

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**CITY OF CROSSLAKE**  
**MONDAY, JANUARY 8, 2024**  
**7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

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

**B. ORGANIZATIONAL MEETING APPOINTMENTS**

1. Appointment of Legal Services (Council Action-Motion)
  - a. Civil (Ratwik, Roszak & Maloney)
  - b. Labor (Madden Galanter Hansen)
  - c. Prosecuting (Crow Wing County)
  - d. Bond Counsel (Taft Law)
  - e. Bond Advisor (David Drown Associates)
2. Designate Acting Mayor – (Council Action-Motion)
3. Appointment of 2-Ex Officios to the Fire Relief Association (Mayor and City Administrator) (Council Action-Motion)
4. Approve Schedule of Regular Council Meetings – (2<sup>nd</sup> Monday of Month at 7:00 P.M.) (Council Action-Motion)
5. Approve 2024 Schedule of City Council and Commission Meeting Dates (Council Action-Motion)
6. Appointment of Official Newspaper (Council Action-Motion)
  - a. Letter from Echo Publishing Re: 2024 Rates
7. Appointment of City Engineer – Bolton & Menk – (Council Action-Motion)
8. Approval of Official Depositories – (Frandsen Bank, 4M Fund) (Council Action-Motion)
9. Designate Signatories on City Checking and Savings Accounts – (Mayor, Acting Mayor, City Administrator, and City Clerk) (Council Action-Motion)
10. Designate Electronic Fund Transfer Delegates – (Mayor, Acting Mayor, City Administrator, City Clerk) (Council Action-Motion)
11. Memo dated January 8, 2024 from Mayor Nevin Re: Commission Appointments (Council Action-Motion)

**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. Unadjusted Draft 12.31.2023 Month End Revenue Report
2. Unadjusted Draft 12.31.2023 Month End Expenditures Report
3. Unadjusted Draft 12.31.2023 Balance Sheet

4. Approve 2024 Mileage Reimbursement Rate (Current IRS Amount is \$0.67)
5. Approve Weed Inspector – (Mayor Nevin)
6. Approve Assistant Weed Inspector – (Patrick Wehner)
7. Police Report for Crosslake – December 2023
8. Police Report for Mission Township – December 2023
9. Police Department Year End Report: 2023
10. Police Department Mission Township Year End Report: 2023
11. Fire Department Report – December 2023
12. Public Safety Commission Minutes of November 1, 2023
13. Planning and Zoning Monthly Statistics
14. Planning and Zoning Meeting Minutes of November 17, 2023
15. Parks & Recreation/Library Commission Minutes of October 25, 2023
16. Parks, Recreation & Library Annual Report 2023
17. Waste Partners Recycling Report for November 2023
18. Resolution Approving Off-Site Charitable Gambling by the Northern Lakes Youth Hockey Assn at Whitefish Lodge and Suites on 2/3/24 and 3/16/24
19. Approval of F.I.R.E. Invoice
20. Bills Paid from 12/12/23 to 12/31/23
21. Bills for Approval

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

1. Resolution Accepting Donations (Council Action-Motion)
2. Schedule Date for City Administrator Evaluation
3. Discuss Wages for Police Officers and Police Chief (Council Action-Motion)
4. Email dated January 2, 2024 from Marcia Seibert-Volz Requesting MMUA Report and Employee Leave Report
  - a. MMUA Report (to be handed out at meeting)
  - b. Employee Leave Control Report dated 12/27/23
5. Robin Sylvester & Sonia Slack – Discuss Local Ballot Control
6. Memo dated January 4, 2024 from Phil Martin Re: Lighting Update for CSAH 3/66 Pedestrian & Intersection Improvements (Council Information)
7. Mike O'Connell – Discuss Parking Lane at Crosslake Community School
  - a. Email dated January 4, 2024 from Mike Stone Re: CSAH 66 Improvement

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

1. Planning & Zoning Fee Schedule Adjustments (Council Action-Motion)
2. Recommendation from Planning & Zoning Commission to Approve Ordinance Amendment Request from Matthew Gallaway (Council Action-Motion)
3. Approval of Revised Planning & Zoning Administrator Job Description (Council Action-Motion)
4. Resolution to Approve Waste Hauler Licenses for 2024 (Council Action-Motion)
5. Approval to Publish Notice of Licensed Waste Haulers in Official Newspaper (Council Action-Motion)
6. Memo dated January 8, 2024 from City Administrator Re: Recommendation to Approve Preliminary Review of Pay Equity Report and Authorization to File Report (Council Action-Motion)



## **G. COMMISSION REPORTS**

1. ECONOMIC DEVELOPMENT AUTHORITY
  - a. Report from Tyler Glynn of BLAEDC
  
2. PARK & RECREATION/LIBRARY
  - a. Approval of Crosslake Nordic Ridge Non-Motorized Trail Permit (**Council Action-Motion**)

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

## **I. CITY ATTORNEY REPORT**

## **J. NEW BUSINESS**

## **K. OLD BUSINESS**

## **L. ADJOURN**

B.l.a.



Ratwik, Roszak & Maloney, P.A.

*City of Crosslake*

*Civil Attorney Legal Services*

*November 9, 2023*

*Joseph J. Langel  
jjl@ratwiklaw.com*

*Jordan H. Soderlind  
jhs@ratwiklaw.com*

*444 Cedar Street, Suite 2100, Saint Paul, Minnesota 55101  
Phone: (612) 339-0060 Facsimile: (612) 339-0038  
www.ratwiklaw.com*

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## **EXECUTIVE SUMMARY**

Ratwik, Roszak & Maloney, P.A., is pleased to present this proposal for providing civil attorney legal services to the City of Crosslake. As detailed below, we are a specialty law firm focused almost exclusively on municipal law. We represent over 100 cities, counties, school districts and joint powers entities throughout the State of Minnesota. The basic services set forth in the Request for Proposals lists legal services that we have been providing to our clients for many years. We have the experience necessary to professionally and efficiently represent the City of Crosslake.

Joseph Langel would serve as the Crosslake City Attorney. Joe has practiced municipal law for over 28 years, representing cities, counties, school districts, joint powers entities, and statutory entities. He is currently the appointed City Attorney for 12 cities.

## **STATEMENT OF UNDERSTANDING**

We reviewed the Basic Services provided in the Request for Proposals. Each of the items listed are generally understood to be within typical general counsel work for a city attorney. Our firm is experienced in these matters and is prepared to provide these services to the City of Crosslake. These services include:

- Attend Council, Committee and staff meetings as requested.
- Draft ordinances, resolutions and correspondence as needed.
- Prepare or review development agreements, contracts.
- Assist with nuisance abatement and code violations.
- Acquire and dispose of property, including by condemnation.
- Review RFP and bidding documents.
- Represent the City in litigation.
- Advise on Open Meeting Law and Data Practices Act.
- Provide legal opinions.
- Update and train staff on legal developments.
- Draft special legislation.

## **FIRM BACKGROUND**

The firm was founded more than 35 years ago by Paul Ratwik, John Roszak and Patricia Maloney, each of whom already had extensive experience in municipal law. Since its founding, the firm has expanded and built its practice on the strength of its attorneys and dedication to its public clients. From the beginning, Ratwik, Roszak & Maloney, P.A. focused its practice exclusively on local government law. We take pride in representing cities, counties, school districts, joint powers entities and other governmental entities throughout Minnesota. Because of our reputation and expertise,

the State of Minnesota also retains the firm for special investigations. The firm's focus is reflected in its billings, 99% of which are to government clients. That percentage has remained consistent for many years.

Our attorneys provide a full range of legal services and have expertise in all areas of law affecting public entities, including, but not limited to:

- Public sector labor and employment law
- Public contracting law
- Open Meeting Law and Data Practices Act
- Real estate acquisition (including the use of eminent domain)
- Ordinance drafting
- Code enforcement
- Environmental law
- Municipal litigation
- Contract drafting, including development agreements
- Zoning issues, including variances and conditional use permits

We currently have 16 attorneys (8 shareholders and 8 associates) and five support staff (office administrator, three paralegals/secretaries, secretary/receptionist). A brief description of the attorneys' practice areas is attached. All are experienced municipal law attorneys.

Our office is in downtown Saint Paul, providing us with centralized access to our statewide and regional clientele. We maintain a comprehensive municipal law library as well as access to Westlaw and other online research sources. We utilize Microsoft Word and Foxit (.pdf) for document editing. The vast majority of our client communications, even with nearby clients, is by phone and e-mail. We maintain a state-of-the-art computer network and phone system that provides our attorneys with 24-hour access to voice mail, e-mail, and our entire document database and file system.

There have been no malpractice claims or ethics complaints against our firm or the firm's attorneys in the last five years. The firm obtains malpractice insurance coverage in the amount of \$5,000,000 from Minnesota Lawyers Mutual. The firm is an equal opportunity employer.

## ATTORNEY QUALIFICATIONS

As indicated above, Joe Langel would serve as the City Attorney for the City of Crosslake. Joe graduated from Loras College, magna cum laude, with a B.A. degree in Political Science and Economics, earned an M.A. degree in International Relations from the University of Chicago, and earned his law degree, cum laude, from the University of Minnesota Law School. He was admitted to the Minnesota bar in 1994 (license number 249403). Following a year as a judicial law clerk at the Minnesota Court of Appeals, Joe joined Ratwik, Roszak & Maloney and has been practicing municipal law full time ever since. A senior shareholder with the firm, he is a member of the Minnesota State Bar Association, and is admitted to practice in Minnesota and Wisconsin, as well as Minnesota Federal District Court and the Eighth Circuit Court of Appeals.

Virtually all of Joe's work relates to municipal law. Joe is the appointed City Attorney for Brainerd, Crosby, Isanti, Clear Lake, Ironton, Jordan, Deerwood, Cass Lake, Fifty Lakes, Breezy Point, Blackduck, and Federal Dam. The services provided to these cities is consistent with the scope of work sought by Crosslake. Joe is also the appointed attorney for the Metropolitan Mosquito Control District and the Lake Minnetonka Conservation District.

The firm has ample backup to assist Joe. For example, Jordan Soderlind is a senior associate at the firm. He graduated from William Mitchell College of Law, earning a J.D., magna cum laude. He is admitted to practice in Minnesota and the U.S. District Court for the District of Minnesota. He is a member of the Minnesota Bar Association, the Ramsey County Bar Association, and the Minnesota Defense Lawyers Association. Mr. Soderlind almost exclusively represents public entities regarding municipal powers and duties, include Data Practices and the Minnesota Open Meeting Law, and in civil litigation. He has conducted numerous employment investigations and has considerable experience in labor and employment law matters. Timothy Sullivan is a shareholder of the firm and has been with Ratwik, Roszak & Maloney, P.A. his entire career. He graduated from Winona State University, earning B.A. and B.S. degrees, magna cum laude, and graduated first in his class from Hamline University School of Law, earning a J.D., summa cum laude. He is admitted to practice in Minnesota, the U.S. District Court for the District of Minnesota, and the Eighth Circuit Court of Appeals. He is a member of the Minnesota State Bar Association and is currently the Chair of the Governmental Liability Committee of the Minnesota Defense Lawyers Association. Throughout his career, Mr. Sullivan has almost exclusively represented public entities, primarily advising municipalities regarding municipal powers and duties, including Data Practices and the Minnesota Open Meeting Law. He has conducted numerous employment investigations and has substantial experience in labor and employment law matters, including discipline and discharge of public employees, interest arbitrations, grievance arbitrations, veterans' preference matters, employee leaves, performance improvement plans, drafting labor agreements, and union negotiations. Mr. Sullivan is



the City Attorney for the City of Mayer, the primary Labor/Employment Attorney for the City of Isanti and would be Joe's primary backup in the event Joe is not available.

City work will be coordinated through Joe Langel, who will be the primary point of contact for all legal areas. Joe will assign attorneys and staff as appropriate given the nature of the work. The firm's associate attorneys are each knowledgeable and experienced in municipal law, and may be assigned to review and draft contracts, research and draft legal opinions, perform investigations and generally assist shareholders in representing the City. Shareholders monitor all work performed by associates to assure that high quality service is provided at the lowest practical cost.

### **CITY / ATTORNEY RELATIONSHIP**

Nearly all communications with our clients occur via phone or e-mail. Many inquiries are routine in nature and can be handled immediately. Other requests are prioritized based on their nature, timing and complexity. Some matters must be handled quickly because of statutory deadlines or client timelines; others are more long-term in nature (such as litigation matters). Timeliness of legal services is of great importance for all our clients. We discuss the timing of assignments with our clients when we receive them to ensure there are no misunderstandings and we work hard to meet our clients' expectations. We have the capacity to provide reports and memos and other responses in reasonable time frames, subject to possible interruptions caused by trials, hearings and illness.

Our physical legal library consists of reference materials covering a number of areas (e.g., real property law, construction law, law and employment law, liquor law, Minnesota Basic Code, parliamentary procedure, etc.). For case law and related research, we utilize Westlaw and other online search engines. We use ProLaw for our file and document system. Our entire firm's filing and document system is based in the cloud and available to our attorneys and staff from anywhere at any time.

Invoices are issued monthly and are broken down by file. We bill in one-tenth hour increments and provide a description of the services provided, the billing attorney, and all out-of-pocket costs incurred. Payment can be made by check or ACH.

### **CONFLICTS OF INTEREST**

When new matters come into the office, the firm's attorneys consult one another and run a conflict check to assure no conflict of interest exists. A list of new matters is circulated weekly to all attorneys. In the event a potential conflict of interest may exist, we promptly notify each client or prospective client. If the firm reasonably believes that representation of one client will not adversely affect the relationship with the other client,

we will undertake representation only if both clients consent. If we believe our representation of a client could be materially limited by our relationship with another client, we will not represent the client, but will assist the client in finding adequate representation. Our goal in identifying and resolving all conflicts is to maintain the loyalty present in all our client relationships.

The firm presently represents over 100 public entities consisting of cities, counties, school districts and joint powers entities, including the Metropolitan Mosquito Control District and the Lake Minnetonka Conservation District. We do not believe that our representation of any existing clients will create a direct conflict of interest with our representation of the City of Crosslake. The firm does not represent developers.

The meeting dates of the cities currently represented by Joe are set forth below. Please note that Joe only regularly attends Council meetings in Brainerd and Crosby; all other cities are by request only. Jordan Soderlind will attend Council meeting for the City of Crosslake.

Brainerd – 1 <sup>st</sup> and 3 <sup>rd</sup> Mondays	Breezy Point - 1 <sup>st</sup> Monday
Crosby – 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays	Fifty Lakes – 2 <sup>nd</sup> Tuesday
Jordan – 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays	Blackduck – 1 <sup>st</sup> Tuesday
Clear Lake - 1 <sup>st</sup> Monday	Cass Lake – 1 <sup>st</sup> Wednesday
Ironton - 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday	Federal Dam – 2 <sup>nd</sup> Monday
Deerwood - 1 <sup>st</sup> Monday	Isanti – 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday

### COMPENSATION

Our billing is for actual time incurred in 1/10 hour (6 minute) increments. We propose the following hourly rates:

	MISCELLANEOUS	LITIGATION	DEVELOPER PAID
<b>Shareholders</b>	\$190.00/hr.	\$200.00/hr.	\$240.00/hr.
<b>Associates</b>	\$170.00/hr.	\$185.00/hr.	\$195.00/hr.
<b>Paralegal</b>	\$90.00/hr.	\$90.00/hr.	\$90.00/hr.
<b>Legal Secretary</b>	No Charge	No Charge	No Charge

Out-of-pocket costs (e.g., filing fees, service fees, depositions, etc.) are billed at cost, without surcharges. Mileage will be billed at the current rate set by the IRS. There are no charges for ordinary photocopies, faxes, printing, or word processing.

Our firm issues detailed monthly billing statements including itemized dates of service, identification of attorney and any support personnel providing services, actual

time spent for services, detailed description of the service provided, fees for the service provided, and all associated costs and expenses related to the service provided. Billing statements are also organized by project / file.

**It is our practice to not charge new clients for the cost of initially familiarizing ourselves with pending issues when we assume the role of an entity's attorney. We will meet with staff and discuss all current issues and projects at no cost to the City of Crosslake.**

## REFERENCES

City of Brainerd  
Jennifer Bergman, City Administrator  
501 Laurel Street  
Brainerd, MN 56401  
(218) 828-2307  
jbergman@ci.brainerd.mn.us

City of Crosby  
Matthew Hill, City Administrator  
2 Second Street SW  
Crosby, MN 56441  
(218) 546-5021  
matthew.hill@cityofcrosby.com

City of Cass Lake  
Sue Uhrinak, City Clerk  
330 Second Street NW  
Cass Lake, MN 56633  
(218) 338-2238  
casslake@midconetwork.com

City of Breezy Point  
David Chanski, City Administrator  
8319 County Road 11  
Breezy Point, MN 56472  
(218) 562-4441  
dchanski@cityofbreezypointmn.us

## ADDITIONAL INFORMATION - MUNICIPAL EXPERIENCE

The following describes several areas of municipal law and our experience in serving our municipal clients.

### General Municipal Laws

This is a broad category that encompasses many statutes and common law rules, including those addressing Council powers, parliamentary procedures, the public purpose doctrine, Joint Powers Act, bid law, Open Meeting Law, code enforcement, and so on. As city attorneys, we handle these issues on a daily basis. We have rendered opinions on these issues dozens of times and routinely give speeches on many of them. Because we specialize in municipal law, we are very familiar with these matters and can often respond to questions without needing to spend a substantial amount of time researching.

### Development Issues

We have drafted and negotiated many development and escrow agreements, routinely review plats and related title work, and generally assist City staff with any

questions arising out of the development process. This includes developing a “standardized” development agreement that staff can use to facilitate the development process. We have represented cities in zoning requests and appeals, including providing general counsel on interpreting zoning ordinances and suggesting revisions. Mr. Langel has undertaken a number of eminent domain actions over the years, including through the hearing process and appeal, and is experienced in both annexation and detachment proceedings, as well as drafting orderly annexation agreements. Chapter 429 assessment issues are common. Mr. Langel routinely advises cities on the process, including retaining appropriate appraisers, and represents cities through contested hearings and appeals.

### Economic Development

Mr. Langel routinely assists cities with buying and selling land (purchase agreements, title work, drafting deeds, clearing title, etc.), drafting business subsidy agreements and development agreements (as mentioned above), drafting easements (right-of-way, utility, trail, encroachment, etc.), and enforcing agreements and easements on behalf of cities. Mr. Langel also assists cities with grant applications as well as other documents required by other levels of government (State, USDA, IRRR, etc.).

### Ordinances / City Code

We routinely draft, review and revise city ordinances of all kinds, and will assist in the codification process. Interpreting, providing advice on, and enforcing city codes are tasks undertaken by the firm on a daily basis. We routinely draft letters to residents on code issues, obtain administrative search warrants, undertake the statutory hazardous structure procedure to remove dangerous buildings, and assist with nuisance abatement. We also assist with enforcement of rental maintenance codes and zoning codes, including through the administrative hearing process.

### Government Data Practices

This firm frequently fields questions under the Minnesota Government Data Practices Act and has given numerous speeches and presentations on the statute and its application. We also draft requests for opinions from the Department of Administration when requested, assist with data requests, and defend cities from claims that they violated the MGDPA. We have considerable depth of experience in this area.

### Contract Law

This is a broad term, as it includes all kinds of contracts, such as construction contracts (AIA, EJCDC and custom), purchase and development agreements (discussed above), non-real estate purchase agreements, collective bargaining agreements, etc. A

common contract issue concerns the application and interpretation of the bid law. Mr. Langel is routinely sought for his expertise in this area and is a frequent presenter on the topic.

### Franchise / Utility Law

Mr. Langel has negotiated multiple cable and utility franchise agreements for several cities. Mr. Langel is also general counsel for the Brainerd Public Utility Commission (water, sewer and electric utilities) and represented it in a franchise fee dispute. Mr. Langel has also represented cities in disputes with utility users over utility fees, connection requirements and debt collection.

### Municipal Leases

Mr. Langel has drafted, reviewed, and negotiated dozens of leases for various government entities, both as landlord and lessee. Mr. Langel drafted a boilerplate lease for a city to use with its numerous properties and routinely assists cities with landlord/tenant issues, including lease violations and non-payment.

### Trial / Litigation

As municipal attorneys, we have handled numerous litigation matters for our clients in state and federal court. We have represented our municipal clients in contract, condemnation, code enforcement, assessment appeals, land use appeals, annexation and other litigation. For example, Mr. Langel and Christian Shafer prevailed at the Court of Appeals on two landmark special assessment cases involving over \$1 million in assessments for interstate interchange improvements. Mr. Langel also recently represented Brainerd in a contract claim lawsuit brought by a utility contractor and is currently representing a county on a sewer utility contract claim. We also represent cities when court orders are needed for demolition of hazardous buildings, administrative search warrants, nuisance abatement and collections. This list does not include various forms of administrative actions (e.g., cartway hearing, interest arbitration, grievance arbitrations, DHR charges, etc.) that our firm regularly handles.

### Labor and Employment Law

This firm has an extensive history in labor and employment law, handling such issues on a daily basis for dozens of governmental entities statewide. We have performed hundreds of employment investigations, negotiated hundreds of millions' worth of collective bargaining agreements, and represented the government in hundreds of employment discipline matters and labor grievances. We are experts in state and federal public sector labor and employment law, representing cities, counties, school districts and joint powers entities all across Minnesota.

## Negotiation Experience

As referenced above, negotiations are commonly part of acquiring land (whether in fee or by easement), drafting contracts, settling contract disputes, and as part of the contested case process (whether that is litigation, arbitration or mediation), regardless of the subject matter (e.g., labor negotiations, employment disputes, land issues, eminent domain, annexation, construction disputes, etc.). The firm's attorneys are comfortable performing whatever negotiations our clients request, and we do so on a regular basis.

Thank you for providing the opportunity to submit this Proposal. We look forward to hearing from you.

Respectfully submitted,

**RATWIK, ROSZAK & MALONEY, P.A.**

By: /s/ Joseph J. Langel

Joseph J. Langel

RRM: 524020



**RATWIK, ROSZAK & MALONEY, P.A.**  
**ATTORNEYS' RÉSUMÉS**

**ANN R. GOERING**

Education:

William Mitchell College of Law, J.D., *cum laude*, 1990  
Hamline University, B.A., 1985

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice and Experience:

Labor and employment law, including employment litigation and arbitration, investigations, defense of harassment and discrimination claims, negotiation and administration of collective bargaining agreements; employee discipline and discharge; general school law; federal and state court civil litigation; data privacy and open meeting law.

**JOSEPH J. LANGEL**

Education:

University of Minnesota Law School, J.D., *cum laude*, 1994  
University of Chicago, M.A., 1988  
Loras College, B.A., *magna cum laude*, 1987

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.  
Minnesota Court of Appeals, Judicial Law Clerk for Judge Thomas Kalitowski, 1994-95

Primary Areas of Practice and Experience:

General civil litigation (including construction litigation), general municipal and public contracting laws, planning and zoning, condemnation and real estate.

**MARGARET A. SKELTON**

Education:

William Mitchell College of Law, J.D., *cum laude*, 1993  
University of Wisconsin, B.A., *with honors*, 1989

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.  
Assistant City Attorney, City of St. Paul  
Attorney, Torres Law Offices

Primary Areas of Practice and Experience:

Civil litigation, labor and employment law, including labor negotiations, discrimination, harassment, constitutional torts, discipline, termination and arbitration.

**JENNIFER K. EARLEY**

Education:

William Mitchell College of Law, J.D., 1995  
Winona State University, B.A., *cum laude*, 1989

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.  
Shareholder, Knutson, Flynn & Deans, P.A.

Primary Areas of Practice and Experience:

Civil litigation, labor and employment law, including labor negotiations, discrimination, harassment, constitutional torts, discipline, termination and arbitration.

**ERIN E. BENSON**

Education:

William Mitchell College of Law, J.D., *cum laude*, 2006  
University of Minnesota, B.A., 2002

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice and Experience:

General municipal law, litigation, school law, and labor and employment law, employment investigations, data privacy and open meeting law.

