

**CROSSLAKERS INFORMATIONAL MEETING**  
**DISCUSSION OF HOUSING NEEDS IN CROSSLAKE**  
**MONDAY, OCTOBER 14, 2019**  
**5:30 P.M. – CITY HALL**

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**CITY OF CROSSLAKE**  
**MONDAY, OCTOBER 14, 2019**  
**7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

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

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

1. Special Council Meeting Minutes of September 5, 2019
2. Preliminary Assessment Hearing Minutes of September 9, 2019
3. Regular Council Meeting Minutes of September 9, 2019
4. Special Council Meeting Minutes of September 17, 2019
5. Special Council Meeting Minutes of September 24, 2019
6. City – Month End Revenue Report dated September 2019
7. City – Month End Expenditures Report dated September 2019
8. September 2019 Budget to Actual Analysis
9. Agreement for Consulting Services from Hildi Inc for Actuarial Valuation for Post-Employment Benefit Plans (Annual Requirement for Financial Statement Audit)
10. Police Report for Crosslake – September 2019
11. Police Report for Mission Township – September 2019
12. Fire Department Report – September 2019
13. North Ambulance Run Report – September 2019
14. Planning and Zoning Monthly Statistics
15. Planning and Zoning Commission Meeting Minutes of August 23, 2019
16. Public Works Meeting Minutes of September 3, 2019
17. Crosslake Roll-Off Recycling Report for September 2019
18. Waste Partners Recycling Report for August 2019
19. Pay Application #1 from Hy-Tec Construction for City Hall Project in the Amount of \$153,500
20. Letter dated October 9, 2019 from Bolton & Menk Re: Final Payment to Eagle Construction in the Amount of \$76,686.47
21. Resolution Accepting Donations
22. Park, Recreation/Library Commission Meeting Minutes of August 28, 2019
23. Bills for Approval

### **C. CRITICAL ISSUES**

1. Ryan Pesch of University of Minnesota Extension Center – Presentation of Local Option Sales Tax Analysis for Crosslake, MN (Council Action-Motion)

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

### **E. MAYOR'S AND COUNCIL MEMBERS' REPORT**

1. Email dated October 7, 2019 from Doug Morris Re: Plastic Recycling
2. 26th Annual Radiothon to End Child Abuse
3. Appraisal of Property at 35463 County Road 3 (Council Action-Motion)
4. Memo dated October 9, 2019 from Mayor Nevin Re: Commission Resignations and Appointments (Council Action-Motion)
5. Update on City Hall Project

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

1. Resolution Regarding Unpaid Sewer Charges (Council Action-Motion)
2. Resolution Establishing Polling Place (Council Action-Motion)

### **G. COMMISSION REPORTS**

#### **1. PLANNING AND ZONING**

- a. Preliminary Plat, Hope Family Trust, Parcel ID 14180509, 5.9 Acres Into 4 Tracts (Council Action-Motion)

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

- a. Petition for Sanitary Sewer from Property Owners on Norway Trail and Brook Street (Direction)
- b. Email from Crow Wing County Highway Department Re: Joint Maintenance Facility Unit Heater Project (Council Action-Motion)
- c. Recommendation from Public Works Commission to Negotiate Sale for Property at 35205 Riverwood Trail (Council Action-Motion)
- d. Resolution Ordering Preparation of Report on Improvement (Council Action-Motion)
- e. Proposal for Professional Services for Big Pine Trail Improvements Feasibility Study (Council Action-Motion)
- f. Update on Manhattan Point Stormwater Project
- g. Update on Daggett Bay Road/Sewer Project

#### **3. PARKS, RECREATION AND LIBRARY**

- a. Staff Report dated October 10, 2019 (Council Action-Motion)
- b. Recommendation to Hire Park Maintenance Worker (Council Action-Motion)

#### **4. ECONOMIC DEVELOPMENT AUTHORITY**

- a. Dean Fitch – EDA Update Including Advertising Contract with Lake Country Journal (Council Action-Motion)



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

**I. CITY ATTORNEY REPORT**

**J. OLD BUSINESS**

**K. NEW BUSINESS**

**L. ADJOURN**

B.1.

SPECIAL CITY COUNCIL MEETING  
CITY OF CROSSLAKE  
THURSDAY, SEPTEMBER 5, 2019  
4:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on September 5, 2019. The following Council Members were present: Mayor Dave Nevin, Gary Heacox, Dave Schrupp, Aaron Herzog and John Andrews. Also present were City Administrator/Treasurer Mike Lyonais, City Clerk Char Nelson, Police Chief Erik Lee, Park Director TJ Graumann, Public Works Director Ted Strand, and City Engineer Dave Reese. There were four people in the audience.

Mayor Nevin called the meeting to order at 4:00 P.M. Mike Lyonais reported that Crow Wing County would like to participate with the City to extend the scope of the Pedestrian/Parking Route Study from Echo Drive to the bridge near C&C Boat Works at a cost of \$6,000. The City and County would each pay \$3,000, bringing the City's total cost for the entire study to \$9,000. MOTION 09SP1-01-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO APPROVE THE CONFIRMATION OF REQUEST FOR ADDITIONAL ENGINEERING SERVICES FOR THE CROSSLAKE PEDESTRIAN/PARKING ROUTE STUDY IN THE AMOUNT OF \$6,000 TO BE SHARED EQUALLY WITH CROW WING COUNTY. MOTION CARRIED 4-1 WITH HERZOG OPPOSED.

MOTION 09SP1-02-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE RESOLUTION NO. 19-15 ORDERING PREPARATION OF REPORT ON IMPROVEMENT ON DAGGETT BAY ROAD. MOTION CARRIED WITH ALL AYES.

MOTION 09SP1-03-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY GARY HEACOX TO APPROVE RESOLUTION NO. 19-16 RECEIVING FEASIBILITY REPORT AND SETTING DATE OF PUBLIC HEARING FOR DAGGETT BAY ROAD. MOTION CARRIED WITH ALL AYES.

Mike Lyonais reviewed the 2020 proposed budget. The Preliminary Levy must be submitted to Crow Wing County by September 30, 2019. Once the preliminary levy is approved, the Council cannot raise the levy. The Council has until December to lower the levy if they choose. The proposed levy shows a 7% increase over 2019 levy, which makes operating expenses very tight. Changes to the budget were received today and are not included in the packet including a request from the Connectivity Committee for \$7,000 for signage and flowers.

Mr. Lyonais recapped the major projects taking place next year including Perkins Road, Big Pine Trail, sewer extension and City Hall building. John Andrews stated that he is impressed that the increase is so little and that it is due to having a good bond rating and using excess bond levy to make final payment on fire truck. Mike Lyonais stated that the Council could consider postponing some of the major projects but risks the chance of construction costs increasing.

The proposed budget includes 6-months replacement of the Public Works Director because Ted Strand will retire in January 2021. Council would like Mr. Strand to spend some time with

replacement for training purposes. Dave Schrupp asked questions relating to the new septic program, platting of cemetery and storm damage budget. Although there is no levy for the EDA in 2020, John Andrews reminded the Council that the EDA budget will resume in 2021. John Andrews stated that he is comfortable with a 7% increase and stated that it would not be wise to spend down City cash. A brief discussion regarding the new pickleball courts ensued and discussion whether or not the construction should begin this year or next year. Dave Nevin stated that he is okay with a 7% increase in levy. John Andrews added that although 7% is acceptable, the Council should consider setting the preliminary budget at 9% in case other issues arise before December. Dave Schrupp stated that if nothing comes up, the Council could lower it to 7% in December. It was the consensus of the Council to direct Mike Lyonais to increase the levy to 9% over last year and bring to 9/9/19 Council Meeting for approval.

Marcia Volz asked from the audience if there was any difference in cost of assuming the planning and zoning staff from the County rather than contracting staff. Mike Lyonais replied that the difference is not known yet because the City will need to purchase some equipment that the County owned.

There being no further business at 5:05 P.M., MOTION 09SP1-04-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson  
City Clerk

B. 2.

PRELIMINARY ASSESSMENT HEARING  
DAGGETT BAY ROAD/SEWER PROJECT  
CITY OF CROSSLAKE  
MONDAY, SEPTEMBER 9, 2019  
6:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Public Hearing on September 9, 2019. The following Council Members were present: Mayor Dave Nevin, Gary Heacox, Dave Schrupp, Aaron Herzog and John Andrews. Also present were City Administrator/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, City Attorney Brad Person and City Engineer Dave Reese. There were approximately twenty people in the audience.

Mayor Nevin called the meeting to order at 6:00 P.M. and turned the meeting over to Dave Reese. Mr. Reese explained that this is a required hearing by State Statutes, Chapter 429 related to special assessments. The purpose of the meeting is to present the project, costs, and estimated assessments to the affected property owners and to hear public comment regarding the project.

Dave Reese reviewed the scope of the project and reported that six property owners are subject to special assessments and sewer connection charges. The City plans to install the sewer line to the road right of way line and the property owner will be responsible to connect that line to their building. Daggett Bay Road will be widened approximately 4 feet. The preliminary estimate for the reconstruction of the road and installation of sanitary sewer from CSAH 66 to Brook Street is \$226,300.

Dave Reese explained the method of assessment used for this project and gave examples of how it would affect a commercial versus residential property. The benefit value of the project to each property owner was determined by an appraisal. Mr. Reese presented proposed assessments for each property. Assessments were based on square footage of lots. Roadway assessments ranged from \$1,403 to \$2,104 and sanitary sewer assessments ranged from \$4,443 to \$7,500. Sewer connection fees ranged from \$4,000 to \$13,000. The final assessment hearing will be held October 14, 2019. The City will allow property owners to pay over 10 years with a 4% interest rate. On an assessment of \$7,500, the yearly payment would be approximately \$911. If a property owner pays the whole assessment within 30 days of the final hearing, no interest is due. Sewer usage charges are currently \$50 per month and that amount is paid whether or not the sewer system is used.

Daryl Hankel owns property at 13959 Daggett Bay Road and stated that there is no septic on the property and will not pay a connection fee. Dave Reese replied that the appraiser determined that there is a benefit for the sewer to run past this property and that the property owner would be required to pay the sewer and road assessment but not the sewer connection fee.

Lucy Guttormson of 13931 Daggett Bay Road stated that the condition of the current road is fine and that the City should pay for the cost of road construction because they are the ones digging it up. Ms. Guttormson felt that the assessment was unfair and that it came as a surprise. It is very costly and she is on a limited income.

Dale Erickson owns property at 13978 Daggett Bay Road and stated that his building is half commercial, half residential. The septic system at this property is only five years old and Mr. Erickson asked if he could hook up to the sewer after the septic fails. Mr. Erickson stated that there are several people down the road that would like to hook up to the sewer and suggested that the cost could be less expensive if the project was extended. Mr. Erickson stated that the people on Daggett Bay Road are being penalized because City Hall is being built here and that if it weren't for City Hall, there would be no project.

Mike Rardin of 14089 Norway Trail asked if the project has gone out for bids and how the assessments were determined because there is a wide range of value. Dave Reese replied that the City is using Sourcewell for the construction project which eliminates competitive bidding while still meeting State law. The appraiser looked at several areas of the City to determine benefit related to riparian and non-riparian lots. The Public Works Commission reviewed the appraisals and recommended the amounts to be used for this project.

Michael Kobs of 14096 Norway Trail stated that there are many people on Norway Trail that would like to hook up to City sewer and asked if that was possible in the future.

Lucy Guttormson of 13931 Daggett Bay Road asked if she could wait to hook up until the City extends the sewer to Norway Trail because her house is on the corner of both streets.

Tom Dequattro of 14082 Norway Trail stated that it makes sense to include the extension of sewer to Norway Trail now.

Dale Erickson owns property at 13978 Daggett Bay Road which is a corner lot and asked if he could hook up to sewer when it is extended to Brook Street.

There being no more public comment at 6:55 P.M., MOTION 09PH1-01-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson  
City Clerk

B.3.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, SEPTEMBER 9, 2019  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, September 9, 2019. The following Council Members were present: Mayor David Nevin, Gary Heacox, Dave Schrupp, John Andrews and Aaron Herzog. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park Director TJ Graumann, Police Chief Erik Lee, Land Service Specialist Jon Kolstad, City Attorney Brad Person, City Engineers Dave Reese and Phil Martin, Echo Journal Reporter Jodie Tweed, and Northland Press Reporter Martha Davidge. There were approximately seventeen people in the audience.

**A. CALL TO ORDER** – Mayor Nevin called the meeting to order at 7:10 P.M. The Pledge of Allegiance was recited. MOTION 09R-01-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CONSENT CALENDAR** – MOTION 09R-02-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS ON THE CONSENT CALENDAR:

1. Special Council Meeting Minutes of August 8, 2019
2. Special Council Meeting Minutes of August 12, 2019
3. Regular Council Meeting Minutes of August 12, 2019
4. Special Council Meeting Minutes of August 26, 2019
5. City – Month End Revenue Report dated August 2019
6. City – Month End Expenditures Report dated August 2019
7. August 2019 Budget to Actual Analysis
8. Letter dated August 27, 2019 from Crosslake Communications Re: Capital Investments
9. Police Report for Crosslake – August 2019
10. Police Report for Mission Township – August 2019
11. Fire Department Report – August 2019
12. North Ambulance Run Report – August 2019
13. Planning and Zoning Monthly Statistics
14. Planning and Zoning Commission Meeting Minutes of June 28, 2019
15. Public Works Meeting Minutes of August 5, 2019
16. Crosslake Roll-Off Recycling Report for August 2019
17. Waste Partners Recycling Report for July 2019
18. Letter date September 2, 2019 from Richard Phillips to US Army Corps of Engineers Re: Perkins Road Realignment
19. Bills for Approval in the Amount of \$277,515.96
20. Additional Bills for Approval in the Amount of \$33,655.42

MOTION CARRIED WITH ALL AYES.

**C. CRITICAL ISSUES** – Cindy Myogeto of the Chamber of Commerce addressed the Council to report that Crosslake Days would be held on September 27-28 and listed the events that



would take place, including the 33rd Annual Chili Cook-off. MOTION 09R-03-19 WAS MADE BY GARY HEACOX AND SECONDED BY JOHN ANDREWS TO APPROVE THE SERVING OF CHILI ON SATURDAY, SEPTEMBER 28 FOR CROSSLAKE DAYS. MOTION CARRIED WITH ALL AYES.

- D. PUBLIC HEARING – 7:15 P.M. – ROAD RIGHT OF WAY VACATION REQUEST ON NORWAY TRAIL** – The Council reviewed a Road Right-of-Way Vacation Application from Michael Kobs and Lisa Neaton to vacate a public access that leads to the water at the end of Norway Trail. Michael Kobs of 14096 Norway Trail addressed the Council and stated that the access was originally used to access an island (Lot 19) of the plat. Mr. Kobs stated that he was not aware of anyone ever using the access.

Tom Swenson of 36036 West Shore Drive addressed the Council and reported that both the Park and Public Works Commissions opposed the requested vacation. Mr. Swenson added that there are public accesses throughout the City and that the City Code is clear that public accesses that lead to the water shall not be vacated.

Chris Neaton of 14095 Norway Trail addressed the Council and stated that each access has different circumstances. Mr. Neaton stated that he removes the noxious weeds from the access and maintains the area. If the parcel is vacated, Mr. Neaton could expand his cabin.

Attorney Person stated that it is against the law to not consider an application for road right of way vacation. All requests are different and the Council needs to decide each one individually.

Mike Rardin of 14089 Norway Trail stated that no one knows that the access is there and that it is not usable as is. Mr. Rardin is not opposed to the request.

Tom Dequattro of 14082 Norway Trail stated that he is in favor of the vacation and that parking could become an issue if the access gets used by the public.

Dave Schrupp stated that the plat reads that the access is dedicated to the public forever. Attorney Person replied that all plats say that but that residents have the right to request a vacation and added that the wording of the City Code is illegal. Dave Schrupp cautioned that many more requests could come in if this is approved. Mayor Nevin stated that he wishes the City could get rid of all the accesses.

Dale Melberg of 12644 Anchor Point Road stated that the lake and fish benefit from the public access when it is left to be a natural buffer.

Michael Kobs of 14096 Norway Trail stated that they would not rip rap the shore and would not put a dock there.

In response to statements that the City has approved similar accesses recently, Jon Kolstad stated that there have been no vacations of public accesses that lead to the water in the last six years except for on Manhattan Point Boulevard where a partial section was vacated which



already had an improvement on it. MOTION 09R-04-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY AARON HERZOG TO DENY THE REQUEST FOR ROAD RIGHT-OF-WAY VACATION AT THE END OF NORWAY TRAIL BY MICHAEL KOBBS AND LISA NEATON. MOTION CARRIED 4-1 WITH NEVIN OPPOSED.

Ted Strand addressed the Council and stated that Councils have talked about these accesses his whole career and that if it were up to him, he would get rid of all of them.

- E. PUBLIC FORUM** – Gary Heacox of 36775 Pine Bay Drive stated that the City is receiving many requests for funding and that all requests should go through the corresponding commission rather than going to the Administrator or Council. The commissions should recommend how much should be spent and how long the request will tax the citizens.

Mike Rardin of 14089 Norway Trail presented a Request for Sanitary Sewer Installation from residents on Norway Trail and Brook Street.

Tom Swenson of 36036 West Shore Drive questioned who paid for the survey for the road vacation request and who is the City Attorney working for because the Attorney's name is on the survey. Mr. Swenson suggested that the City obtain Requests for Proposals every six years for engineers and attorneys.

**F. MAYOR'S AND COUNCIL MEMBERS' REPORT**

1. Mayor Nevin announced that there will be a Ground Breaking Ceremony at the site of the new City Hall/Police Department on Friday, September 20, 2019 at 10am. All are welcome.

**G. CITY ADMINISTRATOR'S REPORT**

1. Mike Lyonais presented the Preliminary 2019 Tax Levy Collectible in 2020. The Council held two budget meetings on August 8<sup>th</sup> and September 5<sup>th</sup>. The preliminary levy is a 9% increase over 2019. MOTION 09R-05-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO ADOPT RESOLUTION NO. 19-17 APPROVING PRELIMINARY 2019 TAX LEVY COLLECTIBLE IN 2020. Dave Nevin noted that the Council intends to reduce the levy by December. MOTION CARRIED WITH ALL AYES.
2. MOTION 09R-06-19 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO INCREASE THE ROAD VACATION APPLICATION FEE FROM \$500 TO \$1,000 TO COVER ALL ASSOCIATED COSTS. MOTION CARRIED WITH ALL AYES.
3. Based on the letter received from the DNR dated August 29, 2019 regarding the road vacation request on Norway Trail, staff did a physical inspection of the access and found stacked wood and improved parking areas on the access. This creates the perception that the ROW is private and not for Public Use as dedicated in the recorded plat of Daggett Bay. Staff is requesting direction from the Council on how to address these

encroachments. MOTION 09R-07-19 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO DIRECT STAFF TO PROCEED WITH NOTICE OF VIOLATION REQUIRING LANDOWNERS REMOVE ANY AND ALL ENCROACHMENTS WITHIN 14 DAYS AND DISCONTINUE ALL ACTIVITIES INFRINGING ON THE ROW. If landowners fail to cease the activities, they shall be subject to administrative fines of \$75 per day per violation. MOTION CARRIED WITH ALL AYES.

4. MOTION 09R-08-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE RENEWAL FOR THE CITY'S HEALTH INSURANCE CONTRACT THROUGH RESOURCE TRAINING AND SOLUTIONS / BLUE CROSS BLUE SHIELD FOR CALENDAR YEAR 2020 WHICH INCLUDES A 7.50% INCREASE IN RATES OVER CALENDAR YEAR 2019. MOTION CARRIED WITH ALL AYES.

## **H. COMMISSION REPORTS**

1. PARK, RECREATION AND LIBRARY
  - a. MOTION 09R-09-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO APPROVE THE LIBRARY MANUAL UPDATES AS PRESENTED. MOTION CARRIED WITH ALL AYES.

MOTION 09R-10-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE HIRING OF A PARK MAINTENANCE WORKER. MOTION CARRIED WITH ALL AYES.

TJ Graumann asked to reallocate funds within the 2019-2020 capital outlay budget so that flooring could be replaced at the Community Center. MOTION 09R-11-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE INSTALLATION OF CARPET IN THE COMMUNITY CENTER OFFICE AND THE REMOVAL OF CARPET AND INSTALLATION OF RUBBER FLOOR IN THE WEIGHT ROOM BY REALLOCATING FUNDS FROM CAPITAL OUTLAY BUDGET. MOTION CARRIED WITH ALL AYES.

TJ Graumann gave a brief update on the multi-purpose recreational courts, library book sale revenue and use of library by the Crosslake Community School.

2. PLANNING AND ZONING
  - a. MOTION 09R-12-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE ORDINANCE NO. 359 NAMING A PRIVATE ROAD AS CARIBOU TRAIL AND ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX AND APPROVING THE PUBLICATION OF ORDINANCE IN SUMMARY FORM IN THE OFFICIAL NEWSPAPERS. MOTION CARRIED WITH ALL AYES.

- b. Jon Kolstad gave an update on the proposed septic ordinance that was initiated by the Water Quality Committee. Mr. Kolstad explained the difference between a septic inspection versus septic maintenance and suggested minor language changes. Mr. Kolstad suggested that the City talk to the area septic maintainers to ask if they could handle the additional load. Mr. Kolstad suggested starting slowly with the implementation and maybe starting with the VRBO's which have overloaded septic systems due to high usage. Crow Wing County is holding a meeting in Breezy Point relating to VRBO's. The County plans to purchase software that will track and find VRBO's within the County. Mr. Kolstad reported that the non-compliance rate has been between 2-4% over the past five years.

### 3. PUBLIC WORKS/CEMETERY/SEWER

- a. Dave Reese gave a brief update on the Perkins Road Project. All property owners have signed the assessment agreements. It is likely that clearing and grubbing of the land could take place this year.

MOTION 09R-13-19 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO DIRECT CITY ENGINEER TO PROCEED WITH PLANS, SPECS, AND BIDS FOR THE PERKINS ROAD PROJECT. MOTION CARRIED WITH ALL AYES.

- b. MOTION 09R-14-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY AARON HERZOG TO APPROVE RESOLUTION NO. 19-18 ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR DAGGETT BAY ROAD/SEWER PROJECT. MOTION CARRIED WITH ALL AYES.

A discussion ensued regarding issues that should be forwarded and discussed by the Public Works Commission including hookups for corner properties, stopping the sewer extension at City Hall, and exceptions to the assessments. Dave Reese noted that Chapter 429 allows for deferment of assessments for people that meet the financial criteria.

- c. Phil Martin reported that Bolton & Menk submitted the necessary technical improvement information for the CSAH 66/CSAH 16 Stormwater Project to Melissa Barrick of Crow Wing Soil & Water so that she could submit the grant application.
- d. Phil Martin reported that a Public Information Meeting for the sewer extension to Moonlite Bay will be held September 17, 2019 in City Hall at 6:00 P.M. The meeting has been noticed so that all Council Members may attend.
- e. MOTION 09R-15-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE RESOLUTION NO. 19-19 ORDERING PREPARATION OF REPORT ON IMPROVEMENT FOR THE SEWER EXTENSION PROJECT FROM CITY HALL TO CSAH 16. MOTION CARRIED WITH ALL AYES.

Ted Strand reported that the new switch gear has been installed at the sewer plant and everything is working flawlessly. MOTION 09R-16-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO DECLARE THE FORMER SWITCH GEAR AS SURPLUS AND TO ALLOW THE SALE OF THE EQUIPMENT. MOTION CARRIED WITH ALL AYES.

**I. PUBLIC FORUM** – None.

**J. CITY ATTORNEY REPORT** – None.

**K. OLD BUSINESS** – None.

**L. NEW BUSINESS** – None.

**M. ADJOURN** – MOTION 09R-17-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO ADJOURN THE MEETING AT 8:43 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson  
Administrative Assistant/City Clerk

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
TUESDAY, SEPTEMBER 17, 2019  
4:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on September 17, 2019. The following Council Members were present: Mayor Dave Nevin, Gary Heacox, and Dave Schrupp. Aaron Herzog and John Andrews were absent. Also present were City Administrator/Treasurer Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Public Works Director Ted Strand, and City Attorney Brad Person. There were five people in the audience.

Mayor Nevin called the meeting to order at 4:00 P.M. and stated that he would like the Council to consider stopping the installation of sanitary sewer at the entry to the new City Hall building on Daggett Bay Road. Mr. Nevin added that the remainder of the sewer could be installed when the sewer extension to Brook Street and Norway Trail was completed.

Dave Schrupp stated that the sewer should go in as planned and that it made sense for two of the other properties to hook up to the sewer when it is installed on Brook Street and Norway Trail, due to the location of their septic systems. All property owners would be responsible for road assessments. Gary Heacox stated that there is no reason to stop the installation in the middle of the road. A lengthy discussion ensued regarding assessment deferrals and that decisions made now would affect future projects. Ted Strand suggested that sewer stubs be put in at each property on Daggett Bay Road even though they may never be used.

Daryl Hankel owns property at 13959 Daggett Bay Road and stated that his property currently has no well or septic, but that it would make sense for the connection to come off of Brook Street if they were ever added.

Lucy Guttormson of 13931 Daggett Bay Road stated that it would be helpful for her to hook up to sewer when it is installed on Norway Trail.

MOTION 09SP2-01-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO DIRECT WSN TO PROCEED WITH SANITARY SEWER EXTENSION ON DAGGETT BAY ROAD TO THE INTERSECTION OF BROOK STREET AND TO RECOMMEND THAT PARCELS 14160602, 14160596, AND 14160654 BE ALLOWED TO HOOK UP WHEN THE SEWER IS EXTENDED TO NORWAY TRAIL AND BROOK STREET. Attorney Person suggested that the Public Works Commission discuss the issue and amend the assessment policy to allow for such circumstances. MOTION CARRIED WITH ALL AYES.

TJ Graumann gave an update on the pickleball courts project and stated that the quote from Anderson Brothers increased \$11,000. The sidewalk adjacent to the courts was not included in the first quote and 879 yards of dirt needs to be removed from the site. Dave Schrupp suggested removing the 16' social area from the plans. Mr. Graumann suggested that the plans go back to the Park Commission for review and reported that WSN said that delaying the project until spring would add an additional three days to construction. Mr. Graumann added that he will invite the

pickleball players to attend the commission meeting. MOTION 09SP2-02-19 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO SEND THE PICKLEBALL COURTS PROJECT PLANS TO THE PARK COMMISSION FOR REVIEW/MODIFICATIONS AND TO POSTPONE CONSTRUCTION UNTIL SPRING 2020.MOTION CARRIED WITH ALL AYES.

There being no further business at 4:40 P.M., MOTION 09SP2-03-19 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson  
City Clerk

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
TUESDAY, SEPTEMBER 24, 2019  
4:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on September 24, 2019. The following Council Members were present: Mayor Dave Nevin, Gary Heacox, Aaron Herzog and John Andrews. Dave Schrupp was absent. Also present were City Administrator/Treasurer Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Public Works Director Ted Strand, City Engineer Dave Reese and City Attorney Brad Person. There was no audience.

1. Mayor Nevin called the meeting to order at 4:00 P.M.
2. MOTION 09SP3-01-19 WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO ADOPT RESOLUTION NO. 19-20 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR DAGGETT BAY ROAD/SEWER PROJECT. MOTION CARRIED WITH ALL AYES.
3. MOTION 09SP3-02-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE RESOLUTION NO. 19-21 ACCEPTING BID FOR DAGGETT BAY ROAD/SEWER PROJECT. MOTION CARRIED WITH ALL AYES.
4. MOTION 09SP3-03-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE RESOLUTION NO. 19-22 DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT FOR DAGGETT BAY ROAD/SEWER PROJECT. MOTION CARRIED WITH ALL AYES.
5. MOTION 09SP3-04-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE RESOLUTION NO. 19-23 FOR HEARING ON PROPOSED ASSESSMENT FOR DAGGETT BAY ROAD/SEWER PROJECT. MOTION CARRIED WITH ALL AYES.
6. MOTION 09SP3-05-19 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO APPROVE THE WSN PROPOSAL FOR PROFESSIONAL SERVICES FOR DESIGN AND CONSTRUCTION SERVICES FOR DAGGETT BAY ROAD IMPROVEMENTS AT A COST OF \$15,000. MOTION CARRIED WITH ALL AYES.
7. MOTION 09SP3-06-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE WSN PROPOSAL FOR PROFESSIONAL SERVICES FOR DESIGN AND CONSTRUCTION SERVICES FOR PERKINS ROAD AND TRAIL IMPROVEMENTS AT A COST OF \$52,000, WHICH INCLUDES THE PRELIMINARY RIGHT-OF-WAY PLAT AND PRELIMINARY FEASIBILITY STUDY WHICH HAVE ALREADY BEEN COMPLETED. Dave Reese reported that the US Army Corps of Engineers has requested information regarding the type and number of trees that would be removed from their property for this project and information on drainage. MOTION CARRIED WITH ALL AYES.



8. MOTION 09SP3-07-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO ADOPT RESOLUTION NO. 19-24 APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS FOR CSAH 37 PROJECT. MOTION CARRIED WITH ALL AYES.
9. MOTION 09SP3-08-19 WAS MADE BY GARY HEACOX AND SECONDED BY JOHN ANDREWS TO APPROVE THE PURCHASE OF A TRIMBLE GEO 7X HANDHELD WITH RANGEFINDER AND SOFTWARE AT A COST OF \$9,891. MOTION CARRIED WITH ALL AYES.
10. MOTION 09SP3-09-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE BILLS FOR APPROVAL IN THE AMOUNT OF \$36,623.58. MOTION CARRIED WITH ALL AYES.
11. There being no further business at 4:10 P.M., MOTION 09SP3-10-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson  
City Clerk

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## Month-End Revenue Current Period: SEPTEMBER 2019

SRC	SRC Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$3,218,300.00	\$0.00	\$1,808,188.01	\$1,410,111.99	56.18%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$111,116.00	\$4,704.41	\$111,249.91	-\$133.91	100.12%
31300	Emergency Services Levy	\$0.00	\$0.00	\$8.55	-\$8.55	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$18.69	-\$18.69	0.00%
31310	2012 Series A Levy	\$123,884.00	\$0.00	\$69,443.03	\$54,440.97	56.05%
31800	Other Taxes	\$1,500.00	\$0.00	\$1,438.56	\$61.44	95.90%
31900	Penalties and Interest DelTax	\$2,500.00	\$0.00	\$446.08	\$2,053.92	17.84%
32110	Alcoholic Beverages	\$16,000.00	\$0.00	\$13,500.00	\$2,500.00	84.38%
32111	Club Liquor License	\$500.00	\$0.00	\$500.00	\$0.00	100.00%
32112	Beer and Wine License	\$100.00	\$0.00	\$175.00	-\$75.00	175.00%
32180	Other Licenses/Permits	\$200.00	\$0.00	\$3,505.00	-\$3,305.00	1752.50%
33400	State Grants and Aids	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$4,970.88	-\$2,970.88	248.54%
33417	Police State Aid	\$33,000.00	\$0.00	\$0.00	\$33,000.00	0.00%
33418	Fire State Aid	\$38,000.00	\$0.00	\$1,000.00	\$37,000.00	2.63%
33419	Fire Training Reimbursement	\$5,000.00	\$0.00	\$17,335.00	-\$12,335.00	346.70%
33420	Insurance Premium Reimburse	\$0.00	\$4,849.00	\$4,849.00	-\$4,849.00	0.00%
33422	PERA State Aid	\$1,181.00	\$0.00	\$590.50	\$590.50	50.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33650	Recycling Grant	\$29,200.00	\$0.00	\$29,200.00	\$0.00	100.00%
34000	Charges for Services	\$500.00	\$11.50	\$236.25	\$263.75	47.25%
34010	Sale of Maps and Publications	\$100.00	\$0.00	\$40.00	\$60.00	40.00%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$30,000.00	\$9,100.00	\$45,625.00	-\$15,625.00	152.08%
34104	Plat Check Fee/Subdivision Fee	\$1,500.00	\$500.00	\$7,025.00	-\$5,525.00	468.33%
34105	Variances and CUPS/IUPS	\$9,000.00	\$2,500.00	\$7,500.00	\$1,500.00	83.33%
34106	Sign Permits	\$500.00	\$0.00	\$150.00	\$350.00	30.00%
34107	Assessment Search Fees	\$800.00	\$80.00	\$760.00	\$40.00	95.00%
34108	Zoning Misc/Penalties	\$0.00	\$500.00	\$1,100.00	-\$1,100.00	0.00%
34109	Zoning Reimb Eng/Legal/Survey	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$5,000.00	\$2,000.00	\$10,450.00	-\$5,450.00	209.00%
34113	Landscape License Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34114	Zoning Map/Ordinance Amendment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34201	Fire Department Donations	\$200.00	\$2,500.00	\$5,238.50	-\$5,038.50	2619.25%
34202	Fire Protection and Calls	\$30,000.00	\$0.00	\$31,577.07	-\$1,577.07	105.26%
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	\$54,733.00	\$0.00	\$41,050.00	\$13,683.00	75.00%
34211	Police Donations	\$0.00	\$2,500.00	\$2,550.00	-\$2,550.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$622.80	\$4,377.20	12.46%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$6,500.00	-\$6,500.00	0.00%
34300	E911 Signs	\$1,000.00	\$400.00	\$2,300.00	-\$1,300.00	230.00%
34700	Park & Rec Donation	\$300.00	\$10.00	\$711.00	-\$411.00	237.00%

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## Month-End Revenue

Current Period: SEPTEMBER 2019

SRC	SRC Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$200.00	\$35.00	\$804.00	-\$604.00	402.00%
34740	Park Concessions	\$500.00	\$11.00	\$82.00	\$418.00	16.40%
34741	Gen Gov t Concessions	\$100.00	\$49.33	\$722.76	-\$622.76	722.76%
34742	Park Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34743	Public Works Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34744	Fire Department Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34750	CCC/Park User Fee	\$4,000.00	\$181.00	\$3,387.00	\$613.00	84.68%
34751	Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$27.00	\$273.00	9.00%
34760	Library Cards	\$500.00	\$90.00	\$961.00	-\$461.00	192.20%
34761	Library Donations	\$500.00	\$0.00	\$45.00	\$455.00	9.00%
34762	Library Copies	\$300.00	\$53.00	\$368.50	-\$68.50	122.83%
34763	Library Events	\$5,000.00	\$604.67	\$4,517.14	\$482.86	90.34%
34764	Library Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
34765	Summer Reading Program	\$300.00	\$0.00	\$170.00	\$130.00	56.67%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$250.00	\$0.00	\$3,184.11	-\$2,934.11	1273.64%
34769	PAL Foundation - Park	\$3,000.00	\$0.00	\$11,732.16	-\$8,732.16	391.07%
34770	Silver Sneakers	\$9,000.00	\$1,483.50	\$12,005.00	-\$3,005.00	133.39%
34790	Park Dedication Fees	\$4,500.00	\$0.00	\$34,500.00	-\$30,000.00	766.67%
34800	Tennis Fees	\$1,500.00	\$4.00	\$1,961.00	-\$461.00	130.73%
34801	Recreational-Program	\$3,000.00	\$0.00	\$225.00	\$2,775.00	7.50%
34802	Softball/Baseball Fees	\$1,000.00	\$0.00	\$495.00	\$505.00	49.50%
34803	Recreation-Misc. Receipts	\$1,000.00	\$1.00	\$59.00	\$941.00	5.90%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$2,426.00	\$29,346.50	\$653.50	97.82%
34807	Volleyball Fees	\$750.00	\$172.00	\$436.00	\$314.00	58.13%
34808	Silver and Fit	\$13,000.00	\$1,029.00	\$8,798.00	\$4,202.00	67.68%
34809	Soccer Fees	\$1,500.00	\$875.00	\$1,835.00	-\$335.00	122.33%
34810	Pickle Ball	\$8,000.00	\$178.00	\$6,766.00	\$1,234.00	84.58%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$750.00	\$14,000.00	-\$11,000.00	466.67%
34941	Cemetery Openings	\$3,500.00	\$400.00	\$4,700.00	-\$1,200.00	134.29%
34942	Cemetery Other	\$450.00	\$50.00	\$800.00	-\$350.00	177.78%
34950	Public Works Revenue	\$1,500.00	\$0.00	\$2,092.64	-\$592.64	139.51%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$13,665.53	\$31,334.47	30.37%
34953	Recycling Revenues	\$50.00	\$25.00	\$482.05	-\$432.05	964.10%
35100	Court Fines	\$10,000.00	\$3,342.48	\$12,356.07	-\$2,356.07	123.56%
35103	Library Fines	\$600.00	\$27.00	\$249.59	\$350.41	41.60%
35105	Restitution Receipts	\$1,000.00	\$0.00	\$3,644.23	-\$2,644.23	364.42%
36200	Miscellaneous Revenues	\$5,000.00	\$0.75	\$1,836.44	\$3,163.56	36.73%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$60,500.00	\$19,709.72	\$139,659.31	-\$79,159.31	230.84%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Bridges	\$6,909.00	\$0.00	\$3,831.02	\$3,077.98	55.45%
36255	Sp Assess Int-Bridges	\$1,063.00	\$0.00	\$454.28	\$608.72	42.74%
36256	Andys Parking Lot Principal	\$5,790.00	\$0.00	\$1,447.56	\$4,342.44	25.00%
36257	Andys Parking Lot Interest	\$913.00	\$0.00	\$0.00	\$913.00	0.00%
38050	Telephone Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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## Month-End Revenue

Current Period: SEPTEMBER 2019

SRC	SRC Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$16,105.00	-\$16,105.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$539,490.00	\$0.00	\$0.00	\$539,490.00	0.00%
39330	Proceeds from Capital Lease	\$0.00	\$6,672.29	\$6,672.29	-\$6,672.29	0.00%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$4,501,149.00	\$67,824.65	\$2,579,277.01	\$1,921,871.99	57.30%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$5.94	-\$5.94	0.00%
31001		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31100	General Tax Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31200	Community Ctr Levy Refund 2002	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31301	1999 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31302	1999 Series B Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31303	2001 Series A Levy	\$0.00	\$0.00	\$5.73	-\$5.73	0.00%
31304	2002 Series A Levy	\$0.00	\$0.00	\$4.04	-\$4.04	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	\$18.33	-\$18.33	0.00%
31308	2006 Series B Levy	\$0.00	\$0.00	\$24.44	-\$24.44	0.00%
31309	2006 Series C Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31311	2015 GO Equip Certs 2015B	\$155,127.00	\$0.00	\$86,982.77	\$68,144.23	56.07%
31312	2017 GO Sewer Rev Imp Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31313	2018 ROADS-EST BOND LEVY	\$105,000.00	\$0.00	\$58,300.87	\$46,699.13	55.52%
31900	Penalties and Interest DelTax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Assess Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Assess Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36112	Sp Assess Int Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36116	Sp Assess Int Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36118	Sp Assess Int Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36122	Sp Assess Int Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36124	Sp Assess Int Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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## Month-End Revenue

Current Period: SEPTEMBER 2019

SRC	SRC Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
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%
36137	Sp Assess Prin Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36138	Sp Assess Int Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36139	Sp Assess Prin Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36140	Sp Assess Int Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36141	Sp Assess Prin Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36142	Sp Assess Int Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36143	Sp Assess Prin Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36144	Sp Assess Int Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36145	Sp Assess Prin Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36146	Sp Assess Int Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36147	Sp Assess Prin PineBay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36148	Sp Assess Int Pine Bay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36149	Sp Assess Prin White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36150	Sp Assess Int White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36151	Sp Assess Prin Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36152	Sp Assess Int Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36153	Sp Assess Prin Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36154	Sp Assess Int Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36155	Sp Assess Prin Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36156	Sp Assess Int Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36157	Sp Assess Prin Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36158	Sp Assess Int Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36159	Sp Assess Prin Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36160	Sp Assess Int Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36161	Sp Assess Prin Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36162	Sp Assess Int Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36163	Sp Assess Prin Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36164	Sp Assess Int Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36165	Sp Assess Prin 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36166	Sp Assess Int 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36167	Sp Assess Prin Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36168	Sp Assess Int Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36169	Sp Assess Prin Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36170	Sp Assess Int Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36171	Sp Assess Prin Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36172	Sp Assess Int Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36173	Sp Assess Prin Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36174	Sp Assess Int Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36175	Sp Assess Prin Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36176	Sp Assess Int Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36177	Sp Assess Prin Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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## Month-End Revenue

Current Period: SEPTEMBER 2019

SRC	SRC Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
36178	Sp Assess Int Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36179	Sp Assess Prin Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36180	Sp Assess Int Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36181	Sp Assess Prin Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36182	Sp Assess Int Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36183	Sp Assess Prin Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36184	Sp Assess Int Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36185	Sp Assess Prin Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36186	Sp Assess Int Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36187	Sp Assess Prin Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36188	Sp Assess Int Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36189	Sp Assess Prin Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36190	Sp Assess Int Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36191	Sp Assess Prin Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36192	Sp Assess Int Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36193	Sp Assess Prin Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36194	Sp Assess Int Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36195	Sp Assess Prin ABC Dr 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36196	SpAssess Int ABC Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36197	SpAssess Prin Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36198	SpAssess Int Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36199	SpAssess Prin Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36236	SpAssess Prin East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36237	SpAssess Int East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36238	SpAssess Prin Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36239	SpAssess Int Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36240	SpAssess Prin Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36241	SpAssess Int Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36242	SpAssess Prin Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36243	SpAssess Int Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36244	Sp Assess Prin - Duck Lane	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36245	Sp Assess Int - Duck Lane	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36246	Sp Assess Prin - Sunset Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36247	Sp Assess Int - Sunset Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36248	Sp Assess Prin - Maroda Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36249	Sp Assess Int - Maroda Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36250	Sp Assess Prin - Johnie/Rober	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36251	Sp Assess Int - Johnie/Robert	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36252	Sp Assess Prin - Brita/Pinevie	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36253	Sp Assess Int - Brita/Pineview	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Bridges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36255	Sp Assess Int-Bridges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$32,133.00	\$32,133.00	-\$32,133.00	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%

