

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JULY 10, 2023  
7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Approval of Additions to the Agenda

**B. PUBLIC FORUM** - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

**C. CRITICAL ISSUES**

1. Mike Willetts of Minnesota Municipal Utilities Association (MMUA) – Safety Management Program (**Council Action-Motion**)

**D. 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 June 12, 2023
2. Regular Council Meeting Minutes of June 12, 2023
3. Unadjusted Draft: 06.30.2023 Month End Revenue Report
4. Unadjusted Draft: 06.30.2023 Month End Expenditures Report
5. Unadjusted Draft: 06.30.2023 Balance Sheet
6. Police Report for Crosslake – June 2023
7. Police Report for Mission Township – June 2023
8. Fire Department Report – June 2023
9. North Ambulance Run Report – June 2023
10. Planning and Zoning Commission Meeting Minutes of May 26, 2023
11. Public Works Commission Meeting Minutes of June 5, 2023
12. Crosslake Park, Recreation, and Library Commission Meeting Minutes of May 24, 2023
13. Waste Partners Recycling Reports for May 2023
14. Approval of F.I.R.E. Invoice
15. Bills for Approval

**E. MAYOR’S AND COUNCIL MEMBERS’ REPORT**

1. Letter dated June 12, 2023 from Mission Township Re: Police Chief Retirement
2. Notice of Retirement Open House from 1-3 PM on July 13, 2023
3. Crow Wing County Short Term Rental Website Presentation
4. Discuss the Meaning of Conflict of Interest Related to F.I.R.E. Inc. and Fire Chief Chip Lohmiller

5. Email dated June 27, 2023 from Susan Hansen to Char Nelson Re: MNPEA Mediation Meeting Notice
6. Sandy Farder – Report from League of MN Cities Conference in Duluth and Resolution Accepting the Nine Rules of Civility (Council Action-Motion)
7. Resolution Regarding Workplace Audit – Organizational Structure Assessment (Council Action-Motion)
8. Direct Staff to Complete City Hall Sign (Council Action-Motion)
9. Discuss Sale of Side by Side (Council Action-Motion)
10. Resolution Accepting Donations (Council Action-Motion)
11. Memo dated July 6, 2023 from Mayor Nevin Re: Commission Appointment (Council Action-Motion)

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

1. Letter dated June 1, 2023 from MN State Demographer Re: 2022 Population and Household Estimates (Council Information)
2. Memo dated July 10, 2023 from Mike Lyonais Re: Tax Increment Financing Reimbursement (Council Action-Motion)
3. Discuss Wages for Police Chief Effective 7/14/23 (Council Action-Motion)
4. Memo dated July 6, 2023 from Char Nelson Re: Discussion with Banyon Data Systems Regarding Payroll Coding (Council Action-Motion)

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

1. ECONOMIC DEVELOPMENT AUTHORITY
2. PUBLIC SAFETY
  - a. Approval of Job Description, Pay Scale and Advertisement for Hiring for Police Administrative Assistant (Council Action-Motion)
3. PARK AND RECREATION/LIBRARY
  - a. Memo dated July 5, 2023 from TJ Graumann Re: Hockey Rink Site Conceptual Plan Estimate (Revised) (Council Action-Motion)
  - b. Right-of-Way Presentation
4. PUBLIC WORKS/SEWER/CEMETERY
  - a. Change Order No. 1 from Rice Lake Construction for Clarifier Project (Council Action-Motion)
  - b. Pay Application No. 7 from Rice Lake Construction for Clarifier Project (Council Action Motion)
  - c. Motions Made at Public Works Commission Meeting of July 5, 2023 (Council Action-Motion)

**H. PUBLIC FORUM** - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

**I. CITY ATTORNEY REPORT**

**J. OLD BUSINESS**

**K. NEW BUSINESS**

**L. ADJOURN**

# MMUA Safety Management Program

It's A Partnership!

Michael Willetts – Director of Training & Safety



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# About MMUA

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- MMUA is a nonprofit member-led trade association representing the interests of the state's municipal utility systems.
- MMUA was established in 1931 to provide a wide variety of services.
- Government relations and public power advocacy, safety management, technical training, leadership development, drug and alcohol testing consortium, just to name a few.
- MMUA's safety & technical training programs reach more than 10,000 hometown/municipal employees each month.



# MMUA Safety Program Overview

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## Safety Management

- All city/county government employees (Gold Program)

## LMC/LMCIT – Regional Safety Groups

- All city government employees

## Job Training and Safety (technical training)

- On-site/On-demand: electric, generation, natural gas, public works, wastewater and water

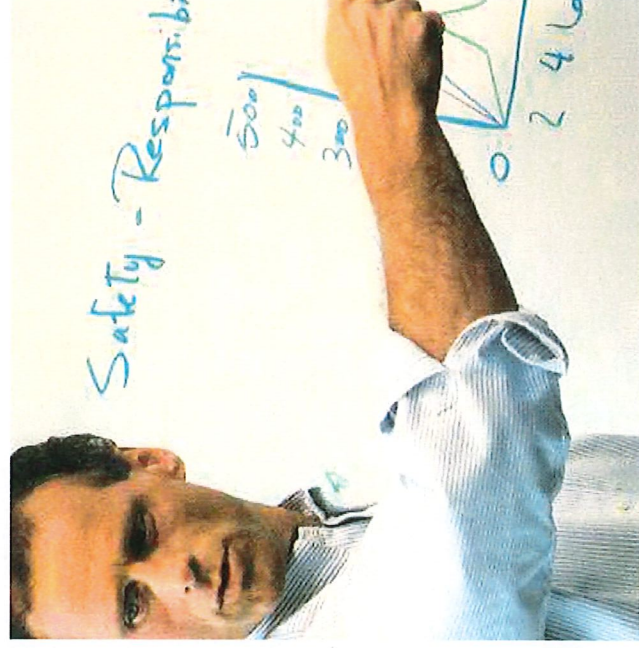
## MMUA Training Center in Marshall, MN

- All utility departments



# Safety Management Program

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- Plan, develop, and conduct your monthly safety training
- Implement a standardized safety record keeping system
- Perform facility and worksite audits
- Identify opportunities to take safety to a higher level



# Let's Work Together And Save!

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- Hassles
- Confusion
- Time
- Money
- Lives





# Working Together Makes Safety “Affordable”

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## Regional Safety Coordinator

- Salary and benefits
- Vacation
- Training expenses
- Office expenses
- Training supplies
- Equipment



# Why A Regional Safety Group?

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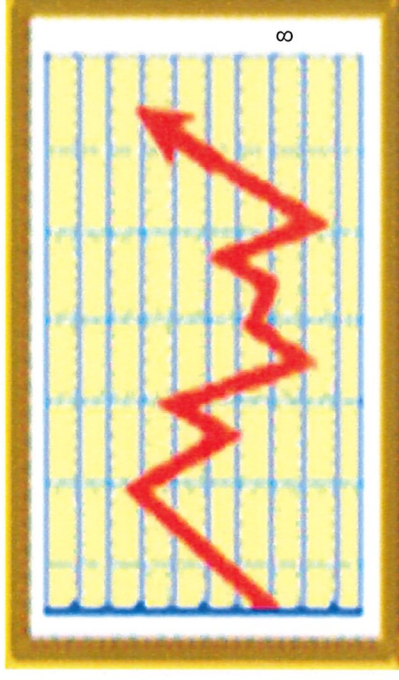
- *Dedicated Regional Safety Coordinator*
- MMUA Safety personnel always thinking safety
- Helping your employees “think about safety” to limit accidents
- Access to all MMUA’s experienced Safety Team
- Safety IS changing the way we “think”

# Why A Regional Safety Group?

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- No more “flavor of the day” safety program
- Improve your safety culture before the “accident”

*Taking safety to a higher level and maintaining that standard!*



# Who Can Participate In The Safety Group?

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- All departments in city/state government
- Electric/Gas Utilities
- Public Works
- Water/Wastewater
- Parks and Recreation
- Fire



# How The Program Works - First Steps

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- Choose the appropriate program Tier – most common Tier 2
- MMUA Regional Safety Coordinator will assess your safety records and written programs using MMUA's standard checklist
- Complete mock OSHA inspection
- Audit written safety programs
- Perform inspection of employee training documentation
- Inspection of facilities
- Review any OSHA citations or penalties

# Services Continued

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- Provide required and general safety training for all employees (work and home)
- Perform facility and job-site audits (prepare written reports)
- Regularly monitor safety training requirements and report needs to management; identify possible training gaps
- Prepare/oversee required state and federal reports

# Services Continued

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- Provide a common interpretation of the laws, rules and regulations pertaining to compliance management and general safety
- Assist Administration/Management with their safety needs
- Document all safety meetings and training provided



# Member Responsibilities

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- Provide office support (copies, memos, etc.)
- Schedule employee participation
- Provide workspace on-site
- Provide file space on-site



# What The Tier 2 System Offers

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## Written Safety Manual Development and Maintenance

- AWAIR
- Bloodborne Pathogens
- Confined Space Entry and Rescue
- Employee Right to Know
- Emergency Action Plan and preparedness
- Excavation and Trenching
- Lockout/Tagout
- Fall protection
- Personal Protective Equipment (PPE)

## Tier 2 System Offers (continued)

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- Group Employee Training (in person or virtual)
- CPR/AED/First Aid Training
- Annual Safety Training Calendar
- Standard Safety Program Filing and File Management
- Facility Safety Audit – Mock OSHA Inspection with Report
- Worksite Safety Audit – Mock OSHA Inspection with Report
- Worksite Training

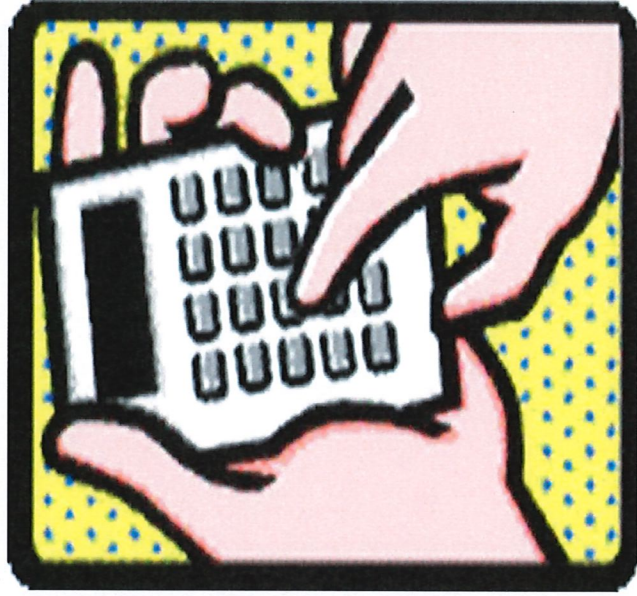


## Tier 2 System Offers (continued)

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- Safety Grant Development and Support
- Accident Investigation
- OSHA Inspection Support Services
- Limited Classic Training – Choose up to 5 options

***"What Is The Cost?"***





# What A Tier 2 Visit Offers

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## Tier 2 Handout



**MMUA and You.  
Let's Work Together  
And Save!**



*To unify, support, and serve  
as a common voice for municipal utilities*

[mmua.org](http://mmua.org)

## MMUA Safety Management Program – Tier 2

Tier 2 – Competency Program	
1–3 Service Days Per Month	
1. Written Safety Manual Development and Maintenance	<ul style="list-style-type: none"><li>- AWAIR</li><li>- Bloodborne Pathogens</li><li>- Confined Spaces Entry and Rescue</li><li>- Employee Right to Know</li><li>- Emergency Action Plan and Preparedness</li><li>- Excavation and Trenching</li><li>- Lockout/Tagout</li><li>- Fall Protection</li><li>- Personal Protective Equipment</li></ul>
2. Group Employee Training (in person or virtual)	
3. CPR/AED/First Aid Training	
4. Annual Safety Training Calendar	
5. Standardized Safety Program Filing and File Management	
6. Facility Safety Audit - Mock OSHA Inspection with Report	
7. Worksite Safety Audit - Mock OSHA Inspection with Report	
8. Worksite Training	
9. Safety Grant Development and Support	
10. Accident Investigation	
11. OSHA Inspection Support Services	
12. Limited Classic Training	<ul style="list-style-type: none"><li>- Choose up to 5 options from MMUA's list of Classic Training Options</li></ul>

\*Included offerings are subject to time limitations, based on number of days contracted.

## MMUA Safety Management Program Fee Structure FY2022–2023

Population	Grouping	Tier 2 COMPETENCE PROGRAM			
		1 day per month (12 days/year)	2 days/month (24 days/year)	3 days/month (36 days/year)	Cost per extra ad hoc day
0-1000	S-1	\$ 12,449	\$ 15,399	\$ 17,759	\$ 750
1001-3000	S-2	\$ 14,219	\$ 18,939	\$ 22,479	\$ 750
3001-5000	M-1	\$ 14,219	\$ 21,299	\$ 26,019	\$ 750
5001-7000	M-2	\$ 15,399	\$ 23,659	\$ 29,559	\$ 750
7001-17000	L-1	\$ 17,759	\$ 26,019	\$ 31,919	\$ 900
17001-23000	L-2	\$ 18,939	\$ 26,019	\$ 35,459	\$ 900
23001-26000	L-3	\$ 20,119	\$ 30,739	\$ 38,409	\$ 1,150
26001-29000	L-4	\$ 21,299	\$ 33,099	\$ 41,949	\$ 1,150
Over 29000	L-5	\$ 22,479	\$ 35,459	\$ 44,899	\$ 1,150
		<p>Includes training, recordkeeping, and mock audits.</p> <p>Accident investigations and OSHA inspection support is included at this level at no extra charge.</p>			

Note: Safety Management Program participants in all tiers receive mutual aid assistance at no extra charge.

D. 1.

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JUNE 12, 2023  
6:00 P.M. – CITY HALL

The Council for the City of Crosslake met in a Special Session on June 12, 2023. The following Council Members were present: Acting Mayor Marcia Seibert-Volz, Aaron Herzog and Jackson Purfeerst. Dave Nevin was absent. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Fire Chief Chip Lohmiller, Public Works Director Patrick Wehner and Mary Reedy of Clifton Larsen Allen. Echo Publishing Reporter Nancy Vogt attended via Zoom. There were eight people in the audience.

Acting Mayor Seibert-Volz called the meeting to order at 6:00 P.M.

Audit Principal Mary Reedy of Clifton Larson Allen (CLA) presented the audit results of the financial statements for the year ending December 31, 2022 and stated that the primary responsibility of the auditor is to provide an opinion on the fairness of the presentation of the financial statements by reviewing internal accounting controls, reviewing risks, and testing transactions. CLA gave the City of Crosslake a clean opinion on the audit. Mary Reedy noted one material weakness in segregation of duties of duties relating to financial transactions but that this is common in small communities based on limited staff available to do the work. Ms. Reedy stated that in complying with State Law, Conflict of Interest forms were provided to three Council Members but only two were returned. Mayor Nevin did not return the form. In the future, all related party confirmations will be required to be turned in.

Ms. Reedy reviewed various graphs depicting the financial condition of the City. Ms. Reedy noted the Capital Outlay expenses decreased 9% and Public Safety Fire Calls increased 25%.

Sandy Farder arrived at 6:10 P.M.

MOTION 06SP1-01-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO ACCEPT AND APPROVE THE AUDIT OF THE 2022 FINANCIAL STATEMENTS FOR THE CITY OF CROSSLAKE. MOTION CARRIED WITH ALL AYES.

MOTION 06SP1-02-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING AT 6:15 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson  
City Clerk



D.2.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JUNE 12, 2023  
7:00 P.M. – CITY HALL**

The Crosslake City Council held the Regular Council Meeting on Monday, June 12, 2023 in City Hall. The following Council Members were present: Mayor Dave Nevin, Jackson Purfeerst, Marcia Seibert-Volz, Sandy Farder, and Aaron Herzog. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Fire Chief Chip Lohmiller, Police Chief Erik Lee, Police Sergeant Jake Maier, Zoning Administrator Peter Gansen, Public Works Director Patrick Wehner, City Attorney Brad Person, and City Engineer Phil Martin. Northland Press Reporter Paul Boblett and Echo Publishing Reporter Nancy Vogt attended via Zoom. There were approximately thirty-five audience members in City Hall and on Zoom.

- A. CALL TO ORDER** – Mayor Nevin called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

MOTION 06R-01-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. PUBLIC HEARING**

**1. 7:00 P.M. – ROAD RIGHT OF WAY VACATION REQUEST FROM DAVID AND PAMELA WEBSTER AT 12253 WHITEFISH AVE**

Park Director TJ Graumann provided the Council with an overview of the vacation request and stated that the Park Commission recommended that the Council deny the application because the area is accessible for a viewing vista of the lake. Mr. Graumann stated that the Public Works Commission had a 2-2 vote at their meeting. Tom Swenson, Chairman of Public Works, addressed the Council and stated that if he had been in attendance at the Public Works meeting when the vacation request was heard, he would have voted to deny.

Joe Christensen, Authorized Agent for the Websters, stated that the right-of-way was not flagged when the Park Commission visited the site and the grade of the parcel is difficult to walk on. Mr. Christensen stated that the Websters would be in favor of moving the right-of-way to the western side of their property in order to prevent it from running through the middle of their property. Mr. Christensen stated that the western side of the property is easier to navigate and would have better access. Mr. Christensen suggested that the Council table the decision and schedule an onsite visit to the location. TJ Graumann stated that the Commissions should consider the change to the application.

MOTION 06R-02-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO TABLE ACTION ON VACATION REQUEST AND HAVE PROPERTY OWNER RESUBMIT APPLICATION REQUEST TO THE PARK COMMISSION, PUBLIC WORKS COMMISSION, AND CITY COUNCIL TO HAVE RIGHT OF WAY MOVED TO WEST SIDE OF PROPERTY.

Marcia Seibert-Volz stated that if the pictures are accurate, it looks like the right-of-way is easily accessible. Ms. Seibert-Volz stated that the option to move the right-of-way should have been included in the packet and asked that the location of the proposed right-of-way be flagged too. Attorney Person stated that the City would need to publish the next meeting to consider moving the right-of-way as a Public Hearing. No public comments were received at this time. MOTION CARRIED WITH ALL AYES.

- C. PUBLIC FORUM** – Jonathon Grothe of the Crosslakers addressed the Council and stated that the City needs to start planning and thinking about the lighting and enhanced center of the roundabout at the intersection of CSAH 3/66, landscaping of sidewalks, addition of trees and cost of these improvements to include in the 2024 Budget. Mr. Grothe stated that these items are outside of the scope of the County project and would be the responsibility of the City. TJ Graumann asked that the City consider minimal maintenance features for landscaping.

Troy Bauch, Business Agent for AFSCME Labor Union, reported that AFSCME sent a Memorandum of Agreement (MOA) to all of its employers in the State, regarding the Juneteenth holiday that was approved by the legislature the end of May this year. Mr. Bauch sent a copy to each Council Member on June 7th. The MOA included language for the City to compensate employees for the newly mandated holiday. Mr. Bauch received notice on June 8th that the Council included a resolution in tonight's meeting packet to close City Offices and Departments other than the Police Department and require employees to use personal leave or vacation, or to receive no pay for this holiday. Mr. Bauch stated that if the Council approved the proposed resolution, a grievance would be filed.

Dave Nevin stated that this all happened in short order and that the City's labor attorney gave the Council this resolution as a pause so that there was time to decide how to handle the holiday in the future. Marcia Seibert-Volz suggested tabling the issue and negotiating the matter with the unions. Ms. Seibert-Volz suggested that employees give up another holiday in place of Juneteenth. Aaron Herzog stated that it could be very costly to negotiate this item with four separate unions. Jackson Purfeerst stated that the Council should pay the employees for the holiday now and negotiate the issue later. Mr. Bauch stated that he could modify the resolution to be effective for just 2023.

- D. CONSENT CALENDAR** – Marcia Seibert-Volz requested that Item 4. Unadjusted Draft: 05.31.2023 Month End Expenditures Report be pulled from the consent calendar. MOTION 06R-03-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of May 8, 2023
2. Special Council Meeting Minutes of May 31, 2023
3. Unadjusted Draft: 05.31.2023 Month End Revenue Report
4. Removed
5. Unadjusted Draft: 05.31.2023 Balance Sheet
6. Police Report for Crosslake – May 2023
7. Police Report for Mission Township – May 2023

8. Fire Department Report – May 2023
9. North Ambulance Run Report – May 2023
10. Planning and Zoning Commission Meeting Minutes of April 28, 2023
11. Public Works Commission Meeting Minutes of May 1, 2023
12. Crosslake Park, Recreation, and Library Commission Meeting Minutes of April 26, 2023
13. Waste Partners Recycling Reports for April 2023
14. Group Transient Merchant Permit Application from Crosslake/Ideal Lions to Hold Flea Markets in Town Square
15. Approval of F.I.R.E. Invoice in the Amount of \$1,100
16. Bills for Approval in the Amount of \$86,696.57
17. Additional Bills for Approval in the Amount of \$33,792.04

MOTION CARRIED WITH ALL AYES.

Marcia Seibert-Volz stated that the Expense Report had no wages listed for the mowing in the cemetery and asked that a journal entry be made to correct the issue. Char Nelson stated that she and Ms. Seibert-Volz had a conversation earlier in the day regarding the issue and that Ms. Seibert-Volz suggested having a workshop to discuss the matter. Ms. Nelson thought a workshop would be a good idea so that the rest of the Council could understand the issues. Sandy Farder asked what Ms. Seibert-Volz's concerns were with the payroll entries. Mike Lyonais stated that Ms. Seibert Volz would like more detail than what our system is currently providing. Mr. Lyonais stated that he would make a journal entry for mowing the cemetery. MOTION 06R-04-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO APPROVE UNADJUSTED DRAFT: 05.31.2023 MONTH END EXPENDITURES REPORT. MOTION CARRIED WITH ALL AYES.

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

1. Lynn Scharenbroich and Joell Tvedt of the Paul Bunyan Scenic Byway Association addressed the Council and gave an update on highlights, future plans, and community education. The Paul Bunyan Scenic Byway is one of 8 designated as a state scenic byway in Minnesota and one of 184 designated as a national scenic byway in the country. It covers 54 miles on Crow Wing and Cass County Highways. It is supported by memberships, donations, sponsorships, in-kind, grants and volunteers. The goals of the association are to build awareness of Paul Bunyan Scenic Byway in clever and compelling ways through community projects/events and interesting stories from the past; develop area amenities which are free to the public; and encourage Byway unity through cooperation and collaboration among the jurisdictions.
2. PAL Foundation Member Tom Swenson reported that \$20,500 has been raised through the end of May for the Pine River Overlook Park. PAL Members and staff would like to turn the garage at the site into a pavilion with accessible portable restrooms. TJ Graumann suggested using Park Dedication funds for the cost of the remodel. MOTION 06R-05-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO DIRECT STAFF TO OBTAIN QUOTE FOR REMODELING OF GARAGE INTO A PAVILLION AT THE PINE RIVER OVERLOOK PARK. MOTION CARRIED WITH ALL AYES.

3. Jackson Purfeerst read thank you letter from Joel and Sonia Slack to Crosslake's first responders, North Ambulance and Cuyuna Regional Medical Center staff for their quick response and comfort given during medical emergency.
4. Included in the packet for Council information was the signed Consulting Services Agreement between the City of Crosslake and Madden Galanter Hansen, LLP for labor relations matters.
5. MOTION 06R-06-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE RESOLUTION NO. 23-10 ACCEPTING DONATIONS FROM MIKE AND KELLY HAGLUND IN THE AMOUNT OF \$5,000.00 FOR THE POLICE DEPARTMENT, FROM JANET MOLINE IN THE AMOUNT OF \$100.00 FOR THE POLICE DEPARTMENT, AND FROM PAL FOUNDATION IN THE AMOUNT OF \$61.98 FOR THE COMMUNITY GARDEN. MOTION CARRIED WITH ALL AYES.
6. MOTION 06R-07-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO HOLD A SPECIAL MEETING ON THURSDAY, JULY 6, 2023 AT 5:30 P.M. IN CITY HALL FOR THE PURPOSE OF DISCUSSING THE FIRE CHIEF DUTIES AND WAGES. MOTION CARRIED WITH ALL AYES.
7. Police Chief Erik Lee thanked the Council for adding this item to the agenda and stated that police officer shortage is a big issue in the area. Chief Lee stated that Crosslake is third from the bottom regarding pay in the area and noted that Breezy Point is looking to hire one officer, Pequot Lakes is looking to hire three, Brainerd is looking to hire two and the County is looking to hire two. Chief Lee stated that the Hibbing Community College normally has 40 graduates from its Criminal Justice Program and this year only had 4 graduates. MOTION 06R-08-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE ADVERTISEMENT TO FILL VACANCY FOR POLICE OFFICER. MOTION CARRIED WITH ALL AYES.
8. Troy Bauch presented a resolution to the Council to add Juneteenth as a paid holiday for all employees for 2023. MOTION 06R-09-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO APPROVE RESOLUTION NO. 23-11 REGARDING JUNETEENTH HOLIDAY. MOTION CARRIED WITH ALL AYES.
9. MOTION 06R-10-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE RESOLUTION REGARDING WORKPLACE AUDIT – ORGANIZATIONAL STRUCTURE ASSESSMENT. Mike Lyonais asked for the estimated cost and scope of the study. Sandy Farder stated that the intent of study was to improve communication between council and staff. Mr. Lyonais noted that there were 15 people listed to be interviewed and that the consultant charges \$155 per hour. Mr. Lyonais asked if there was a cap on the amount to spend on the study. It was the consensus of the Council to clarify the number of hours need to complete the study and to narrow the purpose of the study. MOTION FAILED WITH ALL NAYES.

