

**AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, NOVEMBER 10, 2025
6:00 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. **Each speaker is given a three-minute time limit.**

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

1. Special Council Meeting Minutes of October 3, 2025
2. Regular Council Meeting Minutes of October 13, 2025
3. Special Council Meeting Minutes of October 20, 2025
4. October 2025 Budget Revenues
5. October 2025 Budget Expenditures
6. October 2025 Balance Sheet
7. Police Reports for Crosslake, Mission Township and City of Manhattan Beach – October 2025
8. Fire Department Report – October 2025
9. Public Works Meeting Minutes of October 6, 2025
10. Planning & Zoning Commission Meeting Minutes of September 26, 2025
11. Park, Recreation, and Library Commission Minutes of August 27, 2025
12. Waste Partners Recycling Report for September 2025
13. LG240B Application to Conduct Excluded Bingo for Knights of Columbus
14. Approval of F.I.R.E. Invoice
15. Bills for Approval

D. COMMUNITY ORGANIZATIONS

1. Alden Hardwick, PAL Foundation – A Year in Review
2. Cindy Myogeto, Chamber of Commerce
 - a. Approval to Organize Annual SoupFest during WinterFest on Saturday, February 7, 2026 (**Council Action-Motion**)
 - b. Request City to Plow and Salt Sidewalks Along CSAH 66, CSAH 3, and Swann Drive for WinterFest Events on Saturday, February 7, 2026 (**Council Action-Motion**)

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Resolution Accepting Donations (Council Action-Motion)
2. Sandy Farder – Comprehensive Plan Analysis Results

F. CITY ADMINISTRATOR'S/CITY CLERK'S REPORT

1. First Reading of Ordinance Amending Chapter 23, Short-Term Home Rental Licensing
2. Second Reading/Approval of Ordinance to Regulate Cannabis Business and Approval to Publish Summary in Official Newspaper (Council Action-Motion)
3. Approval of Updated Fee Schedule Related to Cannabis Fees (Council Action-Motion)
4. Memo dated November 4, 2025 from City Clerk Re: Approval of Cannabis Business Registration Application (Council Action-Motion)

G. COMMISSION REPORTS

1. PERSONNEL COMMITTEE

- a. Modification to City Administrator Job Description (Council Action-Motion)
- b. Recommendation from Personnel Committee that All Part-Time and Seasonal Employees Be Approved Through Consent Agenda (Council Action-Motion)
- c. Recommendation from Personnel Committee that all long-term (1 week or more) work from home and modified schedule requests, be brought to City Administrator and then to City Council for action (Council Action-Motion)
- d. Memo dated November 3, 2025 Re: Police Administrative Assistant Wage Increase (Council Action-Motion)
- e. Memo dated November 10, 2025 from Chief Maier Re: Administrative Assistant Request to Work from Home (Council Action-Motion)
- f. Memo from Jody Grund Re: Proposal of Modified Work Hours (Council Action-Motion)
- g. Memo dated November 10, 2025 from Lori Conway Re: Employee Handbook Revisions (Council Action-Motion)

2. PUBLIC WORKS/CEMETERY/SEWER

- a. Memo dated November 3, from Public Works Commission Re: Striping Machine
- b. Memo dated October 6, 2025 from Public Works Commission Re: Recommendation to Require VRBO's to Connected to Municipal Sewer to Install Water Meters (Council Action-Motion)
- c. Memo dated November 3, 2025 from Public Works Commission Re: Recommendation to Modify Year 3 Road Improvement Plan (Council Action-Motion)
- d. Resolution Declaring Adequacy of Petition and Ordering Preparation of Report (Council Action-Motion)
- e. Memo dated November 3, 2025 from Public Works Commission Re: Sunrise Blvd and Approval of Resolution Receiving Feasibility Report and Calling for Hearing on Improvement (Council Action-Motion)

3. PLANNING AND ZONING

- a. Second Reading/Approval of Ordinance Naming an Unnamed Road as Bear Paw Trl and Approval to Publish Summary in Official Newspaper (Council Action-Motion)

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

I. NEW BUSINESS

J. OLD BUSINESS

K. CITY ATTORNEY REPORT

L. ADJOURN

C.I.

**SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
FRIDAY, OCTOBER 3, 2025
9:00 A.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Friday, October 3, 2025. The following Council Members were present: Deputy Mayor Sandy Farder, Bob Heales, and Jayme Knapp. Robin Sylvester attended via Zoom from 25 Misty Cove, Miramar, FL 32550. Mayor Jackson Purfeerst was absent. Also present were City Administrator Lori Conway, Park Director TJ Graumann, City Clerk Char Nelson, and Public Works Director Pat Wehner. There were five people in the audience.

Sandy Farder called the meeting to order at 9:00 A.M.

Lori Conway gave a brief recap of status of insurance benefits. Sandy Farder invited Keegan Johnson to present his insurance plan. Mr. Johnson declined and asked that he be allowed to speak to the Council after the other presentation.

Al Roth of AT Group addressed the Council and stated that AT Group only works in the public sector and has approximately 200 groups in Minnesota. Mr. Roth prefers to speak directly to employees through meetings or phone calls and wants employees to know what they are paying for and what kind of coverage they have. Mr. Roth stated that when he first met with staff, he found out that Cobra was not being managed as law requires and warned that this could cost the City thousands of dollars if challenged in court. Part of Mr. Roth's proposal is to have a third party manage all of the Cobra paperwork for \$35 per month. Mr. Roth stated that his firm keeps up with state laws such as employees being allowed to stay on health care plans indefinitely if they are PERA eligible. Mr. Roth stated that PMLA becomes mandatory 1/1/26 and companies are starting to close open enrollment for 2026. If the City does not work with a private firm, they will automatically have to run the program through DEED. Mr. Roth stated that most of the companies that offer this service do so in other states as well. Mr. Roth provided optional insurance coverage for cancer and accidents, which employees have asked for and would be paid for by employees.

Keegan Johnson announced that HVJ Insurance Agency is merging with Benefit Innovations to provide a full spectrum of optional services and benefits to its clients. Mr. Johnson stated that regarding Cobra management, they have let cities dictate to them how they wanted it handled and Crosslake never asked them to administer that. They could administer Cobra for 2% of the premium. Mr. Johnson stated that brokers have access to the same options so he could offer everything that AT Group offers.

Robin Sylvester stated that she was concerned because there was no clear information on Cobra administration and PMLA administration from Keegan, other than they could offer it. Keegan stated that they did not have the data or time to gather the necessary information. Sandy Farder stated that Al Roth had the same limitations and she would like to compare what they did have information for.

Al Roth stated that some insurance rates are available and Keegan argued they were not. Keegan stated that he and Harlan were local and that if AT Group has a product, they can get it for us too.

MOTION 10SP1-01-25 WAS MADE BY JAYME KNAPP AND SECONDED BY BOB HEALES TO CONTINUE TO WORK WITH HVJ INSURANCE AGENCY FOR BENEFIT COVERAGE. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

MOTION 10SP1-02-25 WAS MADE BY JAYME KNAPP AND SECONDED BY BOB HEALES TO ACCEPT RESIGNATION OF RILEY JORDAN EFFECTIVE 10/9/2025. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Lori Conway reported that several candidates were interviewed last month for the Heavy Equipment/Sewer Operator position and stated that the Council could hire one from that group or interview more candidates. Pat Wehner stated that he was in favor of hiring a person that was previously interviewed and had good experience. MOTION 10SP1-03-25 WAS MADE BY JAYME KNAPP AND SECONDED BY BOB HEALES TO HIRE JONAH SMITH AS HEAVY EQUIPMENT/SEWER OPERATOR AT STEP 3 OF THE UNION SCALE. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

There being no further business at 10:00 A.M., MOTION 10SP1-04-25 WAS MADE BY JAYME KNAPP AND SECONDED BY BOB HEALES TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

C.2.

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, OCTOBER 13, 2025
6:00 P.M. – CITY HALL**

The Crosslake City Council held the Regular Council Meeting on Monday, October 13, 2025 in City Hall. The following Council Members were present: Mayor Jackson Purfeerst, Jayme Knapp, Bob Heales, and Robin Sylvester. Sandy Farder participated via Zoom from 15456 216th Ave NW, Elk River, MN 55330 because she was traveling. Also in attendance were City Administrator Lori Conway, Public Works Director Pat Wehner, City Clerk Char Nelson, Park & Recreation Director TJ Graumann, Zoning Director Jody Grund, Fire Chief Chip Lohmiller, Police Chief Jake Maier, and City Engineer Phil Martin. City Attorney Jordan Soderlind and Echo Publishing Reporter Tom Fraki attended via Zoom. There were approximately twelve audience members in City Hall and on Zoom.

- A. CALL TO ORDER** – Mayor Purfeerst called the Regular Council Meeting to order at 6:00 P.M. The Pledge of Allegiance was recited. MOTION 10R-01-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY JAYME KNAPP TO APPROVE THE ADDITIONS TO THE AGENDA. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

B. PUBLIC FORUM

Marcia Seibert-Volz of 37668 Moen Beach Trail asked if quotes were received for health insurance premiums for 2026, since the Council already appointed HVJ Agency as its insurance agent for next year. Ms. Seibert-Volz asked what will happen if HVJ Agency quotes come in higher than the other agents. Mayor Purfeerst stated that the Council would reevaluate their decision if they came in too high.

Bruce Peck thanked first responders for attending to his recent medical emergency.

- C. CONSENT CALENDAR** – MOTION 10R-02-25 WAS MADE BY BOB HEALES AND SECONDED BY JAYME KNAPP TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Special Council Meeting Minutes of August 20, 2025
2. Regular Council Meeting Minutes of September 8, 2025
3. Special Council Meeting Minutes of September 10, 2025
4. Special Council Meeting Minutes of September 15, 2025
5. Public Hearing Minutes of September 24, 2025
6. Special Council Meeting Minutes of October 3, 2025
7. September 2025 Budget Revenues
8. September 2025 Budget Expenditures
9. September 2025 Balance Sheet
10. Police Reports for Crosslake, Mission Township and City of Manhattan Beach – September 2025
11. Fire Department Report – September 2025
12. Public Safety Commission Meeting Minutes of September 3, 2025
13. Public Works Meeting Minutes of September 2, 2025

14. Planning & Zoning Commission Meeting Minutes of August 22, 2025
 15. Waste Partners Recycling Report for August 2025
 16. Approval of F.I.R.E. Invoice in the Amount of \$650.00
 17. Bills for Approval in the Amount of \$308,363.42
 18. Resolution Approving LG214 Premises Permit Application for Heroes Helping Heroes
 19. Additional Bills for Approval in the Amount of \$28,724.18
- ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. MOTION 10R-03-25 WAS MADE BY BOB HEALES AND SECONDED BY JAYME KNAPP TO APPROVE RESOLUTION NO. 25-31 ACCEPTING DONATIONS FROM GEORGE & MAXINE RICHES IN THE AMOUNT OF \$5,000.00 FOR THE FIRE DEPARTMENT, FROM PAL FOUNDATION IN THE AMOUNT OF \$1,227.00 FOR PICKLEBALL, FROM PAL FOUNDATION IN THE AMOUNT OF \$550.00 FOR TREES, FROM PAL FOUNDATION IN THE AMOUNT OF \$549.21 FOR FAMILY FEST, FROM PAL FOUNDATION IN THE AMOUNT OF \$51.49 FOR LIBRARY ADVENTURE BAGS, FROM ROBERT & JULIE DAUGHERTY IN THE AMOUNT OF \$1,000.00 FOR THE FIRE DEPARTMENT, FROM CROSSLAKE FIREFIGHTERS' RELIEF ASSOCIATION IN THE AMOUNT OF \$440.12 FOR PIG ROAST EXPENSES, AND FROM CROSSLAKE FIREFIGHTERS' RELIEF ASSOCIATION IN THE AMOUNT OF \$232.62 FOR HOOK UP OF GEAR EXTRACTOR. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
2. Mayor Purfeerst suggested that the City hire a company to power wash all city buildings and wash windows before winter. Council agreed and staff will take care of getting this completed.

E. CITY ADMINISTRATOR'S REPORT

1. Lori Conway reported that the City offered a two-step pay increase for the Police Administrative Assistant effective January 1, 2026, in recognition of her expended responsibilities associated with the City's Short-Term Rental program. Ms. Conway stated that no action is required at this time because the union is reviewing the offer.
2. Lori Conway reported that the Heavy Equipment/Sewer Operator position was offered to the applicant and that the applicant is negotiating to receive 40 hours of vacation up front. It was noted that other employees have not been given similar incentives. MOTION 10R-04-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY BOB HEALES TO COUNTER-OFFER 3 DAYS OF VACATION, AND IF APPLICANT DOES NOT ACCEPT, TO APPROVE ADVERTISING FOR POSITION. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

F. COMMISSION REPORTS

1. PARK & RECREATION/LIBRARY

- a. TJ Graumann provided an update on trails. He will be meeting with Widseth on Wednesday to review draft designs. The County will assist Widseth on how to assess utilities, trees, signs, etc.

An information meeting was held September 29 for Brainerd Lakes Area Vulnerable Users Plan (SS4A Funding) and only Nisswa and Ideal Township attended. The group is looking for participation from more communities before finalization of plans and RFP for professional services.

Phil Martin is in the process of scheduling a Project Steering Committee (PSC) meeting to be held in a couple of weeks.

TJ Graumann reported that the Community Center held its first annual Family Fest on September 13 and welcomed approximately 200 people.

2. PUBLIC WORKS/SEWER/CEMETERY

- a. MOTION 10R-05-25 WAS MADE BY SANDY FARDER AND SECONDED BY BOB HEALES TO APPROVE THE CHANGE TO THE PROPOSED ASSESSMENT FOR PARCEL ID #14090501 FROM \$2,200 TO \$1,100 BECAUSE IT SHOULD HAVE BEEN CONSIDERED A SECONDARY ROAD. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- b. Pat Wehner reported that the sewer meters, which are approximately 20 years old, are reaching their maximum life capacity and are failing to read accurately and consistently. Staff provided two quotes for replacement of meters which will be funded by the Enterprise Fund. MOTION 10R-06-25 WAS MADE BY BOB HEALES AND SECONDED BY JAYME KNAPP TO APPROVE THE PURCHASE OF SPECTRUM METERS FROM METRON AT A COST OF \$67,605. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- c. Staff and the Public Works Commission recommended that the Council require Short-Term Rental properties that are connected to the municipal sewer to add a water meter since they are operating a business. The cost of the meter would be part of the license fee; however, the property owner would be required to hire a plumber to connect the meter. Mayor Purfeerst asked how much that would cost the property owner. MOTION 10R-07-25 WAS MADE BY JAYME KNAPP AND SECONDED BY BOB HEALES TO TABLE ACTION UNTIL NOVEMBER MEETING SO THAT STAFF COULD DETERMINE APPROXIMATE COST OF INSTALLING WATER METER FOR PROPERTY OWNERS. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- d. MOTION 10R-08-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY BOB HEALES TO DIRECT STAFF TO PAY BILL TO HJC PROPERTIES IN THE AMOUNT OF \$225 DUE TO INCORRECT INFORMATION PROVIDED

REGARDING THE LOCATION OF THE SEWER HOOKUP. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- e. MOTION 10R-09-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY SANDY FARDER TO APPROVE CHANGE ORDER NO. 1 IN THE AMOUNT OF \$1,882 FOR LOST TIMBER AND PAY REQUEST NO. 4 IN THE AMOUNT OF \$32,260.32 TO DECHANTEL EXCAVATING FOR HARBOR LANE. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

3. PLANNING & ZONING

- a. Jody Grund presented the first reading of Ordinance Naming an Unnamed Road as Bear Paw Trl and Adding the Road Name to the Master Road Name Index. No comments from the Council or public were received. The second reading and approval of ordinance will take place no later than November 10, 2025.
- b. MOTION 10R-10-25 WAS MADE BY BOB HEALES AND SECONDED BY JAYME KNAPP TO APPROVE THE PRELIMINARY PLAT OF COMPASS ROSE, SUBDIVIDING PARCEL #14320679 INVOLVING 3.1 ACRES INTO 5 TRACTS. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- c. MOTION 10R-11-25 WAS MADE ROBIN SYLVESTER AND SECONDED BY BOB HEALES TO APPROVE THE PRELIMINARY PLAT OF WHITETAIL ESTATES, SUBDIVIDING PARCEL #14320764 INVOLVING 29.9 ACRES INTO 13 TRACTS. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

G. PUBLIC FORUM –Marcia Seibert-Volz of 37668 Moen Beach Trail asked why all the sewer meters were being replaced at one time rather than a few every year. Pat Wehner stated that the City is ordering a whole new system.

Cindy Myogeto of the Chamber reported that she does not have an address number sign at the Chamber building. Ms. Myogeto invited everyone to attend Crosslake's Award Ceremony on November 6.

H. NEW BUSINESS – Mayor Purfeerst proposed selling the striping machine because public works staff does not have time to do striping. MOTION 10R-12-25 WAS MADE BY JAYME KNAPP AND SECONDED BY BOB HEALES TO ASK THE PUBLIC WORKS COMMISSION TO DETERMINE WHETHER IT IS IN THE BEST INTEREST OF THE CITY TO SELL THE STRIPING MACHINE. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

MOTION 10R-13-25 WAS MADE BY JACKSON PURFEERSTAND SECONDED BY SANDY FARDER TO DIRECT THE PERSONNEL COMMITTEE TO DEVELOP A REGULAR SCHEDULE FOR REQUESTS FOR PROPOSALS FOR ALL CITY

SERVICES. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Robin Sylvester suggested that the Council hold a special meeting to discuss Ambulance Services because she has received many calls from constituents asking what is happening and she does not have all the answers. Mayor Purfeerst and Chief Lohmiller replied that there is no news other than what the Mayor has already posted on the website and it would not be ideal to hold a meeting until more information is gathered. The Council agreed.

I. OLD BUSINESS – None.

J. CITY ATTORNEY REPORT – None.

K. ADJOURN – There being no further business at 6:55 P.M., MOTION 10R-14-25 WAS MADE BY JAYME KNAPP AND SECONDED BY BOB HEALES TO ADJOURN THE REGULAR MEETING. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson, City Clerk

C.
3.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, OCTOBER 20, 2025
3:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Special Session on Monday, October 20, 2025. The following Council Members were present: Mayor Jackson Purfeerst, Robin Sylvester, Jayme Knapp, Sandy Farder, and Bob Heales. Also present were City Administrator Lori Conway, City Clerk Char Nelson, Public Works Director Pat Wehner, Park Director TJ Graumann, and Deputy Clerk/Treasurer Sharyl Murphy. There were three people in the audience.

1. Mayor Purfeerst called the meeting to order at 3:00 P.M.
2. MOTION 10SP2-01-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY SANDY FARDER TO RESCIND MOTION 10SP1-01-25 MADE ON 10/3/25 TO CONTINUE TO WORK WITH HVJ INSURANCE AGENCY FOR BENEFIT COVERAGE. Jackson Purfeerst asked for discussion. Robin Sylvester gave examples of misleading information that the Council received from HVJ Agency regarding who would be providing services to the City and whether HVJ has been sold or has merged with another company. Ms. Sylvester stated that the bottom line is that Benefit Innovations of Little Falls would be providing benefit services to the City, not HVJ Agency. Ms. Sylvester noted that the rates from HVJ Agency came back higher than the other agent's offer and the Council had said they would revisit the topic if that happened. Ms. Sylvester stated that the higher cost not only affects the City's contribution, but the employees' as well. Jayme Knapp and Bob Heales questioned whether it was ethical of the other agent to remove the \$30 per person/per month commission from the health insurance premium. Mr. Knapp stated that the City should support resident Keegan Johnson as a local business owner. Jackson Purfeerst recused himself from the vote due to personal ties with the family. MOTION CARRIED 3-1 WITH KNAPP OPPOSED.

MOTION 10SP2-02-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY SANDY FARDER TO ASSIGN AT GROUP AS BENEFIT PROVIDER FOR CITY OF CROSSLAKE. MOTION CARRIED 3-1 WITH KNAPP OPPOSED.
3. MOTION 10SP2-03-25 WAS MADE BY SANDY FARDER AND SECONDED BY BOB HEALES TO APPROVE THE OFF SALE LIQUOR LICENSE APPLICATION FROM BARSTOCK LIQUORS, LLC FOR THE PERIOD OF 11/10/25 TO 6/30/26. MOTION CARRIED WITH ALL AYES.
4. The Council conducted the first reading of the Ordinance Regulating Cannabis Business. It was noted that State Law recommends businesses selling low potency THC products be at least 1,000 feet from schools. The City's current ordinance only allows the sale of THC products in Limited Commercial areas. Many businesses in Downtown Commercial and Waterfront Commercial are currently selling low potency drinks. MOTION 10SP2-04-25 WAS MADE BY SANDY FARDER AND SECONDED BY ROBIN

SYLVESTER TO ADD ZONING DISTRICTS TO THE CANNABIS ORDINANCE TO ALLOW THE SALE OF LOW POTENCY PRODUCTS IN OTHER COMMERCIAL ZONED AREAS. MOTION CARRIED WITH ALL AYES.

MOTION 10SP2-05-25 WAS MADE BY BOB HEALES AND SECONDED BY JAYME KNAPP TO AMEND THE HOURS OF SALE OF THC PRODUCTS TO 7:00 A.M. TO 2:00 A.M. MOTION CARRIED WITH ALL AYES.

5. MOTION 10SP2-06-25 WAS MADE BY SANDY FARDER AND SECONDED BY ROBIN SYLVESTER TO ADJOURN THE SPECIAL MEETING AT 3:40 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C. 4.

11/06/25 8:35 AM
Page 1

City of Crosslake
Budget - Revenues
OCTOBER

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
101 GENERAL FUND					
R 101-31000 General Property Taxes	\$3,944,635.00	\$365.11	\$2,372,418.40	\$1,572,216.60	60.14%
R 101-31800 Other Taxes	\$0.00	\$0.00	\$1,511.89	-\$1,511.89	0.00%
R 101-31900 Penalties and Interest DelTax	\$1,500.00	\$0.00	\$1,161.78	\$338.22	77.45%
R 101-32110 Liquor License - All	\$21,250.00	\$100.00	\$26,473.36	-\$5,223.36	124.58%
R 101-32180 Other Licenses/Permits	\$500.00	\$0.00	\$650.00	-\$150.00	130.00%
R 101-32200 STR Fees/Fines	\$127,500.00	\$4,248.50	\$98,226.00	\$29,274.00	77.04%
R 101-33400 State Grants and Aids	\$92,350.00	\$0.00	\$22,371.00	\$69,979.00	24.22%
R 101-33402 Homestead Credit	\$400.00	\$200.53	\$200.53	\$199.47	50.13%
R 101-33416 Police Training Reimbursement	\$6,000.00	\$0.00	\$5,966.58	\$33.42	99.44%
R 101-33417 Police State Aid	\$55,000.00	\$81,472.21	\$81,472.21	-\$26,472.21	148.13%
R 101-33419 Fire Training Reimbursement	\$13,000.00	\$6,450.00	\$34,792.54	-\$21,792.54	267.63%
R 101-33423 Insurance Claim Reimbursement	\$0.00	\$0.00	\$589,696.01	-\$589,696.01	0.00%
R 101-34000 Charges for Services	\$275.00	\$4.75	\$46.75	\$228.25	17.00%
R 101-34010 Maps/Zoning/Ordinance/Pubs	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
R 101-34103 Zoning Permits	\$65,000.00	\$10,420.00	\$72,440.00	-\$7,440.00	111.45%
R 101-34104 Plat Check Fee/Subdivision Fee	\$11,000.00	\$0.00	\$14,105.00	-\$3,105.00	128.23%
R 101-34105 Variances and CUPS/IUPS	\$12,500.00	\$1,350.00	\$5,850.00	\$6,650.00	46.80%
R 101-34106 Sign Permits	\$500.00	\$0.00	\$400.00	\$100.00	80.00%
R 101-34107 Assessment Search Fees	\$2,000.00	\$240.00	\$1,455.00	\$545.00	72.75%
R 101-34108 Zoning Misc/Penalties	\$1,500.00	\$210.00	\$16,734.60	-\$15,234.60	1115.64%
R 101-34112 Septic Permits	\$17,000.00	\$4,195.00	\$25,555.00	-\$8,555.00	150.32%
R 101-34201 Fire Department Donations	\$5,200.00	\$11,000.00	\$81,196.90	-\$75,996.90	1561.48%
R 101-34202 Fire Contract Services	\$55,000.00	\$0.00	\$71,612.90	-\$16,612.90	130.21%
R 101-34210 Police Contracts	\$68,000.00	\$23,296.06	\$81,969.15	-\$13,969.15	120.54%
R 101-34211 Police Donations	\$0.00	\$0.00	\$27,000.00	-\$27,000.00	0.00%
R 101-34213 Police Receipts	\$3,000.00	\$100.00	\$2,610.05	\$389.95	87.00%
R 101-34300 E911 Signs	\$1,500.00	\$250.00	\$4,200.00	-\$2,700.00	280.00%
R 101-34700 Park & Rec Donation	\$1,000.00	\$19,000.00	\$20,225.00	-\$19,225.00	2022.50%
R 101-34711 Taxable Merchandise/Rentals	\$0.00	\$0.00	\$113.00	-\$113.00	0.00%
R 101-34740 Park Concessions	\$0.00	\$0.00	\$30.00	-\$30.00	0.00%
R 101-34741 Concessions - All Depts	\$500.00	\$0.00	\$9.00	\$491.00	1.80%
R 101-34750 CCC/Park User Fee	\$3,000.00	\$334.00	\$3,771.00	-\$771.00	125.70%
R 101-34751 Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$120.00	\$180.00	40.00%
R 101-34760 Library Cards	\$600.00	\$67.00	\$1,162.00	-\$562.00	193.67%
R 101-34761 Library Donations	\$300.00	\$0.00	\$3,263.01	-\$2,963.01	1087.67%
R 101-34762 Library Copies	\$275.00	\$48.36	\$618.11	-\$343.11	224.77%
R 101-34763 Library Events	\$4,000.00	\$0.00	\$7,100.20	-\$3,100.20	177.51%
R 101-34764 Library Miscellaneous	\$0.00	\$0.00	\$15.00	-\$15.00	0.00%
R 101-34768 PAL Foundation - Library	\$200.00	\$754.00	\$1,987.70	-\$1,787.70	993.85%
R 101-34769 PAL Foundation - Park	\$73,000.00	\$954.87	\$77,361.26	-\$4,361.26	105.97%
R 101-34770 Silver Sneakers	\$16,600.00	\$2,364.50	\$18,257.00	-\$1,657.00	109.98%
R 101-34790 Park Dedication Fees	\$40,000.00	\$0.00	\$22,500.00	\$17,500.00	56.25%
R 101-34800 Park & Rec Activity Fees	\$3,000.00	\$0.00	\$1,408.00	\$1,592.00	46.93%
R 101-34801 Park&Rec Taxable Activity Fees	\$29,500.00	\$2,927.00	\$17,510.74	\$11,989.26	59.36%
R 101-34802 Softball/Baseball Fees	\$0.00	\$0.00	\$1,115.00	-\$1,115.00	0.00%
R 101-34803 Recreation-Misc. Receipts	\$1,000.00	\$29.00	\$10,652.08	-\$9,652.08	1065.21%
R 101-34806 Weight Room Fees	\$0.00	\$0.00	\$21,531.67	-\$21,531.67	0.00%
R 101-34807 Volleyball Fees	\$0.00	\$0.00	\$509.00	-\$509.00	0.00%
R 101-34810 Pickle Ball Fees	\$15,000.00	\$405.00	\$25,571.04	-\$10,571.04	170.47%
R 101-34940 Cemetery Lots	\$6,000.00	\$1,200.00	\$4,900.00	\$1,100.00	81.67%
R 101-34941 Cemetery Openings	\$4,000.00	\$400.00	\$3,650.00	\$350.00	91.25%
R 101-34942 Cemetery Other	\$450.00	\$0.00	\$850.00	-\$400.00	188.89%

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
R 101-34950 Public Works Revenue	\$3,000.00	\$1,855.28	\$3,795.68	-\$795.68	126.52%
R 101-34952 County Joint Facility Payments	\$35,000.00	\$4,577.29	\$31,014.01	\$3,985.99	88.61%
R 101-34953 Recycling Revenues	\$500.00	\$0.00	\$1,920.29	-\$1,420.29	384.06%
R 101-35100 Court Fines - Police	\$10,000.00	\$1,738.17	\$17,577.99	-\$7,577.99	175.78%
R 101-35103 Library Fines	\$300.00	\$5.00	\$145.00	\$155.00	48.33%
R 101-35105 Restitution Receipts	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
R 101-36200 Miscellaneous Revenues	\$6,000.00	\$2,127.07	\$13,108.25	-\$7,108.25	218.47%
R 101-36201 Misc Reimbursements	\$0.00	\$208.14	\$3,201.96	-\$3,201.96	0.00%
R 101-36202 LIBRARY GRANTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
R 101-36210 Interest Earnings	\$180,000.00	\$14,272.94	\$150,838.47	\$29,161.53	83.80%
R 101-36256 Sp Assess P - Other	\$9,563.00	\$0.00	\$1,969.89	\$7,593.11	20.60%
R 101-36257 Sp Assess I - Other	\$5,469.00	\$0.00	\$748.53	\$4,720.47	13.69%
R 101-39300 Proceeds-Gen Long-term Debt	\$1,982,963.00	\$0.00	\$0.00	\$1,982,963.00	0.00%
101 GENERAL FUND	\$6,941,680.00	\$197,169.78	\$4,108,665.53	\$2,833,014.47	
301 DEBT SERVICE FUND					
R 301-31308 2006 Series B Levy	\$0.00	\$0.00	\$3.23	-\$3.23	0.00%
R 301-31311 2015 GO Equip Certs 2015B	\$0.00	\$0.00	\$16.78	-\$16.78	0.00%
R 301-31313 2018 ROADS-EST BOND LEVY	\$101,175.00	\$9.27	\$60,820.79	\$40,354.21	60.11%
R 301-31317 2019A City Hall/Police	\$309,415.00	\$28.87	\$186,201.38	\$123,213.62	60.18%
R 301-31318 2021 GO Equip Cert Series 2021	\$141,750.00	\$13.46	\$85,309.08	\$56,440.92	60.18%
R 301-31319 2022A Fire Truck	\$126,083.00	\$11.76	\$75,888.70	\$50,194.30	60.19%
R 301-31320 2022A Road Projects	\$40,993.00	\$3.84	\$24,689.85	\$16,303.15	60.23%
R 301-31322 2025 Road Project Bonds	\$128,500.00	\$130,900.00	\$210,358.65	-\$81,858.65	163.70%
R 301-31900 Penalties and Interest DelTax	\$0.00	\$0.00	\$64.74	-\$64.74	0.00%
R 301-36100 Sp Ass Prin 2025 Roads	\$0.00	\$0.00	\$3,869.05	-\$3,869.05	0.00%
R 301-36101 Sp Ass Int 2025 Roads	\$0.00	\$1.43	\$2,138.11	-\$2,138.11	0.00%
R 301-36121 Sp Assess Prin 2022 Roads	\$11,343.00	\$0.00	\$6,385.05	\$4,957.95	56.29%
R 301-36122 Sp Assess Int 2022 Roads	\$10,056.00	\$0.00	\$5,754.31	\$4,301.69	57.22%
R 301-36123 Sp Assess Prin Daggett Bay Rd	\$1,471.00	\$0.00	\$805.24	\$665.76	54.74%
R 301-36124 Sp Assess Int Daggett Bay Rd	\$319.00	\$0.00	\$153.30	\$165.70	48.06%
301 DEBT SERVICE FUND	\$871,105.00	\$130,968.63	\$662,458.26	\$208,646.74	
405 TAX INCREMENT FINANCE PROJECTS					
R 405-31056 Tax Increment 1-9 C&J Develop	\$12,362.00	\$0.00	\$20,557.91	-\$8,195.91	166.30%
405 TAX INCREMENT FINANCE PROJECTS	\$12,362.00	\$0.00	\$20,557.91	-\$8,195.91	
502 ECONOMIC DEVELOPMENT FUND					
R 502-31000 General Property Taxes	\$18,100.00	\$1.70	\$10,963.55	\$7,136.45	60.57%
502 ECONOMIC DEVELOPMENT FUND	\$18,100.00	\$1.70	\$10,963.55	\$7,136.45	
601 SEWER OPERATING FUND					
R 601-31000 General Property Taxes	\$161,761.00	\$0.00	\$97,920.34	\$63,840.66	60.53%
R 601-34410 Unallocated Reserves	\$0.00	-\$3,299.41	-\$3,913.64	\$3,913.64	0.00%
R 601-36104 Penalty & Interest	\$1,500.00	\$397.82	\$5,307.06	-\$3,807.06	353.80%
R 601-36200 Miscellaneous Revenues	\$1,500.00	\$946.20	\$3,355.46	-\$1,855.46	223.70%
R 601-37200 User Fee	\$430,000.00	\$40,704.09	\$390,433.22	\$39,566.78	90.80%
R 601-37250 Sewer Connection Payments	\$45,000.00	\$9,200.00	\$31,260.00	\$13,740.00	69.47%
601 SEWER OPERATING FUND	\$639,761.00	\$47,948.70	\$524,362.44	\$115,398.56	
651 SEWER RESTRICTED SINKING FUND					
R 651-31306 2003 Disposal System Levy	\$0.00	\$0.00	\$229.80	-\$229.80	0.00%
R 651-31312 2017 GO Sewer Rev Imp Bonds	\$118,865.00	\$11.05	\$71,502.26	\$47,362.74	60.15%
R 651-31321 2022A Sewer Bonds	\$136,102.00	\$30.21	\$81,958.88	\$54,143.12	60.22%
R 651-36104 Penalty & Interest	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
R 651-36210 Interest Earnings	\$500.00	\$0.00	\$0.00	\$500.00	0.00%

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
651 SEWER RESTRICTED SINKING FUND	\$256,967.00	\$41.26	\$153,690.94	\$103,276.06	
	\$8,739,975.00	\$376,130.07	\$5,480,698.63	\$3,259,276.37	

