

**AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, SEPTEMBER 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. Resolution Approving Preliminary 2014 Tax Levy (Council Action-Motion)
2. Set Date for 2014 Budget/Levy Public Input Meeting (Council Action-Motion)

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

1. City – Month End Revenue Report dated August 2013
2. City – Month End Expenditure Report dated August 2013
3. City of Crosslake August 2013 Budget to Actual Analysis
4. Pledged Collateral Report from Mike Lyonais
5. Request for Reassignments/Bank Account Transfer on Capital Reserve Account
6. Memo dated September 9, 2013 from Michael Lyonais Re: Tax Increment Financing Reimbursement
7. Crosslake Communications – Balance Sheet and Income Statement / Detail of Reserve Balances dated July 31, 2013
8. Crosslake Communications Check Register dated 7/1/13-7/31/13
9. Crosslake Communications Regular Meeting Minutes of August 27, 2013
10. Crosslake Communications Customer Counts
11. Crosslake Park/Library Commission Meeting Minutes of July 24, 2013
12. Police Report for Crosslake - August 2013
13. Police Report for Mission Township - August 2013
14. Fire Department Report - August 2013
15. Notice of Upcoming City-County-Township Roadway Maintenance and Construction Coordinating Meeting of October 28, 2013
16. Planning and Zoning Permit Summary for August 2013
17. EDA Meeting Minutes of August 7, 2013
18. Crosslake Roll Off Recycling Report for August 2013
19. Bills for Approval

D. MAYOR'S REPORT

E. CITY ADMINISTRATOR'S REPORT

1. Memo dated September 4, 2013 from Dan Vogt Re: Updated Job Description – Community Development Director (Council Action-Motion)

F. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY

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

2. CROSSLAKE COMMUNICATIONS

- a. Highlights Report for August 2013 (Council Action-Motion)

3. PLANNING AND ZONING

- a. Memo dated August 13, 2013 from Crow Wing County Land Services Department Re: Local Comprehensive Water Plan Approved (Council Direction)
- b. Memo dated August 27, 2013 from the Planning and Zoning Commission Re: Recommendation Regarding Expiration of C2012-006, Gordon and Alma Siemers, 35724 County Road 3 (Council Action-Motion)
- c. Memo dated August 27, 2013 from the Planning and Zoning Commission Re: Vehicle/Equipment Sales at the Former Site of The Exchange Bar and Grill, 36095 County Road 66 (Council Direction)

4. PUBLIC WORKS/SEWER/CEMETERY

- a. Various Recommendations from September 3, 2013 Public Works Commission Meeting (Council Action-Motion)

G. CITY ATTORNEY REPORT

H. OLD BUSINESS

I. NEW BUSINESS

J. PUBLIC FORUM

K. ADJOURN

RESOLUTION NO. 13-_____
RESOLUTION APPROVING PRELIMINARY 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	<u>452,507</u>
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 September 9, 2013.

Darrell Schneider
Mayor

Michael R. Lyonais
City Finance Director/Treasurer

Office of the County Auditor-Treasurer

326 Laurel Street, Suite 22 · Brainerd, MN 56401

218-824-1045
Fax 218-824-1046



Laureen E. Borden

CROW WING COUNTY

July 30, 2013

Mike Lyonais, Finance Director
City of Crosslake
37028 County Road 66
Crosslake, MN 56442

Dear Mr. Lyonais,

Soon it will be that time of year to set preliminary levies for the 2014 tax year. Although there is no requirement for a separate "Truth in Taxation" Public Hearing, all taxing districts are required to hold a public meeting at which the budget and levy are discussed and the public is allowed to speak. This meeting may be part of a regularly scheduled city council meeting but must occur after 6:00 p.m.

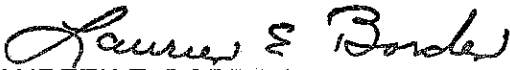
There is no law that requires scheduling to avoid conflicting meeting dates in overlapping taxing authorities. Parcel specific notices will be mailed to each taxpayer indicating the necessary information regarding each meeting. Each jurisdiction must hold their required meeting between November 25th and December 26th. **Cities with population less than 500 are not required to hold a meeting.**

Please complete the enclosed yellow sheet indicating the necessary information that will be printed on the parcel specific notices. This includes the date and time of the required meeting, the meeting location, contact information, phone number **and also how much Sales and Use Tax your city paid in 2012. This is a new requirement for all cities with a population over 500 for tax year 2014 only.** All of this information will be included on the parcel specific notices.

Additionally, each city is required to certify its proposed 2014 tax levy to the County Auditor-Treasurer on or before September 16, 2013. Please complete the enclosed **PRELIMINARY CITY TAXES LEVIED** (green sheet), the **BOND LEVY CERTIFICATION** (tan sheet) and return along with the **MEETING & CONTACT INFORMATION** (yellow sheet) to the County Auditor-Treasurer's Office by September 16, 2013.

If you have any questions, please feel free to contact Sandy Cosert or Kathi Sharp in my office.

Sincerely,


LAUREEN E. BORDEN
County Auditor-Treasurer

LEB:sjc

OUR MISSION:

To provide high quality, cost-effective public services in a friendly and respectful manner.

PRELIMINARY CITY TAXES LEVIED

DUE DATE: September 16, 2013		CITY OF: CROSSLAKE
STATE OF MINNESOTA COUNTY OF CROW WING	I HEREBY CERTIFY the following sums are the preliminary levy adopted by the City Council at their meeting held on <u>September 9, 2013</u> (Enter meeting date) for taxes payable in 2014 for the following purposes to wit:	
PURPOSE/FUND		
Levy No. NET TAX CAPACITY BASED LEVIES	PRELIMINARY LEVY BY FUND	
10 REVENUE	\$	2,188,747
123 EDA EMERGENCY SERVICE CTR DEBT	\$	Remove
181 DEBT SERVICE TAX LEVY	\$	Remove
172 JOINT FACILITY LEVY	\$	Remove
<u>EDA - Operating Levy</u>	\$	23,000
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
GENERAL OBLIGATION BONDS		
171 G.O. DISPOSAL SYSTEM BONDS, 2003	\$	Remove
195 G.O. IMPROVEMENT BONDS, SERIES 2006B	\$	135,746
322 G.O. REFUNDING BONDS, SERIES 2012A	\$	452,507
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
FINAL CERTIFIED PRELIMINARY LEVY TOTAL	\$	2,800,000
Dated this <u>9th</u> day of <u>September</u> , 2013. City Clerk: _____		
Finance Director/Treasurer _____		
Forms for Final levy certification should be mailed to you in November 2013, to be certified by December 30, 2013. Even if you do not change your levy from the Preliminary, you will have to submit the Final Levy Form.		

Bond Levy Certification

DISTRICT	Yr Levied	Yr Collected	Levy Amount	If you are not levying this amount, please explain:
CROSSLAKE				
File: 2006:09				(1)
GO IMPROVEMENT BONDS SERIES 2006B	2013	2014	\$134,000.00 + \$ 1,746.00	= \$ 135,746.00
File: 2012:01				(2)
GO REFUNDING BONDS, SERIES 2012A	2013	2014	\$564,000.00 + \$ 1,346.00 - \$112,839.00	= \$ 452,507.00
				(3)

Signature: _____

Date: _____

- (1) The City increases this levy \$ 1,746.00 annually to cover assessments abated during the assessment hearing.
- (2) The City increases this levy \$ 1,346.00 annually to cover assessments abated during the assessment hearing.
- (3) Represents Crow Wing County's share of payment. (The City makes the bond payment and bills back a portion of the payment back to the County.)

Thursday, July 25, 2013

MEETING & CONTACT INFORMATION

Complete & approve the following information that will appear on the Truth In Taxation notices.

CITY OF: Crosslake, MN 56442

Public Meeting Date: 12 / 03 / 2013 Time: 7:00 PM
(Not required for Cities with less than 500 population)

Meeting location: City of Crosslake - City Hall
(Not required for Cities with less than 500 population)

Contact Person: Michael R. Lyonais - Finance Director/Treasurer

Contact Address: 37028 County Road 66
Crosslake, MN 56442

Contact Phone #: (218) 692-2688

**2012 Sales & Use Tax: \$3,818.00
(Not required for Cities with less than 500 population)

Approved by: _____

****2012 Sales & Use Tax** - Approved by the Legislature during their 2013 Regular Session. This section requires each city with a population of over 500 and each county to certify the actual or estimated amount of sales and use tax paid in 2012 and to report that amount to the County Auditor-Treasurer. The County Auditor-Treasurer is required to include these amounts on the notices of proposed property taxes that are sent to property tax payers in 2013 under M.S. 275.065 s.3. The county and cities are also required to discuss the estimated property tax savings that are expected from the sales and use tax exemption in M.S. 297A.70 s.2 at the public hearings required in 2013 under M.S. 275.065 s.3. This is effective for the notices of proposed property taxes payable in 2014 only.

CITY OF CROSSLAKE

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Month-End Revenue

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Current Period: AUGUST 2013

SRC	SRC Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 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	\$237.00	\$237.00	-\$237.00	0.00%
31900	Penalties and Interest DelTax	\$2,000.00	\$0.00	\$3,202.33	-\$1,202.33	160.12%
32110	Alcoholic 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	\$1,708.76	\$1,708.76	\$291.24	85.44%
33417	Police State Aid	\$33,000.00	\$0.00	\$0.00	\$33,000.00	0.00%
33418	Fire State Aid	\$29,000.00	\$2,215.00	\$5,215.00	\$23,785.00	17.98%
33420	Insurance Premium Reimburse	\$0.00	\$1,934.00	\$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	\$30.00	\$200.00	\$0.00	100.00%
34010	Sale of Maps and Publications	\$100.00	\$30.00	\$95.00	\$5.00	95.00%
34050	Candidate Filing Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34103	Zoning Permits	\$28,000.00	\$3,130.00	\$22,405.00	\$5,595.00	80.02%
34104	Plat Check Fee/Subdivision Fee	\$800.00	\$0.00	\$1,150.00	-\$350.00	143.75%
34105	Variances and CUPS/IUPS	\$6,000.00	\$1,350.00	\$8,300.00	-\$2,300.00	138.33%
34106	Sign Permits	\$500.00	\$100.00	\$350.00	\$150.00	70.00%
34107	Assessment Search Fees	\$700.00	\$70.00	\$885.00	-\$185.00	126.43%
34108	Zoning Misc/Penalties	\$1,000.00	\$250.00	\$250.00	\$750.00	25.00%
34109	Zoning Reimb Eng/Legal/Survey	\$2,500.00	\$0.00	\$4,469.00	-\$1,969.00	178.76%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$600.00	\$0.00	\$975.00	-\$375.00	162.50%
34112	Septic Permits	\$3,000.00	\$300.00	\$2,975.00	\$25.00	99.17%
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	\$0.00	\$0.00	\$200.00	0.00%
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	\$36,000.00	\$12,000.00	75.00%
34211	Police Donations	\$0.00	\$0.00	\$100.00	-\$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	\$600.00	\$400.00	60.00%
34700	Park & Rec Donation	\$0.00	\$100.00	\$266.00	-\$266.00	0.00%
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$150.00	\$62.00	\$135.00	\$15.00	90.00%
34740	Park Concessions	\$450.00	\$95.00	\$391.00	\$59.00	86.89%

CITY OF CROSSLAKE

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Month-End Revenue

Current Period: AUGUST 2013

SRC	SRC Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 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	\$47.61	\$79.61	-\$79.61	0.00%
34750	CCC/Park User Fee	\$3,500.00	\$54.00	\$2,601.00	\$899.00	74.31%
34751	Shelter/Beer/Wine Fees	\$250.00	\$54.00	\$397.00	-\$147.00	158.80%
34760	Library Cards	\$0.00	\$235.00	\$1,254.00	-\$1,254.00	0.00%
34761	Library Donations	\$0.00	\$527.42	\$1,874.83	-\$1,874.83	0.00%
34762	Library Copies	\$0.00	\$43.85	\$187.55	-\$187.55	0.00%
34763	Library Events	\$0.00	\$5,910.15	\$5,910.15	-\$5,910.15	0.00%
34764	Library Miscellaneous	\$0.00	\$50.00	\$85.00	-\$85.00	0.00%
34765	Summer Reading Program	\$0.00	\$5.00	\$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	\$112.72	-\$112.72	0.00%
34769	PAL Foundation - Park	\$0.00	\$0.00	\$1,838.98	-\$1,838.98	0.00%
34770	Silver Sneakers	\$0.00	\$1,447.00	\$10,870.00	-\$10,870.00	0.00%
34790	Park Dedication Fees	\$0.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%
34800	Tennis Fees	\$1,200.00	\$30.00	\$30.00	\$1,170.00	2.50%
34801	Recreational-Program	\$600.00	\$0.00	\$1,800.00	-\$1,200.00	300.00%
34802	Softball/Baseball Fees	\$2,000.00	\$0.00	\$1,185.00	\$815.00	59.25%
34803	Recreation-Misc. Receipts	\$200.00	\$22.00	\$136.50	\$63.50	68.25%
34805	Aerobics Fees	\$4,000.00	\$460.00	\$2,972.00	\$1,028.00	74.30%
34806	Weight Room Fees	\$30,000.00	\$1,614.00	\$19,435.00	\$10,565.00	64.78%
34807	Volleyball Fees	\$400.00	\$0.00	\$534.00	-\$134.00	133.50%
34808	Silver Sneakers	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34809	Soccer Fees	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.00%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$600.00	\$3,600.00	-\$600.00	120.00%
34941	Cemetery Openings	\$3,500.00	\$700.00	\$4,700.00	-\$1,200.00	134.29%
34942	Cemetery Other	\$450.00	\$250.00	\$550.00	-\$100.00	122.22%
34950	Public Works Revenue	\$1,500.00	\$1,300.00	\$1,300.00	\$200.00	86.67%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$126,521.56	-\$81,521.56	281.16%
34953	Recycling Revenues	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
35100	Court Fines	\$15,000.00	\$1,101.23	\$6,148.19	\$8,851.81	40.99%
35103	Library Fines	\$0.00	\$19.00	\$563.07	-\$563.07	0.00%
35105	Restitution Receipts	\$0.00	\$0.00	\$10,007.01	-\$10,007.01	0.00%
36200	Miscellaneous Revenues	\$500.00	\$18.37	\$793.01	-\$293.01	158.60%
36201	Misc Reimbursements	\$1,500.00	\$40.96	\$1,523.85	-\$23.85	101.59%
36210	Interest Earnings	\$4,800.00	\$287.75	\$3,000.09	\$1,799.91	62.50%
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	\$176,666.64	\$88,333.36	66.67%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$21,000.00	\$929.06	\$27,251.73	-\$6,251.73	129.77%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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

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Month-End Revenue

Current Period: AUGUST 2013

SRC	SRC Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
FUND 101	GENERAL FUND	\$2,752,937.00	\$61,541.49	\$1,907,724.37	\$845,212.63	48.35%
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%

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Month-End Revenue

Current Period: AUGUST 2013

SRC	SRC Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 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%

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Current Period: AUGUST 2013

SRC	SRC Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 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						
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	\$165.52	\$1,743.38	-\$1,743.38	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%

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Month-End Revenue

Current Period: AUGUST 2013

SRC	SRC Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 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	\$165.52	\$1,743.38	-\$1,743.38	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 420 LIBRARY PROJECT						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Month-End Revenue

Current Period: AUGUST 2013

SRC	SRC Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.27	\$2.19	-\$2.19	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	\$0.27	\$2.19	-\$2.19	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31802	EDA Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34101	City Hall User Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36212	Restricted Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36220	Lease Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)						
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$147.71	\$1,274.58	-\$1,274.58	0.00%
36211	Revolving Loan Interest	\$0.00	\$419.07	\$3,820.91	-\$3,820.91	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$0.00	\$566.78	\$5,095.49	-\$5,095.49	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	-\$831.58	\$487.76	\$258.46	0.00%
36104	Penalty & Interest	\$1,200.00	\$71.81	\$943.68	\$256.32	78.64%
36200	Miscellaneous Revenues	\$2,000.00	\$385.95	\$933.75	\$1,066.25	46.69%
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	\$18,547.73	\$136,619.87	\$57,105.91	70.64%
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	\$18,173.91	\$138,985.06	\$58,686.94	17.82%
FUND 651 SEWER RESTRICTED SINKING FUND						
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	\$34.27	\$4,105.13	-\$4,105.13	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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SRC	SRC Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 Balance	2013 % of Budget
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$10.53	\$78.26	-\$78.26	0.00%
37250	Sewer Connection Payments	\$0.00	\$946.96	\$41,757.05	-\$41,757.05	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND		\$221,000.00	\$991.76	\$170,837.15	\$50,162.85	7.06%
		\$3,813,456.00	\$81,439.73	\$2,434,494.71	\$1,378,961.29	20.62%

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Current Period: AUGUST 2013

OBJ	OBJ Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,210.00	\$17,780.00	\$9,220.00	65.85%
122	FICA	\$2,066.00	\$169.09	\$1,360.37	\$705.63	65.85%
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	\$19.77	\$2,407.71	-\$1,507.71	267.52%
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	\$0.00	\$0.00	0.00%
DEPT 41110 Council		\$30,776.00	\$2,398.86	\$23,081.08	\$7,694.92	75.00%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$82,215.00	\$5,384.62	\$49,791.25	\$32,423.75	60.56%
101	Assistant	\$55,635.00	\$0.00	\$20,017.06	\$35,617.94	35.98%
102	Consultant	\$0.00	\$2,580.00	\$10,575.00	-\$10,575.00	0.00%
105	Part-time	\$0.00	\$0.00	\$169.00	-\$169.00	0.00%
109	Secretary/Bookkeeper	\$39,600.00	\$3,939.08	\$32,613.04	\$6,986.96	82.36%
121	PERA	\$18,003.00	\$675.98	\$5,395.17	\$12,607.83	29.97%
122	FICA	\$13,575.00	\$701.79	\$7,667.34	\$5,907.66	56.48%
131	Employer Paid Health	\$65,735.00	\$3,443.29	\$24,297.71	\$41,437.29	36.96%
132	Employer Paid Disability	\$1,851.00	\$68.10	\$333.41	\$1,517.59	18.01%
133	Employer Paid Dental	\$3,234.00	\$192.50	\$1,386.00	\$1,848.00	42.86%
134	Employer Paid Life	\$944.00	\$10.80	\$132.20	\$811.80	14.00%
136	Deferred Compensation	\$2,650.00	\$50.00	\$526.92	\$2,123.08	19.88%
151	Workers Comp Insurance	\$1,478.00	\$0.00	\$1,523.00	-\$45.00	103.04%
200	Office Supplies	\$1,800.00	\$0.00	\$1,441.97	\$358.03	80.11%
208	Instruction Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
210	Operating Supplies	\$1,500.00	\$156.00	\$1,282.26	\$217.74	85.48%
220	Repair/Maint Supply - Equip	\$1,900.00	\$1,611.88	\$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	\$278.65	\$2,002.51	\$3,197.49	38.51%
322	Postage	\$900.00	\$0.00	\$750.00	\$150.00	83.33%
331	Travel Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
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	\$199.12	\$1,756.28	\$743.72	70.25%
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	\$21.00	\$4.00	84.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
DEPT 41400 Administration		\$309,295.00	\$19,291.81	\$164,732.11	\$144,562.89	53.26%
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%

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OBJ	OBJ Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
151	Workers Comp Insurance	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
210	Operating Supplies	\$1,500.00	\$100.89	\$1,434.23	\$65.77	95.62%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$115.15	\$8,600.63	-\$4,100.63	191.13%
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	\$846.80	-\$46.80	105.85%
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	\$62.25	-\$62.25	0.00%
354	Ordinance Codification	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
360	Insurance	\$26,500.00	-\$250.00	\$23,047.08	\$3,452.92	86.97%
381	Electric Utilities	\$14,500.00	\$85.00	\$7,688.00	\$6,812.00	53.02%
383	Gas Utilities	\$4,500.00	\$29.96	\$2,428.83	\$2,071.17	53.97%
384	Refuse/Garbage Disposal	\$500.00	\$0.38	\$269.31	\$230.69	53.86%
385	Sewer Utility	\$600.00	\$0.00	\$259.00	\$341.00	43.17%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$756.14	\$6,089.20	\$3,510.80	63.43%
430	Miscellaneous	\$2,500.00	\$870.54	\$1,893.78	\$606.22	75.75%
433	Dues and Subscriptions	\$3,500.00	\$0.00	\$1,834.88	\$1,665.12	52.43%
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	\$622.92	\$27,458.17	-\$6,458.17	130.75%
441	Enhanced 911	\$300.00	\$25.00	\$50.00	\$250.00	16.67%
442	Safety Prog/Equipment	\$8,400.00	\$0.00	\$4,852.22	\$3,547.78	57.76%
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	\$2,285.55	\$5,214.45	30.47%
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	\$2,391.56	\$17,608.44	11.96%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$199,657.00	\$2,355.98	\$139,094.54	\$60,562.46	69.67%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$66,075.00	\$5,098.70	\$45,872.30	\$20,202.70	69.42%
101	Assistant	\$55,155.00	\$4,974.47	\$40,459.61	\$14,695.39	73.36%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$16,500.00	\$1,673.44	\$15,560.91	\$939.09	94.31%
110	Tech 4	\$53,100.00	\$3,865.00	\$34,823.93	\$18,276.07	65.58%
112	Tech 5	\$53,100.00	\$3,868.75	\$35,423.20	\$17,676.80	66.71%
113	Tech 6	\$49,100.00	\$5,072.20	\$35,510.66	\$13,589.34	72.32%
121	PERA	\$42,196.00	\$3,535.57	\$29,901.59	\$12,294.41	70.86%

