

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JANUARY 9, 2017  
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. ORGANIZATIONAL MEETING APPOINTMENTS**

1. Designate Acting Mayor – (Council Action-Motion)
2. Appointment of 2-Ex Officios to the Fire Relief Association (Mayor and Finance Director/Treasurer) (Council Action-Motion)
3. Approve Schedule of Regular Council Meetings – (2<sup>nd</sup> Monday of Month at 7:00 P.M.) (Council Action-Motion)
4. Appointment of Official Newspaper (Currently Northland Press) (Council Action-Motion)
  - a. Letter dated December 22, 2016 from Northland Press Re: 2017 Rates
  - b. Letter from Echo Publishing Re: 2017 Rates
5. Appointment of City Engineer (Council Action-Motion)
  - a. Letter dated January 4, 2017 from WSN
6. Memo dated January 9, 2017 from Mayor Norgaard Re: Commission Appointments (Council Action-Motion)
7. Memo dated January 9, 2017 from Mayor Norgaard Re: Commission Liaison Appointments (Council Action-Motion)

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

1. Public Information Meeting Minutes of December 12, 2016
2. Regular Council Meeting Minutes of December 12, 2016
3. City – Month End Revenue Report dated December 2016
4. City – Month End Expenditures Report dated December 2016
5. December 2016 Budget to Actual Analysis
6. Pledged Collateral Report dated December 31, 2016
7. Crow Wing County City Officers and Bond Certificate Information Form
8. League of MN Cities Liability Coverage Waiver Form
9. League of MN Cities Insurance Trust Property/Casualty 2016 Dividend Information
10. Official Depositories – (Frandsen Bank, BlackRidge Bank, First National Bank, 4M Fund)
11. Designate Signatories on City Checking and Savings Accounts – (Mayor, Acting Mayor, Finance Director/Treasurer, and City Clerk)
12. Appointment of Legal Services
  - a. Civil (Breen & Person)
  - b. Labor (Johnson, Killen & Seiler)

- c. Prosecuting (Mallie)
- d. Bond Counsel (Briggs & Morgan)
- 13. Approve 2017 Mileage Reimbursement Rate (Current IRS Amount is \$0.535)
- 14. Approve Weed Inspector – (Mayor Norgaard)
- 15. Approve Assistant Weed Inspector – (Ted Strand)
- 16. Police Report for Crosslake – December 2016
- 17. Police Report for Mission Township – December 2016
- 18. 2016 Annual Police Report for Crosslake
- 19. 2016 Annual Police Report for Mission Township
- 20. Fire Department Report – December 2016
- 21. North Memorial Ambulance Report – December 2016
- 22. Planning and Zoning Monthly Statistics
- 23. Planning and Zoning Commission Meeting Minutes of November 23, 2016
- 24. Crosslake Roll-Off Recycling Report for December 2016
- 25. Waste Partners Recycling Report for November 2016
- 26. Memo dated 1/4/17 from City Clerk Re: Group Transient Merchant Permit
- 27. Crosslake Ideal Lions Club Contribution Report for 2016
- 28. Bills Paid from 12/13/16 to 12/31/16
- 29. Resolution Approving County Project Within Municipal Corporate Limits on County Road 16
- 30. Bills for Approval

**D. CRITICAL ISSUES –**

- 1. Cindy Myogeto, Chamber of Commerce – Permission to Hold Soup Fest on February 4, 2017 and St. Patrick's Day Parade/5K Run on March 18, 2017 (Council Action-Motion)
  - a. Application for Group Transient Merchant Permit (Council Action-Motion)

**E. MAYOR'S REPORT**

- 1. Proclamation Commemorating City of Crosslake School Choice Week

**F. CITY ADMINISTRATOR'S REPORT**

- 1. Approval of Revised City of Crosslake Employee Handbook (Council Action-Motion)
- 2. Memo dated January 5, 2017 from Dan Vogt Re: Non-Contract Employee Wage/Benefit Adjustment Proposal (Council Action-Motion)

**G. COMMISSION REPORTS**

**1. PLANNING AND ZONING**

- a. Proposed Agenda for Joint Meeting on January 26, 2017 at 10:00 A.M. (Council Information)

**2. PARK AND RECREATION/LIBRARY**

- a. Staff Report dated January 5, 2017 from Jon Henke Re: Community Center Activities (Council Action-Motion)

**H. CITY ATTORNEY REPORT**

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

**I. OLD BUSINESS**

**J. NEW BUSINESS**

**K. 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.**

**L. ADJOURN**

# Northland PRESS

B.4.a.

13833 Riverwood Lane, Suite 2. Crosslake 56442 • P.O. Box 145, Outing 56662  
Phone: 218.692.5842 | Fax: 218.692.5844 | [news@northlandpress.com](mailto:news@northlandpress.com) | [www.northlandpress.com](http://www.northlandpress.com)

December 22, 2016

To: Crosslake City Council  
Re: 2017 Legal Newspaper Designation

Dear Mayor and City Council,

We would like to take this opportunity to thank the City of Crosslake for designating the Northland Press as your legal newspaper in 2016. We would like to continue as your resource for legal publishing in 2017.

We remain a free publication delivered through the U.S. Mail to every postal customer in Crosslake every week. This ensures that each resident has the opportunity to view every legal/public notice as well as follow any city business as reported in the paper.

The rate for publishing legal and public notices will remain the same in 2017 (\$8.50 per column inch). All notices will be posted on our website as required by Minnesota Statute. The paper is for sale at several retail outlets in the lakes area for residents that do not have a post office box, or are seasonal. We also offer subscriptions for six months and one year.

Enclosed with this letter is a copy of our filing with the Minnesota Secretary of State and rate card.

Again, thank you for your consideration to continue as your official newspaper. Please direct any questions to me. I can be reached at 218-692-5842 (office) or 218-340-4162 (cell), or email at [paul@northlandpress.com](mailto:paul@northlandpress.com).

Sincerely,

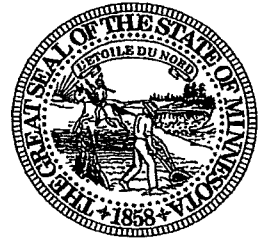


Paul Boblett  
Owner/Editor  
Northland Press

# Office of the Minnesota Secretary of State

## Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



Must be filed between September 1 and December 31, each year

Filing Fee: \$25.00

Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

The Northland Press Inc  
2220 Peninsula Rd NE  
Outing, MN 56662

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

NOV 03 2016

*Steve Pinner*  
Secretary of State

2. **IF CHANGED**, list the new name and/or address of known office of issue:

Name of Newspaper: \_\_\_\_\_

Street Address: \_\_\_\_\_  
(Must be a complete street address or rural route and rural route box number)

City: \_\_\_\_\_ State: MN Zip Code: \_\_\_\_\_

3. County of Known Office of Issue: (Required) Cass County  
4. Legal Newspaper Phone Number: (Required) 218-792-5842 Outing, MN office  
218-692-5842 Crosslake, MN office  
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Joanne W. Boblett, Publisher/Co-Owner 218-792-5842  
Contact Name Daytime Phone Number

6. Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: jo@northlandpress.com

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Joanne W. Boblett 10/26/2016  
Signature of Authorized Representative (Required) Date

# Northland PRESS

**Crosslake Office:** 13833 Riverwood Lane, Suite 2, Crosslake, MN 56442

**Phone:** 218.692.5842 • **Fax:** 218.692.5844

**Outing Office:** P.O. Box 145, Outing, MN 56662 • **FAX:** 218.792.5844

**Email:** news@northlandpress.com • **website:** www.northlandpress.com

**Frequency:** Weekly, Tuesday, U.S. Mail      **First Publication:** April 5, 2005  
**Circulation:** Free Distribution with Total Market Saturation; Circulation Verification Council (CVC) Audit  
**Serving:** Breezy Point, Crosslake, Emily, Fifty Lakes, Jenkins, Manhattan Beach, Merrifield, Outing, Pequot Lakes, Pine River and surrounding townships.  
**Owners:** Joanne & Paul Boblett  
**Deadlines:** Display Advertising: Thursday by 2:00 pm; Classifieds: Friday by 11:00 am  
**Page Specs:** Broadsheet Format; Print Area: 11.75 inches wide by 20.5 inches tall; 6 Columns  
**Column sizes:** 1 col. = 1.8" 2 col. = 3.79" 3 col. = 5.78" 4 col. = 7.77" 5 col. = 9.76" 6 col. = 11.75"  
**Office hours:** Crosslake: Tuesday-Thursday 9 am - 4 pm, Friday 9 am - 12 noon; Outing: By appt. only

## Display Advertising Rates: *(Deadline Thursday at 2:00 pm)*

**Term And Volume Rate Discounts Are Available**

- **Display Ads** - Open Rate \$9.60 per Column inch
- **Political** - \*Prepaid only \$9.60 per Column inch
- **Classified Display** - Open Rate \$9.60 Column inch
- **National Commissionable** \$14.00 per Column inch
- **Legal Advertising** Available on Request
- **Professional Directory** Available on Request

**Process Color: \$110** - Some discounts are available based on size

## Personal Display Ads: *(Deadline Thursday at 2:00 pm)*

- Birth and Death Notices FREE w/limited availability due to space constraints
- Milestone Anniversary FREE w/limited availability due to space constraints
- Milestone Birthday FREE w/limited availability due to space constraints
- Birthday/Anniversary \$8.50 per column inch (for first 4 column inches, then open rate applies)
- Personal (non-business) Thanks \$8.50 per column inch (for first 4 column inches, then open rate applies)

## Classified Word Advertising Rate: *(Deadline Friday at 12 noon)*

- Lost and Found ads are free; all other Classifieds: 60¢ per word (\$7 minimum/week) + \$1 Box
- Options: **Bold Face** \$1.00

## Preprinted Inserts: *(deadline Thursday 4:00 pm)*

- \$65 per thousand\* for full run; Zoning is available with a flat broken route charge of \$50

*\*Rates may vary depending on size and weight of insert*

## Northland Press Advertising Policy:

*Our policy is simple: If you charge, we charge. We regularly receive requests for free publicity, including items with the words "Press Release" or "News Release" in large print across the top followed by a description promoting products or services of the individual, agency, organization or business that sent the request. If you charge for something, it is generally to cover expenses, and one of those expenses needs to be promotion (i.e. advertising). We want your news. We want your advertising. Let the Northland Press assist you in presenting both to our readers.*

B. 4. 16.

# **pineandlakes** **ECHO** **JOURNAL**

Pequot Lakes • Pine River • Backus • Breezy Point • Crosslake • Hackensack • Jenkins • Lake Shore • Nisswa

PO Box 974, 506 James Street, Brainerd MN 56401 218-829-4705

To: The City of Crosslake  
Re: Legal Newspaper for 2017

The Echo Journal is applying to be the legal publication for the City of Crosslake in 2017.

All public notices are published in the Echo Journal classified section (with a paid distribution of 3,560 copies based on the September 30, 2015 Circulation Verification Council audit) and also on the pineandlakes.com website.

The Echo Journal public notice rate is \$8.50 per column inch, which includes online publishing.

Thanks again for considering the Echo Journal for publishing City of Crosslake public notices in 2017. The Echo Journal staff provides regular coverage of the City of Crosslake council meetings.



Pete Mohs, publisher  
Echo Journal & Brainerd Dispatch  
(218) 855-5855  
pete.mohs@brainerddispatch.com

B.5.a.



January 4, 2017

Honorable Mayor and City Council  
City of Crosslake  
37028 County Rd 66  
Crosslake, MN 56442-2528

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

218.829.5117  
218.829.2517

Brainerd@wsn.us.com

WidsethSmithNotling.com

**RE: CITY ENGINEER/SURVEYOR – 2016 END-OF-YEAR RECAP**

Dear Mayor and Members of the City Council:

We wish to express our thanks to the City Council and staff for the opportunity to serve the City of Crosslake this past year. We are appreciative of the ongoing relationship we have enjoyed with the City over the past twenty years. We wish to provide this letter as a means of summarizing the basic services we have provided in the past, and propose to continue to provide to the City of Crosslake during 2017. Routine services we provide:

- Attend the regular monthly City Council meeting at no charge to the City. Since our initial appointment in 1996, we have attended the regular monthly City Council meeting at no charge. We propose to continue to provide this service at our own expense. An Engineer will attend Council meetings to remain apprised of issues affecting the City and to be on hand to advise the Council and staff as needed on engineering and land-survey related issues.
- We take phone calls and emails from City Staff, Council members, and Commission members to discuss engineering and surveying related matters. We do not bill the City for routine communications, and consider it to be part of our duties as a member of your City Staff team.
- We provide reviews of land development proposals involving City utilities and/or roadways and drainage matters, plats and subdivisions at the request of the Planning and Zoning Department. If the City or County needs engineering review assistance with an application, we will provide assistance on an as-needed basis which would be billed to the City in accordance with our fee schedule. We have worked with the City's Planning and Zoning Department for many years, and are familiar with its Ordinances.
- We review developer-proposed roadway and utility plans for compliance with City Standards, and review construction on behalf of the City for improvements that are proposed to be turned over to, and maintained by, the City. The cost for these services are normally escrowed in advance, and paid by the developer in accordance with a Development Agreement prepared by the City Attorney.
- We attend the Public Works Commission monthly meeting on a regular basis, and bill the City for our time in accordance with our fee schedule.

Attached is our 2017 Fee Schedule for labor and reimbursable costs. This fee schedule includes a modest inflationary increase in hourly rates from 2016. Mileage is proposed to be the Federal Standard Rate. This fee schedule will be used for general City Engineering and City Surveying purposes to assist the City as needed, and for attending any additional meetings requested by the City. We will prepare a written proposal that details the scope of work and estimated fees for specific projects ordered by the City Council. This has been the past policy, and we wish to continue with this practice which allows the City Council to authorize specific services desired of the City Engineer/Surveyor.

**Engineering Recap of 2016**

**STREETS**

- We updated cost estimates and priorities for various budgeting approaches to the 5-year capital improvement plan (CIP) for roadways, trails, and bridges, and participated in budgeting discussions for capital infrastructure improvements.
- The 2016 street improvements are substantially completed, and included resurfacing of Urban Point Road, Forest Lodge Road, South Landing Road, a portion of Manhattan Point Boulevard, the Fire Hall and the Corps of Engineers (Andy's) parking lots.
- We reviewed plans, and provided construction observation for Addi Lane in the Whitefish Business Park plat.
- We are currently designing the 2017 Street Improvements projects which include: resurfacing of Millinda Shores Road, Anchor Point Road with extended shoulder, Daggett Bay Road, and re-alignment of a curve on Tamarack Road.

Honorable Mayor and City Council  
City of Crosslake  
January 4, 2017



**TRAILS** - No trail projects were completed in 2016.

#### **BRIDGES**

- We assisted the city with several public meetings and discussions concerning the Dream Island Bridge Replacement. We prepared bridge plans, which have been approved by MnDOT, for the project to be funded through the State Bridge Bond Program. Appraisals and easement proposals have been offered to two affected land owners. Wetland fill permitting is in process. The project can be let when the state legislature approves a bonding bill, and project construction funds are encumbered.
- We prepared plans, completed surveying, permitting, and construction observation for the Millinda Shores Bridge abutment re-construction project in the spring of 2016.

#### **SANITARY SEWER**

- We worked with City staff and the Public Works Commission to prepare recommended equipment and Wastewater Treatment Facility upgrades, and prepared cost estimates to assist the City with coordinating the upgrades with its budget.
- We assisted with moving forward with the recommended Wastewater Treatment Facility upgrades for Lift Station 'F', including the addition of a wet well mixer, new vortex impeller pumps, variable speed drive and controls.
- We are completing a sanitary sewer extension study for the Wildwood Area of the City.

**FIRE DEPARTMENT** - WSN's funding assistance team is investigating funding for a high-flow water supply well/tender filler.

**PROJECTS FOR 2017** - WSN will continue to move forward with plan preparation for the 2017 Street Improvements projects, Dream Island Bridge, the Wastewater Treatment Facility upgrades, and other ongoing projects.

#### **WSN PERSONNEL**

We propose that David Reese, P.E. continue to serve as WSN's primary Civil Engineering representative to the City, and Mark Hallan, P.E. will serve as back-up if a scheduling conflict arises. Our entire staff is Crosslake's staff. We have professionals with a variety of skills at your disposal. These include funding specialists, mechanical and electrical engineers, architects, environmental specialists, land surveyors, and civil engineering personnel that routinely address water supply, wastewater, bridge and structural, watershed and water resources issues. Thank you once again. We look forward to our continued partnership with the City of Crosslake.

Sincerely,

WIDSETH SMITH NOLTING

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

David S. Reese, P.E.  
Vice President

A handwritten signature in black ink, appearing to read "Mark V. Hallan".

Mark V. Hallan, P.E.  
Vice President

# WIDSETH SMITH NOLTING



## 2017 FEE SCHEDULE

CLASSIFICATION	HOURLY RATE
<b><u>Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer</u></b>	
Level I	\$ 94.00
Level II	\$113.00
Level III	\$138.00
Level IV	\$148.00
Level V	\$165.00
<b><u>Technician</u></b>	
Level I	\$ 63.00
Level II	\$ 80.00
Level III	\$ 95.00
Level IV	\$110.00
Level V	\$120.00
Computer Systems Specialist	\$120.00
Senior Funding Specialist	\$110.00
Marketing Specialist	\$ 95.00
Funding Specialist	\$ 80.00
Administrative Assistant	\$ 54.00

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
Waste Water Sampler	\$40.00/Day
ISCO Flow Recorder	\$60.00/Day
Photoionization Detection Meter	\$80.00/Day
Explosimeter	\$50.00/Day
Product Recovery Equipment	\$35.00/Day
Survey-Grade GPS (Global Positioning System)	\$75.00/Hour
Mapping GPS (Global Positioning System)	\$150.00/Day
Soil Drilling Rig	\$35.00/Hour
Groundwater Sampling Equipment	\$75.00/Day
Subcontractors	Cost Plus 10%

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

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

B.6.

MEMO TO: City Council  
FROM: Mayor Norgaard  
DATE: January 9, 2017  
SUBJECT: Commission Appointments

I hereby recommend the following reappointments:

Public Works/Sewer/Cemetery Commission

Tim Berg – reappointment to 2<sup>nd</sup> – 3 year term  
Dale Melberg – reappointment to 1<sup>st</sup> – 3 year term

Planning and Zoning Commission

Aaron Herzog – reappointment to 2<sup>nd</sup> – 3 year term  
Joel Knippel – reappointment to 2<sup>nd</sup> – 3 year term

Economic Development Authority

Patty Norgaard – reappointment of required City Council term to expire 1/31/20  
Gary Heacox – reappointment of required City Council term to expire 1/31/21  
Jo Smith – reappointment to 1<sup>st</sup> – 6 year term  
Steve Roe – appointment to fill vacancy expiring 1/31/18



**CITY OF CROSSLAKE**  
**APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION**

**PERSONAL INFORMATION**

Name: Last ROE First STEPHEN  
Address: CROSSLAKE, MINN STATE  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Occupation: RETIRED Employer: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☐ Seasonal ☒ Permanent

If yes, how long have you been a Crosslake resident or property owner? 47 yrs.

☐ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

- ☐ Planning and Zoning Commission (Crosslake residency or property ownership required)
- ☒ Economic Development Authority (Crosslake residency or property ownership required)
- ☐ Public Works/Cemetery/Sewer Commission (Crosslake residency or property ownership required)
- ☐ Parks and Recreation/Library Commission (Crosslake residency or property ownership not required)
- ☐ Crosslake Communications Advisory Board (Must own property within service area)

Why are you interested in being appointed to a City advisory board or commission?

*I would like to see orderly growth  
in crosslake.*

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

*I have a degree in Civil Engineering  
I have owned and/or run several companies*

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

*influx of retirees and housing.*

(over)

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No  
Comments:

**POTENTIAL CONFLICTS**

*Conflicts of Interest* may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest? ☐ Yes ☒ No  
If yes, please explain:

\_\_\_\_\_  
Signature

*Stephen J. Re*

\_\_\_\_\_  
Date

*01.05.2017*

Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION!

Please return application to:  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442  
218-692-2688 Phone  
218-692-2687 Fax

**DATA PRACTICES ADVISORY**

We are required to provide the following information to you. Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. However, all of the information will be used by the City Council in determining whether you should be appointed to a Board or Commission. Therefore, the information will be provided to the City Council in a public forum and will be reviewed in public. It will therefore be part of the public record, which will be available to anyone. Failure to provide the requested information may result in your not being considered for appointment. If you have concerns about providing any of the requested information, please contact City Hall at 218-692-2688.

B. 7.

MEMO TO: 2017 City Council Members  
FROM: Mayor Norgaard  
DATE: January 9, 2017  
SUBJECT: Committee Liaison Appointments

I hereby recommend the following liaison assignments for 2017:

- Building & Grounds Dave Nevin
- Economic Development Authority Patty Norgaard  
Gary Heacox
- Park & Recreation/Library Brad Nelson
- Personnel Committee Patty Norgaard  
Dave Schrupp  
Finance Director/Treasurer
- Planning and Zoning Commission Dave Nevin
- Public Safety Patty Norgaard  
Fire Chief  
Police Chief  
City Administrator/Consultant
- Public Works/Cemetery/Sewer Dave Schrupp
- Recycling Gary Heacox
- Emergency Management Director Bob Hartman

C.1.

PUBLIC INFORMATION MEETING  
CITY OF CROSSLAKE  
MONDAY, DECEMBER 12, 2016  
6:00 P.M. – CITY HALL

The Council for the City of Crosslake met in a Special Session on December 12, 2016. The following Council Members were present: Mayor Steve Roe, Gary Heacox, Brad Nelson, Dave Schrupp and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt via conference call, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park Director Jon Henke, Fire Chief Chip Lohmiller, Police Chief Bob Hartman, Mayor Elect Patty Norgaard, Echo Publishing Reporter Theresa Bourke, and Northland Press Reporter Kate Perkins. There were two people in the audience.

Mayor Roe called the meeting to order at 6:02 P.M. The Mayor turned the meeting over to Finance Director Mike Lyonais.

Mike Lyonais reviewed information from Crow Wing County regarding tax capacity and explained that the City's taxable tax capacity increased by approximately \$388,000 over last year. The 5% increase of preliminary tax levy over 2016 resulted in an increase in the City tax rate of 0.481%. Mike Lyonais recommended that the Council make no change to the preliminary tax levy.

Mr. Lyonais reviewed changes to the revenue and expense budgets. The cost for the proposed sewer plant upgrades and 2017 road projects is approximately 2.5 million dollars. If the City bonded for these projects over ten years, the annual bond payment would be approximately \$300,000 with the first payment due in 2018. On a seasonal residential property valued at \$250,000 the tax increase would be approximately \$60 per year. On a property valued at \$500,000 the increase would be approximately \$120 and on a property valued at \$1,000,000 the increase would be approximately \$270 per year.

Dave Schrupp referred to the 2014 and 2015 Financial Statements and asked if the Designated Per Capital Funds of approximately \$240,000 could be used to decrease the levy. Mike Lyonais explained that those are assigned funds that other Councils have set aside for certain projects. The Police Department's Forfeiture Funds are also included in that number and those funds do have spending restrictions by State law. Also included are park dedication funds, park equipment replacement funds, library book sale funds, and animal control funds. Mr. Lyonais noted that the City auditor also recommends that the City have 4-6 months operating reserves.

Mike Lyonais reviewed changes to the tax rate back to 2001 and comparisons with area cities of the 2017 proposed tax rates. The tax rate is calculated by dividing the levy by the taxable tax capacity. The Mayor asked if any audience member wanted to comment on the levy or budget.

Lance Bragstad, owner of Pineberry Plaza at 36184 County Road 66, addressed the Council and stated that his building has been for sale for 8 years and that because of the high property taxes, the building has not sold.

Dave Schrupp stated that he is in favor of cutting expenses to bring the levy increase down to 3.58% as proposed in October. Mark Wessels agreed. Mike Lyonais recommended that the Council approve the levy with the 5% increase over last year which gives approximately \$18,000 of cushion should an unexpected expense arise. Brad Nelson agreed with Mr. Lyonais. MOTION 12S1-01-16 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO ADOPT RESOLUTION NO. 16-29 APPROVING THE FINAL 2016 TAX LEVY COLLECTIBLE IN 2017 AS PROPOSED TOTALING \$3,516,321 WHICH IS A 5% INCREASE OVER LAST YEAR. MOTION CARRIED WITH ALL AYES.

MOTION 12S1-02-16 WAS MADE BY STEVE ROE AND SECONDED BY BRAD NELSON TO APPROVE THE 2017 CITY REVENUE BUDGET TOTALING \$5,897,179 AND THE 2017 EXPENDITURE BUDGET TOTALING \$6,054,423. MOTION CARRIED WITH ALL AYES.

Fire Chief Chip Lohmiller presented an updated quote for self-contained breathing apparatus' (SCBA's) and asked permission to place the order. This purchase is included in the 2017 budget. MOTION 12S1-03-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE PURCHASE OF SCBA'S AT A COST NOT TO EXCEED \$144,000. MOTION CARRIED WITH ALL AYES. Chief Lohmiller thanked the Council and stated he is now working on funding for a vehicle that would replace both the grass rig and tender one.

