

AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, FEBRUARY 12, 2024
7:00 P.M. – CITY HALL

A. CALL TO ORDER

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

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

C. 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. Budget Workshop Minutes of November 15, 2023
2. Special Council Meeting Minutes of November 21, 2023
3. Special Council Meeting Minutes of November 29, 2023
4. Public Information Meeting Minutes of December 11, 2023
5. Regular Meeting Minutes of December 11, 2023
6. Special Council Meeting Minutes of December 18, 2023
7. Special Council Meeting Minutes of December 29, 2023
8. Special Council Meeting Minutes of January 4, 2024
9. Regular Meeting Minutes of January 8, 2024
10. Special Council Meeting Minutes of January 16, 2024
11. Special Council Meeting Minutes of January 16, 2024 (closed)
12. Special Meeting Minutes of February 5, 2024
13. Special Meeting Minutes of February 5, 2024 (closed)
14. Unadjusted Draft 01.31.2024 Month End Revenue Report
15. Unadjusted Draft 01.31.2024 Month End Expenditures Report
16. Unadjusted Draft 01.31.2024 Balance Sheet
17. Police Report for Crosslake – January 2024
18. Police Report for Mission Township – January 2024
19. Fire Department Report – January 2024
20. Crosslake Fire Department Annual Report 2023
21. Parks & Recreation/Library Commission Minutes of December 20, 2023
22. Public Works Meeting Minutes of 12/04/2023
23. Waste Partners Recycling Report for December 2023
24. Waste Management 2023 Recycling Report
25. Group Transient Merchant Permit Application from Chamber of Commerce for St. Patrick's Day Parade, Brat Sales at the Campground, Crosslake Days, and Holiday at the Dam
26. Approval of F.I.R.E. Invoices

27. Bills for Approval

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Resolution Accepting Donations (Council Action-Motion)
2. Discuss Vacation Hours for Fire Chief
3. Memorandum of Agreement for Differential Pay for Planning-Zoning Coordinator (Council Action-Motion)
4. Tim Bray – Update on CSAH 3/66 Intersection/Pedestrian Improvement Project
5. Tim Bray – Update on Joint Maintenance Facility
 - a. Crosslake Joint Public Works Facility Cost Summary (2/8/2024)
 - b. Crow Wing County Customer Fuel Sales Agreement Between Crow Wing County and City of Crosslake
 - c. Draft Joint Public Works Facility Agreement Between the City of Crosslake and Crow Wing County
 - d. Joint Public Works Facility Agreement Between the City of Crosslake and Crow Wing County
 - e. Draft Shared Services Agreement Between the City of Crosslake and Crow Wing County
 - f. Shared Services Agreement Between the City of Crosslake and Crow Wing County
6. Tim Bray - Construction Cost Share Agreement with Crow Wing County for the 2024 Sealcoat Project (Council Action-Motion)

E. CITY ADMINISTRATOR'S REPORT

1. Memo dated February 8, 2024 from City Clerk Re: Approval of Liquor License Request (Council Action-Motion)
2. Memo dated February 8, 2024 from City Clerk Re: Approval of Brew Pub License (Council Action-Motion)
3. LMCIT – Liability Coverage – Waiver Form (Council Action-Motion)
4. Approval of Updated Deputy Clerk Job Description (Council Action-Motion)

F. COMMISSION REPORTS

1. PUBLIC SAFETY
 - a. Approval of Law Enforcement Contract and Joint Powers Agreement with Mission Township (Council Action-Motion)
 - b. Report from Police Chief Jake Maier
2. PARK & RECREATION/LIBRARY
 - a. Approval of Irrigation at Pine River Overlook Park (Council Action-Motion)
 - b. Approval to Replace John Deere Gator (Council Action-Motion)
 - c. Approval to Replace Cardio Equipment (Council Action-Motion)
3. PUBLIC WORKS/CEMETERY/SEWER
 - a. Motions Made by Public Works Commission for City Council to Consider (Council Action-Motion)
 1. Certificate of Survey of 16402 Bay Shores Road

2. Area Comparison of Prices for Cemetery Lots

G. 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.

H. CITY ATTORNEY REPORT

I. NEW BUSINESS

J. OLD BUSINESS

K. ADJOURN

C.1.

BUDGET WORKSHOP
CITY OF CROSSLAKE
WEDNESDAY, NOVEMBER 15, 2023
9:00 A.M. – CITY HALL

The Council for the City of Crosslake held a Budget Workshop on November 15, 2023. The following Council Members were present: Mayor Dave Nevin, Sandy Farder, Marcia Seibert-Volz, Aaron Herzog, and Jackson Purfeerst. Also present were City Administrator/Treasurer Mike Lyonais, City Clerk Char Nelson, Fire Chief Chip Lohmiller, Park Director TJ Graumann, and Public Works Director Patrick Wehner.

Mayor Nevin called the meeting to order at 9:00 A.M.

MOTION 11SP2-01-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADD \$30,000 TO THE GENERAL GOVERNMENT BUDGET FOR TRAINING STAFF AND COUNCIL PURPOSES. MOTION CARRIED WITH ALL AYES.

MOTION 11SP2-02-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO PUT A PLACEHOLDER OR \$150,000 IN THE 2024 BUDGET FOR STAFFING MODEL CHANGES. MOTION CARRIED 4-1 WITH PURFEERST OPPOSED.

MOTION 11SP2-03-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY DAVE NEVIN TO NDIRECT CITY ADMINISTRATOR TO MAKE AMENDMENT TO 2023 BUDGET TO MOVE ASSISTANT POSITION FROM GENERAL GOVERNMENT TO POLICE DEPARTMENT. MOTION CARRIED WITH ALL AYES.

There being no further business at 10:55 A.M., MOTION 11SP2-04-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C.
2.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
TUESDAY, NOVEMBER 21, 2023
9:00 A.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on Tuesday, November 21, 2023. The following Council Members were present: Mayor Dave Nevin, Aaron Herzog, Jackson Purfeerst, Sandy Farder, and Marcia Seibert-Volz. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Jake Maier, Fire Chief Chip Lohmiller, Park Director TJ Graumann, Public Works Director Pat Wehner, and City Attorney Alex Kuhn. There were approximately fifteen audience members at City Hall and on Zoom.

Dave Nevin called the meeting to order at 9:00 A.M.

MOTION 11SP4-01-23 WAS MADE BY DAVE NEVIN AND SECONDED BY SANDY FARDER TO PURSUE THE IDEA OF THE CITY OF CROSSLAKE TAKING LOCAL CONTROL OF SHORT- TERM RENTAL LICENSING AND ENFORCEMENT. The Council held a lengthy discussion regarding the issue. The Mayor took comments from Patricia Demcho and Tim Berg of 12038 Harbor Lane. MOTION CARRIED 4-1 WITH SEIBERT-VOLZ OPPOSED.

Marcia Seibert-Volz left the meeting at 9:35 A.M.

MOTION 11SP4-02-23 WAS MADE BY SANDY FARDER AND SECONDED BY DAVE NEVIN TO GIVE NOTICE TO CROW WING COUNTY THAT THE CITY OF CROSSLAKE IS GOING TO TAKE OVER SHORT-TERM LICENSING EFFECTIVE 1-1-2024. MOTION FAILED 1-3 WITH PURFEERST, HERZOG AND NEVIN OPPOSED.

MOTION 11SP4-03-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO HOLD A SPECIAL MEETING ON WEDNESDAY, NOVEMBER 29, 2023 AT 9:00 A.M. FOR THE PURPOSE OF REVIEWING DRAFT SHORT-TERM RENTAL ORDINANCE AND DETERMINING WHETHER TO HAVE CROW WING COUNTY ISUUE SHORT-TERM LICENSES FOR CROSSLAKE FOR 2024. MOTION CARRIED WITH ALL AYES.

MOTION 11SP4-04-23 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO DIRECT CITY ATTORNEY TO SEND ENFORCE LETTERS TO CURRENT PROPERTY OWNERS WITH SHORT-TERM RENTAL VIOLATIONS AND TO FINE THEM ACCORDING TO CITY ORDINANCE. MOTION CARRIED WITH ALL AYES.

There being no further business at 9:55 A.M., MOTION 11SP4-05-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY DAVE NEVIN TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C.
3.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, NOVEMBER 29, 2023
9:00 A.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on Wednesday, November 29, 2023. The following Council Members were present: Mayor Dave Nevin, Aaron Herzog, Jackson Purfeerst, Sandy Farder, and Marcia Seibert-Volz. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Jake Maier, Fire Chief Chip Lohmiller, Park Director TJ Graumann, Public Works Director Pat Wehner, Zoning Administrator Pete Gansen, and Zoning Coordinator Cheryl Stuckmayer. There were approximately fifteen audience members at City Hall and on Zoom.

Dave Nevin called the meeting to order at 9:00 A.M. The Council reviewed the City's draft ordinance for short-term rental licensing. A lengthy discussion ensued.

MOTION 11SP5-01-23 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE NEVIN TO MOVE FORWARD WITH CITY'S SHORT-TERM RENTAL ORDINANCE AND TO DIRECT STAFF TO HAVE CHANGES AND FINAL DRAFT READY FOR COUNCIL APPROVAL BY AUGUST 1, 2024 SO THAT ORDINANCE WILL BE IN EFFECT AS OF 1/1/2025. MOTION CARRIED WITH ALL AYES.

MOTION 11SP5-02-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO ADOPT THE CROW WING COUNTY 2024 SHORT-TERM RENTAL LICENSING ORDINANCE AND DIRECT STAFF TO NOTIFY COUNTY OF INTENT TO CONTINUE TO USE LICENSING SERVICES FOR 2024. MOTION CARRIED WITH ALL AYES.

There being no further business at 10:30 A.M., MOTION 11SP5-03-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C.
4.

PUBLIC INFORMATION MEETING
CITY OF CROSSLAKE
2023 TAX LEVY COLLECTIBLE IN 2024
MONDAY, DECEMBER 11, 2023
6:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Public Information Meeting on December 11, 2023. The following Council Members were present: Mayor Dave Nevin, Jackson Purfeerst, Marcia Seibert-Volz, Sandy Farder, and Aaron Herzog. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Public Works Director Pat Wehner, Park and Recreation Director TJ Graumann, Planning and Zoning Administrator Pete Gansen, Fire Chief Chip Lohmiller, and Police Chief Jake Maier. There was one audience member in City Hall.

Mayor Nevin called the meeting to order at 6:00 P.M. and asked for public comment.

Tom Swenson of 35533 Sand Pointe Drive addressed the Council and thanked the Council for their support of the 5-Year Road Plan and stated that some of the optional components of the roundabout seemed extravagant.

No further public comments were received.

MOTION 12SP1-01-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO ADOPT RESOLUTION NO. 23-27 APPROVING FINAL 2023 TAX LEVY COLLECTIBLE IN 2024. MOTION CARRIED WITH ALL AYES.

MOTION 12SP1-02-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO APPROVE THE 2024 BUDGET AS PRESENTED. MOTION CARRIED WITH ALL AYES.

Mike Lyonais thanked the Council and Tom Swenson for the time they put into completing the budget and levy.

There being no further business at 6:30 P.M., MOTION 12SP1-03-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

C.
5.

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

The Crosslake City Council held the Regular Council Meeting on Monday, December 11, 2023 in City Hall. The following Council Members were present: Mayor Dave Nevin, Marcia Seibert-Volz, Jackson Purfeerst, Aaron Herzog, and Sandy Farder. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Police Chief Jake Maier, Fire Chief Chip Lohmiller, Zoning Administrator Peter Gansen, Public Works Director Patrick Wehner, City Attorney Alex Kuhn, and City Engineer Phil Martin. There were approximately forty-five audience members in City Hall and on Zoom.

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

MOTION 12R-01-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. PUBLIC HEARING

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

MOTION 12R-02-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY AARON HERZOG TO APPROVE RESOLUTION NO. 23-28 VACATING PROPERTY ON PERKINS ROAD. MOTION CARRIED WITH ALL AYES.

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

MOTION 12R-03-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY AARON HERZOG TO DENY VACATION REQUEST FROM JEFF AND BONNIE BENSON AND TO DIRECT CITY ATTORNEY TO DRAFT USE AGREEMENT BETWEEN RESIDENTS AT 11622 AND 11604 MANHATTAN POINT BLVD AND CITY OF CROSSLAKE FOR USE OF PUBLIC RIGHT-OF-WAY AS DRIVEWAY. MOTION CARRIED WITH ALL AYES.

C. PUBLIC FORUM – Members of the Pickleball Assn addressed the Council and gave an update on the use of courts and of possible expansion.

D. CONSENT CALENDAR – MOTION 12R-04-23 WAS MADE BY DAVE NEVIN AND SECONDED BY SANDY FARDER TO PULL ITEM B.1. REGULAR COUNCIL MEETING MINUTES OF NOVEMBER 13, 2023 FROM THE CONSENT CALENDAR AND PLACE THEM ON MAYOR’S REPORT. MOTION CARRIED WITH ALL AYES.

MOTION 12R-05-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. *Removed*
2. Special Council Meeting Minutes of November 15, 2023
3. Memo dated December 11, 2023 from Mike Lyonais Re: Tax Increment Financing Reimbursement in the Amount of \$5,535.59
4. Unadjusted Draft: 11.30.2023 Month End Revenue Report
5. Unadjusted Draft: 11.30.2023 Month End Expenditures Report
6. Unadjusted Draft: 11.30.2023 Balance Sheet
7. Police Report for Crosslake – November 2023
8. Police Report for Mission Township – November 2023
9. Fire Department Report – November 2023
10. North Memorial Ambulance Run Report – October 2023
11. November Planning and Zoning Monthly Statistics
12. Planning and Zoning Commission Meeting Minutes of October 27, 2023
13. Public Works Commission Meeting Minutes of November 6, 2023
14. Agreement for Kitchigami Library System Services Through the Crosslake Area Library for 2024
15. EDA Meeting Minutes of September 6, 2023
16. Waste Partners Recycling Report for October 2023
17. Bills for Approval in the Amount of \$161,089.05

MOTION CARRIED WITH ALL AYES.

E. MAYOR’S AND COUNCIL MEMBERS’ REPORT

1. MOTION 12R-06-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE RESOLUTION NO. 23-29 DECLARING THE CITY OF CROSSLAKE’S INTENT TO ADMINISTER ABSENTEE VOTING AND ESTABLISH A BALLOT BOARD. MOTION CARRIED 4-1 WITH HERZOG OPPOSED.
2. MOTION 12R-07-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO APPROVE THE SERVING OF SOUP ON SATURDAY, FEBRUARY 3, 2024 FOR WINTERFEST AT BUSINESSES THROUGHOUT CROSSLAKE. MOTION CARRIED WITH ALL AYES.

MOTION 12R-08-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE APPLICATION / PERMIT FOR OUTDOOR PUBLIC FIREWORKS DISPLAY FROM NORTH STAR FIREWORKS ON FRIDAY, FEBRUARY 2, 2024. MOTION CARRIED WITH ALL AYES.

MOTION 12R-09-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE ROUTE FOR THE ST. PATRICK’S DAY PARADE AND USE OF CITY STREETS ON SATURDAY, MARCH 16, 2024. MOTION CARRIED WITH ALL AYES.

MOTION 12R-10-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ALLOW A RAFFLE FOR THE 2024 ST. PATRICK'S DAY CELEBRATION. MOTION CARRIED WITH ALL AYES.

3. MOTION 12R-11-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE RESOLUTION NO. 23-30 ACCEPTING DONATIONS FROM PAL FOUNDATION IN THE AMOUNT OF \$1,274.52 FOR THE PINE RIVER OVERLOOK PARK, FROM PAL FOUNDATION IN THE AMOUNT OF \$174.65 FOR HALLOWEEN PARTY, FROM JUDITH C. NELSON IN THE AMOUNT OF \$1,500.00 FOR THE POLICE DEPARTMENT, FROM CROSSLAKE FIREFIGHTERS RELIEF ASSOCIATION IN THE AMOUNT OF \$2,000.00 FOR KNOX BOXES, FROM CROSSLAKE FIREFIGHTERS RELIEF ASSOCIATION IN THE AMOUNT OF \$849.95 FOR TRAUMA BACKPACKS, AND FROM EMILY HURLBERT IN THE AMOUNT OF \$100.00 FOR THE LIBRARY. MOTION CARRIED WITH ALL AYES.
4. Regarding the minutes of 11/13/23 that were pulled from the consent agenda, Dave Nevin questioned whether some of the directives to staff had been completed and stated he would like to discuss the report received from Michelle Soldo.

MOTION 12R-12-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO HOLD A SPECIAL MEETING ON FRIDAY, DECEMBER 29, 2023 AT 9:00 A.M. FOR THE PURPOSE OF REVIEWING AND APPROVING AN EARNED SICK AND SAFE TIME POLICY, DISCUSSING REPORT FROM MICHELLE SOLDO, AND DISCUSSING TRAINING OPPORTUNITIES THAT WERE SUGGESTED BY MICHELLE SOLDO. MOTION CARRIED WITH ALL AYES.

MOTION 12R-13-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO APPROVE THE NOVEMBER 13, 2023 COUNCIL MEETING MINUTES. MOTION CARRIED WITH ALL AYES.

F. CITY ADMINISTRATOR'S REPORT

1. Crow Wing County Engineer Tim Bray provided an update on the CSAH 3/66 Intersection/Pedestrian Project.
2. MOTION 12R-14-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO APPROVE THE PAYMENT OF BILLS FROM DECEMBER 11 THROUGH DECEMBER 31, 2023 WITH RETRO APPROVAL AT THE JANUARY 2024 COUNCIL MEETING. MOTION CARRIED WITH ALL AYES.
3. MOTION 12R-15-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE SHORT-TERM RENTAL LICENSING AGREEMENT WITH CROW WING COUNTY FOR 2024. MOTION CARRIED WITH ALL AYES.

MOTION 12R-16-23 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT-VOLZ TO CERTIFY UNPAID SHORT-TERM RENTAL FINES TO THE COUNTY AUDITOR. MOTION CARRIED WITH ALL AYES.

4. MOTION 12R-17-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO ACCEPT RESIGNATION FROM ZONING ADMINISTRATOR PETER GANSEN EFFECTIVE DECEMBER 29, 2023. MOTION CARRIED WITH ALL AYES.

It was the consensus of the Council to hold a special meeting on December 18, 2023 at 9:00 A.M. for the purpose of filling the position of Heavy Equipment/Sewer Operator, discussing staffing at Park and Recreation/Library, discussing Fire Department positions and Fire Chief salary, and advertising for the vacancy of Zoning Administrator and determining a starting wage for Zoning Administrator.

5. MOTION 12R-18-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO ALLOW THE PAY-OUT OF 27.75 VACATION HOURS TO CHAR NELSON. MOTION CARRIED 4-1 WITH VOLZ OPPOSED.
6. MOTION 12R-19-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO DIRECT LABOR ATTORNEY TO DRAFT AN EARNED SICK AND SAFE TIME (ESST) POLICY FOR CITY THAT CROSS DESIGNATES THE FIRST 48 HOURS. MOTION CARRIED WITH ALL AYES.
7. MOTION 12R-20-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO APPROVE THE MEMORANDUM OF AGREEMENT WITH MNPEA CITY ADMINISTRATOR UNION REGARDING HEALTH INSURANCE PREMIUMS FOR 2024. MOTION CARRIED WITH ALL AYES.

MOTION 12R-21-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE MEMORANDUM OF AGREEMENT WITH MNPEA SUPERVISOR'S UNION REGARDING HEALTH INSURANCE PREMIUMS FOR 2024. MOTION CARRIED WITH ALL AYES.

MOTION 12R-22-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE MEMORANDUM OF AGREEMENT WITH AFSCME LOCAL NO. 689 UNION REGARDING HEALTH INSURANCE PREMIUMS FOR 2024. MOTION CARRIED WITH ALL AYES.

MOTION 12R-23-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE MEMORANDUM OF AGREEMENT WITH TEAMSTERS LOCAL NO. 346 UNION REGARDING HEALTH INSURANCE PREMIUMS FOR 2024. MOTION CARRIED WITH ALL AYES.

MOTION 12R-24-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY AARON HERZOG TO DIRECT STAFF TO NOTIFY CURRENT PROVIDER OF

INSURANCE CANCELLATION AND TO EXECUTE APPLICATION DOCUMENTS FOR NEW INSURANCE PROGRAM. MOTION CARRIED WITH ALL AYES.

G. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY

- a. MOTION 12R-25-23 WAS MADE BY SAANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE 2024 PARK AND RECREATION FEE SCHEDULE AS PRESENTED. MOTION CARRIED WITH ALL AYES.
- b. MOTION 12R-26-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO ACCEPT NOTICE OF RETIREMENT FROM MANAGER OF PARKS, RECREATION AND LIBRARY JANE MONSON EFFECTIVE FEBRUARY 21, 2024. MOTION CARRIED WITH ALL AYES.
- c. TJ Graumann reported that the Ranger was sold for \$15,121.
- d. It was the consensus of the Council to approve fundraising for additional pickleball courts.

2. PUBLIC SAFETY

- a. MOTION 12R-27-23 WAS MADE BY DAVE NEVIN AND SECONDED BY JACKSON PURFEERST TO DECLARE AED'S IN POLICE DEPARTMENT AS SURPLUS AND TO DONATE SURPLUS AED'S TO LAKES AREA RESCUE FIRST RESPONDERS. MOTION APPROVED WITH ALL AYES.
- b. MOTION 12R-28-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO DECLARE THE FIRE DEPARTMENT'S 2013 CHEVROLET TAHOE AS SURPLUS AND TO APPROVE ITS SALE. MOTION CARRIED WITH ALL AYES.

3. ECONOMIC DEVELOPMENT AUTHORITY

- a. MOTION 12R-29-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE CROSSLAKE EDA 2024 GOALS AS PRESENTED. MOTION CARRIED WITH ALL AYES.

4. PUBLIC WORKS/SEWER/CEMETERY

- a. MOTION 12R-30-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO INCLUDED THE CHIPSEALING OF THE COMMUNITY CENTER PARKING LOT IN THE 2024 ROAD IMPROVEMENT PROGRAM WITH THE COUNTY. MOTION CARRIED WITH ALL AYES.

MOTION 12R-31-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO HIRE NAGELL APPRAISAL FOR AN OPINION OF MARKET BENEFIT RANGE FOR THE 2024 MILL AND OVERLAY AREA

ALONG 1.9 – MILE SEGMENT OF DAGGETT PINE ROAD. MOTION CARRIED WITH ALL AYES.

MOTION 12R-32-23 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE PURCHASE OF A STRIPING MACHINE USING FUNDS NOT USED IN 2024 FOR ROAD STRIPING AT AN APPROXIMATE COST OF \$17,000. MOTION CARRIED WITH ALL AYES.

- b. MOTION 12R-33-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE PAY APPLICATION NO. 4 (FINAL PAY) FOR WORK COMPLETED THROUGH OCTOBER 31, 2023 IN THE AMOUNT OF \$32,231.84 TO ANDERSON BROTHERS CONSTRUCTION FOR THE 2022 ROAD IMPROVEMENTS. MOTION CARRIED WITH ALL AYES.

H. PUBLIC FORUM – Mike O’Connell of the Lakes Foundation provided an update on proposed trails.

I. OLD BUSINESS – Marcia Seibert-Volz asked when the Council would interview attorneys. Mike Lyonais stated that interviews have not been set because the deadline to submit RFP’s is 12/15/23.

Char Nelson stated that comments made by Michelle Soldo in her report to the Council questioned the integrity of administrative staff. Ms. Soldo’s comments were inaccurate and there is no issue with recordkeeping and the City does have personnel files. The Auditor does annual testing to make sure internal controls are in place and that material weaknesses were not compromised.

J. NEW BUSINESS – None.

K. ADJOURN – MOTION 12R-34-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING AT 9:50 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

C.
6.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, DECEMBER 18, 2023
9:00 A.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on Friday, December 29, 2023. The following Council Members were present: Mayor Dave Nevin, Aaron Herzog, Jackson Purfeerst, and Marcia Seibert-Volz. Sandy Farder was absent. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Fire Chief Chip Lohmiller, Zoning Administrator Pete Gansen, Public Works Director Pat Wehner, and Zoning Coordinator Cheryl Stuckmayer. There were two people in the audience.

1. Dave Nevin called the meeting to order at 9:00 A.M.
2. MOTION 12SP2-01-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE JOB DESCRIPTIONS FOR PROGRAM AND FACILITIES COORDINATOR FOR COMMUNITY CENTER AND LIBRARY COORDINATOR. Jane Monson's position of Manager of Parks and Recreation/Library covered both of these positions, but she will be retiring February 21, 2024. MOTION CARRIED WITH ALL AYES.

MOTION 12SP2-02-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE ADVERTISING FOR FULLTIME PROGRAM AND FACILITIES COORDINATOR WITH STARTING WAGE \$20.36 TO \$23.62 PER HOUR. MOTION CARRIED WITH ALL AYES.

MOTION 12SP2-03-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE ADVERTISING FOR PART-TIME LIBRARY COORDINATOR WITH STARTING WAGE OF \$25.00 PER HOUR. MOTION CARRIED WITH ALL AYES.

3. MOTION 12SP2-04-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY AARON HERZOG TO APPROVE HIRING ZAC KNOBLAUCH AS HEAVY EQUIPMENT/SEWER OPERATOR AT STEP 5 (27.91 PER HOUR) OF AFSCME UNION CONTRACT. MOTION CARRIED WITH ALL AYES.
4. MOTION 12SP2-05-23 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE SALARY RANGE OF \$77,175 TO \$95,550 AND AN APPLICATION SUBMITTAL DATE OF JANUARY 19, 2024 FOR ZONING ADMINISTRATOR POSITION. MOTION CARRIED WITH ALL AYES.
5. MOTION 12SP2-06-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE ADVERTISING FOR FULLTIME ZONING ADMINISTRATOR. MOTION CARRIED WITH ALL AYES.

6. MOTION 12SP2-07-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE FOLLOWING APPOINTMENTS OF OFFICERS ON THE FIRE DEPARTMENT AS OF JANUARY 1, 2024: DEPUTY CHIEF JORY DANIELSON, BATTALION CHIEF COREY LEDIN, CAPTAIN 1 NEIL LUZAR, CAPTAIN 2 SETH WANNEBO, CAPTAIN 3 RYAN GRUBA, CAPTAIN 4 REED NELSON, AND CAPTAIN 5 JOEL CARLTON. MOTION CARRIED WITH ALL AYES.
7. MOTION 12SP2-08-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE EARNED SICK AND SAFE TIME LEAVE POLICY AS PRESENTED. MOTION CARRIED WITH ALL AYES.
8. MOTION 12SP2-09-23 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE EARNED SICK AND SAFE TIME EMPLOYEE NOTICE. MOTION CARRIED WITH ALL AYES.
9. MOTION 12SP2-10-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO DIRECT STAFF TO FORWARD OFFICE ASSISTANT JOB DESCRIPTION TO CITY LABOR ATTORNEY FOR APPROVAL BY AFSCME UNION AND FOR WAGE SCALE PROPOSAL. MOTION CARRIED WITH ALL AYES.
10. There being no further business at 9:45 A.M., MOTION 12SP2-11-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY AARON HERZOG TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C.
7.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
FRIDAY, DECEMBER 29, 2023
9:00 A.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on Friday, December 29, 2023. The following Council Members were present: Mayor Dave Nevin, Aaron Herzog, Marcia Seibert-Volz, and Jackson Purfeerst. Sandy Farder participated via Zoom. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Fire Chief Chip Lohmiller, Police Chief Jake Maier, Zoning Administrator Pete Gansen, Public Works Director Pat Wehner, and Zoning Coordinator Cheryl Stuckmayer. There were four people in the audience.

1. Dave Nevin called the meeting to order at 9:00 A.M.
2. Patrick Wehner reported that the candidate, who was offered the position of Heavy Equipment/Sewer Operator, asked for 68 hours of vacation time rather than 40. This would be half the amount of vacation time he would get if he stayed employed at the County. Aaron Herzog stated that this is an acceptable practice and was in favor of it. MOTION 12SP3-01-23 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO OFFER HEAVY EQUIPMENT / OPERATOR CANDIDATE 68 HOURS OF VACATION RATHER THAN 40 HOURS OF VACATION TO BE USED AFTER PROBATION. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED 3-1 WITH SEIBERT-VOLZ OPPOSED.

Jackson Purfeerst arrived at 9:05.

3. Police Chief Jake Maier reported that he has received 4 applications for police officer position in 8 months. In our Region V, which consists of 14 counties, 22 police departments have openings. Chief Maier has interviewed two of the four applicants. The first applicant that was offered a position chose to stay in the cities due to higher wages. This second applicant has three years of experience and lives in the area. There will be minimal training required. MOTION 12SP3-02-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO HIRE POLICE OFFICER APPLICANT AT STEP 6 (\$31.47/HOUR) OF THE TEAMSTERS LOCAL 346 UNION CONTRACT AND TO DISCUSS INCREASING CURRENT POLICE OFFICER WAGES TO MATCH AT THE REGULAR MEETING ON JANUARY 8, 2024. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
4. Sandy Farder stated that Chip Lohmiller is already working full time hours as fire chief and suggested that the Council consider a salary of \$84,000 plus full benefits. Aaron Herzog agreed that he is a fulltime employee but thinks the salary range in this area is closer to \$88,000 to \$108,000. Mr. Herzog recognized that Chip Lohmiller has been on the department for 27 years and stated that he would consider a salary of \$94,000. Jackson Purfeerst stated that he would not be in favor of paying more than \$70,000 and is not in favor of having a fulltime fire chief. Marcia Seibert-Volz agreed with Purfeerst. Dave Nevin stated that he has been undecided but is in favor of Short-Term Rental regulations. The Fire Chief will regulate this ordinance and

the fees will offset the wages. Mr. Nevin stated that he is in favor of a salary of \$84,000. MOTION 12SP3-03-23 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO OFFER FULL-TIME FIRE CHIEF SALARY OF \$84,000 PLUS BENEFITS STARTING JANUARY 2024. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED 3-2 WITH PURFEERST AND SEIBERT-VOLZ OPPOSED.

5. Jackson Purfeerst stated that he was not happy with the report from Michelle Soldo because it is not accurate, she did not include information that he provided, and he thought the results would be public information. Aaron Herzog stated that nothing he said was included in the report, that the report included blatant lies, was tainted and had no value. Sandy Farder stated that her comments were not included in the report either.

Marcia Seibert-Volz left the meeting at 9:50 A.M.

Char Nelson stated that she received a redacted copy of the report and pages of the report were blacked out. Ms. Nelson asked how staff was supposed to understand and work through differences with Council if they can't read what the problems are.

Jackson Purfeerst stated that the report blamed everything on Char Nelson and Mike Lyonais.

Cheryl Stuckmayer stated that Michelle Soldo crushed staff's hopes of having improved relationship with Council. Ms. Stuckmayer stated that staff wasn't asked what the problems were, they were interrogated and the report was very one sided.

Pat Netko stated that if the City paid for the report, everyone that was interviewed should see it. Sandy Farder agreed. Aaron Herzog stated that the report was a hit job.

Patty Norgaard stated that she was surprised to hear about the poor results and that people's feelings should not be hurt when trying to build relationship between staff and Council. Ms. Norgaard also asked Council what it would cost to replace Chip Lohmiller and cautioned them that every area city is competing for the same employees.

Dave Nevin stated that they shouldn't squash the report.

MOTION 12SP3-04-23 WAS MADE BY JACKSON PURFEERST AND SECONDED BY AARON HERZOG TO DIRECT CITY ATTORNEY TO RELEASE UNREDACTED VERSION OF MICHELLE SOLDO REPORT TO ALL STAFF THAT WERE INVOLVED IN ORGANIZATIONAL ASSESSMENT. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES. Dave Nevin stated that he would contact Susan Hanson to get this done.

6. Jackson Purfeerst stated he would contact the League of MN Cities after the holidays to discuss training opportunities.
7. Aaron Herzog stated that he would like the Council to sit together to discuss their results of City Administrator's evaluation before it is presented, noting that the last evaluation was a

disaster. Dave Nevin stated that the Council will not have unified opinions. Jackson Purfeerst stated that he would be okay with giving Mike Lyonais an evaluation as long as it is not based on the Soldo report.

Mike Lyonais reported that he and his staff have completed evaluations for all of their staff. Sandy Farder stated she would like to see them.

It was the consensus of the Council to interview attorneys on January 4 and set date for city administrator evaluation at January 8 meeting.

8. There being no further business at 10:07 A.M., MOTION 12SP3-05-23 WAS MADE BY DAVE NEVIN AND SECONDED BY JACKSON PURFEERST TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C.
8.

**ATTORNEY INTERVIEW SESSION
CITY OF CROSSLAKE
THURSDAY, JANUARY 4, 2024
9:00 A.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Thursday, January 4, 2024. The following Council Members were present: Mayor Dave Nevin, Jackson Purfeerst, Sandy Farder, and Aaron Herzog. Marcia Seibert-Volz was absent. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, and Public Works Director Pat Wehner.

Dave Nevin called the session to order at 9:00 A.M. Joseph Langl of Ratwik, Roszak & Maloney, P.A. answered questions from the Council from 9:00 A.M. to 9:45 A.M.

Alex Kuhn of Breen & Person answered questions from the Council from 10:00 A.M. to 10:20 A.M.

A brief discussion ensued regarding the interviews.

There being no further business at 10:25 A.M., the meeting was adjourned.

Respectfully submitted by,

Charlene Nelson
City Clerk

C-9.

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

The Crosslake City Council held the Regular Council Meeting on Monday, January 8, 2024 in City Hall. The following Council Members were present: Mayor Dave Nevin, Jackson Purfeerst, Marcia Seibert-Volz, Sandy Farder, and Aaron Herzog. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Public Works Director Patrick Wehner, Police Sergeant Tony Marks, and City Engineer Phil Martin. Fire Chief Chip Lohmiller and Echo Publishing Reporter Tom Fraki attended via Zoom. There were approximately thirty-five audience members in City Hall and on Zoom.

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

The Mayor read the list of additions to the agenda. Marcia Seibert-Volz requested that discussion regarding Fire Chief salary be added to the agenda. MOTION 01R-01-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. ORGANIZATIONAL MEETING APPOINTMENTS

1. MOTION 01R-02-24 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO APPOINT RATWIK, ROSZAK & MALONEY FOR CIVIL LEGAL SERVICES, MADDEN GALANTER HANSEN FOR LABOR LEGAL SERVICES, CROW WING COUNTY ATTORNEY FOR PROSECUTING SERVICES, TAFT LAW FOR BOND COUNSEL AND DAVID DROWN ASSOCIATES FOR BOND ADVISOR. MOTION CARRIED WITH ALL AYES.
2. MOTION 01R-03-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO DESIGNATE MARCIA SEIBERT-VOLZ AS ACTING MAYOR. MOTION CARRIED WITH ALL AYES.
3. MOTION 01R-04-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPOINT THE MAYOR AND CITY ADMINISTRATOR AS EX-OFFICIOS TO THE FIRE RELIEF ASSOCIATION. MOTION CARRIED WITH ALL AYES.
4. MOTION 01R-05-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE SCHEDULE OF REGULAR CITY COUNCIL MEETINGS ON THE 2ND MONDAY ON THE MONTH AT 7:00 P.M. MOTION CARRIED WITH ALL AYES.
5. MOTION 01R-06-24 WAS MADE BY SANDY FARDER AND SECONDED BY MARCIA SEIBERT-VOLZ APPROVE 2024 SCHEDULE OF CITY COUNCIL AND COMMISSION MEETING DATES. MOTION CARRIED WITH ALL AYES.

6. MOTION 01R-07-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPOINT PINE AND LAKES ECHO JOURNAL AND NORTHLAND PRESS AS THE CITY'S OFFICIAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.

Jackson Purfeerst read a letter from Paul Boblett, owner of Northland Press, thanking the community for the past 16 years and signing off as he closes the newspaper business.

7. MOTION 01R-07-24 WAS MADE BY SANDY FARDER AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPOINT BOLTON & MENK AS CITY ENGINEER. MOTION CARRIED WITH ALL AYES.