MOTION 06R-11-23 WAS MADE BY SANDY FARDER AND SECONDED BY DAVE NEVIN TO TABLE ACTION ON RESOLUTION REGARDING WORKPLACE AUDIT – ORGANIZATIONAL STRUCTURE ASSESSMENT AND TO DIRECT COUNCIL MEMBER PURFEERST TO CLARIFY NUMBER OF HOURS NEEDED, ESTIMATED COST, AND PURPOSE OF AUDIT WITH CONSULTANT AND BRING TO NEXT MEETING. MOTION CARRIED WITH ALL AYES.

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

1. Mike Lyonais stated that he would like to hold the first 2024 Budget meeting the end of July and would like the Council’s input regarding their expectations before the meeting.
2. MOTION 06R-12-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO APPROVE RESOLUTION NO. 23-12 SUPPORTING STATE FUNDING FOR THE NATIONAL LOON CENTER. MOTION CARRIED WITH ALL AYES.
3. Char Nelson stated that the Council met twice in the last month without providing sufficient notice to the public, which is a violation of the Open Meeting Law. Ms. Nelson noted that penalties could include \$300 per person per violation and/or forfeiture of elected seat.

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

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

- a. Zoning Administrator Pete Gansen reported that the Planning and Zoning Department has seen a 45% increase in permit volume so far this year. Staff has held twice as many Development Review Team meetings and the projects are larger than normal. Mr. Gansen invited the Council to come and learn about the zoning functions or to attend Zoning Commission meetings.

##### **2. PUBLIC SAFETY**

- a. Fire Captain Jory Danielson addressed the Council and stated that the Council’s conversation at the workshop of May 24 when they discussed the attendance of fire department staff at a former fire chief’s funeral and related costs was disrespectful to former Chief, Dave Schliek, his family and the firefighters. Mr. Danielson donated back the money that was paid to the firefighters to plan, operate equipment, and attend the funeral and gave it to the Council. Dave Nevin stated that he thinks the firefighters should go to the funeral in respect to the individual, not to be paid. Mike Lyonais stated that the duty is specified in the Fire Department’s Standard Operating Guidelines. Mr. Lyonais stated that, for insurance purposes, an employee needs to be “on duty” if they are operating City equipment.
- b. Aaron Herzog reviewed the highlights from the Public Safety meeting of June 7, 2023. Signs have been ordered to help with pedestrian safety on Bonnies Lakes Road.



The curb has been painted yellow at Moonlite Bay but cars are still parking there. Chief Lee stated that he will discuss putting No Parking signs at Moonlite Bay with the County as well as installing No Parking signs at The Gathering Event Center on County Road 3. Dave Nevin stated that the police need to start issuing tickets for people parking at the yellow curb at Moonlite Bay.

There was discussion whether Council Members appointed to the Public Safety Commission should vote on recommendations. Staff will clarify wording in the ordinance related to Liaisons.

- c. MOTION 06R-13-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO REMOVE OFFICER PATRICK MARTIN FROM PROBATIONARY STATUS EFFECTIVE JUNE 12, 2023 AND TO MOVE OFFICER MARTIN FROM STEP 1 TO STEP 3 OF THE CURRENT TEAMSTERS UNION CONTRACT WAGE SCALE. MOTION CARRIED WITH ALL AYES.
- d. Chief Lee presented job description for Police Department Administrative Assistant and gave current pay ranges from Pequot Lakes and Breezy Point administrative assistants. Chief Lee stated that this is a specialized field and requires continuing education. Chief Lee suggested that this position be included in the AFSCME Union. Troy Bauch, Business Agent for AFSCME Labor Union, stated that employees have the choice whether or not to join the union and pay dues, but that the union will work with the City to develop a wage scale. MOTION 06R-14-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO TABLE ACTION ON HIRING ADMINISTRATIVE ASSISTANT AND DIRECT STAFF TO DEVELOP PAY RANGE FOR POSITION AND BRING BACK TO COUNCIL FOR APPROVAL. MOTION CARRIED WITH ALL AYES.
- e. MOTION 06R-15-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE PURCHASE OF FOUR (4) ENHANCED APX 6500 RADIOS AT A COST OF \$24,042.24. MOTION CARRIED WITH ALL AYES.
- f. MOTION 06R-16-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO DECLARE THE 2002 CENTAUR AUTO EXTRICATION TOOLS AS SURPLUS AND APPROVE THEIR SALE. MOTION CARRIED WITH ALL AYES.

### **3. PUBLIC WORKS**

- a. Phil Martin described the benefits of Web GIS Platform and how it can be customized for the City of Crosslake. MOTION 06R-17-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE ENGINEERING PROPOSAL FROM BOLTON & MENK FOR CROSSLAKE WEB GIS PLATFORM DEVELOPMENT AT AN ESTIMATED COST OF \$10,000. MOTION CARRIED WITH ALL AYES.

- b. MOTION 06R-18-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE ENGINEERING PROPOSAL FROM BOLTON & MENK TO PREPARE A CEMETERY PLAT FOR LOTS 3 AND 4 OF THE M & D ADDITION IN CROSSLAKE AT AN ESTIMATED COST OF \$11,600 AND TO DESIGN ACCESS ROADS AND PROVIDE SIMPLE CONSTRUCTION PLANS THAT THE CITY COULD USE TO OBTAIN QUOTES FOR CONSTRUCTION AT AN ESTIMATED COST OF \$5,450. MOTION CARRIED WITH ALL AYES.
- c. MOTION 06R-19-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO DIRECT STAFF TO PURCHASE AND INSTALL CAMERAS AND LOCKS FOR THE WASTEWATER TREATMENT PLANT AT AN ESTIMATED COST OF \$2,000. MOTION CARRIED WITH ALL AYES.

MOTION 06R-20-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY DAVE NEVIN TO DIRECT STAFF TO INITIATE THE VACATION PROCESS OF ROAD RIGHT-OF-WAY BETWEEN 12880 AND 12886 MANHATTAN POINT BLVD. MOTION CARRIED WITH ALL AYES.

MOTION 06R-21-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO LICENSE EMPLOYEE AS PESTICIDE APPLICATOR FOR 2024 AND TO HIRE ABRA LANDSCAPING FOR WEED CONTROL FOR 2023 AT AN ESTIMATED COST OF \$7,102.18. MOTION CARRIED WITH ALL AYES.

Pat Wehner gave updates on installation of radar signs, striping of town square, signage for Miller Road, and repair of civil defense sirens.

Pat Wehner and TJ Graumann reported that they would like the Council to consider hiring a fulltime employee to work half time in Public Works and half time in Park and Rec. TJ Graumann stated that there have been no applicants for the seasonal groundskeeper and fulltime staff is having to take over these duties, while other areas are left undone. It was the consensus of the Council to direct staff to work with commissions to develop draft job description and bring back to Council.

- d. MOTION 06R-22-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO ALLOW THE PROPERTY OWNER AT 37221 COUNTY ROAD 66 TO REPAIR THE GRADE ADJUSTMENT ON HIS PROPERTY AND TO REIMBURSE PROPERTY OWNER \$3,573, CONTINGENT ON THE PROPERTY OWNER SIGNING A "HOLD HARMLESS" AGREEMENT WITH THE CITY. MOTION CARRIED WITH ALL AYES.

#### **4. PARK AND RECREATION/LIBRARY**

- a. TJ Graumann reported that the Duluth Archeological Center surveyed South Bay Park on Sunday, June 4, 2023 and results should be available soon.

- b. TJ Graumann reported that he and commission members visited all 54 public right of ways and have compiled an inventory with photos. Mr. Graumann stated that many have encroachments and he will deliver a presentation to the Council soon.

**H. PUBLIC FORUM** – None.

**I. CITY ATTORNEY REPORT** – None.

**J. OLD BUSINESS** – Marcia Seibert-Volz asked if the Clerk had sent out letters to VRBO owners that are not paying lodging tax to WALA. Char Nelson replied that she had not received names and addresses from WALA.

MOTION 06R-23-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO DIRECT STAFF TO ADD LETTERING AND LIGHTING TO THE CITY HALL SIGN BY THE END OF THE MONTH. MOTION CARRIED WITH ALL AYES.

**K. NEW BUSINESS** – None.

**L. ADJOURN** – MOTION 06R-24-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING AT 10:55 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson  
City Clerk

## UNADJUSTED DRAFT: 06.30.2023 MONTH-END REVENUES

D. 3.

**City of Crosslake**  
**Month-End Revenue**  
 Current Period: JUNE 2023

07/06/23 10:32 AM

Page 1

SRC	SRC Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$3,535,240.00	\$1,373,057.90	\$1,373,057.90	\$2,162,182.10	38.84%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$112,636.00	\$0.00	\$112,769.39	-\$133.39	100.12%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31800	Other Taxes	\$2,500.00	\$0.00	\$7,703.69	-\$5,203.69	308.15%
31900	Penalties and Interest DelTax	\$800.00	\$1,218.99	\$1,632.44	-\$832.44	204.06%
32110	Alcoholic Beverages	\$16,800.00	\$0.00	\$285.00	\$16,515.00	1.70%
32111	Club Liquor License	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32112	Beer and Wine License	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
32180	Other Licenses/Permits	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
33400	State Grants and Aids	\$0.00	\$0.00	\$20,957.18	-\$20,957.18	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$400.00	\$0.00	\$0.00	\$400.00	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	\$6,200.00	\$0.00	\$0.00	\$6,200.00	0.00%
33417	Police State Aid	\$54,000.00	\$0.00	\$0.00	\$54,000.00	0.00%
33418	Fire State Aid	\$44,000.00	\$0.00	\$1,000.00	\$43,000.00	2.27%
33419	Fire Training Reimbursement	\$10,000.00	\$0.00	\$13,730.25	-\$3,730.25	137.30%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33422	PERA State Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33650	Recycling Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34000	Charges for Services	\$500.00	\$5.25	\$81.50	\$418.50	16.30%
34010	Sale of Maps and Publications	\$100.00	\$0.00	\$20.00	\$80.00	20.00%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$55,000.00	\$9,600.00	\$42,650.00	\$12,350.00	77.55%
34104	Plat Check Fee/Subdivision Fee	\$12,000.00	\$0.00	\$4,700.00	\$7,300.00	39.17%
34105	Variances and CUPS/IUPS	\$10,000.00	\$1,500.00	\$3,500.00	\$6,500.00	35.00%
34106	Sign Permits	\$500.00	\$50.00	\$200.00	\$300.00	40.00%
34107	Assessment Search Fees	\$2,000.00	\$270.00	\$885.00	\$1,115.00	44.25%
34108	Zoning Misc/Penalties	\$1,500.00	\$50.00	\$1,700.00	-\$200.00	113.33%
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	\$13,000.00	\$5,525.00	\$14,570.00	-\$1,570.00	112.08%
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	\$1,000.00	\$7,230.00	-\$7,030.00	3615.00%
34202	Fire Protection and Calls	\$38,000.00	\$0.00	\$49,692.13	-\$11,692.13	130.77%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34210	Police Contracts	\$66,203.00	\$0.00	\$38,260.05	\$27,942.95	57.79%
34211	Police Donations	\$0.00	\$0.00	\$5,100.00	-\$5,100.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$100.00	\$4,900.00	2.00%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34300	E911 Signs	\$1,000.00	\$300.00	\$1,700.00	-\$700.00	170.00%
34700	Park & Rec Donation	\$300.00	\$35.00	\$70.00	\$230.00	23.33%

## UNADJUSTED DRAFT: 06.30.2023 MONTH-END REVENUES

## City of Crosslake

07/06/23 10:32 AM

Page 2

## Month-End Revenue

Current Period: JUNE 2023

SRC	SRC Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$200.00	\$110.00	\$295.00	-\$95.00	147.50%
34740	Park Concessions	\$500.00	\$1.00	\$2.00	\$498.00	0.40%
34741	Gen Gov t Concessions	\$100.00	\$13.00	\$37.75	\$62.25	37.75%
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	\$376.00	\$906.00	\$3,094.00	22.65%
34751	Shelter/Beer/Wine Fees	\$300.00	\$30.00	\$60.00	\$240.00	20.00%
34760	Library Cards	\$500.00	\$246.00	\$525.00	-\$25.00	105.00%
34761	Library Donations	\$500.00	\$0.00	\$12.00	\$488.00	2.40%
34762	Library Copies	\$300.00	\$27.75	\$102.75	\$197.25	34.25%
34763	Library Events	\$5,000.00	\$813.35	\$844.35	\$4,155.65	16.89%
34764	Library Miscellaneous	\$50.00	\$6.00	\$9.00	\$41.00	18.00%
34765	Summer Reading Program	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
34769	PAL Foundation - Park	\$3,000.00	\$1,020.70	\$3,427.23	-\$427.23	114.24%
34770	Silver Sneakers	\$15,000.00	\$2,130.00	\$11,008.50	\$3,991.50	73.39%
34790	Park Dedication Fees	\$4,500.00	\$0.00	\$24,000.00	-\$19,500.00	533.33%
34800	Tennis Fees	\$1,500.00	\$175.00	\$325.00	\$1,175.00	21.67%
34801	Recreational-Program	\$3,000.00	\$225.00	\$225.00	\$2,775.00	7.50%
34802	Softball/Baseball Fees	\$1,000.00	\$0.00	\$525.00	\$475.00	52.50%
34803	Recreation-Misc. Receipts	\$1,000.00	\$434.00	\$2,438.00	-\$1,438.00	243.80%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$3,951.50	\$16,258.50	\$13,741.50	54.20%
34807	Volleyball Fees	\$750.00	\$0.00	\$104.00	\$646.00	13.87%
34808	Silver and Fit	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34809	Soccer Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34810	Pickle Ball	\$15,000.00	\$3,053.00	\$13,814.00	\$1,186.00	92.09%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$5,000.00	\$500.00	\$2,250.00	\$2,750.00	45.00%
34941	Cemetery Openings	\$3,500.00	\$1,300.00	\$3,400.00	\$100.00	97.14%
34942	Cemetery Other	\$450.00	\$100.00	\$450.00	\$0.00	100.00%
34950	Public Works Revenue	\$3,000.00	\$550.00	\$1,050.00	\$1,950.00	35.00%
34952	County Joint Facility Payments	\$35,000.00	\$0.00	\$11,226.25	\$23,773.75	32.08%
34953	Recycling Revenues	\$500.00	\$0.00	\$115.37	\$384.63	23.07%
35100	Court Fines	\$10,000.00	\$2,259.16	\$12,201.40	-\$2,201.40	122.01%
35103	Library Fines	\$600.00	\$10.00	\$73.00	\$527.00	12.17%
35105	Restitution Receipts	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36200	Miscellaneous Revenues	\$6,000.00	\$1,076.00	\$5,097.00	\$903.00	84.95%
36201	Misc Reimbursements	\$0.00	\$33.09	\$193.54	-\$193.54	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$18,000.00	\$33,711.70	\$193,755.85	-\$175,755.85	1076.42%
36230	Contributions and Donations	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%
36254	Sp Assess Prin-Bridges	\$3,628.00	\$78.64	\$78.64	\$3,549.36	2.17%
36255	Sp Assess Int-Bridges	\$145.00	\$3.17	\$3.17	\$141.83	2.19%
36256	Sp Assess P - Other	\$3,673.00	\$1,273.81	\$1,273.81	\$2,399.19	34.68%
36257	Sp Assess I - Other	\$1,763.00	\$611.74	\$611.74	\$1,151.26	34.70%
38050	Special Assessments	\$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%



## UNADJUSTED DRAFT: 06.30.2023 MONTH-END REVENUES

## City of Crosslake

07/06/23 10:32 AM

Page 3

## Month-End Revenue

Current Period: JUNE 2023

SRC	SRC Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget
39101	Sales of General Fixed Assets	\$139,000.00	\$0.00	\$25,000.00	\$114,000.00	17.99%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39330	Proceeds from Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$4,313,808.00	\$1,446,731.75	\$2,038,393.38	\$2,275,414.62	47.25%
FUND 301 DEBT SERVICE FUND						
31308	2006 Series B Levy	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$5.96	\$5.96	-\$5.96	0.00%
31312	2017 GO Sewer Rev Imp Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31313	2018 ROADS-EST BOND LEVY	\$102,025.00	\$39,679.83	\$39,679.83	\$62,345.17	38.89%
31317	2019A City Hall/Police	\$308,680.00	\$119,905.84	\$119,905.84	\$188,774.16	38.84%
31318	2021 GO Equip Cert Series 2021	\$141,645.00	\$54,960.92	\$54,960.92	\$86,684.08	38.80%
31319	2022A Fire Truck	\$125,768.00	\$48,281.06	\$48,281.06	\$77,486.94	38.39%
31320	2022A Road Projects	\$40,999.00	\$15,738.21	\$15,738.21	\$25,260.79	38.39%
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%
36121	Sp Assess Prin 2022 Roads	\$10,288.00	\$3,793.17	\$3,793.17	\$6,494.83	36.87%
36122	Sp Assess Int 2022 Roads	\$13,046.00	\$4,852.84	\$4,852.84	\$8,193.16	37.20%
36123	Sp Assess Prin Daggett Bay Rd	\$1,360.00	\$339.82	\$339.82	\$1,020.18	24.99%
36124	Sp Assess Int Daggett Bay Rd	\$430.00	\$107.37	\$107.37	\$322.63	24.97%
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%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301 DEBT SERVICE FUND		\$744,241.00	\$287,665.02	\$287,665.02	\$456,575.98	38.65%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
31056	Tax Increment 1-9 C&J Develop	\$13,000.00	\$4,281.62	\$4,281.62	\$8,718.38	32.94%
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		\$13,000.00	\$4,281.62	\$4,281.62	\$8,718.38	32.94%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$18,100.00	\$7,015.87	\$7,015.87	\$11,084.13	38.76%
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%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$18,100.00	\$7,015.87	\$7,015.87	\$11,084.13	38.76%
FUND 601 SEWER OPERATING FUND						
31000	General Property Taxes	\$87,050.00	\$33,430.39	\$33,430.39	\$53,619.61	38.40%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$272.00	-\$58.86	\$58.86	0.00%
36104	Penalty & Interest	\$1,500.00	\$363.73	\$915.78	\$584.22	61.05%

## UNADJUSTED DRAFT: 06.30.2023 MONTH-END REVENUES

07/06/23 10:32 AM

Page 4

**City of Crosslake**  
**Month-End Revenue**  
 Current Period: JUNE 2023

SRC	SRC Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget
36200	Miscellaneous Revenues	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37200	User Fee	\$350,000.00	\$31,133.43	\$182,366.68	\$167,633.32	52.10%
37250	Sewer Connection Payments	\$21,000.00	\$11,000.00	\$20,200.00	\$800.00	96.19%
37500	Capital Contribution	\$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%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601	SEWER OPERATING FUND	\$461,050.00	\$75,655.55	\$236,853.99	\$224,196.01	51.37%
FUND 651	SEWER RESTRICTED SINKING FUND					
31306	2003 Disposal System Levy	\$222,100.00	\$86,896.18	\$86,896.18	\$135,203.82	39.12%
31312	2017 GO Sewer Rev Imp Bonds	\$118,713.00	\$46,145.69	\$46,145.69	\$72,567.31	38.87%
31321	2022A Sewer Bonds	\$135,139.00	\$51,926.60	\$51,926.60	\$83,212.40	38.42%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651	SEWER RESTRICTED SINKING FU	\$477,952.00	\$184,968.47	\$184,968.47	\$292,983.53	38.70%
		\$6,028,151.00	\$2,006,318.28	\$2,759,178.35	\$3,268,972.65	45.77%

([Act Status]="Active")

## UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES

D. 4.

## City of Crosslake

07/06/23 10:33 AM

## Month End Expenditures

Page 1

Current Period: JUNE 2023

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$30,000.00	\$2,550.00	\$15,404.75	\$14,595.25	51.35%
122	FICA	\$2,295.00	\$195.10	\$1,179.76	\$1,115.24	51.41%
151	Workers Comp Insurance	\$77.00	\$0.00	\$73.00	\$4.00	94.81%
208	Instruction Fees	\$1,500.00	\$0.00	\$280.00	\$1,220.00	18.67%
321	Communications-Cellular	\$1,376.00	\$114.69	\$573.45	\$802.55	41.68%
331	Travel Expenses	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
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	\$18.25	\$18.25	\$687.75	2.58%
433	Dues/Contracts/Subscriptions	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
DEPT 41110 Council		\$37,704.00	\$2,878.04	\$17,529.21	\$20,174.79	46.49%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$108,160.00	\$7,818.44	\$50,804.86	\$57,355.14	46.97%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
109	Secretary/Bookkeeper	\$88,110.00	\$6,823.90	\$44,918.29	\$43,191.71	50.98%
121	PERA	\$14,720.00	\$1,098.16	\$7,135.19	\$7,584.81	48.47%
122	FICA	\$15,015.00	\$986.68	\$6,404.46	\$8,610.54	42.65%
131	Employer Paid Health	\$33,478.00	\$2,789.85	\$16,739.10	\$16,738.90	50.00%
132	Employer Paid Disability	\$1,517.00	\$143.86	\$863.16	\$653.84	56.90%
133	Employer Paid Dental	\$2,064.00	\$103.00	\$594.96	\$1,469.04	28.83%
134	Employer Paid Life	\$134.00	\$10.40	\$62.40	\$71.60	46.57%
136	Deferred Compensation	\$0.00	\$50.00	\$325.00	-\$325.00	0.00%
151	Workers Comp Insurance	\$1,207.00	\$0.00	\$1,443.00	-\$236.00	119.55%
152	Health Savings Account Contrib	\$9,000.00	\$0.00	\$4,500.00	\$4,500.00	50.00%
200	Office Supplies	\$2,000.00	\$0.00	\$1,361.05	\$638.95	68.05%
208	Instruction Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
210	Operating Supplies	\$1,000.00	\$39.00	\$207.00	\$793.00	20.70%
220	Repair/Maint Supply - Equip	\$3,834.00	\$0.00	\$1,937.81	\$1,896.19	50.54%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,000.00	\$217.49	\$1,088.92	\$1,911.08	36.30%
322	Postage	\$750.00	\$0.00	\$327.47	\$422.53	43.66%
331	Travel Expenses	\$1,000.00	\$18.00	\$18.00	\$982.00	1.80%
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	\$750.00	\$0.00	\$228.80	\$521.20	30.51%
413	Office Equipment Rental/Repair	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
430	Miscellaneous	\$500.00	\$91.89	\$110.88	\$389.12	22.18%
433	Dues/Contracts/Subscriptions	\$1,200.00	\$50.00	\$405.00	\$795.00	33.75%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay -	\$5,163.00	\$0.00	\$3,948.00	\$1,215.00	76.47%
600	Principal	\$970.00	\$79.14	\$472.84	\$497.16	48.75%
610	Interest	\$20.00	\$3.36	\$22.16	-\$2.16	110.80%
DEPT 41400 Administration		\$296,442.00	\$20,323.17	\$143,918.35	\$152,523.65	48.55%
DEPT 41410 Elections						
107	Services	\$0.00	\$0.00	\$157.20	-\$157.20	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 2

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$0.00	\$0.00	\$157.20	-\$157.20	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$32,000.00	\$4,200.00	\$31,542.50	\$457.50	98.57%
304	Legal Fees (Civil)	\$7,000.00	\$740.00	\$6,700.00	\$300.00	95.71%
307	Legal Fees (Labor)	\$10,000.00	\$2,708.80	\$6,758.22	\$3,241.78	67.58%
DEPT 41600 Audit/Legal Services		\$49,000.00	\$7,648.80	\$45,000.72	\$3,999.28	91.84%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$73,486.00	\$5,683.84	\$36,929.96	\$36,556.04	50.25%
101	Assistant	\$65,562.00	\$5,404.16	\$33,742.36	\$31,819.64	51.47%
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	\$10,429.00	\$831.60	\$5,300.44	\$5,128.56	50.82%
122	FICA	\$10,637.00	\$813.33	\$5,188.86	\$5,448.14	48.78%
131	Employer Paid Health	\$33,478.00	\$797.29	\$4,783.74	\$28,694.26	14.29%
132	Employer Paid Disability	\$1,130.00	\$106.78	\$640.68	\$489.32	56.70%
133	Employer Paid Dental	\$2,064.00	\$118.72	\$685.76	\$1,378.24	33.22%
134	Employer Paid Life	\$134.00	\$10.40	\$62.40	\$71.60	46.57%
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	\$976.00	\$0.00	\$1,011.00	-\$35.00	103.59%
152	Health Savings Account Contrib	\$7,000.00	\$703.30	\$5,719.80	\$1,280.20	81.71%
200	Office Supplies	\$1,300.00	\$0.00	\$656.86	\$643.14	50.53%
208	Instruction Fees	\$2,500.00	\$0.00	\$355.00	\$2,145.00	14.20%
210	Operating Supplies	\$1,200.00	\$0.00	\$112.00	\$1,088.00	9.33%
212	Motor Fuels	\$0.00	\$49.52	\$122.99	-\$122.99	0.00%
220	Repair/Maint Supply - Equip	\$3,934.00	\$418.33	\$2,356.16	\$1,577.84	59.89%
221	Repair/Maint Vehicles 306	\$0.00	\$0.00	\$169.62	-\$169.62	0.00%
262	Unif Tony/Pete	\$500.00	\$0.00	\$600.00	-\$100.00	120.00%
264	Unif Bobby/Cheryl/Shawn	\$500.00	\$0.00	\$134.93	\$365.07	26.99%
303	Engineering Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
304	Legal Fees (Civil)	\$3,000.00	\$200.00	\$200.00	\$2,800.00	6.67%
305	Legal/Eng - Developer/Criminal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
314	Surveyor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,500.00	\$217.48	\$1,088.92	\$1,411.08	43.56%
321	Communications-Cellular	\$500.00	\$38.23	\$191.15	\$308.85	38.23%
322	Postage	\$500.00	\$1.45	\$328.92	\$171.08	65.78%
331	Travel Expenses	\$2,500.00	\$0.00	\$503.81	\$1,996.19	20.15%
332	Travel Expense- P&Z Comm	\$3,000.00	\$0.00	\$700.00	\$2,300.00	23.33%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$1,600.00	\$224.91	\$623.92	\$976.08	39.00%
352	Filing Fees	\$750.00	\$0.00	\$138.00	\$612.00	18.40%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$3,662.00	\$0.00	\$5,120.00	-\$1,458.00	139.81%
387	Septic Inspections	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$10.38	\$489.62	2.08%
433	Dues/Contracts/Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Emergency Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 3