## **LAURA TUBBS BOOTH**

### Education:

Hamline University School of Law, J.D., *cum laude*, 1987  
Michigan State University, B.A., 1981

### Legal Career:

Partner, Ratwik, Roszak & Maloney, P.A.  
Founder and Managing Partner, Booth Law, LLC  
Partner, Rider Bennett, LLP

### Primary Areas of Practice & Experience:

Special education law, school law, litigation, employment law, and appellate advocacy.

## **CHRISTIAN R. SHAFER**

### Education:

University of Minnesota Law School, J.D., *magna cum laude*, 2007  
University of Michigan, B.A., 2004

### Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

### Primary Areas of Practice and Experience:

General municipal law, litigation, school law, special education, and labor and employment law.

## **TIMOTHY A. SULLIVAN**

### Education:

Hamline University School of Law., *summa cum laude*, 2010  
Winona State University, B.A. 2006; B.S. *magna cum laude*, 2007

### Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

### Primary Areas of Practice & Experience:

General municipal law, litigation, school law, and labor and employment law.

## **ADAM J. FRUDDEN**

### Education:

University of Minnesota Law School, J.D., *cum laude*, 2018

Oakland University, M.A.T., 2014

Denison University, B.A., 2012

### Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

### Primary Areas of Practice & Experience:

General municipal law, litigation, special education, school law, and labor and employment law.

## **JORDAN H. SODERLIND**

### Education:

William Mitchell College of Law, J.D., *magna cum laude*, 2014

St. Olaf College, B.A., 2010

### Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Attorney, Anderson, Larson, Saunders, Klaassen & Dahlager, PLLP

### Primary Areas of Practice & Experience:

General municipal law, litigation, school law, and labor and employment law.

## **KAYLYNN A. JOHNSON**

### Education:

Mitchell Hamline School of Law, J.D., *cum laude*, 2020

University of Wisconsin-Madison, B.A., 2017

### Legal Career:

Counsel, Berger Montague PC

Attorney, Vogel, Gorman & Lodermeier, PLC

Attorney, Ratwik, Roszak & Maloney, P.A.

### Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

## **MARY M. HAASL**

### Education:

University of Minnesota Law School, J.D., *cum laude*, 2022

University College Dublin, M.Sc., 2017

St. Olaf College, B.A., *magna cum laude*, 2016

### Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

### Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

## **CAMERON E. FOX**

### Education:

University of Minnesota Law School, J.D., 2022

Hope College, B.A., *summa cum laude* 2016

### Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

### Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

## **SELOM H. ABONI**

### Education:

Mitchell Hamline School of Law, J.D., *cum laude*, 2023

University of Minnesota-Twin Cities, B.A., *magna cum laude*, 2013

### Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

### Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

## **TIMOTHY P. ANDERSON**

### Education:

University of St. Thomas School of Law, J.D. *magna cum laude*, 2021

Bethel Seminary, M.A., 2018  
Bethel University, B.A., 2014

Legal Career:

Attorney, Meagher & Geer, PLLP  
Attorney, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

**LAUREN T. KINGSBECK**

Education:

University of St. Thomas School of Law, J.D., *cum laude*, 2022  
St. Olaf College, B.A. *cum laude*, 2015

Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.



B.  
1.  
b.

**CONSULTING SERVICES AGREEMENT**

This Consulting Services Agreement, is entered into by and between the City of Crosslake, hereinafter referred to as “City,” and Madden Galanter Hansen, LLP, Attorneys at Law, 7760 France Avenue South, Suite 290, Bloomington, Minnesota 55435-5834, hereinafter referred to as “Consultant.”

**RECITALS**

**WHEREAS**, the City is required under the Minnesota Public Employment Labor Relations Act (PELRA) to undertake the negotiations of collective bargaining agreements with employees represented by exclusive representatives, engage in contract mediation and arbitration, and process grievances arising under its collective bargaining agreements with exclusive representatives; and

**WHEREAS**, the City has determined that retaining a consultant to assist in labor relations matters including but not limited to contract mediation, grievance arbitration and interest arbitration proceedings best fulfills its obligations with respect to labor relations.

**NOW, THEREFORE**, in consideration of the mutual undertakings and agreements contained within the Consulting Services Agreement, the City and the Consultant agree as follows:

**A. Scope of Services:**

- 1. The scope of services shall be as follows:
  - a. Management representation in contract mediation upon request by the City.
  - b. Management representation in grievance arbitration and interest arbitration proceedings upon request by the City.
  - c. Representation of the City in litigation upon request by the City.
  - d. Labor relations and personnel advice upon request by the City.

**B. Consideration and Terms of Payment:**

- 1. Consideration for all services performed shall be as follows:
  - a. Providing of labor relations, and travel related thereto, upon the request of the City, billed in tenths of an hour at the rate of \$235.00 per hour.

These rates are in effect from January 1, 2024 through December 31, 2024.

2. Consultant will also be reimbursed for expenses, including mileage consistent with the amount set forth by the IRS per mile, and photocopying charges at \$.15 per page.
3. The Consultant will submit invoices on a monthly basis to the City for payment for services performed. Payment shall be made within thirty days after receipt of invoices for services performed.
4. It is agreed between the parties that Consultant's rate for the term of this Agreement shall not exceed the total sum of forty-thousand dollars (\$40,000). The Consultant will not incur additional fees and expenses without prior written authorization from the City.

**C. Changes:**

The City and Consultant may, from time to time, require changes in the terms of this Contract. Any such changes that are mutually agreed to by the parties shall be incorporated as written amendments to this Agreement and attached hereto.

**D. Duration:**

The terms of this Agreement shall be applicable for a period commencing January 1, 2024 through December 31, 2024. The contract may also be terminated by either party after giving thirty days written notice.

**E. Independent Contractor:**

It is agreed by the parties that at all times and for all purposes hereunder, that the Consultant is an independent contractor and not an employee of the City.

**F. Insurance**

The Consultant agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts of omission of Consultant and out of Consultant's performance or failure to adequately perform its obligations pursuant to this Agreement.

The Consultant further agrees, in order to protect itself and the City under the indemnity provisions set forth above, the Consultant will maintain at all times general, professional, and auto liability policies on an occurrence basis. All such policies shall provide limits not less than the tort liability limitations set forth in Minnesota Statutes Section 466.04. If applicable, the Consultant also agrees to maintain Workers Compensation insurance in the statutory amounts. Certificates of insurance showing the coverage listed here shall be during the term of this contract, have and keep in force liability insurance coverage provided to the City prior to the effective date of this contract. All policies shall provide

that they shall not be canceled, materially changes, or not renewed without thirty days prior notice thereof to the City. This provision shall act as a condition subsequent; failure to abide by this provision shall be deemed as a substantial breach of contract.

G. **Data Practices:**

The City shall disclose private and/or confidential data to Consultant as necessary for purposes of legal advice and consultation. Consultant agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, pertaining to privacy or confidentiality. Consultant understands that all of the data created, collected, received, stored, used, maintained or disseminated by the Consultant in performing those functions that the City would perform as a government entity, is subject to the requirements of Chapter 13 and the Consultant must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Consultant to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

**IN WITNESS WHEREOF**, the parties have caused the Contract to be duly executed intending to be bound thereby.

**City of Crosslake**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

**Madden Galanter Hansen, LLP**

Dated: 1/4/2024

By: 

\_\_\_\_\_  
Susan K. Hansen  
Its Partner

B. 5.

CITY OF CROSSLAKE 2024 SCHEDULE  
CITY COUNCIL AND COMMISSION MEETING DATES

Yellow indicates change in regular schedule

City Council Meeting Dates 7:00 PM	EDA Meeting Dates 8:30 AM	Public Works Meeting Dates 4:00 PM	Planning & Zoning Meeting Dates 9:00 AM	Park/Library Meeting Dates 2:00 PM	PUBLIC SAFETY Meeting Dates 9:00 AM
January 8, 2024				January 24, 2024	January 4, 2023
February 12, 2024		February 5, 2024	February 23, 2024	February 28, 2024	February 7, 2024
March 11, 2024	March 6, 2024	March 4, 2024	March 22, 2024	March 27, 2024	March 6, 2024
April 8, 2024		April 1, 2024	April 26, 2024	April 24, 2024	April 3, 2024
May 13, 2024		May 6, 2024	May 24, 2024	May 22, 2024	May 1, 2024
June 10, 2024	June 5, 2024	June 3, 2024	June 28, 2024	June 26, 2024	June 5, 2024
July 8, 2024		July 1, 2024	July 26, 2024	July 24, 2024	July 3, 2024
August 12, 2024		August 5, 2024	August 23, 2024	August 28, 2024	August 7, 2024
September 9, 2024	September 4, 2024	September 3, 2024	September 27, 2024	September 25, 2024	September 4, 2024
October 14, 2024		October 7, 2024	October 25, 2024	October 23, 2024	October 2, 2024
November 12, 2024		November 4, 2024	November 15, 2024	November 20, 2024	November 6, 2024
December 9, 2024	December 4, 2024	December 2, 2024	December 20, 2024	December 18, 2024	December 4, 2024



B.  
6.

To: The Crosslake City Council  
Re: Legal newspaper for 2024

The Pineandlakes Echo Journal is applying to be the legal publication for the City of Crosslake in 2024. We're proud of the relationship with the city over the years, including publishing news coverage of the monthly council meetings.

All legal notices are published in the weekly Pineandlakes Echo Journal classified section and also available on the pineandlakes.com website.

The Pineandlakes Echo Journal publishing legal rate for 2024 remains at \$8.50 per column inch, which includes being posted online at no additional charge.

Thanks for considering the Pineandlakes Echo Journal for publishing City of Crosslake legal notices in 2024.



Pete Mohs  
Publisher  
Echo Journal/Brainerd Dispatch  
(218) 855-5855

B.  
7.

## City Clerk

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**From:** Phil Martin <Phillip.Martin@bolton-menk.com>  
**Sent:** Thursday, January 4, 2024 1:16 PM  
**To:** City Clerk  
**Subject:** RE: rates

Hi Char

Yes. We would request a directed general engineering rate of \$130/hr. I believe we last adjusted our directed general engineering rate 2 to 3 years ago. We would still offer the first 10 hrs per month of directed general engineering time at \$130/hr. I think very rarely have we actually had 10 hrs of directed general engineering time in a month...maybe back when we had to rapidly prepare a plan and get County approval for the RRFBs that were installed at CSAH 3/66 and CSAH 66/Swann. We develop our fee proposals for projects that are defined and approved by the Council based on our current company hourly fee schedule and the time we believe it will take to provide the services.

Thanks

Phil Martin  
218-821-7265

**From:** City Clerk <cityclerk@cityofcrosslake.org>  
**Sent:** Wednesday, January 3, 2024 7:42 PM  
**To:** Phil Martin <Phillip.Martin@bolton-menk.com>  
**Subject:** rates

Hi Phil. Just looking at the organizational appointments for Monday. Do you have any rate changes you would like to submit for 2024?

*Charlene Nelson*  
**City Clerk**  
**City of Crosslake**

**13888 Daggett Bay Road**  
**Crosslake, MN 56442**  
**(218) 692-9804**



B. 11.

MEMO TO: City Council  
FROM: Mayor Nevin  
DATE: January 8, 2024  
SUBJECT: Commission Appointments

I hereby recommend the following appointments:

**Planning & Zoning**

David Fuhs                      appointment to 1<sup>st</sup> – 3-year term ending 1/31/2027  
Joel O’Leary                      appointment to 1<sup>st</sup> – 3-year term ending 1/31/2027

**Park and Recreation/Library**

Ann Schrupp                      appointment to 2<sup>nd</sup> – 3-year term ending 1/31/2027  
Heather Jones                      appointment to 2<sup>nd</sup> – 3-year term ending 1/31/2027  
Mary Jo Fritsvold                      appointment to 1<sup>st</sup> – 3-year term ending 1/31/2027

**Public Works**

Dave Schrupp                      appointment to 1<sup>st</sup> – 3-year term ending 1/31/2027

**Economic Development Authority**

Roger Roy                      appointment to 2<sup>nd</sup> – 6-year term ending 1/31/30

**THANK YOU**

**MARK WESSELS** - 7 YEARS on Planning & Zoning Commission

**MARK LINDNER** – 7 YEARS on Planning & Zoning Commission

**JOE ALBRECHT** – 12 YEARS on Park & Rec/Library Commission (with 1 year break in between)

**MIC TCHIDA** – 6 YEARS ON Public Works Commission



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

PERSONAL INFORMATION

Name: Last O'LEARY First JOSEPH (JOEL)

Address: CROSSLAKE

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

Occupation: RETIRED Employer: \_\_\_\_\_

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

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

If yes, how long have you been a Crosslake resident or property owner? 4 YEARS

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

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

PLANNING AND ZONING COMMISSION (Crosslake residency or property ownership required)

\_\_\_\_\_ ECONOMIC DEVELOPMENT AUTHORITY (Crosslake residency or property ownership required)

\_\_\_\_\_ PUBLIC WORKS/CEMETERY/SEWER COMMISSION (Crosslake residency or property ownership required)

\_\_\_\_\_ PARKS AND RECREATION/LIBRARY COMMISSION (Crosslake residency or property ownership not required)

\_\_\_\_\_ PUBLIC SAFETY COMMITTEE (Crosslake residency or property ownership required)

\_\_\_\_\_ PUBLIC RIGHT-OF-WAY / VACATIONS COMMITTEE

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

AS A CROSSLAKE RESIDENT, I WANT TO SEE CL CONTINUE TO GROW AND MOVE FORWARD ACCORDING TO THE RULES AND COVES ALREADY ESTABLISHED.

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

I HAVE SERVED ON OTHER BOARDS (FOR PROFIT AND NON PROFIT) AND I UNDERSTAND THE ART OF NEGOTIATION BASED ON (over) THE NEEDS AND DESIRES OF ALL PARTIES.

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

ISSUE: GROWTH WHILE MAINTAINING ITS CURRENT CULTURE AND ATTRACTION, AND HOW BEST TO BALANCE THE TWO. I BELIEVE THIS IS THE ROLE OF THE BOARD - CONTROLLED GROWTH.

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

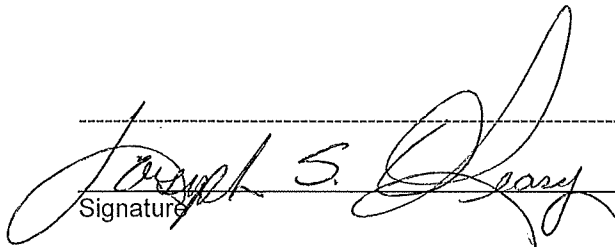
Comments:

AS A RETIREE, I SET MY OWN SCHEDULE BASED ON NEEDS AND PRIORITIES

#### POTENTIAL CONFLICTS

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

If yes, please explain:

\_\_\_\_\_  
Signature 

Date

12/18/23

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

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

Please return application to:

City of Crosslake  
13888 Daggett Bay Road  
Crosslake, MN 56442  
218-692-2688 Phone  
218-692-2687 Fax

#### **DATA PRACTICES ADVISORY**

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



## CITY OF CROSSLAKE

### APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

#### PERSONAL INFORMATION

Name: Last Schrupp First Dave

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

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

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

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

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

If yes, how long have you been a Crosslake resident or property owner? 17 years

Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving.

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

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

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

8 years on the council which included liason on Public Works for 8 years. Understand the issues and costs involved in Public Works. This experience would be very helpful to the commission and staff.

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

See above

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

(over)

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

**POTENTIAL CONFLICTS**

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

---

*David Schrupp* 12-8-2023  
Signature Date

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

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

Please return application to:  
City of Crosslake  
13888 Daggett Bay Rd  
Crosslake, MN 56442  
218-692-2688 Phone  
218-692-2687 Fax

**DATA PRACTICES ADVISORY**

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

PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END REVENUE

D. l.

City of Crosslake  
Month-End Revenue

01/04/24 1:16 PM

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Current Period: DECEMBER 2023

SRC	SRC Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$3,535,240.00	\$1,422,920.91	\$3,477,459.78	\$57,780.22	98.37%
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	\$201.17	\$9,076.69	-\$6,576.69	363.07%
31900	Penalties and Interest DelTax	\$800.00	\$573.70	\$1,551.80	-\$751.80	193.98%
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	\$300.00	\$300.00	\$0.00	100.00%
33400	State Grants and Aids	\$0.00	\$107,913.00	\$156,858.85	-\$156,858.85	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	\$2,000.00	\$65,520.80	-\$21,520.80	148.91%
33419	Fire Training Reimbursement	\$10,000.00	\$0.00	\$25,414.75	-\$15,414.75	254.15%
33420	Insurance Premium Reimburse	\$0.00	\$7,464.00	\$7,464.00	-\$7,464.00	0.00%
33422	PERA State Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33423	Insurance Claim Reimbursement	\$0.00	\$204.07	\$27,034.07	-\$27,034.07	0.00%
33650	Recycling Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34000	Charges for Services	\$500.00	\$64.50	\$265.25	\$234.75	53.05%
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	\$5,125.00	\$88,677.00	-\$33,677.00	161.23%
34104	Plat Check Fee/Subdivision Fee	\$12,000.00	\$0.00	\$8,875.00	\$3,125.00	73.96%
34105	Variances and CUPS/IUPS	\$10,000.00	\$0.00	\$9,500.00	\$500.00	95.00%
34106	Sign Permits	\$500.00	\$0.00	\$450.00	\$50.00	90.00%
34107	Assessment Search Fees	\$2,000.00	\$90.00	\$1,950.00	\$50.00	97.50%
34108	Zoning Misc/Penalties	\$1,500.00	\$2,000.00	\$4,400.00	-\$2,900.00	293.33%
34109	Zoning Reimb Eng/Legal/Survey	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$13,000.00	\$2,125.00	\$29,220.00	-\$16,220.00	224.77%
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	\$5,152.65	\$21,494.84	-\$21,294.84	10747.42%
34202	Fire Protection and Calls	\$38,000.00	\$0.00	\$49,692.13	-\$11,692.13	130.77%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34210	Police Contracts	\$66,203.00	\$0.00	\$66,051.22	\$151.78	99.77%
34211	Police Donations	\$0.00	\$1,500.00	\$6,650.00	-\$6,650.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$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	\$3,600.00	-\$2,600.00	360.00%
34700	Park & Rec Donation	\$300.00	\$0.00	\$283.00	\$17.00	94.33%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END REVENUE**

**City of Crosslake**

01/04/24 1:16 PM

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**Month-End Revenue**

Current Period: DECEMBER 2023

SRC	SRC Descr	2023 Budget	DECEMBER 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	\$6.00	\$644.00	-\$444.00	322.00%
34740	Park Concessions	\$500.00	\$0.00	\$11.00	\$489.00	2.20%
34741	Gen Gov t Concessions	\$100.00	\$0.00	\$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	\$0.00	\$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	\$142.00	\$1,341.00	-\$841.00	268.20%
34761	Library Donations	\$500.00	\$0.00	\$189.96	\$310.04	37.99%
34762	Library Copies	\$300.00	\$22.50	\$367.58	-\$67.58	122.53%
34763	Library Events	\$5,000.00	\$2.00	\$5,560.32	-\$560.32	111.21%
34764	Library Miscellaneous	\$50.00	\$3.00	\$29.50	\$20.50	59.00%
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	\$300.00	\$42,173.80	-\$39,173.80	1405.79%
34770	Silver Sneakers	\$15,000.00	\$2,052.50	\$22,859.50	-\$7,859.50	152.40%
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	\$15,727.00	\$18,390.00	-\$17,390.00	1839.00%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$2,750.50	\$36,342.00	-\$6,342.00	121.14%
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	\$374.00	\$19,215.00	-\$4,215.00	128.10%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$5,000.00	\$2,000.00	\$7,750.00	-\$2,750.00	155.00%
34941	Cemetery Openings	\$3,500.00	\$700.00	\$6,600.00	-\$3,100.00	188.57%
34942	Cemetery Other	\$450.00	\$50.00	\$900.00	-\$450.00	200.00%
34950	Public Works Revenue	\$3,000.00	\$0.00	\$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	\$0.00	\$193.32	\$306.68	38.66%
35100	Court Fines	\$10,000.00	\$1,524.85	\$22,976.46	-\$12,976.46	229.76%
35103	Library Fines	\$600.00	\$102.39	\$248.39	\$351.61	41.40%
35105	Restitution Receipts	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36200	Miscellaneous Revenues	\$6,000.00	\$780.80	\$12,791.59	-\$6,791.59	213.19%
36201	Misc Reimbursements	\$0.00	\$105.33	\$1,306.62	-\$1,306.62	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$18,000.00	\$49,346.10	\$460,903.55	-\$442,903.55	2560.58%
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	\$1,836.47	\$3,672.94	\$0.06	100.00%
36257	Sp Assess I - Other	\$1,763.00	\$881.95	\$1,763.90	-\$0.90	100.05%
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%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END REVENUE**

**City of Crosslake  
Month-End Revenue**

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Current Period: DECEMBER 2023

SRC	SRC Descr	2023 Budget	DECEMBER 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%
<b>FUND 101 GENERAL FUND</b>		<b>\$4,313,808.00</b>	<b>\$1,636,441.39</b>	<b>\$5,042,325.36</b>	<b>-\$728,517.36</b>	<b>116.89%</b>
<b>FUND 301 DEBT SERVICE FUND</b>						
31308	2006 Series B Levy	\$0.00	\$232.55	\$232.55	-\$232.55	0.00%
31309	2006 Series C Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31311	2015 GO Equip Certs 2015B	\$0.00	\$5.47	\$14.06	-\$14.06	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	\$41,083.51	\$100,456.14	\$1,568.86	98.46%
31317	2019A City Hall/Police	\$308,680.00	\$124,159.85	\$303,575.75	\$5,104.25	98.35%
31318	2021 GO Equip Cert Series 2021	\$141,645.00	\$56,955.68	\$139,199.07	\$2,445.93	98.27%
31319	2022A Fire Truck	\$125,768.00	\$50,402.69	\$122,676.68	\$3,091.32	97.54%
31320	2022A Road Projects	\$40,999.00	\$16,429.47	\$39,988.62	\$1,010.38	97.54%
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	\$7,909.03	\$17,377.72	-\$7,089.72	168.91%
36122	Sp Assess Int 2022 Roads	\$13,046.00	\$5,200.56	\$12,221.79	\$824.21	93.68%
36123	Sp Assess Prin Daggett Bay Rd	\$1,360.00	\$588.46	\$1,078.37	\$281.63	79.29%
36124	Sp Assess Int Daggett Bay Rd	\$430.00	\$196.31	\$351.09	\$78.91	81.65%
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%
<b>FUND 301 DEBT SERVICE FUND</b>		<b>\$744,241.00</b>	<b>\$303,163.58</b>	<b>\$737,171.84</b>	<b>\$7,069.16</b>	<b>99.05%</b>
<b>FUND 405 TAX INCREMENT FINANCE PROJECTS</b>						
31056	Tax Increment 1-9 C&J Develop	\$13,000.00	\$6,150.66	\$12,301.32	\$698.68	94.63%
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%
<b>FUND 405 TAX INCREMENT FINANCE PROJE</b>		<b>\$13,000.00</b>	<b>\$6,150.66</b>	<b>\$12,301.32</b>	<b>\$698.68</b>	<b>94.63%</b>
<b>FUND 502 ECONOMIC DEVELOPMENT FUND</b>						
31000	General Property Taxes	\$18,100.00	\$7,270.90	\$17,768.81	\$331.19	98.17%
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%
<b>FUND 502 ECONOMIC DEVELOPMENT FUND</b>		<b>\$18,100.00</b>	<b>\$7,270.90</b>	<b>\$17,768.81</b>	<b>\$331.19</b>	<b>98.17%</b>
<b>FUND 601 SEWER OPERATING FUND</b>						
31000	General Property Taxes	\$87,050.00	\$34,899.50	\$84,942.88	\$2,107.12	97.58%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$405.15	-\$679.69	\$679.69	0.00%
36104	Penalty & Interest	\$1,500.00	\$84.28	\$1,950.86	-\$450.86	130.06%



**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END REVENUE**

**City of Crosslake  
Month-End Revenue**

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Current Period: DECEMBER 2023

