

**SPECIAL COUNCIL MEETING**  
**REVIEW / APPROVE ASSESSMENT POLICY**  
**CITY OF CROSSLAKE**  
**MONDAY, AUGUST 12, 2019**  
**6:00 P.M. – CITY HALL**

- SP1. Approval of Ordinance Establishing Special Assessment Procedures for Public Improvements and Maintenance Costs and Approval to Publish Ordinance Summary
- SP2. Sample of Special Assessment Policy in Relation to Daggett Bay Road Street and Sewer Project

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**CITY OF CROSSLAKE**  
**MONDAY, AUGUST 12, 2019**  
**7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Approval of Additions (**Council Action-Motion**)

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

1. Regular Council Meeting Minutes of July 8, 2019
2. City – Month End Revenue Report dated July 2019
3. City – Month End Expenditures Report dated July 2019
4. July 2019 Budget to Actual Analysis
5. Police Report for Crosslake – July 2019
6. Police Report for Mission Township – July 2019
7. Fire Department Report – July 2019
8. North Ambulance Run Report – June and July 2019
9. Planning and Zoning Monthly Statistics
10. Public Works Meeting Minutes of July 1, 2019
11. Crosslake Roll-Off Recycling Report for July 2019
12. Waste Partners Recycling Report for June 2019
13. Bills for Approval

**C. PUBLIC 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 council meeting. Speaker must state their name and address. Each speaker is given a three-minute time limit.

**D. MAYOR'S AND COUNCIL MEMBERS' REPORT**

1. Accept Resignation of Gary Vilella from Public Works Commission and Park & Rec/Library Commission (Council Action-Motion)
2. Hytec Construction – Update on City Hall / Police Department Building

**E. CITY ADMINISTRATOR'S REPORT**

1. Resolution Providing for the Issuance and Sale of \$3,815,000 General Obligation Capital Improvement Plan Bonds, Series 2019A and Levying a Tax for the Payment Thereof (Council Action-Motion)
2. Resolution Establishing One Voting Precinct Within the City (Council Action-Motion)
3. Memo dated August 7, 2019 from City Clerk Re: Website Redesign, Hosting and Support (Council Action-Motion)

**F. COMMISSION REPORTS**

1. PARKS, RECREATION AND LIBRARY
  - a. Staff Report dated August 12, 2019 (Council Action-Motion)
2. PUBLIC WORKS/CEMETERY/SEWER
  - a. Update on Perkins Road
  - b. Letter dated August 7, 2019 from Bolton & Menk to Residents Along CR 66 from City Hall to Moonlite Square Re: Extension of City Sewer (Council Information)
  - c. Letter dated August 1, 2019 from Braun Intertec Re: Proposal for Geotechnical Evaluation of Sewer Extension to Moonlite Bay (Council Action-Motion)

**G. PUBLIC 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 council meeting. Speaker must state their name and address. Each speaker is given a three-minute time limit.**

**H. CITY ATTORNEY REPORT**

**I. OLD BUSINESS**

**J. NEW BUSINESS**

**K. ADJOURN**

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE AMENDING CHAPTER 42 OF THE CITY CODE  
ARTICLE IV SPECIAL ASSESSMENT PROCEDURES FOR PUBLIC IMPROVEMENTS  
AND MAINTENANCE COSTS  
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 12<sup>th</sup> of August, 2019.

The purpose of this Ordinance is to establish a special assessment policy for public road and sewer improvements 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 12<sup>th</sup> day of August, 2019 by a \_\_/5ths vote.

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

ATTEST:

\_\_\_\_\_  
Charlene Nelson  
City Clerk

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE AMENDING CHAPTER 42 OF THE CITY CODE  
ARTICLE IV SPECIAL ASSESSMENT PROCEDURES FOR PUBLIC IMPROVEMENTS  
AND MAINTENANCE COSTS  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
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DIVISION 1. GENERAL

Sec. 42-88. – Purpose. The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements and maintenance. The procedures used by the City for levying special assessments are those specified by Minnesota Statutes, Chapter 429 which provides that all or a part of the cost of improvements may be assessed against benefiting properties.

Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past a particular parcel is not the controlling factor in determining the amount to be assessed. However, in most cases the method for assigning the value of the benefit received by the improvement, and therefore the amount to be assessed, shall be the cost of providing the improvement. This shall be true provided the cost does not demonstrably exceed the increase in the market value of the property being assessed. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. The City Council may hire a professional appraiser to help determine an assessment rate for a particular public improvement project so that the assessment rate does not exceed the “market value benefit” to any parcels to be assessed.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the process or unique circumstances or situations which may require special consideration and discretion by city staff and the City Council.

**Sec. 42-89 – Improvements and maintenance costs eligible for special assessment.**

The following public improvements and related acquisition, construction, extension, maintenance and repair of such improvements, authorized by MN Statutes, Sections 429.021 and 459.14, subd. 7, are eligible for special assessment within the City:

1. Streets, sidewalks, trails, pavements, traffic controls, signs, and striping, mailbox supports, bridges, curbs and gutters, including the beautification thereof.
2. Parking lots.
3. Sanitary sewer and storm sewer systems, including appurtenances, within the corporate limits.
4. Street lights, street lighting systems and special lighting systems.
5. Retaining walls and area walls.
6. Temporary roadways and accesses necessary to maintain traffic in conjunction with an improvement project.
7. Snow, ice, sediment or rubbish removal from streets and sidewalks.
8. Weed elimination from streets or private property.
9. The trimming and care of trees and the removal of unsound trees from any street.
10. The treatment and removal of insect infested or diseased trees on private property.
11. The installation and maintenance of trees, arborvitae, public fountains, community signage, and other landscaping and beautification improvements.

**Sec. 42-90. - Initiation of an improvement project.**

Public improvement projects can be initiated in the following ways:

1. Public improvements projects may be initiated by petition of owners of at least 35% in frontage of the property abutting the proposed improvement. A three-fifths majority vote of the City Council is required to commence the project.
2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required. A four-fifths majority vote of the Council is required to initiate the proceedings.
3. If 100 percent of the affected landowners sign the petition requesting the improvements, then the city may omit the feasibility study and preliminary public hearing as required in M.S.A. Ch. 429.
4. The cost of a feasibility study shall be included in the final assessment of the project. If a project is not ordered, then the cost of a feasibility study will be paid by the city.

**Sec. 42-91. - Criteria for improvement and acceptance of private roads.**

The criteria for improvement and acceptance of private roads are as follows:

1. Receipt of a petition signed by property owners representing at least 35% of the front footage adjacent to the road proposed to be improved;
2. All costs associated with obtaining adequate right-of-way either through the voluntary conveyance of right-of-way through a deed to the city or involuntarily through eminent domain shall be considered a project expense for assessment purposes; and

3. If the city adopts a resolution ordering the project to proceed, the road shall be constructed to city road and drainage standards with 100 percent of the project cost assessed to the benefiting property owners.
  - a. All affected property owners shall sign a "waiver of irregularity and appeal" and agree to be assessed for all costs. If not, then the City will hire the City's appraiser to determine benefit to proceed or will decide not to proceed.

**Sec. 42-92. Public Improvement Procedure**

The City of Crosslake will generally follow one of the following methods for Public Improvement projects:

- A. Based on a FIXED ASSESSMENT RATE METHOD established using a benefit opinion from a professional appraiser, or
- B. Based on the actual FINAL PROJECT COST METHOD

The following steps are provided as a guide for the City Council for each of the above methods:

**A. FIXED ASSESSMENT RATE METHOD**

- a. Staff reviews petition, developer's or staff's request for submission to Council.
- b. Council accepts or rejects petition or request. If based upon a petition, the Council adopts a Resolution declaring whether the required percentage of property owners has signed. If the petition or request is accepted, Council adopts a Resolution ordering preparation of a feasibility report which shall include the preparation of a letter report from a professional appraiser, providing a market value benefit opinion, or range of values, that may be applied to the properties proposed to be assessed.
- c. Staff works with the City's Engineer to prepare the feasibility report. The report shall provide a preliminary evaluation as to whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include the total estimated cost of the improvement, including what share would be assessed and what share would be paid by the City or other funding sources. The report shall include a preliminary estimate of the proposed assessments to benefited properties and may include a "mock" assessment roll showing the proposed cost to each benefited property. The area of benefit and listing (or legal description) of parcels to be assessed should be included for use in the publication of the public hearing notice.
- d. Council accepts or rejects the feasibility report or requests additional study if deemed necessary. If rejected, no further action is taken.
- e. If the Council accepts the feasibility report, the Council adopts a Resolution accepting the report and orders a preliminary improvement (public) hearing on the

improvements. The Council, at its discretion, may also adopt a Resolution at this stage ordering preparation of the assessment roll and scheduling of an assessment hearing following the preliminary improvement (public) hearing. These public hearings would be held prior to preparation of plans and specifications and prior to construction.

- f. Staff posts and publishes the hearing notice(s) and mails notices to affected property owners as provided in MN Statute 429.031 (a) and 429.061.
- g. Council conducts public hearing(s). Property owners may choose to appeal the proposed assessment. Appeals must be presented to the City in writing at the time of the assessment hearing or before the assessment hearing. Property owners must file their appeal in district court within 30 days of the assessment hearing date, per MN Statute 429.081.
- h. Within six (6) months of the preliminary improvement hearing date, Council adopts or rejects a Resolution ordering improvement to be constructed and authorizes preparation of plans and specifications. If the Resolution is adopted, the City's Engineer prepares final plans.
- i. The City Council adopts a Resolution approving plans/specs and ordering advertisement for bids.
- j. Bids are received and opened by City staff and Engineer. The Engineer prepares a bid tabulation and makes a recommendation to the City Council to adopt a Resolution for awarding a construction contract. At this time, the City Council would adopt a Resolution certifying the amount to be assessed and adopting the assessment roll. Bonds to finance project costs may be issued at any time before or after the improvements are ordered; however, if bonds are issued before the improvements are ordered, the City assumes the risk and cost of returning the bonds if the project is not ordered.
- k. Staff and/or Engineer observes construction for conformance with the approved plans and specifications, and reviews payment requests.
- l. Staff certifies the assessment roll to the County Auditor prior to November 15th, so the assessment is included with the property tax statement the following year.

## B. FINAL PROJECT COST METHOD

- a. Staff reviews petition, developer's or staff's request for submission to Council.
- b. Council accepts or rejects petition or request. If based upon a petition, the Council adopts a Resolution declaring whether the required percentage of property owners has signed. If the petition or request is accepted, Council adopts a Resolution ordering preparation of a feasibility report.
- c. Staff works with the City's Engineer to prepare the feasibility report. The report shall provide a preliminary evaluation as to whether the proposed improvement is

necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include the total estimated cost of the improvement, including what share would be assessed and what share would be paid by the City or other funding sources. The report shall include a preliminary estimate of the proposed assessments to benefited properties and may include a “mock” assessment roll showing the proposed cost to each benefited property. The area of benefit and listing (or legal description) of parcels to be assessed should be included for use in the publication of the public hearing notice.

- d. Council accepts or rejects the feasibility report or requests additional study if deemed necessary. If rejected, no further action is taken.
- e. If the Council accepts the feasibility report, the Council adopts a Resolution accepting the report and orders a preliminary improvement (public) hearing on the improvements.
- f. Staff posts and publishes the hearing notice and mails notices to affected property owners as provided in MN Statute 429.031 (a).
- g. Council conducts public hearing.
- h. Within six (6) months of the preliminary improvement hearing date, Council adopts or rejects a Resolution ordering improvement to be constructed and authorizes preparation of plans and specifications. If the Resolution is adopted, the City’s Engineer prepares final plans.
- i. Council adopts a Resolution approving plans and ordering advertisement for bids.
- j. Bids are received and opened by City staff and Engineer. The Engineer prepares a bid tabulation and makes a recommendation to the City Council to adopt a Resolution awarding a contract. Bonds to finance project costs may be issued at any time before or after the improvements are ordered; however, if bonds are issued before the improvements are ordered, the City assumes the risk and cost of returning the bonds if the project is not ordered.
- k. Staff and/or Engineer observes construction for conformance with the approved plans and specifications, and reviews payment requests.
- l. When construction is completed, contractor’s final payment approved, and final project costs are determined, the City Council adopts a Resolution declaring costs to be assessed and ordering preparation of the assessment roll. Council adopts a Resolution setting the assessment hearing date.
- m. Staff publishes the assessment hearing notice, mails notice of hearing date and proposed assessments to the affected property owners as provided in MN Statute 429.061.
- n. Council conducts the public assessment hearing. Property owners may choose to appeal the proposed assessment. Appeals must be presented to the City in writing at the time of



the assessment hearing or before the assessment hearing. Property owners must file their appeal in district court within 30 days of the assessment hearing, per MN Statute 429.081. Council may revise the assessment roll and then adopt a Resolution certifying the amount to be assessed and adopting the assessment roll. Property owners have 30 days to pay the assessment with no interest charges. City Staff certifies the assessment to the County Auditor prior to November 15th so that the assessment is included with the property tax statement the following year.