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OBJ	OBJ Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
122	FICA	\$2,471.00	\$38.25	\$347.32	\$2,123.68	14.06%
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	-\$740.00	\$3,765.00	\$1,235.00	75.30%
209	Physicals	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
210	Operating Supplies	\$2,500.00	\$1,391.67	\$4,584.27	-\$2,084.27	183.37%
212	Motor Fuels	\$250.00	\$20.09	\$224.98	\$25.02	89.99%
213	Diesel Fuel	\$2,500.00	-\$88.79	\$1,398.13	\$1,101.87	55.93%
220	Repair/Maint Supply - Equip	\$2,000.00	\$0.00	\$2,362.99	-\$362.99	118.15%
221	Repair/Maint Vehicles	\$9,000.00	-\$614.44	\$635.22	\$8,364.78	7.06%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$750.00	\$742.25	\$1,743.32	-\$993.32	232.44%
240	Small Tools and Minor Equip	\$850.00	\$98.77	\$762.80	\$87.20	89.74%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,100.00	\$94.40	\$1,035.14	\$64.86	94.10%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$2,000.00	-\$275.96	\$440.00	\$1,560.00	22.00%
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	\$18.25	\$47.95	\$102.05	31.97%
433	Dues and Subscriptions	\$700.00	\$0.00	\$999.95	-\$299.95	142.85%
443	Sales Tax	\$100.00	\$0.00	\$173.00	-\$73.00	173.00%
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	\$3,000.00	\$26,000.00	10.34%
500	Capital Outlay	\$9,400.00	\$0.00	\$18,637.62	-\$9,237.62	198.27%
550	Capital Outlay - Vehicles	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
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	\$1,184.49	\$110,700.96	\$63,118.04	63.69%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$500.00	\$67.50	\$67.50	\$432.50	13.50%
306	Ambulance Subsidy	\$13,236.00	\$0.00	\$0.00	\$13,236.00	0.00%
DEPT 42500 Ambulance Services		\$13,736.00	\$67.50	\$67.50	\$13,668.50	0.49%
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	\$3,322.52	\$29,570.95	\$14,019.05	67.84%
104	Tech 2	\$51,605.00	\$3,777.00	\$37,511.63	\$14,093.37	72.69%
105	Part-time	\$0.00	\$0.00	\$452.81	-\$452.81	0.00%
108	Tech 3	\$51,605.00	\$3,148.83	\$28,645.16	\$22,959.84	55.51%
121	PERA	\$10,643.00	\$742.99	\$6,973.09	\$3,669.91	65.52%
122	FICA	\$11,230.00	\$701.67	\$6,913.97	\$4,316.03	61.57%
131	Employer Paid Health	\$51,220.00	\$3,774.79	\$30,394.05	\$20,825.95	59.34%
132	Employer Paid Disability	\$923.00	\$71.97	\$575.76	\$347.24	62.38%
133	Employer Paid Dental	\$1,071.00	\$136.44	\$1,096.35	-\$25.35	102.37%
134	Employer Paid Life	\$195.00	\$16.20	\$130.82	\$64.18	67.09%

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OBJ	OBJ Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
583	Capital Outlay - Overlays	\$285,000.00	\$0.00	\$0.00	\$285,000.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$2,000.00	\$2,175.00	-\$2,175.00	0.00%
600	Princlpal	\$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	\$28,535.03	\$324,896.14	\$438,518.86	42.56%
DEPT 43100 Cemetery						
210	Operating Supplies	\$1,000.00	-\$91.80	\$569.78	\$430.22	56.98%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$148.21	\$101.79	59.28%
360	Insurance	\$60.00	\$0.00	\$61.00	-\$1.00	101.67%
381	Electric Utilities	\$350.00	\$55.70	\$177.09	\$172.91	50.60%
430	Miscellaneous	\$400.00	\$0.00	\$126.15	\$273.85	31.54%
452	Refund	\$0.00	\$0.00	\$150.00	-\$150.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
600	Princlpal	\$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	-\$36.10	\$1,232.23	\$1,827.77	40.27%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$58,800.00	\$4,539.08	\$40,835.72	\$17,964.28	69.45%
101	Assistant	\$33,420.00	\$2,031.37	\$18,128.99	\$15,291.01	54.25%
103	Tech 1	\$36,825.00	\$2,776.00	\$24,515.21	\$12,309.79	66.57%
104	Tech 2	\$25,025.00	\$1,905.60	\$17,134.44	\$7,890.56	68.47%
105	Part-time	\$5,340.00	\$768.96	\$4,265.15	\$1,074.85	79.87%
108	Tech 3	\$20,820.00	\$2,101.98	\$17,247.36	\$3,572.64	82.84%
121	PERA	\$12,680.00	\$968.19	\$8,545.14	\$4,134.86	67.39%
122	FICA	\$13,788.00	\$993.81	\$8,759.11	\$5,028.89	63.53%
131	Employer Paid Health	\$51,185.00	\$4,258.20	\$29,418.60	\$21,766.40	57.48%
132	Employer Paid Disability	\$1,133.00	\$112.73	\$902.30	\$230.70	79.64%
133	Employer Paid Dental	\$3,717.00	\$309.69	\$2,472.69	\$1,244.31	66.52%
134	Employer Paid Life	\$325.00	\$27.00	\$214.78	\$110.22	66.09%
136	Deferred Compensation	\$650.00	\$50.00	\$450.00	\$200.00	69.23%
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	\$0.00	\$939.21	\$660.79	58.70%
212	Motor Fuels	\$2,000.00	-\$229.97	\$1,276.80	\$723.20	63.84%
213	Diesel Fuel	\$1,200.00	\$102.33	\$788.17	\$411.83	65.68%
220	Repair/Maint Supply - Equip	\$1,500.00	\$72.00	\$1,272.81	\$227.19	84.85%
221	Repair/Maint Vehicles	\$1,300.00	\$519.71	\$562.91	\$737.09	43.30%
223	Bldg Repair Suppl/Maintenance	\$8,000.00	\$779.60	\$8,562.38	-\$562.38	107.03%
231	Chemicals	\$2,600.00	\$0.00	\$0.00	\$2,600.00	0.00%
235	Signs	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$256.64	\$43.36	85.55%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Terry	\$300.00	\$0.00	\$222.21	\$77.79	74.07%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
264	Unif Bobby/Ron	\$225.00	\$0.00	\$0.00	\$225.00	0.00%
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%

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Current Period: AUGUST 2013

OBJ	OBJ Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
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	\$144.27	\$1,216.38	-\$1,216.38	0.00%
202	Library Subscriptions	\$0.00	\$0.00	\$481.20	-\$481.20	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	\$61.04	-\$61.04	0.00%
320	Communications	\$1,000.00	\$61.58	\$418.31	\$581.69	41.83%
322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	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	\$48.46	\$1,369.07	-\$1,369.07	0.00%
443	Sales Tax	\$0.00	\$0.00	\$13.00	-\$13.00	0.00%
452	Refund	\$0.00	\$0.00	\$6.00	-\$6.00	0.00%
459	PAL Foundation Expenditures	\$0.00	\$0.00	\$978.38	-\$978.38	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500 Library		\$47,779.00	\$3,798.35	\$37,661.35	\$10,117.65	78.82%
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 Recycling						
384	Refuse/Garbage Disposal	\$30,000.00	\$2,500.00	\$20,000.00	\$10,000.00	66.67%
388	Recycling Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
430	Miscellaneous	\$2,340.00	\$195.00	\$1,560.00	\$780.00	66.67%
DEPT 48000 Recycling		\$32,440.00	\$2,695.00	\$21,560.00	\$10,880.00	66.46%
FUND 101 GENERAL FUND		\$2,799,549.00	\$208,383.49	\$2,029,754.84	\$769,794.16	72.50%
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						

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OBJ	OBJ Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
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	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ						
DEPT 46002 JOBZ - Crosstech Mfg						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$99.60	\$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	\$500.00	\$500.00	-\$500.00	0.00%
DEPT 46000 Tax Increment Financing		\$0.00	\$599.60	\$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	\$100.00	\$14,900.00	0.67%

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Current Period: AUGUST 2013

OBJ	OBJ Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
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	-\$23,061.46	\$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	-\$23,061.46	\$123,680.46	-\$123,680.46	0.00%
FUND 415 AMBULANCE PROJECT		\$0.00	-\$23,061.46	\$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%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Financing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Financing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: AUGUST 2013

OBJ	OBJ Descr	2013 Budget	AUGUST 2013 Amt	2013 YTD Amt	2013 YTD Balance	2011 %YTD Budget
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	\$697.99	\$502.01	58.17%
229	Oper/Maint - Lift Station	\$5,000.00	-\$27.65	\$11,019.58	-\$6,019.58	220.39%
230	Repair/Maint - Collection Syst	\$500.00	\$0.00	\$276.73	\$223.27	55.35%
231	Chemicals	\$11,500.00	\$1,505.01	\$8,897.03	\$2,602.97	77.37%
258	Unif Bob/Ted/Terry	\$300.00	\$0.00	\$347.48	-\$47.48	115.83%
303	Engineering Fees	\$1,000.00	\$134.00	\$402.00	\$598.00	40.20%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$43.20	\$307.82	\$292.18	51.30%
321	Communications-Cellular	\$1,300.00	\$1.16	\$872.87	\$427.13	67.14%
322	Postage	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
331	Travel Expenses	\$1,000.00	\$103.00	\$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	-\$412.34	\$17,017.70	\$8,482.30	66.74%
383	Gas Utilities	\$2,500.00	\$53.44	\$1,751.90	\$748.10	70.08%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$9,500.00	\$221.40	\$7,350.08	\$2,149.92	77.37%
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	\$248.00	\$52.00	82.67%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$1,468.43	-\$468.43	146.84%
443	Sales Tax	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
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	\$9,209.66	\$157,462.43	\$37,433.57	80.79%
FUND 601 SEWER OPERATING FUND		\$194,896.00	\$9,209.66	\$157,462.43	\$37,433.57	80.79%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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%

City of Crosslake
August 2013 Budget to Actual Analysis (Remove Debt Service and Capital Outlay)

Description	2013 Budget	August 2013 Amt	2013 YTD Amt	2013 YTD Balance	2013 %YTD Budget
Totals (From Month End Report For August, 2013)	\$ 3,813,456	\$ 195,228	\$ 2,874,632	\$ 938,824	75.38%
Adjustments:					
<u>Less: All DS Issues</u>					
(101) Fire Administration - Principal	(14,222)	-	(14,222)	0	100.00%
(101) Fire Administration - Interest	(2,120)	-	(2,120)	(0)	99.99%
(101) Fire Administration - Fiscal Agent Fees	(425)	-	-	(425)	0.00%
(101) 2012 Series A - Principal	-	-	(165,000)	165,000	0%
(101) 2012 Series A - Interest	-	-	(41,303)	41,303	0%
(301) 2002 Series A - Principal	(50,000)	-	(50,000)	-	100.00%
(301) 2002 Series A - Interest	(1,125)	-	(1,125)	-	100.00%
(301) 2002 Series A - Fiscal Agent Fees	(430)	-	-	(430)	0.00%
(301) 2006 Series B - Principal	(140,000)	-	(140,000)	-	100.00%
(301) 2006 Series B - Interest	(23,690)	-	(23,690)	-	100.00%
(301) 2012 Series A - Principal	(290,000)	-	(125,000)	(165,000)	43.10%
(301) 2012 Series A - Interest	(47,753)	(2,600)	(6,450)	(41,303)	13.51%
(301) Fiscal Agent Fees	(888)	-	(2,025)	1,137	0.00%
(502) Emergency Services Refunding 2004 - Principal	(40,000)	-	-	(40,000)	0.00%
(502) Emergency Services Refunding 2004 - Interest	(1,660)	-	(830)	(830)	50.00%
(502) Emergency Services Refunding 2004 - Fiscal Agent Fees	(425)	-	(431)	6	101.47%
(651) 2003 Series A Disposal - Principal	(125,000)	-	(125,000)	-	100.00%
(651) 2003 Series A Disposal - Interest	(82,609)	(40,195)	(82,609)	(0)	100.00%
(651) 2003 Series A Disposal - Fiscal Agent Fees	(431)	-	(431)	0	100.06%
Total Debt Service	(820,778)	(42,795)	(780,236)	(40,542)	
<u>Less - All Capital Outlay Accounts:</u>					
(101) Administration	(1,000)	-	-	(1,000)	0.00%
(101) Planning and Zoning	(2,000)	-	(1,719)	(281)	85.95%
(101) General Government Capital Outlay	(1,500)	-	(3,787)	2,287	252.45%
(101) General Government Capital Outlay - Bldgs	(55,057)	-	-	(55,057)	0.00%
(101) General Government Capital Outlay - Land	(20,000)	-	(2,392)	(17,608)	11.96%
(101) Police Administration Capital Outlay	(6,000)	(12,314)	(28,694)	22,694	478.23%
(101) Police Administration Capital Outlay - Vehicles	(15,000)	-	-	(15,000)	0.00%
(101) Fire Administration - Capital Outlay	(9,400)	-	(18,638)	9,238	198.27%
(101) Fire Administration - Capital Outlay - Vehicles	(25,000)	-	-	(25,000)	0.00%
(101) Fire Administration - Capital Outlay - Buildings	-	-	(25,034)	25,034	0.00%
(101) Public Works - Capital Outlay	(15,700)	(802)	(3,152)	(12,548)	20.07%
(101) Public Works - Capital Outlay - Crackfill	(25,000)	(2,056)	(2,056)	(22,944)	8.22%
(101) Public Works - Capital Outlay - Overlays	(285,000)	(2,000)	(2,175)	(282,825)	0.76%
(101) Cemetery - Capital Outlay	(1,000)	-	-	(1,000)	0.00%
(101) Parks and Recreation - Capital Outlay	(15,000)	-	(56,341)	41,341	375.61%
(101) Parks and Recreation - Capital Outlay - Land	(20,000)	-	-	(20,000)	0.00%
(101) Parks and Recreation - Capital Outlay - Tennis Courts	-	(54,982)	(116,993)	116,993	0.00%
(415) Ambulance Project - Capital Outlay	-	23,061	(123,680)	123,680	0.00%
(601) Sewer - Capital Outlay	(7,500)	-	(584)	(6,916)	7.79%
Total Capital Outlay	(504,157)	(49,092)	(385,243)	(118,914)	0%
Adjusted Expenditures	\$ 2,488,521	\$ 103,341	\$ 1,709,154	\$ 779,367	68.68%
Linear Assumption (8 Months/12 Months) = 66.67%					
	66.67%	2,542,304			-2.01%

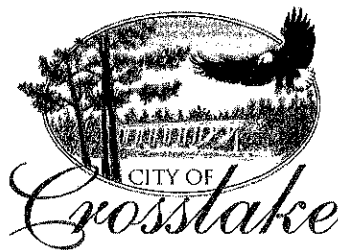
PLEDGED COLLATERAL - AUGUST 2013						
BANKING INSTITUTION	AMOUNT OF FDIC INSURANCE	OTHER SECURITIES PLEDGED	AMOUNT OF SECURITY	EXPIRATION DATE	AMOUNT ON DEPOSIT 8/31/2013	PERCENT OF TOTAL
Riverwood Bank	\$ 250,000	None	\$ -	N/A	\$ 199,199	9.3%
Lakes State Bank	250,000	Letter of Credit #2552-14	200,000	11/14/2013	384,142	17.9%
Black Ridge Bank	250,000	Letter of Credit 4072-129	1,000,000	2/28/2014	1,005,885	46.8%
Frandsen Bank & Trust	250,000	FNMA POOL MA0734; 31417YY84	857,543	5/1/2031	560,330	26.1%
Frandsen Bank & Trust		FNMA POOL AE0703; 31419AX93	697,206	12/1/2025	N/A	
TOTALS	\$ 1,000,000		\$ 2,754,749		\$ 2,149,557	100.0%
4M Fund and Merrill Lynch deposits not included in the above since pledging is handled by Investment Company						
NOTE: The Office of the State Auditor has informed the City that on May 20, 2009 the FDIC announced that the new FDIC Coverage limit of \$250,000 for bank depositors will remain in effect through December 31, 2013. On January 1, 2014, the standard insurance amount will return to \$100,000 per depositor for all account categories except for certain retirement accounts.						
Mike Lyonais						
Finance Director/Treasurer						
Updated 08/31/2013						
I:\Administration Department\Jenny\0Not Shared\Accounting\Collateral\2013\2013 Pledged Collateral.xls\July						

City of Crosslake - Assigned Account Balances
Request for Reassignments/Bank Account Transfers as Follows:
09/09/2013

Request Council Approval: Transfer \$239,214.43 from bank account # 7006166 (Black Ridge Bank) to bank account # 104100163 (Frandsen Bank - General Checking).

Per Budget Meeting 8/29/2013							
Assignment Description	Assigned Bank Account Balance 12/31/2012	YTD 8/31/2013 Interest	Assigned Bank Account Balance 08/31/2013	Re-Assignments	Bank Account Transfers	Assigned Bank Account Balance - after Transfers	Comments
Animal Control Account	\$ 9,550.21	\$ 37.34	\$ 9,587.55	\$ (8,087.55)	\$ -	\$ 1,500.00	Reduce to \$1,500, move balance to Police Equipment.
Legal Labor Reserve	6,824.47	26.68	6,851.15	-	(6,851.15)	-	Reimburse Gen. Acct. For Legal Fees.
Admin/P & Z Equipment Replacement	8,578.74	33.54	8,612.28	-	-	8,612.28	
P & Z Mapping/Comp Plan	7,252.84	28.35	7,281.19	-	-	7,281.19	
P & Z Equipment	5,953.71	23.28	5,976.99	-	-	5,976.99	
Municipal Building Reserve	53,180.78	207.90	53,388.68	-	(53,388.68)	-	Pay portion of Fire/Ambulance remodeling.
Emergency Management Reserve	15,823.25	61.86	15,885.11	-	(15,885.11)	-	Pay for radios/sirens.
Public Works Equipment Fund	13,740.25	53.72	13,793.97	-	(13,793.97)	-	Bobcat repairs and equipment.
Public Works Bridge Repair/Replacement	23,204.40	90.71	23,295.11	-	-	23,295.11	
Public Works Building Account	7,025.61	27.47	7,053.08	-	-	7,053.08	
Public Works Road Reserve Account	60,282.52	235.67	60,518.19	-	-	60,518.19	
Parks - Tennis Court Account	106,117.11	414.85	106,531.96	-	(106,531.96)	-	Pay portion of Tennis Court Project.
Park 80 Acre Reserve Account	3,409.61	13.33	3,422.94	-	-	3,422.94	
Park Fitness Account	14,015.13	54.79	14,069.92	-	(14,069.92)	-	Pay for portion of Fitness Equipment.
Library Donation/Pledge Fund	68,383.23	267.34	68,650.57	-	-	68,650.57	
Police Restitution Fund	0.92	-	0.92	(0.92)	-	-	N/A - interest rounding.
Police Forfeiture Fund	15,063.13	58.89	15,122.02	-	-	15,122.02	
Police Equipment Fund	27,542.90	107.68	27,650.58	8,088.47	(28,693.64)	7,045.41	Pay for Police remodeling project.
Totals	\$ 445,948.81	\$ 1,743.40	\$ 447,692.21	\$ -	\$ (239,214.43)	\$ 208,477.78	

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



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

MEMO TO: City Council

FROM: Michael R. Lyonais *mrl*
Finance Director/Treasurer

DATE: September 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 first half tax payment paid the City in July 2013 from Crow Wing County. The amount received, the amount being retained for administrative costs and the amount to be released is listed below.

<u>Developer</u>	<u>City Taxes Paid</u>	<u>10% Administrative Fee</u>	<u>Amount Due Developer</u>
Assisted Living	\$ 7,168.60	\$ 716.86	\$ 6,451.74

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

Crosslake Communications

Balance Sheet

For The Seven Months Ending July 31, 2013

	<u>YTD Amount</u>
ASSETS	
Current Assets	
Cash in Checking and Savings Accounts	411,515.67
Temporary Cash Investments	699,730.60
Restricted Cash Investments	990,951.25
Due From Customers	3,406.92
Other Accounts Receivable	72,036.08
Interest Receivable	3,541.76
Material - Regulated	88,785.63
Materials - Deregulated	8,532.09
Prepayments and Other	117,726.59
Total Current Assets	<u>2,396,226.59</u>
Noncurrent Assets	
Other Investments	49,800.11
Nonreg Plant and Equipment	316,515.83
Deferred Charges	78,169.16
Total Noncurrent Assets	<u>444,485.10</u>
Plant, Property and Equipment - Telephone	
Telecommunications Plant in Service	12,850,201.92
Plant Under Construction	212,867.71
Less Accumulated Depreciation - Telephone	(7,434,424.31)
Net Plant - Telephone	<u>5,628,645.32</u>
Plant, Property and Equipment - Cable	
Cable Plant in Service	2,703,857.23
Less Accumulated Depreciation - Cable	(2,297,410.43)
Net Plant - Cable	<u>406,446.80</u>
Total Assets	<u><u>\$ 8,875,803.81</u></u>
LIABILITIES	
Current Liabilities	
Accounts Payable	103,360.75
Advance Billings and Prepayment	6,768.67
Customer Deposits	54,902.59
Accrued Interest	25,653.78
Other Current Liabilities	69,977.05
Total Current Liabilities	<u>260,662.84</u>
Long-Term Debt	
2006 Utility Revenue Bond	3,230,000.00
Total Long-Term Debt	<u>3,230,000.00</u>
Other Liabilities and Deferred Credits	
Other Long-Term Liabilities	81,271.00
Other Deferred Credits	0.00
Total Other Liabilities and Credits	<u>81,271.00</u>
EQUITY	
Income Balance	(195,612.10)
Fund Equity	5,499,482.07
Total Equity	<u>5,303,869.97</u>
Total Liabilities and Equity	<u><u>\$ 8,875,803.81</u></u>

Crosslake Communications

Income Statement

For The Seven Months Ending July 31, 2013

	<u>PTD Amount</u>	<u>LYPTD Amount</u>	<u>YTD Amount</u>	<u>LYTD Amount</u>
Revenues				
Local Network Service	41,533.59	45,557.31	270,454.36	289,367.77
Network Access Service Revenue	71,905.87	81,596.41	516,845.78	551,888.99
Directory and Other Misc. Reg Revenue	4,417.27	4,103.77	30,553.46	31,420.18
Internet, Computer Sales	68,882.02	68,252.95	432,456.69	411,456.50
Uncollectible Revenue	0.00	0.00	(137.50)	(117.30)
Cable Revenue	118,595.82	105,696.96	611,849.10	558,211.25
Tower, Rent and Ad Revenue	12,723.71	11,151.07	82,093.22	70,135.07
Other Sales, Lease and Install Revenue	16,994.70	14,118.26	87,070.35	71,195.68
Total Operating Revenue	335,052.98	330,476.73	2,031,185.46	1,983,558.14
Operating Expenses				
Plant Specific Operations Expense	39,859.53	37,272.77	247,841.54	245,711.43
Plant Nonspecific Operations Expense	28,853.88	26,901.20	209,286.36	209,339.75
Depreciation Expense	73,641.69	88,016.35	517,756.97	577,834.59
Customer Operations Expense	27,214.37	26,456.58	182,773.68	172,019.50
Corporate Operations Expense	38,940.66	34,179.96	251,008.79	235,673.22
Internet, Computer Sales Expense	27,235.50	25,579.27	181,870.36	179,495.86
Other Non Reg Expenses	4,360.02	4,922.91	20,758.73	20,332.44
Signal Purchases	66,496.64	63,010.97	370,785.61	340,262.38
Operating Transfers to City	22,124.27	23,102.69	160,751.15	161,709.58
Total Operating Expenses	328,726.56	329,442.70	2,142,833.19	2,142,378.75
Total Operating Income (Loss)	6,326.42	1,034.03	(111,647.73)	(158,820.61)
Total Operating Ratio	98.11 %	99.69 %	105.50 %	108.01 %
Other Income (Expense)				
Investment Income	1,285.17	1,685.46	10,642.60	9,611.48
Revenue Bond/Co Bank Interest	(12,825.83)	(13,882.75)	(89,780.81)	(97,179.25)
Amortize Debt Expense	(781.70)	(781.70)	(5,471.90)	(5,471.90)
Gain/(Loss) on Investments	0.00	0.00	643.83	2,213.92
Miscellaneous	0.57	(0.79)	1.91	(1.45)
Total Other Income (Expense)	(12,321.79)	(12,979.78)	(83,964.37)	(90,827.20)
Total Net Income (Loss)	(5,995.37)	(11,945.75)	(195,612.10)	(249,647.81)