City of Crosslake
Expenditures-All Depts.
OCTOBER

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
101 GENERAL FUND					
41110 Council					
E 101-41110-099 Mayor and City Council	\$42,300.00	\$3,010.00	\$28,700.00	\$13,600.00	67.85%
E 101-41110-122 FICA	\$3,236.00	\$230.29	\$2,195.80	\$1,040.20	67.86%
E 101-41110-124 FMLA	\$620.00	\$0.00	\$0.00	\$620.00	0.00%
E 101-41110-151 Workers Comp Insurance	\$89.00	\$0.00	\$73.00	\$16.00	82.02%
E 101-41110-200 Office Supplies	\$500.00	\$0.00	\$201.85	\$298.15	40.37%
E 101-41110-208 Instruction Fees	\$2,000.00	\$0.00	\$1,724.48	\$275.52	86.22%
E 101-41110-321 Communications-Cellular	\$1,376.00	\$49.93	\$474.68	\$901.32	34.50%
E 101-41110-331 Travel Expenses	\$1,500.00	\$0.00	\$1,210.74	\$289.26	80.72%
E 101-41110-360 Insurance	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
E 101-41110-430 Miscellaneous	\$500.00	\$0.00	\$34.60	\$465.40	6.92%
E 101-41110-433 Dues/Contracts/Subsctiption	\$1,174.00	\$72.50	\$750.00	\$424.00	63.88%
41110 Council	\$53,445.00	\$3,362.72	\$35,365.15	\$18,079.85	
41400 Administration					
E 101-41400-100 Wages - Dept Heads	\$129,168.00	\$9,936.00	\$103,446.45	\$25,721.55	80.09%
E 101-41400-109 City Clerk/Admin Asst	\$96,200.00	\$7,468.66	\$80,621.70	\$15,578.30	83.81%
E 101-41400-116 Treasurer/Deputy Clerk	\$82,264.00	\$6,174.00	\$64,812.00	\$17,452.00	78.79%
E 101-41400-121 PERA	\$23,072.00	\$1,768.40	\$18,499.82	\$4,572.18	80.18%
E 101-41400-122 FICA	\$23,534.00	\$1,546.43	\$16,077.07	\$7,456.93	68.31%
E 101-41400-124 FMLA	\$5,230.00	\$0.00	\$0.00	\$5,230.00	0.00%
E 101-41400-131 Employer Paid Health	\$31,113.00	\$2,672.44	\$26,804.10	\$4,308.90	86.15%
E 101-41400-132 Employer Paid Disability	\$567.00	\$40.94	\$409.40	\$157.60	72.20%
E 101-41400-133 Employer Paid Dental	\$1,527.00	\$159.56	\$1,606.80	-\$79.80	105.23%
E 101-41400-134 Employer Paid Life	\$336.00	\$27.96	\$279.60	\$56.40	83.21%
E 101-41400-151 Workers Comp Insurance	\$1,276.00	\$0.00	\$1,357.00	-\$81.00	106.35%
E 101-41400-152 Health Savings Account Con	\$9,600.00	\$2,475.00	\$11,550.00	-\$1,950.00	120.31%
E 101-41400-200 Office Supplies	\$3,200.00	\$372.92	\$2,709.96	\$490.04	84.69%
E 101-41400-208 Instruction Fees	\$5,000.00	\$0.00	\$620.00	\$4,380.00	12.40%
E 101-41400-210 Operating Supplies	\$1,000.00	\$64.99	\$324.98	\$675.02	32.50%
E 101-41400-220 Repair/Maint Supply - Equip	\$3,864.00	\$493.33	\$6,715.80	-\$2,851.80	173.80%
E 101-41400-320 Communications	\$3,000.00	\$265.45	\$2,331.17	\$668.83	77.71%
E 101-41400-322 Postage	\$750.00	\$114.44	\$603.32	\$146.68	80.44%
E 101-41400-331 Travel Expenses	\$1,000.00	\$0.00	\$2,121.71	-\$1,121.71	212.17%
E 101-41400-340 Advertising	\$0.00	\$15.22	\$511.30	-\$511.30	0.00%
E 101-41400-351 Legal Notices Publishing	\$750.00	\$0.00	\$731.09	\$18.91	97.48%
E 101-41400-413 Office Equipment Rental/Re	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
E 101-41400-430 Miscellaneous	\$500.00	\$0.00	\$26.56	\$473.44	5.31%
E 101-41400-433 Dues/Contracts/Subsctiption	\$2,430.00	\$603.50	\$4,694.44	-\$2,264.44	193.19%
E 101-41400-443 Sales Tax	\$100.00	\$0.00	\$1.00	\$99.00	1.00%
E 101-41400-500 Capital Outlay -	\$5,692.00	\$0.00	\$5,676.73	\$15.27	99.73%
E 101-41400-600 Principal	\$743.00	\$149.68	\$1,212.67	-\$469.67	163.21%
E 101-41400-610 Interest	\$3.00	\$15.32	\$139.69	-\$136.69	4656.33%
41400 Administration	\$432,669.00	\$34,364.24	\$353,884.36	\$78,784.64	
41410 Elections					
E 101-41410-107 Fire Calls or Services	\$0.00	\$0.00	\$1,623.75	-\$1,623.75	0.00%
E 101-41410-430 Miscellaneous	\$0.00	\$0.00	\$395.60	-\$395.60	0.00%
41410 Elections	\$0.00	\$0.00	\$2,019.35	-\$2,019.35	
41600 Audit/Legal Services					
E 101-41600-301 Auditing and Acct g Services	\$42,000.00	\$0.00	\$45,111.81	-\$3,111.81	107.41%
E 101-41600-304 Legal Fees (Civil)	\$7,000.00	\$273.00	\$15,128.36	-\$8,128.36	216.12%

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
E 101-41600-307 Legal Fees (Labor)	\$25,000.00	\$3,341.50	\$25,020.31	-\$20.31	100.08%
41600 Audit/Legal Services	\$74,000.00	\$3,614.50	\$85,260.48	-\$11,260.48	
41910 Planning and Zoning					
E 101-41910-100 Wages - Dept Heads	\$88,691.00	\$6,822.40	\$55,485.08	\$33,205.92	62.56%
E 101-41910-102 Admin Asst	\$0.00	-\$3,262.50	\$1,340.25	-\$1,340.25	0.00%
E 101-41910-105 Part-time or Intern Wages	\$10,400.00	\$0.00	\$0.00	\$10,400.00	0.00%
E 101-41910-115 Admin Asst or Program Fac	\$79,098.00	\$6,157.45	\$67,808.65	\$11,289.35	85.73%
E 101-41910-121 PERA	\$12,584.00	\$2,985.47	\$16,427.57	-\$3,843.57	130.54%
E 101-41910-122 FICA	\$13,631.00	\$1,213.44	\$9,356.03	\$4,274.97	68.64%
E 101-41910-124 FMLA	\$3,029.00	\$0.00	\$0.00	\$3,029.00	0.00%
E 101-41910-131 Employer Paid Health	\$44,950.00	\$3,339.94	\$22,573.40	\$22,376.60	50.22%
E 101-41910-132 Employer Paid Disability	\$297.00	\$20.27	\$210.69	\$86.31	70.94%
E 101-41910-133 Employer Paid Dental	\$2,171.00	\$246.90	\$1,771.68	\$399.32	81.61%
E 101-41910-134 Employer Paid Life	\$224.00	\$34.02	\$172.44	\$51.56	76.98%
E 101-41910-151 Workers Comp Insurance	\$878.00	\$0.00	\$988.00	-\$110.00	112.53%
E 101-41910-152 Health Savings Account Con	\$12,800.00	\$4,796.60	\$19,916.00	-\$7,116.00	155.59%
E 101-41910-200 Office Supplies	\$2,200.00	\$385.41	\$2,154.20	\$45.80	97.92%
E 101-41910-208 Instruction Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 101-41910-210 Operating Supplies	\$750.00	\$99.95	\$154.94	\$595.06	20.66%
E 101-41910-212 Motor Fuels	\$500.00	\$38.60	\$180.56	\$319.44	36.11%
E 101-41910-220 Repair/Maint Supply - Equip	\$5,000.00	\$478.33	\$4,890.44	\$109.56	97.81%
E 101-41910-258 Uniform - Department Head	\$600.00	\$0.00	\$63.89	\$536.11	10.65%
E 101-41910-259 Uniform - Staff	\$500.00	\$0.00	\$498.97	\$1.03	99.79%
E 101-41910-303 Engineering Fees	\$1,500.00	\$2,515.00	\$8,890.00	-\$7,390.00	592.67%
E 101-41910-304 Legal Fees (Civil)	\$6,000.00	\$1,029.00	\$10,153.24	-\$4,153.24	169.22%
E 101-41910-320 Communications	\$2,600.00	\$212.51	\$1,878.76	\$721.24	72.26%
E 101-41910-321 Communications-Cellular	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41910-322 Postage	\$650.00	\$114.44	\$603.33	\$46.67	92.82%
E 101-41910-331 Travel Expenses	\$1,000.00	\$0.00	\$313.10	\$686.90	31.31%
E 101-41910-332 Travel Expense- P&Z Comm	\$4,000.00	\$1,240.00	\$3,800.00	\$200.00	95.00%
E 101-41910-340 Advertising	\$150.00	\$0.00	\$2,303.64	-\$2,153.64	1535.76%
E 101-41910-351 Legal Notices Publishing	\$1,600.00	\$28.39	\$598.33	\$1,001.67	37.40%
E 101-41910-352 Filing Fees	\$900.00	\$0.00	\$1,095.73	-\$195.73	121.75%
E 101-41910-360 Insurance	\$5,391.00	\$0.00	\$4,870.00	\$521.00	90.34%
E 101-41910-387 Septic Inspections/Design	\$8,000.00	\$1,575.00	\$8,720.00	-\$720.00	109.00%
E 101-41910-413 Office Equipment Rental/Re	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41910-430 Miscellaneous	\$500.00	\$0.00	\$89.28	\$410.72	17.86%
E 101-41910-433 Dues/Contracts/Subscription	\$2,560.00	\$245.00	\$3,417.48	-\$857.48	133.50%
E 101-41910-443 Sales Tax	\$20.00	\$0.00	\$2.00	\$18.00	10.00%
E 101-41910-452 Refund	\$500.00	\$0.00	\$1,800.00	-\$1,300.00	360.00%
E 101-41910-470 Consultant Fees	\$4,000.00	\$8,200.00	\$9,575.00	-\$5,575.00	239.38%
E 101-41910-500 Capital Outlay -	\$4,879.00	\$0.00	\$3,978.31	\$900.69	81.54%
E 101-41910-600 Principal	\$743.00	\$149.68	\$1,212.67	-\$469.67	163.21%
E 101-41910-610 Interest	\$3.00	\$15.32	\$139.69	-\$136.69	4656.33%
41910 Planning and Zoning	\$326,299.00	\$38,680.62	\$267,433.35	\$58,865.65	
41940 General Government					
E 101-41940-199 Employee Recognition	\$4,000.00	\$231.41	\$951.67	\$3,048.33	23.79%
E 101-41940-210 Operating Supplies	\$2,500.00	\$74.92	\$2,701.53	-\$201.53	108.06%
E 101-41940-220 Repair/Maint Supply - Equip	\$500.00	\$0.00	\$44.39	\$455.61	8.88%
E 101-41940-223 Bldg Repair Suppl/Maintena	\$10,500.00	\$867.06	\$621,105.22	-\$610,605.22	5915.29%
E 101-41940-316 Security Monitoring	\$1,650.00	\$0.00	\$1,607.64	\$42.36	97.43%
E 101-41940-320 Communications	\$1,000.00	\$87.80	\$786.58	\$213.42	78.66%
E 101-41940-335 Background Checks	\$0.00	\$0.00	\$99.75	-\$99.75	0.00%
E 101-41940-336 Short Term Rental	\$40,750.00	\$1,304.84	\$40,239.99	\$510.01	98.75%

Should be at 83% YTD Budget

11/06/25 8:37 AM

Page 3

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
E 101-41940-351 Legal Notices Publishing	\$600.00	\$0.00	\$303.03	\$296.97	50.51%
E 101-41940-354 Ordinance Codification	\$5,000.00	\$0.00	\$485.50	\$4,514.50	9.71%
E 101-41940-360 Insurance	\$26,275.00	\$0.00	\$23,992.83	\$2,282.17	91.31%
E 101-41940-381 Electric Utilities	\$11,000.00	\$1,040.00	\$9,963.00	\$1,037.00	90.57%
E 101-41940-383 Gas Utilities	\$4,500.00	\$75.76	\$1,620.57	\$2,879.43	36.01%
E 101-41940-384 Refuse/Garbage Disposal	\$850.00	\$73.83	\$660.39	\$189.61	77.69%
E 101-41940-385 Sewer Utility	\$780.00	\$65.00	\$585.00	\$195.00	75.00%
E 101-41940-389 Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-41940-405 Cleaning Services	\$13,000.00	\$600.00	\$6,100.00	\$6,900.00	46.92%
E 101-41940-430 Miscellaneous	\$2,000.00	\$121.99	\$1,630.09	\$369.91	81.50%
E 101-41940-433 Dues/Contracts/Subscription	\$9,400.00	\$81.98	\$8,151.89	\$1,248.11	86.72%
E 101-41940-438 Initiative Foundation	\$1,650.00	\$0.00	\$1,650.00	\$0.00	100.00%
E 101-41940-442 Safety Prog/Equipment	\$15,453.00	\$3,863.25	\$15,496.27	-\$43.27	100.28%
E 101-41940-443 Sales Tax	\$10.00	\$0.00	\$0.00	\$10.00	0.00%
E 101-41940-446 Animal Control	\$0.00	\$0.00	\$31.16	-\$31.16	0.00%
E 101-41940-449 Cobra Payments	\$0.00	\$562.37	\$475.36	-\$475.36	0.00%
E 101-41940-452 Refund	\$0.00	\$0.00	\$1,125.00	-\$1,125.00	0.00%
E 101-41940-456 Fireworks	\$15,000.00	\$0.00	\$15,000.00	\$0.00	100.00%
E 101-41940-490 Donations to Civic Org s	\$5,650.00	\$0.00	\$0.00	\$5,650.00	0.00%
E 101-41940-500 Capital Outlay -	\$90,000.00	\$0.00	\$0.00	\$90,000.00	0.00%
E 101-41940-553 Capital Outlay - Other	\$100,000.00	\$4,826.55	\$14,286.75	\$85,713.25	14.29%
41940 General Government	\$363,568.00	\$13,876.76	\$769,093.61	-\$405,525.61	
42110 Police Administration					
E 101-42110-100 Wages - Dept Heads	\$100,547.00	\$7,811.74	\$82,817.48	\$17,729.52	82.37%
E 101-42110-105 Part-time or Intern Wages	\$26,000.00	\$0.00	\$780.00	\$25,220.00	3.00%
E 101-42110-115 Admin Asst or Program Fac	\$58,219.00	\$4,340.47	\$47,295.73	\$10,923.27	81.24%
E 101-42110-117 Police Officers - Full-time	\$399,328.00	\$30,017.83	\$294,951.25	\$104,376.75	73.86%
E 101-42110-119 Sergeant Wages	\$90,875.00	\$6,990.40	\$73,399.20	\$17,475.80	80.77%
E 101-42110-121 PERA	\$101,165.00	\$8,258.67	\$83,401.43	\$17,763.57	82.44%
E 101-42110-122 FICA	\$12,353.00	\$768.74	\$8,066.42	\$4,286.58	65.30%
E 101-42110-124 FMLA	\$10,287.00	\$0.00	\$0.00	\$10,287.00	0.00%
E 101-42110-131 Employer Paid Health	\$129,650.00	\$11,763.12	\$108,894.33	\$20,755.67	83.99%
E 101-42110-132 Employer Paid Disability	\$1,002.00	\$87.83	\$826.45	\$175.55	82.48%
E 101-42110-133 Employer Paid Dental	\$5,512.00	\$620.06	\$5,566.42	-\$54.42	100.99%
E 101-42110-134 Employer Paid Life	\$783.00	\$74.56	\$781.88	\$1.12	99.86%
E 101-42110-140 Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-42110-151 Workers Comp Insurance	\$31,312.00	\$0.00	\$30,803.00	\$509.00	98.37%
E 101-42110-152 Health Savings Account Con	\$38,400.00	\$9,900.00	\$37,950.00	\$450.00	98.83%
E 101-42110-200 Office Supplies	\$400.00	\$79.51	\$538.23	-\$138.23	134.56%
E 101-42110-208 Instruction Fees	\$10,001.00	\$1,685.50	\$7,033.50	\$2,967.50	70.33%
E 101-42110-209 Physicals	\$800.00	\$0.00	\$50.00	\$750.00	6.25%
E 101-42110-210 Operating Supplies	\$4,000.00	\$582.08	\$3,328.03	\$671.97	83.20%
E 101-42110-212 Motor Fuels	\$20,000.00	\$4,941.84	\$16,956.73	\$3,043.27	84.78%
E 101-42110-214 Auto Expense- Squad Vehicl	\$10,200.00	\$3,727.31	\$12,565.97	-\$2,365.97	123.20%
E 101-42110-220 Repair/Maint Supply - Equip	\$8,500.00	\$250.00	\$4,511.06	\$3,988.94	53.07%
E 101-42110-223 Bldg Repair Suppl/Maintena	\$500.00	\$0.00	\$678.70	-\$178.70	135.74%
E 101-42110-258 Uniform - Department Head	\$900.00	\$380.89	\$1,353.10	-\$453.10	150.34%
E 101-42110-259 Uniform - Staff	\$5,400.00	\$649.38	\$5,315.24	\$84.76	98.43%
E 101-42110-270 Ammunition	\$2,500.00	\$0.00	\$2,437.28	\$62.72	97.49%
E 101-42110-281 Tactical Team	\$10,000.00	\$241.34	\$9,528.00	\$472.00	95.28%
E 101-42110-282 Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-42110-283 Forfeiture Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-42110-304 Legal Fees (Civil)	\$0.00	\$0.00	\$567.00	-\$567.00	0.00%
E 101-42110-319 Donation Expenditures	\$0.00	\$2,011.50	\$22,011.50	-\$22,011.50	0.00%
E 101-42110-320 Communications	\$5,940.00	\$482.55	\$4,383.61	\$1,556.39	73.80%

Should be at 83% YTD Budget

11/06/25 8:37 AM

Page 4

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
E 101-42110-321 Communications-Cellular	\$6,500.00	\$655.35	\$5,474.76	\$1,025.24	84.23%
E 101-42110-322 Postage	\$300.00	\$12.78	\$279.53	\$20.47	93.18%
E 101-42110-331 Travel Expenses	\$2,500.00	\$76.00	\$3,388.60	-\$888.60	135.54%
E 101-42110-360 Insurance	\$34,737.00	\$0.00	\$33,420.91	\$1,316.09	96.21%
E 101-42110-405 Cleaning Services	\$4,800.00	\$300.00	\$3,000.00	\$1,800.00	62.50%
E 101-42110-413 Office Equipment Rental/Re	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-42110-430 Miscellaneous	\$200.00	\$0.00	\$158.88	\$41.12	79.44%
E 101-42110-433 Dues/Contracts/Subsription	\$49,250.00	\$15,390.46	\$32,832.16	\$16,417.84	66.66%
E 101-42110-443 Sales Tax	\$200.00	\$0.00	\$1.00	\$199.00	0.50%
E 101-42110-460 Fines/Fees Reimburse	\$8,000.00	\$0.00	\$7,966.74	\$33.26	99.58%
E 101-42110-500 Capital Outlay -	\$45,379.00	\$5,384.88	\$43,648.68	\$1,730.32	96.19%
E 101-42110-550 Capital Outlay -	\$69,238.00	-\$5,384.88	\$31,850.27	\$37,387.73	46.00%
E 101-42110-600 Principal	\$259.00	\$43.64	\$373.05	-\$114.05	144.03%
E 101-42110-610 Interest	\$2.00	\$8.62	\$27.19	-\$25.19	1359.50%
42110 Police Administration	\$1,308,039.00	\$112,152.17	\$1,029,213.31	\$278,825.69	
42280 Fire Administration					
E 101-42280-100 Wages - Dept Heads	\$94,994.00	\$7,307.20	\$76,725.60	\$18,268.40	80.77%
E 101-42280-106 Fire Training	\$2,100.00	\$0.00	\$0.00	\$2,100.00	0.00%
E 101-42280-107 Fire Calls or Services	\$140,000.00	\$11,964.00	\$160,699.50	-\$20,699.50	114.79%
E 101-42280-121 PERA	\$16,814.00	\$1,293.38	\$13,580.47	\$3,233.53	80.77%
E 101-42280-122 FICA	\$12,248.00	\$997.20	\$13,169.36	-\$921.36	107.52%
E 101-42280-124 FMLA	\$4,031.00	\$0.00	\$0.00	\$4,031.00	0.00%
E 101-42280-131 Employer Paid Health	\$22,475.00	\$1,872.90	\$18,729.00	\$3,746.00	83.33%
E 101-42280-132 Employer Paid Disability	\$174.00	\$13.57	\$135.70	\$38.30	77.99%
E 101-42280-133 Employer Paid Dental	\$1,424.00	\$120.50	\$1,190.10	\$233.90	83.57%
E 101-42280-134 Employer Paid Life	\$112.00	\$9.32	\$93.20	\$18.80	83.21%
E 101-42280-151 Workers Comp Insurance	\$4,287.00	\$0.00	\$9,115.00	-\$4,828.00	212.62%
E 101-42280-152 Health Savings Account Con	\$6,400.00	\$1,650.00	\$6,600.00	-\$200.00	103.13%
E 101-42280-200 Office Supplies	\$350.00	\$0.00	\$140.68	\$209.32	40.19%
E 101-42280-208 Instruction Fees	\$20,000.00	\$5,284.70	\$26,831.26	-\$6,831.26	134.16%
E 101-42280-209 Physicals	\$4,000.00	\$0.00	\$3,810.00	\$190.00	95.25%
E 101-42280-210 Operating Supplies	\$3,000.00	\$439.50	\$3,049.01	-\$49.01	101.63%
E 101-42280-212 Motor Fuels	\$1,500.00	\$139.92	\$994.74	\$505.26	66.32%
E 101-42280-213 Diesel Fuel	\$1,750.00	\$407.08	\$1,826.08	-\$76.08	104.35%
E 101-42280-220 Repair/Maint Supply - Equip	\$6,500.00	\$1,007.88	\$5,501.51	\$998.49	84.64%
E 101-42280-221 Repair/Maint Vehicles	\$15,000.00	\$9,212.99	\$17,109.47	-\$2,109.47	114.06%
E 101-42280-223 Bldg Repair Suppl/Maintena	\$8,000.00	\$387.89	\$13,197.75	-\$5,197.75	164.97%
E 101-42280-233 FIRE PREVENTION	\$3,000.00	\$0.00	\$2,550.08	\$449.92	85.00%
E 101-42280-240 Small Tools and Minor Equip	\$4,000.00	\$409.79	\$3,011.77	\$988.23	75.29%
E 101-42280-258 Uniform - Department Head	\$3,500.00	\$0.00	\$2,155.27	\$1,344.73	61.58%
E 101-42280-316 Security Monitoring	\$5,000.00	\$0.00	\$1,463.76	\$3,536.24	29.28%
E 101-42280-319 Donation Expenditures	\$0.00	\$6,846.04	\$64,657.20	-\$64,657.20	0.00%
E 101-42280-320 Communications	\$3,000.00	\$319.13	\$2,823.83	\$176.17	94.13%
E 101-42280-321 Communications-Cellular	\$4,500.00	\$432.23	\$3,890.07	\$609.93	86.45%
E 101-42280-322 Postage	\$25.00	\$0.00	\$15.10	\$9.90	60.40%
E 101-42280-331 Travel Expenses	\$5,000.00	\$1,242.76	\$2,988.38	\$2,011.62	59.77%
E 101-42280-360 Insurance	\$22,134.00	\$0.00	\$20,339.28	\$1,794.72	91.89%
E 101-42280-381 Electric Utilities	\$8,000.00	\$660.00	\$6,973.00	\$1,027.00	87.16%
E 101-42280-383 Gas Utilities	\$7,000.00	\$23.93	\$3,671.18	\$3,328.82	52.45%
E 101-42280-384 Refuse/Garbage Disposal	\$1,500.00	\$112.52	\$1,333.94	\$166.06	88.93%
E 101-42280-385 Sewer Utility	\$780.00	\$65.00	\$585.00	\$195.00	75.00%
E 101-42280-405 Cleaning Services	\$2,400.00	\$185.00	\$2,350.00	\$50.00	97.92%
E 101-42280-430 Miscellaneous	\$1,000.00	\$0.00	\$390.95	\$609.05	39.10%
E 101-42280-433 Dues/Contracts/Subsription	\$4,000.00	\$642.22	\$2,709.20	\$1,290.80	67.73%
E 101-42280-443 Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%

Should be at 83% YTD Budget

11/06/25 8:37 AM

Page 5

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
E 101-42280-491 FDRA City Contribution	\$23,000.00	\$555.00	\$3,891.00	\$19,109.00	16.92%
E 101-42280-500 Capital Outlay -	\$129,639.00	\$0.00	\$124,818.66	\$4,820.34	96.28%
42280 Fire Administration	\$592,737.00	\$53,601.65	\$623,116.10	-\$30,379.10	
42500 Ambulance Services					
E 101-42500-223 Bldg Repair Suppl/Maintena	\$433.00	\$0.00	\$268.00	\$165.00	61.89%
42500 Ambulance Services	\$433.00	\$0.00	\$268.00	\$165.00	
43000 Public Works (GENERAL)					
E 101-43000-100 Wages - Dept Heads	\$44,106.00	\$3,407.80	\$35,774.41	\$8,331.59	81.11%
E 101-43000-108 Tech 3/PW Heavy Equip Op	\$191,092.00	\$12,387.64	\$137,120.10	\$53,971.90	71.76%
E 101-43000-121 PERA	\$17,640.00	\$1,184.64	\$12,859.52	\$4,780.48	72.90%
E 101-43000-122 FICA	\$17,993.00	\$1,047.68	\$11,676.00	\$6,317.00	64.89%
E 101-43000-124 FMLA	\$3,998.00	\$0.00	\$0.00	\$3,998.00	0.00%
E 101-43000-131 Employer Paid Health	\$47,533.00	\$3,243.01	\$26,063.39	\$21,469.61	54.83%
E 101-43000-132 Employer Paid Disability	\$386.00	\$29.24	\$367.55	\$18.45	95.22%
E 101-43000-133 Employer Paid Dental	\$2,187.00	\$187.82	\$2,041.22	\$145.78	93.33%
E 101-43000-134 Employer Paid Life	\$346.00	\$28.68	\$291.32	\$54.68	84.20%
E 101-43000-151 Workers Comp Insurance	\$12,348.00	\$0.00	\$7,739.00	\$4,609.00	62.67%
E 101-43000-152 Health Savings Account Con	\$14,720.00	\$4,125.00	\$15,650.00	-\$930.00	106.32%
E 101-43000-200 Office Supplies	\$450.00	\$53.29	\$394.56	\$55.44	87.68%
E 101-43000-208 Instruction Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-43000-210 Operating Supplies	\$1,200.00	\$73.91	\$570.88	\$629.12	47.57%
E 101-43000-212 Motor Fuels	\$10,000.00	\$2,063.00	\$7,161.40	\$2,838.60	71.61%
E 101-43000-213 Diesel Fuel	\$18,000.00	\$2,862.95	\$8,304.53	\$9,695.47	46.14%
E 101-43000-215 Shop Supplies	\$2,750.00	\$0.00	\$751.76	\$1,998.24	27.34%
E 101-43000-220 Repair/Maint Supply - Equip	\$20,000.00	\$578.95	\$15,176.18	\$4,823.82	75.88%
E 101-43000-221 Repair/Maint Vehicles	\$20,000.00	\$5,124.16	\$10,980.40	\$9,019.60	54.90%
E 101-43000-222 Tires	\$3,000.00	\$0.00	\$2,637.48	\$362.52	87.92%
E 101-43000-223 Bldg Repair Suppl/Maintena	\$10,000.00	\$209.02	\$14,926.98	-\$4,926.98	149.27%
E 101-43000-224 Street Maint Materials	\$30,000.00	\$7,831.50	\$12,704.80	\$17,295.20	42.35%
E 101-43000-226 Bridge Materials	\$1,500.00	\$0.00	\$1,166.36	\$333.64	77.76%
E 101-43000-231 Chemicals/Landscaping	\$2,200.00	\$0.00	\$2,243.71	-\$43.71	101.99%
E 101-43000-232 Striping	\$10,000.00	\$1,719.27	\$4,995.05	\$5,004.95	49.95%
E 101-43000-235 Signs	\$5,000.00	\$987.36	\$7,079.61	-\$2,079.61	141.59%
E 101-43000-240 Small Tools and Minor Equip	\$7,500.00	\$0.00	\$624.24	\$6,875.76	8.32%
E 101-43000-258 Uniform - Department Head	\$785.00	\$0.00	\$349.98	\$435.02	44.58%
E 101-43000-259 Uniform - Staff	\$2,355.00	\$392.77	\$1,404.21	\$950.79	59.63%
E 101-43000-303 Engineering Fees	\$15,000.00	\$7,748.00	\$10,848.50	\$4,151.50	72.32%
E 101-43000-304 Legal Fees (Civil)	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 101-43000-316 Security Monitoring	\$1,200.00	\$439.81	\$439.81	\$760.19	36.65%
E 101-43000-320 Communications	\$3,000.00	\$143.71	\$1,250.51	\$1,749.49	41.68%
E 101-43000-322 Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
E 101-43000-331 Travel Expenses	\$500.00	\$0.00	\$658.12	-\$158.12	131.62%
E 101-43000-340 Advertising	\$500.00	\$0.00	\$553.10	-\$53.10	110.62%
E 101-43000-351 Legal Notices Publishing	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-43000-360 Insurance	\$10,262.00	\$0.00	\$9,999.14	\$262.86	97.44%
E 101-43000-381 Electric Utilities	\$12,000.00	\$393.29	\$5,842.16	\$6,157.84	48.68%
E 101-43000-383 Gas Utilities	\$6,500.00	\$31.53	\$3,173.12	\$3,326.88	48.82%
E 101-43000-384 Refuse/Garbage Disposal	\$1,500.00	\$124.39	\$1,200.44	\$299.56	80.03%
E 101-43000-385 Sewer Utility	\$400.00	\$30.55	\$397.15	\$2.85	99.29%
E 101-43000-405 Cleaning Services	\$5,640.00	\$551.84	\$4,881.84	\$758.16	86.56%
E 101-43000-413 Office Equipment Rental/Re	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-43000-430 Miscellaneous	\$1,500.00	\$100.00	\$212.85	\$1,287.15	14.19%
E 101-43000-433 Dues/Contracts/Subscription	\$3,850.00	\$71.00	\$2,789.84	\$1,060.16	72.46%
E 101-43000-442 Safety Prog/Equipment	\$1,000.00	\$0.00	\$62.99	\$937.01	6.30%

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
E 101-43000-443 Sales Tax	\$100.00	\$0.00	\$65.00	\$35.00	65.00%
E 101-43000-454 Joint Facility County Expens	\$35,000.00	\$2,459.45	\$25,646.88	\$9,353.12	73.28%
E 101-43000-500 Capital Outlay -	\$100,000.00	\$0.00	\$89,674.62	\$10,325.38	89.67%
E 101-43000-550 Capital Outlay -	\$60,340.00	\$0.00	\$60,565.08	-\$225.08	100.37%
E 101-43000-553 Capital Outlay - Other	\$0.00	\$990.00	\$7,148.50	-\$7,148.50	0.00%
E 101-43000-581 Capital Outlay -Seal Coat	\$117,000.00	\$0.00	\$39,209.00	\$77,791.00	33.51%
E 101-43000-582 Capital Outlay - Crackfill	\$40,000.00	\$0.00	\$9,915.18	\$30,084.82	24.79%
E 101-43000-584 Capital Outl - 2025 Road Co	\$1,982,963.00	\$93,373.83	\$718,785.39	\$1,264,177.61	36.25%
E 101-43000-585 Capital Outl - 2026 Road Co	\$0.00	\$3,067.50	\$3,067.50	-\$3,067.50	0.00%
43000 Public Works (GENERAL)	\$2,899,494.00	\$157,062.59	\$1,337,441.36	\$1,562,052.64	
43026 Public Works Sidewalks&Trails					
E 101-43026-134 Employer Paid Life	\$1.00	\$0.00	\$0.00	\$1.00	0.00%
43026 Public Works Sidewalks&Trails	\$1.00	\$0.00	\$0.00	\$1.00	
43100 Cemetery					
E 101-43100-105 Part-time or Intern Wages	\$5,574.00	\$344.00	\$4,684.00	\$890.00	84.03%
E 101-43100-122 FICA	\$0.00	\$26.32	\$358.31	-\$358.31	0.00%
E 101-43100-210 Operating Supplies	\$940.00	\$0.00	\$457.68	\$482.32	48.69%
E 101-43100-220 Repair/Maint Supply - Equip	\$250.00	\$0.00	\$106.68	\$143.32	42.67%
E 101-43100-360 Insurance	\$0.00	\$0.00	\$97.50	-\$97.50	0.00%
E 101-43100-381 Electric Utilities	\$350.00	\$33.40	\$299.21	\$50.79	85.49%
E 101-43100-430 Miscellaneous	\$400.00	\$0.00	\$348.48	\$51.52	87.12%
E 101-43100-500 Capital Outlay -	\$23,357.00	\$0.00	\$1,883.25	\$21,473.75	8.06%
43100 Cemetery	\$30,871.00	\$403.72	\$8,235.11	\$22,635.89	
45100 Park and Recreation (GENERAL)					
E 101-45100-100 Wages - Dept Heads	\$88,046.00	\$6,802.80	\$71,414.40	\$16,631.60	81.11%
E 101-45100-104 Tech 2	\$0.00	\$0.00	\$190.00	-\$190.00	0.00%
E 101-45100-105 Part-time or Intern Wages	\$37,710.00	\$1,722.00	\$19,478.00	\$18,232.00	51.65%
E 101-45100-111 Parks & Rec Summer Wages	\$3,000.00	\$0.00	\$1,748.00	\$1,252.00	58.27%
E 101-45100-115 Admin Asst or Program Fac	\$53,742.00	\$3,997.56	\$41,442.78	\$12,299.22	77.11%
E 101-45100-118 Parks & Rec Equip Op Wage	\$118,227.00	\$8,877.60	\$93,129.93	\$25,097.07	78.77%
E 101-45100-121 PERA	\$22,670.00	\$1,605.01	\$16,771.35	\$5,898.65	73.98%
E 101-45100-122 FICA	\$23,353.00	\$1,367.45	\$14,725.89	\$8,627.11	63.06%
E 101-45100-124 FMLA	\$5,190.00	\$0.00	\$0.00	\$5,190.00	0.00%
E 101-45100-131 Employer Paid Health	\$53,588.00	\$4,545.34	\$44,581.10	\$9,006.90	83.19%
E 101-45100-132 Employer Paid Disability	\$465.00	\$35.68	\$356.80	\$108.20	76.73%
E 101-45100-133 Employer Paid Dental	\$4,271.00	\$394.50	\$3,865.26	\$405.74	90.50%
E 101-45100-134 Employer Paid Life	\$447.00	\$37.28	\$372.80	\$74.20	83.40%
E 101-45100-140 Unemployment	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-45100-151 Workers Comp Insurance	\$13,068.00	\$0.00	\$8,905.00	\$4,163.00	68.14%
E 101-45100-152 Health Savings Account Con	\$16,000.00	\$4,125.00	\$16,500.00	-\$500.00	103.13%
E 101-45100-200 Office Supplies	\$300.00	\$69.40	\$632.56	-\$332.56	210.85%
E 101-45100-208 Instruction Fees	\$500.00	\$0.00	\$385.00	\$115.00	77.00%
E 101-45100-210 Operating Supplies	\$3,500.00	\$285.10	\$2,880.51	\$619.49	82.30%
E 101-45100-212 Motor Fuels	\$4,300.00	\$1,410.74	\$3,671.61	\$628.39	85.39%
E 101-45100-213 Diesel Fuel	\$3,000.00	\$462.53	\$2,129.92	\$870.08	71.00%
E 101-45100-220 Repair/Maint Supply - Equip	\$11,000.00	\$399.50	\$7,073.13	\$3,926.87	64.30%
E 101-45100-221 Repair/Maint Vehicles	\$1,500.00	\$16.47	\$1,540.80	-\$40.80	102.72%
E 101-45100-223 Bldg Repair Suppl/Maintena	\$22,000.00	\$501.95	\$136,352.28	-\$114,352.28	619.78%
E 101-45100-231 Chemicals/Landscaping	\$4,000.00	\$746.04	\$4,021.65	-\$21.65	100.54%
E 101-45100-235 Signs	\$400.00	\$0.00	\$175.22	\$224.78	43.81%
E 101-45100-240 Small Tools and Minor Equip	\$1,500.00	\$153.27	\$809.19	\$690.81	53.95%
E 101-45100-254 Concessions - Pop & Food	\$0.00	\$0.00	\$2.50	-\$2.50	0.00%
E 101-45100-258 Uniform - Department Head	\$500.00	\$184.97	\$513.63	-\$13.63	102.73%
E 101-45100-259 Uniform - Staff	\$1,570.00	\$108.50	\$881.42	\$688.58	56.14%

