

City of Crosslake
Budget Workshop/Special Council Meeting
August 8, 2019 - 4:00 PM - City Council Chambers

1. Call to Order
2. Planning and Zoning Job Descriptions/Post Open Position(s)
 - a. Planning and Zoning Administrator
Council Action/Motion
 - b. Planning and Zoning Coordinator
Council Action/Motion
3. Discuss Need to Purchase Land Behind Andy's
4. Review Estimates for Feasibility Study
 - a. Storm Water Outfalls Along County Road 66
Council Action/Motion
5. 2020 Preliminary Budget Discussion
6. Adjourn

2. a.

CITY OF CROSSLAKE

Position Description

Job Title: Planning & Zoning Administrator
Department: Planning & Zoning
Supervisor: City Administrator
Effective Date: July 19, 2019

DESCRIPTION OF WORK:

The Planning & Zoning Administrator is responsible for conducting property inspections, approving land use permits, enforcing the city land use ordinance, and providing information and assistance to citizens, property owners, installers, contractors and other stakeholders regarding land use regulation, sewage treatment systems, public hearings, and other environmentally related programs.

The position has accountability for a number of distinct functions encompassing the Administration and enforcement of the Crosslake Use Land Ordinance, Crosslake Comprehensive Plan, and the Wetland Conservation Act. These functions are accomplished through the review and field inspection of land use permit applications, investigating land use complaints and enforcing violations. These activities are dedicated to achieving a high level of professional services that promote orderly land development and protect and enhance the environmental resources of Crosslake.

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

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

TYPICAL DUTIES PERFORMED:

- Conduct inspections of properties for all land use activities regulated by Crosslake, including site visits in support of the Crosslake Planning and Zoning Commission.
- In conjunction with site visits and consultation with applicants as appropriate, approve or deny land use applications submitted to Crosslake pursuant to the city's prescribed regulatory authority.
- Provide customer service to applicants to assist them in complying with the City Comprehensive Plan and Zoning Ordinance.
- Respond to citizen inquiries regarding land use and related environmental matters.
- Respond to land use complaints through direct communication with complainant, inspection of the property, and communication with the involved property owner. Prepare written reports regarding alleged violation and proposed resolution. Issue citations and cease and desists orders as warranted. Prepare written reports in the format established by the department, for submission to the City Attorney requesting prosecution of land use violations. Testify in court and provide additional evidence as necessary.

- Coordinates and facilitates the City Development Review Team Process and meetings of the City Planning and Zoning Commission including processing of applications, completing required mailings and newspaper publications, preparation of staff report, minutes, findings of fact and other related meeting requirements.
- Attends City Council Meetings.
- Responsible for enforcement of City road right of ways and road vacation applications.
- Collaborate and coordinate activities as necessary with other city departments, and related outside agencies such as the Soil and Water Conservation District, Department of Natural Resources, Minnesota Pollution Control Agency, Department of Health, other state and federal agencies as necessary.
- Communicate city land use policies and activities to citizens, property owners, and stakeholders such as lake associations, environmental, business and community groups, as well as to local officials and City Council members.
- Recommend land use policy initiatives to improve customer service, promote wise land use practices and enhance protection of natural resources, consistent with the City's comprehensive plan, zoning ordinance and applicable state rules, plans and statutes. Recommend ordinance improvements, enhanced public communication opportunities, and improved compliance and enforcement strategies to effectively achieve land use objectives.
- 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.
- 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 staff informed on deviations from the budget.
- Perform all other related assignments as required, including special project assignments, in a professional manner.

MINIMUM QUALIFICATIONS:

- Associates Degree in an environmentally related discipline such as environmental studies, earth sciences, land use planning, or natural resources management, or equivalent work experience in the field of land use regulation.
- Two years or more experience within related technical/functional work area including assignments involving the administration and enforcement of land use regulations in a customer service environment.

DESIRABLE QUALIFICATIONS:

- Experience working within a customer-focused, field-based land-use permitting and enforcement environment utilizing site visits for permit approvals and complaint resolution.
- Knowledge of and experience implementing Wetland Conservation Act regulations, storm water management and soil and water conservation practices.

- Experience with land use planning and zoning matters, including presentations to local planning and zoning boards.
- Must possess well-rounded knowledge of commonly-used concepts, practices and procedures. Demonstrates excellent verbal/written communications, time management, interpersonal and organizational skills. Demonstrates the ability to be organized and work on multiple projects.
- Ability to analyze problems and make sound and prompt decisions.
- Ability to communicate effectively in oral and written presentations.
- Minnesota Pollution Control Agency ISTS Inspector professional registration.
- General knowledge of state and local statutes, rules and ordinances regarding individual sewage treatment systems, land use planning, solid waste, wetlands and other environmentally-related fields.
- Knowledge and skills applying land use regulations within a customer service-focused, proactive, site-based evaluation model.
- Effective communication skills, including personal and interpersonal skills, project management and decision making skills.
- Ability to perform technical inspections, provide oversight and make recommendations for various permit applications.
- Maintain effective relationships with citizens, colleagues, county officials, state agency representatives, ISTS professionals, contractors and other environmentally related groups and constituencies.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Light to medium physical activities requiring climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, near and far acuity, depth perception, and color vision. The employee must occasionally lift and or move up to 50 pounds.

Mental Functions: Comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating and interpersonal skills/behaviors.

Environment & Physical Surrounds: Work in the field will include exposure to weather and wet conditions as well as inside work in an office setting.

Job Description: Planner – Zoning Coordinator
 Department: Planning & Zoning
 Supervisor: ~~Community Development Director~~ Planning and Zoning Administrator
 Effective Date: ~~June 11, 2012~~ July 2019

DESCRIPTION OF WORK

General Statement of Duties: ~~To assist in administering, interpreting and enforcing the Zoning and Subdivision Ordinance, including the Minnesota Accessibility Code. Generate concise staff reports to the Planning & Zoning Commission and City Council. Provide needed support in the development of commercial and residential projects, long range planning studies and provide information on a wide variety of planning and zoning matters to the public.~~ The Planner – Zoning Coordinator is an advanced professional/technical position that serves as the primary administrative resource for the Planning Commission/Board of Adjustment. The individual in this position will prepare and distribute materials, fulfill public notice and document publication requirements, coordinate meetings, process applications, prepare and distribute all necessary correspondence to the parties involved. This position provides technical review and administrative support in the areas of permitting, land use application and public hearings.

Supervision Received: Works under the general and administrative supervision of the ~~Community Development Director.~~ Planning and Zoning Administrator

Supervision Exercised: None

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 and Plans.
- Meet with applicants and citizens to ensure a comprehensive and timely resolution of each request.
- Review land use and shoreland zoning permit and building permit applications for accuracy and completeness, request additional documents as needed from applicant and coordinate the approval process.
- ~~Develop and prepare background material including graphics and photographs to review with involved parties.~~
- Preparing staff reports for Council Action packets, including required resolutions, exhibits and forms.
- Prepare staff 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 and zoning procedures.
- Furnish copies of City Ordinances to the public upon request.

- Offer assistance to the public in the preparation of applications and accepts applications for plats, subdivisions, variances, conditional use permits, zoning changes, appeals, and land use permits, land alteration, lot line adjustments, lot consolidation, and park dedication fees. zoning and building permits.
- Respond either by letter, email or phone to inquiries for information and maintain a written record of inquiry and response given.
- ~~Develop or implement long range planning studies, area specific land use studies or other program development studies or actions as required.~~
- Assists in maintaining land management files.
- ~~Develop graphics or statistical material for presentation.~~
- Research and provide staff comments and recommendations to the Planning and Zoning Commission, Board of Adjustment or City Council, as necessary.
- Develop and maintain filing, retention and retrieval systems including electronic media, scan data and hard files in a manner that ensures effective retention and retrieval of all assigned materials.
- Track septic compliance inspections.
- Draft findings of fact for approval by the Planning & Zoning Commission, Board of Adjustment or City Council, as necessary.
- Assist in reviewing and recommending changes to the City Comprehensive Plan.
- Assist in interpreting and enforcing local Zoning Ordinance regulations.
- Assist and recommend updates and revisions to documents including the Zoning Ordinance, Zoning Maps, Subdivision Ordinance, Floodplain Ordinance and Comprehensive Plan.
- Work jointly with other City personnel to amend ordinances and policies.
- Provide administrative support for all assigned meetings including required notices, scheduling, room arrangements, supplies, materials, minutes and other related duties as assigned.
- Keep handouts and website information for Planning and Zoning department up to date with forms, applications, fact sheets, fee schedule, septic list and survey list.
- Prepare public hearing notices and meeting notices for local newspaper; send notices to adjacent property owners within statutory timelines.
- Attend professional development seminars and continuing education to keep up on technical advances and code amendments.
- ~~Assist in preparing grant applications for projects and in administering grants.~~
- Cooperate with various federal, state and local government agencies regarding land use issues, when necessary.
- Copy and maintain all applications and handouts for the public.
- Prepare and mail property transfer letters.
- Development Review Team meetings: schedule, make packets and invite outside agencies.
- Create certificates of installation.
- Planning Commission/Board of Adjustment meetings: prepare staff reports, prepare summary reports, prepare findings of fact reports, prepare minutes, maintain video recordings.
- ~~Assist in monitoring all professional billings pertaining to development projects and initiate invoices for reimbursement by the developer.~~

- ~~Assist in the coordination of the Enhanced 911 addressing system between city departments, Crow Wing County and the affected property owners.~~
- Assist in providing and verifying information required by the Bureau of the Census in conducting census activities.
- Record variances, conditional use permits and other approvals with Crow Wing County.
- ~~Sign off on approved Metes and Bounds subdivisions when requested.~~
- Assist the ~~Community Development Director~~ **Planning and Zoning Administrator** to prepare for various committee meetings when necessary.
- Attend meetings in place of the ~~Community Development Director~~ **Planning and Zoning Administrator** when the ~~Community Development Director~~ **Administrator** cannot attend.
- ~~Maintain familiarity and properly apply City mapping resources to assist the public with applications, including, but not limited to, zoning map, highway map, land use maps, plat map and address map.~~
- Utilize City Geographic Information System (GIS) for permitting and information analysis.
- Maintain computer tracking system and property databases for all permits and code related issues.
- **Prepare weekly deposits from all applications and submit them to the City Clerk.**
- **Enter wetland, E911, and septic designs into Crow Wing County “RT Vision” website.**
- **Maintain spreadsheets for land use permits, septic designs, septic compliance, variances, conditional use permits, lot line adjustments, lot line consolidations, winter window septic compliance, winter window wetland compliance, property transfers, Minnesota Pollution Control Agency data, individual septic installers and land use amendments.**
- Perform such other duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to write concise, thorough reports.
- Considerable ability to operate various office and field equipment, including but not limited to computer and related software, copier, calculator, typewriter, telephone system, fax machine and two-way radio, digital camera, and soil auger.
- Considerable ability to maintain confidentiality of communications and information obtained by the Planning & Zoning Department.
- Ability to interpret aerial images, site plans, plats and improvement plans.
- Ability to operate windows and internet software.
- ~~Ability to operate a Global Positioning System (GPS) unit and understand its functions.~~
- Ability to take accurate notes of meetings and prepare reports.
- Ability to speak clearly and in a concise manner to large and small groups.
- 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.
- Knowledge of site planning principles and design objectives.
- Knowledge of the intent and purpose of city planning principles.
- Knowledge of zoning ordinance and subdivision regulation administration.
- Working knowledge of the Minnesota Accessibility Code and administration of the program.