8. MOTION 01R-08-24 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO APPROVE FRANDSEN BANK AND 4M FUND AS OFFICIAL DEPOSITORIES. MOTION CARRIED WITH ALL AYES.

9. MOTION 01R-09-24 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO DESIGNATE THE MAYOR, ACTING MAYOR, CITY ADMINISTRATOR, AND CITY CLERK AS SIGNATORIES ON CITY CHECKING AND SAVINGS ACCOUNTS. MOTION CARRIED WITH ALL AYES.

10. MOTION 01R-10-24 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO DESIGNATE THE MAYOR, ACTING MAYOR, CITY ADMINISTRATOR, AND CITY CLERK AS ELECTRONIC FUND TRANSFER DELEGATES. MOTION CARRIED WITH ALL AYES.

11. MOTION 01R-11-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE FOLLOWING APPOINTMENTS: DAVID FUHS TO 1ST 3-YEAR TERM ON PLANNING AND ZONING COMMISSION, JOEL O'LEARY TO 1ST 3-YEAR TERM ON PLANNING AND ZONING COMMISSION, ANN SCHRUPP TO 2ND 3-YEAR TERM ON PARK AND RECREATION/LIBRARY COMMISSION, HEATHER JONES TO 2ND 3-YEAR TERM ON PARK AND RECRETION/LIBRARY COMMISSION, MARY JO FRITSVOLD TO 1ST 3-YEAR TERM ON PARK AND RECREATION/LIBRARY COMMISSION, DAVE SCHRUPP TO 1ST 3-YEAR TERM ON PUBLIC WORKS COMMISSION, AND ROGER ROY TO 2ND 6-YEAR TERM ON EDA. MOTION CARRIED WITH ALL AYES. The Mayor thanked Mark Wessels and Mark Linder for their 7 years of service on the Planning and Zoning Commission, Joe Albrecht for 12 years of service on Park and Recreation/Library Commission, and Mic Tchida for 6 years of service on Public Works Commission.

- C. **PUBLIC FORUM** – Daniel and Betty Soller of 13435 Meyer Lake Rd, Fifty Lakes appeared before the Council because they had submitted an item to be placed on the agenda and were notified by staff that the item was removed from the agenda. Mr. Soller asked why the item was not on the agenda. Aaron Herzog replied that he suggested the

item be removed from the agenda because the Soller's were seeking monetary compensation to resolve their issue with Planning and Zoning complaint and Mr. Herzog stated this was taken as a threat to take legal action against the City and that the matter was sent to the City Attorney. Mr. Soller disagreed. Mr. Soller presented his complaint to the Council and provided a list of 9 questions for the Council to review and answer. Dave Nevin and Sandy Farder apologized for his experience at Planning and Zoning.

Bob Frey of 37043 White Pine Trail discussed the new state flag, drugs, and use of Narcan.

Peter Graves reported that the April Foolishness Pickleball Tournament would be held again this year to raise money for local charities. Mr. Graves encouraged everyone to participate.

Pat Netko congratulated Ace Hardware on their 25 Year Business Anniversary. Ms. Netko stated that she was concerned with the aesthetics and signage in the roundabout.

Tim Bray stated that no monument would be allowed in the middle of the roundabout, which is consistent with all other roundabouts in the County.

MOTION 01R-12-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO DIRECT MIKE LYONAIIS TO ANSWER THE SOLLER'S QUESTIONS AND RETURN ANSWERS TO COUNCIL AND SOLLER'S BY THE END OF THE MONTH. MOTION CARRIED WITH ALL AYES.

D. CONSENT CALENDAR – MOTION 01R-13-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

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 No. 24-01 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 in the Amount of \$114,559.20
 21. Bills for Approval in the Amount of \$830,246.58
 22. Additional Bills for Approval in the Amount of \$446,250.94
- MOTION CARRIED WITH ALL AYES.

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. MOTION 01R-14-24 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO APPROVE RESOLUTION NO. 24-02 ACCEPTING DONATIONS FROM PAL FOUNDATION IN THE AMOUNT OF \$300.00 FOR HALLOWEEN PARTY AND FROM CROSSLAKE FIREFIGHTERS' RELIEF ASSN IN THE AMOUNT OF \$5,152.65 FOR BATTERY POWERED FAN. MOTION CARRIED WITH ALL AYES.
2. Council set date to conduct City Administrator's evaluation on February 5, 2024 at 10:30 A.M.
3. MOTION 01R-15-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO MOVE OFFICERS PATRICK MARTIN AND CODY HAINES TO STEP 6 (\$31.47 PER HOUR) OF THE TEAMSTERS UNION CONTRACT. MOTION CARRIED WITH ALL AYES.
4. Marcia Seibert-Volz asked if staff were up to date with training. Char Nelson replied that they were. Council questioned why staff leave report was in the packet. Marcia Seibert-Volz stated that the Council should be checking it.
5. Sonia Slack provided the Council information regarding municipal control of absentee voting. Kathy Allen of submitted a letter questioning the reasons for not letting the County handle absentee ballots as they have in the past and why the City would pay more to take on the extra burden in Crosslake. Pam Graves thanked Sonia Slack and Robin Sylvester for their comments and stated that nothing has been shown to prove that there is a problem at the County level. Dave Nevin stated that he would like to hear from the people and he would be holding a Town Hall on February 6 at Moonlite Bay. John Sylvester stated that he was on the Absbtee Ballot Board in Crow Wing County in 2022 and witnessed questionable activities when he went door-to-door campaigning with his wife. MOTION 01R-16-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO DIRECT CHAR NELSON TO GET ANSWERS TO THE OUTSTANDING ITEMS AND QUESTIONS PRESENTED BY SONIA SLACK AND ROBIN SYLVESTER REGARDING CROSSLAKE LOCAL BALLOT CONTROL. MOTION CARRIED WITH ALL AYES.
6. Phil Martin provided an update and samples of lighting for the roundabout.

7. Mike O'Connell of the Lake Foundation reported that the current loading zone at the Community School on County Road 66 is planned to be removed with the improvements during the roundabout construction project. Mr. O'Connell stated that the Foundation and School are asking the County to consider changing the plans to allow the loading zone to remain in place. Mr. O'Connell and Tim Bray met regarding the issue and discussed the possibility of the loading zone coming off of Swann Drive, which would not be their first choice.

MOTION 01R-17-24 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT VOLZ TO PROCEED WITH PULL IN/DELIVERY SPACE DESIGN ON SWANN DRIVE AT CROSSLAKE COMMUNITY SCHOOL. MOTION CARRIED WITH ALL AYES.

8. MOTION 01R-18-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO DIRECT MIKE LYONAI TO CONTACT SOURCEWELL TO SEE IF THEY COULD TEMPORARILY ASSIST PLANNING AND ZONING DEPARTMENT STAFFING NEEDS. MOTION CARRIED WITH ALL AYES.

MOTION 01R-19-24 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT VOLZ TO APPROVE CHERYL STUCKMAYER TO APPROVE PERMITS DURING THE INTERIM UNTIL A ZONING ADMINISTRATOR IS HIRED. MOTION CARRIED WITH ALL AYES.

MOTION 01R-20-24 WAS MADE BY DAVE NEVIN AND SECONDED BY SANDY FARDER TO INCREASE CHERYL STUCKMAYER'S WAGES BY \$4.00 PER HOUR UNTIL ZONING ADMINISTRATOR IS HIRED. MOTION FAILED WITH ALL NAYES.

MOTION 01R-21-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO DIRECTOR DAVE NEVIN TO CONTACT LABOR ATTORNEY SUSAN HANSEN TO ASK IF CITY CAN OFFER CHERYL STUCKMAYER \$4.00 MORE PER HOUR OR IF OFFER NEEDS TO BE APPROVED BY UNION. MOTION CARRIED WITH ALL AYES.

F. CITY ADMINISTRATOR'S REPORT

1. MOTION 01R-22-24 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO APPROVE THE CHANGES TO THE PLANNING AND ZONING FEE SCHEDULE EXCEPT FOR INCREASE TO PARK DEDICATION FEE. MOTION CARRIED WITH ALL AYES.
2. MOTION 01R-23-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO DIRECT CITY ATTORNEY TO DRAFT ORDINANCE AMENDMENT REGARDING THE ADDITION OF RURAL RESIDENTIAL – 2 (RR-2) ZONING TO LAND USE ORDINANCE. MOTION CARRIED WITH ALL AYES.

3. MOTION 01R-24-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE CHANGES TO THE PLANNING AND ZONING ADMINISTRATOR JOB DESCRIPTION. MOTION CARRIED WITH ALL AYES.
4. MOTION 01R-25-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO ADOPT RESOLUTION NO. 24-03 TO APPROVE WASTE HAULER LICENSES FOR 2024. MOTION CARRIED WITH ALL AYES.
5. MOTION 01R-26-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY AARON HERZOG TO APPROVE THE PUBLICATION OF 2024 APPROVED WASTE HAULERS IN OFFICIAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.
6. MOTION 01R-27-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE PRELIMINARY REVIEW OF PAY EQUITY REPORT AND AUTHORIZE STAFF TO FILE AS FINAL FOR COMPLIANCE CERTIFICATION. MOTION CARRIED WITH ALL AYES.
7. MOTION 01R-28-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO COUNTER OFFER PROPOSAL TO FIRE CHIEF ANNUAL SALARY OF \$89,000 WITH BENEFITS EFFECTIVE 1/1/2024 WHICH NOW INCLUDES EMERGENCY MANAGEMENT DUTIES. MOTION CARRIED 3-2 WITH PURFEERST AND SEIBERT-VOLZ OPPOSED.

G. COMMISSION REPORTS

1. ECONOMIC DEVELOPMENT AUTHORITY

- a. Tyler Glynn of BLAEDC gave a brief update on the EDA website, current projects, and upcoming meeting in March.

2. PARK AND RECREATION/LIBRARY

- a. MOTION 01R-29-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE CROSSLAKE NORDIC RIDGE NON-MOTORIZED TRAIL PERMIT WITH CROW WING COUNTY. MOTION CARRIED WITH ALL AYES.

H. PUBLIC FORUM – Sandra Krienke stated that she is going before the Planning Commission in February for approval of her self-pour tap establishment and wanted to be reassured that the absence of a Zoning Administrator would not delay her project.

Mike O’Connell stated that he is in favor of adding Rural Residential 2 Zoning to the Land Use Ordinance.

I. CITY ATTORNEY REPORT – None.

J. NEW BUSINESS – Marcia Seibert-Volz asked if Chip Lohmiller was no longer receiving fire relief association pension now that he was paying into PERA. Char Nelson said that was correct.

K. OLD BUSINESS – MOTION 01R-30-24 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO APPROVE INCREASE IN WAGE TO CHERYL STUCKMAYER OF \$4.00 PER HOUR, CONTINGENT ON APPROVAL FROM AFSCME UNION, UNTIL ZONING ADMINISTRATOR IS APPOINTED. MOTION CARRIED WITH ALL AYES.

L. ADJOURN – MOTION 01R-31-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING AT 10:12 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

C.10.

**SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
TUESDAY, JANUARY 16, 2024
4:30 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Tuesday, January 16, 2024. The following Council Members were present: Mayor Dave Nevin, Jackson Purfeerst, Sandy Farder, and Aaron Herzog. Marcia Seibert-Volz, City Attorney Joe Langl, and Labor Attorney Susan Hansen participated via Zoom. Also present were City Administrator Mike Lyonais and Park Director TJ Graumann.

Dave Nevin called the meeting to order at 4:30 P.M. A brief discussion ensued regarding staffing in the Planning and Zoning Department. Independent Contractor Jerome Bohnsack was introduced to the Council as someone that could temporarily fill the vacancy of Zoning Administrator on a part-time basis. Mr. Bohnsack provided his resume which showed his experience in city government and planning. Mr. Bohnsack stated that his rate ranges from \$60 to \$90 per hour.

MOTION 01SP2-01-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO HIRE JEROME BOHNSACK AT \$75 PER HOUR AS INTERIM ZONING ADMINISTRATOR. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

There being no further business at 4:58 P.M., MOTION 01SP2-02-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

C.11.

**SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
TUESDAY, JANUARY 16, 2024
5:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Tuesday, January 16, 2024. The following Council Members were present: Mayor Dave Nevin, Jackson Purfeerst, Sandy Farder, and Aaron Herzog. Marcia Seibert-Volz and Labor Attorney Susan Hansen participated via Zoom.

Dave Nevin called the meeting to order at 5:00 P.M.

MOTION 01SP3-01-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO CLOSE THE SPECIAL MEETING PURSUANT TO MN STATE STATUTE 13D.03 FOR THE PURPOSE OF DISCUSSING LABOR NEGOTIATIONS. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

There being no further business at 5:28 P.M., MOTION 01SP3-02-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO ADJOURN THE MEETING. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, FEBRUARY 5, 2024
9:00 A.M. – CITY HALL

The Council for the City of Crosslake met in a Special Session on Monday, February 5, 2024. The following Council Members were present: Mayor Dave Nevin, Aaron Herzog, Marcia Seibert-Volz, Sandy Farder, and Jackson Purfeerst. Also present were City Administrator Mike Lyonais and City Clerk Char Nelson. There was one person in the audience.

Dave Nevin called the meeting to order at 9:00 A.M. The City Council interviewed four applicants for the Zoning Administrator position from 9:00 am to 12:15 pm. The meeting recessed from 10:20 am to 11:30 am. It was the consensus of the council to make a formal motion to hire most qualified candidate at regular meeting on Monday. A preliminary offer of \$83,000 salary, 40 hours vacation and 12 sick days would be offered to see if he is interested.

MOTION 01SP1-01-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE HIRING OF A DEPUTY CLERK, TO DIRECT STAFF TO PUBLISH EMPLOYMENT AD TO FILL VACANCY, AND TO INCLUDE THE ENTIRE SALARY RANGE IN THE AD, STATING THAT STARTING WAGE WOULD DEPEND ON EXPERIENCE. MOTION CARRIED WITH ALL AYES.

TJ Graumann reported that four applicants were interviewed for the Program Facilities Coordinator and one applicant was well qualified. Mr. Graumann stated that the applicant had taken another position when he called to offer her the job. Mr. Graumann will use part-time staff to fill in for now until a new employment ad could run and applicants could be interviewed.

Mr. Graumann reported that the Library Coordinator position was offered to Karen Field and she has accepted. Ms. Field has teaching and library experience, and used the Follett software program for over 20 years. This position pays \$25 per hour and is scheduled to work 20 hours a week.
MOTION 01SP1-02-24 WAS MADE BY SANDY FARDER AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE HIRING OF KAREN FIELD TO FILL THE LIBRARY COORDINATOR POSITION. MOTION CARRIED WITH ALL AYES.

MOTION 01SP1-03-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO ADJOURN THE MEETING AT 12:30 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C.13.

**SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, FEBRUARY 5, 2024
10:30 A.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, February 5, 2024. The following Council Members were present: Mayor Dave Nevin, Jackson Purfeerst, Sandy Farder, Marcia Seibert-Volz, and Aaron Herzog. Also in attendance were City Administrator Mike Lyonais and Attorney Joe Ditsch. Labor Attorney Susan Hansen participated via Zoom.

Dave Nevin called the meeting to order at 10:38 A.M.

MOTION 02SP2-01-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO CLOSE THE SPECIAL MEETING FOR THE PURPOSE OF CONDUCTING PERFORMANCE EVALUATION. MOTION CARRIED WITH ALL AYES.

There being no further business at 11:30 A.M., MOTION 02SP2-02-24 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END REVENUES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 YEAR-END CLOSING ENTRIES)**

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City of Crosslake

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Month-End Revenue

Current Period: JANUARY 2024

SRC	SRC Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$3,918,588.00	\$60,287.82	\$60,287.82	\$3,858,300.18	1.54%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31800	Other Taxes	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
31900	Penalties and Interest DelTax	\$800.00	\$579.81	\$579.81	\$220.19	72.48%
32110	Alcoholic Beverages	\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00%
32111	Club Liquor License	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32112	Beer and Wine License	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
32180	Other Licenses/Permits	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
33400	State Grants and Aids	\$0.00	\$15,011.44	\$15,011.44	-\$15,011.44	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$6,200.00	\$0.00	\$0.00	\$6,200.00	0.00%
33417	Police State Aid	\$54,000.00	\$0.00	\$0.00	\$54,000.00	0.00%
33418	Fire State Aid	\$49,000.00	\$0.00	\$0.00	\$49,000.00	0.00%
33419	Fire Training Reimbursement	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33422	PERA State Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33650	Recycling Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34000	Charges for Services	\$500.00	\$6.00	\$6.00	\$494.00	1.20%
34010	Sale of Maps and Publications	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$60,000.00	\$3,050.00	\$3,050.00	\$56,950.00	5.08%
34104	Plat Check Fee/Subdivision Fee	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
34105	Variances and CUPS/IUPS	\$15,000.00	\$1,000.00	\$1,000.00	\$14,000.00	6.67%
34106	Sign Permits	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34107	Assessment Search Fees	\$2,000.00	\$75.00	\$75.00	\$1,925.00	3.75%
34108	Zoning Misc/Penalties	\$1,500.00	\$75.00	\$75.00	\$1,425.00	5.00%
34109	Zoning Reimb Eng/Legal/Survey	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$15,000.00	\$525.00	\$525.00	\$14,475.00	3.50%
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	\$5,200.00	\$9,237.21	\$9,237.21	-\$4,037.21	177.64%
34202	Fire Protection and Calls	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
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	\$68,000.00	\$0.00	\$0.00	\$68,000.00	0.00%
34211	Police Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
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	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
34700	Park & Rec Donation	\$300.00	\$0.00	\$0.00	\$300.00	0.00%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END REVENUES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 YEAR-END CLOSING ENTRIES)**

City of Crosslake

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Month-End Revenue

Current Period: JANUARY 2024

SRC	SRC Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$300.00	\$18.00	\$18.00	\$282.00	6.00%
34740	Park Concessions	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34741	Gen Gov t Concessions	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
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	\$137.50	\$137.50	\$3,862.50	3.44%
34751	Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
34760	Library Cards	\$500.00	\$76.00	\$76.00	\$424.00	15.20%
34761	Library Donations	\$500.00	\$7.00	\$7.00	\$493.00	1.40%
34762	Library Copies	\$300.00	\$24.00	\$24.00	\$276.00	8.00%
34763	Library Events	\$5,000.00	\$1.00	\$1.00	\$4,999.00	0.02%
34764	Library Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
34765	Summer Reading Program	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$3,000.00	0.00%
34770	Silver Sneakers	\$16,000.00	\$1,956.50	\$1,956.50	\$14,043.50	12.23%
34790	Park Dedication Fees	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
34800	Tennis Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34801	Recreational-Program	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34802	Softball/Baseball Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34803	Recreation-Misc. Receipts	\$1,000.00	\$400.00	\$400.00	\$600.00	40.00%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$4,783.00	\$4,783.00	\$25,217.00	15.94%
34807	Volleyball Fees	\$750.00	\$316.00	\$316.00	\$434.00	42.13%
34808	Silver and Fit	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34809	Soccer Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34810	Pickle Ball	\$15,000.00	\$6,274.00	\$6,274.00	\$8,726.00	41.83%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
34941	Cemetery Openings	\$3,500.00	\$100.00	\$100.00	\$3,400.00	2.86%
34942	Cemetery Other	\$450.00	\$0.00	\$0.00	\$450.00	0.00%
34950	Public Works Revenue	\$3,000.00	\$20,245.00	\$20,245.00	-\$17,245.00	674.83%
34952	County Joint Facility Payments	\$35,000.00	\$7,831.02	\$7,831.02	\$27,168.98	22.37%
34953	Recycling Revenues	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
35100	Court Fines	\$10,000.00	\$1,259.86	\$1,259.86	\$8,740.14	12.60%
35103	Library Fines	\$600.00	\$28.00	\$28.00	\$572.00	4.67%
35105	Restitution Receipts	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36200	Miscellaneous Revenues	\$6,000.00	\$1,880.00	\$1,880.00	\$4,120.00	31.33%
36201	Misc Reimbursements	\$0.00	\$177.49	\$177.49	-\$177.49	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
36210	Interest Earnings	\$225,000.00	\$46,328.54	\$46,328.54	\$178,671.46	20.59%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Bridges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36255	Sp Assess Int-Bridges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36256	Sp Assess P - Other	\$3,820.00	\$0.00	\$0.00	\$3,820.00	0.00%
36257	Sp Assess I - Other	\$1,617.00	\$0.00	\$0.00	\$1,617.00	0.00%
38050	Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END REVENUES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 YEAR-END CLOSING ENTRIES)**

City of Crosslake

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Month-End Revenue

Current Period: JANUARY 2024

SRC	SRC Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget
39101	Sales of General Fixed Assets	\$0.00	\$138,000.00	\$138,000.00	-\$138,000.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$900,000.00	\$0.00	\$0.00	\$900,000.00	0.00%
39330	Proceeds from Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$5,591,745.00	\$319,690.19	\$319,690.19	\$5,272,054.81	5.72%
FUND 301 DEBT SERVICE FUND						
31308	2006 Series B Levy	\$0.00	\$0.50	\$0.50	-\$0.50	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	\$5.21	\$5.21	-\$5.21	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	\$99,100.00	\$1,756.79	\$1,756.79	\$97,343.21	1.77%
31317	2019A City Hall/Police	\$309,100.00	\$5,309.93	\$5,309.93	\$303,790.07	1.72%
31318	2021 GO Equip Cert Series 2021	\$144,375.00	\$2,430.38	\$2,430.38	\$141,944.62	1.68%
31319	2022A Fire Truck	\$125,875.00	\$2,144.93	\$2,144.93	\$123,730.07	1.70%
31320	2022A Road Projects	\$40,784.00	\$699.15	\$699.15	\$40,084.85	1.71%
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	\$10,803.00	\$231.16	\$231.16	\$10,571.84	2.14%
36122	Sp Assess Int 2022 Roads	\$10,585.00	\$316.62	\$316.62	\$10,268.38	2.99%
36123	Sp Assess Prin Daggett Bay Rd	\$1,414.00	\$98.56	\$98.56	\$1,315.44	6.97%
36124	Sp Assess Int Daggett Bay Rd	\$375.00	\$42.81	\$42.81	\$332.19	11.42%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301 DEBT SERVICE FUND		\$742,411.00	\$13,036.04	\$13,036.04	\$729,374.96	1.76%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
31056	Tax Increment 1-9 C&J Develop	\$12,300.00	\$0.00	\$0.00	\$12,300.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJE		\$12,300.00	\$0.00	\$0.00	\$12,300.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$18,100.00	\$311.22	\$311.22	\$17,788.78	1.72%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$18,100.00	\$311.22	\$311.22	\$17,788.78	1.72%
FUND 601 SEWER OPERATING FUND						
31000	General Property Taxes	\$188,027.00	\$1,485.09	\$1,485.09	\$186,541.91	0.79%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	\$1,703.88	\$1,703.88	-\$1,703.88	0.00%
36104	Penalty & Interest	\$1,500.00	\$206.31	\$206.31	\$1,293.69	13.75%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END REVENUES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 YEAR-END CLOSING ENTRIES)**

City of Crosslake

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Month-End Revenue

Current Period: JANUARY 2024

SRC	SRC Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget
36200	Miscellaneous Revenues	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37200	User Fee	\$431,880.00	\$30,068.31	\$30,068.31	\$401,811.69	7.34%
37250	Sewer Connection Payments	\$39,400.00	\$0.00	\$0.00	\$39,400.00	0.00%
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		\$662,307.00	\$33,463.59	\$33,463.59	\$628,843.41	5.06%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$0.00	\$3,853.68	\$3,853.68	-\$3,853.68	0.00%
31312	2017 GO Sewer Rev Imp Bonds	\$118,608.00	\$2,045.12	\$2,045.12	\$116,562.88	1.72%
31321	2022A Sewer Bonds	\$135,893.00	\$2,306.81	\$2,306.81	\$133,586.19	1.70%
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		\$256,501.00	\$8,205.61	\$8,205.61	\$248,295.39	3.20%
		\$7,283,364.00	\$374,706.65	\$374,706.65	\$6,908,657.35	5.15%

([Act Status]="Active")

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 CLOSING ENTRIES)**

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City of Crosslake

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Month End Expenditures

Current Period: JANUARY 2024

OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$30,600.00	\$2,670.00	\$2,670.00	\$27,930.00	8.73%
122	FICA	\$2,341.00	\$204.26	\$204.26	\$2,136.74	8.73%
151	Workers Comp Insurance	\$77.00	\$0.00	\$0.00	\$77.00	0.00%
208	Instruction Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
321	Communications-Cellular	\$1,376.00	\$114.69	\$114.69	\$1,261.31	8.34%
331	Travel Expenses	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues/Contracts/Subscriptions	\$1,174.00	\$91.50	\$91.50	\$1,082.50	7.79%
DEPT 41110 Council		\$39,218.00	\$3,080.45	\$3,080.45	\$36,137.55	7.85%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$115,295.00	\$12,840.96	\$12,840.96	\$102,454.04	11.14%
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	\$92,518.00	\$12,336.63	\$12,336.63	\$80,181.37	13.33%
121	PERA	\$15,586.00	\$1,888.31	\$1,888.31	\$13,697.69	12.12%
122	FICA	\$15,898.00	\$1,636.94	\$1,636.94	\$14,261.06	10.30%
131	Employer Paid Health	\$27,902.00	\$2,325.18	\$2,325.18	\$25,576.82	8.33%
132	Employer Paid Disability	\$1,726.00	\$143.86	\$143.86	\$1,582.14	8.33%
133	Employer Paid Dental	\$1,236.00	\$103.00	\$103.00	\$1,133.00	8.33%
134	Employer Paid Life	\$134.00	\$10.40	\$10.40	\$123.60	7.76%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$1,424.00	\$0.00	\$0.00	\$1,424.00	0.00%
152	Health Savings Account Contrib	\$9,600.00	\$2,400.00	\$2,400.00	\$7,200.00	25.00%
200	Office Supplies	\$3,200.00	\$605.83	\$605.83	\$2,594.17	18.93%
208	Instruction Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
210	Operating Supplies	\$1,000.00	\$30.00	\$30.00	\$970.00	3.00%
220	Repair/Maint Supply - Equip	\$3,834.00	\$1,854.00	\$1,854.00	\$1,980.00	48.36%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
322	Postage	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
331	Travel Expenses	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
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	\$0.00	\$750.00	0.00%
413	Office Equipment Rental/Repair	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues/Contracts/Subscriptions	\$2,430.00	\$92.50	\$92.50	\$2,337.50	3.81%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay -	\$5,421.00	\$0.00	\$0.00	\$5,421.00	0.00%
600	Principal	\$970.00	\$80.06	\$80.06	\$889.94	8.25%
610	Interest	\$20.00	\$2.44	\$2.44	\$17.56	12.20%
DEPT 41400 Administration		\$307,044.00	\$36,350.11	\$36,350.11	\$270,693.89	11.84%
DEPT 41410 Elections						
107	Services	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
122	FICA	\$1,148.00	\$0.00	\$0.00	\$1,148.00	0.00%
210	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 CLOSING ENTRIES)**

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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 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	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
500	Capital Outlay -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$17,648.00	\$0.00	\$0.00	\$17,648.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$42,000.00	\$0.00	\$0.00	\$42,000.00	0.00%
304	Legal Fees (Civil)	\$7,000.00	\$2,051.00	\$2,051.00	\$4,949.00	29.30%
307	Legal Fees (Labor)	\$25,000.00	\$9,203.59	\$9,203.59	\$15,796.41	36.81%
DEPT 41600 Audit/Legal Services		\$74,000.00	\$11,254.59	\$11,254.59	\$62,745.41	15.21%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$73,507.00	\$4,233.55	\$4,233.55	\$69,273.45	5.76%
101	Assistant	\$69,202.00	\$8,205.11	\$8,205.11	\$60,996.89	11.86%
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	\$10,704.00	\$932.91	\$932.91	\$9,771.09	8.72%
122	FICA	\$10,917.00	\$937.46	\$937.46	\$9,979.54	8.59%
131	Employer Paid Health	\$27,902.00	\$0.00	\$0.00	\$27,902.00	0.00%
132	Employer Paid Disability	\$1,281.00	-\$10.03	-\$10.03	\$1,291.03	-0.78%
133	Employer Paid Dental	\$1,425.00	\$59.36	\$59.36	\$1,365.64	4.17%
134	Employer Paid Life	\$134.00	\$5.20	\$5.20	\$128.80	3.88%
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	\$1,030.00	\$0.00	\$0.00	\$1,030.00	0.00%
152	Health Savings Account Contrib	\$9,600.00	\$1,296.70	\$1,296.70	\$8,303.30	13.51%
200	Office Supplies	\$2,000.00	\$369.42	\$369.42	\$1,630.58	18.47%
208	Instruction Fees	\$3,200.00	\$0.00	\$0.00	\$3,200.00	0.00%
210	Operating Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
212	Motor Fuels	\$500.00	\$23.65	\$23.65	\$476.35	4.73%
220	Repair/Maint Supply - Equip	\$4,000.00	\$1,853.00	\$1,853.00	\$2,147.00	46.33%
221	Repair/Maint Vehicles 302	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
262	Unif Tony/Pete	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
264	Unif Bobby/Cheryl/Shawn	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
303	Engineering Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
304	Legal Fees (Civil)	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
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	\$0.00	\$0.00	\$2,500.00	0.00%
321	Communications-Cellular	\$500.00	\$38.23	\$38.23	\$461.77	7.65%
322	Postage	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
331	Travel Expenses	\$2,000.00	\$320.07	\$320.07	\$1,679.93	16.00%
332	Travel Expense- P&Z Comm	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
340	Advertising	\$100.00	\$42.75	\$42.75	\$57.25	42.75%
351	Legal Notices Publishing	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%
352	Filing Fees	\$800.00	\$92.00	\$92.00	\$708.00	11.50%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$4,903.00	\$0.00	\$0.00	\$4,903.00	0.00%
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	\$0.00	\$500.00	0.00%
433	Dues/Contracts/Subscriptions	\$2,230.00	\$66.50	\$66.50	\$2,163.50	2.98%
441	Emergency Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 CLOSING ENTRIES)**

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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
443	Sales Tax	\$20.00	\$4.00	\$4.00	\$16.00	20.00%
452	Refund	\$500.00	\$450.00	\$450.00	\$50.00	90.00%
470	Consultant Fees	\$10,000.00	\$175.00	\$175.00	\$9,825.00	1.75%
500	Capital Outlay -	\$5,421.00	\$0.00	\$0.00	\$5,421.00	0.00%
600	Principal	\$970.00	\$80.06	\$80.06	\$889.94	8.25%
610	Interest	\$20.00	\$2.44	\$2.44	\$17.56	12.20%
DEPT 41910 Planning and Zoning		\$259,166.00	\$19,177.38	\$19,177.38	\$239,988.62	7.40%
DEPT 41940 General Government						
101	Assistant	\$105,540.00	\$0.00	\$0.00	\$105,540.00	0.00%
121	PERA	\$8,074.00	\$0.00	\$0.00	\$8,074.00	0.00%
122	FICA	\$7,916.00	\$0.00	\$0.00	\$7,916.00	0.00%
131	Employer Paid Health	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
132	Employer Paid Disability	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
133	Employer Paid Dental	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.00%
134	Employer Paid Life	\$70.00	\$0.00	\$0.00	\$70.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$6,400.00	\$0.00	\$0.00	\$6,400.00	0.00%
208	Instruction Fees	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
210	Operating Supplies	\$2,500.00	\$97.50	\$97.50	\$2,402.50	3.90%
220	Repair/Maint Supply - Equip	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$5,000.00	\$197.79	\$197.79	\$4,802.21	3.96%
235	Signs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$1,608.00	0.00%
320	Communications	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
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	\$0.00	\$0.00	\$500.00	0.00%
354	Ordinance Codification	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
360	Insurance	\$26,741.00	\$0.00	\$0.00	\$26,741.00	0.00%
381	Electric Utilities	\$10,000.00	\$1,164.00	\$1,164.00	\$8,836.00	11.64%
383	Gas Utilities	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
384	Refuse/Garbage Disposal	\$850.00	\$72.21	\$72.21	\$777.79	8.50%
385	Sewer Utility	\$780.00	\$55.00	\$55.00	\$725.00	7.05%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$10,000.00	\$600.00	\$600.00	\$9,400.00	6.00%
430	Miscellaneous	\$1,500.00	\$10.00	\$10.00	\$1,490.00	0.67%
433	Dues/Contracts/Subscriptions	\$9,000.00	\$184.02	\$184.02	\$8,815.98	2.04%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,650.00	\$0.00	\$0.00	\$1,650.00	0.00%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$15,000.00	\$3,732.49	\$3,732.49	\$11,267.51	24.88%
443	Sales Tax	\$10.00	\$0.00	\$0.00	\$10.00	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	\$0.00	\$15,000.00	0.00%
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%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 CLOSING ENTRIES)**

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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
490	Donations to Civic Org s	\$5,650.00	\$0.00	\$0.00	\$5,650.00	0.00%
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		\$297,789.00	\$6,113.01	\$6,113.01	\$291,675.99	2.05%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$88,982.00	\$11,941.06	\$11,941.06	\$77,040.94	13.42%
101	Assistant	\$78,021.00	\$0.00	\$0.00	\$78,021.00	0.00%
102	Administrative Assistant	\$52,208.00	\$6,118.02	\$6,118.02	\$46,089.98	11.72%
103	Tech 1	\$78,603.00	\$9,455.94	\$9,455.94	\$69,147.06	12.03%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$26,000.00	\$0.00	\$0.00	\$26,000.00	0.00%
110	Tech 4	\$74,857.00	\$8,668.98	\$8,668.98	\$66,188.02	11.58%
112	Tech 5	\$67,702.00	\$8,937.83	\$8,937.83	\$58,764.17	13.20%
113	Tech 6	\$69,687.00	\$9,027.67	\$9,027.67	\$60,659.33	12.95%
121	PERA	\$89,557.00	\$8,960.44	\$8,960.44	\$80,596.56	10.01%
122	FICA	\$11,010.00	\$1,055.71	\$1,055.71	\$9,954.29	9.59%
131	Employer Paid Health	\$123,368.00	\$6,302.94	\$6,302.94	\$117,065.06	5.11%
132	Employer Paid Disability	\$3,932.00	\$283.42	\$283.42	\$3,648.58	7.21%
133	Employer Paid Dental	\$5,934.00	\$324.65	\$324.65	\$5,609.35	5.47%
134	Employer Paid Life	\$470.00	\$31.20	\$31.20	\$438.80	6.64%
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	\$37,053.00	\$0.00	\$0.00	\$37,053.00	0.00%
152	Health Savings Account Contrib	\$38,400.00	\$6,400.00	\$6,400.00	\$32,000.00	16.67%
200	Office Supplies	\$300.00	\$35.21	\$35.21	\$264.79	11.74%
208	Instruction Fees	\$10,001.00	\$805.38	\$805.38	\$9,195.62	8.05%
209	Physicals	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
210	Operating Supplies	\$3,000.00	\$228.38	\$228.38	\$2,771.62	7.61%
212	Motor Fuels	\$20,000.00	\$1,674.39	\$1,674.39	\$18,325.61	8.37%
214	Auto Expense- Squad 307	\$1,500.00	\$53.54	\$53.54	\$1,446.46	3.57%
216	Auto Expense- Squad 305	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
217	Auto Expense- Squad 303	\$1,500.00	\$27.58	\$27.58	\$1,472.42	1.84%
218	Auto Expense- Squad 301	\$1,500.00	\$20.25	\$20.25	\$1,479.75	1.35%
219	Auto Expense- Squad 304	\$1,500.00	\$149.72	\$149.72	\$1,350.28	9.98%
220	Repair/Maint Supply - Equip	\$8,500.00	\$250.00	\$250.00	\$8,250.00	2.94%
221	Repair/Maint Vehicles 302	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
258	Unif FIRE/Pat/Mark	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
259	Unif Joe	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
260	Unif Cody/Josh/Nate	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
261	Unif Jake/TJ/Zak	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
262	Unif Tony/Pete	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
264	Unif Bobby/Cheryl/Shawn	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
265	Unif & P/T Expense	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
281	Tactical Team	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
282	Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
283	Forfeiture Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$1,152.00	\$1,152.00	-\$1,152.00	0.00%
320	Communications	\$5,400.00	\$0.00	\$0.00	\$5,400.00	0.00%
321	Communications-Cellular	\$5,400.00	\$516.46	\$516.46	\$4,883.54	9.56%
322	Postage	\$200.00	\$0.00	\$0.00	\$200.00	0.00%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 CLOSING ENTRIES)**