SRC	SRC Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget
36200	Miscellaneous Revenues	\$1,500.00	\$0.00	\$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	\$31,391.96	\$375,481.08	-\$25,481.08	107.28%
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	\$65,970.59	\$524,199.98	-\$63,149.98	113.70%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$222,100.00	\$89,749.10	\$219,742.76	\$2,357.24	98.94%
31312	2017 GO Sewer Rev Imp Bonds	\$118,713.00	\$47,592.68	\$116,640.73	\$2,072.27	98.25%
31321	2022A Sewer Bonds	\$135,139.00	\$54,207.99	\$131,939.17	\$3,199.83	97.63%
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	\$191,549.77	\$468,322.66	\$9,629.34	97.99%
		\$6,028,151.00	\$2,210,546.89	\$6,802,089.97	-\$773,938.97	112.84%

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PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES

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City of Crosslake

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Month End Expenditures

Current Period: DECEMBER 2023

OBJ	OBJ Descr	2023 Budget	DECEMBER 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	\$3,000.00	\$31,364.75	-\$1,364.75	104.55%
122	FICA	\$2,295.00	\$229.50	\$2,400.78	-\$105.78	104.61%
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	\$1,261.59	\$114.41	91.69%
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	\$91.50	\$91.50	\$8.50	91.50%
DEPT 41110 Council		\$37,704.00	\$3,435.69	\$36,399.47	\$1,304.53	96.54%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$108,160.00	\$8,558.00	\$118,350.82	-\$10,190.82	109.42%
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	\$7,999.39	\$90,426.13	-\$2,316.13	102.63%
121	PERA	\$14,720.00	\$1,153.64	\$15,392.76	-\$672.76	104.57%
122	FICA	\$15,015.00	\$1,137.10	\$13,950.57	\$1,064.43	92.91%
131	Employer Paid Health	\$33,478.00	\$2,325.18	\$33,013.53	\$464.47	98.61%
132	Employer Paid Disability	\$1,517.00	\$143.86	\$1,726.32	-\$209.32	113.80%
133	Employer Paid Dental	\$2,064.00	\$103.00	\$1,212.96	\$851.04	58.77%
134	Employer Paid Life	\$134.00	\$10.40	\$124.80	\$9.20	93.13%
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	\$131.13	\$2,844.01	-\$844.01	142.20%
208	Instruction Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
210	Operating Supplies	\$1,000.00	\$10.00	\$309.00	\$691.00	30.90%
220	Repair/Maint Supply - Equip	\$3,834.00	\$476.00	\$7,067.96	-\$3,233.96	184.35%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,000.00	\$453.42	\$2,609.92	\$390.08	87.00%
322	Postage	\$750.00	\$0.00	\$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	\$19.94	\$130.82	\$369.18	26.16%
433	Dues/Contracts/Subscriptions	\$1,200.00	\$194.50	\$1,154.50	\$45.50	96.21%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay -	\$5,163.00	\$0.00	\$6,738.22	-\$1,575.22	130.51%
600	Principal	\$970.00	\$79.93	\$950.44	\$19.56	97.98%
610	Interest	\$20.00	\$2.57	\$39.56	-\$19.56	197.80%
DEPT 41400 Administration		\$296,442.00	\$22,798.06	\$307,872.18	-\$11,430.18	103.86%
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%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

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OBJ	OBJ Descr	2023 Budget	DECEMBER 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	\$842.65	\$17,730.06	-\$10,730.06	253.29%
307	Legal Fees (Labor)	\$10,000.00	\$3,279.57	\$21,228.92	-\$11,228.92	212.29%
DEPT 41600 Audit/Legal Services		\$49,000.00	\$4,122.22	\$72,709.48	-\$23,709.48	148.39%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$73,486.00	\$5,683.84	\$73,859.92	-\$373.92	100.51%
101	Assistant	\$65,562.00	\$5,321.42	\$68,759.84	-\$3,197.84	104.88%
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	\$825.40	\$10,696.48	-\$267.48	102.56%
122	FICA	\$10,637.00	\$809.38	\$10,477.14	\$159.86	98.50%
131	Employer Paid Health	\$33,478.00	\$672.60	\$9,558.02	\$23,919.98	28.55%
132	Employer Paid Disability	\$1,130.00	\$106.78	\$1,281.36	-\$151.36	113.39%
133	Employer Paid Dental	\$2,064.00	\$118.72	\$1,398.08	\$665.92	67.74%
134	Employer Paid Life	\$134.00	\$10.40	\$124.80	\$9.20	93.13%
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	\$184.10	\$10,920.40	-\$3,920.40	156.01%
200	Office Supplies	\$1,300.00	\$135.32	\$1,946.90	-\$646.90	149.76%
208	Instruction Fees	\$2,500.00	\$270.00	\$625.00	\$1,875.00	25.00%
210	Operating Supplies	\$1,200.00	\$0.00	\$112.00	\$1,088.00	9.33%
212	Motor Fuels	\$0.00	\$40.28	\$384.54	-\$384.54	0.00%
220	Repair/Maint Supply - Equip	\$3,934.00	\$475.00	\$5,805.31	-\$1,871.31	147.57%
221	Repair/Maint Vehicles 302	\$0.00	\$30.08	\$199.70	-\$199.70	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	\$200.00	\$2,800.00	6.67%
305	Legal/Eng - Developer/Criminal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
314	Surveyor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,500.00	\$453.42	\$2,609.93	-\$109.93	104.40%
321	Communications-Cellular	\$500.00	\$38.23	\$420.53	\$79.47	84.11%
322	Postage	\$500.00	\$0.00	\$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	\$1,890.00	\$5,495.00	-\$2,495.00	183.17%
340	Advertising	\$100.00	\$323.00	\$323.00	-\$223.00	323.00%
351	Legal Notices Publishing	\$1,600.00	\$128.38	\$1,368.03	\$231.97	85.50%
352	Filing Fees	\$750.00	\$138.00	\$782.00	-\$32.00	104.27%
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	\$66.50	\$1,179.50	-\$1,179.50	0.00%
441	Emergency Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

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OBJ	OBJ Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
443	Sales Tax	\$0.00	\$1.00	\$15.00	-\$15.00	0.00%
452	Refund	\$500.00	\$0.00	\$1,400.00	-\$900.00	280.00%
470	Consultant Fees	\$0.00	\$2,100.00	\$12,550.00	-\$12,550.00	0.00%
500	Capital Outlay -	\$5,163.00	\$0.00	\$9,142.40	-\$3,979.40	177.08%
600	Principal	\$970.00	\$79.93	\$950.44	\$19.56	97.98%
610	Interest	\$20.00	\$2.57	\$39.56	-\$19.56	197.80%
DEPT 41910 Planning and Zoning		\$242,095.00	\$19,904.35	\$241,061.58	\$1,033.42	99.57%
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	\$86.46	\$2,374.83	\$125.17	94.99%
220	Repair/Maint Supply - Equip	\$500.00	\$0.00	\$775.93	-\$275.93	155.19%
223	Bldg Repair Suppl/Maintenance	\$5,000.00	\$906.87	\$13,236.94	-\$8,236.94	264.74%
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	\$173.38	\$1,031.50	-\$531.50	206.30%
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	\$303.41	\$1,059.57	-\$559.57	211.91%
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	\$1,052.00	\$11,294.00	-\$1,294.00	112.94%
383	Gas Utilities	\$4,500.00	\$456.43	\$2,597.32	\$1,902.68	57.72%
384	Refuse/Garbage Disposal	\$650.00	\$73.24	\$778.80	-\$128.80	119.82%
385	Sewer Utility	\$600.00	\$55.00	\$660.00	-\$60.00	110.00%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$13,200.00	\$600.00	\$8,200.00	\$5,000.00	62.12%
430	Miscellaneous	\$1,500.00	\$160.00	\$2,172.68	-\$672.68	144.85%
433	Dues/Contracts/Subscriptions	\$8,000.00	\$2,777.62	\$9,238.00	-\$1,238.00	115.48%
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	\$3,732.49	\$8,160.22	-\$3,160.22	163.20%
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%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

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OBJ	OBJ Descr	2023 Budget	DECEMBER 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	\$10,376.90	\$112,647.66	\$890.34	99.22%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$101,137.00	\$6,846.16	\$140,721.90	-\$39,584.90	139.14%
101	Assistant	\$76,814.00	\$0.00	\$45,596.71	\$31,217.29	59.36%
102	Administrative Assistant	\$52,000.00	\$4,046.00	\$15,982.82	\$36,017.18	30.74%
103	Tech 1	\$76,324.00	\$6,591.96	\$73,987.42	\$2,336.58	96.94%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$26,000.00	\$0.00	\$625.00	\$25,375.00	2.40%
110	Tech 4	\$68,502.00	\$6,629.72	\$71,825.51	-\$3,323.51	104.85%
112	Tech 5	\$63,933.00	\$5,836.61	\$62,086.96	\$1,846.04	97.11%
113	Tech 6	\$63,933.00	\$5,931.98	\$68,540.11	-\$4,607.11	107.21%
121	PERA	\$88,266.00	\$5,938.50	\$75,257.23	\$13,008.77	85.26%
122	FICA	\$10,889.00	\$740.20	\$6,882.98	\$4,006.02	63.21%
131	Employer Paid Health	\$138,688.00	\$6,302.94	\$84,417.41	\$54,270.59	60.87%
132	Employer Paid Disability	\$3,870.00	\$283.42	\$3,460.54	\$409.46	89.42%
133	Employer Paid Dental	\$5,958.00	\$324.65	\$3,487.47	\$2,470.53	58.53%
134	Employer Paid Life	\$470.00	\$31.20	\$369.20	\$100.80	78.55%
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	\$150.45	\$1,397.14	-\$1,097.14	465.71%
208	Instruction Fees	\$10,001.00	\$200.00	\$6,195.87	\$3,805.13	61.95%
209	Physicals	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
210	Operating Supplies	\$3,000.00	\$414.75	\$3,886.77	-\$886.77	129.56%
212	Motor Fuels	\$18,000.00	\$1,968.14	\$23,925.72	-\$5,925.72	132.92%
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	\$17.96	\$1,630.77	-\$430.77	135.90%
217	Auto Expense- Squad 303	\$1,000.00	\$0.00	\$4,348.52	-\$3,348.52	434.85%
218	Auto Expense- Squad 301	\$1,000.00	\$632.00	\$1,722.80	-\$722.80	172.28%
219	Auto Expense- Squad 304	\$2,000.00	\$0.00	\$5,928.15	-\$3,928.15	296.41%
220	Repair/Maint Supply - Equip	\$10,000.00	\$681.89	\$3,431.89	\$6,568.11	34.32%
221	Repair/Maint Vehicles 302	\$2,000.00	\$81.94	\$4,325.37	-\$2,325.37	216.27%
223	Bldg Repair Suppl/Maintenance	\$500.00	\$160.00	\$1,237.94	-\$737.94	247.59%
258	Unif FIRE/Pat	\$675.00	\$158.72	\$294.69	\$380.31	43.66%
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	\$274.99	\$723.89	-\$48.89	107.24%
262	Unif Tony/Pete	\$675.00	\$418.64	\$883.57	-\$208.57	130.90%
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	\$977.72	\$5,887.42	-\$487.42	109.03%
321	Communications-Cellular	\$5,400.00	\$586.07	\$6,380.28	-\$980.28	118.15%
322	Postage	\$200.00	\$14.55	\$216.98	-\$16.98	108.49%
331	Travel Expenses	\$2,500.00	\$30.00	\$1,540.21	\$959.79	61.61%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

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OBJ	OBJ Descr	2023 Budget	DECEMBER 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	\$3,800.00	\$1,000.00	79.17%
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	\$6,812.33	\$23,560.44	-\$11,560.44	196.34%
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	\$218.00	\$37,578.27	-\$20,978.27	226.38%
550	Capital Outlay -	\$67,207.00	\$46,371.44	\$59,711.55	\$7,495.45	88.85%
600	Principal	\$499.00	\$83.91	\$499.30	-\$0.30	100.06%
610	Interest	\$21.00	\$2.77	\$20.78	\$0.22	98.95%
DEPT 42110 Police Administration		\$1,052,452.00	\$110,059.61	\$962,268.67	\$90,183.33	91.43%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$39,400.00	\$4,959.99	\$36,719.99	\$2,680.01	93.20%
101	Assistant	\$6,000.00	\$300.00	\$3,600.00	\$2,400.00	60.00%
106	Training	\$2,100.00	\$150.00	\$1,800.00	\$300.00	85.71%
107	Services	\$165,625.00	\$14,523.00	\$194,016.50	-\$28,391.50	117.14%
121	PERA	\$4,425.00	\$0.00	\$0.00	\$4,425.00	0.00%
122	FICA	\$14,392.00	\$1,524.81	\$18,064.14	-\$3,672.14	125.52%
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	\$5,795.46	\$34,522.63	-\$19,522.63	230.15%
209	Physicals	\$3,500.00	\$0.00	\$3,280.00	\$220.00	93.71%
210	Operating Supplies	\$10,000.00	\$997.98	\$4,228.32	\$5,771.68	42.28%
212	Motor Fuels	\$500.00	\$52.27	\$1,672.17	-\$1,172.17	334.43%
213	Diesel Fuel	\$1,000.00	\$145.74	\$2,374.55	-\$1,374.55	237.46%
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	\$0.00	\$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	\$4,279.11	\$10,286.87	-\$5,286.87	205.74%
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	\$0.00	\$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	\$562.72	\$3,353.08	-\$1,853.08	223.54%
321	Communications-Cellular	\$4,000.00	\$432.07	\$4,612.81	-\$612.81	115.32%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$6,000.00	\$409.74	\$6,871.54	-\$871.54	114.53%
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	\$578.00	\$6,348.00	\$1,152.00	84.64%
383	Gas Utilities	\$15,000.00	\$310.19	\$4,342.97	\$10,657.03	28.95%
384	Refuse/Garbage Disposal	\$1,000.00	\$117.92	\$1,285.39	-\$285.39	128.54%
385	Sewer Utility	\$660.00	\$55.00	\$605.00	\$55.00	91.67%
405	Cleaning Services	\$2,400.00	\$150.00	\$1,900.00	\$500.00	79.17%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

OBJ	OBJ Descr	2023 Budget	DECEMBER 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	\$584.71	\$4,655.56	-\$2,655.56	232.78%
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	\$432.00	\$4,488.00	\$25,512.00	14.96%
492	FDRA State Aid	\$45,000.00	\$0.00	\$63,520.80	-\$18,520.80	141.16%
500	Capital Outlay -	\$49,290.00	\$15,209.82	\$75,044.67	-\$25,754.67	152.25%
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	\$51,570.53	\$813,679.93	\$379,838.07	68.17%
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	\$0.00	\$11,000.00	\$2,200.00	83.33%
DEPT 42500 Ambulance Services		\$15,000.00	\$0.00	\$11,212.33	\$3,787.67	74.75%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$0.00	\$5,149.04	\$24,836.59	-\$24,836.59	0.00%
103	Tech 1	\$69,919.00	\$4,608.08	\$57,184.96	\$12,734.04	81.79%
104	Tech 2	\$79,508.00	\$1,277.86	\$49,630.07	\$29,877.93	62.42%
105	Part-time	\$1,393.00	\$0.00	\$0.00	\$1,393.00	0.00%
107	Services	\$0.00	\$1,610.40	\$1,610.40	-\$1,610.40	0.00%
108	Tech 3	\$67,977.00	\$1,528.69	\$53,438.50	\$14,538.50	78.61%
121	PERA	\$16,305.00	\$964.78	\$13,905.41	\$2,399.59	85.28%
122	FICA	\$16,738.00	\$989.28	\$12,588.69	\$4,149.31	75.21%
131	Employer Paid Health	\$71,732.00	\$3,625.55	\$64,726.39	\$7,005.61	90.23%
132	Employer Paid Disability	\$1,243.00	\$139.40	\$1,672.80	-\$429.80	134.58%
133	Employer Paid Dental	\$3,096.00	\$195.08	\$3,438.18	-\$342.18	111.05%
134	Employer Paid Life	\$202.00	\$13.27	\$174.94	\$27.06	86.60%
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	\$379.00	\$18,379.00	-\$379.00	102.11%
200	Office Supplies	\$450.00	\$28.99	\$445.97	\$4.03	99.10%
208	Instruction Fees	\$1,500.00	\$0.00	\$271.00	\$1,229.00	18.07%
210	Operating Supplies	\$1,200.00	\$46.53	\$1,030.28	\$169.72	85.86%
212	Motor Fuels	\$8,000.00	\$707.44	\$10,271.33	-\$2,271.33	128.39%
213	Diesel Fuel	\$10,000.00	\$802.00	\$13,251.83	-\$3,251.83	132.52%
215	Shop Supplies	\$2,750.00	\$0.00	\$461.95	\$2,288.05	16.80%
220	Repair/Maint Supply - Equip	\$30,000.00	\$243.83	\$17,825.78	\$12,174.22	59.42%
221	Repair/Maint Vehicles 302	\$25,000.00	\$7,190.09	\$29,006.29	-\$4,006.29	116.03%
222	Tires	\$3,000.00	\$0.00	\$2,120.67	\$879.33	70.69%
223	Bldg Repair Suppl/Maintenance	\$10,000.00	\$1,298.12	\$12,157.57	-\$2,157.57	121.58%
224	Street Maint Materials	\$30,000.00	\$0.00	\$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	\$0.00	\$20,022.00	\$14,978.00	57.21%
235	Signs	\$6,500.00	\$180.48	\$3,285.35	\$3,214.65	50.54%
240	Small Tools and Minor Equip	\$5,000.00	\$0.00	\$626.51	\$4,373.49	12.53%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

OBJ	OBJ Descr	2023 Budget	DECEMBER 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	\$189.95	\$543.80	-\$43.80	108.76%
260	Unif Cody/Josh/Nate	\$500.00	\$413.62	\$500.00	\$0.00	100.00%
261	Unif Jake/TJ/Seth	\$500.00	\$0.00	\$534.95	-\$34.95	106.99%
303	Engineering Fees	\$5,000.00	\$17,769.00	\$51,490.50	-\$46,490.50	1029.81%
304	Legal Fees (Civil)	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
314	Surveyor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
316	Security Monitoring	\$1,200.00	\$0.00	\$439.81	\$760.19	36.65%
320	Communications	\$3,000.00	\$289.51	\$1,668.80	\$1,331.20	55.63%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$500.00	\$0.00	\$62.07	\$437.93	12.41%
340	Advertising	\$500.00	\$119.63	\$229.87	\$270.13	45.97%
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	\$626.15	\$6,280.98	\$5,719.02	52.34%
383	Gas Utilities	\$6,500.00	\$901.54	\$5,587.22	\$912.78	85.96%
384	Refuse/Garbage Disposal	\$1,000.00	\$206.84	\$2,204.37	-\$1,204.37	220.44%
385	Sewer Utility	\$400.00	\$25.85	\$387.75	\$12.25	96.94%
405	Cleaning Services	\$5,640.00	\$470.00	\$5,687.00	-\$47.00	100.83%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$0.00	\$0.00	\$473.90	-\$473.90	0.00%
430	Miscellaneous	\$2,500.00	\$0.00	\$205.27	\$2,294.73	8.21%
433	Dues/Contracts/Subscriptions	\$1,000.00	\$70.00	\$978.61	\$21.39	97.86%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$70.38	\$929.62	7.04%
443	Sales Tax	\$100.00	\$51.00	\$172.00	-\$72.00	172.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$35,000.00	\$3,379.23	\$35,728.34	-\$728.34	102.08%
500	Capital Outlay -	\$30,000.00	\$0.00	\$2,314.70	\$27,685.30	7.72%
550	Capital Outlay -	\$31,000.00	\$12,120.39	\$119,573.90	-\$88,573.90	385.72%
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	\$849.00	\$38,658.79	\$61,341.21	38.66%
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	\$68,459.62	\$740,343.69	\$244,473.31	75.18%
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	\$157.55	\$1,405.33	-\$1,405.33	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%
107	Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$0.00	\$2,446.44	-\$2,446.44	0.00%
121	PERA	\$0.00	\$11.82	\$492.60	-\$492.60	0.00%
122	FICA	\$0.00	\$11.49	\$452.55	-\$452.55	0.00%
131	Employer Paid Health	\$0.00	\$25.29	\$1,919.64	-\$1,919.64	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$4.25	\$117.19	-\$117.19	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$1.60	-\$1.60	0.00%



**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

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OBJ	OBJ Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43025 Public Works Snow Removal		\$0.00	\$210.40	\$9,551.28	-\$9,551.28	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	\$0.00	\$2,369.38	-\$2,369.38	0.00%
104	Tech 2	\$0.00	\$104.27	\$868.34	-\$868.34	0.00%
105	Part-time	\$5,574.00	\$0.00	\$0.00	\$5,574.00	0.00%
107	Services	\$0.00	\$20.13	\$20.13	-\$20.13	0.00%
108	Tech 3	\$0.00	\$0.00	\$1,923.48	-\$1,923.48	0.00%
121	PERA	\$0.00	\$9.33	\$410.38	-\$410.38	0.00%
122	FICA	\$426.00	\$8.82	\$389.58	\$36.42	91.45%
131	Employer Paid Health	\$0.00	\$30.07	\$1,056.94	-\$1,056.94	0.00%
133	Employer Paid Dental	\$0.00	\$1.96	\$60.22	-\$60.22	0.00%
134	Employer Paid Life	\$0.00	\$0.11	\$3.37	-\$3.37	0.00%
210	Operating Supplies	\$940.00	\$57.97	\$1,813.72	-\$873.72	192.95%
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	\$27.77	\$296.69	\$53.31	84.77%
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	\$0.00	\$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	\$260.43	\$16,034.01	-\$8,027.01	200.25%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$79,061.00	\$6,112.34	\$79,430.42	-\$369.42	100.47%
101	Assistant	\$45,088.00	\$3,002.68	\$39,858.82	\$5,229.18	88.40%
103	Tech 1	\$43,118.00	\$3,995.46	\$42,523.72	\$594.28	98.62%
104	Tech 2	\$0.00	\$0.00	\$1,780.00	-\$1,780.00	0.00%
105	Part-time	\$37,710.00	\$2,482.50	\$37,135.50	\$574.50	98.48%
107	Services	\$0.00	\$1,087.02	\$1,087.02	-\$1,087.02	0.00%
108	Tech 3	\$53,310.00	\$4,130.80	\$50,826.99	\$2,483.01	95.34%
121	PERA	\$19,372.00	\$1,484.99	\$17,766.32	\$1,605.68	91.71%
122	FICA	\$20,292.00	\$1,462.90	\$17,503.55	\$2,788.45	86.26%
131	Employer Paid Health	\$57,389.00	\$4,213.10	\$55,354.36	\$2,034.64	96.45%
132	Employer Paid Disability	\$1,425.00	\$168.36	\$2,020.32	-\$595.32	141.78%
133	Employer Paid Dental	\$3,818.00	\$328.97	\$3,678.70	\$139.30	96.35%
134	Employer Paid Life	\$248.00	\$21.54	\$222.63	\$25.37	89.77%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