- Working knowledge of the principles, practices, purposes, scope and techniques of comprehensive planning; research methods and sources of data; land use and 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 or on weekends.
- Must possess a general learning ability. Must understand the meaning of words and the ideas associated with them.
- 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 period of time.
- Ability to accept responsibility for planning and performing all required activities.
- Ability to interpret feelings, ideas or facts in terms of personal viewpoint and be able to influence people about their opinions.
- Ability to make generalizations, evaluations or decisions based on sensory or judgment criteria.
- 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.
- Considerable ability to prioritize work, research files and solve problems.
- Ability to work as a team player with both Planning & Zoning staff and other City staff.

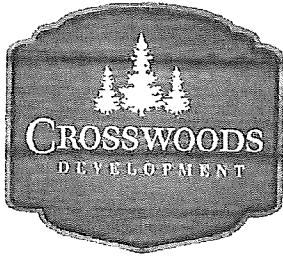
MINIMUM QUALIFICATIONS

Bachelor's Degree in Community and/or Regional Planning or related field or one year experience working in a Planning and Zoning Department.

~~Must possess a SSTS Inspector License (or ability to obtain within one year).~~

Must possess a valid MN Class D Driver's License.

~~Must possess an Accessibility Specialist Certificate (or ability to obtain within one year).~~



August 8, 2019

Re: Land sale Parcel # 14210763

City Council

City of Crosslake

Crosslake, Mn. 56442

Dear Crosslake Council and Mayor,

Crosswoods Development LLC is offering to sell the above mentioned parcel of land to the City of Crosslake for the price of \$275,000. If the city wants to get a certified appraisal on the property the price would be the lessor of the appraisal or the \$275,000. The offer is good for 6 months in order for the city to get proper easements and plans together. Below are a few minor contingencies that I believe the city should be in favor of.

1. The city would need to obtain easements to property from adjoining landowners to access the property should the city not elect to have access off Co. Rd. #3.
2. I would be the desire of Crosswoods Dev. that the land be used for a "Nature Preserve" with pedestrian/bike trails, nature kiosks, trail directional signage, picnic areas, nature overlooks, and parking as needed for community needs.
3. Crosswood Dev. would like to sit on a committee to help develop this property and the surrounding accesses.
4. These improvements should be developed within the next three years.

Thank you for your interest in the property.

Crosswoods Development LLC



James A. Anderson, CEO

Crow Wing County

Crow Wing County
Land Services
322 Laurel St, Suite 15
Brainerd, MN 56401

218-824-1010
www.crowwing.us

Property ID: 120212400AHB009
Owner: CROSSWOODS DEVELOPMENT LLC

Taxpayer(s):

TAXPAYER # 116263
CROSSWOODS DEVELOPMENT LLC
C/O ANDERSON BROTHERS CONST
11325 STATE HWY 210
BRainerd, MN 56401

Property Description:

CITY OF CROSSLAKE
SEC: 21 TWP: 137.0 RG: 27 LOT: BLK: ACRES: 4.19
ALL THAT PT OF W 580 FT OF THE SE 1/4 OF
NW 1/4 OF SEC 21 LYING N'LY OF CSAH 3 & LYING
E'LY OF FOL DESC LINE: COMM AT SW COR OF SD

Property Addr: 35463 COUNTY ROAD 3 \CROSSLAKE, MN

2018 Property Tax Statement

VALUES & CLASSIFICATION		
Taxes Payable Year: 2017 2018		
STEP	Estimated Market Value:	199,400 201,000
1	Homestead Exclusion: Taxable Market Value: New Improvements/ Expired Exclusions: Property Classification:	199,400 201,000 COMM COMM
STEP	Sent in March 2017	
2	PROPOSED TAX Proposed Tax (excluding special assessments) Sent in November 2017	3,466.00
STEP	PROPERTY TAX STATEMENT	
3	First-half Taxes: May 15 Second-half Taxes: October 15 Total Taxes Due in 2018:	1,723.00 1,723.00 3,446.00

\$\$\$

You may be eligible for one or even two refunds to reduce your property tax.

REFUNDS? Read the back of this statement to find out how to apply.

Taxes Payable Year: 2017 2018	
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.	
PROPERTY TAX AND CREDITS	
3. Property tax before credits	4,077.00 3,431.00
4. Credits that reduce property taxes:	
A. Agricultural and rural land credits	
B. Taconite tax relief	
C. Other credits	
5. Property tax after credits	4,077.00 3,431.00
PROPERTY TAX BY JURISDICTION	
6. County	1,046.31 1,037.74
7. City or Town	911.13 951.01
8. State General Tax	1,483.32 776.27
9. School District: A. Voter approved levies	307.27 298.72
0186 B. Other local levies	321.39 359.58
10A. Special taxing district	7.58 7.68
B. Tax increment	
C. Fiscal disparity	
11. Non-school voter approved referenda levies	
12. Total property tax before special assessments	4,077.00 3,431.00
SPECIAL ASSESSMENTS	
13A. SOLID WASTE/RECYCLING FEE	15.00 15.00
B.	
C.	
14. Total property tax and special assessments	4,092.00 3,446.00

ISSUED: 03/16/2018

2 ND HALF PAYMENT STUB

Pay on or before October 15 to avoid penalty
Real Estate Crow Wing County

Payable in **2018****R**

Note: When you provide a check as payment you authorize the County to use information from your check to make a one-time electronic fund transfer from your account. The funds may be withdrawn from your account the same day. You will not receive your check back from your financial institution.

Make checks payable to:
Crow Wing County

CASH ☐
CHECK ☐
COUNTER ☐
MAIL ☐

TAXPAYER # 116263
CROSSWOODS DEVELOPMENT LLC
COMM ACCT# 25936

Property ID Number: 120212400AHB009	
Full Tax for Year	3,446.00
Balance Due	1,723.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

ISSUED: 03/16/2018

Check if address change on back ☐
If box is checked you owe delinquent taxes ☐
Detach stub and include with second half payment ☐

1 ST HALF OR FULL PAYMENT STUB

Pay on or before May 15 to avoid penalty
Real Estate Crow Wing County

Payable in **2018****R**

Note: When you provide a check as payment you authorize the County to use information from your check to make a one-time electronic fund transfer from your account. The funds may be withdrawn from your account the same day. You will not receive your check back from your financial institution.

Make checks payable to:
Crow Wing County

CASH ☐
CHECK ☐
COUNTER ☐
MAIL ☐

TAXPAYER # 116263
CROSSWOODS DEVELOPMENT LLC
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Balance Due	1,723.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

ISSUED: 03/16/2018

Check if address change on back ☐
If box is checked you owe delinquent taxes ☐
Detach stub and include with first half or full payment ☐

**CONFIRMATION OF REQUEST
FOR
ENGINEERING SERVICES**

CLIENT: Crosslake/Crow Wing County **LOCATION:** Crosslake, Minnesota **DATE:** July 23, 2019

SERVICE REQUESTED BY: City of Crosslake and Crow Wing County Soil and Water

PROJECT: Engineering Feasibility Study - CSAH 66 Study Area – City Hall to CSAH 16 Storm Water Outfalls

DESCRIPTION OF WORK INVOLVED:

Based on prior WSN study of potential storm water treatment options including retention ponding, hydrodynamic separation and bio-filtration, WSN will review the feasibility of treating five known County storm pipe outfalls that currently discharge to Cross Lake along the CSAH 66 corridor from City Hall to CSAH 16 (within the proposed sanitary sewer extension project area slated for 2020 construction). The Water Quality Committee has requested study of the feasibility of conveying storm water to a possible retention area located on the north side of Daggett Pine Road near the intersection with Miller Road. This study will investigate the feasibility of that option in addition to other localized outfall options. The selected options will be modeled for sediment and nutrient reduction potential. We will review the draft report with the Water Quality Committee and prepare a cost estimate for the selected improvements that the Crow Wing County Soil and Water staff may use to prepare funding applications. This proposal does not include sampling, laboratory analysis or flow monitoring.

PROFESSIONAL FEES (Includes WSN time and expenses): Feasibility Study \$9,800.00

BILLING METHOD:

- ☒ Hourly
- ☐ Percentage
- ☐ Lump Sum
- ☐ Other

BILLING SCHEDULE:

- ☒ Monthly
- ☐ Phased
- ☐ Upon Completion

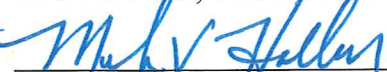
REMARKS: Services and billing will be on an hourly plus expenses basis per the 2019 Fee Schedule and General Provisions of Professional Services Agreement.

WIDSETH SMITH NOLTING agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

SUBMITTED:

WIDSETH SMITH NOLTING AND ASSOC., INC.

BY: 
David S. Reese, Vice President

BY: 
Mark V. Hallan, Vice President

APPROVED:

CITY OF CROSSLAKE

BY: _____

DATE: _____

WIDSETH SMITH NOLTING



2019 FEE SCHEDULE

CLASSIFICATION	HOURLY RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer	
Level I	\$105.00
Level II	\$125.00
Level III	\$152.00
Level IV	\$165.00
Level V	\$180.00
Technician	
Level I	\$ 70.00
Level II	\$ 88.00
Level III	\$105.00
Level IV	\$120.00
Level V	\$132.00
Computer Systems Specialist	\$130.00
Senior Funding Specialist	\$120.00
Marketing Specialist	\$100.00
Funding Specialist	\$ 90.00
Administrative Assistant	\$ 63.00

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) 94¢/mi 55¢/mi	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
Waste Water Sampler	\$40.00/Day
ISCO Flow Recorder	\$60.00/Day
Photoionization Detection Meter	\$80.00/Day
Explosimeter	\$50.00/Day
Product Recovery Equipment	\$35.00/Day
Survey-Grade GPS (Global Positioning System)	\$75.00/Hour
Mapping GPS (Global Positioning System)	\$150.00/Day
ATV	\$100.00/Day
ATV w/ Tracks	\$200.00/Day
Soil Drilling Rig	\$35.00/Hour
Groundwater Sampling Equipment	\$75.00/Day
Subcontractors	Cost Plus 10%

Reproduction Costs	RATE
Black & White Copies: 8 1/2 x 11	\$0.10
Black & White Copies: 11 x 17	\$0.50
Black & White Copies: 24 x 36	\$3.00
Color Copies: 8 1/2 x 11	\$2.00
Color Copies: 11 x 17	\$4.00
Color Copies: 24 x 36	\$12.00
Color Plots: 42 x 48	\$22.00

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolling, a Minnesota Corporation, hereinafter referred to as WSN, and a CLIENT, wherein the CLIENT engages WSN to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WSN Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WSN.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WSN shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WSN have an understanding of the expected work to be performed.