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
443	Sales Tax	\$0.00	\$1.00	\$7.00	-\$7.00	0.00%
452	Refund	\$500.00	\$350.00	\$875.00	-\$375.00	175.00%
470	Consultant Fees	\$0.00	\$1,225.00	\$2,225.00	-\$2,225.00	0.00%
500	Capital Outlay -	\$5,163.00	\$0.00	\$7,896.00	-\$2,733.00	152.93%
600	Principal	\$970.00	\$79.14	\$472.84	\$497.16	48.75%
610	Interest	\$20.00	\$3.36	\$22.16	-\$2.16	110.80%
DEPT 41910 Planning and Zoning		\$242,095.00	\$17,277.84	\$118,975.66	\$123,119.34	49.14%
DEPT 41940 General Government						
101	Assistant	\$52,000.00	\$0.00	\$0.00	\$52,000.00	0.00%
121	PERA	\$3,900.00	\$0.00	\$0.00	\$3,900.00	0.00%
122	FICA	\$3,978.00	\$0.00	\$0.00	\$3,978.00	0.00%
131	Employer Paid Health	\$23,911.00	\$0.00	\$0.00	\$23,911.00	0.00%
132	Employer Paid Disability	\$600.00	\$0.00	\$0.00	\$600.00	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%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
210	Operating Supplies	\$2,500.00	\$331.44	\$950.54	\$1,549.46	38.02%
220	Repair/Maint Supply - Equip	\$500.00	\$418.33	\$775.93	-\$275.93	155.19%
223	Bldg Repair Suppl/Maintenance	\$5,000.00	\$1,460.29	\$2,163.51	\$2,836.49	43.27%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
316	Security Monitoring	\$1,608.00	\$1,607.64	\$1,607.64	\$0.36	99.98%
320	Communications	\$500.00	\$85.34	\$428.62	\$71.38	85.72%
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	\$500.00	\$68.77	\$474.82	\$25.18	94.96%
354	Ordinance Codification	\$5,000.00	\$0.00	\$2,231.32	\$2,768.68	44.63%
360	Insurance	\$28,480.00	\$0.00	\$25,694.16	\$2,785.84	90.22%
381	Electric Utilities	\$10,000.00	\$939.00	\$4,807.00	\$5,193.00	48.07%
383	Gas Utilities	\$4,500.00	\$73.81	\$2,039.62	\$2,460.38	45.32%
384	Refuse/Garbage Disposal	\$650.00	\$71.89	\$340.72	\$309.28	52.42%
385	Sewer Utility	\$600.00	\$55.00	\$330.00	\$270.00	55.00%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$13,200.00	\$600.00	\$4,600.00	\$8,600.00	34.85%
430	Miscellaneous	\$1,500.00	\$680.30	\$1,074.10	\$425.90	71.61%
433	Dues/Contracts/Subscriptions	\$8,000.00	\$1,690.69	\$2,392.31	\$5,607.69	29.90%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Emergency Supplies	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
442	Safety Prog/Equipment	\$5,000.00	\$0.00	\$3,605.73	\$1,394.27	72.11%
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	\$0.00	\$0.00	\$0.00	\$0.00	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	\$15,000.00	\$15,000.00	\$0.00	100.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
470	Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
490	Donations to Civic Org s	\$4,000.00	\$0.00	\$500.00	\$3,500.00	12.50%



**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 4

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
493	Pass Thru Donations	\$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%
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		\$205,026.00	\$23,082.50	\$70,666.02	\$134,359.98	34.47%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$101,137.00	\$7,856.36	\$51,066.34	\$50,070.66	50.49%
101	Assistant	\$76,814.00	\$5,969.00	\$39,627.71	\$37,186.29	51.59%
103	Tech 1	\$76,324.00	\$5,654.93	\$36,300.54	\$40,023.46	47.56%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$26,000.00	\$250.00	\$250.00	\$25,750.00	0.96%
110	Tech 4	\$68,502.00	\$5,612.07	\$34,510.33	\$33,991.67	50.38%
112	Tech 5	\$63,933.00	\$4,563.01	\$28,540.14	\$35,392.86	44.64%
113	Tech 6	\$63,933.00	\$5,098.28	\$33,667.72	\$30,265.28	52.66%
121	PERA	\$84,366.00	\$6,195.66	\$39,494.73	\$44,871.27	46.81%
122	FICA	\$6,911.00	\$461.03	\$2,937.15	\$3,973.85	42.50%
131	Employer Paid Health	\$114,777.00	\$7,572.26	\$45,433.56	\$69,343.44	39.58%
132	Employer Paid Disability	\$3,270.00	\$314.07	\$1,884.42	\$1,385.58	57.63%
133	Employer Paid Dental	\$4,926.00	\$324.65	\$1,847.76	\$3,078.24	37.51%
134	Employer Paid Life	\$403.00	\$31.20	\$187.20	\$215.80	46.45%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
151	Workers Comp Insurance	\$35,324.00	\$0.00	\$36,346.00	-\$1,022.00	102.89%
152	Health Savings Account Contrib	\$24,000.00	\$0.00	\$12,750.00	\$11,250.00	53.13%
200	Office Supplies	\$300.00	\$24.80	\$136.60	\$163.40	45.53%
208	Instruction Fees	\$10,001.00	\$75.00	\$3,671.87	\$6,329.13	36.72%
209	Physicals	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
210	Operating Supplies	\$3,000.00	\$155.00	\$836.28	\$2,163.72	27.88%
212	Motor Fuels	\$18,000.00	\$2,470.06	\$10,823.07	\$7,176.93	60.13%
214	Auto Expense- Squad 301	\$1,500.00	\$315.68	\$530.63	\$969.37	35.38%
216	Auto Expense- Squad 305	\$1,200.00	\$222.15	\$1,612.81	-\$412.81	134.40%
217	Auto Expense- Squad 303	\$1,000.00	\$156.34	\$795.77	\$204.23	79.58%
218	Auto Expense- Squad 302	\$1,000.00	\$540.58	\$1,090.80	-\$90.80	109.08%
219	Auto Expense- Squad 304	\$2,000.00	\$226.91	\$1,200.51	\$799.49	60.03%
220	Repair/Maint Supply - Equip	\$10,000.00	\$250.00	\$1,500.00	\$8,500.00	15.00%
221	Repair/Maint Vehicles 306	\$2,000.00	\$0.00	\$885.88	\$1,114.12	44.29%
223	Bldg Repair Suppl/Maintenance	\$500.00	\$0.00	\$6.96	\$493.04	1.39%
258	Unif FIRE/Ted/Corey/Adam/Pat	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
259	Unif Erik/Joe	\$675.00	\$0.00	\$30.90	\$644.10	4.58%
260	Unif Cody/Josh/Nate	\$675.00	\$0.00	\$488.91	\$186.09	72.43%
261	Unif Jake/TJ/Seth	\$675.00	\$448.90	\$448.90	\$226.10	66.50%
262	Unif Tony/Pete	\$675.00	\$80.90	\$393.61	\$281.39	58.31%
264	Unif Bobby/Cheryl/Shawn	\$675.00	\$0.00	\$298.83	\$376.17	44.27%
265	Unif & P/T Expense	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
283	Forfeiture Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$341.21	-\$341.21	0.00%
320	Communications	\$5,400.00	\$496.50	\$2,484.97	\$2,915.03	46.02%
321	Communications-Cellular	\$5,400.00	\$565.63	\$2,829.05	\$2,570.95	52.39%
322	Postage	\$200.00	\$23.35	\$51.84	\$148.16	25.92%
331	Travel Expenses	\$2,500.00	\$501.70	\$1,331.37	\$1,168.63	53.25%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 5

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$30,466.00	\$0.00	\$31,126.31	-\$660.31	102.17%
405	Cleaning Services	\$4,800.00	\$300.00	\$2,000.00	\$2,800.00	41.67%
413	Office Equipment Rental/Repair	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
430	Miscellaneous	\$200.00	\$18.75	\$18.75	\$181.25	9.38%
433	Dues/Contracts/Subscriptions	\$12,000.00	\$4,195.16	\$12,858.01	-\$858.01	107.15%
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	\$6,000.00	\$0.00	\$6,000.00	\$0.00	100.00%
500	Capital Outlay -	\$16,600.00	\$999.90	\$4,879.88	\$11,720.12	29.40%
550	Capital Outlay -	\$67,207.00	\$0.00	\$13,329.12	\$53,877.88	19.83%
600	Principal	\$499.00	\$41.50	\$206.83	\$292.17	41.45%
610	Interest	\$21.00	\$1.84	\$9.87	\$11.13	47.00%
DEPT 42110 Police Administration		\$960,964.00	\$62,013.17	\$467,063.14	\$493,900.86	48.60%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$39,400.00	\$0.00	\$14,270.00	\$25,130.00	36.22%
101	Assistant	\$6,000.00	\$300.00	\$1,800.00	\$4,200.00	30.00%
106	Training	\$2,100.00	\$150.00	\$900.00	\$1,200.00	42.86%
107	Services	\$165,625.00	\$18,608.50	\$97,784.50	\$67,840.50	59.04%
121	PERA	\$4,425.00	\$0.00	\$0.00	\$4,425.00	0.00%
122	FICA	\$14,392.00	\$1,457.94	\$8,778.60	\$5,613.40	61.00%
131	Employer Paid Health	\$11,955.00	\$0.00	\$0.00	\$11,955.00	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%
151	Workers Comp Insurance	\$5,158.00	\$0.00	\$5,026.00	\$132.00	97.44%
200	Office Supplies	\$100.00	\$0.00	\$157.37	-\$57.37	157.37%
208	Instruction Fees	\$15,000.00	\$5,050.00	\$20,477.17	-\$5,477.17	136.51%
209	Physicals	\$3,500.00	\$0.00	\$3,280.00	\$220.00	93.71%
210	Operating Supplies	\$10,000.00	\$0.00	\$1,422.29	\$8,577.71	14.22%
212	Motor Fuels	\$500.00	\$130.67	\$422.44	\$77.56	84.49%
213	Diesel Fuel	\$1,000.00	\$224.85	\$988.89	\$11.11	98.89%
220	Repair/Maint Supply - Equip	\$5,000.00	\$0.00	\$3,380.58	\$1,619.42	67.61%
221	Repair/Maint Vehicles 306	\$12,000.00	\$0.00	\$5,780.49	\$6,219.51	48.17%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$5,000.00	\$0.00	\$489.06	\$4,510.94	9.78%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$3,090.50	-\$1,090.50	154.53%
240	Small Tools and Minor Equip	\$1,500.00	\$0.00	\$2,381.00	-\$881.00	158.73%
258	Unif FIRE/Ted/Corey/Adam/Pat	\$1,500.00	\$333.28	\$3,534.17	-\$2,034.17	235.61%
266	Turnout Gear	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
299	Mutual Aid Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
316	Security Monitoring	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,500.00	\$279.10	\$1,394.11	\$105.89	92.94%
321	Communications-Cellular	\$4,000.00	\$431.97	\$2,020.82	\$1,979.18	50.52%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$6,000.00	\$32.75	\$2,430.87	\$3,569.13	40.51%
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	\$17,664.00	\$0.00	\$21,765.30	-\$4,101.30	123.22%
381	Electric Utilities	\$7,500.00	\$533.00	\$2,422.00	\$5,078.00	32.29%
383	Gas Utilities	\$15,000.00	\$95.95	\$3,927.70	\$11,072.30	26.18%
384	Refuse/Garbage Disposal	\$1,000.00	\$115.71	\$580.05	\$419.95	58.01%
385	Sewer Utility	\$660.00	\$55.00	\$275.00	\$385.00	41.67%
405	Cleaning Services	\$2,400.00	\$150.00	\$1,000.00	\$1,400.00	41.67%
430	Miscellaneous	\$2,000.00	\$170.00	\$195.00	\$1,805.00	9.75%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 6

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
433	Dues/Contracts/Subscriptions	\$2,000.00	\$17.71	\$3,728.55	-\$1,728.55	186.43%
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	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
491	FDRA City Contribution	\$30,000.00	\$384.00	\$2,205.00	\$27,795.00	7.35%
492	FDRA State Aid	\$45,000.00	\$0.00	\$1,000.00	\$44,000.00	2.22%
500	Capital Outlay -	\$49,290.00	\$4,604.39	\$37,286.47	\$12,003.53	75.65%
550	Capital Outlay -	\$696,625.00	\$0.00	\$0.00	\$696,625.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280 Fire Administration		\$1,193,518.00	\$33,124.82	\$254,693.93	\$938,824.07	21.34%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$1,800.00	\$0.00	\$212.33	\$1,587.67	11.80%
306	Ambulance Subsidy	\$13,200.00	\$1,100.00	\$5,500.00	\$7,700.00	41.67%
DEPT 42500 Ambulance Services		\$15,000.00	\$1,100.00	\$5,712.33	\$9,287.67	38.08%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$69,919.00	\$4,439.85	\$30,379.23	\$39,539.77	43.45%
104	Tech 2	\$79,508.00	\$4,887.98	\$35,340.05	\$44,167.95	44.45%
105	Part-time	\$1,393.00	\$0.00	\$0.00	\$1,393.00	0.00%
108	Tech 3	\$67,977.00	\$4,757.98	\$30,442.64	\$37,534.36	44.78%
121	PERA	\$16,305.00	\$1,056.46	\$7,212.14	\$9,092.86	44.23%
122	FICA	\$16,738.00	\$926.64	\$6,467.62	\$10,270.38	38.64%
131	Employer Paid Health	\$71,732.00	\$5,944.53	\$34,540.80	\$37,191.20	48.15%
132	Employer Paid Disability	\$1,243.00	\$139.40	\$836.40	\$406.60	67.29%
133	Employer Paid Dental	\$3,096.00	\$337.26	\$1,888.71	\$1,207.29	61.00%
134	Employer Paid Life	\$202.00	\$15.59	\$92.64	\$109.36	45.86%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$16,301.00	\$0.00	\$16,063.00	\$238.00	98.54%
152	Health Savings Account Contrib	\$18,000.00	\$0.00	\$9,000.00	\$9,000.00	50.00%
200	Office Supplies	\$450.00	\$0.00	\$293.00	\$157.00	65.11%
208	Instruction Fees	\$1,500.00	\$0.00	\$271.00	\$1,229.00	18.07%
210	Operating Supplies	\$1,200.00	\$46.53	\$333.18	\$866.82	27.77%
212	Motor Fuels	\$8,000.00	\$1,020.38	\$4,790.03	\$3,209.97	59.88%
213	Diesel Fuel	\$10,000.00	\$855.64	\$9,951.11	\$48.89	99.51%
215	Shop Supplies	\$2,750.00	\$52.57	\$235.43	\$2,514.57	8.56%
220	Repair/Maint Supply - Equip	\$30,000.00	\$453.68	\$9,461.34	\$20,538.66	31.54%
221	Repair/Maint Vehicles 306	\$25,000.00	\$30.00	\$3,940.26	\$21,059.74	15.76%
222	Tires	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$10,000.00	\$2,469.29	\$4,783.44	\$5,216.56	47.83%
224	Street Maint Materials	\$30,000.00	\$995.72	\$14,570.88	\$15,429.12	48.57%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$1,500.00	\$0.00	\$239.22	\$1,260.78	15.95%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$35,000.00	\$4,238.00	\$4,238.00	\$30,762.00	12.11%
235	Signs	\$6,500.00	\$162.62	\$477.25	\$6,022.75	7.34%
240	Small Tools and Minor Equip	\$5,000.00	\$185.97	\$403.95	\$4,596.05	8.08%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Erik/Joe	\$500.00	\$0.00	\$233.85	\$266.15	46.77%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 7

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
260	Unif Cody/Josh/Nate	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
261	Unif Jake/TJ/Seth	\$500.00	\$0.00	\$534.95	-\$34.95	106.99%
303	Engineering Fees	\$5,000.00	\$5,070.50	\$5,130.50	-\$130.50	102.61%
304	Legal Fees (Civil)	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
314	Surveyor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
316	Security Monitoring	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
320	Communications	\$3,000.00	\$136.96	\$648.84	\$2,351.16	21.63%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
340	Advertising	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
351	Legal Notices Publishing	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
360	Insurance	\$9,513.00	\$0.00	\$9,802.00	-\$289.00	103.04%
381	Electric Utilities	\$12,000.00	\$435.92	\$3,205.45	\$8,794.55	26.71%
383	Gas Utilities	\$6,500.00	\$75.31	\$4,407.86	\$2,092.14	67.81%
384	Refuse/Garbage Disposal	\$1,000.00	\$136.63	\$880.96	\$119.04	88.10%
385	Sewer Utility	\$400.00	\$25.85	\$232.65	\$167.35	58.16%
405	Cleaning Services	\$5,640.00	\$470.00	\$2,867.00	\$2,773.00	50.83%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$0.00	\$0.00	\$473.90	-\$473.90	0.00%
430	Miscellaneous	\$2,500.00	\$0.00	\$177.97	\$2,322.03	7.12%
433	Dues/Contracts/Subscriptions	\$1,000.00	\$0.00	\$33.23	\$966.77	3.32%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
443	Sales Tax	\$100.00	\$26.00	\$35.00	\$65.00	35.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$35,000.00	\$1,310.97	\$21,489.64	\$13,510.36	61.40%
500	Capital Outlay -	\$31,000.00	\$1,452.50	\$3,767.20	\$27,232.80	12.15%
550	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%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
553	Capital Outlay - Other	\$34,000.00	\$0.00	\$0.00	\$34,000.00	0.00%
581	Capital Outlay -Seal Coat	\$100,000.00	\$0.00	\$60.00	\$99,940.00	0.06%
582	Capital Outlay - Crackfill	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
583	Capital Outlay - Overlays	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
584	Capital Outlay - Road Const	\$100,000.00	\$11,125.00	\$12,371.99	\$87,628.01	12.37%
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 43000 Public Works (GENERAL)		\$984,817.00	\$53,281.73	\$292,604.31	\$692,212.69	29.71%
DEPT 43025 Public Works Snow Removal						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$1,247.78	-\$1,247.78	0.00%
104	Tech 2	\$0.00	\$74.48	\$983.08	-\$983.08	0.00%
105	Part-time	\$0.00	\$0.00	\$1,294.69	-\$1,294.69	0.00%
108	Tech 3	\$0.00	\$15.00	\$2,446.44	-\$2,446.44	0.00%
121	PERA	\$0.00	\$6.71	\$447.93	-\$447.93	0.00%
122	FICA	\$0.00	\$6.00	\$410.42	-\$410.42	0.00%
131	Employer Paid Health	\$0.00	\$33.15	\$1,765.43	-\$1,765.43	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$1.89	\$98.63	-\$98.63	0.00%
134	Employer Paid Life	\$0.00	\$0.01	\$1.60	-\$1.60	0.00%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43025 Public Works Snow Removal		\$0.00	\$137.24	\$8,696.00	-\$8,696.00	0.00%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 8

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
DEPT 43026 Public Works Trails						
100	Wages and Salaries Dept Head	\$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%
108	Tech 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43026 Public Works Trails		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery						
100	Wages and Salaries Dept Head	\$0.00	\$227.16	\$227.16	-\$227.16	0.00%
103	Tech 1	\$0.00	\$392.56	\$392.56	-\$392.56	0.00%
104	Tech 2	\$0.00	\$540.64	\$540.64	-\$540.64	0.00%
105	Part-time	\$5,574.00	\$0.00	\$0.00	\$5,574.00	0.00%
108	Tech 3	\$0.00	\$453.06	\$453.06	-\$453.06	0.00%
121	PERA	\$0.00	\$120.98	\$120.98	-\$120.98	0.00%
122	FICA	\$426.00	\$123.40	\$123.40	\$302.60	28.97%
210	Operating Supplies	\$940.00	\$0.00	\$0.00	\$940.00	0.00%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
360	Insurance	\$67.00	\$0.00	\$96.00	-\$29.00	143.28%
381	Electric Utilities	\$350.00	\$26.70	\$130.96	\$219.04	37.42%
430	Miscellaneous	\$400.00	\$193.75	\$193.75	\$206.25	48.44%
452	Refund	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
500	Capital Outlay -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery		\$8,007.00	\$2,078.25	\$2,778.51	\$5,228.49	34.70%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$79,061.00	\$6,112.34	\$39,715.21	\$39,345.79	50.23%
101	Assistant	\$45,088.00	\$2,973.54	\$20,011.63	\$25,076.37	44.38%
103	Tech 1	\$43,118.00	\$3,362.35	\$20,253.56	\$22,864.44	46.97%
104	Tech 2	\$0.00	\$605.00	\$705.00	-\$705.00	0.00%
105	Part-time	\$37,710.00	\$2,748.00	\$18,375.75	\$19,334.25	48.73%
108	Tech 3	\$53,310.00	\$4,130.80	\$24,117.88	\$29,192.12	45.24%
121	PERA	\$19,372.00	\$1,386.31	\$8,709.77	\$10,662.23	44.96%
122	FICA	\$20,292.00	\$1,379.38	\$8,476.92	\$11,815.08	41.77%
131	Employer Paid Health	\$57,389.00	\$4,782.41	\$27,429.14	\$29,959.86	47.80%
132	Employer Paid Disability	\$1,425.00	\$168.36	\$1,010.16	\$414.84	70.89%
133	Employer Paid Dental	\$3,818.00	\$321.22	\$1,766.40	\$2,051.60	46.27%
134	Employer Paid Life	\$248.00	\$18.74	\$107.84	\$140.16	43.48%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$5,000.00	\$0.00	\$2,541.16	\$2,458.84	50.82%
151	Workers Comp Insurance	\$13,457.00	\$0.00	\$14,188.00	-\$731.00	105.43%
152	Health Savings Account Contrib	\$15,000.00	\$0.00	\$6,750.00	\$8,250.00	45.00%
200	Office Supplies	\$200.00	\$0.00	\$271.60	-\$71.60	135.80%
208	Instruction Fees	\$500.00	\$0.00	\$95.00	\$405.00	19.00%
210	Operating Supplies	\$3,200.00	\$554.33	\$1,462.66	\$1,737.34	45.71%
212	Motor Fuels	\$2,000.00	\$451.58	\$2,382.02	-\$382.02	119.10%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 9

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
213	Diesel Fuel	\$1,000.00	\$312.95	\$1,679.94	-\$679.94	167.99%
220	Repair/Maint Supply - Equip	\$10,000.00	\$150.00	\$9,811.04	\$188.96	98.11%
221	Repair/Maint Vehicles 306	\$1,000.00	\$8.99	\$584.58	\$415.42	58.46%
223	Bldg Repair Suppl/Maintenance	\$20,000.00	\$1,999.73	\$5,166.16	\$14,833.84	25.83%
231	Chemicals	\$6,000.00	\$0.00	\$392.10	\$5,607.90	6.54%
235	Signs	\$400.00	\$0.00	\$317.79	\$82.21	79.45%
240	Small Tools and Minor Equip	\$1,200.00	\$63.98	\$667.60	\$532.40	55.63%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif FIRE/Ted/Corey/Adam/Pat	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
260	Unif Cody/Josh/Nate	\$0.00	\$154.37	\$409.34	-\$409.34	0.00%
261	Unif Jake/TJ/Seth	\$300.00	\$55.65	\$225.65	\$74.35	75.22%
264	Unif Bobby/Cheryl/Shawn	\$300.00	\$43.73	\$400.73	-\$100.73	133.58%
303	Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
304	Legal Fees (Civil)	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,000.00	\$141.88	\$141.88	\$858.12	14.19%
310	Program Supplies	\$1,500.00	\$49.98	\$796.52	\$703.48	53.10%
311	Softball/Baseball	\$1,500.00	\$558.85	\$558.85	\$941.15	37.26%
312	Aerobic Instruction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	Warm House/Garage Exp	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
316	Security Monitoring	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
317	Soccer/Skating	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
318	Garage (North)	\$3,000.00	\$10.85	\$143.85	\$2,856.15	4.80%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$6,000.00	\$513.61	\$2,571.53	\$3,428.47	42.86%
322	Postage	\$150.00	\$0.00	\$9.42	\$140.58	6.28%
323	Garage (East)	\$1,500.00	\$110.31	\$110.31	\$1,389.69	7.35%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$1,000.00	\$0.00	\$295.94	\$704.06	29.59%
335	Background Checks	\$150.00	\$0.00	\$60.00	\$90.00	40.00%
340	Advertising	\$1,000.00	\$95.00	\$1,082.63	-\$82.63	108.26%
351	Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
360	Insurance	\$15,543.00	\$0.00	\$22,570.92	-\$7,027.92	145.22%
381	Electric Utilities	\$15,000.00	\$970.14	\$5,663.96	\$9,336.04	37.76%
383	Gas Utilities	\$10,000.00	\$364.17	\$6,821.84	\$3,178.16	68.22%
384	Refuse/Garbage Disposal	\$800.00	\$92.95	\$461.07	\$338.93	57.63%
403	Improvements Other Than Bldgs	\$3,800.00	\$169.98	\$2,659.88	\$1,140.12	70.00%
405	Cleaning Services	\$22,575.00	\$1,881.25	\$11,287.50	\$11,287.50	50.00%
413	Office Equipment Rental/Repair	\$700.00	\$55.00	\$201.06	\$498.94	28.72%
415	Equipment Rental	\$500.00	\$75.00	\$135.00	\$365.00	27.00%
430	Miscellaneous	\$800.00	\$124.93	\$1,247.49	-\$447.49	155.94%
433	Dues/Contracts/Subscriptions	\$500.00	\$0.00	\$788.00	-\$288.00	157.60%
442	Safety Prog/Equipment	\$1,500.00	\$36.99	\$214.46	\$1,285.54	14.30%
443	Sales Tax	\$1,600.00	\$470.00	\$1,974.00	-\$374.00	123.38%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$150.00	\$10.25	\$62.50	\$87.50	41.67%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$90.00	\$90.00	\$60.00	60.00%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$14.99	\$985.01	1.50%
457	Weight Room Expenses	\$2,000.00	\$47.97	\$1,199.65	\$800.35	59.98%
459	PAL Foundation Expenditures	\$3,000.00	\$591.70	\$1,072.09	\$1,927.91	35.74%
461	Silver Sneakers	\$6,500.00	\$702.00	\$4,447.92	\$2,052.08	68.43%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay -	\$40,500.00	\$6,438.52	\$92,996.86	-\$52,496.86	229.62%