**Sec. 42-93. - General assessment policies applicable to all types of improvements.**

The cost of any improvement shall be assessed upon property by the improvements based upon benefits received. The City may consider the benefit opinion provided by an appraiser on the range of market value increase (benefit) of a public improvement. The following general principles shall be used as a basis of the City's assessment policy:

1. Project Cost. The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvements, plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property. The finance charges include all costs of financing the project. These costs include but are not limited to financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.
2. City Cost. The "city cost" of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such "city cost."
3. Assessable Cost. The "assessable cost" of an improvement is equal to the "project cost" minus the "city cost."
4. Interest. The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be two percent (2%) more than the average interest rate of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at the same rate.
5. Prepayment. Property owners may pay their assessments in full (interest free) for a period of 30 days after the adoption of the assessment roll. After such period, interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor.

6. Project Assistance. If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used first to reduce the “city cost” of the improvement. If the financial assistance is greater than the “city cost,” the remainder of the aid will be placed in the Capital Improvement Fund to be applied towards other City projects.
7. Assessable Property. Property owned by the City including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable. Federal, State, and County owned properties are not considered assessable.

**Sec. 42-94. – Policies of reassessment.**

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

Policy Statement

The following are the “life expectancies” or “service lives” of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Sidewalks – 20 years.
2. Street improvements, including surfacing and curb and gutter – 20 years.
3. Ornamental street lighting – 20 years.
4. Sanitary sewers – 30 years.
5. Storm sewers – 30 years.

**Sec. 42-95. - Assessment computations.**

The following is the typical city assessment for various specified improvements:

A. Street, Bridge, Trail, and Curb and Gutter Improvements

1. *New Construction.* New streets are assessed 100% to the abutting benefited properties.
2. *Currently maintained bituminous roads.* Street reconstructions and overlays are assessed based on the benefit as determined by the City Council based on the City’s appraiser determination.
3. *Non-currently maintained roads.* Costs of all improvements, including wetland mitigation, property or easement acquisition, drainage, erosion control measures, widening, clearing, reconstruction, grading, graveling, and paving will be assessed with 100% of the cost assessed to benefiting property owners.

4. *Gravel Streets.* Upgrading of existing gravel street by adding pavement, is considered new construction and all costs are assessed 100% unless the properties do not benefit at that rate. Rates would be determined based on a letter report from a professional appraiser hired by the City.
5. *Currently maintained bridges.* Routine maintenance including inspections, painting, tightening bolts and minor repairs to decking, railings or pilings will be paid by the city. Replacement of a bridge, enhancement, expansions, or major repairs including replacement of components of an existing bridge, including all associated costs, will be special assessed with the City assuming some of the cost, and some cost special assessed to benefiting property owners based on a rate determined by the City Council based on a letter report from a professional appraiser hired by the City.
6. *Seal Coats.* Sealcoats are not being assessed.
7. *Trails.* Bituminous walkways and/or bicycle trails are not assessed, but rather funded by the City.

#### B. Storm Sewer Improvements

Storm sewers are assessed on a project-by-project basis, based on a letter report from an appraiser on the range of market value of an improvement to the City. Storm sewers in new subdivisions are considered an assessable improvement on an area basis.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area storm sewer charges are levied to all unplatted property at the time of platting, to re-plats that have not been charged trunk area charges when the land was originally platted, and to re-plats that have been charged trunk area charges when the land was originally platted but where the use is increasing (only the cost difference based on current and prior use is charged).

Normally, storm sewers are assessed on an area wide basis (square foot or acres), but in certain situations the per lot method or adjusted front method may be utilized at the City Council's discretion.

The replacement of existing storm sewers is assessed based on benefit value as determined by the City Council based on a letter report from a professional appraiser hired by the City.

#### C. Sanitary Sewer Improvements

Pursuant to the Statute, the City intends to use special assessments, at their discretion, to finance all or portions of the cost of sanitary sewer identified in the Statute. Generally, maintenance of sanitary sewer is accounted for with utility funding. Significant improvements to the system, however, may require special assessments to benefiting properties. In all cases, the City reserves the right to combine components of sanitary

sewer into one or more calculation, assess for the entire cost of projects, participate at any level in the costs of improvements, or to assess costs using existing rate schedules or benefit opinion as determined by a professional appraiser. Components of sanitary sewer improvements include, but are not limited to:

1. Sanitary Sewer Access Charge (SAC). SAC charges identified on existing rate schedules are generally applied at the time building permits are applied for or when service is brought to a property for the first time. The City reserves the right to assess for SAC charges.
2. The City generally pays the costs to oversize trunk lines (over 8" diameter for low to moderate-density residential areas or over 10" diameter for commercial/industrial/high-density residential areas). Remaining costs are generally assessed to benefiting properties. Costs for replacement of trunk improvements are generally included in monthly utility fees and are paid by the City. The City reserves the right to assess for construction or reconstruction of trunk lines.

Costs for new standard size mains are generally assessed to benefiting properties. Costs for replacement of mains are generally included in monthly utility fees and are paid by the City. The City reserves the right to assess for mains.

Costs for new service laterals are generally assessed to benefiting properties. Costs generally include all related appurtenances and restoration, including any work done outside the right-of-way. Assessments will generally be made on a per unit basis or be assessed using existing rate schedules.

#### D. Other Improvements

Based on the City Council determination, any other improvements may be fully assessed or assessed in part.

SP2.

**Report Type**

Real Estate Consulting  
Letter Report

**Effective Date**

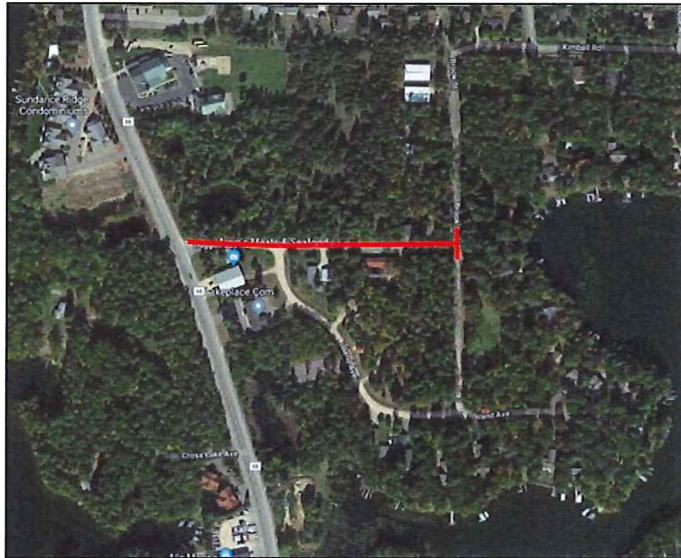
July 20, 2019

**Client**

City of Crosslake  
Attn: Dave Reese, PE, City Engineer  
7804 Industrial Park Road  
Baxter, MN 56425

**Subject Property**

**Street & Sanitary Sewer project**  
Daggett Bay Road & Brook Street (portion)  
Crosslake, MN 56442



File # V1907001

**Prepared By:**

Ethan Waytas, MAI, Appraiser  
William R. Waytas, SRA, Appraiser

**Nagell Appraisal Incorporated**

12805 Highway 55, Suite 300  
Plymouth, Minnesota 55441  
Tel: 952.544.8966 | Fax: 952.544.8969

## **NAGELL APPRAISAL INCORPORATED**

12805 Highway 55 #300  
Plymouth, MN 55441  
*Established in 1968*

Minneapolis 952-544-8966  
St. Paul 651-209-6159  
Central Fax 952-544-8969

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City of Crosslake  
Attn: Dave Reese, PE, City Engineer  
7804 Industrial Park Road  
Baxter, MN 56425

August 1, 2019

To Dave Reese:

Per your request, this is a letter report is to assist the city for guidance regarding a potential street improvement project within the city (see attached map for the location of the street in the project). The proposed project is the reconstruction of Daggett Bay Road and a portion of Brook Street, along with the extension of sanitary sewer as well.

This report is not an appraisal, but rather provides a preliminary opinion of a general range of market benefit, if any, for similar properties. The letter can function as a test of reasonableness for the proposed assessments.

### ***SCOPE OF ASSIGNMENT***

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In accordance with your request, a drive-by viewing of the properties has been made along with some general market comments regarding benefit (if any) for the proposed street improvement project as it relates to the subject market. As noted in the engagement letter, no specific sales data has been collected for this assignment. The general market comments are based on past appraisals, experience, and market information.

Pictures of the streets were taken on July 20, 2019 by William R. Waytas. The appraiser also viewed aerial/satellite image on the county GIS website and Google street view images. A project feasibility report was provided and has been retained in the appraiser's workfile.

### ***PROJECT***

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The City of Crosslake is proposing to reconstruct Daggett Bay Road and a portion of Brook Street. The city is also proposing to extend sanitary sewer service along Daggett Bay Road which would terminate at Brook Street.

Per request, you desire to know the benefit (if any) as it impacts properties in the project area.

Motivation for the road improvement project stems from deteriorating road surface and base, a desire for public sanitary sewer, and the construction of a new city hall.

## ***AREA DESCRIPTION***

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The City of Crosslake is a northern Minnesota Community located just north of Brainerd. The Twin Cities are about 2.5 hours to the south, which makes the area an appealing summer destination for cabin owners. The Whitefish Chain of Lakes is a set of 14 interconnected lakes situated between the communities of Crosslake, Pequot Lakes, and Pine River. The chain has some of the highest valued lakefront in Minnesota. Access to most shopping and surrounding communities is within 30 minutes. Highway 3 is the major road that provides access to surrounding communities. Most existing buildings in the area are of average to good+ quality. No apparent adverse influences.

The population for Crosslake in 2010 was 2,141, up from 1,893 in 2000—a 13.1% increase. The 2017 estimated population is 2,251, a 5.1% increase.

Single family homes generally range in value between \$50,000 and \$2,000,000+ (lake property) in the City Limits with an average of about \$445,000 (MLS statistics). The city is a mixture of residential (lake front and non-lake front), industrial, and commercial. Most homes are average to good quality.

## ***SUBJECT PROPERTIES***

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The project area consists of single-family residential homes on Daggett Lake, single-family homes not on Daggett Lake, commercial property, industrial property, and public property.

## ***EXISTING STREETS & UTILITIES***

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**Physical Condition of the Existing Road:** The existing road improvements are asphalt with no concrete curb or gutter. Daggett Bay Road is about 20' wide, while Brook Street is 16' to 20' wide. The city did not indicate when the road was originally paved, but in 1998 Daggett Bay Road and Brook Street were last overlaid. The road condition is rated to be fair. There are signs of transverse, alligator, and longitudinal cracking, along with graveling.

**Physical Condition of Existing Utilities:** There is no existing sanitary sewer, public water, or storm sewer in the project area.

**Functional Design of the Road:** The existing paved road is dated, in fair condition, and does have substantial large cracks. The road condition is rated to be fair. There are signs of transverse, alligator, and longitudinal cracking, along with graveling.

Roads in poor to fair condition do not meet the expectations of typical market participants in this suburban market for re-development, resale price, and/or updating the current uses. Overall, the existing street improvements are in Fair condition, are beginning to look dated and reflect likewise on the adjoining and side street properties.