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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
331	Travel Expenses	\$2,500.00	\$1,650.26	\$1,650.26	\$849.74	66.01%
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	\$31,837.00	\$0.00	\$0.00	\$31,837.00	0.00%
405	Cleaning Services	\$4,800.00	\$300.00	\$300.00	\$4,500.00	6.25%
413	Office Equipment Rental/Repair	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
430	Miscellaneous	\$200.00	\$14.00	\$14.00	\$186.00	7.00%
433	Dues/Contracts/Subscriptions	\$30,558.00	\$792.58	\$792.58	\$29,765.42	2.59%
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	\$8,000.00	\$7,966.74	\$7,966.74	\$33.26	99.58%
500	Capital Outlay -	\$42,243.00	\$0.00	\$0.00	\$42,243.00	0.00%
550	Capital Outlay -	\$68,215.00	\$0.00	\$0.00	\$68,215.00	0.00%
600	Principal	\$509.00	\$0.00	\$0.00	\$509.00	0.00%
610	Interest	\$11.00	\$0.00	\$0.00	\$11.00	0.00%
DEPT 42110 Police Administration		\$1,115,683.00	\$93,144.35	\$93,144.35	\$1,022,538.65	8.35%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$94,994.00	\$11,122.60	\$11,122.60	\$83,871.40	11.71%
101	Assistant	\$15,600.00	\$300.00	\$300.00	\$15,300.00	1.92%
106	Training	\$2,100.00	\$150.00	\$150.00	\$1,950.00	7.14%
107	Services	\$130,000.00	\$14,258.00	\$14,258.00	\$115,742.00	10.97%
121	PERA	\$16,814.00	\$1,166.90	\$1,166.90	\$15,647.10	6.94%
122	FICA	\$12,676.00	\$1,561.38	\$1,561.38	\$11,114.62	12.32%
131	Employer Paid Health	\$19,831.00	\$826.29	\$826.29	\$19,004.71	4.17%
132	Employer Paid Disability	\$646.00	\$0.00	\$0.00	\$646.00	0.00%
133	Employer Paid Dental	\$1,728.00	\$56.53	\$56.53	\$1,671.47	3.27%
134	Employer Paid Life	\$67.00	\$0.00	\$0.00	\$67.00	0.00%
151	Workers Comp Insurance	\$5,189.00	\$0.00	\$0.00	\$5,189.00	0.00%
152	Health Savings Account Contrib	\$6,400.00	\$0.00	\$0.00	\$6,400.00	0.00%
200	Office Supplies	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
208	Instruction Fees	\$20,000.00	\$30.00	\$30.00	\$19,970.00	0.15%
209	Physicals	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
210	Operating Supplies	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
212	Motor Fuels	\$1,000.00	\$72.73	\$72.73	\$927.27	7.27%
213	Diesel Fuel	\$1,000.00	\$250.24	\$250.24	\$749.76	25.02%
220	Repair/Maint Supply - Equip	\$6,000.00	\$1,395.00	\$1,395.00	\$4,605.00	23.25%
221	Repair/Maint Vehicles 302	\$12,000.00	\$34.98	\$34.98	\$11,965.02	0.29%
222	Tires	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$5,000.00	\$5,923.00	\$5,923.00	-\$923.00	118.46%
233	FIRE PREVENTION	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
240	Small Tools and Minor Equip	\$4,000.00	\$914.81	\$914.81	\$3,085.19	22.87%
258	Unif FIRE/Pat/Mark	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
266	Turnout Gear	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
299	Mutual Aid Exp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
316	Security Monitoring	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
321	Communications-Cellular	\$4,000.00	\$432.07	\$432.07	\$3,567.93	10.80%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$4,000.00	\$449.33	\$449.33	\$3,550.67	11.23%
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	\$21,785.00	\$0.00	\$0.00	\$21,785.00	0.00%
381	Electric Utilities	\$8,000.00	\$732.00	\$732.00	\$7,268.00	9.15%
383	Gas Utilities	\$7,000.00	\$689.61	\$689.61	-\$106.24	118.21%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
384	Refuse/Garbage Disposal	\$1,500.00	\$109.50	\$109.50	\$1,390.50	7.30%
385	Sewer Utility	\$780.00	\$55.00	\$55.00	\$725.00	7.05%
405	Cleaning Services	\$2,400.00	\$150.00	\$150.00	\$2,250.00	6.25%
430	Miscellaneous	\$1,000.00	\$332.95	\$332.95	\$667.05	33.30%
433	Dues/Contracts/Subscriptions	\$4,593.00	\$240.34	\$240.34	\$4,352.66	5.23%
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	\$0.00	\$0.00	0.00%
491	FDRA City Contribution	\$30,000.00	\$24,175.33	\$24,175.33	\$5,824.67	80.58%
492	FDRA State Aid	\$48,000.00	\$0.00	\$0.00	\$48,000.00	0.00%
500	Capital Outlay -	\$123,190.00	\$768.48	\$768.48	\$122,421.52	0.62%
550	Capital Outlay -	\$55,000.00	\$474,128.60	\$474,128.60	-\$419,128.60	862.05%
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		\$685,718.00	\$540,325.67	\$540,325.67	\$138,975.70	79.54%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
306	Ambulance Subsidy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42500 Ambulance Services		\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$35,438.00	\$7,503.14	\$7,503.14	\$27,934.86	21.17%
103	Tech 1	\$53,495.00	\$5,657.96	\$5,657.96	\$47,837.04	10.58%
104	Tech 2	\$12,793.00	\$2,050.15	\$2,050.15	\$10,742.85	16.03%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
107	Services	\$19,510.00	\$4,773.84	\$4,773.84	\$14,736.16	24.47%
108	Tech 3	\$48,629.00	\$2,065.34	\$2,065.34	\$46,563.66	4.25%
121	PERA	\$13,035.00	\$1,650.46	\$1,650.46	\$11,384.54	12.66%
122	FICA	\$13,394.00	\$1,593.04	\$1,593.04	\$11,800.96	11.89%
131	Employer Paid Health	\$51,764.00	\$4,324.04	\$4,324.04	\$47,439.96	8.35%
132	Employer Paid Disability	\$1,530.00	\$43.22	\$43.22	\$1,486.78	2.82%
133	Employer Paid Dental	\$2,454.00	\$194.90	\$194.90	\$2,259.10	7.94%
134	Employer Paid Life	\$185.00	\$13.82	\$13.82	\$171.18	7.47%
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	\$16,539.00	\$0.00	\$0.00	\$16,539.00	0.00%
152	Health Savings Account Contrib	\$17,720.00	\$3,600.00	\$3,600.00	\$14,120.00	20.32%
200	Office Supplies	\$450.00	\$0.00	\$0.00	\$450.00	0.00%
208	Instruction Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
210	Operating Supplies	\$1,200.00	\$183.48	\$183.48	\$1,016.52	15.29%
212	Motor Fuels	\$8,000.00	\$653.75	\$653.75	\$7,346.25	8.17%
213	Diesel Fuel	\$18,000.00	\$1,057.63	\$1,057.63	\$16,942.37	5.88%
215	Shop Supplies	\$2,750.00	\$0.00	\$0.00	\$2,750.00	0.00%
220	Repair/Maint Supply - Equip	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
221	Repair/Maint Vehicles 302	\$20,000.00	\$725.34	\$725.34	\$19,274.66	3.63%
222	Tires	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$10,000.00	\$576.65	\$576.65	\$9,423.35	5.77%
224	Street Maint Materials	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
232	Striping	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
235	Signs	\$6,500.00	\$151.32	\$151.32	\$6,348.68	2.33%
240	Small Tools and Minor Equip	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif FIRE/Pat/Mark	\$0.00	\$121.99	\$121.99	-\$121.99	0.00%
259	Unif Joe	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
260	Unif Cody/Josh/Nate	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
261	Unif Jake/TJ/Zak	\$500.00	\$311.98	\$311.98	\$188.02	62.40%
303	Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
304	Legal Fees (Civil)	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
314	Surveyor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
316	Security Monitoring	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
320	Communications	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
340	Advertising	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
351	Legal Notices Publishing	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
360	Insurance	\$9,826.00	\$0.00	\$0.00	\$9,826.00	0.00%
381	Electric Utilities	\$12,000.00	\$657.82	\$657.82	\$11,342.18	5.48%
383	Gas Utilities	\$6,500.00	\$0.00	\$0.00	\$6,500.00	0.00%
384	Refuse/Garbage Disposal	\$1,000.00	\$114.00	\$114.00	\$886.00	11.40%
385	Sewer Utility	\$400.00	\$51.70	\$51.70	\$348.30	12.93%
405	Cleaning Services	\$5,640.00	\$470.00	\$470.00	\$5,170.00	8.33%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$2,500.00	\$55.00	\$55.00	\$2,445.00	2.20%
433	Dues/Contracts/Subscriptions	\$2,988.00	\$70.00	\$70.00	\$2,918.00	2.34%
442	Safety Prog/Equipment	\$1,000.00	\$59.98	\$59.98	\$940.02	6.00%
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%
454	Joint Facility County Expense	\$35,000.00	\$1,500.78	\$1,500.78	\$33,499.22	4.29%
500	Capital Outlay -	\$89,913.00	\$9,258.78	\$9,258.78	\$80,654.22	10.30%
550	Capital Outlay -	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
553	Capital Outlay - Other	\$165,000.00	\$0.00	\$0.00	\$165,000.00	0.00%
581	Capital Outlay -Seal Coat	\$433,000.00	\$109,085.45	\$109,085.45	\$323,914.55	25.19%
582	Capital Outlay - Crackfill	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
583	Capital Outlay - Overlays	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
584	Capital Outlay - Road Const	\$1,650,000.00	\$0.00	\$0.00	\$1,650,000.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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)		\$3,077,103.00	\$158,575.56	\$158,575.56	\$2,918,527.44	5.15%
DEPT 43025 Public Works Snow Removal						
100	Wages and Salaries Dept Head	\$3,119.00	\$0.00	\$0.00	\$3,119.00	0.00%
103	Tech 1	\$2,496.00	\$993.15	\$993.15	\$1,502.85	39.79%
104	Tech 2	\$1,966.00	\$1,198.91	\$1,198.91	\$767.09	60.98%
105	Part-time	\$2,589.00	\$307.56	\$307.56	\$2,281.44	11.88%
107	Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$4,893.00	\$948.94	\$948.94	\$3,944.06	19.39%
121	PERA	\$896.00	\$251.93	\$251.93	\$644.07	28.12%
122	FICA	\$821.00	\$250.05	\$250.05	\$570.95	30.46%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
131	Employer Paid Health	\$3,531.00	\$1,002.16	\$1,002.16	\$2,528.84	28.38%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$197.00	\$52.45	\$52.45	\$144.55	26.62%
134	Employer Paid Life	\$3.00	\$1.77	\$1.77	\$1.23	59.00%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43025 Public Works Snow Removal		\$20,511.00	\$5,006.92	\$5,006.92	\$15,504.08	24.41%
DEPT 43026 Public Works Trails						
100	Wages and Salaries Dept Head	\$817.00	\$0.00	\$0.00	\$817.00	0.00%
103	Tech 1	\$654.00	\$0.00	\$0.00	\$654.00	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	\$49.00	\$0.00	\$0.00	\$49.00	0.00%
122	FICA	\$44.00	\$0.00	\$0.00	\$44.00	0.00%
131	Employer Paid Health	\$232.00	\$0.00	\$0.00	\$232.00	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$11.00	\$0.00	\$0.00	\$11.00	0.00%
134	Employer Paid Life	\$1.00	\$0.00	\$0.00	\$1.00	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		\$1,808.00	\$0.00	\$0.00	\$1,808.00	0.00%
DEPT 43100 Cemetery						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$257.04	\$257.04	-\$257.04	0.00%
104	Tech 2	\$0.00	\$62.70	\$62.70	-\$62.70	0.00%
105	Part-time	\$5,574.00	\$0.00	\$0.00	\$5,574.00	0.00%
107	Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$83.73	\$83.73	-\$83.73	0.00%
121	PERA	\$0.00	\$29.71	\$29.71	-\$29.71	0.00%
122	FICA	\$426.00	\$28.50	\$28.50	\$397.50	6.69%
131	Employer Paid Health	\$0.00	\$128.06	\$128.06	-\$128.06	0.00%
133	Employer Paid Dental	\$0.00	\$7.41	\$7.41	-\$7.41	0.00%
134	Employer Paid Life	\$0.00	\$0.32	\$0.32	-\$0.32	0.00%
210	Operating Supplies	\$940.00	\$0.00	\$0.00	\$940.00	0.00%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
360	Insurance	\$90.00	\$0.00	\$0.00	\$90.00	0.00%
381	Electric Utilities	\$350.00	\$27.77	\$27.77	\$322.23	7.93%
430	Miscellaneous	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery		\$8,030.00	\$625.24	\$625.24	\$7,404.76	7.79%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$83,034.00	\$9,254.88	\$9,254.88	\$73,779.12	11.15%
101	Assistant	\$40,582.00	\$4,538.58	\$4,538.58	\$36,043.42	11.18%
103	Tech 1	\$48,774.00	\$6,371.91	\$6,371.91	\$42,402.09	13.06%
104	Tech 2	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
105	Part-time	\$37,710.00	\$4,785.00	\$4,785.00	\$32,925.00	12.69%
107	Services	\$22,100.00	\$0.00	\$0.00	\$22,100.00	0.00%
108	Tech 3	\$53,052.00	\$6,099.24	\$6,099.24	\$46,952.76	11.50%
121	PERA	\$21,394.00	\$2,204.13	\$2,204.13	\$19,189.87	10.30%
122	FICA	\$22,090.00	\$2,202.93	\$2,202.93	\$19,887.07	9.97%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 CLOSING ENTRIES)**

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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
131	Employer Paid Health	\$55,998.00	\$4,423.85	\$4,423.85	\$51,574.15	7.90%
132	Employer Paid Disability	\$1,960.00	\$202.20	\$202.20	\$1,757.80	10.32%
133	Employer Paid Dental	\$4,409.00	\$315.33	\$315.33	\$4,093.67	7.15%
134	Employer Paid Life	\$268.00	\$18.87	\$18.87	\$249.13	7.04%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
151	Workers Comp Insurance	\$14,387.00	\$0.00	\$0.00	\$14,387.00	0.00%
152	Health Savings Account Contrib	\$19,000.00	\$4,400.00	\$4,400.00	\$14,600.00	23.16%
200	Office Supplies	\$300.00	\$26.02	\$26.02	\$273.98	8.67%
208	Instruction Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
210	Operating Supplies	\$3,200.00	\$91.45	\$91.45	\$3,108.55	2.86%
212	Motor Fuels	\$3,000.00	\$306.24	\$306.24	\$2,693.76	10.21%
213	Diesel Fuel	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
220	Repair/Maint Supply - Equip	\$10,000.00	\$1,570.00	\$1,570.00	\$8,430.00	15.70%
221	Repair/Maint Vehicles 302	\$1,000.00	\$44.49	\$44.49	\$955.51	4.45%
223	Bldg Repair Suppl/Maintenance	\$20,000.00	\$448.99	\$448.99	\$19,551.01	2.24%
231	Chemicals	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
235	Signs	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
240	Small Tools and Minor Equip	\$1,200.00	\$13.69	\$13.69	\$1,186.31	1.14%
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/Mark	\$500.00	\$121.99	\$121.99	\$378.01	24.40%
260	Unif Cody/Josh/Nate	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
261	Unif Jake/TJ/Zak	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
264	Unif Bobby/Cheryl/Shawn	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
303	Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
304	Legal Fees (Civil)	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
310	Program Supplies	\$1,500.00	\$104.00	\$104.00	\$1,396.00	6.93%
311	Softball/Baseball	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
312	Aerobic Instruction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	Warm House/Garage Exp	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
316	Security Monitoring	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
317	Soccer/Skating	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
318	Garage (North)	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
322	Postage	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
323	Garage (East)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$1,000.00	\$23.32	\$23.32	\$976.68	2.33%
335	Background Checks	\$150.00	-\$15.00	-\$15.00	\$165.00	-10.00%
340	Advertising	\$1,000.00	\$85.50	\$85.50	\$914.50	8.55%
351	Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
360	Insurance	\$21,554.00	\$0.00	\$0.00	\$21,554.00	0.00%
381	Electric Utilities	\$15,000.00	\$1,117.18	\$1,117.18	\$13,882.82	7.45%
383	Gas Utilities	\$10,000.00	\$756.94	\$756.94	\$9,243.06	7.57%
384	Refuse/Garbage Disposal	\$800.00	\$92.50	\$92.50	\$707.50	11.56%
403	Improvements Other Than Bldgs	\$3,800.00	\$0.00	\$0.00	\$3,800.00	0.00%
405	Cleaning Services	\$23,575.00	\$1,881.25	\$1,881.25	\$21,693.75	7.98%
413	Office Equipment Rental/Repair	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
415	Equipment Rental	\$500.00	\$85.00	\$85.00	\$415.00	17.00%
430	Miscellaneous	\$1,200.00	\$32.99	\$32.99	\$1,167.01	2.75%
433	Dues/Contracts/Subscriptions	\$3,011.00	\$722.00	\$722.00	\$2,289.00	23.98%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
443	Sales Tax	\$1,600.00	\$1,253.00	\$1,253.00	\$347.00	78.31%
445	Sr Meals Expense	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
448	Weight Room Ins Reimbur	\$150.00	\$10.25	\$10.25	\$139.75	6.83%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
457	Weight Room Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
459	PAL Foundation Expenditures	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
461	Silver Sneakers	\$6,500.00	\$1,024.00	\$1,024.00	\$5,476.00	15.75%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay -	\$86,000.00	\$0.00	\$0.00	\$86,000.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
553	Capital Outlay - Other	\$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	\$835.00	\$70.04	\$70.04	\$764.96	8.39%
610	Interest	\$15.00	\$0.71	\$0.71	\$14.29	4.73%
DEPT 45100 Park and Recreation (GENERA		\$690,448.00	\$54,683.47	\$54,683.47	\$635,764.53	7.92%
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	\$1,244.00	\$0.00	\$0.00	\$1,244.00	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	\$795.00	\$0.00	\$0.00	\$795.00	0.00%
121	PERA	\$153.00	\$0.00	\$0.00	\$153.00	0.00%
122	FICA	\$141.00	\$0.00	\$0.00	\$141.00	0.00%
131	Employer Paid Health	\$681.00	\$0.00	\$0.00	\$681.00	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$59.00	\$0.00	\$0.00	\$59.00	0.00%
134	Employer Paid Life	\$2.00	\$0.00	\$0.00	\$2.00	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 45125 Parks and Rec Snow Removal		\$3,075.00	\$0.00	\$0.00	\$3,075.00	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	\$1,233.00	\$35.01	\$35.01	\$1,197.99	2.84%
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	\$2,396.00	\$0.00	\$0.00	\$2,396.00	0.00%
121	PERA	\$272.00	\$2.63	\$2.63	\$269.37	0.97%
122	FICA	\$254.00	\$2.54	\$2.54	\$251.46	1.00%
131	Employer Paid Health	\$969.00	\$6.04	\$6.04	\$962.96	0.62%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$62.00	\$1.02	\$1.02	\$60.98	1.65%
134	Employer Paid Life	\$7.00	\$0.09	\$0.09	\$6.91	1.29%
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		\$5,193.00	\$47.33	\$47.33	\$5,145.67	0.91%
DEPT 45500 Library						
101	Assistant	\$27,054.00	\$3,005.70	\$3,005.70	\$24,048.30	11.11%
121	PERA	\$2,029.00	\$225.42	\$225.42	\$1,803.58	11.11%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
122	FICA	\$2,070.00	\$220.28	\$220.28	\$1,849.72	10.64%
131	Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
132	Employer Paid Disability	\$199.00	\$0.00	\$0.00	\$199.00	0.00%
133	Employer Paid Dental	\$285.00	\$23.60	\$23.60	\$261.40	8.28%
134	Employer Paid Life	\$27.00	\$2.06	\$2.06	\$24.94	7.63%
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	\$1,149.00	\$0.00	\$0.00	\$1,149.00	0.00%
152	Health Savings Account Contrib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
201	Library Operating Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
202	Library Subscriptions	\$500.00	\$239.40	\$239.40	\$260.60	47.88%
203	Library Books	\$5,000.00	\$32.77	\$32.77	\$4,967.23	0.66%
204	Children s Program Expense	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	Book Sale Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
207	Golf Fundraiser Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
433	Dues/Contracts/Subscriptions	\$2,000.00	\$44.50	\$44.50	\$1,955.50	2.23%
443	Sales Tax	\$615.00	\$2.00	\$2.00	\$613.00	0.33%
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	\$0.00	\$2,000.00	0.00%
600	Principal	\$547.00	\$45.79	\$45.79	\$501.21	8.37%
610	Interest	\$8.00	\$0.46	\$0.46	\$7.54	5.75%
DEPT 45500 Library		\$48,483.00	\$3,841.98	\$3,841.98	\$44,641.02	7.92%
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	\$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 47014 47014		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B/2021A						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B/2021A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
388	Recycling Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
DEPT 48000	Recycling	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
FUND 101	GENERAL FUND	\$6,653,217.00	\$932,226.06	\$932,226.06	\$5,714,574.31	14.03%
FUND 301	DEBT SERVICE FUND					
DEPT 47000	\$3,815,000 GO CIP 2019A					
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$230,000.00	\$230,000.00	\$230,000.00	\$0.00	100.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$61,681.00	\$31,990.63	\$31,990.63	\$29,690.37	51.86%
620	Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
DEPT 47000	\$3,815,000 GO CIP 2019A	\$291,956.00	\$261,990.63	\$261,990.63	\$29,965.37	89.74%
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%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 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	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	100.00%
610	Interest	\$10,563.00	\$6,012.50	\$6,012.50	\$4,550.50	56.92%
620	Fiscal Agent s Fees	\$275.00	\$495.00	\$495.00	-\$220.00	180.00%
DEPT 47014 47014		\$100,838.00	\$96,507.50	\$96,507.50	\$4,330.50	95.71%
DEPT 47015 47015 Series 2015B/2021A						
600	Principal	\$120,000.00	\$120,000.00	\$120,000.00	\$0.00	100.00%
610	Interest	\$13,700.00	\$7,450.00	\$7,450.00	\$6,250.00	54.38%
620	Fiscal Agent s Fees	\$275.00	\$495.00	\$495.00	-\$220.00	180.00%
DEPT 47015 47015 Series 2015B/2021A		\$133,975.00	\$127,945.00	\$127,945.00	\$6,030.00	95.50%
DEPT 47100 2022A ROAD BONDS						
600	Principal	\$33,000.00	\$33,000.00	\$33,000.00	\$0.00	100.00%
610	Interest	\$32,939.00	\$16,809.60	\$16,809.60	\$16,129.40	51.03%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
DEPT 47100 2022A ROAD BONDS		\$66,214.00	\$49,809.60	\$49,809.60	\$16,404.40	75.23%
DEPT 47101 2022A FIRE TRUCK BONDS						
600	Principal	\$93,000.00	\$93,000.00	\$93,000.00	\$0.00	100.00%
610	Interest	\$19,797.00	\$10,856.20	\$10,856.20	\$8,940.80	54.84%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
DEPT 47101 2022A FIRE TRUCK BONDS		\$113,072.00	\$103,856.20	\$103,856.20	\$9,215.80	91.85%
FUND 301 DEBT SERVICE FUND		\$706,055.00	\$640,108.93	\$640,108.93	\$65,946.07	90.66%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 CLOSING ENTRIES)**

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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
640	Tax Increment 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
641	Tax Increment 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
644	Tax Increment 7 - Stone #1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
645	Tax Increment 8 - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
646	TaxIncrement 9-C&J Dev	\$11,072.00	\$0.00	\$0.00	\$11,072.00	0.00%
650	Administrative Costs	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000 Tax Increment Financing		\$11,622.00	\$0.00	\$0.00	\$11,622.00	0.00%
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		\$11,622.00	\$0.00	\$0.00	\$11,622.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
DEPT 41940 General Government						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$5,500.00	\$5,500.00	\$12,600.00	30.39%
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	\$5,500.00	\$5,500.00	\$12,600.00	30.39%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$18,100.00	\$5,500.00	\$5,500.00	\$12,600.00	30.39%
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$39,375.00	\$1,714.36	\$1,714.36	\$37,660.64	4.35%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$14,349.00	\$825.64	\$825.64	\$13,523.36	5.75%
104	Tech 2	\$66,605.00	\$6,723.32	\$6,723.32	\$59,881.68	10.09%
107	Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$17,728.00	\$251.19	\$251.19	\$17,476.81	1.42%
121	PERA	\$10,354.00	\$713.00	\$713.00	\$9,641.00	6.89%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 CLOSING ENTRIES)**

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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
122	FICA	\$10,561.00	\$683.51	\$683.51	\$9,877.49	6.47%
131	Employer Paid Health	\$33,712.00	\$1,546.85	\$1,546.85	\$32,165.15	4.59%
132	Employer Paid Disability	\$1,068.00	\$60.63	\$60.63	\$1,007.37	5.68%
133	Employer Paid Dental	\$2,798.00	\$96.21	\$96.21	\$2,701.79	3.44%
134	Employer Paid Life	\$148.00	\$5.07	\$5.07	\$142.93	3.43%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$3,196.00	\$0.00	\$0.00	\$3,196.00	0.00%
152	Health Savings Account Contrib	\$10,880.00	\$1,600.00	\$1,600.00	\$9,280.00	14.71%
200	Office Supplies	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
208	Instruction Fees	\$2,000.00	\$275.00	\$275.00	\$1,725.00	13.75%
210	Operating Supplies	\$3,000.00	\$63.49	\$63.49	\$2,936.51	2.12%
212	Motor Fuels	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$25,000.00	\$1,779.00	\$1,779.00	\$23,221.00	7.12%
221	Repair/Maint Vehicles 302	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
229	Oper/Maint - Lift Station	\$10,000.00	\$411.05	\$411.05	\$9,588.95	4.11%
230	Repair/Maint - Collection Syst	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
231	Chemicals	\$18,000.00	\$2,239.00	\$2,239.00	\$15,761.00	12.44%
258	Unif FIRE/Pat/Mark	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
303	Engineering Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$4,556.00	\$0.00	\$0.00	\$4,556.00	0.00%
321	Communications-Cellular	\$1,600.00	\$49.77	\$49.77	\$1,550.23	3.11%
322	Postage	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
331	Travel Expenses	\$2,500.00	\$351.97	\$351.97	\$2,148.03	14.08%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
360	Insurance	\$16,161.00	\$0.00	\$0.00	\$16,161.00	0.00%
381	Electric Utilities	\$38,000.00	\$2,841.59	\$2,841.59	\$35,158.41	7.48%
383	Gas Utilities	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$22,000.00	\$303.30	\$303.30	\$21,696.70	1.38%
407	Sludge Disposal	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
420	Depreciation Expense	\$360,000.00	\$0.00	\$0.00	\$360,000.00	0.00%
430	Miscellaneous	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
433	Dues/Contracts/Subscriptions	\$5,000.00	\$445.00	\$445.00	\$4,555.00	8.90%
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	\$0.00	\$2,000.00	0.00%
452	Refund	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay -	\$216,000.00	\$0.00	\$0.00	\$216,000.00	0.00%
553	Capital Outlay - Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
554	Capital Outlay - Ox Ditch Bldg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
555	Capital Outlay - Sewer Biosol	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
556	Capital Outlay - Sewer Exten	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$1,013,341.00	\$22,978.95	\$22,978.95	\$990,362.05	2.27%
DEPT 47007 2003 Series A Disposal						
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND		\$1,013,341.00	\$22,978.95	\$22,978.95	\$990,362.05	2.27%
FUND 651 SEWER RESTRICTED SINKING FUND						

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 MONTH-END EXPENDITURES
(DOES NOT REFLECT THE IMPACT OF 12.31.2023 CLOSING ENTRIES)**

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OBJ	OBJ Descr	2024 Budget	JANUARY 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$205,000.00	\$205,000.00	\$205,000.00	\$0.00	100.00%
610	Interest	\$440.00	\$2,613.75	\$2,613.75	-\$2,173.75	594.03%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$205,715.00	\$207,613.75	\$207,613.75	-\$1,898.75	100.92%
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	\$100,000.00	\$0.00	100.00%
610	Interest	\$9,411.00	\$5,552.50	\$5,552.50	\$3,858.50	59.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
DEPT 47008 2003 Series B Sewer		\$109,686.00	\$105,552.50	\$105,552.50	\$4,133.50	96.23%
DEPT 47102 2022A SEWER BONDS						
600	Principal	\$41,000.00	\$41,000.00	\$41,000.00	\$0.00	100.00%
610	Interest	\$70,266.00	\$35,555.60	\$35,555.60	\$34,710.40	50.60%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
DEPT 47102 2022A SEWER BONDS		\$111,541.00	\$76,555.60	\$76,555.60	\$34,985.40	68.63%
FUND 651 SEWER RESTRICTED SINKING FUN		\$426,942.00	\$389,721.85	\$389,721.85	\$37,220.15	91.28%
		\$8,829,277.00	\$1,990,535.79	\$1,990,535.79	\$6,832,324.58	22.56%

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 BALANCE SHEET
(BEGINNING BALANCES DO NOT REFLECT THE IMPACT OF 12.31.2023 YEAR-END CLOSING ENTRIES)**



**City of Crosslake
Balance Sheet**

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Current Period: JANUARY 2024

Account	Last Dim Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 101-21706	Hospitalization/Medical Ins	\$18,652.81	\$42,197.50	\$22,117.46	\$42,197.50	\$22,117.46	\$38,732.85
G 101-21707	Union Dues	\$0.00	\$931.20	\$931.20	\$931.20	\$931.20	\$0.00
G 101-21708	HCSP	\$1,500.00	\$6,852.51	\$6,852.51	\$6,852.51	\$6,852.51	\$1,500.00
G 101-21709	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21710	Life Insuranace	-\$189.10	\$509.20	\$286.50	\$509.20	\$286.50	\$33.60
G 101-21711	Garnishments and Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21712	Savings	\$6,743.78	\$2,986.00	\$1,386.00	\$2,986.00	\$1,386.00	\$8,343.78
G 101-21713	Dental	\$1,857.67	\$1,770.83	\$1,267.61	\$1,770.83	\$1,267.61	\$2,360.89
G 101-21714	Deferred Compensation	\$0.00	\$975.00	\$975.00	\$975.00	\$975.00	\$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	-\$5,420.52	\$9,262.07	\$5,436.20	\$9,262.07	\$5,436.20	-\$1,594.65
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	\$0.00	\$0.00	\$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	-\$19,073.35	\$0.00	\$0.00	\$0.00	\$0.00	-\$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	\$932,514.71	\$932,514.71	\$932,514.71	\$932,514.71	\$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	-\$288,000.00	\$288,000.00	\$0.00	\$288,000.00	\$0.00	\$0.00
G 101-29200	FB - CO - ASSIGNEDI	\$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	-\$19,749.41	\$0.00	\$0.00	\$0.00	\$0.00	-\$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	-\$121,928.89	\$0.00	\$0.00	\$0.00	\$0.00	-\$121,928.89
G 101-29226	FB - CO ASG Storm Water Mai	-\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$8,500.00
G 101-29230	FB - CO ASG PW Buildings	-\$51,525.21	\$0.00	\$0.00	\$0.00	\$0.00	-\$51,525.21

**UNADJUSTED DRAFT: PRELIMINARY 01.31.2024 BALANCE SHEET
(BEGINNING BALANCES DO NOT REFLECT THE IMPACT OF 12.31.2023 YEAR-END CLOSING ENTRIES)**



**City of Crosslake
Balance Sheet**

02/08/24 3:01 PM
Page 6

Current Period: JANUARY 2024

Account	Last Dim Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
G 651-21500	Accrued Interest Payable	-\$36,355.82	\$0.00	\$0.00	\$0.00	\$0.00	-\$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	-\$346,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$346,000.00
G 651-23100	Bonds Payable-Noncurrent NC	-\$2,115,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,115,000.00
G 651-25300	Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	-\$886,830.02	\$389,721.85	\$8,205.61	\$389,721.85	\$8,205.61	-\$505,313.78
G 651-26600	Net Assets - Unrestricted	\$2,751,935.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,751,935.38
<i>FUND 651 SEWER RESTRICTED SINKING FUND</i>		\$0.00	\$397,927.46	\$397,927.46	\$397,927.46	\$397,927.46	\$0.00
Grand Total		\$0.00	\$3,864,176.11	\$3,864,176.11	\$3,864,176.11	\$3,864,176.11	\$0.00

C.17.



Crosslake Police Department
Monthly Report: January 2024

911 Hangup	1	Warrant Service Attempt	1
Agency Assist	19	Welfare Check	5
Alarm	17		
Animal Complaint	2		
ATV	1		
Background	1		
Domestic	3		
Driving Complaint	3		
Drug Information	1		
EMS	1		
Fire	3		
Found Property	1		
Gas Leak	1		
Gun Permits	3		
Hazard In Road	1		
Information	2		
Motorist Assist	3		
Open Door	1		
Public Assist	10		
Snowmobile	1		
Stolen Recovered	1		
Suspicious Person	2		
Tact Team Callout	1		
Theft	1		
Traffic Arrest	1		
Traffic Citation	9		
Traffic Warning	123		
Trespass	1		
Vulnerable Adult	1	TOTAL	251

C.18.



Crosslake Police Department
Mission Township
Monthly Report: January 2024

Abandoned Vehicle	1
Agency Assist	5
Animal Complaint	1
Fire	1
Motorist Assist	1
Property Damage Accident	1
Traffic Arrest	2
Traffic Citation	12
Traffic Warning	70

TOTAL: 96



Crosslake Fire Department

Date: January 2024

C.19.