Crosslake Communications

Detail of Reserve Balances

7/31/2013

<i>Restricted and Designated Investments</i>	
Revenue Bond Reserve	\$455,000.00
Cable Operations & Maintenance Reserve	\$32,911.69
Debt Service Revenue Bond	356,866.05
New Central Office Reserve (Switch)	0.00
Heavy Equipment Reserve	60,666.76
Vehicle Reserve	17,955.02
Building Maintenance Reserve	8,000.00
New Technology Reserve	59,551.73
<i>Total Restricted and Designated Investments</i>	<i>\$990,951.25</i>
Unrestricted Investments	699,730.60
<i>Total Investments</i>	<i>\$1,690,681.85</i>

Unposted Market Value Allow	(\$31,446.25)
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Merrill Lynch Account 439-07868	\$79,867.84
Merrill Lynch Account 439-07865	809.83
Wells Fargo	1,000,967.68
Riverwood Bank	199,174.79
4M Fund	378,415.46
<i>Total Per Statements</i>	<i>1,659,235.60</i>

CROSSLAKE COMMUNICATIONS
Accounts Payable
Check Register
07/01/2013 To 07/31/2013

Check / Tran	Date	Vendor Name	Reference	Amount
988	07/08/2013	FRANDSEN BANK AND TRUST	JUNE VISA ACTIVITY	1,255.89
1002	07/05/2013	INTERNAL REVENUE SERVICE	FED, FICA MEDICARE	7,149.16
1003	07/05/2013	PERA	PERA EE & ER	3,931.18
1004	07/05/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,224.83
1005	07/05/2013	ING-DEFERRED COMP	DEFERRED COMP EE & ER	2,236.92
1006	07/10/2013	CITY OF CROSSLAKE (SEWER)	JUNE SEWER	37.00
1007	07/31/2013	INTERNAL REVENUE SERVICE	EXCISE TAX	1,413.65
1021	07/19/2013	INTERNAL REVENUE SERVICE	FED, FICA, MEDICARE	7,791.16
1022	07/19/2013	PERA	PERA EE & ER	3,878.90
1023	07/19/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,361.25
1024	07/19/2013	ING-DEFERRED COMP	DEFERRED COMP	2,236.92
1025	07/26/2013	CROW WING POWER	JULY ELECTRIC SERVICE	4,914.54
1026	07/31/2013	MINNESOTA DEPT OF REVENUE	JULY SALES AND USE TAX	15,798.00
28892	07/10/2013	PAUL BUNYAN COMMUNICATIONS	JULY CHANNEL TRANSPORT	800.00
28893	07/10/2013	GOPHER STATE ONE CALL	LOCATES	184.15
28894	07/10/2013	ONVOY VOICE SERVICES	6264 & 0264 PROGRAMS	287.10
28895	07/10/2013	MOSS & BARNETT	SPRINT TOWER LEASE	255.58
28896	07/10/2013	OLSEN THIELEN CO LTD	MIC/MTA ACTIVITY	521.00
28897	07/10/2013	POWER & TELEPHONE SUPPLY	2 ELECTRODE SETS FOR FUSION SPLICER	162.14
28898	07/10/2013	UNITED PARCEL SERVICE	WKLY SERVICE & MISC SHIPPING	148.00
28899	07/10/2013	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM. CTR VOICE MAIL	1,125.66
28900	07/10/2013	CITY OF CROSSLAKE	ROAD STRIPING, OPR TRANSF, WORK COMP	41,737.33
28901	07/10/2013	CITI LITES INC	LOCATES	1,922.70
28902	07/10/2013	POSTMASTER	PO BOX ANNUAL FEE	190.00
28903	07/10/2013	XCEL ENERGY	MAY/JUNE NATURAL GAS	68.15
28904	07/10/2013	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	87.77
28905	07/10/2013	WILLIAM GORDON	REGISTRATION & AIRFARE SCTE EXPO	1,175.80
28906	07/10/2013	MINNESOTA 9-1-1 PROGRAM	TAP, TAM, 911	1,649.26
28907	07/10/2013	NCPERS MINNESOTA	JULY LIFE PREMIUM	48.00
28908	07/10/2013	NATIONAL CABLE TELEVISION COOP	20 EA DCX3510 & 10 EA DCX700	7,190.77
28909	07/10/2013	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
28910	07/10/2013	PAUL BUNYAN SCENIC BYWAY ASSOC	ANNUAL MEMBERSHIP YEAR 3 OF 5	200.00
28911	07/10/2013	ASSURANT EMPLOYEE BENEFITS	JULY LONG TERM DISABILITY	450.33
28912	07/10/2013	PINNACLE	TELEPHONE DIRECTORY-11	1,044.62
28913	07/10/2013	ROVI GUIDES	AFFILIATE PAYMENT	977.36
28914	07/10/2013	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	331.32
28915	07/10/2013	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	10,291.50
28916	07/10/2013	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	403.23
28917	07/10/2013	MIKES ELEC OF CROSSLAKE LLC.	REPLACE BULBS & BALLASTS	393.75
28918	07/10/2013	AT&T - DALLAS TX	PARS 7-1-13	170.91
28919	07/10/2013	CROW WING COUNTY HIGHWAY DEPT.	MAY UNLEAD & DIESEL FUEL	958.57
28920	07/10/2013	7SIGMA SYSTEMS INC	JUNE CONSULTING	2,000.00
28921	07/10/2013	CROSSLAKE ACE	PVC, BATTERIES, SURGE SUPPRESS, RINGS	66.62
28922	07/10/2013	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	42,383.16
28923	07/10/2013	EQUUS COMPUTER SYSTEMS INC	FRITZ'S LAPTOP NA1507	689.00
28924	07/10/2013	KARE GANNETT CO., INC	AFFILIATE PAYMENT	1,545.48
28925	07/10/2013	PAUL HOGE	CAFE PLAN REIMB.- BALANCE 1179.18	664.92
28926	07/10/2013	WASTE PARTNERS INC.	JUNE TRASH REMOVAL	76.62
28927	07/10/2013	DISCOVERY COMMUNICATIONS INC.	AFFILIATE PAYMENT	204.77
28928	07/10/2013	WEATHER CENTRAL, LP	JULY DATA FEED	214.50
28929	07/10/2013	GE CAPITAL	COPIER LEASE 41 OF 60	362.03
28930	07/10/2013	NORTHLAND PRESS	SUMMER FUN GUIDE	292.20
28931	07/10/2013	AMBASSADOR COMPANY	FINAL BALANCE WAY TO GO PROGRAM	270.00
28932	07/10/2013	CHARTER COMMUNICATIONS	JULY INTERNET FEED	1,500.00
28933	07/10/2013	AVNET INC	3 EA DCH6416'S REPAIRED	218.87
28934	07/10/2013	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	37,825.83

28935	07/10/2013	ONLINE INFORMATION SERVICES	35 EXCHANGE REPORTS MAY/JUNE	155.80
28936	07/10/2013	HUB TELEVISION NETWORKS, LLC	AFFILIATE PAYMENT	37.23
28937	07/10/2013	MAILFINANCE	POSTAGE METER LEASE 7/27-10/26/13	233.84
28938	07/10/2013	BIG 10	AFFILIATE PAYMENT	2,250.00
28939	07/10/2013	TIME COMMUNICATIONS	JULY/AUG ANSWERING SERVICE	436.42
28940	07/10/2013	VERIZON WIRELESS	CELL PHONES	250.57
28941	07/10/2013	AQUARIUS WATER CONDITIONING INC.	JULY WATER SOFTENER RENTAL	44.89
28942	07/10/2013	INTERSTATE TRS FUND	2013-2014 ANNUAL TRS ASSESSMENT	3,724.84
28943	07/10/2013	NISC	JUNE LICENSE FEES & TRAINING	2,449.87
28944	07/10/2013	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	2,994.78
28945	07/10/2013	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,716.75
28946	07/10/2013	METRO SALES, INC.	COPIER OVERAGE 3/23-6/23	89.49
28947	07/10/2013	EVERGREEN EQUIPMENT	SERVICE ON JD COMPRESSOR	752.27
28948	07/10/2013	UNITED TEL-SUPPLY, INC.	4 EA P-ACR'S 1 EA OCU-DP	1,794.51
28949	07/10/2013	INTELLIWEATHER, INC	50% DOWN FOR P.O. 3510JJ	2,750.20
28950	07/10/2013	KIMBERLY RAPH	CREDIT REFUND	8.82
28951	07/10/2013	DENNIS SWAN	CREDIT REFUND	55.14
28952	07/10/2013	CHRISTINE ROY	CREDIT REFUND	77.55
28953	07/10/2013	LARRY A DAHL	CREDIT REFUND	55.14
28954	07/10/2013	HELEN C KILIAN	CREDIT REFUND	83.42
28955	07/10/2013	DONALD CHILGREN	CREDIT REFUND	29.74
28956	07/10/2013	STEVEN OLLILA	CREDIT REFUND	24.54
28957	07/10/2013	CHARLES T STONE	CREDIT REFUND	53.80
28958	07/10/2013	MARILYN A LANDE	CREDIT REFUND	22.48
28959	07/10/2013	DUANE R DAILEY	CREDIT REFUND	20.24
28960	07/10/2013	ROBERT M LEVY	CREDIT REFUND	8.82
28961	07/10/2013	KARL BERG	CREDIT REFUND	94.13
28962	07/10/2013	JOHN PIEPER	CREDIT REFUND	85.50
28963	07/10/2013	CARL STROMBERG	CREDIT REFUND	160.31
28964	07/10/2013	UNITED HEALTH CARE	CREDIT REFUND	27.97
28965	07/10/2013	KIRBY GLAD	CREDIT REFUND	101.41
28966	07/10/2013	ROGER HOLTERMAN	CREDIT REFUND	388.18
28967	07/10/2013	ERIC DOYLE	CREDIT REFUND	105.59
28968	07/19/2013	IBEW LOCAL UNION 949	UNION DUES	441.96
28969	07/25/2013	EMILY COOPERATIVE TELEPHONE	JUNE INTERNET USAGE - 48 MBPS	1,930.00
28970	07/25/2013	ONVOY VOICE SERVICES	SS7 SERVICE, OPR SERV, LAKES LD	11,467.10
28971	07/25/2013	CITY OF CROSSLAKE	AD FOR COMMISSION VACANCY	786.92
28972	07/25/2013	TELEPHONE SWITCHING INTERNATIO	8 EA 560 ONT'S & 5 EA 4-PORT EXPAN MODS	3,170.69
28973	07/25/2013	CITI LITES INC	LOCATES	1,851.90
28974	07/25/2013	THE OFFICE SHOP INC.	INK & COPY PAPER	35.10
28975	07/25/2013	DELTA DENTAL PLAN OF MINNESOTA	AUGUST DENTAL PREMIUM	940.55
28976	07/25/2013	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	87.77
28977	07/25/2013	NCPERS MINNESOTA	AUGUST LIFE PREMIUM	48.00
28978	07/25/2013	WHITEFISH AUTOMOTIVE	OIL CHANGE-LARRY'S TRUCK	30.24
28979	07/25/2013	NATIONAL CABLE TELEVISION COOP	FILTERS	6,532.44
28980	07/25/2013	NEUSTAR INC.	SOW M-10659577, LNP M-10659578	140.58
28981	07/25/2013	MINNESOTA LIFE INSURANCE CO	AUGUST LIFE PREMIUM	197.40
28982	07/25/2013	TV GUIDE NETWORK	AFFILIATE PAYMENT	538.75
28983	07/25/2013	JOAN HARRELL	CAFE PLAN REIMB. - BALANCE 300.00	200.00
28984	07/25/2013	MTA	MTA FALL CONF REG.-CYNDI, DEBBY	258.00
28985	07/25/2013	VANTAGE POINT	JUNE TTP SERVICE	1,462.50
28986	07/25/2013	CROW WING COUNTY HIGHWAY DEPT.	JUNE UNLEADED & DIESEL FUEL	989.93
28987	07/25/2013	THELEN HEATING & ROOFING INC.	PREV. MAINT & REPAIR CONF ROOM UNIT	1,083.50
28988	07/25/2013	CORNERSTONE PUBL GROUP INC.	JULY NEWSLETTER	1,832.99
28989	07/25/2013	WEATHER CENTRAL, LP	MAINTENANCE THRU 4/30/13	96.49
28990	07/25/2013	TIGER DIRECT	6 PORT HDMI CABLE/SWITCHED	430.57
28991	07/25/2013	CHERI E. AYD	JULY OFFICE CLEANING	689.34
28992	07/25/2013	AVNET INTEGRATED, INC.	REPAIR LINE EXTENDER	98.49
28993	07/25/2013	COOPERATIVE NETWORK SERV LLC	LOCAL CHANNEL TRANSPORT	500.00
28994	07/25/2013	NTCA GROUP HEALTH PLAN	AUGUST LIFE AND HEALTH PREMIUM	14,230.53
28995	07/25/2013	NISC	JULY CABS & EUB	4,307.82
28996	07/25/2013	METRO SALES, INC.	COPIER MAINTENANCE 7/23-8/23	163.52
28997	07/25/2013	UNITED TEL-SUPPLY, INC.	10 EA 560 ONT'S	5,880.06
28998	07/29/2013	UNIVERSAL SERVICE ADMIN CO.	JULY FUSC & HC DISBURSEMENT CREDITS	707.77
28999	07/29/2013	NORTH CENTRAL REFORESTATION, INC.	150 EA PINE SEEDLINGS FOR OPEN HOUSE	190.41

Total for General Account

\$ 299,056.28

CROSSLAKE COMMUNICATIONS

Regular Meeting, August 27, 2013

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

Actions Taken:

- 1) The Advisory Board recommends to the City Council that we work with Crow Wing Power to plow duct from C&C Boatworks north to Daggett Pine Road for \$20,790.**

The Minutes of the July 30, 2013 meeting were reviewed. Mike Myogeto moved to approve the July 30, 2013 Minutes as presented. Second by Dennis Leaser. All in favor, motion carried.

The July 2013 Financial Statements were reviewed. Paul reported that the cable revenues are up due to the rate increase. The depreciation expense is lower than last year at this point. Mike Winkels moved to approve the July 2013 Financial Statements. Second by Mike Myogeto. All in favor, motion carried.

The July 2013 Check Disbursements were reviewed. Mike Myogeto moved to approve the July 2013 Check Disbursements. Second by Gordon Siemers. All in favor, motion carried.

COMMUNICATIONS

- 1) Channel 12 Weather Programming. Paul reported that have received the equipment and Bill has it racked. We just need to do some checking before we turn it up.
- 2) Big Ten Network. Paul reported that we have negotiated with Big 10 and settled the agreement.
- 3) Bloomberg TV. Paul reported that Bloomberg TV contract through the NCTC will terminate. Bloomberg has proposed a new agreement at 5 cents/sub. It is free to all other operators. The NCTC has been negotiating with Bloomberg. At this point, Bloomberg has refused to reach an agreement. The NCTC notified us that Bloomberg may contact us to try to settle outside of the NCTC. Paul recommends that we do not agree to any contract where they charge a fee and if necessary, go black. The channel is on our digital lineup so about 250 customers would be affected. We also have Fox Business as an alternative. The Board suggested that if we need to go black, that we put something on Channel 12 to notify our customers.

- 4) Switch. Paul reported that the switch will ship on September 23rd. Installation will start in October and we will go live on November 15th. We are hoping to save about \$8,000 by doing a lot of the engineering ourselves.
- 5) CSAH 3. Paul reported that we have received all of the easements back for the Great River Energy Easement. We have Chuck starting the bores this week. Mike from the City has already brushed the easement. Our biggest challenge will be just past the golf course where there is a rock field.
- 6) County Road 1. Paul reported that everything is installed and has been tested on both our end and Emily's end. We are waiting for Lance Bragstad from CNS to do a final test. We will then have a ring to Emily.
- 7) Crow Wing Power. Paul reported that Crow Wing Power will be replacing their electrical lines from Daggett Pine Road to the Corp of Engineers because their lines are bad. We do not need to replace anything from C&C Boatworks to the Corp. CW Power will bore under the Daggett Channel because it is expected that the bridge will be replaced in 3-5 years. CW Power will obtain the DNR permit to go under the channel. The total estimated cost is \$20,790. Contract pricing from AVID would be over \$34,000 higher. Paul said that funding would come out of unrestricted reserves if we can't take it out of our cash flow. This work will be done in preparation for Phase III of the Fiber Project which is approximately six years out. Gordon Siemers moved to recommend to the City Council that we work with Crow Wing Power from C&C Boatworks north to Daggett Pine Road. Second by Dennis Leaser. All in favor, motion carried.
- 8) Open House. Paul and Debby reported that we had about 32 more people attending our open house this year compared to 2012. We were really pleased with the turn out and enjoyed visiting with everyone.

The next meeting is scheduled for Tuesday, September 24, 2013 at 8:00 am at Crosslake Communications.

Jim Talbott moved to adjourn the meeting at 8:57 am. Second by Mike Myogeto. All in favor, motion carried.

Cc: Mike Myogeto

Mike Winkels

Jim Talbott

Ann Schrupp

Gordon Siemers

Dennis Leaser

Steve Kohlmann

Mayor Darrell Schneider

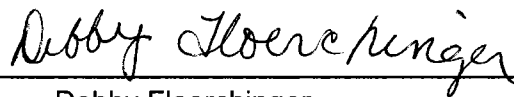
John Moengen

Steve Roe

Mark Wessels

Gary Heacox

Attorney Breen



Debby Floerchinger

CROSSLAKE COMMUNICATIONS
CUSTOMER COUNTS

	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13
Telephone Service													
Telephone Lines	1892	1872	1850	1850	1844	1839	1837	1831	1823	1818	1806	1792	1786
Telephone Vacation Disconnected	26	55	168	196	210	222	219	163	31	20	22	20	20
Percentage of Telephone Customers Disconnected	1%	3%	9%	11%	11%	12%	12%	9%	2%	1%	1%	1%	1%
Extended Calling/Pequot	369	368	367	364	360	355	353	351	352	347	345	343	342
Expanded Calling/CTC, Emily	46	46	47	47	46	46	46	46	46	46	46	46	46
Cable TV Service													
Basic	209	215	220	225	224	224	227	227	227	232	237	233	230
Expanded Basic	1507	1488	1467	1463	1457	1454	1448	1448	1447	1459	1453	1447	1432
Digital TV	243	248	249	250	249	249	250	254	256	259	257	257	257
Total Crosslake Customers	1959	1951	1936	1938	1930	1927	1925	1929	1930	1950	1947	1937	1919
Total Cable Customers													
Cable Vacation Disconnected	38	237	598	698	728	786	787	669	291	58	24	17	21
Percentage of Cable Customers Disconnected	2%	11%	24%	26%	27%	29%	29%	26%	13%	3%	1%	1%	1%
Premium Channels													
HBO Pkg	74	74	73	72	72	74	68	67	69	67	69	70	69
Cinemax	45	45	44	44	43	42	42	41	43	42	42	41	41
Showtime Pkg	33	33	32	34	33	42	30	31	33	31	33	34	34
Starz/Encore Pkg	50	51	50	50	50	50	49	49	49	47	47	48	46
HD TV	213	214	218	224	229	235	234	241	243	254	266	276	276
DVR and 2nd HD boxes	114	112	108	110	112	113	116	119	121	124	189	194	196
1st Box No Charge											220	218	214
Internet Service													
Dial Up Internet	43	41	40	36	34	34	34	33	32	31	29	28	27
High Speed Internet	1252	1252	1238	1243	1242	1248	1259	1268	1257	1281	1290	1291	1298
Mail Box Only	187	189	206	214	224	223	224	223	201	197	199	197	199
Cable Modems	76	77	72	72	72	72	71	71	74	75	74	76	75
High Speed Vacation Disconnected	12	84	202	242	259	292	304	253	118	29	7	7	11
Percentage of High Speed Customers Disconnected	1%	6%	14%	16%	17%	18%	19%	16%	8%	2%	1%	1%	1%

Crosslake Park/Library Commission Minutes 2:00 P.M. Wednesday, July 24, 2013

Members Present: Chair Joe Albrecht, Patty Norgaard, Alden Hardwick, Ron Lessard, Sandy Melberg, John Pribyl, Park, Recreation and Library Director-Jon Henke

Meeting was called to order at 2:03

1. Approve June 2013 Minutes

Motion to Approve the June 26, 2013 Minutes with the following correction: Under agenda item #2 Batzloff Property; replace the word differed with the word “referred”: Hardwick Seconded: Norgaard Motion passed unanimously

2. Update Batzloff Property

Property owner will appear before the Planning and Zoning Commission next Friday to ask the commission to waive the 10' side lot setback. The Park Commission reviewed the Park Ordinance as it pertains to platted public right of ways as the Planning and Zoning Director has asked for clarification on how to proceed with this issue. As the Ordinance is written, property owners cannot store or construct anything on a platted right of way that leads to the water. Therefore the Commission felt that any exceptions allowed on a case by case basis may cause future problems. Jon will contact the property owners realtor with the suggestion of pursuing a common lot line adjustment by attempting to purchase property from Camp Knutson or obtain an easement from the property owner on the adjacent lot to the east.