MOTION 12S1-04-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO ADJOURN THE MEETING AT 7:09 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson  
City Clerk

City Clerk/Minutes/12-12-16 Special Meeting.doc

C.2.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, DECEMBER 12, 2016  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, December 12, 2016. The following Council Members were present: Mayor Steve Roe, Gary Heacox, Mark Wessels, Brad Nelson and Dave Schrupp. Also present were City Administrator/Consultant Dan Vogt via conference call, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park Director Jon Henke, Police Chief Bob Hartman, Crow Wing County Land Service Supervisor Chris Pence, Fire Chief Chip Lohmiller, City Attorney Brad Person, City Engineer Mark Hallan, Mayor Elect Patty Norgaard, Council Elect Dave Nevin, Northland Press Reporter Kate Perkins, and Echo Publishing Reporter Theresa Bourke. There were approximately six people in the audience.

- A. CALL TO ORDER** – Mayor Roe called the Regular Council Meeting to order at 7:10 P.M. The Pledge of Allegiance was recited. MOTION 12R-01-16 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.
- B. CONSENT CALENDAR** – MOTION 12R-02-16 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:
1. SPECIAL COUNCIL MEETING MINUTES OF NOVEMBER 14, 2016
  2. REGULAR COUNCIL MEETING MINUTES OF NOVEMBER 14, 2016
  3. CITY – MONTH END REVENUE REPORT DATED NOVEMBER 2016
  4. CITY – MONTH END EXPENDITURES REPORT DATED NOVEMBER 2016
  5. 11/30/16 PRELIMINARY BUDGET TO ACTUAL ANALYSIS
  6. PLEDGED COLLATERAL STATEMENT DATED NOVEMBER 30, 2016
  7. MEMO DATED DECEMBER 12, 2016 FROM MIKE LYONAIIS RE: TIF REIMBURSEMENT
  8. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT BETWEEN CITY OF CROSSLAKE AND TRI-CO TECHNOLOGIES
  9. APPLICATION FOR SPECIAL TEMPORARY AUTHORITY TO ALLOW TRI-CO TO CONTINUE RESELLING INTERNATIONAL TOLL TERMINATION SERVICES TO CUSTOMERS
  10. POLICE REPORT FOR CROSSLAKE – NOVEMBER 2016
  11. POLICE REPORT FOR MISSION TOWNSHIP – NOVEMBER 2016
  12. FIRE DEPARTMENT REPORT – NOVEMBER 2016
  13. MONTHLY PLANNING & ZONING STATISTICS
  14. 2017 PLANNING AND ZONING MEETING SCHEDULE
  15. PLANNING AND ZONING COMMISSION MEETING MINUTES OF OCTOBER 28, 2016
  16. PLANNING AND ZONING COMMISSION MEETING MINUTES OF NOVEMBER 4, 2016
  17. EDA MEETING MINUTES OF NOVEMBER 2, 2016
  18. PUBLIC WORKS MEETING MINUTES OF OCTOBER 3, 2016

- 19. CROSSLAKE ROLLOFF RECYCLING REPORTS FOR OCTOBER AND NOVEMBER 2016
- 20. WASTE PARTNERS RECYCLING REPORT FOR OCTOBER 2016
- 21. BLAEDC 3<sup>RD</sup> QUARTER 2016 NEW PROJECTS
- 22. BLAEDC 3<sup>RD</sup> QUARTER 2016 ACTIVITY REPORT
- 23. RESOLUTION NO. 16-30 ACCEPTING DONATIONS
- 24. 2017 FEE SCHEDULE
- 25. MEMO DATED DECEMBER 5, 2016 FROM CITY CLERK RE: RETROACTIVE APPROVAL OF BILLS FOR PAYMENT
- 26. BILLS FOR APPROVAL IN THE AMOUNT OF \$108,220.41
- 27. NORTH AMBULANCE RUN REPORT – NOVEMBER 2016 AND
- 28. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$30,757.51  
MOTION CARRIED WITH ALL AYES.

**C. CRITICAL ISSUES –**

1. Mike Rardin of Bolton & Menk presented a proposal for engineering services and wastewater plant improvements. Mr. Rardin reviewed the scope of the project. A separate estimate for the new well was added at the end of the report because the well is not necessary for the proposed upgrades. Bolton & Menk recommends completing the upgrades at one time, rather than doing the project in pieces over several years. Steve Roe questioned the types of tank and pumps listed in the proposal.

Dave Schrupp stated that the proposal should be reviewed and discussed at a separate meeting with the Council and Public Works Commission in attendance. Mr. Schrupp suggested that each Council Member meet with Ted Strand to discuss the needs of the plant.

Ted Strand reported that the plant is currently working well and meeting all standards. Mr. Strand thought that installing the well would take priority to the plant upgrades. Chief Lohmiller stated that it is harder to get water from the lakes in the winter due to ice and winter is when most fires occur. The Fire Department will be evaluated this summer and receive an updated ISO rating which could affect the cost of homeowners' insurance. A new well could help keep the rating low. MOTION 12R-03-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO DIRECT THE PUBLIC WORKS COMMISSION TO REVIEW THE PROPOSAL AND THAT THE COUNCIL HAVE A JOINT MEETING WITH THE PUBLIC WORKS COMMISSION TO DISCUSS THE NEEDS OF THE PLANT. MOTION CARRIED WITH ALL AYES.

**D. PUBLIC FORUM – None.**

**E. MAYOR'S REPORT**

1. Mayor Roe announced that there are vacancies on many commissions. Mayor Roe reported that three applications for the Park Commission and one application for the Planning and Zoning Commission have been submitted. Mayor Roe suggested that the appointments be made in January by the new Council, although the Park Commission will have only 3 members next month. Brad Nelson suggested that the appointments be made today. MOTION 12R-04-16 WAS MADE BY STEVE ROE AND SECONDED BY BRAD NELSON TO APPOINT SANDY MELBERG, DON CHRISTNER, AND

JIM TALBOTT TO THE PARK/LIBRARY COMMISSION. MOTION CARRIED WITH ALL AYES.

MOTION 12R-05-16 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO APPOINT MARK WESSELS TO THE PLANNING AND ZONING COMMISSION EFFECTIVE 1-1-17 TO FILL TERM EXPIRING 1/31/2018. MOTION CARRIED 4-0 WITH WESSELS ABSTAINING.

Mayor Roe thanked the community for their support during his 10 years on the Council and thanked the volunteers that serve on commissions and committees, as well as staff. Brad Nelson presented a 10-Year Service Award to Mayor Roe and a 4-Year Service Award to Mark Wessels and thanked them for their dedication and service to the City.

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

1. MOTION 12R-06-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO ACCEPT THE LOW QUOTE IN THE AMOUNT OF \$23,000 PLUS TAX FROM BIRCHDALE FIRE & SECURITY FOR THE PURCHASE AND INSTALLATION OF A CARD ACCESS SECURITY SYSTEM FOR CITY HALL. Mike Lyonais noted that there is \$16,000 in the 2016 Budget and \$20,000 in the 2017 Budget for this project. MOTION CARRIED WITH ALL AYES.

Dan Vogt reported that staff is updating the employee handbook and organizational chart to remove references to Crosslake Communications employees. The handbook will be brought to the Council in January for approval.

On behalf of staff, Dan Vogt thanked Steve Roe and Mark Wessels for their support of staff and service to the community. Mr. Vogt wished everyone a Merry Christmas and Happy New Year.

#### **G. COMMISSION REPORTS**

##### **1. PUBLIC SAFETY**

- a. Chief Hartman reported that State Law mandates Police Departments have a "Use of Body-Worn Camera Policy" for departments with such cameras. Currently officers wear microphones on their uniform and have a camera on the dash of their squad. Body cameras allow for both audio and visual recordings. Footage is available to the public however faces may need to be redacted.

Mayor Roe opened the floor for public comments. No public comments were received.

MOTION 12R-07-16 WAS MADE BY STEVE ROE AND SECONDED BY BRAD NELSON TO ADOPT THE CITY OF CROSSLAKE USE OF BODY-WORN CAMERAS POLICY AS PRESENTED. MOTION CARRIED WITH ALL AYES.

- b. MOTION 12R-08-16 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO DECLARE THE RICE HOSE TESTING MACHINE, RESCUE ALIVE – ICE RESCUE SLED, ORION ATV/SNOWMOBILE RESCUE TRAILER AND MSA – SCBA LOW PRESSURE 1997/2002 AIR-

PACKS/BOTTLES PRESENTED BY CHIEF LOHMILLER AS EXCESS EQUIPMENT AND ALLOW FOR THE SALE OF THE MERCHANDISE. MOTION CARRIED WITH ALL AYES.

**2. PARK AND RECREATION/LIBRARY**

- a. Jon Henke gave an update on activities at the Community Center including: K-2 basketball registration, skiing, skating and holiday schedule. Jon Henke reported that changes to the 2017 Kitchigami Regional Library contract include receiving an extra \$1,000 for new books and delivering books three times per week rather than four. Mr. Henke was satisfied with the changes. MOTION 12R-09-16 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE 2017 CONTRACT BETWEEN THE CITY OF CROSSLAKE AND KITCHIGAMI REGIONAL LIBRARY SYSTEM. MOTION CARRIED WITH ALL AYES.

MOTION 12R-10-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO APPROVE THE CREATION OF A PARK CAPITAL RESERVE ACCOUNT. This account will be funded with unused dollars in the yearly park budgets. MOTION CARRIED WITH ALL AYES.

**H. CITY ATTORNEY REPORT** – Attorney Person stated that he has not heard from the DNR regarding an update on a deer harvest.

**I. OLD BUSINESS** – None.

**J. NEW BUSINESS** – None.

**K. PUBLIC FORUM** – Pat Netko of 36084 County Road 66 thanked Steve Roe and Mark Wessels for all of their efforts on the Council.

**L. ADJOURN** - MOTION 12R-11-16 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO ADJOURN THE MEETING AT 8:14 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson  
City Clerk  
City Clerk/Minutes/12-12-16

C.3.

**CITY OF CROSS LAKE**  
**Month-End Revenue**  
Current Period: DECEMBER 2016

SRC	SRC Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$2,843,909.00	\$1,203,581.19	\$2,788,775.69	\$55,133.31	98.06%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$112,467.00	\$0.00	\$111,885.64	\$581.36	99.48%
31300	Emergency Services Levy	\$0.00	\$11.63	\$30.67	-\$30.67	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$5.71	\$40.42	-\$40.42	0.00%
31310	2012 Series A Levy	\$123,249.00	\$52,194.04	\$120,925.00	\$2,324.00	98.11%
31800	Other Taxes	\$1,500.00	\$175.39	\$4,508.92	-\$3,008.92	300.59%
31900	Penalties and Interest DelTax	\$1,000.00	\$436.49	\$2,136.67	-\$1,136.67	213.67%
32110	Alcoholic Beverages	\$16,000.00	\$0.00	\$15,900.00	\$100.00	99.38%
32111	Club Liquor License	\$500.00	\$0.00	\$500.00	\$0.00	100.00%
32112	Beer and Wine License	\$1,000.00	\$0.00	\$100.00	\$900.00	10.00%
32180	Other Licenses/Permits	\$200.00	\$0.00	\$250.00	-\$50.00	125.00%
33400	State Grants and Aids	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$1,563.31	\$436.69	78.17%
33417	Police State Aid	\$33,000.00	\$0.00	\$41,344.03	-\$8,344.03	125.28%
33418	Fire State Aid	\$28,000.00	\$0.00	\$63,081.84	-\$35,081.84	225.29%
33419	Fire Training Reimbursement	\$0.00	\$1,450.00	\$13,100.00	-\$13,100.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$38,446.00	\$40,426.00	-\$40,426.00	0.00%
33422	PERA State Aid	\$2,979.00	\$1,489.50	\$2,979.00	\$0.00	100.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$106.99	-\$106.99	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	\$56.95	\$143.05	28.48%
34010	Sale of Maps and Publications	\$30.00	\$0.00	\$110.00	-\$80.00	366.67%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$10.00	\$10.00	50.00%
34103	Zoning Permits	\$28,000.00	\$1,700.00	\$49,025.00	-\$21,025.00	175.09%
34104	Plat Check Fee/Subdivision Fee	\$1,000.00	\$0.00	\$4,025.00	-\$3,025.00	402.50%
34105	Variances and CUPS/IUPS	\$8,800.00	\$500.00	\$8,500.00	\$300.00	96.59%
34106	Sign Permits	\$500.00	\$0.00	\$200.00	\$300.00	40.00%
34107	Assessment Search Fees	\$800.00	\$90.00	\$915.00	-\$115.00	114.38%
34108	Zoning Misc/Penalties	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34109	Zoning Reimb Eng/Legal/Survey	\$2,500.00	\$0.00	\$1,143.75	\$1,356.25	45.75%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$4,000.00	\$250.00	\$9,800.00	-\$5,800.00	245.00%
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	\$0.00	\$400.00	-\$200.00	200.00%
34202	Fire Protection and Calls	\$31,250.00	-\$7,102.25	\$29,755.76	\$1,494.24	95.22%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$1,500.00	\$0.00	\$3,000.00	-\$1,500.00	200.00%
34210	Police Contracts	\$48,000.00	-\$4,000.00	\$48,000.00	\$0.00	100.00%
34211	Police Donations	\$0.00	\$0.00	\$9,872.00	-\$9,872.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$2,682.88	\$2,317.12	53.66%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$69.12	-\$69.12	0.00%
34300	E911 Signs	\$1,000.00	\$0.00	\$1,525.00	-\$525.00	152.50%
34700	Park & Rec Donation	\$300.00	\$0.00	\$115.00	\$185.00	38.33%

## CITY OF CROSS LAKE

## Month-End Revenue

Current Period: DECEMBER 2016

SRC	SRC Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$200.00	\$14.00	\$668.00	-\$468.00	334.00%
34740	Park Concessions	\$500.00	\$0.00	\$396.00	\$104.00	79.20%
34741	Gen Gov t Concessions	\$100.00	\$40.12	\$474.99	-\$374.99	474.99%
34742	Park Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34743	Public Works Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34744	Fire Department Concessions	\$0.00	\$0.00	\$16.00	-\$16.00	0.00%
34750	CCC/Park User Fee	\$3,800.00	\$231.00	\$4,017.65	-\$217.65	105.73%
34751	Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$235.00	\$65.00	78.33%
34760	Library Cards	\$1,300.00	\$53.00	\$1,357.00	-\$57.00	104.38%
34761	Library Donations	\$500.00	\$200.00	\$699.00	-\$199.00	139.80%
34762	Library Copies	\$300.00	\$10.30	\$390.49	-\$90.49	130.16%
34763	Library Events	\$1,000.00	\$0.00	\$5,295.00	-\$4,295.00	529.50%
34764	Library Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
34765	Summer Reading Program	\$300.00	\$0.00	\$170.00	\$130.00	56.67%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$1,000.00	\$0.00	\$2,864.36	-\$1,864.36	286.44%
34769	PAL Foundation - Park	\$6,000.00	\$260.00	\$20,655.26	-\$14,655.26	344.25%
34770	Silver Sneakers	\$6,000.00	\$582.00	\$8,052.00	-\$2,052.00	134.20%
34790	Park Dedication Fees	\$1,000.00	\$0.00	\$15,000.00	-\$14,000.00	1500.00%
34800	Tennis Fees	\$1,100.00	\$0.00	\$3,067.00	-\$1,967.00	278.82%
34801	Recreational-Program	\$3,000.00	\$159.00	\$3,878.00	-\$878.00	129.27%
34802	Softball/Baseball Fees	\$1,300.00	\$0.00	\$385.00	\$915.00	29.62%
34803	Recreation-Misc. Receipts	\$1,200.00	\$0.00	\$1,586.20	-\$386.20	132.18%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$2,236.00	\$31,464.00	-\$1,464.00	104.88%
34807	Volleyball Fees	\$500.00	\$64.00	\$1,161.00	-\$661.00	232.20%
34808	Silver and Fit	\$10,000.00	\$1,074.00	\$14,864.00	-\$4,864.00	148.64%
34809	Soccer Fees	\$500.00	\$0.00	\$1,975.00	-\$1,475.00	395.00%
34810	Pickle Ball	\$0.00	\$12.00	\$12.00	-\$12.00	0.00%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$0.00	\$4,100.00	-\$1,100.00	136.67%
34941	Cemetery Openings	\$3,500.00	\$700.00	\$5,600.00	-\$2,100.00	160.00%
34942	Cemetery Other	\$450.00	\$0.00	\$300.00	\$150.00	66.67%
34950	Public Works Revenue	\$1,500.00	\$0.00	\$1,002.50	\$497.50	66.83%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$23,983.01	\$21,016.99	53.30%
34953	Recycling Revenues	\$50.00	\$0.00	\$1,419.87	-\$1,369.87	2839.74%
35100	Court Fines	\$10,000.00	\$1,058.79	\$10,644.04	-\$644.04	106.44%
35103	Library Fines	\$600.00	\$19.00	\$589.50	\$10.50	98.25%
35105	Restitution Receipts	\$1,000.00	\$1,133.75	\$4,242.55	-\$3,242.55	424.26%
36200	Miscellaneous Revenues	\$500.00	\$0.00	\$1,874.80	-\$1,374.80	374.96%
36201	Misc Reimbursements	\$0.00	\$3,030.88	\$22,322.35	-\$22,322.35	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$3,000.00	\$713.29	\$5,877.73	-\$2,877.73	195.92%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Sunrise Isl 11	\$3,062.00	\$918.48	\$2,143.16	\$918.84	69.99%
36255	Sp Assess Int-Sunrise Isl 11	\$812.00	\$243.70	\$661.61	\$150.39	81.48%
36256	Andys Parking Lot Principal	\$0.00	\$14,510.00	\$14,510.00	-\$14,510.00	0.00%
36257	Andys Parking Lot Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38050	Telephone Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$25,000.00	\$0.00	\$12,148.64	\$12,851.36	48.59%

## CITY OF CROSS LAKE

## Month-End Revenue

Current Period: DECEMBER 2016

SRC	SRC Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$21,143.00	-\$21,143.00	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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39330	Proceeds from Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$3,502,028.00	\$1,316,491.01	\$3,662,305.35	-\$160,277.35	104.58%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$9.63	\$48.90	-\$48.90	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	\$2.55	\$16.50	-\$16.50	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31301	1999 Series A Levy	\$0.00	\$1.86	-\$1.77	\$1.77	0.00%
31302	1999 Series B Levy	\$0.00	\$2.68	\$25.06	-\$25.06	0.00%
31303	2001 Series A Levy	\$0.00	\$1.74	\$11.99	-\$11.99	0.00%
31304	2002 Series A Levy	\$0.00	\$1.19	\$8.34	-\$8.34	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	\$5.49	\$38.66	-\$38.66	0.00%
31308	2006 Series B Levy	\$137,746.00	\$58,308.08	\$135,116.80	\$2,629.20	98.09%
31309	2006 Series C Levy	\$0.00	\$1.13	\$13.04	-\$13.04	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31311	2015 GO Equip Certs 2015B	\$10,473.00	\$4,385.50	\$10,134.88	\$338.12	96.77%
31312	Not Used	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31900	Penalties and Interest DelTax	\$500.00	\$13.76	\$66.26	\$433.74	13.25%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Asses Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Asses Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$50.36	\$260.08	-\$260.08	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	\$76.89	-\$76.89	0.00%
36125	Sp Assess Prin Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF CROSS LAKE**  
**Month-End Revenue**  
Current Period: DECEMBER 2016

SRC	SRC Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % 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%

**CITY OF CROSS LAKE**  
**Month-End Revenue**  
Current Period: DECEMBER 2016

SRC	SRC Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % 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	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36236	SpAssess Prin East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36237	SpAssess Int East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36238	SpAssess Prin Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36239	SpAssess Int Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36240	SpAssess Prin Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36241	SpAssess Int Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36242	SpAssess Prin Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36243	SpAssess Int Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36244	Sp Assess Prin - Duck Lane	\$2,530.00	\$1,124.40	\$2,529.90	\$0.10	100.00%
36245	Sp Assess Int - Duck Lane	\$140.00	\$61.84	\$139.14	\$0.86	99.39%
36246	Sp Assess Prin - Sunset Drive	\$2,989.00	\$1,258.40	\$2,752.75	\$236.25	92.10%
36247	Sp Assess Int - Sunset Drive	\$164.00	\$69.20	\$151.37	\$12.63	92.30%
36248	Sp Assess Prin - Maroda Drive	\$1,105.00	\$460.56	\$921.16	\$183.84	83.36%
36249	Sp Assess Int - Maroda Drive	\$61.00	\$25.37	\$50.69	\$10.31	83.10%
36250	Sp Assess Prin - Johnie/Rober	\$4,270.00	\$1,562.42	\$3,957.87	\$312.13	92.69%
36251	Sp Assess Int - Johnie/Robert	\$235.00	\$85.78	\$228.76	\$6.24	97.34%
36252	Sp Assess Prin - Brita/Pinevie	\$16,137.00	\$5,379.14	\$14,482.30	\$1,654.70	89.75%
36253	Sp Assess Int - Brita/Pineview	\$888.00	\$295.87	\$796.58	\$91.42	89.70%
36254	Sp Assess Prin-Sunrise Isl 11	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39311	Proceeds-Wilderness GO Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39314	Proceeds-2001 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39315	Proceeds-2002 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

## CITY OF CROSS LAKE

## Month-End Revenue

Current Period: DECEMBER 2016

SRC	SRC Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
39900	02 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301	DEBT SERVICE FUND	\$177,738.00	\$73,106.95	\$171,826.15	\$5,911.85	96.67%
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	\$500.00	\$51.95	\$631.18	-\$131.18	126.24%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39102	Sale of City Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39103	Sale of Fire Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39104	Sale of Lots-Gendreau Addn.	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39231	Proceeds-2006 Series C Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401	GENERAL CAPITAL PROJECTS	\$500.00	\$51.95	\$631.18	-\$131.18	126.24%
FUND 404	JOBZ					
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34204	JOBZ Recipient Deposit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34208	JOBZ Annual Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404	JOBZ	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJECTS					
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31050	Tax Increments LeRever	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31051	Tax Increments Daggett Brook	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31052	Tax Increments Reeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31053	Tax Increments - Ace Hardware	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31054	Tax Increment - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31056	Tax Increment 1-9 C&J Develop	\$12,000.00	\$5,720.28	\$12,078.90	-\$78.90	100.66%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJE	\$12,000.00	\$5,720.28	\$12,078.90	-\$78.90	100.66%
FUND 408	WEST SHORE DRIVE					
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408	WEST SHORE DRIVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412	DUCK LANE					
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412	DUCK LANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJECT					
33400	State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

## CITY OF CROSS LAKE

## Month-End Revenue

Current Period: DECEMBER 2016

SRC	SRC Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
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%
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	\$5,267.07	\$12,160.35	\$339.65	97.28%
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	\$2,500.00	\$16,569.00	-\$16,569.00	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	\$7,767.07	\$28,729.35	-\$16,229.35	229.83%
FUND 503	EDA (REVOLVING LOAN)					
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$1,300.00	\$122.76	\$1,526.11	-\$226.11	117.39%
36211	Revolving Loan Interest	\$6,359.00	\$517.62	\$6,073.20	\$285.80	95.51%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503	EDA (REVOLVING LOAN)	\$7,659.00	\$640.38	\$7,599.31	\$59.69	99.22%
FUND 601	SEWER OPERATING FUND					
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$414.44	\$522.77	-\$522.77	0.00%
36104	Penalty & Interest	\$1,000.00	\$153.93	\$1,169.49	-\$169.49	116.95%

**CITY OF CROSS LAKE**  
**Month-End Revenue**  
Current Period: DECEMBER 2016

SRC	SRC Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
36200	Miscellaneous Revenues	\$1,000.00	\$0.00	\$2,302.85	-\$1,302.85	230.29%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37200	User Fee	\$237,060.00	\$21,428.36	\$250,894.43	-\$13,834.43	105.84%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$3,900.00	-\$3,900.00	0.00%
37500	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND		\$239,060.00	\$21,167.85	\$258,789.54	-\$19,729.54	108.25%
FUND 614 TELEPHONE AND CABLE FUND						
36210	Interest Earnings	\$0.00	\$1,013.81	\$3,865.04	-\$3,865.04	0.00%
39105	Sales Proceeds - Crosslake Com	\$0.00	\$0.00	\$6,372,000.00	-\$6,372,000.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$1,108,495.13	-\$1,108,495.13	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$1,013.81	\$7,484,360.17	-\$7,484,360.17	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$93,648.00	\$216,987.66	\$4,012.34	98.18%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$1,500.00	\$0.00	\$10.95	\$1,489.05	0.73%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$17.57	\$178.02	\$321.98	35.60%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FU		\$223,000.00	\$93,665.57	\$217,176.63	\$5,823.37	97.39%
		\$4,174,485.00	\$1,519,624.87	\$11,843,496.58	-\$7,669,011.58	283.71%