## ***PROPOSED ROAD IMPROVEMENT***

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The city is proposing to reconstruct Daggett Bay Road and a small portion of Brook Street. These roads are both neighborhood and serve the immediate adjoining users. The city is also extending sanitary sewer service.

Daggett Bay Road would have a new width of 24' while Brook Street would be 20'. The city will grind the existing asphalt down and repack the base. This will improve the road base. On top of the improved base will be new asphalt.

**Note:** Per city, full depth pavement reclamation (FDR):

Consists of utilizing a road reclaimer machine to grind and blend the full depth of the existing bituminous pavement thickness to a gravel consistency for use as road base material prior to paving a new bituminous pavement surface on top of the reclaimed material. This method minimizes the recurrence of crack reflection through an overlay of the existing pavement and supplements the existing road base material lending additional strength to the roadway.

The city is planning to extend sanitary sewer along the project area.

Given the existing condition of the road and traffic, the proposed project is logical.

If any of the above descriptions change, the benefit due to the project could differ.

## ***HIGHEST AND BEST USE***

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The subject project area is located in the central portion of the city. The properties in the project area are single-family residential (both lakefront and non-lakefront sites), commercial, industrial, and public.

Owners in the subject area appear to typically update their property as needed when site and building components wear out or become dated. Owners in the overall area commonly pave their driveways or maintain parking lots as needed, recognizing it adds value when done. Therefore, it is logical to update the road to the subject properties as needed, as these are essential property characteristics that are expected in this market.

An informed buyer would consider the condition of the road and traffic flow/management. A well-constructed and good condition road provides aesthetic appeal to a property and efficient/safe traffic flow. Given a choice, a potential informed buyer would likely prefer a newer road with good traffic flow over a deteriorating road with fair traffic flow.

If replacement of components of real estate near the end of their economic life in a home or building is postponed, it can be costlier in the long run; delays in replacing components can result in incurring higher interim maintenance costs and potential difficulty in marketing the property. Also, it is typical for the cost of the replacement of an improvement to increase over time. That said it is logical and prudent for market participants to update/replace dated components when needed. Therefore, the highest and best use of the surrounding properties in the project area is for the continued residential, commercial, industrial, and public use with the proposed infrastructure improvements.

**Note:** There are residential homes that have light commercial zoning. These properties likely have a highest and best use as residential, not commercial.



## **DISCUSSION OF MARKET BENEFIT**

Listed below are the factors that will be taken into consideration concerning the potential benefit to the properties.

<b><u>Description</u></b>	<b><u>Existing Improvements</u></b>	<b><u>Change</u></b>
1) Road Surface	<b>Fair</b>	<b>New, paved, good</b>
2) Base Condition	<b>Old, dated</b>	<b>Appears to be new</b>
3) Curb	None	None
4) Drainage	Average	Average
5) Storm Sewer	None	None
6) City water	None	None
7) City sewer	<b>None</b>	<b>New in project area</b>
8) Sidewalk	None	None
9) Street Lights	Average	Average
10) Functional Design of Road	<b>Dated</b>	<b>Good</b>
11) Traffic Management	Average	Average
12) Pedestrian Use (biking, walking, etc.)	<b>Fair</b>	<b>Good</b>
13) Median	n/a	n/a
14) Road Proximity to Properties	n/a	n/a
15) Dust	n/a	n/a
16) Visual Impact on Properties	<b>Fair</b>	<b>Good</b>

Based on the preceding grid, the subject properties will improve in 6 of the 16 categories. Market participants generally recognize that roads need replacing when nearing the end of a long economic life. A typical buyer in the subject market commonly prefers a good condition paved road surface road versus an inferior condition paved road surface. In addition to visual benefit, new street improvements provide better and safer use for pedestrians (biking, walking, stroller, rollerblading, etc.) and drivers. The new streets will enhance potential for re-development and/or updating the current properties. Properties that indirectly/directly abut or have driveways/access that exit on the new street will benefit.

Based on past appraisals, experience, and general market information, it is not uncommon for properties similar to those in the subject market to realize an increase in price for new street improvements and utilities.

Discussion of Market Benefit – Continued

Given the scope of the project, the age/quality/condition of houses, properties in the area with newer street improvements could see an average price benefit of:

- **Single family (lake homesite, direct access, road)** \$1,500 to \$4,000 per homesite  
(larger lots on the upper end of range)

**Note:** Some of the lake homesites will not have a full road reconstruction and should be on the lower end of the benefit range.

- **Single family (non-lake, direct access, road)** \$2,000 to \$5,000 per homesite  
(larger lots on the upper end of range)

**Note:** These properties have full street reconstruction.

- **Non-Residential Commercial/Industrial (direct access)** \$0.03 to \$0.10 per SF of site area  
(larger lots on lower end of range)

- **Non-Residential Public Use (direct access)** \$0.02 to \$0.015 per SF of site area  
(larger lots on lower end of range)

**Note:** There are homes in the greater area that may have indirect benefit due to the Daggett Bay Road project; these are not included in the letter.

Corner lots are based at a pro-rata percentage using street frontage. So if 75% of the frontage is being improved while 25% on the side street(s) is not, then the multiplier would be 75% of the benefit.

Discussion of Market Benefit – Continued

Given the scope of the project, the age/quality/condition of houses, properties in the area with new sanitary sewer improvements could see an average price benefit of:

- **Single family (lake homesite, new sanitary sewer)** \$5,000 to \$10,000 per homesite  
(larger lots on the upper end of range)
- **Single family (non-lake, new sanitary sewer)** \$4,000 to \$9,000 per homesite  
(larger lots on the upper end of range)
- **Non-Residential Commercial/Industrial (sanitary sewer)** \$0.15 to \$0.30 per SF of site area  
(larger lots on lower end of range, higher water users on upper end of range)
- **Non-Residential Public Use (sanitary sewer)** \$0.05 to \$0.20 per SF of site area  
(larger lots on lower end of range, higher water users on upper end of range)

**Note:** The above benefits do not include SAC and WAC charges, and assume an average condition/functioning private septic system. If found otherwise, benefit range could differ.

## **CONCLUSION**

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**The benefit amount noted above should not be construed or relied on as being an appraisal, but are general observations based on the overall market.** If an appraisal were made on the individual properties, the actual benefit amount could vary from market observations above.

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

Sincerely,



Ethan Waytas, MAI  
Certified General MN 40368613



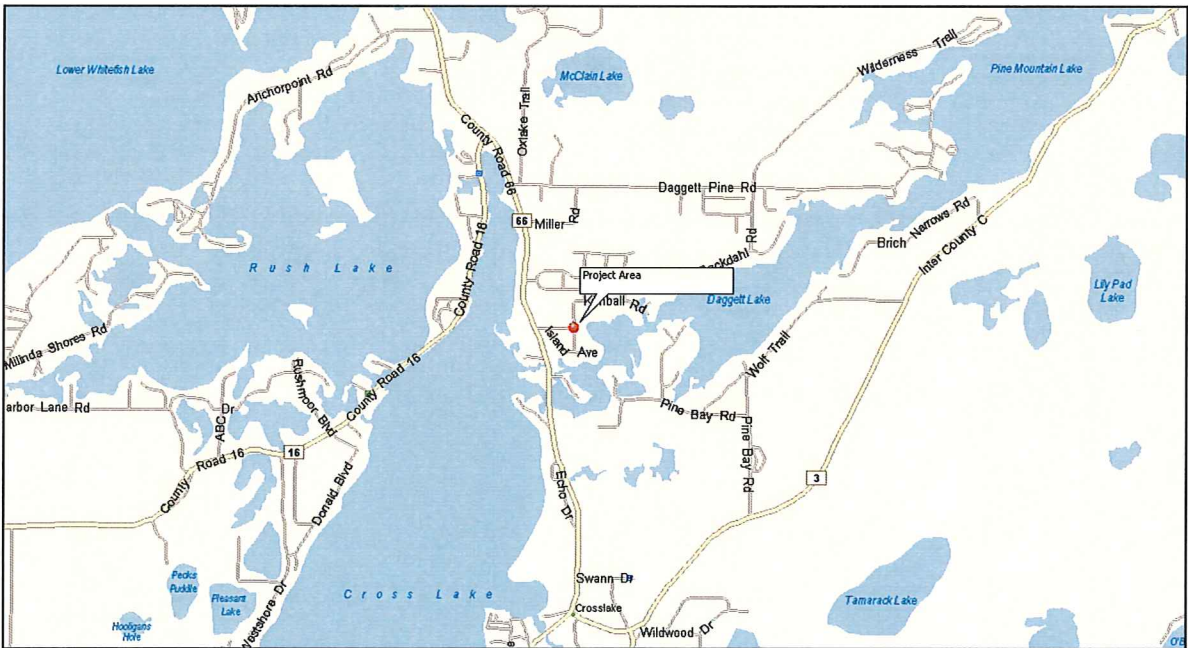
William R. Waytas, SRA  
Certified General MN 4000813

**Enclosures:** Location Map, Aerial Map View of Project, Subject Photos, Qualifications, Engagement Letter

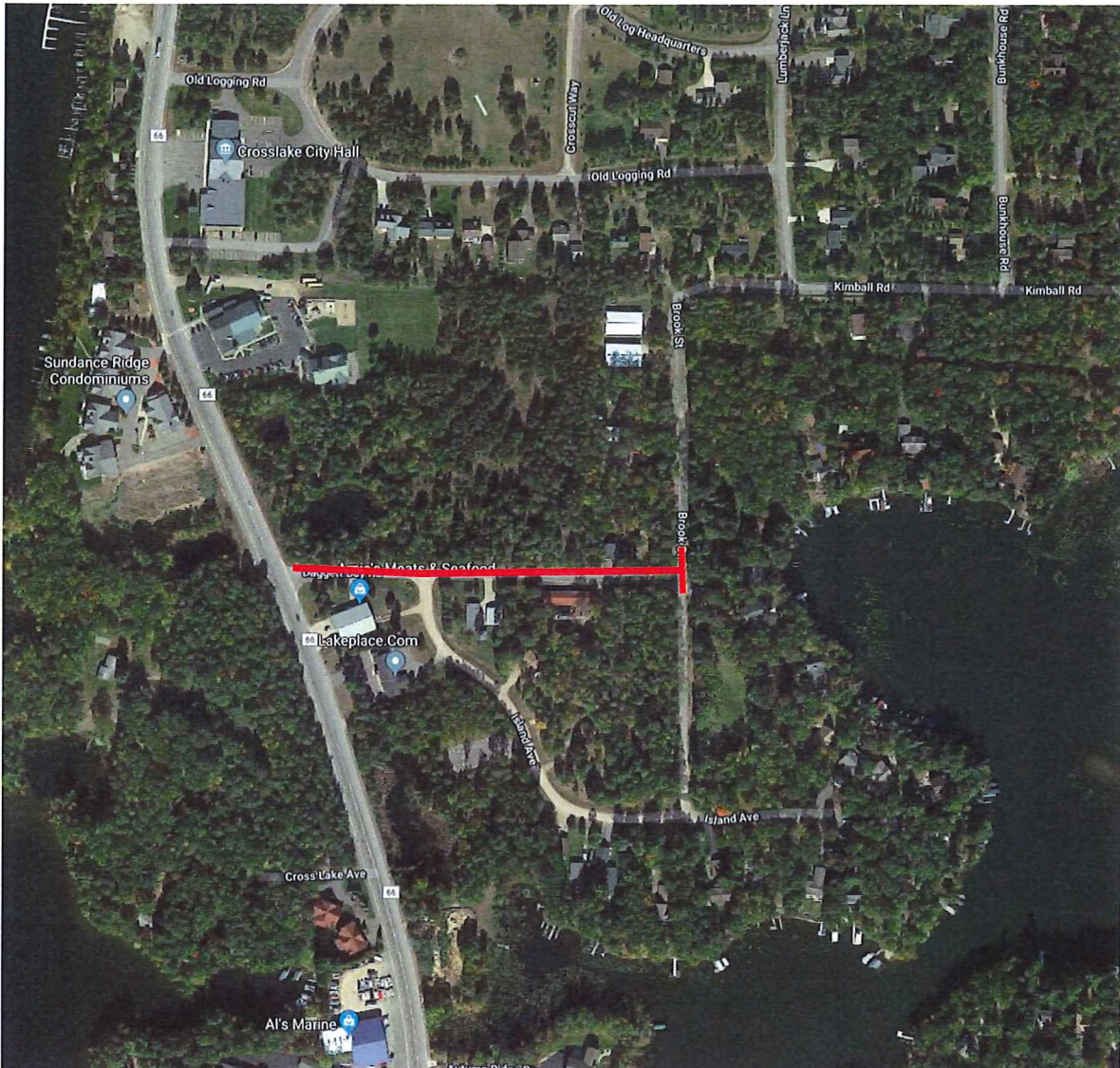
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[www.nagellmn.com](http://www.nagellmn.com)