3. Fitness Equipment Update

There has been a good response to the new equipment. Jon has checked with four separate businesses regarding the sale of the old equipment but so far, none have expressed any interest in buying the whole lot. Therefore, he will be attempting to sell each piece individually. Another alternative is to have the City host a sale with all of the other surplus property. Jon felt that this may draw more potential buyers.

4. Parking Lot Plan/Covered Entrance to Community Center

Seal coating date has been set for Sunday, August 11th. The lot will be paved to the top edge of the curb on the north side so it is totally handicapped accessible. An extension of the sidewalk has been completed on the north side and Jon is looking into the possibility of purchasing rubber stops to control traffic. No estimates or plans have been completed on the possible overhang for the front entrance.

5. Tennis Court Construction Update—Tour

Explanation of additional parking area, change of driveway entrance and one way traffic pattern was provided. Future basketball court location and providing space for Pickleball was reviewed. Tennis court construction progress was discussed. Commons area with shade feature, wheelchair accessible gates, court colors and landscaping plans at the court were explained.

6. Charter School Update

No representative from the Charter School was in attendance. Charter School has hired a new Director.

7. Library Update—Book Sale

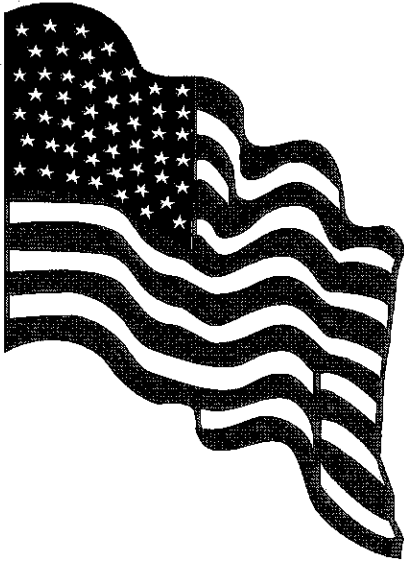
Book Sale is quickly approaching; set-up begins Saturday, July 27, books will be moved to the sale location beginning Monday. Volunteers are still needed especially for clean up on Monday, August 5th. The Crosslake book sale is very popular and in the past has been a very successful fund raiser for the Library.

8. Open Forum

No topics or issues presented.

9. Adjourn

Motion to Adjourn: Hardwick; Second: Norgaard **Motion passed unanimously**



CROSSLAKE POLICE DEPARTMENT

MONTHLY REPORT

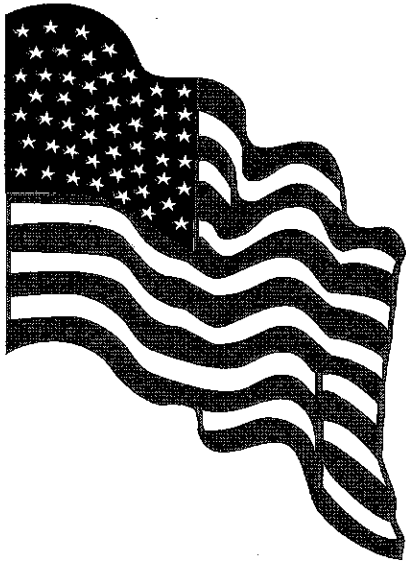
August

2013

**Crosslake Police Department
Monthly Report
August 2013**

Agency Assist	37
Alarm	20
Animal Bite	3
Animal Complaint	4
Assault	1
Civil Problem	4
Damage To Property	4
Death	1
Disturbance	1
Driving Complaint	4
Ems	25
Fireworks	1
Found Property	1
Gas Leak	3
Gun Permits	2
Harass Comm	1
Hazard In Road	1
Information	2
Intoxicated Person	1
Liquor Violation	1
Lost Property	1
Motorist Assist	1
Noise Complaint	4
Other	1
Parking Complaint	4
Personal In Accident	1
Property Damage Acc	6
Public Assist	1
Shooting Complaint	2
Suspicious Activity	6
Suspicious Person	1
Suspicious Vehicle	1
Theft	8

Threats	1
Traffic Arrest	3
Traffic Citations	10
Traffic Warnings	105
Warrant Service	1
Warrant Service Atmpt	1
Total	275



CROSSLAKE POLICE DEPARTMENT

MISSION MONTHLY REPORT

August
2013

**Crosslake Police Department
Mission Monthly Report
August 2013**

Agency Assist	2
Animal Complaint	2
Driving Complaint	1
Fire	1
Housewatch	2
Information	1
Noise Complaint	1
Public Assist	1
Suspicious Activity	2
Suspicious Vehicle	2
Traffic Citations	7
Traffic Warnings	22
Total	44

osslake Fire Department Monthly Call Sheet

Date: August 2013

Description of Incident	Calls	YTD	2012
3 - Rescue & Emergency Medical Services			
311 - Medical Assist - Assist EMS Crew	22	166	148
300 - Rescue, EMS Incident		3	4
322 - Motor Vehicle Accident with Injuries	1	6	1
324 - Motor Vehicle Accident with No Injuries		3	1
340 - Search for Lost Person		1	2
342 - Search for Lost Person in Water			
362 - Ice Rescue			1
326 - Snowmobile Accident With Injuries			
Total Medical:	23	179	157
1 - Fire			
111 - Building Fire		2	3
111 - Building Fire (Mutual Aid)	1	2	9
114 - Chimney Fire			
143 - Grass Fire/Wildland Fire		4	5
131 - Automobile Fire		2	2
Total Fire:	1	10	19
4 - Hazardous Condition (No Fire)			
412 - Gas Leak (Natural Gas or LPG)	3	6	2
424 - Carbon Monoxide Alarm			1
444 - Power Line Down/Trees on Road		4	8
Total Hazardous Condition:	3	10	11
6 - Good Intent Call			
611 - Dispatched and Cancelled en route		8	10
609 - Smoke scare, Odor of smoke			
Total Good Intent:	0	8	10
7 - False Alarm & False Call			
743 - Smoke Detector Activation - No Fire	1	9	8
733 - Smoke Detector Activation due to Malfunction	1	1	2
746 - Carbon Monoxide Detector Activation - No CO		3	2
731 - Sprinkler Activation due to Malfunction			1
Total False Alarms:	2	13	13

Total Incidents: 29 220 210

**CITY – COUNTY – TOWNSHIP
ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATING MEETING
OCTOBER 28, 2013 6:30 PM**

**Crow Wing County Crosslake Shop
13870 Whipple Dr.
Crosslake, MN 56442**

Presentation on Reclaiming by Dan Wegman of Road Science

Old Business

Standard purchase dates and contracts

Joint Ventures

Schedule of annual tasks

Grant Opportunities

New Business

Open discussion on topics

Upcoming Snow Season

**CITY OF CROSSLAKE
PERMIT SUMMARY
August 2013**

AUGUST 2013		2013 YTD	AUGUST 2012
4	HOMES	10	3
7	GARAGES/STORAGE BUILDINGS	26	4
0	RECREATIONAL VEHICLES/TEMP STRUCTURE	1	0
4	SEPTIC SYSTEMS	20	5
4	DECKS/PORCHES/BREEZEWAYS/PATIOS	22	6
1	RESIDENTIAL ADDITIONS	9	4
1	SHEDS	13	1
16	LAND ALTERATION	105	15
4	BASEMENTS	8	2
5	DEMOLITION/MOVE BUILDING	17	1
0	COMMERCIAL/INDUSTRIAL BUILDINGS	5	0
1	COMMERCIAL/INDUSTRIAL ADDITIONS	2	0
2	SIGNS	10	1
3	MISCELLANEOUS	11	4
1	E911	4	2
53	TOTAL MO. PERMITS	2013 YTD 263	
\$2,785,300	TOTAL MO. VALUATIONS	2013 YTD \$5,373,269	

48	PREVIOUS YEAR MONTHLY PERMITS	2012 YTD TOTAL 284	
\$812,305	PREVIOUS YEAR MONTHLY VALUATION	2012 YTD TOTAL \$5,195,259	

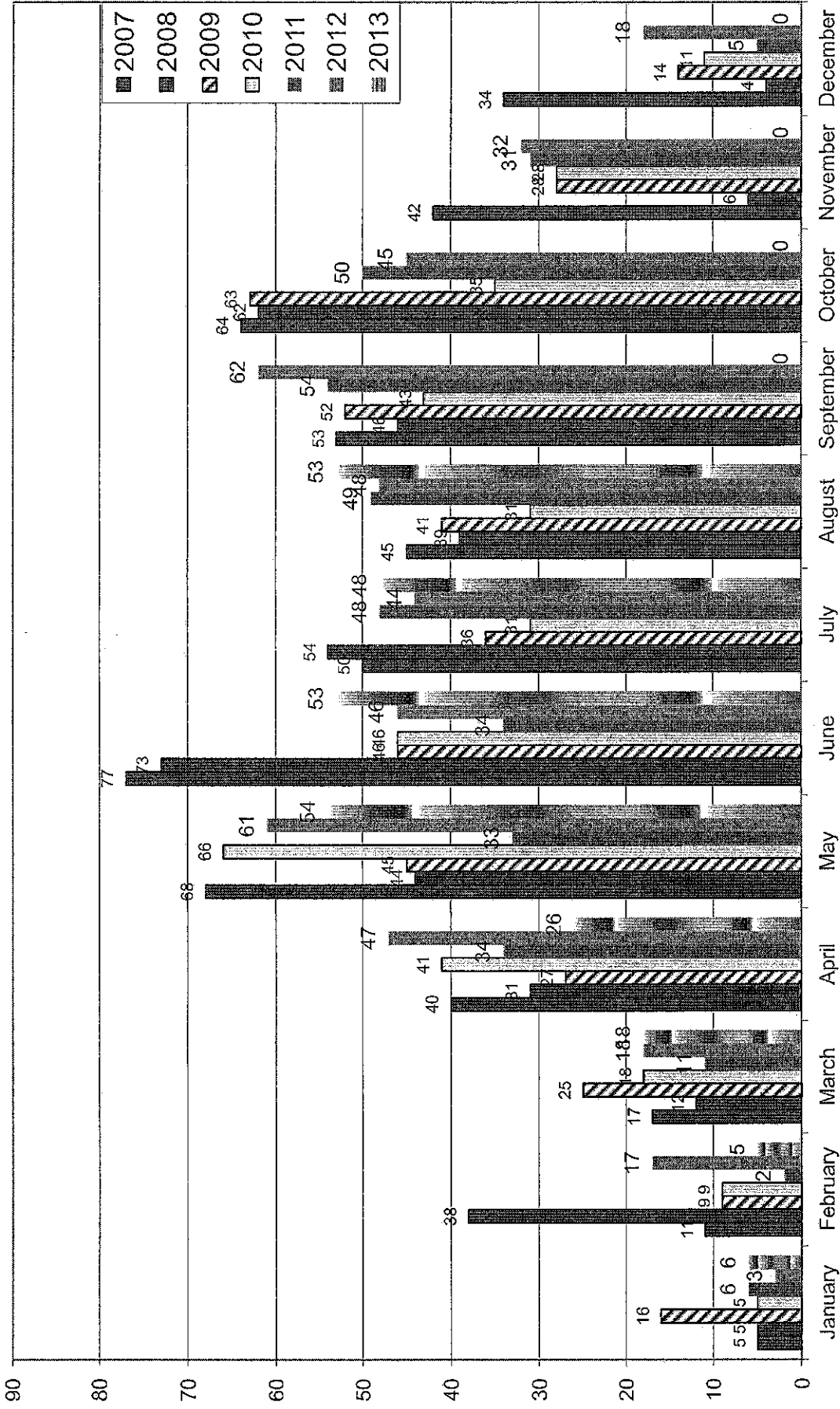
2013 YTD Land Use Applications

	Applied For	Granted	Withdrawn	Denied	Pending
Variance	21	16	1	1	3
CUP	7	3	1	0	3
Map/Ord Amend.	4	2	1	0	1
Prel. Plat	2	2	0	0	0
Final Plat	2	2	0	0	0
M&B	1	1	0	0	0

Appeals to City Council

	Requested	Granted	Withdrawn	Denied	Pending
Appeals	0	0	0	0	0

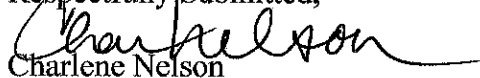
Permits Issued by Month



ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
8:30 A.M. – AUGUST 7, 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, and Mark Wessels. Al Ploeger and Alternate Mandy Mitchell were absent. Also in attendance were Finance Director/Treasurer Mike Lyonais, Mayor Darrell Schneider, Council Member John Moengen, Mark Hallan of WSN, and Sheila Haverkamp of BLAEDC.
2. A MOTION WAS MADE BY MARK WESSELS, SECONDED BY DENNIS LEASER TO APPROVE THE MINUTES OF THE JULY 10, 2013 MEETING. AYES: ALL.
3. A memo dated August 6, 2013 from Char Nelson requesting approval to transfer funds from the EDA Revolving Loan Fund Account to the City of Crosslake General Fund was included in the packet for Board review. A MOTION WAS MADE BY STEVE ROE, SECONDED BY MARK WESSELS TO APPROVE THE TRANSFER OF \$142.14 FROM THE EDA REVOLVING LOAN FUND ACCOUNT TO THE CITY OF CROSSLAKE GENERAL FUND FOR EXPENSES INCURRED RELATING TO THE PUBLICATION OF THE SUMMARY OF FINANCIAL REPORT IN THE OFFICIAL NEWSPAPER. AYES: ALL.
4. The Board reviewed Revolving Loan Account financial information for the period ending July 31, 2013. Mike Lyonais explained the new format of information. No action was required.
5. Sheila Haverkamp gave a brief update on the BLAEDC 2nd Quarter Activity Overview Report which was included in the packet. A discussion ensued regarding different types of projects and how they are categorized by BLAEDC.
6. Patty Norgaard presented the Crosslake Economic Development 2014 Budget Proposal. A lengthy discussion ensued regarded each presentation point. The proposed budget is \$46,000 which includes funding for EDA training, BLAEDC agreement, and special promotional projects. A MOTION WAS MADE BY STEVE ROE AND SECONDED BY DENNIS LEASER TO APPROVE THE CROSSLAKE ECONOMIC DEVELOPMENT 2014 BUDGET PROPOSAL AND TO PRESENT THE PROPOSAL TO THE CITY COUNCIL AT THE REGULAR MEETING OF AUGUST 26, 2013. MOTION CARRIED 3-1 WITH WESSELS OPPOSED.
7. BOOMTOWN – It was the consensus of the EDA to postpone meetings with the Initiative Foundation regarding BOOMTOWN until October.
8. There being no further business at 10:25 A.M., PATTY NORGAARD ADJOURNED THE MEETING.

Respectfully Submitted,


Charlene Nelson
City Clerk

Crosslake Roll-Off & Recycling Services

August 2013

	Mixed Paper	Aluminum	Tin	Glass	Plastic	Metal	Electronics	Total lbs	2000#	Total Tons
January	10640	0	1560	7140	760	0	0	20100	2000	10.05
February	0	2460	0	0	4200	5560	0	12220	2000	6.11
March	10360	0	0	6740	1540	0	0	18640	2000	9.32
April	11020	840	1760	0	620	6610	0	20850	2000	10.425
May	10940	0	0	13840	3020	10500	0	38300	2000	19.15
June	10260	700	0	6740	3140	5740	0	26580	2000	13.29
July	9140	1580	1760	20160	6220	4560	0	43420	2000	21.71
August	10360	1950	1760	13440	3720	24940	0	56170	2000	28.085
September							0	0	2000	0
October								0	2000	0
November								0	2000	0
December								0	2000	0
TOTAL IBS	72720	7530	6840	68060	23220	57910				
2000#	2000	2000	2000	2000	2000	2000				
TOTAL TONS	36.36	3.42	3.42	34.03	11.61	28.955				

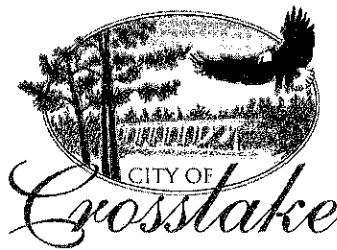
Cardboard picked up by Waste Partners Twice a week 2 Dumpsters

BILLS FOR APPROVAL
September 9, 2013

VENDORS	DEPT		AMOUNT
Ace Hardware, padlocks	P&R		51.28
Ace Hardware, no parking signs	P&R		4.25
Ace Hardware, bolts	P&R		3.51
Ace Hardware, torq wrench, ratchet	PW		103.65
Ace Hardware, extension cord, wrenches, cable ties	PW		143.15
Ace Hardware, bug spray	PW		1.06
Ace Hardware, single port	Police		17.09
Ace Hardware, hardware	PW		4.00
Ace Hardware, hardware	PW		4.65
Ace Hardware, wet vac, brace	PW		62.99
Ace Hardware, scissors	P&R		24.57
Ace Hardware, bug killer, clog buster	PW		64.07
Ace Hardware, battery	Police		6.39
Ace Hardware, battery	Police		6.39
Ace Hardware, sump pump, towels	Sewer		168.70
Ace Hardware, flagging tape, hardware	PW		6.27
Ace Hardware, hardware	P&R		7.63
Ace Hardware, flex tech, sprinkler, hose	P&R		80.64
Ace Hardware, sprinklers, flex tech	P&R		123.90
Ace Hardware, impulse head	P&R		27.77
Ace Hardware, hose, sprinkler, hose hanger	P&R		113.23
Ace Hardware, impact sprinkler on base	P&R		72.62
Action Graphics, instructor boards	Fire		122.41
AW Research, water testing	Sewer		262.80
Batteries Plus, batteries	PW		62.89
Brainerd Hydraulics, hose	PW		67.82
City of Crosslake, sewer utilities	PW/Gov't		74.00
Clean Team, september cleaning	Gov't		756.14
Council #65, union dues	ALL		500.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,559.20
Crow Wing County Highway Department, fuel	ALL		4,227.41
Deferred Comp	ALL		226.92
Delta Dental, dental insurance	ALL		1,511.30
DJV Consulting, consulting services	Admin		2,460.00
Donna Keiffer, aerobics and silver sneakers	P&R		572.00
Foreman Fire Service, vehicle inspections, oil changes	Fire		5,087.99
Fortis, disability	ALL		539.60
Gary Heacox, reimburse mileage	Council		32.26
Krause Lock & Key, keys	PW		8.55
League of MN Cities, membership dues	Gov't		2,153.00
Marsden, office cleaning	PW		654.08
Mastercard, Radio Shack, connector	PW		4.82
Medica, health insurance	ALL		26,209.95
MN Life, life insurance	ALL		377.00
MN Mayors Assn, membership dues	Council		30.00
MR Sign, address sign	PW		27.01


NCPERS-Life Insurance	ALL		128.00
Northland Press, ordinance 314	P&Z/Police		66.40
Northland Press, ordinance 315	Admin		166.00
Northwoods, connect sink and faucet	Police		329.00
PERA	ALL		N/A
Physio Control, battery assembly	Police		1,137.24
State and Federal Taxes	ALL		N/A
Teamsters Local Union #346, union dues	Police		187.00
Thelen Heating & Roofing, a/c repair	P&R		1,025.50
Valley Pools and Spas, chemicals	Sewer		572.91
Verizon, air card and ipad charges	P&Z/Police		165.11
Verizon, new phone	Sewer		320.61
Verizon, cell phone charges	ALL		405.09
Whitefish Auto, oil change	Police		37.31
Xcel Energy, gas utilities	P&R/Gov't		163.05
TOTAL			53,328.18

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



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

Memo

To: Mayor and Council
From: Consultant/City Administrator Dan Vogt 
Date: September 4, 2013
Subject: Updated Job Description – Community Development Director

As you may recall, the Council recently approved job description updates for various Department Heads and the Police Sergeant with the exception of the Community Development Director to give additional time to review Ken's comments and suggestions. Attached you will find the existing job description for this position as well as the proposed updated document.

This item appears on the agenda for your meeting to be held on Monday, September 9, 2013, for action. Please feel free to contact me if you have any questions.

CITY OF CROSSLAKE
Position Description

Job Title: Community Development Director
Department: Planning & Zoning
Supervisor: City Council or Designee
Effective Date: _____, 2013

DESCRIPTION OF WORK

General Statement of Duties: Administers and interprets the zoning, subdivision and land use ordinances of the City; reviews development plans; generates staff reports used to develop recommendations to the Planning and Zoning Commission and City Council; provides support for all types of development projects and long-range planning studies including but not limited to the City Comprehensive Plan; supervises Planning and Zoning Department staff. Assists in carrying out a wide variety of City Projects; acts as staff liaison to various commissions, boards and committees as directed. This position has all powers and responsibilities of the City Zoning Administrator as identified in the City Code, Minnesota State Statutes and any other reference to this title.

Supervision Received: Works under the administrative supervision of the City Council or designee.

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

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Review development plans for conformity with applicable City ordinances.
- Provide guidance to applicants and meet with citizens and the public regarding zoning inquiries, platting requirements and other land use procedures to ensure an appropriate response.
- Oversee and monitor the issuance of zoning permits and coordinate the approval process.
- Develop and prepare applicable background material to review with involved parties.
- Review and amend staff reports prepared by the Department staff as applicable.
- Attend meetings of the City Council, Planning and Zoning Commission, Long Range Capital Planning Commission, Economic Development Authority (EDA) and any other groups as assigned. Represent the Department on various subcommittees established by the City Council.
- Make presentations as necessary on a wide variety of Planning and Zoning issues and provide background information and recommendations to the City Council as appropriate.
- Produce draft versions of all reports for review by the Planning and Zoning Commission.
- Furnish copies of the City ordinances to the public as requested.
- Offer assistance to the public in the preparation and submittal of applications for zoning and building permits and offer alternatives in order to meet zoning requirements.
- Represent the City in legal proceedings dealing with Planning and Zoning Department issues.
- Respond promptly either by letter or phone to inquiries for information and maintain a written record of inquiry and response given.
- Coordinate with other City departments and the City Attorney for either the dissemination or gathering of information maintained by the Planning and Zoning Department covered under the Minnesota Data Practices Act.