Incidents

Description of Incident	Incidents	
	Calls	YTD
3 - Rescue & Emergency Medical Services		
311 - Medical Assist - Assist EMS Crew	32	32
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries		
324 - Motor Vehicle Accident with No Injuries		
351 - Remove from Elevator		
341/361/362 - Search for Person/Water Rescue/Ice Rescue		
Total:	32	32
1 - Fire		
111 - Building Fire		
111 - Building Fire (Mutual Aid)		
112/118/113/114/123/151 - Fire Other / Chimney Fire	1	1
141/142/143 - Forest, Woods, Brush, Grass Fire		
130/131/134/138/142 - Mobile Property/Automobile Fire/Off Road Vehicle	1	1
Total:	2	2
4 - Hazardous Condition (No Fire)		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)	1	1
424 - Carbon Monoxide Incident		
444 - Power Line Down/Trees on Road		
445 - Arcing, Shorted Electrical Equipment		
Total:	1	1
5 - Service Call		
561 - Unauthorized Burning		
531/521 - Smoke or Odor Removal / Water Problem		
542/550/553 - Public Service/ Public Assist / 571 - Standby	5	5
551 - Agency Assist	2	2
Total:	7	7
6 - Good Intent Call		
611 - Dispatched and Cancelled en route	1	1
600/631 - Good Intent Call/Authorized Burning		
651/652 - Smoke scare, Odor of smoke	1	1
661 - EMS Party Transport - Aircare - Traffic Control		
Total:	2	2
7 - False Alarm & False Call		
735/740/743/740/745 - Smoke Detector Activation - No Fire		
746 - Carbon Monoxide Detector Activation - No CO		
731 - Sprinkler Activation due to Malfunction		
Total:	0	0
8 - Severe Weather & Natural Disaster		
814 - Lightning Strike (No Fire)		
813/815 - Wind Storm/Severe Weather Standby		
Total:	0	0
Total Incidents:	44	44

Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
123 - Fire in portable building, fixed location	1	2.3%	2,000	500	2,500
131 - Passenger vehicle fire	1	2.3%	55,000	5,000	60,000
	Total: 2	Total: 4.5%	Total: 57,000	Total: 5,500	Total: 62,500
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	32	72.7%			
	Total: 32	Total: 72.7%	Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
412 - Gas leak (natural gas or LPG)	1	2.3%			
	Total: 1	Total: 2.3%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
551 - Assist police or other governmental agency	2	4.5%			
553 - Public service	5	11.4%			
	Total: 7	Total: 15.9%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	1	2.3%			
651 - Smoke scare, odor of smoke	1	2.3%			
	Total: 2	Total: 4.5%	Total: 0	Total: 0	Total: 0
	Total: 44	Total: 100.0%	Total: 57,000	Total: 5,500	Total: 62,500

Report Filters

Basic Incident Date Time: is between '1/1/2024' and '1/31/2024'

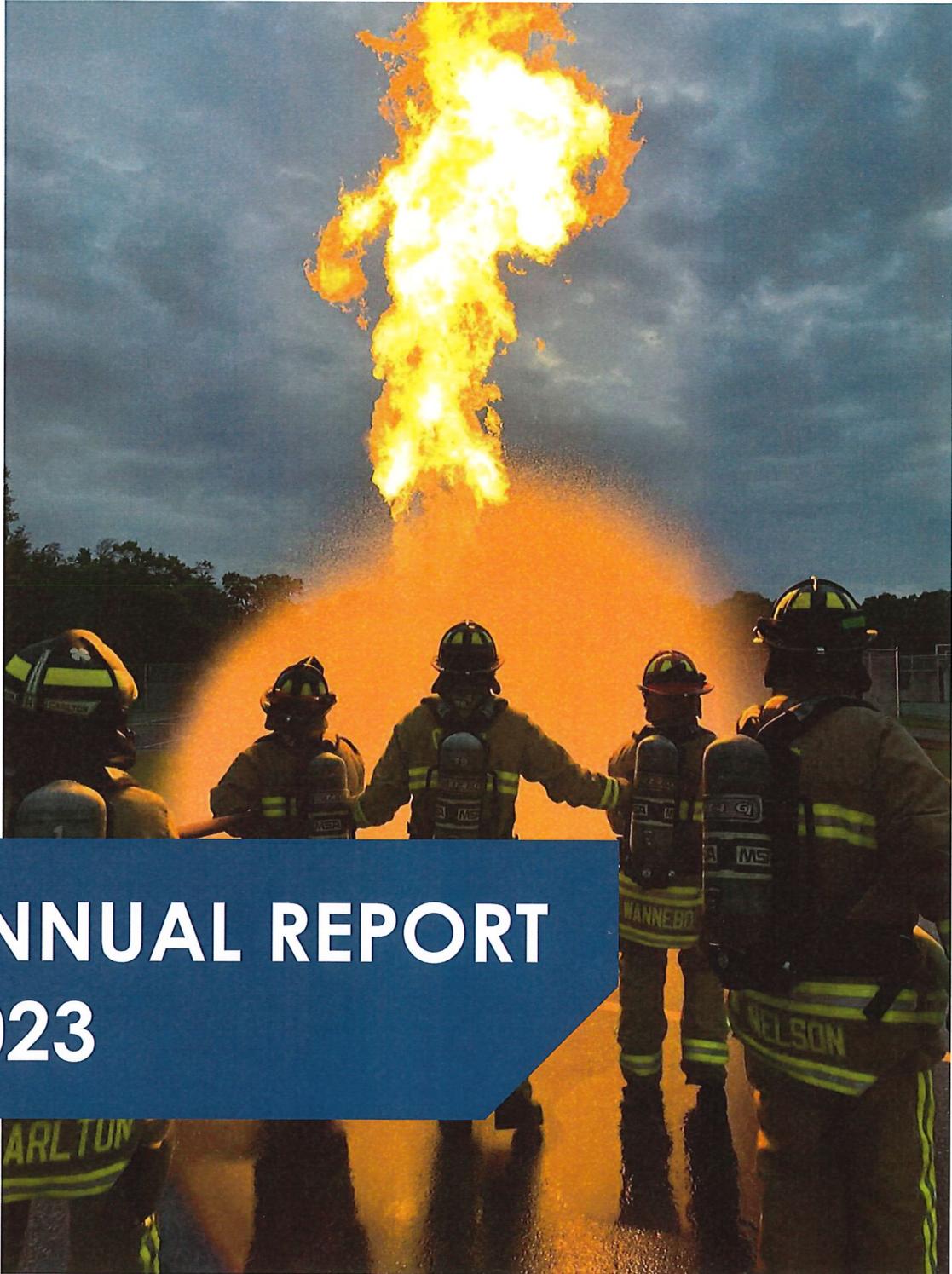
Agency Name: is equal to 'CROSSLAKE'

Report Criteria

Incident Type (Fd1.21): Is Not Blank

C.20.

CROSSLAKE FIRE DEPARTMENT



ANNUAL REPORT 2023



37028 County Road 66
Crosslake, MN 56442

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MESSAGE FROM FIRE CHIEF LOHMILLER

It is my pleasure to present the 2023 City of Crosslake Fire Department Annual Report to the Honorable Mayor, distinguished members of the City Council and the Citizens of Crosslake.

In the past year, the Crosslake Fire Department demonstrated remarkable responsiveness, answering a total of 561 calls for service. This underscores our commitment to ensuring the safety and well-being of the community, with our firefighters consistently stepping up to address a variety of incidents, ranging from emergencies to critical situations.

Our dedicated membership invested a total of 3,109 hours in rigorous training, focusing on refining skills, staying updated on the latest firefighting techniques, and enhancing overall preparedness. This commitment to continuous improvement is pivotal in maintaining the high standards of professionalism expected from our department.

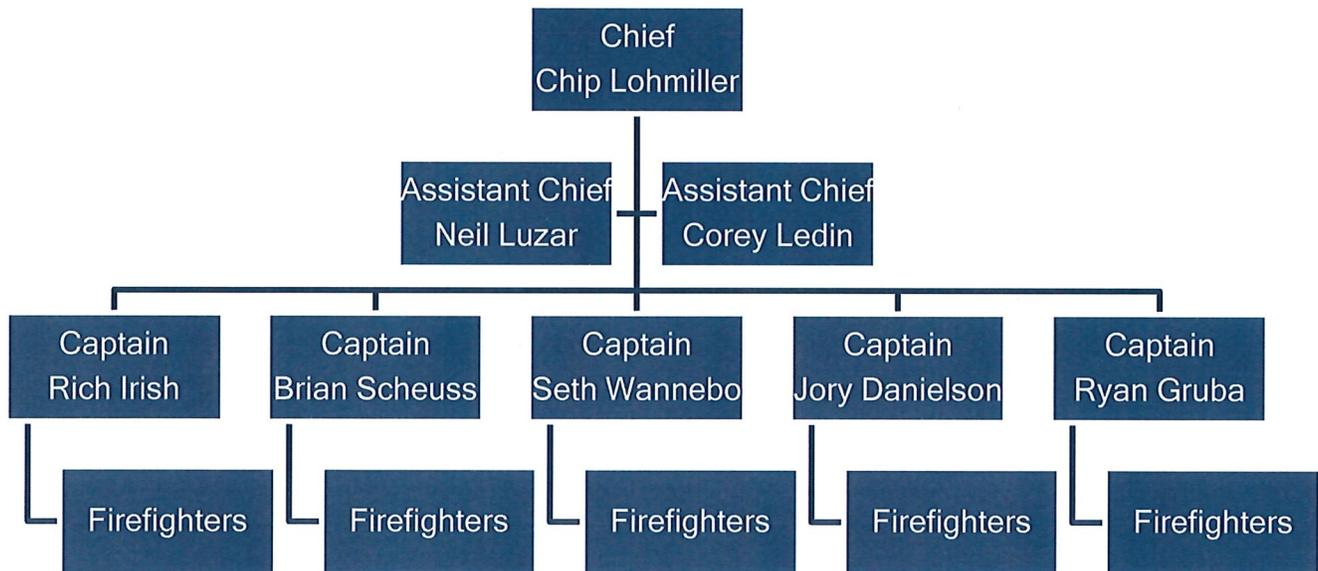
Community service remains a cornerstone of our mission, and our firefighters dedicated an impressive 1,059 hours to outreach initiatives. Through educational programs, safety demonstrations, and community events, we aimed to foster a safer environment and build stronger connections with the residents of Crosslake.



As we reflect on the past year's achievements and challenges, the Crosslake Fire Department remains unwavering in its dedication to excellence, with a focus on enhancing capabilities, fostering community relationships, and ensuring the utmost safety for all.

In closing, I would like to thank the members of the Crosslake Fire Department and their families for their dedication and time to the organization and the service to the community. We are fortunate to have a City Council and Administration that supports our mission to deliver the highest quality emergency services possible in our community.

ORGANIZATIONAL CHART



STAFF

	STAFF		HIRED	POSITION	Years
1	Brian	Scheuss	1992	Captain	31
2	David	Demcho	1992	Paramedic - EMS Calls	30
3	Chip	Lohmiller	1997	Chief/EMR	26
4	Sonya	Kosloski	1997	Firefighter/EMR	26
5	Scott	Johnson	2001	Firefighter/EMR	22
6	Matt	Gallaway	2002	Firefighter/EMT	20
7	Neil	Luzar	2004	Assistant Chief/EMR	19
8	Paul	Nelson	2004	Firefighter/EMT	18
9	Corey	Ledin	2007	Assistant Chief/EMR	16
10	Seth	Wannebo	2005	Captain/EMR	16
11	Rich	Irish	2009	Captain/EMR	14
12	Evyn	Thompson	2010	Firefighter/EMR	13
13	Rob	Clement	2010	Firefighter/EMR	13
14	Joel	Carlton	2011	Firefighter/EMR	12
15	Joe	Chase	2012	Firefighter/EMR	11
16	Jory	Danielson	2011/2018	Captain/EMR	11
17	Doug	Benzer	2015	Firefighter/EMR	8
18	Teresa	Haines	2016	EMT - EMS Calls	7
19	Ryan	Gruba	2016	Captain/EMR	7
20	Caitlin	Malin	2018	Firefighter/EMR	5
21	Reed	Nelson	2018	Firefighter/EMR	5
22	Logan	Olson	2019	Firefighter/EMR	4
23	Matt	DiGiovanni	2021	Firefighter	2
24	Jayme	Knapp	2022	Firefighter	1
25	Doug	Johnson	2022	Firefighter	1
26	Jason	VanBuren	2023	Firefighter	1
27	Malik	Johnson	2023	Firefighter	Prob

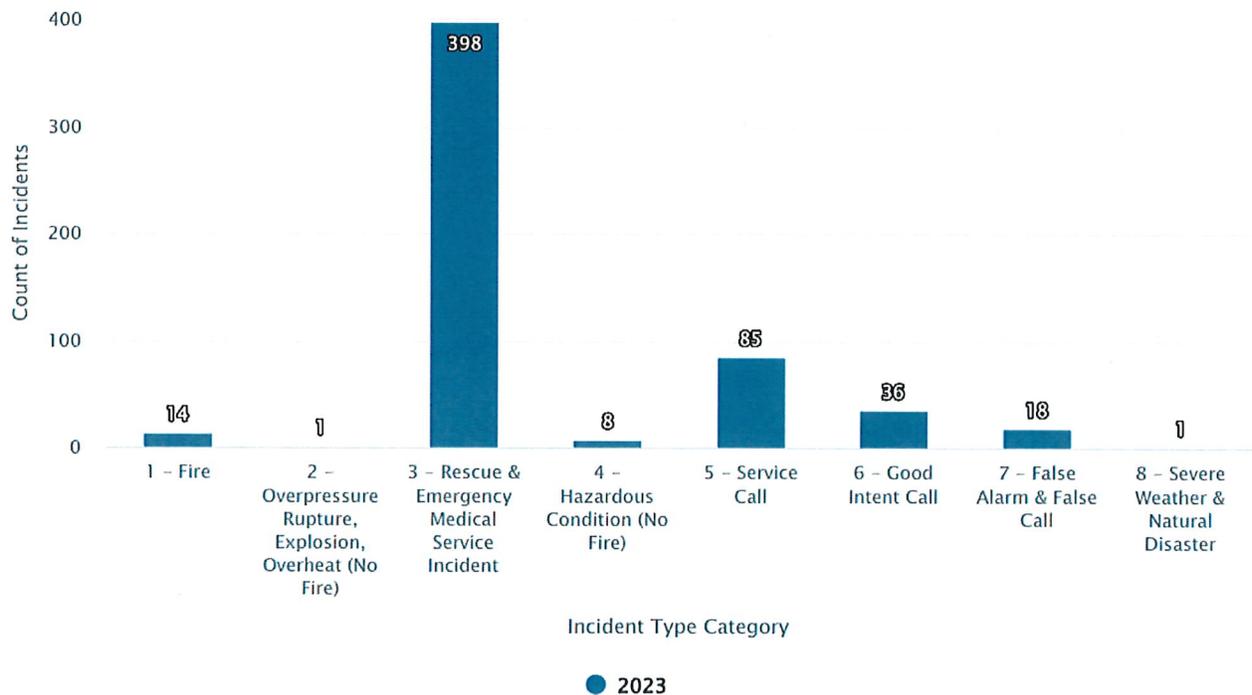


TOTAL INCIDENTS 2023

Incident Type Category	2023												Grand Total - Current
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1 - Fire	1	0	0	0	3	2	2	1	0	2	0	3	14
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	1	0	0	0	0	1
3 - Rescue & Emergency Medical Service Incident	30	44	35	29	39	28	38	34	42	33	21	25	398
4 - Hazardous Condition (No Fire)	0	0	0	0	2	0	1	0	1	3	0	1	8
5 - Service Call	3	0	7	7	6	10	11	8	6	8	12	7	85
6 - Good Intent Call	1	1	2	1	4	4	5	6	4	3	3	2	36
7 - False Alarm & False Call	2	1	2	1	2	0	4	1	2	2	0	1	18
8 - Severe Weather & Natural Disaster	0	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	37	46	46	38	56	44	61	52	55	51	36	39	561

Incidents by Category and Year

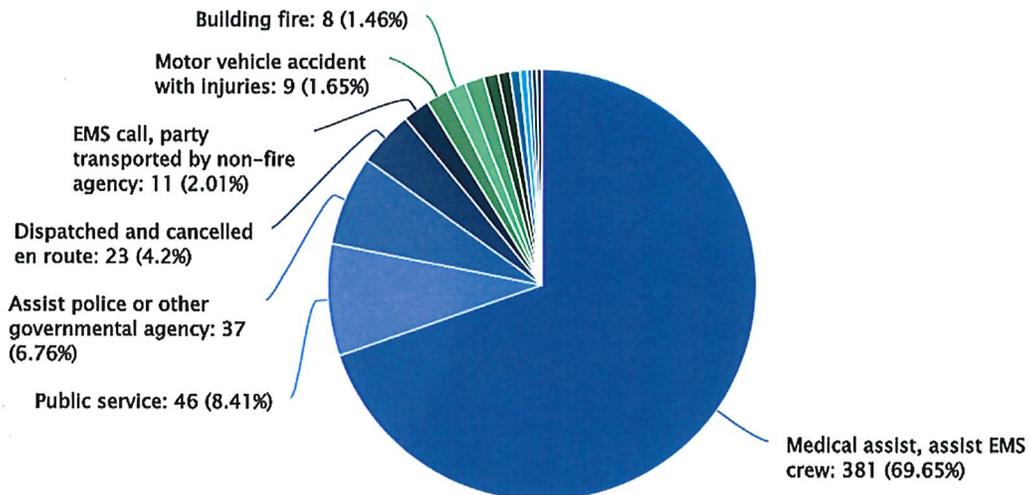
Jan 01, 2023 to Dec 31, 2023



INCIDENT TYPES

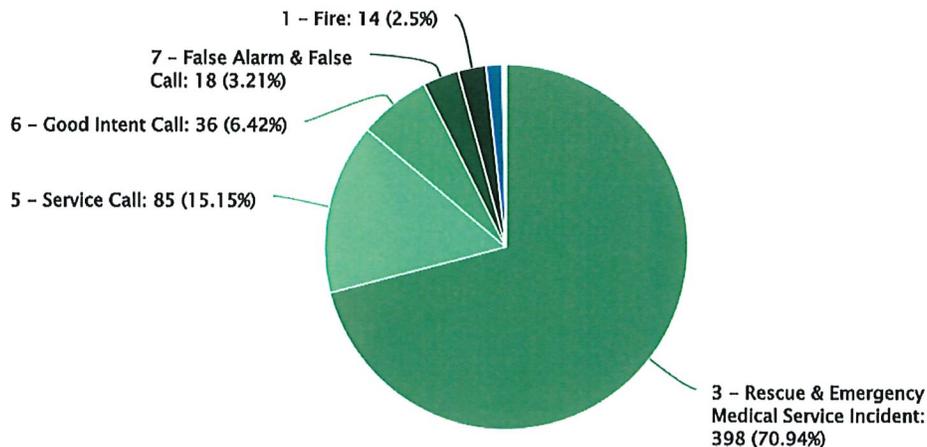
Incident Types (Top 15)

Jan 01, 2023 to Dec 31, 2023



Incident Type Categories

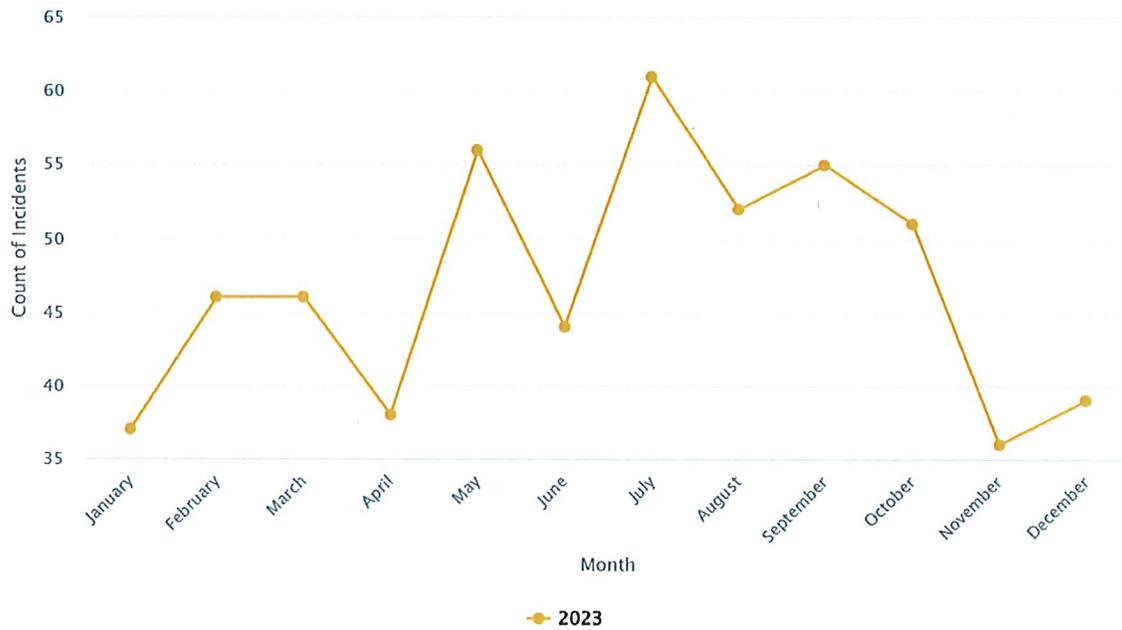
Jan 01, 2023 to Dec 31, 2023



INCIDENT TYPES BY MONTH

Fire Call Volume by Month

Jan 01, 2023 to Dec 31, 2023

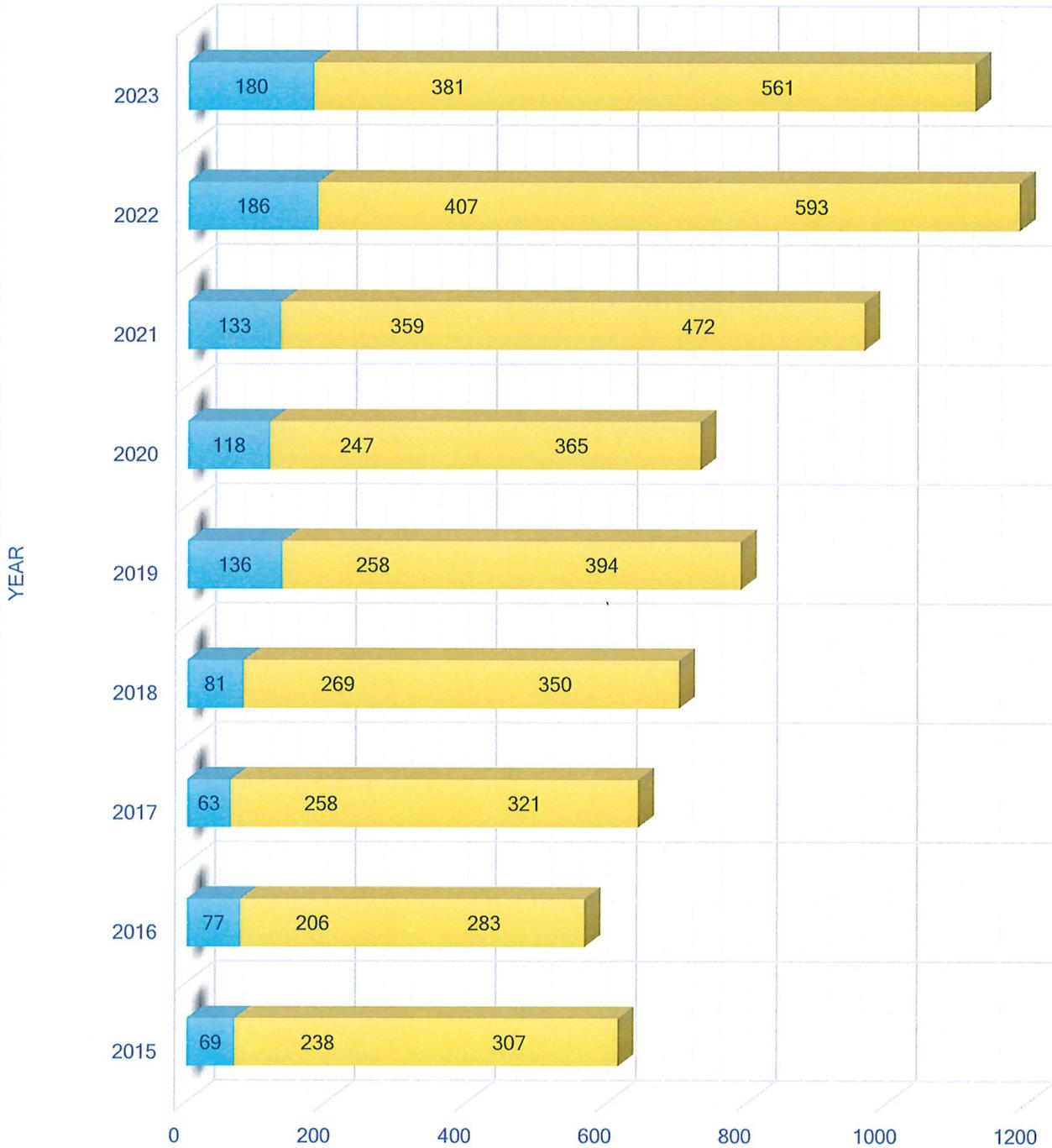


Incidents by Month

Jan 01, 2023 to Dec 31, 2023



INCIDENTS 2015 - 2023



	2015	2016	2017	2018	2019	2020	2021	2022	2023
■ FIRE	69	77	63	81	136	118	133	186	180
■ EMS	238	206	258	269	258	247	359	407	381
■ TOTAL CALLS	307	283	321	350	394	365	472	593	561

INCIDENTS

■ FIRE ■ EMS ■ TOTAL CALLS

TRAINING

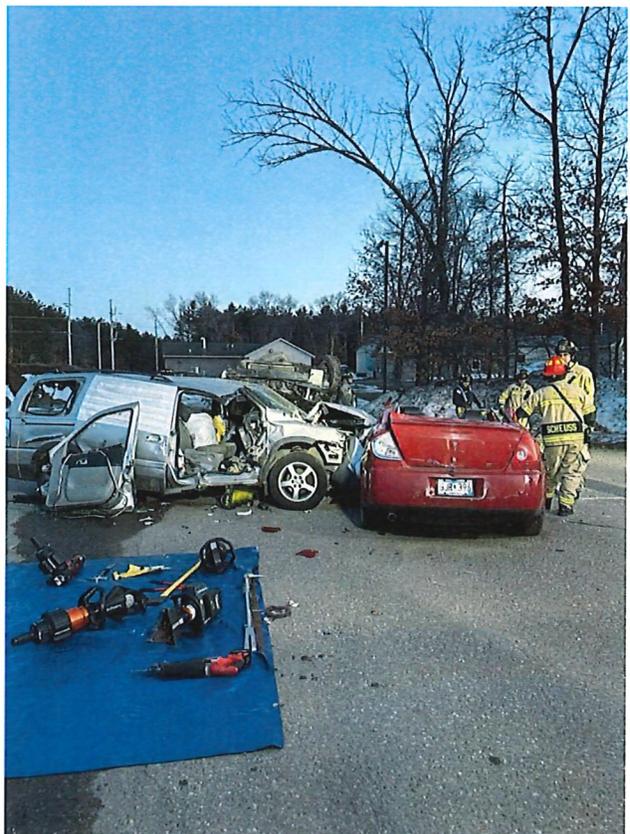
In 2023, the Crosslake Fire Department dedicated a total of 3,109 hours to rigorous training, underscoring their commitment to excellence in firefighting. The training regimen encompassed a diverse array of learning methods, ranging from traditional classroom lectures to cutting-edge online courses. Firefighters actively engaged in hands-on practical experiences, fostering a well-rounded skill set to tackle various emergency situations effectively. This comprehensive approach not only enhances the theoretical knowledge but also ensures that the firefighters are adept in applying their skills in real-world scenarios, further fortifying the Crosslake Fire Department's preparedness and proficiency.

These trainings introduced and refreshed essential skills in:

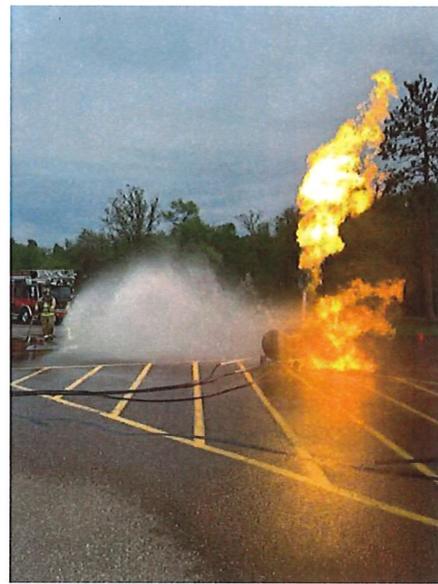
Aerial Operations	Car Fires	Annual OSHA	Confined Space
Pump Operations	Hazardous Materials	Search & Rescue	Wildfire
Auto Extrication	Emergency Driving	LP Emergencies	Live Burn
Water & Ice Rescue	Air Monitoring	Fire Suppression	Fire Behavior
Leadership	Incident Management	SCBA Refresher	Apparatus Positioning
Fire Streams	Fire Alarm Systems	Fire Investigation	Solar Power
Fire Extinguishers	Drone Training	EV & Hybrid Vehicles	First Arriving
Pump Drafting	Relay Pumping	Ropes & Knots	Elevated Rescue

The trainings followed the Minnesota Board of Fire Training and Education requirements, aligning with OSHA and NFPA Standards.

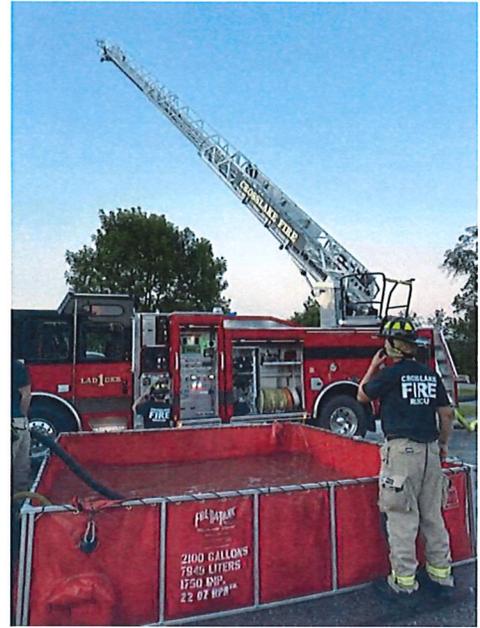
TRAINING PHOTOS



TRAINING PHOTOS



TRAINING PHOTOS



ACTIVITIES – COMMUNITY OUTREACH

2023 was a busy year for our department and our Community Outreach efforts. We are honored and appreciate every opportunity we had to interact and educate our community.



Memorial Day Ceremony at Pinewood Cemetery



Camp Knutson Camp Red



ACTIVITIES – COMMUNITY OUTREACH

Camp Knutson Splash Nights



Immaculate Heart Bible Camp



ACTIVITIES – COMMUNITY OUTREACH

National Night Out Open House



Pig Roast Open House



ACTIVITIES – COMMUNITY OUTREACH

St. Patrick's Day Parade



Golden Horizons Carnival Day



Crosslake Winterfest Pancake Breakfast



ACTIVITIES – COMMUNITY OUTREACH

Kamp Kimchee



Back to School - Crosslake Community School



Halloween at the Corps of Engineers Park



APPARATUS



2015 Spartan - Engine 1



2021 E One - Ladder 1



2013 Freightliner - Tender 3



2004 Freightliner - Tender 4



2019 Ford 750 - Rescue 1



2013 Chevy - EMS/Command

APPARATUS



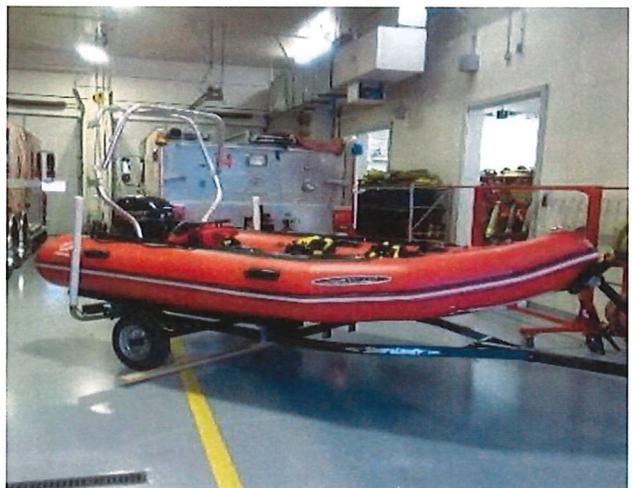
2022 GMC 1 Ton - Utility



2013 Polaris UTV Wildland/Rescue



2003 Ford 450 - Type VI - Grass Rig



2017 Zodiac - Rescue Boat

2024 Apparatus

Replace 2004 Tender 4

- 2023 - 3000 Gallon Tender Pumper with a 2000 GPM Pump.
- Ordered in 2022 - In Service February 2024

Replace 2013 EMS/Command Tahoe

- 2023 GMC ½ Ton Crew Cab Truck
- Built with Slide Out Tray and EMS Slide in Unit

IAFC CWPP GRANT

In April of 2023 the Crosslake Fire Department applied for a IAFC Community Wildfire Protection Plan Grant. (CWPP)

IAFC Wildland Fire Programs staff and WUI subject matter experts select six (6) fire departments along with partnering agencies to work on updating/developing their Community Wildfire Protection Plan (CWPP). IAFC Staff will assist in the development of a CWPP that addresses the community risk of wildfire.

The Crosslake Fire Department went through the interview process and was selected to be one of six departments in the United States for this grant.

The Crosslake and Brainerd Fire Departments along with the Crow Wing County Emergency Manager are moving forward with the development of the CWPP for Crow Wing County and have started building relationships with our collaborative partners who will be participating in writing the CWPP.



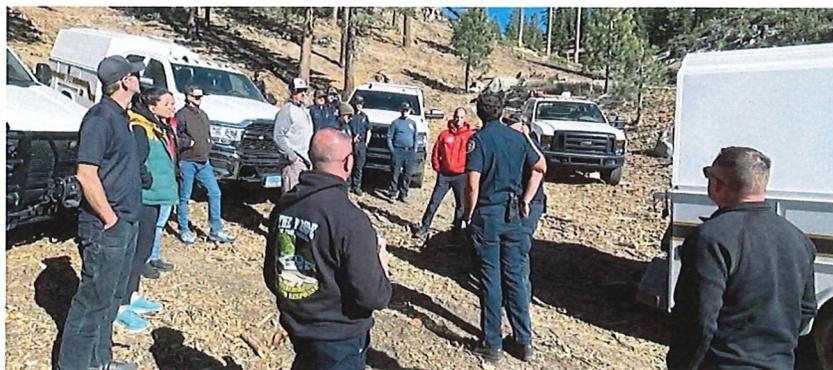
IAFC FDX PROGRAM

In June of 2023 the Crosslake Fire Department applied for the IAFC Fire Department Exchange Program (FDX).

FDX provides in-person exchange platforms for fire departments facing wildland-urban interface (WUI) challenges. The core focus is to encourage exchanges among departments to broaden their knowledge base, consider alternative measures, create new solutions, and improve overall practices and procedures within their wildfire programs.



The Exchange covers key strategies such as mitigation, suppression, response, partnership, outreach, and education. The Crosslake Fire Department was selected to be one of six departments to participate in the exchange in October in South Lake Tahoe.



GRANTS RECEIVED

Minnesota DNR - Rural Fire Department Volunteer Fire Assistance (VFA) Matching Grant: \$5,000.00 - Pagers / Radios

Central Minnesota EMS Region Equipment Grant: \$1,000.00 - EMS Equipment/Supplies

Sourcewell Community Match Fund Award: \$10,000.00 - Equipment for 2023 Tender Pumper.

International Association of Fire Chiefs: \$6,000.00 - Funding to coordinate a local CWPP Community Day and help educate the community about Wildland Urban Interface.

MEMBERSHIP RETIREMENTS

Scott Johnson - 22 Years Firefighter/Captain/Engineer



Rob Clement - 13 Years Firefighter/Engineer



The Crosslake Fire Department would like to thank Scott Johnson and Rob Clement for their commitment to the Fire Department and the service to the City of Crosslake and to our community.

CLOSING

In conclusion, the Crosslake Fire Department's annual report underscores a year of unwavering dedication and outstanding service to our community. Through rigorous training, timely responses, and community outreach initiatives, our firefighters have demonstrated resilience and commitment. As we reflect on the accomplishments and challenges of the past year, we express gratitude to our dedicated personnel, supportive community members, and collaborative partners. Looking ahead, we remain steadfast in our mission to ensure the safety and well-being of Crosslake residents. Together, we forge a path forward, inspired by the spirit of unity and service that defines our department.