# LOCATION MAP

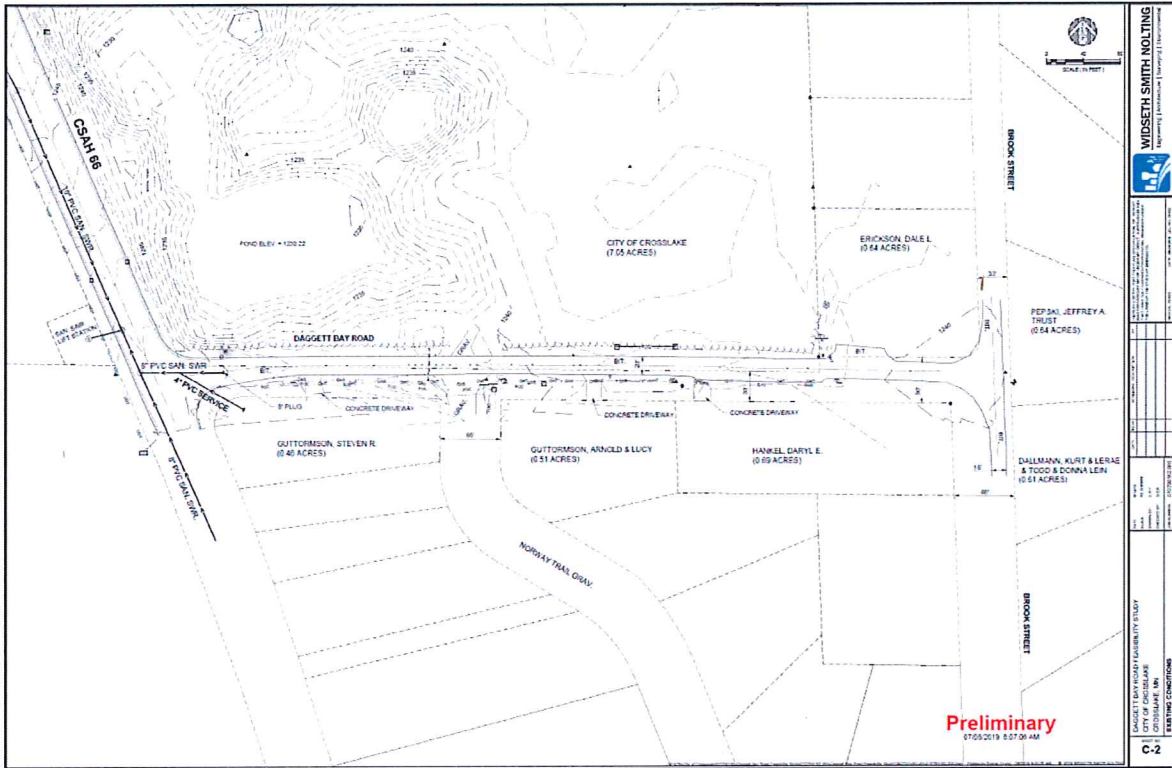


## AERIAL VIEW OF PROJECT MAP



Red line reflects the paving and sanitary sewer project

# FEASIBILITY REPORT PROJECT AREA



The above survey reflects the project area (both the road and sanitary sewer)

***SUBJECT PHOTOGRAPHS***

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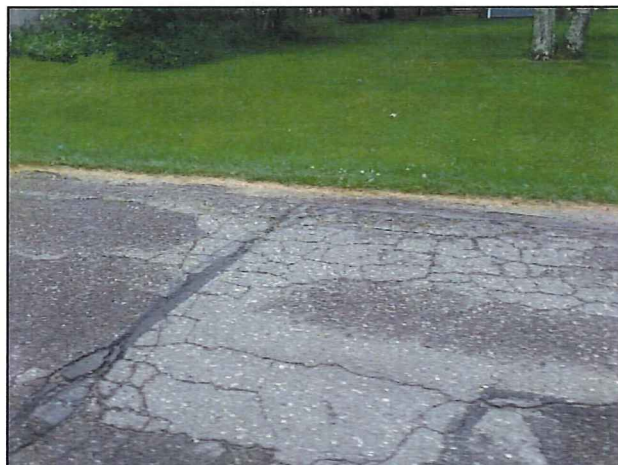
Street scene



Street scene



Street scene



Street scene



Subject Photographs – continued



Street scene



Street scene



Street scene



Street scene

Subject Photographs – continued



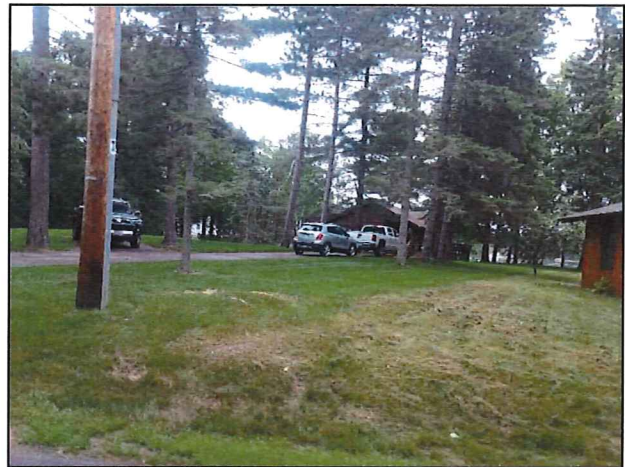
Commercial building



Industrial building



Residential view



Residential view

Subject Photographs – continued



Residential view



Residential view



Public property view

## QUALIFICATIONS

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### Appraisal Experience

Presently and since 2006, **Ethan Waytas, MAI** has been employed as an employee of Nagell Appraisal Incorporated, an independent appraisal firm (10 employees) who annually prepare 1,500 +/- appraisal reports of all types. He is currently a full time licensed certified general real estate appraiser, partner, and director of the company's IT department.

### Properties appraised:

- **Commercial** - low and high-density multi-family, retail, office, industrial, restaurant, church, strip-mall, fast-food, convenience stores, auto-service and repair, cinema, numerous special use properties, golf courses, and subdivision analysis.
- **Residential** – single-family residences, hobby farms, lakeshore, condominiums, townhouses, REO and land.
- **Eminent Domain** – extensive partial and total acquisition appraisal services provided to numerous governmental agencies and private owners.
- **Special Assessment** – numerous street improvement and utilities projects for both governmental and private owners.
- **Clients** - served include banks, savings and loan associations, trust companies, corporations, governmental bodies, relocation companies, attorneys, REO companies, accountants and private individuals.
- **Area of Service** - most appraisal experience is in the greater Twin Cities Metro Area (typically an hour from downtown metro). Numerous assignments throughout Minnesota.

### Testimony

-- Court, commission, mediation testimony, etc. has been given

### Professional Membership, Associations & Affiliations

License: Certified General Real Property Appraiser, MN License #40368613  
Holds the MAI designation from the Appraisal Institute

### Education

-- Graduate of the University of Minnesota: College of Science and Engineering, Twin Cities Campus  
Bachelor of Science in Computer Science, with distinction, 3.86 GPA.

#### -- **General & Professional Practice Courses & Seminars**

- Basic Appraisal Procedures
- Basic Appraisal Principles
- 2012-2013 15-Hour National Uniform Standards of Professional Appraisal Practice
- General Appraiser Sales Comparison Approach
- General Appraiser Income Approach – Part 1
- General Appraiser Income Approach – Part 2
- Advanced Income Capitalization
- General Appraiser Report Writing and Case Studies
- Real Estate Finance, Statistics and Valuation Modeling
- 2014-2015 7-hour National USPAP Update Course
- General Appraiser Site Valuation & Cost Approach
- Advanced Market Analysis and Highest & Best Use
- Advanced Concepts & Case Studies
- Quantitative Analysis

Curriculum Vitae -- continued

### Appraisal Experience

Presently and since 1985, **William R. Waytas** has been employed as a full time real estate appraiser. Currently a partner and President of the Nagell Appraisal & Consulting, an independent appraisal firm (10 employees) who annually prepare 1,500 +/- appraisal reports of all types. Mr. Waytas was employed with Iver C. Johnson & Company, Ltd., Phoenix, AZ from 1985 to 1987.

### Properties appraised:

- **Commercial** - low and high-density multi-family, retail, office, industrial, restaurant, church, strip-mall, fast-food, convenience stores, auto-service and repair, hotel, hotel water park, bed & breakfast, cinema, marina, numerous special use properties, and subdivision analysis.
- **Residential** – single-family residences, hobby farms, lakeshore, condominiums, townhouses, REO and land.
- **Eminent Domain** – extensive partial and total acquisition appraisal services provided to numerous governmental agencies and private owners.
- **Special Assessment** – numerous street improvement and utilities projects for both governmental and private owners.
- **Review** – residential, commercial and land development.
- **Clients** - served include banks, savings and loan associations, trust companies, corporations, governmental bodies, relocation companies, attorneys, REO companies, accountants and private individuals.
- **Area of Service** - most appraisal experience is in the greater Twin Cities Metro Area (typically an hour from downtown metro). Numerous assignments throughout Minnesota.

### Professional Membership, Associations & Affiliations

License: Certified General Real Property Appraiser, MN License #4000813.  
Appraisal Institute: SRA, Senior Residential Appraiser Designation,  
General Associate Member  
Employee Relocation Council: CRP Certified Relocation Professional Designation.  
International Right-Of-Way Association: Member  
HUD/FHA: On Lender Selection Roster and Review Appraiser  
DNR: Approved appraiser for Department of Natural Resources

### Testimony

-- Court, deposition, commission, arbitration & administrative testimony given.

### Mediator

-- Court appointed in Wright County.

### Committees

- President of Metro/Minnesota Chapter, 2002, Appraisal Institute.
- Chairman of Residential Admissions, Metro/MN Chapter, AI.
- Chairman Residential Candidate Guidance, Metro/Minnesota Chapter, AI.
- Elm Creek Watershed Commission, Medina representative 3 years.
- Medina Park Commission, 3 years.

Curriculum Vitae -- continued

## Education

- Graduate of Bemidji State University, Minnesota. B.S. degree in Bus. Ad.
- During college, summer employment in building trades (residential and commercial).
- Graduate of Cecil Lawter Real Estate School. Past Arizona Real Estate License.
  
