

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JULY 9, 2018  
7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Approval of Additions to the Agenda (**Council Action-Motion**)

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

1. Regular Council Meeting Minutes of June 11, 2018
2. Special Council Meeting Minutes of July 2, 2018
3. City – Month End Revenue Report dated June 2018
4. City – Month End Expenditures Report dated June 2018
5. June 2018 Budget to Actual Analysis
6. Police Report for Crosslake – June 2018
7. Police Report for Mission Township – June 2018
8. Fire Department Report – June 2018
9. North Memorial Ambulance Report – June 2018
10. Planning and Zoning Monthly Statistics
11. Planning and Zoning Commission Meeting Minutes of May 25, 2018
12. Appoint Zoning Administrator Signature Authority to Jake Frie and Jon Kolstad
13. Public Works Commission Meeting Minutes of June 4, 2018
14. Pay Request #10 from Eagle Construction for the WWTF Improvements in the Amount of \$6,749.28
15. Project Close-out and Release of Retainage to DeChantel Excavating for the 2017 Street Improvement Project in the Amount of \$8,225.70
16. Pay Request #6 from Redstone Construction for Dream Island Bridge in the Amount of \$27,360.75
17. Pay Request #2 from Anderson Brothers for 2018 Street Improvement Project in the Amount of \$606,455.88
18. Crosslake Park/Library Commission Minutes of May 23, 2018
19. Staff Report dated July 2018 from Jane Monson Re: Community Center Activities
20. Crosslake Roll-Off Recycling Report for June 2018
21. Waste Partners Recycling Report for May 2018
22. Resolution Accepting Donations
23. Memo dated June 1, 2018 from MN State Demographer Re: 2017 Population and Household Estimates
24. Resolution for the Appointment of Election Judges to Serve for the Primary Election to be Held August 14, 2018
25. Bills for Approval

**C. MAYOR'S REPORT**

1. Letter dated June 29, 2018 from Crow Wing County Land Services Regarding “One Watershed, One Plan” Comprehensive Water Plan Meeting (Council Information)

2. Memo dated July 5, 2018 from Mayor Norgaard Re: Commission Appointment (Council Action-Motion)

**D. PUBLIC FORUM - No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three minute time limit.**

**E. CITY ADMINISTRATOR'S REPORT**

1. Update on Issuance of Bonds (Council Information)
2. Memo date July 5, 2018 from City Clerk Re: Set Dates for Budget/Levy Meetings (Council Action-Motion)

**F. COMMISSION REPORTS**

**1. PUBLIC SAFETY**

- a. Five Bugles Design Proposal for Facilities Study (Council Direction)
- b. Statement of Qualifications for Architectural and Engineering Services for Emergency Services Facility
- c. Statement of Qualifications for Architectural and Engineering Services for Fire Department

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

- a. Approval of Paving on City Right of Way on Manhattan Point Blvd (Council Action-Motion)
- b. Confirmation of Request for Professional Services for Manhattan Point Blvd Stormwater Modeling (Council Action-Motion)
- c. Installation of Pedestrian Signals at Intersection of County Road 66 and Swann Drive (Council Direction)
- d. Minutes of Project Request #4 Meeting Regarding Electrical Issues at Sewer Project Site (Council Direction)
- e. Proposal for Professional Services from Bolton & Menk for Citywide Wastewater Management Study (Council Action-Motion)
- f. Proposal for Professional Services from Bolton & Menk for Preliminary Engineering Report Preparation for Moonlite Bay Sanitary Sewer Extension (Council Action-Motion)
- g. Memo dated July 5, 2018 from Mike Rardin Re: Monthly Project Update (Council Information)

**G. PUBLIC FORUM – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three minute time limit.**

**H. OLD BUSINESS**

**I. NEW BUSINESS**



**J. CITY ATTORNEY REPORT**

- 1. Closed Session pursuant to M.S. 13D, Subd. 3b subject to attorney client privilege to discuss pending litigation/settlement information**

**K. ADJOURN**

B. l.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JUNE 11, 2018  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, June 11, 2018. The following Council Members were present: Mayor Patty Norgaard, Dave Nevin, Dave Schrupp, Brad Nelson, and Gary Heacox. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Erik Lee, Public Works Director Ted Strand, Park Assistant Jane Monson, Land Service Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Mike Rardin, and Echo Publishing Reporter Theresa Bourke. There were approximately twelve people in the audience.

**A. CALL TO ORDER** – Mayor Norgaard called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 06R-01-18 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CONSENT CALENDAR** – MOTION 06R-02-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY DAVE NEVIN TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of May 14, 2018
2. Special Council Meeting Minutes of May 21, 2018
3. Special Council Meeting Minutes of May 29, 2018
4. City – Month End Revenue Report dated May 2018
5. City – Month End Expenditures Report dated May 2018
6. May 2018 Budget to Actual Analysis
7. Police Report for Crosslake – May 2018
8. Police Report for Mission Township – May 2018
9. Fire Department Report – May 2018
10. North Memorial Ambulance Report – May 2018
11. Planning and Zoning Monthly Statistics
12. Planning and Zoning Commission Meeting Minutes of April 27, 2018
13. Planning and Zoning Commission Meeting Minutes of May 11, 2018
14. Public Works Commission Meeting Minutes of May 7, 2018
15. Pay Request #9 from Eagle Construction for the WWTF Improvements in the Amount of \$381,121.00
16. Pay Request #1 from Anderson Brothers for the 2018 Street Improvement Project in the Amount of \$241,486.25
17. Crosslake Park/Library Commission Minutes of April 25, 2018
18. Staff Report dated June 2018 from Jane Monson Re: Community Center Activities
19. EDA Meeting Minutes of May 3, 2018
20. Crosslake Roll-Off Recycling Report for May 2018
21. Waste Partners Recycling Report for April 2018
22. Resolution No. 18-20 Accepting Donations
23. Application for Group Transient Merchant Permit from Crosslake Ideal Lions
24. Letter date May 30, 2018 from DNR Re: Turkey Hunting on Crosslake Game Refuge

25. Bills for Approval in the Amount of \$84,782.39
26. Additional Bills for Approval in the Amount of \$84,782.39
- 27 Pay Request #4 from Redstone Construction for Dream Island Bridge in the Amount of \$73,391.32

MOTION CARRIED WITH ALL AYES.

#### **C. MAYOR'S REPORT**

1. Todd Lyscio, principal of Crosslake Community School, addressed the Council and expressed his gratitude to the community for their support of the new school. Since 2013 attendance has increased from 124 to 238 students. Grade levels expanded from K-8 to PreK to 12. Ten students graduated high school this spring. There is room in the new building for growth. The new school will be open for classes starting in August 2018.
2. Gary Heacox reported that he and Patty Norgaard met with Crow Wing County Solid Waste Coordinator Doug Morris to discuss the recycling program. The City receives funds from the County and State in the amount of \$29,200 for the City's program at Crosslake Rolloff. The City contributes \$3,140 each year.
3. MOTION 06R-03-18 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE THE APPOINTMENT OF GARY NORDSTROM AND ANN SCHRUPP AS ALTERNATES TO THE PARK/RECREATION/LIBRARY COMMISSION. MOTION CARRIED WITH ALL AYES.

#### **D. PUBLIC FORUM**

Pat Netko of 36084 County Road 66 thanked the Council for their support of the beautification project of flowers on the bridges. Ms. Netko stated that she has received many positive comments from passersby.

Cindy Myogeto of the Chamber reported that the 4<sup>th</sup> of July fireworks display would take place on Saturday, July 7<sup>th</sup>. Hubbard Broadcasting will provide in-synched music on channel 93.3. Donations are still being accepted to cover the cost of the fireworks. Ms. Myogeto thanked all of the volunteers that help with the event. Ms. Myogeto reported that the MN State Lottery is considering placing an "inconvenient" store on the Whitefish Chain. This would be one of five in the entire state.

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

1. MOTION 06R-04-18 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO APPROVE THE CHARITABLE GAMBLING LICENSE RENEWALS. MOTION CARRIED WITH ALL AYES.
2. Included in the packet for information was a cross-jurisdictional maintenance agreement between the City and the County for the flower baskets on the bridges. Pat Netko reported that parts of the agreement have changed. The Council tabled the agreement until an updated copy was received.
3. Included in the packet for information was a letter dated May 30, 2018 from MN Board of Peace Officer Standards and Training regarding the recent audit of policies and employee training. The Crosslake Police Department passed the review.

4. Mike Lyonais reported that nine applications for the Park Maintenance position were received and that all of the applicants were qualified. The Mayor, Ted Strand and Mike Lyonais will conduct interviews next week.

Applications for the Park Director position are being taken until June 15<sup>th</sup>. The Personnel Committee will review and rank the applicants. The top 3-5 will be interviewed by the entire Council at a special meeting.

## **F. COMMISSION REPORTS**

### **1. ECONOMIC DEVELOPMENT AUTHORITY**

- a. MOTION 06R-05-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY PATTY NORGAARD TO APPROVE THE PURCHASE OF GREENSTEP CITY SIGNS AND TO HAVE THE COUNTY HIGHWAY DEPARTMENT INSTALL SIGNS AT EACH END OF CITY. Gary Heacox noted that the funds would come from the EDA budget. MOTION CARRIED WITH ALL AYES.

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

- a. MOTION 06R-06-18 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO APPROVE THE QUOTES FROM ANDERSON BROTHERS CONSTRUCTION FOR VARIOUS ROAD REPAIRS THROUGHOUT THE CITY AT A COST NOT TO EXCEED \$13,000. MOTION CARRIED WITH ALL AYES.

Ted Strand reported that Anderson Brothers will begin paving on Manhattan Point Boulevard tomorrow, which is 3 weeks ahead of schedule.

- b. Mike Rardin of Bolton & Menk gave a brief update on the wastewater improvement project. Mr. Rardin reported that there are 10 change orders to date at a cost of approximately 61,000. The 8<sup>th</sup> change order, with a cost of approximately \$30,000, regarding the installation of a transfer switch will be discussed at a meeting with Dave Nevin, Dave Schrupp, Mike Lyonais, Ted Strand and Bolton & Menk on June 20<sup>th</sup> at 3:00 P.M.

## **G. CITY ATTORNEY REPORT – None.**

## **H. PUBLIC FORUM – Mark Lindner of 16543 Pine Lure Drive thanked the Council for the use of yard waste disposal at the Public Works building and stated that it had been a great asset for residents.**

Richard Eide of 38083 County Road 66 asked the status of the sewer extension discussions. Mr. Eide suggested that a small sales tax be implemented to help fund the extension.

## **I. OLD BUSINESS – None.**

## **J. NEW BUSINESS – None.**

## **K. ADJOURN - The Mayor adjourned the meeting at 7:45 P.M.**

Respectfully submitted by,

Charlene Nelson  
City Clerk  
City Clerk/Minutes/6-11-18

B. 2.

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JULY 2, 2018  
8:45 A.M. – CITY HALL

The Council for the City of Crosslake met in a Special Session on July 2, 2018. The following Council Members were present: Mayor Patty Norgaard, Gary Heacox, and Dave Nevin. Dave Schrupp, and Brad Nelson were absent. Also present were City Administrator/Treasurer Mike Lyonais, City Clerk Char Nelson, and Public Works Director Ted Strand.

Mayor Norgaard called the meeting to order at 8:45 A.M.

Mayor Norgaard reported that Mike Lyonais, Ted Strand and she interviewed 5 applicants for the position of Park Maintenance Worker and recommended that Corey Nelson be hired as full-time employee at Step 5 of the current AFSCME union contract. Ted Strand added that Mr. Nelson was willing to help where needed and was willing to obtain a CDL license.

MOTION 07S1-01-18 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO HIRE COREY NELSON AS FULL TIME PARK MAINTENANCE WORKER AT STEP 5 OF AFSCME UNION CONTRACT. MOTION CARRIED WITH ALL AYES.

There being no further business at 8:48 A.M., Mayor Norgaard adjourned the meeting.

Respectfully Submitted,

Charlene Nelson  
City Clerk

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## Month-End Revenue

Current Period: JUNE 2018

SRC	SRC Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	2018 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$3,066,329.00	\$1,326,712.65	\$1,326,712.65	\$1,739,616.35	43.27%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$113,130.00	\$0.00	\$107,554.62	\$5,575.38	95.07%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$121,870.00	\$52,723.56	\$52,723.56	\$69,146.44	43.26%
31800	Other Taxes	\$1,500.00	\$0.00	\$4,976.16	-\$3,476.16	331.74%
31900	Penalties and Interest DelTax	\$1,000.00	\$0.00	\$641.60	\$358.40	64.16%
32110	Alcoholic Beverages	\$16,000.00	\$0.00	\$0.00	\$16,000.00	0.00%
32111	Club Liquor License	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32112	Beer and Wine License	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
32180	Other Licenses/Permits	\$200.00	\$1.00	\$105.00	\$95.00	52.50%
33400	State Grants and Aids	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
33417	Police State Aid	\$33,000.00	\$0.00	\$0.00	\$33,000.00	0.00%
33418	Fire State Aid	\$38,000.00	\$0.00	\$0.00	\$38,000.00	0.00%
33419	Fire Training Reimbursement	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33422	PERA State Aid	\$2,979.00	\$0.00	\$0.00	\$2,979.00	0.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33650	Recycling Grant	\$29,200.00	\$0.00	\$29,200.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$0.00	\$525.30	-\$325.30	262.65%
34010	Sale of Maps and Publications	\$30.00	\$10.00	\$90.00	-\$60.00	300.00%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$30,000.00	\$7,050.00	\$21,575.00	\$8,425.00	71.92%
34104	Plat Check Fee/Subdivision Fee	\$1,500.00	\$250.00	\$1,075.00	\$425.00	71.67%
34105	Variances and CUPS/IUPS	\$9,000.00	\$1,500.00	\$5,500.00	\$3,500.00	61.11%
34106	Sign Permits	\$500.00	\$0.00	\$200.00	\$300.00	40.00%
34107	Assessment Search Fees	\$800.00	\$85.00	\$340.00	\$460.00	42.50%
34108	Zoning Misc/Penalties	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34109	Zoning Reimb Eng/Legal/Survey	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$5,000.00	\$2,000.00	\$4,600.00	\$400.00	92.00%
34113	Landscape License Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34114	Zoning Map/Ordinance Amendment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34201	Fire Department Donations	\$200.00	\$1,800.00	\$1,800.00	-\$1,600.00	900.00%
34202	Fire Protection and Calls	\$30,000.00	\$0.00	\$29,055.74	\$944.26	96.85%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$1,500.00	\$0.00	\$1,200.00	\$300.00	80.00%
34210	Police Contracts	\$48,000.00	\$0.00	\$25,500.00	\$22,500.00	53.13%
34211	Police Donations	\$0.00	\$4,925.00	\$5,025.00	-\$5,025.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$1,081.76	\$3,918.24	21.64%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$11,520.00	-\$11,520.00	0.00%
34300	E911 Signs	\$1,000.00	\$300.00	\$1,300.00	-\$300.00	130.00%
34700	Park & Rec Donation	\$300.00	\$13.00	\$68.00	\$232.00	22.67%



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## Month-End Revenue

Current Period: JUNE 2018

SRC	SRC Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	2018 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$200.00	\$140.00	\$385.00	-\$185.00	192.50%
34740	Park Concessions	\$500.00	\$10.00	\$79.00	\$421.00	15.80%
34741	Gen Gov t Concessions	\$100.00	\$193.51	\$402.00	-\$302.00	402.00%
34742	Park Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34743	Public Works Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34744	Fire Department Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34750	CCC/Park User Fee	\$4,000.00	\$486.25	\$2,173.25	\$1,826.75	54.33%
34751	Shelter/Beer/Wine Fees	\$300.00	\$81.00	\$135.00	\$165.00	45.00%
34760	Library Cards	\$500.00	\$166.00	\$562.00	-\$62.00	112.40%
34761	Library Donations	\$500.00	\$6.00	\$6.00	\$494.00	1.20%
34762	Library Copies	\$300.00	\$23.55	\$147.37	\$152.63	49.12%
34763	Library Events	\$5,000.00	\$603.00	\$1,559.25	\$3,440.75	31.19%
34764	Library Miscellaneous	\$50.00	\$0.00	\$2.00	\$48.00	4.00%
34765	Summer Reading Program	\$300.00	\$115.00	\$160.00	\$140.00	53.33%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$250.00	\$1,818.36	\$1,818.36	-\$1,568.36	727.34%
34769	PAL Foundation - Park	\$3,000.00	\$158.94	\$2,193.72	\$806.28	73.12%
34770	Silver Sneakers	\$6,000.00	\$1,451.50	\$6,134.00	-\$134.00	102.23%
34790	Park Dedication Fees	\$4,500.00	\$0.00	\$4,500.00	\$0.00	100.00%
34800	Tennis Fees	\$1,500.00	\$1,270.00	\$1,270.00	\$230.00	84.67%
34801	Recreational-Program	\$3,000.00	\$460.00	\$460.00	\$2,540.00	15.33%
34802	Softball/Baseball Fees	\$1,000.00	\$35.00	\$485.00	\$515.00	48.50%
34803	Recreation-Misc. Receipts	\$1,000.00	\$12.00	\$31.65	\$968.35	3.17%
34805	Aerobics Fees	\$0.00	\$0.00	\$622.00	-\$622.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$3,670.00	\$18,754.00	\$11,246.00	62.51%
34807	Volleyball Fees	\$750.00	\$0.00	\$348.00	\$402.00	46.40%
34808	Silver and Fit	\$13,000.00	\$933.00	\$6,687.00	\$6,313.00	51.44%
34809	Soccer Fees	\$1,500.00	\$252.00	\$371.00	\$1,129.00	24.73%
34810	Pickle Ball	\$5,500.00	\$710.00	\$4,349.00	\$1,151.00	79.07%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$250.00	\$7,000.00	-\$4,000.00	233.33%
34941	Cemetery Openings	\$3,500.00	\$450.00	\$4,700.00	-\$1,200.00	134.29%
34942	Cemetery Other	\$450.00	\$0.00	\$250.00	\$200.00	55.56%
34950	Public Works Revenue	\$1,500.00	\$0.00	\$25.00	\$1,475.00	1.67%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$7,973.92	\$37,026.08	17.72%
34953	Recycling Revenues	\$50.00	\$0.00	\$217.95	-\$167.95	435.90%
35100	Court Fines	\$10,000.00	\$1,401.18	\$4,443.38	\$5,556.62	44.43%
35103	Library Fines	\$600.00	\$20.00	\$174.00	\$426.00	29.00%
35105	Restitution Receipts	\$1,000.00	\$0.00	\$1,625.71	-\$625.71	162.57%
36200	Miscellaneous Revenues	\$5,000.00	\$454.05	\$2,723.69	\$2,276.31	54.47%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$30,500.00	\$11,380.67	\$60,196.76	-\$29,696.76	197.37%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Bridges	\$6,914.00	\$0.00	\$0.00	\$6,914.00	0.00%
36255	Sp Assess Int-Bridges	\$1,374.00	\$0.00	\$137.98	\$1,236.02	10.04%
36256	Andys Parking Lot Principal	\$5,514.00	\$0.00	\$0.00	\$5,514.00	0.00%
36257	Andys Parking Lot Interest	\$1,188.00	\$0.00	\$362.75	\$825.25	30.53%
38050	Telephone Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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## Month-End Revenue

Current Period: JUNE 2018

SRC	SRC Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	2018 % of Budget
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$1,001,800.00	\$0.00	\$0.00	\$1,001,800.00	0.00%
39330	Proceeds from Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$4,769,498.00	\$1,423,921.22	\$1,780,835.13	\$2,988,662.87	37.34%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31001		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31100	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31200	Community Ctr Levy Refund 2002	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31301	1999 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31302	1999 Series B Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31303	2001 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31304	2002 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31306	2003 Disposal System Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31307	2004 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31308	2006 Series B Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31309	2006 Series C Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31311	2015 GO Equip Certs 2015B	\$153,825.00	\$66,560.31	\$66,560.31	\$87,264.69	43.27%
31312	2017 GO Sewer Rev Imp Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31900	Penalties and Interest DelTax	\$0.00	\$0.00	\$263.08	-\$263.08	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Assess Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Assess Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36112	Sp Assess Int Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36116	Sp Assess Int Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36118	Sp Assess Int Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36122	Sp Assess Int Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36124	Sp Assess Int Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36125	Sp Assess Prin Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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## Month-End Revenue

Current Period: JUNE 2018

SRC	SRC Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	2018 % of Budget
36126	Sp Assess Int Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36127	Sp Assess Prin Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36128	Sp Assess Int Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36129	Sp Assess Prin Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36130	Sp Assess Int Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36131	Sp Assess Prin Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36132	Sp Assess Int Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36133	Sp Assess Prin Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36134	Sp Assess Int Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36135	Sp Assess Prin Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36136	Sp Assess Int Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36137	Sp Assess Prin Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36138	Sp Assess Int Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36139	Sp Assess Prin Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36140	Sp Assess Int Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36141	Sp Assess Prin Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36142	Sp Assess Int Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36143	Sp Assess Prin Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36144	Sp Assess Int Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36145	Sp Assess Prin Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36146	Sp Assess Int Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36147	Sp Assess Prin PineBay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36148	Sp Assess Int Pine Bay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36149	Sp Assess Prin White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36150	Sp Assess Int White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36151	Sp Assess Prin Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36152	Sp Assess Int Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36153	Sp Assess Prin Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36154	Sp Assess Int Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36155	Sp Assess Prin Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36156	Sp Assess Int Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36157	Sp Assess Prin Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36158	Sp Assess Int Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36159	Sp Assess Prin Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36160	Sp Assess Int Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36161	Sp Assess Prin Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36162	Sp Assess Int Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36163	Sp Assess Prin Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36164	Sp Assess Int Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36165	Sp Assess Prin 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36166	Sp Assess Int 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36167	Sp Assess Prin Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36168	Sp Assess Int Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36169	Sp Assess Prin Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36170	Sp Assess Int Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36171	Sp Assess Prin Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36172	Sp Assess Int Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36173	Sp Assess Prin Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36174	Sp Assess Int Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36175	Sp Assess Prin Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36176	Sp Assess Int Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36177	Sp Assess Prin Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36178	Sp Assess Int Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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## Month-End Revenue

Current Period: JUNE 2018

SRC	SRC Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	2018 % of Budget
36179	Sp Assess Prin Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36180	Sp Assess Int Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36181	Sp Assess Prin Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36182	Sp Assess Int Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36183	Sp Assess Prin Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36184	Sp Assess Int Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36185	Sp Assess Prin Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36186	Sp Assess Int Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36187	Sp Assess Prin Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36188	Sp Assess Int Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36189	Sp Assess Prin Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36190	Sp Assess Int Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36191	Sp Assess Prin Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36192	Sp Assess Int Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36193	Sp Assess Prin Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36194	Sp Assess Int Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36195	Sp Assess Prin ABC Dr 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36196	SpAssess Int ABC Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36197	SpAssess Prin Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36198	SpAssess Int Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36199	SpAssess Prin Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36236	SpAssess Prin East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36237	SpAssess Int East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36238	SpAssess Prin Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36239	SpAssess Int Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36240	SpAssess Prin Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36241	SpAssess Int Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36242	SpAssess Prin Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36243	SpAssess Int Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36244	Sp Assess Prin - Duck Lane	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36245	Sp Assess Int - Duck Lane	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36246	Sp Assess Prin - Sunset Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36247	Sp Assess Int - Sunset Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36248	Sp Assess Prin - Maroda Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36249	Sp Assess Int - Maroda Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36250	Sp Assess Prin - Johnie/Rober	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36251	Sp Assess Int - Johnie/Robert	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36252	Sp Assess Prin - Brita/Pinevie	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36253	Sp Assess Int - Brita/Pineview	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Bridges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36255	Sp Assess Int-Bridges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39311	Proceeds-Wilderness GO Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39314	Proceeds-2001 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39315	Proceeds-2002 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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## Month-End Revenue

Current Period: JUNE 2018

SRC	SRC Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	2018 % of Budget
39900	02 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301	DEBT SERVICE FUND	\$153,825.00	\$66,560.31	\$66,823.39	\$87,001.61	43.44%
FUND 401	GENERAL CAPITAL PROJECTS					
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34790	Park Dedication Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39102	Sale of City Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39103	Sale of Fire Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39104	Sale of Lots-Gendreau Addn.	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39231	Proceeds-2006 Series C Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401	GENERAL CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJECTS					
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31050	Tax Increments LeRever	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31051	Tax Increments Daggett Brook	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31052	Tax Increments Reeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31053	Tax Increments - Ace Hardware	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31054	Tax Increment - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31056	Tax Increment 1-9 C&J Develop	\$11,000.00	\$0.00	\$0.00	\$11,000.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJE	\$11,000.00	\$0.00	\$0.00	\$11,000.00	0.00%
FUND 412	DUCK LANE					
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412	DUCK LANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJECT					
33400	State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT					
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT					
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

## CITY OF CROSSLAKE

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## Month-End Revenue

Current Period: JUNE 2018

SRC	SRC Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	2018 % of Budget
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT					
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39316	Proceeds-2003 Series A Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39317	Proceeds-2003 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502	ECONOMIC DEVELOPMENT FUND					
31000	General Property Taxes	\$12,500.00	\$5,382.89	\$5,382.89	\$7,117.11	43.06%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31802	EDA Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34101	City Hall User Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$250.00	-\$250.00	0.00%
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36212	Restricted Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36220	Lease Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502	ECONOMIC DEVELOPMENT FUND	\$12,500.00	\$5,382.89	\$5,632.89	\$6,867.11	45.06%
FUND 503	EDA (REVOLVING LOAN)					
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36211	Revolving Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503	EDA (REVOLVING LOAN)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601	SEWER OPERATING FUND					
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	\$470.26	-\$225.99	\$225.99	0.00%
36104	Penalty & Interest	\$1,000.00	\$128.43	\$1,117.83	-\$117.83	111.78%
36200	Miscellaneous Revenues	\$1,000.00	\$0.00	\$3,935.89	-\$2,935.89	393.59%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$24.82	-\$24.82	0.00%
37200	User Fee	\$252,872.00	\$23,282.42	\$136,105.39	\$116,766.61	53.82%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$4,000.00	-\$4,000.00	0.00%
37500	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$1,559,537.00	\$500,000.00	\$1,000,000.00	\$559,537.00	64.12%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601	SEWER OPERATING FUND	\$1,814,409.00	\$523,881.11	\$1,144,957.94	\$669,451.06	63.10%
FUND 614	TELEPHONE AND CABLE FUND					
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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## Month-End Revenue

Current Period: JUNE 2018

SRC	SRC Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	2018 % of Budget
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39105	Sales Proceeds - Gain/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$95,609.30	\$95,609.30	\$125,390.70	43.26%
31312	2017 GO Sewer Rev Imp Bonds	\$116,613.00	\$50,468.15	\$50,468.15	\$66,144.85	43.28%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FU		\$339,613.00	\$146,077.45	\$146,077.45	\$193,535.55	43.01%
		\$7,100,845.00	\$2,165,822.98	\$3,144,326.80	\$3,956,518.20	44.28%



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**CITY OF CROSSLAKE**  
**Month End Expenditures**  
 Current Period: JUNE 2018

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OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
<b>FUND 101 GENERAL FUND</b>						
<b>DEPT 41110 Council</b>						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,170.00	\$12,700.00	\$14,300.00	47.04%
122	FICA	\$2,066.00	\$166.03	\$971.70	\$1,094.30	47.03%
151	Workers Comp Insurance	\$131.00	\$0.00	\$88.00	\$43.00	67.18%
208	Instruction Fees	\$1,500.00	\$0.00	\$130.00	\$1,370.00	8.67%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$1,500.00	\$33.79	\$672.10	\$827.90	44.81%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
430	Miscellaneous	\$706.00	\$0.00	\$40.79	\$665.21	5.78%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 41110 Council</b>		<b>\$33,053.00</b>	<b>\$2,369.82</b>	<b>\$14,602.59</b>	<b>\$18,450.41</b>	<b>44.18%</b>
<b>DEPT 41400 Administration</b>						
100	Wages and Salaries Dept Head	\$94,516.00	\$7,299.98	\$47,434.87	\$47,081.13	50.19%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$7,405.00	\$0.00	\$0.00	\$7,405.00	0.00%
105	Part-time	\$1,125.00	\$0.00	\$0.00	\$1,125.00	0.00%
109	Secretary/Bookkeeper	\$64,990.00	\$4,950.14	\$32,152.91	\$32,837.09	49.47%
121	PERA	\$12,047.00	\$918.74	\$5,968.96	\$6,078.04	49.55%
122	FICA	\$12,288.00	\$849.64	\$5,551.21	\$6,736.79	45.18%
131	Employer Paid Health	\$37,373.00	\$3,114.40	\$18,686.40	\$18,686.60	50.00%
132	Employer Paid Disability	\$1,392.00	\$120.01	\$600.05	\$791.95	43.11%
133	Employer Paid Dental	\$2,064.00	\$172.00	\$1,032.00	\$1,032.00	50.00%
134	Employer Paid Life	\$134.00	\$11.20	\$67.20	\$66.80	50.15%
136	Deferred Compensation	\$1,300.00	\$100.00	\$650.00	\$650.00	50.00%
151	Workers Comp Insurance	\$2,244.00	\$0.00	\$1,608.00	\$636.00	71.66%
152	Health Savings Account Contrib	\$12,000.00	\$0.00	\$6,000.00	\$6,000.00	50.00%
200	Office Supplies	\$1,800.00	\$0.00	\$595.75	\$1,204.25	33.10%
208	Instruction Fees	\$2,000.00	\$253.00	\$578.00	\$1,422.00	28.90%
210	Operating Supplies	\$1,500.00	\$30.00	\$318.10	\$1,181.90	21.21%
220	Repair/Maint Supply - Equip	\$3,834.00	\$411.37	\$1,177.01	\$2,656.99	30.70%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,000.00	\$240.75	\$1,232.62	\$2,767.38	30.82%
322	Postage	\$1,000.00	\$122.30	\$122.30	\$877.70	12.23%
331	Travel Expenses	\$1,500.00	\$141.70	\$141.70	\$1,358.30	9.45%
334	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$1,000.00	\$420.75	\$816.00	\$184.00	81.60%
413	Office Equipment Rental/Repair	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$850.00	\$0.00	\$350.00	\$500.00	41.18%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$4,020.00	\$0.00	\$0.00	\$4,020.00	0.00%
600	Principal	\$794.00	\$67.78	\$337.50	\$456.50	42.51%
610	Interest	\$70.00	\$4.22	\$22.50	\$47.50	32.14%
<b>DEPT 41400 Administration</b>		<b>\$272,646.00</b>	<b>\$19,227.98</b>	<b>\$125,443.08</b>	<b>\$147,202.92</b>	<b>46.01%</b>
<b>DEPT 41410 Elections</b>						
107	Services	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
122	FICA	\$344.00	\$0.00	\$0.00	\$344.00	0.00%
210	Operating Supplies	\$75.00	\$0.00	\$0.00	\$75.00	0.00%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$75.00	\$0.00	\$0.00	\$75.00	0.00%
413	Office Equipment Rental/Repair	\$75.00	\$0.00	\$0.00	\$75.00	0.00%
430	Miscellaneous	\$131.00	\$0.00	\$0.00	\$131.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$5,200.00	\$0.00	\$0.00	\$5,200.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$32,000.00	\$340.00	\$26,035.00	\$5,965.00	81.36%
304	Legal Fees (Civil)	\$7,000.00	\$450.00	\$2,100.00	\$4,900.00	30.00%
307	Legal Fees (Labor)	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
DEPT 41600 Audit/Legal Services		\$46,000.00	\$790.00	\$28,135.00	\$17,865.00	61.16%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
200	Office Supplies	\$700.00	\$0.00	\$205.96	\$494.04	29.42%
208	Instruction Fees	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
210	Operating Supplies	\$1,500.00	\$123.92	\$298.26	\$1,201.74	19.88%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$3,934.00	\$492.95	\$2,172.18	\$1,761.82	55.22%
221	Repair/Maint Vehicles 306	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
304	Legal Fees (Civil)	\$5,000.00	\$120.00	\$240.00	\$4,760.00	4.80%
305	Legal/Eng - Developer/Criminal	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
314	Surveyor	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
320	Communications	\$3,500.00	\$192.21	\$939.36	\$2,560.64	26.84%
322	Postage	\$500.00	\$122.29	\$122.29	\$377.71	24.46%
331	Travel Expenses	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
332	Travel Expense- P&Z Comm	\$1,500.00	\$0.00	\$840.00	\$660.00	56.00%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$2,000.00	\$97.75	\$503.64	\$1,496.36	25.18%
352	Filing Fees	\$1,500.00	\$276.00	\$701.00	\$799.00	46.73%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
387	Septic Inspections	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$860.00	\$0.00	\$0.00	\$860.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$1.00	-\$1.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$1.00	\$7.00	-\$7.00	0.00%
452	Refund	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
470	Consultant Fees	\$209,280.00	\$50,796.00	\$101,592.00	\$107,688.00	48.54%
500	Capital Outlay	\$4,020.00	\$0.00	\$0.00	\$4,020.00	0.00%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
600	Principal	\$794.00	\$67.78	\$337.50	\$456.50	42.51%
610	Interest	\$70.00	\$4.22	\$22.50	\$47.50	32.14%
DEPT 41910 Planning and Zoning		\$243,358.00	\$52,294.12	\$107,982.69	\$135,375.31	44.37%
DEPT 41940 General Government						
131	Employer Paid Health	\$0.00	-\$5,839.50	-\$966.02	\$966.02	0.00%
133	Employer Paid Dental	\$125.00	\$41.55	\$356.80	-\$231.80	285.44%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$2,500.00	\$284.19	\$1,068.97	\$1,431.03	42.76%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$163.30	-\$163.30	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$652.95	\$2,052.17	\$1,947.83	51.30%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$52.46	\$222.09	\$77.91	74.03%
302	Architects Fees	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
303	Engineering Fees	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
316	Security Monitoring	\$800.00	\$162.00	\$281.50	\$518.50	35.19%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$250.00	\$0.00	\$82.88	\$167.12	33.15%
354	Ordinance Codification	\$5,000.00	\$0.00	\$2,230.62	\$2,769.38	44.61%
360	Insurance	\$26,500.00	\$22,945.00	\$22,945.00	\$3,555.00	86.58%
381	Electric Utilities	\$14,500.00	\$889.00	\$4,755.00	\$9,745.00	32.79%
383	Gas Utilities	\$4,500.00	\$63.84	\$2,092.52	\$2,407.48	46.50%
384	Refuse/Garbage Disposal	\$500.00	\$53.06	\$261.58	\$238.42	52.32%
385	Sewer Utility	\$600.00	\$48.00	\$240.00	\$360.00	40.00%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$4,245.00	\$5,355.00	44.22%
430	Miscellaneous	\$2,500.00	\$472.46	\$2,506.77	-\$6.77	100.27%
433	Dues and Subscriptions	\$3,500.00	\$379.25	\$2,008.65	\$1,491.35	57.39%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,650.00	\$0.00	\$1,650.00	\$0.00	100.00%
439	Emergency Mgmt Expense	\$2,000.00	\$432.50	\$930.00	\$1,070.00	46.50%
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$10,500.00	\$0.00	\$5,714.12	\$4,785.88	54.42%
443	Sales Tax	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
444	Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
446	Animal Control	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
449	Cobra Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
451	Health Comm Program Expense	\$0.00	\$1,050.00	\$5,150.00	-\$5,150.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
456	Fireworks	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00	100.00%
460	Fines/Fees Reimburse	\$6,000.00	\$0.00	\$690.77	\$5,309.23	11.51%
470	Consultant Fees	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
490	Donations to Civic Org s	\$3,700.00	\$0.00	\$0.00	\$3,700.00	0.00%
493	Pass Thru Donations	\$0.00	-\$3,840.00	\$7,680.00	-\$7,680.00	0.00%
500	Capital Outlay	\$185,000.00	\$0.00	\$7,951.00	\$177,049.00	4.30%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$1,559,537.00	\$500,000.00	\$1,000,000.00	\$559,537.00	64.12%
DEPT 41940 General Government		\$1,876,412.00	\$532,554.26	\$1,088,312.72	\$788,099.28	58.00%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$81,694.00	\$6,283.70	\$40,844.05	\$40,849.95	50.00%
101	Assistant	\$5,000.00	\$4,901.20	\$32,037.08	-\$27,037.08	640.74%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
103	Tech 1	\$48,253.00	\$3,580.13	\$23,233.95	\$25,019.05	48.15%
108	Tech 3	\$25,000.00	\$2,475.00	\$11,108.63	\$13,891.37	44.43%
110	Tech 4	\$59,913.00	\$46.00	\$276.00	\$59,637.00	0.46%
112	Tech 5	\$59,830.00	\$4,250.80	\$28,476.90	\$31,353.10	47.60%
113	Tech 6	\$61,207.00	\$4,327.93	\$27,805.46	\$33,401.54	45.43%
121	PERA	\$55,225.00	\$4,190.09	\$26,236.48	\$28,988.52	47.51%
122	FICA	\$4,943.00	\$344.49	\$2,135.89	\$2,807.11	43.21%
131	Employer Paid Health	\$82,224.00	\$5,918.00	\$35,508.00	\$46,716.00	43.18%
132	Employer Paid Disability	\$2,636.00	\$226.75	\$1,360.50	\$1,275.50	51.61%
133	Employer Paid Dental	\$3,894.00	\$324.48	\$1,946.88	\$1,947.12	50.00%
134	Employer Paid Life	\$336.00	\$28.00	\$168.00	\$168.00	50.00%
136	Deferred Compensation	\$1,300.00	\$100.00	\$650.00	\$650.00	50.00%
140	Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
151	Workers Comp Insurance	\$26,478.00	\$0.00	\$17,322.00	\$9,156.00	65.42%
152	Health Savings Account Contrib	\$27,000.00	\$0.00	\$12,000.00	\$15,000.00	44.44%
200	Office Supplies	\$300.00	\$0.00	\$68.94	\$231.06	22.98%
208	Instruction Fees	\$4,500.00	\$0.00	\$2,183.00	\$2,317.00	48.51%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,800.00	\$113.25	\$804.44	\$995.56	44.69%
212	Motor Fuels	\$18,000.00	\$1,070.39	\$4,441.63	\$13,558.37	24.68%
214	Auto Expense- Squad 301	\$500.00	\$836.19	\$861.19	-\$361.19	172.24%
216	Auto Expense- Squad 305	\$1,200.00	\$0.00	\$1,712.37	-\$512.37	142.70%
217	Auto Expense- Squad 303	\$1,000.00	\$93.34	\$625.42	\$374.58	62.54%
218	Auto Expense- Squad 302	\$1,000.00	\$61.35	\$391.48	\$608.52	39.15%
219	Auto Expense- Squad 304	\$500.00	\$138.01	\$673.12	-\$173.12	134.62%
220	Repair/Maint Supply - Equip	\$15,000.00	\$3,730.00	\$4,740.00	\$10,260.00	31.60%
221	Repair/Maint Vehicles 306	\$2,000.00	\$60.00	\$1,006.37	\$993.63	50.32%
258	Unif Tony/Ted/Gerald/Fire	\$675.00	\$0.00	\$205.98	\$469.02	30.52%
259	Unif Erik/Joe	\$675.00	\$0.00	\$277.95	\$397.05	41.18%
260	Unif Eric & Nate	\$675.00	\$109.00	\$109.00	\$566.00	16.15%
261	Unif Jake/Jon/Seth	\$675.00	\$0.00	\$151.00	\$524.00	22.37%
262	Unif Tony	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
264	Unif Bobby/Ron	\$675.00	\$180.00	\$180.00	\$495.00	26.67%
265	Unif & P/T Expense	\$500.00	\$94.98	\$397.93	\$102.07	79.59%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
283	Forfeiture Expenditures	\$1,000.00	\$175.00	\$6,416.70	-\$5,416.70	641.67%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$75.00	-\$75.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,800.00	\$272.44	\$1,387.90	\$1,412.10	49.57%
321	Communications-Cellular	\$5,400.00	\$637.29	\$2,008.63	\$3,391.37	37.20%
322	Postage	\$200.00	\$8.06	\$14.76	\$185.24	7.38%
331	Travel Expenses	\$2,200.00	\$807.35	\$2,006.71	\$193.29	91.21%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$14,000.00	\$18,894.00	\$18,894.00	-\$4,894.00	134.96%
413	Office Equipment Rental/Repair	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
430	Miscellaneous	\$200.00	\$39.00	\$84.00	\$116.00	42.00%
433	Dues and Subscriptions	\$250.00	\$0.00	\$526.00	-\$276.00	210.40%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
458	Undercover Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$4,460.00	\$0.00	\$1,791.70	\$2,668.30	40.17%
550	Capital Outlay - Vehicles	\$50,960.00	\$0.00	\$0.00	\$50,960.00	0.00%
600	Principal	\$132.00	\$11.30	\$56.25	\$75.75	42.61%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
610	Interest	\$12.00	\$0.70	\$3.75	\$8.25	31.25%
DEPT 42110	Police Administration	\$678,322.00	\$64,328.22	\$313,205.04	\$365,116.96	46.17%
DEPT 42280	Fire Administration					
100	Wages and Salaries Dept Head	\$6,000.00	\$500.00	\$3,000.00	\$3,000.00	50.00%
101	Assistant	\$1,200.00	\$100.00	\$600.00	\$600.00	50.00%
106	Training	\$2,100.00	\$75.00	\$450.00	\$1,650.00	21.43%
107	Services	\$71,000.00	\$6,542.00	\$35,050.50	\$35,949.50	49.37%
122	FICA	\$6,143.00	\$552.15	\$2,991.31	\$3,151.69	48.69%
151	Workers Comp Insurance	\$8,027.00	\$0.00	\$5,484.00	\$2,543.00	68.32%
200	Office Supplies	\$100.00	\$0.00	\$71.80	\$28.20	71.80%
208	Instruction Fees	\$8,000.00	\$2,300.00	\$10,984.00	-\$2,984.00	137.30%
209	Physicals	\$3,500.00	\$39.00	\$2,277.00	\$1,223.00	65.06%
210	Operating Supplies	\$3,000.00	\$537.28	\$2,157.96	\$842.04	71.93%
212	Motor Fuels	\$500.00	\$238.13	\$283.90	\$216.10	56.78%
213	Diesel Fuel	\$2,500.00	\$103.71	\$233.01	\$2,266.99	9.32%
220	Repair/Maint Supply - Equip	\$3,000.00	\$81.57	\$1,156.66	\$1,843.34	38.56%
221	Repair/Maint Vehicles 306	\$9,000.00	\$1,175.61	\$5,504.23	\$3,495.77	61.16%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
240	Small Tools and Minor Equip	\$1,500.00	\$0.00	\$297.28	\$1,202.72	19.82%
258	Unif Tony/Ted/Gerald/Fire	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$6,550.85	-\$6,550.85	0.00%
320	Communications	\$2,500.00	\$258.90	\$1,294.92	\$1,205.08	51.80%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$5,000.00	\$122.08	\$3,002.07	\$1,997.93	60.04%
340	Advertising	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,000.00	\$4,320.00	\$4,481.00	\$2,519.00	64.01%
430	Miscellaneous	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
433	Dues and Subscriptions	\$1,500.00	\$0.00	\$1,011.30	\$488.70	67.42%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
455	House Burn	\$1,500.00	\$0.00	\$143.75	\$1,356.25	9.58%
491	FDRA City Contribution	\$23,000.00	\$834.00	\$3,738.00	\$19,262.00	16.25%
492	FDRA State Aid	\$38,000.00	\$0.00	\$0.00	\$38,000.00	0.00%
500	Capital Outlay	\$19,000.00	\$0.00	\$6,909.98	\$12,090.02	36.37%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$11,250.00	-\$11,250.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280	Fire Administration	\$229,045.00	\$17,779.43	\$108,923.52	\$120,121.48	47.56%
DEPT 42500	Ambulance Services					
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$112.50	-\$112.50	0.00%
306	Ambulance Subsidy	\$0.00	\$1,100.00	\$1,100.00	-\$1,100.00	0.00%
DEPT 42500	Ambulance Services	\$0.00	\$1,100.00	\$1,212.50	-\$1,212.50	0.00%
DEPT 43000	Public Works (GENERAL)					
100	Wages and Salaries Dept Head	\$6,237.00	\$0.00	\$0.00	\$6,237.00	0.00%
103	Tech 1	\$57,244.00	\$3,922.92	\$28,683.25	\$28,560.75	50.11%
104	Tech 2	\$57,244.00	\$4,319.05	\$27,826.84	\$29,417.16	48.61%
105	Part-time	\$0.00	\$0.00	\$380.88	-\$380.88	0.00%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
108	Tech 3	\$57,244.00	\$3,352.54	\$21,112.12	\$36,131.88	36.88%
121	PERA	\$13,348.00	\$869.58	\$5,850.22	\$7,497.78	43.83%
122	FICA	\$13,615.00	\$826.21	\$5,593.95	\$8,021.05	41.09%
131	Employer Paid Health	\$44,851.00	\$3,737.60	\$20,868.40	\$23,982.60	46.53%
132	Employer Paid Disability	\$1,198.00	\$100.98	\$636.59	\$561.41	53.14%
133	Employer Paid Dental	\$2,463.00	\$205.24	\$1,157.77	\$1,305.23	47.01%
134	Employer Paid Life	\$202.00	\$16.80	\$96.81	\$105.19	47.93%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$28,704.00	\$0.00	\$19,784.00	\$8,920.00	68.92%
152	Health Savings Account Contrib	\$15,000.00	\$0.00	\$7,500.00	\$7,500.00	50.00%
200	Office Supplies	\$450.00	\$0.00	\$123.90	\$326.10	27.53%
208	Instruction Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
210	Operating Supplies	\$1,200.00	\$95.36	\$1,307.50	-\$107.50	108.96%
212	Motor Fuels	\$8,000.00	\$772.63	\$2,655.59	\$5,344.41	33.19%
213	Diesel Fuel	\$15,000.00	\$717.22	\$3,859.95	\$11,140.05	25.73%
215	Shop Supplies	\$2,750.00	\$0.00	\$413.98	\$2,336.02	15.05%
220	Repair/Maint Supply - Equip	\$18,000.00	\$2,405.21	\$11,209.48	\$6,790.52	62.27%
221	Repair/Maint Vehicles 306	\$15,000.00	\$0.00	\$8,065.36	\$6,934.64	53.77%
222	Tires	\$1,500.00	\$364.00	\$364.00	\$1,136.00	24.27%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$81.37	\$1,704.06	\$2,795.94	37.87%
224	Street Maint Materials	\$20,000.00	\$390.00	\$19,282.85	\$717.15	96.41%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$16,000.00	\$0.00	\$0.00	\$16,000.00	0.00%
235	Signs	\$3,000.00	\$436.48	\$838.43	\$2,161.57	27.95%
240	Small Tools and Minor Equip	\$2,500.00	\$462.21	\$2,360.59	\$139.41	94.42%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Erik/Joe	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
260	Unif Eric & Nate	\$300.00	\$149.00	\$308.98	-\$8.98	102.99%
261	Unif Jake/Jon/Seth	\$300.00	\$0.00	\$300.00	\$0.00	100.00%
303	Engineering Fees	\$25,000.00	\$0.00	\$722.85	\$24,277.15	2.89%
304	Legal Fees (Civil)	\$1,000.00	\$150.00	\$150.00	\$850.00	15.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$98.70	\$101.30	49.35%
320	Communications	\$1,600.00	\$107.34	\$542.08	\$1,057.92	33.88%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$1,000.00	\$0.00	\$33.74	\$966.26	3.37%
340	Advertising	\$100.00	\$0.00	\$340.53	-\$240.53	340.53%
351	Legal Notices Publishing	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
360	Insurance	\$27,000.00	\$12,028.00	\$12,028.00	\$14,972.00	44.55%
381	Electric Utilities	\$14,000.00	\$562.71	\$6,353.59	\$7,646.41	45.38%
383	Gas Utilities	\$6,000.00	\$65.38	\$1,452.81	\$4,547.19	24.21%
384	Refuse/Garbage Disposal	\$1,000.00	\$186.60	\$431.10	\$568.90	43.11%
385	Sewer Utility	\$400.00	\$45.12	\$248.16	\$151.84	62.04%
405	Cleaning Services	\$3,700.00	\$176.25	\$1,413.43	\$2,286.57	38.20%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$574.06	\$425.94	57.41%
433	Dues and Subscriptions	\$0.00	\$0.00	\$10.00	-\$10.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$61.97	\$1,691.95	-\$691.95	169.20%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$45,000.00	\$7,846.02	\$18,577.75	\$26,422.25	41.28%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
500	Capital Outlay	\$75,000.00	\$582.80	\$14,849.80	\$60,150.20	19.80%
550	Capital Outlay - Vehicles	\$0.00	\$32,925.00	\$32,925.00	-\$32,925.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
581	Capital Outlay -Seal Coat	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
582	Capital Outlay - Crackfill	\$50,000.00	\$47,480.00	\$47,480.00	\$2,520.00	94.96%
583	Capital Outlay - Overlays	\$1,440,800.00	\$336,183.02	\$410,969.42	\$1,029,830.58	28.52%
584	Capital Outlay - Road Const	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$2,129,400.00	\$461,624.61	\$743,178.47	\$1,386,221.53	34.90%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$17.18	\$71.10	\$868.90	7.56%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
360	Insurance	\$60.00	\$68.00	\$68.00	-\$8.00	113.33%
381	Electric Utilities	\$350.00	\$16.74	\$26.13	\$323.87	7.47%
430	Miscellaneous	\$400.00	\$274.08	\$1,000.46	-\$600.46	250.12%
452	Refund	\$0.00	\$0.00	\$900.00	-\$900.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery		\$3,000.00	\$376.00	\$2,065.69	\$934.31	68.86%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$72,590.00	\$0.00	\$43,230.51	\$29,359.49	59.55%
101	Assistant	\$29,378.00	\$2,579.37	\$15,142.22	\$14,235.78	51.54%
103	Tech 1	\$26,940.00	\$604.32	\$1,380.18	\$25,559.82	5.12%
104	Tech 2	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
105	Part-time	\$43,680.00	\$2,978.83	\$16,872.40	\$26,807.60	38.63%
108	Tech 3	\$33,675.00	\$2,636.41	\$16,732.07	\$16,942.93	49.69%
121	PERA	\$15,470.00	\$470.52	\$5,028.86	\$10,441.14	32.51%
122	FICA	\$16,162.00	\$655.44	\$6,529.52	\$9,632.48	40.40%
131	Employer Paid Health	\$37,373.00	\$129.76	\$7,915.76	\$29,457.24	21.18%
132	Employer Paid Disability	\$1,565.00	-\$3.07	\$560.78	\$1,004.22	35.83%
133	Employer Paid Dental	\$4,128.00	\$179.17	\$1,456.84	\$2,671.16	35.29%
134	Employer Paid Life	\$269.00	\$11.20	\$93.59	\$175.41	34.79%
136	Deferred Compensation	\$650.00	\$4.17	\$284.17	\$365.83	43.72%
140	Unemployment	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
151	Workers Comp Insurance	\$15,118.00	\$0.00	\$10,559.00	\$4,559.00	69.84%
152	Health Savings Account Contrib	\$12,000.00	\$0.00	\$3,000.00	\$9,000.00	25.00%
200	Office Supplies	\$200.00	\$0.00	\$43.90	\$156.10	21.95%
208	Instruction Fees	\$500.00	\$0.00	\$138.00	\$362.00	27.60%
210	Operating Supplies	\$3,200.00	\$180.40	\$1,145.90	\$2,054.10	35.81%
212	Motor Fuels	\$2,000.00	\$72.48	\$737.41	\$1,262.59	36.87%
213	Diesel Fuel	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
220	Repair/Maint Supply - Equip	\$3,000.00	\$171.95	\$1,374.99	\$1,625.01	45.83%
221	Repair/Maint Vehicles 306	\$2,000.00	\$0.00	\$119.95	\$1,880.05	6.00%
223	Bldg Repair Suppl/Maintenance	\$15,000.00	\$376.16	\$4,011.69	\$10,988.31	26.74%
231	Chemicals	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
235	Signs	\$400.00	\$0.00	\$186.20	\$213.80	46.55%
254	Concessions - Pop	\$300.00	\$0.00	\$7.98	\$292.02	2.66%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Tony/Ted/Gerald/Fire	\$300.00	\$0.00	\$0.00	\$300.00	0.00%



OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
261	Unif Jake/Jon/Seth	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
264	Unif Bobby/Ron	\$300.00	\$0.00	\$246.40	\$53.60	82.13%
303	Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
304	Legal Fees (Civil)	\$5,000.00	\$0.00	\$150.00	\$4,850.00	3.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,600.00	\$78.12	\$78.12	\$1,521.88	4.88%
310	Program Supplies	\$1,000.00	\$84.95	\$224.66	\$775.34	22.47%
311	Softball/Baseball	\$1,000.00	\$140.00	\$140.00	\$860.00	14.00%
312	Aerobic Instruction	\$0.00	\$157.20	\$392.40	-\$392.40	0.00%
315	Warm House/Garage Exp	\$1,000.00	\$65.18	\$205.70	\$794.30	20.57%
316	Security Monitoring	\$1,200.00	\$347.88	\$1,262.88	-\$62.88	105.24%
317	Soccer/Skating	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
318	Garage (North)	\$3,000.00	\$51.00	\$1,324.76	\$1,675.24	44.16%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,500.00	\$404.85	\$2,147.44	\$1,352.56	61.36%
322	Postage	\$150.00	\$28.80	\$35.50	\$114.50	23.67%
323	Garage (East)	\$1,500.00	\$2.80	\$538.49	\$961.51	35.90%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$1,000.00	\$28.07	\$524.10	\$475.90	52.41%
335	Background Checks	\$150.00	\$0.00	\$15.00	\$135.00	10.00%
340	Advertising	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
351	Legal Notices Publishing	\$0.00	\$209.94	\$209.94	-\$209.94	0.00%
360	Insurance	\$15,000.00	\$12,083.00	\$12,083.00	\$2,917.00	80.55%
381	Electric Utilities	\$13,000.00	\$1,417.53	\$6,481.28	\$6,518.72	49.86%
383	Gas Utilities	\$6,500.00	\$163.93	\$3,177.95	\$3,322.05	48.89%
384	Refuse/Garbage Disposal	\$800.00	\$74.89	\$369.18	\$430.82	46.15%
403	Improvements Other Than Bldgs	\$3,800.00	\$0.00	\$0.00	\$3,800.00	0.00%
413	Office Equipment Rental/Repair	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
415	Equipment Rental	\$500.00	\$0.00	\$375.00	\$125.00	75.00%
430	Miscellaneous	\$800.00	\$96.82	\$111.82	\$688.18	13.98%
433	Dues and Subscriptions	\$500.00	\$0.00	\$653.00	-\$153.00	130.60%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$1,862.43	-\$362.43	124.16%
443	Sales Tax	\$1,600.00	\$407.00	\$1,486.00	\$114.00	92.88%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$150.00	\$43.86	\$103.61	\$46.39	69.07%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$35.00	\$50.00	\$100.00	33.33%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$1,895.00	-\$895.00	189.50%
457	Weight Room Expenses	\$2,000.00	\$0.00	\$675.04	\$1,324.96	33.75%
459	PAL Foundation Expenditures	\$3,000.00	\$15.94	\$1,918.72	\$1,081.28	63.96%
461	Silver Sneakers	\$6,500.00	\$780.00	\$5,018.00	\$1,482.00	77.20%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$93,000.00	\$98.50	\$2,374.57	\$90,625.43	2.55%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$91,451.60	-\$91,451.60	0.00%
553	Capital Outlay - Other	\$0.00	\$120.00	\$1,968.00	-\$1,968.00	0.00%
557	Capital Outlay - Tennis Courts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$1,250.00	\$104.14	\$624.84	\$625.16	49.99%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$531,848.00	\$28,086.51	\$276,726.35	\$255,121.65	52.03%
DEPT 45500 Library						
101	Assistant	\$33,675.00	\$0.00	\$7,945.87	\$25,729.13	23.60%
121	PERA	\$2,526.00	\$0.00	\$595.95	\$1,930.05	23.59%
122	FICA	\$2,576.00	\$0.00	\$497.87	\$2,078.13	19.33%
131	Employer Paid Health	\$18,686.00	\$0.00	\$5,450.20	\$13,235.80	29.17%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
132	Employer Paid Disability	\$289.00	\$25.56	\$153.36	\$135.64	53.07%
133	Employer Paid Dental	\$1,032.00	\$0.00	\$301.00	\$731.00	29.17%
134	Employer Paid Life	\$67.00	\$0.00	\$16.80	\$50.20	25.07%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$350.00	\$0.00	\$0.00	\$350.00	0.00%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$3,000.00	\$3,000.00	50.00%
201	Library Operating Supplies	\$2,000.00	\$407.33	\$1,628.04	\$371.96	81.40%
202	Library Subscriptions	\$500.00	\$0.00	\$473.72	\$26.28	94.74%
203	Library Books	\$5,000.00	\$45.95	\$1,896.97	\$3,103.03	37.94%
204	Children s Program Expense	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	Book Sale Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
207	Golf Fundraiser Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,000.00	\$60.58	\$301.82	\$698.18	30.18%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$1,000.00	\$35.64	\$301.28	\$698.72	30.13%
443	Sales Tax	\$100.00	\$28.00	\$75.00	\$25.00	75.00%
452	Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
459	PAL Foundation Expenditures	\$250.00	\$2,163.36	\$2,163.36	-\$1,913.36	865.34%
500	Capital Outlay	\$3,165.00	\$0.00	\$0.00	\$3,165.00	0.00%
600	Principal	\$1,250.00	\$104.14	\$624.84	\$625.16	49.99%
DEPT 45500 Library		\$80,216.00	\$2,870.56	\$25,426.08	\$54,789.92	31.70%
DEPT 47007 2003 Series A Disposal						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure						
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 2012 Series A						
600	Principal	\$190,000.00	\$0.00	\$190,000.00	\$0.00	100.00%
610	Interest	\$23,453.00	\$0.00	\$12,676.25	\$10,776.75	54.05%
620	Fiscal Agent s Fees	\$300.00	\$0.00	\$257.00	\$43.00	85.67%
DEPT 47014 2012 Series A		\$213,753.00	\$0.00	\$202,933.25	\$10,819.75	94.94%
DEPT 47015 47015 Series 2015B						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$32,340.00	\$2,433.00	\$14,598.00	\$17,742.00	45.14%
388	Recycling Expenses	\$400.00	\$0.00	\$75.00	\$325.00	18.75%
430	Miscellaneous	\$3,240.00	\$262.00	\$1,572.00	\$1,668.00	48.52%
DEPT 48000 Recycling		\$35,980.00	\$2,695.00	\$16,245.00	\$19,735.00	45.15%
FUND 101 GENERAL FUND		\$6,378,233.00	\$1,186,096.51	\$3,054,391.98	\$3,323,841.02	47.89%
FUND 301 DEBT SERVICE FUND						
DEPT 47000 Emer Svcs Ctr Refunding 2004						
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000	Emer Svcs Ctr Refunding 200	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001	Community Ctr Refunding 2002					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001	Community Ctr Refunding 200	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002	G.O. Improve-Wilderness					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002	G.O. Improve-Wilderness	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003	1999 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003	1999 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004	1999 Series B Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004	1999 Series B Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005	2001 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005	2001 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006	2002 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006	2002 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008	2003 Series B Sewer					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008	2003 Series B Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010	2004 Series A					

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure						
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
621	Continung Disclosure Expene	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
DEPT 47013 Bond Disclosure		\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
DEPT 47014 2012 Series A						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 2012 Series A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B						
600	Principal	\$138,000.00	\$0.00	\$0.00	\$138,000.00	0.00%
610	Interest	\$8,500.00	\$0.00	\$4,250.00	\$4,250.00	50.00%
620	Fiscal Agent s Fees	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
DEPT 47015 47015 Series 2015B		\$146,800.00	\$0.00	\$4,250.00	\$142,550.00	2.90%
FUND 301 DEBT SERVICE FUND		\$149,300.00	\$0.00	\$4,250.00	\$145,050.00	2.85%
FUND 401 GENERAL CAPITAL PROJECTS						
DEPT 44000 Capital Projects						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 44000 Capital Projects		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert						
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						
351	Legal Notices Publishing	\$650.00	\$59.50	\$59.50	\$590.50	9.15%
640	Tax Increment 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
641	Tax Increment 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
644	Tax Increment 7 - Stone #1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
645	Tax Increment 8 - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
646	TaxIncrement 9-C&J Dev	\$10,200.00	\$0.00	\$0.00	\$10,200.00	0.00%
650	Administrative Costs	\$650.00	\$0.00	\$100.00	\$550.00	15.38%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000 Tax Increment Financing		\$11,500.00	\$59.50	\$159.50	\$11,340.50	1.39%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJEC		\$11,500.00	\$59.50	\$159.50	\$11,340.50	1.39%
FUND 410 MARODA DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
DEPT 43000 Public Works (GENERAL)						
226	Bridge Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
DEPT 43000 Public Works (GENERAL)						

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
DEPT 45500 Library						
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500 Library		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
DEPT 43200 Sewer						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
DEPT 41940 General Government						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$20.00	-\$20.00	0.00%
493	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
DEPT 46500	Economic Develop mt (GENER	\$0.00	\$0.00	\$20.00	-\$20.00	0.00%
DEPT 47000	Emer Svcs Ctr Refunding 2004					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000	Emer Svcs Ctr Refunding 200	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility					
430	Miscellaneous	\$12,500.00	\$3,750.00	\$3,750.00	\$8,750.00	30.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility	\$12,500.00	\$3,750.00	\$3,750.00	\$8,750.00	30.00%
FUND 502	ECONOMIC DEVELOPMENT FUND	\$12,500.00	\$3,750.00	\$3,770.00	\$8,730.00	30.16%
FUND 503	EDA (REVOLVING LOAN)					
DEPT 46500	Economic Develop mt (GENERAL)					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
447	Loan Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500	Economic Develop mt (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503	EDA (REVOLVING LOAN)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601	SEWER OPERATING FUND					
DEPT 43200	Sewer					
100	Wages and Salaries Dept Head	\$73,421.00	\$6,059.84	\$40,242.74	\$33,178.26	54.81%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$5,507.00	\$454.49	\$2,908.21	\$2,598.79	52.81%
122	FICA	\$5,617.00	\$403.24	\$2,454.49	\$3,162.51	43.70%
131	Employer Paid Health	\$18,686.00	\$1,427.44	\$9,213.44	\$9,472.56	49.31%
132	Employer Paid Disability	\$718.00	\$61.66	\$369.96	\$348.04	51.53%
133	Employer Paid Dental	\$1,032.00	\$78.83	\$508.83	\$523.17	49.31%
134	Employer Paid Life	\$67.00	\$5.60	\$33.60	\$33.40	50.15%
136	Deferred Compensation	\$650.00	\$45.83	\$315.83	\$334.17	48.59%
151	Workers Comp Insurance	\$6,010.00	\$0.00	\$4,136.00	\$1,874.00	68.82%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$3,000.00	\$3,000.00	50.00%
200	Office Supplies	\$250.00	\$0.00	\$178.17	\$71.83	71.27%
208	Instruction Fees	\$2,500.00	\$525.00	\$1,820.00	\$680.00	72.80%
210	Operating Supplies	\$3,500.00	\$1,212.68	\$1,861.84	\$1,638.16	53.20%
212	Motor Fuels	\$2,000.00	\$14.73	\$14.73	\$1,985.27	0.74%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$10,000.00	\$7,067.25	\$11,680.05	-\$1,680.05	116.80%
221	Repair/Maint Vehicles 306	\$1,500.00	\$0.00	\$260.55	\$1,239.45	17.37%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$830.30	\$14,573.92	-\$10,573.92	364.35%
229	Oper/Maint - Lift Station	\$12,000.00	\$229.37	\$1,187.51	\$10,812.49	9.90%
230	Repair/Maint - Collection Syst	\$7,000.00	\$1,444.52	\$4,338.43	\$2,661.57	61.98%
231	Chemicals	\$18,000.00	\$0.00	\$4,620.76	\$13,379.24	25.67%
258	Unif Tony/Ted/Gerald/Fire	\$300.00	\$0.00	\$176.91	\$123.09	58.97%
303	Engineering Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%



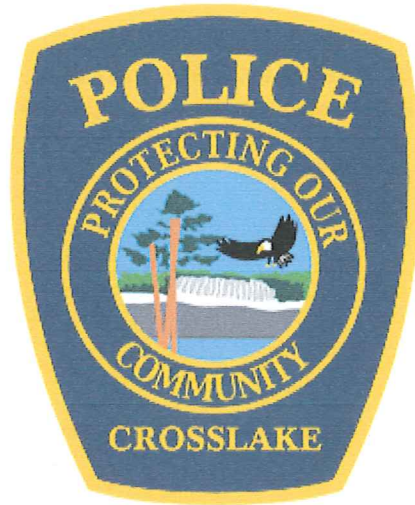
OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$151.21	\$756.13	-\$156.13	126.02%
321	Communications-Cellular	\$1,600.00	\$118.51	\$593.09	\$1,006.91	37.07%
322	Postage	\$800.00	\$428.55	\$428.55	\$371.45	53.57%
331	Travel Expenses	\$2,500.00	\$0.00	\$2,609.40	-\$109.40	104.38%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$325.13	\$325.13	-\$125.13	162.57%
360	Insurance	\$8,000.00	\$7,853.00	\$7,853.00	\$147.00	98.16%
381	Electric Utilities	\$27,000.00	\$2,061.69	\$12,386.60	\$14,613.40	45.88%
383	Gas Utilities	\$3,000.00	\$43.75	\$1,623.42	\$1,376.58	54.11%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$15,000.00	\$456.30	\$3,073.60	\$11,926.40	20.49%
407	Sludge Disposal	\$20,000.00	\$14,500.00	\$19,600.00	\$400.00	98.00%
420	Depreciation Expense	\$200,000.00	\$0.00	\$0.00	\$200,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$15.00	\$85.00	15.00%
433	Dues and Subscriptions	\$300.00	\$0.00	\$552.00	-\$252.00	184.00%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
450	Permits	\$2,000.00	\$0.00	\$1,450.00	\$550.00	72.50%
452	Refund	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$1,550,000.00	\$383,051.00	\$1,341,558.18	\$208,441.82	86.55%
553	Capital Outlay - Other	\$0.00	\$3,612.00	\$3,612.00	-\$3,612.00	0.00%
554	Capital Outlay - Ox Ditch Bldg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
555	Capital Outlay - Sewer Biosol	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
556	Capital Outlay - Sewer Exten	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$2,014,408.00	\$432,461.92	\$1,500,332.07	\$514,075.93	74.48%
DEPT 47007 2003 Series A Disposal						
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND		\$2,014,408.00	\$432,461.92	\$1,500,332.07	\$514,075.93	74.48%
FUND 614 TELEPHONE AND CABLE FUND						
DEPT 49000 Miscellaneous (GENERAL)						
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
630	Loss on Bond Defeasance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49000 Miscellaneous (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$175,000.00	\$0.00	\$175,000.00	\$0.00	100.00%
610	Interest	\$23,606.00	\$0.00	\$14,702.50	\$8,903.50	62.28%

OBJ	OBJ Descr	2018 Budget	JUNE 2018 Amt	2018 YTD Amt	2018 YTD Balance	%YTD Budget
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$238.00	\$512.00	31.73%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$199,356.00	\$0.00	\$189,940.50	\$9,415.50	95.28%
DEPT 47008 2003 Series B Sewer						
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
610	Interest	\$11,060.00	\$0.00	\$0.00	\$11,060.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$111,060.00	\$0.00	\$0.00	\$111,060.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUN		\$310,416.00	\$0.00	\$189,940.50	\$120,475.50	61.19%
FUND 652 WASTEWATER MGMT DISTRICT						
DEPT 41910 Planning and Zoning						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 Planning and Zoning		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 652 WASTEWATER MGMT DISTRICT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$8,876,357.00	\$1,622,367.93	\$4,752,844.05	\$4,123,512.95	53.54%

B.5.

City of Crosslake - Preliminary					
6/30/2018 Preliminary Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)					
Description	2018 Budget	30-Jun	2018 YTD Amount	2018 YTD Balance	2018 %YTD Budget
<b>Total Expense (From Month End Report For June 30, 2018)</b>	<b>\$ 8,876,357</b>	<b>\$ 1,622,368</b>	<b>\$ 4,752,844</b>	<b>\$ 4,123,513</b>	<b>53.54%</b>
<b>Adjustments:</b>					
<u>Less: All DS Issues</u>					
(101-41400-600) Administration: Copier Lease	(864)	(72)	(360)	(504)	41.67%
(101-41910-600) Planning and Zoning: Copier Lease	(864)	(72)	(360)	(504)	41.67%
(101-42110-600) Police: Copier Lease	(144)	(12)	(60)	(84)	41.67%
(101-45100-600) Parks and Rec.: Copier Lease	(1,250)	(104)	(625)	(625)	49.99%
(101-45500-600) Library: Copier Lease	(1,250)	(104)	(625)	(625)	49.99%
(101-47014-600) 2012 Series A - Principal	(190,000)	0	(190,000)	0	100.00%
(101-47014-610) 2012 Series A - Interest	(23,453)	0	(12,676)	(10,777)	54.05%
(101-47014-620) 2012 Series A - Fiscal Agent Fees	(300)	0	(257)	(43)	0.00%
(301-47015-600) 2015 Series B - Principal	(138,000)	0	0	(138,000)	0.00%
(301-47015-610) 2015 Series B - Interest	(8,500)	0	(4,250)	(4,250)	50.00%
(301-47015-620) 2015 Series B - Fiscal Agent Fees	(300)	0	0	(300)	0.00%
(301-47013-440/621) Fiscal Agent Fees	(2,500)	0	0	(2,500)	0.00%
(651-47007-600) 2012 Series A Disposal - Prin.. ( Reported on B/S)	(175,000)	0	(175,000)	0	100.00%
(651-47007-610) 2012 Series A Disposal -Interest	(23,606)	0	(14,703)	(8,904)	62.28%
(651-47007-620) 2012 Series A Disposal - Fiscal Agent Fees	(750)	0	(238)	(512)	31.73%
(651-47008-600) 2017 Series A Disposal Bonds	(100,000)	0	0	(100,000)	0.00%
(651-47008-610) 2017 Series A Disposal Bonds	(11,060)	0	0	(11,060)	0.00%
<b>Total Debt Service</b>	<b>(677,841)</b>	<b>(364)</b>	<b>(399,153)</b>	<b>(278,688)</b>	<b>58.89%</b>
<u>Less - All Capital Outlay Accounts:</u>					
(101-41400-500) Administration	(4,020)	0	0	(4,020)	0.00%
(101-41910-500) Planning and Zoning	(4,020)	0	0	(4,020)	0.00%
(101-41940-500) General Government Capital Outlay	(185,000)	0	(7,951)	(177,049)	4.30%
(101-42110-500) Police Administration Capital Outlay	(4,460)	0	(1,792)	(2,668)	40.17%
(101-42110-550) Police Administration Capital Outlay - Vehicles	(50,960)	0	0	(50,960)	0.00%
(101-42280-500) Fire Administration - Capital Outlay	(19,000)	0	(6,910)	(12,090)	36.37%
(101-42280-550) Fire Administration - Capital Outlay - Vehicles	0	0	(11,250)	11,250	0.00%
(101-43000-500) Public Works - Capital Outlay	(1,565,800)	(417,117)	(506,224)	(1,059,576)	32.33%
(101-43100-500) Cemetery - Capital Outlay	(1,000)	0	0	(1,000)	0.00%
(101-45100-500) Parks and Recreation - Capital Outlay	(93,000)	(219)	(95,794)	2,794	103.00%
(101-45500-500) Library	(3,165)	0	0	(3,165)	0.00%
(601-43200-500) Sewer - Capital Outlay	(1,550,000)	(386,663)	(1,345,170)	(204,830)	86.79%
<b>Total Capital Outlay</b>	<b>(3,480,425)</b>	<b>(803,999)</b>	<b>(1,975,091)</b>	<b>(1,505,334)</b>	<b>56.75%</b>
<u>Less: Other Items:</u>					
Operating Transfers (General Fund to Sewer Fund)	(1,559,537)	(500,000)	(1,000,000)	(559,537)	64.12%
<b>Total Operating Transfers Between Funds</b>	<b>(1,559,537)</b>	<b>(500,000)</b>	<b>(1,000,000)</b>	<b>(559,537)</b>	<b>64.12%</b>
<u>Less: Depreciation/Amortization</u>					
(601) Depreciation	(200,000)	0	0	(200,000)	0.00%
<b>Adjusted Expenditures</b>	<b>\$ 2,958,554</b>	<b>\$ 318,005</b>	<b>\$ 1,378,599</b>	<b>\$ 1,579,955</b>	<b>46.60%</b>
<b>Linear Assumption (6 Month/12 Months) = 50.00%</b>					
	<b>50.00%</b>	<b>\$ 4,438,179</b>			<b>-3.40%</b>

B.6.



# CROSSLAKE POLICE DEPARTMENT

## MONTHLY REPORT

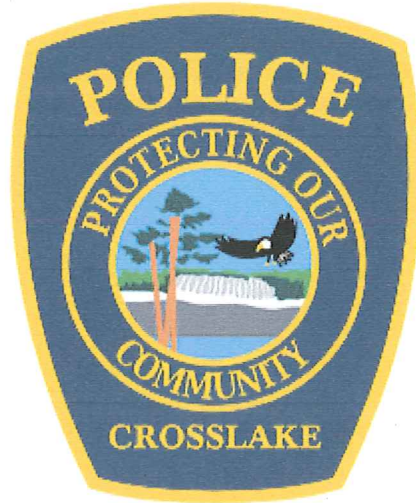
June  
2018

**Crosslake Police Department  
Monthly Report  
June 2018**

Agency Assist	22
Alarm	37
Animal Complaint	4
ATV	1
Burglary	2
Burning Complaint	1
Civil Problem	1
Disturbance	2
Domestic	1
Driving Complaint	7
Ems	27
Extra Patrol	1
Fight	1
Fire	4
Fleeing	2
Forgery	1
Found Property	2
Gas Leak	1
Hazard In Road	3
Information	10
Intoxicated Person	1
Motorist Assist	1
Noise Complaint	3
Open Door	1
Parking Complaint	3
Property Damage Acc	7
Public Assist	5
Scam/Con	2
Shooting Complaint	1
Suspicious Activity	3
Suspicious Person	3
Suspicious Vehicle	2

Theft	2
Traffic Arrest	1
Traffic Citations	5
Traffic Warnings	62
Trespass	2
Welfare Check	3

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# CROSSLAKE POLICE DEPARTMENT

## MISSION TOWNSHIP MONTHLY REPORT

June  
2018

**Crosslake Police Department  
Mission Township Monthly Report  
June 2018**

Agency Assist	3
Animal Complaint	1
Driving Complaint	1
Ems	3
Extra Patrol	1
Found Property	1
Hazard In Road	3
Motorist Assist	1
Public Assist	1
Theft	1
Traffic Arrest	1
Traffic Citations	10
Traffic Warnings	45
<b>Total</b>	<b>72</b>





# Crosslake Fire Department

Date: June 2018

B. 8.

## Incidents

Description of Incident	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	27	135
300 - Rescue, EMS Incident		1
322 - Motor Vehicle Accident with Injuries	1	3
324 - Motor Vehicle Accident with No Injuries		
340 - Search for Lost Person		
362 - Ice Rescue		
326 - Snowmobile Accident With Injuries		
<b>Total:</b>	<b>28</b>	<b>139</b>
<b>1 - Fire</b>		
111 - Building Fire	2	3
111 - Building Fire (Mutual Aid)		1
114 - Chimney Fire		
112/118/113 - Fire Other	1	1
143 - Grass Fire/Wildland Fire		3
131 - Automobile Fire	1	2
<b>Total:</b>	<b>4</b>	<b>10</b>
<b>4 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)	1	4
444 - Power Line Down/Trees on Road		
<b>Total Hazardous Condition:</b>	<b>1</b>	<b>4</b>
<b>5 - Service Call</b>		
571 - Cover Assignment, Standby		
561 - Unauthorized Burning		
<b>Total:</b>	<b>0</b>	<b>0</b>
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route	2	4
600 - Good Intent Call		
609 - Smoke scare, Odor of smoke		1
<b>Total:</b>	<b>2</b>	<b>5</b>
<b>7 - False Alarm &amp; False Call</b>		
743 - Smoke Detector Activation - No Fire	3	4
746 - Carbon Monoxide Detector Activation - No CO		1
731 - Sprinkler Activation due to Malfunction		1
<b>Total:</b>	<b>3</b>	<b>6</b>
<b>8 - Severe Weather &amp; Natural Disaster</b>		
814 - Lightning Strike (No Fire)		
<b>Total:</b>		
<b>Total Incidents:</b>	<b>38</b>	<b>164</b>

**NORTH AMBULANCE  
CROSSLAKE**

**JUNE 2018 RUN REPORT**

**TOTAL CALLOUTS: 78**

NIGHT: 28 DAY: 50

No Loads: 18  
Cancels: 09  
Fire Standbys: 00  
Police Standbys: 00  
Transported Patients: 51

CROSSLAKE: 54 (13 No Load, 7 Cancel)  
BREEZY POINT: 07 (1 No Load)  
IDEAL: 00  
MISSION: 00  
FIFTY LAKES: 04 (1 No Load)  
MANHATTAN BEACH: 01  
CENTER: 00  
TIMOTHY: 00

**MUTUAL AID TO:**

PINE RIVER: 11 (3 No Load, 2 Cancel)  
BRAINERD: 01

BLS TRANSFERS: 00  
ALS TRANSFERS: 00

**ALS INTERCEPTS (ADVANCED LIFE SUPPORT):**

BRAINERD: 00  
PINE RIVER: 00  
AIRCARE: 02

B. 10.

## MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

PERMITS	June-2018	Year-to-Date 2018	June-2017	Year-to-Date 2017
New Construction (Dwellings)	5	17	4	16
Septic - New	4	12	3	14
Septic Upgrades	5	9	3	9
Porch / Deck	13	34	5	20
Additions	7	9	2	8
Landscape Alterations	8	13	10	29
Access. Structures	3	19	4	16
Demo/Move	1	8	3	9
Signs	0	3	0	1
Fences	3	6	0	5
E911 Addresses Assigned	3	15	2	15
<b>Total Permits</b>	<b>52</b>	<b>145</b>	<b>36</b>	<b>142</b>

ENFORCEMENT / COMPLAINTS	Year-to-Date 2018	Year-to-Date Closed	Year-to-Date Open	Year-to-Date % Closed
Enforcement	4	5	0	100

CUSTOMER SERVICE STATISTICS	June-2018	Year-to-Date 2018	June-2017	Year-to-Date 2017
Counter Visits	112	393	87	432
Phone Calls	199	689	214	802
Email	67	278	52	236
<b>Total</b>	<b>378</b>	<b>1360</b>	<b>353</b>	<b>1470</b>

Call For Service	10	29	8	31
Shoreland Rapid Assessment Completed (Buffer)	0	8	2	10
Stormwater Plans Submitted	7	28	4	24
Site Visits	57	186	40	279

COMPLIANCE SEPTIC STATISTICS	Year-To-Date Received 2018	Year-To-Date Failed 2018	Year-To-Date Received 2017	Year-To-Date Failed 2017
Septic Compliance Inspections	65	1	75	1
Passing Septic Compliance Percentage		98.5%		90.7%

PUBLIC HEARINGS	June-2018	Year-to-Date 2018	June-2017	Year-to-Date 2017
DRT	4	9	4	18
Variance	1	6	1	11
CUP/IUP	1	3	0	2
Land Use Map	0	0	0	0
Subdivisions (Metes & Bounds; Preliminary; Final)	0	2	0	1
Consolidations/Lot Line Adjustments	0	4	0	0



B. 11.

## STATED MINUTES

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

May 25, 2018  
9:00 A.M.

Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442

1. Present: Chair Aaron Herzog; Vice-Chair Matt Kuker; Mark Wessels; Joel Knippel; Mark Lindner; Alternate Bill Schiltz; and Council Member Dave Nevin
2. Absent: None
3. Staff: Jon Kolstad, Environmental Services Specialist and Cheryl Stuckmayer, Customer Service Specialist
4. 4-27-18 Minutes & Findings – **Motion by Knippel; supported by Lindner to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**
5. 5-11-18 Minutes – **Motion by Knippel; supported by Lindner to approve the minutes as written. Lindner, Knippel, Schiltz voting “Aye”, Kuker, Herzog abstaining, Motion carried. Wessels not present for this motion**
6. Old Business
  - 6.1 None
7. New Business
  - 7.1 Steven & Dyan Marie Jacobson – Variance for bluff setback, side yard setback and structure height
8. Other Business
  - 8.1 Staff Report
9. Open Forum
10. Adjournment



**Steven & Dyan Marie Jacobson  
120081205N00009**

Herzog announced the variance request and invited Balmer of Lands End Development, the applicant's representative to the podium. Kolstad read the variance request, project details, no comments received, history of the parcel into the record. Lindner asked for clarification on the bluff and lake set back location on the survey, with Balmer expounding. Balmer explained the lot details, existing and proposed structure location, and the time dosage septic system to the commissioners. Wessels stated that the lot has challenges with not a lot of developing potential. Kuker agreed with Wessels and stated that the lot does have a building envelope. Herzog asked what the setback of the drainfield from the neighbors building project was and Balmer explain the 20 feet needed is being met. Nevin questioned if a full basement was proposed with Balmer clarifying that there is a full basement in the plan. The commissioners had a discussion on the road side hill pertaining to building and dirt fill, building envelope with the possibility of moving the home within the building envelope and the septic drainfield in the existing tear down cabin foundation location. The commissioners suggested the application be tabled to allow for an alternate drawn up proposal with Balmer expressing the owner's agreement. Herzog opened the public hearing with no response, therefore the public hearing was closed.

**May 25, 2018 Action:**

**Motion by Wessels; supported by Knippel to table the Variance for:**

1. Bluff setback of 0 feet where 30 feet is required to proposed dwelling
2. Side yard setback of 5 feet where 10 feet is required to proposed septic system
3. Increase height of nonconforming structure from 11 feet to not exceed 23 feet

To construct:

- 1,346 square foot dwelling where 1,065 square feet are within the bluff setback and a 42 square feet stairway (3' x 14')
- A new septic system

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

May 25, 2018 Planning Commission/Board Of Adjustment Meeting

**Other Business:**

1. Staff report
  - a. Monthly city council report
  - b. Development Review Team (DRT) had two May monthly meeting
  - c. One June public hearing application(s)
  - d. Potential changes to Land Use Ordinance
  - e. June schedule

**Open Forum:**

1. None

**Matters not on the Agenda:**

1. There were no matters not on the agenda

**Motion by Knippel; supported by Lindner to adjourn at 10:00 A.M.**

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

Respectfully yours,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Customer Service Specialist



B.13.

## Public Works Meeting Notes

June 4, 2018

Members Present: Chairman Doug Vierzba, Dale Melberg, Mic Tchida, John Pribyl

Others Present: Dave Schrupp, Ted Strand, Mike Rardin (B&M), Dave Reese (WSN)

Members not present: Tim Berg

Visitors: Dave Nevin (Council), Mike Lyonais, Brad Nelson (Council), residents of Moen Beach Trail, Darrell Shannon

1. **Call to order** - Meeting was called to order at 4:00 pm.
2. **Approval of May 7, 2018 Meeting Minutes.** Motion to approve by Tchida, 2<sup>nd</sup> by Pribyl, all in favor
3. **2018 Road Project Update-Change Order? Update from Dave Reese:**
  - a. **City Hall Update**-Parking lot concrete work completed and lot paved, stripping still left, should be completed by June 12<sup>th</sup>.
  - b. **Manhattan point Blvd Update.** Open tasks: Minimal tree trimming left, drainage pipe/ storm sewer structures across road by intersection with #66 and other areas within 1,500' of #66, most of road base installed, concrete sub to prep for curb and gutter work this week, retaining wall is completed at this time. People on temporary mailboxes in some locations. Goal is to have the work completed by July 4<sup>th</sup>, weather permitting. No issues reported from Camp Knutson traffic.
4. **Dave Reese-Update on Dream Island Bridge.** Guard Rail installation has been installed, along with more top soil, seeding, bridge coating (matching Sunrise Island Bridge) and base/ bituminous has been completed. Final payment is dependent on turf growth. Retainage payment will be made at a later date.
5. **Road repair quotes from Anderson Brothers.** Ted presented quotes from Anderson brothers for various road repairs in Crosslake. 1) Daggett Pine Road Patch work, \$1,094.25, 2) Town Square and Duck Lane Patch work, \$1,815.73, and GenDreau Road and Silver Peak Road work, \$9,925.21. Motion by Pribyl, second by Melberg, all in favor to approve all presented quotes from Anderson Brothers.
6. **Mike Rardin-Update on 5-year capital plan.** Mike Rardin stated that the pavement ratings would be completed in the next 2-3 weeks and the Pavement Plan would be done in late June or early July.
7. **Mike Rardin-Wastewater Treatment Plant Upgrades and change orders.** Mike Rardin presented a request from Bolton and Menk for an electrical change order in the amount of \$30,677.26. The change orders relates to electrical items involving the Maintenance Building. Ted was not willing to recommend approval of the change, no motion was made to approve by the commission. He based his decision on the financial history of the project. Bolton and Menk's total project estimate was around \$1.6 Million and the lowest bid received was around \$2.3 million. This significant increase in project cost was due to underestimating the electrical costs by Bolton and Menk. It was agreed that Mike Rardin would arrange a meeting in the near future to discuss the change order

with Bolton and Menk, the city and the contractors at the site. Some council members would attend along with Ted and Mike Lyonais.

8. **Sewer Extension Plan.** Considerable discussion took place regarding extension of and changes to the way we manage sewer in the city. Darrell Shannon spoke to the concept of Sewer Districts where by the city takes some or all of the responsibility for management of residential septic systems. Mike Lyonais spoke to the costs of the sewer system in general, stating that we are not able to charge enough in monthly fees at this time to make the system a break even process and as a result, all residents in the city are paying for the day to day operation and maintenance of the system. Dave Schrupp stated the need to have serious discussion regarding extending the reach of the sewer system as we have had some serious discussion of extending the reach with a couple of residents who would like to connect to the system. In the end, Mike Rardin agreed to arrange a meeting regarding extending the system to provide decision making assistance for the city.
9. **Discuss Yard Waste Disposal Site at Public Works Garage.** Ted indicated the disposal site was still closed as it is still full of debris. He has installed new signage, blocked all entrances as best he could, only to find that people are still dumping yard waste at the site by moving barricades.
10. **Other Business as may arise.** Resident Marsha Seibert Volz of Moen Beach Trail spoke with regards to the new Dream Island Bridge. Marsha's understanding of what the final bridge dimensions were going to be was not what was actually built. Height (clearance under bridge) was not 6.5' (she measured 5'8"), water way was to be 20-25' (she measured 18'). She felt that there was an excessive amount of riprap under the bridge which makes the channel width narrow, wondered if some could be removed. Dave Reese explained the rip rap was necessary to retain the bridge support structure in place. She indicated she was going to pursue a return of the special assessment she paid for the new bridge with the city council. One other resident spoke from the audience with similar concerns.
11. **Adjourn-** Meeting adjourned 5:58 PM

Notes by Dave Schrupp





Real People. Real Solutions.

*B. 14.*  
7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

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

## MEMORANDUM

**Date:** July 2, 2018

**To:** Ted Strand, Public Works Director  
Michael Lyonais, City Administrator/Treasurer  
Char Nelson, City Clerk

**From:** Michael P. Rardin, P.E., Senior Project Manager *MPR*

**Subject:** Wastewater Treatment Facility Improvements - Pay Request #10  
City of Crosslake, Minnesota  
Project No.: M25.113425

Attached is Pay Request #10, dated June 26<sup>th</sup>, from Eagle Construction Co., Inc. We have reviewed the pay request and recommend payment in the amount of \$6,749.28.

As of this payment request, by contract the City is retaining \$78,274.27 (5%) of the amount of work completed and equipment stored to date.

Please feel free to call me at 218-232-6536 with any questions.

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side) PAGE 1 OF 2 PAGES

TO OWNER: CITY OF CROSSLAKE, MN  
37028 COUNTY ROAD 66  
CROSSLAKE, MN 56442

PROJECT: CROSSLAKE WWTF IMPROVEMENTS

APPLICATION NO: 10  
PERIOD TO: 06/26/18  
PROJECT NOS.: M25 113425

Distribution to:

OWNER  
ARCHITECT  
CONTRACTOR

FROM CONTRACTOR: EAGLE CONSTRUCTION CO., INC.  
515 9TH AVENUE NW  
LITTLE FALLS, MN 56345

VIA: BOLTON & MENK  
1960 PREMIER DRIVE  
MANKATO, MN 56001

CONTRACT DATE: 08/30/17

CONTRACT FOR: Labor and Materials

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract Continuation sheet, AIA Document G703, is attached.

1 ORIGINAL CONTRACT SUM .....	\$2,227,000.00
2 Net change by Change Orders .....	\$0.00
3 CONTRACT SUM TO DATE .....	\$2,227,000.00
4 TOTAL COMPLETED & STORED TO DATE .....	\$1,565,485.30
5 RETAINAGE:	
a 5% of Completed Work (Columns D + E on G703)	\$78,274.27
b 5% of Stored Material (Column F on G703)	\$78,274.27
Total Retainage (Line 5a + 5b or Total in Column I of G703) .....	\$1,487,211.04
6 TOTAL EARNED LESS RETAINAGE .....	
(Line 4 less Line 5 Total)	\$1,480,461.76
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) .....	\$6,749.28
8 CURRENT PAYMENT DUE .....	
9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) .....	\$739,788.96

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$	\$
TOTALS	\$	\$
NET CHANGES by Change Order	\$	

AIA DOCUMENT G702 \* APPLICATION AND CERTIFICATE FOR PAYMENT \* 1992 EDITION \* AIA \* @1992 \* THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 \* WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the contract Documents, that all amounts have been paid to the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

CONTRACTOR:

Date: 06/26/18

By:   
Scott Freudenrich

State of: Minnesota

County of: Morrison

Subscribed and sworn to before me this 26 day of June 2018

Notary Public:   
My Commission Expires January 31, 2022

2018

June

day of

26

me this

\$78,274.27

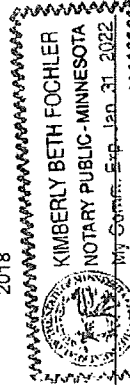
\$78,274.27

\$1,487,211.04

\$1,480,461.76

\$6,749.28

\$739,788.96



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: 

Date:

7-2-18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

G702-1992

6,749.28

# CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply

APPLICATION NO.: 10

APPLICATION DATE: 6/26/2018

PERIOD TO: 6/26/2018

ARCHITECT'S PROJECT NO.: M25.113425

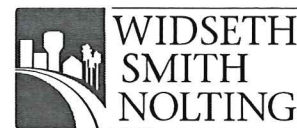
A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 5%
			FROM PREVIOUS APPLICATION (D + E)						
1	PERMITS, BONDS, AND INSURANCE	63,000.00	63,000.00		0.00		63,000.00	0.00	3,150.00
2	ADMINISTRATION & SITE SUPERVISION	27,250.00	23,162.50		1,362.50		24,525.00	2,725.00	1,226.25
3	ALLOWANCES	75,000.00	12,413.30		0.00		12,413.30	62,586.70	620.67
4	MOBILIZATION	7,500.00	7,500.00		0.00		7,500.00	0.00	375.00
5	TEMPORARY UTILITIES/CONSTRUCTION	2,500.00	2,500.00		0.00		2,500.00	0.00	125.00
6	REMOVALS	69,800.00	69,800.00		0.00		69,800.00	0.00	3,490.00
7	EARTHWORK & SITE UTILITIES	194,900.00	185,155.00		0.00		185,155.00	9,745.00	9,257.75
8	EROSION CONTROL & TURF RESTORATION	1,000.00	0.00		100.00		100.00	900.00	5.00
9	CONCRETE	282,100.00	267,995.00		5,642.00		273,637.00	8,463.00	13,681.85
10	MASONRY	500.00	500.00		0.00		500.00	0.00	25.00
11	METALS	63,900.00	19,170.00		0.00		19,170.00	44,730.00	958.50
12	CARPENTRY, INSULATION, & SEALANTS	5,000.00	5,000.00		0.00		5,000.00	0.00	250.00
13	PAINTING	49,750.00	24,875.00		0.00		24,875.00	24,875.00	1,243.75
14	HYDRAULIC GATES	26,250.00	26,250.00		0.00		26,250.00	0.00	1,312.50
15	CENTRIFUGAL & SUBMERSIBLE PUMPS	48,250.00	38,600.00		0.00		38,600.00	9,650.00	1,930.00
16	VORTEXT PUMP	20,000.00	15,000.00		0.00		15,000.00	5,000.00	750.00
17	SCREEN, BLOWERS, AERATION, & MIXERS	222,000.00	177,600.00		0.00		177,600.00	44,400.00	8,880.00
18	PORTABLE HOIST	7,000.00	0.00		0.00		0.00	7,000.00	0.00
19	PROCESS PIPE & VALVES	165,800.00	149,220.00		0.00		149,220.00	16,580.00	7,461.00
20	HVAC	7,500.00	0.00		0.00		0.00	7,500.00	0.00
20	ELECTRICAL & CONTROLS	888,000.00	470,640.00		0.00		470,640.00	417,360.00	23,532.00
		<b>2,227,000.00</b>	<b>1,558,380.80</b>		<b>7,104.50</b>	<b>0.00</b>	<b>1,565,485.30</b>	<b>661,514.70</b>	<b>78,274.27</b>

AIA DOCUMENT G703 • CONTINUATION SHEET FOR G702 • 1992 EDITION • AIA® • 1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK

AVENUE, N.W., WASHINGTON, D.C. 20006-5292 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

B. 15.



Brainerd/Baxter  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117  
218.829.2517  
Brainerd@wsn.us.com

WidsethSmithNolting.com

July 3, 2018

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

**RE: 2017 Crosslake Street Improvements – Project Close-out and Release of Retainage**

Dear Mayor and Council Members:

The items identified on the attached punch list have been completed by DeChantal Excavating, LLC. Attached are copies of document submittals referenced in the punch list for City records.

We recommend release of retainage currently being held by the City in the amount of \$8,225.70 as final payment.

Very truly,

WIDSETH SMITH NOLTING

A handwritten signature in black ink, appearing to read "David S. Reese".

David S. Reese, PE  
Project Engineer

Attachments

Cc w/attachments: Charlene Nelson, City Clerk  
Mike Lyonais, City Administrator  
Ted Strand, Public Works Director



October 13, 2017

Al DeChantal  
DeChantal Excavating, LLC  
PO Box 315  
Brainerd, MN 56401

Via Email and U.S. Mail

Brainerd/Baxter  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117

218.829.2517

Brainerd@wsn.us.com

WidsethSmithNolting.com

**RE: 2017 Crosslake Street Improvements – Punch List  
WSN No. 0107B0153.000**

Dear Mr. DeChantal:

The project, having been substantially completed in accordance with the Contract requirements, was reviewed on October 11, 2017 to determine the status of final completion. Below is a list of items that must be completed or corrected prior to final acceptance of the project.

General – Upon completion of punch list items:

1. Submit Minnesota IC 134 Withholding Affidavit for Contractors with application for final payment.

Tamarack Road

No items

Anchor Point Road

1. Install granite aggregate chip shoulder along south road edge, approximately Sta 54+50 to Sta 55+50 where similar materials were removed during the project.
2. Replace gate damaged during construction at Simons driveway, 12668 Anchor Point Road.
3. Repair lawn irrigation sprinkler lines and/or heads at:
  - a. 12603 Anchor Point Road
  - b. 12405 Anchor Point Road
  - c. 12318 Anchor Point Road
4. Address auto claim submitted by Marijane Pearce, 13274 Anchor Point Road.

Milinda Shores Road

1. Install address sign at 37116 Milinda Shores Road.
2. Redo bituminous driveway at 12198 Milinda Shores Road. Review onsite with Engineer prior to scheduling the work.

Please notify us when these items have been completed so a final review can be scheduled.

Regards,

WIDSETH SMITH NOLTING

David S. Reese, P.E.  
Project Engineer

Cc: Ted Strand, Public Works Director  
Mike Lyonais, City Administrator

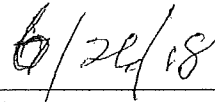
# DeChantal Excavating LLC

12209 State Hwy 18 • PO Box 315 • Brainerd • MN • 56401  
Phone 218-828-4636 Fax 218-824-1510

I, Marijane Pearce, in receipt of \$930.36 from DeChantal Excavating, LLC voluntarily and knowingly release DeChantal Excavating, LLC from all claims, known and unknown, arising from property damage sustained to my automobile.



Signature



Date



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 0-787-852-992  
Submitted Date and Time: 3-Jul-2018 1:40:32 PM  
Legal Name: DECHANTAL EXCAVATING LLC  
Federal Employer ID: 41-1965881  
User Who Submitted: 123dech  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 514039808  
Minnesota ID: 8363513  
Project Owner: CITY OF CROSSLAKE  
Project Number: 0107B0153.000  
Project Begin Date: 14-Jun-2017  
Project End Date: 31-Oct-2017  
Project Location: CROSSLAKE, MN  
Project Amount: \$548,380.19

### Subcontractor Summary

Name	ID	Affidavit Number
AAA STRIPING SERVICE CO	6290097	97984512
ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC	3908651	747315200
ANDERSON BROTHERS CONSTRUCTION CO OF BRAINERD LLC	2978140	1701863424
BEACH CONSTRUCTION REAL LLC	2512376	1031954432
DOUCETTES LANDSCAPING & CONTRACTING INC	3229019	901980160
INTERSTATE TRAFFICE SIGNS INC	5503556	827875328

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-227-045-056
Submitted Date and Time:	2-Jul-2018 3:39:17 PM
Legal Name:	AAA STRIPING SERVICE CO
Federal Employer ID:	41-0997871
User Who Submitted:	Kelly Shirley
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	97984512
Minnesota ID:	6290097
Project Owner:	CITY OF CROSSLAKE
Project Number:	2017 STREET IMPROVEMENTS
Project Begin Date:	09-Oct-2017
Project End Date:	09-Oct-2017
Project Location:	CROSSLAKE
Project Amount:	\$5,128.86
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.





## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-946-128-576
Submitted Date and Time:	3-Jul-2018 9:37:27 AM
Legal Name:	ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC.
Federal Employer ID:	47-3023160
User Who Submitted:	APRSINC
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	747315200
Minnesota ID:	3908651
Project Owner:	CITY OF CROSSLAKE
Project Number:	6141-17
Project Begin Date:	13-Jul-2017
Project End Date:	15-Jul-2017
Project Location:	2017 CROSSLAKE STREET IMPROVEMENT
Project Amount:	\$11,881.24
Subcontractors:	No Subcontractors

### Important Messages

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Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-814-474-944
Submitted Date and Time:	3-Jul-2018 12:29:36 PM
Legal Name:	ANDERSON BROTHERS CONSTRUCTION CO OF BRAINERD LLC
Federal Employer ID:	90-0952537
User Who Submitted:	abccllc
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1701863424
Minnesota ID:	2978140
Project Owner:	CITY OF CROSSLAKE
Project Number:	279936
Project Begin Date:	05-Sep-2017
Project End Date:	25-Oct-2017
Project Location:	CROSSLAKE
Project Amount:	\$325,599.69
Subcontractors:	No Subcontractors

### Important Messages

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### Contact Us

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## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-393-180-864
Submitted Date and Time:	2-Jul-2018 8:24:11 PM
Legal Name:	BEACH CONSTRUCTION REAL LLC
Federal Employer ID:	45-5008788
User Who Submitted:	beach123
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1031954432
Minnesota ID:	2512376
Project Owner:	CITY OF CROSSLAKE
Project Number:	17106
Project Begin Date:	01-Sep-2017
Project End Date:	15-Oct-2017
Project Location:	CROSSLAKE
Project Amount:	\$8,452.50
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	1-496-362-688
Submitted Date and Time:	2-Jul-2018 3:13:31 PM
Legal Name:	DOUCETTES LANDSCAPING & CNTRNG INC
Federal Employer ID:	41-1877892
User Who Submitted:	doucland
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	901980160
Minnesota ID:	3229019
Project Owner:	CITY OF CROSSLAKE
Project Number:	NONE
Project Begin Date:	07-Jul-2017
Project End Date:	13-Jun-2018
Project Location:	CROSSLAKE
Project Amount:	\$15,901.00
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-895-329-472
Submitted Date and Time:	11-Dec-2017 11:03:20 AM
Legal Name:	INTERSTATE TRAFFIC SIGNS INC
Federal Employer ID:	41-2011087
User Who Submitted:	Dennis0895
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	827875328
Minnesota ID:	5503558
Project Owner:	CITY OF CROSSLAKE
Project Number:	2017 STREET IMPROVEMENTS
Project Begin Date:	10-Jul-2017
Project End Date:	27-Sep-2017
Project Location:	CROSSLAKE
Project Amount:	\$10,335.00
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

B.16.

PARTIAL PAYMENT ESTIMATE NUMBER 5 FINAL									
Name of Contractor: Redstone Construction, LLC P.O. Box 218 Mora, MN 55051									
Name of Owner: City of Crosslake									
Date of Completion: Original: November 30, 2017 Substantial Completion July 13, 2018 Final				Amount of Contract: Original: \$465,787.25 Revised: \$478,620.25		Dates of Estimate: From: Start June 2, 2018 To: June 27, 2018			
Description of Project: SAP 018-597-009 Dream Island Bridge Replacement WSN No. 0107B0147.000									
ITEM NO.	ITEM DESCRIPTION	CONTRACT ITEMS			THIS PERIOD		TOTAL TO DATE		
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
1	MOBILIZATION	1	LUMP SUM	\$50,000.00	\$50,000.00		\$0.00	1	\$50,000.00
2	CLEARING & GRUBBING	1	LUMP SUM	\$5,000.00	\$5,000.00		\$0.00	1	\$5,000.00
3	REMOVE 1-CABLE GUARDRAIL	334	LIN FT	\$13.50	\$4,509.00		\$0.00	334	\$4,509.00
4	REMOVE BITUMINOUS PAVEMENT	1430	SY	\$4.00	\$5,720.00		\$0.00	1430	\$5,720.00
5	SAWING BITUMINOUS PAVEMENT (FD)	91	LIN FT	\$4.25	\$386.75		\$0.00	91	\$386.75
6	SELECT GRANULAR BORROW MOD. 10% (CV)	220	CY	\$30.50	\$6,710.00	147	\$4,483.50	367	\$11,193.50
7	COMMON BORROW (LV)	841	CY	\$5.00	\$4,205.00	-147	(\$735.00)	841	\$4,205.00
8	ONE-LANE BYPASS	1	LUMP SUM	\$57,000.00	\$57,000.00		\$0.00	1	\$57,000.00
9	EXCAVATION SPECIAL (P)	321	CY	\$21.00	\$6,741.00		\$0.00	468	\$9,828.00
10	DOZER	10	HOUR	\$120.00	\$1,200.00		\$0.00		\$0.00
11	AGGREGATE BASE, CLASS 5	853	TON	\$22.50	\$19,192.50		\$0.00	749	\$16,852.50
12	TYPE SP 12.5 WEARING COURSE MIXTURE (2.C)	271	TON	\$83.00	\$22,493.00		\$0.00	280.39	\$23,272.37
13	STRUCTURAL CONCRETE (3B52) (P)	39	CY	\$950.00	\$37,050.00		\$0.00	39	\$37,050.00
14	REINFORCEMENT BARS (EPOXY COATED) (P)	11270	POUND	\$1.50	\$16,905.00		\$0.00	11270	\$16,905.00
15	STRUCTURE EXCAVATION	1	LUMP SUM	\$5,000.00	\$5,000.00		\$0.00	1	\$5,000.00
16	SLOPE PREPARATION	1	LUMP SUM	\$4,000.00	\$4,000.00		\$0.00	1	\$4,000.00
17	BRIDGE SLAB CONCRETE (3YHPC-M) (P)	1050	SF	\$40.00	\$42,400.00		\$0.00	1050	\$42,400.00
18	STRUCTURAL STEEL (3306) (P)	310	POUND	\$7.00	\$2,170.00		\$0.00	310	\$2,170.00
19	ELASTOMERIC BEARING PAD TYPE 1	8	EACH	\$100.00	\$800.00		\$0.00	8	\$800.00
20	GLUED LAMINATED RAIL	99	LIN FT	\$200.00	\$19,800.00		\$0.00	99	\$19,800.00
21	PRESTRESSED CONCRETE BEAMS 16RB-48	189	LIN FT	\$235.00	\$44,415.00		\$0.00	189	\$44,415.00
22	REMOVE EXISTING BRIDGE	1	LUMP SUM	\$8,500.00	\$8,500.00		\$0.00	1	\$8,500.00
23	C.I.P. CONC. PILING DELIVERED 12"	450	LIN FT	\$25.50	\$11,475.00		\$0.00	450	\$11,475.00
24	C.I.P. CONC. PILING DRIVEN 12"	450	LIN FT	\$1.00	\$450.00		\$0.00	370	\$370.00
25	C.I.P. CONC. TEST PILES 85 FT. LONG 12"	2	EACH	\$7,500.00	\$15,000.00		\$0.00	2	\$15,000.00
26	PILE POINTS 12"	8	EACH	\$200.00	\$1,600.00		\$0.00	8	\$1,600.00
27	RANDOM RIPRAP CLASS III	358	CY	\$48.00	\$16,928.00		\$0.00	283	\$13,018.00
28	GEOTEXTILE FILTER TYPE VII	796	SY	\$3.00	\$2,388.00		\$0.00	612	\$1,836.00
29	SPECIAL SURFACE TREATMENT	540	SF	\$4.00	\$2,160.00		\$0.00	540	\$2,160.00
30	INSTALL 3-CABLE GUARDRAIL	313	LIN FT	\$41.00	\$12,833.00		\$0.00	313	\$12,833.00
31	TRAFFIC CONTROL	1	LUMP SUM	\$14,500.00	\$14,500.00		\$0.00	1	\$14,500.00
32	SILT FENCE, TYPE HEAVY DUTY	744	LIN FT	\$2.50	\$1,860.00		\$0.00	744	\$1,860.00
33	FLOTATION SILT CURTAIN TYPE STILL WATER (5)	465	LIN FT	\$12.50	\$5,812.50		\$0.00	570	\$7,125.00
34	EROSION CONTROL SUPERVISOR	1	LUMP SUM	\$250.00	\$250.00		\$0.00	1	\$250.00
35	COMMON TOPSOIL BORROW	66	CY	\$45.00	\$2,970.00		\$0.00	106	\$4,770.00
36	EROSION CONTROL BLANKET CAT. 3N	1130	SY	\$1.95	\$2,203.50		\$0.00	1352	\$2,636.40
37	TURF REINFORCEMENT MAT CAT. 3	376	SY	\$10.00	\$3,760.00		\$0.00	182	\$1,820.00
38	TURF ESTABLISHMENT	1	LUMP SUM	\$2,000.00	\$2,000.00		\$0.00	1	\$2,000.00
39	RAPID STABILIZATION METHOD 3	18	MGAL	\$300.00	\$5,400.00		\$0.00	3	\$900.00
	CHANGE ORDER NO. 1 - 3-CABLE GUARD RAIL (S)	313	LIN FT	\$41.00	\$12,833.00		\$0.00	313	\$12,833.00
PROJECT TOTAL					\$478,620.25	\$3,748.50	\$475,993.52		
					THIS PERIOD		TOTAL TO DATE		
AMOUNT EARNED					\$3,748.50		\$475,993.52		
RETAINAGE RELEASED					\$23,612.25		\$0.00		
PREVIOUS PAYMENTS							\$448,632.77		
AMOUNT DUE					\$27,360.75		\$27,360.75		

Estimated Percentage of Job Completed: 100.0%

Is Contractor's Const. Progress on Schedule: Yes

CONTRACTOR'S CERTIFICATION:

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

Redstone Construction, LLC

BY: Mark B. Jensen

Date: 6-29-18

APPROVED BY OWNER:

City of Crosslake

BY:

Charlene Nelson, City Clerk

Date:

ENGINEER'S CERTIFICATION:

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

ENGINEER: WIDSETH SMITH NOLTING

BY: David S. Reese

David S. Reese, P. E.

Date: 06/28/18

B.17.

PARTIAL PAYMENT ESTIMATE NUMBER 2									
Name of Contractor: Anderson Brothers Construction Company of Brainerd LLC 11325 State Highway 210 Brainerd, MN 56401									
Name of Owner: City of Crosslake									
Date of Completion: Original: August 31, 2018 - Substantial Completion September 28, 2018 - Final				Amount of Contract: Original: \$889,577.89 Revised: \$913,607.89 CO1 AND CO2			Dates of Estimate: From: June 2, 2018 To: June 29, 2018		
Description of Project: Crosslake 2018 Street Improvements WSN No. 0107B0156.000									
ITEM NO.	ITEM DESCRIPTION	CONTRACT ITEMS			THIS PERIOD		TOTAL TO DATE		
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
1	MOBILIZATION	1	LUMP SUM	\$17,450.00	\$17,450.00	0.25	\$4,362.50	1	\$17,450.00
2	CLEARING	1.1	ACRE	\$22,820.00	\$25,102.00	0.31	\$7,074.20	1.21	\$27,612.20
3	GRUBBING	1.1	ACRE	\$22,820.00	\$25,102.00	0.31	\$7,074.20	1.21	\$27,612.20
4	SALVAGE POST	2	EACH	\$111.60	\$223.20		\$0.00		\$0.00
5	SALVAGE SIGN	15	EACH	\$55.80	\$837.00	4	\$223.20	4	\$223.20
6	REMOVE MAILBOX SUPPORT	76	EACH	\$22.30	\$1,694.80	76	\$1,694.80	76	\$1,694.80
7	REMOVE CULVERT PIPE	88	LIN FT	\$27.05	\$2,380.40	170	\$4,598.50	170	\$4,598.50
8	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	1922	LIN FT	\$2.05	\$3,940.10	357	\$731.85	1398	\$2,865.90
9	SAWING CONCRETE PAVEMENT (FULL DEPTH)	49	LIN FT	\$5.00	\$245.00	24	\$120.00	69	\$345.00
10	REMOVE CONCRETE SIDEWALK	96	SQ FT	\$3.35	\$321.60		\$0.00	96	\$321.60
11	REMOVE CURB AND GUTTER	65	LIN FT	\$5.40	\$351.00	111	\$599.40	330	\$1,782.00
12	REMOVE BITUMINOUS PAVEMENT	2362	SQ YD	\$1.85	\$4,369.70	586	\$1,084.10	2785	\$5,152.25
13	REMOVE CONCRETE PAVEMENT	70	SQ YD	\$7.65	\$535.50	39	\$298.35	96.3	\$736.70
14	COMMON EXCAVATION (P)	4572	CU YD	\$6.15	\$28,117.80	2325	\$14,298.75	4572	\$28,117.80
15	GRANULAR BORROW (CV)	700	CU YD	\$13.90	\$9,730.00		\$0.00		\$0.00
16	SUBGRADE PREPARATION	138.8	ROAD STA	\$92.00	\$12,769.60		\$0.00	138.8	\$12,769.60
17	AGGREGATE SURFACE, CLASS 5	352	TON	\$21.85	\$7,691.20	220	\$4,807.00	460	\$10,051.00
18	COMMON LABORERS	28	HOURL	\$43.90	\$1,229.20		\$0.00		\$0.00
19	STREET SWEEPER (WITH PICKUP BROOM)	28	HOURL	\$132.90	\$3,721.20		\$0.00		\$0.00
20	AGGREGATE BASE, CLASS 5	8990	TON	\$10.85	\$97,541.60	2485.66	\$26,969.41	9481.66	\$102,878.01
21	FULL DEPTH RECLAMATION	36620	SQ YD	\$0.85	\$31,127.00		\$0.00	36682	\$31,179.70
22	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	7390	TON	\$59.00	\$438,010.00	6973.57	\$411,440.63	7478.21	\$441,214.39
23	12" CS PIPE APRON	2	EACH	\$128.85	\$253.70		\$0.00	2	\$253.70
24	16" RC PIPE APRON	3	EACH	\$794.70	\$2,384.10	3	\$2,384.10	3	\$2,384.10
25	12" CS PIPE CULVERT	38	LIN FT	\$33.45	\$1,271.10		\$0.00	38	\$1,271.10
26	16" RC PIPE CULVERT	48	LIN FT	\$64.75	\$3,108.00	48	\$3,108.00	48	\$3,108.00
27	16" RC PIPE SEWER, CL. 5	74	LIN FT	\$61.50	\$4,551.00	74	\$4,551.00	74	\$4,551.00
28	CASTING ASSEMBLY	1	EACH	\$938.60	\$938.60	1	\$938.60	1	\$938.60
29	CONSTRUCT DRAINAGE STRUCTURE, DESIGN SD-GABION	4.42	LIN FT	\$422.00	\$1,865.24	4.42	\$1,865.24	4.42	\$1,865.24
30	4" CONCRETE WALK	12	CU YD	\$310.20	\$3,722.40	12	\$3,722.40	12	\$3,722.40
31	CONCRETE CURB AND GUTTER, DESIGN B624	182	SQ FT	\$13.00	\$2,366.00	178.5	\$2,320.50	178.5	\$2,320.50
32	MODIFIED 6418 EDINA STYLE CONCRETE CURB	65	LIN FT	\$38.30	\$2,489.50		\$0.00	61	\$2,336.30
33	6" CONCRETE DRIVEWAY PAVEMENT	1300	LIN FT	\$19.25	\$25,025.00	1771	\$34,091.75	1771	\$34,091.75
34	8" CONCRETE DRIVEWAY PAVEMENT	57	SQ YD	\$124.60	\$7,102.20	62.8	\$7,824.88	62.8	\$7,824.88
35	TRUNCATED DOMES	14	SQ YD	\$133.05	\$1,862.70		\$0.00	14	\$1,862.70
36	MAILBOX SUPPORT	16	SQ FT	\$53.55	\$856.80	16	\$856.80	16	\$856.80
37	FENCE DESIGN SPECIAL	82	EACH	\$100.40	\$8,232.80	83	\$8,333.20	83	\$8,333.20
38	TRAFFIC CONTROL	555	LIN FT	\$19.55	\$10,850.25	540	\$10,557.00	540	\$10,557.00
39	INSTALL SIGN	1	LUMP SUM	\$1,115.75	\$1,115.75	0.5	\$557.88	1	\$1,115.75
40	PRUNE TREES	15	EACH	\$55.80	\$837.00	4	\$223.20	4	\$223.20
41	EROSION CONTROL SUPERVISOR	16	HOURL	\$180.00	\$2,880.00	10	\$1,800.00	10	\$1,800.00
42	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$557.85	\$557.85	0.5	\$278.93	1	\$557.85
43	STORM DRAIN INLET PROTECTION	1	LUMP SUM	\$836.80	\$836.80		\$0.00		\$0.00
44	CULVERT INLET END CONTROL	1	LUMP SUM	\$167.35	\$167.35		\$0.00	1	\$167.35
45	SEDIMENT CONTROL LOG TYPE STRAW	7	EACH	\$83.70	\$585.90		\$0.00	2	\$167.40
46	SILT FENCE, TYPE MS	1600	LIN FT	\$4.45	\$7,120.00		\$0.00	50	\$222.50
47	SCREENED TOPSOIL BORROW (CV)	2320	LIN FT	\$2.25	\$5,220.00		\$0.00	1925	\$4,331.25
48	FERTILIZER TYPE 1	1950	CU YD	\$31.85	\$62,107.50	1141	\$36,340.85	1141	\$36,340.85
49	*SCOUR STOP* TRANSITION MAT	672	POUND	\$0.80	\$537.60	750	\$600.00	750	\$600.00
50	EROSION CONTROL BLANKETS CATEGORY 3	2	SQ YD	\$278.95	\$557.90	2	\$557.90	2	\$557.90
51	SEEDING	1150	SQ YD	\$1.40	\$1,610.00	1295	\$1,813.00	1295	\$1,813.00
52	SEED MIXTURE 25-151	3.6	ACRE	\$558.00	\$2,008.80	3.6	\$2,008.80	3.6	\$2,008.80
53	HYDRAULIC TYPE MULCH MATRIX	702	POUND	\$3.55	\$2,492.10	750	\$2,662.50	750	\$2,662.50
54	4" SOLID LINE PAINT	9500	POUND	\$0.85	\$8,075.00	9800	\$8,330.00	9800	\$8,330.00
55	4" DOUBLE SOLID LINE PAINT	875	LIN FT	\$0.85	\$743.75	1486	\$1,263.10	1486	\$1,263.10
56	PAVEMENT MESSAGE MULTI COMPONENT CONTR	11900	LIN FT	\$0.35	\$4,165.00	11522	\$4,032.70	11522	\$4,032.70
57		48	SQ FT	\$12.30	\$590.40	48	\$590.40	48	\$590.40
CHANGE ORDER NO. 1 - WATER QUALITY STORM SEWER		1	LUMP SUM	\$11,385.00	\$11,385.00	1	\$11,385.00	1	\$11,385.00
CHANGE ORDER NO. 2 - RETAINING WALL		225	SQ FT	\$56.20	\$12,645.00		\$0.00	205	\$11,521.00
PROJECT TOTAL					\$913,607.89	\$638,374.81	\$892,570.67		
THIS PERIOD					TOTAL TO DATE				
AMOUNT EARNED					\$638,374.81	\$892,570.67			
AMOUNT RETAINED (5% of Contract)					\$31,916.73	\$44,628.53			
PREVIOUS PAYMENTS						\$241,486.25			
AMOUNT DUE					\$506,455.88	\$506,455.88			

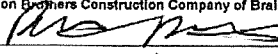
Estimated Percentage of Job Completed: 97.7%

Is Contractor's Const. Progress on Schedule: Yes

**CONTRACTOR'S CERTIFICATION:**

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

Anderson Brothers Construction Company of Brainerd LLC

BY: 

Date: 7-5-18

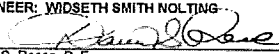
APPROVED BY OWNER:  
City of Crosslake

BY:

**ENGINEER'S CERTIFICATION:**

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

ENGINEER: WIDSETH SMITH NOLTING

BY: 

David S. Reese, P. E.