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## Month-End Revenue

Current Period: SEPTEMBER 2019

SRC	SRC Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39900	02 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301	DEBT SERVICE FUND	\$260,127.00	\$32,133.00	\$177,475.12	\$82,651.88	68.23%
FUND 401	GENERAL CAPITAL PROJECTS					
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34790	Park Dedication Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$75.68	-\$75.68	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39102	Sale of City Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39103	Sale of Fire Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39104	Sale of Lots-Gendreau Addn.	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39231	Proceeds-2006 Series C Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$3,736,137.10	\$3,812,437.10	-\$3,812,437.10	0.00%
FUND 401	GENERAL CAPITAL PROJECTS	\$0.00	\$3,736,137.10	\$3,812,512.78	-\$3,812,512.78	0.00%
FUND 405	TAX INCREMENT FINANCE PROJECTS					
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31050	Tax Increments LeRever	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31051	Tax Increments Daggett Brook	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31052	Tax Increments Reeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31053	Tax Increments - Ace Hardware	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31054	Tax Increment - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31056	Tax Increment 1-9 C&J Develop	\$11,000.00	\$0.00	\$6,176.80	\$4,823.20	56.15%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJE	\$11,000.00	\$0.00	\$6,176.80	\$4,823.20	56.15%
FUND 412	DUCK LANE					
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412	DUCK LANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJECT					
33400	State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT					
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT					
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



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## Month-End Revenue

Current Period: SEPTEMBER 2019

SRC	SRC Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT					
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39316	Proceeds-2003 Series A Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39317	Proceeds-2003 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502	ECONOMIC DEVELOPMENT FUND					
31000	General Property Taxes	\$8,500.00	\$0.00	\$4,790.43	\$3,709.57	56.36%
31100	General Tax Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31802	EDA Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34101	City Hall User Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$20.00	-\$20.00	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	\$8,500.00	\$0.00	\$4,810.43	\$3,689.57	56.59%
FUND 503	EDA (REVOLVING LOAN)					
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36211	Revolving Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503	EDA (REVOLVING LOAN)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601	SEWER OPERATING FUND					
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$205.61	-\$33.47	\$33.47	0.00%
36104	Penalty & Interest	\$1,000.00	\$170.17	\$1,597.58	-\$597.58	159.76%
36200	Miscellaneous Revenues	\$1,000.00	\$0.00	\$1,188.00	-\$188.00	118.80%
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	\$260,000.00	\$24,808.57	\$219,855.80	\$40,144.20	84.56%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$6,500.00	-\$6,500.00	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%
39310	Proceeds-Gen Obligation Bond	\$1,200,000.00	\$0.00	\$0.00	\$1,200,000.00	0.00%
FUND 601	SEWER OPERATING FUND	\$1,462,000.00	\$24,773.13	\$229,107.91	\$1,232,892.09	15.67%

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## Month-End Revenue

Current Period: SEPTEMBER 2019

SRC	SRC Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
FUND 614 TELEPHONE AND CABLE FUND						
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%
39105	Sales Proceeds - Gain/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$0.00	\$123,881.17	\$97,118.83	56.05%
31312	2017 GO Sewer Rev Imp Bonds	\$118,776.00	\$0.00	\$66,552.38	\$52,223.62	56.03%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
37250	Sewer Connection Payments	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FU		\$353,776.00	\$0.00	\$190,433.55	\$163,342.45	53.83%
		\$6,596,552.00	\$3,860,867.88	\$6,999,793.60	-\$403,241.60	106.11%

**CITY OF CROSSLAKE**  
**Month End Expenditures**  
 Current Period: SEPTEMBER 2019

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
<b>FUND 101 GENERAL FUND</b>						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,250.00	\$20,170.00	\$6,830.00	74.70%
122	FICA	\$2,066.00	\$172.15	\$1,543.23	\$522.77	74.70%
151	Workers Comp Insurance	\$131.00	\$0.00	\$92.00	\$39.00	70.23%
208	Instruction Fees	\$1,500.00	\$0.00	\$450.00	\$1,050.00	30.00%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$1,500.00	\$0.00	\$316.72	\$1,183.28	21.11%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
430	Miscellaneous	\$706.00	\$0.00	\$0.00	\$706.00	0.00%
433	Dues and Subscriptions	\$0.00	\$30.00	\$30.00	-\$30.00	0.00%
DEPT 41110 Council		\$33,053.00	\$2,452.15	\$22,601.95	\$10,451.05	68.38%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$97,351.00	\$7,591.60	\$72,105.20	\$25,245.80	74.07%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$3,750.00	\$0.00	\$0.00	\$3,750.00	0.00%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
109	Secretary/Bookkeeper	\$72,813.00	\$5,646.00	\$53,614.00	\$19,199.00	73.63%
121	PERA	\$12,762.00	\$992.82	\$9,428.91	\$3,333.09	73.88%
122	FICA	\$13,017.00	\$904.68	\$8,621.58	\$4,395.42	66.23%
131	Employer Paid Health	\$39,245.00	\$3,270.40	\$29,589.60	\$9,655.40	75.40%
132	Employer Paid Disability	\$1,440.00	\$126.41	\$1,137.77	\$302.23	79.01%
133	Employer Paid Dental	\$2,064.00	\$172.00	\$1,548.00	\$516.00	75.00%
134	Employer Paid Life	\$134.00	\$10.40	\$100.00	\$34.00	74.63%
136	Deferred Compensation	\$1,300.00	\$100.00	\$950.00	\$350.00	73.08%
151	Workers Comp Insurance	\$2,244.00	\$0.00	\$1,287.00	\$957.00	57.35%
152	Health Savings Account Contrib	\$12,000.00	\$0.00	\$9,000.00	\$3,000.00	75.00%
200	Office Supplies	\$1,800.00	\$303.82	\$1,395.20	\$404.80	77.51%
208	Instruction Fees	\$2,000.00	\$0.00	\$1,010.10	\$989.90	50.51%
210	Operating Supplies	\$1,500.00	\$20.00	\$644.02	\$855.98	42.93%
220	Repair/Maint Supply - Equip	\$3,834.00	\$1,756.66	\$3,152.28	\$681.72	82.22%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,000.00	\$271.94	\$2,102.66	\$1,897.34	52.57%
322	Postage	\$1,000.00	\$215.92	\$400.19	\$599.81	40.02%
331	Travel Expenses	\$1,500.00	\$0.00	\$499.46	\$1,000.54	33.30%
334	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$1,000.00	\$0.00	\$221.00	\$779.00	22.10%
413	Office Equipment Rental/Repair	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$850.00	\$0.00	\$785.00	\$65.00	92.35%
443	Sales Tax	\$100.00	\$0.00	\$8.00	\$92.00	8.00%
500	Capital Outlay	\$4,221.00	\$0.00	\$928.33	\$3,292.67	21.99%
600	Principal	\$835.00	\$70.08	\$625.48	\$209.52	74.91%
610	Interest	\$29.00	\$1.92	\$22.52	\$6.48	77.66%
DEPT 41400 Administration		\$282,089.00	\$21,454.65	\$199,176.30	\$82,912.70	70.61%
DEPT 41410 Elections						
107	Services	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
122	FICA	\$344.00	\$0.00	\$0.00	\$344.00	0.00%
210	Operating Supplies	\$75.00	\$0.00	\$0.00	\$75.00	0.00%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$75.00	\$0.00	\$0.00	\$75.00	0.00%
413	Office Equipment Rental/Repair	\$75.00	\$0.00	\$0.00	\$75.00	0.00%
430	Miscellaneous	\$131.00	\$0.00	\$0.00	\$131.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$5,200.00	\$0.00	\$0.00	\$5,200.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$32,000.00	\$0.00	\$26,777.00	\$5,223.00	83.68%
304	Legal Fees (Civil)	\$7,000.00	\$1,017.50	\$5,232.50	\$1,767.50	74.75%
307	Legal Fees (Labor)	\$10,000.00	\$322.50	\$3,847.77	\$6,152.23	38.48%
DEPT 41600 Audit/Legal Services		\$49,000.00	\$1,340.00	\$35,857.27	\$13,142.73	73.18%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$31.79	-\$31.79	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
200	Office Supplies	\$700.00	\$426.45	\$788.84	-\$88.84	112.69%
208	Instruction Fees	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
210	Operating Supplies	\$1,500.00	\$0.00	\$547.14	\$952.86	36.48%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$3,934.00	\$166.67	\$1,562.36	\$2,371.64	39.71%
221	Repair/Maint Vehicles 306	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$2,500.00	\$0.00	\$330.00	\$2,170.00	13.20%
304	Legal Fees (Civil)	\$5,000.00	\$0.00	\$2,415.00	\$2,585.00	48.30%
305	Legal/Eng - Developer/Criminal	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
314	Surveyor	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
320	Communications	\$3,500.00	\$216.26	\$1,643.22	\$1,856.78	46.95%
322	Postage	\$500.00	\$224.23	\$408.51	\$91.49	81.70%
331	Travel Expenses	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
332	Travel Expense- P&Z Comm	\$1,500.00	\$0.00	\$2,380.00	-\$880.00	158.67%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$2,000.00	\$159.00	\$1,079.14	\$920.86	53.96%
352	Filing Fees	\$1,500.00	\$184.00	\$552.00	\$948.00	36.80%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
387	Septic Inspections	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$860.00	\$0.00	\$143.64	\$716.36	16.70%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$11.00	-\$11.00	0.00%
452	Refund	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
470	Consultant Fees	\$203,184.00	\$16,932.00	\$152,388.00	\$50,796.00	75.00%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
500	Capital Outlay	\$4,221.00	\$0.00	\$928.33	\$3,292.67	21.99%
600	Principal	\$835.00	\$70.08	\$625.48	\$209.52	74.91%
610	Interest	\$29.00	\$1.92	\$22.52	\$6.48	77.66%
DEPT 41910 Planning and Zoning		\$237,463.00	\$18,380.61	\$165,856.97	\$71,606.03	69.85%
DEPT 41940 General Government						
131	Employer Paid Health	\$0.00	-\$62.34	\$599.81	-\$599.81	0.00%
133	Employer Paid Dental	\$125.00	\$41.55	\$452.10	-\$327.10	361.68%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$2,500.00	\$118.74	\$2,664.12	-\$164.12	106.56%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$248.20	-\$248.20	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$758.31	\$2,049.72	\$1,950.28	51.24%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$47.98	\$382.12	-\$82.12	127.37%
302	Architects Fees	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
303	Engineering Fees	\$750.00	\$2,478.75	\$22,475.15	-\$21,725.15	2996.69%
316	Security Monitoring	\$800.00	\$182.00	\$506.00	\$294.00	63.25%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$250.00	\$29.75	\$168.35	\$81.65	67.34%
354	Ordinance Codification	\$5,000.00	\$0.00	\$975.74	\$4,024.26	19.51%
360	Insurance	\$26,500.00	\$0.00	\$22,328.00	\$4,172.00	84.26%
381	Electric Utilities	\$14,500.00	\$985.00	\$7,748.00	\$6,752.00	53.43%
383	Gas Utilities	\$4,500.00	\$25.81	\$2,097.32	\$2,402.68	46.61%
384	Refuse/Garbage Disposal	\$500.00	-\$218.98	\$140.34	\$359.66	28.07%
385	Sewer Utility	\$600.00	\$100.00	\$700.00	-\$100.00	116.67%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$6,367.50	\$3,232.50	66.33%
430	Miscellaneous	\$2,500.00	\$4,020.23	\$8,774.98	-\$6,274.98	351.00%
433	Dues and Subscriptions	\$3,500.00	\$2,592.00	\$5,221.40	-\$1,721.40	149.18%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,650.00	\$0.00	\$1,650.00	\$0.00	100.00%
439	Emergency Mgmt Expense	\$2,000.00	\$106.15	\$1,470.34	\$529.66	73.52%
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$10,500.00	\$0.00	\$3,395.05	\$7,104.95	32.33%
443	Sales Tax	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
444	Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
446	Animal Control	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
449	Cobra Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
451	Health Comm Program Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
456	Fireworks	\$15,000.00	\$0.00	\$15,000.00	\$0.00	100.00%
460	Fines/Fees Reimburse	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
470	Consultant Fees	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
490	Donations to Civic Org s	\$3,700.00	\$2,500.00	\$2,850.00	\$850.00	77.03%
493	Pass Thru Donations	\$0.00	\$0.00	\$6,500.00	-\$6,500.00	0.00%
500	Capital Outlay	\$65,000.00	\$4,050.00	\$6,695.40	\$58,304.60	10.30%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$197,875.00	\$18,462.45	\$121,459.64	\$76,415.36	61.38%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$85,815.00	\$6,534.52	\$61,576.30	\$24,238.70	71.75%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
101	Assistant	\$62,014.00	\$5,120.00	\$50,116.58	\$11,897.42	80.81%
103	Tech 1	\$51,042.00	\$4,230.90	\$36,657.56	\$14,384.44	71.82%
108	Tech 3	\$10,000.00	\$0.00	\$5,985.68	\$4,014.32	59.86%
110	Tech 4	\$24,232.00	\$4,057.10	\$18,044.13	\$6,187.87	74.46%
112	Tech 5	\$64,689.00	\$4,376.05	\$41,800.89	\$22,888.11	64.62%
113	Tech 6	\$64,272.00	\$4,475.75	\$43,137.65	\$21,134.35	67.12%
121	PERA	\$61,370.00	\$4,880.64	\$43,211.21	\$18,158.79	70.41%
122	FICA	\$5,250.00	\$382.03	\$3,341.93	\$1,908.07	63.66%
131	Employer Paid Health	\$105,965.00	\$6,868.80	\$58,843.60	\$47,121.40	55.53%
132	Employer Paid Disability	\$2,721.00	\$269.69	\$2,235.71	\$485.29	82.17%
133	Employer Paid Dental	\$4,926.00	\$357.72	\$3,053.28	\$1,872.72	61.98%
134	Employer Paid Life	\$403.00	\$31.20	\$272.00	\$131.00	67.49%
136	Deferred Compensation	\$1,300.00	\$100.00	\$950.00	\$350.00	73.08%
140	Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
151	Workers Comp Insurance	\$26,478.00	\$0.00	\$21,021.00	\$5,457.00	79.39%
152	Health Savings Account Contrib	\$27,000.00	\$0.00	\$20,250.00	\$6,750.00	75.00%
200	Office Supplies	\$300.00	\$0.00	\$50.35	\$249.65	16.78%
208	Instruction Fees	\$5,000.00	\$400.00	\$2,048.00	\$2,952.00	40.96%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,800.00	\$0.00	\$1,235.08	\$564.92	68.62%
212	Motor Fuels	\$18,000.00	\$9,002.10	\$10,302.62	\$7,697.38	57.24%
214	Auto Expense- Squad 301	\$500.00	\$61.60	\$61.60	\$438.40	12.32%
216	Auto Expense- Squad 305	\$1,200.00	\$0.00	\$741.04	\$458.96	61.75%
217	Auto Expense- Squad 303	\$1,000.00	\$0.00	\$769.33	\$230.67	76.93%
218	Auto Expense- Squad 302	\$1,000.00	\$8,838.22	\$9,500.53	-\$8,500.53	950.05%
219	Auto Expense- Squad 304	\$500.00	\$33.34	\$1,023.72	-\$523.72	204.74%
220	Repair/Maint Supply - Equip	\$15,000.00	\$250.00	\$6,851.00	\$8,149.00	45.67%
221	Repair/Maint Vehicles 306	\$2,000.00	\$256.15	\$1,635.69	\$364.31	81.78%
258	Unif FIRE/Ted/Corey	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
259	Unif Erik/Joe	\$675.00	\$62.95	\$292.97	\$382.03	43.40%
260	Unif Eric & Nate	\$675.00	\$0.00	\$195.19	\$479.81	28.92%
261	Unif Jake/TJ/Seth	\$675.00	\$0.00	\$16.00	\$659.00	2.37%
262	Unif Tony	\$675.00	\$0.00	\$156.61	\$518.39	23.20%
264	Unif Bobby	\$675.00	\$155.57	\$155.57	\$519.43	23.05%
265	Unif & P/T Expense	\$500.00	\$0.00	\$194.62	\$305.38	38.92%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
283	Forfeiture Expenditures	\$1,000.00	\$0.00	\$7,972.31	-\$6,972.31	797.23%
304	Legal Fees (Civil)	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,800.00	\$278.26	\$2,157.06	\$642.94	77.04%
321	Communications-Cellular	\$5,400.00	\$445.07	\$3,571.98	\$1,828.02	66.15%
322	Postage	\$200.00	\$44.55	\$68.22	\$131.78	34.11%
331	Travel Expenses	\$2,500.00	\$322.96	\$1,004.55	\$1,495.45	40.18%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$85.00	-\$85.00	0.00%
360	Insurance	\$14,000.00	\$0.00	\$21,163.00	-\$7,163.00	151.16%
413	Office Equipment Rental/Repair	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
430	Miscellaneous	\$200.00	\$0.00	\$81.03	\$118.97	40.52%
433	Dues and Subscriptions	\$250.00	\$0.00	\$3,954.00	-\$3,704.00	1581.60%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
458	Undercover Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$4,683.00	\$0.00	\$828.99	\$3,854.01	17.70%
550	Capital Outlay - Vehicles	\$60,000.00	\$240.00	\$53,137.17	\$6,862.83	88.56%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
600	Principal	\$139.00	\$11.68	\$104.25	\$34.75	75.00%
610	Interest	\$5.00	\$0.32	\$3.75	\$1.25	75.00%
DEPT 42110 Police Administration		\$747,604.00	\$62,087.17	\$539,858.75	\$207,745.25	72.21%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$6,000.00	\$1,200.00	\$9,400.00	-\$3,400.00	156.67%
101	Assistant	\$1,200.00	\$100.00	\$900.00	\$300.00	75.00%
106	Training	\$2,100.00	\$75.00	\$675.00	\$1,425.00	32.14%
107	Services	\$72,000.00	\$9,055.00	\$64,418.50	\$7,581.50	89.47%
122	FICA	\$6,219.00	\$797.88	\$5,767.74	\$451.26	92.74%
151	Workers Comp Insurance	\$8,027.00	\$0.00	\$5,132.00	\$2,895.00	63.93%
200	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
208	Instruction Fees	\$8,500.00	\$600.00	\$15,531.00	-\$7,031.00	182.72%
209	Physicals	\$3,500.00	\$0.00	\$2,529.00	\$971.00	72.26%
210	Operating Supplies	\$3,000.00	\$33.99	\$8,328.88	-\$5,328.88	277.63%
212	Motor Fuels	\$500.00	\$202.44	\$524.44	-\$24.44	104.89%
213	Diesel Fuel	\$2,500.00	\$606.88	\$714.83	\$1,785.17	28.59%
220	Repair/Maint Supply - Equip	\$3,000.00	\$470.00	\$4,011.29	-\$1,011.29	133.71%
221	Repair/Maint Vehicles 306	\$9,000.00	\$2,751.45	\$12,039.93	-\$3,039.93	133.78%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$2,500.00	\$85.00	\$85.00	\$2,415.00	3.40%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
240	Small Tools and Minor Equip	\$1,500.00	\$128.96	\$547.47	\$952.53	36.50%
258	Unif FIRE/Ted/Corey	\$1,000.00	\$0.00	\$1,394.68	-\$394.68	139.47%
266	Turnout Gear	\$7,500.00	\$98.97	\$17,479.70	-\$9,979.70	233.06%
319	Donation Expenditures	\$0.00	\$0.00	\$358.00	-\$358.00	0.00%
320	Communications	\$36.00	\$3.00	\$24.00	\$12.00	66.67%
321	Communications-Cellular	\$2,464.00	\$241.06	\$2,563.25	-\$99.25	104.03%
322	Postage	\$25.00	\$1.30	\$1.30	\$23.70	5.20%
331	Travel Expenses	\$6,000.00	\$29.00	\$4,184.10	\$1,815.90	69.74%
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	\$7,000.00	\$0.00	\$4,709.00	\$2,291.00	67.27%
430	Miscellaneous	\$150.00	\$286.71	\$286.71	-\$136.71	191.14%
433	Dues and Subscriptions	\$1,500.00	\$0.00	\$918.00	\$582.00	61.20%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
455	House Burn	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
491	FDRA City Contribution	\$25,000.00	\$1,311.00	\$7,002.00	\$17,998.00	28.01%
492	FDRA State Aid	\$38,000.00	\$0.00	\$1,000.00	\$37,000.00	2.63%
500	Capital Outlay	\$7,500.00	\$6,889.64	\$13,510.02	-\$6,010.02	180.13%
550	Capital Outlay - Vehicles	\$265,000.00	\$0.00	\$71,000.00	\$194,000.00	26.79%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280 Fire Administration		\$494,921.00	\$24,967.28	\$255,035.84	\$239,885.16	51.53%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$1,800.00	\$0.00	\$465.00	\$1,335.00	25.83%
306	Ambulance Subsidy	\$13,200.00	\$1,100.00	\$8,800.00	\$4,400.00	66.67%
DEPT 42500 Ambulance Services		\$15,000.00	\$1,100.00	\$9,265.00	\$5,735.00	61.77%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
103	Tech 1	\$59,420.00	\$4,430.75	\$41,484.39	\$17,935.61	69.82%
104	Tech 2	\$60,533.00	\$3,802.11	\$40,099.52	\$20,433.48	66.24%
105	Part-time	\$0.00	\$298.35	\$1,582.43	-\$1,582.43	0.00%
108	Tech 3	\$54,790.00	\$3,917.74	\$38,822.17	\$15,967.83	70.86%
121	PERA	\$13,106.00	\$911.30	\$9,030.46	\$4,075.54	68.90%
122	FICA	\$13,368.00	\$820.01	\$8,119.87	\$5,248.13	60.74%
131	Employer Paid Health	\$47,098.00	\$4,905.60	\$44,384.40	\$2,713.60	94.24%
132	Employer Paid Disability	\$1,212.00	\$103.56	\$932.04	\$279.96	76.90%
133	Employer Paid Dental	\$2,463.00	\$258.00	\$2,322.00	\$141.00	94.28%
134	Employer Paid Life	\$202.00	\$15.60	\$150.00	\$52.00	74.26%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$28,704.00	\$0.00	\$16,939.00	\$11,765.00	59.01%
152	Health Savings Account Contrib	\$15,000.00	\$0.00	\$13,500.00	\$1,500.00	90.00%
200	Office Supplies	\$450.00	\$39.49	\$322.29	\$127.71	71.62%
208	Instruction Fees	\$1,500.00	\$0.00	\$650.00	\$850.00	43.33%
210	Operating Supplies	\$1,200.00	\$74.37	\$484.53	\$715.47	40.38%
212	Motor Fuels	\$8,000.00	\$4,414.31	\$5,676.13	\$2,323.87	70.95%
213	Diesel Fuel	\$15,000.00	\$5,185.41	\$6,319.05	\$8,680.95	42.13%
215	Shop Supplies	\$2,750.00	\$94.98	\$863.88	\$1,886.12	31.41%
220	Repair/Maint Supply - Equip	\$18,000.00	\$2,467.01	\$30,994.38	-\$12,994.38	172.19%
221	Repair/Maint Vehicles 306	\$15,000.00	\$0.00	\$10,631.07	\$4,368.93	70.87%
222	Tires	\$1,500.00	\$0.00	\$1,017.55	\$482.45	67.84%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$555.27	\$7,837.35	-\$3,337.35	174.16%
224	Street Maint Materials	\$20,000.00	\$899.23	\$26,340.38	-\$6,340.38	131.70%
225	New Roads Materials	\$0.00	\$0.00	\$474.17	-\$474.17	0.00%
226	Bridge Materials	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$16,000.00	\$0.00	\$12,765.00	\$3,235.00	79.78%
235	Signs	\$3,000.00	\$468.73	\$2,977.14	\$22.86	99.24%
240	Small Tools and Minor Equip	\$2,500.00	\$56.29	\$3,326.92	-\$826.92	133.08%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Erik/Joe	\$300.00	\$0.00	\$179.99	\$120.01	60.00%
260	Unif Eric & Nate	\$300.00	\$0.00	\$492.53	-\$192.53	164.18%
261	Unif Jake/TJ/Seth	\$300.00	\$0.00	\$289.93	\$10.07	96.64%
303	Engineering Fees	\$25,000.00	\$0.00	\$19,347.32	\$5,652.68	77.39%
304	Legal Fees (Civil)	\$1,000.00	\$0.00	\$150.00	\$850.00	15.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$148.05	\$51.95	74.03%
320	Communications	\$1,600.00	\$111.88	\$897.19	\$702.81	56.07%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$1,000.00	\$0.00	\$980.04	\$19.96	98.00%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$100.00	\$93.50	\$93.50	\$6.50	93.50%
360	Insurance	\$27,000.00	\$0.00	\$12,307.00	\$14,693.00	45.58%
381	Electric Utilities	\$14,000.00	\$591.76	\$7,407.76	\$6,592.24	52.91%
383	Gas Utilities	\$6,000.00	\$57.62	\$2,419.42	\$3,580.58	40.32%
384	Refuse/Garbage Disposal	\$1,000.00	\$359.08	\$934.04	\$65.96	93.40%
385	Sewer Utility	\$400.00	\$23.50	\$282.00	\$118.00	70.50%
405	Cleaning Services	\$3,700.00	\$235.00	\$1,880.00	\$1,820.00	50.81%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
430	Miscellaneous	\$1,000.00	\$350.00	\$1,944.34	-\$944.34	194.43%
433	Dues and Subscriptions	\$0.00	\$0.00	\$10.00	-\$10.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$1,209.81	-\$209.81	120.98%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
443	Sales Tax	\$100.00	\$6.00	\$28.00	\$72.00	28.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$45,000.00	\$1,274.48	\$24,284.61	\$20,715.39	53.97%
500	Capital Outlay	\$65,000.00	\$10,009.55	\$99,196.26	-\$34,196.26	152.61%
550	Capital Outlay - Vehicles	\$51,000.00	\$0.00	\$0.00	\$51,000.00	0.00%
551	Capital Outlay-Building	\$105,000.00	\$0.00	\$0.00	\$105,000.00	0.00%
552	Capital Outlay-Land	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.00%
553	Capital Outlay - Other	\$366,687.00	\$0.00	\$48,476.13	\$318,210.87	13.22%
581	Capital Outlay -Seal Coat	\$252,355.00	\$0.00	\$0.00	\$252,355.00	0.00%
582	Capital Outlay - Crackfill	\$50,000.00	\$0.00	\$38,600.00	\$11,400.00	77.20%
583	Capital Outlay - Overlays	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$1,572,188.00	\$46,830.48	\$589,604.04	\$982,583.96	37.50%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$0.00	\$46.82	\$893.18	4.98%
220	Repair/Maint Supply - Equip	\$250.00	\$89.99	\$338.31	-\$88.31	135.32%
360	Insurance	\$60.00	\$0.00	\$71.00	-\$11.00	118.33%
381	Electric Utilities	\$350.00	\$32.90	\$91.01	\$258.99	26.00%
430	Miscellaneous	\$400.00	\$0.00	\$250.00	\$150.00	62.50%
452	Refund	\$0.00	\$0.00	\$175.00	-\$175.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery		\$3,000.00	\$122.89	\$972.14	\$2,027.86	32.40%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$61,294.00	\$4,790.00	\$45,490.00	\$15,804.00	74.22%
101	Assistant	\$43,680.00	\$3,528.64	\$33,507.08	\$10,172.92	76.71%
103	Tech 1	\$28,588.00	\$2,423.60	\$22,928.26	\$5,659.74	80.20%
104	Tech 2	\$5,455.00	\$0.00	\$0.00	\$5,455.00	0.00%
105	Part-time	\$43,680.00	\$3,371.15	\$30,281.90	\$13,398.10	69.33%
108	Tech 3	\$37,170.00	\$0.00	\$904.07	\$36,265.93	2.43%
121	PERA	\$16,081.00	\$899.99	\$8,628.40	\$7,452.60	53.66%
122	FICA	\$16,820.00	\$1,035.31	\$9,768.56	\$7,051.44	58.08%
131	Employer Paid Health	\$19,622.00	\$654.40	\$5,920.80	\$13,701.20	30.17%
132	Employer Paid Disability	\$1,174.00	\$99.14	\$864.09	\$309.91	73.60%
133	Employer Paid Dental	\$4,128.00	\$205.24	\$1,890.16	\$2,237.84	45.79%
134	Employer Paid Life	\$269.00	\$15.60	\$155.60	\$113.40	57.84%
136	Deferred Compensation	\$650.00	\$50.00	\$475.00	\$175.00	73.08%
140	Unemployment	\$5,000.00	\$0.00	\$132.52	\$4,867.48	2.65%
151	Workers Comp Insurance	\$15,118.00	\$0.00	\$5,361.00	\$9,757.00	35.46%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$2,250.00	\$3,750.00	37.50%
200	Office Supplies	\$200.00	\$0.00	\$47.18	\$152.82	23.59%
208	Instruction Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
210	Operating Supplies	\$3,200.00	\$392.97	\$2,226.50	\$973.50	69.58%
212	Motor Fuels	\$2,000.00	\$1,366.66	\$1,587.22	\$412.78	79.36%
213	Diesel Fuel	\$1,000.00	\$672.85	\$725.82	\$274.18	72.58%
220	Repair/Maint Supply - Equip	\$3,000.00	\$268.64	\$5,164.54	-\$2,164.54	172.15%
221	Repair/Maint Vehicles 306	\$2,000.00	\$475.00	\$832.89	\$1,167.11	41.64%
223	Bldg Repair Suppl/Maintenance	\$15,000.00	\$1,869.37	\$9,303.05	\$5,696.95	62.02%
231	Chemicals	\$5,000.00	\$1,791.05	\$2,699.98	\$2,300.02	54.00%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
235	Signs	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$32.91	\$267.09	10.97%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif FIRE/Ted/Corey	\$300.00	\$101.77	\$101.77	\$198.23	33.92%
261	Unif Jake/TJ/Seth	\$300.00	\$37.98	\$307.93	-\$7.93	102.64%
264	Unif Bobby	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
304	Legal Fees (Civil)	\$5,000.00	\$0.00	\$465.00	\$4,535.00	9.30%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,600.00	\$0.00	\$207.92	\$1,392.08	13.00%
310	Program Supplies	\$1,000.00	\$140.92	\$353.41	\$646.59	35.34%
311	Softball/Baseball	\$1,000.00	\$79.99	\$691.67	\$308.33	69.17%
312	Aerobic Instruction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	Warm House/Garage Exp	\$0.00	\$0.00	\$123.82	-\$123.82	0.00%
316	Security Monitoring	\$1,200.00	\$20.00	\$454.88	\$745.12	37.91%
317	Soccer/Skating	\$1,500.00	\$1,148.91	\$1,548.91	-\$48.91	103.26%
318	Garage (North)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
320	Communications	\$3,500.00	\$406.78	\$3,332.47	\$167.53	95.21%
322	Postage	\$150.00	\$27.50	\$35.50	\$114.50	23.67%
323	Garage (East)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$1,000.00	\$75.94	\$589.80	\$410.20	58.98%
335	Background Checks	\$150.00	\$90.00	\$180.00	-\$30.00	120.00%
340	Advertising	\$500.00	\$0.00	\$519.30	-\$19.30	103.86%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$15,000.00	\$0.00	\$13,355.00	\$1,645.00	89.03%
381	Electric Utilities	\$17,000.00	\$1,930.90	\$12,800.84	\$4,199.16	75.30%
383	Gas Utilities	\$8,000.00	\$121.18	\$5,592.86	\$2,407.14	69.91%
384	Refuse/Garbage Disposal	\$800.00	\$81.70	\$653.60	\$146.40	81.70%
403	Improvements Other Than Bldgs	\$3,800.00	\$0.00	\$865.73	\$2,934.27	22.78%
413	Office Equipment Rental/Repair	\$700.00	\$65.00	\$132.50	\$567.50	18.93%
415	Equipment Rental	\$500.00	\$0.00	\$330.00	\$170.00	66.00%
430	Miscellaneous	\$800.00	\$183.68	\$1,300.94	-\$500.94	162.62%
433	Dues and Subscriptions	\$500.00	\$0.00	\$1,688.41	-\$1,188.41	337.68%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$80.34	\$1,419.66	5.36%
443	Sales Tax	\$1,600.00	\$361.00	\$2,780.00	-\$1,180.00	173.75%
445	Sr Meals Expense	\$400.00	\$0.00	\$94.49	\$305.51	23.62%
448	Weight Room Ins Reimbur	\$150.00	\$10.25	\$90.50	\$59.50	60.33%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$0.00	\$409.75	-\$259.75	273.17%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
457	Weight Room Expenses	\$2,000.00	\$0.00	\$413.51	\$1,586.49	20.68%
459	PAL Foundation Expenditures	\$3,000.00	\$0.00	\$9,158.35	-\$6,158.35	305.28%
461	Silver Sneakers	\$6,500.00	\$780.00	\$6,708.00	-\$208.00	103.20%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$94,799.00	\$4,034.74	\$8,895.87	\$85,903.13	9.38%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
553	Capital Outlay - Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
557	Capital Outlay - Tennis Courts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$520.00	\$64.08	\$857.03	-\$337.03	164.81%
610	Interest	\$0.00	\$6.67	\$13.45	-\$13.45	0.00%
DEPT 45100 Park and Recreation (GENERA		\$518,648.00	\$33,678.60	\$266,811.08	\$251,836.92	51.44%

DEPT 45500 Library

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
101	Assistant	\$35,027.00	\$0.00	\$0.00	\$35,027.00	0.00%
121	PERA	\$2,627.00	\$0.00	\$0.00	\$2,627.00	0.00%
122	FICA	\$2,680.00	\$0.00	\$0.00	\$2,680.00	0.00%
131	Employer Paid Health	\$19,622.00	\$0.00	\$0.00	\$19,622.00	0.00%
132	Employer Paid Disability	\$307.00	\$0.00	\$0.00	\$307.00	0.00%
133	Employer Paid Dental	\$1,032.00	\$0.00	\$0.00	\$1,032.00	0.00%
134	Employer Paid Life	\$67.00	\$0.00	\$0.00	\$67.00	0.00%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$350.00	\$0.00	\$2,472.00	-\$2,122.00	706.29%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
201	Library Operating Supplies	\$2,000.00	\$18.97	\$304.55	\$1,695.45	15.23%
202	Library Subscriptions	\$500.00	\$0.00	\$512.72	-\$12.72	102.54%
203	Library Books	\$5,000.00	\$1,258.54	\$4,859.64	\$140.36	97.19%
204	Children s Program Expense	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	Book Sale Expenses	\$0.00	\$71.28	\$142.56	-\$142.56	0.00%
207	Golf Fundraiser Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,000.00	\$64.72	\$497.20	\$502.80	49.72%
322	Postage	\$50.00	\$0.50	\$0.50	\$49.50	1.00%
335	Background Checks	\$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	\$500.00	\$20.78	\$20.78	\$479.22	4.16%
430	Miscellaneous	\$1,000.00	\$417.48	\$1,594.44	-\$594.44	159.44%
433	Dues and Subscriptions	\$0.00	\$0.00	\$435.34	-\$435.34	0.00%
443	Sales Tax	\$100.00	\$80.00	\$262.00	-\$162.00	262.00%
452	Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
459	PAL Foundation Expenditures	\$250.00	\$0.00	\$2,450.75	-\$2,200.75	980.30%
500	Capital Outlay	\$3,298.00	\$2,637.55	\$4,658.73	-\$1,360.73	141.26%
600	Principal	\$520.00	\$41.89	\$812.69	-\$292.69	156.29%
610	Interest	\$0.00	\$4.36	\$8.79	-\$8.79	0.00%
DEPT 45500 Library		\$82,130.00	\$4,616.07	\$19,032.69	\$63,097.31	23.17%
DEPT 47007 2003 Series A Disposal						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure						
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 2012 Series A						
600	Principal	\$190,000.00	\$0.00	\$190,000.00	\$0.00	100.00%
610	Interest	\$19,653.00	\$0.00	\$19,652.50	\$0.50	100.00%
620	Fiscal Agent s Fees	\$300.00	\$0.00	\$253.00	\$47.00	84.33%
DEPT 47014 2012 Series A		\$209,953.00	\$0.00	\$209,905.50	\$47.50	99.98%
DEPT 47015 47015 Series 2015B						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$32,340.00	\$2,433.00	\$21,897.00	\$10,443.00	67.71%
388	Recycling Expenses	\$400.00	\$0.00	\$50.00	\$350.00	12.50%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
430	Miscellaneous	\$3,240.00	\$262.00	\$2,358.00	\$882.00	72.78%
DEPT 48000	Recyling	\$35,980.00	\$2,695.00	\$24,305.00	\$11,675.00	67.55%
FUND 101	GENERAL FUND	\$4,484,104.00	\$238,187.35	\$2,459,742.17	\$2,024,361.83	54.85%
FUND 301	DEBT SERVICE FUND					
DEPT 47000	Emer Svcs Ctr Refunding 2004					
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000	Emer Svcs Ctr Refunding 200	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001	Community Ctr Refunding 2002					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001	Community Ctr Refunding 200	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002	G.O. Improve-Wilderness					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002	G.O. Improve-Wilderness	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003	1999 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003	1999 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004	1999 Series B Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004	1999 Series B Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005	2001 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005	2001 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006	2002 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006	2002 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008	2003 Series B Sewer					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008	2003 Series B Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility					

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$1,000.00	\$1,000.00	-\$1,000.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$1,000.00	\$1,000.00	-\$1,000.00	0.00%
DEPT 47013 Bond Disclosure						
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
621	Continung Disclosure Expene	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
DEPT 47013 Bond Disclosure		\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
DEPT 47014 2012 Series A						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$16,045.00	\$0.00	\$16,040.63	\$4.37	99.97%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 2012 Series A		\$16,045.00	\$0.00	\$16,040.63	\$4.37	99.97%
DEPT 47015 47015 Series 2015B						
600	Principal	\$142,000.00	\$0.00	\$0.00	\$142,000.00	0.00%
610	Interest	\$5,740.00	\$0.00	\$2,870.00	\$2,870.00	50.00%
620	Fiscal Agent s Fees	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
DEPT 47015 47015 Series 2015B		\$148,040.00	\$0.00	\$2,870.00	\$145,170.00	1.94%
FUND 301 DEBT SERVICE FUND		\$166,585.00	\$1,000.00	\$19,910.63	\$146,674.37	11.95%
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						
551	Capital Outlay-Building	\$0.00	\$163,130.35	\$339,910.63	-\$339,910.63	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$12,000.00	\$24,500.00	-\$24,500.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$175,130.35	\$364,410.63	-\$364,410.63	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	\$175,130.35	\$364,410.63	-\$364,410.63	0.00%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						
351	Legal Notices Publishing	\$650.00	\$0.00	\$106.25	\$543.75	16.35%
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	\$10,200.00	\$0.00	\$5,559.12	\$4,640.88	54.50%
650	Administrative Costs	\$650.00	\$0.00	\$100.00	\$550.00	15.38%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000 Tax Increment Financing		\$11,500.00	\$0.00	\$5,765.37	\$5,734.63	50.13%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJEC		\$11,500.00	\$0.00	\$5,765.37	\$5,734.63	50.13%
FUND 410 MARODA DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
DEPT 43000 Public Works (GENERAL)						
226	Bridge Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT					
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT					
DEPT 45500	Library					
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500	Library	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT					
DEPT 43200	Sewer					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200	Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463	BRITA LN/PINE VIEW LN					
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463	BRITA LN/PINE VIEW LN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502	ECONOMIC DEVELOPMENT FUND					
DEPT 41940	General Government					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940	General Government	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500	Economic Develop mt (GENERAL)					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$484.35	-\$484.35	0.00%
493	Pass Thru Donations	\$0.00	\$2,391.24	\$2,391.24	-\$2,391.24	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		\$0.00	\$2,391.24	\$2,875.59	-\$2,875.59	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 2004						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 200		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$18,500.00	\$0.00	\$3,825.00	\$14,675.00	20.68%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility		\$18,500.00	\$0.00	\$3,825.00	\$14,675.00	20.68%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$18,500.00	\$2,391.24	\$6,700.59	\$11,799.41	36.22%
FUND 503 EDA (REVOLVING LOAN)						
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
447	Loan Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$80,927.00	\$6,301.60	\$60,913.63	\$20,013.37	75.27%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$6,070.00	\$472.62	\$4,453.01	\$1,616.99	73.36%
122	FICA	\$6,191.00	\$434.69	\$4,023.70	\$2,167.30	64.99%
131	Employer Paid Health	\$19,622.00	\$1,635.20	\$14,794.80	\$4,827.20	75.40%
132	Employer Paid Disability	\$740.00	\$61.66	\$554.94	\$185.06	74.99%
133	Employer Paid Dental	\$1,032.00	\$86.00	\$774.00	\$258.00	75.00%
134	Employer Paid Life	\$67.00	\$5.20	\$50.00	\$17.00	74.63%
136	Deferred Compensation	\$650.00	\$50.00	\$475.00	\$175.00	73.08%
151	Workers Comp Insurance	\$6,010.00	\$0.00	\$3,919.00	\$2,091.00	65.21%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$4,500.00	\$1,500.00	75.00%
200	Office Supplies	\$250.00	\$0.00	\$536.49	-\$286.49	214.60%
208	Instruction Fees	\$2,500.00	\$0.00	\$1,327.00	\$1,173.00	53.08%
210	Operating Supplies	\$3,500.00	\$241.24	\$1,262.08	\$2,237.92	36.06%
212	Motor Fuels	\$2,000.00	\$0.00	\$14.51	\$1,985.49	0.73%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$10,000.00	\$9,798.87	\$20,151.45	-\$10,151.45	201.51%
221	Repair/Maint Vehicles 306	\$1,500.00	\$0.00	\$99.17	\$1,400.83	6.61%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$240.49	\$2,019.46	\$1,980.54	50.49%
229	Oper/Maint - Lift Station	\$12,000.00	\$2,514.37	\$4,706.07	\$7,293.93	39.22%
230	Repair/Maint - Collection Syst	\$7,000.00	\$0.00	\$5,575.69	\$1,424.31	79.65%
231	Chemicals	\$18,000.00	\$4,244.15	\$12,636.44	\$5,363.56	70.20%
258	Unif FIRE/Ted/Corey	\$300.00	\$0.00	\$276.96	\$23.04	92.32%
303	Engineering Fees	\$1,000.00	\$0.00	\$100.00	\$900.00	10.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$4,556.00	\$163.78	\$1,294.65	\$3,261.35	28.42%
321	Communications-Cellular	\$1,600.00	\$89.72	\$652.48	\$947.52	40.78%
322	Postage	\$800.00	\$276.53	\$591.58	\$208.42	73.95%
331	Travel Expenses	\$2,500.00	\$0.00	\$525.55	\$1,974.45	21.02%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$306.00	-\$106.00	153.00%
360	Insurance	\$8,000.00	\$0.00	\$11,427.00	-\$3,427.00	142.84%
381	Electric Utilities	\$27,000.00	\$3,060.11	\$26,096.59	\$903.41	96.65%
383	Gas Utilities	\$3,000.00	\$25.00	\$1,665.16	\$1,334.84	55.51%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$15,000.00	\$893.70	\$7,515.17	\$7,484.83	50.10%
407	Sludge Disposal	\$20,000.00	\$0.00	\$4,860.00	\$15,140.00	24.30%
420	Depreciation Expense	\$225,000.00	\$0.00	\$0.00	\$225,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$92.58	\$7.42	92.58%
433	Dues and Subscriptions	\$300.00	\$208.00	\$776.00	-\$476.00	258.67%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$137.95	\$1,362.05	9.20%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
450	Permits	\$2,000.00	\$0.00	\$1,590.00	\$410.00	79.50%
452	Refund	\$100.00	\$4.60	\$4.60	\$95.40	4.60%
500	Capital Outlay	\$1,300,000.00	\$1,963.60	\$6,566.15	\$1,293,433.85	0.51%
553	Capital Outlay - Other	\$0.00	\$5,390.00	\$5,390.00	-\$5,390.00	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		\$1,802,965.00	\$38,161.13	\$212,654.86	\$1,590,310.14	11.79%
DEPT 47007 2003 Series A Disposal						
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND		\$1,802,965.00	\$38,161.13	\$212,654.86	\$1,590,310.14	11.79%
FUND 614 TELEPHONE AND CABLE FUND						
DEPT 49000 Miscellaneous (GENERAL)						
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
630	Loss on Bond Defeasance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49000 Miscellaneous (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2019 Budget	SEPTEMBER 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$185,000.00	\$0.00	\$185,000.00	\$0.00	100.00%
610	Interest	\$19,923.00	\$0.00	\$24,055.00	-\$4,132.00	120.74%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$242.00	\$508.00	32.27%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$205,673.00	\$0.00	\$209,297.00	-\$3,624.00	101.76%
DEPT 47008 2003 Series B Sewer						
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$90,000.00	\$0.00	\$90,000.00	\$0.00	100.00%
610	Interest	\$16,682.00	\$0.00	\$17,112.50	-\$430.50	102.58%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$106,682.00	\$0.00	\$107,112.50	-\$430.50	100.40%
FUND 651 SEWER RESTRICTED SINKING FUN		\$312,355.00	\$0.00	\$316,409.50	-\$4,054.50	101.30%
FUND 652 WASTEWATER MGMT DISTRICT						
DEPT 41910 Planning and Zoning						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 Planning and Zoning		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 652 WASTEWATER MGMT DISTRICT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$6,796,009.00	\$454,870.07	\$3,385,593.75	\$3,410,415.25	49.82%

B.8.

