

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

A. CALL TO ORDER

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

B. CRITICAL ISSUES –

1. Memo dated June 5, 2014 from EDA Re: Recommendation to Approve Revolving Loan Fund Application from Crosswoods Golf Course, Inc. and Crosswoods Properties, LLC (Council Action-Motion)
2. Cindy Myogeto and Pat Netko - Update on 2014 Fireworks Display
3. Alden Hardwick – Update on Nordic Ridge Recreation Area Trails Development Plan

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

1. Regular Council Meeting Minutes of May 12, 2014
2. Continuation of 5/12/14 Regular Council Meeting Minutes of May 27, 2014
3. City – Month End Revenue Report dated May 2014
4. City – Month End Expenditures Report dated May 2014
5. May 2014 Budget to Actual Analysis
6. Pledged Collateral Report dated May 31, 2014 from Mike Lyonais
7. Crosslake Communications Balance Sheet, Income Statement, and Detail of Reserve Balances dated 4/30/14
8. Crosslake Communications Advisory Board/Council Meeting Minutes of May 27, 2014
9. Crosslake Communications Check Register dated 4/1/14 to 4/30/14
10. Crosslake Communications Customer Counts
11. Police Report for Crosslake – May 2014
12. Police Report for Mission Township – May 2014
13. Fire Department Report – May 2014
14. Accept Donation to Fire Department from Quintin Rubald Memorial Fund
15. North Ambulance Run Report – May 2014
16. EDA Meeting Minutes of May 7, 2014
17. Crosslake Park/Library Commission Meeting Minutes of April 23, 2014
18. Planning and Zoning Commission Meeting Minutes of April 25, 2014
19. City – County – Township Roadway Maintenance and Construction Coordinating Meeting Notice for July 28, 2014
20. April 2014 Wastewater Treatment Discharge Monitoring Report
21. Crosslake Rolloff Recycling Report for May 2014
22. Waste Partners Recycling Report for April 2014
23. Application for Display of Fireworks on Saturday, July 5, 2014 from Zambelli Fireworks Internationale
24. Application for Group Transient Merchant Permit from Town Square Merchants for Farmer's Market
25. Bills for Approval

D. MAYOR'S REPORT

1. Memo dated May 26, 2014 from Mayor to Crow Wing County Board and Staff Re: Report to Crow Wing County Board May 27, 2014 (Council Information)

2. Memo dated June 5, 2014 from Mayor Schneider Re: Commission Appointment (Council Action-Motion)
3. Accept \$5,000 Donation for Fireworks from John and Carrie Hart and Mike Frank

E. CITY ADMINISTRATOR'S REPORT

1. Memo dated May 20, 2014 from City Clerk Re: Approval to Complete 2009 Transaction of Land Donation from Roger Saatzer to City of Crosslake (Council Action-Motion)
2. Memo dated May 8, 2014 from City Clerk Re: Outstanding Planning and Zoning Fees on PID #142020010030009 (Council Action-Motion)
3. Letter dated June 4, 2014 from Steve Roe Re: Request for Refund (Council Action-Motion)
4. Update on Surplus Equipment/Supplies for City Sale

F. COMMISSION REPORTS

1. PLANNING AND ZONING

- a. Chris Pence - 2014 Planning and Zoning Data (Council Information)
- b. Approval of Metes and Bounds Subdivision Parcel #12016440000009 (Council Action-Motion)

2. PARK AND RECREATION/LIBRARY

- a. Staff Report dated June 2, 2014 from Jon Henke Re: Various Community Center Updates (Council Action-Motion)

3. CROSSLAKE COMMUNICATIONS

- a. Highlights Report for May 2014 (Council Action-Motion)

4. PUBLIC WORKS

- a. Update on Maintenance of Parking Lot at Intersection of CSAH 66 and CSAH 3

5. PUBLIC SAFETY

- a. Memo from Chief Hartman Re: Change to Surplus Equipment (Council Action-Motion)

6. PERSONNEL COMMITTEE

- a. Approval of Updated Employee Handbook (Council Action-Motion)
- b. Updated Drug and Alcohol Policies (Council Action-Motion)
 - Controlled Substance and Alcohol Testing for Commercial Drivers Policy (US DOT 49 CFR Part 40)
 - Drug and Alcohol-Free Workplace and Testing Policy (Non-DOT)
 - Acknowledgement Form
 - Consent Form
- c. Various Recommendations from 6/9/14 Personnel Committee Meeting

G. CITY ATTORNEY REPORT

H. OLD BUSINESS

I. NEW BUSINESS

J. PUBLIC FORUM

K. ADJOURN

MEMO TO: City Council

FROM: EDA

DATE: June 5, 2014

SUBJECT: Recommendation to Approve Revolving Loan Fund Application from Crosswoods Golf Course, Inc. and Crosswoods Properties, LLC

The following is an excerpt from the June 4, 2014 EDA Meeting Minutes:

“Dave DesMarais of Frandsen Bank reported to the EDA that Mike Stone has requested funding from Frandsen Bank to expand Crosswoods Golf Course. Mike Stone gave a brief update of the history of the golf course and stated that the current project is to acquire an additional 17.79 acres of land adjacent to the golf course and to then improve a 32.94 acre parcel to add 9 holes of golf to the current 18 hole course. Total project costs are \$714,000, with Frandsen Bank & Trust providing financing in the amount of \$450,000. The Stone’s are providing \$164,000 in equity. A loan of \$100,000 is being requested from the Crosslake Revolving Loan Fund. The loan will bear interest at the rate of 4.25% (prime plus 1%), amortized over ten years. A closing date of August 1, 2014 is proposed. Mike Stone stated that it is difficult to determine how many jobs may be added because part-time employees may become full-time employees. A MOTION WAS MADE BY PATTY NORGAARD, SECONDED BY DENNIS LEASER TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF GAP FINANCING IN THE AMOUNT OF \$100,000 FROM THE CROSSLAKE REVOLVING LOAN FUND TO CROSSWOODS GOLF COURSE, INC. AND CROSSWOODS PROPERTIES, LLC FOR THE EXPANSION OF THE CROSSWOODS GOLF COURSE AS OUTLINED IN A MEMO DATED 6/4/14 FROM CHRIS ROBINSON OF BLAEDC.”

Attached is memo dated June 4, 2014 from Chris Robinson of BLAEDC.

MEMORANDUM

To: Crosslake EDA & City Council
From: Chris Robinson, BLAEDC
Date: June 4, 2014
RE: Crosswoods Golf Course, Inc. / Crosswoods Properties, LLC
Application for Crosslake Communications Revolving Loan Fund

History:

Mike and Kelly have managed the Crosswoods Golf property since 1996, as the only shareholders of the operating entity, Crosswoods Golf Course, Inc. In October 2011, the Stones formed Crosswoods Properties, LLC, to acquire all of the golf course land from Jack and Dee Stone on a contract for deed. The LLC has purchased a total of 138 acres of land and rents out most of the land to Crosswoods Golf Course, Inc. The rents paid by Crosswoods Golf Course, Inc., cover the amount of the contract for deed payments.

Project Description:

The current project of Crosswoods Properties, LLC, and Crosswoods Golf Course, Inc., is to acquire an additional 17.79 acres of land adjacent to the golf course, and to then improve a 32.94-acre parcel to add 9 holes of golf to the current 18 hole course. Total project costs are \$714,000, with Frandsen Bank & Trust providing financing in the amount of \$450,000, the Borrowers providing \$164,000 in equity and proposed financing from the Crosslake Revolving Loan Fund in the amount of \$100,000. The improvements to the property to expand the golf course include surveying, golf hole design, earth moving and clearing, expansion of the existing irrigation system, and installation of new paved cart paths.

Sources & Purposes of Funds:

The proposed sources and uses for the project funds are as follows:

Purpose of Funds	CCRLF	Frandsen*	Equity	Total
Property Purchase		430,000		430,000
Site Improvements	100,000		34,000	134,000
Working Capital **		20,000	130,000	150,000
TOTALS	100,000	450,000	164,000	714,000

* Frandsen Bank has funded a loan in the amount of \$450,000, at an initial interest rate of 4.95%.

** Working capital is for the "in house" staff work in developing the new golf holes, as well as materials like sand, peat, drainage materials, and irrigation components.

Repayment & Collateral:

The rents from Crosswoods Golf Course, Inc. will be increased during the loan term to cover the loan payments on the proposed CCRLF loan. The corporation will also directly pay real estate taxes and insurance on the properties owned by Crosswoods Properties, LLC, in addition to the golf course operations.

CCRLF will be granted a subordinated ("second") real estate mortgage on 17.79 acres of land being purchased as part of the project, a 7-acre parcel currently owned being used as the Crosswoods junior golf course, an undeveloped residential lot in Crosslake and the 32.94-acre parcel of land being developed with the new 9 golf holes. CCRLF will be subordinated to the position of Frandsen Bank & Trust, which is using the same sources of collateral.

Loan Documentation & Servicing:

It is proposed that the loan will be in the amount of \$100,000, bearing interest at the rate of 4.25% ("Prime + 1%"), amortized over ten years. Frandsen Bank & Trust has agreed to prepare all loan and security documents for the revolving loan fund transaction. Frandsen will be acting as a conduit lender and will transfer a 100 percent participation position in the entire revolving loan fund amount back to the City of Crosslake. All loan payments will be handled by the Bank and remitted to the City. For providing this service, Frandsen will charge a 1/4 percent servicing fee.

Dave DesMarais and Jim Kraft of Frandsen Bank & Trust are overseeing this loan transaction. The documents will be prepared and made available for the City's counsel to review in the in the near future. A closing date of August 1, 2014, is proposed by the Borrower and Frandsen Bank & Trust.

Please contact me with any questions or concerns.

Chris Robinson, Economic Development Officer

cc: Mike & Kelly Stone
Dave DesMarais, Frandsen Bank & Trust
Mike Lyonnais, Finance Director

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MAY 12, 2014
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, May 12, 2014. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, General Manager Paul Hoge, Finance Director/Treasurer Mike Lyonais, Police Chief Bob Hartman, Park and Rec Director Jon Henke, City Attorney Brad Person, City Engineer Dave Reese, Crow Wing County Survey/Planning Coordinator Paul Herkenhoff, Crow Wing County Highway Senior Engineer Luke Wehseler, Operations Manager Jared Johnson, PAL Foundation Representative Alden Hardwick, Northland Press Reporter Kate Perkins, and Echo Publishing Reporter Chelsey Perkins. There were approximately six people in the audience.

A. CALL TO ORDER – Mayor Schneider called the Regular Council meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 05R-01-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. CRITICAL ISSUES –

1. Crow Wing County Senior Engineer Luke Wehseler appeared before the Council to answer questions regarding the County Road 36 Project scheduled for 2015. MOTION 05R-02-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO ADOPT RESOLUTION NO. 14-02 APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS. MOTION CARRIED WITH ALL AYES.
2. Pat Netko gave a brief update on the fundraising efforts for the 2014 Fireworks Display and reported that the committee is short approximately \$3,000 from the goal of \$10,000. The Mayor received word that a donation of \$5,000 will be made by a private donor. Cindy Myogeto and Alden Hardwick presented the 2014-2015 Crosslake Cabin calendars listing all of Crosslake's community events.
3. Alden Hardwick gave a brief update on the Nordic Ridge Recreation Area Trails Development Plan. Construction on the walkway will begin in a week. Trail rides will be available on Wednesdays.

C. CONSENT CALENDAR – MOTION 05R-03-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. SPECIAL COUNCIL MEETING MINUTES OF APRIL 7, 2014;
2. BOARD OF APPEAL AND EQUALIZATION MEETING MINUTES OF APRIL 11, 2014;
3. REGULAR COUNCIL MEETING MINUTES OF APRIL 14, 2014;
4. SPECIAL MEETING MINUTES OF MAY 7, 2014;
5. CITY – MONTH END REVENUE REPORT DATED APRIL 2014;

6. CITY – MONTH END EXPENDITURES REPORT DATED APRIL 2014;
7. APRIL 2014 BUDGET TO ACTUAL ANALYSIS;
8. PLEDGED COLLATERAL REPORT FROM MIKE LYONAI;
9. CROSSLAKE COMMUNICATIONS BALANCE SHEET AND INCOME STATEMENT DATED 2/28/14;
10. CROSSLAKE COMMUNICATIONS BALANCE SHEET, INCOME STATEMENT, AND DETAIL OF RESERVE BALANCES DATED 3/31/14;
11. CROSSLAKE COMMUNICATIONS HIGHLIGHTS FOR APRIL 2014;
12. CROSSLAKE COMMUNICATIONS ADVISORY BOARD MEETING MINUTES OF APRIL 29, 2014;
13. CROSSLAKE COMMUNICATIONS CHECK REGISTER DATED 2/1/14 TO 2/28/14;
14. CROSSLAKE COMMUNICATIONS CHECK REGISTER DATED 3/1/14 TO 3/31/14;
15. CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS;
16. POLICE REPORT FOR CROSSLAKE – APRIL 2014;
17. POLICE REPORT FOR MISSION TOWNSHIP – APRIL 2014;
18. MEMO DATED 5/12/14 FROM CHIEF HARTMAN RE: SURPLUS EQUIPMENT;
19. FIRE DEPARTMENT REPORT – APRIL 2014;
20. NORTH AMBULANCE RUN REPORT – APRIL 2014;
21. EDA MEETING MINUTES OF APRIL 2, 2014;
22. CROSSLAKE PARK/LIBRARY COMMISSION MEETING MINUTES OF MARCH 26, 2014;
23. PLANNING AND ZONING COMMISSION MEETING MINUTES OF MARCH 28, 2014;
24. APRIL 2014 PLANNING AND ZONING PERMIT SUMMARY;
25. MARCH 2014 WASTEWATER TREATMENT DISCHARGE MONITORING REPORT;
26. CROSSLAKE ROLLOFF RECYCLING REPORT FOR APRIL 2014;
27. RESOLUTION NO. 14-03 APPROVING CHARITABLE GAMBLING BY THE IDEAL COMMUNITY SERVICE ORGANIZATION AT MOONLITE SQUARE;
28. RESOLUTION NO. 14-04 TO ADOPT FOR RENEWAL EXISTING LIQUOR LICENSE ESTABLISHMENTS FOR 2014-2015;
29. BILLS FOR APPROVAL IN THE AMOUNT OF \$125,309.20; AND
30. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$16,258.37. MOTION CARRIED WITH ALL AYES.

D. MAYOR'S REPORT – None.

E. CITY ADMINISTRATOR'S REPORT

1. MOTION 05R-04-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE APPLICATION FOR OFF-SALE LIQUOR LICENSE FROM MAUCIERI'S. It was noted that the purpose of the license was to sell wine at their wine tasting events, not to have a "liquor store". MOTION CARRIED WITH ALL AYES.
2. Gordon and Scott Siemers appeared before the Council to request relief of their outstanding Planning and Zoning fees on PID #142020010030009 in the amount of \$1,743.75. Mark Wessels stated that the Council gave relief to two property owners

several years ago who had accrued exorbitant fees. Siemers claim that most of the charges were not necessary and were repetitious. Siemers have reimbursed the City \$2,968.25 to date for various legal and engineering fees. John Moengen stated that it is difficult to consider relief for the Siemers because all other property owners were made to pay the outstanding fees. The Council approved a new fee schedule for Planning and Zoning permits in 2014 which would absorb the cost of the extra legal and engineering fees, rather than collecting those fees after the fact. Siemers claimed that they were being harassed by former Planning and Zoning staff. Attorney Person stated that the fees associated with Siemers project appear to be enforcement issues. MOTION 05R-05-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO TABLE A DECISION UNTIL THE COUNCIL COULD REVIEW THE SITUATIONS WHERE RELIEF WAS GIVEN TO OTHER PROPERTY OWNERS IN THE PAST AND DETERMINE WHETHER RELIEF IS WARRANTED IN THIS CASE. Gary Heacox stated there were so many fees involved with the project because the Siemers made many changes to their application. MOTION CARRIED WITH ALL AYES.

3. Ted Strand gave a brief update on the surplus equipment and supplies for the City Sale. A complete list will be provided to the Council at the next meeting.

F. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY

- a. Jon Henke gave the Council an update on the library, senior meals, fitness room/Silver Sneakers/Yoga Stretch, April attendance, AAA classes, pickleball, baseball, new paddling in the park program, tennis courts grand opening, Pequot Lakes School Day of Caring, yoga, and Chautauqua. MOTION 05R-06-14 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE ANNUAL SILVER SNEAKERS INSTRUCTOR PAYMENTS NOT TO EXCEED \$4,669 for 2014. MOTION CARRIED WITH ALL AYES.

Jon Henke reported that the lowest quote for the parking lot/sidewalk project was received from Anderson Brothers. MOTION 05R-07-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO AWARD THE CROSSLAKE COMMUNITY CENTER PARKING LOT/SIDEWALK PROJECT TO ANDERSON BROTHERS CONSTRUCTION IN THE AMOUNT OF \$33,012.06. Dan Vogt noted that the striping will be an additional cost and will be done with the other striping projects in the City. MOTION CARRIED WITH ALL AYES.

Jon Henke reported that the Park and Recreation Department would like to expand the community garden. There is a waiting list for garden plots. Currently there is a small cabin on the land where the garden could expand. The cabin has been used to store old books for the annual book sale. Now the books are stored in the warming house. Jon Henke asked that the Council declare the cabin surplus. The cabin could be put on Craigslist, could be burned by the Fire Department for training, or be demolished and removed by staff. MOTION 05R-08-14 WAS MADE BY MARK

WESSELS AND SECONDED BY JOHN MOENGEN TO DECLARE THE 16X20 CABIN AS SURPLUS AND SELL THE CABIN ON CRAIGSLIST FOR \$1,500 OR BEST OFFER; IF NOT SOLD IN TWO WEEKS TIME, ALLOW FIRE DEPARTMENT TO BURN THE BUILDING FOR TRAINING. Ted Strand noted that anyone purchasing the building would be obligated to move the building from the site, rather than disassemble it onsite. Attorney Person will provide a waiver form for purchaser to sign relinquishing the City of any liability. MOTION CARRIED WITH ALL AYES.

2. CROSSLAKE COMMUNICATIONS

- a. Jared Johnson gave a brief update on the County Road 3 project and thanked the property owners for their assistance and patience.

G. CITY ATTORNEY REPORT – None.

H. OLD BUSINESS – John Moengen reported that a consultant has been contacted that will review Crosslake Communication's operations and offer suggestions to improve efficiency. MOTION 05R1-09-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO CONTINUE THIS REGULAR MEETING ON TUESDAY, MAY 27TH AT 4:00 P.M. The Council directed Mike Lyonais to work with Paul Hoge to create list for the consultant on areas to be addressed. MOTION CARRIED WITH ALL AYES.

I. NEW BUSINESS – John Moengen reported that Ted Strand has obtained quotes for pesticide application at four City-owned locations. Two local landscaping companies will divide the service area. John Moengen noted that outsourcing the application of pesticide is safer for employees. The approximate cost is \$2,500.

J. PUBLIC FORUM – None.

K. ADJOURN - MOTION 05R1-10-14 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO RECESS THE MEETING AT 8:20 P.M. UNTIL 4:00 P.M. ON MAY 27, 2014. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

Deputy Clerk/Minutes/5-12-14

CONTINUATION OF REGULAR COUNCIL MEETING OF 5/12/14
CITY OF CROSSLAKE
TUESDAY, MAY 27, 2014
4:00 P.M. – CITY HALL

The Council for the City of Crosslake met to continue the Regular Council Meeting of 5/12/14 in the Council Chambers of City Hall on Tuesday, May 27, 2014. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Finance Director/Treasurer Mike Lyonais, Public Works Director Ted Strand, Crosslake Communications Staff Paul Hoge, Paul Davis, Jared Johnson, Cyndi Perkins, and Debby Floerchinger, Northland Press Reporter Paul Boblett, and Echo Publishing Reporter Chelsey Perkins. There were approximately seven people in the audience.

Mayor Schneider called the meeting to order at 4:00 P.M. The purpose of the meeting was to review an option to engage a consultant to help improve operations and efficiencies of Crosslake Communications.

John Moengen reported that he has contacted Frank Gallagher of Charlesmead Advisors LLC located in Baltimore, MD. Mr. Moengen read a letter to the Council dated May 21, 2014 from Mr. Gallagher to Mr. Moengen which included background information on his company and what his company is able to provide to the City of Crosslake and Crosslake Communications. The cost of Charlesmead Advisors LLC consulting services would be \$40,000. Staff from Charlesmead could begin work within 30 days and complete the review in 60-90 days.

A lengthy discussion ensued regarding the benefits of hiring a consultant and whether changes could be made without their help to improve efficiency of Crosslake Communications. Arguments were made that the City could benefit from the advice of a consultant to determine whether the Crosslake Communications is running as well as it can and what the future of the company could be. Mike Lyonais noted that Crosslake Communications has operated at a loss seven of the last ten years before the operating transfer was made to the City. The Council agreed that the main concern is customer service and doing what is in the best interest of the citizens.

Paul Hoge reported that service to customers is the same whether they have fiber or coax. A discussion ensued regarding the 5-year plans of Crosslake Communications and the FCC. Complaints were raised regarding poor internet connections on holidays and for customers that have coax connections. The cost to finish laying fiber in the City could cost millions of dollars.

Mark Wessels stated that Crosslake Communications employs 13 people and that the salaries and benefits for them are approximately 1.1 million dollars. Five of the 13 employees are managers. Mark Wessels stated that \$40,000 is a lot of money to spend but he understands that the review could help the future of the company. A discussion ensued regarding where the \$40,000 would come from in the budget.

The Mayor noted that there were members of the Crosslake Communication's Advisory Board in attendance and asked if any of them wanted to comment. Former Crosslake Communications

General Manager Dennis Leaser addressed the Council to express his concerns of hiring a consultant and concerns of the management at Crosslake Communications. Mr. Leaser stated that 24 hour customer service should be a main goal.

Crosslake Communications Advisory Board Member Ann Shrupp addressed the Council and asked why the Council obtained only one bid for services, whether the Council checked the references of Charlesmead and whether Charlesmead would consider running Crosslake Communications in the future. John Moengen replied that Charlesmead was chosen because it was the only company that had experience with telecommunications that he required. Mr. Moengen stated that Charlesmead is not in the business of running companies and would not take over operations at Crosslake Communications. Mr. Moengen added that checking references is a good idea and he would make some calls.

Steve Roe asked where the funding would come from to pay the \$40,000. Mike Lyonais stated that the Council has options of having Crosslake Communications pay for the consultant and then reducing the operating transfer by that amount, spending down City reserves, or spending money that was earmarked for another project. Mr. Lyonais noted that there is \$50,000 in the budget to conduct a sewer study.

MOTION 05R-11-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO HIRE CHARLESMEAD ADVISORS LLC AT A COST OF \$40,000 TO HELP IMPROVE CROSSLAKE COMMUNICATIONS OPERATIONS AND EFFICIENCIES AND TO USE \$40,000 EARMARKED FOR THE SEWER STUDY TO PAY FOR THE REVIEW. MOTION CARRIED 4-1 WITH STEVE ROE OPPOSED.

There being no further business at 5:30 P.M., MOTION 05S-12-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

CITY OF CROSSLAKE

06/03/14 3:45 PM

Month-End Revenue

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Current Period: MAY 2014

SRC	SRC Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$2,188,747.00	\$0.00	\$0.00	\$2,188,747.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$112,839.00	\$0.00	\$103,257.98	\$9,581.02	91.51%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$122,161.00	\$0.00	\$0.00	\$122,161.00	0.00%
31800	Other Taxes	\$0.00	\$0.00	\$1,167.08	-\$1,167.08	0.00%
31900	Penalties and Interest DelTax	\$2,000.00	\$0.00	\$736.78	\$1,263.22	36.84%
32110	Alcoholic Beverages	\$12,300.00	\$0.00	\$0.00	\$12,300.00	0.00%
32111	Club Liquor License	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32112	Beer and Wine License	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
32180	Other Licenses/Permits	\$200.00	\$27.00	\$77.00	\$123.00	38.50%
33400	State Grants and Aids	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
33417	Police State Aid	\$33,000.00	\$0.00	\$0.00	\$33,000.00	0.00%
33418	Fire State Aid	\$28,000.00	\$0.00	\$2,000.00	\$26,000.00	7.14%
33419	Fire Training Reimbursement	\$0.00	\$1,730.00	\$3,750.00	-\$3,750.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$916.92	\$916.92	-\$916.92	0.00%
33422	PERA State Aid	\$2,979.00	\$0.00	\$0.00	\$2,979.00	0.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33650	Recycling Grant	\$30,000.00	\$0.00	\$30,000.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$10.00	\$116.00	\$84.00	58.00%
34010	Sale of Maps and Publications	\$100.00	\$10.00	\$30.00	\$70.00	30.00%
34050	Candidate Filing Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34103	Zoning Permits	\$28,000.00	\$5,200.00	\$11,860.00	\$16,140.00	42.36%
34104	Plat Check Fee/Subdivision Fee	\$1,000.00	\$175.00	\$275.00	\$725.00	27.50%
34105	Variances and CUPS/IUPS	\$8,800.00	\$2,000.00	\$5,500.00	\$3,300.00	62.50%
34106	Sign Permits	\$500.00	\$0.00	\$50.00	\$450.00	10.00%
34107	Assessment Search Fees	\$800.00	\$65.00	\$235.00	\$565.00	29.38%
34108	Zoning Misc/Penalties	\$1,500.00	\$250.00	\$250.00	\$1,250.00	16.67%
34109	Zoning Reimb Eng/Legal/Survey	\$5,000.00	\$32.00	-\$2,341.00	\$7,341.00	-46.82%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34112	Septic Permits	\$3,750.00	\$600.00	\$1,225.00	\$2,525.00	32.67%
34113	Landscape License Fee	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
34114	Zoning Map/Ordinance Amendment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34201	Fire Department Donations	\$200.00	\$100.00	\$100.00	\$100.00	50.00%
34202	Fire Protection and Calls	\$31,250.00	\$0.00	\$35,531.47	-\$4,281.47	113.70%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34210	Police Contracts	\$48,000.00	\$0.00	\$16,000.00	\$32,000.00	33.33%
34211	Police Donations	\$0.00	\$0.00	\$26,000.00	-\$26,000.00	0.00%
34213	Police Receipts	\$4,000.00	\$0.00	\$1,258.21	\$2,741.79	31.46%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34300	E911 Signs	\$1,000.00	\$100.00	\$300.00	\$700.00	30.00%
34700	Park & Rec Donation	\$0.00	\$5.00	\$95.00	-\$95.00	0.00%

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Month-End Revenue

Current Period: MAY 2014

SRC	SRC Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$100.00	\$10.00	\$150.00	-\$50.00	150.00%
34740	Park Concessions	\$250.00	\$44.00	\$198.00	\$52.00	79.20%
34741	Gen Gov t Concessions	\$100.00	\$43.15	\$43.15	\$56.85	43.15%
34742	Park Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34743	Public Works Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34744	Fire Department Concessions	\$0.00	\$0.00	\$78.13	-\$78.13	0.00%
34750	CCC/Park User Fee	\$3,500.00	\$371.00	\$1,123.00	\$2,377.00	32.09%
34751	Sheiter/Beer/Wine Fees	\$250.00	\$54.00	\$81.00	\$169.00	32.40%
34760	Library Cards	\$1,500.00	\$47.00	\$403.00	\$1,097.00	26.87%
34761	Library Donations	\$0.00	\$469.00	\$929.00	-\$929.00	0.00%
34762	Library Copies	\$500.00	\$18.30	\$87.25	\$412.75	17.45%
34763	Library Events	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
34764	Library Miscellaneous	\$0.00	\$0.00	\$10.00	-\$10.00	0.00%
34765	Summer Reading Program	\$350.00	\$60.00	\$60.00	\$290.00	17.14%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34769	PAL Foundation - Park	\$2,000.00	\$0.00	\$3,969.95	-\$1,969.95	198.50%
34770	Silver Sneakers	\$5,000.00	\$774.00	\$3,064.00	\$1,936.00	61.28%
34790	Park Dedication Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34800	Tennis Fees	\$1,100.00	\$44.00	\$44.00	\$1,056.00	4.00%
34801	Recreational-Program	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34802	Softball/Baseball Fees	\$2,000.00	\$710.00	\$1,160.00	\$840.00	58.00%
34803	Recreation-Misc. Receipts	\$100.00	\$1,002.00	\$1,212.25	-\$1,112.25	1212.25%
34805	Aerobics Fees	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$3,829.00	\$14,656.00	\$15,344.00	48.85%
34807	Volleyball Fees	\$500.00	\$72.00	\$304.00	\$196.00	60.80%
34808	Silver and Fit	\$0.00	\$1,129.00	\$3,431.00	-\$3,431.00	0.00%
34809	Soccer Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$1,000.00	\$2,000.00	\$1,000.00	66.67%
34941	Cemetery Openings	\$3,500.00	\$900.00	\$1,600.00	\$1,900.00	45.71%
34942	Cemetery Other	\$450.00	\$50.00	\$100.00	\$350.00	22.22%
34950	Public Works Revenue	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$8,478.10	\$36,521.90	18.84%
34953	Recycling Revenues	\$0.00	\$44.38	\$44.38	-\$44.38	0.00%
35100	Court Fines	\$15,000.00	\$1,412.23	\$3,377.75	\$11,622.25	22.52%
35103	Library Fines	\$0.00	\$73.00	\$392.00	-\$392.00	0.00%
35105	Restitution Receipts	\$900.00	\$0.00	\$1,705.50	-\$805.50	189.50%
36200	Miscellaneous Revenues	\$500.00	\$394.59	\$53,494.59	-\$52,994.59	1098.92%
36201	Misc Reimbursements	\$715.00	\$25.81	\$144.43	\$570.57	20.20%
36202	LIBRARY GRANTS	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	0.00%
36210	Interest Earnings	\$3,000.00	\$278.25	\$1,414.50	\$1,585.50	47.15%
36230	Contributions and Donations	\$12,500.00	\$0.00	\$5,000.00	\$7,500.00	40.00%
36254	Sp Assess Prin-Sunrise Isl 11	\$3,963.00	\$0.00	\$0.00	\$3,963.00	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$1,461.00	\$0.00	\$0.00	\$1,461.00	0.00%
38050	Telephone Fees	\$265,000.00	\$22,083.37	\$110,416.85	\$154,583.15	41.67%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$25,000.00	\$24.07	\$21,231.57	\$3,768.43	84.93%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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SRC	SRC Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39330	Proceeds from Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$3,115,065.00	\$46,183.07	\$484,293.84	\$2,630,771.16	130.88%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31100	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31200	Community Ctr Levy Refund 2002	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31301	1999 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31302	1999 Series B Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31303	2001 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31304	2002 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31306	2003 Disposal System Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31307	2004 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31308	2006 Series B Levy	\$135,746.00	\$0.00	\$0.00	\$135,746.00	0.00%
31309	2006 Series C Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$109,346.00	\$0.00	\$0.00	\$109,346.00	0.00%
31900	Penalties and Interest DelTax	\$1,500.00	\$0.00	\$265.72	\$1,234.28	17.71%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Assess Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Assess Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36112	Sp Assess Int Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36116	Sp Assess Int Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36118	Sp Assess Int Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36122	Sp Assess Int Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36124	Sp Assess Int Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36125	Sp Assess Prin Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36126	Sp Assess Int Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36127	Sp Assess Prin Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36128	Sp Assess Int Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36129	Sp Assess Prin Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36130	Sp Assess Int Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36131	Sp Assess Prin Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36132	Sp Assess Int Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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

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SRC	SRC Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
36186	Sp Assess Int Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36187	Sp Assess Prin Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36188	Sp Assess Int Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36189	Sp Assess Prin Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36190	Sp Assess Int Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36191	Sp Assess Prin Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36192	Sp Assess Int Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36193	Sp Assess Prin Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36194	Sp Assess Int Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36195	Sp Assess Prin ABC Dr 03	\$4,413.00	\$0.00	\$0.00	\$4,413.00	0.00%
36196	SpAssess Int ABC Drive	\$276.00	\$0.00	\$15.98	\$260.02	5.79%
36197	SpAssess Prin Wildwood/White B	\$5,718.00	\$0.00	\$0.00	\$5,718.00	0.00%
36198	SpAssess Int Wildwood/White B	\$357.00	\$0.00	\$35.70	\$321.30	10.00%
36199	SpAssess Prin Greer Lake Rd 03	\$3,133.00	\$0.00	\$0.00	\$3,133.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$1,734.00	\$0.00	\$0.00	\$1,734.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$196.00	\$0.00	\$0.00	\$196.00	0.00%
36236	SpAssess Prin East Shore 2004	\$1,538.00	\$0.00	\$0.00	\$1,538.00	0.00%
36237	SpAssess Int East Shore 2004	\$96.00	\$0.00	\$0.00	\$96.00	0.00%
36238	SpAssess Prin Margaret 2004	\$1,059.00	\$0.00	\$0.00	\$1,059.00	0.00%
36239	SpAssess Int Margaret 2004	\$66.00	\$0.00	\$0.00	\$66.00	0.00%
36240	SpAssess Prin Edgewater 2004	\$1,907.00	\$0.00	\$0.00	\$1,907.00	0.00%
36241	SpAssess Int Edgewater 2004	\$119.00	\$0.00	\$0.00	\$119.00	0.00%
36242	SpAssess Prin Gendreau 2004	\$1,940.00	\$0.00	\$0.00	\$1,940.00	0.00%
36243	SpAssess Int Gendreau 2004	\$121.00	\$0.00	\$19.38	\$101.62	16.02%
36244	Sp Assess Prin - Duck Lane	\$2,273.00	\$0.00	\$0.00	\$2,273.00	0.00%
36245	Sp Assess Int - Duck Lane	\$396.00	\$0.00	\$0.00	\$396.00	0.00%
36246	Sp Assess Prin - Sunset Drive	\$2,685.00	\$0.00	\$0.00	\$2,685.00	0.00%
36247	Sp Assess Int - Sunset Drive	\$468.00	\$0.00	\$0.00	\$468.00	0.00%
36248	Sp Assess Prin - Maroda Drive	\$993.00	\$0.00	\$0.00	\$993.00	0.00%
36249	Sp Assess Int - Maroda Drive	\$173.00	\$0.00	\$0.00	\$173.00	0.00%
36250	Sp Assess Prin - Johnie/Rober	\$4,024.00	\$0.00	\$0.00	\$4,024.00	0.00%
36251	Sp Assess Int - Johnie/Robert	\$701.00	\$0.00	\$0.00	\$701.00	0.00%
36252	Sp Assess Prin - Brita/Pinevie	\$13,755.00	\$0.00	\$0.00	\$13,755.00	0.00%
36253	Sp Assess Int - Brita/Pineview	\$2,397.00	\$0.00	\$140.48	\$2,256.52	5.86%
36254	Sp Assess Prin-Sunrise Isl 11	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39311	Proceeds-Wilderness GO Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39314	Proceeds-2001 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39315	Proceeds-2002 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39900	02 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301 DEBT SERVICE FUND		\$297,130.00	\$0.00	\$477.26	\$296,652.74	0.38%
FUND 401 GENERAL CAPITAL PROJECTS						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34790	Park Dedication Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$2,000.00	\$51.55	\$257.61	\$1,742.39	12.88%

Month-End Revenue

Current Period: MAY 2014

SRC	SRC Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39102	Sale of City Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39103	Sale of Fire Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39104	Sale of Lots-Gendreau Addn.	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39231	Proceeds-2006 Series C Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$2,000.00	\$51.55	\$257.61	\$1,742.39	1.17%
FUND 404 JOBZ						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34204	JOBZ Recipient Deposit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34208	JOBZ Annual Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31050	Tax Increments LeRever	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31051	Tax Increments Daggett Brook	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31052	Tax Increments Reeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31053	Tax Increments - Ace Hardware	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31054	Tax Increment - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31056	Tax Increment 1-9 C&J Develop	\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS		\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.00%
FUND 408 WEST SHORE DRIVE						
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408 WEST SHORE DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
33400	State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						

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Month-End Revenue

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Current Period: MAY 2014

SRC	SRC Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.13	\$0.66	-\$0.66	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	\$0.13	\$0.66	-\$0.66	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31802	EDA Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34101	City Hall User Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36212	Restricted Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36220	Lease Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.00%
FUND 503 EDA (REVOLVING LOAN)						
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$2,000.00	\$134.42	\$736.76	\$1,263.24	36.84%
36211	Revolving Loan Interest	\$4,450.00	\$365.34	\$1,679.94	\$2,770.06	37.75%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$6,450.00	\$499.76	\$2,416.70	\$4,033.30	18.65%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$447.41	-\$424.25	\$424.25	0.00%
36104	Penalty & Interest	\$1,200.00	-\$107.30	\$971.14	\$228.86	80.93%
36200	Miscellaneous Revenues	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37200	User Fee	\$195,000.00	\$16,788.57	\$85,806.64	\$109,193.36	44.00%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37500	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND		\$198,200.00	\$16,233.86	\$86,353.53	\$111,846.47	11.36%

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Month-End Revenue

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Current Period: MAY 2014

SRC	SRC Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$0.00	\$0.00	\$221,000.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$2,000.00	\$0.00	\$1,097.37	\$902.63	54.87%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$11.51	\$754.13	-\$254.13	150.83%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND		\$223,500.00	\$11.51	\$1,851.50	\$221,648.50	25.71%
		\$3,879,345.00	\$62,979.88	\$575,651.10	\$3,303,693.90	43.09%