- Develop and/or implement long-range planning studies, area-specific land use studies or other program development as proposed by the City Council, Planning and Zoning Commission, Long Range Capital Planning Commission, EDA and any other group as assigned.
- Maintain land management/real estate files.
- Develop graphics or statistical material for presentation to various City commissions/committees, the City Council, and civic organizations.
- Research and provide staff comments to the Planning and Zoning Commission, Board of Adjustment, Long Range Capital Planning Commission, EDA or City Council as necessary.
- Draft findings of fact for approval by the Planning and Zoning Commission, Board of Adjustment, Long Range Capital Planning Commission, EDA or City Council, as necessary.
- Overall responsibility for on-site sewer and cluster sewer systems and the compliance inspection program for all on-site septic systems within the City to ensure compliance with all applicable codes and requirements.
- Work closely with the Minnesota Pollution Control Agency and the Minnesota Department of Health on the location of wells and septic systems.
- Responsible for site inspections for compliance assurance in variance, conditional use permit, land subdivision, and over the counter permit actions.
- Work closely with the appropriate staff on the Enhanced 911 address system for the City.
- Responsible for coordinating with the City Clerk and Crow Wing County on the assigning of addresses for new structures within the City.
- Review and recommend updates and revisions to documents and policies including the City Comprehensive Plan, the Zoning Ordinance/Land Use regulations, Zoning Maps, Subdivision Ordinance, and Floodplain Ordinance and work with appropriate staff to enact such changes.
- Calculate square footage used in arriving at permit fees and other mathematical calculations used in the land use permitting process.
- Responsible for the preparation and accuracy of the Planning and Zoning Commission and Long Range Capital Planning Commission minutes.
- Interpret and enforce local land use regulations, prepare records and reports on investigations and violations of such regulations and work closely with the City Attorney, Planning and Zoning Commission and City Council in formulating a plan of action to dealing with violations.
- Work closely with staff and consultants on the required notifications to the property owners on improvement projects.
- Responsible for calculating buildable lots based on the Zoning Ordinance/Land Use regulations to determine the number of equivalent lots to be assessed.
- Prepare public hearing notices and meeting notices for the local newspaper and ensure notices are sent to adjacent property owners.
- Responsible for meeting the 60-day or 120-day statutory deadlines on all applicable land use matters including scheduling items on the Planning and Zoning Commission and City Council agendas to meet time constraints.
- Attend professional development seminars and continuing education as appropriate.
- Responsible to ensure permit logs and monthly permit summaries are completed and forward the information as required to Federal, State and local officials as appropriate.
- Develop and recommend fee schedules for land use matters for approval by the City Council.
- Prepare grant applications for projects and assist in administering grants.
- Coordinate the preparation of the Planning and Zoning Department budget and monitor expenditures and revenues of the Department on a monthly basis and keep the appropriate staff informed on deviations from the budget.

- Monitor all professional consultant billings pertaining to development projects and initiate invoices for reimbursement as appropriate.
- Responsible for assigning work tasks, administering discipline and overseeing the work produced by the Planning and Zoning Department staff and is ultimately responsible for all permits issued and projects undertaken by the Department.
- Serve as Department Head for Step 1 grievances for the Planning and Zoning Department staff under the terms of the collective bargaining agreement.
- Coordinate with appropriate staff as needed to verify street names, locations of structures, and accuracy of maps.
- Involved in the advertising and interviewing of all Department staff and make the final recommendation regarding the top candidate to be hired.
- Perform annual performance evaluations on Department staff and review with staff as appropriate.
- Supervise and review performance of probationary employees in the Department and recommend to the Personnel Committee whether an employee should be granted permanent status or be terminated under the probationary status.
- Work with the Personnel Committee in placing Department employees completing probation on the appropriate pay schedule step in the collective bargaining agreement.
- Assist the appropriate staff in coordinating, administering and responding to a wide variety of requests and problems of municipal concern; research and assist in developing and recommending solutions; interpret ordinances and directives to other departments, agencies, and the general public.
- Assist in developing and implementing administrative policies and guidelines in cooperation with the City Council and various City Boards and Commissions; assist in evaluating performance and results in accordance with City objectives and provide input on appropriate recommendations.
- Represent the City in regard to local, regional, and federal activities as assigned or apparent.
- Assist with the preparation of the agenda for council meetings, participate in the development of supporting information; attend City Council meetings and other meetings as required.
- Assist the Park and Recreation Director in the development of Park Plans.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- Performs such other duties as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to write concise yet thorough reports used by the Planning & Zoning Commission, Long Range Capital Planning Commission, Public Works Commission, City Council, City Attorney, and any other group as assigned.
- Considerable ability to operate various office and field equipment, including but not limited to computer and related software including ArcView and Microsoft Office, copier, calculator, typewriter, fax machine, and two-way radio.
- Ability to work outdoors during inclement weather and under a variety of conditions in and around construction sites.
- Ability to lift and carry objects weighing up to 40 pounds.
- Considerable ability to maintain confidentiality of communications and dissemination of information covered under the Minnesota Data Privacy Act which is maintained by the Planning & Zoning Department.

- Ability to interpret aerial images, site plans, plats, and improvement plans used in approving or denying various permits, conditional use permits, variances, etc.
- Ability to take accurate notes of meetings and prepare clear and concise reports or minutes based on the notes.
- Thorough knowledge of site planning principles and design objectives and how they relate to the zoning ordinance and comprehensive plan.
- Thorough knowledge of the intent and purpose of city planning principles.
- Thorough knowledge of zoning ordinance and subdivision regulation administration.
- Thorough knowledge of the principles, practices, purposes, scope, and techniques of comprehensive planning; research methods and sources of data; land use zoning; and state statutes and local laws as they relate to planning and zoning.
- Ability to work a variety of schedules, including attendance at meetings which may be held in the evenings and/or weekends.
- Must have a quick mathematical mind and be able to perceive pertinent detail in verbal or tabular manner.
- Must be able to stand for a prolonged periods of time.
- Ability to accept responsibility for the direction, control, or planning of an activity.
- Ability to interpret feelings, ideas, or facts in terms of personal viewpoint.
- Ability to make generalizations, evaluations, or decisions, based on sensor or judgment criteria.
- Ability to supervise Planning & Zoning Department staff including the coordination of assignments and workload to maximize efficiency of the Department.
- Ability to draft and monitor the Planning & Zoning Department budget.
- Ability to deal with people beyond giving and receiving instructions.
- Ability to perform under stress.
- Ability to perform duties, often changing from one task to another without loss of efficiency or composure.
- Considerable ability to communicate effectively, both orally and in writing, with City staff, State and County officials, elected officials, and the public; includes speaking clearly and concisely to large and small groups.
- Considerable ability to prioritize work, research files, and solve problems.
- Ability to work as a team member, not only with the Planning & Zoning personnel, but also with all City staff.
- Considerable knowledge of the organization and functions of city government, including ordinances, regulations and policies controlling its operation.
- Ability to analyze and research difficult and complex problems and make effective solution oriented recommendations.
- Working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.
- Thorough knowledge of Handicap Accessibility requirements.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Community and/or Regional Planning, Urban Studies, Geography, Architecture, or Landscape Architecture preferred, and three years related field experience in a city planning office with one year of supervisory experience preferred. Eight or more years of related field experience may partially substitute for the minimum degree requirement. Must maintain valid ISTS inspector license and Accessibility Specialist Certificate, or be eligible for license within one year. Must maintain valid Minnesota Class D driver's license.

Job Title: Community Development Director
Department: Planning & Zoning
Supervisor: City Administrator
Effective Date: August, 2007

Current
Job
Description

DESCRIPTION OF WORK

General Statement of Duties: To administer and interpret the zoning and subdivision ordinance during the review of various development plans; generate concise staff reports used to develop recommendations to the Planning & Zoning Commission and City Council; provide needed support in the development of both commercial and residential projects and long-range planning studies; including but not limited to the City Comprehensive Plan. Supervises the Planning & Zoning Department and its staff, promoting high morale and a high degree of efficiency and professionalism in a stressful environment, which involves dealing with the public and meeting deadlines. Assists the City Administrator in carrying out a wide variety of City Projects, acts as staff liaison to various commissions, boards and committees as directed by the City Administrator. This position has all powers and responsibilities of the City Zoning Administrator as identified in the City Code, Minnesota State Statutes and any other reference to this title.

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

Supervision Exercised: Exercises direct supervision over the Planning & Zoning Department staff, including the Planner – GIS Coordinator, Planner – Zoning Coordinator, Planning Intern, and any other clerical, part-time, or temporary employee of the department.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Review development plans for conformity with applicable City Ordinances.
- Meet with applicants and citizens to ensure a comprehensive and timely resolution of each request.
- Oversee and monitor the issuance of zoning permits and coordinate the approval process.
- Develop and prepare background material including graphics and photographs to review with involved parties.
- Review and amend staff reports prepared by the Planning & Zoning Department staff for presentations to the Planning & Zoning Commission, the City Council, and other Commissions and Committees as applicable.
- Attend the monthly City Council meeting representing the Planning & Zoning Department, Planning & Zoning Commission, Long Range Capital Planning Commission, Economic Development Authority and any other groups as assigned by the City Administrator.

Community Development Director

- Make presentations on a wide variety of Planning & Zoning issues, providing background information including required resolutions, exhibits, and forms and provide recommendations for Council action on various matters.
- Produce draft versions of all reports for review by the Planning & Zoning Commission.
- Provide guidance to the public on zoning inquiries, platting requirements and on each of the various planning procedures.
- Furnish copies of the City Ordinances to the public.
- Offer assistance to the public in the preparation of applications and accept applications for zoning and building permits and offer alternatives to proposed designs and platting schemes in order to meet zoning requirements.
- Represent the City in legal proceedings dealing with Planning & Zoning issues.
- Respond either by letter or phone to inquiries for information and maintain a written record of inquiry and response given.
- Coordinate with other City departments and the City Attorney for either the dissemination or gathering of information maintained by the Planning & Zoning Department covered under the Minnesota Data Practices Act.
- Develops and/or implements long-range planning studies, area-specific land use studies or other program development as proposed by the City Council, Planning and Zoning Commission, Long Range Capital Planning Commission, Economic Development Authority, and any other group as assigned by the City Administrator.
- Maintain land management files.
- Develop graphics or statistical material for presentation to various City Commissions/Committees, the City Council, and Civic Organizations.
- Research and provide staff comments to the Planning & Zoning Commission, Board of Adjustment, Long Range Capital Planning Commission, Economic Development Authority, or City Council as necessary.
- Draft findings of fact for approval by the Planning & Zoning Commission, Board of Adjustment, Long Range Capital Planning Commission, Economic Development Authority, or City Council, as necessary.
- Responsible for on-site inspections of on-site sewer and cluster sewer systems.
- Responsible for reviewing and approving septic system site evaluations, designs, and compliance inspections.
- Responsible for compliance inspection program for all on-site septic systems within the city and monitor time to bring non-conforming systems into compliance.
- Act as a mentor for the Planning & Zoning Department staff.
- Work closely with the Minnesota Pollution Control Agency and the Minnesota Department of Health on the location of wells and septic systems on properties with contamination.
- Responsible for site inspections for compliance assurance in variance, conditional use permit, land subdivision, and over the counter permit actions.
- Work closely with the City Administrator and Public Works Director on the Enhanced 911 address system for the City.
- Responsible for coordinating with Crow Wing County on the assigning of addresses on new structures within the City.
- Represent the Planning & Zoning Department on various subcommittees established by the City Council.

Community Development Director

- Review and recommend changes to the City Comprehensive Plan.
- Calculate square footage used in arriving at permit fees and other mathematical calculations used in the permitting process such as impervious surface calculations, density calculations, and landscaping, parking, and open space requirements.
- Responsible for the accuracy of the Planning & Zoning Commission and Long Range Capital Planning Commission minutes which become permanent records of the City.
- Interpret and enforce local Zoning Ordinance regulations, prepare records and reports on investigations and violations of zoning regulations and work closely with the City Attorney in formulating a plan of action in dealing with violations.
- Recommend updates and revisions to documents including the Zoning Ordinance, Zoning Maps, Subdivision Ordinance, and Floodplain Ordinance.
- Responsible for drafting and/or working closely with the City Attorney in drafting updates and revisions to various City ordinances and policies.
- Work closely with the City Administrator and Public Works Director on the required notifications to the property owners on improvement projects.
- Responsible for calculating buildable lots based on the Zoning Ordinance, which is used to determine the number of equivalent lots to be assessed.
- Prepare public hearing notices and meeting notices for local newspaper; send notices to adjacent property owners.
- Responsible for meeting the 60-day statutory permit deadline on all zoning permits, conditional use permits, variances, preliminary plats etc. including scheduling items on the Planning & Zoning Commission and City Council agendas to meet time constraints.
- Attend professional development seminars and continuing education to remain current on technical advances, code amendments, and statute changes.
- Responsible to ensure permit logs and monthly permit summaries are done which indicate the number of permits issued and their value and forwarding the information to the federal government.
- Develop and recommend fee schedules for zoning permits, variances, conditional use permits, plats, and other zoning applications for approval by the City Council.
- Prepare grant applications for projects and assist in administering grants.
- Attend meetings and prepare necessary background information for the Long Range Capital Planning Commission and provide input on a wide variety of projects and how they relate to existing ordinances, policies and goals of the City.
- Cooperate in the preparation of the Planning & Zoning Department budget and monitor expenditures and revenues of the department on a monthly basis and keep the City Administrator informed on deviations from the budget.
- Monitor all professional billings pertaining to development projects and initiate invoices for reimbursement by the developer.
- Responsible for assigning work tasks and overseeing the work produced by the Planning & Zoning Department staff and is ultimately responsible for all permits issued and projects undertaken by the Planning & Zoning Department.
- Serve as Department Head for Step 1 grievances for the Planning & Zoning Department staff under the terms of the collective bargaining agreement.
- Coordinate the pre-census activities between the City and the Bureau of the Census including, but not limited to, verifying street names, locations of structures, and accuracy of maps.

Community Development Director

- Involved in the advertising and interviewing of all Planning & Zoning staff and make the final recommendation to the City Administrator and Personnel Committee regarding the top candidate to be hired.
- Perform annual performance appraisals on Planning & Zoning Department staff and provide input on the performance appraisal of the clerical worker. Review the performance appraisal with the Planning & Zoning Department staff providing both positive feedback and constructive criticism in areas needing improvement.
- Work closely with the City Administrator, Personnel Committee, and City Attorney providing documentation required in progressive disciplinary actions up to and including termination of an employee in the Planning & Zoning Department.
- Supervise and review performance of probationary employees in the Planning & Zoning Department and recommend to the Personnel Committee whether an employee should be granted permanent status or be terminated under the probationary status.
- Work with the Personnel Committee in placing Planning & Zoning Department employees completing probation on the appropriate pay schedule step in the collective bargaining agreement.
- Assist the City Administrator in coordinating, administering and responding to a wide variety of requests and problems of municipal concern; research and assist in developing and recommending solutions; interpret ordinances and directives to other departments, agencies, and the general public.
- Assist the City Administrator in developing and implementing administrative policies and guidelines in cooperation with the City Council and various City Boards and Commissions; assist in evaluating performance and results in accordance with City objectives and provide input on appropriate recommendations.
- In the absence of the City Administrator, represent the City in regard to local, regional, and federal activities of concern to the community.
- Assist with the preparation of the agenda for Council meetings, participate in the development of supporting information; attend City Council meetings and other meetings as required.
- Represent the City with business and industrial clients.
- Assist City Administrator in compiling budget information used in establishing the City budget.
- Write or assist in writing a wide variety of grants on behalf of the City.
- Attend all Planning and Zoning Commission, Long Range Capital Planning Commission, Economic Development Authority, and City Council meetings.
- Review all minutes prepared by the Planning & Zoning Department staff.
- Assist the Park and Recreation Director in the development of Park Plans.
- In the absence of the City Administrator, the Community Development Director shall be considered the Acting City Administrator.
- Provides various information and/or articles for inclusion in the City Newsletter and Website relating to the Planning and Zoning Department.
- Acts as City Staff resource to the County Sanitary Waste Management District to coordinate the necessary documentation and transfer of information between the City and the County.
- Works closely with City Engineer, City Attorney and City Surveyor on a wide variety of issues including, but not limited to, variances, plat reviews, wetland/shoreland issues, subdivisions, drainage plans and etc.

Community Development Director

- Works with property owners and FEMA regarding flood plain issues including drafting letters of Map Amendments and Letters of Map Review.
- Reviews various applications affected by the Shoreland Management Act and Wetland Conservation Act working closely with Crow Wing Soil and Water and DNR personnel.
- Reviews plans for compliance with Handicapped Accessibility.
- Review Development Plans and provide input to EDA regarding proposed projects requesting City/EDA assistance.
- Perform other work as directed by the City Administrator.

- **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to write concise, thorough reports used by the Planning & Zoning Commission, Long Range Capital Planning Commission, Public Works Commission, Economic Development Authority, Park and Recreation Commission, City Council, City Attorney, and any other group as assigned by the City Administrator.
- Considerable ability to operate various office and field equipment, including, but not limited to, computer and related software including ArcView and Microsoft Office, copier, calculator, typewriter, fax machine, GPS, two-way radio, and camera.
- Ability to work outdoors during inclement weather and under a variety of conditions in and around construction sites.
- Ability to lift and carry objects weighing up to 40 pounds.
- Considerable ability to maintain confidentiality of communications and dissemination of information covered under the Minnesota Data Privacy Act which is maintained by the Planning & Zoning Department.
- Ability to interpret aerial images, site plans, plats, and improvement plans used in approving or denying various applications for zoning permits, conditional use permits, variances, etc.
- Ability to take accurate notes of meetings and prepare clear and concise reports or minutes based on the notes.
- Thorough knowledge of site planning principles and design objectives and how they relate to the Zoning Ordinance and Comprehensive Plan.
- Thorough knowledge of the intent and purpose of city planning principles.
- Thorough knowledge of zoning ordinance and subdivision regulation administration.
- Thorough knowledge of the principles, practices, purposes, scope, and techniques of comprehensive planning; research methods and sources of data; land use zoning; and state statutes and local laws as they relate to planning and zoning.
- Ability to work a variety of schedules, including attendance at meetings which may be held in the evenings and/or weekends.
- Must possess a general learning ability. Must understand the meaning of words and the ideas associated with them.
- Must have a mathematical mind and be able to perceive pertinent detail in verbal or tabular manner.
- Must be able to stand for a prolonged period of time.
- Ability to accept responsibility for the direction, control, or planning of an activity.
- Ability to interpret feelings, ideas, or facts in terms of personal viewpoint and be able to influence people about their opinions.

- Ability to make generalizations, evaluations, and/or decisions, based on sensor or judgement criteria.
- Ability to supervise Planning & Zoning Department staff.
- Ability to coordinate assignments and workload of Planning & Zoning staff to maximize efficiency of the Planning and Zoning Department.
- Ability to draft and monitor the Planning & Zoning Department budget.
- Ability to deal with people beyond giving and receiving instructions.
- Ability to perform under stress.
- Ability to perform duties, often changing from one task to another without loss of efficiency or composure.
- Considerable ability to communicate effectively, both orally and in writing, with city staff, state and county officials, elected officials, and the public; includes speaking clearly and concisely to large and small groups.
- Considerable ability to prioritize work, research files, and solve problems.
- Ability to work as a team member, not only with the Planning & Zoning personnel, but also with all City staff.
- Considerable knowledge of the organization and functions of city government, including ordinances, regulations, and policies controlling its operation.
- Ability to analyze and research difficult and complex problems and make effective solution oriented recommendations.
- Working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.
- Thorough knowledge of Handicapped Accessibility requirements.
- Thorough knowledge of Shoreland Management Act and Wetland Conservation Act.
- Knowledge of proper safety equipment and procedures and ability to communicate safety procedures and expectations to subordinates.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Community and/or Regional Planning, Geography, Architecture, or Landscape Architecture preferred, and three years related field experience in a city planning office with one year of supervisory experience preferred. Eight or more years of related field experience may substitute for the minimum degree requirement. Must maintain valid ISTS inspector license and Accessibility Specialist Certificate, or be eligible for license within one year. Must maintain valid Minnesota Class D driver's license.

Staff Report - Crosslake Parks, Recreation & Library

Date: September 4, 2013

To: Crosslake City Council

From: Jon Henke, Director of Parks, Recreation & Library 7.16.

1. Crosslake Area Library Update – Additional Info attached.

The Kitchigami Regional Library system would like Crosslake to consider becoming a branch library. If the City would decide to become part of the system, Marian Ridge, Regional Library Director would propose our library to be open 25 hours per week instead of the 35 hours we are open currently. She stated that we would have the option of being open additional hours. The caveat being that the City would need to pay for the extended hours. As far as what that amount would be, Miss Ridge stated that she currently does not have time to make those calculations. The estimated cost for the City to be part of the system would be \$67,000 per year. There would also be an additional opening day book collection cost and some other related expenditures for opening a new branch. Since we cannot get more detailed information from the regional system on specific costs at this time a rough estimate would be that the total initial investment would be between \$100,000 and \$300,000. This amount would be dependent on how many book could be utilized from our current collection and a variety of other factors. The Crosslake Area Library is very happy with our current relationship with the regional system and so is the Pequot Lakes Library. We are providing KRLS with a very efficient and cost effective way to deliver materials to their patrons at a very low cost to KRLS. Our library serves more than just Crosslake visitors and residents and since the discontinuation of the book mobile more people are relying on the two local libraries to receive KRLS materials. There are benefits and drawbacks from joining the regional system. Currently the drawbacks outweigh the benefits when it comes to operations, local control and the involvement of local volunteers. I have recommended to Paul Thiede, our local representative on the Crow Wing County Board that we try to receive funding from the KRLS Crow Wing County Reserve Fund to purchase new materials for the next three years. We would recommend the amount that has been supplied in 2013, which was a \$5,000 reduction from 2012 in which the Crosslake Area Library received \$10,000 to buy materials. In 2013 our local library received \$5,000 for the purchase of materials. Currently the KRLS reserve fund for CWC has a \$294,000 balance. Hopefully the CWC Board will approve a resolution to supply funding for materials for both the Pequot Lakes and Crosslake Libraries from 2014-2016 to the KRLS Library Board. We would propose that KRLS, and the Crosslake and Pequot Lakes Libraries re-visit funding options of the two libraries in three years. KRLS is reluctant to use reserve dollars that were dedicated to fund a new branch library somewhere in CWC in the future. It is perceived at this point that the county will only fund the regional system at the minimum amount required by the state which is \$509,000 for 2014. Last year KRLS was funded at a rate that was \$20,000 over the minimum maintenance of effort required by the State of Minnesota. A motion from the Crosslake City Council to pursue the use of the reserve funds and keep our relationship with KRLS status quo would be recommended at this time.

Motion:

The Crosslake City Council is recommending that the Crow Wing County Board consider the approval of a resolution to utilize Kitchigami Regional Library Reserve funds dedicated for library use in Crow Wing County to fund materials for the Crosslake Area Library in the amount of \$5,000 for the years 2014-2016.

