AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, DECEMBER 9, 2013
7:00 P.M. – CITY HALL

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

B. CRITICAL ISSUES –
1. **7:15 P.M. – PUBLIC HEARING – CONSIDERATION OF ROAD VACATION REQUEST FROM JOHN AND SUSAN DERUS OF WHITEFISH AVE**
   a. Memo dated December 5, 2013 from the Public Works Commission Re: Road Vacation at Summit Ave and Whitefish Ave
   b. Staff Report dated November 20, 2013 from Jon Henke Re: Crosslake Park/Library Commission Recommendation for the Road Vacation Request of John and Susan Derus

C. CONSENT CALENDAR – NOTICE TO THE PUBLIC – All items here listed are considered to be routine by the City Council and will be acted on by one motion. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:
1. City – Month End Revenue Report dated November 2013
2. City – Month End Expenditures Report dated November 2013
3. November 2013 Budget to Actual Analysis
4. Pledged Collateral Report from Mike Lyonais
5. Crosslake Communications – Balance Sheet and Income Statement / Detail of Reserve Balances dated October 31, 2013
6. Crosslake Communications Check Register dated 10/1/13-10/31/13
7. Crosslake Communications Regular Meeting Minutes of November 26, 2013
8. Crosslake Communications Customer Counts
9. Police Report for Crosslake – November 2013
10. Police Report for Mission Township – November 2013
11. Fire Department Report – November 2013
12. North Ambulance Run Report – November 2013
13. Public Works Meeting Minutes of October 7, 2013
14. October 2013 Wastewater Treatment Discharge Monitoring Report
15. EDA Meeting Minutes of October 2, 2013
16. Planning and Zoning Commission Meeting Minutes of September 27, 2013
17. Planning and Zoning Commission Meeting Minutes of October 25, 2013
18. Waste Partners Recycling Report for October 2013
19. Crosslake Park/Library Commission Meeting Minutes of September 25, 2013
20. Memo dated December 6, 2013 from Mike Lyonais Re: Authorization to Execute Engagement Letter with Clifton Larson Allen
21. Memo dated December 9, 2013 from Mike Lyonais Re: Tax Increment Financing Reimbursement

22. Memo dated December 5, 2013 from Charlene Nelson Re: Retroactive Approval of Year-End Fund Transfers
23. Memo dated December 5, 2013 from Charlene Nelson Re: Retroactive Approval of Bills for Payment
24. Bills for Approval

D. MAYOR'S REPORT

1. Memo dated December 9, 2013 from Chris Pence Re: Ordinance Revision Public Comment Period (Council Action-Motion)
2. Memo dated December 5, 2013 from Charlene Nelson Re: Accept Donation (Council Action-Motion)
3. Review Security System Quotes for City Hall to be Donated by Crosslake-Ideal Lions

E. CITY ADMINISTRATOR'S REPORT

1. Memo dated December 6, 2013 from the Finance Director/Treasurer Re: Adoption of 2013/Collectible 2014 Tax Levy and 2014 City Budget (Council Action-Motion)
2. Memo dated December 3, 2013 from Charlene Nelson Re: Resolution Relating to the Crosslake Cafeteria Plan (Council Action-Motion)
3. Consideration of Revised Guidelines for Advisory Board, Commission, and Committee Appointments and Procedures Policy (Council Action-Motion)
4. Memo dated December 5, 2013 from Charlene Nelson Re: City of Crosslake Fee Schedule (Council Action-Motion)

F. COMMISSION REPORTS

1. PERSONNEL COMMITTEE

a. Request to Close City Facilities at 12:00 P.M. on Christmas Eve (Council Action-Motion)
b. Update on Health Insurance Proposals
c. Memo dated December 6, 2013 from Personnel Committee Re: Salary/Benefit Adjustments for Non-Union Employees (Council Action-Motion)
d. Email dated December 6, 2013 from Paul Hoge Re: Wages (Council Action-Motion)

2**. PARK AND RECREATION/LIBRARY**

a. Staff Report dated December 4, 2013 from Jon Henke Re: Community Center Activities (Council Action-Motion)

3. CROSSLAKE COMMUNICATIONS

a. Crosslake Communications Highlights Report for November 2013 (Council Action-Motion)
b. Crosslake Communications 2014 Budget (Council Action-Motion)

G. CITY ATTORNEY REPORT

H. OLD BUSINESS

I. NEW BUSINESS

1. Review Ordinance – Chapter 12 – Article III – Division 2 – Related to Landscape Contractors and Excavators License Requirement

J. PUBLIC FORUM

K. ADJOURN

BREEN & PERSON LTD

Attorneys At Law

November 8, 2013

To the owners near Whitefish Avenue

RE: CITY OF CROSSLAKE/Vacation

To whom it may concern:

Enclosed you will find a copy of a Notice of Public Hearing with an attached sketch showing of what the petitioner, John and Susan Derus, wants to vacate. If approved, this simply means that this land is no longer titled for road purposes and the ownership would revert back to the adjacent landowners. As you can see from the Sketch, the actual roadway of Whitefish Avenue and Summit Avenue would not change, it's just the legal description of these two roads is pretty wide at the intersection and they are asking to narrow this area since it's not used for street purposes and is really now used as part of their yard. Please call me directly with any questions.

Very truly yours,

J. Brad Person

Enclosure

510 Laurel Street • Brainerd, MN 56401 • 218.828.1248 | 35253 Country Road 3 • Crosslake, MN 56442 • 218.692.4344
Facsimile: 218.828.4832 • Toll-free: 888.456.1248 • www.BreenAndPerson.com

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that by order of the City Council, the City of Crosslake, Minnesota, will hold a public hearing at the Crosslake City Hall, Crosslake, Minnesota, at 7:15 P.M., on December 9, 2013 to consider whether or not it is in the public interest to vacate a portion of Whitefish Avenue, more specifically described in the proposed resolution now available at City Hall.

Dated at Crosslake, Minnesota, this 8th day of November, 2013.

CITY OF CROSSLAKE, MINNESOTA

By /s Charlene Nelson
City Clerk

RESOLUTION VACATING PROPERTY

WHEREAS, due and proper published and posted and mailed notice of public hearing has been given by the City as required by law; and

WHEREAS, after a public hearing held on this date, the City Council finds that it is in the public interest to vacate the property as hereinafter described.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City of Crosslake, Minnesota, as follows:

That certain property described as follows is hereby vacated:

That part of Summit Avenue and Whitefish Avenue as dedicated in Manhattan Beach a Replat of Twin Beach, according to the plat thereof, Crow Wing County, Minnesota, described as follows: Commencing at an iron monument at the point of curvature on the southerly line of Lot 4, Block 20 of said Manhattan Beach a Replat of Twin Beach, thence South 59 degrees 05 minutes 34 seconds West, assumed bearing, along the southerly line of said Block 20 a distance of 427.32 feet to an iron monument at the point of curvature on the southerly line of Lot 15 of said Block 20 and the point of beginning; thence continue South 59 degrees 05 minutes 34 seconds West. 18.34 feet; thence westerly along a tangential curve concave to the north, radius 241.50 feet, central angle 37 degrees 07 minutes 22 seconds, 156.47 feet to the southerly extension of the west line of said Block 20; thence North 02 degrees 28 minutes 48 seconds East, along a line not tangent to said curve, 135.27 feet to an iron monument at the northwest corner of said Lot 15, Block 20; thence Southeasterly along the southwesterly line of said Lot 15, Block 20 a distance of 227.3 feet more or less to the point of beginning.

Dated at Crosslake, Minnesota, this __ day of __________, 2013.

CITY OF CROSSLAKE, MINNESOTA

By____________________________

Its Mayor

ATTEST:

____

City Clerk

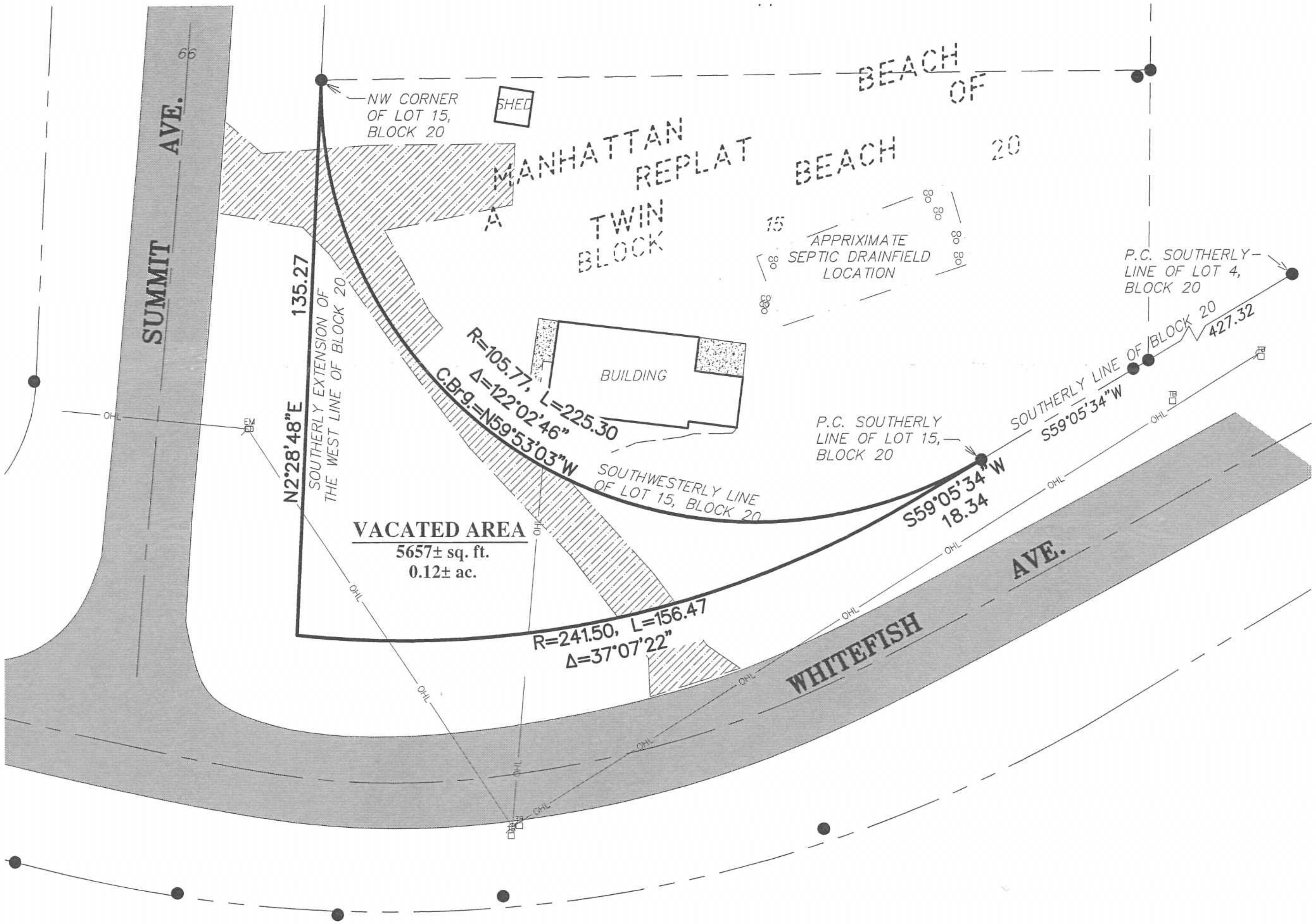
vacation area

Date: 11/20/2013 Time: 2:23:42 PM

CROW WING COUNTY

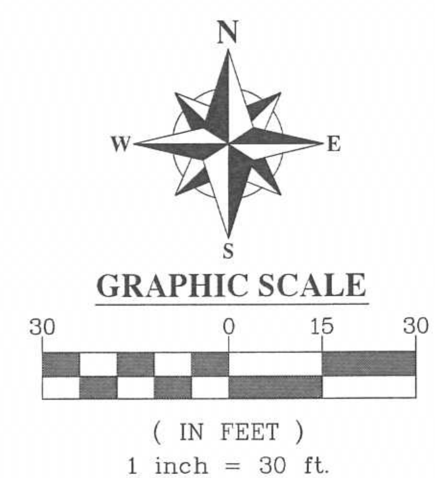
VACATION EXHIBIT

PRELIMINARY



<u>*ROAD RIGHT–OF–WAY VACATION DESCRIPTION*</u>

That part of Summit Ave. and Whitefish Ave. as dedicated in MANHATTAN BEACH A REPLAT OF TWIN BEACH, according to the recorded plat thereof, Crow Wing County, Minnesota, described as follows: Commencing at an iron monument at the point of curvature on the southerly line of Lot 4, Block 20 of said MANHATTAN BEACH A REPLAT OF TWIN BEACH; thence South 59 degrees 05 minutes 34 seconds West, assumed bearing, along the southerly line of said Block 20 a distance of 427.32 feet to an iron monument at the point of curvature on the southerly line of Lot 15 of said Block 20 and the point of beginning; thence continue South 59 degrees 05 minutes 34 seconds West, 18.34; thence westerly along a tangential curve concave to the north, radius 241.50 feet, central angle 37 degrees 07 minutes 22 seconds, 156.47 feet to the southerly extension of the west line of said Block 20; thence North 02 degrees 28 minutes 48 seconds East, along a line not tangent to said curve, 135.27 feet to an iron monument at the northwest corner of said Lot 15, Block 20; thence Southeasterly along the southwesterly line of said Lot 15, Block 20 a distance of 227.3 feet more or less to the point of beginning.



LEGEND

○ DENOTES 1/2 INCH IRON PIPE SET AND MARKED WITH RLS 46165 CAP.

● DENOTES FOUND SURVEY MONUMENT

DRAWN BY: MTD CHECKED BY: EEL

APPROVED BY: MTD JOB NUMBER: 13-087B

NO.	DATE	BY	REVISION DESCRIPTION

VACATION EXHIBIT
Part of Summit Ave. and Whitefish Ave. MANHATTAN BEACH A REPLAT OF TWIN BEACH
Crow Wing County, MN

217 1st Ave. N.
Waite Park, MN 56387
(320)241-6247 Office

ARRO
Land Surveying of Brainerd, LLC

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.

Dated this _______ day of _______________, _______

By: ___________________________

Mark T. Downing, Minnesota License No. 46165

MEMO TO: City Council

FROM: Public Works Commission

DATE: December 5, 2013

SUBJECT: Road Vacation at Summit Ave and Whitefish Ave

At the Public Works Meeting of December 2, 2013, a motion was made by Ollie Courts and seconded by Darrell Shannon to recommend to the City Council that the portion of the road presented in the road vacation request be vacated with the following conditions:

1. Mirror the radius of the opposite side of the street.
2. Maintain the utility easement for any or future utilities.

A lengthy discussion followed and all were in favor.

Staff Report
Crosslake Parks, Recreation & Library

Date: November 20, 2013

To: Crosslake City Council
From: Jon Henke, Director of Parks, Recreation & Library

Subject: Crosslake Park/Library Commission Recommendation for the road vacation request of John and Susan Derus.

The Park/Library Commission met on November 20th to consider the petition to vacate a portion of the right of way for Summit and Whitefish Ave. The Commission felt that without knowing how this area will develop in the future it would not make sense to vacate a portion of public property.
The following motion was presented:

The Crosslake Park/Library Commission recommends to the Crosslake City Council that the petition to vacate a portion of Summit and Whitefish Ave. by John and Susan Derus be denied.
Motioned by: Alden Hardwick, Seconded by Robb Reed – motion passed on a 5-1 vote.

CITY OF CROSSLAKE
Month-End Revenue
Current Period: NOVEMBER 2013

SRC	SRC Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	$2,052,117.00	$0.00	$1,184,060.59	$868,056.41	57.70%
31300	Emergency Services Levy	$43,743.00	$0.00	$993.24	$42,749.76	2.27%
31305	2003 Joint Facility Levy	$0.00	$0.00	$3,543.07	-$3,543.07	0.00%
31310	2012 Series A Levy	$0.00	$0.00	$66,984.70	-$66,984.70	0.00%
31800	Other Taxes	$0.00	$142.27	$379.27	-$379.27	0.00%
31900	Penalties and Interest DelTax	$2,000.00	$0.00	$3,202.33	-$1,202.33	160.12%
32110	Alchoholic Beverages	$12,325.00	$0.00	$18,259.00	-$5,934.00	148.15%
32111	Club Liquor License	$500.00	$0.00	$500.00	$0.00	100.00%
32112	Beer and Wine License	$700.00	$0.00	$275.00	$425.00	39.29%
32180	Other Licenses/Permits	$150.00	$0.00	$200.00	-$50.00	133.33%
33400	State Grants and Aids	$0.00	$0.00	$1,900.00	-$1,900.00	0.00%
33401	Local Government Aid	$0.00	$0.00	$0.00	$0.00	0.00%
33402	Homestead Credit	$0.00	$0.00	$0.00	$0.00	0.00%
33403	Mobile Home Homestead Credit	$0.00	$0.00	$0.00	$0.00	0.00%
33406	Taconite Homestead Credit	$0.00	$0.00	$0.00	$0.00	0.00%
33416	Police Training Reimbursement	$2,000.00	$0.00	$1,708.76	$291.24	85.44%
33417	Police State Aid	$33,000.00	$0.00	$36,192.20	-$3,192.20	109.67%
33418	Fire State Aid	$29,000.00	$0.00	$45,454.66	-$16,454.66	156.74%
33420	Insurance Premium Reimburse	$0.00	$0.00	$8,652.04	-$8,652.04	0.00%
33422	PERA State Aid	$2,979.00	$0.00	$1,489.50	$1,489.50	50.00%
33423	Insurance Claim Reimbursement	$0.00	$0.00	$30,435.49	-$30,435.49	0.00%
33650	Recycling Grant	$30,000.00	$0.00	$30,000.00	$0.00	100.00%
34000	Charges for Services	$200.00	$0.00	$260.00	-$60.00	130.00%
34010	Sale of Maps and Publications	$100.00	$0.00	$115.00	-$15.00	115.00%
34050	Candidate Filing Fees	$0.00	$0.00	$0.00	$0.00	0.00%
34103	Zoning Permits	$28,000.00	$1,550.00	$36,665.00	-$8,665.00	130.95%
34104	Plat Check Fee/Subdivision Fee	$800.00	$0.00	$1,350.00	-$550.00	168.75%
34105	Variances and CUPS/IUPS	$6,000.00	$800.00	$11,400.00	-$5,400.00	190.00%
34106	Sign Permits	$500.00	$100.00	$550.00	-$50.00	110.00%
34107	Assessment Search Fees	$700.00	$45.00	$1,190.00	-$490.00	170.00%
34108	Zoning Misc/Penalties	$1,000.00	$250.00	$750.00	$250.00	75.00%
34109	Zoning Reimb Eng/Legal/Survey	$2,500.00	$0.00	$5,360.75	-$2,860.75	214.43%
34110	TIF/JOBZ Pre Application Fee	$0.00	$0.00	$0.00	$0.00	0.00%
34111	Driveway Permits	$600.00	$0.00	$1,225.00	-$625.00	204.17%
34112	Septic Permits	$3,000.00	$0.00	$5,275.00	-$2,275.00	175.83%
34113	Landscape License Fee	$2,000.00	$0.00	$2,200.00	-$200.00	110.00%
34114	Zoning Map/Ordinance Amendment	$0.00	$0.00	$0.00	$0.00	0.00%
34201	Fire Department Donations	$200.00	$3,800.00	$33,950.00	-$33,750.00	5975.00%
34202	Fire Protection and Calls	$31,250.00	$0.00	$34,656.05	-$3,406.05	110.90%
34206	Animal Control Fees	$0.00	$0.00	$0.00	$0.00	0.00%
34207	House Burning Fee	$1,500.00	$0.00	$0.00	$1,500.00	0.00%
34210	Police Contracts	$48,000.00	$12,000.00	$48,000.00	$0.00	100.00%
34211	Police Donations	$0.00	$0.00	$10,100.00	-$10,100.00	0.00%
34213	Police Receipts	$4,000.00	$0.00	$3,868.54	$131.46	96.71%
34214	Tac Team Donations	$0.00	$0.00	$0.00	$0.00	0.00%
34215	Pass Thru Donations	$0.00	$0.00	$9,000.00	-$9,000.00	0.00%
34300	E911 Signs	$1,000.00	$100.00	$1,500.00	-$500.00	150.00%
34700	Park & Rec Donation	$0.00	$35.00	$301.00	-$301.00	0.00%
34701	Halloween Donations	$0.00	$0.00	$0.00	$0.00	0.00%
34711	Taxable Merchandise/Rentals	$150.00	$0.00	$150.00	$0.00	100.00%
34740	Park Concessions	$450.00	$41.00	$571.00	-$121.00	126.89%

CITY OF CROSSLAKE
Month-End Revenue
Current Period: NOVEMBER 2013

SRC	SRC Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
34741	Gen Gov t Concessions	$300.00	$0.00	$94.45	$205.55	31.48%
34742	Park Concessions - Food	$0.00	$0.00	$0.00	$0.00	0.00%
34743	Public Works Concessions	$125.00	$0.00	$0.00	$125.00	0.00%
34744	Fire Department Concessions	$0.00	$0.00	$79.61	-$79.61	0.00%
34750	CCC/Park User Fee	$3,500.00	$195.00	$3,706.00	-$206.00	105.89%
34751	Shelter/Beer/Wine Fees	$250.00	$0.00	$424.00	-$174.00	169.60%
34760	Library Cards	$0.00	$47.00	$1,618.00	-$1,618.00	0.00%
34761	Library Donations	$0.00	$5.00	$1,911.28	-$1,911.28	0.00%
34762	Library Copies	$0.00	$13.30	$276.65	-$276.65	0.00%
34763	Library Events	$0.00	$0.00	$5,910.15	-$5,910.15	0.00%
34764	Library Miscellaneous	$0.00	$0.00	$105.00	-$105.00	0.00%
34765	Summer Reading Program	$0.00	$0.00	$365.00	-$365.00	0.00%
34766	Library Luncheon	$0.00	$0.00	$0.00	$0.00	0.00%
34767	New York Times Best Seller Pro	$0.00	$0.00	$0.00	$0.00	0.00%
34768	PAL Foundation - Library	$0.00	$0.00	$2,584.89	-$2,584.89	0.00%
34769	PAL Foundation - Park	$0.00	$2,104.35	$5,237.76	-$5,237.76	0.00%
34770	Silver Sneakers	$0.00	$1,114.00	$13,337.00	-$13,337.00	0.00%
34790	Park Dedication Fees	$0.00	$1,500.00	$7,500.00	-$7,500.00	0.00%
34800	Tennis Fees	$1,200.00	$0.00	$30.00	$1,170.00	2.50%
34801	Recreational-Program	$600.00	$35.00	$2,325.00	-$1,725.00	387.50%
34802	Softball/Baseball Fees	$2,000.00	$0.00	$1,185.00	$815.00	59.25%
34803	Recreation-Misc. Receipts	$200.00	$0.00	$151.00	$49.00	75.50%
34805	Aerobics Fees	$4,000.00	$201.00	$3,842.00	$158.00	96.05%
34806	Weight Room Fees	$30,000.00	$2,254.00	$26,385.00	$3,615.00	87.95%
34807	Volleyball Fees	$400.00	$16.00	$727.00	-$327.00	181.75%
34808	Silver Sneakers	$1,000.00	$0.00	$1,068.00	-$68.00	106.80%
34809	Soccer Fees	$1,400.00	$0.00	$2,045.00	-$645.00	146.07%
34910	Transit Revenue	$0.00	$0.00	$0.00	$0.00	0.00%
34940	Cemetery Lots	$3,000.00	$0.00	$4,150.00	-$1,150.00	138.33%
34941	Cemetery Openings	$3,500.00	$750.00	$6,450.00	-$2,950.00	184.29%
34942	Cemetery Other	$450.00	$0.00	$600.00	-$150.00	133.33%
34950	Public Works Revenue	$1,500.00	$108.82	$3,008.82	-$1,508.82	200.59%
34952	County Joint Facility Payments	$45,000.00	-$42,091.25	$81,614.94	-$36,614.94	181.37%
34953	Recycling Revenues	$50.00	$0.00	$0.00	$50.00	0.00%
35100	Court Fines	$15,000.00	$699.76	$8,967.80	$6,032.20	59.79%
35103	Library Fines	$0.00	$50.00	$853.07	-$853.07	0.00%
35105	Restitution Receipts	$0.00	$0.00	$10,084.49	-$10,084.49	0.00%
36200	Miscellaneous Revenues	$500.00	$0.00	$894.07	-$394.07	178.81%
36201	Misc Reimbursements	$1,500.00	$34.26	$3,098.57	-$1,598.57	206.57%
36210	Interest Earnings	$4,800.00	$270.33	$3,649.83	$1,150.17	76.04%
36230	Contributions and Donations	$0.00	$0.00	$0.00	$0.00	0.00%
36254	Sp Assess Prin-Sunrise Isl 11	$4,355.00	$0.00	$261.70	$4,093.30	6.01%
36255	Sp Assess Int-Sunrise Isl 11	$1,843.00	$0.00	$148.42	$1,694.58	8.05%
38050	Telephone Fees	$265,000.00	$22,083.33	$242,865.55	$22,134.45	91.65%
38051	Telephone True-Up	$0.00	$0.00	$0.00	$0.00	0.00%
38052	Telephone Miscellaneous Rev	$21,000.00	$0.00	$28,343.73	-$7,343.73	134.97%
39101	Sales of General Fixed Assets	$0.00	$0.00	$0.00	$0.00	0.00%
39200	Operating Transfers	$0.00	$0.00	$239,214.43	-$239,214.43	0.00%
39204	Transfer Frm Needs Assess Fund	$0.00	$0.00	$0.00	$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	$0.00	$0.00	$0.00	$0.00	0.00%
39330	Proceeds from Capital Lease	$0.00	$0.00	$0.00	$0.00	0.00%
39400	Bond Premium	$0.00	$0.00	$0.00	$0.00	0.00%
39700	Capital Contrib from CU	$0.00	$0.00	$0.00	$0.00	0.00%

CITY OF CROSSLAKE
Month-End Revenue
Current Period: NOVEMBER 2013

SRC	SRC Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
FUND 101 GENERAL FUND		$2,752,937.00	$8,253.17	$2,357,780.40	$395,156.60	227.37%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	$23,305.00	$0.00	$505.58	$22,799.42	2.17%
31100	REA Loan Payment	$0.00	$0.00	$0.00	$0.00	0.00%
31101	County Payment Joint Facility	$124,550.00	$0.00	$0.00	$124,550.00	0.00%
31200	Community Ctr Levy Refund 2002	$0.00	$0.00	$181.03	-$181.03	0.00%
31300	Emergency Services Levy	$0.00	$0.00	$0.00	$0.00	0.00%
31301	1999 Series A Levy	$0.00	$0.00	$32.28	-$32.28	0.00%
31302	1999 Series B Levy	$0.00	$0.00	$174.84	-$174.84	0.00%
31303	2001 Series A Levy	$0.00	$0.00	$1,074.51	-$1,074.51	0.00%
31304	2002 Series A Levy	$0.00	$0.00	$13,498.09	-$13,498.09	0.00%
31305	2003 Joint Facility Levy	$0.00	$0.00	$0.00	$0.00	0.00%
31306	2003 Disposal System Levy	$0.00	$0.00	$0.00	$0.00	0.00%
31307	2004 Series A Levy	$0.00	$0.00	$3,467.34	-$3,467.34	0.00%
31308	2006 Series B Levy	$133,746.00	$0.00	$75,417.12	$58,328.88	56.39%
31309	2006 Series C Levy	$0.00	$0.00	$14.75	-$14.75	0.00%
31310	2012 Series A Levy	$236,005.00	$0.00	$58,821.84	$177,183.16	24.92%
31900	Penalties and Interest DelTax	$1,500.00	$0.00	$866.02	$633.98	57.73%
33402	Homestead Credit	$0.00	$0.00	$0.00	$0.00	0.00%
36104	Penalty & Interest	$0.00	$0.00	$0.00	$0.00	0.00%
36105	Sp Asses Prin Ox Lake 99	$0.00	$0.00	$0.00	$0.00	0.00%
36106	Sp Asses Int Ox Lake 99	$0.00	$0.00	$0.00	$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	$0.00	$0.00	$0.00	$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	$0.00	$0.00	$0.00	$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	$0.00	$0.00	$0.00	$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	$0.00	$0.00	$0.00	$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	$0.00	$0.00	$0.00	$0.00	0.00%
36112	Sp Assess Int Miller/Mary 99	$0.00	$0.00	$0.00	$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	$0.00	$0.00	$0.00	$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	$0.00	$0.00	$0.00	$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	$0.00	$0.00	$0.00	$0.00	0.00%
36116	Sp Assess Int Kimberly 99	$0.00	$0.00	$0.00	$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	$0.00	$0.00	$0.00	$0.00	0.00%
36118	Sp Assess Int Shamrock 99	$0.00	$0.00	$0.00	$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	$0.00	$0.00	$0.00	$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	$0.00	$0.00	$0.00	$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	$0.00	$0.00	$0.00	$0.00	0.00%
36122	Sp Assess Int Tamarack 99	$0.00	$0.00	$0.00	$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	$0.00	$0.00	$84.24	-$84.24	0.00%
36124	Sp Assess Int Red Pine 99	$0.00	$0.00	$62.41	-$62.41	0.00%
36125	Sp Assess Prin Cross Ave 99	$0.00	$0.00	$0.00	$0.00	0.00%
36126	Sp Assess Int Cross Ave 99	$0.00	$0.00	$0.00	$0.00	0.00%
36127	Sp Assess Prin Wilderness 99	$0.00	$0.00	$0.00	$0.00	0.00%
36128	Sp Assess Int Wilderness 99	$0.00	$0.00	$0.00	$0.00	0.00%
36129	Sp Assess Prin Kimberly/00	$0.00	$0.00	$0.00	$0.00	0.00%
36130	Sp Assess Int Kimberly/00	$0.00	$0.00	$0.00	$0.00	0.00%
36131	Sp Assess Prin Waterwood/00	$0.00	$0.00	$0.00	$0.00	0.00%
36132	Sp Assess Int Waterwood/00	$0.00	$0.00	$0.00	$0.00	0.00%
36133	Sp Assess Prin Shores Dr/00	$0.00	$0.00	$0.00	$0.00	0.00%
36134	Sp Assess Int Shores Dr/00	$0.00	$0.00	$0.00	$0.00	0.00%
36135	Sp Assess Prin Backdahl Rd/00	$0.00	$0.00	$0.00	$0.00	0.00%
36136	Sp Assess Int Backdahl Rd/00	$0.00	$0.00	$0.00	$0.00	0.00%

CITY OF CROSSLAKE
Month-End Revenue
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SRC	SRC Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
36137	Sp Assess Prin Daggett Lane/00	$0.00	$0.00	$0.00	$0.00	0.00%
36138	Sp Assess Int Daggett Lane/00	$0.00	$0.00	$0.00	$0.00	0.00%
36139	Sp Assess Prin Deer Rg/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	$3.84	-$3.84	0.00%
36178	Sp Assess Int Wolf Tr/Ct/02	$0.00	$0.00	$0.20	-$0.20	0.00%
36179	Sp Assess Prin Willwood/02	$0.00	$0.00	$244.43	-$244.43	0.00%
36180	Sp Assess Int Willwood/02	$0.00	$0.00	$12.22	-$12.22	0.00%
36181	Sp Assess Prin Shafer Rd/02	$0.00	$0.00	$0.00	$0.00	0.00%
36182	Sp Assess Int Shafer Rd/02	$0.00	$0.00	$0.00	$0.00	0.00%
36183	Sp Assess Prin Sandra Rd/02	$0.00	$0.00	$160.96	-$160.96	0.00%
36184	Sp Assess Int Sandra Rd/02	$0.00	$0.00	$20.54	-$20.54	0.00%
36185	Sp Assess Prin Lake Tr/02	$0.00	$0.00	$0.00	$0.00	0.00%
36186	Sp Assess Int Lake Tr/02	$0.00	$0.00	$0.00	$0.00	0.00%
36187	Sp Assess Prin Happy Cove/02	$0.00	$0.00	$364.70	-$364.70	0.00%
36188	Sp Assess Int Happy Cove/02	$0.00	$0.00	$37.07	-$37.07	0.00%
36189	Sp Assess Prin Bay Shores/02	$0.00	$0.00	$8.68	-$8.68	0.00%