Should be at 83% YTD Budget

11/06/25 8:37 AM

Page 7

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
E 101-45100-303 Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-45100-304 Legal Fees (Civil)	\$2,000.00	\$168.00	\$651.00	\$1,349.00	32.55%
E 101-45100-309 Tennis	\$1,000.00	\$0.00	\$333.13	\$666.87	33.31%
E 101-45100-310 Program Supplies	\$1,500.00	\$0.00	\$698.65	\$801.35	46.58%
E 101-45100-311 Softball/Baseball	\$1,500.00	\$0.00	\$1,411.20	\$88.80	94.08%
E 101-45100-312 Pickleball	\$0.00	\$0.00	\$1,773.05	-\$1,773.05	0.00%
E 101-45100-315 Warm House/Garage Exp	\$500.00	\$0.00	\$275.00	\$225.00	55.00%
E 101-45100-316 Security Monitoring	\$1,200.00	\$0.00	\$653.88	\$546.12	54.49%
E 101-45100-317 Soccer/Skating	\$1,000.00	\$167.32	\$476.32	\$523.68	47.63%
E 101-45100-318 Garage (North)	\$2,000.00	\$0.00	\$670.58	\$1,329.42	33.53%
E 101-45100-319 Donation Expenditures	\$0.00	\$0.00	\$896.00	-\$896.00	0.00%
E 101-45100-320 Communications	\$6,000.00	\$684.35	\$6,079.66	-\$79.66	101.33%
E 101-45100-322 Postage	\$150.00	\$7.40	\$12.23	\$137.77	8.15%
E 101-45100-323 Garage (East)	\$1,000.00	\$0.00	\$247.35	\$752.65	24.74%
E 101-45100-324 Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-45100-331 Travel Expenses	\$1,000.00	\$38.00	\$38.00	\$962.00	3.80%
E 101-45100-335 Background Checks	\$150.00	\$0.00	\$105.00	\$45.00	70.00%
E 101-45100-340 Advertising	\$1,000.00	\$0.00	\$648.87	\$351.13	64.89%
E 101-45100-351 Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 101-45100-360 Insurance	\$25,420.00	\$0.00	\$21,653.13	\$3,766.87	85.18%
E 101-45100-381 Electric Utilities	\$15,000.00	\$1,481.03	\$13,424.96	\$1,575.04	89.50%
E 101-45100-383 Gas Utilities	\$10,000.00	\$198.60	\$7,646.74	\$2,353.26	76.47%
E 101-45100-384 Refuse/Garbage Disposal	\$800.00	\$96.90	\$1,132.32	-\$332.32	141.54%
E 101-45100-403 Improvements Other Than B	\$3,800.00	\$0.00	\$3,902.00	-\$102.00	102.68%
E 101-45100-405 Cleaning Services	\$23,575.00	\$1,981.25	\$20,572.50	\$3,002.50	87.26%
E 101-45100-413 Office Equipment Rental/Re	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-45100-415 Equipment Rental	\$500.00	\$190.00	\$525.00	-\$25.00	105.00%
E 101-45100-430 Miscellaneous	\$1,500.00	\$804.32	\$4,475.82	-\$2,975.82	298.39%
E 101-45100-433 Dues/Contracts/Subscription	\$3,011.00	\$193.00	\$2,938.76	\$72.24	97.60%
E 101-45100-442 Safety Prog/Equipment	\$1,000.00	\$33.98	\$221.28	\$778.72	22.13%
E 101-45100-443 Sales Tax	\$3,000.00	\$361.00	\$5,508.00	-\$2,508.00	183.60%
E 101-45100-445 Sr Meals Expense	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-45100-448 Weight Room Ins Reimbur	\$150.00	\$0.00	\$100.25	\$49.75	66.83%
E 101-45100-452 Refund	\$150.00	\$0.00	\$185.00	-\$35.00	123.33%
E 101-45100-453 80 Acre Development Expen	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-45100-457 Weight Room Expenses	\$2,000.00	\$189.10	\$2,114.69	-\$114.69	105.73%
E 101-45100-459 PAL Foundation Expenditure	\$73,000.00	\$266.60	\$79,252.48	-\$6,252.48	108.57%
E 101-45100-461 Silver Sneakers	\$6,500.00	\$667.00	\$6,844.00	-\$344.00	105.29%
E 101-45100-500 Capital Outlay -	\$426,600.00	\$0.00	\$285,250.35	\$141,349.65	66.87%
E 101-45100-600 Principal	\$840.00	\$84.03	\$746.78	\$93.22	88.90%
E 101-45100-610 Interest	\$15.00	\$13.15	\$127.85	-\$112.85	852.33%
45100 Park and Recreation (GENERAL)	\$1,122,608.00	\$45,473.72	\$966,142.56	\$156,465.44	
45125 Parks and Rec Snow Removal					
E 101-45125-118 Parks & Rec Equip Op Wage	\$1,544.00	\$0.00	\$0.00	\$1,544.00	0.00%
E 101-45125-124 FMLA	\$15.00	\$0.00	\$0.00	\$15.00	0.00%
45125 Parks and Rec Snow Removal	\$1,559.00	\$0.00	\$0.00	\$1,559.00	
45126 Parks and Rec Trails					
E 101-45126-500 Capital Outlay -	\$0.00	\$13,178.75	\$54,159.63	-\$54,159.63	0.00%
45126 Parks and Rec Trails	\$0.00	\$13,178.75	\$54,159.63	-\$54,159.63	
45500 Library					
E 101-45500-101 Assistant	\$27,560.00	\$1,800.00	\$22,631.25	\$4,928.75	82.12%
E 101-45500-121 PERA	\$2,067.00	\$135.01	\$1,697.41	\$369.59	82.12%
E 101-45500-122 FICA	\$2,108.00	\$128.75	\$1,631.36	\$476.64	77.39%
E 101-45500-124 FMLA	\$469.00	\$0.00	\$0.00	\$469.00	0.00%

Should be at 83% YTD Budget

11/06/25 8:37 AM

Page 8

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
E 101-45500-151 Workers Comp Insurance	\$1,084.00	\$0.00	\$320.00	\$764.00	29.52%
E 101-45500-201 Library Operating Supplies	\$2,000.00	\$45.31	\$1,371.49	\$628.51	68.57%
E 101-45500-202 Library Subscriptions	\$600.00	\$57.98	\$128.58	\$471.42	21.43%
E 101-45500-203 Library Books	\$5,000.00	\$516.37	\$4,370.24	\$629.76	87.40%
E 101-45500-204 Children s Program Expense	\$150.00	\$0.00	\$66.30	\$83.70	44.20%
E 101-45500-206 Book Sale Expenses	\$100.00	\$0.00	\$360.00	-\$260.00	360.00%
E 101-45500-319 Donation Expenditures	\$0.00	\$0.00	\$2,000.00	-\$2,000.00	0.00%
E 101-45500-320 Communications	\$1,000.00	\$25.71	\$226.61	\$773.39	22.66%
E 101-45500-322 Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
E 101-45500-413 Office Equipment Rental/Re	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-45500-430 Miscellaneous	\$1,000.00	\$405.40	\$544.41	\$455.59	54.44%
E 101-45500-433 Dues/Contracts/Subscription	\$2,200.00	\$0.00	\$2,505.00	-\$305.00	113.86%
E 101-45500-443 Sales Tax	\$615.00	\$88.00	\$529.00	\$86.00	86.02%
E 101-45500-452 Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
E 101-45500-459 PAL Foundation Expenditure	\$250.00	\$754.00	\$1,987.70	-\$1,737.70	795.08%
E 101-45500-500 Capital Outlay -	\$2,580.00	\$1,926.24	\$1,926.24	\$653.76	74.66%
E 101-45500-600 Principal	\$547.00	\$56.02	\$497.85	\$49.15	91.01%
E 101-45500-610 Interest	\$8.00	\$8.77	\$85.25	-\$77.25	1065.63%
45500 Library	\$49,938.00	\$5,947.56	\$42,878.69	\$7,059.31	
48000 Recycling					
E 101-48000-388 Recycling Expenses	\$500.00	\$0.00	\$225.00	\$275.00	45.00%
48000 Recycling	\$500.00	\$0.00	\$225.00	\$275.00	
101 GENERAL FUND	\$7,256,161.00	\$481,719.00	\$5,574,736.06	\$1,681,424.94	
301 DEBT SERVICE FUND					
47000 \$3,815,000 GO CIP 2019A					
E 301-47000-600 Principal	\$235,000.00	\$0.00	\$235,000.00	\$0.00	100.00%
E 301-47000-610 Interest	\$57,031.00	\$0.00	\$57,031.26	-\$0.26	100.00%
E 301-47000-620 Fiscal Agent s Fees	\$500.00	\$0.00	\$1,295.00	-\$795.00	259.00%
47000 \$3,815,000 GO CIP 2019A	\$292,531.00	\$0.00	\$293,326.26	-\$795.26	
47014 2018 Series A Bonds					
E 301-47014-600 Principal	\$90,000.00	\$0.00	\$90,000.00	\$0.00	100.00%
E 301-47014-610 Interest	\$7,638.00	\$0.00	\$7,637.50	\$0.50	99.99%
E 301-47014-620 Fiscal Agent s Fees	\$500.00	\$0.00	\$1,295.00	-\$795.00	259.00%
47014 2018 Series A Bonds	\$98,138.00	\$0.00	\$98,932.50	-\$794.50	
47015 47015 Series 2015B/2021A					
E 301-47015-600 Principal	\$125,000.00	\$0.00	\$125,000.00	\$0.00	100.00%
E 301-47015-610 Interest	\$11,250.00	\$0.00	\$11,250.00	\$0.00	100.00%
E 301-47015-620 Fiscal Agent s Fees	\$500.00	\$0.00	\$1,295.00	-\$795.00	259.00%
47015 47015 Series 2015B/2021A	\$136,750.00	\$0.00	\$137,545.00	-\$795.00	
47016 2025 Go Bonds-Roads 2024/2025					
E 301-47016-600 Principal	\$128,500.00	\$0.00	\$0.00	\$128,500.00	0.00%
47016 2025 Go Bonds-Roads 2024/2025	\$128,500.00	\$0.00	\$0.00	\$128,500.00	
47100 2022A ROAD BONDS					
E 301-47100-600 Principal	\$42,000.00	\$0.00	\$42,000.00	\$0.00	100.00%
E 301-47100-610 Interest	\$32,260.00	\$0.00	\$31,394.40	\$865.60	97.32%
E 301-47100-620 Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
47100 2022A ROAD BONDS	\$74,535.00	\$0.00	\$73,394.40	\$1,140.60	
47101 2022A FIRE TRUCK BONDS					
E 301-47101-600 Principal	\$102,000.00	\$0.00	\$102,000.00	\$0.00	100.00%
E 301-47101-610 Interest	\$17,881.00	\$0.00	\$15,779.60	\$2,101.40	88.25%
E 301-47101-620 Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%

Should be at 83% YTD Budget

11/06/25 8:37 AM

Page 9

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
47101 2022A FIRE TRUCK BONDS	\$120,156.00	\$0.00	\$117,779.60	\$2,376.40	
301 DEBT SERVICE FUND	\$850,610.00	\$0.00	\$720,977.76	\$129,632.24	
405 TAX INCREMENT FINANCE PROJECTS					
46000 Tax Increment Financing					
E 405-46000-351 Legal Notices Publishing	\$250.00	\$0.00	\$56.10	\$193.90	22.44%
E 405-46000-646 TaxIncrement 9-C&J Dev	\$11,071.00	\$0.00	\$0.00	\$11,071.00	0.00%
E 405-46000-650 Administrative Costs	\$300.00	\$0.00	\$100.00	\$200.00	33.33%
46000 Tax Increment Financing	\$11,621.00	\$0.00	\$156.10	\$11,464.90	
405 TAX INCREMENT FINANCE PROJECTS	\$11,621.00	\$0.00	\$156.10	\$11,464.90	
502 ECONOMIC DEVELOPMENT FUND					
47009 2003 Joint Facility					
E 502-47009-430 Miscellaneous	\$18,100.00	\$0.00	\$6,931.52	\$11,168.48	38.30%
47009 2003 Joint Facility	\$18,100.00	\$0.00	\$6,931.52	\$11,168.48	
502 ECONOMIC DEVELOPMENT FUND	\$18,100.00	\$0.00	\$6,931.52	\$11,168.48	
601 SEWER OPERATING FUND					
43200 Sewer					
E 601-43200-100 Wages - Dept Heads	\$44,106.00	\$3,407.80	\$35,774.39	\$8,331.61	81.11%
E 601-43200-114 Sewer Operator Wages	\$105,360.00	\$5,853.17	\$87,028.58	\$18,331.42	82.60%
E 601-43200-121 PERA	\$11,210.00	\$694.58	\$8,887.45	\$2,322.55	79.28%
E 601-43200-122 FICA	\$11,434.00	\$620.21	\$8,106.90	\$3,327.10	70.90%
E 601-43200-124 FMLA	\$2,541.00	\$0.00	\$0.00	\$2,541.00	0.00%
E 601-43200-131 Employer Paid Health	\$35,440.00	\$2,201.82	\$32,468.56	\$2,971.44	91.62%
E 601-43200-132 Employer Paid Disability	\$229.00	\$12.61	\$126.10	\$102.90	55.07%
E 601-43200-133 Employer Paid Dental	\$2,109.00	\$99.09	\$1,773.41	\$335.59	84.09%
E 601-43200-134 Employer Paid Life	\$156.00	\$17.92	\$193.32	-\$37.32	123.92%
E 601-43200-151 Workers Comp Insurance	\$3,806.00	\$0.00	\$2,665.00	\$1,141.00	70.02%
E 601-43200-152 Health Savings Account Con	\$10,240.00	\$0.00	\$4,950.00	\$5,290.00	48.34%
E 601-43200-200 Office Supplies	\$600.00	\$0.00	\$550.65	\$49.35	91.78%
E 601-43200-208 Instruction Fees	\$1,500.00	\$0.00	\$2,048.82	-\$548.82	136.59%
E 601-43200-210 Operating Supplies	\$4,000.00	\$443.17	\$1,708.32	\$2,291.68	42.71%
E 601-43200-212 Motor Fuels	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 601-43200-213 Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 601-43200-220 Repair/Maint Supply - Equip	\$30,030.00	\$4,219.72	\$34,946.15	-\$4,916.15	116.37%
E 601-43200-221 Repair/Maint Vehicles	\$1,500.00	\$0.00	\$229.19	\$1,270.81	15.28%
E 601-43200-222 Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 601-43200-223 Bldg Repair Suppl/Maintena	\$8,000.00	\$0.00	-\$1,200.53	\$9,200.53	-15.01%
E 601-43200-229 Oper/Maint - Lift Station	\$18,000.00	\$600.58	\$13,603.13	\$4,396.87	75.57%
E 601-43200-230 Repair/Maint - Collection Sys	\$15,000.00	\$1,401.59	\$5,904.15	\$9,095.85	39.36%
E 601-43200-231 Chemicals/Landscaping	\$20,000.00	\$3,206.82	\$28,528.63	-\$8,528.63	142.64%
E 601-43200-259 Uniform - Staff	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 601-43200-303 Engineering Fees	\$32,000.00	\$0.00	\$720.00	\$31,280.00	2.25%
E 601-43200-304 Legal Fees (Civil)	\$250.00	\$0.00	\$1,971.69	-\$1,721.69	788.68%
E 601-43200-320 Communications	\$4,600.00	\$148.73	\$2,243.12	\$2,356.88	48.76%
E 601-43200-321 Communications-Cellular	\$1,600.00	\$49.93	\$449.37	\$1,150.63	28.09%
E 601-43200-322 Postage	\$1,000.00	\$247.66	\$1,096.47	-\$96.47	109.65%
E 601-43200-331 Travel Expenses	\$2,000.00	\$0.00	\$673.51	\$1,326.49	33.68%
E 601-43200-351 Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 601-43200-360 Insurance	\$15,497.00	\$0.00	\$14,169.21	\$1,327.79	91.43%
E 601-43200-381 Electric Utilities	\$40,000.00	\$2,138.77	\$23,408.12	\$16,591.88	58.52%
E 601-43200-383 Gas Utilities	\$3,000.00	\$21.48	\$1,885.16	\$1,114.84	62.84%
E 601-43200-406 Lab Testing	\$22,000.00	\$2,135.88	\$12,106.62	\$9,893.38	55.03%
E 601-43200-407 Sludge Disposal	\$47,120.00	\$3,154.40	\$31,648.53	\$15,471.47	67.17%

Should be at 83% YTD Budget

11/06/25 8:37 AM

Page 10

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
E 601-43200-420 Depreciation Expense	\$350,000.00	\$0.00	\$0.00	\$350,000.00	0.00%
E 601-43200-430 Miscellaneous	\$200.00	\$75.00	\$100.00	\$100.00	50.00%
E 601-43200-433 Dues/Contracts/Subscription	\$5,000.00	\$83.75	\$3,511.10	\$1,488.90	70.22%
E 601-43200-442 Safety Prog/Equipment	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 601-43200-443 Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 601-43200-450 Permits or House Burns	\$2,000.00	\$0.00	\$1,481.18	\$518.82	74.06%
E 601-43200-452 Refund	\$100.00	\$0.00	\$3,680.00	-\$3,580.00	3680.00%
E 601-43200-500 Capital Outlay -	\$125,000.00	\$0.00	\$15,037.17	\$109,962.83	12.03%
E 601-43200-553 Capital Outlay - Other	\$7,731.00	\$0.00	\$2,237.00	\$5,494.00	28.94%
43200 Sewer	\$989,759.00	\$30,834.68	\$384,710.47	\$605,048.53	
601 SEWER OPERATING FUND	\$989,759.00	\$30,834.68	\$384,710.47	\$605,048.53	
651 SEWER RESTRICTED SINKING FUND					
47008 2017 Series A Sewer					
E 651-47008-600 Principal	\$105,000.00	\$0.00	\$105,000.00	\$0.00	100.00%
E 651-47008-610 Interest	\$8,205.00	\$0.00	\$8,205.00	\$0.00	100.00%
E 651-47008-620 Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
47008 2017 Series A Sewer	\$113,480.00	\$0.00	\$113,205.00	\$275.00	
47102 2022A SEWER BONDS					
E 651-47102-600 Principal	\$60,000.00	\$0.00	\$60,000.00	\$0.00	100.00%
E 651-47102-610 Interest	\$69,422.00	\$0.00	\$68,186.00	\$1,236.00	98.22%
E 651-47102-620 Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
47102 2022A SEWER BONDS	\$129,697.00	\$0.00	\$128,186.00	\$1,511.00	
651 SEWER RESTRICTED SINKING FUND	\$243,177.00	\$0.00	\$241,391.00	\$1,786.00	
	\$9,369,428.00	\$512,553.68	\$6,928,902.91	\$2,440,525.09	

City of Crosslake

11/06/25 8:33 AM

Page 1

Balance Sheet

OCTOBER

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
101 GENERAL FUND						
G 101-10100 Cash	\$6,176,087.46	\$198,197.92	\$492,794.37	\$5,761,553.28	\$7,095,825.57	\$4,841,815.17
G 101-10150 Cash - Phone Company Proceed	\$1,981,425.76	\$6,410.67	\$0.00	\$71,653.32	\$190,902.99	\$1,862,176.09
G 101-10200 Petty Cash	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
G 101-10201 Petty Cash - Library	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G 101-10450 Interest Receivable on Invest	\$110,367.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,367.00
G 101-10500 Taxes Receivable-Current	\$71,051.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,051.00
G 101-10700 Taxes Receivable-Delinquent	\$2,134.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,134.00
G 101-11500 Accounts Receivable	\$575,030.00	\$0.00	\$0.00	\$0.00	\$0.00	\$575,030.00
G 101-12300 Special Assess Rec-Deferred	\$106,605.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,605.00
G 101-13200 Due From Other Governments	\$5,923.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,923.00
G 101-15500 Prepaid Items	\$46,693.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,693.00
G 101-20200 Accounts Payable	-\$6,613.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,613.00
G 101-20600 Contracts Payable	-\$39,943.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$39,943.00
G 101-21600 Accrued Wages & Salaries Paya	-\$97,333.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$97,333.00
G 101-21701 Federal Withholding	\$0.00	\$10,286.59	\$10,286.59	\$124,082.35	\$124,082.35	\$0.00
G 101-21702 State Withholding	\$0.00	\$5,824.05	\$5,824.05	\$62,320.28	\$62,320.28	\$0.00
G 101-21703 FICA Withholding(Incl Medicare	\$375.24	\$15,893.02	\$15,893.02	\$170,726.28	\$171,101.52	\$0.00
G 101-21704 PERA	\$0.00	\$28,534.98	\$28,534.98	\$290,293.02	\$290,293.02	\$0.00
G 101-21706 Hospitalization/Medical Ins	\$0.00	\$39,502.88	\$35,288.84	\$344,371.25	\$349,571.75	-\$5,200.50
G 101-21707 Union Dues	\$0.00	\$1,208.88	\$1,208.88	\$11,909.74	\$11,909.74	\$0.00
G 101-21708 HCSP	\$1,500.00	\$4,048.18	\$4,048.18	\$31,734.32	\$30,084.32	\$3,150.00
G 101-21710 Life Insurance	\$0.00	\$457.20	\$467.38	\$4,410.78	\$4,586.56	-\$175.78
G 101-21712 Savings	\$6,744.00	\$1,162.00	\$1,162.00	\$11,620.00	\$16,570.00	\$1,794.00
G 101-21713 Dental	\$1,858.00	\$2,431.30	\$2,160.18	\$21,661.11	\$21,465.82	\$2,053.29
G 101-21714 Deferred Compensation	\$0.00	\$570.00	\$570.00	\$5,685.00	\$5,685.00	\$0.00
G 101-21715 Vision Insurance	\$104.40	\$133.47	\$148.79	\$1,143.49	\$1,249.46	-\$1.57
G 101-21716 Flexible Benefit Plan	-\$1,223.21	\$85.00	\$908.10	\$32,027.27	\$35,613.64	-\$4,809.58
G 101-22200 Deferred Revenues	-\$20,627.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$20,627.00
G 101-22281 Deferred Revenue-Spec Assmts	-\$106,605.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$106,605.00
G 101-22282 DI - GRANTS	-\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$50,000.00
G 101-25300 Unreserved Fund Balance	-\$832,632.38	\$517,443.78	\$232,894.56	\$7,347,165.24	\$5,881,094.71	\$633,438.15
G 101-26600 Net Assets - Unrestricted	-\$263,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$263,000.00
G 101-27200 FB - Nonspendable - Prepaids	-\$46,693.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$46,693.00
G 101-28511 FB - Rest for PS Grant	-\$107,913.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$107,913.00
G 101-29210 FB - CO ASG Animal Control	-\$1,515.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,515.00
G 101-29215 FB - CO ASG Admin & PZ	-\$19,749.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$19,749.00
G 101-29225 FB - CO ASG PW Bridges	-\$143,944.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$143,944.28
G 101-29226 FB - CO ASG Storm Water Main	-\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$13,500.00
G 101-29230 FB - CO ASG PW Buildings	-\$51,525.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$51,525.00
G 101-29231 FB- CO ASG PW Veh & Equip	\$36,101.63	\$0.00	\$0.00	\$0.00	\$36,101.63	\$0.00
G 101-29235 FB - CO ASG PW Roads	\$1,370,012.02	\$0.00	\$0.00	\$0.00	\$1,370,012.02	\$0.00
G 101-29240 FB - CO ASG Parks 80 Acre	-\$698.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$698.00
G 101-29245 FB - CO ASG Park Dedication	-\$199,852.18	\$0.00	\$0.00	\$0.00	\$0.00	-\$199,852.18
G 101-29250 FB - CO ASG Park Fitness Equip	-\$57,644.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$57,644.00
G 101-29255 FB - CO ASG Park Gen Cap Ex	\$49,309.41	\$0.00	\$0.00	\$0.00	\$69,918.00	-\$20,608.59
G 101-29257 FB - CO ASG Pickleball	-\$44,525.07	\$0.00	\$0.00	\$0.00	\$0.00	-\$44,525.07
G 101-29260 FB - CO ASG Library D/Pledges	-\$58,876.05	\$0.00	\$0.00	\$0.00	\$0.00	-\$58,876.05
G 101-29270 FB - CO ASG Police Forfeiture	-\$5,867.96	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,867.96
G 101-29275 FB - CO ASG Police Equipment	-\$177,867.04	\$0.00	\$0.00	\$0.00	\$0.00	-\$177,867.04
G 101-29280 FB - CO ASG Fire Trucks	-\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$25,000.00
G 101-29300 FB - UnRestricted Unassigned	-\$5,651,495.99	\$6,410.67	\$0.00	\$1,547,684.98	\$6,572.19	-\$4,110,383.20
G 101-29350 FB - UnRes Ua - Phone Co	-\$2,516,878.76	\$0.00	\$6,410.67	\$6,572.19	\$71,653.33	-\$2,581,959.90

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
101 GENERAL FUND	\$0.00	\$838,600.59	\$838,600.59	\$15,846,613.90	\$15,846,613.90	\$0.00
301 DEBT SERVICE FUND						
G 301-10100 Cash	\$1,011,072.52	\$139,768.63	\$8,800.00	\$984,666.67	\$1,043,186.17	\$952,553.02
G 301-10500 Taxes Receivable-Current	\$13,249.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,249.00
G 301-10700 Taxes Receivable-Delinquent	\$6,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,110.00
G 301-12300 Special Assess Rec-Deferred	\$200,751.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,751.00
G 301-22280 Deferred Revenue-Property Tax	-\$6,110.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,110.00
G 301-22281 Deferred Revenue-Spec Assmts	-\$200,751.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$200,751.00
G 301-25300 Unreserved Fund Balance	\$0.00	\$8,800.00	\$139,701.43	\$201,314.42	\$273,680.23	-\$72,365.81
G 301-28400 FB - Restricted for Debt Ser.	-\$1,024,321.52	\$0.00	\$67.20	\$841,871.75	\$710,986.44	-\$893,436.21
301 DEBT SERVICE FUND	\$0.00	\$148,568.63	\$148,568.63	\$2,027,852.84	\$2,027,852.84	\$0.00
405 TAX INCREMENT FINANCE PROJECTS						
G 405-10100 Cash	\$14,465.86	\$0.00	\$0.00	\$39,093.93	\$18,692.12	\$34,867.67
G 405-28500 FB - Restricted for TIF	-\$14,465.86	\$0.00	\$0.00	\$18,692.12	\$39,093.93	-\$34,867.67
405 TAX INCREMENT FINANCE PROJECTS	\$0.00	\$0.00	\$0.00	\$57,786.05	\$57,786.05	\$0.00
502 ECONOMIC DEVELOPMENT FUND						
G 502-10100 Cash	\$25,344.67	\$1.70	\$0.00	\$17,463.11	\$13,431.08	\$29,376.70
G 502-10500 Taxes Receivable-Current	\$336.00	\$0.00	\$0.00	\$0.00	\$0.00	\$336.00
G 502-10700 Taxes Receivable-Delinquent	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
G 502-22280 Deferred Revenue-Property Tax	-\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$30.00
G 502-25300 Unreserved Fund Balance	\$163.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163.00
G 502-29300 FB - UnRestricted Unassigned	-\$25,843.67	\$0.00	\$1.70	\$13,431.08	\$17,463.11	-\$29,875.70
502 ECONOMIC DEVELOPMENT FUND	\$0.00	\$1.70	\$1.70	\$30,894.19	\$30,894.19	\$0.00
601 SEWER OPERATING FUND						
G 601-10100 Cash	\$481,716.82	\$52,819.46	\$35,705.44	\$628,538.09	\$488,886.12	\$621,368.79
G 601-10500 Taxes Receivable-Current	\$3,436.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,436.00
G 601-10700 Taxes Receivable-Delinquent	\$1,493.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,493.00
G 601-11500 Accounts Receivable	\$42,498.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,498.00
G 601-15500 Prepaid Items	\$4,726.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,726.00
G 601-16100 Fixed Asset-Land	\$185,136.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185,136.00
G 601-16200 Fixed Asset-Buildings	\$4,252,418.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,252,418.00
G 601-16210 A/D Buildings	-\$1,878,606.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,878,606.00
G 601-16300 Improvements Other Than Bldg	\$39,328.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,328.00
G 601-16310 A/D Impr Other Than Bldgs	-\$31,733.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$31,733.00
G 601-16400 Fixed Asset-Equip/Machinery	\$396,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$396,570.00
G 601-16410 Fixed Asset-Equip Depreciation	-\$326,969.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$326,969.00
G 601-16700 Infrastructure	\$8,457,223.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,457,223.00
G 601-16710 A/D Infrastructure	-\$2,617,488.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,617,488.00
G 601-19005 DO - OPEB	\$4,828.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,828.00
G 601-20200 Accounts Payable	-\$1,278.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,278.00
G 601-21600 Accrued Wages & Salaries Paya	-\$3,247.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,247.00
G 601-21740 Accrued Comp Abs due in 1 yr	-\$801.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$801.00
G 601-21750 Accrued Compensated Absence	-\$3,206.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,206.00
G 601-21800 OPEB Liability	-\$14,741.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,741.00
G 601-21801 OPEB Liability - Current	-\$2,015.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,015.00
G 601-21802 Deferred Inflows - OPEB	-\$10,413.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$10,413.00
G 601-23950 Net Pension Liability	-\$28,169.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$28,169.00
G 601-23955 DI-GERF-Dif Exp & Act Econ Ex	-\$19,800.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$19,800.00
G 601-24502 DO-GERF-Net Fiff BTW Proj & A	\$8,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,200.00
G 601-25300 Unreserved Fund Balance	-\$185,628.21	\$5,853.17	\$0.00	\$144,834.82	\$155,726.58	-\$196,519.97
G 601-26100 Net Inv. In Capital Assets	-\$6,359,438.71	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,359,438.71
G 601-26600 Net Assets - Unrestricted	-\$2,394,039.90	\$29,852.27	\$52,819.46	\$379,299.79	\$508,060.00	-\$2,522,800.11

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
601 SEWER OPERATING FUND	\$0.00	\$88,524.90	\$88,524.90	\$1,152,672.70	\$1,152,672.70	\$0.00
651 SEWER RESTRICTED SINKING FUND						
G 651-10100 Cash	\$463,355.74	\$52.31	\$11.05	\$244,746.43	\$332,446.49	\$375,655.68
G 651-10500 Taxes Receivable-Current	\$4,776.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,776.00
G 651-10700 Taxes Receivable-Delinquent	\$498.00	\$0.00	\$0.00	\$0.00	\$0.00	\$498.00
G 651-21500 Accrued Interest Payable	-\$32,711.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$32,711.00
G 651-22500 Bonds Payable-Current Portion	-\$165,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$165,000.00
G 651-23100 Bonds Payable-Noncurrent NC	-\$1,950,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,950,000.00
G 651-26200 Net Assets - Restricted DS	-\$426,999.74	\$11.05	\$52.31	\$332,446.49	\$244,746.43	-\$339,299.68
G 651-26600 Net Assets - Unrestricted	\$2,106,081.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,106,081.00
651 SEWER RESTRICTED SINKING FUND	\$0.00	\$63.36	\$63.36	\$577,192.92	\$577,192.92	\$0.00
	\$0.00	\$1,075,759.18	\$1,075,759.18	\$19,693,012.60	\$19,693,012.60	\$0.00



C.7.