Date: 07/03/18

## **Park/Library Commission Minutes**

**Wednesday, May 23, 2018**

**2:00 P.M at the Crosslake Community Center**

**Present: Chair Mic Tchida, Don Christner, Joe Albrecht, Sandy Melberg, Park Director Jon Henke and guest Gary Nordstrom**

**1. Approve April Minutes – Motion by Albrecht, Seconded by Melberg- Unanimous**

### **2. Plan for Transition**

The Commission talked about the importance for Jon to write as many notes as possible on various happenings and programs in the park. They also noted the importance of putting together an operation manual for the Library. Currently there is quite a few items that only Kim knows how to do. A manual would allow others to accomplish tasks that currently cannot be accomplished without the help of Kim.

Sandy suggested a meeting of Peggy, Jan, Terry and herself to talk about some issues that need to be addressed so the library can continue to operate smoothly over the summer and into the future. The commission made the suggestion into a motion:

**The Crosslake Park Commission recommends that Peggy Schmid, Jan Albrecht, Terry Havir and Sandy Melberg meet as soon as possible to talk about library operations.**

**Motion made by Melberg, seconded by Albrecht – Motion passed unanimously.**

The Commission also felt it would be very important for the City Administrator and the Council to have the Commission be part of the hiring process for the new Director. The Commission is the group that has to work directly with Park Management to arrange programs and facility development. Jon stated that the a few of the Commission members attended the interviews when he was hired.

Jon suggested that a few members of the Commission could meet with Mike and talk about his specific plans for the hiring process. The Commission made that a motion:

**The Crosslake Park Commission recommends that Jon and Mic talk to Administrator Lyonais to see about the plans for the hiring of the new Parks Director. Don made the motion, Joe seconded – Motion passed unanimously.**

The Commission wanted to thank Jon for his almost 19 years of service to the community of Crosslake. Jon showed dedication and leadership in all his endeavors and will be greatly missed.

**3. Holden Property Acquisition** – Jon stated that the Council passed a motion approving the planning of a Dog Park on the property. The Dog Park Committee will work with the Commission to get the project started as soon as possible. The Council wants to make sure that a camera is installed close to the park, that the road along the west property is vacated and that trees be planted to help buffer the properties along Egret Road. Jon



stated that the park will have operating hours and that key fobs might be a good way to keep track of who is using the property.

4. **Perkins Road Update** – Jon stated the City Attorney has informed him that the Heigl's are considering a development on the offshore lots and that they would be willing to work with the City to locate the road so it could be used for the park entrance and also the road into their development.
5. **Special Event Fee** – The Council approved the minimum fee of a \$100 fee for use of the park outside the Community Center and Picnic Shelter.
6. **Summer Program Update** – The staff are working to arrange a summer tennis instructor. Rob Reed will once again do the soccer and basketball program. The Summer Reading Club is all set and ready to go.
7. **Community Survey** – In the month of June the Park Department and the PAL Foundation will work together to complete a survey to get feedback from the community on future recreation programs and facilities.
8. **Pickleball** – There is a need to develop 4-8 outside dedicated Pickleball Courts. A resident has offered to pay for a substantial portion of the project. After June 1<sup>st</sup> staff will contact this resident.
9. **New Member to the Commission** – **The Crosslake Park Commission recommends that Gary Nordstrom be added as an alternate member to the Commission. Motion made by Christner, seconded by Melberg – Motion passed unanimously.**

**Motion to adjourn – Melberg/Albrecht - Unanimous**

## **Staff Report - Crosslake Parks, Recreation and Library**

**Date: July 2018**

**To: Crosslake City Council**

**From: Jane Monson, Program Coordinator**

### **1. AAA Senior Driving**

A 4-hour refresher course for 55 Alive will be offered on Thurs., July 26th from 9-1 at the Center.

### **2. Youth Tennis Lessons**

The current session of Youth Tennis Lesson has 10 participants and runs July 9<sup>th</sup> through July 18<sup>th</sup>. Registrations for the third session are still being accepted. That session runs July 30<sup>th</sup> through August 8<sup>th</sup>.

### **3. Crosslake Area Library's Summer Reading Club**

The Crosslake Area Library will be accepting drop-in registrations for the Summer Reading Club. The Club is open to all youth ages 5-11 years of age. It is held each Thursday morning starting July 12<sup>th</sup> through August 2<sup>nd</sup> from 9:30 to 11:00 am. Drop-in registration fee is \$5.00 per child. Guest presenters, such as the Raptor Center and the popular "Rocket Man", plus reading incentives are integral to this wonderful, educational opportunity.

### **4. Whitefish Warrior**

The Annual Whitefish Warrior Adventure Run, a PAL sponsored fun run, will be held Saturday, August 4<sup>th</sup>, 2018. Participants run a two-mile obstacle course through the Nordic Ridge Recreation Area including a climbing wall, log jump, mud pit, and slip and slide, as well as, test their skills at the archery and kayak portions of the race. The race is open to all participants ages 8 and up. Registrations can be made online at [theshitefishwarrior.itsyourrace.com](http://theshitefishwarrior.itsyourrace.com) or at the Crosslake Parks and Recreation Office. Race fee is \$45.00.

### **5. Crosslake Area Library Book Sale**

The next Library Book Sale will be held Friday, August 3<sup>rd</sup> from 12:00-4:00 and Saturday, August 4<sup>th</sup> from 11:00-3:00.

### **6. The 34<sup>th</sup> Annual Crosslake Art Show**

The Community Center will once again be hosting the Crosslake Art Club's Annual Art Show entitled "It's Raining Art". The Show will be held August 9, 10 and 11 from 10:00 am to 5:00 pm each day and is free to the public.

### **7. Crosslake Park/Library Commission Resignation**

Parks/Library Commission Member Jim Talbott submitted his resignation effective May 31, 2018. It was accepted at the June 27<sup>th</sup> Commission meeting.

B. 20.

# Crosslake Roll-Off & Recycling Services

	2018										
	June										
	Paper	Aluminum	Tin	Glass	Plastic	Metal	Cardboard	Electro	Total lbs	2000#	Total Tons
January	7180	0	0	0	7060	2080	0	3160	0	19480	2000 9.74
February	0	0	0	0	0	1500	0	3000	0	4500	2000 2.25
March	8780	860	1020	6820	2040	42000	7240	0	0	68760	2000 34.38
April	9740	0	2000	6900	2540	0	5100	0	0	26280	2000 13.14
May	6960	1845	0	5000	3260	20240	12180	0	0	49485	2000 24.7425
June	8040	405	2380	12240	4840	12420	11168	0	0	51493	2000 25.7465
July								0	0	0	2000 0
August								0	0	0	2000 0
September								0	0	0	2000 0
October								0	0	0	2000 0
November								0	0	0	2000 0
December								0	0	0	2000 0

TOTAL IBS	40700	3110	5400	38020	16260	74660	41848	0	
2000#	2000	2000	2000	2000	2000	2000	2000	2000	
TOTAL TONS	20.35	1.555	2.7	19.01	8.13	37.33	20.924	0	

Tires 0

# SCORE REPORT FORM

Mo./Yr.

May

2018

CROSSLAKE REPORT

Organization:

Waste Partners, Inc.

PO Box 677 Pine River, MN 56474

Contact Person:

Eric Loge

Ph: (218) 824-8727

Fax: (218) 587-5122

Materials delivered to:

Cass County - Pine River Transfer Station

Cardboard & Mixed Paper - LDI or Rock-Tenn

Metal - Crow Wing Recycling or Pine River Iron & Metal

RESIDENTIAL

COMMERCIAL

Total Paper : (includes)

9,802

Corrugated Cardboard

2,224

Newspaper

-

Mixed Paper (News, Mags, Mixed Mail, CDBD)

7,578

Metal: Appliances, misc...

Commingled Materials: (includes)

14,546

%

lbs

5% Metals- Aluminum Cans 727

21% Tin Cans 3055

61% Glass- 8873

Clear bottles

Green bottles

brown bottles

10% Plastic - #1 & #2 bottles 1455

3% Rejects 436

100% 14546

Total LBS.

24,347

0

Total Tons

12.17

0

## OUT OF COUNTY Waste Disposal

Final Destination:

N/A

Disposal Site Permit # :

Tons Delivered:

NONE

Total Number of  
Households

Served this Month

1039

Trash			Recycling		Paper		Commingled	
Accounts	Rate		Accounts	%				
BRD	2846	74%	2107	43%	61,628	26,522	118,299	50,910
BAX	1750	88%	1539	31%	19,372	5,551	37,186	10,656
B.P.	607	73%	441	9%	2,606	7,578	14,546	941
P.L.	270	77%	207	4%	3,140	-	-	-
C.L.	1039	58%	602	12%	-	-	-	-
C TWNSP	0	0%	0	0%	-	-	-	-
NIS	85	0%	0	0%	-	-	-	-
<b>6597</b>	<b>74%</b>		<b>4896</b>	<b>100%</b>				

**RESOLUTION 18-\_\_\_\_\_**

**RESOLUTION ACCEPTING DONATION(S)**

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

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

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

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

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
Family and Friends of Jim Berg	\$4,925.00	Jim Berg Memorial to Police Department

; and

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

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

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

Passed this 9th day of July, 2018.

---

Patty Norgaard  
Mayor

ATTEST:

---

Michael R. Lyonais  
City Administrator  
(SEAL)

300 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155  
Telephone: 651-201-2473  
TTY: 651-297-4357



Mike Lyonais, Admin  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442-2528

Dear Clerk:

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. Enclosed you will find a sheet containing the April 1, 2017, population and household estimates for your jurisdiction.

These estimates are being sent to you now for review and comment. It's important that our estimates are accurate, as they are used to distribute state aid to cities and townships. If you have questions about how our estimates impact a specific program, please contact the state agency responsible for that program.

The enclosed figures represent estimated population and household changes since the 2010 Census. The number of households corresponds to the number of occupied housing units. A household may be a single family, one person living alone, or any group of people who share the same living area. While we believe that our estimates are usually accurate, we realize there may be occasional problems. For this reason, we value your comments. We may not be aware of such changes as housing demolitions, the gain or loss of group quarters (like college dormitories, nursing homes, etc.), construction of public housing and the gain or loss of mobile homes.

Please note that our estimates:

- pertain to one year ago, not the present;
- have also been sent to your county auditor for review;
- are subject to change and are not considered final until they are released to the Minnesota Department of Revenue in July.

If you are satisfied with our estimates, it is not necessary to contact us or provide any further information. If you wish to challenge our estimates, please send us the appropriate data described in the enclosed challenge guide by **June 24, 2018**. Questions or comments should be directed to James Hibbs at the address listed on the letterhead. You may also contact us by e-mail at [local.estimatedata@state.mn.us](mailto:local.estimatedata@state.mn.us) or by phone at (651) 201-2473. The volume of phone calls is heavy at this time of year, so you may be asked to leave a message on our voice mail system. We will respond promptly. Please remember that we cannot correct problems with the 2010 Census.

Thank you for taking time to review these estimates.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan Brower', with a long horizontal line extending to the right.

Susan Brower  
State Demographer

Enclosures

**DATE:** June 1, 2018  
**TO:** Mike Lyonais, Admin  
City of Crosslake  
**FROM:** **Susan Brower**  
Minnesota State Demographer  
**SUBJECT:** 2017 Population and Household Estimates

Your April 1, 2017 population estimate is 2,250.

Your April 1, 2017 household estimate is 1,090.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to [local.estimated@state.mn.us](mailto:local.estimated@state.mn.us). All challenges must be submitted in writing. Please refer to the enclosed sheet for details

## HOW TO CHALLENGE THE POPULATION AND HOUSEHOLD ESTIMATES FROM THE STATE DEMOGRAPHER

The legal responsibilities of the State Demographer with respect to local population estimates dictate that we be able to defend any revisions to the estimates. Consequently, we need documentation for our files. Cited below are types of information we will accept with a challenge to our estimates. You may select whichever approach is most appropriate for your situation. However, the more information you can provide the better. No challenges will be accepted after June 24.

1. You may send us the number of active residential utility accounts in April 2010 and April 2017. We would prefer electrical accounts, but water and sewer accounts are acceptable. Please summarize your data. We don't need a list of all utility customers. Summary data for intervening years are helpful. Utility data are much more useful when provided together with building permit data (see #2 below).
2. Another approach is to provide the number of housing units added and lost by calendar year for the years beginning with 2010. Building and demolition permits are a good source of such information. Be sure to include mobile homes and apartments, and indicate whether any of the apartments were for the elderly. Please try to be as specific as possible about the type of unit involved (single-family, apartment, mobile home, etc.).
3. An actual count of persons or households may be accepted, but places with more than 100 people must contact the State Demographer before proceeding with a count. The count you submit should be for 2018. We will interpolate a number for 2017. You must provide the following information:
  - a. List the house number and street name of each housing unit in your city or township. If there is more than one unit at an address, please list each unit and provide an apartment number.
  - b. Indicate whether the unit is occupied or vacant. If the unit is occupied, indicate the number of residents. Only year-round residents should be counted. Young people away at college or in the military, elderly persons who have moved to a nursing home in another town and seasonal (summer) residents should not be counted.
  - c. Group quarters such as nursing homes, dormitories, jails and group homes should not be counted as housing units. Give us the name and address of the facility and the number of residents.
  - d. After you have listed each housing unit, you must summarize your data and give us the total number of residents, the total number of vacant units and the total number of occupied units.
  - e. Please indicate when the count was completed.

Any additional information you can provide about your community will be appreciated. Changes in vacancy rates, the conversion of summer homes to year-round use, and changes in employment opportunities are the types of things we like to hear about when we are evaluating an estimate. One final request--when you write to us, please provide your mailing address and a telephone number or e-mail address where you can be reached during the day.

Thank you.



B. 24.

RESOLUTION 18-\_\_\_\_\_

CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

FOR THE APPOINTMENT  
OF ELECTION JUDGES TO SERVE FOR THE PRIMARY ELECTION TO  
BE HELD AUGUST 14, 2018

WHEREAS, the City of Crosslake does hereby resolve to appoint election judges for the 2018 Primary Election to be held on the 14<sup>th</sup> day of August, 2018 in the City of Crosslake in Precinct 1 and Precinct 2.

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

BE IT RESOLVED, that the City Council of the City of Crosslake, Minnesota go on record as appointing Election Judges as on file in the Clerk's office to handle the 2018 Primary Election. This approval was acted on at the Regular Council Meeting held on July 9, 2018.

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

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

ATTEST:

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

\_\_\_\_\_  
Patty Norgaard  
Mayor

B.  
25.

**BILLS FOR APPROVAL**  
July 9, 2018

VENDORS	DEPT	AMOUNT
Ace Hardware, flag mounting rings	Park	4.59
Ace Hardware, pre mix fuel	PW	51.76
Ace Hardware, keys	Park	7.14
Ace Hardware, hardware	PW	29.26
Ace Hardware, hardware	Sewer	6.75
Ace Hardware, pre mix fuel, propane	PW	48.95
Ace Hardware, hearing protection, safety glass, fuses	PW	122.93
Ace Hardware, roundup, hardware	PW	161.62
Ace Hardware, rain jackets	PW	35.98
Ace Hardware, hardware	PW	7.29
Ace Hardware, hardware	PW	37.24
Ace Hardware, pliers	Park	11.99
Ace Hardware, grips, tubing	PW	12.18
Ace Hardware, hardware	PW	29.47
Ace Hardware, printer	Sewer	189.99
Ace Hardware, propane, insect repellent	Park	25.66
Ace Hardware, hardware	Park	16.49
Ace Hardware, wrench sets	PW	114.97
Ace Hardware, tape measure, blade set, propane	PW	26.95
Ace Hardware, bulletin board	Police	23.98
Ace Hardware, air blow-gun, hardware	Fire	24.42
Ace Hardware, trufuel, mineral spirits, hardware	Fire	190.01
Ace Hardware, rainsuit	Sewer	16.97
American Door Works, door repair	PW	135.00
AW Research, water testing	Sewer	928.40
Blue Cross Blue Shield, health insurance	ALL	22,581.00
Bolton & Menk, review of variance and cup	PZ	500.00
Bolton & Menk, wwtp improvements	Sewer	5,826.00
Braun Intertec, construction materials testing	PW	1,855.00
Breen & person, legal fees	ALL	945.00
Char Nelson, reimburse mileage	Election	28.34
City of Crosslake, sewer utilities	Sewer	192.00
City of Minneapolis, annual QO user access	Police	204.00
Clean Team, july cleaning	ALL	1,082.50
Council #65, union dues	Gov't	385.00
Crosslake Communications, phone, fax, cable, internet	ALL	1,468.00
Crosslake Rolloff, recycling	Gov't	2,695.00
Crow Wing County, letg fees	Police	3,755.00
Crow Wing County Highway Department, fuel	ALL	2,601.50
Crysteel, led mini bar	Sewer	611.33
Culligan, water and cooler rental	PW/Gov't	104.24
Dacotah Paper, janitorial supplies	Park	268.81
Delta Dental, dental insurance	ALL	1,348.70
East Side Oil, oil and filter recycling	Gov't	50.00

Echo Publishing, subscription	Gov't	pd 6-12	27.00
Essentia, vaccines	Fire		546.00
Ferguson Waterworks, meter	Sewer		3,641.66
Fire Instruction & Rescue, live burn simulator	Fire	pd 6-19	1,350.00
Fire Instruction & Rescue, advanced water rescue scenario	Fire	pd 6-25	950.00
Fire Instruction & Rescue, water rescue tactics	Fire		700.00
Fortis, disability	ALL		647.73
Forum Communicatons, tif disclosure	Admin	pd 6-12	46.75
Galls, uniform	Police		203.68
Galls, uniform	Police		162.90
Granite Electronics, power supply	Fire		21.00
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals, shelf	Sewer		1,214.98
Heartland Tire, service call	PW		326.90
Holiday Station, premium fuel	Park		6.69
Independent Testing Technologies, wwtf improvements	Sewer		500.00
Johnson Killen & Seiler, legal fees	Gov't		193.50
Jon Kolstad, reimburse for tape measure	PZ	pd 6-19	40.79
Lakes Heating & Cooling, a/c repair	Park		340.00
Linescape Linestripping, striping	PW		14,641.00
Marco, copier lease	Park		237.99
Mastercard, Amazon, magnetic mic	Police		250.69
Mastercard, Cradlepoint, netcloud renewal	Police		78.00
Mastercard, German Bliss Equipment, wheel, blade, spacers	Park		489.70
Mastercard, Holiday Station, fuel	Police		20.01
Mastercard, MPCA, wastewater certification examination	Sewer		110.00
Metro Sales, copies	ALL		638.12
Mid American Research, cleaners	Park		228.21
Midwest Machinery, gloves, fuel filter	Park		56.85
Midwest Machinery, filters	Park		70.14
Midwest Machinery, mower repair	Park		417.77
Midwest Machinery, fuel filters	PW		81.00
Mike Lyonais, mileage reimbursement	Admin	pd 6-19	141.70
MN Life, life insurance	ALL		242.40
MR Sign, sign posts	PW		1,292.58
MR Sign, street name sign	PW		27.27
MR Sign, address numbers	PW		69.06
Municode, annual web hosting	Gov't		800.00
MWOA, annual conference	Sewer	pd 6-25	525.00
Napa, car jack	PW		81.99
NCPERS-Life Insurance	ALL		96.00
Nelsons Outdoor Lighting, sprinkler repair	Gov't		475.00
North Country Plumbing, install water meter	Sewer		495.00
Northland Freightliner, water truck repairs	PW		1,551.57
Northland Press, meeting notice of 6/22	PZ		68.00
Northland Press, ordinance 352	Gov't		102.00
Northland Trust Services, bond payment	Gov't		23,728.75

Planning and Zoning Commissioners, 2nd quarter meetings	PZ		1,400.00
Premier Auto, mount and balance tire	PW		33.20
Premier Auto, shocks	PW		458.51
Premier Auto, oil change	Police		30.97
Public Safety Center, equipment wipes	Fire		406.60
Reeds Market, water	Park		7.98
Sourcewell, comp plan services	Gov't		450.00
Speciality Solutions, road products	PW		556.60
Team Lab, road patch	PW		706.50
Teamsters, union dues	Police		194.00
The Office Shop, folders, laminate, receipts	Park		94.36
The Office Shop, receipts, envelopes	PZ/Govt		84.57
Turner Towing, tow vehicle	Police		172.00
US Bank, copier lease	ALL		156.00
USA Bluebook, buffer	Sewer		33.95
USA Bluebook, probe and cable	Sewer		610.56
Verizon, m2m charges	Police	pd 6-19	38.52
Verizon, air card, ipad and internet charges	ALL		395.53
Verizon, cell phone charges	ALL		448.67
Watch Guard, cmaera connector	Police		207.00
WSN, 2018 street improvements	PW		28,068.37
WSN, dream island bridge	PW		7,679.25
Xcel Energy, gas utilities	ALL		268.33
<b>TOTAL</b>			<b>149,275.86</b>



C.I.

June 29, 2018

To: City and Town Clerks within the Pine River Watershed

Cities and Townships:

Crow Wing County, on behalf of itself, Cass County, the Cass County Soil and Water Conservation District, and the Crow Wing Soil and Water Conservation District, is in the process of developing the Pine River watershed "One Watershed, One Plan" Comprehensive Water Plan or "1W1P".

Crow Wing County invites all the township and cities within the Pine River Watershed to attend a meeting to discuss what a One Watershed One Plan is and answer your questions regarding this proposed Plan. The meeting will take place on Tuesday, July 24<sup>th</sup>, 2018, at the Cass County Land Department, Backus Office located at 218 Washburn Ave. E., Backus, Minnesota from 1:00pm to 3:00pm. Cass County cities and townships located within the Pine River Watershed will also be in attendance. While we do understand that this notice is less than 40 days from the meeting, we are hopeful that one or more representatives of the township will be able to attend to both listen and provide perspectives about what is important to them.

At this meeting, we will discuss the following items:

- What is a 1W1P?
- What is the process and timelines for developing the Plan?
- What issues are townships/cities facing regarding habitat, surface water, and ground water?
- Are there particular drainage/culvert issues as it relates to water quality that should be considered?
- Opportunities for cities / townships to participate in the Plan's development.

We are hopeful to see you at this important meeting. For any questions about the Pine River Watershed "One Watershed, One Plan" planning process, please visit Crow Wing County's website at [www.crowwing.us](http://www.crowwing.us), search, "1W1P", or contact me at my information below.

Sincerely,

**Jacob A. Frie**  
**Environmental Services Supervisor**

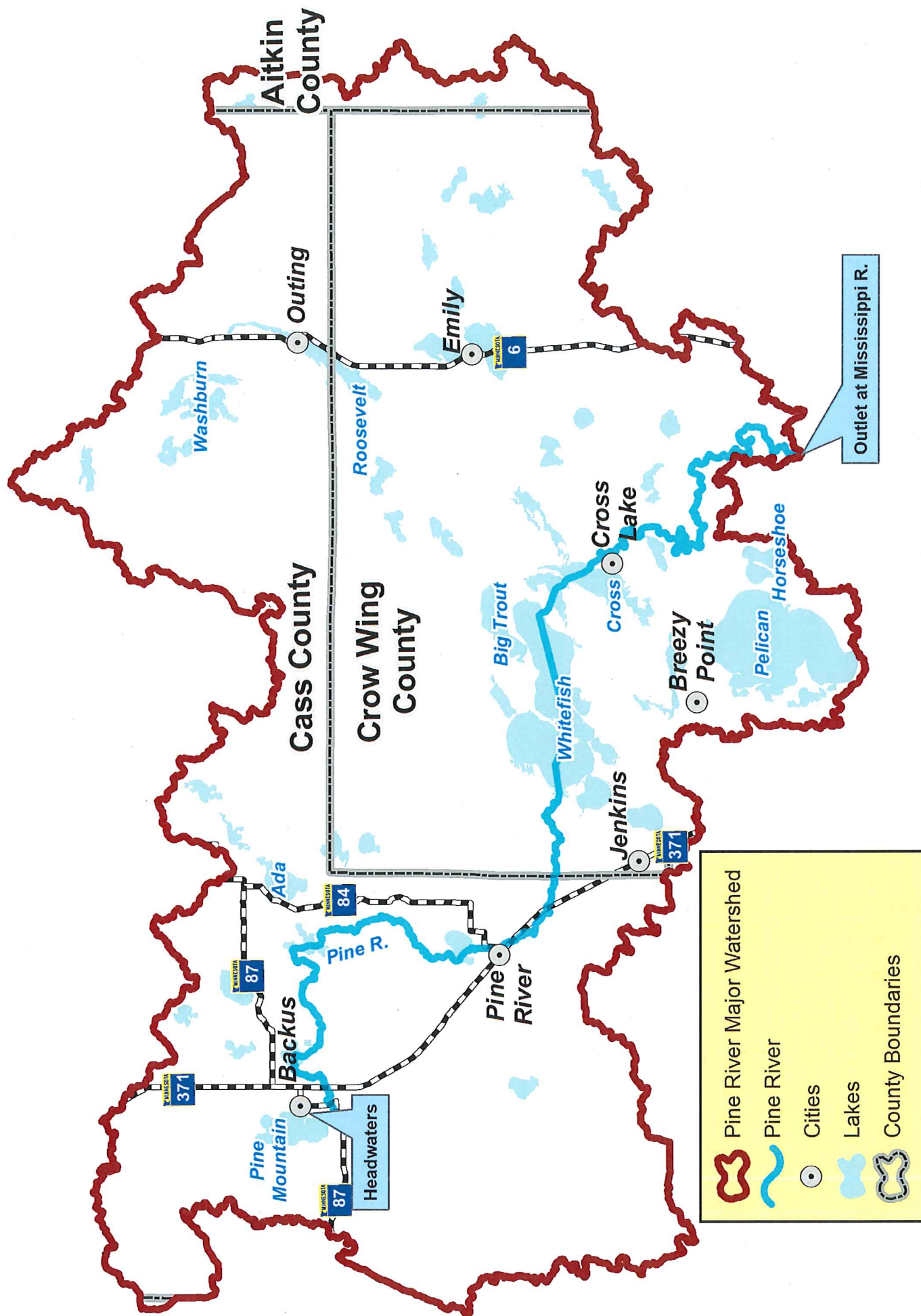
Land Services Department  
322 Laurel Street, Suite 15  
Brainerd, MN 56401

Jacob.frie@crowwing.us  
Office: (218) 824-1124  
[www.crowwing.us](http://www.crowwing.us)

**Our Vision:** Being Minnesota's favorite place.  
**Our Mission:** Serve well. Deliver value. Drive results.  
**Our Values:** Be responsible. Treat people right. Build a better future.

Gary Griffin, Director  
**Land Services Department**  
322 Laurel Street, Suite 15  
Brainerd, MN 56401  
Office: (218) 824-1010  
Fax: (218) 824-1126  
[www.crowwing.us](http://www.crowwing.us)





C.2.

MEMO TO: City Council  
FROM: Mayor Norgaard  
DATE: July 5, 2018  
SUBJECT: Commission Appointment

I hereby recommend the following resignation/appointment:

**Park and Recreation/Library**

Jim Talbott – resignation effective 5/31/18

Gary Nordstrom (currently an alternate) – appointment to 1<sup>st</sup> – 3-year term ending  
1/31/2021

**From:** Jim Talbott  
**Sent:** Friday, June 15, 2018 11:50 AM  
**To:** ccc@crosslake.net  
**Subject:**

Hi Jane:

This is to confirm my verbal communication with Jon Henke that effective May 31, 2018 I have resigned from the Crosslake Parks and Recreation/Library Commission. We are moving and I will not be available to be to serve.

R. James Talbott



MEMO TO: City Council

FROM: City Clerk

DATE: July 5, 2018

SUBJECT: Set Dates for Upcoming Budget/Levy Meetings

I recommend that the Council meet on the following dates to discuss budget and certify levy:

- a. Regular Council Meeting  
Final 2019 Budget and Pay 2019 Levy Certification  
Monday, December 10, 2018 at 7:00 P.M.
- b. Special Council Meeting  
Public Input Meeting for the 2019 Budget and Pay 2019 Levy Certification  
Monday, December 10, 2018 at 6:00 P.M.
- c. Special Council Meeting  
Budget Meeting Update with Revisions  
Monday, October 22, 2018 at 3:00 P.M.
- d. Regular Council Meeting  
Certify Preliminary 2019 Budget and Pay 2019 Levy  
Monday, September 10, 2018 at 7:00 P.M.
- e. Special Council Meeting  
2019 Budget Discussions  
Monday, August 20, 2018 at 3:00 P.M.
- f. Special Council Meeting  
2019 Budget Discussions  
Monday, August 6, 2018 at 6:00 P.M.

CITY OF CROSSLAKE  
CROSSLAKE POLICE DEPARTMENT  
CROSSLAKE, MN 56442

**Memorandum**

Date: July 5, 2018

From: Police Chief Erik Lee

To: Mayor/City Council

Re: Study of Fire, Police and City Administration Facilities

At the May 29, 2018 Special Council Meeting, Chief Lohmiller and myself were instructed to investigate municipal building architects. Chief Lohmiller and myself investigated multiple architects and came to the conclusion that Five Bugles Design best fit Crosslake's needs. Chief Lohmiller and myself met with Five Bugles Design at City Hall on June 5<sup>th</sup>. Five Bugles brought with them a team of three and were given a tour and history of the Crosslake City Hall and Fire Department. We met for approximately two hours and were given a detailed account of their Space Needs Study process. We were very impressed by their process and their professionalism. Five Bugles has since presented a proposal for the study (See attached). The total cost of the study is approximately \$23,000. Although this is not a budgeted item and in speaking with City Administrator Lyonais, I believe we can pay for the study using the Police Vehicle Capital Outlay of \$50,000.

I ask that we accept the Five Bugles Proposal for the Space Needs Study not to exceed \$23,000.

Respectfully,



Chief Erik Lee

June 12, 2018

# CITY OF CROSSLAKE, MN

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## Study of Fire, Police and City Administration Facilities



ARCHITECTURE | ENGINEERING | PLANNING | ENERGY EFFICIENCY | CONSTRUCTION MANAGEMENT

**SUBJECT: SPECIFIC SUBJECT**

Dear Chief Lohmiller:

Five Bugles Design is pleased to submit this proposal for professional services associated with a study of the Fire, Police and City Administration Services for the City of Crosslake. This proposal will set specific scope and fee parameters based on our understanding of the project services required.

We understand the project will consist of studying the space needs of the Fire Department, Police Department and City Administration for the City of Crosslake and with this information determining an expansion or replacement program for the facilities.

The following information will provide detail of the services we are proposing to achieve this goal and our proposed compensation. Please read them carefully and contact us if we have not met your needs with anything related to this document.

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**A. SCOPE OF WORK**

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The following represents our understanding of the scope of services required of Five Bugles Design for this project.

**Design Services**

- 1) Facility Review
  - a) Our team will review the existing facilities and make a report regarding both the physical condition of the facility and its systems as well as its ability to support the mission and work of each department.
- 2) Space Needs Analysis
  - a) Our team will meet with representatives of each department to review current space usage and determine future space needs. Attached to this proposal is a copy of our Statement of Qualifications that describes the proprietary system we utilize that combines the experience our of Emergency Service Specialists and planners with your staff to plan for a facility that will meet your needs long into the future.
- 3) Space Planning
  - a) This work will start with conceptual space planning where we will explore a number of optional solutions to discovered space needs that include discussion of site usage, response issues, public access and staging of construction. All of which will be informed by potential construction costs for each solution.
  - b) Once a conceptual solution has been identified our team will develop schematic level planning for the selected solution to verify that efficient and workable plans can be developed.
- 4) Final Reporting
  - a) Our team will issue a draft and a final report of the work of team.
  - b) We will present the findings of the report to a meeting of Crosslake City Council.
- 5) Optional Services



- a) We are including as part of this proposal an optional fee to work with the City to develop conceptual imagery for the final building complete with a rendering to be used in a public awareness campaign.

## B. EXCLUSIONS

The following services are excluded from this proposal

- 1) Any and all work not specifically included in the above "scope of work" is excluded.
- 2) Hazardous materials sampling and abatement design.
- 3) Survey, soil borings, commissioning and construction testing are not included in this proposal, if it is determined that these services are required on the project, the services can be furnished upon a supplemental agreement.

## C. ASSUMPTIONS

- 1) Five Bugles Design personnel will have access to the site, owner's personnel and information in support of existing condition investigations.
- 2) Environmental issues (including, but not limited to the presence of asbestos and lead) will be addressed by others.
- 3) Drawings of the existing buildings will be provided by the owner.

## D. PROPOSAL FEE:

We trust the above scope of work meets your requirements. We are proposing to perform the scope of work presented in this proposal for a lump sum fee, as detailed below. The proposed fee for the project is detailed below.

PROPOSAL FEE		
Task	Proposed Fee	
Five Bugles Design (Lump Sum)	Fee	Expenses
Task 1- Facility Analysis and Report	\$1,600	
Task 2 - Space Needs Analysis	\$5,000	
Task 3 - Space Planning	\$8,500	
Task 4 - Final Reporting	\$2,500	
Task 5 - Optional Services	\$3,500	
<b>TOTAL</b>	<b>\$21,100</b>	<b>\$1,500</b>

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#### E. FEES AND TERMS:

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We propose completing the services outlined in this letter for a lump sum fee of Twenty-One Thousand One Hundred Dollars (\$21,100.). In addition, we will require reimbursable expenses for travel and travel related costs required by the project. We invoice these expenses at 1.0 x cost incurred and recommend that you budget \$1,500 for these expenses.

Fee Notes:

- 1) Expenses such as plotting costs, postage, telephone charges are included in the fee.
- 2) Should Five Bugles Design be required to perform additional services beyond those outlined above, Five Bugles Design shall be compensated on an hourly or fixed sum basis for a mutually agreed scope of services.
- 3) Our fee proposal is valid for 60 days. If we do not receive a signed notice to proceed before that date, we reserve the right to re-evaluate our proposal.

This proposal and the attached Professional Services Terms and Condition are intended to represent the entire contractual relationship. Please contact me if you have any questions. If this proposal and attached general conditions are acceptable to you, please indicate your acceptance by signing both originals and return one (1) executed original to our office.

If we can provide any additional information, or any of the proposed fees and services do not meet with your approval, please contact us to discuss how we can modify this proposal to more fully meet with you needs.

Respectfully Submitted,  
FIVE BUGLES DESIGN



Michael Clark, AIA  
Program Manager

Enc.

Should Five Bugles Design's proposal be accepted, Wendel SGN Architecture, Engineering, Surveying & Landscape Architecture P.C., a New York State licensed architecture and engineering firm that is part of a consolidated group of Wendel Companies, will contract to undertake the work. Our letterhead and plans will still prominently say "Five Bugles Design" and we will refer to ourselves as Five Bugles Design throughout the project.

Delete or hide this comment before printing... Standard terms and conditions can be found at S:\Contracts\Wendel Standard General Conditions and should be included when the letter is intended to be the contract

**ACCEPTANCE / AUTHORIZATION:**

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_

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

Title: \_\_\_\_\_

**RETURN TO:**

Five Bugles Design  
375 Essjay Road, Suite 200  
Williamsville, NY 14221



F.1.b.

Statement of  
Qualifications for  
Architectural  
and Engineering  
Services



Five  
Bugles  
Design  
a division of





# Five Bugles Design

a division of Wendel

Five Bugles Design is a division of Wendel

## Contact Information

Steve Gausman, AIA, NCARB  
715.271.9343  
sgausman  
@fivebuglesdesign.com

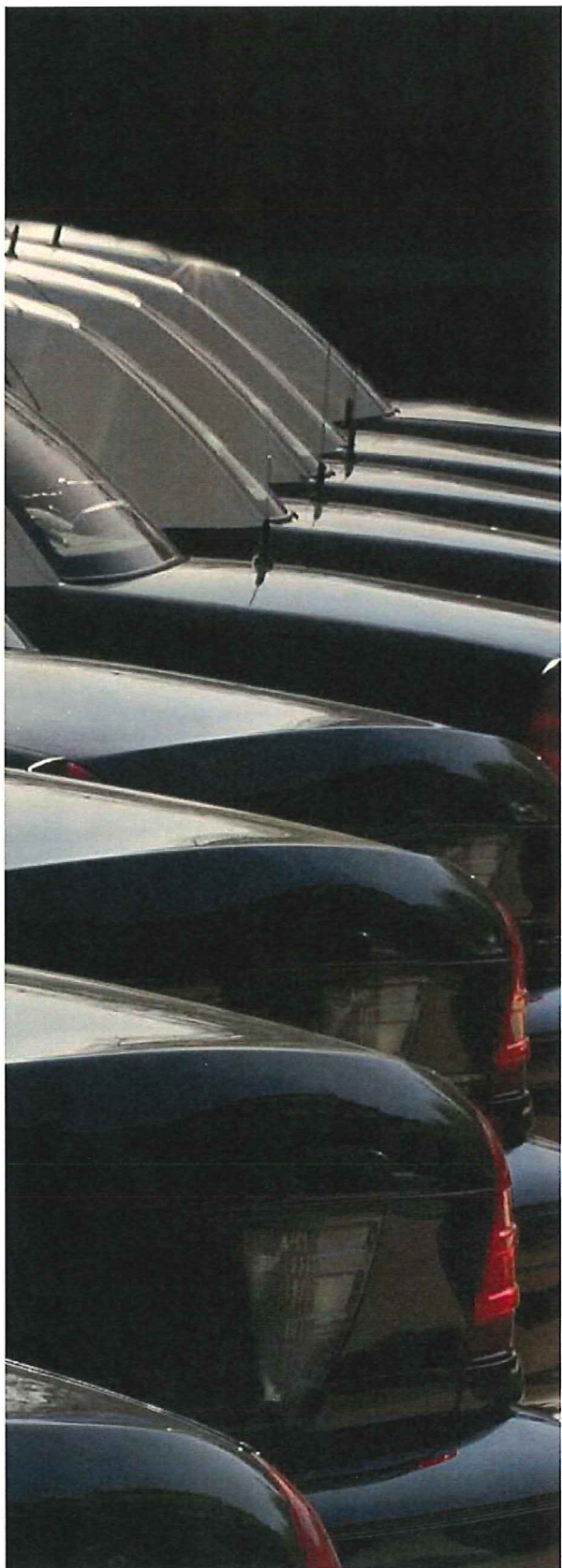
Mike Clark, AIA  
612.840.3773  
mclark@fivebuglesdesign.com

## Address

Banbury Place, Building D04  
Suite 202, Mailbox 2  
800 Wisconsin Street  
Eau Claire, WI 54703

401 2nd Ave North  
Suite 206  
Minneapolis, MN 55401  
612.840.3773

fivebuglesdesign.com



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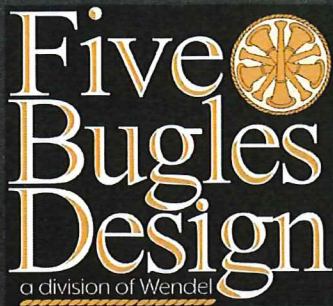
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## LAW ENFORCEMENT FACILITY SPECIALISTS

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### **BUILDING ON A VISION**

As a division of Wendel, Five Bugles Design was formed to provide planning and design services to the public safety market. We understand that emergency service buildings are truly a unique building type. Our focused design team is comprised of members whom, both collectively and individually, are among the most experienced emergency services design professionals in the United States.

### **UNMATCHED EMERGENCY SERVICES FACILITY STUDY AND DESIGN EXPERIENCE**

The Five Bugles Design team has experience in public safety and emergency service projects throughout the country. We are a team with a record of meeting and exceeding expectations. The team includes an award-winning architectural staff, emergency service specialists who “speak the language of the public safety industry” and experts in public safety project management.