CITY OF CROSSLAKE
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SRC	SRC Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
36190	Sp Assess Int Bay Shores/02	$0.00	$0.00	$0.45	-$0.45	0.00%
36191	Sp Assess Prin Woodland Dr/02	$0.00	$0.00	$0.00	$0.00	0.00%
36192	Sp Assess Int Woodland Dr/02	$0.00	$0.00	$0.00	$0.00	0.00%
36193	Sp Assess Prin Pine Pt/02	$0.00	$0.00	$0.00	$0.00	0.00%
36194	Sp Assess Int Pine Pt/02	$0.00	$0.00	$0.00	$0.00	0.00%
36195	Sp Assess Prin ABC Dr 03	$4,320.00	$0.00	$2,238.04	$2,081.96	51.81%
36196	SpAssess Int ABC Drive	$557.00	$0.00	$294.03	$262.97	52.79%
36197	SpAssess Prin Wildwood/White B	$6,243.00	$0.00	$3,621.03	$2,621.97	58.00%
36198	SpAssess Int Wildwood/White B	$805.00	$0.00	$512.02	$292.98	63.60%
36199	SpAssess Prin Greer Lake Rd 03	$2,949.00	$0.00	$1,771.82	$1,177.18	60.08%
36200	Miscellaneous Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
36210	Interest Earnings	$0.00	$0.00	$0.00	$0.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	$380.00	$0.00	$228.60	$151.40	60.16%
36236	SpAssess Prin East Shore 2004	$1,447.00	$0.00	$814.10	$632.90	56.26%
36237	SpAssess Int East Shore 2004	$187.00	$0.00	$104.93	$82.07	56.11%
36238	SpAssess Prin Margaret 2004	$1,162.00	$0.00	$830.16	$331.84	71.44%
36239	SpAssess Int Margaret 2004	$150.00	$0.00	$107.01	$42.99	71.34%
36240	SpAssess Prin Edgewater 2004	$1,795.00	$0.00	$1,154.03	$640.97	64.29%
36241	SpAssess Int Edgewater 2004	$231.00	$0.00	$148.76	$82.24	64.40%
36242	SpAssess Prin Gendreau 2004	$2,198.00	$0.00	$1,478.09	$719.91	67.25%
36243	SpAssess Int Gendreau 2004	$283.00	$0.00	$218.68	$64.32	77.27%
36244	Sp Assess Prin - Duck Lane	$2,155.00	$0.00	$1,268.02	$886.98	58.84%
36245	Sp Assess Int - Duck Lane	$515.00	$0.00	$307.66	$207.34	59.74%
36246	Sp Assess Prin - Sunset Drive	$2,813.00	$0.00	$1,476.05	$1,336.95	52.47%
36247	Sp Assess Int - Sunset Drive	$608.00	$0.00	$352.67	$255.33	58.00%
36248	Sp Assess Prin - Maroda Drive	$941.00	$0.00	$470.73	$470.27	50.02%
36249	Sp Assess Int - Maroda Drive	$225.00	$0.00	$112.42	$112.58	49.96%
36250	Sp Assess Prin - Johnie/Rober	$3,903.00	$0.00	$2,039.05	$1,863.95	52.24%
36251	Sp Assess Int - Johnie/Robert	$932.00	$0.00	$508.44	$423.56	54.55%
36252	Sp Assess Prin - Brita/Pinevie	$17,263.00	$0.00	$8,860.89	$8,402.11	51.33%
36253	Sp Assess Int - Brita/Pineview	$4,124.00	$0.00	$2,270.80	$1,853.20	55.06%
36254	Sp Assess Prin-Sunrise Isl 11	$0.00	$0.00	$12,452.30	-$12,452.30	0.00%
36255	Sp Assess Int-Sunrise Isl 11	$0.00	$0.00	$869.55	-$869.55	0.00%
38052	Telephone Miscellaneous Rev	$0.00	$0.00	$0.00	$0.00	0.00%
39200	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	$0.00	$0.00	$0.00	$0.00	0.00%
39311	Proceeds-Wilderness GO Bonds	$0.00	$0.00	$0.00	$0.00	0.00%
39314	Proceeds-2001 Bond Proceeds	$0.00	$0.00	$0.00	$0.00	0.00%
39315	Proceeds-2002 Bond Proceeds	$0.00	$0.00	$0.00	$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	$0.00	$0.00	$0.00	$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	$0.00	$0.00	$0.00	$0.00	0.00%
39900	02 Series A	$51,555.00	$0.00	$0.00	$51,555.00	0.00%
FUND 301 DEBT SERVICE FUND		$626,847.00	$0.00	$199,563.02	$427,283.98	10.75%

FUND 401 GENERAL CAPITAL PROJECTS

SRC	SRC Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
31000	General Property Taxes	$0.00	$0.00	$0.00	$0.00	0.00%
33420	Insurance Premium Reimburse	$0.00	$0.00	$0.00	$0.00	0.00%
34790	Park Dedication Fees	$0.00	$0.00	$0.00	$0.00	0.00%
36210	Interest Earnings	$0.00	$49.75	$2,055.46	-$2,055.46	0.00%
36230	Contributions and Donations	$0.00	$0.00	$0.00	$0.00	0.00%
39101	Sales of General Fixed Assets	$0.00	$0.00	$0.00	$0.00	0.00%
39102	Sale of City Hall	$0.00	$0.00	$0.00	$0.00	0.00%
39103	Sale of Fire Hall	$0.00	$0.00	$0.00	$0.00	0.00%

CITY OF CROSSLAKE

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SRC	SRC Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
39104	Sale of Lots-Gendreau Addn.	$0.00	$0.00	$0.00	$0.00	0.00%
39200	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
39231	Proceeds-2006 Series C Bonds	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		$0.00	$49.75	$2,055.46	-$2,055.46	0.00%
FUND 404 JOBZ						
31000	General Property Taxes	$0.00	$0.00	$0.00	$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	$0.00	$0.00	$0.00	$0.00	0.00%
34204	JOBZ Recipient Deposit	$0.00	$0.00	$0.00	$0.00	0.00%
34208	JOBZ Annual Fee	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 404 JOBZ		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
31000	General Property Taxes	$0.00	$0.00	$0.00	$0.00	0.00%
31050	Tax Increments LeRever	$0.00	$0.00	$0.00	$0.00	0.00%
31051	Tax Increments Daggett Brook	$0.00	$0.00	$0.00	$0.00	0.00%
31052	Tax Increments Reeds	$0.00	$0.00	$0.00	$0.00	0.00%
31053	Tax Increments - Ace Hardware	$0.00	$0.00	$0.00	$0.00	0.00%
31054	Tax Increment - Crosswoods	$0.00	$0.00	$0.00	$0.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	$0.00	$0.00	$3,375.45	-$3,375.45	0.00%
31056	Tax Increment 1-9 C&J Develop	$15,000.00	$0.00	$7,168.60	$7,831.40	47.79%
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		$15,000.00	$0.00	$10,544.05	$4,455.95	3.68%
FUND 406 DOWNTOWN DEVELOPMENT						
36210	Interest Earnings	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 406 DOWNTOWN DEVELOPMENT		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 408 WEST SHORE DRIVE						
39200	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	$0.00	$0.00	$0.00	$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 408 WEST SHORE DRIVE		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 412 DUCK LANE						
36200	Miscellaneous Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
39200	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 412 DUCK LANE		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
33400	State Grants and Aids	$0.00	$0.00	$0.00	$0.00	0.00%
36200	Miscellaneous Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
39200	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
39200	Operating Transfers	$0.00	$0.00	$212,296.56	-$212,296.56	0.00%
FUND 415 AMBULANCE PROJECT		$0.00	$0.00	$212,296.56	-$212,296.56	0.00%
FUND 420 LIBRARY PROJECT						

CITY OF CROSSLAKE
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SRC	SRC Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 % 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	$2.60	-$2.60	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	$2.60	-$2.60	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31101	County Payment Joint Facility	$0.00	$2,091.25	$2,091.25	-$2,091.25	0.00%
31300	Emergency Services Levy	$0.00	$0.00	$0.00	$0.00	0.00%
31305	2003 Joint Facility Levy	$0.00	$0.00	$0.00	$0.00	0.00%
31802	EDA Tax Receipts	$0.00	$0.00	$0.00	$0.00	0.00%
34101	City Hall User Revenue	$0.00	$0.00	$0.00	$0.00	0.00%
34951	Rev Loan Principal Pymts	$0.00	$0.00	$0.00	$0.00	0.00%
36200	Miscellaneous Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
36210	Interest Earnings	$0.00	$0.00	$0.00	$0.00	0.00%
36212	Restricted Interest Income	$0.00	$0.00	$0.00	$0.00	0.00%
36220	Lease Revenue	$0.00	$0.00	$0.00	$0.00	0.00%
39200	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		$0.00	$2,091.25	$2,091.25	-$2,091.25	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	$0.00	$157.26	$1,752.48	-$1,752.48	0.00%
36211	Revolving Loan Interest	$0.00	$215.08	$5,019.70	-$5,019.70	0.00%
39200	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		$0.00	$372.34	$6,772.18	-$6,772.18	0.00%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	$0.00	$0.00	$0.00	$0.00	0.00%
34410	Unallocated Reserves	$0.00	-$185.00	-$191.54	$191.54	0.00%
36104	Penalty & Interest	$1,200.00	$61.55	$1,334.87	-$134.87	111.24%
36200	Miscellaneous Revenues	$2,000.00	$199.80	$1,932.04	$67.96	96.60%
36201	Misc Reimbursements	$0.00	$0.00	$0.00	$0.00	0.00%
36210	Interest Earnings	$0.00	$0.00	$0.00	$0.00	0.00%
37200	User Fee	$194,472.00	$16,503.40	$187,218.03	$7,253.97	96.27%
37250	Sewer Connection Payments	$0.00	$0.00	$0.00	$0.00	0.00%
37500	Capital Contribution	$0.00	$0.00	$0.00	$0.00	0.00%
39200	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 601 SEWER OPERATING FUND		$197,672.00	$16,579.75	$190,293.40	$7,378.60	27.65%
FUND 651 SEWER RESTRICTED SINKING FUND						

CITY OF CROSSLAKE

Month-End Revenue

Current Period: NOVEMBER 2013

SRC	SRC Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 % of Budget
31306	2003 Disposal System Levy	$221,000.00	$0.00	$124,896.71	$96,103.29	56.51%
33402	Homestead Credit	$0.00	$0.00	$0.00	$0.00	0.00%
36104	Penalty & Interest	$0.00	$11.95	$4,208.34	-$4,208.34	0.00%
36200	Miscellaneous Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
36201	Misc Reimbursements	$0.00	$0.00	$0.00	$0.00	0.00%
36210	Interest Earnings	$0.00	$10.36	$110.47	-$110.47	0.00%
37250	Sewer Connection Payments	$0.00	$0.00	$45,357.05	-$45,357.05	0.00%
39200	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND		$221,000.00	$22.31	$174,572.57	$46,427.43	7.06%
		$3,813,456.00	$27,368.70	$3,155,971.49	$657,484.51	76.46%

CITY OF CROSSLAKE
Month End Expenditures
Current Period: NOVEMBER 2013

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	$27,000.00	$2,250.00	$24,490.00	$2,510.00	90.70%
122	FICA	$2,066.00	$172.15	$1,873.76	$192.24	90.70%
208	Instruction Fees	$600.00	$0.00	$1,452.00	-$852.00	242.00%
321	Communications-Cellular	$0.00	$0.00	$0.00	$0.00	0.00%
331	Travel Expenses	$900.00	$285.91	$2,744.52	-$1,844.52	304.95%
340	Advertising	$0.00	$0.00	$0.00	$0.00	0.00%
360	Insurance	$60.00	$0.00	$81.00	-$21.00	135.00%
430	Miscellaneous	$150.00	$0.00	$0.00	$150.00	0.00%
433	Dues and Subscriptions	$0.00	$0.00	$30.00	-$30.00	0.00%
DEPT 41110 Council		$30,776.00	$2,708.06	$30,671.28	$104.72	99.66%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	$82,215.00	$5,384.62	$65,945.11	$16,269.89	80.21%
101	Assistant	$55,635.00	$0.00	$20,017.06	$35,617.94	35.98%
102	Consultant	$0.00	$0.00	$15,975.00	-$15,975.00	0.00%
105	Part-time	$0.00	$0.00	$169.00	-$169.00	0.00%
109	Secretary/Bookkeeper	$39,600.00	$3,939.08	$44,430.28	-$4,830.28	112.20%
121	PERA	$18,003.00	$675.98	$7,423.11	$10,579.89	41.23%
122	FICA	$13,575.00	$701.79	$9,772.71	$3,802.29	71.99%
131	Employer Paid Health	$65,735.00	$3,473.29	$34,779.58	$30,955.42	52.91%
132	Employer Paid Disability	$1,851.00	$68.10	$537.71	$1,313.29	29.05%
133	Employer Paid Dental	$3,234.00	$192.50	$1,963.50	$1,270.50	60.71%
134	Employer Paid Life	$944.00	$11.20	$165.80	$778.20	17.56%
136	Deferred Compensation	$2,650.00	$50.00	$676.92	$1,973.08	25.54%
151	Workers Comp Insurance	$1,478.00	$0.00	$1,523.00	-$45.00	103.04%
200	Office Supplies	$1,800.00	$0.00	$1,890.96	-$90.96	105.05%
208	Instruction Fees	$2,000.00	$0.00	$0.00	$2,000.00	0.00%
210	Operating Supplies	$1,500.00	$63.48	$1,497.58	$2.42	99.84%
220	Repair/Maint Supply - Equip	$1,900.00	$0.00	$1,703.77	$196.23	89.67%
301	Auditing and Acct g Services	$0.00	$0.00	$0.00	$0.00	0.00%
320	Communications	$5,200.00	$303.74	$2,914.83	$2,285.17	56.05%
322	Postage	$900.00	$0.00	$750.00	$150.00	83.33%
331	Travel Expenses	$2,000.00	$0.00	$30.51	$1,969.49	1.53%
334	Vehicle Expense	$4,800.00	$0.00	$0.00	$4,800.00	0.00%
340	Advertising	$0.00	$0.00	$0.00	$0.00	0.00%
341	Newsletter Expenditures	$0.00	$0.00	$0.00	$0.00	0.00%
351	Legal Notices Publishing	$250.00	$0.00	$1,268.95	-$1,018.95	507.58%
413	Office Equipment Rental/Repair	$2,500.00	$206.56	$2,361.08	$138.92	94.44%
430	Miscellaneous	$50.00	$0.00	$38.27	$11.73	76.54%
433	Dues and Subscriptions	$450.00	$0.00	$40.00	$410.00	8.89%
443	Sales Tax	$25.00	$0.00	$26.00	-$1.00	104.00%
500	Capital Outlay	$1,000.00	$0.00	$0.00	$1,000.00	0.00%
DEPT 41400 Administration		$309,295.00	$15,070.34	$215,900.73	$93,394.27	69.80%
DEPT 41410 Elections						
107	Services	$0.00	$0.00	$0.00	$0.00	0.00%
122	FICA	$0.00	$0.00	$0.00	$0.00	0.00%
210	Operating Supplies	$0.00	$0.00	$0.00	$0.00	0.00%
351	Legal Notices Publishing	$0.00	$0.00	$0.00	$0.00	0.00%
413	Office Equipment Rental/Repair	$0.00	$0.00	$0.00	$0.00	0.00%
430	Miscellaneous	$250.00	$0.00	$0.00	$250.00	0.00%
500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	0.00%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
DEPT 41410 Elections		$250.00	$0.00	$0.00	$250.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	$27,000.00	$0.00	$31,572.14	-$4,572.14	116.93%
304	Legal Fees (Civil)	$15,000.00	$287.50	$9,299.75	$5,700.25	62.00%
307	Legal Fees (Labor)	$3,000.00	$8,274.60	$30,369.09	-$27,369.09	1012.30%
DEPT 41600 Audit/Legal Services		$45,000.00	$8,562.10	$71,240.98	-$26,240.98	158.31%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	$71,280.00	$18,270.72	$78,744.60	-$7,464.60	110.47%
101	Assistant	$39,600.00	$0.00	$4,399.04	$35,200.96	11.11%
102	Consultant	$0.00	$0.00	$0.00	$0.00	0.00%
103	Tech 1	$42,350.00	$3,983.40	$42,525.26	-$175.26	100.41%
104	Tech 2	$0.00	$0.00	$0.00	$0.00	0.00%
105	Part-time	$0.00	$0.00	$25.35	-$25.35	0.00%
121	PERA	$11,109.00	$378.42	$7,876.13	$3,232.87	70.90%
122	FICA	$11,722.00	$1,687.84	$9,299.50	$2,422.50	79.33%
131	Employer Paid Health	$46,738.00	$1,435.74	$30,805.03	$15,932.97	65.91%
132	Employer Paid Disability	$963.00	$70.40	$770.10	$192.90	79.97%
133	Employer Paid Dental	$3,003.00	$62.99	$1,352.41	$1,650.59	45.04%
134	Employer Paid Life	$195.00	$11.20	$125.40	$69.60	64.31%
136	Deferred Compensation	$650.00	$25.00	$575.00	$75.00	88.46%
151	Workers Comp Insurance	$1,276.00	$0.00	$1,321.00	-$45.00	103.53%
200	Office Supplies	$1,000.00	$0.00	$504.24	$495.76	50.42%
208	Instruction Fees	$1,500.00	$0.00	-$926.51	$2,426.51	-61.77%
210	Operating Supplies	$1,250.00	$190.17	$1,359.01	-$109.01	108.72%
212	Motor Fuels	$1,000.00	$61.86	$607.51	$392.49	60.75%
220	Repair/Maint Supply - Equip	$750.00	$0.00	$0.00	$750.00	0.00%
221	Repair/Maint Vehicles	$1,200.00	$0.00	$529.26	$670.74	44.11%
303	Engineering Fees	$5,000.00	$0.00	$1,005.00	$3,995.00	20.10%
304	Legal Fees (Civil)	$14,000.00	$1,237.50	$9,374.22	$4,625.78	66.96%
305	Legal/Eng - Developer/Criminal	$5,000.00	$167.50	$7,242.50	-$2,242.50	144.85%
314	Surveyor	$1,000.00	$0.00	$0.00	$1,000.00	0.00%
320	Communications	$4,600.00	$360.97	$4,035.86	$564.14	87.74%
322	Postage	$900.00	$0.00	$750.00	$150.00	83.33%
331	Travel Expenses	$1,500.00	$0.00	$150.06	$1,349.94	10.00%
332	Travel Expense- P&Z Comm	$2,500.00	$50.00	$1,137.15	$1,362.85	45.49%
340	Advertising	$100.00	$0.00	$0.00	$100.00	0.00%
351	Legal Notices Publishing	$2,000.00	$99.60	$1,846.75	$153.25	92.34%
352	Filing Fees	$1,518.00	$1,702.00	$1,702.00	-$184.00	112.12%
356	Mapping	$750.00	$0.00	$0.00	$750.00	0.00%
360	Insurance	$850.00	$0.00	$587.50	$262.50	69.12%
413	Office Equipment Rental/Repair	$2,400.00	$206.56	$2,361.08	$38.92	98.38%
430	Miscellaneous	$150.00	$0.00	$90.56	$59.44	60.37%
433	Dues and Subscriptions	$150.00	$0.00	$0.00	$150.00	0.00%
441	Enhanced 911	$0.00	$0.00	$0.00	$0.00	0.00%
443	Sales Tax	$25.00	$0.00	$43.00	-$18.00	172.00%
452	Refund	$0.00	$300.00	$300.00	-$300.00	0.00%
470	Consultant Fees	$0.00	$15,834.00	$34,684.38	-$34,684.38	0.00%
500	Capital Outlay	$2,000.00	$0.00	$1,718.91	$281.09	85.95%
DEPT 41910 Planning and Zoning		$280,029.00	$46,135.87	$246,921.30	$33,107.70	88.18%
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	$39.03	$1,785.52	-$285.52	119.03%
220	Repair/Maint Supply - Equip	$0.00	$0.00	$0.00	$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	$4,500.00	$111.92	$9,070.15	-$4,570.15	201.56%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
235	Signs	$500.00	$0.00	$2,200.00	-$1,700.00	440.00%
254	Concessions - Pop	$300.00	$0.00	$5.94	$294.06	1.98%
302	Architects Fees	$250.00	$0.00	$0.00	$250.00	0.00%
303	Engineering Fees	$750.00	$0.00	$0.00	$750.00	0.00%
316	Security Monitoring	$800.00	$0.00	$1,192.43	-$392.43	149.05%
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	$228.25	-$228.25	0.00%
354	Ordinance Codification	$2,000.00	$0.00	$0.00	$2,000.00	0.00%
360	Insurance	$26,500.00	$0.00	$23,047.08	$3,452.92	86.97%
381	Electric Utilities	$14,500.00	$915.00	$10,975.00	$3,525.00	75.69%
383	Gas Utilities	$4,500.00	$45.28	$2,535.60	$1,964.40	56.35%
384	Refuse/Garbage Disposal	$500.00	$38.48	$377.94	$122.06	75.59%
385	Sewer Utility	$600.00	$37.00	$370.00	$230.00	61.67%
389	Generator Expense	$1,500.00	$0.00	$0.00	$1,500.00	0.00%
405	Cleaning Services	$9,600.00	$756.14	$8,357.62	$1,242.38	87.06%
430	Miscellaneous	$2,500.00	$33.96	$2,427.74	$72.26	97.11%
433	Dues and Subscriptions	$3,500.00	$0.00	$3,987.88	-$487.88	113.94%
437	Brainerd Lakes Area Dev Corp	$0.00	$0.00	$0.00	$0.00	0.00%
438	Initiative Foundation	$1,100.00	$0.00	$1,100.00	$0.00	100.00%
439	Emergency Mgmt Expense	$2,000.00	$0.00	$21,179.41	-$19,179.41	1058.97%
440	Telephone Co Reimb Expense	$21,000.00	$157.50	$28,707.67	-$7,707.67	136.70%
441	Enhanced 911	$300.00	$0.00	$50.00	$250.00	16.67%
442	Safety Prog/Equipment	$8,400.00	$367.50	$6,827.72	$1,572.28	81.28%
443	Sales Tax	$50.00	$0.00	$31.00	$19.00	62.00%
444	Transportation Plan	$0.00	$0.00	$0.00	$0.00	0.00%
446	Animal Control	$500.00	$0.00	$0.00	$500.00	0.00%
449	Cobra Payments	$0.00	$0.00	$0.00	$0.00	0.00%
451	Health Comm Program Expense	$0.00	$0.00	$0.00	$0.00	0.00%
452	Refund	$0.00	$0.00	$600.00	-$600.00	0.00%
456	Fireworks	$5,000.00	$0.00	$5,000.00	$0.00	100.00%
460	Fines/Fees Reimburse	$7,500.00	$0.00	$3,803.83	$3,696.17	50.72%
490	Donations to Civic Org s	$2,950.00	$0.00	$2,200.00	$750.00	74.58%
493	Pass Thru Donations	$0.00	$0.00	$9,000.00	-$9,000.00	0.00%
500	Capital Outlay	$1,500.00	$0.00	$3,786.70	-$2,286.70	252.45%
551	Capital Outlay-Building	$55,057.00	$0.00	$0.00	$55,057.00	0.00%
552	Capital Outlay-Land	$20,000.00	$0.00	$3,391.56	$16,608.44	16.96%
720	Operating Transfers	$0.00	$0.00	$212,296.56	-$212,296.56	0.00%
DEPT 41940 General Government		$199,657.00	$2,501.81	$367,035.60	-$167,378.60	183.83%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	$66,075.00	$5,098.70	$61,168.40	$4,906.60	92.57%
101	Assistant	$55,155.00	$4,258.70	$53,991.25	$1,163.75	97.89%
103	Tech 1	$0.00	$0.00	$0.00	$0.00	0.00%
108	Tech 3	$16,500.00	$3,768.77	$22,189.08	-$5,689.08	134.48%
110	Tech 4	$53,100.00	$3,888.43	$46,408.36	$6,691.64	87.40%
112	Tech 5	$53,100.00	$3,833.00	$47,088.52	$6,011.48	88.68%
113	Tech 6	$49,100.00	$3,575.00	$46,341.59	$2,758.41	94.38%
121	PERA	$42,196.00	$3,516.84	$39,914.83	$2,281.17	94.59%
122	FICA	$4,249.00	$336.46	$3,818.14	$430.86	89.86%
131	Employer Paid Health	$81,598.00	$6,355.71	$68,821.09	$12,776.91	84.34%
132	Employer Paid Disability	$1,842.00	$162.18	$1,784.92	$57.08	96.90%
133	Employer Paid Dental	$4,515.00	$376.22	$4,138.42	$376.58	91.66%
134	Employer Paid Life	$325.00	$28.00	$300.00	$25.00	92.31%
136	Deferred Compensation	$1,300.00	$100.00	$1,200.00	$100.00	92.31%
140	Unemployment	$0.00	$0.00	$667.00	-$667.00	0.00%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
151	Workers Comp Insurance	$10,525.00	$0.00	$10,593.00	-$68.00	100.65%
200	Office Supplies	$450.00	$0.00	$188.95	$261.05	41.99%
208	Instruction Fees	$3,000.00	$21.25	$1,330.85	$1,669.15	44.36%
209	Physicals	$0.00	$0.00	$0.00	$0.00	0.00%
210	Operating Supplies	$1,300.00	$0.00	$305.85	$994.15	23.53%
212	Motor Fuels	$18,000.00	$2,724.84	$15,473.58	$2,526.42	85.96%
214	Auto Expense- 08 Ford	$1,500.00	$0.00	$518.14	$981.86	34.54%
216	Auto Expense- 09 Ford	$1,200.00	$88.50	$3,342.95	-$2,142.95	278.58%
217	Auto Expense- 10 Ford	$1,200.00	$100.26	$902.91	$297.09	75.24%
218	Auto Expense- 11 Ford	$1,000.00	$0.00	$1,332.79	-$332.79	133.28%
219	Auto Expense- 12 Dodge	$750.00	$42.57	$2,772.32	-$2,022.32	369.64%
220	Repair/Maint Supply - Equip	$5,500.00	$548.41	$8,232.11	-$2,732.11	149.67%
221	Repair/Maint Vehicles	$0.00	$0.00	$0.00	$0.00	0.00%
258	Unif Bob/Ted/Terry	$600.00	$0.00	$626.54	-$26.54	104.42%
259	Unif Erik/Mike	$600.00	$0.00	$411.58	$188.42	68.60%
260	Unif Eric & Bruce	$600.00	$0.00	$519.08	$80.92	86.51%
261	Unif Jake/Jon/Leigh	$600.00	$0.00	$596.97	$3.03	99.50%
264	Unif Bobby/Ron	$600.00	$236.23	$625.00	-$25.00	104.17%
265	Unif & P/T Expense	$0.00	$0.00	$156.86	-$156.86	0.00%
281	Tactical Team	$0.00	$0.00	$0.00	$0.00	0.00%
282	Restitution Expenditures	$0.00	$0.00	$0.00	$0.00	0.00%
283	Forfeiture Expenditures	$0.00	$0.00	$2,420.62	-$2,420.62	0.00%
304	Legal Fees (Civil)	$0.00	$0.00	$137.50	-$137.50	0.00%
319	Donation Expenditures	$0.00	$0.00	$0.00	$0.00	0.00%
320	Communications	$2,800.00	$204.07	$2,346.29	$453.71	83.80%
321	Communications-Cellular	$5,400.00	$270.19	$3,899.40	$1,500.60	72.21%
322	Postage	$125.00	$0.00	$31.87	$93.13	25.50%
331	Travel Expenses	$1,500.00	$10.76	$974.52	$525.48	64.97%
340	Advertising	$0.00	$0.00	$0.00	$0.00	0.00%
351	Legal Notices Publishing	$0.00	$0.00	$0.00	$0.00	0.00%
360	Insurance	$3,200.00	$0.00	$12,111.00	-$8,911.00	378.47%
413	Office Equipment Rental/Repair	$400.00	$30.01	$330.11	$69.89	82.53%
430	Miscellaneous	$200.00	$85.00	$320.50	-$120.50	160.25%
433	Dues and Subscriptions	$250.00	$0.00	$240.00	$10.00	96.00%
443	Sales Tax	$200.00	$0.00	$37.00	$163.00	18.50%
458	Undercover Supplies	$0.00	$0.00	$0.00	$0.00	0.00%
460	Fines/Fees Reimburse	$0.00	$0.00	$0.00	$0.00	0.00%
500	Capital Outlay	$6,000.00	$0.00	$29,022.64	-$23,022.64	483.71%
550	Capital Outlay - Vehicles	$15,000.00	$0.00	$0.00	$15,000.00	0.00%
DEPT 42110 Police Administration		$511,555.00	$39,660.10	$497,632.53	$13,922.47	97.28%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	$3,000.00	$280.00	$2,810.00	$190.00	93.67%
101	Assistant	$1,200.00	$100.00	$1,100.00	$100.00	91.67%
106	Training	$2,100.00	$150.00	$1,650.00	$450.00	78.57%
107	Services	$26,000.00	$0.00	$540.00	$25,460.00	2.08%
122	FICA	$2,471.00	$40.54	$466.65	$2,004.35	18.89%
151	Workers Comp Insurance	$2,896.00	$0.00	$4,125.00	-$1,229.00	142.44%
200	Office Supplies	$100.00	$0.00	$0.00	$100.00	0.00%
208	Instruction Fees	$5,000.00	$280.00	$4,825.00	$175.00	96.50%
209	Physicals	$1,000.00	$0.00	$0.00	$1,000.00	0.00%
210	Operating Supplies	$2,500.00	$986.64	$6,406.71	-$3,906.71	256.27%
212	Motor Fuels	$250.00	$97.42	$537.35	-$287.35	214.94%
213	Diesel Fuel	$2,500.00	$337.67	$2,070.53	$429.47	82.82%
220	Repair/Maint Supply - Equip	$2,000.00	$0.00	$2,362.99	-$362.99	118.15%
221	Repair/Maint Vehicles	$9,000.00	$58.50	$7,231.78	$1,768.22	80.35%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
222	Tires	$500.00	$0.00	$0.00	$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	$750.00	$0.00	$1,743.32	-$993.32	232.44%
240	Small Tools and Minor Equip	$850.00	$0.00	$762.80	$87.20	89.74%
319	Donation Expenditures	$0.00	$0.00	$0.00	$0.00	0.00%
320	Communications	$1,100.00	$94.42	$1,318.38	-$218.38	119.85%
322	Postage	$25.00	$0.00	$0.74	$24.26	2.96%
331	Travel Expenses	$2,000.00	$0.00	$2,277.21	-$277.21	113.86%
340	Advertising	$0.00	$0.00	$0.00	$0.00	0.00%
351	Legal Notices Publishing	$0.00	$0.00	$0.00	$0.00	0.00%
360	Insurance	$7,200.00	$0.00	$5,065.00	$2,135.00	70.35%
430	Miscellaneous	$150.00	$0.00	$106.45	$43.55	70.97%
433	Dues and Subscriptions	$700.00	$6.00	$1,200.95	-$500.95	171.56%
443	Sales Tax	$100.00	$0.00	$303.00	-$203.00	303.00%
450	Permits	$10.00	$0.00	$0.00	$10.00	0.00%
455	House Burn	$1,500.00	$0.00	$0.00	$1,500.00	0.00%
491	FDRA City Contribution	$18,750.00	$0.00	$15,437.49	$3,312.51	82.33%
492	FDRA State Aid	$29,000.00	$0.00	$41,599.66	-$12,599.66	143.45%
500	Capital Outlay	$9,400.00	$11,001.43	$32,522.89	-$23,122.89	345.99%
550	Capital Outlay - Vehicles	$25,000.00	$0.00	$33,189.00	-$8,189.00	132.76%
551	Capital Outlay-Building	$0.00	$0.00	$25,033.85	-$25,033.85	0.00%
600	Principal	$14,222.00	$0.00	$14,222.06	-$0.06	100.00%
610	Interest	$2,120.00	$0.00	$2,119.87	$0.13	99.99%
615	Issuance Costs (Other Financin	$0.00	$0.00	$0.00	$0.00	0.00%
620	Fiscal Agent s Fees	$425.00	$0.00	$0.00	$425.00	0.00%
720	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 42280 Fire Administration		$173,819.00	$13,432.62	$211,028.68	-$37,209.68	121.41%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	$500.00	$5.51	$73.01	$426.99	14.60%
306	Ambulance Subsidy	$13,236.00	$0.00	$0.00	$13,236.00	0.00%
DEPT 42500 Ambulance Services		$13,736.00	$5.51	$73.01	$13,662.99	0.53%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	$0.00	$0.00	$0.00	$0.00	0.00%
103	Tech 1	$43,590.00	$3,245.66	$39,502.00	$4,088.00	90.62%
104	Tech 2	$51,605.00	$3,844.09	$49,355.16	$2,249.84	95.64%
105	Part-time	$0.00	$0.00	$452.81	-$452.81	0.00%
108	Tech 3	$51,605.00	$3,447.11	$38,561.23	$13,043.77	74.72%
121	PERA	$10,643.00	$763.91	$9,270.66	$1,372.34	87.11%
122	FICA	$11,230.00	$723.77	$9,091.36	$2,138.64	80.96%
131	Employer Paid Health	$51,220.00	$3,844.79	$42,002.42	$9,217.58	82.00%
132	Employer Paid Disability	$923.00	$71.97	$791.67	$131.33	85.77%
133	Employer Paid Dental	$1,071.00	$136.44	$1,505.67	-$434.67	140.59%
134	Employer Paid Life	$195.00	$16.80	$181.22	$13.78	92.93%
136	Deferred Compensation	$0.00	$0.00	$0.00	$0.00	0.00%
140	Unemployment	$0.00	$0.00	$0.00	$0.00	0.00%
151	Workers Comp Insurance	$12,058.00	$0.00	$13,343.00	-$1,285.00	110.66%
200	Office Supplies	$450.00	$113.77	$237.91	$212.09	52.87%
208	Instruction Fees	$200.00	$0.00	$100.00	$100.00	50.00%
210	Operating Supplies	$1,200.00	$913.72	$2,488.78	-$1,288.78	207.40%
212	Motor Fuels	$7,000.00	$1,883.62	$8,076.42	-$1,076.42	115.38%
213	Diesel Fuel	$14,500.00	$1,938.65	$13,845.37	$654.63	95.49%
215	Shop Supplies	$2,750.00	$282.23	$1,655.71	$1,094.29	60.21%
220	Repair/Maint Supply - Equip	$8,500.00	$4,073.86	$19,362.03	-$10,862.03	227.79%
221	Repair/Maint Vehicles	$7,500.00	$0.00	$15,741.69	-$8,241.69	209.89%
222	Tires	$1,200.00	$0.00	$1,810.68	-$610.68	150.89%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
223	Bldg Repair Suppl/Maintenance	$4,500.00	$466.80	$5,185.74	-$685.74	115.24%
224	Street Maint Materials	$15,000.00	$9,329.59	$16,358.85	-$1,358.85	109.06%
225	New Roads Materials	$0.00	$0.00	$0.00	$0.00	0.00%
226	Bridge Materials	$5,000.00	$0.00	$589.19	$4,410.81	11.78%
228	Street Lighting	$0.00	$0.00	$0.00	$0.00	0.00%
232	Striping	$8,000.00	$0.00	$6,123.00	$1,877.00	76.54%
235	Signs	$4,000.00	$233.22	$1,740.32	$2,259.68	43.51%
240	Small Tools and Minor Equip	$2,000.00	$5.32	$2,500.81	-$500.81	125.04%
254	Concessions - Pop	$100.00	$0.00	$0.00	$100.00	0.00%
259	Unif Erik/Mike	$300.00	$69.94	$161.35	$138.65	53.78%
260	Unif Eric & Bruce	$300.00	$261.90	$261.90	$38.10	87.30%
261	Unif Jake/Jon/Leigh	$300.00	$0.00	$300.00	$0.00	100.00%
303	Engineering Fees	$23,000.00	$1,651.90	$35,612.86	-$12,612.86	154.84%
304	Legal Fees (Civil)	$1,000.00	$0.00	$100.00	$900.00	10.00%
314	Surveyor	$100.00	$0.00	$0.00	$100.00	0.00%
316	Security Monitoring	$200.00	$0.00	$135.63	$64.37	67.82%
320	Communications	$1,600.00	$120.12	$1,196.15	$403.85	74.76%
322	Postage	$25.00	$0.00	$0.00	$25.00	0.00%
331	Travel Expenses	$300.00	$0.00	$28.47	$271.53	9.49%
340	Advertising	$75.00	$0.00	$0.00	$75.00	0.00%
351	Legal Notices Publishing	$25.00	$0.00	$463.06	-$438.06	1852.24%
360	Insurance	$24,000.00	$0.00	$24,822.92	-$822.92	103.43%
381	Electric Utilities	$13,000.00	$887.87	$10,062.67	$2,937.33	77.41%
383	Gas Utilities	$2,500.00	$680.34	$2,508.70	-$8.70	100.35%
384	Refuse/Garbage Disposal	$900.00	$52.48	$728.96	$171.04	81.00%
385	Sewer Utility	$400.00	$17.39	$330.41	$69.59	82.60%
405	Cleaning Services	$4,000.00	$307.42	$3,381.62	$618.38	84.54%
413	Office Equipment Rental/Repair	$50.00	$0.00	$39.28	$10.72	78.56%
415	Equipment Rental	$1,500.00	$0.00	$0.00	$1,500.00	0.00%
430	Miscellaneous	$2,000.00	$0.00	$1,862.03	$137.97	93.10%
433	Dues and Subscriptions	$0.00	$0.00	$39.99	-$39.99	0.00%
442	Safety Prog/Equipment	$1,000.00	$611.74	$1,864.18	-$864.18	186.42%
443	Sales Tax	$100.00	$0.00	$0.00	$100.00	0.00%
450	Permits	$0.00	$0.00	$0.00	$0.00	0.00%
454	Joint Facility County Expense	$45,000.00	$2,878.83	$31,383.88	$13,616.12	69.74%
500	Capital Outlay	$15,700.00	$0.00	$3,151.74	$12,548.26	20.07%
550	Capital Outlay - Vehicles	$0.00	$0.00	$139,286.60	-$139,286.60	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	$2,055.62	$22,944.38	8.22%
583	Capital Outlay - Overlays	$285,000.00	$0.00	$0.00	$285,000.00	0.00%
584	Capital Outlay - Road Const	$0.00	$9,751.24	$301,079.91	-$301,079.91	0.00%
600	Principal	$0.00	$0.00	$0.00	$0.00	0.00%
610	Interest	$0.00	$0.00	$0.00	$0.00	0.00%
620	Fiscal Agent s Fees	$0.00	$0.00	$0.00	$0.00	0.00%
720	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		$763,415.00	$52,626.49	$860,731.63	-$97,316.63	112.75%
DEPT 43100 Cemetery						
210	Operating Supplies	$1,000.00	$0.00	$569.78	$430.22	56.98%
220	Repair/Maint Supply - Equip	$250.00	$0.00	$179.26	$70.74	71.70%
360	Insurance	$60.00	$0.00	$61.00	-$1.00	101.67%
381	Electric Utilities	$350.00	$48.25	$404.77	-$54.77	115.65%
430	Miscellaneous	$400.00	$0.00	$126.15	$273.85	31.54%
452	Refund	$0.00	$0.00	$150.00	-$150.00	0.00%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
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		$3,060.00	$48.25	$1,490.96	$1,569.04	48.72%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	$58,800.00	$4,569.08	$54,512.96	$4,287.04	92.71%
101	Assistant	$33,420.00	$2,154.43	$24,544.22	$8,875.78	73.44%
103	Tech 1	$36,825.00	$2,803.20	$33,170.29	$3,654.71	90.08%
104	Tech 2	$25,025.00	$1,924.82	$23,081.67	$1,943.33	92.23%
105	Part-time	$5,340.00	$701.35	$5,910.79	-$570.79	110.69%
108	Tech 3	$20,820.00	$1,958.70	$22,984.68	-$2,164.68	110.40%
121	PERA	$12,680.00	$972.25	$11,476.51	$1,203.49	90.51%
122	FICA	$13,788.00	$992.08	$11,715.64	$2,072.36	84.97%
131	Employer Paid Health	$51,185.00	$4,553.17	$43,088.11	$8,096.89	84.18%
132	Employer Paid Disability	$1,133.00	$112.73	$1,240.49	-$107.49	109.49%
133	Employer Paid Dental	$3,717.00	$356.97	$3,543.60	$173.40	95.33%
134	Employer Paid Life	$325.00	$28.00	$298.78	$26.22	91.93%
136	Deferred Compensation	$650.00	$50.00	$600.00	$50.00	92.31%
140	Unemployment	$0.00	$0.00	$0.00	$0.00	0.00%
151	Workers Comp Insurance	$5,155.00	$0.00	$5,791.00	-$636.00	112.34%
200	Office Supplies	$200.00	$0.00	$208.01	-$8.01	104.01%
208	Instruction Fees	$500.00	$0.00	$125.77	$374.23	25.15%
210	Operating Supplies	$1,600.00	$202.70	$1,141.91	$458.09	71.37%
212	Motor Fuels	$2,000.00	$299.10	$2,126.23	-$126.23	106.31%
213	Diesel Fuel	$1,200.00	$362.00	$1,322.12	-$122.12	110.18%
220	Repair/Maint Supply - Equip	$1,500.00	$0.00	$1,307.96	$192.04	87.20%
221	Repair/Maint Vehicles	$1,300.00	$9.70	$784.66	$515.34	60.36%
223	Bldg Repair Suppl/Maintenance	$8,000.00	$150.55	$14,081.24	-$6,081.24	176.02%
231	Chemicals	$2,600.00	$0.00	$0.00	$2,600.00	0.00%
235	Signs	$400.00	$0.00	$254.45	$145.55	63.61%
254	Concessions - Pop	$300.00	$0.00	$514.94	-$214.94	171.65%
255	Concessions - Food	$0.00	$0.00	$0.00	$0.00	0.00%
258	Unif Bob/Ted/Terry	$300.00	$0.00	$300.00	$0.00	100.00%
261	Unif Jake/Jon/Leigh	$300.00	$0.00	$0.00	$300.00	0.00%
264	Unif Bobby/Ron	$225.00	$231.00	$231.00	-$6.00	102.67%
304	Legal Fees (Civil)	$0.00	$0.00	$212.50	-$212.50	0.00%
308	Instructors Fees	$0.00	$0.00	$0.00	$0.00	0.00%
309	Tennis	$300.00	$0.00	$65.00	$235.00	21.67%
310	Program Supplies	$300.00	$128.00	$1,570.35	-$1,270.35	523.45%
311	Softball/Baseball	$1,000.00	$0.00	$777.82	$222.18	77.78%
312	Aerobic Instruction	$4,000.00	$242.00	$2,882.00	$1,118.00	72.05%
315	Warm House/Garage Exp	$1,000.00	$26.96	$1,172.45	-$172.45	117.25%
316	Security Monitoring	$700.00	$0.00	$481.80	$218.20	68.83%
317	Soccer/Skating	$1,200.00	$0.00	$1,446.13	-$246.13	120.51%
318	Garage (North)	$1,500.00	$624.00	$1,777.76	-$277.76	118.52%
319	Donation Expenditures	$0.00	$181.76	$519.50	-$519.50	0.00%
320	Communications	$3,600.00	$263.26	$2,937.35	$662.65	81.59%
322	Postage	$250.00	$0.00	$43.66	$206.34	17.46%
323	Garage (East)	$100.00	$0.93	$1,069.23	-$969.23	1069.23%
324	Disc Golf Expenses	$200.00	$0.00	$0.00	$200.00	0.00%
331	Travel Expenses	$500.00	$0.00	$77.40	$422.60	15.48%
335	Background Checks	$100.00	$0.00	$45.00	$55.00	45.00%
340	Advertising	$200.00	$0.00	$0.00	$200.00	0.00%
351	Legal Notices Publishing	$0.00	$0.00	$0.00	$0.00	0.00%
360	Insurance	$15,000.00	$0.00	$13,512.36	$1,487.64	90.08%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
381	Electric Utilities	$13,500.00	$1,346.72	$13,108.82	$391.18	97.10%
383	Gas Utilities	$6,500.00	$118.16	$3,834.62	$2,665.38	58.99%
384	Refuse/Garbage Disposal	$800.00	$67.40	$674.01	$125.99	84.25%
403	Improvements Other Than Bldgs	$500.00	$0.00	$0.00	$500.00	0.00%
413	Office Equipment Rental/Repair	$700.00	$0.00	$903.42	-$203.42	129.06%
415	Equipment Rental	$500.00	$0.00	$0.00	$500.00	0.00%
430	Miscellaneous	$500.00	$224.44	$855.61	-$355.61	171.12%
433	Dues and Subscriptions	$400.00	$0.00	$385.00	$15.00	96.25%
442	Safety Prog/Equipment	$300.00	$0.00	$1,619.48	-$1,319.48	539.83%
443	Sales Tax	$3,500.00	$0.00	$3,031.00	$469.00	86.60%
445	Sr Meals Expense	$400.00	$0.00	$285.00	$115.00	71.25%
448	Weight Room Ins Reimbur	$100.00	$7.50	$108.00	-$8.00	108.00%
450	Permits	$200.00	$0.00	$0.00	$200.00	0.00%
452	Refund	$100.00	$0.00	$530.00	-$430.00	530.00%
453	80 Acre Development Expense	$3,500.00	$0.00	$1,600.19	$1,899.81	45.72%
457	Weight Room Expenses	$3,000.00	$0.00	$1,180.98	$1,819.02	39.37%
459	PAL Foundation Expenditures	$0.00	$1,732.62	$4,888.93	-$4,888.93	0.00%
461	Silver Sneakers	$0.00	$330.00	$3,636.66	-$3,636.66	0.00%
481	Park Master Plan	$0.00	$0.00	$0.00	$0.00	0.00%
500	Capital Outlay	$15,000.00	-$2,235.00	$56,341.13	-$41,341.13	375.61%
551	Capital Outlay-Building	$0.00	$0.00	$0.00	$0.00	0.00%
552	Capital Outlay-Land	$20,000.00	$0.00	$0.00	$20,000.00	0.00%
557	Capital Outlay - Tennis Courts	$0.00	$0.00	$131,364.73	-$131,364.73	0.00%
600	Principal	$0.00	$0.00	$0.00	$0.00	0.00%
610	Interest	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		$388,738.00	$25,490.58	$517,294.92	-$128,556.92	133.07%
DEPT 45500 Library						
101	Assistant	$24,920.00	$1,928.00	$23,064.44	$1,855.56	92.55%
121	PERA	$1,807.00	$139.78	$1,672.10	$134.90	92.53%
122	FICA	$1,906.00	$121.53	$1,479.20	$426.80	77.61%
131	Employer Paid Health	$16,792.00	$1,280.16	$14,065.70	$2,726.30	83.76%
132	Employer Paid Disability	$157.00	$14.22	$156.42	$0.58	99.63%
133	Employer Paid Dental	$924.00	$77.00	$847.00	$77.00	91.67%
134	Employer Paid Life	$65.00	$5.60	$60.00	$5.00	92.31%
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	$208.00	$0.00	$0.00	$208.00	0.00%
201	Library Operating Supplies	$0.00	$9.65	$1,226.03	-$1,226.03	0.00%
202	Library Subscriptions	$0.00	$88.91	$808.01	-$808.01	0.00%
203	Library Books	$0.00	$0.00	$441.89	-$441.89	0.00%
204	Children s Program Expense	$0.00	$0.00	$1,434.12	-$1,434.12	0.00%
205	Library Luncheon Expense	$0.00	$0.00	$0.00	$0.00	0.00%
206	NY Times Best Seller Program	$0.00	$0.00	$0.00	$0.00	0.00%
207	Golf Fundraiser Expense	$0.00	$0.00	$0.00	$0.00	0.00%
319	Donation Expenditures	$0.00	$0.00	$432.80	-$432.80	0.00%
320	Communications	$1,000.00	$184.32	$724.80	$275.20	72.48%
322	Postage	$0.00	$0.00	$2.29	-$2.29	0.00%
360	Insurance	$0.00	$0.00	$0.00	$0.00	0.00%
413	Office Equipment Rental/Repair	$0.00	$0.00	$794.51	-$794.51	0.00%
430	Miscellaneous	$0.00	$0.00	$1,369.07	-$1,369.07	0.00%
443	Sales Tax	$0.00	$0.00	$20.00	-$20.00	0.00%
452	Refund	$0.00	$0.00	$6.00	-$6.00	0.00%
459	PAL Foundation Expenditures	$0.00	-$31.45	$1,009.83	-$1,009.83	0.00%
500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 45500 Library		$47,779.00	$3,817.72	$49,614.21	-$1,835.21	103.84%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
DEPT 47014 2012 Series A						
600	Principal	$0.00	$0.00	$165,000.00	-$165,000.00	0.00%
610	Interest	$0.00	$0.00	$41,302.50	-$41,302.50	0.00%
620	Fiscal Agent s Fees	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47014 2012 Series A		$0.00	$0.00	$206,302.50	-$206,302.50	0.00%
DEPT 48000 Recyling						
384	Refuse/Garbage Disposal	$30,000.00	$2,500.00	$27,500.00	$2,500.00	91.67%
388	Recycling Expenses	$100.00	$0.00	$0.00	$100.00	0.00%
430	Miscellaneous	$2,340.00	$195.00	$2,145.00	$195.00	91.67%
DEPT 48000 Recyling		$32,440.00	$2,695.00	$29,645.00	$2,795.00	91.38%
FUND 101 GENERAL FUND		$2,799,549.00	$212,754.45	$3,305,583.33	-$506,034.33	118.08%
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	$50,000.00	$0.00	$50,000.00	$0.00	100.00%
610	Interest	$1,125.00	$0.00	$1,125.00	$0.00	100.00%
620	Fiscal Agent s Fees	$430.00	$0.00	$0.00	$430.00	0.00%
DEPT 47006 2002 Series A Improvement B		$51,555.00	$0.00	$51,125.00	$430.00	99.17%
DEPT 47007 2003 Series A Disposal						
600	Principal	$0.00	$0.00	$0.00	$0.00	0.00%
610	Interest	$0.00	$0.00	$0.00	$0.00	0.00%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
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	$140,000.00	$0.00	$140,000.00	$0.00	100.00%
610	Interest	$23,690.00	$0.00	$23,690.00	$0.00	100.00%
615	Issuance Costs (Other Financin	$0.00	$0.00	$0.00	$0.00	0.00%
616	Bond Discount	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47011 2006 Series B Improvement B		$163,690.00	$0.00	$163,690.00	$0.00	100.00%
DEPT 47012 2006 Series C Equipment Cert						
600	Principal	$0.00	$0.00	$0.00	$0.00	0.00%
610	Interest	$0.00	$0.00	$0.00	$0.00	0.00%
620	Fiscal Agent s Fees	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47013 Bond Disclosure						
440	Telephone Co Reimb Expense	$0.00	$0.00	$1,012.50	-$1,012.50	0.00%
621	Continung Disclosure Expene	$888.00	$0.00	$1,012.50	-$124.50	114.02%
DEPT 47013 Bond Disclosure		$888.00	$0.00	$2,025.00	-$1,137.00	228.04%
DEPT 47014 2012 Series A						
430	Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
600	Principal	$290,000.00	$0.00	$125,000.00	$165,000.00	43.10%
610	Interest	$47,753.00	$0.00	$6,450.00	$41,303.00	13.51%
620	Fiscal Agent s Fees	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47014 2012 Series A		$337,753.00	$0.00	$131,450.00	$206,303.00	38.92%
FUND 301 DEBT SERVICE FUND		$553,886.00	$0.00	$348,290.00	$205,596.00	62.88%
FUND 401 GENERAL CAPITAL PROJECTS						
DEPT 44000 Capital Projects						
430	Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 44000 Capital Projects		$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert						
615	Issuance Costs (Other Financin	$0.00	$0.00	$0.00	$0.00	0.00%
616	Bond Discount	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	$0.00	$0.00	$239,214.43	-$239,214.43	0.00%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
DEPT 49300 Other Finanacing Uses		$0.00	$0.00	$239,214.43	-$239,214.43	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		$0.00	$0.00	$239,214.43	-$239,214.43	0.00%
FUND 404 JOBZ						
DEPT 46002 JOBZ - Crosstech Mfg						
304	Legal Fees (Civil)	$0.00	$0.00	$0.00	$0.00	0.00%
351	Legal Notices Publishing	$0.00	$0.00	$0.00	$0.00	0.00%
430	Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 46002 JOBZ - Crosstech Mfg		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 404 JOBZ		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						
351	Legal Notices Publishing	$0.00	$0.00	$99.60	-$99.60	0.00%
640	Tax Increment 1	$0.00	$0.00	$0.00	$0.00	0.00%
641	Tax Increment 2	$0.00	$0.00	$0.00	$0.00	0.00%
642	Tax Increment 3	$0.00	$0.00	$0.00	$0.00	0.00%
643	Tax Increment 6	$0.00	$0.00	$0.00	$0.00	0.00%
644	Tax Increment 7 - Stone #1	$0.00	$0.00	$0.00	$0.00	0.00%
645	Tax Increment 8 - Crosswoods	$0.00	$0.00	$0.00	$0.00	0.00%
646	TaxIncrement 9-C&J Dev	$0.00	$0.00	$0.00	$0.00	0.00%
650	Administrative Costs	$0.00	$0.00	$500.00	-$500.00	0.00%
DEPT 46000 Tax Increment Financing		$0.00	$0.00	$599.60	-$599.60	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	$15,000.00	$0.00	$6,551.74	$8,448.26	43.68%
DEPT 46001 TIF 1-9 MidWest Asst Living		$15,000.00	$0.00	$6,551.74	$8,448.26	43.68%
FUND 405 TAX INCREMENT FINANCE PROJEC		$15,000.00	$0.00	$7,151.34	$7,848.66	47.68%
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%
FUND 411 SUNSET DRIVE						
DEPT 43000 Public Works (GENERAL)						