# CITY OF CROSS LAKE

## Month End Expenditures

Current Period: DECEMBER 2016

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,090.00	\$25,480.00	\$1,520.00	94.37%
122	FICA	\$2,066.00	\$159.91	\$1,974.00	\$92.00	95.55%
151	Workers Comp Insurance	\$78.00	\$0.00	\$0.00	\$78.00	0.00%
208	Instruction Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$1,500.00	\$0.00	\$24.84	\$1,475.16	1.66%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$150.00	\$0.00	\$69.00	\$81.00	46.00%
430	Miscellaneous	\$706.00	\$112.57	\$326.27	\$379.73	46.21%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41110 Council		\$33,000.00	\$2,362.48	\$27,874.11	\$5,125.89	84.47%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$83,636.00	\$6,494.76	\$83,046.56	\$589.44	99.30%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$26,000.00	\$0.00	\$17,192.50	\$8,807.50	66.13%
105	Part-time	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
109	Secretary/Bookkeeper	\$59,212.00	\$4,668.62	\$59,135.86	\$76.14	99.87%
121	PERA	\$10,826.00	\$837.24	\$10,806.50	\$19.50	99.82%
122	FICA	\$11,043.00	\$799.63	\$10,325.74	\$717.26	93.50%
131	Employer Paid Health	\$27,926.00	\$2,656.80	\$28,256.00	-\$330.00	101.18%
132	Employer Paid Disability	\$1,184.00	\$116.03	\$1,290.80	-\$106.80	109.02%
133	Employer Paid Dental	\$2,233.00	\$186.00	\$2,183.64	\$49.36	97.79%
134	Employer Paid Life	\$134.00	\$11.20	\$134.40	-\$0.40	100.30%
136	Deferred Compensation	\$1,300.00	\$100.00	\$1,300.00	\$0.00	100.00%
151	Workers Comp Insurance	\$1,496.00	\$0.00	\$1,123.00	\$373.00	75.07%
152	Health Savings Account Contrib	\$12,000.00	\$0.00	\$12,000.00	\$0.00	100.00%
200	Office Supplies	\$1,800.00	\$373.32	\$2,000.56	-\$200.56	111.14%
208	Instruction Fees	\$2,000.00	\$0.00	\$652.55	\$1,347.45	32.63%
210	Operating Supplies	\$1,500.00	\$100.85	\$644.11	\$855.89	42.94%
220	Repair/Maint Supply - Equip	\$3,834.00	\$256.16	\$5,667.31	-\$1,833.31	147.82%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,000.00	\$238.46	\$2,868.84	\$1,131.16	71.72%
322	Postage	\$1,000.00	\$0.00	\$549.97	\$450.03	55.00%
331	Travel Expenses	\$1,500.00	\$266.98	\$295.06	\$1,204.94	19.67%
334	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$1,000.00	\$0.00	\$433.50	\$566.50	43.35%
413	Office Equipment Rental/Repair	\$1,000.00	\$0.00	\$45.45	\$954.55	4.55%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$650.00	\$101.50	\$796.50	-\$146.50	122.54%
443	Sales Tax	\$100.00	\$0.00	\$23.43	\$76.57	23.43%
500	Capital Outlay	\$3,000.00	\$497.32	\$2,114.68	\$885.32	70.49%
600	Principal	\$775.00	\$130.72	\$776.21	-\$1.21	100.16%
610	Interest	\$89.00	\$13.28	\$87.79	\$1.21	98.64%
DEPT 41400 Administration		\$261,238.00	\$17,848.87	\$243,750.96	\$17,487.04	93.31%
DEPT 41410 Elections						
107	Services	\$4,200.00	\$0.00	\$3,340.50	\$859.50	79.54%
122	FICA	\$321.00	\$0.00	\$0.00	\$321.00	0.00%
210	Operating Supplies	\$100.00	\$0.00	\$137.17	-\$37.17	137.17%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$100.00	\$0.00	\$112.62	-\$12.62	112.62%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$779.00	\$0.00	\$685.58	\$93.42	88.01%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$5,500.00	\$0.00	\$4,275.87	\$1,224.13	77.74%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$28,000.00	\$0.00	\$25,507.50	\$2,492.50	91.10%
304	Legal Fees (Civil)	\$10,000.00	\$825.00	\$5,795.00	\$4,205.00	57.95%
307	Legal Fees (Labor)	\$14,000.00	\$0.00	\$10,868.84	\$3,131.16	77.63%
DEPT 41600 Audit/Legal Services		\$52,000.00	\$825.00	\$42,171.34	\$9,828.66	81.10%
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	\$754.50	-\$754.50	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$125.00	\$0.00	\$0.00	\$125.00	0.00%
200	Office Supplies	\$0.00	\$143.39	\$1,255.18	-\$1,255.18	0.00%
208	Instruction Fees	\$600.00	\$0.00	\$2,162.00	-\$1,562.00	360.33%
210	Operating Supplies	\$1,500.00	\$90.84	\$560.63	\$939.37	37.38%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$3,834.00	\$256.17	\$3,991.42	-\$157.42	104.11%
221	Repair/Maint Vehicles	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
303	Engineering Fees	\$2,500.00	\$325.00	\$578.75	\$1,921.25	23.15%
304	Legal Fees (Civil)	\$5,000.00	\$0.00	\$3,670.03	\$1,329.97	73.40%
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	\$173.07	\$1,957.05	\$1,542.95	55.92%
322	Postage	\$500.00	\$0.00	\$536.32	-\$36.32	107.26%
331	Travel Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
332	Travel Expense- P&Z Comm	\$1,500.00	\$1,085.00	\$3,745.00	-\$2,245.00	249.67%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$2,000.00	\$131.75	\$1,313.25	\$686.75	65.66%
352	Filing Fees	\$1,500.00	\$0.00	\$644.00	\$856.00	42.93%
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	\$1,200.00	-\$1,200.00	0.00%
413	Office Equipment Rental/Repair	\$860.00	\$0.00	\$0.00	\$860.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$4.94	\$495.06	0.99%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$2.00	\$12.00	-\$12.00	0.00%
452	Refund	\$500.00	\$0.00	\$1,675.00	-\$1,175.00	335.00%
470	Consultant Fees	\$198,500.00	\$16,600.00	\$199,200.00	-\$700.00	100.35%
500	Capital Outlay	\$3,000.00	\$763.90	\$2,675.18	\$324.82	89.17%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
600	Principal	\$775.00	\$130.72	\$776.21	-\$1.21	100.16%
610	Interest	\$89.00	\$13.28	\$87.79	\$1.21	98.64%
DEPT 41910 Planning and Zoning		\$230,483.00	\$19,715.12	\$226,799.25	\$3,683.75	98.40%
DEPT 41940 General Government						
131	Employer Paid Health	\$18,108.00	\$1,993.50	\$30,073.75	-\$11,965.75	166.08%
133	Employer Paid Dental	\$391.00	\$43.75	\$787.50	-\$396.50	201.41%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$5,250.00	\$0.00	\$3,750.00	\$1,500.00	71.43%
210	Operating Supplies	\$2,500.00	\$326.46	\$2,640.23	-\$140.23	105.61%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$76.62	\$4,071.94	-\$71.94	101.80%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$32.41	\$370.41	-\$70.41	123.47%
302	Architects Fees	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
303	Engineering Fees	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
316	Security Monitoring	\$800.00	\$0.00	\$691.28	\$108.72	86.41%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$13,000.00	\$0.00	\$0.00	\$13,000.00	0.00%
351	Legal Notices Publishing	\$250.00	\$0.00	\$131.75	\$118.25	52.70%
354	Ordinance Codification	\$15,000.00	\$29.75	\$1,944.95	\$13,055.05	12.97%
360	Insurance	\$26,500.00	\$0.00	\$20,858.00	\$5,642.00	78.71%
381	Electric Utilities	\$14,500.00	\$777.00	\$10,627.00	\$3,873.00	73.29%
383	Gas Utilities	\$4,500.00	\$527.95	\$2,054.62	\$2,445.38	45.66%
384	Refuse/Garbage Disposal	\$500.00	\$50.94	\$551.97	-\$51.97	110.39%
385	Sewer Utility	\$600.00	\$90.00	\$495.00	\$105.00	82.50%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$8,490.00	\$1,110.00	88.44%
430	Miscellaneous	\$2,500.00	\$619.98	\$912.72	\$1,587.28	36.51%
433	Dues and Subscriptions	\$3,500.00	\$0.00	\$4,876.40	-\$1,376.40	139.33%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,500.00	\$0.00	\$1,600.00	-\$100.00	106.67%
439	Emergency Mgmt Expense	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
440	Telephone Co Reimb Expense	\$25,000.00	\$0.00	\$15,118.07	\$9,881.93	60.47%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$8,500.00	\$0.00	\$8,665.99	-\$165.99	101.95%
443	Sales Tax	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
444	Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
446	Animal Control	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
449	Cobra Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
451	Health Comm Program Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$0.00	\$0.00	\$70.10	-\$70.10	0.00%
456	Fireworks	\$14,000.00	\$0.00	\$14,000.00	\$0.00	100.00%
460	Fines/Fees Reimburse	\$6,000.00	\$0.00	\$3,215.08	\$2,784.92	53.58%
470	Consultant Fees	\$2,500.00	\$0.00	\$2,146.14	\$353.86	85.85%
490	Donations to Civic Org s	\$3,700.00	\$0.00	\$2,100.00	\$1,600.00	56.76%
493	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$20,000.00	\$0.00	\$4,342.77	\$15,657.23	21.71%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$208,849.00	\$5,275.86	\$144,585.67	\$64,263.33	69.23%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$77,334.00	\$5,939.00	\$76,169.05	\$1,164.95	98.49%
101	Assistant	\$64,813.00	\$5,027.56	\$66,058.98	-\$1,245.98	101.92%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$25,000.00	\$3,143.50	\$17,723.46	\$7,276.54	70.89%
110	Tech 4	\$56,269.00	\$4,141.64	\$54,493.82	\$1,775.18	96.85%
112	Tech 5	\$56,769.00	\$4,150.60	\$55,000.30	\$1,768.70	96.88%
113	Tech 6	\$58,749.00	\$4,080.49	\$57,211.48	\$1,537.52	97.38%
121	PERA	\$54,907.00	\$4,290.23	\$53,492.43	\$1,414.57	97.42%
122	FICA	\$4,915.00	\$353.68	\$4,418.00	\$497.00	89.89%
131	Employer Paid Health	\$63,096.00	\$5,845.20	\$63,680.20	-\$584.20	100.93%
132	Employer Paid Disability	\$2,536.00	\$241.87	\$2,689.95	-\$153.95	106.07%
133	Employer Paid Dental	\$4,884.00	\$407.00	\$4,779.22	\$104.78	97.85%
134	Employer Paid Life	\$336.00	\$28.00	\$336.00	\$0.00	100.00%
136	Deferred Compensation	\$1,300.00	\$100.00	\$1,300.00	\$0.00	100.00%
140	Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
151	Workers Comp Insurance	\$13,550.00	\$0.00	\$13,396.00	\$154.00	98.86%
152	Health Savings Account Contrib	\$27,000.00	\$0.00	\$27,000.00	\$0.00	100.00%
200	Office Supplies	\$300.00	\$0.00	\$520.55	-\$220.55	173.52%
208	Instruction Fees	\$3,500.00	-\$121.32	\$1,040.59	\$2,459.41	29.73%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,300.00	\$0.00	\$120.75	\$1,179.25	9.29%
212	Motor Fuels	\$18,000.00	\$0.00	\$7,923.98	\$10,076.02	44.02%
214	Auto Expense- 08 Ford	\$2,000.00	\$0.00	\$1,397.51	\$602.49	69.88%
216	Auto Expense- 09 Ford	\$1,000.00	\$89.99	\$1,497.36	-\$497.36	149.74%
217	Auto Expense- 10 Ford	\$800.00	\$31.39	\$430.27	\$369.73	53.78%
218	Auto Expense- 11 Ford	\$1,200.00	\$70.73	\$502.14	\$697.86	41.85%
219	Auto Expense- 12 Dodge	\$1,500.00	\$396.79	\$2,041.24	-\$541.24	136.08%
220	Repair/Maint Supply - Equip	\$5,532.00	\$333.61	\$14,069.51	-\$8,537.51	254.33%
221	Repair/Maint Vehicles	\$0.00	\$111.39	\$313.13	-\$313.13	0.00%
258	Unif Bob/Ted/Gerald	\$700.00	\$21.99	\$656.11	\$43.89	93.73%
259	Unif Erik/Joe	\$700.00	\$0.00	\$661.11	\$38.89	94.44%
260	Unif Eric & Nate	\$700.00	\$448.76	\$496.76	\$203.24	70.97%
261	Unif Jake/Jon/Leigh	\$700.00	\$0.00	\$812.50	-\$112.50	116.07%
264	Unif Bobby/Ron	\$700.00	\$0.00	\$471.49	\$228.51	67.36%
265	Unif & P/T Expense	\$0.00	\$585.72	\$685.72	-\$685.72	0.00%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
283	Forfeiture Expenditures	\$1,000.00	\$128.75	\$665.50	\$334.50	66.55%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$60.00	-\$60.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,800.00	\$245.52	\$2,800.75	-\$0.75	100.03%
321	Communications-Cellular	\$5,400.00	\$719.33	\$4,912.67	\$487.33	90.98%
322	Postage	\$200.00	\$6.45	\$41.81	\$158.19	20.91%
331	Travel Expenses	\$1,700.00	\$646.49	\$1,996.28	-\$296.28	117.43%
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	\$250.00	\$15,146.00	-\$1,146.00	108.19%
413	Office Equipment Rental/Repair	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
430	Miscellaneous	\$200.00	\$85.00	\$251.45	-\$51.45	125.73%
433	Dues and Subscriptions	\$250.00	\$0.00	\$240.00	\$10.00	96.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
458	Undercover Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$10,200.00	\$10,528.00	\$10,528.00	-\$328.00	103.22%
550	Capital Outlay - Vehicles	\$20,000.00	\$0.00	\$19,131.44	\$868.56	95.66%
600	Principal	\$128.00	\$21.78	\$129.36	-\$1.36	101.06%
610	Interest	\$15.00	\$2.22	\$14.64	\$0.36	97.60%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
DEPT 42110	Police Administration	\$608,083.00	\$52,351.36	\$587,307.51	\$20,775.49	96.58%
DEPT 42280	Fire Administration					
100	Wages and Salaries Dept Head	\$6,000.00	\$500.00	\$5,500.00	\$500.00	91.67%
101	Assistant	\$1,200.00	\$100.00	\$1,100.00	\$100.00	91.67%
106	Training	\$2,100.00	\$75.00	\$825.00	\$1,275.00	39.29%
107	Services	\$45,500.00	\$54,510.00	\$54,510.00	-\$9,010.00	119.80%
122	FICA	\$4,193.00	\$4,221.70	\$4,789.63	-\$596.63	114.23%
151	Workers Comp Insurance	\$4,590.00	\$0.00	\$4,111.00	\$479.00	89.56%
200	Office Supplies	\$100.00	\$28.02	\$161.90	-\$61.90	161.90%
208	Instruction Fees	\$7,000.00	\$1,915.00	\$20,662.50	-\$13,662.50	295.18%
209	Physicals	\$500.00	\$0.00	\$2,363.00	-\$1,863.00	472.60%
210	Operating Supplies	\$3,000.00	\$2,052.30	\$5,152.12	-\$2,152.12	171.74%
212	Motor Fuels	\$500.00	\$0.00	\$936.22	-\$436.22	187.24%
213	Diesel Fuel	\$2,500.00	\$0.00	\$1,031.19	\$1,468.81	41.25%
220	Repair/Maint Supply - Equip	\$3,000.00	\$69.98	\$4,468.36	-\$1,468.36	148.95%
221	Repair/Maint Vehicles	\$9,000.00	\$322.56	\$8,346.78	\$653.22	92.74%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,000.00	\$44.64	\$2,737.73	-\$1,737.73	273.77%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$3,134.17	-\$1,134.17	156.71%
240	Small Tools and Minor Equip	\$1,500.00	\$55.37	\$2,030.87	-\$530.87	135.39%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,200.00	\$296.16	\$3,061.53	-\$1,861.53	255.13%
322	Postage	\$25.00	\$0.00	\$0.49	\$24.51	1.96%
331	Travel Expenses	\$2,500.00	\$1,393.38	\$8,136.39	-\$5,636.39	325.46%
340	Advertising	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,000.00	\$0.00	\$6,398.00	\$602.00	91.40%
430	Miscellaneous	\$150.00	\$221.08	\$448.50	-\$298.50	299.00%
433	Dues and Subscriptions	\$1,200.00	\$93.00	\$1,153.00	\$47.00	96.08%
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	\$2,438.54	-\$938.54	162.57%
491	FDRA City Contribution	\$21,000.00	\$18,700.00	\$18,700.00	\$2,300.00	89.05%
492	FDRA State Aid	\$28,000.00	\$38,271.84	\$38,271.84	-\$10,271.84	136.69%
500	Capital Outlay	\$50,000.00	\$7,111.60	\$77,815.16	-\$27,815.16	155.63%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280	Fire Administration	\$207,058.00	\$129,981.63	\$278,283.92	-\$71,225.92	134.40%
DEPT 42500	Ambulance Services					
223	Bldg Repair Suppl/Maintenance	\$0.00	\$36.99	\$36.99	-\$36.99	0.00%
306	Ambulance Subsidy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42500	Ambulance Services	\$0.00	\$36.99	\$36.99	-\$36.99	0.00%
DEPT 43000	Public Works (GENERAL)					
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$48,455.00	\$4,082.60	\$48,458.06	-\$3.06	100.01%
104	Tech 2	\$52,109.00	\$4,591.06	\$48,529.42	\$3,579.58	93.13%
105	Part-time	\$0.00	\$0.00	\$2.17	-\$2.17	0.00%
108	Tech 3	\$54,060.00	\$4,087.08	\$46,877.17	\$7,182.83	86.71%
121	PERA	\$11,597.00	\$957.06	\$10,908.13	\$688.87	94.06%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
122	FICA	\$11,826.00	\$895.99	\$10,062.46	\$1,763.54	85.09%
131	Employer Paid Health	\$35,170.00	\$3,188.40	\$35,427.20	-\$257.20	100.73%
132	Employer Paid Disability	\$1,030.00	\$99.83	\$1,112.53	-\$82.53	108.01%
133	Employer Paid Dental	\$2,651.00	\$221.00	\$2,595.58	\$55.42	97.91%
134	Employer Paid Life	\$202.00	\$16.80	\$201.60	\$0.40	99.80%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$16,238.00	\$0.00	\$13,386.00	\$2,852.00	82.44%
152	Health Savings Account Contrib	\$15,000.00	\$0.00	\$15,000.00	\$0.00	100.00%
200	Office Supplies	\$450.00	\$0.00	\$236.79	\$213.21	52.62%
208	Instruction Fees	\$1,000.00	\$0.00	\$1,589.62	-\$589.62	158.96%
210	Operating Supplies	\$1,200.00	\$4.93	\$1,773.76	-\$573.76	147.81%
212	Motor Fuels	\$8,000.00	\$0.00	\$4,206.73	\$3,793.27	52.58%
213	Diesel Fuel	\$15,000.00	\$0.00	\$4,886.81	\$10,113.19	32.58%
215	Shop Supplies	\$2,750.00	\$88.22	\$2,188.38	\$561.62	79.58%
220	Repair/Maint Supply - Equip	\$18,000.00	\$3,216.08	\$22,705.85	-\$4,705.85	126.14%
221	Repair/Maint Vehicles	\$15,000.00	\$4,515.65	\$16,457.28	-\$1,457.28	109.72%
222	Tires	\$1,500.00	\$365.55	\$3,093.14	-\$1,593.14	206.21%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$316.89	\$6,905.96	-\$2,405.96	153.47%
224	Street Maint Materials	\$20,000.00	\$47.44	\$8,968.68	\$11,031.32	44.84%
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	\$8,000.00	\$0.00	\$16,725.00	-\$8,725.00	209.06%
235	Signs	\$3,000.00	\$51.76	\$1,733.09	\$1,266.91	57.77%
240	Small Tools and Minor Equip	\$2,500.00	\$186.33	\$9,153.66	-\$6,653.66	366.15%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Erik/Joe	\$300.00	\$66.03	\$300.00	\$0.00	100.00%
260	Unif Eric & Nate	\$300.00	\$0.00	\$290.91	\$9.09	96.97%
261	Unif Jake/Jon/Leigh	\$300.00	\$140.01	\$300.00	\$0.00	100.00%
303	Engineering Fees	\$25,000.00	\$13,421.05	\$23,309.75	\$1,690.25	93.24%
304	Legal Fees (Civil)	\$1,000.00	\$225.00	\$1,320.00	-\$320.00	132.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$250.51	-\$50.51	125.26%
320	Communications	\$1,600.00	\$106.33	\$1,173.47	\$426.53	73.34%
322	Postage	\$50.00	\$0.00	\$23.52	\$26.48	47.04%
331	Travel Expenses	\$1,000.00	\$989.38	\$2,041.47	-\$1,041.47	204.15%
340	Advertising	\$100.00	\$0.00	\$121.90	-\$21.90	121.90%
351	Legal Notices Publishing	\$100.00	\$0.00	\$378.25	-\$278.25	378.25%
360	Insurance	\$27,000.00	\$0.00	\$12,962.00	\$14,038.00	48.01%
381	Electric Utilities	\$14,000.00	\$1,021.19	\$10,079.11	\$3,920.89	71.99%
383	Gas Utilities	\$6,000.00	\$485.95	\$2,058.34	\$3,941.66	34.31%
384	Refuse/Garbage Disposal	\$1,000.00	\$51.26	\$792.32	\$207.68	79.23%
385	Sewer Utility	\$400.00	\$126.90	\$552.60	-\$152.60	138.15%
405	Cleaning Services	\$3,700.00	\$135.36	\$2,074.11	\$1,625.89	56.06%
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	\$784.57	\$24,780.75	-\$23,780.75	2478.08%
433	Dues and Subscriptions	\$0.00	\$10.25	\$35.25	-\$35.25	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$504.20	\$495.80	50.42%
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%
454	Joint Facility County Expense	\$45,000.00	\$2,082.31	\$27,631.23	\$17,368.77	61.40%
500	Capital Outlay	\$95,000.00	\$9,187.29	\$214,976.31	-\$119,976.31	226.29%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
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	\$0.00	\$51,187.50	-\$1,187.50	102.38%
583	Capital Outlay - Overlays	\$340,000.00	\$0.00	\$0.00	\$340,000.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$0.00	\$258,423.01	-\$258,423.01	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$991,088.00	\$55,765.55	\$968,751.58	\$22,336.42	97.75%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$27.99	\$794.44	\$145.56	84.51%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$74.80	\$175.20	29.92%
360	Insurance	\$60.00	\$0.00	\$67.00	-\$7.00	111.67%
381	Electric Utilities	\$350.00	\$12.52	\$175.25	\$174.75	50.07%
430	Miscellaneous	\$400.00	\$258.99	\$5,221.99	-\$4,821.99	1305.50%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$704.00	\$296.00	70.40%
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	\$299.50	\$7,037.48	-\$4,037.48	234.58%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$68,752.00	\$5,309.16	\$68,065.02	\$686.98	99.00%
101	Assistant	\$28,228.00	\$2,210.65	\$28,876.36	-\$648.36	102.30%
103	Tech 1	\$38,349.00	\$1,086.71	\$10,297.42	\$28,051.58	26.85%
104	Tech 2	\$15,018.00	\$0.00	\$0.00	\$15,018.00	0.00%
105	Part-time	\$21,661.00	\$2,660.00	\$33,247.76	-\$11,586.76	153.49%
108	Tech 3	\$32,672.00	\$2,663.97	\$33,984.92	-\$1,312.92	104.02%
121	PERA	\$15,351.00	\$845.31	\$10,663.47	\$4,687.53	69.46%
122	FICA	\$15,656.00	\$1,019.99	\$12,937.96	\$2,718.04	82.64%
131	Employer Paid Health	\$35,170.00	\$1,328.40	\$16,542.40	\$18,627.60	47.04%
132	Employer Paid Disability	\$1,507.00	\$123.53	\$1,368.35	\$138.65	90.80%
133	Employer Paid Dental	\$3,767.00	\$279.00	\$3,415.46	\$351.54	90.67%
134	Employer Paid Life	\$274.00	\$22.40	\$235.20	\$38.80	85.84%
136	Deferred Compensation	\$650.00	\$50.00	\$650.00	\$0.00	100.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$7,330.00	\$0.00	\$8,215.00	-\$885.00	112.07%
152	Health Savings Account Contrib	\$15,000.00	\$0.00	\$9,000.00	\$6,000.00	60.00%
200	Office Supplies	\$200.00	\$30.04	\$172.16	\$27.84	86.08%
208	Instruction Fees	\$500.00	\$0.00	\$197.00	\$303.00	39.40%
210	Operating Supplies	\$1,600.00	\$0.00	\$1,638.64	-\$38.64	102.42%
212	Motor Fuels	\$2,000.00	\$29.97	\$1,456.19	\$543.81	72.81%
213	Diesel Fuel	\$1,500.00	\$0.00	\$365.57	\$1,134.43	24.37%
220	Repair/Maint Supply - Equip	\$3,000.00	\$857.15	\$3,416.68	-\$416.68	113.89%
221	Repair/Maint Vehicles	\$2,000.00	\$0.00	\$477.03	\$1,522.97	23.85%
223	Bldg Repair Suppl/Maintenance	\$10,000.00	\$210.87	\$15,060.77	-\$5,060.77	150.61%
231	Chemicals	\$3,000.00	\$0.00	\$1,530.79	\$1,469.21	51.03%
235	Signs	\$400.00	\$0.00	\$157.66	\$242.34	39.42%
254	Concessions - Pop	\$300.00	\$0.00	\$312.48	-\$12.48	104.16%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$299.93	\$299.93	\$0.07	99.98%
264	Unif Bobby/Ron	\$225.00	\$0.00	\$300.00	-\$75.00	133.33%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
303	Engineering Fees	\$0.00	\$0.00	\$4,900.00	-\$4,900.00	0.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$2,835.00	-\$2,585.00	1134.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,600.00	\$0.00	\$146.30	\$1,453.70	9.14%
310	Program Supplies	\$1,000.00	\$0.00	\$744.97	\$255.03	74.50%
311	Softball/Baseball	\$1,000.00	\$0.00	\$1,187.80	-\$187.80	118.78%
312	Aerobic Instruction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	Warm House/Garage Exp	\$1,000.00	\$69.06	\$948.26	\$51.74	94.83%
316	Security Monitoring	\$700.00	\$0.00	\$619.76	\$80.24	88.54%
317	Soccer/Skating	\$1,500.00	\$0.00	\$729.00	\$771.00	48.60%
318	Garage (North)	\$3,000.00	\$68.00	\$834.00	\$2,166.00	27.80%
319	Donation Expenditures	\$0.00	\$0.00	\$123.00	-\$123.00	0.00%
320	Communications	\$3,500.00	\$336.59	\$3,766.37	-\$266.37	107.61%
322	Postage	\$150.00	\$0.00	\$80.97	\$69.03	53.98%
323	Garage (East)	\$800.00	\$0.46	\$49.80	\$750.20	6.23%
324	Disc Golf Expenses	\$100.00	\$0.00	\$25.00	\$75.00	25.00%
331	Travel Expenses	\$700.00	\$30.51	\$870.05	-\$170.05	124.29%
335	Background Checks	\$150.00	\$0.00	\$30.00	\$120.00	20.00%
340	Advertising	\$500.00	\$0.00	\$33.40	\$466.60	6.68%
351	Legal Notices Publishing	\$0.00	\$0.00	\$144.50	-\$144.50	0.00%
360	Insurance	\$15,000.00	\$0.00	\$12,407.00	\$2,593.00	82.71%
381	Electric Utilities	\$13,000.00	\$1,127.32	\$15,550.11	-\$2,550.11	119.62%
383	Gas Utilities	\$7,500.00	\$1,283.24	\$4,412.94	\$3,087.06	58.84%
384	Refuse/Garbage Disposal	\$800.00	\$71.89	\$783.43	\$16.57	97.93%
403	Improvements Other Than Bldgs	\$3,800.00	\$825.00	\$825.00	\$2,975.00	21.71%
413	Office Equipment Rental/Repair	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
415	Equipment Rental	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$800.00	\$0.00	\$1,704.36	-\$904.36	213.05%
433	Dues and Subscriptions	\$500.00	\$0.00	\$442.00	\$58.00	88.40%
442	Safety Prog/Equipment	\$1,500.00	\$66.05	\$193.55	\$1,306.45	12.90%
443	Sales Tax	\$3,200.00	\$169.00	\$2,564.00	\$636.00	80.13%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$150.00	\$6.75	\$115.50	\$34.50	77.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$0.00	\$354.69	-\$204.69	236.46%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$25.00	\$975.00	2.50%
457	Weight Room Expenses	\$500.00	\$0.00	\$1,099.00	-\$599.00	219.80%
459	PAL Foundation Expenditures	\$3,000.00	\$150.00	\$20,335.84	-\$17,335.84	677.86%
461	Silver Sneakers	\$5,000.00	\$576.00	\$6,775.00	-\$1,775.00	135.50%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$34,500.00	\$0.00	\$20,520.00	\$13,980.00	59.48%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
557	Capital Outlay - Tennis Courts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$1,250.00	\$208.28	\$1,353.82	-\$103.82	108.31%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$433,910.00	\$24,015.23	\$370,413.64	\$63,496.36	85.37%
DEPT 45500 Library						
101	Assistant	\$30,037.00	\$2,334.00	\$29,705.67	\$331.33	98.90%
121	PERA	\$2,253.00	\$175.05	\$2,252.04	\$0.96	99.96%
122	FICA	\$2,297.00	\$151.36	\$2,006.04	\$290.96	87.33%
131	Employer Paid Health	\$13,963.00	\$1,328.40	\$14,128.00	-\$165.00	101.18%
132	Employer Paid Disability	\$246.00	\$24.05	\$268.10	-\$22.10	108.98%
133	Employer Paid Dental	\$1,117.00	\$93.00	\$1,091.82	\$25.18	97.75%
134	Employer Paid Life	\$67.00	\$5.60	\$67.20	-\$0.20	100.30%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$6,000.00	\$0.00	100.00%
201	Library Operating Supplies	\$2,000.00	\$0.00	\$1,247.82	\$752.18	62.39%
202	Library Subscriptions	\$500.00	\$466.62	\$1,020.72	-\$520.72	204.14%
203	Library Books	\$500.00	\$267.46	\$7,493.80	-\$6,993.80	1498.76%
204	Children s Program Expense	\$150.00	\$0.00	\$23.47	\$126.53	15.65%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	NY Times Best Seller Program	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
207	Golf Fundraiser Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,000.00	\$59.36	\$651.62	\$348.38	65.16%
322	Postage	\$50.00	\$0.00	\$13.18	\$36.82	26.36%
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	\$382.91	\$1,442.91	-\$442.91	144.29%
443	Sales Tax	\$0.00	\$1.00	\$386.00	-\$386.00	0.00%
452	Refund	\$50.00	\$16.00	\$67.00	-\$17.00	134.00%
459	PAL Foundation Expenditures	\$250.00	\$0.00	\$2,924.26	-\$2,674.26	1169.70%
500	Capital Outlay	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
600	Principal	\$1,250.00	\$208.28	\$1,353.82	-\$103.82	108.31%
DEPT 45500 Library		\$66,430.00	\$5,513.09	\$72,143.47	-\$5,713.47	108.60%
DEPT 47014 2012 Series A						
600	Principal	\$180,000.00	\$0.00	\$180,000.00	\$0.00	100.00%
610	Interest	\$30,853.00	\$0.00	\$30,852.50	\$0.50	100.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$627.45	-\$627.45	0.00%
DEPT 47014 2012 Series A		\$210,853.00	\$0.00	\$211,479.95	-\$626.95	100.30%
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	\$2,437.00	\$29,200.00	\$3,140.00	90.29%
388	Recycling Expenses	\$100.00	\$18.00	\$304.00	-\$204.00	304.00%
430	Miscellaneous	\$2,340.00	\$258.00	\$3,140.00	-\$800.00	134.19%
DEPT 48000 Recycling		\$34,780.00	\$2,713.00	\$32,644.00	\$2,136.00	93.86%
FUND 101 GENERAL FUND		\$3,346,272.00	\$316,703.68	\$3,217,555.74	\$128,716.26	96.15%
FUND 301 DEBT SERVICE FUND						
DEPT 47000 Emer Svcs Ctr Refunding 2004						
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 200		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001 Community Ctr Refunding 2002						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
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					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010	2004 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011	2006 Series B Improvement Bond					
600	Principal	\$155,000.00	\$0.00	\$155,000.00	\$0.00	100.00%
610	Interest	\$6,355.00	\$0.00	\$6,355.00	\$0.00	100.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
DEPT 47011	2006 Series B Improvement B	\$161,355.00	\$0.00	\$161,355.00	\$0.00	100.00%
DEPT 47012	2006 Series C Equipment Cert					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	2006 Series C Equipment Cert	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013	Bond Disclosure					
440	Telephone Co Reimb Expense	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
621	Continung Disclosure Expene	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
DEPT 47013	Bond Disclosure	\$2,400.00	\$0.00	\$0.00	\$2,400.00	0.00%
DEPT 47014	2012 Series A					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014	2012 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015	47015 Series 2015B					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$11,220.00	\$0.00	\$11,220.00	\$0.00	100.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$150.00	-\$150.00	0.00%
DEPT 47015	47015 Series 2015B	\$11,220.00	\$0.00	\$11,370.00	-\$150.00	101.34%
FUND 301	DEBT SERVICE FUND	\$174,975.00	\$0.00	\$172,725.00	\$2,250.00	98.71%
FUND 401	GENERAL CAPITAL PROJECTS					
DEPT 44000	Capital Projects					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 44000	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	2006 Series C Equipment Cert					
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	2006 Series C Equipment Cert	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401	GENERAL CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404	JOBZ					
DEPT 46002	JOBZ - Crosstech Mfg					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46002	JOBZ - Crosstech Mfg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404	JOBZ	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJECTS					
DEPT 46000	Tax Increment Financing					
351	Legal Notices Publishing	\$650.00	\$0.00	\$63.75	\$586.25	9.81%
640	Tax Increment 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
641	Tax Increment 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
644	Tax Increment 7 - Stone #1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
645	Tax Increment 8 - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
646	TaxIncrement 9-C&J Dev	\$0.00	\$5,148.25	\$10,871.01	-\$10,871.01	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		\$1,300.00	\$5,148.25	\$11,034.76	-\$9,734.76	848.83%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	\$10,200.00	\$0.00	\$0.00	\$10,200.00	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living		\$10,200.00	\$0.00	\$0.00	\$10,200.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJEC		\$11,500.00	\$5,148.25	\$11,034.76	\$465.24	95.95%
FUND 408 WEST SHORE DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408 WEST SHORE DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 409 JOHNIIE/ROBERT STREET						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 409 JOHNIIE/ROBERT STREET		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413	FAWN LAKE ROAD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJECT					
DEPT 43000	Public Works (GENERAL)					
226	Bridge Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT					
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT					
DEPT 45500	Library					
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500	Library	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT					
DEPT 43200	Sewer					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200	Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Financing Uses					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463	BRITA LN/PINE VIEW LN					
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
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%
493	Pass Thru Donations	\$0.00	\$0.00	\$13,562.09	-\$13,562.09	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		\$0.00	\$0.00	\$13,562.09	-\$13,562.09	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	\$3,525.00	\$11,224.12	\$1,275.88	89.79%
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	\$3,525.00	\$11,224.12	\$1,275.88	89.79%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$12,500.00	\$3,525.00	\$24,786.21	-\$12,286.21	198.29%
FUND 503 EDA (REVOLVING LOAN)						
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
447	Loan Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$73,681.00	\$5,712.90	\$73,268.85	\$412.15	99.44%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$5,526.00	\$428.46	\$5,568.86	-\$42.86	100.78%
122	FICA	\$5,635.00	\$409.86	\$5,331.79	\$303.21	94.62%
131	Employer Paid Health	\$13,963.00	\$1,328.40	\$14,128.00	-\$165.00	101.18%
132	Employer Paid Disability	\$606.00	\$59.87	\$666.45	-\$60.45	109.98%
133	Employer Paid Dental	\$1,117.00	\$93.00	\$1,091.82	\$25.18	97.75%
134	Employer Paid Life	\$67.00	\$5.60	\$67.20	-\$0.20	100.30%
136	Deferred Compensation	\$650.00	\$50.00	\$650.00	\$0.00	100.00%
151	Workers Comp Insurance	\$4,279.00	\$0.00	\$3,232.00	\$1,047.00	75.53%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$6,000.00	\$0.00	100.00%
200	Office Supplies	\$250.00	\$146.49	\$1,015.47	-\$765.47	406.19%
208	Instruction Fees	\$2,000.00	\$0.00	\$2,235.00	-\$235.00	111.75%
210	Operating Supplies	\$1,500.00	\$111.60	\$4,607.43	-\$3,107.43	307.16%
212	Motor Fuels	\$2,000.00	\$0.00	\$817.95	\$1,182.05	40.90%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$7,000.00	\$647.97	\$18,183.20	-\$11,183.20	259.76%
221	Repair/Maint Vehicles	\$1,500.00	\$0.00	\$1,827.70	-\$327.70	121.85%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,500.00	\$2.39	\$4,225.94	-\$2,725.94	281.73%
229	Oper/Maint - Lift Station	\$12,000.00	\$207.60	\$5,607.73	\$6,392.27	46.73%
230	Repair/Maint - Collection Syst	\$7,000.00	\$625.67	\$6,338.40	\$661.60	90.55%
231	Chemicals	\$10,000.00	\$1,408.55	\$18,731.36	-\$8,731.36	187.31%
258	Unif Bob/Ted/Gerald	\$300.00	\$210.10	\$300.00	\$0.00	100.00%
303	Engineering Fees	\$1,000.00	\$6,654.35	\$21,667.35	-\$20,667.35	2166.74%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$150.00	\$100.00	60.00%
320	Communications	\$600.00	\$45.91	\$521.84	\$78.16	86.97%
321	Communications-Cellular	\$1,400.00	\$143.19	\$1,486.50	-\$86.50	106.18%
322	Postage	\$800.00	\$0.00	\$986.41	-\$186.41	123.30%
331	Travel Expenses	\$2,000.00	\$0.00	\$2,438.95	-\$438.95	121.95%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$127.50	\$72.50	63.75%
360	Insurance	\$7,500.00	\$0.00	\$8,299.00	-\$799.00	110.65%
381	Electric Utilities	\$26,000.00	\$1,961.38	\$24,535.33	\$1,464.67	94.37%
383	Gas Utilities	\$3,000.00	\$270.15	\$1,587.09	\$1,412.91	52.90%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$437.80	-\$437.80	0.00%
406	Lab Testing	\$10,000.00	\$824.94	\$14,597.13	-\$4,597.13	145.97%
407	Sludge Disposal	\$12,000.00	\$0.00	\$14,210.00	-\$2,210.00	118.42%
420	Depreciation Expense	\$200,000.00	\$0.00	\$0.00	\$200,000.00	0.00%
430	Miscellaneous	\$100.00	\$17.94	\$295.80	-\$195.80	295.80%
433	Dues and Subscriptions	\$300.00	\$60.00	\$524.00	-\$224.00	174.67%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$1,307.52	\$192.48	87.17%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
450	Permits	\$200.00	\$0.00	\$2,690.00	-\$2,490.00	1345.00%
452	Refund	\$100.00	\$0.00	\$187.13	-\$87.13	187.13%
500	Capital Outlay	\$273,800.00	\$35,512.67	\$200,797.77	\$73,002.23	73.34%
553	Capital Outlay - Sewer Filters	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
554	Capital Outlay - Ox Ditch Bldg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
555	Capital Outlay - Sewer Biosol	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
556	Capital Outlay - Sewer Exten	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$699,024.00	\$56,938.99	\$470,742.27	\$228,281.73	67.34%
FUND 601 SEWER OPERATING FUND		\$699,024.00	\$56,938.99	\$470,742.27	\$228,281.73	67.34%
FUND 614 TELEPHONE AND CABLE FUND						
DEPT 49000 Miscellaneous (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$1,349.00	\$39,809.50	-\$39,809.50	0.00%
430	Miscellaneous	\$0.00	\$473.28	\$258,268.28	-\$258,268.28	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$1,250.00	-\$1,250.00	0.00%
DEPT 49000 Miscellaneous (GENERAL)		\$0.00	\$1,822.28	\$299,327.78	-\$299,327.78	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$1,822.28	\$299,327.78	-\$299,327.78	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%