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Month End Expenditures

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Current Period: MAY 2014

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,250.00	\$10,750.00	\$16,250.00	39.81%
122	FICA	\$2,066.00	\$172.15	\$846.98	\$1,219.02	41.00%
208	Instruction Fees	\$600.00	\$125.00	\$675.00	-\$75.00	112.50%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$900.00	\$116.48	\$567.87	\$332.13	63.10%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$60.00	\$0.00	\$78.00	-\$18.00	130.00%
430	Miscellaneous	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41110 Council		\$30,776.00	\$2,663.63	\$12,917.85	\$17,858.15	41.97%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$75,000.00	\$5,769.24	\$27,802.49	\$47,197.51	37.07%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$31,200.00	\$1,495.00	\$6,370.00	\$24,830.00	20.42%
105	Part-time	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
109	Secretary/Bookkeeper	\$51,637.00	\$3,988.12	\$19,940.60	\$31,696.40	38.62%
121	PERA	\$9,181.00	\$707.42	\$3,537.10	\$5,643.90	38.53%
122	FICA	\$9,774.00	\$729.08	\$3,645.40	\$6,128.60	37.30%
131	Employer Paid Health	\$53,185.00	\$3,955.36	\$19,111.44	\$34,073.56	35.93%
132	Employer Paid Disability	\$817.00	\$74.46	\$372.30	\$444.70	45.57%
133	Employer Paid Dental	\$2,502.00	\$232.40	\$1,082.20	\$1,419.80	43.25%
134	Employer Paid Life	\$130.00	\$11.20	\$56.00	\$74.00	43.08%
136	Deferred Compensation	\$1,300.00	\$100.00	\$500.00	\$800.00	38.46%
151	Workers Comp Insurance	\$1,600.00	\$0.00	\$938.00	\$662.00	58.63%
200	Office Supplies	\$1,800.00	\$79.99	\$279.30	\$1,520.70	15.52%
208	Instruction Fees	\$2,000.00	\$161.10	\$780.10	\$1,219.90	39.01%
210	Operating Supplies	\$1,500.00	\$319.99	\$812.72	\$687.28	54.18%
220	Repair/Maint Supply - Equip	\$1,500.00	\$0.00	\$681.00	\$819.00	45.40%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$5,200.00	\$417.78	\$1,188.65	\$4,011.35	22.86%
322	Postage	\$900.00	\$0.00	\$200.16	\$699.84	22.24%
331	Travel Expenses	\$2,000.00	\$155.59	\$278.79	\$1,721.21	13.94%
334	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$1,000.00	\$0.00	\$132.80	\$867.20	13.28%
413	Office Equipment Rental/Repair	\$2,500.00	\$192.31	\$975.80	\$1,524.20	39.03%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$500.00	\$40.00	\$299.00	\$201.00	59.80%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$3,000.00	\$262.15	\$611.15	\$2,388.85	20.37%
DEPT 41400 Administration		\$260,326.00	\$18,691.19	\$89,595.00	\$170,731.00	34.42%
DEPT 41410 Elections						
107	Services	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
DEPT 41410 Elections		\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$32,000.00	\$8,700.00	\$24,839.50	\$7,160.50	77.62%
304	Legal Fees (Civil)	\$15,000.00	\$887.50	\$2,275.00	\$12,725.00	15.17%
307	Legal Fees (Labor)	\$3,000.00	\$1,827.50	\$3,442.00	-\$442.00	114.73%
DEPT 41600 Audit/Legal Services		\$50,000.00	\$11,415.00	\$30,556.50	\$19,443.50	61.11%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$2,672.00	-\$2,672.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	\$59.00	-\$59.00	0.00%
200	Office Supplies	\$0.00	\$154.90	\$229.88	-\$229.88	0.00%
208	Instruction Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$0.00	\$409.99	\$626.01	-\$626.01	0.00%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$165.00	-\$165.00	0.00%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$32.00	-\$32.00	0.00%
303	Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
304	Legal Fees (Civil)	\$14,000.00	\$575.00	\$2,112.50	\$11,887.50	15.09%
305	Legal/Eng - Developer/Criminal	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
314	Surveyor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,600.00	\$224.51	\$1,303.16	\$3,296.84	28.33%
322	Postage	\$0.00	\$0.00	\$206.64	-\$206.64	0.00%
331	Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
332	Travel Expense- P&Z Comm	\$2,500.00	\$0.00	\$375.00	\$2,125.00	15.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$296.73	\$865.28	-\$865.28	0.00%
352	Filing Fees	\$1,518.00	\$184.00	\$230.00	\$1,288.00	15.15%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$0.00	\$0.00	\$128.25	-\$128.25	0.00%
413	Office Equipment Rental/Repair	\$2,500.00	\$192.31	\$975.80	\$1,524.20	39.03%
430	Miscellaneous	\$0.00	\$0.00	\$50.00	-\$50.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$1.00	-\$1.00	0.00%
452	Refund	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
470	Consultant Fees	\$190,000.00	\$15,834.00	\$79,170.00	\$110,830.00	41.67%
500	Capital Outlay	\$0.00	\$0.00	\$349.00	-\$349.00	0.00%
DEPT 41910 Planning and Zoning		\$225,118.00	\$17,871.44	\$90,050.52	\$135,067.48	40.00%
DEPT 41940 General Government						
151	Workers Comp Insurance	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
210	Operating Supplies	\$1,500.00	\$294.51	\$1,062.55	\$437.45	70.84%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$264.02	\$1,362.98	\$3,137.02	30.29%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$55.58	\$244.42	18.53%
302	Architects Fees	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
303	Engineering Fees	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
316	Security Monitoring	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$153.55	-\$153.55	0.00%
354	Ordinance Codification	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
360	Insurance	\$26,500.00	\$0.00	\$0.00	\$26,500.00	0.00%
381	Electric Utilities	\$14,500.00	\$969.00	\$4,501.00	\$9,999.00	31.04%
383	Gas Utilities	\$4,500.00	\$359.03	\$3,217.06	\$1,282.94	71.49%
384	Refuse/Garbage Disposal	\$500.00	\$47.51	\$171.90	\$328.10	34.38%
385	Sewer Utility	\$600.00	\$37.00	\$148.00	\$452.00	24.67%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$3,634.78	\$5,965.22	37.86%
430	Miscellaneous	\$2,500.00	\$0.00	\$705.17	\$1,794.83	28.21%
433	Dues and Subscriptions	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,500.00	\$0.00	\$1,500.00	\$0.00	100.00%
439	Emergency Mgmt Expense	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
440	Telephone Co Reimb Expense	\$25,000.00	\$458.46	\$20,413.46	\$4,586.54	81.65%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$8,500.00	\$0.00	\$3,396.00	\$5,104.00	39.95%
443	Sales Tax	\$50.00	\$0.00	\$2.00	\$48.00	4.00%
444	Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
446	Animal Control	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
449	Cobra Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
451	Health Comm Program Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
456	Fireworks	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
460	Fines/Fees Reimburse	\$7,500.00	\$0.00	\$663.18	\$6,836.82	8.84%
490	Donations to Civic Org s	\$3,651.00	\$0.00	\$200.00	\$3,451.00	5.48%
493	Pass Thru Donations	\$0.00	\$0.00	\$3,495.15	-\$3,495.15	0.00%
500	Capital Outlay	\$2,000.00	\$0.00	\$13,059.20	-\$11,059.20	652.96%
551	Capital Outlay-Building	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$158,301.00	\$3,137.03	\$60,241.56	\$98,059.44	38.06%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$67,568.00	\$5,162.22	\$25,259.72	\$42,308.28	37.38%
101	Assistant	\$56,403.00	\$4,311.72	\$21,098.34	\$35,304.66	37.41%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$16,500.00	\$356.25	\$6,951.58	\$9,548.42	42.13%
110	Tech 4	\$55,118.00	\$3,974.40	\$19,538.14	\$35,579.86	35.45%
112	Tech 5	\$55,658.00	\$3,967.75	\$19,287.26	\$36,370.74	34.65%
113	Tech 6	\$52,240.00	\$3,793.37	\$20,325.96	\$31,914.04	38.91%
121	PERA	\$46,434.00	\$3,299.56	\$17,584.88	\$28,849.12	37.87%
122	FICA	\$4,173.00	\$294.81	\$1,579.98	\$2,593.02	37.86%
131	Employer Paid Health	\$74,213.00	\$6,930.96	\$33,291.60	\$40,921.40	44.86%
132	Employer Paid Disability	\$1,946.00	\$177.32	\$886.60	\$1,059.40	45.56%
133	Employer Paid Dental	\$4,891.00	\$449.88	\$2,102.08	\$2,788.92	42.98%
134	Employer Paid Life	\$324.00	\$28.00	\$140.00	\$184.00	43.21%
136	Deferred Compensation	\$1,300.00	\$100.00	\$500.00	\$800.00	38.46%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
140	Unemployment	\$1,000.00	\$0.00	\$517.23	\$482.77	51.72%
151	Workers Comp Insurance	\$11,000.00	\$0.00	\$9,275.00	\$1,725.00	84.32%
200	Office Supplies	\$450.00	\$0.00	\$0.00	\$450.00	0.00%
208	Instruction Fees	\$3,000.00	\$0.00	\$2,207.21	\$792.79	73.57%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,300.00	-\$85.29	\$7.21	-\$1,292.79	-0.55%
212	Motor Fuels	\$18,000.00	\$1,491.10	\$4,169.90	\$13,830.10	23.17%
214	Auto Expense- 08 Ford	\$1,700.00	\$0.00	\$0.00	\$1,700.00	0.00%
216	Auto Expense- 09 Ford	\$800.00	\$0.00	\$35.78	\$764.22	4.47%
217	Auto Expense- 10 Ford	\$1,200.00	\$60.00	\$1,009.95	\$190.05	84.16%
218	Auto Expense- 11 Ford	\$1,200.00	\$0.00	\$125.40	\$1,074.60	10.45%
219	Auto Expense- 12 Dodge	\$1,000.00	\$1,810.90	\$1,843.88	-\$843.88	184.39%
220	Repair/Maint Supply - Equip	\$5,500.00	\$892.48	\$3,595.37	\$1,904.63	65.37%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Terry	\$650.00	\$93.19	\$173.49	\$476.51	26.69%
259	Unif Erik/Mike	\$650.00	\$0.00	\$453.68	\$196.32	69.80%
260	Unif Eric & Bruce	\$650.00	\$0.00	\$0.00	\$650.00	0.00%
261	Unif Jake/Jon/Leigh	\$650.00	\$0.00	\$573.68	\$76.32	88.26%
264	Unif Bobby/Ron	\$650.00	\$118.06	\$473.26	\$176.74	72.81%
265	Unif & P/T Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
283	Forfeiture Expenditures	\$900.00	\$8,620.00	\$9,251.15	-\$8,351.15	1027.91%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$25.00	-\$25.00	0.00%
319	Donation Expenditures	\$0.00	\$25,000.00	\$25,000.00	-\$25,000.00	0.00%
320	Communications	\$2,800.00	\$249.59	\$2,119.53	\$680.47	75.70%
321	Communications-Cellular	\$5,400.00	\$323.93	\$1,474.96	\$3,925.04	27.31%
322	Postage	\$200.00	\$5.18	\$17.45	\$182.55	8.73%
331	Travel Expenses	\$1,200.00	\$111.33	\$1,385.75	-\$185.75	115.48%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
413	Office Equipment Rental/Repair	\$400.00	\$30.00	\$150.01	\$249.99	37.50%
430	Miscellaneous	\$200.00	\$0.00	\$22.47	\$177.53	11.24%
433	Dues and Subscriptions	\$250.00	\$0.00	\$240.00	\$10.00	96.00%
443	Sales Tax	\$200.00	\$0.00	\$34.00	\$166.00	17.00%
458	Undercover Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
550	Capital Outlay - Vehicles	\$40,000.00	\$0.00	\$32,995.09	\$7,004.91	82.49%
DEPT 42110 Police Administration		\$547,718.00	\$71,566.71	\$265,722.59	\$281,995.41	48.51%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$6,000.00	\$530.00	\$2,650.00	\$3,350.00	44.17%
101	Assistant	\$1,200.00	\$100.00	\$500.00	\$700.00	41.67%
106	Training	\$2,100.00	\$100.00	\$500.00	\$1,600.00	23.81%
107	Services	\$26,000.00	\$0.00	\$0.00	\$26,000.00	0.00%
122	FICA	\$2,700.00	\$55.84	\$279.20	\$2,420.80	10.34%
151	Workers Comp Insurance	\$2,896.00	\$0.00	\$3,027.00	-\$131.00	104.52%
200	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
208	Instruction Fees	\$8,000.00	\$1,275.00	\$9,709.00	-\$1,709.00	121.36%
209	Physicals	\$1,500.00	\$0.00	\$2,762.00	-\$1,262.00	184.13%
210	Operating Supplies	\$2,500.00	\$1,163.28	\$4,011.98	-\$1,511.98	160.48%
212	Motor Fuels	\$250.00	\$126.70	\$361.37	-\$111.37	144.55%
213	Diesel Fuel	\$2,500.00	\$482.96	\$997.64	\$1,502.36	39.91%
220	Repair/Maint Supply - Equip	\$3,000.00	\$0.00	\$1,629.79	\$1,370.21	54.33%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
221	Repair/Maint Vehicles	\$9,000.00	\$10,727.36	\$11,257.75	-\$2,257.75	125.09%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$750.00	\$0.00	\$175.00	\$575.00	23.33%
233	FIRE PREVENTION	\$0.00	\$0.00	\$1,668.92	-\$1,668.92	0.00%
240	Small Tools and Minor Equip	\$850.00	\$297.05	\$743.61	\$106.39	87.48%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,100.00	\$40.52	\$239.98	\$860.02	21.82%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$1,500.00	\$0.00	\$2,675.83	-\$1,175.83	178.39%
340	Advertising	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,200.00	\$0.00	\$161.00	\$7,039.00	2.24%
430	Miscellaneous	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
433	Dues and Subscriptions	\$1,000.00	\$0.00	\$1,104.00	-\$104.00	110.40%
443	Sales Tax	\$100.00	\$0.00	\$32.00	\$68.00	32.00%
450	Permits	\$10.00	\$0.00	\$0.00	\$10.00	0.00%
455	House Burn	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
491	FDRA City Contribution	\$14,300.00	\$0.00	\$0.00	\$14,300.00	0.00%
492	FDRA State Aid	\$28,000.00	\$0.00	\$2,000.00	\$26,000.00	7.14%
500	Capital Outlay	\$10,000.00	\$1,811.42	\$10,520.56	-\$520.56	105.21%
550	Capital Outlay - Vehicles	\$146,771.00	\$0.00	\$229,104.00	-\$82,333.00	156.10%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$14,896.00	\$0.00	\$14,896.22	-\$0.22	100.00%
610	Interest	\$1,446.00	\$0.00	\$1,445.71	\$0.29	99.98%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$425.00	\$0.00	\$0.00	\$425.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280 Fire Administration		\$298,419.00	\$16,710.13	\$302,452.56	-\$4,033.56	101.35%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
306	Ambulance Subsidy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42500 Ambulance Services		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$44,013.00	\$2,393.76	\$14,616.98	\$29,396.02	33.21%
104	Tech 2	\$52,087.00	\$4,065.84	\$22,864.03	\$29,222.97	43.90%
105	Part-time	\$0.00	\$194.04	\$3,285.35	-\$3,285.35	0.00%
108	Tech 3	\$52,888.00	\$3,237.54	\$16,852.11	\$36,035.89	31.86%
121	PERA	\$10,802.00	\$717.12	\$4,213.67	\$6,588.33	39.01%
122	FICA	\$11,287.00	\$650.16	\$3,943.43	\$7,343.57	34.94%
131	Employer Paid Health	\$46,136.00	\$4,314.34	\$21,389.49	\$24,746.51	46.36%
132	Employer Paid Disability	\$864.00	\$78.70	\$393.50	\$470.50	45.54%
133	Employer Paid Dental	\$1,774.00	\$158.23	\$780.92	\$993.08	44.02%
134	Employer Paid Life	\$194.00	\$17.56	\$91.25	\$102.75	47.04%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$12,000.00	\$0.00	\$10,983.00	\$1,017.00	91.53%
200	Office Supplies	\$124.00	\$0.00	\$179.39	-\$55.39	144.67%
208	Instruction Fees	\$1,000.00	\$0.00	\$20.00	\$980.00	2.00%
210	Operating Supplies	\$1,200.00	\$165.74	\$676.82	\$523.18	56.40%
212	Motor Fuels	\$8,000.00	\$345.29	\$1,382.28	\$6,617.72	17.28%
213	Diesel Fuel	\$15,000.00	\$2,060.24	\$6,710.64	\$8,289.36	44.74%
215	Shop Supplies	\$2,750.00	\$397.08	\$827.16	\$1,922.84	30.08%
220	Repair/Maint Supply - Equip	\$12,000.00	\$7,017.81	\$17,699.89	-\$5,699.89	147.50%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
221	Repair/Maint Vehicles	\$15,000.00	\$0.00	\$1,764.90	\$13,235.10	11.77%
222	Tires	\$1,200.00	\$0.00	\$430.83	\$769.17	35.90%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$129.36	\$1,333.79	\$3,166.21	29.64%
224	Street Maint Materials	\$20,000.00	\$28.21	\$2,093.94	\$17,906.06	10.47%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
235	Signs	\$3,000.00	\$25.02	\$245.19	\$2,754.81	8.17%
240	Small Tools and Minor Equip	\$2,000.00	\$956.33	\$3,496.92	-\$1,496.92	174.85%
254	Concessions - Pop	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
259	Unif Erik/Mike	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
260	Unif Eric & Bruce	\$300.00	\$185.92	\$185.92	\$114.08	61.97%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$25,000.00	\$1,012.35	\$3,906.75	\$21,093.25	15.63%
304	Legal Fees (Civil)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$84.60	\$115.40	42.30%
320	Communications	\$1,600.00	\$120.65	\$481.08	\$1,118.92	30.07%
322	Postage	\$50.00	\$0.00	\$5.80	\$44.20	11.60%
331	Travel Expenses	\$1,000.00	\$15.48	\$15.48	\$984.52	1.55%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
360	Insurance	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
381	Electric Utilities	\$14,000.00	\$1,286.19	\$5,900.04	\$8,099.96	42.14%
383	Gas Utilities	\$2,500.00	\$218.91	\$4,615.16	-\$2,115.16	184.61%
384	Refuse/Garbage Disposal	\$1,000.00	\$56.77	\$218.49	\$781.51	21.85%
385	Sewer Utility	\$400.00	\$34.78	\$156.51	\$243.49	39.13%
405	Cleaning Services	\$4,000.00	\$297.51	\$1,508.01	\$2,491.99	37.70%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$2,500.00	\$0.00	\$1,990.00	\$510.00	79.60%
430	Miscellaneous	\$2,000.00	\$0.00	\$339.04	\$1,660.96	16.95%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$28.47	\$971.53	2.85%
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	\$2,196.19	\$11,920.44	\$33,079.56	26.49%
500	Capital Outlay	\$15,000.00	\$512.50	\$1,282.49	\$13,717.51	8.55%
550	Capital Outlay - Vehicles	\$130,000.00	\$0.00	\$0.00	\$130,000.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
581	Capital Outlay -Seal Coat	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
582	Capital Outlay - Crackfill	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
583	Capital Outlay - Overlays	\$169,194.00	\$0.00	\$0.00	\$169,194.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$797,763.00	\$32,889.62	\$168,913.76	\$628,849.24	21.17%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$151.97	\$217.83	\$722.17	23.17%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
360	Insurance	\$60.00	\$0.00	\$0.00	\$60.00	0.00%
381	Electric Utilities	\$350.00	\$11.66	\$50.46	\$299.54	14.42%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
430	Miscellaneous	\$400.00	\$0.00	\$329.00	\$71.00	82.25%
452	Refund	\$0.00	\$0.00	\$25.00	-\$25.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery		\$3,000.00	\$163.63	\$622.29	\$2,377.71	20.74%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$59,535.00	\$4,625.62	\$22,637.43	\$36,897.57	38.02%
101	Assistant	\$27,005.00	\$2,142.36	\$10,958.65	\$16,046.35	40.58%
103	Tech 1	\$36,692.00	\$2,644.36	\$11,360.78	\$25,331.22	30.96%
104	Tech 2	\$25,121.00	\$0.00	\$1,312.06	\$23,808.94	5.22%
105	Part-time	\$5,390.00	\$1,453.40	\$6,221.32	-\$831.32	115.42%
108	Tech 3	\$24,444.00	\$2,065.25	\$10,172.30	\$14,271.70	41.61%
121	PERA	\$12,528.00	\$832.14	\$4,159.67	\$8,368.33	33.20%
122	FICA	\$13,464.00	\$937.78	\$4,656.73	\$8,807.27	34.59%
131	Employer Paid Health	\$54,637.00	\$2,827.56	\$13,942.51	\$40,694.49	25.52%
132	Employer Paid Disability	\$1,353.00	\$106.46	\$521.10	\$831.90	38.51%
133	Employer Paid Dental	\$4,891.00	\$331.53	\$1,559.68	\$3,331.32	31.89%
134	Employer Paid Life	\$324.00	\$21.64	\$110.35	\$213.65	34.06%
136	Deferred Compensation	\$650.00	\$50.00	\$250.00	\$400.00	38.46%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$5,800.00	\$0.00	\$4,840.00	\$960.00	83.45%
200	Office Supplies	\$200.00	\$0.00	\$63.24	\$136.76	31.62%
208	Instruction Fees	\$500.00	\$0.00	\$271.00	\$229.00	54.20%
210	Operating Supplies	\$1,600.00	\$325.67	\$1,030.97	\$569.03	64.44%
212	Motor Fuels	\$2,000.00	\$64.95	\$693.95	\$1,306.05	34.70%
213	Diesel Fuel	\$1,200.00	\$0.00	\$22.78	\$1,177.22	1.90%
220	Repair/Maint Supply - Equip	\$1,500.00	\$0.00	\$771.10	\$728.90	51.41%
221	Repair/Maint Vehicles	\$1,300.00	\$407.46	\$455.46	\$844.54	35.04%
223	Bldg Repair Supply/Maintenance	\$9,500.00	\$849.42	\$4,192.19	\$5,307.81	44.13%
231	Chemicals	\$2,600.00	\$833.63	\$833.63	\$1,766.37	32.06%
235	Signs	\$400.00	\$93.80	\$93.80	\$306.20	23.45%
254	Concessions - Pop	\$300.00	\$0.00	\$148.34	\$151.66	49.45%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Terry	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
264	Unif Bobby/Ron	\$225.00	\$91.96	\$251.93	-\$26.93	111.97%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
310	Program Supplies	\$300.00	\$465.92	\$584.71	-\$284.71	194.90%
311	Softball/Baseball	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
312	Aerobic Instruction	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
315	Warm House/Garage Exp	\$1,000.00	\$27.40	\$482.12	\$517.88	48.21%
316	Security Monitoring	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
317	Soccer/Skating	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
318	Garage (North)	\$2,000.00	\$107.84	\$1,789.25	\$210.75	89.46%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,600.00	\$267.06	\$1,138.27	\$2,461.73	31.62%
322	Postage	\$250.00	\$0.00	\$20.82	\$229.18	8.33%
323	Garage (East)	\$500.00	\$158.15	\$490.04	\$9.96	98.01%
324	Disc Golf Expenses	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
331	Travel Expenses	\$500.00	\$0.00	\$297.88	\$202.12	59.58%
335	Background Checks	\$200.00	\$15.00	\$15.00	\$185.00	7.50%
340	Advertising	\$200.00	\$0.00	\$0.00	\$200.00	0.00%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$0.00	\$0.00	\$33.00	-\$33.00	0.00%
360	Insurance	\$15,000.00	\$0.00	\$42.75	\$14,957.25	0.29%
381	Electric Utilities	\$14,000.00	\$1,054.56	\$4,634.38	\$9,365.62	33.10%
383	Gas Utilities	\$6,500.00	\$504.27	\$4,137.28	\$2,362.72	63.65%
384	Refuse/Garbage Disposal	\$800.00	\$71.52	\$277.80	\$522.20	34.73%
403	Improvements Other Than Bldgs	\$2,800.00	\$0.00	\$0.00	\$2,800.00	0.00%
413	Office Equipment Rental/Repair	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
415	Equipment Rental	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	-\$424.70	\$924.70	-84.94%
433	Dues and Subscriptions	\$400.00	\$0.00	\$423.00	-\$23.00	105.75%
442	Safety Prog/Equipment	\$1,600.00	\$0.00	\$89.96	\$1,510.04	5.62%
443	Sales Tax	\$3,500.00	\$0.00	\$1,418.00	\$2,082.00	40.51%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$100.00	\$11.00	\$56.50	\$43.50	56.50%
450	Permits	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
452	Refund	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
453	80 Acre Development Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
457	Weight Room Expenses	\$300.00	\$234.24	\$409.34	-\$109.34	136.45%
459	PAL Foundation Expenditures	\$1,800.00	\$0.00	\$300.00	\$1,500.00	16.67%
461	Silver Sneakers	\$2,500.00	\$506.00	\$1,794.00	\$706.00	71.76%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$15,000.00	\$1,283.25	\$1,283.25	\$13,716.75	8.56%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
557	Capital Outlay - Tennis Courts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$377,959.00	\$25,411.20	\$120,823.62	\$257,135.38	31.97%
DEPT 45500 Library						
101	Assistant	\$24,606.00	\$2,024.02	\$9,981.62	\$14,624.38	40.57%
121	PERA	\$1,784.00	\$146.74	\$737.53	\$1,046.47	41.34%
122	FICA	\$1,818.00	\$126.20	\$640.40	\$1,177.60	35.23%
131	Employer Paid Health	\$15,362.00	\$1,409.89	\$6,778.87	\$8,583.13	44.13%
132	Employer Paid Disability	\$171.00	\$15.55	\$77.75	\$93.25	45.47%
133	Employer Paid Dental	\$1,001.00	\$92.96	\$432.88	\$568.12	43.24%
134	Employer Paid Life	\$65.00	\$5.60	\$28.00	\$37.00	43.08%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
201	Library Operating Supplies	\$750.00	\$319.84	\$2,442.87	-\$1,692.87	325.72%
202	Library Subscriptions	\$500.00	\$0.00	\$411.40	\$88.60	82.28%
203	Library Books	\$500.00	\$1,164.93	\$1,164.93	-\$664.93	232.99%
204	Children s Program Expense	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	NY Times Best Seller Program	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
207	Golf Fundraiser Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,000.00	\$59.24	\$234.25	\$765.75	23.43%
322	Postage	\$0.00	\$0.00	\$0.48	-\$0.48	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$470.00	\$530.00	47.00%
443	Sales Tax	\$0.00	\$0.00	\$9.00	-\$9.00	0.00%
452	Refund	\$0.00	\$0.00	\$20.00	-\$20.00	0.00%
459	PAL Foundation Expenditures	\$250.00	\$0.00	\$0.00	\$250.00	0.00%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
500	Capital Outlay	\$500.00	\$4,895.22	\$4,895.22	-\$4,395.22	979.04%
DEPT 45500 Library		\$50,757.00	\$10,260.19	\$28,325.20	\$22,431.80	55.81%
DEPT 47014 2012 Series A						
600	Principal	\$175,000.00	\$0.00	\$175,000.00	\$0.00	100.00%
610	Interest	\$37,903.00	\$0.00	\$19,826.25	\$18,076.75	52.31%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 2012 Series A		\$212,903.00	\$0.00	\$194,826.25	\$18,076.75	91.51%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$30,000.00	\$2,500.00	\$12,500.00	\$17,500.00	41.67%
388	Recycling Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
430	Miscellaneous	\$2,340.00	\$195.00	\$975.00	\$1,365.00	41.67%
DEPT 48000 Recycling		\$32,440.00	\$2,695.00	\$13,475.00	\$18,965.00	41.54%
FUND 101 GENERAL FUND		\$3,049,980.00	\$213,474.77	\$1,378,522.70	\$1,671,457.30	45.20%
FUND 301 DEBT SERVICE FUND						
DEPT 47000 Emer Svcs Ctr Refunding 2004						
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 2004		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001 Community Ctr Refunding 2002						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001 Community Ctr Refunding 200		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002 G.O. Improve-Wilderness						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002 G.O. Improve-Wilderness		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003 1999 Series A Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003 1999 Series A Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004 1999 Series B Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004 1999 Series B Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005 2001 Series A Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005 2001 Series A Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006 2002 Series A Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006 2002 Series A Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement Bond						
600	Principal	\$145,000.00	\$0.00	\$0.00	\$145,000.00	0.00%
610	Interest	\$18,230.00	\$0.00	\$9,115.00	\$9,115.00	50.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement B		\$163,230.00	\$0.00	\$9,115.00	\$154,115.00	5.58%
DEPT 47012 2006 Series C Equipment Cert						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure						
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$1,012.50	-\$1,012.50	0.00%
621	Continung Disclosure Expene	\$0.00	\$0.00	\$1,012.50	-\$1,012.50	0.00%
DEPT 47013 Bond Disclosure		\$0.00	\$0.00	\$2,025.00	-\$2,025.00	0.00%
DEPT 47014 2012 Series A						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$130,000.00	\$0.00	\$130,000.00	\$0.00	100.00%
610	Interest	\$3,900.00	\$0.00	\$2,600.00	\$1,300.00	66.67%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$495.00	-\$495.00	0.00%
DEPT 47014 2012 Series A		\$133,900.00	\$0.00	\$133,095.00	\$805.00	99.40%
FUND 301 DEBT SERVICE FUND		\$297,130.00	\$0.00	\$144,235.00	\$152,895.00	48.54%
FUND 401 GENERAL CAPITAL PROJECTS						
DEPT 44000 Capital Projects						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 44000 Capital Projects		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert						
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
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	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
640	Tax Increment 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
641	Tax Increment 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
644	Tax Increment 7 - Stone #1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
645	Tax Increment 8 - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
646	TaxIncrement 9-C&J Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
650	Administrative Costs	\$700.00	\$100.00	\$100.00	\$600.00	14.29%
DEPT 46000 Tax Increment Financing		\$1,400.00	\$100.00	\$100.00	\$1,300.00	7.14%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	\$12,600.00	\$0.00	\$0.00	\$12,600.00	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living		\$12,600.00	\$0.00	\$0.00	\$12,600.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJEC		\$14,000.00	\$100.00	\$100.00	\$13,900.00	0.71%
FUND 408 WEST SHORE DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408 WEST SHORE DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 409 JOHNIE/ROBERT STREET						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 409 JOHNIE/ROBERT STREET		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
FUND 411 SUNSET DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
DEPT 43000 Public Works (GENERAL)						
226	Bridge Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
DEPT 45500 Library						
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500 Library		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
FUND 432 SEWER PROJECT						
DEPT 43200 Sewer						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Financing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Financing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
DEPT 46500 Economic Development (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Development (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 2004						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financing)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent's Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 2004		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$23,000.00	\$0.00	\$106.03	\$22,893.97	0.46%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent's Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility		\$23,000.00	\$0.00	\$106.03	\$22,893.97	0.46%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$23,000.00	\$0.00	\$106.03	\$22,893.97	0.46%
FUND 503 EDA (REVOLVING LOAN)						
DEPT 46500 Economic Development (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 Development (GENERAL)		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$64,802.00	\$5,000.62	\$24,469.03	\$40,332.97	37.76%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$4,698.00	\$362.54	\$1,812.70	\$2,885.30	38.58%
122	FICA	\$4,957.00	\$382.55	\$1,912.75	\$3,044.25	38.59%
131	Employer Paid Health	\$24,404.00	\$2,520.65	\$11,629.17	\$12,774.83	47.65%
132	Employer Paid Disability	\$480.00	\$43.73	\$218.65	\$261.35	45.55%
133	Employer Paid Dental	\$1,251.00	\$116.20	\$541.10	\$709.90	43.25%
134	Employer Paid Life	\$65.00	\$5.60	\$28.00	\$37.00	43.08%
136	Deferred Compensation	\$650.00	\$50.00	\$250.00	\$400.00	38.46%
151	Workers Comp Insurance	\$3,000.00	\$0.00	\$2,628.00	\$372.00	87.60%
200	Office Supplies	\$300.00	\$0.00	\$77.25	\$222.75	25.75%
208	Instruction Fees	\$2,500.00	\$55.00	\$255.00	\$2,245.00	10.20%
210	Operating Supplies	\$1,500.00	\$37.10	\$431.92	\$1,068.08	28.79%
212	Motor Fuels	\$2,000.00	\$462.26	\$912.43	\$1,087.57	45.62%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$5,000.00	\$846.32	\$2,144.41	\$2,855.59	42.89%
221	Repair/Maint Vehicles	\$1,500.00	\$0.00	\$1,024.36	\$475.64	68.29%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,500.00	\$0.00	\$310.88	\$1,189.12	20.73%
229	Oper/Maint - Lift Station	\$15,000.00	\$215.47	\$6,196.68	\$8,803.32	41.31%
230	Repair/Maint - Collection Syst	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
231	Chemicals	\$12,000.00	\$777.82	\$3,382.85	\$8,617.15	28.19%
258	Unif Bob/Ted/Terry	\$300.00	\$0.00	\$140.98	\$159.02	46.99%
303	Engineering Fees	\$1,000.00	\$0.00	\$337.50	\$662.50	33.75%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$44.76	\$172.77	\$427.23	28.80%
321	Communications-Cellular	\$1,400.00	\$122.37	\$490.17	\$909.83	35.01%
322	Postage	\$800.00	\$0.00	\$269.30	\$530.70	33.66%
331	Travel Expenses	\$2,000.00	\$0.00	\$443.65	\$1,556.35	22.18%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
360	Insurance	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
381	Electric Utilities	\$26,000.00	\$2,321.82	\$11,360.03	\$14,639.97	43.69%
383	Gas Utilities	\$3,000.00	\$191.69	\$1,612.99	\$1,387.01	53.77%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$10,000.00	\$536.40	\$2,047.50	\$7,952.50	20.48%
407	Sludge Disposal	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
420	Depreciation Expense	\$200,000.00	\$0.00	\$0.00	\$200,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
433	Dues and Subscriptions	\$300.00	\$0.00	\$225.00	\$75.00	75.00%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
450	Permits	\$2,000.00	\$0.00	\$1,450.00	\$550.00	72.50%
452	Refund	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$10,000.00	\$512.50	\$512.50	\$9,487.50	5.13%
553	Capital Outlay - Sewer Filters	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
554	Capital Outlay - Ox Ditch Bldg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
555	Capital Outlay - Sewer 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%

OBJ	OBJ Descr	2014 Budget	MAY 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
DEPT 43200 Sewer		\$427,357.00	\$14,605.40	\$77,287.57	\$350,069.43	18.09%
FUND 601 SEWER OPERATING FUND		\$427,357.00	\$14,605.40	\$77,287.57	\$350,069.43	18.09%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
DEPT 43200 Sewer		\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$1,905,000.00	\$0.00	\$0.00	\$1,905,000.00	0.00%
610	Interest	\$117,690.00	\$0.00	\$10,117.11	\$107,572.89	8.60%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
DEPT 47007 2003 Series A Disposal		\$2,023,690.00	\$0.00	\$10,117.11	\$2,013,572.89	0.50%
DEPT 47008 2003 Series B Sewer						
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Prncipal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUN		\$2,073,690.00	\$0.00	\$10,117.11	\$2,063,572.89	0.49%
FUND 652 WASTEWATER MGMT DISTRICT						
DEPT 41910 Planning and Zoning						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 Planning and Zoning		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 652 WASTEWATER MGMT DISTRICT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$5,886,157.00	\$228,180.17	\$1,610,368.41	\$4,275,788.59	27.36%

City of Crosslake
05/31/2014 Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)

Description	2014 Budget	5/31/2014	2014 YTD Amt	2014 YTD Balance	2014 %YTD Budget
Total Expense (From Month End Report For May 31, 2014)	\$ 5,886,157	\$ 228,180	\$ 1,610,368	\$ 4,275,789	27.36%
Adjustments:					
<u>Less: All DS Issues</u>					
(101) Fire Administration - Principal	(14,896)	0	(14,896)	0	100.00%
(101) Fire Administration - Interest	(1,446)	0	(1,446)	(0)	99.98%
(101) Fire Administration - Fiscal Agent Fees	(425)	0	0	(425)	0.00%
(101) 2012 Series A - Principal	(175,000)	0	(175,000)	0	100.00%
(101) 2012 Series A - Interest	(37,903)	0	(19,826)	(18,077)	52.31%
(301) 2006 Series B - Principal	(145,000)	0	0	(145,000)	0.00%
(301) 2006 Series B - Interest	(18,230)	0	(9,115)	(9,115)	50.00%
(301) 2012 Series A - Principal	(130,000)	0	(130,000)	0	100.00%
(301) 2012 Series A - Interest	(3,900)	0	(2,600)	(1,300)	66.67%
(301) Fiscal Agent Fees	0	0	(2,520)	2,520	0.00%
(651) 2003 Series A Disposal - Principal (Reported on Balance Sheet)	(1,905,000)	0	0	(1,905,000)	0.00%
(651) 2003 Series A Disposal -Interest	(117,690)	0	(10,117)	(107,573)	8.60%
(651) 2003 Series A Disposal - Fiscal Agent Fees	(1,000)	0	0	(1,000)	0.00%
Total Debt Service	(2,550,490)	0	(365,520)	(2,184,970)	14.33%
<u>Less - All Capital Outlay Accounts:</u>					
(101) Administration	(3,000)	(262)	(611)	(2,389)	20.37%
(101) Planning and Zoning	0	0	(349)	349	0.00%
(101) General Government Capital Outlay	(2,000)	0	(13,059)	11,059	652.96%
(101) General Government Capital Outlay - Bldgs	(5,000)	0	0	(5,000)	0.00%
(101) Police Administration Capital Outlay	(5,000)	0	0	(5,000)	0.00%
(101) Police Administration Capital Outlay - Vehicles	(40,000)	0	(32,995)	(7,005)	82.49%
(101) Fire Administration - Capital Outlay	(10,000)	(1,811)	(10,521)	521	105.21%
(101) Fire Administration - Capital Outlay - Vehicles	(146,771)	0	(229,104)	82,333	156.10%
(101) Public Works - Capital Outlay	(15,000)	(513)	(1,282)	(13,718)	8.55%
(101) Public Works - Capital Outlay - Vehicles (Will move to Rd Const.)	(130,000)	0	0	(130,000)	0.00%
(101) Public Works - Capital Outlay - Crackfill	(25,000)	0	0	(25,000)	0.00%
(101) Public Works - Capital Outlay - Overlays/Road Const.	(169,194)	0	0	(169,194)	0.00%
(101) Cemetery - Capital Outlay	(1,000)	0	0	(1,000)	0.00%
(101) Parks and Recreation - Capital Outlay	(15,000)	(1,283)	(1,283)	(13,717)	8.56%
(101) Library	(500)	(4,895)	(4,895)	4,395	0.00%
(601) Sewer - Capital Outlay	(10,000)	(513)	(513)	(9,488)	5.13%
(651) Sewer - Capital Outlay	(50,000)	0	0	(50,000)	0.00%
Total Capital Outlay	(627,465)	(9,277)	(294,612)	(332,853)	46.95%
<u>Less: Operating Transfers Between Funds:</u>					
General Fund to Ambulance Project Fund	0	0	0	0	0%
General Capital Projects Fund to General Fund	0	0	0	0	0%
Total Operating Transfers Between Funds	0	0	0	0	0%
<u>Less: Depreciation/Amortization</u>					
(601) Depreciation	(200,000)	0	0	(200,000)	0.00%
Adjusted Expenditures	\$ 2,508,202	\$ 218,903	\$ 950,236	\$ 1,557,966	37.89%
Linear Assumption (5 Month/12 Months) = 41.67%	41.67%	\$ 2,452,565			3.78%

City of Crosslake
Pledged Collateral
May 31, 2014

Depository	Percent of Total Bank Balance	Bank Balance	Amount of Collateral Required			Market Value of Collateral Provided	Sufficient (Insufficient) Collateral Coverage	Collateral Description	Expiration Date
			Less: Insurance FDIC/NCUA	Deposits Requiring Collateral	Deposits Requiring Collateral				
Riverwood Bank	9.1%	\$ 199,423	\$ 250,000	\$ 0	\$ 0	\$ 0	0		
Lakes State Bank	17.7%	\$ 389,390	\$ 250,000	\$ 139,390	\$ 153,329	\$ 200,000	\$ 46,671	Letter of Credit #2552-14	11/14/2014
BlackRidge Bank	35.1%	\$ 769,642	\$ 250,000	\$ 519,642	\$ 571,606	\$ 1,000,000	\$ 428,394	Letter of Credit 4072-129	12/31/2014
Frandsen Bank and Trust	38.1%	\$ 836,803	\$ 250,000	\$ 586,803	\$ 645,483	\$ 1,457,823	\$ 812,340	31417YY84 MBS FNMA 38377TVJ7 GNR	05/01/2031; 05/20/2038
Totals	100.0%	\$ 2,195,258		\$ 1,245,835	\$ 1,370,419	\$ 2,657,823	\$ 1,287,404		

Crosslake Communications

Balance Sheet

For The Four Months Ending April 30, 2014

	<u>YTD Amount</u>
ASSETS	
Current Assets	
Cash in Checking and Savings Accounts	458,611.79
Temporary Cash Investments	657,287.71
Restricted Cash Investments	952,970.42
Due From Customers	7,570.12
Other Accounts Receivable	76,876.35
Interest Receivable	5,430.45
Material - Regulated	69,835.97
Materials - Deregulated	9,290.72
Prepayments and Other	102,363.25
Total Current Assets	<u>2,340,236.78</u>
Noncurrent Assets	
Other Investments	49,800.11
Nonreg Plant and Equipment	297,558.63
Deferred Charges	71,133.86
Total Noncurrent Assets	<u>418,492.60</u>
Plant, Property and Equipment - Telephone	
Telecommunications Plant in Service	12,236,480.45
Plant Under Construction	129,232.02
Less Accumulated Depreciation - Telephone	(7,038,336.16)
Net Plant - Telephone	<u>5,327,376.31</u>
Plant, Property and Equipment - Cable	
Cable Plant in Service	2,727,257.28
Less Accumulated Depreciation - Cable	(2,373,926.10)
Net Plant - Cable	<u>353,331.18</u>
Total Assets	<u><u>\$ 8,439,436.87</u></u>
LIABILITIES	
Current Liabilities	
Accounts Payable	178,444.40
Advance Billings and Prepayment	18,030.74
Customer Deposits	57,148.12
Accrued Interest	(11,698.75)
Other Current Liabilities	62,509.72
Total Current Liabilities	<u>304,434.23</u>
Long-Term Debt	
2006 Utility Revenue Bond	2,930,000.00
Total Long-Term Debt	<u>2,930,000.00</u>
Other Liabilities and Deferred Credits	
Other Long-Term Liabilities	101,127.00
Other Deferred Credits	0.00
Total Other Liabilities and Credits	<u>101,127.00</u>
EQUITY	
Income Balance	(123,241.34)
Fund Equity	5,227,116.98
Total Equity	<u>5,103,875.64</u>
Total Liabilities and Equity	<u><u>\$ 8,439,436.87</u></u>

Crosslake Communications

Income Statement

For The Four Months Ending April 30, 2014

	<u>PTD Amount</u>	<u>LYPTD Amount</u>	<u>YTD Amount</u>	<u>LYTD Amount</u>
Revenues				
Local Network Service	35,115.93	37,499.09	139,614.45	145,812.47
Network Access Service Revenue	71,950.44	76,657.14	277,982.47	290,914.44
Directory and Other Misc. Reg Revenue	4,083.86	4,195.27	16,246.06	17,372.66
Internet, Computer Sales	64,453.30	60,403.45	249,290.37	222,874.00
Uncollectible Revenue	0.00	0.00	(10.50)	(18.08)
Cable Revenue	78,336.64	71,012.30	293,373.30	259,271.54
Tower, Rent and Ad Revenue	5,025.97	8,380.68	46,059.13	46,172.12
Other Sales, Lease and Install Revenue	10,851.42	9,856.17	50,663.72	40,921.54
Total Operating Revenue	269,817.56	268,004.10	1,073,219.00	1,023,320.69
Operating Expenses				
Plant Specific Operations Expense	26,583.47	35,984.27	141,643.63	139,766.85
Plant Nonspecific Operations Expense	25,785.06	30,025.47	118,497.29	121,925.06
Depreciation Expense	62,510.47	72,149.27	252,408.85	290,107.39
Customer Operations Expense	24,858.85	24,881.15	103,724.04	98,522.21
Corporate Operations Expense	33,810.90	34,195.63	146,277.14	158,922.57
Internet, Computer Sales Expense	27,763.46	25,537.34	103,031.39	100,996.45
Other Non Reg Expenses	1,196.02	4,913.09	4,789.89	10,256.22
Signal Purchases	51,363.08	49,092.34	189,942.59	178,173.12
Operating Transfers to City	23,140.98	23,106.34	92,564.42	92,414.47
Total Operating Expenses	277,012.29	299,884.90	1,152,879.24	1,191,084.34
Total Operating Income (Loss)	(7,194.73)	(31,880.80)	(79,660.24)	(167,763.65)
Total Operating Ratio	102.67 %	111.90 %	107.42 %	116.39 %
Other Income (Expense)				
Investment Income	1,610.35	1,648.12	6,347.76	6,648.14
Revenue Bond/Co Bank Interest	(11,700.83)	(12,825.83)	(46,803.32)	(51,303.32)
Amortize Debt Expense	(781.70)	(781.70)	(3,126.80)	(3,126.80)
Gain/(Loss) on Investments	0.00	0.00	0.00	857.11
Miscellaneous	(0.35)	(0.68)	1.26	0.83
Total Other Income (Expense)	(10,872.53)	(11,960.09)	(43,581.10)	(46,924.04)
Total Net Income (Loss)	(18,067.26)	(43,840.89)	(123,241.34)	(214,687.69)

Crosslake Communications

Detail of Reserve Balances

4/30/2014

<i>Restricted and Designated Investments</i>	
Revenue Bond Reserve	\$455,000.00
Cable Operations & Maintenance Reserve	\$32,911.69
Debt Service Revenue Bond	318,885.22
New Central Office Reserve (Switch)	0.00
Heavy Equipment Reserve	60,666.76
Vehicle Reserve	17,955.02
Building Maintenance Reserve	8,000.00
New Technology Reserve	59,551.73
<i>Total Restricted and Designated Investments</i>	<i>\$952,970.42</i>
Unrestricted Investments	657,287.71
<i>Total Investments</i>	<i>\$1,610,258.13</i>
Unposted Market Value Allow	\$16,799.14
Wells Fargo	1,087,186.87
Riverwood Bank	199,398.35
4M Fund	340,472.05
<i>Total Per Statements</i>	<i>1,627,057.27</i>

CROSSLAKE COMMUNICATIONS

Regular Meeting, May 27, 2014

The Regular Meeting of the Crosslake Communications Advisory Board was called to order by Chair John Moengen at 8:00 am. Members present: John Moengen, Jim Talbott, Dennis Leaser, Ann Schrupp and Steve Kohlmann. Members absent: Mike Myogeto, Mike Winkels and Gordon Siemers. Also present were General Manager Paul Hoge, Office Manager Debby Floerchinger, Accountant Cyndi Perkins, Operations Manager Jared Johnson, Network Engineer Paul Davis, Helen Fraser, Mike Lyonais and Patty Norgaard.