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
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	$123,680.46	-$123,680.46	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	$123,680.46	-$123,680.46	0.00%
FUND 415 AMBULANCE PROJECT		$0.00	$0.00	$123,680.46	-$123,680.46	0.00%
FUND 420 LIBRARY PROJECT						
DEPT 45500 Library						
302	Architects Fees	$0.00	$0.00	$0.00	$0.00	0.00%
430	Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	0.00%
720	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 45500 Library		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 420 LIBRARY PROJECT		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 432 SEWER PROJECT						
DEPT 43200 Sewer						
303	Engineering Fees	$0.00	$0.00	$0.00	$0.00	0.00%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
304	Legal Fees (Civil)	$0.00	$0.00	$0.00	$0.00	0.00%
430	Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
443	Sales Tax	$0.00	$0.00	$0.00	$0.00	0.00%
500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	0.00%
720	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 43200 Sewer		$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 49300 Other Finanacing Uses		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 432 SEWER PROJECT		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	$0.00	$0.00	$0.00	$0.00	0.00%
304	Legal Fees (Civil)	$0.00	$0.00	$0.00	$0.00	0.00%
430	Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	$0.00	$0.00	$0.00	$0.00	0.00%
351	Legal Notices Publishing	$0.00	$0.00	$0.00	$0.00	0.00%
600	Principal	$0.00	$0.00	$0.00	$0.00	0.00%
610	Interest	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 2004						
600	Principal	$40,000.00	$40,000.00	$40,000.00	$0.00	100.00%
610	Interest	$1,660.00	$830.00	$1,660.00	$0.00	100.00%
615	Issuance Costs (Other Financin	$0.00	$0.00	$0.00	$0.00	0.00%
616	Bond Discount	$0.00	$0.00	$0.00	$0.00	0.00%
620	Fiscal Agent s Fees	$425.00	$0.00	$0.00	$425.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 2004		$42,085.00	$40,830.00	$41,660.00	$425.00	98.99%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
600	Principal	$0.00	$0.00	$0.00	$0.00	0.00%
610	Interest	$0.00	$0.00	$0.00	$0.00	0.00%
620	Fiscal Agent s Fees	$0.00	$0.00	$431.25	-$431.25	0.00%
DEPT 47009 2003 Joint Facility		$0.00	$0.00	$431.25	-$431.25	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		$42,085.00	$40,830.00	$42,091.25	-$6.25	100.01%
FUND 503 EDA (REVOLVING LOAN)						
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	$0.00	$0.00	$0.00	$0.00	0.00%
430	Miscellaneous	$0.00	$3,100.00	$8,543.45	-$8,543.45	0.00%
447	Loan Disbursements	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		$0.00	$3,100.00	$8,543.45	-$8,543.45	0.00%
FUND 503 EDA (REVOLVING LOAN)		$0.00	$3,100.00	$8,543.45	-$8,543.45	0.00%
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	$64,000.00	$4,939.08	$59,868.16	$4,131.84	93.54%

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
101	Assistant	$0.00	$0.00	$0.00	$0.00	0.00%
103	Tech 1	$0.00	$0.00	$0.00	$0.00	0.00%
104	Tech 2	$0.00	$0.00	$0.00	$0.00	0.00%
108	Tech 3	$0.00	$0.00	$0.00	$0.00	0.00%
121	PERA	$4,640.00	$358.10	$4,340.64	$299.36	93.55%
122	FICA	$4,896.00	$377.84	$4,579.92	$316.08	93.54%
131	Employer Paid Health	$21,340.00	$2,033.61	$22,344.21	-$1,004.21	104.71%
132	Employer Paid Disability	$402.00	$40.00	$440.50	-$38.50	109.58%
133	Employer Paid Dental	$1,155.00	$96.25	$1,058.75	$96.25	91.67%
134	Employer Paid Life	$65.00	$5.60	$60.00	$5.00	92.31%
136	Deferred Compensation	$650.00	$50.00	$600.00	$50.00	92.31%
151	Workers Comp Insurance	$2,298.00	$0.00	$3,229.00	-$931.00	140.51%
200	Office Supplies	$250.00	$0.00	$268.69	-$18.69	107.48%
208	Instruction Fees	$1,200.00	$0.00	$1,176.00	$24.00	98.00%
210	Operating Supplies	$1,500.00	$228.61	$2,994.93	-$1,494.93	199.66%
212	Motor Fuels	$1,500.00	$0.00	$1,925.59	-$425.59	128.37%
213	Diesel Fuel	$500.00	$0.00	$0.00	$500.00	0.00%
220	Repair/Maint Supply - Equip	$3,000.00	$0.00	$4,746.13	-$1,746.13	158.20%
221	Repair/Maint Vehicles	$750.00	$0.00	$1,438.43	-$688.43	191.79%
222	Tires	$500.00	$0.00	$0.00	$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	$1,200.00	$0.00	$863.17	$336.83	71.93%
229	Oper/Maint - Lift Station	$5,000.00	$1,394.16	$12,849.80	-$7,849.80	257.00%
230	Repair/Maint - Collection Syst	$500.00	$0.00	$2,033.76	-$1,533.76	406.75%
231	Chemicals	$11,500.00	$645.05	$10,844.27	$655.73	94.30%
258	Unif Bob/Ted/Terry	$300.00	$0.00	$347.48	-$47.48	115.83%
303	Engineering Fees	$1,000.00	$134.00	$737.00	$263.00	73.70%
304	Legal Fees (Civil)	$250.00	$0.00	$0.00	$250.00	0.00%
320	Communications	$600.00	$43.21	$443.76	$156.24	73.96%
321	Communications-Cellular	$1,300.00	$122.15	$1,562.13	-$262.13	120.16%
322	Postage	$800.00	$0.00	$681.83	$118.17	85.23%
331	Travel Expenses	$1,000.00	$0.00	$1,313.73	-$313.73	131.37%
340	Advertising	$0.00	$0.00	$0.00	$0.00	0.00%
351	Legal Notices Publishing	$150.00	$0.00	$142.13	$7.87	94.75%
360	Insurance	$6,100.00	$0.00	$7,207.20	-$1,107.20	118.15%
381	Electric Utilities	$25,500.00	$2,204.13	$23,490.98	$2,009.02	92.12%
383	Gas Utilities	$2,500.00	$29.71	$1,808.33	$691.67	72.33%
384	Refuse/Garbage Disposal	$0.00	$0.00	$0.00	$0.00	0.00%
406	Lab Testing	$9,500.00	$262.80	$9,204.08	$295.92	96.89%
407	Sludge Disposal	$8,000.00	$0.00	$11,744.00	-$3,744.00	146.80%
420	Depreciation Expense	$0.00	$0.00	$0.00	$0.00	0.00%
430	Miscellaneous	$100.00	$0.00	$0.00	$100.00	0.00%
433	Dues and Subscriptions	$300.00	$0.00	$427.00	-$127.00	142.33%
442	Safety Prog/Equipment	$1,000.00	$55.98	$1,524.41	-$524.41	152.44%
443	Sales Tax	$150.00	$0.00	$69.00	$81.00	46.00%
450	Permits	$2,000.00	$0.00	$1,450.00	$550.00	72.50%
452	Refund	$0.00	$0.00	$74.00	-$74.00	0.00%
500	Capital Outlay	$7,500.00	$0.00	$583.88	$6,916.12	7.79%
553	Capital Outlay - Sewer Filters	$0.00	$0.00	$0.00	$0.00	0.00%
554	Capital Outlay - Ox Ditch Bldg	$0.00	$0.00	$0.00	$0.00	0.00%
555	Capital Outlay - Sewer Biosol	$0.00	$0.00	$0.00	$0.00	0.00%
556	Capital Outlay - Sewer Exten	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 43200 Sewer		$194,896.00	$13,020.28	$198,472.89	-$3,576.89	101.84%
FUND 601 SEWER OPERATING FUND		$194,896.00	$13,020.28	$198,472.89	-$3,576.89	101.84%

FUND 651 SEWER RESTRICTED SINKING FUND

OBJ	OBJ Descr	2013 Budget	NOVEMBER 2013 Amt	2013 YTD Amt	2013 YTD Balance	%YTD Budget
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	$0.00	$0.00	$0.00	$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	$0.00	$0.00	$0.00	$0.00	0.00%
303	Engineering Fees	$0.00	$0.00	$0.00	$0.00	0.00%
500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 43200 Sewer		$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	$125,000.00	$0.00	$125,000.00	$0.00	100.00%
610	Interest	$82,609.00	$0.00	$82,608.75	$0.25	100.00%
615	Issuance Costs (Other Financin	$0.00	$0.00	$0.00	$0.00	0.00%
620	Fiscal Agent s Fees	$431.00	$0.00	$431.25	-$0.25	100.06%
DEPT 47007 2003 Series A Disposal		$208,040.00	$0.00	$208,040.00	$0.00	100.00%
DEPT 47008 2003 Series B Sewer						
452	Refund	$0.00	$0.00	$0.00	$0.00	0.00%
600	Principal	$0.00	$0.00	$0.00	$0.00	0.00%
610	Interest	$0.00	$0.00	$0.00	$0.00	0.00%
615	Issuance Costs (Other Financin	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 47008 2003 Series B Sewer		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUN		$208,040.00	$0.00	$208,040.00	$0.00	100.00%
FUND 652 WASTEWATER MGMT DISTRICT						
DEPT 41910 Planning and Zoning						
430	Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
DEPT 41910 Planning and Zoning		$0.00	$0.00	$0.00	$0.00	0.00%
FUND 652 WASTEWATER MGMT DISTRICT		$0.00	$0.00	$0.00	$0.00	0.00%
		$3,813,456.00	$269,704.73	$4,481,067.15	-$667,611.15	117.51%

City of Crosslake
11/30/2013 Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)

Description	2013 Budget	11/30/2013 MTD	2013 YTD Amt	2013 YTD Balance	2013 %YTD Budget
Total Expense (From Month End Report For November 25, 2013)	**$ 3,813,456**	**$ 269,705**	**$ 4,481,067**	**$ (667,611)**	**117.51%**
Adjustments:					
Less: All DS Issues					
(101) Fire Administration - Principal	(14,222)	0	(14,222)	0	100.00%
(101) Fire Administration - Interest	(2,120)	0	(2,120)	(0)	99.99%
(101) Fire Administration - Fiscal Agent Fees	(425)	0	0	(425)	0.00%
(101) 2012 Series A - Principal	0	0	(165,000)	165,000	0%
(101) 2012 Series A - Interest	0	0	(41,303)	41,303	0%
(301) 2002 Series A - Principal	(50,000)	0	(50,000)	0	100.00%
(301) 2002 Series A - Interest	(1,125)	0	(1,125)	0	100.00%
(301) 2002 Series A - Fiscal Agent Fees	(430)	0	0	(430)	0.00%
(301) 2006 Series B - Principal	(140,000)	0	(140,000)	0	100.00%
(301) 2006 Series B - Interest	(23,690)	0	(23,690)	0	100.00%
(301) 2012 Series A - Principal	(290,000)	0	(125,000)	(165,000)	43.10%
(301) 2012 Series A - Interest	(47,753)	0	(6,450)	(41,303)	13.51%
(301) Fiscal Agent Fees	(888)	0	(2,025)	1,137	0.00%
(502) Emergency Services Refunding 2004 - Principal	(40,000)	(40,000)	(40,000)	0	100.00%
(502 Emergency Services Refunding 2004 - Interest	(1,660)	(830)	(1,660)	0	100.00%
(502) Emergency Services Refunding 2004 - Fiscal Agent Fees	(425)	0	(431)	6	101.47%
(651) 2003 Series A Disposal - Principal	(125,000)	0	(125,000)	0	100.00%
(651) 2003 Series A Disposal -Interest	(82,609)	0	(82,609)	(0)	100.00%
(651) 2003 Series A Disposal - Fiscal Agent Fees	(431)	0	(431)	0	100.06%
Total Debt Service	*(820,778)*	*(40,830)*	*(821,066)*	*288*	100.04%
Less - All Capital Outlay Accounts:					
(101) Administration	(1,000)	0	0	(1,000)	0.00%
(101) Planning and Zoning	(2,000)	(0)	(1,719)	(281)	85.95%
(101) General Government Capital Outlay	(1,500)	(0)	(3,787)	2,287	252.47%
(101) General Government Capital Outlay - Bldgs	(55,057)	0	0	(55,057)	0.00%
(101) General Government Capital Outlay - Land	(20,000)	(0)	(3,392)	(16,608)	16.96%
(101) Police Administration Capital Outlay	(6,000)	0	(29,023)	23,023	483.71%
(101) Police Administration Capital Outlay - Vehicles	(15,000)	0	0	(15,000)	0.00%
(101) Fire Administration - Capital Outlay	(9,400)	(11,002)	(32,523)	23,123	345.99%
(101) Fire Administration - Capital Outlay - Vehicles	(25,000)	0	(33,189)	8,189	132.76%
(101) Fire Administration - Capital Outlay - Buildings	0	0	(25,034)	25,034	0.00%
(101) Public Works - Capital Outlay	(15,700)	0	(3,152)	(12,548)	20.07%
(101) Public Works - Capital Outlay - Vehicles	0	0	(139,287)	139,287	0.00%
(101) Public Works - Capital Outlay - Crackfill	(25,000)	0	(2,056)	(22,944)	8.22%
(101) Public Works - Capital Outlay - Overlays/Road Const.	(285,000)	(9,750)	(301,080)	16,080	105.64%
(101) Cemetery - Capital Outlay	(1,000)	0	0	(1,000)	0.00%
(101) Parks and Recreation - Capital Outlay	(15,000)	2,235	(56,341)	41,341	375.61%
(101) Parks and Recreation - Capital Outlay - Land	(20,000)	0	0	(20,000)	0.00%
(101) Parks and Recreation - Capital Outlay - Tennis Courts	0	0	(131,365)	131,365	0.00%
(415) Ambulance Project - Capital Outlay	0	0	(123,680)	123,680	0.00%
(601) Sewer - Capital Outlay	(7,500)	0	(584)	(6,916)	7.79%
Total Capital Outlay	*(504,157)*	*(18,518)*	*(886,211)*	*382,054*	175.78%
Less: Operating Transfers Between Funds:					
General Fund to Ambulance Project Fund	0	0	(212,297)	212,297	0%
General Capital Projects Fund to General Fund	0	0	(239,214)	239,214	0%
Total Operating Transfers Between Funds	*0*	*0*	*(451,511)*	*451,511*	0%
Adjusted Expenditures	**$ 2,488,521**	**$ 210,357**	**$ 2,322,280**	**$ 166,241**	**93.32%**
Linear Assumption (11 Months/12 Months) = 91.67%					
91.67%	*$ 3,495,668*				*-1.65%*

City of Crosslake
Pledged Collateral
November 30, 2013

Depository	Percent of Total Bank Balance	Bank Balance	Less: Insurance FDIC/NCUA	Deposits Requiring Collateral	Amount of Collateral Required (110% of Deposits Requiring Collateral)	Market Value of Collateral Provided	Sufficient (Insufficient) Collateral Coverage	Collateral Description	Expiration Date
Riverwood Bank	8.6%	$ 199,274	$ 250,000	$ 0	0	$ -	$ -		
Lakes State Bank	16.4%	$ 382,587	$ 250,000	$ 132,587	$ 145,845	$ 200,000	$ 54,155	Letter of Credit #2552-14	11/14/2014
BlackRidge Bank	33.0%	$ 767,666	$ 250,000	$ 517,666	$ 569,433	$ 1,000,000	$ 430,567	Letter of Credit 4072-129	02/28/2014
Frandsen Bank and Trust	42.0%	$ 977,054	$ 250,000	$ 727,054	$ 799,759	$ 1,594,912	$ 795,153	31417YY84 MBS FNMA 38377TVJ7 GNR	05/01/2031; 05/20/2038
Totals	**100.0%**	**$ 2,326,581**		**$ 1,377,307**	**$ 1,515,038**	**$ 2,794,912**	**$ 1,279,874**		

(4M Fund and Merrill Lynch deposits not included in the above since pledging is handled by Investment Company.)