Crosslake Park, Recreation, and Library Commission Minutes

Wednesday December 20, 2023

Crosslake Community Center 2:00pm

Present: Chair Joe Albrecht, Heather Jones, Peter Graves, Ann Schrupp, Mary Jo Fritsvold, Parks and Recreation Director TJ Graumann

Not in attendance: Kera Porter

- I. Meeting was called to order at 2:00pm
- II. Approval of Agenda
Motion to approve agenda.
Peter/Ann Favor: All Opposed: None
- III. Approval of Minutes
Motion to approve minutes of October 25, 2023 meeting.
Ann/Mary Favor: All Opposed: None
- IV. Old Business - None
- V. New Business

- A) Park Planning Session – Jim, a landscape architect with Bolton and Menk, joined the meeting via zoom. There is a process they are working on for the park project, which includes reviewing the scope, data gathering, developing a design, and a finalized design and cost estimate. They expect to have an initial design concept by the end of January. By late February we should be able to see a refined design and cost estimates. We should be able to bring the plan to the March City Council meeting. There was much discussion about park needs, including the two main amenities we are looking at, a hockey rink and additional pickle ball courts. The pickleball group is starting to fundraise in hopes of getting new courts for 2025. The ability to add water to the dog park was also mentioned. We were shown a couple concept ideas of how the park would look with the additional courts, hockey rink, and warming house. Additionally, we will need to plan for additional parking.
 We discussed the need for a multi-use warming house that could be used year-round for various activities. The need for adequate lighting for the courts and rink was brought up. Other topics discussed were a skating ribbon, a skating plaza/entrance to rink, use of hockey rink in the summer while keeping it made specifically for an ice rink. Jim will coordinate the scheduling with TJ and come back to the commission at our next meeting.
- B) Pickleball
 - a. Play on Basketball court – lines will be added, and a schedule will be made.
 - b. Court Expansion – As discussed in the park planning session, fundraising is starting with a goal of additional courts in 2025.

- C) Library Coffee Mugs – There was a shipment of coffee mugs that was delivered in error and distributed to volunteers before the error was caught, mugs were retrieved from volunteers and returned. After this incident there was discussion about ordering mugs as a gift for volunteers and to sell to the public.

Motion to order a sufficient amount of coffee mugs with the library logo for volunteers and sale to the public.

Heather/Peter Favor: All Opposed: None

- D) Community Center and Library Sign – TJ shared the options and quotes he received from Upland Advertising. After discussion it was decided that TJ would get additional quotes for the sign.

- E) South Bay Park – PAL had a discussion at their meeting about a dock at South Bay Park. There is concern that it would become a bathroom stop and boat pick up for parties on the sunken island. We discussed that the park is for public use, however, do not want it to be used only for boat pick ups taking away parking for people wanting to enjoy the park.

Motion to remove the dock from phase 2 of the South Bay Park management plan.

Ann/Mary Jo Favor: All Opposed: None

VI) Other Business

A) Staff Report

- i. November and December City Council Directives – The Trout Beach ROW vacation submitted by city staff was denied. Adjacent property owners were directed to submit a use agreement to the city for use of the ROW to access their property.
Approved TJ's recommendation to increase Donna and all part time staff's wages by \$2/hour.
Approved to reopen sealed bids for the Polaris Ranger with a minimum bid of \$14,500. (it has since been purchased for \$15,121)
Approved Green Star's insulation estimate of \$31,600. Funding came from Cap Ex Fund Balance account. The attic insulation went from R-9 to R-50.
Approved TJ's recommended changes to the fee schedule.
Approved Jane's retirement notice letter.
After some discussion, it was the consensus of the council to allow the Crosslake Pickleball Association to start fundraising efforts for (4) additional pickleball courts.
At a special meeting, the council approved TJ's recommendation to not fill Jane's position and instead advertise for a Program and Facilities Coordinator and a part-time Library Coordinator.
- ii. PAL update
- iii. Pine River Overlook Park Update –PAL has prioritized finishing the roof, epoxying the floor, irrigation, and a path to the river for 2024.

iv. Library Update – The East wall has major water damage from a flaw in the original construction. TJ is working with The League of Minnesota Cities to get the damage fixed.

B) Comments from the commission – Heather mentioned the idea of using a city sales tax to fund parks projects. There was a consensus of the commission to pursue the idea of a sales tax to cover future park needs and expansion.

Joe nominated TJ for the Horizon Award. He did not receive the award, due to not being an active member of the organization. Joe read the nomination letter he had sent in, highlighting TJ's many accomplishments.

There was some discussion about current openings on the commission and if anyone on the commission has any thoughts on people that would be a good addition.

C) Pequot Lakes Community Education Update –Joell was not in attendance.

VII) Open Forum – None

VIII) Adjourn at 3:57 PM

Motion to adjourn.

Mary Jo/Peter

Favor: All

Opposed: None

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

Approval of November 6, 2023 Minutes:

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

Nagell Appraisal & Consulting – 2024 Road Projects:

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

Chip Seal Community Center Parking Lot:

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

Striping Machine:

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

Motion to Adjourn:

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

2023 12.04.2023 Motions from Public Works Meeting.docx

WM Baxter/ Brainerd operations
Recycling tons allocation
for the year of 2023
Crosslake, MN



	Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec
Cross Lake	0.36	0.21	0.36	0.28	0.29	0.30	0.50	0.43	0.36	0.39	0.36	0.36

C.
24.



License Fee \$ _____

**APPLICATION FOR
GROUP TRANSIENT MERCHANT PERMIT**

1. Name of applicant: Crosslake Chamber of Commerce
(first) (middle) (last) (maiden)

2. Other names under which the applicant conducts business or to which applicant officially answers: _____

3. A physical description of the applicant (hair color, eye color, height, weight, distinguishing marks and features): _____

4. Full address of applicant's permanent address: PO Box 315
35446 CR 66 CROSSLAKE, MN 56442

5. Type of business for which the applicant is applying: _____
Food, Beverage & Craft Vendors
during community events

6. The dates during which the applicant intends to conduct business in the City (maximum 14 consecutive days): _____

Winterfest - Feb 3, 2024
St. Pats Parade - March 16, 2024
Brat Sales at the Campground - May 10, 2024
Crosslake Days - Sept 28, 2024
Holiday @ the Dam - Dec. 7, 2024

7. Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the City: _____

Cindy Myogeto office 218-692-4027 mobile 218-251-6323

8. Name and phone number of contact person or persons other than applicant: _____

9. Location where transient merchant intends to set up business (attach written permission of the property owner or the property owner's agent for any property to be used by a transient merchant): _____

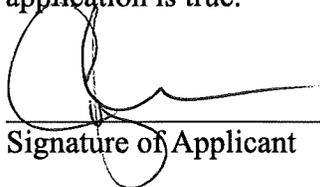
Streets and private property in Crosslake City Limits

10. A general description of the items to be sold or services to be provided: _____

Food, Beverages, arts, crafts

NOTE: FOOD VENDORS MUST SUPPLY A COPY OF FOOD LICENSE FROM THE MINNESOTA DEPARTMENT OF HEALTH (320) 223-7300.

I, the above applicant, state that I have not been convicted of any felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance other than traffic offenses within the last five years. I also state that the information provided in this application is true.


Signature of Applicant

1-26-24
Date

FOR OFFICE USE

Date of application: _____

Date license was issued: _____

Notes regarding application and license procedures: _____

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

42200-208
cl

INVOICE

C.
26.

DATE	INVOICE #
1/10/2024	6623

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

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

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
1/10/24	Fire Alarm Systems Elevators Wednesday January 10, 2024 1900 Instructor: Mike Schwankl	650.00	650.00

Thank You For Your Business.	TOTAL	\$650.00
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STATE OF MINNESOTA)

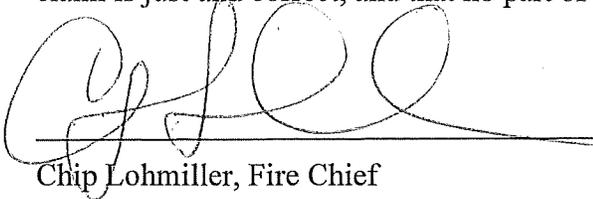
COUNTY OF CROW WING)

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

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 1/10/24, 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 \$650⁰⁰ 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.

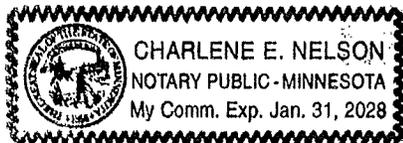
To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

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 11 day of January, 2024.


Notary



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

42200-2089

INVOICE

DATE	INVOICE #
1/24/2024	6649

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

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,

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

Net 15

DATE	DESCRIPTION	RATE	AMOUNT
1/24/24	First Arriving Right Seat Officer Radio Communications - Size Up Wednesday January 24, 2024 1900 Instructor: Tim Holmes	650.00	650.00

Thank You For Your Business.	TOTAL	\$650.00
------------------------------	--------------	-----------------

STATE OF MINNESOTA)

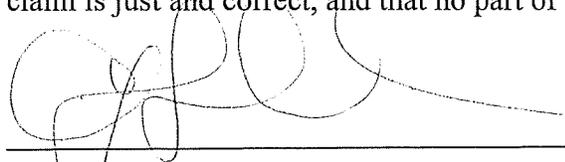
COUNTY OF CROW WING)

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

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 1/24/24, 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 \$650⁰⁰ 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.

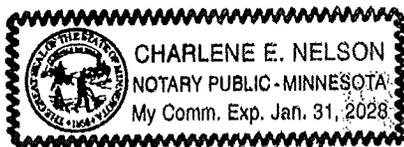


Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 25 day of January, 2024.



Notary



F.I.R.E.

12137 Northgate Lane

PO Box 810

Crosslake, MN 56442

INVOICE

DATE	INVOICE #
2/7/2024	6666

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

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

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

DATE	DESCRIPTION	RATE	AMOUNT
2/7/24	EMR Quarterly Training Wednesday February 7, 2024 1900 Instructor: Randy Kalis	650.00	650.00
Thank You For Your Business.		TOTAL	\$650.00

STATE OF MINNESOTA)

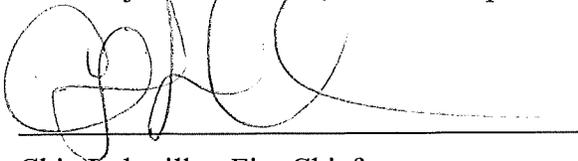
COUNTY OF CROW WING)

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

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 2/7/24, 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 \$ 650⁰⁰ 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.

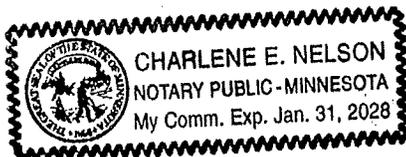


Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 8 day of February, 2024.



Notary



C. 27.

BILLS FOR APPROVAL
February 12, 2024

VENDORS	DEPT		AMOUNT
Ace Hardware, super glue	Police		2.99
Ace Hardware, light bulbs	Park		43.98
Ace Hardware, park building	Park		80.23
Ace Hardware, thermometer, table	Sewer		58.98
Ace Hardware, batteries	Police		99.95
Ace Hardware, hose	Police		9.59
Ace Hardware, batteries	Park		7.99
Ace Hardware, keys, screwdriver	Park		20.97
Ace Hardware, aluminum plate	Park		1.58
Ace Hardware, hardware	Park		65.89
Ace Hardware, hardware	Park		47.33
Ace Hardware, lynch pin	Park		3.58
Ace Hardware, air accessory kit, inflator gun, hitch pin	Park		76.57
Ace Hardware, breakers, switches	Park		38.95
Ace Hardware, hardware	Park		20.72
Ace Hardware, keys	PW		2.49
Ace Hardware, propane heater	PW		239.99
Ace Hardware, screw set	Park		6.36
Ace Hardware, janitorial supplies	Sewer		9.18
Ace Hardware, brush	Park		0.99
Ace Hardware, bolts	Park		2.69
Ace Hardware, hose, pliers	Park		54.98
Ace Hardware, keys	PW		29.88
Ace Hardware, fuses	Park		13.98
Ace Hardware, hardware	Park		41.31
Ace Hardware, outlet cover	Park		2.59
Ace Hardware, dustpan	Park		11.99
Ace Hardware, husqvarna part	PW		31.22
Ace Hardware, goo gone	Fire		12.99
Ace Hardware, utility scrapers	Fire		6.98
Ace Hardware, sponges, scrapers, vinegar	Fire		51.91
Ace Hardware, trufuel, hardware	Fire		94.57
Ace Hardware, batteries	Fire		45.98
Ace Hardware, coolers, hardware	Fire		125.54
Ace Hardware, storage boxes	Fire		23.97
Ace Hardware, utility totes	Police		25.98
Ace Hardware, keys	PW		7.47
Aramark, mat service	PW	pd 1-19	72.03
Aramark, mat service	PW	pd 2-1	72.03
AT&T, cell phone and ipad charges	ALL	pd 1-19	1,151.22
AT&T, cell phone and ipad charges	ALL		1,151.29
AW Research, water testing	Sewer		1,236.06
Baker & Taylor, books	Library		697.27
Batteries Plus, batteries	PW		201.30
Batteries Plus, batteries	PW		149.94
Bolton & Menk, gis platform development	PW		327.50

Bolton & Menk, road improvement plan	PW		3,085.50
Brainerd Hydraulics, hose	Park		90.00
Campion, Barrow & Associates, law enforcement testing	Police		455.00
Chip Lohmiller, mileage reimbursement	Fire	pd 2-1	608.36
City of Crosslake, sewer utilities	ALL		325.00
Clean Team, february cleaning	ALL		3,931.25
Council #65, union dues	Gov't		421.40
Crow Wing County, 2023 seal coat project	PW	pd 1-30	109,085.45
Crow Wing County, wetland certification administration	PZ		1,000.00
Crow Wing County, trail permit agreement	Park	pd 1-19	25.00
Crow Wing County Highway Dept, salt/sand	PW		4,677.20
Crow Wing County Highway Dept, fuel	ALL		5,007.32
Crow Wing County Sanitary Landfill, trash removal	Park		142.00
Crow Wing Power, electric service	ALL	pd 1-19	7,606.54
CTC, web hosting	Gov't		10.00
Culligan, water and cooler rental	ALL		211.00
Cuyuna Range Fire Chiefs Assn, membership dues	Fire		300.00
Dacotah Paper, janitorial supplies	Park		529.92
DeLage Landen Financial Services, copier lease	Park		117.00
Dell Technologies, monitors	Police		262.18
Delta Dental, dental insurance	ALL		1,689.39
DNR, water use	Sewer		140.00
Eagle Engraving, signs	Fire		196.00
Emergency Auto Tech, roll bars	Police		680.55
First Supply, faucet	Park		134.84
Fortis, disability insurance	ALL		902.45
Forum Communications, meeting notice of 2/23	PZ		26.44
Graffix Shoppe, non-reflective kit for squad	Police		660.19
Guardian Pest Solutions, pest control	Gvt/Park		74.00
Hawkins, chemicals	Sewer		912.70
Heartland Animal Rescue, impound fees	Gov't		366.75
Heartland Tire, tire repair	Fire		415.44
Holiday Staton, water	Fire		74.90
Illusion Graphics, decals	Fire		125.00
Jake Maier, reimburse mileage	Police	pd 1-19	289.44
Jake Maier, per diem meal reimbursement	Police	pd 1-25	90.00
Jefferson Fire & Safety, power jet siphons, flexlite reels	Fire		4,005.44
Jim's Electric, lighting replacements	Fire		408.35
Kimber Creek, parts	Police		107.99
Kimber Creek, adjust lights	Police		39.60
Lakes Printing, business cards	Park		61.50
Mark Horak, uniform reimbursement	PW	pd 1-30	243.98
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, tissues	Gov't		15.47
Mastercard, Amazon, chain saw pants	Park		59.99
Mastercard, Amazon, gearshift lever	Park		46.10
Mastercard, Amazon, rifle rack	Police		179.97
Mastercard, Amazon, gps receiver, adapter, antenna	Police		108.93
Mastercard, Amazon, gearwrench socket	Park	pd 1-19	13.69

Mastercard, Amazon, capacitor	Park	pd 1-19	13.99
Mastercard, Amazon, safety helmets	PW	pd 1-19	59.98
Mastercard, Amazon, safety rope	PW	pd 1-19	20.59
Mastercard, Amazon, mud guards	PW	pd 1-19	92.77
Mastercard, Amazon, locks	Park	pd 1-19	65.98
Mastercard, Amazon, cab mirror	Park		145.00
Mastercard, Amazon, exercise jump box	Park		149.99
Mastercard, Amazon, nitrile gloves	Police		11.99
Mastercard, Amazon, office supplies	Park		113.06
Mastercard, Amazon, hose reel, vacuum, car shampoo	Park		348.95
Mastercard, Amazon, headlights	PW		57.21
Mastercard, Amazon, battery backup	PZ		87.95
Mastercard, Amazon, nozzle tips	Park		19.99
Mastercard, Amazon, computer speakers	Police		14.99
Mastercard, Amazon, nitrile gloves	Police		27.98
Mastercard, Amazon, phone cover	Police		9.99
Mastercard, Amazon, bolt cutter	Park		26.62
Mastercard, Amazon, air filters	Park		133.56
Mastercard, Amazon, hose reel	Park		48.99
Mastercard, Amazon, brass plate	Park		9.74
Mastercard, Amazon, cable, backup mount	Police		43.95
Mastercard, Amazon, paper supplies	Gov't		39.98
Mastercard, Amazon, led bulbs	PW		29.97
Mastercard, Arrowhead Resort, lodging	Fire		447.70
Mastercard, Axon, holster	Police		86.01
Mastercard, BCA, training	Police		300.00
Mastercard, Brainerd Dispatch, subscription	Library	pd 1-19	239.40
Mastercard, Docusend, email bills	Sewer		4.49
Mastercard, DVS, title transfer	Police	pd 1-19	27.58
Mastercard, DVS, title transfer	Police		27.58
Mastercard, Fleet Farm, sickle section, bolt, ring, guard	PW		136.95
Mastercard, Global Industrial, flammable cabinet	Park		999.95
Mastercard, Hilton, lodging	Police	pd 1-19	429.12
Mastercard, Int'l Assn of Fire Chiefs, membership dues	Fire		240.00
Mastercard, Kwik Trip, fuel	Police		53.31
Mastercard, Microsoft, monthly premium	Fire		17.71
Mastercard, MCPA, membership dues	Gov't	pd 1-19	365.00
Mastercard, Mongos Grill, travel expense	Police		30.40
Mastercard, ND Public Safety, crash report	Police	pd 1-19	7.00
Mastercard, N-ear.com, ear piece radio connector	Police		129.99
Mastercard, NRPA, training	Park		70.00
Mastercard, Star Tribune, subscription	Library		751.40
Mastercard, Traffic Safety Store, rubber parking blocks	Park		646.65
Mastercard, U of MN, applicator certification	Park		340.00
Mastercard, WPSG, poles, hooks	Fire		619.23
Mastercard, WPSG, axe	Fire		198.94
Mastercard, Zoom, monthly premium	Gov't		65.99
MCSI, copier maintenance contract	Park		73.62
Medica, health insurance	Gov't	pd 1-25	24,265.53
Menards, mats, shovels, janitorial supplies	PW		257.88
Menards, hose reel, cinch clamps, hardware	Park		335.86
Menards, maintenance building	Park		459.24

Menards, mop heads, electrical supplies	Park		188.36
Menards, degreaser, trash bags	PW		26.99
Menards, supplies for new building	Park		631.55
Metro Sales, copier lease	Police		51.33
Midwest Machinery, gear	Park		157.91
Midwest Machinery, v-belts	PW		65.60
Miller Fine Art, employee recognition	Park		450.00
MMUA, 2024 membership dues	Gov't		366.00
MMUA, leadership training	PW		3,700.00
MN Fire Service Cert Board, certification exam	Fire		126.00
MN Life, life insurance	ALL		397.20
MN NCPERS, life insurance	Gov't		80.00
MN Park and Rec Assn, employment ad	Park		125.00
MNPEA, union dues	ALL		336.00
Monarch Paving, cold mix	PW		584.36
Moonlite Square, fuel	Park		8.02
Motorola, camera mount	Police		79.00
Motorola, radios	Fire		24,042.24
Nagell Appraisal, street improvement project	PW		1,800.00
Napa, permatex	Fire		8.74
Napa, bulb, deep creep	Park		42.53
Napa, light bulbs	Park		32.99
Napa, v-belt	PW		17.75
Napa, fuses	PW		8.22
North American Banking Company, bond payments	Sewer	pd 1-30	105,552.50
Northland Drilling, replace pump	Sewer		4,605.00
Pat Martin, per diem meal reimbursement	Police	pd 1-19	155.00
Pat Wehner, per diem meal reimbursement	Sewer		15.00
Premier Auto, oil change	PW		76.53
Premier Auto, batteries, replace spark plugs	PW		804.88
Quadiant, postage meter refill	ALL		700.00
Quality Equipment, chain saw press	Park		90.09
Shawn Peterson, uniform reimbursement	Park	pd 2-1	59.99
Specialty Solutions, eco thaw	Park		643.31
Symbol Arts, badges	Police		270.00
Teamsters, union dues	Police		234.00
Tenvoorde Ford, 2023 squad	Police		43,003.88
The Office Shop, ink	Sewer		58.22
The Office Shop, ink	Sewer		42.18
The Office Shop, copy paper	Police		115.00
The Police and Sheriffs Press, id card	Police		17.60
Tremolo Communications, phone, fax, cable, internet	ALL		2,551.50
Truist Governmental Finance, bond payment	Sewer	pd 1-30	230,221.40
Ultimate Safety Concepts, drop tanks (relief donation)	Fire		5,609.65
Ultimate Safety Concepts, gas monitor (relief donation)	Fire		2,627.56
Ultimate Safety Concepts, battery pack	Fire		358.63
UR Country Doc, physical	Police		150.00
US Auto Force, tires	Police		897.04
US Bank, copier lease	ALL		165.00
Viking Electric, voltage monitor	Sewer		187.56
Waste Partners, trash removal	ALL		516.75
WW Goetsch, reseal pump at lift station	Sewer		775.00

D. 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:

FROM	DONATION	INTENDED PURPOSE
Crosslake Firefighters Relief Association	\$2,627.56	Air Monitor
Crosslake Firefighters Relief Association	\$5,609.65	Drop Tanks
Tony and Brenda Marks	\$1,000.00	Fire Department

; and

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

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

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

Passed this 12th day of February, 2024.

David Nevin
Mayor

ATTEST:

Charlene Nelson
City Clerk (SEAL)

D. 3.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Crosslake (hereafter "City") and AFSCME Council 65 (hereafter "Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective January 1, 2022 through December 31, 2024; and

WHEREAS, the Planning-Zoning Coordinator reports to the Planning and Zoning Administrator position; and

WHEREAS, the Planning and Zoning Administrator position has been vacant since December 31, 2023; and

WHEREAS, the City is contracting with an Interim Planning and Zoning Administrator on an intermittent as needed basis effective January 16, 2024; and

WHEREAS, the City and the Union acknowledge the impact the vacancy in the full-time Planning and Zoning Administrator position has had on the Planning-Zoning Coordinator position; and

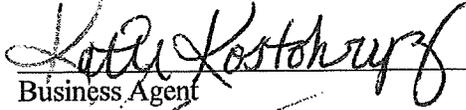
NOW, THEREFORE, the parties agree as follows:

1. Effective January 1, 2024, the Planning-Zoning Coordinator shall receive a \$4.00 per hour differential for actual hours of work until such time as a full-time Planning and Zoning Administrator commences work.
 - a. Said \$4.00 per hour differential shall not apply to paid leave time.
2. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this ____ day of ____, 2024.

AFSCME COUNCIL 65

CITY OF CROSSLAKE


Business Agent

Mayor

Joe Chase- President

D.5.a.

Crosslake Joint Public Works Facility Cost Summary (2/8/2024)

Existing Expenses	2023		2024	
	Crosslake (47%)	CWC (53%)	Crosslake (47%)	CWC (53%)
Debt Payments	\$ 100,003	\$ 112,769	\$ -	\$ -
Facility Operational Expenses (3 Year Average)	\$ 28,821	\$ 32,500	\$ -	\$ -
Capital Projects (2023 Budgeted Amount)	\$ 26,600	\$ 30,000	\$ -	\$ -
Total Existing Expenses	\$ 155,424	\$ 175,269	\$ -	\$ -

Estimated New Expenses	2023		2024	
	Crosslake (47%)	CWC (53%)	Crosslake (47%)	CWC (53%)
Debt Payments	\$ -	\$ -	\$ -	\$ -
Facility Operational Expenses (Enhanced Maintenance*)	\$ -	\$ -	\$ 54,478	\$ 61,433
Capital Projects - \$373,702 (Known capital needs estimate spread over next 5 years)	\$ -	\$ -	\$ 35,128	\$ 39,612
Total Expenses	\$ -	\$ -	\$ 89,606	\$ 101,045

Estimated Annual Reductions	2023		2024	
	Crosslake	CWC	Crosslake	CWC
	\$ -	\$ -	\$ 65,818	\$ 74,224
Total	\$ -	\$ -	\$ 65,818	\$ 74,224

2024 Monthly Payments	2023		2024	
	Crosslake	CWC	Crosslake	CWC
2024 Expenses/12 months	\$ -	\$ -	\$ 7,467	\$ 8,420
Total	\$ -	\$ -	\$ 7,467	\$ 8,420

*** Enhanced Maintenance**

Additional Operational Expenses	\$ 10,000
Preventative Maintenance and Repairs (Including Labor and Equipment)	\$ 44,591
Current Facility Operational Expenses	\$ 61,320
Total	\$ 115,911

2024	
Crosslake (47%)	CWC (53%)
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -

2024	
Crosslake (47%)	CWC (53%)
\$ -	\$ -
\$ 54,478	\$ 61,433
\$ 35,128	\$ 39,612
\$ 89,606	\$ 101,045

2024	
Crosslake	CWC
\$ 65,818	\$ 74,224
\$ 65,818	\$ 74,224

2024	
Crosslake	CWC
\$ 7,467	\$ 8,420
\$ 7,467	\$ 8,420

2023		2024	
Crosslake (47%)	CWC (53%)	Crosslake (47%)	CWC (53%)
\$ 100,003	\$ 112,769	\$ -	\$ 212,772
\$ 28,821	\$ 32,500	\$ -	\$ 61,321
\$ 26,600	\$ 30,000	\$ -	\$ 56,600
\$ 155,424	\$ 175,269	\$ -	\$ 330,693

2023		2024	
Crosslake (47%)	CWC (53%)	Crosslake (47%)	CWC (53%)
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

2023		2024	
Crosslake	CWC	Crosslake	CWC
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

2023		2024	
Crosslake	CWC	Crosslake	CWC
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

2024-2028 Crosslake Joint Public Works Facility Known Capital Needs Estimate

Category	Improvement Name	Estimated Material/Service Cost	Notes
Capital/Replacement	Pressure washer	\$ 400.00	Wear item
Capital/Replacement	Water softener	\$ 6,000.00	Aging out
Capital/Replacement	Pressure tank	\$ 2,200.00	Aging out
Capital/Replacement	Electrical vault climate control	\$ 18,000.00	Recommended for switch gear longevity
Capital/Replacement	Interior lighting to LED	\$ 40,000.00	3 year ROI
Capital/Replacement	Interior lighting to LED	\$ 20,000.00	3 year ROI
Capital/Replacement	Wash bay floor drain	\$ 16,000.00	Aging out
Capital/Replacement	Mechanics bay floor drain	\$ 16,000.00	Aging out
Capital/Replacement	Wash bay service door	\$ 1,200.00	Operation/security/egress
Capital/Replacement	Wash bay fan add	\$ 2,200.00	Add circulation other than MUA
Capital/Replacement	Wash Bay Overhead Door, track & Operator	\$ 14,000.00	Aging out
Capital/Replacement	Truck Bay overhead door flashing both	\$ 1,500.00	Water intrusion prevention
Capital/Replacement	Truck Bay Service Door East	\$ 1,600.00	Aging out
Capital/Replacement	Building security add/replace - cameras	TBD	Very old system, seek grant funding
Capital/Replacement	Lighting control contactor replacement	\$ 800.00	Aging out
Capital/Replacement	CO/Nox detection alarm replacement	\$ 6,500.00	Air quality/safety/OSHA
Capital/Replacement	Parking lot maintenance	\$ 14,000.00	Bituminous maintenance/replacement
Capital/Replacement	Iron water treatment system add	\$ 12,000.00	Water quality
Capital/Replacement	Exterior painting (doors & columns & canopy)	\$ 6,500.00	Facility longevity after iron treatment system
Capital/Replacement	Water heater	\$ 12,000.00	Aging out
Capital/Replacement	Clothes dryer duct add	\$ 400.00	Duct not code compliant
Capital/Replacement	Janitorial closet wall repair	\$ 100.00	Repair
Capital/Replacement	Office HVAC system replacement	\$ 153,202.00	Aging out, BAS/energy management
Capital/Replacement	3 MUA motors and blower bearings	\$ 3,300.00	Aging out/OSHA fresh air requirement
Capital/Replacement	Wash bay exhaust fan replacement	\$ 1,200.00	Aging out
Capital/Replacement	Pressure washer / exhaust fan interlock issue	\$ 600.00	Safety/code compliance
Capital/Replacement	Wash bay unit heater replacement	\$ 12,000.00	Aging out/caustic environment
Capital/Replacement	Mechanics bay unit heater & up size	\$ 12,000.00	Aging out/consider upsizing base on BTU/sqft
Totals		\$ 373,702.00	

Comments: This planning level document was compiled by CWC after a completing an extensive building walk-thru in 2023. Firm quotes and contractor/vendor estimates have not yet been obtained. Final costs associated with these items are subject to change based on inflation and the final scope of work.

D.5.b.

**Crow Wing County Customer Fuel Sales Agreement
Between Crow Wing County and
City of Crosslake**

This Agreement is made and entered into this first day of March 1, 2024, by and between the County of Crow Wing, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota 56401, hereinafter referred to as "County," and the City of Crosslake, hereinafter referred to as "Customer."

WHEREAS, the County is the owner and manager of the fuel system located at the Crosslake Joint Public Works Facility, 13870 Whipple Dr. Crosslake MN, 56442.

WHEREAS, the County is responsible for all future fuel system repairs, upgrades, and equipment replacements to this site. This includes all tanks, pumps, monitors, etc. necessary to maintain compliance with all local, state, and federal regulations.

WHEREAS, the County Highway Department is responsible for operating and maintaining the Crow Wing fuel system.

WHEREAS, Customer is desirous of purchasing fuel from County and County is desirous of selling fuel to customer.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, County and Customer agree to the following:

1. SCOPE

County shall be responsible for providing access to their fuel system, and managing the fuel account for the Customer, this will include set up of the Customer, including work order and general ledger accounts in the financial software and fuel system software. This setup will allow access to County fuel system and will provide initial fuel key set up for the Customer's assets and provide maintenance of the account for the term of this agreement for the Customer.

This Agreement shall allow access to County's three fuel site locations which include Unleaded and Diesel products at each site:

- Site 1-HWF (Highway Fuel) 16589 County Road 142, Brainerd MN 56401
- Site 2-BRF (Laurel St.) 202 Laurel St., Brainerd MN 56401
- Site 3-XLF (Crosslake) 13870 Whipple Dr., Crosslake MN 56442

2. COSTS

Account set up fee: There shall be an initial one-time fee for new customers equaling \$300.00 per account. This fee covers administration costs for setting up the Customer account, fuel chip keys and chip key programming, fuel system walkthrough, and training on use of the system.

Cost per gallon: County shall charge the Customer an average cost per gallon calculated by County's financial system. The Customer shall receive a monthly invoice

generated by the financial system along with a monthly fuel consumption report of the Customer's fuel usage.

Overhead fee: A 10% overhead fee shall be applied per gallon of fuel purchased by the Customer.

3. DAMAGES

The Customer shall be responsible for any and all property damage incurred to the County fuel sites by the Customer's assets, (including but limited to vehicles, trailers, lawn mowers and/or other equipment) or their employees. The cost involved with the damages incurred shall be the responsibility of the Customer and charged accordingly through the billing process. The Fleet Manager may work with the Customer and their insurance company at his/her own discretion.

4. EXCLUSIONS

At no time shall the Customer be allowed to resell fuel purchased from the County.

5. TERM

This Agreement shall remain in effect from **March 1, 2024**, until **March 1, 2029**. The contract will be reviewed 60 days prior to its expiration and, if necessary, modified to suit the current conditions.

6. TERMINATION

Either party may terminate this Agreement, with or without cause, by providing a 30-day written notice to the other party.

7. LATE PAYMENTS

The Customer shall be responsible in keeping their account current. The Customer will be notified after 30 days of the delinquent status on their next billing statement. This contract may be terminated if the account remains delinquent for more than 90 days.

8. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if to the authorized representatives.

AUTHORIZED REPRESENTATIVE

Notification required to be provided pursuant to this Contract shall be provided to the following named persons and addresses unless otherwise stated in this contract or in a modification of this Contract.

CUSTOMER

City of Crosslake
City Administrator/Treasurer
13888 Daggett Bay Road
Crosslake, MN 56442
Phone (218)692-2688

COUNTY

Fleet Manager
16589 County Rd 142
Brainerd MN, 56401
218-824-1110

9. SEVERABILITY

The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and

enforceability of the remainder of this Contract unless the part or parts which are void, invalid, unenforceable, or shall substantially impair the value of the entire Contract with respect to either party.

10. INDEMNIFICATION

To the extent allowed by law, County and Customer mutually agree to indemnify and hold each other harmless from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

11. MISCELLANEOUS

The Fleet Manager shall be notified by telephone within 24 hours if a fuel chip key is lost, stolen or damaged.

12. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

COUNTY OF CROW WING:

By: _____
Joe Luksik
Crow Wing County Fleet Manager

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
Stephanie Shook
Assistant Crow Wing
County Attorney

Date: _____

CUSTOMER:

By: _____
City of Crosslake
Micheal Lyonais, CPA
City Administrator/Treasurer
Phone (218)692-2688

Date: _____

D.5.C.

**JOINT PUBLIC WORKS FACILITY AGREEMENT BETWEEN THE CITY OF
CROSSLAKE AND CROW WING COUNTY**

The agreement is entered into by and between The City of Crosslake (City) and Crow Wing County (County) on this ____ day of _____, 2023.

Whereas, in 2003, The City bonded with the Crosslake Economic Development Authority (EDA) for the building of a Joint Public Works Facility (Facility) to house City and County Operations; and;

Whereas, on April 30, 2003, The City and County entered into a Joint Public Works Facility Sublease Agreement with said agreement being amended in 2012; and

Whereas, the debt to the EDA has now been paid in full resulting in clear shared ownership of the Facility between the City (47%) and the County (53%) with the City owning the real property upon which the Facility sits; and;

Whereas, the City and County desire to enter into a new agreement for the ongoing joint use and operation of the Facility,

NOW THEREFORE THE CITY AND COUNTY MUTUALLY AGREE AS FOLLOWS:

- 1) That the land upon which the facility sits is legally described as follows:

See legal description attached as Exhibit A (Including Tract A and an easement for ingress and egress over, under, and across Tract B)

- 2) That the City owns and is occupying 47% of the Facility with the County owning and occupying 53% of the Facility, together with the shared spaces therein/upon the Facility

See attached Exhibit B showing a drawing of Facility space occupied by parties and shared in common, together with Exhibit C showing the shared Salt/Sand/Cold Storage Buildings. Both of these buildings representing the Joint Public Works Facility at the time of this agreement.

- 3) The Term of this agreement will be a period of ___ years commencing on ____ and terminating on _____, both inclusive dates. This agreement shall automatically renew for successive one (1) year terms (renewal term) thereafter unless mutually agreed to otherwise by the parties; or, otherwise terminated under the terms of this agreement. In addition,

during any renewal term the parties shall continue to pay the same percentages of the maintenance and operation costs of the Facility subject to the Terms and Conditions of this Agreement.

4) Operating Costs

- 4.1) The City shall pay 47% of the operating costs for the Facility. The County shall pay 53% of the operating costs for the Facility. The operating costs include, but are not limited to, gas, electric, heat, water, sewer, snow removal, and insurance for the Facility.
- 4.2) City shall act as the fiscal agent with respect to the operating costs and shall provide county an itemized statement for the County's share of the operating costs. The County will pay said amounts within 30 days of receipt.
- 4.3) Any adjustments to the operating cost percentage shall be handled on an administrative basis by the Parties.(see #15)
- 4.4) The parties shall not waste nor misuse water, electricity, gas, steam or any and all other utilities or agencies.

5) Maintenance Expenses

- 5.1) The City shall pay 47% of all general maintenance expenses associated with/connected to the facility. The County shall pay 53% of all general maintenance expenses associated with/connected to the facility. The Parties are each responsible for maintenance to the areas of the facility designated to them. Nothing contained herein prohibits/prevents either party from contracting with the other party for the purpose of maintenance services to the shared areas and/or designated areas of the facility. Any such contracting arrangement will be done by separate agreement between the parties. Said separate agreement will be the controlling document for the providing of such maintenance services.