City of Crosslake - Preliminary 09/30/2019 Preliminary Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)					
Description	2019 Budget	30-Sep-19	2019 YTD Amount	2019 YTD Balance	2019 %YTD Budget
<b>Total Expense (From Month End Report For September 30, 2019)</b>	<b>\$ 6,796,009</b>	<b>\$ 454,870</b>	<b>\$ 3,385,594</b>	<b>\$ 3,410,415</b>	<b>49.82%</b>
<b>Adjustments:</b>					
<u>Less: All DS Issues</u>					
(101-41400-600) Administration: Copier Lease	(864)	(72)	(648)	(216)	75.00%
(101-41910-600) Planning and Zoning: Copier Lease	(864)	(72)	(648)	(216)	75.00%
(101-42110-600) Police: Copier Lease	(144)	(12)	(108)	(36)	75.00%
(101-45100-600) Parks and Rec.: Copier Lease	(520)	(71)	(870)	350	167.40%
(101-45500-600) Library: Copier Lease	(520)	(47)	(821)	301	157.98%
(101-47014-600) 2012 Series A - Principal	(190,000)	0	(190,000)	0	100.00%
(101-47014-610) 2012 Series A - Interest	(19,653)	0	(19,653)	(1)	100.00%
(101-47014-620) 2012 Series A - Fiscal Agent Fees	(300)	0	(253)	(47)	0.00%
(301-47015-600) 2015 Series B - Principal	(142,000)	0	0	(142,000)	0.00%
(301-47015-610) 2015 Series B - Interest	(5,740)	0	(2,870)	(2,870)	50.00%
(301-47015-620) 2015 Series B - Fiscal Agent Fees	(300)	0	0	(300)	0.00%
(301-47014-600) 2018 Series A - Principal	0	0	0	0	0.00%
(301-47014-610) 2018 Series A - Interest	(16,045)	0	(16,041)	(4)	0.00%
(301-47013-440/621) Fiscal Agent Fees	(2,500)	0	0	(2,500)	0.00%
(301-47012-440/620) 2019 Series A Fiscal Agent Fees	0	(1,000)	(1,000)	1,000	100.00%
(651-47007-600) 2012 Series A Disposal - Prin.. ( Reported on B/S)	(185,000)	0	(185,000)	0	100.00%
(651-47007-610) 2012 Series A Disposal -Interest	(19,923)	0	(24,055)	4,132	120.74%
(651-47007-620) 2012 Series A Disposal - Fiscal Agent Fees	(750)	0	(242)	(508)	32.27%
(651-47008-600) 2017 Series A Disposal Bonds	(90,000)	0	(90,000)	0	100.00%
(651-47008-610) 2017 Series A Disposal Bonds	(16,682)	(8,298)	(17,113)	431	102.58%
<b>Total Debt Service</b>	<b>(691,805)</b>	<b>(9,571)</b>	<b>(549,322)</b>	<b>(142,483)</b>	<b>79.40%</b>
<u>Less - All Capital Outlay Accounts:</u>					
(101-41400-500) Administration	(4,221)	-	(928)	(3,293)	21.99%
(101-41910-500) Planning and Zoning	(4,221)	-	(928)	(3,293)	21.99%
(101-41940-500) General Government Capital Outlay	(65,000)	(179,180)	(371,106)	306,106	570.93%
(101-42110-500) Police Administration Capital Outlay	(4,683)	-	(829)	(3,854)	17.70%
(101-42110-550) Police Administration Capital Outlay - Vehicles	(60,000)	(240)	(53,137)	(6,863)	88.56%
(101-42280-500) Fire Administration - Capital Outlay	(15,000)	(6,989)	(30,990)	15,990	206.60%
(101-42280-550) Fire Administration - Capital Outlay - Vehicles	(265,000)	-	(71,000)	(194,000)	26.79%
(101-43000-500) Public Works - Capital Outlay	(1,010,042)	(10,010)	(186,272)	(823,770)	18.44%
(101-43100-500) Cemetery - Capital Outlay	(1,000)	-	-	(1,000)	0.00%
(101-45100-500) Parks and Recreation - Capital Outlay	(94,799)	(4,035)	(8,896)	(85,903)	9.38%
(101-45500-500) Library	(3,298)	(2,638)	(4,659)	1,361	0.00%
(601-43200-500) Sewer - Capital Outlay	(1,300,000)	(7,354)	(11,956)	(1,288,044)	0.92%
<b>Total Capital Outlay</b>	<b>(2,827,264)</b>	<b>(210,444)</b>	<b>(740,702)</b>	<b>(2,086,562)</b>	<b>26.20%</b>
<u>Less: Other Items:</u>					
Operating Transfers (General Fund to Sewer Fund)	0	0	0	0	0.00%
<b>Total Operating Transfers Between Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<u>Less: Depreciation/Amortization</u>					
(601) Depreciation	(225,000)	0	0	(225,000)	0.00%
<b>Adjusted Expenditures</b>	<b>\$ 3,051,940</b>	<b>\$ 234,855</b>	<b>\$ 2,095,570</b>	<b>\$ 956,370</b>	<b>68.66%</b>
<b>Linear Assumption (9 Month/12 Months) = 75.00%</b>					
	<b>75.00%</b>	<b>\$ 5,097,007</b>			<b>-6.34%</b>

B.9.

## AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is entered into and dated September 26, 2019 by and between Hildi Inc. with offices located at 14852 Scenic Heights Road, Suite 205, Minneapolis, MN 55344 (hereinafter referred to as the "Consultant") and City of Crosslake with offices located at 37028 County Road 66, Crosslake, MN 56442 (hereinafter referred to as the "Company"). Company and Consultant are jointly referred to as the "parties."

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.
2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within fifteen (15) days of receipt of Consultant's invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.
3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company's request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.
4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the "Work"), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a "work made for hire" any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a "work made for hire" or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for herein. If the Work contains materials previously developed or copyrighted by Consultant or others, Consultant grants and agrees to grant to Company, or

obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.
6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or suit against Company or its affiliates for which it is responsible hereunder. Company shall notify Consultant of any such claim, action or suit and shall

reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. In no event shall company or consultant be liable, one to the other, for indirect, special, incidental, or consequential damages arising out of or in connection with the furnishing, performance or use of any products or services provided pursuant to this agreement.
8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.

9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.
11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.
12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.
13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.

14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company: Mr. Mike Lyonais  
Finance Director/Treasurer  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

If to Consultant: Hildi Inc.  
14852 Scenic Heights Road  
Suite 205  
Minneapolis, MN 55344  
Attn: Jill Urdahl, FSA  
President/Consulting Actuary

15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company's express written consent.
16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.
17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.
18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.
19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.



IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

**Company: City of Crosslake**

**Consultant: Hildi Inc.**

By: \_\_\_\_\_  
(Authorized Signature)

By: \_\_\_\_\_  
(Authorized Signature)

Name: \_\_\_\_\_  
(Print or Type)

Name: Jill Urdahl

Title: \_\_\_\_\_  
(Print or Type)

Title: President

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

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

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

**Exhibit 1 to  
AGREEMENT FOR CONSULTING SERVICES  
Consultant and Rate Schedule**

Consultant Representative's Name	Title	Effective Start Date	Expected End Date
Hildi Inc. Actuaries and Consultants	Consulting Actuaries	January 1, 2020	December 31, 2021

**Base Fees**

The approximate budget for Hildi Inc. consulting services is as follows:

	2020 Fiscal Year	2021 Fiscal Year
GASB 75	\$2,900 - \$3,000	January 1, 2020 actuarial valuation to be used as base results. GASB 75 disclosures to be developed for the year ending December 31, 2021. Approximately \$500 - \$800

These Base Actuarial Fees include the following:

- An Actuarial Report including all information required by the GASB Statements. Hildi Inc. will provide an electronic copy and three hard copies.
- A results meeting by conference call to discuss the results.
- Teleconferencing with the actuaries on pending or anticipated issues which may affect the actuarial valuation/report. If any work is needed based on one of the outcomes of a teleconference, a fee will be agreed upon before any work is initiated.
- Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports.

All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation or year-end disclosure. Additional charges may occur if there is out of scope work due to an OPEB Trust, changes in funding or investment policy for the OPEBs, changes in plan provisions or assumptions, or changes in the GASB disclosure requirements.

**SERVICES OR REQUIREMENTS:**

The Agreement for Consulting Services is dated September 26, 2019.

**Company: City of Crosslake**

**Consultant: Hildi Inc.**

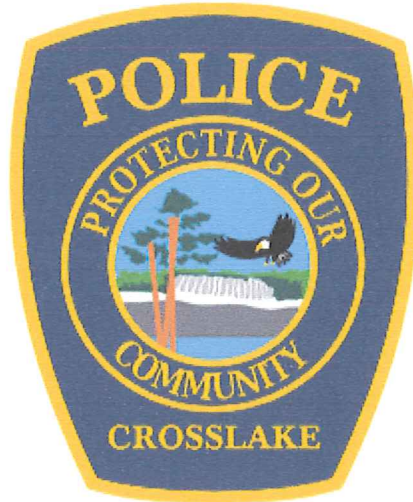
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(Authorized Signature)

\_\_\_\_\_  
(Authorized Signature)

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(Date)

\_\_\_\_\_  
(Date)

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)



# CROSSLAKE POLICE DEPARTMENT

## MONTHLY REPORT

September

2019

**Crosslake Police Department  
Monthly Report  
September 2019**

911 Hangup	2
Agency Assist	17
Alarm	21
Animal Complaint	4
Assault	2
ATV	1
Burglary In Prog	1
Burning Complaint	1
Civil Problem	1
Damage To Property	1
Disturbance	3
Domestic	1
Driving Complaint	3
Ems	16
Fight	1
Fleeing	1
Found Property	2
Gun Permits	1
Harass Comm	1
Hazard In Road	7
Information	4
Intoxicated Person	1
Noise Complaint	3
Open Door	1
Other	1
Parking Complaint	1
Property Damage Acc	5
Public Assist	2
Scam/Con	1
Suicidal Person	1
Suspicious Activity	4
Suspicious Person	2

Suspicious Vehicle	4
Theft	2
Traffic Arrest	2
Traffic Citations	6
Traffic Warnings	79
Warrant Service Atmpt	1
Welfare Check	4
<b>Total</b>	<b>211</b>



# CROSSLAKE POLICE DEPARTMENT

## MISSION TOWNSHIP MONTHLY REPORT

September  
2019

**Crosslake Police Department  
Mission Township Monthly Report  
September 2019**

Agency Assist	3
Alarm	1
Ems	1
Fire	1
Open Door	1
Property Damage Acc	2
Suspicious Activity	1
Traffic Citations	7
Traffic Warnings	70
Trespass	2
<b>Total</b>	<b>89</b>



# Crosslake Fire Department

## Date: September 2019

B.12.

### Incidents

Description of Incident	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	17	193
300 - Rescue, EMS Incident	3	10
322 - Motor Vehicle Accident with Injuries		10
324 - Motor Vehicle Accident with No Injuries	1	2
340 - Search for Lost Person		2
362 - Ice Rescue		
326 - Snowmobile Accident With Injuries		
<b>Total:</b>	<b>21</b>	<b>217</b>
<b>1 - Fire</b>		
111 - Building Fire		1
111 - Building Fire (Mutual Aid)	1	3
114 - Chimney Fire		1
112/118/113 - Fire Other		1
143 - Grass Fire/Wildland Fire		8
131 - Automobile Fire		
<b>Total:</b>	<b>1</b>	<b>14</b>
<b>4 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)		5
444 - Power Line Down/Trees on Road		1
<b>Total Hazardous Condition:</b>	<b>0</b>	<b>6</b>
<b>5 - Service Call</b>		
571 - Cover Assignment, Standby		2
561 - Unauthorized Burning		
550 - Public Assist		18
<b>Total:</b>	<b>0</b>	<b>20</b>
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route	4	16
600 - Good Intent Call	1	2
651 - Smoke scare, Odor of smoke		2
<b>Total:</b>	<b>5</b>	<b>20</b>
<b>7 - False Alarm &amp; False Call</b>		
743 - Smoke Detector Activation - No Fire		10
746 - Carbon Monoxide Detector Activation - No CO	3	9
731 - Sprinkler Activation due to Malfunction		
<b>Total:</b>	<b>3</b>	<b>19</b>
<b>8 - Severe Weather &amp; Natural Disaster</b>		
814 - Lightning Strike (No Fire)		
815 - Severe Weather Standby		3
<b>Total:</b>	<b>0</b>	<b>3</b>
<b>Total Incidents:</b>	<b>30</b>	<b>299</b>



**NORTH AMBULANCE  
CROSSLAKE**

**SEPTEMBER 2019 RUN REPORT**

**TOTAL CALLOUTS:** **61**

NIGHT: 17 DAY: 44

No Loads:	10
Cancels:	10
Fire Standbys:	02
Police Standbys:	00
Transported Patients:	39

CROSSLAKE:	24 (3 No Load, 3 Cancel)
BREEZY POINT:	11 (2 No Load, 2 Cancel)
IDEAL:	00
MISSION:	00
FIFTY LAKES:	01
MANHATTAN BEACH:	01 (1 No Load)
CENTER:	00
TIMOTHY:	00

**MUTUAL AID TO:**

PINE RIVER:	14 (3 No Load, 1 Cancel)
BRAINERD:	10 (1 No Load, 4 Cancel)

BLS TRANSFERS:	00
ALS TRANSFERS:	00

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

BRAINERD:	00
PINE RIVER:	00
AIRCARE:	03

B. 14.

## MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

PERMITS	September-2019	Year-to-Date 2019	September-2018	Year-to-Date 2018
New Construction (Dwellings)	8	25	4	24
Septic - New	4	12	2	18
Septic Upgrades	5	21	2	16
Porch / Deck	13	42	11	48
Additions	5	15	1	16
Landscape Alterations	7	37	5	23
Access. Structures	5	32	5	30
Demo/Move	1	14	3	13
Signs	0	3	0	3
Fences	0	3	0	6
E911 Addresses Assigned	5	31	0	27
<b>Total Permits</b>	<b>53</b>	<b>235</b>	<b>33</b>	<b>224</b>

ENFORCEMENT / COMPLAINTS	Year-to-Date 2019	Year-to-Date Closed	Year-to-Date Open	Year-to-Date % Closed
Enforcement	11	11		100.00%

CUSTOMER SERVICE STATISTICS	September-2019	Year-to-Date 2019	September-2018	Year-to-Date 2018
Counter Visits	78	695	103	709
Phone Calls	212	1577	179	1326
Email	74	548	52	522
<b>Total</b>	<b>364</b>	<b>2820</b>	<b>334</b>	<b>2557</b>

Call For Service	11	56	8	61
Shoreland Rapid Assessment Completed (Buffer)	6	24	4	17
Stormwater Plans Submitted	14	68	8	51
Site Visits	59	314	47	348

COMPLIANCE SEPTIC STATISTICS	September-19	Year-To-Date Failed 2019	April-00	Year-To-Date Failed 2018
Septic Compliance Inspections	133	1	121	4
Passing Septic Compliance Percentage		99.2%		96.7%

PUBLIC HEARINGS	September-2019	Year-to-Date 2019	September-2018	Year-to-Date 2018
DRT	2	21	3	18
Variance	1	11	2	14
CUP/IUP	0	1	1	4
Land Use Map Amendments	0	0	0	0
Subdivisions (Metes & Bounds; Preliminary; Final)	2	6	0	4
Consolidations/Lot Line Adjustments	0	5	0	4



B. 15.

## STATED MINUTES

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

August 23, 2019  
9:00 A.M.

Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442

1. Present: Chair Mark Wessels; Vice-Chair Mark Lindner; Joel Knippel; Bill Schiltz; and Liaison Council Member Aaron Herzog
2. Absent: Jerome Volz
3. Staff: Jon Kolstad, Environmental Services Specialist and Cheryl Stuckmayer, Customer Service Specialist
4. 6-28-19 Minutes & Findings – **Motion by Knippel; supported by Lindner to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**
5. Old Business-Variations are heard on their individual requests, past variations hold no precedents. Commissioners may table the request if needed and an applicant can withdraw their request. If the variance(s) is/are approved, all existing nonconformities will be eliminated and will hereafter be required to follow the variance decision. If a variance is denied the applicant can rebuild the nonconformity as is per the Crosslake Ordinance.
  - 5.1 Kenneth Michael Mooney & Alison Kay Callender Mooney Trust – Variance for a road right-of-way setback
6. New Business
  - 6.1 None
7. Other Business
  - 7.1 Staff report
8. Open Forum – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future PC/BOA meeting. Speakers must state their name and address. Each speaker is given a three minute time limit.
9. Adjournment

**Kenneth Michael Mooney & Alison Kay Callender  
Mooney Trust  
14040570, 14040571**

Wessels announced the variance request and invited Mooney the Owner/Applicant to the podium. Kolstad read the variance request, project details, impervious percentage, submitted stormwater management plan, septic compliance inspection date of 5-17-19, comments received, history of the parcel and the revised proposal versus the original submission that was tabled in June into the record. Wessels asked if the commissioners had any comments. Mooney remarked on the comments that were submitted and explained the revised project details. Kolstad stated that the association rules are not enforced by the city but the city does work with the association as much as possible. The association's email was passed to the commissioners to review. Wessels commented that in the past the dwelling had a tuck under garage. A discussion was held on the original versus the revised application submission, the building details pertaining to the stormwater management plan, topography, screening between the road right-of-way (ROW) and proposed garage, along with the condition that the two parcels would need to be consolidated. Mooney agreed to the consolidation of his two parcels before a Land Use Permit on this variance request would be submitted for approval. Lindner stated that a past variance request, on a different parcel, was denied due to a curve/corner in the road and that the request did not allow for parking before the garage. This request has minimal traffic, no curve/corner and a building height of approximately 15 feet to mid-peak. Wessels opened the public hearing with no response, therefore the public hearing was closed. Wessels asked if any of the commissioners had additional questions or comments, but none were forthcoming. Wessels requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**August 23, 2019 Action:**

**Motion by Knippel; supported by Schiltz to approve the Variance for:**

- Road right-of-way setback of 16.0 feet where 35 feet is required to proposed garage

**To Construct:**

- 676 square foot garage

**Per the findings of fact as discussed, the on-site conducted on 6-27-19, 8-22-19 and as shown on the certificate of survey received at the Planning & Zoning office dated 7-17-19 for property located at 38478 Ojibway Circle, Sec 04, City of Crosslake**

**Conditions:**

**Chapter 26 – Land Use; Sec. 26-227 Variance Decision - Variances must be substantially completed within two years of receiving approval – the approval of this variance will expire on 8-23-21**

1. Work with the staff to review, alter and implement as needed the submitted stormwater plan in accordance with the City of Crosslake land use ordinance
2. Work with staff to implement and maintain erosion/sediment control during and after construction
3. Record a Consolidation of the two parcels (14040570, 14040571) at the Crow Wing County Land Services department before a Land Use application is submitted and/or approved
4. Retain as much screening as possible between the garage and the road

**Findings: See attached**

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

**Other Business:**

1. Staff report
  - a. Monthly city council report
  - b. Development Review Team (DRT) had six August meetings
  - c. Crow Wing County (CWC) contract cancellation

A recommendation as a type of feedback was made for the Crosslake City Council to do whatever is needed to keep the current staff (hire the current P&Z staff as Crosslake city employees). All commissioners in favor. The commissioners voiced that they like working with the current staff. A discussion was held on why the contract was cancelled with Kolstad stating that the CWC and Crosslake's ordinances were different which did not allow staff rotation in Crosslake.

- d. Septic update to Land Use Ordinance Language - Article 31 (SSTS)

**Proposed Change to Land Use Ordinance**

**Article 31 Subsurface Sewage Treatment Systems (SSTS)**

**Sec. 26-821 SSTS Maintenance**

The owner of an SSTS, shall regularly, but not less frequently than every three (3) years, engage a city-licensed Septic Maintenance Business, which shall inspect the tank(s) in order to maintain the system in accordance with the procedures specified in MN Rules 7080.2450. Removal of septage shall include complete removal of scum and sludge. Maintenance reports, on forms approved by the City, are required to be submitted to the City within thirty (30) days of servicing the system. A filing fee, as set by resolution, shall be required to be paid by the Maintenance Business upon filing the reports.

MN Rule 7083 does not use the word **Inspection** when referencing Maintainers – they use the word

**Assessment**

The State has different level of Licensure:

Designer  
Inspector  
Installer  
Maintainer

An **Inspector** does:

- **Compliance Inspection** – an evaluation, investigation, or other such process for the purpose of issuing a certificate of compliance or notice of non-compliance
- **Certificate of Compliance** – a document, written after a compliance inspection, certifying that a system is in compliance with applicable requirements at the time of inspection.

- A licensed **maintenance business** is authorized to;

- measure scum and sludge depths in sewage tanks for the accumulation of solids and removing those deposits;
- transport septage;
- land apply septage or dispose of septage in a treatment facility;
- identify problems related to sewage tanks, baffles, maintenance hole covers, extensions, and pumps and make repairs;
- evaluate tanks, pump tanks, distribution devices, valve boxes, or drop boxes for leakage;
- identify cesspools, septage pits, leaching pits and drywells; and
- clean supply pipes and distribution pipes for all SSTS.

**Responsibilities.** Maintenance licensees must:

A. record pump-out date, gallons removed, any tank leakage below or above the operating depth, the

access point used to remove the septage, the method of disposal, the reason for pumping, any safety concerns with the maintenance hole cover, and any troubleshooting or repairs conducted. This information must be submitted to the homeowner within 30 days after the maintenance work is performed. Maintenance business pumping record information must be maintained by the business for a period of five years;

**B.** observe and provide written reports of any noncompliance to the system owner within 30 days; and  
**C.** obtain a signed statement if the owner refuses to allow the removal of solids and liquids through the maintenance hole.

### **Article 31 Subsurface Sewage Treatment Systems (SSTS)**

#### **Sec. 26-821 SSTS Maintenance**

The owner of an SSTS, shall regularly, but not less frequently than every three (3) years, engage a State-licensed Septic Maintenance Business, which shall assess the tank(s) in order to maintain the system in accordance with the procedures specified in MN Rules 7080.2450. Removal of septage shall include complete removal of scum and sludge. Maintenance reports, on forms approved by the City, are required to be submitted to the City within thirty (30) days of servicing the system. A filing fee, as set by resolution, shall be required to be paid by the Maintenance Business upon filing the reports.

#### **Facts**

- the non-compliance rate in the city has been between 2 & 4 percent over the past 5 years.
- What are the main reason for non-compliance over those years? Separation from ground water
- need to look at how many were specifically 'immanent threat to public health' – not many

#### **Suggest a step by step approach**

- Privies and holding tanks are SSTS
- starting with Waterfront Commercial businesses (*FOG*) & VRBO/Air B&B (*3 bedroom system with up to 25 people using it*)
- next step - down the road = riparian residential and high density?
- does a home sitting in the middle of 40 acres really need an assessment?

Could we require actual Compliance Inspections for Riparian Businesses and Riparian VRBOs every 2-3 years – this may be more beneficial than Assessments at catching problems/failing systems.

#### **Are local Maintainers set up to service 1,000+ septic systems within the city each year?**

- Let's meet with local maintainers to determine if they could do this.
- could the property owner provide documentation instead of the maintainer? Most Maintainers are already overwhelmed with paperwork – now we want to increase the load... is that wise?

#### **MPCA review of the changes:**

- MN Rule 7082 requires a 30-day review period from the MPCA prior to adoption of septic ordinance changes. Staff has been in contact with the MPCA

MPCA Rules changes normally happen over the winter – one change may be a requirement to pump your tanks prior to a Compliance Inspection – again, additional work that Maintainers will need to schedule and added workload.

**A discussion was held per the information provided above.** Kolstad explained the proposed language versus the state alignment language; the difference of an inspection versus pumping; assessment requirement regulations versus assessment procedures; inspectors versus maintainers; enforcement issues/items; past compliance inspection results; reason for failing is separation from water requirements not being met; imminent threat to public health; 3,500 septic systems in Crosslake; phase in process of a

August 23, 2019 Planning Commission/Board Of Adjustment Meeting

year or two starting with the waterfront commercial district and VRBO along with stricter requirements; state assessment every three years; maintainers in the area to handle this new demand; MPCA changes are coming and ability to meet or exceed the state requirements.

What other changes are you wanting to see?

We need to have proposed changes in time to proceed through the update process along with changes to Article 31 SSTS changes

Proposed changes at October PC/BOA Meeting (10/25/2019)

Parking

Land Use Table updates

Zoning Districts

Definitions

Pitch of roof change only – requires a variance

**Open Forum:**

1. Housing needs in Crosslake. Herzog stated that the Lakers committee will be having a conversation with the Planning & Zoning staff and/or city pertaining to housing needs with possible half acre lots. A discussion was held on this topic.

**Matters not on the Agenda:**

1. There were no matters not on the agenda

**Motion by Knipel; supported by Schiltz to adjourn at 10:30 A.M.**

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

Respectfully submitted,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Customer Service Specialist



B.16.

Public Works Meeting Notes  
September 3, 2019

Members Present: Chairman Doug Vierzba, Dale Melberg, Mic Tchida, Mic Tchida, Tim Berg, Tom Swenson

Others Present: Ted Strand, Dave Reese (WSN), Dave Nevin, Mike Lyonais, Phillip Martin (B&M), Dave Schrupp, John Andrews

1. **Call to order.** Meeting was called to order at 4:00 pm by Chairman Vierzba.
2. **Approval of August 5, 2019 Meeting Minutes.** ***Motion** by Swenson to approve, 2<sup>nd</sup> by Melberg, all in favor.*
3. **Letter Dated July 29, 2019 from County Highway Department Re: CSAH 36 Project and Adding on City Projects at Same Time (Direction).** County letter was an FYI to the City regarding their plans on the project and to encourage the city to take advantage of bids during the same time for City paving projects with hopes to reduce costs and utilize the same contractor that will be selected.
4. **Review Daggett Bay Road and Sewer Extension Mock Assessment Report and Discuss Design Agreement (Motion).** WSN's Feasibility report, dated 7-20-19 was reviewed by the Commission paying most of the attention to the page summarizing the Mock Assessment Roll. Since the City just adopted a revised assessment policy, the commission had a lot of comments, such as:
  - a. Will schedules of such projects be included in the Feasibility Reports?
  - b. How will the City know about properties that are rentals, with more than one resident?
  - c. How will the City know if Commercial facilities currently have septic systems and wells serving the site?
  - d. Should the City Engineer be working with our Planning and zoning personnel to collect information regarding each site before the assessment roll is determined?
  - e. Will residents be allowed time to pay for assessment and at what interest rate?
  - f. Will residents be required to connect immediately or will they be allowed some time to connect?
  - g. Do residents know they will be required to pay for and coordinate the cost of making the connections to city sewer as well as proper removal of their existing septic systems? Strand indicated the cost of this work can be expensive.
  - h. Residents need to be involved in the project timing and make suggestions regarding connection stub locations that are best suited to their individual property.
  - i. Contractors used by Residents need to be involved in the timing of the project to reduce cost and time to connect.
  - j. Assessments in this project are based on the Value Received to the resident and not the cost of the project.



After much discussion on the subject, the Commission made the following motions for the City Council to consider.

***Motion #1 on Subject: Commission made a motion to recommend to the council to move forward with the attached assessments for the Daggett Bay Sewer Project. Changes to WSN's plan noted, See attached document, Mark up to Mock Assessment Roll dated August 2, 2019.***

***Motion #2, Commission made a motion to recommend to the council to allow residents have up to 10 years to pay for the road and sewer assessments in this project at an interest rate of  $1.93\% + 2\% = 3.93\%$ .***

5. **Request for One Member to work on the Committee to update our Cemetery Rules and regulations.** Ted asked members to think about his request and select a member at the next meeting.
6. **Update on Perkins Road Project.** Dave Reese discussed the status of the project. He stated the project assessments are being handled as "Contract Assessments" and do not follow our policy or Chapter 429 rules. The agreement with residents will be that the City will be responsible for 50% of the project costs and the Residents will be responsible for the remaining 50%. The Resident portion does not have to be equally split among impacted residents, meaning some can agree to pay more than others to reach the 50% level. Drawings were reviewed and some road realignment will happen. The city owns Outlot A and B as shown on the drawing. The project will start once the residents 50% portion has been reached.
7. **Update on Manhattan Point Storm water Project.** Dave Reese stated the project is stalled, pending acquisition of the required property. He stated we are following the "Eminent Domain" path to acquire the needed land. October 14<sup>th</sup> has been set as the date of possession.
8. **Update on CSAH #66 Storm Water Project.** Phil Martin discussed the project report that has been sent to Melissa Barrick from CW Soil and Water Conservation District for grant application. A copy of the report was included in the packet to the Commission.
9. **Update on Sewer Extension to the area of CR# 66 and CR# 16 intersection.** Phil Martin discussed the project status. Early estimated cost was \$1,280,500, current estimate is \$1,381,300. Cost increase is due to the need to extend the main pipe 500 feet beyond the intersection of the roads. Braun to start on 9-4 with soil borings. Phil is in the early stages of determining assessments with the 44 property owners utilizing the Nagel report and the assessment ordinance enacted recently by the City. He stated the following schedule of events for the project:
  - i. 9-17-19 6 pm Informational Improvement Hearing
  - ii. 10-1-19 Complete to Preliminary Engineering Report for the Project
  - iii. Late October 2019, Public Hearing for the Project
10. **Update on Sewer Plant Improvements.** Strand stated the switch gear has arrived and will be installed on Thursday night, September 5<sup>th</sup> at Midnight as the plant needs to be shut down for a few hours and little to no flow is anticipated during this time. He commented the plants processing of waste have been exceptional.
11. **Other Business as may arise.** No comments.
12. **Adjourn.** The meeting was adjourned at 6:0 pm.

Notes by Dave Schrupp

# Crosslake Roll-Off & Recycling Services

September 2019

	Mixed Paper	Aluminum	Tin	Glass	Plastic	Metal	Cardboard	Electro	Total lbs	2000#	Total Tons
January	9120	840		0	7180	2620	15900	11840	0	47500	2000
February	0	0		0	6600	1380	11060	3900	0	22940	2000
March	8800	860	1800		0	2140	10620	13301	0	37521	2000
April	8600	0		0	6540	2940	9380	13640	0	41100	2000
May	7920	720	1360		6360	4560	11640	13820	0	46380	2000
June	8340	640	1860		12900	4600	46980	12860	0	88180	2000
July	6720	3240	1700		15860	11520	14180	29180	0	82400	2000
August	6720	1960		0	9980	5880	30660	17160	0	72360	2000
September	8500	760	1900		9420	5580	33940	16320	0	76420	2000
October									0	0	2000
November									0	0	2000
December										0	2000

TOTAL IBS  
2000#  
TOTAL TONS

64720 9020 8620 74840 41220 184360 132021 0  
2000 2000 2000 2000 2000 2000 2000  
32.36 4.51 4.31 37.42 20.61 92.18 66.0105 0

Tires 0

B. 17.

# SCORE REPORT FORM

Mo./Yr.

**August**

**2019**

**CROSSLAKE REPORT**

Organization:

Waste Partners, Inc.

PO Box 677 Pine River, MN 56474

Contact Person:

Eric Loge

Ph: (218) 824-8727

Fax: (218) 587-5122

Materials delivered to:

Cass County - Pine River Transfer Station

Cardboard & Mixed Paper - LDI or Rock-Tenn

Metal - Crow Wing Recycling or Pine River Iron & Metal

**RESIDENTIAL**

**COMMERCIAL**

**Total Paper : (includes)**

**11,495**

Corrugated Cardboard

**3,815**

Newspaper

-

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

**7,679**

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

**Commingled Materials: (includes)**

**20,630**

%		lbs
5%	Metals- Aluminum Cans	1032
21%	Tin Cans	4332
61%	Glass-	12584
	Clear bottles	
	Green bottles	
	brown bottles	
10%	Plastic - #1 & #2 bottles	2063
3%	Rejects	619
100%		20630

**Total LBS.**

**32,125**

**0**

**Total Tons**

**16.06**

**0**

**OUT OF COUNTY Waste Disposal**

Final Destination:

**N/A**

Disposal Site Permit # :

Tons Delivered:

**NONE**

**Total Number of**

**Households**

**Served this Month**

**1053**

	Trash		Recycling		52,582	141,257
	Accounts	Rate	Accounts	%	Paper	Commingle
BRD	2917	70%	2047	36%	19,078	51,250
BAX	1867	95%	1771	31%	16,505	44,340
B.P.	663	98%	650	12%	6,058	16,274
P.L.	495	67%	331	6%	3,085	8,287
C.L.	1053	78%	824	15%	7,679	20,630
C TWNSP	0	0%	0	0%	1,490	1,743
NIS	85	22%	19	0%	177	476
	<b>7080</b>	<b>80%</b>	<b>5642</b>	<b>100%</b>		

# HYTEC

CONSTRUCTION

11360 Business 371, PO Box 621  
Brainerd, MN 56401

(218) 829-8529 (218) 829-5383 FAX

Invoice Number : 10789  
Invoice Date : 09/24/2019  
Customer Number : CROS03  
Job Number : 19182  
Due Date : 10/15/2019

B.19.

Sold To:

Crosslake, City of  
37028 Cty Road 66

Crosslake, MN

Job:

CrosslakeCity Hall Cons  
36939 Brook Street  
Crosslake, MN

ALL INVOICES ARE DUE PER THE CONTRACT OR NET 30 DAYS. FINANCE CHARGES OF 18.0%/YR WILL BE  
ASSESSED ON ALL LATE INVOICE

Date	Description	Amount
09/24/2019	Pay Application #1	153,500.00
	GROSS BILLINGS :	153,500.00
	NET BILLINGS :	153,500.00
	401-47012-551 /cap	

Thank You

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF ???

PAGES

TO OWNER: City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

PROJECT: Crosslake City Hall  
Crosslake, MN

APPLICATION NO: ONE

## FROM CONTRACTOR:

Hy-Tec Construction of Brainerd, Inc  
PO Box 621, 11360 Business 371  
Brainerd, MN 56401

VIA ARCHITECT: Widseth Smith Nolting

7804 Industrial Park Road  
Baxter, MN 56425

PERIOD TO: September 25, 2019

PROJECT NO:

CONTRACT FOR: General Construction Work

CONTRACT DATE: August 26, 2019

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

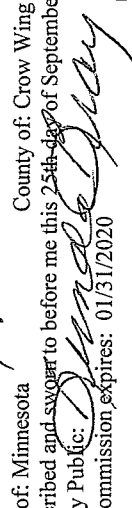
1. ORIGINAL CONTRACT SUM \$ 2,949,515.59
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 2,949,515.59
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 153,500.00
5. RETAINAGE:
  - a. 0 % of Completed Work (Column D + E on G703) \$ 0.00
  - b. % of Stored Material (Column F on G703) \$
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 153,500.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$
8. CURRENT PAYMENT DUE \$ 153,500.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 2,796,015.59

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

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

CONTRACTOR: Hy-Tec Construction of Brainerd, Inc

By:  Date: September 25, 2019

State of: Minnesota  
County of: Crow Wing  
Subscribed and sworn to before me this 25th day of September 2019  
Notary Public:   
My Commission expires: 01/31/2020

 BRENDA BRAY  
Notary Public-Minnesota  
My Commission Expires Jan 31, 2020

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED .....\$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)  
ARCHITECT: Widseth Smith Nolting

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

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: ONE

Contractor's signed certification is attached.