**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 10

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$830.00	\$138.33	\$482.12	\$347.88	58.09%
610	Interest	\$19.00	\$3.17	\$13.13	\$5.87	69.11%
DEPT 45100 Park and Recreation (GENERA		\$596,355.00	\$45,526.59	\$378,200.00	\$218,155.00	63.42%
DEPT 45125 Parks and Rec Snow Removal						
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%
103	Tech 1	\$0.00	\$0.00	\$621.90	-\$621.90	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%
108	Tech 3	\$0.00	\$0.00	\$397.27	-\$397.27	0.00%
121	PERA	\$0.00	\$0.00	\$76.42	-\$76.42	0.00%
122	FICA	\$0.00	\$0.00	\$70.29	-\$70.29	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$340.74	-\$340.74	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$29.58	-\$29.58	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$1.08	-\$1.08	0.00%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45125 Parks and Rec Snow Removal		\$0.00	\$0.00	\$1,537.28	-\$1,537.28	0.00%
DEPT 45126 Parks and Rec Trails						
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%
103	Tech 1	\$0.00	\$0.00	\$616.72	-\$616.72	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%
108	Tech 3	\$0.00	\$0.00	\$1,198.21	-\$1,198.21	0.00%
121	PERA	\$0.00	\$0.00	\$136.11	-\$136.11	0.00%
122	FICA	\$0.00	\$0.00	\$127.23	-\$127.23	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$484.43	-\$484.43	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$31.02	-\$31.02	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$2.90	-\$2.90	0.00%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45126 Parks and Rec Trails		\$0.00	\$0.00	\$2,596.62	-\$2,596.62	0.00%
DEPT 45500 Library						
101	Assistant	\$19,323.00	\$1,962.36	\$12,755.34	\$6,567.66	66.01%
121	PERA	\$1,449.00	\$147.18	\$956.67	\$492.33	66.02%
122	FICA	\$1,478.00	\$141.33	\$900.84	\$577.16	60.95%
131	Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
132	Employer Paid Disability	\$105.00	\$0.00	\$0.00	\$105.00	0.00%
133	Employer Paid Dental	\$310.00	\$23.60	\$136.32	\$173.68	43.97%
134	Employer Paid Life	\$21.00	\$2.06	\$12.34	\$8.66	58.76%
135	Employer Paid Other	\$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	\$989.00	\$0.00	\$1,160.00	-\$171.00	117.29%
152	Health Savings Account Contrib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
201	Library Operating Supplies	\$2,000.00	\$0.00	\$119.56	\$1,880.44	5.98%
202	Library Subscriptions	\$500.00	\$0.00	\$921.95	-\$421.95	184.39%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 11

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
203	Library Books	\$5,000.00	\$375.03	\$2,330.16	\$2,669.84	46.60%
204	Children s Program Expense	\$150.00	\$27.96	\$27.96	\$122.04	18.64%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	Book Sale Expenses	\$0.00	\$38.00	\$38.00	-\$38.00	0.00%
207	Golf Fundraiser Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,000.00	\$62.54	\$320.02	\$679.98	32.00%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
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	\$7.20	\$35.20	\$464.80	7.04%
430	Miscellaneous	\$1,000.00	\$64.18	\$105.15	\$894.85	10.52%
433	Dues/Contracts/Subscriptions	\$2,000.00	\$0.00	\$1,358.63	\$641.37	67.93%
443	Sales Tax	\$100.00	\$2.00	\$8.00	\$92.00	8.00%
452	Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
459	PAL Foundation Expenditures	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
500	Capital Outlay -	\$2,000.00	\$0.00	\$988.45	\$1,011.55	49.42%
600	Principal	\$543.00	\$90.43	\$315.17	\$227.83	58.04%
610	Interest	\$12.00	\$2.07	\$8.58	\$3.42	71.50%
DEPT 45500 Library		\$38,830.00	\$2,945.94	\$22,498.34	\$16,331.66	57.94%
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 47014						
600	Principal	\$210,000.00	\$0.00	\$210,000.00	\$0.00	100.00%
610	Interest	\$2,250.00	\$0.00	\$2,520.00	-\$270.00	112.00%
620	Fiscal Agent s Fees	\$300.00	\$0.00	\$252.45	\$47.55	84.15%
DEPT 47014 47014		\$212,550.00	\$0.00	\$212,772.45	-\$222.45	100.10%
DEPT 47015 47015 Series 2015B/2021A						
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/2021A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
388	Recycling Expenses	\$500.00	\$50.00	\$100.00	\$400.00	20.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling		\$500.00	\$50.00	\$100.00	\$400.00	20.00%
FUND 101 GENERAL FUND		\$4,840,808.00	\$271,468.09	\$2,045,500.07	\$2,795,307.93	42.26%
FUND 301 DEBT SERVICE FUND						
DEPT 47000 \$3,815,000 GO CIP 2019A						
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$230,000.00	\$0.00	\$230,000.00	\$0.00	100.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$66,281.00	\$0.00	\$34,290.63	\$31,990.37	51.74%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
DEPT 47000 \$3,815,000 GO CIP 2019A		\$297,031.00	\$0.00	\$264,290.63	\$32,740.37	88.98%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 12

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
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					
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					

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 13

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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 CIP Bonds						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 CIP Bonds		\$0.00	\$0.00	\$0.00	\$0.00	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	\$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 47014						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$85,000.00	\$0.00	\$85,000.00	\$0.00	100.00%
610	Interest	\$13,300.00	\$0.00	\$7,287.50	\$6,012.50	54.79%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$495.00	\$255.00	66.00%
DEPT 47014 47014		\$99,050.00	\$0.00	\$92,782.50	\$6,267.50	93.67%
DEPT 47015 47015 Series 2015B/2021A						
600	Principal	\$120,000.00	\$0.00	\$120,000.00	\$0.00	100.00%
610	Interest	\$16,100.00	\$0.00	\$8,650.00	\$7,450.00	53.73%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$495.00	\$255.00	66.00%
DEPT 47015 47015 Series 2015B/2021A		\$136,850.00	\$0.00	\$129,145.00	\$7,705.00	94.37%
DEPT 47100 2022A ROAD BONDS						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$24,654.00	\$0.00	\$0.00	\$24,654.00	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 47100 2022A ROAD BONDS		\$24,654.00	\$0.00	\$0.00	\$24,654.00	0.00%
DEPT 47101 2022A FIRE TRUCK BONDS						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$15,922.00	\$0.00	\$0.00	\$15,922.00	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 47101 2022A FIRE TRUCK BONDS		\$15,922.00	\$0.00	\$0.00	\$15,922.00	0.00%
FUND 301 DEBT SERVICE FUND		\$573,507.00	\$0.00	\$486,218.13	\$87,288.87	84.78%
FUND 401 GENERAL CAPITAL PROJECTS						
DEPT 42280 Fire Administration						
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280 Fire Administration		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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 CIP Bonds						
551	Capital Outlay-Building	\$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 47012 CIP Bonds		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 14

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						
351	Legal Notices Publishing	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
640	Tax Increment 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
641	Tax Increment 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
644	Tax Increment 7 - Stone #1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
645	Tax Increment 8 - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
646	TaxIncrement 9-C&J Dev	\$10,400.00	\$0.00	\$0.00	\$10,400.00	0.00%
650	Administrative Costs	\$600.00	\$0.00	\$100.00	\$500.00	16.67%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000 Tax Increment Financing		\$11,250.00	\$0.00	\$100.00	\$11,150.00	0.89%
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		\$11,250.00	\$0.00	\$100.00	\$11,150.00	0.89%
FUND 502 ECONOMIC DEVELOPMENT FUND						
DEPT 41940 General Government						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
493	Pass Thru Donations	\$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%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 \$3,815,000 GO CIP 2019A						
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 \$3,815,000 GO CIP 2019A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$18,100.00	\$0.00	\$496.12	\$17,603.88	2.74%
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		\$18,100.00	\$0.00	\$496.12	\$17,603.88	2.74%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$18,100.00	\$0.00	\$496.12	\$17,603.88	2.74%
FUND 601 SEWER OPERATING FUND						

UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES

07/06/23 10:33 AM

Page 15

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$78,749.00	\$5,860.54	\$39,327.89	\$39,421.11	49.94%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$5,906.00	\$439.56	\$2,949.68	\$2,956.32	49.94%
122	FICA	\$6,024.00	\$390.47	\$2,652.35	\$3,371.65	44.03%
131	Employer Paid Health	\$23,911.00	\$1,992.56	\$11,955.36	\$11,955.64	50.00%
132	Employer Paid Disability	\$740.00	\$60.63	\$363.78	\$376.22	49.16%
133	Employer Paid Dental	\$1,032.00	\$59.36	\$342.88	\$689.12	33.22%
134	Employer Paid Life	\$67.00	\$5.20	\$31.20	\$35.80	46.57%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$3,703.00	\$0.00	\$2,933.00	\$770.00	79.21%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$3,000.00	\$3,000.00	50.00%
200	Office Supplies	\$500.00	\$29.88	\$306.93	\$193.07	61.39%
208	Instruction Fees	\$2,000.00	\$360.00	\$1,054.00	\$946.00	52.70%
210	Operating Supplies	\$3,500.00	\$362.72	\$917.24	\$2,582.76	26.21%
212	Motor Fuels	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$25,000.00	\$441.81	\$16,360.27	\$8,639.73	65.44%
221	Repair/Maint Vehicles 306	\$1,500.00	\$693.86	\$693.86	\$806.14	46.26%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$8,000.00	\$179.10	\$602.10	\$7,397.90	7.53%
229	Oper/Maint - Lift Station	\$20,000.00	\$388.09	\$3,243.58	\$16,756.42	16.22%
230	Repair/Maint - Collection Syst	\$7,000.00	\$58.80	\$4,683.80	\$2,316.20	66.91%
231	Chemicals	\$18,000.00	\$1,179.34	\$7,925.71	\$10,074.29	44.03%
258	Unif FIRE/Ted/Corey/Adam/Pat	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
303	Engineering Fees	\$1,000.00	\$0.00	\$60.00	\$940.00	6.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$4,556.00	\$451.69	\$2,253.41	\$2,302.59	49.46%
321	Communications-Cellular	\$1,600.00	\$49.67	\$248.50	\$1,351.50	15.53%
322	Postage	\$800.00	\$0.00	\$688.06	\$111.94	86.01%
331	Travel Expenses	\$2,500.00	\$375.38	\$2,102.04	\$397.96	84.08%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
360	Insurance	\$17,312.00	\$0.00	\$14,646.31	\$2,665.69	84.60%
381	Electric Utilities	\$38,000.00	\$2,496.23	\$11,591.18	\$26,408.82	30.50%
383	Gas Utilities	\$3,000.00	\$66.65	\$2,661.13	\$338.87	88.70%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$20,000.00	\$1,601.20	\$4,179.60	\$15,820.40	20.90%
407	Sludge Disposal	\$25,000.00	\$15,596.00	\$15,596.00	\$9,404.00	62.38%
420	Depreciation Expense	\$350,000.00	\$0.00	\$0.00	\$350,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$25.00	\$75.00	25.00%
433	Dues/Contracts/Subscriptions	\$1,800.00	\$0.00	\$420.00	\$1,380.00	23.33%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
450	Permits	\$2,000.00	\$0.00	\$1,450.00	\$550.00	72.50%
452	Refund	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay -	\$125,000.00	\$8,627.45	\$165,261.30	-\$40,261.30	132.21%
553	Capital Outlay - Other	\$0.00	\$0.00	\$636.00	-\$636.00	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	\$1,344.00	\$27,735.50	-\$27,735.50	0.00%
556	Capital Outlay - Sewer Exten	\$0.00	\$8,045.00	\$13,163.50	-\$13,163.50	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



**UNADJUSTED DRAFT: 06.30.2023 MONTH-END EXPENDITURES**

07/06/23 10:33 AM

Page 16

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
DEPT 43200 Sewer		\$811,050.00	\$51,155.19	\$362,061.16	\$448,988.84	44.64%
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		\$811,050.00	\$51,155.19	\$362,061.16	\$448,988.84	44.64%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay -	\$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	\$200,000.00	\$0.00	\$200,000.00	\$0.00	100.00%
610	Interest	\$5,632.00	\$0.00	\$5,013.75	\$618.25	89.02%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$242.55	\$507.45	32.34%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$206,382.00	\$0.00	\$205,256.30	\$1,125.70	99.45%
DEPT 47008 2003 Series B Sewer						
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$100,000.00	\$0.00	\$100,000.00	\$0.00	100.00%
610	Interest	\$11,240.00	\$0.00	\$6,352.50	\$4,887.50	56.52%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$111,240.00	\$0.00	\$106,352.50	\$4,887.50	95.61%
DEPT 47102 2022A SEWER BONDS						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$69,569.00	\$0.00	\$0.00	\$69,569.00	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 47102 2022A SEWER BONDS		\$69,569.00	\$0.00	\$0.00	\$69,569.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUN		\$387,191.00	\$0.00	\$311,608.80	\$75,582.20	80.48%
		\$6,641,906.00	\$322,623.28	\$3,205,984.28	\$3,435,921.72	48.27%

## UNADJUSTED DRAFT: 06.30.2023 BALANCE SHEET

D.  
5.

## City of Crosslake

07/06/23 10:31 AM

Page 1

## Balance Sheet

Current Period: JUNE 2023

Account	Last Dim Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
<b>FUND 101 GENERAL FUND</b>							
G 101-10100	Cash	\$6,072,402.32	\$1,441,706.90	\$276,140.31	\$5,102,179.79	\$5,234,765.88	\$5,939,816.23
G 101-10101	Restricted Cash	\$523,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$548,000.00
G 101-10150	Cash - Phone Company Procee	\$2,399,329.00	\$10,086.07	\$0.00	\$2,451,324.87	\$2,399,329.00	\$2,451,324.87
G 101-10200	Petty Cash	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
G 101-10201	Petty Cash - Library	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G 101-10400	Investments at Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-10450	Interest Receivable on Invest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-10500	Taxes Receivable-Current	\$50,071.74	\$0.00	\$0.00	\$0.00	\$50,071.74	\$0.00
G 101-10700	Taxes Receivable-Delinquent	\$45,519.88	\$0.00	\$0.00	\$0.00	\$0.00	\$45,519.88
G 101-10800	Allow for Uncollected Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-11500	Accounts Receivable	\$1,500.30	\$0.00	\$0.00	\$0.00	\$1,500.30	\$0.00
G 101-11600	Allow for Uncollected Receivab	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-12100	Special Assess Rec-Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-12200	Special Assess Rec-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-12300	Special Assess Rec-Deferred	\$44,210.87	\$0.00	\$0.00	\$0.00	\$0.00	\$44,210.87
G 101-13100	Due From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-13200	Due From Other Governments	\$34,581.39	\$0.00	\$0.00	\$621,632.62	\$656,214.01	\$0.00
G 101-13300	Advances To Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-14100	Inventory of Material/Supply	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-15500	Prepaid Items	\$42,147.85	\$0.00	\$0.00	\$0.00	\$0.00	\$42,147.85
G 101-15600	Deferred Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-16100	Fixed Asset-Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-16200	Fixed Asset-Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-16400	Fixed Asset-Equip/Machinery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-16420	Fixed Asset-Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-16440	Fixed Asset-Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-18100	Amount Avail in Debt Srv Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-18200	Amount Provided for Debt Retir	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-20200	Accounts Payable	-\$43,596.80	\$0.00	\$0.00	\$43,596.80	\$0.00	\$0.00
G 101-20300	Sales Tax Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-20600	Contracts Payable	-\$12,892.74	\$0.00	\$0.00	\$0.00	\$0.00	-\$12,892.74
G 101-20700	Due to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-20701	Due to General Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-20703	Due to D&M Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-20800	Due to Other Governments	-\$64,614.94	\$0.00	\$0.00	\$64,614.94	\$0.00	\$0.00
G 101-20900	Advance From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21500	Accrued Interest Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21600	Accrued Wages & Salaries Pay	-\$68,628.25	\$0.00	\$0.00	\$0.00	\$0.00	-\$68,628.25
G 101-21700	Accrued Payroll Deductions Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21701	Federal Withholding	\$0.00	\$9,660.72	\$9,660.72	\$63,723.91	\$63,723.91	\$0.00
G 101-21702	State Withholding	\$0.00	\$4,719.82	\$4,719.82	\$29,998.62	\$29,998.62	\$0.00
G 101-21703	FICA Withholding(Incl Medicare	\$0.00	\$13,762.60	\$13,762.60	\$87,435.80	\$87,435.80	\$0.00
G 101-21704	PERA	\$0.00	\$19,821.76	\$19,821.76	\$127,509.25	\$127,509.25	\$0.00
G 101-21705	Other Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## UNADJUSTED DRAFT: 06.30.2023 BALANCE SHEET

## City of Crosslake

07/06/23 10:31 AM

Page 2

## Balance Sheet

Current Period: JUNE 2023

Account	Last Dim Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 101-21706	Hospitalization/Medical Ins	\$3,679.86	\$23,912.05	\$23,912.05	\$144,364.90	\$143,472.30	\$4,572.46
G 101-21707	Union Dues	\$0.00	\$949.56	\$949.56	\$5,471.97	\$5,471.97	\$0.00
G 101-21708	HCSP	\$0.00	\$2,051.52	\$2,051.52	\$15,088.63	\$15,088.63	\$0.00
G 101-21709	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21710	Life Insurance	\$170.80	\$388.70	\$388.70	\$2,289.40	\$2,332.20	\$128.00
G 101-21711	Garnishments and Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21712	Savings	\$2,243.78	\$1,433.50	\$1,433.50	\$12,317.75	\$9,317.75	\$5,243.78
G 101-21713	Dental	\$1,153.36	\$1,297.44	\$1,297.44	\$7,528.59	\$7,459.85	\$1,222.10
G 101-21714	Deferred Compensation	\$0.00	\$710.00	\$710.00	\$5,815.00	\$5,815.00	\$0.00
G 101-21715	Minnesota Benefit Assoc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21716	Flexible Benefit Plan	-\$5,904.02	\$6,292.45	\$6,681.45	\$40,960.91	\$40,439.41	-\$5,382.52
G 101-21717	Child Support/Alimony	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21718	Deferred Compensation	\$0.00	\$50.00	\$50.00	\$325.00	\$325.00	\$0.00
G 101-21750	Accrued Compensated Absenc	-\$2,113.77	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,113.77
G 101-22000	Deposits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22200	Deferred Revenues	-\$40,500.30	\$0.00	\$0.00	\$31,402.44	\$9,417.26	-\$18,515.12
G 101-22280	Deferred Revenue-Property Tax	-\$45,519.88	\$0.00	\$0.00	\$0.00	\$0.00	-\$45,519.88
G 101-22281	Deferred Revenue-Spec Assmt	-\$44,210.87	\$0.00	\$0.00	\$0.00	\$0.00	-\$44,210.87
G 101-22500	Bonds Payable-Current Portion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22510	General Obligation Bonds Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22520	Special Assess Bonds Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22530	Revenue Bonds Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22600	Capital Lease Agree-Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22700	Installment Purchase Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22800	Other Current Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-23100	Bonds Payable-Noncurrent NC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-23110	General Obligation Pay NC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-23120	Special Assess Bonds Pay NC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-23130	Revenue Bonds Payable NC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-23600	Postemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-23700	Capital Lease Agree-Noncurrent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-23800	Installment Purch Contract-NC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-23900	Other Long-term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-24100	Fund Balance For Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-24400	Fund Balance For Prepaid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-25300	Unreserved Fund Balance	\$0.00	\$1,456,249.21	\$1,456,249.21	\$5,258,770.62	\$5,258,770.62	\$0.00
G 101-27200	FB - Nonspendable - Prepays	-\$42,147.85	\$0.00	\$0.00	\$0.00	\$0.00	-\$42,147.85
G 101-28510	FB - Rest. For Fire Truck	-\$523,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	-\$548,000.00
G 101-29200	FB - CO - ASSIGNED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-29210	FB - CO ASG Animal Control	-\$1,515.02	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,515.02
G 101-29215	FB - CO ASG Admin & PZ	-\$25,304.08	\$0.00	\$0.00	\$11,844.00	\$10,326.00	-\$23,786.08
G 101-29220	FB - CO ASG Fire Hall Remode	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-29225	FB - CO ASG PW Bridges	-\$122,593.27	\$0.00	\$81.81	\$0.00	\$1,081.81	-\$123,675.08
G 101-29226	FB - CO ASG Storm Water Mai	-\$5,500.00	\$0.00	\$0.00	\$0.00	\$3,000.00	-\$8,500.00
G 101-29230	FB - CO ASG PW Buildings	-\$23,839.91	\$0.00	\$0.00	\$0.00	\$27,685.30	-\$51,525.21



## UNADJUSTED DRAFT: 06.30.2023 BALANCE SHEET

## City of Crosslake

07/06/23 10:31 AM

Page 3

## Balance Sheet

Current Period: JUNE 2023

Account	Last Dim Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 101-29231	FB- CO ASG PW Veh & Equip	-\$109,565.11	\$1,452.50	\$0.00	\$1,452.50	\$31,000.00	-\$139,112.61
G 101-29235	FB - CO ASG PW Roads	-\$245,960.77	\$11,125.00	\$0.00	\$11,627.50	\$299,195.51	-\$533,528.78
G 101-29240	FB - CO ASG Parks 80 Acre	-\$698.36	\$0.00	\$0.00	\$0.00	\$0.00	-\$698.36
G 101-29245	FB - CO ASG Park Dedication	-\$134,500.25	\$38.83	\$0.00	\$34,634.08	\$14,076.89	-\$113,943.06
G 101-29250	FB - CO ASG Park Fitness Equi	-\$93,034.49	\$0.00	\$0.00	\$0.00	\$13,000.00	-\$106,034.49
G 101-29255	FB - CO ASG Park Gen Cap Ex	-\$160,265.91	\$6,399.69	\$0.00	\$36,513.54	\$30,500.00	-\$154,252.37
G 101-29260	FB - CO ASG Library D/Pledges	-\$55,033.35	\$0.00	\$417.69	\$1,250.58	\$3,223.85	-\$57,006.62
G 101-29265	FB - CO ASG Police Restitution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-29270	FB - CO ASG Police Forfeiture	-\$3,713.69	\$0.00	\$0.00	\$0.00	\$100.00	-\$3,813.69
G 101-29275	FB - CO ASG Police Equipment	-\$119,376.75	\$999.90	\$0.00	\$21,345.60	\$83,133.60	-\$181,164.75
G 101-29300	FB - UnRestricted Unassigned	-\$4,826,851.77	\$0.00	\$1,184,694.01	\$2,940,513.23	\$2,458,755.51	-\$4,345,094.05
G 101-29350	FB - UnRes Ua - Phone Co	-\$2,399,329.00	\$0.00	\$10,086.07	\$3,672,866.32	\$3,724,862.19	-\$2,451,324.87
<b>FUND 101 GENERAL FUND</b>		\$0.00	\$3,013,108.22	\$3,013,108.22	\$20,873,399.16	\$20,873,399.16	\$0.00
<b>FUND 301 DEBT SERVICE FUND</b>							
G 301-10100	Cash	\$808,789.30	\$287,665.02	\$0.00	\$295,506.92	\$486,218.13	\$618,078.09
G 301-10101	Restricted Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-10400	Investments at Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-10500	Taxes Receivable-Current	\$7,841.90	\$0.00	\$0.00	\$0.00	\$7,841.90	\$0.00
G 301-10700	Taxes Receivable-Delinquent	\$6,251.20	\$0.00	\$0.00	\$0.00	\$0.00	\$6,251.20
G 301-10800	Allow for Uncollected Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-12100	Special Assess Rec-Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-12200	Special Assess Rec-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-12300	Special Assess Rec-Deferred	\$231,295.92	\$0.00	\$0.00	\$0.00	\$0.00	\$231,295.92
G 301-13100	Due From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-13200	Due From Other Governments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-15500	Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-20700	Due to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-22200	Deferred Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 301-22280	Deferred Revenue-Property Tax	-\$6,251.20	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,251.20
G 301-22281	Deferred Revenue-Spec Assmt	-\$231,295.92	\$0.00	\$0.00	\$0.00	\$0.00	-\$231,295.92
G 301-25300	Unreserved Fund Balance	\$0.00	\$64,019.27	\$64,019.27	\$64,019.27	\$64,019.27	\$0.00
G 301-28400	FB - Restricted for Debt Ser.	-\$816,631.20	\$0.00	\$287,665.02	\$494,060.03	\$295,506.92	-\$618,078.09
<b>FUND 301 DEBT SERVICE FUND</b>		\$0.00	\$351,684.29	\$351,684.29	\$853,586.22	\$853,586.22	\$0.00
<b>FUND 405 TAX INCREMENT FINANCE PROJECTS</b>							
iG 405-10100	Cash	\$12,086.04	\$4,281.62	\$0.00	\$4,281.62	\$100.00	\$16,267.66
iG 405-10101	Restricted Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
iG 405-10400	Investments at Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
iG 405-10500	Taxes Receivable-Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
iG 405-11500	Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
iG 405-13200	Due From Other Governments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
iG 405-20200	Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
iG 405-22000	Deposits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
iG 405-22200	Deferred Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
iG 405-25300	Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
iG 405-28500	FB - Restricted for TIF	-\$12,086.04	\$0.00	\$4,281.62	\$100.00	\$4,281.62	-\$16,267.66