OBJ	OBJ Descr	2023 Budget	DECEMBER 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	\$5,000.00	\$0.00	\$2,541.16	\$2,458.84	50.82%
151	Workers Comp Insurance	\$13,457.00	\$0.00	\$14,188.00	-\$731.00	105.43%
152	Health Savings Account Contrib	\$15,000.00	\$375.00	\$14,625.00	\$375.00	97.50%
200	Office Supplies	\$200.00	\$0.00	\$329.10	-\$129.10	164.55%
208	Instruction Fees	\$500.00	\$0.00	\$223.00	\$277.00	44.60%
210	Operating Supplies	\$3,200.00	\$379.26	\$3,575.14	-\$375.14	111.72%
212	Motor Fuels	\$2,000.00	\$366.37	\$4,886.48	-\$2,886.48	244.32%
213	Diesel Fuel	\$1,000.00	\$1,218.79	\$4,373.21	-\$3,373.21	437.32%
220	Repair/Maint Supply - Equip	\$10,000.00	\$2,748.87	\$15,820.15	-\$5,820.15	158.20%
221	Repair/Maint Vehicles 302	\$1,000.00	\$1,185.18	\$1,779.35	-\$779.35	177.94%
223	Bldg Repair Suppl/Maintenance	\$20,000.00	\$3,484.36	\$16,806.12	\$3,193.88	84.03%
231	Chemicals	\$6,000.00	\$0.00	\$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	\$109.18	\$1,421.35	-\$221.35	118.45%
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	\$193.59	\$589.23	-\$289.23	196.41%
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	\$0.00	\$737.19	\$262.81	73.72%
310	Program Supplies	\$1,500.00	\$16.49	\$3,360.20	-\$1,860.20	224.01%
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	\$0.00	\$69.90	\$930.10	6.99%
316	Security Monitoring	\$1,200.00	\$287.88	\$671.76	\$528.24	55.98%
317	Soccer/Skating	\$1,500.00	\$0.00	\$119.18	\$1,380.82	7.95%
318	Garage (North)	\$3,000.00	\$222.83	\$832.28	\$2,167.72	27.74%
319	Donation Expenditures	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	0.00%
320	Communications	\$6,000.00	\$1,087.21	\$6,342.36	-\$342.36	105.71%
322	Postage	\$150.00	\$0.00	\$16.92	\$133.08	11.28%
323	Garage (East)	\$1,500.00	\$86.32	\$1,788.06	-\$288.06	119.20%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$1,000.00	\$60.49	\$638.25	\$361.75	63.83%
335	Background Checks	\$150.00	\$0.00	\$105.00	\$45.00	70.00%
340	Advertising	\$1,000.00	\$42.75	\$1,538.62	-\$538.62	153.86%
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	\$1,039.51	\$13,850.54	\$1,149.46	92.34%
383	Gas Utilities	\$10,000.00	\$1,112.14	\$8,963.46	\$1,036.54	89.63%
384	Refuse/Garbage Disposal	\$800.00	\$94.75	\$1,240.23	-\$440.23	155.03%
403	Improvements Other Than Bldgs	\$3,800.00	\$0.00	\$3,760.46	\$39.54	98.96%
405	Cleaning Services	\$22,575.00	\$1,881.25	\$23,595.00	-\$1,020.00	104.52%
413	Office Equipment Rental/Repair	\$700.00	\$44.17	\$611.22	\$88.78	87.32%
415	Equipment Rental	\$500.00	\$53.94	\$279.79	\$220.21	55.96%
430	Miscellaneous	\$800.00	\$8.37	\$2,211.21	-\$1,411.21	276.40%
433	Dues/Contracts/Subscriptions	\$500.00	\$257.00	\$1,591.20	-\$1,091.20	318.24%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$703.53	\$796.47	46.90%
443	Sales Tax	\$1,600.00	\$219.00	\$4,279.00	-\$2,679.00	267.44%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$150.00	\$10.00	\$123.50	\$26.50	82.33%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

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OBJ	OBJ Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$0.00	\$276.00	-\$126.00	184.00%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$217.80	\$782.20	21.78%
457	Weight Room Expenses	\$2,000.00	\$0.00	\$2,522.31	-\$522.31	126.12%
459	PAL Foundation Expenditures	\$3,000.00	\$300.00	\$37,044.78	-\$34,044.78	1234.83%
461	Silver Sneakers	\$6,500.00	\$702.00	\$9,037.92	-\$2,537.92	139.04%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay -	\$40,500.00	\$35,242.90	\$191,207.84	-\$150,707.84	472.12%
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	\$69.92	\$899.90	-\$69.90	108.42%
610	Interest	\$19.00	\$0.83	\$19.85	-\$0.85	104.47%
DEPT 45100 Park and Recreation (GENERA		\$596,355.00	\$81,391.01	\$779,544.28	-\$183,189.28	130.72%
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	\$25,607.78	-\$6,284.78	132.52%
121	PERA	\$1,449.00	\$148.64	\$1,920.64	-\$471.64	132.55%
122	FICA	\$1,478.00	\$142.77	\$1,827.01	-\$349.01	123.61%
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	\$276.32	\$33.68	89.14%

**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

OBJ	OBJ Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
134	Employer Paid Life	\$21.00	\$2.06	\$24.70	-\$3.70	117.62%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$989.00	\$0.00	\$1,160.00	-\$171.00	117.29%
152	Health Savings Account Contrib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
201	Library Operating Supplies	\$2,000.00	\$52.49	\$357.20	\$1,642.80	17.86%
202	Library Subscriptions	\$500.00	\$0.00	\$921.95	-\$421.95	184.39%
203	Library Books	\$5,000.00	\$83.38	\$4,580.84	\$419.16	91.62%
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	\$128.95	\$774.38	\$225.62	77.44%
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	\$10.00	\$107.53	\$392.47	21.51%
430	Miscellaneous	\$1,000.00	\$49.97	\$205.09	\$794.91	20.51%
433	Dues/Contracts/Subscriptions	\$2,000.00	\$44.50	\$1,445.01	\$554.99	72.25%
443	Sales Tax	\$100.00	\$1.00	\$406.00	-\$306.00	406.00%
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	\$45.71	\$588.28	-\$45.28	108.34%
610	Interest	\$12.00	\$0.54	\$12.97	-\$0.97	108.08%
DEPT 45500 Library		\$38,830.00	\$2,715.39	\$41,402.11	-\$2,572.11	106.62%
DEPT 47007 2003 Series A Disposal						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure						
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 47014						
600	Principal	\$210,000.00	\$0.00	\$210,000.00	\$0.00	100.00%
610	Interest	\$2,250.00	\$0.00	\$2,520.00	-\$270.00	112.00%
620	Fiscal Agent s Fees	\$300.00	\$0.00	\$360.45	-\$60.45	120.15%
DEPT 47014 47014		\$212,550.00	\$0.00	\$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	\$100.00	\$200.00	\$300.00	40.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling		\$500.00	\$100.00	\$225.00	\$275.00	45.00%
FUND 101 GENERAL FUND		\$4,840,808.00	\$375,404.21	\$4,362,493.06	\$478,314.94	90.12%
FUND 301 DEBT SERVICE FUND						

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OBJ	OBJ Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
DEPT 47000	\$3,815,000 GO CIP 2019A					
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$230,000.00	\$0.00	\$230,000.00	\$0.00	100.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$66,281.00	\$0.00	\$66,281.26	-\$0.26	100.00%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$2,196.00	-\$1,446.00	292.80%
DEPT 47000	\$3,815,000 GO CIP 2019A	\$297,031.00	\$0.00	\$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%

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OBJ	OBJ Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
DEPT 47009	2003 Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010	2004 Series A					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010	2004 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011	2006 Series B Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011	2006 Series B Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	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	\$0.00	\$738.00	\$12.00	98.40%
DEPT 47014	47014	\$99,050.00	\$0.00	\$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	\$0.00	\$927.00	-\$177.00	123.60%
DEPT 47015	47015 Series 2015B/2021A	\$136,850.00	\$0.00	\$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	\$0.00	\$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%

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OBJ	OBJ Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
644	Tax Increment 7 - Stone #1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
645	Tax Increment 8 - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
646	TaxIncrement 9-C&J Dev	\$10,400.00	\$5,535.59	\$11,071.18	-\$671.18	106.45%
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	\$5,535.59	\$11,279.83	-\$29.83	100.27%
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	\$5,535.59	\$11,279.83	-\$29.83	100.27%
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	\$179.40	\$8,102.52	\$9,997.48	44.77%
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	\$179.40	\$8,102.52	\$9,997.48	44.77%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$18,100.00	\$179.40	\$8,102.52	\$9,997.48	44.77%
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$78,749.00	\$938.66	\$53,970.63	\$24,778.37	68.54%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$224.32	\$2,369.38	-\$2,369.38	0.00%
104	Tech 2	\$0.00	\$5,041.55	\$22,757.00	-\$22,757.00	0.00%
107	Services	\$0.00	\$342.21	\$342.21	-\$342.21	0.00%
108	Tech 3	\$0.00	\$112.28	\$4,316.71	-\$4,316.71	0.00%
121	PERA	\$5,906.00	\$499.39	\$6,281.75	-\$375.75	106.36%
122	FICA	\$6,024.00	\$466.35	\$5,673.94	\$350.06	94.19%
131	Employer Paid Health	\$23,911.00	\$1,714.09	\$25,946.68	-\$2,035.68	108.51%
132	Employer Paid Disability	\$740.00	\$60.63	\$727.56	\$12.44	98.32%

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OBJ	OBJ Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
133	Employer Paid Dental	\$1,032.00	\$107.38	\$1,031.99	\$0.01	100.00%
134	Employer Paid Life	\$67.00	\$5.02	\$67.93	-\$0.93	101.39%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$3,703.00	\$0.00	\$2,933.00	\$770.00	79.21%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$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	\$449.33	\$1,567.49	\$1,932.51	44.79%
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	\$2,530.02	\$25,256.63	-\$256.63	101.03%
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	\$81.47	\$5,074.66	\$2,925.34	63.43%
229	Oper/Maint - Lift Station	\$20,000.00	\$3,335.72	\$11,973.57	\$8,026.43	59.87%
230	Repair/Maint - Collection Syst	\$7,000.00	\$2,831.98	\$14,445.70	-\$7,445.70	206.37%
231	Chemicals	\$18,000.00	\$1,831.64	\$23,616.48	-\$5,616.48	131.20%
258	Unif FIRE/Pat	\$1,000.00	\$75.50	\$592.54	\$407.46	59.25%
303	Engineering Fees	\$1,000.00	\$120.00	\$180.00	\$820.00	18.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$4,556.00	\$942.11	\$5,536.86	-\$980.86	121.53%
321	Communications-Cellular	\$1,600.00	\$49.77	\$546.69	\$1,053.31	34.17%
322	Postage	\$800.00	\$0.00	\$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	\$2,505.04	\$27,547.15	\$10,452.85	72.49%
383	Gas Utilities	\$3,000.00	\$481.40	\$3,246.05	-\$246.05	108.20%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$20,000.00	\$1,379.10	\$9,948.00	\$10,052.00	49.74%
407	Sludge Disposal	\$25,000.00	\$0.00	\$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	\$1,381.50	\$33,488.22	-\$33,488.22	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$811,050.00	\$27,506.46	\$583,724.93	\$227,325.07	71.97%
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	\$27,506.46	\$583,724.93	\$227,325.07	71.97%
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%



**PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 MONTH-END EXPENDITURES**

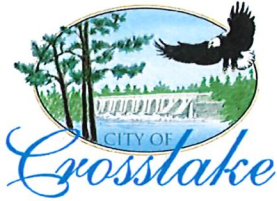
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OBJ	OBJ Descr	2023 Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$200,000.00	-\$200,000.00	\$0.00	\$200,000.00	0.00%
610	Interest	\$5,632.00	-\$1,995.65	\$5,631.85	\$0.15	100.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$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	-\$201,995.65	\$6,090.40	\$200,291.60	2.95%
DEPT 47008 2003 Series B Sewer						
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$100,000.00	-\$100,000.00	\$0.00	\$100,000.00	0.00%
610	Interest	\$11,240.00	-\$664.97	\$11,240.03	-\$0.03	100.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$111,240.00	-\$100,664.97	\$11,240.03	\$99,999.97	10.10%
DEPT 47102 2022A SEWER BONDS						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$69,569.00	\$19,018.54	\$71,166.75	-\$1,597.75	102.30%
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	\$19,018.54	\$71,166.75	-\$1,597.75	102.30%
FUND 651 SEWER RESTRICTED SINKING FUN		\$387,191.00	-\$283,642.08	\$88,497.18	\$298,693.82	22.86%
		\$6,641,906.00	\$124,983.58	\$5,629,216.29	\$1,012,689.71	84.75%



PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 BALANCE SHEET



City of Crosslake  
Balance Sheet

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Current Period: DECEMBER 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	\$19,490.11	\$293,311.48	\$278,338.53	\$18,652.81
G 101-21707	Union Dues	\$0.00	\$949.10	\$949.10	\$11,201.09	\$11,201.09	\$0.00
G 101-21708	HCSP	\$0.00	\$2,116.07	\$2,116.07	\$66,943.44	\$65,443.44	\$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	\$283.80	\$296.90	\$3,872.50	\$4,232.40	-\$189.10
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	\$1,052.00	\$1,052.00	\$21,800.00	\$17,300.00	\$6,743.78
G 101-21713	Dental	\$1,153.36	\$1,470.02	\$1,251.33	\$15,650.98	\$14,946.67	\$1,857.67
G 101-21714	Deferred Compensation	\$0.00	\$510.00	\$510.00	\$9,330.00	\$9,330.00	\$0.00
G 101-21715	Minnesota Benefit Assoc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21716	Flexible Benefit Plan	-\$5,904.02	\$6,963.62	\$4,709.94	\$77,779.43	\$77,295.93	-\$5,420.52
G 101-21717	Child Support/Alimony	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21718	Deferred Compensation	\$0.00	\$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	\$0.00	\$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	\$1,686,315.63	\$1,686,315.63	\$9,483,264.00	\$9,483,264.00	\$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	\$0.00	\$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



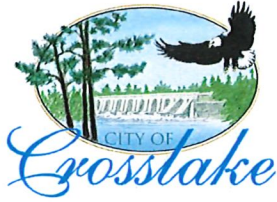








PRELIMINARY UNADJUSTED DRAFT: 12.31.2023 BALANCE SHEET



City of Crosslake  
Balance Sheet

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Current Period: DECEMBER 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	\$19,997.90	\$36,355.82	\$19,997.90	\$36,355.82	-\$36,355.82
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	\$300,000.00	\$346,000.00	\$300,000.00	\$346,000.00	-\$346,000.00
G 651-23100	Bonds Payable-Noncurrent NC	-\$2,461,000.00	\$346,000.00	\$0.00	\$346,000.00	\$0.00	-\$2,115,000.00
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	\$36,355.82	\$511,547.67	\$413,312.04	\$793,137.52	-\$886,830.02
G 651-26600	Net Assets - Unrestricted	\$2,751,935.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,751,935.38
<b>FUND 651 SEWER RESTRICTED SINKING FUND</b>		\$0.00	\$893,903.49	\$893,903.49	\$1,630,180.74	\$1,630,180.74	\$0.00
<b>Grand Total</b>		\$0.00	\$4,909,086.58	\$4,909,086.58	\$36,192,297.75	\$36,192,297.75	\$0.00



D.7.

Crosslake Police Department  
 Monthly Report: December 2023

Agency Assist	16	Traffic Citation	8
Alarm	18	Traffic Warning	77
Animal Complaint	2	Vehicle Off Road	1
ATV	1	Vulnerable Adult	2
Burglary	2	Welfare Check	3
Burning Complaint	1		
Civil Problem	1		
Compliance Check	1		
Counterfeit	1		
Damage To Property	1		
Death	2		
Disturbance	2		
Domestic	1		
Driving Complaint	2		
Drug Information	1		
EMS	27		
Fraud	2		
Gas Leak	1		
Gun Permits	6		
Information	2		
Intoxicated Person	1		
Motorist Assist	1		
Property Damage Accident	3		
Public Assist	1		
Scam/Con	1		
Suspicious Activity	3		
Suspicious Person	1		
Suspicious Vehicle	5		
Threats	1	<b>TOTAL</b>	<b>199</b>





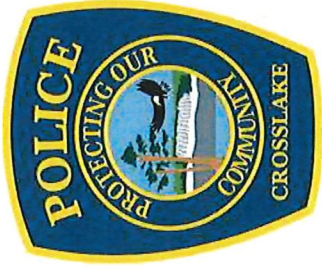
D. 8.

Crosslake Police Department  
Mission Township  
Monthly Report: December 2023

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Agency Assist	5
Background	1
EMS	2
Hazard In Road	1
Motorist Assist	1
Traffic Citation	3
Traffic Warning	46

TOTAL: 59



## Crosslake Police Department Year End Report: 2023

911 Hangup	11	Drug Possession	1	Other	4	Warrant Service	1
Abandoned Vehicle	5	EMS	434	Parking Complaint	40	Warrant Service Attempt	2
Agency Assist	225	Escort	1	Party Complaint	2	Welfare Check	55
Alarm	159	Extra Patrol	4	Personal Injury Accident	10	Worthless Check	1
Animal Bite	2	Fire	14	Property Damage Accident	53		
Animal Complaint	62	Fireworks	3	Prowler	1		
Assault	4	Forgery	3	Public Assist	120		
ATV	32	Found Property	20	Ride Along	5		
Background	5	Fraud	7	Scam/Con	12		
Burglary	6	Garbage Dumping	4	Shooting Complaint	7		
Burning Complaint	10	Gas Leak	4	Snowmobile	8		
Civil Problem	19	Gun Permits	35	Stalled Vehicle	1		
Compliance Check	6	Harass Comm	2	Stolen Recovered	1		
Counterfeit	1	Hazard In Road	16	Suicidal Person	7		
Criminal Sexual Conduct	3	Housewatch	4	Suspicious Activity	19		
Damage To Property	6	Information	71	Suspicious Person	18		
Danco Violation	1	Internet Crime	1	Suspicious Vehicle	45		
Dangerous Dog	2	Intoxicated Person	6	Theft	18		
Death	10	Licensing	4	Threats	5		
Disturbance	29	Liquor Violation	1	Traffic Arrest	27		
DOA Natural	2	Lost Property	8	Traffic Citation	148		
Dog Ordinance	1	Missing Persons	3	Traffic Warning	1,037		
Domestic	10	Motorist Assist	24	Trespass	13		
Driving Complaint	39	Noise Complaint	13	Vehicle Off Road	9		
Drug Information	4	Open Door	4	Vulnerable Adult	14	<b>TOTAL</b>	<b>3,038</b>

D. 9.



D.  
10.

Crosslake Police Department  
Mission Township  
Year End Report: 2023

Abandoned Vehicle	1
Agency Assist	60
Alarm	9
Animal Complaint	3
Background	1
Civil Problem	1
Damage To Property	1
Driving Complaint	9
EMS	16
Fire	1
Garbage Dumping	1
Gas Leak	1
Hazard In Road	2
Housewatch	2
Intoxicated Person	1
Motorist Assist	7
Open Door	3
Personal Injury Accident	1
Property Damage Accident	8
Scam/Con	1
Snowmobile	2
Suspicious Activity	1
Suspicious Vehicle	2
Theft	1
Traffic Arrest	6
Traffic Citation	142
Traffic Warning	648
Vehicle Off Road	1
Warrant Service Attempt	1
Welfare Check	7
<b>TOTAL</b>	<b>944</b>





# Crosslake Fire Department

Date: December 2023

D.  
11.

## Incidents

Description of Incident	Calls	YTD	2022
<b>3 - Rescue &amp; Emergency Medical Services</b>			
311 - Medical Assist - Assist EMS Crew	25	381	407
300 - Rescue, EMS Incident			2
322 - Motor Vehicle Accident with Injuries		9	5
324 - Motor Vehicle Accident with No Injuries		2	1
351 - Remove from Elevator			1
341/361/362 - Search for Person/Water Rescue/Ice Rescue		2	4
381 - Rescue Remove from Harm		4	
<b>Total:</b>	<b>25</b>	<b>398</b>	<b>420</b>
<b>1 - Fire / 2 - Overpressure Rupture, Explosion, Overheat</b>			
111 - Building Fire		3	2
111 - Building Fire (Mutual Aid)	3	5	1
112/118/113/114/151 - Fire Other / Chimney Fire		1	2
141/142/143 - Forest, Woods, Brush, Grass Fire		3	7
130/131/134/138/142 - Mobile Property/Automobile Fire/Off Road Vehicle		2	3
251 - Excessive Heat, Scorch burns with no ignition		1	
<b>Total:</b>	<b>3</b>	<b>15</b>	<b>15</b>
<b>4 - Hazardous Condition (No Fire)</b>			
411 - Gasoline or other Flammable Liquid Spill			
412/421- Gas Leak (Natural Gas or LPG), Chemical Spill	1	6	11
424 - Carbon Monoxide Incident		1	2
444 - Power Line Down/Trees on Road		1	7
445 - Arcing, Shorted Electrical Equipment			1
<b>Total:</b>	<b>1</b>	<b>8</b>	<b>21</b>
<b>5 - Service Call</b>			
561 - Unauthorized Burning		1	1
531/521 - Smoke or Odor Removal / Water Problem			1
542/550/553 - Public Service/ Public Assist / 571 - Standby	3	47	32
551 - Agency Assist	4	37	30
<b>Total:</b>	<b>7</b>	<b>85</b>	<b>64</b>
<b>6 - Good Intent Call</b>			
611 - Dispatched and Cancelled en route	2	23	21
600/631 - Good Intent Call/Authorized Burning			1
651/652 - Smoke scare, Odor of smoke		2	5
661 - EMS Party Transport - Aircare - Traffic Control	1	11	13
<b>Total:</b>	<b>3</b>	<b>36</b>	<b>40</b>
<b>7 - False Alarm &amp; False Call</b>			
735/740/743/740/745 - Smoke Detector Activation - No Fire		17	20
746 - Carbon Monoxide Detector Activation - No CO		1	6
731 - Sprinkler Activation due to Malfunction			
<b>Total:</b>	<b>0</b>	<b>18</b>	<b>26</b>
<b>8 - Severe Weather &amp; Natural Disaster</b>			
814 - Lightning Strike (No Fire)			1
813/815 - Wind Storm/Severe Weather Standby		1	4
<b>Total:</b>	<b>0</b>	<b>1</b>	<b>5</b>
<b>Total Incidents:</b>	<b>39</b>	<b>561</b>	<b>591</b>

## Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
<b>Incident Type Category: 1 - Fire</b>					
111 - Building fire	3	7.7%	713,012	200,000	913,012
	<b>Total: 3</b>	<b>Total: 7.7%</b>	<b>Total: 713,012</b>	<b>Total: 200,000</b>	<b>Total: 913,012</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>					
311 - Medical assist, assist EMS crew	25	64.1%			
	<b>Total: 25</b>	<b>Total: 64.1%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>					
412 - Gas leak (natural gas or LPG)	1	2.6%			
	<b>Total: 1</b>	<b>Total: 2.6%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 5 - Service Call</b>					
551 - Assist police or other governmental agency	4	10.3%			
553 - Public service	3	7.7%			
	<b>Total: 7</b>	<b>Total: 17.9%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 6 - Good Intent Call</b>					
611 - Dispatched and cancelled en route	2	5.1%			
661 - EMS call, party transported by non-fire agency	1	2.6%			
	<b>Total: 3</b>	<b>Total: 7.7%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
	<b>Total: 39</b>	<b>Total: 100.0%</b>	<b>Total: 713,012</b>	<b>Total: 200,000</b>	<b>Total: 913,012</b>

## Report Filters

Basic Incident Date Time: is between '12/01/2023' and '12/31/2023'

Agency Name: is equal to 'CROSSLAKE'

## Report Criteria

Incident Type (Fd1.21): Is Not Blank

## Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
<b>Incident Type Category: 1 - Fire</b>					
111 - Building fire	8	1.4%	1,950,512	403,000	2,353,512
122 - Fire in motor home, camper, recreational vehicle	1	0.2%	5,000	500	5,500
131 - Passenger vehicle fire	1	0.2%	15,000	1,000	16,000
142 - Brush or brush-and-grass mixture fire	3	0.5%			
151 - Outside rubbish, trash or waste fire	1	0.2%			
	<b>Total: 14</b>	<b>Total: 2.5%</b>	<b>Total: 1,970,512</b>	<b>Total: 404,500</b>	<b>Total: 2,375,012</b>
<b>Incident Type Category: 2 - Overpressure Rupture, Explosion, Overheat (No Fire)</b>					
251 - Excessive heat, scorch burns with no ignition	1	0.2%			
	<b>Total: 1</b>	<b>Total: 0.2%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>					
311 - Medical assist, assist EMS crew	381	67.9%			
322 - Motor vehicle accident with injuries	9	1.6%			
324 - Motor vehicle accident with no injuries.	2	0.4%			
342 - Search for person in water	1	0.2%			
361 - Swimming/recreational water areas rescue	1	0.2%			
381 - Rescue or EMS standby	4	0.7%			
	<b>Total: 398</b>	<b>Total: 70.9%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>					
412 - Gas leak (natural gas or LPG)	5	0.9%			
421 - Chemical hazard (no spill or leak)	1	0.2%			
424 - Carbon monoxide incident	1	0.2%			
444 - Power line down	1	0.2%			
	<b>Total: 8</b>	<b>Total: 1.4%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 5 - Service Call</b>					
551 - Assist police or other governmental agency	37	6.6%			
553 - Public service	46	8.2%			
561 - Unauthorized burning	1	0.2%			
571 - Cover assignment, standby, moveup	1	0.2%			
	<b>Total: 85</b>	<b>Total: 15.2%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 6 - Good Intent Call</b>					
611 - Dispatched and cancelled en route	24	4.3%			
651 - Smoke scare, odor of smoke	2	0.4%			
661 - EMS call, party transported by non-fire agency	11	2.0%			
	<b>Total: 37</b>	<b>Total: 6.6%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>					
735 - Alarm system sounded due to malfunction	8	1.4%			
740 - Unintentional transmission of alarm, other	2	0.4%			
743 - Smoke detector activation, no fire - unintentional	1	0.2%			
745 - Alarm system activation, no fire - unintentional	5	0.9%			
746 - Carbon monoxide detector activation, no CO	1	0.2%			
	<b>Total: 17</b>	<b>Total: 3.0%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 8 - Severe Weather &amp; Natural Disaster</b>					
815 - Severe weather or natural disaster standby	1	0.2%			
	<b>Total: 1</b>	<b>Total: 0.2%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
	<b>Total: 561</b>	<b>Total: 100.0%</b>	<b>Total: 1,970,512</b>	<b>Total: 404,500</b>	<b>Total: 2,375,012</b>

Report Filters



D.  
12.



## CROSSLAKE PUBLIC SAFETY COMMISSION

### Minutes – November 1, 2023 9:00AM

Attendees: Aaron Herzog, Jayme Knapp, Marcia Siebert-Volz, Chief Lohmiller, Chief Maier, Curt Mowers, Bob Heales, Matt Karlson, Jen LeBlanc

Guest: Mike Lyonais, John Auge, Steve Patterson

1. Call to Order – 0858
2. Approve Minutes October 4, 2023 – **Motion by Herzog, seconded by Chip – MOTION CARRIES**
3. Community Service Officer Position (agenda item 4)
  - Chief Maier spoke with CLC for some guidance on deploying a program. CLC told Maier it would be up to our department to build and deploy a program. Brainerd CSO's are paid \$15/hour. Maier is unsure if hiring a CSO would help with recruitment and retention for our department. Maier has someone in mind for the position but he would not be eligible to work until September 2024. Herzog shared his experience in running a CSO program for ten years during his career. Herzog and Lohmiller agreed it would be an expensive program. Maier suggested it be a volunteer program versus a paid program. Discussion ensued. Maier will start to put a program together that can be presented to the Council.
4. Guest Steve Patterson, President of Sandcrest on Crosslake HOA (agenda item 3)
  - Patterson is requesting No Parking signs on East River Road. There is a small access lot in the development on East Shore Road. Patterson states in their bi-laws, residents are not allowed to park on the street. Currently, there are lots of guests and short-term rentals who do not

read the bi-laws. The road is narrow to begin with and gets narrower with cars parked on the road. The committee was in agreeance the signs are necessary.

