

**AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, DECEMBER 11, 2023
7:00 P.M. – CITY HALL**

A. CALL TO ORDER

1. Pledge of Allegiance

B. PUBLIC HEARING

- 1. 7:00 P.M. –REQUEST FROM DYLAN SLINGER TO VACATE PART OF PERKINS ROAD AS DEDICATED ON THE PLAT OF URBAN’S POINT AND VILLAGE ROAD AS DEDICATED ON THE PLAT OF CROSSLAKE ESTATES (Council Action-Motion)**

- a. Questions for **COUNCIL** to consider when reviewing request to vacate property
- b. Application from Dylan Slinger to Vacate Road Right of Way
- c. Certificate of Survey and Site Information
- d. Notice of Hearing to Surrounding Property Owners
- e. Recommendation from Public Works Commission
- f. Resolution Vacating Property

- 2. 7:00 P.M. – VACATION OF ROAD RIGHT-OF-WAY OF GLENCREST BEACH ON THE PLAT OF MANHATTAN BEACH SECOND ADDITION BETWEEN 11622 AND 11604 MANHATTAN POINT BLVD (Council Action-Motion)**

- a. Questions for **COUNCIL** to consider when reviewing request to vacate property
- b. Application from Jeff and Bonnie Benson to Vacate Public Right of Way
- c. Certificate of Survey and Site Information
- d. Notice of Hearing to Surrounding Property Owners
- e. Recommendation from Public Works Commission
- f. Recommendation from Parks and Recreation/Library Commission
- g. Resolution Vacating Property

- C. 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.

- 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. Regular Council Meeting Minutes of November 13, 2023
2. Special Council Meeting Minutes of November 15, 2023
3. Memo dated December 11, 2023 from Mike Lyonais Re: Tax Increment Financing Reimbursement (**Council Action-Motion**)
4. Unadjusted Draft: 11.30.2023 Month End Revenue Report
5. Unadjusted Draft: 11.30.2023 Month End Expenditures Report

6. Unadjusted Draft: 11.30.2023 Balance Sheet
7. Police Report for Crosslake – November 2023
8. Police Report for Mission Township – November 2023
9. Fire Department Report – November 2023
10. North Memorial Ambulance Run Report – October 2023
11. November Planning and Zoning Monthly Statistics
12. Planning and Zoning Commission Meeting Minutes of October 27, 2023
13. Public Works Commission Meeting Minutes of November 6, 2023
14. Agreement for Kitchigami Library System Services Through the Crosslake Area Library for 2024
15. EDA Meeting Minutes of September 6, 2023
16. Waste Partners Recycling Reports for October 2023
17. Bills for Approval

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Sonia Slack – Local Control of Elections
 - a. Memo dated December 8, 2023 from Char Nelson Re: Administration of Elections
2. Cindy Myogeto – Chamber of Commerce
 - a. Approval of WinterFest SoupFest on Saturday, February 3, 2024 at Businesses Throughout Crosslake (**Council Action-Motion**)
 - b. Approval of WinterFest Fireworks Display on Friday, February 2, 2024
 - c. Approval of St. Patrick's Day Parade Route (**Council Action-Motion**)
3. Resolution Accepting Donations (**Council Action-Motion**)

F. CITY ADMINISTRATOR'S REPORT

1. County Engineer Tim Bray and City Engineer Phil Martin – Update on CSAH 66/3 Pedestrian/Intersection Improvements
2. Memo dated December 7, 2023 from Charlene Nelson Re: Retroactive Approval of Bills for Payment (**Council Action-Motion**)
3. Approval of Short Term Rental Licensing Agreement with Crow Wing County for 2024 (**Council Action-Motion**)
4. Accept Resignation of Planning and Zoning Administrator and Approve Adverting to Fill Vacancy (**Council Action-Motion**)
5. Memo dated December 7, 2023 from Char Nelson Re: Vacation Hours (**Council Action-Motion**)
6. Comparison of Earned Sick and Safe Time (ESST) vs. Paid Leave Policy Provided to the LMC by Madden Galanter & Hansen, PLLC and Model Policy for Cities to Consider
7. Direct Staff to Notify Current Provider of Insurance Cancellation and Execute Application Documents for New Insurance Program (**Council Action-Motion**)
 - a. MOA of Agreement with MNPEA Administrator Group to Accept Medica Small Employer Market Health Insurance for 2024 (**Council Action-Motion**)
 - b. MOA of Agreement with MNPEA Confidential and Supervisory Group to Accept Medica Small Employer Market Health Insurance for 2024 (**Council Action-Motion**)
 - c. MOA of Agreement with AFSCME to Accept Medica Small Employer Market Health Insurance for 2024 (**Council Action-Motion**)

- d. MOA of Agreement with Teamsters to Accept Medica Small Employer Market Health Insurance for 2024 (Council Action-Motion)

G. COMMISSION REPORTS

- 1. PARK AND RECREATION/LIBRARY
 - a. Approval of 2024 Park and Recreation Fee Schedule (Council Action-Motion)
 - b. Memo dated 12/6/23 from TJ Graumann Re: Notice of Retirement, Jane Monson (Council Action-Motion)
 - c. Update on Polaris Ranger
 - d. Pickleball Courts
- 2. PUBLIC SAFETY
 - a. Jake Maier - Declare AED's as Surplus (Council Action-Motion)
 - b. Memo dated December 11, 2023 from Chip Lohmiller Re: Surplus Equipment (Council Action-Motion)
- 3. ECONOMIC DEVELOPMENT AUTHORITY
 - a. Patty Norgaard – 2024 Budget Presentation and 2024 Goals (Council Action-Motion)
- 4. PUBLIC WORKS/SEWER/CEMETERY
 - a. Motions Made by Public Works Commission for Council Consideration (Council Action-Motion)
 - b. Letter dated November 20, 2023 from Phil Martin Re: Crosslake 2022 Road Improvements – Contractor's Pay Application No. 4 (Final) (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. OLD BUSINESS

J. NEW BUSINESS

K. ADJOURN

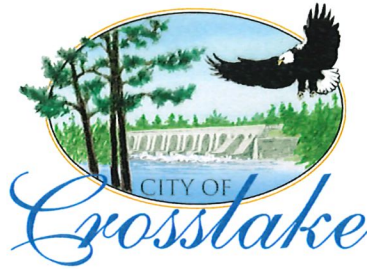
B.l.a.

QUESTIONS FOR COUNCIL TO CONSIDER WHEN REVIEWING
REQUEST TO VACATE PROPERTY

1. Have a majority of landowners, on a frontage basis, abutting the street, alley, public ground, public way or part thereof, signed on as applicants for this petition?
2. Does any part of the ROW terminate at, abut upon, or is adjacent to any public water?
3. Has the DNR been notified of the ROW request?
4. Are there currently improvements on the ROW?
5. Are there currently encroachments from adjacent parcels onto the ROW?
6. Is there currently a Use Agreement in place between the neighboring property owners and the City for the encroachments onto the ROW?
7. Is the ROW currently being used by the public?
8. Based on the topography and shoreline, can the ROW Access be improved for use by the public?
9. What are the public benefits of vacating the ROW?
10. How will the vacation impact the conservation of natural resources?
11. Consider recommendations from the Public Works and Park & Recreation/Library Commissions

PLEASE VISIT SITE IF TIME ALLOWS

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



13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

B.1.b.

Road Right-of-Way (ROW) Vacation Application

Property Owner(s) Dylan Slinger Phone Number 612-280-7888

Property Address ~~260W 26th ST APT 70~~ 12582 PERKINS ROAD

Mailing Address 210 W 26th ST APT 70 NEW YORK NY 10001

Email Dylan.Slinger@gmail.com

Parcel Number(s) 14800550 (ADJACENT TO PERKINS ROAD)

Do you own land adjacent to the right of way? Yes No

Authorized Agent Terry Slinger

Agent Address 8122 PENNSYLVANIA RD. BLOOMINGTON MN 55438

Agent Phone Number 612-599-5725

Signature of Property Owner(s) Dylan Slinger Date 7-19-23

Signature of Authorized Agent Terry Slinger Date 7-20-23

- \$1,000 Application Fee Payable to "City of Crosslake"
- All applications must be accompanied by a signed Certificate of Survey
- No decisions will be made on an applicant's request at the Commission meeting(s).
Approval or denial of applications is determined by the City Council at a public hearing as per MN Statute 462 and the City Code, Chapter 42

City Dec 11 7:00

For Office Use:
Application accepted by Crachelson Date 9-11-23

Date of Approval: _____	Denial: _____	by PW Commission <u>Oct 2 4:00</u>
Date of Approval: _____	Denial: _____	by Park Commission
Date of Approval: _____	Denial: _____	by City Attorney
Date of Approval: _____	Denial: _____	by DNR (60 days to review)

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



13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

**Road Right-of-Way Vacation
Development Review Team (DRT)
Meeting Application**

Property Owner(s) Dylan Slinger Phone Number 612-599-5127

Property Address 12582 Perkins Road

Mailing Address 8122 Pennsylvania Road

Email ter.slinger@gmail.com

Parcel Number(s) 14300550

Signature Dylan Slinger Date 1/11/23

Reason to vacate parcel: BECAUSE IT SHOULD BELONG TO PROPERTY

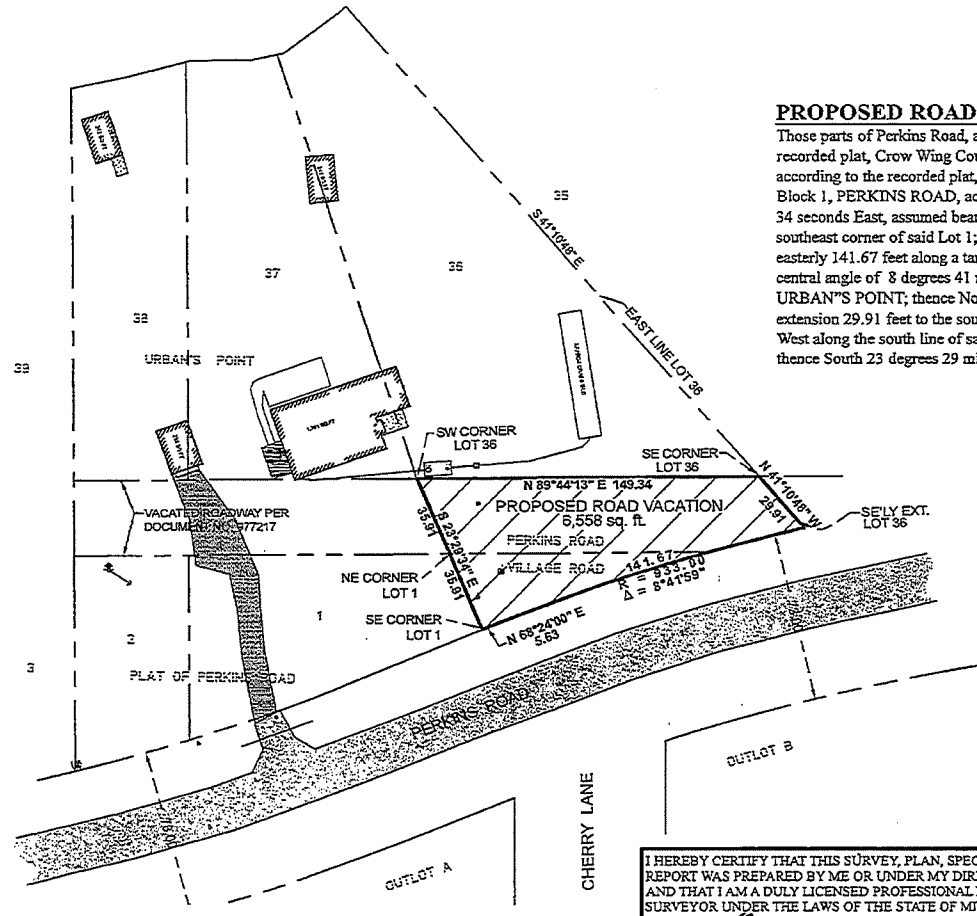
(Please submit a site sketch, Certificate of Survey, and/or photos if applicable)

No decisions will be made on an applicant's request at the DRT meeting. Submittal of an application after DRT does not constitute approval. Approval or denial is determined by the Crosslake City Council at a public meeting as per MN Statute 462.

DRT meetings are held 2/15 at ~~9:00 AM~~ 10 AM. (Subject to change due to holiday schedule). The meetings are held in City Hall, 13888 Daggett Bay Road, Crosslake, MN 56442. For more information call 218-692-2688.

CERTIFICATE OF SURVEY

PROPOSED ROAD VACATION
 PERKINS ROAD
 CROSSLAKE, MINNESOTA



PROPOSED ROAD VACATION DESCRIPTION:

Those parts of Perkins Road, as dedicated as an unnamed road in URBAN'S POINT, according to the recorded plat, Crow Wing County, Minnesota, and Village Road, as dedicated in CROSSLAKE ESTATES, according to the recorded plat, said county, described as follows: Beginning at the northeast corner of Lot 1, Block 1, PERKINS ROAD, according to the recorded plat, said county, thence South 23 degrees 29 minutes 34 seconds East, assumed bearing, along the east line of said Lot 1 for a distance of 55.91 feet to the southeast corner of said Lot 1; thence North 68 degrees 24 minutes 00 seconds East 5.63 feet; thence easterly 141.67 feet along a tangential curve concave to the southeast, having a radius of 933.00 feet and a central angle of 8 degrees 41 minutes 59 seconds, to the southeasterly extension of the east line of Lot 36, URBAN'S POINT; thence North 41 degrees 10 minutes 48 seconds West along said southeasterly extension 29.91 feet to the southeast corner of said Lot 36; thence South 89 degrees 44 minutes 13 seconds West along the south line of said Lot 36 for a distance of 149.34 feet to the southwest corner of said Lot 36; thence South 23 degrees 29 minutes 34 seconds East 35.91 feet to the point of beginning.



Project Number: 22256
 Date: 9-11-2023

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Patrick A. Trotter
 PATRICK A. TROTTER, PLS41002

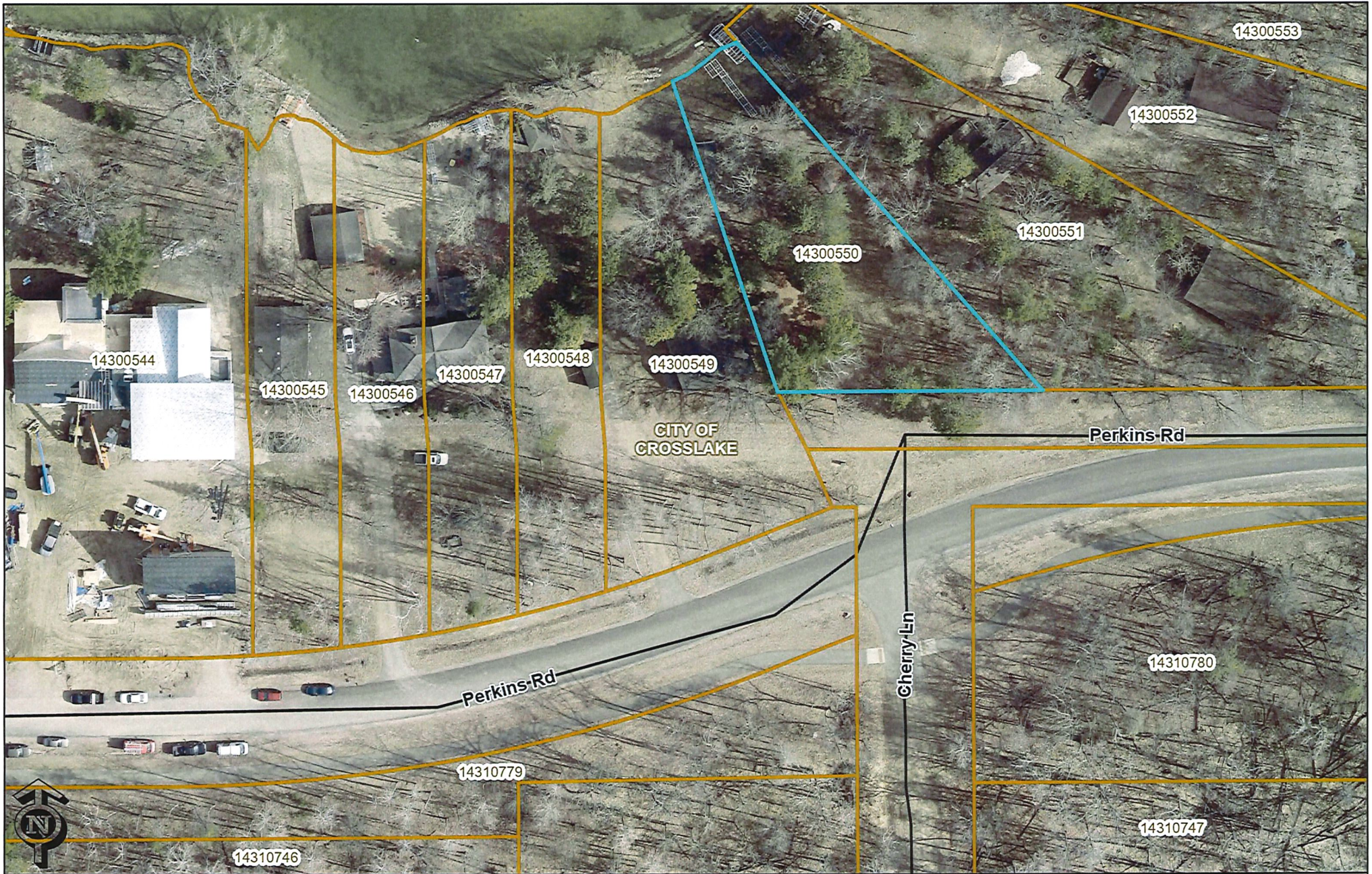
DATE 9-11-2023 LIC. NO. 41002



30206 Rasmussen Road
 Suite 1
 P. O. Box 874
 Pequot Lakes, MN 56472
 218-568-4940
 www.stonemarksurvey.com

Sheet Details: 01/17/2023 1:51 PM - P:\Drawing\41002\2023\41002.dwg
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 Plot Date: 09/11/2023 1:51 PM - P:\Drawing\41002\2023\41002.dwg

B.I.C.



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 12/7/2023 Time: 4:03 PM

B. l. d.

BREEN & PERSON P.A.
Attorneys At Law

September 20, 2023

Neighbors of Perkins Road

RE: Vacation

To Whom It May Concern:

I represent the City of Crosslake regarding the vacation of part of Perkins Road as dedicated on the plat of Urban's Point and Village Road as dedicated on the plat of Crosslake Estates.

I have enclosed a Certificate of Survey and plat for your reference. Also enclosed are the Notice of Public Hearing and proposed Resolution Vacating Property from the City of Crosslake.

The matter will be heard on the following dates and times:

Public Works Commission will meet on Monday, October 2, 2023, at 4:00 P.M.
at Crosslake City Hall

Public Hearing is scheduled for Monday, December 11, 2023, at 7:00 P.M. at
Crosslake City Hall

Please feel free to contact me if you have any questions or concerns.

Yours truly,



J. Brad Person

brad@breenandperson.com

direct: 218-454-2155

Brainerd Office

JBP/sjne
Enclosures

B.
i.e.

MEMO TO: City Council
FROM: Public Works Commission
DATE: December 7, 2023
SUBJECT: Vacation Recommendation

Below is an excerpt of meeting minutes from the Public Works Commission meeting of October 25, 2023 regarding the vacation of Perkins Road:

“The Commission reviewed a road vacation request from Dylan Slinger for a piece of land adjacent to Parcel 14300550 on Perkins Road. When the City reconstructed and rerouted Perkins Road a few years ago, a triangular piece to the south of this parcel was kept as part of the roadway project, but the land was not needed and was never used. Pat Wehner stated that he sees no purpose for the City to keep it. A MOTION WAS MADE BY TIM BERG AND SECONDED BY GORDON WAGNER TO RECOMMEND THAT THE CITY COUNCIL VACATE A PART OF PERKINS ROAD AS DEDICATED ON THE PLAT OF URBAN’S POINT AND VILLAGE ROAD. MOTION CARRIED WITH ALL AYES.”

B.
1.
f.

**CITY OF CROSSLAKE
RESOLUTION NO. 23-__**

RESOLUTION VACATING PROPERTY

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

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

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

That certain property described as follows is hereby vacated:

Those parts of Perkins Road, as dedicated on the plat of Urban's Point, and Village Road, as dedicated on the plat of Crosslake Estates, described as follows: beginning at the northeast corner of Lot 1, Block 1, plat of Perkins Road, thence South 23 degrees 29 minutes 34 seconds East, assumed bearing, along the east line of said Lot 1 35.91 feet to the southeast corner of said Lot 1; thence North 68 degrees 24 minutes 00 seconds East 5.63 feet; thence easterly 141.67 feet along a tangential curve concave to the southeast, having a radius of 933.00 feet and a central angle of 8 degrees 41 minutes 59 seconds, to the southeasterly extension of the east line of Lot 36, Urban's Point; thence North 41 degrees 10 minutes 48 seconds West along said southeasterly extension 29.91 feet to the southeast corner of said Lot 36; thence South 89 degrees 44 minutes 13 seconds West along the south line of said Lot 36 194.34 feet to the southwest corner of said Lot 36; thence South 23 degrees 29 degrees 29 minutes 34 seconds East 35.91 feet to the point of beginning.

Dated at Crosslake, Minnesota, this December 11, 2023.

CITY OF CROSSLAKE, MINNESOTA

By _____
Dave Nevin, Mayor

ATTEST:

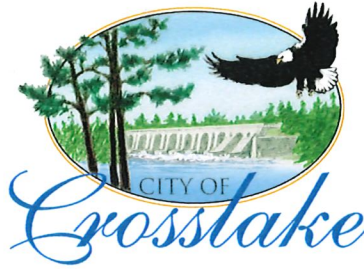
Charlene Nelson, City Clerk

B.2.a.

QUESTIONS FOR COUNCIL TO CONSIDER WHEN REVIEWING
REQUEST TO VACATE PROPERTY

1. Have a majority of landowners, on a frontage basis, abutting the street, alley, public ground, public way or part thereof, signed on as applicants for this petition?
2. Does any part of the ROW terminate at, abut upon, or is adjacent to any public water?
3. Has the DNR been notified of the ROW request?
4. Are there currently improvements on the ROW?
5. Are there currently encroachments from adjacent parcels onto the ROW?
6. Is there currently a Use Agreement in place between the neighboring property owners and the City for the encroachments onto the ROW?
7. Is the ROW currently being used by the public?
8. Based on the topography and shoreline, can the ROW Access be improved for use by the public?
9. What are the public benefits of vacating the ROW?
10. How will the vacation impact the conservation of natural resources?
11. Consider recommendations from the Public Works and Park & Recreation/Library Commissions

PLEASE VISIT SITE IF TIME ALLOWS



B. 2. b.

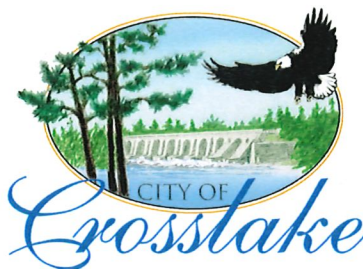
Road Right-of-Way (ROW) Vacation Application

Property Owner(s) Jeff & Bonnie Benson Phone Number 612-598-1852
Property Address 11622 Manhattan Point Blvd, Crosslake, MN 56442
Mailing Address 11622 Manhattan Point Blvd, Crosslake, MN 56442
Email benson@crosslake.net
Parcel Number(s) 14010573
Do you own land adjacent to the right of way? Yes No
Authorized Agent _____
Agent Address _____
Agent Phone Number _____
Signature of Property Owner(s) Jeffrey Benson Bonnie J Benson Date 9/11/2023
Signature of Authorized Agent _____ Date _____

- \$1,000 Application Fee Payable to "City of Crosslake"
- All applications must be accompanied by a signed Certificate of Survey
- No decisions will be made on an applicant's request at the Commission meeting(s). Approval or denial of applications is determined by the City Council at a public hearing as per MN Statute 462 and the City Code, Chapter 42

For Office Use:
Application accepted by Cheryl Schelton Date 9-11-23

Date of Approval: _____ Denial: _____ by PW Commission
Date of Approval: _____ Denial: _____ by Park Commission
Date of Approval: _____ Denial: _____ by City Attorney
Date of Approval: _____ Denial: _____ by DNR (60 days to review)



**Road Right-of-Way Vacation
Development Review Team (DRT)
Meeting Application**

Property Owner(s) Jeff & Bonnie Benson Phone Number 612-598-1852
Property Address 11622 Manhattan Point Blvd, Crosslake, MN 56442
Mailing Address same as above
Email benson@crosslake.net

Parcel Number(s) 14010573
Signature Jeffrey Benson Date 6-14-2023

Reason to vacate parcel: The easement has been used as a driveway since the original cabins were built. Access to the lake is not possible due to steep hill. The neighbors support the vacation of the easement. This is the only access to the property
(Please submit a site sketch, Certificate of Survey, and/or photos if applicable)

No decisions will be made on an applicant's request at the DRT meeting. Submittal of an application after DRT does not constitute approval. Approval or denial is determined by the Crosslake City Council at a public meeting as per MN Statute 462.

DRT meetings are held July 19 at 9am. (Subject to change due to holiday schedule). The meetings are held in City Hall, 13888 Daggett Bay Road, Crosslake, MN 56442. For more information call 218-692-2688.

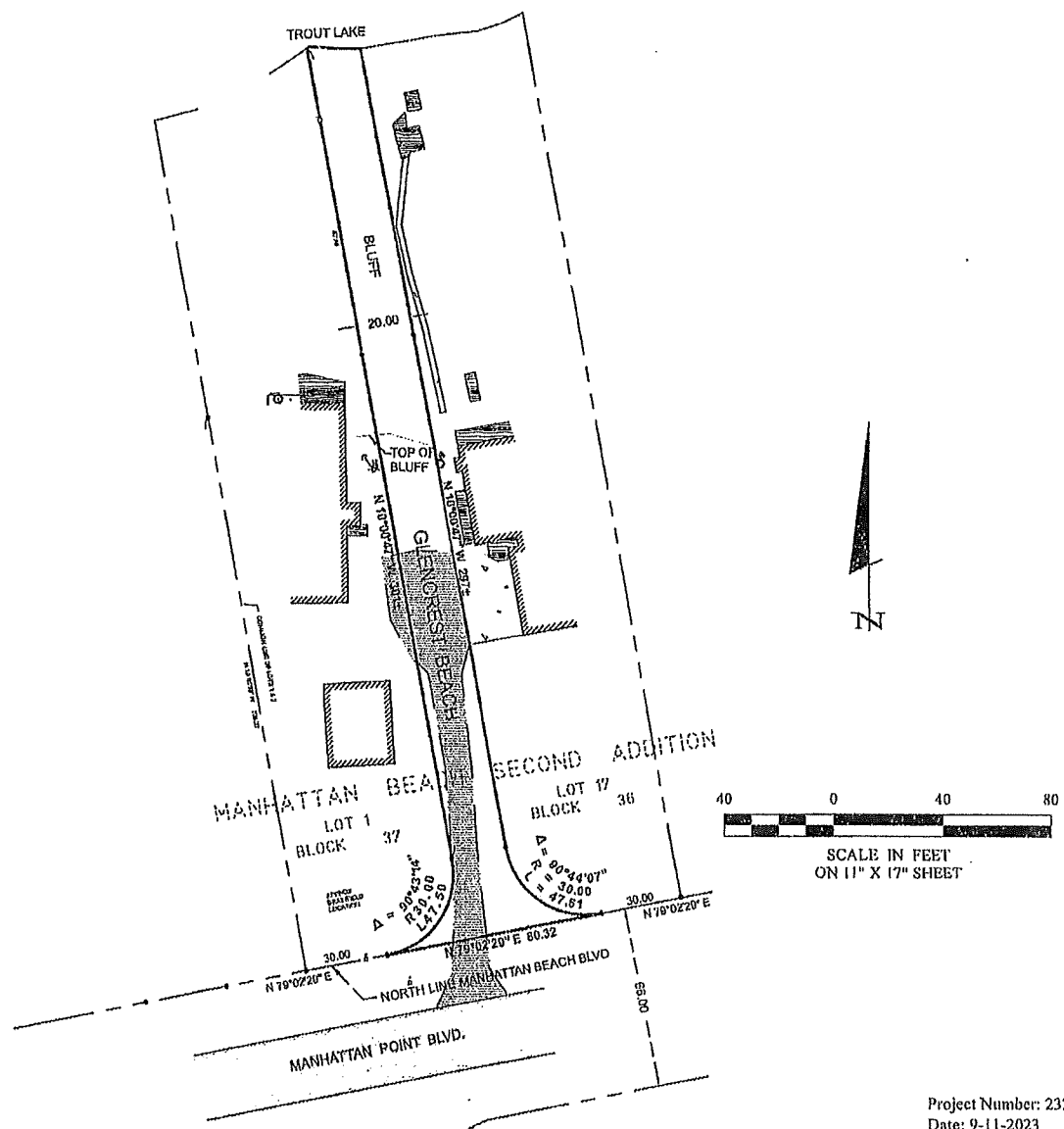
B.Z.C.