OBJ	OBJ Descr	2016 Budget	DECEMBER 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$170,000.00	\$0.00	\$0.00	\$170,000.00	0.00%
610	Interest	\$30,597.00	\$0.00	\$19,510.80	\$11,086.20	63.77%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$655.05	\$94.95	87.34%
DEPT 47007 2003 Series A Disposal		\$201,347.00	\$0.00	\$20,165.85	\$181,181.15	10.02%
DEPT 47008 2003 Series B Sewer						
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUN		\$201,347.00	\$0.00	\$20,165.85	\$181,181.15	10.02%
FUND 652 WASTEWATER MGMT DISTRICT						
DEPT 41910 Planning and Zoning						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 Planning and Zoning		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 652 WASTEWATER MGMT DISTRICT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$4,446,618.00	\$384,138.20	\$4,216,337.61	\$230,280.39	94.82%

C.5.

City of Crosslake - Preliminary 12/31/2016 Preliminary Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)					
Description	2016 Budget	31-Dec	2016 YTD Amount	2016 YTD Balance	2016 %YTD Budget
<b>Total Expense (From Month End Report For December 31, 2016)</b>	<b>\$ 4,446,618</b>	<b>\$ 384,138</b>	<b>\$ 4,216,338</b>	<b>\$ 230,280</b>	<b>94.82%</b>
<b>Adjustments:</b>					
<u>Less: All DS Issues</u>					
(101-41400-600) Administration: Copier Lease	(864)	(144)	(864)	0	100.00%
(101-41910-600) Planning and Zoning: Copier Lease	(864)	(144)	(864)	0	100.00%
(101-42110-600) Police: Copier Lease	(143)	(24)	(144)	1	100.70%
(101-42280-600) Fire Administration - Principal	0	0	0	0	0.00%
(101-42280-600) Fire Administration - Interest	0	0	0	0	0.00%
(101-42280-620) Fire Administration - Fiscal Agent Fees	0	0	0	0	0.00%
(101-45100-600) Parks and Rec.: Copier Lease	(1,250)	(208)	(1,354)	104	108.31%
(101-45500-600) Library: Copier Lease	(1,250)	(208)	(1,354)	104	108.31%
(101-47014-600) 2012 Series A - Principal	(180,000)	0	(180,000)	0	100.00%
(101-47014-610) 2012 Series A - Interest	(30,853)	0	(30,853)	(1)	100.00%
(101-47014-620) 2012 Series A - Fiscal Agent Fees	0	0	(627)	627	0.0%
(101-47015-615) Series 2015B Equip. Cert. Issuance Costs	0	0	0	0	0.00%
(301-47011-600) 2006 Series B - Principal	(155,000)	0	(155,000)	0	100.00%
(301-47011-610) 2006 Series B - Interest	(6,355)	0	(6,355)	0	100.00%
(301-47014-600) 2012 Series A - Principal	0	0	0	0	0.00%
(301-47014-610) 2012 Series A - Interest	0	0	0	0	0.00%
(301-47014-621) Fiscal Agent Fees	(2,400)	0	0	(2,400)	0.00%
(301-47013-440/621) Fiscal Agent Fees	0	0	0	0	0.00%
(301-47015-610) 2015 Series B - Interest	(11,220)	0	(11,370)	150	101.34%
(651-47007-600) 2012 Series A Disposal - Prin.. ( Reported on B/S)	(170,000)	0	0	(170,000)	0.00%
(651-47007-610) 2012 Series A Disposal -Interest	(30,597)	0	(19,511)	(11,086)	63.77%
(651-47007-620) 2012 Series A Disposal - Fiscal Agent Fees	(750)	0	(655)	(95)	87.34%
<b>Total Debt Service</b>	<b>(591,546)</b>	<b>(729)</b>	<b>(408,950)</b>	<b>(182,596)</b>	<b>69.13%</b>
<u>Less - All Capital Outlay Accounts:</u>					
(101-41400-500) Administration	(3,000)	(497)	(2,115)	(885)	70.49%
(101-41910-500) Planning and Zoning	(3,000)	(764)	(2,675)	(325)	89.17%
(101-41940-500) General Government Capital Outlay	(20,000)	0	(4,343)	(15,657)	21.71%
(101-42110-500) Police Administration Capital Outlay	(10,200)	(10,528)	(10,528)	328	103.22%
(101-42110-550) Police Administration Capital Outlay - Vehicles	(20,000)	0	(19,131)	(869)	95.66%
(101-42280-500) Fire Administration - Capital Outlay	(50,000)	(7,112)	(77,815)	27,815	155.63%
(101-42280-550) Fire Administration - Capital Outlay - Vehicles	0	0	0	0	0.00%
(101-43000-500) Public Works - Capital Outlay	(485,000)	(9,187)	(524,587)	39,587	108.16%
(101-43100-500) Cemetery - Capital Outlay	(1,000)	0	(704)	(296)	70.40%
(101-45100-500) Parks and Recreation - Capital Outlay	(34,500)	0	(20,520)	(13,980)	59.48%
(101-45500-500) Library	(3,000)	0	0	(3,000)	0.00%
(601-43200-500) Sewer - Capital Outlay	(273,800)	(35,513)	(200,798)	(73,002)	73.34%
<b>Total Capital Outlay</b>	<b>(903,500)</b>	<b>(63,601)</b>	<b>(863,216)</b>	<b>(40,284)</b>	<b>95.54%</b>
<u>Less: Other Items:</u>					
(Temporary Fund 614 - Telephone and Cable Fund)	0	(18,252)	(299,328)	299,328	0%
<b>Total Operating Transfers Between Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<u>Less: Depreciation/Amortization</u>					
(601) Depreciation	(200,000)	0	0	(200,000)	0.00%
<b>Adjusted Expenditures</b>	<b>\$ 2,751,572</b>	<b>\$ 301,557</b>	<b>\$ 2,644,844</b>	<b>\$ 106,728</b>	<b>96.12%</b>
<b>Linear Assumption (12 Month/12 Months) = 100.00%</b>					
	<b>100.00%</b>	<b>\$ 4,446,618</b>			<b>-3.88%</b>

City of Crosslake  
December 31, 2016

Depository	Percent of Total Bank Balance	Bank Balance	Less: Insurance FDIC/NCUA	Deposits Requiring Collateral	Amount of Collateral Required (110% of Deposits Requiring Collateral)	Market Value of Collateral Provided	Sufficient (Insufficient) Collateral Coverage	Collateral Description	Expiration Date
First National Bank	18.8%	\$ 321,667	\$ 250,000	\$ 71,667	\$ 78,834	\$ 100,000	\$ 21,166	Capital One Bank CD 1.55%; #140420B58	8/10/2021
BlackRidge Bank	30.2%	\$ 516,327	\$ 250,000	\$ 266,327	\$ 292,960	\$ 1,000,000	\$ 707,040	Letter of Credit 4072-161	12/31/2016
Frandsen Bank and Trust	51.0%	\$ 872,177	\$ 250,000	\$ 622,177	\$ 684,395	\$ 1,479,460	\$ 795,065	3132J4FG9 FHLMC POOL G30866, 4.00	4/1/2034
<b>Totals</b>	<b>100.0%</b>	<b>\$ 1,710,171</b>		<b>\$ 960,171</b>	<b>\$ 1,056,188</b>	<b>\$ 2,579,460</b>	<b>\$ 1,523,272</b>		

C.6.

C-7

# CITY OFFICERS

STATE OF MINNESOTA  
COUNTY OF CROW WING

CITY OF CROSSLAKE

I, the undersigned clerk of aforesaid city, DO HEREBY CERTIFY the following named persons were duly elected to the following offices for the following terms and those who hold over, to-wit:

Mayor	<u>PATTY NORGAARD</u> Year elected <u>2017</u>	Address <u>37028 COUNTY RD 66 CROSSLAKE</u> Term expires <u>12-31-2018</u>
City Clerk,	<u>CHARLENE NELSON</u> Year elected <u>NA</u>	Address <u>37028 COUNTY RD 66 CROSSLAKE</u> Term expires <u>12-31-NA</u>
Treasurer,	<u>MICHAEL LYONAIIS</u> Year elected <u>NA</u>	Address <u>37028 COUNTY RD 66 CROSSLAKE</u> Term expires <u>12-31-NA</u>
Council Members:		
	<u>BRAD NELSON</u> Year elected <u>2015</u>	Address <u>37028 COUNTY RD 66 CROSSLAKE</u> Term expires <u>12-31-2018</u>
	<u>DAVE SCHRUPP</u> Year elected <u>2015</u>	Address <u>37028 COUNTY RD 66 CROSSLAKE</u> Term expires <u>12-31-2018</u>
	<u>GARY HEACOX</u> Year elected <u>2017</u>	Address <u>37028 COUNTY RD 66 CROSSLAKE</u> Term expires <u>12-31-2020</u>
	<u>DAVE NEVIN</u> Year elected <u>2017</u>	Address <u>37028 COUNTY RD 66 CROSSLAKE</u> Term expires <u>12-31-2020</u>
	_____ Year elected _____	Address _____ Term expires <u>12-31-_____</u>

## BOND CERTIFICATE

I HEREBY CERTIFY the Treasurer of aforesaid city is MICHAEL LYONAIIS; that the official bond was fixed by the City Council in the amount of \$ 400,000; that said Treasurer has duly filed such bond in said sum; that the same has been approved by said City Council, and is on file in my office.

Dated this 9<sup>th</sup> day of January, 2017.

City Clerk Charlene Nelson Phone Number (W) 692-2688  
Phone Number (H) 838-1506

THIS INFORMATION WILL BE AVAILABLE TO THE PUBLIC:

### COUNCIL MEETINGS:

Week of Month: 2nd  
Day of Week: Monday  
Usual Start Time: 7:00 PM

### Official City mailing/phone for inquiries:

Name	<u>City of Crosslake</u>
Address	<u>37028 County Rd 66</u> <u>Crosslake MN 56442</u>
Phone	<u>(218)-692-2688</u>
Fax	<u>(218)-692-2687</u>
e-mail	<u>cityclerk@crosslake.net</u>
web site	<u>www.cityofcrosslake.org</u>



C.8.