Crosslake Police Department
Monthly Report: October 2025

911 Hangup	3	Ride Along	1
Abandoned Vehicle	1	Scam/Con	4
Agency Assist	23	Suspicious Activity	3
Alarm	17	Suspicious Person	1
Animal Complaint	4	Suspicious Vehicle	3
ATV	5	Theft	3
Background	3	Threats	2
Burning Complaint	1	Traffic Arrest	2
Child Maltreatment	2	Traffic Warning	61
Civil Problem	1	Traffic Citation	20
Death	1	Victim Notification	1
Domestic	1	Void	1
Drug Information	3	Vulnerable Adult	1
EMS	35	Welfare Check	7
Escort	1		
Fire	1		
Found Property	1		
Fraud	1		
Garbage Dumping	3		
Gun Permits	2		
Harassing Communication	1		
Hazard In Road	5		
Information	7		
Motorist Assist	4		
Ordinance Violation	5		
Parking Complaint	3		
Predatory Offender	1		
Property Damage Accident	2		
Public Assist	10	TOTAL	261



Crosslake Police Department
Manhattan Beach
Monthly Report: October 2025

Drug Information	1
Traffic Warning	10
Traffic Citation	5
Welfare Check	1

TOTAL: 17



Crosslake Police Department
Mission Township
Monthly Report: October 2025

Agency Assist	4
Housewatch	1
Traffic Warning	27
Traffic Citation	4
Welfare Check	2

TOTAL: 38



Crosslake Fire Department

Date: October 2025

C.
8.

Incidents

Description of Incident	Calls	YTD
3 - Rescue & Emergency Medical Services		
311 - Medical Assist - Assist EMS Crew	28	275
300 - Rescue, EMS Incident		
322/323 - Motor Vehicle Accident with Injuries		6
324 - Motor Vehicle Accident with No Injuries		4
351 - Remove from Elevator		
341/361/362/381 - Search for Person/Water Rescue/Ice Rescue/Standby		4
Total:	28	289
1 - Fire		
111 - Building Fire		2
111 - Building Fire (Mutual Aid)		7
112/118/113/114/123/151/154/162 - Fire Other / Chimney Fire		3
141/142/143 - Forest, Woods, Brush, Grass Fire		3
130/131/134/138/142 - Mobile Property/Automobile Fire/Off Road Vehicle		2
Total:	0	17
4 - Hazardous Condition (No Fire)		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)	1	9
424 - Carbon Monoxide Incident		1
444 - Power Line Down/Trees on Road		4
445 - Arcing, Shorted Electrical Equipment		
Total:	1	14
5 - Service Call		
561 - Unauthorized Burning		
531/521 - Smoke or Odor Removal / Water Problem		1
542/550/553 - Public Service/ Public Assist / 571 - Standby	6	43
551 - Agency Assist	2	18
Total:	8	62
6 - Good Intent Call		
611 - Dispatched and Cancelled en route		16
600/631 - Good Intent Call/Authorized Burning		
651/652 - Smoke scare, Odor of smoke	1	3
661 - EMS Party Transport - Aircare - Traffic Control	4	19
Total:	5	38
7 - False Alarm & False Call		
711/735/740/743/740/745 - Smoke Detector Activation - No Fire		14
746 - Carbon Monoxide Detector Activation - No CO	1	5
731/732 - Sprinkler Activation due to Malfunction		2
Total:	1	21
8 - Severe Weather & Natural Disaster		
814 - Lightning Strike (No Fire)		1
813/815 - Wind Storm/Severe Weather Standby		6
Total:	0	7
Total Incidents:	43	448

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					
111 - Building fire	9	2.0%	1,414,400	221,700	1,636,100
118 - Trash or rubbish fire, contained	1	0.2%			
131 - Passenger vehicle fire	1	0.2%	5,000	20	5,020
141 - Forest, woods or wildland fire	1	0.2%	0	0	0
142 - Brush or brush-and-grass mixture fire	2	0.4%			
143 - Grass fire	1	0.2%			
154 - Dumpster or other outside trash receptacle fire	1	0.2%			
162 - Outside equipment fire	1	0.2%			
	Total: 17	Total: 3.8%	Total: 1,419,400	Total: 221,720	Total: 1,641,120
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	275	61.4%			
322 - Motor vehicle accident with injuries	4	0.9%			
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.2%			
324 - Motor vehicle accident with no injuries.	5	1.1%			
362 - Ice rescue	1	0.2%			
381 - Rescue or EMS standby	3	0.7%			
	Total: 289	Total: 64.5%	Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
412 - Gas leak (natural gas or LPG)	9	2.0%			
424 - Carbon monoxide incident	1	0.2%			
444 - Power line down	4	0.9%			
	Total: 14	Total: 3.1%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
531 - Smoke or odor removal	1	0.2%			
551 - Assist police or other governmental agency	18	4.0%			
553 - Public service	40	8.9%			
571 - Cover assignment, standby, moveup	3	0.7%			
	Total: 62	Total: 13.8%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	16	3.6%			
651 - Smoke scare, odor of smoke	3	0.7%			
661 - EMS call, party transported by non-fire agency	19	4.2%			
	Total: 38	Total: 8.5%	Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
711 - Municipal alarm system, malicious false alarm	2	0.4%			
732 - Extinguishing system activation due to malfunction	1	0.2%			
735 - Alarm system sounded due to malfunction	6	1.3%			
740 - Unintentional transmission of alarm, other	3	0.7%			
745 - Alarm system activation, no fire - unintentional	4	0.9%			
746 - Carbon monoxide detector activation, no CO	5	1.1%			
	Total: 21	Total: 4.7%	Total: 0	Total: 0	Total: 0
Incident Type Category: 8 - Severe Weather & Natural Disaster					
813 - Wind storm, tornado/hurricane assessment	1	0.2%			
814 - Lightning strike (no fire)	1	0.2%			
815 - Severe weather or natural disaster standby	5	1.1%			
	Total: 7	Total: 1.6%	Total: 0	Total: 0	Total: 0
	Total: 448	Total: 100.0%	Total: 1,419,400	Total: 221,720	Total: 1,641,120

Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	28	65.1%			
	Total: 28	Total: 65.1%	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	4.7%			
553 - Public service	6	14.0%			
	Total: 8	Total: 18.6%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
651 - Smoke scare, odor of smoke	1	2.3%			
661 - EMS call, party transported by non-fire agency	4	9.3%			
	Total: 5	Total: 11.6%	Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
746 - Carbon monoxide detector activation, no CO	1	2.3%			
	Total: 1	Total: 2.3%	Total: 0	Total: 0	Total: 0
	Total: 43	Total: 100.0%	Total: 0	Total: 0	Total: 0

Report Filters

Basic Incident Date Time: is between '10/01/2025' and '10/31/2025'

Agency Name: is equal to 'CROSSLAKE'

Report Criteria

Incident Type (Fd1.21): Is Not Blank

C-9.

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, OCTOBER 6, 2025
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, October 6, 2025, in City Hall. The following Commission Members were present: Tom Swenson, Mary Prescott & Gordon Wagner. Also in attendance were Public Works Director Pat Wehner & City Engineer Phil Martin.

The meeting was called to order at 4:00 P.M. by Tom Swenson.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MARY PRESCOTT TO APPROVE THE MEETING MINUTES FROM SEPTEMBER 2, 2025
THE MOTION WAS CARRIED WITH ALL AYES.

Pat informed the Commission that the filter at the sewer plant was inspected by the engineer, and he is still waiting on receiving a cost estimate for the repairs. We will discuss this again at the November meeting next month.

Pat discussed Simonson Lumber Sewer Connection and mentioned that they are scheduled for installation on October 22, 2025 being done by Schrupp Excavating.

Pat discussed bids for new sewer meters to be installed throughout the city on commercial properties who are currently hooked up with sewer. The first bid from Metron for \$67,605 and the second bid from Transparent Technologies for \$77,130. It was decided that we recommend Metron to replace all the commercial meters currently hooked up with sewer. The meters are currently over 20 years old and need replacement. Each month, there are several meters that are not accurate and/or give estimated readings.

Pat mentioned that there is enough money in the Sewer Operating Fund and the Capital Outlay account to cover the cost of replacing the meters.

A MOTION WAS MADE BY MARY PRESCOTT AND SECONDED BY GORDON WAGNER TO RECOMMEND TO THE CITY COUNCIL THAT WE MOVE FORWARD WITH THE INSTALLATION OF NEW METERS AND ACCEPT THE BID FROM METRON AT A COST OF \$67,605.
THE MOTION WAS CARRIED WITH ALL AYES

A discussion ensued regarding requiring VRBO's connected to the sewer system to install water meters on their wells as they are running a business.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDON WAGNER TO RECOMMEND TO THE CITY COUNCIL THAT STAFF REVIEW THE SEWER ORDINANCE TO REQUIRE VRBO'S CONNECTED TO CITY SEWER TO INSTALL WATER METERS IN ORDER TO BILL THEM AS A BUSINESS. THE MOTION WAS CARRIED WITH ALL AYES.

Pat discussed an invoice we received from HJC Properties for \$225.00 for reimbursement having to hire Wicks to scope the sewer line in front of Barstock Liquors at 37500 Pioneer Dr for incorrect locating of the sewer hookup. Wicks Advanced Drain Cleaning did not find any sewer tie-ins. Pat had hired Nelson's Sanitation & Rental to come on the following day to complete the work, and Joe Chase didn't want to wait for the next day. Joe was not an authorized employee to hire the work out for a company of his choice to complete the job instead of using the company who Pat had already hired.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TOM SWENSON TO RECOMMEND TO THE CITY COUNCIL THAT THEY **NOT** APPROVE THIS BILL FOR \$225.00 AS JOE CHASE HIRED WICKS DRAIN CLEANING WHEN PAT HAD ALREADY HIRED NELSON'S SANITATION TO LOCATE THE SEWER SERVICE. THE MOTION WAS CARRIED WITH ALL AYES

Phil discussed the CSAH 3 Speed Study located between Crosslake and Fifty Lakes. After re-evaluation was conducted, the equations resulted in no change to the posted speed limits and will continue use of 55-mph.

Phil discussed a letter written by Carla Tauzell who has property on Sleepy Valley Road and concerns for the unnecessary 2026 Road Improvements. Phil did mention that this road was rated a 6 in 2024 and will stick to the year 3 plan to have this road included in 2026.

Phil discussed the 2026 Bituminous Seal Coat Contract. The County is looking into switching over to micro-surfacing in place of seal coating. The cost is slightly higher at \$3/sq. yd. Phil did mention he is unsure about the durability, but Crow Wing County is recommending Micro-Surfacing. Questions were asked about the studies and how long this will hold up for. Phil will research costs and get information regarding the durability of Micro-Surfacing to share at the November meeting.

Phil discussed the Assessment hearing on 9/24/25 and feels it all went well with only a couple of changes to assessments. He does have one more change in addition to add for Parcel #14090501 at 37127 Blacksmith Place that should have been a secondary assessed at \$1,100 for an easement not the \$2,200. He will have a memo to bring to the City Council for next weeks meeting.

There was one assessment revision on Old Log Landing Parcel #14090576 that was reduced from \$3,850 to \$2,200 to match their assessment from last year. Harbor Lane had an adjustment on one parcel that was changed from \$1,100 to \$0.

Phil has prepared Pay Application 4 for work through September 25, 2025. He also prepared Change Order 1 for \$1,882.20 to address the contractor's claim for lost timber value. He also mentioned that we had agreed with property owners that there would be limited damage or trees taken down. The Power Company took down trees which the contractor planned to salvage as saw logs. Phil estimated that the construction cost will come in at around \$18,000 less than the bid.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TOM SWENSON TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF PAY REQUEST #4 AND CHANGE ORDER #1 IN THE AMOUNT OF \$1,882.20 FOR CONTRACTOR'S CLAIM FOR LOST TIMBER VALUE.
THE MOTION WAS CARRIED WITH ALL AYES.

Phil gave an update for Private Development Roads and turning their roads over to the city. Grand Review would like to turn the road over to the city now but the pavement which was laid down in 2023 has not been seal coated. Phil mentioned that generally if the road has been paved, the following year it should be seal coated. If the city takes over this road now, it will cost the city \$11,000 to have it chip sealed. The road was up to city standards a year ago but should have been seal coated. There are a few items that will need to be done before we can bring it to the council. After discussion, it was decided that we get back to Dan Miller on the list of items of work that needed to be done before we bring it to the Council.

We should have Developer guidelines that need to be followed before new roads can be brought to the city for acceptance. A discussion ensued as to whether Developers should be required to either chipseal the road the year after it is paved before the city would accept the road for future maintenance or whether the city should require payment of the estimated cost of chip sealing the road. Staff will discuss this with Planning & Zoning and work on having the ordinance amended. A request was made that Lori (City Administrator) attend next month's meeting for more discussion.

Phil discussed year-3 Road improvements and that soil borings were completed last week but he hasn't seen any results from those yet. Soil borings testing tells us how much existing pavement is currently left on the roads and the condition of the sub-base. Completion of year 3 (2026) totals are as follows.

Chip Sealcoat \$250,596, Bituminous Overlay \$419,133 and if we consider adding Harbor Lane to year-3 for chip sealcoat \$28,682 bringing the total project to \$698,411.

Phil gave an update on the 5-year road plan and discussion was made on moving some roads around due to lower ratings. Generally, staying near or under \$1M for each improvement year. Do we want to develop a new 5-year plan or add year-6 and year-7.

Phil presented a recap report and mentioned the purpose of this report is to put together the graphics in a map to get what roads are in a plan and in agreement. More discussion to follow at next month's November meeting.

Phil reviewed the county letter for CSAH 66 Bridge over Daggett Brook during the summer of 2026 and the plans are near completion. Sidewalk repair, panel installation and guardrail replacement will

be completed in the final design phase. He also discussed the county letter regarding their plan to resurface CSAH 66 between Bald Eagle Drive and Log Landing in the summer of 2028 along with extending the sidewalk on the east side. Pat will speak to the county.

Discussion on Other Business-

- Phil will break out the amounts for the Curb Cuts at Barstock & Loon Center.
- Pat asked if there are any concerns at the Roundabout-The County replaced the shrubs, and our warranty/2-year guarantee is over. No other concerns.
- Bio-Solids Study- Pat said there are no new issues and John is currently working on the study
- Mad Rabbit Sewer Claim-what are the next steps to collect for this claim.

A MOTION WAS MADE BY MARY PRESCOTT AND SECONDED BY TOM SWENSON TO ADJOURN THE MEETING AT 5:43 P.M.
A MOTION WAS CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer



C. 10.

STATED MINUTES

City of Crosslake Planning Commission/Board of Adjustment

September 26, 2025
9:00 A.M.

Crosslake City Hall
13888 Daggett Bay Road
Crosslake, MN 56442

1. Present: Chair David Fuhs; Vice Chair Jeff McGrath; Kristin Graham; Joseph O'Leary; Jeremy Johnson; Alternate Joel Knippel; Alternate Cooper Hanning; and Liaison Council Member Jayme Knapp

Absent: None

Staff: Jody Grund, Planning & Zoning Administrator and Cheryl Stuckmayer, Planner-Zoning Coordinator

2. 8-22-2025 Minutes – **Motion by O'Leary; supported by Graham to approve the minutes as written. All members voting "Aye", Motion carried.**
3. Old Business
 - 3.1 None
4. New Business
 - 4.1 Matthew J Gallaway – Preliminary Plat of Compass Rose
 - 4.2 Matthew J Gallaway – Preliminary Plat of Whitetail Estates
5. Other Business
 - 5.1 Staff report
6. Open Forum – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future PC/BOA meeting. Speakers must state their name and address. Each speaker is given a three minute time limit.
7. Adjournment

**Matthew J Gallaway
14320679**

Fuhs announced the preliminary plat request and invited Hidde, the applicant/owner's representative to the podium. Hidde, Stonemark Surveyor-proposing 5 new lots, meeting all ordinance requirements, existing Industrial Rd to be used for access. Grund read the preliminary plat request, project details, notices sent out per city ordinance and Minnesota State Statue 462 requirements, one comment received, and history of the parcel into the record. A small discussion on the road accesses, public comments and possibly may be some areas in the overlay district. Fuhs opened the public hearing with no response; therefore, the public hearing was closed. Fuhs asked if any of the commissioners had additional questions, but none were forthcoming. Fuhs requested Grund to initiate the findings of fact procedure with the board members deliberating and responding to each question.

September 26, 2025 Action:

Motion by O'Leary; supported by Graham to recommend approval to the city council the preliminary plat of Compass Rose

Per the findings of fact as discussed, the on-site conducted on 9-25-2025 and as shown on the preliminary plat received at the Planning & Zoning office dated 8-26-2025 for property located at 33106 Industrial Road, City of Crosslake

Findings: See attached/packet

All members voting "Aye", Motion carried.

**Matthew Gallaway
14320679**

Fuhs announced the preliminary plat request and invited Hidde, the applicant/owner's representative to the podium. Hidde, Stonemark Surveyor-residential lots, and details on the subdivision as proposed. Fuhs-history on the Rural Residential 5 (RR5) to RR2 process completed, the installation of the planned road location, road to be installed as needed, all requirements are being met. Grund read the preliminary plat request, project details, notices sent out per city ordinance and Minnesota State Statue 462 requirements, one comment received, and history of the parcel into the record. Fuhs-what is the plat procedure; Stuckmayer-step by step preliminary plat, final plat and Parks & Rec dedication fee process explained; O'Leary-RR 2 is proposed with possible future ordinance change to add a new RR1 district. Fuhs invited Kallroos, Crow Wing County (CWC) Highway Department-timeline of the preliminary plat process, 2 years ago met for possible turn lane if doing RR 1, turn lane requirement is a recommendation-but doesn't have to be installed, if 10 parcels are proposed than it triggers a bypass and/or a turn lane, properties are unique so they are looked at individually, comments are basically on safety issues, there are lots of factors to be determined when deciding on additional county road details, in the future County Rd 103 is flagged to have some turning lanes; O'Leary-what might be dictated on a County Road; Fuhs-history on a plat in Crosslake that the county required a frontage road; Kallroos-county access policy came into place; Fuhs-is a bypass needed now, if it would be needed later then how does that work, does the city carry any liability or installation expense; Kallroos-it is within the city's jurisdiction, CWC Hwy dept recommends on safety; Fuhs-if turn lane or bypass is needed later who shares the cost; Kallroos-the county will pay if it is considered in the future, recommend bypass lane based on safety, archeological studies are needed for this area, no turn lane is planned for Dancing Bear at this time; O'Leary-what is the process for a traffic speed limit change; Kallroos-this is a long process with studies to be done for a speed change; Fuhs-slow development of this plat is planned, turn lane is not my recommendation, traffic volume currently does not require a turn lane; Gallaway, Owner, 13148 Fawn Lake Road-if the county is worried they would put a turn lane for Dancing Bear-they have more lots, at the first meeting that was held the county said no turn lane needed if you keep it at 2+ acre lots, O'Leary-conditions for the council, to write a letter to CWC Highway department to consider putting in a turn lane at the time of the 2026 road redo; Kallroos-never seen it done; Knapp-the council can have a discussion on this; Kallroos-at the past DRT Gallaway understood that no turn Lane or bypass would be needed; Fuhs-very detailed packet, final application will need this same if not additional information as the preliminary plat; O'Leary-drainage, culvert; Hidde, surveyor-the county road department will make the determination since it is their jurisdiction. Fuhs opened the public hearing with no response; therefore, the public hearing was closed. Possible recommended conditions were discussed; Knapp-if all the commissioners want to put conditions in, then do that. Fuhs asked if any of the commissioners had additional questions, but none were forthcoming. Fuhs requested Grund to initiate the findings of fact procedure with the board members deliberating and responding to each question. After the findings conditions were discussed and a decision was made that conditions on the preliminary plat was not needed.

September 26, 2025 Action: Motion by O'Leary; supported by Graham to recommend approval to the city council the preliminary plat of Whitetail Estates

Per the findings of fact as discussed, the on-site conducted on 9-25-2025 and as shown on the preliminary plat received at the Planning & Zoning office dated 9-3-2025 for property located off of County Road 103, City of Crosslake.

Findings: See attached/packet

All members voting "Aye", Motion carried.

Short Break

Other Business:

Staff report

Development Review Team (DRT) had 5 September monthly meeting
Development Review Team (DRT) 3 scheduled for October monthly meeting
Grund, P&Z Admin/Director-Introduced himself and gave a background of his career
Special meeting-if a special meeting is required for the month of November, the commissioners schedule will allow it to be held on November 10th with the on-site at 9:00 A.M. and the PC/BOA meeting to be at 10:00 A.M.

Next Month:

October 6 – Public Hearing Application deadline
October 13 – City Council Meeting
October 14 – Development Review Team (DRT)
October 21 – On-site visit, rescheduled from the regular October 23rd date
October 22 – PC/BOA Meeting, rescheduled from the regular October 24th date

Open Forum:

1. Rural Residential 1 district as a possibility of adding it into our ordinance in the future
2. Council put a hold on ordinance changes until the new hire of a P&Z Admin/Director-Past PC/BOA meeting had a recommendation of an ordinance change that can be moved forward with possibly other recommendations after a workshop
2. Grund-will be doing septic reviews & inspections in 2026
3. Enforcement is a complaint bases system-discussed current & future complaints and the process
4. Software to track permits & deadlines-any grant money available, a past recommendation to the city council to move forward on a purchase (not brought forward yet due to P&Z Admin resignation), Grund to research and bring before the commissioners some software suggestions
5. Commissioners terms and when expiration of term

Matters not on the Agenda:

1. There were no matters not on the agenda

Motion by McGrath; supported by Johnson to adjourn at 10:40 A.M.

All members voting “Aye”, Motion carried.

Respectfully submitted,

Cheryl Stuckmayer

Cheryl Stuckmayer
Planner-Zoning Coordinator

C. 11.

Crosslake Park, Recreation, and Library Commission Minutes

Wednesday August 27, 2025

Crosslake Community Center 9:00am

Present: Chair Peter Graves, Heather Jones, Ann Schrupp, Joe Albrecht, Kera Porter, David Rogers, Parks and Recreation Director TJ Graumann

I. The meeting was called to order at 9:00 am

II. Approval of Minutes

Motion to approve minutes of June 2025 meeting.

Ann/Joe

Favor: All

Opposed: None

III. Old Business

A) Trail Feasibility Plan Update – Public Works approved moving the plan forward to council. Fifty percent of the funds will come from the Lake Foundation and the other fifty percent will come from Park Dedication Fees.

a. Phil wants a representative from the commission on the team. Kera volunteered to take on that role.

IV. New Business

A) Park Dedication Consideration, Matthew Galloway Subdivision, Commercial, 33106 Industrial Rd – Matt attended the meeting. The properties are behind Build All Lumber and not visible from Cty Rd 3

Motion to accept cash in lieu of land.

Joe/Ann

Favor: All

Opposed: None

B) Park Dedication Consideration, Matthew Galloway Subdivision, Residential, XX Cty Rd 103 – Matt attended the meeting. The subdivision is between Dancing Bear Dr and Wild Wind Ranch Dr. The future trail would run on the north side of 103, this is on the south side of 103.

Motion to accept cash in lieu of land.

Ann/Kera

Favor: All

Opposed: None

Aside from Peter, with a question to Matt regarding the amount of the park dedication fees, they are currently \$1,500 and have been for many years. At one point it was \$3,000. Matt mentioned his concern with raising the fee is that it would be too much for some of the local developers and take them out of the market. The commission questioned how much is in the fund, how much it has earned, how long it has been at \$1,500, how it has been used? TJ will bring more info to our next meeting.

Motion that the commission will review the fee this fall and every 5 years moving forward.

Joe/Heather

Favor: All

Opposed: None

- C) Archeological review of the potential trail improvement along Cty Rd 103 – The county is already planning a survey from Perkins Rd to Happy Landing. The city council and public works have already approved extending that survey from Happy Landing to Cty Rd 3.

Motion to support the addition to the study from Happy Landing to Cty Rd 3

Heather/Ann

Favor: All

Opposed: None

V. Other Business

- A) Updates – List from TJ with the following additions regarding the library-
Library – Joe & Jan run the BEST book sales! Quality books, well organized and run. Karen is great and doing so many great things in the library, Kudos from Ann
- B) Comments from the commission – Heather asked about marking the ROW's. The process was delayed due to Starry Storm work near the one access. We will add it to the agenda for our next meeting. Peter started a discussion about pickleball. Fees, prime time hours, league play. We discussed different options now that we have ten courts.
- C) Pequot Lakes Community Education Update – Joell was not in attendance.

VI) Open Forum – None

VII) Adjourn

Motion to adjourn at 10:17am.

Jo/Kera

Favor: All

Opposed: None

C.
12.



WASTE PARTNERS Inc.
CUSTOMERS • COMMUNITY • ENVIRONMENT

WASTE PARTNERS INC.

P.O. Box 677

Pine River, MN 56474

Office: 218-587-8727

Fax: 218-587-5122

info@wastepartnersinc.com

To: City of Crosslake

Attention Solid Waste and Recycling

13888 Daggett Bay Road

Crosslake, MN 56401

2025

September

City of Crosslake Score Report - From Waste Partners

Materials are delivered to Pine River Transfer Station and Waste Partners Inc

	Pounds	Tons
Paper & Cardboard	7,665	3.83
Corrugated Cardboard	7,665	3.83
Mixed Paper	0	0.00
Newspaper, Mixed Mail Magazines		
Metal	0	0.00
Appliances, Scrap, Misc.		
Commingle	41,648	20.82
5% Aluminum Cans	2,082	1.04
21% Tin Cans	8,746	4.37
61% Mixed Glass	25,405	12.70
10% Plastic	4,165	2.08
Number 1 & Number 2		
3% Reject	1,249	0.62

Total Pounds

49,313

Total Tons

24.66

LG240B Application to Conduct Excluded Bingo**No Fee**

C. 13.

ORGANIZATION INFORMATION

Organization Name: Knights of Columbus Council 9567 Crosslake Previous Gambling Permit Number: XB-94186-23-011

Minnesota Tax ID Number, if any: 320-302-942 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 22

City: Crosslake State: MN Zip: 56442 County: Crow Wing

Name of Chief Executive Officer (CEO): Rob Clement

CEO Daytime Phone: 218-820-9716 CEO Email: clementplumbingcrosslake@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): daniel.andresen61@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.
- ☒ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

- ☒ one of four or fewer bingo events held this year. Dates: 11/23/2025
-OR-
- ☐ conducted on up to 12 consecutive days in connection with a:
- ☐ county fair Dates: _____
- ☐ civic celebration Dates: _____
- ☐ Minnesota State Fair Dates: _____

Person in charge of bingo event: Dan Andresen Daytime Phone: 763-843-9674Name of premises where bingo will be conducted: Immaculate Heart Church CrosslakePremises street address: 35208 Co Rd 37City: Crosslake If township, township name: _____ County: Crow Wing

LG240B Application to Conduct Excluded Bingo

5/24
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: Crosslake

Signature of City Personnel:

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: Robert Clement Date: 11-4-25

(Signature must be CEO's signature; designee may not sign)

Print Name: Rob Clement

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

F.I.R.E.

12137 Northgate Lane
PO Box 810
Crosslake, MN 56442

INVOICE

C. 14.

DATE	INVOICE #
11/5/2025	7789

BILL TO

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

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

2025 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
11/5/25	EMR Quarterly Training Patient Assessment Wednesday November 5, 2025 1900 Instructor: Andrew LeBlanc	650.00	650.00
Thank You For Your Business.		TOTAL	\$650.00

STATE OF MINNESOTA)

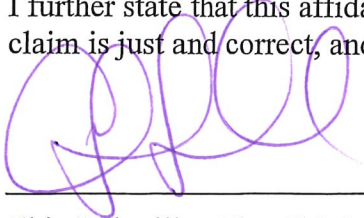
COUNTY OF CROW WING)

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

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 11/5/25, 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.

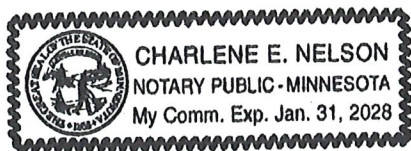
I further state that this affidavit constitutes a claim against the City for the contract price, that the claim is just and correct, and that no part of the claim has been paid.



Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 4 day of November, 2025.

Charlene E. Nelson
Notary



C. 15.

BILLS FOR APPROVAL
November 10, 2025

VENDORS	DEPT		AMOUNT
Ace Hardware, batteries	Police		41.98
Ace Hardware, striping paint	Park		35.61
Ace Hardware, oil	PW		14.02
Ace Hardware, mop	Police		17.99
Ace Hardware, funnel	PW		8.99
Ace Hardware, hardware	PW		11.94
Ace Hardware, seafoam	Park		46.76
Ace Hardware, adapater, seafoam, batteries	Park		62.09
Ace Hardware, caulker, window sealant	Park		162.91
Ace Hardware, wire, diaphram replacement kit	Park		25.19
Ace Hardware, antifreeze	Park		21.00
Ace Hardware, bird food	Library		47.41
Ace Hardware, picture hangers	Fire		9.34
Ace Hardware, screws	Fire		12.90
Ace Hardware, marking paint	PW		18.88
Ace Hardware, led bulbs	Park		27.98
Ace Hardware, batteries	Park		11.95
Ace Hardware, drill bit, screws	Park		28.28
Ace Hardware, hardware	PW		8.28
Ace Hardware, washers, bolts	PW		32.32
AT&T, cell phone and tough book charges	ALL		1,237.81
Bolton & Menk, biosolids treatment report	Sewer		10,468.50
Brainerd Hydraulics, parts	PW		37.51
Brian Scheuss, meal, hotel and parking reimbursement	Fire	pd 10-24	538.90
C.C.Inc., window and power washing	ALL		4,160.78
City of Crosslake, sewer utilities	ALL		195.00
Clean Team, november cleaning	ALL		4,066.25
Council #65, union dues	Gov't		494.88
Crosslake Drug, epipens	Fire		400.00
Crow Wing County, address assignments	PW		75.00
Crow Wing County, quarter 3 shared services	PW		2,433.54
Crow Wing County Highway Dept, 2025 seal coating	PW		143,685.49
Crow Wing County Highway Dept, fuel	ALL		3,597.70
Crow Wing County Recorder, filing fee	P&Z		46.00
Crow Wing Power, electric utilities	ALL	pd 10-21	6,527.21
CTC, web hosting	Gov't		10.00
Culligan, water and cooler rental	ALL		320.00
Dave Beckel, uniform reimbursement	PW	pd 10-24	392.77
Delta Dental, dental insurance	ALL		2,506.07
Digital Ink, sign	Park		35.00
Elite Spray Foaming, floor repair	Sewer		9,369.00
Fyles, portable restrooms	Park		507.00
Fyles, portable restroom for boat landing aquatic species work	Gov't		150.00
Galls, uniform	Police		138.39
Guardian Pest Solutions, pest control	Pk/Gov't		71.40

Hawkins, pump	Sewer		750.00
Heartland Animal Rescue, monthly impound fees	Police		366.75
In Control, recurring software and services	Sewer		3,297.00
J&J Medical, aeds	Fire		3,194.42
Jory Danielson, meal, hotel, recycling reimburse	Fire	pd 10-24	392.21
Josh Runksmeier, uniform reimbursement	Park	pd 11-5	57.07
Lakes Area Lawncare, roundabout maintenance	Gov't		107.38
Lakes Printing, business cards	P&Z		109.05
Lakes Printing, window envelopes	Admin		226.30
Lee Sports Surfacing, repair and resurface pickleball and basketball	Park		33,850.00
Lori Conway, reimburse moving expenses	Admin		866.72
Lynn Lembcke Consulting, body worn camera audit	Police		900.00
Mastercard, Amazon, prime monthly premium	Gov't		14.99
Mastercard, Amazon, safety equipment	Sewer		88.98
Mastercard, Amazon, calibration solution	Sewer		106.00
Mastercard, Amazon, nitrile gloves	Sewer	pd 10-24	159.99
Mastercard, Amazon, sticky notes	Park	pd 10-24	9.99
Mastercard, Amazon, monitors	Library	pd 10-24	169.96
Mastercard, Amazon, safety goggles	Park	pd 10-24	33.98
Mastercard, Amazon, foam refill	Police		77.40
Mastercard, Amazon, coveralls	Police		49.95
Mastercard, Amazon, monitor stand	Admin		179.99
Mastercard, Amazon, janitorial supplies	Park	pd 10-24	51.00
Mastercard, Amazon, ink cartridges	PW	pd 10-24	37.79
Mastercard, Amazon, battery backup	PZ	pd 10-24	79.95
Mastercard, Amazon, vacuum	Park		119.99
Mastercard, Amazon, janitorial supplies	Park		68.50
Mastercard, Amazon, trash bags	Park		32.16
Mastercard, Amazon, hdmi adapter	Gov't		19.99
Mastercard, Amazon, hdmi adapter	Library		8.99
Mastercard, Amazon, air blow gun	Park		15.19
Mastercard, Amazon, basketball net	Park		17.99
Mastercard, Amazon, label tape	Gov't		18.98
Mastercard, Amazon, batteries, forks	Gov't		27.41
Mastercard, Best Buy, hdmi adapter	Library		25.98
Mastercard, Column Support, meeting notice of 11/21/25	PZ		43.52
Mastercard, Deluxe, receipt books	Admin		362.62
Mastercard, Docusend, email bills	Sewer		25.00
Mastercard, Dollar General, halloween party	Police		100.93
Mastercard, Dollar General, halloween party	Police		93.95
Mastercard, Dropbox, monthly premium	Gov't		54.00
Mastercard, Global Industrial, forklift hopper	Park		1,587.00
Mastercard, Holiday Inn, lodging	Fire		960.76
Mastercard, Holiday Station, ice	Sewer		3.49
Mastercard, Kohls, uniform	Park	pd 10-24	29.99
Mastercard, Microsoft, monthly premium	Fire		17.72
Mastercard, Microsoft, annual premium	Police	pd 10-24	744.11
Mastercard, MN State Fire Chiefs Assn, conference registration	Fire		325.00
Mastercard, Pickleball Central, pickleballs	Park		59.98
Mastercard, Post Office, postage	Police		10.90
Mastercard, Reeds, family fest	Park	pd 10-24	48.73

Mastercard, Structure Works, patio shade repairs	Library	pd 10-24	235.44
Mastercard, Super One, pbs book event	Library		22.76
Mastercard, Time, annual subscription	Library	pd 10-24	57.98
Mastercard, UPS Store, postage	PW		53.00
Mastercard, YSI, sensor cap	Sewer	pd 10-24	157.83
Mastercard, Zoom, monthly premium	Gov't		66.99
Medica, health insurance	ALL		41,354.38
Menards, premix fuel, ratchet, oil, janitorial supplies	PW		197.49
Menards, distilled water, iron grip	Sewer		20.31
Menards, concrete mix	Fire		80.88
Menards, program supplies	Park		42.71
Menards, drill press vise, janitorial supplies	PW		82.59
MES, aluminum carabiner mount	Fire		67.03
Met Life, disability insurance	ALL		241.07
Met Life, life insurance	ALL		355.92
Met Life, vision insurance	Gov't		104.40
Metro Sales, copier lease	Park		225.50
Metro Sales, copier lease	Police		59.42
Metron, meters	Sewer		68,598.68
Mid American Research Chemical, janitorial supplies	Park		210.82
Mid Minnesota Drug Testing, random drug testing	PW		55.00
Midwest Machinery, nuts, bolts	PW		46.08
Midwest Machinery, oil filter	Park		10.67
MN NCPERS, life insurance	Gov't		64.00
MNPEA, union dues	ALL	pd 11-5	240.00
MN State Fire Chiefs Assn, membership dues	Fire		506.00
MN State Fire Dept Assn, membership dues	Fire		175.00
Moonlite Square, fuel	Park		59.08
Moonlite Square, fuel	Park		25.05
Moonlite Square, fuel	Park		8.40
Moonlite Square, fuel	Fire		9.75
MR Sign, address sign	PW		46.68
MR Sign, license sign	STR		24.75
MR Sign, license and address signs	PW/STR		84.38
MR Sign, license, address signs, traffic signs	PW/STR		219.30
Napa, hydraulic fluid	PW		161.58
Napa, battery	PW		159.99
Napa, coupler	PW		4.79
Napa, hose, fittings	Fire		49.00
Premium Concrete, shed floor	Cemetery		4,186.53
Quality Equipment, filter, oil	Park		48.07
Ratwik Roszak Maloney, legal fees	ALL		5,313.74
Ryan Gruba, meal reimbursement	Fire	pd 10-24	88.00
Shawn Peterson, uniform reimbursement	Park	pd 10-24	108.50
Shawn Peterson, mileage reimbursement	Park	pd 11-5	165.20
Teamsters, union dues	Police	pd 11-5	474.00
The Office Shop, ink cartridges	PW		96.70
The Office Shop, ink cartridges	PW		137.07
Tremolo Communications, phone, fax, cable, internet	ALL		2,316.98
Tri County Septic, designs and inspections	PZ		940.00
Ultimate Safety Concepts, rae sensor module	Fire		617.63

US AutoForce, tires	Police		1,328.00
US Bank, copier lease	PZ/Adm		600.00
Vestis, mat service	PW	pd 10-24	78.69
Vestis, mat service	PW		78.69
WW Goetsch, install bypass float	Sewer		440.00
Widseth, trail design	Park		8,820.00
Widseth, map kiosk	Gov't		1,767.50
Widseth, map kiosk	Gov't		4,190.00
Widseth, map kiosk	Gov't		1,540.00
Xcel Energy, gas utilities	ALL		415.65
Xtona, i.t. services	ALL		3,424.95
Ziegler, oil	PW		118.64
TOTAL			393,589.01

RESOLUTION 25-__**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 Firefighter's Relief Assn	\$2,078.13	Cost of Electrical for Cold Storage Building
PAL Foundation	\$217.87	Trees
PAL Foundation	\$737.00	Benches
PAL Foundation	\$754.00	Library
GRANTS		
United States Tennis Assn	\$19,000.00	Resurfacing Courts
Sourcewell	\$26,779.00	Technology Updates
Sourcewell	\$40,000.00	Radios and Turnout Gear
Sourcewell	\$50,000.00	Park Cold Storage Building
Sourcewell	\$19,807.19	Tactical Equipment and Surveillance Vehicle

; and

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

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

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

Passed this 10th day of November, 2025.