CERTIFICATE OF SURVEY

PROPOSED ROAD VACATION
GLENCREST BEACH, MANHATTAN BEACH SECOND ADDITION
CROSSLAKE, MN

PROPOSED ROAD VACATION DESCRIPTION:

All of Glencrest Beach, as dedicated in MANHATTAN BEACH SECOND ADDITION, according to the recorded plat, Crow Wing County, Minnesota.



Project Number: 23225
Date: 9-11-2023

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

Patrick A. Trotter
PATRICK A. TROTTER, PLS41002

DATE: 9-11-2023 LIC. NO. 41002



30206 Rasmussen Road
Suite 1
P. O. Box 874
Pequot Lakes, MN 56472
218-568-4940
www.stonemarksurvey.com

B. z. d.

BREEN & PERSON P.A.

Attorneys At Law

September 20, 2023

Neighbors of Crescent Beach

RE: Vacation

To Whom It May Concern:

I represent the City of Crosslake regarding the vacation of Crescent Beach as dedicated on the plat Manhattan Beach Second Addition.

I have enclosed a Certificate of Survey and plat for your reference. Also enclosed are the Notice of Public Hearing and proposed Resolution Vacating Property from the City of Crosslake.

The matter will be heard on the following dates and times:

Public Works Commission will meet on Monday, October 2, 2023, at 4:00 P.M. at Crosslake City Hall

Park and Recreation Commission will meet on Wednesday, October 25, 2023, at 2:00 P.M. at the Crosslake Community Center.

Public Hearing is scheduled for Monday, December 11, 2023, at 7:00 P.M. at Crosslake City Hall

Please feel free to contact me if you have any questions or concerns.

Yours truly,

J. Brad Person

J. Brad Person
brad@breenandperson.com
direct: 218-454-2155
Brainerd Office

JBP/sjne
Enclosures

B.2.e.

MEMO TO: City Council
FROM: Public Works Commission
DATE: December 7, 2023
SUBJECT: Vacation Recommendation

Below is an excerpt of meeting minutes from the Public Works Commission meeting of October 25, 2023 regarding the vacation of Glencrest Beach:

“The Commission reviewed a road right of way vacation request from Jeff and Bonnie Benson of 11622 Manhattan Point Blvd, that leads to the water on Trout Lake. Jeff Benson appeared before the Commission and stated that no one can and no one has walked down the right of way and that there is a steep bluff. Mr. Benson stated he had no plans to improve the right of way. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE CITY COUNCIL DENY THE RIGHT OF WAY VACATION REQUEST FROM JEFF AND BONNIE BENSON. MOTION CARRIED WITH ALL AYES.”

B.z.f.

Crosslake Community Center 14126 Daggett Pine Rd Crosslake, MN 56442

MEMO TO: City Council
FROM: TJ Graumann
DATE: 11/7/23
SUBJECT: ROW Vacation Application - Glencrest Beach

The Parks, Recreation and Library Commission met on Wednesday, October 25th, and made the following motion regarding the ROW Vacation Application submitted by Mr. Benson.

Motion to recommend that Council approve the vacation of Glencrest Beach ROW.

Schrupp/Graves Favor: All

B. 2.g.

**CITY OF CROSSLAKE
RESOLUTION NO. 23-__**

RESOLUTION VACATING PROPERTY

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

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

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

That certain property described as follows is hereby vacated:

All of Glencrest Beach, as dedicated in Manhattan Beach Second Addition, according to the recorded plat, Crow Wing County, Minnesota.

Dated at Crosslake, Minnesota, this December 11, 2023.

CITY OF CROSSLAKE, MINNESOTA

By _____
Dave Nevin, Mayor

ATTEST:

Charlene Nelson, City Clerk

D. 1.

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, NOVEMBER 13, 2023
7:00 P.M. – CITY HALL**

The Crosslake City Council held the Regular Council Meeting on Monday, November 13, 2023 in City Hall. The following Council Members were present: Mayor Dave Nevin, Marcia Seibert-Volz, Jackson Purfeerst, Aaron Herzog, and Sandy Farder. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Police Chief Jake Maier, Zoning Administrator Peter Gansen, Public Works Director Patrick Wehner, and City Engineer Phil Martin. Echo Publishing Reporter Nancy Vogt attended via Zoom. There were approximately forty-four 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 11R-01-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

Fire Chief Chip Lohmiller along fellow firefighters and families recognized Scott Johnson as he retired from the Fire Department after 22 years of service. Mr. Johnson has held numerous positions within the department over the years. Chief Lohmiller thanked Mr. St. Pierre and his family for their time and dedication to the department.

- B. CRITICAL ISSUES** – MOTION 11R-02-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO RECEIVE INFORMATION FROM MICHELLE SOLDO. MOTION CARRIED WITH ALL AYES.

Michelle Soldo of Soldo Consulting P.C. introduced herself and stated that she has 30 years of law experience and has conducted many investigations for cities. Ms. Soldo provided paper copies of her findings to the Council and stated that the report contained private data and therefore would need to be returned to her at the end of her presentation.

Ms. Soldo stated that the Council approved using her firm for the audit on July 10, 2023 and that she interviewed all of the Council and department heads and some staff. Ms. Soldo stated there were three objectives in this process: 1) Give Council and staff an opportunity to talk candidly with someone from outside the organization. 2) Identify ways to improve communications and next steps to take. 3) Transparency.

The main finding that Ms. Soldo wants everyone to take away from tonight is that there are issues and divisions within the Council and between Council and staff, but that the group has more things in common than not, which can be helpful to resolve the issues.

Ms. Soldo stated that there were four key findings regarding the issues facing the effective governance of the City: 1) There are issues, they are not insurmountable, and everyone has to be onboard to get there. There is unproductive communication between Council Members

and staff. Ms. Soldo stated that this is obvious during Council meetings, however, all parties have the desire to serve the community and have a passion for their work. There is a desire for teamwork, which requires trust between each other. There has been a loss of trust. In order for the solutions to work, everyone has to be onboard. 2) Ms. Soldo identified three key issues that negatively impact Council governance. The first one is internal control issues with finances. Ms. Soldo stated that the position of City Administrator / Finance Director is a conflict of interest and a risk for the City, according to the League of MN Cities. Although there is no indication that there is any wrong doing by staff, there is that risk. The second is that there is conflict between the Council and administration which has played out publicly and privately. Those dynamics have damaged relationships and trust. The third finding is that there is a priority business need for comprehensive Council and staff training, including roles, authority and process for accountability. Key administrative functions are not being performed here, such as routine staff meetings, performance reviews, and compliance with recordkeeping. The fourth finding is that the working relationship between Council and staff has to be improved and Council meetings lack structure. The use of Robert's Rules of Order could help run meetings efficiently.

In conclusion, Ms. Soldo stated that the Council needs to take strategic and decisive action to address the identified issues. Training is available through the League of MN Cities. Staff should attend Council training and Council should attend staff training, as well as their respective role training. The Council needs to set the expectations for staff. The League of MN Cities is willing to come to Crosslake to conduct the training, if the Council makes the request.

MOTION 11R-03-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO RESPECTFULLY ACCEPT INFORMATION PROVIDED TO US, AS A COUNCIL AND STAFF. MOTION CARRIED WITH ALL AYES.

MOTION 11R-04-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO REQUEST THE LEAGUE OF MN CITIES ASSISTANCE TO MEDIATE CONVERSATIONS BETWEEN INDIVIDUAL CITY COUNCIL MEMBERS AND CITY HALL STAFF, AND THAT THE LEAGUE OF MN CITIES PROVIDE CITY COUNCIL AND CITY HALL STAFF TRAINING RELATED TO COMMUNICATION, ROLES, POTENTIAL CONFLICTS OF INTEREST, OPEN MEETING LAW, MEETING DECORUM, AND ROBERTS RULES OF ORDER. MOTION CARRIED WITH ALL AYES. Jackson Purfeerst will contact the League of MN Cities.

C. PUBLIC HEARING

1. 7:00 P.M. – VACATION OF ROAD RIGHT-OF-WAY OF TROUT BEACH IN THE PLAT OF MANHATTAN BEACH ENTRANCE ADDITION BETWEEN 12880 AND 12886 MANHATTAN POINT BLVD

Pat Davern of 12886 Manhattan Point Blvd addressed the Council and provided history of the property. Mr. Davern requested that the right-of-way not be vacated.

John Lally of 12904 Manhattan Point Blvd stated that the right-of-way is used by snowmobiles coming on and off Trout Lake and asked the Council not to vacate it.

Steve Thompson of 12880 Manhattan Point Blvd attend via Zoom and stated that he is not in favor of vacating the right-of-way because he thinks his neighbor will block the access.

Doug Wannebo of 12249 County Road 1 stated that he is not in favor of vacating the right-of-way.

Char Nelson stated that she has come across much more information regarding the history of the right-of-way that she would like to share with the Council before they make a decision. Ms. Nelson would like to listen to meeting videos as well and this may take some time to put the information together.

MOTION 11R-05-23 WAS MADE BY DAVE NEVIN AND SECONDED BY SANDY FARDER TO TABLE ACTION ON VACATION OF TROUT BEACH ROAD. MOTION CARRIED WITH ALL AYES.

D. PUBLIC FORUM – None.

E. CONSENT CALENDAR –MOTION 11R-06-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of October 9, 2023
2. Special Council Meeting Minutes of October 18, 2023
3. Budget Workshop Meeting Minutes of October 25, 2023
4. Special Council Meeting Minutes of November 1, 2023
5. Unadjusted Draft: 10.31.2023 Month End Revenue Report
6. Unadjusted Draft: 10.31.2023 Month End Expenditures Report
7. Unadjusted Draft: 10.31.2023 Balance Sheet
8. Police Report for Crosslake – October 2023
9. Police Report for Mission Township – October 2023
10. Fire Department Report – October 2023
11. North Memorial Ambulance Run Report – September 2023
12. Public Safety Commission Meeting Minutes of October 4, 2023
13. October Planning and Zoning Monthly Statistics
14. Planning and Zoning Commission Meeting Minutes of September 22, 2023
15. Public Works Commission Meeting Minutes of October 2, 2023
16. Crosslake Park, Recreation, and Library Commission Meeting Minutes of September 27, 2023
17. Crosslake ROW Task Force Meeting Minutes of August 16, 2023
18. Waste Partners Recycling Reports for September 2023
19. Approval of F.I.R.E. Invoices in the Amount of \$4,075.00
20. Bills for Approval in the Amount of \$124,053.26
21. Additional Bills for Approval \$22,725.75

MOTION CARRIED WITH ALL AYES.

F. MAYOR’S AND COUNCIL MEMBERS’ REPORT

1. MOTION 11R-07-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE RESOLUTION NO. 23-24 ACCEPTING DONATIONS FROM PAL FOUNDATION IN THE AMOUNT OF \$11,832.91 FOR THE PINE RIVER OVERLOOK PARK, FROM PAL FOUNDATION IN THE AMOUNT OF \$614.00 FOR BENCHES, FROM CROSSLAKE FIREFIGHTERS RELIEF ASSOCIATION IN THE AMOUNT OF \$949.88 FOR REFRIGERATOR IN APPARATUS BAY, FROM B. ZAHN IN THE AMOUNT OF \$500.00 FOR THE FIRE DEAPRTMENT, FROM ANONYMOUS IN THE AMOUNT OF \$100.00 FOR DOG WASTE STATION, AND FROM MAUREEN NOVAK IN THE AMOUNT OF \$25.00 FOR LIBRARY. MOTION CARRIED WITH ALL AYES.
2. Warren Stock of 13421 Island View Lane requested that the City take over maintenance of Island View Lane and make it a City road. Mr. Stock stated that he wants all the services that other tax payers receive.

MOTION 11R-08-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO DIRECT STAFF TO INSTALL "CHILDREN AT PLAY" SIGNAGE ON ISLAND VIEW LANE. MOTION CARRIED WITH ALL AYES.

MOTION 11R-09-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO DENY REQUEST FROM WARREN STOCK FOR CITY TO MAINTAIN ISLAND VIEW LANE. MOTION CARRIED WITH ALL AYES.

3. MOTION 11R-10-23 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO HOLD SPECIAL MEETING ON TUESDAY, NOVEMBER 21, 2023 AT 9:00 A.M. IN CITY HALL FOR THE PURPOSE OF DISCUSSING WHAT DIRECTION THE CITY WILL TAKE REGARDING SHORT-TERM RENTALS. MOTION CARRIED WITH ALL AYES.

G. CITY ADMINISTRATOR'S REPORT

1. Tim Bray gave a brief update on the estimated costs of the CSAH 66/3 Pedestrian/Intersection Improvement Project. The City's estimated cost is \$630,269 which includes a 10% contingency to address unforeseen items that arise during final design and/or construction. The City will be responsible for any upgrades to aesthetics. The County will fund the project upfront and bill the City for their portion after completion.
2. Tim Bray reported that the County Attorney is finalizing the language of the Joint Maintenance Facility contract and that a meeting between the county and city is scheduled for November 30 to review the plan.
3. MOTION 11R-11-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE STATEMENT OF WORK AS PRESENTED FOR 2023 AUDIT SERVICES FROM CLIFTON LARSON ALLEN. MOTION CARRIED WITH ALL AYES.

4. MOTION 11R-12-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO ACCEPT RESIGNATION FROM HEAVY EQUIPMENT OPERATOR SETH WANNEBO. MOTION CARRIED WITH ALL AYES.

MOTION 11R-13-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE ADVERTISING FOR VACANCY TO FILL POSITION. MOTION CARRIED WITH ALL AYES.

5. MOTION 11R-14-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO APPROVE THE DRUG, ALCOHOL AND CANNABIS TESTING AND DRUG-FREE WORKPLACE ACT POLICY FOR NON-COMMERCIAL DRIVERS (NON-DOT). MOTION CARRIED WITH ALL AYES.
6. MOTION 11R-15-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO APPROVE THE MEMORANDUM OF AGREEMENT WITH MNPEA UNION REGARDING PROMOTION AND WAGE INCREASE FOR POLICE CHIEF JAKE MAIER EFFECTIVE 7/13/2023. MOTION CARRIED WITH ALL AYES.
7. MOTION 11R-16-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE MEMORANDUM OF AGREEMENT WITH MNPEA UNION REGARDING PROMOTION AND WAGE INCREASE FOR POLICE SEARGEANT TONY MARKS EFFECTIVE 10/9/2023. MOTION CARRIED WITH ALL AYES.
8. MOTION 11R-17-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE MEMORANDUM OF AGREEMENT WITH AFSCME UNION REGARDING THE ADDITION OF MAINTENANCE TECHNICIAN POSITION AND WAGE SCALE TO CONTRACT. MOTION CARRIED WITH ALL AYES.
9. MOTION 11R-18-23 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE MEMORANDUM OF AGREEMENT WITH AFSCME UNION REGARDING THE STARTING WAGE OF MAINTENANCE TECHNICIAN AT STEP 4 OF UNION SCALE AND MOVING PARK MAINTENANCE EMPLOYEE WAGE FROM STEP 4 TO STEP 9. MOTION CARRIED WITH ALL AYES.
10. MOTION 11R-19-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE RESLUTION NO. 23-25 REGARDING UNPAID SEWER CHARGES AND CERTIFYING \$1,331.00 DELINQUENT SEWER SERVICE CHARGES TO THE COUNTY AUDITOR. MOTION CARRIED WITH ALL AYES.
11. MOTION 11R-20-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE ORDINANCE NO. 385 NAMING

UNNAMED ROADS AS SYLVA LANE AND RETRIEVER ROAD AND ADDING THE ROAD NAMES TO THE MASTER ROAD NAME INDEX. MOTION CARRIED WITH ALL AYES.

12. MOTION 11R-21-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE PUBLICATION OF ORDINANCE NO. 385 IN SUMMARY FORM IN THE OFFICIAL NEWSPAPERS. MOTION CARRIED WITH ALL AYES.
13. MOTION 11R-22-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE RESOLUTION NO. 23-26 SUPPORTING THE EFFORTS OF IDEAL TOWNSHIP TO IMPROVE THEIR TRANSFER STATION. MOTION CARRIED WITH ALL AYES.
14. Harlan Johnson reported that after the Council approved the health insurance renewal for city employees for 2024 in October, he and Keegan Johnson found an alternative plan through Medica that could save the City money and keep the level of benefits the same except for out of network costs. The Council would be meeting in closed session on Wednesday and would consider this issue at that time.
15. MOTION 11R-23-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO USE ATTORNEY ALEX KUHN FOR LEGAL SERVICES IN ITERIM OF APPOINTMENT OF CITY ATTORNEY. MOTION CARRIED WITH ALL AYES.

H. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY

- a. MOTION 11R-24-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE PART-TIME STAFF WAGE INCREASE AT COMMUNITY CENTER BY \$2.00 PER HOUR EFFECTIVE JANUARY 1, 2024 AND TO APPROVE INCREASE IN SILVER SNEAKERS CONTRACT WITH DONNA KEIFFER OF \$2.00 PER CLASS. MOTION CARRIED WITH ALL AYES.
- b. MOTION 11R-25-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO DIRECT STAFF TO ADVERTISE POLARIS RANGER WITH MINIMUM BID OF \$14,500. MOTION CARRIED WITH ALL AYES.
- c. MOTION 11R-26-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE QUOTE FROM GREEN STAR IN THE AMOUNT OF \$31,600 FOR INSULATION OF COMMUNITY CENTER ATTIC USING R50 FIBERGLASS. MOTION CARRIED WITH ALL AYES.

2. PUBLIC WORKS/SEWER/CEMETERY

a.1. MOTION 11R-27-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE APPLICATION FROM CROSSWOODS DEVELOPMENT TO ADD AN ENTRANCE TO THE PARKING LOT OFF OF SWANN DRIVE. MOTION APPROVED WITH ALL AYES.

a.2. MOTION 11R-28-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE PROPOSED DRAINAGE AND EROSION CONTROL SOLUTIONS AT THE PUBLIC RIGHT-OF-WAY BETWEEN 11805 AND 11797 WHITEFISH AVE. MOTION CARRIED WITH ALL AYES.

a.3. MOTION 11R-29-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO PROCEED WITH YEAR 1 IMPROVEMENTS AS PROPOSED OF THE 5-YEAR ROAD PLAN AND TO INCLUDE THE IMPROVEMENTS WITH THE COUNTY 2024 ROAD IMPROVEMENTS. MOTION CARRIED WITH ALL AYES.

MOTION 11R-30-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO HIRE NAGEL APPRAISALS TO CONDUCT APPRAISAL OF MILL AND OVERLAY PORTION OF 2024 ROAD IMPROVEMENT PROJECT. MOTION CARRIED WITH ALL AYES.

MOTION 11R-31-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO APPROVE BOLTON & MENK'S ESTIMATED COST FOR ENGINEERING FEES FOR THE 2024 ROAD IMPROVEMENTS OF \$3,500. MOTION CARRIED WITH ALL AYES.

b. MOTION 11R-32-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO ADVERTISE SURPLUS WATER TRUCK ON FACEBOOK AND TO ACCEPT BEST OFFER. MOTION CARRIED WITH ALL AYES.

c. MOTION 11R-33-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO KEEP THE SAME STREET LAMP POSTS IN TOWN SQUARE AS THEY NEED REPLACING. MOTION CARRIED WITH ALL AYES.

I. PUBLIC FORUM – Pat Netko requested that the County and City officials work to keep roads open as much as possible during the 2024 construction of pedestrian and intersection improvements project.

J. OLD BUSINESS – None.

K. NEW BUSINESS – None.

L. ADJOURN – MOTION 11R-34-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO ADJOURN THE MEETING AT 10:04 P.M. MOTION CARRIED WITH ALL EYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

D.2.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, NOVEMBER 15, 2023
3:30 P.M. – CITY HALL

The Council for the City of Crosslake met in a Special Session on Wednesday, November 15, 2023. The following Council Members were present: Mayor Dave Nevin, Aaron Herzog, Jackson Purfeerst, Marcia Seibert-Volz, and Sandy Farder. City Labor Attorney Susan Hansen attended via Zoom.

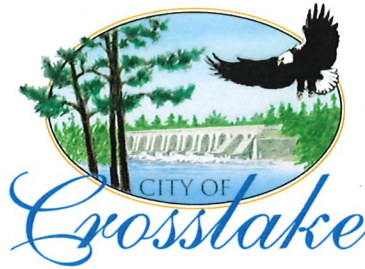
Dave Nevin called the meeting to order at 3:30 P.M. MOTION 11SP3-01-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO CLOSE THE SPECIAL MEETING FOR THE PURPOSE OF DISCUSSING LABOR NEGOTIATIONS PURSUANT TO MN STATE STATUTE 13D.03. MOTION CARRIED WITH ALL AYES.

The Mayor opened the Special Meeting at 4:40 P.M. MOTION 11SP3-02-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY AARON HERZOG TO ADJOURN THE MEETING AT 4:40 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

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



D. 3.
13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

MEMO TO: City Council
FROM: Michael R. Lyonais *MR2*
City Administrator/Treasurer
DATE: December 11, 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 Second half tax payment paid the City in December 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	\$ 6,150.66	\$ 615.07	\$ 5,535.59

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

UNADJUSTED DRAFT: 11.30.2023 MONTH END REVENUES

D. 4.

12/08/23 1:16 PM

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City of Crosslake
Month-End Revenue
 Current Period: NOVEMBER 2023

SRC	SRC Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$3,535,240.00	\$0.00	\$2,054,538.87	\$1,480,701.13	58.12%
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	\$8,875.52	-\$6,375.52	355.02%
31900	Penalties and Interest DelTax	\$800.00	\$0.00	\$978.10	-\$178.10	122.26%
32110	Alcoholic Beverages	\$16,800.00	\$0.00	\$18,885.00	-\$2,085.00	112.41%
32111	Club Liquor License	\$500.00	\$0.00	\$500.00	\$0.00	100.00%
32112	Beer and Wine License	\$100.00	\$0.00	\$175.00	-\$75.00	175.00%
32180	Other Licenses/Permits	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
33400	State Grants and Aids	\$0.00	\$0.00	\$48,945.85	-\$48,945.85	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$400.00	\$0.00	\$201.17	\$198.83	50.29%
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	\$6,061.19	\$138.81	97.76%
33417	Police State Aid	\$54,000.00	\$0.00	\$59,891.83	-\$5,891.83	110.91%
33418	Fire State Aid	\$44,000.00	\$62,520.80	\$63,520.80	-\$19,520.80	144.37%
33419	Fire Training Reimbursement	\$10,000.00	\$0.00	\$25,414.75	-\$15,414.75	254.15%
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	\$26,830.00	-\$26,830.00	0.00%
33650	Recycling Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34000	Charges for Services	\$500.00	\$10.00	\$200.75	\$299.25	40.15%
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	\$2,450.00	\$83,552.00	-\$28,552.00	151.91%
34104	Plat Check Fee/Subdivision Fee	\$12,000.00	\$300.00	\$8,875.00	\$3,125.00	73.96%
34105	Variances and CUPS/IUPS	\$10,000.00	\$500.00	\$9,500.00	\$500.00	95.00%
34106	Sign Permits	\$500.00	\$100.00	\$450.00	\$50.00	90.00%
34107	Assessment Search Fees	\$2,000.00	\$75.00	\$1,860.00	\$140.00	93.00%
34108	Zoning Misc/Penalties	\$1,500.00	\$350.00	\$2,400.00	-\$900.00	160.00%
34109	Zoning Reimb Eng/Legal/Survey	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$13,000.00	\$3,075.00	\$27,095.00	-\$14,095.00	208.42%
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	\$3,349.95	\$16,342.19	-\$16,142.19	8171.10%
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	\$11,116.47	\$66,051.22	\$151.78	99.77%
34211	Police Donations	\$0.00	\$0.00	\$5,150.00	-\$5,150.00	0.00%
34213	Police Receipts	\$5,000.00	\$2,181.73	\$3,400.18	\$1,599.82	68.00%
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	\$100.00	\$3,500.00	-\$2,500.00	350.00%
34700	Park & Rec Donation	\$300.00	\$0.00	\$283.00	\$17.00	94.33%

UNADJUSTED DRAFT: 11.30.2023 MONTH END REVENUES

City of Crosslake

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Month-End Revenue

Current Period: NOVEMBER 2023

SRC	SRC Descr	2023 Budget	NOVEMBER 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	\$0.00	\$638.00	-\$438.00	319.00%
34740	Park Concessions	\$500.00	\$2.00	\$11.00	\$489.00	2.20%
34741	Gen Gov t Concessions	\$100.00	\$11.50	\$59.70	\$40.30	59.70%
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	\$40.00	\$2,867.00	\$1,133.00	71.68%
34751	Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$360.00	-\$60.00	120.00%
34760	Library Cards	\$500.00	\$50.00	\$1,199.00	-\$699.00	239.80%
34761	Library Donations	\$500.00	\$100.00	\$189.96	\$310.04	37.99%
34762	Library Copies	\$300.00	\$11.00	\$345.08	-\$45.08	115.03%
34763	Library Events	\$5,000.00	\$4.00	\$5,558.32	-\$558.32	111.17%
34764	Library Miscellaneous	\$50.00	\$3.00	\$26.50	\$23.50	53.00%
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	\$1,449.17	\$41,873.80	-\$38,873.80	1395.79%
34770	Silver Sneakers	\$15,000.00	\$1,790.00	\$20,807.00	-\$5,807.00	138.71%
34790	Park Dedication Fees	\$4,500.00	\$0.00	\$42,000.00	-\$37,500.00	933.33%
34800	Tennis Fees	\$1,500.00	\$0.00	\$2,116.00	-\$616.00	141.07%
34801	Recreational-Program	\$3,000.00	\$0.00	\$475.00	\$2,525.00	15.83%
34802	Softball/Baseball Fees	\$1,000.00	\$0.00	\$525.00	\$475.00	52.50%
34803	Recreation-Misc. Receipts	\$1,000.00	\$27.00	\$2,663.00	-\$1,663.00	266.30%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$2,917.50	\$33,591.50	-\$3,591.50	111.97%
34807	Volleyball Fees	\$750.00	\$0.00	\$104.00	\$646.00	13.87%
34808	Silver and Fit	\$1,000.00	\$0.00	\$108.00	\$892.00	10.80%
34809	Soccer Fees	\$1,500.00	\$0.00	\$805.00	\$695.00	53.67%
34810	Pickle Ball	\$15,000.00	\$238.00	\$18,841.00	-\$3,841.00	125.61%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$5,000.00	\$1,000.00	\$5,750.00	-\$750.00	115.00%
34941	Cemetery Openings	\$3,500.00	\$600.00	\$5,900.00	-\$2,400.00	168.57%
34942	Cemetery Other	\$450.00	\$150.00	\$850.00	-\$400.00	188.89%
34950	Public Works Revenue	\$3,000.00	\$750.00	\$2,500.00	\$500.00	83.33%
34952	County Joint Facility Payments	\$35,000.00	\$0.00	\$29,258.45	\$5,741.55	83.60%
34953	Recycling Revenues	\$500.00	\$53.95	\$193.32	\$306.68	38.66%
35100	Court Fines	\$10,000.00	\$1,496.47	\$21,451.61	-\$11,451.61	214.52%
35103	Library Fines	\$600.00	\$0.00	\$146.00	\$454.00	24.33%
35105	Restitution Receipts	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36200	Miscellaneous Revenues	\$6,000.00	\$796.80	\$12,010.79	-\$6,010.79	200.18%
36201	Misc Reimbursements	\$0.00	\$0.00	\$1,201.29	-\$1,201.29	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$18,000.00	\$40,593.94	\$411,557.45	-\$393,557.45	2286.43%
36230	Contributions and Donations	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%
36254	Sp Assess Prin-Bridges	\$3,628.00	\$0.00	\$113.37	\$3,514.63	3.12%
36255	Sp Assess Int-Bridges	\$145.00	\$0.00	\$10.47	\$134.53	7.22%
36256	Sp Assess P - Other	\$3,673.00	\$0.00	\$1,836.47	\$1,836.53	50.00%
36257	Sp Assess I - Other	\$1,763.00	\$0.00	\$881.95	\$881.05	50.03%
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: 11.30.2023 MONTH END REVENUES