CONNECTING & INNOVATING  
SINCE 1913

## LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [psstech@lmc.org](mailto:psstech@lmc.org)

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

City of Crosslake  
LMCIT Member Name

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting January 9, 2017

Signature \_\_\_\_\_

Michael R. Lyonais

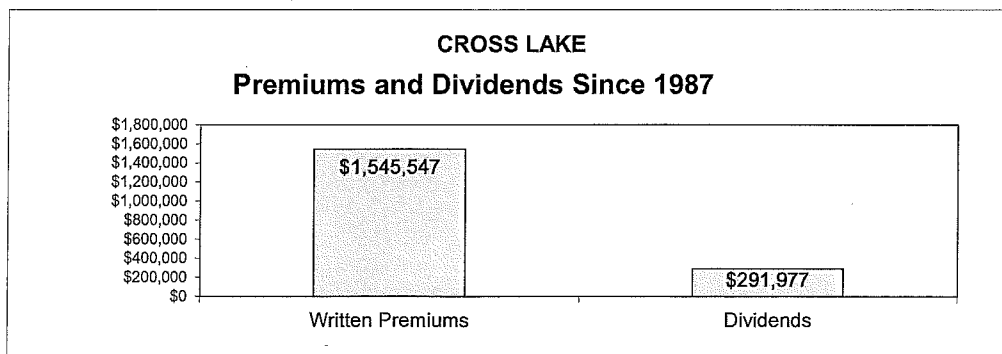
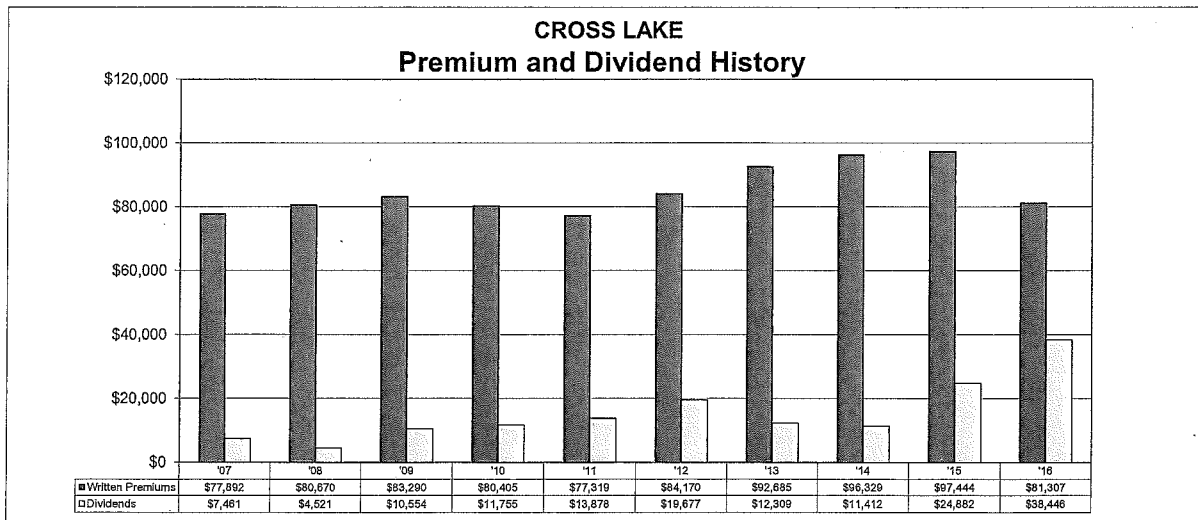
Position Finance Director/Treasurer

C.9.

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST  
PROPERTY/CASUALTY  
2016 DIVIDEND CALCULATION  
AT MAY 31, 2016**

**BG & P INSURANCE AGENCY INC**  
*DBA CROSSLAKE INSURANCE AGENCY*  
13683 COUNTY RD 103  
CROSSLAKE MN 56442-2755

<b>Crosslake</b>	<b>GROSS EARNED PREMIUM</b>	<b>\$1,273,823</b>
37028 COUNTY ROAD 66	<b>ADJUSTED LOSSES</b>	<b>\$307,138</b>
	<b>MEMBERS DIVIDEND PERCENTAGE</b>	<b>0.00153783305</b>
CROSSLAKE, MN 56442-2528	<b>DIVIDEND AMOUNT</b>	<b>\$38,446</b>



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2016 for the past 20 years. This is the premium figure that's used in the dividend calculation. The "2016 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2016 (for most members, only a portion of that 2016 written premium would be earned as of May 31, 2016).



CONNECTING & INNOVATING  
SINCE 1913

December 8, 2016

To: LMCIT Property/Casualty Members

From: LMCIT Board of Trustees

Joel Hanson, Administrator, Little Canada  
D. Love, Councilmember, Centerville  
Rhonda Pownell, Councilmember, Northfield  
Dave Unmacht, Executive Director, LMC

Mark Karnowski, Administrator, Princeton  
Dave Callister, Manager, Plymouth  
Todd Prafke, Administrator, St. Peter

Re: **2016 Property/Casualty Dividend**

We are very pleased to enclose a check for your share of the \$25 million dividend, which the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program is returning for 2016.

Also included in this mailing are:

- A memo providing background on the dividend, including a detailed explanation for how your dividend is calculated.
- A data sheet showing the earned premium and loss data used to calculate your dividend, as well as graphs showing your written premium and dividend history.

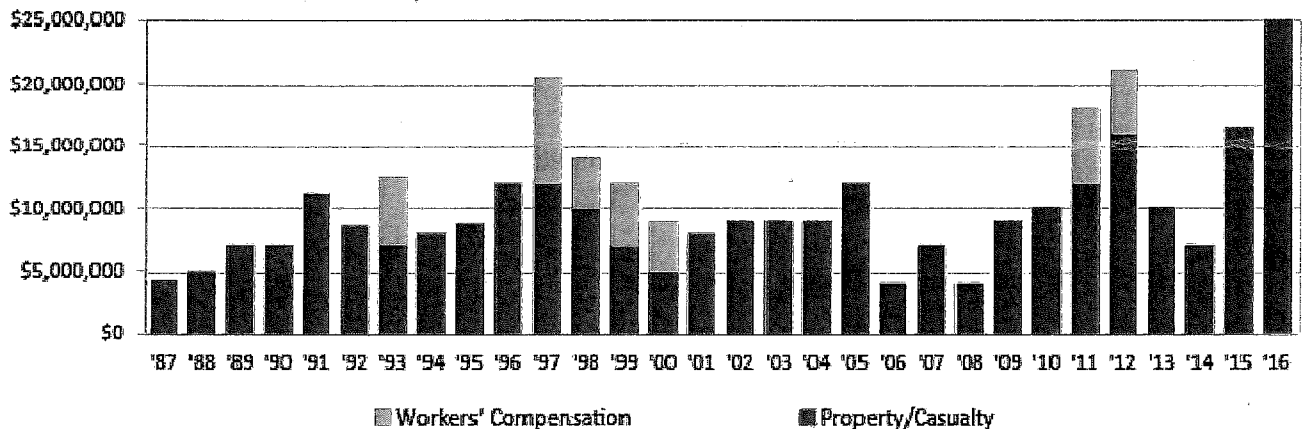
A copy of this same information will also be sent to your insurance agent. We also encourage you to share this information with your city council or other governing body.

We want to thank you again for your continued participation in LMCIT. Please feel free to contact Laura Honeck, LMCIT Operations Manager, at [lhoneck@lmc.org](mailto:lhoneck@lmc.org) or 651-281-1280 if you have any questions or need additional information.

## League of Minnesota Cities Insurance Trust 2016 Property/Casualty Dividend

Congratulations to members of the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program on another successful year! Property/casualty members will share in a \$25 million dividend this year, bringing the sum of dividends returned to members since 1987 to \$320 million.

### LMCIT Dividends \$320 Million Since 1987



### Factors Driving the 2016 Dividend

This year's dividend amount is largely driven by three factors:

- After a thorough actuarial evaluation of projected loss costs, it was determined LMCIT could decrease its estimates for outstanding liabilities on old claims that were incurred before May 31, 2015. The decrease is due primarily to favorable claim development in recent years for property claims (fewer weather-related events) and liability claims (especially in the areas of land use and employment liability).
- The cost of new property, auto liability, and general liability (the most significant being liability for police, land use, and sewer backups) claims that were incurred after May 31, 2015, is less than what LMCIT projected when it set premium rates last year. That good experience is reflected in this year's dividend.
- For the past couple years LMCIT has been dealing with a large number of claims alleging violation of the Drivers' Privacy Protection Act (DPPA). Because there are so many of these claims and because they involve some complex legal issues, there's a lot of uncertainty about what these claims might ultimately cost. Because of this, LMCIT has been holding some additional funds as a hedge against what they might ultimately cost. However, some favorable

court decisions and the fact that very few new DPPA claims have been submitted means that the uncertainty of these claims has lessened. This in turn means that LMCIT is now able to release some of the extra funds. When these claims are ultimately resolved, LMCIT hopes to be able to return the rest to cities too.

### **Dividend Determination**

Every year the LMCIT Board determines whether a dividend can be returned, and if so, how much. A number of considerations are weighed, with the ultimate decision involving a comparison of the LMCIT year-end fund balance (also known as member equity or surplus) to a targeted amount of fund balance.

Typically the major driver behind whether a dividend can be returned is how rates in recent years compare to LMCIT's loss experience. Premium rates are designed to pay for projected losses, expenses, and a safety margin in case losses turn out to be greater than expected. If losses turn out to be at or below LMCIT's projections, then the safety margin isn't needed and can either be returned to members as a dividend or used to strengthen LMCIT's fund balance.

### **Dividend Calculation**

The first step the LMCIT Board takes in determining the dividend amount is to look at LMCIT's actual fund balance compared to the fund balance targets the Board has established. This year the Trustees determined that \$25 million could be returned to member cities.

The next step is to calculate the dividend. The formula for calculating the dividend is designed to return proportionally greater amounts to members that have been with LMCIT for a longer period of time and that have been most successful in avoiding and controlling losses. Here are the steps to determine the dividend for each individual member:

- Step 1: Each member's adjusted losses are subtracted from its gross earned premiums.
- Step 2: After calculating Step 1, the remaining dollar amount for each member is added together. This is the total that is used to calculate each individual dividend amount.
- Step 3: The amount for each member calculated in Step 1 is then divided by the sum of all members calculated in Step 2. This results in each member's percentage, or share, of the \$25 million total that's available as a dividend this year.

The enclosed data sheet shows the exact figures, including your percentage of the dividend share, that were used to calculate your dividend. A few definitions may help as you look at this information.

*Gross Earned Premium:* This figure is your total of all earned premiums through May 31 for the past 20 years.

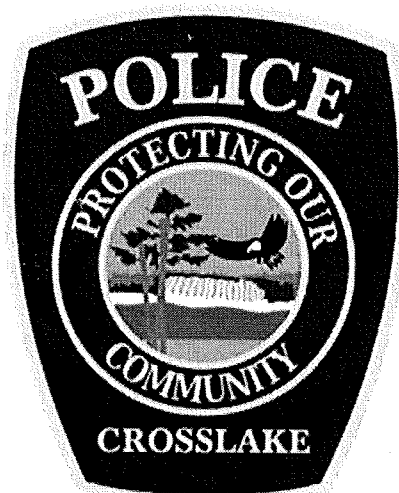
*Adjusted Loss:* This figure is your losses for the past 20 years, minus applicable deductibles, and after capping each individual large loss. Each individual loss is capped at the lesser of \$200,000 or 200 percent of the member's annual premium for the year of the loss. Without this cap, a small or mid-sized entity that experiences a catastrophic loss might not receive any dividend for many years.

### **Future Dividends**

The ultimate goal of LMCIT is to manage *risk* – in other words, uncertainty. There's no guarantee a dividend will always be returned to members because it is impossible to know precisely what losses will occur or cost. Dividend amounts will vary from year to year just as they have in the past.

With that said, LMCIT will do its best to estimate and project what loss costs will be, and will continue to return to members any funds that aren't needed for losses, expenses, or reserves. While we can't guarantee future dividends, members should be proud of their success accomplished in controlling losses during 2016.

C-16.



# CROSSLAKE POLICE DEPARTMENT

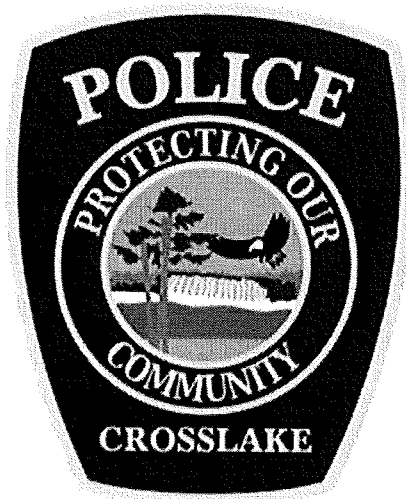
## MONTHLY REPORT

December

2016

**Crosslake Police Department  
Monthly Report  
December 2016**

911 Hangup	1
Agency Assist	15
Alarm	24
Animal Complaint	7
Assault	1
Civil Problem	1
Disturbance	1
Driving Complaint	1
Ems	15
Extra Patrol	1
Fire	1
Fraud	4
Gas Leak	2
Gun Permits	1
Housewatch	2
Information	16
Personal In Accident	1
Property Damage Acc	9
Public Assist	2
Shooting Complaint	1
Suspicious Activity	1
Suspicious Vehicle	4
Theft	2
Traffic Citations	2
Traffic Warnings	19
Warrant Service Atmpt	1
<b>Total</b>	<b>135</b>



# CROSSLAKE POLICE DEPARTMENT

## MISSION TOWNSHIP MONTHLY REPORT

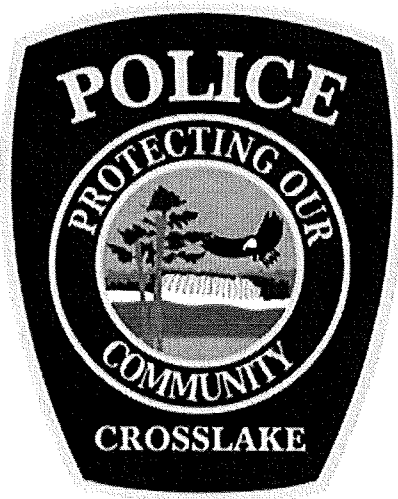
December

2016

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

911 Hangup	1
Alarm	2
Animal Complaint	1
Ems	1
Housewatch	1
Property Damage Acc	1
Suspicious Vehicle	1
Traffic Citations	3
Traffic Warnings	10
Warrant Service	1
Warrant Service Atmpt	1
<b>Total</b>	<b>23</b>

C.18.



# CROSSLAKE POLICE DEPARTMENT

ANNUAL REPORT  
2016

# **Crosslake Police Department**

## **Annual Report**

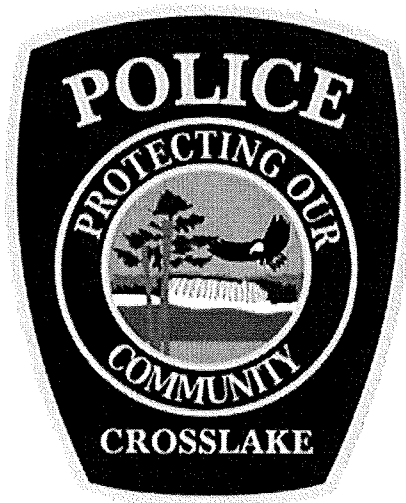
### **2016**

911 Hangup	7
Abandoned Vehicle	3
Agency Assist	225
Alarm	220
Animal Bite	3
Animal Complaint	51
Assault	6
Attempt To Locate	2
ATV	8
Burglary	3
Burglary In Prog	3
Burning Complaint	6
Civil Problem	11
Compliance Check	10
Criminal Sexual Cond	1
Damage To Property	16
Dangerous Dog	1
Death	1
Disturbance	31
Domestic	7
Driving Complaint	45
Drug Possession	1
Ems	255
Escort	4
Extra Patrol	5
Fight	1
Fire	17
Fireworks	8
Found Property	17
Fraud	11
Garbage Dumping	2

Gas Leak	8
Gun Permits	34
Harass Comm	9
Hazard In Road	24
Hospice Death	1
Housewatch	13
Indecent Conduct	2
Information	109
Intoxicated Person	20
Licensing	2
Lost Property	10
Missing Persons	7
Motorist Assist	2
Noise Complaint	8
OFP Violation	3
Open Door	4
Other	6
Parking Complaint	16
Party Complaint	1
Personal In Accident	7
Predatory Offender	1
Probation Violation	1
Property Damage Acc	54
Public Assist	39
Shooting Complaint	4
Stalled Vehicle	1
Suicidal Person	5
Suspicious Activity	31
Suspicious Person	13
Suspicious Vehicle	25
Theft	29
Threats	2
Traffic Arrest	12
Traffic Citations	56
Traffic Warnings	581
Trespass	4
Victim Notification	1

Vulnerable Adult	2
Warrant Oth Cnty	1
Warrant Service Atmpt	3
Welfare Check	28

<b>Total</b>	<b>2160</b>
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# CROSSLAKE POLICE DEPARTMENT

MISSION TOWNSHIP  
ANNUAL REPORT

2016

**Crosslake Police Department  
Mission Township Annual Report  
2016**

911 Hangup	2
Agency Assist	3
Alarm	6
Animal Complaint	4
ATV	1
Burglary In Prog	1
Civil Problem	1
Damage To Property	2
Disturbance	1
DOA Natural	1
Driving Complaint	6
Ems	12
Extra Patrol	1
Fire	1
Fleeing	1
Found Property	2
Garbage Dumping	1
Hazard In Road	3
Housewatch	5
Information	1
Motorist Assist	4
Parking Complaint	1
Property Damage Acc	5
Public Assist	3
Shooting Complaint	2
Suicidal Person	1
Suspicious Activity	1
Suspicious Person	2
Suspicious Vehicle	2
Theft	3

Traffic Arrest	3
Traffic Citations	66
Traffic Warnings	288
Trespass	1
Warrant CWC	1
Warrant Service	2
Warrant Service Atmpt	3
<b>Total</b>	<b>443</b>



# Crosslake Fire Department

Date: December 2016

## Incidents

Description of Incident	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	13	13
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries	2	2
324 - Motor Vehicle Accident with No Injuries	1	1
340 - Search for Lost Person		
362 - Ice Rescue		
326 - Snowmobile Accident With Injuries		
<b>Total Medical:</b>	16	16
<b>1 - Fire</b>		
111 - Building Fire		
111 - Building Fire (Mutual Aid)		
114 - Chimney Fire		
143 - Grass Fire/Wildland Fire		
131 - Automobile Fire		
<b>Total Fire:</b>	0	0
<b>4 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)	2	2
424 - Carbon Monoxide Alarm		
444 - Power Line Down/Trees on Road		
<b>Total Hazardous Condition:</b>	2	2
<b>5 - Service Call</b>		
571 - Cover Assignment, Standby		
<b>Total Service Calls:</b>	0	0
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route		
609 - Smoke scare, Odor of smoke		
<b>Total Good Intent:</b>	0	0
<b>7 - False Alarm &amp; False Call</b>		
743 - Smoke Detector Activation - No Fire		
733 - Smoke Detector Activation due to Malfunction		
746 - Carbon Monoxide Detector Activation - No CO		
731 - Sprinkler Activation due to Malfunction		
<b>Total False Alarms:</b>	0	0

**Total Incidents:** 18 18



C-21.

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**NORTH AMBULANCE  
CROSSLAKE**

**DECEMBER 2016 RUN REPORT**

TOTAL CALLOUTS: 43

NIGHT: 16 DAY: 27

No Loads: 06  
Cancels: 09  
Fire Standbys: 01  
Police Standbys: 00  
Transported Patients: 00

CROSSLAKE: 27 (4 No Load, 5 Cancel)  
BREEZY POINT: 06 (1 No Load, 1 Fire)  
IDEAL: 00  
MISSION: 01  
FIFTY LAKES: 01 (1 Cancel)  
MANHATTAN BEACH: 00  
CENTER: 00  
TIMOTHY: 00

MUTUAL AID TO:

PINE RIVER: 08 (1 No Load, 3 Cancel)  
BRAINERD: 00

BLS TRANSFERS: 00  
ALS TRANSFERS: 00

ALS INTERCEPTS (ADVANCED LIFE SUPPORT):

BRAINERD: 00  
PINE RIVER: 00  
AIRCARE: 01

C.22.

## MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

PERMITS	December-2016	Year-to-Date 2016	December-2015	Year-to-Date 2015
New Construction (Dwellings)	0	28	1	30
Septic - New	0	18	1	11
Septic Upgrades	1	20	0	20
Porch / Deck	0	38	0	24
Additions	1	25	0	19
Landscape Alterations	3	56	0	54
Access. Structures	1	37	0	36
Demo/Move	0	2	0	2
Signs	0	4	1	5
Fences	0	5	0	5
E911 Addresses Assigned	0	17	1	19
<b>Total Permits</b>	<b>6</b>	<b>250</b>	<b>4</b>	<b>225</b>

ENFORCEMENT / COMPLAINTS	Year-to-Date 2016	Year-to-Date Closed	Year-to-Date Open	Year-to-Date % Closed
Enforcement	14*	14	0	100.0%

\*4 carry-over complaints from 2015

CUSTOMER SERVICE STATISTICS	December-2016	Year-to-Date 2016	December-2015	Year-to-Date 2015
Counter Visits	15	856	41	1074
Phone Calls	52	1516	92	1544
Email	12	510	30	529
<b>Total</b>	<b>79</b>	<b>2882</b>	<b>163</b>	<b>3147</b>

Call For Service	1	86	0	95
Shoreland Rapid Assessment Completed (Buffer)	0	32	0	26
Stormwater Plans Submitted	3	94	0	64
Site Visits	16	617	7	629

COMPLIANCE SEPTIC STATISTICS	Year-To-Date Received 2016	Year-To-Date Failed 2016	Year-To-Date Received 2015	Year-To-Date Failed 2015
Septic Compliance Inspections	151	3	144	3
Passing Septic Compliance Percentage		98.0%		97.9%

PUBLIC HEARINGS	December-2016	Year-to-Date 2016	December-2015	Year-to-Date 2015
DRT	0	28	1	26
Variance	2	16	1	15
CUP/IUP	0	1	0	0
Land Use Map Amendments	0	2	0	0
Subdivisions (Metes & Bounds; Preliminary; Final)	0	7	2	9
Consolidations/Lot Line Adjustments	0	5	4	15



## STATED MINUTES

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

November 23, 2016  
9:00 A.M.

Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442

1. Present: Aaron Herzog, Chair; Joel Knippel; Mark LaFon; and Council Member Gary Heacox
2. Absent: Dave Nevin, Vice-Chair and Matt Kuker
3. Staff: Chris Pence, Crow Wing County Land Services Supervisor; Jon Kolstad, Crosslake Land Services Specialist and Cheryl Stuckmayer, Customer Services Specialists II
4. 10-28-16 Minutes & Findings – Motion by Knippel; supported by LaFon to approve the minutes & findings as written. All members voting “Aye”, Motion carried.
5. 11-4-16 Minutes & Findings – Motion by LaFon; supported by Knippel to approve the minutes & findings as written. All members voting “Aye”, Motion carried.
6. Old Business
  - 6.1 None
7. New Business
  - 7.1 David Kroona & Corey Burstad – Variance for setbacks from lake, road right-of-way and septic drainfield
8. Other Business/Amend Agenda
  - 8.1 Calendar – City of Crosslake 2017 Schedule
  - 8.2 Leasing and easements for lake access for non-riparian lots
9. Adjournment

**David Kroona & Corey Burstad  
141120000050009**

Herzog announced the variance request then invited Kroona, Owner/applicant and Balmer of Lands End Development, the representative, to the podium. Kolstad read the variance request, history of the parcel and the surrounding parcel history into the record. There were no public comments. Herzog went through the items listed in the request and his concerns pertaining to them. Knippel asked for clarification on the possibility of keeping the new structure the same distance from the lake setback as the current dwelling. Discussion was held on the issues that would occur keeping the current lake setback. Kolstad indicated that during the November 22, 2016 on-site Strand, Public Works Director of Crosslake, stated that a minimum of 3 feet from the road is needed for snow storage. LaFon noted that there are a lot of encroachments being requested in this variance application, which has no building envelope available and the stormwater plan was directing the water runoff towards the lake before containing it. LaFon also stated that he felt the parcel has a cabin and should remain a cabin size structure. Commissioners discussed tabling the variance request with a possibility of the applicant coming back with a revised proposal of no structure closer than the current 56 feet to the lake, no closer than 14 feet to the road, reduced structure size, limited structure height, smaller driveway area and a 3D visual available.

**November 23, 2016 Action:**

**Motion by Herzog; supported by Knippel to table the variance for:**

- 1. Lake setback of 53 feet where 75 feet is required to proposed dwelling with attached garage**
- 2. Lake setback of 50 feet where 75 feet is required to proposed screen porch**
- 3. Lake setback of 66 feet where 75 feet is required to proposed drainfield**
- 4. Road Right-of-Way setback of 18.5 feet where 35 feet is required to proposed dwelling**
- 5. Road Right-of-Way setback of 14 feet where 35 feet is required to proposed covered entry**

**To construct:**

- 1709 square foot dwelling with attached garage**
- 300 square foot screen porch**
- Septic system drainfield**
- 68 square foot covered entry**

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

**Matters not on the Agenda:**

1. Other Business/Amend Agenda:

(8.1) Calendar – City of Crosslake 2017 Schedule;

**Motion by LaFon; supported by Knippel to approve City of Crosslake 2017 Schedule**

**All members voting “Aye”, Motion carried.**

(8.2) Leasing and easements for lake access for non-riparian lots;

Pence explained the access issue brought to the November 14, 2016 Crosslake City Council meeting. The Crosslake Land Use Ordinance from 1992 to 2014 on “Controlled Access Lot” had the same wording until 2014 when it changed to commercial lots only. In 2014 controlled access lots were prohibited in the shoreland district. The Crosslake Land Use ordinance section on “Controlled Access Lot” and the State of Minnesota statues 6120.3300 Zoning Provisions were handed out. Easement, leases and handshake agreements were not addressed in the state statues. A discussion was held between staff, the commissioners and city council member Heacox on the access issue.