Motion to talk to Pat Wehner about posting signs – **Motion by Lohmiller, seconded by Maier – MOTION CARRIES**

5. Mission Twp Contract Renewal for Police Services (agenda item 6)
  - Maier introduced John Auge, Mission Township Chair of the Board. Currently contract cost is \$67,000 annually, renewing every April. The City has requested for the contract cost to increase. Auge spoke highly of the police department and said that the majority of citizens are supportive of this contract. Auge also stated the Township is understanding of the need to raise the cost. Discussion ensued. It was agreed upon that the City does not seek to make money on this contract but to cover costs. Lyonais stated the City would be requesting a 5-6% increase in the contract and also to change to a three-year contract, versus a one-year. Lyonais re-iterated to Auge that as the contract stands, the Crosslake Police Department patrols 24 hours a week and the Crow Wing County Sheriff's Office responds to calls. Patrolling provides a more personal level of service. Auge stated increases such as COLA, market adjustment and union contract changes can be built into the contract. Auge is agreeable to entering a three-year contract with a price increase.
  
6. New Store selling CBD Products on Co Rd 3 (agenda item 5)
  - Karlson stated his wife heard that this new business was going to be a marijuana dispensary. Due to the recently passed laws in Minnesota regarding marijuana legalization, Karlson wanted to start a discussion on how the City would handle a request to open a dispensary. Discussion ensued. Herzog would like the Council to speak to an attorney about stopping grow operations and dispensaries in the City. Siebert-Volz stated that was premature. Knapp stated that is a bigger discussion. It was explained that the business is renting a building on Co Rd 3 and they applied for a permit to sell CBD products such as oil and edible gummies. Karlson explained the difference between CBD and THC products. He also stated that CBD is legal. What the business owners are doing is on



the up and up. With the current laws, there is a potential for them to be able to sell legalized marijuana and related products. It was suggested that the City looks to other cities for example, speak to an attorney and possibly put a moratorium in place.

7. Crosslake Officers Joining the Crow Wing County TAC Team

- Maier states that Officers Cody Haines and Pat Martin have shown a desire to join the TAC team. Maier went on to explain that the TAC team is similar to SWAT and it is a desirable extracurricular that younger officers are interested in during their career. Members of the TAC team train twice a month for four hours and callouts are limited. There would be a small cost to the City to purchase gear, approximately \$3,000 per officer. Maier states providing this opportunity to officers will be good for retention and also from a training standpoint. Maier has already been in touch with the County and they are interested in adding members. Karlson raised the question of minimum requirements/rules for having officers be eligible to join the TAC team. Discussion ensued.

8. Old Business

- Short Term Rentals – Lohmiller asked for an update on the plan for short term rentals. As it stands, the County is currently handling licensing. Lohmiller brought up concerns of Life-Safety issues at properties within the City. Lyonais stated the City needs to figure out what it wants to do before January 1, 2024. There are three choices: let the County continue to handle licensing, continue with the county and add a Life-Safety ordinance or let the City handle it all. Discussion ensued. The Public Safety Commission and City Council remain divided on the issue.
- Applicants for Open Officer Position – Maier stated there was an applicant he met with and did a ride-along with Officer Martin. Maier stated there were too many red flags and he did not have a good feeling about. Another applicant is currently being background by the Sheriff's Office. Maier re-iterated the need for a 6<sup>th</sup> officer and how difficult it has been to operate with a team of five.

9. New Business

10. Motion to Adjourn at 1022 – **Motion by Maier, seconded by Lohmiller**

D.  
13.

## MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

PERMITS	December-2023	Year-to-Date 2023	December-2022	Year-to-Date 2022
New Construction (Dwellings)	3	45	1	41
Septic - New	1	37	0	46
Septic Upgrades	4	44	0	34
Porch / Deck	9	63	0	67
Additions	2	53	2	33
Landscape Alterations	3	60	4	60
Access. Structures	5	73	1	69
Demo/Move	5	41	0	18
Signs	0	9	0	10
Fences	0	7	0	5
E911 Addresses Assigned	2	39	0	31
<b>Total Permits</b>	<b>34</b>	<b>471</b>	<b>8</b>	<b>414</b>

ENFORCEMENT / COMPLAINTS	Year-to-Date 2023	Year-to-Date Closed	Year-to-Date Open	Year-to-Date Closed
Enforcement				
After-the-Fact Permits Issued				

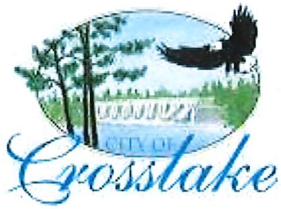
CUSTOMER SERVICE STATISTICS	December-2023	Year-to-Date 2023	December-2022	Year-to-Date 2022
Counter Visits	38	985	27	960
Phone Calls	68	1586	43	1562
Email	59	1838	81	1980
<b>Total</b>	<b>165</b>	<b>4409</b>	<b>151</b>	<b>4502</b>

Call For Service		59	0	33
Shoreland Rapid Assessment Completed (Buffer)		48	1	36
Stormwater Plans Submitted		109	3	93
Site Visits		278	0	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	194	3	142	5
Passing Septic Compliance Percentage		98.5%		96.5%

PUBLIC HEARINGS	December-2023	Year-to-Date 2023	December-2022	Year-to-Date 2022
DRT	3	43	1	28
Variance	1	12	0	19
CUP/IUP	0	8	0	4
Land Use Map Amendments	0	0	0	0
Subdivisions (Metes & Bounds; Preliminary; Final)	0	5	1	8

Consolidations/Lot Line Adjustments	0	5	3	13
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D. 14.

STATED MINUTES  
City of Crosslake  
Planning Commission/Board of Adjustment

November 17, 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. 10-27-2023 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 David & Krista Spizzo - Variance for a river setback

4.2 Robert W & Barbara J Eng – Variance for lake, side yard, and dwelling setbacks

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

**David & Krista Spizzo  
14210703**

Wessels announced the variance request and asked Gansen to proceed with the variance process. Gansen read the variance request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, project details, shoreland zoning district, impervious percentage, stormwater management plan submitted, septic compliance dated 10-5-2023, no comments received, and the history of the parcel into the record. Wessels did an in-depth explanation of the proposed project. Lindner clarified the water setback of 75 feet for a GD lake versus the 100 feet for a GD river, along with the two sheds that are to be moved off of the property. Wessels invited Landecker of Breezy Point, the applicant's representative to the podium. Landecker stated some ordinance history, parcel history, no dwelling basement, additional bedroom space is needed, common space increase, flood zones, stormwater management plan (SWMP), septic system for 5 bedrooms, and items to be removed off of the property. Wessels opened the public forum. Fuhs, commission alternate, of Harbor Lane, stated the 10x28 addition that is getting closer to the river was not necessary, it could possibly be moved over to the west side with the other proposed addition to keep the structure from getting any closer to the river, with Landecker explaining the 280 sf addition extends the interior floor plan out over an existing deck. Discussion was held with Landecker and the commissioners on the second story locations, roof line, dormers, exterior visual appearance, the existing/proposed septic system, and items/structures on the parcel that were going to be removed off of the property. Wessels closed the public forum. 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.

**November 17, 2023 Action:**

**Motion by Volz; supported by Schiltz to approve the variance for:**

- River setback of 56 feet where 100 feet is required to proposed dwelling additions

**To construct:**

- 1,900 & 280 square foot dwelling additions

Per the findings of fact as discussed, the on-site conducted on 11-16-2023 and as shown on the certificate of survey received at the Planning & Zoning office dated 10-5-2023 for property located at 35339 Riverwood Trail, 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 11-17-2025**

1. Items listed to be removed as shown on the revised certificate of survey dated 10-5-2023 to be moved off of the parcel
2. Provide an elevation certificate (Supplemental Data Form) by a certified surveyor showing that the lowest floor meets the required Regulatory Flood Protection Elevation (RFPE) according to the city land use ordinance and/or FEMA regulations
3. 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
4. Dirt debris to be stored in the building envelope area on the property

**Findings: See attached/packet**

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

**Robert W & Barbara Eng  
14070613, 14070614**

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 design submitted, no comments received, and the history of the parcel into the record. Wessels invited Schmidt of Wes Hanson Builders, the owner's representative to the podium. Schmidt stated per the on-site yesterday he contacted the septic designer, but he was out of town; designer assured him that they could work something out to move the drainfield to make it more conforming to the ordinance setback of 10' from the property line, but not sure if it would remain a type 1 system. The commissioners and Schmidt held a discussion on: the size of the lot (small lot-when do you say no it is too much or enough is enough), impervious amount, egress windows proposed, building construction, tear down but leave the foundation and rebuild with addition, roof pitch, height of proposed structure, would rather see the septic drainfield encroaching on the owner's structures than on the neighboring property, the possibility of moving the drainfield further into the owner's property and possibly somewhat parallel to the existing sidewalk versus paralleling the property line, amending the drainfield setback to the dwelling to state up to 10 feet versus the asked for 17 feet. Wessels opened the public forum. West neighbor did state that he was fine with the variance request(s). Wessels closed the public forum. 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.

**November 17, 2023 Action:**

**Motion by Lindner; supported by Wessels to approve the variance for:**

- Lake setback of 40 feet where 75 feet is required to proposed dwelling
- Lake setback of 45 feet where 75 feet is required to proposed septic system
- Side yard setback of 5 feet where 10 feet is required to proposed septic system
- Dwelling setback of 17 feet **amended** to state up to 10 feet where 20 feet is required to proposed septic drainfield

**To construct:**

- 1,169 square foot dwelling along with 257 square foot covered deck and steps
- A new septic system

Per the findings of fact as discussed and the on-site conducted on 11-16-2023 and as shown on the certificate of survey received at the Planning & Zoning office dated 10-19-2023 for property located at 37241 Twin Bay Drive, 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 11-17-2025.**

1. Existing dwelling, except for the foundation, as shown on the certificate of survey dated 10-19-2023 to be removed
2. Dirt debris to be hauled off of the property
3. Lake side septic drainfield to be angled towards the existing auxiliary cottage structure

**Findings: See attached/packet**

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

**Other Business:**

Staff report

Monthly city council report

Development Review Team (DRT) had 4 November monthly meetings

Permits – nothing significant to report (NSTR)

Next Month:

December 11 – Public Hearing Application deadline

December 11 – City Council Meeting

December 12 – Development Review Team (DRT)

December 14 – On-site visit

December 15 – PC/BOA Meeting

Ordinance Changes discussed by the staff, commissioners and Herzog:

- Accessory structure changes with all agreeing to change the current residential conditional use permit (CUP) requirement from any footprint greater than 2500 sq ft to now read any footprint greater than 1200 sq ft shall require a CUP; the land use table to reflect that change as well as any area in the ordinance to signify that any accessory structure in the city of Crosslake will require a CUP except for a residential accessory structure that is 1200 sq ft or less.

- Signs and parking were discussed and all agreed to leave these ordinance sections as is at this time and possibly address them at the next ordinance revision.

- Gansen to adjust the fee schedule per city council request - some commissioners handed in their fee schedule handouts with their suggested fee schedule changes

**Open Forum:**

1. There were no open forum items

**Matters not on the Agenda:**

1. There were no matters not on the agenda

**Motion by Wessels; supported by Schiltz to adjourn at 11:00 A.M.**

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

Respectfully submitted,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Planner-Zoning Coordinator

D. 15.

Crosslake Parks & Recreation/Library Commission Minutes  
Wednesday, October 25<sup>th</sup>  
Crosslake Community Center 2:00 pm

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

Public: Jeff Benson

I. Call to Order 2:00 pm

II. Approval of Agenda

**Motion to Approve Agenda: Ann/Kristin Favor: All Opposed: None**

III. Approval of Minutes

**Motion to approve Minutes from Wednesday, September 27, 2023 with the following correction: Section V, Part A, Row 4 edit to read "but the ROW does due to the Fifty Lakes/Manhattan Beach portion". Peter/Ann Favor: All Opposed: None**

IV. Old Business

Update on park signage—TJ has been in contact with Upland Sign Designs who have provided a concept design. The sign would be one-sided, without masonry or LED lighting. The cost would be \$750.00. Peter commented on how much better the berm looks after the new landscaping has been completed.

V. New Business

Due to the presence of Mr. Benson pertaining to the ROW Vacation, Chair Joe stated the New Business items would be reversed.

B) Glencrest Beach ROW Vacation Application

A site visit of the ROW was conducted on October 24, 2023 where it was determined both neighboring parties are using the ROW as a part of their driveway and there appears to be no reason the City would want to utilize the ROW in the future due to the incredibly steep bank making access to the lake nearly impossible. Discussion ensued.

**Motion: To approve the Glencrest Beach ROW Vacation Ann/Peter Favor: All Opposed: None**

A) Library Volunteer Policy Update

The Library Manager is requesting the Commission set written age requirements for Library Volunteers for clarification purposes. Currently the Policy states no age requirements, (other than you must have a parent's written permission to volunteer if you are under 18), and it appears to be up to the discretion of the Library Manager and/or an unwritten understanding. Discussion ensued.

**Motion to Update the Library Policy as determined; Page 4, Paragraph 4 shall now read: "Volunteers must be a minimum of 15 years of age and must be able to responsibly perform assigned duties/tasks unsupervised. Volunteers must be at least 18 years of age to operate the Circulation Desk.**

**Volunteers shall complete a release to the City of Crosslake for a required, routine background check."**

**Ann/Kristin Favor: All Opposed: None**



## VI. Other Business

### A) Staff Report

1. October Council Actions-- Approved Park Dedication in the amount of \$16,500.00
2. Hockey Rink Update-- TJ has ordered the removal of the temporary hockey boards as they have outlived their life expectancy and may be determined unsafe or dangerous. A skating area will be flooded directly on the ground in that location. TJ is working with Bolton Menk on a future rink design concept for the area. The Pickleball Club will begin fundraising efforts for their portion of the future concept soon. Discussion followed. TJ will create a spreadsheet of Pickleball income since May of 2022 for this Commission's information as it relates to any future park design.
3. Overlook Park-- The following progress has been completed or is being made in regards to the new park: posts are now in place for fencing around the porta-potty area, cameras will be installed yet this fall, and a quote is being prepared for a future irrigation system. The PAL Foundation will be working on Phase II which includes fundraising for a new roof and floor epoxy for the shelter.
4. ROW Task Force Update-- The Task Force met recently and determined location signs should be placed on ROW's before releasing locality information to the public. This will be done in the Spring. The Commission discussed ongoing site visits as any vacation applications come in. It was decided to continue with these visits as it is a very beneficial tool when determining the value/usefulness of the ROW to the City.

B) Comments from the Commission-- Ann complimented TJ on the outstanding job he does as Director and stated that he is a real asset to the City. The Members were in agreement and Mary Jo also stated she appreciated TJ's open-mindedness when considering requests and solutions to issues which is greatly appreciated.

C) Pequot Lakes Community Education Update—N/A

## VII. Open Forum

N/A

## VIII. Adjourn

**Motion to Adjourn: Ann/Peter Favor: All Opposed: None**

D. 16.

# Parks, Recreation & Library Annual Report 2023

The mission of the Crosslake Parks and Recreation Department is to provide recreational services that positively impact the health of our citizens, the environment, the economy and the quality of life in our community.



# A Year in Review

## Facilities

### **CCC water damage**

Last summer, we discovered water damage on the eastern end of the building. The League of MN Cities sent out an engineer to investigate the water damage. It was concluded that the water damage was due to construction errors in the metal flashing. The flashing has since been fixed and we are now waiting for estimates to repair the interior damages. The interior damages will be covered by the league.

### **Gutters**

Original 4" gutters were removed from the original section of the building and 6" gutters were installed. The addition section of the building was installed with 6" gutters.

### **Insulation**

The Community Center has struggled with ice dams in recent years. Our attic was inspected and it was determined that we only had R-9 insulation. Green Star spent 8 hours bringing our insulation to R-50.

### **HVAC**

Two 27 year old HVAC units were replaced in the Gymnasium by Thelen Heating and Roofing. All of our 8 HVAC systems are now 6 years old or newer.

### **Maintenance Garage**

With my staff and help from public works, we were able to complete the interior portion of our new shop. They installed all of the tin, insulated the walls & attic, and built a utility room. We have a few minor things to wrap up but other than that, it is all done!

## Parks

### **Community Park Master Plan**

We have started the process with Bolton & Menk to develop a Park Improvement Master Plan. We are hoping to have a completed rendered plan with budgeted numbers by February 2024.

### **Community Center Landscape Berm**

The Landscape Berm located in the front lawn of the Community Center was in dire need of a renovation. Park Staff removed 20+ years of layered mulch, removed landscape fabric, removed bushes, and got everything prepped for planting. St. Croix Management planted over 115 flowers, grasses, bushes, and trees. They also top dressed with mulch. This turned out to be a very successful and rejuvenating project for our facility and grounds.

### **Tennis Court Landscaping**

There are three landscape beds on the north side of the tennis courts that have been neglected for years. We ripped out the tired bushes and old mulch and replaced them with rock and 27 flowers and grasses.

### **Pine River Overlook Park**

With the blessing from council and the financial assistance from the PAL Foundation, we were able to make great strides at the new Pine River Overlook Park. This is what was completed this year: Parking lot, trail, portable toilet enclosure, garage renovation (picnic pavilion), installed two picnic tables, installed the park sign, and completed minor turf renovations. In 2024 we are hoping to work with PAL to replace the roof on the pavilion and to install irrigation.

### **South Bay Park**

In June, Duluth Archeology performed a Phase 1 Archeological Survey at South Bay Park. A total of 43 shovel tests were placed; all were negative for cultural materials. This was a huge step in moving forward with development of the park. We will continue to work with the CORP of Engineers to initiate phase 1 of the South Bay Park Management Plan.

### Programs

#### **Pickleball**

Pickleball numbers have increased steadily over the last few years. We have seen a 107% increase since 2021. Note, that accounts for our annual members and day pass guests *only*. Furthermore, this number *excludes* the players who play outside of our scheduled 'prime' time play (Monday-Friday 8:00 am – 1:00 pm). A notable change we noticed this year was the change in age demographics. We witnessed a lot of young families and young friends playing on the courts during 'open time'. Additionally, there was enough demand for evening play that we installed timers on our lights. We anticipate this program to keep growing for years to come.

#### **Adult Tennis**

We had 18 players sign up for our Adult Tennis Mixer program. They often had three courts occupied during their time of play. This program had a resurgence this summer.

#### **Youth Tennis Lessons**

23 kids participated in our Youth Tennis Lessons this summer. We provided three sessions this year and it worked out really well. We also hired a new tennis instructor and was well accepted by our players and parents.

#### **Fun in the Park**

We introduced a brand new summer youth program this year! Being a new program, it started a bit slow but quickly gained traction halfway through. Our youth coordinator, Sarah, had a lot of great ideas. With her relationship with the Loon Center, we were able to partner with them to give kids the opportunity to study loons from a pontoon on the Whitefish Chain. We are excited to build on this program in 2024.

#### **Baseball**

Unfortunately, we were only able to field one mustang team this year. Numbers have been down in recent years; we are hoping to improve participation numbers in 2024.

## **Soccer**

Our soccer participation was up from the previous year. We had 9 players on our K-1<sup>st</sup> grade team and we had 18 on our 2<sup>nd</sup>-4<sup>th</sup> grade team.

## Events

### **Art Show**

Over 1,200 people attended the art show this year!

### **Dog Days of Summer Pickleball Tournament**

Our first Annual Dog Days of Summer Pickleball Tournament was a big success. In total, between 6 divisions, 46 teams signed up. We pulled in players from the cities and northern Minnesota. With more courts tentatively coming in the near future, we may be able to turn this event into a large multi-day state-wide tournament.

### **Kamp Kimchee**

We hosted 32 Kamp Kimchee youth members this year. They received pickleball lessons from our volunteer pickleball group and rotated in some games. They come back each year excited for this opportunity.

### **Grandpa's Run for the Walleye**

The 26<sup>th</sup> Annual Grandpa's Run for the Walleye was a huge success. We are honored to host this event each summer. Participants were from 25 states and two foreign countries. A total of 534 participants signed up for the race! We thank WAPOA for putting on such a great event for our community.

### **April Foolish Day Pickleball Tournament**

16 players participated in the 2<sup>nd</sup> Annual April Foolish Day Pickleball Tournament. Each team played for a local charity and charities were determined by the winners of each division. The following charities benefited from the tournament: Homeless and Wounded Warriors, Crosslake Food Shelf, and Common Good (Bridges of Hope MN). New this year was a best dressed team outfit which was awarded to that team's charity – ChristmasForKids.

### **Free-throw Competition**

The Knights of Columbus free-throw competition, which is hosted in our gymnasium, saw 42 participants this year.

### **Halloween Party**

The Halloween Party was yet another success. We estimate that over 350 ghosts, goblins and accompanied parents participated in the fun.

### **Book Sale**

Our book sales were held on June 2; July 7 & 8; August 4 & 5; and September 1 & 2. Between all four sales, we pulled in over \$5,000. As a reminder, our book sales are completely volunteer driven!

## Special Projects

### **Right of Ways**

Members from the Parks Commission visited all 52 public right of ways that terminate at the water. Specific notes were taken at each ROW to be used to develop an inventory. An inventory log was created to list the ROW name, width, lake, and the adjacent property addresses. Next, we created an inventory presentation, which includes a description of the ROW, site visit notes, and pictures of the ROW. Lastly, a map was created to identify each ROW with their respected number.

### **Baseball Press Box**

Our press box was weathered and posed some safety risks. We hired a contractor to come and fix the roof, stairs, and press box table. Next spring, my staff will stain, paint and fix other minor repairs.