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Month-End Revenue

Current Period: NOVEMBER 2023

SRC	SRC Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget
39101	Sales of General Fixed Assets	\$139,000.00	\$0.00	\$26,000.00	\$113,000.00	18.71%
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	\$138,213.28	\$3,405,883.97	\$907,924.03	78.95%
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	\$0.00	\$8.59	-\$8.59	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	\$0.00	\$59,372.63	\$42,652.37	58.19%
31317	2019A City Hall/Police	\$308,680.00	\$0.00	\$179,415.90	\$129,264.10	58.12%
31318	2021 GO Equip Cert Series 2021	\$141,645.00	\$0.00	\$82,243.39	\$59,401.61	58.06%
31319	2022A Fire Truck	\$125,768.00	\$0.00	\$72,273.99	\$53,494.01	57.47%
31320	2022A Road Projects	\$40,999.00	\$0.00	\$23,559.15	\$17,439.85	57.46%
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	\$0.00	\$9,468.69	\$819.31	92.04%
36122	Sp Assess Int 2022 Roads	\$13,046.00	\$0.00	\$7,021.23	\$6,024.77	53.82%
36123	Sp Assess Prin Daggett Bay Rd	\$1,360.00	\$0.00	\$489.91	\$870.09	36.02%
36124	Sp Assess Int Daggett Bay Rd	\$430.00	\$0.00	\$154.78	\$275.22	36.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$0.00	\$434,008.26	\$310,232.74	58.32%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
31056	Tax Increment 1-9 C&J Develop	\$13,000.00	\$0.00	\$6,150.66	\$6,849.34	47.31%
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	\$0.00	\$6,150.66	\$6,849.34	47.31%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$18,100.00	\$0.00	\$10,497.91	\$7,602.09	58.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$18,100.00	\$0.00	\$10,497.91	\$7,602.09	58.00%
FUND 601 SEWER OPERATING FUND						
31000	General Property Taxes	\$87,050.00	\$0.00	\$50,043.38	\$37,006.62	57.49%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$376.15	-\$274.54	\$274.54	0.00%
36104	Penalty & Interest	\$1,500.00	\$195.74	\$1,866.58	-\$366.58	124.44%

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Month-End Revenue

Current Period: NOVEMBER 2023

SRC	SRC Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget
36200	Miscellaneous Revenues	\$1,500.00	\$1,332.15	\$1,904.85	-\$404.85	126.99%
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	\$31,480.93	\$344,089.12	\$5,910.88	98.31%
37250	Sewer Connection Payments	\$21,000.00	\$0.00	\$60,600.00	-\$39,600.00	288.57%
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	\$32,632.67	\$458,229.39	\$2,820.61	99.39%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$222,100.00	\$0.00	\$129,993.66	\$92,106.34	58.53%
31312	2017 GO Sewer Rev Imp Bonds	\$118,713.00	\$0.00	\$69,048.05	\$49,664.95	58.16%
31321	2022A Sewer Bonds	\$135,139.00	\$0.00	\$77,731.18	\$57,407.82	57.52%
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	\$0.00	\$276,772.89	\$201,179.11	57.91%
		\$6,028,151.00	\$170,845.95	\$4,591,543.08	\$1,436,607.92	76.17%

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Month End Expenditures

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Current Period: NOVEMBER 2023

OBJ	OBJ Descr	2023 Budget	NOVEMBER 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	\$28,364.75	\$1,635.25	94.55%
122	FICA	\$2,295.00	\$195.10	\$2,171.28	\$123.72	94.61%
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	\$1,146.90	\$229.10	83.35%
331	Travel Expenses	\$1,500.00	\$0.00	\$909.60	\$590.40	60.64%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
430	Miscellaneous	\$706.00	\$0.00	\$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	\$2,859.79	\$32,963.78	\$4,740.22	87.43%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$108,160.00	\$8,558.00	\$109,792.82	-\$1,632.82	101.51%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Administrative Assistant	\$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	\$82,426.74	\$5,683.26	93.55%
121	PERA	\$14,720.00	\$1,153.64	\$14,239.12	\$480.88	96.73%
122	FICA	\$15,015.00	\$1,040.99	\$12,813.47	\$2,201.53	85.34%
131	Employer Paid Health	\$33,478.00	\$2,789.85	\$30,688.35	\$2,789.65	91.67%
132	Employer Paid Disability	\$1,517.00	\$143.86	\$1,582.46	-\$65.46	104.32%
133	Employer Paid Dental	\$2,064.00	\$103.00	\$1,109.96	\$954.04	53.78%
134	Employer Paid Life	\$134.00	\$10.40	\$114.40	\$19.60	85.37%
136	Deferred Compensation	\$0.00	\$0.00	\$450.00	-\$450.00	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	\$9,000.00	\$0.00	100.00%
200	Office Supplies	\$2,000.00	\$0.00	\$2,712.88	-\$712.88	135.64%
208	Instruction Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
210	Operating Supplies	\$1,000.00	\$42.00	\$299.00	\$701.00	29.90%
220	Repair/Maint Supply - Equip	\$3,834.00	\$704.83	\$6,591.96	-\$2,757.96	171.93%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,000.00	\$214.36	\$2,156.50	\$843.50	71.88%
322	Postage	\$750.00	\$175.10	\$690.06	\$59.94	92.01%
331	Travel Expenses	\$1,000.00	\$0.00	\$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	\$0.00	\$110.88	\$389.12	22.18%
433	Dues/Contracts/Subscriptions	\$1,200.00	\$0.00	\$960.00	\$240.00	80.00%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay -	\$5,163.00	\$793.51	\$6,738.22	-\$1,575.22	130.51%
600	Principal	\$970.00	\$79.81	\$870.51	\$99.49	89.74%
610	Interest	\$20.00	\$2.69	\$36.99	-\$16.99	184.95%
DEPT 41400 Administration		\$296,442.00	\$22,635.94	\$285,074.12	\$11,367.88	96.17%
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%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 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	\$0.00	\$33,750.50	-\$1,750.50	105.47%
304	Legal Fees (Civil)	\$7,000.00	\$0.00	\$16,887.41	-\$9,887.41	241.25%
307	Legal Fees (Labor)	\$10,000.00	\$2,162.03	\$17,949.35	-\$7,949.35	179.49%
DEPT 41600 Audit/Legal Services		\$49,000.00	\$2,162.03	\$68,587.26	-\$19,587.26	139.97%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$73,486.00	\$5,683.84	\$68,176.08	\$5,309.92	92.77%
101	Assistant	\$65,562.00	\$5,215.04	\$63,438.42	\$2,123.58	96.76%
102	Administrative 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%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$10,429.00	\$817.41	\$9,871.08	\$557.92	94.65%
122	FICA	\$10,637.00	\$798.86	\$9,667.76	\$969.24	90.89%
131	Employer Paid Health	\$33,478.00	\$797.29	\$8,885.42	\$24,592.58	26.54%
132	Employer Paid Disability	\$1,130.00	\$106.78	\$1,174.58	-\$44.58	103.95%
133	Employer Paid Dental	\$2,064.00	\$118.72	\$1,279.36	\$784.64	61.98%
134	Employer Paid Life	\$134.00	\$10.40	\$114.40	\$19.60	85.37%
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	\$10,736.30	-\$3,736.30	153.38%
200	Office Supplies	\$1,300.00	\$0.00	\$1,811.58	-\$511.58	139.35%
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	\$83.27	\$344.26	-\$344.26	0.00%
220	Repair/Maint Supply - Equip	\$3,934.00	\$704.83	\$5,330.31	-\$1,396.31	135.49%
221	Repair/Maint Vehicles 302	\$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	\$500.00	\$0.00	100.00%
303	Engineering Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
304	Legal Fees (Civil)	\$3,000.00	\$0.00	\$320.00	\$2,680.00	10.67%
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	\$214.37	\$2,156.51	\$343.49	86.26%
321	Communications-Cellular	\$500.00	\$38.23	\$382.30	\$117.70	76.46%
322	Postage	\$500.00	\$175.10	\$691.51	-\$191.51	138.30%
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	\$3,605.00	-\$605.00	120.17%
340	Advertising	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
351	Legal Notices Publishing	\$1,600.00	\$205.33	\$1,239.65	\$360.35	77.48%
352	Filing Fees	\$750.00	\$276.00	\$644.00	\$106.00	85.87%
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	\$1,113.00	-\$1,113.00	0.00%
441	Emergency Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
443	Sales Tax	\$0.00	\$0.00	\$14.00	-\$14.00	0.00%
452	Refund	\$500.00	\$0.00	\$1,400.00	-\$900.00	280.00%
470	Consultant Fees	\$0.00	\$1,400.00	\$10,450.00	-\$10,450.00	0.00%
500	Capital Outlay -	\$5,163.00	\$793.52	\$9,142.40	-\$3,979.40	177.08%
600	Principal	\$970.00	\$79.81	\$870.51	\$99.49	89.74%
610	Interest	\$20.00	\$2.69	\$36.99	-\$16.99	184.95%
DEPT 41910 Planning and Zoning		\$242,095.00	\$18,224.79	\$221,277.23	\$20,817.77	91.40%
DEPT 41940 General Government						
101	Assistant	\$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%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$2,500.00	\$589.43	\$2,288.37	\$211.63	91.53%
220	Repair/Maint Supply - Equip	\$500.00	\$0.00	\$775.93	-\$275.93	155.19%
223	Bldg Repair Suppl/Maintenance	\$5,000.00	\$1,539.34	\$12,330.07	-\$7,330.07	246.60%
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	\$0.00	\$1,607.64	\$0.36	99.98%
320	Communications	\$500.00	\$86.68	\$858.12	-\$358.12	171.62%
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	\$179.72	\$756.16	-\$256.16	151.23%
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	\$953.00	\$10,242.00	-\$242.00	102.42%
383	Gas Utilities	\$4,500.00	\$42.57	\$2,140.89	\$2,359.11	47.58%
384	Refuse/Garbage Disposal	\$650.00	\$74.62	\$705.56	-\$55.56	108.55%
385	Sewer Utility	\$600.00	\$55.00	\$605.00	-\$5.00	100.83%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$13,200.00	\$600.00	\$7,600.00	\$5,600.00	57.58%
430	Miscellaneous	\$1,500.00	\$473.58	\$2,012.68	-\$512.68	134.18%
433	Dues/Contracts/Subscriptions	\$8,000.00	\$269.08	\$6,460.38	\$1,539.62	80.75%
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	\$884.75	\$2,115.25	29.49%
442	Safety Prog/Equipment	\$5,000.00	\$224.00	\$4,427.73	\$572.27	88.55%
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	\$0.00	\$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	\$4,000.00	\$0.00	100.00%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 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		\$113,538.00	\$5,087.02	\$102,270.76	\$11,267.24	90.08%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$101,137.00	\$9,916.22	\$133,875.74	-\$32,738.74	132.37%
101	Assistant	\$76,814.00	\$0.00	\$45,596.71	\$31,217.29	59.36%
102	Administrative Assistant	\$52,000.00	\$4,016.00	\$11,936.82	\$40,063.18	22.96%
103	Tech 1	\$76,324.00	\$5,454.48	\$67,395.46	\$8,928.54	88.30%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$26,000.00	\$275.00	\$625.00	\$25,375.00	2.40%
110	Tech 4	\$68,502.00	\$6,056.80	\$65,195.79	\$3,306.21	95.17%
112	Tech 5	\$63,933.00	\$5,530.33	\$56,250.35	\$7,682.65	87.98%
113	Tech 6	\$63,933.00	\$5,416.43	\$62,608.13	\$1,324.87	97.93%
121	PERA	\$88,266.00	\$6,080.12	\$69,318.73	\$18,947.27	78.53%
122	FICA	\$10,889.00	\$744.70	\$6,142.78	\$4,746.22	56.41%
131	Employer Paid Health	\$138,688.00	\$7,572.26	\$78,114.47	\$60,573.53	56.32%
132	Employer Paid Disability	\$3,870.00	\$283.42	\$3,177.12	\$692.88	82.10%
133	Employer Paid Dental	\$5,958.00	\$324.65	\$3,162.82	\$2,795.18	53.09%
134	Employer Paid Life	\$470.00	\$31.20	\$338.00	\$132.00	71.91%
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	\$30,000.00	\$0.00	\$30,750.00	-\$750.00	102.50%
200	Office Supplies	\$300.00	-\$44.01	\$1,246.69	-\$946.69	415.56%
208	Instruction Fees	\$10,001.00	\$1,200.00	\$5,995.87	\$4,005.13	59.95%
209	Physicals	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
210	Operating Supplies	\$3,000.00	\$273.86	\$3,472.02	-\$472.02	115.73%
212	Motor Fuels	\$18,000.00	\$2,117.03	\$21,957.58	-\$3,957.58	121.99%
214	Auto Expense- Squad 307	\$1,500.00	\$0.00	\$1,670.35	-\$170.35	111.36%
216	Auto Expense- Squad 305	\$1,200.00	\$0.00	\$1,612.81	-\$412.81	134.40%
217	Auto Expense- Squad 303	\$1,000.00	\$382.67	\$4,348.52	-\$3,348.52	434.85%
218	Auto Expense- Squad 301	\$1,000.00	\$0.00	\$1,090.80	-\$90.80	109.08%
219	Auto Expense- Squad 304	\$2,000.00	\$3,318.70	\$5,928.15	-\$3,928.15	296.41%
220	Repair/Maint Supply - Equip	\$10,000.00	\$250.00	\$2,750.00	\$7,250.00	27.50%
221	Repair/Maint Vehicles 302	\$2,000.00	\$116.99	\$4,243.43	-\$2,243.43	212.17%
223	Bldg Repair Suppl/Maintenance	\$500.00	\$0.00	\$1,077.94	-\$577.94	215.59%
258	Unif FIRE/Pat	\$675.00	\$0.00	\$135.97	\$539.03	20.14%
259	Unif 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	\$0.00	\$448.90	\$226.10	66.50%
262	Unif Tony/Pete	\$675.00	\$71.32	\$464.93	\$210.07	68.88%
264	Unif Bobby/Cheryl/Shawn	\$675.00	\$0.00	\$601.77	\$73.23	89.15%
265	Unif & P/T Expense	\$500.00	\$0.00	\$121.07	\$378.93	24.21%
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	\$392.40	\$107.60	78.48%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$1,192.10	-\$1,192.10	0.00%
320	Communications	\$5,400.00	\$486.29	\$4,909.70	\$490.30	90.92%
321	Communications-Cellular	\$5,400.00	\$604.46	\$5,794.21	-\$394.21	107.30%
322	Postage	\$200.00	\$57.82	\$202.43	-\$2.43	101.22%
331	Travel Expenses	\$2,500.00	\$0.00	\$1,510.21	\$989.79	60.41%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$335.76	-\$335.76	0.00%
360	Insurance	\$30,466.00	\$0.00	\$31,126.31	-\$660.31	102.17%
405	Cleaning Services	\$4,800.00	\$300.00	\$3,500.00	\$1,300.00	72.92%
413	Office Equipment Rental/Repair	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
430	Miscellaneous	\$200.00	\$0.00	\$843.52	-\$643.52	421.76%
433	Dues/Contracts/Subscriptions	\$12,000.00	\$1,323.05	\$16,748.11	-\$4,748.11	139.57%
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	\$778.96	\$37,360.27	-\$20,760.27	225.06%
550	Capital Outlay -	\$67,207.00	\$0.00	\$13,340.11	\$53,866.89	19.85%
600	Principal	\$499.00	\$41.93	\$415.39	\$83.61	83.24%
610	Interest	\$21.00	\$1.41	\$18.01	\$2.99	85.76%
DEPT 42110 Police Administration		\$1,052,452.00	\$62,982.09	\$852,209.06	\$200,242.94	80.97%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$39,400.00	\$3,520.00	\$31,760.00	\$7,640.00	80.61%
101	Assistant	\$6,000.00	\$300.00	\$3,300.00	\$2,700.00	55.00%
106	Training	\$2,100.00	\$150.00	\$1,650.00	\$450.00	78.57%
107	Services	\$165,625.00	\$12,258.50	\$179,493.50	-\$13,868.50	108.37%
121	PERA	\$4,425.00	\$0.00	\$0.00	\$4,425.00	0.00%
122	FICA	\$14,392.00	\$1,241.39	\$16,539.33	-\$2,147.33	114.92%
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	\$476.01	-\$376.01	476.01%
208	Instruction Fees	\$15,000.00	\$2,950.00	\$28,727.17	-\$13,727.17	191.51%
209	Physicals	\$3,500.00	\$0.00	\$3,280.00	\$220.00	93.71%
210	Operating Supplies	\$10,000.00	\$415.74	\$3,230.34	\$6,769.66	32.30%
212	Motor Fuels	\$500.00	\$354.62	\$1,619.90	-\$1,119.90	323.98%
213	Diesel Fuel	\$1,000.00	\$143.19	\$2,228.81	-\$1,228.81	222.88%
220	Repair/Maint Supply - Equip	\$5,000.00	\$0.00	\$9,524.04	-\$4,524.04	190.48%
221	Repair/Maint Vehicles 302	\$12,000.00	\$880.69	\$14,446.47	-\$2,446.47	120.39%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$5,000.00	\$2,222.31	\$6,007.76	-\$1,007.76	120.16%
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/Pat	\$1,500.00	\$428.27	\$5,575.98	-\$4,075.98	371.73%
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	\$1,463.76	\$3,536.24	29.28%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,500.00	\$280.36	\$2,790.36	-\$1,290.36	186.02%
321	Communications-Cellular	\$4,000.00	\$432.07	\$4,180.74	-\$180.74	104.52%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$6,000.00	\$1,290.40	\$6,461.80	-\$461.80	107.70%
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	\$550.00	\$5,770.00	\$1,730.00	76.93%
383	Gas Utilities	\$15,000.00	\$32.37	\$4,032.78	\$10,967.22	26.89%
384	Refuse/Garbage Disposal	\$1,000.00	\$120.14	\$1,167.47	-\$167.47	116.75%
385	Sewer Utility	\$660.00	\$55.00	\$550.00	\$110.00	83.33%
405	Cleaning Services	\$2,400.00	\$150.00	\$1,750.00	\$650.00	72.92%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
430	Miscellaneous	\$2,000.00	\$0.00	\$1,837.88	\$162.12	91.89%
433	Dues/Contracts/Subscriptions	\$2,000.00	\$17.71	\$4,070.85	-\$2,070.85	203.54%
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	\$324.00	\$4,056.00	\$25,944.00	13.52%
492	FDRA State Aid	\$45,000.00	\$62,520.80	\$63,520.80	-\$18,520.80	141.16%
500	Capital Outlay -	\$49,290.00	\$6,371.92	\$59,834.85	-\$10,544.85	121.39%
550	Capital Outlay -	\$696,625.00	\$0.00	\$260,000.00	\$436,625.00	37.32%
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	\$97,009.48	\$762,109.40	\$431,408.60	63.85%
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	\$2,200.00	\$11,000.00	\$2,200.00	83.33%
DEPT 42500 Ambulance Services		\$15,000.00	\$2,200.00	\$11,212.33	\$3,787.67	74.75%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$0.00	\$4,543.28	\$19,687.55	-\$19,687.55	0.00%
103	Tech 1	\$69,919.00	\$3,254.76	\$52,576.88	\$17,342.12	75.20%
104	Tech 2	\$79,508.00	\$1,155.83	\$48,352.21	\$31,155.79	60.81%
105	Part-time	\$1,393.00	\$0.00	\$0.00	\$1,393.00	0.00%
107	Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$67,977.00	\$4,436.07	\$51,909.81	\$16,067.19	76.36%
121	PERA	\$16,305.00	\$1,004.26	\$12,940.63	\$3,364.37	79.37%
122	FICA	\$16,738.00	\$893.00	\$11,599.41	\$5,138.59	69.30%
131	Employer Paid Health	\$71,732.00	\$4,960.19	\$61,100.84	\$10,631.16	85.18%
132	Employer Paid Disability	\$1,243.00	\$139.40	\$1,533.40	-\$290.40	123.36%
133	Employer Paid Dental	\$3,096.00	\$242.45	\$3,243.10	-\$147.10	104.75%
134	Employer Paid Life	\$202.00	\$11.31	\$161.67	\$40.33	80.03%
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	\$18,000.00	\$0.00	100.00%
200	Office Supplies	\$450.00	\$123.98	\$416.98	\$33.02	92.66%
208	Instruction Fees	\$1,500.00	\$0.00	\$271.00	\$1,229.00	18.07%
210	Operating Supplies	\$1,200.00	\$307.34	\$983.75	\$216.25	81.98%
212	Motor Fuels	\$8,000.00	\$956.47	\$9,563.89	-\$1,563.89	119.55%
213	Diesel Fuel	\$10,000.00	\$388.73	\$12,449.83	-\$2,449.83	124.50%
215	Shop Supplies	\$2,750.00	\$226.52	\$461.95	\$2,288.05	16.80%
220	Repair/Maint Supply - Equip	\$30,000.00	\$1,078.71	\$17,581.95	\$12,418.05	58.61%
221	Repair/Maint Vehicles 302	\$25,000.00	\$1,090.63	\$21,816.20	\$3,183.80	87.26%
222	Tires	\$3,000.00	\$2,120.67	\$2,120.67	\$879.33	70.69%
223	Bldg Repair Suppl/Maintenance	\$10,000.00	\$67.72	\$10,859.45	-\$859.45	108.59%
224	Street Maint Materials	\$30,000.00	\$60.74	\$15,223.50	\$14,776.50	50.75%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$1,500.00	\$0.00	\$1,019.22	\$480.78	67.95%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$35,000.00	\$5,500.00	\$20,022.00	\$14,978.00	57.21%
235	Signs	\$6,500.00	\$606.68	\$3,104.87	\$3,395.13	47.77%
240	Small Tools and Minor Equip	\$5,000.00	\$25.99	\$626.51	\$4,373.49	12.53%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Joe	\$500.00	\$0.00	\$353.85	\$146.15	70.77%
260	Unif Cody/Josh/Nate	\$500.00	\$0.00	\$86.38	\$413.62	17.28%
261	Unif Jake/TJ/Seth	\$500.00	\$0.00	\$534.95	-\$34.95	106.99%
303	Engineering Fees	\$5,000.00	\$9,155.50	\$33,721.50	-\$28,721.50	674.43%
304	Legal Fees (Civil)	\$500.00	\$0.00	\$240.00	\$260.00	48.00%
314	Surveyor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
316	Security Monitoring	\$1,200.00	\$0.00	\$439.81	\$760.19	36.65%
320	Communications	\$3,000.00	\$146.81	\$1,379.29	\$1,620.71	45.98%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$500.00	\$37.40	\$62.07	\$437.93	12.41%
340	Advertising	\$500.00	\$46.84	\$110.24	\$389.76	22.05%
351	Legal Notices Publishing	\$500.00	\$0.00	\$85.50	\$414.50	17.10%
360	Insurance	\$9,513.00	\$0.00	\$9,802.00	-\$289.00	103.04%
381	Electric Utilities	\$12,000.00	\$532.23	\$5,654.83	\$6,345.17	47.12%
383	Gas Utilities	\$6,500.00	\$56.73	\$4,685.68	\$1,814.32	72.09%
384	Refuse/Garbage Disposal	\$1,000.00	\$119.03	\$1,997.53	-\$997.53	199.75%
385	Sewer Utility	\$400.00	\$25.85	\$361.90	\$38.10	90.48%
405	Cleaning Services	\$5,640.00	\$470.00	\$5,217.00	\$423.00	92.50%
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	\$205.27	\$2,294.73	8.21%
433	Dues/Contracts/Subscriptions	\$1,000.00	\$9.38	\$908.61	\$91.39	90.86%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$70.38	\$929.62	7.04%
443	Sales Tax	\$100.00	\$22.00	\$121.00	-\$21.00	121.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$35,000.00	\$1,795.49	\$32,349.11	\$2,650.89	92.43%
500	Capital Outlay -	\$30,000.00	\$0.00	\$2,314.70	\$27,685.30	7.72%
550	Capital Outlay -	\$31,000.00	\$0.00	\$107,453.51	-\$76,453.51	346.62%
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	\$4,000.00	\$0.00	\$769.00	\$3,231.00	19.23%
581	Capital Outlay -Seal Coat	\$100,000.00	\$0.00	\$480.00	\$99,520.00	0.48%
582	Capital Outlay - Crackfill	\$100,000.00	\$0.00	\$10,746.00	\$89,254.00	10.75%
583	Capital Outlay - Overlays	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
584	Capital Outlay - Road Const	\$100,000.00	\$2,689.76	\$37,449.79	\$62,550.21	37.45%
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	\$48,301.75	\$671,764.07	\$313,052.93	68.21%
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	\$0.00	\$983.08	-\$983.08	0.00%
105	Part-time	\$0.00	\$0.00	\$1,732.85	-\$1,732.85	0.00%
108	Tech 3	\$0.00	\$0.00	\$2,446.44	-\$2,446.44	0.00%
121	PERA	\$0.00	\$0.00	\$480.78	-\$480.78	0.00%
122	FICA	\$0.00	\$0.00	\$441.06	-\$441.06	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$1,894.35	-\$1,894.35	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$112.94	-\$112.94	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$1.60	-\$1.60	0.00%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43025	Public Works Snow Removal	\$0.00	\$0.00	\$9,340.88	-\$9,340.88	0.00%
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	\$0.00	\$302.88	-\$302.88	0.00%
103	Tech 1	\$0.00	\$771.10	\$2,369.38	-\$2,369.38	0.00%
104	Tech 2	\$0.00	\$14.90	\$764.07	-\$764.07	0.00%
105	Part-time	\$5,574.00	\$0.00	\$0.00	\$5,574.00	0.00%
108	Tech 3	\$0.00	\$163.38	\$1,923.48	-\$1,923.48	0.00%
121	PERA	\$0.00	\$71.21	\$401.05	-\$401.05	0.00%
122	FICA	\$426.00	\$62.96	\$380.76	\$45.24	89.38%
131	Employer Paid Health	\$0.00	\$380.80	\$1,026.87	-\$1,026.87	0.00%
133	Employer Paid Dental	\$0.00	\$21.61	\$58.26	-\$58.26	0.00%
134	Employer Paid Life	\$0.00	\$1.84	\$3.26	-\$3.26	0.00%
210	Operating Supplies	\$940.00	\$644.25	\$1,755.75	-\$815.75	186.78%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$31.16	\$218.84	12.46%
360	Insurance	\$67.00	\$0.00	\$96.00	-\$29.00	143.28%
381	Electric Utilities	\$350.00	\$27.94	\$268.92	\$81.08	76.83%
430	Miscellaneous	\$400.00	\$0.00	\$1,329.24	-\$929.24	332.31%
452	Refund	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
500	Capital Outlay -	\$0.00	\$854.00	\$4,562.50	-\$4,562.50	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	\$3,013.99	\$15,773.58	-\$7,766.58	197.00%
DEPT 45100	Park and Recreation (GENERAL)					
100	Wages and Salaries Dept Head	\$79,061.00	\$6,112.34	\$73,318.08	\$5,742.92	92.74%
101	Assistant	\$45,088.00	\$3,002.68	\$36,856.14	\$8,231.86	81.74%
103	Tech 1	\$43,118.00	\$3,555.60	\$38,528.26	\$4,589.74	89.36%
104	Tech 2	\$0.00	\$0.00	\$1,780.00	-\$1,780.00	0.00%
105	Part-time	\$37,710.00	\$2,993.25	\$34,653.00	\$3,057.00	91.89%
107	Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$53,310.00	\$4,130.81	\$46,696.19	\$6,613.81	87.59%
121	PERA	\$19,372.00	\$1,405.40	\$16,281.33	\$3,090.67	84.05%
122	FICA	\$20,292.00	\$1,369.07	\$16,040.65	\$4,251.35	79.05%
131	Employer Paid Health	\$57,389.00	\$4,769.47	\$51,141.26	\$6,247.74	89.11%
132	Employer Paid Disability	\$1,425.00	\$168.36	\$1,851.96	-\$426.96	129.96%
133	Employer Paid Dental	\$3,818.00	\$319.39	\$3,349.73	\$468.27	87.74%
134	Employer Paid Life	\$248.00	\$18.74	\$201.09	\$46.91	81.08%
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%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
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	\$14,250.00	\$750.00	95.00%
200	Office Supplies	\$200.00	\$0.00	\$329.10	-\$129.10	164.55%
208	Instruction Fees	\$500.00	\$105.00	\$223.00	\$277.00	44.60%
210	Operating Supplies	\$3,200.00	\$21.00	\$3,195.88	\$4.12	99.87%
212	Motor Fuels	\$2,000.00	\$449.99	\$4,520.11	-\$2,520.11	226.01%
213	Diesel Fuel	\$1,000.00	\$354.56	\$3,154.42	-\$2,154.42	315.44%
220	Repair/Maint Supply - Equip	\$10,000.00	\$425.89	\$13,071.28	-\$3,071.28	130.71%
221	Repair/Maint Vehicles 302	\$1,000.00	\$9.59	\$594.17	\$405.83	59.42%
223	Bldg Repair Suppl/Maintenance	\$20,000.00	\$1,540.52	\$13,321.76	\$6,678.24	66.61%
231	Chemicals	\$6,000.00	\$388.89	\$1,017.52	\$4,982.48	16.96%
235	Signs	\$400.00	\$0.00	\$361.09	\$38.91	90.27%
240	Small Tools and Minor Equip	\$1,200.00	\$56.90	\$1,312.17	-\$112.17	109.35%
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/Pat	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
260	Unif Cody/Josh/Nate	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
261	Unif Jake/TJ/Seth	\$300.00	\$0.00	\$395.64	-\$95.64	131.88%
264	Unif Bobby/Cheryl/Shawn	\$300.00	\$0.00	\$500.00	-\$200.00	166.67%
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	\$35.00	-\$35.00	0.00%
309	Tennis	\$1,000.00	\$30.48	\$737.19	\$262.81	73.72%
310	Program Supplies	\$1,500.00	\$78.27	\$3,343.71	-\$1,843.71	222.91%
311	Softball/Baseball	\$1,500.00	\$0.00	\$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	\$69.90	\$69.90	\$930.10	6.99%
316	Security Monitoring	\$1,200.00	\$0.00	\$383.88	\$816.12	31.99%
317	Soccer/Skating	\$1,500.00	\$24.38	\$119.18	\$1,380.82	7.95%
318	Garage (North)	\$3,000.00	\$49.99	\$609.45	\$2,390.55	20.32%
319	Donation Expenditures	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	0.00%
320	Communications	\$6,000.00	\$545.83	\$5,255.15	\$744.85	87.59%
322	Postage	\$150.00	\$4.41	\$16.92	\$133.08	11.28%
323	Garage (East)	\$1,500.00	\$0.00	\$1,701.74	-\$201.74	113.45%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$1,000.00	\$118.50	\$577.76	\$422.24	57.78%
335	Background Checks	\$150.00	\$0.00	\$105.00	\$45.00	70.00%
340	Advertising	\$1,000.00	\$46.84	\$1,495.87	-\$495.87	149.59%
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	\$1,048.17	\$12,811.03	\$2,188.97	85.41%
383	Gas Utilities	\$10,000.00	\$320.45	\$7,851.32	\$2,148.68	78.51%
384	Refuse/Garbage Disposal	\$800.00	\$96.51	\$1,145.48	-\$345.48	143.19%
403	Improvements Other Than Bldgs	\$3,800.00	\$428.33	\$3,760.46	\$39.54	98.96%
405	Cleaning Services	\$22,575.00	\$1,881.25	\$21,713.75	\$861.25	96.18%
413	Office Equipment Rental/Repair	\$700.00	\$88.16	\$567.05	\$132.95	81.01%
415	Equipment Rental	\$500.00	\$0.00	\$225.85	\$274.15	45.17%
430	Miscellaneous	\$800.00	\$1.79	\$2,202.84	-\$1,402.84	275.36%
433	Dues/Contracts/Subscriptions	\$500.00	\$0.00	\$1,334.20	-\$834.20	266.84%
442	Safety Prog/Equipment	\$1,500.00	\$131.13	\$703.53	\$796.47	46.90%
443	Sales Tax	\$1,600.00	\$260.00	\$4,060.00	-\$2,460.00	253.75%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$150.00	\$11.00	\$113.50	\$36.50	75.67%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$0.00	\$276.00	-\$126.00	184.00%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$217.80	\$782.20	21.78%
457	Weight Room Expenses	\$2,000.00	\$536.24	\$2,522.31	-\$522.31	126.12%
459	PAL Foundation Expenditures	\$3,000.00	-\$105.35	\$36,744.78	-\$33,744.78	1224.83%
461	Silver Sneakers	\$6,500.00	\$756.00	\$8,335.92	-\$1,835.92	128.24%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay -	\$40,500.00	\$31,827.03	\$155,964.94	-\$115,464.94	385.10%
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	\$69.81	\$829.98	\$0.02	100.00%
610	Interest	\$19.00	\$0.94	\$19.02	-\$0.02	100.11%
DEPT 45100 Park and Recreation (GENERA		\$596,355.00	\$69,517.51	\$698,153.27	-\$101,798.27	117.07%
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	\$824.02	-\$824.02	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	\$91.58	-\$91.58	0.00%
122	FICA	\$0.00	\$0.00	\$84.77	-\$84.77	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$385.91	-\$385.91	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$35.98	-\$35.98	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$1.36	-\$1.36	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	\$1,820.89	-\$1,820.89	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	\$678.91	-\$678.91	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	\$140.77	-\$140.77	0.00%
122	FICA	\$0.00	\$0.00	\$131.71	-\$131.71	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$497.33	-\$497.33	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$32.85	-\$32.85	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$3.07	-\$3.07	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	\$2,682.85	-\$2,682.85	0.00%
DEPT 45500 Library						
101	Assistant	\$19,323.00	\$1,981.78	\$23,626.00	-\$4,303.00	122.27%
121	PERA	\$1,449.00	\$148.64	\$1,772.00	-\$323.00	122.29%
122	FICA	\$1,478.00	\$142.75	\$1,684.24	-\$206.24	113.95%
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	\$252.72	\$57.28	81.52%
134	Employer Paid Life	\$21.00	\$2.06	\$22.64	-\$1.64	107.81%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
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	\$304.71	\$1,695.29	15.24%
202	Library Subscriptions	\$500.00	\$0.00	\$921.95	-\$421.95	184.39%
203	Library Books	\$5,000.00	\$494.07	\$4,497.46	\$502.54	89.95%
204	Children s Program Expense	\$150.00	\$0.00	\$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	\$0.00	\$170.00	-\$170.00	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	\$66.75	\$645.43	\$354.57	64.54%
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	\$22.33	\$97.53	\$402.47	19.51%
430	Miscellaneous	\$1,000.00	\$49.97	\$155.12	\$844.88	15.51%
433	Dues/Contracts/Subscriptions	\$2,000.00	\$41.88	\$1,400.51	\$599.49	70.03%
443	Sales Tax	\$100.00	\$4.00	\$405.00	-\$305.00	405.00%
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	\$45.63	\$542.57	\$0.43	99.92%
610	Interest	\$12.00	\$0.62	\$12.43	-\$0.43	103.58%
DEPT 45500 Library		\$38,830.00	\$3,024.08	\$38,686.72	\$143.28	99.63%
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	\$108.00	\$360.45	-\$60.45	120.15%
DEPT 47014 47014		\$212,550.00	\$108.00	\$212,880.45	-\$330.45	100.16%
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	\$25.00	-\$25.00	0.00%
388	Recycling Expenses	\$500.00	\$0.00	\$100.00	\$400.00	20.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling		\$500.00	\$0.00	\$125.00	\$375.00	25.00%
FUND 101 GENERAL FUND		\$4,840,808.00	\$337,126.47	\$3,987,088.85	\$853,719.15	82.36%
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%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
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	\$66,281.26	-\$0.26	100.00%
620	Fiscal Agent s Fees	\$750.00	\$1,701.00	\$2,196.00	-\$1,446.00	292.80%
DEPT 47000	\$3,815,000 GO CIP 2019A	\$297,031.00	\$1,701.00	\$298,477.26	-\$1,446.26	100.49%
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						