If WSN is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WSN

A. Compensation to WSN for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WSN's services shall apply to all or parts of a work scope where WSN's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on an estimated percentage of completion of WSN's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WSN's services shall apply to all or parts of a work scope where WSN's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WSN shall be paid for the actual hours worked on the Project by WSN technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WSN's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WSN to CLIENT upon which to base periodic payments to WSN.
3. In addition to the foregoing, WSN shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WSN.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WSN in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WSN shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WSN may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WSN has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WSN shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WSN's resumption of services, the time for performance of WSN's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.



ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WSN. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WSN to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WSN under this Agreement except for payment of an amount for WSN's anticipated profit on the value of the services not performed by WSN and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WSN shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WSN or its consultants are Instruments of Service and shall remain the property of WSN or its consultants, respectively. WSN and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WSN and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WSN shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WSN shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WSN for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WSN. CLIENT shall indemnify, defend and hold harmless WSN from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WSN. This indemnity shall survive the termination of this Agreement.

Should WSN choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WSN. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WSN makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WSN to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WSN.

ARTICLE 7. CLIENT'S RESPONSIBILITIES

- A. To permit WSN to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WSN:
1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
 2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WSN's services.
 3. Furnish, as required for performance of WSN's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
 4. Provide access to, and make all provisions for WSN to enter upon publicly or privately owned property as required to perform the work.
 5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
 6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WSN, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WSN.
 7. Give prompt written notice to WSN whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WSN's services or any defect in the work of Construction Contractor(s), Consultants or WSN.
 8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.
- If WSN encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WSN shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WSN do not include identification of asbestos or pollution, and WSN has no duty to identify or attempt to identify the same within the area of the Project.
- With respect to the foregoing, CLIENT acknowledges and agrees that WSN is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WSN on the Project. It is further understood and agreed that services WSN will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WSN's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WSN and WSN's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WSN. This indemnification shall survive the termination of this Agreement.
9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WSN may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WSN may use any CLIENT provided information in performing its services. WSN shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WSN finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WSN shall endeavor to notify the CLIENT. However, WSN shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto, are to be made on the basis of WSN's experience and qualifications and represent WSN's judgment as an experienced design professional. It is recognized, however, that WSN does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WSN's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WSN does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WSN to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WSN's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WSN is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WSN will not be responsible for, and CLIENT shall indemnify and hold WSN, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WSN, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WSN has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WSN may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WSN's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WSN's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WSN's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WSN's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WSN's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WSN has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WSN will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFIs are, in WSN's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WSN shall be entitled to compensation for Additional Services for WSN's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WSN will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WSN to become generally familiar with the Work. WSN shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WSN shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WSN shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation and the CLIENT waives any claims against WSN that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WSN's negligence, a required item or component of the Project is omitted from the construction documents, WSN shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WSN be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WSN shall not be required to sign any documents, no matter by whom requested, that would result in WSN having to certify, guarantee or warrant the existence of conditions whose existence WSN cannot ascertain. CLIENT agrees not to make resolution of any dispute with WSN or payment of any amount due to WSN in any way contingent upon WSN signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WSN agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WSN, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WSN with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WSN shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WSN shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WSN is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WSN as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WSN or CLIENT. WSN's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WSN because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WSN's services in connection with the Project shall not subject WSN's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WSN, a Minnesota corporation, and not against any of WSN's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WSN, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WSN, employees of WSN and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WSN, employees of WSN and sub-consultants, to all those named shall not exceed \$10,000 or WSN's total fee received for services rendered on this project, whichever is greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WSN will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WSN. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

Pursuant to the Agreement WSN will be performing services in connection with improvements of real property and may contract with subconsultants or subcontractors as appropriate to furnish labor, skill and/or materials in the performance of the work. Accordingly, CLIENT is entitled under Minnesota law to the following Notice:

- (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for its contributions.
- (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.



Real People. Real Solutions.

6. b.
7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

July 26, 2019

Mike Lyonais - City Administrator
City of Crosslake
37028 County Road 66
Crosslake, MN 56442

RE: Proposal for Professional Engineering Services
CSAH #66 Storm Sewer Feasibility Study

Dear Mr. Lyonais:

Per your request yesterday, Bolton & Menk has prepared this proposal for engineering services to conduct a feasibility study to address existing storm sewer outfall locations along CSAH 66 within the Moonlite Bay Sanitary Sewer Extension project limits.

As you are aware, Bolton & Menk is under contract with the City to provide professional services for the extension of sanitary sewer along CSAH 66 to address onsite sanitary sewer treatment issues in the Moonlite Bay area. On Monday, July 8, 2019, the City Council approved our contract to continue with geotechnical investigation of the project corridor and to begin preliminary engineering services.

As part of our services, we met with Rob Hall from the Crow Wing County Highway Department on July 15, 2019 to discuss County expectations for replacement of CSAH 66 as part of the sanitary sewer extension effort. One aspect of that meeting included the discussion of existing CSAH 66 storm sewer outfalls at which time Mr. Hall indicated that the County was not planning to upgrade the storm sewer outfalls to address water quality concerns. Rather, it was the County's position that if the City or other groups, such as SWCD or WAPOA, wanted to address the water quality concern, the County would be willing to be considered as a contributor to the overall effort but not lead or completely fund it. This information was passed on to City staff along with our offer to assist the City so that potential storm sewer improvements could be seamlessly integrated into our design of the sanitary sewer extension within the CSAH 66 corridor.

Based on information provided during our recent conference call regarding conversations that were had at a recent water quality committee meeting, we understand that the City of Crosslake is interested in doing a feasibility study regarding the existing five (5) storm sewer outfalls to identify options and select a preferred option that would become the basis for a grant funding application prepared by Melissa Barrick from SWCD. Furthermore, we understand the funding application is due by mid-September 2019. Phone calls were made to

Rob Hall and Melissa Barrick to aid in our understanding of the meeting discussion last week. However, both were unavailable and due to the short timing of the City request, our proposal was prepared without that conversation.

To assist the City of Crosslake with the feasibility study, we propose the following scope, fees, and timeframe for completion.

Feasibility Study Scope:

Execution of a Feasibility Study for the existing storm sewer outfalls along CSAH 66 within the general area of the Moonlite Bay sanitary sewer extension limits. The study effort will include the following activities:

- Data Collection: We will use record drawings and other existing available data on the storm drain system, LiDAR topography, and available GIS data layers. Additional field survey work is not included in the scope.
- Drainage Area and Impervious Calculation: We will determine contributing drainage areas and impervious surfaces for each of the five storm drain outfalls based existing and proposed (post extension) conditions.
- Preliminary Design: Our water resource designers will prepare a preliminary design and sizing for proposed Best Management Practices (BMPs) for use to improve water quality treatment within the five storm water outfalls. This activity will include consideration of BMPs such as sump manholes, in-line proprietary hydrodynamic devices (used to retain sediment and debris), and infiltration/filtration basins or wet sediment ponds.
- Budgetary Cost Estimates: Our staff will prepare a preliminary opinion of probable cost for each outfall water quality improvement and alternative BMP.
- Water Quality Analysis: We will prepare Water Quality Analysis for existing and proposed conditions at each of five outfalls using P8 Urban Catchment Model (P8) or MPCA Minimal Impact Design Standards (MIDS). These models will allow our staff to compute the total phosphorus (TP) and total suspended solids (TSS) pollutant loads and pollutant load reductions due to the proposed BMPs.
- Preparation of Feasibility Report: Our water resources specialists will summarize results in a technical memorandum that will describe how the proposed BMPs will improve water quality at each outfall including preliminary opinions of probable cost for each alternative BMP. This information will be available for inclusion in the grant funding application to demonstrate the water quality value of the proposed improvements and their associated cost to construct.

Fee Schedule:

Based on our understanding of the City request, we estimate a total cost of \$9,4670 to complete the Feasibility Study of the five existing storm sewer outfalls. A detailed breakdown of estimated hours and cost for the tasks listed above is attached for your review.

Name: City of Crosslake
Date: July 26, 2019
Page: 3

Project Schedule:

We propose to begin immediately upon receipt of a notice to proceed and will have the study completed within 30 days of that notification to proceed.

We appreciate the opportunity to assist the City of Crosslake. Please feel free to contact me at 218-821-7265 or via email at Phillip.Martin@bolton-menk.com if you have any questions regarding our proposal for professional services to the City of Crosslake.

Respectfully submitted,
Bolton & Menk, Inc.

A handwritten signature in blue ink, appearing to read "P. Martin", with a stylized flourish at the end.

Phillip M. Martin, P.E.
Principal Engineer

cc: David Nevin, Mayor - City of Crosslake
Ted Strand, Public Works Director

CLIENT: City of Crosslake							
PROJECT: CSAH #66 Storm Sewer Feasibility Study							
TASK NO.	WORK TASK DESCRIPTION	Principal-in-Charge	Senior Water Resource Engineer	Water Resource Project Engineer	Water Resource Design Engineer	Total Hours	Total Cost
1	Data Collection	0	0	1	0	1	\$137.00
2	Drainage Area and Impervious Calculations	0.5	0	1	6	7.5	\$908.50
3	Preliminary Design	1	0	6	20	27	\$3,285.00
4	Preliminary Opinion of Cost	0.5	2	2	12	16.5	\$2,045.50
5	Water Quality Analysis	0	0	2	12	14	\$1,654.00
6	Prepare Feasibility Report	1	2	2	6	11	\$1,437.00
TOTAL HOURS		3	4	14	56	77	
SUBTOTAL		\$489.00	\$620.00	\$1,918.00	\$6,440.00		
TOTAL LABOR COSTS							\$9,467.00
TOTAL FEE							\$9,467.00

City of Crosslake

Public Information Meeting
2019 Tax Levy Collectible in 2020
2020 Budget

Thursday, August 8, 2019
City Hall
37028 County Road 66
Crosslake, MN 56442

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13 – 25	Capital Outlay – Budget vs. Actual

**City of Crosslake
2020 Budget Assumptions
08/08/2019 Budget Meeting**

Previous Budget Meeting(s):

Workshop Meeting - August 22, 2019 - 4:00 PM

Workshop Meeting - September 5, 2019 - 4:00 PM

Preliminary Levy Certification - September 9, 2019 (Regular Council Meeting)

(Preliminary Levy must be certified no later than September 30, 2019.)

Additional workshop meeting dates - TBD

Proposed Truth In Taxation Meeting and Final Levy Certification - During Regular Meeting on December 9, 2019.

Revenue Assumptions:**- Levy**

- Pay 2020 includes a provision for new capital improvement bonds to be issued yet this year.

- Levy challenges.