Discussion ended with an agreement to have attorney Person invited to attend the December 23, 2016 PC/BOA meeting for further discussion.

**Motion by Knippel; supported by LaFon to adjourn at 10:07 A.M.**

**All members voting “Aye”, Motion carried.**

Respectfully yours,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Customer Services Specialist II

C.24.

# Crosslake Roll-Off & Recycling Services

Mixed		December 2016									
Paper	Aluminum	Tin	Glass	Plastic	Metal	Cardboar	Electro	Total lbs	2000#	Total Tons	
January	0	890	0	7540	1540	0	5500	0	15470	2000	7.735
February	9960	0	0	0	2240	5960	3220	0	21380	2000	10.69
March	0	850	2140	6480	2240	28700	4340	0	44750	2000	22.375
April	11800	0	0	6760	2380	21440	8200	0	50580	2000	25.29
May	9060	820	1580	7580	3780	20300	10020	51	53191	2000	26.5955
June	10220	860	0	14140	4560		12080	0	41860	2000	20.93
July	16780	2200	2180	20180	5940	4900	14320	0	66500	2000	33.25
August	8960	1490	0	18860	5080	26940	11060	0	72390	2000	36.195
September	8980	0	2200	6420	4560	0	10160	0	32320	2000	16.16
October	9640	615	0	7060	3160	9980	6820	0	37275	2000	18.6375
November	0	870	0	6400	2240	25640	7000	0	42150	2000	21.075
December	9380	0	0	6300	2460	7220	7800		33160	2000	16.58

TOTAL IBS	94780	8595	8100	107720	40180	151080	100520	51
2000#	2000	2000	2000	2000	2000	2000	2000	2000
TOTAL TONS	47.39	4.2975	4.05	53.86	20.09	75.54	50.26	0.026

Tires 0

C. 25.

# SCORE REPORT FORM

Mo./Yr.

**November 2016**

**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)**

**11,816**

Corrugated Cardboard

**1,658**

Newspaper

-

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

**10,157**

**Metal: Appliances, misc...**

**Commingled Materials: (includes)**

**8,948**

%

lbs

0.05 Metals- Aluminum Cans

447

0.21 Tin Cans

1879

0.61 Glass-

5458

Clear bottles

Green bottles

brown bottles

0.1 Plastic - #1 & #2 bottles

895

0.03 Reject

268

1.00

8948

**Total LBS.**

**20764**

**0**

**Total Tons**

**10.38**

**0**

## OUT OF COUNTY Waste Disposal

Final Destination:

N/A

Disposal Site Permit # :

Tons Delivered:

NONE

Total Number of  
Households  
Served this Month

**934**

	Trash		Recycling		68,064	59,960
	Accounts	Rate	Accounts	%	Paper	Commingle
BRD	2946	0.49	1441	0.36	24313	21419
BAX	1411	0.91	1284	0.32	21664	19085
B.P.	620	0.86	534	0.13	9010	7937
P.L.	269	0.64	173	0.04	2919	2571
C.L.	934	0.64	602	0.15	10157	8948
NIS	70	0.00	0	0.00	0	0
	<b>6250</b>	<b>0.65</b>	<b>4034</b>			

C. 26.

MEMO TO: City Council

FROM: Charlene Nelson  
City Clerk

DATE: January 4, 2017

SUBJECT: GROUP TRANSIENT MERCHANT PERMIT

Mission of the Cross Lutheran Church is requesting approval for a Group Transient Merchant Permit to hold flea markets on their Church property on the following dates in 2017:

May 27

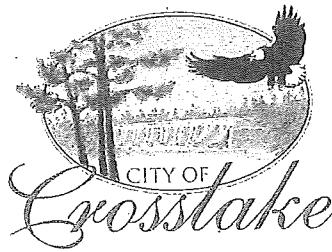
July 1

September 2

Sales take place from 9:00 A.M. to 4:00 P.M.

The fee of \$50.00 has been paid to the City.

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



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

License Fee \$ 50<sup>00</sup>

### APPLICATION FOR GROUP TRANSIENT MERCHANT PERMIT

1. Name of applicant: Mission of The Cross Lutheran Church  
(first) (middle) (last) (maiden)  
Al Schewe; Cell 612-597-1827
2. Other names under which the applicant conducts business or to which applicant officially answers: \_\_\_\_\_
3. A physical description of the applicant (hair color, eye color, height, weight, distinguishing marks and features): \_\_\_\_\_  
\_\_\_\_\_
4. Full address of applicant's permanent address: 13716 County Road 103  
Crosslake, MN 56442
5. Type of business for which the applicant is applying: Garage Sale &  
3 Flea Markets
6. The dates during which the applicant intends to conduct business in the City (maximum 14 consecutive days): Flea Mkt 5/27/17, 7/1/17,  
9/2/17; Garage Sale 8/4 + 8/5

7. Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the City: Al Schewe; Cell 612-597-1827

Al's home; 218-763-8266; MOTC; 218-692-4228

8. Name and phone number of contact person or persons other than applicant: \_\_\_\_\_

See Above

Dave Teigen 218-831-0370; Secondary Contact

9. Location where transient merchant intends to set up business (attach written permission of the property owner or the property owner's agent for any property to be used by a transient merchant): Address in item 4

10. A general description of the items to be sold or services to be provided: \_\_\_\_\_

Flea Market & Craft Sale  
Garage Sale; Household items, tools and the like

NOTE: FOOD VENDORS MUST SUPPLY A COPY OF FOOD LICENSE FROM THE MINNESOTA DEPARTMENT OF HEALTH (320) 223-7300.

I, the above applicant, state that I have not been convicted of any felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance other than traffic offenses within the last five years. I also state that the information provided in this application is true.

Al Schewe  
Signature of Applicant

1/3/2017  
Date

218-763-8266  
FOR OFFICE USE  
Date of application: \_\_\_\_\_

Date license was issued: \_\_\_\_\_

Notes regarding application and license procedures: \_\_\_\_\_

# Contribution Report

## Crosslake Ideal Lions Club

Page 1

C.27.

or All Sites  
rom 02/01/2016 to 12/31/2016

Date Written	Check Number	Payee	Description	Total
<b>For A1</b>				
12/18/2016	7385	Patriot Athletic Club	Grad blast	500.00
13/16/2016	7405	Clay Target League	trap shooting program	5000.00
2/22/2016	7535	Brainerd Community Action	Rylee Oehrlein benefit diabetic alert dog	2500.00
<b>Total of A1</b>				<b>8000.00</b>
<b>For A2</b>				
12/18/2016	7386	Dave Nevin	house fire	1000.00
12/18/2016	7388	Pequot Eye Center	students 9558 59 60	396.78
13/10/2016	7401	Vicky Olson	medical	1000.00
<b>Total of A2</b>				<b>2396.78</b>
<b>For A4</b>				
12/10/2016	7382	Independent School Dist 186	Early Childhood Center	300.00
<b>Total of A4</b>				<b>300.00</b>
<b>For A5</b>				
12/18/2016	7387	Crosslake/Ideal Scholarship Fund	scholarship donation	5000.00
<b>Total of A5</b>				<b>5000.00</b>
<b>For Empty Code</b>				
12/18/2016	7384	Crosslake Food Shelf	food shelf donation	100.00
14/24/2016	7417	American Diabetes Assn.		100.00
14/24/2016	7418	Crosslake Community School	clay target league	1000.00
14/24/2016	7419	Crosslake Food Shelf		100.00
15/18/2016	7433	MN Broken Wing Connection	hunting for disabled	250.00
15/20/2016	7432	Crosslake Food Shelf		100.00
16/16/2016	7444	CMTA	Charcot-Marie-Tooth Assn	500.00
16/16/2016	7443	Crosslake Food Shelf		100.00
16/27/2016	7446	Paul Bunyan Scenic Byway Assn.	wounded warrior retreat	2000.00
17/14/2016	7460	Peggy Iverson	emergency medical	1000.00
17/20/2016	7462	Peggy Iverson	medical	2500.00
17/22/2016	7461	Crosslake Food Shelf		200.00
18/11/2016	7474	Jeremy Roach	medical	1000.00
18/18/2016	7477	PAL Foundation	halloween party	500.00
18/18/2016	7475	City of Crosslake	MN Design Team	5000.00
18/18/2016	7476	Crosslake Food Shelf		200.00
19/26/2016	7491	Crosslake Area Historical Society	sound system	2000.00
19/26/2016	7492	MN Teen Challenge	towards building short term wing	500.00
19/26/2016	7493	Brighter Days Foundation	help chronically ill children	1500.00
19/26/2016	7490	Crosslake Food Shelf		200.00
10/23/2016	7505	Pequot Eye Center	Student 10266	187.68
10/23/2016	7504	Crosslake Food Shelf		200.00
11/18/2016	7518	Crosslake/Ideal Scholarship Fund	scholarships	5000.00
11/18/2016	7517	Crosslake Food Shelf		200.00
2/22/2016	7534	CMTA	Charcot Marie Tooth Assn	2000.00
2/22/2016	7533	Crosslake Community School	Tshirt program	2000.00

# Contribution Report

## Crosslake Ideal Lions Club

Page 2

for All Sites  
from 02/01/2016 to 12/31/2016

Date Written	Check Number	Payee	Description	Total
2/22/2016	7531	Crosslake Food Shelf		200.00
2/22/2016	7536	MN Gambling Control Board	01487 license fees	1200.00
2/23/2016	7537	Harvey Kack	hardship	1000.00
Total of Empty Code				30837.68
For A14				
03/16/2016	7402	Crosslake Food Shelf	food shelf assistance	100.00
Total of A14				100.00
Total of Organization				46634.46

**Crosslake / Ideal Lions Club**

For All Sites

From 1/1/2016 to 2/28/2016

Date Written	Check Number	Payee	Description	Total
For A14 1/20/2016	7372	Crosslake Food Shelf	financial assistance	100.00
Total of A14				100.00
Total of Organization				100.00

**RETRO ACTIVE BILLS FOR APPROVAL**  
**Paid from 12/13/16 thru 12/31/16**

VENDORS	DEPT		AMOUNT
Ace Hardware, hardware	Sewer	pd 12-30	6.05
Ace Hardware, mouse trap	Park	pd 12-30	4.99
Ace Hardware, pliers, wrench	Sewer	pd 12-30	112.41
Ace Hardware, heater	Park	pd 12-30	28.99
Ace Hardware, hex bushings	PW	pd 12-30	11.98
Ace Hardware, hardware	PW	pd 12-30	11.95
Ace Hardware, tubing, cable ties	PW	pd 12-30	11.98
Ace Hardware, staples	Sewer	pd 12-30	4.99
Ace Hardware, oil	Fire	pd 12-30	9.99
Ace Hardware, janitorial supplies	Sewer	pd 12-30	32.94
Ace Hardware, hose, sump pump, hardware	Sewer	pd 12-30	310.92
Ace Hardware, janitorial supplies	Sewer	pd 12-30	31.33
Ace Hardware, uniform	Sewer	pd 12-30	121.52
Ace Hardware, utility pull	Sewer	pd 12-30	7.59
Ace Hardware, sockets	Sewer	pd 12-30	65.98
Ace Hardware, mailbox, bits	PW	pd 12-30	42.95
Alden Hardwick, reimburse for shelf supplies	Library	pd 12-21	103.03
Alden Hardwick, reimburse for book sale signs	Library	pd 12-30	275.00
AW Research, water testing	Sewer	pd 12-21	118.80
AW Research, water testing	Sewer	pd 12-27	118.80
Baker & Taylor, books	Library	pd 12-20	15.51
Baker & Taylor, books	Library	pd 12-30	46.51
Bolton & Menmk, wastewater value engineering	Sewer	pd 12-28	2,943.10
Brainerd Hydraulics, parts	PW	pd 12-21	30.64
Budget Lighting, toggle	PW	pd 12-27	33.69
Char Nelson, reimburse mileage	Admin	pd 12-20	30.78
Char Nelson, reimburse for pop	Gov't	pd 12-30	16.14
City of Crosslake, sewer utilities	PW/Gov't	pd 12-30	225.00
Ferguson Waterworks, magnet	Sewer	pd 12-29	28.03
GLS Promotions, plaques	Council	pd 12-21	98.00
Grand Forks Fire Equipment, hoses	Fire	pd 12-21	5,195.00
Grand Forks Fire Equipment, boots	Fire	pd 12-27	372.72
Granite Electronics, radios	Fire	pd 12-30	1,872.00
Guardian Pest Solutions, pest control	ALL	pd 12-27	77.60
Hawkins, chemicals	Sewer	pd 12-21	1,408.55
Holiday Station, premium fuel	Park	pd 12-20	4.61
Holiday Station, antifreeze	Police	pd 12-21	10.73
Holiday Station, premium fuel	Park	pd 12-22	2.72
Holiday Station, premium fuel	Park	pd 12-27	7.52
Jefferson Fire & Safety, hoods	Fire	pd 12-21	582.51
Jefferson Fire & Safety, gloves	Fire	pd 12-30	705.00
Joe Chase, reimburse mileage and lodging	Sewer	pd 12-22	464.34
Joe Chase, reimburse uniform expense	PW	pd 12-22	66.03
Lakes Gas, bulk lp	Park	pd 12-22	375.55
LMC Insurance Trust, deductible	Police	pd 12-28	250.00

Marco, copier lease	Park	pd 12-30	223.30
Mastercard, Amazon, magazine subscriptions	Library	pd 12-21	466.62
Mastercard, Best Buy, cable, usb	PW	pd 12-27	74.98
Mastercard, CDW, adobe acrobat	Admin	pd 12-21	282.58
Mastercard, Costco, chair	Admin	pd 12-21	247.13
Mastercard, Country Inn, lodging	Fire	pd 12-21	165.56
Mastercard, Crucial.com, computer memory	PZ	pd 12-27	30.06
Mastercard, Delta, travel expenses	Admin	pd 12-21	226.20
Mastercard, DVS, registration	Park	pd 12-27	52.25
Mastercard, Everblades, heated wipers	PW	pd 12-27	293.75
Mastercard, MN Dept of Agriculture, pesticide renewal	PW	pd 12-27	10.25
Mastercard, MN State Fire Chiefs Assn, membership dues	Fire	pd 12-30	93.00
Mastercard, Office Max, office supplies	Fire	pd 12-28	221.08
Mastercard, travel expenses	Police	pd 12-27	225.48
Metro Sales, copier maintenance	ALL	pd 12-28	370.69
Meyer Midwest, cutting edges	PW	pd 12-21	357.50
Meyer Midwest, replace hoses	Park	pd 12-21	329.20
MWOA, membership dues	Sewer	pd 12-22	60.00
Napa, wire	PW	pd 12-21	23.07
Napa, auto lift support	Fire	pd 12-30	55.37
Napa, gloves	Sewer	pd 12-30	98.94
Napa, head light	PW	pd 12-30	9.69
Northland Press, business cards	ALL	pd 12-30	180.30
Planning Commission, 4th quarter meetings	PZ	pd 12-27	1,085.00
Riteway, payroll checks	Admin	pd 12-20	125.68
Seaberg Motorsports, winch rope	Fire	pd 12-30	59.99
Shipman Auto Parts, cutting edge kit	PW	pd 12-21	444.00
Simonson Lumber, treated pine	PW	pd 12-30	4.49
Squad Pro, install body camera system	Police	pd 12-28	756.00
Stinson Leonard Street, legal fees	Phone Comp	pd 12-20	1,349.00
Ted Strand, reimburse uniform expense	Sewer	pd 12-30	88.58
The Office Shop, folders, tape	PZ/Admin	pd 12-20	38.18
The Office Shop, ink, report covers, index tabs	Admin	pd 12-30	108.98
Truck Bodies & Equipment, spinners	PW	pd 12-21	1,041.97
Ultimate Safety Concepts, vests	Fire	pd 12-30	256.37
Uniforms Unlimited, battery	Police	pd 12-21	21.99
Uniforms Unlimited, uniform	Police	pd 12-21	448.76
Uniforms Unlimited, uniform	Police	pd 12-21	369.74
US Bank, copier lease	ALL	pd 12-27	156.00
Verizon, air card, ipad, and internet charges	ALL	pd 12-30	342.54
WSN, engineering fees	ALL	pd 12-27	14,450.19
Xcel Energy, gas utilities	ALL	pd 12-27	232.87
Xcel Energy, gas utilities	ALL	pd 12-28	1,915.13
Ziegler, coupler	PW	pd 12-22	94.27
<b>TOTAL</b>			<b>43,781.20</b>

C.29.

**RESOLUTION NO. \_\_\_\_\_  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

**RESOLUTION APPROVING COUNTY PROJECT WITHIN MUNICIPAL  
CORPORATE LIMITS**

WHEREAS, plans for Project No. S.A.P. 018-616-019 showing proposed Bituminous Surfacing Improvements of County State-Aid Highway No.16 within the limits of the City of Crosslake as a State Aid Project have been prepared and presented to the City of Crosslake.

NOW, THEREFORE, BE IT RESOLVED: That said plans be in all things approved.

Dated this 9th, day of January, 2017.

---

Patty Norgaard, Mayor

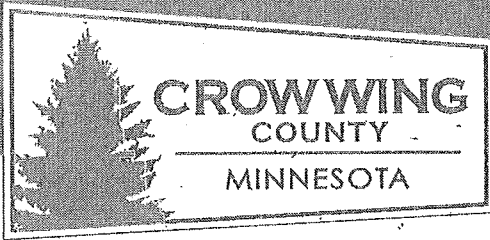
CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Crosslake at a meeting therefore held in the City of Crosslake, Minnesota, on the 9th day of January, 2017, as disclosed by the records of said City in my possession.

---

Charlene Nelson, City Clerk

(Seal)



December 29, 2016

Crosslake City Hall  
Attn: Char Nelson, Clerk  
37028 County Rd 66  
Crosslake, MN 56442

Re: SAP 18-616-019  
CSAH 16 Plan Approval

Dear Ms. Nelson,

Our department is currently working on the final plans for the above referenced project. Plans to repave County State Aid Highway 16 corridor from Little Whitefish Drive to CSAH 66 are nearly complete and construction is scheduled to take place this summer.

As this project is located within the city limits of Crosslake, it is appropriate and necessary to receive your support for this project. Enclosed, please find a resolution that we are requesting the City of Crosslake to act upon at its next council meeting and supply this office with a certified copy of such. If you would like a representative from the County Highway Department present at the appropriate council meeting, or have concerns relating to the project, please contact me at the number listed below.

Sincerely,

Steve Stroschein  
Senior Engineer/Project Manager

EN: City Resolution  
SAP 018-616-019 Plan

Timothy V. Bray, P.E. County Engineer  
Robert Hall, P.E. Assistant County Engineer  
Highway Department  
16589 County Road 142  
Brainerd, MN 56401

**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.

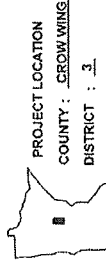
Office: (218) 824-1110  
Fax: (218) 824-1111  
[www.crowwing.us](http://www.crowwing.us)

MINNESOTA DEPARTMENT OF TRANSPORTATION  
CROW WING COUNTY

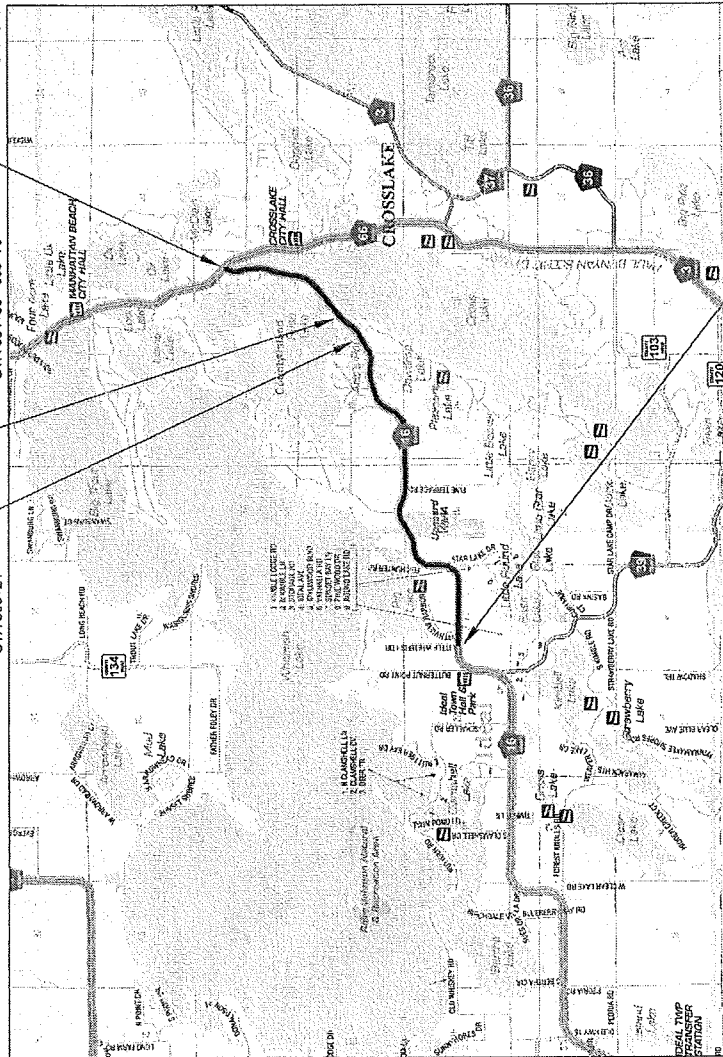
CONSTRUCTION PLAN FOR BITUMINOUS SURFACING, AND AGGREGATE SHOULDERS

LOCATED ON CSAH 16 BETWEEN LITTLE WHITEFISH DRIVE AND CSAH 66 WEST OF CROSSLAKE (Geographic Description)  
FROM 1380' E OF W 1/4 CORNER SEC 23 TO 1475' S AND 850' W OF THE NE CORNER OF SEC 8 (Legal Description)  
SECTION 23 TOWNSHIP 137 N RANGE 28 W  
STATE AIDE PROJECT NO. 018-616-019

GROSS LENGTH 26,450.08 FEET 4.932 MILES  
BRIDGES-LENGTH 125.002 FEET 0.024 MILES  
EXCEPTIONS-LENGTH FEET MILES  
NET LENGTH 26,450.08 FEET 4.932 MILES



WEST SHORE DRIVE STA 583+24  
BRIDGE DECK REHAB 18501 STA 604+53 - 605+78  
END CSAH 018-616-019 (CSAH 16) STA 671+49.08



THIS PLAN WAS DEVELOPED USING THE FOLLOWING GEODETIC DATA:  
HORIZONTAL CONTROL - CROW WING COUNTY COORDINATES NAD83 (1996 ADJUSTMENT)  
VERTICAL CONTROL - ORTHOMETRIC HEIGHT NAVD83  
BENCHMARKS:  
1. NORTHVIEW MNS35 LOCATED 67 FEET W OF NORTHVIEW HARBOR DR. 47 FEET N OF CSAH 16.  
2. MOONLITE MNS35 LOCATED 55 FEET SE OF CSAH 16 & 51 FEET W OF CSAH 66.