**2023 Parks, Recreation & Library Revenues and Expenditures**

<b><u>Park Revenues</u></b>	<b><u>Budgeted</u></b>	<b><u>Actual</u></b>
Park User Fee	\$4,000.00	\$2,867.00
Shelter/Beer/Wine Fees	\$300.00	\$360.00
PAL Foundation - Park	\$3,000.00	\$41,873.80
Silver Sneakers	\$15,000.00	\$20,807.00
Park Dedication	\$4,500.00	\$42,000.00
Tennis Fees	\$1,500.00	\$2,116.00
Recreation Program	\$3,000.00	\$475.00
Softball/Baseball Fees	\$1,000.00	\$525.00
Recreation Misc. Receipts	\$1,000.00	\$2,663.00
Weight Room Fees	\$30,000.00	\$33,591.50
Volleyball Fees	\$750.00	\$104.00
Soccer Fees	\$1,500.00	\$805.00
Pickleball Fees	\$15,000.00	\$18,841.00
<b>Subtotals</b>	<b>\$80,550.00</b>	<b>\$167,028.30</b>
<b><u>Library Revenues</u></b>		
Library Cards	\$500.00	\$1,199.00
Library Donations	\$500.00	\$189.96
Library Copies	\$300.00	\$345.08
Library Events	\$5,000.00	\$5,558.32
Library Misc.	\$50.00	\$26.50
<b>Subtotals</b>	<b>\$6,350.00</b>	<b>\$7,318.86</b>
<b>TOTALS</b>	<b>\$86,900.00</b>	<b>\$174,347.16</b>

	<b><u>Budgeted</u></b>	<b><u>Actual</u></b>
<b><u>Park Expenditures</u></b>	<b>\$596,355.00</b>	<b>\$698,153.27</b>
	<b><u>Budgeted</u></b>	<b><u>Actual</u></b>
<b><u>Library Expenditures</u></b>	<b>\$38,830.00</b>	<b>\$38,686.72</b>

Note: Park Expenditures include money that was spent on Pine River Overlook Park (Park Dedication & PAL Foundation), Maintenance Shop (Park Dedication), CCC Insulation (Park Gen Cap Ex FB).

2023 Monthly User Totals

Amenity/Activity	January	February	March	April	May	June	July	August	September	October	November	December
AAA Class	17	16			10				14			
Adult Tennis						70	103	112				
Art Club	17	12	15	48	70	25	53	95	72	23	21	
Art Show								1242				
Baseball					133	207						
Book Club			3	12	12	14	12	13	6	7	7	
Bridge Club						68	48	31	51			
Cart Tours						29	44	49	34	9		
Events							32					
Fun in the Park						63	73					
Garden Club	17	13	29	25	18	20		21	11	22	28	
Mah Jongg Club	28	13	23	21	23	32	31	33	31	31	24	14
Meetings	19	16	34	21	158	119	11	12	100	51	23	138
Open Gym	148	187	261	217	81	221	193	142	80	110	154	342
Pickleball	385	367	519	520	455	739	684	726	528	298	371	461
Pickleball Lessons	10	6	16	3	8	8		3				6
Picnic Shelter						120	80	48	147	60		
Silver Sneakers	328	290	325	335	452	240	327	343	324	360	346	332
Soccer									135	81		
Special Events	17	35					355			350		
Stock Club				5	5							
Tax Help		84	113	56								
Volleyball	9	13										
Walkers	141	142	178	88	23	35	5	17	9	17	51	86
Weight Room	477	520	509	494	483	661	894	706	458	443	530	593
Woodcarvers Club	30	25	24	23	29	23	20	39	27	27	23	20
Youth Tennis						83	76					
	1,643	1,739	2,049	1,868	2,070	2,777	3,041	3,632	2,027	1,889	1,578	1,992

**TOTAL**

**26,305**



## Door Tally Totals

Library Door Tally

January	February	March	April	May	June	July	August	September	October	November	December
956	950	1,073	879	1,012	1,638	1,898	1,892	1,301	1,302	1,038	975

CC Door Tally

January	February	March	April	May	June	July	August	September	October	November	December
4,000	4,090	4,706	4,640	4,578	5,949	7,147	7,593	4,780	4,851	4,118	4,723

Door Tally Total

January	February	March	April	May	June	July	August	September	October	November	December
4,956	5,040	5,779	5,519	5,590	7,587	9,045	9,485	6,081	6,153	5,156	5,698

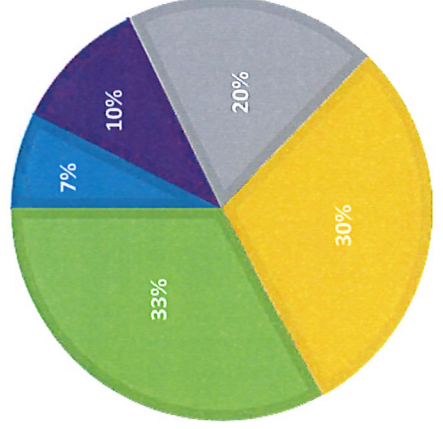
Yearly Total    **76,089**

## Top-5 Activities

Activities

Activities	January	February	March	April	May	June	July	August	September	October	November	December
Clubs	92	63	94	113	157	182	164	232	198	110	75	34
Open Gym	148	187	261	217	81	221	193	142	80	110	154	342
Silver Sneakers	328	290	325	335	452	240	327	343	324	360	346	332
Pickleball	395	373	535	523	463	747	684	729	528	298	371	467
Weight Room	477	520	509	494	483	661	894	706	458	443	530	593

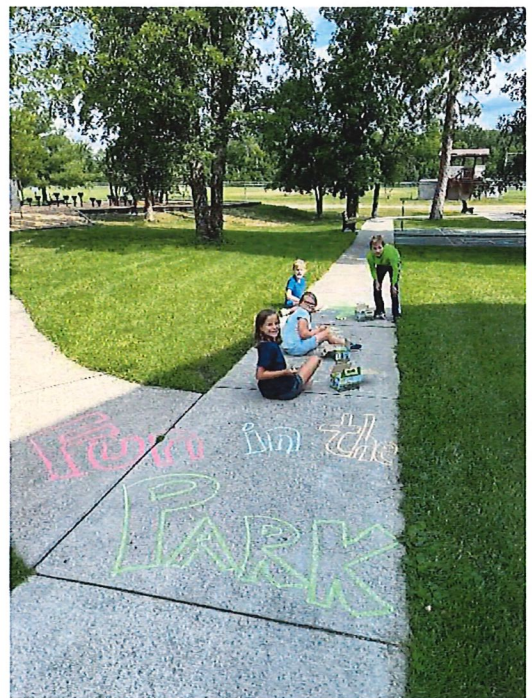
■ Clubs   
 ■ Open Gym   
 ■ Silver Sneakers   
 ■ Pickleball   
 ■ Weight Room



Total Participants

Clubs	1,514
Open Gym	2,136
Silver Sneakers	4,002
Pickleball	6,113
Weight Room	6,768









D.  
18.

RESOLUTION NO. 24-\_\_\_\_  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

RESOLUTION APPROVING OFF-SITE CHARITABLE GAMBLING  
BY THE  
NORTHERN LAKES YOUTH HOCKEY ASSOCIATION  
AT  
WHITEFISH LODGE AND SUITES

On January 8, 2024, the Crosslake City Council approved the Northern Lakes Youth Hockey Association request to conduct off-site charitable gambling at Whitefish Lodge and Suites on **February 3, 2024 and March 16, 2024.**

The Northern Lakes Youth Hockey Association operates under License Number 02055.

Adopted by the Council this 8th day of January, 2024.

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Dave Nevin  
Mayor

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Michael R. Lyonais  
City Administrator

F.I.R.E.  
12137 Northgate Lane  
PO Box 810  
Crosslake, MN 56442

722 12-27-2023  
**INVOICE** D. 19.

DATE	INVOICE #
12/27/2023	6600

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

<i>Fire Instruction Rescue Education</i> Federal ID# 46-1192854 MN ID# 2759083 612-868-6744 <a href="mailto:fire@crosslake.net">fire@crosslake.net</a>
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2023 Invoice Terms:
Invoices from FIRE Inc are Due within 30 Days of Receipt. Accounts not paid within terms are subject to a 10% Monthly Finance Charge,
Net 15

DATE	DESCRIPTION	RATE	AMOUNT
12/27/23	Confined Space Trailer SCBA Confidence SCBA Refresher / Ropes & Rigging Wednesday December 27, 2023 1900 Instructor: Mike Schwankl	1,200.00	1,200.00
Thank You For Your Business.		<b>TOTAL</b>	<b>\$1,200.00</b>

STATE OF MINNESOTA )

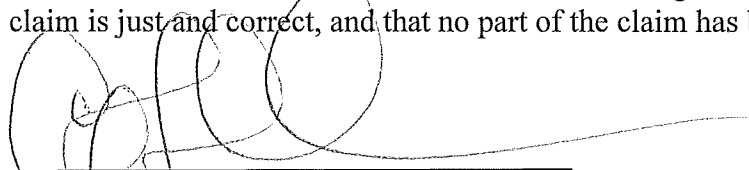
COUNTY OF CROW WING)

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

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 12/27/23, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 1200<sup>00</sup> and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

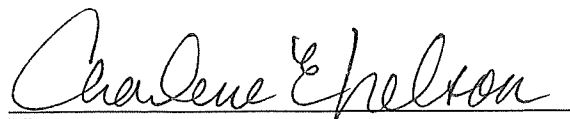
To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

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

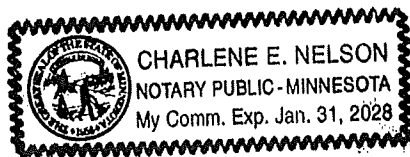


Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 27 day of December, 2023.



Notary



D.  
20.

**RETROACTIVE BILLS FOR APPROVAL  
12/12/2023 THROUGH 12/31/2023**

VENDORS	DEPT	PAID	AMOUNT
Ace Hardware, batteries	PW	12/15	22.99
Ace Hardware, caps	Park	12/28	3.57
Ace Hardware, deck screws	Park	12/28	86.98
Ace Hardware, adhesive, screws	Park	12/28	59.16
Ace Hardware, joint compund, screws	Park	12/28	19.48
Ace Hardware, screwdriver, command strips, utility knife	Park	12/28	44.56
Ace Hardware, clamp, adapter	PW	12/28	5.98
Ace Hardware, light bulbs	PW	12/28	43.98
Ace Hardware, toggle cover	PW	12/28	7.59
Ace Hardware, foam sealant	Sewer	12/28	10.99
Ace Hardware, battery maintainer	PW	12/28	28.99
Ace Hardware, sandscreen, bird food, sealant	Park	12/28	73.31
Ace Hardware, janitorial supplies	Sewer	12/28	19.16
Ace Hardware, gloves, air filters, straps	Sewer	12/28	56.51
Ace Hardware, hardware	Park	12/28	20.17
Ace Hardware, paint	Park	12/28	17.49
Ace Hardware, battery pack	Park	12/28	99.00
Ace Hardware, pest control	Park	12/28	27.16
Ace Hardware, garden hose	Park	12/28	19.99
Ace Hardware, paint, knob, rollers	Park	12/28	53.06
Ace Hardware, silicone	Park	12/28	9.99
Ace Hardware, hose, tape, storage box, trash bags	Fire	12/28	86.05
Ace Hardware, hose	Sewer	12/28	69.99
Ace Hardware, bird food, chalk	Park	12/28	50.76
Aramark, mat service	PW	12/21	72.03
AW Research, water testing	Sewer	12/20	140.40
AW Research, water testing	Sewer	12/27	184.50
Bemidji Fire Dept, training	Fire	12/21	150.00
Bolton & Menk, 2022 road improvements	PW	12/27	242.50
Bolton & Menk, general engineering	PW	12/27	120.00
Bolton & Menk, road improvement plan	PW	12/27	12,852.50
Breen & Person, legal fees	ALL	12/20	842.65
Civic Plus, web maintenance, municode support	Gov't	12/20	2,593.60
Crow Wing County Highway Dept, fuel	ALL	12/15	4,449.72
Crow Wing County Highway Dept, fuel	ALL	12/28	807.81
Crow Wing County Landfill, debris removal	PW	12/27	90.00
Crow Wing Power, electric services	ALL	12/15	6,845.75
Dacotah Paper, janitorial supplies	Gov't	12/21	608.24
Ferguson, software support	Sewer	12/27	1,800.00
First Supply, part	PW	12/28	18.60
Force America, retrofit kit	PW	12/27	1,032.22
Forum Communications, employment ad	PZ	12/21	323.00
Granite Electronics, radio programming	Police	12/15	55.00
Granite Electronics, pagers	Fire	12/28	1,826.00
Granite Electronics, radio programming	Fire	12/27	85.00
Granite Electronics, batteries	Fire	12/27	346.89

Heartland Tire, alignment	PW	12/27	216.00
Hytec, carwash crack fix	PW	12/15	1,980.00
J&J Medical, ems supplies	Fire	12/21	5,775.00
Joe Chase, uniform reimbursement	PW	12/21	189.95
Lakes Party & Bounce, halloween party	Park	12/15	300.00
MacQueen, battery ppv fan	Fire	12/21	5,152.65
Mastercard, Amazon, bulbs, floor mats	PW	12/21	91.41
Mastercard, City Auto Glass, windshield replacement (ins claim)	Park	12/21	457.07
Mastercard, Dollar General, scissors, plates	Police	12/21	10.74
Mastercard, Ebay, parts	PW	12/21	76.49
MCSI, copier lease	Park	12/15	54.17
Menards, air filters	PW	12/15	139.89
Menards, trim, sheet rock	Park	12/15	834.15
Menards, insulation blower rental	Park	12/15	26.97
Menards, janitorial supplies	PW	12/27	47.94
Metro Sales, copier lease	Police	12/20	48.70
Mike Lyonais, reimburse petty cash	Police	12/27	26.00
MMUA, safety program	Gov't	12/20	3,732.49
Moonlite Square, car washes	Fire	12/14	22.00
Moonlite Square, fuel	Park	12/20	23.99
Motorola, microphone	Police	12/20	191.52
Motorola, charger	Police	12/28	244.16
MSCIC, training	Police	12/15	200.00
Napa, circuit breakers	PW	12/15	7.20
Napa, oil	Police	12/20	26.94
Nate Deshayes, uniform reimbursement	Sewer	12/14	413.62
Nelson Sanitation, jetting sewer	Sewer	12/21	2,820.00
North Country Construction, replace flashing and rotten wood	Park	12/15	2,100.00
North Country Construction, reinstall metal roof, replace treads	Park	12/28	2,500.00
Pat Wehner, reinbure uniform expense	Sewer	12/27	75.50
Peoples Security, annual monitoring	Park	12/15	287.88
Planning & Zoning Commissioners, 4th qtr 2023 meetings	PZ	12/21	1,890.00
Platinum Powersports, kubota repairs	Park	12/28	1,004.98
Premier Auto, starter, alignment, oil change, labor	PW	12/27	932.72
Simonson Lumber, treated lumber, underlayment	Park	12/28	308.75
Tenvoorde Ford, 2023 squad	Police	12/21	40,322.88
Tenvoorde Ford, 2023 squad additional fee	Police	12/27	38.00
The Office Shop, binder clips	PZ/Adm	12/20	11.64
The Office Shop, label tape	PZ/Adm	12/21	20.61
The Office Shopp, copy paper	PZ/Adm	12/28	230.00
Tremolo Communications, phone, fax, cable, internet	ALL	12/27	2,565.68
Ultimate Safety Concepts, first responder wipes	Fire	12/20	361.94
USA Bluebook, electrode, buffers	Sewer	12/15	374.91
Xcel Energy, gas utilities	ALL	12/28	2,001.34
<b>TOTAL</b>			114,559.20



D. 21.

**BILLS FOR APPROVAL**  
**January 8, 2024**

VENDORS	DEPT	AMOUNT
Ace Hardware, extension cords	Police	5.98
Aramark, mat service	PW	72.03
AW Research, water testing	Sewer	303.30
Baker & Taylor, books	Library	32.77
BLAEDC, 2nd half 2023 funding	EDA	5,500.00
Breen & Person, legal fees	Gov't	1,051.00
City of Crosslake, sewer utilities	ALL	220.00
Clean Team, january 2024 cleaning	ALL	3,931.25
Council #65, union dues	Gov't	421.40
Crosslake Heating & Air, vent commercial dryer	Fire	768.48
Crow Wing County Attorney, 2024 prosecution costs	Gov't	7,966.74
Crow Wing County Highway Dept, fuel	ALL	3,932.69
CTC, web hosting	Gov't	10.00
Culligan, cooler rental and water	ALL	275.50
Dale Lange, permit refund	PZ	450.00
DeLage Landen Financial Services, copier lease	Park	117.00
Delta Dental, dental insurance	ALL	1,689.39
Eagle Engraving, id tags	Fire	377.15
ESO Solutions, asset management and apparatus checklist	Fire	1,395.00
Fortis, disability insurance	ALL	902.45
Guardian Pest Solutions, pest control	Gvt/Park	71.00
Hawkins, chemicals	Sewer	2,239.00
Hytec, additional snow stops	Fire	5,923.00
IP Networks, annual maintenance renewal	Park	155.00
Jory Danielson, reimburse for training	Fire	30.00
Kimber Creek, oil change	Police	53.54
Lakes Area Rental, log splitter rental	Park	85.00
Mastercard, Adobe, monthly premium	Gov't	103.04
Mastercard, Adobe, monthly premium	Police	21.46
Mastercard, Amazon, prime monthly premium	Gov't	14.99
Mastercard, Amazon, cables	Police	20.22
Mastercard, Amazon, coffee	Park	7.99
Mastercard, Amazon, speakers	Police	14.99
Mastercard, Amazon, clock	Park	9.99
Mastercard, Amazon, staples, tape, light bulbs	Park	151.27
Mastercard, Amazon, mat	Park	22.28
Mastercard, Amazon, head lights	Park	79.99
Mastercard, Amazon, bulbs	PW	59.99
Mastercard, Amazon, ink cartridges	PW	111.45
Mastercard, Amazon, led bulbs	PW	129.99
Mastercard, Amazon, led bay light	PW	479.94
Mastercard, Amazon, sign	Park	9.95
Mastercard, Amazon, pushbar	Park	26.32
Mastercard, Amazon, basketballs	Park	104.00
Mastercard, Amazon, led light bulbs	PW	28.99



IRS, payroll tax	Payroll	pd 12-11	16,228.04
IRS, payroll tax	Payroll	pd 12-18	10,901.05
IRS, payroll tax	Payroll	pd 1-3	16,410.05
MN Dept of Revenue, payroll tax	Payroll	pd 12-11	3,007.23
MN Dept of Revenue, payroll tax	Payroll	pd 12-18	2,290.96
MN Dept of Revenue, payroll tax	Payroll	pd 1-3	3,083.26
PERA, payroll deductions and benefits	Payroll	pd 12-11	9,921.42
PERA, payroll deductions and benefits	Payroll	pd 12-18	9,553.03
PERA, payroll deductions and benefits	Payroll	pd 1-3	10,927.90
Sales Tax	ALL	pd 12-19	272.00

E. 1.

City of Crosslake

**RESOLUTION 24-\_\_\_\_**

**RESOLUTION ACCEPTING DONATION(S)**

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

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

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

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

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
PAL Foundation	\$300.00	Halloween Party
Crosslake Firefighters Relief Association	\$5,152.65	Battery Powered Fan

; 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 8th day of January, 2024.

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

ATTEST:

\_\_\_\_\_  
Michael R. Lyonais  
City Administrator (SEAL)

E. 4.

## City Clerk

---

**From:** Council Volz <councilvolz@crosslake.net>  
**Sent:** Tuesday, January 2, 2024 8:46 AM  
**To:** City Clerk  
**Subject:** Training

Char, Please have MMUA provide a report of training provided & current status of employees training for meeting as an agenda item. Also, current employee leave report. Thankyou.

Marcia

Sent from my iPhone

E.4.b.

**City of Crosslake  
Employee Leave Control**

Leave Description	Beginning Balance	YTD Accrued	YTD Taken	Current Balance	Effective Date
<b>Employee Name CHASE, JOE</b>					
Sewer Comp	0.00	96.00	85.50	10.50	10/16/2014
Personal Day	0.00	16.00	16.00	0.00	10/16/2014
Sick Leave	38.30	95.94	114.00	20.24	10/16/2014
Holiday	8.00	80.00	88.00	0.00	10/16/2014
Cemetery Comp	0.00	13.50	7.50	6.00	10/16/2014
Vacation	59.36	120.00	160.50	18.86	10/16/2014
Plow Comp	9.00	28.50	33.75	3.75	10/16/2014
Comp. Time	22.25	108.00	130.25	0.00	10/16/2014
Trail Comp	0.00	0.00	0.00	0.00	10/16/2014
	<u>136.91</u>	<u>557.94</u>	<u>635.50</u>	<u>59.35</u>	
<b>Employee Name CHASE, JOE</b>					
<b>Employee Name DESHAYES, NATHANIEL W.</b>					
Comp. Time	16.25	60.00	76.25	0.00	10/20/2014
Trail Comp	0.00	0.00	0.00	0.00	10/20/2014
Plow Comp	0.00	20.25	3.00	17.25	10/20/2014
Holiday	8.00	80.00	88.00	0.00	10/20/2014
Vacation	111.75	120.00	170.00	61.75	10/20/2014
Sick Leave	45.55	95.94	84.50	56.99	10/20/2014
Cemetery Comp	0.00	3.00	3.00	0.00	10/20/2014
Personal Day	0.00	16.00	16.00	0.00	10/20/2014
Sewer Comp	0.00	40.50	33.00	7.50	10/20/2014
	<u>181.55</u>	<u>435.69</u>	<u>473.75</u>	<u>143.49</u>	
<b>Employee Name DESHAYES, NATHANIEL W.</b>					
<b>Employee Name GANSEN, PETER P.</b>					
Vacation	60.00	96.00	116.50	39.50	2/7/2022
Personal Day	0.00	16.00	16.00	0.00	2/7/2022
Sick Leave	96.87	95.94	68.00	124.81	2/7/2022
Holiday	8.00	80.00	88.00	0.00	2/7/2022
	<u>164.87</u>	<u>287.94</u>	<u>288.50</u>	<u>164.31</u>	
<b>Employee Name GANSEN, PETER P.</b>					
<b>Employee Name GRAUMANN, TOM J.</b>					

## City of Crosslake Employee Leave Control

Leave Description	Beginning Balance	YTD Accrued	YTD Taken	Current Balance	Effective Date
Sick Leave	137.10	95.94	135.00	98.04	7/30/2018
Holiday	8.00	80.00	88.00	0.00	7/30/2018
Personal Day	0.00	16.00	16.00	0.00	7/30/2018
Vacation	23.50	120.00	48.00	95.50	7/30/2018
	<u>168.60</u>	<u>311.94</u>	<u>287.00</u>	<u>193.54</u>	
<i>Employee Name GRAUMANN, TOM J.</i>					
<b>Employee Name HAINES, CODY J.</b>					
Holiday	16.00	80.00	92.50	3.50	9/17/2021
Vacation	49.18	96.00	72.50	72.68	9/17/2021
Comp. Time	0.00	1.50	0.00	1.50	9/17/2021
Personal Day	5.00	16.00	21.00	0.00	9/17/2021
Sick Leave	114.39	95.94	0.00	210.33	9/17/2021
	<u>184.57</u>	<u>289.44</u>	<u>186.00</u>	<u>288.01</u>	
<i>Employee Name HAINES, CODY J.</i>					
<b>Employee Name HORAK, MARK G.</b>					
Cemetery Comp	0.00	1.50	0.00	1.50	11/20/2023
Personal Day	8.00	0.00	0.00	8.00	11/20/2023
Flow Comp	0.00	17.25	0.00	17.25	11/20/2023
Holiday	24.00	0.00	16.00	8.00	11/20/2023
	<u>32.00</u>	<u>18.75</u>	<u>16.00</u>	<u>34.75</u>	
<i>Employee Name HORAK, MARK G.</i>					
<b>Employee Name LEBLANC, JENNIFER M.</b>					
Dfrd. Sick	24.00	0.00	29.50	-5.50	8/29/2023
Personal Day	8.00	0.00	6.50	1.50	8/29/2023
Holiday	40.00	0.00	32.00	8.00	8/29/2023
	<u>72.00</u>	<u>0.00</u>	<u>68.00</u>	<u>4.00</u>	
<i>Employee Name LEBLANC, JENNIFER M.</i>					
<b>Employee Name LEE, ERIK</b>					
Personal Day	0.00	16.00	16.00	0.00	11/15/1996
Holiday	0.00	80.00	38.00	42.00	11/15/1996
Vacation	160.50	184.00	266.55	77.95	11/15/1996
Sick Leave	769.19	55.35	824.54	0.00	11/15/1996