- EDA

- EDA Levy at \$8,500 to service Brainerd Lakes Area Development Corp. fee and other misc. charges.

- Sewer Rate Adjustment

- Base sewer rate adjustment of \$0 over 2019. A rate adjustment should be considered.

Expenditure(s) Assumptions:**- Operating Expenditures vs. Non-Operating Expenditures****- Salaries/Benefits:**

- Adjustments in accordance/consistent with applicable union contract.

- Health insurance rates reflect estimated rates.

- Staffing level(s)

- Capital Expenditures

- Projects funded with a combination of debt, cash, and special assessments.

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

Other Discussion Items(s):

- Update on bond issuances(s)

- Development of Special Assessment Policy

- Council Direction

CITY CALCULATIONS

CITY OF CROSSLAKE

CITY OF CROSSLAKE
** FINAL RATES

12-Mar-19

PAYABLE 2019

PREV TIF:
PREV FD CONT:

21,145
16,670

LGA Relief:
Rate:
0
0.000%

INITIAL TAX CAPACITY:	13,138,641	13,100,647
less TIF Value:	20,932	
less FD Contrib Value:	17,062	
TAXABLE TAX CAPACITY:		13,100,647

Max. EDA Levy = .01813% of Prev. Yr. Estimated MV (469,107)
0.01813% 218,650.00

PREV EMV:	1,206,011,700	2.9%
PREV TAXABLE MV: (FULLY TAXABLE)	1,192,379,178	3.0%
PREV TC:	12,692,912	3.2%
PREV NTC LEVY:	3,692,137	7.0%
PREV FD DIST:	33	13.9%
PREV FINAL LEVY:	3,692,104	7.0%

REF MV: 440,733,895
TAX MV: 1,227,696,933
EST MV: 1,240,887,000
NEW CONST: 12,284,500

PREV RATE:
29.088%
1.069%

08/08/2019 BU 2020 Preliminary Budget Draft

TYPE	FUND NAME	TOTAL LEVY REQUEST	TACONITE AID	TIF EXCESS	ADJUSTED LEVY	FISC DISP DISTRIB	FINAL LEVY	SPREAD LEVY	GENERAL RATE
10	CITY REVENUE	3,218,300		0	3,218,300	37.52	3,218,262	3,218,304.94	24.566%
83	EDA	8,500		0	8,500	0.00	8,500	8,515.42	0.065%
322	G.O. REFUNDING BONDS, 2012A	344,884		0	344,884	0.00	344,884	344,940.04	2.633%
335	G.O. EQUIPMENT CERT. 2015B	155,127		0	155,127	0.00	155,127	155,111.66	1.184%
347	G.O. SEWER REV IMP BONDS 2017	118,776		0	118,776	0.00	118,776	118,822.87	0.907%
352	G.O. RECONSTRUCTION BONDS 2018	105,000		0	105,000	0.00	105,000	104,936.18	0.801%
	TOTAL	3,950,587		0	3,950,587	37.52	3,950,549	3,950,631.11	30.157%

REQUIRED DEBT LEVY: \$823,797.13
(Diff. covered by County Lease Pmt) Check Debt Levy

CITY OF CROSSLAKE

CROW WING COUNTY TAX RATES FOR TAXES PAYABLE IN THE YEAR 2019

18-Mar-19 (Print Date)

*** 2019 FINAL TAX RATES Page 1

TOWNSHIP	SCHOOL & STD	NTC RATE	MV RATE	FISC DISP RATE	TOWNSHIP	SCHOOL & STD	NTC RATE	MV RATE	FISC DISP RATE	CITY	SCHOOL & STD	NTC RATE	MV RATE	FISC DISP RATE
Bay Lake	181F1HD	72.785%	0.13880%		Little Pine	182HD	78.630%	0.09769%	22.628%	Baxter	181	115.857%	0.13880%	
	181F2HD	73.184%	0.13880%		Long Lake	181	78.830%	0.13880%		Brainerd	181	144.044%	0.13880%	
	182F1HD	58.321%	0.09769%	30.663%	Maple Grove	181	72.898%	0.13880%		181RSD		113.920%	0.13880%	
	182F2HD	58.720%	0.09769%	27.507%	Mission	182	66.212%	0.09769%	30.858%	Breezy Point	186	87.777%	0.12310%	
Center	181	79.311%	0.13880%			186	63.497%	0.12310%		Crosby	182HD	152.402%	0.09769%	22.646%
	182	64.847%	0.09769%	29.587%	Nokay Lake	181	94.412%	0.13880%		Crosslake	2174	69.818%	0.11801%	
Crow Wing	181	90.160%	0.13880%			182	79.948%	0.09769%	35.785%		182	78.601%	0.09769%	45.898%
Daggett Brook	181	80.970%	0.13880%		Oak Lawn	181	81.006%	0.13880%			186	75.886%	0.12310%	
	484	79.833%	0.17949%			182	66.542%	0.09769%	4.646%	Cuyuna	182HD	106.928%	0.09769%	16.530%
Deerwood	001HD	58.099%	0.12949%		Pelican	182	60.534%	0.09769%	26.062%	Deerwood	182HD	145.300%	0.09769%	24.481%
	182HD	69.555%	0.09769%	29.402%		186	57.819%	0.12310%		Emily	182HD	90.953%	0.09769%	31.588%
Fairfield	182HD	69.598%	0.09769%	35.291%		186DET	61.704%	0.12310%		Fifty Lakes	2174HD	63.018%	0.11801%	
	186	66.883%	0.12310%		Perry Lake	182HD	61.390%	0.09769%	31.623%	Fort Ripley	181	91.976%	0.13880%	
Fort Ripley	181	75.409%	0.13880%		Platte Lake	181	79.737%	0.13880%		Garrison	181SD	156.464%	0.13880%	
Gail Lake	2174	48.852%	0.11801%			484	78.600%	0.17949%		Ironton	182HD	153.520%	0.09769%	28.687%
Garrison	181	84.612%	0.13880%		Rabbit Lake	001HD	65.136%	0.12949%	33.437%	Jenkins	186	103.861%	0.12310%	
	181SD	106.637%	0.13880%			182HD	76.592%	0.09769%	18.767%	Manhattan Beach	2174	61.721%	0.11801%	
	480	76.196%	0.11175%		Roosevelt	181	80.972%	0.13880%		Nisswa	181	96.123%	0.13880%	
	480SD	98.221%	0.11175%			480	72.556%	0.11175%			186	78.944%	0.12310%	
Ideal	2174	49.911%	0.11801%		Ross Lake	001HD	47.943%	0.12949%	23.861%	Pequot Lakes	186	104.308%	0.12310%	
	186	55.979%	0.12310%			182F1	59.399%	0.09769%	24.861%	Riverton	182HD	87.950%	0.09769%	16.715%
	186DET	59.864%	0.12310%		St. Mathias	181	87.013%	0.13880%		Tronmald	182HD	89.290%	0.09769%	19.632%
Irondale	182HD	94.657%	0.09769%			482	78.085%	0.19554%						
Jenkins	2174	50.603%	0.11801%		Timothy	2174	46.141%	0.11801%						
	186	56.671%	0.12310%		Wolford	182HD	66.165%	0.09769%	24.646%					
Lake Edward	181	71.275%	0.13880%		Unorg-Dean Lake	001HD	72.511%	0.12949%	21.510%					
	182	56.811%	0.09769%	13.880%	Unorg-1st Assmt	181	74.724%	0.13880%						
	186	54.096%	0.12310%											

CROW WING COUNTY TAX RATES FOR TAXES PAYABLE IN THE YEAR 2019

18-Mar-19 (Print Date)

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*** 2019 FINAL TAX RATES

COUNTY RATES:

Generally
City of Baxter
City of Brainerd general
Brainerd Rural Service Dist
City of Crosby
City of Deenwood
City of Ironton

SCHOOL DISTRICT RATES:

ISD 181 general
ISD 181, in Brainerd general
ISD 181, in Brainerd RSD
ISD 182 general
ISD 182, in Crosby only
ISD 182, in Deenwood City only
ISD 182, in Ironton only
ISD 186

CITY RATES:

Baxter
Brainerd Generally
Brainerd Rural Service Dist
Breezy Point
Crosby
Crosslake
Cuyuna
Deerwood
Emily
Fifty Lakes
Fort Ripley
Garrison
Ironton
Jenkins
Manhattan Beach
Nisswa
Pequot Lakes
Riverton
Trommald

SPECIAL TAXING DISTRICT (STD) RATES:

Region 5 (countywide)
County HRA (applies to all ex. Brainerd, Crosby, Pequot)
Cuyuna Hospital Dist (HD)
City of Brainerd HRA
City of Pequot Lakes HRA
Garrison-Kathio-West Mille Lacs Sewer Dist. (SD)

Areawide Rate Iron Range Fiscal Disparities:

Homestead Credit - Repealed for payable 2012 taxes and replaced with a homestead market value exclusion.

Agricultural Credit:

Eligibility: Ag Homestead classification
First \$115,000 Ag MV
Ag MV over \$115,000
Maximum Ag Credit Allowed
(Max Ag Credit reached at \$260,000 Ag MV)

State General Tax Rate:

Applied to Comm Ind
Applied to Seas Rec Res/Seas Com

MKT VAL

TOWNSHIP RATES:

Bay lake Fire Dist 1
Bay lake Fire Dist 2
Center
Crow Wing
Daggett Brook
Deerwood
Fairfield
Fort Ripley
Gail Lake
Garrison
Ideal
Irondale
Jenkins
Lake Edward
Little Pine
Long Lake
Maple Grove
Mission
Nokay Lake
Oak Lawn
Pelican
Perry Lake
Platte Lake
Rabbit Lake
Roosevelt
Ross Lake
St. Mathias
Timothy
Wolford
Unorganized - Dean lake
Unorganized - 1st Assmt

NTC

RATES

29.988%
29.803%
29.951%
15.524%
15.058%
15.434%
14.617%
12.809%
4.068%
6.741%
21.572%
21.060%
28.851%

MKT VAL

0.13880%
0.13880%
0.13880%
0.09769%
0.09769%
0.09769%
0.09769%
0.12310%
0.12949%
0.11801%
0.11175%
0.19554%
0.17949%

0.133%
0.098%
1.052%
1.719%
1.292%
22.025%

1.632%

0.3%
0.1%
\$490

COMPONENTS OF TOTAL RATES EXAMPLE:

City of Brainerd general =
32.004% + 80.385% + 29.803% + 0.133% + 1.719% = 144.044%