- **General & Professional Practice Courses & Seminars**
- Course 101-Introduction to Appraising Real Property.
- Numerous Standards of Professional Practice Seminar.
- Fair Lending Seminar.
- Eminent Domain & Condemnation Appraising.
- Eminent Domain (An In-Depth Analysis)
- Property Tax Appeal
- Eminent Domain
- Business Practices and Ethics
- Scope of Work
- Construction Disturbances and Temporary Loss of Going Concern
- Uniform Standards for Federal Land Acquisitions (Yellow Book Seminar)
- Partial Interest Valuation Divided (conservation easements, historic preservation easements, life estates, subsurface rights, access easements, air rights, water rights, transferable development rights)
  
- **Commercial/Industrial/Subdivision Courses & Seminars**
- Capitalization Theory & Techniques
- Highest & Best Use Seminar
- General & Residential State Certification Review Seminar
- Subdivision Analysis Seminar.
- Narrative Report Writing Seminar (general)
- Advanced Income Capitalization Seminar
- Advanced Industrial Valuation
- Appraisal of Local Retail Properties
- Appraising Convenience Stores
- Analyzing Distressed Real Estate
- Evaluating Commercial Construction
- Fundamentals of Separating Real Property, Personal Property and Intangible Business Assets
  
- **Residential Courses & Seminars**
- Course 102-Applied Residential Appraising
- Narrative Report Writing Seminar (residential)
- HUD Training session local office for FHA appraisals
- Familiar with HUD Handbook 4150.1 REV-1 & other material from local FHA office.
- Appraiser/Underwriter FHA Training
- Residential Property Construction and Inspection
- Numerous other continuing education seminars for state licensing & AI

## Speaking Engagements

- Bankers
- Auditors
- Assessors
- Relocation (Panel Discussion)

## Publications

- Real Estate Appraisal Practice (book): Acknowledgement
- Articles for Finance & Commerce and Minnesota Real Estate Journal

**CITY OF CROSSLAKE**  
**DAGGETT BAY ROAD SANITARY SEWER EXTENSION**  
**Estimate of Project Cost**  
**August 2, 2019**

ITEM NO.	REMARKS	SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED UNIT PRICE	ESTIMATED PROJECT TOTALS		
						EST. QTY.	AMOUNT	
1		2021.501	MOBILIZATION	LUMP SUM	\$10,000.00	1	\$10,000.00	
2		2101.505	CLEARING	ACRE	\$5,000.00	0.20	\$1,000.00	
3		2101.505	GRUBBING	ACRE	\$5,000.00	0.20	\$1,000.00	
4		2101.524	CLEARING	TREE	\$300.00	1	\$300.00	
5		2101.524	GRUBBING	TREE	\$300.00	1	\$300.00	
6		2104.502	REMOVE MAIL BOX SUPPORT	EACH	\$40.00	6	\$240.00	
7		2105.601	DEWATERING	LUMP SUM	\$20,000.00	1	\$20,000.00	
8		2211.509	AGGREGATE BASE, CLASS 5 (CV)	TON	\$15.00	550	\$8,250.00	
9		2215.504	FULL DEPTH RECLAMATION	SQ YD	\$1.75	2,250	\$3,937.50	
10		2360.504	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$75.00	480	\$36,000.00	
11		2501.502	12" GS PIPE APRON	EACH	\$200.00	4	\$800.00	
12		2501.503	12" CP PIPE CULVERT	LIN FT	\$25.00	72	\$1,800.00	
13		2540.602	MAIL BOX SUPPORT	EACH	\$115.00	7	\$805.00	
14		2563.601	TRAFFIC CONTROL	LUMP SUM	\$1,200.00	1	\$1,200.00	
15		2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	\$500.00	1	\$500.00	
16		2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$600.00	3	\$1,800.00	
17		2573.503	SILT FENCE, TYPE MS	LIN FT	\$2.00	500	\$1,000.00	
18		2573.540	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	\$3.00	200	\$600.00	
19		2574.507	COMMON TOPSOIL BORROW (CV)	CU YD	\$22.00	375	\$8,250.00	
20		2574.508	FERTILIZER TYPE 1	POUND	\$1.00	200	\$200.00	
21		2575.505	SEEDING	ACRE	\$500.00	1.0	\$500.00	
22		2575.508	SEED, MIXTURE 21-111	POUND	\$2.00	100	\$200.00	
23		2575.508	SEED, MIXTURE 25-151	POUND	\$3.50	250	\$875.00	
24		2575.508	HYDRAULIC MULCH MATRIX	POUND	\$1.50	2,600	\$3,900.00	
25		2600.4D	INSULATION (4' X 8' X 2" THICK)	SQ YD	\$25.00	40	\$1,000.00	
26		2621.4A	8" PVC SEWER PIPE (SDR 26)	LIN FT	\$40.00	1,100	\$44,000.00	
27		2621.4B	SANITARY SEWER MANHOLE, MNDOT DESIGN 4007C	EACH	\$4,000.00	3	\$12,000.00	
28	1	2621.4F	4" PVC SERVICE PIPE (SCH 40)	LIN FT	\$35.00	300	\$10,500.00	
29	2	2621.4F	6" PVC SERVICE PIPE (SCH 40)	LIN FT	\$40.00	40	\$1,600.00	
30		2621.4G	8" X 4" PVC WYE	EACH	\$185.00	6	\$1,110.00	
31		2621.4G	8" X 6" PVC WYE	EACH	\$200.00	1	\$200.00	
32		2621.4H	8" PIPE PLUG	EACH	\$100.00	3	\$300.00	
REMARKS						<b>TOTAL ESTIMATED CONSTRUCTION COST</b>		<b>\$174,167.50</b>
1. RESIDENTIAL SERVICE STUB AND CLEANOUT						<b>CONSTRUCTION CONTINGENCY (10%)</b>		<b>\$17,500.00</b>
2. CITY HALL SERVICE STUB AND CLEANOUT						<b>SUBTOTAL CONSTRUCTION (ROUNDED)</b>		<b>\$191,700.00</b>
CV = COMPACTED VOLUME						<b>ENGR, ADMIN, LEGAL (18%)</b>		<b>\$34,600.00</b>
						<b>TOTAL ESTIMATED PROJECT COST</b>		<b>\$226,300.00</b>

B.  
l.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JULY 8, 2019  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, July 8, 2019. The following Council Members were present: Mayor David Nevin, Gary Heacox, Dave Schrupp, John Andrews and Aaron Herzog. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Erik Lee, Public Works Director Ted Strand, Zoning Administrator Jake Frie, City Engineer Dave Reese, Echo Journal Reporter Jodie Tweed, and Northland Press Reporter Paul Boblett. There were approximately thirty people in the audience.

- A. CALL TO ORDER** – Mayor Nevin called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 07R-01-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.
- B. PUBLIC HEARING** – Mayor Nevin opened the public hearing and turned the meeting over to Jason Murray of David Drown Associates. Mr. Murray explained that the purpose of the hearing was to receive public comment on the 2019-2023 Capital Improvement Plan and the issuance of \$3,815,000 in bonds to be used for the City Hall/Police Department building project. Mr. Murray added that this was the most affordable type of borrowing. The bonds are subject to referendum voter approval only if a petition requesting a vote signed by five (5) percent of the votes cast in the last general election is received within 30 days of the hearing. If a petition is received, the City could continue and issue bonds through the EDA which would have a higher interest rate than these.

No public comments were received.

MOTION 07R-02-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE RESOLUTION NO. 19-10 GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF THE CITY'S GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT NOT TO EXCEED \$3,815,000 AND ADOPTING THE CITY OF CROSSLAKE CAPITAL IMPROVEMENT PLAN 2019-2023. MOTION CARRIED WITH ALL AYES.

Jason Murray provided the Council a new timeline for the issuance of bonds and presented a resolution to proceed with bonding.

MOTION 07R-03-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY GARY HEACOX TO APPROVE RESOLUTION NO. 19-10A PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF \$3,815,000 GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS, SERIES 2019A. MOTION CARRIED WITH ALL AYES.



**C. CONSENT CALENDAR – MOTION 07R-04-19 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS ON THE CONSENT CALENDAR:**

1. Regular Council Meeting Minutes of June 10, 2019
  2. Council Workshop Minutes of June 17, 2019
  3. City – Month End Revenue Report dated June 2019
  4. City – Month End Expenditures Report dated June 2019
  5. June 2019 Budget to Actual Analysis
  6. Memo dated July 8, 2019 from City Administrator Re: TIF Reimbursement
  7. Police Report for Crosslake – June 2019
  8. Police Report for Mission Township – June 2019
  9. Fire Department Report – June 2019
  10. Planning and Zoning Monthly Statistics
  11. Planning and Zoning Commission Meeting Minutes of May 24, 2019
  12. Parks and Rec/Library Commission Meeting Minutes of 6/26/19
  13. Public Works Meeting Minutes of June 3, 2019
  14. Memo dated June 1, 2019 from State Demographer Re: 2018 Population and Household Estimates
  15. Crosslake Roll-Off Recycling Report for June 2019
  16. Waste Partners Recycling Report for May 2019
  17. Crosslake Sanitary Sewer & Septic Advisory Committee Meeting Minutes of 5/3/19
  18. Memo dated July 3, 2019 from Erik Lee Re: Surplus 2011 Ford Crown Victoria
  19. Memo dated June 26, 2019 from City Clerk Re: Repurchase Cemetery Lot
  20. Bills for Approval in the Amount of \$139,938.10
  21. Additional Bills for Approval in the Amount of \$20,220.81
- MOTION CARRIED WITH ALL AYES.

**D. CRITICAL ISSUES**

1. Andy Pikar of Hy-Tec Construction gave a brief update on the building design for City Hall/Police Department. Mayor Nevin reported that the City would like to proceed with the building plans for City Hall and Police Department and asked for public comment. No one came forward. MOTION 07R-05-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO ACCEPT THE LETTER OF INTENT FROM HY-TEC CONSTRUCTION TO ESTABLISH THE BASIC TERMS TO BE USED IN A FUTURE DESIGN BUILD CONSTRUCTION AGREEMENT BETWEEN THE CITY AND HY-TEC CONSTRUCTION. MOTION CARRIED WITH ALL AYES.

**E. PUBLIC FORUM – None.**

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

1. Included in the packet for Council information was a press release from Minnesota Green Step Cities recognizing Crosslake for environmental sustainability efforts.
2. MOTION 07R-06-19 WAS MADE BY GARY HEACOX AND SECONDED BY JOHN ANDREWS TO APPROVE RESOLUTION NO. 19-11 ACCEPTING DONATIONS FROM THE AMERICAN LEGION IN THE AMOUNT OF \$500 FOR RED BALL DIAMOND AGGREGATE AND FROM ROBERT JOHNSON IN THE AMOUNT OF

\$50 FOR POLICE DEPARTMENT AND \$50 FOR FIRE DEPARTMENT. MOTION CARRIED WITH ALL AYES.

3. MOTION 07R-07-19 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO APPOINT THE FOLLOWING MEMBERS TO THE VRBO COMMITTEE: PAUL SCHMELZ, KIRK SCHNITKER, AND DOUGLAS MOAN. MOTION CARRIED WITH ALL AYES.
4. MOTION 07R-08-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO ACCEPT THE RESIGNATION OF JOHN PRIBYL FROM THE PUBLIC WORKS COMMISSION. MOTION CARRIED WITH ALL AYES. The Mayor thanked Mr. Pribyl for his many years of service.
5. MOTION 07R-09-19 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO APPOINT TOM SWENSON TO FILL JOHN PRIBYL'S TERM ON THE PUBLIC WORKS COMMISSION WITH A TERM EXPIRING 1/31/22. MOTION CARRIED WITH ALL AYES.
6. MOTION 07R-10-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO DIRECT THE PLANNING AND ZONING COMMISSION, CITY STAFF, AND THE CITY ATTORNEY TO REVIEW AND COMMENT ON THE PROPOSED SEPTIC ORDINANCE THAT WAS RECOMMENDED BY THE SANITARY SEWER AND SEPTIC ADVISORY COMMITTEE. MOTION CARRIED WITH ALL AYES.
7. Pat Netko of the Crosslakers addressed the Council and asked that the City enter into an agreement with the Corps of Engineers to maintain the welcome sign that will be placed on Corps property. MOTION 07R-11-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE A LEASE AGREEMENT WITH THE U.S. ARMY CORPS OF ENGINEERS THAT WOULD REQUIRE THE CITY OF CROSSLAKE TO MAINTAIN A WELCOME SIGN THAT WILL BE INSTALLED ON U.S. ARMY CORPS OF ENGINEERS PROPERTY. MOTION CARRIED WITH ALL AYES. Ms. Netko noted that signs will also be placed on Crow Wing County property and DNR property and that those agencies will most likely ask for a maintenance agreement as well.
8. Pat Netko reported that the Crosslakers would like to hold a public forum with the City Council and all city stakeholders and businesses regarding workforce housing. This meeting will be a discussion to determine what workforce housing is, the needs of the community and businesses, and how to move forward. John Andrews noted that Crow Wing County is conducting a workforce housing study and that he is attending those meetings. MOTION 07R-12-19 WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO MEET WITH CROSSLAKERS AND CITY STAKEHOLDERS TO DISCUSS WORKFORCE HOUSING. MOTION CARRIED WITH ALL AYES.