Mike Lyonais
Finance Director/Treasurer
Updated 11/30/2013

11/19/2013 11:44:26 am

Crosslake Communications
Balance Sheet

For The Ten Months Ending October 31, 2013

	YTD Amount
ASSETS	
Current Assets	
Cash in Checking and Savings Accounts	498,951.96
Temporary Cash Investments	702,710.46
Restricted Cash Investments	1,104,428.74
Due From Customers	17,071.35
Other Accounts Receivable	85,364.58
Interest Receivable	5,288.53
Material - Regulated	82,163.01
Materials - Deregulated	12,335.86
Prepayments and Other	95,423.84
Total Current Assets	**2,603,738.33**
Noncurrent Assets	
Other Investments	49,800.11
Nonreg Plant and Equipment	310,116.35
Deferred Charges	75,824.06
Total Noncurrent Assets	**435,740.52**
Plant, Property and Equipment - Telephone	
Telecommunications Plant in Service	12,852,323.58
Plant Under Construction	280,053.41
Less Accumulated Depreciation - Telephone	(7,594,987.81)
Net Plant - Telephone	**5,537,389.18**
Plant, Property and Equipment - Cable	
Cable Plant in Service	2,717,619.20
Less Accumulated Depreciation - Cable	(2,328,112.45)
Net Plant - Cable	**389,506.75**
Total Assets	**$ 8,966,374.78**
LIABILITIES	
Current Liabilities	
Accounts Payable	101,908.67
Advance Billings and Prepayment	18,900.14
Customer Deposits	55,275.14
Accrued Interest	64,131.27
Other Current Liabilities	57,454.78
Total Current Liabilities	**297,670.00**
Long-Term Debt	
2006 Utility Revenue Bond	3,230,000.00
Total Long-Term Debt	**3,230,000.00**
Other Liabilities and Deferred Credits	
Other Long-Term Liabilities	81,271.00
Other Deferred Credits	0.00
Total Other Liabilities and Credits	**81,271.00**
EQUITY	
Income Balance	(142,048.29)
Fund Equity	5,499,482.07
Total Equity	**5,357,433.78**
Total Liabilities and Equity	**$ 8,966,374.78**

11/19/2013 11:29:12 am

Crosslake Communications
Income Statement
For The Ten Months Ending October 31, 2013

	PTD Amount	LYPTD Amount	YTD Amount	LYTD Amount
Revenues				
Local Network Service	39,104.48	40,893.57	389,026.62	413,519.98
Network Access Service Revenue	76,475.64	75,694.81	742,441.17	789,654.30
Directory and Other Misc. Reg Revenue	4,592.05	2,829.78	44,286.52	43,190.12
Internet, Computer Sales	66,804.49	63,132.14	638,985.66	609,811.18
Uncollectible Revenue	(36.53)	(30.41)	(273.80)	(147.90)
Cable Revenue	103,751.72	90,709.00	949,152.52	860,171.59
Tower, Rent and Ad Revenue	14,420.93	8,851.39	124,463.44	104,755.58
Other Sales, Lease and Install Revenue	13,938.96	13,182.06	132,948.88	120,156.71
Total Operating Revenue	**319,051.74**	**295,262.34**	**3,021,031.01**	**2,941,111.56**
Operating Expenses				
Plant Specific Operations Expense	37,577.06	26,511.71	346,723.26	352,619.58
Plant Nonspecific Operations Expense	28,724.66	29,851.90	300,793.22	307,379.31
Depreciation Expense	69,831.02	86,269.19	724,147.50	828,715.38
Customer Operations Expense	23,674.30	27,914.72	261,883.26	260,625.57
Corporate Operations Expense	31,318.63	38,348.00	337,913.72	347,556.18
Internet, Computer Sales Expense	26,633.94	21,475.74	254,925.42	252,296.73
Other Non Reg Expenses	1,173.33	1,991.04	24,759.28	28,315.82
Signal Purchases	59,133.91	54,436.81	560,924.34	520,429.28
Operating Transfers to City	23,050.74	23,102.52	230,987.83	231,010.92
Total Operating Expenses	**301,117.59**	**309,901.63**	**3,043,057.83**	**3,128,948.77**
Total Operating Income (Loss)	**17,934.15**	**(14,639.29)**	**(22,026.82)**	**(187,837.21)**
Total Operating Ratio	**94.38 %**	**104.96 %**	**100.73 %**	**106.39 %**
Other Income (Expense)				
Investment Income	1,589.24	1,784.41	15,399.59	14,762.86
Revenue Bond/Co Bank Interest	(12,825.83)	(13,882.75)	(128,258.30)	(138,827.50)
Amortize Debt Expense	(781.70)	(781.70)	(7,817.00)	(7,817.00)
Gain/(Loss) on Investments	0.00	0.00	643.83	2,213.92
Miscellaneous	0.09	(0.56)	10.41	(2.23)
Total Other Income (Expense)	**(12,018.20)**	**(12,880.60)**	**(120,021.47)**	**(129,669.95)**
Total Net Income (Loss)	**5,915.95**	**(27,519.89)**	**(142,048.29)**	**(317,507.16)**

Crosslake Communications
Detail of Reserve Balances
10/31/2013

Restricted and Designated Investments	
Revenue Bond Reserve	*$455,000.00*
Cable Operations & Maintenance Reserve	*$32,911.69*
Debt Service Revenue Bond	*470,343.54*
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*
Total Restricted and Designated Investments	*$1,104,428.74*
Unrestricted Investments	*702,710.46*
Total Investments	***$1,807,139.20***
Unposted Market Value Allow	($39,241.51)

Wells Fargo	*1,076,737.10*
Riverwood Bank	*199,250.10*
4M Fund	*491,910.49*
Total Per Statements	***1,767,897.69***

CROSSLAKE COMMUNICATIONS

Accounts Payable
Check Register

10/01/2013 To 10/31/2013

Check / Tran	Date	Vendor Name	Reference	Amount
1133	10/11/2013	INTERNAL REVENUE SERVICE	FED, FICA MEDICARE	6,756.58
1134	10/11/2013	PERA	PERA EE & ER	3,708.75
1135	10/11/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,160.78
1136	10/11/2013	ING-DEFERRED COMP	DEFERRED COMP EE & ER	2,236.92
1137	10/01/2013	FRANDSEN BANK AND TRUST	SEPTEMBER VISA CHARGES	964.84
1138	10/01/2013	CITY OF CROSSLAKE (SEWER)	SEPTEMBER SEWER	37.00
1139	10/31/2013	INTERNAL REVENUE SERVICE	OCTOBER EXCISE TAX	1,382.60
1152	10/25/2013	INTERNAL REVENUE SERVICE	FED, FICA, MEDICARE	7,651.82
1153	10/25/2013	PERA	PERA EE & ER	3,732.27
1154	10/25/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,336.39
1155	10/25/2013	ING-DEFERRED COMP	DEFERRED COMP	2,236.92
1156	10/28/2013	CROW WING POWER	ELECTRIC SERVICE	4,924.33
1157	10/31/2013	MINNESOTA DEPT OF REVENUE	OCTOBER SALES & USE TAX	12,790.00
29188	10/10/2013	PAUL BUNYAN COMMUNICATIONS	OCTOBER CHANNEL TRANSPORT	800.00
29189	10/10/2013	NORTH PINE RIVER TIRE	TIRES FOR BACKHOE	679.80
29190	10/10/2013	BRAINERD DAILY DISPATCH	HOMECOMING & CL DAYS AD	125.00
29191	10/10/2013	EMILY COOPERATIVE TELEPHONE	AUGUST INTERNET USAGE 94 MBPS	3,290.00
29192	10/10/2013	HOUSTON FORD	TIRES & OIL CHANGE - BILLS TRUCK	1,007.45
29193	10/10/2013	CROSSLAKE ROLLOFF	DIRECTORY RECYCLE SEPT/OCT	110.00
29194	10/10/2013	GOPHER STATE ONE CALL	LOCATES	137.75
29195	10/10/2013	ONVOY VOICE SERVICES	6264 PROGRAM	11,297.08
29196	10/10/2013	POWER & TELEPHONE SUPPLY	18 EA 10" CHARLES PEDS	4,429.02
29197	10/10/2013	UNITED PARCEL SERVICE	WKLY SERVICE & MISC SHIPPING	150.23
29198	10/10/2013	CROSSLAKE COMMUNICATIONS	PHONE SERVICE	1,074.51
29199	10/10/2013	CITY OF CROSSLAKE	OPR. TRANSFER, WORK COMP ADJUSTMENT	22,032.25
29200	10/10/2013	CITI LITES INC	LOCATES	746.05
29201	10/10/2013	THE OFFICE SHOP INC.	INK CARTRIDGE, STENO PADS, POST-ITS,TISSUE	306.38
29202	10/10/2013	XCEL ENERGY	AUG/SEPT NATURAL GAS	53.44
29203	10/10/2013	NORTHWOOD TURF & POWER	REPAIR BACKHOE	964.37
29204	10/10/2013	MINNESOTA 9-1-1 PROGRAM	911, TAP, TAM	1,523.32
29205	10/10/2013	HILLYARD / HUTCHINSON	WATERLESS HAND CLEANER	115.82
29206	10/10/2013	NATIONAL CABLE TELEVISION COOP	16 EA DCX3510	4,428.07
29207	10/10/2013	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
29208	10/10/2013	ASSURANT EMPLOYEE BENEFITS	OCTOBER LONG TERM DISABILITY	463.24
29209	10/10/2013	PINNACLE	FINAL 2012 TRUE-UP	1,463.14
29210	10/10/2013	ROVI GUIDES	AFFILIATE PAYMENT	324.38
29211	10/10/2013	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	291.16
29212	10/10/2013	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	9,419.85
29213	10/10/2013	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	385.70
29214	10/10/2013	TV GUIDE NETWORK	AFFILIATE PAYMENT	565.69
29215	10/10/2013	CROW WING COUNTY HIGHWAY DEPT.	UNLEADED & DIESEL FUEL-AUGUST	927.91
29216	10/10/2013	7SIGMA SYSTEMS INC	SEPT CONSULTING & TRAINING	2,450.00
29217	10/10/2013	CORNERSTONE PUBL GROUP INC.	OCTOBER NEWSLETTER	1,830.27
29218	10/10/2013	CROSSLAKE ACE	HARDWARE, TOOLS, BATTERIES	274.40
29219	10/10/2013	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	42,985.04
29220	10/10/2013	CINNAMON MUELLER	FORM 396-C ASSISTANCE	787.50
29221	10/10/2013	WASTE PARTNERS INC.	SEPTEMBER TRASH REMOVAL	76.62
29222	10/10/2013	DISCOVERY COMMUNICATIONS INC.	AFFILIATE PAYMENT	199.95
29223	10/10/2013	WEATHER CENTRAL, LP	OCTOBER DATA FEED	214.50
29224	10/10/2013	NORTHLAND PRESS	CROSSLAKE DAYS AD	145.60
29225	10/10/2013	NORTH COUNTRY PLUMBING & HEAT	REPAIR LEAKING TOILET	45.00
29226	10/10/2013	CHARTER COMMUNICATIONS	OCTOBER INTERNET FEED	1,500.00
29227	10/10/2013	AVNET INTEGRATED, INC.	REPAIR TRUNK AMP	198.58
29228	10/10/2013	4M FUND F.B.O. 35373-101	TO FUND DEBT SERVICE RESERVE	37,825.83
29229	10/10/2013	ONLINE INFORMATION SERVICES	11 EXCHANGE REPORTS	59.70
29230	10/10/2013	HUB TELEVISION NETWORKS, LLC	AFFILIATE PAYMENT	36.35
29231	10/10/2013	MAILFINANCE	POSTAGE METER LEASE 10/27-1/14/14	233.84
29232	10/10/2013	BIG 10	AFFILIATE PAYMENT	2,101.25
29233	10/10/2013	TIME COMMUNICATIONS	SEPT/OCT ANSWERING SERVICE	387.35
29234	10/10/2013	VERIZON WIRELESS	CELL PHONES	250.92
29235	10/10/2013	NISC	SEPT LIC FEES & TRAINING	2,369.71

29236	10/10/2013	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	2,858.97
29237	10/10/2013	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,638.90
29238	10/10/2013	METRO SALES, INC.	COPIER OVERAGE 6/23 TO 9/23	143.64
29239	10/10/2013	RED ROCK RADIO WWWI	LOCAL SPORTS AD	120.00
29240	10/10/2013	JAMES C SCHMIDT	CREDIT REFUND	107.39
29241	10/10/2013	KENNETH H STOCKE	CREDIT REFUND	163.96
29242	10/10/2013	JOSEPH BYRNE	CREDIT REFUND	15.44
29243	10/10/2013	LESLEY BOOZELL	CREDIT REFUND	215.24
29244	10/10/2013	SPRINT-ACCESS VERIFICATION	REFUND CREDIT BALANCE	414.47
29245	10/10/2013	METRO SALES, INC.	COPIER MAINT 9/23 TO 10/23	163.52
29246	10/25/2013	IBEW LOCAL UNION 949	UNION DUES	401.57
29247	10/25/2013	BRAINERD DAILY DISPATCH	1 YR SUBSCRIPTION THRU 11/11/14	199.88
29248	10/25/2013	EMILY COOPERATIVE TELEPHONE	SEPTEMBER INTERNET USAGE - 83 MBPS	3,155.00
29249	10/25/2013	LARRY EVENSON	CAFE PLAN REIMBURSEMENT-BAL 0	53.75
29250	10/25/2013	CROW WING POWER	2013 POLE USE FEE	7.12
29251	10/25/2013	OLSEN THIELEN CO LTD	3RD QTR NECA REPORTING & LINE COUNT DATA	730.00
29252	10/25/2013	CITY OF CROSSLAKE	LARSON ALLEN CHGS INCURRED BY DAN VOGT	300.00
29253	10/25/2013	THE OFFICE SHOP INC.	COPY PAPER & TAPE	216.07
29254	10/25/2013	XCEL ENERGY	METER CHARGES - SUNRISE & 16	54.63
29255	10/25/2013	DELTA DENTAL PLAN OF MINNESOTA	NOVEMBER DENTAL PREMIUM	940.55
29256	10/25/2013	SOLIX	B&C STATEMENT	7.93
29257	10/25/2013	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	103.40
29258	10/25/2013	LYDIA SASSE	CAFE PLAN REIMBURSE - BALANCE 239.05	40.00
29259	10/25/2013	NEUSTAR INC.	SOW & LNP CHARGES	141.17
29260	10/25/2013	MINNESOTA LIFE INSURANCE CO	NOVEMBER LIFE PREMIUM	197.90
29261	10/25/2013	VANTAGE POINT	SEPTEMBER TTP SERVICE	335.00
29262	10/25/2013	CYNTHIA PERKINS	CAFE PLAN REIMBURSEMENT-BAL 374.24	12.00
29263	10/25/2013	KARE GANNETT CO., INC	AFFILIATE PAYMENT	1,475.01
29264	10/25/2013	GE CAPITAL	COPIER LEASE 44 OF 60	362.03
29265	10/25/2013	TIGER DIRECT	WIRELESS ROUTERS, MEMORY & PORT DRIVES	5,439.74
29266	10/25/2013	CHERI E. AYD	OCTOBER OFFICE CLEANING	689.34
29267	10/25/2013	COOPERATIVE NETWORK SERV LLC	CHANNEL TRANSPORT & CPT SATELLITE INSTALL	3,500.00
29268	10/25/2013	NTCA GROUP HEALTH PLAN	NOVEMBER HEALTH & LIFE PREMIUM	14,230.53
29269	10/25/2013	NISC	OCTOBER BILLING	4,564.62
29270	10/25/2013	METRO SALES, INC.	MONTHLY MAINT. 10/23-11/23	163.52
29271	10/25/2013	CITY OF CROSSLAKE	4TH QUARTER 2014 SAFETY PROGRAM	792.00
29272	10/25/2013	AQUARIUS WATER CONDITIONING INC.	OCTOBER WATER SOFTENER RENTAL	44.89
			Total for General Account	**$ 256,334.72**

CROSSLAKE COMMUNICATIONS

Regular Meeting, November 26, 2013

The Regular Meeting of the Crosslake Communications Advisory Board was called to order at 8:06 am by General Manager Paul Hoge. Members present: Ann Schrupp, Dennis Leaser, Gordon Siemers and Jim Talbott. Members absent, Chair John Moengen, Mike Winkels, Mike Myogeto and Alternate Steve Kohlmann. Also present were General Manager Paul Hoge, Mayor Darrell Schneider, Office Manager Debby Floerchinger, Accountant Cyndi Perkins, Operations Manager Jared Johnson, Network Engineer Paul Davis and Helen Fraser.

Actions Taken:

1) **The Crosslake Communications Advisory Board recommends to the City Council that the High Speed Internet speed be increased to 5 meg and the rate be increased $5.00.**
2) **The Crosslake Communications Advisory Board recommends to the City Council that the Cable TV rates be increased 5%.**
3) **The Crosslake Communications Advisory Board recommends to the City Council approval of the Budget for 2014.**

The Minutes of the October 29, 2013 meeting were reviewed. Dennis Leaser moved to approve the October 29, 2013 meeting as presented. Second by Gordon Siemers. All in favor, motion carried.

The October 2013 Financial Statements were reviewed. Ann Schrupp moved to approve the October 2013 Financial Statements. Second by Jim Talbott. All in favor, motion carried.

The October 2013 Check Disbursements were reviewed. Ann Schrupp moved to approve the October 2013 Check Disbursements. Second by Dennis Leaser. All in favor, motion carried.

COMMUNICATIONS

1) Channel 12 Weather programming. Paul reported that there was a problem with the dual core processor. Paul Davis figured out the problem but now all the slides need to be rebuilt to fit the new format. Lydia will do those when she returns from vacation. The Board asked Paul to send them an e-mail when the new system is up and running. Paul also reported that we are still waiting for the equipment for Channel 17 – the Weather Channel. That should be here first quarter 2014.
2) Bloomberg TV. Paul reported that we received notice that as of December 14^{th} Bloomberg TV will be going black.
3) NBC Sports HD. Paul reported that we have the ability to put NBC Sports on our HD programming at no charge. We have a double receiver that we have Golf HD on with room for another channel. There is no programming fee for NBC Sports HD. Ann

Schrupp moved to add NBC Sports HD to our HD programming. Second by Dennis Leaser. All in favor, motion carried.

4) CSAH 3. Paul reported that there is no new news on this. We are hoping to start splicing.
5) County Road 1. We are as far as we will get this year with the frozen ground. We are looking at June next year to get up to Swanburg Corner. We can then offer Internet up there.
6) Budget. Paul reviewed the budget with the Board. As part of the budget, Paul explained that we have included a couple of rate increases. The first one is an increase on the High Speed Internet. We have not raised Internet rates for seven years. We plan to increase the speed 70% to 5 meg and increase our rate $5.00. There was considerable discussion on this issue. Paul also recommended to the Board a 5% increase on the cable TV rates. Paul and Debby presented information on a new service called Watch TV Everywhere that we can offer to our cable customers where they can view our programming on their smart phones, tablets, laptops, etc. The investment would be less than $1,000 and the monthly fee is $0.16/sub with a minimum of $25/month. There is no charge to the customer. There are 200 companies participating currently with 30 channels available and 10 more contracts in the works. We feel it would be a nice add-on for our customers.

   Dennis Leaser moved to recommend to the City Council an increase in cable TV rates of 5%. Second by Ann Schrupp. All in favor, motion carried. Dennis Leaser moved to recommend to the City Council an increase of $5 on the High Speed Internet rate ($44.95) and increase the speed to 5 Meg. Second by Gordon Siemers. All in favor, motion carried.

   Jim Talbott moved to recommend to the City Council approval of the budget for 2014. Second by Ann Schrupp. All in favor, motion carried.

   The Board feels we need to do a lot of customer education on our rate increases and our current issues with call termination.

7) Government Channel. Paul reported that Jared checked into adding a government channel to air the council and planning and zoning meetings. We could only add it to the digital side so not everyone could see it. There would also be costs involved. We decided not to pursue this any more.
8) Switch Update. Paul reported that the transition to the new switch went smooth on November 19th. Paul thanked the staff. We only had two phone calls of issues during the transition. There is no more power to the DMS10 and we took down 42 amps of power. We are working on the disposal of the old switch.

Other Business

1) E-mail Updates. Paul asked the Board if they would like to continue receiving e-mail updates and information from him. They said they would like it to continue.
2) Payphones. Paul reported that our staff has removed the two payphones located by the Campground. He asked if the Board felt we should remove the one outside our building. We collected $3 out of the phone and it costs us $25/month plus additional administrative time to file reports. Ann Schrupp moved to remove the remaining payphone located outside the building. Second by Jim Talbott. Motion carried with three Ayes and Dennis Leaser voting Nay.

The next Regular Meeting is scheduled for December 31, 2013 at 8:00 am at Crosslake Communications. Due to the Pre-Audit being the week before, the November financial statements will most likely not be available.

Dennis Leaser moved to adjourn the meeting at 10:35 am. Second by Jim Talbott. All in favor, motion carried.

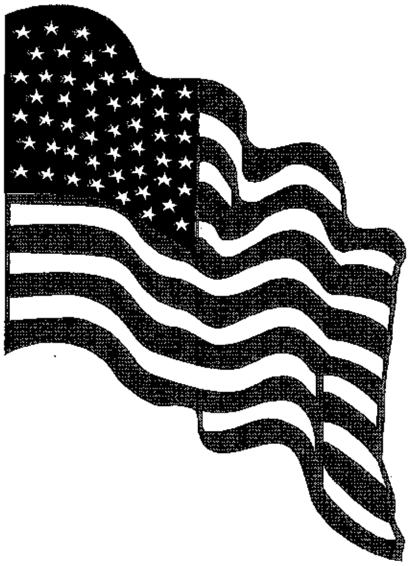
Cc: Dennis Leaser
Mike Myogeto
Ann Schrupp
Gordon Siemers
Jim Talbott
Mike Winkels
Steve Kohlmann
Mayor Darrell Schneider
John Moengen
Steve Roe
Mark Wessels
Gary Heacox
Attorney Breen

Debby Floerchinger

Debby Floerchinger

CROSSLAKE COMMUNICATIONS
CUSTOMER COUNTS

	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13
Telephone Service													
Telephone Lines	1850	1844	1839	1837	1831	1823	1818	1806	1792	1786	1775	1748	1747
Telephone Vacation Disconnected	196	210	222	219	163	31	20	22	20	20	37	133	155
Percentage of Telephone Customers Disconnected	11%	11%	12%	12%	9%	2%	1%	1%	1%	1%	2%	8%	9%
Extended Calling/Pequot	364	360	355	353	351	352	347	345	343	342	341	333	332
Expanded Calling/CTC,Emily	47	46	46	46	46	46	46	46	46	46	45	45	45
Cable TV Service													
Basic	225	224	224	227	227	227	232	237	233	230	232	240	246
Expanded Basic	1463	1457	1454	1448	1448	1447	1459	1453	1447	1432	1422	1407	1399
Digital TV	250	249	249	250	254	256	259	257	257	257	261	260	263
Total Crosslake Customers	1938	1930	1927	1925	1929	1930	1950	1947	1937	1919	1915	1907	1908
Total Cable Customers													
Cable Vacation Disconnected	698	728	786	787	669	291	58	24	17	21	171	565	670
Percentage of Cable Customers Disconnected	26%	27%	29%	29%	26%	13%	3%	1%	1%	1%	8%	23%	26%
Premium Channels													
HBO Pkg	72	72	74	68	67	69	67	69	70	69	66	64	63
Cinemax	44	43	42	42	41	43	42	42	41	41	38	36	35
Showtime Pkg	34	33	42	30	31	33	31	33	34	34	31	29	29
Starz/Encore Pkg	50	50	50	49	49	49	47	47	48	46	46	44	44
HD TV	224	229	235	234	241	243	254	266	276	276	278	279	278
DVR and 2nd HD boxes	110	112	113	116	119	121	124	189	194	196	198	193	195
1st Box No Charge								220	218	214	215	214	215
Internet Service													
Dial Up Internet	36	34	34	34	33	32	31	29	28	27	24	21	22
High Speed Internet	1243	1242	1248	1259	1268	1257	1281	1290	1291	1298	1300	1303	1309
Mail Box Only	214	224	223	224	223	201	197	199	197	199	197	190	197
Cable Modems	72	72	72	71	71	74	75	74	76	75	73	71	71
High Speed Vacation Disconnected	242	259	292	304	253	118	29	7	7	11	63	215	242
Percentage of High Speed Customers Disconnected	16%	17%	18%	19%	16%	8%	2%	1%	1%	1%	4%	14%	15%



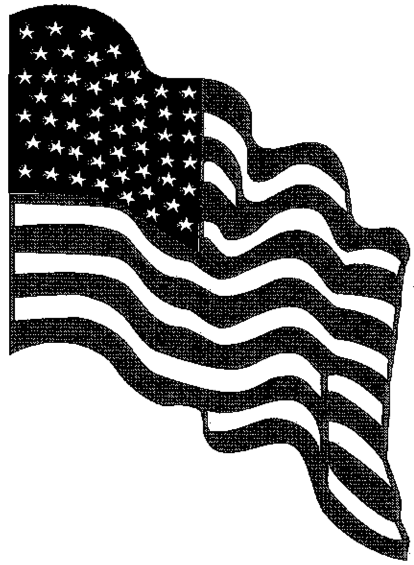
CROSSLAKE POLICE DEPARTMENT

MONTHLY REPORT
November
2013

Crosslake Police Department
Monthly Report
November 2013

911 Hangup	1
Agency Assist - Brainerd	1
Agency Assist - Breezy Point	3
Agency Assis t- Crow Wing County	10
Alarm	16
Animal Complaint	1
Assault	1
Damage To Property	2
Dangerous Dog	2
Disturbance	1
Domestic	1
Driving Complaint	1
Ems	16
Fire	2
Found Property	1
Fraud	3
Gas Leak	1
Gun Permits	3
Harass Comm	3
Housewatch	2
Information	3
Open Door	1
Personal In Accident	1
Probation Violation	1
Property Damage Acc	2
Public Assist	1
Suspicious Activity	1
Suspicious Vehicle	2
Theft	3
Traffic Arrest	4
Traffic Citations	50
Traffic Warnings	2

Warrant	1
Total	**143**



CROSSLAKE POLICE DEPARTMENT

MISSION
MONTHLY REPORT
November
2013

Crosslake Police Department
Mission Monthly Report
November 2013

Agency Assist	7
Animal Complaint	1
Attempt To Locate	1
Driving Complaint	1
Harass Comm	1
Property Damage Acc	1
Traffic Citations	8
Traffic Warnings	29
Total	**49**

Crosslake Fire Department

Date: November 2013

Calls

Description of Incident	Calls	YTD	2012 YTD
3 - Rescue & Emergency Medical Services			
311 - Medical Assist - Assist EMS Crew	15	221	*190*
300 - Rescue, EMS Incident		3	*4*
322 - Motor Vehicle Accident with Injuries		6	*3*
324 - Motor Vehicle Accident with No Injuries	1	5	*1*
340 - Search for Lost Person		1	*3*
342 - Search for Lost Person in Water			
362 - Ice Rescue			*1*
326 - Snowmobile Accident With Injuries			
Total Medical:	16	236	*202*
1 - Fire			
111 - Building Fire	1	4	*3*
111 - Building Fire (Mutual Aid)		3	*9*
114 - Chimney Fire			
143 - Grass Fire/Wildland Fire	1	5	*5*
131 - Automobile Fire		2	*3*
Total Fire:	2	14	*20*
4 - Hazardous Condition (No Fire)			
412 - Gas Leak (Natural Gas or LPG)	1	7	*4*
424 - Carbon Monoxide Alarm			*2*
444 - Power Line Down/Trees on Road		5	*8*
Total Hazardous Condition:	1	12	*14*
6 - Good Intent Call			
611 - Dispatched and Cancelled en route	2	12	*12*
609 - Smoke scare, Odor of smoke			*1*
Total Good Intent:	2	12	*13*
7 - False Alarm & False Call			
743 - Smoke Detector Activation - No Fire		10	*13*
733 - Smoke Detector Activation due to Malfunction		1	*2*
746 - Carbon Monoxide Detector Activation - No CO	1	4	*2*
731 - Sprinkler Activation due to Malfunction			*1*
Total False Alarms:	1	15	*18*

<u>Total Incidents:</u>	22	289	*267*

NORTH AMBULANCE
CROSSLAKE

NOVEMBER 2013 RUN REPORT

TOTAL CALLOUTS:	**54**
NIGHT: 12	DAY: 42
No Loads:	09
Cancels:	11
Fire Standbys:	00
Police Standbys:	00
Transported Patients:	34
CROSSLAKE:	18 (2 No Load, 3 Cancel)
BREEZY POINT:	03 (1 Cancel)
IDEAL:	02 (1 No Load, 1 Cancel)
MISSION:	00
FIFTY LAKES:	03 (1 No Load)
MANHATTAN BEACH:	00
CENTER:	00
TIMOTHY:	00
MUTUAL AID TO:	
PINE RIVER:	11 (3 No Load, 3 Cancel)
BRAINERD:	13 (2 No Load, 3 Cancel)
BLS TRANSFERS:	00
ALS TRANSFERS:	04
ALS INTERCEPTS (ADVANCED LIFE SUPPORT):	
BRAINERD:	00
PINE RIVER:	00
AIRCARE:	02

Public Works Meeting

City of Crosslake

Monday October 7, 2013

4:00 City Hall

1. **Call to Order**

Present: Ollie Courts, Don McCormick, Gary Olson, Also present: Ted Strand, Councilman John Moengen, Dave Reese, Engineer,

2. **Approve September 3 2013 Meeting Minutes (Motion)**

A motion by Ollie Courts and second by Don McCormick to approve minutes. All in favor.

3. **Discussion regarding 5-Year Capital Improvements Plan**

A lengthy discussion followed, the 5 year capital plan was there with the updated costs. A motion by Don McCormick and seconded by Ollie Courts to recommending the City Council adopt the 5 Year capital plan. All in favor.

4. Discussion Road Vacation Request from June Wallace

A discussion followed. A motion was made Don McCormick and second Ollie Courts not to move forward with the request to vacation of this portion of the road way. All in favor.

5 .Direction the Brain Thull Property

A discussion followed A *motion was made by Ollie Courts* and seconded Don McCormick to the City Council to winterize and not to sell at this time . All in favor

6. Plowing the Public Property

A discussion followed. Plowing the lot at county 3 and county 66 a motion was made by Ollie Courts and seconded by Don McCormick to recommend to the City Council that Public works plow as is doing now and work with Army Cor, property owners, and City Staff for long term solution. All in favor

7. Resignation of Don McCormick he is moving from area.

8.Adjourn

Supplemental Report Form **Facility Name:** CROSSLAKE-WWTP **Permit Number:** MN 0064882

Month: OCTOBER **Year:** 2013

* 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)	FECAL COLIFORM (number/100 ml)	EFFLUENT CHLORINE RESIDUAL (mg/L)
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	TUE		0.033	0.025									7.4	6.4					0.82		
2	WED	0.24	0.03	0.023	290	2	99.3103448	0.17388	164	4	97.5609756	0.34776	7.6	6.4	5.48	0.26	0.0226044		1.12	2	
3	THUR	0.16	0.029	0.022									7.4	6.3					1.07		
4	FRI	0.18	0.026	0.022									7.5	6.6					0.88		
5	SAT	0.83	0.038	0.028									7.5	6.4					0.94		
6	SUN	0.02	0.042	0.036									7.6	6.3					1.24		
7	MON		0.035	0.029									7.6	6.3					1.11		
8	TUE		0.029	0.023									7.4	6.4					1.15		
9	WED		0.029	0.023	470	2	99.5744681	0.17388	240	4	98.3333333	0.34776	7.3	6.4	6.94	0.268	0.02329992		1.18	1	
10	THUR		0.028	0.023									7.4	6.3					1.29		
11	FRI	0.38	0.028	0.022									7.5	6.3					1.35		
12	SAT		0.037	0.029									7.5	6.3					1.29		
13	SUN	0.03	0.04	0.036									7.4	6.4					1.35		
14	MON	0.68	0.033	0.027									7.5	6.4					1.41		
15	TUE	0.39	0.031	0.034									7.4	6.3					1.35		
16	WED		0.037	0.037	220	2	99.0909091	0.17388	84.4	4	95.2606635	0.34776	7.5	6.3	6.26	0.144	0.01251936		1.08	1	
17	THUR	0.06	0.032	0.027									7.5	6.3					1.42		
18	FRI		0.043	0.034									7.5	6.3					1.35		
19	SAT		0.036	0.029									7.5	6.3					2.89		
20	SUN	0.1	0.041	0.035									7.5	6.2					2.52		
21	MON		0.04	0.032									7.4	6.2					1.43		
22	TUE	0.04	0.041	0.034									7.5	6.4					1.35		
23	WED		0.027	0.021	190	2.1	98.8947368	0.182574	77.8	4	94.8586118	0.34776	7.5	6.6	4.63	0.124	0.01078056		1.55	1	
24	THUR		0.024	0.019									7.5	6.5					1.54		
25	FRI		0.023	0.018									7.4	6.4					1.41		
26	SAT		0.029	0.023									7.5	6.4					1.48		
27	SUN		0.031	0.026									7.4	6.6					1.55		
28	MON		0.029	0.025									7.5	6.6					1.51		
29	TUE	0.04	0.029	0.019									7.5	6.6					1.51		
30	WED	0.14	0.027	0.023	410	2	99.5121951	0.17388	222	4	98.1981982	0.34776	7.3	6.5	4.75	0.1	0.008694		1.54	1	
31	THUR		0.026	0.019									7.2	6.5					1.48		
Total		3.290	0.977	0.804	1580.000	10.100		0.878	788.200	20.000		1.739			28.060	0.896	0.078	0.000			0.000

ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
8:30 A.M. – OCTOBER 2, 2013
City Hall

1. The regular monthly meeting of the Crosslake EDA was called to order at 8:30 A.M. by Patty Norgaard with the following members present: Patty Norgaard, Dennis Leaser, Steve Roe, Al Ploeger and Mark Wessels. Also in attendance were Finance Director/Treasurer Mike Lyonais, Mayor Darrell Schneider, General Manager Paul Hoge, and Sheila Haverkamp of BLAEDC.

2. A MOTION WAS MADE BY STEVE ROE, SECONDED BY DENNIS LEASER TO APPROVE THE MINUTES OF THE SEPTEMBER 4, 2013 MEETING WITH THE FOLLOWING CORRECTION: CHANGE ITEM #5 FROM "IT WAS THE CONSENSUS OF THE BOARD THAT FOCUSING ON NEW BUSINESS AND BUSINESS EXPANSION WERE IMPORTANT" TO "IT WAS THE CONSENSUS OF THE BOARD THAT FOCUSING ON THE BRIDGE TO BRIDGE PROJECT AND THE BUSINESS OPPORTUNITY PROJECT WERE IMPORTANT." AYES: ALL.

3. Mike Lyonais explained the expenses that made up the $6,558.58 deficit in the 2012 Financial Statements. The deficit included payments from the City's General Fund for EDA expenses in 2005 to 2011 that were never reimbursed. A lengthy discussion ensued regarding whether the reimbursement to the City should come from the Revolving Loan Fund or the 2014 EDA Operating Budget. A MOTION WAS MADE BY PATTY NORGAARD, SECONDED BY AL PLOEGER TO TRANSFER $6,558.58 FROM THE REVOLVING LOAN FUND TO THE CITY GENERAL FUND FOR EDA EXPENSES FROM 2005-2011 THAT WERE NOT REIMBURSED TO THE CITY. MOTION CARRIED WITH ALL AYES.