6) Condition of Facility



- 6.1) Both the City and County agree that the Facility is in need of capital improvements as of the entering into of this agreement. The City and County agree to create an Initial Capital Improvement List documenting the current Facility needs within 60 days of the entering into of this agreement. If said agreement is not reached, the County will proceed pursuant to Section 6.2 below. Other than the items on the Initial Capital Improvement List, both City and County acknowledge the Facility to be in reasonable sanitary condition and repair upon the entering of this agreement. By the entering into this agreement each agree to hold the other harmless from any and all claims arising from any defect in the condition of the Facility, or the

Summary of Comments on Joint Facility Agreement Draft Comments 2-8-24.pdf

Page: 2

Number: 1 Author: Jordan Soderlind Subject: Note Date: 1/31/2024 1:21:43 PM

If there are capital improvements that the City is requiring, those should be addressed and confirmed first. As written, the agreement is vague and ultimately would allow the County to determine the course. Proposal discussing further with the County.

Proposed Revision:

The City and County agree that the Facility is in need of capital improvements. The parties shall meet annually during each year of this Agreement, or before ____, to determine and prioritize the capital improvements.

Author: johnm Subject: Sticky Note Date: 2/5/2024 3:55:53 PM

Proposed list has already been created by county staff to be shared with council for approval.

Author: TBray Subject: Sticky Note Date: 2/8/2024 5:46:45 PM

List included in the packet

equipment, fixtures or appliances in or serving the Facility, and the building or buildings of which they are a part, and the street, alleys, areas, area-ways, passages or sidewalks adjoining appurtenant thereto, other than those on the Initial Capital Improvement List.



- 6.2) The City and County agree that the County will be responsible for prioritizing and implementing the Capital Improvements on the Initial Capital Improvement List. The City will pay 47%, with the County paying 53%, of the cost of the initial capital improvements. Going forward, the County will be responsible for identifying/prioritizing and implementing capital improvement needs. The City will pay 47%, with the County paying 53% percent of all capital improvement expenses.
- 6.3) City and County covenant and agree to keep, at their own expense, that portion of the Facility occupied by them; and, the equipment, plumbing, drains, fixtures, appliances, and machinery in, upon, serving or appurtenant thereto, in good repair and in good sanitary condition. Each party agrees it will promptly replace, at its own expenses, any and all glass broken in or about the Facility with glass of the same quality.
- 6.4) No alteration in, or additions to, the Facility shall be made without first obtaining the other parties written consent. Any such alterations/additions, together with written consents, will be documented and maintained as part of ongoing operations of the Facility.
- 6.5) Bond Against Liens: it is understood and agreed with respect to all alterations and repairs or improvements to the Facility, or any part thereof, that the parties shall and will in each instance save each other and the Facility forever harmless and free from all costs, damages, loss and liability of any kind and character which may be claimed, asserted or charged, including liability to adjacent owners based upon to acts of negligence of the parties or their agents, contractors or employees, or upon another person or persons in or about the Facility or upon the failure of any or either of them to observe and comply with the requirements of the law or with the regulations of the City of Crosslake and will preserve and hold the parties and the Facility forever free and clean from liens for labor and material furnished.
- 6.6) Neither party will use or permit anything upon the Facility that will increase the rate of insurance thereon, and they will not in any manner deface or injure the facility, or any part thereof, or overload the floors, or do or permit anything to be done upon the Facility or in the passages, alleys, areas, area ways, sidewalks, or streets adjacent therefor that will amount to or create a

Number: 1 Author: Jordan Soderlind Subject: Note Date: 1/31/2024 1:22:24 PM

Clarify with the County how these capital improvements relate to the \$90,000 figure.

Author: johnm Subject: Sticky Note Date: 2/5/2024 4:02:04 PM

For the initial 5-year capital improvement plan, the city's 47% of these anticipated costs are included in the \$90K annual payment. The \$90K does not include unexpected/unplanned expenses (capital or otherwise). Funding for unexpected expenses will be determined by the city and county together.

Author: TBray Subject: Sticky Note Date: 2/8/2024 5:47:58 PM

Project list and cost summary included in packet

nuisance. They will not use the Facility or permit the same on any part thereof to be use for lodging purposes; or, for any purpose contrary to the laws, ordinances, or regulations of the United State of America, or the State of Minnesota, or the County of Crow Wing, or with any rules or regulations of the City of Crosslake.

7) Signs

- a. The parties shall not erect or permit to be erected at the Facility any signs on the exterior of the Facility building without the prior written consent of the other party, nor place on permit to the placed on any portion of the Facility any weight or weights in the excess of the reasonable on safe carrying capacity of the structure. The erection of any signs together with a copy of the written consent will be documented and maintained as part of ongoing operation of the Facility.

8) Subleasing/Assignment

- 8.1) The City and County agree that they will not lease, sub-let, or assign their interest in the Facility, or any part thereof, nor allow the same to occur by operation of law or otherwise, and that no acts will be done by either party whereby the same may occur in whole or in part.
- 8.2) If either the City or County desire to lease, sublet, or assign their interest in the Facility, or any part thereof, the party wishing to do so shall first obtain the written consent of the other party in each and every such instance and nothing whatever shall be held to be a waiver of or supersede the necessity of such written permission.

9) Liability and duty to Indemnify

- 9.1) The City indemnifies, saves, and hold harmless the County and all of its agents, officers, and employees of any form against any and all claims, demands, actions, or causes of action of whatever nature or character arising out of or by reason of the negligence of the City, its employees, officers and agents occurring at or related to the use of the Facility.
- 9.2) The County indemnifies, saves, and holds harmless the City and all of its agent, officers, and employees of any form against any and all claims, demands, actions, or causes of action of whatever nature or character arising out of or by reason of the negligence of the County, its employees, officers and agents occurring at or related to the use of the Facility.



Number: 1 Author: Jordan Soderlind Subject: Note Date: 1/31/2024 1:25:44 PM
Add at the start of the sentence: "To the extent allowable by Minnesota law.."

Would apply to both 9.1 and 9.2

 Author: johnm Subject: Sticky Note Date: 2/5/2024 4:03:34 PM
Don says not needed.

 Author: TBray Subject: Sticky Note Date: 2/8/2024 5:48:28 PM
No Change

10) Insurance

- 10.1 The parties agree to cooperate with one another in acquiring appropriate insurance for the Facility property and general liability insurance through either the Minnesota City Insurance Trust or the Minnesota County Insurance Trust as follows:
- (A) Comprehensive general liability insurance not less than \$500,000 per person and \$1.5 million per occurrence bodily injury and property damage combined.
 - (B) The liability coverage shall automatically increase as necessary such that it is never less than the maximum liability limits set into in Minn. Stat 466.04 or its successor statute.
 - (C) The parties shall split the cost of liability insurance pursuant to their 47% - 53% ownership of Facility. Both parties shall be named as insured.
- 10.2 Each party shall be responsible for securing their own automobile liability insurance in an amount not less than \$500,000 per person and \$1.5 million per occurrence. This shall be adjusted as required to never be less than the maximum liability under Minn STAT. 466.04 or its successor statute.
- 10.3 Each party shall be responsible for securing insurance coverage for their own respective equipment, machinery, vehicles, furnishings, fixtures, and employees. Each party agrees to hold the other harmless for any damage or loss to/of the same unless it occurs as a result of the intentional or negligent act or omission of the other party or its employees, contractors, or agents.

11) Damage to Facility

- 11.1 It is agreed between the parties that if during the term of this agreement the Facility, or the improvements thereon, shall be injured or destroyed by fire or the elements, or through any other cause, so as to render the Facility unfit for occupancy, or makes it impossible to conduct business thereon, the parties will within 60 days meet and confer on how to proceed.
- (A) If the parties agree to restore the Facility, they shall proceed to restore the Facility with due diligence.

(B) If the Parties agree not to restore the Facility, they will proceed to diligently wrap up operations and split the insurance proceeds with the City receiving 47% and the County receiving 53%.

12) Termination of Agreement

12.1 This agreement will terminate upon the occurrence of the first of the following:

(A) A default by either party and failure to cure after the required 30 days' notice by the non-defaulting party and the non-defaulting party's election to terminate the agreement.

(B) By notice given by either party, with or without cause, upon 12 months written notice to the other party

 1 (C) Upon the expiration of the Term of this agreement as provided in Section 3, after which this agreement will automatically convert and continue under this provisions of the renewal term.

 2 12.2 Upon termination of this agreement, City and County agree to meet and negotiate in good faith the equitable and peaceful transfer of either party's interest to the other at fair market value for the ownership interest of the surrendering party. Should the City surrender its interest in the Facility to the County, the County shall have the option to purchase the underlying real property upon which the Facility, together with all means of ingress and egress, is situated; or, enter into a long lease for the same.

12.3 Upon termination of this agreement, the party that loses or sells its interest in the Facility may remain in the Facility for a period not to exceed two years from the date of sale or loss of its interest in the Facility, provided said party pays the other party rent equal to its share of operation and maintenance costs during the period it remains in the Facility and makes a one-time rent payment equal to 1/12th of the value of the Facility as determined by the appraisers appointed by the parties or, if no appraisers have been appointed, the value of the building as most recently on record in the office of the Crow Wing County Assessor.

12.4 If either party terminates this agreement for a default of the other party (other than non-appropriation), the non-defaulting party shall have the option of purchasing the Facility including the real property upon which the  3 Facility rests, together with all means of ingress and egress, from the

Number: 1 Author: Jordan Soderlind Subject: Note Date: 1/31/2024 1:32:51 PM

Remove 12(c) for clarity. By operation of the agreement, the term renews. Reference to that here suggests that could trigger the termination provisions below.

Author: johnm Subject: Sticky Note Date: 2/5/2024 4:04:26 PM
Agreed.

Author: TBray Subject: Sticky Note Date: 2/8/2024 5:49:44 PM
Removed

Number: 2 Author: Jordan Soderlind Subject: Note Date: 1/31/2024 1:35:12 PM

Add: Should the County surrender its interest in the Facility to the City, the City shall have the option to purchase ...

Author: johnm Subject: Sticky Note Date: 2/5/2024 4:10:36 PM
This language is to cover the eventuality if the city wants out and the county buys their portion of the building the county also gets to buy the land the facility sits upon together with all ingress and egress. Otherwise the county is at a great disadvantage going forward.

Author: TBray Subject: Sticky Note Date: 2/8/2024 5:50:24 PM
No change

Number: 3 Author: Jordan Soderlind Subject: Note Date: 1/31/2024 1:37:54 PM

Mike, is this consistent with the discussion? This is a potentially severe outcome for the City.

It is also written as if the City is the defaulting party. The City has more to lose here.

Author: johnm Subject: Sticky Note Date: 2/5/2024 4:08:10 PM
No change needed per Don

Author: TBray Subject: Sticky Note Date: 2/8/2024 5:50:42 PM
No Change

defaulting party. Such purchases shall be conducted according to the terms set forth in paragraph 13. Party electing this remedy shall have no further remedy in law or equity.

12.5 If any non-defaulting party elects not to pursue any of the remedies contained in this paragraph, such party shall have all available remedies at law.

13) A party electing to purchase the Joint Public Works Facility as a remedy under this agreement shall do so pursuant to this section 13.

13.1 If the parties cannot mutually agree upon the value of the Joint Public Works Facility, the parties shall each select a licensed commercial appraiser for purposes of determining the fair market value of the Facility. The appraisers shall arrive at a valuation for the Facility by appraising the buildings and the real estate upon which the buildings sit as if they were being valued together, then subtracting the value of the land upon which the buildings sit, valuing said land as if it were vacant. The parties hereby agree that the sum of the two appraisals divided by two shall represent the agreed upon fair market value of the Joint Public Works Facility for the purposes of establishing the acquisition by one party of the other parties' interest in the facility. Said valuation process shall be concluded within 120 days of the date the parties determine that they cannot agree upon the value of the facility.

13.2 If the City is purchasing the County's interest in the Facility, the City shall pay only 53% of the appraised value of the buildings and not the land. At closing, the County shall deliver a quit claim deed to the City deeding any interest the County has in the Facility to the City.

13.3 If County is purchasing the City's interest in the Facility, the County shall pay 47% of the appraised value of the buildings, and 100% of the value of the real estate that the buildings are located on, including the real estate for all ingress and egress. At closing, the City shall deliver a warranty deed to the County deeding any interest the City has in the Facility and real estate to the County. The City may reserve reasonable access easements and utility easements for the benefit of the parcels shown on the attached **Exhibit E**.

13.4 Closing on the purchases of the Facility/real estate shall occur no later than six months from the date that both appraisals are completed and transmitted to both parties.

14) Notice of Default and Right to Cure

- 14.1 With the exception of non-appropriation, the non-defaulting party shall provide written notice to the defaulting party via certified mail of the specific event of default. The defaulting party shall be provided thirty (30) days to cure said default.
- 14.2 A non-defaulting party can grant an extension of the 30-day cure period if the same is done in writing and served upon the defaulting party by certified mail.
- 14.3 Nothing in this section restricts or affects any non-defaulting party's legal rights or ability pursuant to law to seek legal redress against the defaulting party in addition to termination of this agreement.

15) Miscellaneous.

The parties agree that this agreement represents the full and final agreement concerning the continued operation of the Joint Public Works Facility located in Crosslake. This agreement supersedes any and all previous agreements (written or verbal). This agreement may only be modified in writing pursuant to the mutual agreements of the parties' funds. The parties agree that any mutually agreeable decisions with respect to operating cost reimbursements for salt, sand, fuel or other commodities utilized by the parties of the Joint Public Works Facility may be made on an administrative basis by the City Administrators and County Administrators or their respective assigns. Any such agreements shall be reduced to writing with copies to each party. The original shall be kept with the original agreement.

- 16) Notices: All notices, requests, demands or other communications provided for under this agreement, and writings contemplated by this agreement, shall be in writing and shall be in delivered in person or deposited in the mail, postage prepaid, addressed as follows:

City of Crosslake
Attn: City Administration
37028 County Road 66
Crosslake, MN 56442

County of Crow Wing
Attn: County Administration
326 Laurel Street
Brainerd, MN 56401

or, as to each party, at such other individual/addresses as shall be designated by such party in a written notice to the other party complying as to delivering with the Terms of this Section.

IN TESTIMONY WHEREOF the City and County hereunto set their hands and seals the day and year first written.

City of Crosslake

County of Crow Wing

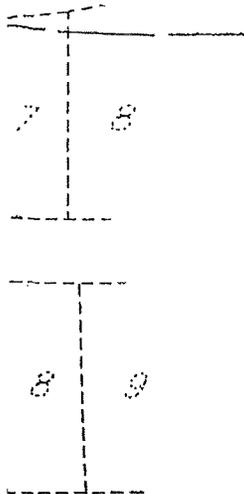
18/2023

E OF SURVEY

FIRST ADDITION TO RIVERWOOD
AND
SW1/4, SEC.21,T.137N.,R.27W.
IG COUNTY, MN.

EXHIBIT

A



TRACT A:

Lot 5, Block One, FIRST ADDITION TO RIVERWOOD, according to the recorded plat on file in the Crow Wing County Recorder's Office.

TRACT B:

That part of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of said SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West, bearing based on Crow Wing County Coordinate Database NAD 83/94, 817.71 feet along the south line of said SW1/4-SW1/4 to the southeast corner of Outlot A, SANDY SHORES ON CROSS LAKE, according to the recorded plat thereof, said southeast corner being 500 feet, more or less, from the southwest corner of said SW1/4-SW1/4; thence North 00 degrees 50 minutes 07 seconds East 235.04 feet along the east line of said Outlot A to the north line of the South 235.00 feet of said SW1/4-SW1/4, the point of beginning of the tract to be described; thence continuing North 00 degrees 50 minutes 07 seconds East 84.96 feet along said east line of Outlot A and along the east line of BOWERS ADDITION TO CROSS LAKE, according to the recorded plat thereof; thence North 31 degrees 49 minutes 18 seconds East 590.34 feet along said east line of BOWERS ADDITION TO CROSS LAKE to the south line of FIRST ADDITION TO RIVERWOOD, according to the recorded plat thereof; thence North 88 degrees 07 minutes 21 seconds East 501.21 feet along said south line of FIRST ADDITION TO RIVERWOOD to the east line of said SW1/4-SW1/4; thence South 00 degrees 32 minutes 37 seconds West 595.10 feet along said east line of the SW1/4-SW1/4 to said north line of the South 235.00 feet of the SW1/4-SW1/4; thence South 09 degrees 49 minutes 53 seconds West 816.51 feet along said north line of the South 235.00 feet of the SW1/4-SW1/4 to the point of beginning. Subject to easements, reservations or restrictions of record, if any.

TRACT C:

That part of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows: Beginning at the southeast corner of said SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West, bearing based on Crow Wing County Coordinate Database NAD 83/94, 817.88 feet along the south line of said SW1/4-SW1/4 to the point of beginning of the tract to be described; thence continuing South 89 degrees 49 minutes 53 seconds West 200.03 feet along said south line of the SW1/4-SW1/4 to the southeast corner of Outlot A, SANDY SHORES ON CROSS LAKE, according to the recorded plat thereof, said southeast corner being 500 feet, more or less, from the southwest corner of said SW1/4-SW1/4; thence North 00 degrees 50 minutes 07 seconds East 235.04 feet along the east line of said Outlot A to the north line of the South 235.00 feet of said SW1/4-SW1/4; thence North 09 degrees 49 minutes 53 seconds East 200.03 feet along said north line of the South 235.00 feet of the SW1/4-SW1/4 to its intersection with the line that bears North 00 degrees 50 minutes 07 seconds East from the point of beginning; thence South 00 degrees 50 minutes 07 seconds West 235.04 feet to the point of beginning. Subject to easements, reservations or restrictions of record, if any.

TRACT D:

That part of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of said SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West, bearing based on Crow Wing County Coordinate Database NAD 83/94, 817.88 feet along the south line of said SW1/4-SW1/4 to the point of beginning of the tract to be described; thence continuing South 89 degrees 49 minutes 53 seconds West 200.03 feet along said south line of the SW1/4-SW1/4 to the southeast corner of Outlot A, SANDY SHORES ON CROSS LAKE, according to the recorded plat thereof, said southeast corner being 500 feet, more or less, from the southwest corner of said SW1/4-SW1/4; thence North 00 degrees 50 minutes 07 seconds East 235.04 feet along the east line of said Outlot A to the north line of the South 235.00 feet of said SW1/4-SW1/4; thence North 09 degrees 49 minutes 53 seconds East 200.03 feet along said north line of the South 235.00 feet of the SW1/4-SW1/4 to its intersection with the line that bears North 00 degrees 50 minutes 07 seconds East from the point of beginning; thence South 00 degrees 50 minutes 07 seconds West 235.04 feet to the point of beginning. Subject to easements, reservations or restrictions of record, if any.

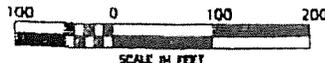
EASEMENT 1:

An easement for ingress, egress and utilities over, under and across that part of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of said SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West, bearing based on Crow Wing County Coordinate Database NAD 83/94, 817.88 feet along the south line of said SW1/4-SW1/4 to the point of beginning of the easement to be described; thence continuing South 89 degrees 49 minutes 53 seconds West 500.01 feet along said south line of the SW1/4-SW1/4; thence North 00 degrees 50 minutes 07 seconds East 235.04 feet to the north line of the South 235.00 feet of said SW1/4-SW1/4; thence North 09 degrees 49 minutes 53 seconds East 50.01 feet along said north line of the South 235.00 feet of the SW1/4-SW1/4 to its intersection with the line that bears North 00 degrees 50 minutes 07 seconds East from the point of beginning; thence South 00 degrees 50 minutes 07 seconds West 235.04 feet to the point of beginning.

EASEMENT 2:

An easement for ingress, egress and utilities over, under and across that part of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of said SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West, bearing based on Crow Wing County Coordinate Database NAD 83/94, 817.88 feet along the south line of said SW1/4-SW1/4; thence North 00 degrees 50 minutes 07 seconds East 235.04 feet to the north line of the South 235.00 feet of said SW1/4-SW1/4; the point of beginning of the easement to be described; thence North 00 degrees 50 minutes 07 seconds East 84.96 feet; thence South 88 degrees 49 minutes 53 seconds West 200.03 feet to the east line of BOWERS ADDITION TO CROSS LAKE, according to the recorded plat thereof; thence South 00 degrees 50 minutes 07 seconds West 84.96 feet along said east line of BOWERS ADDITION TO CROSS LAKE and along the east line of Outlot A, SANDY SHORES ON CROSS LAKE, according to the recorded plat thereof to said north line of the South 235.00 feet of the SW1/4-SW1/4; thence North 09 degrees 49 minutes 53 seconds East 200.03 feet along said north line of the South 235.00 feet of the SW1/4-SW1/4 to the point of beginning.

00137137N27W001



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON CROW WING COUNTY COORDINATE DATABASE NAD 83/94

- = DENOTES FOUND IRON MONUMENT
- = DENOTES 1/2 INCH IRON PIPE MONUMENT SET AND MARKED FILE # 13336

WER
-SUI/4

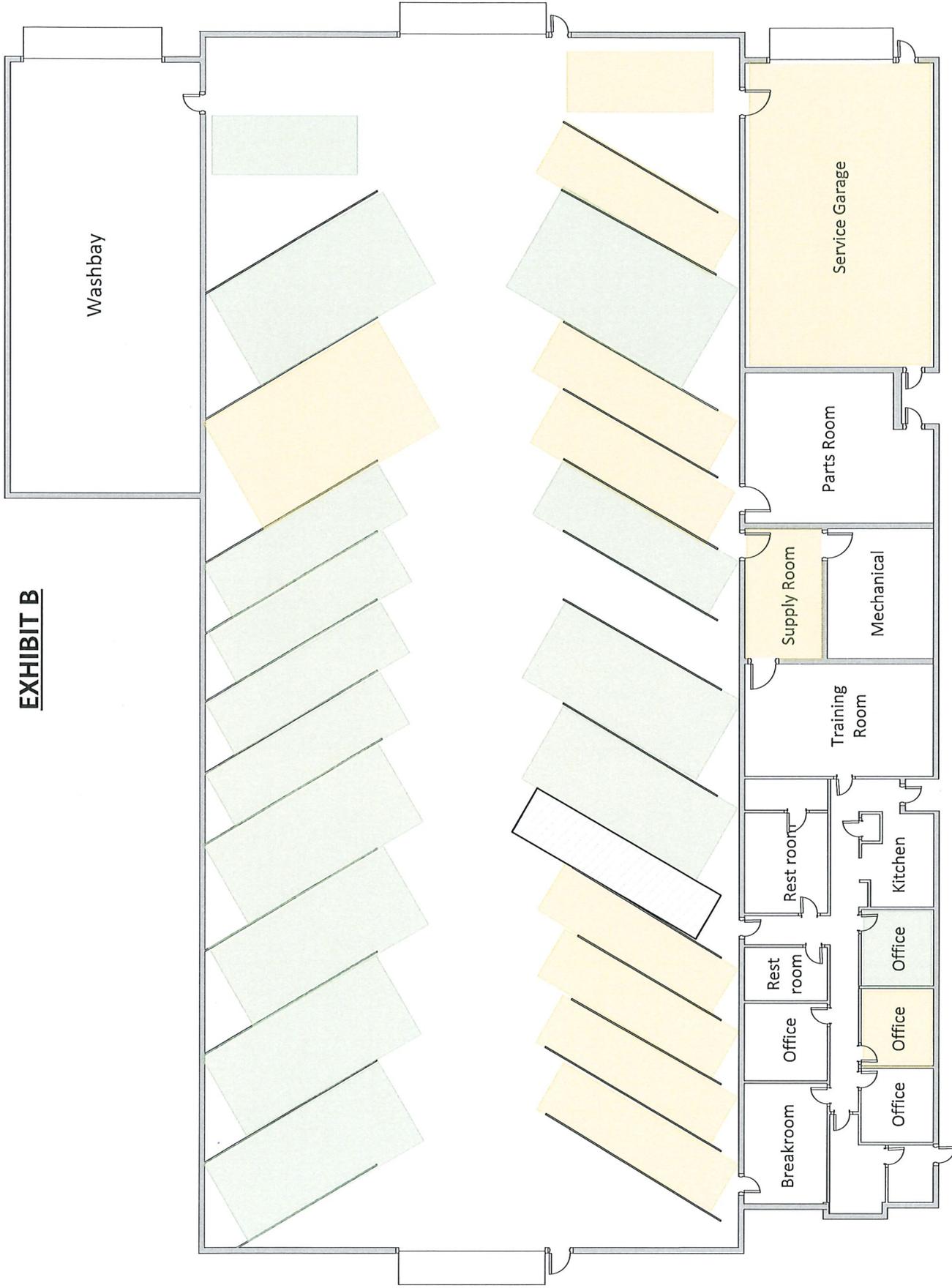
AMENDMENTS	BY	DATE
	PREPARED FOR: CITY OF CROSSLAKE AND CROW WING POWER	
	I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA	
	JEFFREY W. MALLER	DATE: 11/13/18

**WIDSETH
SMITH
NOLTING**

ENGINEERS
ARCHITECTS
LAND SURVEYORS
ENVIRONMENTAL SERVICES

ALEXANDRA
BEHRENS
BLUMBERG
CROOKSTON
CRAWFORD
www.wsnllm.com

EXHIBIT B

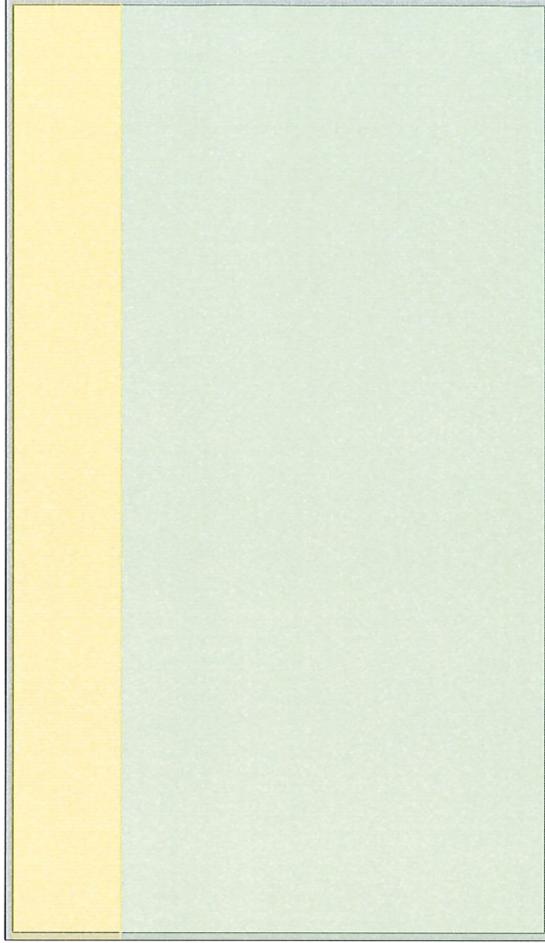
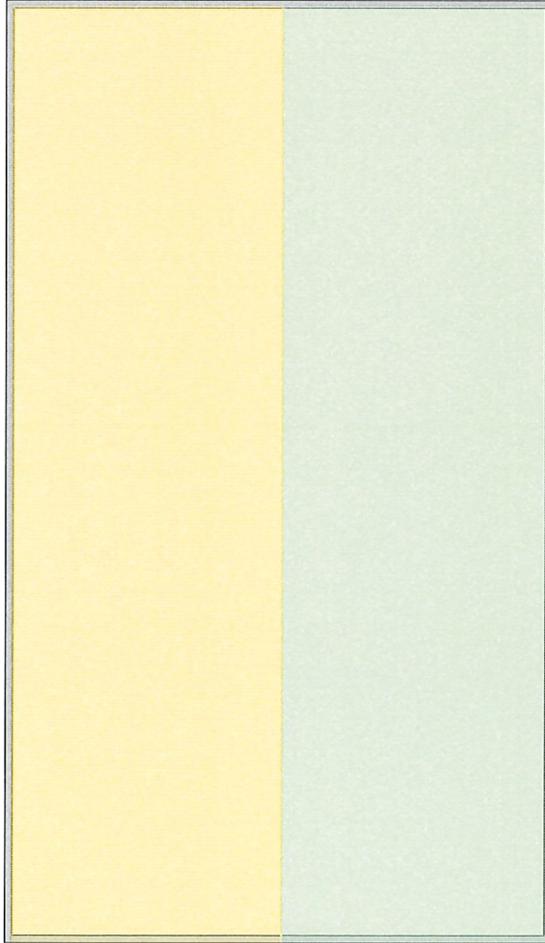


Crow Wing County Shared space
City of Crosslake

EXHIBIT C

**CROSSLAKE COLD STORAGE
74' X 150'**

**CROSSLAKE SALT SHED
72' X 128'**



Crow Wing County
City of Crosslake

D.
5.
d.

**JOINT PUBLIC WORKS FACILITY AGREEMENT BETWEEN THE CITY OF
CROSSLAKE AND CROW WING COUNTY**

The agreement is entered into by and between The City of Crosslake (City) and Crow Wing County (County) on this ____ day of _____, 2023.

Whereas, in 2003, The City bonded with the Crosslake Economic Development Authority (EDA) for the building of a Joint Public Works Facility (Facility) to house City and County Operations; and;

Whereas, on April 30, 2003, The City and County entered into a Joint Public Works Facility Sublease Agreement with said agreement being amended in 2012; and

Whereas, the debt to the EDA has now been paid in full resulting in clear shared ownership of the Facility between the City (47%) and the County (53%) with the City owning the real property upon which the Facility sits; and;

Whereas, the City and County desire to enter into a new agreement for the ongoing joint use and operation of the Facility,

NOW THEREFORE THE CITY AND COUNTY MUTUALLY AGREE AS FOLLOWS:

- 1) That the land upon which the facility sits is legally described as follows:

See legal description attached as Exhibit A (Including Tract A and an easement for ingress and egress over, under, and across Tract B)

- 2) That the City owns and is occupying 47% of the Facility with the County owning and occupying 53% of the Facility, together with the shared spaces therein/upon the Facility

See attached Exhibit B showing a drawing of Facility space occupied by parties and shared in common, together with Exhibit C showing the shared Salt/Sand/Cold Storage Buildings. Both of these buildings representing the Joint Public Works Facility at the time of this agreement.

- 3) The Term of this agreement will be a period of ____ years commencing on ____ and terminating on _____, both inclusive dates. This agreement shall automatically renew for successive one (1) year terms (renewal term) thereafter unless mutually agreed to otherwise by the parties; or, otherwise terminated under the terms of this agreement. In addition,

during any renewal term the parties shall continue to pay the same percentages of the maintenance and operation costs of the Facility subject to the Terms and Conditions of this Agreement.

4) Operating Costs

- 4.1) The City shall pay 47% of the operating costs for the Facility. The County shall pay 53% of the operating costs for the Facility. The operating costs include, but are not limited to, gas, electric, heat, water, sewer, snow removal, and insurance for the Facility.
- 4.2) City shall act as the fiscal agent with respect to the operating costs and shall provide county an itemized statement for the County's share of the operating costs. The County will pay said amounts within 30 days of receipt.
- 4.3) Any adjustments to the operating cost percentage shall be handled on an administrative basis by the Parties.(see #15)
- 4.4) The parties shall not waste nor misuse water, electricity, gas, steam or any and all other utilities or agencies.

5) Maintenance Expenses

- 5.1) The City shall pay 47% of all general maintenance expenses associated with/connected to the facility. The County shall pay 53% of all general maintenance expenses associated with/connected to the facility. The Parties are each responsible for maintenance to the areas of the facility designated to them. Nothing contained herein prohibits/prevents either party from contracting with the other party for the purpose of maintenance services to the shared areas and/or designated areas of the facility. Any such contracting arrangement will be done by separate agreement between the parties. Said separate agreement will be the controlling document for the providing of such maintenance services.

6) Condition of Facility

- 6.1) Both the City and County agree that the Facility is in need of capital improvements as of the entering into of this agreement. The City and County agree to create an Initial Capital Improvement List documenting the current Facility needs within 60 days of the entering into of this agreement. If said agreement is not reached, the County will proceed pursuant to Section 6.2 below. Other than the items on the Initial Capital Improvement List, both City and County acknowledge the Facility to be in reasonable sanitary condition and repair upon the entering of this agreement. By the entering into this agreement each agree to hold the other harmless from any and all claims arising from any defect in the condition of the Facility, or the

equipment, fixtures or appliances in or serving the Facility, and the building or buildings of which they are a part, and the street, alleys, areas, area-ways, passages or sidewalks adjoining appurtenant thereto, other than those on the Initial Capital Improvement List.

- 6.2) The City and County agree that the County will be responsible for prioritizing and implementing the Capital Improvements on the Initial Capital Improvement List. The City will pay 47%, with the County paying 53%, of the cost of the initial capital improvements. Going forward, the County will be responsible for identifying/prioritizing and implementing capital improvement needs. The City will pay 47%, with the County paying 53% percent of all capital improvement expenses.
- 6.3) City and County covenant and agree to keep, at their own expense, that portion of the Facility occupied by them; and, the equipment, plumbing, drains, fixtures, appliances, and machinery in, upon, serving or appurtenant thereto, in good repair and in good sanitary condition. Each party agrees it will promptly replace, at its own expenses, any and all glass broken in or about the Facility with glass of the same quality.
- 6.4) No alteration in, or additions to, the Facility shall be made without first obtaining the other parties written consent. Any such alterations/additions, together with written consents, will be documented and maintained as part of ongoing operations of the Facility.
- 6.5) Bond Against Liens: it is understood and agreed with respect to all alterations and repairs or improvements to the Facility, or any part thereof, that the parties shall and will in each instance save each other and the Facility forever harmless and free from all costs, damages, loss and liability of any kind and character which may be claimed, asserted or charged, including liability to adjacent owners based upon to acts of negligence of the parties or their agents, contractors or employees, or upon another person or persons in or about the Facility or upon the failure of any or either of them to observe and comply with the requirements of the law or with the regulations of the City of Crosslake and will preserve and hold the parties and the Facility forever free and clean from liens for labor and material furnished.
- 6.6) Neither party will use or permit anything upon the Facility that will increase the rate of insurance thereon, and they will not in any manner deface or injure the facility, or any part thereof, or overload the floors, or do or permit anything to be done upon the Facility or in the passages, alleys, areas, area ways, sidewalks, or streets adjacent therefor that will amount to or create a

nuisance. They will not use the Facility or permit the same on any part thereof to be use for lodging purposes; or, for any purpose contrary to the laws, ordinances, or regulations of the United State of America, or the State of Minnesota, or the County of Crow Wing, or with any rules or regulations of the City of Crosslake.

7) Signs

- a. The parties shall not erect or permit to be erected at the Facility any signs on the exterior of the Facility building without the prior written consent of the other party, nor place on permit to the placed on any portion of the Facility any weight or weights in the excess of the reasonable on safe carrying capacity of the structure. The erection of any signs together with a copy of the written consent will be documented and maintained as part of ongoing operation of the Facility.

8) Subleasing/Assignment

- 8.1) The City and County agree that they will not lease, sub-let, or assign their interest in the Facility, or any part thereof, nor allow the same to occur by operation of law or otherwise, and that no acts will be done by either party whereby the same may occur in whole or in part.
- 8.2) If either the City or County desire to lease, sublet, or assign their interest in the Facility, or any part thereof, the party wishing to do so shall first obtain the written consent of the other party in each and every such instance and nothing whatever shall be held to be a waiver of or supersede the necessity of such written permission.

9) Liability and duty to Indemnify

- 9.1) The City indemnifies, saves, and hold harmless the County and all of its agents, officers, and employees of any form against any and all claims, demands, actions, or causes of action of whatever nature or character arising out of or by reason of the negligence of the City, its employees, officers and agents occurring at or related to the use of the Facility.
- 9.2) The County indemnifies, saves, and holds harmless the City and all of its agent, officers, and employees of any form against any and all claims, demands, actions, or causes of action of whatever nature or character arising out of or by reason of the negligence of the County, its employees, officers and agents occurring at or related to the use of the Facility.