Actions taken:

- 1. The Crosslake Communications Advisory Board recommends to the City Council that we contract with Measure-X.**

The Minutes of the April 29, 2014 Regular Meeting were reviewed. Dennis Leaser moved to approve the Minutes of April 29, 2014, second by Jim Talbott. All in favor, motion carried.

The April, 2014 Financial Statements were reviewed. Ann Schrupp moved to accept the April 2014 Financial Statements. Second by Jim Talbott. All in favor, motion carried.

The April 2014 Check Disbursements were reviewed. Dennis Leaser moved to accept the April 2014 Check Disbursements. Second by Ann Schrupp. All in favor, motion carried.

COMMUNICATIONS

1. CSAH 3. Paul reported that County Road 3 is going real well and we are hoping that by the end of this week, we will be in the preserve and protect mode. Jared stated that we have about a 2-3 week break now that Emily and Xcel have turned over the road to Landwier. Our high risk area will be at the golf course. We have only had a minor hit so far. Now we will spend the next couple weeks getting caught up on our work that has been seen aside. It's been busy but we have had a total of about one hour overtime so far.
2. Disconnect Report. Debby reviewed the disconnect reports for 2013 and 2014 to date with the Board. She noted that the report indicates how many customers have disconnected and the reasons but if a property has a new owner/tenant, we may not have an accurate count of reconnects since she has only looked at the current month. She will go back to January of 2014 and research the Moving/Sold and Deceased categories to see if customers may have taken service at a property later in time. She also reviewed reports for cable and telephone customer counts

comparing April of 2010, 2011, 2012, 2013 and 2014 as well as July 2010, 2011, 2012 and 2013. She noted that the cable decline has stabilized in the past couple of years.

3. Review of Trouble Reports. Debby prepared a report of the trouble calls from the answering service for the period May 1, 2013 through the end of April, 2014.
4. Call Center Discussion. Debby also researched the scripts that other companies are using for their after-hours answering service. She reported that both Emily Telephone and CTC have their answering service take the call, contact the technician on call who in turn contacts the customer. The technician would try to trouble shoot over the phone or see if the customer could wait until the next business day. If neither option works, then the tech would quote the \$100/hour call out fee to respond. There was also discussion about having the office open on weekends. After discussion, it was decided that we should change our script to take the \$100 out.
5. Direct Mail Campaign. Debby provided copies of the three direct mail postcards and reported that the first one has been sent out. She mailed it to all residents of Crosslake who have no service with us and who have a mail receptacle. There were 383 postcards mailed out last week which was the first card. The next card for Cable TV will go out the week before Father's Day weekend. The final card (Internet) will be mailed the week prior to the 4th of July.
6. Measure-X. At last month's Board meeting, John Moengen requested that we research companies that do random surveys of customers. Debby presented information on Measure-X. This is the company that CTC uses and they have been very happy with it. This company will make random calls from lists we provide. They will ask the questions that we provide, make the calls, and prepare reports for us. Debby recommended that we do the minimum of 20 monthly telephone interviews for \$362.50/month. Ann Schrupp moved to recommend to the City Council that we contract with Measure-X. Second by Jim Talbott. Motion carried. Debby also presented the most recent report on the blue survey cards that the techs drop off each time they go out to a customer's home.
7. Service Inquiry on Pine Creek Trail. Paul reported that he received a request from a customer for service on Pine Creek Trail. There were 7 signatures on the request but we already have service with 2 of them. This is a private development that would need to be plowed from County Road 36 in. They had requested service back in 2002 but didn't want to pay the cost. Our cost to plow this would be about \$12,000. John Moengen suggested that we give the customer the first 200 feet and charge the customer for the balance. Paul will be in contact with them.
8. Council hiring Consulting Firm. Paul reported that there is a council meeting at 4 pm today to discuss hiring a consultant. Discussion ensued.

The next regular Crosslake Communications Advisory Board meeting will be Tuesday, June 24, 2014 at 8:00 am at Crosslake Communications

Ann Schrupp moved to adjourn the meeting at 9:50 am. Second by Jim Talbott. All in favor.

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


Debby Floerchinger

CROSSLAKE COMMUNICATIONS

Accounts Payable

Check Register

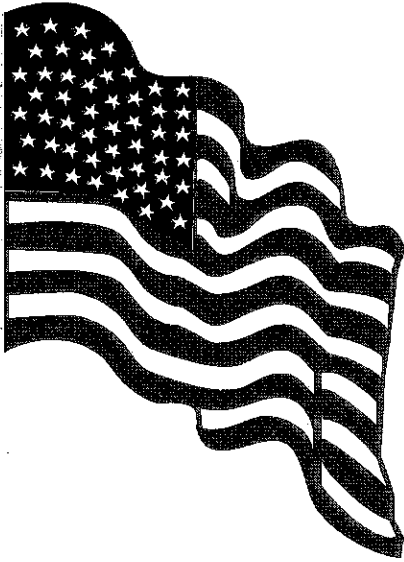
04/01/2014 To 04/30/2014

Check	Date	Vendor Name	Reference	Amount
1373	04/01/2014	FRANDSEN BANK AND TRUST	SOFTWARE, FANS, ITEMS FOR RESALE	191.94
1387	04/11/2014	INTERNAL REVENUE SERVICE	FED, FICA, MEDICARE	7,049.77
1388	04/11/2014	PERA	PERA EE & ER	3,944.12
1389	04/11/2014	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,208.29
1390	04/11/2014	ING-DEFERRED COMP	DEFERRED COMP	2,381.92
1391	04/10/2014	CITY OF CROSSLAKE (SEWER)	MARCH SEWER	37.00
1392	04/10/2014	INTERNAL REVENUE SERVICE	APRIL EXCISE TAX	1,288.34
1406	04/25/2014	INTERNAL REVENUE SERVICE	FED, FICA, MEDICARE	8,045.92
1407	04/25/2014	PERA	PERA EE & ER	3,970.42
1408	04/25/2014	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,408.68
1409	04/25/2014	ING-DEFERRED COMP	DEFERRED COMP	2,381.92
1410	04/28/2014	CROW WING POWER	ELECTRIC SERVICE	4,470.13
1411	04/30/2014	MINNESOTA DEPT OF REVENUE	SALES & USE TAX	9,776.00
29825	04/10/2014	PAUL BUNYAN COMMUNICATIONS	APRIL LOCAL CHANNEL TRANSPORT	800.00
29826	04/10/2014	REEDS MARKET	DONUTS FOR ADV BOARD/COUNCIL MEETING	14.40
29827	04/10/2014	ECHO PUBLISHING & PRINTING INC	SUBSCRIPTION 4/26/14 - 4/22/16	57.00
29828	04/10/2014	CROW WING CO AUDITOR-TREASURER	2014 SOLID WASTE FEE	15.00
29829	04/10/2014	CROSSLAKE ROLLOFF	DIRECTORY RECYCLE MAR/APR	110.00
29830	04/10/2014	GOPHER STATE ONE CALL	LOCATES	8.70
29831	04/10/2014	ONVOY VOICE SERVICES	6264 PROG, SS7, OPR SERV, LAKES LONG DIST.	8,603.09
29832	04/10/2014	OLSEN THIELEN CO LTD	FINAL AUDIT & CPR REVIEW	6,475.00
29833	04/10/2014	POWER & TELEPHONE SUPPLY	BLADE REPLACEMENTS FOR FIBER TOOL	264.05
29834	04/10/2014	UNITED PARCEL SERVICE	WEEKLY SERVICE & MISC SHIPPING	98.07
29835	04/10/2014	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM CTR VOICE MAIL	969.55
29836	04/10/2014	CITY OF CROSSLAKE	2ND QUARTER SAFETY	38,656.37
29837	04/10/2014	LAKELAND AGENCY	UTILITY BOND RENEWAL	100.00
29838	04/10/2014	CITILITES INC	LOCATES	24.70
29839	04/10/2014	XCEL ENERGY	FEB/MAR NATURAL GAS	685.35
29840	04/10/2014	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	146.99
29841	04/10/2014	LYDIA SASSE	2014 CAFE PLAN RIEMBURSEMENT BAL 0	100.00
29842	04/10/2014	MINNESOTA 9-1-1 PROGRAM	911, TAP, TAM	1,485.29
29843	04/10/2014	WHITEFISH AUTOMOTIVE	SNOWBLOWER TIRES/TUBES MOUNTED	30.00
29844	04/10/2014	NATIONAL CABLE TELEVISION COOP	FILTERS/TRAPS	273.82
29845	04/10/2014	CENTRAL TRANSPORT GROUP LLC	4 EA DSIS	2,332.32
29846	04/10/2014	AMERICAN LEGION POST 500	NEW US FLAG AND POW FLAG	43.00
29847	04/10/2014	PINNACLE	TELEPHONE DIRECTORY-8	1,060.38
29848	04/10/2014	UNIVERSAL SERVICE ADMIN CO.	MARCH FUSC	2,948.88
29849	04/10/2014	ROVI GUIDES	AFFILIATE PAYMENT	502.16
29850	04/10/2014	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	293.72
29851	04/10/2014	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	7,133.30
29852	04/10/2014	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	256.00
29853	04/10/2014	TV GUIDE NETWORK	AFFILIATE PAYMENT	565.69
29854	04/10/2014	BL BROADCASTING INC	ST. PAT'S DAY ADV	192.00
29855	04/10/2014	AT&T - DALLAS TX	PARS 4-1-14	137.24
29856	04/10/2014	CROW WING COUNTY HIGHWAY DEPT.	FEB UNLEAD & DIESEL FUEL	728.13
29857	04/10/2014	7SIGMA SYSTEMS INC	MARCH CONSULTING	2,000.00
29858	04/10/2014	CORNERSTONE PUBL GROUP INC.	APRIL NEWSLETTER	1,897.46
29859	04/10/2014	CROSSLAKE ACE	ICE MELT, HARDWARE, TOOLS	447.25
29860	04/10/2014	NATIONAL CABLE TEL COOP INC	AFFILIATE AGREEMENT	28,487.78
29861	04/10/2014	KARE GANNETT CO., INC	AFFILIATE PAYMENT	979.54
29862	04/10/2014	WASTE PARTNERS INC.	MARCH TRASH REMOVAL	77.39
29863	04/10/2014	DISCOVERY COMMUNICATIONS INC.	AFFILIATE PAYMENT	154.82
29864	04/10/2014	FRANZEN ELECTRICAL SERVICES	GENERATOR SERVICE CALLS	450.00
29865	04/10/2014	CHARTER BUSINESS	APRIL INTERNET FEED AND ADD'L MARCH	2,878.94
29866	04/10/2014	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT	454.40
29867	04/10/2014	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	37,534.17
29868	04/10/2014	ONLINE INFORMATION SERVICES	1 EXCHANGE REPORT	32.70
29869	04/10/2014	HUB TELEVISION NETWORKS, LLC	AFFILIATE PAYMENT	27.82

29870	04/10/2014	MAIL.FINANCE	POSTAGE METER LEASE 4/27-7/26/14	233.84
29871	04/10/2014	BIG 10	AFFILIATE PAYMENT	1,772.34
29872	04/10/2014	COOPERATIVE NETWORK SERV LLC	LOCAL CHANNEL TRANSPORT	500.00
29873	04/10/2014	VERIZON WIRELESS	CELL PHONES	236.66
29874	04/10/2014	NISC	MARCH LICENSE FEES & TRAINING	2,369.71
29875	04/10/2014	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	1,921.26
29876	04/10/2014	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,171.50
29877	04/10/2014	METRO SALES, INC.	COPIER OVERAGE 12/23/13-3/23/14	184.32
29878	04/10/2014	RED ROCK RADIO WWWI	LOCAL SPORTS AD	155.00
29879	04/10/2014	QUALITY CABLE SERVICES, INC.	REPAIR DIGITAL RECEIVER	99.95
29880	04/10/2014	GARY TULLY	CREDIT REFUND	11.47
29881	04/10/2014	SUPERIOR GOLF CARS	CREDIT REFUND	25.33
29882	04/10/2014	OUTDOORS INSIGHT INC	CREDIT REFUND	59.07
29883	04/10/2014	ADAM SIKICH	CREDIT REFUND	21.68
29884	04/10/2014	MARK J MILLER SR	CREDIT REFUND	66.83
29885	04/25/2014	IBEW LOCAL UNION 949	UNION DUES	465.63
29886	04/25/2014	EMILY COOPERATIVE TELEPHONE	MARCH INTERNET USAGE - 32 MBPS	3,405.23
29887	04/25/2014	NMN INC	314 EA INKJOY PENS @ .39 EA	140.88
29888	04/25/2014	LOCATORS & SUPPLIES	GLOVES, VESTS, HARD HATS, CONES	620.93
29889	04/25/2014	OLSEN THIELEN CO LTD	1ST QTR NECA REPORTING	485.00
29890	04/25/2014	POWER & TELEPHONE SUPPLY	BUTT CONNECTORS	3,610.31
29891	04/25/2014	CONSOLIDATED TELEPHONE	FIBER RING AGREEMENT	14,010.69
29892	04/25/2014	CITI LITES INC	LOCATES	577.35
29893	04/25/2014	THE OFFICE SHOP INC.	PAPER CLIPS, INDEXES, COLORED PAPER	132.93
29894	04/25/2014	SOLIX	B&C STATEMENT	7.71
29895	04/25/2014	WHITEFISH AUTOMOTIVE	6 YR BATTERY FOR FRITZ'S TRUCK	126.06
29896	04/25/2014	NATIONAL CABLE TELEVISION COOP	REPAIR INVERTER MODULE	453.52
29897	04/25/2014	NEUSTAR INC.	SOW & LNP CHARGES	156.01
29898	04/25/2014	MINNESOTA LIFE INSURANCE CO	MAY LIFE PREMIUM	197.90
29899	04/25/2014	TV GUIDE NETWORK	AFFILIATE PAYMENT	565.69
29900	04/25/2014	VANTAGE POINT	MARCH TTP SERVICE	2,870.00
29901	04/25/2014	CROW WING COUNTY HIGHWAY DEPT.	UNLEAD & DIESEL FUEL - MARCH	646.97
29902	04/25/2014	CORNERSTONE PUBL GROUP INC.	MAY NEWSLETTER	1,897.47
29903	04/25/2014	CLEARFIELD INC.	FIBER SPLITTER MODULE & BRACKET ASSY	1,345.36
29904	04/25/2014	KARE GANNETT CO., INC	AFFILIATE PAYMENT	1,007.92
29905	04/25/2014	PAUL HOGE	CAFE PLAN REIMB - BAL 426.00	1,182.00
29906	04/25/2014	CALIX NETWORKS INC	3 EA ES POWER SUPPLIES	417.61
29907	04/25/2014	GE CAPITAL	COPIER LEASE 50 OF 60	362.03
29908	04/25/2014	C-I COMMUNICATIONS	FIBER AGREEMENT	249.64
29909	04/25/2014	TIGER DIRECT	ITEMS FOR RESALE, ROUTERS, & OTHER	1,241.43
29910	04/25/2014	CHERIE AYD	APRIL OFFICE CLEANING	689.34
29911	04/25/2014	TIME COMMUNICATIONS	APR/MAY ANSWERING SERVICE	259.52
29912	04/25/2014	COOPERATIVE NETWORK SERV LLC	LOCAL CHANNEL TRANSPORT	500.00
29913	04/25/2014	AQUARIUS WATER CONDITIONING INC.	APRIL WATER SOFTENER RENTAL	44.89
29914	04/25/2014	NTCA GROUP HEALTH PLAN	MAY HEALTH & LIFE INSURANCE	16,405.82
29915	04/25/2014	NISC	APRIL BILLING	3,538.69
29916	04/25/2014	METRO SALES, INC.	MONTHLY COPIER MAINT 4/23-5/23	179.55
29917	04/25/2014	INTELLIWEATHER, INC	APRIL WEATHER FEED	349.00
29918	04/25/2014	ELITE UNDERGROUND, INC.	COUNTY ROAD 3 BORES	2,937.00
Total for General Account				<u>\$ 266,595.96</u>

CROSSLAKE COMMUNICATIONS
CUSTOMER COUNTS

	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14
Telephone Service													
Telephone Lines	1818	1806	1792	1786	1775	1748	1747	1730	1719	1719	1712	1705	1689
Telephone Vacation Disconnected	20	22	20	20	37	133	155	167	182	183	143	31	19
Percentage of Telephone Customers Disconnected	1%	1%	1%	1%	2%	8%	9%	10%	11%	11%	8%	2%	1%
Extended Calling/Pequot	347	345	343	342	341	333	332	324	320	317	317	306	310
Expanded Calling/CTC, Emily	46	46	46	46	45	45	45	45	45	46	45	45	45
Cable TV Service													
Basic	232	237	233	230	232	240	246	248	255	257	259	257	248
Expanded Basic	1459	1453	1447	1432	1422	1407	1399	1397	1396	1392	1386	1386	1395
Digital TV	259	257	257	257	261	260	263	260	258	258	272	272	269
Total Crosslake Customers	1950	1947	1937	1919	1915	1907	1908	1905	1909	1907	1917	1915	1912
Total Cable Customers													
Cable Vacation Disconnected	58	24	17	21	171	565	670	730	767	771	710	302	49
Percentage of Cable Customers Disconnected	3%	1%	1%	1%	8%	23%	26%	28%	29%	29%	27%	14%	2%
Premium Channels													
HBO Pkg	67	69	70	69	66	64	63	62	59	61	65	65	67
Cinemax	42	42	41	41	38	36	35	37	35	35	35	37	38
Showtime Pkg	31	33	34	34	31	29	29	31	32	33	32	33	35
Starz/Encore Pkg	47	47	48	46	46	44	44	44	42	42	42	43	43
HD TV	254	266	276	276	278	279	278	280	281	282	285	287	296
DVR and 2nd HD boxes	124	189	194	196	198	193	195	194	196	198	200	200	203
1st Box No Charge		220	218	214	215	214	215	213	209	209	211	210	210
Internet Service													
Dial Up Internet	31	29	28	27	24	21	22	21	20	19	18	18	16
High Speed Internet	1281	1290	1291	1298	1300	1303	1309	1319	1324	1327	1332	1340	1357
Mail Box Only	197	199	197	199	197	190	197	205	206	210	205	185	177
Cable Modems	75	74	76	75	73	71	71	71	71	72	73	70	70
High Speed Vacation Disconnected	29	7	7	11	63	215	242	281	313	310	281	121	24
Percentage of High Speed Customers Disconnected	2%	1%	1%	1%	4%	14%	15%	17%	19%	18%	17%	8%	2%



CROSSLAKE POLICE DEPARTMENT

MONTHLY REPORT

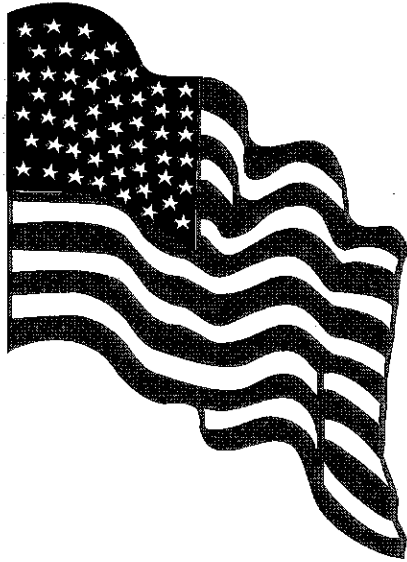
May

2014

Crosslake Police Department
Monthly Report
May 2014

Agency Assist	25
Alarm	20
Animal Complaint	4
Assault	1
ATV	1
Burglary	1
Burning Complaint	3
Civil Problem	4
Damage To Property	2
Disturbance	1
Domestic	1
Driving Complaint	8
Ems	18
Escort	1
Extra Patrol	1
Fire	3
Found Property	2
Fraud	1
Gun Permits	4
Harass Comm	1
Hazard In Road	3
Housewatch	1
Information	6
Intoxicated Person	1
Motorist Assist	2
Other	1
Parking Complaint	2
Property Damage Acc	1
Public Assist	3
Suspicious Activity	2
Suspicious Person	1

Suspicious Vehicle	1
Theft	2
Threats	1
Traffic Arrest	2
Traffic Warnings	39
Warrant CWC	1
Warrant Service	1
Welfare Check	3
Total	175



CROSSLAKE POLICE DEPARTMENT

MISSION MONTHLY REPORT

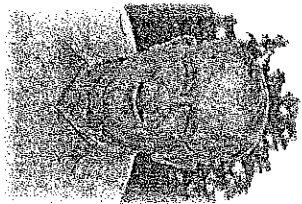
May
2014

Crosslake Police Department
Mission Monthly Report
May 2014

Agency Assist	4
Alarm	2
Animal Complaint	1
Ems	3
Motorist Assist	1
Suspicious Activity	1
Theft	1
Traffic Citations	9
Traffic Stop	22
Total	44

Crosslake Fire Department**Date: May 2014****Calls**

Description of Incident	Calls	YTD	2013 YTD
3 - Rescue & Emergency Medical Services			
311 - Medical Assist - Assist EMS Crew	17	93	88
300 - Rescue, EMS Incident			3
322 - Motor Vehicle Accident with Injuries		3	2
324 - Motor Vehicle Accident with No Injuries	1	1	2
340 - Search for Lost Person			1
342 - Search for Lost Person in Water			
362 - Ice Rescue			
326 - Snowmobile Accident With Injuries			
Total Medical:	18	97	96
1 - Fire			
111 - Building Fire	1	3	2
111 - Building Fire (Mutual Aid)		3	1
114 - Chimney Fire		1	
100 - Fire Other/LightningStrike	1	4	
143 - Grass Fire/Wildland Fire	2	2	3
131 - Automobile Fire			1
Total Fire:	4	13	7
4 - Hazardous Condition (No Fire)			
412 - Gas Leak (Natural Gas or LPG)			2
424 - Carbon Monoxide Alarm			
444 - Power Line Down/Trees on Road			
Total Hazardous Condition:	0	0	2
6 - Good Intent Call			
611 - Dispatched and Cancelled en route	1	4	4
609 - Smoke scare, Odor of smoke		1	
Total Good Intent:	1	5	4
7 - False Alarm & False Call			
743 - Smoke Detector Activation - No Fire		5	8
733 - Smoke Detector Activation due to Malfunction			
746 - Carbon Monoxide Detector Activation - No CO		1	2
731 - Sprinkler Activation due to Malfunction			
Total False Alarms:	0	6	10
Total Incidents:	23	121	119



In Loving Memory Of
QUINTIN T. RUBALD, JR.
August 20, 1938 ~ March 4, 2014

Funeral Service
Holy Spirit Catholic Church
St. Cloud, Minnesota
Saturday, March 8, 2014 ~ 11:00 A.M.
Reception Following at St. Cloud Country Club

Officiating Clergy
Reverend Thomas Knoblach

Casket Bearers
Quintin Rubald III Quintin Rubald IV
Timothy Rubald Robert Birkeland
Brian Boyer Dylan Boyer

Interment
Minnesota State Veterans Cemetery
Little Falls, Minnesota
Monday, March 10, 2014 ~ 10:00 A.M.

tributes, Obituary & Guest Book
DanielFuneralHome.com

TREASURED SEASONS
For everything there is
An appointed season,
And a time for everything
Under heaven.
A time for sharing,
A time for caring,
A time for loving,
A time for giving,
A time for remembering,
A time for parting,
You have made everything
Beautiful in its time
For everything You do
Remains forever.

Quintin Rubald Jr
Memorial Fund
5-10-2014
Date
17-1/810 1441
098
Crescent Free Hope
One hundred and no/100
\$ 100.00
Dollars
WELLS FARGO
Web: Fargo Bank, N.A.
Wells Fargo
Wells Fargo.com
For: Memorial - Quintin Rubald Jr
100910000191 3175857725 00098

A Time to Gather

The Bible says "to every thing there is a season,"
A time to embrace the Good Lord's reason
For choosing this moment for Quint to leave;
A time for all of us, left behind, to grieve.

A time to weep, and laugh, and dance, and mourn,
A time to be grateful that Quintin was born.
A time to remember our dear father,
Beloved husband, cousin, friend, brother;

A man who lived the soldier's trinity:
Family, Country, Deity;
A man whose courage a bronze star won;
Whose sacrifices are known only to his loved ones.

A man who treated folks respectfully;
A man who lived his life with integrity,
Courage, dedication, and Joy of Life -
A man who loved, and honored, his wife.

A man who posed a danger to ducks and deer
A man who could shoot a gun, never fear!
As for pheasant, they never had a chance
When Quint arrived and took the Hunter's stance.

With Woody by his side, or later, Floyd
Charging across the field, to be deployed
In seeking and finding those roosters, hiding
In Brent's cornfields, with Quint's gentle guiding.

For decades, Quint wore his lucky brown coat.
Shot bear in Alaska, and mountain goat.
Shot a Nevada mountain lion - what fun!
But his best weapon, a Baretta shotgun.

We can be pretty sure Quint's fav'rite beer,
Not only to drink, but to sell each year
(The one he and his Dad made a living from)
Was none other than Grain Belt Premium.

He'd heft those kegs around on his shoulder,
He'd make sure his beer was better, and colder
Than any damn competitor's poor beer.
Serving his customers was Quint's career.

There's no doubt the greatest joy in his life
Were Rochelle, Quintin Tom, Jen, and Delores his wife,
Except perhaps for the grandkids - all seven
Over whom he will watch closely, from Heaven.

*Thank you for the
emergency services
you provided for
Quintin.
Delores Rochelle
& Family*



NORTH AMBULANCE
CROSSLAKE

MAY 2014 RUN REPORT

TOTAL CALLOUTS: 64
NIGHT: 22 DAY: 42

No Loads: 05
Cancels: 12
Fire Standbys: 00
Police Standbys: 00
Transported Patients: 47

CROSSLAKE: 19 (1 No Load, 4 Cancel)
BREEZY POINT: 07 (1 No Load)
IDEAL: 00
MISSION: 00
FIFTY LAKES: 02
MANHATTAN BEACH: 00
CENTER: 00
TIMOTHY: 00

MUTUAL AID TO:
PINE RIVER: 12 (1 No Load, 2 Cancel)
BRAINERD: 17 (2 No Load, 6 Cancel)

BLS TRANSFERS: 00
ALS TRANSFERS: 07

ALS INTERCEPTS (ADVANCED LIFE SUPPORT):
BRAINERD: 00
PINE RIVER: 00
AIRCARE: 01

ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
8:30 A.M. – MAY 7, 2014
City Hall

1. The regular monthly meeting of the Crosslake EDA was called to order at 8:32 A.M. by Patty Norgaard with the following members present: Patty Norgaard, Steve Roe, Mark Wessels, and Bill Forsythe. Dennis Leaser was absent. Also in attendance were Mayor Darrell Schneider, Finance Director/Treasurer Mike Lyonais, Planning and Zoning Staff Jon Kolstad, General Manager Paul Hoge, PAL Foundation Chair Alden Hardwick, and Terry Banbury.
2. A MOTION WAS MADE BY STEVE ROE, SECONDED BY BILL FORSYTHE TO APPROVE THE MINUTES OF THE APRIL 2, 2014 MEETING. AYES: ALL.
3. The Revolving Loan Fund balance information was included in the packet for information. No action was required.
4. Alden Hardwick of the PAL Foundation gave a presentation on the Nordic Ridge Recreation Area Trails Development Plan. The plan includes the expansion into the 600 plus acres of County land, the addition of 2-3 miles of trail, and the purchase of a groomer. A lengthy discussion ensued regarding ways to promote the trails and draw tourists year round. Concerns regarding snowmobile traffic, safety, and EDA involvement were discussed. Bill Forsythe volunteered to design a brochure for the trails that could be distributed at chamber, motels, restaurants, campground, etc.

A brief discussion ensued regarding the fireworks display for the 4th of July and fundraising efforts.
5. Mike Lyonais reported that he had a meeting with Tom Leach of USDA to review the Revolving Loan program and that the City is compliance with the regulations.
6. Jon Kolstad of the Planning and Zoning Department reviewed spreadsheets showing Industrial, Downtown Commercial, Limited Commercial, and Waterfront Commercial properties in the City. This information could be helpful in determining where growth is possible within the City.
7. Patty Norgaard reported that Sheila Haverkamp will be the guest speaker at this month's Chautauqua program on May 14th from 1:30-3:30 P.M. at the Community Center. This month's presentation is Property Tax 101.

Patty Norgaard reported that a symposium will be held at the University of MN – Morris regarding small towns and rural migration and encouraged an EDA member to attend. A MOTION WAS MADE BY PATTY NORGAARD, SECONDED BY BILL FORSYTHE TO AUTHORIZE THE EXPENSE (TO BE SPLIT WITH THE CITY) OF THE REGISTRATION, MILEAGE, LODGING AND MEALS FOR ONE OR TWO MEMBERS

TO ATTEND THE SYMPOSIUM REGARDING RURAL MIGRATION. MOTION
CARRIED WITH ALL AYES.

8. There being no further business at 10:20 A.M., PATTY NORGAARD ADJOURNED THE
MEETING.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Charlene Nelson".

Charlene Nelson
City Clerk

Crosslake Park/Library Commission Minutes

2:00 P.M. Wednesday, April 23, 2014

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

Guests: Todd Lyscio, Bill Bury

Meeting was called to order at 2:00

I. Approve Minutes from March 26th, 2014 as written: Pribyl/Reed—Unanimous

II. Proposed Sign—Bill Bury/Presbyterian Church

An information packet proposed by the Presbyterian Church was presented to the Commission by Mr. Bill Bury. The Church would like to see the existing sign on the corner of County Road 66 and Daggett Pine Road replaced with a new sign with additional space provided to advertise the two churches located on Daggett Pine Road. He provided a sign example and laminate material of which the sign would be made. The church sign would be color coordinated to the Community Center sign. They have also requested to be on the Council agenda in May with this idea and were wondering if the sign proposed would meet the current sign ordinances. Councilman Wessels stated that the City should comply with their own ordinances with the exception being a circumstance of public safety. The current sign is grandfathered in. Sign and lighting ordinances are due to be reviewed. Until sign ordinances have been revised, he suggest holding off on this project. There has been big opposition to off-site signs by the public in the past. County directional signs are not allowed now. Perhaps the City could limit off-site directional/informational signs to non-profits only as a potential answer to this problem. It was suggested that Mr. Bury's group work with the Council on current ordinance revisions.

III. Paddling in the Park

Jim Bergquist is working with his insurance agent to add the City of Crosslake as additionally insured for the Paddling in the Park program. There will be two sessions offered each Saturday: 10:00-11:00 and 11:00-12:00. The cost per session is \$10/person. A total of 18 paddlers may participate each Saturday. Jim will supply all equipment and the Park and Recreation Department will receive 20% of the program revenue. Participants must register by the Friday prior to the session.

IV. Usage Policies

The Community Center Usage Policies reviewed at the last Commission meeting have been approved by the City Council. Flyers with this information have been posted in the lobby and gym areas.

V. PAL Update

A) Trails---Currently there are 3 miles of old trails and 3 miles of new trails on County land. The County will provide signs and technical support only on these trails.

Next steps: 1) Ask the public for support of trail system, donors will have a feeling of ownership if they are involved; 2) Ask for volunteers to give tours of trail system; 3) Trail system needs to be more visible to public, more advertising and great potential for races, etc.

The County will mark trails for skiing or snowmobiling so there will be no confusion between the two. This spring the department will be re-seeding problem areas from last year and in the fall will be seeding the new loop. The trail width is 12-14 ft wide. There is a wet area that can be crossed in winter when frozen but a boardwalk is being built for summer use with donations from a local business.

By 2016 the trail should be in excellent shape. The Fire Department will provide equipment to pull the compactor and track setter. It will cost approx. \$9,500.00 for the necessary grooming equipment. Snowshoes will be purchased this summer.

B) Calendar Update—The joint PAL/Chamber “At the Cabin” calendar is at the press now. It should be available at the end of next week. 5000 copies were ordered this year.

VI. Tennis Courts

The Grand Opening will be from 10-12 on June 14th. There will be refreshments, prizes, etc. and the USTA will be in attendance.

Mindi Brill has been hired to instruct the youth tennis programs this year. She will be using the USTA’s Quik Start Program. The adult leagues will begin in June and some have requested the addition of a competitive league as well. The windscreens will be put up as soon as the weather cooperates and the shade feature will be constructed later this summer.

VII. Parking Lot Update

The Council has given the approval to get quotes for the project. The project is estimated to cost between thirty and forty thousand dollars to complete. The holes in the sidewalk outside the Community Center doors will be patched temporarily to prevent accidents/injuries. The surface of the lot will be flat with angle parking, one-way traffic and curb stops.

VIII. Open Forum

A) Community School Update--- Archery team qualified for the National Tournament May 7th through the 9th so the fundraising to send the 19 members to the tournament is ongoing. Upcoming events include: June 5th Evening for Education and June 22nd Golf Tournament at Crosswoods. The school enrollment is now at 133 students up from 124 at the start of the school year. There is a waiting list for next fall.

B) Pickleball—There has been an increase in players and rentals. In an effort to grow the program, we will be purchasing a second set of equipment to encourage league play.

C) In addition to the discussion of agenda item #2, there has been some thought to the addition of a sign to identify the Community Center to be located in front of the building. Plans for the project had been drawn up in the past, Jon will try to locate those drawings.

IX. Motion to Adjourn—Lessard/Pribyl---Unanimous



STATED MINUTES

City of Crosslake Planning and Zoning Commission

April 25, 2014
9:00 A.M.

Crosslake City Hall
37028 County Road 66
Crosslake, MN 56442

1. Present: Aaron Herzog, Chair; Dave Nevin, Vice-Chair; Alternate, Matt Kuker; Joel Knippel; Mark Lafon and Council Member Gary Heacox
2. Absent: Scott Johnson
3. Staff: Chris Pence, Crow Wing County Land Services Supervisor, Paul Herkenhoff, Crow Wing County Survey/Planning Coordinator, Jon Kolstad, Crosslake Land Services Specialist, Sue Maske, Planning Assistant
4. 3-28-14 Minutes & Findings – **Motion by Nevin; supported by Kuker to approve the minutes as written. All members voting “Aye”, Motion carried.**
5. Rules of Business – **Motion by Nevin; supported by Knippel to adopt the Rules of Business as presented. All members voting “Aye”, Motion carried.**
6. Old Business
 - 6.1 CL Ox, LLC, The Bourbon Room – Variance for number of parking spaces (Postponed)
7. New Business
 - 7.1 David & Judy Jackson – Variance for lake setback
87. Adjournment

April 25, 2014 Planning & Zoning Commission Meeting

CL Ox, LLC – The Bourbon Room
120054308D00009

Applicant has requested to postpone his application until May 23, 2014

April 25, 2014 Planning & Zoning Commission Meeting

David & Judy Jackson
14110000019C009

David Jackson & Gary Severson, Structures International represented the applicant. Herkenhoff read the request into the record. Discussion concerned the 4-24-14 on-site; impervious coverage of 24.9%; stormwater plan; size of the parcel; removal of the encroaching garage; size of the existing dwelling; number of variances in the surrounding area; setbacks for neighboring structures; Shoreline Rapid Assessment Model score of 10; number of bedrooms proposed and size of the proposed septic system.

April 25, 2014 Action:

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

- 1. Lake setback of 57 feet where 75 feet is required to the proposed deck**
- 2. Lake setback of 65 feet where 75 feet is required to the proposed dwelling**

To construct:

- 3,175 square foot dwelling with covered porch**
- 384 square foot deck**

Per the findings of fact as discussed, the on-site conducted on 4-24-14 and as shown on the certificate of survey received at the Planning & Zoning dated 3-27-14 located on part of Lot 19, Bowers' Point, Sec 31, City of Crosslake

Conditions:

- 1. Implement the stormwater plan as shown on the certificate of survey dated 3-27-14 and submitted to the Planning and Zoning Office on 3-27-14**
- 2. Maintain a 15 foot no mow buffer along the shoreline allowing a 15 foot lake access as required by the Shoreline Rapid Assessment Model score of 10**
- 3. The septic is to be sized properly for the number of proposed & any future bedrooms**
- 4. The septic drainfield is to be protected from any traffic**

Findings: See attached

All members voting "Aye", Motion carried.