   A MOTION WAS MADE BY STEVE ROE, SECONDED BY DENNIS LEASER THAT ALL EDA EXPENSES STARTING JANUARY 1, 2014 AND FORWARD ARE PAID FROM THE EDA OPERATING BUDGET AND NOT THE REVOLVING LOAN FUND. MOTION CARRIED WITH ALL AYES. It was the consensus of the Board that the remaining expenses for 2013 will be paid from the Revolving Loan Fund.

4. Todd Lyscio of the Crosslake Community School was unable to attend today's meeting.

   Sheila Haverkamp gave an update on BLAEDC activities. The BLAEDC Exec's are busy and focusing on attracting business to the area. Future BLAEDC presentations will include how the EDA can help entrepreneurs, existing businesses and new businesses.

5. It was the consensus of the Board to rename the "Bridge to Bridge Project" line item on the 2014 proposed budget to "Special Projects" and include Bridge to Bridge Project, Crosslake Community School, and Crosslake Tourism as subtitles.

Patty Norgaard stated that the EDA planned to present the BOOMTOWN video at its November meeting. It was the consensus of the Board to schedule the public viewing of BOOMTOWN on Thursday, November 7th from 7:00 P.M. to 9:00 P.M. in City Hall. The Council, all City commission members and Mr. Hickman of the Initiative Foundation would be invited to attend. The public is also welcome to attend.

6. Patty Norgaard reported that she is making contacts to fill the alternate vacancies of the Board. The next EDA Meeting will include a review of the Revolving Loan Fund handout to make sure it includes accurate and up to date information.

7. There being no further business at 10:00 A.M., PATTY NORGAARD ADJOURNED THE MEETING.

Respectfully Submitted,

Charlene Nelson

Charlene Nelson
City Clerk

STATED MINUTES

City of Crosslake
Planning and Zoning Commission

September 27, 2013
9:00 A.M.

Crosslake City Hall
37028 County Road 66
Crosslake, MN 56442

1. Present: Aaron Herzog, Chair; Scott Johnson; Dave Nevin; Attorney, Brad Person and Council Member Gary Heacox

2. Absent: None

3. Staff: Chris Pence, Crow Wing County Land Services Supervisor

4. **Motion by Nevin; supported by Johnson to nominate Herzog for Chair. All members voting "Aye", Motion carried.**

5. Minutes & Findings – Postponed approval of the 6-28-13, 7-26-13 & 8-23-13 minutes to a future date

6. Public Forum

7. Old Business

   7.1 None

8. New Business

   8.1 Glenn & Janet Osmonson - Conditional Use Permit
   8.2 Anton Jr. & Brenda Marks - Land Use Map Amendment
   8.3 Rick & Janet Schmidt - Variance for road right-of-way setback
   8.4 Scott & Robin Sherwood - Variance for lot size
   8.5 Dennis & Leslie Twitty - Variance for guest cottage size
   8.6 William Killion - Variance for installation of stairs over an easement

7. <u>Adjournment</u>

Public Forum

Marvin West - Asked what is the reason for no previous minutes to be approved

Motion by Johnson; supported by Nevin to close the public forum of the meeting.

All members voting "Aye", Motion carried.

Glenn & Janet Osmonson
141530010080009

Applicant was not present. Herzog read the request into the record. Discussion involved what is the need for more patio; size of patio allowed by ordinance; impervious coverage and landscape plan.
September 27, 2103 Action:
Motion by Johnson; supported by Nevin to table the application to allow the applicant to submit a landscape plan and impervious calculations & coverage for the proposed project.

All members voting "Aye", Motion carried.

The application was submitted on July 23, 2013 and the 60-day expiration was September 20, 2013.

With no 60-day extension letter sent out to the applicant by the City of Crosslake the Conditional Use Permit for the expansion of 150 square feet of patio to an existing 250 square foot patio is approved.

ANTON JR. & BRENDA MARKS
120291101HBB009

Anton Marks Jr. was present. Herzog read the request into the record. Pence went over the information that was submitted to the Planning Commission. Ron Schultz presented a conception drawing of the proposed building stated the ultimate goal is for a rental business with an office The City of Crosslake Planning & Zoning Commission received three (3) letters in opposition. Dick Bipe, President of Nelson's East Shore Landing Association went over the land use goal strategies outlined in the Crosslake Comprehensive Plan. Michelle Schnitter spoke in opposition stating the property is surrounded by residential, Bacon Lane is not adequate for commercial use and asked the board to consider the Crosslake Comprehensive Plan Land Use goals. Mike Phillippi spoke in opposition stating the surrounding area is all residential and wants peace and quiet. Attorney Brad Person stated if the property was rezoned to commercial a Conditional Use Permit would be required as the property is located within 200 feet of a residential district. Discussion involved surrounding zoning; types of uses allowed in the Residential Medium Density (R-3) District; other uses allowed in a commercial district; the City Comprehensive Plan and location of the closest commercial property.

September 27, 2013 Action:

Motion by Herzog; supported by Johnson to recommend denial of the Official Land Use Map amendment from R-3, Medium Density Residential to Commercial involving approximately 1.26 acres located in part of Gov. Lot 1, Sec 29, City of Crosslake to the Crosslake City Council,

Findings:

1. **Not compatible with the current zoning in the neighborhood;**
2. **Not compatible with the City Comprehensive Plan;**
3. **There was neighborhood opposition with the concerns raised;**
4. **The future use beyond what the applicant is proposing is undetermined**
5. **Considered spot zoning based on no adjacent commercial use.**

All members voting "Aye", Motion carried.

RICK & JANET SCHMIDT
141450010090009

Rick Schmidt was present. Herzog read the request into the record. Pence went over the information submitted to the Planning Commission. Mr. Schmidt stated that he would like to put a second story over existing garage using attic trusses for storage only. He also stated that it would not be used as a guest house. Discussion involved when the garage was constructed; 9-26-13 on-site and converting the second story to guest house in the future.

September 27, 2013 ACTION:
Motion by Nevin; supported by Johnson to approve the variance for:

1. **Road Right-of-Way setback of 14 feet where 35 feet is required:**

To construct:

- **Second story addition above existing 22' x 26' detached garage**

Per the findings of fact as discussed, the on-sites conducted on 9-26-13 located on Lot 9, Block 1, Little Pine Shores, Sec 10, City of Crosslake
Condition:

1. **The maximum height cannot exceed 15 feet.**

Findings: See attached

All members voting "Aye", Motion carried.

SCOTT & ROBIN SHERWOOD
14147022011Z009

Steve Genereux represented the applicant. Herzog read the request into the record. Pence went over the information submitted to the Planning Commission. Discussion involved when the lot was created; location of an existing bluff on the property; size of the guest quarters; 9-26-13 on-site; location of the proposed guest cottage; guest quarter Ordinance 26.995 requirements; location of the septic system and the existing vegetation on the bluff.

September 27, 2013 ACTION:
Motion by Nevin; supported by Johnson to approve the variance for:

1. **Lot width of 70 feet where 100 feet is required**

To construct:

- **Second story addition above existing 22' x 26' detached garage**

Per the findings of fact as discussed, the on-sites conducted on 9-26-13 located on Lot 11 & E 15 FT of Lot 12, Block 22, Manhattan Beach, part of Outlot B & C, White-Island Beach and part of Gov. Lot 5, Sec 06, City of Crosslake
Condition:

1. **Must be in compliant with Guest Quarters Ordinance 26.995**

Findings: See attached

All members voting "Aye", Motion carried.

DENNIS & LESLIE TWITTY
120052405SB0009

Eric Larsen, Rem Whirl represented the applicant. Herzog read the request into the record. Pence went over the information submitted to the Planning Commission. Eric Larsen went over the history of the property. Lynn Twitty stated the access for the garage will be through the current water heater & pump location. She also stated the purpose going to the Council meeting in May was to brain storm with them to come to a resolution and felt that the Council wasn't willing to work with them. Dennis Twitty stated the garage was moved back about 50 feet from where the existing garage was to as not to block the neighbors view. Marvin West asked if there was another well on the property and if a new well was put in would the existing shallow well be terminated and when the existing deck was constructed. Council Member, Gary Heacox stated he sees no reason to bring this back to the City Council for approval. Mayor, Darrell Schneider stated the Twitty's have worked on this for a long time to look for a solution and he prefers that a resolution be done at the Planning Commission. Discussion involved past 2010 Conditional Use Permit; 9-26-13 on-site; number of structures on the property with living quarters; removal of the living quarters in the existing garage; proposed landscape plan; when the original cabin was constructed; location of the new well and proposed septic; guest quarter Ordinance 26.995 requirements; impervious coverage of 18%; removal of impervious coverage and stormwater/landscaping plan.

September 27, 2013 ACTION:
Motion by Nevin; supported by Herzog to approve the after-the-fact variance for:

1. **Guest quarters of 877 square feet where 700 square feet is allowed;**
2. **Septic drainfield setback of 18 feet where 20 feet is required;**
3. **Existing shed, deck and boat house at non-conforming setbacks within R-3, Medium Density Residential zoning district**

To allow:

- **877 square foot existing cabin to be converted into guest quarters**

Per the findings of fact as discussed, the on-sites conducted on 9-26-13 located on the N 100 FT of S 200 Ft of Gov. Lot 5, Sec 05, City of Crosslake
Condition:

1. **There are no living quarters allowed in the small garage**
2. **Abandon the existing shallow well**
3. **Remove plumbing in the existing small garage**
4. **Staff is to inspect the property to verify the plumbing has been removed from the small garage**
5. **Existing deck when replaced must meet standards of the Crosslake City Ordinance**
6. **Submit a landscape plan in compliance with Crosslake City Ordinance 26.995**
7. **Move the existing shed to a conforming location**
8. **To remove the existing sidewalk as part of the landscaping plan**

Findings: See attached

All members voting "Aye", Motion carried.

WILIAM KILLION
DAVID SENST
120052405LAA009

William Killion was present. Herzog read the request into the record. Pence went over the information submitted to the Planning Commission. William Killion explained the history of the easement and stated the stairs are within a pathway, stairways are a permitted use, the pathway has been a non-conforming use since 1966, steps are not considered a structure and the ordinance does allow for the improvement of a non-conforming use. Attorney, Brad Person stated that a variance is required to build a structure within 10 feet of a property line and this practice has been consistently applied in the past. Dave Sents, owner of Birchdale Inn stated it is logical to be allowed to set stairs in the existing easement for safety issues for accessing Loon Lake. Teddy Nelson addressed concerns that when they remodel or rebuild their cabin with the steps would be closer than 10 feet and the privacy of their property. Discussion involved when the easement was established; 9-26-13 on-site; topography of the land the easement is on; stairway requirements outlined in Chapter 26.963.5 of the Ordinance.

September 27, 2013 ACTION:
Motion by Johnson; supported by Herzog to uphold the Administrative Decision that a variance would be required to place stairs on a ten foot easement located on part of Gov. Lot 5, Sec 5, City of Crosslake:

Roll call vote as follows: Johnson, Herzog voting "Aye", with Nevin voting "Nay", Motion carried 2:1

Motion by Herzog; supported by Nevin to adjourn at 11:30 A.M.

All members voting "Aye", Motion carried.

Respectfully yours,

Susan Maske

Susan Maske
Crow Wing County Planning Assistant

STATED MINUTES

City of Crosslake
Planning and Zoning Commission

October 25, 2013
9:00 A.M.

Crosslake City Hall
37028 County Road 66
Crosslake, MN 56442

1. Present: Aaron Herzog, Chair; Joel Knippel; Dave Nevin; Brad Person, Attorney and Council Member Gary Heacox

2. Absent: None

3. Staff: Paul Herkenhoff, Crow Wing County Survey/Planning Coordinator, Celeste Torgerson, Technical/Administrative Specialist

4. Minutes – Motion by Nevin; supported by Herzog to approve the minutes from the September 24, 2013 meeting. All members voting "Aye", motion carried.

1. Public Forum – There were no comments.

2. Old Business

   6.1 Jen Jackson – Conditional Use Permit

3. New Business

   7.1 Erick & Paula Bauman – Land Subdivision
   7.2 Lisa Lynn Renneke – Variance for bluff setback

8. <u>Adjournment</u>

Public Forum

No comments

No motion was made.

October 25, 2013 Planning & Zoning Commission Meeting

Jean T. Jackson
141050000150009

Annette Jackson was present representing the applicant. Herzog read the request into the record. Discussion involved repairing what has eroded from flooding and place the sod back to where it originally was before flooding. There was also discussion about the elevation of the property to the south being one foot lower and not adding any runoff damage to that property. It was suggested applicant speak to the neighbor to the south and possibly have the work on both lots done at the same time. There was a letter dated October 24, 2013 submitted by the DNR with comments regarding if adjacent properties would be affected, the amount of fill should be discouraged as there may be less impactful alternatives and submitted plans are inadequate not showing proximity to OHWL. There was public comment by Erick Bauman that suggested if the work was done at the same time as the neighbor to the south, there should not be a need to have that property line surveyed.

October 25, 2013 Action:
Motion by Nevin; supported by Knippel to approve the application with conditions

All members voting "Aye", Motion carried.

Conditions:

1. **Keep all the live trees to help erosion and runoff.**
2. **A survey needs to be done to locate the ordinary high water line and to locate the property line in the area where the filling is to occur.**
3. **A stormwater plan and erosion control plan to avoid runoff to the lake and the neighbor to the south be submitted and approved prior to the start of the project.**
4. **The final grade not be any higher than the grade of the property to the north.**

October 25, 2013 Planning & Zoning Commission Meeting

Erick & Paula Bauman
1411000090AB009

Erick Bauman was present. Herzog read the request into the record. Discussion involved that the land surrounding the property was either street or state land and there was not an affect on any adjacent land owners. Person questioned the gap on the map in the parcel which was not an issue as it was a mapping error. There was staff report dated October 23, 2013 form the Crosslake Parks, Recreation and Library that the city should consider cash in lieu of dedication of land. There was no public comment.

October 25, 2013 Action:
Motion by Knippel; supported by Nevin to recommend approval of the Subdivision of property lying west of Lake Street, City of Crosslake to the Crosslake City Council,

All members voting "Aye", Motion carried.

October 25, 2013 Planning & Zoning Commission Meeting

Lisa Lynn Renneke
141470010110009

Bruce Nick, the builder was present. Herzog read the request into the record. Discussion involved the deck that was built without a permit and sits in the bluff, the garage was determined not to be a guest cabin but contain a weight room and a bonus room above it, the location of the septic is currently being used as overflow parking, the height of the house would still be within the requirements of the ordinance, an engineered stormwater plan be submitted before the permit is applied for, sliding the house back to get it completely out of the bluff and giving the staff enough conditions so that applicant does not have to come back before the board with a new site plan. Jim Talbott a neighbor was present and stated he was against cutting into the bluff and that the house should be slid back on the lot. There was a letter dated October 24, 2013 from WAPOA that recommended denial of the variance based on the disturbing the bluff area stating applicant does not provide any details for the dirt moving that will be required by the additional basement addition, no details were provided for the accessories to the proposed construction.

October 25, 2013 ACTION:
Motion by Nevin; supported by Knippel to approve the variance for:

1. **Bluff setback of zero feet:**

To:

- **Raise the existing cabin for the addition of a basement**

Per the findings of fact as discussed, the on-sites conducted on 10-24-13 located on Lot 11, Block 1, Manhattan Beach (Replat of Twin Beach), Sec 06, City of Crosslake

Conditions:

1. **No water line go to the garage.**
2. **An engineered stormwater management plan and erosion control plan be submitted to the Planning and Zoning Office prior to the permit being applied for.**
3. **The entire structure including the deck and stairs be out of the bluff and new site plan be submitted to the Planning and Zoning Office.**
4. **No additional bedrooms can be added prior to applying for the permit without a new septic design submitted.**
5. **No parking is allowed on the septic area and a barrier be constructed to control that.**
6. **All current setbacks to side yards remain the same.**

Findings: See attached

All members voting "Aye", Motion carried.

October 25, 2013 Planning & Zoning Commission Meeting

Matters not on the agenda:

Person presented a request that will be going before the City Council on October 28, 2013 to vacate the end of Silver Peak Rd an area about 33' wide and a 179' in length. June Wallace is making the request as the road dead ends on her property.

Motion by Nevin; supported by Knippel to adjourn at 10:33 A.M.

All members voting "Aye", Motion carried.

Respectfully yours,

Celeste Torgerson

Celeste Torgerson
Technical/Administrative Specialist

SCORE REPORT FORM

Mo./Yr. **OCT 2013** **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
Mixed Paper : (includes)	8424	
Corrugated Cardboard		
Newspaper		
High grade office paper		
Magazines		
Phone Books		
Other paper (specify)		
Commingled Materials: (includes)	8327	

%			lbs
0.05	Metals-	Aluminum Cans	416
0.21		Tin Cans	1749
0.61	Glass-		5079
		Clear bottles	
		Green bottles	
		brown bottles	
0.1	Plastic - #1 & #2 bottles		833
0.03	Reject		250
1.00			8327

	RESIDENTIAL	COMMERCIAL
Total LBS.	16751	0
Total Tons	8.38	0

OUT OF COUNTY Waste Disposal

Final Destination: **N/A**

Disposal Site Permit # :

Tons Delivered: **NONE**

Total Number of Households Served this Month: **778**

	Trash Accounts	Rate	Recycling Accounts	%	62860 paper	62140 commingle
BRD	2192	0.87	1913	0.49	31049	30693
BAX	857	0.88	757	0.20	12286	12146
B.P.	629	0.83	525	0.14	8521	8423
P.L.	255	0.62	159	0.04	2581	2551
C.L.	778	0.67	519	0.13	8424	8327
	4711	0.82	**3873**			

Crosslake Park/Library Commission Minutes
2:00 P.M. Wednesday, September 25, 2013

Members Present: Chair Joe Albrecht, John Pribyl, Robb Reed, Ron Lessard, Councilman Mark Wessels, Park, Recreation and Library Director Jon Henke, and guest Todd Lycsio

Meeting was called to order at 2:10

Motion to Approve August 2013 Minutes as Written: John P
Second: Robb R **Motion passed unanimously**

1. Charter School Update/Lion's Club Donation

•Todd Lycsio, new Charter School Director, gave a short introduction on his education background and his plans for the Charter School. He reported enrollment was down a little this year with 124 students in K-11. Capacity per class is 19.

•The Crosslake/Ideal Lion's Club has approached the School with the idea of donating money for items or programs that can be collaborated on between the School and the Community Center to benefit both the students and the community. Ideas for programming were discussed, for instance purchasing snowshoes. Issues such as liability on joint projects, who has program ownership and storage of items, will need to be determined. Mr. Lycsio and Jon will work on programming specifics.

2. Parking Lot Plan

•Anderson Brothers quote came in 10-20% higher than WSN thought it should be because of the time of the year. Also, they will not guarantee seal coating because of the lateness of the season.

•The plan is to rebid the project next spring. Maintenance will make temporary improvements to get us through the winter. This will also give PAL some time to fundraise for a covered entrance.

•Sidewalks will be removed during project to meet code and ADA criteria. Temporary change of entry will be necessary during construction.

3. Tennis Courts

•Jon shared a rough draft of the plaque for mounting at the new tennis courts which will acknowledge sponsors, people who volunteered and smaller donators. A larger celebration will be planned in the spring for the grand opening.

•The retainer has been released as of the last Council meeting. Windscreens have been ordered and nets are here. The USTA paperwork is being completed.

4. Library Update---CWC/Kitchigami Regional Library System

•CWC has recommended to KRLS that both Crosslake and Pequot Lakes libraries receive $5,000.00 next year. KRLS took an additional $5,000 for each community out of their reserve to cover delivery fees for their materials which are delivered four days per week.

•KRLS has now stated that if we were to become a branch library we would have 32 or less in operating hours per week. We would however, lose all operating control. At some point they may decide to cut off their services in order to force Crosslake Area Library and the Pequot Lakes Library to become branch libraries. Jon will be looking at advantages/disadvantages of both options, (branch vs. independent), plus the possibility of partnering with other independent libraries.

5. Monster Dash/Children's Halloween Party
The 2013 Monster Dash and Children's Halloween Party will be held on Saturday, October 26th. We are looking for help with publicity, event volunteers and participants. These are two of our biggest events during the year and the Monster Dash is a great way to support PAL.

6. Open Forum
No topics brought forth for discussion.

7. Adjourn
Motion to Adjourn: John P
Second: Ron L
Favor: All
Opposed: 0

MEMO TO: City Council

FROM: Mike Lyonais
Financial Director/Treasurer

DATE: December 6, 2013

SUBJECT: Authorization to Execute Engagement Letter with Clifton Larson Allen

Attached please find the Engagement letter from Clifton Larson Allen to perform the 2013 Audit of Financial Statements. I recommend approval and authorization to execute the Engagement Letter. (Council Action-Motion)

CliftonLarsonAllen

CliftonLarsonAllen LLP
PO Box 648, Brainerd, MN 56401-0648
14275 Golf Course Drive, Suite 300
Baxter, MN 56425-8674
218-828-0100 | fax 218-828-9503
CLAconnect.com

November 19, 2013

City of Crosslake and Management
37028 Cty Rd 66
Crosslake, MN 56442

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (CLA) will provide for the City of Crosslake ("you," "your," or "the entity") for the year ended December 31, 2013.

Thomas P. Koop is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, and each major fund which collectively comprise the basic financial statements of the City of Crosslake, as of and for the year ended December 31, 2013, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.
2. Budgetary comparison schedules.
3. OPEB

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Combining and reconciliation fund financial statements for the economic development authority component unit

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes.
- Preparation of depreciation schedules.
- Preparation of adjusting journal entries.

Audit objective

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. We will also perform procedures on the financial information of Economic Development Authority to enable us to express our opinions or request other auditors to perform procedures on the financial information of Crosslake Communications. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements. We will make reference to Olsen, Thielen & Co., LTD.'s audit of Crosslake Communications in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. You are also responsible for providing us access to component information, those charged with governance of components, component management, and component auditors (including relevant audit documentation and communications).

Management is responsible for providing us with, or making arrangements to facilitate (1) unrestricted communication between us and the component auditor(s) to the extent permitted by law or regulation; (2) communications between the component auditor(s), those charged with governance of the component(s), and component management, including communications of significant deficiencies and material weaknesses in internal control; (3) communications between regulatory authorities and the component(s) related to financial reporting matters; (4) access to component information, those charged with governance of the component(s), component management, and the component auditor(s) (including relevant audit documentation requested by us); and (5) permission to perform work, or request a component auditor to perform work, on the financial information of the component(s).

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to review, approve, and accept responsibility for those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.

- We will prepare the depreciation schedules for the entity for the [period OR year] ended [Year-end Date]. Management is responsible for determining the method and rate of depreciation and the salvage value of the assets.

- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The workpapers supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers in accordance with our record retention policy that typically provides for a retention period of seven years.

Pursuant to authority given by law or regulation, we may be requested to make certain workpapers available to Minnesota Office of the State Auditor for their regulatory oversight purposes. We will notify you of any such request. Access to the requested workpapers will be provided to the regulators under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers to such regulators. The regulators may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

We estimate that our fees for these services not to exceed $25,000. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will provide detailed billing information concerning the hours and reasons for additional services. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to. You can control the costs of any discovery process or document request by informing us which requests you would like us to act on.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by ET Section 301 of the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of the City of Crosslake's information in these cost comparison, performance indicator, and/or benchmarking reports.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us. If you have any questions, please let us know. Please sign, date, and return the enclosed copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and our respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Thomas P. Koop

Thomas P. Koop, CPA
Principal
218-825-2903
Thomas.koop@CLAconnect.com

Enclosure

Response:

This letter correctly sets forth the understanding of the City of Crosslake.

Authorized governance signature: ______________________________

Title: ______________________________

Date: ______________________________

Authorized management signature: ______________________________

Title: ______________________________

Date: ______________________________

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

CITY OF Crosslake

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

MEMO TO: City Council

FROM: Michael R. Lyonais MRL
Finance Director/Treasurer

DATE: December 9, 2013

SUBJECT: Tax Increment Financing Reimbursement

I am requesting approval to reimburse 90% of the incremental tax revenue received from the Assisted Living Facility TIF District 1-9, Midwest Properties, for the second half tax payment paid the City in December 2013 from Crow Wing County. The amount received, the amount being retained for administrative costs and the amount to be released is listed below.

Developer	City Taxes Paid	10% Administrative Fee	Amount Due Developer
Assisted Living	$ 7,168.60	$ 716.86	$ 6,451.74

A motion is required to release this payment. (Council Action – Motion)

MEMO TO: City Council

FROM: Charlene Nelson
City Clerk

DATE: December 5, 2013

SUBJECT: Retroactive Approval of Year-End Fund Transfers

Approval is requested to allow year-end fund transfers to be made from the Capital Project Fund to the General Fund for reimbursement of projects/equipment paid for from the General Fund and/or for funds from the General Fund to the Capital Project Fund for future projects/equipment purchases. A listing of all transfers made from December 10th to December 31st will be given to the Council for approval at the first Council Meeting in January. (Council Action-Motion)

MEMO TO: City Council

FROM: Charlene Nelson
City Clerk

DATE: December 5, 2013

SUBJECT: Retroactive Approval of Bills for Payment

Approval is requested to allow payment of all invoices received between December 10th and December 31st with retroactive Council approval. In order to pay for products and services obtained in 2013 with 2013 budgeted funds, it is necessary to continue paying bills through year-end. A listing of all bills paid during this time will be given to the Council for approval at the first Council Meeting in January. (Council Action-Motion)

BILLS FOR APPROVAL
December 9, 2013

VENDORS	DEPT		AMOUNT
Ace Hardware, batteries	Police		37.16
Ace Hardware, bulb	PW	pd 11-19	7.90
Ace Hardware, lead test set, heat tube, inhibitor	PW	pd 11-19	120.26
Ace Hardware, deadbolt	PW		36.33
Ace Hardware, de-ice roof kit, bulbs, anti-freeze	PW		193.09
Ace Hardware, deadbolt, bit router, dremel	PW		46.98
Ace Hardware, fuel stabilizer	PW		8.54
Ace Hardware, hardware	P&R		17.17
Ace Hardware, caulk	P&R		6.40
Ace Hardware, hinges, bulb	PW		44.33
Ace Hardware, staples	P&R		4.05
Ace Hardware, toggle switch, box, connector	P&R		10.31
Ace Hardware, connector	P&R		0.63
Ace Hardware, de-ice cable kit, timer, ladder	PW		299.21
Ace Hardware, plug	PW		22.41
Ace Hardware, crimper, tape, connector	PW		22.72
Ace Hardware, tire repair kit, string	PW		15.80
Ace Hardware, screwdrivers, thermostat	PW		36.85
Ace Hardware, anti-freeze	PW		21.32
Ace Hardware, hooks	P&R		10.67
Ace Hardware, key caddy, hooks	P&R		14.41
Ace Hardware, pvc, duct tape	P&R		8.64
Ace Hardware, sandpaper	PW		17.50
Ace Hardware, distilled water	P&R		2.13
Ace Hardware, flux water soluable	Police		5.87
Ace Hardware, brace	Police		7.24
AW Research, water testing	Sewer		358.20
Brainerd Overhead Door, door repair	PW		90.00
City of Crosslake, sewer utilities	PW/Gov't		74.00
Council #65, union dues	ALL		500.00
Crosslake Communications, phone, fax, internet, cable, computer	ALL		3,542.38
Crow Wing County Recorder, recording fees	P&Z		736.00
Dacotah Paper, janitorial supplies	Gov't		152.55
Dacotah Paper, janitorial supplies	P&R		256.31
Deferred Comp	ALL		226.92
Delta Dental, dental insurance	ALL		1,533.25
Dezurik, parts	PW		1,301.74
DJV Consulting, professional services	Admin		2,505.00
Donna Keiffer, aerobics and silver sneakers	P&R		506.00
Emergency Response Solutions, scba flow testing	Fire		1,756.08
Emergency Response Solutions, enhanced icm kit	Fire		318.97
Fortis, disability	ALL		539.60
Grand Forks Fire Equipment, battery	Fire		37.70
Guardian Pest Solutions, pest control	ALL		82.94
Holiday, fuel	Fire		12.56

Keepers, uniform		Police		176.01
Marco Inc, copier lease		ALL	pd 11-25	443.13
Marsden, office cleaning		PW		654.08
Mastercard, Amazon.com, tactical light, batteries		Police	pd 11-25	298.78
Mastercard, Amazon.com, audio converter		P&R		63.90
Mastercard, Best Buy, tv, mount		P&R		288.81
Mastercard, Home Depot, downrod		Library		42.86
Mastercard, Menards, latitude out		Library		234.08
Medica, health insurance		ALL		28,100.86
Mike Amsden, reimburse for uniform expense		PW	pd 11-25	69.94
Mike Lyonais, reimburse for ink cartridge		Admin		75.15
Mills, alignment, rear axle		P&R		270.84
MN Dept of Agriculture, tree registry		PW		25.00
MN Life, life insurance		ALL		377.00
MN State Fire Chiefs Assn, fire officers school		Fire		700.00
Moonlite Square, fuel		Fire		43.16
Napa Auto Parts, bulb		Police		16.44
Napa Auto Parts, coolant pressure test, lamp		Police		74.62
NCPERS-Life Insurance		ALL		128.00
Northland Press, envelopes, letterhead		Gov't		130.27
PERA		ALL		N/A
Premier Auto, window replacement		Police		340.00
Premier Auto, oil change, mount and balance tires		Police		88.50
Premier Auto, oil change		Police		40.26
Simonson Lumber, trim		Gov't		12.89
Simonson Lumber, cedar		PW		12.89
Simonson Lumber, plywood		Police		48.43
State and Federal Taxes		ALL		N/A
Tactical Solutions, radar certifications		Police		203.00
Team laboratory, mr. slick		PW		117.30
Teamsters Local Union #346, union dues		Police		187.00
The Light Depot, bulb recycling		ALL		298.55
Uniforms Unlimited, uniform		Police		28.03
Valley Pools and Spas, chemicals		Sewer		245.53
Verizon, air card and ipad charges		Police/P&Z		165.11
Visual Pro, computer for new squad		Police		4,925.76
Waste Partners, trash removal		ALL		217.52
WSN, engineering fees		ALL		2,345.90
Xcel Energy, gas utilities		ALL		1,135.88
TOTAL				58,173.60

To: Crosslake City Council

From: Chris Pence, Land Services Supervisor

Date: December 9, 2013

Re: Ordinance Revision Public Comment Period

John Sumption of Sumption Environmental is almost complete with the revisions to Chapter 26 – Land Use. The current ordinance has 339 pages and the current revised version contains 152. The revision not only includes pertinent shoreland regulations but also includes revisions to the septic system ordinance and floodplain ordinance. The next step in the process is to begin the public comment period to receive feedback from the public and other government entities. It is important to note that there are many opportunities to provide feedback in this process. Citizens can provide feedback during the comment period, send written comments to the P&Z Commission, come to the P&Z Commission meeting and provide oral testimony during the public hearing or can come and provide comments to the City Council. The revised ordinance will be available on the home page of the Crosslake website. The DNR is also in the process of reviewing the list of lakes that the City is required to regulate as part of the revision process. The following is a potential timeline of the review process:

December 16, 2013: Begin public comment period
January 31, 2014: Close public comment period (47 day Comment Period)
February 28, 2013: P&Z Commission Meeting and Public Hearing
March 10, 2013: City Council Meeting

Recommendation: To authorize staff to begin the public comment period in December upon receiving a final draft revision of the ordinance from John Sumption.

MEMO TO: City Council

FROM: Charlene Nelson
City Clerk

DATE: December 5, 2013

SUBJECT: ACCEPT DONATION

Council approval is requested to accept a donation to the Crosslake Fire Department. The Crosslake-Ideal Lions has donated $7,500 to the Fire Department to be used towards the purchase of a Polaris Side-by-Side Rescue Unit with tracks which is used for search and rescue in wooded areas and for fighting wildfires. The Crosslake Fire Relief Association will pay the balance of the cost of the unit in the amount of $17,000. A motion is required to accept this donation. (Council Action - Motion)

People's Security Company®
Always on Guard!℠

17330 State Highway 371
PO Box 467
Brainerd MN 56401-0467

Phone 218-828-4828
800-735-1440

Fax 218-828-0098

www.PeoplesSecurity.com

November 15, 2013

PROPOSAL PREPARED FOR:
City of Crosslake
ATTN: Bob Hartman
37028 County Road 66
Crosslake, MN 56442

Thank you for giving us the opportunity to bid on your security needs. Our goal is to create a customized system that reflects your individual security system and monitoring needs. We believe the customer comes first and strive to achieve 100% customer satisfaction.

CCTV PROPOSAL:

SITE NAME: City Hall Camera System

SITE ADDRESS: 37028 County Road 66 Crosslake, MN 56442

1 – Open Eye DVR, 16 Camera, 1TB Memory, 480TVL

2 – Flat Screen Color Monitors

10 – Honeywell Outdoor Minidome Cameras, 600TVL, 3.8-9.5mm Lens

3 – Honeywell Indoor Minidome Cameras, 620TVL, 2.8-12mm Lens

1 – 16 Camera Power Supply

1 – Minuteman MMP ETR 1000 UPS, Backup Power and Conditioner for DVR

Wire & Misc. Connectors

Professional Installation

1 Year Parts and Service Warranty
Warranty covers manufacture defects. Normal service rate is billed at $65/hour

TOTAL INVESTMENT: $6694.42

Optional Equipment:
Upgrade DVR Memory 2TB Hard Drive additional $125
Upgrade DVR Memory 4TB Hard Drive additional $295
Wall Mounts for Outdoor Minidomes at $59 each (If needed)

This proposal may be withdrawn after thirty (30) days.

People's Security Company, a subsidiary of Crow Wing Power, has 22 years of experience and is the leading security company in the Brainerd Lakes area. We currently serve over 5,700 business and residential customers from Brainerd/Baxter to St. Cloud, Minneapolis, Duluth, Alexandria and the Park Rapids area.

We use dependable, high quality products (such as Honeywell's First Alert equipment) and continually research the best, most advanced products and services. We work with you through the whole process from system design to professional installation and follow-up support.

SUBMITTED BY:

Pete Knight
PEOPLE'S SECURITY COMPANY, INC.