Council Action/Motion

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. Please note this program change.

For more information contact the Crosslake Area Library at (218)692-READ.

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.

5. Community Center and Library Attendance for August.

Attendance for the Community Center in August was 9,338. Attendance for the Library was 4,008.

6. AAA

AAA is sponsoring a refresher course for senior drivers on October 10th. This class will take place from 9-1. Contact the Community Center for more information.

7. Chautauqua – The Shows You Love – and the Critics Who Hate Them

At the September Chautauqua Michael Sander will discuss the power and influence of the “experts” who tell us what Broadway shows we should see, which TV shows we should dismiss, and which athletes we should either worship or ignore.

Sander, best known in the area as the director of several productions for Pequot Lakes Community Theatre, has been an actor, director, editor, and (don’t tell anyone) Broadway theatre critic. He will explain the nature of criticism and critical standards, describe productions that defy all the odds, and conclude that the most successful performances are those we like the best.

Join us September 11th from 1:30-3:30 at the Crosslake Community Center. As always the event is free.

8. Pickleball

Pickleball is available at the Crosslake Community Center! We would like to offer a fall and winter program if people are interested. Please contact the Community Center.

9. Tennis Update

The courts were opened for play last Wednesday morning. The contractors will be working through some punch list items in the next two weeks. A grand opening is currently being planned for late August or early September. New nets and windscreens have been ordered. Please stop by the park to see this exciting addition to the park amenities. Thank you to all of the individuals, groups and players for your support during the construction process.

10. Parking Lot Update

WSN has finalized a plan for the Community Center sidewalk. I will let representatives from WSN supply an update at this time. If the contractors think we can still complete the project this year we would like to proceed with the paving, concrete and seal coating.

11. Crosslake Monster Dash

The Monster Dash is scheduled for Saturday, October 26th. Registrations are now available at the Community Center. Cost is \$25 before October 22nd. October 22nd thru race day - \$30. We are delighted to have Moonlite Bay and Crosslake Drug as our premiere sponsors again this year. Volunteers are needed!

12. Crosslake Days Disc Golf Tournament

Make sure and join us for our annual Crosslake Disc Golf Classic on September 28th. Cost to enter is only \$10.00. There will be great prizes and fun for all. Tournament will start at 2:00.

15. Donations

The Whitefish Area Lions have donated \$100 dollars towards our annual children’s Halloween party. We would like to thank the Lions for providing funds to make this annual party for Crosslake area children possible. If anyone else would be interested in making a donation to this annual children’s event please contact the Community Center. Our donations are down \$500 for this year’s event. The Library received a \$200 donation to be utilized for the annual software renewal. The final donation was from the PAL Foundation in the amount of \$130.60 for the addition of Rain Garden plantings this past summer. A motion to accept these three donations for a total of \$430.60 is being recommended by staff.

Council Action/Motion

16. Bike Path Improvements

The Parks Department along with Public Works has been making improvements along the Cities bike trails. We have received input from the public and also had recommendations from our City Engineer to improve the safety and functionality of some different portions of our trail. Look for additional signs along the trails in the near future.

Moved by Commissioner Thiede seconded by Commissioner Franzen to close the Public Hearing at 9:24 a.m. Motion Passed 4 to 0.

Moved by Commissioner Franzen seconded by Commissioner Thiede to approve the 2010 Harvest Plan as on file in the Land Services Department. Motion Passed 4 to 0.

COUNTY ATTORNEY

No action was taken regarding snowplowing of Drahos Road in plat of Drahos Northwoods.

KITCHIGAMI REGIONAL LIBRARY SYSTEM (KRLS) UPDATE

Moved by Commissioner Thiede seconded by Commissioner Franzen to approve the use of Crow Wing County library levy dollars designated for future library expansion and that are not used by the City of Brainerd library to cover KRLS's costs of entering into two service agreements for the libraries in Crosslake and Pequot Lakes. Motion Passed 4 to 0.

LAND SERVICES DIRECTOR

Moved by Commissioner Thiede seconded by Commissioner Franzen to approve authorizing the direct sale of two adjoining non-conforming tracts described as Lots 76 and 77, Tenth Addition to Breezy Point Estates - City of Breezy Point (101320000760009 and 101320000770009) to an adjacent owner(s) pursuant to Minnesota Statute 282.01, Subd. 7a., subject to City of Breezy Point and MN DNR approval; and further, to classify said tracts as non-conservation status; and further, to authorize setting the sale price at the assessed value of \$7,800. Motion Passed 4 to 0.

Moved by Commissioner Thiede seconded by Commissioner Houge to approve classifying tax forfeited tracts as non-conservation as indicated on the 2010 Preliminary Tax Forfeited Land Sale List as on file in the Land Services Department - Natural Resource Management Division. Motion Passed 4 to 0.

COUNTY AUDITOR

Moved by Commissioner Thiede seconded by Commissioner Houge to approve Unreserved Designated Fund Balances as of December 31, 2009, as presented by the County Auditor's Office. Motion Passed 4 to 0.

COUNTY ADMINISTRATOR

A report was given by the County Administrator on behalf of the Senior Management Team.

The Board scheduled a Town Meeting for Unorganized Territory Dean Lake for March 30, 2010 at 6:00 p.m. at the Ross Lake Town Hall and directed the County Administrator to mail notice to property owners.

COMMITTEE REPORTS

Reports were given by Commissioner Thiede on behalf of the South Country Health Alliance Joint Powers Board and the Mississippi Headwaters Board.

Reports were given by Commissioner Trusty on behalf of the Countywide Transit Committee and the Extension Committee.

2014 Operating Budget Estimate for Crosslake Branch -- for discussion only

Branch Description:

Expense Area	2013 Approved	2014 estimate	Notes
Regional Participation		\$ 850	1 City Representative to KRLS board pays for meetings, board insurance, memberships and other projects
Personnel			
Wages and Benefits		55,235	Budgeted 2.5% overall wage increase for 1 full-time and 3 local part-time em
Health Plan + Supplement		9,348	Group health insurance for 1 employee
Training and Development		750	
Personnel Total		65,333	
Communications			
Postage		350	
Voice			Paid from RLTA
Data		550	NW Links membership costs; datalines paid from RLTA
Materials			
Books		5,000	
Video/DVD/Sound		1,500	
Shared Collections		5,606	Shared regional collections of audiobooks, e-audiobooks and large print
Periodicals		600	
Supplemental Processing		2,000	To catalog donated items
Supplies		600	
KitchiCat			
Technical Support		4,436	Library automation system: Most technical support costs paid with state RLB
ARR Reserve		2,800	Automation Repair & Replacement Reserve; subject to change
Delivery			
Operating		320	Basic participation
Capital		450	Van on 5 year replacement schedule
Total		\$ 90,395	
2014 City Levy Request		\$ (49,835)	
		(2,800)	Must match expense \$
County Levy Requirement		\$ 37,760	

Minnesota Department of
Education

July 25, 2013

Marian Ridge
Executive Director
Kitchigami Regional Library
310 2nd Street North
PO Box 84
Pine River, MN 56474-0084

Dear Marian,

Thank you for your recent request for information regarding establishing a state-certified level of library support for the city of Crosslake and the impact of the potential action on Crow Wing county's state-certified level. I am happy to outline the process that State Library Services would take if Crosslake were to decide to establish a levy for library services and its impact on the city and county.

Please bear in mind that while Minnesota Statutes (M.S.) 134.34 outline a county/city's responsibility for library maintenance of effort, M.S. 275.6761 ties maintenance of effort to the amount determined in 2011. Minnesota statutes do not outline a process for establishing a state-certified level of library support for a new library, yet we have established a protocol for making a determination.

Typically, when a new library is established, State Library Services allows a one year period of operation before establishing a state-certified level of library support. Waiting for one year allows for a minimum of one year of operating costs to be included in the maintenance of effort calculation. At that time, we run the state-certified level of library support formula which is in effect.

Because current statute uses the 2011 state-certified amount as the basis for today's maintenance of effort, we would use the 2011 formula to establish a new baseline for the city of Crosslake and a revised baseline for Crow Wing county. What follows is a best estimate based on today's statutes, which are subject to change each legislative session.

Crow Wing County

Using the 2011 formula, the county's state-certified level of library support was established based on a per capita amount. In 2011, this was \$565,697. If the population of the city of Crosslake (2,518) were removed, this amount would drop to \$538,851. Because today's formula uses 90% of this amount, Crow Wing county's state-certified level of library support would become \$484,966 rather than the current \$509,127.

City of Crosslake

Using the estimate of dollars provided at \$75,150, as you suggested, and the 2011 formula, the city's 2011 state-certified level of library support would be based on the dollars provided -- \$75,150. With today's formula (90% of 2011), this amount would become \$67,635.

I would add that State Library Services does review the total city/county investment in library services. Today, Crow Wing county and the city of Brainerd's combined level of support is \$625,917. If the city of Crosslake were to establish a separate levy for library services as described above, the total city and

county amount would rise to \$669,391. In the event that the city of Crosslake were to return its levy to the county at a future date, the county's state-certified level of library support would rise to \$669,391.

As I mentioned at the outset, all of the above is predicated on a state-certified level of library support calculated at 90% of the 2011 amount. In past years, the formula has included population, prior year(s) dollars provided for operating support and ANTC as the basis for determining the amount. If the statutes are changed, we would use the same process for determining new state-certified levels of library support for the city and county with a new formula which may include any of the above factors.

Please don't hesitate to call if I can provide further information about the process of establishing a state-certified level of library support for the city of Crosslake or its impact.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer R. Nelson", is written over the typed name.

Jennifer R. Nelson

State Library Programs Specialist

Jennifer.r.nelson@state.mn.us

651-582-8791

CROSSLAKE COMMUNICATIONS HIGHLIGHTS FOR AUGUST 2013

1. **Minutes** of August 27, 2013 Crosslake Communications Advisory Board are included.
2. The **Financial Statements** for July are included in the packet.
3. The list of **July checks/disbursements** has been included for approval. (motion required)
4. The **Customer Counts Report** has been included in the packet.
5. The Advisory Board recommends to the City Council that **we work with Crow Wing Power to plow duct** from C&C Boatworks north to Daggett Pine Road for \$20,790 (motion required).
6. We will be **plowing our cable along the Great River Energy access** in the next couple of days.
7. We have received the new equipment for the **Channel 12 weather programming** and are currently installing it.
8. The Advisory Board has determined that if **Bloomberg TV** insists on charging for their channel, we will go black.
9. Our **connection to Emily Telephone has been completed** and will form a ring to Emily. We are waiting for CNS to test it.
10. We have reached an agreement on the **renewal contract for Big 10**.
11. Our **switch will be shipped September 23rd** with installation starting in October and we will go live on November 15th.
12. Our **Customer Open House** was well attended this year with more people attending than last year.

Land Services Department

Mark B. Liedl.....Land Services Director

Environmental Services

Christopher Pence.....Land Services Supervisor

Douglas R. Morris.....Solid Waste Coordinator

Paul Herkenhoff, P. L.S.....Survey & Planning Coordinator

Property Valuation and Classification

Gary Griffin.....Land Services Supervisor

Public Land Management

Kirk Titus.....Land Services Supervisor

ENVIRONMENTAL SERVICES
LAND SERVICES BUILDING
322 LAUREL STREET, SUITE 14
BRAINERD, MN 56401

TELEPHONE (218) 824-1125

FAX (218) 824-1126

**CROW WING COUNTY**

BRAINERD, MINNESOTA 56401

August 13, 2013

TO: Crow Wing County Local Units of Government

RE: Local Comprehensive Water Plan Approved

Crow Wing County's Local Comprehensive Water Management Plan has now been approved by local and state officials. On June 26, the Minnesota Board of Water and Soil Resources (BWSR) approved the plan. On July 23rd, the Crow Wing County Board of Commissioners formally adopted the Water Plan. It is now in effect until 2023. The Plan identifies local priority concerns, objectives, and actions related our County's surface and ground water resources. It also includes a minor-watershed based, land protection model that is the first of its kind in the state. As part of the process, the County Board has delegated water planning duties to the Crow Wing County Land Services Department.

Local government unit representatives can view the Water Plan online at the website address below. In Appendix 1, they can find a map of the minor watershed in which they reside that includes detailed information about that watershed as well as specific water plan priorities that apply specifically to their watershed. The website is: <http://crowwing.us/index.aspx?NID=241> In addition, a one-page factsheet is enclosed that provides a summary of the Plan. It can be distributed as needed.

We are notifying you because Minnesota Statute 103B.325 requires local units of government to enact amendments to their plans and official controls as necessary in order to align with the Local Comprehensive Water Plan. If you would like the Crow Wing County Land Services Department to provide recommendations to assist in this process or to meet with you to further explain the Water Plan, please contact us at 218-824-1125 or environmental.services@crowwing.us.

Sincerely,

Mitch Brinks, Minnesota Certified Wetland Delineator #1007
Water Protection Specialist
Crow Wing County
322 Laurel Street, Suite 14
Brainerd, MN 56401
218-824-1128
mitch.brinks@crowwing.us

P.S. Also, we are updating our city and township email lists, so please email me your city/township clerk's email address so that we can make sure we are up to date. Thanks!



Land Services

CROW WING COUNTY

BRainerd, MINNESOTA 56401

Crow Wing County Water Plan

2013 - 2023

Water planning is identifying what works best to protect and enhance Crow Wing County's water resources. This revision of the Crow Wing County Local Comprehensive Water Management Plan:

- Identifies local priority water resource concerns, objectives, and actions
- Targets specific surface and ground water resources to focus implementation efforts on
- Uses a watershed-based, land protection model
- Includes analysis and maps of all 125 minor watersheds in the county
- Includes a section focused specifically on the Mississippi River



Priority Concerns & Objectives:

- Aquatic Invasive Species (AIS)
 - Lake Association Coordination
 - Watercraft inspection
 - Lake Improvement District (LID) Management
 - Education & Outreach
- Ground water
 - Septic Maintenance & Inspection
 - Testing for Nitrates & Other Contaminants
 - Wellhead & Drinking Water Source Protection
 - Sealing of Unused / Abandoned Wells
 - Solid & Hazardous Waste Disposal
- Surface Water
 - Stormwater Management
 - Shoreline Buffers
 - Wetland Protection
 - Land Use & Development
 - Performance standards
 - Measure Water Quality Data
 - Track impervious surfaces & phosphorous loading
 - Monitor lakes & streams
 - Assess trends
 - Agricultural Best Management Practices

Watershed Approach:

Crow Wing County is part of 5 major watersheds and has portions of 125 minor watersheds. For this plan, a watershed based model was used that classified each minor watershed by the amount of protected land as well as by various risk factors and water plan priorities.

Protected land = public ownership, lakes, rivers, easements, & wetlands on private lands

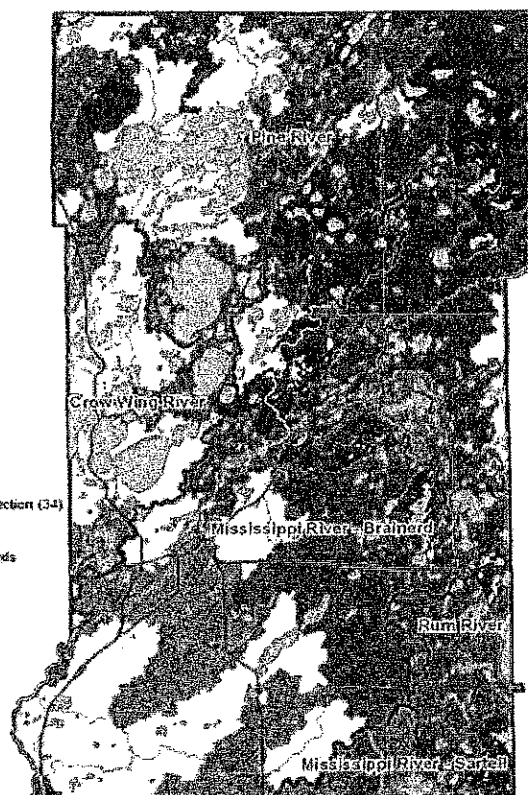
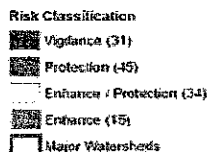
Risk Classifications:

Vigilance: > 50 % protected lands, < 8 % land use disturbance, no risk factors such as agriculture, development, artificial drainage, or extractive uses

Protection: 40-65 % protected lands, 8-30 % land use disturbance, minimal risk factors, and water quality that is stable or improving, multiple high-quality resources could be protected

Enhance: < 40 % protected lands, moderate amount of risk factors, water quality that is stable, declining, or impaired, manageable risk factors, one or more water resources that could be protected

Enhance: < 40 % protected lands, >30 % land use disturbance, multiple / significant risk factors, limited resources to protect



All water plan information is available online: www.co.crow-wing.mn.us/index.aspx?nid=241

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: July 23, 2013

RESOLUTION #2013-30

OFFERED BY COMMISSIONERS: Thiede and Franzen

**RESOLUTION TO ADOPT AND IMPLEMENT THE
2013-2023 CROW WING COUNTY LOCAL COMPREHENSIVE WATER PLAN**

WHEREAS, Minnesota Statutes, Chapter 103B.301-355, Comprehensive Local Water Management Act, authorizes Minnesota counties to develop and implement a local water management plan, and

WHEREAS, the Act requires that a county update and revise their local water management plan on a periodic basis, and

WHEREAS, in accordance with Minnesota Statutes, Chapter 103B, a Public Hearing was held on April 23, 2013 regarding the development of the 2013-2023 Crow Wing County Local Comprehensive Water Plan, and

WHEREAS, the Crow Wing County Board of Commissioners has been notified by the Minnesota Board of Water and Soil Resources that the Crow Wing County Comprehensive Local Water Plan has been approved according to Minnesota Statutes, Chapter 103B.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of Crow Wing County, Minnesota, adopts and will begin implementation of the 2013-2023 Crow Wing County Local Comprehensive Water Plan.

BE IT FURTHER RESOLVED the Crow Wing County Land Services Department, as the delegated water planning department, will notify local units of government within the county of the adoption of the Plan.

STATE OF MINNESOTA)
COUNTY OF CROW WING) ss

I, Timothy J. Houle, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on July 23, 2013, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 26th day of July 2013.


TIMOTHY J. HOULE
COUNTY ADMINISTRATOR

	<u>YES</u>	<u>NO</u>
DISTRICT #1 - KOERING	<u>X</u>	
DISTRICT #2 - THIEDE	<u>X</u>	
DISTRICT #3 - NYSTROM	<u>X</u>	
DISTRICT #4 - FRANZEN	<u>X</u>	
DISTRICT #5 - HOUGE	<u>X</u>	

103B.325 CONSISTENCY OF LOCAL PLANS AND CONTROLS WITH THE LOCAL WATER MANAGEMENT PLAN.

Subdivision 1. **Requirement.** Local units of government shall amend existing water and related land resources plans and official controls as necessary to conform them to the applicable, approved local water management plan following the procedures in this section.

Subd. 2. **Procedure.** Within 90 days after local units of government are notified by the county board of the adoption of a local water management plan or of adoption of an amendment to a comprehensive water plan, the local units of government exercising water and related land resources planning and regulatory responsibility for areas within the county must submit existing water and related land resources plans and official controls to the county board for review. The county board shall identify any inconsistency between the plans and controls and the local water management plan and shall recommend the amendments necessary to bring local plans and official controls into conformance with the local water management plan.

Subd. 3. **Revision and implementation.** Local units of government shall revise existing plans and official controls to conform them to the recommendations of the county board and shall initiate implementation of the revised plans and controls within 180 days after receiving the recommendations of the county board, or 180 days after resolution of an appeal, whichever is later.

Subd. 4. **Appeals.** A local unit of government may, within 60 days after receiving the recommendations of the county board, appeal any recommendation to the Board of Water and Soil Resources for a hearing as provided in section 103B.345.

Subd. 5. **New plans and controls.** New or amended water and related land resources plans and official controls proposed by local units of government for their adoption following adoption of the comprehensive water plan shall be submitted to the county board for review and recommendation as provided under this section.

History: 1990 c 391 art 2 s 22; 2003 c 128 art 1 s 96,97

DATE: August 27, 2013

TO: Darrell Schneider, Mayor
Gary Heacox, Council Member
John Moengen, Council Member
Steve Roe, Council Member
Mark Wessels, Council Member
Dan Vogt, City Administrator

FROM: Planning and Zoning Commission

**RE: Recommendation regarding expiration of C2012-006, Gordon and Alma Siemers,
35724 County Road 3, Crosslake, MN.**

The Planning and Zoning Commission has reviewed the attached information provided by staff regarding the above referenced site. On December 10, 2012, the City Council unanimously adopted the attached resolution modifying the previous conditional use permits: C2012-006, C2010-003, and C2008-006. The resolution, among other things, approved the second extension of the conditional use permit to July 1, 2013. Little progress has been made on the property and the conditional use permit has now expired.

An e-mail was sent from staff to the property owners dated July 2, 2013, as was a letter dated July 23, 2013, both asking if the property owner wished to once again extend the permit. No response was received by the City of Crosslake staff. We have attached information provided to the Commission at our meeting of August 23, 2013, for your review.

Recommendation: The Planning and Zoning Commission adopted the following motion:
"MOTION BY MIKE WINKELS, SECONDED BY DALE MELBERG, TO RECOMMEND THE CITY COUNCIL DIRECT STAFF TO INFORM THE PROPERTY OWNERS AT 35724 COUNTY ROAD 3, GORDON AND ALMA SIEMERS, THAT CONDITIONAL USE PERMIT 2012-006, MODIFICATION BY EXTENSION, HAS EXPIRED AND NO FURTHER WORK ASSOCIATED WITH THE PERMIT SHALL BE ALLOWED. MOTION CARRIED WITH ALL 'AYES.'"

Attachments

Ken Anderson

From: Dave Reese [Dave.Reese@wsn.us.com]
Sent: Wednesday, July 24, 2013 11:24 AM
To: kanderson@crosslake.net; cityclerk@crosslake.net; publicwk@crosslake.net
Cc: john.moengen@crosslake.net
Subject: CSAH 3 - Siemer Car Wash Property

All –

This pertains to the ongoing non-draining ditch issue in front of the Siemer Car Wash property on CSAH 3. The City had requested WSN to inspect the ditch this spring and determine if additional measures would be necessary to mitigate the plugged ditch and standing water problem. I traded messages with Steve Strochein yesterday concerning this issue and asked him what the County's plans were for the reconstruction of CSAH 3 in this area. He said the County will be using all of the 100-ft right of way to re-grade the ditches and they intend to address this issue at that time. A centerline culvert will be installed that will allow storm water to drain out of this ditch and along the remainder of the County ditch to the proposed storm water retention pond that will be constructed as part of the CSAH 3 project in 2014.