## UNADJUSTED DRAFT: 06.30.2023 BALANCE SHEET

## City of Crosslake

07/06/23 10:31 AM

Page 4

## Balance Sheet

Current Period: JUNE 2023

Account	Last Dim Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
<b>FUND 405 TAX INCREMENT FINANCE PROJECTS</b>		\$0.00	\$4,281.62	\$4,281.62	\$4,381.62	\$4,381.62	\$0.00
<b>FUND 502 ECONOMIC DEVELOPMENT FUND</b>							
!G 502-10100 Cash		\$15,396.78	\$7,015.87	\$0.00	\$7,282.89	\$496.12	\$22,183.55
!G 502-10101 Restricted Cash		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-10102 Restricted Cash-RUS Rev Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-10400 Investments at Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-10500 Taxes Receivable-Current		\$267.02	\$0.00	\$0.00	\$0.00	\$267.02	\$0.00
!G 502-10700 Taxes Receivable-Delinquent		\$197.58	\$0.00	\$0.00	\$0.00	\$0.00	\$197.58
!G 502-12000 Long-Term Lease Receivable		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-13200 Due From Other Governments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-15500 Prepaid Items		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-20200 Accounts Payable		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-20300 Sales Tax Payable		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-20700 Due to Other Funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-20701 Due to General Funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-22200 Deferred Revenues		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-22280 Deferred Revenue-Property Tax		-\$197.58	\$0.00	\$0.00	\$0.00	\$0.00	-\$197.58
!G 502-25300 Unreserved Fund Balance		\$0.00	\$7,015.87	\$7,015.87	\$7,779.01	\$7,779.01	\$0.00
!G 502-25400 Restricted for LT Lease Rec v		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
!G 502-29300 FB - UnRestricted Unassigned		-\$15,663.80	\$0.00	\$7,015.87	\$496.12	\$7,015.87	-\$22,183.55
<b>FUND 502 ECONOMIC DEVELOPMENT FUND</b>		\$0.00	\$14,031.74	\$14,031.74	\$15,558.02	\$15,558.02	\$0.00
<b>FUND 601 SEWER OPERATING FUND</b>							
G 601-10100 Cash		\$2,705.00	\$77,387.61	\$52,887.25	\$868,643.89	\$699,365.62	\$171,983.27
G 601-10101 Restricted Cash		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-10102 Restricted Cash-RUS Rev Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-10400 Investments at Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-11500 Accounts Receivable		\$75,022.20	\$0.00	\$0.00	\$0.00	\$1,200.00	\$73,822.20
G 601-11502 Notes Rec - Short Term Sewer		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-11503 Notes Rec - Long Term Sewer		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-13100 Due From Other Funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-13200 Due From Other Governments		\$621,632.62	\$0.00	\$0.00	\$0.00	\$621,632.62	\$0.00
G 601-15500 Prepaid Items		\$5,249.91	\$0.00	\$0.00	\$0.00	\$0.00	\$5,249.91
G 601-16000 Construction In Progress		\$357,438.40	\$0.00	\$0.00	\$0.00	\$0.00	\$357,438.40
G 601-16100 Fixed Asset-Land		\$185,135.42	\$0.00	\$0.00	\$0.00	\$0.00	\$185,135.42
G 601-16200 Fixed Asset-Buildings		\$3,665,567.25	\$0.00	\$0.00	\$0.00	\$0.00	\$3,665,567.25
G 601-16210 A/D Buildings		-\$1,673,436.70	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,673,436.70
G 601-16300 Improvements Other Than Bldg		\$39,327.74	\$0.00	\$0.00	\$0.00	\$0.00	\$39,327.74
G 601-16310 A/D Impr Other Than Bldgs		-\$29,832.52	\$0.00	\$0.00	\$0.00	\$0.00	-\$29,832.52
G 601-16400 Fixed Asset-Equip/Machinery		\$384,982.82	\$0.00	\$0.00	\$0.00	\$0.00	\$384,982.82
G 601-16410 Fixed Asset-Equip Depreciation		-\$316,399.86	\$0.00	\$0.00	\$0.00	\$0.00	-\$316,399.86
G 601-16500 Fixed Asset-Const in Progress		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-16700 Infrastructure		\$8,353,683.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,353,683.00
G 601-16710 A/D Infrastructure		-\$2,088,703.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,088,703.50



## UNADJUSTED DRAFT: 06.30.2023 BALANCE SHEET

## City of Crosslake

07/06/23 10:31 AM

Page 5

## Balance Sheet

Current Period: JUNE 2023

Account	Last Dim Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 601-19002	DO-GERF-Dif Exp & Act Econ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-19003	DO-GERF-Chgs in Actuarial As	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-19004	DO- GERF City Cont. Sub.to M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-19005	DO - OPEB	\$616.00	\$0.00	\$0.00	\$0.00	\$0.00	\$616.00
G 601-20200	Accounts Payable	-\$202,837.47	\$0.00	\$0.00	\$202,837.47	\$0.00	\$0.00
G 601-20300	Sales Tax Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-20600	Contracts Payable	-\$181,935.34	\$0.00	\$0.00	\$118,328.71	\$0.00	-\$63,606.63
G 601-20700	Due to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-20800	Due to Other Governments	-\$7,181.00	\$0.00	\$0.00	\$7,181.00	\$0.00	\$0.00
G 601-21600	Accrued Wages & Salaries Pay	-\$3,028.85	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,028.85
G 601-21701	Federal Withholding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21703	FICA Withholding(Incl Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21740	Accrued Comp Abs due in 1 yr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21750	Accrued Compensated Absenc	-\$7,601.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$7,601.51
G 601-21800	OPEB Liability	-\$8,167.71	\$0.00	\$0.00	\$0.00	\$0.00	-\$8,167.71
G 601-21801	OPEB Liability - Current	-\$69.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$69.00
G 601-21802	Deferred Inflows - OPEB	-\$3,221.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,221.00
G 601-22000	Deposits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-23950	Net Pension Liability	-\$25,899.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$25,899.00
G 601-23955	DI-GERF-Dif Exp & Act Econ E	-\$791.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$791.00
G 601-23960	DI-GERF-Chgs in Prop & Dif BT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-23962	DI-GERF-Net Dif BTW Proj & A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-24400	Fund Balance For Prepaid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-24502	DO-GERF-Net Fiff BTW Proj &	\$9,121.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,121.00
G 601-24601	DI-GERF-Cjchanges in Act. Assu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-25300	Unreserved Fund Balance	\$0.00	\$33,430.39	\$33,430.39	\$44,090.39	\$44,090.39	\$0.00
G 601-26100	Net Inv. In Capital Assets	-\$5,934,826.71	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,934,826.71
G 601-26600	Net Assets - Unrestricted	-\$3,216,550.19	\$52,887.25	\$77,387.61	\$682,760.62	\$557,553.45	-\$3,091,343.02
<b>FUND 601 SEWER OPERATING FUND</b>		<b>\$0.00</b>	<b>\$163,705.25</b>	<b>\$163,705.25</b>	<b>\$1,923,842.08</b>	<b>\$1,923,842.08</b>	<b>\$0.00</b>
<b>FUND 651 SEWER RESTRICTED SINKING FUND</b>							
G 651-10100	Cash	\$527,002.44	\$184,968.47	\$0.00	\$189,785.43	\$311,608.80	\$405,179.07
G 651-10101	Restricted Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-10102	Restricted Cash-RUS Rev Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-10450	Interest Receivable on Invest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-10500	Taxes Receivable-Current	\$4,816.96	\$0.00	\$0.00	\$0.00	\$4,816.96	\$0.00
G 651-10700	Taxes Receivable-Delinquent	\$4,247.66	\$0.00	\$0.00	\$0.00	\$0.00	\$4,247.66
G 651-11502	Notes Rec - Short Term Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-11503	Notes Rec - Long Term Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-15500	Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-15600	Deferred Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-15620	Unamortized Discount on Bond	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-15621	Unamortized Premium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-15625	Deferred Charges - Bond Issua	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-21500	Accrued Interest Payable	-\$19,997.90	\$0.00	\$0.00	\$0.00	\$0.00	-\$19,997.90
G 651-22200	Deferred Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## UNADJUSTED DRAFT: 06.30.2023 BALANCE SHEET

## City of Crosslake

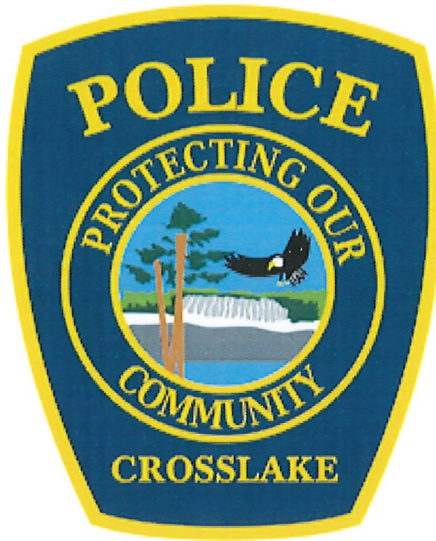
07/06/23 10:31 AM

Page 6

## Balance Sheet

Current Period: JUNE 2023

Account	Last Dim Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 651-22500	Bonds Payable-Current Portion	-\$300,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$300,000.00
G 651-23100	Bonds Payable-Noncurrent NC	-\$2,461,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,461,000.00
G 651-25300	Unreserved Fund Balance	\$0.00	\$51,926.60	\$51,926.60	\$51,926.60	\$51,926.60	\$0.00
G 651-26100	Net Inv. In Capital Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 651-26200	Net Assets - Restricted DS	-\$507,004.54	\$0.00	\$184,968.47	\$316,425.76	\$189,785.43	-\$380,364.21
G 651-26600	Net Assets - Unrestricted	\$2,751,935.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,751,935.38
FUND 651 SEWER RESTRICTED SINKING FUND		\$0.00	\$236,895.07	\$236,895.07	\$558,137.79	\$558,137.79	\$0.00
<b>Grand Total</b>		\$0.00	\$3,783,706.19	\$3,783,706.19	\$24,228,904.89	\$24,228,904.89	\$0.00



# CROSSLAKE POLICE DEPARTMENT

## MONTHLY REPORT

June

2023

# Crosslake Police Department

## Monthly Report

### June 2023

Abandoned Vehicle	3	Traffic Arrest	3
Agency Assist	20	Traffic Warning	75
Alarm	11	Traffic Citation	12
Animal Complaint	9	Trespass	3
ATV	5	Vulnerable Adult	2
Burglary	1	Welfare Check	11
Civil Problem	5	Welfare Check	11
Death	1		
Disturbance	6	<b>Total</b>	<b>270</b>
Driving Complaint	4		
Drug Information	1		
Ems	32		
Fire	4		
Forgery	3		
Found Property	1		
Gun Permits	1		
Hazard In Road	3		
Information	5		
Motorist Assist	2		
Noise Complaint	3		
Parking Complaint	5		
Personal In Accident	1		
Property Damage Acc	7		
Public Assist	13		
Scam/Con	1		
Shooting Complaint	1		
Suicidal Person	1		
Suspicious Person	1		
Suspicious Vehicle	3		
Theft	8		

D.7.



# CROSSLAKE POLICE DEPARTMENT

## MISSION TOWNSHIP MONTHLY REPORT

June  
2023

**Crosslake Police Department  
Mission Township Monthly Report  
June 2023**

Agency Assist	5
Driving Complaint	1
Traffic Arrest	1
Traffic Citation	13
Traffic Warning	52
Welfare Check	1
<b>Total</b>	<b>73</b>





# Crosslake Fire Department

Date: JUNE 2023

D. 8.

## Incidents

Description of Incident	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	26	195
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries		3
324 - Motor Vehicle Accident with No Injuries		1
351 - Remove from Elevator		
341/361/362 - Search for Person/Water Rescue/Ice Rescue	1	2
381 - Rescue Remove from Harm	1	4
<b>Total:</b>	<b>28</b>	<b>205</b>
<b>1 - Fire</b>		
111 - Building Fire	1	2
111 - Building Fire (Mutual Aid)		
112/118/113/114/151 - Fire Other / Chimney Fire		
141/142/143 - Forest, Woods, Brush, Grass Fire		2
130/131/134/138/142 - Mobile Property/Automobile Fire/Off Road Vehicle	1	2
<b>Total:</b>	<b>2</b>	<b>6</b>
<b>4 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)		1
424 - Carbon Monoxide Incident		1
444 - Power Line Down/Trees on Road		
445 - Arcing, Shorted Electrical Equipment		
<b>Total:</b>	<b>0</b>	<b>2</b>
<b>5 - Service Call</b>		
561 - Unauthorized Burning	1	1
531/521 - Smoke or Odor Removal / Water Problem		
542/550/553 - Public Service/ Public Assist / 571 - Standby	6	22
551 - Agency Assist	3	10
<b>Total:</b>	<b>10</b>	<b>33</b>
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route	2	9
600/631 - Good Intent Call/Authorized Burning		
651/652 - Smoke scare, Odor of smoke		
661 - EMS Party Transport - Aircare - Traffic Control	2	4
<b>Total:</b>	<b>4</b>	<b>13</b>
<b>7 - False Alarm &amp; False Call</b>		
735/740/743/740/745 - Smoke Detector Activation - No Fire		7
746 - Carbon Monoxide Detector Activation - No CO		1
731 - Sprinkler Activation due to Malfunction		
<b>Total:</b>	<b>0</b>	<b>8</b>
<b>8 - Severe Weather &amp; Natural Disaster</b>		
814 - Lightning Strike (No Fire)		
813/815 - Wind Storm/Severe Weather Standby		
<b>Total:</b>	<b>0</b>	<b>0</b>
<b>Total Incidents:</b>	<b>44</b>	<b>267</b>



## Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
<b>Incident Type Category: 1 - Fire</b>					
111 - Building fire	1	2.3%	500	0	500
122 - Fire in motor home, camper, recreational vehicle	1	2.3%	5,000	500	5,500
<b>Total: 2</b>	<b>Total: 4.5%</b>		<b>Total: 5,500</b>	<b>Total: 500</b>	<b>Total: 6,000</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>					
311 - Medical assist, assist EMS crew	26	59.1%			
361 - Swimming/recreational water areas rescue	1	2.3%			
381 - Rescue or EMS standby	1	2.3%			
<b>Total: 28</b>	<b>Total: 63.6%</b>		<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 5 - Service Call</b>					
551 - Assist police or other governmental agency	3	6.8%			
553 - Public service	6	13.6%			
561 - Unauthorized burning	1	2.3%			
<b>Total: 10</b>	<b>Total: 22.7%</b>		<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 6 - Good Intent Call</b>					
611 - Dispatched and cancelled en route	2	4.5%			
661 - EMS call, party transported by non-fire agency	2	4.5%			
<b>Total: 4</b>	<b>Total: 9.1%</b>		<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Total: 44</b>	<b>Total: 100.0%</b>		<b>Total: 5,500</b>	<b>Total: 500</b>	<b>Total: 6,000</b>

## Report Filters

Basic Incident Date Time: is between '6/1/2023' and '6/30/2023'

Agency Name: is equal to 'CROSSLAKE'

## Report Criteria

Incident Type (Fd1.21): Is Not Blank

## Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
<b>Incident Type Category: 1 - Fire</b>					
111 - Building fire	2	0.7%	10,500	0	10,500
122 - Fire in motor home, camper, recreational vehicle	1	0.4%	5,000	500	5,500
131 - Passenger vehicle fire	1	0.4%	15,000	1,000	16,000
142 - Brush or brush-and-grass mixture fire	2	0.7%			
	<b>Total: 6</b>	<b>Total: 2.2%</b>	<b>Total: 30,500</b>	<b>Total: 1,500</b>	<b>Total: 32,000</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>					
311 - Medical assist, assist EMS crew	195	73.0%			
322 - Motor vehicle accident with injuries	3	1.1%			
324 - Motor vehicle accident with no injuries.	1	0.4%			
342 - Search for person in water	1	0.4%			
361 - Swimming/recreational water areas rescue	1	0.4%			
381 - Rescue or EMS standby	4	1.5%			
	<b>Total: 205</b>	<b>Total: 76.8%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>					
412 - Gas leak (natural gas or LPG)	1	0.4%			
424 - Carbon monoxide incident	1	0.4%			
	<b>Total: 2</b>	<b>Total: 0.7%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 5 - Service Call</b>					
551 - Assist police or other governmental agency	10	3.7%			
553 - Public service	21	7.9%			
561 - Unauthorized burning	1	0.4%			
571 - Cover assignment, standby, moveup	1	0.4%			
	<b>Total: 33</b>	<b>Total: 12.4%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 6 - Good Intent Call</b>					
611 - Dispatched and cancelled en route	9	3.4%			
661 - EMS call, party transported by non-fire agency	4	1.5%			
	<b>Total: 13</b>	<b>Total: 4.9%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>					
735 - Alarm system sounded due to malfunction	2	0.7%			
740 - Unintentional transmission of alarm, other	1	0.4%			
743 - Smoke detector activation, no fire - unintentional	1	0.4%			
745 - Alarm system activation, no fire - unintentional	3	1.1%			
746 - Carbon monoxide detector activation, no CO	1	0.4%			
	<b>Total: 8</b>	<b>Total: 3.0%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
	<b>Total: 267</b>	<b>Total: 100.0%</b>	<b>Total: 30,500</b>	<b>Total: 1,500</b>	<b>Total: 32,000</b>

## Report Filters

Basic Incident Date Time: is between '01/01/2023' and '06/30/2023'

Agency Name: is equal to 'CROSSLAKE'

## Report Criteria

Incident Type (Fd1.21): Is Not Blank

**NORTH AMBULANCE  
CROSSLAKE**

**JUNE 2023 RUN REPORT**

**TOTAL CALLOUTS:** **79**

NIGHT: 24 DAY: 55

No Loads:	11
Cancels:	14
Fire Standbys:	01
Police Standbys:	00
Transported Patients:	26

CROSSLAKE:	37 (4 No Load, 3 Cancel)
BREEZY POINT:	05 (1 Cancel)
MERRIFIELD	07 (1 No Load, 2 Cancel)
FIFTY LAKES:	01
MANHATTAN BEACH:	00

**MUTUAL AID TO:**

PINE RIVER:	23 (6 No Load, 6 Cancel, 1 Fire)
BRAINERD:	06 (2 Cancel)

BLS TRANSFERS:	00
ALS TRANSFERS:	00

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

BRAINERD:	02
PINE RIVER:	00
AIRCARE:	00



D. 10.

## STATED MINUTES

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

May 26, 2023  
9:00 A.M.

Crosslake City Hall  
13888 Daggett Bay Road  
Crosslake, MN 56442

1. Present: Chair Mark Wessels; Vice-Chair Bill Schiltz; Mark Lindner; Jerome Volz; Kristin Graham and Alternates Joel Knippel & David Fuhs

Absent: Liaison Council Member Aaron Herzog

Staff: Peter Gansen, Planning & Zoning Administrator and Cheryl Stuckmayer, Planner-Zoning Coordinator

2. 4-28-2023 Minutes & Findings – **Motion by Schiltz; supported by Graham to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**

#### VARIANCE APPLICATIONS

Staff does not make decisions as to whether a variance application gets approved or denied. Staff's job is to inform the applicant of the requirements for submitting a variance, assess whether the application is complete when it is submitted and then presenting the facts of the application to the Planning Commission/Board of Adjustment (PC/BOA).

The PC/BOA determines whether they approve or deny an application at the public hearing as per Minnesota Statute 462 and the Crosslake Land Use Ordinance.

Through the process, staff does try to recommend different solutions and gives their opinion as to whether the PC/BOA may approve or deny the application, but they cannot reject a completed application. Even if staff feels that the application may be denied by the PC/BOA, they are obligated to accept the application and bring it to the PC/BOA. Should staff reject a completed application, they would open the city up to being sued by the applicant. Every property owner has the right to ask for a variance per Article 8 of the Land Use Ordinance.

Anyone that feels the PC/BOA has erred and would like to appeal their decision, also have the right to Appeal that decision per Article 8 of the Land Use Ordinance.

3. 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.

3.1 None

4. New Business

4.1 Hidden Valley Pond LLC – CUP for dirt and rock in the shore impact zone

4.2 Underwood Real Estate LLC – Variance for the bluff impact zone, bluff setback and dirt moving

5. Other Business
  - 5.1 Staff report
6. 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.
7. Adjournment

**Hidden Valley Pond LLC  
14080576**

Wessels announced the conditional use permit (CUP) request. Gansen read the conditional use permit request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, project details, impervious percentage, stormwater management plan submitted, septic system complies, licensed professional engineer plan, DNR comment received (included in the packet information), and history of the parcel into the record. Wessels asked if there were any comments from the commissioners. Lindner stated that he would like to use the DNR suggested conditions. Wessels stated that he would like to add another condition about the little fish cleaning structure (located along the walkway to the lake point) that is not currently hooked up to water or sewer and that it should not be connected to water or sewer in the future, because it is so close to everything. Wessels invited Wharton, the representative/owner to the podium. Wharton, owner, stated the history of why the project is being requested, the causes of the damage, what has been done to this point, wanting to do a natural restoration, organizations that are involved in the process, types of plantings, experts reworked the project requirements after an on-site, doing what is needed according to the experts to keep the point intact and from falling into the lake, we do not mow even a single blade of grass on our entire property and no pesticides are used. Schiltz asked how long will it take to do this, with Wharton replying it is a winter project, they will haul stuff over the ice for about a week, they will come back after the ice is gone to do the plantings and finish up. Wessels asked if the beach area will stay essentially where is it now, with Wharton replying that there really isn't one now. Schiltz asked if there would be any dredging, Wharton replied that there would be no dredging as far as she knew, but they have to maneuver rocks into place, but he is not going to dig a ditch or anything. Lindner stated that at the on-site, May 25, 2023, it was stated that they did check the ice several times last year. Wessels opened the public hearing. Schrom of 13506 Hidden Valley Rd stated my concern was already address, very happy about what Wharton said, the point is really being degraded, water comes over the point, very happy about the project, glad it is being restored, concern that the landing will not be destroyed, and glad it will be done in the winter. Vangen of 13483 Hidden Valley Rd stated main concern is that she has had an easement there for years and does not want it blocked off, other concern is the road/landing that her husband maintained for years at no cost to others, there are springs in the water and the bay doesn't always freeze. The commissioners stated that at the on-site, May 25, 2023, it was stated that the work would be done in the winter when the lake would be frozen and the road would be frozen too. Wessels closed the public hearing. Wharton stated there are alternate procedural plans if it can't be done in the winter, such as a barge, but it would be very expensive, they will give the winter method a try for a couple of years. Wessels asked if any of the commissioners had additional questions, but none were forthcoming. Wessels explained the CUP finding of fact process and requested Gansen to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**May 26, 2023 Action:**

**Motion by Lindner; supported by Volz to approve the conditional use permit for:**

- Dirt moving in the shore impact zone of 195 cubic yards

Per the findings of fact as discussed, the on-sites conducted on May 25, 2023 and as shown on the Licensed Professional Engineered plan dated 11-14-2022 for property located at 13402 Hidden Valley Road, Crosslake, MN 56442

**Conditions:**

1. A minimum 10 foot no-mow buffer shall be established along the entire length of the shoreline (top of rip-rap), except for an approved shoreline recreation use area (i.e., near the dock) where the proposed rip-rap is to be established. The no-mow buffer must consist of native seedlings, seeds and tree plantings as approved by the Crow Wing SWCD. It shall be installed by permit expiration or upon substantial completion of the project, whichever is sooner.
2. Other than for the safe and effective installation of rip-rap, no other existing natural vegetation shall be removed anywhere within the SIZ1, except for an approved shoreline recreation use area as approved by the City of Crosslake.
3. Dirt moving associated with the CUP shall only be for the installation of rip-rap and an approved recreation use area. It shall not be associated with additional/other landscaping within the SIZ.
4. Past existing resort cabin on the pathway to the point shall never be connected to a water source or septic system of any type.