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 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%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 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	\$13,300.00	\$0.00	100.00%
620	Fiscal Agent s Fees	\$750.00	\$243.00	\$738.00	\$12.00	98.40%
DEPT 47014 47014		\$99,050.00	\$243.00	\$99,038.00	\$12.00	99.99%
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	\$16,100.00	\$0.00	100.00%
620	Fiscal Agent s Fees	\$750.00	\$432.00	\$927.00	-\$177.00	123.60%
DEPT 47015 47015 Series 2015B/2021A		\$136,850.00	\$432.00	\$137,027.00	-\$177.00	100.13%
DEPT 47100 2022A ROAD BONDS						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$24,654.00	\$0.00	\$24,654.08	-\$0.08	100.00%
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	\$24,654.08	-\$0.08	100.00%
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	\$15,922.43	-\$0.43	100.00%
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	\$15,922.43	-\$0.43	100.00%
FUND 301 DEBT SERVICE FUND		\$573,507.00	\$2,376.00	\$575,118.77	-\$1,611.77	100.28%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						
351	Legal Notices Publishing	\$250.00	\$0.00	\$108.65	\$141.35	43.46%
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%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
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	\$5,535.59	\$4,864.41	53.23%
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	\$5,744.24	\$5,505.76	51.06%
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	\$5,744.24	\$5,505.76	51.06%
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	\$7,923.12	\$10,176.88	43.77%
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	\$7,923.12	\$10,176.88	43.77%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$18,100.00	\$0.00	\$7,923.12	\$10,176.88	43.77%
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$78,749.00	\$1,544.42	\$53,031.97	\$25,717.03	67.34%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$785.12	\$2,145.06	-\$2,145.06	0.00%
104	Tech 2	\$0.00	\$4,453.13	\$17,715.45	-\$17,715.45	0.00%
108	Tech 3	\$0.00	\$626.92	\$4,204.43	-\$4,204.43	0.00%
121	PERA	\$5,906.00	\$555.73	\$5,782.36	\$123.64	97.91%
122	FICA	\$6,024.00	\$497.90	\$5,207.59	\$816.41	86.45%
131	Employer Paid Health	\$23,911.00	\$2,642.19	\$24,232.59	-\$321.59	101.34%
132	Employer Paid Disability	\$740.00	\$60.63	\$666.93	\$73.07	90.13%
133	Employer Paid Dental	\$1,032.00	\$136.28	\$924.61	\$107.39	89.59%
134	Employer Paid Life	\$67.00	\$7.65	\$62.91	\$4.09	93.90%
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%

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$6,000.00	\$0.00	100.00%
200	Office Supplies	\$500.00	\$0.00	\$784.93	-\$284.93	156.99%
208	Instruction Fees	\$2,000.00	\$0.00	\$1,054.00	\$946.00	52.70%
210	Operating Supplies	\$3,500.00	\$4.37	\$1,118.16	\$2,381.84	31.95%
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	\$1,857.87	\$22,726.61	\$2,273.39	90.91%
221	Repair/Maint Vehicles 302	\$1,500.00	\$0.00	\$817.81	\$682.19	54.52%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$8,000.00	\$0.00	\$4,993.19	\$3,006.81	62.41%
229	Oper/Maint - Lift Station	\$20,000.00	\$393.90	\$8,637.85	\$11,362.15	43.19%
230	Repair/Maint - Collection Syst	\$7,000.00	\$2,380.00	\$11,613.72	-\$4,613.72	165.91%
231	Chemicals	\$18,000.00	\$2,690.72	\$21,784.84	-\$3,784.84	121.03%
258	Unif FIRE/Pat	\$1,000.00	\$0.00	\$517.04	\$482.96	51.70%
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	\$471.51	\$4,594.75	-\$38.75	100.85%
321	Communications-Cellular	\$1,600.00	\$49.77	\$496.92	\$1,103.08	31.06%
322	Postage	\$800.00	\$341.61	\$1,346.08	-\$546.08	168.26%
331	Travel Expenses	\$2,500.00	\$0.00	\$1,771.66	\$728.34	70.87%
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	\$2,780.42	\$25,042.11	\$12,957.89	65.90%
383	Gas Utilities	\$3,000.00	\$20.09	\$2,764.65	\$235.35	92.16%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$20,000.00	\$823.50	\$8,568.90	\$11,431.10	42.84%
407	Sludge Disposal	\$25,000.00	\$16,760.00	\$32,356.00	-\$7,356.00	129.42%
420	Depreciation Expense	\$350,000.00	\$0.00	\$0.00	\$350,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$475.00	-\$375.00	475.00%
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	\$0.00	\$201,469.82	-\$76,469.82	161.18%
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	\$0.00	\$31,058.50	-\$31,058.50	0.00%
556	Capital Outlay - Sewer Exten	\$0.00	\$4,381.00	\$32,106.72	-\$32,106.72	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$811,050.00	\$44,264.73	\$556,218.47	\$254,831.53	68.58%
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	\$44,264.73	\$556,218.47	\$254,831.53	68.58%
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%

UNADJUSTED DRAFT: 11.30.2023 MONTH END EXPENDITURES

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OBJ	OBJ Descr	2023 Budget	NOVEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
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	\$7,627.50	-\$1,995.50	135.43%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$750.00	\$216.00	\$458.55	\$291.45	61.14%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal	\$206,382.00	\$216.00	\$208,086.05	-\$1,704.05	100.83%
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	\$11,905.00	-\$665.00	105.92%
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	\$111,905.00	-\$665.00	100.60%
DEPT 47102	2022A SEWER BONDS					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$69,569.00	\$0.00	\$52,148.21	\$17,420.79	74.96%
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	\$52,148.21	\$17,420.79	74.96%
FUND 651	SEWER RESTRICTED SINKING FUN	\$387,191.00	\$216.00	\$372,139.26	\$15,051.74	96.11%
		\$6,641,906.00	\$383,983.20	\$5,504,232.71	\$1,137,673.29	82.87%

UNADJUSTED DRAFT: 11.30.2023 BALANCE SHEET

City of Crosslake

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Balance Sheet

Current Period: NOVEMBER 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	\$25,406.79	\$24,410.18	\$267,904.69	\$258,848.42	\$12,736.13
G 101-21707	Union Dues	\$0.00	\$1,038.58	\$1,038.58	\$10,251.99	\$10,251.99	\$0.00
G 101-21708	HCSP	\$0.00	\$2,168.95	\$2,168.95	\$64,827.37	\$63,327.37	\$1,500.00
G 101-21709	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21710	Life Insuranace	\$170.80	\$80.00	\$275.30	\$3,588.70	\$3,935.50	-\$176.00
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	\$1,221.50	\$1,221.50	\$20,748.00	\$16,248.00	\$6,743.78
G 101-21713	Dental	\$1,153.36	\$1,364.38	\$1,325.68	\$14,180.96	\$13,695.34	\$1,638.98
G 101-21714	Deferred Compensation	\$0.00	\$510.00	\$510.00	\$8,820.00	\$8,820.00	\$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	\$5,766.08	\$6,078.08	\$70,815.81	\$72,585.99	-\$7,674.20
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	\$0.00	\$0.00	\$450.00	\$450.00	\$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	\$5,558.23	\$44,345.41	\$22,918.46	-\$19,073.35
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	\$357,851.55	\$357,851.55	\$7,796,588.37	\$7,796,588.37	\$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	\$260,000.00	\$25,000.00	-\$288,000.00
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	\$1,587.03	\$0.00	\$15,880.67	\$10,326.00	-\$19,749.41
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	\$0.00	\$1,746.19	\$1,081.81	-\$121,928.89
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: 11.30.2023 BALANCE SHEET

**City of Crosslake
Balance Sheet**

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Current Period: NOVEMBER 2023

Account	Last Dim Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
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
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	\$0.00	\$0.00	\$77,731.18	\$77,731.18	\$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	\$216.00	\$0.00	\$376,956.22	\$281,589.85	-\$411,638.17
G 651-26600	Net Assets - Unrestricted	\$2,751,935.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,751,935.38
<i>FUND 651 SEWER RESTRICTED SINKING FUND</i>		\$0.00	\$216.00	\$216.00	\$736,277.25	\$736,277.25	\$0.00
Grand Total		\$0.00	\$914,991.09	\$914,991.09	\$31,282,491.17	\$31,282,491.17	\$0.00



D. 7.

Crosslake Police Department
 Monthly Report: November 2023

Agency Assist	14	Traffic Arrest	1
Alarm	20	Traffic Citation	12
Animal Complaint	9	Traffic Warning	84
Background	1	Trespass	1
Burglary	1	Welfare Check	3
Civil Problem	2		
Death	2		
Ems	27		
Extra Patrol	1		
Fraud	1		
Gun Permits	8		
Harass Comm	1		
Hazard in Road	1		
Housewatch	1		
Information	5		
Missing Persons	1		
Motorist Assist	1		
Open Door	1		
Other	1		
Parking Complaint	2		
Personal Injury Accident	1		
Property Damage Accident	4		
Public Assist	4		
Scam/Con	1		
Stolen Recovered	1		
Suspicious Activity	3		
Suspicious Person	1		
Suspicious Vehicle	1		
Threats	1	TOTAL	218



D.8.

Crosslake Police Department
Mission Township
Monthly Report: November 2023

Agency Assist	8
Animal Complaint	1
Driving Complaint	1
Hazard in Road	1
Motorist Assist	1
Suspicious Vehicle	1
Traffic Citation	11
Traffic Warning	74

TOTAL: 99



Crosslake Fire Department

Date: November 2023

D.g.

Incidents

Description of Incident	Calls	YTD
3 - Rescue & Emergency Medical Services		
311 - Medical Assist - Assist EMS Crew	20	356
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries	1	9
324 - Motor Vehicle Accident with No Injuries		2
351 - Remove from Elevator		
341/361/362 - Search for Person/Water Rescue/Ice Rescue		2
381 - Rescue Remove from Harm		4
Total:	21	373
1 - Fire / 2 - Overpressure Rupture, Explosion, Overheat		
111 - Building Fire		3
111 - Building Fire (Mutual Aid)		2
112/118/113/114/151 - Fire Other / Chimney Fire		1
141/142/143 - Forest, Woods, Brush, Grass Fire		3
130/131/134/138/142 - Mobile Property/Automobile Fire/Off Road Vehicle		2
251 - Excessive Heat, Scorch burns with no ignition		1
Total:	0	12
4 - Hazardous Condition (No Fire)		
411 - Gasoline or other Flammable Liquid Spill		
412/421- Gas Leak (Natural Gas or LPG), Chemical Spill		5
424 - Carbon Monoxide Incident		1
444 - Power Line Down/Trees on Road		1
445 - Arcing, Shorted Electrical Equipment		
Total:	0	7
5 - Service Call		
561 - Unauthorized Burning		1
531/521 - Smoke or Odor Removal / Water Problem		
542/550/553 - Public Service/ Public Assist / 571 - Standby	4	44
551 - Agency Assist	8	33
Total:	12	78
6 - Good Intent Call		
611 - Dispatched and Cancelled en route	2	21
600/631 - Good Intent Call/Authorized Burning		
651/652 - Smoke scare, Odor of smoke		2
661 - EMS Party Transport - Aircare - Traffic Control	1	10
Total:	3	33
7 - False Alarm & False Call		
735/740/743/740/745 - Smoke Detector Activation - No Fire		17
746 - Carbon Monoxide Detector Activation - No CO		1
731 - Sprinkler Activation due to Malfunction		
Total:	0	18
8 - Severe Weather & Natural Disaster		
814 - Lightning Strike (No Fire)		
813/815 - Wind Storm/Severe Weather Standby		1
Total:	0	1
Total Incidents:	36	522

Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	20	55.6%			
322 - Motor vehicle accident with injuries	1	2.8%			
	Total: 21	Total: 58.3%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
551 - Assist police or other governmental agency	8	22.2%			
553 - Public service	4	11.1%			
	Total: 12	Total: 33.3%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	2	5.6%			
661 - EMS call, party transported by non-fire agency	1	2.8%			
	Total: 3	Total: 8.3%	Total: 0	Total: 0	Total: 0
	Total: 36	Total: 100.0%	Total: 0	Total: 0	Total: 0

Report Filters

Basic Incident Date Time: is between '11/01/2023' and '11/30/23'

Agency Name: is equal to 'CROSSLAKE'

Report Criteria

Incident Type (Fd1.21): Is Not Blank

**NORTH AMBULANCE
CROSSLAKE**

OCTOBER 2023 RUN REPORT

TOTAL CALLOUTS: 103

NIGHT: 34 DAY: 69

No Loads: 20
Cancels: 18
Fire Standbys: 01
Police Standbys: 00
Transported Patients: 64

CROSSLAKE: 43 (10 No Load, 07 Cancel)
BREEZY POINT: 09 (02 No Load, 02 Cancel)
MERRIFIELD 01
FIFTY LAKES: 09 (01 No Load, 01 Cancel)
MANHATTAN BEACH: 00

MUTUAL AID TO:

PINE RIVER: 24 (04 No Load, 05 Cancel, 01 Fire)
BRAINERD: 17 (03 No Load, 03 Cancel)

BLS TRANSFERS: 00
ALS TRANSFERS: 00

ALS INTERCEPTS (ADVANCED LIFE SUPPORT):

BRAINERD: 00
PINE RIVER: 00
AIRCARE: 01

D. 11.

PERMITS	November-2023	Year-to-Date 2023	November-2022	Year-to-Date 2022
New Construction (Dwellings)	2	42	1	40
Septic - New	3	36	2	46
Septic Upgrades	2	40	1	34
Porch / Deck	4	54	0	67
Additions	4	51	0	31
Landscape Alterations	2	57	4	56
Access. Structures	2	68	5	68
Demo/Move	0	36	0	18
Signs	2	9	1	10
Fences	1	7	0	5
E911 Addresses Assigned	0	37	3	31
Total Permits	22	437	17	406

ENFORCEMENT / COMPLAINTS	Year-to-Date 2023	Year-to-Date Closed	Year-to-Date Open	Year-to-Date % Closed
Enforcement	13	10	4	75.0%
After-the-Fact Permits Issued	5			

CUSTOMER SERVICE STATISTICS	November-2023	Year-to-Date 2023	November-2022	Year-to-Date 2022
Counter Visits	104	947	43	933
Phone Calls	84	1518	85	1519
Email	82	1779	68	1899
Total	270	4244	196	4351

Call For Service	4	59	1	33
Shoreland Rapid Assessment Completed (Buffer)	2	48	2	35
Stormwater Plans Submitted	6	109	9	90
Site Visits	13	278	14	281

COMPLIANCE SEPTIC STATISTICS	Year-To-Date Received 2023	Year-To-Date Failed 2023	Year-To-Date Received 2022	Year-To-Date Failed 2022
Septic Compliance Inspections	191	3	142	5
Passing Septic Compliance Percentage		98.4%		96.5%

PUBLIC HEARINGS	November-2023	Year-to-Date 2023	November-2022	Year-to-Date 2022
DRT	4	40	0	27
Variance	2	11	0	19
CUP/IUP	0	8	0	4
Land Use Map Amendments	0	0	0	0
Subdivisions (Metes & Bounds; Preliminary; Final)	0	5	2	7
Consolidations/Lot Line Adjustments	3	5	0	10



D.12.

STATED MINUTES

City of Crosslake
Planning Commission/Board of Adjustment

October 27, 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; Alternate Joel Knippel; Alternate David Fuhs and Liaison Council Member Aaron Herzog

Absent: None

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

2. 9-22-2023 Minutes – **Motion by Volz; supported by Graham to approve the minutes 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 Bobbie D Morlock – Variance for lake and road right-of-way setbacks

October 27, 2022 Planning Commission/Board Of Adjustment Meeting

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

**Bobbie D Morlock
14070651**

Wessels announced the variance request. Gansen read the variance request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, project details, impervious percentage, stormwater management plan submitted, septic compliance dated 8-26-2022, no comments received, and the history of the parcel into the record. Lindner stated that yesterday, at the on-site we observed that the project would not be any closer to the setbacks then the current structure, since the request is for a second story on the existing attached garage, with the second story being a few feet higher than the existing dwelling structure. A discussion was held on the project details, such as a bedroom was being switched out-relocated as part of the interior remodel-addition; the stormwater management plan, with suggestions of gutters; the project seems to be straight forward. Wessels invited Morlock, the representative, to the podium. With no additional details to add, Morlock declined the invitation. Wessels opened the public hearing with no response; therefore, the public hearing was closed. 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.

October 27, 2022 Action:

Motion by Wessels; supported by Volz to approve the variance for:

- **Lake setback of 25.4 feet where 75 feet is required to proposed dwelling addition**
- **Road right-of-way setback of 20.2 feet where 35 feet is required to proposed dwelling addition**

To construct:

- **686 square foot second story dwelling addition above the attached garage**

Per the findings of fact as discussed, the on-site conducted on October 26, 2023 and as shown on the certificate of survey received at the Planning & Zoning office dated 9-7-2023 for property located at 37220 Milinda Shores Rd, City of Crosslake

Conditions:

Chapter 26 – Land Use; Sec. 26-227 Variance Decision - Variances must be substantially completed within two years of receiving approval – the approval of this variance will expire on October 27, 2025

1. Work with the staff to review, alter and implement as needed the submitted stormwater plan in accordance with the City of Crosslake land use ordinance
2. No additional bedrooms to be added to the dwelling structure for this variance process
3. Gutters to be installed as part of the stormwater management plan was agreed upon by the owner

Findings: See attached/packet

All members voting “Aye”, Motion carried.

Other Business:

Staff report

Monthly city council report

Development Review Team (DRT) had 3 September monthly meetings

Permits – nothing significant to report (NSTR)

Crosslake Trio’s CUP was denied for the event center, so possibly an interior vendor retail business may go into part of the structure along with some form of specialty beer establishment

Workshop held on 10-26-2023: ordinance changes; accessory structure discussion continued from the workshop with Gansen displaying and explaining diagrams, which showed the elevations with measurements of the walls and height on the gable ends.

Third workshop to be held on November 16th, after the on-sites, at 10:00 AM

Next Month:

November 13 – Public Hearing Application deadline

November 13 – City Council Meeting

November 14 – Development Review Team (DRT)

November 16 – On-site visit containing two variance requests

November 17 – PC/BOA Meeting

Open Forum:

1. Gallaway of 35337 Riverwood Trail spoke on his son Matt’s possible plat project in the hopes of getting some information as to how the commissioners felt on smaller lots other than the required 5 acres. A discussion was held on: size; explanation of some history in the area; Gansen stated that the attorney’s view point on size reduction was that another zone should be established and to not do a variance, which has legal difficulties; the comprehensive plan layout; the history of zoning changes; possible location of changing/adding a new zoning district; rezone would require a compelling reason; neighbors reaction to smaller reduced zoning lot sizes; city councils take; did the applicant discuss the sizes with the rather newly purchased two 5 acre owner’s – Gallaway stated no; cost versus size of the parcels; and park dedication fees

Matters not on the Agenda:

1. There were no matters not on the agenda

Motion by Volz; supported by Graham to adjourn at 10:15 A.M.

All members voting “Aye”, Motion carried.

Respectfully submitted,

Cheryl Stuckmayer

Cheryl Stuckmayer
Planner-Zoning Coordinator

D.13.

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, NOVEMBER 6, 2023
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, November 6, 2023 in City Hall. The following Commission Members were present: Mic Tchida, Bob Frey, Gordon Wagner, and Tim Berg. Tom Swenson was absent. Also in attendance were Public Works Director Pat Wehner, City Engineer Phil Martin, Council Member Marcia Seibert-Volz, and City Clerk Char Nelson.

1. The meeting was called to order at 4:00 P.M. by Mic Tchida.
2. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO APPROVE THE MEETING MINUTES OF OCTOBER 2, 2023. MOTION CARRIED WITH ALL AYES.
3. The Commission reviewed a draft application from Dale Lange for a road vacation request on Bay Shores Road. Staff recently met with Dale Lange of 16402 Bay Shores Road to listen to his concerns about building permit issues. Mr. Lange purchased this property two years ago and has wanted to make improvements. The original structure was built in 1982 We are not sure if the road was widened when it was brought up to City standards to include a 66 foot right of way. However, a portion of the structure is now in the right of way and a variance is required for each improvement to the property. The Commission did not have consensus whether the applicant should proceed and suggested that staff consult with City Attorney to see if an easement could be used in place of a vacation. No action was taken.
4. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE APPLICATION FROM CROSSWOODS DEVELOPMENT TO ADD AN ENTRANCE TO THE PARKING LOT OFF OF SWANN DRIVE. MOTION CARRIED WITH ALL AYES.
5. Char Nelson reported that the packet included a map of Milinda Shores Bridge because Commission Chair Tom Swenson wanted to review the possibility of removing the bridge rather than replacing it. It was the consensus of the Commission to table this item to the next meeting when Tom Swenson would be present.
6. A memo dated November 3, 2023 from Phil Martin regarding updates on projects was included in the packet. Phil Martin reported that turf has been established on the 2022 Street Improvements and Bolton & Menk will be preparing a final payment application to close out the project.

Staff is waiting on environmental process and is trying to estimate the project cost that includes a budget for aesthetic enhancement and beautification for the CSAH 3/66 Pedestrian & Intersection Improvements. Property owners from between CSAH 3 and Swann Drive were invited to a meeting to obtain input regarding access closure and parking needs. The project improvement scope is becoming more defined, and the County anticipates providing the City with a cost share agreement at the November 2023 Council Meeting.