Jackson Purfeerst
Mayor

ATTEST:

Lori A. Conway
City Administrator (SEAL)

Strategic Growth Committee

Comprehensive Plan Analysis Results

A. Land Use and Housing

Successes:

1. The creation of new zoning districts to both accommodate and control the growth of Crosslake.
2. The establishment of new ordinances to maintain our city's beauty and character.
3. Permitting the creation of smaller lots in appropriate areas, with the commitment to consider similar reasonable requests in the future. At the same time, the city recognizes and embraces its identity as a tourist destination and will prioritize decisions that respect and reflect that identity. Ideally, we will define clear guidelines; for example, specifying that heavily wooded areas will remain dense by limiting the size of new building footprints.

Ongoing Issues:

The need for starter and entry level housing remains a concern for many in our community, particularly business owners whose employees struggle to find nearby options. The reality is that our challenges stem from a limited amount of usable land, insufficient infrastructure and a shortage of willing developers. We do encourage developers with creative ideas and viable plans to present them for consideration. The good news is that within a 30-mile radius, there are several neighboring communities that are better suited and equipped to meet this housing demand.

B. Economic Vitality

Successes:

1. Active local organizations that have raised awareness of the value of our environmental and natural resources.
2. We have made great strides in creating conditions that promote walkability into and throughout our business districts; notably, the new sidewalks and new pedestrian crossings.
3. Increased collaboration between local businesses and our Parks and Recreation Department, resulting in new events and activities.
4. A dynamic business community, greatly supported by our Chamber of Commerce that has created a welcoming Town Square offering many events throughout the year.
5. Camp Spooktacular, Crosslake Days, St. Pat's Parade, Winterfest, etc.
6. The National Loon Center will serve as a nationally recognized destination, enhancing tourism and attracting visitors from all across the country. Its presence will further strengthen our local economy by promoting Crosslake's lodging, restaurants, businesses and the many unique experiences that make our city a standout destination.

Ongoing Issues:

1. Continued concern over slower winter months, especially when the weather doesn't cooperate. However, there is great optimism that the opening of the Loon Center will draw more people into our city year-round.
2. Perceived need for better dissemination of all that Crosslake has to offer. To address that, the city has created a Quarterly Newsletter and the Chamber of Commerce is working on a monthly Tourism Newsletter; both will be available on the Crosslake Chamber and City website.

C. Transportation

Successes:

1. Traffic calming roundabouts and highlighted pedestrian crosswalks
2. Plans have begun for a city-wide trolley or shuttle service, which will diminish city traffic congestion, parking needs, and will also provide an alternative form of transportation for our residents. (details to be revealed when available)

Ongoing Issues:

1. The need to better regulate the speed limits throughout the city
2. Regulating ATVs on our main roads

D. Infrastructure

Successes:

1. Plans for at least one new public restroom with water and bike stations. (details to be revealed when available)
2. Re-evaluation of previously designated future roads that lie within private property has begun. Desired changes will be brought before the Planning and Zoning Commission.
3. Commitment to expansion of sidewalks from the Yellow House to the bridge on 66.
4. The implementation of a 5-year plan for the maintenance of our roads, which was recently expanded to cover an additional 2 years.

Ongoing Issues:

The city is proactive in anticipating and budgeting for annual preventative maintenance. Maintaining a city's infrastructure is a continual challenge, but our Public Works Department continues to rise to that challenge.

E. Public Safety

Successes:

1. The city has an Emergency Management Plan in place, and there will be a city-wide training in January.
2. The issue of STRs has been addressed and with new, strongly enforced ordinances in place, any negative impact from STRs should be minimized.
3. The hiring of additional police officers and fire fighters.
4. The establishment of a Wildfire Management Plan.

Ongoing Issues:

1. Availability of a local ambulance company. Our mayor is currently engaged in negotiations and strategies to address this.
2. There is a need for greater police presence at the campground due to the current lack of available Park Rangers. Negotiations are underway for a contract between the campground and Crosslake Police.

F. Environment

Successes:

1. Thanks to the efforts of several very active environmental organizations, such as WAPOA, the Lakes Foundation, PAL, and Crosslake Water Quality Group, combined with the support of the council we have protections in place for:
 - wetlands
 - bluffs
 - shoreline

*I want to particularly note the timely efforts made on the part of WAPOA in addressing the emergence of Starry Stonewort in our lakes.
2. The establishment of ordinances to require tree and landscaping buffers around public storage buildings.
3. Successful Green Step participation, completing the first 3 steps and actively working on Steps 4 and 5.
4. Installation will take place this fall or early spring to place additional streetlights along Swann Drive and Pioneer.

Ongoing Issues:

1. The continued existence of night-polluting lights about town; however, there will be a renewed effort to enforce the ordinance restricting them.
2. The need for better public knowledge regarding our environmental issues and the ongoing efforts to address them. However, in the future, the aforementioned groups will now provide an annual report to the council.

G. Recreation

Successes

1. Development of a Master Plan
2. Numerous additions to the Community Center including, but not limited to
 - Dog Park
 - Pickleball Courts
 - Expanded parking lot
 - New playground
 - New sledding hill
 - And so much more!
3. Creation of the Pine River Park
4. South Bay Park Management Plan
5. Current expansion of Crosslake Golf Course – it will be world class
6. Informational/Directional Kiosks throughout town

Ongoing Efforts

Thanks to the collaboration of the Park's and Rec Department, The Lakes Foundation, our City Engineer, Phil Martin, and Crow Wing County, we are on the verge of an expansive Trails System that will connect the entire city, as well as surrounding communities.

F. 1.

Summary of Proposed Edits to STR Ordinance

Sec. 23-3.e: License Required – Change to read: Owner's Authorized Agent (Property Manager). If owner is not acting in this role, each application shall include the appointment of a natural person who shall remain within a ~~30-minute~~ 30 mile distance of the STR...

Sec. 23-3.g: License Required – Strike g. All owners or the owner's authorized agents (property managers) must inform all property owners within 300 feet of the STR of the intent to rent their property on a short-term basis...

Sec. 23-7: Septic/Solid Waste – Change 2nd paragraph to read: Disposal of solid waste must comply with Crow Wing County Solid Waste Ordinance, or its successor or replacement. Garbage, refuse, or recycling shall be stored completely enclosed within designated refuse containers. The owner or owners authorized agent (property manager) of the STR shall provide sufficient trash storage containers and service to accommodate the demand of the occupants. ~~Strike: Trash storage containers must be removed from roadside pickup within 24 hours of scheduled pick up.~~

Sec. 23-10: Violations – Add d. First time violations will be addressed with a Written Warning delivered to the property owner via email.

Sec. 23-12.f: Appeal – Change to read: A property owner may appeal a citation or license suspension by submitting a written appeal to the City within 14 days of non-compliance. The appeal will be heard at the next regularly scheduled monthly City Council meeting.

ORDINANCE NO. 395
AN ORDINANCE AMENDING CHAPTER 23,
SHORT-TERM HOME RENTAL LICENSING
FOR THE CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

The City Council of the City of Crosslake does ordain as follows:

ARTICLE I. GENERAL

Sec. 23-1. – Purpose. Short Term Rentals provide additional tourism opportunities and economic impacts, but also increased impacts on guests, neighbors, and the public. The purpose of this ordinance is to provide the City with reasonable regulatory procedures to protect the health, life safety and welfare of short-term rental guests, neighboring residents, and the public. These regulations are further intended to protect the integrity of neighborhoods and the waters in which short-term rentals operate.

Sec. 23-2. – Definitions. For the purposes of this Chapter, the following terms shall have the following meanings:

Improved Surface Area: Area(s) on the property intended for parking and constructed of asphalt, concrete, pervious pavers or gravel.

Lease: Any agreement, whether verbal or written, by which an owner gives to a tenant, for valuable consideration, possession and use of property or a portion thereof for a definite term, at the end of which term the owner has absolute right to retake control and use of the property.

Owner: The property owner of record of the real estate located in Crow Wing County and the City of Crosslake.

Owner's Authorized Agent (Property Manager): An area property manager, owner, resident, or agent who is readily available to respond to guest, neighborhood or City questions or concerns.

Primary Resident: Means a person living on a property where the property is the person's primary residence.

Sale Transfer: Any change of owner, whether for consideration or not, during the term of the permit.

Short-Term Rental (STR): Any home, cabin, condominium, townhome or similar building that is advertised as, or held out to be, a place where sleeping quarters are furnished to the public on a nightly, weekly, or for less than a 30-day period and is not a bed and breakfast, resort, hotel or motel.

Bedroom: An area that is (a) – a room designed or used for sleeping with egress; or (b) – a room or area of a dwelling that has a minimum floor area of seventy (70) square feet with access gained from the living area or living hallway with egress.

Trailer, Travel: A recreational vehicle built on a single chassis with a rigid walled shelter, mounted on wheels and has a gross trailer area not exceeding four hundred (400) square feet. For the purposes of this ordinance, the term Travel Trailer is synonymous with the term Recreational Vehicle.

ARTICLE II. REGULATIONS

Sec. 23-3. – License Required. No Short-Term Rental may be operated without a valid Short-Term Rental License issued pursuant to this ordinance.

- a. License Application. Any property owner desiring to undertake Short-Term Rentals must apply to the City of Crosslake for the Short-Term Rental License. A license must be approved prior to operating within the City of Crosslake.
- b. License Fee. The license application form must be accompanied by payment in full of the required license application fee. This fee shall be nonrefundable. The license application fee will be determined by the City Council and set forth in the City of Crosslake Fee Schedule.
- c. Short-Term Rental licenses must be renewed each year. Licenses are valid from January 1 – December 31 each year.
- d. An affidavit, signed by the owner or the owner's authorized agent, certifying that the STR is in habitable condition and complies with health and safety standards set forth in this Chapter, is required to be submitted with the application.
- e. Owner's Authorized Agent (Property Manager). If owner is not acting in this role, each application shall include the appointment of a natural person who shall remain within a thirty (30) minute-mile distance of the STR and is available twenty-four (24) hours per day, seven (7) days per week, to serve as the owner's authorized agent (property manager). At least five (5) days prior to any change to such appointment, the STR owner or owner's authorized agent (property manager) shall notify the City of Crosslake with new contact information.
- f. Floor plan of STR and parking plan must be submitted with license application.
- g. All owners or the owner's authorized agents (property managers) must inform all property owners within three hundred (300) feet of the STR of the intent to rent their property on a short-term basis. Property owners will need to provide an affidavit with license application that neighbors have been notified. The notice to neighbors shall be in writing and include the following information: physical address of STR, and contact information owner and/or owner's authorized agent (property manager).
- h. Expiration. Each STR license shall expire on December 31 of each calendar year and must be renewed annually.
- i. When property changes ownership, a new STR application is required. It is not allowed to transfer license from one owner to another.

- j. An initial license application shall be filed at least thirty (30) days prior to any advertising of an STR. A renewal application shall be filed by November 30 of the year in which the license expires.
- k. Revocation. In addition to any other penalties allowed by this Chapter, the City may revoke any STR license if the City finds and determines that any violation of this Chapter exists. The City must provide the licensee with at least fourteen (14) days prior written notice, which shall be personally served or mailed by First Class USPS mail to the owner or owner's authorized agent (property manager). The notice shall include a description of the violation and when the licensee can appear before the Council to refute the allegations.

Sec. 23-4. – Insurance. Every Short-Term Home Rental shall be continuously insured, with minimum limits of \$1,000,000. Insurance may be in any of the following forms: property liability insurance, commercial liability insurance; or an endorsement to a homeowner's policy for coverage of STR activities. Insurance provided by online STR platforms does not qualify as valid insurance under this subsection.

Sec. 23-5. – Health and Life Safety Standards. Each STR shall always comply with the following standards while the STR is occupied:

- a. Buildings, structures, or rooms shall not be used for purposes other than those for which they were designed or intended.
- b. The overnight occupancy of a STR shall be limited to no more than three (3) people per bedroom plus one (1) additional person per unit.
- c. Roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, decks, all other structural components and all appurtenances thereto shall be capable of resisting all forces and loads to which they may be normally subjected and shall be kept in sound condition and in good repair.
- d. An operable toilet, sink, and a bathtub/shower shall be located within the same building, and every room containing a toilet or bathtub/shower shall be completely enclosed by walls, doors, or windows that will afford sufficient privacy.
- e. Electrical panels shall be clearly labeled.
- f. All vehicles shall be parked in designated parking areas with improved surfaces. Parking is prohibited in any landscaped area. Improved surface areas on the site shall be of sufficient size to park one vehicle for every three (3) occupants during the hours of 10:00pm to 7:00am the following day.
- g. Loud music, outdoor activities or any other source of noise that can be heard beyond the perimeter of the STR premises shall not be generated during the hours of 10:00pm to 7:00am the following day.
- h. A sign, in a form approved by the City of Crosslake, shall be conspicuously posted inside each STR with the STR license number, the owner's authorized agent (property manager) current contact information, and the physical address of the STR, including unit number if applicable.
- i. A license number sign, in a form approved by the City of Crosslake, shall be posted underneath the E911 address, visible from the exterior of the STR to passersby, identifying the property as an STR.

Sec. 23-6. – Inspections. Each STR shall obtain a fire and life safety inspection as a condition of initial license issuance and every 3 years thereafter. Requests for inspections shall be made to the Crosslake Fire Department at least sixty (60) days prior to the date of the initial license application and at least sixty (60) days prior to the end of each subsequent year. Items to be inspected include:

- a. Working fire extinguishers.
- b. Adequacy of egress.
- c. Posted egress plan.
- d. Working carbon monoxide detectors.
- e. Working smoke alarms.
- f. Improvised electrical conditions and use of extension cords.
- g. Use of portable heating appliances and outdoor heating appliances.
- h. Conspicuous posting of the physical address of the STR.
- i. Re-Inspection: If an inspection reveals that the STR is not in compliance with this Chapter, a re-inspection shall be required. An additional fee of \$100 per visit will be charged. Re-Inspections must be scheduled in advance and may take up to thirty (30) days to complete.

Sec. 23-7. – Septic/Solid Waste. Holding tanks are prohibited. The STR must be connected to an approved SSTS or served by the municipal sanitary sewer system. A valid Certificate of Installation, which is a certificate that was issued on a new septic system installed within the past five (5) years or a copy of a compliance inspection which was performed within the past three (3) years, is required to be submitted with the application. The Certificate of Installation and Compliance Inspection must show that the system was tested and is compliant for the number of bedrooms indicated on the application. The Compliance Inspection Report is due at least once every three (3) years.

Disposal of solid waste must comply with Crow Wing County Solid Waste Ordinance, or its successor or replacement. Garbage, refuse, or recycling shall be stored completely enclosed within designated refuse containers. The owner or owners authorized agent (property manager) of the STR shall provide sufficient trash storage containers and service to accommodate the demand of the occupants. **Trash storage containers must be removed from roadside pickup within 24 hours of scheduled pick-up.**

Sec. 23-8. – Advertising. Advertising for an STR shall include the STR license number immediately following the description of the STR. Licensee shall not advertise the STR as available to more guests than the occupancy limit identified on the license. No onsite advertising shall be allowed on the property.

Sec. 23-9. – Taxes. Short-Term Rental facilities must charge sales tax on lodging if the rental is less than 30 days, pursuant to Minnesota Statute 297A.61.

Short-Term Rental properties owners in the City of Crosslake are required by law to collect one (1) percent lodging tax, which is due and payable to the Whitefish Area Lodging Association (WALA). This tax shall be collected with each payment received by guests and is due quarterly on the twenty-fifth (25) of the month after the end of each quarter to the designated tax administrator, Ideal Township.

ARTICLE III. VIOLATIONS AND PENALTIES

Sec. 23-10. – Violations.

- a. Violation: It is unlawful to violate any provisions of this Chapter. Each day of violation shall be deemed a separate offense.
- b. Violation: It is unlawful for any party to offer to rent a Short-Term Rental or to operate a Short-Term Rental without a City License.
- c. Liability: Each Short-Term Rental owner shall be liable for all violations occurring at the STR. The owner's authorized agent (property manager) shall be jointly and severally liable for all violations occurring at any of its professionally managed STR's in the City of Crosslake.
- d. First time violations will be addressed with a Written Warning delivered to the property owner via email.

Sec. 23-11. – Complaints. Initial complaints concerning an STR property shall be directed to the owner or owner's authorized agent (property manager). The owner or owner's authorized agent (property manager) shall resolve the issue that was the subject of the complaint within sixty (60) minutes, including visiting the site if necessary.

Sec. 23-12. – Enforcement.

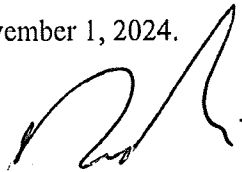
- a. Civil violations shall be subject to the fines and penalties set forth in the City of Crosslake Fee Schedule.
- b. All penalties shall be paid within fourteen (14) days of the date of citation. If the civil violation is paid, there shall be no opportunity to challenge or otherwise appeal the violation. If the STR owner disputes the violation, the STR owner shall file a written appeal with the City of Crosslake within fourteen (14) days of the citation.
- c. If the penalty is not timely paid and no protest is timely filed, the City of Crosslake may summarily suspend the STR License until the penalty is fully paid. Written notice of such suspension shall be provided to the last-known address of the STR owner and to the owner's authorized agent (property manager) if any.
- d. Multiple Violations: Regardless of the type of enforcement, the third (3rd) violation in any twelve (12) month period for a single STR, shall result in a one (1) year suspension, commencing on the date of the last violation, during which no license shall be granted for such STR.
- e. Failure to License: Unless otherwise provided, any person who shall commence or continue to operate a STR for which a license is required without first procuring the license is subject to a fine set forth in the City of Crosslake Fee Schedule. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.
- f. Appeal. A property owner may appeal a citation or license suspension by submitting a written appeal to the City within 14 days of non-compliance. The appeal will be heard at the next regularly scheduled monthly City Council meeting. Council by notice to the City Administrator. The Council shall hold a hearing on the appeal within 30 days of receipt of a notice of appeal.
- g. Intentional False Reporting of a Violation: The intentional false reporting of an STR violation shall be considered a violation of this ordinance. The penalty for intentional false reporting of a violation will be set forth in the City of Crosslake Fee Schedule.
- h. All unpaid penalties will be certified to property owner's property tax in November of each year.

Sec. 23-13. – Repeal. All previous ordinances, resolutions, orders, or parts thereof, that are in conflict herewith are hereby repealed.

Sec. 23-14. – Separability. It is hereby declared to be the intention that the several provisions of this ordinance are separable in accordance with the following: If any court of competent jurisdiction shall adjudge any provision of the ordinance to be invalid, such judgement shall not affect any other provisions of the ordinance not specifically included in said judgement. the validity of the remaining portions of this ordinance.

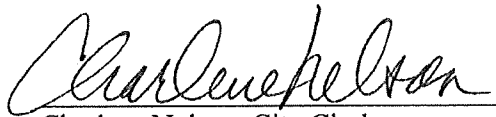
Sec. 23-15. – Effective Date. This ordinance shall be in full force and effect as of January 1, 2025.

Passed by the Crosslake City Council on November 1, 2024.



Dave Nevin, Mayor

ATTEST:



Charlene Nelson, City Clerk

F. 2.

ORDINANCE NO. ____
AN ORDINANCE AMENDING CHAPTER 12
ARTICLE VI CANNABIS BUSINESS
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

SUMMARY

On November 10, 2025, the City Council of the City of Crosslake, Minnesota, approved Ordinance No. ____ amending Chapter 12, Business and Business Regulation.

The purpose of this Ordinance is to amend hours and location of operation for businesses selling low potency hemp-derived products in the City.

The City Council hereby agrees to publish such ordinance by summary publication pursuant to Minn. Stat. Section 412.191, subdivision 4.

PLEASE TAKE NOTICE that this is only a summary of this ordinance. A printed copy of the entire text is available for inspection during regular office hours in the office of the City Clerk at the City Hall, Crosslake, Minnesota

Passed by the City Council this 10th day of November, 2025 by __/5ths vote.

By _____
Jackson Purfeerst, Its Mayor

ATTEST:

Lori Conway, City Administrator

ORDINANCE NO. __

AN ORDINANCE OF THE
CITY TO REGULATE CANNABIS BUSINESS

CITY OF CROSS LAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

The City Council of the City does ordain as follows:

Section 1 – Amendment. Chapter 12, “Business and Business Regulation,” of the City Code is amended by adding the following provisions:

ARTICLE VI – CANNABIS BUSINESSES

Administration

Section 12-362 – Administration.

- (a) **Findings and Purpose.** The City Council makes the following legislative findings:
The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City Council to protect the public health, safety, welfare of Crosslake residents by regulating cannabis businesses within the legal boundaries of the City. The City Council finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.
- (b) **Authority & Jurisdiction.** The City Council has authority to adopt this ordinance pursuant to: (a) Minn. Stat. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses; (b) Minn. Stat. § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses; (c) Minn. Stat. § 152.0263, subd. 5, regarding the use of cannabis in public places; and (d) Minn. Stat. § 462.357, regarding the authority of a local authority to adopt zoning ordinances. Ordinance shall be applicable within the legal boundaries of the City.

- (c) **Severability.** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.
- (d) **Enforcement.** The City Council is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether a permit is required for a regulated activity listed in this ordinance.
- (e) **Definitions.**
- (1) Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
 - (2) **Cannabis Cultivation:** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
 - (3) **Cannabis Retail Businesses:** A retail location and the retail location(s) of a mezzobusiness with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers.
 - (4) **Cannabis Retailer:** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
 - (5) **Daycare:** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
 - (6) **Lower-potency Hemp Edible:** As defined under Minn. Stat. § 342.01, subd. 50.
 - (7) **Office of Cannabis Management:** Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
 - (8) **Place of Public Accommodation:** A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
 - (9) **Preliminary License Approval:** OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. § 342.17.
 - (10) **Public Place:** A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants;

bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

- (11) Residential Treatment Facility: As defined under Minn. Stat. § 245.462, subd. 23.
- (12) Retail Registration: An approved registration issued by the City to a state licensed cannabis retail business.
- (13) School: A public school as defined under Minn. Stat. § 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. § 120A.24.
- (14) State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Registration

Section 12-363 – Registration of Cannabis Businesses

- (a) **Consent to registering of Cannabis Businesses.** No individual or entity may operate a state-licensed cannabis retail business within the City without first registering with the City. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.
- (b) **Compliance Checks Prior to Retail Registration.** Prior to issuance of a cannabis retail business registration, the City shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat. ch. 342, within 30 days of receiving a copy of a state license application from OCM, the City shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- (c) **Registration & Application Procedure.**
 - (1) **Fees.** The City shall not charge an application fee. A registration fee, as established in the City's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. § 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal

retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. § 342.11, whichever is less.

(2) **Application Submittal.** The City shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. § 342.22.

- a. An applicant for a retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. The address and parcel ID for the property which the retail registration is sought;
 - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. § 342.13.
- b. The applicant shall include with the form:
 - i. the registration fee as required in Section 12-363(c)(1);
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
- c. Once an application is considered complete, the City Clerk shall inform the applicant as such, process the application fees, and forward the application to the Council, who will approve or deny the request for approval or denial.
- d. The application fee shall be non-refundable once processed.

(3) **Application Approval.**

- a. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 12-368.
- b. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- c. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

Section 12-364 – Annual Compliance Checks.

The City shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. § 342.22, subd. 4(b) and Minn. Stat. § 342.24 and this ordinance.

The City shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

Section 12-365 – Location Change.

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 12-363(c) if it seeks to move to a new location still within the legal boundaries of the City.

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of the City, it shall notify the City of the proposed location change and submit necessary information to meet all the criteria in this paragraph.

Section 12-366 – Renewal of Registration.

- (a) **State-Licensed Retail.** The City shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the City.
- (b) **No Transfer.** A cannabis retail registration issued under this ordinance shall not be transferred.
- (c) **Renewal Fees.** The City may charge a renewal fee for the registration starting at the second renewal, as established in the City's fee schedule.
- (d) **Renewal Application.** The application for renewal of a retail registration shall include but is not limited to items required under Section 12-363(c) of this Ordinance.

Section 12-367 – Suspension of registration

- (a) **When Suspension is Warranted.** The City may suspend a cannabis retail business's registration if it violates the ordinance of the City or poses an immediate threat to the health or safety of the public. The City shall immediately notify the cannabis retail business in writing the grounds for the suspension.
- (b) **Notification to OCM.** The City shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
- (c) **Length of Suspension.** The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. The

City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate a registration if OCM determines that the violation(s) have been resolved.

- (d) **Civil Penalties.** Subject to Minn. Stat. 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the City's Fee Schedule, for registration violations, not to exceed \$2,000.

Section 12-368 – Limiting of Registrations

The City shall limit the number of cannabis retail businesses to one.

Requirements for Cannabis Businesses

Section 12-369 – Minimum Buffer Requirements

The City shall prohibit the operation of a cannabis business within 1,000 feet of a school. The City shall prohibit the operation of a cannabis business within 500 feet of a day care. The City shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.

The City shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

The City shall prohibit low-potency hemp edible businesses within 250 feet of a school or an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Pursuant to Minn. Stat. § 462.357 subd. 1e, nothing in this Section 12-369 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

Section 12-370 – Zoning and Land Use

- (a) **Cultivation** Cannabis businesses licensed or endorsed for cultivation are not permitted.
- (b) **Cannabis Manufacturer:** Cannabis businesses licensed or endorsed for cannabis manufacturer are not permitted.
- (c) **Hemp Manufacturer.** Businesses licensed or endorsed for low-potency hemp edible manufacturers are not permitted.
- (d) **Wholesale.** Cannabis businesses licensed or endorsed for wholesale are not permitted.
- (e) **Cannabis Retail.** Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:
 - a. Limited Commercial (LC)

(f) **Lower-Potency Hemp Edibles.** Low-Potency Edibles businesses are permitted as a type of use in the following zoning districts:

- a. Limited Commercial (LC)
- b. Downtown Commercial (DC)
- c. Waterfront Commercial (WC)

Section 12-371 – Hours of Operation

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 8:00 a.m. and 2:00 a.m. Monday through Saturday, and Sunday 10:00 a.m. to 2:00 a.m.

Section 12-372 – Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by the City's sign ordinances.

Section 12-373 – Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

Section 6 – Effective Date. This ordinance amendment shall be in full force and effect from and after passage and publication according to state law.

Adopted by the City Council this ____ day of _____.

Jackson Purfeerst, Mayor

ATTEST:

Charlene Nelson, City Clerk

CITY OF CROSSLAKE
FEE SCHEDULE
EFFECTIVE NOVEMBER 10, 2025
ADMINISTRATION – FEE SCHEDULE

ITEM DESCRIPTION	FEE
<u>CEMETERY</u>	
• Cemetery Plot for Resident/Property Owner	\$400
• Cemetery Plot for Non-Resident	\$800
• Staking Fee	\$50
• Full Opening in Summer	\$400
• Full Opening in Winter	\$500
• Cremation Opening in Summer	\$150
• Cremation Opening in Winter	\$200
• Holidays/Weekends	\$100
<u>FIRE</u>	
• Controlled House Burn	\$1600
<u>POLICE</u>	
• False Alarm Fee (after third response)	\$50
• Copies of Reports	\$5
• Copies of Videos	\$10
<u>LIQUOR LICENSES</u>	
• Club On Sale	\$300
• Off Sale 3.2 Beer	\$25
• Off Sale Brewer Taproom	\$200
• Off Sale Intoxicating Liquor	\$100
• On Sale 3.2 Beer	\$75
• On Sale Brewer Taproom	\$500
• On Sale Intoxicating Liquor	\$1500
• Special Event for Retail On-Sale Intoxicating Liquor License	\$200
• Set Up and Display	\$50
• Sunday On Sale	\$200
• Background Investigation (in state)	\$500
• Background Investigation (out of state)	\$10,000 Max
<u>CANNABIS</u>	
• Initial Registration Fee – Retailer	\$500
• Registration Renewal - Retailer	\$1,000
• Violation Fees	Up to \$2,000
• Initial Registraton Fee – LPHE	\$125
• Registration Renewal – LPHE	\$250

F. 4.

MEMO TO: City Council

FROM: Char Nelson, City Clerk

DATE: November 4, 2025

SUBJECT: Approval of Cannabis Business Registration Application

The City has received an application from Barstock Liquors for Initial Lower-Potency Hemp Edible Retailer Registration. All applicable payment and forms have been submitted. Motion is needed to approve the application.

(Council Action – Motion)

G. I. a.

Job Title: City Administrator
Department: Administration
Supervisor: City Council
Effective Date: May 8, 2023

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible administrative and supervisory work coordinating and directing City government operations; and performs related duties as required.

Supervision Received: Works under the administrative oversight of the City Council.

Supervision Exercised: Exercises general and administrative supervision over all City Employees whether directly or through supervisory staff.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by this position.

Coordinates, administers, and responds to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, other agencies, and the general public.

Develops and implements administrative policies and guidelines in cooperation with the City Council and various City boards and commissions; advises department heads and other employees as to administrative procedures and policies; evaluates performance and results in accordance with City objectives and makes appropriate recommendations.

Supervises and /or assumes responsibility for various municipal services including City Hall Administrative Office, Police, Fire, Wastewater Treatment and Collection, Planning and Zoning, Economic Development, Park and Recreation, Public Works and Crosslake Communications.

Represents the City in regard to local, regional, state, and federal activities of concern to the community.

Serves as budget officer of the City; develops and submits the annual budget; prepares supporting information and presents at Council meetings; coordinates annual and long-range work programs.

Administers appropriations; approves and investigates **for presentation to the Council**, major purchases and contracts.

Assures that the City Council is advised as to the financial status and needs of City Government, coordinates public improvement and bond issue activities.

Provides advice and assistance to the Crosslake Economic Development Authority and other community and civil organizations or groups.

Works closely with the City Clerk and Treasurer on a wide variety of financial matters including but not limited to investing City funds, reviewing monthly financial reports and conducting the annual audit.

Supervises the preparation of the agenda for Council meetings; supervises and participates in the development of supporting information; attends City Council and other meetings as required.

Administers personnel matters; makes policy and pay recommendations; consults with the City Council in relation to hiring, firing, promoting, demoting, suspending, and disciplining Department Heads and through them, their subordinates. Responds to employee needs or complaints.

Provides wage and benefit information used in salary negotiations including gathering information from comparable employers concerning the terms and conditions of employment.

Works with Personnel Committee on human resources policies, development, training and union negotiations.

Works closely with Community Development Director to originate, develop and propose development and redevelopment packages, assistance proposals and /or grant applications.

Represents the City with business and industrial clients.

Serves as the City's public information representative; confers with media; speaks to schools, civic groups, and other organizations.

Provides overall direction and control of City Resources involved in the response to a disaster.

Works closely with the City Attorney and City Engineer on a wide variety of legal matters and projects involving the City.

Attends conferences and schooling to keep abreast of current City issues and keeps City Council informed on a wide variety of issues.

Performs other work as directed by the City Council.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the principles, practices, and techniques of public administration.

Considerable knowledge of the principles and standard practices in the field of personnel administration, labor relations, budgeting, and purchasing.

Considerable knowledge of the organization and functions of City government including ordinances, regulations, and policies controlling its operation.

Considerable knowledge of business, traditional and innovative development tools, public and private funding sources and financial assistance package requirements and analysis.

Thorough ability to communicate effectively, orally and in writing.

G.I.D.

TO: MAYOR AND CITY COUNCIL
FR: LORI CONWAY, CITY ADMINISTRATOR
RE: POLICE ADMINISTRATIVE ASSISTANT
DA: NOVEMBER 3, 2025

I would like to formally request a retroactive step pay increase (from \$27.99/hr to \$28.83/hr) for the Police Administrative Assistant effective September 1, 2025, in recognition of her expanded responsibilities associated with the City's Short-Term Rental (STR) program.

Over the past several months, Jen has taken on a significant leadership role in managing and overseeing the implementation and ongoing compliance activities of the STR program. Her work has included coordination with property owners, enforcement of new regulations, data tracking, and serving as the primary point of contact for related community concerns. These additional duties are above and beyond her current job classification and have required a high level of initiative, organization and accountability. The AFSCME union met and agreed to the MOA effective 9/1/25 as her role expanded with appeals and more at this time.

The Police Administrative Assistant will still receive a step increase the first of the year.

Thank you for your consideration.

G.l.e.

TO: MAYOR AND CITY COUNCIL
FR: LORI CONWAY, CITY ADMINISTRATOR
RE: REQUEST FOR MODIFIED WORK
DA: NOVEMBER 10, 2025

A memo was received to allow the Police Administrative Assistant to work from home during an approved leave of absence. The leave request is for approximately 12 weeks and during weeks 5-12. The anticipation is to work up to 25 hours a week to help keep the administrative duties flowing. The work from home will be evaluated every 4 weeks during said leave.

Thank you for your consideration.

TO: LORI CONWAY, CITY ADMINISTRATOR
FR: JODY GRUND, PLANNING & ZONING DIRECTOR
RE: PROPOSAL OF MODIFIED WORK HOURS



G.
I.
F.

I have received a request from Cheryl to work modified hours. I know the council approved the modified hours in September at 6 am to 2:30 and stated that was approved because the prior P & Z Director had pre-approved this.

Cheryl has requested working 7 – 3:30 October through December and I have pre-approved the hours in October and up to the date of council meeting pending their review. I am seeking council recommendation for the modified schedule.

Thank you.

G.I.g.

TO: MAYOR AND CITY COUNCIL
FR: LORI CONWAY, CITY ADMINISTRATOR
RE: PERSONNEL
DA: NOVEMBER 10, 2025

The Personnel Committee met on Wednesday, October 22, 2025 and from the meeting came a few items to address, some attached and others will be verbalized at council.