APPLICATION DATE: 09/25/2019

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

PERIOD TO: 09/30/2019

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

ARCHITECT'S PROJECT NO: Crosslake City Hall Const.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
	Earthwork	\$346,083.27	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	34.67%	\$226,083.27	
	Exterior Concrete	\$35,479.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$35,479.00	
	Structural Concrete	\$146,409.93	\$0.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	12.29%	\$128,409.93	
	Precast	\$111,044.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$111,044.87	
	Masonry	\$278,876.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$278,876.49	
	Steel	\$6,111.98	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	57.26%	\$2,611.98	
	Rough Framing	\$220,710.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$220,710.99	
	Finish Carpentry	\$54,145.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$54,145.15	
	Thermal & Moisture	\$356,012.96	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.56%	\$354,012.96	
	Openings	\$191,883.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$191,883.95	
	Drywall	\$84,046.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$84,046.88	
	Finishes	\$164,168.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$164,168.66	
	Specialties	\$14,601.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,601.48	
	Furnishings	\$94,305.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$94,305.31	
	Appliances	\$2,229.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,229.33	
	Conveying	\$128,166.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$128,166.63	
	Fire Sprinkler	\$108,040.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$108,040.41	
	HVAC	\$159,353.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$159,353.29	
	Plumbing	\$109,446.01	\$0.00	\$4,200.00	\$0.00	\$0.00	\$4,200.00	3.84%	\$105,246.01	
	Electrical	\$338,399.00	\$0.00	\$5,800.00	\$0.00	\$0.00	\$5,800.00	1.71%	\$332,599.00	
	<b>PAGE TOTALS</b>	\$2,949,515.59	\$0.00	\$153,500.00	\$0.00	\$0.00	\$153,500.00	5.20%	\$2,796,015.59	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity



**BOLTON  
& MENK**

Real People. Real Solutions.

B.  
20.  
1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

October 9, 2019

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

RE: Wastewater Treatment Facility Improvements – Final Payment  
Project No.: M25.113425

Honorable Mayor and Council:

The Wastewater Treatment Facility Improvements project is now fully completed with the final change order No. 2 for the generator switch and VFDs on the oxidation ditch rotors completed and operational. The contractor has fulfilled the original contract requirements and the additional change order work. With the work complete final payment and retainage release is recommended. The contractor has submitted pay Requests 15, 16, and 17 related to the change order work and retainage. These are all recommended for payment.

The project has a warranty in effect until August 31, 2020. The release of payment to the contractor does not relieve the contractor of this warranty obligation. The warranty is secured via the performance bond that is part of the contract documents. Items related to this project that fail or are found to be defective within the warranty period would be still corrected after final payment.

The project also had warranty work regarding emergency power to the maintenance building. This was also recently completed and is operational. This was completed at no cost to the City.

The facility is treating to exceptional effluent quality results with nearly non-detectable concentrations of the monitored parameters. Staff has this operating very well and is achieving results well beyond typical effluent quality. The City should be proud of the staff and facility operations. We have appreciated the opportunity to work with the City on this successful project. Please call myself at 507-380-0433 with any questions or concerns on this project.

Sincerely,

**Bolton & Menk, Inc.**

**John Graupman, P.E.**  
Principal Engineer



# APPLICATION AND CERTIFICATE FOR PAYMENT

(Instructions on reverse side) AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

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

PROJECT: CROSSLAKE WWTF IMPROVEMENTS  
APPLICATION NO: 15  
PERIOD TO: 06/25/19  
PROJECT NOS.: M25.113425

Distribution to:

OWNER  
ARCHITECT  
CONTRACTOR

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

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

CONTRACT DATE: 08/30/17

CONTRACT FOR: Labor and Materials

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1 ORIGINAL CONTRACT SUM .....	\$2,227,000.00
2 Net change by Change Orders .....	\$55,917.43
3 CONTRACT SUM TO DATE .....	\$2,282,917.43
4 TOTAL COMPLETED & STORED TO DATE .....	\$2,223,805.89
5 RETAINAGE:	
a. 0% of Completed Work (Columns D + E on G703)	\$4,000.00
b. 5% of Stored Material (Column F on G703)	\$4,000.00
Total Retainage (Line 5a + 5b or Total in Column I of G703) .....	\$2,219,805.89
6 TOTAL EARNED LESS RETAINAGE .....	\$63,111.54
(Line 4 less Line 5 Total)	
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) .....	\$2,206,230.96
8 CURRENT PAYMENT DUE .....	\$13,574.93
9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) .....	\$63,111.54

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$ 59,111.54	\$ (3,194.11)
TOTALS	\$ 59,111.54	\$ (3,194.11)
NET CHANGES by Change Order	\$ 55,917.43	

AIA DOCUMENT G702 • APPLICATION AND CERTIFICATE FOR PAYMENT • 1992 EDITION • AIA • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5252 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

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CONTRACTOR:

Date: 05/25/19

By: Scott Freudennich

State of: Minnesota  
County of: Morrison

Subscribed and sworn to before me this 25 day of June 2019

Notary Public: Kimberly Beth Fochler  
MY Commission Expires January 31, 2022  
KIMBERLY BETH FOCHLER  
NOTARY PUBLIC - MINNESOTA  
My Comm. Exp. Jan. 31, 2022

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

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

ARCHITECT:

Date: 7-12-19

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

G702-1992

OK SF 6-27-19

13,574.93





# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702  
PROJECT: CROSSLAKE WWTF IMPROVEMENTS

PAGE 1 OF 2 PAGES

(Instructions on reverse side)

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

APPLICATION NO: 16  
PERIOD TO: 08/27/19  
PROJECT NOS.: M25.113425

Distribution to:  
OWNER  
ARCHITECT  
CONTRACTOR

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

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

CONTRACT DATE: 08/30/17

CONTRACT FOR: Labor and Materials

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1 ORIGINAL CONTRACT SUM .....	\$2,227,000.00
2 Net change by Change Orders .....	\$55,917.43
3 CONTRACT SUM TO DATE .....	\$2,282,917.43
4 TOTAL COMPLETED & STORED TO DATE .....	\$2,261,046.16
5 RETAINAGE:	
a. 0% of Completed Work (Columns D + E on G703)	\$4,000.00
b. 5% of Stored Material (Column F on G703)	\$4,000.00
Total Retainage (Line 5a + 5b or Total in Column I of G703) .....	\$2,257,046.16
6 TOTAL EARNED LESS RETAINAGE .....	
(Line 4 less Line 5 Total)	\$2,219,805.89
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) .....	\$37,240.27
8 CURRENT PAYMENT DUE .....	\$25,871.27
9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) .....	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 59,111.54	\$ (3,194.11)
Total approved this Month	\$ -	\$ -
TOTALS	\$ 59,111.54	\$ (3,194.11)
NET CHANGES by Change Order	\$ 55,917.43	

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G702-1992

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


CONTRACTOR:

Date: 08/27/19

By:   
Scott Freudenrich

State of: Minnesota  
County of: Morrison

Subscribed and sworn to before me this 27 day of August 2019

Notary Public:   
My Commission Expires January 31, 2022  
KIMBERLY BETH FOCHLER  
NOTARY PUBLIC-MINNESOTA  
MY COMM. EXP. JAN. 31, 2022

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

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

ARCHITECT:

By: 

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

Date: 8/27/19

37,240.27

# CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 16  
APPLICATION DATE: 8/27/2019  
PERIOD TO: 8/27/2019  
ARCHITECT'S PROJECT NO.: M25.113425

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 0%
			FROM PREVIOUS APPLICATION (D + E)						
1	PERMITS, BONDS, AND INSURANCE	63,000.00	63,000.00		0.00		63,000.00	0.00	0.00
2	ADMINISTRATION & SITE SUPERVISION	27,250.00	27,250.00		0.00		27,250.00	0.00	0.00
3	ALLOWANCES	75,000.00	75,000.00		0.00		75,000.00	0.00	0.00
4	MOBILIZATION	7,500.00	7,500.00		0.00		7,500.00	0.00	0.00
5	TEMPORARY UTILITIES/CONSTRUCTION	2,500.00	2,500.00		0.00		2,500.00	0.00	0.00
6	REMOVALS	69,800.00	69,800.00		0.00		69,800.00	0.00	0.00
7	EARTHWORK & SITE UTILITIES	194,900.00	194,900.00		0.00		194,900.00	0.00	0.00
8	EROSION CONTROL & TURF RESTORATION	1,000.00	1,000.00		0.00		1,000.00	0.00	0.00
9	CONCRETE	282,100.00	282,100.00		0.00		282,100.00	0.00	0.00
10	MASONRY	500.00	500.00		0.00		500.00	0.00	0.00
11	METALS	63,900.00	63,900.00		0.00		63,900.00	0.00	0.00
12	CARPENTRY, INSULATION, & SEALANTS	5,000.00	5,000.00		0.00		5,000.00	0.00	0.00
13	PAINTING	49,750.00	49,750.00		0.00		49,750.00	0.00	0.00
14	HYDRAULIC GATES	26,250.00	26,250.00		0.00		26,250.00	0.00	0.00
15	CENTRIFUGAL & SUBMERSIBLE PUMPS	48,250.00	48,250.00		0.00		48,250.00	0.00	0.00
16	VORTEXT PUMP	20,000.00	20,000.00		0.00		20,000.00	0.00	0.00
17	SCREEN, BLOWERS, AERATION, & MIXERS	222,000.00	222,000.00		0.00		222,000.00	0.00	0.00
18	PORTABLE HOIST	7,000.00	7,000.00		0.00		7,000.00	0.00	0.00
19	PROCESS PIPE & VALVES	165,800.00	165,800.00		0.00		165,800.00	0.00	0.00
20	HVAC	7,500.00	7,500.00		0.00		7,500.00	0.00	0.00
20	ELECTRICAL & CONTROLS	888,000.00	888,000.00		0.00		888,000.00	0.00	0.00
21	CHANGE ORDER NO. 1	-3,194.11	-3,194.11		0.00		-3,194.11	0.00	0.00
22	CHANGE ORDER NO. 2	59,111.54	0.00		37,240.27		37,240.27	21,871.27	0.00
		<b>2,282,917.43</b>	<b>2,223,805.89</b>		<b>37,240.27</b>	<b>0.00</b>	<b>2,261,046.16</b>	<b>21,871.27</b>	<b>4,000.00</b>

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G703-1592

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

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

PROJECT: CROSSLAKE WWTF IMPROVEMENTS

APPLICATION NO: 17 - Final  
PERIOD TO: 09/17/19  
PROJECT NOS: M25.113425

Distribution to:  
☐ OWNER  
☐ ARCHITECT  
☐ CONTRACTOR

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

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

CONTRACT DATE: 08/30/17

CONTRACT FOR: Labor and Materials

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1 ORIGINAL CONTRACT SUM .....	\$2,227,000.00
2 Net change by Change Orders .....	\$55,917.43
3 CONTRACT SUM TO DATE .....	\$2,282,917.43
4 TOTAL COMPLETED & STORED TO DATE .....	\$2,282,917.43
5 RETAINAGE:	
a. 0% of Completed Work (Columns D + E on G703)	\$0.00
b. 5% of Stored Material (Column F on G703)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$0.00
6 TOTAL EARNED LESS RETAINAGE .....	\$2,282,917.43
(Line 4 less Line 5 Total)	
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) .....	\$2,257,046.16
8 CURRENT PAYMENT DUE .....	\$25,871.27
9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$0.00


CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 59,111.54	\$ (3,194.11)
Total approved this Month	\$	\$
TOTALS	\$ 59,111.54	\$ (3,194.11)
NET CHANGES by Change Order	\$ 55,917.43	

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


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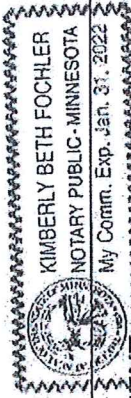
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the contract Documents, that all amounts have been paid to the Contractor for Work for which previous Certificates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

CONTRACTOR:

By:   
State of: Minnesota  
County of: Morrison  
Subscribed and sworn to before me this 17 day of September 2019

Date: 09/17/19

Notary Public:   
My Commission Expires January 31, 2022




## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

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

ARCHITECT:

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

Date: 9-9-19

25,871.27

G702-1992

# CONTINUATION SHEET

PAGE 2 OF 2 PAGES

AIA DOCUMENT G703 (Instructions on reverse side)

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed Certification, is attached.

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

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

APPLICATION NO.: 17 - Final

APPLICATION DATE: 9/17/2019

PERIOD TO: 9/17/2019

ARCHITECT'S PROJECT NO.: M25.113425

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 0%
			FROM PREVIOUS APPLICATION (D + E)						
1	PERMITS, BONDS, AND INSURANCE	63,000.00	63,000.00		0.00		63,000.00	0.00	0.00
2	ADMINISTRATION & SITE SUPERVISION	27,250.00	27,250.00		0.00		27,250.00	0.00	0.00
3	ALLOWANCES	75,000.00	75,000.00		0.00		75,000.00	0.00	0.00
4	MOBILIZATION	7,500.00	7,500.00		0.00		7,500.00	0.00	0.00
5	TEMPORARY UTILITIES/CONSTRUCTION	2,500.00	2,500.00		0.00		2,500.00	0.00	0.00
6	REMOVALS	69,800.00	69,800.00		0.00		69,800.00	0.00	0.00
7	EARTHWORK & SITE UTILITIES	194,900.00	194,900.00		0.00		194,900.00	0.00	0.00
8	EROSION CONTROL & TURF RESTORATION	1,000.00	1,000.00		0.00		1,000.00	0.00	0.00
9	CONCRETE	282,100.00	282,100.00		0.00		282,100.00	0.00	0.00
10	MASONRY	500.00	500.00		0.00		500.00	0.00	0.00
11	METALS	63,900.00	63,900.00		0.00		63,900.00	0.00	0.00
12	CARPENTRY, INSULATION, & SEALANTS	5,000.00	5,000.00		0.00		5,000.00	0.00	0.00
13	PAINTING	49,750.00	49,750.00		0.00		49,750.00	0.00	0.00
14	HYDRAULIC GATES	26,250.00	26,250.00		0.00		26,250.00	0.00	0.00
15	CENTRIFUGAL & SUBMERSIBLE PUMPS	48,250.00	48,250.00		0.00		48,250.00	0.00	0.00
16	VORTEXT PUMP	20,000.00	20,000.00		0.00		20,000.00	0.00	0.00
17	SCREEN, BLOWERS, AERATION, & MIXERS	222,000.00	222,000.00		0.00		222,000.00	0.00	0.00
18	PORTABLE HOIST	7,000.00	7,000.00		0.00		7,000.00	0.00	0.00
19	PROCESS PIPE & VALVES	165,800.00	165,800.00		0.00		165,800.00	0.00	0.00
20	HVAC	7,500.00	7,500.00		0.00		7,500.00	0.00	0.00
20	ELECTRICAL & CONTROLS	888,000.00	888,000.00		0.00		888,000.00	0.00	0.00
21	CHANGE ORDER NO. 1	-3,194.11	-3,194.11		0.00		-3,194.11	0.00	0.00
22	CHANGE ORDER NO. 2	59,111.54	37,240.27		21,871.27		59,111.54	0.00	0.00
		<b>2,282,917.43</b>	<b>2,261,046.16</b>		<b>21,871.27</b>	<b>0.00</b>	<b>2,282,917.43</b>	<b>0.00</b>	<b>0.00</b>

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G703-1992





# AIA® Document G707™ – 1994

## Consent of Surety to Final Payment

<b>PROJECT:</b> <i>(Name and address)</i> Project No. M25.113425: Crosslake WWTF Improvements as further outlined in Article 2-The Project, Crosslake, Minnesota	<b>ARCHITECT'S PROJECT NUMBER:</b>	OWNER <input type="checkbox"/>
<b>TO OWNER:</b> <i>(Name and address)</i> City of Crosslake 37028 County Road 66 Crosslake, MN 56442	<b>CONTRACT FOR:</b>  <b>CONTRACT DATED:</b> 8/15/2017	ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> SURETY <input type="checkbox"/> OTHER <input type="checkbox"/>

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
*(Insert name and address of Surety.)*

Western Surety Company  
151 N Franklin St.  
Chicago, IL 60606

on bond of  
*(Insert name and address of Contractor.)*  
Eagle Construction Company, Inc.  
515 9th Avenue NW  
Little Falls, MN 56345

, SURETY,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve  
the Surety of any of its obligations to  
*(Insert name and address of Owner.)*

City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

, CONTRACTOR,

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **September 17th 2019**  
*(Insert in writing the month followed by the numeric date and year.)*

Attest:  
*(Seal)*

Western Surety Company

*(Surety)*

*(Signature of authorized representative)*

Zachary Pate, Attorney-in-fact

*(Printed name and title)*

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

# **AIA® Document G707™ – 1994 Instructions**

## ***Consent of Surety to Final Payment***

### **GENERAL INFORMATION**

**Purpose.** AIA Document G707™ is intended for use as a companion to AIA Document G706™, Contractor's Affidavit of Payment of Debts and Claims, on construction projects where the Contractor is required to furnish a bond. By obtaining the Surety's approval of final payment to the Contractor and its agreement that final payment will not relieve the Surety of any of its obligations, the Owner may preserve its rights under the bond.

**Related Documents.** This document may be used with most of the AIA's Owner-Contractor agreements and general conditions, such as A201 and its related family of documents. As noted above, this is a companion document to AIA Document G706.

**Use of Current Documents.** Prior to using any AIA Contract Document, users should consult [www.aia.org](http://www.aia.org) or a local AIA component to verify the most recent edition.

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### **CHANGES FROM THE PREVIOUS EDITION**

Changes in the location of various items of information were made, without revision to the substance of the document.

### **COMPLETING G707-1994**

**General.** The bond form is the usual source of required information such as the contract date and the names and addresses of the Surety, Owner, Contractor and Project.

**Architect's Project No.** This information is typically supplied by the Architect and entered on the form by the Contractor.

**Contract For.** This refers to the scope of the contract, such as "General Construction" or "Mechanical Work."

### **EXECUTING THE DOCUMENT**

AIA Document G707 requires both the Surety's seal and the signature of the Surety's authorized representative.

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Thomas Kemp, Jonathan Pate, Thomas M Lahl, Zachary Pate, Troy Staples, Individually**

of West Saint Paul, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

### - In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 16th day of July, 2019.



WESTERN SURETY COMPANY

*Paul T. Bruflat*

Paul T. Bruflat, Vice President

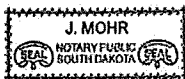
State of South Dakota }  
County of Minnehaha }

ss

On this 16th day of July, 2019, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021



*J. Mohr*

J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 17th day of September, 2019.



WESTERN SURETY COMPANY

*L. Nelson*

L. Nelson, Assistant Secretary



**Authorizing By-Law**

**ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY**

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

B. 21.

City of Crosslake

**RESOLUTION 19-\_\_\_\_\_**

**RESOLUTION ACCEPTING DONATION(S)**

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

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

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

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

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
Anonymous	\$2,500.00	Fire Department
	\$2,500.00	Police Department

; and

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

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

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

Passed this 14th day of October, 2019.

---

David Nevin  
Mayor

ATTEST:

---

Michael R. Lyonais  
City Administrator  
(SEAL)

**Parks, Recreation/Library Commission Minutes**  
**Wednesday, August 28, 2019**  
**2:00 PM at the Crosslake Community Center**

Members Present: Don Christner, Darrell Shannon, Joe Albrecht, Commission Chair Mick Tchida, Council Member John Andrews, Council Liaison Gary Heacox, Library Manager Jane Monson, and Parks and Recreation Director TJ Graumann

I. Meeting was called to order at 2:00 pm.

II. Approval of June Minutes

**Motion to Approve June 26<sup>th</sup>, 2019 Minutes as written: Albrecht/Shannon Favor: All**

III. Multi-Purpose Recreational Courts

1) The following update on timeline and funding of the project was reported by Director TJ Graumann:

- Will be paid for with donations, budget and park dedication fees
- Contract has been approved with WSN for engineering services at a fee of \$4,800.00

At this time Commission Chair Tchida asked to go on record as objecting to the Parks and Recreation Commission being by-passed when the decision was made by the Council to proceed with this project. He believes the process was not followed in this case as no input from the Commission was sought. Groups with special interests or project requests should present them to the Commission before proceeding to the Council.

• Description of duties WSN will perform for this fee include:

- 1) Topographic survey;
- 2) Preparation of grading and staking plan;
- 3) Construction staking per grading plan;
- 4) Preparation of a brief specification outlining standards of design, materials and construction; and
- 5) Assistance to the City during construction.

2) The Commission would like to have a reasonable timeline for this project. Council Liaison Heacox stated the City should not be pressured into a time commitment on this project but instead, ensure the project is done correctly.

3) TJ is still waiting for material prices to come in so the project total cost can be determined. The Crosslake/Ideal Lions Club has made a donation to PAL in the amount of \$6,001.00 for the pickleball courts.

#### IV. Parks and Recreation Approved Logo

TJ reported to the Commission the new logo is almost complete. A small final update is being made. The logo will be used for staff ID's, fundraising opportunities, etc.

#### V. Personnel Update

TJ and Jane are working to determine the right solution for staffing needs. TJ is also expecting to fill an existing maintenance position.

#### VI. Soccer Update

Soccer teams will be offered at all levels K-12 this year. Game schedules will be available soon.

#### VII. Library Policy Manual Update

Jane reported to the Commission the Library Policy Manual had not been updated since 2008. A committee met to make revisions and additions to the policy to best fit the library's needs. She asked for the Commission's recommendation in forwarding this revised manual to the City Council for approval.

**Accept the changes to the Library Policy Manual as submitted. Shannon/Albrecht Favor: All**

#### VIII. Library Advisory Board

As the just approved draft states, the new manual would create an advisory board to assist in recommending policies and guidelines for library operations going forward. Jane is asking the Commission to form a committee to assist with defining the goals and duties of the Crosslake Library Advisory Board. Once the Policy Manual update is approved at the Council level, the Commission would approve the goals and duties and appoint members to the Advisory Board.

#### IX. Book Sales

The book sales have been doing very well the last couple of months. The sale organizers would like to thank the volunteers for all their commitment to this endeavor. Last sale of the year is October 4<sup>th</sup> and 5<sup>th</sup>.

#### X. Open Forum

No items to discuss.

#### XI. Adjourn

**Motion to Adjourn: Christner/Shannon Favor: All**

B.  
23.

**BILLS FOR APPROVAL**  
**October 14, 2019**

VENDORS	DEPT		AMOUNT
AAA Equipment Center, wheel and tire asm	PW		275.30
AAA Equipment Center, mower repair	PW		182.94
AAA Equipment Center, diagnostic time	PW		85.00
Ace Hardware, hardware	Park		21.56
Ace Hardware, liquid nails	Sewer		15.18
Ace Hardware, bug killer, pvc cutter, hardware, sunglasses	PW		256.46
Ace Hardware, bulbs	Park		25.98
Ace Hardware, keys	PW		2.98
Ace Hardware, drill bits	Park		17.98
Ace Hardware, striping wand, marking paint	PW		41.28
Ace Hardware, laundry supplies	Sewer		28.76
Ace Hardware, snaps	PW		8.38
Ace Hardware, hardware	Park		19.38
Ace Hardware, trufuel	PW		58.57
Ace Hardware, hardware	Police		1.24
Ace Hardware, keys	Police		23.92
Ace Hardware, bug spray, hardware	Sewer		19.44
Ace Hardware, plumbing supplies	Sewer		11.45
Ace Hardware, hardware	Sewer		3.80
Ace Hardware, gloves	Sewer		16.99
AT&T, cell phone charges	ALL		964.54
AW Research, water testing	Sewer		533.70
Baker & Taylor, books	Library		91.39
Banyon Data Systems, utility billing support	Sewer		195.00
Batteries Plus, 12v batteries, battery tester	PW		387.96
BCA, background check	Park	pd 10-9	15.00
Birchdale Fire & Security, quarterly monitoring	PW		105.00
Birchdale Fire & Security, fire alarm inspection	Gov't		350.00
Blakeman Pumping, pump and haul biosolids	Sewer		7,200.00
Blue Cross, health insurance	ALL		29,844.00
Bolton & Menk, moonlite bay sewer extension	Sewer		8,055.50
Bolton & Menk, csah 66 water quality	PW		9,428.00
Brainerd Hydraulics, parts	PW		15.90
Breen & Person, legal fees	ALL		1,830.00
Char Nelson, reimburse mileage	Election		30.40
City of Crosslake, sewer utilities	PW/Gov't		100.00
Clean Team, october cleaning	PW/Gov't		1,207.50
Council #65, union dues	Gov't		228.00
Cross Tech, brushes	PW		4,842.04
Crosslake Communications, phone, fax, cable, internet	ALL	pd 10-9	1,505.64
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County, phone factor reimbursement	Police		288.66
Crow Wing County Highway Dept, truck repair	PW	pd 9-24	366.58
Crow Wing County Highway Dept, fuel	ALL		2,671.30
Crow Wing Power, line extension	Gov't		1,500.00

Cruz Megazzinni, soccer officiating	Park	pd 10-9	100.00
CTCIT, september 2019 i.t. labor	ALL		900.00
Culligan, water and cooler rental	PW/Gov't	pd 10-9	55.50
Dacotah Paper, janitorial supplies	Park		247.94
David Hughes, head soccer coach	Park	pd 10-9	500.00
Delage Landen Financial Services, october copier lease	Park		117.00
Delta Dental, dental insurance	ALL		1,390.25
Denny's Lakeshore Aggregate, river rock foundation for signs	Gov't		1,426.00
Diamond Industrial Cleaning, car wash repair and soap	PW		1,189.82
Digital Ink, signs	PW		85.50
Dondelinger, oil change, rotate tires, replace pads and rotors	PW		908.55
East Side Oil, oil and anti freeze recycling	PW		100.00
Eric Swanson, travel reimbursement	Police		90.00
Erik Lee, travel reimbursement	Police		70.00
ESRI, arc-gis licenses	PZ		3,747.00
Essentia Health, random drug test	PW		50.00
Ferguson, utility billing equipment maintenance contract	Sewer		2,960.83
Fortis, disability insurance	ALL		660.46
Galls, uniform	Police		123.31
Grand Forks Fire Equipment, power jet siphon	Fire		232.51
Granite Electronics, charger, battery	PW		384.00
Guardian Pest Solutions, pest control	ALL		77.60
Holden Electric, repair lights	Park		152.00
Hytec, city hall design	Gov't		20,000.00
JDM Manufacturing, mailbox posts	PW		3,492.79
Jobs HQ, employment ad	Park		196.25
Joe Chase, uniform reimbursement	PW	pd 10-9	149.34
Johnson, Killen, Seiler, labor attorney fees	Gov't		344.00
Jon Kolstad, reimburse mileage	PZ	pd 10-9	131.08
Lakes Area Rental, chain saw exchange	Fire		8.54
Lakes Printing, business cards	PZ/Gov't		111.60
Mail Finance, postage meter lease	Gov't		219.21
Mastercard, Amazon, vacuum filter	Park		14.00
Mastercard, Amazon, id holders	Park		16.99
Mastercard, Amazon, flashdrives	Police		87.47
Mastercard, Amazon, uniform	Police		129.91
Mastercard, Amazon, easel	Park		19.99
Mastercard, Fire Store, shields	Fire		98.97
Mastercard, Fire Store, radio supplies	Fire		546.84
Mastercard, Fleet Farm, cabinet	Sewer		204.95
Mastercard, Great American Marine, couplings	Fire		35.96
Mastercard, Heritage Maintenance Products, brushes	Park		131.23
Mastercard, Office Max, paper, files, ink	Park		209.84
Mastercard, Post Office, postage	Police		7.16
MCFOA, training	Admin		10.00
Menards, cabinet, air regulator	PW		377.96
Menards, toilet and hardware	Fire		247.67
Metro Sales, contract and color copy fees	PZ/Admin		824.71
Mid American Research, cleaners	Park		393.88
Mike Lyonais, reimburse petty cash	ALL		79.97
MN Dept Employment, unemployment wages	Park		26.64
MN Dept Labor & Industry, pressure vessel check	Park		10.00
MN Life, life insurance	ALL		287.80
MN NCPERS, life insurance	ALL		96.00

MN State Fire Cheifs Assn, conference registration	Fire		325.00
Motorola Solutions, radios	Police		22,581.69
Napa, v-belt, air freshener	PW		12.53
Napa, battery cable terminal, v-belt	PW		24.37
North Memorial, september subsidy	Gov't		1,100.00
North Memorial, emt refresher	Fire		400.00
Northland Press, ordinance 359	Gov't		72.25
Northland Press, employment ad	Park		51.00
Northland Press, book sale ad	Library		35.64
Northland Press, assessment hearing notice	PW		110.50
Oriental Trading, halloween supplies	Park		297.91
Pine River Area Sanitary District, biosolids treatment	Sewer		10,200.00
Planning and Zoning Commissioners, 3rd quarter meetings	PZ		595.00
Premier Auto, oil change	Police		62.11
Premier Auto, towing of vehicles	Police		564.00
Simonson Lumber, 2x8 treated lumber	PW		34.96
Squad Pro, repair power supply, install lights	PW		1,080.53
Teamsters, union dues	Police	pd 10-1	205.00
The Office Shop, tape, paper	Admin		207.33
The Office Shop, batteries	Gov't		15.78
The Office Shop, folders	Admin		8.32
The Office Shop, label tape	PZ/Admin		36.98
Thelen Heating, replace belt	Park		265.00
TJ Graumann, reimburse mileage	Park		8.70
TJ Graumann, reimburse uniform expense	Park		108.66
Ultimate Safety Concepts, monitor service, calibration	Fire		130.00
US Bank, copier lease	ALL		156.00
USA Bluebook, battery backup	Sewer		96.93
Waste Partners, trash removal	ALL		335.70
WSN, daggett bay road	PW		7,042.80
WSN, parking and pedestrian study	Gov't		3,597.50
WSN, perkins road	PW		3,288.75
WSN, water quality improvements	PW		82.50
WSN, city engineering	ALL		2,366.70
WSN, pickleball courts	Park		2,003.75
Xcel Energy, gas utilities	ALL	pd 10-9	264.04
<b>TOTAL</b>			<b>177,414.65</b>

B. 24.

**ADDITIONAL BILLS FOR APPROVAL**  
October 14, 2019

VENDORS	DEPT		AMOUNT
American Steel, tubing	PW		27.22
Cheryl Stuckmayer, uniform reimbursement	PZ		420.00
Corey Nelson, reimburse uniform expense	Park		105.00
Crow Wing Power, electric service	Gov't		9,428.67
Elite Fence, replace keypad	PW		425.00
Fastenal, needle scaler	PW		165.00
Fire Instruction & Rescue, ladder refresher	Fire		600.00
Holiday Station, fuel	PW		52.04
Jefferson Fire & Safety, gloves	Fire		1,149.43
Mastercard, Versatile Vehicles, oil and air filters	Park		33.22
Miek Lyonais, reimburse petty cash	PW		40.00
Mills Motors, exhaust manifold, airbag, oil change	Fire		2,332.12
Northland Press, meeting notice of 10/25	PZ		93.50
Premier Auto, oil change	Police		33.34
Seaberg Motorsports, oil and air filters	Park		67.38
Streichers, uniform	Police		442.96
<b>TOTAL</b>			<b>15,414.88</b>



C.1.



UNIVERSITY OF MINNESOTA | EXTENSION

EXTENSION CENTER FOR COMMUNITY VITALITY



# Local Option Sales Tax Analysis for Crosslake, MN

ESTIMATED CONTRIBUTIONS OF RESIDENTS AND NON-RESIDENTS TO A LOCAL OPTION SALES TAX

Authored by Ryan Pesch



PROGRAM SPONSORS: CITY OF CROSSLAKE, MINNESOTA



# Local Option Sales Tax Analysis for Crosslake

ESTIMATED CONTRIBUTIONS OF RESIDENTS AND NON-RESIDENTS TO A LOCAL OPTION SALES TAX

August 2019

Authored by Ryan Pesch, Extension Educator, University of Minnesota Extension Center for Community Vitality

**Report Reviewers:**

Rani Bhattacharyya, Extension Educator, University of Minnesota Extension Center for Community Vitality

**Partners/Sponsors:**

City of Crosslake

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## EXECUTIVE SUMMARY

University of Minnesota Extension recently conducted a study to estimate overall tax proceeds and the proportion of tax proceeds generated by Crosslake residents. Comparing these results to non-residents using the most recent sales and use tax data available from the Minnesota Department of Revenue (MN Revenue), Extension estimated that non-residents account for 80.7% of taxable sales subject to a local option sales tax (LOST).

Total taxable sales were \$57.8 million in 2017, but MN Revenue analysts estimated that \$48 million would be subject to a LOST. With 80.7% of sales derived from non-resident spending, Extension estimated that Crosslake residents spent \$11.2 million of total taxable sales in 2017 and would have contributed \$46,300 if the LOST were in place. That would have required each resident to contribute \$20.58 on average in 2017.

The intent of this report was not to make recommendations to city officials about what actions to take, but rather determine the estimated sales tax proceeds from a local option tax program and what proportion of those dollars will likely be paid by year-round city residents versus non-residents.

Extension initially generated a trade area analysis comparing actual taxable sales, based on Minnesota Revenue sales tax data<sup>1</sup> with a calculated “potential sales” amount. This amount was determined by multiplying the Crosslake population by the Minnesota average per capita sales and then adjusting for the city’s income factor. Doing so provided an estimate of retail and service purchases made by year-round Crosslake residents. For each merchandise group, the estimates for two types of purchasers—city residents and others—were considered and adjusted considering the area economy. These adjustments involved informed estimates and were aimed, in part, at reducing what otherwise might have been overestimates of the sales tax share falling to non-residents. Assumptions and calculations are shown for major retail and service categories so decision makers can adjust totals to accommodate local considerations.

Several key factors and features in the Crosslake economy helped frame our analysis of the different merchandise categories:

- Crosslake’s store mix attracts a significant number of tourists who are visiting the area.
- Second homeowners were not considered Crosslake residents for this analysis and their spending is a significant contribution to local businesses. Over a third of housing units in Crow Wing County are seasonal according to the US Census Bureau.
- We assumed that Crosslake residents are frequently pulled to the nearby regional shopping center in Brainerd/Baxter to shop. This is in part due to the number of residents that work outside of the community (over 600 according to Census figures) and the close proximity of competing shopping areas (Figure 1).

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1. *MN City Sales Tax Statistics*. (2016). Minnesota Department of Revenue. Retrieved from [http://www.revenue.state.mn.us/research\\_stats/Pages/Sales-and-Use-Tax-Statistics-and-Annual-Reports.aspx](http://www.revenue.state.mn.us/research_stats/Pages/Sales-and-Use-Tax-Statistics-and-Annual-Reports.aspx)



Figure 1: Crosslake worker in-flow and out-flow (Source: 2015 U.S. Census Bureau OnTheMap application, Longitudinal-Employer Household Dynamics Program, <http://onthemap.ces.census.gov/>)

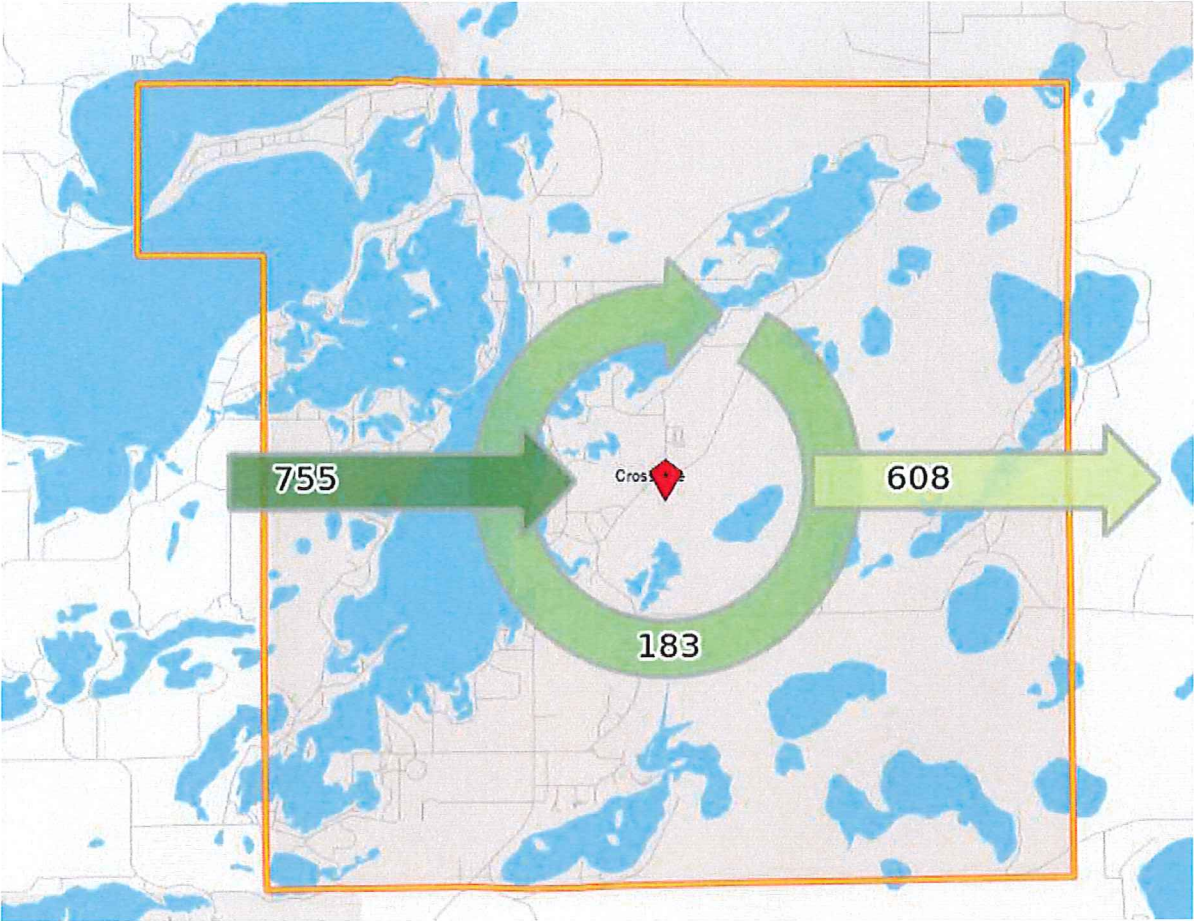


Figure 2 below shows the estimated percentage breakout—across all merchandise categories—for the *adjusted* analysis to more accurately reflect the city’s economic and consumption circumstances. Based on these findings, we estimate 19.3 percent of all taxable retail and service sales would be made by permanent city residents, and the remaining 80.7 percent of taxable sales would be by non-residents.

Figure 2: Estimated taxable sales using an adjusted trade area analysis

	Taxable Sales Subject to LOST	Percentage
	\$millions	of Sales
Crosslake Residents	\$9.3	19.3%
Non-residents	\$38.7	80.7%
Totals	\$48.0	100%

The Minnesota Department of Revenue research division estimated the dollars generated by a 0.50 percent local option sales tax and Extension estimated what residents would pay compared to non-residents (Figure 3). Based on correspondence with analysts at the Minnesota Department of Revenue who reviewed the Crosslake’s 2013-17 sales tax statistics, **approximately \$48,000,000 of the total \$57,800,000 taxable sales are subject to a local option sales tax** and Extension based its estimates of projected tax proceeds on this figure.



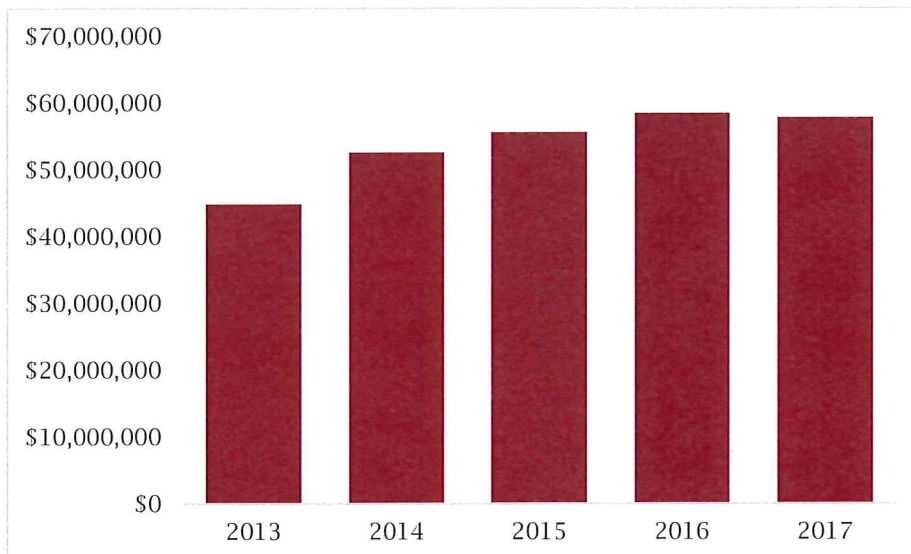
Crosslake could realize as much as \$240,000 in tax proceeds if a half percent tax was enacted. If the city does realize \$240,000, the portion of the tax total paid by non-residents is estimated to be \$194 thousand, and the proportion paid by Crosslake residents is estimated to be \$46 thousand.

**Figure 3: Estimated tax proceeds and who pays in dollars**

	<b>Total</b>	<b>Dollars Paid By</b>	<b>Dollars Paid By</b>
<b>ESTIMATED</b>	<b>Tax</b>	<b>Crosslake</b>	<b>Non-</b>
<b>TAX PROCEEDS</b>	<b>Proceeds</b>	<b>Residents</b>	<b>Residents</b>
@ 1/2 of a Percent	\$240,000	\$46,294	\$193,705
Total taxable sales subject to LOST: \$48,000,000			

The total taxable sales in the city has increased 29 percent from 2013 to 2017 from \$45 million to \$58 million. Since tax proceeds are calculated as a percentage of total taxable sales subject to the sales tax, this increase during the past 5 years gives some sense of stability if a tax were enacted.