Phil Martin and Pat Wehner met with Brian Evenson of 11805 Whitefish Ave to discuss a stormwater improvement on his property. Staff proposed creating a small hump along the platted access and extending that high point onto his property with an earthen berm. Brian Evenson agreed to the work via email. Public Works staff will complete the work if Council approves the project. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PROPOSED DRAINAGE AND EROSION CONTROL SOLUTIONS AT THE PUBLIC RIGHT-OF-WAY BETWEEN 11805 AND 11797 WHITEFISH AVE. MOTION CARRIED WITH ALL AYES.

Phil Martin reported that the Council held a public hearing and approved the 5-Year Road Plan. Phil Martin stated that the County could combine both portions of the plan, sealcoat and mill & overlay, with the County's 2024 road projects, to get a better rate. The County would need the sealcoat information by the end of November and the mill & overlay information by the end of December.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL PROCEED WITH THE AGGREGATE CHIPSEAL IMPROVEMENTS FOR YEAR 1 OF THE 5-YEAR ROAD IMPROVEMENT PLAN AT AN ESTIMATED COST OF \$400,000, TO BE INCLUDED WITH CROW WING COUNTY 2024 CHIPSEAL PROGRAM AND APPROVE BOLTON & MENK'S ESTIMATED COST FOR ENGINEERING FEES OF \$3,500. MOTION CARRIED WITH ALL AYES.

A MOTION WAS MADE BY TIM BERG AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL PROCEED WITH THE MILL AND OVERLAY IMPROVEMENTS FOR YEAR 1 OF THE 5-YEAR ROAD IMPROVEMENT PLAN AT AN ESTIMATED COST OF \$750,000 AND THAT THE COUNCIL ASSESS A PORTION OF THE COST TO THE BENEFITTING PROPERTY OWNERS. MOTION CARRIED WITH ALL AYES.

7. Pat Wehner reported that staff would be picking up the new 2-ton truck tomorrow. Mr. Wehner stated that no bids meeting the minimum bid requirement were received on the water truck. The brakes on the water truck have now seized. Mic Tchida suggested that the truck be bid locally and the City take the best offer. Mr. Wehner stated that Seth Wannebo resigned and the City will be searching for a replacement.
8. Because the meeting date in January lands on the New Year holiday, the Commission suggested canceling the meeting unless there was an urgent matter.
9. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY BOB FREY TO ADJOURN THE MEETING AT 5:00 P.M. AYES: ALL.



Charlene Nelson
City Clerk

Kitchigami Regional Library System Service Contract: City of Crosslake

1. Parties to Agreement

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

2. Purpose of Agreement

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

3. Term of Agreement

This Agreement will be in place from January 1, 2024, provided that the agreement is signed by both parties and both parties have received signed copies through certified mail by December 31, 2023, through December 31, 2024. If the Agreement is not completed by December 31, 2023, it will be in force on the 1st day of the month following signatures and be in effect for 12 months from that date.

4. Scope of Services: KRLS

Kitchigami Regional Library System will provide the following services, beginning January 1, 2024, or the 1st day of the month following completion of the negotiation process:

1. Facilitated borrower registration for KRLS borrowers who use the Crosslake Library for pick up and return of library materials, within 7 days of receipt of fully completed borrower registration forms.
2. Interlibrary loan and intraregional loan borrowing to KRLS borrowers who use the Crosslake Library for pick up and return of library materials through maintenance of that library as a pickup location.
3. Delivery services for library materials to and from the Crosslake Library 3 days per week (Monday, Wednesday, Friday) on those days and weeks that deliveries are made to KRLS branch libraries. Deliveries may be interrupted by federal holidays, severe weather conditions or equipment interruptions; substitute delivery dates are not guaranteed by KRLS.
4. Information on and access to regional/statewide training opportunities.
5. Training materials and training of one local trainer selected by the Crosslake Library on interlibrary loans support, borrower registration and delivery support as required. One training session will be provided on request within the contract period.

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

5. Scope of Service: City of Crosslake

The City of Crosslake commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.
2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.
3. The Crosslake library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.
4. All KRLS policies and procedures for registration, interlibrary loan, intraregional loans, delivery and electronic services will be followed.
5. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

6. Agreement Administration

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

7. Amendments

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

8. Data Practices

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

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

9. Compliance with the Law

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

10. Audits

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

11. Cancellation, Default and Remedies

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

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

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

12. Notices

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

**To the city:
Designated Representative**

**To the KRLS Library Board:
Designated Representative**

Name:

KRLS Board Chair Tom Krueger

Address:

**PO Box 84, 310 2nd St. N
Pine River, MN 56474**

Signatures



Chair, Kitchigami Regional Library Board

Date: 4/16/23

Date: _____

Designated Representative, City of Crosslake

Data Privacy and Non-Disclosure Form



PO BOX 84
PINE RIVER, MN 56474
218-587-2171 – www.krls.org

Policy:

This policy states the KRLS' position on data privacy and retention, and its employees' responsibilities for the protection of patron and employee privacy. KRLS will comply with all applicable federal and state laws relating to the classification, privacy, and retention of data, including the Minnesota Government Data Practices Act.

Application:

1. Acknowledgment

- a. This policy is to be signed by each KRLS employee and placed in the employee's personnel file. This policy will also be signed by all volunteers, and filed at KRLS Headquarters, who, during their volunteer duties, come into contact with KRLS patron data. Additionally, a representative of any organization with which KRLS has a service agreement must sign this policy.

2. Procedure

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

3. Library Data

- a. Applicable Statutory Requirement – Minnesota Statutes, Chapter 13.40 Government Data Practices:

Subd. 2. Private data; library borrowers. (a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific

subject about which the patron has requested information or materials; or

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

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

- b. In addition to Minn. Stat. § 13.40 subd. 2 above, a homebound patron or patron unable to visit a branch library due to age, infirmity or distance may name one individual to pick up their library materials. The named individual must present a letter from the patron and the patron's borrower card to the library staff.
- c. All library records may be consulted and used by library employees while carrying out library operations but will not be disclosed to others except upon the written request or consent of the library user, or pursuant to a subpoena, court order or otherwise required by law. If such an instance should present itself, all employees should contact their immediate supervisor, and the supervisor should in turn contact the Regional Director. Only the Regional Director may respond to a subpoena or court order.

4. Employee Data

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

5. Implementation

- a. Employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action.

6. Data Requests

- a. Public data shall be disclosed to the public upon a request made in writing specifically identifying the information sought. A public data request must be compiled as soon as reasonably possible. An individual who is the subject of stored private or public data shall have access to the data as provided by law.

7. Data Retention

- a. KRLS will maintain data in accordance with its established record retention schedule and in accordance with applicable federal and state law.

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

Library location _____.

Name (printed)

Signature

Date

Crosslake EDA Crosslake Economic Development Authority
Meeting Minutes
8:30 A.M. September 6, 2023 Crosslake City Hall

Members present: Dean Fitch, Patty Norgaard, John Andrews, Marcia Seibert-Volz, Roger Roy, Sandra Farder, Dave Gahn

Others present: Cindy, Myogeto, Crosslake Chamber; Josh Netland, Tremolo Communications; Bart Taylor, RiverWood Bank

The regular quarterly meeting of the Crosslake EDA was called to order at 8:30 AM by Dean Fitch.

A motion was made by John Andrews and seconded by Roger Roy to approve the minutes of the July 12, 2023 meeting. No further discussion. Motion carried with all ayes.

2023 Budget Review

Proposed:

BLAEDC Contract	\$11,250
Comp Plan	\$ 1,000
Website	\$ 1,000
Small Business Institute	\$ 950
Adv/Marketing	\$ 5,000
Printing	\$ 2,000
Other Projects	\$ 2,000

Total \$23,200

Less carry over \$ 5,000

Net Balance \$18,200

Actual for 2023:

BLAEDC Contract \$10,850

This is the basic agreement with some new duties accepted by BLAEDC for website content and research for business opportunities for Crosslake.

Comprehensive Plan \$ 3,000

Fees from Region 5 to complete the update of the comprehensive plan strategies adding more specificities to these sections.

Website Plan \$ 1,000

Content not written by BLAEDC; aerial photos; balance completed at no charge by Tremolo Communications

Small Business Institute \$ 950

Two networking events for home-based businesses in area

Advertising/Marketing \$ 1,200

Announcements and articles not covered by PR releases

Printing \$ 1,100

Handouts for prospective businesses

- Upgrade website
- Provide quarterly update to Crosslake City Council
- Host 2 Regional Workshops

Need to work harder!

Final thoughts:

Focus on communications/have great events/wonderful facilities/bring in businesses in town/infrastructure in place

Start tracking unfilled jobs?

Employment issues are a global condition/symptom of the times

Need to make Crosslake more attractive

Meetings will continue to be held quarterly in 2024.

There being no further business or announcements, Dean Fitch adjourned the meeting at 10:05 AM.

Martha Steele

Volunteer Recorder

D.17.

BILLS FOR APPROVAL
December 11, 2023

VENDORS	DEPT		AMOUNT
Ace Hardware, caulk	PW		8.59
Ace Hardware, marking paint	Cemetery		57.97
Ace Hardware, hardware	PW		11.98
Ace Hardware, driveway markers	Park		28.80
Ace Hardware, nails	PW		12.34
Ace Hardware, hardware	PW		7.29
Ace Hardware, air filters	Park		13.18
Ace Hardware, bolts	Park		5.56
Ace Hardware, batteries	Park		37.17
Ace Hardware, keys, snaps	Park		25.12
Ace Hardware, tie downs	Police		21.99
Ace Hardware, spray paint	Park		9.59
Ace Hardware, nail pegs	Park		2.32
Ace Hardware, hardware	PW		1.41
Ace Hardware, containers	Park		8.37
Ace Hardware, torch kit	Sewer		59.99
Ace Hardware, hardware	PW		4.59
Aramark, mat service	PW		144.06
Arrowhead EMS Assn, conference registration	Fire		200.00
AT&T, cell phone and ipad charges	ALL		1,220.83
AW Research, water testing	Sewer		1,194.60
Baker & Taylor, books	Library		83.38
BCA, background check	Gov't		33.25
Bolton & Menk, general engineering	PW		1,456.00
Bolton & Menk, road improvement plan	PW		3,640.50
Bolton & Menk, moonlite bay sewer extension	Sewer		1,381.50
Bolton & Menk, 2022 road improvements	PW		426.50
Brainerd Medical Supply, medical supplies	Fire		1,414.70
City of Crosslake, sewer utilities	ALL		165.00
Clean Team, december cleaning	ALL		3,931.25
Council #65, union dues	Gov't		421.40
Crosslake Firefighters Relief Assn, state aid	Fire	pd 11-20	62,520.80
Crow Wing County, address assignments	Gov't		150.00
Crow Wing County Recorder, filing fees	PZ		138.00
CTC, web hosting	Gov't		10.00
Culligan, water and cooler rentals	ALL		182.50
DeLage Landen Financial Services, copier lease	Park		117.00
Delta Dental, dental insurance	ALL		1,650.69
East Side Oil, filter and antifreeze recycling	Gov't		100.00
Elevate Learning, program management	Fire		950.00
Fortis, disability insurance	ALL		902.45
Forum Communications, ordinance 385	Gov't		27.27
Forum Communications, employment ad	PW/Park		67.38
Forum Communications, meeting notice of 12/15/23	PZ		38.13
Forum Communications, public hearing notices 12/11/23	Gov't		52.89
Galls, uniform	Police		158.72

Galls, uniform	Police		71.32
Galls, uniform	Police		71.32
Galls, uniform	Police		274.99
Granite Electronics, mount antenna	PW		83.75
Guardian Pest Solutions, pest control	Gvt/Park		71.00
Hawkins, chemicals	Sewer		1,831.64
Heartland Animal Rescue, monthly admin fees	Gov't		366.75
Illusion Graphics, decals	ALL		944.90
Jims Electric, ceiling fans	Fire		4,211.86
Jory Danielson, travel reimbursement	Fire		20.00
Lakes Audio, install antenna	Park		681.99
Lakes Printing, business cards	Police		61.50
Lexipol, annual policy manual and procedures	Police		6,001.62
Madden Galanter & Hansen, labor attorney fees	Gov't		3,279.57
Mastercard, Adobe, monthly premium	Gov't		103.04
Mastercard, Adobe, monthly premium	Police	pd 11-20	21.46
Mastercard, Adobe, monthly premium	Police		21.46
Mastercard, Amazon, prime monthly premium	Gov't		14.99
Mastercard, Amazon, vacuum filters	Gov't		17.09
Mastercard, Amazon, pickleball net repair kit	Park	pd 11-20	30.48
Mastercard, Amazon, uniform	Park		29.99
Mastercard, Amazon, uniform	Park		29.84
Mastercard, Amazon, badge holders	Police		5.59
Mastercard, Amazon, garage door opener	Fire		67.25
Mastercard, Amazon, calendar, padlocks	Park		270.40
Mastercard, Amazon, pickleball net repair kit	Park		16.49
Mastercard, Amazon, utility cart	Library		52.49
Mastercard, Amazon, tie down straps	Park		79.20
Mastercard, Amazon, adhesive strips	Park		10.99
Mastercard, Amazon, hooks, labels	Park		20.59
Mastercard, Amazon, flash drives	Police		25.59
Mastercard, Amazon, key box	PW		28.99
Mastercard, Crow Wing County, recording fee	Police		20.00
Mastercard, Docusend, email bills	Sewer		4.43
Mastercard, Duluth Trading, uniform	Park		163.75
Mastercard, Everblades, heated wiper blades	PW		350.00
Mastercard, Everblades, heated wiper blades	PW		152.00
Mastercard, Fleet Farm, bolt, sickle section	PW		125.08
Mastercard, Hyvee, fuel	PW	pd 11-20	69.57
Mastercard, Intoximeters, mouthpieces	Police		138.00
Mastercard, Menards, insulation blower rental	Park		26.97
Mastercard, Microsoft, monthly premium	Fire		17.71
Mastercard, Board of Accountancy, membership dues	Admin		102.00
Mastercard, NCH Software, express scribe	Police	pd 11-20	70.72
Mastercard, NRPA, park info supplies	Park	pd 11-20	105.00
Mastercard, Post Office, postage	Police		10.20
Mastercard, Ring, subscription	PW	pd 11-20	107.38
Mastercard, Time, subscription	Library	pd 11-20	41.88
Mastercard, U of MN, continuing education	PZ		270.00
Mastercard, Zoom, monthly premium	Gov't		65.99
Mastercard, foreign transaction fees	PD/Gvt	pd 11-20	3.78
Menards, coupler	PW		0.44

Menards, connectors, toggle switch	PW		27.51
Menards, compact refrigerators	Police		218.00
Menards, filters, 2x4	PW		53.75
Menards, outdoor timer, led light	PW		162.47
Menards, shovel, cedartone 1x6, detergent, coveralls	Park		177.94
Menards, janitorial supplies, shovels	PW		220.47
Menards, door, trim	PW		134.55
Menards, toggles, shovel	PW		62.03
Menards, tide, shovel	PW		72.94
Menards, joist hanger, hardware	PW		68.29
Metro Sales, copier lease	Police		46.76
Midwest Machinery, brush, turf gard	Park		923.92
Mike Lyonais, reimburse petty cash	ALL		96.54
MN Life, life insurance	ALL		198.60
MN NCPERS, life insurance	Gov't		80.00
MNPEA, union dues	ALL		384.00
MN State Fire Chiefs Assn, membership dues	Fire		520.00
MN State Fire Chiefs Assn, training	Fire		250.00
Momentum, replace brakes, springs, pins	PW		4,219.31
Moonlite Square, fuel	Park		17.50
Motorola, radios	Police		6,010.56
MR Sign, street name signs	PW		180.48
Napa, oil	Police		17.96
Napa, oil, tune up fluid	Park		28.47
Nelson Sanitation, clean lift stations	Sewer		2,940.00
Northland Press, public hearing notices	PZ/Govt		232.75
Northland Press, surplus equipment and employment ad	Park		95.00
Northland Press, ordinance 385	Gov't		80.75
Pike Plumbing and Heating, replace shower valve, vacuum breaker	Park		596.85
Pinnacle Heavy Duty, fender installation	PW		476.75
Premier Auto, tire repair	Police		30.08
Quadient, postage	ALL		700.00
Quadient Leasing, postage machine rental	Gov't		219.54
Quality Equipment, alternator	Park		370.98
Shannons Auto Body, plow	PW		11,643.64
Streichers, uniform	Police		276.00
Teamsters, union dues	Police		234.00
The Office Shop, copy paper	Park		57.50
The Office Shop, scotch tape	Gov't		27.99
The Office Shop, notary stamp	Police		38.25
TJ Graumann, mileage reimbursement	Park		60.49
Tony Marks, per diem reimbursement	Police		30.00
Tremolo Communications, phone, fax, cable, internet	ALL		2,682.16
Tri County Septic, septic designs and inspections	PZ		2,100.00
US Bank, copier lease	ALL		165.00
US Auto Force, tires	Police		632.00
Vector Solutions, safety training	Fire		3,078.46
Waste Partners, trash removal	ALL		534.49
Xcel Energy, gas utilities	ALL		2,098.22
Xtona, monthly i.t. billing	ALL		6,468.00
Ziegler, shouldering machine rental	PW		7,290.00

TOTAL			161,089.05
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ACH PAYMENTS

Medica, health insurance	Payroll	pd 12-1	30,886.56
Deferred Comp, employee deductions	Payroll	pd 11-20	255.00
Health Care Savings Plan, employee deductions	Payroll	pd 11-20	1,179.90
IRS, payroll tax	Payroll	pd 11-20	11,089.64
MN Dept of Revenue, payroll tax	Payroll	pd 11-20	2,367.50
PERA, payroll deductions and benefits	Payroll	pd 11-20	10,518.28
Sales Tax	ALL	pd 11-10	286.00

E. l. a.

MEMO TO: City Council
FROM: City Clerk
DATE: December 8, 2023
SUBJECT: Administration of Elections

I met with Sonia Slack, Robin Sylvester and Cindy Myogeto on Thursday, December 7, 2023 at their request to discuss the administration of elections. This group is interested in having the city administer elections and absentee voting at the local level rather than at the county for reasons of safety, security, transparency and trust. They estimated the cost to do this was \$16,200. They would like this process to begin with the Presidential Primary in March 2024. Absentee voting for this election begins January 19, 2024 and I told them that I didn't think there was enough time to change the process for 2024.

I called the county after this meeting to find out what the process would be to move forward. I was told that absentee voting is administered by jurisdiction ranked highest in the election hierarchy. Election hierarchy top to bottom is: Federal/State, County, Municipal, School District. For example, if a county and a municipality are conducting an election on the same day, the auditor administers absentee voting for the other jurisdictions whose residents also reside in the county.

The other piece to the process is using the Statewide Voter Registration System (SVRS). The secretary of state must identify hardware, software, security, or other technical prerequisites necessary to ensure the security, access controls, and performance of the statewide voter registration system. A clerk must receive training approved by the secretary of state on the use of the system and may not use the system until training is completed.

I have attached the 2023 MN Election Laws guide related to this topic. Taking this administration on for 2024 will not be possible due to hierarchy of the election. If this is something the Council would like to consider in the future, I would suggest inviting a county or state official to a meeting to discuss the process, staffing needs, equipment, timing, and costs.

2023

MINNESOTA ELECTION LAWS

Office of the Minnesota Secretary of State Elections
Division

*Annotations provided by Minnesota
Attorney General*

203B.05 DESIGNATION OF MUNICIPAL CLERK TO ADMINISTER ABSENTEE VOTING LAWS.

Amendments to subd. 1 are effective upon the revisor of statutes' receipt of the early voting certification and applies to elections held on or after January 1, 2024, or the 85th day after the revisor of statutes receives the certification, whichever is later.

Subdivision 1. **Generally.** The full-time clerk of any city or town shall administer the provisions of sections 203B.04 to 203B.15 and 203B.30 if:

- (1) The county auditor of that county has designated the clerk to administer them; or
- (2) The clerk has given the county auditor of that county notice of intention to administer them.

The designation or notice must specify whether the clerk will be responsible for the administration of a ballot board as provided in section 203B.121.

A clerk of a city that is located in more than one county may only administer the provisions of sections 203B.04 to 203B.15 and 203B.30 if the clerk has been designated by each of the county auditors or has provided notice to each of the county auditors that the city will administer absentee voting. A clerk may only administer the provisions of sections 203B.04 to 203B.15 and 203B.30 if the clerk has technical capacity to access the statewide voter registration system in the secure manner prescribed by the secretary of state. The secretary of state must identify hardware, software, security, or other technical prerequisites necessary to ensure the security, access controls, and performance of the statewide voter registration system. A clerk must receive training approved by the secretary of state on the use of the statewide voter registration system before administering this section. A clerk may not use the statewide voter registration system until the clerk has received the required training. The county auditor must notify the secretary of state of any municipal clerk who will be administering the provisions of this section and the duties that the clerk will administer.

Subd. 2. **City, school district, and town elections.** For city, town, and school district elections not held on the same day as a statewide election, applications for absentee ballots shall be filed with the city, school district, or town clerk and the duties prescribed by this chapter for the county auditor shall be performed by the city, school district, or town clerk unless the county auditor agrees to perform those duties on behalf of the city, school district, or town clerk. The costs incurred to provide absentee ballots and perform the duties prescribed by this subdivision shall be paid by the city, town, or school district holding the election.

Notwithstanding any other law, this chapter applies to school district elections held on the same day as a statewide election or an election for a county or municipality wholly or partially within the school district.

History: 1981 c 29 art 3 s 5; 1987 c 62 s 3; 1987 c 266 art 1 s 14; 2008 c 244 art 2 s 12; 2010 c 194 s 3; 2013 c 131 art 2 s 14; 2023 c 62 art 4 s 34

NOTES AND DECISIONS

203B.05

The duties to be performed by the city or town clerk include the office hours provisions of M.S. 203B.085. Op. Atty. Gen. 639B, October 21, 1983.

The requirements for filing an application for absentee ballots in school election, M.S. 123.32, subd. 24(b), are mandatory and failure to comply with one or more of them would require that the applicant's application be disallowed. Op. Atty. Gen. 639A, June 2, 1967.

Former section interpreted as not giving county auditor authority to appoint agent to receive applications for absentee ballots at a place outside county seat. Op. Atty. Gen. 693A, September 15, 1952.

203B.06 APPLICATIONS; FILING WITH COUNTY AUDITOR OR MUNICIPAL CLERK; DELIVERY OF BALLOT.

Chapter 34 amendments to subs. 1 & 3 are effective June 1, 2024.

Chapter 62 amendments to subd. 3 are effective July 1, 2023.

Subdivision 1. **Printing and delivery of forms.** Each county auditor and municipal clerk shall prepare and print a sufficient number of blank application forms for absentee ballots. The county auditor or municipal clerk shall deliver a blank application form to any voter who requests one pursuant to section 203B.04. ~~Blank application forms must be~~

~~mailed to eligible voters who have requested an application pursuant to section 203B.04, subdivision 5, at least 60 days before:~~

- ~~(1) each regularly scheduled primary for federal, state, county, city, or school board office;~~
- ~~(2) each regularly scheduled general election for city or school board office for which a primary is not held; and (3) a special primary to fill a federal or county office vacancy or special election to fill a federal or county office vacancy, if; a primary is not required to be held pursuant to section 204D.03, subdivision 3, or 204D.07, subdivision 3; and~~
- ~~(4) any election held in conjunction with an election described in clauses (1) to (3); or at least 45 days before any other primary or other election for which a primary is not held.~~

Subd. 2. **Applications to wrong official.** If for any reason an application for absentee ballots is submitted to the wrong county auditor or municipal clerk, that official shall promptly forward it to the proper county auditor or municipal clerk.

Subd. 3. **Delivery of ballots.** (a) The county auditor, municipal clerk, school district clerk, or full-time clerk of any city or town administering an election pursuant to section 203B.05, shall mail absentee ballots to voters on the permanent absentee ballot list pursuant to section 203B.04, subdivision 5, on the following timelines:

- (1) except as otherwise provided by this section, at least 46 days before each regularly scheduled primary and general election and each special primary and special election;
- (2) as soon as practicable for a special election held pursuant to section 204D.19, subdivision 2 and 3; and (3) at least 30 days before a town general election held in March.

(b) The commissioner of corrections must provide the secretary of state with a list of the names and mailing addresses of state adult correctional facilities. An application for an absentee ballot that provides an address included on the list provided by the commissioner of corrections must not be accepted and absentee ballot must not be provided to the applicant. The county auditor or municipal clerk must promptly transmit a copy of the application to the county attorney. The Department of Corrections must implement procedures to ensure that absentee ballots issued under chapter 203B are not received or mailed by offenders incarcerated at state adult correctional facilities.

~~(b)~~ (c) If an application for absentee ballots is accepted at a time when absentee ballots are not yet available for distribution, the county auditor, or municipal clerk accepting the application shall file it and as soon as absentee ballots are available for distribution shall mail them to the address specified in the application. If an application for absentee ballots is accepted when absentee ballots are available for distribution, the county auditor or municipal clerk accepting the application shall promptly:

(1) mail the ballots to the voter whose signature appears on the application if the application is submitted by mail and does not request commercial shipping under clause (2);

(2) ship the ballots to the voter using a commercial shipper requested by the voter at the voter's expense;

(3) deliver the absentee ballots directly to the voter if the application is submitted in person; or

(4) deliver the absentee ballots in a sealed transmittal envelope to an agent who has been designated to bring the ballots, as provided in section 203B.11, subdivision 4, to a voter who would have difficulty getting to the polls because of incapacitating health reasons, or who is disabled, or who is a patient in a health care facility, a resident of ~~a facility providing an assisted living services governed by facility licensed under~~ chapter 144G, a participant in a residential program for adults licensed under section 245A.02, subdivision 14, or a resident of a shelter for battered women as defined in section 611A.37, subdivision 4.

~~(e)~~ (d) If an application does not indicate the election for which absentee ballots are sought, the county auditor or municipal clerk shall mail or deliver only the ballots for the next election occurring after receipt of the application. Only one set of ballots may be mailed, shipped, or delivered to an applicant for any election, except as provided in section 203B.121, subdivision 2, or when a replacement ballot has been requested by the voter for a ballot that has been spoiled or lost in transit.

Subd. 3a. **Unofficial ballots.** If no official ballots are ready at the time absentee balloting is scheduled to begin or the supply is exhausted before absentee balloting ends, the county auditor or municipal clerk shall prepare unofficial

ballots, printed or written as nearly as practicable in the form of the official ballots. These ballots may be used until the official ballots are available.

Subd. 4. **Registration check.** Upon receipt of an application for ballots, the county auditor, municipal clerk, or election judge acting pursuant to section 203B.11, who receives the application shall determine whether the applicant is a registered voter. If the applicant is not registered to vote, the county auditor, municipal clerk or election judge shall include a voter registration application among the election materials provided to the applicant.

Subd. 5. **Preservation of records.** An application for absentee ballots shall be dated by the county auditor or municipal clerk when it is received and shall be initialed when absentee ballots are mailed or delivered to the applicant. All applications shall be preserved by the county auditor or municipal clerk for 22 months.

Subd. 6. **Requests from abroad.** If an application for absentee ballots requests delivery of absentee ballots to a point outside the continental United States, the absentee ballots must be sent by air mail. The transmittal and return envelopes must contain the text or symbol or both prescribed by the United States Postal Service for transmitting election mail outside the continental United States. Priority in mailing shall be given to all ballots sent by air mail.

Subd. 7. **Special postal services.** If the federal government or any of its branches, departments, agencies or other instrumentalities makes any special service available for the mailing of absentee voting materials, any county auditor or municipal clerk may use the service.

Subd. 8. **Names on envelopes, directions.** No envelope, return envelope or directions for casting an absentee ballot shall contain the name of any candidate whose name appears on any of the absentee ballots.

History: 1981 c 29 art 3 s 6; 1984 c 560 s 5; 1987 c 175 s 4; 1987 c 266 art 1 s 15; 1997 c 147 s 15; 2000 c 467 s 7; 1Sp2001 c 10 art 18 s 12; 2004 c 293 art 1 s 21; 2006; 2008 c 295 s 9; 2010 c 184 s 5; 2010 c 201 s 16, 17; 2011 c 76 art 1 s 26; 2013 c 131 art 1 s 5; 2013 c 131 art 3 s 4; 2023 c 34 art 1 s 13-14; 2023 c 62 art 4 s 35

NOTES AND DECISIONS

203B.06

Former provision interpreted as prohibiting auditor who is candidate for reelection from printing his name on envelope, return envelope, or in explanatory note. Op. Atty. Gen. 639A, June 16, 1950.