1. Employee Handbook attached was reviewed with Personnel Committee as updated to meet the changes reflected by the LMC and/or rules of the State (PFML). I am seeking a motion to approve the changes to the Employee Handbook as highlighted in yellow.

CITY OF CROSSLAKE EMPLOYEE HANDBOOK

Dated: June 10, 2024

**CITY OF CROSSLAKE
EMPLOYEE HANDBOOK
TABLE OF CONTENTS**

Welcome	1
Handbook Limitations	2
Organization.....	3
Employment Practices.....	4
Confidential Information.....	4
Data Practices Advisory.....	4
Media Requests.....	4
Drug and Alcohol Testing.....	5
Employment “At Will”	5
Employment Classifications	5
Employment Verification.....	6
Equal Employment Opportunity	6
Firearms.....	7
Open Door Policy.....	7
Payroll Classifications.....	8
Personnel Records.....	8
Performance Reviews	8
Personal Conduct	9
Respectful Workplace.....	9
Employment Benefits.....	12
Introduction.....	12
Donated Leave	12
Holiday Pay	13
Insurance	13
Sick Pay.....	14
Vacation Pay	15
Other Benefits	17
Wellness Program.....	17
Leaves of Absence	18
Bereavement Leave.....	18
Blood Donation Leave	18
Bone Marrow Donation Leave.....	18
Civil Air Patrol Service Leave	18
Election Judge Leave	18
Harassment or Domestic Abuse Leave	19

Jury Duty / Witness Leave	19
Military Leave	19
Military Ceremonies Leave.....	19
Military Families Leave	20
Organ Donation Leave	20
Parental Leave.....	20
Pregnancy and Parenting Leave.....	20
Safety Leave.....	21
School Conferences and School-Related Activities Leave.....	21
Sick or Injured Child Care Leave.....	21
Unpaid Discretionary Leave.....	22
Volunteer Firefighter Leave.....	22
Voting Leave.....	23
 Work Guidelines	 24
Absenteeism / Attendance.....	24
Accidents.....	24
Appearance.....	24
Bulletin Board.....	25
Cellular Telephones	25
City Technology.....	26
Conflicts of Interest.....	28
Desks / Lockers / Offices	29
Employment References	29
Equipment.....	29
Hours of Work.....	29
Meal Breaks and Work Breaks	30
Overtime	30
Paydays	30
Political Activity.....	31
Progressive Discipline	32
Reimbursement	32
Safeguarding Personal Property / Building Security.....	33
Safety	33
Salary Deductions	33
Smoking.....	34
Termination of Employment.....	35
Timekeeping	36
Use of City Vehicles, Facilities, and Equipment.....	36
Voice Mail	37
Work Schedules	37
Workers' Compensation	37
 Acknowledgment of Receipt of the City of Crosslake	
Employee Handbook.....	38

WELCOME

Over the years, the City of Crosslake (the “City”) has been able to grow and be successful due to the hard work and dedication of employees such as you. Whether you are new to the City or are one of our long-term employees, we are glad to have you as a member of our team, and we look forward to working with you.

Sincerely,

Mayor and City Council

HANDBOOK LIMITATIONS

This Employee Handbook ("Handbook") serves as a source of information for employees regarding the policies and procedures of the City. Please take the time to read this Handbook carefully. This Handbook is not exhaustive. This Handbook provides general policy and procedural guidelines. These policies and procedures are not conditions of employment, and do not constitute an employment contract. These policies and procedures are subject to additions, deletions, or changes by the City from time to time, without notice or update. The City reserves the right to vary from these policies and procedures if, in its opinion, the circumstances so require.

This handbook is a general statement of policy, to be modified and applied by the City at its discretion. This handbook is not a contract.

The status of all employees employed by the City prior to October 8, 2012 is determined by their letter of hire and the personnel policies in effect at the time of their hire. Their employment is not "at will." The status of all employees hired after the adoption of this handbook is "at will," which means that either the employee or the City may terminate their employment at any time, for any reason, with or without cause or notice.

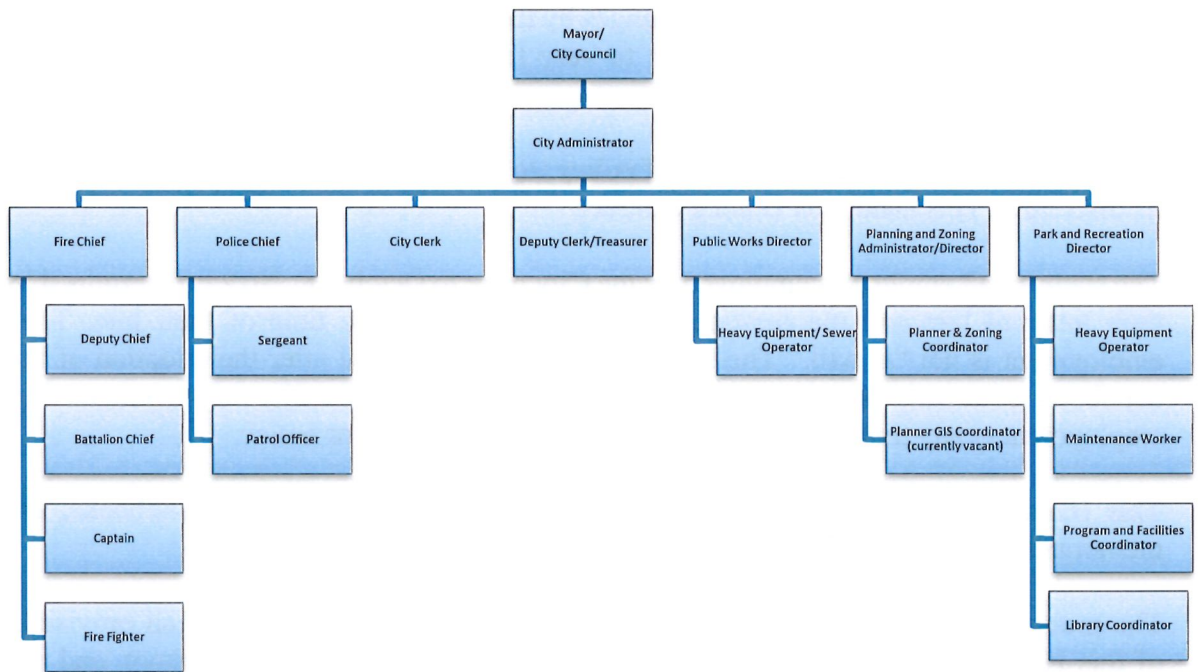
This Handbook supersedes and revokes all prior policies, procedures, handbooks, and memoranda.

The provisions and requirements of local, state, and federal law supersede all provisions of this Handbook. In the event that there is a conflict between this Handbook and any law, the law governs. The City intends to comply with all applicable laws, including but not limited to laws specifically applicable to Minnesota public employers, such as the Public Employment Labor Relations Act and the Veterans Preference Act.

This Handbook covers all non-bargaining unit employees. For bargaining unit employees, this Handbook also governs to the extent that it is not inconsistent with the applicable collective bargaining agreement. If there is a conflict between this Handbook and a collective bargaining agreement (CBA), the CBA governs for all bargaining unit employees.

This Handbook covers all employees within the jurisdiction of a personnel board or civil service commission to the extent that it is not inconsistent with applicable statutes, rules, or regulations. If there is a conflict between this Handbook and applicable law, the law governs.

This Handbook does not cover: (1) elected officials; (2) the city attorney, city engineer, other consultants, city surveyor, city certified public accountant or auditor, or the health officer and assistant health officer; (3) members of city boards, commissions, EDA and committees; (4) volunteer firefighters and other volunteer personnel; and (5) emergency employees.



EMPLOYMENT PRACTICES

CONFIDENTIAL INFORMATION

Much of the information that City employees have access to is considered sensitive or confidential in nature. Some information may be protected under the Government Data Practices Act. All employees should use discretion and care in handling and disclosing confidential information and should consult with the City Administrator before disclosing such information.

Because of the importance of protecting confidential information, any employee who improperly uses or discloses such information will be subject to disciplinary action, up to and including termination of employment.

DATA PRACTICES ADVISORY

Employee records are maintained in a location designated by the city administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

MEDIA REQUESTS

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the city administrator or city clerk. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the city administrator. No city employee is authorized to speak on behalf of the city without prior authorization from the city administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

- 1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the city administrator of the request.*
- 2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the city administrator. An*

appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the city administrator. When/if the city administrator authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the city administrator.*
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The city finished street cleaning on 16 streets in the northwest corner of the city this past week" instead of "The city is doing a great job with street cleaning this year!" Corrections must be issued when needed.*
- Generally, not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter."*

Employees who have been approved to use social media sites on behalf of the city should seek assistance from the city administrator on this topic.

- Notify the city administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware data transmitted or stored may be subject to the Minnesota Government Data Practices Act.*

DRUG AND ALCOHOL TESTING

All applicants and employees are covered by the City's drug and alcohol testing policy. Each employee will be provided with a copy of the policy and all related notices. If an employee has questions regarding drug and alcohol testing, he or she should discuss them with his or her Department Head.

EMPLOYMENT "AT WILL"

All employees hired after October 8, 2012 are "at will" employees, which means that either the employee or the City may terminate the employment relationship at any time, for any reason, with or without cause or notice.

EMPLOYMENT CLASSIFICATIONS

The City has the following employment classifications:

Full-time employee means an employee who works an average of 2,080 hours per year. A full-time employee is an employee who is hired for the usual activities of the operation of the City.

Regular Part-time employee means:

- (1) An employee who performs a service on a regular part-time basis or is available to assist in workload peaks;
- (2) An employee who works 1,040 or more hours per year, but less than 2,080 hours per year;
- (3) An employee who is eligible to receive all benefits offered to full-time employees on a prorated basis and subject to certain limitations.

Limited part-time employee means an employee who performs a service on a regular part-time basis or is available to assist in workload peaks. A limited part-time employee is an employee who works less than 1,040 hours per year. A limited part-time employee is not eligible to receive non-statutory benefits.

Temporary employee means an employee who is engaged for a specific project or a limited time period, not exceeding 185 consecutive calendar days, with the understanding that his or her employment will automatically terminate upon completion of the project or at the end of a specified period of time. Such employees will be paid at a rate agreed upon between the employee and the City Council, but will not be eligible for non-statutory benefits.

Emergency employee means an employee retained or employed solely for emergency purposes.

Interns mean an employee who is engaged for a specific project or service to a department while earning credits with an educational institution. Interns while being paid from the City will abide by Employee Handbook. Interns do not earn PERA, benefits and maybe eligible for ESST.

Unless expressly indicated, all of the provisions in this Handbook apply to all employees, regardless of employment classification. If an employee has questions regarding his or her employment classification, he or she should discuss them with the City Clerk.

EMPLOYMENT VERIFICATION

All employees hired after November 6, 1986 must verify their identity and eligibility to work in the United States. Section 1 (the employee portion) of the I-9 Form must be completed no later than the first day of employment. Section 2 (the employer portion) of the I-9 Form must be completed within three business days of the first day of employment. Section 3 of the I-9 Form must be completed (if applicable) when updating and/or re-verifying the employment authorization of an employee whose previous valid authorization has expired.

If an employee has questions regarding the employment verification process and/or his or her employment eligibility, he or she should discuss them with the City Clerk.

EQUAL EMPLOYMENT OPPORTUNITY

The City is committed to providing equal opportunity in employment for all qualified applicants and employees without regard to race (including traits associated with race, including but not limited to, hair texture and hair styles such as braids, locs and twists),

ancestry, color, creed, religion, national origin, sex, gender identity, or gender expression, marital status, status with regard to public assistance, membership on a local human rights or activity in a local commission, disability, sexual orientation, age, genetic information, veteran status, familial status, lawful participation in the Minnesota Medical Cannabis Patient Registry or any other classification protected under local, state, or federal law. The City is also committed to prohibiting discrimination in employment on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age, genetic information, or any other classification protected under local, state, or federal law.

This policy extends to all qualified applicants and employees in all aspects of the employment relationship including, but not limited to, recruiting, hiring, promotion, transfer, compensation, and termination.

FIREARMS

All employees, except sworn employees of the City of Crosslake Police Department, are prohibited from carrying or possessing firearms while acting in the course and scope of employment for the City. The possession or carrying of a firearm by employees is prohibited while working on the property of the City of Crosslake or working at any location on behalf of the City of Crosslake. This prohibition includes but is not limited to:

1. Driving on City business;
2. Riding as a passenger in a car, truck or any type of mass transit on City business;
3. Working at a City-owned work site;
4. Working off-site on behalf of the City;
5. Performing emergency or on-call work after normal business hours and on weekends;
6. Working at private residences, businesses and other private or governmental locations on behalf of the City; and
7. Attending training or conferences on behalf of the City.

Carrying or possessing a firearm in violation of this policy will subject the employee to disciplinary action, up to and including possible discharge.

City employees who have obtained the appropriate permit and possess a firearm while in a City-owned parking area are requested to keep the firearm in a locked trunk of the employee's vehicle or, if the vehicle does not have a trunk, in a locked glove compartment of the employee's vehicle.

OPEN DOOR POLICY

The City encourages open and honest communication between employees and management. Employees are encouraged to discuss any work-related issue with their supervisor. If any employee is not comfortable approaching his or her supervisor, or feels that his or her supervisor did not adequately address the issue, he or she is encouraged to discuss the issue with the City Administrator.

If an employee has an issue which is more specifically addressed by the Respectful

Workplace policy, he or she should follow the reporting procedure described in that policy.

PAYROLL CLASSIFICATIONS

The City has the following payroll classifications:

- (1) Exempt: Employees who are employed in an executive, administrative, professional, or other exempt capacity. Exempt employees are not entitled to overtime compensation or compensatory time under the Fair Labor Standards Act.
- (2) Non-exempt: Employees who are employed in a non-exempt capacity. Non-exempt employees are entitled to overtime compensation/compensatory time under the Fair Labor Standards Act.

Unless expressly indicated, all of the provisions in this Handbook apply to all employees, regardless of payroll classification. If an employee has questions regarding his or her payroll classification, he or she should discuss them with the City Clerk.

PERSONNEL RECORDS

Each employee will have a permanent personnel file on file in the office of the City Clerk. Copies of all pertinent correspondence, annual performance evaluations, evaluation responses, W-4 Form, I-9 Form, and other required forms will be stored in this file. Medical information, if any, will be stored in a separate confidential medical file. Personnel files will be secured and available to the employee and members of the City Council only upon written request. Requests for information contained in personnel files will be referred to the City Clerk prior to the release of any information.

Any time a personnel file is reviewed by an employee, the review will be made in the presence of the City Clerk *or City Administrator*.

PERFORMANCE REVIEWS

Employees will be subject to a performance review each year. The employee's immediate supervisor will be responsible for preparing the evaluation in a timely manner and meeting with the employee regarding the evaluation. The review meeting will be held with the employee, his or her supervisor, and a member of the City Council (if requested by the employee). The employee will be given the opportunity to respond to the evaluation in writing.

Upon completion of a performance review, and upon the request of any member of the City Council, each review will be made available to the City Council, but will not be disseminated or copied. Performance reviews are considered confidential information and are not subject to discussion in open City Council meetings unless otherwise authorized by law.

Additional comments may be made by members of the City Council; such comments will be attached to the performance review. The employee will be provided with a copy of any additional comments and will have an opportunity to respond in writing. A complete copy of each performance review will be placed in the employee's personnel file.

PERSONAL CONDUCT

RESPECTFUL WORKPLACE

The City is committed to maintaining a work environment free from violence, discrimination, and other offensive behavior. The City will not tolerate any such behavior by or towards any individual. This policy applies to all applicants and employees, including Department Heads, as well as all members of the City Council and all City boards and commissions.

Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

Categories of Disrespectful Behavior

Violent Behavior: Includes the use of physical force, threats of physical force, harassment or intimidation, or abuse of power or authority, to control an employee by causing pain, fear, or hurt. Also includes the use of or threats of the use of weapons.

Discrimination & Harassment Behavior: ~~Includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age, genetic information, or any other classification protected under local, state, or federal law.~~

Discrimination and harassment consists of behaviors that are based on an employee's legally protected characteristics such as race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, lawful participation in the Minnesota Medical Cannabis Patient Registry, or any other characteristic protected by local, state, or federal law.

More specifically, discrimination and harassment may include, but are not limited to, the following behaviors when based on an employee's legally protected characteristic(s):

- Conduct that imposes conditions on any element of the person's employment unless otherwise permitted or required by applicable law.
- Conduct of any type (verbal, written, graphic, electronic or physical) which unreasonably interferes with the person's ability to perform their job or creates a hostile, threatening, or intimidating work environment.

Offensive Behavior: Includes work-related actions such as rudeness, exclusionary behavior, angry outbursts, inappropriate jokes, vulgar obscenities, name-calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

Prohibited behavior also includes requests to engage in illegal, immoral, or unethical conduct, or retaliation for making a complaint under this policy.

Sexual Harassment

The City is committed to maintaining a work environment free from sexual harassment. Sexual harassment is just one kind of discriminatory and offensive behavior. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or any other verbal or physical conduct or communication of a sexual nature, where:

- (1) Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of employment;
- (2) Submission to or rejection of the conduct or communication is used as a factor in making employment decisions affecting an individual's employment (hiring, promotions, termination, etc.); or
- (3) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, the following conduct:

- (1) Unwelcome or offensive sexual remarks or innuendo;
- (2) Unwelcome or offensive sexual jokes;
- (3) Unwelcome invitations to social engagements;
- (4) Unwelcome and objectionable physical contact;
- (5) Unwelcome and objectionable close physical proximity;
- (6) The dissemination of materials such as posters, photographs, cartoons, or other materials that have a sexual connotation and may be offensive;
- (7) Any indication (even if merely implied) that an individual's employment (hiring, promotions, termination, etc.) depends upon the granting of sexual favors; or
- (8) The creation (whether intentional or careless) of a work atmosphere that is offensive or intimidating.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient that is relevant to whether the conduct is harassment. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the City prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on any protected classification in the work environment.

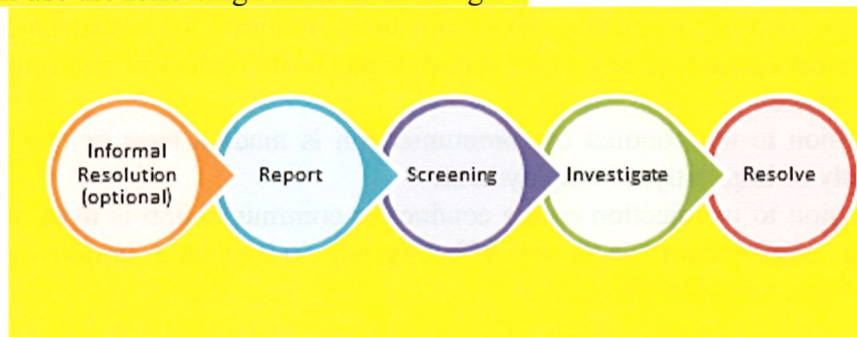
Reporting

Any employee who believes he or she has been subjected to a violation of this policy or any employee who believes he or she has witnessed another employee being subjected to a violation of this policy, must promptly report the violation to his or her supervisor and/or the City Clerk. If the supervisor or the City Clerk is the source of or a party to the violation, or does not respond to the report in a timely and appropriate manner, the employee must promptly report the violation to the City Administrator.

The City will not retaliate against any employee who reports a violation of this policy. The City will promptly and thoroughly investigate any report of a violation of this policy.

The City's investigation will, to the extent possible, be confidential. The City will appropriately discipline any employee who commits a violation of this policy.

The City will use the following format to investigate:



EMPLOYMENT BENEFITS

INTRODUCTION

The following provisions describe the employment benefits provided by the City at this time. The City may change the types of benefits, or change insurance carriers, deductibles, premiums, or any other feature of any benefits, including but not limited to eligibility for benefits, at any time, in its sole and complete discretion. In addition, the City may discontinue one or more benefits at any time, in its sole and complete discretion. Affected employees will be notified of changes or discontinuations as soon as is practicable.

The following descriptions of employment benefits are meant to be a summary only. The plan documents explain each benefit in detail. The various benefits are controlled by the language of the plan documents. If an employee has questions regarding benefits, he or she should discuss them with the City Clerk.

DONATED LEAVE

With the approval of the Personnel Committee, employees may donate up to 8 hours of accrued unused vacation time to an employee who has exhausted all available paid leave time, where the employee or the employee's spouse has a catastrophic or life-threatening illness.

Donated leave may only be used by the recipient for loss of scheduled work hours. The recipient will not accrue benefit credit when using donated leave. Donated leave cannot be used for severance pay, paid out in the form of cash, or used in any other manner than as stated in this policy.

The total of all donations that can be received by a recipient is 160 hours. Donations will be accounted for on the basis of an hour of leave donated equals an hour received, regardless of the pay rates of the donor and the recipient.

Only employees who are expected to return to work are eligible to receive donated leave. A recipient of donated leave is not expected to repay the donated leave.

An employee's request to receive donated leave must be in writing and submitted to the personnel committee for consideration. The personnel committee retains the right to approve or deny any request based on their determination of whether the recipient is eligible under the terms of this policy and whether granting the request would be in the best interests of the City.

HOLIDAY PAY

The City recognizes the following paid holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve ½ Day
Christmas Day

In addition, employees will receive 16 hours of personal leave that may be taken with the approval of their Department Head.

Eligibility: Full-time and part-time employees are eligible for paid holidays.

Pay: Full-time employees will receive holiday pay at their normal rate of pay if they are at work or on a paid leave of absence during the last regular shift to which they would have been assigned prior to the holiday and the first regular shift to which they would have been assigned following the holiday. Part-time employees will receive holiday pay only if they would normally be scheduled to work on the day of the week designated as the holiday and will be paid only for the number of hours they would have worked.

Working on Holidays: City offices will be closed for business on holidays, but employees may be required to work when the nature of their duties or other conditions require. An employee required to work on a holiday will receive another day off with pay during the same calendar year, at the discretion of their Department Head.

Certain Weekend Holidays: In the event New Year's Day, Independence Day, Veterans' Day, or Christmas Day falls on a Saturday, it will be observed on the preceding Friday. If one of those holidays falls on a Sunday, it will be observed on the following Monday.

INSURANCE

The City provides health and dental insurance to full-time and part-time employees, as well as retirees.

Health Insurance:

Full-time employees. Full-time employees are eligible for health insurance coverage. The City may, at its option, require employees to contribute a portion of the premium.

Part-time employees. Part-time employees are eligible for health insurance coverage on an annualized prorated basis, provided the employee pays his or her share as of the date the premium is paid by the City. Example: If an employee works 1,040 hours per year

(50%), the City will pay one-half of the premium. In the event the employee does not elect to take the coverage, the City will not be obligated to make payment to the employee for the unused premium.

Retirees. The City will pay on behalf of an employee who retires at a time when the employee is eligible for and will immediately begin receiving a PERA retirement annuity, a portion of the premium for continued single coverage under the City's health and dental insurance programs, for up to three consecutive years beginning with the employee's retirement, or until the employee is eligible for Medicare, whichever occurs sooner, as follows:

- With 25 or more years of service – contribution of eighty percent (80%) of the premium for single coverage.
- With 15 to 25 years of service – contribution of fifty percent (50%) of the premium for single coverage.
- With 10 to 15 years of service – contribution of twenty-five percent (25%) of the premium for single coverage.

Employees and/or their dependents have the right to continue their health insurance coverage for a certain period of time (in most circumstances from 18 to 36 months) following the occurrence of certain events, such as the termination or reduction of hours of an employee's employment. Employees will be provided with notices explaining the right to continuation coverage in greater detail.

Dental Insurance:

Full-time employees. Full-time employees are eligible for dental insurance coverage. The City may, at its option, require employees to contribute a portion of the premium.

Part-time employees. Part-time employees are eligible for dental insurance coverage on an annualized prorated basis, provided the employee pays his or her share as of the date the premium is paid by the City. Example: If an employee works 1,040 hours per year (50%), the City will pay one-half of the premium. In the event the employee does not elect to take the coverage, the City will not be obligated to make payment to the employee for the unused premium.

SICK PAY

PLEASE REFER TO EARNED SICK AND SAFE TIME LEAVE POLICY THAT WAS OUTLINE IN MINNESOTA STATUTES EFFECTIVE JANUARY 1, 2024. THE ESST POLICY COVERS THE CITY'S TRADITIONAL PAID SICK LEAVE PROGRAM AND SATISFIES THE ESST MINIMUM REQUIREMENTS. FOR LEAVE USE REFER TO SAID POLICY.

Minnesota Paid Leave Law (PFML) – The City will follow the Minnesota Statute 268.01 on MN Paid Leave.

Eligibility: Full-time and part-time employees are eligible to use accrued paid sick leave.

Accrual: Full-time employees earn 8 hours of paid sick time per month. Part-time employees earn sick leave on a prorated basis, based on the number of hours worked in the previous year.

Use: Sick leave may be granted to an employee when the employee is unable to perform work duties due to illness or injury; to receive medical, dental, or chiropractic care; childbirth or pregnancy disability; the illness or injury of the employee's parents or spouse, or minor children or step-children living in the home; or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come into contact in the course of performing work duties.

Employees who are not eligible for vacation time may, with the approval of their Department Head and the City Administrator, utilize up to two days of sick leave for stress relief each year.

Use of sick leave under false pretenses is grounds for discipline, up to and including termination of employment.

For any absence of three days or more, a doctor's written statement may be required before an employee is permitted to return to work. Such statement may include the doctor's diagnosis and the employee's work restrictions (if any).

Notice: If circumstances permit, an employee must contact his or her supervisor before 8:00 a.m. on the first day of absence, giving the reason for the absence and the probable length of such absence. An employee must also regularly update his or her supervisor as to his or her condition.

Accumulation: Unused sick leave may be accumulated up to a maximum of 800 hours. As of January 1 of each year, fifty percent (50%) of the employee's annual unused sick leave over and above the 800 hours will be paid into his or her Health Care Savings Plan (HCSP).

Payout: All accrued unused sick time in the employee's sick leave account will be paid into his or her Health Care Savings Plan (HCSP) upon leaving employment with the City **if they are** eligible to receive monthly retirement benefits under the provisions of PERA.

In the event of death, the employee's severance payout will go to the employee's estate.

The exempt employee group will designate 4% of biweekly earnings into their HCSP.- Any other bargaining unit and CBA that allows employee group to designate a percentage of biweekly earnings into their HCSP will be allowed by CBA negotiations.

VACATION PAY

Eligibility: Full-time and part-time employees are eligible to use accrued paid vacation with the advance approval of their supervisor.

Accrual: Full-time employees earn vacation time based upon the number of years of full-

time employment. Part-time employees earn vacation time on a prorated basis. Example: A 50% employee in his or her second year of employment is entitled to 6 vacation days.

Vacation time will increase with the number of years of employment based upon the following full-time employee schedule:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Hours Per Year-PP</u>	
• 1 year (if hired prior to June 30)	5 working days	40	1.5384
• 2 through 5 consecutive years	12 working days	96	3.6923
• 6 through 9 consecutive years	15 working days	120	4.6153
• 10 consecutive years	16 working days	128	4.9230
• 11 consecutive years	17 working days	136	5.2307
• 12 consecutive years	18 working days	144	5.5384
• 13 consecutive years	19 working days	152	5.8461
• 14 consecutive years	20 working days	160	6.1538
• 15 consecutive years	21 working days	168	6.4615
• 16 consecutive years	22 working days	176	6.7692
• 17 consecutive years and thereafter	23 working days	184	7.0769

Although an employee is entitled to vacation time based upon years of service, such time is deemed “earned” by prorating vacation time on a monthly basis. Example:

An employee who is in his or her second year of employment is eligible for 12 vacation days. The employee will actually have earned 6 days as of July 1, which is computed by dividing the annual eligibility by 12 and multiplying that number by the actual number of months of service performed. In this example: $12/12=1 \times 6=6$.

An employee hired between January 1 and June 30 earns 40 hours of vacation following the six month probation period and 96 hours on January 1. An employee hired between July 1 and December 31 earns 40 hours of vacation after the six month probation period the following year plus prorated hours from the date of hire through December 31.

Example:

An employee hired 4/1/14 will earn 40 hours vacation on 10/1/14 and 96 hours on 1/1/15. An employee hired 8/12/14 will earn 40 hours vacation plus 13.32 prorated hours on 2/12/15. This employee does not earn 96 hours vacation until 1/1/16.

The vacation accrual period is January 1 through December 31, except in the case of new employees. For new employees, the first accrual period is from the date of employment to December 31.

Vacation will be credited to an employee’s account on January 1 of each year. *Effective January 1, 2026, each employee will be credited with 50% of the earned vacation for the year and the remaining 50% of the earned vacation will be credited each pay period.*

Use and Prior Approval: Employees may use vacation time so long as their absence does not unduly impede completion of work assignments or prevent other employees from

completing work assignments. An employee's use of vacation time requires advance approval from his or her Department Head. The City Administrator the ultimate authority to approve, deny, or cancel any vacation request.

Notice: Employees should request vacation time as soon as is practicable.

Accumulation/Carry Over: In general, full-time employees may carry over unused vacation time from one calendar year to another, but in no case may a full-time employee have more than 15 additional vacation days in any year. Any additional vacation days may not be carried over and will be forfeited. Part-time employees may carry over a prorated number of vacation days. The City Council may, in its sole and complete discretion, permit additional accumulation for management personnel and for all other employees in unusual circumstances.

Payout: With City Council approval, an employee may receive pay in lieu of vacation time.

Upon voluntary termination of employment with proper advance notice, employees will be paid for all accrued unused vacation time available for use in that calendar year.

OTHER BENEFITS

The City currently provides life insurance, long-term disability, long-term care insurance, deferred compensation, flexible spending accounts and dependent care accounts as part of its employee benefits package. Some benefits are voluntary and do not require employee participation. For details regarding other benefits, contact the City Clerk.

WELLNESS PROGRAM

The City of Crosslake Wellness Program allows current employees, spouses and family members who are eligible to receive City insurance benefit's the opportunity to utilize the Community Center Fitness Room. Part time employees are also eligible for the wellness program however, family members of part time employees will not be eligible.

Procedure - Community Center Staff will track attendance for all Wellness Program participants. A \$20.00 non-refundable fee will be collected to start the program. If participants utilize the fitness room a minimum of eight times per month, the participant will be granted free use of the fitness room the following month. This scenario will continue until such time as the participant fails to meet the minimum requirements for attendance in a given month. If the employee, spouse or family member fails to utilize the fitness facility at least eight times a month, a \$20.00 non-refundable fee will once again be collected by the Community Center to restart the wellness program. Participation in the program will hopefully create healthier employees and family members which will result in reducing the City's insurance premium and reduce the probability of worker's compensation claims. It has also been proven that healthier employees use far less sick days than employees that do not lead a healthy lifestyle.

Details covering active Fire Department personnel and their eligibility for the Wellness Program can be obtained from the Fire Chief.

LEAVES OF ABSENCE

BEREAVEMENT LEAVE

The City will provide 3 days of paid leave in the event of a death in an employee's immediate family or household members. "Immediate family" means an employee's parent, spouse, child, step-child, brother, sister, grandparents and grandchildren of either the employee or the employee's spouse and the spouse of the employee's sibling. With the approval of their Department Head, employees may also be granted up to 3 days of bereavement leave in other circumstances. In such circumstances, employees will be permitted to utilize their accrued unused sick leave. Bereavement leave is not cumulative.

BLOOD DONATION LEAVE

The City will permit employees to use up to one hour of sick leave per year for the purpose of donating blood.

BONE MARROW DONATION LEAVE

The City will provide paid leave to any employee who works an average of 20 or more hours per week and seeks to undergo a medical procedure to donate bone marrow. The combined length of the leaves will not exceed 40 work hours, unless the City authorizes additional leave in writing. In order to qualify for leave, the employee must provide the City with written verification by a physician of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as a bone marrow donor, any paid leave granted prior to that determination is not forfeited.

The City will not retaliate against an employee for requesting or obtaining this (or any other) type of leave.

CIVIL AIR PATROL SERVICE LEAVE

The City will provide unpaid leave to any employee who works an average of 20 or more hours per week to render service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions, so long as the leave will not unduly disrupt the operations of the City.

ELECTION JUDGE LEAVE

The City will provide paid leave to any employee who is selected to serve as an election judge. Although the leave is paid, the City will reduce the wages of any employee serving as an election judge by the amount paid to the employee by the appointing authority during the time the employee was absent from work. In order to qualify for leave, an employee must provide the City with at least 20 days' advance written notice of the need for leave and a certification from the appointing authority stating the hourly compensation to be paid to the employee for his or her service and the hours during which the employee will serve.

HARASSMENT OR DOMESTIC ABUSE LEAVE

The City will permit employees to take a reasonable amount of unpaid time off to obtain restraining orders or to otherwise attempt to obtain relief from harassment or domestic abuse. The City will also permit any employee to take a reasonable amount of unpaid time off to testify at or to attend criminal proceedings in domestic abuse cases.

JURY DUTY / WITNESS LEAVE

The City will provide up to two weeks of paid leave to any employee who reports to jury duty in response to a summons, is subpoenaed as a witness, or who voluntarily testifies as a witness in a case in which the City is a party. The employee will receive the difference between his or her regular pay and the amount he receives for jury or witness pay.

Employees who receive a summons should show it to their supervisor as soon as possible. Employees are expected to report for work whenever the court schedule permits. The City may request that an employee be relieved from jury duty if we think that your absence from work would cause serious operational problems.

The City will not take adverse action against any employee who receives a summons, responds to a summons, attends court for prospective jury service, or serves as a juror.

MILITARY LEAVE

The City will provide military leave to any employee who is called to service in the armed forces in accordance with state and federal law. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, for examinations to determine fitness for any such duty, and for any other leave permitted by state and federal law. An employee should notify his or her supervisor of the need for military leave as far in advance of the leave as possible. An employee's rights with respect to the substitution of accrued personal leave, the continuation of health plan coverage, and the accrual of benefits during military leave, in addition to reinstatement after military leave, will be as defined by state and federal law.

As a public employer, the City has certain obligations with respect to military leave. For instance, an employee who is a member of the National Guard, or any other component of the militia of the state, or the officers' reserve corps, the enlisted reserve corps, the Naval Reserve, the Marine Corps Reserve, or any other reserve component of the military or naval forces of the United States, is entitled to up to 15 days of paid leave each calendar year for training or active service. In addition, employees engaged in active service are entitled to extended unpaid leaves, and have certain rights upon returning from such leaves with respect to reinstatement and removal. The City will comply with applicable state law.

MILITARY CEREMONIES LEAVE

The City will provide up to a maximum of 1 day of unpaid leave each calendar year to any employee whose immediate family member, as a member of the United States armed forces, has been ordered into active service in support of a war or other national emergency for the purpose of attending a send-off or homecoming ceremony for that family member, so long as the leave will not unduly disrupt the operations of the City. "Immediate

family member” means an employee’s parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or fiancée.