9. It was the consensus of the Council to hold a closed meeting on Wednesday, July 24, 2019 at 9:00 A.M. for the purpose of conducting a performance review for the Administrator.

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

1. MOTION 07R-13-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO APPROVE THE CONSTRUCTION COST SHARE AND MAINTENANCE AGREEMENT BETWEEN CROW WING COUNTY AND THE CITY OF CROSSLAKE FOR WATER QUALITY IMPROVEMENTS AT LOON LAKE, ADJACENT TO COUNTY STATE AID HIGHWAY 66 AND MANHATTAN POINT BLVD. Mike Lyonais reported that Crow Wing County will receive the grant funds and that the City will submit invoices to the County for reimbursement. MOTION CARRIED WITH ALL AYES.
2. Mike Lyonais reported that the Crow Wing Soil and Water Conservation District (SWCD) received a grant for the construction of the Pine River Fish Passage Project at the rock dam. Once the project is complete, the City will need to repair and resurface Big Pine Trail. MOTION 07R-14-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN CROW WING COUNTY, SWCD, THE BIG PINE LAKE ASSOCIATION, AND THE CITY OF CROSSLAKE WHICH OUTLINES THE RESPONSIBILITIES OF EACH PARTY REGARDING THE PINE RIVER FISH PASSAGE PROJECT. MOTION CARRIED WITH ALL AYES.
3. It was the consensus of the Council to set 2020 Budget meetings for August 8, August 22, and September 5 at 4:00 P.M. in City Hall.
4. MOTION 07R-15-19 WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO APPROVE THE GROUP TRANSIENT MERCHANT APPLICATION FROM THE CROSSLAKE IDEAL LIONS TO CONDUCT A FLEA MARKET IN THE CROSSLAKE COMMUNITY SCHOOL PARKING LOT ON JULY 20, AUGUST 17 AND SEPTEMBER 28. MOTION CARRIED WITH ALL AYES.
5. The Council reviewed the charitable gambling license renewal applications. John Andrews stated that there was a lot of detailed financial information included in the application and Dave Schrupp suggested just requiring a summary report in the future. MOTION 07R-16-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE CHARITABLE GAMBLING LICENSE RENEWALS FOR CONFIDENCE LEARNING CENTER, AMERICAN LEGION POST 500, CROSSLAKE IDEAL LIONS, MERRIFIELD MARATHONS INC, AND NORTHERN LAKES YOUTH HOCKEY ASSOCIATION INC. MOTION CARRIED WITH ALL AYES.
6. MOTION 07R-17-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO REMOVE MANAGER OF PARKS, RECREATION AND

LIBRARY JANE MONSON FROM PROBATIONARY STATUS. MOTION CARRIED WITH ALL AYES.

7. MOTION 07R-18-19 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO APPROVE THE CELLULAR PHONE POLICY REGARDING HANDS FREE USE WHILE DRIVING AND TO ADD THE POLICY TO THE EMPLOYEE HANDBOOK. Chief Lee reported that the Police Officers will follow the policy as well unless there is an emergency. MOTION CARRIED WITH ALL AYES.
8. The Council reviewed a letter dated July 1, 2019 from Crow Wing County notifying the City of its intent to terminate the Planning and Zoning Services contract effective October 31, 2019. MOTION 07R-19-19 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO DIRECT MIKE LYONAIIS TO ENGAGE PLANNING AND ZONING STAFF AND CROW WING COUNTY LAND SERVICES DEPARTMENT TO HELP WITH THE HIRING OF STAFF AND USE OF EQUIPMENT THAT IS SHARED WITH THE COUNTY AND CREATE A PLAN FOR THE TRANSITION. MOTION CARRIED WITH ALL AYES. Mike Lyonais stated that he would contact each Council Member to get their opinion on the matter.
9. Mike Lyonais reported that Jan Mezzenga has asked the City to consider annexing a portion of his property which is in Ideal Township and adjacent to his property in Crosslake. MOTION 07R-20-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO DIRECT THE CITY ADMINISTRATOR TO WORK WITH IDEAL TOWNSHIP AND THE CITY ATTORNEY TO DETERMINE THE STEPS TO TAKE REGARDING ANNEXATION. MOTION CARRIED WITH ALL AYES.

## **H. COMMISSION REPORTS**

1. PLANNING AND ZONING
  - a. Removed from agenda because complainant did not come to Council meeting.
  - b. MOTION 07R-21-19 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO APPROVE METES AND BOUNDS SUBDIVISION OF PARCEL NUMBERS 14320614 AND 14320615, DANIEL AND DEBORAH MILLER, INVOLVING 3.38 ACRES INTO 3 TRACTS AND TO ACCEPT CASH IN LIEU OF LAND FOR PARK DEDICATION. MOTION CARRIED WITH ALL AYES.
  - c. MOTION 07R-22-19 WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO APPROVE METES AND BOUNDS SUBDIVISION OF PARCEL NUMBER 14100504, THE FOSCHI FAMILY TRUST AND ROSS AND CYNTHIA REDMANN, INVOLVING 11.98 ACRES INTO 3 TRACTS AND TO ACCEPT CASH IN LIEU OF LAND FOR PARK DEDICATION. MOTION CARRIED WITH ALL AYES.

2. PARK, RECREATION AND LIBRARY

- a. MOTION 07R-23-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY GARY HEACOX TO APPROVE THE CHANGES TO THE "COMMUNITY CENTER POLICIES AND RULES" AND THE "RULES FOR OPEN GYM" AS PRESENTED. MOTION CARRIED WITH ALL AYES.

Mike Lyonais gave a brief update on the Dog Park. The Park Commission would like to see the remainder of the project funded by donations, as originally promised by the Dog Park Committee. The Park Department will be responsible for minimal mowing, trimming dead trees, and emptying trash on a weekly basis. The Park Department and Public Works Department will assist the Dog Park Committee to establish a sand-point well.

Mike Lyonais gave a brief update on park staffing. There were a limited number of applicants for the building attendant and seasonal ground maintenance positions. One employee was hired for each position rather than two, however, daily operations are running smoothly.

3. PUBLIC WORKS

- a. MOTION 07R-24-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO AWARD THE CONTRACT FOR SEAL COATING TO ASPHALT SURFACE TECHNOLOGIES CORPORATION AT A COST OF \$92,403.78. Ted Strand noted seal coating was included in the 2019 Budget. MOTION CARRIED WITH ALL AYES.

- b. MOTION 07R-25-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE PURCHASE AND INSTALLATION OF 2 BLINKING STOP SIGNS TO BE PLACED ON COUNTY ROAD 103 AND ON COUNTY ROAD 36 AT THE INTERSECTION WITH COUNTY ROAD 3 AT AN APPROXIMATE COST OF \$3,900 TO BE SPLIT EQUALLY WITH THE COUNTY. Ted Strand noted that Crow Wing County will install the signs and the City will be in charge of maintenance. John Andrews noted that many residents have requested these signs. MOTION CARRIED WITH ALL AYES.

- c. Ted Strand gave a brief update on the erosion control issues on the right of way between 12880 and 12886 Manhattan Point Blvd. Staff will be adding block and logs to help slow the flow of storm water.

- d. Dave Reese gave an update on Perkins Road. Staff is working with the Corps of Engineers to obtain a lease for land that the new roadway would cover. The project could start as early as this fall.

- e. MOTION 07R-26-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO DIRECT BOLTON AND MENK TO PROCEED WITH GEOTECHNICAL SERVICES, PUBLIC INFORMATION MEETING, PRELIMINARY DESIGN, AND IMPROVEMENT HEARING FOR THE

SANITARY SEWER COLLECTION SYSTEM EXTENSION TO COUNTY ROAD 16 AT A COST OF APPROXIMATELY \$34,500. MOTION CARRIED WITH ALL AYES.

- f. Ted Strand noted that the assessment policy will be completed before the proposed public information meeting so that residents will know associated fees. The Public Works Commission will hold a special meeting next week to approve the final version of the assessment policy. Dave Schrupp suggested that the Council hold a special meeting to review the policy because it could take time to go through each item.
  
- g. Residents from the West Shore Drive area addressed the Council with pictures of parking violations from the Fourth of July weekend. The parking lot at the public access was full so vehicles started parking all over the roads. Cars were facing the wrong direction, vehicles were parked in people's yards and there was little room for emergency vehicles to pass if necessary. Ted Strand noted that there are No Parking signs from Duck Lake to Ideal Township on West Shore Drive. Most people were parked in the City's right of way, which is allowed. Many No Parking signs have been stolen. Marcia Prescott of 34336 West Shore Drive stated that the congestion of people turning into and trying to leave the parking lot was overwhelming and a safety issue. Tim Prem of 34250 Sunrise Blvd stated that the City must control the parking and complained that the Police do not patrol the area or issue tickets. Police Chief Erik Lee argued that most vehicles were legally parked in the right of way and that they have issued parking tickets to those parked in No Parking zones. Tim Prem suggested that parking be limited to one side of the road and that Police make an effort to patrol on holiday weekends. MOTION 07R-27-19 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO RESTRICT PARKING ON BOTH SIDES OF THE STREET ON SUNRISE ISLAND ROAD, TO RESTRICT PARKING ON THE RESIDENTIAL SIDE OF SUNRISE BLVD AND TO INSTALL SIGN AT PUBLIC ACCESS WARNING PEOPLE THAT PARKING RESTRICTIONS WILL BE STRICTLY ENFORCED. MOTION CARRIED WITH ALL AYES.

Ted Strand reported that someone singed part of the Dream Island Bridge with fireworks over the weekend.

4. PUBLIC SAFETY

- a. Residents from Sandcrest Association asked to be on the agenda to address the use of golf carts in the City. Police Chief Erik Lee reported that the Council approved an ordinance amendment in February restricting golf carts from driving on streets within the City. The Chief pulled over 4 golf carts in the Sandcrest area last week. Two of the four drivers were underage. All four were told that golf carts cannot be driven on City roads, but no tickets were issued. Dave Schepers of East Shore Road stated that the residents are using them to go back and forth to their private beach. Leroy Schmandt of Park Drive asked that Sandcrest Association residents be allowed to drive golf carts and that they would police themselves as far as open bottles and

underage drivers. Dave Nevin stated that other associations would want to do the same thing. Chief Lee noted that golf carts are not registered by the State, have no seatbelts, no turn signals and no head lights. It was the consensus of the Council that it is not safe to drive golf carts on City streets and that there would be no change to the ordinance.

- I. PUBLIC FORUM** – Pat Davern of 12886 Manhattan Point Blvd asked that Public Works notify owners when they will be working on the erosion control on Manhattan Point Blvd and requested that the City install signage to show where the public access is.

Cindy Myogeto of the Chamber thanked the Council for funding the fireworks display as well as the Police Department, Sheriff Department, C&C Boatworks and Joel Knippel for their help with the festivities.

- J. CITY ATTORNEY REPORT** – None.

- K. OLD BUSINESS** – None.

- L. NEW BUSINESS** – None.