**Findings: See attached/packet**

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



**Underwood Real Estate LLC  
14060874, 14060875**

Wessels announced the variance request. Gansen read the variance request, project details, notices sent out per city ordinance and Minnesota State Statue 462 requirements, shoreland district, impervious percentage, stormwater management plan submitted, valid septic certificate of installation in office files, DNR comment received (included in the packet information), history of the parcel and the surrounding parcel history into the record. Wessels stated his belief is that the owner said he bought this in 2014, the owner had an after-the-fact variance for the water-oriented accessory structure in 2016 and another permit in 2016, so he has been before us before. Wessels stated he is asking for quite a bit; no precedents are set because no two projects are the exact same request; there are projects that are similar, but not nearly as big of an ask as this and/or they were setback a bit from the visible top of the bluff; he listed a bunch of other different scenario as well; we have granted variance out there, but this is rather extensive. Lindner stated there have been minimal variance projects approved in the past, but usually those are because there is a minimal buildable area; this is totally the opposite; there is plenty of buildable area available, as mentioned in the DNR statement, they could build it back 40 feet; if move back 40 feet there are no trees to take down, it is flat and ready to go; I think this one is very different then any others we have agreed to. Wessels stated that we have in the past given a variance for the bluff, but not to this extent. Lindner agreed and not when they had buildable area available; this could be moved back and done with a regular permit. Schiltz asked if there was a stormwater plan submitted with this one. Stuckmayer stated she had asked for a more detailed one, but they just added a little detail with drains and holes to the survey. Schiltz stated we need more than that, especially on a sensitive bluff area; how much water; where it is going; how it is going to be managed; there is just nothing here. Gansen fully agreed and mentioned a past project where they had a licensed architect plan solely dealing with the drainage issues and other projects did as well; commissioners agreed that there needs to be more of a stormwater management plan. Wessels invited Skogen, the representative, to the podium. Skogen of Hy Tec Construction out of Brainerd, stated the owner regrets he could not attend, but he has personal issues he is dealing with at home; he read a letter from the owner (see attached). Wessels opened the public hearing with no response; therefore, the public hearing was closed. Schiltz stated when we are considering a variance of this type where they are proposing something of this nature, we look at it as a clean slate; can we get it to totally conform to the ordinance-is it possible-Gansen said that is correct, that is part of the Crosslake ordinances and the comprehensive plan. Wessels stated reasonable, is of course, different for everyone; the new rules are, of course, are to protect the lakes, which wasn't in place when the neighbors built; the new rule in the comprehensive plan is to protect the lakes; proposal is in a very sensitive spot; this building was built before the bluff rules; current cabin does not have a basement; once the bluff is damaged it takes a lot to get it established; when the bluff is all torn up that is when the damage occurs; the new proposal would put a heavy load so close to the edge of the bluff; the DNR has these rules to protect the bluff in case there is a rain event. Wessels asked if any of the commissioners had additional questions, but none were forthcoming. Wessels requested Gansen to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**May 26, 2023 Action:**

**Motion by Volz; supported by Lindner to deny the variance for:**

- Bluff setback of 0 feet (ft) where 30 ft is required to proposed dwelling
- Bluff setback of 0 f where 30 ft is required to proposed patio

- Bluff impact zone encroachment of 12 feet +/- where none is allowed for a proposed patio
- Dirt moving in the bluff impact zone where 0 cubic yards (cy) are allowed for a proposed patio
- Dirt moving in the bluff setback where 0 cy are allowed for a proposed dwelling and patio
- Dirt moving in the bluff impact zone, where Chapter 26 states dirt moving in a bluff impact zone is prohibited, except for the placement of stairways, lifts, or landings permitted under Section 26-313, for a proposed patio
- Dirt moving in the bluff setback zone, where Chapter 26 states dirt moving in a bluff impact zone is prohibited, except for the placement of stairways, lifts, or landings permitted under Section 26-313, for a proposed dwelling and patio

**To construct and allow:**

- 2,451 sf dwelling where 1,299 sf are within the bluff setback
- 1,726 sf patio where 748 sf are within the bluff impact zone & 978 sf are within the bluff setback
- Dirt moving of 425 cy consisting of 100 cy in the bluff impact zone & 325 cy in the bluff setback for a proposed dwelling & patio

Per the findings of fact as discussed, the on-site conducted on 5-25-2023 and as shown on the certificate of survey received at the Planning & Zoning office dated 4-13-2023 for property located at 12292 Manhattan Point Blvd, City of Crosslake

Conditions:

1. None

**Findings: See attached/packet**

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

# UNDERWOOD REAL ESTATE LLC

## Crosslake Planning and Zoning

It was our understanding that we could submit the variance application, as presented at the DRT meeting, and the committee could then propose acceptable terms for the variance.

We would like to build our retirement home on this property. What guidance can the committee provide so we can make an acceptable variance proposal? Can we build where the current cabin is located?

### Practical difficulties

**"Practical difficulties" is a legal standard that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.**

### Reasonableness

The first factor is that the property owner proposes to use the property in a reasonable manner. This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance.

It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable. **Placing the new home in a similar location to the neighbors is reasonable.**

### Uniqueness

The second factor is the landowner's problem is due to circumstances unique to the property not caused by the landowner.

The uniqueness generally relates to the physical characteristics of this particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner.

When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

### Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality.

Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area. **The home will be out of place and inconsistent with the surrounding homes if required to be back 30 feet from the bluff.**

**Other Business:**

Staff report

Monthly city council report

Development Review Team (DRT) had 2 May Metes & Bounds Subdivision monthly meetings

Permits – nothing significant to report (NSTR)

Discussion on PC/BOA refund policy

Next Month:

June 12 – Public Hearing Application deadline

June 12 – City Council Meeting

June 13 – Development Review Team (DRT)- looks like there will be two days

June 22 – On-site visit

June 23 – PC/BOA Meeting-2 scheduled

**Open Forum:**

1. There were no open forum items

**Matters not on the Agenda:**

1. There were no matters not on the agenda

**Motion by Volz; supported by Lindner to adjourn at 10:45 A.M.**

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

Respectfully submitted,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Planner-Zoning Coordinator

D. 11.

CITY OF CROSSLAKE  
PUBLIC WORKS COMMISSION  
MEETING MINUTES  
MONDAY, JUNE 5, 2023  
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, June 5, 2023 in City Hall. The following Commission Members were present: Tom Swenson, Mic Tchida, Bob Frey, and Gordon Wagner. Tim Berg was absent. Also in attendance were City Administrator Mike Lyonais, Public Works Director Pat Wehner, Park Director TJ Graumann, Council Liaison Dave Nevin, Council Member Marcia Seibert-Volz, City Engineer Phil Martin and City Clerk Char Nelson. There were two people in the audience.

1. The meeting was called to order at 4:00 P.M. by Tom Swenson.
2. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY GORDON WAGNER TO APPROVE THE MEETING MINUTES OF MAY 1, 2023. MOTION CARRIED WITH ALL AYES.
3. Dan Miller addressed the Commission and reported that he is interested in developing a piece of land on County Road 3, south of East Shore Road. Mr. Miller stated that his decision to purchase the property would depend on whether the City would require the development to be connected to municipal sewer. Because Mr. Miller would be building roads in the development, he would have to pay for the infrastructure under the street, which could be extremely expensive if it included sewer pipes. Mr. Miller stated that he has not decided whether to build storage units or houses. A lengthy discussion ensued regarding whether the City should require a developer to pay for the extension of City sewer. Dave Nevin was in favor of extending City sewer to all of the proposed lots. It was the consensus of the Commission to recommend that no municipal sewer would be required for proposed development if only the front lots on County Road 3 are platted.
4. Phil Martin provided a brief update on City projects. Casper Construction has reseeded areas, removed erosion control devices where appropriate, and addressed many of the punch list items on the Sewer Extension Project. The contractor still needs to address the manholes where the casting was placed too low. Staff needs to contact the property owners who have sprinkler systems needing repair to get quotes from their contractors.

The remaining punch list item for the 2022 Street Improvements was for grass to establish on Wild Wind Ranch Drive, which did not occur so the contractor has reseeded the areas. The Council agreed with the Anderson Brothers quote to repair drainage issues on Rushmoor Blvd contingent on a signed agreement with the Peitso's. That was obtained. Anderson Brothers was contacted, and they indicated they would be scheduling the work.

On May 23, 2023 the County Board approved a roundabout improvement and a pedestrian mobility improvement at the intersection of CSAH 3/66 that would remove the easterly

parking lane on CSAH 66. The project will now enter into the final design phase with construction planned for 2024.

Staff has completed the field pavement review for the Road Improvement Plan Development and will be moving on evaluating the information.

During 2022, staff was contacted by the owner at 11722 Manhattan Point Boulevard about street runoff that impacts their driveway. On May 16, 2023, Pat Wehner and Phil Martin investigated the situation by dumping water on Manhattan Point Blvd near the property to observe runoff patterns. Staff believes the situation can be addressed as follows: Complete the ditching in the existing north boulevard upstream (east) of the driveway. Replace driveway pavement from road edge to right-of-way location to create a high point and replace culvert. Obtain permanent stormwater easement with neighbor to the west (low area) which allows City to direct stormwater to the low area.

5. Patrick Wehner suggested that the City start thinking about additions to and expansion of the wastewater treatment plant. The cost for Bolton & Menk to prepare plans is \$30,000. Tom Swenson stated that staff is also looking to add security at the wastewater treatment plant at a cost of \$17,000 and questioned the need and whether these were in the budget. Mr. Wehner stated that there is approximately \$25,000 left in the Clarifier Project that could be used for security and access control to the wastewater plant. All the doors would have automatic locks and card readers so everyone that comes and goes would be recorded. The security would protect programming and computer systems. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL INSTALL LOCKS AND KEYS AT THE WASTEWATER TREATMENT PLANT RATHER THAN A SECURITY SYSTEM. MOTION CARRIED WITH ALL AYES.

Patrick Wehner suggested that the City purchase a chipper or move the location of the brush pile to a safer site away from houses that are affected by smoke for multiple days. Dave Nevin stated that a chipper is a dangerous. Marcia Seibert-Volz suggested hiring someone to chip it. Patrick Wehner stated that the cost of that would be approximately \$6,000. No action was taken.

Patrick Wehner stated that there is continuous erosion issues on the right-of-way at 12886 Manhattan Point Blvd and suggested that the City vacate the Crosslake portion of the road since the road and water ends in Fifty Lakes. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL CONSIDER INITIATION OF VACATION OF RIGHT-OF-WAY BETWEEN 12886 AND 12880 MANHATTAN POINT BLVD CONTINGENT ON LEGAL OPINION THAT CITY WILL NOT BE LIABLE FOR DRAINAGE OR ROAD CONDITIONS ONCE VACATED. MOTION CARRIED WITH ALL AYES.

Patrick Wehner provided a quote for striping West Shore Drive, Pioneer Drive, Swann Drive, Fire Hall and Helipad at a cost of \$6,704. Mic Tchida reported that the striping on Manhattan



Point needs to be redone. Mr. Wehner will add Manhattan Point to the list which will not increase the quote much and will still be in the budgeted amount for the year.

Patrick Wehner reported that all of the radar signs are up.

TJ Graumann and Patrick Wehner reported that they are each in need of a part-time employee and are looking for a recommendation from their commissions to hire a full-time employee to help in both departments. Both reported that there are some tasks not getting done. Mike Lyonais stated that this position is not budgeted. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY GORDON WAGNER TO SUPPORT THE CONCEPT OF HIRING EMPLOYEE WHOSE TIME WOULD BE SPLIT BETWEEN PARKS AND PUBLIC WORKS TO HELP TAKE CARE OF FACILITIES. MOTION CARRIED WITH ALL AYES.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MIC TCHIDA TO DIRECT STAFF TO OBTAIN QUOTES FROM LAWN CARE OPERATORS FOR WEED CONTROL SERVICES AND BRING QUOTES TO COUNCIL MEETING FOR ACTION. MOTION CARRIED WITH ALL AYES.

6. Bob Frey stated that he met Julie Gowan of JAG Interiors at a Chamber meeting and she reported that she has tried to contact the City and has not received a return call. Mr. Frey was unsure on whose voicemail a message was left.
7. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY GORDON WAGNER TO ADJOURN THE MEETING AT 6:15 P.M. AYES: ALL.



Charlene Nelson  
City Clerk



D. 12.

Crosslake Park, Recreation, and Library Commission Minutes

Wednesday May 24, 2023

Crosslake Community Center 2:00pm

Present: Chair Joe Albrecht, Heather Jones, Kera Porter, Peter Graves, Ann Schrupp, Kristin Graham, Mary Jo Fritsvold, Parks and Recreation Director TJ Graumann, Parks and Recreation Manager Jane Monson

- I. Meeting was called to order at 2:00pm
- II. Approval of Agenda  
**Motion to approve agenda with addition.**  
**Peter/Kristin Favor: All Opposed: None**
- III. Approval of minutes  
**Motion to approve minutes of March 22, 2023 meeting with one change for spelling error.**  
**Ann/Peter Favor: All Opposed: None**
- IV. Old Business
  - A) Rink/Warming house, Conceptual design plan – TJ provided a bid from Bolton and Menk for a conceptual design and cost estimate. The total for all 3 phases of planning is \$14,000. When TJ had presented the commission's suggestion to get this concept design with a max cost of \$15,000 to council, they did not seem to support the idea based on that cost. The Commission discussed the need to get a conceptual plan to understand the scope of what we are looking at and the best ways to utilize the community Center property moving forward. The hockey rink and warming house were items at the top of our survey list. We need to keep it in front of the council and moving forward. TJ is concerned that spending \$15,000 on the plan will be a waste if the council will not support the plan that is decided on. There was further discussion regarding the benefits and drawbacks of getting the concept plan including whether we can specify parts of the Bolton and Menk proposal to move forward with versus the full plan.  
**Motion to direct TJ to have Bolton and Menk update their proposal for a full scope 2D conceptual illustration and a cost level estimate for budgetary planning only.**  
**Peter/Ann Favor: All Opposed: None**
- V. New Business
  - A) Park Dedication Consideration, Marks – TJ sees no need for land, recommends pursuing cash.  
**Motion to pursue cash in lieu of land.**  
**Ann/Peter Favor: All Opposed: None**
  - B) Park Dedication Consideration, Potz - Park Dedication Consideration, Marks – TJ sees no need for land, recommends pursuing cash.

**Motion to pursue cash in lieu of land.**

**Heather/Ann**

**Favor: All**

**Opposed: None**

- C) Public Works Burn Pile – TJ was made aware of issues the neighbors have with the current location of the burn pile while he was speaking to them about the new Pine River Overlook Park. In speaking with public works, it was brought up that it may make sense to move the burn pile to a more remote location, possibly looking into tax forfeited land. There was discussion regarding the effects this would have on the park and safety issues at the public works facility. There was further discussion after the motion was made that this is not a Parks issue, as it won't have a huge effect on the park, and we do not need to get involved.

**Motion to recommend to the Public Works Commission that the burn pile be moved from its current location due to the addition of Pine River Overlook Park.**

**Peter/Ann**

**Motion withdrawn by Peter/Ann**

VI. Other Business

A) Staff Report

- i. Pine River Overlook Park – There were some communication issues with the dock company, it was delivered. PAL has \$18,500 raised, including a \$4000 grant from the Initiative Foundation, that will pay for the docks, but we are unsure at this point how they will allocate funds. The parking lot will be going in soon. Signs have arrived, but TJ is waiting for the neighboring property owners to have time to respond before placing them. There have been some concerns raised by neighbors and the community. Most of the comments are related to increased traffic, in the neighborhoods and on the river. We discussed this and don't believe that the increase in traffic will be drastic. One other concern that was brought to the commission was about the rocks at the rock dam being removed for kayakers, and the increased traffic will make this worse. There was discussion about this, however no solution as we are unsure how the park would affect this.
- ii. Breezy Point Disc Golf Course Discussion – Lessons to be learned from the Breezy Point situation. Parks and major developments need to be communicated up front with neighbors. Neighbors need to be included in conversations. Public notices need to be sent out. Hours need to be clear and communicated. There was discussion regarding how to handle these things moving forward.
- iii. Summer Youth Programs – Sarah Ramirez is the new Youth Coordinator for the summer. Fun in the Park is scheduled for June 12-29 for 1-10-year-olds, Mondays and Wednesdays or Tuesdays and Thursdays depending on age. A tennis teacher was found, and the program is set up for June 26-29, July 10-13, and July 17-20. Sarah is also working with the Loon Center on a Junior Loon Biologist program for 4-17-year-olds.

- iv. ROW Inventory Update/additional discussion about ROW's – TJ sent out a Doodle and will put together a schedule for site visits.
- v. Rink Committee Update – Council approved the recommendations from the commission, PAL, and the Rink Committee, to go to the the city engineer to get pricing for getting pricing/plans for a rink. TJ spoke to Phil Martin about what it would cost to get all of this together, he stated around \$15,000 for plans, conceptual views, location planning, etc. (professional services).  
**Motion to recommend the city works with Bolton and Menk to develop a conceptual design along with planning level cost estimate and rendered plan for a community rink, warming house, and recreational rink. Cost not to exceed \$15,000.**  
**Heather/Ann                      Favor: All                      Oppose: none**
- vi. Library Update – The summer reading program is a go, “Adventures in 1-6 and meant to keep kids reading. They will win an ice cream cone for completing the challenge and be entered into a drawing for the grand prize. The library volunteers met and have agreed to opening on Saturdays, 10-1, for the summer. Saturday hours will start the Saturday after Memorial Day and go through September.
- vii. Comments from the commission – Peter let us know that Camp Kimchee will be coming to Crosslake again this year, July 10-12. Joe asked about the Archeological study for South Bay Park. TJ had checked on the timeframe, he is waiting for a firm date, hoping by mid-summer.

B) Pequot Lakes Community Education Update – Joell was in attendance with an update. The district has been busy with end of year celebrations and field trips. Graduation is Friday May 26. Community Ed and GLAPA are doing Shrek this summer, Auditions are done, performances will be mid-July, there will be a sign language interpreter on July 23. They will be offering Pickleball lessons for 10–17-year-olds, Peter and Pam will be teaching those. There will be a roller-skating Disco Party at the high school with skate rentals available. They have 2 new partnerships, one with Deacons Lodge for lessons and leagues, and one with Wilderness Point Resort for swim lessons. The Pequot Splash Pad Grand Opening is May 25.

VII. Open Forum – Thank you to Joe and the commission for running a productive meeting.

VIII. Adjourn at 3:22 PM

**Motion to adjourn**

**Heather/Kera**

**Favor: All**

**Opposed: None**

# SCORE REPORT FORM

Mo./Yr.

May

2023

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)

16,592

Corrugated Cardboard

6,644

Newspaper

-

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

9,948

Metal: Appliances, misc...

Commingled Materials: (includes)

43,109

%

lbs

5% Metals- Aluminum Cans

2155

21% Tin Cans

9053

61% Glass-

26297

Clear bottles

Green bottles

brown bottles

10% Plastic - #1 & #2 bottles

4311

3% Rejects

1293

100%

43109

Total LBS.

59,701

0

Total Tons

29.85

0

OUT OF COUNTY Waste Disposal

Final Destination:

N/A

Disposal Site Permit # :

Tons Delivered:

NONE

Total Number of  
Recycling Customers  
Served this Month

1353

	Recycling Customers	%	55,040 Paper	238,520 Commingle
Brainerd	3340	45%	24,557	106,420
Baxter	1561	21%	11,477	49,737
Breezy Point	493	7%	3,625	15,708
Pequot Lakes	358	5%	2,632	11,407
Crosslake	1353	18%	9,948	43,109
Ironton	264	4%	1,941	8,412
Nisswa	117	2%	860	3,728
	<b>7486</b>	<b>100%</b>		

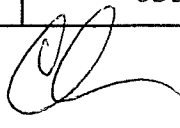
**F.I.R.E.**

12137 Northgate Lane  
PO Box 810  
Crosslake, MN 56442

**INVOICE**

D. 14.

DATE	INVOICE #
6/28/2023	6339

4280 200 

<b>BILL TO</b>
Crosslake Fire Department ATTN: Training Officer/Fire Chief 37028 County Road 66 Crosslake, MN 56442

<i>Fire Instruction Rescue Education</i> Federal ID# 46-1192854 MN ID# 2759083 612-868-6744 fire@crosslake.net
--

<b>2023 Invoice Terms:</b>
Invoices from FIRE Inc are Due within 30 Days of Receipt. Accounts not paid within terms are subject to a 10% Monthly Finance Charge,
Net 15

DATE	DESCRIPTION	RATE	AMOUNT
6/28/23	Aerial Operations Positioning Hands on Skills Wednesday June 28, 2023 1900 Instructor: Trevor Hamdorf	650.00	650.00
Thank You For Your Business.		<b>TOTAL</b>	<b>\$650.00</b>

STATE OF MINNESOTA )

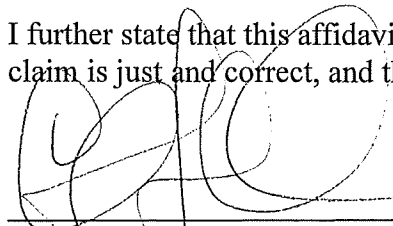
COUNTY OF CROW WING)

I, Chip Lohmiller, being duly sworn state the following:

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 6/28/23, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 650<sup>00</sup> and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

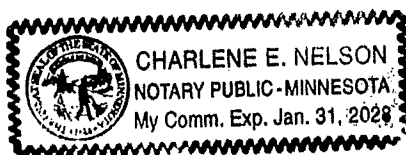
To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

I further state that this affidavit constitutes a claim against the City for the contract price, that the claim is just and correct, and that no part of the claim has been paid.

  
\_\_\_\_\_  
Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 28 day of June, 2023.

  
\_\_\_\_\_  
Notary





D.  
15.

**BILLS FOR APPROVAL**  
**July 10, 2023**

VENDORS	DEPT		AMOUNT
Above the Line Leadership Development, training	Fire	pd 6-27	3,300.00
Ace Hardware, batteries	Sewer		17.99
Ace Hardware, irrigation repair supplies	Park		54.13
Ace Hardware, striping paint, tape	Park		28.97
Ace Hardware, plumbing supplies	Park		2.79
Ace Hardware, bug repellent	PW		35.96
Ace Hardware, sd card	Sewer		13.99
Ace Hardware, hardware	PW		58.06
Ace Hardware, fertilizer	Park		33.99
Ace Hardware, softener salt	Park		393.19
Ace Hardware, bolts	Park		8.37
Ace Hardware, breaker	Park		16.99
Ace Hardware, fertilizer	Park		75.96
Ace Hardware, batteries	Police		13.98
Ace Hardware, wash brush	Park		15.99
Ace Hardware, folding table	Cemetery		27.99
Ace Hardware, oil pan, funnels	Sewer		9.37
Ace Hardware, hardware	PW		3.88
Aramark, mat service	PW		64.19
Aspen Mills, uniform	Fire	pd 6-27	78.95
AW Research, water testing	Sewer		282.60
Baker and Taylor, books	Library		291.21
Beckys Pest Solutions, pest control	Sewer		159.00
Birchdale Fire & Security, video system tutorial	PW		165.00
Bobby Willard, uniform reimbursement	Police		176.30
Bolton & Menk, moonlite bay sewer extension	Sewer		1,665.50
Bolton & Menk, road improvement plan	PW		2,973.50
Bolton & Menk, 2022 road improvements	PW		708.50
Bolton & Menk, general engineering	PW		360.00
Bolton & Menk, biosolids review	Sewer		3,323.00
Breen & Person, legal fees	ALL		1,500.00
Breezy Point Police Dept, reimb for oxy forensic detect renew	Police		1,000.00
City of Crosslake, sewer utilities	ALL		165.00
Clean Team, july 2023 cleaning	ALL		3,931.25
Clifton Larson Allen, final billing 2022 audit	Gov't		1,102.50
Council #65, union dues	Gov't		359.56
CTC, web hosting	Gov't		10.00
Culligan, water and cooler rental	ALL		222.50
DeLage Landen Financial Services, copier lease	Park		117.00
Delta Dental, dental insurance	ALL		1,611.99
DH Docks, kayak launch	Park		14,819.60
Digital Ink, garden plot markers	Park		429.00
First Supply, rotor, nozzle	PW		223.55
Fortis, disability insurance	ALL		933.10
Fyles Satellites, portable restrooms	Park		270.00
Galls, uniform	Police		135.97