10) Insurance

- 10.1 The parties agree to cooperate with one another in acquiring appropriate insurance for the Facility property and general liability insurance through either the Minnesota City Insurance Trust or the Minnesota County Insurance Trust as follows:
- (A) Comprehensive general liability insurance not less than \$500,000 per person and \$1.5 million per occurrence bodily injury and property damage combined.
 - (B) The liability coverage shall automatically increase as necessary such that it is never less than the maximum liability limits set into in Minn. Stat 466.04 or its successor statute.
 - (C) The parties shall split the cost of liability insurance pursuant to their 47% - 53% ownership of Facility. Both parties shall be named as insured.
- 10.2 Each party shall be responsible for securing their own automobile liability insurance in an amount not less than \$500,000 per person and \$1.5 million per occurrence. This shall be adjusted as required to never be less than the maximum liability under Minn STAT. 466.04 or its successor statute.
- 10.3 Each party shall be responsible for securing insurance coverage for their own respective equipment, machinery, vehicles, furnishings, fixtures, and employees. Each party agrees to hold the other harmless for any damage or loss to/of the same unless it occurs as a result of the intentional or negligent act or omission of the other party or its employees, contractors, or agents.

11) Damage to Facility

- 11.1 It is agreed between the parties that if during the term of this agreement the Facility, or the improvements thereon, shall be injured or destroyed by fire or the elements, or through any other cause, so as to render the Facility unfit for occupancy, or makes it impossible to conduct business thereon, the parties will within 60 days meet and confer on how to proceed.
- (A) If the parties agree to restore the Facility, they shall proceed to restore the Facility with due diligence.
 - (B) If the Parties agree not to restore the Facility, they will proceed to diligently wrap up operations and split the insurance proceeds with the City receiving 47% and the County receiving 53%.

12) Termination of Agreement

- 12.1 This agreement will terminate upon the occurrence of the first of the following:
- (A) A default by either party and failure to cure after the required 30 days' notice by the non-defaulting party and the non-defaulting party's election to terminate the agreement.
 - (B) By notice given by either party, with or without cause, upon 12 months written notice to the other party.
- 12.2 Upon termination of this agreement, City and County agree to meet and negotiate in good faith the equitable and peaceful transfer of either party's interest to the other at fair market value for the ownership interest of the surrendering party. Should the City surrender its interest in the Facility to the County, the County shall have the option to purchase the underlying real property upon which the Facility, together with all means of ingress and egress, is situated; or, enter into a long lease for the same.
- 12.3 Upon termination of this agreement, the party that loses or sells its interest in the Facility may remain in the Facility for a period not to exceed two years from the date of sale or loss of its interest in the Facility, provided said party pays the other party rent equal to its share of operation and maintenance costs during the period it remains in the Facility and makes a one-time rent payment equal to 1/12th of the value of the Facility as determined by the appraisers appointed by the parties or, if no appraisers have been appointed, the value of the building as most recently on record in the office of the Crow Wing County Assessor.
- 12.4 If either party terminates this agreement for a default of the other party (other than non-appropriation), the non-defaulting party shall have the option of purchasing the Facility including the real property upon which the Facility rests, together with all means of ingress and egress, from the defaulting party. Such purchases shall be conducted according to the terms set forth in paragraph 13. Party electing this remedy shall have no further remedy in law or equity.
- 12.5 If any non-defaulting party elects not to pursue any of the remedies contained in this paragraph, such party shall have all available remedies at law.

13) A party electing to purchase the Joint Public Works Facility as a remedy under this agreement shall do so pursuant to this section 13.

- 13.1 If the parties cannot mutually agree upon the value of the Joint Public Works Facility, the parties shall each select a licensed commercial appraiser for purposes of determining the fair market value of the Facility. The appraisers shall arrive at a valuation for the Facility by appraising the buildings and the real estate upon which the buildings sit as if they were being valued together, then subtracting the value of the land upon which the buildings sit, valuing said land as if it were vacant. The parties hereby agree that the sum of the two appraisals divided by two shall represent the agreed upon fair market value of the Joint Public Works Facility for the purposes of establishing the acquisition by one party of the other parties' interest in the facility. Said valuation process shall be concluded within 120 days of the date the parties determine that they cannot agree upon the value of the facility.
- 13.2 If the City is purchasing the County's interest in the Facility, the City shall pay only 53% of the appraised value of the buildings and not the land. At closing, the County shall deliver a quit claim deed to the City deeding any interest the County has in the Facility to the City.
- 13.3 If County is purchasing the City's interest in the Facility, the County shall pay 47% of the appraised value of the buildings, and 100% of the value of the real estate that the buildings are located on, including the real estate for all ingress and egress. At closing, the City shall deliver a warranty deed to the County deeding any interest the City has in the Facility and real estate to the County. The City may reserve reasonable access easements and utility easements for the benefit of the parcels shown on the attached **Exhibit E**.
- 13.4 Closing on the purchases of the Facility/real estate shall occur no later than six months from the date that both appraisals are completed and transmitted to both parties.

14) Notice of Default and Right to Cure

- 14.1 With the exception of non-appropriation, the non-defaulting party shall provide written notice to the defaulting party via certified mail of the specific event of default. The defaulting party shall be provided thirty (30) days to cure said default.
- 14.2 A non-defaulting party can grant an extension of the 30-day cure period if the same is done in writing and served upon the defaulting party by certified mail.

14.3 Nothing in this section restricts or affects any non-defaulting party's legal rights or ability pursuant to law to seek legal redress against the defaulting party in addition to termination of this agreement.

15) Miscellaneous.

The parties agree that this agreement represents the full and final agreement concerning the continued operation of the Joint Public Works Facility located in Crosslake. This agreement supersedes any and all previous agreements (written or verbal). This agreement may only be modified in writing pursuant to the mutual agreements of the parties' funds. The parties agree that any mutually agreeable decisions with respect to operating cost reimbursements for salt, sand, fuel or other commodities utilized by the parties of the Joint Public Works Facility may be made on an administrative basis by the City Administrators and County Administrators or their respective assigns. Any such agreements shall be reduced to writing with copies to each party. The original shall be kept with the original agreement.

16) Notices: All notices, requests, demands or other communications provided for under this agreement, and writings contemplated by this agreement, shall be in writing and shall be in delivered in person or deposited in the mail, postage prepaid, addressed as follows:

City of Crosslake
Attn: City Administration
37028 County Road 66
Crosslake, MN 56442

County of Crow Wing
Attn: County Administration
326 Laurel Street
Brainerd, MN56401

or, as to each party, at such other individual/addresses as shall be designated by such party in a written notice to the other party complying as to delivering with the Terms of this Section.

IN TESTIMONY WHEREOF the City and County hereunto set their hands and seals the day and year first written.

City of Crosslake

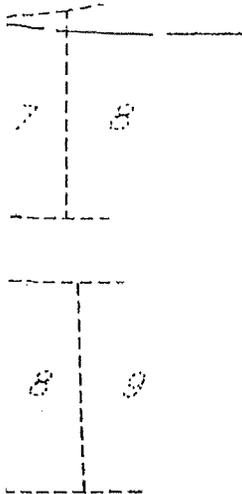
County of Crow Wing

E OF SURVEY

FIRST ADDITION TO RIVERWOOD
AND
SW1/4, SEC.21,T.137N.,R.27W.
IG COUNTY, MN.

EXHIBIT

A



TRACT A:

Lot 6, Block One, FIRST ADDITION TO RIVERWOOD, according to the recorded plat on file in the Crow Wing County Recorder's Office.

TRACT B:

That part of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of said SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West, bearing based on Crow Wing County Coordinate Database NAD 83/94, 817.71 feet along the south line of said SW1/4-SW1/4 to the southeast corner of Outlot A, SANDY SHORES ON CROSS LAKE, according to the recorded plat thereof; said southeast corner being 500 feet, more or less, from the southwest corner of said SW1/4-SW1/4; thence North 00 degrees 50 minutes 07 seconds East 235.04 feet along the east line of said Outlot A to the north line of the South 235.00 feet of said SW1/4-SW1/4, the point of beginning of the tract to be described; thence continuing North 00 degrees 50 minutes 07 seconds East 84.96 feet along said east line of Outlot A and along the east line of BOWERS ADDITION TO CROSS LAKE, according to the recorded plat thereof; thence North 32 degrees 49 minutes 16 seconds East 590.34 feet along said east line of BOWERS ADDITION TO CROSS LAKE to the south line of FIRST ADDITION TO RIVERWOOD, according to the recorded plat thereof; thence North 88 degrees 07 minutes 21 seconds East 501.21 feet along said south line of FIRST ADDITION TO RIVERWOOD to the east line of said SW1/4-SW1/4; thence South 00 degrees 32 minutes 37 seconds West 595.10 feet along said east line of the SW1/4-SW1/4 to said north line of the South 235.00 feet of the SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West 816.51 feet along said north line of the South 235.00 feet of the SW1/4-SW1/4 to the point of beginning. Subject to easements, reservations or restrictions of record, if any.

TRACT C:

That part of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows: Beginning at the southeast corner of said SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West, bearing based on Crow Wing County Coordinate Database NAD 83/94, 817.68 feet along the south line of said SW1/4-SW1/4 to the point of beginning of the tract to be described; thence continuing South 89 degrees 49 minutes 53 seconds West 200.03 feet along said south line of the SW1/4-SW1/4 to the southeast corner of Outlot A, SANDY SHORES ON CROSS LAKE, according to the recorded plat thereof; said southeast corner being 500 feet, more or less, from the southeast corner of said SW1/4-SW1/4; thence North 00 degrees 50 minutes 07 seconds East 235.04 feet along the east line of said SW1/4-SW1/4 to the north line of the South 235.00 feet of said SW1/4-SW1/4; thence North 89 degrees 49 minutes 53 seconds East 200.03 feet along said north line of the SW1/4-SW1/4 to its intersection with the line that bears North 00 degrees 50 minutes 07 seconds East from the point of beginning; thence South 00 degrees 50 minutes 07 seconds West 235.04 feet to the point of beginning. Subject to easements, reservations or restrictions of record, if any.

TRACT D:

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An easement for ingress, egress and utilities over, under and across that part of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of said SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West, bearing based on Crow Wing County Coordinate Database NAD 83/94, 817.68 feet along the south line of said SW1/4-SW1/4 to the point of beginning of the easement to be described; thence continuing South 89 degrees 49 minutes 53 seconds West 50.01 feet along said south line of the SW1/4-SW1/4; thence North 00 degrees 50 minutes 07 seconds East 235.04 feet to the north line of the South 235.00 feet of said SW1/4-SW1/4; thence North 89 degrees 49 minutes 53 seconds East 50.01 feet along said north line of the South 235.00 feet of the SW1/4-SW1/4 to its intersection with the line that bears North 00 degrees 50 minutes 07 seconds East from the point of beginning; thence South 00 degrees 50 minutes 07 seconds West 235.04 feet to the point of beginning.

EASEMENT 2:

An easement for ingress, egress and utilities over, under and across that part of the Southwest Quarter of the Southwest Quarter (SW1/4-SW1/4), Section 21, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of said SW1/4-SW1/4; thence South 89 degrees 49 minutes 53 seconds West, bearing based on Crow Wing County Coordinate Database NAD 83/94, 817.68 feet along the south line of said SW1/4-SW1/4; thence North 00 degrees 50 minutes 07 seconds East 235.04 feet to the north line of the South 235.00 feet of said SW1/4-SW1/4; thence North 89 degrees 49 minutes 53 seconds East 50.01 feet along said north line of the South 235.00 feet of the SW1/4-SW1/4 to its intersection with the line that bears North 00 degrees 50 minutes 07 seconds East from the point of beginning; thence South 00 degrees 50 minutes 07 seconds West 235.04 feet to the point of beginning.

107-1-137N-27W-21000



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON CROW WING COUNTY COORDINATE DATABASE NAD 83/94

- ▲ - DENOTES FOUND IRON MONUMENT
- - DENOTES 1/2 INCH IRON PIPE MONUMENT SET AND MARKED FILE # 13336

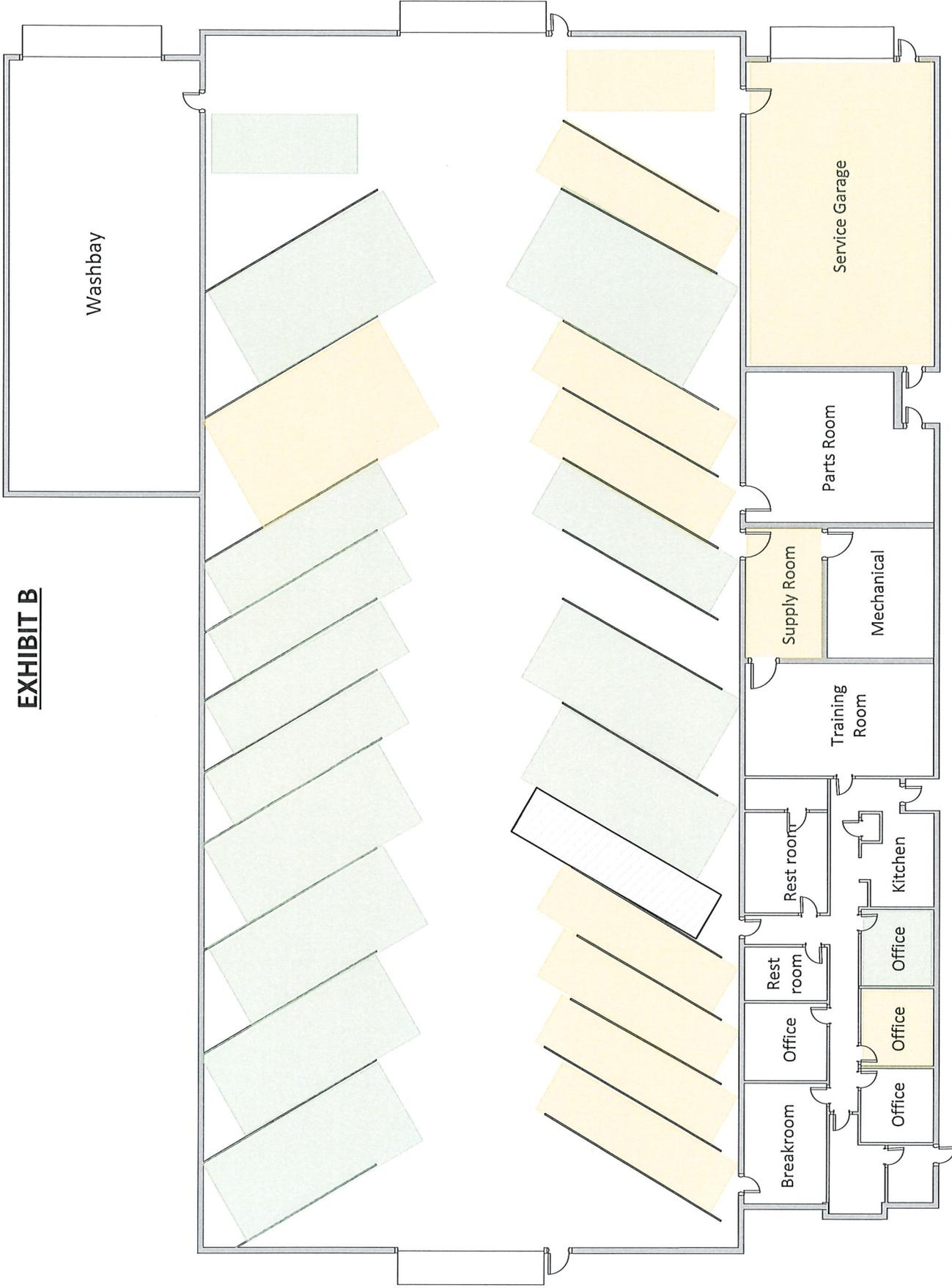
SW1/4

AMENDMENTS	BY	PREPARED FOR: CITY OF CROSSLAKE AND CROW WING POWER
		I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA
	JEFFREY W. MILLER	DATE: 06/11/14

**WIDSETH
SMITH
NOLTING**

ENGINEERS ALEXANDER
BECKER
ARCHITECTS ARAMBERT
LAND SURVEYORS CROCKETT
CANAD FORBES
ENVIRONMENTAL SERVICES WWW.WSMN.COM

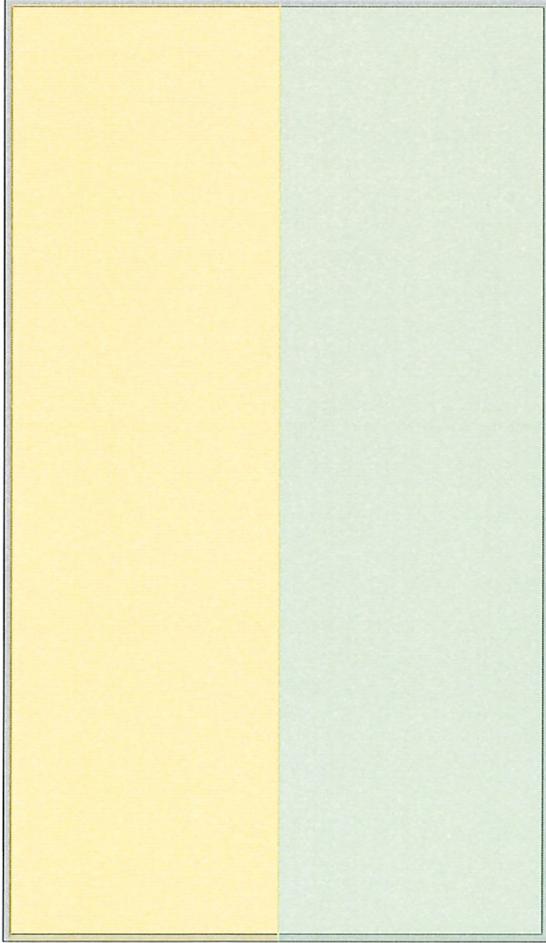
EXHIBIT B



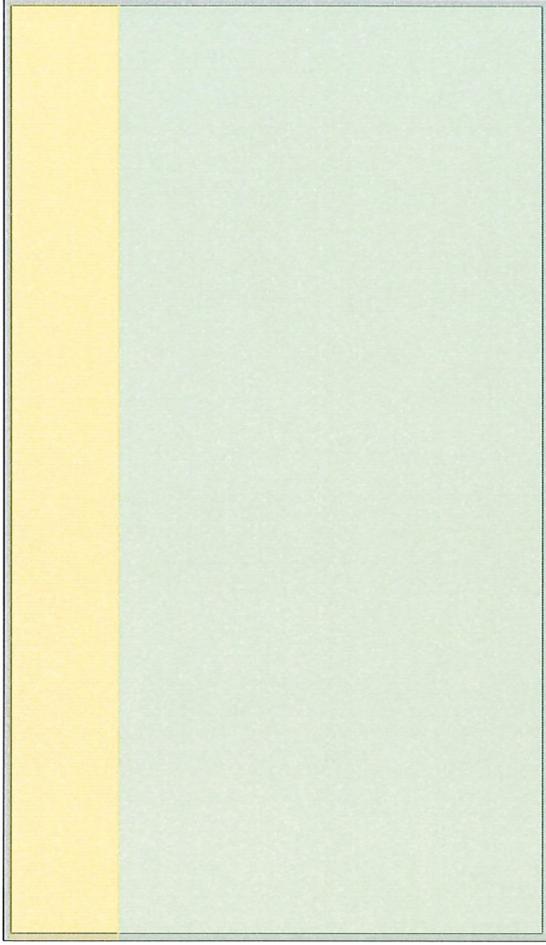
-  Crow Wing County
-  City of Crosslake
-  Shared space

EXHIBIT C

CROSSLAKE COLD STORAGE
74' X 150'



CROSSLAKE SALT SHED
72' X 128'



 Crow Wing County
 City of Crosslake

D. 5. e.

**SHARED SERVICES AGREEMENT
BETWEEN THE CITY OF CROSSLAKE AND
CROW WING COUNTY**

THIS AGREEMENT is made and entered into on the latest date set forth below by and between the City of Crosslake (“City”), a Minnesota municipal corporation, and Crow Wing County (“County”).

Recitals

WHEREAS, the City and the County (“the Parties”) desire to enter an Agreement whereby the County provides general maintenance, technical maintenance, and administrative support (“Services”) at Joint Public Works Facility, including the Salt Storage Facility and Cold Storage Facility, where the City has operations in exchange for a lump sum of money;

WHEREAS, the Parties recognize and acknowledge that the Agreement will benefit both the City and the County;

WHEREAS, Minnesota Statutes section 471.59 authorizes cities of this state and counties to enter into joint powers agreements for the joint exercise of powers.

NOW, THEREFORE, in consideration of the mutual promises set forth below, the Parties agree as follows:

1. Recitals. The above Recitals are incorporated herein.
2. Purpose. The purpose of this Agreement is set forth in the terms of the Agreement between the two parties concerning the provision of general maintenance, technical maintenance, and administrative support by the County at Joint Public Works Facility in exchange for a sum of money. This Agreement does not create a joint powers board.
3. Term. This Agreement lasts for a term of one calendar year beginning on January 1, 2024. The Agreement will automatically renew unless either party provides ninety (90) days’ written notice to the other party. The Payment as described in Paragraph 6 will remain the same, unless mutually agreed to by the Parties.
4. Building in Project Scope (“Building”). Unless otherwise limited in this Agreement, the County will perform Services at the following building:

- a. City of Crosslake Joint Public Works Facility
Primary Vehicle Maintenance Garage
12870 Whipple Drive
Crosslake MN 56442

5. County Responsibilities. The County will be responsible for the following:

- a. Contracted Service Takeover. The County will negotiate and maintain annual generator maintenance contracts, fire protection service contracts, pest control service contracts, plumbing contracts, and annual overhead door inspections, all of which will be provided to the City prior to execution and funded by the City directly with the service provider. The County will enter into and maintain commercially reasonable contracts that do not interfere with the occupancy and ownership rights of the City.
- b. Exterior Building Envelope. Includes diagnosing and repairing leaks, repairing, or maintaining roof drains, caulking or sealing exterior doors and windows, and flashing repairs.
- c. Exterior and Overhead Doors. Includes door hardware repairs, re-keying locks, overhead door repair, and threshold and door adjustments or repairs at all Buildings.
- d. Outdoor Lighting. Includes re-lamping, wiring, or otherwise repairing outdoor building-mounted lights.
- e. Electrical Systems. The County agrees to be the Master Electrician of Record for the City of Crosslake for buildings under this agreement, which includes maintaining the appropriate license, organizing electrical inspections, and pulling permits on the City's behalf. In addition, the County agrees to perform the following at the Building:
 - i. Lighting Circuits. Includes repairing and re-wiring lighting circuits, ballast repairs or replacements, and re-lamping ballasts.

- ii. Power Circuits. Includes repairing or re-wiring power circuits, outlet or light switch repairs or replacements, and outlet or light switch cover repair or replacements.
 - iii. Data Drops. Includes repairing or re-wiring data circuits, wiring ends on cables, and setting new data points.
 - iv. Generators. Includes general monthly generator start-ups and checks per manufacturer's recommendations.
- f. General Interior Building Maintenance. The County agrees to: (1) perform painting, drywall, ceiling tile, and doors/locks/hardware repairs, fire extinguisher inspection, emergency lighting inspection; and repairs at the facility.
- g. Plumbing. The County agrees to repair sinks, faucets, urinals, toilets, drinking fountains, water coolers, and water heaters at the facility.
- h. Heating, Ventilation, and Air Conditioning ("HVAC"). The County will perform the following HVAC-related activities at the facility:
- i. Air Handlers. Includes repair in relation to filters, belts, bearings, shafts, grease, motors, sensors, valves, and actuators; and also includes preventative maintenance and repairs in the spring and fall in accordance with manufacturers' recommendations.
 - ii. Gas Fired MUA/UH. Includes greasing, repairs of couplings, leaks, and seals, and preventative maintenance in accordance with manufacturers' recommendations.
- i. Controls. The County will provide technical support for control systems in place at the facility. The County will also recommend upgrades for control systems based upon its experience and expertise.
- j. Administrative Tasks. The County will:
- i. Provide designated City personnel access to the County's Computerized Maintenance Management Software (CMMS).

- ii. Provide administrative support time, including the initial set-ups of assets and preventative maintenance schedules for the assets in the asset management program in the facility.
 - iii.  The County will develop and maintain a 5-year strategic capital improvement plan and execute project delivery. The plan will be reviewed by both the City and County with consideration given to budget cycles.
 - iv. Provide quarterly reports on work completed via electronic reporting in the CMMS. Also, the City and County will meet quarterly or as necessary to evaluate overall contract performance and capital improvement planning.
- k. Work Orders. The Parties agree that work orders will be submitted through designated City and County staff utilizing access to CMMS provided by the County. The County will process all work orders submitted, regardless of if from the County or the City, and prioritize work orders based on the severity of the work order as determined by the County. All repairs estimated to be in excess of \$1,500 must receive authorization from the appropriate supervisor or department head in both the City and the County. The County will utilize both County technicians and County selected contractors as necessary to complete the work.
-  The County will keep track of all materials needed to repair City equipment and invoice the City on a quarterly basis. This invoiced amount is separate and apart from the Payment amount in Paragraph 6(c).
- l. County Emergency Line. The County agrees that it will provide the City with access to its County emergency line, which may be used during after-hours. City staff may make calls to the County emergency line at staff discretion.
 - m. Labor Hours. The County will keep track of all labor hours it spends on City-related projects through the CMMS, and these hours will be recorded on a quarterly basis and provided to the City.

Summary of Comments on Shared Services Agreement Draft with Comments 2-8-24.pdf

Page: 4

Number: 1 Author: Jordan Soderlind Subject: Note Date: 2/5/2024 3:26:27 PM

Mike, this is something we discussed. Proposed revision: The County, with input and agreement from the City, will develop a 5-year strategic capital improvement plan and execute project delivery."

As written, this is fairly vague and does not give benchmarks or any explanation as to how they arrive at the \$7,500 figure. There is no mechanism to confirm what is being done and associated costs. It is just set up as a flat fee irrespective of what is done. Moreover, there is no guarantee that the capital improvement plan will be compelled, for example, because this Agreement can be terminated with 90 days notice with or without cause. Propose following up with County to get clarity.

Author: johnm Subject: Sticky Note Date: 2/5/2024 3:51:58 PM

Will provide council with an annual list of projects to be determined between county and city annually. It is our understanding that this joint venture is to the mutual benefit of both parties and these details will be worked out to each party's satisfaction.

Author: TBray Subject: Sticky Note Date: 2/8/2024 6:06:40 PM

A list of capital project and a cost summary will be provided in the council packet.

Number: 2 Author: Jordan Soderlind Subject: Note Date: 1/31/2024 1:07:01 PM

As written, "work orders" are for projects that are separate from the responsibilities outlined above. But could work orders be submitted for the responsibilities outlined above? Propose following up with the County to clarify.

Author: TBray Subject: Sticky Note Date: 2/8/2024 6:12:35 PM

Yes, work orders can be forwarded to CWC for any maintenance or repair activity.

6. City Responsibilities. The City will be responsible for the following:
- a. Access. The City shall give the County 24/7 access to the facility through the use of keys, key cards, or other tools as necessary.
 - b. Service Contracts or Self Maintenance. The City will negotiate and/or maintain cleaning service contract, annual security monitoring agreement, and water cooler, all of which will funded by the city directly with the service provider.
 - c. Payment. The City shall pay the County a lump sum of \$7500 per month in exchange for the services the County provides as outlined in Section 5.
 - d. Materials Payment. The City shall pay the invoiced amount in Paragraph 5(k) on a timely basis.
7. Termination. This Agreement may be terminated by either party, at any time with or without cause, with 90 days' written notice delivered in person to the other party.
8. Approval. Before this Agreement shall become binding and effective it shall be approved by appropriate resolutions of the City and the County.
9. Complete Agreement. It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter of this Agreement. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.
10. Mutual Drafting. This Agreement is the result of negotiations between the parties and, accordingly, shall not be construed for or against either party, regardless of which party drafted any the Agreement or any portion thereof. The Agreement shall for all purposes be deemed to have been mutually drafted.
11. Notice. For purposes of delivery of notices herein, the notice shall be effective if personally delivered, or delivered by certified mail, to the City Administrator of the City of Crosslake, 13888 Daggett Bay Road, Crosslake, MN 56442, or for the County, to the Facilities Manager for Crow Wing County, 202 Laurel St, Brainerd MN 56401.

Number: 1 Author: Jordan Soderlind Subject: Note Date: 1/31/2024 1:00:37 PM

Considering adding language here further describing the access and the County's responsibility (e.g. for lock up)/who is allowed/whether notice is required.

Author: johnm Subject: Sticky Note Date: 2/5/2024 3:48:59 PM

Building is a joint building and which typically city and county both have access to. This is standard language and not needing to be negotiated at this time.

Author: TBray Subject: Sticky Note Date: 2/8/2024 6:14:04 PM

No Change. The building has a key card system that automatically locks.

Number: 2 Author: Jordan Soderlind Subject: Note Date: 1/31/2024 1:07:22 PM

Add Indemnification provision:

"Each party to this Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees, or agents.

Author: johnm Subject: Sticky Note Date: 2/5/2024 3:49:56 PM

Don says ok

Author: TBray Subject: Sticky Note Date: 2/8/2024 6:19:54 PM

Added as written.

Dated: _____

ATTEST:

CROW WING COUNTY

Dated: _____

ATTEST:

DRAFT

D. 5. f.

**SHARED SERVICES AGREEMENT
BETWEEN THE CITY OF CROSSLAKE AND
CROW WING COUNTY**

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Recitals

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 - b. Exterior Building Envelope. Includes diagnosing and repairing leaks, repairing, or maintaining roof drains, caulking or sealing exterior doors and windows, and flashing repairs.
 - c. Exterior and Overhead Doors. Includes door hardware repairs, re-keying locks, overhead door repair, and threshold and door adjustments or repairs at all Buildings.
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 - ii. Power Circuits. Includes repairing or re-wiring power circuits, outlet or light switch repairs or replacements, and outlet or light switch cover repair or replacements.
 - iii. Data Drops. Includes repairing or re-wiring data circuits, wiring ends on cables, and setting new data points.
 - iv. Generators. Includes general monthly generator start-ups and checks per manufacturer's recommendations.
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- g. Plumbing. The County agrees to repair sinks, faucets, urinals, toilets, drinking fountains, water coolers, and water heaters at the facility.
- h. Heating, Ventilation, and Air Conditioning (“HVAC”). The County will perform the following HVAC-related activities at the facility:
 - i. Air Handlers. Includes repair in relation to filters, belts, bearings, shafts, grease, motors, sensors, valves, and actuators; and also includes preventative maintenance and repairs in the spring and fall in accordance with manufacturers’ recommendations.
 - ii. Gas Fired MUA/UH. Includes greasing, repairs of couplings, leaks, and seals, and preventative maintenance in accordance with manufacturers’ recommendations.
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 - ii. Provide administrative support time, including the initial set-ups of assets and preventative maintenance schedules for the assets in the asset management program in the facility.
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 - iv. Provide quarterly reports on work completed via electronic reporting in the CMMS. Also, the City and County will meet quarterly or as necessary to evaluate overall contract performance and capital improvement planning.
- k. Work Orders. The Parties agree that work orders will be submitted through designated City and County staff utilizing access to CMMS provided by the County. The County will process all work orders submitted, regardless of if from the County or the City, and prioritize work orders based on the severity of the work order as determined by the County. All repairs estimated to be in excess of \$1,500 must receive authorization from the appropriate supervisor or department head in both

10. Mutual Drafting. This Agreement is the result of negotiations between the parties and, accordingly, shall not be construed for or against either party, regardless of which party drafted any the Agreement or any portion thereof. The Agreement shall for all purposes be deemed to have been mutually drafted.
11. Indemnification: Each party to this Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees, or agents.
12. Notice. For purposes of delivery of notices herein, the notice shall be effective if personally delivered, or delivered by certified mail, to the City Administrator of the City of Crosslake, 13888 Daggett Bay Road, Crosslake, MN 56442, or for the County, to the Facilities Manager for Crow Wing County, 202 Laurel St, Brainerd MN 56401.

CITY OF CROSSLAKE

Dated: _____

ATTEST:

CROW WING COUNTY

Dated: _____

ATTEST:

D. 6.

**CONSTRUCTION COST SHARE AGREEMENT
WITH THE CITY OF CROSSLAKE (CP 18-300-25)
FOR THE BITUMINOUS SURFACING OF
ROADWAYS UNDER THE JURISDICTION OF
CROW WING COUNTY AND THE CITY OF CROSSLAKE**

This Agreement is made and entered into this _____ day of _____, 20____ by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of Crosslake, City Hall, 13888 Daggett Bay Road, Crosslake, MN 56442 hereinafter referred to as the "City".

WITNESSETH

WHEREAS, the parties mutually agree that bituminous surfacing desired by the City to be applied to the roadways listed in Attachment A has the potential to result in overall costs savings when combined with the County Project to provide bituminous surfacing to County roadways, and,

WHEREAS, the County has budgeted funds to complete the project; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled BITUMINOUS SURFACING, Project Number CP 18-300-25, which plans and specifications are on file in the office of the County Engineer;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of constructing project CP 18-300-25. This agreement identifies funding responsibilities and also future responsibilities upon project completion. Attachment A (estimate) is considered a part of this agreement.

II. Duties

A. Design and Construction

The County shall provide all design-engineering services for their portions of the Project and the City shall provide design-engineering services for their roads unless otherwise stated in this agreement. The County shall provide all construction-engineering services for their portions of the Project and the City shall provide all construction-engineering services for their portions of the Project. Attachment A is an estimate and final costs will be determined upon project completion. The County shall do the calling for all bids and the acceptance of all bid proposals and shall enter into a construction contract as the "owner" for purposes of the project.

B. Inspection and Approval

The County shall provide construction inspection for their portions of the Project with the City responsible for inspection, staking, and approval for acceptance of the work as it is completed for their portions of the Project. The County shall also be available to inspect said work and notify the City of any concerns that arise during or after the completion of the Project. Approval of the final construction work shall be completed by the County and the City.

III. COSTS

A. Project Costs

The project costs identified in this agreement are based upon current estimates. Attachment A identifies the agreed upon cost share quantities and estimated costs. Actual final costs for each agency will be determined by actual final quantities.

B. SUMMARY OF ESTIMATED COSTS - The estimated construction and engineering costs for the project is shown in Attachment A and are summarized as follows:

Estimated City Construction Costs	\$196,510.40
Estimated City Administration Costs	\$5,895.31
Total Estimated City Costs	\$202,405.71

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed pursuant to law. Upon project completion, a final cost accounting will be performed totaling costs related to the Project. An invoice will be prepared by the County and submitted to the City. The City shall reimburse the County within 30 days of receipt of invoice.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

VII. ACCOUNTABILITY

An accounting shall be made of all receipts and disbursements upon request by either party.

VIII. TERMINATION

This Agreement shall terminate upon completion of all obligations of the parties under this Agreement. This Agreement may be terminated prior to completion by either party only for breach of this Agreement or by mutual consent of the parties.

IX. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Office of the Crow Wing County Highway Department, 16589 CR 142, Brainerd, MN 56401, on behalf of the County, and the City of Crosslake, City Hall, 13888 Daggett Bay Road, Crosslake, MN 56442 on behalf of the City.