BEG CSAH 018-616-019 (CSAH 16) STA 409+89.00

STA 409+89.00

END CSAH 018-616-019 (CSAH 16) STA 671+49.08

STA 671+49.08

END CSAH 018-616-019 (CSAH 16) STA 671+49.08

STA 671+49.08

END CSAH 018-616-019 (CSAH 16) STA 671+49.08

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END CSAH 018-616-019 (CSAH 16) STA 671+49.08

STA 671+49.08

SPECIFICATIONS  
THE 2016 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

SUBSURFACE UTILITY STATEMENT  
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS QUALITY WAS DETERMINED ACCORDING TO THE GUIDELINES OF CIASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	QUANTITIES / TYPICALS
3	DETAIL SHEET
4	BRIDGE DECK REHAB
5	TRAFFIC CONTROL

THIS PLAN CONTAINS 5 SHEETS

RURAL RECONDITIONING

DESIGNATION	STATION	409+89 to	583+24 to
ESALS	583+24	671+49	671+49
R.V. VALUE (ASSUMED)	70	70	70
ADT 2015	2350	2350	2350
PRJ. ADT 2037	2530	2530	2530
NO. OF TRAFFIC LANES	218	218	218
NO. OF PARKING LANES	2-12	2-12	2-12
SHOULDER WIDTH	0	0	0
DESIGN	8'	8'	8'
FUNCTIONAL CLASSIFICATION	10 TON	10 TON	10 TON
DESIGN SPEED N/A MPH	MAJOR COLLECTOR	MAJOR COLLECTOR	MAJOR COLLECTOR
BASED ON STOPPING SIGHT DISTANCE			
HEIGHT OF EYE N/A			
HEIGHT OF OBJECT N/A			
TABLE			
6.0' 2211 AGG CL. 4 (EXISTING)	3.00		
4.0' & 3.0' 2211 AGG CL. 5 (EXISTING)	4.00		
1.5' 2208 BITUMINOUS BASE (EXISTING)	3.00		
1.0' 2331 BITUMINOUS LEVELING (EXISTING)	2.00		
2.0' 2331 BITUMINOUS LEVELING (EXISTING)	4.00		
1.5' 2341 BITUMINOUS WEAR (EXISTING)	3.38		
0.5' 2331 BITUMINOUS LEVELING	1.00		
1.5' & 2.0' 2350 WEARING COURSE MIX	3.38		
TOTAL GE PROVIDED	15.76	19.88	
TOTAL BIT GE PROVIDED	11.76	13.88	

DESIGN ENGINEER: I HERBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME UNDER DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

RECOMMENDED FOR APPROVAL  
SIGNATURE: *Robert Hall* DATE: 12/22/16  
LICENSE NUMBER: 2626

RECOMMENDED FOR APPROVAL  
SIGNATURE: *Jeffrey R. Bort* DATE: 12/23/16  
LICENSE NUMBER: 4008

REVIEWED FOR COMPLIANCE WITH STATE AID RULESPROVIDING  
SIGNATURE: DATE:  
DISTRICT STATE AID ENGINEER

APPROVED FOR STATE AID FUNDING  
SIGNATURE: DATE:  
STATE AID ENGINEER

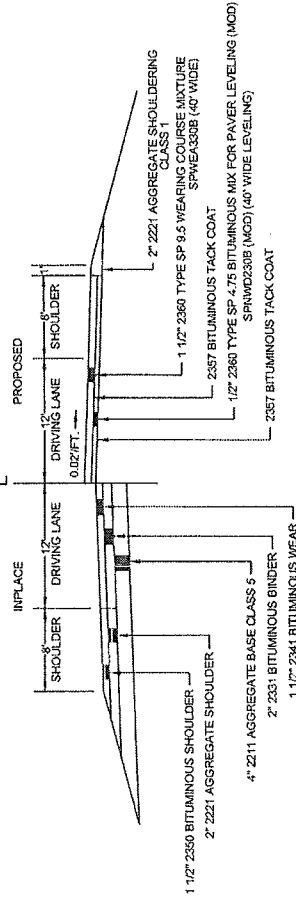
STATE AID PROJECT 018-616-019 (CSAH 16) 1/5

ESTIMATED QUANTITIES				
NOTES	ITEM NO.	ITEM DESCRIPTION	UNITS	QTY
	2021.501	MOBILIZATION	LUMP SUM	1
1	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	2116
2	2104.513	SAVING BIT PAVEMENT (FULL DEPTH)	LN FT	80
3	2112.501	SUBGRADE PREPARATION	ROAD STA	3.5
4	2118.501	AGGREGATE SURFACING CLASS 1	TON	1655
5	2232.501	MILL BITUMINOUS SURFACE	SQ YD	802
6	2301.603	CLEAN CONCRETE PAVEMENT JOINTS	LN FT	1000
7	2302.603	JOINT & CRACK REPAIR (TYPE B3)	LN FT	81
8	2331.603	SAWED & SEALED JOINT	LN FT	81
	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	15454
	2357.606	BITUMINOUS MATERIAL FOR SHOULDER TACK	GALLON	2033
9	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (3.8)	TON	12016
10	2360.502	TYPE SP 9.5 NON WEAR COURSE MIX (3.8)	TON	134
	2360.505	TYPE SP 4.75 BIT MIX FOR PAVR LEVELING (MOD)	TON	5001
11	2481.501	JOINT WATERPROOFING (24")	LN FT	1000
12	2481.501	JOINT WATERPROOFING (36")	LN FT	121
	2540.602	MAILBOX SUPPORT	EACH	11
	2563.601	TRAFFIC CONTROL	LUMP SUM	1
13, 14	2580.603	INTERM PAVEMENT MARKING	LN FT	38865
14, 15	2582.501	PAVT MSGG PAINT	SQ FT	264
14, 16	2582.502	4" SOLID LINE PAINT	LN FT	59022
14, 17	2582.502	24" SOLID LINE PAINT	LN FT	40
14, 18, 20	2582.502	4" BROKEN LINE PAINT	LN FT	1972
14, 18, 21	2582.502	8" DOTTED LINE PAINT	LN FT	290
14, 19	2582.502	4" DBLE SOLID LINE PAINT	LN FT	16127

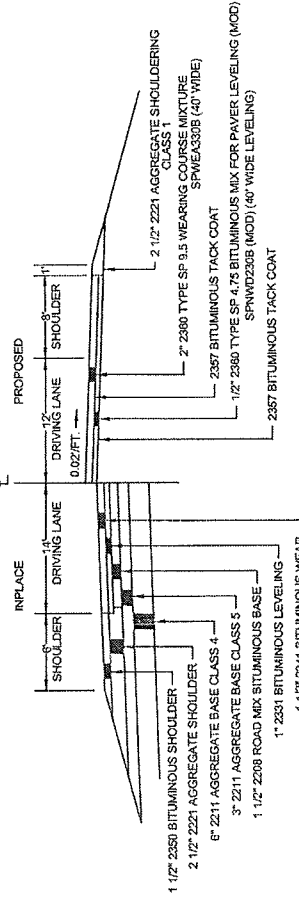
## QUANTITY NOTES

- PROVIDED FOR REMOVAL OF BITUMINOUS PAVEMENT FROM BRIDGE DECK AND BRIDGE APPROACHES. CARE MUST BE TAKEN TO NOT HARM THE CONCRETE SUPERSTRUCTURE OF THE BRIDGE.
- PROVIDED FOR REMOVAL OF BITUMINOUS PAVEMENT AT ENDS OF THE BRIDGE APPROACHES STA. 602+79 & STA. 607+64.
- PROVIDED FOR SHAPING OF CURBS AT BRIDGE APPROACHES.
- INCLUDES 100 TONS FOR DRIVEWAYS.
- PROVIDED FOR MILLING BUTT JOINTS AT 66 BITUMINOUS ENTRANCES/DRIVEWAY APRONS, 15 BITUMINOUS ROADWAY APPROACHES AND BUTT JOINTS AT STA. 409+99 AND STA. 670+49 TO ALLOW A SMOOTH TRANSITION BETWEEN THE EXISTING BITUMINOUS SURFACE AND THE NEW BITUMINOUS SURFACE.
- PROVIDED FOR THE PREPARING OF THE BRIDGE DECK BEFORE THE JOINT MATERIAL WATERPROOFING IS APPLIED TO ENSURE PROPER ADHESION OF THE JOINT WATERPROOFING.
- PROVIDED FOR THE REPAIR OF THE GROUTED DOVETAIL JOINT BETWEEN THE BRIDGE BEAMS. THE EXTENT OF THE JOINT REPAIRS REQUIRED IS UNKNOWN. REPAIRS WILL BE DETERMINED BY THE ENGINEER AFTER THE BEAMS HAVE BEEN EXPOSED.
- DETERMINED IN THE FIELD BY THE ENGINEER. THE EXACT LOCATION TO BE DETERMINED IN THE FIELD BY THE ENGINEER.
- INCLUDES 365 TONS FOR THE BRIDGE APPROACHES AND BRIDGE DECK, 915 TONS FOR TURN LANES AND BYPASS LANES, 450 TONS FOR ROADWAY APPROACHES, AND 133 TONS FOR BITUMINOUS DRIVEWAY ENTRANCES/APRONS.
- PROVIDED FOR THE 1ST LIFT OF BITUMINOUS IN THE BRIDGE APPROACHES.
- PROVIDED FOR WATERPROOFING THE JOINTS BETWEEN THE CONTRITE BEAMS AFTER PAVEMENT REMOVAL, PRIOR TO PAVING.
- 4 FOOT SKIP WITH 48 FOOT GAP - FOR PASSING ZONES. YELLOW PAINT.
- 4 FOOT SKIP WITH 48 FOOT GAP - FOR PASSING ZONES. YELLOW PAINT.
- INCLUDES 6931 YELLOW PAINT AND 53201 WHITE PAINT.
- INCLUDES 6931 YELLOW PAINT AND 53201 WHITE PAINT.
- QUANTITIES FOR STOPBAR. JUNCTION CSAH 16 AND CSAH 66. WHITE PAINT.
- WHITE PAINT.
- YELLOW PAINT.
- 10 FOOT SKIP WITH 40 FOOT GAP.
- 5 FOOT SKIP AND 20 FT GAP - FOR BY-PASS LANES.

## TYPICAL SURFACING SECTION STA 409+99 TO STA 583+24



## TYPICAL SURFACING SECTION STA 583+24 TO STA 671+49



BASIS FOR PLAN QUANTITY

2221 AGGREGATE SHOULDERING CLASS 1  
COMPACTED DENSITY 115 LBS/SQ YD INCH  
2.81 TONS PER STA - 2' WIDTH - 2.5' DEPTH  
3.38 TONS PER STA - 2' WIDTH - 3' DEPTH  
10.00 TONS PER ENTRANCE  
2357 BITUMINOUS TACK COAT - CSS-1H  
0.05 GALLONS/SQ YD NEW HMA SURFACE  
0.08 GALLONS/SQ YD AGED HMA SURFACE  
0.18 GALLONS/SQ YD SHOULDER TACK  
2360 TYPE SP 9.5 NON-WEAR COURSE MIXTURE  
COMPACTED DENSITY 115 LBS/SQ YD INCH  
38.33 TONS PER STA - 40' WIDTH - 1.5' DEPTH - BRIDGE APPROACHES  
2451 JOINT WATERPROOFING  
1000 LIN FT = 8 LONGITUDINAL BRIDGE JOINTS AT 125 FT  
121 LIN FT = 3 TRANSVERSE BRIDGE JOINTS AT 40.33 FT

2360 TYPE SP 4.75 BITUMINOUS MIX FOR PAVEMENT LEVELING (MOD)  
COMPACTED DENSITY 115 LBS/SQ YD INCH  
18.17 TONS PER STA - 40' WIDTH - 0.5' DEPTH  
5.75 TONS PER STA - 12' WIDTH - 0.5' DEPTH - TURN & BYPASS LANES  
2360 TYPE SP 9.5 WEARING COURSE MIXTURE  
COMPACTED DENSITY 115 LBS/SQ YD INCH  
38.33 TONS PER STA - 40' WIDTH - 1.5' DEPTH  
51.11 TONS PER STA - 40' WIDTH - 2.0' DEPTH  
76.67 TONS PER STA - 40' WIDTH - 3.0' DEPTH - BRIDGE APPROACHES  
77.63 TONS PER STA - 40.5' WIDTH - 3.0' DEPTH - BRIDGE DECK  
11.58 TONS PER STA - 12' WIDTH - 1.5' DEPTH - TURN & BYPASS LANES  
15.33 TONS PER STA - 12' WIDTH - 2' DEPTH - TURN LANE  
30.00 TONS PER PUBLIC APPROACH  
2.00 TONS PER ENTRANCE

CONSTRUCTION NOTES

1. THIS PROJECT CONTAINS 7 TURN LANES, 3 BYPASS LANES, 15 BITUMINOUS APPROACHES, 89 BITUMINOUS ENTRANCES & ENTRANCE APRONS, AND 10 GRAVEL ENTRANCES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING PAVING EDGES TO MATCH DRIVEWAYS AND ENTRANCES. NOT BE ALLOWED. QUANTITIES INCLUDE 2 FOOT BITUMINOUS LIPS AT ENTRANCES.
3. COMPACTION OF AGGREGATE BASE SHALL BE BY THE QUALITY COMPACTION METHOD.
4. COMPACTION OF BITUMINOUS SURFACING SHALL BE BY THE MAXIMUM DENSITY METHOD.
5. COMPACTION OF BITUMINOUS LEVELING SHALL BE BY THE ORDINARY COMPACTION METHOD.
6. USE OF A PNEUMATIC TIRE ROLLER IS REQUIRED.
7. COMPACTION OF BITUMINOUS IN THE LOWER 4 INCHES OF THE BRIDGE APPROACHES, STA 604+79 TO 604+94 AND 607+79 TO 607+94, AND THE FIRST LIFT ON THE BRIDGE DECK, STA 604+94 TO 604+96 AND 607+94 TO 607+96, SHALL BE BY ORDINARY COMPACTION METHOD. SHOWN ON PAGE 4 STA 604+94 TO 607+94.

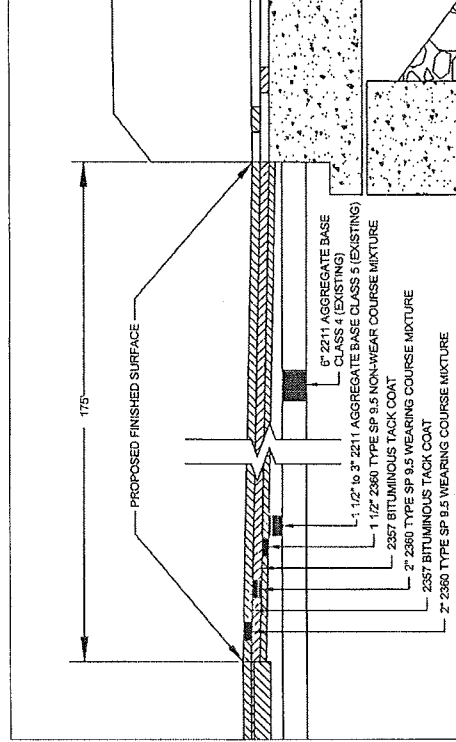
- REMOVAL NOTES
1. DEBRIS AND OTHER UNSUITABLE MATERIAL SHALL BE REMOVED FROM THE PROJECT LIMITS AND DISPOSED OF IN ACCORDANCE WITH MNDOT SPEC 2104. THE CONTRACTOR IS RESPONSIBLE FOR REMOVING MAILBOX POST, AND ALL OTHER DEBRIS IMPACTING PAVING OPERATIONS.
2. REMOVED MAILBOX SUPPORTS SHALL BE PLACED NEAR THE PROPERTY OWNERS ENTRANCE AND BEYOND THE HIGHWAY RIGHT OF WAY. PAPER TUBE STAKE SHALL BE REMOVED.

- TRAFFIC CONTROL NOTES
1. ALL EMERGENCY 911 SIGNS, ROAD NAME SIGNS, AND STOP SIGNS MUST BE PRESENT AND VISIBLE THROUGHOUT THE PROJECT.

PROJECT UTILITIES

THE CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE WITH THE UTILITY COMPANIES. CALL Gopher State One Call AT 1-800-282-1166 AT LEAST 48 HOURS PRIOR TO EXCAVATION OR CONSTRUCTION.

BRIDGE APPROACH DETAIL  
STA 602+79 TO STA 604+54 & STA 605+79 TO STA 607+54



- BRIDGE APPROACH NOTES:
- A. REMOVE 1556 SQ. YDS. OF BITUMINOUS PAVEMENT FROM BRIDGE APPROACHES.
- B. GRADE THE TOP OF CLASS 5 TO A PROFILE 5 1/2" INCHES BELOW THE PROPOSED FINISHED ASPHALT SURFACE. ANY EXCESS MATERIAL IS TO BE DISPOSED OF BY THE CONTRACTOR. THIS OPERATION IS TO BE PAID FOR AS SUBGRADE PREPARATION.

RIGHT TURN LANE/BYPASS LANE

JUNCTION	LANE TYPE
STAR LAKE DR.	TURN LANE
FOX GUNTER RD.	TURN LANE
SILVER PEAK RD.	TURN LANE & BYPASS LANE
PINE TERRACE RD.	TURN LANE
HARBOR LANE	TURN LANE & BYPASS LANE
WEST SHORE DR.	TURN LANE & BYPASS LANE
CSAH 16	TURN LANE

STANDARD PLATES

THE FOLLOWING STANDARD PLATES, APPROVED BY THE FHWA, SHALL APPLY ON THE PROJECT.

PLATE NUMBER	DESCRIPTION
800CJ	CHANNEL DEFS
800DE	APPROACHES AND ENTRANCES
9300A	MAILBOX SUPPORT (SWING-AWAY TYPE)

DETAIL SHEET

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

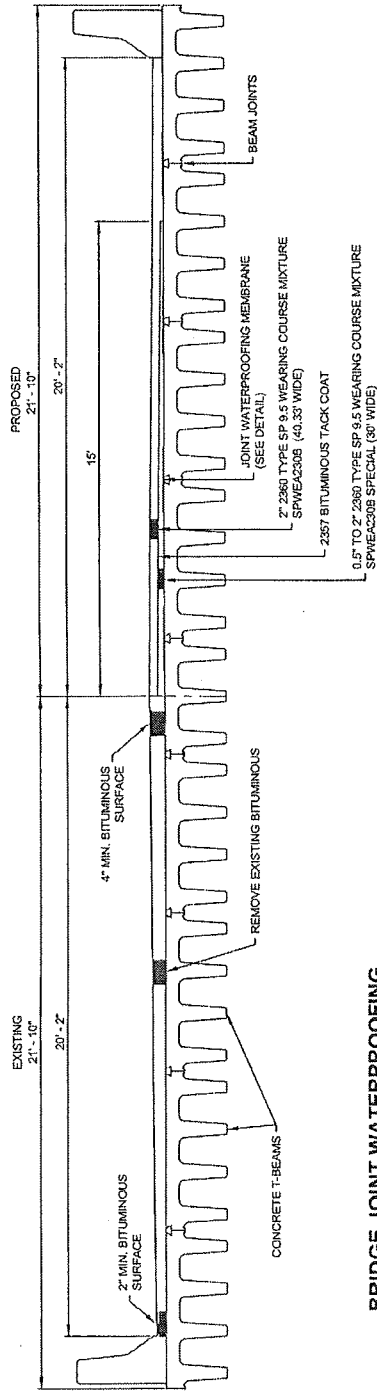
SIGNATURE: ROBERT HALL

DATE: 12/22/06

REVISION

STATE AID PROJECT 018-616-019 (CSAH 16)

# BRIDGE DECK CROSS SECTION

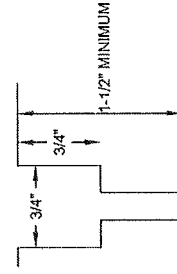


## BRIDGE JOINT WATERPROOFING

LONGITUDINAL DECK SECTION

TRANSVERSE DECK SECTION AT PIER

## SAWED & SEALED JOINT



- BRIDGE NOTES:**
- REMOVE 560 SQ. YDS. OF BITUMINOUS PAVEMENT FROM BRIDGE DECK.
  - REPAIR THE GROUTED JOINTS BETWEEN THE BEAMS IN ACCORDANCE WITH THE SPECIAL PROVISIONS. THE EXTENT OF THE REPAIRS, IF ANY, WILL BE DETERMINED BY THE ENGINEER IN THE FIELD.
  - 24" WIDE WATERPROOFING JOINT MATERIAL SHALL BE CENTERED OVER CONCRETE BRIDGE DECK JOINTS AND SHALL BE PLACED AFTER THE PLACEMENT OF BITUMINOUS PAVEMENT. SEE SPECIAL PROVISIONS FOR PLACEMENT SPECIFICATIONS.
  - SAW/SEAL TRANSVERSE JOINTS LOCATED OVER BRIDGE ABUTMENTS AS DIRECTED BY THE ENGINEER AFTER PLACEMENT OF FINAL WEARING COURSE.

BRIDGE DECK REHAB

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *[Signature]* DATE: 12/22/16 LICENSE NUMBER: 2582

REVISION

STATE AID PROJECT 018-616-019 (CSAH 16)

ALL TRAFFIC CONTROL DEVICES ON THIS PROJECT SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MN MUTCD), INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

PAYMENT FOR TRAFFIC CONTROL IS INTENDED TO COVER ALL SUCH SIGNS AND DEVICES AS SHOWN ON THE TRAFFIC CONTROL PLAN AND THE REFERENCED FIELD MANUAL LAYOUTS.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING, INSTALLING, MAINTAINING AND REMOVING ALL SIGNS AND DEVICES REQUIRED TO PROVIDE TRAFFIC CONTROL ON THIS PROJECT.

ALL SIGNS SHALL BE IN ACCORDANCE WITH THE STANDARDS DESCRIBED IN THE MUTCD.

ALL WORK ZONE SIGNS AND BARRICADES SHALL BE EQUIPPED WITH WIDE ANGLE PRISMATIC (DIAMOND GRADE) REFLECTIVE SHEETING. WORK ZONE WARNING SIGNS SHALL BE ORANGE WITH A BLACK LEGEND.

ALL BARRICADE PANELS SHALL HAVE REFLECTIVE SHEETING ON BOTH SIDES.

ALL TRAFFIC CONTROL DEVICES SHALL BE LIKE NEW AND HAVE RETROREFLECTIVE SHEETING.

ALL SIGNS LARGER THAN 24" x 24" REQUIRE TWO POSTS. POSTS SHALL BE PLUMB WITH THE SIGNS, INSTALLED LEVEL, AND AT THE PROPER MOUNTING HEIGHT IN ACCORDANCE WITH THE STANDARDS DESCRIBED IN THE MN MUTCD.

THE FOLLOWING LAYOUTS FROM THE SAID FIELD MANUAL AND MN MUTCD SHALL BE REQUIRED BASED ON THE CONTRACTOR'S WORK SCHEDULE:

ALL ADT'S	MOBILE	SHORT DURATION	SHORT TERM	INTERMEDIATE TERM
WORK ON SHOULDER	1			2,4
WORK OFF SHOULDER				2
PARKING LANE CLOSURE				3
LANE CLOSURE	6,7			
2-FLAGGER CONTROL		13		
MOVING WORK SPACES		14		
-NEAR INTERSECTION		15,16		
-PILOT CAR OPERATION		17		
NEAR RAILROAD XING		18		
PORTABLE SIGNAL CONTROL			19	
STOP SIGN CONTROL			20	
WORK IN CENTER OF ROAD		22		
LANE SHIFT			24	
TWO-WAY LEFT TURN LANES				
LANE SHIFT			25	
CENTER LANE CLOSURE		26		
TURN LANE CLOSURE			42	
WORK IN INTERSECTION				28 (LOW SPEED ONLY)
ROAD CLOSURE	81		80	
SIDEWALK CLOSURE			84, 85	

SEE FIGURE 6K-3.4.5 IN THE SAID FIELD MANUAL AND MUTCD FOR GUIDELINES AND CONSTRUCTION TECHNIQUES TO INCREASE TRAFFIC SAFETY NEAR LONGITUDINAL DROP-OFFS.

FIELD CONDITIONS MAY REQUIRE THE ADDITION AND/OR MODIFICATION OF TRAFFIC CONTROL PLAN LAYOUTS AS DETERMINED BY THE ENGINEER.

[illegible]

13 EACH  
W30-1 (48" x 48")  
PLACE AT FOLLOWING 13 LOCATIONS  
- JCT CSAH 167 BUTTERNUT POINT RD  
- BUTTERNUT POINT RD  
- FOX GROVE LN  
- HANOVER RD  
- HAGERMAN  
- JOHN ST  
- LITTLE WHITEBIRCH DR  
- NORTHVIEW HARBOR DR  
- PINE TERRACE RD  
- ROBERT ST  
- SHERWOOD RD  
- START LAKE DR  
- WEST SHORE DR

ROAD  
WORK  
AHEAD

A1

W20-1 (48" x 48") / M1-X4 (24" x 24")  
PLACE AT FOLLOWING 2 LOCATIONS  
-1 EACH NORTH OF JCT CSAH 16 / CSAH 66  
-1 EACH SOUTH OF JCT CSAH 16 / CSAH 66

## 60" x 24")

• (48" x 24"

## 19" x 48")

 $(9^{\circ} \times 46^{\circ})$ 

SHOULDER SHALL BE CLOSED WITH APPROPRIATE WARNING SIGNS  
AND CHANNELIZING DEVICES AT A MAXIMUM OF 100' SPACING

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: ROBERT WALL  
DATE: 12/22/16  
LICENSE NUMBER 20808

REVISION

STATE AID PROJECT 018-616-019 (CSAH 16)

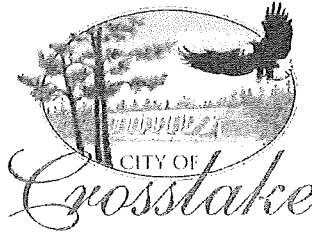
C.30.

**BILLS FOR APPROVAL**  
January 9, 2017

VENDORS	DEPT		AMOUNT
AW Research, water testing	Sewer		237.60
Blue Cross Blue Shield, health insurance	ALL		20,923.50
Breen & Person, legal fees	ALL		1,291.00
Clean Team, january cleaning	PW/Gov't		1,082.50
Council #65, union dues	Gov't		385.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,308.24
Crow Wing County Highway Dept, fuel	ALL		1,793.93
Cullian, water and cooler rental	PW/Gov't		44.61
Deferred Comp	ALL		300.00
Delta Dental, dental insurance	ALL		1,686.25
DJV Consulting, november/december services	Admin		1,202.50
East Side Oil, recycling	Gov't		50.00
Emergency Response Solutions, scba's	Fire		131,689.40
Fire Instruction & Rescue, ice rescue training	Fire		500.00
Fortis, disability	ALL		665.18
Jenny Max, reimburse for basketball shirts	Park		79.21
League of MN Cities, newly elected leadership conference	Council	pd 1-5	650.00
Mastercard, Microsoft, software	Sewer		161.05
MCFOA, region two training	Admin	pd 1-5	30.00
MN Chiefs of Police, membership dues	Police		165.00
MN Life, life insurance	ALL		456.40
MN Rural Water Assn, membership dues	Sewer		250.00
MWOA, membership dues	Sewer	pd 1-5	25.00
NCPERS-Life Insurance	ALL		96.00
Northland Trust Services, general obligation bond payments	Gov't		391,473.75
Physio Control, battery, electrodes	Police		516.04
Resource Training & Solutions, membership dues	Gov't		114.00
Shipman Auto, door switch	Fire		30.00
Teamsters, union dues	Police		201.00
Verizon, cell phone charges	ALL		450.93
Waste Partners, trash removal	ALL		231.90
Watch Guard, redactive software	Police		4,780.00
<b>TOTAL</b>			<b>562,869.99</b>

D.I.A.