### **COLLABORATIVE-FOCUSED.**

### **CLIENT DRIVEN.**

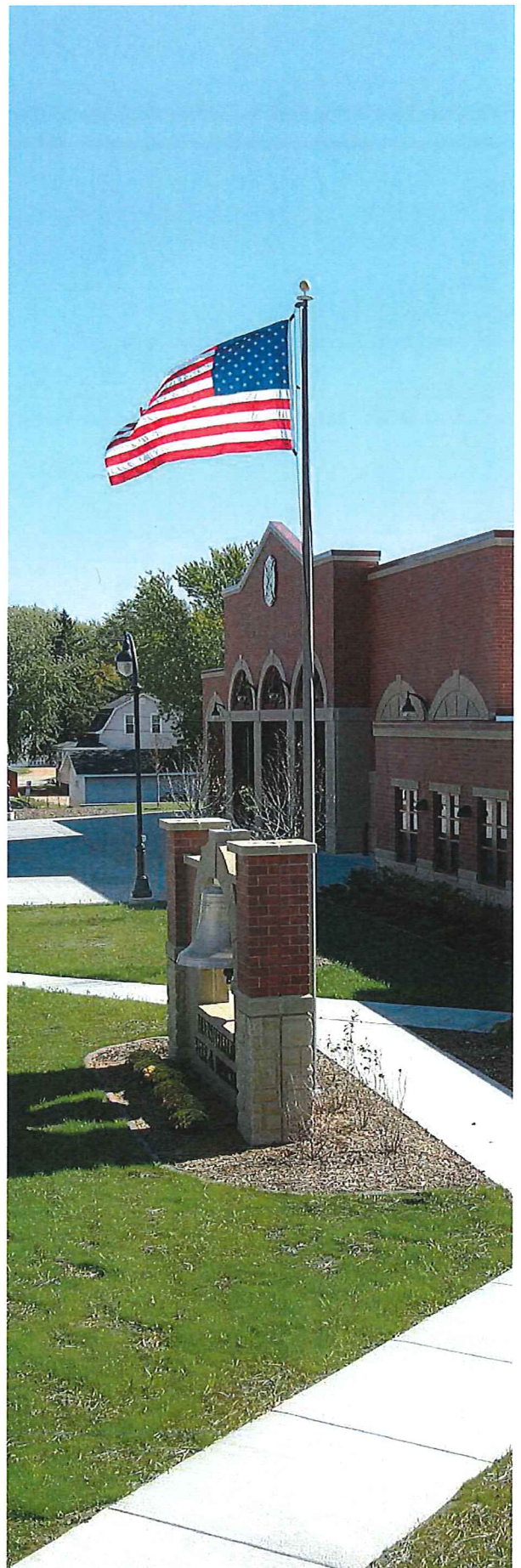
### **COMMUNITY CONSCIOUS.**

We are a collaborative culture inspired by challenge. In our office, you'll find a strong team environment and committed approach to knowing our clients, their needs, and the communities they serve. We dive deeply into our clients' world to provide solutions that go far beyond the obvious. Making a positive and lasting impact on the people and communities we serve is at the core of what we believe.

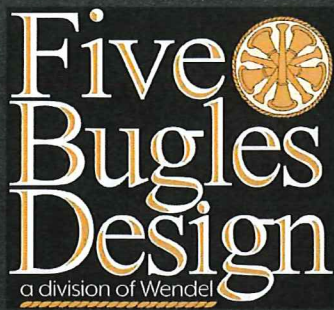
### **IN-HOUSE EMERGENCY SERVICE SPECIALISTS**

The Five Bugles Design team includes a number of Emergency Service Specialists. These individuals are retired fire and law enforcement personnel with extensive background in the management and operations of emergency services departments of all types and sizes. Most importantly, they have built stations for their own departments and understand the challenges created by the necessity of blending facility demands with budgetary concerns.

Our Emergency Service Specialists use their decades of public service experience to lead our unique programming process. They will direct a conversation that explores your individual operational and facility challenges, breaks those challenges down into their respective building components and then work with our experienced architects and planners to define and quantify those elements with the goal of creating an accurate depiction of the built environment that will ultimately become your new or renovated facility.







#### SERVICES

Building Assessment  
Feasibility Studies  
Predesign  
Master Planning  
Architectural Design  
GIS - Site Analysis & Planning  
LEED® Sustainable Design  
Conceptual Design  
Design Development  
Construction Drawings  
Construction Administration  
Interiors

#### AFFILIATIONS & SPONSORSHIPS

Silver Level Sponsor – WHEA  
Bronze Level Sponsor – WSFCA  
Green Business - Recognized by  
the Eau Claire Chamber  
Gold Sponsor – Wisconsin Fire  
Chief's Association  
Sponsor - Minnesota Fire Chief's  
Association

## TEAM OVERVIEW

*The Five Bugles Design team has years of experience working together on stations, and station design.*

#### **Steven A. Gausman, AIA, NCARB**

Steve's role is to provide owners and community leaders with results that exceed expectations. As an award winning Project Lead Architect, his responsibilities include establishing space needs and functional requirements, as well as conceptual design. Through his knowledgeable implementation of contract documents, bidding procedures and construction administration, Steve ensures our staff and consultants have all the resources required to deliver superior service.

#### **Mike Clark**

Mike has been working with Public Safety clients for over 30 years to achieve their facility related goals. As an Architect, Program Manager and Project Lead, he works with our clients and our Emergency Services Specialists to translate the Owner's building objectives into the built environment. While well versed in all aspects of the Public Safety market place, Mike brings a special emphasis on Law Enforcement Workplace Design having experience working in all aspects of justice related architecture.



**Mark Taylor**

Mark's 30 year Law Enforcement career includes work with both sheriff's and police departments, before ultimately retiring from the position of Public Safety Director. He was fortunate to have been involved in the planning and design of a new police station for his own community and brings a wealth of practical experience in operations, security, the planning required to successfully complete complex public safety projects.





## SAFETY AND SECURITY

Police Departments serve a wide array of user groups with varying safety and security needs. Public interactions should feel open and transparent, officers and staff should feel safe in their work environment, and detained individuals should be held safely and securely within their legal rights. Ensuring this requires developing an interactive environment that includes good design strategies, combined with appropriate materials and technology.

Our design strategies will balance:

- Balancing the need for a welcoming, transparent interaction with the public that is also ballistic and attack resistant.
- Understanding the need and correct use of Wet Holding Cells vs. Hard interview cells vs Soft Victim/Witness Interview victim rooms.
- Access control systems, cameras, CAD based personnel management systems, City-wide surveillance monitoring.
- Secure transport, booking and holding of dangerous individuals. Appropriate use of attack resistant and ballistic rated building materials to develop secure and safe staff zones within the building.

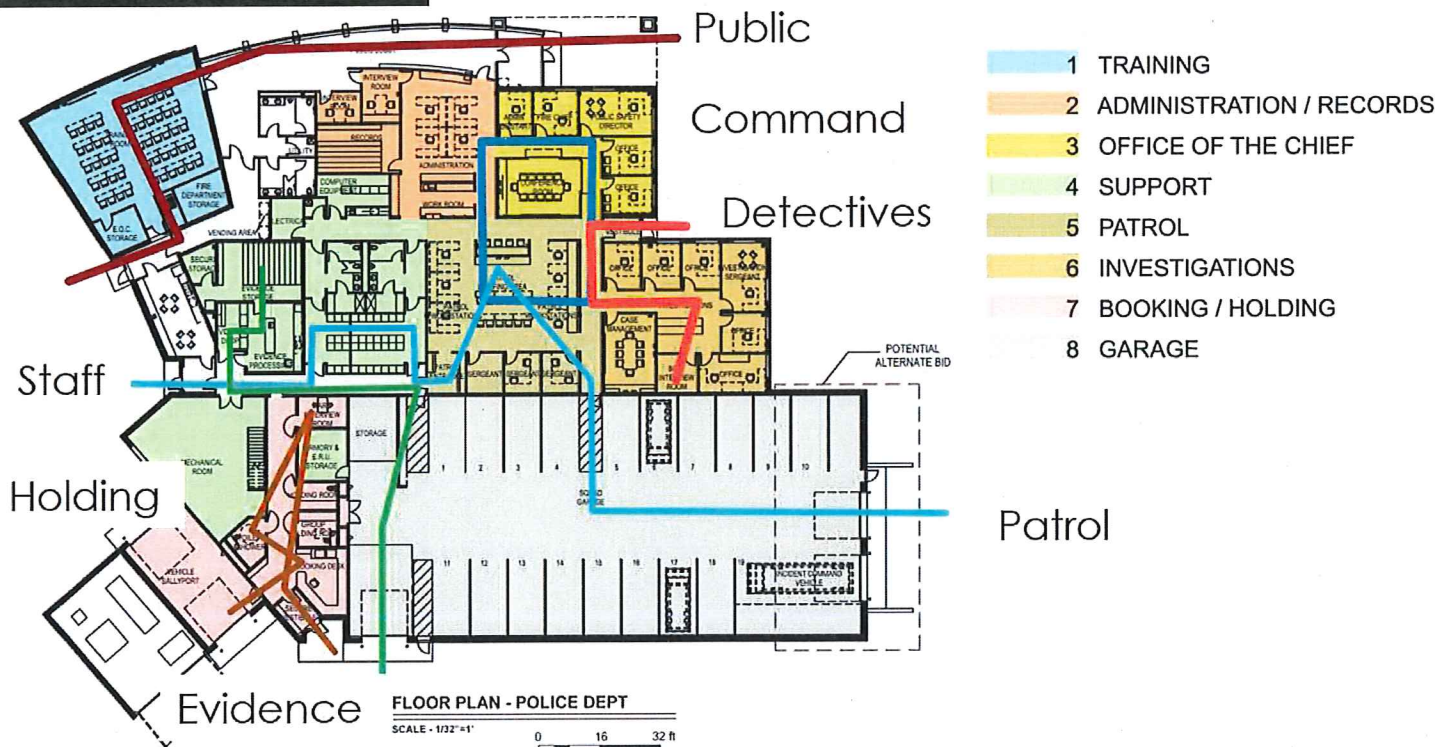




## PROCESS DRIVEN DESIGN

Our office uses process driven design strategies. Our Emergency Services Specialists have a career's worth of experience managing a department's resources. Working together, we will blend best practice, public safety operational work flow with your department's culture to produce an individualized work environment that maximizes the utilization of your resources.

Your department is made up of a wide array of functions and processes: Patrol, Investigations, Booking and Holding, Evidence and Property, Fleet Service, Armory/SWAT/ERU, Staff Support, Training, Dispatch, Records Management, and Emergency Management are all individual functions that when properly blended together become a well-functioning Police Department.





## PROGRAMMING

### UNIQUE PROGRAMMING AND PLANNING PROCESS

#### SPACE NEEDS ANALYSIS

Five Bugles Design has developed some of the most comprehensive programming tools in the industry. These tools encourage active participation from members of the staff and community. We view programming as the fundamental basis of our design and attribute much of our successes to our in-depth process. It is our intent that the programming process captures functional requirements of all of the department's emergency response delivery systems

#### INTERACTIVE SPACE NEEDS PROGRAMMING SESSION

Our proprietary planning software allows our architects and planners to conceptually develop a program and space needs assessment in real time during our planning and discussion sessions with you.

This tool allows us to quickly and concisely develop the scope of your project - including potential construction costs- and then informs the planning process that follows.

The software serves as a check and balance to make sure all required spaces are accounted for including mechanical rooms, storage areas, mezzanines, floor area for equipment, apparatus, and operations. Our team will:

- Provide an inclusive space needs recommendation
- Assess the condition(s) of current building(s).
- Provide options and recommendations for corrective actions at existing facilities with probable cost estimates.
- Evaluate ADA compliance of existing station.
- Identify safety and security deficiencies.





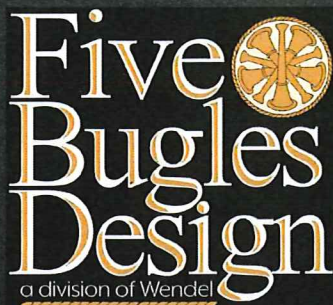
## WELLNESS & TRAINING

Law Enforcement is one the most stressful career choices; police officers put themselves in life threatening situations every day. Your new facility can be an important component in developing health and wellness in your staff that will reduce workplace injury and promote a healthy work environment. Spaces to consider include:

- Fitness rooms
- Defensive Tactics Training
- Gun Ranges
- Classroom spaces
- Breakrooms that encourage healthy food choices
- Design that encourages collaboration and interaction among staff
- Open planning that allows for supervision of staff







**LEED Projects include  
fire stations in:**

Buffalo, MN

Marshfield, WI

Menomonie, WI

**LEED Self Performing projects in:**

Milton, WI

Fitchburg, WI

Middleton, WI

Marathon City, WI

Chippewa Falls, MN

Red Wing, MN

Eau Claire, WI

## SUSTAINABLE DESIGN

### LEED CERTIFICATION

Standard design features include:

- Natural Light
- Better than code minimum Building Envelope
- Other exciting technologies:
  - Photovoltaics, Solar Walls, Water Reclamation Systems, Green Roofs, White Roofs

### SUSTAINABLE DESIGN AND LEED CERTIFICATION

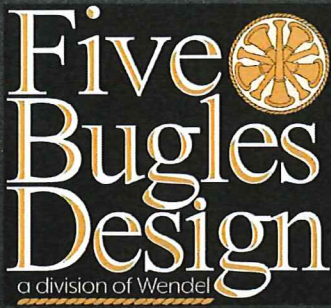
From the inception of our company one of our greatest strengths has been our emphasis on sustainable, green, and energy-efficient building design. We were "designing green" years before it became the popular thing to do. With this approach we have, for example, been able to achieve heating and cooling costs which are greatly lower than average.

We firmly believe that one reason for our success is our concern for energy conscious design as a priority for each design and project. To that end, we typically include a LEED consultant on our project team. Should the City or District contemplate a LEED - Self Performing station we are able to provide a LEED Certified building or design in accordance with sustainable principles/concepts at the level which meets your facilities energy requirements and desires.

All core members of our team have multiple project experience in both LEED certified and LEED self-performing emergency services facilities as well as comprehensive energy modeling and day-lighting studies.







## MASTER BUILDER

### VALUE THROUGH TRANSPARENCY AND PARTNERSHIP

We understand you may not have decided on a delivery method for construction management services at this time. Our unique delivery method and business approach will work to your advantage for this and future projects. We understand how savvy contractors line their pockets at this stage, and offer a value proposition that is not only transparent, but will expedite the process and keep first class communication at the forefront.

Having us in the driver seat for your project means enjoying the perks of a trusted advisor who puts your needs and desires first. We provide peace of mind that your project is being managed by someone who is focused on delivering the expected value in an efficient manner. We prioritize the owner's interests, working as client advocate.

We use an alternative project delivery method where the professional services firm leads as design-builder. With this approach, the professionally led design-builder provides a single point of contact for the client throughout the lifecycle of the project, ensuring a streamlined process so customers receive a higher quality project for less cost.

Improving on the traditional contractor-led design build concept, this method employs an open-book, transparent and ethical approach the client can trust. It expedites project delivery and involves customers directly in each phase. Projects led by professionals have best outcomes and long term involvement.





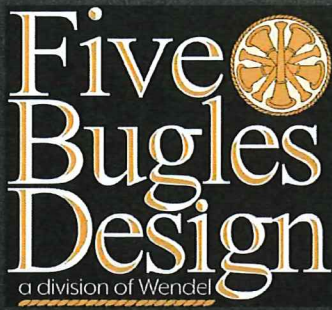
## PUBLIC ENGAGEMENT

Public Engagement is critical our philosophy of gaining project support from project participation. Successful public campaigns are the result of effective planning, transparent communication of a value based solution, and support at the local level by municipal staff and officials.

- Public hearings and neighborhood groups provide opportunities for interactive progress updates with concerned citizens.
- The local press presents an opportunity to present the project in a positive light at chosen times throughout the project.
- Web based project information sites containing meeting notes and project updates are a technological solution that is available.
- Every community is different and presents a different set of challenges to the communications of project information and project approval processes. We will work with your team to develop a combination of the elements that works best.







## MANAGING COST & QUALITY

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Given the vast experience of projects, the Five Bugles Design team has an extensive database of construction cost data. Our estimating procedure is to provide ever more detailed estimates as the design process advances and less and less assumptions are required. Our cost estimating track record is outstanding.

We are particularly proud of the fact that when teamed with a third party estimator, or a construction management partner, our Five Bugles Design staff has never had a project come in over budget. Per your request that we give specific project data on cost control, we are happy to provide you data from our team's four most recent projects.



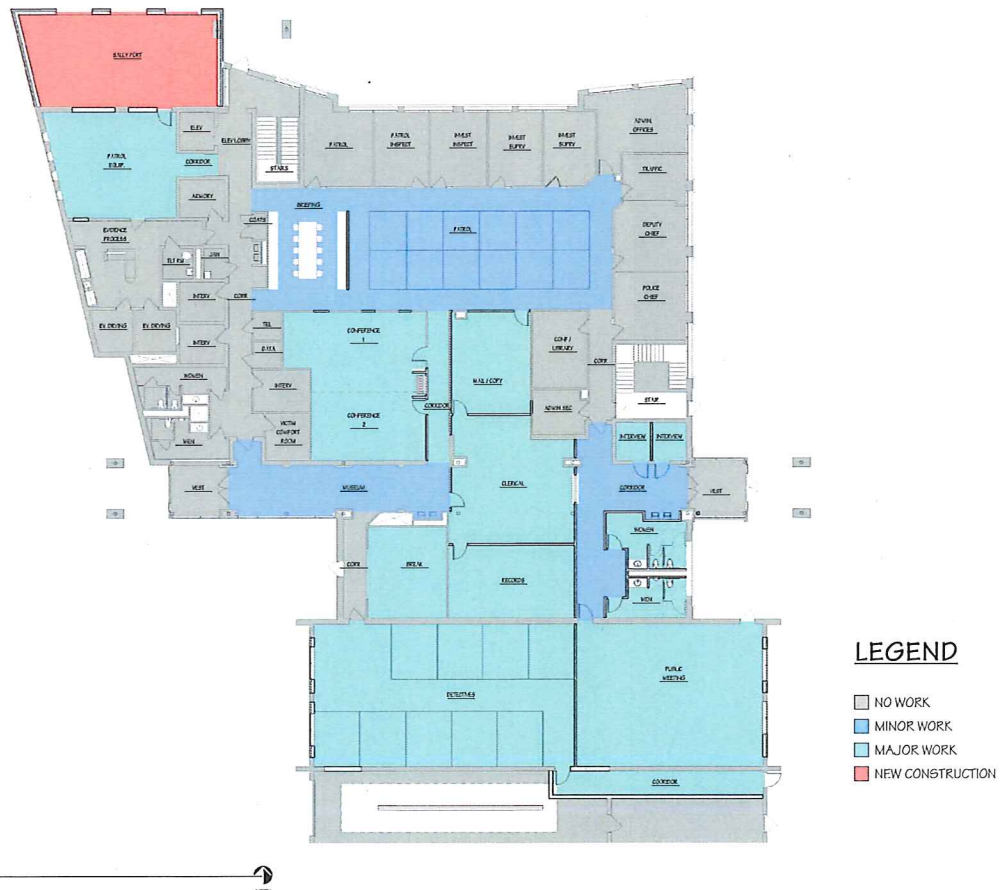
\$2,500,000 (EST.)

Recommended  
Renovations:  
10,000 SF

## RELATED EXPERIENCE

### POLICE DEPARTMENT STUDY WAUSAU, WI

Emergency services for the City of Wausau reside in a public safety building located near the downtown. A plan to modernize the fire department would reduce the fire presence within the facility. Recognizing the need for improvements in the police department, the City contracted with Five Bugles Design to study current workflow in the department, examined current and future space needs, developed planning to reutilize fire department space for policing functions, and recommended additions and remodeling to resolve discovered deficiencies.





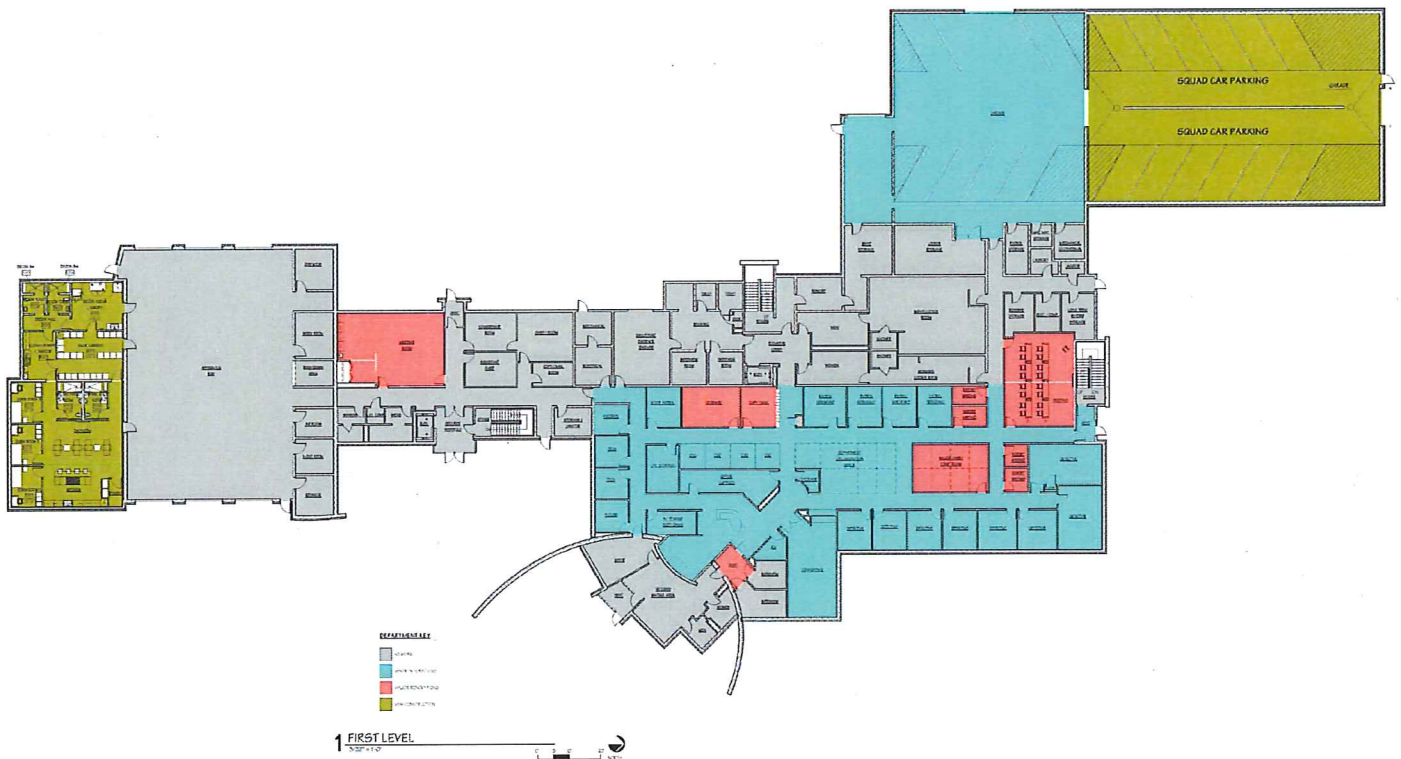
\$3,000,000 (EST.)

Recommended  
Renovations/Additions:  
20,000 SF

## RELATED EXPERIENCE

### POLICE DEPARTMENT STUDY ELK RIVER, MN

The Elk River Public Safety Building was constructed in the 1980's and had experienced only minor renovations in the intervening years. Workflow and space need of the Elk River Police Department was studied to determine potential need now into the future. Recommendations include expanding the briefing room, reorganizing office usage of open office areas to better organize personnel into contiguous work groups, construction of enclosed conference areas, and expanding the squad garage to include all of the departments vehicles.





# Five Bugles Design

a division of Wendel

\$2,200,000 (EST.)

Recommended  
Renovations:  
29,000 SF

## RELATED EXPERIENCE

### POLICE DEPARTMENT STUDY GOLDEN VALLEY, MN

Golden Valley Police Department shares space in a public safety building with the Golden Valley Fire Department. A Five Bugles Design report recommended potential expansion of the fire department on the current site which would potentially negate any future expansion of the Police Department. Scope was added to the original study to explore the current and future needs of the Police Department and make recommendations regarding the ability of the site to support the total work effort being recommended on site.





## RELATED EXPERIENCE

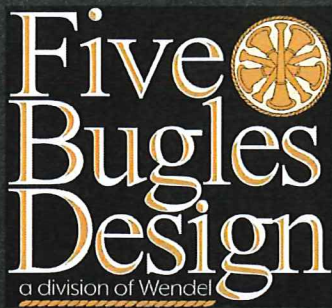
### PROPOSED PUBLIC SAFETY BUILDING MILTON, WI

Steve Gausman and Ed Mishefske worked closely with the City of Milton to conduct a feasibility study with recommendations for the new Milton Public Safety Building to house Milton's Fire Department, Police Department and Municipal Court. The study provided life-cycle and estimated construction costs for a number of different building construction materials and methods.

Project Size: 59,227 SF







\$7,000,000

New Construction

2013

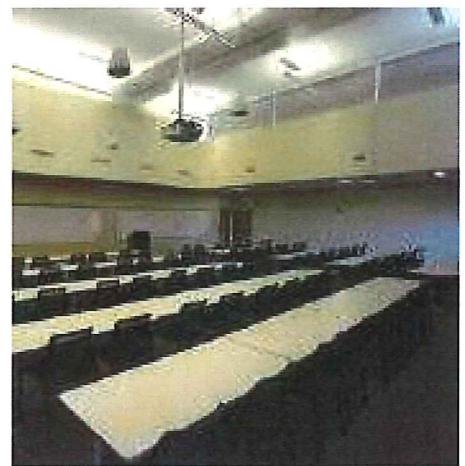
Bob Klatt, Director Parks  
& Recreation  
City of Woodbury  
830 Valley Creek Road  
Woodbury, MN 55125  
651.714.3580  
bklatt@ci.woodbury.mn

Mike Clark's experience while  
with another firm.

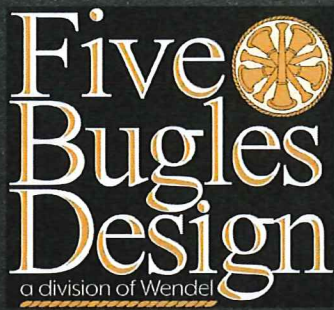
## RELATED EXPERIENCE

### WOODBURY PSC TRAINING FACILITY WOODBURY, MN

The Woodbury Public Safety Department occupied a facility that had been constructed in 3 different phases over a period of 65 years. The facility was poorly planned for modern policing practices and still reflected the combined Public Safety Department's past as separate Police and Fire Departments. One of the primary goals of this project was to provide a facility that integrated the two departments while solving major departmental issues such as, a training room large enough for both departments, a cohesive Patrol Division and addition of indoor parking for the Police Department.







\$4,700,000

2014

New Construction

Monte Nelson, Chief of  
Police Northfield Police  
Department

507.663.9301

Monte.Nelson@  
ci.northfield.mn.us

Mike Clark and Mark Taylor's  
experience while with another  
firm.

## RELATED EXPERIENCE

### NEW POLICE STATION NORTHFIELD, MN

The City of Northfield Public Safety Center was constructed in the 1970's at a major intersection of two State Highways and bounded on the other sides by a river and a one of the City's main thoroughfares. When flooding threatened to close this important public safety facility the City realized that it was imperative that a new, larger and better located facility be constructed. The project grew from a space needs and site selection study to the design and construction of a new Police Station with master planning for a future fire station.

Project Size: 26,000 SF





\$20,000,000

New Construction

2015

Mike Clark's experience while with another firm.

## RELATED EXPERIENCE

### NEW POLICE STATION CHEYENNE, WY

The Police Department in Cheyenne, Wyoming was located in a converted telephone company call center that had seen little remodeling even after the police department took occupancy. The program for the new facility was to provide much needed space and to improve working efficiency that reflected modern policing practices. The new facility will occupy an abandoned car dealership in downtown Cheyenne. The building will be completely remodeled as well as have an additional floor added to accommodate the programmed requirements of the Police Department and the City's Emergency Management and Dispatch functions.





## New Construction

Mike Clark's experience while with another firm.

## RELATED EXPERIENCE

### NEW VERONA POLICE DEPARTMENT AND CITY HALL VERONA, WI

This new facility was constructed to replace the existing Police Department and City Hall. The project emphasized modernizing the facilities to reflect more current policing practices and provide much needed additional space. By combining the facility with the City Hall the department increased its public presence, interactions with the community and gained a large conference and training space.





# Five Bugles Design

a division of Wendel

Mike Clark's experience while with another firm.

## RELATED EXPERIENCE

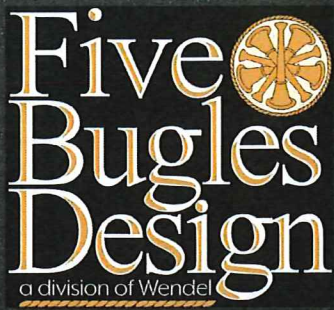
### POLICE STATIONS - WEST AND SOUTH DISTRICT MADISON, WI

As part of a Community Policing strategy, the City of Madison de-centralized it's police facilities. New precinct stations were developed that provided space for patrol, investigations and management functions, but that relied on centralized booking, holding and evidence and property functions.

As part of the Community Policing effort, each facility was equipped with a community meeting space.







## New Construction

Mike Clark's experience while with another firm.

## RELATED EXPERIENCE

### NEW POLICE STATION GREENFIELD, WI

The City of Greenfield, a fast growing suburb of Milwaukee, needed to modernize its 1970's police station to better serve the projected 39,000 person community that it served and to house a police force of 96 officers. The new 59,000 square foot facility was designed to provide the Greenfield Police Department with access to modern policing practice such as community policing, crime prevention, modern evidence processing and storage, and training opportunities.







## Education

Bachelor of Architecture  
North Dakota State University  
Fargo, North Dakota (1980)

Bachelor of Science  
North Dakota State University  
Fargo, North Dakota (1979)

## Professional Registrations

American Institute of Architects AIA  
Wisconsin

National Council of Architectural  
Registration Boards - NCARB

## Continuing Education

2016 Safety Assessment Program (SAP)  
Evaluator

2009 Station Design Conference  
Denver, Colorado

LEED Commissioning  
University of Wisconsin - Madison

LEED/Green Building Process  
University of Wisconsin - Madison

## Awards

Verona Fire and EMS  
2016 Firehouse Station Design  
Shared Facilities Notable

Janesville Fire Station  
2016 Firehouse Station Design  
Career Notable

Ice Age Interpretive Center,  
New Auburn, WI

# STEVEN A. GAUSMAN, AIA, NCARB

## PRINCIPAL-IN-CHARGE

In 2009, Mr. Gausman joined Wendel (formerly Architectural Design Group, LLC) as the Executive Vice President and co-founded the division Five Bugles Design. In January 2012 Steve became Owner-Principal at Wendel. Prior to joining Wendel and forming Five Bugles Design, Steve served as a Senior Principal and Director of Architecture for SEH Inc. During his tenure, he started the firm's architectural practice and grew it to include eight offices spanning from Michigan to Colorado. Over the last decade, Steve's focus has been primarily on the design of emergency service facilities.

## Fire/EMS Design Experience

Ashland, Wisconsin

Bellevue, Wisconsin

Bloomington, Illinois

Bois Forte Tribal, Minnesota

Cedar Falls, Iowa

Chippewa Falls, Wisconsin

Chisago City, Minnesota

Cloquet, Minnesota

De Forest, Wisconsin

Eagan, Minnesota

Eau Claire, Wisconsin

Elkhart Lake, Wisconsin

Fargo, North Dakota

Fitchburg, Wisconsin

Janesville, Wisconsin

Jefferson, Wisconsin

Kaukauna, Wisconsin

Kenosha, Wisconsin

La Crosse, Wisconsin

Ladysmith, Wisconsin

Lake City, Minnesota

Lehi, Utah

Lewiston, Minnesota

Marathon City, Wisconsin

Marshfield, Wisconsin

Merrill, Wisconsin

Middleton, Wisconsin

Middleton, Town of Wisconsin

Milton, Wisconsin

Mound, Minnesota

Mount Horeb, Wisconsin

Normal, Illinois

Red Wing, Minnesota

Rib Mountain, Wisconsin

Richmond, Minnesota

Sauk Rapids, Minnesota

St Cloud, Minnesota

Stewartville, Minnesota

Stoughton, Wisconsin

Superior, Wisconsin

Verona, Wisconsin

Wausau, Wisconsin

Greenville, WI Fire Department

Inver Grove Fire Department

Chisholm

River Falls





## Education

Bachelor of Architecture  
Bachelor of Science  
Ball State University  
Muncie, Indiana (1987)

## Registrations

American Institute of Architects AIA  
Minnesota  
Registered Architect MN since 2007  
Registered Architect WI from  
1991-2007

## Awards

St. Louis Park Fire Station No. 1  
Gold Medal - Combination Station  
2013 Station Style Awards

Sister Bay Fire Station  
Association of General Contractors

## Publications

"The Form and Function of Training"  
July August 2009  
*Fire Chief Magazine*

"A Replacement Plan for Failing Fire  
Stations" November December 2012 *Fire  
Chief Magazine*

## MIKE CLARK

### PROGRAM MANAGER

Michael's 25 year career has included practice as an architect and planner in architectural firms as well as private practice. His career goals and passion have included the programming, planning and architectural design of Public Safety facilities with an emphasis on Police and Fire Departments as well as Municipal Administration Facilities and City Halls.

Michael has been a pioneer in the practice of incorporating training into the design of facilities and practices a philosophy that places Safety, Security, and Efficiency in the forefront of his design.

### Law Enforcement/Public Safety

Pewaukee Safety Building Study Village of  
Pewaukee, WI  
Northfield Police and Fire Department  
Northfield, MN  
Woodbury Public Safety Expansion Woodbury,  
MN  
Minnetonka Public, Minnetonka, MN Safety  
Space Needs Study  
Wausau, WI Public Safety Center Renovations  
and Additions  
Golden Valley, MN Public Safety Building  
Expansion Study  
Elk River, MN Public Safety Center  
Renovations and Expansion Study  
Antigo Police Department Remodel, Antigo, WI  
Cheyenne Public Safety Center, Cheyenne, WY  
Greenfield Law Enforcement Center,  
Greenfield, WI  
Huntington Police Department, Huntington, IN  
Marshfield Police Department facility study,  
Marshfield, WI  
Stearns County Jail Remodel. St. Cloud, MN  
Beltrami County Jail Remodel, Bemidji, MN  
Mower County Jail, Austin, MN  
New Lisbon Prison, New Lisbon, WI  
Wisconsin Secure Program Facility, Boscobel,  
WI

### Fire/EMS Design Experience

Inver Grove Heights Station, Inver Grove  
Heights, MN Location Study  
Chisago City Fire Station Chisago City, MN  
Red Wing Regional Fire Station Red Wing,  
MN  
Red Wing Fire Station No. 1 Renovations Red  
Wing, MN  
Cloquet Predesign Study Cloquet, MN  
St. Louis Park Fire Stations St. Louis Park, MN  
Greenfield Fire Station Remodel Greenfield,  
WI  
Johnson Creek Community Fire Department  
and EMS Space Needs Study and Site  
Selection Johnson Creek, WI  
Middleton Fire Department and EMS Space  
Needs Study, Middleton, WI  
Sister Bay Fire Department and EMS Sister  
Bay, WI  
Verona Fire Department and EMS Space  
Needs Study Verona, WI  
Bloomington Fire Station No. 3, Bloomington,  
IL  
Bloomington Fire Department Facilities Study,  
Bloomington, MN  
St. Peter Fire Station, St. Peter, MN  
Elk River Fire Station Study, Elk River, MN  
Hudson Fire Station Study, Hudson, WI  
Monticello Fire Station Study, Monticello, MN  
Virginia Fire Station Location Study, Virginia,  
MN





## Education

BS, Law Enforcement, Minnesota State University, Minnesota

## Additional Training & Skills

John R. Reid School of Interviewing Interrogation

FBI Hostage Negotiations

FBI Barricaded Suspect School

BCA Basic Arson Investigation

BCA Chemical Tests for Intoxication

Emergency Management Courses and Training

## MARK D. TAYLOR

### PUBLIC SAFETY SERVICES SPECIALIST

Mark Taylor's career in the public safety field started in 1987 as a Deputy Sheriff with the McLeod County Sheriff's Office in Glencoe MN. Mark held many roles during his 20-year career there. Starting as a Patrol Deputy and progressing as a Detective, Emergency Services Director, Detective Sergeant and finally as the Chief Deputy Sheriff (Undersheriff).

In 2007, Mark began working for the City of Northfield, MN and held the roles of Captain, Police Chief and finally Director of Public Safety, being in charge of both the Fire and Police Departments. In 2013 Mark retired after a 27-year career.

During his career Mark has led and coordinated efforts for his departments in the process utilized by 5 Bugles Design. They are project kickoff, site assessment, response time considerations, space needs analysis, architectural bubble diagramming, and schematic design. These experiences were in his career as the Chief Deputy Sheriff (Undersheriff) during a proposed Law Enforcement expansion and as the Director of Public Safety in the planning of a combined police and fire facility in the City of Northfield MN.

## Director, Public Safety

- Responsible for entire Public Safety Department including oversight and direction of the police department, fire services, and emergency management.
- Directed twenty-seven police staff and thirty-one fire fighters.
- Developed operational policy and procedure, Standard Operating Procedure manual, and training requirements for both Police and Fire departments.

## Chief of Police

- Oversight for operations of police department including patrol, investigations, records, and evidence collection and management.
- Full budgetary responsibility for \$2.9 million budget.
- Responsible for testing and hiring of police staff.
- Provided oversight on complex criminal investigations. Ensured investigative standards were met. Conducted internal investigations and staff policy violations.
- Managed media relations including high profile cases.
- Implemented Standard Operating Procedures, internal case tracking mechanism, and training plan for investigative division to ensure compliance and operational improvement.
- Experience in planning for security of dignitaries as well as large events in the community, including "Defeat of Jesse James Days" which brought in 100,000 plus people for the event(s).



architecture

engineering

planning

energy efficiency

construction management

 **Five Bugles Design**

a division of Wendel

715.832.4848

[fivebuglesdesign.com](http://fivebuglesdesign.com)





F.I.C.

# Statement of Qualifications for Architectural & Engineering Services

Five Bugles Design  
a division of Wendel





# Five Bugles Design

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Five Bugles Design is a division of Wendel

## Contact Information

Steve Gausman, AIA, NCARB  
715.271.9343  
sgausman  
@fivebuglesdesign.com

Mike Clark, AIA  
612.840.3773  
mclark@fivebuglesdesign.com

## Address

Banbury Place, Building D04  
Suite 202, Mailbox 2  
800 Wisconsin Street  
Eau Claire, WI 54703

401 2nd Ave North  
Suite 206  
Minneapolis, MN 55401  
612.840.3773

fivebuglesdesign.com







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## FIRE SERVICE SPECIALISTS

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### **BUILDING ON A VISION**

As a division of Wendel, Five Bugles Design was formed to provide planning and design services to the public safety service industry. We understand that emergency service buildings are truly a unique building type. Our focused design team is comprised of members whom, both collectively and individually, are among the most experienced fire station design professionals in the United States.