TOTAL RATES BY DISTRICT ON REVERSE SIDE

City of Crosslake City Calculations - Proposed Tax Rates					
					Estimated Pay 2020 Levy
	Final Pay 2016	Final Pay 2017	Final Pay 2018	Final Pay 2019	Budget Discussion 8/08/2019
Tax Levy:					
City Revenue	2,843,909	3,005,707	3,066,329	3,218,300	3,216,997
EDA	12,500	12,500	12,500	8,500	8,500
G.O. Improvement Bonds, 2006B	137,746	0	0	0	0
G.O. Refunding Bonds, 2012A	344,249	343,533	342,870	344,884	344,275
G.O. Equipment Cert. 2015B	10,473	154,581	153,825	155,127	155,295
2017 Project Bonds - Sewer	0	0	116,613	118,776	121,228
2018 Project Bonds - Manhattan Pt.	0	0	0	105,000	104,292
2019 G.O. Capital Improvement Bonds	0	0	0	0	328,884
Total Tax Levy	3,348,877	3,516,321	3,692,137	3,950,587	4,279,471
<i>Change in Tax Levy</i>	<i>0</i>	<i>167,444</i>	<i>175,816</i>	<i>258,450</i>	<i>328,884</i>
Estimated Taxable Tax Capacity - Proposed Rates	12,114,357	12,498,774	12,692,912	13,107,763	13,107,763
<i>Change in Taxable Tax Capacity</i>	<i>0</i>	<i>384,417</i>	<i>194,138</i>	<i>414,851</i>	<i>414,851</i>
City Tax Rate (2020 Estimated)	27.64%	28.13%	29.09%	30.14%	32.65%
<i>Tax Rate Change From Prior Year</i>	<i>0.00%</i>	<i>0.49%</i>	<i>0.96%</i>	<i>1.05%</i>	<i>3.56%</i>
Change in Tax Levy Dollars Due To:					
Changes in Taxable Tax Capacity	0	108,137	56,475	125,036	135,442
Changes in Tax Levy	0	59,307	119,341	133,414	193,441
Total Change in Tax Levy	0	167,444	175,816	258,450	328,884

City of Crosslake 2020 Summary Budget (08/08/2019 Version)									
Description	Total - All Funds	(101)/(401) General Fund	(301) Debt Service Fund	(405) TIF Fund	(502) EDA Operating Fund	(503) EDA Revolving Loan Fund	(601) Sewer Operating	(651) Sewer Restricted Sinking Fund	
Revenues									
General Levy	3,222,583	3,214,083	-	-	8,500	-	-	-	
D/S Levy (Includes Non-G.O. Debt)	1,056,887	126,188	588,471	-	-	-	-	342,228	
Tax Increments	11,000	-	-	11,000	-	-	-	-	
Sewer Charges for Services	280,000	-	-	-	-	-	280,000	-	
Special Assessments	7,972	7,972	-	-	-	-	-	-	
County Payment Joint Facility	111,725	111,725	-	-	-	-	-	-	
Other Revenues	518,185	502,185	-	-	-	-	14,000	2,000	
G.O. Bonded Debt & Grants	2,225,800	925,800	-	-	-	-	1,300,000	-	
G.O. Equipment Certificates/Leases	-	-	-	-	-	-	-	-	
Total Revenues (Estimated)	7,434,152	4,887,953	588,471	11,000	8,500	-	1,594,000	344,228	
Expenditures									
Operating Expenditures	3,456,079	2,916,409	-	11,500	18,500	-	509,671	-	
Debt Service	814,892	214,015	278,797	-	-	-	-	322,080	
Capital Outlay	5,353,756	3,687,656	-	-	-	-	1,666,100	-	
Total Expenditures (Estimated)	9,624,727	6,818,079	278,797	11,500	18,500	-	2,175,771	322,080	
Revenues Over (Under) Expenditures	(2,190,575)	(1,930,126)	309,674	(500)	(10,000)	-	(581,771)	22,148	
Transfer CY Levy \$'s to Fund Sewer Ops/Imp	-	(356,771)	-	-	-	-	356,771	-	
Adjustments: (For Budget Use Only)									
Add:									
Depreciation Included Above	225,000	-	-	-	-	-	225,000	-	
Use of Council Directed Funds Toward Capital	-	-	-	-	-	-	-	-	
Use of Existing Cash From Prior Year(s) (Excess)	10,000	-	-	-	10,000	-	-	-	
Estimated Cash From City Hall/Fire Hall	2,000,000	2,000,000	-	-	-	-	-	-	
Less:									
Net Increase in Cash - TIF Fund	500	-	-	500	-	-	-	-	
Existing Cash on Hand - Debt Service	(44,925)	286,897	(309,674)	-	-	-	0.00	(22,148)	
Adjusted Revenues Over (Under) Expenditures	0	-	-	-	-	-	-	-	

2019 Pay 2020 Levy Assumptions:

General Levy	3,222,583
D/S Levy	1,056,887
Subtotal	4,279,471
Prior Year Total Levy	3,950,586
Increase (Decrease) From Prior Year	328,884
New Items for 2020	Change From 2019
Estimated DS Levy for GO 2019 Bonds	328,884
Operating & Capital Levy Adj. For Pay 2020	0
Increase (Decrease) From Prior Year	328,884
	8.32%
	0.00%
	0.00%
	0.00%
	8.32%

Note: G/O Debt Above of

Bonds/Grants/Cash	2,225,800
Bonds - Roads	925,800
Certificates	-
Bonds: Sewer Imp.	1,300,000
	2,225,800
	-

includes:

Motion:
Approve the 20XX Revenues and Expenditures Budget as Noted.

CITY OF CROSSLAKE REVENUES - SUMMARY					
	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL 6/30/2019	2019 Adopted Budget	2020 Proposed Budget Estimate 08/08/2019
GENERAL FUND					
General Levy	3,025,928	3,072,488	1,543,659	3,215,386	3,214,083
Debt Service Levy:					
<i>Equipment Certificates</i>	0	0	0	2,913	2,913
<i>Emergency Services Center</i>	142	(20)	106,546	0	0
<i>2012 Series 2012 A \$2,070K</i>	123,423	122,176	0	123,884	123,275
Special Assessments	508	1,470	0	7,972	7,972
County Payment Joint Facility	112,808	113,204	106,546	111,116	111,725
Transfers	0	0	0	0	0
Other Revenues	1,326,640	894,563	237,652	500,387	502,185
G.O. Bonded Debt & Grants	0	695,000	0	539,490	925,800
G.O. Equipment Certificates/Leases	0	0	0	0	0
TOTAL GENERAL FUND	4,589,450	4,898,880	1,994,402	4,501,148	4,887,953
DEBT SERVICE FUND					
Property Taxes:					
General Levy	387	(234)	0	0	0
<i>2001 Series A \$605K</i>	57	(16)	0	0	0
<i>2002 Series A \$825K</i>	42	(12)	0	0	0
<i>2004 Series A \$1,095K</i>	176	(57)	0	0	0
<i>2006 Series B \$1,330K</i>	2,527	407	0	0	0
<i>2012 Series A \$385K</i>	0	0	0	0	0
<i>2015 Series B \$561K Equip. Cert.</i>	153,116	153,736	0	155,127	155,295
<i>2018 Roads - Estimated Levy</i>	0	0	0	105,000	104,292
<i>2019 GO Improvement Bonds</i>				0	328,884
Special Assessments	3,651	(460)	0	0	0
Penalties and Interest	1,321	271	0	0	0
TOTAL DEBT SERVICE FUND	161,276	153,635	0	260,127	588,471
TAX INCREMENT FUND					
Tax Increments	13,524	12,480	0	11,000	11,000
TOTAL TAX INCREMENT FUND	13,524	12,480	0	11,000	11,000
ECONOMIC DEVELOPMENT FUND(S)					
General Property Taxes	12,548	12,467	0	8,500	8,500
Other Revenue	870	1,575	0	0	0
Revolving Loan Interest	1,173	0	0	0	0
Interest	280	0	0	0	0
TOTAL ECONOMIC DEV. FUND(S)	14,870	14,042	0	8,500	8,500
SEWER FUND					
Sewer User Fees/Penalties	333,205	475,900	150,658	1,472,000	280,000
D/S Levy - 2012 Series A \$1,855K	221,547	221,457	0	221,000	221,000
2017 Sewer Improvement - Levy	0	116,890	0	118,776	121,228
Penalties and Interest	2,338	1,440	1,059	2,500	2,500
Interest	680	1,161	0	500	500
Miscellaneous Revenues	2,274	1,594	399	1,000	13,000
Bond Proceeds/Capital Contributions	0	0	0	0	1,300,000
Transfers	0	1,500,000	0	0	0
TOTAL SEWER FUND	560,044	2,318,442	152,115	1,815,776	1,938,228
TOTAL REVENUES	5,339,164	7,397,480	2,146,517	6,596,551	7,434,152

**CITY OF CROSSLAKE
EXPENDITURES - SUMMARY**

	2012 ACTUAL				2013 ACTUAL			
	OPERATING	CAPITAL	DEBT	TOTAL	OPERATING	CAPITAL	DEBT	TOTAL
GENERAL FUND								
COUNCIL	29,785	0	0	29,785	33,079	0	0	33,079
ADMINISTRATION	299,539	0	1,548	301,087	243,588	1,534	1,548	246,670
ELECTIONS	3,967	0	0	3,967	0	0	0	0
AUDIT/LEGAL SERVICES	48,784	0	0	48,784	79,232	0	0	79,232
PLANNING AND ZONING	255,069	11,738	1,548	268,355	300,975	4,786	1,548	307,309
GENERAL GOVERNMENT	170,748	167,743	0	338,490	376,088	7,178	0	383,267
POLICE ADMINISTRATON	502,903	32,823	0	535,726	515,217	35,829	0	551,046
FIRE ADMINISTRATION	147,874	40,987	2,657,470	2,846,332	135,829	116,543	16,342	268,713
AMBULANCE SERVICES	13,250	0	0	13,250	73	0	0	73
PUBLIC WORKS	443,218	300,559	16,021	759,799	454,020	445,574	0	899,594
CEMETERY	1,149	2,252	0	3,401	1,514	0	0	1,514
PARKS AND RECREATION	356,582	97,126	0	453,708	363,475	187,706	0	551,181
LIBRARY	50,980	3,445	0	54,425	53,889	0	0	53,889
RECYCLING	32,340	0	0	32,340	32,340	0	0	32,340
OPERATING TRANSFERS				0				
GENERAL FUND DEBT SERVICE								
2012 SERIES A \$ 2,070K	0	0	0	0	0	0	206,303	206,303
2015 Series B \$561K Equip. Cert.	0	0	0	0	0	0	0	0
TOTAL GENERAL FUND	2,356,188	656,674	2,676,587	5,689,449	2,589,319	799,150	225,740	3,614,209
DEBT SERVICE FUND								
2001 Series A \$605K	0	0	51,138	51,138	Paid off in 2011	0	0	0
2002 Series A \$825K	0	0	48,206	48,206		0	51,125	51,125
2004 Series A \$1,095K	0	0	515,930	515,930	Paid off in 2012	0	0	0
2006 Series B \$1,330K	0	0	163,921	163,921		0	163,690	163,690
2012 Series A \$ 385K	0	0	4,492	4,492		0	131,450	131,450
2015 Series B \$561K	0	0	0	0		0	0	0
2019 Series A								
Bond Issuances/Fiscal Agent Fees	0	0	29,763	29,763		0	2,025	2,025
TOTAL DEBT SERVICE FUND	0	0	813,450	813,450	0	0	348,290	348,290
TAX INCREMENT FUND								
TAX INCREMENT	36,545	0	0	36,545	14,903	0	0	14,903
TOTAL TAX INCREMENT FUND	36,545	0	0	36,545	14,903	0	0	14,903
CAPITAL PROJECTS - EM SERVICES								
CAPITAL OUTLAY	0	88,616	0	88,616	0	123,680	0	123,680
TOTAL CAPITAL PROJECTS FUND	0	88,616	0	88,616	0	123,680	0	123,680
ECONOMIC DEVELOPMENT FUND								
OPERATING	309,965	0	2,373,885	2,683,850	431	0	41,660	42,091
REVOLVING LOAN	10,013	0	0	10,013	8,543	0	0	8,543
TOTAL ECONOMIC DEVELOPMENT	319,978	0	2,373,885	2,693,863	8,975	0	41,660	50,635
SEWER FUND								
SEWER OPERATING FUND	426,851	0	0	426,851	420,245	584	0	420,829
SEWER DEBT SERVICE FUND	0	0	228,601	228,601	0	0	227,543	227,543
TOTAL SEWER FUND	426,851	0	228,601	655,452	420,245	584	227,543	648,372
TOTAL EXPENDITURES	3,139,563	745,290	6,092,523	9,977,376	3,033,442	923,414	843,234	4,800,090