City of Crosslake

Summary of Record

David & Judy Jackson – Part of Lot 19, Bowers' Point, Sec 31, City of Crosslake
14110000019C009 located at 11848 Lake Trail, Crosslake, MN 56442 on Cross Lake-GD

Request is a Variance for:

1. Lake setback of 57 feet where 75 feet is required to proposed deck
2. Lake setback of 65 feet where 75 feet is required to proposed dwelling

To construct:

- 3,175 square foot dwelling with covered porch
- 384 square foot deck

Chronology of events:

- March 27, 2014 – Application submitted
- April 08, 2014 – Published in local newspaper
- April 03, 201 – Notices sent out
- April 24, 2014 – Board on-site
- April 25, 201 – Board of Adjustment Meeting – Decision made to approve the variance for lake setback

Packet Information:

- Notice of Hearing
- Staff Report
- Variance application
- Practical difficulty statement
- Certificate of Survey
- Stormwater Plan

Correspondence:

- There was no correspondence received

April 25, 2014

FINDINGS OF FACT

SUPPORTING / DENYING A VARIANCE REQUEST

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

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

Yes ☒ No

Why?

- The Ordinance allows property owners to develop and improve their property
- The proposed structure will be set farther back from Cross Lake than the existing structure
- The implementation of the stormwater management plan prepared by Stonemark Land Surveying, Inc. on 3-27-14 will help protect the water quality of Cross Lake

2. Is the Variance consistent with the Comprehensive Plan?

Yes ☒ No

Why?

- The implementation of the stormwater management plan prepared by Stonemark Land Surveying, Inc. on 3-27-14 will help protect the water quality of Cross Lake
- The current use of the property is not changing from single family residential

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

Yes ☒ No

Why:

- The proposed changes improve the property by increasing the lake setback from 35 feet to 57 feet from Cross Lake to the proposed dwelling
- The applicant is proposing to removing an existing non-conforming garage that encroaches onto the neighboring property
- All proposed structures will meet the required side yard setback of 10 feet

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

Yes ☒ No

Why:

- This is not an economic issue
- The implementation of the stormwater management plan prepared by Stonemark Land Surveying, Inc on 3-27-14 will help protect the water quality of Cross Lake

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

Yes ☒ No

Why:

- The property was developed in 1948 prior to any land use ordinances were in place

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

Yes **X** No

Why:

- There are similar land use patterns and use of property in the vicinity of the request as noted during the on-sites on 4-24-14
- The proposed structure will have a greater setback from Cross Lake than the existing structure

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

1. Lake setback of 57 feet where 75 feet is required to the proposed deck
2. Lake setback of 65 feet where 75 feet is required to the proposed dwelling

To construct:

- 3,175 square foot dwelling with covered porch
- 384 square foot deck

Per the findings of fact as discussed, the on-site conducted on 4-24-14 and as shown on the certificate of survey received at the Planning & Zoning dated 3-27-14 located on part of Lot 19, Bowers' Point, Sec 31, City of Crosslake

Conditions:

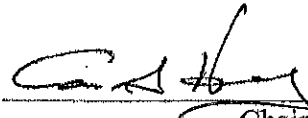
1. Implement the stormwater plan as shown on the certificate of survey dated 3-27-14 and submitted to the Planning and Zoning Office on 3-27-14
2. Maintain a 15 foot no mow buffer along the shoreline allowing a 15 foot lake access as required by the Shoreline Rapid Assessment Model score of 10
3. The septic is to be sized properly for the number of proposed & any future bedrooms
4. The septic drainfield is to be protected from any traffic

Findings: As listed above

All members voting "Aye", Motion carried.

Date: 5-23-14

Signature: _____


Chairman

Matters not on the Agenda:

1. Mr. Pence passed out a packet of information from Region 5 to the board members and Explained what Region 5 is about.
2. Mr. Pence gave the board members copies of Article 28 – Commercial Lighting Standards & Article 33 – Sign Standards. He asked the board to review them and come back with some suggestions for future discussions on possible changes to Articles 28 & 33. Mr. Herzog asked staff to research other cities to see what they have for sign and lighting regulations.
3. Mr. Pence handed out a list of open enforcement files for the City of Crosslake and asked the board to give staff any information they may know regarding the files.
4. Mr. Pence informed the board that the Development Review Team meeting process has been implemented and that staff had their first DRT meeting on 4-24-14.
5. Mr. Herzog commended staff on their meeting with the contractors to discuss the new Ordinance revisions. Mr. Heacox stated he has had a lot of good comments and feedback from the contractors meeting.

Motion by Nevin; supported by Lafon to adjourn at 10:13 A.M.

All members voting “Aye”, Motion carried.

Respectfully yours,

Susan Maske

Susan Maske
Crow Wing County Planning Assistant

**CITY – COUNTY – TOWNSHIP
ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATING MEETING
July 28, 2014 - 6:30 PM**

**Joint Maintenance Facility
13870 Whipple Dr.
Crosslake, MN 56442**

- I. **Tom Wood, LTAP State of MN**
 - Crack Sealing & Pavement Preservation Options

- II. **Old Business**
 - A. Standard purchase dates and contracts

 - B. Sign Order for Fall of 2014

 - C. Joint Ventures – For 2014, the county has entered into seven cost share agreements with local agencies related to construction projects, and is working on agreements for maintenance projects.
 - 1. CSAH 3 Construction Cost Share with Crosslake and Fifty Lakes
 - 2. Seal Coat Cost Share with Baxter and Breezy Point
 - 3. CSAH 28 Construction Cost Share with Crosby
 - 4. CR 134 Construction Cost Share with Trout Lake Camp
 - 5. Annual Pavement Markings Cost Share with Oak Lawn

 - D. Gravel Road Dust Control updates

- III. **New Business**
 - A. Winter operations
 - 1. Winter sand mixes

 - B. Contracts
 - 1. Plowing
 - 2. Mowing
 - 3. Crack Sealing
 - 4. Grading

 - C. Miscellaneous Topics

Month:

APRIL

Year:

2014

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

DATE	DAY OF WEEK	PRECIPITATION (INCHES)	INFLUENT FLOW (MGD)	EFFLUENT FLOW (MGD)	INFLUENT CBOD5 (mg/L)	EFFLUENT CBOD5 (mg/L)	PERCENT REMOVAL (CBOD5)	EFFLUENT CBOD5 (kg/day)	INFLUENT TSS (mg/L)	EFFLUENT TSS (mg/L)	PERCENT REMOVAL TSS (%)	EFFLUENT TSS (kg/day)	INFLUENT PH	EFFLUENT PH	INFLUENT PHOSPHORUS (mg/L)	EFFLUENT PHOSPHORUS (mg/L)	EFFLUENT PHOSPHORUS (kg/day)	EFFLUENT AMMONIA (mg/L)	EFFLUENT D.O. (mg/L)	LEGAL COLIFORM (number/100 ml)	EFFLUENT CHLORINE RESIDUAL (mg/L)	
1	TUE	0.09	0.043	0.035																		21
2	WED	0.05	0.013	0.009	290	2	99.3103448	0.06804	238	4	98.3193277	0.13608	7.6	6.4	6.59	0.025	0.0008505		1.52	1		
3	THUR	0.06	0.025	0.022									7.6	6.3					1.48			
4	FRI		0.024	0.019									7.4	6.4					1.56			
5	SAT	0.01	0.027	0.024									7.4	6.6					1.47			
6	SUN	0.02	0.034	0.031									7.6	6.6					1.41			
7	MON	0.03	0.037	0.032									7.5	6.6					1.37			
8	TUE		0.034	0.034									7.5	6.6					1.28			
9	WED		0.031	0.035	190	2	98.9473684	0.06804	173	4	97.6878613	0.13608	7.5	6.6	4.11	0.019	0.00064638		1.32	1		
10	THUR		0.032	0.026									7.5	6.6					1.21			
11	FRI	0.01	0.023	0.019									7.6	6.5					1.36			
12	SAT	0.24	0.026	0.021									7.5	6.4					1.55			
13	SUN		0.043	0.036									7.6	6.4					1.47			
14	MON		0.036	0.028									7.7	6.7					1.49			
15	TUE		0.023	0.019									7.6	6.6					1.53			
16	WED	0.01	0.028	0.022	280	2	99.287743	0.06804	202	4	98.019802	0.13608	7.6	6.6	4.85	0.019	0.00064638		1.51	1		
17	THUR		0.026	0.022									7.6	6.6					1.28			
18	FRI		0.025	0.021									7.6	6.6					1.43			
19	SAT	0.28	0.033	0.026									7.7	6.6					1.3			
20	SUN		0.029	0.026									7.7	6.7					1.21			
21	MON		0.027	0.024									7.4	6.7					1.42			
22	TUE		0.029	0.019									7.6	6.8					1.56			
23	WED	0.34	0.023	0.012	320	2	99.375	0.06804	243	4	98.3539095	0.13608	7.6	6.7	6.44	0.024	0.00081648		1.51	1		
24	THUR	0.14	0.029	0.026									7.6	6.6					1.57			
25	FRI		0.023	0.018									7.5	6.5					1.37			
26	SAT	0.13	0.024	0.021									7.5	6.5					1.31			
27	SUN	0.63	0.032	0.027									7.7	6.4					1.48			
28	MON	0.74	0.028	0.021									7.5	6.4					1.64			
29	TUE	0.17	0.028	0.022									7.5	6.4					1.52			
30	WED		0.024	0.021	340	2.3	99.3235294	0.078246	193	4	97.9274611	0.13608	7.5	6.4	6.44	0.019	0.00064638		1.71	1		
		2.950	0.836	0.697	1089,000	8,000		0.272	856,000	16,000		0.544			21,990	0.087	0.003	0.000			0.000	

Crosslake Roll-Off & Recycling Services

May 2014

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

TOTAL IBS	26820	1440	4340	21340	10380	35980
2000#	2000	2000	2000	2000	2000	2000
TOTAL TONS	13.41	0.72	2.17	10.67	5.19	17.99

Cardboard picked up by Waste Partners Twice a week 2 Dumpsters

	2013	2014	
Jan	95	92	
Feb	96	87	
March	125	96	
April	96	131	
May	166		
June	160		
July	193		
Aug	151		
Sept	96		
Oct	106		
Nov	111		
Dec	96		
total yards	1491	406	

SCORE REPORT FORM

Mo./Yr. April 2014

CROSSLAKE REPORT

Organization:

Waste Partners Environmental Services, Inc.

PO Box 677 Pine River, MN 56474

Contact Person:

Eric Loge Ph: (218) 824-8727 Fax: (218) 765-3965

Materials delivered to:

Cass County - Pine River Transfer Station

Metal - Crow Wing Recycling

RESIDENTIAL COMMERCIAL

7840

Mixed Paper : (includes)

Corrugated Cardboard

Newspaper

High grade office paper

Magazines

Phone Books

Other paper (specify)

Single Sort: Mixed Paper & Commingle

0

Commingled Materials: (includes)

5899

%		lbs
0.05	Metals- Aluminum Cans	295
0.21	Tin Cans	1239
0.61	Glass-	3598
	Clear bottles	
	Green bottles	
	brown bottles	
0.1	Plastic - #1 & #2 bottles	590
0.03	Reject	177
1.00		5899

Total LBS.

0

Total Tons

0.00

0

0

OUT OF COUNTY Waste Disposal

Final Destination:

N/A

Disposal Site Permit # :

Tons Delivered:

NONE

Total Number of
Households
Served this Month

811

	Trash		Recycling				
	Accounts	Rate	Accounts	%	paper	commingle	Single sort
BRD	2430	0.81	1964	0.49	28567	21494	0
BAX	909	0.90	816	0.20	11869	8930	0
B.P.	646	0.83	539	0.13	7840	5899	0
P.L.	261	0.69	179	0.04	2604	1959	0
C.L.	811	0.66	539	0.13	7840	5899	0
	5057	0.80	4037				

**APPLICATION / PERMIT
FOR DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS**

Applicant instructions:

This application must be completed and returned at least 15 day prior to date of display.

Fee upon application is \$_____ and must be made payable to the _____

Name of applicant (Sponsoring Organization): Bruin and Lakes Chamber - Crosslake

Address of Applicant: _____

Name of authorized agent of applicant: Zambelli Fireworks Internationale

Address of agent: 2240 Homebrook Trail SW Pequot Lakes, MN 56472

Telephone number of agent: 218 330 1738

Date of display: 7/5/2014 Time of display: 10:10 - 10:30 p.m.

Location of display: Island on Crosslake

Manner and place of storage of fireworks/pyrotechnic special effects prior to display: Zambelli Fireworks facility/Delivery and storage in truck on day of display.

Type & number of fireworks/pyrotechnic special effects to be discharged: 1.36 Aerial shells
+ Cakes, Approx 1200 - 3", 4", 5", + 6" shells

Minnesota state law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of supervising operator: Nick Vogt Certificate No. #666

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority, and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent): Anthony Date of application: 5/19/2014

Required attachments. The following attachments must be included with this application:

1. Proof of a certificate of insurance in amount of \$10,000,000.00
2. A diagram of the grounds, at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any:

Signature of fire chief: _____ Date: _____

And / or

Signature of issuing authority: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/02/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Specialty Insurance, Inc 10451 Gulf Boulevard Treasure Island, FL 33706-4814 1-800-237-3355	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED Zambelli Fireworks Mfg Co., dba: Zambelli Fireworks Internationale, etal 20 South Mercer Street New Castle, PA 16101	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: T.H.E. Insurance Company		12866
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			CPP0103167-01	02/01/2014	02/01/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CPP0103167-01	02/01/2014	02/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			ELP0011081-01	02/01/2014	02/01/2015	EACH OCCURRENCE \$9,000,000 AGGREGATE \$9,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC144355	02/01/2014	02/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
Workers Compensation Coverage is afforded in the State(s) of: AZ, CO, CT, DE, FL, GA, IL, IN, KY, LA, MD, MI, MN, MO, NC, NE, NJ, NM, NV, NY, OR, PA, SC, SD, TN, TX, UT, VA & WI.							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Display Date: July 5, 2014

Rain Date: n/a

Location: Island on Crosslake

RE: General Liability, the following are named as additional insured in respects to the operations of the named insured only

City of Crosslake; Brainerd Lakes Chamber

CERTIFICATE HOLDERBrainerd Lakes Chamber - Crosslake
35446 Cty Road 3
Crosslake, MN 56442

CERT# 10430 REVISED 05/19/2014

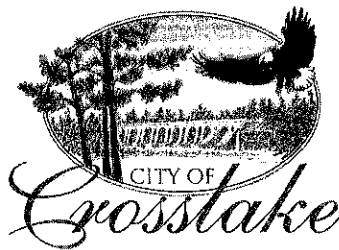
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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 \$ 50⁰⁰

Paid 6-6-14

**APPLICATION FOR
GROUP TRANSIENT MERCHANT PERMIT**

1. Name of applicant: Joseph Edward Kraemer
(first) (middle) (last) (maiden)
2. Other names under which the applicant conducts business or to which applicant officially answers: N/A
3. A physical description of the applicant (hair color, eye color, height, weight, distinguishing marks and features): N/A
4. Full address of applicant's permanent address: 26167 Rabbit Trail
Atkins, MN 56431
5. Type of business for which the applicant is applying: Farmers Market Vendors
for Crosslake Town Square
6. The dates during which the applicant intends to conduct business in the City (maximum 14 consecutive days): June 11, 2014 thru September 24, 2014
Every Wednesday between dates

7. Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the City: 218-838-1602 cell

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

Kirsten Seidl 612-616-2038

Kristi Kraemer 218-692-5447

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): _____

Crosslake Town Square - West side of Parking Lot

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

Local farmers will be selling locally grown

fruits and vegetables

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

6/6/14
Date

FOR OFFICE USE

Date of application: _____

Date license was issued: _____

Notes regarding application and license procedures: _____

BILLS FOR APPROVAL
June 9, 2014

VENDORS	DEPT		AMOUNT
Ace Hardware, door stops	P&R		25.16
Ace Hardware, hardware	PW		24.07
Ace Hardware, surge protector	P&Z		71.99
Ace Hardware, gloves	P&R		37.47
Ace Hardware, hinge	P&R		7.99
Ace Hardware, twine, marking spray	PW		42.25
Ace Hardware, chain for saw, blade sharpening	PW		76.15
Ace Hardware, caulk	PW		5.84
Ace Hardware, handle	P&R		7.19
Ace Hardware, hardware	PW		29.35
Ace Hardware, hardware	PW		54.28
Ace Hardware, grass seed	PW		58.48
Ace Hardware, hardware	P&R		6.70
Ace Hardware, hardware	P&R		0.36
Ace Hardware, flags	Gov't		72.87
Ace Hardware, hardware	P&R		14.40
Ace Hardware, hardware	P&R		9.44
Ace Hardware, key ring, cement, pvc	P&R		20.24
Ace Hardware, cables	Police		30.88
Ace Hardware, sprinkler parts	PW		11.68
Ace Hardware, service/delivery	PW		7.19
Ace Hardware, screws, sign, tape measure	PW		22.36
AW Research, water testing	Sewer		626.40
Baker and Taylor, books	Library		93.00
Baker and Taylor, books	Library		41.71
Baker and Taylor, books	Library		33.31
BCA, background check	P&R	pd 5-16	15.00
BCA, death investigation conference	Police		100.00
BLAEDC, 1st half 2014 funding	EDA		3,250.00
Blue Cross, health insurance	Gov't		25,626.35
Bob Hartman, reimburse for phone supply	Police		13.94
Bobby Willard, reimburse for squad expenses	Police	pd 6-3	21.35
Bobby Willard, reimburse for uniform expense	Police	pd 6-3	125.51
Brainerd Lakes Chamber, fireworks	Gov't	pd 6-3	5,000.00
Brainerd Lakes Chamber, yearly contribution	Gov't		2,000.00
Brainerd Overhead Door, door	PW		1,333.81
Breen and Person, legal fees	ALL		975.00
BSN Sports, tie wraps	P&R		184.35
Chip Lohmiller, reimburse for office supplies	Fire	pd 5-19	114.07
City of Crosslake, sewer utilities	PW/Gov't		111.00
Clean Team, june cleaning	Gov't		707.50
Council #65, union dues	ALL		385.00
Crosslake Communications, phone, fax, cable, internet, computer	ALL		1,424.39
Crosslake Demolition, garden expansion	P&R		259.20
Crosslake Rolloff, recycling	Gov't		2,695.00

Crosslake Welding, plow cart repair	PW		130.00
Crosslake Welding, plow repair	PW		175.50
Crow Wing Auto Body, remove decals	Police		250.00
Crow Wing County Highway Dept, fuel	ALL		3,446.52
Crow Wing County Recorder, filing fee	Gov't	pd 5-28	46.00
Crow Wing County Recorder, filing fee	P&Z		46.00
Crow Wing County Recorder, filing fee	P&Z		46.00
Crow Wing County Sheriff Office, alarm registrations	ALL		40.00
Darrell Schneider, reimburse mileage	Council		74.48
Deferred Comp	ALL		150.00
Delta Dental, dental insurance	ALL		1,552.20
Echo Publishing, 52 week subscription	Gov't		30.00
Fastenal, parts	PW		57.60
Fire Instruction & Rescue, live house burn	Fire		1,500.00
Fortis, disability	ALL		496.22
Granite Electronics, radio repair	Fire		599.40
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		840.22
Heartland Tire, tire repair	PW		15.31
Herculift, repairs	PW		232.30
Holiday Station, premium fuel	P&R		8.00
Kris Smith, reimburse baseball registration	P&R		45.00
LMC Insurance, property insurance	ALL		96,329.00
Marco, copier lease	ALL	pd 5-27	414.62
Marsden, office cleaning	PW		633.00
Mastercard, Chemsapa, gym equipment wipes	P&R	pd 5-27	234.24
Mastercard, Fleet Farm, uniform, supplies	PW		165.81
Mastercard, Gamma Sports, tennis supplies	P&R		423.12
Mastercard, Menards, wood blinds	Library	pd 5-27	645.22
Mastercard, Netknacks, flashlights	P&R		12.93
Mastercard, Office Max, receipts, ink, shredder	Library	pd 5-27	319.84
Mastercard, Philips, batteries	P&R		252.23
Mastercard, Wilson, tennis net	P&R		233.60
Menards, welded wire, supplies	P&R		467.61
Midwest Machinery, mower repair	P&R		1,172.45
Midwest Machinery, part	PW		860.73
Mike Lyonais, reimburse petty cash	ALL		89.70
Mills Motors, replace oring	PW	pd 5-13	112.88
Mills Motors, program to dark mode	Police		49.88
MN Assn of Small Cities, membership dues	Gov't		1,123.40
MN Backyard Birds, feeders	P&R		100.00
MN Life, life insurance	ALL		334.90
Motorola, remote control replacements	Fire		1,071.14
MR Sign, e911 address	PW		25.02
Napa, parts	Police		31.98
Napa, fuel filter	P&R		17.93
Napa, fuel filter, bulb	PW		31.92
Napa, lamp	PW		10.84
NCPERS-Life Insurance	ALL		144.00
Neopost, meter rental	PZ/Admin		236.49
Neoteric Hovercraft, storage	Fire		400.00

Nicole Carlton, reimburse tball registration	P&R		35.00
North Memorial, ambulance coverage	Fire		300.00
Northland Press, meeting notice of 5/23	P&Z		68.48
Premier Auto, oil change	Police		26.99
RDJ Specialties, coloring books	Fire		538.81
Simonson Lumber, decking	PW		59.90
Sonya Kosloski, reimburse mileage	Fire	pd 6-3	118.72
Squad Pro, new squad accessories	Police		3,801.07
Squad Pro, install ipad docks and mounts	Fire		2,422.59
Squad Pro, install watch guard cameras in squads	Police		1,594.00
Tanner Motors, replace fuse	Police		107.55
Teamsters Local Union #346, union dues	Police	pd 6-3	191.00
The Office Shop, clock, shredder, stapler	Police		50.00
The Office Shop, paper, pens, highlighters	P&Z/Admin		36.43
The Office Shop, whiteboard	Fire		20.00
The Office Shop, ink	P&Z		45.48
The Office Shop, dvd's	Gov't		41.48
Triangle Oil, hydraulic fluid	PW		89.97
Triangle Oil, hydraulic fluid	PW		119.96
Verizon, ipads, air card charges	Police/Fire	pd 6-3	1,407.33
Verizon, cell phone charges	ALL		332.24
Waste Partners, trash removal	ALL		239.81
WSN, engineering fees	ALL		2,028.60
Xcel Energy, gas utilities	ALL		721.94
Zee Medical, 1st aid kit supplies	PW		248.15
TOTAL			176,220.56

Memo to : Crow Wing County Board and Staff

From: Darrell Schneider, Mayor, Crosslake

Copy: Mark Liedl, Chris Pence, Daniel Listug, Cheryl Stuckmayer, Jon Kolstad

Date: May 26, 2014

Re: Report to Crow Wing County Board May 27, 2014

Following is a summary of my opinions of the status of the various issues experienced by the City of Crosslake in working with the Crow Wing County Land Services Department.

- 1) City of Crosslake has a Planning & Zoning Staff that is professional and enjoys working with the property owners and people of the City.
- 2) Crosslake Planning Commission/Board of Adjustment is the new identity.
- 3) Crosslake Planning & Zoning Customer Service Survey Report – Exhibit A
- 4) Crosslake Customer Service Data 2013-Oct-Nov-Dec-End of Year – Exhibit B
- 5) Crosslake Customer Service Data 2014-Jan-Feb-Mar-Apr-May – Exhibit C
- 6) Crosslake Land Use Workshop on New Ordinance – Data – April 3, 2014 – Exhibit D
- 7) DRT Meetings were conducted in April and May with 1 and 8 attendees.
- 8) Monthly Planning and Zoning Meetings are more efficient since Oct. 2013
 - a. Crow Wing County employees work together as a team
 - b. Average Meeting times have gone from 4-6 to 1-2 hours
 - c. P&Z Agendas & Packets prepared and available a week before meeting.
 - d. Minutes are prepared in a short time – documents are filed promptly.
 - e. P&Z Commission has now stabilized.
 - f. Bylaws established to guide meetings to be more efficient.
 - g. Publishing Costs reduced by more concise public newspaper notices.
- 9) Land Services Supervisor Chris Pence is available for consultation.
- 10) Positive Response by P&Z Customers.
 - a. Good positive attitudes expressed on telephone calls from customers.
 - b. People are pleasant when stopping into City Hall.
 - c. Full Service – someone is always available.
 - d. Unsolicited positive comments made to other City personnel.
- 11) Neighboring Cities have shown an interest in CWC system in their city.
- 12) NEW ORDINANCE – better to interpret, administer, and enforce.
 - a. One half the pages – simpler without the conflicts.
 - b. Organized – Table of Contents – Definitions in one section
 - c. Crosslake's Zoning Districts from 16 to 7.
 - d. Storm water management required on lake lots if impervious exceeds 15%
 - e. Shoreline buffers required on lake lots if impervious exceeds 20%.
 - f. There has been broad support for requirements initiated by the updated Crow Wing County Land Ordinance in part adopted by Crosslake.
 - g. Updated Sewer Ordinance – first City in Minnesota to put into effect.
 - h. Initiative Foundation issued a \$5,000.00 check to the City of Crosslake as a Grant to reimburse the City for a portion of the consultant cost of writing the new Chapter 26 Land Use Ordinance.

EXHIBIT A

Crosslake Planning & Zoning Customer Service

1. Which Team member helped you? (You may choose multiple team members if you like.)

Answer Options	Response Percent	Response Count
Chris Pence	5.9%	1
Jon Kolstad	11.8%	2
Cheryl Stuckmayer	88.2%	15
Crosslake Planning and Zoning Office	5.9%	1
	answered question	17
	skipped question	48

2. I was provided with complete and accurate information?

Answer Options	Response Percent	Response Count
Strongly Agree	80.0%	52
Agree	18.5%	12
Disagree	1.5%	1
Strongly Disagree	0.0%	0
	answered question	65
	skipped question	0

3. The service/information that I received was provided promptly?

Answer Options	Response Percent	Response Count
Strongly Agree	89.2%	58
Agree	9.2%	6
Disagree	1.5%	1
Strongly Disagree	0.0%	0
	answered question	65
	skipped question	0

4. The staff person who helped me was friendly and respectful?

Answer Options	Response Percent	Response Count
Strongly Agree	93.8%	61
Agree	4.6%	3
Disagree	0.0%	0
Strongly Disagree	1.5%	1
	answered question	65
	skipped question	0

5. My overall experience was satisfactory?

Answer Options	Response Percent	Response Count
Strongly Agree	89.2%	58
Agree	9.2%	6
Disagree	1.5%	1
Strongly Disagree	0.0%	0
	answered question	65
	skipped question	0

6. My Name (optional):

Answer Options	Response Count
	11
answered question	11
skipped question	54

Number	Response Date	Response Text	Categories
1	Apr 24, 2014 5:40 PM	Matt Radniecki	
2	Jan 15, 2014 11:48 PM	Jeffrey Blsson	
3	Nov 21, 2013 2:42 AM	Brenda Steidler	
4	Nov 17, 2013 2:58 PM	Paula	
5	Nov 15, 2013 3:54 AM	Mike Rollins	
6	Nov 14, 2013 6:24 PM	Phil doerfler	
7	Oct 28, 2013 1:59 AM	Kirk Schnitker	
8	Oct 25, 2013 11:22 PM	Dave Nevin	
9	Oct 25, 2013 4:23 PM	Aaron Herzog	
10	Oct 25, 2013 3:50 PM	Debra (Debbie) Olstad	
11	Oct 25, 2013 3:33 PM	Kelly Conger	

8. Other comments (optional):

Answer Options

Response Count

answered question 40
skipped question 25

Number	Response Date	Response Text	Categories
1	May 20, 2014 8:49 PM	Very Helpful	
2	May 20, 2014 8:46 PM	Very knowledgeable & helpful.	
3	May 1, 2014 1:22 PM	very helpful. Thanks	
4	May 1, 2014 1:21 PM	Very helpful & friendly	
5	May 1, 2014 1:20 PM	Good Info	
6	Apr 25, 2014 5:33 PM	very helpful	
7	Apr 25, 2014 5:32 PM	Good help & information. Thank you!	
8	Apr 24, 2014 5:40 PM	Cheryl was very kind and worked through the paperwork with me to figure out what we still needed for our permit.	
9	Apr 23, 2014 5:34 PM	Staff was very helpful. Vice change from previous staff.	
10	Apr 23, 2014 5:33 PM	Cheryl was most professional sharpe and very informed. She is an asset to the zoning department!	
11	Apr 17, 2014 3:45 PM	Thanks Jon & Cheryl!	
12	Apr 17, 2014 3:44 PM	Thank you Cheryl	
13	Apr 17, 2014 3:38 PM	Great job, Cheryl	
14	Apr 17, 2014 3:37 PM	John was very helpful	
15	Apr 17, 2014 3:37 PM	John was very helpful	
16	Apr 17, 2014 3:37 PM	Thank you Cheryl for all your help!!!	
17	Apr 17, 2014 3:36 PM	Thank you Jon	
18	Apr 17, 2014 3:35 PM	Thank you Cheryl!!!!	
19	Apr 17, 2014 3:35 PM	Thank you Jon!!!	
20	Apr 17, 2014 3:34 PM	Thank you Cheryl	
21	Apr 17, 2014 3:33 PM	Stupendous, Great experience w/my permits. They were super helpful!!! Five Stars!!!!	
22	Apr 17, 2014 3:32 PM	Thank you Cheryl	
23	Apr 17, 2014 3:31 PM	Cheryl & John were very helpful with information. Glad we came in. Thank you	
24	Nov 21, 2013 2:42 AM	Mitch was great!	
25	Nov 17, 2013 2:58 PM	Thank You, & Yes I received all the info.	
26	Nov 14, 2013 6:24 PM	So much better help with the new people there. They actually care how I was shown what I needed.	
27	Nov 14, 2013 1:13 PM	thanks mitch	
28	Nov 12, 2013 5:46 AM	My application for a permit process went smoothly. I thought old staff under the city was satisfactory and did not think a change to the county was necessary.	
29	Oct 28, 2013 1:59 AM	I simply want minutes or written status of the Tony Marks rezone app for bacon lane. I am aware of pl commission vote but not city council info that I requested. Thank you. Kirk	
30	Oct 25, 2013 4:23 PM	None	
31	Oct 25, 2013 3:33 PM	Chris Pence and his team were professional and helpful. Thanks	
32	Oct 10, 2013 1:43 PM	Very professional!!	
33	Oct 10, 2013 3:24 AM	We had 2 1/2 years of indecision in resolving our issues. Chris Pence, representing the County and the city, looked over everything and discussed at length, ways of resolving the problems. He was very expedient in presenting solutions that both the city and us could accept. We thank him for his leadership, knowledge and dedcionship making ability in solving our planning and zoning issues within 2 days. Dennis and Lynn Twitty	
34	Oct 9, 2013 10:09 PM	Thank you. We really appreciate your timely response.	
35	Oct 9, 2013 9:46 PM	Mitch seems much more responsive. you dont have to call 3 times to get a returned call!	
36	Oct 9, 2013 5:38 PM	My wife and I look forward to retiring here and getting involved with the community once our house is done.	
37	Oct 9, 2013 4:03 PM	Excellent progress in activating a new & improved P&Z Department has been achieved.	
38	Oct 9, 2013 12:55 PM	I have always had great and speedy service when I need to request info on septic to septic inspections. Thank you!!	
39	Oct 8, 2013 8:20 PM	the response to my question was prompt and the city employee who helped me was very courteous and helpful.	
40	Oct 8, 2013 7:03 PM	I don't think they mentioned when the item would be put on the agenda at the Planning Comm. meeting - that would have been helpful to know.	

EXHIBIT B

SEPTIC SYSTEM INFORMATION 2013

SEPTIC INFO	DECEMBER	2013 YTD
Designs	2	19
Compliance Inspections (CI's)	12	86
Site Suitability	0	0

ENFORCEMENT 2013

ENFORCEMENT	2013 YTD
Case Load	12
Case Load Closed	10
Case Load Open	2
Case Load Closure Rate	83.3%

NOTE: Enforcement 2013 YTD Is from 9/25/13

PERMITS 2013

PERMIT TYPE	DECEMBER	2013 YTD
New Construction(Dwlg)	1	19
Septic - New	1	18
Septic Upgrades	1	10
Porch / Deck	0	26
Additions	1	16
Travel Trailer	0	0
Landscape/Alterations	0	70
Access Structures	1	46
Driveway	1	2
Demo	0	13
Sign	0	15
Commercial	0	31
Fence	0	10
Tree Removal	0	19
E911 Addresses Assigned	1	12
Footing Inspection	0	14
Final Inspection	0	46
Miscellaneous	0	5
Total Permits Issued	7	372

CUSTOMER SERVICE INQUIRY 2013

Monthly Inquiries	Counter	Phone	Email	TOTAL
October	75	103	24	202
November	105	127	25	257
December	46	62	8	116
Total of Inquiries Year to Date	226	292	57	575

2014 DATA

CUSTOMER SERVICE INQUIRY 2014

INQUIRY TYPE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD TOTAL
Counter	51	48	58	108	77	0	0	0	0	0	0	0	342
Phone	67	60	113	154	159	0	0	0	0	0	0	0	553
Email	31	16	38	129	128	0	0	0	0	0	0	0	342
Call for Service Shore Rip	0	2	0	15	5	0	0	0	0	0	0	0	22
Call for Service Shore Non-Rip	0	0	0	0	1	0	0	0	0	0	0	0	1
Call for Service Non-shore	1	1	0	0	3	0	0	0	0	0	0	0	5
TOTAL INQUIRIES MONTHLY	150	127	209	406	373	0	0	0	0	0	0	0	1265

ENFORCEMENT 2014

ENFORCEMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD TOTAL
Case Load	1	2	1	1	2								7
Case Load Closed	0	1	0	0	1								2
Case Load Open	1	1	1	1	1								5
Case Load Closure Rate	0.0%	50.0%	0.0%	0.0%	50.0%								28.6%

PERMITS 2014

PERMIT TYPE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD TOTAL
New Construction (Dwig)	2	0	1	3	0								6
Septic - New	1	0	0	2	1								4
Septic Upgrades	1	0	0	0	0								1
Porch / Deck / Patio	1	1	0	2	2								6
Additions	2	0	1	5	1								9
Travel Trailer	0	0	0	0	0								0
Landscape/Alterations	1	0	4	4	6								15
Access Structures	1	1	1	1	5								9
Driveway	0	0	0	0	0								0
Demo	1	0	0	2	0								3
Sign	0	0	1	0	0								1
Commercial	0	0	1	0	1								2
Fence	0	0	1	1	1								3
Tree Removal	0	1	0	0	0								1
E911 Addresses Assigned	1	0	1	0	0								2
Footing Inspection	1	0	0	2	1								4
Final Inspection	0	0	0	0	0								0
Miscellaneous	0	0	0	0	0								0
Variance	1	3	1	0	1								6
Conditional Use	0	1	0	0	1								2
Subdivisions (Metes & Bounds)	0	1	0	1	0								2
TOTAL PERMITS MONTHLY	13	8	12	23	20	0	0	0	0	0	0	0	76

SEPTIC SYSTEM INFORMATION 2014

SEPTIC INFO	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD TOTAL
Designs	0	0	2	4	2								8
Compliance Inspections (CI's)	1	0	0	16	28								45
Site Suitability	0	0	0	0	0								0
TOTAL SEPTIC INFO MONTHLY	1	0	2	20	30	0	0	0	0	0	0	0	53

EXHIBIT D

Crosslake Land Use Workshop on New Ordinance

1. Who are you?

Answer Options	Response Percent	Response Count
Landscape Contractor	45.5%	5
Landscape Supplier	0.0%	0
Septic Professional	0.0%	0
Government	18.2%	2
Other	36.4%	4
<i>answered question</i>		11
<i>skipped question</i>		0

2. Date/Time of meeting

Answer Options	Response Percent	Response Count
Excellent	45.5%	5
Good	54.5%	6
Fair	0.0%	0
Poor	0.0%	0
<i>answered question</i>		11
<i>skipped question</i>		0

3. Location of meeting

Answer Options	Response Percent	Response Count
Excellent	81.8%	9
Good	18.2%	2
Fair	0.0%	0
Poor	0.0%	0
<i>answered question</i>		11
<i>skipped question</i>		0

4. Snacks provided

Answer Options	Response Percent	Response Count
Excellent	36.4%	4
Good	45.5%	5
Fair	18.2%	2
Poor	0.0%	0
<i>answered question</i>		11
<i>skipped question</i>		0

Number	Response Date	Response Text	Categories
1	Apr 10, 2014 12:22 AM	In late march up to 1st week in April seems to work out fine	
2	Apr 8, 2014 2:56 PM	Early Spring	
3	Apr 7, 2014 10:55 PM	same	
4	Apr 7, 2014 7:59 PM	off-season, but if the topic is relavent to any ord. changes - the sooner the better.	
5	Apr 7, 2014 7:28 PM	winter early spring/ 1 every 2 months	
6	Apr 7, 2014 6:31 PM	Great time of the year/ 2 times per year	
7	Apr 7, 2014 6:05 PM	Fall, Winter, Spring - When significant changes occur.	
8	Apr 7, 2014 5:58 PM	Off season, meaning inclement weather or just not during tourist season. Although some tourists may have a different point of view.	
9	Apr 7, 2014 5:39 PM	Winter - 2 times per year dending on changing Information	
10	Apr 7, 2014 5:33 PM	Early spring	

8. Any other questions/comments/suggestions?

Answer Options	Response Count
	5
<i>answered question</i>	5
<i>skipped question</i>	6

Number	Response Date	Response Text	Categories
1	Apr 10, 2014 12:22 AM	Keep up the good progressive work. I believe home owners are much more aware of shoreline issues now then they were 5 years ago.	
2	Apr 8, 2014 8:10 AM	Make sure residents have a good understanding of the benefits of ordinance changes.	
3	Apr 7, 2014 10:55 PM	no	
4	Apr 7, 2014 7:59 PM	I did not go for the snacks so a "NA" option would be appropriate.	
5	Apr 7, 2014 7:28 PM	meeting was informative and too the point. Great job	

MEMO TO: City Council

FROM: Mayor Schneider

DATE: June 5, 2014

SUBJECT: Commission Appointment

Due to increase in work flow, Scott Johnson has requested that he and Matt Kuker change positions on the Planning and Zoning Commission. I hereby recommend the following appointments:

Planning and Zoning Commission

- | | | |
|---------------|---|--|
| Matt Kuker | - | fill remainder of Scott Johnson's term to expire 1/31/16 |
| Scott Johnson | - | alternate |

MEMO TO: City Council

FROM: Char Nelson, City Clerk

DATE: May 20, 2014

SUBJECT: Approval to Complete 2009 Transaction of Land Donation from Roger Saatzer to City of Crosslake

On February 9, 2009 the City Council voted unanimously to accept the donation of land described as Parcel No. 120213205CC0009 from Roger Saatzer contingent on the 7 conditions outlined in a memo dated February 9, 2009 from Ken Anderson. Mr. Saatzer called City Hall on May 14, 2014, to ask why he was still receiving a tax statement from the County on this parcel. After researching the issue, it appears that the conditions were met, however, the title to the land was never transferred. At this time I would like Council approval to proceed with the recording of a Quit Claim Deed that will be signed by Mr. Saatzer in the amount of \$47.65 and to pay the back taxes owed on the parcel in the amount of \$84.88.

Attachments:

1. Memo dated January 6, 2009 from Public Works Commission
2. Staff Report dated January 23, 2009 to the Planning and Zoning Commission
3. Memo dated February 9, 2009 From Ken Anderson Re: Proposed Donation of Land
4. Regular Council Meeting Minutes dated February 9, 2009
5. Sketch and Legal Description dated February 18, 2009 Prepared by WSN
6. Letter dated March 31, 2009 to Mr. Saatzer from Planning and Zoning
7. Recorded P&Z Resolution No. PZ2009-006 dated August 18, 2009
8. Quit Claim Deed
9. 2015 Tax Description

MEMO TO: City Council

FROM: Public Works Commission

DATE: January 6, 2009

SUBJECT: Recommendation Regarding Donation of Land to City

Attached please find an email dated December 31, 2008 from Roger Saatzer offering to donate Parcel No. 120213205CC0009 to the City of Crosslake.