### **UNMATCHED FIRE STATION/EMS FACILITY STUDY AND DESIGN EXPERIENCE**

The Five Bugles Design team has experience in public safety and emergency service projects throughout the country. We are a team with a record of meeting and exceeding expectations. The team includes an award-winning architectural staff, emergency service specialists who “speak the language of the public safety industry” and experts in public safety project management.

### **COLLABORATIVE-FOCUSED.**

### **CLIENT DRIVEN.**

### **COMMUNITY CONSCIOUS.**

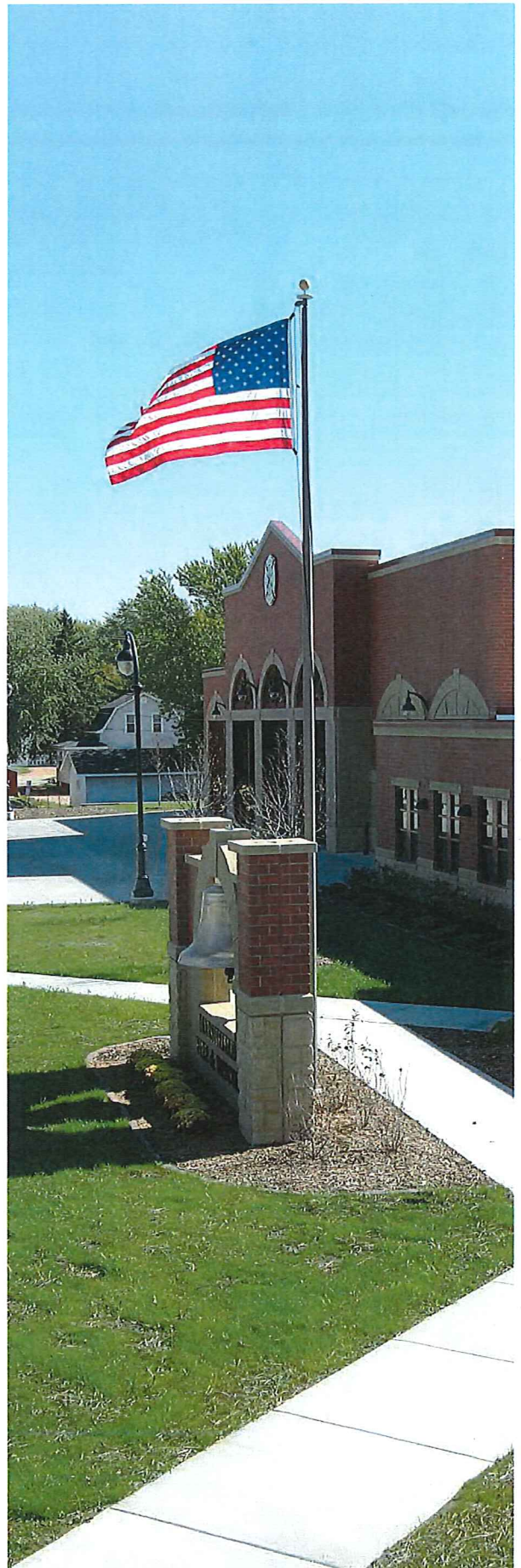
We are a collaborative culture inspired by challenge. In our office, you’ll find a strong team environment and committed approach to knowing our clients, their needs, and the communities they serve. We dive deeply into our clients’ world to provide solutions that go far beyond the obvious. Making a positive and lasting impact on the people and communities we serve is at the core of what we believe.



### **IN-HOUSE EMERGENCY SERVICE SPECIALIST**

The Five Bugles Design team includes a number of Emergency Service Specialists. These individuals are retired fire service personnel with extensive background in the management and operations of fire departments of all types and sizes (career, paid-on-call, combination). Most importantly, they have built stations for their own departments and understand the challenges created by the necessity of blending facility demands with budgetary concerns.

Our Emergency Service Specialists use their decades of fire service experience to lead our unique programming process. They will direct a conversation that explores your individual operational and facility challenges, breaks those challenges down into their respective building components and then work with our experienced architects and planners to define and quantify those elements with the goal of creating an accurate depiction of the built environment that will ultimately become your new or renovated facility.





## STATION LOCATION

### RISK AND DEMAND ANALYSIS

#### CURRENT DEMOGRAPHICS

Our team will review current Municipal and Fire District data, resource information, and mapping. We will consult with staff to obtain available copies of supporting documents including but not limited to:

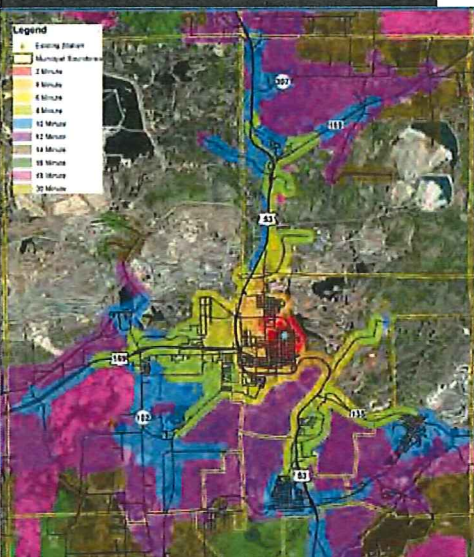
- Required site size
- Response data
- ISO criteria and existing rating
- Future land use and zoning
- Existing and future development in the Fire Response Area (FRA)
- Existing and future population conditions within the FRA
- All other existing digital (CAD and GIS) and hard copy data layers for use in the study, including but not limited to parcel mapping, roadway centerline data, streams/lakes, utility data, extraterritorial boundaries, aerial photography, building locations, call locations not all ready in our data set and any other data sets necessary.

#### GIS MAPPING

Acceptable response times within the fire station's geographic responsibility zone is the most important factor in the final site decision. Our methodology looks at response times and required response times based on population densities, population projections and national standards. This is true for both EMS and fire units.

#### Using GIS our Team will complete the following:

- The land use/zoning of the surrounding townships and determine potential growth areas utilizing the collected data layers.
- Calculate response times for the Fire Response Area for any new road/growth areas added to the existing scenario to determine deficiencies in the response time zones. This will assist in determining whether new or relocated facilities are needed.
- Review the existing County data layers, update the roadways with speed limits based on type of street and model the existing response times for the department.
- Assess future growth in fire response area for 5-10-20 years using the existing comprehensive plans from the Municipal data.
- Assess location of existing facility site, travel routes, response time, etc. This assessment will





## STATION LOCATION

### RISK AND DEMAND ANALYSIS

include the overlay of the best locations for response times, with the municipal owned properties, to better locate already owned properties to facilitate the use of existing municipal land for any new location.

#### **RESPONSE TIME AND LOCATION GIS MAPPING DELIVERABLES**

Our Team will utilize the County road centerline layer with all of its attributes (speed limits, etc.), along with the location data for the calls from the department's files, to create a transportation model for use in ArcInfo 9.2. We will use the ArcInfo network tools then to model the following scenarios for response times:

- Scenario 1: Existing response times in intervals of minutes (2-, 3-, 4-, 5-, 6-, 7- and 8-minute response capabilities and distance). Analyzing the existing scenario, our GIS staff will analyze the roadway network to determine locations of roadway segments that may assist in improving the response times.
- Scenario 2: Analyzing the existing scenario and the deficient areas, our Team will run a scenario keeping the existing station and/or relocating it as needed to more effectively cover the response area.
- Scenario 3: Our Team will analyze the entire response area and locate a station as though no station currently exists.

#### **OTHER FACTORS**

Fire station siting is more than just looking at response times. Five Bugles Design has developed a site assessment matrix that comprehensively measures multiple criteria of a site for an emergency services facility. Included in this evaluation are not only typical architectural considerations such as utilities, water/runoff retention, grade issues, and soil conditions but also emergency service components such as travel times, response routes, limitations from railroad tracks, bridges, street width, congested traffic areas, apparatus topographic limitations, apparatus turning radius, and drive through bay consideration. Response times for volunteers to the station is also a major consideration.





#### SERVICES

Building Assessment  
Feasibility Studies  
Predesign  
Master Planning  
Architectural Design  
GIS - Site Analysis & Planning  
LEED® Sustainable Design  
Conceptual Design  
Design Development  
Construction Drawings  
Construction Administration  
Interiors

#### AFFILIATIONS & SPONSORSHIPS

Silver Level Sponsor – WHEA  
Bronze Level Sponsor – WSFCA  
Green Business - Recognized by  
the Eau Claire Chamber  
Gold Sponsor – Wisconsin Fire  
Chief's Association  
Sponsor - Minnesota Fire Chief's  
Association

## TEAM OVERVIEW

*The Five Bugles Design team has years of experience working together on stations, and station design.*

### **Steven A. Gausman, AIA, NCARB**

Steve's role is to provide owners and community leaders with results that exceed expectations. As an award winning Project Lead Architect, his responsibilities include establishing space needs and functional requirements, as well as conceptual design. Through his knowledgeable implementation of contract documents, bidding procedures and construction administration, Steve ensures our staff and consultants have all the resources required to deliver superior service.

### **Mike Clark**

Mike has been working with Public Safety clients for over 30 years to achieve their facility related goals. As an Architect, Program Manager and Project Lead, he works with our clients and our Emergency Services Specialists to translate the Owner's building objectives into the built environment. While well versed in all aspects of the Public Safety market place, Mike brings a special emphasis on Law Enforcement Workplace Design having experience working in all aspects of justice related architecture.





**Robert W. Krzyzanowski**

As Five Bugles Fire Station Program Manager, Robert's responsibilities are many. In addition to design input, site development and the initial budgeting processes, he conducts preliminary code reviews, oversees potential LEED certification/checklists and performs as overall coordinator of construction documentation. His duties include maintaining relationships with various consulting engineers, ensuring the city's programs and interests are represented from project start to finish.

**Mark Windschitl**

One of our Emergency Service Specialists, Mark leads the way for open and effective discussions with department members, community leaders and station study committees. He serves as the crucial link between understanding fire service operations and purposeful architectural design. He provides invaluable guidance, information and recommendations that ensure a station designed to function with precision for years to come. Mark is also Mayor of Minneapolis, MN suburb and brings this added perspective to all of his projects.

**Jim Schmidt:**

Public Safety expert Jim Schmidt, a retired Fire Chief, has been involved in the design and construction oversight of several public safety buildings throughout his 28 years in the public safety field. Chief responsible for Response/Personnel Management and Special Operations Training and Response for the Marshfield, WI Fire Department. Jim specializes in mentoring upper level management personnel and is a State Representative for the Wisconsin Technical College System Fire Service Training section. Jim is excited to work to help emergency service professionals realize their dreams of building a new and improved "second home."



## PROGRAMMING

### UNIQUE PROGRAMMING AND PLANNING PROCESS

#### SPACE NEEDS ANALYSIS

Five Bugles Design has developed some of the most comprehensive programming tools in the industry. These tools encourage active participation from members of the staff and community. We view programming as the fundamental basis of our design and attribute much of our successes to our in-depth process. It is our intent that the programming process captures functional requirements of all of the Town's response delivery systems

The methodology we would propose would be to conduct a programming session – typically a two hour meeting – with the end result of our team having an excellent perspective of your department's operational requirements.

#### INTERACTIVE SPACE NEEDS PROGRAMMING SESSION

Our proprietary fire station planning software allows our architects and planners to conceptually develop a program and space needs assessment in real time during our planning and discussion sessions with you. We incorporate the tools of this software into our initial and ongoing planning discussions to immediately determine the raw square-foot costs of your proposed facility. The software serves as a check and balance to make sure all required spaces are accounted for including mechanical rooms, storage areas, mezzanines, floor area for equipment, apparatus, and operations. Our team will:

- Provide an inclusive space needs recommendation
- Assess the condition(s) of current building(s) (fire station and storage facility(s)).
- Provide options and recommendations for corrective actions at existing facilities with probable cost estimates.
- Evaluate ADA compliance of existing station.
- Identify safety and security deficiencies.

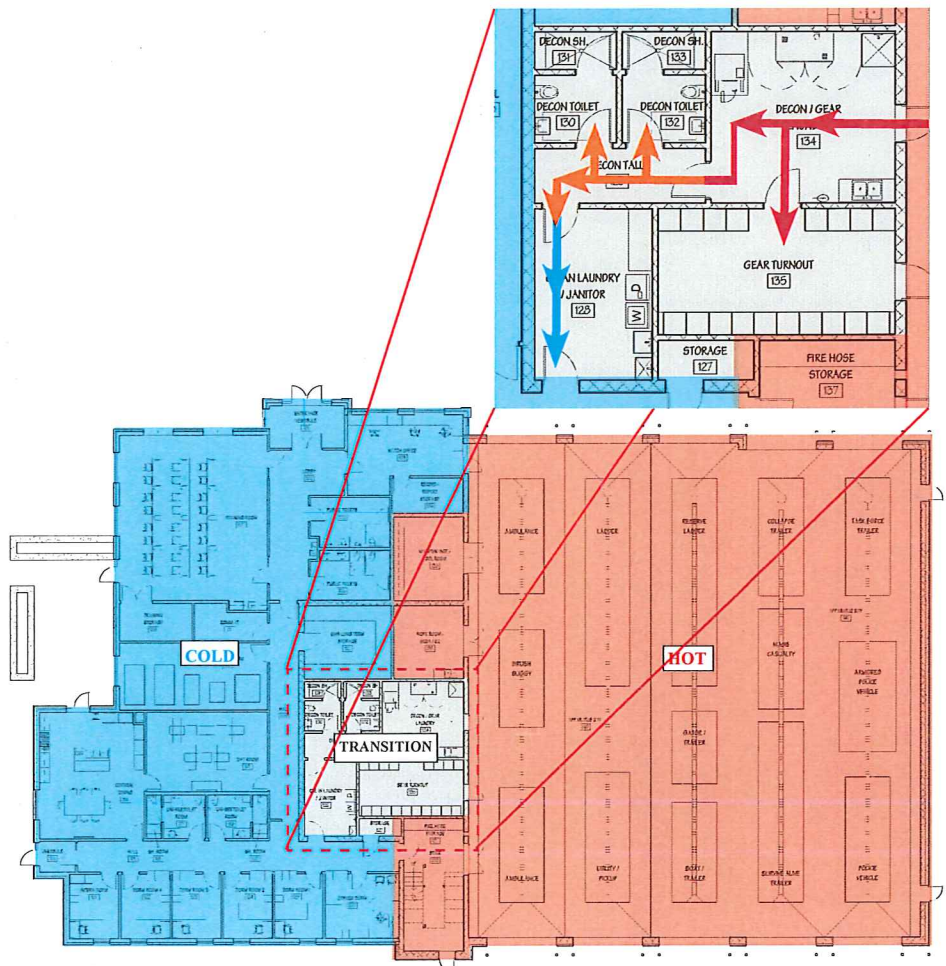




## PERSONNEL DECONTAMINATION

### EMERGING TRENDS

The incidents of cancers in the fire service are driving the need for fire station zoning, which restrict cancer-causing contaminants from living areas in the station. This includes decontaminating trucks, gear and of course, the people. Restricting contaminants to the hot zones and having staff transition to the cold zones ensures that they are free of those contaminants after an incident.





## TRAINING

Five Bugles Design has extensive experience in regional training facilities as well as creating staff training opportunities within a fire/EMS station.

At the core of any successful and efficient fire protection program is fire department training. Community expectations for delivery services over the last decade have grown to a level never anticipated. Emergency medical services, hazardous materials, confined entry rescue, fire ground management techniques, communications, domestic terrorism and international terrorism are not hypothetical scenarios, but realities. Designing these high risk but low frequency training opportunities into the new fire station is critical to a department's level of ability to face the new challenges these situations present.

The Five Bugles Design team is a national leader with its innovative approach of incorporating training programs into building design. In our discussions during the initial programming and space orientation phase of the building process we spend a great deal of time talking about the department's existing training program. We take this time to gather as much information as possible and then offer design solutions that will provide for in-house training. Firefighters will be on hand during training sessions if a major emergency occurs.

One of the training opportunities that we have included in numerous fire stations is the use of a training tower for both drying fire hoses and for practicing in a multistory internal/ external training platform. This design feature may include:





- Orienting the tower to allow access on three sides.
- Windows or window openings with covers to simulate second story ladder rescue.
- An internal stairway to extend hand lines to an upper story.
- A standpipe pump-in connection system on the outside of the tower and standpipe connections at each level of the tower.
- The building sprinkler system pump-in station is also used to simulate sprinkler water and pressure support.
- A lone sprinkler head at the lowest level of the tower to train how to isolate a single sprinkler head while allowing the remaining system to be operational.
- Smoke opening connections on all floors of the hose tower to simulate rescue under zero visibility conditions.
- Repelling tie off connections at the highest level to simulate repelling rescues.
- A manhole on the second floor of the tower to allow confined entry training.
- Window or roof access at the top of the tower to allow firefighters to use ropes to raise and lower fire department equipment.







**LEED Projects include  
fire stations in:**

Buffalo, MN

Marshfield, WI

Menomonie, WI

**LEED Self Performing projects in:**

Milton, WI

Fitchburg, WI

Middleton, WI

Marathon City, WI

Chippewa Falls, MN

Red Wing, MN

Eau Claire, WI

## SUSTAINABLE DESIGN

### LEED CERTIFICATION

Standard design features include:

- Natural Light
- In-Floor Heat
- Better than code minimum Building Envelope
- Other exciting technologies:
- Photovoltaics, Solar Walls, Water Reclamation Systems, Green Roofs, White Roofs

### SUSTAINABLE DESIGN AND LEED CERTIFICATION

From the inception of our company one of our greatest strengths has been our emphasis on sustainable, green, and energy-efficient building design. We were “designing green” years before it became the popular thing to do. With this approach we have, for example, been able to achieve heating and cooling costs which are greatly lower than average.

We firmly believe that one reason for our success is our concern for energy conscious design as a priority for each design and project. To that end, we typically include a LEED consultant on our project team. Should the City or District contemplate a LEED - Self Performing station we are able to provide a LEED Certified building or design in accordance with sustainable principles/concepts at the level which meets your facilities energy requirements and desires.

All core members of our team have multiple project experience in both LEED certified and LEED self-performing emergency services facilities as well as comprehensive energy modeling and day-lighting studies.





## MASTER BUILDER

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### VALUE THROUGH TRANSPARENCY AND PARTNERSHIP

We understand you may not have decided on a delivery method for construction management services at this time. Our unique delivery method and business approach will work to your advantage for this and future projects. We understand how savvy contractors line their pockets at this stage, and offer a value proposition that is not only transparent, but will expedite the process and keep first class communication at the forefront.

Having us in the driver seat for your project means enjoying the perks of a trusted advisor who puts your needs and desires first. We provide peace of mind that your project is being managed by someone who is focused on delivering the expected value in an efficient manner. We prioritize the owner's interests, working as client advocate.

We use an alternative project delivery method where the professional services firm leads as design-builder. With this approach, the professionally led design-builder provides a single point of contact for the client throughout the lifecycle of the project, ensuring a streamlined process so customers receive a higher quality project for less cost.

Improving on the traditional contractor-led design build concept, this method employs an open-book, transparent and ethical approach the client can trust. It expedites project delivery and involves customers directly in each phase. Projects led by professionals have best outcomes and long term involvement.

Our team works exclusively with public clients. We understand the required review periods, submittals, public hearing and other important steps that are required when spending public funds. We will make sure our initial project schedule includes these important dates and then adhere to that schedule.



## PUBLIC ENGAGEMENT

Public Engagement is critical our philosophy of gaining project support from project participation. Successful public campaigns are the result of effective planning, transparent communication of a value based solution, and support at the local level by municipal staff and officials.

- Public hearings and neighborhood groups provide opportunities for interactive progress updates with concerned citizens.
- The local press presents an opportunity to present the project in a positive light at chosen times throughout the project.
- Web based project information sites containing meeting notes and project updates are a technological solution that is available.
- Every community is different and presents a different set of challenges to the communications of project information and project approval processes. We will work with your team to develop a combination of the elements that works best.





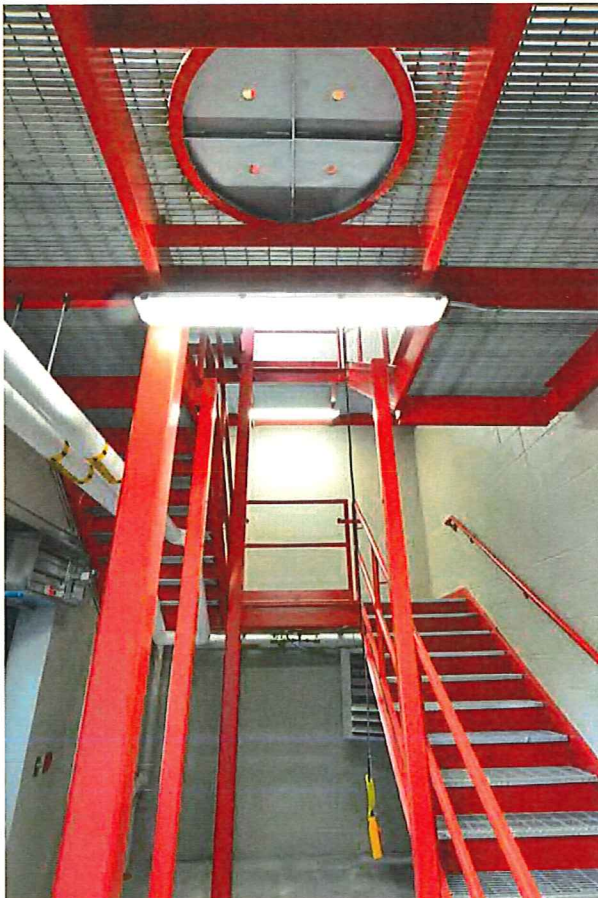
## MANAGING COST & QUALITY

Given the vast experience of fire station projects, the Five Bugles Design team has an extensive database of station construction cost data. Our estimating procedure is to provide ever more detailed estimates as the design process advances and less and less assumptions are required. Our cost estimating track record is outstanding.

We are particularly proud of the fact that when teamed with a third party estimator, or a construction management partner, our Five Bugles Design staff has never had a fire station come in over budget. Per your request that we give specific project data on cost control, we are happy to provide you data from our team's four most recent projects.











## CURRENT PROJECT EXPERIENCE

PROJECTS IN PROGRESS OR COMPLETED IN THE PAST 3 YEARS.

Project Type	Completion
Ashland, WI Fire Department	Fall 2015
Bloomington, IL Fire Department	February 2017
Bloomington, MN Fire Department	May 2017
Boyceville, WI Fire Department	Ongoing
Champaign, IL Fire Department	Ongoing
Chippewa Falls, WI Fire Department	April 2017
Chisago City, MN Fire Department	April 2017
Chisholm	Ongoing
Cloquet, MN Area Fire District	October 2017
De Forest, WI Fire Department	November 2015
Eau Claire, WI Fire Department	Ongoing
Elk River Public Safety Facilities Study, Elk River, MN	Ongoing
Golden Valley, MN Fire & Police Department	March 2017
Greenville, WI Fire Department	Ongoing
Hudson, WI Fire Department	March 2017
Inver Grove Fire Department	Ongoing
Janesville, WI Fire Department	May 2016
La Crosse, WI Fire Department	February 2017
Lehi, UT Fire Department	October 2016
Lewiston, MN Fire Department	September 2016
Middleton #3, WI Satellite Fire Station	Ongoing
Monticello, MN Fire Department	February 2017
Mount Horeb, WI Fire & Police Department	July 2016
Normal, IL Fire Department	Ongoing
Red Wing, MN Fire Department	2019
River Falls	Ongoing
St. Peter, MN Fire Department	2019
Stewartville, MN Fire Department	December 2013
Superior, WI Fire Department	Ongoing
Town of Superior, WI Fire Department	Ongoing
Verona, WI Fire and EMS Department	Fall 2015
Virginia, MN Fire Department	February 2016
Wausau, WI Public Safety Department	Ongoing
Williams Bay, WI Fire Department	Ongoing





\$9,180,000

New Construction

Fall 2015

Bill Burns  
Verona City Administrator  
(former)  
City of Middleton  
7426 Hubbard Ave.  
Middleton, WI 53562  
bburns@ci.middleton.wi.us  
608.821.8356

## RELATED EXPERIENCE

### NEW FIRE & EMS STATION VERONA, WI

This proposed design for a new fire station was recently completed for the Verona Fire Department. The new 8-bay central station includes a large apparatus/emergency vehicle bay with administrative offices on the first level and living quarters for staff and interns on the second level. The new station occupies a prominent site and the Prairie Style architecture reflects the local urban fabric. The Architectural Design was the result of numerous public presentations and open house forums during both programming and schematic design phases of the project. Designed to Self-Performing LEED Silver, the station is a high performing building. Completed on time and under budget.

#### Project Specific Elements:

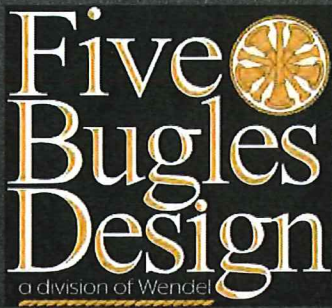
- 44,000 Square Feet
- Career EMS
- Training
- LEED Silver (Self Performing)
- Combination Department
- Living Quarters
- Station Alerting System
- Historic Display











\$6,000,000

New Construction

Spring 2016

Randy Banker, Fire Chief  
303 Milton Avenue  
Janesville, WI 53545  
608.755.3050  
jensenj@ci.janesville.wi.us

## RELATED EXPERIENCE

### NEW FIRE & EMS STATION JANESVILLE, WI

The City of Janesville retained Five Bugles Design to replace its aging Central Fire Station located on Milton Avenue; a gateway to Janesville's Downtown. The new station is located on adjacent parcels allowing for existing 24/7 Fire & EMS protection. Architecturally the new station is inspired by many of the features of the existing station it is replacing. The Architectural Design was the result of numerous public presentations and open house forums during both programming and schematic design phases of the project. The station recently received a *Notable Mention Award* from *Firehouse* magazine. As important, it was the 2nd lowest cost per square foot of all contestants. Completed on time and under budget.

#### Project Specific Elements:

- 33,000 Square Feet
- Career EMS
- Training Center
- LEED Silver (Self Performing)
- Combination Department
- Living Quarters
- Station Alerting System











\$4,000,000

New Construction

Spring 2017

Michael L. Hepfler,  
Fire Chief  
211 Bay Street  
Chippewa Falls, WI 54729  
715.723.5710  
mhepfler  
@chippewafalls.wi.gov

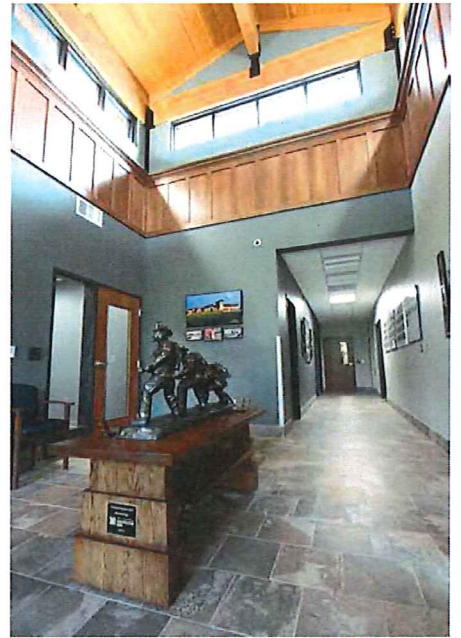
## RELATED EXPERIENCE

### NEW FIRE & EMS STATION CHIPPEWA FALLS, WI

The City of Chippewa Falls selected Five Bugles Design to provide a comprehensive G.I.S. Site Selection Study as well as Architectural Design Services for the City's new Central Fire Station. Various sites were reviewed throughout the City and a site was chosen that best fits the response times. The Architectural Design was the result of numerous public presentations and open house forums during both programming and schematic design phases of the project. The project was completed in April 2017, on time and under budget.









\$4,800,000

New Construction

2010

Scott Owen, Fire Chief  
City of Marshfield  
Fire Department  
412 East Fourth Street  
Marshfield, WI 54449  
715.486.2090

## RELATED EXPERIENCE

### NEW FIRE & EMS STATION MARSHFIELD, WI

Steve Gausman and Robert Krzyzanowski assisted the Marshfield Building Committee in reviewing fifteen various sites within the stipulated geographical area. Space Programming sessions were conducted with the Building Committee over multiple dates. As a result of this study, Marshfield Fire and Rescue decided to move ahead with a 31,000+ SF facility, completed on schedule and under budget. The proposed design was constructed as an urban infill project on a downtown site that accommodates several sustainable features. The City of Marshfield is a leading proponent of sustainability and achieved a LEED Gold certification for this facility. The Architectural Design was the result of numerous public presentations and open house forums during both programming and schematic design phases of the project. Additionally, the building's design further resulted from meetings with the local Historical Society to incorporate design elements of past Marshfield buildings. Public Relations techniques included interviews on Public Radio.

#### Project Specific Elements:

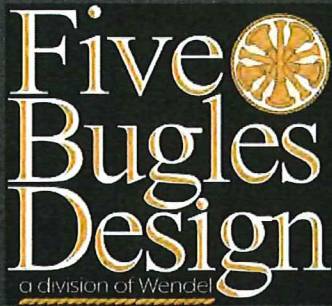
- 37,000 Square Feet
- Living Quarters
- LEED Gold
- Training Center
- EMS











\$11,500,000

New Construction

2013

Sean Walther  
Senior Planner  
5005 Minnetonka Blvd.  
St. Louis Park, MN 55416  
952.924.2574  
swalther@stlouispark.org

## RELATED EXPERIENCE

### TWO NEW FIRE STATIONS ST. LOUIS PARK, MN

St. Louis Park Fire Department's two facilities were built in the 1960's. Like many facilities of that vintage they were too small for the equipment and staff they housed, lacked gender equity, had single loaded apparatus bays fronting on busy thoroughfares and suffered from structural failure of the apparatus bay floors.

#### Project Specific Elements

- 32,000 SF Headquarters Station with a 16,000 SF Satellite Station
- Training Center
- Alerting System
- Fitness and Health Spaces
- LEED Silver (Self Performing)

Station No. 2, St. Louis Park's satellite station, shared space with a City park. The project assumed that construction of this facility would require its closure and relocation of personnel and equipment due to space constraints. Working closely with the Fire Department, the City and the Parks Department, the Team was able to construct this project while keeping Station No. 2 open and in operation and without taking any more park property than the original plan to demolish and rebuild within the existing station footprint. This effort saved over a year on the project time line and maintained superior fire service to the community throughout the construction process. Software used: Revit®











\$3,800,000

New Construction

2016

Wayne Chenier, Fire Chief  
Ashland Fire Department  
300 Stuntz Ave  
Ashland, WI 54806  
715.682.7052  
wchenier@coawi.org

## RELATED EXPERIENCE

### NEW FIRE & EMS STATION ASHLAND, WI

The City of Ashland had worked with the Five Bugles Design team for over 12 years and through multiple studies. In November 2014, the citizens of Ashland passed a referendum for a new fire station by 69%. The new 21,240 SF station was bid in February 2015 with bids coming in under budget. The new station recently celebrated its grand opening.







\$2,170,000

New Construction

April 2017

John Pechman  
City Administrator  
651.257.4162  
jpechman  
@ci.chisago.mn.us

## RELATED EXPERIENCE

### CHISAGO FIRE STATION

Chisago City Minnesota Fire Department has been serving their community from their existing station since the 1960's. Five Bugles Design was hired to design their new facility. An extensive programming and preliminary design phase helped the department balance their needs against the construction budget. Ultimately, this Paid on Call department's new facility will meet their needs with new bay space for all of their apparatus as well as classroom training, physical training, and office space. A critical element of the design was maintaining a kitchen and dayroom space adequate for the their monthly drill night and dinner; a critical cultural element for the department.







\$4,800,000 (est.)

New Construction

2018 (est.)

Shannon Draper, Fire Chief  
420 Plum Street  
Red Wing, MN 55066  
651.385.3695  
thomas.schneider  
@ci.red-wing.mn.us

## RELATED EXPERIENCE

### RED WING STATION NO. 2

Red Wing, Minnesota retained Five Bugles Design for a comprehensive study of a new fire/training facility to be located on the City's north side.

The 2.6 acre site is optimally located for excellent response times and additionally provides significant training opportunities. The design provides for 6 dorm rooms, a large training room, and drive through apparatus bays equipped within-floor radiant heat and four fold doors. This 18,000 square foot, 3-bay station will be the City's second station. It will provide emergency services including EMS to a segment of the City that has grown to include one third of the department's calls. Construction is anticipated to be complete in 2018. Software used: Revit®





\$10,000,000 - \$13,000,000  
(est)

New Construction

October 2015

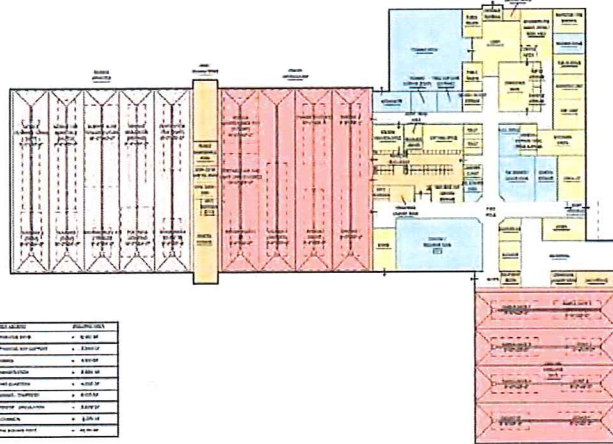
Kevin Schroeder, District  
Fire Chief  
2801 Dewey Ave  
Cloquet, MN 55720  
218.499.4274  
kschroeder  
@cloquetafd.com

## RELATED EXPERIENCE

### CLOQUET AREA FIRE DISTRICT

The Career Fire Department of Cloquet Area Fire District serves several cities and townships from leased space in three aging stations. Five Bugles Design was contracted to do a Pre-Design Study for the District with the intent of consolidating services into a new headquarters facility. Services included programming, schematic design and site analysis.

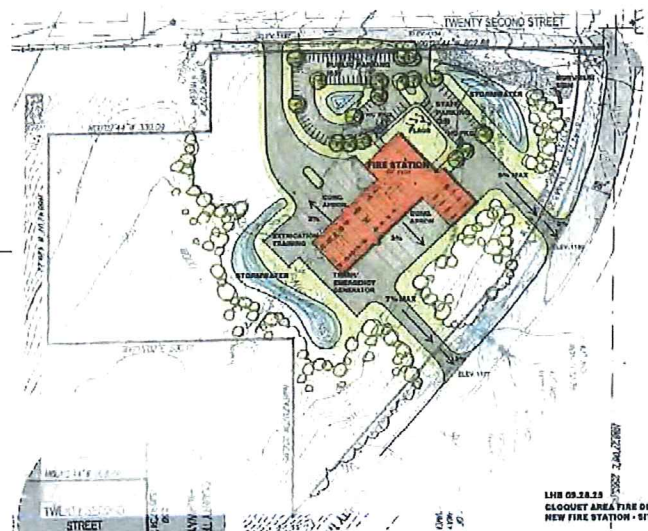
Being one of the largest districts in the area has helped Cloquet Area Fire District obtain a number of grants to purchase large training equipment such as a mobile live burn trailer, training tower, ventilation trailer and driving simulator which in combination with training rooms and a training tower will occupy 11,500 square feet of the 42,000 square foot facility.



1 FIRST FLOOR



2 OFFICE OPTION #1



LHS 09.28.13  
CLOQUET AREA FIRE DISTRICT  
NEW FIRE STATION - SITE PLAN



## Education

Bachelor of Architecture  
North Dakota State University  
Fargo, North Dakota (1980)

Bachelor of Science  
North Dakota State University  
Fargo, North Dakota (1979)

## Professional Registrations

American Institute of Architects AIA  
Wisconsin

National Council of Architectural  
Registration Boards - NCARB

## Continuing Education

2016 Safety Assessment Program (SAP)  
Evaluator

2009 Station Design Conference  
Denver, Colorado

LEED Commissioning  
University of Wisconsin - Madison

LEED/Green Building Process  
University of Wisconsin - Madison

## Awards

Verona Fire and EMS  
2016 Firehouse Station Design  
Shared Facilities Notable

Janesville Fire Station  
2016 Firehouse Station Design  
Career Notable

Ice Age Interpretive Center,  
New Auburn, WI

# STEVEN A. GAUSMAN, AIA, NCARB

## PRINCIPAL-IN-CHARGE

In 2009, Mr. Gausman joined Wendel (formerly Architectural Design Group, LLC) as the Executive Vice President and co-founded the division Five Bugles Design. In January 2012 Steve became Owner-Principal at Wendel. Prior to joining Wendel and forming Five Bugles Design, Steve served as a Senior Principal and Director of Architecture for SEH Inc. During his tenure, he started the firm's architectural practice and grew it to include eight offices spanning from Michigan to Colorado. Over the last decade, Steve's focus has been primarily on the design of emergency service facilities.

## Fire/EMS Design Experience

Ashland, Wisconsin

Bellevue, Wisconsin

Bloomington, Illinois

Bois Forte Tribal, Minnesota

Cedar Falls, Iowa

Chippewa Falls, Wisconsin

Chisago City, Minnesota

Cloquet, Minnesota

De Forest, Wisconsin

Eagan, Minnesota

Eau Claire, Wisconsin

Elkhart Lake, Wisconsin

Fargo, North Dakota

Fitchburg, Wisconsin

Janesville, Wisconsin

Jefferson, Wisconsin

Kaukauna, Wisconsin

Kenosha, Wisconsin

La Crosse, Wisconsin

Ladysmith, Wisconsin

Lake City, Minnesota

Lehi, Utah

Lewiston, Minnesota

Marathon City, Wisconsin

Marshfield, Wisconsin

Merrill, Wisconsin

Middleton, Wisconsin

Middleton, Town of Wisconsin

Milton, Wisconsin

Mound, Minnesota

Mount Horeb, Wisconsin

Normal, Illinois

Red Wing, Minnesota

Rib Mountain, Wisconsin

Richmond, Minnesota

Sauk Rapids, Minnesota

St Cloud, Minnesota

Stewartville, Minnesota

Stoughton, Wisconsin

Superior, Wisconsin

Verona, Wisconsin

Wausau, Wisconsin

Greenville, WI Fire Department

Inver Grove Fire Department

Chisholm

River Falls





## Education

Bachelor of Architecture  
Bachelor of Science  
Ball State University  
Muncie, Indiana (1987)

## Registrations

American Institute of Architects AIA  
Minnesota  
Registered Architect MN since 2007  
Registered Architect WI from  
1991-2007

## Awards

St. Louis Park Fire Station No. 1  
Gold Medal - Combination Station  
2013 Station Style Awards  
Sister Bay Fire Station  
Association of General Contractors

## Publications

"The Form and Function of Training"  
July August 2009  
*Fire Chief Magazine*  
  
"A Replacement Plan for Failing Fire  
Stations" November December 2012 *Fire  
Chief Magazine*

## MIKE CLARK

### PROGRAM MANAGER

Michael's 25 year career has included practice as an architect and planner in architectural firms as well as private practice. His career goals and passion have included the programming, planning and architectural design of Public Safety facilities with an emphasis on Police and Fire Departments as well as Municipal Administration Facilities and City Halls.

Michael has been a pioneer in the practice of incorporating training into the design of facilities and practices a philosophy that places Safety, Security, and Efficiency in the forefront of his design.