**Figure 4: Total taxable sales in Crosslake from 2013 to 2017 (source: Minnesota Department of Revenue)**



Proceeds from use taxes would also be added to the estimated tax proceeds from a local option sales tax. Use taxes derive from city businesses purchasing products from out-of-state sources and in other Minnesota locations, which are often less consistent and more difficult to accurately estimate than sales taxes. Based on 2016 figures, for each one-eighth of a percent enacted, city officials can expect an estimated additional \$3,800 in use (not sales) tax proceeds.

Crosslake policymakers are understandably concerned that enacting a sales tax in their community will cause a loss of consumer purchases to other counties. However, at a half a percent, a local option sales tax would add 50 cents to a \$100 purchase. Extension examined records of 11 cities that have enacted a local option sales tax since 1999 available on the Minnesota Department of

Revenue website. The records do not indicate a major purchasing change due to the additional sales tax, and most of the jurisdictions have shown continued sales growth (see Appendix A), although these communities may not be comparable to Crosslake. All communities in the analysis reside outside of the Twin Cities metro area and may retain shoppers better than in a competitive retail environment in the metro area where one could easily switch spending from one community to another.

## BACKGROUND AND METHODOLOGY

Community economics educators at University of Minnesota Extension provide applied research and education to help community and business partners make better informed decisions. In recent years, Minnesota has adopted laws enabling local governments to enact a local option sales tax and Extension has assisted these administrations to estimate their potential tax proceeds and the portion of taxes paid by local residents.

This report estimates the proportion of tax proceeds generated by year-round Crosslake residents compared to non-residents. The most recently available state sales tax data (2017) from the Minnesota Department of Revenue (MN Revenue) is used.

### Trade Area Analysis and Calculations

Extension conducted a trade area analysis of retail and service sales in select merchandise categories, estimating the amount of taxable sales subject to sales taxes that were made by local residents, as well as those made by non-residents. Use tax is insignificant compared to sales tax proceeds and is calculated differently.

Extension calculated potential sales for the city in each merchandise category and compared this calculation to actual taxable sales, as found in Minnesota Department of Revenue sales tax statistics for the same category. Actual sales greater than potential sales indicate the city attracts sales from outside the city or has sales greater than one would expect from only its residents. Extension used the difference between potential and actual sales to set reasonable estimates of spending by residents and non-residents across all categories. These estimates also helped inform adjustments for each category.

Potential sales calculations are based on average statewide spending by merchandise category and the population of the city, then adjusted by the level of income in Crow Wing County. Specifically, potential sales result from city population, state per capita taxable sales, and the index of income (see sidebar and Appendix B).

The section that follows, "Trade Area Analysis by Merchandise Category," details the initial and adjusted trade area calculations for all merchandise categories. The sections labeled "Analysis with Adjustments" lists the final estimate of sales generated by non-residents. A rationale for adjustments and conclusions is also included.

**Potential Sales** estimate the dollar amounts for purchases made by local residents *if* local residents spend as much as the average Minnesota resident.

Potential sales are calculated by the following formula:

$$(T \div PMn) \times PB \times (YHC \div YMn) = \text{Potential Sales}$$

T = Total Minnesota taxable sales for a merchandise category

PMn = 2017 Population of Minnesota (5,577,487)

PB = 2017 Population of Crosslake (2,250)

YHC = Per capita income of Crow Wing County resident (\$42,708)

YMn = Per capita income of Minnesota resident (\$54,351)



## TRADE AREA ANALYSIS BY MERCHANDISE CATEGORY

### Retail

65.4 percent of total taxable sales

The **38 businesses** in this category include all businesses engaged in retailing merchandise and rendering services incidental to the sale of merchandise.

	(\$Millions)
Actual taxable sales	\$37.83
-Potential sales	\$8.95
= \$ variance	\$28.88
= as % of potential	322.6%

### Unadjusted Trade Area Analysis

Potential taxable sales to residents	\$8.95
Surplus	\$28.88
Total(local preference and non-residents)	\$37.83
Surplus percentage	76.3%

### Analysis with Adjustments

Capture rate of resident spending	63%
Residents' \$ share	\$5.67
Non-Residents' \$ share	\$32.15
Total	\$37.83
Non-resident share per group	85.0%

### Analysis for retail

The trade area analysis estimates that the city brings in approximately 322 percent more taxable sales than expected. This means that there's a \$29 million surplus in taxable sales. If residents kept 100% of their spending in this category in Crosslake, 76% of the total spending would come from non-residents. The city retaining 100% of resident spending is highly unlikely with a nearby regional center in Brainerd/Baxter. In this context, Extension increased the non-resident share to 85%, which estimates that Crosslake residents spend 63% of their retail spending in the community.

## Accommodations and Food Service

### 21.7 percent of taxable sales

These 27 **operations** provide lodging and food services and include hotels, restaurants, and bars.

	(\$Millions)
Actual taxable sales	\$12.55
Potential sales	\$3.67
= \$ variance	\$8.88
= as % of potential	241.5%

### Unadjusted Trade Area Analysis

Potential sales to residents	\$3.67
Surplus (local preference and non-residents)	\$8.88
Total	\$12.55
Non-resident share per group	70.7%

### Analysis with Adjustments

Capture rate of resident spending	58%
Residents' \$ share	\$2.13
Non-Residents' \$ share	\$10.42
Total	\$12.55
Non-resident share per group	83.0%

### Analysis for accommodations and food service

According to the potential sales estimates, Crosslake pulls in 71 percent more taxable sales into the city than expected. However, since MN Department of Revenue did not split these taxable sales between accommodations and food service to respect the privacy of businesses reporting, it is difficult to accurately estimate total non-resident spending. Accommodations obviously cater to non-residents, whereas food service businesses serve both locals and non-locals alike. Regardless of the split between these business categories, Crosslake is certainly attracting non-resident spending with at least 70% coming from non-residents. Setting the local capture rate below retail is a safe assumption since these figures include lodging. Extension conservatively set the non-resident share at 83% of taxable sales, which estimates that Crosslake businesses capture 58% of resident spending in food service and accommodations.

## Real estate and rental

### 2.1 percent of total taxable retail and service sales

These 13 establishments primarily engaged in renting, leasing, or otherwise allowing the use of tangible or intangible assets, and establishments providing related services. Types of businesses include equipment rental operations, real estate offices, and those who rent out properties

	(\$Millions)
Actual taxable sales	\$1.23
-Potential sales	\$0.36
= \$ variance	\$0.87
= as % of potential	243.1%

### Unadjusted Trade Area Analysis

Potential sales to residents	\$0.36
Surplus (local preference and non-residents)	\$0.87
Total	\$1.23
Non-resident share per group	70.9%

### Analysis with Adjustments

Capture rate of resident spending	69%
Residents' \$ share	\$0.25
Non-residents' \$ share	\$0.98
Total	\$1.23
Non-resident share per group	80.0%

### Analysis for real estate and rental

Crosslake businesses are clearly bringing in non-resident sales, although this remains a relatively small source of taxable sales. Based solely on the trade area analysis, Crosslake is bringing in 71% more in taxable sales than one would expect. Considering that demand for real estate and equipment would overwhelmingly come from non-residents, Extension increased the share of non-resident spending to 80%.

## Administrative and Support and Waste Management Services

1.8 percent of total taxable sales

These 12 **establishments** performing routine support activities for the day-to-day operations of other organizations. Activities performed include: office administration, hiring and placing of personnel, document preparation and similar clerical services, solicitation, collection, security and surveillance services, cleaning, and waste disposal services. Types of business include travel agencies, landscaping services, and carpet cleaning services

	(\$Millions)
Actual taxable sales	\$1.04
Potential sales	\$0.38
= \$ variance	\$0.66
= as % of potential	175.0%

### Unadjusted Trade Area Analysis

Potential sales to residents	\$0.38
Surplus (local preference and non-residents)	\$0.66
Total	\$1.04
Non-resident share per group	63.6%

### Analysis with Adjustments

Capture rate of resident spending	96%
Residents' \$ share	\$0.37
Non-residents' \$ share	\$0.68
Total	\$1.04
Non-resident share per group	65.0%

### Analysis for administrative and support services

Not unlike other business categories, there is strong evidence that Crosslake businesses are bringing in taxable sales over and above the expected sales of residents. Unlike retail and food service, however, there is less of rationale to greatly increase the non-resident share over the trade area analysis. Most of these firms would serve a local customer base and existing local businesses who would be their customer. Extension conservatively set the non-resident share at 65% of taxable sales.

## Repair and personal services

### 1.7 percent of total taxable sales

The **16 businesses** in this category provide service in auto and equipment repair, personal services such as laundry, nail, hair, funeral, and pet care services.

	(\$Millions)
Actual taxable sales	\$1.01
- Potential sales	\$0.79
= \$ variance	\$0.22
= as % of potential	27.4%

### Unadjusted Trade Area Analysis

Potential sales to residents	\$0.79
Surplus (local preference and non-residents)	\$0.22
Total	\$1.01
Non-resident share per group	21.5%

### Analysis with Adjustments

Capture rate of resident spending	83%
Residents' \$ share	\$0.65
Non-residents' \$ share	\$0.35
Total	\$1.01
Non-resident share per group	35.0%

### Analysis and Recommendations for Food and Groceries

The trade area analysis estimates a surplus of \$220,000 more than expected in this mix of repair and personal categories. There is evidence of non-resident spending, although not at as great a proportion as other categories in this analysis. This is in large part due to the local nature of these services where customers generally remain loyal to their trusted service provider, whether a mechanic or a hair stylist. Assuming that local residents will purchase some of these services in other communities, Extension raised the non-resident share to 35% of taxable sales.



## Construction

0.04 percent of total taxable sales

The 12 **businesses** are engaged in the construction trades.

	(\$Millions)
Actual taxable sales	\$0.03
Potential sales	NA
= \$ variance	NA
= as % of potential	NA

## Analysis with Adjustments

Residents' \$ share	\$0.01
Non-residents' \$ share	\$0.02
Total	\$0.03
Non-resident share per group	60.0%

## Analysis and Recommendations for Personal Services/Laundry

Construction service business in Crosslake contribute few taxable sales, although 12 firms operated in the community in 2017. Considering the prevalence of second homes in the region and related demand for construction, Extension set the non-resident share of taxable sales at 60%.

## Miscellaneous

The department of revenue reported all other sales as miscellaneous in order to maintain the confidentiality of businesses. This mix of businesses would include all who do not fit within any of the above categories and would include manufacturing, transportation, wholesale, and technical services among other.

The 37 businesses in this miscellaneous category generated \$4.14 million in taxable sales in 2017 or 7.2% of taxable sales reported for the community. Considering the difficulty to estimates sales from such a diverse mix, Extension set the non-resident share of taxable sales at 50%. Any businesses like manufacturing are export-oriented whereas transportation services and technical service providers like accountants typically serve a local market.

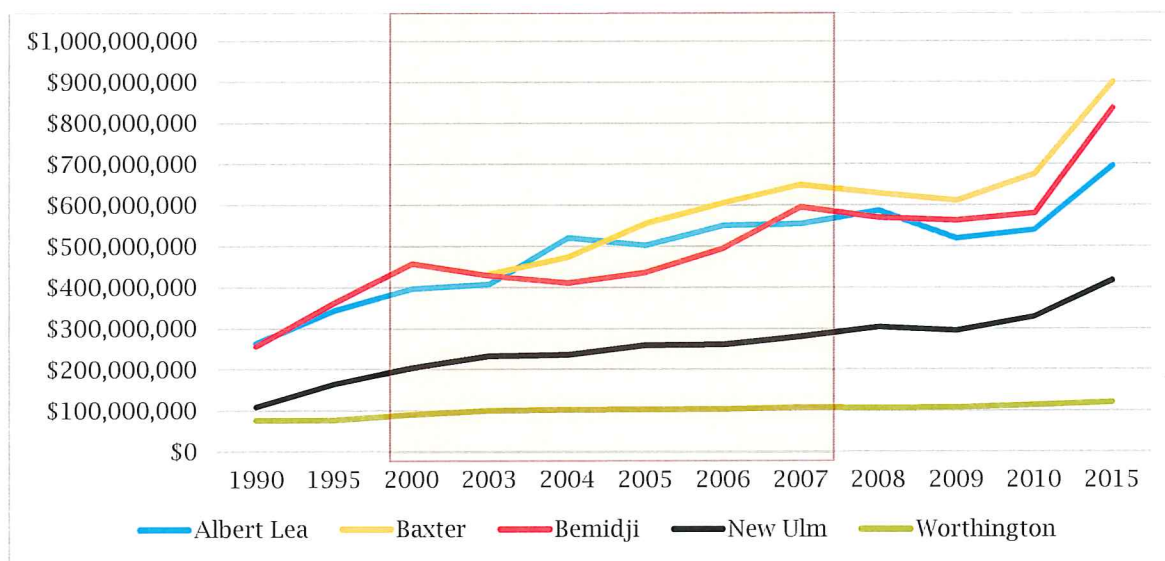
## APPENDIX A: RESEARCH ON THE EFFECTS OF LOCAL OPTION SALES TAX

City of Crosslake policymakers are understandably concerned that enacting a local sales tax will result in a loss of consumer purchases to neighboring communities that have not adopted the tax.

The Minnesota Department of Revenue records the tax collected from Minnesota jurisdictions that have enacted a local sales or use tax within the last 10 years. Most of these cities show continued sales growth. A comparison that includes eleven Minnesota cities that have adopted a 0.5 percent local option sales tax is offered below (see Figures 7, 8, 9, and 10). None of the example communities are in the Twin Cities metro, however, which limits the comparison.

Decision-makers should decide on the best allowable method to raise revenue. One option is raising property taxes, which is not directly related to a household's current income and raises the financial burden of low-income or retired homeowners. Sales taxes raise revenues based on household expenditures, which excludes the basic necessities of food and clothing. However, since a sales tax raises revenues from non-residents who shop in Crosslake, local contributions to tax revenues are significantly lower than a tax generated exclusively by local residents. Policymakers should carefully consider each of the above factors before making a decision about enacting a local sales tax.

**Figure 5: Taxable retail and service sales by communities that began collecting a local option sales tax between 1999-2006**

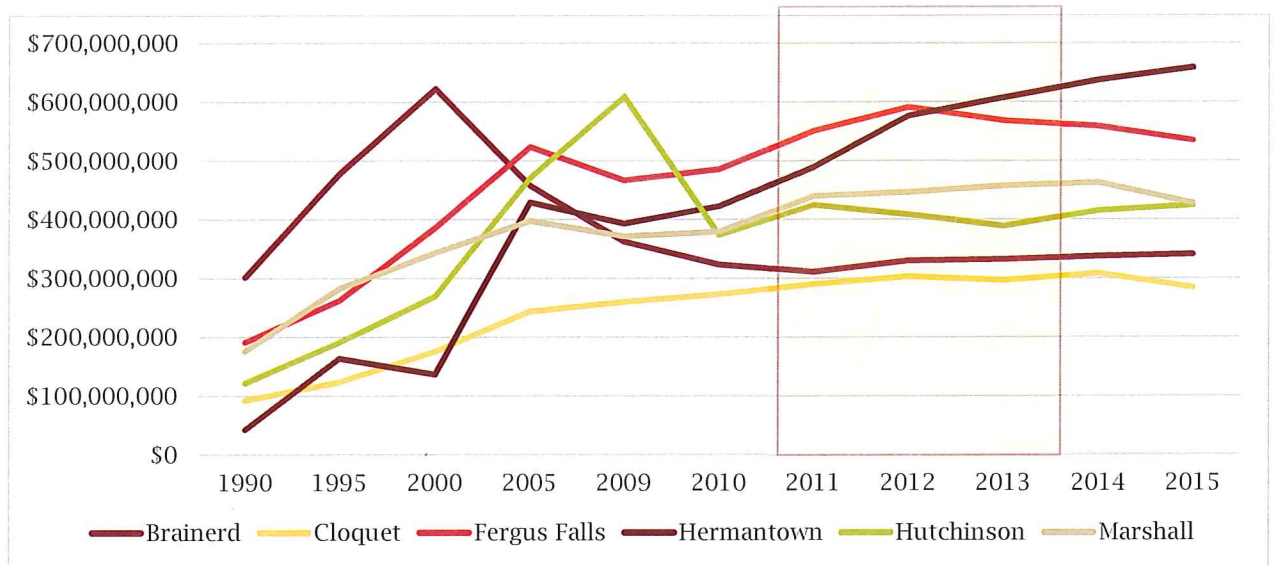


**Figure 6: Data table for example communities, taxable retail and service sales (in millions)**

Town Name	2015 Population	Year LOST	90	95	00	03	04	05	06	07	08	09	10	15
Albert Lea	18,356	2006	\$264	\$344	\$397	\$407	\$521	\$502	\$551	\$555	\$588	\$519	\$541	\$696
Baxter	8,065	2006				\$432	\$473	\$556	\$605	\$650	\$630	\$612	\$676	\$900
Bemidji	11,917	2005	\$257	\$362	\$457	\$428	\$410	\$437	\$495	\$596	\$570	\$563	\$581	\$837
New Ulm	13,594	1999	\$109	\$165	\$204	\$233	\$236	\$259	\$261	\$280	\$303	\$295	\$329	\$417
Worthington	11,283	2005	\$77	\$77	\$91	\$99	\$102	\$103	\$103	\$108	\$107	\$108	\$114	\$121



**Figure 7: Taxable retail and service sales by communities that began collecting a local option sales tax between 2011- 2012**



**Figure 8: Data table for example communities, taxable retail and service sales (in millions)**

Town Name	2015 Pop	Year LOST	90	95	00	05	09	10	11	12	13	14	15
Brainerd	13,178	2011	\$302	\$479	\$623	\$458	\$362	\$324	\$311	\$330	\$332	\$338	\$341
Cloquet	11,201	2011	\$93	\$124	\$175	\$244	\$260	\$273	\$290	\$303	\$296	\$308	\$284
Fergus Falls	13,471	2011	\$192	\$263	\$386	\$523	\$467	\$486	\$551	\$591	\$568	\$558	\$534
Hermantown	7,448	1996 - increase 2012	\$43	\$164	\$137	\$430	\$393	\$423	\$489	\$576	\$607	\$637	\$659
Hutchinson	13,080	2011	\$122	\$191	\$269	\$471	\$609	\$374	\$425	\$409	\$389	\$415	\$424
Marshall	12,735	2011	\$176	\$283	\$343	\$398	\$371	\$380	\$440	\$447	\$457	\$463	\$428

## **APPENDIX B: DEFINITIONS OF TERMS**

### **Gross Sales**

Gross sales include taxable sales and exempt businesses with sales and use tax permits. This is the most inclusive indicator of business activity for the reporting jurisdictions, but it can be misleading when used in comparisons. At times, non-taxable commodity items (e.g., gasoline) can have large price variations, creating huge swings in gross sales.

### **Taxable Sales**

Taxable sales are those sales subject to sales tax. Taxable sales exclude exempt items, items sold for resale, items sold for exempt purposes, and items sold to exempt organizations. For the purpose of this study, taxable sales were the focus of the analysis. For more information on what is taxed in Minnesota, see the "Minnesota Sales and Use Tax Instruction Booklet" available at [http://www.revenue.state.mn.us/Forms\\_and\\_Instructions/sales\\_tax\\_booklet.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/sales_tax_booklet.pdf)

### **Taxable Retail and Service Sales**

In this study and other retail trade analyses conducted by University of Minnesota Extension, the term "taxable retail and service sales" refers to the North American Industry Classification System (NAICS) numbers of 441 to 454 (retail) and 511 to 812 (most service industries) released by the Minnesota Department of Revenue for a geographic area.

### **Current and Constant Dollar Sales**

Current dollar (or "nominal dollar") sales are those reported by the state. No adjustment has been made for price inflation. In general, this measure of sales is not satisfactory for comparisons over long periods of time since it does not account for changes in population, inflation, or the state's economy. Constant dollar (or "real dollar") sales reflect changes in price inflation by adjusting current dollar sales according to the Consumer Price Index (CPI). Constant dollar sales indicate the real sales level with respect to a base year. This is a more realistic method of evaluating sales over time than current dollar comparisons, but it still does not take into consideration changes in population or the state's economy.

### **Number of Businesses**

The number of sales and use tax permit holders who filed one or more tax returns for the year.

### **Index of Income**

This index provides a relative measure of income, calculated by dividing local per capita income by state per capita income. The base is 1.00. For example, a 1.20 index of income indicates that per capita income in the area is 20 percent above the state average.

### **Potential Sales**

Potential sales are an estimate of the amount of money spent on retail goods and services by residents of a county. It is the product of county population, state per capita sales, and the index of income. Potential sales for counties is similar to expected sales for cities. Potential sales, however, do not utilize a measure of average pulling power (like the typical pull factor used in the expected sales equation). Since a county is a relatively large region where retail business takes place, counties are compared without adjustments for trade area size.

### **Actual Sales**

For this study, the Minnesota Department of Revenue's 2016 sales data for City of Crosslake provides the actual sales numbers used.

### **Variance between Actual and Potential Sales**

The variance between actual and expected sales is the difference in sales from the “norm” (i.e., the amount above or below the standard established by the expected sales formula). When actual sales exceed expected sales, the county has a “surplus” of retail sales. When actual sales fall short of expected sales, the county has a retail sales “leakage.” Discrepancies between expected and actual sales occur for a variety of reasons. For this study, we use potential sales per merchandise group to create a first-cut estimate of residents’ purchase activities.

### **Cautions**

#### **Gross Sales**

Gross sales are a comprehensive measure of business activity, but it should be noted the numbers in this report are self-reported. Furthermore, gross sales are not audited by the State of Minnesota. It is believed gross sales figures are generally reliable, but there is the possibility of distortions, especially in smaller cities where misreporting may have occurred.

#### **Misclassification**

Holders of sales and use tax permits select the North American Industry Classification System (NAICS) category that best fits their business. Regardless of who makes this classification, errors are occasionally made. Also, sometimes a business will start out as one type but evolve over time to a considerably different type. Misclassifications can distort sales among business categories, especially in smaller cities. For example, a furniture store that is classified as a general merchandise store will under-report sales in the furniture store category and over-report sales in the general merchandise category.

#### **Suppressed Data**

The sales data for merchandise categories that have less than four reporting firms are not reported. This is a measure taken by most states to protect the confidentiality of sales tax permit holders. Sales for suppressed retail categories are placed into the miscellaneous retail category (NAICS 999) and included in total sales but not total sales of a typical retail trade analysis. For this report, however, all taxable sales—including NAICS 999—are part of calculating the amount of special taxes collected.

#### **Consolidated Reporting**

Vendors with more than one location in Minnesota have the option of filing a separate return for each location or filing one consolidated return for all locations. The consolidated return shows sales made, tax due, and location by city and county for each business. Data for consolidated filers are combined with data for single-location filers to produce the figures in this report. Occasionally, consolidated reports may not be properly deconstructed, and all sales for a company may be reported for one town or city. Whenever misreporting is discovered, the Minnesota Department of Revenue is contacted to clarify the situation.

E.  
1.

## City of Crosslake

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**From:** Doug Morris <Doug.Morris@crowwing.us>  
**Sent:** Monday, October 7, 2019 10:25 AM  
**To:** Char Nelson  
**Cc:** Ryan Simonson  
**Subject:** RE: plastic recycling

State Statue only requires 3 major items be recycled. I.e. Metal (tin can & Aluminum cans), glass, paper (newsprint, office paper, etc.) so plastic can be considered to be a fourth category. If you do drop it you are still within the legal requirements.

Big issue we are seeing with plastic is it comes in over 7 categories of which only a few that actually have a market for it. So all the rest is considered to be contamination which add cost to our recycling program to deal with. I think there maybe a marginal market for milk jugs, but will need to ensure that is ALL that people drop off. If people drop off all their plastic into the milk jug bin then you run against the contamination charges again. In a Catch 22 situation. Do we spend our limited funds on education or spend it on the actual recycling program?

Another issue with plastic is that it is bulky and it does not weigh much. A bin full of plastic is much lighter than a bin full of paper or even more so compared to a bin full of glass. Here our cost is mostly based on the cost to service the bin; so having light full bins of plastic means our cost per ton is very high compared to a bin full of glass.

We are currently in a very low market for all recycling material. With a minimal market it is not covering much of the cost to operate a recycling program. As prices goes down, the haulers need to make up this funding so they increase their cost to keep from losing money. Note also, the funds we receive from the state has been pretty much flat since the program started in 1992. The County also had to established a limit to its funding for this program to keep us from going into the red.

This is just one option to keep this program within the limited funding we have for it.

Give me a call (824-1290) if you wish to discuss this in more detail

Doug Morris  
Solid Waste Coordinator

**From:** City of Crosslake <cityclerk@crosslake.net>  
**Sent:** Monday, October 07, 2019 9:49 AM  
**To:** Doug Morris <Doug.Morris@crowwing.us>  
**Subject:** plastic recycling

Good Morning Doug!

Crosslake Rolloff notified the City that they will no longer be accepting plastic at their center. How does this affect the City and what options do residents have to dispose of plastic now? A Council Member would like this information for the next council meeting on Monday. Thanks for your help!

*Charlene Nelson*  
City Clerk  
City of Crosslake



E. 2.

# 26th Annual Radiothon to End Child Abuse

## December 5-6, 2019

**CROW WING COUNTY  
CHILD PROTECTION TEAM**



Aitkin County Child  
Abuse Prevention Council  
Cass County/  
Leech Lake Reservation  
Children's Initiative  
Crow Wing County  
Child Protection Team  
Morrison County Child  
Protection Team

 **Prevent Child Abuse  
Minnesota**

709 University Avenue W.  
Saint Paul, MN 55104  
Phone: 651.523.0099  
Fax: 651.523.0380  
Toll-free: 800.244.5373  
Email: [pcamn@pcamn.org](mailto:pcamn@pcamn.org)

Greetings!

September 30, 2019

The Crow Wing County Child Protection Team is pleased to announce our participation in the 26th Annual *Radiothon to End Child Abuse*, scheduled for December 5 and 6, 2019.

The WJYY 106.7 FM, COOL 103.5 FM, B93.3, and 107.5 FM The Power Loon *Radiothon to End Child Abuse* is a joint effort of Hubbard Broadcasting, Crow Wing County Child Protection Team, and Prevent Child Abuse Minnesota. All pledge monies raised from the Radiothon are shared between the Child Protection Team (60%) and Prevent Child Abuse Minnesota (40%) to fund programs that support families and children. Please refer to attached sheet detailing how Radiothon dollars were spent in Crow Wing County over the last year.

The Crow Wing County Child Protection Team is very proud of the positive impact it has made in the lives of families in Crow Wing County and continues to support our mission of promoting healthy, nurturing, non-violent families.

As an organization or business committed to bettering our community, we are asking for your help to raise money to support our important mission. Please consider making a pledge to the Radiothon which will air from noon on Thursday December 5 to noon on Friday, December 6. Your name, pledge, donation, or challenge will be aired on the four stations during that time. Should you wish to send a pledge in prior to the Radiothon, please make checks payable to "Prevent Child Abuse Minnesota" and mailed to the Crow Wing County Child Protection Team at Box 686, Brainerd, MN 56401. And as always, the Radiothon auction will also be part of the event. Please look for an auction link on the official Radiothon website: [www.brainerd.com/radiothon](http://www.brainerd.com/radiothon), which will post auction items closer to the event.

\* If you are a business owner or organization that wishes to donate an item(s) to the auction portion of the Radiothon, please complete the attached Auction Item Form and fax to: 218-824-1117 or contact Jill Y. at 218-824-1272, or Kris O. at 218-824-1161. 100% of all proceeds from the Radiothon auction remain in Crow Wing County to help children and families in need. Any donated auction item with a retail value of \$50 or more will be featured on the Radiothon auction website and a link to your business or organization website will be attached. Auction items and donor's names will be broadcast continuously over the radio during the Radiothon. This is a great way to provide advertising for your business or awareness of your organization while making a contribution to a great cause!

Feel free to e-mail us should you have any questions. Thank you for your support in our continuing efforts to work with families in need.

*J. Yde, Crow Wing Child Protection Team*

[jill.yde@crowwing.us](mailto:jill.yde@crowwing.us)

218-824-1272

*K. Ott, Crow Wing County Child Protection Team*

[krisanne.ott@crowwing.us](mailto:krisanne.ott@crowwing.us)

218-824-1161

**Crow Wing County Child Protection Team**  
**26<sup>th</sup> ANNUAL RADIOTHON TO END CHILD ABUSE**  
**24 hours: Noon on December 5<sup>th</sup> through Noon December 6<sup>th</sup>**

**Auction Item Form**

Business Name:

Address:

Phone:

Website

Auction Item:

Contact Person:

City, State, Zip:

Email Address:

Retail Value:

Description of Item(s):

**Please note:** Your auction item will be displayed on an individual web page on the Radiothon website ([www.brainerd.com/radiothon](http://www.brainerd.com/radiothon)) when selected from the Auction search. The page will include the above information plus the following:

- A picture of your donation or property
- Your logo
- A direct link to your web site

**Photo and logo information**

Images **must** be sent to us in digital format. Photos in jpg format and logos in camera ready gif or tiff format. Images should be emailed to Cyndee Luksik at [Cyndee.Luksik@crowwing.us](mailto:Cyndee.Luksik@crowwing.us). The subject line should read "Radiothon image". Please include your business name, contact name, name of item and the organization that solicited your donation.

**Donation/Pledge**

If you are unable to donate an item, consider enclosing a cash donation or pledge to the Crow Wing County Child Protection Team to use for programming to End Child Abuse. This pledge or donation will be read over the radio. If you wish to remain anonymous, please indicate that as well. **Please complete the contact information at the top of page.** Thank you for your commitment to help communities End Child Abuse!

Donation/Pledge \_\_\_\_\_

☐ Please do not read my donation over the radio.

**Please mail the auction item/donation form to:**

Crow Wing County Child Protection Team

P.O. Box 686

Brainerd, MN 56401

Or fax to: 218-824-1117

Or email to: [krisanne.ott@crowwing.us](mailto:krisanne.ott@crowwing.us)

**If you would like your auction item picked up or have questions, please contact:**

**J. Yde 218-824-1272**

[jill.yde@crowwing.us](mailto:jill.yde@crowwing.us)

**K. Ott 218-824-1161**

[krisanne.ott@crowwing.us](mailto:krisanne.ott@crowwing.us)

**DUE DATE FOR AUCTION ITEM DONATION IS NOVEMBER 15, 2019**



# 26<sup>th</sup> Annual Radiothon to End Child Abuse December 5-6, 2019

**CROW WING COUNTY  
CHILD PROTECTION TEAM**



*Aitkin County Child  
Abuse Prevention Council  
Cass County/  
Leech Lake Reservation  
Children's Initiative  
Crow Wing County  
Child Protection Team  
Morrison County Child  
Protection Team*



709 University Avenue W.  
Saint Paul, MN 55104  
Phone: 651.523.0099  
Fax: 651.523.0380  
Toll-free: 800.244.5373  
Email: [pcamn@pcamn.org](mailto:pcamn@pcamn.org)

## TEAM ACTIVITIES SUPPORTED IN PART BY THE RADIOTHON

- Provided funding to Crow Wing County Foster Care Association's "First Night in Care" backpack program for children who are placed in foster care on an emergency basis
- Sponsored public service announcements and poster contests in county schools to promote awareness of child abuse and neglect
- Provided funding to the Crow Wing County Family Services Collaborative flex-fund, to provide support to families of school aged children
- Provided funding for *ParentWorks*, a basic intensive group therapy program for children and their parents involved in the child protection court system
- Financially supported Bridges of Hope in providing mental health services, Parent Support Outreach services, Crisis Nursery services and financial crisis programming for families
- Provided training opportunities for professionals and parents in child protection-related areas
- Provided funding for forensic sexual abuse interviews of children and educational support and service referrals for families of sexual abuse victims.

## TEAM PURPOSE

- The Team coordinates resources for prevention, intervention, and treatment and provides case consultation services.
- The Team utilizes various resources in Crow Wing County to provide public and professional education to the community at large. The Child Protection Team works toward strengthening families through developing a supportive environment.
- The Team actively works toward fostering community awareness in understanding child protection issues.
- The Team provides funding to support local child protection activities, events and projects.

## MEMBER AGENCIES

Pequot Lakes School District #186; Paul Bunyan Special Education District; Brainerd School District #181; Cuyuna Regional Medical Center; Essentia Health-St. Joseph's Medical Center and Baxter Clinic; Crow Wing County Community Services; Crow Wing County Probation; Crow Wing County Attorney; Brandon & Alex Safety Center; Crow Wing County Guardian Ad Litem Program; Bridges of Hope; Crow Wing County Family Services Collaborative; Brainerd Police Department, Lutheran Social Services, Greater Minnesota Family Services, TCC Head Start

The Crow Wing County Child Protection Team wishes to extend a heartfelt "thank-you" for your support of this year's Radiothon to End Child Abuse

**Crow Wing County Child Protection Team  
Box 686  
Brainerd, MN 56401  
218.824.1140**

# 26<sup>TH</sup> ANNUAL RADIOTHON TO END CHILD ABUSE

DECEMBER 5 & 6, 2019



24 HOURS • 12 NOON • DECEMBER 5<sup>TH</sup> THRU NOON DECEMBER 6<sup>TH</sup>

In 1994, the first Brainerd Radiothon to End Child Abuse raised just over \$12,000 and started the long process of raising awareness of the problems of child abuse and neglect in our communities.

As we approach our 26<sup>th</sup> Radiothon, we thank our generous supporters for contributing \$1.5 million to end abuse here in our area and across Minnesota. Please join us for Radiothon 26 on the first Thursday and Friday in December... make a pledge...help a child.

Log on to: [brainerd.com/radiothon](http://brainerd.com/radiothon)



**Prevent Child Abuse**  
Minnesota<sup>™</sup>

Help Keep our Children Safe



E.  
3.



## **APPRAISAL OF REAL PROPERTY**

### **LOCATED AT:**

35463 County Road 3  
Part of SE Quarter of NW Quarter, Section 21, Township 137, Range 27  
Crosslake, MN 56442

### **FOR:**

Breen & Person, Ltd.  
124 N 6th Street  
Brainerd, MN 56401

### **AS OF:**

08/31/2019

### **BY:**

William R. Ludenia  
21196 Moody Lane  
Brainerd, MN 56401  
218-851-3612  
Ludenia@brainerd.net

09/16/2019

J. Brad Person  
Breen & Person, Ltd.  
124 N 6th Street  
Brainerd, MN 56401

Re: Property: 35463 County Road 3  
Crosslake, MN 56442  
Owner: Crosswoods Development LLC  
File No.: 19096718

Opinion of Value: \$ 250,000  
Effective Date: 08/31/2019

In accordance with your request, I have made an appraisal and prepared an appraisal report of the above referenced property.

The purpose of this appraisal is to estimate the market value of the property described in this appraisal report, as unimproved, in unencumbered fee simple title of ownership.

Enclosed, please find the appraisal report which describes certain data gathered during our investigation of the property. The methods of approach and reasoning in the valuation of the various physical and economic factors of the subject property are contained in this report. The appraisal was developed and the report was prepared in accordance with the Uniform Standards of Professional Appraisal Practice.

The value conclusions reported are as of the effective date stated in the body of the report and contingent upon the Appraiser's Certification and subject to the critical assumptions and limiting conditions of the appraisal.

If after reviewing the appraisal report, you have any questions or if I may be of further service, please contact me or any of my staff.

Sincerely,



William R. Ludenia  
Bill Ludenia Appraisals, Inc.  
21196 Moody Lane  
Brainerd, MN 56401  
Minnesota Appraiser License #4000170

Owner	Crosswoods Development LLC				File No. 19096718	
Property Address	35463 County Road 3					
City	Crosslake	County	Crow Wing	State	MN	Zip Code 56442
Client	Breen & Person, Ltd.					

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## LAND APPRAISAL REPORT

File No.: 19096718

<b>SUBJECT</b>	Property Address: 35463 County Road 3		City: Crosslake		State: MN Zip Code: 56442																																																																																				
	County: Crow Wing		Legal Description: Part of SE Quarter of NW Quarter, Section 21, Township 137, Range 27																																																																																						
<b>ASSIGNMENT</b>	Assessor's Parcel #: 14210763		Tax Year: 2019		R.E. Taxes: \$ 3,131																																																																																				
	Market Area Name: Crosslake		Map Reference: 14660		Census Tract: 9502.04																																																																																				
	Current Owner of Record: Crosswoods Development LLC		Borrower (if applicable): N/A																																																																																						
	Project Type (if applicable): <input type="checkbox"/> PUD <input type="checkbox"/> De Minimis PUD <input type="checkbox"/> Other (describe)		HOA: \$ <input type="checkbox"/> per year <input type="checkbox"/> per month																																																																																						
	Are there any existing improvements to the property? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		If Yes, indicate current occupancy: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant <input type="checkbox"/> Not habitable																																																																																						
<b>MARKET AREA DESCRIPTION</b>	If Yes, give a brief description:																																																																																								
	The purpose of this appraisal is to develop an opinion of: <input checked="" type="checkbox"/> Market Value (as defined), or <input type="checkbox"/> other type of value (describe)																																																																																								
	This report reflects the following value (if not Current, see comments): <input checked="" type="checkbox"/> Current (the Inspection Date is the Effective Date) <input type="checkbox"/> Retrospective <input type="checkbox"/> Prospective																																																																																								
	Property Rights Appraised: <input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Leased Fee <input type="checkbox"/> Other (describe)																																																																																								
	Intended Use: The intended use of the appraisal is to assist the client in establishing the fair market value of the subject property as of the effective date of this appraisal, which will be used in conjunction with the possible acquisition of the subject property by the City of Crosslake.																																																																																								
<b>SITE DESCRIPTION</b>	Intended User(s) (by name or type): The intended user of this appraisal is J. Brad Person, Attorney, the City of Crosslake and its representatives.																																																																																								
	Client: Breen & Person, Ltd.		Address: 124 N 6th Street, Brainerd, MN 56401																																																																																						
	Appraiser: William R. Ludenia		Address: 21196 Moody Lane, Brainerd, MN 56401																																																																																						
	<b>Characteristics</b> Location: <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural Built up: <input type="checkbox"/> Over 75% <input checked="" type="checkbox"/> 25-75% <input type="checkbox"/> Under 25% Growth rate: <input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow Property values: <input type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining Demand/supply: <input type="checkbox"/> Shortage <input checked="" type="checkbox"/> In Balance <input type="checkbox"/> Over Supply Marketing time: <input type="checkbox"/> Under 3 Mos. <input checked="" type="checkbox"/> 3-6 Mos. <input type="checkbox"/> Over 6 Mos.		<b>Predominant Occupancy</b> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input checked="" type="checkbox"/> Vacant (0-5%) <input type="checkbox"/> Vacant (>5%)		<b>One-Unit Housing</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>PRICE \$(000)</th> <th>AGE (yrs)</th> </tr> <tr> <td>50</td> <td>Low 0</td> </tr> <tr> <td>4,000</td> <td>High 100</td> </tr> <tr> <td>500</td> <td>Pred 30</td> </tr> </table>		PRICE \$(000)	AGE (yrs)	50	Low 0	4,000	High 100	500	Pred 30	<b>Present Land Use</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>One-Unit</th> <th>60 %</th> </tr> <tr> <td>2-4 Unit</td> <td>0 %</td> </tr> <tr> <td>Multi-Unit</td> <td>0 %</td> </tr> <tr> <td>Comm'l</td> <td>20 %</td> </tr> <tr> <td>Undevelop.</td> <td>20 %</td> </tr> <tr> <td></td> <td>%</td> </tr> </table>		One-Unit	60 %	2-4 Unit	0 %	Multi-Unit	0 %	Comm'l	20 %	Undevelop.	20 %		%																																																													
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<b>Change in Land Use</b> <input checked="" type="checkbox"/> Not Likely <input type="checkbox"/> Likely * <input type="checkbox"/> In Process * * To:																																																																																									
<b>Factors Affecting Marketability</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Good</th> <th>Average</th> <th>Fair</th> <th>Poor</th> <th>N/A</th> <th>Item</th> <th>Good</th> <th>Average</th> <th>Fair</th> <th>Poor</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>Employment Stability</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Adequacy of Utilities</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Convenience to Employment</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Property Compatibility</td> 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Market Area Comments: Subject's general neighborhood is made up of primarily single-family homes and seasonal cabins (60%) along with undeveloped lots and acreages (20%). There is commercial development adjacent to Highway 3 and County Road 66. Market conditions in subject's general neighborhood are considered to be average with supply and demand factors in balance. Property values are stable with marketing times predominately under 180 days with some seasonal variations noted. The list to sell price ratio is over 90% per Northstar MLS data.																																																																																									
<b>SITE DESCRIPTION</b>	Dimensions: Irregular-See Site Map		Site Area: 5.26 Acres Acres																																																																																						
	Zoning Classification: Downtown Commercial		Description: The purpose of this district is to maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services.																																																																																						
	Do present improvements comply with existing zoning requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No Improvements																																																																																								
	Uses allowed under current zoning: The primary use within a Downtown Commercial District is commercial usage.																																																																																								
	Are CC&Rs applicable? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown Have the documents been reviewed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Ground Rent (if applicable) \$ /																																																																																								
Comments:																																																																																									
Highest & Best Use as improved: <input checked="" type="checkbox"/> Present use, or <input type="checkbox"/> Other use (explain)																																																																																									
Actual Use as of Effective Date: Commercial Usage Use as appraised in this report: Commercial Usage																																																																																									
Summary of Highest & Best Use: Of all the legally permissible uses facilitated by the site's size, topography, elevation, soil type, ground cover, availability of utilities and existing access, I considered commercial usage as the highest and best use of the subject property.																																																																																									
<b>SITE DESCRIPTION</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Utilities</th> <th>Public</th> <th>Other</th> <th>Provider/Description</th> <th>Off-site Improvements</th> <th>Type</th> <th>Public</th> <th>Private</th> <th>Frontage</th> <th>500+/- Feet of Road Frontage</th> </tr> </thead> <tbody> <tr> <td>Electricity</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Public Utility</td> <td>Street</td> <td>County Roadway</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Topography</td> <td>Sloping</td> </tr> <tr> <td>Gas</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Public Utility</td> <td>Width</td> <td>66+/- Feet</td> <td></td> <td></td> <td>Size</td> <td>Typical</td> </tr> <tr> <td>Water</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>None</td> <td>Surface</td> <td>Asphalt</td> <td></td> <td></td> <td>Shape</td> <td>Irregular</td> </tr> <tr> <td>Sanitary Sewer</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Municipal</td> <td>Curb/Gutter</td> <td>Concrete</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Drainage</td> <td>Adequate At Inspection</td> </tr> <tr> <td>Storm Sewer</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Municipal</td> <td>Sidewalk</td> <td>None</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>View</td> <td>Commercial</td> </tr> <tr> <td>Telephone</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Public Utility</td> <td>Street Lights</td> <td>None</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Ground Cover</td> <td>Intermediate to Mature</td> </tr> <tr> <td>Multimedia</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Public Utility</td> <td>Alley</td> <td>None</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Tree Growth</td> </tr> </tbody> </table>						Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Frontage	500+/- Feet of Road Frontage	Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Utility	Street	County Roadway	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Topography	Sloping	Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Utility	Width	66+/- Feet			Size	Typical	Water	<input type="checkbox"/>	<input type="checkbox"/>	None	Surface	Asphalt			Shape	Irregular	Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal	Curb/Gutter	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage	Adequate At Inspection	Storm Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal	Sidewalk	None	<input type="checkbox"/>	<input type="checkbox"/>	View	Commercial	Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Utility	Street Lights	None	<input type="checkbox"/>	<input type="checkbox"/>	Ground Cover	Intermediate to Mature	Multimedia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Utility	Alley	None	<input type="checkbox"/>	<input type="checkbox"/>		Tree Growth			
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Multimedia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Utility	Alley	None	<input type="checkbox"/>	<input type="checkbox"/>		Tree Growth																																																																																
Other site elements: <input checked="" type="checkbox"/> Inside Lot <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul de Sac <input checked="" type="checkbox"/> Underground Utilities <input type="checkbox"/> Other (describe)																																																																																									
FEMA Spec'l Flood Hazard Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No FEMA Flood Zone X FEMA Map # 27035C0190C FEMA Map Date 8/15/2017																																																																																									
Site Comments: There are no apparent easements or encroachments noted that would adversely affect market value. Standard street, road and/or utility easements exist. Electric and telephone service is already available in the subject's immediate neighborhood.																																																																																									





**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale. (Source: FDIC Interagency Appraisal and Evaluation Guidelines, October 27, 1994.)