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



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

License Fee \$ \_\_\_\_\_

**APPLICATION FOR  
GROUP TRANSIENT MERCHANT PERMIT**

1. Name of applicant: Crosslake Chamber of Commerce  
(first) (middle) (last) (maiden)
2. Other names under which the applicant conducts business or to which applicant officially answers: Brainerd Lakes Chambers of Commerce
3. A physical description of the applicant (hair color, eye color, height, weight, distinguishing marks and features): \_\_\_\_\_  
\_\_\_\_\_
4. Full address of applicant's permanent address: \_\_\_\_\_  
35620 CR 3, Crosslake, MN 56442 (PO Box 315)
5. Type of business for which the applicant is applying: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. The dates during which the applicant intends to conduct business in the City (maximum 14 consecutive days): \_\_\_\_\_  
FEB. 4, 2017 march 18, 2017 Sept. 30, 2017

7. Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the City: \_\_\_\_\_

8. Name and phone number of contact person or persons other than applicant: \_\_\_\_\_

CINDY MYOGETO - office 218-692-4027  
mobile 218-251-6323

9. Location where transient merchant intends to set up business (attach written permission of the property owner or the property owner's agent for any property to be used by a transient merchant): \_\_\_\_\_

VARIOUS LOCATIONS WITHIN CROSSLAKE CITY LIMITS

10. A general description of the items to be sold or services to be provided: \_\_\_\_\_

ARTS, CRAFTS, FOOD VENDING

NOTE: FOOD VENDORS MUST SUPPLY A COPY OF FOOD LICENSE FROM THE MINNESOTA DEPARTMENT OF HEALTH (320) 223-7300.

I, the above applicant, state that I have not been convicted of any felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance other than traffic offenses within the last five years. I also state that the information provided in this application is true.

  
Signature of Applicant

1-4-17  
Date

FOR OFFICE USE

Date of application: \_\_\_\_\_

Date license was issued: \_\_\_\_\_

Notes regarding application and license procedures: \_\_\_\_\_

E. 1.

**A PROCLAMATION COMMEMORATING CITY OF CROSSLAKE  
SCHOOL CHOICE WEEK**

WHEREAS all children in the City of Crosslake should have access to the highest-quality education possible; and,

WHEREAS the City of Crosslake recognizes the important role that an effective education plays in preparing all students in the City of Crosslake to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of the City of Crosslake; and,

WHEREAS the City of Crosslake is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Patty Norgaard do hereby recognize January 22-28, 2017 as **CITY OF CROSSLAKE SCHOOL CHOICE WEEK**, and I call this observance to the attention of all of our citizens.

---

Patty Norgaard, Mayor

F.  
l.

# **CITY OF CROSSLAKE EMPLOYEE HANDBOOK**

**Dated: ~~July 14, 2014~~**

**January 9, 2017**

**CITY OF CROSSLAKE  
EMPLOYEE HANDBOOK  
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## **WELCOME**

---

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

Sincerely,

Mayor and City Council

## HANDBOOK LIMITATIONS

---

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

This handbook is a general statement of policy, to be modified and applied by the City at its discretion. This handbook is not a contract.

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

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

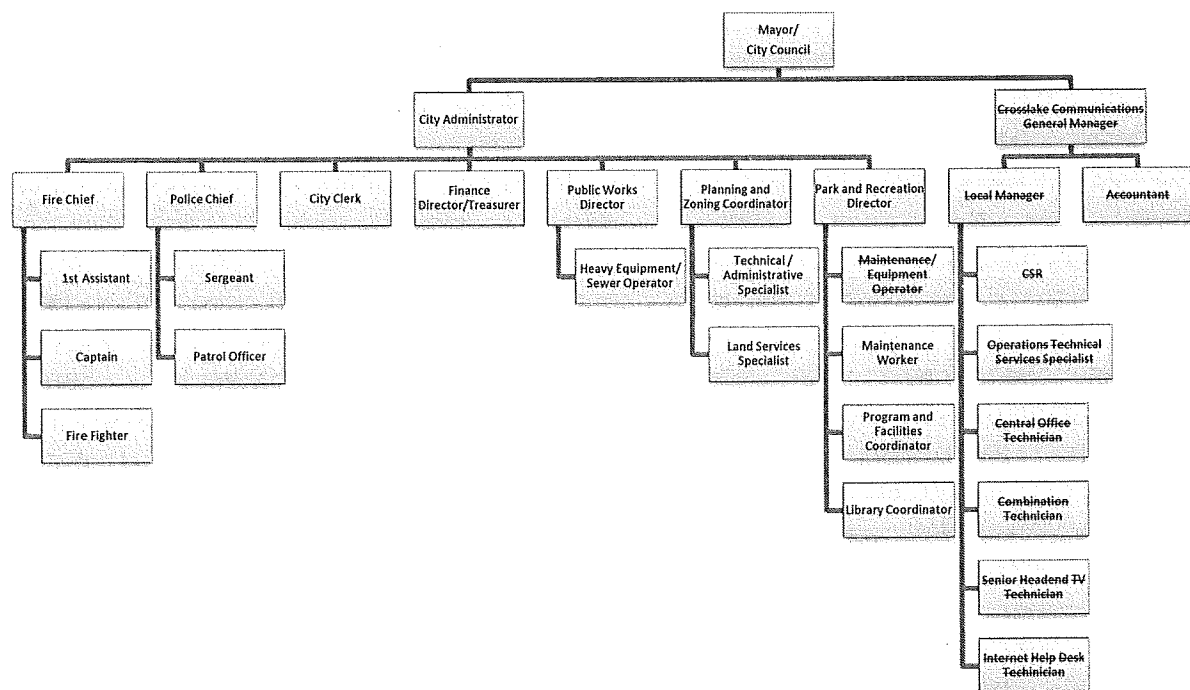
The provisions and requirements of local, state, and federal law supersede all provisions of this Handbook. In the event that there is a conflict between this Handbook and any law, the law governs. The City intends to comply with all applicable laws, including but not limited to laws specifically applicable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

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

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

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

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



## EMPLOYMENT PRACTICES

---

### CONFIDENTIAL INFORMATION

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

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

### DRUG AND ALCOHOL TESTING

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

### EMPLOYMENT "AT WILL"

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

### EMPLOYMENT CLASSIFICATIONS

The City has the following employment classifications:

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

*Regular Part-time employee* means:

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

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

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

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

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

### **EMPLOYMENT VERIFICATION**

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

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

### **EQUAL EMPLOYMENT OPPORTUNITY**

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

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

## **FIREARMS**

All employees, except sworn employees of the City of Crosslake Police Department, are prohibited from carrying or possessing firearms while acting in the course and scope of employment for the City. The possession or carrying of a firearm by employees is prohibited while working on the property of the City of Crosslake or working at any location on behalf of the City of Crosslake. This prohibition includes but is not limited to:

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

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

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

## **OPEN DOOR POLICY**

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

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

## **PAYROLL CLASSIFICATIONS**

The City has the following payroll classifications:

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

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

## **PERSONNEL RECORDS**

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

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

## **PERFORMANCE REVIEWS**

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

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

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

## PERSONAL CONDUCT

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### RESPECTFUL WORKPLACE

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

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

### Categories of Disrespectful Behavior

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

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

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

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

### Sexual Harassment

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

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

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

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

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

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

### **Reporting**

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

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

## **EMPLOYMENT BENEFITS**

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### **INTRODUCTION**

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

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

### **DONATED LEAVE**

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

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

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

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

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

## **HOLIDAY PAY**

The City recognizes the following paid holidays:

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

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

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

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

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

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

## **INSURANCE**

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

### Health Insurance:

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

*Part-time employees.* Part-time employees are eligible for health insurance coverage on an annualized prorated basis, provided the employee pays his or her share as of the date the premium is paid by the City. Example: If an employee works 1,040 hours per year

(50%), the City will pay one-half of the premium. In the event the employee does not elect to take the coverage, the City will not be obligated to make payment to the employee for the unused premium.

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

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

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

#### Dental Insurance:

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

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

#### **SICK PAY**

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

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

Use: Sick leave may be granted to an employee when the employee is unable to perform work duties due to illness or injury; to receive medical, dental, or chiropractic care; childbirth or pregnancy disability; the illness or injury of the employee's parents or

spouse, or minor children or step-children living in the home; or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come into contact in the course of performing work duties.

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

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

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

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

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

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

## **VACATION PAY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **OTHER BENEFITS**

The City currently provides life insurance, long-term disability, long-term care insurance, deferred compensation, flexible spending accounts and dependent care accounts as part of its employee benefits package. Some benefits are voluntary and **do not** require employee participation. For details regarding other benefits, contact the City Clerk ~~or the Office Manager.~~

#### **WELLNESS PROGRAM**

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

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

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

## **LEAVES OF ABSENCE**

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### **BEREAVEMENT LEAVE**

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

### **BLOOD DONATION LEAVE**

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

### **BONE MARROW DONATION LEAVE**

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

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

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

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

### **ELECTION JUDGE LEAVE**

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

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

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

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

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

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

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

### **MILITARY LEAVE**

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

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

### **MILITARY CEREMONIES LEAVE**

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

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

#### **MILITARY FAMILIES LEAVE**

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

#### **ORGAN DONATION LEAVE**

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

#### **PARENTAL LEAVE**

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

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

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

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

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

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

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

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

**SAFETY LEAVE** [New July 1, 2014]

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

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

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

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

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

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

#### **UNPAID DISCRETIONARY LEAVE**

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

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

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

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

#### **VOLUNTEER FIREFIGHTER LEAVE**

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

**VOTING LEAVE**

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

## **WORK GUIDELINES**

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### **ABSENTEEISM / ATTENDANCE**

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

### **ACCIDENTS**

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

### **APPEARANCE**

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

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

### **BULLETIN BOARD**

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

### **CELLULAR TELEPHONES**

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

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

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

## **CITY TECHNOLOGY**

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

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

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

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

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

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

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

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

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

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

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

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

### **CONFLICTS OF INTEREST**

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

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

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

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

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

### **EMPLOYMENT REFERENCES**

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

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

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

### **EQUIPMENT**

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

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

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

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

### **OVERTIME**

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

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

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

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

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

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

#### **PAYDAYS**

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

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

#### **POLITICAL ACTIVITY**

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

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

Policy: Employees shall limit their conduct in accordance with the following:

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

#### **DISCIPLINARY ACTION FOR VIOLATIONS:**

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

#### **PROGRESSIVE DISCIPLINE**

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

Progressive discipline may involve the following steps:

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

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

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

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

## **REIMBURSEMENT**

### **Education and Travel Expenses**

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

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

### **Personal Vehicle Mileage**

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

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

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

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

## **SAFETY**

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

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

## **SALARY DEDUCTIONS**

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

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

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

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

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

## **SMOKING**

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

## **TERMINATION OF EMPLOYMENT**

### **Involuntary Termination of Employment**

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

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

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

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

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

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

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

### **Layoff**

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

### **Veterans**

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

### **Voluntary Termination of Employment**

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

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

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

## **TIMEKEEPING**

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

## **VOICE MAIL**

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

## **WORK SCHEDULES**

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

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

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

## **WORKERS' COMPENSATION**

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

## ACKNOWLEDGMENT

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### ACKNOWLEDGMENT OF RECEIPT CITY OF CROSSLAKE EMPLOYEE HANDBOOK

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

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

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

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

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

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

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

F.2.

# MEMO

**TO:** Mayor and Council  
**FROM:** City Administrator/Consultant Dan Vogt  
**DATE:** January 5, 2017  
**SUBJECT:** Non-Contract Employee Wage/Benefit Adjustment Proposal

On November 14, 2016, a proposal was discussed relating to wages and benefits for non-contract employees. The wage adjustment was approved at that time. A proposed severance benefit was also discussed but not acted on.

The proposed addition of a new severance benefit deals with unused sick leave. As a result of the discussion by the Council in November, the non-contract employees have had a chance to further discuss and refine the proposal.

Currently, the City has a policy for accumulated sick leave over 800 hours. The policy states that 75% of the unused hours over the 800 hour cap go into a deferred sick leave account which is paid out when the employee leaves service with the City.

My recommendation and the recommendation of the non-contract employees would be to switch to a payout system for the unused hours below the 800 hour cap. For hours over the cap, 50% of the excess would be paid out. The "payout" funds would be deposited into the employee's Health Care Savings Plan. This, coupled with the severance plan could be an effective incentive to deter the abuse of sick leave.

Additionally, it should be noted that if you vote to add the severance benefit for the non-contract employees, the union employees will likely try to get this benefit included in their contract as well. So you need to be prepared to deal with this proposal for all City employees if you approve it for these employees.


Finally, if approved, severance should be discussed with staff each year at budget time to determine if there will any qualifying employees leaving the service of the City in the following year so that sufficient funds can be set aside to make the payment.

/djv

Enc.

C: Department Heads and Supervisor

# MEMO

TO: Mayor and Council  
FROM: City Administrator/Consultant Dan Vogt   
DATE: November 10, 2016  
SUBJECT: Non-Contract Employee Wage/Benefit Adjustment Proposal

Attached you will find a wage and benefit adjustment proposal for 2017 covering non-contract (supervisory) employees of the City. You will note that the proposal not only includes a wage adjustment, but also proposed new severance benefit.

This item appears on the agenda for your November 14 regular meeting. While state statute allows the Council to go into closed session to discuss negotiation strategies relative to union employees, the discussion pertaining to the non-contract employees is not allowed to be done in the same manner.

Union employees have a current contract that runs through 2018. The general cost of living adjustment (COLA) as negotiated earlier in 2016 is a 2% increase each year of the agreement. Union employees also have a step system for wages. Normally, step adjustments are made each year for affected employees. Therefore, when step adjustments are added to the general wage increase, the overall adjustment for union employees equates to about 3% (as mentioned in the memo from the supervisory employees). Union employees at the top of the wage scale will receive the 2% COLA adjustment on January 1 while employees who are still proceeding through steps will receive an *additional* adjustment of about 3.6%. Non-contract employees do not have a step pay system. Based on the adjustments for union employees, the 3% wage adjustment for the supervisory employees is considered reasonable.

As mentioned above, the non-union employees have also proposed the addition of a new severance benefit that deals with unused sick leave. The way the memo is worded, the benefit is paid "upon separation" from employment with the City. In my experience, this type of payout is a *retirement* benefit. For example, the severance benefit in Brainerd is paid when you leave employment and are "eligible to receive monthly retirement benefits under the provisions of PERA". If you are inclined to add such a benefit, I would recommend that it be paid as long as the employee is eligible for the PERA retirement pension or establish a minimum age to be eligible for the payout.

More specifically, the memo from the supervisory employees deals with accrued sick leave which falls below the current 800 hour accumulation cap. The City already has a policy for accumulated sick leave over 800 hours. See the attached portion of the City personnel policy dealing with this item which states that 75% of the unused hours over the 800 hour cap go into a deferred sick leave account which is paid out when the employee leaves service with the City. With the policy as proposed and if the existing policy stays in place, an employee who is with the City for over 25 years would receive nearly all unused sick leave accumulated over the course of their career. I don't feel that this is appropriate and payout is not normally the intent of a sick leave benefit. Further, if the existing policy is left in place and the new proposal is adopted, it's conceivable that an employee who has been with the City for over 25 years could accumulate more than a year's worth of pay to be paid upon leaving employment.

My recommendation would be to handle accumulated sick leave hours at severance either by leaving the policy as is or switching to a payout system for the unused hours below the 800 hour cap, not both. If the new proposal is adopted, the way sick leave was handled over the accumulation cap in my previous employment was to pay 50% of the excess into the employee's deferred compensation account. This, coupled with the severance plan was an effective incentive to deter the abuse of sick leave.

Additionally, it should be noted that if you vote to add the severance benefit for the non-contract employees, union employees will likely try to get this benefit included in their contract as well. So you need to be prepared to deal with this proposal for all City employees if you approve it for these employees.

Finally, if approved, severance needs to be discussed with staff each year at budget time to determine if there will be any qualifying employees leaving the service of the City in the following year so that sufficient funds can be set aside to make the payment.

/djv

Enc.

C: Department Heads and Supervisor

MEMO TO: Dan Vogt

FROM: Ted Strand, Bob Hartman, Erik Lee, Jon Henke, Mike Lyonais, and Char Nelson

DATE: November 2, 2016

SUBJECT: Recommendation for 2017 Wages and Sick Leave Incentives

As a group, the non-union employees request a 3% increase to 2017 wages. This would be in line with the overall adjustment that the union employees will receive for 2017.

We have met as a group and request the following change to the employee manual:

- 1.) Upon separation, allow employees to transfer accumulated sick time to a Health Care Savings Plan through the MN State Retirement System. The maximum accumulation of hours would remain 800 hours. The amount of time transferred would be based on years of service:

10 years of service	25% of unused sick hours
15 years of service	50% of unused sick hours
20 years of service	75% of unused sick hours
25 years of service	100% of unused sick hours

Currently there is no incentive in place for employees to not to use sick time. Most employees feel that they will never accumulate 800 hours of sick time and that they are better off using sick time rather than losing it. We hope this proposal will be an incentive for employees to come to work.

spouse, or minor children or step-children living in the home; or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come into contact in the course of performing work duties.

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

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

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

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

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

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

#### **VACATION PAY**

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

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

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



## AGENDA

**City of Crosslake  
City Council  
and  
Planning Commission/Board of Adjustment  
Joint Meeting**

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

**January 26, 2017  
10:00 AM**

G.l.a.


1. Call to Order and Pledge of Allegiance
2. New Business
  - 2.1 Accessory Structures ordinance
    - Structure size
    - Structure height
    - Structure quantity per parcel
    - Structure architectural standards
    - Lot size
  - 2.2 Controlled Access ordinance
  - 2.3 Camper ordinance
    - Lot size
  - 2.4 County Duties/Expected Role
  - 2.5 Wastewater Treatment Plant Update
3. Other Business
4. Adjournment

G.2.a.

**Staff Report - Crosslake Parks, Recreation & Library**

**Date: January 5, 2017**

**To: Crosslake City Council**

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

**1. K-2 Basketball Registration**

Registration is open for K-2nd grade children to play basketball at the Community Center. Cost is \$10 for players that have registered for the fall session and \$20 for the players that are new to the program for the 2017 session. The program started January 5th and will run through February 11th.

**2. Bunco Club**

The Parks Department has started a new club at the Community Center. Come and learn the game of Bunco. Bunco is played with Dice. The program is free and will be played on Monday's from 1:00-3:30 starting on February 6th. Please call the Community Center with questions or just show up to play on February 6th.

**3. Potential Purchase of a Polaris Ranger for Ski Grooming**

The Park Department is working with the PAL Foundation and also the Crosslake/Ideal Lions Club to try and generate funds to purchase our own equipment to pull our cross country skiing groomer at the Park. Currently the Park Department is using the Crosslake Fire Departments Ranger to do trail grooming. This has worked for occasional use but the Park Department feels that it would be advantageous for our staff to have its own equipment. Not only would the staff be able to groom more often but this would also eliminate the possibility of the Fire Departments Ranger not being available in an emergency situation and also eliminate the chance of injury by transporting this equipment between the Fire Department, Park and Public Works on a weekly basis.

Staff is requesting authorization for the use of \$15,000 in Park Capital Outlay Funds from the 2017 budget to go towards making this purchase. The PAL Foundation has received some donations from local skiers that are supporting this initiative and we plan on approaching the local Lions Club for additional assistance. Keep in mind that the PAL Foundation will be making its contributions to the City and I would assume that any local service organizations would also be forwarding their contributions to the City of Crosslake. Considering this, the City would be issuing a check to make the purchase at an amount not to exceed \$20,000. The motion to provide the funding would be contingent on the Park Staff gaining the \$4,712 needed to make the purchase from a combination of local contributors. If this money is not generated the Park Department would not proceed with the purchase. This tracked unit would be converted back to a wheeled unit in the spring and would be utilized to conduct trail tours on Wednesdays throughout the summer. The unit we are looking at is a 2015 factory demo that has 300 miles. It comes with a full manufactures warranty. It is a diesel which makes the unit less than enticing for the normal UTV enthusiast because the machine does not go over 25 mph. The fact that it is a diesel is advantageous for our use because the diesel will provide more power for grooming and also translate into better gas mileage. The 2017 Polaris Ranger with tracks, winch and a glass windshield retails for \$28,400. The opportunity to purchase a brand new unit for \$15,000 in city funds would be a great opportunity for the City.

The MN Design Team supported the idea of creating more ways to make Crosslake into a winter destination. The purchase of this equipment would provide one more step into making this vision a reality. The PAL Foundation has been instrumental in getting our skiing program up and running at the Park. PAL has contributed approximately \$12,000 in the development of the Nordic Ridge Trail System. The Park Department and the PAL Foundation are hopeful that the City Council will consider partnering with local organizations to make this purchase a reality.

**The Park Department is requesting authorization to use \$15,000 from 2017 Park Capital Outlay Funds to go towards the purchase of a 2015 Polaris Ranger. The approval of this motion would be contingent on the Park Department collecting the additional \$4,712 needed to make this purchase thru donations from local individuals and organizations. A not to exceed amount for the purchase of the 2015 Polaris Ranger would be set at \$20,000.00.**

**Council Action/Motion**

**4. New Format for the Library Book Sale**

The Crosslake Area Library is requesting approval to add book shelves to meeting room #3 at the Community Center. The shelves would be used to host book sales on a regular basis at the facility. While we would still host the sale of books during the first weekend in August we would also hold sales at other times of the year. Sale dates

would be advertised through the local media and volunteers would staff the sales. The dedicated reserves for the Library would be used to create the book shelves for room #3. Proceeds from book sales would be put back into the Library Reserve Account for future Library purchases, facility improvement or program expenditures. The annual book sale is a huge undertaking and the volunteers who have run this sale for the last 16 years are searching for an easier way to develop revenue for the Library. Placing good used donated books directly on the shelves of room #3 would eliminate the set up of more than 10,000 books for a three day event. These books would not be moved multiple times as they would stay on the shelf until they were sold, donated or discarded. This initiative has received the approval of the Library Operations Committee and the Park Director is also recommending that the City proceed with this venture.

**The Park/Library Department is requesting approval from the City Council to have volunteers and Park Maintenance Staff build book shelves in room #3 of the Crosslake Community Center. Funds for the construction of the shelves will be generated from the annual library budget. In addition, library proceeds from the sale of books would be placed back into the Library Reserve Account at the end of each budget cycle. Council Action/Motion**

#### **5. Dog Park Committee**

One of the recommendations of the MN Design Team was to establish a Dog Park in Crosslake. We have created a committee that is working on some design concepts to look at the possibility of this new facility. The group has met twice and is planning on meeting at least once a month in the future. Brainerd and Pequot Lakes have Dog Parks along with many other communities across the country. The Committee is looking at the positives and negatives of these facilities and also some of the strengths and weaknesses of other Parks in our area and across the country. We will work with the League of MN Cities, MN Park Association and the National Park Association to bring together resources to make sure liability concerns are covered before we develop our design and policies for this facility. The Park Commission is assisting in this research and will eventually be bringing a recommendation to the Council. If this recommendation is approved by the City Council we would start the process of raising funds to establish the first Crosslake Dog Park. We would like to invite any citizens that are interested in helping us with this research to our next meeting. We will plan on meeting February 13th at 4:30 at the Crosslake Community Center. Please join us if you are interested.

#### **6. Micro Airplane Club**

The Park Department is working with local resident Paul Dorweller to create a new community club that will fly radio controlled Micro Airplanes in the Community Center Gymnasium on Tuesday Mornings from 10:30-11:30. The Park Department has received approval from a consensus of the Park Commission members to proceed with bringing this proposal to the City Council. The Micro Planes weigh less than 2 pounds and will be flown in the gym when it is unoccupied by other users. The group will be charged the Community Club rate of \$11. Liability waivers will be signed by all participants. Only radio controlled airplanes will be allowed. Participants will not be able to fly drones or use any other remote controlled device besides the Micro Planes. The Park Department has contacted our Loss Control Representative from the League of MN Cities and he did not have a problem with the planes being flown in the gym as long as other patrons were notified that the gym was reserved for this specific use and that liability waivers were signed by all participants.

**The Park Department is recommending the establishment of the Micro Airplane Club which will meet on Tuesdays in the gym from 10:30-11:30. The Charge will be \$11 per hour for use of the gymnasium and all planes must weigh less than two pounds. Council Action/Motion**

#### **7. New Programs for the Community Center Gym**

The Park Department has reserved the gym from 9:30-11:30 on Saturday Mornings for Full Court Basketball. We have also set aside Thursday mornings from 10:30-11:30 as children's playtime in the gym. Parents must supervise their young children during this program.

#### **8. AAA**

The Community Center will be hosting a senior driving refresher course on Thursday January 26th from 9-1. Interested participants can call AAA at 1-888-234-1294.

#### **9. Knights of Columbus Free Throw Competition**

The Knights of Columbus will be hosting the annual free throw competition on Sunday January 29th from 12:30-2.