BURGLARY

FIRE

FREEZE UP

VIDEO SURVEILLANCE

DOOR ACCESS

STRUCTURED WIRING

SURROUND SOUND

HOME THEATER

Birchdale Fire & Security, LLP
P.O. Box 927
Crosslake, MN. 56442 **218-543-4173**

Nov 4, 2013

City of Crosslake
Crosslake, MN.

Proposal: Camera system-City Hall

1ea 16 channel DVR with 1 TB hard drive
10ea Outdoor mini dome cameras, Hi-Res, Varifocal lens
3ea Indoor mini dome cameras, Hi-Res, varifocal lens
1ea Camera power supply
1ea APC ups
2ea Color monitors (Police Dept. & Clerk office)
Labor, wire, misc.

Total Installed: $7,850. Plus tax

This proposal is valid for 45 days.

Jerry Gibbons
Birchdale Fire & Security, LLP
Lic#: TS000795
Office: 218-543-4173 Ext. 2
jerry@birchdalefireandsecurity.com

BIRCHDALE
FIRE & SECURITY

-Residential, Commercial, Government, Health Care

Fire Systems, Security Systems, Video Surveillance, Camera Systems, Access Control

MEMO TO: City Council

FROM: Finance Director/Treasurer

DATE: December 6, 2013

SUBJECT: Adoption of 2013/Collectible 2014 Tax levy and 2014 City Budget

1.) Update on Public Information Meeting:

On December 3, 2013 the City held a Public Informational Meeting to review and take public comments on the Proposed 2014 Budget and 2013/Collectible 2014 Tax Levy. As required, the Meeting Notice was posted and individual statements were mailed to property owners by Crow Wing County. In addition to 5 Council Members and Staff, (6) six citizens attended the meeting. At the meeting, the public was provided with a handout detailing the Proposed 2014 City Budget and 2013/Collectible 2014 Tax Levy. No correspondence was received from the public and two individuals addressed the Council with concerns regarding valuation changes and the impact on both residential and commercial tax statements.

2.) Motion to Approve RESOLUTION APPROVING FINAL 2013 TAX LEVY COLLECTIBLE IN 2014 in the amount of $2,800,000.

3.) Motion to Approve 2014 City Revenue Budget Totaling $3,879,345 and 2014 Expenditure Budget Totaling $5,886,157. (Expenditure Budget includes escrowed funds already set aside for prior year bond refinancing. Schedule attached.)

RESOLUTION NO. 13- xxxx
RESOLUTION APPROVING FINAL 2013 TAX LEVY
COLLECTIBLE IN 2014

Be it resolved by the Council of the City of Crosslake, County of Crow Wing, Minnesota, that the following sums of money be levied for the current year, collectible in 2014, upon taxable property in the City of Crosslake, for the following purposes:

General Property Tax Levy	2,188,747
EDA – Operating Levy	23,000
2006 Series B	135,746
2012 Series A	452,507
Total Levy	2,800,000

The Finance Director/Treasurer is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Crow Wing County, Minnesota.

Adopted by the City Council on December 9, 2013.

Darrell Schneider
Mayor

Michael R. Lyonais
City Finance Director/Treasurer

City of Crosslake
2014 Summary Budget Proposal

Description	Total - All Funds	(101)/(401) General Fund	(301) Debt Service Fund	(405) TIF Fund	(502) EDA Operating Fund	(503) EDA Revolving Loan Fund	(601) Sewer Operating	(651) Sewer Restricted Sinking Fund
Revenues								
General Levy	2,192,309	2,169,309	0	0	23,000	0	0	0
D/S Levy	607,691	141,599	245,092	0	0	0	0	221,000
Tax Increments	14,000	0	0	14,000	0	0	0	0
Sewer Charges for Services	195,000	0	0	0	0	0	195,000	0
Special Assessments	54,229	5,424	48,805	0	0	0	0	0
County Payment Joint Facility	112,839	112,839	0	0	0	0	0	0
Crosslake Communications	277,500	277,500	0	0	0	0	0	0
Other Revenues	425,777	410,394	3,233	0	0	6,450	3,200	2,500
Total Revenues (Estimated)	3,879,345	3,117,065	297,130	14,000	23,000	6,450	198,200	223,500
Expenditures								
Operating Expenditures	2,705,106	2,249,750	0	14,000	23,000	1,000	417,356	0
Debt Service	2,603,585	232,765	297,130	0	0	0	0	2,073,690
Capital Outlay	577,465	567,465	0	0	0	0	10,000	0
Total Expenditures (Estimated)	5,886,157	3,049,980	297,130	14,000	23,000	1,000	427,356	2,073,690
Revenues Over (Under) Expenditures	(2,006,812)	67,084	0	0	0	5,450	(229,156)	(1,850,190)
Adjustments: (For Budget Use Only)								
Add:								
Depreciation Included Above	200,000	0	0	0	0	0	200,000	0
Debt Service Fund Escrow Account (Estimate)	1,794,853	0	0	0	0	0	0	1,794,853
Sewer Connection Charges (Estimate)	29,043	0	0	0	0	0	0	29,043
Set-Aside to Replenish Capital	(67,084)	(67,084)	0	0	0	0	0	0
Use Existing Funds for Sewer Study	50,000	0	0	0	0	0	0	50,000
Adjusted Revenues Over (Under) Expenditures	0	0	0	0	0	5,450	(29,156)	23,706

2013 Pay 2014 Levy Assumptions:	
General Levy	2,192,309
D/S Levy	607,691
Subtotal	2,800,000
Prior Year Total Levy	2,709,916
Increase From Prior Year	90,084
New Items for 2014:	
EDA	23,000
Set-aside to replenish Capital	67,084
Increase From Prior Year	90,084
	0

E.2.

MEMO TO: City Council

FROM: Charlene Nelson
City Clerk

DATE: December 3, 2013

SUBJECT: RESOLUTION RELATING TO THE CROSSLAKE CAFETERIA PLAN

Approval of the attached resolution is requested in order to allow employees to use their portion of the health premium under the Crosslake Cafeteria Plan (flex reimbursement plan) in addition to selecting a dollar amount up to $2,500 for reimbursement of medical expenses not covered by health insurance, i.e., prescription co-pays, lenses, dental expenses and etc.

Approval of this resolution makes minor changes to coincide with new Federal regulations and offers an explanation regarding what is eligible. (Council Action – Motion)

CITY OF CROSSLAKE

RESOLUTION NO. 13-_____

RESOLUTION RELATING TO THE CITY OF CROSSLAKE CAFETERIA PLAN

BE IT RESOLVED, that the form of amended Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective January 1, 2014, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of the City of Crosslake Cafeteria Plan as amended and restated, and the Summary Plan Description approved and adopted in the foregoing resolutions.

Adopted this 9th day of December 2013 by a ___/5 majority of the Council.

Darrell Schneider Mayor	Charlene Nelson City Clerk

CITY OF CROSSLAKE CAFETERIA PLAN

SUMMARY PLAN DESCRIPTION

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CITY OF CROSSLAKE CAFETERIA PLAN

INTRODUCTION

We have amended the "Flexible Benefits Plan" that we previously established for you and other eligible employees. Under this Plan, you will be able to choose among certain benefits that we make available. The benefits that you may choose are outlined in this Summary Plan Description. We will also tell you about other important information concerning the amended Plan, such as the rules you must satisfy before you can join and the laws that protect your rights.

One of the most important features of our Plan is that the benefits being offered are generally ones that you are already paying for, but normally with money that has first been subject to income and Social Security taxes. Under our Plan, these same expenses will be paid for with a portion of your pay before Federal income or Social Security taxes are withheld. This means that you will pay less tax and have more money to spend and save.

Read this Summary Plan Description carefully so that you understand the provisions of our amended Plan and the benefits you will receive. This SPD describes the Plan's benefits and obligations as contained in the legal Plan document, which governs the operation of the Plan. The Plan document is written in much more technical and precise language. If the non-technical language in this SPD and the technical, legal language of the Plan document conflict, the Plan document always governs. Also, if there is a conflict between an insurance contract and either the Plan document or this Summary Plan Description, the insurance contract will control. If you wish to receive a copy of the legal Plan document, please contact the Administrator.

This SPD describes the current provisions of the Plan which are designed to comply with applicable legal requirements. The Plan is subject to federal laws, such as the Internal Revenue Code and other federal and state laws which may affect your rights. The provisions of the Plan are subject to revision due to a change in laws or due to pronouncements by the Internal Revenue Service (IRS) or other federal agencies. We may also amend or terminate this Plan. If the provisions of the Plan that are described in this SPD change, we will notify you.

We have attempted to answer most of the questions you may have regarding your benefits in the Plan. If this SPD does not answer all of your questions, please contact the Administrator (or other plan representative). The name and address of the Administrator can be found in the Article of this SPD entitled "General Information About the Plan."

I
ELIGIBILITY

1. When can I become a participant in the Plan?

Before you become a Plan member (referred to in this Summary Plan Description as a "Participant"), there are certain rules which you must satisfy. First, you must meet the eligibility requirements and be an active employee. After that, the next step is to actually join the Plan on the "entry date" that we have established for all employees. The "entry date" is defined in Question 3 below. You will also be required to complete certain application forms before you can enroll in the Plan.

2. What are the eligibility requirements for our Plan?

You will be eligible to join the Plan once you have completed 6 month(s) of employment. Of course, if you were already a participant before this amendment, you will remain a participant.

3. When is my entry date?

Once you have met the eligibility requirements, your entry date will be the first day of the pay period coinciding with or following the date you met the eligibility requirements.

4. Are there any employees who are not eligible?

Yes, there are certain employees who are not eligible to join the Plan. They are:

-- Employees who are part-time. A part-time employee is someone who works, or is expected to work, less than 30 hours a week.

-- Employees who are seasonal. A seasonal employee is someone who works, or is expected to work, less than 120 consecutive days..

5. What must I do to enroll in the Plan?

Before you can join the Plan, you must complete an application to participate in the Plan. The application includes your personal choices for each of the benefits which are being offered under the Plan. You must also authorize us to set some of your earnings aside in order to pay for the benefits you have elected.

II
OPERATION

1. How does this Plan operate?

Before the start of each Plan Year, you will be able to elect to have some of your upcoming pay contributed to the Plan. These amounts will be used to pay for the benefits you have chosen. The portion of your pay that is paid to the Plan is not subject to Federal income or Social Security taxes. In other words, this allows you to use tax-free dollars to pay for certain kinds of benefits and expenses which you normally pay for with out-of-pocket, taxable dollars. However, if you receive a reimbursement for an expense under the Plan, you cannot claim a Federal income tax credit or deduction on your return. (See the Article entitled "General Information About Our Plan" for the definition of "Plan Year.")

III
CONTRIBUTIONS

1. How much of my pay may the Employer redirect?

Each year, you may elect to have us contribute on your behalf enough of your compensation to pay for the benefits that you elect under the Plan. These amounts will be deducted from your pay over the course of the year.

2. What happens to contributions made to the Plan?

Before each Plan Year begins, you will select the benefits you want and how much of the contributions should go toward each benefit. It is very important that you make these choices carefully based on what you expect to spend on each covered benefit or expense during the Plan Year. Later, they will be used to pay for the expenses as they arise during the Plan Year.

3. When must I decide which accounts I want to use?

You are required by Federal law to decide before the Plan Year begins, during the election period (defined below). You must decide two things. First, which benefits you want and, second, how much should go toward each benefit.

4. When is the election period for our Plan?

You will make your initial election on or before your entry date. (You should review Section I on Eligibility to better understand the eligibility requirements and entry date.) Then, for each following Plan Year, the election period is established by the Administrator and applied uniformly to all Participants. It will normally be a period of time prior to the beginning of each Plan Year. The Administrator will inform you each year about the election period. (See the Article entitled "General Information About Our Plan" for the definition of Plan Year.)

5. May I change my elections during the Plan Year?

Generally, you cannot change the elections you have made after the beginning of the Plan Year. However, there are certain limited situations when you can change your elections. You are permitted to change elections if you have a "change in status" and you make an election change that is consistent with the change in status. Currently, Federal law considers the following events to be a change in status:

-- Marriage, divorce, death of a spouse, legal separation or annulment;

-- Change in the number of dependents, including birth, adoption, placement for adoption, or death of a dependent;

-- Any of the following events for you, your spouse or dependent: termination or commencement of employment, a strike or lockout, commencement or return from an unpaid leave of absence, a change in worksite, or any other change in employment status that affects eligibility for benefits;

-- One of your dependents satisfies or ceases to satisfy the requirements for coverage due to change in age, student status, or any similar circumstance; and

-- A change in the place of residence of you, your spouse or dependent that would lead to a change in status, such as moving out of a coverage area for insurance.

In addition, if you are participating in the Dependent Care Flexible Spending Account, then there is a change in status if your dependent no longer meets the qualifications to be eligible for dependent care.

There are detailed rules on when a change in election is deemed to be consistent with a change in status. In addition, there are laws that give you rights to change health coverage for you, your spouse, or your dependents. If you change coverage due to rights you have under the law, then you can make a corresponding change in your elections under the Plan. If any of these conditions apply to you, you should contact the Administrator.

If the cost of a benefit provided under the Plan increases or decreases during a Plan Year, then we will automatically increase or decrease, as the case may be, your salary redirection election. If the cost increases significantly, you will be permitted to either make corresponding changes in your payments or revoke your election and obtain coverage under another benefit package option with similar coverage, or revoke your election entirely.

If the coverage under a Benefit is significantly curtailed or ceases during a Plan Year, then you may revoke your elections and elect to receive on a prospective basis coverage under another plan with similar coverage. In addition, if we add a new coverage option or eliminate an existing option, you may elect the newly-added option (or elect another option if an option has been eliminated) and make corresponding election changes to other options providing similar coverage. If you are not a Participant, you may elect to join the Plan. There are also certain situations when you may be able to change your elections on account of a change under the plan of your spouse's, former spouse's or dependent's employer.

These rules on change due to cost or coverage do not apply to the Health Flexible Spending Account, and you may not change your election to the Health Flexible Spending Account if you make a change due to cost or coverage for insurance.

You may not change your election under the Dependent Care Flexible Spending Account if the cost change is imposed by a dependent care provider who is your relative.

6. May I make new elections in future Plan Years?

Yes, you may. For each new Plan Year, you may change the elections that you previously made. You may also choose not to participate in the Plan for the upcoming Plan Year. If you do not make new elections during the election period before a new Plan Year begins, we will consider that to mean you have elected not to participate for the upcoming Plan Year.

IV
BENEFITS

1. What benefits are offered under the Plan?

Under our Plan, you can pay for the following benefits or expenses during the year:

2. Health Flexible Spending Account

The Health Flexible Spending Account enables you to pay for expenses allowed under Sections 105 and 213(d) of the Internal Revenue Code which are not covered by our insured medical plan or privately held insurance policies and save taxes at the same time. The Health Flexible Spending Account allows you to be reimbursed by the Employer for expenses incurred by you and your dependents.

Drug costs, including insulin, may be reimbursed.

You may be reimbursed for "over the counter" drugs only if those drugs are prescribed for you. You may not, however, be reimbursed for the cost of other health care coverage maintained outside of the Plan, or for long-term care expenses. A list of covered expenses is available from the Administrator.

The most that you can contribute to your Health Flexible Spending Account each Plan Year is $2500. After 2013, the dollar limit may increase for cost of living adjustments. In order to be reimbursed for a health care expense, you must submit to the Administrator an itemized bill from the service provider. Amounts reimbursed from the Plan may not be claimed as a deduction on your personal income tax return. Reimbursement from the fund shall be paid at least once a month. Expenses under this Plan are treated as being "incurred" when you are provided with the care that gives rise to the expenses, not when you are formally billed or charged, or you pay for the medical care.

You may be reimbursed for expenses for any child until the end of the calendar year in which the child reaches age 26. A child is a natural child, stepchild, foster child, adopted child, or a child placed with you for adoption. If a child gains or regains eligibility due to these new rules, that qualifies as a change in status to change coverage.

Newborns' and Mothers' Health Protection Act: Group health plans generally may not, under Federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, Federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under Federal law, require that a provider obtain authorization from the plan or the issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

Women's Health and Cancer Rights Act: This plan, as required by the Women's Health and Cancer Rights Act of 1998, will reimburse up to plan limits for benefits for mastectomy-related services including reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy (including lymphedema). Contact your Plan Administrator for more information.

3. Dependent Care Flexible Spending Account

The Dependent Care Flexible Spending Account enables you to pay for out-of-pocket, work-related dependent day-care cost with pre-tax dollars. If you are married, you can use the account if you and your spouse both work or, in some situations, if your spouse goes to school full-time. Single employees can also use the account.

An eligible dependent is someone for whom you can claim expenses on Federal Income Tax Form 2441 "Credit for Child and Dependent Care Expenses." Children must be under age 13. Other dependents must be physically or mentally unable to care for themselves. Dependent Care arrangements which qualify include:

(a) A Dependent (Day) Care Center, provided that if care is provided by the facility for more than six individuals, the facility complies with applicable state and local laws;

(b) An Educational Institution for pre-school children. For older children, only expenses for non-school care are eligible; and

(c) An "Individual" who provides care inside or outside your home: The "Individual" may not be a child of yours under age 19 or anyone you claim as a dependent for Federal tax purposes.

You should make sure that the dependent care expenses you are currently paying for qualify under our Plan.

The law places limits on the amount of money that can be paid to you in a calendar year from your Dependent Care Flexible Spending Account. Generally, your reimbursements may not exceed the lesser of: (a) $5,000 (if you are married filing a joint return or you are head of a household) or $2,500 (if you are married filing separate returns); (b) your taxable compensation; (c) your spouse's actual or deemed earned income (a spouse who is a full time student or incapable of caring for himself/herself has a monthly earned income of $250 for one dependent or $500 for two or more dependents).

Also, in order to have the reimbursements made to you from this account be excludable from your income, you must provide a statement from the service provider including the name, address, and in most cases, the taxpayer identification number of the service provider on your tax form for the year, as well as the amount of such expense as proof that the expense has been incurred. In addition, Federal tax laws permit a tax credit for certain dependent care expenses you may be paying for even if you are not a Participant in this Plan. You may save more money if you take advantage of this tax credit rather than using the Dependent Care Flexible Spending Account under our Plan. Ask your tax adviser which is better for you.

4. Premium Expense Account

A Premium Expense Account allows you to use tax-free dollars to pay for certain premium expenses under various insurance programs that we offer you. These premium expenses include:

-- Health care premiums under our insured group medical plan.

-- Health care premiums under privately held insurance policies. Coverage purchased on state or federal insurance exchanges does not qualify.

-- Dental insurance premiums.

-- Disability insurance premiums.

-- Disability insurance premiums under privately held insurance policies.

-- Cancer insurance premiums.

Under our Plan, we will establish sub-accounts for you for each different type of insurance coverage that is available. Also, certain limits on the amount of coverage may apply.

The Administrator may terminate or modify Plan benefits at any time, subject to the provisions of any insurance contracts providing benefits described above. We will not be liable to you if an insurance company fails to provide any of the benefits described above. Also, your insurance will end when you leave employment, are no longer eligible under the terms of any insurance policies, or when insurance terminates.

Any benefits to be provided by insurance will be provided only after (1) you have provided the Administrator the necessary information to apply for insurance, and (2) the insurance is in effect for you.

"Privately held insurance policies" do not include coverage obtained through a spouse's employment. Cost of these policies will only be reimbursed on adequate proof of coverage.

If you cover your children up to age 26 under your insurance, you can pay for that coverage through the Plan.

V
BENEFIT PAYMENTS

1. When will I receive payments from my accounts?

During the course of the Plan Year, you may submit requests for reimbursement of expenses you have incurred. Expenses are considered "incurred" when the service is performed, not necessarily when it is paid for. The Administrator will provide you with acceptable forms for submitting these requests for reimbursement. If the request qualifies as a benefit or expense that the Plan has agreed to pay, you will receive a reimbursement payment soon thereafter. Remember, these reimbursements which are made from the Plan are generally not subject to federal income tax or withholding. Nor are they subject to Social Security taxes. Requests for payment of insured benefits should be made directly to the insurer. You will only be reimbursed from the Dependent Care Flexible Spending Account to the extent that there are sufficient funds in the Account to cover your request.

2. What happens if I don't spend all Plan contributions during the Plan Year?

If you have not spent all the amounts in your Health Flexible Spending Account or Dependent Care Flexible Spending Account by the end of the Plan Year, you may continue to incur claims for expenses during the "Grace Period." The "Grace Period" extends 2 1/2 months after the end of the Plan Year, during which time you can continue to incur claims and use up all amounts remaining in your Health Flexible Spending Account or Dependent Care Flexible Spending Account.

Any monies left at the end of the Plan Year and the Grace Period will be forfeited. Obviously, qualifying expenses that you incur late in the Plan Year or during the Grace Period for which you seek reimbursement after the end of such Plan Year and Grace Period will be paid first before any amount is forfeited. For the Health Flexible Spending Account, you must submit claims no later than 90 days after the end of the Plan Year. For the Dependent Care Flexible Spending Account, you must submit claims no later than 60 days after the end of the Grace Period. Because it is possible that you might forfeit amounts in the Plan if you do not fully use the contributions that have been made, it is important that you decide how much to place in each account carefully and conservatively. Remember, you must decide which benefits you want to contribute to and how much to place in each account before the Plan Year begins. You want to be as certain as you can that the amount you decide to place in each account will be used up entirely.

3. Uniformed Services Employment and Reemployment Rights Act (USERRA)

If you are going into or returning from military service, you may have special rights to health care coverage under your Health Flexible Spending Account under the Uniformed Services Employment and Reemployment Rights Act of 1994. These rights can include extended health care coverage. If you may be affected by this law, ask your Administrator for further details.

4. What happens if I terminate employment?

If you terminate employment during the Plan Year, your right to benefits will be determined in the following manner:

(a) You will remain covered by insurance, but only for the period for which premiums have been paid prior to your termination of employment.

(b) You will still be able to request reimbursement for qualifying dependent care expenses incurred from the balance remaining in your dependent care account at the time of termination of employment. However, no further salary redirection contributions will be made on your behalf after you terminate. You must submit claims within 60 days after the end of the Grace Period.

(c) For health benefit coverage and Health Flexible Spending Account coverage on termination of employment, please see the Article entitled "Continuation Coverage Rights Under COBRA." Upon your termination of employment, your participation in the Health Flexible Spending Account will cease, and no further salary redirection contributions will be contributed on your behalf. However, you will be able to submit claims for health care expenses that were incurred before the end of the period for which payments to the Health Flexible Spending Account have already been made. Your further participation will be governed by "Continuation Coverage Rights Under COBRA."

5. Will my Social Security benefits be affected?

Your Social Security benefits may be slightly reduced because when you receive tax-free benefits under our Plan, it reduces the amount of contributions that you make to the Federal Social Security system as well as our contribution to Social Security on your behalf.

VI
HIGHLY COMPENSATED AND KEY EMPLOYEES

1. Do limitations apply to highly compensated employees?

Under the Internal Revenue Code, highly compensated employees and key employees generally are Participants who are officers, shareholders or highly paid. You will be notified by the Administrator each Plan Year whether you are a highly compensated employee or a key employee.

If you are within these categories, the amount of contributions and benefits for you may be limited so that the Plan as a whole does not unfairly favor those who are highly paid, their spouses or their dependents. Federal tax laws state that a plan will be considered to unfairly favor the key employees if they as a group receive more than 25% of all of the nontaxable benefits provided for under our Plan.

Plan experience will dictate whether contribution limitations on highly compensated employees or key employees will apply. You will be notified of these limitations if you are affected.

VII
PLAN ACCOUNTING

1. Periodic Statements

The Administrator will provide you with a statement of your account periodically during the Plan Year that shows your account balance. It is important to read these statements carefully so you understand the balance remaining to pay for a benefit. Remember, you want to spend all the money you have designated for a particular benefit by the end of the Plan Year.

VIII
GENERAL INFORMATION ABOUT OUR PLAN

This Section contains certain general information which you may need to know about the Plan.

1. General Plan Information

City of Crosslake Cafeteria Plan is the name of the Plan.

Your Employer has assigned Plan Number 501 to your Plan.

The provisions of your amended Plan become effective on January 1, 2014. Your Plan was originally effective on May 1, 1998.

Your Plan's records are maintained on a twelve-month period of time. This is known as the Plan Year. The Plan Year begins on January 1 and ends on December 31.

2. Employer Information

Your Employer's name, address, and identification number are:

City of Crosslake
37028 County Road 66
Crosslake, Minnesota 56442
41-6005624

3. Plan Administrator Information

The name, address and business telephone number of your Plan's Administrator are:

City of Crosslake
37028 County Road 66
Crosslake, Minnesota 56442
(218) 692-2777

The Administrator keeps the records for the Plan and is responsible for the administration of the Plan. The Administrator will also answer any questions you may have about our Plan. You may contact the Administrator for any further information about the Plan.

4. Service of Legal Process

The name and address of the Plan's agent for service of legal process are:

City of Crosslake
37028 County Road 66
Crosslake, Minnesota 56442

5. Type of Administration

The type of Administration is Employer Administration.

6. Claims Submission

Claims for expenses should be submitted to:

City of Crosslake
37028 County Road 66
Crosslake, Minnesota 56442

IX
ADDITIONAL PLAN INFORMATION

1. Claims Process

You should submit all reimbursement claims during the Plan Year. For the Health Flexible Spending Account, you must submit claims no later than 90 days after the end of the Plan Year. For the Dependent Care Flexible Spending Account, you must submit claims no later than 60 days after the end of the Grace Period. Any claims submitted after that time will not be considered.

Claims that are insured will be handled in accordance with procedures contained in the insurance policies. All other general requests should be directed to the Administrator of our Plan. If a dependent care or medical expense claim under the Plan is denied in whole or in part, you or your beneficiary will receive written notification. The notification will include the reasons for the denial, with reference to the specific provisions of the Plan on which the denial was based, a description of any additional information needed to process the claim and an explanation of the claims review procedure. Within 60 days after denial, you or your beneficiary may submit a written request for reconsideration of the denial to the Administrator.

Any such request should be accompanied by documents or records in support of your appeal. You or your beneficiary may review pertinent documents and submit issues and comments in writing. The Administrator will review the claim and provide, within 60 days, a written response to the appeal. (This period may be extended an additional 60 days under certain circumstances.) In this response, the Administrator will explain the reason for the decision, with specific reference to the provisions of the Plan on which the decision is based. The Administrator has the exclusive right to interpret the appropriate plan provisions. Decisions of the Administrator are conclusive and binding.

X
CONTINUATION COVERAGE RIGHTS UNDER COBRA

Under federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), certain employees and their families covered under health benefits under this Plan will be entitled to the opportunity to elect a temporary extension of health coverage (called "COBRA continuation coverage") where coverage under the Plan would otherwise end. This notice is intended to inform Plan Participants and beneficiaries, in summary fashion, of their rights and obligations under the continuation coverage provisions of COBRA, as amended and reflected in final and proposed regulations published by the Department of the Treasury. This notice is intended to reflect the law and does not grant or take away any rights under the law.

The Plan Administrator or its designee is responsible for administering COBRA continuation coverage. Complete instructions on COBRA, as well as election forms and other information, will be provided by the Plan Administrator or its designee to Plan Participants who become Qualified Beneficiaries under COBRA. While the Plan itself is not a group health plan, it does provide health benefits. Whenever "Plan" is used in this section, it means any of the health benefits under this Plan including the Health Flexible Spending Account.

1. What is COBRA continuation coverage?

COBRA continuation coverage is the temporary extension of group health plan coverage that must be offered to certain Plan Participants and their eligible family members (called "Qualified Beneficiaries") at group rates. The right to COBRA continuation coverage is triggered by the occurrence of a life event that results in the loss of coverage under the terms of the Plan (the "Qualifying Event"). The coverage must be identical to the coverage that the Qualified Beneficiary had immediately before the Qualifying Event, or if the coverage has been changed, the coverage must be identical to the coverage provided to similarly situated active employees who have not experienced a Qualifying Event (in other words, similarly situated non-COBRA beneficiaries).

2. Who can become a Qualified Beneficiary?

In general, a Qualified Beneficiary can be:

(a) Any individual who, on the day before a Qualifying Event, is covered under a Plan by virtue of being on that day either a covered Employee, the Spouse of a covered Employee, or a Dependent child of a covered Employee. If, however, an individual who otherwise qualifies as a Qualified Beneficiary is denied or not offered coverage under the Plan under circumstances in which the denial or failure to offer constitutes a violation of applicable law, then the individual will be considered to have had the coverage and will be considered a Qualified Beneficiary if that individual experiences a Qualifying Event.

(b) Any child who is born to or placed for adoption with a covered Employee during a period of COBRA continuation coverage, and any individual who is covered by the Plan as an alternate recipient under a qualified medical support order. If, however, an individual who otherwise qualifies as a Qualified Beneficiary is denied or not offered coverage under the Plan under circumstances in which the denial or failure to offer constitutes a violation of applicable law, then the individual will be considered to have had the coverage and will be considered a Qualified Beneficiary if that individual experiences a Qualifying Event.

The term "covered Employee" includes any individual who is provided coverage under the Plan due to his or her performance of services for the employer sponsoring the Plan. However, this provision does not establish eligibility of these individuals. Eligibility for Plan coverage shall be determined in accordance with Plan Eligibility provisions.

An individual is not a Qualified Beneficiary if the individual's status as a covered Employee is attributable to a period in which the individual was a nonresident alien who received from the individual's Employer no earned income that constituted income from sources within the United States. If, on account of the preceding reason, an individual is not a Qualified Beneficiary, then a Spouse or

Dependent child of the individual will also not be considered a Qualified Beneficiary by virtue of the relationship to the individual. A domestic partner is not a Qualified Beneficiary.

Each Qualified Beneficiary (including a child who is born to or placed for adoption with a covered Employee during a period of COBRA continuation coverage) must be offered the opportunity to make an independent election to receive COBRA continuation coverage.

3. What is a Qualifying Event?

A Qualifying Event is any of the following if the Plan provided that the Plan participant would lose coverage (i.e., cease to be covered under the same terms and conditions as in effect immediately before the Qualifying Event) in the absence of COBRA continuation coverage:

(a) The death of a covered Employee.

(b) The termination (other than by reason of the Employee's gross misconduct), or reduction of hours, of a covered Employee's employment.

(c) The divorce or legal separation of a covered Employee from the Employee's Spouse. If the Employee reduces or eliminates the Employee's Spouse's Plan coverage in anticipation of a divorce or legal separation, and a divorce or legal separation later occurs, then the divorce or legal separation may be considered a Qualifying Event even though the Spouse's coverage was reduced or eliminated before the divorce or legal separation.

(d) A covered Employee's enrollment in any part of the Medicare program.

(e) A Dependent child's ceasing to satisfy the Plan's requirements for a Dependent child (for example, attainment of the maximum age for dependency under the Plan).

If the Qualifying Event causes the covered Employee, or the covered Spouse or a Dependent child of the covered Employee, to cease to be covered under the Plan under the same terms and conditions as in effect immediately before the Qualifying Event, the persons losing such coverage become Qualified Beneficiaries under COBRA if all the other conditions of COBRA are also met. For example, any increase in contribution that must be paid by a covered Employee, or the Spouse, or a Dependent child of the covered Employee, for coverage under the Plan that results from the occurrence of one of the events listed above is a loss of coverage.

The taking of leave under the Family and Medical Leave Act of 1993 ("FMLA") does not constitute a Qualifying Event. A Qualifying Event will occur, however, if an Employee does not return to employment at the end of the FMLA leave and all other COBRA continuation coverage conditions are present. If a Qualifying Event occurs, it occurs on the last day of FMLA leave and the applicable maximum coverage period is measured from this date (unless coverage is lost at a later date and the Plan provides for the extension of the required periods, in which case the maximum coverage date is measured from the date when the coverage is lost.) Note that the covered Employee and family members will be entitled to COBRA continuation coverage even if they failed to pay the employee portion of premiums for coverage under the Plan during the FMLA leave.

4. What factors should be considered when determining to elect COBRA continuation coverage?

You should take into account that a failure to continue your group health coverage will affect your rights under federal law. First, you can lose the right to avoid having pre-existing condition exclusions applied by other group health plans if there is more than a 63-day gap in health coverage and election of COBRA continuation coverage may help you avoid such a gap. (These pre-existing condition exclusions will only apply during Plan Years that begin before January 1, 2014.) Second, if you do not elect COBRA continuation coverage and pay the appropriate premiums for the maximum time available to you, you will lose the right to convert to an individual health insurance policy, which does not impose such pre-existing condition exclusions. Finally, you should take into account that you have special enrollment rights under federal law (HIPAA). You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your Spouse's employer) within 30 days after Plan coverage ends due to a Qualifying Event listed above. You will also have the same special right at the end of COBRA continuation coverage if you get COBRA continuation coverage for the maximum time available to you.

5. What is the procedure for obtaining COBRA continuation coverage?

The Plan has conditioned the availability of COBRA continuation coverage upon the timely election of such coverage. An election is timely if it is made during the election period.

6. What is the election period and how long must it last?

The election period is the time period within which the Qualified Beneficiary must elect COBRA continuation coverage under the Plan. The election period must begin no later than the date the Qualified Beneficiary would lose coverage on account of the Qualifying Event and ends 60 days after the later of the date the Qualified Beneficiary would lose coverage on account of the Qualifying Event or the date notice is provided to the Qualified Beneficiary of her or his right to elect COBRA continuation coverage. If coverage is not elected within the 60 day period, all rights to elect COBRA continuation coverage are forfeited.

Note: If a covered Employee who has been terminated or experienced a reduction of hours qualifies for a trade readjustment allowance or alternative trade adjustment assistance under a federal law called the Trade Act of 2002, and the employee and his or her covered dependents have not elected COBRA coverage within the normal election period, a second opportunity to elect COBRA coverage will be made available for themselves and certain family members, but only within a limited period of 60 days or less and only during the six months immediately after their group health plan coverage ended. Any person who qualifies or thinks that he or she and/or his or her family members may qualify for assistance under this special provision should contact the Plan Administrator or its designee for further information.

The Trade Act of 2002 also created a tax credit for certain TAA-eligible individuals and for certain retired employees who are receiving pension payments from the Pension Benefit Guaranty Corporation (PBGC) (eligible individuals). Under the new tax provisions, eligible individuals can either take a tax credit or get advance payment of a part of the premiums paid for qualified health insurance, including continuation coverage. If you have questions about these new tax provisions, you may call the Health Coverage Tax Credit Consumer Contact Center toll-free at 1-866-628-4282. TTD/TTY callers may call toll-free at 1-866-626-4282. More information about the Trade Act is also available at www.doleta.gov/tradeact.