\*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgement.

## STATEMENT OF LIMITING CONDITIONS AND CERTIFICATION

**CONTINGENT AND LIMITING CONDITIONS:** The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is valued on the basis of it being under responsible ownership.
2. Any sketch provided in the appraisal report may show approximate dimensions of the improvements and is included only to assist the reader of the report in visualizing the property. The appraiser has made no survey of the property.
3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
4. Any distribution of valuation between land and improvements in the report applies only under the existing program of utilization. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
5. The appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous waste, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. This appraisal report must not be considered an environmental assessment of the subject property.
6. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
7. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
8. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
9. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgagee or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.
10. The appraiser is not an employee of the company or individual(s) ordering this report and compensation is not contingent upon the reporting of a predetermined value or direction of value or upon an action or event resulting from the analysis, opinions, conclusions, or the use of this report. This assignment is not based on a required minimum, specific valuation, or the approval of a loan.

**CERTIFICATION:** The appraiser certifies and agrees that:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial and unbiased professional analyses, opinions, and conclusions.
3. Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
9. Unless otherwise indicated, I have made a personal inspection of the interior and exterior areas of the property that is the subject of this report, and the exteriors of all properties listed as comparables.
10. Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

MLS photographs may have been utilized in this appraisal assignment. If in the opinion of this Appraiser, photographs taken from the adjoining public roadway do not accurately depict the comparable sale, MLS photographs will be utilized that more accurately represent the comparable sale.

Unless otherwise noted, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding acceptance of this assignment.

The Intended User of this appraisal report is the indicated Client. No additional Intended Users are identified by the Appraiser. Any borrower is not an Intended User of this appraisal report.

Appraisers are required to notify client if any party to the transaction attempts to influence their valuation of a property. This Appraiser has acted independently and without undue influence from any party that may benefit from this real estate property transaction.

This appraisal is subject to and contingent upon the critical assumptions and limiting conditions contained in the attached addenda.

**ADDRESS OF PROPERTY ANALYZED:** 35463 County Road 3, Crosslake, MN 56442

**APPRAISER:**

Signature:   
 Name: William R. Ludenia  
 Designation: Certified General Appraiser  
 State Certification #: 4000170  
 or State License #:  
 State: MN Expiration Date of Certification or License: 08/31/2021  
 Date Signed: 09/16/2019

**SUPERVISORY or CO-APPRAISER (if applicable):**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 State Certification #: \_\_\_\_\_  
 or State License #: \_\_\_\_\_  
 State: \_\_\_\_\_ Expiration Date of Certification or License: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_  
☐ Did ☐ Did Not Inspect Property



**Supplemental Addendum**

File No. 19096718

Owner	Crosswoods Development LLC			
Property Address	35463 County Road 3			
City	Crosslake	County	Crow Wing	State MN Zip Code 56442
Client	Breen & Person, Ltd.			

**• SCOPE OF THE APPRAISAL**

This appraisal report is prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation. This appraisal includes the appropriate scope of work deemed necessary to produce a credible and reliable appraisal report. To complete the appraisal report to these standards and guidelines:

- The subject property was inspected on August 31, 2019, by William R. Ludenia.
- Photographs of the subject property included in this report were taken during the August 31, 2019, inspection.
- Verified the ownership and sales history of the subject property through a review of available data in the Crow Wing County public record.
- Reviewed the County Assessor's records and the available aerial, topographic and soil maps of the subject property.
- A neighborhood analysis was completed for the purposes of determining development trends, existing land uses and market demand and was based on a physical inspection of the general area as well as on studies performed in conjunction with other properties appraised in the area.
- Regional, community and neighborhood data was compiled using several sources including governmental and private publications in which the data was researched, analyzed and presented in their respective sections.
- This Appraiser researched the current zoning standards and to ascertain allowable uses of the subject property.
- Performed a highest and best use analysis of the subject site using the data compiled herein.
- Researched comparable sales and competitive properties and analyzed their applicability to the subject. The market data was researched from data in my office files, the Northstar Multiple Listing Service, county public records, personal interviews and inspections.
- Prepared an appraisal report summarizing my analyses, opinions and conclusions. The appraisal is presented in a summary report format.
- The final conclusion of market value was reconciled for the subject property with consideration given to the importance of each approach to value utilized in this appraisal assignment.

**• ESTIMATED EXPOSURE TIME AND MARKETING PERIOD**

The estimated market value in this report is based on a reasonable exposure time. Uniform Standards for Professional Appraisal Practices (USPAP) Standard Rule 1-2 states the value estimate must be linked to an estimate of marketing time of the estate being appraised and stated in the report.

According to the Uniform Standards of Professional Appraisal Practice, exposure time is a historical concept and is always presumed to have occurred prior to the effective date of the appraisal. The Dictionary of Real Estate Appraisal, 4<sup>th</sup> Edition, defines exposure time as:

*"The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based upon an analysis of past events assuming a competitive and open market."*

Reasonable exposure assumes adequate, sufficient and reasonable time and effort. Exposure time is different for various types of real estate and value ranges and under various market conditions. Based on a review of current market conditions, the exposure time of the subject property is estimated to be up to twelve months at a price consistent with the estimated market value concluded herein.

The Dictionary of Real Estate Appraisal, 4<sup>th</sup> Edition, defines marketing time as:

*"The time it takes an interest in real property to sell on the market subsequent to the date of appraisal. Reasonable marketing time is an estimate of the amount of time it might take to sell an interest in real property at its estimated market value during the period immediately after the effective date of the appraisal."*

For the purposes of this appraisal, the marketing time of the subject property is also estimated to be up to twelve months. This time period is based on the assumption that the property is offered for sale at the market value estimate concluded in this appraisal and that the current market conditions remain unchanged.

**• SUBJECT**

The legal description contained in this appraisal report was obtained from the Client and confirmed with the Crow Wing County public record. No survey or title opinion has been completed by this Appraiser to determine the accuracy of the legal description contained in this appraisal report.

The PID number contained in this appraisal report was obtained from the Crow Wing County public record. No survey or title opinion has been completed by this Appraiser to determine the accuracy of the legal description associated with this PID number and contained in this appraisal report.

**• SALES COMPARISON**

A -20% site area adjustment was made with Comparable 1 based on the theory of diminishing returns that states that as the number of units increase, the price per unit decreases and in turn, as the number of units decrease, the price per unit increases.



**Supplemental Addendum**

File No. 19096718

Owner	Crosswoods Development LLC				
Property Address	35463 County Road 3				
City	Crosslake	County	Crow Wing	State	MN Zip Code 56442
Client	Breen & Person, Ltd.				

A -5% configuration adjustment was made with Comparable 1 and 3 which were rectangular shaped lots rather than irregular shaped lots.

A -5% wetlands adjustment was made with Comparable 1 and 3 which had no wetlands. A +10% wetlands adjustment was made with Comparable 2 which had more extensive wetlands than the subject.

A -5% access adjustment was made with all three Comparables which were corner lots rather than interior lots.

A +20% municipal services adjustment was made with Comparable 1 and 2 which had no municipal sewer.

All three Comparables used in the Sales Comparison Analysis section of this appraisal report are closed transactions.

All three Comparables indicate a narrow range of value. Most consideration was given to Comparable 2 which was considered to offer the most similar utility as the subject.

#### • CRITICAL ASSUMPTIONS AND LIMITING CONDITIONS OF APPRAISAL

This appraisal is made subject to the following conditions and to such other specific and limiting conditions as are set forth by the Appraiser in this report.

This appraisal report has been prepared for the exclusive benefit of the Client. It may not be used or relied upon by any other party. Any party who uses or relies upon any information contained in the appraisal report without the preparer's written consent does so at his own risk.

The Client is advised that an appraisal is an opinion, and that it does not constitute a guarantee that the property will sell for the appraised amount. Property management, differing motivations of buyers and sellers, salesmanship, information, which may or may not be presented to a buyer, and differences in the way a property is presented, can change sale prices dramatically. This appraisal simply represents the Appraiser's opinion of value based upon the facts known at the time of the appraisal.

Information, estimates and opinions furnished to the Appraiser and contained in the report were obtained from sources considered to be reliable and believed to be true and correct. However, the Appraiser does not assume responsibility for accuracy of such items furnished in the appraisal.

The Appraiser assumes no responsibility for matters of a legal nature affecting the property appraised or the title thereto, nor does the Appraiser render any opinion as to the title, which is assumed to be good and marketable. The property is appraised as though under responsible ownership and management and receiving proper maintenance. Existing liens or encumbrances have been disregarded, and the property has been appraised as though free and clear of all indebtedness, unless otherwise stated in this appraisal report.

The appraisal report and its contents must be regarded as a whole and any excerpts from this appraisal cannot be used separately and, if used separately, invalidates this appraisal.

The Appraiser has made no survey of the subject property to determine any easements, encroachments or right-of-ways and the legal description used in this appraisal report is assumed to be correct. It is assumed that the utilization of the land is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted within the appraisal report.

Any plot plan or sketch in this report may show approximate dimensions and is included to assist the reader in visualizing the property, and the Appraiser assumes no responsibility for its accuracy.

Any distribution of the valuation in the report between land and improvements applies only under the existing program of utilization. The separate valuation for land and building must not be used in conjunction with any other appraisal and are invalid if so used.

No testing has been made to determine the existence or presence of mold, radon, lead paint, asbestos, petroleum contamination, toxic or hazardous substances or other detrimental environmental conditions in the buildings, land or the surrounding areas. The value estimated in this appraisal report is based on the assumption that the property is not negatively affected by the existence of toxic or hazardous substances or detrimental environmental conditions. This Appraiser is not an expert in the identification of toxic or hazardous substances or detrimental environmental conditions. It is possible that tests and inspections made by a qualified toxic or hazardous substance expert or environmental expert would reveal the existence of toxic or hazardous materials and environmental conditions on or around the property that would negatively affect its value. This Appraiser further recommends that if the Client has any knowledge of or reason to suspect the existence of any toxic or hazardous substances or detrimental environmental conditions that an environmental assessment of the subject property be obtained.

The Appraiser assumes that there are no hidden or unapparent conditions of the property, subsoil or structures, which would render it more or less valuable. The Appraiser assumes no responsibility for such conditions, or for engineering, which might be required to discover such factors.

This appraisal does not include structural or mechanical warranties nor is it an assurance that any purchaser, owner or occupant will find the condition of the property to be fully satisfactory. It is assumed that there are no structural defects or unapparent conditions of the property; that all mechanical equipment, built-in appliances, electrical components and roofing are in adequate condition unless otherwise addressed in this appraisal report. No judgment is made relative to adequacy of insulation or energy efficiency of the improvement; these are assumed standard for the appraised property's type and age. No responsibility is assumed for infestation of wood destroying insects or damage caused by them. If the Client has any questions or concerns regarding these items, it is the Client's responsibility to order any appropriate inspections.

If a well and septic system are located on the subject site, this Appraiser has made no determination if the well is providing safe, sanitary drinking water, or if the septic system is working properly. The Appraiser is not qualified to determine such.

**Supplemental Addendum**

File No. 19096718

Owner	Crosswoods Development LLC			
Property Address	35463 County Road 3			
City	Crosslake	County	Crow Wing	State MN Zip Code 56442
Client	Breen & Person, Ltd.			

The appraiser's property visitation and examination is not a home/building inspection. This appraiser does not have the expertise needed to make such inspections nor does this Appraiser assume any responsibility for these items. A home/building inspection, performed by a qualified individual is always recommended.

While flood maps of the area may have been studied and comments may have been made about the subject's location in or outside a flood hazard area, we are not qualified to detect the subject's specific flood hazard area. No responsibility is assumed for any consequences arising from the need for flood insurance.

Nothing set forth in the appraisal should be relied upon for the purpose of determining the amount or type of insurance coverage to be placed on the subject property. The Appraiser assumes no liability for and does not guarantee that any insurable value estimate inferred from this report will result in the subject property being fully insured for any loss that may be sustained.

It is assumed that there is full compliance with all-applicable federal, state and local environmental regulations and laws unless noncompliance is stated, defined and considered in the appraisal report.

Title III of the Americans with Disabilities Act, "Public Accommodations and Services Operated by Private Entities," requires all privately owner/operated buildings, which provide public accommodations and/or services, to be equally accessible for persons with disabilities. All architectural, transportation and communication barriers must be removed, if readily achievable. The appraiser is not qualified to make a determination as to whether the property under appraisal is in compliance with this act. The client is urged to retain an expert in this field, if desired.

It is assumed that all applicable zoning and use regulations and restrictions have been complied with unless non-conformity has been stated, defined and considered in the appraisal report.

It is assumed that the revenue stamps placed on any deed referenced accurately indicates the sale price and are in correct relationship to the actual dollar amount of the transaction.

No opinion is expressed as to the value of subsurface oil, gas or mineral rights, if any. It is assumed that the subject property is not affected by surface entry for the exploration or removal of any such materials, unless otherwise noted in the report.

It is assumed that all required licenses, consents or other legislative or administrative authority from any local, state or national governmental or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in the appraisal report is based.

It is assumed that all appraisals, subject to satisfactory completion, repairs, or alterations, if applicable, will be completed in accordance with the plans and specifications and are contingent upon completion of the improvements in a professional, workmanlike manner. The estimated market value is, as of the appraisal date, as proposed, and as if fully completed and operating at the projected levels of income and expense.

The Appraiser is not required to give testimony or appear in court or before any board or governmental body because of having made an appraisal of the subject property without satisfactory predetermined financial arrangements and time agreements. Disclosure of the contents of the appraisal report is governed by the By-laws and Regulations of the professional appraisal organizations with which the Appraiser is affiliated.

The Appraiser reserves the right to alter, amend, revise or rescind any comments and any value conclusions if pertinent facts, unknown during the appraisal process, become known subsequent to completion of the appraisal report. Further, the estimated Market Value is subject to change over time, as may be dictated by market circumstances.

The analysis and conclusion necessarily incorporated numerous estimates and assumptions regarding property performance, general and local business and economic conditions, the absence of material changes in the competitive environment and other matters. Some estimates or assumptions, however, inevitably will not materialize, and unanticipated events and circumstances may occur; therefore, actual results achieved during the period covered by our analysis will vary from our estimates and the variations may be material.

In consideration of performing the services rendered at the fee charged, the appraisal firm expressly limits its liability to the amount of fee paid by the Client. The appraisal firm expressly disclaims liability as an insurer or guarantor. Any persons seeking greater protection from loss or damage than is provided from herein should obtain appropriate insurance. The Client shall indemnify and hold harmless the appraiser(s), the appraisal firm, and its employees against all claims by any third party or any judgment for loss or damage relating to the performance or non-performance of any services by the appraisal firm.

Acceptance of and/or use of the appraisal report constitutes acceptance of the foregoing general assumptions and limiting conditions.

There may be other assumptions and limiting conditions not mentioned above which are described elsewhere in this appraisal report.



## Photograph Addendum

Owner	Crosswoods Development LLC				
Property Address	35463 County Road 3				
City	Crosslake	County	Crow Wing	State	MN Zip Code 56442
Client	Breen & Person, Ltd.				



**Southern Area of Site**



**Mid-Area of Site**



**Northern Area of Site**

**Photograph Addendum**

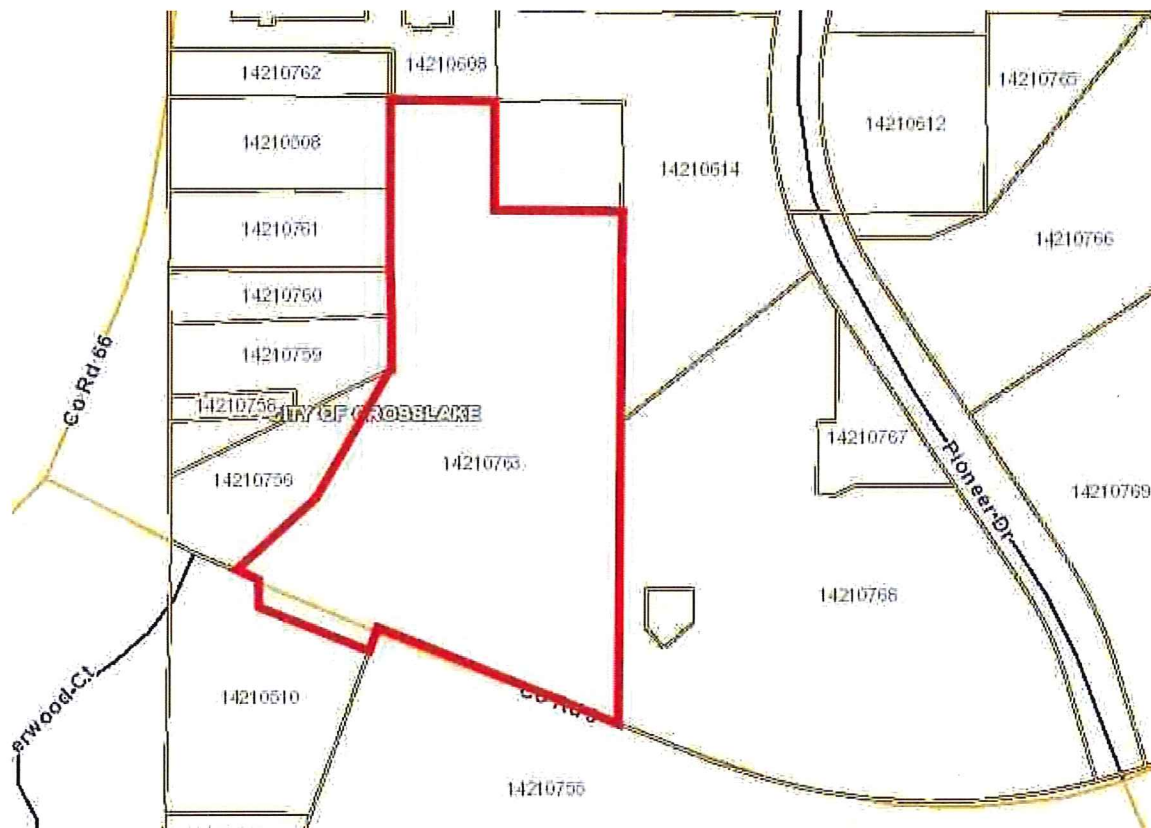
Owner	Crosswoods Development LLC				
Property Address	35463 County Road 3				
City	Crosslake	County	Crow Wing	State	MN Zip Code 56442
Client	Breen & Person, Ltd.				

**Street View****Street View**



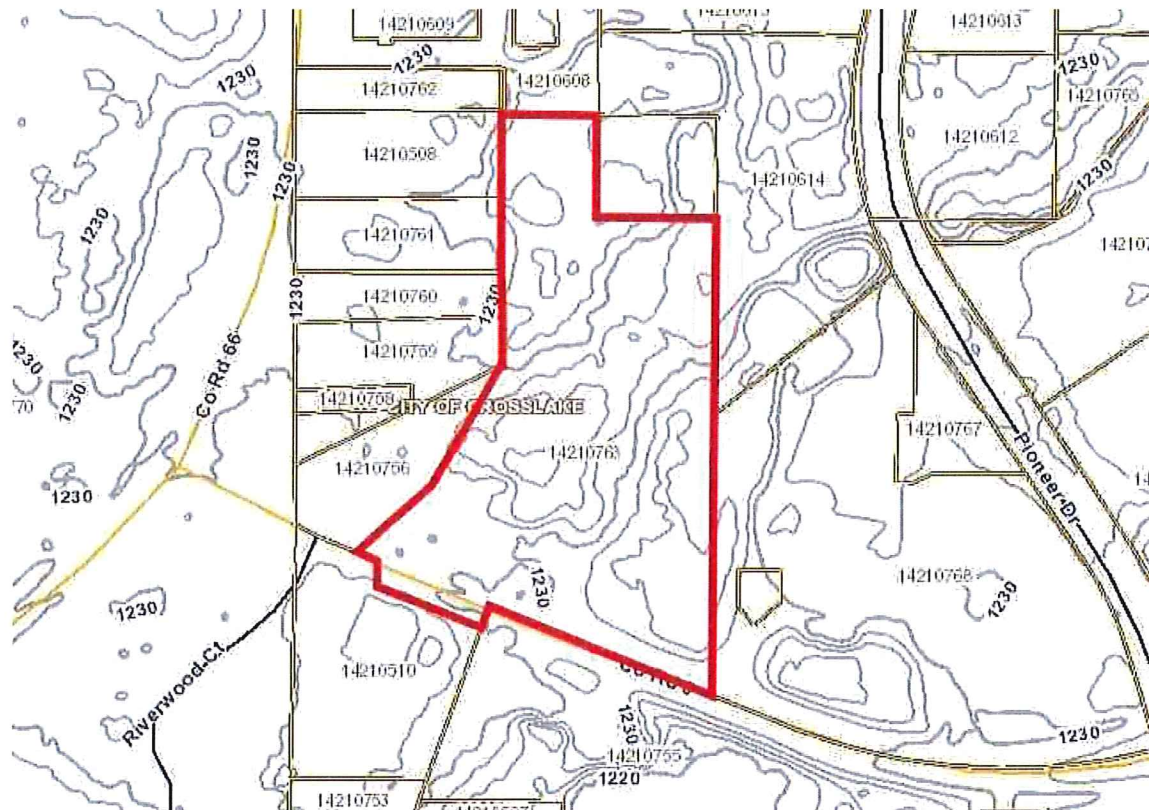
# Site Map

Owner	Crosswoods Development LLC				
Property Address	35463 County Road 3				
City	Crosslake	County	Crow Wing	State	MN Zip Code 56442
Client	Breen & Person, Ltd.				



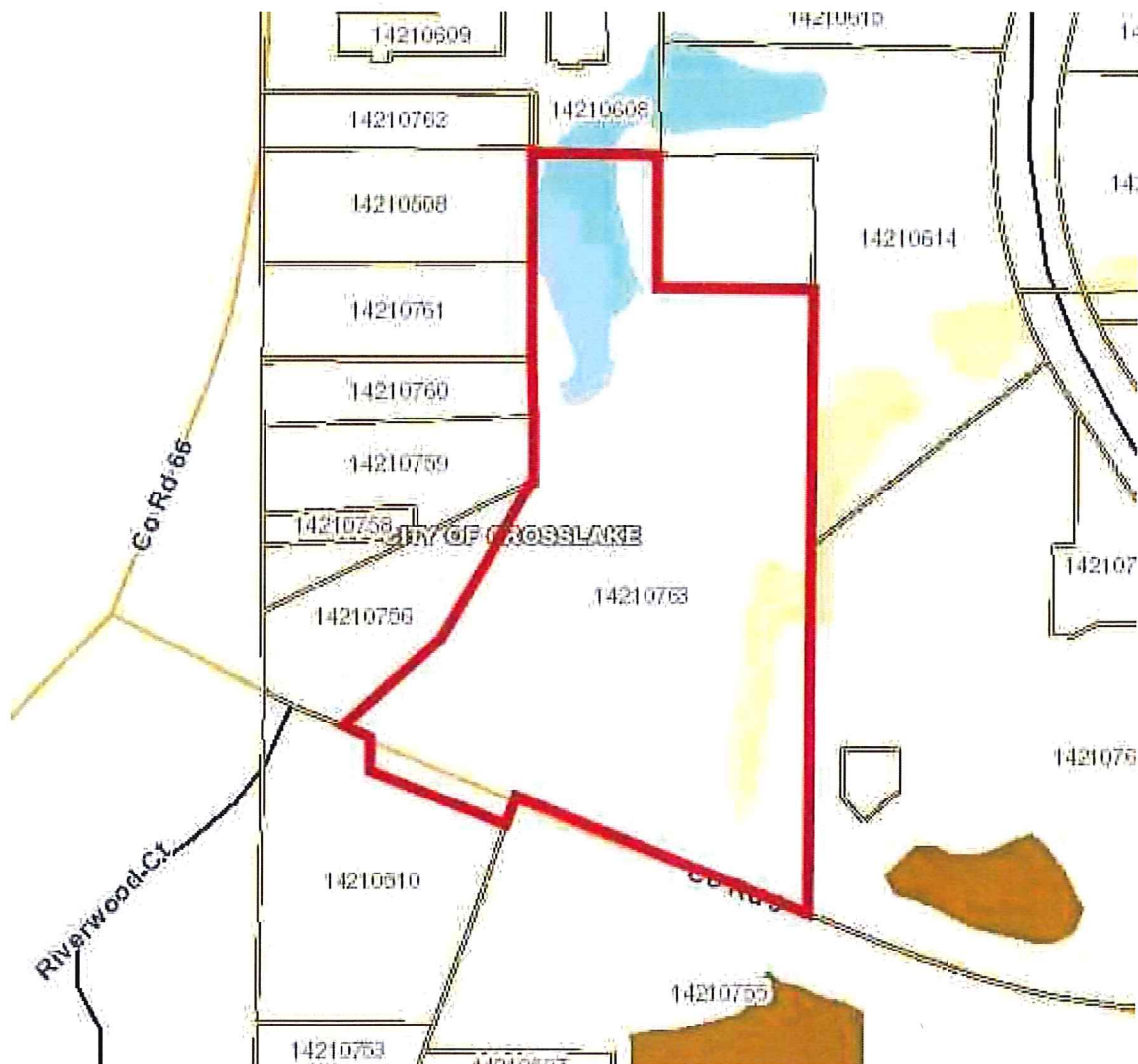
## Contour Map

Owner	Crosswoods Development LLC			
Property Address	35463 County Road 3			
City	Crosslake	County	Crow Wing	State MN Zip Code 56442
Client	Breen & Person, Ltd.			



# Wetlands Map

Owner	Crosswoods Development LLC			
Property Address	35463 County Road 3			
City	Crosslake	County	Crow Wing	State MN Zip Code 56442
Client	Breen & Person, Ltd.			





**Aerial Map**

Owner	Crosswoods Development LLC			
Property Address	35463 County Road 3			
City	Crosslake	County	Crow Wing	State MN Zip Code 56442
Client	Breen & Person, Ltd.			



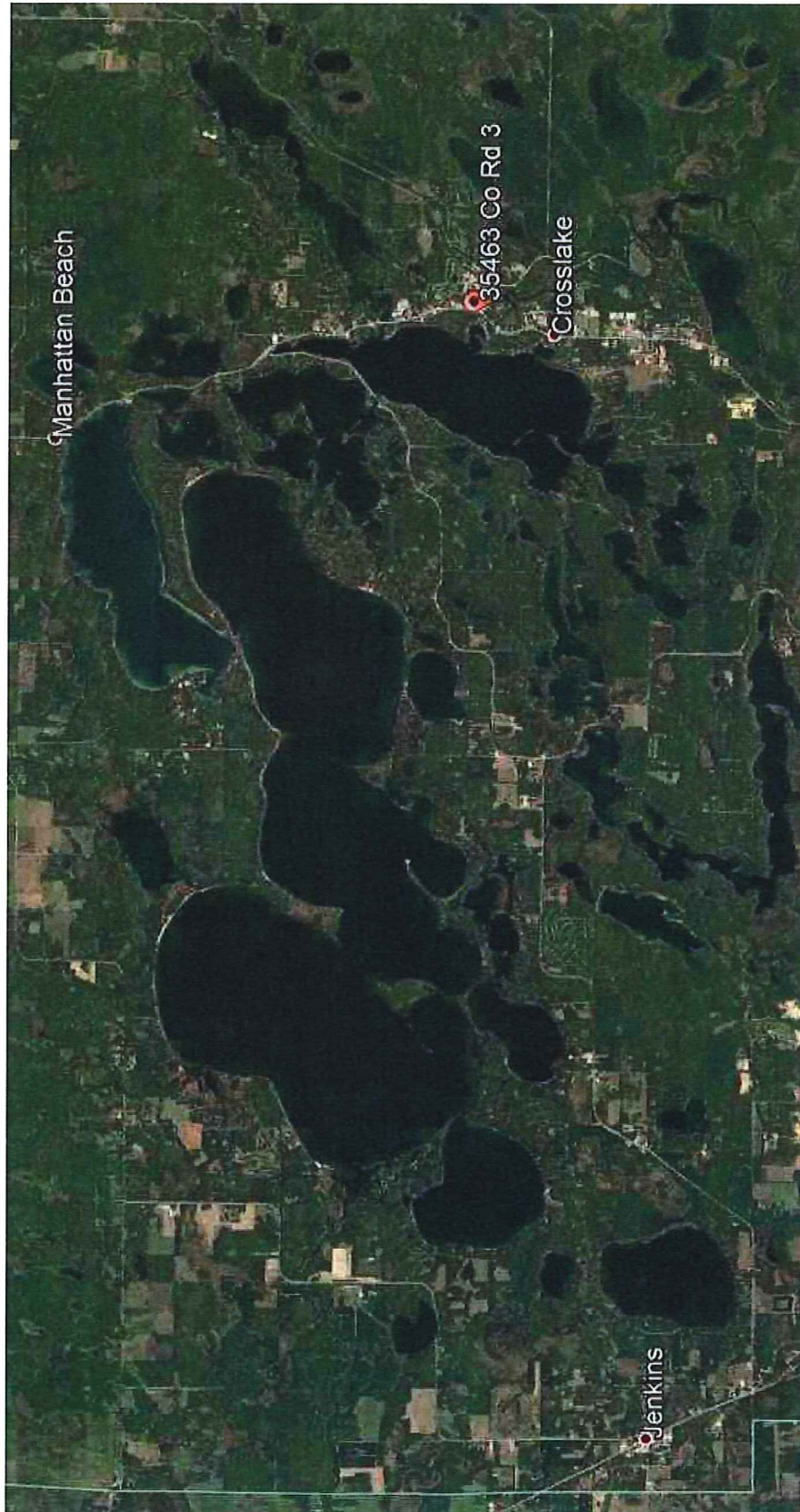
Owner	Crosswoods Development LLC					
Property Address	35463 County Road 3					
City	Crosslake	County	Crow Wing	State	MN	Zip Code 56442
Client	Breen & Person, Ltd.					





**Aerial Map of Market Area**

Owner	Crosswoods Development LLC			
Property Address	35463 County Road 3			
City	Crosslake	County	Crow Wing	State MN Zip Code 56442
Client	Breen & Person, Ltd.			





## Land Comparable Photographs

Owner	Crosswoods Development LLC				
Property Address	35463 County Road 3				
City	Crosslake	County	Crow Wing	State	MN Zip Code 56442
Client	Breen & Person, Ltd.				



**Comparable 1**



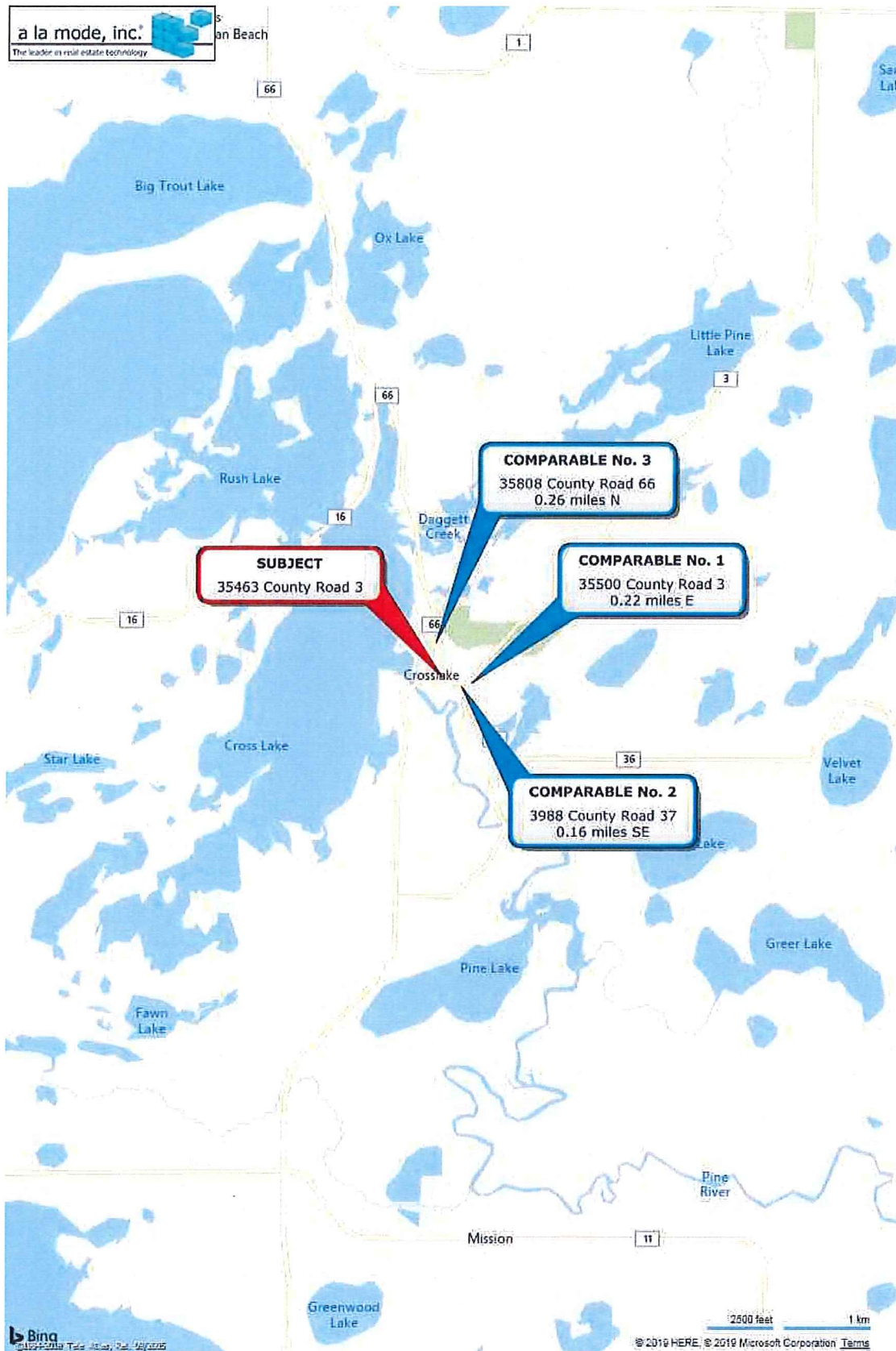
**Comparable 2**



**Comparable 3**

## Location Map

Owner	Crosswoods Development LLC				
Property Address	35463 County Road 3				
City	Crosslake	County	Crow Wing	State	MN
Client	Breen & Person, Ltd.		Zip Code	56442	





**Appraiser Resume**

File No. 19096718

Owner	Crosswoods Development LLC				
Property Address	35463 County Road 3				
City	Crosslake	County	Crow Wing	State	MN Zip Code 56442
Client	Breen & Person, Ltd.				

**WILLIAM R. LUDENIA – REAL ESTATE APPRAISER**

21196 Moody Lane, Brainerd, MN 56401

218-851-3612

Ludenia@Brainerd.net

***Education – Real Estate Appraising***

Uniform Standards of Professional Appraisal Practice  
 Principals of Real Estate Appraising  
 Single Family Report Writing  
 Narrative Report Writing  
 Market Abstraction  
 Review Appraising  
 Relocation Report Writing Seminar  
 Cash Rental Value Appraisal  
 Farm, Ranch and Rural Property Appraisal  
 Marshall & Swift Residential Cost Approach Seminar  
 Marshall & Swift Commercial Cost Approach Seminar  
 Fundamentals of Real Estate Investment and Taxation  
 Income Property Appraising  
 Income Capitalization  
 Easement Valuation  
 Principles of Environmental Risk Screening

***Work History***

1973-1975 - United Farm Agency – Branch Manager  
 1975-1986 - Self-employed real estate broker  
 1986 - Present - Self-employed real estate appraiser

***Work Experience***

Since 1973 involved full-time with various phases of real estate including the appraisal and marketing of residential, lakeshore, farm, raw land, multi-family, commercial and business opportunities. Served as a real estate instructor and lectured at Minnesota's Area Vocational Institutes.

***Sample of Clients Served***

Northern National Bank	Wells Fargo Banks
Bremer Bank	MidAmerica Mortgage Company
US Bank	Brained Savings and Loan
Lakewood Banks	Security State Bank of Pillager
Unity Bank	Lakes State Bank
Mid Minnesota Federal Credit Union	Peoples National Bank
First National Bank of Walker	Rels Valuation
First National Bank of Deerwood	American National Bank
RiverWood Bank	Security State Bank of Aitkin
Voyageur Financial	Woodlands National Bank
Crow Wing County	City of Brainerd
Cass County	City of Baxter
State of Minnesota-DNR	City of Pillager
Breen & Person Ltd.	City of East Gull Lake
The Nature Conservancy	City of Breezy Point
The Trust for Public Land	City of Remer
Prudential Relocation	TransEquity Relocation

***Professional Licenses, Memberships & Designations***

Certified General Real Estate Property Appraiser License - #4000170

## Appraiser License

Owner	Crosswoods Development LLC			
Property Address	35463 County Road 3			
City	Crosslake	County	Crow Wing	State MN Zip Code 56442
Client	Breen & Person, Ltd.			

## STATE OF MINNESOTA



WILLIAM R LUDENIA  
21196 MOODY LANE  
BRAINERD, MN 56401

## Department of Commerce

The Undersigned COMMISSIONER OF COMMERCE for the State of Minnesota hereby certifies that  
WILLIAM R LUDENIA

21196 MOODY LANE  
BRAINERD, MN 56401

has complied with the laws of the State of Minnesota and is hereby licensed to transact the business of  
Resident Appraiser : Certified General

License Number: 4000170

unless this authority is suspended, revoked, or otherwise legally terminated. This license shall be in effect until August 31, 2021.

IN TESTIMONY WHEREOF, I have hereunto set my hand this July 16, 2019.