**CITY OF CROSSLAKE
EXPENDITURES - SUMMARY**

	2014 ACTUAL				2015 ACTUAL			
	OPERATING	CAPITAL	DEBT	TOTAL	OPERATING	CAPITAL	DEBT	TOTAL
GENERAL FUND								
COUNCIL	31,586	0	0	31,586	28,469	0	0	28,469
ADMINISTRATION	232,440	1,311	1,548	235,299	231,432	6,821	1,506	239,759
ELECTIONS	4,684	0	0	4,684	10	0	0	10
AUDIT/LEGAL SERVICES	41,872	0	0	41,872	42,996	0	0	42,996
PLANNING AND ZONING	214,871	1,208	1,548	217,627	210,485	9,537	1,506	221,528
GENERAL GOVERNMENT	218,576	13,059	0	231,635	146,892	21,987	0	168,879
POLICE ADMINISTRATON	514,684	73,781	0	588,465	557,071	86,474	0	643,544
FIRE ADMINISTRATION	159,624	261,681	16,342	437,647	182,608	565,978	16,343	764,928
AMBULANCE SERVICES	0	0	0	0	0	0	0	0
PUBLIC WORKS	441,977	239,834	0	681,811	462,811	394,865	0	857,676
CEMETERY	3,621	102	0	3,722	2,444	1,534	0	3,978
PARKS AND RECREATION	331,305	54,285	625	386,215	345,169	124,061	1,250	470,479
LIBRARY	61,128	11,144	625	72,896	67,947	2,192	1,250	71,389
RECYCLING	32,340	0	0	32,340	32,465	0	0	32,465
OPERATING TRANSFERS								
GENERAL FUND DEBT SERVICE								
2012 SERIES A \$ 2,070K	0	0	212,903	212,903	0	0	209,586	209,586
2015 Series B \$561K Equip. Cert.	0	0	0	0	0	0	2,500	2,500
TOTAL GENERAL FUND	2,288,706	656,405	233,590	3,178,701	2,310,798	1,213,448	233,940	3,758,186
DEBT SERVICE FUND								
2001 Series A \$605K	Paid off in 2011	0	0	0	Paid off in 2011	0	0	0
2002 Series A \$825K	0	0	0	0	0	0	0	0
2004 Series A \$1,095K	Paid off in 2012	0	0	0	Paid off in 2012	0	0	0
2006 Series B \$1,330K	0	0	163,230	163,230	0	0	162,430	162,430
2012 Series A \$ 385K	0	0	133,900	133,900	0	0	131,300	131,300
2015 Series B \$561K	0	0	0	0	0	0	7,885	7,885
2019 Series A								
Bond Issuances/Fiscal Agent Fees	0	0	2,520	2,520	0	0	2,959	2,959
TOTAL DEBT SERVICE FUND	0	0	299,650	299,650	0	0	304,574	304,574
TAX INCREMENT FUND								
TAX INCREMENT	16,477	0	0	16,477	11,718	0	0	11,718
TOTAL TAX INCREMENT FUND	16,477	0	0	16,477	11,718	0	0	11,718
CAPITAL PROJECTS - EM SERVICES								
CAPITAL OUTLAY	0	0	0	0	0	0	0	0
TOTAL CAPITAL PROJECTS FUND	0	0	0	0	0	0	0	0
ECONOMIC DEVELOPMENT FUND								
OPERATING	11,834	0	0	11,834	0	0	0	0
REVOLVING LOAN	0	0	0	0	0	0	0	0
TOTAL ECONOMIC DEVELOPMENT	11,834	0	0	11,834	0	0	0	0
SEWER FUND								
SEWER OPERATING FUND	421,682	513	0	422,195	432,683	14,482	0	447,165
SEWER DEBT SERVICE FUND	0	0	66,344	66,344	0	0	34,175	34,175
TOTAL SEWER FUND	421,682	513	66,344	488,539	432,683	14,482	34,175	481,340
TOTAL EXPENDITURES	2,738,699	656,917	599,584	3,995,200	2,755,199	1,227,930	572,689	4,555,818

**CITY OF CROSSLAKE
EXPENDITURES - SUMMARY**

	2016 ACTUAL				2017 ACTUAL			
	OPERATING	CAPITAL	DEBT	TOTAL	OPERATING	CAPITAL	DEBT	TOTAL
GENERAL FUND								
COUNCIL	28,113	0	0	28,113	31,816	0	0	31,816
ADMINISTRATION	245,283	2,115	864	248,262	249,197	0	864	250,061
ELECTIONS	4,276	0	0	4,276	0	0	0	0
AUDIT/LEGAL SERVICES	42,546	0	0	42,546	34,541	0	0	34,541
PLANNING AND ZONING	223,588	2,675	864	227,127	220,794	1,996	864	223,654
GENERAL GOVERNMENT	127,511	4,343	0	131,854	158,667	47,113	0	205,780
POLICE ADMINISTRATON	568,572	29,659	0	598,231	644,354	97,012	0	741,366
FIRE ADMINISTRATION	200,800	77,815	0	278,615	190,158	218,153	0	408,312
AMBULANCE SERVICES	37	0	0	37	0	0	0	0
PUBLIC WORKS	448,982	597,034	0	1,046,016	474,445	1,443,629	0	1,918,074
CEMETERY	6,346	704	0	7,050	3,217	0	0	3,217
PARKS AND RECREATION	356,091	20,520	1,354	377,965	351,805	69,808	1,146	422,759
LIBRARY	71,451	0	1,354	72,805	75,813	3,858	1,146	80,817
RECYCLING	32,694	0	0	32,694	32,728	0	0	32,728
OPERATING TRANSFERS	33,344	0	0	33,344	0	0	0	0
GENERAL FUND DEBT SERVICE								
2012 SERIES A \$ 2,070K	0	0	211,480	211,480	0	0	213,235	213,235
2015 Series B \$561K Equip. Cert.	0	0	0	0	0	0	0	0
TOTAL GENERAL FUND	2,389,635	734,865	215,916	3,340,416	2,467,535	1,881,570	217,254	4,566,358
DEBT SERVICE FUND								
2001 Series A \$605K	Paid off in 2011	0	0	0	Paid off in 2011	0	0	0
2002 Series A \$825K	0	0	0	0	0	0	0	0
2004 Series A \$1,095K	Paid off in 2012	0	0	0	Paid off in 2012	0	0	0
2006 Series B \$1,330K	0	0	161,355	161,355	0	0	0	0
2012 Series A \$ 385K	0	0	0	0	0	0	0	0
2015 Series B \$561K	0	0	11,220	11,220	0	0	147,220	147,220
2019 Series A								
Bond Issuances/Fiscal Agent Fees	0	0	150	150	0	0	0	0
TOTAL DEBT SERVICE FUND	0	0	172,725	172,725	0	0	147,220	147,220
TAX INCREMENT FUND								
TAX INCREMENT	11,035	0	0	11,035	12,335	0	0	12,335
TOTAL TAX INCREMENT FUND	11,035	0	0	11,035	12,335	0	0	12,335
CAPITAL PROJECTS - EM SERVICES								
CAPITAL OUTLAY	0	0	0	0	0	0	0	0
TOTAL CAPITAL PROJECTS FUND	0	0	0	0	0	0	0	0
ECONOMIC DEVELOPMENT FUND								
OPERATING	23,633	0	0	23,633	9,912	0	0	9,912
REVOLVING LOAN	0	0	0	0	447,873	0	0	447,873
TOTAL ECONOMIC DEVELOPMENT	23,633	0	0	23,633	457,785	0	0	457,785
SEWER FUND								
SEWER OPERATING FUND	870,977	0	0	870,977	480,446	11,905	0	492,350
SEWER DEBT SERVICE FUND	0	0	31,252	31,252	0	0	42,188	42,188
TOTAL SEWER FUND	870,977	0	31,252	902,230	480,446	11,905	42,188	534,538
TOTAL EXPENDITURES	3,295,280	734,865	419,893	4,450,038	3,418,101	1,893,474	406,661	5,718,237