The following is an excerpt from the minutes of the January 5, 2009 Public Works Commission meeting minutes:

"The Commission reviewed an email from Roger Saatzer dated December 31, 2008 offering to deed Parcel No. 120213205CC0009 to the City if the City would pay all expenses related to the transfer of said property. The property is located at the intersection of Sand Pointe Drive and CSAH 3 and contains both a sanitary sewer easement and a road easement for Sand Pointe Drive. A MOTION WAS MADE BY DARRELL SCHNEIDER, SECONDED BY OLLIE COURTS TO RECOMMEND TO THE CITY COUNCIL ACCEPTANCE OF THE OFFER FROM ROGER SAATZER TO DONATE PARCEL NO. 120213205CC0009 TO THE CITY OF CROSSLAKE WITH THE CITY ASSUMING ALL COSTS FOR THE TRANSFER OF SAID PARCEL. AYES: ALL."

STAFF REPORT

DATE: January 23, 2009

TO: Honorable Peter Abler
Planning and Zoning Commission/Board of Adjustment Members
Steve Roe, Council Liaison
Mike Couri, City Attorney

FROM: City Council
Kenneth R. Anderson, Community Development Director



RE: Recommendation regarding donation of land to the City of Crosslake.

Attached please find a memo to the City Council dated January 6, 2009 from the Public Works Commission. The City Council received and considered the recommendation from the Commission and the following language is excerpted from the draft City Council meeting minutes of January 12, 2009.

It was the consensus of the City Council to direct City Staff to research the implications of accepting a donation of land described as Parcel No. 120213205CC0009 from Roger Saatzer as it relates to creating a non-conforming lot due to impervious coverage.

Based upon a preliminary review of the survey and other site information, it appears the existing site is nonconforming as to the maximum allowable impervious coverage of 50% (original calculations excluded "Anne Street," now "Sand Pointe Drive") and the setback from the "Anne Street" easement is less than 35 ft. from the corner-side setback in the Limited Commercial zoning district. However, the Planning and Zoning Commission approved this project with a conditional use permit issued in 2001 (see attached survey).

Mr. Saatzer would like to donate the triangle shaped parcel to the City of Crosslake to reduce his property tax obligations. The City Council discussed possibly having Mr. Saatzer apply to the County to consolidate the lots in order to reduce his taxes. The other options include 1) the City *not* accepting the donation of the subject parcel because of the nonconformities and loss in tax base, 2) the City *accept* the land donation subject to an after-the-fact variance approval for impervious coverage and/or building setback as measured from the road easement for Sand Pointe Drive (Anne Street), or 3) the City accept the land donation and disregard the nonconformities since the CUP was approved excepting Anne Street from the impervious calculations and the setback was approved to be at the current building location just over ten feet from the northeast lot line. This third option may increase the nonconformity.

Action Requested: Request the Planning and Zoning Commission review the attachments and consider making a recommendation to the City Council regarding City acceptance of the donation of the subject parcel.

Attachments

Easement Deed
Individual(s)/Corporation to Corporation

DATE: 7-2-02, 2002

FOR VALUABLE CONSIDERATION, Paul S. Willmus and Patricia J. Willmus, husband and wife, as joint tenants, Grantor(s), hereby convey(s) and warrant(s) to the City of Crosslake, a municipal corporation under the laws of the State of Minnesota, Grantee(s), real property in Crow Wing County, Minnesota, described as follows:


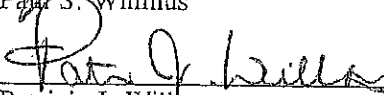
A perpetual utility easement for the construction and maintenance of utilities over, under and across Grantor(s) property, legally described as follows:

Legal Description attached as Exhibit "A"

together with all hereditaments and appurtenances belonging thereto.

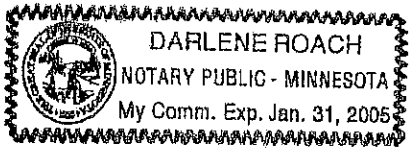
The total consideration for this transfer of property is \$500.00 or less.

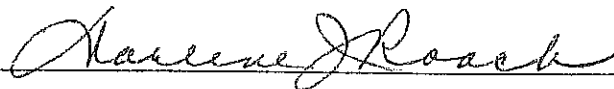
(Affix Deed Tax Stamp Here)


Paul S. Willmus

Patricia J. Willmus

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me, a notary public, this 2nd day of July, 2002, by Paul S. Willmus and Patricia J. Willmus, husband and wife, Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE RANK)

DARLENE ROACH
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2005

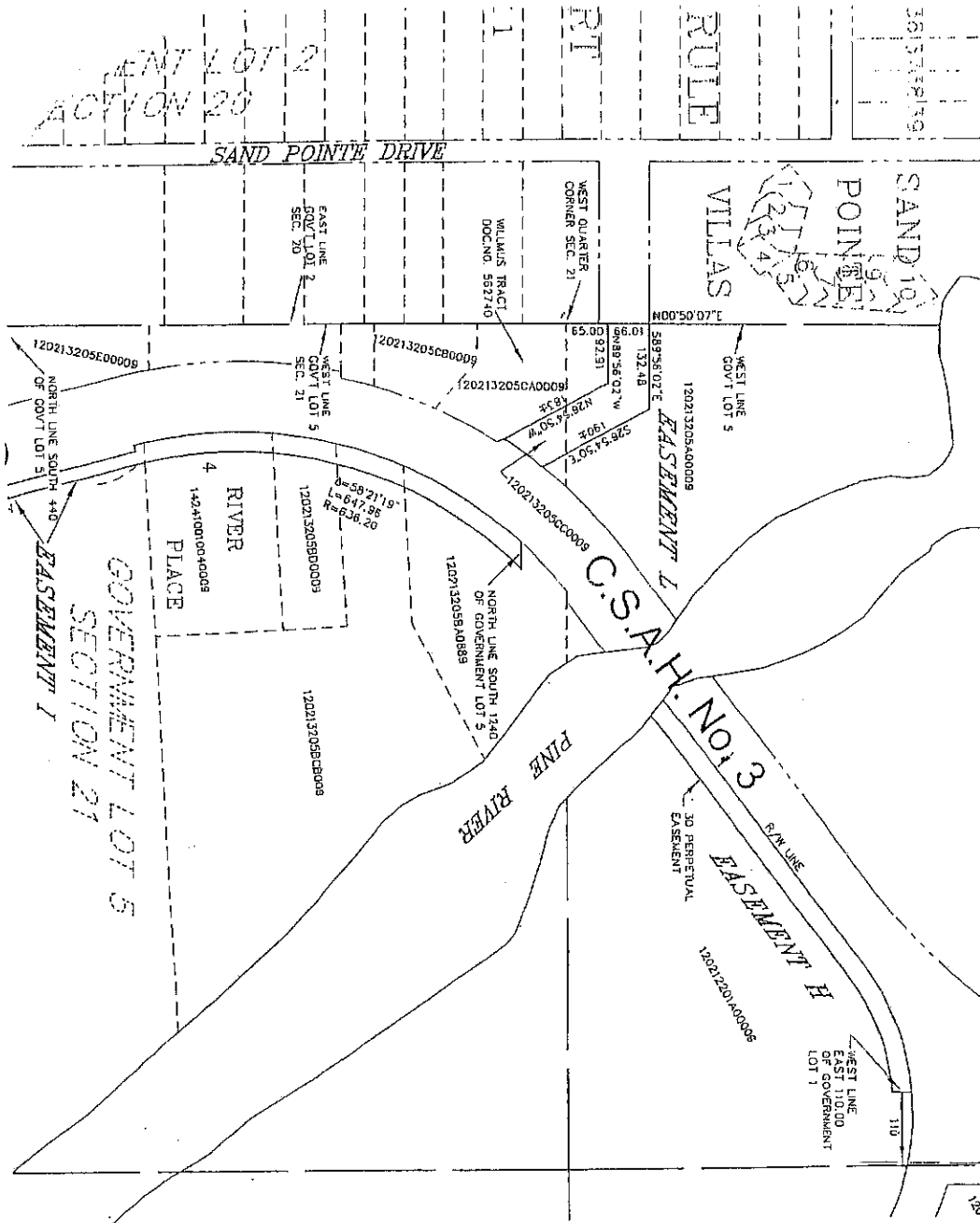

Signature of Notary Public or Other Official

THIS INSTRUMENT WAS DRAFTED BY:

GAMMELLO, SANDELIN & QUALLEY, P.A.
Attorneys at Law
30849 First Street
P.O. Box 298
Pequot Lakes, MN 56472

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED
IN THIS INSTRUMENT SHOULD BE SENT TO:

No change



EASEMENT L:

A perpetual easement for the construction and maintenance of a roadway, drainage and utilities over, under and across that part of Government Lot 5, Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows:
Commencing at a point on the west line of said Government Lot 5 which is the west quarter corner of said Section 5; thence North 00 degrees 50 minutes 07 seconds East, bearing based on Crow Wing County Coordinate Database NAD 83/94, 65.00 feet along said west line of Government Lot 5 to the point of beginning of the easement to be described; thence continuing North 00 degrees 50 minutes 07 seconds East 66.01 feet along said west line of Government Lot 5; thence South 89 degrees 56 minutes 02 seconds East 132.48 feet; thence South 26 degrees 54 minutes 50 seconds East 190 feet, more or less, to the northwesterly right-of-way line of County State Aid Highway 3; thence Southwesterly along said northwesterly right-of-way line to its intersection with the east line of the tract deeded to Willmus by the deed recorded as Document Number 562740 in the Crow Wing County Records Office; thence Northerly 183 feet, more or less, along said east line of Willmus tract and its northerly extension to its intersection with the line that bears South 89 degrees 56 minutes 02 seconds East from the point of beginning; thence North 89 degrees 56 minutes 02 seconds West 92.91 feet to the point of beginning.

Parcel Numbers affected by this easement:

Tom Swenson

From: "Roger Saatzer" <rogerandfran1940@msn.com>
To: <tswenson@crosslake.net>
Sent: Wednesday, December 31, 2008 10:28 AM

To whom it may concern, I would like to deed this property over to the city of Cross lake. With no expence to me. I've allready paid four years of taxes. Parcel no. 120213205cc0009. Thank You, Roger L Saatzer and Fran J Saatzer. 6980 Staghorn Cr. Gold Canyon Az. 85218. Tel No. 480-641-1881 Cell No. 218-851-4400


12/31/2008



DATE: February 9, 2009

TO: Honorable Mayor Jay Andolshek
 John Moengen, City Council Member
 Steve Roe, City Council Member
 Dean Swanson, City Council Member
 Rusty Taubert, City Council Member
 Tom Swenson, City Administrator

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



RE: Proposed Donation of Land, Roger Saatzer, Parcel No.: 120213205CC0009.

The Planning and Zoning Commission has reviewed the proposal by Roger Saatzer to donate a triangular-shaped parcel to the City of Crosslake as discussed by the City Council at the meeting of January 12, 2009 (see attached Staff Report dated January 23, 2009).

Planning and Zoning Commission Recommendation: The following motion is excerpted from the draft, unapproved Planning and Zoning Commission minutes of January 23, 2009. "MOTION BY PETE ABLER, SECOND BY MIKE WINKELS TO RECOMMEND THE CITY COUNCIL APPROVE OPTION 2 TO ACCEPT THE LAND DONATION PROPOSED BY ROGER SAATZER SUBJECT TO 1) AN AFTER-THE-FACT VARIANCE APPROVAL FOR IMPERVIOUS COVERAGE AND BUILDING SETBACK ENCROACHMENT AS MEASURED FROM THE ROAD EASEMENT FOR SAND POINTE DRIVE (ANNE STREET), 2) DOCUMENTING AND VERIFYING THE ORDINANCE EXCEPTIONS, 3) AN ADJUSTMENT BE MADE TO THE NORTH PROPERTY LINE TO CONVEY A SLIVER OF PROPERTY APPROXIMATELY 1 FT. IN WIDTH TO ROGER SAATZER, AND 4) THE CITY COUNCIL DECIDING HOW FEES SHOULD BE PAID. MOTION CARRIED 3 TO 1 WITH MELBERG, WINKELS, AND ABLER VOTING "AYE" AND ADDINGTON VOTING "NAY."

Public Works Commission Recommendation: The Public Works Commission reviewed the request at their meeting of January 5, 2009 and recommended City Council approval of the proposed land donation by adopting the following draft motion (see attached memo dated January 6, 2009): "A MOTION WAS MADE BY DARRELL SCHNEIDER, SECONDED BY OLLIE COURTS TO RECOMMEND TO THE CITY COUNCIL ACCEPTANCE OF THE OFFER FROM ROGER SAATZER TO DONATE PARCEL NO. 120213205CC0009 TO THE CITY OF CROSSLAKE WITH THE CITY ASSUMING ALL COSTS FOR THE TRANSFER OF SAID PARCEL. AYES: ALL."

Community Development Director Recommendation: There are a number of planning and zoning issues associated with this proposal. The issues include the existence of an approved conditional use permit (CUP) issued in 2001; an easement subsequently granted to the City of Crosslake for road, drainage and utility purposes that is located northeast of the common lot line between the two Saatzer properties (closely approximates); existing utilities constructed within

the subject parcel that is approximately 5,663 sq. ft.; there is no proposal to expand the existing commercial facility owned by Mr. Saatzer that is currently listed for sale; and there are existing conditions that make the property nonconforming, i.e., the impervious coverage exceeds 50% including the existing improved road and trail and the existing building is setback approximately 21 feet from the easement/property line vs. the 35 ft. setback for a City road (from right-of-way). The 2001 survey reflects 46% for the *proposed* impervious coverage *excluding* "Anne Street" and a building envelope of only ten feet from the common lot line adjacent to "Anne Street." This survey information was used as the basis for approving the 2001 CUP.

In order to minimize overall costs and allow the land donation to proceed, if that is the Council's desire, the City Council may adopt a motion to do the following:

- 1) *Accept the proposed donation of land from Roger Saatzer,*
- 2) *Initiate an after-the-fact variance application and public hearing to acknowledge the proposed conveyance and existing conditions making the property(s) nonconforming, and furthermore, to waive the variance application fee for Mr. Saatzer,*
- 3) *Waive the requirement for preparation of a revised certificate of survey,*
- 4) *Direct staff to estimate the existing impervious coverage and building setback encroachment using aerial photo data for purposes of the variance application,*
- 5) *Authorize the City Surveyor to prepare revised legal descriptions for the property to be donated to the City and the remnant parcel to be retained by Roger Saatzer, including the approximately 1 ft. wide sliver of property along the north lot line of the building parcel,*
- 6) *Direct the City Attorney to prepare the deeds for recording purposes to convey the property with revised legal descriptions upon approval of said variance application by the Crosslake Planning and Zoning Commission, and*
- 7) *Authorize the expenditure of City monies necessary to complete this transaction.*

The City Council may also reject the donation of land as proposed by Roger Saatzer or accept the land with modification of the above listed steps.

Action requested: Request the City Council consider the two advisory commission and Community Development Director's recommendations and, by motion, accept or reject the proposed donation of Parcel No.: 120213205CC0009 as submitted by Roger Saatzer with appropriate conditions established by the City Council.

Attachment

REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, FEBRUARY 9, 2009
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, February 9, 2009. The following Council Members were present: Mayor Jay Andolshek, Steve Roe, Rusty Taubert, John Moengen and Dean Swanson. Also present were City Administrator Tom Swenson, Clerk/Treasurer Darlene Roach, Community Development Director Ken Anderson, Police Chief Bob Hartman, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, General Manager Paul Hoge, City Attorney Robert Ruppe, City Engineer Dave Reese and Echo Publishing Reporter Ken Korczak. There were approximately five people in the audience.

A. CALL TO ORDER – Mayor Andolshek called the Regular Council Meeting to order at 7:00 P.M. MOTION 02R-01-09 WAS MADE DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO ACCEPT THE ADDITIONS TO THE AGENDA AS PRESENTED. MOTION CARRIED WITH ALL AYES.

B. CRITICAL ISSUES –

1. Roger Roy, member of the Dog Derby Race Governing Organization (RGO), reported that the 2009 Dog Sled Races have been cancelled because a trail route could not be agreed upon with the County Land Commissioner. Roger Roy stated that last years race went well and the feedback from the racers was a concern for trail safety. To correct this problem, the RGO realigned the trail for 2009 to make it all one-way traffic and submitted the plan to the County Land Commissioner on 12/11/2008. Also submitted at this time was a letter from the City of Crosslake for their approval of the race, the signed permission papers from all private landowners and a \$2,000,000 liability policy. On 12/22/2008 Mr. Roy received an email from Land Commissioner Tom Cowell, on his last day in office, informing the RGO that his department denied the use of county land to create any new trails that would lead to Tamarack Lake. The denial was the result of a communication between Tom Cowell, DNR Conservation Officer Cary Shoutz and a Tamarack Lake resident. Neither the RGO nor the City of Crosslake was included in the discussion. Another meeting took place on 1/23/2009 at the county with the RGO present and again access to county land for a new trail to and from Tamarack Lake was denied. The county concerns include ATV usage on the trail and natural springs in the lake which could make ice conditions dangerous. Mr. Roy noted that another rumor circulating was that he was making money from this event. The only persons paid are the veterinarian, Race Marshall, and the winning mushers. Approximately 100 mushers plus their staff planned on participating in the 2009 race, which could have brought up to \$84,000 to area businesses. The mushers who participated in the 2008 race were impressed with Crosslake and there was discussion to bring the World Cup event to Crosslake. The RGO is asking the City of Crosslake to help attain land for the 2010 race. A meeting is scheduled for 3/9/2009 with the RGO, County Officials, DNR Representatives and the Kolesar's to seek a resolution to the land use issue.

Business owner Pat Netko thanked Roger Roy for volunteering his time to promote the dog sled races and urged the Council to be pro-active in resolving the issue. Tom Swenson stated that it is important that the City representatives attend the meeting as well as County Commissioner Paul Thiede. Dean Swanson stated that he is surprised by the cancellation and stated the City should have been notified earlier of the problem so that it could have reacted. Steve Roe questioned whether the County had authority to cancel a local event. Dean Swanson and Steve Roe volunteered to represent the City of Crosslake at the meeting scheduled 3/9/2009 at the County.

2. An Agreement for Professional Services By and Between the City of Crosslake and the Brainerd Lakes Area Development Corporation for Calendar Year 2009 was included in the packet for Council review. Tom Swenson stated Sheila Wasnie Haverkamp was unable to attend this meeting but would make a presentation to the Council at a later meeting. The contract amount was included in the 2009 Budget. Rusty Taubert questioned how BLADC is different from the Chamber of Commerce. Tom Swenson replied that BLADC works more with the EDA and project financing. Steve Roe asked how much the contract increased. Tom Swenson replied that the agreement increased by \$75. MOTION 02R-02-09 WAS MADE BY DEAN SWANSON AND SECONDED BY STEVE ROE TO APPROVE THE AGREEMENT FOR PROFESSIONAL SERVICES BY AND BETWEEN THE CITY OF CROSSLAKE AND THE BRAINERD LAKES AREA DEVELOPMENT CORPORATION FOR CALENDAR YEAR 2009 WITH A CONTRIBUTION OF \$2,175 AND TO APPROVE THE AGREEMENT TO SUPPORT ENHANCED ECONOMIC DEVELOPMENT MARKETING ENDEAVORS INCLUDING THE 2020 PROGRAM FOR CALENDAR YEAR 2009 WITH A CONTRIBUTION OF \$500. MOTION CARRIED WITH ALL AYES.

C. CONSENT CALENDAR – MOTION 02R-03-09 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY RUSTY TAUBERT TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR: (1.) REGULAR COUNCIL MEETING MINUTES OF JANUARY 12, 2009; (2.) CROSSLAKE COMMUNICATIONS BALANCE SHEET AND INCOME STATEMENT/DETAIL OF RESERVE BALANCES DATED DECEMBER 31, 2008; (3.) CITY MONTH END REVENUE REPORT DATED DECEMBER 2008; (4.) CITY MONTH END EXPENDITURE REPORT DATED DECEMBER 2008; (5.) PLEDGED COLLATERAL REPORT DATED 2/4/09 FROM DARLENE ROACH; (6.) LAKES STATE BANK PLEDGE REPORT DATED JANUARY 2009; (7.) NORTHERN NATIONAL BANK PLEDGE REPORT DATED JANUARY 2009; (8.) LAKEWOOD BANK PLEDGE REPORT DATED JANUARY 2009; AND (9.) RIVERWOOD BANK PLEDGE REPORT DATED JANUARY 2009. MOTION CARRIED WITH ALL AYES.

D. PUBLIC FORUM – None.

E. MAYOR'S REPORT – None.

F. CITY ADMINISTRATOR'S REPORT –

1. City Bills for Approval – MOTION 02R-04-09 WAS MADE BY DEAN SWANSON AND SECONDED BY RUSTY TAUBERT TO APPROVE THE BILLS FOR PAYMENT FOR FEBRUARY AS SUBMITTED IN THE AMOUNTS OF \$83,819.35 AND \$30,101.18. MOTION CARRIED WITH ALL AYES.
2. A memo dated February 2, 2009 from Darlene Roach requesting the transfer of \$400 from the General Fund to the Capital Improvement Fund for Library donations received at the end of 2008 was included in the packet for Council review. MOTION 02R-05-09 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO APPROVE THE TRANSFER OF \$400 FROM THE GENERAL FUND TO THE LIBRARY CAPITAL IMPROVEMENT FUND. MOTION CARRIED WITH ALL AYES.
3. Included in the packet for Council review was a memo dated February 2, 2009 from Darlene Roach regarding a liquor license transfer from Joe Vern Inc. to Murrer's Cedar Chest Inc. Tom Swenson stated that a request was received from Kathleen Murrer of Murrer's Cedar Chest Inc. to transfer the On Sale/Sunday Liquor Licenses from Joe Vern Inc. (Mary Bemis) to Murrer's Cedar Chest Inc. effective March 2, 2009. Murrer informed the City that effective this date, the current owner will no longer be operating the business. All of the necessary liquor license application forms have been completed by Kathleen Murrer and submitted to the City. A criminal history check has been completed by the Police Department with satisfactory findings. Ms. Murrer has paid the pro-rated amount of \$566.64 in license fees covering the period of March 2, 2009 through June 20, 2009. Clerk/Treasurer Roach recommended that the financial background investigation, along with the fee of \$500 for this investigation, be waived for this transfer since the Murrer's were the owners of The Cedar Chest for a number of years prior to the sale of the business to Joe Vern Inc. The same waiver was approved for the Exchange when the license transfer to the previous owner was approved. MOTION 02R-06-09 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO APPROVE THE TRANSFER OF THE ON SALE AND SUNDAY LIQUOR LICENSES EFFECTIVE MARCH 2, 2009 FROM JOE VERN INC. TO MURRER'S CEDAR CHEST INC. AND THAT THE FINANCIAL BACKGROUND INVESTIGATION AND ITS \$500 FEE BE WAIVED. MOTION CARRIED WITH ALL AYES.
4. A memo dated February 4, 2009 from Darlene Roach regarding a request to sell food and alcohol at Whitefish Lodge and Suites was included in the packet for Council review. Tom Swenson stated that Dawn Maucieri is requesting approval to sell food and alcohol in the parking lot of Whitefish Lodge and Suites during the St. Patrick's Day Parade on March 14th. Maucieri's Italian Bistro, Bar and Deli holds a catering permit with the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division which allows them to conduct this activity provided certain conditions are met. These conditions include approval from the City Council, Caterer's Permit (which they do hold), written approval from Whitefish Lodge and Suites to use their property, and the sale of alcohol must be in conjunction with the serving of food. City Ordinance requires that the area where alcohol is served be compact and contiguous to the building and away

- from the street. The Council previously approved Maucieri's to sell food and alcohol at Whitefish Lodge and Suites during the St. Patrick's Day Parade in 2008. MOTION 02R-07-09 WAS MADE BY DEAN SWANSON AND SECONDED BY STEVE ROE TO APPROVE THE REQUEST FROM MAUCIERI'S ITALIAN BISTRO, BAR AND DELI TO SELL FOOD AND ALCOHOL FROM THE WHITEFISH LODGE AND SUITES PARKING LOT DURING THE ST. PATRICK'S DAY PARADE ON SATURDAY, MARCH 14, 2009 WITH THE CONDITIONS OUTLINED IN A MEMO DATED FEBRUARY 4, 2009 FROM THE CLERK/TREASURER. MOTION CARRIED WITH ALL AYES.
5. Memos dated January 30, 2009 and February 9, 2009 from Darlene Roach regarding Landscape Contractors/Excavators Licenses were included in the packet for Council review. Steve Roe stated he was happy to see that the companies holding State Licenses were listed on the report. MOTION 02R-08-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY DEAN SWANSON TO APPROVE ISSUANCE OF LANDSCAPE CONTRACTORS/EXCAVATORS LICENSES TO NORTHERN LAKES NURSERY INC., DAN'S SOD SERVICE, LLC AND ABRA LANDSCAPING LLC. MOTION CARRIED WITH ALL AYES.
 6. Requests for donations to the Pequot Lakes Grad Blast and the Pine River-Backus Grad Blast were included in the packet for Council review. MOTION 02R-09-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY DEAN SWANSON TO DONATE \$100 TO THE PEQUOT LAKES GRAD BLAST COMMITTEE AND \$100 TO THE PINE RIVER-BACKUS GRAD BLAST COMMITTEE FOR 2009 GRADUATING SENIORS. MOTION CARRIED WITH ALL AYES.

G. COMMISSION/DEPARTMENT REPORTS –

1. PARK AND RECREATION/LIBRARY –
 - a. Included in the packet for Council information were the Crosslake Park and Recreation/Library Commission Minutes of November 24, 2008.
 - b. The Fund Raising Committee Meeting Minutes of January 12, 2009 were included in the packet for Council information.
 - c. Park Director Jon Henke reported that the Community Center is offering aerobics on Mondays, Tuesdays and Thursdays. AAA is sponsoring a senior driving 4-hour refresher class on February 12th from 9:00 A.M. to 1:00 P.M. The Community Center gym is reserved each weekday morning from 8:00 to 9:00 A.M. for walking. The Library offers the Children's Story Hour which takes place on Thursday's at 10:30 A.M. The Library is offering a program called Dad's NFL (Night for Library) on the 1st and 3rd Tuesday of every month from 6:30 P.M. to 7:45 P.M. The night will include story time, time to check out books and also gym time and snacks for both the dads and the kids. The Kitchigami Mobile Library will stop at the Community Center from 12:45 to 2:45 P.M. the second and fourth Thursday of every month. Yoga is available at the Community Center on Monday nights from 5:15 to 6:45 P.M. and on Thursday mornings from 10:00 to 11:30 A.M. Senior meals take place

at the Community Center Monday through Friday at 11:30 A.M. Interested participants must call by 4:00 P.M. the day before to make a reservation. Meals on wheels are also available for those residents who are home bound. Federal funding for this program is based on participation. Attendance for the Community Center for the month of January was 5,160 and 2,195 for the Library. Volleyball is offered every Wednesday night from 6:30 to 8:45 P.M. The pond skating program has begun. The area is not supervised and can be used during daylight hours only. Adults are required to supervise children while they are utilizing the pond. A designated area has been established for hockey. There is no warming house. Benches are available to put skates on next to the pond. The Crosslake Park and Recreation Department has formed a club for local residents who have an interest in the art of woodcarving. The club meets the second Tuesday of the month at 2:00 P.M. The AARP Tax Help program will start Tuesday, February 17th. Sessions are held Tuesday mornings from 8-12 through April 14th. The 2009 Chautauqua Program will begin on February 11th with a presentation on Global Positioning Systems (GPS). The panel discussion will be led by Jon Henke, Bryan Hargrave, Alden Hardwick and Bill and Debby Floerchinger. Discussion topics will include the history of GPS and the vast array of uses it has in today's world. The program for March will feature Bonnie the Plant Lady from Sunshine Gardens. The program title is "Less Lawn is More Better: Re-Creating Habitat for Birds and Butterflies." Bonnie the Plant Lady and KAXE Radio have worked with business and homeowners to re-build a network of places for friendly critters to live, grow and entertain us. This program will take place on March 11th and is free to the public. The fitness room at the Community Center is open seven days a week and offers an array of fitness equipment. Steve Roe questioned the proposed joint powers agreement mentioned in the Fund Raising Committee Meeting Minutes of January 12, 2009. Jon Henke replied that Mark Ranus, consultant to the KRLS, proposed a joint powers agreement between 5 counties and the regional library system. Crow Wing County is in favor of the agreement. Steve Roe asked if Mr. Henke was actively promoting the agreement. Jon Henke replied that the decision is not up to the Crosslake Library and that the Crosslake Library has no say in the matter. Steve Roe asked how the agreement relates to the Kitchigami Library System. Jon Henke replied that the County was not happy with the way Kitchigami handled matters and this agreement would allow the County to take over the system. Jon Henke added that the agreement is currently in discussion stages and would bring back more information to the Council when the information is available. Rusty Taubert complimented Jon Henke on his involvement with the program. Jon Henke thanked Alden Hardwick for pursuing the matter.

2. PUBLIC SAFETY –

- a. Chief Hartman reported 145 calls in Crosslake in January.
- b. Chief Hartman reported 27 calls in Mission Township for January.
- c. Included in the packet for Council review was a memo dated 2/9/09 from Chief Hartman regarding the renewal of the Animal Control Contract with

Crow Wing County. Chief Hartman stated that the Animal Control Contract is due for renewal for 2009. Crow Wing County has advised the City of Crosslake that after December 31, 2009, the contract between Crosslake and Crow Wing County will no longer be an option. Chief Hartman stated that he discussed the situation with City Administrator Swenson and that due to budget constraints, they recommend saving the \$4,700 budgeted for the 2009 Animal Control Contract by not renewing the contract with Crow Wing County for 2009. Tom Swenson stated that 2008 was the first year Crosslake had a contract with Crow Wing County and informed the Council that the Police Department would still respond to a "dangerous" dog call. Very few stray animals were picked up last year. Chief Hartman stated that the Police Department would also respond to barking dog complaints and issue a citation if warranted. MOTION 02R-10-09 WAS MADE BY DEAN SWANSON AND SECONDED BY STEVE ROE TO NOT RENEW THE ANIMAL CONTROL CONTRACT WITH CROW WING COUNTY FOR 2009. MOTION CARRIED WITH ALL AYES.

Chief Hartman thanked all of the First Responders who attended a medical call today and stated that they all did a great job.

- d. The Crosslake Fire Department responded to 6 calls in January. Of those, 3 were medical calls and 3 were fire calls.
- e. Included in the packet for Council review was a memo dated February 5, 2009 from the City Administrator regarding 2009-2010 Fire Service Contracts. Tom Swenson stated that the City of Manhattan Beach and the Township of Fairfield contract with the City of Crosslake for fire services. These contracts are reviewed and approved by the City Council each year and forwarded to the respective City and Township for renewal by April 1st. The cost of the contract is based on a percent of tax capacity for that portion of the City or Township covered by Crosslake. In addition, for each fire call responded to by the Crosslake Fire Department, a charge of \$350 for the first hour and \$300 for each additional hour is billed to the City or Township. The amount is payable upon execution of the agreement between both municipalities. The amount due from Manhattan Beach for 2009 is \$12,564.97 and from Fairfield Township is \$22,515.75. MOTION 02R-11-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY DEAN SWANSON TO APPROVE THE 2009-2010 FIRE SERVICE CONTRACTS AS PRESENTED FOR MANHATTAN BEACH AND FAIRFIELD TOWNSHIP. MOTION CARRIED WITH ALL AYES.
- f. A memo dated February 2, 2009 from Fire Chief Anderson regarding a request to accept a donation and declare trailer excess equipment was included in the packet for Council information. John Moengen stated that Council approval is requested to accept a 2009 Sled Bed Trailer from the Crosslake Firefighters' Relief Association. The trailer was purchased by the Relief Association from fund raising proceeds in conjunction with a donation from a resident. The trailer would be used to transport the Hovercraft. MOTION 02R-12-09 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO ACCEPT THE DONATION OF A 2009 SLED BED

TRAILER FROM THE CROSSLAKE FIREFIGHTERS' RELIEF ASSOCIATION. MOTION CARRIED WITH ALL AYES. John Moengen stated that with the acceptance of the new trailer, approval is requested to declare the current 1996 Hovercraft Utility Trailer as excess equipment and to advertise for bids to sell the trailer. MOTION 02R-13-09 WAS MADE BY DEAN SWANSON AND SECONDED BY RUSTY TAUBERT TO DECLARE THE 1996 HOVERCRAFT UTILITY TRAILER AS EXCESS EQUIPMENT AND TO APPROVE THE ADVERTISEMENT FOR BIDS FOR SAID TRAILER. MOTION CARRIED WITH ALL AYES.

- g. Included in the packet for Council information was the North Ambulance 2008 Year End Summary Report. Steve Roe stated that he would like a representative of North Ambulance to come and explain the report because the numbers did not seem accurate. Tom Swenson stated that the City could request that a representative come to a future meeting.

3. PLANNING AND ZONING –

- a. Planning and Zoning Commission/Board of Adjustment Regular Meeting Minutes of December 19, 2008 were included in the packet for Council information.
- b. The January 2009 Permit Summary was included in the packet for Council information. A total of 16 permits were issued with valuations totaling \$111,960, compared to January 2008 with 5 permits issued totaling \$31,080. Tom Swenson noted that 2 permits were issued for basements and asked if a home already existed on those. Ken Anderson replied that the houses were already built and the basements were additions.
- c. Included in the packet for Council review was a memo dated February 9, 2009 from Ken Anderson regarding the proposed donation of land from Roger Saatzer, Parcel No. 120213205CC0009. Ken Anderson stated that the Planning and Zoning Commission reviewed the proposal by Roger Saatzer to donate a triangular-shaped parcel to the City of Crosslake at its meeting of January 23, 2009. The Commission recommended acceptance of the parcel subject to four conditions. The Public Works Commission reviewed the request at its meeting of January 5, 2009 and recommended acceptance of the proposed land donation. Community Development Director Anderson reviewed the request and stated that there were a number of planning and zoning issues associated with the proposal. In order to minimize overall costs and allow the land donation to proceed, Mr. Anderson suggested that the City Council adopt a motion to do the following: 1.) Accept the proposed donation of land from Roger Saatzer. 2.) Initiate an after-the-fact variance application and public hearing to acknowledge the proposed conveyance and existing conditions making the property(s) nonconforming, and furthermore, to waive the variance application fee for Mr. Saatzer. 3.) Waive the requirement for preparation of a revised certificate of survey. 4.) Direct staff to estimate the existing impervious coverage and building setback encroachment using aerial photo data for purposes of the variance application. 5.) Authorize the City Surveyor to prepare revised legal descriptions for the property to be donated to the City and the remnant parcel to be retained by Roger Saatzer, including

the approximately 1-foot wide sliver of property along the north lot line of the building parcel. 6.) Direct the City Attorney to prepare the deeds for recording purposes to convey the property with revised descriptions upon approval of said variance application by the Crosslake Planning and Zoning Commission. 7.) Authorize the expenditure of City monies necessary to complete this transaction. MOTION 02R-14-09 WAS MADE BY DEAN SWANSON AND SECONDED BY STEVE ROE TO ACCEPT THE DONATION OF LAND DESCRIBED AS PARCEL NO. 120213205CC0009 FROM ROGER SAATZER CONTINGENT ON THE 7 CONDITIONS OUTLINED IN A MEMO DATED FEBRUARY 9, 2009 FROM KEN ANDERSON. Mayor Andolshek stated that this could cost the City quite a bit of money. Ken Anderson stated the cost to the City would be approximately \$698. MOTION CARRIED WITH ALL AYES.

- d. A memo dated February 9, 2009 from Ken Anderson regarding a recommendation to the Crow Wing County Land Commissioner regarding Classification to "Non-Conservation" and future sale of tax-forfeited land was included in the packet for Council review. Both the Planning and Zoning Commission and the Public Works Commission reviewed the letter dated December 29, 2008 from the Crow Wing County Land Commissioner related to Parcel No. 120281308B00009 and both Commissions were in favor of the City of Crosslake not approving the classification and sale of said property until the Council has adequate time to consider acquisition of the parcel. MOTION 02R-15-09 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO DIRECT STAFF TO INFORM THE CROW WING COUNTY BOARD IN WRITING THAT THE CITY OF CROSSLAKE DOES NOT SUPPORT THE COUNTY BOARDS ACTION TO CLASSIFY PARCEL NO. 120281308B00009 AS "NON-CONSERVATION" TO MAKE IT AVAILABLE FOR FUTURE SALE IN A PUBLIC AUCTION AS A TAX FORFEITED LAND IN ORDER TO ALLOW THE CITY ADEQUATE TIME TO CONSIDER ACQUISITION OF THE PARCEL. MOTION CARRIED WITH ALL AYES.

4. CROSSLAKE COMMUNICATIONS –

- a. Crosslake Communication's Bills for Approval – MOTION 02R-16-09 WAS MADE BY RUSTY TAUBERT AND SECONDED BY JOHN MOENGEN TO APPROVE THE DECEMBER 2008 BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$349,764.85. Steve Roe questioned the bill to Visa for \$40,000. Paul Hoge explained that Visa was issued in conjunction with their Merrill Lynch account and that the \$40,000 was a transfer of money from one account to another. MOTION CARRIED WITH ALL AYES.
- b. The Highlights Report for January was included in the packet for Council review. Paul Hoge reported that the Final Audit for 2008 is completed and that Olsen Thielen is available the week of February 23rd or March 5th or 6th to present the audit to the City Council. It was the consensus of the City Council to schedule a meeting with the auditor's of Crosslake Communications on March 6, 2009 at 9:00 A.M.

The Crosslake Communications Advisory Board recommended an increase in cable TV rates effective April 1, 2009. MOTION 02R-17-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY RUSTY TAUBERT TO INCREASE THE CABLE TV RATES EFFECTIVE APRIL 1, 2009 AS FOLLOWS: BASIC CABLE TV FROM \$19.50 TO \$21.50; EXPANDED BASIC FROM \$39.95 TO \$42.95; VALUE CABLE FROM \$38.95 TO \$41.95; DIGITAL TV FROM \$49.95 TO \$51.95; PREMIUM CABLE FROM \$48.95 TO \$50.95; DIGITAL PLUS FROM \$82.95 TO \$84.95; ULTIMATE CABLE FROM \$81.95 TO \$83.95; HIGH DEFINITION – NO CHANGE. MOTION CARRIED WITH ALL AYES. Mr. Hoge reported that Crosslake Communications received a request from AT&T to extend its tower from 195 feet to 215 feet. They are working with Planning and Zoning and will report back to the Council. Steve Roe asked what kind of return there would be on the tower addition. Paul Hoge replied that he thought it would be paid off in 1-2 years. No settlement has been reached with the union. Ron Schmidt was presented an award for 35 years of service at the Advisory Board Meeting of January 27, 2009. Steve Roe extended congratulations to Ron Schmidt from the Council. A discussion ensued regarding the boring rig and truck owned by Crosslake Communications. Paul Hoge explained that the boring rig was declared surplus by the Council in 2008 with a minimum sale price of \$40,000. No offers have been received and Hoge believes that the addition of a truck to the package could be more desirable. The book value is \$42,000 and a person has already requested to put in a bid. MOTION 02R-18-09 WAS MADE BY DEAN SWANSON AND SECONDED BY RUSTY TAUBERT TO DECLARE BOTH THE BORING RIG AND TRUCK AS EXCESS EQUIPMENT. MOTION CARRIED WITH ALL AYES.

MOTION 02R-19-09 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO APPROVE THE ADVERTISEMENT FOR BIDS FOR THE BORING RIG AND TRUCK AND TO AUTHORIZE TOM SWENSON AND PAUL HOGE TO ACCEPT OR REJECT BIDS RECEIVED. MOTION CARRIED WITH ALL AYES.