### Fire/EMS Design Experience

Inver Grove Heights Station, Inver Grove Heights, MN Location Study  
Morse Fall Lake Fire Station Pre-Design Study, Ely, MN  
Chisago City Fire Station Chisago City, MN  
Red Wing Regional Fire Station Red Wing, MN  
Red Wing Fire Station No. 1 Renovations Red Wing, MN  
Cloquet Predesign Study Cloquet, MN  
Santee Sioux Tribe of Nebraska Public Safety Study Niobrara, NE  
St. Louis Park Fire Stations St. Louis Park, MN  
Greenfield Fire Station Remodel Greenfield, WI  
Johnson Creek Community Fire Department and EMS Space Needs Study and Site Selection Johnson Creek, WI  
Middleton Fire Department and EMS Space Needs Study, Middleton, WI  
Sister Bay Fire Department and EMS Sister Bay, WI  
Verona Fire Department and EMS Space Needs Study Verona, WI  
Bloomington Fire Station No. 3, Bloomington, IL  
Bloomington Fire Department Facilities Study, Bloomington, MN  
St. Peter Fire Station, St. Peter, MN  
Elk River Fire Station Study, Elk River, MN  
Hudson Fire Station Study, Hudson, WI  
Monticello Fire Station Study, Monticello, MN

Virginia Fire Station Location Study, Virginia, MN

Hales Corners Fire Station, Hales Corners, WI Location Study

Pewaukee Safety Building Study, Village of Pewaukee

### Law Enforcement/Public Safety

Merger Studies Chisago City, MN  
Space Needs Study and Site Selection, Johnson Creek, WI  
Pewaukee Safety Building Study Village of Pewaukee, WI  
Platteville City Administration and Public Safety Study Platteville, WI  
Northfield Police and Fire Department Northfield, MN  
Woodbury Public Safety Expansion Woodbury, MN  
Minnetonka Public, Minnetonka, MN Safety Space Needs Study  
Wausua, WI Public Safety Center Renovations and Additions  
Golden Valley, MN Public Safety Building Expansion Study  
Elk River, MN Public Safety Center Renovations and Expansion Study  
Antigo Police Department Remodel, Antigo, WI  
Cheyenne Public Safety Center, Cheyenne, WY  
Greenfield Law Enforcement Center, Greenfield, WI  
Huntington Police Department, Huntington, IN





## Education

Associate Degree, Drafting and Design Technology, Winona Technical College  
Winona, Minnesota (1998)

## Continuing Education

Project Management Bootcamp  
PSMJ Resources, Inc.  
Presented by Alan Bollinger  
St. Paul, Minnesota

LEED for New Construction  
Como Park Zoo and Conservatory  
Saint Paul, Minnesota

## Awards

2017 Station Design Judge  
Firehouse Magazine  
Station Design Awards

Verona Fire and EMS  
2016 Firehouse Station Design  
Shared Facilities Notable

Janesville Fire Station  
2016 Firehouse Station Design  
Career Notable

Chippewa Falls Fire Station  
2017 F.I.E.R.O. Station Design Awards  
Merit Award

# ROBERT KRZYZANOWSKI

## PROGRAM MANAGER

As the Fire Station Program Manager for Five Bugles Design, a division of Wendel, Robert oversees all fire station construction projects throughout the Midwest, from groundbreaking to ribbon cutting, as well as assisting with design throughout the country for all of Wendel's offices. He has almost 20 years of experience working on public projects, and has been involved in over 25 fire station projects in the past three years and over 60 during his career.

Robbie's Project Management experience includes a variety of emergency service buildings of various sizes – from a 2,880 square foot addition to the Lafayette Fire Station in Chippewa Falls, Wisconsin, to the 44,000 square foot fire station in Verona, Wisconsin. This vast array of experience allows him to assist owners in constructing buildings that meet their specific space needs and building type requirements.

## Fire/EMS Design Experience

Ashland, Wisconsin  
Bellevue, Wisconsin  
Bloomington, Illinois  
Bois Forte Tribal, Minnesota  
Cedar Falls, Iowa  
Chippewa Falls, Wisconsin  
Chicago City, Minnesota  
Cloquet, Minnesota  
De Forest, Wisconsin  
Eagan, Minnesota  
Eau Claire, Wisconsin  
Elkhart Lake, Wisconsin  
Fargo, North Dakota  
Fitchburg, Wisconsin  
Janesville, Wisconsin  
Jefferson, Wisconsin  
Kaukauna, Wisconsin  
Kenosha, Wisconsin  
La Crosse, Wisconsin  
Ladysmith, Wisconsin  
Lake City, Minnesota  
Lehi, Utah  
Lewiston, Minnesota  
Marathon City, Wisconsin  
Marshfield, Wisconsin  
Merrill, Wisconsin  
Middleton, Wisconsin

Town of Middleton, Wisconsin  
Milton, Wisconsin  
Mound, Minnesota  
Mount Horeb, Wisconsin  
Normal, Illinois  
Red Wing, Minnesota  
Rib Mountain, Wisconsin  
Richmond, Minnesota  
Sauk Rapids, Minnesota  
St Cloud, Minnesota  
Stewartville, Minnesota  
Stoughton, Wisconsin  
Superior, Wisconsin  
Verona, Wisconsin  
Wausau, Wisconsin  
Greenville, WI Fire Department  
Inver Grove Fire Department  
Chisholm  
River Falls





## Education

Associate Degree  
Fire Science Technology  
Fox Valley Technical College  
Appleton, WI

Business Administration  
Lakeland College  
Plymouth, WI

Executive Fire Office (EFO)  
Program Graduate  
Emmitsburg, MD

## Professional Registrations

Executive Fire Officer  
Emergency Medical Technician  
Wisconsin State Fire Inspector  
Hazardous Material  
Response Technician  
Wisconsin Fire Service Instructor I

## Professional Association

(Past and Present)  
International Association of Fire Chiefs  
National Fire Protection Association  
Wisconsin State Fire Chiefs Association  
North Central Fire Chiefs Association  
International Association of  
Arson Investigators  
Wisconsin Association of  
Hazardous Materials Responders  
Wisconsin Emergency  
Medical Technician Association  
Wisconsin Technical College System  
Fire Service Advisory Board on  
Education and Training - Co-Chair

## JIM SCHMIDT

### EMERGENCY SERVICES SPECIALIST

Jim Schmidt's career began in 1979 as a Fox Valley Technical College (FVTC) cadet firefighter at the Town of Grand Chute and Oshkosh Fire Departments. In 1982, Jim was hired by the City of Marshfield Fire and Rescue Department as a Firefighter/Emergency Medical Technician. He worked his way up the ranks and as a Deputy Fire Chief responsible for a number of programs and duties including emergency response and management of career Fire/EMS personnel, coordination of the Fire Investigation Program, Special Operations Training/Response (Hazardous Materials, Elevated Rescue, Confined Space Rescue, Trench Rescue), and the development of a Regional Training Center.

In 2007, Jim was promoted to Fire Chief and is most proud of the relatively small part he played in changing the culture of the department. In addition, under Jim's direction, the department was able to add staff and build Wisconsin's first Gold LEED Central Fire Station in Marshfield. Shortly after completing the National Fire Academy's Executive Fire Officer (EFO) program, Jim was able to continue moving the department forward by reducing the city's Insurance Services Office (ISO) rating and embracing many state and federal grant opportunities to help off-set the costs of new Personal Protective Equipment (PPE), a Medium Duty Rescue Truck, Self-contained Breathing Apparatus (SCBA's), and SCBA Air Compressor.

In 2013, Jim retired as the Fire Chief of the City of Marshfield but has remained active in the fire service. Jim joined the Town of Rock Volunteer Fire Department as a Safety Officer/First Responder and authored the department's Standard Operating Guidelines, became a State Representative for the Wisconsin Technical College Fire Service Training section, accepted an interim Fire Chief position with the Rothschild (Combination) Fire Department (2015), Interim Fire Chief with the Town of Rome (Volunteer) Fire Department (2016). In addition, Jim started a consultant business specializing in assisting communities in the fire chief hiring process, mentoring new fire chiefs and upper level managers, and the consolidation of fire departments.

## SELECT PROJECT EXPERIENCE

Wausau, WI – Fire Station Design, Police Station Remodel  
Chisholm, MN – Fire Station Design, City Hall Design, Joint Training Facility Design  
Bloomington, MN – Fire Station Designs (Five)  
Greenville, WI – Fire Station Design & Referendum Assistance  
St. Peters, MN – Fire Station Design  
Town of Superior, WI – Fire Station Design  
River Falls, WI – Fire Station & EMS Station Design  
Williams Bay, WI – Fire Station Design  
Elk River, MN – Fire Station Designs (Three), Police Station Remodel, Joint Training Facility Design





**Professional Organizations**

Minnesota State Fire Chief Association  
(Past)

Hennepin County Fire Chiefs Association  
(Past)

Southwest Mutual Aid Association (Past)

**Professional Registrations**

Licensed Firefighter (Past)

Minnesota EMT (Past)

Blue Card Certified (Past)

## MARK WINDSCHITL

### EMERGENCY SERVICES SPECIALIST

Mark began his fire service career in 1976 with the Chaska, Minnesota Fire Department and served with them until 1997. In 1987 he was hired as a Firefighter with the City of St. Louis Park Fire Department where he earned a number of promotions – Lieutenant, Captain, then to Battalion Chief in 2005, Assistant Chief in 2008, and Interim Chief in June of 2013. Mark retired in May 2014. He teamed with the former Fire Chief to oversee the recent building of two new fire stations in St. Louis Park. Station No. 1 was awarded a Gold Medal from Fire Chief Magazine Station Style Award in 2012.

Mark has responded to numerous local, regional and national incidents. As Battalion Chief, he provided fire services assistance and community aid to Belle Chasse in Plaquemines Parish south of New Orleans after Hurricane Katrina. He traveled to Moorhead, Minnesota during the 2009 flood to work alongside the Operations Chief in charge of sandbagging and monitoring operations. In 2007 Mark was the Logistics Chief during the 35W bridge disaster in Minneapolis, Minnesota and was also in charge of the strike team of engines that assisted with the Ham Lake Fire in the Boundary Waters Canoe Area. Mark assisted as a FAST Chief during the devastating floods in Zumbro Falls, Minnesota in 2010.

At the close of 2013, Mark ended a 2-year term as President of Hennepin County Fire Chiefs Association. He was Chairperson of the SW Mutual Aid Joint Operations. This committee coordinates training and equipment purchases and reviews ways in which cities can work better together and find ways to save money and share costs.

Mark Windschitl is also the Mayor of Chaska and was first elected Mayor by Special Election on January 19, 2010. He has been re-elected four times. The Chaska City Council and City Staff have worked well together during this time to keep Chaska taxes at one of the lowest rates in the Metro area. The City looks forward to many future developments and events. Past events include the successful opening of the Fireman's Park Curling and Event Center in 2015. Also, Chaska was the host city of the 2016 Ryder Cup held at Hazeltine National Golf Club – one of the top four sporting events in the world.

Mark is very active in the Chaska community. He co-chaired two State Amateur Baseball tournaments at Chaska Athletic Park, has been a co-owner of a small local business, and is a past employee of the Chaska Public Works Department. He is the father of three children and a proud grandpa to five grandchildren.





architecture  
engineering  
planning  
energy efficiency  
construction management

## Five Bugles Design

a division of Wendel

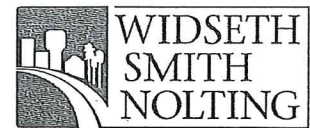
715.832.4848  
[fivebuglesdesign.com](http://fivebuglesdesign.com)





F. 2. b.

## CONFIRMATION OF REQUEST FOR PROFESSIONAL SERVICES



**CLIENT:** City of Crosslake/Crow Wing County **DATE:** June 5, 2018

**PROJECT:** Manhattan Point Blvd/CSAH 66      **WSN No:** 0107B0156.002  
Stormwater Modeling  
Crosslake, MN

Baxter/Brainerd  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117 ☎  
218.829.2517 ☎  
Brainerd@wsn.us.com ☎  
WidethSmithNolting.com

### DESCRIPTION OF WORK:

This stormwater modeling project will utilize two models; Sizing Hydrodynamic Separators and Manholes (SHSAM) and Program for Predicting Polluting Particle Passage Through Pits, Puddles, and Ponds (P8). The model outputs from SHSAM and P8 will estimate the suspended sediment and phosphorus pollutant load reductions associated with the proposed hydrodynamic separators and proposed wet sedimentation basin (stormwater pond) in the vicinity of Manhattan Point Boulevard and County State-Aid Highway 66 in Crosslake, MN. The stormwater in this area is currently discharging, untreated, directly to Loon Lake. The pollutant load reductions predicted from these models will aid in securing a grant, which will be essential in funding the construction of the separator/pond stormwater treatment system.

Contech is the manufacturer of the proposed hydrodynamic separators and has agreed to run the SHSAM model for the three hydrodynamic separators free of charge. WSN will provide Contech with the information necessary for the SHSAM model input. SHSAM will be used to estimate the suspended sediment load reduction from the hydrodynamic separators. The output from SHSAM will be used to mimic the behavior of the separators in P8 so a phosphorus load reduction can also be estimated. P8 will also enable the modeling of the separators and pond in a treatment-train which will yield an overall pollutant load reduction estimate for the separator/pond stormwater treatment system. Once the modeling process is complete, WSN will prepare a report summarizing the results from SHSAM and P8.

WSN completed a topographic survey in February 2018 for the Manhattan Point Boulevard Street Improvement Project. These survey results, along with LiDAR and aerial mapping, will be used in calculating watershed drainage information for this stormwater modeling project. In addition, WSN will utilize previously determined watershed characteristics from the 2018 Manhattan Point Boulevard Stormwater Study to help satisfy the inputs required for SHSAM and P8.

### TASKS TO BE COMPLETED:

#### Task 1: SHSAM Model

WSN will prepare and provide the following information to Contech for SHSAM model input:

- |  |                              |
|--|------------------------------|
| • Rainfall data files                          | • Percent of impervious area |
| • Temperature data files                       | • Hydraulic length           |
| • Particle size distribution information       | • Average slope              |
| • Influent concentration of suspended sediment | • Pervious curve number      |
| • Watershed areas                              |                              |



Contech will run the SHSAM model to estimate suspended sediment pollutant load reductions from the three hydrodynamic separators. WSN will interpret the SHSAM model results and will provide a summary of results in a report upon completion of the project.

Task 2: P8 Model

WSN will gather and prepare P8 model input, such as proposed pond measurements, watershed parameters, particle size distribution, and temperature & precipitation files. WSN will calibrate P8 to reflect the SHSAM model output for the performance of the hydrodynamic separators. After running P8 to estimate pollutant load reductions for phosphorus and suspended sediment for the separator/pond system, WSN will interpret the output and summarize the results in a report.

**ESTIMATED COST:**

Task 1:	<u>SHSAM Model:</u>		
	Input Preparation	\$ 1,500	
	Output Interpretation/Report	\$ 2,000	
Task 2:	<u>P8 Model:</u>		
	Input Preparation	\$ 1,500	
	Model Calibration	\$ 2,000	
	Output Interpretation/Report	\$ 2,000	
		<b>Lump Sum</b>	<b>\$ 9,000</b>
		<b>Estimated Cost of Above described work</b>	<b>\$ 9,000</b>

NOTE: Additional work, layouts, or iterations will be hourly, as requested.

**BILLING METHOD:**

(X) Lump Sum  
( ) Hourly

**BILLING SCHEDULE:**

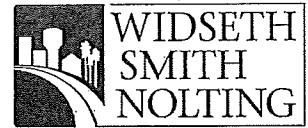
(X) Monthly

**REMARKS:**

Hourly rates will be per the most current fee schedule; attached is the current 2018 fee schedule. See attached General Provisions of Professional Services Agreement. Engineering/Professional fees are based upon completing the scope of work for this project, as listed in the Description of Work above.

**TIME SCHEDULE FOR WORK:**

WSN will begin work upon signed agreement from Client. We understand the time frame available to complete the modeling is by mid-August 2018. This is feasible if authorization to proceed is granted by July 9<sup>th</sup>, 2018.




**CLIENT RESPONSIBILITIES:**

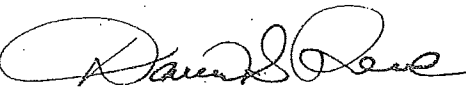
- Provide the analytical results from stormwater samples taken in the project area (if any)
- Complete the grant funding application(s) to fund the proposed separator/pond stormwater treatment system

**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**

By:   
Carrie Freeman, Water Quality Scientist

By:   
David S. Reese, PE, Vice President

**APPROVED:**

**CITY OF CROSSLAKE**

By: \_\_\_\_\_

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

**CROW WING COUNTY**

By: \_\_\_\_\_

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





**BOLTON  
& MENK**

Real People. Real Solutions.

F. 2. d.  
7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

Ph: [218] 825-0684  
Fax: [218] 825-0685  
Bolton-Menk.com

**PROJECT REQUEST#4 MEETING**  
**Wastewater Treatment Plant Improvements - City of Crosslake**  
**BMI Project No. M25.113425**  
**3:00 p.m., Wednesday, June 20, 2018**

**Attendees:** John Graupman, Phil Martin, and Mike Rardin - Bolton & Menk, Inc.; Ted Strand, Dave Nevin, and Dave Schrupp - City of Crosslake; and, Matt Garding - Holden Electric

The following is a summary of the meeting to discuss electrical issues with Public Works Building (Record Drawing E6.1 attached for reference):

**1. Discussion topics:**

**a. Public Works Building Existing Emergency Lighting**

1. Existing panels, switch and wiring was previously approved by state electrical inspectors. Emergency panel should only serve emergency lights. Additional circuits are not allowed on emergency lighting switches and panels
2. The wiring was assumed to be code compliant since it had been inspected and approved twice and panel was not labelled as emergency service
3. Now determined by regional inspector not to be code compliant regarding both non-essential circuits and wire feed size. It is not grandfathered in and must be corrected.
4. Various options to remedy the situation discussed including battery powered emergency lights.
5. Consensus was to upgrade wiring to code for emergency lights as best and lowest cost option- approximate cost \$4,300
6. Question whether Crow Wing County should participate in the cost to correct this building deficiency
7. Electrician willing to work on not to exceed time and material basis to try to reduce cost

**b. Public Works Building Proposed Transfer Switch**

1. Transfer switch would power whole building. Deemed critical since this is base of operations in emergencies for both City and local county vehicles and staff. This would provide heat, power to doors, fuel pumps, etc. in power outage.
2. Primary power comes under the floor rather than from exterior and cannot be moved. Electrical inspector would not allow any unfused wire requiring moving a panel to fit transfer switch.
3. Changes necessary to provide space to install new switch are additional wiring and labor. All materials or labor in bid will still be utilized. This is all additional wire and related labor.
4. Consensus was to install new switch with changes as proposed - approximate cost \$22,000
5. Question whether Crow Wing County should participate in the cost to upgrade power to the building (generator and switch costs)

6. Electrician willing to work on not to exceed time and material basis to try to reduce cost































**2. Follow Up Actions:**

**a. BMI**

1. Work with contractor to revise PR #4 to cover emergency lighting revisions and installation of proposed transfer switch - approximate cost \$26,300
2. Request new PR for needed wiring at WWTP (initially included in PR#4) - approximate cost \$4,400
3. Provide the City with a written summary of the past emergency lighting inspection / code compliance issue

**b. City**

1. Contact State of Minnesota regarding past inappropriate electrical inspections
2. Contact Crow Wing County regarding cost participation in PW Building power upgrade

	THE SPEAKER
	THE HEARER
	THE MESSAGE
	THE CHANNEL
	THE CONTEXT
	THE CODE
	THE MEDIUM
	THE SITUATION
	THE ATTITUDE
	THE TONE
	THE VOICE
	THE FACIAL EXPRESSION
	THE GESTURE
	THE POSTURE
	THE PROXIMITY
	THE TOUCH
	THE SMELL
	THE TASTE
	THE SOUND
	THE VIBRATION
	THE TEMPERATURE
	THE HUMIDITY
	THE PRESSURE
	THE LIGHT
	THE COLOR
	THE TEXTURE
	THE TASTE
	THE SMELL
	THE TASTE
	THE SMELL

1. **TEST**

2. **NEW ALUMINUM**

3. **CHROMIUM**

4. **CHROMIUM**

5. **CHROMIUM**

6. **CHROMIUM**

7. **CHROMIUM**

8. **CHROMIUM**

9. **CHROMIUM**

10. **CHROMIUM**

11. **CHROMIUM**

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26. **CHROMIUM**

27. **CHROMIUM**

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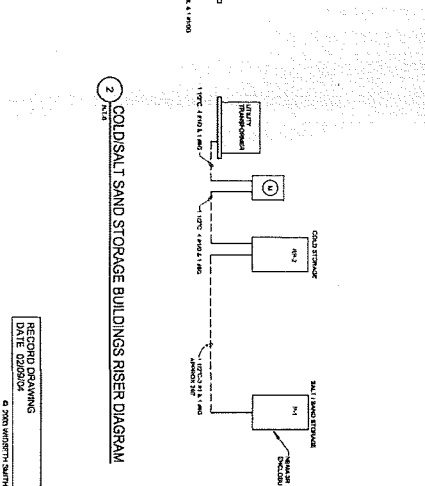
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A schematic diagram of a cold salt sand storage riser. It shows a vertical column with a hopper at the top labeled "Inert Sand Hopper". Below the hopper is a section labeled "1' 0\"/>







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F. 2. e.  
7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

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

July 2, 2018

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

RE: Proposal for Professional Services – Citywide Wastewater Management Study  
Crosslake, Minnesota

Dear Mr. Strand:

Bolton & Menk is pleased to present this proposal for professional services to complete a study of wastewater management opportunities within the City of Crosslake corporate limits. This proposal provides you with our scope of services and associated fee for the work.

#### Understanding

The City of Crosslake installed Phase 1 of the current sanitary sewer collection system and wastewater treatment facility in 2004. Since that time questions have been raised about sanitary sewer extension to provide connection to development opportunities. In recent years, that development pressure (both speculative and real) has increased and the question regarding sanitary sewer extension and wastewater treatment capacity has led the City to place a moratorium on the expansion of the existing sanitary sewer system until questions regarding sewage collection and treatment on a long term citywide basis can be answered. Although further development of sanitary sewer collection system has been planned in concept, the City seems uncertain about the type, size, and extent of the system. In fact, City uncertainty regarding sanitary sewer extension has forced the City to remove planned street construction from City improvement plans.

#### Proposal

To place the City in a position to better understand wastewater management within the City corporate limits, we propose to complete a citywide study of wastewater management opportunities. To provide the City with a comprehensive understanding of wastewater management opportunities within the City, we will complete the following primary study tasks:

1. Project Sanitary Sewer Flows
2. Evaluate Existing Sanitary Sewer Collection and Wastewater Treatment Facilities
3. Prioritize Service Areas and Identify On-site Wastewater Management Areas
4. Propose Collection System Improvements and Wastewater Treatment Opportunities
5. Estimate Improvement Costs
6. Provide a Preliminary Rate Assessment and Financing Overview

7. Provide a Recommendation for Improvements and an Implementation Schedule

Upon completion of the study, the City will better understand wastewater management opportunities and costs so that the City can make informed decisions about future City street improvements, development requests, and sanitary sewer expansion within the City.

Assumptions:

The following assumptions are incorporated into this study:

- The City will provide BMI with record drawings, previous design computation and report information relative to the existing sewer system and all other past expansion studies.
- The City will provide BMI with appropriate fiscal information relative to the existing system operation.
- No field survey data will be collected. Rather, contour data from the Crow Wing County website will be utilized for improvement development and evaluation.
- BMI will meet periodically with City staff and/or a liaison committee during progression of the study.
- BMI will present the study results to the City Council when complete.

Fee

The study and report would be billed based on our current City engineering rates by staff utilized for actual hours worked. We proposed to complete our work for a not-to-exceed fee of \$15,650.

Schedule

Per our discussion with the Public Works Committee on June 20, 2018, we propose to have our study and report completed and submitted by October 8, 2018 assuming the City provides a notice to proceed at the July 9, 2018 City Council meeting.

BMI Staff

This study effort will be led by John Graupman and myself with assistance from Mike Rardin and other Bolton & Menk staff resources.

Please review and contact John Graupman or myself (218-821-7265) if you have any questions or require any additional information.

Respectfully submitted,  
Bolton & Menk, Inc.



Phil Martin, PE,  
Principal Engineer

cc: Mike Lyonais, City Administrator / Treasurer



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F. 2. f.  
7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

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

July 2, 2018

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

RE: Proposal for Professional Engineering Services - Preliminary Engineering Report Preparation  
Moonlite Bay Sanitary Sewer Extension, Crosslake, Minnesota

Dear Mr. Strand:

Bolton & Menk is pleased to present this proposal to provide professional engineering services for the preparation of a preliminary engineering report to consider sewer infrastructure improvements to connect Moonlite Bay and Moonlite Square properties to the existing City sanitary sewer collection system. This proposal provides you with our scope of services and associated fee for the work.

We understand the location of the improvements would be along County Road 66 from a location near City Hall to the intersection of County Road 66 with County Road 16. Further, we understand that the City has had preliminary discussions with representatives of Moonlite Bay regarding their current situation and the Crow Wing County Highway Department regarding their schedule for improvement of County Road 66.

It is not known at this time how these utility improvements will ultimately be funded. Potential funding sources could include special assessments (Mn Statute 429), private funds, City reserve funds, general funds, and bond funds. This report when completed will satisfy report preparation requirements for Mn Statute 429 and can be used if the City decides to pursue a special assessment process for funding all or a portion of the proposed improvements. We would recommend the City order completion of this study by resolution (template enclosed for City use) as part of the Statute 429 process. Based on our review of the Crosslake Code, it appears the City has an assessment policy for streets but not for utilities.

Based on our understanding, we are providing the following scope of work, assumptions, associated fee, and schedule for your consideration:

**Preliminary Engineering Report**

The preliminary engineering report will include the following information:

- Description of existing conditions, issues, and opportunities.
- Identification and description of proposed improvements.
- Description and evaluation of potential improvements.
- Preliminary cost estimates and breakdowns for proposed improvements.
- Preliminary estimate of improvement assessment for proposed improvements.
- Statement relating to the feasibility of the proposed improvements.
- Proposed implementation schedule



**Assumptions:**

The following assumptions are incorporated into this study:

- The City will provide BMI with record drawings, previous design computation and report information relative to the existing sewer system and Phase 2 expansion.
- Field survey data will not be collected at this time as it is believed that contour data from the Crow Wing County website will be sufficient for this preliminary phase.
- A capacity analysis of existing sewer system will not be necessary.
- The proposed effort does not include engineering study of stormwater management and water quality treatment needs. If that scope of work is desired, a proposal for supplemental services would be provided to the City for review and approval.
- Assistance with developing a utility assessment policy, preparing preliminary assessment rolls, and facilitating the Mn Statute 429 Improvement Public Hearing would be beyond the scope of this proposal. If the City decided to proceed with the Mn Statute 429 process, a proposal for supplemental services would be provided to the City for review and approval.

**Fee**

The preliminary report would be billed based on our current City engineering rates by staff utilized for actual hours worked. We proposed to complete our work for a not-to-exceed fee of \$7,300.

**Schedule**

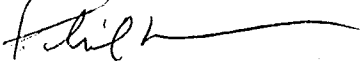
Per our discussion with the Public Works Committee on June 20, 2018, we recognize that City desires to get this potential improvement better understood and available for the City to consider as part of the 2019 budget development process. To meet that deadline, we propose to have our preliminary engineering report completed and submitted by August 17, 2018 assuming the City provides a notice to proceed at the July 9, 2018 City Council meeting.

**Future Considerations:**

The intent of this effort is to provide the City with sanitary sewer infrastructure improvements and estimated costs to connect Moonlite Bay and Moonlite Square properties to the existing City sanitary sewer system. In conjunction with this effort, the City may find it advantageous to perform a comprehensive citywide sanitary sewer planning study addressing long-term citywide sanitary sewer collection needs. Such a study would help the City identify and coordinate future city sewer and road needs beyond this immediate sanitary sewer extension issue.

Please review and contact Mike Rardin or myself (218-821-7265) if you have any questions or require additional information.

Respectfully submitted,  
Bolton & Menk, Inc.



Phil Martin, PE,  
Principal Engineer

cc: Mike Lyonais, City Administrator / Treasurer

**Resolution Ordering Preparation of Report on Improvement<sup>1</sup>**

WHEREAS, it is proposed to improve \_\_\_\_\_ Street between the \_\_\_\_\_ line of \_\_\_\_\_ Street and the \_\_\_\_\_ line of \_\_\_\_\_ Street by \_\_\_\_\_<sup>2</sup> and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF \_\_\_\_\_, MINNESOTA:

That the proposed improvement, called Improvement No. \_\_\_\_\_ be referred to \_\_\_\_\_<sup>3</sup> for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.<sup>4</sup>

Adopted by the council this \_\_\_\_\_ day of (month), (year).

\_\_\_\_\_  
Mayor

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

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**END OF FORM**

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<sup>1</sup> This resolution may be used to commence proceedings under the improvement code in all cases where the council proceeds on its own motion without petition. It need not be published except where publication of resolutions is required by the city's charter.

<sup>2</sup> Insert a brief description of the type of improvement.

<sup>3</sup> The law requires that this report be made by the city engineer or some competent person selected by the council. If a consulting engineering firm or someone other than a city employee is retained to prepare the report, compensation for the report must not be based primarily on a percentage of the estimated cost of the local improvement.

<sup>4</sup> A reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels must be available at the hearing.





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F. Z. g.  
7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

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

## Crosslake WWTF Improvement Project

**Date:** July 5, 2018  
**To:** City Council  
**From:** Mike Rardin, PE *MR*  
**Cc:** Ted Strand - Public Works Director  
**Subject:** Monthly Project Update

---

### Project Description

The Project can generally be described as follows:

1. Pretreatment improvements including replacing the existing mechanical fine screen, addition of a self-priming grit pump, adding a new blower for the aerated grit removal system, and adding a new handrail and grating system.
2. Construct a new 82,000 gallon equalization basin.
3. Construct a new rapid mix manhole with ferric chloride addition.
4. Construct a new control structure to feed the final clarifiers.
5. Construct a new effluent metering manhole.
6. Miscellaneous electric actuator valve replacements.
7. Re-routing the existing WAS line into the biosolids storage tanks.
8. Furnish and install new blowers for the existing aerated biosolids storage tank
9. Furnish and install a new backwash blower
10. Construct a 30,000 gallon backwash supply water storage tank.

### Work Progress - Seventh Project Update

On September 15, 2017 the City of Crosslake awarded the 2017 Waste Water Treatment Plant Improvement Project to Eagle Construction Company, Inc. of Little Falls, MN for the amount of \$2,227,000.00. The contractor began to mobilize equipment and materials to the site on October 5 in order to prepare for the construction of the treatment plant improvements.

October thru May - the contractor completed the concrete work for the EQ Basin and Water Storage Tanks and installed most of the process piping and water mains, all of the blowers, most of the electrical conduit and some of the associated electrical wiring.

June - the electrical subcontractor installed most of the remaining underground electrical conduit and much of the electrical wiring for new equipment hookup. A meeting with the City, Engineer, and Contractor was held on June 20, 2018 to discuss BMI Proposal Request #4 - Minor Electrical Modifications (Minor Wiring and Conduit Additions at WWTP, Transfer Switch Modifications at PW Bldg, and Emergency Lighting Revisions at PW Bldg). Consensus was City should approve requested changes with not to exceed cost provisions, inform the State of Minnesota of past inappropriate electrical inspections, and request Crow Wing County to share in the costs associated with power and electrical upgrades for the Public Works Facility. Further details can be obtained in the meeting summary (**attached - Project Request #4 Meeting Summary**).

Specific progress to date can be summarized as follows:

1. Pretreatment Bldg Improvements - in progress
2. Construct a new 82,000 gallon equalization basin - complete except for final pumps and controls
3. Construct a new rapid mix manhole with ferric chloride addition - in progress
4. Construct a new control structure to feed the final clarifiers - in progress

5. Construct a new effluent metering manhole - in progress
6. Miscellaneous electric actuator valve replacements - complete except for controls
7. Re-routing the existing WAS line into the biosolids storage tanks - complete
8. Furnish and install new blowers for the existing aerated biosolids storage tank - complete except for controls
9. Furnish and install a new backwash blower - complete except for controls
10. Construct a 30,000 gallon backwash supply water storage tank - complete except for final pumps and controls

No additional contract changes were identified during June. Authorized and proposed changes are summarized in the “Costs” section below.

### Project Schedule

The contractor’s proposed schedule (**attached - Project Schedule - 02.02.18**), has not changed the past several months and overall construction still is estimated to take about forty (40) weeks - with a projected substantial completion date of August 31, 2018. Based on the contractor’s proposed schedule, the following is a brief summary of future construction activities:

**July** - Mechanical Fine Screen installation, Water Storage Tank pump installation, Control Structure concrete and piping, Rapid Mix Manhole and piping construction, Meter Manhole and piping construction, and electrical conduit, wiring, and controls.

**August** - electrical and system controls, Site Grading/ Fencing/ Restoration and punchlist items.

SCADA, system controls, and associated electrical equipment has been designed, ordered, and has begun arriving at the site. Due to nationwide demand for this type of equipment and extended winter conditions, this work is slightly behind schedule. An updated project schedule has been requested.

The contractor generally appears to be on or slightly behind the schedule they proposed for this project. Minor concern has been raised by the contractor that completion may be delayed into September or possibly even October.

### Completion Dates

The contract calls for substantial completion (defined as operation of all new structures and equipment with the ability to treat wastewater as intended) by August 31, 2018.

### Costs

Approved and proposed changes to date have the potential to increase construction costs for the waste water portion of the project by \$60,097.32 as follows:

Approved Changes	Cost
1 - Field Order #1 - Add Rebar: Water Storage Tank Base Slab	\$ 424.00
2 - Field Order #2:	
a - RAS Piping Relocation to EQ Basin	\$ 11,923.13
b - Remove and Replace Three (3) Four Inch Plug Valves	\$ 2,464.93
c - Relocate 6" Oxidation Ditch Drain Line	\$ (4,221.27)
3 - Field Order #3 - Pipe Insulation (EQ Basin to Oxidation Ditch)	\$ 1,822.51
4 - Relocate 6" RW Piping to South Oxidation Ditch	TBD - \$2,500
5 - Pipe Insulation (extra as needed)	TBD - \$2,000
6 - Sludge Tank Diffuser Modifications (revised from coarse to fine nozzles)	TBD - \$2,500
7 - Field Order #4:	

a - Modify Clarifier Splitter Box	TBD - \$500
b - Clarifier Tank Weir Gates (2)	TBD - \$1,000

The following information is provided for the items identified above:

1. During construction review of the Water Storage Tank plans, additional rebars were needed for the base slab - cost determined to be \$424.00. This work is complete.
2. Field Orders:
  - a. Staff found the existing 6" RW piping to be improperly installed and full of solids. As a result, it was decided the existing RAS piping should be relocated / extended to the EQ Basin to avoid future use of this piping - cost estimated at \$11,923.13. This work is complete.
  - b. RAS pump inlet isolation valves (3) have been identified by staff as failing. These can be replaced as a part of the project - cost determined to be \$2,464.93. This work is complete.
  - c. The oxidation ditch drains are being relocated to a location which avoids a building conflict - contractor has offered a credit (deduct) of \$4,221.27 for this change. This work is complete.
3. EQ Basin and Oxidation Ditch pipe connections will result in less than 7-ft of bury depth. To prevent freezing, 4-inch thick insulation 4-ft wide is to be placed over these pipes where there is less than 7-ft of cover. \$1,822.51 of work has been completed.
4. The new 12" EQ basin pipe conflicted with the existing 6" RW pipe to the south oxidation ditch. No records from the original construction plan were found during design or by City staff that show the RW pipe elevation. The 6" RW pipe was raised / reinstalled when it was encountered - contractor is to submit costs associated with this work for review and approval. Costs are tentatively estimated at about \$2,500.
5. Some additional existing tank and pipe connections may result in less than a 7-ft of bury depth. To prevent freezing, 4-inch thick insulation 4-ft wide is to be placed over pipe locations with less than 7-ft of cover - costs to be determined where this situation is encountered. Costs are tentatively estimated at \$2,000 or less.
6. Sludge Tank Diffuser Modifications - BMI design called for coarse nozzle diffusers, City staff directed those be changed to fine nozzle diffusers. Final costs for this change remain to be determined, but are tentatively estimated at \$2,500 or less. This work is essentially complete at this time.
7. Field Order #4:
  - a. Modify Clarifier Splitter Box - modifications provide for temporary pipe closures and structure drainage while structure remains unused. Costs should be minimal, not expected to be more than \$500. Work is in progress.
  - b. Clarifier Tank Weir Gates - gates provided were based on faulty as-built information. The gates provided allow for 12" lift while the existing gates provide for 18" lift. BMI directed gates be modified to provide for the 18" lift needed to operate the clarifiers. Costs to modify the gates are estimated at about \$1,000.00. This work is complete.

Proposed Changes	Cost
8 - BMI Proposal Request #4 - Minor Electrical Modifications	
a - Minor Wiring and Conduit Additions at WWTP	\$4,417.97
b - Transfer Switch Modifications at PW Bldg	\$21,601.98
c - Emergency Lighting Revisions at PW Bldg	\$4,657.30
9 - EQ Basin Mixer	\$16,086.86
10 - SCADA System - Computer Modifications (deduct)	(\$7,580.09)



The following information is provided for the items identified above:

8. BMI Proposal Request #4 - Minor Electrical Modifications requested by BMI.
  - a. Minor Wiring and Conduit Additions at WWTP - provides for wiring and conduits to grit pump and EQ Blower that were not shown in the plans. Estimated cost of this work is \$4,417.97 based on a proposal provided by Eagle (**attached - Proposal PR#4**). This work is complete.
  - b. Transfer Switch Modifications at PW Bldg - this work is necessary to power the PW Bldg from the new stand by generator. Location of the new switch in the PW Bldg must be revised from that shown in the plans due to location of main power line feeding the PW Bldg. Cost of this work will be paid for on a Time and Materials basis with a not to exceed cost of \$21,601.98 based on a proposal provided by Eagle (**attached - Proposal PR#4**). This work will not be undertaken without Council approval.
  - c. Emergency Lighting Revisions at PW Bldg - Cost of this work will be paid for on a Time and Materials basis with a not to exceed cost of \$4,657.30 based on a proposal provided by Eagle (**attached - Proposal PR#4**). Emergency lighting, per code, is to be on a dedicated circuit which is not currently the case for the existing lighting. This work will not be undertaken without Council approval.
9. EQ Basin Mixer - as a result of the RAS Piping rerouting (change 2.a described above) a mixer should be installed in the EQ Basin to avoid solids settlement issues. Estimated cost of this work is \$16,086.86 based on a proposal provided by Eagle (**attached - Proposal PR#5**). Council approval will be needed before this work is ordered.
10. SCADA System - Computer Modifications (deduct) - the existing computer at the WWTP can be used versus a new one planned to be supplied by the contractor. A credit of \$7,580.09 will be provided the city for continued use of their existing computer for SCADA purposes based on a proposal provided by subcontractor In Control (**attached - Computer Allowance**).

Items 1 through 5 above have been previously reviewed by staff and City Council and these changes have been found to be acceptable. Changes 6 and 7 were authorized by city staff and BMI to allow work to continue without delay. Items 8 and 9 are fairly recent issues and will not be undertaken without Council approval. Item 10 is noncontroversial and will be approved by city staff and BMI. Changes 1 through 3 have been authorized by BMI and have been incorporated into pay requests as appropriate (totaling \$12,413.30). Costs for changes 4 through 7 will be reported back to Council and incorporated into pay requests when final costs have been determined (estimated at \$8,500.00). Costs for changes 8 and 9 are estimated at \$46,764.11. Item 10 provides for a contractor deduct (city credit) of about \$7,580.09.