**CITY OF CROSSLAKE
EXPENDITURES - SUMMARY**

	2018 ACTUAL				2019 BUDGET			
	OPERATING	CAPITAL	DEBT	TOTAL	OPERATING	CAPITAL	DEBT	TOTAL
GENERAL FUND								
COUNCIL	28,763	0	0	28,763	33,053	0	0	33,053
ADMINISTRATION	254,369	1,378	864	256,612	278,907	4,221	864	283,992
ELECTIONS	3,973	0	0	3,973	5,200	0	0	5,200
AUDIT/LEGAL SERVICES	41,620	0	0	41,620	49,000	0	0	49,000
PLANNING AND ZONING	223,323	1,552	864	225,739	232,378	4,221	864	237,463
GENERAL GOVERNMENT	143,890	82,207	0	226,097	132,875	65,000	0	197,875
POLICE ADMINISTRATON	588,937	6,927	0	595,864	686,565	64,683	0	751,248
FIRE ADMINISTRATION	251,757	25,994	0	277,751	223,964	280,000	0	503,964
AMBULANCE SERVICES	9,283	0	0	9,283	15,000	0	0	15,000
PUBLIC WORKS	467,760	1,222,555	23,030	1,713,345	566,037	1,010,042	0	1,576,079
CEMETERY	3,062	0	0	3,062	2,000	1,000	0	3,000
PARKS AND RECREATION	346,216	159,719	1,250	507,185	386,208	94,799	520	481,527
LIBRARY	31,758	1,495	1,250	34,502	37,978	3,298	520	41,796
RECYCLING	32,646	0	0	32,646	35,980	0	0	35,980
OPERATING TRANSFERS	0	1,500,000	0	1,500,000	0	0	0	0
GENERAL FUND DEBT SERVICE								
2012 SERIES A \$ 2,070K	0	0	214,062	214,062	0	0	209,953	209,953
2015 Series B \$561K Equip. Cert.	0	0	0	0	0	0	0	0
TOTAL GENERAL FUND	2,427,357	3,001,828	241,320	5,670,505	2,685,145	1,527,264	212,721	4,425,129
DEBT SERVICE FUND								
2001 Series A \$605K	Paid off in 2011	0	0	0	Paid off in 2011	0	0	0
2002 Series A \$825K	0	0	0	0	0	0	0	0
2004 Series A \$1,095K	Paid off in 2012	0	0	0	Paid off in 2012	0	0	0
2006 Series B \$1,330K	0	0	0	0	0	0	0	0
2012 Series A \$ 385K	0	0	0	0	0	0	16,045	16,045
2015 Series B \$561K	0	0	146,500	146,500	0	0	147,740	147,740
2019 Series A	0	0	0	0	0	0	2,800	2,800
Bond Issuances/Fiscal Agent Fees	0	0	0	0	0	0	166,585	166,585
TOTAL DEBT SERVICE FUND	0	0	146,500	146,500	0	0	166,585	166,585
TAX INCREMENT FUND								
TAX INCREMENT	11,391	0	0	11,391	11,500	0	0	11,500
TOTAL TAX INCREMENT FUND	11,391	0	0	11,391	11,500	0	0	11,500
CAPITAL PROJECTS - EM SERVICES								
CAPITAL OUTLAY	0	0	0	0	0	0	0	0
TOTAL CAPITAL PROJECTS FUND	0	0	0	0	0	0	0	0
ECONOMIC DEVELOPMENT FUND								
OPERATING	8,822	0	0	8,822	18,500	0	0	18,500
REVOLVING LOAN	0	0	0	0	0	0	0	0
TOTAL ECOMONIC DEVELOPMENT	8,822	0	0	8,822	18,500	0	0	18,500
SEWER FUND								
SEWER OPERATING FUND	538,933	0	0	538,933	610,552	1,300,000	0	1,910,552
SEWER DEBT SERVICE FUND	0	0	24,241	24,241	0	0	205,673	205,673
TOTAL SEWER FUND	538,933	0	24,241	563,173	610,552	1,300,000	205,673	2,116,225
TOTAL EXPENDITURES	2,986,503	3,001,828	412,060	6,400,392	3,325,697	2,827,264	584,979	6,737,939

CITY OF CROSSLAKE EXPENDITURES - SUMMARY				
	2020 PROPOSED BUDGET			
	OPERATING	CAPITAL	DEBT	TOTAL
GENERAL FUND				
COUNCIL	33,042	0	0	33,042
ADMINISTRATION	289,375	10,559	864	300,798
ELECTIONS	5,200	0	0	5,200
AUDIT/LEGAL SERVICES	49,000	0	0	49,000
PLANNING AND ZONING	231,287	10,559	864	242,710
GENERAL GOVERNMENT	134,175	2,050,000	0	2,184,175
POLICE ADMINISTRATON	754,862	159,600	144	914,606
FIRE ADMINISTRATION	241,594	40,200	0	281,794
AMBULANCE SERVICES	15,000	0	0	15,000
PUBLIC WORKS	593,247	1,305,800	0	1,899,047
CEMETERY	2,000	50,000	0	52,000
PARKS AND RECREATION	520,697	57,500	520	578,717
LIBRARY	10,950	3,438	520	14,908
RECYCLING	35,980	0	0	35,980
OPERATING TRANSFERS	0	0	0	0
GENERAL FUND DEBT SERVICE				
2012 SERIES A \$ 2,070K	0	0	211,103	211,103
2015 Series B \$561K Equip. Cert.	0	0	0	0
TOTAL GENERAL FUND	2,916,409	3,687,656	214,015	6,818,079
DEBT SERVICE FUND				
2001 Series A \$605K	N/A	N/A	N/A	0
2002 Series A \$825K	N/A	N/A	N/A	0
2004 Series A \$1,095K	N/A	N/A	N/A	0
2006 Series B \$1,330K	0	0	0	0
2012 Series A \$ 385K	0	0	95,356	95,356
2015 Series B \$561K	0	0	147,900	147,900
2019 Series A	0	0	32,741	32,741
Bond Issuances/Fiscal Agent Fees	0	0	2,800	2,800
TOTAL DEBT SERVICE FUND	0	0	278,797	278,797
TAX INCREMENT FUND				
TAX INCREMENT	11,500	0	0	11,500
TOTAL TAX INCREMENT FUND	11,500	0	0	11,500
CAPITAL PROJECTS - EM SERVICES				
CAPITAL OUTLAY	0	0	0	0
TOTAL CAPITAL PROJECTS FUND	0	0	0	0
ECONOMIC DEVELOPMENT FUND				
OPERATING	18,500	0	0	18,500
REVOLVING LOAN	0	0	0	0
TOTAL ECONOMIC DEVELOPMENT	18,500	0	0	18,500
SEWER FUND				
SEWER OPERATING FUND	509,671	1,666,100	0	2,175,771
SEWER DEBT SERVICE FUND	0	0	322,080	322,080
TOTAL SEWER FUND	509,671	1,666,100	322,080	2,497,851
TOTAL EXPENDITURES	3,456,079	5,353,756	814,892	9,624,727

**City of Crosslake
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)**

Capital Outlay - Budget vs Actual (Updated through 06/30/2019)								
	2019			Next 5 Years				
	2019 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	2020	2021	2022	2023	2024
None	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
DEPT 41110 Council								
Total Council								
DEPT 41400 Administration								
Computer Equipment	3,675	0	(3,675)	3,859	4,052	4,255	4,467	4,691
Other Equipment	546	0	(546)	600	630	662	695	729
Replace Server/New Wiring	0	0	0	5,000	0	0	0	5,250
Replace Copier(s)	0	0	0	1,100	0	0	0	1,155
Total Administration	4,221	0	(4,221)	10,559	4,682	4,916	5,162	11,825
DEPT 41410 Elections								
Total Elections	0	0	0	0	0	0	0	0
DEPT 41600 Audit/Legal Services								
Total Audit/Legal Services	0	0	0	0	0	0	0	0
DEPT 41910 Planning and Zoning								
Computer Equipment	3,675	0	(3,675)	3,859	4,052	4,255	4,467	4,691
Other Equipment	546	0	(546)	600	630	662	695	729
Replace Server/New Wiring	0	0	0	5,000	0	0	0	5,250
Replace Copier(s)	0	0	0	1,100	0	0	0	1,155
Total Planning and Zoning	4,221	0	(4,221)	10,559	4,682	4,916	5,162	11,825
DEPT 41940 General Government								
ID Printer	0	2,645	2,645	0	0	0	0	0
Replace Air Conditioner	0	0	0	0	0	0	0	0
Painting	0	0	0	0	0	0	0	0
Council Chambers and Hallways	0	0	0	0	0	0	0	0
Exterior Door	0	0	0	0	0	0	0	0
Revise Website and Related Design	15,000	0	(15,000)	0	0	0	0	0
City Hall Light Upgrades	0	0	0	0	0	0	0	0
Siding/Roofing/Landscaping	0	0	0	0	0	0	0	0
Replace Siding, Landscaping, Replace Well	0	0	0	0	0	0	0	0
Other Miscellaneous Upgrades	0	0	0	0	0	0	0	0
Civil Defense	0	0	0	0	0	0	0	0
General Government Improvements	50,000	0	(50,000)	50,000	50,000	50,000	50,000	50,000
City/Hall/Police/Fire Bldg.	3,000,000	171,994	(2,828,006)	2,000,000	0	0	0	0
Offset for Current Year	(3,000,000)	0	3,000,000	0	0	0	0	0
Total General Government	65,000	174,639	109,639	2,050,000	50,000	50,000	50,000	50,000

City of Crosslake									
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)									
2019					Next 5 Years				
					5.00%	2.00%			
					2020	2021	2022	2023	2024

City of Crosslake
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)

Capital Outlay - Budget vs Actual (Updated through 06/30/2019)									
2019				Next 5 Years					
				2020	2021	2022	2023	2024	

City of Crosslake									
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)									
		2019		Next 5 Years					
				5.00%		2.00%			
		2019 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	2020	2021	2022	2023	2024
DEPT 42500 Ambulance Services		0	0	0	0	0	0	0	0
Total Ambulance Services		0	0	0	0	0	0	0	0

City of Crosslake
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)

Capital Outlay - Budget vs Actual (Updated through 06/30/2019)								
	2019		Over (Under) Budget to Date	Next 5 Years				
	2019 Budget	Total Cap-Ex. To Date		2020	2021	2022	2023	2024
DEPT 43000 Public Works (General)								
Facilities, Vehicles, and Equipment								
Maintenance								
- Joint Maintenance Facility								
Heaters	45,000	0	(45,000)	0	0	0	0	0
Pressure Washer	15,000	0	(15,000)	0	0	0	0	0
Floor Drain	50,000	0	(50,000)	0	0	0	0	0
Card Access	20,000	0	(20,000)	0	0	0	0	0
Replace Carpet	5,000	0	(5,000)	0	0	0	0	0
Temp Controls	0	0	0	10,000	0	0	0	0
Overhead Door	0	0	0	6,000	0	0	0	0
Lighting	0	0	0	10,000	0	0	0	0
Paint	0	0	0	24,000	0	0	0	0
Paint wash bay columns	0	0	0	2,500	0	0	0	0
Duct clean	0	0	0	5,000	0	0	0	0
Gates	0	0	0	55,000	0	0	0	0
Containment brine	0	0	0	7,500	0	0	0	0
Salt Shed Addition	0	0	0	0	50,000	0	0	0
Repair current salt shed	0	0	0	0	50,000	0	0	0
Future	0	0	0	0	0	125,000	125,000	125,000
Salt/Sand Building	0	0	0	0	0	0	0	0
Land Behind Existing Shop	14,842	0	(14,842)	0	0	0	0	0
Total Joint Maintenance	149,842	0	(149,842)	120,000	100,000	125,000	125,000	125,000
Other - Apply towards land if available								
Reconstruction/New								
- Additional Garage Space	0	0	0	0	0	0	1,875,000	0
- Additional Cold Storage Space	0	0	0	0	0	0	2,700,000	0
Total Reconstruction/New	0	0	0	0	0	0	4,575,000	0
Vehicles and Equipment								
Miscellaneous Items	0	0	0	25,000	25,000	25,000	25,000	75,000
Replace Sweeper	0	0	0	50,000	0	0	0	0
Replace 2006 MAC Dump Truck and Attachments	0	0	0	0	250,000	250,000	0	0
Xmark Lawnmower	0	0	0	0	0	0	0	0
2019 Mini X Backhoe	50,000	50,393	393	0	0	0	0	0
2019 Pickup Truck and Utility Box	51,000	0	(51,000)	0	0	0	0	0
2019 Ditch Mower for Cat	15,000	0	(15,000)	0	0	0	0	0
2018 Box Blade	9,000	0	(9,000)	0	0	0	0	0
Replace Water Truck	0	0	0	45,000	0	0	0	0
Purchase Road Patch Trailer	0	0	0	0	45,000	0	0	0
Total Vehicles and Equipment	125,000	50,393	(74,607)	120,000	320,000	275,000	25,000	75,000
Total Facilities, Vehicles and Equipment	274,842	50,393	(224,449)	240,000	420,000	400,000	4,725,000	200,000