- c. The Crosslake Communications Regular Meeting Minutes of January 27, 2009 were included in the packet for Council information.
- d. A resolution authorizing membership in the 4M Fund was included in the additions to the agenda for Council review. This would allow Crosslake Communications another place to deposit funds. Tom Swenson explained that the 4M Fund is sponsored by the League of Minnesota Cities and that the City has money in an account there also. MOTION 02R-20-09 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY JOHN MOENGEN TO APPROVE RESOLUTION NO. 09-04 AUTHORIZING MEMBERSHIP IN THE 4M FUND. MOTION CARRIED WITH ALL AYES.

5. PUBLIC WORKS/CEMETERY/SEWER –

- a. The December 2008 Wastewater Treatment Discharge Monitoring Report was included in the packet for Council information.

- b. The January 2009 Wastewater Treatment Discharge Monitoring Report was included in the packet for Council information.
- c. A letter dated January 15, 2009 from the Crow Wing County Highway Department regarding annual bridge inspections was included in the packet for Council information.
- d. A letter dated January 30, 2009 from the Crow Wing County Highway Department regarding bridge maintenance was included in the packet for Council information.
- e. Included in the packet for Council review was a memo dated February 4, 2009 from the Public Works Commission regarding a recommendation authorizing a Project Memorandum for the Sunrise Island Bridge Replacement Project. Dave Reese informed the Council that a Project Memorandum is required to apply for Economic Stimulus Funding and the estimated cost for WSN to prepare the Memorandum would be approximately \$3,000. MOTION 02R-21-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO AUTHORIZE WSN TO PREPARE A PROJECT MEMORANDUM FOR THE SUNRISE ISLAND BRIDGE REPLACEMENT PROJECT WHICH WOULD BE REQUIRED FOR EITHER FEDERAL OR STATE FUNDING AT A COST NOT TO EXCEED \$3,000. MOTION CARRIED WITH ALL AYES.
- f. A memo dated February 4, 2009 from the Public Works Commission regarding a recommendation to advertise for bids for the 2009 Road/Trail Improvement Project was included in the packet for Council review. Dave Reese presented the scope of the new trail starting at Daggett Pine Road, north, approximately 2,100 feet, ending at the Dan Miller property and stated that this trail could be extended to Anchor Point Road and Manhattan Point Boulevard in the future. Tom Swenson noted that 4 adjacent property owners are willing to contribute \$5,000 each to the trail project and Attorney Couri could draft a simple agreement for each property owner to sign. Dean Swanson asked if the money for this project was budgeted. Tom Swenson replied that there is \$140,000 in the budget for 2009 Road Projects and that the repaving of the trail from Daggett Pine Road, south, to the Cross Lake/Daggett Lake Channel would be bid as an alternate. If the bids come in high, the repaving of that portion of the trail would not be completed. MOTION 02R-22-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE ADVERTISING FOR BIDS FOR THE WILDERNESS TRAIL, BACKDAHL ROAD AND CSAH 66 TRAIL EXTENSION UTILIZING TYPE B OIL AND THAT THE CSAH 66 TRAIL RECLAIM/PAVING PROJECT FROM DAGGETT PINE ROAD, SOUTH, TO THE DAGGETT CHANNEL WHICH WAS NOT REPLACED DURING THE SEWER PROJECT BE BID AS AN ALTERNATE. MOTION CARRIED WITH ALL AYES. Steve Roe stated that the sidewalks in Town Square should also be completed.
- g. A memo dated February 4, 2009 from the Public Works Commission regarding an update on the Oxidation Ditch Enclosure/Storage Building Project and recommendation regarding an Amendment to the Engineering Agreement was included in the packet for Council review. Dave Reese

reported that the Oxidation Ditch Building is basically completed and a punch list of items to be completed when the ground thaws has been made. Dave Reese stated that WSN is requesting an amendment to the engineering agreement to increase said agreement from \$31,800 to \$35,000, which would bring the project and punch list items through completion. Reasons for the engineering overrun include the extended time frame for Structural Buildings to complete the Oxidation Ditch Enclosure/Storage Building, bidding said building separate from the Crosslake Communication's building which was originally anticipated and addressing electrical issues with the Electrical Inspector in the Oxidation Ditch Building. MOTION 02R-23-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE AN INCREASE IN THE ENGINEERING AGREEMENT FROM \$31,800 TO \$35,000 FOR ADDITIONAL WORK BY WSN ON THE OXIDATION DITCH ENCLOSURE/STORAGE BUILDING PROJECT AS OUTLINED IN AN EMAIL FROM MARK HALLAN DATED FEBRUARY 2, 2009. MOTION CARRIED WITH ALL AYES.

- h. A letter dated February 5, 2009 from WSN regarding Pay Request No. 2 from Structural Buildings was included in the packet for Council review. MOTION 02R-24-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY DEAN SWANSON TO APPROVE PAY REQUEST NO. 2 IN THE AMOUNT OF \$35,850 TO STRUCTURAL BUILDINGS FOR THE CROSSLAKE OXIDATION DITCH ENCLOSURE BUILDING AND WITHHOLD RETAINAGE OF \$3,000 FOR PUNCH LIST ITEMS. MOTION CARRIED WITH ALL AYES.
- i. A memo dated February 4, 2009 from the Public Works Commission regarding a recommendation to approve Engineering Proposal for a Feasibility Study to Extend Sanitary Sewer and Road/Drainage Improvements along Daggett Bay Road, Norway Trail, Brook Street, Kimball Road and Kimball Court was included in the packet for Council review. Tom Swenson explained that this area was considered because the roads are in need of improvements. At its meeting of February 2, 2009 the Public Works Commission reviewed an aerial photo of the proposed sewer extension area and its proximity to the existing collection system. A Feasibility Study would be the first step in reviewing the possible expansion of the wastewater collection system. The estimated cost of the Feasibility Study is \$8,500. Tom Swenson reported that even if the project is feasible, the construction would be several years off and that the Stimulus Package might fund this project. Dean Swanson stated that he felt the timing was wrong for the City to spend money on a study. Steve Roe questioned how close the current plant is to being maxed out. Ted Strand replied that on a peak weekend in 2008, 92,000 gallons went through the plant, which can handle up to 150,000 gallons. Dave Reese stated that the plant could handle additional flow. Dean Swanson questioned whether the residents in the proposed area were ready to accept the expansion in their neighborhood and stated that other areas in Crosslake are in greater need of City sewer. Dean Swanson suggested that the issue be tabled. Tom Swenson stated that this study would provide a broad scope to determine

whether or not it is feasible. It was the consensus of the Council to bring the matter back to the Council when the economic situation improves.

Ted Strand reported that the new filter is working well.

6. RECYCLING –

- a. A letter from Leigh Reiner and the Crosslake Roll-Off Recycling Report for January 2009 was included in the packet for Council information.
- b. The Waste Partners Recycling Reports for November and December 2008 were included in the packet for Council information.
- c. A letter dated January 12, 2009 to the County Waste Management Director Re: 2009 SCORE Funds was included in the packet for Council information.

7. PERSONNEL COMMITTEE – Tom Swenson reported that the Personnel Committee had met with both unions but that no settlements have been reached.

8. ECONOMIC DEVELOPMENT AUTHORITY – The EDA Meeting Minutes of December 3, 2008 were included in the packet for Council information.

H. CITY ATTORNEY REPORT - A memo dated February 4, 2009 from Mike Couri regarding the attorney report was included in the packet for Council information.

I. OLD BUSINESS – Rusty Taubert expressed his disappointment with the County in canceling the dog sled races in Crosslake, which could have been very beneficial to the local economy.

J. NEW BUSINESS – None.

K. PUBLIC FORUM – None.

L. ADJOURN – MOTION 02R-25-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO ADJOURN THIS REGULAR MEETING AT 9:05 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
Deputy Clerk

Deputy Clerk/Minutes/2-9-09

PROPOSED LEGAL DESCRIPTIONS:

CITY OF CROSSLAKE TRACT:

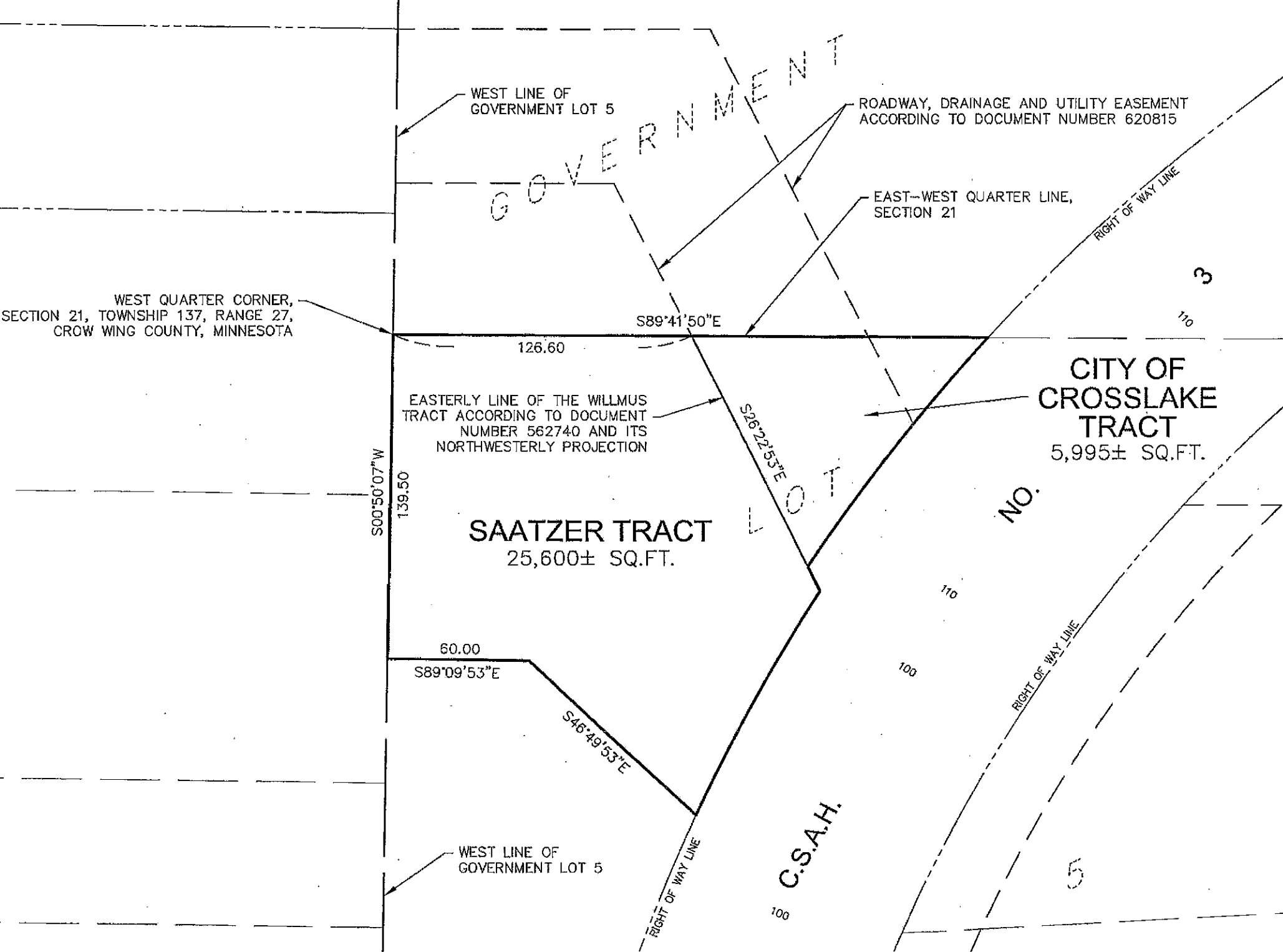
That part of Government Lot 5, Section 21, Township 137, Range 27, Crow Wing County, Minnesota, described as follows: Commencing at the West Quarter corner of said Section 21; thence South 89 degrees 41 minutes 50 seconds East, bearing based on the Crow Wing County Coordinate Database NAD 83/94, 126.60 feet along the East-West Quarter line of said Section 21 to its intersection with the northwesterly projection of the easterly line of the tract deeded to Willmus by the deed recorded as Document Number 562740, on file in the Crow Wing County Recorder's office, the point of beginning of the tract to be described; thence continuing South 89 degrees 41 minutes 50 seconds East along said East-West Quarter line to the westerly right of way line for County State Aid Highway Number 3 (C.S.A.H. No. 3); thence southwesterly along said westerly right of way line for C.S.A.H. No. 3 to its intersection with said easterly line of the Willmus tract; thence northwesterly along said easterly line of the Willmus tract and its northwesterly projection to the point of beginning. Subject to easements, reservations or restrictions of record, if any.

SAATZER TRACT:

That part of Government Lot 5, Section 21, Township 137, Range 27, Crow Wing County, Minnesota, described as follows: Commencing at the West Quarter corner of said Section 21; thence South 89 degrees 41 minutes 50 seconds East, bearing based on the Crow Wing County Coordinate Database NAD 83/94, 126.60 feet along the East-West Quarter line of said Section 21 to its intersection with the northwesterly projection of the easterly line of the tract deeded to Willmus by the deed recorded as Document Number 562740, on file in the Crow Wing County Recorder's office, the point of beginning of the tract to be described; thence reversing North 89 degrees 41 minutes 50 seconds West 126.60 feet along said East-West Quarter line to said West Quarter corner of Section 21; thence South 00 degrees 50 minutes 07 seconds West 139.50 feet along the west line of said Government Lot 5; thence South 89 degrees 09 minutes 53 seconds East 60.00 feet; thence South 46 degrees 49 minutes 53 seconds East to the westerly right of way line for County State Aid Highway Number 3 (C.S.A.H. No. 3); thence northeasterly along said westerly right of way line for C.S.A.H. No. 3 to its intersection with said easterly line of the Willmus tract; thence northwesterly along said easterly line of the Willmus tract and its northwesterly projection to the point of beginning. Subject to easements, reservations or restrictions of record, if any.

SKETCH AND DESCRIPTION

PART OF GOVERNMENT LOT 5,
SECTION 21, TOWNSHIP 137, RANGE 27,
CROW WING COUNTY, MINNESOTA



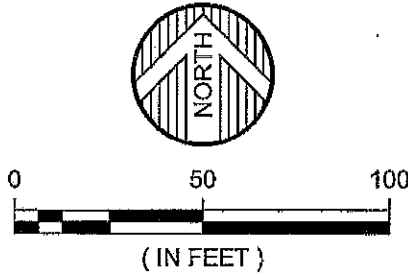
PROPOSED LEGAL DESCRIPTIONS:

CITY OF CROSSLAKE TRACT:

That part of Government Lot 5, Section 21, Township 137, Range 27, Crow Wing County, Minnesota, described as follows: Commencing at the West Quarter corner of said Section 21; thence South 89 degrees 41 minutes 50 seconds East, bearing based on the Crow Wing County Coordinate Database NAD 83/94, 126.60 feet along the East-West Quarter line of said Section 21 to its intersection with the northwesterly projection of the easterly line of the tract deeded to Willmus by the deed recorded as Document Number 562740, on file in the Crow Wing County Recorder's office, the point of beginning of the tract to be described; thence continuing South 89 degrees 41 minutes 50 seconds East along said East-West Quarter line to the westerly right of way line for County State Aid Highway Number 3 (C.S.A.H. No. 3); thence southwesterly along said westerly right of way line for C.S.A.H. No. 3 to its intersection with said easterly line of the Willmus tract; thence northwesterly along said easterly line of the Willmus tract and its northwesterly projection to the point of beginning. Subject to easements, reservations or restrictions of record, if any.

SAATZER TRACT:

That part of Government Lot 5, Section 21, Township 137, Range 27, Crow Wing County, Minnesota, described as follows: Commencing at the West Quarter corner of said Section 21; thence South 89 degrees 41 minutes 50 seconds East, bearing based on the Crow Wing County Coordinate Database NAD 83/94, 126.60 feet along the East-West Quarter line of said Section 21 to its intersection with the northwesterly projection of the easterly line of the tract deeded to Willmus by the deed recorded as Document Number 562740, on file in the Crow Wing County Recorder's office, the point of beginning of the tract to be described; thence reversing North 89 degrees 41 minutes 50 seconds West 126.60 feet along said East-West Quarter line to said West Quarter corner of Section 21; thence South 00 degrees 50 minutes 07 seconds West 139.50 feet along the west line of said Government Lot 5; thence South 89 degrees 09 minutes 53 seconds East 60.00 feet; thence South 46 degrees 49 minutes 53 seconds East to the westerly right of way line for County State Aid Highway Number 3 (C.S.A.H. No. 3); thence northeasterly along said westerly right of way line for C.S.A.H. No. 3 to its intersection with said easterly line of the Willmus tract; thence northwesterly along said easterly line of the Willmus tract and its northwesterly projection to the point of beginning. Subject to easements, reservations or restrictions of record, if any.



ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON THE CROW WING COUNTY
COORDINATE DATABASE NAD 83/94

DATE:	FEBRUARY 17, 2009	DATE:		AMENDMENTS:		BY:		PREPARED FOR:	CITY OF CROSSLAKE
SCALE:	AS SHOWN							I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.	
DRAWN BY:	RAQ							<i>Randy A. Quale</i>	18 FEB 2009
CHECKED BY:	CMC							RANDY A. QUALE	DATE: LIC. NO. 42630
FILE NUMBER:	107B0013								

WIDSETH
SMITH
NOLTING

ENGINEERS
ARCHITECTS
LAND SURVEYORS
ENVIRONMENTAL SERVICES

ALEXANDRIA, MN
DEARBORN, MI
GRAND RAPIDS, MI
GRAND FORKS, ND
ROCHESTER, MN
SHOMAX FALLS, SD

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



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

March 31, 2009

Roger & Frances Saatzer
8328 Gullwood Road
Lakeshore, MN 56468

RE: Variance 2009-003

Dear Mr. and Mrs. Saatzer:

This letter serves to advise you that at the March 27th, 2009 Regular Meeting, the Crosslake Board of Zoning Adjustments **APPROVED** Variance 2009-003, which was a request to allow impervious coverage of approximately 53% vs. the 50% maximum allowed and about 18.6 ft. corner-side setback from Sand Pointe Drive vs. the 35 ft. minimum allowed in the Limited Commercial zoning district.

The variance was approved subject to the following conditions:

1. No site improvements of any kind shall be made to the property that will cause the parcel to exceed 53% impervious coverage or road setback encroachment without prior City approval.
2. The applicants shall be responsible to execute recordable deeds to complete this transaction and shall pay any outstanding property tax obligations.
3. The City shall pay for all costs to prepare a sketch and legal description and recordable deed including recorder's fees. The applicant shall not be responsible for property taxes for the donated parcel effective for taxes payable in 2010 and thereafter.
4. The applicants shall complete plumbing modifications to the building to the satisfaction of the Public Works Director prior to the recording of said deed conveying the subject parcel to the City of Crosslake.
5. A centrally located 8 ft. wide handicapped parking stall and required adjacent 8 ft. wide access aisle shall be established on the subject parcel. The handicapped-parking stall shall be identified by a sign centered at the head of the parking space and mounted 60 inches minimum and 66 inches maximum above the floor of the parking space, measured to the bottom of the sign. The handicapped parking sign shall comply with Minnesota Statutes, section 169.346, and include the International Symbol of Accessibility complying with Section 703.6.3.1. The access aisle shall be striped and identified by a "no parking" sign centered at the head of the access aisle and mounted 60 inches minimum and 66 inches

Saatzer V2009-003

3/31/09

Page 2 of 2

maximum above the floor of the access aisle, measured to the bottom of the sign (See attached example). The handicapped parking stall and access aisle shall be in compliance with local and state rules prior to recording the deed conveying the subject property.

In reference to condition #4, you will need to contact Ted Strand, the Public Works Director, at (218) 692-2748 and notify him as to when the plumbing modifications will be done. He may request to be present when the modifications are done to ensure that the plumbing is done to City specifications.

The Planning and Zoning Commission extended the 60-day requirement in which action is to be taken an additional 60 days as allowed by State Statute in order to allow the applicant and/or City Council sufficient time to consider an appeal.

If you have any questions, please feel free to contact me at the Crosslake Planning and Zoning Office at (218) 692-2689, or at the email below.

Sincerely,



Lane L. Braaten
Planner/Zoning Coordinator
City of Crosslake, MN
lbraaten@crosslake.net

Enclosure

46.00
City WK

Office of County Recorder
County of Crow Wing, MN }
I hereby certify that the within instrument was filed
in this office for record on the 18 day of Aug
A.D. 2009 at 8 o'clock 2 M.
and was duly recorded as Doc. No. **0768934**

By [Signature] County Recorder
Deputy

RETURN TO
CITY OF CROSSLAKE
PLANNING AND ZONING COMMISSION/BOARD OF ZONING
ADJUSTMENT
RESOLUTION NO. PZ-2009-006

Parcel ID Number(s): 120213205CA0009
Case Number: Variance 2009-003
Property Owner: Roger & Frances Saatzer
Legal Description: The subject property is described as Part of Gov't. Lot 5, Section 21, Township 137 North, Range 27 West, Crosslake, MN.

Pursuant to due call and notice thereof, a regular meeting and public hearing of the Planning and Zoning Commission/Board of Zoning Adjustment of the City of Crosslake, Minnesota, was held on the 27th day of March, 2009. Commissioners Mike Winkels, Nancy Addington, Dale Melberg, Ron Hagen and Andy Holm were present.

Dale Melberg introduced the following Resolution PZ-2009-006, and moved its adoption:

WHEREAS, the applicants, Roger & Frances Saatzer, are requesting approval of a variance to allow donation of parcel 120213205CC0009 to the City and allow impervious coverage of approximately 53% vs. the 50% maximum allowed and about an 18.6 ft. corner-side setback from Sand Pointe Drive vs. the 35 ft. minimum allowed in the Limited Commercial zoning district, and

WHEREAS, City Ordinance requires a minimum 35-foot setback from a City road right-of-way in the LC, Limited Commercial zoning district, and

WHEREAS, City Ordinance allows a maximum impervious surface coverage of 50% in the LC, Limited Commercial zoning district.

WHEREAS, The applicants have stated that the variance is necessary in order for them to donate parcel 120213205CC0009 to the City and to reduce their property tax obligations, and

WHEREAS, a copy of the Certificate of Survey dated February 12, 2001 is attached hereto as EXHIBIT A, and

WHEREAS, a revised sketch and description dated February 18, 2009 is attached as EXHIBIT B, and

WHEREAS, an area map showing the location of the property is attached hereto as EXHIBIT C, and

WHEREAS, the public hearing notice was published and mailed per ordinance requirements and said notice was forwarded to the Minnesota Department of Natural Resources and comments were received from Tim Brastrup, Area Fisheries Supervisor indicating that he had no objections to the approval of Variance V2009-003, and

WHEREAS, a written letter of support was received from Frank Lindholm, 35457 Sand Pointe Drive, Crosslake, Minnesota, property owners to the west of the subject property for the donation of the subject property to the City provided no building or impervious coverage was proposed, and

WHEREAS, the public hearing was heard on March 27, 2009 and all public comment was received both verbally and in writing.

NOW, THEREFORE, BE IT RESOLVED that the Planning and Zoning Commission/Board of Zoning Adjustment makes the following findings of fact and decision:

FINDINGS OF FACT

1. The Planning and Zoning Commission, as part of conditional use permit application number 2001-03, approved the existing non-conforming structure location in 2001.
2. The Planning and Zoning Commission as a conditional use, approved the proposed site improvements and impervious coverage in 2001 as it exists today.
3. There are no proposed changes to the configuration or structure location on the property; therefore the variance will not alter the essential character of the neighborhood.
4. The variance will not create a land use not permitted in the zone.
5. All variance criteria have been met and the proposed land donation furthers public policy objectives by providing the ownership to the City.
6. Site drainage characteristics will remain unchanged and will be satisfactorily accommodated by the existing stormwater infrastructure.

DECISION

Accordingly, based on the findings set out above and the records before it the Crosslake Planning and Zoning Commission APPROVES Variance 2009-003 for Roger & Frances Saatzer to allow impervious coverage of approximately 53% vs. the 50% maximum allowed and about an 18.6 ft. corner-side setback from Sand Pointe Drive vs. the 35 ft. minimum allowed in the Limited Commercial zoning district.

BE IT FURTHER RESOLVED, approval of Variance 2009-003 shall be subject to the following conditions:

1. No site improvements of any kind shall be made to the property that will cause the parcel to exceed 53% impervious coverage or road setback encroachment without prior City approval.
2. The applicants shall be responsible to execute recordable deeds to complete this transaction and shall pay any outstanding property tax obligations.
3. The City shall pay for all costs to prepare a sketch and legal description and recordable deed including recorder's fees. The applicant shall not be responsible for property taxes for the donated parcel effective for taxes payable in 2010 and thereafter.
4. The applicants shall complete plumbing modifications to the building to the satisfaction of the Public Works Director prior to the recording of said deed conveying the subject parcel to the City of Crosslake.
5. A centrally located 8 ft. wide handicapped parking stall and required adjacent 8 ft. wide access aisle shall be established on the subject parcel. The handicapped-parking stall shall identified by a sign centered at the head of the parking space and mounted 60 inches minimum and 66 inches maximum above the floor of the parking space, measured to the bottom of the sign. The handicapped parking sign shall comply with Minnesota Statutes, section 169.346, and include the International Symbol of Accessibility complying with Section 703.6.3.1. The access aisle shall be striped and identified by a "no parking" sign centered at the head of the access aisle and mounted 60 inches minimum and 66 inches maximum above the floor of the access aisle, measured to the bottom of the sign. The handicapped parking stall and access aisle shall be in compliance with local and state rules prior to recording the deed conveying the subject property.

BE IT FURTHER RESOLVED, the applicant or interested parties may appeal the Commissions decision to the Crosslake City Council by submitting an application to the Crosslake City Clerk within five calendar days excluding the date of the meeting.

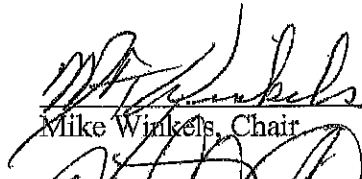
BE IT FURTHER RESOLVED, the 60-day requirement in which to take action shall be extended an additional 60 days as allowed by State Statute in order to allow the applicant, interested parties, and/or the City Council sufficient time to consider an appeal.

The motion for adoption of the foregoing Resolution was duly seconded by Andy Holm and upon vote being taken thereon, the following voted in favor thereof: Winkels, Addington, Hagen, Holm and Melberg.

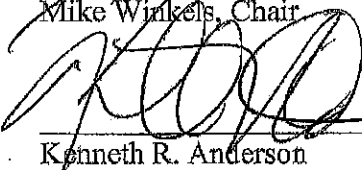
The following voted against: None

The following abstained from the vote: None

Approved and adopted by the Planning and Zoning Commission of the City of Crosslake
this 27th day of March, 2009 by a 5/5ths vote.


Mike Winkels, Chair

ATTEST:


Kenneth R. Anderson
Community Development Director

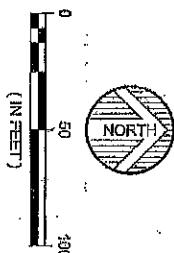
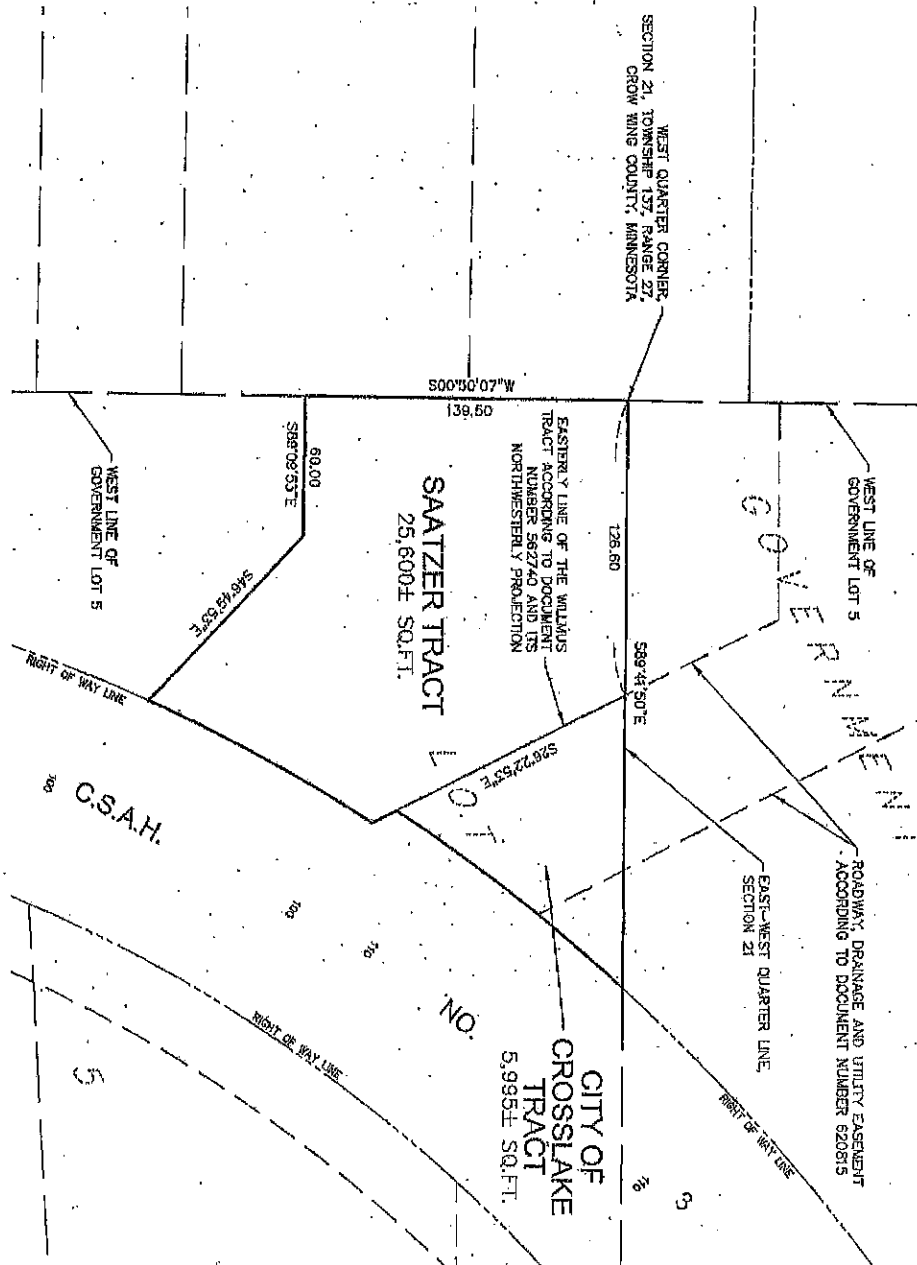
Attachments: Exhibit A, Exhibit B and Exhibit C

CITY OF CROSSLAKE TRACT

The first part of Government letter A, Section 21, Township 13N, Range 2E, Crow Wing County, Minnesota, described as follows: Commencing at the West Quarter corner of said Section 24; thence South the degree(s) 41 minutes to section East, along based on the Crow Wing County Corridor Database No. 88160, 126.60 feet to the East-West Quarter line of said tract; to be, intersection with the northwesterly projection of the easterly line of this tract divided by Veterans by the west metes-and-bounds Number 1622-0, on file in the Crow Wing County Recorder's office, the point of beginning of the tract; to be described, thence continuing South 89 degrees 41 minutes 55 seconds East along said East-West Quarter line to the westerly right-of-way line for County Road No. 1622-0, E.B.A.S.D. Nn. 31, R. 2E, thence northeasterly along said westerly right-of-way line to S.E.S. 1/4 Nn. 31, R. 2E, thence southeasterly along the Crow Wing County line, to be, intersection along said westerly right-of-way line with the northwesterly projection of the easterly line of this tract, to the point of beginning. Subject's easements, reservations or restrictions of record, if any.

SALTZER TRACT:

The part of Government's Section 241, Township 137, Range 29, Crow Wing County Minnesota, described as follows: Commencing at the West Quarter corner of said Section 241 thence South 88 degrees 41 minutes 50 seconds East, bearing based on the New York County Cornered Database NAD 83/94, 126.50 feet along the East-West Quarter line of said Section 241 to its intersection with the northwesterly projection of the easterly line of the tract devised to Williams by the deed recorded as Document Number 6527-04, on file in the Crow Wing County Recorder's Office, the point of beginning of the tract to be described; thence following North 89 degrees 41 minutes 50 seconds West 126.50 feet along said East-West Quarter line to said West Quarter corner of said Section 241; thence South 02 degrees 50 minutes 49 seconds East 138.50 feet along the West line of said Government Lot 4; thence South 88 degrees 40 minutes East 55 seconds East 60.00 feet thence South 49 degrees 49 minutes 48 seconds East to the westerly limit of new State of Minnesota Land Survey Number 3 (S.A. No. 3), thence northwesterly along said westerly right-of-way line for U.S.A. No. 3 to its intersection with said existing line of the Williams tract; thence northwesterly along said existing line of the Williams tract northwesterly projection to the point of beginning. Subject to easements, restrictions or other interests appurtenant to the part of beginning. Subject to easements, restrictions or other interests appurtenant to the part of beginning. Subject to easements, restrictions or other interests appurtenant to the part of beginning.



ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON THE CROW WING COUNTY
COORDINATE DATABASE AND 83454

DATE	PREPARED BY	DATE OF COMPLETION	ENGINEER
12/21/01	AS REQUIRED		BRUCE L. HARRIS
PROJECT NO.	7542		ARCHITECT
DESCRIPTION	WMS		CONTRACT NO.
DATE OF PREP	10/10/01		7542-100-1
BY			7542-100-2
BY			7542-100-3
BY			7542-100-4
BY			7542-100-5
BY			7542-100-6
BY			7542-100-7
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BY			7542-100-100

Top 3 inches reserved for recording data)

QUIT CLAIM DEED

Individuals to Corporation

eCRV number: **exempt**

DEED TAX DUE: **\$1.65**

DATE: _____, 2014

FOR VALUABLE CONSIDERATION, **Roger L. Saatzer and Frances J. Saatzer, husband and wife, ("Grantor")**, hereby conveys and warrants to **City of Crosslake, a municipal corporation under the laws of the State of Minnesota ("Grantee")**, real property in **Crow Wing County, Minnesota**, legally described as follows:

See Exhibit A attached hereto

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- ☒ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)
- ☐ I am familiar with the property described in this Instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Roger L. Saatzer

Frances J. Saatzer

State of Minnesota, County of Crow Wing

This instrument was acknowledged before me on _____, 2014, by Roger L. Saatzer and Frances J. Saatzer, husband and wife, Grantors.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
Brad Person
510 Laurel Street Box 472
Brainerd, MN 56401
218-828-1248

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:
City of Crosslake
37028 County Road 66
Crosslake, MN 56442

Exhibit A

That part of Government Lot 5, Section 21, Township 137, Range 27, described as follows: Beginning at the West Quarter corner of said Section 21, and assuming the West line of said Government Lot 5 to bear North 00 degrees 00 minutes East, thence North 90 degrees 00 minutes 00 seconds East 127.20 feet; thence South 27 degrees 13 minutes 00 seconds East 108.12 feet to the Northwesternly right-of-way line of County State Aid Highway Number 3, as now established; thence Northeasterly 123.03 feet along said right-of-way line on curve not tangent to the last described course, concave to the Southeast, having a radius of 776.20 feet, a central angle of 9 degrees 04 minutes 55 seconds, and a chord bearing of North 36 degrees 45 minutes 08 seconds East, to the intersection with the East-West Quarter line of said Section 21, being the South line of the tract heretofore acquired by the United States in Condemnation Decree recorded in Book "E" of Miscellaneous Records, page 151; thence South 89 degrees 28 minutes 00 seconds West along the last described line 250.22 feet to the point of beginning.



Detailed Parcel Report

Parcel Number: 120213205CC0009

2015 General Information

Township/City: CITY OF CROSSLAKE
Taxpayer: SAATZER, ROGER L & FRAN J
8328 GULLWOOD DR
LAKESHORE MN 56468

Property Address:

Township: 137
Range: 27
Section: 21
Plat:

Lake Number: 0
Lake Name:

Acres: 0.00
School District: 186

Legal Description:

THAT PT OF GL 5 SEC 21 DAF: BEG AT W QTR COR OF SD SEC 21 AND ASSM W LINE OF SD GL 5 TO BEAR N 0D 0' E THEN N 90D E 127.2 FT THEN S 27D 13' E 108.12 FT TO NW'LY ROW LINE OF CSAH 3 AS NOW EST THEN NE'LY 123.03 FT ALG SD ROW LINE ON CURVE NOT TANG TO LAST DESC COURSE CONCAVE TO SE HAVING A RAD OF 776.2 FT A C/A OF 9D 4'55" AND A CHORD BEAR OF N 36D 45'8" E TO INTERS WITH E-W QTR LINE OF SD SEC 21 BEING S LINE OF TRACT HERETOFORE ACQUIRED BY US GOV IN CONDEMNATION DECREE REC IN BK E OF MISC REC PG 151 THEN S 89D 28' W ALG LAST DESC LINE 250.22 FT TO POB, SUBJ TO ESMNT OF REC.

2013 Assessment for 2014 Tax Payable

Class Code 1:	Commercial Preferred
Class Code 2:	Unclassified
Class Code 3:	Unclassified
Homestead:	Non Homestead

Estimated Land Value:	\$1,700.00
Estimated Building Value:	\$0.00
Estimated Total Value:	<u>\$1,700.00</u>

Total Taxable Value:	\$1,700.00
Net Tax (Specials Not Included):	\$33.34
Total Special Assessments:	\$0.00
Current Year Balance Due:	\$33.34

has not paid since 2011
Total: \$84.88
Due



Detailed Parcel Report

Parcel Number: 120213205CC0009

Delinquent:

YES

2013 Assessment for 2014 Tax Payable

Market Area Description:	CROSSLAKE CITY
Neighborhood Description:	CROSSLAKE SOUTH COMM NEIGHBORHOOD
Last Appraisal Date:	#Error
Appraiser Initials:	BJG

Estimated Land Value:	\$1,400.00
Building Value:	\$0.00
TOTAL:	\$1,400.00

5/14/2014 - Roger SAATZER called and stated he had filled out and signed paperwork to give the parcel to the City - He left everything to Ken Anderson and Ken was going to take care of everything. Roger is still receiving the tax statements and now it shows as delinquent. etc.

MEMO TO: City Council

FROM: Char Nelson, City Clerk

DATE: May 8, 2014

SUBJECT: Outstanding Planning and Zoning Fees, PID #142020010030009

Attached please find a summary of charges and descriptions from Attorney Mike Couri, WSN, and the Crow Wing County Recorder that were paid by the City of Crosslake on behalf of applicant Gordon Siemers relating to CUP 2010-003 and CUP 2012-006. Also attached is the Fee Acknowledgement Form that was signed by Mr. Siemers on 4/11/12 for CUP 2012-006. Planning and Zoning staff have reviewed the invoices and recommend that the City Council certify the outstanding fees to the County Auditor on the on or before October 15, 2014, which shall then be collected together with property taxes against the property.