COMMISSIONER OF COMMERCE  
Minnesota Department of Commerce  
Licensing Division  
85 7th Place East, Suite 500  
St. Paul, MN 55101-3165  
Telephone: (651) 539-1599  
Email: licensing.commerce@state.mn.us  
Website: commerce.state.mn.us

## Notes:

- Individual Licensees Only - Continuing Education: 15 hours is required in the first renewal period, which includes a 7 hour USPAP course. 30 hours is required for each subsequent renewal period, which includes a 7 hour USPAP course.
- Appraisers: You must hold a licensed Residential, Certified Residential, or Certified General qualification in order to perform appraisals for federally-related transactions. Trainees do not qualify. For further details, please visit our website at commerce.state.mn.us.

E. 4.

MEMO TO: City Council

FROM: Mayor Nevin

DATE: October 9, 2019

SUBJECT: Commission Resignations and Appointments

I hereby recommend the acceptance of the following resignations:

Economic Development Authority

Jo Smith

John Gunstad (alternate)

I hereby recommend the appointments to the EDA:

James Funk - from alternate to fill Jo Smith term to expire 1/31/23

Wallace Johnson - alternate



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

**PERSONAL INFORMATION**

Name: Last Johnson First Wallace

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Occupation: Retired Employer: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

If yes, how long have you been a Crosslake resident or property owner? 25 + Years

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

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

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

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

I would like to become active in the Crosslake Community - I have the time to devote & become involved.

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

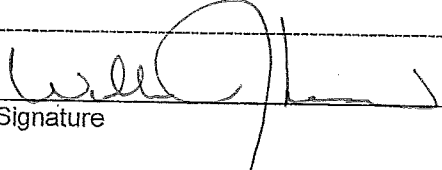
Resume (somewhat outdated) attached. I have many years of development, planning, construction & financing experience. I understand the challenges facing new development options.

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?  
Sanitary sewer extensions & cost, density allowances, zoning, development fees & costs & incentives. Thoughtful planning of the highway 3 & Route 66 corridors. Affordable housing options, Role of involvement would be to listen & make constructive & informed decisions.

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

#### **POTENTIAL CONFLICTS**

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

  
Signature

Date 9/29/19

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

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

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

#### **DATA PRACTICES ADVISORY**

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



## Resume of Experience – Wallace Johnson

A native of St. Paul, Minnesota, Wallace has been involved in the financing, development, sale and management of multifamily and commercial real estate since 1971. A graduate of the University of Minnesota with a degree in Business Administration, Mr. Johnson began his career with Rothschild Financial Corporation in the Commercial Real Estate Finance Division. He had the primary responsibility for the origination of end loans and construction loans for multifamily housing developments. In 1976, Mr. Johnson opened a commercial loan origination office for Rothschild in Boise, Idaho.

In 1978, Mr. Johnson took a two-year leave from Rothschild to become the Director of Operations for the Idaho Housing Agency. In this position, he had the overall responsibility for the agencies programs and staff, and for the overall administration and management of a \$300 million plus loan portfolio of multifamily and single family loans. In 1980, Mr. Johnson rejoined Rothschild and continued with the origination of loans and the sale of apartment and commercial real estate properties.

In 1982, Mr. Johnson joined Brutger Companies, Inc., as the Vice President and Manager of the Residential Division. This senior management position was responsible for the development, financing, construction, syndication and management of multifamily income properties, townhouses, condominiums and single family housing in Minnesota, Florida, Idaho, Wyoming, Montana and Oregon.

In 1990, Mr. Johnson joined CSM Corporation, a Minneapolis/St. Paul development and management company. As Vice President, he had the overall responsibility for the multifamily housing development activities, and the property management of more than 4,000 units of multifamily housing in seven states. Additionally, the position included the financing and refinancing of all residential properties.

In 1994, Mr. Johnson began developing multifamily housing for his own account as Kestrel Properties, Inc., and developing hospitality properties for others in Minnesota and Colorado. In 1997, Mr. Johnson, under a Consulting Contract, worked for Dominion Development and Acquisition, LLC on the restructuring, refinancing and syndication of a number of apartment developments. In 1998 Mr. Johnson accepted a full time position with Dominion as a Development Partner. In this position, he was a partner in the development and financing of 19 new multifamily, acquisition and rehabilitation properties.

In 2002, Mr. Johnson left Dominion to pursue development opportunities independently as Stonebridge Companies. Attached is a resume of Stonebridge Companies which outlines the development experience of these companies.

During this past forty years of real estate experience, Mr. Johnson has been involved with all facets of the development, financing, construction, equity syndication, management

and ownership of commercial real estate. He holds an ownership interest in whole or in part in 21 apartment developments; has developed more than \$200 million of residential housing; arranged for the financing of \$265 million in loans for over 7,500 units, and has sold \$16 million in commercial real estate. In addition, he has been responsible for the overall management of three different portfolios of multifamily housing totaling over 11,000 units.

At the close of 2013, Mr. Johnson retired from Stonebridge and through his company Kestrel Properties, Inc. is doing consulting and construction management services for several clients with a primary focus on multifamily development.

Wallace has served on the Boards of the Minnesota Academic Excellence Foundation, Mercy Housing, Inc., and the Idaho Mortgage Bankers Association. He has been an events chairman for the Special Olympics and the St. Paul Winter Carnival, and has coached baseball, basketball and soccer with the Valley Athletic Association.

# STONEBRIDGE

Companies

## STONEBRIDGE DEVELOPMENT AND ACQUISITION, LLC STONEBRIDGE CONSTRUCTION, INC.

Stonebridge Companies (Stonebridge Development and Acquisition, LLC, Stonebridge Construction, Inc. and Stonebridge Land Acquisition, LLC) were formed in 2002 to be the developer and general contractor for the \$32 million Hearthstone rental townhome and apartment development in Apple Valley, Minnesota. Subsequent to the formation of these new companies, other construction and development opportunities surfaced that have elevated the Stonebridge Companies into one of the major residential builders and developers of both for sale and rental housing properties in Minnesota.

Stonebridge has completed in addition to the Hearthstone property, the \$7.4 million Arbor Pointe Senior development in St. Paul; the \$20 million Graham Place senior development and the \$52 million River Crossing development in St. Paul; the \$3.7 million Kestrel Pines rental townhome development in Bemidji, Minnesota, the \$11 million Lakeville Woods development in Lakeville, Minnesota; the \$24 million Pointe at River Crossing development in St. Paul, and; is completing construction on the \$20 million Waterford Commons development in Rosemount, Minnesota. Stonebridge has also completed construction of the \$22 million Park Crest condominiums in Burnsville, Minnesota; the \$20 million Aquila Commons senior cooperative in St. Louis Park, Minnesota, and; the \$18 million Westmarke Condominiums, in St. Louis Park.

To date, Stonebridge has completed over 1,000 units of rental housing for its own account plus 261 units of for sale condominium and cooperative housing units and 27,000 square feet of retail and office space incorporated within several of the housing properties. Stonebridge has borrowing relationships with US Bank, Wells Fargo Bank, MinnWest Bank, Bank of America, Commerce Bank, the Minnesota Housing Finance Agency, Ramsey County, the Dakota County Community Development Agency and the City of St. Paul. Stonebridge has issued tax exempt revenue bonds through Dakota County, Ramsey County and the City of St. Paul.

Stonebridge Companies received the prestigious award for Best Multifamily Development from the Business Journal for its Gateway Housing Development that includes the Graham Place, River Crossing, and the 145 unit Highland Pointe condominiums on a redevelopment site in St. Paul's Highland Park. In addition, Stonebridge received the Best New Development MADACS award from the Minnesota Multi-Housing Association for its Apple Valley Hearthstone development; the Best Senior Apartment for Graham, and; Property Excellence Awards for Graham and Arbor Pointe.



## STONEBRIDGE Companies

The owners and officers of the Stonebridge Companies are Andrew Chase, David Anderson, and Wallace Johnson. Wallace Johnson serves as President and CEO, Mr. Chase and Mr. Anderson, although actively involved in the company, contributes the majority of their time to their independent residential development and sales companies.

Stonebridge Construction, Inc. has been the general contractor for all of the Stonebridge developments with the exception of the Kestrel Pines property in Bemidji. Contracted work has been over \$145 million. \

Following is the list of Stonebridge Construction projects done for its own account and for the owners of Stonebridge.:

1.	Waterford Commons – Rosemount, Minnesota	\$13,703,575
2.	The Pointe at River Crossing – St. Paul, Minnesota	\$14,106,400
3.	Park Crest Condominiums – Burnsville, Minnesota	\$13,976,940
4.	Westmarke Condominiums – St. Louis Park, Minnesota	\$10,005,896
5.	Lakeville Woods – Lakeville, Minnesota	\$ 8,635,223
6.	Hearthstone – Apple Valley, Minnesota	\$23,000,000
7.	Graham Place – St. Paul, Minnesota	\$12,087,000
8.	Aquila Commons Cooperative – St. Louis Park, Minnesota	\$13,500,745
9.	Arbor Pointe – St. Paul, Minnesota	\$ 4,521,261
10.	River Crossing – St. Paul, Minnesota	\$33,967,450

Stonebridge made a decision in 2009 to complement its development and construction work by soliciting construction contracts for non-Stonebridge developments. Through December 2013, Stonebridge Construction had completed or had under construction over 750 units of multifamily housing and more than \$100 million in contracts for unrelated clients.

F. 1.

RESOLUTION NO. 19-\_\_\_\_\_

CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

RESOLUTION REGARDING UNPAID SEWER CHARGES

WHEREAS, Minnesota Statute Section 444.075 subd. 3 provides that municipalities may make the charges for connection to sewer facilities and the use charges for such sewer facilities a charge against the owner, lessee, occupant of the property, and may provide a covenant for certifying unpaid charges to the County Auditor with taxes against the property served for collection as other taxes are collected; and

WHEREAS, the City of Crosslake City Code, Chapter 50 Section 50-624 provides that each and every sewer service charge levied by and pursuant to this Chapter is hereby made a lien upon the lot or premises served, and all such charges which are on May 15<sup>th</sup> or October 15<sup>th</sup> of each year past due and delinquent, shall be certified to the County Auditor as taxes or assessments on the real estate; and

WHEREAS, as of October 15, 2019, the following sewer charges were past due and delinquent:

<u>TAX PAYER NAME</u>	<u>REAL ESTATE CODE</u>	<u>AMOUNT</u>
William Johnson	14160520	<u>603.20</u>
	Total	\$603.20

THEREFORE, BE IT RESOLVED that the City of Crosslake City Council hereby certifies as delinquent the following sewer service charges as of October 15, 2019, as taxes or assessments on the real estate identified above:

Adopted by the Crosslake City Council this 14th day of October 2019.

\_\_\_\_\_  
David Nevin  
Mayor

\_\_\_\_\_  
Michael Lyonais  
City Administrator



F. Z.

**RESOLUTION NO. 19-\_\_\_\_\_  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

**RESOLUTION ESTABLISHING POLLING PLACE**

**WHEREAS**, per Minnesota State Statute 204B.16, subd. 1 the governing body of each municipality must designate by ordinance or resolution a polling place by December 31<sup>st</sup> of each year;

**NOW, THEREFORE, BE IT RESOLVED**, by the Crosslake City Council, that the polling place for the Presidential Nomination Primary on March 3, 2020 City of Crosslake, is:

Crosslake Community Center  
14126 Daggett Pine Road  
Crosslake, MN 56442

And that the polling place for the State Primary Election on August 11, 2020 and the State General Election on November 3, 2020 City of Crosslake is:

Crosslake City Hall  
13888 Daggett Bay Road  
Crosslake, MN 56442

Adopted by the Council this 14<sup>th</sup> day of October, 2019.

---

David Nevin  
Mayor

---

Charlene Nelson  
City Clerk



*City of Crosslake, Minnesota*  
**FIRE DEPARTMENT**

F. 3.

October 14, 2019

Memo

**RE: Northgate Lane Auto Aid Fire/EMS Coverage with Fifty Lakes Fire**

To: Mayor, City Council Members

Residents of Northgate lane have been contacting me over the past 6 months in regards to Fire/EMS coverage of Northgate Lane. There is approximately 52 residents on Northgate Lane. Crosslake Fire covers the first 11 residents, Fifty Lakes Fire covers the next 26 residents, and Ideal Fire covers the last 6 residents.

Over the past few years the Crow Wing County Fire Chiefs Association has been working with the Crow Wing County LE/Dispatch to better serve our communities through shared services and to implement Auto Aid in our county to better serve the public. The Fire Jurisdictions have a few areas that need to be addressed. Northgate Lane is one of them. I have attached additional information for your reference.

I am looking for a motion to move forward with proposed Automatic Aid Agreement for coverage of Northgate Lane with the City of Fifty Lakes.

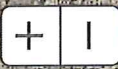
Thank you,

Chip Lohmiller  
Chief  
Crosslake Fire Department



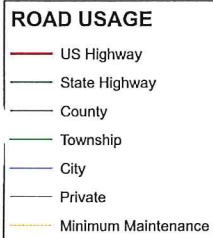


Crow Wing County



Scale 1: 10000





## **Northgate Lane**

### **Crosslake Fire / Fifty Lakes Fire / Ideal Fire**

**Manhattan Beach – Crosslake Fire**  
**12715 - 12495 Northgate Lane**  
**11 Homeowners**

**Fifty Lakes – Fifty Lakes Fire**  
**12477 – 11763 Northgate Lane**  
**36 Homeowners**

**Timothy Township – Ideal Fire**  
**11662 – 11551 + Northgate Lane**  
**6 Homeowners**

#### **Ideal Fire Department**

**Northgate Lane (11551 Northgate Lane):**

**Ideal Fire Department**

Station 1 (35458 Butternut Point Road): **8.4 Miles**

Station 2 (9229 County Road 1): **5.3 Miles**

**Crosslake Fire Department (37028 County Road 66): 3.9 Miles**

#### **Fifty Lakes Fire Department**

**Distance to 12477 Northgate Lane – Start of Fifty Lakes Coverage:**

**Fifty Lakes Fire Department (40366 County Road 3): 5.5 Miles**

**Crosslake Fire Department (37028 County Road 66): 3.2 Miles**



## **AUTOMATIC AID AGREEMENT**

This AUTOMATIC AID AGREEMENT (“Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Town/ City of Fifty Lakes and the Town/ City of Crosslake.

### **DUAL RESPONSE AREA**

1. **Dual Response Area - Geographic Limits.** This Agreement shall apply to all incidents requiring the need of a fire department including Emergency Medical Services, structure fires in residential, commercial, recreational and rural properties, requests for reported hazardous materials incidents, smoke or odor investigations, motor vehicle crashes (with or without injuries) and any other incident (“Emergency Incidents”) where the first response is provided by a local fire department. This Agreement applies to all Emergency Incidents received by the Crow Wing County Dispatch for addresses or occupancies within Northgate Lane.
2. **Situations Where Aid is Provided.** All calls for fire services within the defined automatic aid agreement area shall result in an automatic, simultaneous response from Fifty Lakes and Crosslake Fire Departments. To accomplish this, the Crow Wing County Dispatch shall simultaneously dispatch Fire Departments. This automatic aid Agreement shall be in effect 24 hours a day, seven days a week.
3. **No Reimbursement for Costs.** No party in this Agreement shall be required to reimburse any other party for the cost of providing the services set forth in the Dual Response and/or Automatic Aid sections of this Agreement. Each party shall pay its own costs for responding to the Emergency Incidents as described in said sections of this Agreement.

4.

### **AUTOMATIC AID ENGINE COMPANY RESPONSE**

As part of this Agreement, The Crosslake Fire Department will respond when available with a staffed engine company to all reported or confirmed structure fires at locations within either department’s fire district. The dispatch of the auto-aid engine company will be made with the initial dispatch to the reported fire by the Crow Wing County Dispatch.

**PERSONNEL AND EQUIPMENT**

The Fifty Lakes Fire Chief and the Crosslake Fire Chief shall establish a response plan regarding the deployment of personnel and equipment in responding to Emergency Incidents under this Agreement. In virtually all cases, responses will be consistent with the established protocols. Any other required personnel and/or equipment will be determined by the incident Commander in his or her sole discretion. If first arriving responders determine that they can handle the incident with their own available resources, then they shall return the still responding units.

**LIABILITY/INDEMNIFICATION**

Each party waives all claims against the other party for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of the performance of this Agreement. Each party shall bear the liability and/or cost of damage to its equipment and the death of, or injury to, its personnel, whether the death, injury or damage occurs at an emergency within the described boundary. To the extent allowed by law, each department shall indemnify, defend and hold harmless all other parties for damages, claims, demands, suits, judgments, costs and expenses arising from loss of or damage to private property and/or the death of or injury to private persons whether caused by either department responding within the parameters of this Agreement. Provided, however, nothing contained herein shall expand the immunity of a party granted to it by law.

Each party waives all claims against the other party for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of any negligent acts, conduct, instructions or commands given by the individual that assumes command (Incident Commander) at any Emergency Incident. This provision shall not apply to any acts, conduct, instructions or commands given by an officer in the capacity of Incident Commander, which are later determined at anytime to have been grossly negligent, willful, wanton or reckless.

**PRIOR AGREEMENTS**

This Agreement supersedes any other previous Agreements, either written or verbal, that may have existed to define the response of the two fire departments in this area.

**CITY/TOWN OF FIFTY LAKES**

**CITY/TOWN OF CROSSLAKE**

By: \_\_\_\_\_  
Mayor/ Chief

By: \_\_\_\_\_  
Mayor/ Chief

Witness \_\_\_\_\_

Witness \_\_\_\_\_



City of Crosslake

Planning Commission/Board of Adjustment

Summary of Record

**Hope Family Trust; Virginia R Csernohorszky-Hope** – Part of government lot 7, 14180509, at 11959 Milinda Shores Road, Crosslake, MN 56442

Request:

- Approve the preliminary plat of Blue Rush Estates involving 5.9 acres into 4 tracts

Chronology of events:

- August 13, 2019 – Development Review Team Meeting
- August 22, 2019 – Application submitted
- September 10, 2019 – Notices sent out
- September 10, & 12, 2019 – Published in local newspaper
- September 26, 2019 – Planning Commission/Board of Adjust on-site
- September 27, 2019 – Planning Commission/Board of Adjust meeting – Decision made to recommend approval for the preliminary plat of Blue Rush Estates
- October 14, 2019 - Crosslake City Council Meeting -Decision to approve the preliminary plat of Blue Rush Estates of parcel 14180509, involving 5.9 acres into 4 tracts

Packet Information:

- City Council Minutes
- Planning Commission/Board of Adjustment Minutes & Findings
- Meeting Decision
- Publication
- Public Hearing Notice
- Staff Report
- Development Review Team Minutes
- Submitted Preliminary Plat/Stormwater Plan
- Wetland Delineation
- Subdivisions Application

Correspondence:

- September 21, 2019 – Email objecting to the lot split from Kathie Scott

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

**Date: September 26, 2019**

**To: Crosslake City Council**

**From: TJ Graumann, Director of Parks, Recreation and Library**

**Subject: Park Dedication – Hope Family Trust Subdivision**

The Crosslake Park/Library Commission met September 25, 2019 and made the following motion in regards to the collection of Park Dedication Fees.

**The Crosslake Park Commission recommends to the City Council that cash in lieu of land be collected for the Hope Family Trust Subdivision. Motion made by Melberg, Seconded by Christner. Motion passed unanimously.**

The Park Department also recommends the collection of cash in lieu of land for the Hope Family Trust Subdivision.



September 27, 2019

**FINDINGS OF FACT**

**SUPPORTING/DENYING A PRELIMINARY PLAT**

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

1. Does the proposed plat conform to the City's Comprehensive Plan?

Yes ☒ No

Why?

- **Encourage sustainable development, that would maintain the communities character and respects the environment including natural topography, suitable soils and avoids such areas as wetland, flood plains erodible steep slopes and bluffs; strengthen the distinction between urban growth and rural countryside and guide new development in ways that promote and enhance land use compatibility; support the infill and redevelopment of areas within the city in an effort to leverage existing infrastructure investment; identify areas and phases of development in a manner that addresses the cost of providing public services; identify and prioritize significant view-sheds and develop alternative approaches to preserve them while permitting reasonable use and development of privately owned lands (page 19)**
- **The current land use classification is Shoreland District and the proposed subdivision meet or exceed the minimum requirements for lot width and lot area**

2. Is the proposal consistent with the existing City Subdivision Ordinance? Specify the applicable sections of the ordinance.

Yes ☒ No

Why?

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

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

Yes ☒ No Specify other required standards.

Why?

- **The proposed lots have adequate area for a septic system as the submitted site suitabilities verify**

4. Is the proposed plat compatible with the present land uses in the area of the proposal?

Yes ☒ No Zoning District Waterfront Commercial

Why?

- **As observed on the 9-26-19 on-site it is consistent with the surrounding residential zoning and uses in the area**
- **There is no proposed change in the use**

5. Does the plat conform to all applicable performance standards in Article 2 of the Subdivision Ordinance?  
Yes ☒ No  
Why?
- The proposed lots have adequate area for a septic system as the submitted site suitabilities verify
  - There is currently adequate ingress/egress in the plat
  - The current land use classification is Shoreland District and the proposed subdivision meet or exceed the minimum requirements for lot width and lot area

6. How are the potential environmental impacts being resolved? (Does the plat meet City Standards?)  
Stormwater: **Stormwater management plans are or will be put in place when required**  
Erosion /Sediment Control: **Staff will work with builder/owner to meet requirements**  
Wetlands: **The plat indicates there are wetlands on the property with the stormwater retainage protecting the wetland area**  
Floodplain: **N/A plat indicates the contours in the proposed area to be above 1236 (RFPE is 1232.5)**  
Shoreland: **Wetland areas and setbacks are indicated on the survey**  
Septic Systems: **Two site suitabilities are on file for each tract**

*All are in agreement with the above items*

7. Have the potential public health, safety or traffic generation impacts been addressed?  
Yes ☒ No  
Why?
- There is no change in the current use of the property
  - No creation of a new road with the easement in place to be used as ingress/egress
8. Other issues pertinent to this matter.
- Park dedication fees due prior to the City Council meeting

**Decision: Motion by Schiltz; supported by Knippel to recommend to the Crosslake City Council the approval of the preliminary plat of Blue Rush Estates of parcel 14180509, of 4 tracts involving 5.9 acres, Section 18, located at 11959 Milinda Shores Road, Crosslake, MN 56442**

**Per the findings of fact as discussed, the on-sites conducted on 9-26-19 and shown on the preliminary plat received at the Planning & Zoning office dated 8-23-19**

**Conditions: Unless an extension of time is requested by the subdivider and granted by the city council, the subdivider shall, within one year following approval of the preliminary plat remit the final plat application per Chapter 44 Subdivisions requirements.**

**Findings: As listed above**

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

Date: 10-25-19

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



**Hope Family Trust; Virginia R Csernohorszky-Hope  
14180509**

Wessels announced the preliminary plat request. Kolstad read the preliminary plat name, request, location, details, one opposing comment received, wetland delineation submitted, compliant septic system, site suitabilities submitted, and the history of the parcel into the record. Wessels invited McCormick, the applicant's representative, to the podium. McCormick explained the details of the proposed lots, the sizes and the current driveway to the dwelling to be removed. Wessels opened the public hearing. Scott of 12012 Milinda Shores Rd explained the easement/driveway is across from her property, along with the history of parcel 14180639 and 14180509, the construction/development increase, and the noise of such in a small area. Wessels closed the public hearing. Wessels reiterated for the attendees that the Crosslake Comprehensive Plan sites an orderly development and that this preliminary plat would fall in that category. Wessels requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**September 27, 2019 Action:**

**Motion by Schiltz; supported by Knippel to recommend to the Crosslake City Council the approval of the preliminary plat of Blue Rush Estates of parcel 14180509, of 4 tracts involving 5.9 acres, Section 18, located at 11959 Milinda Shores Road, Crosslake, MN 56442**

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**Conditions:**

**Unless an extension of time is requested by the subdivider and granted by the city council, the subdivider shall, within one year following approval of the preliminary plat remit the final plat application per Chapter 44 Subdivisions requirements.**

**Findings: See attached**

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

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



37028 County Road 66  
Crosslake, Minnesota 56442  
[www.cityofcrosslake.org](http://www.cityofcrosslake.org)

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## CITY OF CROSSLAKE

### PLANNING COMMISSION/BOARD OF ADJUSTMENT

September 27, 2019

9:00 A.M.

Crosslake City Hall  
37028 County Road 66, Crosslake MN 56442  
(218) 692-2689

### PUBLIC HEARING NOTICE

**Applicant:** Hope Family Trust; Virginia R Csernohorszky-Hope

**Authorized Agent:** Kevin McCormick of Land Design Solutions

**Site Location:** 11959 Milinda Shores Road, Crosslake, MN 56442

**Request:**

- Subdivision of property

**To:**

- Subdivide parcel #14180509 involving 5.9 acres into 4 tracts

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

**Information:** Copies of the application and all maps, diagrams or documents are available at Crosslake City Hall or by contacting the Crosslake Planning & Zoning staff at 218-692-2689. Please submit your comments in writing including your name and mailing address to Crosslake City Hall or ([crosslakepz@crosslake.net](mailto:crosslakepz@crosslake.net)).



## STAFF REPORT

Property Owner/Applicant: Hope Family Trust; Virginia R Csernohorszky-Hope

Parcel Number(s): 14180509

Application Submitted: August 22, 2019

Action Deadline: October 20, 2019

City 60 Day Extension Letter sent/ Deadline: N/A / N/A

Applicant Extension Received / Request: N/A / N/A

City Council Date: November 12, 2019

**Authorized Agent:** Kevin McCormick of Land Design Solutions LLC

**Request:** To Subdivide parcel #14180509 involving 5.9 acres into 4 tracts

**Current Zoning:** Shoreland District

**Adjacent Land Use/Zoning:**

North – Hidden Lake

South – Rush Lake

East – Shoreland District

West – Shoreland District

**Development Review Team Minute held on 8-13-19:**

- Property is located at 11959 Milinda Shores Rd, Crosslake, MN 56442
- Proposed to split the 5.9 acre parcel into four lots
- Access from Milinda Shores Road with the easement suggested name of Blue Rush Trail (3 addresses or more off of easement)
- Declarations/covenants to be submitted if applicable
- Survey to show all easements (no building setback required) wetland setback on Lot 1, setback/dimensions of structures, note current driveway to be removed, note if using easement square footage in calculation of parcel total, impervious per lot, area in acres per lot, full legal now and proposed
- Title commitment – shows current legal description
- A septic compliance inspection dated 8-2-19 is on file and two septic site suitabilities will be required to proceed forward with the subdivision request
- Wetland Delineation is a requirement or a no wetland statement/letter
- Planning Commission/Board of Adjustment will make a recommendation to the Crosslake City Council
- Failure to record a signed deed(s)/mylar within 2 (two) years of subdivision approval by the city council shall void the approval of this plat
- Possible beach permits per lot after recording at the county



Property owner was informed that before they could be placed on a public hearing agenda the following information is required:

1. A certificate of survey meeting the requirements outlined in Chapter 44 of the Code of Ordinances of the City of Crosslake
2. An authorized agent form completed, signed and dated
3. Wetland delineation or a no wetland statement/letter
4. Septic site suitabilities for each new parcel
5. A complete Subdivisions application with all required paperwork
6. The residential public hearing fee: \$500 + \$100 per new lot; Final \$500 + \$25 per new lot
7. Upon recommendation from the Planning Commission/Board of Adjustment to the City Council and before the city council meeting a park dedication fee of \$1,500.00 or 10% of land per new lot or a combination thereof as outlined in Chapter 44, Sec. 44-402 is required for newly created lots

**Parcel History:**

- August 2, 2019 – Septic compliance inspection
- August 17, 2019 - Wetland Delineation
- August 22, 2019 – Two site Suitabilities per parcel

**City Ordinance:**

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

**City Community Plan:**

Encourage sustainable development, that would maintain the communities character and respects the environment including natural topography, suitable soils and avoids such areas as wetland, flood plains erodible steep slopes and bluffs; strengthen the distinction between urban growth and rural countryside and guide new development in ways that promote and enhance land use compatibility; support the infill and redevelopment of areas within the city in an effort to leverage existing infrastructure investment; identify areas and phases of development in a manner that addresses the cost of providing public services; identify and prioritize significant view-sheds and develop alternative approaches to preserve them while permitting reasonable use and development of privately owned lands (page 19)

**Agencies Notified and Responses Received:**

**County Highway:** N/A

**DNR:** No comments were received as of 9-16-19

**City Engineer:** No comments were received as of 9-16-19

**City Attorney:** No comments were received as of 9-16-19

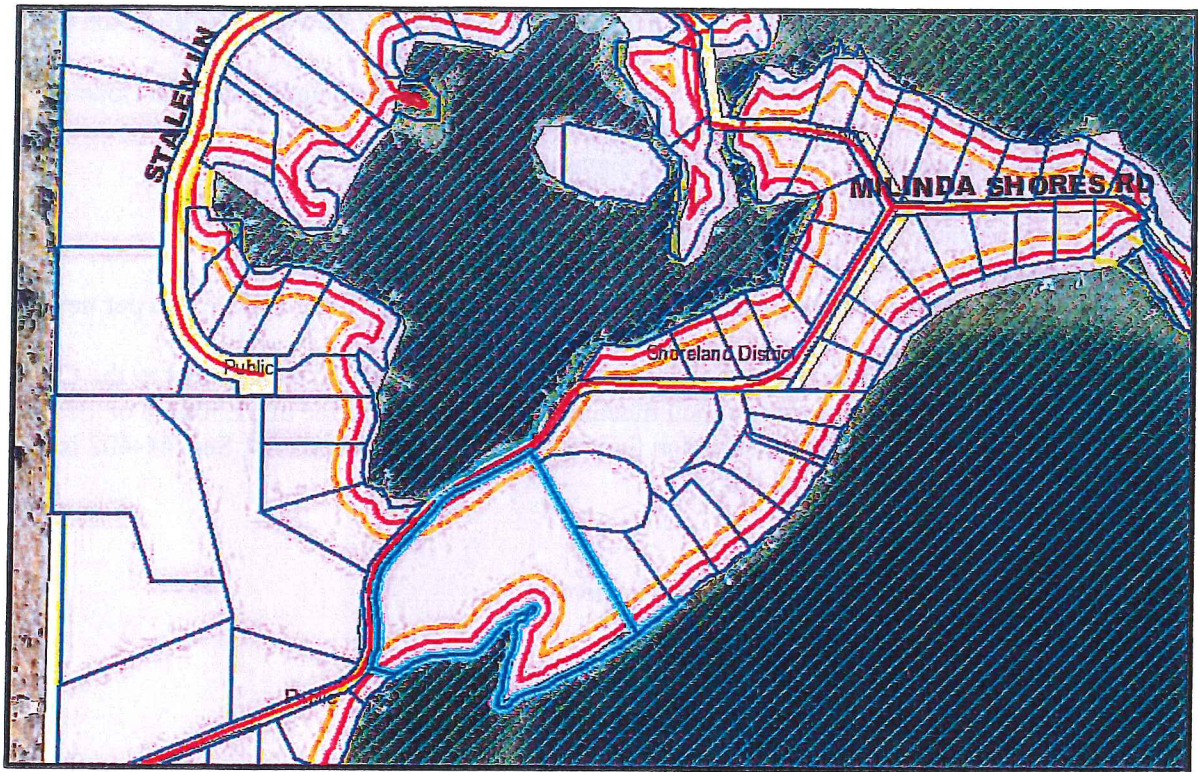
**Lake Association:** No comments were received as of 9-16-19

**Crosslake Public Works:** No comments were received as of 9-16-19

**Concerned Parties:** No comments were received as of 9-16-19

**POSSIBLE MOTION:**

To make a recommendation to the Crosslake City Council to approve/table/deny the subdivision of parcel #14180509 involving 5.9 acres into 4 tracts located at 11959 Milinda Shores Road, City of Crosslake







## Subdivisions Application

Planning and Zoning Department

37028 County Rd 66, Crosslake, MN 56442

218.692.2689 (Phone) 218.692.2687 (Fax) [www.cityofcrosslake.org](http://www.cityofcrosslake.org)

Receipt Number: Preliminary only \$800.00 Permit Number: 1910125S

Property Owner(s): Hope Family Trust

Mailing Address: 1728 Blair Avenue St. Paul, MN 55104

Site Address: 11959 Milinda Shores Road, Crosslake, MN 56442

Phone Number: 651-329-7392

E-Mail Address: N/A

Parcel Number(s): 14180509

Legal Description: Part of Gov Lot 7

Sec 18 Twp 137 Rge 26 ☐ 27 ☒ 28 ☐

Land Involved: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Acres: 6

Lake/River Name: Rush

Do you own land adjacent to this parcel(s)? Yes ☒ No

If yes, list Parcel Number(s) \_\_\_\_\_

Authorized Agent: Kevin McCormick Land Design Solutions

Agent Address: 11821 Lake Trail Crosslake MN

Agent Phone Number: 218-820-0854

Signature of Property Owner(s) N/A

Date \_\_\_\_\_

Signature of Authorized Agent(s) [Signature]

Date 8-21-19

### Subdivision Type

(Check applicable request)

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

### Development

4 Number of proposed lots  
(3 new)  
\_\_\_\_ Number of proposed outlots

### Access

\_\_\_\_ Public Road  
☒ Easement  
Easement recorded: ☒ Yes \_\_\_\_ No

### Septic

Compliance 8-2-19  
SSTS Design \_\_\_\_\_  
Site Suitability yes-rec'd

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

For Office Use:

Application accepted by C S Date 8-22-19 Land Use District D Lake Class ED Park, Rec, Lib yes



City of Crosslake Planning Commission/Board of Adjustment

Findings of Fact

Supporting/Denying a Preliminary Plat

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

1. Does the proposed plat conform to the City's Comprehensive Plan?

Yes                  No

2. Is the proposed plat consistent with the existing City Subdivision Ordinance? Specify the applicable sections of the ordinance.

Yes                  No

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

Yes                  No                  Specify other required standards.

4. Is the proposed plat compatible with the present land uses in the area of the proposal?

Yes                  No                  Zoning District

5. Does the plat conform to all applicable performance standards in Article 2 of the Subdivision Ordinance?

Yes                      No

6. How are the potential environmental impacts being resolved? (Does the plat meet the following City Standards?)

Stormwater

Erosion /Sediment Control

Wetlands

Floodplain

Shoreland

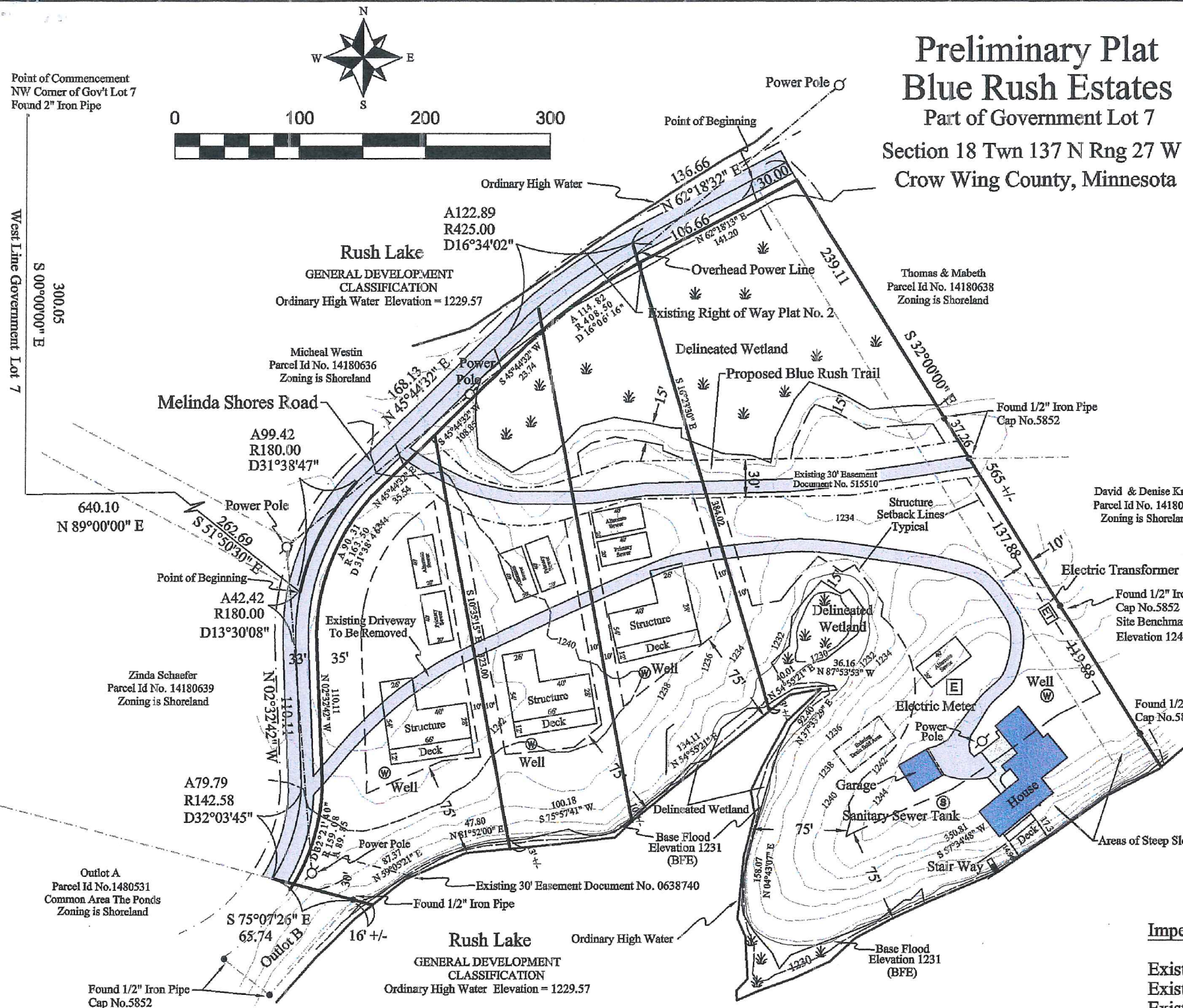
Septic Systems

7. Have the potential public health, safety or traffic generation impacts been addressed?

Yes                      No

8. Other issues pertinent to this matter.





# Preliminary Plat Blue Rush Estates Part of Government Lot 7 Section 18 Twn 137 N Rng 27 W Crow Wing County, Minnesota

## Notes:

- 1) There are no Bluff conditions contained on the property
- 2) Steep Slopes are present on Lot 1 Block 1
- 3) No historical sites are know to be contained on property
- 4) Total acreage of property 14.4 acres +/-
- 5) Existing Zoning Shoreland
- 6) Water availability within the property, average water depth for a deep well is 75'
- 7) Soil suitability for Individual Septic Systems is acceptable. Reference completed reports.
- 8) Wetlands delineated by Meister Environmental Services on 8/17/2019 Certified Wetland Delineator No. 1031

Fee Owners: Hope Family Trust  
c/o Virginia Csemorszky

Developers: Home Pride Incorporate  
President Joshua Savageau

Land Design Solutions LLC  
Land Survey: John Hinzmann Jr. PLS

Land Design Solutions LLC  
Civil Engineer: John Hinzmann Jr. P.E.

Land Design Solutions LLC  
Designer: Kevin T. McCormick PLS

County Parcel ID No. 14180509

## Note:

Topographic contours obtained from State of Minnesota Geo Lidar Data , Topographic contours intervals 2'

## Impervious Surface Calculations Lot 1 Block1

Existing House	3,113 Sq. Ft. +/-
Existing Garage	615 Sq. Ft. +/-
Existing Concrete	591 Sq. Ft. +/-
Existing Gravel Surface	5,000 Sq. Ft. +/-
Total Impervious Surface Area	9,319 Sq. Ft. +/-

Total Impervious Surface Area 9,319 Sq. Ft. +/- = 7%  
Total Lot Area 129,594 Sq. Ft +/-

## Legal Description

Warranty Deed 2012 Document No. 0824741

That part of Gov. Lot 7, Sec. 18, Twp. 137, Rge. 27, described as follows: Commencing at the Northwest Corner of said Gov. Lot 7; thence on a bearing of South along the West line of said Gov. Lot 7, 300.05 feet; thence North 89 degrees 00 minutes East, parallel with the North line of said Gov. Lot 7, 640.10 feet; thence south 51 degrees 50 minutes 30 seconds East 262.69 feet; thence Northeastly 99.42 feet along a curve that is not tangent to the last described line, said curve is concave to the Southeast and has a radius of 180.00 feet, a central angle of 31 degrees 38 minutes 45 seconds and a chord bearing of North 29 degrees 55 minutes 25 seconds East; thence North 45 degrees 44 minutes 32 seconds East 168.13 feet; thence Northeastly along a tangential curve, concave to the Southeast, having a radius of 425.00 feet and a central angle of 16 degrees 34 minutes a distance of 122.89 feet; thence North 62 degrees 18 minutes 32 seconds East 106.66 feet to the actual point of beginning of the tract of land to be described; thence continuing North 62 degrees 18 minutes 32 seconds East 30.00 feet; thence South 32 degrees 00 minutes East 555 feet, more or less, to the shore of Rush Lake; thence Southwestly along said shore 30 feet, more or less, to its intersection with a line bearing South 32 degrees 00 minutes East from the actual point of beginning; thence North 32 degrees 00 minutes West 560 feet, more or less, to the actual point of beginning;

AND

That part of Government Lot 7, Sec. 18, Twp. 137, Rge. 27, described as follows: Commencing at a point on the West line of said Government Lot 7, said point being 300.05 feet South, assumed bearing, from the Northwest corner of said Government Lot 7; thence North 89 degrees 00 minutes East 640.10 feet; thence South 51 degrees 50 minutes 30 seconds East 262.69 feet to the center line of the existing public road; the point of beginning of the tract to be described; thence Northeastly 99.42 feet along a curve that is not tangent to the last described line, said curve is concave to the Southeast and has a radius of 180 feet and a central angle of 31 degrees 38 minutes 45 seconds (the chord of said curve bears North 29 degrees 55 minutes 25 seconds East) along the center line of said road; thence North 45 degrees 44 minutes 32 seconds East 168.13 feet continuing along said road center line; thence Northeastly along a tangent curve concave to the Southeast having a radius of 425 feet, central angle 16 degrees 34 minutes a distance of 122.89 feet continuing along said road centerline; thence North 62 degrees 18 minutes 32 seconds East 106.66 feet continuing along said road center line; thence South 32 degrees 00 minutes 00 seconds East 555 feet to the shore of Rush Lake; thence South 50 degrees 33 minutes 37 seconds West 143.47 feet along said shore; thence South 64 degrees 15 minutes 24 seconds West 246.01 feet continuing along said shore; thence North 12 degrees 12 minutes 35 seconds East 174.96 feet continuing along said shore; thence North 54 degrees 09 minutes 45 seconds West 44.41 feet continuing along said shore; thence South 46 degrees 06 minutes 30 seconds West 109.62 feet continuing along said shore; thence South 84 degrees 21 minutes 50 seconds West 152.74 feet continuing along said shore; thence South 50 degrees 04 minutes 10 seconds West continuing along said shore to the point of intersection with the Northeastly line of Outlet 8, THE PONDS; thence No rth 75 degrees 07 minutes 26 seconds West 86 feet, more or less to the centerline of Melinda Shores Road; thence Northeastly along said centerline to the point of beginning.