7. Is a covered Employee or Qualified Beneficiary responsible for informing the Plan Administrator of the occurrence of a Qualifying Event?

The Plan will offer COBRA continuation coverage to Qualified Beneficiaries only after the Plan Administrator or its designee has been timely notified that a Qualifying Event has occurred. The Employer (if the Employer is not the Plan Administrator) will notify the Plan Administrator or its designee of the Qualifying Event within 30 days following the date coverage ends when the Qualifying Event is:

(a) the end of employment or reduction of hours of employment,

(b) death of the employee,

(c) commencement of a proceeding in bankruptcy with respect to the Employer, or

(d) entitlement of the employee to any part of Medicare.

IMPORTANT:

For the other Qualifying Events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you or someone on your behalf must notify the Plan Administrator or its designee in writing within 60 days after the Qualifying Event occurs, using the procedures specified below. If these procedures are not followed or if the notice is not provided in writing to the Plan Administrator or its designee during the 60-day notice period, any spouse or dependent child who loses coverage will not be offered the option to elect continuation coverage. You must send this notice to the Plan Administrator or its designee.

NOTICE PROCEDURES:

Any notice that you provide must be ***in writing***. Oral notice, including notice by telephone, is not acceptable. You must mail, fax or hand-deliver your notice to the person, department or firm listed below, at the following address:

City of Crosslake
37028 County Road 66
Crosslake, Minnesota 56442

If mailed, your notice must be postmarked no later than the last day of the required notice period. Any notice you provide must state:

- the **name of the plan or plans** under which you lost or are losing coverage,
- the **name and address of the employee** covered under the plan,
- the **name(s) and address(es) of the Qualified Beneficiary(ies),** and
- the **Qualifying Event** and the **date** it happened.

If the Qualifying Event is a **divorce or legal separation**, your notice must include **a copy of the divorce decree or the legal separation agreement.**

Be aware that there are other notice requirements in other contexts, for example, in order to qualify for a disability extension.

Once the Plan Administrator or its designee receives *timely notice* that a Qualifying Event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each Qualified Beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage for their spouses, and parents may elect COBRA continuation coverage on behalf of their children. For each Qualified Beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date that plan coverage would otherwise have been lost. If you or your spouse or dependent children do not elect continuation coverage within the 60-day election period described above, the right to elect continuation coverage will be lost.

8. **Is a waiver before the end of the election period effective to end a Qualified Beneficiary's election rights?**

If, during the election period, a Qualified Beneficiary waives COBRA continuation coverage, the waiver can be revoked at any time before the end of the election period. Revocation of the waiver is an election of COBRA continuation coverage. However, if a waiver is later revoked, coverage need not be provided retroactively (that is, from the date of the loss of coverage until the waiver is revoked). Waivers and revocations of waivers are considered made on the date they are sent to the Plan Administrator or its designee, as applicable.

9. **Is COBRA coverage available if a Qualified Beneficiary has other group health plan coverage or Medicare?**

Qualified Beneficiaries who are entitled to elect COBRA continuation coverage may do so even if they are covered under another group health plan or are entitled to Medicare benefits on or before the date on which COBRA is elected. However, a Qualified Beneficiary's COBRA coverage will terminate automatically if, after electing COBRA, he or she becomes entitled to Medicare or becomes covered under other group health plan coverage (but only after any applicable preexisting condition exclusions of that other plan have been exhausted or satisfied).

10. **When may a Qualified Beneficiary's COBRA continuation coverage be terminated?**

During the election period, a Qualified Beneficiary may waive COBRA continuation coverage. Except for an interruption of coverage in connection with a waiver, COBRA continuation coverage that has been elected for a Qualified Beneficiary must extend for at least the period beginning on the date of the Qualifying Event and ending not before the earliest of the following dates:

(a) The last day of the applicable maximum coverage period.

(b) The first day for which Timely Payment is not made to the Plan with respect to the Qualified Beneficiary.

(c) The date upon which the Employer ceases to provide any group health plan (including a successor plan) to any employee.

(d) The date, after the date of the election, that the Qualified Beneficiary first becomes covered under any other Plan that does not contain any exclusion or limitation with respect to any pre-existing condition, other than such an exclusion or limitation that does not apply to, or is satisfied by, the Qualified Beneficiary.

(e) The date, after the date of the election, that the Qualified Beneficiary first becomes entitled to Medicare (either part A or part B, whichever occurs earlier).

(f) In the case of a Qualified Beneficiary entitled to a disability extension, the later of:

(1) (i) 29 months after the date of the Qualifying Event, or (ii) the first day of the month that is more than 30 days after the date of a final determination under Title II or XVI of the Social Security Act that the disabled Qualified Beneficiary whose disability resulted in the Qualified Beneficiary's entitlement to the disability extension is no longer disabled, whichever is earlier; or

(2) the end of the maximum coverage period that applies to the Qualified Beneficiary without regard to the disability extension.

The Plan can terminate for cause the coverage of a Qualified Beneficiary on the same basis that the Plan terminates for cause the coverage of similarly situated non-COBRA beneficiaries, for example, for the submission of a fraudulent claim.

In the case of an individual who is not a Qualified Beneficiary and who is receiving coverage under the Plan solely because of the individual's relationship to a Qualified Beneficiary, if the Plan's obligation to make COBRA continuation coverage available to the Qualified Beneficiary ceases, the Plan is not obligated to make coverage available to the individual who is not a Qualified Beneficiary.

11. **What are the maximum coverage periods for COBRA continuation coverage?**

The maximum coverage periods are based on the type of the Qualifying Event and the status of the Qualified Beneficiary, as shown below.

(a) In the case of a Qualifying Event that is a termination of employment or reduction of hours of employment, the maximum coverage period ends 18 months after the Qualifying Event if there is not a disability extension and 29 months after the Qualifying Event if there is a disability extension.

(b) In the case of a covered Employee's enrollment in the Medicare program before experiencing a Qualifying Event that is a termination of employment or reduction of hours of employment, the maximum coverage period for Qualified Beneficiaries ends on the later of:

(1) 36 months after the date the covered Employee becomes enrolled in the Medicare program. This extension does not apply to the covered Employee; or

(2) 18 months (or 29 months, if there is a disability extension) after the date of the covered Employee's termination of employment or reduction of hours of employment.

(c) In the case of a Qualified Beneficiary who is a child born to or placed for adoption with a covered Employee during a period of COBRA continuation coverage, the maximum coverage period is the maximum coverage period applicable to the Qualifying Event giving rise to the period of COBRA continuation coverage during which the child was born or placed for adoption.

(d) In the case of any other Qualifying Event than that described above, the maximum coverage period ends 36 months after the Qualifying Event.

12. Under what circumstances can the maximum coverage period be expanded?

If a Qualifying Event that gives rise to an 18-month or 29-month maximum coverage period is followed, within that 18- or 29-month period, by a second Qualifying Event that gives rise to a 36-months maximum coverage period, the original period is expanded to 36 months, but only for individuals who are Qualified Beneficiaries at the time of and with respect to both Qualifying Events. In no circumstance can the COBRA maximum coverage period be expanded to more than 36 months after the date of the first Qualifying Event. The Plan Administrator must be notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator or its designee in accordance with the procedures above.

13. How does a Qualified Beneficiary become entitled to a disability extension?

A disability extension will be granted if an individual (whether or not the covered Employee) who is a Qualified Beneficiary in connection with the Qualifying Event that is a termination or reduction of hours of a covered Employee's employment, is determined under Title II or XVI of the Social Security Act to have been disabled at any time during the first 60 days of COBRA continuation coverage. To qualify for the disability extension, the Qualified Beneficiary must also provide the Plan Administrator with notice of the disability determination on a date that is both within 60 days after the date of the determination and before the end of the original 18-month maximum coverage. This notice must be sent to the Plan Administrator or its designee in accordance with the procedures above.

14. Does the Plan require payment for COBRA continuation coverage?

For any period of COBRA continuation coverage under the Plan, Qualified Beneficiaries who elect COBRA continuation coverage may be required to pay up to 102% of the applicable premium and up to 150% of the applicable premium for any expanded period of COBRA continuation coverage covering a disabled Qualified Beneficiary due to a disability extension. Your Plan Administrator will inform you of the cost. The Plan will terminate a Qualified Beneficiary's COBRA continuation coverage as of the first day of any period for which timely payment is not made.

15. Must the Plan allow payment for COBRA continuation coverage to be made in monthly installments?

Yes. The Plan is also permitted to allow for payment at other intervals.

16. What is Timely Payment for COBRA continuation coverage?

Timely Payment means a payment made no later than 30 days after the first day of the coverage period. Payment that is made to the Plan by a later date is also considered Timely Payment if either under the terms of the Plan, covered Employees or Qualified Beneficiaries are allowed until that later date to pay for their coverage for the period or under the terms of an arrangement between the Employer and the entity that provides Plan benefits on the Employer's behalf, the Employer is allowed until that later date to pay for coverage of similarly situated non-COBRA beneficiaries for the period.

Notwithstanding the above paragraph, the Plan does not require payment for any period of COBRA continuation coverage for a Qualified Beneficiary earlier than 45 days after the date on which the election of COBRA continuation coverage is made for that Qualified Beneficiary. Payment is considered made on the date on which it is postmarked to the Plan.

If Timely Payment is made to the Plan in an amount that is not significantly less than the amount the Plan requires to be paid for a period of coverage, then the amount paid will be deemed to satisfy the Plan's requirement for the amount to be paid, unless the Plan notifies the Qualified Beneficiary of the amount of the deficiency and grants a reasonable period of time for payment of the deficiency to be made. A "reasonable period of time" is 30 days after the notice is provided. A shortfall in a Timely Payment is not significant if it is no greater than the lesser of $50 or 10% of the required amount.

17. Must a Qualified Beneficiary be given the right to enroll in a conversion health plan at the end of the maximum coverage period for COBRA continuation coverage?

If a Qualified Beneficiary's COBRA continuation coverage under a group health plan ends as a result of the expiration of the applicable maximum coverage period, the Plan will, during the 180-day period that ends on that expiration date, provide the Qualified Beneficiary with the option of enrolling under a conversion health plan if such an option is otherwise generally available to similarly situated non-COBRA beneficiaries under the Plan. If such a conversion option is not otherwise generally available, it need not be made available to Qualified Beneficiaries.

18. How is my participation in the Health Flexible Spending Account affected?

You can elect to continue your participation in the Health Flexible Spending Account for the remainder of the Plan Year, subject to the following conditions. You may only continue to participate in the Health Flexible Spending Account if you have elected to contribute more money than you have taken out in claims. For example, if you elected to contribute an annual amount of $500 and, at the time you terminate employment, you have contributed $300 but only claimed $150, you may elect to continue coverage under the Health Flexible Spending Account. If you elect to continue coverage, then you would be able to continue to receive your health reimbursements up to the $500. However, you must continue to pay for the coverage, just as the money has been taken out of your paycheck, but on an after-tax basis. The Plan can also charge you an extra amount (as explained above for other health benefits) to provide this benefit.

IF YOU HAVE QUESTIONS

If you have questions about your COBRA continuation coverage, you should contact the Plan Administrator or its designee. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website at www.dol.gov/ebsa.

KEEP YOUR PLAN ADMINISTRATOR INFORMED OF ADDRESS CHANGES

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator or its designee.

XI
SUMMARY

The money you earn is important to you and your family. You need it to pay your bills, enjoy recreational activities and save for the future. Our flexible benefits plan will help you keep more of the money you earn by lowering the amount of taxes you pay. The Plan is the result of our continuing efforts to find ways to help you get the most for your earnings.

If you have any questions, please contact the Administrator.

GUIDELINES FOR ADVISORY BOARD, COMMISSION, AND COMMITTEE APPOINTMENTS AND PROCEDURES POLICY

I. PURPOSE

A. Assure balanced and fair access to the appointment process for all City advisory board and commission positions appointed by the City Council.
B. Set up a uniform recruitment and selection policy for all eligible applicants to the City advisory boards and commissions.
C. Establish and outline the role of advisory boards and commissions and commissioners within the City of Crosslake in a clear format.
D. Provide applicants to City advisory boards and commissions with necessary information pertinent to their position as an advisory commission member.

II. POLICY

It is the purpose of this policy to provide fair and consistent guidelines to be followed in regards to the application, appointment, and role of advisory board members and commissioners.

III. PROCEDURE

A. Application Process
1. Advertisements will be included on the City's website and will be included in the City's official newspaper on an as needed basis.
2. The advisory commission application will also be included on the City of Crosslake website.
3. All applicants will be required to submit a signed "Criminal History Investigation Consent Form", which provides the applicant's consent for the City to conduct a complete criminal history and felony background check, which the City uses to establish an applicant's eligibility to be appointed to an advisory board and commission. Any applicant that has previously been convicted of a felony will not be eligible for appointment to a City Board or Commission. The Crosslake Police Chief and City Clerk will view the background checks that are conducted. The City Council will be made aware of any felony convictions that appear in an applicant's background check.

B. Appointment Process

1. Prior to appointment to any board and/or commission, eligible applicants shall be interviewed by the Personnel Committee. The Personnel Committee shall provide a recommendation for the applicant who they feel should be appointed to the position.

2. All board and commission appointments authorized by ordinance or resolution shall be made by the mayor, and such appoints confirmed by the council at the first regular meeting in January of each year.

3. Unless otherwise established by ordinance, all commissions shall consist of five members with a three-year staggered term. No board or commission member shall be appointed to more than two consecutive three-year terms. New appointees shall assume office on February 1, January 31 being the date of expiration of terms; provided however that all appointees to boards and commissions shall hold office until their successor is appointed and qualified.

C. Vacancy Process

1. All vacancies shall be filled in the same manner as for an unexpired term, but the appointment shall be effective immediately when made and only for the unexpired term.

2. If a vacancy in the alternate position occurs, the alternate position shall be filled for the remainder of the alternate's term using the following format:
   i. Staff shall review the list of applicants that applied (to the commission in which there is a current vacancy) and were interviewed during the previous commission appointment process for appointment, but were not appointed at that time.
   ii. Staff shall contact the remaining applicants to inquire as to whether they would be interested in serving as the alternate on the commission in which there is a vacancy.
   iii. Council will vote on which applicant to appoint to the alternate position.

C. Attendance Policy

1. In the event that an advisory commissioner is absent from three meetings in a row, he or she may be removed from the advisory commission.
2. Attendance records shall be included in the advisory commission meeting minutes.
3. Alternate members on each commission are asked to attend all commission meetings; however, alternate members are only permitted to vote in the event that a regular commission member is not present.

E. Commission Funding Requests
   1. Advisory commissions must seek Council approval for funding requests (Discretionary funds are available to advisory commissions in the appropriate departmental budgets for routine meeting expenses).

F Role of Advisory Commissions

   1. Advisory commissioners are volunteers of the City of Crosslake and serve without remuneration.
   2. Advisory commissioners are appointed by the Mayor and confirmed by the City Council to be members of advisory boards and commissions that are charged with the serving in an advisory nature to the City Council.
   3. Under no circumstance may advisory commissioners act on behalf of the City, nor shall commissioners be involved in enforcement and/or regulation on behalf of the City, unless directed to do so by the City Council as a whole.
   4. Advisory commissioners are permitted and encouraged to attend project sites within the City of Crosslake that are pertinent to Commission agenda items. Commissioners, when on project sites, are encouraged to state their role as a member of a City of Crosslake Advisory Commission.

IV. RESPONSIBILITY

By accepting this policy, the City of Crosslake accepts responsibility to enact the guidelines and policies as proposed. Any proposed modifications to the policy must be submitted to the City Council for consideration.

Date of City Council Approval: ______________, 2013

Signed: ______________________________
Darrell Schneider, Mayor

ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE DOCUMENT ENTITLED "Guidelines for Advisory Board, Commission and Committee Appointments and Procedures Policy" and have reviewed City Code Section 2-152 as attached.

______________________________ ______________________________

Signature Date

Sec. 2-152. General provisions.

(a) All board and commission appointments authorized by ordinance or resolution shall be made by the mayor, and such appointments confirmed by the council at the first regular meeting in January of each year. The term of each appointee shall be established and stated at the time of his appointment, and terms of present board and commission members may be reestablished and changed so as to give effect to this section.

(b) Unless otherwise established by ordinance, all commissions shall consist of five members with a three-year staggered term. No board or commission member shall be appointed to more than two consecutive three-year terms. New appointees shall assume office on February 1, January 31 being the date of expiration of terms; provided, however, that all appointees to boards and commissions shall hold office until their successor is appointed and qualified.

(c) All vacancies shall be filled in the same manner as for an expired term, but the appointment shall be effective immediately when made and only for the unexpired term.

(d) All appointed board and commission members shall serve without remuneration, but may be reimbursed for out-of-pocket expenses incurred in the performance of their duties when such expenses have been authorized by the council before they were incurred.

(e) The chairman and the secretary shall be chosen from and by the board or commission membership annually to serve for one year; provided, however, that no chairman shall be elected who has not completed at least one year as a member of the board or commission.

(f) Any board or commission member may be removed by the council for misfeasance, malfeasance or nonfeasance in office and his position filled as any other vacancy.

(g) Each board and commission shall hold its regular meeting at a time established and approved by the council.

(h) The city administrator shall be an ex officio member of all boards and commissions; provided, that if he is unable to attend a meeting or act in the capacity of such membership, he may be represented by his assistant or some person duly authorized by him.

(i) All meetings shall be recorded by a secretary appointed by the boards and commissions of the city and minutes covering all meetings of the city will be on file at the city clerk's office. Minutes and tape recordings are required for regular and special council sessions. Minutes and recordings will be retained as required by state law and the city's records retention policy.

(Code 1983, § 2.30; Ord. No. 83-2, § I, 8-8-1983; Ord. No. 243, § 2(2.30), 3-12-2007)

MEMO TO: City Council

FROM: Charlene Nelson
City Clerk

DATE: December 5, 2013

SUBJECT: City of Crosslake Fee Schedule

Chris Pence and I have been reviewing current fees for Planning and Zoning services. Attached please find a copy of the proposed fee schedule for 2014. The highlighted items are the proposed new rates. We have increased Planning and Zoning rates to include all professional fees related to engineering review, legal review and recording fees. Park and Recreation has increased some of their fees to allow for payment of sale tax. A motion is required to adopt the proposed fee schedule.

CITY OF CROSSLAKE
FEE SCHEDULE
EFFECTIVE JANUARY 1, 2014

ADMINISTRATION – FEE SCHEDULE

ITEM DESCRIPTION	FEE
CEMETERY	
• Cemetery Plot for Resident/Property Owner	$250
• Cemetery Plot for Non-Resident	$500
• Staking Fee	$50
• Full Opening in Summer	$400
• Full Opening in Winter	$500
• Cremation Opening in Summer	$150
• Cremation Opening in Winter	$200
• Holidays/Weekends	$100
FIRE	
• Controlled House Burn	$1600
POLICE	
• False Alarm Fee (after third response)	$50
LIQUOR LICENSES	
• Club On Sale	$300
• Off Sale 3.2 Beer	$25
• Off Sale Intoxicating Liquor	$100
• On Sale 3.2 Beer	$75
• On Sale Intoxicating Liquor	$1500
• Set Up and Display	$50
• Sunday On Sale	$200
• Background Investigation (in state)	$500
• Background Investigation (out of state)	$10,000 Max
MISCELLANEOUS	
• Assessment Searches	$5 Per PID
• City Maps	$10
• DVD Copies	$10
• Duplicate License	$10
• Election Filing Fee	$2
• Fax	$1 First Page/$0.25 Each Addt'l Page
• Photo Copies Black/White	$0.25 First Page $0.10 Each Addt'l Page
• Photo Copies Color	$1.00 Each Page

• Returned Check Fee	$10 + Actual Costs Incurred
• Water	$1.80/per 1,000 Gallons
• Special Council Meeting Request	$250

MUNICIPAL SEWER CHARGES

• Residential Usage Charge	$37/Per Month
• Commercial Usage Charge	$37/Per 8,000 Gallons/Per month
• Penalty Charge	10% of Unpaid Balance
• Residential Connection Fee	$4,000
• Commercial Connection Fee	$6,500

PERMITS

• Adult Establishment	$2,500
• Background Investigation (in state)	$500
• Background Investigation (out of state)	$10,000 Max
• Single Transient Merchant Permit – Single Event	$50
• Single Transient Merchant Permit – Annual	$100
• Group Transient Merchant Permit – Annual	$50
• Express Service - Process in Less Than 14 Days	$20
• Pawn Broker	$150/Calendar Year
• Landscape Contractor/Excavator	$100/Calendar Year

PUBLIC WORKS

• Crack Sealing	$0.85/Per Foot
• Mowing	$75/Per Hour
• Petition to Vacate Road/Alley/Public Way	~~$250~~ $300
• Salt/Sand	$25/Per Yard
• Snowplowing	$100/Per Hour
• Street Sweeping	$100/Per Hour
• Waste Hauler	Determined on a Case by Case Basis

PARK AND RECREATION – FEE SCHEDULE

- **Deposits: $50 for meeting rooms. $100 for gymnasium.**
- **Flat Fee of ~~$10~~ $11 for use of the kitchen.**
- **All groups utilizing the Community Center before or after regular hours will be charged $20 an hour in addition to the regular costs of room or gym rental. Regular hours are Monday – Thursday 8-8; Friday 8-5; Saturday 10-4; and Sunday 1-5.**
- **Civic Clubs and Community Clubs meeting room use that exceeds 6 hours a day will be charged an additional ~~$10~~ $11.**
- **Set Up/Take Down Fee: This service will only be available if staffing permits. The minimum charge for set up of equipment will be $5. Up to 6 banquet tables will be set up for this fee. A**

fee of $3 per table will be charged for set up and take down of tables over the amount of six. The $5 minimum fee for set up/take down does apply for card tables. Up to 25 chairs will be set up for free. Additional cost of chair set up/take down is $1 per chair. Groups can avoid the set up/take down fees by setting up equipment themselves.

TYPE OF ACTIVITY	FEE

MEETING ROOM RENTALS

There is a flat rate of ~~$10~~ $11/per hour for meeting room #3. Meeting rooms #1 and #2 can be rented together for a discount of $5/per hour.

• City Activities	No Cost
• Youth Clubs	No Cost
• School District Youth Sports/Charter School	No Cost - Up to 2 Events Per Week/2 Hours Per Event
• County, State, Federal	$11/Hour
• Community Education	$1.50/Per Person
• Civic Clubs	~~$10~~ $11/Up to 6 Hours
(Lions and Legion have one free event (2 day maximum) per year. After hour fees are charged if event takes place after or before regular hours)	
• Community Clubs	~~$10~~ $11/Up to 6 Hours
• Lake Associations	~~$10~~ $11/Per Hour
• Private Groups and Other Businesses	~~$15~~ $16/Per Hour

GYM RENTALS

• City Activities	No Cost
• Youth Clubs	~~$10~~ $11/Per Hour
• County, State, Federal	$16/Hour
• School District Youth Sport/Charter School	No Cost – Up to 2 Events Per Week/2 Hours Per Event
• Charter School After School Sports Club	$100/8 Week Session
• Civic Clubs	~~$10~~ $11/Per Hour
• Community Clubs	~~$10~~ $11/Per Hour
• Lake Associations	~~$15~~ $16/Per Hour
• Private Groups and Other Businesses	~~$25~~ $26/Per Hour

MISCELLANEOUS RENTALS

• Disc Golf Set – 2 Hours	$5
• GPS – 4 Hours	$5
• GPS – All Day (8 Hours Max)	$10
• Piano Rental (Includes Delivery)	$200/2 Days
• Picnic Shelter	$27
(Two $50 deposits are required. Beer and wine permits are available with City approval at a cost of $27)	
• Tennis Racket	$3

• Pickleball	$10/Hour Equip & Court

MISCELLANEOUS SALES

• Aerobic Band (6')	$6
• Disc Golf Disc (1 Disc)	~~$12~~ $13
• Disc Golf Discs (Set of 3)	~~$30~~ $32
• Tennis Balls	$4/Can
• Trail Maps	~~$0.50~~ $1/Per Two- Sided Copy
• Shower	$3

ACTIVITY FEES

• T-Ball – Per Season	$35
• Mustang Baseball – Per Season	$35
• Colt Baseball and Up – Per Season	$45
• Aerobics – Daily	$4
• Aerobics Membership – 12 sessions	$36
• SilverSneakers Class Punch Card	$28/8 Classes
• SilverSneakers Class Day Pass	$4
• Basketball	$35
• Soccer for Grades K-3 – Per Season	$30
• Soccer for Grades ~~4-11~~ 4-6 – Per Season	$40
• Soccer for Grades 7-12 – Per Season	$50
• ~~Soccer Indoors on Sundays~~	~~$11~~
• Tennis for Seniors – Per Season	$22
• Tennis Lessons – Per Week	$20
• Tennis Lessons – 3 Weeks	$50
• Volleyball – Daily	$4
• Volleyball – 10 Weeks	$17
• Weight Room – Daily	$6
• Weight Room – Monthly	$35
• Weight Room – Quarterly	$90
• Weight Room – Semi Annual	$160
• Weight Room – Nine Month	$225
• Weight Room – Annual	$260
• Personal Trainer	$30 / Hour

• Youth Sports Late Fee: ~~$5 first two weeks after deadline; $10 third week until teams are full~~ Extra $10 after deadline; if space is available

LIBRARY

• Library Cards	$5 – Adult $1 – Student $5 – Replacement
• Photo Copies	$0.25 First Page/ $0.10 Each Addt'l Page ~~$.50~~ $1.00/Color Page
• Material Fines	Cost of Replacement
• Administrative Fee – fine for notice sent out	$5

• Summer Reading Program	$5
• Storage Disc	$2

PLANNING AND ZONING – FEE SCHEDULE

Subd. 8. Fees. The Council shall adopt the following schedule of fees for all permits and other services. No permit shall be issued or request brought before the Board of Adjustment or Planning and Zoning Commission until the fees are paid. Applications received after work has progressed shall require the payment of an additional fee as adopted in the schedule of fees to cover the additional costs of investigation. This fee shall be required whether the permit is issued or not.

TYPE OF PERMIT	PERMIT FEE
RESIDENTIAL NEW CONSTRUCTION (not including accessory structure or addition)	
• Up to 1,000 sq. ft. ground cover	$250
• 1,001-2,000 sq. ft. ground cover	$500
• 2,001-3,000 sq. ft. ground cover	$750
• 3,001-4,000 sq. ft. ground cover	$1,000
• Each additional 1,000 sq. ft. ground cover	$250
RESIDENTIAL ACCESSORY STRUCTURE OR ADDITION	
• Up to 100 sq. ft. ground cover	$25
• 101-200 sq. ft. ground cover	$100
• 201-400 sq. ft. ground cover	$125
• 401-600 sq. ft. ground cover	$175
• 601-1,000 sq. ft. ground cover	$250
• 1,001-2,000 sq. ft. ground cover	$300
• 2,001 sq. ft. and greater ground cover	$500
COMMERCIAL NEW CONSTRUCTION (including plan review/not including accessory structure or addition)	
• Up to 1,000 sq. ft. ground cover	$400
• 1,001-2,000 sq. ft. ground cover	$500
• 2,001-5,000 sq. ft. ground cover	$750
• 5,001-10,000 sq. ft. ground cover	$1,000
• 10,001 sq. ft. and greater ground cover	$1,250
• Storage Building (no city sewer/per building)	$400
COMMERCIAL ACCESSORY STRUCTURE OR ADDITION (including plan review)	
• Up to 100 sq. ft. ground cover	$50
• 101-400 sq. ft. ground cover	$100
• 401-1,000 sq. ft. ground cover	$300
• 1,001-2,000 sq. ft. ground cover	$400

• 2,001-5,000 sq. ft. ground cover	$500
• 5,001-10,000 sq. ft. ground cover	$750
• 10,001 sq. ft. and greater ground cover	$1,000
• Multi-Storage Building (no city sewer/per building)	$400
DEMOLISH/REMOVE BUILDING	$50
TEMPORARY STRUCTURES	$50
SEPTIC: Upgrade/New System	
• Residential	$150
• Commercial	
* Small Flow System (< 1,000 gal/day)	$250
* Large Flow System (> 1,000 gal/day)	$325
LAND ALTERATIONS	
• As allowed under zoning ordinance	$75 & site plan
* Rip Rap or Sand Blanket	$30 & site plan
* Vegetation Removal, w/approved Forest/Harvest Plan	$25 & Forest Mgmt. Plan & Harvest Plan
* Retaining wall, stairs, lifts, etc.	$50
~~PLAT FEE~~ SUBDIVISIONS	
Metes and Bounds	~~$150~~ $100 + ~~$25~~ $75 per lot
~~Preliminary~~	~~$250 + 25 per lot~~
~~Final~~	~~$300~~
Preliminary Residential Plat	$500 + $100 per lot
Final Residential Plat	$500 + $25 per lot
Preliminary Commercial Plat	$750 + $150 per lot
Final Commercial Plat	$750 + $50 per lot
FENCE	~~$25~~ $75
DRIVEWAY	~~$50~~ $75 & site plan (+ cost of culvert if necessary)
AFTER-THE-FACT	~~10x's~~ 3x's application fee
ON-SITE SIGN	
• Residential/Home Occupation	$25
• Commercial	
* Permanent	$50
* Temporary (Up to 60 days)	No fee
• E-911 Sign/Address Fee	$100
• E-911 Sign/Address Replacement Fee	$55

CONDITIONAL USE PERMIT (including amendments)

- Residential — ~~$350~~ $500
- Commercial — ~~$450~~ $500
- ~~Planned Unit Development~~
  - ~~* Residential~~ — ~~$250 + $25 per lot~~
  - ~~* Commercial~~ — ~~$300 + $25 per lot~~
- ~~County Recorder's Fee~~ — ~~$46~~

VARIANCE

- Residential — ~~$350~~ $500
- Commercial — ~~$450~~ $500
- ~~County Recorder's Fee~~ — ~~$46~~

ZONING ORDINANCE AMENDMENT — $350 + Printing Costs

ZONING MAP AMENDMENT — ~~$300 + $200 if approved~~ $500

APPEAL TO P&Z COMMISSION OR CITY COUNCIL — ~~$200~~ $500

APPLICANT'S REQUEST FOR SPECIAL MEETING — $250

PARK DEDICATION FEES — $1500 per new lot

ZONING INFORMATION

- ~~**Zoning Ordinance**~~ — ~~$25~~
- ~~**Subdivision Ordinance**~~ — ~~$25~~
- ~~**Comprehensive Plan**~~ — ~~$25~~
- **Maps**
  - * Road — $10
  - * Zoning (11" by 17") — $5
  - * ~~Complete Aerial Photo Digital Data (2006 spring flight)~~ — ~~$2,800~~
  - * ~~Clipped data (Partial Data, minimum fee of $250.00 or percent of $2,800 total for City coverage included, whichever is greater)~~ — ~~$250 plus~~
  - * ~~Photo Copy 8.5" by 11"~~
    - ~~Color~~ — ~~$15~~
    - ~~Black & White~~ — ~~$5~~
  - * ~~Photo Copy 8.5" by 14"~~
    - ~~Color~~ — ~~$20~~
    - ~~Black & White~~ — ~~$5~~
  - * ~~Photo Copy 11" by 17"~~
    - ~~Color~~ — ~~$25~~
    - ~~Black & White~~ — ~~$5~~
  - * ~~Photo Copy 17" by 22"~~
    - ~~Color~~ — ~~$50~~
    - ~~Black & White~~ — ~~$15~~

~~RECORD SEARCH, MISC.~~ ADMINISTRATION FEE ~~$25~~ $75 / hour

ACCESSIBILITY PLAN REVIEW $40 / hour (1 hr. minimum)

NOTE: Direct costs incurred for Engineering, Legal and other consulting services necessary for application review must be paid by the applicant.

CERTIFICATION OF UNPAID CHARGES - Nothing in this section shall be held or construed as in any way stopping or interfering with the City's right to certify as unpaid service charges or assessments against any premises affected, any past due and/or delinquent fees, including interest and late fees. Each and every unpaid fee is hereby made a lien upon the lot, land, or premises served, and such charges that are past due and/or delinquent on October 15th of each year shall be certified to the Crow Wing County Auditor. The charges shall be collected and the collection thereof enforced in the same manner as county and state taxes, subject to like penalties, costs and interest charges. Upon certification to the County Auditor, any past due and/or delinquent fees shall be due and payable to the office of the County Auditor.

MEMO TO: Personnel Committee

FROM: Dan Vogt, City Administrator/Consultant

DATE: December 6, 2013

SUBJECT: Christmas Eve

We are requesting approval to close all City facilities on Tuesday, December 24th at 12:00 P.M. This closing would include City Hall, Public Works Department (except in the case of a snowstorm) and Crosslake Communications. The Community Center will remain open from 8:00 a.m. – 4:00 p.m. Employees would be required to use a Personal Day, vacation day, or compensatory time. If an employee does not have any available time to use, they will have the option to take half a day off without pay or come into work with their Department Head's approval. (This closing would not include the Police Department.)

MEMO TO: City Council

FROM: Personnel Committee

DATE: December 6, 2013

SUBJECT: NON UNION 2014 SALARY/BENEFIT RECOMMENDATIONS

At a meeting held on December 3, 2013, the Personnel Committee approved a motion recommending to the City Council that the following salary/benefit adjustments be approved for non-union employees and department heads. These amounts are in accordance with amounts included in the 2014 Budget.

- $5,000 annual increase for Police Chief, Police Sergeant, Public Works Director, City Clerk, Park & Recreation Director
- $3,600 annual increase for Finance Director/Treasurer
- Fire Chief increase monthly salary from $250 to $500
- Require non-union employees to pay 20% of health insurance premiums

Attached is a memo dated November 11, 2013 from Dan Vogt to the Personnel Committee outlining the details of the salary/benefit proposal.

MEMO

TO: Personnel Committee
FROM: City Administrator/Consultant Dan Vogt
DATE: November 11, 2013
SUBJECT: Non-Union Employee Pay/Benefit Adjustments

Associated with submittals for the 2014 budget from the Department Heads, various salary adjustments were requested. As a result, information was obtained from the League of MN Cities which indicated that the average pay levels for most Department Heads and the Police Sergeant was somewhat below the pay of counterparts in other communities across the State (excluding the Metro area). Staff met with the Personnel Committee and discussed these requests. At the same time as salary adjustments were being discussed, the benefit level for these employees was also reviewed as compared to other internal employee groups as well as similar employees throughout the State. For Crosslake employees, it was found that the only significant benefit that differed between union and non-union employees was health insurance premium payments. For other cities, it was noted that only 10% of similarly situated employees across the State receive fully employer paid health insurance. It was further found that since these non-union employees receive fully paid health insurance premiums, the provision of this benefit level goes a long way in explaining the difference in pay between Crosslake Department Heads and Sergeant and other similar employees across the State.