This may have some bearing on the zoning/land-use permits and ongoing performance issues that the City has strived to administrate concerning this property, and we wanted to make you aware of it. If there are further actions needed concerning our input or inspections, please let us know; otherwise, the County seems to have taken this issue into account within their road construction plans.

Regards,

Dave Reese, PE

Civil Engineer, VP
218-316-3629 | Direct
218-251-2770 | Cell

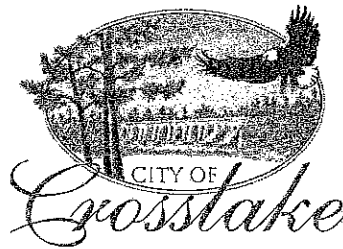


7804 Industrial Park Road | Baxter, MN 56425-2720

WidethSmithNolting.com

[Engineering](#) | [Architecture](#) | [Surveying](#) | [Environmental](#)

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



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

July 23, 2013

Gordon and Alma Siemers
Scott and Nicole Siemers
14562 Whitebirch Lane
Crosslake, MN 56442

VIA U. S. MAIL

RE: Expiration of C2012-006, 35724 County Road 3, Parcel number 142020010030009.

Dear Gordon, Alma, Scott and Nicole Siemers:

Please be advised your conditional use permit referenced above has expired. If you wish to extend the permit, it must be approved by the City of Crosslake in order for you to proceed with any improvements on the property. It also appears the drainage ditch between the two driveways on the property does not allow for storm water to drain effectively after a rain event. I anticipate the City Engineer will be reviewing the site again soon to advise the Planning and Zoning Commission on the status of existing conditions. I have attached a copy of the July 2, 2013, e-mail that was sent to you with attachments that you may or may not have received since I have received no response as yet.

Thank you for your attention to this matter and please call me if you have questions Monday through Thursday from 8:00 a.m. to noon and Fridays from 8:00 a.m. to 4:00 p.m.

Yours very truly,

Kenneth R. Anderson
Community Development Director

Attachments

Ken Anderson

From: Ken Anderson [kanderson@crosslake.net]
Sent: Tuesday, July 02, 2013 5:33 PM
To: 'Scott & Nicole Siemers'; 'scott & nicole'
Cc: Dave Reese (Dave.Reese@wsn.us.com); 'Brad Person'; 'Bryan Hargrave'
Subject: Expiration of Conditional Use Permit, C2012-006, 35724 County Road 3, Crosslake, MN
Attachments: Scanned image from MX-M453N

Dear Gordon, Alma, Scott and Nicole Siemers:

I am writing to inform you that the Conditional Use Permit C2012-006 that was extended by the Crosslake City Council has expired effective July 1, 2013. I have attached a copy of Resolution 12-24 adopted by the City Council for your information. If you wish to proceed with the project, it will be necessary for you to request in writing an additional extension that will be subject to approval by the City of Crosslake. Please address the extension to my attention. Also, for your information it appears that the County Road 3 drainage ditch still does not allow storm water to properly drain and results in excessive amounts of water to pond in the ditch, particularly between the two driveways to your property. By copy of this e-mail, I have asked the City Engineer to inspect the property to assess the current conditions.

Please contact me if you should have any questions. Our office will be closed on the July 4, 2013, holiday.

Yours truly,

Kenneth R. Anderson
Community Development Director
City of Crosslake
37028 County Road 66
Crosslake, MN 56442
kanderson@crosslake.net
Web site - www.cityofcrosslake.org
Phone: 218-692-2689
FAX: 218-692-2687

Ken Anderson

From: ctycrslk@crosslake.net
Sent: Tuesday, July 02, 2013 4:23 PM
To: kanderson@crosslake.net
Subject: Scanned image from MX-M453N
Attachments: ctycrslk@crosslake.net_20130702_172318.pdf

Reply to: ctycrslk@crosslake.net <ctycrslk@crosslake.net> Device Name: MX-M453N Device Model: MX-M453N

Location: CCL - Planning and Zoning

File Format: PDF MMR(G4)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

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<http://www.adobe.com/>

CITY OF CROSSLAKE
CITY COUNCIL
RESOLUTION NO. 12-24

Original Applicant: Gordon and Alma Siemers
Parcel ID Number: 142020010030009
Case Number: C2012-006 – Modification by Extension
Legal Description: The property is described as Lot 3, Block 1, Wildwood Acres, Section 21, Township 137 North, Range 27 West, Crosslake, MN. The property is located at 35724 County Road 3.

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Crosslake, Minnesota, was held on the 10th day of December, 2012. Mayor Darrell Schneider and Council members John Moengen, Steve Roe, Dean Swanson, and Rusty Taubert were present.

Council member John Moengen introduced the following Resolution No. 12-24 and moved its adoption:

WHEREAS, Gordon and Alma Siemers, received approval of C2012-006 to alter C2010-003 and/or C2008-006 to allow car sales and remove the tanning booth use, relocate a stormwater retention pond, and modify the landscaping, parking configuration and impervious surface features on the property, all within 200 ft. of an adjacent residential zoned property. The approved uses include an automatic car wash, self-serve wash bay, exterior vacuum service, detail service, vehicle sales, office and lease to a dog/animal grooming business, and

WHEREAS, City Ordinance requires a conditional use permit for commercial improvements located within 200 feet of an adjacent residential zoning district, and

WHEREAS, the Planning and Zoning Commission approved the original conditional use permit on June 25, 2010, and submitted Resolution No. PZ-2010-008 for recording purposes at the Crow Wing County Recorder's office via Document No. 0784493, and altered said approval on July 22, 2011, and submitted Resolution No. PZ-2011-008 for recording purposes at the Crow Wing County Recorder's office via Document No. 0799547, and altered said approval again on April 27, 2012, by adopting Resolution PZ-2012-008 (see attached EXHIBIT C) subject to several conditions of approval including the following that read "3. Erosion and sedimentation during construction shall be prevented by the installation of a temporary silt fence or other best management practices (BMPs) between the construction area and the adjacent lots and County State Aid Highway 3 right-of-way *not later than 10 days from the date of this approval,*" and

WHEREAS, the conditional use permit was required to be completed and was set to expire not later than October 15, 2012, and

WHEREAS, the erosion controls and best management practices were not installed within the required time frame, were not maintained, and significant erosion and storm water retention and ponding has repeatedly occurred within the County Road 3 right-of-way in 2012, and

WHEREAS, Crow Wing County staff have stated as recently as September 10, 2012, that "although noticeable work has been started, storm water runoff and possible sediment deposits are still a major concern for us" and "We would like to see turf established and growing in the entire County Road 3 Right of Way, the new approach established to prevent erosion, and all water and sediment contained on your site, out of the road right of way," and

WHEREAS, the City Code reads as follows in Section 26-1446. – Conditional Use Permits, (h) *"(h) Violations of the conditions of a conditional use permit shall be grounds for revocation or modification of the conditional use permit following a hearing before the planning and zoning commission with a minimum of seven days mailed notice to the conditional use permit holder. Following the hearing, the planning and zoning commission shall recommend to the city council whether the conditional use permit should be revoked, modified, or remain unchanged. Upon receiving the recommendation of the planning and zoning commission, the city council shall consider the matter. The city council may, in its discretion, hold an additional public hearing, refer the matter to an administrative law judge for hearing and recommendation, or decide the matter with no further additions to the record. Upon finding a violation of the conditional use permit, the city council may revoke the conditional use permit, modify the conditional use permit, or leave the conditional use permit unchanged."* and

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

WHEREAS, a certificate of survey and site plan showing the proposed location of the structures is attached as EXHIBIT B, and

WHEREAS, the Siemers sent an e-mail on October 10, 2012 in which "We ask at this time that you would renew our Conditional Use Permit for the Carwash (sic)," and

WHEREAS, a public hearing notice for revocation or modification of the conditional use permit was mailed to the property owner/conditional use permit holder per ordinance requirements, and

WHEREAS, the public hearing was held and conducted as scheduled on November 16, 2012, Gordon and Alma Siemers were *not* present, and all public comment was heard by the Commission in writing and/or in person, and

WHEREAS, the Planning and Zoning Commission adopted a motion recommending the City Council modify the Conditional Use Permit 2012-006 by requiring and stating that the temporary erosion control methods must be implemented by December 1, 2012 (see attached EXHIBIT D prepared by the City Engineer). If the temporary erosion controls are not completed, the Planning Commission recommends the City Council revoke the conditional use permit. If the temporary erosion control methods are implemented satisfactorily, then the conditional use permit time for completion is recommended to be extended to July 1, 2013, and

WHEREAS, staff visited the subject property and forwarded digital photos to the City Engineer on Monday, December 3, 2012, and the City Engineer visited the subject property on Monday, December 10, 2012, to evaluate the temporary erosion control methods and the general site conditions in person, and

WHEREAS, the City Engineer has advised the City Council that the temporary erosion control methods have generally been satisfactorily installed as of the time of inspection; however, additional erosion control blanket is recommended at the Northwest and Southwest corners of the subject property per the City Engineer's plan. Due to the significant snow accumulation over the weekend and winter conditions, the City Engineer suggested the erosion control blanket not be installed until such time as the soil is exposed and said erosion control measures may be properly installed, and

WHEREAS, the City Engineer has advised the City Council that further inspection of the infiltration in the County ditch was discussed with the property owner/conditional use permit holder and said inspection would be completed in the spring to determine if additional measures would be required of the property owner to remedy any remaining infiltration issues located within the County ditch, and

WHEREAS, staff has forwarded the Planning Commission recommendation to the Crow Wing County Highway Department for review and comment and no comments were received, and

WHEREAS, the property owner is obligated to monitor and maintain appropriate temporary erosion control measures in place after each and every rain or other storm event and until such time as the permanent site improvements and vegetation have been re-established on the subject property.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Crosslake makes the following findings of fact and decision:

FINDINGS OF FACT

1. The Findings of Fact as established by the Planning and Zoning Commission in Resolution No. PZ-2012-008 are hereby adopted by reference.
2. The recommendation submitted by the Planning and Zoning Commission on November 16, 2012, to modify C2012-006 by extending the time for completion to July 1, 2013 is reasonable to allow sufficient time and allow for weather conditions that are suitable to turf establishment and completion of the storm water drainage and other site improvements provided appropriate temporary erosion and sediment controls are in place, monitored, and maintained by the property owner/conditional use permit holder.
3. The City Engineer has inspected the property and advised the City Council that temporary erosion control methods have generally been satisfactorily installed as of the time of inspection; however, additional erosion control blanket is recommended at the Northwest and Southwest corners of the subject property per the City Engineer's plan. Due to the significant snow accumulation over the weekend and winter conditions, the City Engineer suggested the erosion control blanket not be installed until such time as the soil is exposed and said erosion control measures may be properly installed.
4. The City Engineer has advised the City Council that further inspection of the infiltration in the County ditch was discussed with the property owner/conditional use permit holder and said inspection would be completed in the spring to determine if additional measures would be required of the property owner to remedy any remaining infiltration issues located within the County ditch.
5. All conditions of approval as outlined in previous Planning and Zoning Commission approvals for the conditional use permit 2012-006 remain in full force and effect.

DECISION

Accordingly, based on the findings of fact set out above and the records before it, the Crosslake City Council hereby adopts the Findings of Fact and Decision found in this resolution and APPROVES the Planning and Zoning Commission's recommendation to modify by extension to July 1, 2013, the Conditional Use Permit 2012-006, for Gordon and Alma Siemers, property owners, to alter C2010-003 and/or C2008-006 to allow car sales and remove the tanning booth use, relocate a stormwater retention pond, and modify the landscaping, parking configuration and impervious surface features on the property, all within 200 ft. of an adjacent residential zoned property in the LC, Limited Commercial zoning district.

BE IT FURTHER RESOLVED, approval of this modification and extension of Conditional Use Permit 2012-006 shall be subject to all the conditions of approval as previously enacted by the Crosslake Planning and Zoning Commission and as most recently found, in part, in Resolution No. PZ-2012-008 adopted April 27, 2012.

BE IT FURTHER RESOLVED, the City Council hereby directs that the temporary erosion control methods recommended by the City Engineer be fully implemented and that additional erosion control blanket be installed at the Northwest and Southwest corners of the subject property per the City Engineer's plan and recommendation. Due to the significant snow accumulation

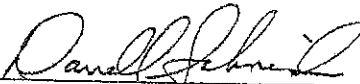
and winter conditions, the erosion control blanket may not be installed until such time as the soil is exposed and weather conditions permit, at which time all erosion control measures shall be properly installed, monitored, and maintained.

The motion for adoption of the foregoing Resolution No. 12-24 was duly seconded by Mayor Darrell Schneider and upon vote being taken thereon, the following voted in favor thereof: Mayor Darrell Schneider and Council members John Moengen, Steve Roe, Dean Swanson, and Rusty Taubert.

The following voted against: None.

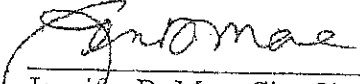
The following abstained from the vote: None.

This resolution was approved and adopted on December 10, 2012, by a 5/5ths vote of the City Council of the City of Crosslake.



Darrell Schneider, Mayor

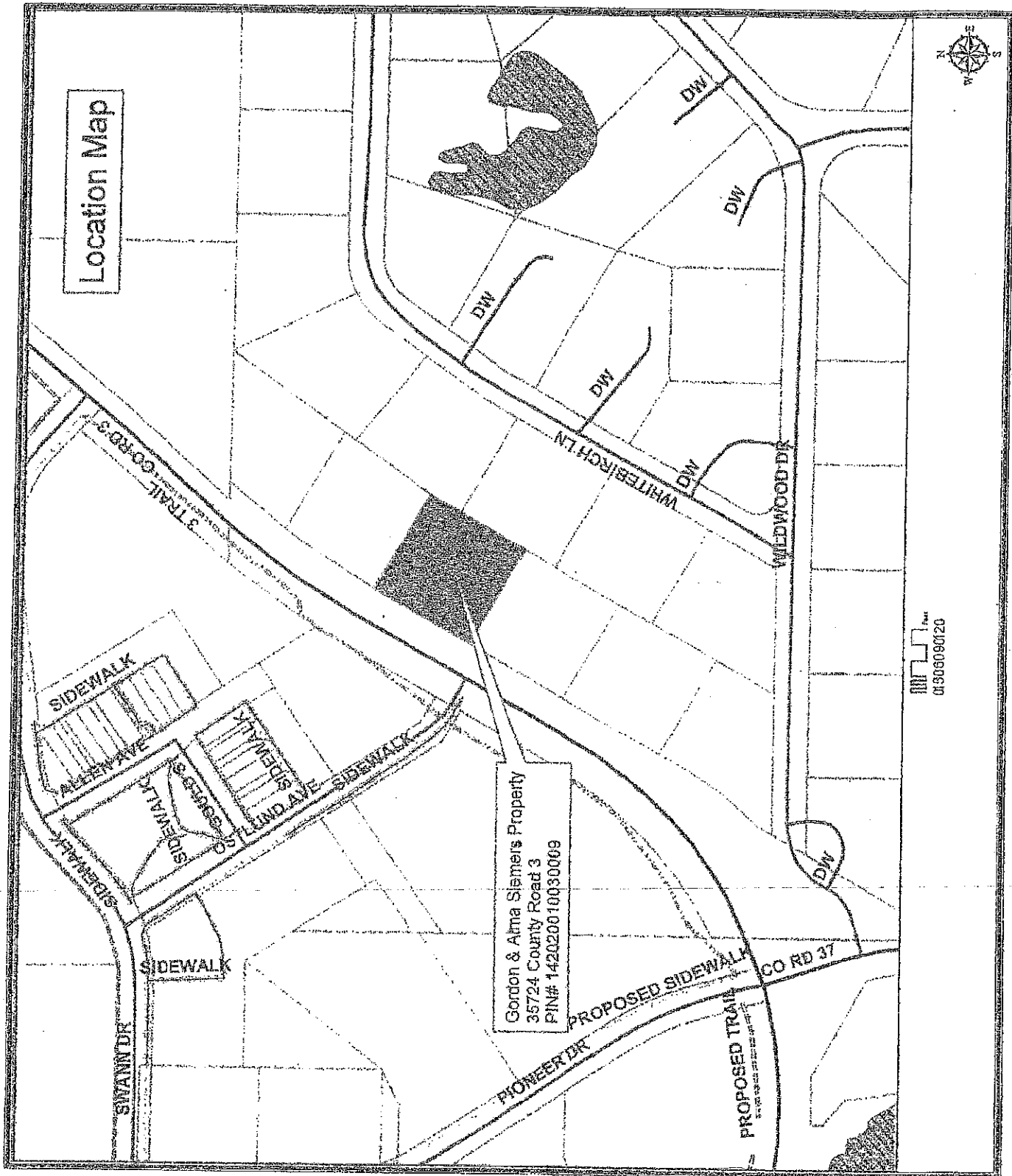
ATTEST:



Jennifer D. Max, City Clerk

Attachments: Exhibit A, Exhibit B, Exhibit C, and Exhibit D

EXHIBIT A



LOT 3, BLOCK ONE, WILDWOOD ACRES,
SECTION 11, TOWNSHIP 137 NORTH, RANGE 27 WEST,
CROW WING COUNTY, MINNESOTA



- [illegible]

1. Confidentiality to be maintained by all personnel. Confidentiality to be maintained by all personnel.
2. Confidentiality to be maintained by all personnel. Confidentiality to be maintained by all personnel.
3. Confidentiality to be maintained by all personnel. Confidentiality to be maintained by all personnel.
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9. Confidentiality to be maintained by all personnel. Confidentiality to be maintained by all personnel.
10. Confidentiality to be maintained by all personnel. Confidentiality to be maintained by all personnel.

[illegible]

STATION NAME	STATION
STATION	STATION
STATION	STATION
STATION	STATION

1. சென்னை நகராட்சி (சென்னை நகராட்சி)
 2. சென்னை நகராட்சி (சென்னை நகராட்சி)
 3. சென்னை நகராட்சி (சென்னை நகராட்சி)
 4. சென்னை நகராட்சி (சென்னை நகராட்சி)
 5. சென்னை நகராட்சி (சென்னை நகராட்சி)

INTERVIEW CALCULATIONS			
FACTORS	Interview AFN MAY 2017	Rec. AFN JUN 2017	Rec'd Interview MAY 2017
Interview			
Interview	2,883	2,648	2,883
Interview	100	2,648	2,883
Interview	2,783	2,648	2,883
Interview	1,667	2,648	2,883
Interview	2,883	2,648	2,883



4. Содержание

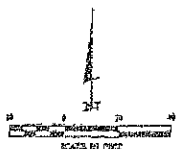
[illegible]

EXHIBIT C

CITY OF CROSSLAKE
PLANNING AND ZONING COMMISSION/BOARD OF ZONING AD-
JUSTMENT
RESOLUTION NO. PZ-2012-008

Applicant: Gordon and Alma Siemers
Parcel ID Number: 142020010030009
Case Number: C2012-006
Legal Description: The property is described as Lot 3, Block 1, Wildwood Acres, Section 21, Township 137 North, Range 27 West, Crosslake, MN. The property is located at 35724 County Road 3.

Pursuant to due call and notice thereof, a regular meeting and public hearing of the Planning and Zoning Commission/Board of Zoning Adjustments of the City of Crosslake, Minnesota, was held on the 27th day of April, 2012. Commissioners Dale Melberg, Nancy Addington, Ron Hagen, Dave Schrupp and Gary Heacock were present.

Ron Hagen introduced the following Resolution, PZ-2012-008, and moved its adoption:

WHEREAS, the applicants, Gordon and Alma Siemers, are requesting approval of a CUP to alter C2010-003 and/or C2008-006 to allow car sales and remove the tanning booth use, relocate a stormwater retention pond, and modify the landscaping, parking configuration and impervious surface features on the property, all within 200-ft. of an adjacent residential zoned property. The proposed uses include an automatic car wash, self-serve wash bay, exterior vacuum service, detail service, vehicle sales, office and lease to a dog/animal grooming business, and

WHEREAS, City Ordinance requires a conditional use permit for commercial improvements located within 200 feet of an adjacent residential zoning district, and

WHEREAS, the Planning and Zoning Commission approved the conditional use permit on June 25, 2010, and submitted Resolution No. PZ-2010-008 for recording purposes at the Crow Wing County Recorder's office via Document No. 0784493, and altered said approval on July 22,

2011, and submitted Resolution No. PZ-2011-008 for recording purposes at the Crow Wing County Recorder's office via Document No. 0799547, and

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

WHEREAS, a certificate of survey and site plan showing the proposed location of the structures is attached as EXHIBIT B, and

WHEREAS, a public hearing notice was published and mailed per ordinance requirements, and

WHEREAS, the public hearing was held and conducted as scheduled on April 27, 2012, and all public comment was heard by the Commission in writing and/or in person.

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

FINDINGS OF FACT

1. The proposed commercial development is appropriate.
2. The construction of the proposed commercial development and proposed uses conform to the comprehensive land use plan.
3. The construction of the proposed commercial development is compatible with the existing neighborhood consisting of residential uses, limited commercial uses, and planned development district uses across CSAH 3.
4. With conditions, the proposed commercial development would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance, or prosperity of the area.
5. The property meets the necessary pre-existing lot requirements and size requirements necessary for the issuance of a conditional use permit.
6. The revised site plan and building plans meet the minimum ordinance requirements and all standards in terms of parking, loading, traffic management and circulation, access, signs, lighting, landscaping, drainage, impervious surface area, screening, architectural/appearance standards, and visual standards.
7. The proposed water service by private well and the sanitary sewer service by the onsite subsurface treatment systems as approved satisfactorily meets all minimum requirements and standards.

DECISION

Accordingly, based on the findings of fact set out above and the records before it, the Crosslake Planning and Zoning Commission APPROVES Conditional Use Permit 2012-006, for Gordon and Alma Siemers, property owners, to seek approval of a CUP to alter C2010-003 and/or C2008-006 to allow car sales and remove the tanning booth use, relocate a stormwater retention pond, and modify the landscaping, parking configuration and impervious surface features on the

property, all within 200 ft. of an adjacent residential zoned property in the LC, Limited Commercial zoning district.