Granite Electronics, siren repair	Gov't		884.75
Hawkins, chemicals	Sewer		1,577.16
Hillbor Plumbing, toilet repair	Park		554.11
Irrigation Service LLC, pump repair	Park		135.00
Jory Danielson, per diem meal reimbursement	Fire		15.00
Kamco, crack seal bonnie lakes road	PW		10,746.00
Linescape Linestriping, road striping	Gov't		1,490.00
Mastercard, Adobe, monthly premium	ALL		88.01
Mastercard, Active Sports, tennis net reel	Park		148.98
Mastercard, Amazon, prime monthly premium	Gov't		14.99
Mastercard, Amazon, coffee	Gov't		38.99
Mastercard, Amazon, locks, cameras	Sewer		1,413.00
Mastercard, Amazon, gate latch	Park	pd 6-22	20.95
Mastercard, Amazon, thermostat	Park	pd 6-22	44.12
Mastercard, Amazon, air filters	Park	pd 6-22	94.10
Mastercard, Amazon, toggle switch	Park		7.50
Mastercard, Amazon, lamination sheets	Park		24.99
Mastercard, Amazon, irrigation controller	Park		79.99
Mastercard, Amazon, patio table umbrella	Park		107.99
Mastercard, Amazon, voice amplifier	Park		35.99
Mastercard, Amazon, thermostat	Park		64.56
Mastercard, Amazon, water cans	Park		13.29
Mastercard, Amazon, landscape staples	Park		36.99
Mastercard, Amazon, nozzles	Park		89.90
Mastercard, Amazon, irrigation controller	Park		69.99
Mastercard, Amazon, router, antennas	PW		217.68
Mastercard, Amazon, floor squeegee	Park		55.42
Mastercard, Amazon, receipt books	Park		79.30
Mastercard, Amazon, air freshener	Park		42.00
Mastercard, Amazon, mirror, resistance bands	Park		192.86
Mastercard, Amazon, usb splitter	Police		10.99
Mastercard, Amazon, socket setkey wrench	Park		32.98
Mastercard, Amazon, re-keying kit	PW		69.95
Mastercard, Belson Outdoors, bench	Park		695.00
Mastercard, Best Western, lodging	Sewer	pd 6-22	330.38
Mastercard, CDW, docking station	Police	pd 6-22	999.90
Mastercard, Docusend, email bills	Sewer		4.37
Mastercard, Home Depot, plants, soil	Park		71.09
Mastercard, Hoops, net	Park	pd 6-22	42.93
Mastercard, Levis, uniform	Park	pd 6-22	55.65
Mastercard, Lynn Card Co, stationary	Police		107.36
Mastercard, Microsoft, monthly premium	Fire		17.71
Mastercard, Microsoft, monthly premium	Police		75.16
Mastercard, Microtel, lodging	Police		108.17
Mastercard, Post Office, postage	Police		17.10
Mastercard, Rush Order Tees, tshirts	Police		277.03
Mastercard, Zoom, monthly premium	Gov't		65.99
MCSI, copier maintenance contract	Park		79.90
Metro Sales, copier lease	Police		48.60
Metro Sales, maintenance contract, copies	PZ/Admin		787.29
Mid-American Research Chemical, wasp killer	Park		171.58
Mid-MN Drug Testing Inc, yearly consortium fee	Gov't		150.00

Mike Hoke, reimburse weight room memberships	Park		151.00
Mike Lyonais, reimburse petty cash	ALL	pd 6-22	79.80
MN Backflow, backflow testing	Fire		1,412.47
MN Life, life insurance	ALL		308.70
MN NCPERS, life insurance	Gov't		80.00
MNPEA, union dues	ALL		273.00
Moonlite Square, fuel	Park		36.51
MR Sign, address sign	PW		46.43
MR Sign, address signs	PW		81.31
MR Sign, street name sign	PW		88.49
MR Sign, traffic signs	PW		158.53
Nate Deshayes, uniform reimbursement	PW		86.38
North American Banking, bond payment	Sewer		5,552.50
Northland Press, financial report summary	Admin		570.00
Northland Trust Services, bond payments	Gov't		48,561.88
Planning and Zoning Commissioners, 2nd quarter meetings	PZ		1,295.00
Premier Auto, brakes, idler arm, tie rods, alignment	PW		2,000.04
Premier Auto, tire repair	PW		20.05
Shannons Auto Body, insurance claim squad damage	Police		3,151.14
Teamsters, union dues	Police		317.00
The Office Shop, copy paper	PZ/Gov't		230.00
The Office Shop, copy paper	Park		57.50
The Office Shop, name plate	Park		15.74
The Office Shop, post it notes	Admin		20.44
Thelen Heating, roof repair	PW		3,220.00
TJ Graumann, reimburse for onx subscription	Park		32.20
Tony Marks, per diem meal reimbursement	Police	pd 6-22	70.00
Tremolo Communications, phone, fax, cable, internet	ALL		2,462.69
US Bank, copier lease	ALL		165.00
Xcel Energy, gas utilities	ALL		428.38
Xtona, monthly i.t. billing	ALL		1,655.00
Ziegler, a/c repair	PW		1,609.90
<b>TOTAL</b>			<b>138,030.19</b>

#### ACH PAYMENTS

Medica, health insurance	Payroll	pd 7-1	29,889.95
Deferred Comp, employee deductions	Payroll	pd 6-20	380.00
Deferred Comp, employee deductions	Payroll	pd 7-3	380.00
Health Care Savings Plan, employee deductions	Payroll	pd 6-20	1,021.84
Health Care Savings Plan, employee deductions	Payroll	pd 7-3	2,529.68
IRS, payroll tax	Payroll	pd 6-20	9,709.78
IRS, payroll tax	Payroll	pd 7-3	13,498.22
MN Dept of Revenue, payroll tax	Payroll	pd 6-20	2,081.04
MN Dept of Revenue, payroll tax	Payroll	pd 7-3	2,435.31
PERA, payroll deductions and benefits	Payroll	pd 6-20	9,751.94
PERA, payroll deductions and benefits	Payroll	pd 7-3	10,106.88
Sales Tax	ALL		



## Mission Township, MN

'A QUIET PLACE TO BE'

### Elected Officials

Jon Auge – Chair

Bob Steele – Supervisor

Jim Roach – Supervisor

Mary Zabilla – Treasurer

Anna Anderson - Clerk

June 12, 2023

Mr. Erik Lee, Chief of Police  
City of Crosslake  
13888 Daggett Bay Road  
Crosslake, MN 56442

Dear Erik,

On behalf of the residents and property owners of Mission Township, we wish to congratulate you on your upcoming retirement and extend best wishes to you and Kathy for health and happiness in the next phase of your lives.

Thirty years of law enforcement service is a notable achievement. Even more notable is the 26.5 years with the City of Crosslake. We're certain there are many interesting stories and experiences of accomplishment and challenge over the years. We hope you enter retirement with a rewarding sense of fulfillment and pride for a job well done over your law enforcement career.

For Mission Township we have appreciated your expertise on law enforcement issues, your service to our community, and your engagement as a resident. We are fortunate because while you will no longer be the Police Chief, you will remain a valued member of our community.

Our Town Board thanks you for your service and extends best wishes to you and Kathy for all the best in the years ahead!

On behalf of the Town Board,

Jon Auge, Chair

E.2.

ALL ARE INVITED TO  
CELEBRATE THE  
RETIREMENT OF  
**POLICE CHIEF ERIK LEE**  
ON THURSDAY, JULY 13, 2023  
FROM 1:00-3:00 P.M. IN  
CITY HALL.



E. 5.

cityclerk@crosslake.net

---

**From:** Susan Hansen <shansen@mgh-lawfirm.com>  
**Sent:** Tuesday, June 27, 2023 7:30 PM  
**To:** cityclerk@crosslake.net; Brad Person  
**Cc:** Mayor Nevin  
**Subject:** RE: MNPEA Mediation meeting notice

Ms. Nelson:

I have reviewed the recording of the June 12, 2023 City Council meeting in which you indicated the June 7, 2023 BMS mediation session was a "closed meeting" and alleged there were violations of the Open Meeting Law during this "closed session" meeting. You also noted you were "saddened" that I was present in the "closed meeting," and you were disappointed that I didn't stop the discussions and violations of the Open Meeting Law.

Please review the email below that I sent to you and the City Attorney on June 2, 2023. As you will recall, I informed you that because there would be no "public business transacted" during the June 7 mediation session, it was not a "meeting" covered by the Open Meeting Law. Minn. Stat. 13D.01. I specifically stated in that email that I copied you and the City Attorney on the email in the event you or he had any questions or concerns with that approach. I did not hear back from you or him.

The process that was followed during the June 7 mediation is consistent with other mediations where all members of a City Council or County Board are in attendance and no public business is transacted.

I noted your comments during the June 12 City Council meeting about Juneteenth and the workplace assessment and audit. The mediation process is confidential. Therefore, I will not disclose the specific proposals from the Union or the City as part of the mediation. However, when one party makes a proposal in mediation -- whether it relates to wages, benefits, or other matters -- the other party must discuss that proposal and options related to that proposal. Those discussions relative to proposals and options are part of the normal process in mediation. There was no public business transacted during the mediation and those discussions about proposals and options do not constitute a violation of the Open Meeting Law.

In the future, if you have questions for me or concerns, please contact me.

Thank you,  
Susan Hansen

Susan K. Hansen  
Attorney at Law  
**Madden Galanter Hansen, PLLC**  
7760 France Avenue South, Suite 290  
Bloomington, Minnesota 55435  
(763) 545-2525 (phone)  
(612) 382-8986 (cell)  
(952) 999-4789 (fax)

This message and any attachments are confidential, may contain privileged information, and are intended solely for the recipient named above. If you are not the intended recipient, or a person responsible for delivery to the named recipient, you are notified that any review, distribution, dissemination or copying is prohibited. If you have received this message in error, you should notify the sender by return email and delete the message from your computer system. The typewritten signature included with this email is not an electronic signature within the meaning of Electronic Signatures in Global and National Commerce Act or any other law of similar import.



E. 6.

RESOLUTION NO. 23-\_\_\_\_\_  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

RESOLUTION ACCEPTING THE NINE RULES OF CIVILITY

WHEREAS, the residents of the City of Crosslake place a high value on respect and civility in their lives and they understand that these characteristics are essential to any healthy community; and

WHEREAS, the Crosslake City Council supports opportunities for civil discourse and discussion in the community and at City Hall; and

WHEREAS, the City Council sometimes addresses controversial issues about which people often feel passionately, which at times leads to uncivil behavior; and

WHEREAS, an atmosphere of incivility and disrespect can have a damaging effect on the proceedings, on the quality of debate, and on the practice of democracy itself;

NOW, THEREFORE, BE IT RESOLVED, that the Crosslake City Council recognizes nine tools of civility that will provide increased opportunities for civil discourse in order to find positive resolutions to the issues that face our City. These tools include:

- (1) Pay attention;
- (2) Listen;
- (3) Be inclusive;
- (4) Do not gossip;
- (5) Show respect;
- (6) Be agreeable;
- (7) Apologize;
- (8) Give constructive criticism;
- (9) Take responsibility.

BE IT FURTHER RESOLVED, that the Crosslake City Council shall promote the use and adherence of these tools in conducting the business of the Council.

This resolution is adopted by the Crosslake City Council this 10th day of July 2023.

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

\_\_\_\_\_  
Michael R. Lyonais, City Administrator

E. 7.

**RESOLUTION NO. 23-\_\_\_\_\_  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

**RESOLUTION REGARDING WORKPLACE AUDIT – ORGANIZATIONAL  
STRUCTURE ASSESSMENT**

**WHEREAS**, the City Council supports the goal of a City workplace and organizational structure that efficiently and effectively serves the needs of the City of Crosslake and its residents.

**WHEREAS**, the City Council supports the goal of improved communication and unification between the City Council and staff.

**WHEREAS**, Consultant Michelle Soldo of Soldo Consulting P.C. acts as an outside independent consultant to perform workplace audits and organizational structure assessments for cities and counties in Minnesota.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:**

1. Consultant Michelle Soldo of Soldo Consulting P.C. shall be retained to conduct a workplace audit and organizational structure assessment for the City of Crosslake at the rate of \$155.00 per hour.
2. City Council Member Jackson Purfeerst shall be designated by the Council to contact Attorney Michelle Soldo for purposes of commencing this process.

Adopted this 10th day of July, 2023.

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

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

**CITY OF CROSS LAKE AUDIT  
AND ORGANIZATIONAL ASSESSMENT**

**INTERVIEW LIST**

**A. CITY COUNCIL MEMBERS**

1. **David Nevin – Mayor**  
(218) 820-3568  
[mayornevin@crosslake.net](mailto:mayornevin@crosslake.net)
2. **Sandy Farder - Council Member (New)**  
612-964-7484  
[councilfarder@crosslake.net](mailto:councilfarder@crosslake.net)
3. **Aaron Herzog - Council Member**  
(218) 820-6344  
[councilherzog@crosslake.net](mailto:councilherzog@crosslake.net)
4. **Jackson Purfeerst - Council Member (New)**  
(815) 904-9665  
[councilpurfeerst@crosslake.net](mailto:councilpurfeerst@crosslake.net)
5. **Marcia Seibert-Volz - Council Member**  
(218) 692-7583  
[councilvolz@crosslake.net](mailto:councilvolz@crosslake.net)

**B. CITY STAFF**

1. **Mike Lyonais – City Administrator and Finance Director**  
(218) 692-2688  
[mlyonais@crosslake.net](mailto:mlyonais@crosslake.net)
2. **Char Nelson - City Clerk**  
(218) 692-2688  
[cityclerk@crosslake.net](mailto:cityclerk@crosslake.net)
3. **Peter Gansen – Planning & Zoning Administrator**  
Planning & Zoning Administrator  
(218) 692-2689  
[pgansen@crosslake.net](mailto:pgansen@crosslake.net)

4. **Cheryl Stuckmayer – Planning/Zoning Clerk**  
Planner - Zoning Coordinator  
(218) 692-2689  
[cstuckmayer@crosslake.net](mailto:cstuckmayer@crosslake.net)
5. **Chip Lohmiller – Fire Chief**  
(218) 692-2688  
[chief1@crosslake.net](mailto:chief1@crosslake.net)
6. **D. Patrick Wehner - Public Works Director**  
(218) 692-2748  
[pwehner@crosslake.net](mailto:pwehner@crosslake.net)
7. **TJ Graumann - Director of Parks, Recreation and Library**  
(218) 692-4271  
[tgraumann@crosslake.net](mailto:tgraumann@crosslake.net)
8. **Jane Monson - Manager of Parks, Recreation and Library**  
(218) 692-4271 or (218) 692-7323  
[ccc@crosslake.net](mailto:ccc@crosslake.net)
9. **Erik Lee – Police Chief**  
(218) 692-2222  
[eriklee@crosslake.net](mailto:eriklee@crosslake.net)
10. **Jake Maier – Sergeant Appointed Chief**  
(218) 692-2222  
[jake.maier@crosslake.net](mailto:jake.maier@crosslake.net)

**RESOLUTION 23-\_\_\_\_\_**

**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>
PAL Foundation	\$681.84	Community Garden
PAL Foundation	\$338.86	Pickleball

; 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 10th day of July, 2023.

---

David Nevin  
Mayor

ATTEST:

---

Michael R. Lyonais  
City Administrator  
(SEAL)

E. 11.

MEMO TO: City Council

FROM: Mayor Nevin

DATE: July 6, 2023

SUBJECT: Commission Appointment

I hereby recommend the following appointment:

**Economic Development Authority**

David Gahn appointment as alternate





## CITY OF CROSSLAKE

### APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

#### PERSONAL INFORMATION

Name: Last GANN First DAVID

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

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

Occupation: Owner Crosslake Canvas 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? July 2020

☐ 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.

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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Planning and Zoning Commission (Crosslake residency or property ownership required)                     |
| <u>1</u>                 | Economic Development Authority (Crosslake residency or property ownership required)                     |
| <input type="checkbox"/> | Public Works/Cemetery/Sewer Commission (Crosslake residency or property ownership required)             |
| <input type="checkbox"/> | Parks and Recreation/Library Commission (Crosslake residency or property ownership <u>not</u> required) |
| <input type="checkbox"/> | Public Safety Committee   |
| <input type="checkbox"/> | Hockey Committee  |

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

I'd like to help with long range planning

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

I have an MBA and 40+ years of Business Development and P&L management experience.

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?

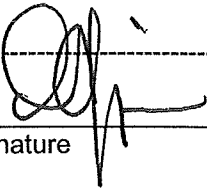
I have vacationed in Crosslake since the early 1990's and witnessed changes that are happening in the community. Not sure all of them mesh with the desires of all community members. (over)

I believe a review of the 2017 community assessment/vision needs to be revisited and refined to a fresh "shared vision" statement. With that a long term plan (5 years) developed and managed.

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 June 20, 2023

Note: The selection process will vary according to the number of applications and vacancies.

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

Please return application to:  
City of Crosslake  
13888 Daggett Bay Rd  
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.

300 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155  
Telephone: 651-201-2473  
TTY: 651-297-4357



Michael Lyonais, Administrator  
City of Crosslake  
13888 Daggett Bay Road  
Crosslake, MN 56442

Dear Clerk:

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. Enclosed you will find a sheet containing the April 1, 2022, population and household estimates for your jurisdiction.

These estimates are being sent to you now for review and comment. It's important that our estimates are accurate, as they are used to distribute state aid to cities and townships. If you have questions about how our estimates impact a specific program, please contact the state agency responsible for that program.

The enclosed figures represent estimated population and household changes since the 2020 Census. The number of households corresponds to the number of occupied housing units. A household may be a single family, one person living alone, or any group of people who share the same living area. While we believe that our estimates are usually accurate, we realize there may be occasional problems. For this reason, we value your comments. We may not be aware of such changes as housing demolitions, the gain or loss of group quarters (like college dormitories, nursing homes, etc.), construction of public housing and the gain or loss of mobile homes.

Please note that our estimates:

- pertain to one year ago, not the present;
- have also been sent to your county auditor for review;
- are subject to change and are not considered final until they are released to the Minnesota Department of Revenue in July.

If you are satisfied with our estimates, it is not necessary to contact us or provide any further information. If you wish to challenge our estimates, please send us the appropriate data described in the enclosed challenge guide by **June 24, 2023**. Questions or comments should be directed to Eric Guthrie by email or at the address listed on the letterhead. **The best way to reach us is by e-mail at [local.estimated@state.mn.us](mailto:local.estimated@state.mn.us).** You may also try to reach us by phone at (651) 201-2473.

Thank you for taking time to review these estimates.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan Brower', with a long horizontal flourish extending to the right.

Susan Brower  
State Demographer

Enclosures

**DATE:** June 1, 2023  
**TO:** Michael Lyonais, Administrator  
City of Crosslake  
**FROM:** **Susan Brower**  
Minnesota State Demographer  
**SUBJECT:** 2022 Population and Household Estimates

Your April 1, 2022 population estimate is 2,490.

Your April 1, 2022 household estimate is 1,205.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to [local.estimatedata@state.mn.us](mailto:local.estimatedata@state.mn.us). All challenges must be submitted in writing. Please refer to the enclosed sheet for details.

## HOW TO CHALLENGE THE POPULATION AND HOUSEHOLD ESTIMATES FROM THE STATE DEMOGRAPHER

The legal responsibilities of the State Demographer with respect to local population estimates dictate that we be able to defend any revisions to the estimates. Consequently, we need documentation for our files. Cited below are types of information we will accept with a challenge to our estimates. You may select whichever approach is most appropriate for your situation. However, the more information you can provide the better. No challenges will be accepted after June 24.

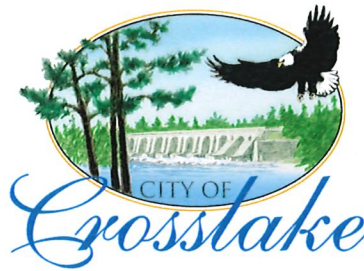
1. You may send us the number of active residential utility accounts in April 2021 and April 2022. We would prefer electrical accounts, but water and sewer accounts are acceptable. Please summarize your data. We don't need a list of all utility customers. Summary data for intervening years are helpful. Utility data are much more useful when provided together with building permit data (see #2 below).
2. Another approach is to provide the number of housing units added and lost by calendar year for the years beginning with 2020. Building and demolition permits are a good source of such information. Be sure to include mobile homes and apartments, and indicate whether any of the apartments were for the elderly. Please try to be as specific as possible about the type of unit involved (single-family, apartment, mobile home, etc.).
3. An actual count of persons or households may be accepted, but places with more than 100 people must contact the State Demographer before proceeding with a count. The count you submit should be for 2023. We will interpolate a number for 2022. You must provide the following information:
  - a. List the house number and street name of each housing unit in your city or township. If there is more than one unit at an address, please list each unit and provide an apartment number.
  - b. Indicate whether the unit is occupied or vacant. If the unit is occupied, indicate the number of residents. Only year-round residents should be counted. Young people away at college or in the military, elderly persons who have moved to a nursing home in another town and seasonal (summer) residents should not be counted.
  - c. Group quarters such as nursing homes, dormitories, jails and group homes should not be counted as housing units. Give us the name and address of the facility and the number of residents.
  - d. After you have listed each housing unit, you must summarize your data and give us the total number of residents, the total number of vacant units and the total number of occupied units.
  - e. Please indicate when the count was completed.

Any additional information you can provide about your community will be appreciated. Changes in vacancy rates, the conversion of summer homes to year-round use, and changes in employment opportunities are the types of things we like to hear about when we are evaluating an estimate. One final request--when you write to us, please provide your mailing address and a telephone number or e-mail address where you can be reached during the day.

Thank you.



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



F. 2.  
13888 Daggett Bay Rd  
Crosslake, Minnesota 56442  
[www.cityofcrosslake.org](http://www.cityofcrosslake.org)

MEMO TO: City Council

FROM: Michael R. Lyonais *MR*  
City Administrator/Treasurer

DATE: July 10, 2023

SUBJECT: Tax Increment Financing Reimbursement

I am requesting approval to reimburse 90% of the incremental tax revenue received from the Assisted Living Facility TIF District 1-9, Midwest Properties, for the First half tax payment paid the City in June 2023 from Crow Wing County. The amount received, the amount being retained for administrative costs and the amount to be released is listed below.

<u>Developer</u>	<u>City Taxes Paid</u>	<u>10% Administrative Fee</u>	<u>Amount Due Developer</u>
Assisted Living	\$ 6,172.88	\$ 617.29	\$ 5,555.59

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

F. 4.

MEMO TO: City Council

FROM: Char Nelson

DATE: July 6, 2023

SUBJECT: Discussion with Banyon Data Systems Regarding Payroll Coding

On June 16th, Marcia and I spent time on the phone with Deb of Banyon Data Systems, talking about the Council's desire to track employees' duties and challenges in setting that up in payroll.

To start with, the Expense Report has a line item for each employee's salary. The department head has the object code of 100 and the other employees follow as 101, 102, etc.

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$79,061.00	\$6,112.34	\$39,715.21	\$39,345.79	50.23%
101	Assistant	\$45,088.00	\$2,973.54	\$20,011.63	\$25,076.37	44.38%
103	Tech 1	\$43,118.00	\$3,362.35	\$20,253.56	\$22,864.44	46.97%
104	Tech 2	\$0.00	\$605.00	\$705.00	-\$705.00	0.00%
105	Part-time	\$37,710.00	\$2,748.00	\$18,375.75	\$19,334.25	48.73%
108	Tech 3	\$53,310.00	\$4,130.80	\$24,117.88	\$29,192.12	45.24%
121	PERA	\$19,372.00	\$1,386.31	\$8,709.77	\$10,662.23	44.96%
122	FICA	\$20,292.00	\$1,379.38	\$8,476.92	\$11,815.08	41.77%
131	Employer Paid Health	\$57,389.00	\$4,782.41	\$27,429.14	\$29,959.86	47.80%
132	Employer Paid Disability	\$1,425.00	\$168.36	\$1,010.16	\$414.84	70.89%
133	Employer Paid Dental	\$3,818.00	\$321.22	\$1,766.40	\$2,051.60	46.27%
134	Employer Paid Life	\$248.00	\$18.74	\$107.84	\$140.16	43.48%

Marcia would like these to be combined into one line item, so that all wages for the Park Department, for example, would be listed under 45100-100. Lines 101, 102, etc. would go away. Is that something the Council would like to proceed with? Do you want to track the wages of the department head separately from other employees?

OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$258,287.00	\$19,932.03	\$123,179.03	\$135,107.97	50.23%
121	PERA	\$19,372.00	\$1,386.31	\$8,709.77	\$10,662.23	44.96%
122	FICA	\$20,292.00	\$1,379.38	\$8,476.92	\$11,815.08	41.77%
131	Employer Paid Health	\$57,389.00	\$4,782.41	\$27,429.14	\$29,959.86	47.80%
132	Employer Paid Disability	\$1,425.00	\$168.36	\$1,010.16	\$414.84	70.89%
133	Employer Paid Dental	\$3,818.00	\$321.22	\$1,766.40	\$2,051.60	46.27%
134	Employer Paid Life	\$248.00	\$18.74	\$107.84	\$140.16	43.48%

The next thing we discussed was setting up a department for each activity that Public Works and Parks were going to start tracking (mowing, building maintenance, training, storm damage, equipment maintenance, field prep, garbage, spin trim) or changing object codes (101, 102, 103) for those tasks. According to the Minnesota Office of the State Auditor Uniform Chart of Accounts, object codes have specific uses.

# Minnesota City and Town Accounting and Financial Reporting Standards

## Uniform Chart of Accounts

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### OBJECT CODES

#### CURRENT EXPENSE

##### Personal Services

100-109	<u>Wages and Salaries</u>
101	<u>Full-time Employees-Regular</u>
102	<u>Full-time Employees-Overtime</u>
103	<u>Part-time Employees</u>
104	<u>Temporary Employees-Regular</u>
105	<u>Temporary Employees-Overtime</u>
106-109	<u>Other</u>
110-119	<u>Other Pay</u>
111	<u>Severance Pay</u>
112-119	<u>Other</u>
120-129	<u>Employer Contributions for Retirement</u>
121	<u>PERA Contributions</u>
122	<u>FICA Contributions</u>
123	<u>Police Pension Contributions</u>
124	<u>Fire Pension Contributions</u>
125-129	<u>Other Retirement Contributions</u>

Mike Lyonais would prefer to not change the object codes to track the individual activities and to continue following the Minnesota Office of the State Auditor Uniform Chart of Accounts. We have already implanted new departments for tracking costs of plowing and trail maintenance in each department. This would be the best method to use to get accurate costs.