## City of Crosslake Employee Leave Control

Leave Description	Beginning Balance	YTD Accrued	YTD Taken	Current Balance	Effective Date
<i>Employee Name LEE, ERIK</i>					
	929.69	335.35	1,145.09	119.95	
<b>Employee Name LYONASIS, MICHAEL R.</b>					
Sick Leave	601.50	95.94	47.00	650.44	5/20/2013
Vacation	220.50	184.00	248.50	156.00	5/20/2013
Personal Day	0.00	16.00	16.00	0.00	5/20/2013
Holiday	8.00	80.00	88.00	0.00	5/20/2013
	<u>830.00</u>	<u>375.94</u>	<u>399.50</u>	<u>806.44</u>	
<i>Employee Name LYONASIS, MICHAEL R.</i>					
<b>Employee Name MAIER, JACOB</b>					
Holiday	0.00	80.00	88.00	-8.00	8/30/2007
Sick Leave	846.69	95.94	46.69	895.94	3/11/2007
Vacation	41.00	176.00	148.00	69.00	3/11/2007
Personal Day	0.00	16.00	16.00	0.00	3/11/2007
	<u>887.69</u>	<u>367.94</u>	<u>298.69</u>	<u>956.94</u>	
<i>Employee Name MAIER, JACOB</i>					
<b>Employee Name MARKS, ANTON R</b>					
Sick Leave	505.05	95.94	1.50	599.49	11/28/2016
Comp. Time	11.00	31.50	42.50	0.00	11/28/2016
Holiday	12.00	80.00	92.00	0.00	11/28/2016
Personal Day	0.00	16.00	16.00	0.00	11/28/2016
Vacation	120.00	120.00	127.00	113.00	11/28/2016
	<u>648.05</u>	<u>343.44</u>	<u>279.00</u>	<u>712.49</u>	
<i>Employee Name MARKS, ANTON R</i>					
<b>Employee Name MARTIN, PATRICK E</b>					
Personal Day	16.00	0.00	16.00	0.00	10/5/2022
Sick Leave	0.00	99.63	0.00	99.63	10/5/2022
Vacation	0.00	40.00	28.00	12.00	10/5/2022
Holiday	80.00	0.00	75.00	5.00	10/5/2022
	<u>96.00</u>	<u>139.63</u>	<u>119.00</u>	<u>116.63</u>	
<i>Employee Name MARTIN, PATRICK E</i>					
<b>Employee Name MONSON, JANE ANN</b>					
Personal Day	16.00	16.00	16.00	16.00	4/12/1901



## City of Crosslake Employee Leave Control

Leave Description	Beginning Balance	YTD Accrued	YTD Taken	Current Balance	Effective Date
Holiday	8.00	80.00	88.00	0.00	4/12/1901
Vacation	82.62	184.00	179.00	87.62	4/12/1901
Sick Leave	851.38	95.94	154.38	792.94	4/12/2001
<i>Employee Name MONSON, JANE ANN</i>					
<b>Employee Name NELSON, CHARLENE</b>					
Vacation	191.25	184.00	215.25	160.00	10/22/2001
Personal Day	0.00	16.00	16.00	0.00	10/22/2001
Holiday	8.00	80.00	88.00	0.00	10/22/2001
Sick Leave	829.05	95.94	30.05	894.94	10/22/2001
<i>Employee Name NELSON, CHARLENE</i>					
<b>Employee Name PETERSON, SHAWN C.</b>					
Pk Plow Comp	2.25	9.75	12.00	0.00	5/2/2022
Pk Trail Comp	0.00	4.50	3.00	1.50	5/2/2022
Funeral	0.00	0.00	8.00	-8.00	5/2/2022
Holiday	8.00	80.00	88.00	0.00	5/2/2022
Personal Day	0.00	16.00	16.00	0.00	5/2/2022
Plow Comp	7.50	16.50	24.00	0.00	5/2/2022
Vacation	40.00	96.00	18.00	118.00	5/2/2022
Comp. Time	0.00	23.25	10.50	12.75	5/2/2022
Sick Leave	58.04	95.94	3.00	150.98	5/2/2022
PW Comp	0.00	0.00	0.00	0.00	5/2/2022
<i>Employee Name PETERSON, SHAWN C.</i>					
<b>Employee Name RUNKSMEIER, JOSHUA G.</b>					
Holiday	8.00	80.00	88.00	0.00	10/29/2019
Plow Comp	6.75	29.25	24.00	12.00	10/29/2019
Vacation	83.04	96.00	59.25	119.79	10/29/2019
Sick Leave	95.58	95.94	18.50	173.02	10/29/2019
Comp. Time	0.00	44.25	34.50	9.75	10/29/2019
Personal Day	0.00	16.00	16.00	0.00	10/29/2019

## City of Crosslake Employee Leave Control

Leave Description	Beginning Balance	YTD Accrued	YTD Taken	Current Balance	Effective Date
PK Trail Comp	0.00	15.75	15.75	0.00	10/29/2019
PK Plow Comp	5.25	10.50	15.75	0.00	10/29/2019
PW Comp	0.00	16.50	16.50	0.00	10/29/2019
<b>Employee Name RUNKSMEIER, JOSHUA G.</b>	<b>198.62</b>	<b>404.19</b>	<b>288.25</b>	<b>314.56</b>	
<b>Employee Name STUCKMAYER, CHERYL L.</b>					
Holiday	8.00	80.00	88.00	0.00	9/30/2019
Sick Leave	105.65	95.94	186.75	14.84	9/30/2019
Vacation	143.50	128.00	128.75	142.75	9/30/2019
Personal Day	0.00	16.00	16.00	0.00	9/30/2019
Comp. Time	0.00	0.00	0.00	0.00	9/30/2019
<b>Employee Name STUCKMAYER, CHERYL L.</b>	<b>257.15</b>	<b>319.94</b>	<b>419.50</b>	<b>157.59</b>	
<b>Employee Name WANNEBO, SETH</b>					
Plow Comp	14.25	39.00	53.25	0.00	1/22/2018
Holiday	8.00	80.00	72.00	16.00	1/22/2018
Comp. Time	29.25	118.50	147.75	0.00	1/22/2018
Sewer Comp	0.00	42.75	42.75	0.00	1/22/2018
Personal Day	0.00	16.00	16.00	0.00	1/22/2018
Trail Comp	0.00	0.00	0.00	0.00	1/22/2018
Vacation	91.25	120.00	201.89	9.36	1/22/2018
Sick Leave	47.01	92.25	66.50	72.76	1/22/2018
<b>Employee Name WANNEBO, SETH</b>	<b>189.76</b>	<b>508.50</b>	<b>600.14</b>	<b>98.12</b>	
<b>Employee Name WEHNER, PATRICK R.</b>					
Sick Leave	68.28	95.94	0.00	164.22	7/4/2022
Holiday	8.00	80.00	88.00	0.00	7/4/2022
Personal Day	0.00	16.00	16.00	0.00	7/4/2022
Vacation	60.00	96.00	59.00	97.00	7/4/2022
<b>Employee Name WEHNER, PATRICK R.</b>	<b>136.28</b>	<b>287.94</b>	<b>163.00</b>	<b>261.22</b>	
<b>Employee Name WILLARD, ROBERT L.</b>					

**City of Crosslake  
Employee Leave Control**

Leave Description	Beginning Balance	YTD Accrued	YTD Taken	Current Balance	Effective Date
Personal Day	0.00	16.00	16.00	0.00	9/27/1999
Holiday	0.00	80.00	54.00	26.00	9/27/1999
Vacation	40.12	184.00	207.25	16.87	9/27/1999
Comp. Time	0.00	0.00	0.00	0.00	9/27/1999
Sick Leave	498.08	95.94	131.00	463.02	9/27/1999
	<u>538.20</u>	<u>375.94</u>	<u>408.25</u>	<u>505.89</u>	
<b>Employee Name WILLARD, ROBERT L.</b>	<b>7,754.03</b>	<b>6,454.33</b>	<b>7,044.35</b>	<b>7,164.01</b>	
<b>Grand Total</b>					

Real People. Real Solutions.

MEMORANDUM

**Date:** January 4, 2024  
**To:** Mike Lyonais, City Administrator  
**From:** Phil Martin, PE  
**Subject:** Update for January 8, 2024 Council Meeting

**CSAH 3/66 Pedestrian & Intersection Improvements – Lighting Update**

At the December 11, 2023 City Council meeting, the design team received direction to use a lighting unit similar to the lighting example shown that was used at the Grandview Lodge roundabout and to add enhancements for banner arms, a flag holder, and an outlet. We anticipated that the standard MnDOT lighting fixture would require 12 lights on 30' pole heights at the roundabout to meet safety requirements. There was also a desire for the lighting to be designed to limit light pollution and maintain a “Dark Sky” setting.



We have considered these requests and are proceeding with the following to address the comments we received:

- 30' pole height rather than 40' pole height shown in Grandview Lodge roundabout photo
  - o Lower pole height reduces amount of cast backwards from the roadway.
- 3,000 K color temperature fixture rather than standard 4,000 K color temperature fixture
  - o 3,000 K color temperature fixture is preferred by the Dark Sky Association
- Banner arms, flag holder, and outlet on each lighting unit

This approach results in the need for 14 lighting units at the roundabout at an estimated total of about \$140,000. The lights could be raised to a height of 40' which would reduce the number needed to 12

lights and cost about \$115,000. However, we are concerned that more light would be cast backward beyond the roadway at this height.

The County desires to limit lighting impacts but maintain adequate lighting safety. They have agreed to consider 14 lighting units at a 30' height as the base lighting layout for the roundabout. We originally estimated that a standard lighting unit would cost about \$8,500 each which amounts to a total of \$119,000 for 14 lighting units. If our estimated costs accurately represent the 2024 bidding climate, the City cost for lighting unit enhancement would be \$21,000 at the roundabout.

Based on my understanding, the City would have full cost of the 3 lights for at Swann Drive, Echo Drive, and Bald Eagle Drive (est. \$30,000), as well as, the upgrade cost for the pedestrian light at Pioneer/CSAH 3/CSAH 37 (est. \$1,500).

Based on this approach, the preliminary cost estimate for the City lighting portion would be \$52,500 for 14 lights at the roundabout and 4 pedestrian lights at other intersections. Each light would have banner arms, a flag holder, an outlet, and would be designed as preferred by the Dark Sky Association.

E. T. a.

**City Clerk**

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**From:** Crosswoods <crosswoods@crosslake.net>  
**Sent:** Thursday, January 4, 2024 4:17 PM  
**To:** cityclerk@crosslake.net  
**Subject:** CSAH 66 improvement

Char,  
Please pass along to council prior to 1/8/24 meeting.  
Thanks,  
Mike

To: Crosslake City Council  
Subj: 2024 CSAH 66 improvement

As a community member, business owner, and member of the LAKE Foundation BOD, I am asking the City of Crosslake advocate on behalf of Crosslake Community School(CCS).

CCS currently uses the northbound CSAH 66 parking lane for food deliveries and stacking space on occasion for after school pickup. Keeping a functional space like this is critical to safe and efficient operation of the school.

The average semi used to deliver food to the school is approx 72' in length. The logistics and safe operation are of utmost concern. Maneuvering a semi truck in and around the parking lot area is suboptimal and raises considerable safety concerns.

The county is aware of these concerns, but without STRONG advocacy from the City of Crosslake, we may end up in a position that is detrimental to the greater public good.

I am in favor of a solution that keeps a space open for delivery semi trucks, that could also serve as a stacking lane for school pickup, and a turn lane for the always busy post office/Tremelo driveway.

I appreciate your consideration and proactive action on this matter.

Sincerely,  
Michael Stone  
12979 Red Oak Circle

Sent from my iPhone

F. 1.

**PLANNING AND ZONING – FEE SCHEDULE**

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

<b>TYPE OF PERMIT</b>	<b>PERMIT FEE</b>	
<b><u>RESIDENTIAL NEW CONSTRUCTION (not including accessory structure or addition)</u></b>		
• Up to 1,000 sq. ft. ground cover	\$250	350
• 1,001-2,000 sq. ft. ground cover	\$500	850
• 2,001-3,000 sq. ft. ground cover	\$750	1,000
• 3,001-4,000 sq. ft. ground cover	\$1,000	1,350
• Each additional 1,000 sq. ft. ground cover	\$250	350
<b><u>RESIDENTIAL ACCESSORY STRUCTURE OR ADDITION</u></b>		
• Up to 100 sq. ft. ground cover	\$25	50
• 101-200 sq. ft. ground cover	\$100	150
• 201-400 sq. ft. ground cover	\$125	175
• 401-600 sq. ft. ground cover	\$175	250
• 601-1,000 sq. ft. ground cover	\$250	325
• 1,001-2,000 sq. ft. ground cover	\$300	350
• Each additional 1,000 sq. ft. ground cover	\$100	325
<b><u>COMMERCIAL NEW CONSTRUCTION (not including plan review/not including accessory structure or addition)</u></b>		
• Up to 1,000 sq. ft. ground cover	\$400	500
• 1,001-2,000 sq. ft. ground cover	\$500	850
• 2,001-5,000 sq. ft. ground cover	\$750	950
• 5,001-10,000 sq. ft. ground cover	\$1,000	1,050
• <del>10,001 sq. ft. and greater ground cover</del>	<del>\$1,250</del>	
• Each additional 1,000 sq. ft. ground cover	\$500	
<b><u>COMMERCIAL ACCESSORY STRUCTURE OR ADDITION (not including plan review)</u></b>		
• Up to 100 sq. ft. ground cover	\$50	150
• 101-400 sq. ft. ground cover	\$100	250
• 401-1,000 sq. ft. ground cover	\$300	500
• 1,001-2,000 sq. ft. ground cover	\$400	850
• 2,001-5,000 sq. ft. ground cover	\$500	950
• 5,001-10,000 sq. ft. ground cover	\$750	1,050
• <del>10,001 sq. ft. and greater ground cover</del>	<del>\$1,000</del>	
• Each additional 1,000 sq. ft. ground cover	\$500	
<b><u>ACCESSIBILITY PLAN REVIEW</u></b>	\$40	100/hour (1hr. minimum)



<u>ADMINISTRATION FEE</u>	\$50 <del>75</del> / hour (1hr.minimum)
<u>DEVELOPMENT REVIEW/DRT FEE</u>	\$75 / hour (1hr.minimum)
<u>AFTER-THE-FACT</u>	3-5x's application fee
<u>APPEAL TO P&amp;Z COMMISSION OR CITY COUNCIL</u>	\$500 <del>750</del>
<u>APPLICANT'S REQUEST FOR SPECIAL MEETING</u>	\$500 <del>750</del>
<u>CELL TOWER ANTENNA</u>	\$300 <del>750</del>
<u>COMMERCIAL CHANGE OF USE PERMIT</u>	\$100 <del>150</del>
<u>CONDITIONAL USE PERMIT (including amendments)</u>	
• Residential	\$500 <del>750</del>
• Commercial	\$500 <del>750</del>
<u>DEMOLISH/REMOVE BUILDING</u>	\$50
<u>FENCE</u>	\$75
<u>LAND ALTERATIONS</u>	\$150 <del>250</del>
<u>ON-SITE SIGN</u>	
• Residential/Home Occupation	\$25
• Commercial	
* Permanent	\$50 <del>100</del>
* Temporary (Up to 60 days)	No fee
• E-911 Sign/Address Fee	\$100 <del>150</del>
• E-911 Sign/Address Replacement Fee	\$55 <del>75</del>
<u>SEPTIC: Upgrade/New System</u>	
• Residential	\$250 <del>350</del> + cost of review/inspection
• Commercial	
* Small Flow System (< 1,000 gal/day)	\$350 <del>450</del> + cost of review/inspection
* Large Flow System (> 1,000 gal/day)	\$425 <del>575</del> + cost of review/inspection
<u>SUBDIVISIONS</u>	
Metes and Bounds (if handled over the counter)	\$100 <del>200</del> + \$75 <del>100</del> per lot
(if commission/council approval is required)	\$400 <del>800</del> + \$75- <del>100</del> per lot
Preliminary Residential Plat	\$500 <del>800</del> + \$100 per lot
Final Residential Plat	\$500 <del>800</del> + \$25 <del>50</del> per lot
Preliminary Commercial Plat	\$750 <del>1250</del> + \$150 <del>200</del> per lot
Final Commercial Plat	\$750 <del>1250</del> + \$50 <del>100</del> per lot



Lot Line Adjustment	\$100 <del>200</del> per adjustment
Lot Consolidation	\$100 <del>200</del> per consolidation

**PARK DEDICATION FEES** \$1500 ~~1850~~ per new lot

***Sec. 44-402. Required; applicability.***

*(a) The developer of a subdivision shall dedicate ten percent (10%) of his buildable land as measured pre-plat to the public for park purposes, or, at the option of the city council, shall pay the city an amount equal to ~~\$1,500.00~~ **1,850.00** per lot for a commercial- or industrial-zoned subdivision and ~~\$1,500.00~~ **1,850.00** per residential unit created in a residentially zoned subdivision, or a combination of land dedication and payment of cash in lieu of land according to the formula set forth in this Code.*

*(b) This section shall apply to all land subdivisions, including land subdivided by metes and bounds description.*

**TEMPORARY STRUCTURES** \$50

**VARIANCE**

- Residential \$500 ~~750~~
- Commercial \$500 ~~750~~

**ZONING INFORMATION**

- **Maps**
- \* Road \$10
- \* Zoning (11” by 17”) \$5
- \* Out-as-Shown (floodplain) \$50

**ZONING MAP AMENDMENT** \$500 ~~750~~

**ZONING ORDINANCE AMENDMENT** \$350 ~~750~~ + Printing Costs

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



Pete H. F. 2.

Received by City:	
Application Number:	2302870
Non-refundable Fee Paid:	350
Receipt #:	# 244051

## ORDINANCE AMENDMENT REQUEST

Name of Applicant(s): Matthew J. Gallaway

Address: 13148 Fawn Lake Road

City, State, ZIP: Crosslake, MN 56442

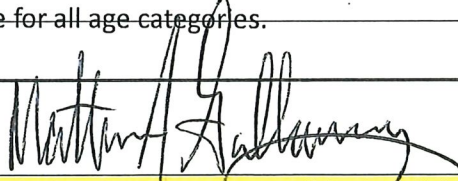
Phone: 218-838-0795 Alternate Phone: \_\_\_\_\_

Crosslake  
City of ~~Breezy Point~~ Ordinance Section (#'s): \_\_\_\_\_


Current Ordinance Language: Rural Residential – 5 (RR-5). The purpose of this district is to establish and maintain a low-density residential district with 5-acre minimum lot sizes outside the shoreland zone, preserving the character of the city and providing a rural single-family setting with limited agriculture/forestry uses. The primary use within this district is single family residential and agriculture/forestry. Compatible commercial uses may be allowed as permitted or as conditional uses.

Proposed Changes: Rural Residential – 2 (R-2). The purpose of this district is to establish and maintain a low-density residential district with 2-acre minimum lot sizes outside the shoreland zone, preserving the character of the city and providing a single-family setting. The use within this district is single family residential.

Supporting Information/Comments: See attached Plats. Existing Conditions and understanding the current housing inventory along with future needs of housing within Crosslake in providing and meeting the need of current and future residents housing needs. This provides for organized housing needs for growth within Crosslake for all age categories.

Signature of Applicant(s):  Date: 11/10/2023

\*By signing above, I acknowledge that I am responsible for all fees incurred by the City as a result of professional services provided by the City Engineer, City Attorney, and other contracted agencies in reviewing my application.

Received by City (date): 11/13/23 Signature: 



## STAFF REPORT

Property Owner/Applicant: Matthew J Gallaway

Parcel Number(s): 14320764

Application Submitted: November 13, 2023

Action Deadline: January 11, 2024

City 60 Day Extension Letter sent / Deadline: NA / NA

Applicant Extension Received / Request: NA / NA

City Council Date: Unknown

**Authorized Agent:** N/A

**Request for:**

Ordinance to be amended to include a Rural Residential 2 (RR2) district on parcel 14320764 where it is currently zoned Rural Residential 5 (RR5)

**To Plat:**

- 29.85 Acres to be parceled into sizes of a minimal 2 acre parcels

**Current Zoning:** Rural Residential 5 (RR5)

**Existing Impervious Coverage:**

0.00%

**Proposed Impervious Coverage:**

0.00%

**Parcel History:**

- September 2021 – Metes and Bounds Subdivision

**Agencies Notified and Responses Received:**

County Highway Dept: N/A

DNR: N/A

City Engineer: N/A

Lake Association: N/A

Crosslake Public Works: N/A

Crosslake Park, Recreation & Library: N/A

Concerned Parties: N/A

**POSSIBLE MOTION:**

- To recommend/deny the ordinance to be amended to include a Rural Residential 2 (RR2) district on parcel 14320764 consisting of 29.85 acres where it is currently zoned Rural Residential 5 (RR5) and is intended to be parceled into sizes of a minimal 2 acre parcels

**Matthew J Gallaway  
14320764**

Wessels announced the ordinance amendment request, which would be a recommendation to the city council if the commissioner's motion to accept the request. Gansen read in detail the ordinance amendment request, and one comment received into the record. A discussion was held on: the location of the lot and that this lot makes sense; all larger lots may not be the location to do 2 acre lots; 5 acre lots are very desirable; larger lots will hold lot cost & value higher; location of various sized lots within the city; history of some of the lot sizes within the city; good use of the land for single family homes; repercussion on neighboring existing owners; walking path in neighboring parcel-Gallaway understands and is good with it; possible plat screening requirements when/if the plat is brought before the commissioners. Gansen stated this size is in the comprehensive plan but did not make it into the ordinance; 5 acre lots were desired at the time when the ordinance was approved; this gets recommended to the city council so there is not spot zoning within Crosslake; not asking for 2 acre size lots now, but the opportunity to do so if the ordinance is changed; a Land Use Map Amendment for this parcel would be the next step if the ordinance is changed; the area appears to handle the 2-acre lot size since there are 2 acre parcel sizes present now; other locations may not be viable because there are larger lots currently in that area. Gansen stated, no lot size variances should be given per Jason Kuboushek of Iverson Reuvers; Gansen and the applicant looked at the comprehensive plan and 2 acres are in the comprehensive plan; the comprehensive plan does not get updated every year; if recommendation is approved it goes to the city council; if city council denies it then it can be appealed. Wessels opened the public hearing forum. Nevin of South Landing stated, there are smaller lots in this area, look down the road where they may want smaller than 2 acres and now, they are locked into 2 acres. Wessels invited Gallaway, the applicant/owner, to the podium. Gallaway stated that 2+ acres is what is proposed, but 1 acre lots are fitting as well, perfect location for smaller lots. Fuhs of Harbor Lane stated he is in favors of 2 acre lots. Wessels closed the public hearing forum. 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.