City of Crosslake
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)

Capital Outlay - Budget vs Actual (Updated through 06/30/2019)									
2019					Next 5 Years				
2019 Budget			Total Cap-Ex. To Date		Over (Under) Budget to Date				
40,000			0		(40,000)				
40,000			0		40,000				

City of Crosslake
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)

Capital Outlay - Budget vs Actual (Updated through 06/30/2019)									
2019					Next 5 Years				
					2020	2021	2022	2023	2024
					</				

City of Crosslake
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)

Capital Outlay - Budget vs Actual (Updated through 06/30/2019)									
	2019			Next 5 Years					
	2019 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	2020	2021	2022	2023	2024	
Trails									
- Crack Sealing									
- Crack sealing									
- Manhattan Point Blvd (West)	8000	0	(10,000)	0	0	0	0	0	0
- Manhattan Point Blvd (East)	4000	0	0	5,000	0	0	0	0	0
- CSAH 66 (Dam to Daggett)	11020	0	0	14,000	0	0	0	0	0
- Total Trails - Crack sealing	10,000	0	(10,000)	19,000	0	0	0	0	0
Reconstruction/New									
- Perkins Road Trail	132,000	0	(132,000)	0	0	0	0	0	0
- CSAH 66 (Daggett to CR16)	0	0	0	0	0	75,000	0	0	0
- CSAH 66 (CSAH 16 to MHPT)	0	0	0	0	0	0	396,000	0	0
- Total Trails - Reconstruction/New	132,000	0	(132,000)	0	0	75,000	396,000	0	0
- Total Trails	142,000	0	(142,000)	19,000	0	75,000	396,000	0	0
Bridges									
- Maintenance									
- Milinda Bridge Rails/Delineators	0	0	0	3,000	0	0	0	0	0
- Sunrise Island Seal Deck Seams	0	0	0	1,000	0	0	0	0	0
- Ongoing Bridge Maintenance	1,000	0	(1,000)	1,000	1,000	1,000	1,000	1,000	1,000
- Total Maintenance - Bridges	1,000	0	(1,000)	5,000	1,000	1,000	1,000	1,000	1,000
Reconstruction/New									
- Replace Railing	0	0	0	0	0	0	0	0	0
- Total Bridges - Reconstruction/New	0	0	0	0	0	0	0	0	0
- Total Bridges	1,000	0	(1,000)	5,000	1,000	1,000	1,000	1,000	1,000
Storm Water									
- Maintenance									
- Separator Maintenance/Vac	2,500	0	(2,500)	0	2,500	0	2,500	0	0
- Total Storm Water Maintenance	2,500	0	(2,500)	0	2,500	0	2,500	0	0
Reconstruction/New									
- MHPT Blvd/CSAH 66 Project	475,000	0	(475,000)	0	0	0	0	0	0
- Total Project Estimate	(475,000)	0	475,000	0	0	0	0	0	0
- City Share of Total Project	70,000	12,859	(57,141)	0	0	0	0	0	0
- Total Reconstruction/New	70,000	12,859	(57,141)	0	0	0	0	0	0
- Total Storm Sewer	72,500	12,859	(59,641)	0	2,500	0	2,500	0	0
- TOTAL PUBLIC WORKS	1,010,042	116,119	(893,923)	1,305,800	1,195,150	1,288,900	5,556,300	1,114,415	

City of Crosslake
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)

City of Crosslake
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)

2019				Next 5 Years				
	2019 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	2020	2021	2022	2023	2024
DEPT 45100 Park and Recreation								
Computer Equipment	2,799	0	(2,799)	2,939	3,086	3,240	3,402	0
Irrigation Pumps & Related Improvements	0	0	0	10,000	5,000	0	0	0
Replace Copiers	8,000	0	(8,000)	0	0	0	0	8,000
Replace Mower and Deck	0	0	0	35,000	0	0	0	0
South Bay Park	0	0	0	4,061	0	0	0	0
South Bay Park	0	0	0	0	0	8,000	0	0
South Bay Park	0	0	0	0	0	20,260	0	0
Swimming Beach - Phase I Funded by Donations and Park Dedication Fees	0	0	0	0	0	0	0	0
Bathrooms	0	0	0	0	0	0	30,598	0
Picnic Shelter - 50% Funded with Donations	0	0	0	0	0	0	0	90,000
Park Playground - \$35K Funded By PAL	0	0	0	0	0	0	0	0
Swimming Beach Phase II - Park Dedication Fees and Donations	0	0	0	0	0	0	0	0
Walking Trails Phase I - Park Dedication Fees	0	0	0	0	0	0	0	0
Other Improvements - Donations	0	0	0	0	0	0	0	0
South Bay Park	0	0	0	0	0	0	0	0
24 Stall Parking	0	0	0	0	0	0	0	0
Turf and Landscape Improvements	0	0	0	0	0	0	0	0
South Bay Park	0	0	0	0	0	0	0	0
Infield Improvements	0	0	0	2,500	0	0	0	0
Replace Carpet - Move to 2019	10,000	0	(10,000)	0	0	0	0	0
HVAC Replacement	0	0	0	0	24,000	12,000	24,000	0
Indoor /Outdoor Surveillance	0	0	0	0	15,000	0	0	0
Cameras	0	0	0	0	0	0	0	0
Replace Truck and Plow (New)	0	0	0	0	39,414	0	0	0
Senior Meals	0	0	0	3,000	0	0	0	0
Senior Meals	0	0	0	0	0	0	0	0
Equipment Fridge and Sanitizer	0	0	0	0	0	0	0	0
Gas Line	0	0	0	0	0	10,000	0	0
Replace Tractor/Loader	0	0	0	0	0	35,000	0	0
Parking Lot Upgrades/Repairs	0	0	0	0	0	0	20,000	0
Replace	0	0	0	0	0	0	17,000	0
Treadmills/Elliptical/Exercise Equipment	0	0	0	0	0	0	0	0

City of Crosslake									
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)									
2019					Next 5 Years				
	2019 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	2020	2021	2022	2023	2024	
Replace Mower Attachment - Broom	0	0	0	0	0	0	0	0	4,000
Crosslake Community Center	0	0	0	0	0	0	0	0	12,000
Crosslake Community Center	0	0	0	0	0	0	0	0	0
Crosslake Community Center	0	0	0	0	0	0	0	0	0
Crosslake Community Center	0	0	0	0	0	0	0	0	0
Crosslake Community Center	0	0	0	0	0	0	0	0	0
Crosslake Community Center	0	0	0	0	0	0	0	0	0
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Crosslake Community Center	0	0	0	0	0	0	0	0	0
Crosslake Community Center	0	0	0	0	0	0	0	0	0
Crosslake Community Center	0	0	0	0	0	0	0	0	0

City of Crosslake
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)

Capitol County - Budget to Remain (Updated through February)							
2019			Next 5 Years				
2019 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	2020	2021	2022	2023	2024
DEPT 45500 Library							
Miscellaneous Items	500	0	500	500	500	500	600
Replace Patio Shade Feature	0	0	0	8,000	0	0	0
Replace Patio Furniture	0	0	0	0	0	0	0
Computers/Software	2,798	1,530	2,938	3,085	3,239	3,401	3,571
Total Library	3,298	1,530	3,438	11,585	3,739	3,901	4,171
TOTAL GENERAL FUND							
	1,527,264	425,327	3,687,656	2,208,199	1,567,071	6,290,925	1,442,636
DEPT 43200 Sewer							
Sewer Extensions	1,100,000	0	0	0	0	0	0
Miscellaneous Items	100,000	1,200	6,100	0	0	0	6,405
Maintenance							
- Lift Station Rehabilitation	100,000	0	0	0	0	0	0
- Paint and Repair Clarifier	0	0	50,000	50,000	50,000	50,000	50,000
- Ongoing Plant Maintenance	0	0	0	200,000	0	0	0
Reconstruction/New							
- Moonlight Bay Extension	0	0	0	0	100,000	100,000	100,000
- Daggett Bay Road Extension	0	0	1,300,000	0	0	0	0
- East Shore Road Extension	0	0	160,000	0	0	0	0
- Wildwood Extension	0	0	0	0	0	0	0
- Norway/Brook St/Kimball Rd	0	0	0	0	0	0	0
- WWTF	0	0	150,000	0	0	0	0
- Bio-Solids	0	0	0	1,000,000	0	0	0
On-Site Treatment			0	0	0	0	0
TOTAL SEWER FUND							
	1,300,000	1,200	1,666,100	1,250,000	150,000	150,000	156,405
TOTAL FOR CITY							
	2,827,264	426,527	5,353,756	3,458,199	1,717,071	6,440,925	1,599,041

City of Crosslake										
Capital Outlay - Budget vs Actual (Updated Through 06/30/2019)										
2019				Next 5 Years						
				2020	2021	2022	2023	2024		
				Total Cap-Ex. To Date	Over (Under) Budget to Date					
Adjustments to Current Year Budget (2019)				2,827,264	0					
Estimated Remainder of City Hall/Police Hall Project				2,828,006						
Estimated Remaining Project Costs for Storm Water Improvements				405,000						
Purchase Land For Parking Lot				190,000						
Remove 2019 Sewer Extension				0						
				(1,200,000)						
Revised Totals				5,050,270						
Proposed Funding Sources - Original Budget										
Balance with Cash or (Generate Cash)				120,000						
Levy Adjustment to fund future years or to make debt service payments										
Current Year Levy				927,774						
Spend Down Debt Proceeds issued in 2019				0						
Grants/Other Cost Share Arrangements				0						
Donations/Fund Raising				40,000						
Equipment Certificates - Public Works										
Equipment Certificates - Fire Trucks										
Debt Proceeds				1,739,490						
Debt Proceeds				0						
Sewer Revenue Bonds				0						
Public Works Upgrades				0						
Total Funding Sources - Original Budget				2,827,264						
Funding Revisions										
Debt Proceeds										
Grants/Reimbursements				(1,200,000)						
Existing Cash				405,000						
Existing Cash - Adjust for \$ already spent				190,000						
Reimbursement Bonds				1,128,006						
Unspent Debt Proceeds				3,700,000						
				(2,000,000)						
Revised Funding Totals				5,050,270						
				(0)						
				(0)						
				5,353,756	3,458,199	1,717,071	6,440,925	1,599,041		
				0	0	0	0	0	0	
				0	(0)	0	(0)	0	(0)	