203B.065 USING THE REGISTRATION SYSTEM

Upon accepting an application for a state primary or state general election, the county auditor or municipal clerk shall record in the statewide voter registration system the voter's name, date of birth, address of residence in Minnesota, mailing address, Minnesota driver's license or state identification number, or the last four digits of the voter's Social Security number, if provided by the voter. Upon acceptance of an absentee ballot application of a voter who is registered to vote at an address different from the residential address certified on the absentee ballot application, the voter registration record with the previous address shall be challenged. Once the absentee ballot has been transmitted to the voter, the method of transmission and the date of transmission must be recorded.

Upon receipt of a returned absentee ballot for a state primary or state general election, the county auditor or municipal clerk shall record in the statewide voter registration system that the voter has returned the ballot.

Upon receipt of notice that the ballot board has accepted or rejected the absentee ballot for a state primary or state general election, the county auditor or municipal clerk shall record in the statewide voter registration system whether the ballot was accepted or rejected, and if rejected, the reason for rejection. If a replacement ballot is transmitted to the voter, the county auditor or municipal clerk shall record this in the statewide voter registration system.

The labels provided for envelopes used for transmitting an absentee ballot to and from an applicant for an absentee ballot for a state primary or state general election must contain bar codes generated by the statewide voter registration system to facilitate the recording required under this section. A county auditor or municipal clerk entering information into the statewide voter registration system under this section must include the information provided on the bar code label whenever information is entered into the system.

History: 2010 c 194 s 4

203B.07 RETURN AND BALLOT ENVELOPES; DIRECTIONS TO VOTERS.

Amendments to subds. 1-3 are effective July 1, 2023.

Subdivision 1. **Delivery of envelopes, directions.** The county auditor or the municipal clerk shall prepare, print, and transmit a return envelope, a signature envelope, a ballot envelope, and a copy of the directions for casting an absentee ballot to each applicant whose application for absentee ballots is accepted pursuant to section 203B.04. The county auditor or municipal clerk shall provide first class postage for the return envelope. The directions for casting an absentee ballot shall be printed in at least 14-point bold type with heavy leading and may be printed on the ballot envelope. When a person requests the directions in Braille or on audio file, the county auditor or municipal clerk shall provide them in the form requested. The secretary of state shall prepare Braille and audio file copies and make them available.

When a voter registration application is sent to the applicant as provided in section 203B.06, subdivision 4, the directions or registration application shall include instructions for registering to vote.

Subd. 2. **Design of envelopes.** (a) ~~The return-signature envelope~~ shall be of sufficient size to conveniently enclose and contain the ballot envelope and a folded voter registration application. ~~The return-signature envelope~~ shall be designed to open on the left-hand end.

(b) The return envelope must be designed in one of the following ways:

(1) it must be of sufficient size to contain ~~an additional~~ a signature envelope ~~that when and when the return envelope is sealed, it~~ conceals the signature, identification, and other information; or

(2) it must be the signature envelope and provide an additional flap that when sealed, conceals the signature, identification, and other information.

(c) Election officials may open the flap or the ~~additional-return~~ envelope at any time after receiving the returned ballot to inspect the returned certificate for completeness or to ascertain other information.

Subd. 3. **Eligibility certificate.** A certificate of eligibility to vote by absentee ballot shall be printed on the back of the ~~return-signature~~ envelope. The certificate shall contain space for the voter's Minnesota driver's license number, state identification number, or the last four digits of the voter's Social Security number, or to indicate that the voter does not have one of these numbers. The space must be designed to ensure that the voter provides the same type of identification as provided on the voter's absentee ballot application for purposes of comparison. The certificate must also contain a statement to be signed and sworn by the voter indicating that the voter meets all of the requirements established by law for voting by absentee ballot and space for a statement signed by a person who is registered to vote in Minnesota or by a notary public or other individual authorized to administer oaths stating that:

(1) the ballots were displayed to that individual unmarked;

(2) the voter marked the ballots in that individual's presence without showing

(3) how they were marked, or, if the voter was physically unable to mark them, that the voter

(4) directed another individual to mark them; and

(5) if the voter was not previously registered, the voter has provided proof of residence as required by section 201.061, subdivision 3.

History: 1981 c 29 art 3 s 7; 1984 c 471 s 4; 1999 c 132 s 10; 1Sp2001 c 10 art 18 s 13; 2005 c 156 art 6 s 24; 2008 c 244 art 1 s 6; 2008 c 244 art 2 s 13; 2010 c 194 s 5, 6; 2015 c 70 art 1 s 12; 2023 c 62 art 4 s 36-38

NOTES AND DECISIONS

203B.07

Provisions pertaining generally to absentee voters are also available to members of the armed forces and their families. *Bell v. Gannaway*, 227 N.W. 2d 797 (Minn. 1975).

Absentee ballots held to strict compliance with legal requirements. *Id.*

Absentee ballots may not be challenged after deposit in ballot box, except for facial defects. *Id.*

203B.08 MARKING AND RETURN OF ABSENTEE BALLOTS.

Amendments to subsd. 1 & 3 are effective July 1, 2023.

Subdivision 1. **Marking and return by voter.** (a) An eligible voter who receives absentee ballots as provided in this chapter shall mark them in the manner specified in the directions for casting the absentee ballots. The return envelope containing marked ballots may be mailed as provided in the directions for casting the absentee ballots, may be left with the county auditor or municipal clerk who transmitted the absentee ballots to the voter, or may be left in a drop box as provided in section 203B.082. If delivered in person, the return envelope must be submitted to the county auditor or municipal clerk by ~~3:00~~ **8:00** p.m. on election day.

(b) The voter may designate an agent to deliver in person the sealed absentee ballot return envelope to the county auditor or municipal clerk or to deposit the return envelope in the mail. An agent may deliver or mail the return envelopes of not more than three voters in any election. Any person designated as an agent who tampers with either the return envelope or the voted ballots or does not immediately mail or deliver the return envelope to the county auditor or municipal clerk is guilty of a misdemeanor.

Subd. 1a. M.S. 1999 [Repealed, 1999 c 132 s 46]

Subd. 2. **Address on return envelopes.** The county auditor or municipal clerk shall address return envelopes to allow direct mailing of the absentee ballots to the county auditor or municipal clerk who has the responsibility to accept and reject the absentee ballots.

Subd. 3. **Procedures on receipt of ballots.** When absentee ballots are returned to a county auditor or municipal clerk, that official shall stamp or initial and date the return envelope and place it in a locked ballot container or other secured and locked space with other return envelopes received by that office. Within five days after receipt, the county auditor or municipal clerk shall deliver to ballot board all ballots received, except that during the 14 days immediately preceding an election, the county auditor or municipal clerk shall deliver all ballots received to the ballot board within three days. Ballots received on election day ~~either (1) after 3:00 p.m., if delivered in person; or (2) after 8 p.m., if delivered by mail or a package delivery service,~~ shall be marked as received late by the county auditor or municipal clerk, and must not be delivered to the ballot board.

Subd. 3a. M.S. 1999 [Repealed, 1999 c 132 s 46]

Subd. 4. **Rules.** The secretary of state shall adopt rules establishing procedures to be followed by county auditors and municipal clerks to assure accurate and timely return of absentee ballots. The rules of the secretary of state may authorize procedures and methods of return in addition to those specified in this section.

History: 1981 c 29 art 3 s 8; 1983 c 253 s 2,3; 1986 c 362 s 1,2; 1987 c 266 art 1 s 16; 1990 c 453 s 2; 1997 c 147 s 16; 1999 c 132 s 11; 2004 c 293 art 1 s 22; 2008 c 244 art 2 s 14; 2010 c 194 s 7, 8; 2013 c 131 art 2 s 15; 2015 c 70 art 1 s 13, 14; 1Sp2021 c 12 art 4 s 3-4; 2023 c 62 art 4 s 39-40

NOTES AND DECISIONS

203B.08

Plaintiffs were likely to succeed on merits of claim that consent decree entered by state court extending absentee-ballot counting deadline beyond Election Day violated Electors Clause of U.S. Constitution. *Carson v. Simon*, 978 F.3d 1051 (8th Cir. 2020).

Plaintiff were not likely to succeed on merits of claim that provision limiting ballot-delivery assistant to delivering no more than three absentee ballots per election was unconstitutional or preempted by federal Voting Rights Act. *DSCC v. Simon*, 950 N.W.2d 280 (Minn. 2020).

203B.081 LOCATIONS AND METHODS FOR ABSENTEE VOTING IN PERSON.

Amendments to subd. 1 are effective upon the revisor of statutes' receipt of the early voting certification and applies to elections held on or after January 1, 2024, or the 85th day after the revisor of statutes receives the certification, whichever is later.

Addition of subd. 1a is effective upon the revisor of statutes' receipt of the early voting certification and applies to elections held on or after January 1, 2024, or the 85th day after the revisor of statutes receives the certification, whichever is later.

Alternative procedures amendments to subd. 3 are effective June 1, 2023.

Early voting procedures amendments to subd. 3 are effective upon the revisor of statutes' receipt of the early voting certification and applies to elections held on or after January 1, 2024, or the 85th day after the revisor of statutes receives the certification, whichever is later.

Additions of subds. 4-8 are effective June 1, 2023.

Repeal of subd. 2 is effective June 1, 2023.

Subdivision 1. Location; timing for absentee voting. An eligible voter may vote by absentee ballot in the office of the county auditor and at any other polling place designated by the county auditor during the 46 days before the election, except as provided in this section.

Subd. 1a. Location; timing for early voting. An eligible voter may vote using early voting during the 18 days before a federal, state, or county election, and during the 18 days before a municipal election if authorized under section 203B.05, in the office of the county auditor and at any other polling place designated by the county auditor. In elections in which early voting is provided, the alternative voting procedure authorized by subdivision 3 must not be provided.

~~Subd. 2. [Repealed, 2023 c 62 art 4 s 138] Town elections.~~ ~~Voters casting absentee ballots in person for a town election held in March may do so during the 30 days before the election. The county auditor shall make such designations at least 14 weeks before the election. At least one voting booth in each polling place must be made available by the county auditor for this purpose. The county auditor must also make available at least one electronic ballot marker in each polling place that has implemented a voting system that is accessible for individuals with disabilities pursuant to section 206.57, subdivision 5.~~

Subd. 3. Alternative procedure. (a) In elections not eligible to use early voting under subdivision 1a, the county auditor may make available a ballot counter and ballot box for use by the voters during the seven-18 days before the election. If a ballot counter and ballot box is provided, a voter must be given the option either (1) to vote using the process provided in section 203B.08, subdivision 1, or (2) to vote in the manner provided in this subdivision.

(b) If a voter chooses to vote in the manner provided in this subdivision, the voter must state the voter's name, address, and date of birth to the county auditor or municipal clerk. The voter shall sign a voter's certificate, which must include the voter's name, identification number, and the certification required by section 201.071, subdivision 1. The signature of an individual on the voter's certificate and the issuance of a ballot to the individual is evidence of the intent of the individual to vote at that election.

(c) After signing the voter's certificate, the voter shall be issued a ballot and immediately retire to a voting station or other designated location in the polling place to mark the ballot. The ballot must not be taken from the polling place. If the voter spoils the ballot, the voter may return it to the election official in exchange for a new ballot. After completing the ballot, the voter shall deposit the ballot into the ballot box.

(d) The election official must immediately record that the voter has voted in the manner provided in section 203B.121, subdivision 3.

(e) The election duties required by this subdivision must be performed by an election judge, the county auditor, municipal clerk, or a deputy of the auditor or clerk.

Subd. 4. Temporary locations. (a) A county auditor or municipal clerk authorized under section 203B.05 to administer voting before election day may designate additional polling places with days and hours that differ from those required by section 203B.085. A designation authorized by this subdivision must be made at least 47 days before the election. The county auditor or municipal clerk must provide notice to the secretary of state at the time that the designations are made.

(b) At the request of a federally recognized Indian Tribe with a reservation in the county, the county auditor must establish an additional polling place for at least one day on the Indian reservation on a site agreed upon by the Tribe and the county auditor that is accessible to the county auditor by a public road.

Subd. 5. **Town elections.** Voters casting absentee ballots in person for a town election held in March may do so during the 30 days before the election.

Subd. 6. **Designation of locations.** The county auditor must make polling place designations at least 14 weeks before the election and must provide the notice to the secretary of state at the time the designations are made.

Subd. 7. **Notice to voters.** The county auditor must prepare a notice to the voters of the days, times, and locations for voting before election day as authorized by this section. This notice must be posted on the secretary of state's website, the county's website, and the website for each municipality in which a voting location under this section is located at least 14 days before the first day of the absentee voting period. If a county or municipality does not have a website, the county auditor or municipal clerk must publish the notice at least once in the jurisdiction's official newspaper at least seven days and not more than 14 days before the first day of the absentee voting period.

Subd. 8. **Equipment.** The county auditor must provide each polling place with at least one voting booth; a ballot box; an electronic ballot counter, unless it has not adopted use of one; and at least one electronic ballot marker for individuals with disabilities pursuant to section 206.57, subdivision 5.

History: *1997 c 147 s 17; 1999 c 132 s 12; 2008 c 244 art 1 s 7; 2010 c 184 s 6; 2010 c 201 s 18; 2013 c 131 art 2 s 16; 2016 c 161 art 1 s 2; 2023 c 62 art 4 s 41-49, 138*

NOTES AND DECISIONS

203B.081

County auditors may designate sites for early voting in three ways: (1) absentee balloting alone during entire 46-day period before election; (2) both ballot counter-ballot box voting and absentee balloting during 7-day period before election; or (3) absentee balloting during 46-day period; with additional voter option of ballot counter-ballot box voting during final 7 days of period. Op. Atty. Gen. 185a-5 (Jan. 2, 2020).

203B.082 ABSENTEE BALLOT DROP BOXES; SECURITY AND INTEGRITY.

Subdivision 1. **Definition.** As used in this section, “drop box” means a secure receptacle or container established to receive completed absentee ballots 24 hours per day. Drop box does not include a receptacle or container maintained by the United States Postal Service, or a location at which a voter or an agent may return a completed absentee ballot by providing it directly to an employee of the county auditor or municipal clerk.

Subd. 2. **Minimum security and integrity standards.** The county auditor or municipal clerk may provide locations at which a voter may deposit a completed absentee ballot enclosed in the completed signature envelope in a secure drop box, consistent with the following security and integrity standards:

- (1) each drop box must be continually recorded during the absentee voting period;
- (2) each drop box must be designed to prevent an unauthorized person from moving, removing, or tampering with the drop box;
- (3) each drop box placed in an outdoor location must be fastened to a building, bolted to a concrete pad, or otherwise attached to a similarly secure structure;
- (4) ballots deposited in a drop box must be secured against access by any unauthorized person, and in the case of a drop box located in an outdoor location, the drop box must be secured against damage due to weather or other natural conditions;
- (5) each drop box must contain signage or markings that:
 - (i) clearly identifies the drop box as an official absentee ballot return location; and
 - (ii) include the location and hours where an agent may return an absentee ballot;
- (6) deposited ballots must be collected at least once per business day during the absentee voting period by the county auditor, municipal clerk, or an elections official trained by the county auditor or

municipal clerk in the proper maintenance and handling of absentee ballots and absentee ballot drop boxes, and in the security measures used to protect absentee ballots; and

(7) ballots collected from each drop box must be properly date-stamped and stored in a locked ballot container or other secured and locked space consistent with any applicable laws governing the collection and storage of absentee ballots.

Subd. 3. Publication of locations required. (a) The county auditor or municipal clerk must provide a list of designated absentee ballot drop box locations to the secretary of state no later than 40 days prior to the start of the absentee voting period at every regularly scheduled primary or general election. The list must be published on the website of the county or municipality and on the website of the secretary of state at least 35 days prior to the start of the absentee voting period.

(b) The county auditor or municipal clerk must provide an updated list of designated absentee ballot drop box locations to the secretary of state no later than 20 days prior to the start of the absentee voting period at every regularly scheduled primary or general election, if any locations have changed or been added since submission of the list under paragraph (a). The list must be published on the website of the county or municipality and on the website of the secretary of state at least 15 days prior to the start of the absentee voting period.

Subd. 4. Electioneering prohibited. Section 211B.11 applies to conduct within 100 feet of an absentee ballot drop box established under this section.

History: *1Sp2021 c 12 art 4 s 5*

203B.085 COUNTY AUDITOR'S OFFICE AND MUNICIPAL CLERK'S OFFICES TO REMAIN OPEN DURING CERTAIN HOURS PRECEDING ELECTION.

Amendments are effective June 1, 2023.

Subdivision 1. State general elections. Prior to a state general election, the county auditor's office in each county and the clerk's office in each city or town authorized under section 203B.05 to administer voting before election day must be open:

- (1) until 7:00 p.m. on the Tuesday before the election;
- (2) from 9:00 a.m. to 3:00 p.m. on the two Saturdays before the election;
- (3) from 9:00 a.m. to 3:00 p.m. on the Sunday immediately before the election; and (4) until 5:00 p.m. on the day before the election.

A polling place designated under section 203B.081, subdivision 4, may be open alternate days and hours.

Subd. 2. Other elections. In elections other than the state general election, the county auditor's office in each county and the clerk's office in each city or town authorized under section 203B.05 to administer ~~absentee balloting~~ voting before election day must be open for ~~acceptance of absentee ballot applications and casting of absentee ballots~~ voting as authorized under section 203B.081 from 10:00-9:00 a.m. to 3:00 p.m. on Saturday and until 5:00 p.m. on the day immediately preceding a primary, special, or general election unless that day falls on a Saturday or Sunday. Town clerks' offices, and county auditors' offices if the county auditor has agreed to perform those duties on behalf of the town, must be open for absentee voting from 10:00 a.m. to 12:00 noon on the Saturday before a town general election held in March. The school district clerk, when performing the county auditor's election duties, need not comply with this section.

Subd. 3. Voters in line. All voters in line at a time when a polling place is scheduled to close must be allowed to vote in the same manner as provided in section 204C.05, subdivision 2.

History: *1983 c 303 s 4; 1991 c 265 art 9 s 61; 1999 c 132 s 13; 2000 c 467 s 8; 2004 c 293 art 2 s 13; 2023 c 62 art 4 s 50*

203B.09 FORM AND CONTENT OF REQUIRED MATERIALS; RULES OF SECRETARY OF STATE.

The secretary of state shall adopt rules establishing the form, content, and type size and style for the printing of blank applications for absentee ballots, absentee voter lists, return envelopes, certificates of eligibility to vote by absentee ballot, ballot envelopes and directions for casting an absentee ballot. Any official charged with the duty of printing any of these materials shall do so in accordance with these rules.

History: *1981 c 29 art 3 s 9; 1990 c 585 s 20*

E.2.b.

(FOR USE BY LOCAL JURISDICTIONS)

APPLICATION / PERMIT OUTDOOR
PUBLIC FIREWORKS DISPLAY

Applicant instructions:

1. This application is for an **outdoor** public fireworks display only and is **not** valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.
3. Fee upon application is \$ _____ and must be made payable to _____

Name of Applicant (Sponsoring Organization): Crosslake Chamber – Cindy Myogeto

Address of Applicant: County Road 3 & Route 66, Crosslake MN

Name of Applicant’s Authorized Agent: North Star Fireworks – Tracy Wright

Address of Agent: 701 Charles St, Brainerd MN 56401

Telephone Number of Agent: 612-743-3512 Date of Display: 2/2/24 Time of Display: 6:00-11:00 pm

Location of Display: Community Center Ballfield

Manner and place of storage of fireworks prior to display: ATF approved bunker

Type and number of fireworks to be discharged: Assorted aerial shells up to 3” and cakes

MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.

Name of Supervising Operator: Troy Wright Certificate No.: 1071

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

1. Proof of a bond or certificate of insurance in amount of at least \$ _____ Certificate attached
(Suggested Amount: \$1.5 million minimum)
2. A diagram of the ground at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display. 2-5 adults over 21

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

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent): _____ Date: _____

Signature of Fire Chief/County Sheriff: _____ Date: _____

Signature of Issuing Authority: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/29/2023

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

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

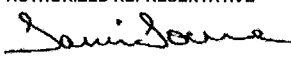
PRODUCER Ryder Rosacker McCue & Huston (MGD by Hull & Company) 509 W Koenig St Grand Island NE 68801	CONTACT NAME: Kristy Wolfe PHONE (A/C, No, Ext): 308-382-2330 E-MAIL ADDRESS: kwolfe@ryderinsurance.com	FAX (A/C, No): 308-382-7109
	INSURER(S) AFFORDING COVERAGE	
INSURED North Star Fireworks LLC 701 Charles St Brainerd MN 56401	INSURER A : SCOTTSDALE INS CO	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

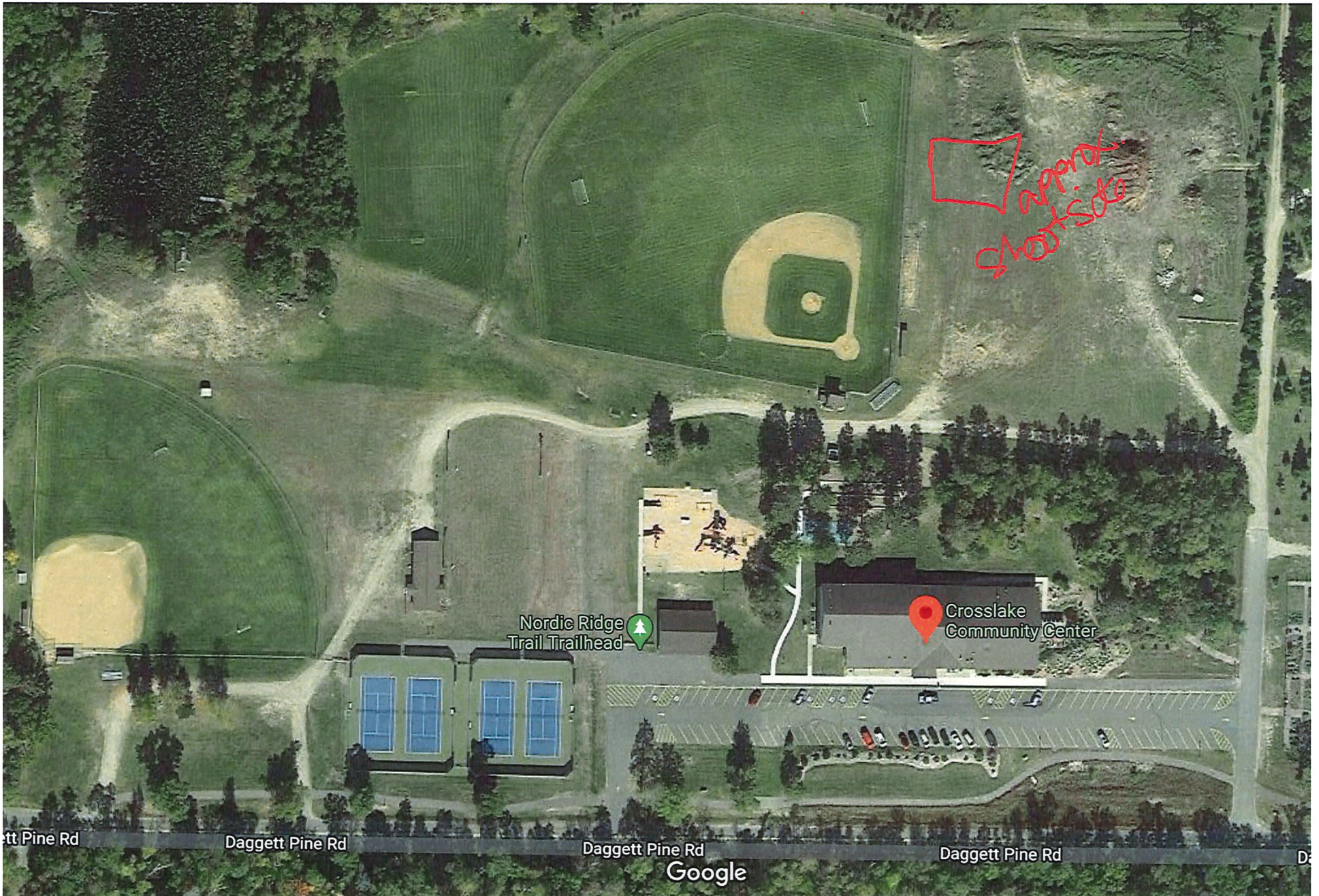
COVERAGES **CERTIFICATE NUMBER:** 1936351975 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPS4054460	9/24/2023	9/24/2024	EACH OCCURRENCE \$ 1,500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,500,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Regarding the General Liability coverage, Waiver of Subrogation applies to the entities listed below per attached form CG 24 04 when required by written agreement.
Regarding the General Liability coverage, Blanket Additional Insured applies to the entities listed below per attached form GLS-150s when required by written agreement.
Display date: 2/2/24 Location: Crosslake Community Center
City of Crosslake

CERTIFICATE HOLDER City of Crosslake 13888 Daggett Bay Rd Crosslake MN 56442	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--



approx.
short side

Nordic Ridge
Trail Trailhead

Crosslake
Community Center

Daggett Pine Rd Daggett Pine Rd Daggett Pine Rd Daggett Pine Rd

Google

E.
3.

City of Crosslake

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:

FROM	DONATION	INTENDED PURPOSE
PAL Foundation	\$1,274.52	Pine River Overlook Park
PAL Foundation	\$174.65	Halloween Party
Judith C. Nelson	\$1,500.00	Police Department
Crosslake Firefighters Relief Association	\$2,000.00	Knox Boxes
Crosslake Firefighters Relief Association	\$849.95	Trauma Backpacks
Emily Hurlbert	\$100.00	Library

; 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 11th day of December, 2023.

David Nevin
Mayor

ATTEST:

Michael R. Lyonais
City Administrator (SEAL)

F.I.

Crosslake Pedestrian and Intersection Improvement Project

AESTHETIC COST ESTIMATE UPDATE INFORMATION

DECEMBER 11, 2023 COUNCIL MEETING

Assumptions

- Boulevard improvement is continuous (vegetation or hardscape)
 - County pays 100% for typical turf establishment
 - City pays additional cost for hardscape (color, stamping)
- Roundabout improvements (center & medians)
 - County pays 100% for concrete and typical turf establishment
 - City pays for additional cost for enhancements
 - Concrete can be enhanced with color, no stamping
 - Center can be mounded with shrubs and small trees
 - Center to have electrical service and irrigation
- Lighting improvements (roundabout and crossing locations)
 - County pays 100% for standard lighting installation at roundabout
 - City pays additional cost for enhancements
 - Decorative Pole with added height & Fixture (more required)
 - Banner Arms, Planter Arms, GFCI Outlet, Flag Holder
 - County and City pay for lighting at crossing locations

Net City Construction Cost Summary

Base = \$25,500

- Boulevard = \$0
- Roundabout & Center = \$0
- Lighting = \$25,500

Aesthetic Enhanced = \$449,318.50

- Hardscape Boulevard = \$158,231.50
- Roundabout & Center = \$44,587.00
- Lighting = \$246,500



CROW WING COUNTY



Estimated Aesthetic Cost Detail

Boulevard Improvements

1. Base improvement would be a 4.3' grass boulevard next to an 8' wide concrete sidewalk. Estimated improvement cost of \$12,768.50 would be 100% County.



2. Enhanced Improvement would be a 4.3' hardscape boulevard (colored and stamped concrete) next to an 8' wide concrete sidewalk. Estimated improvement cost would be \$171,000. The resulting net City cost for an enhancement of this type is estimated to be \$158,231.50.



BOULEVARD AESTHETIC IMPROVEMENTS								
Item	Estimated Unit Price	Total Estimated Quantity	Unit	Total Estimated Cost	CROW WING COUNTY (BASE COST)		CITY OF CROSSLAKE (ENHANCEMENT COST)	
					Quantity	Cost	Quantity	Cost
COMMON TOPSOIL BORROW (6" THICK)	\$44.00	160	CU YD	\$7,040.00	160	\$7,040.00	0	\$0.00
TURF ESTABLISHMENT	\$0.67	8550	SQ FT	\$5,728.50	8550	\$5,728.50	0	\$0.00
4" STAMPED CONCRETE BOULEVARD WITH INTEGRAL COLOR	\$20.00	8550	SQ FT	\$171,000.00	0	\$0.00	8550	\$171,000.00
BOULEVARD AESTHETIC IMPROVEMENTS TOTALS:						\$12,768.50		\$171,000.00

Roundabout Improvements

1. Base center improvement would be a grass center area with plain concrete truck apron and medians. Estimated center improvement cost of \$2,887.15 for turf would be 100% County.