MILITARY FAMILIES LEAVE

The City will provide up to a maximum of 10 working days of unpaid leave to any employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service. “Immediate family member” means an employee’s parent, child, grandparent, sibling, or spouse. An employee must give his or her supervisor as much notice of the need for leave as practicable. Although the leave is unpaid, an employee may substitute any accrued personal leave for any part of the leave.

ORGAN DONATION LEAVE

The City will provide paid leave to any employee who works an average of 20 or more hours per week and seeks to undergo a medical procedure to donate an organ or partial organ to another person. The combined length of the leaves will not exceed 40 work hours for each donation, unless the City authorizes additional leave in writing. In order to qualify for leave, the employee must provide with written verification by a physician of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as an organ donor, any paid leave granted prior to that determination is not forfeited.

PARENTAL LEAVE

The City will provide up to a maximum of 6 weeks of unpaid leave to any employee who has been employed by the City at least one-half time during the previous 12 months in conjunction with the birth or adoption of a child. The leave shall begin at a time requested by the employee. However, the leave may not begin more than six weeks after the birth or adoption (unless the child must remain in the hospital longer than the mother, in which case the leave may not begin more than six weeks after the child leaves the hospital). The City will provide parental leave in accordance to Family Medical Leave Act (FMLA) and the Minnesota Paid Leave Law (PFML). City will continue to make insurance coverage available to the employee and the employee’s dependents (if any) during the leave, although the employee must pay 100% of the premium. An employee’s rights with respect to reinstatement after parental leave will be as defined by state law.

PREGNANCY AND PARENTING LEAVE (State law requirement for cities with 21 or more employees) *[New July 1, 2014]*

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Twelve week leave: pregnancy, birth or adoption. (1) a biological or adoptive parent in conjunction with the birth or adoption of a child or (2) a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions; (3) The length of the leave shall be determined by the employee, but must not exceed 12 weeks, unless agreed to by the employer. The leave shall begin at a time requested by the employee. The employee is requested to provide a reasonable notice and duration of the leave to the employer. The leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leave the hospital. Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. In addition all ESST and PFML (effective January 1, 2026) applies as per laws of the State of Minnesota. Please review.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA or PFML qualifying). For employees on an FMLA or PFML absence as well, the employer contributions toward insurance benefits will continue during the FMLA or PFML leave absence.

Reasonable Unpaid Work Time for Nursing Mothers [Applies to cities with one or more employees] [MN law change effective July 1, 2014]

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

SAFETY LEAVE [New July 1, 2014]

Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period (*city will want to define the 12-month period- for ease in administration, the city could consider using the same 12-month period used for FMLA*)

SCHOOL CONFERENCES AND SCHOOL-RELATED ACTIVITIES LEAVE

The City will provide up to a maximum of 16 hours of unpaid leave during any 12-month period to any employee who is employed by the City at least one-half time for the purpose of attending the school conferences or school-related activities of his or her child (including a foster child), if such conferences or activities cannot be scheduled during non-working hours. If an employee's child receives child care services or attends a prekindergarten regular or special education program, the employee may also use this leave to attend a

conference or activity, or to observe and monitor the services or program, if such conference, activity, or observation cannot be scheduled during non-working hours. Although the leave is unpaid, an employee may substitute any accrued personal leave for any part of the leave. When the need for leave is foreseeable, an employee must give his or her supervisor reasonable advance notice of the need for leave and must make a reasonable effort to schedule the leave so as not to unduly disrupt the City's operations.

SICK OR INJURED CHILD CARE LEAVE

The City will permit any employee who has been employed at least one-half time during the previous 12 months to use his or her personal sick leave time (personal leave) for the purpose of caring for a child who is suffering from an illness or injury on the same terms that the employee could use the sick leave time (personal leave) for his or her own illness or injury. Personal sick leave time (personal leave) does not include short-term or long-term disability. follow ESST, FMLA and/or PFML.

UNPAID DISCRETIONARY LEAVE

Employees are entitled to many types of leave. However, circumstances may arise in which an employee needs additional leave or leave for a different reason. In that event, the City may grant the employee an unpaid discretionary leave of absence. Whether an unpaid leave is granted, the duration of such leave, and the details of such leave will be determined by the City, in its sole and complete discretion.

Except in unusual circumstances, employees must request an unpaid leave in writing from the personnel committee 60 days in advance of the beginning of the leave and the committee will respond to the request in writing upon action at a meeting.

Employees on an unpaid leave may not accept other employment without securing the advance approval of the city council.

Unless otherwise provided by applicable law, employment benefits, including but not limited to sick and vacation time, will not accrue during an unpaid leave. Employees on an unpaid leave must make arrangements to reimburse the City for their health and dental insurance benefits, if applicable. Failure to do so may result in the lapse of insurance coverage.

VOLUNTEER FIREFIGHTER LEAVE

The City will permit an employee to respond to emergency calls as a volunteer emergency fire or rescue worker during working hours so long as the employee's sudden absence from work in responding to the call will not endanger others and the employee remits any compensation received for responding to the call to the City. The City will not deduct from the employee's wages or sick or vacation time for time spent responding to calls. The employee must return to work as soon as possible after responding to a call.

VOTING LEAVE

The City will provide paid leave to any employee who is eligible to vote for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of a regularly scheduled state primary or general election, an election to fill a

vacancy in the office of United States senator or United States representative, or an election to fill a vacancy in the office of state senator or state representative.

WORK GUIDELINES

ABSENTEEISM / ATTENDANCE

It is important that all employees report for work on time as scheduled. Any employee who is habitually tardy and/or absent will be subject to disciplinary action, up to and including termination of employment.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In the event of an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message with a telephone number where they can be reached and contact any other individual who was designated by the supervisor.*
- Failure to use the established reporting process will be grounds for disciplinary action.*
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.*
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.*
- The city may waive this rule if extenuating circumstances warranted such behavior.*

This policy does not preclude the city from administering discipline for unexcused absences of less than three days. Individual departments may establish more specific reporting procedures.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

ACCIDENTS

All employees must report any accidents and/or injuries that occur on duty or on a work-related trip to his or her Department Head immediately.

APPEARANCE

Employee appearance is important. Employee appearance can influence what residents and visitors think about the City, and can also impact employee morale. Whenever an employee is representing the City, he or she should be clean, well groomed, and should be wearing appropriate clothes. If an employee is not certain about what clothes are appropriate, he or she should discuss personal appearance with his or her Department Head.

If any employee requires reasonable accommodation of his or her religious beliefs, observances, or practices or disability with respect to personal appearance or any other matters, he or she should contact his or her Department Head.

BULLETIN BOARD

The City has several bulletin boards on which legal notices, as well as other pertinent information, are posted.

CELLULAR TELEPHONES

Cellular telephones are intended for the use of city employees in the conduct of their work for the city.

- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who use a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.
- Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

Employees must limit the use of their personal cellular telephones during work time to essential calls only, which must be completed as soon as possible. Employees may use their cellular telephones during meal and work breaks.

For purposes of this policy "use" of a cellular telephone includes placing and sending outgoing calls and text messages, receiving incoming calls and text messages, and sending and receiving other kinds of data on so-called "smart phones." The taking of still or

moving pictures with a cellular telephone is forbidden at all times.

Any employee whose use of a personal cellular telephone interferes with the performance of his or her job duties or violates any City policy, including but not limited to, the equal employment opportunity policy, the respectful workplace policy, or the confidential information policy, will be subject to disciplinary action, up to and including termination of employment.

CITY TECHNOLOGY

The City provides technology, such as telephones and computer resources, for use by its employees for business purposes. "Computer resources" includes but is not limited to host computers, file servers, application servers, communication servers, mail servers, web servers, workstations, stand-alone computers, "jump drives," software, data files, and all internal and external computer and communications networks, including electronic mail ("e-mail") and internet systems that may be accessed directly or indirectly from the City's computer network.

All employees must behave ethically and legally in using the City's telephones and computer resources. All employees must comply with this policy in using the City's telephones and computer resources.

Appropriate or acceptable use of the City's computer resources includes, but is not limited to, the following conduct:

- (1) Using e-mail to communicate with co-workers regarding work-related matters; or
- (2) Using news groups or list serves for work-related matters.

Inappropriate or unacceptable use of the City's computer resources includes, but is not limited to, the following conduct:

- (1) Creating, sending, receiving, accessing, or storing computer files, messages, or pictures which are fraudulent, illegal, pornographic, obscene, sexually suggestive, sexist, racist, discriminatory, harassing, defamatory, or insulting;
- (2) Using computer resources in furtherance of personal business activities;
- (3) Using computer resources to conduct illegal activities;
- (4) Making illegal copies of licensed software;
- (5) Using software in a manner that is inconsistent with applicable licensing agreements;
- (6) Using software that is designed to destroy data, provide unauthorized access to computer resources, or disrupt, disable, impair, or otherwise harm computer resources in any way;
- (7) Loading software that is not approved by the City; or
- (8) Downloading files without checking for computer viruses.

The City's telephones and computer resources must be used primarily for work-related purposes. Limited personal use, such as making a personal telephone call or accessing the internet for personal purposes during meal or work breaks, is acceptable. However, personal use must not interfere with the performance of work duties and must be consistent

with the City's policies and procedures, including but not limited to the equal employment opportunity, respectful workplace, and confidential information policies.

The City's cellular telephones must be used primarily for work-related purposes, with limited personal use. However, in an effort to be cost effective and to eliminate the need for certain employees from having to carry more than one cell and/or smart phone, the City will reimburse certain employees, as approved by management, an amount established by the City Council for the access and usage of their personal cell or smart phone for City purposes.

Any telephonic or e-mail communications created, sent, received, accessed, or stored with the City's telephonic or e-mail systems are the property of the City. Therefore, employees do not have an express or implied personal privacy right in any matter created, sent, received, accessed, or stored with the City's telephonic or e-mail systems. Although the City does not intend to routinely monitor telephonic or e-mail communications, it may monitor these systems and access information or communications stored on the systems to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, investigate reports of misconduct or misuse, reroute or dispose of undeliverable mail, or respond to lawful requests for information, including requests from law enforcement agencies. The existence of passwords or "message delete" functions does not restrict or eliminate the City's ability or right to access information or communications stored on the City's e-mail system.

Employees also do not have an express or implied personal privacy right in any information created, sent, received, or accessed with the City's internet system. Although the City does not intend to routinely monitor internet use, it may do so to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, or investigate reports of misconduct or misuse. The existence of passwords does not restrict or eliminate the City's ability or right to monitor internet use.

If any employee receives inappropriate or unacceptable material from another employee or observes another employee engaging in inappropriate or unacceptable use of the City's telephones or computer resources, he or she must contact his or her supervisor immediately.

Any violation of this policy will result in the revocation of privileges to use the City's telephones and computer resources and may result in discipline, up to and including termination of employment.

PERSONAL COMMUNICATION AND USE OF SOCIAL MEDIA

It is important for city employees to remember the personal communications of employees may reflect on the city, especially if employees are commenting on city business or commenting on issues that implicate their city employment. As city representatives, employees share in the responsibility of earning and preserving the public's trust in the city. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all city staff will carry out city functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation, or other protected categories. Nonpersonal communications (performed within one's job duties) to members of the public must be professional at all times.

The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your city position.*
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale.*
- Remember what you write or post cannot easily be undone. It may also be spread to a larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home and on home computers.*
- The city expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying.*

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race (including traits associated with race, including, but not limited to, hair texture and hairstyles such as braids, locs and twists) national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.

- If you publish something related to city business and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the city of Crosslake."*
- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.*
- Personal social media account name or email names should not be tied to the city (e.g., (city name) Cop).*

CONFLICTS OF INTEREST

All employees are encouraged to participate in a variety of community and professional activities. In some instances, an employee may do work or engage in activities that are based on activities or experiences prior to or separate from his or her duties and responsibilities at the City. To avoid actual conflicts of interest or the appearance of conflicts of interest, any employee who engages in any work or activities in any area directly related

to the City's business or activities must have prior written approval to do so from the City Administrator and the City Council will be informed. Employees may not engage in outside employment which might in any way hinder their objective and impartial performance of their public duties, embarrass the City, or impair their efficiency on the job. In no event will it be allowed for the work schedule of outside employment to be in conflict with the employee's regular work schedule with the City so as to create a potential of working both jobs at the same time. No employee may represent himself or herself as a spokesperson for the City without prior approval from the City Administrator.

DESKS / LOCKERS / OFFICES

All desks, lockers, offices and the items contained therein, unless of a personal nature, i.e. pictures, purses, brief cases, are the property of the City. All employees should be aware that the City has keys to all desks, lockers, and offices, and all desks, lockers, and offices are subject to inspection at any time, at the discretion of management. Employees should have no expectation of privacy in their desks, lockers, or offices.

The City is not responsible for the loss of any personal items from desks, lockers, or offices.

EMPLOYMENT REFERENCES

The City checks the employment references of all applicants. If the City receives a request for information from another person or entity about an employee, either during or after the employee's employment, the City will provide only the following information:

- (1) Dates of employment;
- (2) Positions held; and
- (3) Wage/salary.

The City will not furnish any additional information unless the employee specifically directs us to do so and signs a release prepared by the City which authorizes us to do so. If an employee does not authorize the City to furnish any additional information, the City will advise the requesting person or entity that, absent a release, the City will provide only the information set out in (1) through (3) above.

EQUIPMENT

The City has made a substantial investment in its equipment. All employees must treat work equipment with care.

HOURS OF WORK

All city employees are accountable to the public in some manner and will work hours that have been defined by the City Council and by Department Head and City Administrator.

Core hours of operation are Monday through Friday from 8:00 a.m. to 4:30 p.m. for City Hall. However, each department can set their own hours depending on coverage needs and with the approval of city council. *For example: Police Department will run a shifts to have near a 24-hour coverage. Other departments such as Public Works and Parks, Recreation and Library may have different Core Hours.*

MEAL BREAKS AND WORK BREAKS

All employees may take one unpaid meal break of up to 30 minutes (as determined by the Department Head) for every 8 6 consecutive hours of work. The meal break may not be used to perform any work duties. All employees may also take one 15-minute paid work break for each 4 consecutive hours of work. Break time may not be accumulated or used to arrive late or leave early.

OVERTIME

Overtime is any time worked in excess of 40 hours in a single work week. A non-exempt employee is paid at a rate of one and one-half times his or her regular rate of pay or is provided compensatory time for overtime, at the option of the employee. A non-exempt employee **cannot work overtime** without **the prior approval** of his or her supervisor or *city administrator*. An exempt employee is not paid for overtime.

A non-exempt employee who works overtime must inform the City Clerk at the time that he or she submits his or her time sheets whether he or she would like to be compensated in cash or compensatory time off. Compensatory time off may be taken with the approval of the Department Head. A request for compensatory time off will be granted within a reasonable period so long as granting such request will not unduly disrupt the City's operations.

Compensatory time off may only be accumulated up to 40 hours; any additional overtime will be compensated in cash. Compensatory time off generally may not be carried over from year to year. Unless the City Council grants an exception, any accrued unused compensatory time off as of December 1 will be cashed out. Upon termination of employment, an employee's accrued unused compensatory time off will be cashed out in accordance with the Federal Fair Labor Standards Act.

Law enforcement officers are subject to the overtime, compensatory time off, court time, call back and holdover, complaint signing and depositions, late calls and late arrests, and the scheduling provisions of the police department manual.

When required by the City's business needs, non-exempt employees may be scheduled to work overtime. When possible, we will try to give you advance warning of mandatory overtime work. We try to distribute overtime work among all qualified employees.

PAYDAYS

All employees are paid biweekly. Employees must deliver their timesheets to their Department Head on the last day of the pay period. If an employee's timesheets are not delivered in a timely manner, payment for that pay period will be delayed.

Each paycheck includes pay for all work performed through the end of the previous payroll period. Any employee who thinks that there is any kind of error in his or her paycheck, such as the total number of hours worked, the number of overtime hours worked, or the rate at which overtime hours was paid, should report the error to the City Clerk immediately. Any correction as agreed upon by the employee and the City Clerk will be made as soon as administratively possible, as determined by the City Clerk.

POLITICAL ACTIVITY

Purpose: City of Crosslake employees have the right to engage in the political process at the local, state, and federal level. They have the right to become candidates in nonpartisan and partisan elections so long as that candidacy does not violate the Federal Hatch Act. Employees are free to support candidates for federal, state, county, or other local office outside of work hours and outside the scope of their employment.

However, the City of Crosslake needs to ensure that the orderly conduct of City business continues unhindered and unabated during political campaigns. Further, the City's neutrality in any political contest must not be compromised.

Policy: Employees shall limit their conduct in accordance with the following:

- A. No employee shall use official authority to influence or compel any coworker or member of the public to join a political party, to make a political contribution or to take part in any political activity. Use of official authority shall be interpreted broadly and shall include, but not be limited to the following: use of one's official city job title, reference to city employment, wearing or displaying a city-required uniform, or use of any descriptions or characterizations which may create any perception of the city's endorsement thereof.
- B. During work hours, no employee shall display in or on his/her person, workspace, or office, any button, hat, article of clothing, sign advertisement, or literature promoting a political candidate, political position or particular political vote.
- C. No employee shall use property or resources belonging to the City to promote or aid a political candidacy or ballot vote.
- D. No employee shall solicit, support, or seek votes on behalf of a political candidate, political party or political position during work hours, unless doing so in the performance of official duties related to a ballot question, and those official duties were assigned by either the City Council or by statute.
- E. The limitations listed herein shall not apply to any employee who is a candidate for public office or to any Department Head who is charged by the City Council to represent the City's positions on matters of public policy.

DISCIPLINARY ACTION FOR VIOLATIONS:

Because of the importance that the City of Crosslake places on safeguarding its reputation for neutrality and ensuring the orderly conduct of City business, employees who violate this policy will be subject to disciplinary action.

PROGRESSIVE DISCIPLINE

The City may, but is not required to, use progressive discipline when dealing with employee performance problems. The purpose of progressive discipline is to enable all employees to understand what is expected of them in terms of their behavior and job performance and to provide them with an opportunity to correct their behavior.

Progressive discipline may involve the following steps:

- (1) Verbal warning;
- (2) Written warning;
- (3) Suspension, with or without pay; or
- (4) Involuntary termination of employment.

There are some circumstances in which progressive discipline is not appropriate, and an employee's employment will be terminated without going through all or any of the above disciplinary actions. The above disciplinary actions may be taken in any order. The above list of disciplinary actions is not exclusive.

The City will comply with the Veterans Preference Act with respect to the removal of covered employees.

The existence of this policy does not change the "at will" status of all employees hired after October 8, 2012.

REIMBURSEMENT

Education and Travel Expenses

Education and travel expenses must be preapproved by the employee's Department Head.

Motel rooms, meals, and mileage will be reimbursed at cost up to the limits set by the Internal Revenue Service, and subject to Internal Revenue Service rules and regulations. Receipts for all expenses are required. In all cases, motel rooms must be preapproved. The City will pay the rate for a single room and the employee may rent a larger room or a room for more people, provided that the employee pays the difference between the single room rate and the higher rate. Employees may stay in the motel where the conference they are attending is located and this expense and conference meals shall be reimbursed in full by the City.

Set Rate for Meal Reimbursement: *will be set in accordance with and following of the Internal Revenue Service.*

Breakfast — \$15

Lunch — \$15

Dinner — \$20

If a meal is included in the cost of a conference or training, no extra reimbursement will be paid. Employee will be responsible to provide entire registration and agenda **before** payment is made. Employee can receive payment before or after travel.

Personal Vehicle Mileage

Employees and City Council members *must use* the City vehicle whenever it is practical for trips outside of the City; however, the City vehicle may generally not be used for personal use. In the event an employee or City Council member is staying out of town beyond the time allotted for official business, employees and City Council members should not use the City vehicle.

Use of an employee's personal vehicle for City business must be *preapproved* by the employee's Department Head. Employees driving their personal vehicles for City business will be reimbursed at the rate established by the Internal Revenue Service, and subject to Internal Revenue Service rules and regulations. Said rate will be adjusted immediately upon notification of an adjustment by the Internal Revenue Service. Mileage costs will be reimbursed monthly upon submission of a mileage log.

SAFEGUARDING PERSONAL PROPERTY / BUILDING SECURITY

All employees are expected to take all precautions necessary to assure that City equipment and other property is not lost, damaged, or stolen. Any theft or damage should be reported immediately to management. The City assumes no responsibility for the recovery or replacement of personal property that is lost, damaged, or stolen.

SAFETY

All employees are expected to obey safety rules and to exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. In the event an employee is hurt or becomes ill at work, he or she must immediately notify his or her supervisor.

Employees who violate safety standards, cause hazardous or dangerous conditions, or fail to report, or, where appropriate, remedy such situations, will be subject to disciplinary action, up to and including termination of employment.

SALARY DEDUCTIONS

Exempt employees receive a salary intended as compensation for all hours worked. An exempt employee's salary is established at the time of hire or when an employee becomes classified as an exempt employee. While an exempt employee's salary is subject to review and modification from time to time, such as during a performance review, the salary is a predetermined amount of compensation that is not subject to deductions for variations in the quality or quantity of work performed or for absences occasioned by or by the

operating requirements of the City. Subject to the exceptions listed below, an exempt employee must receive his or her full salary for any workweek in which he or she performs any work, regardless of the number of days or hours worked.

Absent contrary state law requirements, deductions from an exempt employee's salary are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fess, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment or for penalties imposed in good faith for infractions of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all supervisors from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy.

Any exempt employee who believes he or she has been subject to an improper deduction or whose pay does not accurately reflect the hours worked, should immediately report the matter to the City Clerk. If the City Clerk is unavailable or if the employee has not received a prompt and satisfactory response from the City Clerk, he or she should report the matter to the City Administrator.

Exempt employees will be reimbursed for any improper deduction. Every report of an improper deduction will be fully investigated and corrective action will be taken where appropriate. The City will not allow retaliation against any employee who reports an improper deduction or who cooperates in the City's investigation of such reports. Retaliation is unacceptable, and any form of retaliation will result in disciplinary action up to and including termination of employment.

SMOKING

All City buildings, vehicles, and equipment with an enclosed cab, in their entirety, shall be designated as smoke free, meaning that no person will smoke tobacco including pipes, cigars and cigarettes (including electronic smoking products) while in a City facility, vehicle or while operating a piece of City equipment that has an enclosed cab at any time.

TERMINATION OF EMPLOYMENT

Involuntary Termination of Employment

All employees must satisfactorily perform their job duties, follow all rules, policies, and procedures, and behave in an appropriate manner. If an employee does not perform satisfactorily, fails to follow rules, policies, or procedures, or engages in inappropriate conduct, the City may discipline the employee, up to and including termination of

employment.

Grounds for termination of employment include, but are not limited to, the following conduct:

- (1) Excessive or chronic absenteeism or tardiness;
- (2) Reporting for work or working under the influence of alcohol, drugs, or other controlled substances;
- (3) The use, sale, solicitation, possession, or transfer of alcohol, drugs, or other controlled substances on City premises (including parking lots) and the City's worksites, wherever located.
- (4) Failing to maintain the confidentiality of confidential information;
- (5) Disorderly conduct, such as fighting or horseplay, which threatens the personal safety of others or interferes with other employees' ability to perform their job responsibilities;
- (6) Conduct which results in damage to City property;
- (7) Theft;
- (8) Dishonesty, including, but not limited to, falsifying time records;
- (9) Insubordination;
- (10) Sleeping on the job;
- (11) Violation of any City policy, including but not limited to the equal employment opportunity, respectful workplace, confidentiality, and company technology policies;
- (12) Violation or neglect of safety practices, rules, and policies;
- (13) Any conduct, including sexual harassment, which is immoral, indecent, abusive or threatening to employees;
- (14) Violating any law, rule, or regulation concerning the business of the City; or
- (15) Making a false or misleading statement or a material omission in an employment application or interview.

The City reserves the right to determine if an employee has failed to satisfactorily perform his or her job duties, followed all rules, policies, and procedures, and/or engaged in inappropriate conduct. The City reserves the right to determine what type of disciplinary action, if any, should be imposed on a case by case basis.

Upon involuntary termination of employment, employees must complete all organizational paperwork (timesheets, expense forms, etc.) as well as COBRA information for insurance purposes. Employees are also required to return all property of the City (keys, cellular telephones, etc.).

The existence of this policy does not change the "at will" status of all employees hired after October 8, 2012.

Layoff

All employees are subject to layoff in the event a layoff is required by the City's operational requirements. Whether a layoff is necessary, the number and identity of the employees who are laid off, and the details of the layoff will be determined by the City, in its sole and

complete discretion. In most circumstances, 2 weeks' notice of layoff will be provided.

Veterans

The City will comply with the Veterans Preference Act with respect to the removal of covered employees.

Voluntary Termination of Employment

All employees who voluntarily terminate their employment are encouraged, but not required, to provide proper advance notice consisting of 2 weeks' written notice prior to leaving the City. The notice should state the effective date of the termination and the reason for the termination and should be provided to the Department Head. At the discretion of the City, we may ask an employee to stop reporting to work before the expiration of the notice period. In that event, the employee will be paid as if he or she had worked during the entire notice period, and the effective date of termination will be the last paid day. If proper advance notice is provided, all accrued unused vacation time available for use in the calendar year will be paid out.

In most circumstances, an unauthorized absence from work of three or more working days is considered to be a voluntary termination of employment.

Upon voluntary termination of employment, employees must complete all organizational paperwork (timesheets, expense forms, etc.) as well as COBRA information for insurance purposes. Employees are also required to return all property of the City (keys, cellular telephones, etc.).

TIMEKEEPING

All employees are responsible for accurately recording the hours they work each day. Timesheets must be filled out by each employee in a timely manner. Falsifying time records is a serious matter. Employees may not alter time records, falsify time records, or record another employee's time. Any employee who does so will be subject to discipline, up to and including termination of employment.

USE OF CITY VEHICLES, FACILITIES AND EQUIPMENT

City vehicles, facilities and equipment shall be used strictly for City purposes and shall not be used for personal use by City employees, unless the City Administrator deems that the use is for the public good and that such use will then be reported to the City Council at the next regularly scheduled meeting. Employees who are required to take a City vehicle or equipment home due to the nature of their work for the City, shall do so only with the written approval of the City Administrator and in accordance with IRS reporting requirements. City vehicles shall be allowed to leave the City limits only while on official City business. Employees found to be using a City vehicle, facilities, or equipment for personal use without prior approval by the City Administrator may face disciplinary action.

VOICE MAIL

The office is equipped with a voice mail system. Each employee with access to voice mail is expected to record a personal greeting on his or her phone extension. Voice mail is considered to be part of the City's communications system and, therefore, is the property of the City. Employees should have no expectation of privacy in their voice mail.

WORK SCHEDULES

Work schedules are established by the Department Head. The regular work week begins on Sunday and ends on Saturday, and includes five eight-hour working days, except as otherwise established by the Department Head, with the approval of the City Administrator in accordance with custom and the needs of the department.

The City Police Department manual sets out working hours and overtime hours for law enforcement. The police department's work schedules are confidential.

Flex hours of flexible scheduling can be defined in a variety of ways. The Department Head, with the approval of the City Administrator may permit employees to start work early and then leave earlier in the day than other employees, and may allow to work four 10-hour days; four 9-hour days and 1-4 hour day, etc. Regardless of the flexibility that may be granted, it does not constitute a "current or past practice" and is at the discretion and length discussed with Department Head or City Administrator.

WORKERS' COMPENSATION

The City provides a comprehensive workers' compensation insurance program to all employees. The program covers injuries or illnesses that occur during the course of employment. Employees must immediately report any work-related injury or illness to their supervisor, regardless of how minor the injury or illness may seem.

ACKNOWLEDGMENT

ACKNOWLEDGMENT OF RECEIPT CITY OF CROSSLAKE EMPLOYEE HANDBOOK

The policies and benefits in this Handbook are to be considered as guidelines. The City of Crosslake (the “City”), at its option, may change, delete, suspend, or discontinue any part or parts of the policies and benefits in this Handbook at any time without notice. Any such action shall apply to existing as well as future employees. No one other than the City Council may change any of the policies in this Handbook. No statement or promise by a Department Head may be interpreted as a change in any of the policies in this Handbook, nor will it constitute an employment contract.

This Handbook is not intended to be, nor shall it be considered to be, an employment contract.

This Handbook replaces any previous Handbooks. All previous Handbooks are hereby revoked.

Please read the following statements and sign below to indicate your receipt of this Handbook.

1. I have received and read a copy of the Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the City at any time.
2. The existence of the Handbook does not change the “at will” status of all employees hired after October 8, 2012.
3. I agree to keep the Handbook in my possession during my employment and to update it whenever directed to do so.
4. I understand that my signature below indicates I have read and understood the above statements, and have received a copy of the Handbook.

Employee's Printed Name

Employee's Signature

Date

G.2.a.

MEMO TO: City Council
FROM: Public Works Commission
DATE: November 3, 2025
SUBJECT: Striping Machine

At its meeting on 11/3/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

Pat discussed the Striping Machine and mentioned after having a little practice, his staff will get better at using the machine. The cost to have striping done by a company is \$2,000 for callout and \$0.60 per foot.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL THAT WE RETAIN OUR STRIPING MACHINE AND CONTINUE USING OUR MACHINE.
A MOTION WAS CARRIED WITH ALL AYES.

G. 2. b.

MEMO TO: City Council
FROM: Public Works Commission
DATE: October 6, 2025
SUBJECT: VRBO's connected to Sewer

At its meeting on 10/6/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

A discussion ensued regarding requiring VRBO's connected to the sewer system to install water meters on their wells as they are running a business.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDON WAGNER TO RECOMMEND TO THE CITY COUNCIL THAT STAFF REVIEW THE SEWER ORDINANCE TO REQUIRE VRBO'S CONNECTED TO CITY SEWER TO INSTALL WATER METERS IN ORDER TO BILL THEM AS A BUSINESS. THE MOTION WAS CARRIED WITH ALL AYES.

Estimated cost to install meter is \$600-\$700.

G.2.C.

MEMO TO: City Council

FROM: Public Works Commission

DATE: November 3, 2025

SUBJECT: Modify Year-3 with Additional Roads

At its meeting on 11/3/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

Discussion on the original 5-year Road Improvements was added in year-6 and year-7 or would we like to create a new 5-year road plan. Soil borings were completed for year-3 improvements and showed variable pavement depth. Phil presented the year-3 soil boring summary and discussed if bituminous is less than 3-1/2" then that would be a road for just an overlay. If over 3-1/2" then those roads will need M&O. Year-3 approximate cost is \$250,596.38 for Chip Sealcoat and \$419,132.87 for Bituminous Overlay. If all roads from year-5 improvements were done in year 3 that would bring the city close to \$1M. Adding in Wilderness Trail, Sugarloaf Road and Sunrise Blvd will bring the total cost closer to \$1.2M. In the past, Phil tried to keep each Road project closer to \$1M and stated by working with the County, we are saving money, and this may come in a little lower.

Phil mentioned approaching the city council and recommended that we add the additional roads to year-3 improvements, due to the lower cost and move ahead to stay up on the street ratings. Also, costs are still at a reasonably lower price.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL TO MODIFY YEAR 3 AND ADD THE ADDITIONAL ROADS WILDERNESS TRAIL AND SUGARLOAF ROAD. THE CITY MUST PROVIDE TO THE COUNTY A LIST OF ROADS IN YEAR 3 FOR CHIP SEALING AND M&O BY THE END OF NOVEMBER.
A MOTION WAS CARRIED WITH ALL AYES

City Clerk

From: Phil Martin <Phillip.Martin@bolton-menk.com>
Sent: Tuesday, November 4, 2025 10:44 AM
To: Lori Conway
Cc: City Clerk; Patrick Wehner; tomswen@crosslake.net
Subject: Year 3 Road Improvements Scope Information
Attachments: Year 3 2026 Improvement Segment Information.pdf

Hi Lori

Crow Wing County has requested the City indicate if it intends to partner with the County on chip sealcoat and bituminous overlay improvements. The County requests the City's scope and plan information by the end of November.

The City originally planned for Year 3 (2026) chip sealcoat improvements and bituminous overlay improvements to be completed with the County. Based on the costs we have seen in the past when we partnered with the County, we are anticipating that the originally planned Year 3 scope will be about \$675,000. We have already been retained by the City to complete plans for the original scope and we are working on completing those plans.

The original 5-yr plan was setup with a goal to try to do about \$1,000,000 per year. Because of the cost savings that have resulted from this partnership, and recognizing that we benefit the City by getting more of the pavement preserved at current costs, we are proposing the City add some chip sealcoat segments and some mill & overlay segments into Year 3 which results in an anticipated total cost of about \$922,000 for Year 3.

The proposed adds are as follows:

Chip Sealcoat – Harbor Lane (reconstructed in 2025), Allen Ave (originally planned for Year 1 but delayed)
Bituminous Mill & Overlay – Wilderness Trail and Sugarloaf Road (originally planned for Year 5)

Please let me know how the Council would like to proceed relative to our proposed additions to the scope.



Phil Martin, PE (MN)
Municipal Practice Leader | Principal
Bolton & Menk, Inc.