A construction allowance of \$75,000 to pay for possible contract changes was incorporated into the construction contract for this project. So far, \$12,413.30 has been charged towards that allowance. Assuming all changes above are approved and costs remain as estimated, the charges towards the construction allowance would increase to \$ \$60,097.32.

Well construction has been completed and final costs are \$67,940, which is \$455 less than contracted for.

Engineering services for the project have been continuing as agreed to according to the existing "Not to Exceed" contract. No cost changes are anticipated at this time.

Total project costs to date and estimated final costs can be summarized as follows:


<b>Total Estimated Project Cost</b>	<b>Original Cost</b>	<b>Changes</b>	<b>Costs to Date</b>	<b>Estimated Final Costs</b>
WWTF Construction	\$2,152,000	\$ 60,097	\$1,565,485	\$ \$2,212,097
Well Construction	\$ 68,395	\$ (455.00)	\$ 67,940	\$ 67,940
Engineering	\$ 198,400	\$ (514.00)	\$ 194,753	\$ 197,886
<b>Totals</b>	<b>\$ 2,418,795</b>	<b>\$ 59,128</b>	<b>\$ 1,828,178</b>	<b>\$ 2,477,923</b>
<b>Other City Costs (pre 2018)</b>			<b>\$188,016</b>	<b>\$2,667,455</b>

Please see project cost summary (**attached - Project Cost Summary - 07.05.18**) for project cost details.

**Attachments**

1. Project Schedule - 02.02.18
2. Project Cost Summary - 07.05.18
3. Project Request #4 Meeting Summary
4. Proposal PR#4
5. Proposal PR#5
6. Computer Allowance



		Schedule																																															
		Project No: _____ Page 1 of 1																																															
		Prepared by: <b>Eagle Construction</b>																																															
		Date: November 21, 2017 Revised: 2/2/18																																															
Project Name: <b>Crosslake WWTF Improvements</b>		2017																																															
Proposed Start: _____		2018																																															
Completion: <b>August 30, 2018</b>		2019																																															
		SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE				JULY				AUGUST			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4												
No.	Work Item																																																
	Concrete EQ Basin																																																
	EQ Tank Coatings																																																
	Coarse Bubbling System (EQ Basin)																																																
	Blower EQ Basin																																																
	EQ Basin Pump Installation/ Piping																																																
	EQ Basin Pump Start-up																																																
	Water Storage Tank Concrete																																																
	Existing Filter/ Pump Room Valve Replacement																																																
	Pre-Treatment Bldg Piping Modifications																																																
	Mech. Fine Screen Installation																																																
	Pre-Treatment Bldg Stairs, Railings, Grating																																																
	Blower & Air Piping																																																
	6" WM Water Storage to Loadout																																																
	WM Water Storage to Clarifier																																																
	4" WM Well to water Storage																																																
	Water Storage Pump Installation																																																
	Control Structure Concrete / Piping																																																
	Rapid Mix Manhole & Piping																																																
	Water Manhole & Piping																																																
	Sludge Storage Tank Piping & Modifications																																																
	Site Grading/ Fencing/ Restoration																																																
	Punchlist																																																
	Owner Training/ Start-up																																																
	Substantial Completion																																																

\*\*\* Disclaimer: Construction schedule is for informational purposes only subject to alterations by contract amendment. Contractual dates are as specified in the Contract Agreement. Interim activities and their durations are an approximation and not contractual.



**City of Crosslake**  
**Waste Water Treatment Facility Project**  
 BMI Project # - M25.113425

**Project Cost Summary**  
 July 5, 2018

Item	Contract Amounts	Changes	Estimated Final Amounts	Notes
<b>Eagle - Contract Amount</b>				
Construction	\$ 2,152,000.00		\$ 2,152,000.00	construction amount
Allowance	\$ 75,000.00			contingency
<b>Contract Changes</b>				
1 - Field Order #1 - Add Rebar: Water Storage Tank Base Slab		\$ 424.00	\$ 424.00	required - requested by BMI
2 - Field Order #2:				
a - BMI Proposal Request #1 - RAS Piping Relocation to EQ Basin		\$ 11,923.13	\$ 11,923.13	optional - requested by city
b - BMI Proposal Request #2 - Remove and Replace Three (3) Four Inch Plug Valves		\$ 2,464.93	\$ 2,464.93	optional - requested by city
c - Eagle Proposal Request #1 - Relocate 6" Oxidation Ditch Drain Line (deduct)		\$ (4,221.27)	\$ (4,221.27)	optional - requested by Eagle
3 - Field Order #3 - Pipe Insulation (Eq Basin to Oxidation Ditch)		\$ 1,822.51	\$ 1,822.51	optional - requested by city
4 - Relocate 6" RW Piping to South Oxidation Ditch		\$ 2,500.00	TBD	required - requested by BMI
5 - Pipe Insulation (additional - as needed)		\$ 2,000.00	TBD	optional - requested by city
6 - Sludge Tank Diffuser Modifications (revised from coarse to fine nozzles)		\$ 2,500.00	TBD	optional - requested by city
7 - Field Order #4:				
a - Modify Clarifier Splitter Box		\$ 500.00	TBD	required - requested by BMI
b - Lengthen Clarifier Weir Gates (2)		\$ 1,000.00	TBD	required - requested by BMI
8 - BMI Proposal Request #4 - Minor Electrical Modifications				
a - Minor Wiring and Conduit Additions at WWTP		\$ 4,417.97	\$ 4,417.97	required - requested by BMI
b - Transfer Switch Modifications at PW Bldg (T & M - NTE)		\$ 21,601.98	\$ 21,601.98	required - requested by BMI
c - Emergency Lighting Revisions at PW Bldg (T & M - NTE)		\$ 4,657.30	\$ 4,657.30	required- Electrical Inspector
9 - EQ Basin Mixer		\$ 16,086.86	\$ 16,086.86	optional - requested by city
10 - SCADA System - Computer Modifications (deduct)		\$ (7,580.09)	\$ (7,580.09)	required - requested by Eagle
<b>Totals</b>	<b>\$ 2,227,000.00</b>	<b>\$ 60,097.32</b>	<b>\$ 2,203,597.32</b>	
<b>Pay Request # / Date</b>	<b>#10 - 06/26/18</b>			
Eagle - Work Completed to Date	\$ 1,565,485.30			
Eagle - Paid to Date	\$ 1,480,461.76			
Eagle - Retainage	\$ 78,274.26			
Eagle - Pay Request	\$ 6,749.28			
<b>Item</b>	<b>Contract Amounts</b>	<b>Changes</b>	<b>Final Amounts</b>	
<b>Blue Water Wells - Construction Costs</b>				
Construction	\$ 68,395.00	\$ -	\$ 68,395.00	
<b>Contract Changes</b>				
1 - Test Pump		\$ (2,000.00)	\$ (2,000.00)	
2 - Water Analysis		\$ (1,750.00)	\$ (1,750.00)	
3 - Casing		\$ (1,080.00)	\$ (1,080.00)	
4 - Open Hole		\$ (1,125.00)	\$ (1,125.00)	
5 - Increase Pump and Casing Sizes (to 500 gpm capacity)		\$ 5,500.00	\$ 5,500.00	
<b>Totals</b>	<b>\$ 68,395.00</b>	<b>\$ (455.00)</b>	<b>\$ 67,940.00</b>	
<b>Pay Request # / Date</b>	<b>#1 (Final) - 9/18/17</b>		<b>\$ 67,940.00</b>	
<b>Item</b>	<b>Contract Amount</b>	<b>Changes</b>	<b>Cost to Date</b>	<b>Estimated Final Amounts</b>
<b>BMI - Design and Construction Services Costs</b>				
Task 1 - Site Work Design	\$ 8,400.00	\$ (9.00)	\$ 8,391.00	\$ 8,391.00
Task 2 - Waste Water Facility Design	\$ 82,000.00	\$ -	\$ 82,000.00	\$ 82,000.00
Task 3 - Bidding Services	\$ 8,000.00	\$ (505.00)	\$ 7,495.00	\$ 7,495.00
Task 4 - Water Supply Well and Storage Tank Design (Alternate)	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 30,000.00
Task 5 - Construction Services	\$ 70,000.00	\$ -	\$ 66,867.41	\$ 70,000.00
<b>Totals</b>	<b>\$ 198,400.00</b>	<b>\$ (514.00)</b>	<b>\$ 194,753.41</b>	<b>\$ 197,886.00</b>
<b>Total Estimated Project Cost</b>	<b>Original Cost</b>	<b>Changes</b>	<b>Costs to Date</b>	<b>Estimated Final Amounts</b>
WWTF Construction	\$ 2,152,000.00	\$ 60,097.32	\$ 1,565,485.30	\$ 2,212,097.32
Well Construction	\$ 68,395.00	\$ (455.00)	\$ 67,940.00	\$ 67,940.00
Engineering	\$ 198,400.00	\$ (514.00)	\$ 194,753.41	\$ 197,886.00
<b>Totals</b>	<b>\$ 2,418,795.00</b>	<b>\$ 59,128.32</b>	<b>\$ 1,828,178.71</b>	<b>\$ 2,477,923.32</b>
<b>Other Related City Costs:</b>			<b>Costs to Date</b>	<b>Estimated Final Amounts</b>
City costs prior to 2016 - WIP at 12/31/2016			\$ 142,416.61	\$ 142,416.61
Other 2017 City Costs - USA Bluebook, Fiber Upgrades, Elite Fence and Deck, Etc			\$ 45,599.90	\$ 45,599.90
<b>Totals</b>			<b>\$ 188,016.51</b>	<b>\$ 188,016.51</b>
<b>TOTAL CITY COSTS</b>			<b>\$ 2,016,195.22</b>	<b>\$ 2,665,939.83</b>

**Legend:**

- Proposed change or estimated cost
- Authorized / approved changes / costs



Real People. Real Solutions.

7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

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

**PROJECT REQUEST#4 MEETING**  
**Wastewater Treatment Plant Improvements - City of Crosslake**  
**BMI Project No. M25.113425**  
**3:00 p.m., Wednesday, June 20, 2018**

**Attendees:** John Graupman, Phil Martin, and Mike Rardin - Bolton & Menk, Inc.; Ted Strand, Dave Nevin, and Dave Schrupp - City of Crosslake; and, Matt Garding - Holden Electric

The following is a summary of the meeting to discuss electrical issues with Public Works Building (Record Drawing E6.1 attached for reference):

**1. Discussion topics:**

**a. Public Works Building Existing Emergency Lighting**

1. Existing panels, switch and wiring was previously approved by state electrical inspectors. Emergency panel should only serve emergency lights. Additional circuits are not allowed on emergency lighting switches and panels
2. The wiring was assumed to be code compliant since it had been inspected and approved twice and panel was not labelled as emergency service
3. Now determined by regional inspector not to be code compliant regarding both non-essential circuits and wire feed size. It is not grandfathered in and must be corrected.
4. Various options to remedy the situation discussed including battery powered emergency lights.
5. Consensus was to upgrade wiring to code for emergency lights as best and lowest cost option- approximate cost \$4,300
6. Question whether Crow Wing County should participate in the cost to correct this building deficiency
7. Electrician willing to work on not to exceed time and material basis to try to reduce cost

**b. Public Works Building Proposed Transfer Switch**

1. Transfer switch would power whole building. Deemed critical since this is base of operations in emergencies for both City and local county vehicles and staff. This would provide heat, power to doors, fuel pumps, etc. in power outage.
2. Primary power comes under the floor rather than from exterior and cannot be moved. Electrical inspector would not allow any unfused wire requiring moving a panel to fit transfer switch.
3. Changes necessary to provide space to install new switch are additional wiring and labor. All materials or labor in bid will still be utilized. This is all additional wire and related labor.
4. Consensus was to install new switch with changes as proposed - approximate cost \$22,000
5. Question whether Crow Wing County should participate in the cost to upgrade power to the building (generator and switch costs)

6. Electrician willing to work on not to exceed time and material basis to try to reduce cost

**2. Follow Up Actions:**

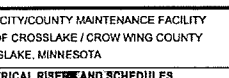
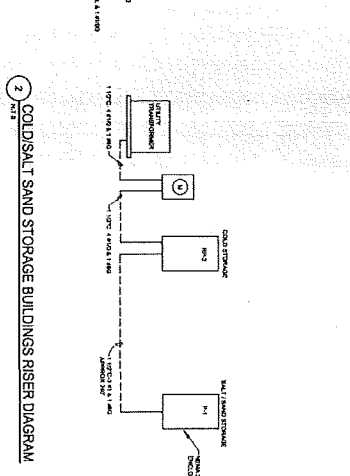
**a. BMI**

1. Work with contractor to revise PR #4 to cover emergency lighting revisions and installation of proposed transfer switch - approximate cost \$26,300
2. Request new PR for needed wiring at WWTP (initially included in PR#4) - approximate cost \$4,400
3. Provide the City with a written summary of the past emergency lighting inspection / code compliance issue

**b. City**

1. Contact State of Minnesota regarding past inappropriate electrical inspections
2. Contact Crow Wing County regarding cost participation in PW Building power upgrade



[illegible][illegible]

# PROPOSAL

# REQUEST

OWNER	<input type="checkbox"/>
ENGINEER	<input type="checkbox"/>
CONSULTANTS	<input type="checkbox"/>
CONTRACTOR	<input type="checkbox"/>
FIELD	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

PROJECT: Crosslake WWTP Improvements  
(name, address)

PROPOSAL REQUEST NO: 4

OWNER: City of Crosslake, Minnesota

DATE: 5-1-18

TO: (CONTRACTOR)  
Eagle Construction Company  
515 9<sup>th</sup> Avenue NW  
Little Falls, MN 56345

ENGINEER'S PROJECT NO: M25.113425

CONTRACT FOR: \$2,227,000

CONTRACT DATED: August 15, 2017

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Description: (Written Description of the Work)

1. Electrical contractor to use VFD cable for Grit Pump GP-1 feeder. Size conduit per cable requirements. **14.4% \$4,417.97**
2. Electrical contractor to provide a 1" control conduit with the 1-1/2" conduit to future EQ Blower #1.
3. Refer to Sheet 7.01: **70.4% \$21,601.98 T&M NTE**
  - A. Move two (2) existing (HP-1A/B) panels from west wall to the east wall. Extend circuits in wireway as required.
  - B. Relocate four (4) lighting contactors as required for installation of new transfer switch.
  - C. Existing 60A/3P Life Safety transfer switch to remain. Provide 4-#4+GRND conductors from new generator to existing transfer switch. Extend existing 2" conduit to south side of building for connection to 60A/3P Life Safety disconnect.
  - D. Provide and install a new 60A/3P Life Safety disconnect on new generator.
  - E. Contractor shall relocate non-emergency circuits from the Life Safety system to the general transfer switch. **15.2% \$4,657.30 T&M NTE**
  - F. The contractor shall re-circuit one emergency lighting and exit sign in the electrical room so that the circuit feeding the lighting in the room also feeds the emergency and exit illumination.

Attachments: (List Attached Documents that Support Description)  
None

ENGINEER: John Graupman

DATE: 5-1-18

M25.113425 - Crosslake, MN  
Crosslake WWTF Improvements

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<b>PROPOSAL</b>	OWNER	<input type="checkbox"/>
	ENGINEER	<input type="checkbox"/>
	CONSULTANTS	<input type="checkbox"/>
<b>REQUEST</b>	CONTRACTOR	<input type="checkbox"/>
	FIELD	<input type="checkbox"/>
	OTHER	<input type="checkbox"/>

---

PROJECT: Crosslake WWTP Improvements  
(name, address)

PROPOSAL REQUEST NO: 5

OWNER: City of Crosslake, Minnesota

DATE: 5-17-18

TO: (CONTRACTOR)

ENGINEER'S PROJECT NO: M25.113425

Eagle Construction Company  
515 9<sup>th</sup> Avenue NW  
Little Falls, MN 56345

CONTRACT FOR: \$2,227,000

CONTRACT DATED: August 15, 2017

---

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

---

Description: (Written Description of the Work)

1. Provide mixer in equalization basin splitter box with local VFD controller in weather rated enclosure. See attached cut sheet and mixer information. No grout required at this time, grout may be added in future if needed.
2. Provide \_ conduit and wire from \_ to feed VFD. Mount adjacent to Equalization Tank outside of Class 1-Div. 1 envelope.
3. Provide a GFI 110-volt convenience outlet at VFD controller (alternate option at light pole)

Attachments: (List Attached Documents that Support Description)

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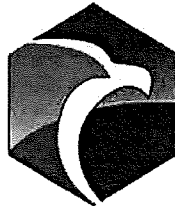
ENGINEER: John Graupman

DATE: 5-17-18

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**PROPOSAL**  
**PR #5**



**EAGLE**  
**CONSTRUCTION COMPANY, INC.**

Eagle Construction Company, Inc.  
515 9th Ave NW  
Little Falls, MN 56345

ATTN: John Graupman - BMI  
1960 Premier Drive  
Mankato, MN 56001

Project: Crosslake WWTF Improvements  
Date: 6/13/18

**Description:** Per PR #5 to provide and install a submersible mixer within the equalization basin splitter box structure. Associated costs with this work are as follows:

DESCRIPTION	Qty	Units	RATE	TOTAL
KSB Model Amamix C222/14xdg, 1.7 hp, 460/3 submersible mixer.	1	EA	\$9,642.27	\$9,642.27
Labor for Installation	4	MHS	\$75.00	\$300.00
		Mark-Up 15%		\$1,491.34
Electrical Installation	1	LS	\$4,250.00	\$4,250.00
		Mark-up 5%		\$212.50
		Cost of Bond 1.2%		\$190.75

**TOTAL AMOUNT** **\$16,086.86**

Thank you for the opportunity to Quote this work for you.

Regards,

Jayd Newman  
Eagle Construction Company, Inc.  
320-632-5429

# QUALITY FLOW SYSTEMS, INC.

800 6<sup>th</sup> Street NW  
New Prague, MN 56071

Phone (952)758-9445  
Fax (952)758-9661

May 10, 2018

To: John Graupman  
Bolton & Menk

Subject: Submersible Mixer

Dear John;  
Please find below our KSB's mixer selection pricing proposal with the 2" mast system.

## KSB Submersible Mixer & Rail System:

One	(1)	"KSB" Model Amamix C222/14XDG, 1.7hp, 460/3 submersible mixer complete with 50' of power cord.
One	(1)	2" X 2" stainless steel mixer mast system complete.
One	(1)	"Mitsubishi VFD
One	(1)	J hook
One	(1)	Freight to jobsite
One	(1)	Start-up and training

**Total Delivered Selling Price - \$8,980.00 (+ tax)**  $7.375\% (\$662.27) = \$9,642.27$   
(freight allowed to the jobsite)

If you have questions or wish for our proposal to be quoted different, please give me a call.

Sincerely,

***Pat Malay***

Pat Malay

Phone: 218-829-4759 Fax: 218-829-4121

## CROSSLAKE WTP IMPROVEMENTS : PR CHANGE MIXER

Totals (Summary) - Bid Summary: Default

Material	
Non-Quoted	\$642.03
Quotes	0.00
Sales Tax (7.86%)	50.59
Total Material	\$692.62
Labor	
Direct (39.11 hours @ \$77.00)	\$3,011.47
Non-Productive Labor	0.00
Total Labor (39.11 hours)	\$3,011.47
Direct Job Expenses	\$0.00
Tools and Miscellaneous Materials	0.00
Subcontracts	0.00
Job Subtotal (Prime Cost)	\$3,704.09
Overhead (0.00%)	0.00
Profit (15.00%)	555.61
Job Total	\$4,259.70

Actual Bid Price	\$4,259.70
------------------	------------

Material to Direct Labor ratio: 0.19	
Prime Cost per square foot	\$0.00
Job Total per square foot	\$0.00
Actual Bid Price per square ft	\$0.00
Labor cost per square foot	\$0.00
Labor hours per square foot	0.00
Gross Profit %	13.04
Gross Profit \$	\$555.61
Net Profit %	13.04

\$4,250.<sup>00</sup>



Phone: 218-829-4759 Fax: 218-829-4121

## CROSSLAKE WTP IMPROVEMENTS : PR CHANGE MIXER

Job Number: CO29361-2

## Extension By Phase

Item #	Description	Quantity	Price U	Ext Price	Labor Hr U	Ext Lab Hr
--- 01 Raceway, Fittings & Boxes ---						
1348	3/4" GRC Elbow	2.00	361.89 C	7.24	0.30 E	0.60
1349	1" GRC Elbow	2.00	510.51 C	10.21	0.36 E	0.72
1587	3/4" Locknut	2.00	15.86 C	0.32	0.07 E	0.14
1588	1" Locknut	2.00	28.61 C	0.57	0.08 E	0.16
2357	1" Conduit Hanger w/Bolt	37.50	55.66 C	20.87	12.50 C	4.69
	--- 01 Raceway, Fittings & Boxes Total ---			39.21		6.31
--- 02 Wire & Cable ---						
2788	#10 THHN CU Solid Wire	1,260.00	170.85 M	215.27	6.25 M	7.88
	--- 02 Wire & Cable Total ---			215.27		7.88
--- 06 Underground/Site ---						
2061	3/4" PVC Male Adaptor	2.00	25.52 C	0.51	0.09 E	0.18
2062	1" PVC Male Adaptor	2.00	40.70 C	0.81	0.06 E	0.12
2115	3/4" PVC Coupling	32.00	13.85 C	4.43	0.03 E	0.96
2116	1" PVC Coupling	32.00	18.62 C	5.96	0.04 E	1.28
24065	3/4" PVC Conduit	300.00	31.69 C	95.07	1.50 C	4.50
24351	1" PVC Conduit	300.00	42.98 C	128.94	1.75 C	5.25
	--- 06 Underground/Site Total ---			235.72		12.29
--- 07 Misc ---						
3107	1/8" Poly Pull Line	315.00	5.80 M	1.83	2.00 M	0.63
28018	PLOWING	300.00	0.50 E	150.00	0.04 E	12.00
	--- 07 Misc Total ---			151.83		12.63
	Job Total			642.03		39.11

## Data sheet



Customer item no.:  
Communication dated: 10/05/2018  
Doc. no.: Crosslake Mixer  
Quantity: 1

Number: ES 5900599  
Item no.: 100  
Date: 10/05/2018  
Page: 1 / 6

### Amamix C 2222/14 XDG

Version no.: 1

#### Medium

Pumped medium	Sludge Activated sludge (agitator) Not containing chemical and mechanical substances which affect the materials	Dry substance content [DS] Loss on ignition Sludge volume index (SVI) Viscosity Share rate	1.00 % 70.00 % 80.00 ml/g 2.42 lb/(ft h) 189.00 1/s
Density	62.428000 lb/ft <sup>3</sup>		
Operating temperature	68.0 °F		

#### Tank

Liquid volume	6032.29 gal US	Basin length	21.00 ft
Material	Concrete	Basin width	10.00 ft
Tank shape	Rectangular tank (E)	Number of mixers	1
Fill level	3.84 ft	Energy density	1.09 W/ft <sup>3</sup>
Tank depth	6.00 ft		

#### Creation of flow

Average flow velocity required	0.984 ft/s
Calculated minimum average flow velocity	0.984 ft/s

The average flow velocity can only be achieved if inflows are oriented in flow direction.

#### Design

Max. temperature	104.0 °F	Type (propeller side)	MG
weight	77 lbm	Material code (propeller side)	SIC/SIC/FPM
Type	Amamix C 2222 / 1 4	Mixer standard	KSB-Aggregate North American execution
Execution of drive	direct		
Number of blades	2	Ex protection	Yes
Propeller diameter	8.86 in	Description	Explosion protection to NEC Class1, Div 1, Gr.C, D T3
Propeller speed	1715 rpm		Explosion protection to NEC Class I.Div.1, GroupsC&D
Absorbed power P1 at operating point based on pure water	1.18 HP	Norm	T3
Shaft seal	2 mech. seals in tandem arrangement with oil reservoir	Device category	
	T Tandem mechanical seal	Temperature classes	
Sealing plan	KSB	aggregate	
Manufacturer		additional leakage control	Without
		Weight	36.5

## Data sheet



Customer item no.:  
Communication dated: 10/05/2018  
Doc. no.: Crosslake Mixer  
Quantity: 1

Number: ES 5900599  
Item no.: 100  
Date: 10/05/2018  
Page: 2 / 6

### Amamix C 2222/14 XDG

Version no.: 1

#### Motor

FI operation permitted	Yes (acc. motor manufacturer)	Winding	460 V
Driver type	Electric motor	Poles	4
Motor manufacturer	KSB	Starting mode	Direct-on-line starting
Motor generation	D	Starting mode	
Motor supplied by	Standard motor supplied by KSB - mounted by KSB	Connection mode	Star
		Cooling method	Surface cooling
Rated voltage	460 V	Motor version	X
Frequency	60 Hz	Operation with Frequency Inverter.	No
Motor speed	1715 rpm	Cable design	Rubber hose
Rated power	1.70 HP	Cable entry	Sealed along entire length
Rated current	2.7 A	Sales description power cable	AWG 15-7
Starting current ratio	4.9	Number of power cables	1
Insulation class	F to IEC 34-1	Motor moisture sensor	1
Type of protection	XP//I/CD	Cable length	49.21 ft
Motor enclosure	IP68	Number of additional cable support including catch hook	0
Temperature classes	T3		
Temperature sensor	PTC resistor		

#### Material variant

Axial propeller (ECB)	Stainless steel A 276 Type 316 Ti	Motor housing	Cast iron A 48 Class 35 B
Gear casing		Shaft	Stainless steel A 276 Type 316 Ti
Jet pipe	Without	Studs	A4
Gasket	FKM 80		

#### Nameplates

Nameplates language	International	Duplicate nameplate	With
---------------------	---------------	---------------------	------

#### Installation parts

Scope of supply	Mixer without installation parts	Additional fastening set	Without
Type of Installation	Universal Instalation (Accessories 22)	lower holder	Without
	Yes	Number of center supports	0
Holder for square guide rail	Grey cast iron EN-GJL-250	Adapter for tilt adjustment	Without
Claw material			
Bracket	Without		



## Data sheet



Customer item no.:  
Communication dated: 10/05/2018  
Doc. no.: Crosslake Mixer  
Quantity: 1

Number: ES 5900599  
Item no.: 100  
Date: 10/05/2018  
Page: 3 / 6

**Amamix C 2222/14 XDG**

Version no.: 1

### Please note

KSB quotations and the selection of mixers are exclusively based on the operating parameters specified above as well as the relevant physical variables. Consequently, KSB only accepts warranty obligations for the mixing equipment to the extent of the data provided. It is therefore important that the customer verifies whether the system data considered by KSB in the mixer data sheet does, in fact, conform with the data of the application, and that KSB is informed of any deviations. As the overall function substantially depends on the correct positioning of the mixing equipment, KSB does not accept any warranty claims resulting from a mixer positioning which has not explicitly been approved of by us. Neither low-flow areas (flow separation) resulting from the tank geometry nor the hydraulic solids transportation of the overall system are subject to the KSB warranty. Furthermore, the utilisation of KSB mixers in protected procedures, and any resultant infringement of the industrial property rights of third parties, are similarly excluded.

Possible unexpected on-site conditions may result in the reduction of the average flow velocity. In addition, tolerances in the average flow velocity may occur when conforming with the mixer-relevant standards and directives.

Please observe that velocities higher than the average flow velocity may be present locally.

The required flow velocity for a sediment-free operation is determined by the operational quality of the systems upstream of the tank, essentially by the quantity of solids reaching the tank. Activated sludge flocs settle at flow velocities < 10 cm/s or in case of lack of local turbulence.

Without addition of polymeric flocculation aid.

Mixer(s) positioning in accordance with the system drawing!

# Motor data sheet



Customer item no.:  
Communication dated: 10/05/2018  
Doc. no.: Crosslake Mixer  
Quantity: 1

Number: ES 5900599  
Item no.: 100  
Date: 10/05/2018  
Page: 4 / 6

## Amamix C 2222/14 XDG

Version no.: 1

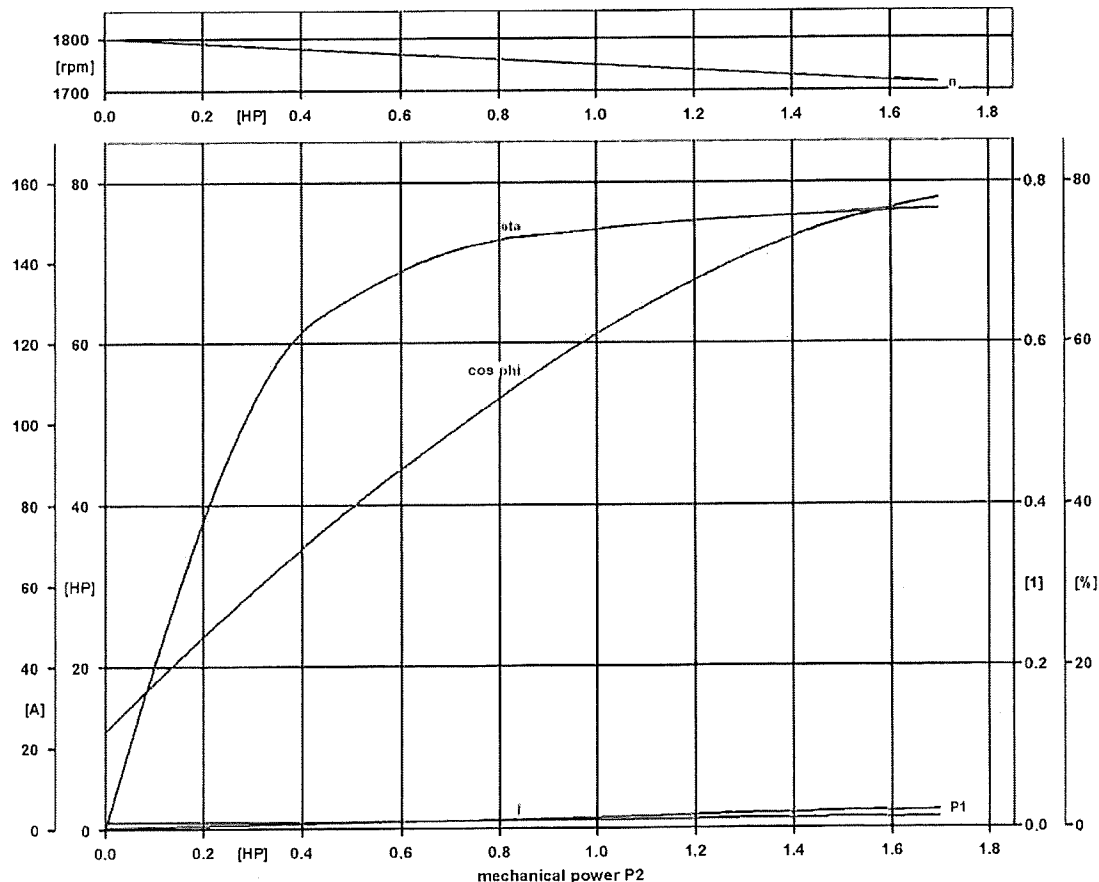
### Motor data

Motor manufacturer	KSB	Rated speed	1715 rpm
Motor size	1D	Starting current ratio	4.9
Motor construction type	KSB Sub. motor	Starting mode	Direct-on-line starting
Motor material	Grey cast iron EN-GJL-250	Power cable	AWG 15-7
Efficiency class	not classified	Number of power cables	1
Rated voltage	460 V	Power cable Ø min.	0.52 in
Frequency	60 Hz	Power cable Ø max.	0.57 in
Motor power	1.70 HP	Cable standard	NEC
Rated current	2.7 A	Switching frequency	20.00 1/h

### Curve data

The no-load point is not a guarantee point within the meaning of IEC 60034

Load	0.0 %	25.2 %	49.6 %	74.8 %	100.0 %
P2	0.00 HP	0.43 HP	0.84 HP	1.27 HP	1.70 HP
n	1800 rpm	1779 rpm	1758 rpm	1736 rpm	1715 rpm
P1	0.23 HP	0.68 HP	1.16 HP	1.69 HP	2.22 HP
I	1.8 A	1.8 A	2.0 A	2.3 A	2.7 A
Eta	0.0 %	62.8 %	73.2 %	75.5 %	76.6 %
cos phi	0.12	0.36	0.55	0.70	0.78



## Installation plan

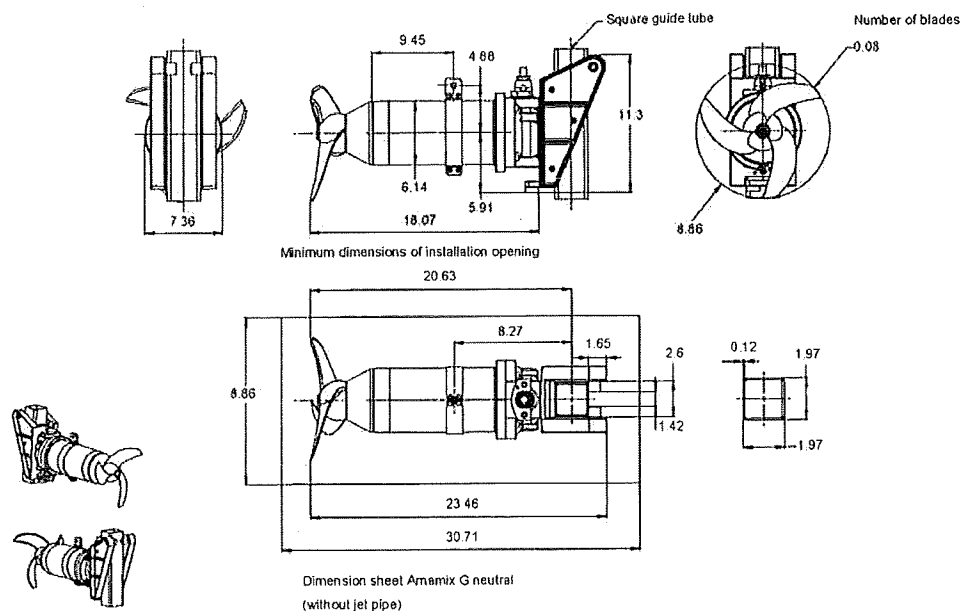


Customer item no.:  
Communication dated: 10/05/2018  
Doc. no.: Crosslake Mixer  
Quantity: 1

Number: ES 5900599  
Item no.: 100  
Date: 10/05/2018  
Page: 5 / 6

Amamix C 2222/14 XDG

Version no.: 1



Drawing is not to scale

Dimensions in in



## Positioning

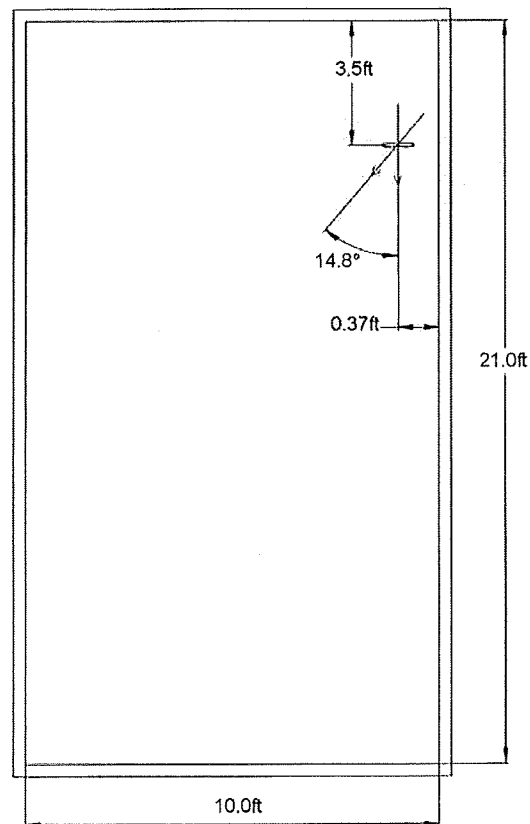


Customer item no.:  
Communication dated: 10/05/2018  
Doc. no.: Crosslake Mixer  
Quantity: 1

Number: ES 5900599  
Item no.: 100  
Date: 10/05/2018  
Page: 6 / 6

Amamix C 2222/14 XDG

Version no.: 1



*Drawing is not to scale*

*The propeller centre is the reference point.*

Tank shape: Rectangular tank (E)  
Type of Installation: Wall mounting

RW1: Amamix C 2222/14 XDG

### Comments

Tank installations are not shown in the positioning options. Please check whether the positioning is suitable for the local conditions.



# **Approval Submittal**

**17161MA-S05R02**  
**Computer Allowance**

**Crosslake WWTF Improvements**  
**2017 M25-113425**  
**Crosslake, MN**



May 23, 2018

Holden Electric  
7669 College Road/PO Box 2668  
Baxter, MN 56425-2688

RE: Your Purchase Order Reference (Sub Contract Agreement 40956-B) for Crosslake WWTF  
Improvements 2017 M25-113425

Dear Jesse:

Your approval is required in order to proceed with this order. The following list of hardware and prices are for review by you and the consultant engineer.

Modifications were made to the attached list for adding a second monitor for the SCADA computer, adding an additional iPad, adding a new office computer that is standalone for operators to use w/monitor, mouse, keyboard, and UPS, and also a backup hard drive.

The backup hard drive can store an image of the computer after startup for disaster recovery and automatic backup of log files and reports. Since there is only one SCADA computer however, if something catastrophic happens to it there are a couple of options:

- 1.) Dell provides 3-year onsite support of hardware repair. If the hard drive were to crash we could load off an image on backup drive.
- 2.) Outside of 3 years if a new computer is needed it can take 3-4 weeks just to procure a new computer, plus the time to set it up. Disaster recovery of the old image may or may not work depending upon hardware chipset within the computer. We have had mixed results.
- 3.) Having a second SCADA computer would be an option but additional software costs would drive price up significantly unless the computer is setup minus the software. Only disadvantage then you have a computer sitting unused in a closet, but would provide the assurances of not having to wait for weeks to get a new one without having a dialer, reports, log files, etc.





Best Regards,

Cory Welsh  
Project Coordinator

<u>Description</u>	<u>P/N</u>	<u>Cost</u>	<u>Quantity</u>	<u>Cost</u>
Computer	Dell Precision 5820, 2.8GHz, 8GB RAM, RAID 1TB HDs	\$1,763.00	2	\$3,526.00
Monitor	Dell 24" Wide Screen P2417H	\$207.99	2	\$623.97
Sound Bar	Dell AC511	\$24.99	2	\$49.98
UPS	Powerware PW9130L-700T	\$590.63	2	\$1181.26
Ethernet Switch	Netgear GS105	\$36.99	2	\$73.98
iPad	9.7" 6th Generation, 128GB, Wi-Fi Only, Space Grey	\$449.00	2	\$898.00
iPad Case	UAG Folio Metropolis Feather-Light Rugged	\$49.99	2	\$99.98
iPad Protector	Sparin	\$11.99	2	\$23.98
Printer	HP Color LaserJet Pro M452dw	\$319.99	1	\$319.99
Firewall	Watchguard T-15W / WGT16031-WW	\$414.00	1	\$414.00
Remote Software	RealVNC 5 year contract	\$225.00	1	\$225.00
Cat 5 patch cables	Black Box EVNSL21-0006	\$5.99	4	\$23.96
Backup Hard Drive	Seagate 4TB Backup Plus	\$119.99	1	\$119.99
<b>Total</b>				<b>\$7,580.09</b>