## Area Calculations are Computed Outside of Right of Way Plat No. 2

Lot 1, Block 1 Total Lot Area 129,594 Sq. Ft +/- 2.97 Acres +/-  
Total Buildable Area 39, 348 Sq. Ft. +/-

Lot 2, Block 1 Total Lot Area 40,764 Sq. Ft +/- 1.03 Acres +/-  
Total Buildable Area 12,924 Sq. Ft. +/-

Lot 3, Block 1 Total Lot Area 37,076 Sq. Ft +/- 0.84 Acres +/-  
Total Buildable Area 14,512 Sq. Ft. +/-

Lot 4, Block 1 Total Lot Area 38,965 Sq. Ft +/- 0.89 Acres +/-  
Total Buildable Area 14,537 Sq. Ft. +/-

## Legend

- Found Survey Monument
- Set 1/2" Iron Pipe Cap No. 15294

Survey Prepared for:

Josh Savageau  
Parcel ID No. 14180509

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE WEST LINE OF GOVERNMENT LOT 7 TO HAVE AN ASSUMED BEARING OF S 00°00' 00" E

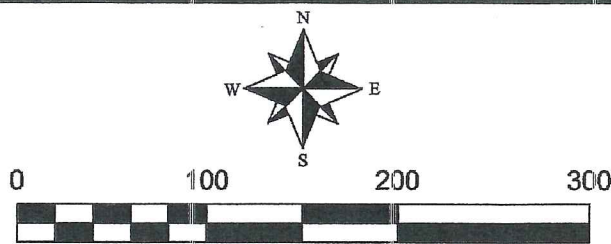
I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed land surveyor of the state of Minnesota

Signature *John I. Hinzmann Jr.* Date 08/23/2019  
John I. Hinzmann Jr. Registration No. 15294

Land Design Solutions  
Complete Land & Consulting Services



Point of Commencement  
NW Corner of Gov't Lot 7  
Found 2" Iron Pipe



# Storm Water Erosion Control Plan

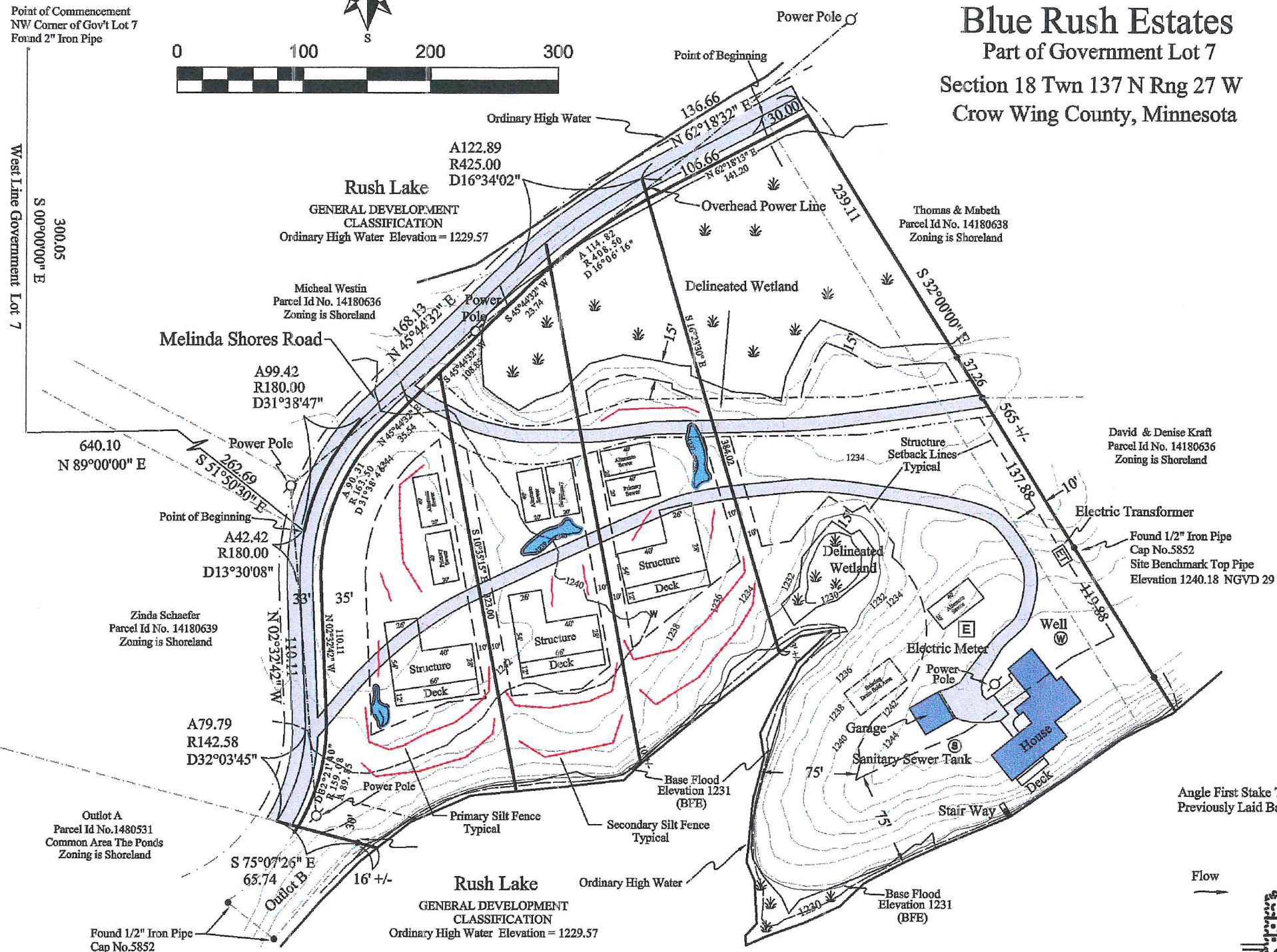
## Blue Rush Estates

Part of Government Lot 7

### Section 18 Twn 137 N Rng 27 W

### Crow Wing County, Minnesota

West Line Government Lot 7  
S 00°00'00" E  
300.05



Bales shall be placed at the top of slope or on the contour and in a row with ends tightly abutting the adjacent bales.

Bales shall be securely anchored in place by either two stakes or re-bars driven through the bale. The first stake in each bale shall be driven toward the previously laid bale at an angle to force the bales together. Stakes shall be driven flush with the bale.

Inspection shall be frequent and repair replacement shall be made

Bales shall be removed when they have served their usefulness so as not to block or impede storm flow or drainage.

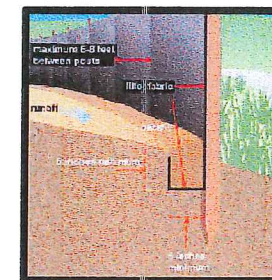
#### SILT FENCE DETAIL

Best Management Practices shall be adhered to in the installation of all silt fencing. All silt fencing shall also be maintained as needed throughout the project site, for the duration of the project. No silt fencing shall be removed until turf has been establishment throughout the construction area, as required in the approved MPCA/SWPPP for this site.

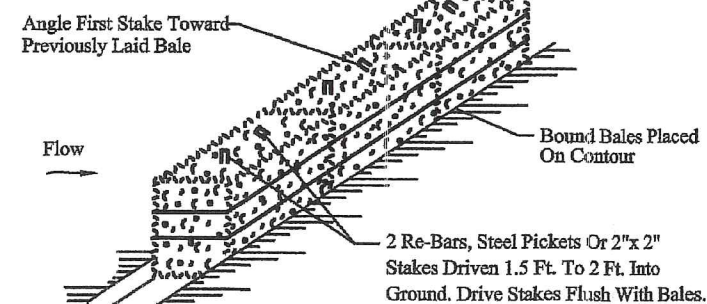
#### SILT FENCE DETAIL "A"



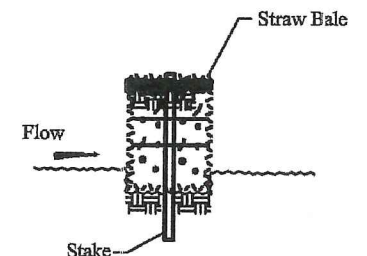
#### SILT FENCE DETAIL "B"



#### BEDDING DETAIL



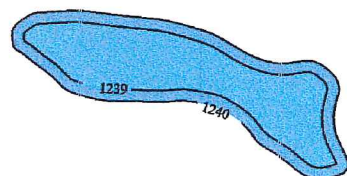
#### ANCHORING DETAIL



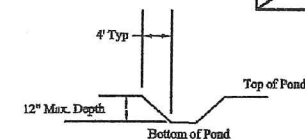
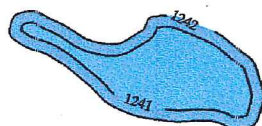
Note:

Topographic contours obtained from State of Minnesota Geo Lidar Data, Topographic contours intervals 2'

**Storm Retention Typical**  
Top Elevation 1239 - Surface Area 1,156 sq. ft.  
Bottom Elevation 1240 - Surface Area 7,54 sq. ft.  
Total volume capacity 474 cubic ft.



**Storm Retention Typical**  
Top Elevation 1242 - Surface Area 747 sq. ft.  
Bottom Elevation 1241 - Surface Area 447 sq. ft.  
Total volume capacity 295 cubic ft. Treatment Area



Construction of retention area is to be completed with minimal disturbance. Completed construction shall be covered with sod, or seed. Netting, mat's, or mulch shall be used to secure the disturbed area until turf has been established. A maximum slope of 4% with a maximum depth of 6" in the center of the retention area.

I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed land engineer of the state of Minnesota.

Signature: *John J. Hinnemann Jr.* Date: 08/23/2019  
John J. Hinnemann Jr. Registration No. 15294

**Land Design Solutions**  
Complete Land & Consulting Services

#### CONSTRUCTION SPECIFICATIONS

1. REMOVE AND DISPOSE OF ALL TREES, BRUSH, STUMPS, OBSTRUCTIONS, AND OTHER OBJECTIONABLE MATERIAL SO AS NOT TO INTERFERE WITH PROPER FUNCTION OF DIKE/SWALE.
2. EXCAVATE OR SHAPE DIKE/SWALE TO LINE, GRADE, AND CROSS SECTION AS SPECIFIED. BANK PROJECTIONS OR OTHER IRREGULARITIES ARE NOT ALLOWED.
3. COMPACT FILL.
4. CONSTRUCT DIKE/SWALE ON AN UNINTERRUPTED, CONTINUOUS GRADE, ADJUSTING THE LOCATION DUE TO FIELD CONDITIONS AS NECESSARY TO MAINTAIN POSITIVE DRAINAGE.
5. PROVIDE OUTLET PROTECTION AS REQUIRED ON APPROVED PLAN.
6. STABILIZE DIKE/SWALE WITHIN 3 DAYS OF INSTALLATION. STABILIZE DIKE/SWALES USED FOR CLEAR WATER DIVERSION WITHIN 24 HOURS OF INSTALLATION.
7. MAINTAIN LINE, GRADE, AND CROSS SECTION. REMOVE ACCUMULATED SEDIMENT AND DEBRIS, AND MAINTAIN POSITIVE DRAINAGE. KEEP PERIMETER DIKE/SWALE AND POINT OF DISCHARGE FREE OF EROSION AND CONTINUOUSLY MEET REQUIREMENTS FOR ADEQUATE VEGETATIVE ESTABLISHMENT IN ACCORDANCE WITH SECTION B-4 VEGETATIVE STABILIZATION.



SEWER REQUEST SUMMARY  
(9/9/19)

G.  
2.a.

Number of Properties:

- ① Norway Trail (west) - 17 Properties
- ② Norway Trail (east) - 11 Properties
- ③ Brook Street - 7 Properties

Signatures:

① Norway Trail (west): gravel

Desire Sewer - 8

Do not desire Sewer - 2

Do not know - want more info - 2

Unable to contact - 5

② Norway Trail (east): paved

Desire Sewer - 8

Do not desire sewer - 0

Do not know - want more info - 3

Unable to contact - 0

③ Brook Street:

Desire Sewer - 1

Do not desire sewer - 1




Do not know - want more info - 1

Unable to contact - 4



# Request For Sanitary Sewer Installation

Norway Trail -- from Daggett Bay Road to Brook Street

We, the undersigned, request the City to install sanitary sewer along Norway Trail from Daggett Bay Road to Brook Street:

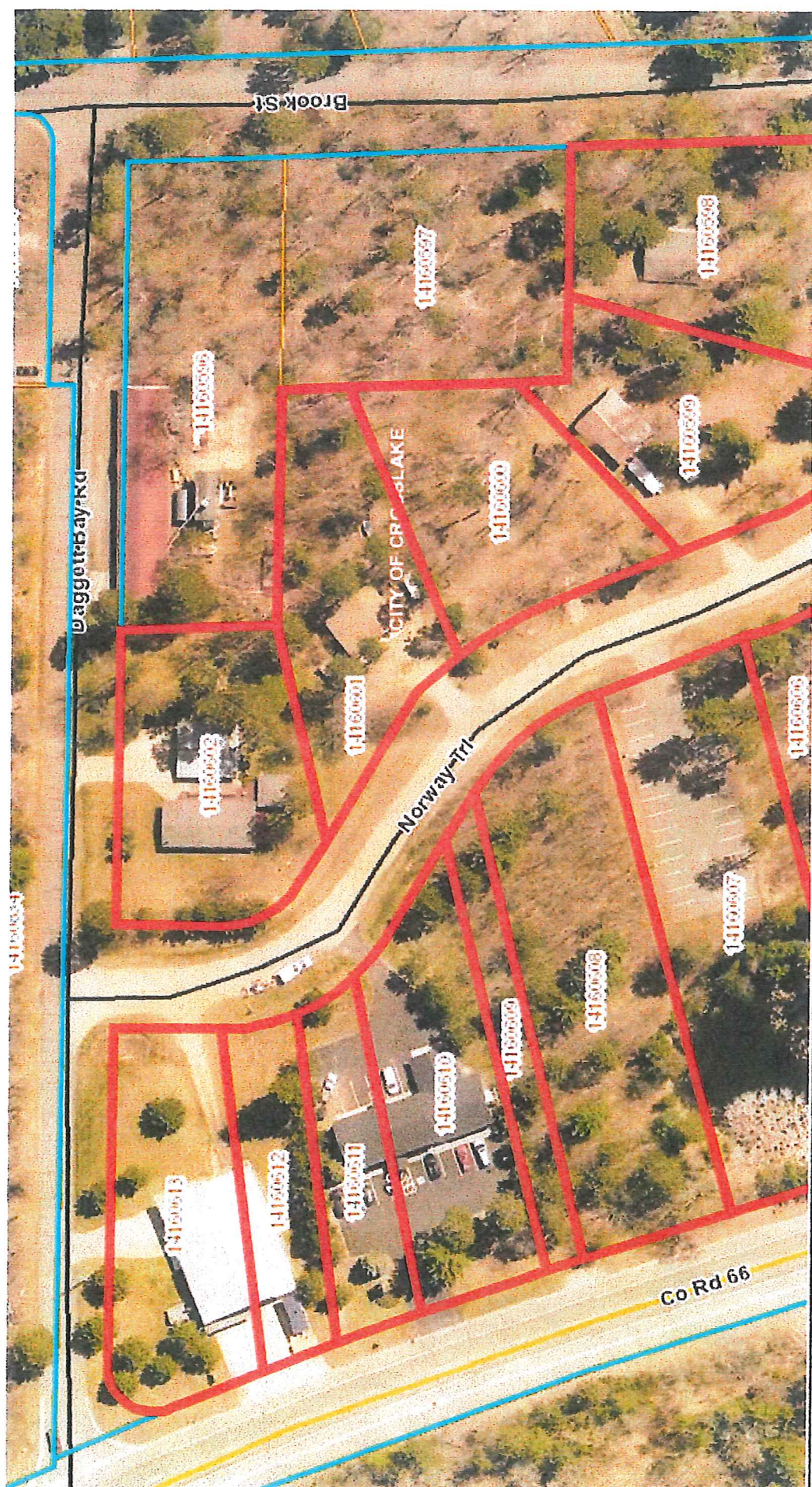
PID	Owner	Physical Address	Signature
Y 14160613	GUTTORMSON, STEVEN R	36846 COUNTY ROAD 66	
Y 14160612	GUTTORMSON, STEVEN R	36846 COUNTY ROAD 66	
Y 14160611	HANS PROPERTIES LLC	36818 COUNTY ROAD 66	} support installation & require all owners to hook up & use it
Y 14160610	HANS PROPERTIES LLC	36818 COUNTY ROAD 66	
14160609	JENSON, GARY R	13965 NORWAY TRL	
14160608	JENSON, GARY R	13965 NORWAY TRL	
14160607	JENSON, GARY R	13965 NORWAY TRL	
14160606	KOENIG, DAVID J & DONNA J		
14160605	KOENIG, DAVID J & DONNA J		
Y 14160604	NELSON, LYLE L	13999 NORWAY TRL	
14160603	SCHULTZ, CLINTON B TRUST AGR	14005 NORWAY TRL	need more info before, I know costs, turnings, etc
N 14160830	BROWN, JAMES L & SUSAN K	14019 NORWAY TRL	} no way states are high enough skel no benefit to us - pay for others? why support its sewer - she problems? signature above (4 times above) no thanks
N 14160598	BROWN, JAMES L & SUSAN K	36827 BROOK ST	
Y 14160599	NELSON, LYLE L	13999 NORWAY TRL	

✓ 14160600	<u>DEQUATTRO, TRACY</u>	<u>13946 NORWAY TRI</u>	<u>13931 DAGGETT BAY RD</u>
✓ 14160601	<u>SKAGERBERG, JOEL A &amp; KAREN M</u>		
✓ 14160602	<u>GUTTORMSON, ARNOLD &amp; LUCY</u>		

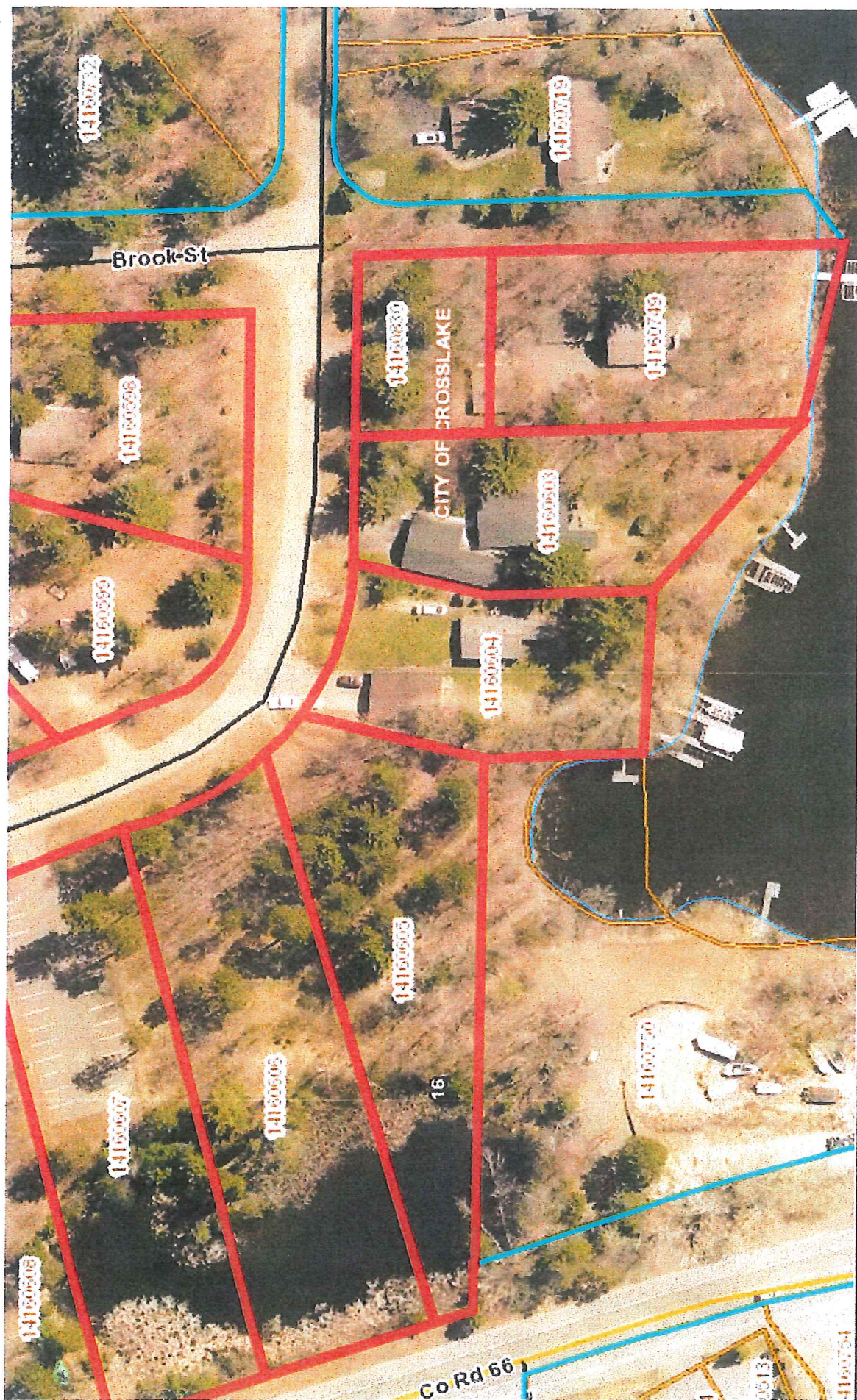
  


8 Yes  
 2 No  
 7 Do not know











## Request For Sanitary Sewer Installation

Norway Trail -- from Brook Street to the east end of Norway Trail

We, the undersigned, request the City to install sanitary sewer along Norway Trail from Brook Street to the east end of Norway Trail:

PID	Owner	Address	Signature
14160731	DOEDEN, KEVIN W & PATRICIA L	36814 BROOK ST	<i>Agree with concept, would like to know cost and details for project</i>
14160730	SKAGERBERG, JOEL A & KAREN M	14068 NORWAY TRL	<i>Karen Skagerberg</i>
14160729	14082 TRAIL LLC	14082 NORWAY TRL	<i>Ed Thomas DeQuattro</i>
14160728	KOBS, MICHAEL R & JEANNE SUE	14096 NORWAY TRL	<i>Michael Kobs</i>
14160725	PARSONS, LISA D	14095 NORWAY TRL	<i>Lisa Parsons</i>
14160724	RARDIN, MICHAEL P & CLAUDIA H	14089 NORWAY TRL	<i>Claudia Rardin</i>
14160723	SCHWARZE, JEFFREY	14081 NORWAY TRL	<i>Jeffrey Schwarz</i>
14160722	PETERSON, RAYMOND TRUST UA	14073 NORWAY TRL	<i>Arlene Peterson</i>
14160721	THOMPSON, ROGER D & SUSAN E	14047 NORWAY TRL	<i>Do not know right now</i>
14160720	THOMPSON, ROGER D & SUSAN E	14047 NORWAY TRL	<i>Do not know right now</i>
14160719	DOLAN, PATRICK W	14039 NORWAY TRL	<i>Pat M Dolan</i>

2 Yes

3 Don't know







# Request For Sanitary Sewer Installation

Brook Street -- from Daggett Bay Road to Norway Trail

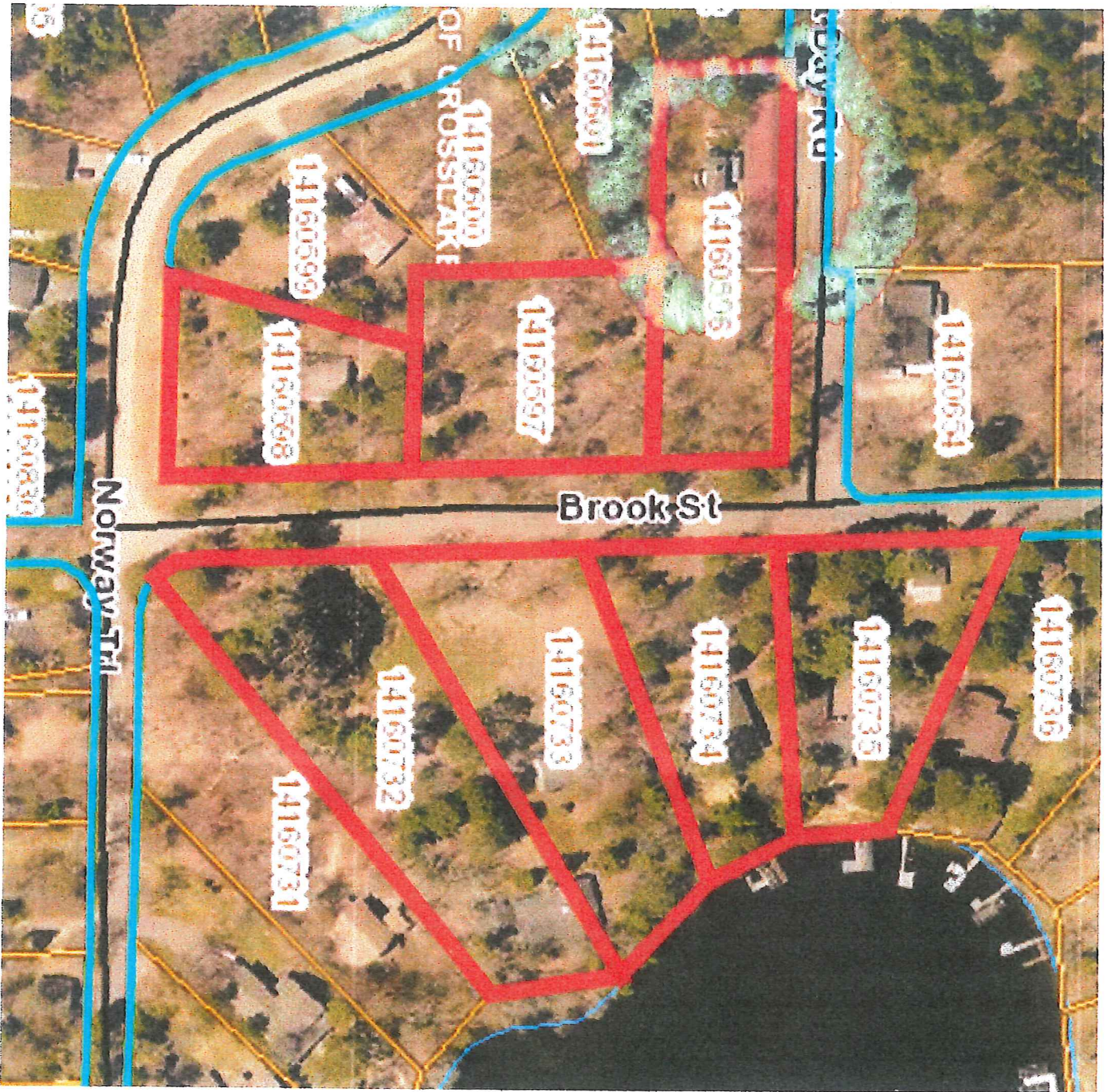
We, the undersigned, request the City to install sanitary sewer along Brook Street from Daggett Bay Road to Norway Trail:

PID	Owner	Physical Address	Signature
<u>14160596</u>	<u>HANKEL, DARYLE</u>	<u>13959 DAGGETT BAY RD</u>	<u>need more info before, need to know exact turning, etc</u>
<u>14160597</u>	<u>SCHULTZ, CLINTON B TRUST AGR</u>		
<u>14160598</u>	<u>BROWN, JAMES L</u>	<u>36827 BROOK ST</u>	<u>Norway - water pit to me, SKL</u>
<u>14160732</u>	<u>FRATTALLONE, LAWRENCE M &amp; PATRICIA</u>	<u>36818 BROOK ST</u>	
<u>14160733</u>	<u>FRATTALLONE, LAWRENCE M &amp; PATRICIA</u>	<u>36818 BROOK ST</u>	
<u>14160734</u>	<u>DALLMANN, KURT &amp; LERAE &amp;</u>	<u>36868 BROOK ST</u>	<u>[Signature]</u>
<u>14160735</u>	<u>PEPSKI, JEFFREY A TRUST</u>	<u>36886 BROOK ST</u>	

1 Yes

1 No

5 Do not know



14160664

14160503

14160691

14160697

14160600

14160699

14160668

Brook St

Norway Trl

14160736

14160735

14160734

14160733

14160732

14160731

14160830



G.  
2.b.

**From:** Jory Danielson [mailto:Jory.Danielson@crowwing.us]  
**Sent:** Thursday, September 19, 2019 8:44 AM  
**To:** Mike Lyonais <mlyonais@crosslake.net>; 'Ted Strand' <publicwk@crosslake.net>  
**Cc:** John Melson <John.Melson@crowwing.us>  
**Subject:** Joint Maintenance Facility Unit Heater Project

Hi Mike & Ted,

Our Facilities staff have received quotes for installing unit heaters in the Crosslake Joint Maintenance Facility garage area. We are proposing to install 3-300,000 Btu heaters. The heaters to be installed are Reznor heaters with a sealed combustion chamber and stainless-steel heat exchangers. With the dirty atmosphere in the garage this will make the heaters last longer. All heaters will be hung along the south wall and blow to the north. There will be one heater on each end angled towards the garage doors. The other will be in the middle of the building. Each heater will have its own thermostat.

These heaters are the exact same heaters that we had installed at our Brainerd Highway garage. With last winter being as cold as it was, we had a good test of the performance. The heaters exceeded our expectations.

The cost for this project is \$38,850.00 for the heaters, venting, roof penetrations, and installation. Another \$3,156.00 for electrical. We feel we should have a \$2,000 contingency for unseen issues that may come up. This would give us a total of \$44,000 for the heater install.

If the city is agreeable, please respond to this email, authorizing Crow Wing County to proceed with the project and then invoice the City of Crosslake for 47% of the cost, once the work is complete. With your approval we will schedule this work and then start developing a plan for the floor drains project, to be completed as soon as possible.

Thanks,

*Jory Danielson*

Maintenance Supervisor  
Crow Wing County Highway Department  
16589 CR 142  
Brainerd, MN 56401  
Office: (218) 822-2682  
Cell: (218) 820-9922  
[jory.danielson@crowwing.us](mailto:jory.danielson@crowwing.us)

*We value your opinion – please let us know how we are doing.*  
Customer Service Survey



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

G.2.c.

## For Sale

35205 Riverwood Trail crosslake mn.

4.6 acre

196 ft on River

over 1000 ft against State Land

(600 ft Drive Way easement 60'x600'  
cleared Graded 4-6" class 5  
maintenanced)

Electric under ground 600 ft (transformer

well 58' Hydragen

phone cable wired under ground

to building

High Line cleared & kept up

Build in 30x40

up stairs 12x40 walk Through

stairs to Deck with Lights

2"x2' foam around Slab, around Building

The Land on the river is solid

its growing black ash

one 20' area soft goes across Lot  
in Low Land

Price \$225,000.00

\$100,000.00 Down

\$125,000.00 When moved out  
in 3 months

Randy Ness Landowner





# General Information

Parcel Number: 120213404C00009

## General Information

Township/City: CITY OF CROSSLAKE  
Taxpayer: NESS, RANDY ALLAN  
BOX 641  
CROSSLAKE MN 56442  
Property Address: 35205 RIVERWOOD TRL  
CROSSLAKE, MN 56442  
Township: 137  
Range: 27  
Section: 21  
Plat:  
Lake Number: 0  
Lake Name:  
Acres: 4.51  
School District: 186

### Legal Description:

PT OF GL 4 LYING S'LY OF FOL DESC LINE: COMM AT SW COR OF SD GL 4 THEN N 0D 17'30" W ASSM BEAR ALG W LINE THEREOF 230.46 FT TO POB OF LINE TO BE HEREIN DESC THEN N 88D 59'15" E 852 FT MOL TO SHORE OF PINE RIVER & SD LINE THERE TERM. SUBJ TO ESMNT OF REC.

## 2017 Assessment for 2018 Tax Payable

Class Code 1: Residential 1 unit Previously SRR  
Class Code 2: N/A  
Class Code 3: N/A  
Homestead: Owner Homestead (may be partial)

Estimated Land Value:	\$62,800.00
Estimated Building Value:	\$35,100.00
Estimated Total Value:	<u>\$97,900.00</u>

NOTE: ACTUAL VALUE 6/8 W/I  
10% OF ESTIMATED  
TOTAL VALUE  
\$88,110 — \$108,718

## 2017 Tax Payable

Net Tax (Specials Not Included):	\$507.00
Total Special Assessments:	\$15.00
Current Year Balance Due:	\$522.00
Delinquent:	NO

RANGE BASED ON

G.  
2.  
d.

**CITY OF CROSSLAKE  
RESOLUTION NO. 19-\_\_\_\_\_**

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to reconstruct Big Pine Trail between CSAH 3 and the end of the city-maintained portion of the road and to assess the benefited properties for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement, called Big Pine Trail Improvements, be referred to David Reese of Widseth Smith Nolting for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the council this 14th day of October, 2019.

\_\_\_\_\_  
David Nevin, Mayor

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

G.2-e.

October 4, 2019

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



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

**RE: Proposal for Professional Services - Big Pine Trail Improvements Feasibility Study Services**

218.829.5117   
218.829.2517   
Brainerd@wsn.us.com

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

Dear Mayor and Council Members:

Wideth Smith Nolting is providing this letter agreement for consideration of the City Council related to the preparation of a Feasibility Study that will be needed for the proposed Big Pine Trail Improvements. The project is a non-petitioned (City initiated) project that will be assessed in accordance with Ch. 429 Special Assessment requirements and the City's assessment ordinance. As a city-initiated project, a 4/5 vote will be required for each resolution to be passed upon by the City Council.

**Proposed Scope of Services – Feasibility Study and Preliminary Improvement Hearing**

1. We will complete a review of existing project information, appraiser benefit opinion, review the site conditions, and prepare a feasibility study for public roadway reconstruction improvements.
2. We will review the results of the study with the Public Works Commission and City Council.
3. We will work with City staff to coordinate a Preliminary Improvement Hearing and will present the results of the final study to affected parcel owners and the City Council.

We propose to complete the Feasibility Study for the scope of work described above, including our time and expenses, for **\$4,000**. WSN fees will be billed on an hourly basis in accordance with our Fee Schedule that is in effect when the work is completed. We have attached a copy of our 2019 Fee Schedule. The attached General Provisions are a part of this proposal agreement. If the City is agreeable to this proposal, please sign and return one copy to us as our notice to proceed. Thank you for this opportunity to provide our services to the City of Crosslake.

Very truly yours,

**Wideth Smith Nolting**

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

David S. Reese, P.E.  
Civil Engineer | Vice-President

Attachments: General Provisions of Professional Services Agreement  
2019 WSN Fee Schedule

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***Proposed by Wideth Smith Nolting***

A handwritten signature in blue ink, appearing to read "Timothy T. Ramerth".

Timothy T. Ramerth, Vice President

**Accepted by City of Crosslake:** The above proposal is satisfactory and WSN is authorized to do the work as specified and in accordance with the attached General Conditions. Payment will be made monthly in accordance with the terms on the attached fee schedule.

\_\_\_\_\_  
David Nevin, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Lyonais, City Administrator

\_\_\_\_\_  
Date

G.3.a.

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

To: Crosslake City Council  
From: TJ Graumann, Director of Parks, Recreation & Library  
Date: October 10<sup>th</sup>, 2019

**1. Pickleball**

After discussing all aspects of this project at several meetings, the Parks Department feels confident moving forward with the Park Commissions recommendation. The Parks Department would also like to include a \$5,000.00 contingency plan.

**The Crosslake Park Commission recommends the City Council consider a motion to move forward with the \$85,000.00 proposal with \$60,000.00 being used from capital outlay and \$30,000.00 from donations.**

**Council Motion/Action**

**2. Basketball Court**

In order to keep the project costs down, the option of delaying the basketball court was introduced. The Parks Department no longer believes this to be a sensible option since the overall project costs have decreased.

**The Parks Department recommends the City Council consider a motion to move forward with a full basketball court which would be located adjacent to the proposed pickleball courts. Funding would include \$10,000.00 from capital outlay, \$30,000.00 from park dedication and a \$4,000.00 contingency plan.**

**Council Motion/Action**

**Notable Update:**

Library Book Sale – Year End Total



6 PICKLEBALL COURTS		
Asphalt	\$	53,000.00
Acrylic Surfacing	\$	11,500.00
Fencing	\$	19,500.00
Posts & Nets (Portable)	\$	2,000.00
Black Dirt & Seed	\$	4,000.00
<b>SUBTOTAL</b>		
	\$	90,000.00
<b>CITY</b>		
Remove Excess Fill - 879 Yds.	\$	(5,000.00)
<b>TOTAL</b>		
	\$	85,000.00

FUNDING		
<b>CITY</b>		
Capital	\$	60,000.00
Contingency	\$	5,000.00
<b>PAL</b>		
Donations	\$	30,000.00
<b>TOTAL</b>		
	\$	95,000.00

BASKETBALL - FULL COURT		
Asphalt	\$	21,000.00
Acrylic Surfacing	\$	4,000.00
Fencing	\$	9,000.00
Hoops (with footings)	\$	4,000.00
Black Dirt & Seed	\$	2,000.00
<b>TOTAL</b>		
	\$	40,000.00

FUNDING		
<b>CITY</b>		
Capital	\$	10,000.00
Park Dedication	\$	30,000.00
Contingency	\$	4,000.00
<b>TOTAL</b>		
	\$	44,000.00

# ad contract

G.4.a.

## 1. Advertiser Information

Account# \_\_\_\_\_  
Company Crosslake Economic Development Authority  
Contact Patty Norgaard  
Address 37104 Bunkhouse Road  
City Crosslake State MN Zip 56442  
Email pattynorgaard@crosslake.net  
Phone 218-692-5370

Contact Person for Ad Materials and/or Proofs:

Name Patty - same as above  
Email \_\_\_\_\_

## 2. Agency Information

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

## 3. Billing Information

☐ Advertiser ☐ Agency ☒ Other  
Company City of Crosslake  
ATTN: Char Nelson - Administration  
Address 37028 Co Rd 66  
City Crosslake State MN Zip 56442

## 4. Space Reservation

ISSUE	FEB/MARCH	APRIL/MAY	JUNE/JULY	AUGUST/SEPT	OCT/NOV	DEC/JAN
Year	2020	2020	2020	2020	2020	2019
Frequency	6x	6x	6x	6x	6x	6x
Size	1/6 horizontal	1/6 horizontal	1/6 horizontal	1/6 horizontal	1/6 horizontal	1/6 horizontal
Ad Value	\$475	\$475	\$475	\$475	\$475	\$475
Special Position	*	*	*	*	*	*
Invoice Total	\$ \$475	\$ \$475	\$ \$475	\$ \$475	\$ 475	\$ \$475

Additional Notes:

\* Place next to Crosslake Communications ad, no charge.  
Savings of \$285.

CONTRACT TOTAL \$ 2,850

LAKE COUNTRY  
**Journal**

## 5. Authorized Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

LCJ Representative

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

☐ Print-Ready Ad Provided ☒ LCJ Designed Ad ☐ Tear Sheets \_\_\_\_\_ ☐ Pick Up Ad \_\_\_\_\_