(Council Action-Motion)

SUMMARY OF SIEMERS XTREME STORAGE AND CAR WASH CUP CHARGES

CUP 2010-003

4/22/2010	Mike Couri Atty Fees	\$ 38.75	Review email from Ken re: application
6/7/2010	Mike Couri Atty Fees	\$ 116.25	Check City Code for septic requirements
6/7/2010	Mike Couri Atty Fees	\$ 116.25	Review requirements with Dave Reese
6/23/2010	Mike Couri Atty Fees	\$ 77.50	Conference call with staff re: car wash
6/23/2010	Mike Couri Atty Fees	\$ 77.50	Review meeting materials re: car wash
3/21/2010	WSN	\$ 192.00	Xtreme Storage; Autowash & Laundromat Service Connection
4/18/2010	WSN	\$ 96.00	Call Jim Anderson re: Xtreme Storage/Crosslake Sanitary Sewer
5/16/2010	WSN	\$ 2,080.00	CUP 2010-003; Siemers Carwash/Laundromat
6/13/2010	WSN	\$ 128.00	CUP 2010-003; Gordon Siemers Carwash/Laundromat
	Crow Wing County Recorder	\$ 46.00	Recording fee for resolution

TOTAL \$ 2,968.25 Paid by Siemers on 3/4/2011

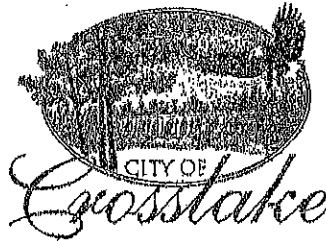
6/12/2011 WSN \$ 64.00 CUP Revision - Siemers Car Wash

CUP 2012-006

4/11/2012	Gordon Siemers signed Reimbursement Acknowledgement Form		
6/4/2012	Mike Couri Atty Fees	\$ 40.00	Review Siemers planning report in preparation for Planning Commission meeting
8/20/2012	Mike Couri Atty Fees	\$ 72.50	Review pictures and work on memo re: Siemers CUP revocation
8/20/2012	Mike Couri Atty Fees	\$ 108.75	Telephone conferences with Dave Reese re: Siemers
8/21/2012	Mike Couri Atty Fees	\$ 36.25	Email re: Siemers CUP revocation
8/21/2012	Mike Couri Atty Fees	\$ 36.25	Telephone conference with Ken Anderson re: Siemers CUP
12/5/2012	Mike Couri Atty Fees	\$ 40.00	Review resolution approving extension of CUP for Council approval
7/22/2012	WSN	\$ 682.50	Siemers Car Wash Site Review and Memo
8/19/2012	WSN	\$ 130.00	Siemers Car Wash Memo/Work with City Attorney
11/11/2012	WSN	\$ 487.50	Siemers Xtreme Carwash - Site Meeting; Temporary Erosion Control Plan & Memo; Revise Memo; Review Photos/Prepare Comments
	Crow Wing County Reorder	\$ 46.00	Recording fee for CUP

TOTAL \$ 1,743.75 Unpaid

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



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

Application No.: 02012-006

To: Applicants for Subdivisions, Conditional Use Permits, Variances, Zoning
Map Amendments or Zoning Ordinance Amendments in the City of
Crosslake, MN

The property owner/applicant(s) shall be responsible for all the City's professional costs in reviewing the proposal including, but not limited to legal, surveying, engineering, planning and financial assistance. I/We, the property owner/applicant(s), acknowledge that I/We have been made aware of this obligation to pay direct consultant costs by signing this document and agree to fully reimburse the professional costs due and payable to the City of Crosslake.


Property Owner/Applicant

Date: April 11th 2012

Property Owner/Applicant

Date: _____

Note: The Property Owner/Applicant will be billed at the rates billed directly to the City of Crosslake per the approved fee schedule in the consultant contract(s) in effect at the time of billing.

For Office Use Only Below this Line

Real Estate Code: 1420200/0030009

Property Address: 35724 County Road 3


Planning & Zoning Official

Date: 4/11/2012

Stephen L. Roe
City Council Crosslake, MN
11663 Whitefish Ave.
Crosslake, MN 56442

June 4, 2014

City of Crosslake Minnesota
Mayor and Council Members
37028 Co. Rd 66
Crosslake, MN 56442

Re: Request for refund

Ladies and Gentlemen,

I am hereby requesting that we consider a refund of Planning & Zoning charges billed to Pat Netko for an improvement to her property.

The City of Crosslake did not enforce the plans as submitted for the subdivision development adjacent to her property. As a result of the unpermitted fill placed on the lot adjacent to her property, storm water from this development would run onto her property and the Crosswoods Golf Course. This caused her to incur a muddy and flooded parking lot rendering it unusable. She also wanted to add a drive-thru coffee service.

As a result she purchased the adjacent filled lot, engineered a parking lot, a drive thru and a storm water retention facility capable of a 100 year storm. This enhanced her business and saved the City great enforcement actions and resulting expense. Since the City was in error by allowing the fill to be placed without a storm water plan, I believe that a solution engineered by a private party at their expense was of great benefit to the City and the property. The City should not have charged for permits or other costs it may have incurred.

I therefor request the business owner be refunded any charges that may have been billed and received. The City should consider credit for the benefit that it received.

Sincerely,



Stephen L. Roe
City Council Member

Cc: Chris Pence, Planning & Zoning

2014 DATA

CUSTOMER SERVICE INQUIRY 2014

INQUIRY TYPE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD TOTAL
Counter	51	48	58	108	139	0	0	0	0	0	0	0	404
Phone	67	60	113	154	241	0	0	0	0	0	0	0	635
Email	31	16	38	129	171	0	0	0	0	0	0	0	385
Call for Service Shore Rip	0	2	0	15	10	0	0	0	0	0	0	0	27
Call for Service Shore Non-Rip	0	0	0	0	1	0	0	0	0	0	0	0	1
Call for Service Non-shore	1	1	0	0	3	0	0	0	0	0	0	0	5
TOTAL INQUIRIES MONTHLY	150	127	209	406	565	0	0	0	0	0	0	0	1457

ENFORCEMENT 2014

ENFORCEMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD TOTAL
Case Load	1	2	1	1	5								10
Case Load Closed	0	1	0	0	4								5
Case Load Open	1	1	1	1	1								5
Case Load Closure Rate	0.0%	50.0%	0.0%	0.0%	80.0%								50.0%

PERMITS 2014

PERMIT TYPE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD TOTAL
New Construction(Dwg)	2	0	1	3	2								8
Septic - New	1	0	0	2	3								6
Septic Upgrades	1	0	0	0	1								2
Porch / Deck / Patio	1	1	0	2	6								10
Additions	2	0	1	5	3								11
Travel Trailer	0	0	0	0	0								0
Landscape/Alterations	1	0	4	4	6								15
Access Structures	1	1	1	1	7								11
Driveway	0	0	0	0	0								0
Demo	1	0	0	2	1								4
Sign	0	0	1	0	0								1
Commercial	0	0	1	0	1								2
Fence	0	0	1	1	2								4
Tree Removal	0	1	0	0	0								1
E911 Addresses Assigned	1	0	1	0	0								2
Footing Inspection	1	0	0	2	3								6
Final Inspection	0	0	0	0	10								10
Miscellaneous	0	0	0	0	0								0
Variance	1	3	1	0	5								10
Conditional Use	0	1	0	0	1								2
Subdivisions (Metes & Bounds)	0	1	0	1	1								3
TOTAL PERMITS MONTHLY	15	8	12	23	52	0	0	0	0	0	0	0	109

SEPTIC SYSTEM INFORMATION 2014

SEPTIC INFO	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD TOTAL
Designs	0	0	2	4	3								9
Compliance Inspections (CI's)	1	0	0	16	39								56
Site Suitability	0	0	0	0	0								0
TOTAL SEPTIC INFO MONTHLY	1	0	2	20	42	0	0	0	0	0	0	0	65



WLJ Properties, LLC

Application Submitted: April 25, 2014
60 Day Extension Letter sent: N/A

Action Deadline: June 23, 2014
City Council Date: June 09, 2014

Authorized Agent: N/A

Current Zoning: Shoreland District

Request: To subdivide parcel #12016440000009 involving 3.03 acres

Service Considerations: There is adequate ingress/egress onto Perkins Road

Adjacent Land Use/Zoning:

North – Shoreland District, Cross Lake
South – Public, Shoreland District
East – Shoreland District
West – Public, Cross Lake

City Ordinance: Land subdivision must be accomplished in a manner that contributes to an attractive, orderly, stable and wholesome community environment with adequate public services and safe streets. All land subdivisions, including plats, shall fully comply with the regulations in this chapter and as may be addressed in other chapters of this Code. (Sec. 44.1)

City Community Plan: Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.

Agencies Notified and Responses Received:

DNR: No comments were received as of 5-15-14

Lake Association: N/A

County Highway: N/A

Concerned Parties: No comments were received as of 5-15-14

ACTION NEEDED:

POSSIBLE MOTION: To make a recommendation to the Crosslake City Council to approve/table/deny the subdivision of parcel #12016440000009 involving 3.03 acres located in part of the NW1/4 of NE1/4, Sec 31, City of Crosslake



CITY OF CROSSLAKE

PLANNING & ZONING MEETING

May 23, 2014

9:00 A.M.

Crosslake City Hall
37028 County Road 66, Crosslake MN 56442
(218) 692-2687

PUBLIC HEARING INFORMATION

Applicant: WLJ Properties, LLC

Site Location: South of Perkins Road on
north shore of Cross Lake-GD

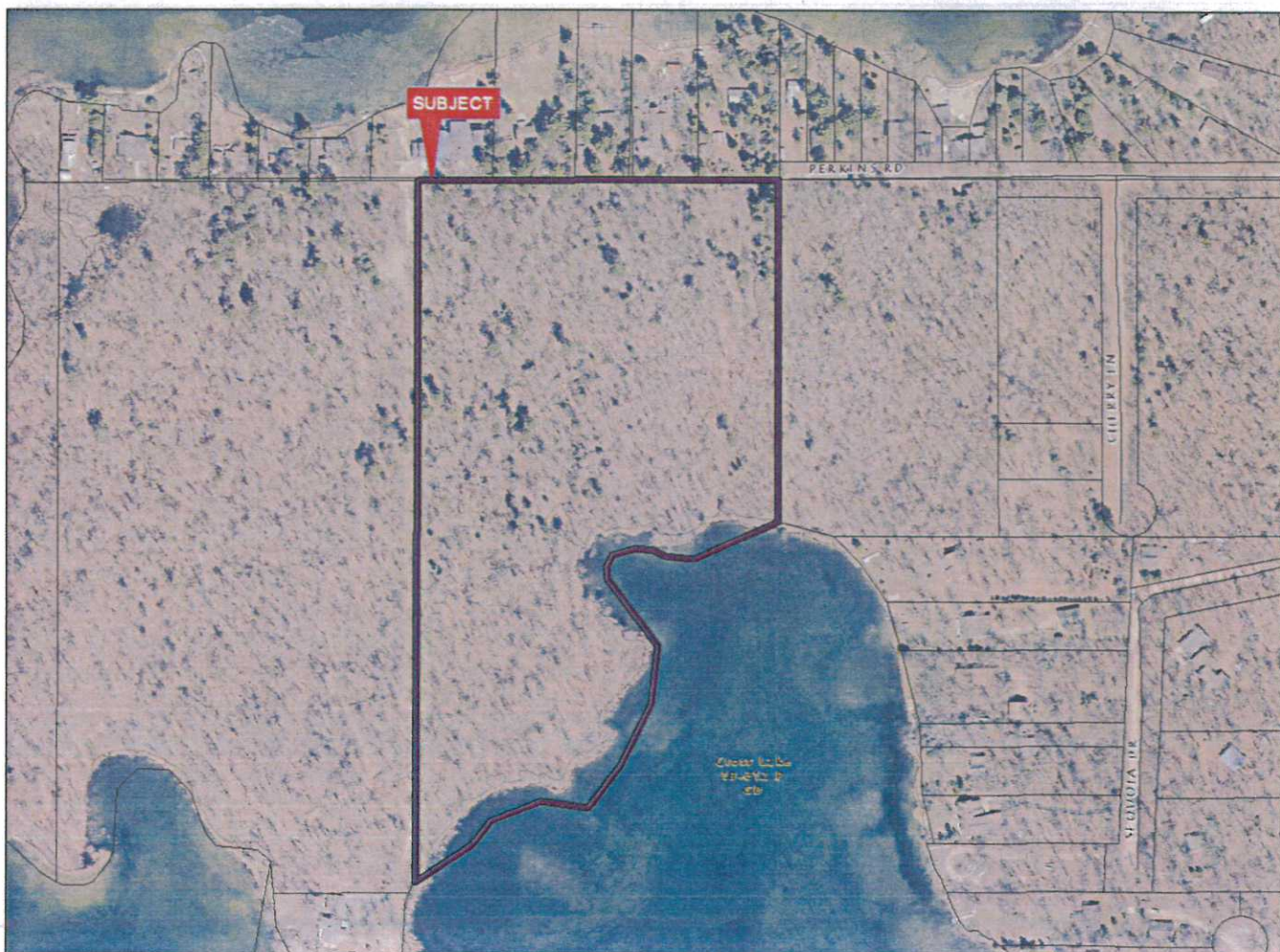
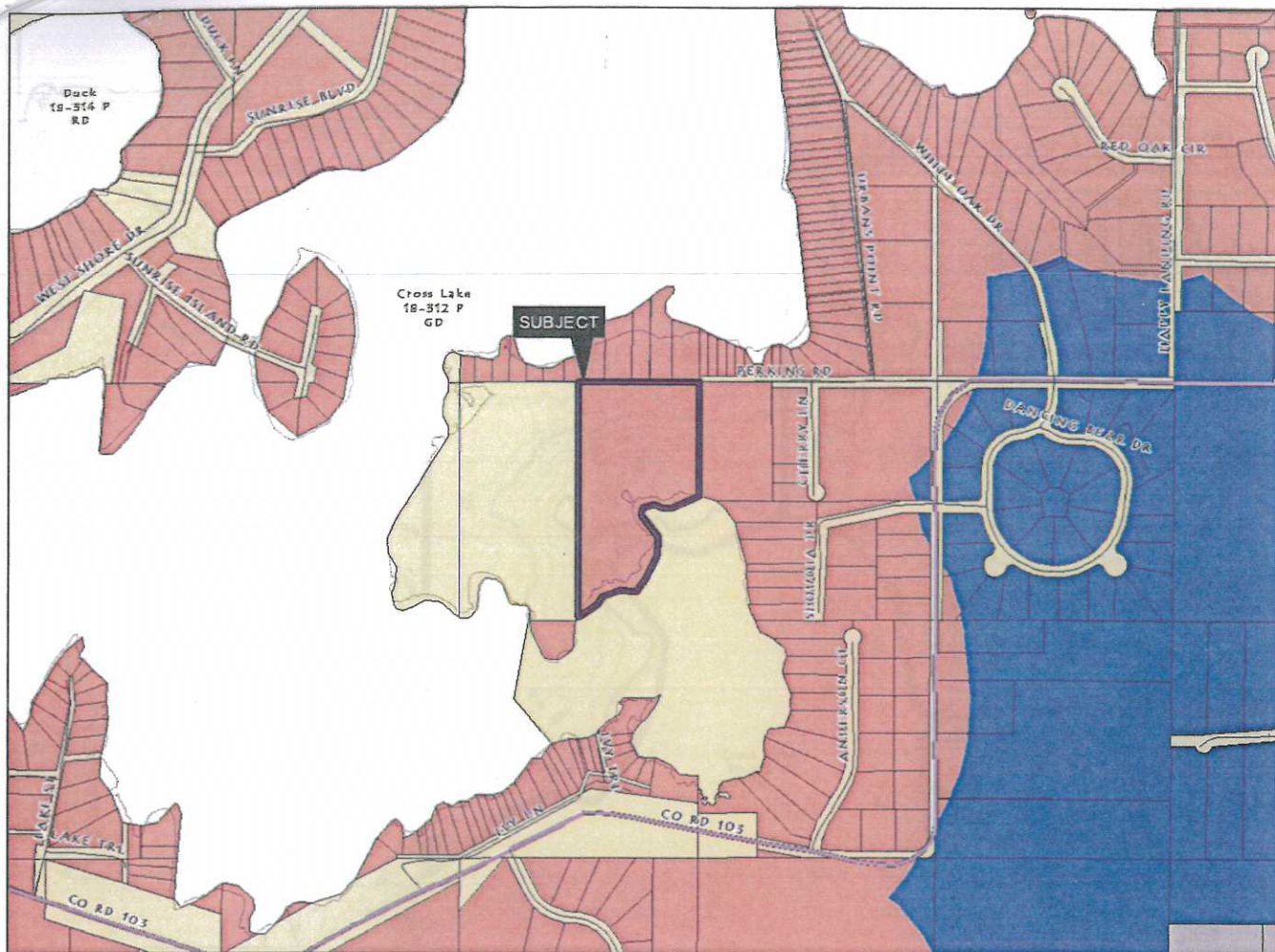
Legal Description: Part of NW1/4 of NE1/4, Sec 31, City of Crosslake

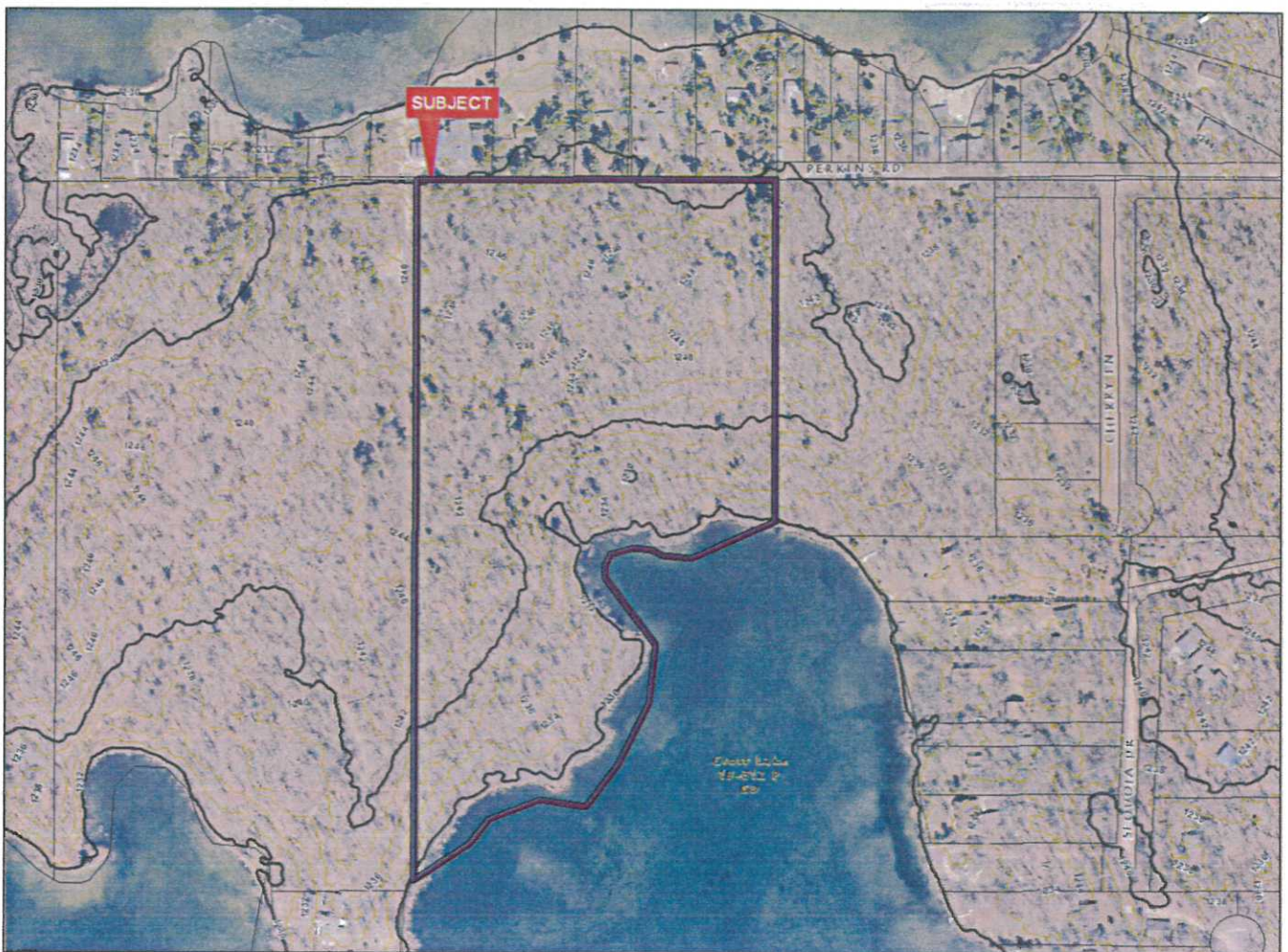
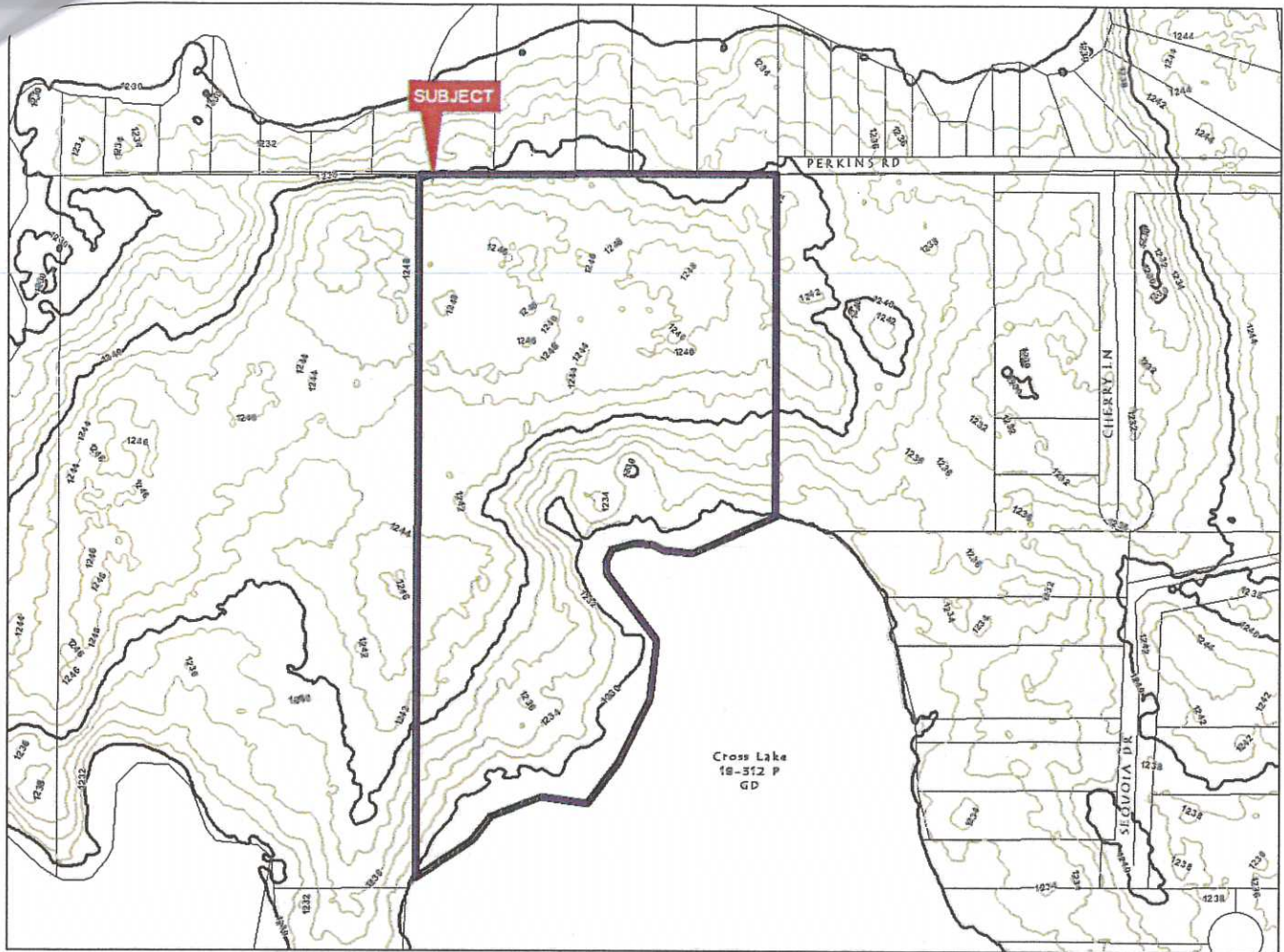
Request:

- Subdivision of property

Notification: Pursuant to Minnesota Statutes Chapter 462 and the City of Crosslake Zoning Ordinance, you are hereby notified of a public hearing before the Crosslake Planning & Zoning Commission. Property owners have been notified according to MN State Statute 462 and has been published in the Northland Press. Please share this notice with any of your neighbors who may not have been notified by mail.

Information: Copies of the application and all maps, diagrams or documents are available at www.cityofcrosslake.org or by contacting Sue Maske, Crow Wing County Land Services at 218-824-1132. Please submit your comments including your name and mailing address to environmental.services@crowwing.us or via mail to the address listed above.





S-1400016



Subdivisions Application
 Planning and Zoning Department
 37028 County Rd 66, Crosslake, MN 56442
 218.692.2689 (Phone) 218.692.2687 (Fax) www.cityofcrosslake.org

Property Owner(s): WLJ Properties, LLC4860 Park Commons Dr. #308Mailing Address: St. Louis Park, MN 55416Site Address: Perkins Road, Crosslake, MNPhone Number: 952-929-0848E-Mail Address: schwarzj@aol.comParcel Number(s): 120311200A00009Legal Description: E1/2-NW1/4-NE1/4Sec 31 Twp 137 Rge 26 / (27) / 28Land Involved: Width: 660' Length: 1320' Acres: 20Lake/River Name: Cross LakeDo you own land adjacent to this parcel(s)? ☒ Yes ☐ NoIf yes, list Parcel Number(s) 120304300A00009

Authorized Agent: _____

Agent Address: _____

Agent Phone Number: _____

Signature of Property Owner(s) *Janet M. Scherrey*Date 4-23-2014

Signature of Authorized Agent(s) _____

Date _____

Subdivision Type

(Check applicable request)

- ☒ Metes and Bounds
☐ Residential Preliminary Plat
☐ Residential Final Plat
☐ Commercial Preliminary Plat
☐ Commercial Final Plat

Development2 Number of proposed lots0 Number of proposed outlots**Access**☐ Public Road☐ EasementEasement recorded: ☐ Yes ☐ No**Septic**

Compliance _____

SSTS Design _____

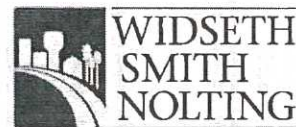
Site Suitability _____

- ☐ All applications must be accompanied by signed Certificate of Survey
☐ Residential Fee: Preliminary \$500 + \$100 per lot; Final \$500 + \$25 per lot Payable to "City of Crosslake"
☐ Commercial Fee: Preliminary \$750 + \$150 per lot; Final \$750 + \$50 per lot Payable to "City of Crosslake"
☐ Metes & Bounds: \$100 + \$75 per lot Payable to "City of Crosslake"
☐ Above Fees will require additional Park Dedication Fees of \$1,500 per unit or 10% of buildable land as measured pre-plat for park purposes or a combination of both Payable to "City of Crosslake"
☐ No decisions were made on an applicant's request at the DRT meeting. Submittal of an application after DRT does not constitute approval. Approval or denial of applications is determined by the Planning Commission/Board of Adjustment at a public meeting as per Minnesota Statute 462 and the City of Crosslake Land Use Ordinance.

For Office Use:

Application accepted by SM Date 4-25-14 Land Use District _____Lake Class SD

APR 25 2014



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

218.829.5117
218.829.2517

Brainerd@wsn.us.com

WidsethSmithNolting.com

April 23, 2014

WLJ Properties LLC
4860 Park Commons Dr #308
St. Louis Park, MN 55416

**Reference: Wetland Inspection
Cross Lake, MN**

Dear Ms. Schwarz:

Widseth Smith Nolting (WSN) has completed an inspection on April 22, 2014 of the West 100 feet of the East ½ of the Northwest ¼ of the Northeast ¼ of Section 31, Township 137, Range 27, in order to locate and identify any wetlands on the parcel. The United States Army Corps of Engineers 1987 Manual along with the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: North Central/ Northeast Region was used as guidance in locating any possible signs of wetlands. It is our findings that at the time of the inspection there were no wetlands found above the ordinary high water level at the above referenced parcel.

If you have any questions regarding this project, or if you need additional information, please contact me at 218.316.3685.

Sincerely,

WIDSETH SMITH NOLTING

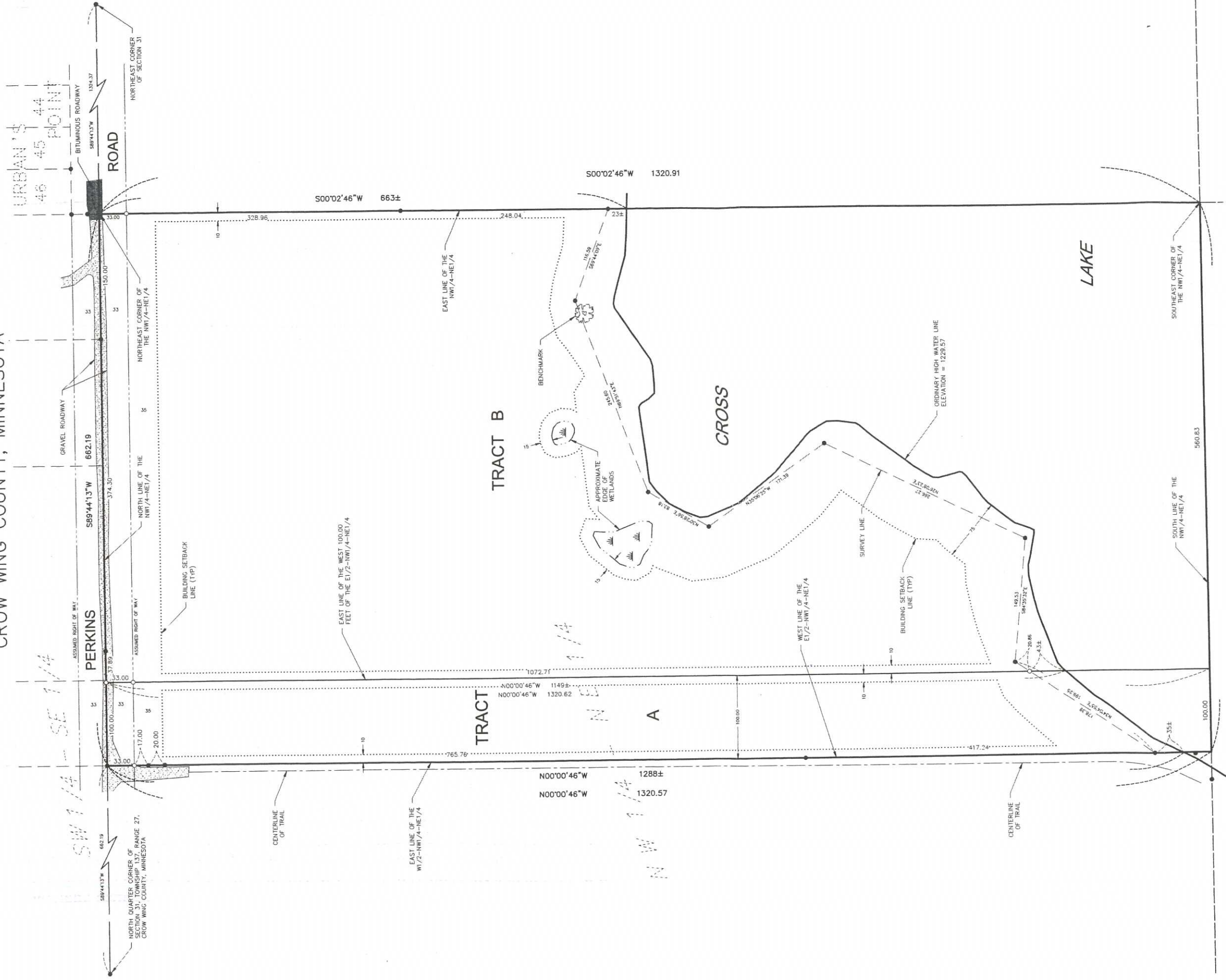
Ethan Harvey
Wetland Specialist

cc. Mitch Brinks- Crow Wing County Land Services

APR 25 2014

CERTIFICATE OF SURVEY

PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER,
SECTION 31, TOWNSHIP 137, RANGE 27,
CROW WING COUNTY, MINNESOTA



ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON AN ASSUMED DATUM
ELEVATIONS ARE BASED ON NAD83 1989
BENCHMARK
SPIKE IN 14 INCH OAK
ELEVATION = 1232.64
• DENOTES FOUND IRON MONUMENT
○ DENOTES 1/2 INCH IRON PIPE MONUMENT
SET AND MARKED RLS # 41643
▲ DENOTES WETLANDS (NOT DELINEATED)

SURVEYOR'S NOTES:

THE PID FOR THE SUBJECT PROPERTY IS 120311200A00009.

THE SUBJECT PROPERTY IS LOCATED IN THE SHORELAND ZONING DISTRICT.

PROPERTY AREAS:

TOTAL AREA = 873,672 SQ. FT. (20.06 ACRES)

TOTAL UPLAND = 593,995± SQ. FT. (13.64± ACRES)

TRACT A:

TOTAL AREA = 132,058 SQ. FT. (3.03 ACRES)

UPLAND AREA = 121,070± SQ. FT. (2.78± ACRES)

UPLAND LESS RW = 117,770± SQ. FT. (2.70± ACRES)

TRACT B:

TOTAL AREA = 741,613 SQ. FT. (17.03 ACRES)

UPLAND AREA = 472,925± SQ. FT. (10.86± ACRES)

UPLAND LESS RW = 454,375± SQ. FT. (10.43± ACRES)

TITLE TO THE SUBJECT PROPERTY IS ABSTRACT.

THERE ARE NO EXISTING IMPROVEMENTS ON THE SUBJECT PROPERTY.

EXISTING LEGAL DESCRIPTION (According to Document No. 612320):

The NW 1/4 of NE 1/4, except the West 1/2 thereof, subject to U.S. overflow easement of Section 31, Township 137, Range 27.

PROPOSED LEGAL DESCRIPTIONS:

TRACT A:

The West 100.00 feet of the East Half of the Northwest Quarter of the Northeast Quarter (E1/2-NW1/4-NE1/4), Section 31, Township 137, Range 27, Crow Wing County, Minnesota. Subject to the right of way for Perkins Road. Also subject to U.S. overflow easement. Also subject to other easements, reservations or restrictions of record, if any.

TRACT B:

The East Half of the Northwest Quarter of the Northeast Quarter (E1/2-NW1/4-NE1/4), Section 31, Township 137, Range 27, Crow Wing County, Minnesota, EXCEPT the West 100.00 feet thereof. Subject to the right of way for Perkins Road. Also subject to U.S. overflow easement. Also subject to other easements, reservations or restrictions of record, if any.

APR 25 2014

© 2003 WIDSETH SMITH NOLTING

DATE:	APRIL 22, 2014	PREPARED FOR:	JAN SCHWARZ
SCALE:	AS SHOWN	BY:	
DRAWN BY:	RAO	I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.	
CHECKED BY:	CAC	CHAD M. CONNER	
DATE: APRIL 22, 2014		DATE: 4-23-2014 LIC. NO. 41643	



Engineering
Architecture
Surveying
Environmental



Planning and Zoning Commission

Summary of Record

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

Request:

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

Chronology of events:

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

Packet Information:

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

Correspondence:

- There was no correspondence

May 23, 2014

Findings of Fact

Supporting/Denying a Metes and Bounds Subdivision

Findings should be made in either recommending for or against a preliminary plat, and should reference Chapter 44 of the City Ordinance. The following questions are to be considered, but are not limited to:

1. Does the proposed metes and bounds subdivision conform to the City's Comprehensive Plan?
Yes ☒ No

- **Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.**

2. Is the proposed metes and bounds subdivision consistent with the existing City Ordinance?

Specify

the applicable sections of the ordinance.

Yes ☒ No

- **Land subdivision must be accomplished in a manner that contributes to an attractive, orderly, stable and wholesome community environment with adequate public services and safe streets. All land subdivisions, including plats, shall fully comply with the regulations in this chapter and as may be addressed in other chapters of this Code. (Sec. 44.1)**
- **The current land use classification is R4 and the proposed subdivision meets the minimum requirements for lot width and lot area**

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

Yes ☒ No Specify other required standards.

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

4. Is the proposed metes and bounds subdivision compatible with the present land uses in the area of the proposal?

Yes ☒ No Zoning District **Shoreland District**

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

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

Yes ☒ No

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

6. Other issues pertinent to this matter.

- **None**

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

Findings: See attached

All members voting "Aye", Motion carried.

Date: 6-27-14

Signature: _____
Chairman

**WLJ Properties, LLC
120311200A00009**

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

May 23, 2013 Action:

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

Findings: See attached

All members voting "Aye", Motion carried.

Staff Report - Crosslake Parks, Recreation & Library

Date: June 2, 2014

To: Crosslake City Council

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

1. Crosslake Area Library Update

We are now taking registrations for the summer reading club. The program takes place on Thursday mornings starting July 10 and ends August 14th. Children will be split into two age groups, 5-7 and 8-12. Deadline to register is June 14th. This program fills up fast so register as soon as possible; cost is \$5.00 per child. Story hour for preschool children takes place on Wednesdays at 10:00.

Whitefish Area Lions Donation

The Crosslake Area Library would like to thank the Whitefish Area Lions Club for the donation of \$469.00. A motion to accept this donation from the Whitefish Area Lions Club is recommended.

Council Action/Motion

2. Senior Nutrition Program

Meals are offered at the Community Center Monday - Friday at 11:30 am. Interested participants can call (692-4271) to make a reservation by 4:00 p.m the day before their scheduled meal.

3. Fitness Room/SilverSneakers

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

4. New Silver Sneakers class offered.

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

5. Community Center/Library Attendance for May.

Attendance for the Community Center was 5,166. Attendance for the Library was 1,951.

6. AAA Driving Course

A refresher class will be held at the Community Center on June 12th and July 10th from 9-1.

7. Pickleball

We have purchased additional equipment to play Pickleball. We can now accommodate up to eight people at a time for play inside the Community Center. We are offering a free introduction to Pickleball session on Tuesday nights from 5-7. We will have some instructors on hand to show you how to play this fun and exciting new sport. Pickleball is one of America's fastest growing sports. If you decide you like the sport and want to play more often we also have court rental available Tuesdays and Thursdays from 2-3. Cost per court is only \$10 and includes all the supplies needed for up to four people. Come give this new sport a try.

8. Paddling in the Park

The Community Center is teaming up with Jim Birgquist from Crow Wing Kayaks to offer a new learn to kayak program that will take place in the park this summer. Classes will take place the 2nd and 4th Saturdays in June and continue through August from 10-12. Registrations are available at the Community Center and at Water, Wind and Wheels. Participants must sign up before noon on the Friday before their scheduled session. Cost is \$15 per session. First session starts at 10 a.m. and the second session starts at 11 a.m. A minimum of 5 pre registered participants is required.

9. Crosslake Tennis Courts Grand Opening

Mark your calendars for Saturday June 14th for our tennis court grand opening celebration. We would like to invite our City Council to take part in the ribbon cutting for this brand new facility. It took ten years of fund raising but the courts

are finally up and running for all to enjoy. This was a true community project. We will have members of the United States Tennis Association on hand to take part in the celebration. The USTA will be presenting some fun demonstrations and we will have fun activities for all that attend. Prizes will be awarded to the first 24 children that attend the event. The celebration will kick off at 10 a.m. with a short presentation. After the presentation we will have the ribbon cutting and cake and refreshments. Games and fun activities will follow. A special thanks is extended to City of Crosslake Council members past and present, Crosslake residents, the USTA, the PAL Foundation, the Raise the Nets Committee, the Tennis Angels and the Crosslake Businesses and Volunteers that helped us along the way. We would also like to thank Anderson Brothers Construction, Oberg Fence, Lee Sports Surfaces and Bolton and Menk. Come out and celebrate this impressive new addition to the Crosslake park system!

Tennis Grants - The Park Department applied and received two grant awards in the last month. The first grant was for prizes for our Grand Opening. The grants come in the form of credit for ordering supplies from two different manufactures. One grant credit was for \$75 and was used for prizes for our grand opening and the second grant credit was used to purchase new Quick Start Tennis supplies for our lessons that will take place in July. A motion to accept two grants from the USTA with a value of \$375.00 is requested at this time. **Council Action/Motion**

Tennis Lessons - Join our tennis instructor Mindi Brill as we start our lesson program on July 7th. There will be three one week sessions. Classes will take place Monday thru Thursday with Friday being the make-up day. Registration is \$50 for all three weeks or \$20 for each individual week.

League Tennis - Adult Recreational Tennis will take place Monday and Thursday mornings at 9:00 a.m. Women's only tennis is played Wednesday mornings at 9:00 and new this year is an adult competitive league for 3.0 level and higher. Adult 3.0+ will play Tuesday mornings at 9:00. Registration for any of our tennis programs is \$22.00.

