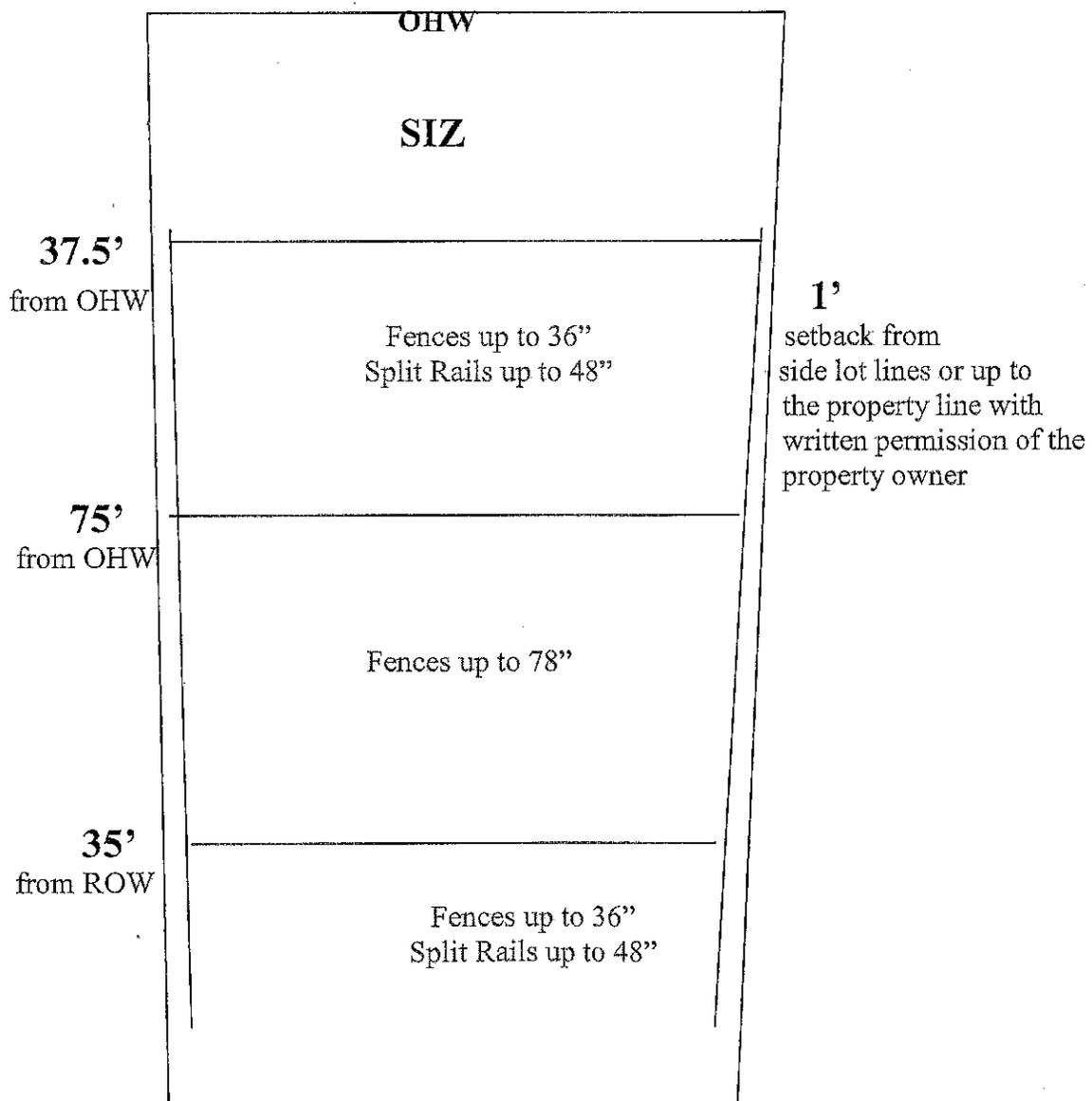
Darrell Schneider, Mayor

ATTEST:

Charlene Nelson, City Clerk

Attachment: Illustration

FENCE STANDARDS ILLUSTRATION
(Example of an R-3 zoned lot on a GD lake)



10'
from ROW

RIGHT OF WAY

ORDINANCE NO. 2013-XX**AN ORDINANCE AMENDING THE ADMINISTRATION RULES OF THE CITY**

The City Council of the City of Crosslake, in the County of Crow Wing, State of Minnesota, does ordain as follows:

SECTION 1. Section 2-152 is hereby amended as follows:

- (a) All board and commission appointments authorized by ordinance or resolution shall be made by the mayor, and such appointments confirmed by the council at the first regular meeting in January of each year. The term of each appointee shall be established and stated at the time of his appointment, and terms of present board and commission members may be reestablished and changed so as to give effect to this section.
- (b) Unless otherwise established by ordinance, all commissions shall consist of five members with a three-year staggered term. No board or commission member shall be appointed to more than two consecutive three-year terms. New appointees shall assume office on February 1, January 31 being the date of expiration of terms; provided, however, that all appointees to boards and commissions shall hold office until their successor is appointed and qualified.
- (c) All vacancies shall be filled in the same manner as for an expired term, but the appointment shall be effective immediately when made and only for the unexpired term.
- (d) ~~All appointed board and commission members shall serve without remuneration, but may be reimbursed for out-of-pocket expenses incurred in the performance of their duties when such expenses have been authorized by the council before they were incurred.~~
- (e) The chairman and the secretary shall be chosen from and by the board or commission membership annually to serve for one year; provided, however, that no chairman shall be elected who has not completed at least one year as a member of the board or commission.
- (f) Any board or commission member may be removed by the council for misfeasance, malfeasance or nonfeasance in office and his position filled as any other vacancy.
- (g) Each board and commission shall hold its regular meeting at a time established and approved by the council.

- (h) ~~The city administrator shall be an ex-officio member of all boards and commissions; provided, that if he is unable to attend a meeting or act in the capacity of such membership, he may be represented by his assistant or some person duly authorized by him.~~
- (i) All meetings shall be recorded by a secretary appointed by the boards and commissions of the city and minutes covering all meetings of the city will be on file at the city clerk's office. Minutes ~~and tape recordings~~ are required for regular and special council sessions. Minutes ~~and recordings~~ will be retained as required by state law and the city's records retention policy.
- (j) Each board and commission shall have a council liaison appointed. Unless otherwise established by ordinance, said liaison shall have no voting rights but shall be responsible for sharing information between the council and its board or commission.

SECTION 2. Section 2 is hereby amended by adding Section 2-158 as follows:

2-158. – Personnel Commission.

A personnel commission is established for the purpose of advising the council in all matters related to the management of its city employees. The four person commission shall consist of the mayor, one council member, the Finance Director/Treasurer, and the General Manager. The City Clerk shall attend meetings to take minutes but shall not be a voting member of the commission.

SECTION 3. This ordinance shall be in full force and effect upon its passage and publication according to law.

Passed by the Crosslake City Council on _____, 2013.

CITY OF CROSSLAKE, MINNESOTA

By _____
It's Mayor

ATTEST:

City Clerk

Published in the _____ on _____, 2013.

THIS DOCUMENT DRAFTED BY:

J. Brad Person
City Attorney
35253 County Road 3
Crosslake, MN 56442