📍 7656 Design Road Suite 200, Baxter, Minnesota, 56425-8676

☎ (218) 297-8385

📠 (218) 821-7265

✉ phillip.martin@bolton-menk.com

🌐 www.Bolton-Menk.com

YEAR 3 CROSSLAKE IMPROVEMENT SEGMENT INFORMATION

4-Nov-25

	Chip Sealcoat		Bituminous OL		Total
	Original	Add	Original	Add	
<i>Year 1 (2024) est</i>	\$ 288,000.00		\$ 270,000.00		\$ 558,000.00
<i>Year 2 (2025) est</i>	\$ 91,609.26		\$ 1,341,834.45		\$ 1,433,443.71
Year 3 (2026)	\$ 250,596.38	\$ 31,633.56	\$ 419,132.87	\$ 220,247.95	\$ 921,610.76

Year 3 Chip Sealcoat

Original

385-020 Forest Lodge Rd
 461-020 Perkins Rd
 461-040 Perkins Rd
 502-020 South Lndg
 529-010 Urbans Point Rd
 529-020 Urbans Point Rd
 549-010 Woodland Dr
 329-010 Backdahl Rd
 330-010 Blacksmith Pl
 340-010 Bunk House Rd
 378-010 Egret Rd
 399-010 Headquarters Dr
 414-010 Kimball Rd
 422-010 Log Landing
 426-010 Lumberjack La
 446-020 Miller Rd
 464-020 Pine Bay Rd
 464-030 Pine Bay Rd
 472-010 Pioneer Dr
 472-020 Pioneer Dr
 484-010 Robert St
 484-030 Robert St
 507-010 Sunrise Island Rd
 507-020 Sunrise Island Rd
 508-010 Sunset Dr
 509-010 Swann Dr
 509-020 Swann Dr
 519-010 Tall Timbers Tr

Proposed Adds

398-010 Harbor La
 398-020 Harbor La
 306-010 Allen Ave

Year 3 Mill & Overlay

Original

336-010 Bonnie Lakes Trl
 463-010 Pine Bay Dr
 465-020 Pine Bay Tr
 465-030 Pine Bay Tr
 477-020 Red Pine Drive
 477-030 Red Pine Rd
 498-010 Shamrock Rd
 498-020 Shamrock Rd
 464-010 Shores Dr
 499-010 Shores Dr
 501-010 Sleepy Valley Rd
 521-010 Tamarack La
 548-010 Wolf Tr
 334-010 Bonnie Lakes La
 334-020 Bonnie Lakes La
 465-010 Pine Bay Tr
 523-030 Tamarack Rd
 523-040 Tamarack Rd
 524-010 Tamarack Tr
 530-010 Velvet La

Proposed Adds

541-010 Wilderness Tr
 541-020 Wilderness Tr
 504-010 Sugar Loaf Rd
 504-020 Sugar Loaf Rd

5-Yr Road Plan (2024-2028) Status modified - October 30, 2025

	Chip Sealcoat		Bituminous OL		Total
	Original	Add	Original	Add	
Year 3 (2026)	\$ 250,596.38	\$ 31,633.56	\$ 419,132.87	\$ 426,069.12	\$ 1,127,431.94
Year 4 (2027)	\$ 212,944.62	\$ 152,979.47	\$ 266,772.36	\$ 354,811.03	\$ 987,507.48
Year 5 (2028)	\$ 211,681.72	\$ 184,202.71	\$ -	\$ 712,312.68	\$ 1,108,197.11

Year 3 2026 adds	Sealcoat		Bituminous OL move up from Year 5		
Harbor Lane	\$ 28,682.04		Wilderness Tr	\$ 71,866.67	rated 5
Allen Ave ??	\$ 2,951.52	\$ 31,633.56	Wilderness Tr	\$ 120,376.67	
			Sugarloaf Rd	\$ 14,175.05	rated 5
			Sugarloaf Rd	\$ 13,829.57	
			Sunrise Blvd (Ptn)	\$ 205,821.17	\$ 426,069.12

Year 4 2027 adds	Sealcoat		Bituminous OL move up from Year 5		
Wilderness Tr	\$ 21,217.78		Brita Lane	\$ 21,184.87	
Wilderness Tr	\$ 35,539.78		Gendreau Rd	\$ 37,436.37	
Sugarloaf Rd	\$ 4,185.01		Greer Lake Rd	\$ 54,075.00	
Sugarloaf Rd	\$ 4,083.02		Greer Lake Rd	\$ 55,578.08	
Anchor Point Rd	\$ 40,280.37		Pine View La	\$ 17,155.79	
Anchor Point Rd	\$ 6,632.79		Pine View La	\$ 15,923.37	
Anchor Point Rd	\$ 14,704.38		Shafer Rd OL	\$ 66,721.78	5 rated
Anchor Point Rd	\$ 12,157.56		Shafer Rd FDR	\$ 86,735.78	\$ 354,811.03
Sunrise Blvd	\$ 14,178.79	\$ 152,979.47			

Year 5 2028 adds	Sealcoat		Bituminous OL		
Manhattan Point Blvd	\$ 73,130.13		White Oak Dr	\$ 17,843.97	
Manhattan Point Blvd	\$ 25,951.42		1st St	\$ 6,844.84	
Brita Lane	\$ 6,254.58		2nd St	\$ 7,435.49	
Gendreau Rd	\$ 11,052.64		Anchor Point Rd	\$ 31,532.86	
Greer Lake Rd	\$ 15,965.00		Antler Rd	\$ 36,472.31	
Greer Lake Rd	\$ 16,408.77		Buckskin La	\$ 19,240.67	
Pine View La	\$ 5,065.04		Dancing Bear Dr	\$ 65,823.49	
Pine View La	\$ 4,701.18		Duckwood Tr	\$ 50,343.86	
Shafer Rd OL	\$ 19,698.81		E Shore Cir	\$ 5,266.55	
Shafer Rd FDR	\$ 5,975.13	\$ 184,202.71	East Shore Road	\$ 42,840.00	
			Ginsing Patch Rd	\$ 24,266.67	
			Gordon Cir	\$ 16,220.82	
			Ivy La	\$ 21,543.39	
			Ivy La	\$ 6,160.00	
			Kimberly Rd	\$ 88,328.50	5 rated
			Moccasin Dr	\$ 28,572.86	
			Northern Terrace	\$ 36,377.07	
			Red Oak Cir	\$ 17,085.94	
			Rush La	\$ 9,870.00	
			Scenic Ct	\$ 9,887.20	
			Sequoia Dr	\$ 6,774.98	
			Silver Peak Rd	\$ 11,401.41	
			Staley La	\$ 32,346.49	
			Tamarack Rd	\$ 44,100.00	
			Whipple Dr	\$ 45,748.12	
			White Oak Dr	\$ 29,985.21	\$ 712,312.68

Bituminous OL Not in 5 Yr Plan	\$ 1,188,973.95
--------------------------------	-----------------

Sharyl Murphy

From: Phil Martin <Phillip.Martin@bolton-menk.com>
Sent: Monday, November 3, 2025 11:12 AM
To: Sharyl Murphy; Patrick Wehner; Robin Sylvester
Cc: tomswen@crosslake.net; dschrupp@crosslake.net; kody10wagner@hotmail.com; tim_berg220@msn.com; Mary Prescott
Subject: RE: Packet
Attachments: Modified table 5 yr Plan Nov 2025.pdf; Updated 2023 Crosslake Pavement Ratings Map Year 3 with Adds October 2025.pdf

Additional information to consider for Year 3, 4, and 5 as we discuss moving original Year 5 segments up to Year 3 and Year 4.

Attached is an updated summary table and an updated Original Year 3 map that showed the locations of planned sealcoat segments, mill & overlay segments, and added improvement segments proposed.

My plan is to continue to discuss with the PW Committee modifications to the original remaining Years 3, 4, and 5 and to build Year 6 (2029) and Year 7 (2030).

For the PW Committee meeting today, I would like the Committee to recommend to the Council any modifications for Year 3 so we can notify the County of our sealcoat and pavement improvements scope as they have requested. As proposed, Year 3 would have an estimated total of about \$282,000 for sealcoat and about \$850,000 in pavement mill & overlay for a total of about \$1,100,000.



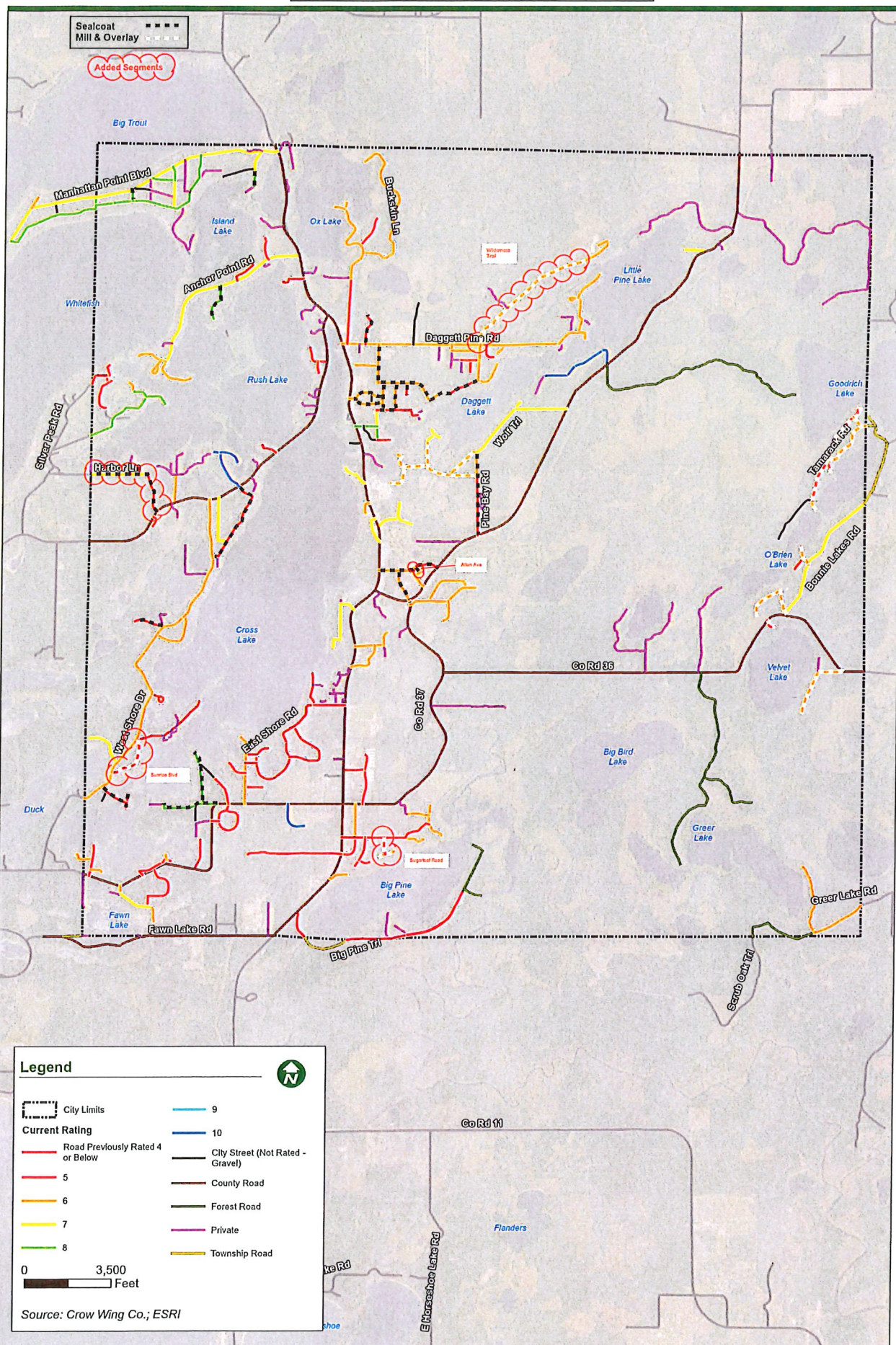
Phil Martin, PE (MN)
Municipal Practice Leader | Principal
Bolton & Menk, Inc.

📞 (218) 821-7265

From: Sharyl Murphy <smurphy@cityofcrosslake.org>
Sent: Thursday, October 30, 2025 3:26 PM
To: Phil Martin <Phillip.Martin@bolton-menk.com>; Patrick Wehner <pwehner@cityofcrosslake.org>; Robin Sylvester <rsylvester@cityofcrosslake.org>
Cc: tomswen@crosslake.net; dschrupp@crosslake.net; kody10wagner@hotmail.com; tim_berg220@msn.com; Mary Prescott <maryaprescott@msn.com>
Subject: Packet

*** WARNING: This email is from outside the company. Proceed with Caution***

ROAD IMPROVEMENT PLAN - YEAR 3



G.
2.
d.

RESOLUTION NO. 25-__
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

**RESOLUTION DECLAIN ADEQUACY OF PETITION AND ORDERING
PREPARATION OF REPORT**

BE IT RESOLVED BY THE CITY OF CROSSLAKE, Minnesota:

1. A certain petition requesting the improvement of Sunrise Boulevard between West Shore Drive and West Shore Drive filed with the council July 5, 2025, is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minn. Stat. 429.035.
2. The petition for proposed Improvement No. 2026-01 is hereby referred to Sunrise Boulevard and that person is instructed to report to the council with all convenient speed in advising the council in preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the council this 10th day of November, 2025.

Jackson Purfeerst, Mayor

Lori A. Conway, City Administrator

G.
2.
e.

MEMO TO: City Council

FROM: Public Works Commission

DATE: November 3, 2025

SUBJECT: Sunrise Blvd

At its meeting on 11/3/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

Phil discussed Sunrise Blvd petition from the property owners to improve their road. This road was not part of the original 5-year plan because of the condition or ratings. He did put together a Feasibility Report for Sunrise Blvd at \$294,000 and did include the 20% contingency amount. There are 19 lots and 3 back out lots for Sunrise Blvd. We will present it to the city council and if approved set up preparation for a public hearing. They are not in our 5-year plan and will be assessed using Mn Statute 429. Assessing will be done similar to how Harbor Lane was done. Discussion was made that we increase the 2026 assessments 5% for inflation.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL THAT THEY ACCEPT SUNRISE BLVD. FEASIBILITY STUDY AND SCHEDULE THE ASSESSMENT HEARING FOR ROAD IMPROVEMENTS.

A MOTION WAS CARRIED WITH ALL AYES.

**CITY OF CROSSLAKE
RESOLUTION NO. 25-__**

**RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING FOR HEARING
ON IMPROVEMENT**

WHEREAS, pursuant to resolution of the council adopted November 10, 2025, a report has been prepared by Bolton & Menk with reference to the proposed improvement of Sunrise Boulevard between West Shore Drive and West Shore Drive in Crosslake and this report was received by the council on November 10, 2025, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$294,000.
2. A public hearing shall be held on such proposed improvement on the [REDACTED] day of [REDACTED] 2025, in the council chambers of the city hall at [REDACTED] p.m and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 10th day of November, 2025.

Jackson Purfeerst, Mayor

Lori A. Conway, City Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

Sunrise Boulevard Improvements

City of Crosslake

Preliminary

Engineering Report

BMI Project No. 25X.140367

Submitted by:

Bolton & Menk, Inc.

7656 Design Road, Suite 200

Baxter, MN 56425

P: 218-825-0864

F: 218-825-0685

Certification

Preliminary Engineering Report

for

Sunrise Boulevard Improvements

City of Crosslake, Minnesota

25X.140367

October 31, 2025

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:



Phillip M. Martin, P.E.
License No. 25378

Date: October 31, 2025

Table of Contents

I.	PROJECT INTRODUCTION	1
A.	PROJECT INITIATION	1
II.	EXISTING CONDITIONS	1
A.	SANITARY SEWER	1
B.	WATERMAIN	1
C.	STORM SEWER	1
D.	STREET	1
E.	RIGHT- OF WAY	2
III.	PROPOSED IMPROVEMENTS	2
A.	DRAINAGE	2
B.	STREET	2
C.	RIGHT- OF WAY	2
IV.	ESTIMATED COSTS	2
V.	FUNDING	3
VI.	CONCLUSION	3

Appendix

- Appendix A: Project Location map
- Appendix B: Existing Conditions
- Appendix C: Geotechnical Investigation
- Appendix D: Estimated Project Cost

I. PROJECT INTRODUCTION

A. PROJECT INITIATION

Minnesota State Statutes, Chapter 429 allows for two methods of initiating a project. The first is through a petition by at least 35 percent of the affected property owners. This petition includes a description of the desired improvements, (i.e., road improvements, watermain, sanitary sewer, sidewalk, lighting, etc.). It is then signed by at least 35 percent of the affected property owners and sent to the city staff for consideration.

The second initiation process is through council direction. In this instance, the acceptance of the Feasibility Study and request for plans and specification requires a "super majority" or "4/5" vote.

This Preliminary Engineering Report has been prepared at the request of the City of Crosslake to consider proposed improvements, referred to as the Sunrise Boulevard Improvements. **These improvements were petitioned by at least 35% of the affected property owners and are not included in the City's current 5-Yr Road Improvement Plan that was adopted in 2023.**

The map in Appendix A depicts the project location and Appendix B shows the existing conditions of the area of the proposed improvement.

II. EXISTING CONDITIONS

A. SANITARY SEWER

There are no existing municipal sanitary sewer utilities within the proposed project area.

B. WATERMAIN

There are no existing municipal water supply or distribution utilities within the proposed project area.

C. STORM SEWER

There is no existing storm sewer collection pipe system within the proposed improvement area. Existing drainage occurs adjacent to the pavement on vegetated areas.

D. STREET

The existing paved street varies in width from 19 to 20 feet. Shallow pavement borings were completed in three locations as shown in Appendix C. The results of those borings are provided below.

Boring	Bituminous	Aggregate	Subgrade
SB-1	2.5 inches	2.0 inches	SP – Sand, brown
SB-2	4.0 inches	None	SP – Sand, brown
SB-3	3.5 inches	None	SP – Sand, brown

There is an indication of ditching for drainage adjacent to the west side of the road. The east side of the road has mostly manicured lawns up tight to the road edge without a defined ditch. Stormwater generally drains off the pavement and into the ditch or into the manicured lawns where water can soak into the ground. There is indication that in two

locations where water cannot get off the road. In these locations the pavement has deteriorated and is showing signs of alligator cracking.

The road serves 19 developed properties with 15 paved, 2 concrete, and 1 aggregate driveways. There are 9 mailboxes along the roadway of which 7 are not swing type post installations that will need to be replaced or a waiver will need to be provided to salvage and replace the existing non-swing type installations.

E. RIGHT- OF WAY

The Right of Way of the street within the proposed improvement area is 66 feet wide.

III. PROPOSED IMPROVEMENTS

A. DRAINAGE

No storm sewer improvements are planned. A shallow swale adjacent to the road will be constructed in areas where water currently sits on the road. Mild ditching will be provided where appropriate to follow the existing drainage pattern in the area.

B. STREET

Street will be reconstructed to a 20-foot-wide paved surface. Since borings show a lack of aggregate base for structural support and drainage, supplemental aggregate base will be added prior to paving. The lack of existing aggregate base indicates the existing roadway will require excavation and material removal to provide space for the new street construction section. The proposed reconstruction section will be 3.5" inches of bituminous pavement and 6 inches of class 5 aggregate base. An aggregate or vegetated shoulder will be constructed adjacent to the pavement edge. Mild ditching will be provided where appropriate to follow the existing drainage pattern in the area.

No tree removal is anticipated with the proposed improvements.

C. RIGHT- OF WAY

All proposed improvements will be completed within the existing right-of-way.

IV. ESTIMATED COSTS

The table below summarizes the cost estimate for the proposed improvements. The breakout of this estimate can be found in Appendix D. The costs represented in this section are based on projects similar in nature and are subject to change. A construction contingency factor of 20% has been included to account for the preliminary nature of the study, construction items not included, and variances in unit prices. Costs to account for the anticipated engineering and surveying fees associated with the project have been included in the estimated costs.

ESTIMATED PROJECT COSTS		
Improvement Category	Total Cost	Assessed Cost
Street Reconstruction	\$ 294,000	TBD

V. FUNDING

Project costs for street improvements can be assessed to the benefiting properties according to the City's assessment policy and Minnesota State Statute Chapter 429. If the City chooses to follow the Chapter 429 process, particular attention should be given to assessable cost versus anticipated property benefit to avoid potential legal challenges. In the past, the City has assessed for overlay improvements and reconstruction improvements. The most recent assessment for street reconstruction occurred with the Harbor Lane Improvements based on an opinion of market benefit analysis completed in June 2024. For that reconstruction improvement, the benefit range identified and used by the City was \$6,000 to \$10,000 per lot.

There are 22 parcels identified. Assuming the June 2024 opinion of benefit and past City practice, the assessment range would be as follows:

- Low Range (\$6,000 per lot) = \$132,000 or about 45% of estimated project cost
- High Range (\$10,000 per lot) = \$220,000 or about 75% of estimated project cost

The City can also choose to pay for the improvements using the City general funds. In so doing, the cost for the improvement would be spread amongst all property tax paying residents rather than just the properties directly benefited. This approach would be inconsistent with recent improvement funding.

VI. CONCLUSION

The proposed improvements will benefit the adjacent properties by replacing the existing deteriorated pavement.

Bolton & Menk, Inc. recommends that the City Council approve this report, schedule/conduct an improvement hearing per the Chapter 429 process, and order preparation of final plans and specifications if the Council supports the improvements as proposed. In determining the financial feasibility, the City should determine the appropriate assessment level that is equitable, fair, and defensible if challenged by appeal.

Appendix A: Project Location map

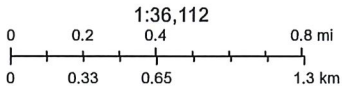
Appendix A: Project Location Map



10/31/2025, 10:58:55 AM

 City Limits

 Project Location



Vantor, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

City Of Crosslake
Source: City of Crosslake, Crow Wing County, Esri, MnDNR, MnDot

Appendix B: Existing Conditions



Appendix C: Geotechnical Investigation



INDEPENDENT TESTING TECHNOLOGIES

337 31st Avenue South • Waite Park, MN 56387 • (320) 253-4338 • www.independenttestingtech.com

October 15, 2025

Mr. Phil Martin, PE
Bolton & Menk, Inc.
7656 Design Road, Suite 200
Baxter, MN 56425

Re: 25-349 Report of Geotechnical Investigation
 Sunrise Boulevard Improvements
 Crosslake, Minnesota

Dear Mr. Martin,

As requested by you, we recently conducted three shallow borings on Sunrise Boulevard in Crosslake, Minnesota. The purpose of our borings was to provide information about the existing pavement and aggregate base thicknesses and subgrade soil types for rehabilitating the existing roadway.

On September 30, 2025, we conducted three (3) shallow soil borings through the existing pavement at locations indicated to us by you. The locations are approximately as shown on the attached boring location plan. The borings were advanced to depths of two (2) feet using a 6-inch auger. The pavement and aggregate thicknesses were measured in the side of the borehole after drilling. Samples were obtained from beneath the aggregate base for visual- manual classification in accordance with ASTM D2488.

Groundwater levels were noted during drilling and immediately after completion. The holes were backfilled with auger cuttings. Some settlement of the bore holes may be expected. The borings were conducted with a truck mounted CME-45 drill rig.

The following table shows the depth of bituminous and aggregate in each boring and the subgrade soil types:

Boring	Bituminous	Aggregate	Subgrade
SB-1	2.5 inches	2.0 inches	SP- Sand, brown.
SB-2	4.0 inches	None	SP- Sand, brown.
SB-3	3.5 inches	None	SP- Sand, brown.

This report represents the result of our subsurface investigation and is based on information gathered at specific locations. Subsurface conditions can change a great deal over short horizontal distances. Also, the actual interface between strata will likely be a gradual transition rather than an abrupt change as represented on the boring logs.

Geotechnical engineering is based extensively on opinion. Therefore, the data contained in this report should be used as a guide, and we recommend that construction monitoring be performed by a qualified geotechnical engineer or technician. Any changes in the subsurface conditions from those found during this geotechnical exploration should be brought to the attention of a soils engineer.

Mr. Martin, it has been our pleasure to be of service to you on this project. Please feel free to contact us if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick A. Johnson".

Patrick A. Johnson, PE
MN License # 22037



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

Sunrise Boulevard

Date: 8/14/2025 Time: 8:34 AM

Appendix D: Estimated Project Cost

ENGINEER'S ESTIMATE

Sunrise Boulevard Improvements
City of Crosslake
BMI PROJECT NO. 25X140367000



Real People. Real Solutions.

Date: 10/30/2025

Item No.	MnDOT Spec No.	Item	Notes	Estimated Quantity	Unit	Unit Price	Total Amount
BASE BID							
1	2021.501	MOBILIZATION		1	LUMP SUM	\$10,000.00	\$10,000.00
2	2104.504	REMOVE BITUMINOUS PAVEMENT		4500	SQ YD	\$4.00	\$18,000.00
3	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		70	SQ YD	\$8.00	\$560.00
4	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT		70	SQ YD	\$10.00	\$700.00
5	2105.607	COMMON EXCAVATION (P) (EV)		910	CU YD	\$18.00	\$16,380.00
6	2118.507	AGGREGATE SURFACING (CV) CLASS 1		90	CY YD	\$45.00	\$4,050.00
7	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)		910	CU YD	\$35.00	\$31,850.00
8	2231.604	BITUMINOUS DRIVEWAY PATCH		70	SQ YD	\$40.00	\$2,800.00
9	2357.506	BITUMINOUS MATERIAL FOR TACK COAT		230	GALLON	\$3.00	\$690.00
10	2360.509	TYPE SP 12.5 NON WEARING COURSE MIX (2,C) (2.0" THICK)		550	TON	\$75.00	\$41,250.00
11	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (1.5" THICK)		420	TON	\$80.00	\$33,600.00
12	2531.504	6" CONCRETE DRIVEWAY PAVEMENT		70	SQ YD	\$150.00	\$10,500.00
13	2540.602	MAIL BOX SUPPORT		9	EACH	\$150.00	\$1,350.00
14	2563.601	TRAFFIC CONTROL		1	LUMP SUM	\$2,500.00	\$2,500.00
15	2573.501	STABILIZED CONSTRUCTION EXIT		1	LUMP SUM	\$2,500.00	\$2,500.00
16	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER		250	LIN FT	\$5.00	\$1,250.00
17	2574.507	COMMON TOPSOIL BORROW		200	CU YD	\$40.00	\$8,000.00
18	2575.501	TURF ESTABLISHMENT		1	LUMP SUM	\$10,000.00	\$10,000.00

ESTIMATED BASE BID TOTAL: \$195,980.00

SUBTOTAL: \$195,980.00

20 % CONTINGENCY: \$39,200.00

TOTAL ESTIMATED CONSTRUCTION COST: \$235,180.00

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING (25%): \$58,800.00

TOTAL ESTIMATED PROJECT COST: \$293,980.00

G.3.a.

ORDINANCE NO. ____
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI
NAMING AN UNNAMED ROAD AS BEAR PAW TRL
AND
ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX
FOR THE CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

The following is the official summary of Ordinance No. ____, approved by the City Council of the City of Crosslake on the 10th of November, 2025.

The purpose of this Ordinance is to name an unnamed road as Bear Paw Trl and add the name to the Master Road Name Index for the City of Crosslake.

A printed copy of the Ordinance is available for inspection by any person at the Office of the City Clerk.

Passed by the City Council this 10th day of November, 2025 by a _/5ths vote.

Jackson Purfeerst
Mayor

ATTEST:

Lori A. Conway
City Administrator

ORDINANCE NO. ____
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI ROAD NAMES
NAMING AN UNNAMED ROAD AS BEAR PAW TRL
AND
ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX
FOR THE CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

The City Council of the City of Crosslake does ordain as follows:

- **Sec. 42-298. - Index established; conflicts.**

The city maintains a master road name index as well as a map for all named roads within the city. Said master road name index was initially established by the city in 1998 and is updated by the city periodically. In the event of any conflicts or discrepancies with road names within the city, the master road name index shall supersede and control.

- **Sec. 42-299. - Procedure for changing road names.**

- (a) Before the city council will consider a request to change a road name, or name an unnamed or new road, a petition containing at least 75 percent of the signatures of all property owners abutting the subject road must be submitted to the city council along with the proposed road name. Changes to the master road name index shall be through an ordinance.
- (b) Notwithstanding the provision of subsection (a) of this section, the city council may, at its own discretion, change the name of a road, or name an unnamed or new road, provided that all property owners abutting the subject road are given at least 14 days' written notice of the hearing on the proposed name change.
- (c) The City of Crosslake hereby names the current unnamed road as **Bear Paw Trl** in Section 9, Township 137N, Range 27W within the City of Crosslake, County of Crow Wing.
- (d) The City Council of the City of Crosslake hereby amends the City Code to include **Bear Paw Trl** in the Master Road Name Index.
- (e) The City Designates **Bear Paw Trl** as a private road and the City of Crosslake shall not accept **Bear Paw Trl** as a public road for maintenance purposes until such time that the road is built to City standards.

Passed by the City Council this ____ day of _____, 2025 by a __/5ths vote.

Jackson Purfeerst
Mayor

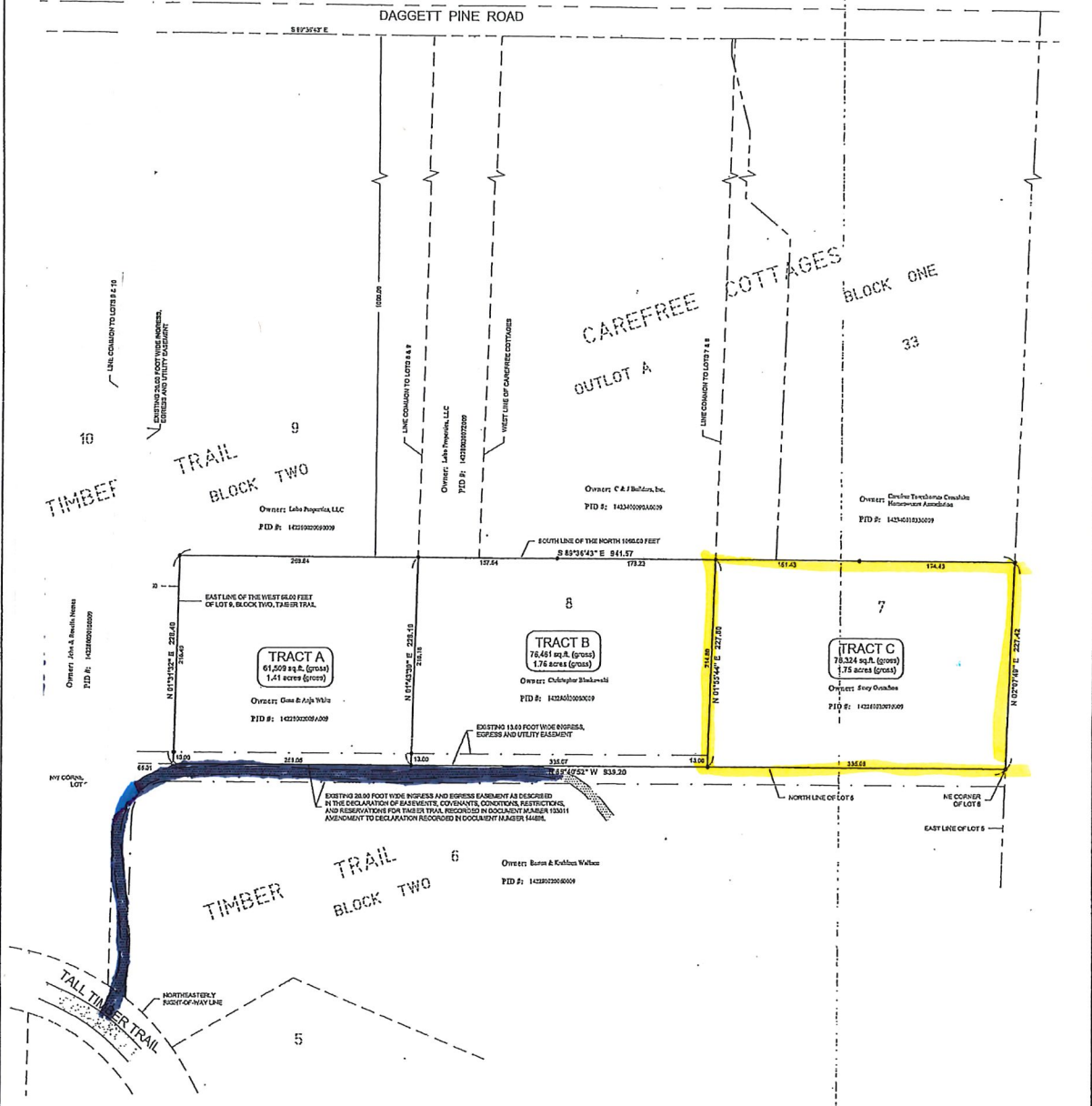
ATTEST:

Lori A. Conway
City Administrator

Attachment: Master Road Name Index

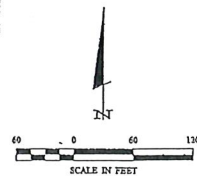
CERTIFICATE OF SURVEY

PART OF LOTS 7-9, BLOCK TWO, TIMBER TRAIL,
SECTION 9, TOWNSHIP 137 NORTH, RANGE 27 WEST,
CROW WING COUNTY, MINNESOTA



LEGEND

- DENOTES EDGE OF EXISTING EMBANKMENT
- DENOTES EDGE OF EXISTING GRAVE
- DENOTES MONUMENT FOUND
- DENOTES MONUMENT SET BY LICENSE PL-4481
- DENOTES THIS BOUNDARY SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE SYSTEM



LEGAL DESCRIPTION PER DOCUMENT NUMBER 178526 (TRACT A)

Lot Nine (9) lying Southwesterly of the North 1000.00 feet thereof, and lying Easterly of the West 66.00 feet, Block Two (2), of Timber Trail. .

Together with an easement for ingress and egress and utility purposes over, under and across the West 20.00 feet of Lot 8, Block 2, Timber Trail and Together with an easement for ingress and egress and utility purposes over, under and across the South 13.00 feet of Lot 8, Block 2, Timber Trail. Said easement is for the benefit of said part of Lot 9 and that part of Lot 8 and that part of Lot 7, Block 2, Timber Trail, described as follows: that part of Lot 8, Block 2, Timber Trail, lying Southwesterly of the North 1000.00 feet thereof; and that part of Lot 7, Block 2, Timber Trail, lying Southwesterly of the North 1000.00 feet thereof.

All easements and doctrine rights arising out of the Dedication of Easements, Covenants Conditions and Restrictions and Amendments as Amended to date, hereto requiring this plat of Timber Trail, including lake access to Crosslake across Outlot A, Timber Trail, as shown to the grantor herein.

REGISTERED PROPERTY

LEGAL DESCRIPTION PER DOCUMENT NUMBER 178018 (TRACT B)

Lot 8, Block 2, Timber Trail, except the North 1000.00 feet thereof. Together with an appurtenant easement for ingress, egress and utilities over the West 20 feet of Lot 9, Block 2, Timber Trail and Together with an appurtenant easement for ingress, egress and utilities over the South 13 feet of Lot 8, Block 2, Timber Trail and Subject to an easement for ingress, egress and utilities over the South 13 feet of Lot 8, Block 2, Timber Trail which easement, hereby reserved, is an appurtenance to Lot 7, Block 2, Timber Trail, except the North 1000.00 feet of said Lot 7.

LEGAL DESCRIPTION PER DOCUMENT NUMBER 0205866 (TRACT C)

Lot Seven (7), except the North 1000 feet thereof, Block 2, Timber Trail, according to the plat thereof on file and of record in the office of the Register of Titles in and for said County and State.

Together with all hereditaments and appurtenances belonging thereto.

NOTES:

1. Zoning for Tracts A, B & C-- "Residential-Low Density" = R1; Zoning for Outlot A = "Residential-Medium Density" = R2.
2. Boundary survey only. No improvements, topography, or wet land information has been surveyed or shown on this certificate.

CERTIFICATE OF SURVEY Drew and Anna White Christopher Blaskowski Stacy Gustafson		PROJECT NUMBER: 415 PROJECT NAME: C12106.dwg DRAWN BY: JLF CHECKED BY: JLF DATE: 8-2-2012 SCALE: 1"=60' NORTH: 1"=60' VERT. ANGLE: NONE	REVISIONS: DATE: 8-2-2012 BY: JLF DESCRIPTION: Added gravel and Revised Legal Counsel Note	I HEREBY CERTIFY THAT THIS SURVEY, PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. JEFFREY L. FLETCHER LICENSE NO. 4481	30176 Old Highway #371 Suite 2 P.O. Box 878 Forest Lake, MN 55122 Phone: 612-565-4940 www.jonesandmccormick.com
--	--	--	--	---	--