**December 15, 2023 Action:**

**Motion by Lindner; supported by Graham to recommend to the city council the approval for the ordinance to be amended to include a Rural Residential 2 (RR2) district**

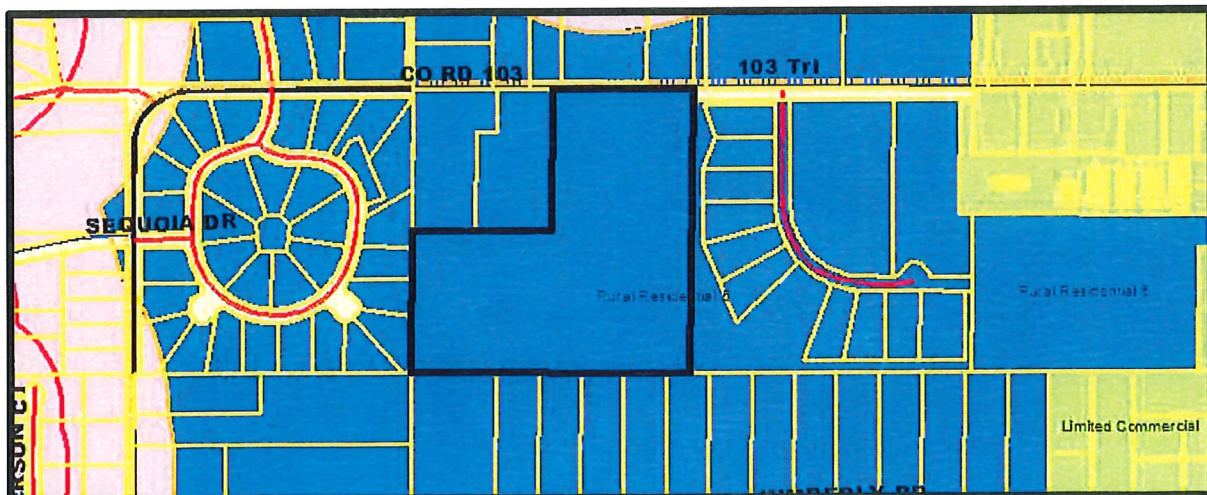
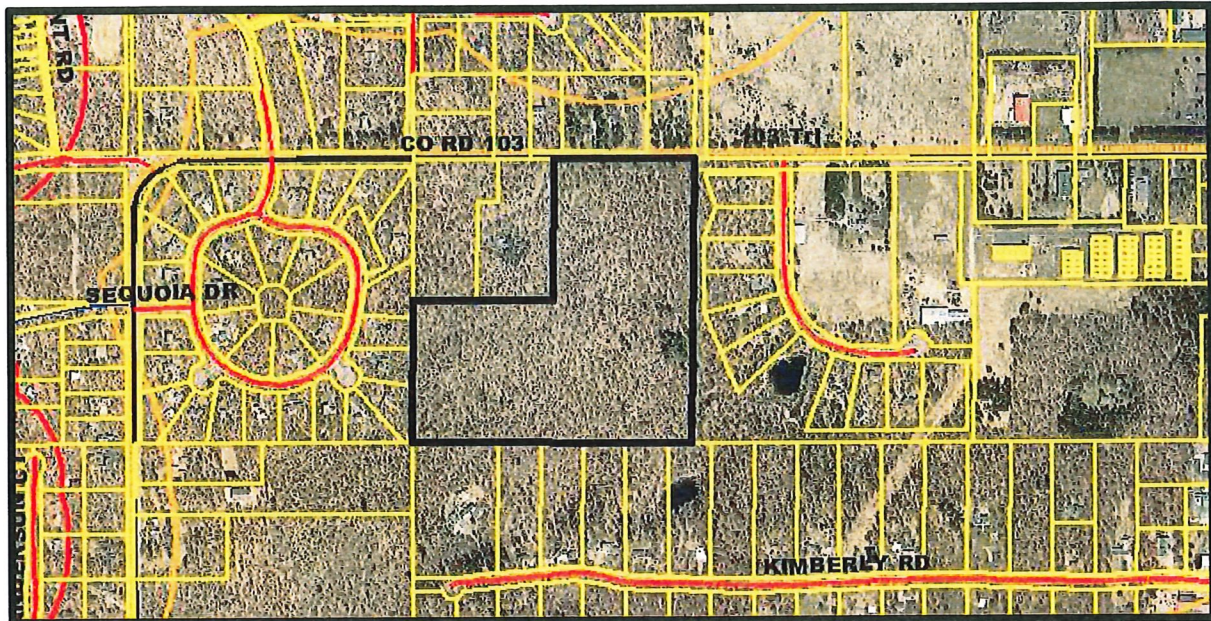
**All members voting "Aye", Motion carried.**



**MATTHEW J GALLAWAY PROPERTY**  
**PERMIT HISTORY**

**This property is classified as Rural Residential 5 (RR5) District**

- September 2021 – Metes and Bounds Subdivision

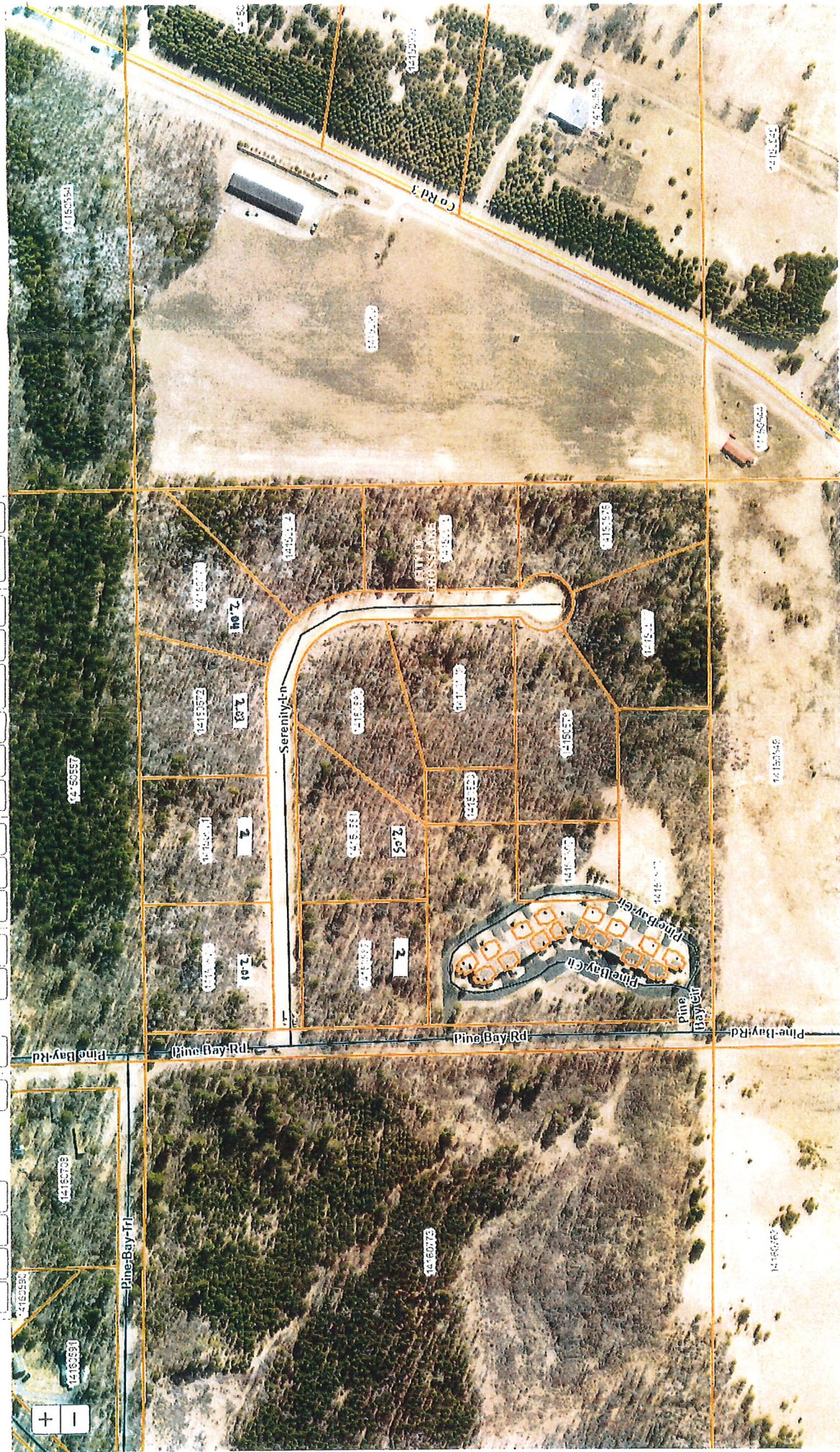
















Crow Wing County



Scale 1: 2500

X: 592307.0085

Y: 287848.6386







F. 3.

**CITY OF CROSSLAKE  
Position Description**

Job Title: Planning & Zoning Administrator  
Department: Planning & Zoning  
Supervisor: City Administrator  
Effective Date: **December 18, 2023**

**DESCRIPTION OF WORK:**

The Planning & Zoning Administrator is responsible for conducting property inspections, approving land use permits, enforcing the city land use ordinance, and providing information and assistance to citizens, property owners, installers, contractors and other stakeholders regarding land use regulation, sewage treatment systems, public hearings, and other environmentally related programs.

The position has accountability for a number of distinct functions encompassing the proactive planning, administration and enforcement of the Crosslake Use Land Ordinance, Crosslake Comprehensive Plan, and the Wetland Conservation Act. These functions are accomplished through the review and field inspection of land use permit applications, investigating land use complaints and enforcing violations. These activities are dedicated to achieving a high level of professional services that promote orderly land development and protect and enhance the environmental resources of Crosslake.

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

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

**TYPICAL DUTIES PERFORMED:**

- Conduct inspections of properties for all land use activities regulated by Crosslake, including site visits in support of the Crosslake Planning and Zoning Commission.
- In conjunction with site visits and consultation with applicants as appropriate, approve or deny land use applications submitted to Crosslake pursuant to the city's prescribed regulatory authority.
- **Maintain spreadsheets, approve and scan into parcel electronic files all subdivisions, lot line adjustments, lot consolidations, land use amendments and administrative decisions.**
- **Maintain spreadsheets for permit data and septic compliances.**
- **Responsible for the annual MPCA report, accompanying data spreadsheets; the creation of the certificate of installation, and scan/file/mail certificates to owners.**
- Provide customer service to applicants to assist them in complying with the City Comprehensive Plan and Zoning Ordinance.
- Respond to citizen inquiries regarding land use and related environmental matters.
- Respond to land use complaints through direct communication with complainant, inspection of the property, and communication with the involved property owner. Prepare written reports regarding alleged violation and proposed resolution. Issue citations and

- cease and desists orders as warranted. Prepare written reports in the format established by the department, for submission to the City Attorney requesting prosecution of land use violations. Testify in court and provide additional evidence as necessary.
- Coordinates and facilitates the City Development Review Team Process and meetings of the City Planning and Zoning Commission including processing of applications, completing required mailings and newspaper publications, preparation of staff report, minutes, findings of fact and other related meeting requirements.
- Attends City Council Meetings.
- Responsible for enforcement of City road right of ways and road vacation applications.
- Collaborate and coordinate activities as necessary with other city departments, and related outside agencies such as the Soil and Water Conservation District, Department of Natural Resources, Minnesota Pollution Control Agency, Department of Health, Bureau of the Census, other state and federal agencies as necessary.
- Communicate city land use policies and activities to citizens, property owners, and stakeholders such as lake associations, environmental, business and community groups, as well as to local officials and City Council members.
- Recommend land use policy initiatives to improve customer service, promote wise land use practices and enhance protection of natural resources, consistent with the City's comprehensive plan, zoning ordinance and applicable state rules, plans and statutes. Recommend ordinance improvements, enhanced public communication opportunities, and improved compliance and enforcement strategies to effectively achieve land use objectives.
- **Responsible for the Land Use ordinance changes/updates, the required procedures and approvals with all agencies.**
- Responsible for meeting the 60-day or 120-day statutory deadlines on all applicable land use matters including scheduling items on the Planning and Zoning Commission and City Council Agendas to meet time constraints.
- Coordinate the preparation of the Planning and Zoning Department budget and monitor expenditures and revenues of the Department on a monthly basis and keep
- the appropriate staff informed on deviations from the budget.
- Perform all other related assignments as required, including special project assignments, in a professional manner.
- **Maintain ArcMap data base and all Planning & Zoning software needs.**

#### **MINIMUM QUALIFICATIONS:**

- Associates Degree in an environmentally related discipline such as environmental studies, earth sciences, land use planning, or natural resources management, or equivalent work experience in the field of land use regulation.
- Two years or more experience within related technical/functional work area including assignments involving the administration and enforcement of land use regulations in a customer service environment.

#### **DESIRABLE QUALIFICATIONS:**

- Experience working within a customer-focused, field-based land-use permitting and enforcement environment utilizing site visits for permit approvals and complaint resolution.

- Knowledge of and experience implementing Wetland Conservation Act regulations, storm water management and soil and water conservation practices.
- Experience with land use planning and zoning matters, including presentations to local planning and zoning boards.
- Must possess well-rounded knowledge of commonly-used concepts, practices and procedures. Demonstrates excellent verbal/written communications, time management, interpersonal and organizational skills. Demonstrates the ability to be organized and work on multiple projects.
- Ability to analyze problems and make sound and prompt decisions.
- Ability to communicate effectively in oral and written presentations.
- Minnesota Pollution Control Agency ISTS Inspector professional registration.
- General knowledge of state and local statutes, rules and ordinances regarding individual sewage treatment systems, land use planning, solid waste, wetlands and other environmentally-related fields.
- Knowledge and skills applying land use regulations within a customer service-focused, proactive, site-based evaluation model.
- Effective communication skills, including personal and interpersonal skills, project management and decision-making skills.
- Ability to perform technical inspections, provide oversight and make recommendations for various permit applications.
- Maintain effective relationships with citizens, colleagues, county officials, state agency representatives, ISTS professionals, contractors and other environmentally related groups and constituencies.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** Light to medium physical activities requiring climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, near and far acuity, depth perception, and color vision. The employee must occasionally lift and or move up to 50 pounds.

**Mental Functions:** Comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating and interpersonal skills/behaviors.

**Environment & Physical Surrounds:** Work in the field will include exposure to weather and wet conditions as well as inside work in an office setting.



F.4.

**RESOLUTION 24\_\_**  
**CITY OF CROSSLAKE**  
**COUNTY OF CROW WING**  
**STATE OF MINNESOTA**

**TO APPROVE WASTE HAULER LICENSES FOR 2024**

WHEREAS, the City of Crosslake adopted Ordinance No. 364 Relating to Solid Waste and Recyclable Materials Collection and Disposal on July 13, 2020; and

WHEREAS, haulers are required to obtain a license from the City and are required to provide curbside recycling to Crosslake customers; and

WHEREAS, the City of Crosslake does hereby resolve to approve the Waste Hauler Licenses for the licensing year 2024 to the following firms:

WASTE PARTNERS INC  
PEQUOT LAKES SANITATION LTD  
WASTE MANAGEMENT OF MN INC

BE IT RESOLVED, that the City Council for the City of Crosslake, Minnesota go on record as approving the above firms for waste and recycling hauler licensing for the period of January 1, 2024 – December 31, 2024, at a Regular Council Meeting on the 8th day of January, 2024.

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

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

F.  
5.

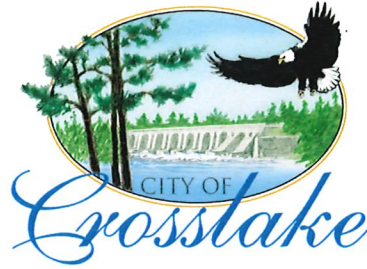
NOTICE TO CROSSLAKE RESIDENTS

2024 LICENSED REFUSE HAULERS IN CROSSLAKE

The following companies have obtained a Refuse Hauler's License for 2023 from the City of Crosslake and are the only haulers allowed to collect garbage and recycling in the city limits. They have agreed to collect garbage and recycling pursuant to Crosslake's City Code, Chapter 40, Article III. Please call City Hall if you have any questions at 218-692-2688.

PEQUOT LAKES SANITATION  
WASTE MANAGEMENT  
WASTE PARTNERS

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



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

File

MEMO TO: City Council *MR*

FROM: City Administrator/Treasurer

DATE: January 8, 2024

SUBJECT: Recommendation to Approve Preliminary Review of Pay Equity Report and Authorization to File Report

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920, require the City to submit a pay equity report to the State of Minnesota every three years. The City's next report is due January 31, 2024 for payroll data in place as of December 31, 2023. Also under the Rules, staff must receive approval from the Council prior to submitting the report. Since final payroll data for the calendar year must be reported, the City has to wait until year-end in order to report actual payroll amounts.

The attachment to this memo contains the Pay Equity Compliance Report from Minnesota Management and Budget. Pre-report submission results indicate the City is in compliance with pay equity.

**Council Action/Motion -**

Approve the Preliminary Review of Pay Equity Report and authorize staff to file as final for compliance certification.



# Compliance Report

Jurisdiction: Crosslake  
37028 County Road 66

Report Year: 2024  
Case: 2 - 2023 Data V1 Shared  
(Shared (Jur and MMB))

Crosslake, MN 56442

Contact: Mike Lyonais

Phone: (218) 692-2688

E-Mail: mlyonais@cityofcrosslake.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.  
For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	11	4	0	15
# Employees	15	4	0	19
Avg. Max Monthly Pay per employee	5947.80	5881.00		5933.74

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 12.12121 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	10	1
b. # Below Predicted Pay	1	3
c. TOTAL	11	4
d. % Below Predicted Pay (b divided by c = d)	9.09	75.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 17	Value of T = 0.051
------------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = 28
- b. Avg. diff. in pay from predicted pay for female jobs = 15

## III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 9.00
- B. Avg. # of years to max salary for female jobs = 9.00

## IV. EXCEPTIONAL SERVICE PAY TEST = 100.00 (Result is B divided by A)

- A. % of male classes receiving ESP = 100.00 \*
  - B. % of female classes receiving ESP = 100.00
- \*(If 20% or less, test result will be 0.00)

## Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance with pay equity law. For more information about compliance tests, refer to the [Guide to Understanding Pay Equity Compliance](#).

- 1. Completeness and Accuracy Test** - Report is submitted on time, data is correct, and required information has been provided
- 2. Statistical or Alternative Test**- Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report.
- 3. Salary Range Test** - Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined).
- 4. Exceptional Service Pay Test** - Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction).

## Compliance Determination Questionnaire

Answer the questions below to interpret results of a jurisdiction's compliance report.

**Please note that MMB will make all final compliance determinations**, this should be used for informational review purposes only.

1. Is the underpayment ratio at or above 80%?
  - A. Yes- Compliance (Go to question 4)
  - B. No- Are there 6 or more male classes and at least one class with a salary range?
    - I. YES- Move on to [T-test](#) and then go to question 2.
    - II. NO- Use alternative analysis test; go to question 3.
  
2. Is the value of T and degrees of freedom within range according to the t-test table?
  - A. Yes- Compliance (Go to question 4)
  - B. No- Out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)
  
3. Alternative Analysis Test - If the answer is yes to any of the statements below, the jurisdiction may be out of compliance, even if the other tests listed in questions 4 and 5 have passing scores.
  - *Is there a female job class with more points and less pay than a male class and the difference cannot be explained by years of service?*
  - *Is there a female job class with the same points as a male class and less pay and the difference cannot be explained by years of service?*
  - *Is there a female job class between 2 male classes and the female job class receives less pay than either male class and the difference cannot be explained by years of service?*
  - *Is there a female class rated lower than all male classes and pay is not reasonably proportionate to points as other classes and the difference cannot be explained by years of service?*
  - I. Did you answer yes to any of the questions above?
    - A. NO- Compliance, go to question 4
    - B. Yes- Jurisdiction may be out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)

4. Is the salary range test 0%, or at or above 80%?

A.  Yes- Compliance (Go to question 5)

B.  No- Out of compliance (Go to question 5, Jurisdiction may be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

5. Is the exceptional service pay test 0%, or at or above 80%?

A.  Yes- Compliance (End)

B.  No- Out of compliance (Jurisdiction might be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

# T-Test

1. Locate Degrees of Freedom on the Compliance Report.

**Compliance Report**

Jurisdiction: Stageville Theater First Step to Broadway!      Report Year: 2014  
 215 Broadway      Case: 2 - 2014 Data (In Compliance)

Stageville      MN      55155

Contact: P. E. Coord      Phone: (651) 259-3623      E-Mail: pay.equity@state.mn.us

**II. STATISTICAL ANALYSIS TEST**

A. Underpayment Ratio = 150.00 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	3
b. # Below Predicted Pay	3	1
c. TOTAL	8	4
d. % Below Predicted Pay (b divided by c = d)	37.50	25.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 16	Value of T = -3.843
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = \$2

b. Avg. diff. in pay from predicted pay for female jobs = \$111

2. Cross-reference the T-Test Table to determine the Value of t. If the Value of T on the compliance report is less than or equal to the Value of t on the T-Test Table, the report passes the statistical analysis test, provided there are at least six male classes and one salary range.

<u>DF</u>	<u>Value of t</u>	<u>DF</u>	<u>Value of t</u>	<u>DF</u>	<u>Value of t</u>
1	6.314	12	1.782	23	1.714
2	2.920	13	1.771	24	1.711
3	2.353	14	1.761	25	1.708
4	2.132	15	1.753	26	1.706
5	2.015	16	1.746	27	1.703
6	1.943	17	1.740	28	1.701
7	1.895	18	1.734	29	1.699
8	1.860	19	1.729	30	1.697
9	1.833	20	1.725	40	1.684
10	1.812	21	1.721	60	1.671
11	1.796	22	1.717	120	1.658
				Infinity	1.645



G.2.a.

**CROSSLAKE NORDIC RIDGE NON-MOTORIZED TRAIL PERMIT**

THIS PERMIT, is granted this 1st day of January, 2024, by Crow Wing County, Permitters, to the City of Crosslake, Permittee, to establish and maintain on the hereinafter described land a nonmotorized trail. That Crow Wing County, the owner, in consideration of \$25.00, grants this permit for a period of two years over and upon the following described premises in the County of Crow Wing, State of Minnesota, to wit:

For the "Nordic Ridge Trail":

- SWNW, SENE ALL IN SECT. 3
- SWNE, SENE, NWSE, NESE, SESE, NESW, ALL IN SECT. 4
- ALL IN THE CITY OF CROSSLAKE, TOWNSHIP 137, RANGE 27

**SUBJECT TO:**

1. This permit shall terminate upon sale of the land, or upon notification in writing, by either party, 60 days prior to termination.
2. The right-of-way route shall be open to the general public.
3. The Permitters shall, at all times, have the right to enter upon said right-of-way for any purpose necessary for the performance of lawful powers and duties.
4. The Permitters shall have the right to close said right-of-way during any emergency or maintenance activity, during "spring break-up" or other periods of time when trail surfaces are vulnerable to damage, and will notify the Permittee.
5. The permit is for a 20-foot width over the route to be used.
6. Permittee and participants waive and release all claims against Crow Wing County, its officers or employees for any damage to person or property, arising from the exercise of the privileges granted by this permit. Permittee shall indemnify and hold harmless the County and its employees from any and all claims arising out of the use of the premises whether such claims are asserted by civil action or not. Permittee shall provide proof of insurance indemnifying the County.
7. Permittee shall be responsible for cleaning up all litter and debris caused by their activity.
8. Permittee shall maintain the trail according to the trail maintenance plan schedule identified in the Cross Lake Nordic Ridge project plan.
9. The Permittee, at their expense, shall provide for signing and marking the trail subject to approval of the Permitters.
10. Any and all construction or placement of structures related to trail activities such as bridges, and all other land use activities requiring a permit, shall be approved by all appropriate authorities. Once permission has been obtained from the appropriate authorities, a request in writing shall be submitted by the Permittee sixty (60) days in advance of any construction. The request will be reviewed for approval by the Crow Wing County Land Services Department. If approved, a description of any structures will be added to the Permit's legal description.
11. The trail shall be open year round, except if closed as per item #4 above. During periods of low snow the trail may be used only if written permission is obtained from the County.
12. Permit renewal is subject to field inspection and recommendation from Crow Wing County Land Services.
13. The trail shall not be open to motorized use except for a.) The City of Crosslake may conduct tours on the trail system within the Crosslake Nordic Ridge Recreation Area using one powered golf cart during the months of May thru September and b.) portions of the trail system, where signed, are open for use by ATVs as they were prior to the trail system's designation on 8/14/2012.
14. Unless otherwise specified above, this permit is subject to the terms and conditions outlined in the attached Cross Lake Nordic Ridge Project plan approved by the Crow Wing County Board on August 14 2012.

Approved this 28th day of November, 2023

CROW WING COUNTY

By: Rosemary Franzen  
Rosemary Franzen, Chair  
Board of Commissioners

CITY OF CROSSLAKE

By: \_\_\_\_\_  
City Representative

ATTEST:

Gary Griffin  
Gary Griffin, Land Services Director  
Crow Wing County, Minnesota