2. Enhanced center improvements with shrubs, small trees, electrical service, irrigation line, color enhancement of truck apron and medians would add an estimated \$44,587.00 to the cost which would be 100% City.



ROUNDBABOUT AESTHETIC IMPROVEMENTS								
Item	Estimated Unit Price	Total Estimated Quantity	Unit	Total Estimated Cost	CROW WING COUNTY (BASE COST)		CITY OF CROSSLAKE (ENHANCEMENT COST)	
					Quantity	Cost	Quantity	Cost
COMMON TOPSOIL BORROW (6" THICK)	\$44.00	36	CU YD	\$1,584.00	36	\$1,584.00	0	\$0.00
18" ADDITIONAL THICKNESS FOR COMMON TOPSOIL BORROW	\$44.00	108	CU YD	\$4,752.00	0	\$0.00	108	\$4,752.00
TURF ESTABLISHMENT	\$0.67	1945	SQ FT	\$1,303.15	1945	\$1,303.15	0	\$0.00
COLOR ENHANCEMENT FOR TRUCK APRON	\$45.00	369	SQ YD	\$16,605.00	0	\$0.00	369	\$16,605.00
COLOR ENHANCEMENT FOR 6" CONCRETE MEDIAN	\$30.00	411	SQ YD	\$12,330.00	0	\$0.00	411	\$12,330.00
DECIDUOUS TREES	\$650.00	3	EACH	\$1,950.00	0	\$0.00	3	\$1,950.00
SHRUB (NO. 3 CONTAINER)	\$65.00	10	EACH	\$650.00	0	\$0.00	10	\$650.00
SHRUB (CONIFEROUS, 3' HEIGHT)	\$80.00	10	EACH	\$800.00	0	\$0.00	10	\$800.00
ELECTRICAL SERVICE FOR CENTER OF ROUNDBABOUT	\$5,000.00	1	LUMP SUM	\$5,000.00	0	\$0.00	1	\$5,000.00
IRRIGATION FOR CENTER OF ROUNDBABOUT	\$2,500.00	1	LUMP SUM	\$2,500.00	0	\$0.00	1	\$2,500.00
ROUNDBABOUT AESTHETIC IMPROVEMENTS TOTALS:						\$2,887.15		\$44,587.00

Lighting Improvements

1. Base lighting improvement would be standard lighting at roundabout (12) and at pedestrian crossings (4). Estimated lighting improvement cost of \$136,000 (City portion estimated to be \$25,500 for 3 pedestrian crossings).



2. Decorative enhance improvement at roundabout would increase number of installations (15) for lighting safety and maintain 4 at pedestrian crossings. Estimated decorative lighting enhancement cost would increase the lighting by \$221,000 which would be 100% City. Total decorative lighting cost is estimated to be \$357,000.



ROUNDBABOUT & PEDESTRIAN MOBILITY LIGHTING IMPROVEMENTS								
Item	Estimated Unit Price	Total Estimated Quantity	Unit	Total Estimated Cost	CROW WING COUNTY (BASE COST)		CITY OF CROSSLAKE (ENHANCEMENT COST)	
					Quantity	Cost	Quantity	Cost
MNDOT 9-40 LIGHT (ROUNDBABOUT)	\$8,500.00	12	EACH	\$102,000.00	12	\$102,000.00	0	\$0.00
MNDOT 9-40 LIGHT (PEDESTRIAN MOBILITY)	\$8,500.00	4	EACH	\$34,000.00	1	\$8,500.00	3	\$25,500.00
IMPROVED AESTHETIC LIGHT (ROUNDBABOUT)	\$8,500.00	12	EACH	\$102,000.00	0	\$0.00	12	\$102,000.00
IMPROVED AESTHETIC LIGHT (PEDESTRIAN MOBILITY)	\$8,500.00	4	EACH	\$34,000.00	0	\$0.00	4	\$34,000.00
ADDED DECORATIVE LIGHT (ACCEPTABLE LEVELS)	\$17,000.00	5	EACH	\$85,000.00	0	\$0.00	5	\$85,000.00
LIGHTING IMPROVEMENTS TOTALS:						\$110,500.00		\$246,500.00

F. 2.

MEMO TO: City Council

FROM: Charlene Nelson
City Clerk

DATE: December 7, 2023

SUBJECT: Retroactive Approval of Bills for Payment

Approval is requested to allow payment of all invoices received between December 11th and December 31st with retroactive Council approval. In order to pay for products and services obtained in 2023 with 2023 budgeted funds, it is necessary to continue paying bills through year-end. A listing of all bills paid during this time will be given to the Council for approval at the first Council Meeting in January.

SHORT TERM RENTAL LICENSING AGREEMENT

This Agreement is hereby entered into by and between the **County of Crow Wing** (“the County”) and the **City of _____** (“the City”) as of January 1, 2024.

Recitals

Whereas, the County enacted a Short Term Rental Ordinance effective November 28, 2023 that regulates and licenses short term rentals; and

Whereas, the City has enacted a Short Term Rental Ordinance that is identical to the Crow Wing County Short Term Rental Ordinance; and

Whereas, the City desires to relinquish Short Term Rental Licensing and have the County undertake said licensing, within the City pursuant to, and consistent with, the County’s Short Term Rental Ordinance; and

Whereas, the City will enforce their Short Term Rental Ordinance; and

Whereas, Minnesota Statutes Section 394.32 authorizes counties and cities to enter into an agreement whereby a county provides to a city planning and zoning services.

Terms

Now, therefore, it is agreed by the County and the City that, as of the date set forth above, the County will license Short Term Rentals for the City, within the incorporated area of the City pursuant to the following provisions:

1. Scope. This Agreement applies only to Short Term Rental Licenses. The parties do not intend for the City to relinquish authority over, or the County to take control of, any other aspect of the City’s planning and zoning.
2. License Procedure. All Short Term Rental Licenses, as required under this agreement, shall be processed and issued entirely by the County using the County’s regular application and licensing procedure. The City shall not issue Short Term Rental licenses of any kind, or accept any applications for Short Term Rentals. The County shall be solely responsible for determining whether an application is complete. Appeals from denial of a Short Term Rental license shall be to the County Administrator. The City shall supply its own attorney or representative for all appellate purposes.

3. Notice to City. The County shall provide the City with a copy of any Short Term Rental License as they relate to properties located within the City. Copies of said documents shall be delivered to the City electronically.
4. License Fees. The license fees for Short Term Rental Licenses shall be paid by the applicant directly to the County in accordance with the current County fee schedule. No portion of the permit fee shall accrue to the City. Refunds will not be issued due to termination of this contract.Inspections. The County shall have the authority to conduct on site inspections as part of the licensing process, as deemed necessary, at no additional charge.
5. Enforcement. The County shall undertake all usual and customary administrative efforts to gain compliance with licensing Short Term Rentals. Upon exhaustion of administrative compliance efforts, unresolved complaints shall be referred to the City for enforcement of the City Code. The County will submit referral information to the City electronically. The parties shall cooperate with each other as necessary to enforce the City ordinance.
6. City Data. The City shall provide the County with copies of any septic compliance inspections or other data as requested by the County for use in fulfilling the County's obligations under this Agreement.
7. Term. The term of this Agreement shall commence on January 1, 2024 after execution of this agreement by all parties This contract will automatically renew every January 1.
8. Termination. This Agreement may be terminated, with or without cause, by delivering a written notice of termination to the other party at least 60 days prior to the date of termination.
9. Compliance with Laws. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Crow Wing, State of Minnesota.
10. Indemnification. The County shall defend and indemnify the City for all claims for injury, death or property damage of any third person arising out of the County's performance of its obligations under this Agreement, provided that under no circumstances shall the County be required to pay on behalf of itself and other parties any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466. Furthermore, the City shall defend and indemnify the County for all claims for injury, death or property damage of any third person arising out of the City's performance of its obligations under this Agreement,

provided that under no circumstances shall the City be required to pay on behalf of itself and other parties any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466.

11. Miscellaneous.

- a. This Agreement contains the entire understanding of the parties with respect to the matters contained herein and supersedes all other written and oral agreements between the parties. Any amendment to this Agreement must be in writing and approved by the governing bodies of both parties before such amendment is effective.

- b. If any provision of this Agreement shall be held invalid or unenforceable, the validity or enforceability of the remaining provisions shall not be affected or impaired thereby.

County of Crow Wing

City of _____

By: _____
Rosemary Franzen
Crow Wing County Board Chair

By: _____
Mayor

By: _____
Timothy J. Houle
County Administrator

By: _____
City Clerk

By: _____
Don Ryan
County Attorney

By: _____
City Attorney

F.4.



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

13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

December 7, 2023
RE: Notice of Resignation

Dear Mayor and Council members,

This letter is to inform you that I have accepted an offer of employment from the City of Breezy Point approved at their Dec 4th meeting for a work date to begin Jan 2.

I want to thank you for the opportunity to serve the Citizens of Crosslake for two years as the Planning and Zoning Administrator.

I have enjoyed working with the Crosslake Team, Planning Commission, Council and Citizens of Crosslake and plan on continuing to do so until the end of December. Please accept this notice of my formal resignation.

Please feel free to reach out if you have any questions.

Sincerely,

Peter Gansen
Planning & Zoning Administrator
13888 Daggett Bay Road
Crosslake, MN 56442
Phone: (218) 692-2689
E-Mail: pgansen@crosslake.net

MEMO TO: City Council
FROM: Char Nelson, City Clerk
DATE: December 7, 2023
SUBJECT: Vacation Hours

At the end of the last pay period, I had a balance of 27.75 vacation hours to use before the end of the year. I had planned to have my balance under 160 by this time, however, in the last couple weeks, I came in on scheduled days off to attend Special Council Meetings and then worked extra hours to catch up on necessary work (including getting this packet out by Friday). I am requesting that the Council payout this vacation time, as allowed in MNPEA Union Agreement on page 9.

I am not opposed to taking that time off in December either, I just want you to be aware that there will be a delay in getting work completed in a timely matter. My preference would be to work as much as possible to get caught up from the vacation time I have used. Thank you for your consideration.

F. 6.

Comparison of Earned Sick and Safe Time (ESST) vs. Paid Leave Policy

This list is not intended to be an exhaustive list; it is intended for employers to use to begin comparing their existing paid leave policies to the ESST requirements to ensure employers are incorporating ESST requirements into their existing policies.

Policy Topic	Earned Sick and Safe Time (ESST)	Paid Leave Policy
Accrual Rate	If the employer chooses the carryover method, eligible employees must accrue a minimum of 1 hour of ESST for every 30 hours, worked up to 48 hours.	Employer paid leave policies may allow employees to accrue sick, vacation, or paid time off (PTO) at a faster accrual rate than ESST. If an employer chooses the carryover method, employers will need to make sure they are accurately tracking the accrual of ESST.
Carryover	If the employer chooses the carryover method, eligible employees may accrue up to 48 hours per year and can carry over any unused hours into the next year up to a maximum of 80 hours.	Employer paid leave policies may or may not allow employees to carry over paid leave from year to year up to a maximum accrual. Employers will need to check their policies with respect to carry over and make sure it permits carry over of ESST if the carry over method is chosen and that it differentiates from paid leave that is not carried over or aligns with paid leave that is carried over pursuant to policy.
Payout at the End of the Year	If the employer chooses the frontload method and frontloads 48 hours of ESST, the employer must pay out any unused ESST hours at the end of the year at the employee's regular rate of pay. If the employer chooses to frontload 80 hours of ESST, there is no obligation for the employer to pay out ESST at the end of the year.	Employer paid leave policies may or may not allow employees to be paid out their unused paid leave accruals at the end of the year. Employers will need to check their policies with respect to pay out at the end of the year and make sure it permits pay out ESST if the frontload 48 method is chosen and that it differentiates from paid leave that is not paid out at the end of the year or aligns with paid leave that is paid out at the end of the year pursuant to policy.
Payout at Separation	Employers are not required to pay out accrued and unused ESST at separation pursuant to the law. If an employer chooses to pay out accrued and unused ESST at separation, this choice goes above and beyond what is required by the law.	If an employer's paid leave policy indicates all or a portion of paid leave will be paid out at separation, this may apply to ESST if ESST is incorporated into the paid leave policy, unless the employer differentiates ESST. If an employer chooses to pay out all accrued and unused paid leave at separation, including ESST, employer should be aware that the ESST law requires employers to reinstate all accrued unused

Policy Topic	Earned Sick and Safe Time (ESST)	Paid Leave Policy
		ESST to employees if they return to work within 180 days of separation. This could result in a "double dip."
Increment of Time for Usage	Earned sick and safe time may be used in the smallest increment of time tracked by the employer's payroll system, provided such increment is not more than four hours.	If employers choose to incorporate ESST usage into its paid leave policy, employers should check their paid leave policies to make sure the increment of time for usage of ESST aligns with the increment permitted under the law.
Notification on Earnings Statement	Employer Earnings Statements provided to employees each payroll period must be updated to include the total number of accrued and used ESST hours each payroll period.	Employer Earnings Statements provided to employees each payroll period must be updated to include the total number of accrued and used ESST hours each payroll period.
Employees Eligible for Leave	ESST applies to all employees, including full-time, part-time, seasonal and temporary employees, and employees begin accruing ESST after 80 hours worked.	If employers incorporate ESST into an existing paid leave policy, they will need to make sure employees who may not be eligible for the paid leave (seasonal, part time, etc.) <u>are</u> designated and notified of their eligibility for ESST.
Definition of "Year"	A "year" for purposes of tracking ESST accrual is defined under the law as a regular and consecutive 12-month period, as determined by an employer and clearly communicated to each employee of that employer.	Employers must make sure their ESST policies clearly define a "year." If the "year" for ESST accrual is different from the "year" that is used under the paid leave policy or elsewhere in the employer's policies, the employer should make sure the policy is clear about how a "year" is defined for purposes of ESST.
Eligible Uses/Qualifying Reasons	<p>The qualifying reasons for ESST use are likely much broader than the reasons currently permitted for sick, vacation, or PTO use. Those qualifying reasons are outlined at § 181.9447, subd. 1 and should be specifically listed out in the ESST policy. The qualifying reasons are:</p> <ul style="list-style-type: none"> • Employee's mental or physical illness or other health condition. • Employee's need for medical diagnosis, care, or treatment of an illness, injury, or health condition. • Employee's need for preventive medical or health care. • Care of a family member with a mental or physical illness or other health condition. 	If an employer decides to incorporate ESST into an existing paid leave policy, the employer must make sure the qualifying reasons for ESST use as outlined at § 181.9445, subd. 5 are specifically listed in that paid leave policy.

Policy Topic	Earned Sick and Safe Time (ESST)	Paid Leave Policy
	<ul style="list-style-type: none"> • Care of a family member who needs medical diagnosis, care, or treatment of an illness, injury, or other health condition. • Care of a family member who needs preventive medical or health care. • Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking of the employee or the employee's family member. • Obtain services from a victim services organization due to domestic abuse, sexual assault, or stalking of the employee or employee's family member. • Obtain services from a victim services organization due to domestic abuse, sexual assault, or stalking of the employee or employee's family member. • Obtain psychological or other counseling due to domestic abuse sexual due to domestic abuse, sexual assault, or stalking of the employee or employee's family member. • Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking of the employee or employee's family member. • Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking of the employee or employee's family member. • Closure of the employee's place of business due to weather or public emergency or employee's need to care for a family member whose school or place of care has closed due to weather or public emergency. • Employee's inability to work or telework because the employee is prohibited from working by the employer due to health concerns related to transmission of a communicable illness related to a public emergency. 	

Policy Topic	Earned Sick and Safe Time (ESST)	Paid Leave Policy
	<ul style="list-style-type: none"> Employee's inability to work or telework because the employee is seeking or awaiting the results of a diagnostic test for, or medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis. When it has been determined by the health authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the health of other because of the exposure of the employee or family member to a communicable disease, whether or not the employee or family member has actually contracted the disease. 	
<p>Advanced Notice for Leave (Foreseeable)</p>	<p>If the need for use is foreseeable, an employer may require advance notice of the intention to use earned sick and safe time but must not require more than seven days' advance notice. An employer requiring notice must have a written policy containing reasonable procedures for employees to provide notice of the need to use earned sick and safe time and shall provide a written copy of such policy to employees. If a copy of the written policy has not been provided to an employee, an employer shall not deny the use of earned sick and safe time to the employee on that basis.</p>	<p>If employers incorporate ESST into an existing paid leave policy, employers must make sure the notice requirements for ESST usage are outlined in that policy.</p>
<p>Advanced Notice for Leave (Unforeseeable)</p>	<p>If the need is unforeseeable, an employer may require an employee to give notice of the need for earned sick and safe time as soon as practicable. An employer that requires notice of the need to use earned sick and safe time must have a written policy containing reasonable procedures for employees to provide notice of the need to use earned sick and safe time and shall provide a written copy of such policy to employees. If a copy of the written policy has not been provided to an employee, an employer shall not deny the use of earned</p>	<p>If employers incorporate ESST into an existing paid leave policy, employers must make sure the notice requirements for ESST usage are outlined in that policy.</p>


Policy Topic	Earned Sick and Safe Time (ESST)	Paid Leave Policy
	sick and safe time to the employee on that basis.	
Documentation	When an employee uses earned sick and safe time for more than three consecutive days, an employer may require reasonable documentation that the earned sick and safe time.	If employers incorporate ESST into an existing paid leave policy, employers must make sure the documentation requirements for ESST usage are outlined in that policy.
Definition of Family Member	<p>The definition of "family member" under ESST is defined at Minnesota Statute 181.9445, subdivision 7, and is likely broader than the definition of family member under employers existing policies. This definition includes the following:</p> <ul style="list-style-type: none"> • Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis. • Spouse or registered domestic partner. • Sibling, stepsibling, or foster sibling. • Biological, adoptive, or foster parent; stepparent, or a person who stood in loco parentis when the employee was a minor child. • Grandchild, foster grandchild, or step-grandchild. • Grandparent or step-grandparent. • A child of a sibling of the employee. • A sibling of the parents of the employee. • A child-in-law or sibling-in-law. • Any of the family members listed above of a spouse or registered domestic partner. • Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. • Up to one individual annually designated by the employee. 	If employers incorporate ESST into an existing paid leave policy, employers must make sure the definition of "family member" for ESST usage is clearly outlined and differentiated from the definition of "family member" for paid leave usage.

Article XII. LEAVES OF ABSENCE


Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a worker's compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 12.01 Earned Sick and Safe Leave

 ***Effective January 1, 2024, Earned Sick and Safe time is a requirement for all MN employers with one or more employees to provide paid leave benefits as described below to all eligible employees. Employers may choose to allow employees to accrue more than the maximum hours provided below but are not required to do so. Cities providing Earned Sick and Safe time to employees under a paid time off policy that may be used for the same purpose and under the same conditions that meets or exceeds the minimum standards of this policy, are not required to provide additional earned sick and safe time. Thus, MN Earned Sick and Safe Leave will not preempt local paid sick leave city ordinances. However, because city ordinances and leave policies vary, attention to the details of Minnesota law is important. To that end, some organizations may find it helpful to make a side-by-side comparison of their existing sick leave policies with this model language to more readily discern where enhancements to policies are required, and where city policies are richer than state law.***

“Earned Sick and Safe Leave” is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for the city.

 ***The city will need to clearly define in the policy how the 12-month period is calculated whether that be for example, a calendar year, the city's fiscal year or 12-months based on an employee's work anniversary.***

 ***Cities will want to refer to LMC's Paycheck Memo for updated required earning statement requirements.***

(a) Earned Sick and Safe Leave Use

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (_____ list amount here, but it cannot be more than four hours) for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition

- Need for preventative care
- Closure of the employee's place of business due to weather or other public emergency
- The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
- With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

(b) For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis

- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(c) Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.



State law requires an employer provide notice to all employees regarding Earned Sick and Safe Leave rights on January 1, 2024, or at the start of an employee's employment, whichever is later. The Minnesota Department of Labor's website states a sample employee notice is forthcoming. In the employee notification and personnel policies, cities will want to be sure to define how their 12-month period is calculated, employee Earned Safe and Sick Leave rights, the amount of leave available and how employees may use it, requirements for reasonable notification procedures, and list the prohibitions on retaliation. . If a copy of the written policy has not been provided to an employee, an employer shall not deny the use of earned sick and safe time to the employee on that basis.

Employers must maintain the confidentiality of Earned Sick and Safe records, medical certifications, histories and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records should be maintained confidentially and apart from personnel files.

Per the statute, employees may request the city to destroy or return records under Earned Sick and Safe Leave that are older than three years prior to the current calendar year.

(d) Carry Over of Earned Sick and Safe Leave

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.



Alternatively, the city may wish to avoid the carry over by providing eligible employees with one of these options:

- *48 hours of “front loaded” Earned Sick and Safe Leave for the year, available for the employee’s immediate use and then pay out any accrued but unused Earned Sick and Safe Leave at the end of the year at the employee’s hourly rate of pay, OR*
- *80 hours of Earned Sick and Safe Leave for the year, available for the employee’s immediate use, without any pay out to the employee for accrued but unused Earned Sick and Safe Leave.*

Other than a city elected payout as described above, there is no requirement under statute to pay out any accrued but unused accrued Earned Sick and Safe Leave.

(e) Retaliation prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member’s immigration status for exercising a right under Earned Sick and Safe Leave.

(f) Benefits and return to work protections

During an employee’s use of Earned Sick and Safe Leave, an employee will continue to receive the city’s employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee’s time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation , previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

F. 7. a.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Crosslake (hereinafter "City") and Minnesota Public Employees Association MNPEA (hereafter "Union") representing the City Administrator.

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective through December 31, 2024; and

WHEREAS, the City initially received a health insurance renewal from the Minnesota Health Care Consortium – Medica with a 6.3% premium increase; and

WHEREAS, the health insurance renewal from the Minnesota Health Care Consortium – Medica maintained the existing 10000/20000 out of network, out of pocket limit; and

WHEREAS, the City then received a health insurance proposal from the Medica Small Employer Market with a 15% to 17% premium decrease; and

WHEREAS, the health insurance proposal from the Medica Small Employer Market does not include an out of network, out of pocket limit; and

WHEREAS; both the 2024 renewal with the Minnesota Health Care Consortium – Medica and the 2024 proposal from the Medica Small Employer Market include a deductible increase from \$3000/\$6000 in 2023 to \$3200/\$6400 in 2024 as a result of IRS requirements which require said increase in 2024 to maintain an embedded deductible.

NOW, THEREFORE, the City and the Union agree as follows:


1. Effective January 1, 2024, the Employer will provide health insurance for its employees and their dependents through the Medica Small Employer Market.
2. Article XVI Insurance Section 1 of the collective bargaining agreement shall be modified to add the following: “Effective January 1, 2024, the benefit level shall not be reduced from the current policy through the Medica Small Employer Market.”
3. Effective in 2024 only, the Employer shall contribute an additional \$200 to the HSA for employees with single health insurance coverage and an additional \$400 to the HSA for employees with family health insurance coverage. These additional contributions shall be made in four (4) equal pro-rata quarterly installments (\$50/\$100) payable as of the beginning of each quarter of the calendar year to then-eligible employees.
4. This Memorandum of Agreement is contingent upon the ability of the City to make said changes for the group health insurance plan, including but not limited to the agreement of all bargaining units for said changes.
5. This Memorandum of Agreement is based on the unique circumstances of the present

matter and shall not constitute a precedent with respect to future negotiations or other matters involving the City and Union.


6. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on _____ day of _____ 2023.

FOR THE UNION



Business Agent



Local Union Steward

CITY OF CROSSLAKE

Mayor

F.7.b.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Crosslake (hereinafter "City") and Minnesota Public Employees Association MNPEA (hereafter "Union") representing Confidential and Supervisory employees.

WHEREAS, the City and the Union are parties to a collective bargaining agreement for 2022-2024; and

WHEREAS, the City initially received a health insurance renewal from the Minnesota Health Care Consortium – Medica with a 6.3% premium increase; and

WHEREAS, the health insurance renewal from the Minnesota Health Care Consortium – Medica maintained the existing 10000/20000 out of network, out of pocket limit; and

WHEREAS, the City then received a health insurance proposal from the Medica Small Employer Market with a 15% to 17% premium decrease; and

WHEREAS, the health insurance proposal from the Medica Small Employer Market does not include an out of network, out of pocket limit; and

WHEREAS; both the 2024 renewal with the Minnesota Health Care Consortium – Medica and the 2024 proposal from the Medica Small Employer Market include a deductible increase from \$3000/\$6000 in 2023 to \$3200/\$6400 in 2024 as a result of IRS requirements which require said increase in 2024 to maintain an embedded deductible.

NOW, THEREFORE, the City and the Union agree as follows:

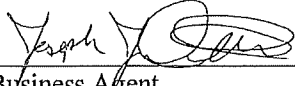
1. Effective January 1, 2024, the Employer will provide health insurance for its employees and their dependents through the Medica Small Employer Market.
2. Article XVI Insurance Section 1 of the collective bargaining agreement shall be modified to add the following: “Effective January 1, 2024, the benefit level shall not be reduced from the current policy through the Medica Small Employer Market.”
3. Effective in 2024 only, the Employer shall contribute an additional \$200 to the HSA for employees with single health insurance coverage and an additional \$400 to the HSA for employees with family health insurance coverage. These additional contributions shall be made in four (4) equal pro-rata quarterly installments (\$50/\$100) payable as of the beginning of each quarter of the calendar year to then-eligible employees.
4. This Memorandum of Agreement is contingent upon the ability of the City to make said changes for the group health insurance plan, including but not limited to the agreement of all bargaining units for said changes.
5. This Memorandum of Agreement is based on the unique circumstances of the present

matter and shall not constitute a precedent with respect to future negotiations or other matters involving the City and Union.

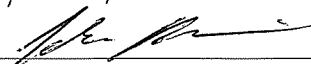
6. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on _____ day of _____ 2023.

FOR THE UNION



Business Agent



Local Union Steward

CITY OF CROSSLAKE

Mayor

F. 7. C.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Crosslake (hereinafter "City") and AFSCME Local No. 689 (hereafter "Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement for 2022-2024; and

WHEREAS, the City initially received a health insurance renewal from the Minnesota Health Care Consortium – Medica with a 6.3% premium increase; and

WHEREAS, the health insurance renewal from the Minnesota Health Care Consortium – Medica maintained the existing 10000/20000 out of network, out of pocket limit; and

WHEREAS, the City then received a health insurance proposal from the Medica Small Employer Market with a 15% to 17% premium decrease; and

WHEREAS, the health insurance proposal from the Medica Small Employer Market does not include an out of network, out of pocket limit; and

WHEREAS; both the 2024 renewal with the Minnesota Health Care Consortium – Medica and the 2024 proposal from the Medica Small Employer Market include a deductible increase from \$3000/\$6000 in 2023 to \$3200/\$6400 in 2024 as a result of IRS requirements which require said increase in 2024 to maintain an embedded deductible.

NOW, THEREFORE, the City and the Union agree as follows.

1. Effective January 1, 2024, the Employer will provide health insurance for its employees and their dependents through the Medica Small Employer Market.
2. Article XVI Insurance Section 1 of the collective bargaining agreement shall be modified to add the following: “Effective January 1, 2024, the benefit level shall not be reduced from the current policy through the Medica Small Employer Market.”
3. Effective in 2024 only, the Employer shall contribute an additional \$200 to the HSA for employees with single health insurance coverage and an additional \$400 to the HSA for employees with family health insurance coverage. These additional contributions shall be made in four (4) equal pro-rata quarterly installments (\$50/\$100) payable as of the beginning of each quarter of the calendar year to then-eligible employees.
4. This Memorandum of Agreement is contingent upon the ability of the City to make said changes for the group health insurance plan, including but not limited to the agreement of all bargaining units for said changes.
5. This Memorandum of Agreement is based on the unique circumstances of the present matter and shall not constitute a precedent with respect to future negotiations or other

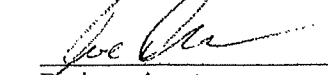
matters involving the City and Union.

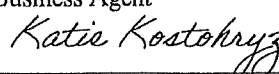
6. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on 28th day of November 2023.

FOR THE UNION

CITY OF CROSSLAKE



Business Agent


Local Union Steward

Mayor

F. 7. d.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Crosslake (hereinafter "City") and Teamsters Local No. 346 (hereafter "Union") representing Police Officers.