10. Yoga

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

11. Chautauqua - "Minnesota Bureau of Criminal Apprehension Crime Lab: The Capabilities and the Science"

Presenter: Jim Dougherty

You have seen how crime labs are portrayed on television and described in novels; now discover how a state crime lab really works. What can a lab actually do with crime scene evidence? What are the significance, relevance, and the limitations of test results? How are crime lab findings used in court? Minnesota BCA expert Jim Dougherty will provide the answers at the June Crosslake Chautauqua.

Chautauqua takes place the second Wednesday of the month from 1:30-3:30 at the Crosslake Community Center.

12. Parking Lot Update

The parking lot construction started Tuesday June 3rd. More details will be available at the Council meeting.

13. New Copy Machines

The Community Center and the Crosslake Area Library purchased Copy Machines in 2007. These Copy Machines have served us well but it is time to lease new machines as the current machines are in need of replacement. Staff is recommending that we sign a lease agreement with Marco to receive two new machines. Our current yearly maintenance contract for the 2007 machines is now due and we have received an invoice for \$1,915.80. Instead of renewing our maintenance contract we are recommending that we lease two new machines for \$2,641.96 per year on a 60 month lease program. This price includes the two machines, service, supplies and sales tax. I have included the proposals from Marco with this report. **Council Action/Motion**

14. PAL Update - Fireworks/Trail Rides

The PAL Foundation is starting to receive donations for the fireworks but we have a lot of fund raising left before July 5th. The PAL Foundation would like to thank the Crosslake Ideal Lions Club for their \$1,000.00 donation towards this year's show. Donations can be dropped off or mailed to the Community Center. There is also fireworks cans dispersed with participating businesses around town. With the communities help we hope to continue the 44 year tradition of fireworks in Crosslake. Can you help us raise the remaining \$2,000 for this year's show? The Foundation is offering free trail rides on Wednesdays at 10:00 a.m. at the Community Center. Come experience the new Nordic Ridge Recreation Area on a six passenger golf cart.

15. City Surplus Equipment Sale

The Public Works and Parks Department would like to propose the surplus sale take place on Saturday June 28th. We are still finalizing details but we would like to move the equipment as soon as possible. We will post the sale in the local newspapers, place info on the city website and put the information on channel 12. I have included some of the equipment that needs to be ruled as surplus. **Council Action/Motion**

**CONTRACT INVOICE**

Invoice Number: INV1981881

Invoice Date: 05/23/2014

Sales Person: Brady Knettel

Phone: 800.892.8548

Fax: 800.847.3087

www.marconet.com

*PROPOSED
MAINT CONTRACT
2014/2015***Bill To:** CROSSLAKE COMMUNITY CENTER
ACCOUNTS PAYABLE
14126 DAGGET PINE RD
CROSS LAKE, MN 56442**Customer:** CROSSLAKE COMMUNITY CENTER
14126 DAGGET PINE RD
CROSS LAKE, MN 56442

Account Number	Payment Terms	Due Date	Invoice Total	Balance Due	
CC70	AR NET 15 DAYS	06/07/2014	\$ 1,915.80	\$ 1,915.80	
Contract Number	Contact	PO Number	Start Date	Exp Date	Contract Amount
CN100235-08	218-692-4271		05/18/2014	05/17/2015	\$ 1,792.56
Remarks					
BILLS BASE ANNUAL INCLUDES 36,000 COPIES ANNUAL					

Summary:

Contract base rate charge for the 05/18/2014 to 05/17/2015 billing period

Contract overage charge for this overage period

SUPPLY FREIGHT FEE

**See overage details below

1,792.56
 SALES TAX 123.24
 \$ 1,915.80

\$1,762.56

\$0.00 **

\$30.00

\$1,792.56

Details:**Equipment included under this contract****SHARP/AR-M207E**

EQ103677 6305781X \$0.00 CROSSLAKE COMMUNITY CENTER 14126 DAGGET PINE RD

CROSS LAKE, MN 56442

Meter Type	Meter Group	Credits	Covered	Rate
BW	BLK & WHT		*** See overage details below	

EQ104203 6305752X \$0.00 CROSSLAKE COMMUNITY CENTER 14126 DAGGET PINE RD

CROSS LAKE, MN 56442

Meter Type	Meter Group	Credits	Covered	Rate
BW	BLK & WHT		*** See overage details below	

Overage Details

Meter Group	Total Copies	Covered Copies	Billable	Rate	Total
BLK & WHT	0	36,000	0	\$0.048960	\$0.00
				Base Amount:	\$0.00
					\$0.00
Meter Type	Equip. Number	Serial Number	Begin	End	Copies
BW	EQ103677	6305781X			
BW	EQ104203	6305752X			
Total Grouped Overage Charges:					\$0.00
Total Grouped Base Charges:					\$0.00
Total Meter Group Charges:					\$0.00

Document System Option

OPTION A

- Konica- Bizhub **224e** Document System
- 22 Pages Per Minute
 - Document Feeder
 - 2x 500 Sheet Paper Trays
 - Storage Cabinet
 - 150 Sheet Bypass Tray
 - Network Printing
 - Network Scanning, both Color & B/W
 - *Optional Fax Board*

"Marco is by far one of the best vendor and service providers I work with because of their attention to detail, project management, timely support, and helping us realize our return on investment."

Nancy Toll, Technology Coordinator
Hudson School District

PROPOSED NEW LEASE

Managed Account Program (MAP)

With Marco's Managed Account Program, all you pay for is the number of prints you produce. The following program includes the equipment, service, and supplies (except staples, paper and network troubleshooting services). The result is a system with the capabilities and features you need—without the administrative headaches.

OPTION A

- Konica- Bizhub **224e** Document System
- Konica- Bizhub **224e** Document System
- **60** month MAP \$205.52/Month
 - Includes 3,000 Prints per Month
 - Black and White Print Overages: \$.0159/Print
- Fax Board \$11.76/Month
- Job Separator Tray \$5.49/Month

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training..... Included

Park Surplus Equipment

Eye Wash Station
Desk
Snowmobile
Playground spring seat and two horses
Stair Stepper
Lat Pull Down
Leg Press Machine
Sink
Snow Blower
Dumbbells
2 Tables
Wt Rack
Hockey Goals
Chain Fence and Pipe
Tennis Wind Screen
Tennis Nets
3 playground seats
Weight Bench
Curl Bench
3 Treadmills
Schwinn Airdyne Bike
2007 NSF Fridge/Freezer (Needs Compressor)

CROSSLAKE COMMUNICATIONS HIGHLIGHTS FOR MAY 2014

1. **Minutes** of May 27, 2014 Crosslake Communications Advisory Board Meeting are included.
2. The **Financial Statements** for April 2014 are included (motion needed).
3. The list of **April 2014 checks/disbursements** are included (motion needed).
4. The **Customer Counts Report** has been included in the packet.
5. The Advisory Board was updated on the **CSAH 3 Project**.
6. The **Annual Customer Survey** which is available online this year.
7. Our **Annual Customer Open House** is scheduled for Wednesday, August 20th from 9:00 am to 3:30 pm.
8. The Crosslake Communications Advisory Board **recommends to the City Council that we contract with Measure-X** (motion required).

POLICE DEPARTMENT
CITY OF CROSSLAKE
CROSSLAKE, MN 56442

MEMO

TO: Crosslake City Council

FROM: Chief Robert G. Hartman

REFERENCE: Surplus equipment

CHANGE

At this time I would like to declare the 2009 Ford Crown Victoria Squad Car as surplus equipment.

I met with Andrew Rooney, the Law Enforcement Coordinator/Instructor, at the Hibbing Community College.

He has gotten approval to purchase, from Crosslake, the 2009 Ford Crown Victoria Squad Car. Due to the elimination of the Ford Crown Victoria being offered as an emergency vehicle, I can no longer transfer the equipment from the old squad to a new one.

Hibbing Technical College will put this squad to good use in there Law Enforcement Program as a learning tool for their students.

It is expensive to have all the old equipment removed from a vehicle, so selling it "as is" will be a substantial savings. The revenue obtained from this sale will be dedicated towards the incurred costs of unbudgeted computer and security upgrades within the Police Department.

Council action/motion – declare vehicle as surplus equipment

Council action/motion – sell vehicle to Hibbing Technical College for \$2,800.00.



AUTOS

CLASSIC CARS

MOTORCYCLES

BOATS

RVs

MANUFACTURED HOMES

PRODUCT STORE

Saturday
May 24th • 7:00 pm
FREE Parking &
a NEW Family Fun Zone

NATIONAL SPORTS
CENTER STADIUM
FUN IS CLOSER
THAN YOU THINK

Tickets start at \$15
763.4SOCCER or [click here to buy](#)

[Change Make](#) > [Change Year & Model](#) > [Change Trim](#) > [Change Mileage & Options](#) > [Values](#)



2009 Ford Crown Victoria-V8

Sedan 4D Police Interceptor

[Compare to Other Cars](#)

Values	Specifications	Pictures	Reviews & Ratings	Safety
Values	CPO Pricing	CPO Incentives & Deals	Cost to Own	Calculate Payments

Values



	Rough Trade-In	Average Trade-In	Clean Trade-In	Clean Retail
Base Price	\$4,200	\$5,300	\$6,225	\$8,800
Mileage (110,000)	-\$1,975	-\$1,975	-\$1,975	-\$1,975
Total Base Price	\$2,225	\$3,325	\$4,250	\$6,825
Options: (add)				
Price with Options	\$2,225	\$3,325	\$4,250	\$6,825

Is this 2009 Ford Police Interceptor a car you can trust? [Check the AutoCheck vehicle history report >>](#)

Search Used Car Listings

We found 2 2009 Ford listings within
200 miles of your zip code.

Powered by AutoTrader.com

[Submit](#)

Vehicle History Report

Buying used? Trading in?
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Enter VIN (optional)

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CITY OF CROSSLAKE EMPLOYEE HANDBOOK

(Dated: _____, 2014)

**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,

Thomas Swenson, City Administrator
Mayor and City Council

HANDBOOK LIMITATIONS

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

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

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

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

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

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

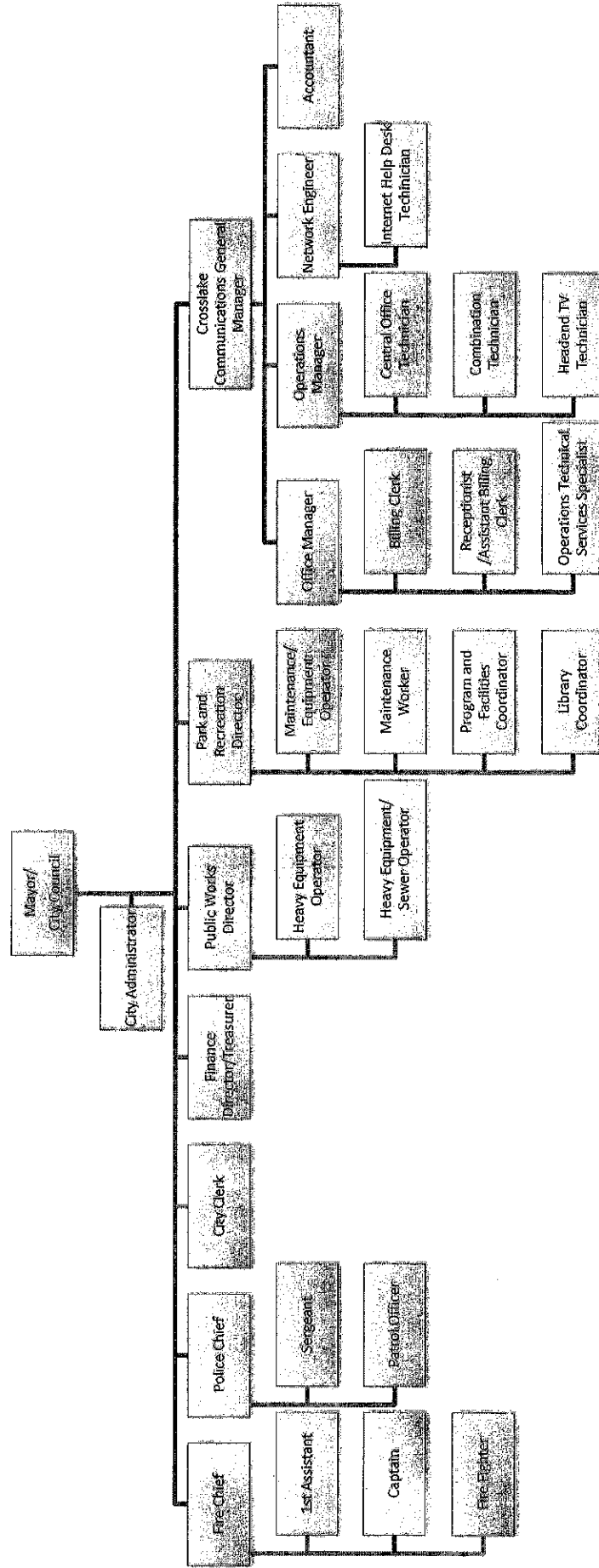
This Handbook covers all employees within the jurisdiction of a personnel board or civil service commission to the extent that it is not inconsistent with applicable statutes, rules, or regulations. If there is a conflict between this Handbook and applicable law, the law governs.

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

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

CITY OF CROSSLAKE ORGANIZATIONAL CHART

June 9, 2014



EMPLOYMENT PRACTICES

CONFIDENTIAL INFORMATION

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

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

DRUG AND ALCOHOL TESTING

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

EMPLOYMENT "AT WILL"

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

EMPLOYMENT CLASSIFICATIONS

The City has the following employment classifications:

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

Regular Part-time employee means:

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

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

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

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

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

EMPLOYMENT VERIFICATION

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

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

EQUAL EMPLOYMENT OPPORTUNITY

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

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

FIREARMS

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

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

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

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

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

OPEN DOOR POLICY

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

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

PAYROLL CLASSIFICATIONS

The City has the following payroll classifications:

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

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

PERSONNEL RECORDS

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

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

PERFORMANCE REVIEWS

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

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

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

PERSONAL CONDUCT

RESPECTFUL WORKPLACE

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

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

Categories of Disrespectful Behavior

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

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

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

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

Sexual Harassment

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

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

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

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

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

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

Reporting

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

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

EMPLOYMENT BENEFITS

INTRODUCTION

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

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

DONATED LEAVE

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

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

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

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

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

HOLIDAY PAY

The City recognizes the following paid holidays:

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

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

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

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

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

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

INSURANCE

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

Health Insurance:

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

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

for the unused premium.

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

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

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

Dental Insurance:

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

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

SICK PAY

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

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

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

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

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

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

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

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

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

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

VACATION PAY

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

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

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

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Hours Per Year</u>
• 1 year (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 <u>and thereafter</u>	23 working days	184

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

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

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

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

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

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

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

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

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

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

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

OTHER BENEFITS

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

WELLNESS PROGRAM

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

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

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

LEAVES OF ABSENCE

BEREAVEMENT LEAVE

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

BLOOD DONATION LEAVE

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

BONE MARROW DONATION LEAVE

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

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

CIVIL AIR PATROL SERVICE LEAVE

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

ELECTION JUDGE LEAVE

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

HARASSMENT OR DOMESTIC ABUSE LEAVE

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

JURY DUTY / WITNESS LEAVE

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

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

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

MILITARY LEAVE

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

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

MILITARY CEREMONIES LEAVE

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

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

MILITARY FAMILIES LEAVE

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

ORGAN DONATION LEAVE

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

PARENTAL LEAVE

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

SCHOOL CONFERENCES AND SCHOOL-RELATED ACTIVITIES LEAVE

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

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

SICK OR INJURED CHILD CARE LEAVE

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

UNPAID DISCRETIONARY LEAVE

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

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

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

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

VOLUNTEER FIREFIGHTER LEAVE

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

VOTING LEAVE

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

WORK GUIDELINES

ABSENTEEISM / ATTENDANCE

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

ACCIDENTS

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

APPEARANCE

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

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

BULLETIN BOARD

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

CELLULAR TELEPHONES

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

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

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

CITY TECHNOLOGY

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

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

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

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

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

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

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

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

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

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

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

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

CONFLICTS OF INTEREST

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

DESKS / LOCKERS / OFFICES

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

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

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

EMPLOYMENT REFERENCES

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

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

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

EQUIPMENT

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

MEAL BREAKS AND WORK BREAKS

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

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

OVERTIME

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

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

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

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

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

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

PAYDAYS

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

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

POLITICAL ACTIVITY

PURPOSE:

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

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

POLICY:

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

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

DISCIPLINARY ACTION FOR VIOLATIONS:

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

PROGRESSIVE DISCIPLINE

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

Progressive discipline may involve the following steps:

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

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

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

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

REIMBURSEMENT

Education and Travel Expenses

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

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

Personal Vehicle Mileage

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

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

SAFEGUARDING PERSONAL PROPERTY / BUILDING SECURITY

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

SAFETY

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

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

SALARY DEDUCTIONS

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

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

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

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

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

SMOKING

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

TERMINATION OF EMPLOYMENT

Involuntary Termination of Employment

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

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

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

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

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

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

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

Layoff

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

Veterans

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

Voluntary Termination of Employment

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

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

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

TIMEKEEPING

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

VOICE MAIL

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

WORK SCHEDULES

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

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

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

WORKERS' COMPENSATION

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

ACKNOWLEDGMENT

ACKNOWLEDGMENT OF RECEIPT CITY OF CROSSLAKE EMPLOYEE HANDBOOK

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

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

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

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

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

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

Employee's Printed Name

Employee's Signature

Date

THE CITY OF CROSSLAKE

Policy: Controlled Substance and Alcohol Testing for Commercial Drivers
(US DOT 49 CFR Part 40)
Date: _____, 2014

THE FOLLOWING POLICY SHALL SUPERCEDE ANY AND ALL DRUG AND ALCOHOL TESTING POLICIES IN EXISTENCE PRIOR TO THE ABOVE DATE OF APPROVAL.

CONTROLLED SUBSTANCE AND ALCOHOL TESTING FOR COMMERCIAL DRIVERS

PURPOSE AND OBJECTIVES: The City of Crosslake (hereinafter the "City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of controlled substances (drugs) and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City does not intend to intrude into the private lives of its employees, but strongly believes that a drug and alcohol-free workplace is in the best interest of employees and the public alike. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of City property.

The City of Crosslake recognizes that safety problems are created when employees use or abuse illegal drugs and/or alcohol. This is not only true in the workplace but on the Nation's highways as well. The City is concerned about providing a safe workplace for its employees with the goal of attaining and maintaining a drug and alcohol free workplace. Therefore, the City has established the following policy on drugs and alcohol with provisions for drug and alcohol testing as required by the Federal Highway Administration.

Additionally, the City of Crosslake's Drug and Alcohol Testing Policy (Non-DOT) has been established for the purpose of providing a safe workplace for all and should be used by staff as the primary reference in dealing with drug and alcohol related issues. This Policy is intended to augment the Non-DOT Policy and deals for the most part with Commercial Drivers.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement". A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

POLICY: All employees are expected to report for duty free from the effects of illegal drugs and/or alcohol.

The use, possession, sale, distribution, transportation, being under the influence of illegal drugs or alcohol while on City property, operating City equipment or vehicles or while on duty or performing assigned job duties is strictly prohibited and will not be tolerated.

An employee shall not report for duty, operate City vehicles, or perform safety sensitive functions having any detectable or measurable amount of alcohol in his/her system.

All employees, including part-time seasonal employees, shall be subject to pre-employment drug and/or alcohol testing.

All City employees shall be subject to drug and/or alcohol testing upon reasonable cause observed behavior that the employee has violated this policy.

DISCIPLINE: Any person found to be in violation of this policy is subject to discipline up to and including termination of employment.

An employee who receives a confirmed positive test report for illegal drugs and/or alcohol is subject to discipline up to and including termination of employment.

Employees who have an alcohol concentration in the range of 0.020 – 0.039 when tested must be removed from performing safety-sensitive duties for 8 hours or until the breath test result is below 0.020. An employee who receives a second confirmed alcohol test report of a concentration of any reliably measurable amount of 0.02 or above within two years will be subject to discipline up to and including termination of employment.

FEDERAL HIGHWAY ADMINISTRATION DRUG/ALCOHOL TESTING PROVISIONS: In accordance with Federal Highway Administration drug and alcohol testing regulations, the City has implemented a drug and alcohol testing program effective May 11, 1992.

The City recognizes the concerns of employees in the area of drug testing in the workplace.

In order to guard against inaccurate test results, the testing will be conducted in accordance with very strict procedures as required by Federal Highway Administration and U.S. Department of Transportation drug testing regulations. All drug test results that are initially positive will be confirmed by a second test of the original urine sample. Any confirmed positive test result will be reviewed to verify a positive or negative finding.

Alcohol testing will be conducted according to Federal Highway Administration and U.S. Department of Transportation alcohol testing regulations. All breath alcohol tests that are initially positive will be confirmed by a second test. Alcohol tests will be performed only on testing equipment approved by the U.S. Department of Transportation.

PERSONS SUBJECT TO TESTING UNDER THIS POLICY: All employees who maintain a commercial driver's license whose job duties include operating City vehicles that:

1. Have a gross combination weight rating of 26,001 or more pound inclusive of a towed unit with a gross vehicle weight rating of more that 10,000; or
2. Have a gross vehicle weight rating of 26, 001 pounds or more; or
3. Are designed to carry 16 or more passengers including the driver; or
4. Is of any size and is used in the transportation of materials where the vehicle is required to be placarded under the Hazardous Materials Regulations 49 CFR Part 172, Subpart F.

All applicants, including persons currently employed by the City applying for a position where job duties include operating the vehicles described above will be required to take a drug test if a job offer is made. The job is contingent upon a negative drug test report.

These positions within the City of Crosslake include:

1. Combination Technician
2. Equipment Operator
3. Heavy Equipment Operators
4. Heavy Equipment/Sewer Operators
5. Installer/Repairman
6. Journeyman
7. Light Equipment Operators
8. Mechanics
9. Operations Manager
10. Park Director
11. Park Grounds Maintenance Supervisor
12. Park Maintenance Equipment Workers
13. Public Works Director
14. Technician I
15. Technician II
16. All employees required to hold a Commercial Driver's License (CDL), unless exempt.

CIRCUMSTANCES UNDER WHICH DRUG AND/OR ALCOHOL TESTS MAY BE REQUIRED:
DURING THE APPLICATION PROCESS. All job applicants, including persons currently employed by the City applying for a job where duties include operating City vehicles described above or the positions noted above are required to take a drug test if a job offer is made. The job offer is contingent upon a negative drug test report.

REASONABLE SUSPICION. A drug/alcohol test may be required if the City has a reasonable suspicion that a person subject to the drug/alcohol testing provisions of this policy is under the influence of an illegal drug(s) and or alcohol.

POST ACCIDENT TESTING. As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for alcohol for each of its surviving drivers:

1. Who was performing safety-sensitive functions with respect to the vehicle; or
2. Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved;
 - a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b. One or motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for controlled substances for each of its surviving drivers:

1. Who was performing safety-sensitive functions with respect to the vehicle; or
2. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved;
 - a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

b. One or motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Type of accident involved	Citation Issued To the MV driver	Test Must be Performed by Employer
Human fatality	YES	YES
	NO	YES
Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	YES
Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	YES

Alcohol tests: If a test required by this section is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the Federal Motor Carrier Safety Administration (FMCSA) upon request.

Controlled substance tests: If a test required by this section is not administered within 32 hours following the accident, the employer shall cease attempts to administer a controlled substance test and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

An employer shall provide drivers with necessary post-accident information, procedures, and instructions, prior to the driver operating a commercial motor vehicle so that drivers will be able to comply with the requirements of this section.

The results of a breath or blood test for the use of alcohol, conducted by Federal, State, or local officials having independent authority for the test shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State, or local alcohol testing requirements, and that the results of the tests are obtained by the employer.

The results of a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State, or local controlled substances testing requirements, and that the results of the tests are obtained by the employer.

Exception: This section does not apply to an occurrence involving only boarding or alighting from a stationary motor vehicle or an occurrence involving only the loading or unloading of

cargo.

The employee must not consume any liquid containing alcohol for up to eight hours following an accident or before the employee has been tested, whichever occurs first. Violation of this provision will result in immediate termination of employment.

RANDOM. Random drug/alcohol testing will be conducted in accordance with Federal Highway Administration drug testing regulations. The City will randomly test for drugs, in a calendar year, at a number equal to or greater than 50% of job functions subject to testing.

Random alcohol tests will be performed, during a calendar year, at a number equal to or greater than 10% of job functions subject to testing.

RIGHT OF REFUSAL AND CONSEQUENCES OF SUCH REFUSAL:

All persons subject to the alcohol and controlled substance testing provisions of this policy have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered as testing positive and may be subject to disciplinary action up to and including discharge.

Any person subject to the alcohol and controlled substance testing provisions of this policy that fails to report for testing, fails to cooperate with any part of the testing process, or fails to remain until the testing process is complete, will be considered as refusing to test.

Refusing to sign the test form, or refusing to cooperate with the testing procedures, is considered refusing to test.

Failing to provide a urine specimen for a drug test or failing to provide a sufficient specimen, is considered refusing to test (unless there is an acceptable medical reason).

Any person subject to the drug testing provisions of this policy that alters or attempts to alter a urine sample or breath test, or substitutes or attempts to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to testing. In such case, the employee may be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

Any applicant who refuses to take a controlled substance test, after a job offer has been made, will not be considered for employment and the job offer will be immediately withdrawn.

Other actions listed in the regulations as refusals to test:

Drinking Alcohol within 8 Hours following an Accident and/or Prior to Testing. A driver must not consume any liquid containing alcohol for up to 8 hours following an accident or until the employee has been tested, whichever occurs first. Violation of this provision may result in the immediate termination of employment.

EMPLOYEE / APPLICANT RIGHTS: All persons subject to the testing provisions of this policy who receive a confirmed positive drug test report have the right to request, at employee or applicant expense, a second test of the original urine sample. Such request must be made to the Medical Review Officer within 72 hours of when the person has spoken to the Medical Review Officer regarding a confirmed positive drug test result.

If the test of the split urine sample is negative, no adverse action will be taken against the

employee and an applicant will be considered for employment.

The City will evaluate the circumstances surrounding each incident of a confirmed positive test in taking disciplinary action the City reserves the right to all disciplinary measures up to, and including, termination for each incident of a confirmed positive test. The City will immediately terminate if:

1. The employee refuses to meet with a certified substance abuse professional (SAP) for the purpose of evaluation and recommendations for an educational, counseling or treatment program for drug and/or alcohol use/misuse.
2. The employee refuses to participate and cooperate in an educational, counseling or treatment program as recommended by the evaluator (SAP) or fails to successfully complete the program.
3. The employee receives a confirmed positive test report for drugs or an alcohol concentration in the range of 0.020 – 0.039 when tested upon completion of the program.

Costs of the services provided by the SAP and any recommended educational, counseling or treatment program are at employee expense or pursuant to a health benefit plan.

Upon reinstatement the employee is subject to UNANNOUNCED FOLLOW UP DRUG/ALCOHOL TESTING after reinstatement. Additional follow up test may be conducted for up to 60 months from the time of reinstatement.

The employee is also subject to all other required drug/alcohol tests. A positive test on any subsequent test will result in disciplinary action up to and including termination of employment.

CONFIDENTIALITY OF DRUG TEST RESULTS: All drug/alcohol test results are considered confidential information. Any information concerning an individual's drug/alcohol test results will not be released without the written permission of the individual except as provided for by regulation or law or as allowed as part of a formal proceeding such as a hearing or legal action.

OTHER APPEALS AVAILABLE: The City has no other appeals available to the person who receives a confirmed positive drug/alcohol test result other than those shown in this policy or pursuant to a labor bargaining agreement.

POLICY MODIFICATION: The City has the right to modify this policy as changes in regulation, law or City conditions occur.

THE CITY OF CROSSLAKE

Policy: Drug and Alcohol-Free Workplace and Testing (Non-DOT)
Date: _____, 2014.

THE FOLLOWING POLICY SHALL SUPERCEDE ANY AND ALL DRUG AND ALCOHOL TESTING POLICIES IN EXISTENCE PRIOR TO THE ABOVE DATE OF APPROVAL.

PURPOSE AND OBJECTIVES: The City of Crosslake (hereinafter the "City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City does not intend to intrude into the private lives of its employees, but strongly believes that a drug and alcohol-free workplace is in the best interest of employees and the public alike. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of City property. The City of Crosslake's Drug and Alcohol-Free Workplace and Testing Policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the City's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the City must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement". A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

PERSONS SUBJECT TO TESTING AND CIRCUMSTANCES UNDER WHICH TESTING MAY BE REQUIRED: Under this policy, the City may test any applicant to whom an offer of employment has been made, and may test any employee for alcohol and/or controlled substance under any of the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minnesota Statute 181.953, Subd. 1:

Pre-Employment Testing. Every job applicant offered employment with the City will receive the offer conditioned upon successful completion of a drug test, among other conditions. If the job offer is withdrawn based on drug test results, the City will inform the applicant of the reasons for the withdrawal. A failure of the drug test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Temporary and seasonal employees are not subject to this policy with the exception of those designated by the hiring department as safety-sensitive positions. Temporary and seasonal employees who are rehired from year to year are required to have a new drug test if it has been at least one year from the date of their last drug screen.

Reasonable Suspicion Testing. Consistent with Minnesota Statute 181.951, Subd. 3, employees will be subject to alcohol and controlled substance testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol or a controlled substance or impaired by the use/abuse of prescription medications; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol while working, while on City property, or while operating City vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minnesota Statute 176.011, Subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City's policies concerning alcohol or drugs may have occurred. These observations will be reflected in writing on a Physical and Behavioral Observation Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample, and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the employee's Department Head, Supervisor or City Administrator of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Treatment Program Testing. In accordance with Minnesota Statute 181.951, Subd. 6., the City may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the City for chemical dependency treatment or evaluation, or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

Random Testing. In accordance with Minnesota Statute 181.951, Subd. 4, the City may require an employee to submit to random testing if the employee is in a safety-sensitive position.

Right of Refusal.

All persons subject to the alcohol and controlled substance testing provisions of this policy have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered as testing positive and may be subject to disciplinary action up to and including discharge.

Any person subject to the alcohol and controlled substance testing provisions of this policy that fails to report for testing, fails to cooperate with any part of the testing process, or fails to remain until the testing process is complete, will be considered as refusing to test.

Refusing to sign the test form, or refusing to cooperate with the testing procedures, is considered refusing to test.

Failing to provide a urine specimen for a drug test or failing to provide a sufficient specimen, is considered refusing to test (unless there is an acceptable medical reason).

Any person subject to the drug testing provisions of this policy that alters or attempts to alter a urine sample or breath test, or substitutes or attempts to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to testing. In such case, the employee may be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

Any applicant who refuses to take a controlled substance test, after a job offer has been made, will not be considered for employment and the job offer will be immediately withdrawn.

Other actions listed in the regulations as refusals to test:

Drinking Alcohol within 8 Hours following an Accident and/or Prior to Testing. A driver must not consume any liquid containing alcohol for up to 8 hours following an accident or until the employee has been tested, whichever occurs first. Violation of this provision may result in the immediate termination of employment.

Refusal on Religious Grounds

An employee or job applicant who, on religious grounds, refuses to undergo drug or alcohol testing of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug or alcohol testing of a urine sample.

Cost of Required Testing. The City will pay for the cost of all drug and alcohol testing requested or required of all job applicants and employees, with the exception of confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests of the same sample.

PROHIBITION AGAINST CONTROLLED SUBSTANCE AND ALCOHOL

Use and Possession of Alcohol or Drug(s). Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, or drug paraphernalia while on duty; is on City premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter controlled substance used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

While Impaired of Alcohol or Drug(s). Employees are prohibited from being under the influence of alcohol or drugs or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; is on the City's premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter controlled substance used as intended by the manufacturer.

Driving While Impaired. A conviction of driving while impaired in a City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting City business, may result in discipline, up to and including discharge.

Criminal Controlled Substance Convictions. Any employee convicted of any criminal drug statute must notify his or her supervisor and the City Administrator in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a controlled substance-related conviction, the City will take appropriate personnel action against the employee up to and including discharge, or require the employee to satisfactorily participate in a controlled substance abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the City Administrator, and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the City is receiving federal grants or contracts of over \$25,000, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful Controlled Substance. Employees taking a lawful controlled substance, including prescription and over-the-counter controlled substances, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

REVIEW AND NOTIFICATION OF TEST RESULTS

Notification of Negative Test Results. In the case of job applicants and in accordance with Minnesota Statute § 181.953, the City Administrator or designee will notify a job applicant of a negative drug result within three days of receipt of result by the City, and the hiring process will resume. In accordance with Minnesota Statute 181.953, Subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from the City Administrator's office.

In the case of current employees and in accordance with Minnesota Statute 181.953, the City Administrator or designee will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the city. A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from City Administrator's office.

Notification of Positive Test Results. In the event of a confirmed positive blood or urine alcohol and/or drug test result, the City will notify the employee of a positive drug and/or alcohol result within three days of receipt of the result. The City Administrator or designee will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact the City Administrator's office to request a copy of the test result report if desired. In accordance with Minnesota Statute 181.953, Subd. 3, a laboratory must report results to the City within three working days of the confirmatory test result.

- **Right to Provide Information After Receiving Test Results.** Within three working days after notice of a positive controlled substance or alcohol test result on a

confirmatory test, the employee or job applicant may submit information to the City to explain the positive result. In accordance with Minnesota Statute 181.953, Subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the City will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire. The explanation and information submitted to the City by the employee or job applicant to explain the positive test result will be reviewed with the City's testing laboratory to verify its validity.

- **Right to Confirmatory Retest.** A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the City in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minnesota Statute 181.953, Subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same controlled substance and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the City's job offer will be reinstated and the City will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the City will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports. In accordance with Minnesota Statute 181.953, Subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

Dilute Specimens. A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

CONSEQUENCES FOR EMPLOYEES ENGAGING IN PROHIBITED CONDUCT

Job Applicants. The City's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

Employees.

- **No Adverse Action Without Confirmatory Test.** The City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test. As standard practice, a confirmatory retest will be completed on all initial positive screening tests.

- **Discipline and Discharge.**

- ✓ **Confirmatory Positive Test Result.** The City will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- 1) Prior to an incident at work resulting in the employee being tested and testing positive, the City has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- 2) The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

- ✓ **Other Misconduct.** Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other City personnel policies.

Emergency Call Back to Work Provisions. If an employee is called out for a City emergency and he or she reports to work and is suspected of being under the influence of drugs or alcohol, he or she will not be subject to the testing procedures of this policy, but may be subject to discipline and will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol and/or drugs and who is called out for a City emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

NON-DISCRIMINATION

The City of Crosslake policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minnesota Statute, Chapter 363, disability does not include conditions resulting from alcohol or other drug abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of individuals.

Furthermore, the City will not retaliate against any employee for asserting his or her rights under this policy.

POLICY CONTACT FOR ADDITIONAL INFORMATION

If you have any questions about this policy or the City's drug and alcohol testing procedures, you may contact your immediate supervisor, or the City Administrator to obtain additional information.

By this policy, the City of Crosslake has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each City employee will receive a copy of this policy and will be required to read it.

DEFINITIONS

“Alcohol” means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

“Alcohol use or usage” means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

“Applicant” means a person applying for a job with the City.

“City” means the City of Crosslake.

“City premises” means, but is not limited to, all City job sites and work areas. For the purposes of this policy, City premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the City.

“City vehicle” means any vehicle which employees are authorized to use solely for City business when used at any time; or any vehicle owned or leased by the City when used for City business.

“Collection site” means a place designated by the City where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of controlled substances and alcohol.

“Confirmatory test” means a controlled substance or alcohol test on a sample to substantiate the results of a prior controlled substance or alcohol test on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minnesota Statute 181.953, Subd. 1.

“Drug” has the same meaning as “controlled substance” defined in Minnesota Statute 152.01, Subd. 4.

“Drug and alcohol testing,” “drug or alcohol testing,” and “drug or alcohol test” mean analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statute 181.953, Subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested.

“Drug paraphernalia” has the meaning set forth in Minnesota Statute 152.01, Subd. 18.

“Employee” means a person who performs services for compensation for the City and includes independent contractors except where specifically noted in this policy.

“Initial screening test” means a drug or alcohol test that uses a method of analysis under one of the programs listed in Minnesota Statute 181.953, Subd. 1.

“Job applicant” means a person who applies to become an employee of the City, and includes a person who has received a job offer made contingent on the person passing drug testing.

“Positive test result” means a finding of the presence of alcohol, illegal drugs, or their metabolites that exceeds the cutoff levels established by the City. Minimum threshold detection levels are subject to change as determined in the City’s sole discretion.

“Random selection basis” means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

“Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

“Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

“Under the influence” means (1) the employee tests positive for alcohol or drugs, or (2) the employee’s actions, appearance, speech, and/or bodily odors reasonably cause the City to conclude that the employee is impaired because of illegal drug use or alcohol use.

**CITY OF CROSSLAKE
CITY EMPLOYEE
DRUG AND ALCOHOL FREE WORKPLACE TESTING POLICY AND
CONTROLLED SUBSTANCE AND ALCOHOL TESTING POLICY FOR
COMMERCIAL DRIVERS (DOT) POLICY ACKNOWLEDGEMENT FORM**

I acknowledge that I have received and understand the City's Drug and Alcohol-Free Workplace and Testing (Non-DOT) Policy and Controlled Substance and Alcohol Testing Policy for Commercial Drivers (DOT).

I agree to comply with the City's policies on controlled substance and/or alcohol and understand failure to comply is grounds for disciplinary action, up to and including termination. As an applicant, I understand my conditional job offer will be withdrawn if I refuse to test or test positive for a controlled substance.

Employee Signature

Signature of Witness

Date

**CITY OF CROSSLAKE
CITY EMPLOYEE
NOTIFICATION AND ALCOHOL/DRUG SCREENING CONSENT FORM**

I acknowledge that I have received and understand the City's Drug and Alcohol-Free Workplace and Testing (Non-DOT) Policy and Controlled Substance and Alcohol Testing Policy for Commercial Drivers (DOT).

I agree to comply with the City's policies on controlled substance and/or alcohol and understand failure to comply is grounds for disciplinary action, up to and including termination. As an applicant, I understand my conditional job offer will be withdrawn if I refuse to test or test positive for a controlled substance.

I hereby consent to undergo controlled substance and/or alcohol testing pursuant to said policy, and I authorize collection of a urine and/or breath sample from me for these purposes.

I understand that the procedure employed in this process will insure the integrity of the sample and is designed to comply with medical and legal requirements.

I consent to the release of the controlled substance and/or alcohol test results in accordance with the City's Drug and Alcohol-Free Workplace and Testing (Non-DOT) and Controlled Substance and Alcohol Testing (DOT) Policies to the selected Medical Review Officer (MRO), to the City's third-party administrator to and within the City on a need-to-know basis, and to additional parties in accordance with written authorization or as otherwise required by applicable or state law.

I further understand that the results of this testing may affect my employment status, as described in the policy as well as federal law updates, as applicable.

In the event of a post-accident test, the drug and/or alcohol test result(s) may also be provided to the workers' compensation insurance carrier.

Employee Signature

Signature of Witness

Date

Drug Screening Refusal of Consent

I hereby refuse to submit to the drug and alcohol testing process.

I have seen a copy of the City's Controlled Substance and Alcohol Testing for Commercial Drivers (DOT) Policy and understand my refusal to submit to testing will subject me to disciplinary proceedings including, but not limited to, employment discharge.

Employee Signature

Signature of Witness

Date

If employee refuses to sign, indicate "Refused to sign".

DATA PRIVACY NOTICE

The information collected pursuant to this policy is used to determine your eligibility for employment and the performance of certain safety sensitive functions. You are not required to provide information and submit to the tests, but your failure to do so will result in the City withdrawing a conditional job offer or you may be disciplined (up to and including discharge) from employment, whichever may apply. The results of the tests performed will be private data and will not be released to other employers, governmental agencies, or persons without the written consent of the employee tested, except as otherwise provided by regulation and law pursuant to a court order. Only those individuals with a necessity to perform their functions under this policy will have access to the test results.