	OBJ	OBJ Descr	2023 Budget	JUNE 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budg
DEPT 45125	Parks and Rec	Snow Removal					
	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%
	103	Tech 1	\$0.00	\$0.00	\$621.90	-\$621.90	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%
	108	Tech 3	\$0.00	\$0.00	\$397.27	-\$397.27	0.00%
	121	PERA	\$0.00	\$0.00	\$76.42	-\$76.42	0.00%
	122	FICA	\$0.00	\$0.00	\$70.29	-\$70.29	0.00%
	131	Employer Paid Health	\$0.00	\$0.00	\$340.74	-\$340.74	0.00%
	132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	133	Employer Paid Dental	\$0.00	\$0.00	\$29.58	-\$29.58	0.00%
	134	Employer Paid Life	\$0.00	\$0.00	\$1.08	-\$1.08	0.00%
	135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45125	Parks and Rec	Snow Removal	\$0.00	\$0.00	\$1,537.28	-\$1,537.28	0.00%
DEPT 45126	Parks and Rec	Trails					
	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%
	103	Tech 1	\$0.00	\$0.00	\$616.72	-\$616.72	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%
	108	Tech 3	\$0.00	\$0.00	\$1,198.21	-\$1,198.21	0.00%
	121	PERA	\$0.00	\$0.00	\$136.11	-\$136.11	0.00%
	122	FICA	\$0.00	\$0.00	\$127.23	-\$127.23	0.00%
	131	Employer Paid Health	\$0.00	\$0.00	\$484.43	-\$484.43	0.00%
	132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	133	Employer Paid Dental	\$0.00	\$0.00	\$31.02	-\$31.02	0.00%
	134	Employer Paid Life	\$0.00	\$0.00	\$2.90	-\$2.90	0.00%
	135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45126	Parks and Rec	Trails	\$0.00	\$0.00	\$2,596.62	-\$2,596.62	0.00%

Therefore, each activity would become a department which will take time to set up. Deb from Banyon offered to spend time with me setting those up because it will be a lengthy process.

Lastly is the issue of comp time. When employees work over 40 hours in one week, they have the choice to be paid at the rate of time and one half times the regular rate of pay or as compensatory, figured at one and one half hours of compensatory time for each hour of work. Almost every employee chooses to earn comp time, because they enjoy taking time off. They can have 40 hours of comp time on the books at a time. I need to track this manually. Last year we started tracking wages for plowing streets and trails, so these comp categories were added to Leave Descriptions. The example below shows that this employee currently has 4 areas of comp time that need to be tracked.

Leave Description	Beginning Balance	YTD Accrued	YTD Taken	Current Balance
<b>Employee Name JOHN DOE</b>				
PW Comp	0.00	16.50	12.75	3.75
Comp. Time	0.00	15.00	10.50	4.50
Pk Trail Comp	0.00	15.75	15.75	0.00
Personal Day	0.00	16.00	16.00	0.00
Sick Leave	95.58	51.66	7.50	139.74
Vacation	83.04	96.00	3.25	175.79
Pk Plow Comp	5.25	10.50	15.75	0.00
Plow Comp	6.75	17.25	24.00	0.00
Holiday	8.00	80.00	48.00	40.00

With the tracking of the additional activities approved by the Council, 7 more will be added. The employee will need to add the 11 categories of comp together to determine the total hours they have to use. This is important because when they use the comp time, we want to make sure it is paid into the correct department for tracking purposes.

Leave Description	Beginning Balance	YTD Accrued	YTD Taken	Current Balance
<b>Employee Name JOHN DOE</b>				
PW Comp	0.00	16.50	12.75	3.75
Comp. Time	0.00	15.00	10.50	4.50
Pk Trail Comp	0.00	15.75	15.75	0.00
Personal Day	0.00	16.00	16.00	0.00
Sick Leave	95.58	51.66	7.50	139.74
Vacation	83.04	96.00	3.25	175.79
Pk Plow Comp	5.25	10.50	15.75	0.00
Plow Comp	6.75	17.25	24.00	0.00
Holiday	8.00	80.00	48.00	40.00
Mowing Comp	0.00	0.00	0.00	0.00
PW Mowing Comp	0.00	0.00	0.00	0.00
Spin Trim Comp	0.00	0.00	0.00	0.00
Equip Comp	0.00	0.00	0.00	0.00
Garbage Comp	0.00	0.00	0.00	0.00
Field Comp	0.00	0.00	0.00	0.00
Building Comp	0.00	0.00	0.00	0.00

I wanted to provide this information to you to show that tracking these activities is possible, but it is not as simple as just adding a code. It will take time to add all of the categories to payroll and fund accounting. I wanted to make sure that the whole Council is in favor of changing the current system.

G.2.a.

## **CITY OF CROSSLAKE**

## **Job Description**

<b>Title:</b> Police Administrative Assistant	<b>Position Status:</b> Regular Full-Time
<b>Department:</b> Police	<b>Salary:</b> \$46,384 – 60,528
<b>Accountable To:</b> Police Chief	<b>Date:</b>

### **Job Summary:**

The Police Administrative Assistant provides clerical and administrative support to the Police Department, managing all incident reports generated by the Department. Duties include transcription of reports and interviews, proper handling of confidential and privileged information, distribution of reports to outside agencies and records maintenance and general office support. This position provides professional and friendly customer service.

### **Scope of Responsibility:**

The Police Administrative Assistant works under the general supervision of the Police Chief and Sergeant and accepts work assignments from patrol officers. The incumbent may provide emergency backup for other City administrative staff as needed, with prior approval from Police Chief.

### **Essential Duties and Responsibilities:**

1. Supports the police department with transcription, data entry and records maintenance.
  - Maintains LETG incident reports, E-charging, EDWI, etc.
  - Maintains validations, forfeitures, handgun permits, POR updates, CJRS, LEOKA reports, etc.
  - Acts as Terminal Agency Coordinator (TAC) for Police department, ensuring compliance with CJIS/NCIC policy and procedures.
  - Transcribes statements and field interviews completed by patrol officers as requested.
  - Assists officers by performing investigative searches.
  - Reviews officer Incident Case Reports (ICR's) for completion of necessary information and enters all into RMS; creates ICR's; may process ICR's from telephoned reports from officers.
  - Determines Minnesota Offense Code (MOC) for state Criminal Justice Reporting System (CJRS) using the Minnesota Offense Code Manual.
  - Enters information into the Law Enforcement Records System (CIS) and validates for CJRS state entry and makes corrections as needed.
  - Copies photos from disks into computer file.
  - Makes copies of reports for County/City attorney; Social Services, Court Services, Court, probation, etc., submitting tracking offender sheet as determined necessary.
  - Assists in maintaining filing system according to data retention schedule; scans old record into electronic storage.
  - Tracks cases and documents case outcome on RMS.
  - Prepares exhibits showing monthly activity for the information of the City Council.
  - Maintains audio, video, evidence, and vehicle inventory.



2. Provides general department administrative support.
  - Responds to public and outside agency inquiries.
  - Orders office supplies and evidence supplies.
  - Contacts vendors to resolve billing or other problems; maintains record of payment authorizations, ensuring payment.
  - Conducts, submits, and follows up on building maintenance and associated requests.
  - Notifies officers of court schedules.
  - Assists other department staff with computer applications.
  - Maintains multiple websites including Public Safety portion of City Website.
3. Attends ongoing certification and testing as required for this position.
  - Training in TAC, CJRS, CIBRS, Security and Awareness, etc.
  - Certification in CPR, BCA Mobile Access, DVS Access, and Notary, etc.
4. Performs other duties as assigned.
5. Coordinates Short Term Rental Licensing (If and when adopted by City).

### **Preferred Qualifications:**

The job requires one year of post-secondary education and two years of clerical support involving transcription and public contact or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position. Proficiency in the operation of personal computers and knowledge of Microsoft Office programs required. Demonstrated keyboarding proficiency of 40 words per minute, strong detail skills, transcription skills, and excellent organizational skills required. Knowledge of law enforcement operations. Must successfully pass a Police/Criminal background check and be able to be certified in CJIS/NCIC policy and procedures.

### **Physical Demands & Working Conditions:**

Work is performed in a normal office environment. Intermittent lifting of up to 25 pounds is required. There is intermittent exposure to offensive language or graphic report content. The employee must be able to exert self-control as members of the public may be difficult to deal with. The job involves dealing with and calming individuals who are emotionally charged over an issue. Ability to pay high attention to detail and the ability to prioritize multiple tasks and multiple deadlines daily.

There is intermittent driving to transport vehicles or run department errands.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.



	2023	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		1.03									
Hourly wage		22.30	22.97	23.66	24.37	25.10	25.85	26.63	27.43	28.25	29.10

G.3.a.

TO: City Council  
FROM: TJ Graumann  
DATE: July 5, 2023  
SUBJECT: Site Conceptual Plan Estimate (Revised)

---

The Crosslake Park/Library Commission met on June 28<sup>th</sup> and made the following motion regarding the revised site plan estimate provided by Bolton & Menk.

**Motion: Recommend that city council approve the estimate as submitted to have Bolton & Menk develop a conceptual plan along with a cost level estimate for budgetary purposes.**

**Schrupp/Graves      Favor: All**



Real People. Real Solutions.

7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

Ph: (218) 825-0684  
Fax: (218) 825-0685  
Bolton-Menk.com

June 22, 2023

TJ Graumann, CPRP  
Parks, Recreation & Library Director  
City of Crosslake  
14126 Daggett Pine Rd  
Crosslake, MN 56442

RE: Crosslake Community Center Site conceptual plan

Dear TJ:

Bolton & Menk, Inc. is pleased to submit the following proposal to provide design services for the Crosslake Community Center conceptual plan as summarized herein.

## **Project Approach**

You can be assured the Bolton & Menk, Inc. team will provide outstanding creative and technical deliverables for concepts in a timely and cost-effective manner.

In order to ensure a positive project result that meets the City's requirements, we have developed a project approach that is rooted in three primary goals:

- + Provide creative and appropriate solutions focused on Crosslake's specific needs.
- + Maximize value and cost effectiveness through sustainable design.
- + Build client and consultant trust and satisfaction.

This document provides the details regarding our approach to how the transformation of Community Center Park and amenities can be achieved. This approach reflects the direction received from our initial discussions with City staff. In general, the following scope can provide three distinct conceptual level deliverables:

## **CONCEPTUAL DESIGN SCOPE OF SERVICES**

### **TASK 1: Data gathering**

Description:

Review and confirm the scope and deliverables

Understand project needs and programming priorities

Collect data, prepare base mapping, and interpret the site constraints

**Name:** Crosslake Community Center

**Date:** 6/22/2023

**Page:** 2

Upon notice to proceed, we will complete an analysis of the site using publicly available GIS data and other relevant data provided by the City to prepare a base map suitable for use in concept development. Having previously met with City staff regarding the needs of the project, our team will move from site inventory and analysis straight into a preliminary site concept.

**Deliverables:**

- + Project Programming notes based on interview with City Staff
- + Project boundary base map / aerial
- + Projected project timeline
- + Park program outline

Note: Boundaries and utilities will be approximate for the work completed as a part of this scope.

**TASK 1A: Preliminary site concept development**

The Bolton & Menk team will develop one (1) site concept with varying amenities to be presented to City staff for discussion and consideration. Concept plan materials will include one (1) CAD plan on 24-inch by 36-inch presentation board.

**Subtask 1A.1 Preliminary Site Concept Alternatives**

- + Develop one (1) preliminary site concept
  - o Expanded opportunities within the park
  - o Pedestrian and vehicular circulation considerations
  - o Parking considerations
- + Define programming priorities

**Deliverables:**

- + Deliver total of one (1) 2D concept design plan graphic on 24"x36" presentation board
- + Attend one (1) meeting (virtually) and deliver corresponding meeting notes.

**TASK 2: Expanded project graphics and conceptual level cost estimate (additional task)**

Task three will project additional project graphics included a rendered site plan, vignette images, and a conceptual level cost estimate for implementation of the proposed project elements

**Deliverables:**

- + Deliver 2D rendered 24"x36" presentation plan in hard copy and electronic format
- + Create detailed vignette images for 2 elements in the park
- + Develop conceptual level cost estimate for proposed elements in the park for budgetary planning purposes

**Additional Services**

Consulting services performed other than those authorized under Tasks 1-2 shall not be considered part of the Basic Services and may be authorized by the City as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project.

Additional services may consist of the following:

Name: Crosslake Community Center

Date: 6/22/2023

Page: 3

- + Site Survey of boundary and topography
- + Stormwater calculations and management design
- + Design development or construction documentation services
- + Additional revisions and meetings beyond tasks 1-3
- + Architectural design of structures
- + Structural engineering
- + Civil engineering services for utilities and grading

## Fee and Terms of Proposal

### COMPENSATION

This scope of work will be completed and invoiced monthly at Standard Hourly Rates with a lump sum not to exceed an estimated fee for each task as follows:

Task 1: \$5,000

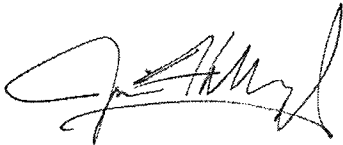
Task 2: \$4,000

Total Tasks: **\$9,000**

We appreciate this opportunity and look forward to showcasing our capabilities to expand the opportunities for the Community Center site.

Sincerely,

BOLTON & MENK, INC.



Jim Harbaugh, PLA

Principal Landscape Architect

G.4.a.

SECTION 00991 – CHANGE ORDER

(Instructions on reverse side)

No. 1

PROJECT: Clarifier Improvements

DATE OF ISSUANCE: June 14, 2023

EFFECTIVE DATE: June 14, 2023

OWNER: City of Crosslake

ENGINEER'S Project No.: M25.119925

CONTRACTOR: Rice Lake Construction Group

ENGINEER: Bolton & Menk

You are directed to make the following changes in the Contract Documents.

**Description:**

Provide \$24,900.79 credit for unused construction allowance.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
<u>\$447,600</u>	Substantial Completion : _____ days or dates
Net changes from previous Change Orders No. - to No. -	Ready for final payment : _____ days or dates
<u>\$0</u>	Net changes from previous Change Orders No. ___ to No. ___
Contract Price Prior to this Change Order	_____ days
<u>\$447,600</u>	Contract Times prior to this Change Order
Net Decrease of this Change Order	Substantial Completion : _____ days or dates
<u>\$24,900.79</u>	Ready for final payment : _____ days or dates
Contract Price with all approved Change Orders	Net (Increase/Decrease/No Change) of this Change Order
<u>\$422,699.21</u>	_____ days
	Contract Times with all approved Change Orders
	Substantial Completion : _____ days or dates
	Ready for final payment : _____ days or dates

RECOMMENDED:

By: John Graupman  
Engineer (Authorized Signature)

Date: 6/14/2023

APPROVED:

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

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

ACCEPTED:

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

Date: 6/20/2023

EJCDC No. 1910C8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

## **CHANGE ORDER**

### **INSTRUCTIONS**

---

#### **A. GENERAL INFORMATION**

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed, any effect of a Change Order thereon should be addressed.

For supplemental instructions and monitor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

#### **B. COMPLETING THE CHANGE ORDER FORM**

Engineer initiates the form, including a description of the changes involved and attachment based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.



To (Owner): City of Crosslake	Application Period To:	6/15/2023	Application Date:	6/20/2023
Project: Crosslake Clarifier Improvements	From (Contractor): Rice Lake Construction Group	Via (Engineer): Bolton & Menk		
	Contract: All Construction			
Owner's Contract No.: M25.119925	Contractor's Project No.: 2144			

<p><b>Contractor's Certification</b></p> <p>The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> </td> <td style="width: 40%; padding: 5px; text-align: center;"> Date: <u>6/20/2023</u> </td> </tr> </table>		Date: <u>6/20/2023</u>
	Date: <u>6/20/2023</u>		

<p>Payment of: <u>\$ 22,207.24</u></p>	<p>(Line 8 or other - attach explanation of other amount)</p>
--	---

<p>is recommended by: <u>John J. Gray</u></p>	<p>(Engineer)</p>
---	-------------------

<p>Payment of: _____</p>	<p>(Line 8 or other - attach explanation of other amount)</p>
--------------------------	---

<p>is approved by: _____</p>	<p>(Public Works Director)</p>
------------------------------	--------------------------------

<p>Approved by: _____</p>	<p>Funding Agency (if applicable)</p>
---------------------------	---------------------------------------

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 6/20/2023

Project: Crosslake Clarifier Improvements  
 Contractor: Rice Lake Construction Group  
 Engineer: Bolton & Menk  
 Owner: City of Crosslake  
 Application Number: 7  
 Date of application: 6/20/2023

Work completed through: 6/15/2023

Pay Item Number	Description	Item	B	C	D	E	Total Completed and Stored to Date (C + D + E)	% (E)	Balance to Finish
01001	General Conditions		\$38,477.00	\$38,477.00			\$38,477.00	100	\$0.00
01002	Mobilization		\$22,544.00	\$22,544.00			\$22,544.00	100	\$0.00
01020	Project Allowances								
01020.1	- General Construction Allowance		\$26,029.00	\$0.00	\$26,029.00		\$26,029.00	100	\$0.00
01020.2	COP_001: Paint Stringers		\$904.00	\$904.00			\$904.00	100	\$0.00
01020.3	COP_002: Scum Trough Modifications		\$3,067.00	\$3,067.00			\$3,067.00	100	\$0.00
02060	Demolition/ Cleaning								
02060.1	- Clarifier #1		\$6,500.00	\$6,500.00			\$6,500.00	100	\$0.00
02060.2	- Clarifier #2		\$6,500.00	\$6,500.00			\$6,500.00	100	\$0.00
05500	Misc Metals								
05500.1	- Purchase		\$1,500.00	\$1,500.00			\$1,500.00	100	\$0.00
05500.2	- Install		\$600.00	\$600.00			\$600.00	100	\$0.00
09900	Painting		\$52,500.00	\$52,500.00			\$52,500.00	100	\$0.00
11000	Clarifier Equipment								
11000.1	- Purchase		\$100,935.00	\$100,935.00			\$100,935.00	100	\$0.00
11000.2	- Install		\$5,890.00	\$5,890.00			\$5,890.00	100	\$0.00
11005	FRP Baffles, Weir Plates, & Launderers								
11005.1	- Purchase		\$58,825.00	\$58,825.00			\$58,825.00	100	\$0.00
11005.2	- Install		\$15,532.00	\$15,532.00			\$15,532.00	100	\$0.00
15000	Mechanical								
15000.1	- Purchase		\$2,500.00	\$2,500.00			\$2,500.00	100	\$0.00
15000.2	- Install		\$5,897.00	\$5,896.50	\$0.50		\$5,897.00	100	\$0.00
16000	Electrical								
16000.1	Common Work Results for Electrical		\$6,500.00	\$6,500.00			\$6,500.00	100	\$0.00
16000.2	Supporting Devices		\$500.00	\$500.00			\$500.00	100	\$0.00
16000.3	Raceways, Fittings, and Boxes		\$5,500.00	\$5,500.00			\$5,500.00	100	\$0.00
16000.4	Conductors and Cables		\$1,500.00	\$1,500.00			\$1,500.00	100	\$0.00
16000.5	Safety Switches		\$1,000.00	\$1,000.00			\$1,000.00	100	\$0.00
16000.6	Grounding and Bonding		\$500.00	\$500.00			\$500.00	100	\$0.00
16000.7	Measuring and Control Instruments		\$18,400.00	\$18,400.00			\$18,400.00	100	\$0.00
16000.8	Supervisory Control		\$65,500.00	\$65,500.00			\$65,500.00	100	\$0.00

Project: Crosslake Clarifier Improvements      Owner: City of Crosslake      Application Number: 7

Contractor: Rice Lake Construction Group      Date of application: 6/20/2023

Engineer: Bolton & Menk      Work completed through: 6/15/2023

Pay Item Number	Description	Item	B Scheduled Value	C From Previous Application (C+D)	D This Period	E Materials Presently Stored (not in Col D)	Total Completed and Stored to Date (C + D + E)	%	Balance to Finish
CO1		CO1	-\$24,900.79		(\$24,900.79)		(\$24,900.79)	100	\$0.00
			\$422,699.21	\$421,570.50	\$1,128.71	\$0.00	\$422,699.21	100	\$0.00

EJCDC No. C-620 (2002 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

G.4.C.

CITY OF CROSSLAKE  
PUBLIC WORKS COMMISSION MEETING  
**MOTIONS**  
WEDNESDAY, JULY 5, 2023

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDON WAGNER TO RECOMMEND THAT THE CITY COUNCIL DIRECT STAFF TO INVESTIGATE WHICH CONTRACTOR STORED EQUIPMENT AND DISTURBED THE DIRT AT THE RIGHT OF WAY ON BIRCH BEACH OF OFF MANHATTAN POINT BOULEVARD, DETERMINE WHICH PROPERTY OWNER HIRED THE CONTRACTOR AND RECOMMEND RESOLUTION TO RESTORE AREA TO PREVIOUS CONDITION. MOTION CARRIED WITH ALL AYES.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL DIRECT THE CITY ENGINEER TO OBTAIN A QUOTE FROM ANDERSON BROTHERS TO PATCH THE DRIVEWAY AT 11722 MANHATTAN POINT BOULEVARD FROM THE STREET LANE EDGE TO THE RIGHT OF WAY, INSTALL CULVERT, AND PERFORM DITCH RELATED SERVICES, TO DIRECT CITY ATTORNEY TO PRODUCE EASEMENTS AND "HOLD HARMLESS" AGREEMENTS FOR PROPERTY OWNERS AND NEIGHBORS, AND TO DIRECT STAFF TO PROVIDE COST ESTIMATE FOR THEIR SERVICES TO RELATED TO DITCH GRADING AND CULVERT INSTALLATION. MOTION CARRIED WITH ALL AYES.

A MOTION WAS MADE BY TIM BERG AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL INCREASE SEWER USER FEES TO \$65.00 PER MONTH PER ERU EFFECTIVE JANUARY 2024. MOTION CARRIED WITH ALL AYES.

A MOTION WAS MADE BY BOB FREY AND SECONDED BY TIM BERG TO SUPPORT THE JOB DESCRIPTION OF MAINTENANCE TECHNICIAN WITH RECOMMENDED REVISIONS. MOTION CARRIED WITH ALL AYES.



Real People. Real Solutions.

MEMORANDUM

**Date:** June 28, 2023  
**To:** Pat Wehner, Public Works Director  
**From:** Phil Martin, PE  
**Subject:** Projects Update for July 5, 2023 Public Works Meeting

**CSAH 66 Improvements**

The contractor has reseeded areas, removed erosion control devices where appropriate, and addressed many of the punchlist items. The contractor still needs to address the manholes where the casting was placed too low. They have not responded to our attempts to contact them.

In the last couple of months, the PW Committee supported the two actions below. Their status is as follows:

**Bollar Property Grade Adjustment** – This issue is completed.

**Sprinkler System Repair** – We contacted property owners to get quotes, but we have not received any to share.

**2022 Street Improvements**

The remaining punchlist item was for grass to establish on Wild Wind Ranch Drive, which did not occur so the contractor has reseeded the areas and we will continue to monitor.

At the Peitso property the street and driveway work were completed during the week of June 19-23.

**CSAH 3/66 Pedestrian & Intersection Improvements**

On May 23, 2023 the County Board approved a roundabout improvement and a pedestrian mobility improvement that would remove the easterly parking lane on CSAH 66. The project is now in the final design phase with construction planned for 2024. Recent activity centered around environmental documentation and review.

**Road Improvement Plan Development**

We have completed the field pavement review and have evaluated improvement cost and parcel contribution to identify segments that may see increased traffic.

Below are some results of our review to date:

- Total street length reviewed > 50 miles paved
- Total cost estimated for all improvements ~ \$11.5 million
  - o Sealcoat – 14.6 miles, est cost ~ \$520,000
  - o Mill & Overlay – 29 miles, est cost ~ \$7.8 million
  - o Full Depth Reclamation – 4.9 miles, est cost ~ \$2.3 million
  - o Reconstruction – 1.5 miles, est cost ~ \$825,000

A contributing parcel count exercise is being conducted and we continue to review and verify the information for accuracy. I provided a DRAFT map exhibit in a small format to go along with this report. Early results show the following:

- Many City streets have between 0-50 parcels that contribute
- The largest apparent parcel contribution occurs on West Shore Drive, Manhattan Point Blvd, Daggett Pine Road, and Bonnie Lakes Road.

We are at a point where we need to get feedback from the PW Committee to get more perspectives on where the parcel contribution may differ from what we have assumed. I will provide a map for each member to take with them so they can review and provide their thoughts. Additionally, we will need input as to how the PW Committee wants to structure the road improvement plan approach.

#### **City Web GIS Proposal**

City approved this and we plan to meet with staff to begin discussing platform layers.

#### **Cemetery Platting Proposal**

City Council approved this work, and we are scheduling the work to be completed.

#### **11722 Manhattan Point Boulevard – Stormwater runoff complaints**

Discussed approach with Pat Wehner. City staff will provide services related to ditch grading and culvert installation. We will get a quote from Anderson Brothers to patch the driveway from the street lane edge to the R/W. I have requested a quote for that work and will provide that when obtained. For budget purposes, I would recommend \$5,000 for driveway paving.

I will contact the adjoining neighbor to discuss a permanent stormwater easement arrangement.

## **SEWER USAGE RATE HISTORY**

2004 \$30/month

2008 \$33/month

2010 \$36/month

2013 \$37/month

2016 \$45/month

2018 \$48/month

2019 \$50/month

2021 \$52/month

2022 \$55/month