WHEREAS, the City and the Union are parties to a collective bargaining agreement for 2022-2024; and

WHEREAS, the City initially received a health insurance renewal from the Minnesota Health Care Consortium – Medica with a 6.3% premium increase; and

WHEREAS, the health insurance renewal from the Minnesota Health Care Consortium – Medica maintained the existing 10000/20000 out of network, out of pocket limit; and

WHEREAS, the City then received a health insurance proposal from the Medica Small Employer Market with a 15% to 17% premium decrease; and

WHEREAS, the health insurance proposal from the Medica Small Employer Market does not include an out of network, out of pocket limit; and

WHEREAS; both the 2024 renewal with the Minnesota Health Care Consortium – Medica and the 2024 proposal from the Medica Small Employer Market include a deductible increase from \$3000/\$6000 in 2023 to \$3200/\$6400 in 2024 as a result of IRS requirements which require said increase in 2024 to maintain an embedded deductible.

NOW, THEREFORE, the City and the Union agree as follows.

1. Effective January 1, 2024, the Employer will provide health insurance for its employees and their dependents through the Medica Small Employer Market.
2. Article XVI Insurance Section 1 of the collective bargaining agreement shall be modified to add the following: “Effective January 1, 2024, the benefit level shall not be reduced from the current policy through the Medica Small Employer Market.”
3. Effective in 2024 only, the Employer shall contribute an additional \$200 to the HSA for employees with single health insurance coverage and an additional \$400 to the HSA for employees with family health insurance coverage. These additional contributions shall be made in four (4) equal pro-rata quarterly installments (\$50/\$100) payable as of the beginning of each quarter of the calendar year to then-eligible employees.
4. This Memorandum of Agreement is contingent upon the ability of the City to make said changes for the group health insurance plan, including but not limited to the agreement of all bargaining units for said changes.
5. This Memorandum of Agreement is based on the unique circumstances of the present matter and shall not constitute a precedent with respect to future negotiations or other

matters involving the City and Union.

6. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on _____ day of _____ 2023.

FOR THE UNION



Business Agent

Local Union Steward

CITY OF CROSSLAKE

Mayor

G.I.A.

PARK AND RECREATION – FEE SCHEDULE

- Deposits: \$50 for meeting rooms. \$100 for gymnasium.
- Flat Fee of \$11 for use of the kitchen.
- All groups utilizing the Community Center before or after regular hours will be charged \$20 an hour in addition to the regular costs of room or gym rental. Regular hours are Monday – Thursday 8am-8pm; Friday 8am-4pm; Saturday 8am-4pm; and Sunday 12pm-4pm.
- Civic Clubs and Community Clubs meeting room use that exceeds 6 hours a day will be charged an additional \$11.
- Set Up/Take Down Fee: This service will only be available if staffing permits and will be assessed to all groups utilizing rental space. The minimum charge for set up of equipment will be \$10. Up to 6 banquet tables will be set up for this fee. A fee of \$3 per table will be charged for set up and take down of tables over the amount of six. The \$10 minimum fee for set up/take down does apply for card tables. Up to 25 chairs will be set up for free. Additional cost of chair set up/take down is \$1 per chair. Groups can avoid the set up/take down fees by setting up equipment themselves.

TYPE OF ACTIVITY

FEE

MEETING ROOM RENTALS

There is a flat rate of \$11/per hour for meeting room #3. Meeting rooms #1 and #2 can be rented together for a discount of \$5/per hour if no other group discounts apply.

- | | |
|---|---|
| • City Activities | No Cost |
| • Youth Clubs | No Cost |
| • School District Youth Sports/Charter School | No Cost - Up to 2
Events Per Week/2
Hours Per Event |
| • County, State, Federal | \$11/Hour |
| • Community Education | \$1.50/Per Person |
| • Civic Clubs | \$11/Up to 6 Hours |
| (Lions and Legion have one free event (2 day maximum) per year. After hour fees are charged if event takes place after or before regular hours) | |
| • Community Clubs, Non-profits | \$11/Up to 6 Hour
or \$33/ Per Day |
| • Lake Associations | \$20/Per Hour |
| • Private Groups and Other Businesses | \$20/Per Hour |

GYM RENTALS

- | | |
|--|---|
| • City Activities | No Cost |
| • Youth Clubs | \$11/Per Hour |
| • County, State, Federal | \$16/Hour |
| • School District Youth Sport/Charter School | No Cost – Up to 2
Events Per Week/2
Hours Per Event |
| • Charter School After School Sports Club | \$100/8 Week Session |
| • Civic Clubs | \$25/Per Hour |

- Community Clubs \$25/Per Hour
- Private Groups, Lake Associations and Other Businesses \$40/Per Hour

MISCELLANEOUS RENTALS

- Disc Golf Set – ~~2~~ Hours \$5/2 Hours
- Picnic Shelter \$30
(Two \$50 deposits are required. Beer and wine permits are available with City approval at a cost of \$30)
- Tennis Racket \$3/2 Hours
- Snowshoe Rental (2 Hours) \$5/Pair
- Pickleball – 2 to 4 Paddles, 2 Balls \$5/2 Hours
- Pickleball – 5 to 8 Paddles, 4 Balls \$10/2 Hours
- Ping Pong \$3/2 Hours
- Shuffleboard \$5/2 Hours
- Popcorn Machine \$25/Day (\$50 Cleaning Deposit)

MISCELLANEOUS SALES

- Disc Golf Disc (1 Disc) \$13
- Disc Golf Discs (Set of 3) \$32
- Tennis Balls \$4/Can
- Trail Maps \$1/Per Two- Sided Copy
- Shower \$3
- Water \$1/Bottle
- Bench with Engraving and Installation \$900

ACTIVITY FEES

- T-Ball – Per Season \$35
- Mustang Baseball – Per Season \$35
- Colt Baseball and Up – Per Season \$45
- SilverSneakers Class Punch Card \$28/8 Classes
- SilverSneakers Class Day Pass \$4
- Discount Program Punch Card \$10/20 Classes
- Pickleball Day Pass \$4 \$5
- Pickleball 10 Day Punch Card \$30
- Pickleball Annual Membership \$50 \$75
- Basketball for Grades K-2 \$30
- Basketball for Grades 3-6 \$30
- Summer Basketball Camp \$30/6 Sessions
- Soccer for Grades K-1– Per Season \$30
- Soccer for Grades 2-3 – Per Season \$35
- Soccer for Grades 4-6 – Per Season \$40
- Soccer for Grades 7-12 – Per Season \$65
- Summer Soccer Camp \$25/6 Sessions
- Tennis for Seniors – Per Season \$25
- Tennis for Seniors – Day Pass \$4
- Tennis Lessons – Per Week \$42

- Tennis Lessons – 3 Weeks \$100
- Volleyball – Daily \$4
- Volleyball – 10 Weeks \$20
- Weight Room – Daily \$8
- Weight Room – Monthly \$35
- Weight Room – 2 Months \$70
- Weight Room – Quarterly \$90
- Weight Room – Semi Annual \$160
- Weight Room – Nine Month \$225
- Weight Room – Annual \$260
- 10 Day Punch Card \$55
- Veteran’s 10% Discount on any Membership
- Youth Sports Late Fee: Extra \$25 after deadline; if space is available

LIBRARY

- Library Cards \$5 – Adult
\$1 – Student
\$5 – Replacement
Cost of Replacement
- Material Fines Cost of Replacement
- Administrative Fee – fine for notice sent out \$5
- Summer Reading Program \$5
- Storage Disc \$2
- One Time Computer Use (without card purchase) \$3
- Copies (limit of 25 pages per day) \$0.25/per page

Crosslake Parks & Recreation

G.I.B.

Crosslake Community Center 14126 Daggett Pine Rd Crosslake, MN 56442

MEMO TO: City Council

FROM: TJ Graumann

DATE: 12/6/2023

SUBJECT: Notice of Retirement, Jane Monson

Attached to this memo you will find a letter from Jane Monson regarding her retirement. Jane's last day with the City of Crosslake will be February 21st, 2024. Jane has been with us for over 22 years and has welcomed hundreds of thousands of patrons at the front desk of the Community Center. On behalf of the Parks, Recreation/Library Department, we thank Jane for her service to the community and wish her the best as she starts this new journey with her family.

Tuesday, November 14, 2023

To:
TJ Graumann, Parks and Recreation Director
Mike Lyonais, City Administrator
Crosslake City Council Members

From:
Jane Monson, Manager of Parks, Recreation and Library

Dear TJ, Mike and Council Members,

Please accept this letter as my formal notice of retirement from the Manager of Parks, Recreation and Library position. My last working day will be February 21st, 2024.

I am grateful for the opportunities and experiences my employment with the City of Crosslake has offered me. Although I will miss the employees, volunteers and the wonderful people I have encountered over these many years, I am looking forward to my next chapter and spending time with my family and friends.

I will do all I can to help prepare for a smooth transition for my replacement.

Thank you and best regards,



Jane Monson



City of Crosslake, Minnesota
FIRE DEPARTMENT

G.2.b.

December 11, 2023

Memo

RE: Declare Equipment Surplus

To: Mayor, City Council Members

The Crosslake Fire Department would like to declare the following equipment surplus.

- 2013 Chevrolet Tahoe

The sale of this vehicle will go towards the cost of the 2023 GMC Command Vehicle that is in the 2024 Budget.

Chip Lohmiller
Chief
Crosslake Fire Department





Crosslake EDA Budget 2024

G.S.A.



Crosslake EDA 2024 Goals

- Communication:
 - Crosslake Council, Chamber, Crosslakers
 - Quarterly Articles in N'Land Press, Echo Journal, Brainerd Dispatch
 - Identify resources with/through other organizations and Communities
- Business Growth Opportunities:
 - Impact of Loon Center on business climate
 - Identify/Interview new business opportunities
 - Collaborate with BLAEDC on potential feeder business
- Update Website (continuous)
- Provide quarterly update to Crosslake City Council
- Host 2 Regional Workshops
- Continued work on the Comp Plan

G.4.a.

Motions from Public Works Meeting Held 12/04/223. (All Members were present.)

Approval of November 6, 2023 Minutes:

Motion by Mic Tschida, seconded by Gordy Wagner to approve the November 6, 2023 Minutes – Motion carries with all ayes.

Nagell Appraisal & Consulting – 2024 Road Projects:

Motion by Bob Frey, seconded by Mic Tschida to hire Nagell Appraisal for an opinion of market benefit range for the 2024 Mill and Overlay area along 1.9 - mile segment of Daggett Pine Road – Motion carries with all ayes.

Chip Seal Community Center Parking Lot:

Motion by Tim Berg, seconded by Gordy Wagner to include the community center parking lot in the 2024 chip sealing program – Motion carries with all ayes.

Striping Machine:

Motion by Mic Tschida, seconded by Tim Berg to purchase a striping machine using funds not used in 2024 for road striping. Pat to come back with detailed cost update and recommendation – Motion carries with all ayes.

Motion to Adjourn:

Motion at 4:58 PM by Tim Berg, seconded by Gordy Wagner to adjourn the meeting – Motion carries with all ayes.

[2023 12.04.2023 Motions from Public Works Meeting.docx](#)

NAGELL APPRAISAL & CONSULTING

12805 Highway 55
Plymouth, MN 55441
Established in 1968

Phone: 952-544-8966

Fax: 952-544-8969

Client: City of Cross Lake
Attn: Phil Martin, P.E. Principal Engineer Bolton & Menk, Inc
756 Design Road, #200, Baxter, MN

December 2, 2023

RE: A Restricted Appraisal Letter Report special benefit if any for street improvements in Crosslake

Dear Phil:

Thank you for your interest in obtaining services regarding the project above. Per your email, you indicated a preliminary opinion of market benefit range if any to the properties in the project noted herein.

Report Use: The letter report is for the sole internal use of the city only and is to assist the city for guidance regarding special assessment determination for the properties in the proposed improvement project. Should an owner(s) appeal the assessment amount, a standard narrative appraisal report would be needed for district court, which would involve a separate fee.

Value Type: This is a restricted appraisal letter report, it provides a preliminary general range of market benefit if any for the various property types like those in the project. If an appraisal is needed for a specific property, it is possible the benefit could fall outside the range.

Project Description:

- 1) Mill and overlay area along 1.9 mile segment of Daggett Pine Road.

Property Types in the Project:

Commercial, Cross Lake Community Center, Multi-Family, Church, Single Family, Acreage, Land, Lake Front.

Contact for access, Not necessary.

Scope of Report: Driveby viewing of the subject properties. (2) Note the physical and/or economic factors that could affect the properties. (3) Comment on market benefit if any based on observations of the market. (4) Provide a general range of benefit if any for properties in the project. Given the scope of the assignment, supporting data is retained in the appraiser files. Ethan Waytas, MAI, Certified General 40368613 to co-sign the letter.

Report Format: A **Letter report** for a general range for the various property types will be provided. Supporting data retained in the appraisers workfile.

Fee: The fee is **\$1,800 total**. Any meetings, owner contact, appraisal reports, any discovery, preparation and testifying would be extra and billed at \$175 per hour. Client named above is responsible for payment in a timely manner.

Due Date: Report can be **completed in about 4 weeks** from engagement.

Information needed by the appraiser: Description of the before condition of the road and project.

Our Company: Our company has 10 employees and has been in business since 1968 and has sufficient knowledge, experience, education, contacts and resources to competently complete this assignment. Our services will be delivered in a manner that is independent, impartial, and objective. We do not warrant the outcome of this matter, and neither the amount nor payment of our fees is contingent on any result.

NOTE: If you agree to the above terms, please sign below and return by email or mail.

If you have any additional questions, please do not hesitate to contact me.

Sincerely,



William R. Waytas
Certified General 4000813, MN

Signature _____

Date _____



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

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

November 20, 2023

Mike Lyonais, City Administrator
13888 Daggett Bay Road
Crosslake, MN 56442

RE: Crosslake 2022 Road Improvements – Contractor's Pay Application No. 4 (Final)

Dear Mike:

Enclosed are three (3) copies of Contractor's Pay Application No. 4 (Final) for work completed through October 31, 2023 for the above referenced project. The value of the work completed as of this date was \$644,636.83. The City of Crosslake has made a previous payment of \$644,636.83. Therefore, the net amount to pay is \$32,231.84.

Additionally, we have included copies of signed IC 134 forms from the contractor and their subcontractors for City files.

We recommend approval of the Contractor's Pay Application No. 4 (Final) in the amount of \$32,231.84.

Please retain one signed payment copy for your records, submit one copy to our office in Baxter, and submit the remaining copy to the Contractor with payment when approved.

If you have any questions, please contact me at 218-821-7265.

Sincerely,

Bolton & Menk, Inc.

Phillip M. Martin, PE
Principal Engineer

Enclosures –*Contractor's Pay Application No. 4 (Final) (3 copies)*

CONTRACTOR'S PAY REQUEST
2022 ROAD IMPROVEMENT PROJECT



BOLTON & MENK

Real People. Real Solutions.

DISTRIBUTION:

- CONTRACTOR (1)
- OWNER (1)
- ENGINEER (1)

CITY OF CROSSLAKE -
BMI PROJECT NO. 0B1124577

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$686,313.12
TOTAL, COMPLETED WORK TO DATE	\$644,636.83
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$644,636.83
RETAINED PERCENTAGE (0.0%)	\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$644,636.83
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$612,404.99
PAY CONTRACTOR AS ESTIMATE NO. 4	\$32,231.84

CERTIFICATE FOR FINAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that applicable provisions of the M.S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Anderson Brothers Construction Company
 11325 State Highway 210
 Brainerd, MN 56401

By [Signature] Name S. Up Title

Date 11/21/2023

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 7656 DESIGN ROAD, STE 200, BAXTER, MN 56425

By [Signature], CONSULTING ENGINEER

Date 11/6/2023

APPROVED FOR PAYMENT:

OWNER:

By _____ Title _____ Date _____

And _____ Title _____ Date _____

Pay Request No.:

4

2022 ROAD IMPROVEMENT PROJECT



Real People. Real Solutions.

CITY OF CROSSLAKE
BMI PROJECT NO. 0B1124577

WORK COMPLETED THROUGH TUESDAY, OCTOBER 31, 2023

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION	\$15,500.00	1.00	LUMP SUM \$15,500.00	1.00	LUMP SUM \$15,500.00	1.00	LUMP SUM \$15,500.00
2	CLEARING & GRUBING	\$11,847.72	0.10	ACRE \$1,184.77	0.10	ACRE \$1,184.77	0.10	ACRE \$1,184.77
3	REMOVE BITUMINOUS PAVEMENT	\$3.75	7,707.00	SQ YD \$28,901.25	7,707.00	SQ YD \$28,901.25	7,707.00	SQ YD \$28,901.25
4	REMOVE CONCRETE DRIVEWAY	\$4.00	42.00	SQ YD \$168.00	42.00	SQ YD \$168.00	42.00	SQ YD \$168.00
5	FULL DEPTH RECLAMATION (4")	\$2.40	6,915.00	SQ YD \$16,596.00	6,915.00	SQ YD \$16,596.00	6,915.00	SQ YD \$16,596.00
6	REMOVE MAILBOX SUPPORT	\$26.40	100.00	EACH \$2,640.00	122.00	EACH \$3,220.80	122.00	EACH \$3,220.80
7	REMOVE PIPE CULVERT	\$12.65	50.00	LIN FT \$632.50	74.00	LIN FT \$936.10	74.00	LIN FT \$936.10
8	SALVAGE SIGN	\$52.80	3.00	EACH \$158.40	3.00	EACH \$158.40	3.00	EACH \$158.40
9	SALVAGE & REINSTALL RECLAIM MATERIAL (EV) (P)	\$15.85	300.00	CU YD \$4,755.00	300.00	CU YD \$4,755.00	300.00	CU YD \$4,755.00
10	COMMON EXCAVATION (EV) (P)	\$9.75	2,130.00	CU YD \$20,767.50	2,130.00	CU YD \$20,767.50	2,130.00	CU YD \$20,767.50
11	SUBGRADE EXCAVATION	\$10.30	320.00	SQ YD \$3,296.00	106.00	SQ YD \$1,091.80	106.00	SQ YD \$1,091.80
12	SELECT GRANULAR BORROW (LV)	\$17.80	650.00	CU YD \$11,570.00	234.00	CU YD \$4,165.20	234.00	CU YD \$4,165.20
13	TOPSOIL BORROW (LV)	\$47.00	400.00	CU YD \$18,800.00	195.00	CU YD \$9,165.00	195.00	CU YD \$9,165.00
14	AGGREGATE SURFACING (CV), CLASS 5	\$30.00	77.00	CU YD \$2,310.00	81.00	CU YD \$2,430.00	81.00	CU YD \$2,430.00
15	AGGREGATE BASE (CV) (P), CLASS 5	\$35.00	1,430.00	CU YD \$50,050.00	1,430.00	CU YD \$50,050.00	1,430.00	CU YD \$50,050.00
16	AGGREGATE BASE (LV), CLASS 5	\$30.00	200.00	CU YD \$6,000.00	31.17	CU YD \$935.10	31.17	CU YD \$935.10
17	AGGREGATE SHOULDERING (CV), CLASS 1	\$51.00	206.00	CU YD \$10,506.00	277.00	CU YD \$14,127.00	277.00	CU YD \$14,127.00
18	TYPE SP 9.5, NONWEARING COURSE MIXTURE (2,C)	\$77.00	1,600.00	TON \$123,200.00	1,473.04	TON \$113,424.08	1,473.04	TON \$113,424.08
19	TYPE SP 9.5, WEARING COURSE MIXTURE (2,C)	\$79.50	1,200.00	TON \$95,400.00	1,206.17	TON \$95,890.52	1,206.17	TON \$95,890.52
20	BITUMINOUS DRIVEWAY PATCH	\$21.24	980.00	SQ YD \$20,815.20	857.75	SQ YD \$18,218.61	857.75	SQ YD \$18,218.61
21	12" RC PIPE CULVERT	\$90.59	52.00	LIN FT \$4,710.68	52.00	LIN FT \$4,710.68	52.00	LIN FT \$4,710.68
22	12" RC PIPE APRON	\$871.00	2.00	EACH \$1,742.00	2.00	EACH \$1,742.00	2.00	EACH \$1,742.00
23	12" CAS PIP CULVERT	\$65.75	42.00	LIN FT \$2,761.50	68.00	LIN FT \$4,471.00	68.00	LIN FT \$4,471.00
24	12" CAS PIPE APRON	\$343.15	2.00	LIN FT \$686.30	4.00	LIN FT \$1,372.60	4.00	LIN FT \$1,372.60
25	CONCRETE CURB & GUTTER DESIGN D418	\$29.40	125.00	LN FT \$3,675.00	125.00	LN FT \$3,675.00	125.00	LN FT \$3,675.00
26	CONCRETE DRIVEWAY PAVEMENT (6")	\$97.65	60.00	SQ YD \$5,859.00	40.00	SQ YD \$3,906.00	40.00	SQ YD \$3,906.00
27	TRAFFIC CONTROL	\$2,310.00	1.00	LUMP SUM \$2,310.00	1.00	LUMP SUM \$2,310.00	1.00	LUMP SUM \$2,310.00
28	STABILIZED CONSTRUCTION EXIT	\$765.40	1.00	LUMP SUM \$765.40	1.00	LUMP SUM \$765.40	1.00	LUMP SUM \$765.40
29	INLET PROTECTION	\$158.35	2.00	EACH \$316.70	2.00	EACH \$316.70	2.00	EACH \$316.70
30	SILT FENCE, MACHINE SLICED	\$2.40	707.00	LIN FT \$1,696.80	477.00	LIN FT \$1,144.80	477.00	LIN FT \$1,144.80
31	SEED, FERTILIZE, HYDRAULIC MATRIX	\$5,518.60	0.87	ACRE \$4,801.18	1.34	ACRE \$7,394.92	1.34	ACRE \$7,394.92
32	SEDIMENT CONTROL LOG TYPE WOOD CHIP	\$5.25	422.00	LIN FT \$2,215.50	323.00	LIN FT \$1,695.75	323.00	LIN FT \$1,695.75
33	MAIL BOX SUPPORT	\$103.45	100.00	EACH \$10,345.00	122.00	EACH \$12,620.90	122.00	EACH \$12,620.90
34	MAIL BOX (TEMPORARY)	\$1,055.75	1.00	LUMP SUM \$1,055.75	1.00	LUMP SUM \$1,055.75	1.00	LUMP SUM \$1,055.75
35	SIGN TYPE C	\$211.15	2.00	EACH \$422.30	2.00	EACH \$422.30	2.00	EACH \$422.30
36	INSTALL SIGN	\$95.00	3.00	EACH \$285.00	3.00	EACH \$285.00	3.00	EACH \$285.00
37	MOBILIZATION	\$11,205.00	1.00	LUMP SUM \$11,205.00	1.00	LUMP SUM \$11,205.00	1.00	LUMP SUM \$11,205.00
38	REMOVE MAILBOX SUPPORT	\$26.40	9.00	EACH \$237.60	0.00	EACH \$0.00	0.00	EACH \$0.00
39	REMOVE PIPE CULVERTS	\$12.65	120.00	LIN FT \$1,518.00	120.00	LIN FT \$1,518.00	120.00	LIN FT \$1,518.00
40	REMOVE METAL CULVERT	\$12.65	35.00	LIN FT \$442.75	35.00	LIN FT \$442.75	35.00	LIN FT \$442.75
41	REMOVE BITUMINOUS PAVEMENT	\$2.75	142.00	SQ YD \$390.50	142.00	SQ YD \$390.50	142.00	SQ YD \$390.50
42	GEOTEXTILE FABRIC TYPE 5	\$3.15	4,000.00	SQ YD \$12,600.00	4,000.00	SQ YD \$12,600.00	4,000.00	SQ YD \$12,600.00
43	COMMON EXCAVATION (EV) (P)	\$9.75	1,888.00	CU YD \$18,408.00	1,888.00	CU YD \$18,408.00	1,888.00	CU YD \$18,408.00
44	SELECT GRANULAR BORROW (CV) (P)	\$17.80	1,340.00	CU YD \$23,852.00	1,340.00	CU YD \$23,852.00	1,340.00	CU YD \$23,852.00
45	AGGREGATE SURFACING (CV) CLASS 5	\$30.00	30.00	TON \$900.00	0.00	TON \$0.00	0.00	TON \$0.00
46	AGGREGATE BASE (CV) CLASS 5	\$42.00	340.00	CU YD \$14,280.00	340.00	CU YD \$14,280.00	340.00	CU YD \$14,280.00
47	FULL DEPTH RECLAMATION	\$2.40	3,466.00	SQ YD \$8,318.40	3,466.00	SQ YD \$8,318.40	3,466.00	SQ YD \$8,318.40
48	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	\$79.00	540.00	TON \$42,660.00	494.37	TON \$39,055.23	494.37	TON \$39,055.23
49	6" CAS PIPE APRON	\$369.50	8.00	EACH \$2,956.00	8.00	EACH \$2,956.00	8.00	EACH \$2,956.00
50	15" CAS PIPE APRON	\$401.20	1.00	EACH \$401.20	1.00	EACH \$401.20	1.00	EACH \$401.20

Pay Request No.:

2022 ROAD IMPROVEMENT PROJECT

4



CITY OF CROSSLAKE
 BMI PROJECT NO. 0B1124577

WORK COMPLETED THROUGH TUESDAY, OCTOBER 31, 2023

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
51	6" CAS PIPE CULVERT	\$63.35	120.00	LIN FT \$7,602.00	120.00	LIN FT \$7,602.00	120.00	LIN FT \$7,602.00
52	15" CAS PIPE CULVERT	\$68.60	64.00	LIN FT \$4,390.40	64.00	LIN FT \$4,390.40	64.00	LIN FT \$4,390.40
53	CONSTRUCT DRAINAGE STRUCTURE DESIGN SD-48	\$881.00	7.19	LIN FT \$6,334.39	7.00	LIN FT \$6,167.00	7.00	LIN FT \$6,167.00
54	NEENAH R4340-A BEEHIVE FRAME AND GRATE	\$1,319.65	2.00	EACH \$2,639.30	2.00	EACH \$2,639.30	2.00	EACH \$2,639.30
55	MAIL BOX SUPPORT	\$103.45	9.00	EACH \$931.05	0.00	EACH \$0.00	0.00	EACH \$0.00
56	MAIL BOX (TEMPORARY)	\$211.15	1.00	LUMP SUM \$211.15	0.00	LUMP SUM \$0.00	0.00	LUMP SUM \$0.00
57	STABILIZED CONSTRUCTION EXIT	\$765.00	1.00	LUMP SUM \$765.00	1.00	LUMP SUM \$765.00	1.00	LUMP SUM \$765.00
58	STORM DRAIN INLET PROTECTION	\$158.35	2.00	EACH \$316.70	2.00	EACH \$316.70	2.00	EACH \$316.70
59	SILT FENCE, TYPE MS	\$2.40	275.00	LIN FT \$660.00	200.00	LIN FT \$480.00	200.00	LIN FT \$480.00
60	SEDIMENT CONTROL LOG TYPE STRAW	\$3.70	260.00	LIN FT \$962.00	260.00	LIN FT \$962.00	260.00	LIN FT \$962.00
61	SCREENED TOPSOIL BORROW (LV)	\$47.00	360.00	CU YD \$16,920.00	220.00	CU YD \$10,340.00	220.00	CU YD \$10,340.00
62	FERTILIZER TYPE 1	\$1.05	100.00	POUND \$105.00	123.00	POUND \$129.15	123.00	POUND \$129.15
63	EROSION CONTROL BLANKET CATEFORY 3N	\$5.30	77.00	SQ YD \$408.10	0.00	SQ YD \$0.00	0.00	SQ YD \$0.00
64	TURF REINFORCEMENT MAT CATEGORY 1	\$47.50	12.00	SQ YD \$570.00	0.00	SQ YD \$0.00	0.00	SQ YD \$0.00
65	SEEDING	\$1,055.75	0.50	ACRE \$527.88	0.66	ACRE \$696.80	0.66	ACRE \$696.80
66	SEED MIXTURE 25-121	\$7.40	30.00	POUND \$222.00	20.00	POUND \$148.00	20.00	POUND \$148.00
67	SEED MIXTURE 25-151	\$5.30	100.00	POUND \$530.00	140.00	POUND \$742.00	140.00	POUND \$742.00
68	HYDRAULIC REINFORCED FIBER MATRIX	\$1.05	2,250.00	POUND \$2,362.50	1,400.00	POUND \$1,470.00	1,400.00	POUND \$1,470.00
BID TOTAL AMOUNT:			\$661,525.65		\$619,849.36		\$619,849.36	
CO 1	BIRCH NARROWS SUBCUT	\$19,106.07	1.00	LUMP SUM \$19,106.07	1.00	LUMP SUM \$19,106.07	1.00	LUMP SUM \$19,106.07
CO 2	BIRCH NARROWS ADDITIONAL TREE REMOVAL/EROSION	\$5,681.40	1.00	LUMP SUM \$5,681.40	1.00	LUMP SUM \$5,681.40	1.00	LUMP SUM \$5,681.40
TOTAL AMOUNT:			\$686,313.12		\$644,636.83		\$644,636.83	