BE IT FURTHER RESOLVED, approval of Conditional Use Permit 2012-006 shall be subject to the following conditions:

1. The proposed commercial development shall be completed substantially as shown in the revised site plan/survey with the Conditional Use Permit application and as conditionally revised and approved by the Board.
2. A zoning permit shall be required for all proposed site improvements.
3. Erosion and sedimentation during construction shall be prevented by the installation of a temporary silt fence or other best management practices (BMPs) between the construction area and the adjacent lots and County State Aid Highway 3 right-of-way *not later than 10 days from the date of this approval.*
4. A "dry pit" approximately 20 ft. by 3 ft. by 3 ft. deep without a floor drain may be installed in the detail bay.
5. The proposed dumpster enclosure must be relocated and screened to improve the access subject to staff approval. Vegetation such as seed or sod or natural vegetation must be re-established in this area that has recently been used as a parking area.
6. A \$25 zoning permit shall be required for the construction of a decorative three rail plastic fence along the south lot line that was the subject of a stop work order and the fence shall be allowed to be 10 ft. from the road right-of-way.
7. The revised surface drainage plan shall be approved by the city engineer; screening, berms, and landscaping shall be completed; bituminous and concrete surfaces and striping installed; dumpster enclosure relocated and construction completed; and the two stormwater detention ponds and septic system fully installed and inspected before the car washes shall be allowed to open for business (landscaping by October 15, 2012).
8. The spruce tree varieties shall be specified before planting and must be native plants. A 6 ft. high screening fence shall be constructed 1 ft. from the east lot line and a minimum of 25 ft. west along the north and south side lot lines to screen the vehicle sales use from the adjacent residential zoned property.
9. The lot shall be striped and signs installed to meet the parking plan shown on the April 6, 2012 revised certificate of survey with the exception that spaces 3 - 5 shall not be striped as they do not conform to the ordinance minimum standard for an access drive aisle. Parking shall only be allowed on designated parking spaces at all times.
10. The lot shall be striped and signs installed to meet all provisions of the parking provisions found in chapter eight of the city ordinance and state statute and rules, including handicapped parking.
11. For the septic system design, the following shall apply to the construction and use of the existing and proposed septic system on the property:
 - A separate water meter shall be required to monitor water use to the existing septic system and drainfield for the existing building uses and the new septic system for the detail center and car wash uses. Monthly water use reports shall be provided to the planning and zoning department with the actual gallons per day use recorded for one year. After one year, monthly water usage readings

may be submitted subject to staff approval. A maintenance and operations plan, pumping contract, and contingency plan shall be provided in the event of failure of the proposed system per the city engineer's previous comments.

- A flammable waste trap(s), oil/water separator tank, or provisions with septic tanks shall be made to capture oils and greases from the car wash bay discharges.
 - Soils within three (3) feet of the bottom of the rock bed are required to meet the mound sand specifications found in chapter 7080.
 - A surface barrier approved by staff shall be required to protect the pressure beds from vehicles and surface water runoff.
 - The existing and proposed drainfield areas shall be protected from construction traffic and storage of construction materials by placement of a temporary fence that shall be maintained as a protective barrier.
12. If the proposed onsite subsurface treatment system for the detail bay, self-serve wash bay and automatic car wash fails per Minnesota rules chapter 7080 and local ordinance standards, then the applicant shall be required to connect to the municipal sanitary sewer as the secondary treatment alternative provided adequate sewer plant capacity is available. The construction of a lift tank and connection to the municipal sanitary sewer shall be in compliance with the city and county engineer's approval of the plans and subject to payment of all connection fees and ongoing user charges/fees. A water meter shall be installed to monitor water usage.
 13. Any necessary easements or other agency approvals shall be obtained prior to commencing work as determined by the city engineer and zoning administrator.
 14. The entrance and exit door for both the self-serve wash bay and the automatic carwash shall remain closed during the entire washing and drying cycle. They shall remain closed until both processes are fully complete.
 15. Any future uses, expansions or alterations to the use or configuration of the facility shall require the property owners to meet all zoning ordinance requirements in effect at the time of said changes including, but not limited to, parking and loading, visual standards, lighting, and architectural/appearance standards.
 16. The operating hours for the detail bay, self-serve wash bay, exterior vacuum, and automatic car wash shall be limited between the hours of 6 a.m. until midnight. Any changes to the hours of operation proposed by the operator/property owner shall require an amendment to conditional use permit C2012-006 that is to be approved by the Planning and Zoning Commission.
 17. A boulder wall shall be allowed to be added to the site plan and located along the southeast lot line adjacent to the proposed stormwater detention pond.
 18. The development will be totally completed by October 12, 2012, including all landscaping requirements.
 19. Used automobiles parked onsite at any one time shall be limited to a maximum of eight.

BE IT FURTHER RESOLVED, the applicant or interested parties may appeal the Commission's decision to the Crosslake City Clerk within five calendar days excluding the date of the meeting.

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

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

The following voted against: None

The following abstained from the vote: None

This resolution was approved and adopted on April 27, 2011, by a 5/5ths vote by the Planning and Zoning Commission/Board of Zoning Adjustment of the City of Crosslake.

Dale Melberg, Acting Chair

ATTEST:

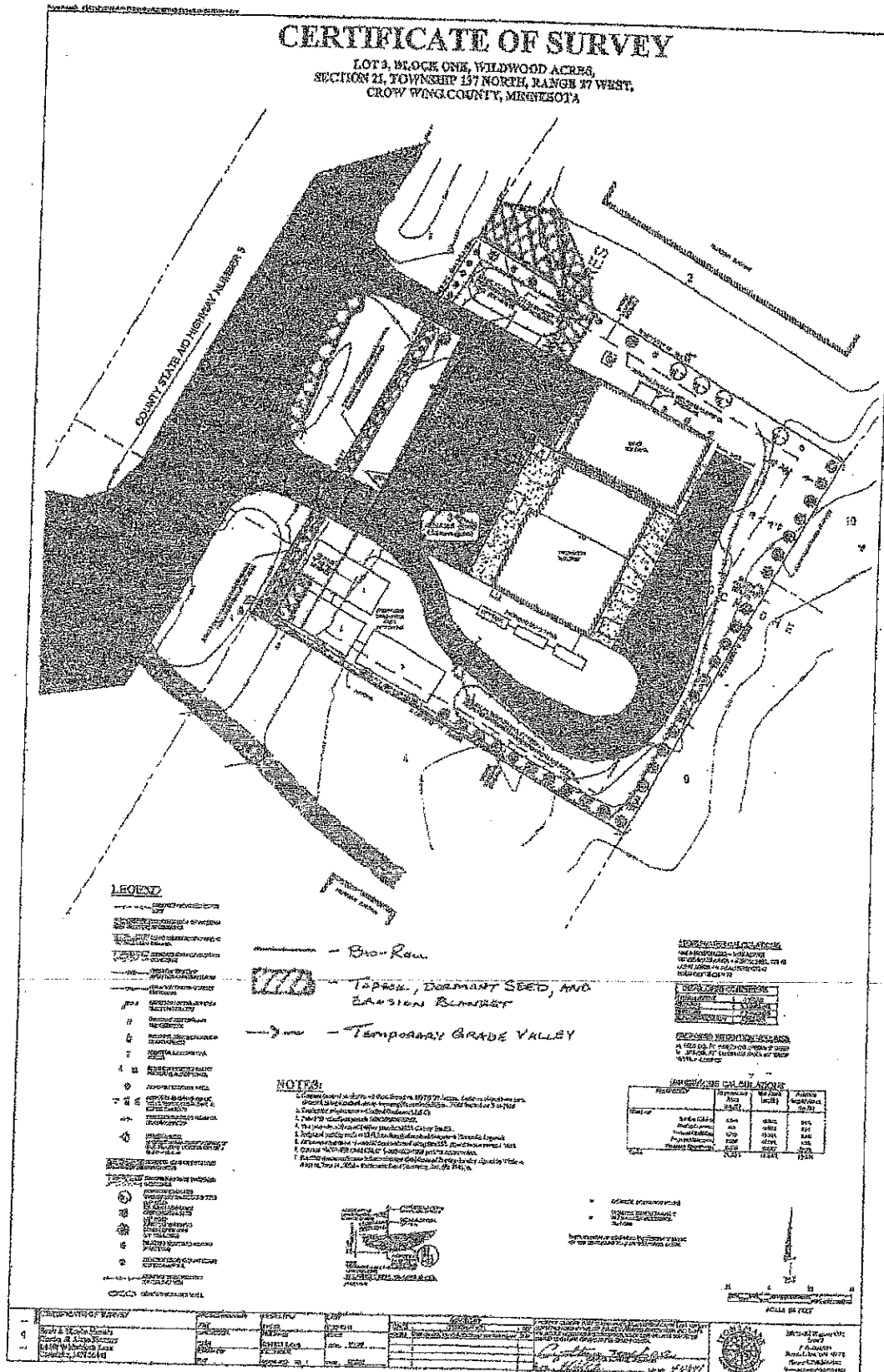
Kenneth R. Anderson
Community Development Director

Attachments: Exhibit A, Exhibit B

EXHIBIT D

CERTIFICATE OF SURVEY

LOT 3, BLOCK ONE, WILDWOOD ACRES,
SECTION 21, TOWNSHIP 137 NORTH, RANGE 37 WEST,
CROW WING COUNTY, MINNESOTA



DATE: August 27, 2013

TO: Darrell Schneider, Mayor
Dan Vogt, City Administrator

FROM: Planning and Zoning Commission

**RE: Vehicle/equipment sales at the former site of *The Exchange Bar and Grill*,
36095 County Road 66.**

The Planning and Zoning Commission has observed and discussed the status of various vehicles and recreational equipment that has been accumulating for sale purposes on the property at 36095 County Road 66, which is the former site of *The Exchange Bar and Grill*. We have attached information provided at our meeting of August 23, 2013, for your review.

The Commission directed that staff provide this information to Dan Vogt and the Mayor in order to get direction from the City Council about how the Commission should look at the current use of this property. If the City Council is willing to have the Commission research this issue, then the Commission is most willing to do so.

Attachments

DATE: August 23, 2013

TO: Honorable Chairperson Dave Schrupp
Planning and Zoning Commission Members
Gary Heacox, City Council Liaison

FROM: Kenneth R. Anderson, Community Development Director

**RE: Discuss vehicle/equipment sales at the former site of *The Exchange Bar and Grill*,
36095 County Road 66.**

Attached are two photos of the above referenced site taken on July 9, 2013. Several people have inquired at City Hall as to what is going on at this property and asked how the property owner can continue to allow the property to be used for uncontrolled, random vehicle and recreational equipment sales. We have photos of the property since 2010 showing fewer vehicles parked on the lot with posted "for sale" signs. The Exchange building burned the July 4th holiday in 2008. The attached sheet is text taken from the City Code, Sec. 26-351, 6, and discusses what the ordinance requires for vehicle sales standards in the LC, Limited Commercial zoning district where such use is a permitted use.

Action requested: Request the Commission provide direction to staff about how you would like us to proceed after receiving input from the City Attorney regarding this matter.

Attachments

Limited Commercial District

Sec. 26-351(6) Vehicle, marine, recreational vehicle, and equipment sales standards.

a. A minimum 20-foot wide yard abutting the public right-of-way shall be landscaped. Said 20-foot landscape yard shall also be provided where such lot abuts a residential lot so as to create an effective visual and sound buffer and adequate separation of uses.

b. When such a lot is adjacent to a lot located in a residential district, a fence of acceptable design shall be erected along that particular site.

c. All of the lot other than the portion occupied by a building or landscape treatment shall be surfaced to control dust and drainage.

d. Drainage. The entire area shall have a drainage system. A drainage plan shall be submitted and is subject to the approval of the city engineer. Provisions shall be made for on-site storm-water retention.

e. The outdoor lighting system shall be so designed that no direct source of light is visible from the public right-of-way or adjacent land. All lighting fixtures shall comply with the lighting requirements of this section.

f. A site plan for the lot, showing ingress and egress, storage, parking, fencing and other necessary features required to understand the operation, shall be filed for approval by the planning and zoning commission or the zoning administrator.

g. Adequate measures are taken to control noise levels.

h. Adequate measures are taken to control pollution and emissions exhaust.

i. Hours of operation shall be limited as necessary to minimize the effect of nuisance factors such as traffic noise and glare upon any existing neighboring residential uses.

j. Vehicle access. Vehicular traffic points shall be limited and shall create a minimum of conflict with through traffic movements.

k. Parking and loading. Adequate parking and loading spaces shall be provided on the site, including adequate room to accommodate the parking and maneuvering of cars and/or semi-tractor trailers.

l. Refuse storage. All refuse shall be stored in containers as specified by this Code. Said containers shall be fully screened and enclosed by a fence or similar structure.

m. Parking/storage/display. Vehicles/boats/recreational vehicles/etc., may only be stored, parked or displayed on the impervious area of the lot.





Motions from September 3, 2013 Public Works Meeting

1. A motion was made recommending the City Council have WSN update the 5 year capital improvement plan with current cost estimates. All in favor
2. A motion was made recommending the City Council put 50000.00 in the 2014 budget for study of future expansion of sewer system. All in favor
3. A recommendation to the City Council to stripe Community Center parking lot at 10 foot to meet current zoning. All in favor
4. WSN recommend change order 1 and pay request on the 2013 road project. Motion was made by commission moving forward with request. All in favor.

Change Order

No. 1

Date of Issuance: September 3, 2013

Effective Date: August 30, 2013

Project: 2013 Crosslake Street Imps.	Owner: City of Crosslake	Owner's Contract No.: N/A
Contract: 2013 Crosslake Street Improvements	Date of Contract: May 17, 2013	
Contractor: Anderson Brothers Construction	Engineer's Project No.: 0107B0144.000	

The Contract Documents are modified as follows upon execution of this Change Order:

Description: The Final Completion date shall be extended due to remaining turf establishment and related weather conditions that are not conducive to growing at this time of year. Also, additional erosion controls, seeding, drainage structure work, and driveway culvert work requested by the City was added to Bonnie Lakes Road, the Community Center site, and Swann Drive site as detailed in Partial Payment Estimate No. 1.

Attachments (list documents supporting change):

See Partial Payment Estimate No. 1.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$275,803.46

[Increase] [Decrease] from previously approved
Change Orders No. _____ to No. _____:

\$ _____

Contract Price prior to this Change Order:

\$275,803.46

[Increase] [~~Decrease~~] of this Change Order:

\$4,543.85

Contract Price incorporating this Change Order:

\$280,347.31

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar days

Substantial completion (days or date): July 31, 2013

Ready for final payment (days or date): August 30, 2013

[Increase] [Decrease] from previously approved Change Orders
No. _____ to No. _____:

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): July 31, 2013

Ready for final payment (days or date): August 30, 2013

[Increase] [~~Decrease~~] of this Change Order:

Substantial completion (days or date): July 31, 2013

Ready for final payment (days or date): September 30, 2013

Contract Times with all approved Change Orders:

Substantial completion (days or date): July 31, 2013

Ready for final payment (days or date): September 30, 2013

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 9/3/13

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 9/4/2013

Date: _____

PARTIAL PAYMENT ESTIMATE NUMBER 1									
Name of Contractor: Anderson Brothers Construction Company PO Box 889 Brainerd, MN 56401-0889									
Name of Owner: City of Crookston 37023 County Road 96, Crookston, MN 55442									
Date of Completion: Original: July 31, 2013 Substantial Completion August 30, 2013 Final Revised: September 30, 2013				Amount of Contract: Original: \$276,003.46 Revised: \$280,347.23		Date of Estimate: From: May 17, 2013 To: August 30, 2013			
Description of Project: Crookston 2013 Street Improvements WBN No. 016780144.000									
ITEM NO.		ITEM DESCRIPTION		CONTRACT ITEMS		THIS PERIOD		TOTAL TO DATE	
QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
2021.501	MOBILIZATION	1.00	LUMP SUM	\$8,043.84	\$8,043.84	1.00	\$8,043.84	1.00	\$8,043.84
2104.601	REMOVE CURB AND GUTTER	70	LIN FT	\$6.12	\$428.40	56.00	\$342.72	56.00	\$342.72
2104.605	REMOVE BITUMINOUS PAVEMENT	370	SQ YD	\$5.00	\$1,850.00	632.00	\$3,160.00	632.00	\$3,160.00
2104.613	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	511	LIN FT	\$2.09	\$1,067.99	182.00	\$373.18	182.00	\$373.18
2104.611	SAWING CONCRETE PAVEMENT (FULL DEPTH)	10	LIN FT	\$11.80	\$118.00	10.00	\$118.00	10.00	\$118.00
2105.501	COMMON EXCAVATION (F)	383	CU YD	\$7.02	\$2,687.46	338.00	\$2,376.36	338.00	\$2,376.36
2105.521	GRANULAR BORROW (GV)	90	CU YD	\$22.33	\$2,009.70	100.00	\$2,233.00	100.00	\$2,233.00
2105.525	TOPSOIL BORROW	456	CU YD	\$38.07	\$17,360.12	693.40	\$26,565.66	693.40	\$26,565.66
2112.501	SUBGRADE PREPARATION	50.10	RSCT	\$51.69	\$2,589.57	56.10	\$2,897.57	56.10	\$2,897.57
2112.504	SUBGRADE PREPARATION (1)	3296	SQ YD	\$1.54	\$5,075.92	3296.00	\$5,075.92	3296.00	\$5,075.92
2123.510	STREET SWEEPER (WITH PICKUP BROOM)	12	HOUR	\$129.12	\$1,549.44		\$0.00		\$0.00
2211.501	AGGREGATE SURFACING, CLASS 5	105	TON	\$11.13	\$1,168.65	100.00	\$1,113.00	100.00	\$1,113.00
2211.501	AGGREGATE BASE, CLASS 5 (CV)	3055	TON	\$13.04	\$39,837.20	3106.77	\$40,638.96	3106.77	\$40,638.96
2216.501	FULL DEPTH RECLAMATION (FOR)	12561	SQ YD	\$0.57	\$7,160.57	12561.00	\$7,160.57	12561.00	\$7,160.57
2300.501	TYPE 12.5 WEARING COURSE MIXTURE (2,C) (2)	2025	TON	\$97.39	\$197,214.75	2080.00	\$202,860.00	2080.00	\$202,860.00
2300.503	TYPE 3F 12.5 WEARING COURSE MIXTURE (2,C) 2.0" THICK	97	SQ YD	\$17.04	\$1,652.88		\$0.00		\$0.00
2300.503	TYPE 3F 12.5 WEARING COURSE MIXTURE (2,C) 2.0" THICK	4100	SQ YD	\$9.55	\$39,276.00	4479.00	\$42,508.82	4479.00	\$42,508.82
2501.511	12" CS PIPE CULVERT (3)	12	LIN FT	\$64.02	\$768.24	12.00	\$768.24	12.00	\$768.24
2521.501	4" CONCRETE WALK	3051	SQ FT	\$3.41	\$10,403.91	2903.00	\$9,880.00	2903.00	\$9,880.00
2531.501	CONCRETE CURB & GUTTER DESIGN B618	70	LIN FT	\$22.31	\$1,561.70	56.00	\$1,246.36	56.00	\$1,246.36
2531.510	TRUNCATED DOWNS	18	SQ FT	\$33.20	\$597.60	15.00	\$501.00	15.00	\$501.00
2553.501	TRAFFIC CONTROL	1.00	LUMP SUM	\$1,154.36	\$1,154.36	1.00	\$1,154.36	1.00	\$1,154.36
2573.540	FILTER LOG, TYPE STRAW BIOROLL	200	LIN FT	\$5.75	\$1,150.00	240.00	\$1,380.00	240.00	\$1,380.00
2573.580	EROSION CONTROL SUPERVISOR	1.00	LUMP SUM	\$577.17	\$577.17	1.00	\$577.17	1.00	\$577.17
2576.501	SEEDING	1.48	ACRE	\$898.07	\$1,329.14		\$0.00		\$0.00
2576.532	FERTILIZER, TYPE 1	287	POUND	\$1.10	\$315.70		\$0.00		\$0.00
2576.532	SEED MIXTURE 2T0	297	POUND	\$2.31	\$686.07		\$0.00		\$0.00
2576.580	HYDRAULIC SOIL STABILIZER TYPE 5	3118	POUND	\$0.81	\$2,525.58		\$0.00		\$0.00
ADDITIONAL WORK - COMMUNITY CENTER									
CHANGE ORDER NO. 1	EROSION CONTROL BLANKET	1000	SQ YD	\$1.90	\$1,900.00	1000.00	\$1,900.00	1000.00	\$1,900.00
	BIOROLL	50	LIN FT	\$5.00	\$250.00	50.00	\$250.00	50.00	\$250.00
	SEEDING	1	LUMP SUM	\$95.00	\$95.00	1.00	\$95.00	1.00	\$95.00
	ADDITIONAL WORK - SWANN DRIVE								
	MODIFY BEEHIVE GRATE AND CASTING ON CULVERT APRON	1	LUMP SUM	\$1,600.00	\$1,600.00	1.00	\$1,600.00	1.00	\$1,600.00
	ADDITIONAL WORK - SONNIE LAKES ROAD								
	INSTALL/REMOVE CMP	22	LIN FT	\$12.10	\$266.20	22.00	\$266.20	22.00	\$266.20
	INSTALL/REMOVE APRONS	2	BACH	\$66.74	\$133.48	2.00	\$133.48	2.00	\$133.48
	BORCAT	1.5	HOUR	\$87.60	\$131.40	1.50	\$131.40	1.50	\$131.40
	FOREMAN	2	HOUR	\$65.00	\$130.00	2.00	\$130.00	2.00	\$130.00
LABORER	2	HOUR	\$70.00	\$140.00	2.00	\$140.00	2.00	\$140.00	
PROJECT TOTAL				\$280,347.21	\$285,789.75	\$285,789.75			
				THIS PERIOD	\$285,789.75	TOTAL TO DATE			
AMOUNT BILLED				\$285,789.75	\$285,789.75				
AMOUNT RETAINED (5% of Contract)				\$14,289.49	\$14,289.49				
PREVIOUS PAYMENTS				\$0.00	\$0.00				
AMOUNT DUE				\$271,499.27	\$271,499.27				

Estimated Percentage of Job Completed:

101.9%

Is Contractor's Const. Progress on Schedule:

Yes

CONTRACTOR'S CERTIFICATION:

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

Anderson Brothers Construction Company

BY: 

Date: 9/4/2013

APPROVED BY OWNER:
City of Crookston

BY: Dan Vogt, City Administrator

Date:

ENGINEER'S CERTIFICATION:

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

ENGINEER: Widdeth Smith Nollan

BY: 

David S. Reese, PE

Date: 9/3/13