X. INDEMNIFICATION

To the extent allowed by law, the County and the City mutually agree to indemnify and hold each other harmless from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XI. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF CROW WING

CITY OF CROSSLAKE

By: _____
Robert Hall
Assistant County Engineer

By: _____
Char Nelson
City Clerk

Dated: _____

Dated: _____

Attachment A - Crosslake Est. Prices Cost Share - 2024 Resurfacing - CP 18-300-25

ESTIMATED PRICES						Daggett Pine Road	
Number	Description	Unit	Price	Quantity	Amount		
2016.609	QUALITY MANAGEMENT - E-TICKETING	TON	\$0.10	2,270	\$227.00		
2021.501	MOBILIZATION	LS	\$15,000.00	0.15	\$2,250.00		
2231.604	BITUMINOUS PATCH SPECIAL	SY	\$20.00	114	\$2,280.00		
2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	\$1.20	26,089	\$31,306.80		
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$3.00	1,310	\$3,930.00		
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$66.00	2,270	\$149,820.00		
2540.602	MAIL BOX SUPPORT	EACH	\$110.00	33	\$3,630.00		
2563.601	TRAFFIC CONTROL	LS	\$2,500.00	0.15	\$375.00		
2582.503	4" DOUBLE SOLID LINE PAINT	LF	\$0.30	5,472	\$1,641.60		
2582.503	8" SOLID LINE MULTI-COMPONENT	LF	\$7.50	12	\$90.00		
2582.518	CROSSWALK MULTI-COMPONENT	S F	\$7.50	128	\$960.00		
						Est. Price Construction Cost	\$ 196,510.40

Total Construction Cost	\$ 196,510.40
Engineering 3%	\$ 5,895.31
Total Crosslake Cost Share with Est. Prices	\$ 202,405.71

E.
l.

MEMO TO: City Council

FROM: Char Nelson, City Clerk

DATE: February 8, 2024

SUBJECT: Approval of Liquor License Request

The City has received a request for an on-sale liquor license from PJW Holding Inc which is purchasing the Cedar Chest property. All appropriate Minnesota Department of Public Safety Alcohol and Gambling Enforcement documents and City of Crosslake documents have been submitted to the City, as well as a pro-rated check for the license fees for the period of April 2, 2024 to through June 30, 2024. All background checks have come back clear.

If you approve the liquor license request from PJW Holding Inc, a motion is required approving the liquor license. The documents will then be forwarded to Alcohol Enforcement for final approval.

(Council Action – Motion)

E. Z.

MEMO TO: City Council

FROM: Char Nelson, City Clerk

DATE: February 8, 2024

SUBJECT: Approval of Brew Pub License

The City has received a request from Steve Guttormson of 14 Lakes Craft Brewing Co. to change the business from a Taproom to a Brew Pub. A Brew Pub license includes an On Sale Liquor License and Brew Pub Off Sale License. Mr. Guttormson has submitted all the necessary paperwork and required fees.

If you approve the Brew Pub and On Sale Liquor License, a motion is required and the documents can be forwarded to Alcohol Enforcement for final approval.

(Council Action – Motion)

E.
3.



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

City of Crosslake, Minnesota

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: **February 12, 2024**

Signature: _____

Position: _____

Job Title: Deputy Clerk
Department: Administration
Supervisor: City Clerk
Effective Date:

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible bookkeeping and clerical work involving governmental accounting and reporting, customer service, typing and records maintenance; and performs related duties as required.

Supervision Received: Works under the general and technical supervision of the City Clerk.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

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

- Types correspondence, memos, contracts, minutes, etc., for the City Administrator, City Clerk, **Planning and Zoning Department**, Public Works Director, City Council, Police and/or Fire Chief and Economic Development Authority.
- Coordinates calendars, meetings and appointments for various city functions.
- ~~Assists with answering City telephones, screens and redirects calls to City personnel as required or takes a message.~~ Greet, interface and answer inquiries from the public requiring knowledge of department or division policies and procedures; answer and screen incoming phone calls; handle inquiries directly or refer to appropriate team member.
- Distributes ~~the~~ mail to appropriate departments on a daily basis.
- ~~Takes dictation or transcribes for the City Administrator, City Clerk and Police Department as directed by the City Clerk.~~
- Assists the City Clerk with daily deposits, prepares travel authorizations and makes arrangements for lodging, as needed, for employees and council members attending training seminars and conferences.
- Assists the City Clerk with payroll processing and related reports.
- Assists the City Clerk **and Planning and Zoning Department** in maintenance of various city files, official minutes, ordinance and resolution books for the City Council and various Boards and Commissions.
- Assists in responding to a wide variety of information requests regarding city operations and the area in general.
- Assists with preparation of application and notification for annual liquor, beer and wine licenses and prepares licenses.
- Assists in compiling and typing a variety of fiscal, statistical and personnel reports for the City Administrator, the City Council, and various State and Federal agencies.
- Assists the City Clerk in managing details for conduct of elections.
- Assists the City Clerk with assessment search requests.

- Assists City Clerk with processing Fund Accounting Systems, including but not limited to, balancing books, generating checks, issuing receipts, generating sewer bills and accounting for payments.
- Assists City Clerk in the establishment and maintenance of the City Capital Inventory.
- Assists City Clerk in maintaining Special Assessment Rolls of the City.
- ~~In the absence of the Clerical/Receptionist answers the telephones, greets customers at counter and transfers messages to the appropriate person or department. Act as City Clerk during Clerk's absence.~~
- Provides clerical support to Economic Development Authority, attending meetings, recording minutes, typing correspondence, etc.
- Assists in preparation of various weekly, monthly, quarterly and annual reports for submission to County, State and Federal agencies.
- Assists in maintaining accurate and up-to-date records for ~~the city-owned~~ Pinewood Cemetery.
- Attends regular and special council meetings, records council actions; prepares agendas and maintains record of minutes, ordinances and resolutions as directed by the City Clerk.
- Assists in the preparation of agenda packets, typing memos, copying documents/reports and numbering and collating agenda items.
- ~~Assists in the operation of the City's audio visual equipment.~~
- ~~Update the City's website as assigned.~~
- ~~Manages various social media platforms associated with the City of Crosslake.~~
- ~~Performs such other duties as may be assigned. Performs other duties as assigned.~~

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to lift and carry objects weighing up to 30 pounds.
- Considerable knowledge of English, spelling, arithmetic and vocabulary.
- Considerable knowledge of modern office practices, procedures and equipment.
- ~~Considerable knowledge of Microsoft Office and other related software.~~
- Working knowledge of municipal operation and organization, or the ability to acquire such knowledge in a relatively short period of time.
- Considerable knowledge of bookkeeping/accounting principles, practices and methods.
- Considerable ability to communicate well, both orally and in writing.
- Considerable ability to establish and maintain effective working relationships with other employees and the general public and to deal with public relation problems courteously and tactfully.
- Considerable ability to perform accepted secretarial and accounting practices and procedures.
- Considerable ability to make varied and complex arithmetic computations and tabulations rapidly and accurately.
- Considerable ability to operate various office equipment, including but not limited to computers, ~~Windows software, Internet, and related software,~~ copier, calculator, ~~typewriter,~~ telephone system, ~~radio,~~ fax machine, ~~Dietaphone~~ and postage machine.
- Considerable ability to type with speed and accuracy.
- Considerable ability to maintain confidentiality of communications, documents and other matters.

- Considerable ability to operate a telephone, hear and understand callers and respond orally with appropriate information.
- Considerable ability to read and understand computer screens and written documents containing personnel, legal and financial information.
- Considerable ability to use fine motor skills to operate computer keyboard and adding machine.
- Working ability to make decisions in accordance with established policies and procedures.
- Considerable ability to review work involved in varied financial and related activities.
- Considerable ability to maintain records and to prepare reports from such records.
- Considerable ability to gather a large amount of data and information effectively and efficiently.
- Working ability to sit for long periods of time entering data at a computer. ~~or typing at a typewriter.~~
- Ability to work as a team player ~~not only with the Administrative Staff but also with all City Staff.~~ with all city staff.
- Considerable ability to maintain efficient work flow while handling numerous interruptions.

MINIMUM QUALIFICATIONS

- Two years of accounting or bookkeeping experience.
- Successful completion of a two-year college or technical school degree in accounting or bookkeeping can substitute for up to one year of accounting or bookkeeping experience.

~~Note: Asterisked items are essential to the job.~~

F.l.a.

LAW ENFORCEMENT CONTRACT AND JOINT POWERS AGREEMENT

This Contract made between the City of Crosslake (hereinafter referred to as “Crosslake”, and Mission Township (hereinafter referred to as “Mission”).

WHEREAS, Mission desires to obtain certain law enforcement services from Crosslake; and

WHEREAS, Crosslake agrees to furnish such law enforcement services on the terms and conditions set forth herein;

NOW, THEREFORE, it is agreed as follows:

I. EFFECTIVE DATE

This Contract is made this 1st day of May, 2024 and is effective upon the dates hereinafter set forth.

II. PURPOSE

The purpose of this contract is to provide the basis for and outline the terms and conditions upon which Crosslake will provide police service for and within the boundaries of Mission.

Crosslake hereby agrees to provide police service for Mission and Mission hereby engages Crosslake to provide such service in accordance with and subject to the terms of this contract.

III. LEGAL BASIS

This contract is made pursuant to Minnesota Statutes Section 471.59. This contract is not made pursuant to Minnesota Statutes Section 436.06 and should not be construed as creating a joint municipal police department.

IV. ADMINISTRATION

The administration of police service within Mission under this contract shall be the sole responsibility of the appropriate officials of Crosslake. To facilitate this contract, however, and in order to provide for an avenue of consultation and communication between Crosslake and Mission, on matters relating to police service, it is agreed that the Mission Board Chairman or his or her designee, shall confer with the Crosslake Mayor, or his or her designee, when requested by either party, on any matter relating to police service being provided to Mission by Crosslake. Crosslake officials shall participate in such discussions with the objective of providing for the satisfactory administration of this contract and for the satisfactory performance of police service for Mission.

V. LEVEL OF SERVICE

During the time that this contract is in effect, Crosslake will provide Mission with police service, as defined herein, daily for six of the seven days of a work week, for periods of four hours per day.

The work shifts shall be determined by officials of the Crosslake Police Department.

When officers of the Crosslake Police Department are not actively on duty in Mission in accordance with the terms of this contract, Mission agrees that it shall be provided police protection by the Crow Wing County Sheriff's Department.

Officers of the Crosslake Police Department may respond to calls in Mission at times when they are not on duty in Mission and are available to handle such calls if such calls do not hinder or diminish police service to Crosslake.

Except as otherwise specifically set forth, law enforcement service shall encompass only such duties and functions of the type coming within the jurisdiction of Crosslake pursuant to the laws of the State of Minnesota.

Petty misdemeanor, misdemeanor and gross misdemeanor offenses occurring within Mission which the Crosslake Police Department charges shall be prosecuted by the Crow Wing County Attorney, as appointed by the Crosslake City Council, and fines collected there from shall be distributed in accordance with state law.

IV. HEADQUARTERS AND EQUIPMENT

The headquarters of the Crosslake personnel providing police service in Mission shall be in Crosslake, and members of the general public having need to communicate with the Crosslake Police Department on matters arising out of or involving person or property in Mission may communicate directly with Crosslake Police headquarters or the Crow Wing County Sheriff's Department. Crosslake, under the terms of this contract, will provide all communication devices, equipment, records, other materials and personnel necessary to the performance of this contract except to the extent that this contract specifically provides for the furnishing of any part thereof by Mission.

VII. PUBLIC INFORMATION

Both parties agree to take reasonable steps necessary to inform the public of the fact that Crosslake is providing police service for Mission. Crosslake may, at its option, mark any or all of its police vehicles as "Crosslake Police Department", "Mission Township Police Department", or some similar designation.

VIII. PERSONNEL POLICIES AND FRINGE BENEFITS

All personnel used in providing police service to Mission under this contract shall be and remain employees of Crosslake. The personnel policies and contracts applicable to Crosslake Police employees shall apply, and compensation and applicable fringe benefits shall be the responsibility of and subject to determination from time to time by Crosslake.

IX. DESIGNATION OF AUTHORITY

Under authority of Minnesota Statute Section 471.59, Subdivision 12, "Joint Exercise of Police Power", Mission authorizes all sworn officers of the Crosslake Police Department to exercise the powers of "Peace Officers" or "Police Officers" within the corporate limits of Mission, with the same authority as in the corporate limits of Crosslake, provided they meet the requirements of sub paragraphs (1) and (2) of Minnesota Statutes Section 471.59, Subdivision 12.

X. OFF-DUTY POLICE SERVICE

Members of the Crosslake Police Department shall provide off-duty police service or special additional police service for which a special charge is made, within Mission on the same basis as such off-duty or special services are provided in Crosslake.

XI. CHARGES BY CROSSLAKE FOR POLICE SERVICES

Crosslake shall charge and Mission shall pay for police services provided for under this contract on a basis as hereinafter provided. Police service shall begin May 1, 2018 and shall continue for a period of three years through April 30, 2021. The cost to Mission for services provided under this basic contract shall be:

2024: \$69,366.74

2025: \$72,141.41

2026: \$75,027.07

Payments shall be made quarterly to the City of Crosslake by Mission Township on May 1st, August 1st, November 1st, and February 1st of each year.

XII. TERM OF CONTRACT

F. 2. a.

REQUEST FOR COUNCIL ACTION

February 6, 2024

Department: Parks & Recreation

Agenda Section: Commission Reports

Department Head: TJ Graumann

Agenda Item: Irrigation at Pine River Overlook Park

BACKGROUND

It has been identified as a priority to install irrigation at Pine River Overlook Park. The goal is to install the irrigation system asap in the spring, so as to provide water to our overseeded black dirt and existing turf.

FINANCIAL IMPLICATIONS

Irrigation System	\$8,000.00
Budgeted	\$8,000.00

RECOMMENDATION

Staff is recommending that City Council approve the attached estimate from Croix Management at the total cost of \$8,000.

COUNCIL ACTION REQUESTED

Motion to approve the attached estimate from Croix Management at the total cost of \$8,000.

ATTACHMENTS

John Deere Quote

Croix Management Inc.
 22037 County Road 3
 Nisswa, MN 56465 US
 croixmanagementinc@gmail.com

Estimate

ADDRESS
 CITY OF CROSSLAKE

ESTIMATE # 1731
DATE 10/25/2023

ACTIVITY	QTY	RATE	AMOUNT
- IRRIGATION SUPPLY - INSIDE PLUMBING BY OTHERS - 1" UNRESTRICTED SUPPLY LINE REQUIRED			
WILKINS:WILKINS 1" PVB WILKINS 720A PRESSURE VACCUUM BREAKER 1" BRONZE	1	135.00	135.00
IRRIGATION:FITTINGS BACKFLOW FITTING ALLOWANCE, COPPER & PVC	1	60.00	60.00
CRESTLINE:PROH10001250300 1-1/4"X300' 100LB GREEN POLY	250	1.35	337.50
LABOR:IRRIGATION LABOR CODES:IRR LABOR R/4 IRRIGATION LABOR (4 PERSON CREW)	4	285.00	1,140.00
-			
- IRRIGATION CONTROL			
HUNTER:HUNTER X2 - 6 HUNTER X2 WIFI INDOOR/OUTDOOR IRRIGATION CONTROLLER 6 STATION	1	165.00	165.00
HUNTER:WRCLIK WIRELESS RAIN-CLIK HUNTER	1	115.00	115.00
WIRE:188HD500 18 GAGUE 8 STRAND WIRE (PER FT.)	250	0.85	212.50
HUNTER:PGV 1 X 1.25 MIPT X BARB HUNTER VALVE PGV 1 X 1.25 MIPT X BARB	5	26.00	130.00
VALVE BOX:09101001 CARSON 10" RD VALVE BOX (GREEN)	5	21.00	105.00
LABOR:IRRIGATION LABOR CODES:IRR LABOR R/4 IRRIGATION LABOR (4 PERSON CREW)	6	285.00	1,710.00
-			
- IRRIGATION TURF ZONES - TO BE CONSTRUCTED WITH HUNTER PGP ULTRA TURF ROTORS - ZONES TO CONSIST OF 6 ROTORS EACH			
IRRIGATION:IRRIGATION STD. RES. PRICE PER ZONE	5	900.00	4,500.00
-			

ACTIVITY	QTY	RATE	AMOUNT
DISCOUNT	-1	610.00	-610.00
CUSTOMER DISCOUNT			

TOTAL **\$8,000.00**

Accepted By

Accepted Date

F. 2. b.

REQUEST FOR COUNCIL ACTION

February 6, 2024

Department: Parks & Recreation

Agenda Section: Commission Reports

Department Head: TJ Graumann

Agenda Item: Replace John Deere Gator

BACKGROUND

Our 2018 John Deere Gator 835R is due for replacement. We are looking to replace our current UTV with the same make and model. We are also looking to replace our plow and salt spreader.

FINANCIAL IMPLICATIONS

Purchase & Trade-In Allowance	\$28,636.65
Budgeted	\$30,000.00

RECOMMENDATION

Staff is recommending that City Council approve the attached quote from John Deere at the total cost of \$28,636.65.

COUNCIL ACTION REQUESTED

Motion to approve the quote from John Deere at the total cost of \$28,636.65.

ATTACHMENTS

John Deere Quote

Quote Id: 29586931

Prepared For:
Tj Graumann
CITY OF CROSSLAKE



Prepared By: **Peterson Chad**

Midwest Machinery Co.
1120 2nd Street Nw
Aitkin, MN 56431

Tel: 218-927-2140
Mobile Phone: 218-838-2169
Fax: 218-927-2319
Email: chadpeterson@mmcjd.com

Quote Summary

Prepared For:

Tj Graumann
 CITY OF CROSSLAKE
 Tj Graumann
 13888 DAGGETT BAY RD
 CROSSLAKE, MN 56442
 Home: 218-692-4271
 TGRAUMANN@CROSSLAKE.NET

Prepared By:

Peterson Chad
 Midwest Machinery Co.
 1120 2nd Street Nw
 Aitkin, MN 56431
 Phone: 218-927-2140
 Mobile: 218-838-2169
 chadpeterson@mmcjd.com

Quote Id: 29586931
Created On: 11 September 2023
Last Modified On: 29 January 2024
Expiration Date: 29 February 2024

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE GATOR™ XUV835R (Model Year 2024)	\$ 45,692.76	\$ 39,311.65 X	1 =	\$ 39,311.65
2025 Turf Team Gator & Utility Vehicle Package: Service Special Performed Nov 1st - March 15th to receive \$50 Gift Card		\$ 325.00 X	1 =	\$ 325.00
Sub Total				\$ 39,636.65
WESTERN IMPACT 6' V-PLOW	\$ 6,800.00	\$ 6,000.00 X	1 =	\$ 6,000.00
Equipment Total				\$ 45,636.65

Trade In Summary	Qty	Each	Extended
2018 JOHN DEERE XUV 835R - 1M0835RAKJM013572	1	\$ 17,000.00	\$ 17,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 17,000.00
Trade In Total			\$ 17,000.00

Quote Summary	
Equipment Total	\$ 45,636.65
Trade In	\$ (17,000.00)
SubTotal	\$ 28,636.65
Total	\$ 28,636.65
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 28,636.65

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 29586931

Customer: CITY OF CROSSLAKE

JOHN DEERE GATOR™ XUV835R (Model Year 2024)

Hours:
Suggested List
Stock Number:

\$ 45,692.76

Selling Price

\$ 39,311.65

Code	Description	Qty	Unit	Extended
574EM	GATOR™ XUV835R (Model Year 2024)	1	\$ 33,749.00	\$ 33,749.00
Standard Options - Per Unit				
182A	Less AutoTrac™/GreenStar™ Harness	1	\$ 0.00	\$ 0.00
183B	Less JDLink™ Hardware	1	\$ 0.00	\$ 0.00
0202	United States	1	\$ 0.00	\$ 0.00
0505	Build To Order	1	\$ 0.00	\$ 0.00
1062	27" Predator Heavy-Duty all-terrain radial tires on 14" Yellow Alloy Wheels	1	\$ 0.00	\$ 0.00
1950	Less Application	1	\$ 0.00	\$ 0.00
2032	Split Bench Seat - Stone Cloth	1	\$ 0.00	\$ 0.00
2350	Park Position in Transmission	1	\$ 0.00	\$ 0.00
2500	Green and Yellow	1	\$ 0.00	\$ 0.00
3003	Cargo Box with Spray In Liner, Brake, and Tail Lights	1	\$ 0.00	\$ 0.00
3101	Cargo Box Power Lift	1	\$ 0.00	\$ 0.00
4022	Full Door with Side Mirrors	1	\$ 0.00	\$ 0.00
4066	Premium HVAC Cab with Green Roof	1	\$ 0.00	\$ 0.00
5007	Premium Protection Package	1	\$ 1,180.00	\$ 1,180.00
6313	Winch	1	\$ 1,108.00	\$ 1,108.00
Standard Options Total				\$ 2,288.00
Technology Options				
1880	Less Receiver	1	\$ 0.00	\$ 0.00
1900	Less Display	1	\$ 0.00	\$ 0.00
Technology Options Total				\$ 0.00
Dealer Attachments				
BUC10726	Speaker Kit, Base Radio	1	\$ 503.66	\$ 503.66
BUC10619	Premium speaker kit	1	\$ 1,260.81	\$ 1,260.81
LP69909	Salt Spreader 835/865	1	\$ 1,799.99	\$ 1,799.99
LP69908	Spreader Hitch and Display	1	\$ 999.99	\$ 999.99
BM26268	Front Attachment Harness (dash port)	1	\$ 177.51	\$ 177.51
BM26185	Beacon Light	1	\$ 333.94	\$ 333.94
BM26391	Horn Kit	1	\$ 43.51	\$ 43.51
BUC10608	Front Turn Signal Light Kit	1	\$ 112.35	\$ 112.35
install	kit signal horn kit	1	\$ 175.00	\$ 175.00
beacon	light install	1	\$ 348.40	\$ 348.40
Spreader	install	1	\$ 425.30	\$ 425.30



Selling Equipment

Quote Id: 29586931 Customer: CITY OF CROSSLAKE

Radio	install	1	\$ 1,040.50	\$ 1,040.50
swjhd36amic	stereo BT,Aux,XM	1	\$ 412.00	\$ 412.00
swsxv200b	XM tuner and antenna	1	\$ 155.00	\$ 155.00
BM26216	LED Work Lights (2 Lights)	1	\$ 467.30	\$ 467.30
install	LED lights	1	\$ 100.50	\$ 100.50
misc	Aux switches	1	\$ 100.00	\$ 100.00
Dealer Attachments Total				\$ 8,455.76
Value Added Services				
	2025 Turf Team Gator & Utility Vehicle	1	\$ 325.00	\$ 325.00
	Package: Service Special Performed			
	Nov 1st - March 15th to receive \$50			
	Gift Card			
Value Added Services Total				\$ 325.00
Suggested Price				\$ 46,017.76
Customer Discounts				
Customer Discounts Total			\$ -6,381.11	\$ -6,381.11
Total Selling Price				\$ 39,636.65

WESTERN IMPACT 6' V-PLOW					
Hours:	0				Suggested List
Stock Number:					\$ 6,800.00
					Selling Price
					\$ 6,000.00
Code	Description	Qty	Unit		Extended
1		1	\$ 6,000.00		\$ 6,000.00
Suggested Price					\$ 6,800.00
Customer Discounts					
Customer Discounts Total			\$ -800.00	\$ -800.00	
Total Selling Price					\$ 6,000.00

Trade In

Quote Id: 29586931

Customer: CITY OF CROSSLAKE

2018 JOHN DEERE XUV 835R SN# 1M0835RAKJM013572	
Machine Details	
Description	Net Trade Value
2018 JOHN DEERE XUV 835R SN# 1M0835RAKJM013572 Your Trade In Description	\$ 17,000.00
Additional Options	
Hour Meter Reading	2135
Total	\$ 17,000.00

F.
Z.
C.

REQUEST FOR COUNCIL ACTION

February 6, 2024

Department: Parks & Recreation

Agenda Section: Commission Reports

Department Head: TJ Graumann

Agenda Item: Replace Cardio Equipment

BACKGROUND

We have nine cardio equipment that are due for replacement.

- 5 treadmills
- 2 Ellipticals
- 1 AMT (Adaptive Motion Trainer)
- 1 Upright Bike

FINANCIAL IMPLICATIONS

Cardio Equipment	\$48,390.00
Budgeted (Assigned Fund Balance)	\$45,000.00

RECOMMENDATION

Staff is recommending that City Council approve the attached quote from Johnson Fitness & Wellness at the total cost of \$48,390.00.

COUNCIL ACTION REQUESTED

Motion to approve the quote from Johnson Fitness & Wellness at the total cost of \$48,390.00.

ATTACHMENTS

Johnson Fitness & Wellness Quote



Johnson Fitness & Wellness

Drew Wurst (3827)
 7585 Equitable Drive
 Eden Prairie, MN 55344
 Phone: (952) 500-0508
 Fax: (952) 906-6909
 Email: drew.wurst@johnsonfit.com

Quote

Quote Order 22-065668
 Date 12/14/23

Ship To Information

City Of Crosslake Community Center
 TJ Graumann
 14126 Daggett Pine Road
 Crosslake, MN 56442

 Home: (218) 692-4271 Work: (218) 692-4271

 Email: invoice to drew.wurst@johnsonfit.com
 only tgraumann@crosslake.net

Bill To Information

City Of Crosslake Community Center
 TJ Graumann
 14126 Daggett Pine Road
 Crosslake, MN 56442

 Home: (218) 692-4271 Work: (218) 692-4271

 Email: invoice to drew.wurst@johnsonfit.com
 only tgraumann@crosslake.net

Expiration Date: 2/20/2024

Terms: Prepaid

Qty	SKU	Description	Delivery Method	Tax	List Price	Your Price	Ext. Price
5	T-ES-LED	Full Commercial Grade Cardio Equipment 48% total discount LED Consoles (basic consoles) Matrix Endurance LED Treadmill 4.2HP Motor: .5 - 12mph speed 0-15% incline 22"x60" Full Size Running Belt Ultimate Deck System w/25,000+ mile rating Crossbar w/speed & incline controls Warranty: Lifetime Motor, 3yrs parts & 3yrs Labor	Deliver	<input type="checkbox"/>	\$9,205.00	\$4,950.00	\$24,750.00
2	A-PS-LED	Matrix Performance LED Ascent Trainer Elliptical Adjustable Incline, stride range 20-24" Suspended Design has no wheels or tracks Suspended Design Creates True Incline Motion Suspended Design is smooth, durable, natural feel Pedal Angle & Spacing Match Natural Gait & Motion Rear Entry Space-Saving Design Warranty: 5yrs Generator, 3yrs parts & 3yrs Labor	Deliver	<input type="checkbox"/>	\$11,650.00	\$6,600.00	\$13,200.00
1	CM-ES-LED	Matrix Endurance LED Climbmill 10" Full Step Depth, 8" Step Height Non-Slip Steps & No Step Lips Smooth Motion for Natural Step/Climb Feel Ergonomic Handrail Encourages Upright Posture	Deliver	<input type="checkbox"/>	\$10,895.00	\$6,170.00	\$6,170.00

Qty	SKU	Description	Delivery Method	Tax	List Price	Your Price	Ext. Price
1	U-ES-LED	Mounted Handgrips w/Speed Controls Warranty: 5yrs Generator, 3yrs parts & 3yrs Labor		<input type="checkbox"/>			
1		Matrix Endurance LED Upright Cycle Adjustable Height Seat Forearm Supports on Handlebars Warranty: 5yrs Generator, 3yrs parts & 3yrs Labor	Deliver	<input type="checkbox"/>	\$4,290.00	\$2,250.00	\$2,250.00
1		Factory Freight free freight c/o Johnson Fitness		<input type="checkbox"/>	\$2,613.41	\$0.00	\$0.00
1	COMMDEL02	Commercial Delivery & Assembly	Deliver	<input type="checkbox"/>	\$2,850.00	\$2,020.00	\$2,020.00
1		free recycling of 9 pcs: 5TM, 2 Ellip, 1 AMT, bike		<input type="checkbox"/>			
1		Recycle Charge	Deliver	<input type="checkbox"/>	\$900.00	\$0.00	\$0.00

Special Instructions:

NET 30 Terms
Treadmills have a 6ft power cord & require 5-20R Receptacle, 20AMP, 120volt dedicated circuit outlet
Climbmill requires 10ft ceiling height and 5-15R Receptacle, 15AMP outlet

Item Total:	\$48,390.00
Tax:	\$0.00
TOTAL:	\$48,390.00

Standard Terms and Conditions

1. All orders must be prepaid before shipment without approved credit.
2. These prices are subject to change after 30 days from document date.
3. There will be a 1.5% monthly service charge on all overdue accounts. The buyer is also responsible for any collection and/or legal fees involved in collecting past due accounts.
4. Any changes on orders must be made within 7 days after the order is accepted.
5. Clerical errors subject to correction. All prices and agreements are contingent upon strikes, accidents, and other causes avoidable or beyond our control.
6. Buyer agrees to promptly file claim for all goods damaged in transit.
7. There will be a 25-35% restocking charge on merchandise ordered but not accepted. Special orders are not refundable. Delivery, Set-Up and Freight charges will not be refunded.
8. A Preventative Maintenance Agreement is available for all equipment.
9. Equipment lease is available with approved credit.
10. All unit prices are F.O.B. manufacturer.
11. Products purchased without commercial warranties that are placed in non-residential settings void manufacturer's warranty. All repair costs are customers responsibility.

Please send check payments to:
DBA Johnson Fitness & Wellness
1600 Landmark Drive
Cottage Grove, WI 53527

Acceptance of Proposal:

These prices, specifications and conditions are satisfactory and are hereby accepted.
I am authorized to order the listed equipment with full understanding
of the payment terms.

Authorized Signature: _____
Print Name: _____
P.O. Number: _____
Date of Acceptance: _____

www.johnsonfit.com/commercial

F.3.a.

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING ON MONDAY, FEBRUARY 5, 2024
4:00 P.M. – CITY HALL

MOTIONS MADE FOR COUNCIL CONSIDERATION:

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY DAVE SCHRUPP TO RECOMMEND THAT THE CITY COUNCIL DIRECT THE CITY ATTORNEY TO CREATE ENCROACHMENT AGREEMENT BETWEEN CITY AND DALE LANGE FOR IMPROVEMENTS THAT ARE IN CITY RIGHT-OF-WAY AT 16402 BAY SHORES ROAD. MOTION CARRIED WITH ALL AYES.

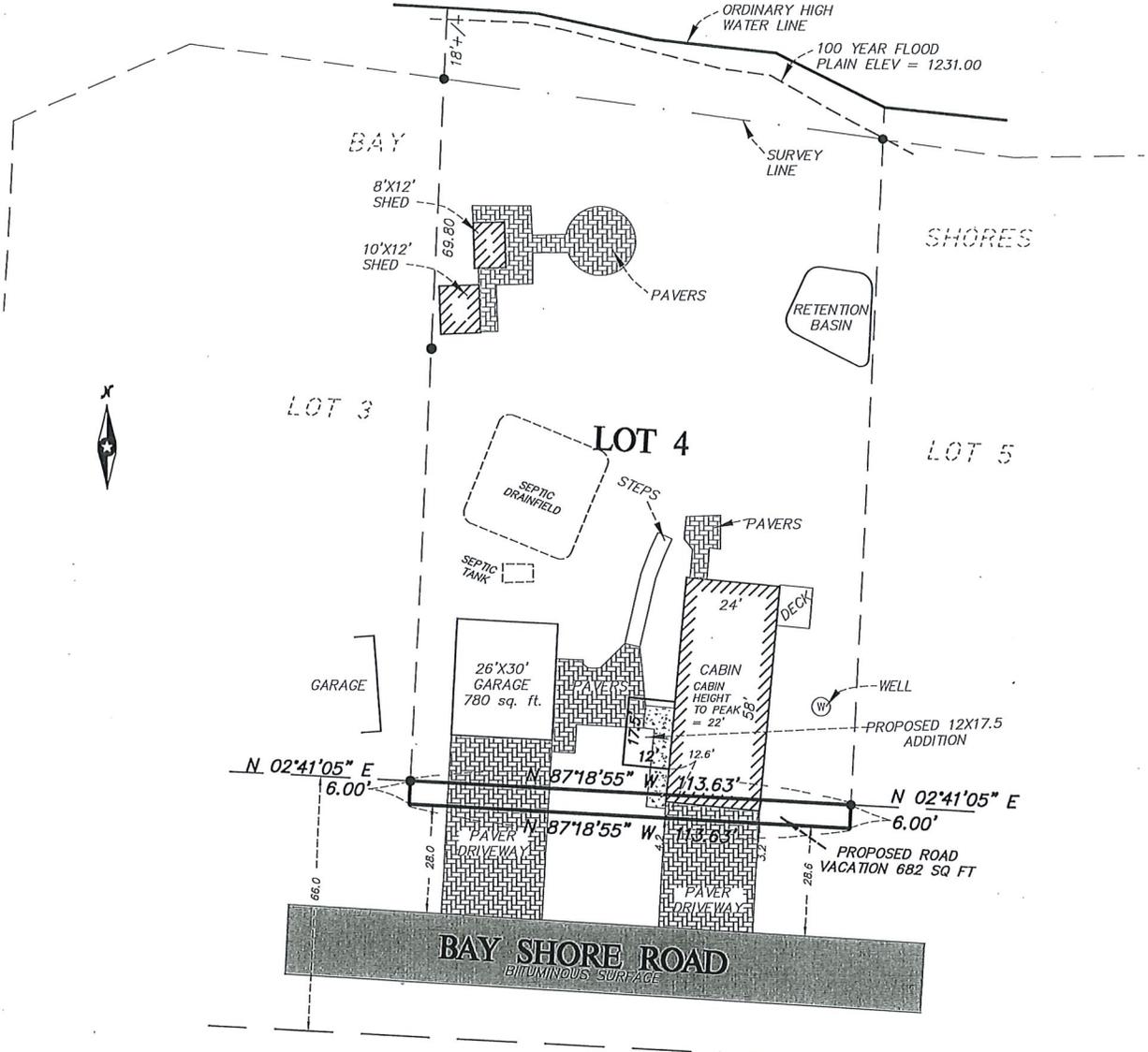
A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL INCREASE COST OF CEMETERY LOTS FROM \$250 TO \$500 FOR RESIDENTS/PROPERTY OWNERS AND FROM \$500 TO \$750 FOR NON-RESIDENTS, EFFECTIVE ON DATE OF APPROVAL. MOTION CARRIED WITH ALL AYES.

F.3.a.1.

LITTLE PINE LAKE

GENERAL DEVELOPMENT LAKE
ORDINARY HIGH WATER LINE

100 YEAR FLOOD
PLAIN ELEV = 1231.00



GENERAL DESCRIPTION: (PER DOCUMENT # 950806)

Lot Four (4), Block One (1), Bay Shores.
Crow Wing County, Minnesota.

LEGEND

- DENOTES FOUND MONUMENT
- DENOTES SET 1/2"x14" IRON PIPE WITH CAP # 50319



PROPOSED ROAD VACATION DESCRIPTION:

1. Bearings shown are based upon the Crow Wing County Coordinate System.
2. PID # 14020525

The North 6 feet of Bay Shore Road, per the record plat of BAY SHORES, lying easterly of the southerly extension of the west line of Lot 4, Block 1, BAY SHORES and westerly of the southerly extension of the east line said Lot 4, Block 1, BAY SHORES, Crow Wing County, Minnesota.

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed LAND SURVEYOR under the laws of the State of Minnesota.

Terry T. Strus

Terry T. Strus
Date: 12/1/23 License No. 50319

Date: 12/1/23

Lakes Area SURVEYING LLC.

24314 SHILEY ROAD, SUITE C
NISSWA, MN 56468
OFFICE (218) 961-0090



Crew: EAN/JJ
Checked: PDH
Drawn: TTS
Record Drawing by/date:

DALE LANGE

16402 BAY SHORES ROAD
CROSSLAKE, MN 56442

CERTIFICATE OF SURVEY

F. 3. a. 2.

	<u>Resident</u>	<u>Non-Resident</u>
City of Crosslake	\$250	\$500
Backus	\$300	\$850
Bay Lake Township	\$300	\$300
Breezy Point	\$480	\$600
Deerwood	\$400	\$700
Emily	\$300	\$750
Longville	\$450	\$900
Mission Township	\$300	\$600
Nisswa	\$750	\$750
Pequot Lakes	\$400	\$400
Pillager	\$500	\$800