In reviewing the health insurance benefit level internally, the City pays more than $24,000 per year in premiums in some instances since the premiums are based on the age of the employee and don't reflect the more common single/family health insurance rating scenario. Based on this fact, as well as the fact that the unions had asked for alternative pricing for health insurance during previous negotiations, the City is in the process of obtaining competitive proposals for employee health insurance. Initial pricing was obtained approximately a month ago for which indicated a family rate of approximately $1,500 per month as opposed to the $2,000 per month premium for some of the City's employees noted above.

Three meetings were held with affected Department Heads and the Police Sergeant over the past couple of months to discuss their wage as well as a possible adjustment to the health insurance premium calculation. Specifically, we discussed switching this group of employees from 100% City paid health insurance to a split showing the City paying 80% of the premium and the employee paying 20% of the premium consistent with all other employee groups of the City. Based on the projected rate for family health insurance coverage, this would amount to an employee share of about $300 per month or $3,600 per year.

Since it was apparent to me that there is a desire to have all employees paying a portion of their health insurance premium and not just union employees, we discussed a pay adjustment across the board to offset this proposed new expense to these employees. Additionally, consideration was given to make a one-time COLA/pay adjustment in order to gain such a substantial benefit concession.

As a result of the meetings held between me and the affected staff members, tentative agreement has been reached for all non-union employees to receive an annual adjustment to cover the insurance premium noted above as well as an additional COLA/one-time adjustment to their base pay totaling $5,000 effective January 1, 2014 (with the exception of the Finance Director who would just receive the insurance adjustment of $3,600 due to the salary agreement made when he was hired), and, for each employee to receive a cost of living adjustment of 1.5% effective January 1, 2015, which is the same as negotiated with the unions.

It must be noted that the proposed insurance adjustment is not an extra cost to the City as the expense already exists, it is just shifted from an insurance expense to a salary expense, and, the insurance and salary adjustment for these employees is more than offset in savings to the City by making the change from an age rated health insurance premium plan to the more typical single/family rating plan.

During the discussions with non-union staff, I let these employees know that if they felt that this type of adjustment is insufficient, that they are welcome to bring their argument to the Personnel Committee for additional consideration.

Attached you will find a spreadsheet that gives you the specifics of the proposal.

As a side note, I would like to let you know how impressed I am with the quality of your Department Heads and Police Sergeant. The discussions we had regarding this difficult matter were very cordial and productive. While seeking such a benefit concession can often lead to infighting and poor morale, I am confident that this will not be the case with this group. I want to thank each person involved for handling themselves in such a professional manner during these difficult discussions.

This item appears on the agenda of the Personnel Committee meeting to be held on Wednesday, November 13, 2013, for your consideration and recommendation to the City Council for the meeting to be held on November 18. Please feel free to contact me if you have any questions.

/djv

Enc.

C: City Council
Department Heads and Police Sergeant

CITY OF CROSSLAKE

2014 Department Head Salary Benefit Proposal

	Police Chief	Police Sergeant	Public Works	Director of Parks, Recreation & Library	City Clerk	City Finance Director/ Treasurer
Average Base Salary Per Survey (2013)	**$ 69,826**	**$ 58,494**	**$ 69,668**	**$ 63,155**	**$ 51,410**	**$ 72,841**
2013 Crosslake Actual Salary	**$ 66,075**	**$ 55,155**	**$ 64,000**	**$ 58,802**	**$ 51,000**	**$ 70,000**
Proposed Adjustments for 2014:						
Insurance Adjustment	3,600	3,600	3,600	3,600	3,600	3,600
COLA Adjustment	1,400	1,400	1,400	1,400	1,400	-
Other - Negotiated at Time of Hire	-	-	-	-	-	5,000
Total Adjustments	*5,000*	*5,000*	*5,000*	*5,000*	*5,000*	*8,600*
2014 Proposed Salary	**$ 71,075**	**$ 60,155**	**$ 69,000**	**$ 63,802**	**$ 56,000**	**$ 78,600**
City Paid Benefits						
Social Security/Medicare/PERA:						
Social Security	N/A	N/A	4,278	3,956	3,472	4,873
Medicare	1,031	872	1,001	925	812	1,140
PERA - Police	10,874	9,204	5,003	4,626	4,060	5,699
Total Social Security/Medicare/PERA:	*11,905*	*10,076*	*10,281*	*9,506*	*8,344*	*11,711*
Insurances:						
Health Insurance (At 80%)	14,400	14,400	14,400	14,400	14,400	14,400
Disability	496	414	480	321	292	525
Life, A D & D	65	65	65	65	65	65
Dental	1,155	1,155	1,155	1,155	1,155	1,155
Total Insurances	*16,115*	*16,033*	*16,100*	*15,941*	*15,912*	*16,145*
Other:						
Deferred Compensation	650	650	650	650	650	650
Phone Allowance	192	192	192	552	192	-
Total Other	*842*	*842*	*842*	*1,202*	*842*	*650*
Total Benefits	***$ 28,862***	***$ 26,951***	***$ 27,223***	***$ 26,649***	***$ 25,098***	***$ 28,506***
2014 Proposed Salary and Benefits	**$ 99,937**	**$ 87,106**	**$ 96,223**	**$ 90,451**	**$ 81,098**	**$ 107,106**

City of Crosslake

From: "Paul Hoge" <phoge@crosslake.net>
Date: Friday, December 06, 2013 10:35 AM
To: "City of Crosslake" <ctycrslk@crosslake.net>
Cc: "Mike Lyonais" <mlyonais@crosslake.net>
Subject: Wages

The following recommended wage percentage increase for Crosslake Communications, as recommended by the Personnel Committee, is as follows:

Accountant	1.5%
Network Engineer	3.0%
Office Manager	1.5%
Operations Manager	1.5%
General Manager	.5%

Paul Hoge
General Manager
Crosslake Communications
PO Box 70, 35910 County Road 66
Crosslake, MN 56442
(218) 692-2777

Crosslake Communications
2014 Supervisors Salary Benefit Proposal

	Accountant	Network Engineer	Office Manager	Operations Manager	General Manager		
2013 Average Base Salary per NTCA Survey	49,706	79,484	58,717	75,331	127,900.00		
2013 Crosslake Salary	54,110	69,160	58,270	79,145	102,605.00		
Proposed Adjustments for 2014							
Percentage (Union 1.5%)	1.015	1.03	1.015	1.015	1.005		
2014 Proposed Salary	54,921.65	71,234.80	59,144.05	80,332.18	103,118.03		
Paid Benefits							
Social Security	3,364.10	4,328.22	3,628.22	4,947.30	6,332.10		
Medicare	786.76	1,012.24	848.54	1,157.02	1,480.90		
Workmans Comp	184.08	1,379.75	198.12	3,157.82	348.86		
PERA	3,922.88	4,753.06	4,224.48	5,476.90	13,203.84		
Total Social Security/Medicare/Workman's Comp/PERA	8,257.82	11,473.27	8,899.36	14,739.04	21,365.70		
Insurances:							
Health	16,056.00	16,056.00	16,056.00	22,080.00	22,080.00	20%	3,211.20
Dental	1,155.00	1,155.00	1,155.00	1,155.00	1,155.00		4,416.00
Life	79.56	79.56	79.56	79.56	693.96		
Long Term Disability	400.80	485.64	431.64	559.68	724.56		
Total Insurances	17,691.36	17,776.20	17,722.20	23,874.24	24,653.52		
Other:							
CATV	647.24	647.24	647.24	647.24	605.84		
Cell Phone	0.00	395.64	0.00	403.72	537.72		
Landline	0.00	192.00	192.00	192.00	192.00		
Internet	479.40	479.40	360.00	479.40	359.88		
Deferred Compensation	650.00	650.00	650.00	650.00	1,999.92		
Total Other	1,776.64	2,364.28	1,849.24	2,372.36	3,695.36		
Toal Benefits	27,725.82	31,613.75	28,470.80	40,985.64	49,714.58		
2014 Proposed Salary and Benefits	82,647.47	102,848.55	87,614.85	121,317.82	152,832.61		

Staff Report - Crosslake Parks, Recreation & Library

Date: December 4, 2013
To: Crosslake City Council
From: Jon Henke, Director of Parks, Recreation & Library 7.A.

1. Crosslake Area Library Update
Story hour for the Crosslake Area Library has a new day and time. The program will be held Wednesdays at 10:00 for preschool age children.
Kitchigami Service Contract – I have included the proposed 2014 contract. Staff has an issue with the wording in 4.7 and 5.5. I am suggesting that the City forward our written concerns with the contract to KRLS before January 2nd. The proposed amendments will then be reviewed by the KRLS Board in January. If necessary the Board will establish a negotiating committee at that time.
Motion: The Park/Library Director recommends to the City Council that the proposed 2014 KRLS Service Agreement be amended by the KRLS Board at their January 2014 meeting. Items that will be addressed are 4.7 and 5.5. Staff will send the recommended changes to KRLS before January 2nd.
Council Action/Motion

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

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

4. Fitness Room/SilverSneakers
The Community Center offers an array of fitness equipment. A certified personal trainer is available to walk you through all of the different equipment free of charge when you sign up for a membership. We also offer fitness incentive programs from a variety of insurance providers and very affordable rates. The SilverSneakers program is also available to those that are 65 or older and have a qualifying plan. On January 1st we will also be offering the new Silver and Fit Program that many current Silver Sneaker members will be switching too.
The Park Department wants to make sure that the current equipment that has been listed for sale at the Community Center has gone through the appropriate channels to be ruled as surplus equipment.
Motion: The Park Department would recommend that the City Council rule the following equipment as surplus and therefore approve the sale of the equipment to the highest bidder on December 16th at 3:00 p.m. 1997 Quinton Clubtrack Treadmill, 2004 Stairmaster Treadmill, 2008 Nautilus Treadmill, 2007 Magnum Treadmill, 2000 Stairmaster Treadmill, 3- 2007 Magnum Ellipticals, 2 – Schwin Airdyne Bikes, 2 Flat Benches, 1 Curl Bench, 1 Weight Tree and 1 curl bench.
Council Action/Motion
The equipment has been advertised in the City of Crosslake official newspaper and the equipment is available for trial at the Community Center. Pictures and an advertisement has also been listed on Craigslist. Each piece of equipment has been marked with a minimum bid. Bids will be placed on each piece individually. Bids will be opened at 3:00 Monday December 16th at 3:00 p.m. Bid winners will then be notified. Cash or a cashier's check will be required for payment.

5. Community Center and Library Attendance for November.
Attendance for the Community Center was 4,621. Attendance for the Library was 1,688.

6. AAA
A AAA refresher course will be offered from 9-1 on Thursday January 9th. Contact the Community Center for info.

7. Pickleball
We would like to offer a winter pickleball program if people are interested, please contact the Community Center.

8. Donations
The Crosslake Park and Library Foundation made two donations to the City of Crosslake in December. The first donation was in support of the tennis court project for $5,143.65. The second donation was to purchase two park benches for $964.93.
The Park Department would recommend a motion to accept the two donations from PAL for a total amount of $6,108.58.
Council Action/Motion

9. Community Center/Library Hours
The Community Center and Library will be closed on December 25th and January 1st. The facilities will be open 8-4 on December 24th and December 31st.

Kitchigami
Regional Library

26 November 2013

Darrell Schneider
Crosslake City Hall
37028 County Road 66
Crosslake, MN 56442

Dear Mayor Schneider:

Enclosed is Kitchigami Regional Library System's proposed Service Agreement for 2014 library services provided by Kitchigami Regional Library System to the Crosslake Library in 2014.

If this agreement meets with the city's approval, please return two signed copies to the address below; one copy will be returned to you with the library board's required signature.

If the city would like to amend the agreement, please notify me in writing with the specific changes requested no later than 2 January 2014. Your requested amendments will be forwarded to the Kitchigami Regional Library System for its January 2014 meeting agenda. If necessary, the Kitchigami Regional Library Board will establish a negotiating committee at that time and establish a meeting schedule with the city.

Thank you for your prompt attention to this matter.

Marian F. Ridge
Director
Enclosure

310 Second Street N., P.O. Box 84, Pine River, MN 56474 Phone: 218/587-2171 Fax: 218/587-4855
Website: www.krls.org

Kitchigami Regional Library System
Service Contract: City of Crosslake

1. **Parties to Agreement**
   This Agreement is between Kitchigami Regional Library System as service provider (hereinafter referred to as "KRLS") at 310 2nd St. Pine River MN and the City of Crosslake (hereinafter referred to as "city") on behalf of its community library (hereinafter referred to as "Crosslake Library").

2. **Purpose of Agreement**
   This Agreement defines the services to be provided by Kitchigami Regional Library System to the Crosslake Library with funds provided by Crow Wing County and the responsibilities of the Crosslake Library.

3. **Term of Agreement**
   This Agreement will be in place from 1 January 2014, provided that the agreement is signed by both parties and both parties have received signed copies through certified mail by 31 December 2013, through 31 December 2014. If the Agreement is not completed by 31 December 2013, it will be in force on the 1 day of the month following signatures and be in effect for 12 months from that date.

4. **Scope of Services: KRLS**
   Kitchigami Regional Library System will provide the following services, beginning 1 January 2014, or the 1st day of the month following completion of the negotiation process:

   1. Facilitated borrower registration for KRLS borrowers who use the Crosslake library for pick up and return of library materials, within 7 days of receipt of fully completed borrower registration forms.

   2. Interlibrary loan and intraregional loan borrowing to KRLS borrowers who use the Crosslake library for pick up and return of library materials through maintenance of that library as a pickup location.

   3. Delivery services for library materials to and from the Crosslake library 4 days per week (Monday, Wednesday, Thursday, Friday) on those days and weeks that deliveries are made to KRLS branch libraries. Deliveries may be interrupted by federal holidays, severe weather conditions or equipment interruptions; substitute delivery dates are not guaranteed by KRLS.

   4. Information on and access to regional/statewide training opportunities.

   5. Training materials and training of one local trainer selected by the Crosslake library on interlibrary loans support, borrower registration and delivery support as required. One training session will be provided within the contract period.

6. KRLS will issue a check to the City of Crosslake for the acquisition of materials for the Crosslake library collection, paid from the KRLS Crow Wing County reserve in the amount of $5,000.00, within 30 days of the completion of the Agreement negotiations.

7. KRLS will bill the city quarterly for reimbursement of administration fees billed to patrons but forgiven because the items had been returned to the Crosslake library but not returned to KRLS in time to prevent patron billing.

5. Scope of Service: City of Crosslake

The City of Crosslake commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.

2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.

3. The Crosslake library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.

4. All KRLS policies and procedures for registration, interlibrary loan, intraregional loans, delivery and electronic services will be followed.

5. The city will reimburse KRLS for administration fees for patrons whose inter/intraregional loan materials were erroneously placed on Crosslake library shelves or hold shelf.

6. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

6. Agreement Administration

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph 11.

7. Amendments

No amendments may be made to this Agreement after signing by the parties, except for extensions of time, or increases or reductions of the services to be performed as mutually agreed by the city and KRLS.

8. Data Practices

The city agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The city will immediately report to KRLS any requests from third parties for information relating to this Agreement. The KRLS board agrees to respond promptly to inquiries from the city concerning data requests. The city agrees to hold the KRLS library Board, its officers, and employees harmless from any claims resulting from the city's unlawful disclosure or use of data protected under state and federal laws.

The city will designate an official representative who will sign and maintain on file and submit to KRLS a copy of the KRLS Data Privacy and Non-disclosure of Information Policy included as Appendix A to this Agreement.

9. Compliance with the Law

The city agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA) including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Minnesota Human Rights Act (Minn.Stat. DC.363) and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age. In the event of questions from the city concerning these requirements, the KRLS library board agrees to supply promptly all necessary clarifications. Violation of any of the above laws can lead to termination of this Agreement.

10. Audits

The city agrees that the KRLS library board, the State Auditor or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that are relevant and involve transactions relating to this Agreement.

11. Cancellation, Default and Remedies

Either party of this Agreement may cancel this Agreement upon sixty (60) days written notice, except that if the city fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the KRLS library board has the right to terminate this Agreement, if the city has not cured the default after receiving seven (7) days written notice of the default.

The city agrees to defend, indemnify and hold the KRLS library board, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly on account of any product, or any act or omission (including, without limitation, professional errors and omissions) of the city, its officers, agents, employees or anyone who would be liable in the performance of the services provided by this agreement and against all loss by reason of the failure of the city fully to perform, in any respect, all obligations under this Agreement.

The city agrees to perform all acts and make all payments, the legal obligation for which arise as a result of its activities and performance in connection with this contract, including obligations to third persons and government agencies.

12. Notices

Any notice or demand, authorized or required under this Agreement shall be in writing, and shall be sent by certified mail to the other party as follows:

To the city:

Designated Representative

To the KRLS Library Board:

Designated Representative

Marian F. Ridge, Director
Kitchigami Regional Library System
P.O. Box 84
Pine River, MN 56474

Signatures

__________________________ **Date:**__________________________
Chair, Kitchigami Regional Library Board

__________________________ **Date:**__________________________

Mayor, City of Crosslake

Appendix A: KRLS Data Privacy and Non-Disclosure Policy

Purpose: This policy states the Kitchigami Regional Library System's position on data privacy and its employees' responsibilities for the protection of patron and employee privacy.

Statutory Requirement: Minnesota statutes, Chapter 13 Government Data Practices

13.40 Subd. 2.**Private data; library borrowers.**

(a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Policy:

Kitchigami Regional Library System practices will be developed in accordance with statute. This policy is to be signed by each KRLS employee and placed in the employee's personnel file. The policy will also be signed by all volunteers who during the course of their volunteer duties come in contact with KRLS patron data and filed at KRLS Headquarters. A representative of any organization with which it has a service agreement must sign the policy on behalf of his/her organization.

Library data:

Kitchigami Regional Library System and its employees, volunteers and organizations with which it has service agreements will safeguard data collected, maintained, used or disseminated by the library. All library records relating to an individual library user's use of the library and its resources are confidential. Such information includes, but is not limited to: a patron's registration records (name, address, phone number, library card number) and a patron's circulation records (fines, fees, items checked out) and reference questions.

In addition to 13.40 Subd. 2. (2)(b) above, a homebound patron or patron unable to visit a branch library due to age, infirmity or distance may name one individual to pick up their library materials. The named individual must present a letter from the patron and the patron's borrower card to the library staff.

All library records may be consulted and used by library employees in the course of carrying out library operations, but will not be disclosed to others except upon the written request or consent of the library user, or pursuant to a subpoena, court order or otherwise required by law. If such an instance should present itself, all employees should contact their immediate supervisor, and the supervisor should in turn contact the Director, or in absence thereof, the Assistant Director. Only the Director or Assistant Director may respond to a subpoena or court order.

Employee data:

Only the Director, Bookkeeper and/or the Assistant Director may acknowledge any inquiries as to the dates of employment, position, salary and wage information or hours of work regarding any library employee.

Policy Implementation:

Employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

I have read the above Data Privacy and Non-Disclosure Policy and agree to abide by its statement.

Associate library location________________________________

Designated associate library representative (printed)

____

Designated associate library representative (signature)

____

Date ______________________________

CROSSLAKE COMMUNICATIONS
HIGHLIGHTS FOR NOVEMBER 2013

1. **Minutes** of November 26, 2013 Crosslake Communications Advisory Board are included.

2. The **Financial Statements** for October, 2013 are included in the packet.

3. The list of **October 2013 checks/disbursements** has been included for approval. (motion required)

4. The **Customer Counts Report** has been included in the packet.

5. We received an e-mail from **The Weather Channel** notifying us that the new equipment would be arriving the first quarter 2014.

6. We are almost ready to launch the new **weather programming for Channel 12.**

7. **Bloomberg TV will go dark on December 14th** due to not being able to reach an agreement with them.

8. We are adding **NBCSports on our HD** channel lineup on December 19th.

9. The Crosslake Communications Advisory Board recommends to the City Council **approval of the Budget for 2014.** (motion required)

   a. The Crosslake Communications Advisory Board recommends to the City Council that the **High Speed Internet speed be increased to 5 meg and the rate be increased $5.00** as part of the budget. (motion required)

   b. The Crosslake Communications Advisory Board recommends to the City Council **that the Cable TV rates be increased 5%** as part of the budget. (motion required)

10. Our new **central office switch was installed on November 19 and the cut over went without incident.**

11. We are in the process of removing the remaining **payphones in the City.**

CROSSLAKE COMMUNICATIONS
BUDGET OVERVIEW
2014

In our 89th year of business, Crosslake Communications' goal continues to be providing the citizens of Crosslake and the consumers with competitively priced products and services, by successfully anticipating and managing changes taking place within technology and the marketplace. To be a dependable and responsive service provider that is progressive and innovative in meeting the needs of its' customers.

2014 continues to offer many challenges: National Broadband Plan (USF & ICC reform) and its effects (FCC intended or not), CSAH 3, Call Termination, etc. Our challenge will be to find ways to offset the expected increase of expenses, especially CSAH 3, Television Signal purchases, and the governmental loss of revenues. As a municipality, our opportunities are limited.

As an Internet Service Provider, our goal is to be the "One Stop Shop" for all of our customer's Broadband and computer needs. We continue our development of services provided as technology continues to advance.

CROSSLAKE COMMUNICATIONS
2014 ADMINISTRATIVE SERVICES

We have been very pleased with our NISC billing system. As we have had more time to work with the system, we are in a better position to learn more of what it has to offer us. We have budgeted additional training from NISC for our staff.

Administrative Services

Training	$ 5,000 *

Equipment

None

Administrative Services	***Total***	***$ 5,000***

- *Expense not in capital total*

CROSSLAKE COMMUNICATIONS
2014 TELEPHONE OPERATIONS

The C15 has now replaced our DMS-10. This year will require concentration on the CSAH 3 road rebuild.

Equipment Replacement	
Truck with trade-in	$ 23,000
Central Office	
None	
Distribution Cable	
Conduit and Cable	$ 5,000
Tools and Test equipment	
Compressor (City)	$ 7,000
Fiber additions	
Patch panels	$ 10,000
Road Projects	
CASH 3, Wolf Trail, Pine Lure	$100,000
Contract Services;	
Contract assistance. (AVID)	$ 5,000
Telephone Operations ***Total***	***$ 150,000***

CROSSLAKE COMMUNICATIONS
2014 CABLE TELEVISION OPERATIONS

We intend to complete the build out of Hwy 1 to offer internet services to those cable customers. Phone service across our cable plant will be tested on our new C15, and possibly deployed.

Capital improvements

Set top DCT's / DVR's	$ 30,000
Head End maintenance	$ 5,000

Distribution Cable

Co-axial cable to maintain existing CATV plant.	$ 5,000

Contract Services

Contract assistance. (AVID)	$ 5,000

Cable Television Operations	***Total***	***$45,000***

CROSSLAKE COMMUNICATIONS
2014 INTERNET OPERATIONS

Crosslake Communications is well established as the "One Stop Shop" that was envisioned when the Internet department was started as a stand-alone operation in 2004. Customers now receive services such as broadband, web site hosting, web site design, local networking services, and a full service PC shop directly from Crosslake Communications. Customer response to the Internet department has been very good and the department has added new revenue sources to the company. Maintaining a locally controlled ISP has proven to be very reliable as well as a good revenue source for the company

Our Goal is continued improvement of customer satisfaction, customer relations, expansion of our broadband services via DSL, FTTH and CATV, Internet services, web site design and maintenance, and the highest quality support service to our customers.

ISP Needs

Hardware

ISP Equipment	$ 15,000.00
Replacement PCs and other devices	$ 5,000.00

Reserve

Internet Operations	***Total***	***$ 20,000.00***

TOTAL 2014 NARRATIVE BUDGET

Capital Additions:	**$205,000**
Expenses:	**5,000 ***
Contract Services:	**10,000**
Reserves:	**0**
Total	**$220,000**

- **Amount already included in budget.**

Crosslake Telephone
PROJECTED INCOME STATEMENT
For the Twelve Month Period
2014 Budget

	2014 Budget	2013 Budget	2012 Year-end
Telephone Revenues			
Local Network Service	$590,000.00	$587,400.00	$625,066.02
Network Access Service Revenue	811,000.00	954,050.00	943,318.97
Billing & Collections	635.00	1,375.00	1,310.91
Miscellaneous Revenues	47,000.00	52,000.00	50,725.88
Non Regulated Revenue	704,125.00	594,200.00	622,423.83
Uncollectible Revenue	(2,250.00)	(2,500.00)	(2,272.38)
Total Telephone Revenues	2,150,510.00	2,186,525.00	2,240,573.23
Cable Revenues			
Local Network Service (Basic)	1,064,000.00	926,870.00	967,574.86
Premium Services Revenues	19,750.00	19,250.00	23,222.75
Rent Revenue	130,100.00	102,500.00	102,338.58
Miscellaneous Revenues	26,000.00	18,000.00	29,252.99
Sales, Lease & Install Revenue (Non-Reg)	108,000.00	96,000.00	107,680.57
Uncollectible Revenue	(500.00)	(500.00)	(857.46)
Total Cable Revenues	1,347,350.00	1,162,120.00	1,229,212.29
TOTAL OPERATING REVENUES	**3,497,860.00**	**3,348,645.00**	**3,469,785.52**
OPERATING EXPENSES			
Telephone Expenses			
Plant Specific Operations Expense	363,500.00	331,500.00	327,686.51
Plant NonSpecific Operations Expense	282,800.00	287,800.00	308,878.04
Depreciation Expense	697,000.00	675,000.00	745,992.84
Depreciation Expense Nonregulated	40,600.00	62,000.00	37,263.89
Customer Operations Expense	212,500.00	202,600.00	211,508.59
Corporate Operations Expense	367,000.00	363,000.00	346,470.88
Non Regulated Expenses	356,800.00	361,350.00	311,995.19
Operating Transfers to City	277,500.00	277,500.00	277,208.76
Total Telephone Operating Expenses	2,597,700.00	2,560,750.00	2,567,004.70
Cable Expenses			
Plant Specific Operations Expense	98,750.00	92,000.00	90,432.77
Plant NonSpecific Operations Expense	65,750.00	61,800.00	68,393.23
Depreciation Expense	116,000.00	150,000.00	205,146.76
Signal Purchases	693,760.00	591,701.00	607,771.74
Customer Operations Expense	115,000.00	104,000.00	108,993.39
Corporate Operations Expense	77,000.00	67,000.00	69,749.03
Sales, Lease & Install Expense (Non-Reg)	19,000.00	12,500.00	15,428.95
Total Cable Operating Expenses	1,185,260.00	1,079,001.00	1,165,915.87
TOTAL OPERATING EXPENSES	**3,782,960.00**	**3,639,751.00**	**3,732,920.57**
TOTAL OPERATING INCOME (LOSS)	**(285,100.00)**	**(291,106.00)**	**(263,135.05)**
Other Income (Expense)			
Investment Income	17,500.00	25,000.00	18,120.04
Revenue Bond Interest	(140,500.00)	(154,000.00)	(165,536.08)
Amortize Debt Expense	(9,380.40)	(9,380.40)	(9,380.40)
Other Interest	0.00	0.00	0.00
Gain/(Loss) on Investments	0.00	5,000.00	2,096.73
Miscellaneous	0.00	5,000.00	(6.38)
Allowance For Funds Used Dur. Const.	0.00	0.00	0.00
Total Other Income (Expense)	(132,380.40)	(128,380.40)	(154,706.09)
Total Net Income (Loss)	**(417,480.40)**	**(419,486.40)**	**(417,841.14)**

Crosslake, Minnesota, Code of Ordinances >> PART I - CODE OF ORDINANCES >> Chapter 12 - BUSINESSES AND BUSINESS REGULATIONS >> ARTICLE III. - LANDSCAPE CONTRACTORS AND EXCAVATORS >> DIVISION 2. LICENSES >>

DIVISION 2. LICENSES

Sec. 12-139. License required.

No person shall engage in the business of landscape contracting or excavation without having secured a license from the city.

(Ord. No. 255, § 2(subd. 2), 4-14-2008; Ord. No. 269, § 2(5.67(subd. 2)), 11-10-2008; Ord. No. 288, § 2(5.67(subd. 2)), 1-11-2010)

Sec. 12-140. Exclusions and exceptions.

No license is required under this article for the following individuals:

(1) Property owners performing land alteration or land restoration with personal or rented equipment.

(2) State-licensed residential building contractors, residential remodelers, or residential roofers under M.S.A. § 326B.805, provided that the contractor, remodeler or roofer presents proof of state licensing to the city before any excavation work begins.

(3) Licensed septic installers performing septic installations authorized upon issuance of a zoning permit.

(4) Licensed master plumbers or certified pipe layers performing work authorized by a zoning permit issued by the city or other such work specifically approved by any appropriate state agency.

(5) Utility companies including, but not limited to, those providing telephone, cable, electric, private well drilling, and natural gas services.

(6) Property owners and contractors performing tree trimming or tree removal services subject to the issuance of a zoning permit signed by the property owner.

(Ord. No. 255, § 2(subd. 14). 4-14-2008; Ord. No. 269, § 2(5.67(subd. 14)), 11-10-2008; Ord. No. 288, § 2(5.67 (subd. 14)), 1-11-2010)

Sec. 12-141. Application.

In addition to such information as the city clerk may require pursuant to this chapter, the application for licensure under this division shall also include:

(1) The anticipated number of employees and names of the full-time employees of the applicant.

(2) The type of entity of the applicant and all names the applicant does business under.

(3) A description and the license number of each vehicle.

(4) The type of equipment proposed to be used.

(5) The method and place of disposal of waste materials.

(Ord. No. 255, § 2(subd. 3), 4-14-2008; Ord. No. 269, § 2(5.67(subd. 3)), 11-10-2008; Ord. No. 288, § 2(5.67(subd. 3)), 1-11-2010)

Sec. 12-142. Fee.

The fee for the license under this article shall be in the amount provided in the city fee schedule.

(Ord. No. 255, § 2(subd. 4), 4-14-2008; Ord. No. 269, § 2(5.67(subd. 4)), 11-10-2008; Ord. No. 288, § 2(5.67(subd. 4)), 1-11-2010)

Sec. 12-143. Time for making application; no proration of fee.

(a) Applications may be received from new licensees at any time; however, the application procedures and submittal requirements must be in full compliance with this section and shall be effective only upon conditional approval of the city administrator or his designee.

(b) Final approval of issuance of the license shall be subject to subsequent approval by the city council. The license fee shall not be a pro rata fee for any term of shorter duration than the calendar year.

(Ord. No. 255, § 2(subd. 8), 4-14-2008; Ord. No. 269, § 2(5.67(subd. 8)), 11-10-2008; Ord. No. 288, § 2(5.67(subd. 8)), 1-11-2010)

Sec. 12-144. Bond required.

To guarantee the restoration, rehabilitation and reclamation of the land areas as well as the faithful adherence to city ordinances regulating land alterations, every applicant granted a license as herein provided shall furnish:

(1) A performance bond with a minimum term extending to the calendar year end of the licensure period; or

(2) Up to a 24-month term or letter of credit extending to the end of the calendar year following the licensure period acceptable to the city attorney in favor of the city in an amount of not less than $25,000.00;

as a guarantee that such applicant shall within a reasonable time and to the satisfaction of the city take the steps necessary for the restoration of the land in accordance with applicable city ordinances, reestablishment of acceptable topography, (i.e., slopes, vegetative cover, soil stability) and conditions appropriate to the subsequent reuse of the land. The city shall be notified in writing a minimum of ten days prior to the date the performance bond is scheduled to expire.

(Ord. No. 255, § 2(subd. 5), 4-14-2008; Ord. No. 269, § 2(5.67(subd. 5)), 11-10-2008; Ord. No. 288, § 2(5.67(subd. 5)), 1-11-2010)

Sec. 12-145. Insurance required.

(a) No license shall be issued by the city nor be effective until the applicant has filed with the city clerk a commercial general liability insurance policy issued by an insurance company authorized to do business in this state, covering all operations of said applicant under this article in the amounts of at least $1,000,000.00 per occurrence and $2,000,000.00 general aggregate.

(b) The city shall be named as a certificate holder and said policy shall provide that it may not be canceled by the insurer except upon ten days' written notice to the city clerk. If such insurance is canceled and the licensee shall fail to replace the same with another policy conforming to the provisions of this article, said license shall be automatically suspended until such insurance shall have been replaced and filed with the city clerk.

(Ord. No. 255, § 2(subd. 6), 4-14-2008; Ord. No. 269, § 2(5.67(subd. 6)), 11-10-2008; Ord. No. 288, § 2(5.67(subd. 6)), 1-11-2010)

Sec. 12-146. Form of license; display.

At the time a license is issued, the applicant shall be furnished with a license that shall show thereon the license number, the name of the city, the date the license expires, and the term "landscape contractor or excavator." All licensees shall post their licenses in their place of business. All licensees shall provide their licenses upon demand by any officer or citizen within one week.

(Ord. No. 255, § 2(subd. 7), 4-14-2008; Ord. No. 269, § 2(5.67(subd. 7)), 11-10-2008; Ord. No. 288, § 2(5.67(subd. 7)), 1-11-2010)

Sec. 12-147. Expiration and renewal.

Each license shall expire at the end of the calendar year and may be renewed only by making application as provided in this article. Application for renewal must be made at least 60 days before the expiration date, and when made less than 60 days before the expiration date, the expiration of the license will be unaffected. This time requirement may be waived by the council for good and sufficient cause.

(Ord. No. 255, § 2(subd. 8), 4-14-2008; Ord. No. 269, § 2(5.67(subd. 8)), 11-10-2008; Ord. No. 288, § 2(5.67(subd. 8)), 1-11-2010)

Sec. 12-148. Applicable permits required in addition to license.

Licensing of a landscape contractor or excavator does not extinguish the obligation of the landscape contractor or excavator to obtain all permits necessary under any federal, state, and local statute, rule, regulation or ordinance.

(Ord. No. 255, § 2(subd. 12), 4-14-2008; Ord. No. 269, § 2(5.67(subd. 12)), 11-10-2008; Ord. No. 288, § 2(5.67 (subd. 12)), 1-11-2010)

Secs. 12-149—12-179. Reserved.