- M. ADJOURN** – MOTION 07R-28-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING AT 9:08 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson  
Administrative Assistant/City Clerk

B.2

# CITY OF CROSSLAKE

## Month-End Revenue

Current Period: JULY 2019

SRC	SRC Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$3,218,300.00	\$264,528.88	\$1,808,188.01	\$1,410,111.99	56.18%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$111,116.00	\$0.00	\$106,545.50	\$4,570.50	95.89%
31300	Emergency Services Levy	\$0.00	\$8.55	\$8.55	-\$8.55	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$18.69	\$18.69	-\$18.69	0.00%
31310	2012 Series A Levy	\$123,884.00	\$69,443.03	\$69,443.03	\$54,440.97	56.05%
31800	Other Taxes	\$1,500.00	\$1,251.25	\$1,438.56	\$61.44	95.90%
31900	Penalties and Interest DelTax	\$2,500.00	\$91.01	\$446.08	\$2,053.92	17.84%
32110	Alcoholic Beverages	\$16,000.00	\$13,500.00	\$13,500.00	\$2,500.00	84.38%
32111	Club Liquor License	\$500.00	\$500.00	\$500.00	\$0.00	100.00%
32112	Beer and Wine License	\$100.00	\$175.00	\$175.00	-\$75.00	175.00%
32180	Other Licenses/Permits	\$200.00	\$3,305.00	\$3,355.00	-\$3,155.00	1677.50%
33400	State Grants and Aids	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
33417	Police State Aid	\$33,000.00	\$0.00	\$0.00	\$33,000.00	0.00%
33418	Fire State Aid	\$38,000.00	\$0.00	\$1,000.00	\$37,000.00	2.63%
33419	Fire Training Reimbursement	\$5,000.00	\$0.00	\$4,299.00	\$701.00	85.98%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33422	PERA State Aid	\$1,181.00	\$590.50	\$590.50	\$590.50	50.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33650	Recycling Grant	\$29,200.00	\$0.00	\$29,200.00	\$0.00	100.00%
34000	Charges for Services	\$500.00	\$13.00	\$224.75	\$275.25	44.95%
34010	Sale of Maps and Publications	\$100.00	\$10.00	\$40.00	\$60.00	40.00%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$30,000.00	\$7,150.00	\$29,375.00	\$625.00	97.92%
34104	Plat Check Fee/Subdivision Fee	\$1,500.00	\$0.00	\$5,450.00	-\$3,950.00	363.33%
34105	Variances and CUPS/IUPS	\$9,000.00	\$0.00	\$5,000.00	\$4,000.00	55.56%
34106	Sign Permits	\$500.00	\$0.00	\$150.00	\$350.00	30.00%
34107	Assessment Search Fees	\$800.00	\$145.00	\$535.00	\$265.00	66.88%
34108	Zoning Misc/Penalties	\$0.00	\$0.00	\$600.00	-\$600.00	0.00%
34109	Zoning Reimb Eng/Legal/Survey	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$5,000.00	\$1,600.00	\$7,100.00	-\$2,100.00	142.00%
34113	Landscape License Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34114	Zoning Map/Ordinance Amendment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34201	Fire Department Donations	\$200.00	\$0.00	\$2,738.50	-\$2,538.50	1369.25%
34202	Fire Protection and Calls	\$30,000.00	\$0.00	\$31,577.07	-\$1,577.07	105.26%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34210	Police Contracts	\$54,733.00	\$13,775.00	\$27,275.00	\$27,458.00	49.83%
34211	Police Donations	\$0.00	\$0.00	\$50.00	-\$50.00	0.00%
34213	Police Receipts	\$5,000.00	\$5.00	\$622.80	\$4,377.20	12.46%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$6,500.00	-\$6,500.00	0.00%
34300	E911 Signs	\$1,000.00	\$400.00	\$1,800.00	-\$800.00	180.00%
34700	Park & Rec Donation	\$300.00	\$15.00	\$701.00	-\$401.00	233.67%



CITY OF CROSSLAKE

Month-End Revenue

Current Period: JULY 2019

SRC	SRC Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$200.00	\$160.00	\$711.00	-\$511.00	355.50%
34740	Park Concessions	\$500.00	\$20.00	\$55.00	\$445.00	11.00%
34741	Gen Gov t Concessions	\$100.00	\$50.95	\$637.92	-\$537.92	637.92%
34742	Park Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34743	Public Works Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34744	Fire Department Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34750	CCC/Park User Fee	\$4,000.00	\$463.00	\$2,142.00	\$1,858.00	53.55%
34751	Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
34760	Library Cards	\$500.00	\$186.00	\$756.00	-\$256.00	151.20%
34761	Library Donations	\$500.00	\$25.00	\$45.00	\$455.00	9.00%
34762	Library Copies	\$300.00	\$56.00	\$269.00	\$31.00	89.67%
34763	Library Events	\$5,000.00	\$1,460.00	\$2,792.57	\$2,207.43	55.85%
34764	Library Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
34765	Summer Reading Program	\$300.00	\$20.00	\$170.00	\$130.00	56.67%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
34769	PAL Foundation - Park	\$3,000.00	\$0.00	\$3,404.00	-\$404.00	113.47%
34770	Silver Sneakers	\$9,000.00	\$1,293.50	\$9,265.00	-\$265.00	102.94%
34790	Park Dedication Fees	\$4,500.00	\$4,500.00	\$34,500.00	-\$30,000.00	766.67%
34800	Tennis Fees	\$1,500.00	\$68.00	\$1,944.00	-\$444.00	129.60%
34801	Recreational-Program	\$3,000.00	\$85.00	\$225.00	\$2,775.00	7.50%
34802	Softball/Baseball Fees	\$1,000.00	\$0.00	\$495.00	\$505.00	49.50%
34803	Recreation-Misc. Receipts	\$1,000.00	\$19.00	\$55.00	\$945.00	5.50%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$5,156.00	\$24,146.50	\$5,853.50	80.49%
34807	Volleyball Fees	\$750.00	\$0.00	\$264.00	\$486.00	35.20%
34808	Silver and Fit	\$13,000.00	\$1,242.00	\$6,611.00	\$6,389.00	50.85%
34809	Soccer Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34810	Pickle Ball	\$8,000.00	\$550.00	\$6,226.00	\$1,774.00	77.83%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$10,750.00	\$12,750.00	-\$9,750.00	425.00%
34941	Cemetery Openings	\$3,500.00	\$550.00	\$3,000.00	\$500.00	85.71%
34942	Cemetery Other	\$450.00	\$100.00	\$700.00	-\$250.00	155.56%
34950	Public Works Revenue	\$1,500.00	\$80.00	\$2,012.64	-\$512.64	134.18%
34952	County Joint Facility Payments	\$45,000.00	\$6,709.84	\$13,665.53	\$31,334.47	30.37%
34953	Recycling Revenues	\$50.00	\$0.00	\$411.80	-\$361.80	823.60%
35100	Court Fines	\$10,000.00	\$1,911.46	\$7,914.37	\$2,085.63	79.14%
35103	Library Fines	\$600.00	\$30.00	\$217.59	\$382.41	36.27%
35105	Restitution Receipts	\$1,000.00	\$0.00	\$2,979.23	-\$1,979.23	297.92%
36200	Miscellaneous Revenues	\$5,000.00	\$164.47	\$1,367.43	\$3,632.57	27.35%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$60,500.00	\$16,857.43	\$104,149.78	-\$43,649.78	172.15%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Bridges	\$6,909.00	\$3,831.02	\$3,831.02	\$3,077.98	55.45%
36255	Sp Assess Int-Bridges	\$1,063.00	\$454.28	\$454.28	\$608.72	42.74%
36256	Andys Parking Lot Principal	\$5,790.00	\$1,447.56	\$1,447.56	\$4,342.44	25.00%
36257	Andys Parking Lot Interest	\$913.00	\$0.00	\$0.00	\$913.00	0.00%
38050	Telephone Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JULY 2019

SRC	SRC Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$16,105.00	-\$16,105.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$539,490.00	\$0.00	\$0.00	\$539,490.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39330	Proceeds from Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$4,501,149.00	\$434,765.42	\$2,429,167.26	\$2,071,981.74	53.97%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$5.94	\$5.94	-\$5.94	0.00%
31001		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31100	General Tax Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31200	Community Ctr Levy Refund 2002	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31301	1999 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31302	1999 Series B Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31303	2001 Series A Levy	\$0.00	\$5.73	\$5.73	-\$5.73	0.00%
31304	2002 Series A Levy	\$0.00	\$4.04	\$4.04	-\$4.04	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31306	2003 Disposal System Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31307	2004 Series A Levy	\$0.00	\$18.33	\$18.33	-\$18.33	0.00%
31308	2006 Series B Levy	\$0.00	\$24.44	\$24.44	-\$24.44	0.00%
31309	2006 Series C Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31311	2015 GO Equip Certs 2015B	\$155,127.00	\$86,982.77	\$86,982.77	\$68,144.23	56.07%
31312	2017 GO Sewer Rev Imp Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31313	2018 ROADS-EST BOND LEVY	\$105,000.00	\$58,300.87	\$58,300.87	\$46,699.13	55.52%
31900	Penalties and Interest DelTax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Assess Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Assess Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36112	Sp Assess Int Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36116	Sp Assess Int Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36118	Sp Assess Int Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36122	Sp Assess Int Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36124	Sp Assess Int Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Month-End Revenue

Current Period: JULY 2019

SRC	SRC Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
36125	Sp Assess Prin Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36126	Sp Assess Int Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36127	Sp Assess Prin Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36128	Sp Assess Int Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36129	Sp Assess Prin Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36130	Sp Assess Int Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36131	Sp Assess Prin Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36132	Sp Assess Int Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36133	Sp Assess Prin Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36134	Sp Assess Int Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36135	Sp Assess Prin Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36136	Sp Assess Int Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36137	Sp Assess Prin Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36138	Sp Assess Int Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36139	Sp Assess Prin Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36140	Sp Assess Int Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36141	Sp Assess Prin Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36142	Sp Assess Int Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36143	Sp Assess Prin Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36144	Sp Assess Int Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36145	Sp Assess Prin Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36146	Sp Assess Int Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36147	Sp Assess Prin PineBay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36148	Sp Assess Int Pine Bay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36149	Sp Assess Prin White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36150	Sp Assess Int White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36151	Sp Assess Prin Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36152	Sp Assess Int Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36153	Sp Assess Prin Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36154	Sp Assess Int Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36155	Sp Assess Prin Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36156	Sp Assess Int Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36157	Sp Assess Prin Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36158	Sp Assess Int Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36159	Sp Assess Prin Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36160	Sp Assess Int Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36161	Sp Assess Prin Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36162	Sp Assess Int Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36163	Sp Assess Prin Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36164	Sp Assess Int Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36165	Sp Assess Prin 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36166	Sp Assess Int 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36167	Sp Assess Prin Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36168	Sp Assess Int Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36169	Sp Assess Prin Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36170	Sp Assess Int Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36171	Sp Assess Prin Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36172	Sp Assess Int Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36173	Sp Assess Prin Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36174	Sp Assess Int Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36175	Sp Assess Prin Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36176	Sp Assess Int Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36177	Sp Assess Prin Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

## Month-End Revenue

Current Period: JULY 2019

SRC	SRC Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
36178	Sp Assess Int Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36179	Sp Assess Prin Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36180	Sp Assess Int Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36181	Sp Assess Prin Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36182	Sp Assess Int Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36183	Sp Assess Prin Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36184	Sp Assess Int Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36185	Sp Assess Prin Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36186	Sp Assess Int Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36187	Sp Assess Prin Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36188	Sp Assess Int Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36189	Sp Assess Prin Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36190	Sp Assess Int Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36191	Sp Assess Prin Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36192	Sp Assess Int Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36193	Sp Assess Prin Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36194	Sp Assess Int Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36195	Sp Assess Prin ABC Dr 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36196	SpAssess Int ABC Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36197	SpAssess Prin Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36198	SpAssess Int Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36199	SpAssess Prin Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36236	SpAssess Prin East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36237	SpAssess Int East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36238	SpAssess Prin Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36239	SpAssess Int Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36240	SpAssess Prin Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36241	SpAssess Int Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36242	SpAssess Prin Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36243	SpAssess Int Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36244	Sp Assess Prin - Duck Lane	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36245	Sp Assess Int - Duck Lane	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36246	Sp Assess Prin - Sunset Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36247	Sp Assess Int - Sunset Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36248	Sp Assess Prin - Maroda Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36249	Sp Assess Int - Maroda Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36250	Sp Assess Prin - Johnie/Rober	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36251	Sp Assess Int - Johnie/Robert	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36252	Sp Assess Prin - Brita/Pinevie	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36253	Sp Assess Int - Brita/Pineview	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Bridges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36255	Sp Assess Int-Bridges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39311	Proceeds-Wilderness GO Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39314	Proceeds-2001 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39315	Proceeds-2002 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSSLAKE

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Month-End Revenue

Current Period: JULY 2019

SRC	SRC Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39900	02 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301	DEBT SERVICE FUND	\$260,127.00	\$145,342.12	\$145,342.12	\$114,784.88	55.87%
FUND 401 GENERAL CAPITAL PROJECTS						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34790	Park Dedication Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39102	Sale of City Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39103	Sale of Fire Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39104	Sale of Lots-Gendreau Addn.	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39231	Proceeds-2006 Series C Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401	GENERAL CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31050	Tax Increments LeRever	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31051	Tax Increments Daggett Brook	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31052	Tax Increments Reeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31053	Tax Increments - Ace Hardware	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31054	Tax Increment - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31056	Tax Increment 1-9 C&J Develop	\$11,000.00	\$6,176.80	\$6,176.80	\$4,823.20	56.15%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJE	\$11,000.00	\$6,176.80	\$6,176.80	\$4,823.20	56.15%
FUND 412 DUCK LANE						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412	DUCK LANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
33400	State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

## Month-End Revenue

Current Period: JULY 2019

SRC	SRC Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39316	Proceeds-2003 Series A Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39317	Proceeds-2003 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$8,500.00	\$4,790.43	\$4,790.43	\$3,709.57	56.36%
31100	General Tax Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31802	EDA Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34101	City Hall User Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36212	Restricted Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36220	Lease Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$8,500.00	\$4,790.43	\$4,790.43	\$3,709.57	56.36%
FUND 503 EDA (REVOLVING LOAN)						
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36211	Revolving Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	\$335.58	\$472.24	-\$472.24	0.00%
36104	Penalty & Interest	\$1,000.00	\$224.31	\$1,282.88	-\$282.88	128.29%
36200	Miscellaneous Revenues	\$1,000.00	\$388.50	\$787.05	\$212.95	78.71%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37200	User Fee	\$260,000.00	\$25,522.75	\$169,543.94	\$90,456.06	65.21%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$6,500.00	-\$6,500.00	0.00%
37500	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$1,200,000.00	\$0.00	\$0.00	\$1,200,000.00	0.00%
FUND 601 SEWER OPERATING FUND		\$1,462,000.00	\$26,471.14	\$178,586.11	\$1,283,413.89	12.22%

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JULY 2019

SRC	SRC Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	2019 % of Budget
FUND 614 TELEPHONE AND CABLE FUND						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39105	Sales Proceeds - Gain/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$123,881.17	\$123,881.17	\$97,118.83	56.05%
31312	2017 GO Sewer Rev Imp Bonds	\$118,776.00	\$66,552.38	\$66,552.38	\$52,223.62	56.03%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
37250	Sewer Connection Payments	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FU		\$353,776.00	\$190,433.55	\$190,433.55	\$163,342.45	53.83%
		\$6,596,552.00	\$807,979.46	\$2,954,496.27	\$3,642,055.73	44.79%

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# CITY OF CROSSLAKE

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## Month End Expenditures

Current Period: JULY 2019

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,250.00	\$15,670.00	\$11,330.00	58.04%
122	FICA	\$2,066.00	\$172.15	\$1,198.93	\$867.07	58.03%
151	Workers Comp Insurance	\$131.00	\$0.00	\$92.00	\$39.00	70.23%
208	Instruction Fees	\$1,500.00	\$0.00	\$450.00	\$1,050.00	30.00%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$1,500.00	\$0.00	\$316.72	\$1,183.28	21.11%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
430	Miscellaneous	\$706.00	\$0.00	\$0.00	\$706.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41110 Council		\$33,053.00	\$2,422.15	\$17,727.65	\$15,325.35	53.63%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$97,351.00	\$7,591.60	\$56,922.00	\$40,429.00	58.47%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$3,750.00	\$0.00	\$0.00	\$3,750.00	0.00%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
109	Secretary/Bookkeeper	\$72,813.00	\$5,646.00	\$42,322.00	\$30,491.00	58.12%
121	PERA	\$12,762.00	\$992.82	\$7,443.27	\$5,318.73	58.32%
122	FICA	\$13,017.00	\$904.68	\$6,812.22	\$6,204.78	52.33%
131	Employer Paid Health	\$39,245.00	\$3,270.40	\$23,048.80	\$16,196.20	58.73%
132	Employer Paid Disability	\$1,440.00	\$126.41	\$884.95	\$555.05	61.45%
133	Employer Paid Dental	\$2,064.00	\$172.00	\$1,204.00	\$860.00	58.33%
134	Employer Paid Life	\$134.00	\$11.20	\$78.40	\$55.60	58.51%
136	Deferred Compensation	\$1,300.00	\$100.00	\$750.00	\$550.00	57.69%
151	Workers Comp Insurance	\$2,244.00	\$0.00	\$1,287.00	\$957.00	57.35%
152	Health Savings Account Contrib	\$12,000.00	\$3,000.00	\$9,000.00	\$3,000.00	75.00%
200	Office Supplies	\$1,800.00	\$106.64	\$912.33	\$887.67	50.69%
208	Instruction Fees	\$2,000.00	\$0.00	\$1,010.10	\$989.90	50.51%
210	Operating Supplies	\$1,500.00	\$259.84	\$624.02	\$875.98	41.60%
220	Repair/Maint Supply - Equip	\$3,834.00	\$281.16	\$1,228.96	\$2,605.04	32.05%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,000.00	\$256.55	\$1,579.67	\$2,420.33	39.49%
322	Postage	\$1,000.00	\$0.00	\$184.27	\$815.73	18.43%
331	Travel Expenses	\$1,500.00	\$10.00	\$429.86	\$1,070.14	28.66%
334	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$1,000.00	\$0.00	\$221.00	\$779.00	22.10%
413	Office Equipment Rental/Repair	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$850.00	\$0.00	\$360.00	\$490.00	42.35%
443	Sales Tax	\$100.00	\$0.00	\$7.00	\$93.00	7.00%
500	Capital Outlay	\$4,221.00	\$0.00	\$0.00	\$4,221.00	0.00%
600	Principal	\$835.00	\$69.79	\$485.47	\$349.53	58.14%
610	Interest	\$29.00	\$2.21	\$18.53	\$10.47	63.90%
DEPT 41400 Administration		\$282,089.00	\$22,801.30	\$156,813.85	\$125,275.15	55.59%
DEPT 41410 Elections						
107	Services	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
122	FICA	\$344.00	\$0.00	\$0.00	\$344.00	0.00%
210	Operating Supplies	\$75.00	\$0.00	\$0.00	\$75.00	0.00%



OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$75.00	\$0.00	\$0.00	\$75.00	0.00%
413	Office Equipment Rental/Repair	\$75.00	\$0.00	\$0.00	\$75.00	0.00%
430	Miscellaneous	\$131.00	\$0.00	\$0.00	\$131.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$5,200.00	\$0.00	\$0.00	\$5,200.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$32,000.00	\$612.00	\$26,777.00	\$5,223.00	83.68%
304	Legal Fees (Civil)	\$7,000.00	\$945.00	\$4,155.00	\$2,845.00	59.36%
307	Legal Fees (Labor)	\$10,000.00	\$150.50	\$3,396.27	\$6,603.73	33.96%
DEPT 41600 Audit/Legal Services		\$49,000.00	\$1,707.50	\$34,328.27	\$14,671.73	70.06%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
131	Employer Paid Health	\$0.00	\$31.79	\$31.79	-\$31.79	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
200	Office Supplies	\$700.00	\$152.67	\$362.39	\$337.61	51.77%
208	Instruction Fees	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
210	Operating Supplies	\$1,500.00	\$239.83	\$547.14	\$952.86	36.48%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$3,934.00	\$281.17	\$1,229.02	\$2,704.98	31.24%
221	Repair/Maint Vehicles 306	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$2,500.00	\$0.00	\$330.00	\$2,170.00	13.20%
304	Legal Fees (Civil)	\$5,000.00	\$900.00	\$2,415.00	\$2,585.00	48.30%
305	Legal/Eng - Developer/Criminal	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
314	Surveyor	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
320	Communications	\$3,500.00	\$216.28	\$1,209.71	\$2,290.29	34.56%
322	Postage	\$500.00	\$0.00	\$184.28	\$315.72	36.86%
331	Travel Expenses	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
332	Travel Expense- P&Z Comm	\$1,500.00	\$1,015.00	\$2,380.00	-\$880.00	158.67%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$2,000.00	\$187.00	\$830.89	\$1,169.11	41.54%
352	Filing Fees	\$1,500.00	\$0.00	\$230.00	\$1,270.00	15.33%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
387	Septic Inspections	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$860.00	\$0.00	\$0.00	\$860.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$10.00	-\$10.00	0.00%
452	Refund	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
470	Consultant Fees	\$203,184.00	\$16,932.00	\$118,524.00	\$84,660.00	58.33%
500	Capital Outlay	\$4,221.00	\$0.00	\$0.00	\$4,221.00	0.00%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
600	Principal	\$835.00	\$69.79	\$485.47	\$349.53	58.14%
610	Interest	\$29.00	\$2.21	\$18.53	\$10.47	63.90%
DEPT 41910 Planning and Zoning		\$237,463.00	\$20,027.74	\$128,788.22	\$108,674.78	54.24%
DEPT 41940 General Government						
131	Employer Paid Health	\$0.00	\$0.00	\$662.15	-\$662.15	0.00%
133	Employer Paid Dental	\$125.00	\$41.55	\$369.00	-\$244.00	295.20%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$2,500.00	\$341.97	\$2,484.69	\$15.31	99.39%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$248.20	-\$248.20	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$33.65	\$715.19	\$3,284.81	17.88%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$47.76	\$269.44	\$30.56	89.81%
302	Architects Fees	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
303	Engineering Fees	\$750.00	\$6,298.55	\$10,798.55	-\$10,048.55	1439.81%
316	Security Monitoring	\$800.00	\$0.00	\$324.00	\$476.00	40.50%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$250.00	\$138.60	\$138.60	\$111.40	55.44%
354	Ordinance Codification	\$5,000.00	\$0.00	\$975.74	\$4,024.26	19.51%
360	Insurance	\$26,500.00	\$0.00	\$22,328.00	\$4,172.00	84.26%
381	Electric Utilities	\$14,500.00	\$982.00	\$5,623.00	\$8,877.00	38.78%
383	Gas Utilities	\$4,500.00	\$42.98	\$2,075.01	\$2,424.99	46.11%
384	Refuse/Garbage Disposal	\$500.00	\$51.73	\$307.59	\$192.41	61.52%
385	Sewer Utility	\$600.00	\$150.00	\$550.00	\$50.00	91.67%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$4,952.50	\$4,647.50	51.59%
430	Miscellaneous	\$2,500.00	\$0.00	\$4,754.75	-\$2,254.75	190.19%
433	Dues and Subscriptions	\$3,500.00	\$800.00	\$2,629.40	\$870.60	75.13%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,650.00	\$0.00	\$1,650.00	\$0.00	100.00%
439	Emergency Mgmt Expense	\$2,000.00	\$0.00	\$1,364.19	\$635.81	68.21%
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$10,500.00	\$0.00	\$3,395.05	\$7,104.95	32.33%
443	Sales Tax	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
444	Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
446	Animal Control	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
449	Cobra Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
451	Health Comm Program Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
456	Fireworks	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	100.00%
460	Fines/Fees Reimburse	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
470	Consultant Fees	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
490	Donations to Civic Org s	\$3,700.00	\$0.00	\$350.00	\$3,350.00	9.46%
493	Pass Thru Donations	\$0.00	\$0.00	\$6,500.00	-\$6,500.00	0.00%
500	Capital Outlay	\$65,000.00	\$93.50	\$2,738.90	\$62,261.10	4.21%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$171,994.03	-\$171,994.03	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$197,875.00	\$24,729.79	\$263,197.98	-\$65,322.98	133.01%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$85,815.00	\$6,534.52	\$48,507.26	\$37,307.74	56.53%
101	Assistant	\$62,014.00	\$5,120.00	\$39,876.58	\$22,137.42	64.30%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
103	Tech 1	\$51,042.00	\$3,911.85	\$28,517.06	\$22,524.94	55.87%
108	Tech 3	\$10,000.00	\$0.00	\$5,985.68	\$4,014.32	59.86%
110	Tech 4	\$24,232.00	\$3,921.09	\$10,203.98	\$14,028.02	42.11%
112	Tech 5	\$64,689.00	\$4,377.55	\$32,985.12	\$31,703.88	50.99%
113	Tech 6	\$64,272.00	\$5,412.04	\$34,250.62	\$30,021.38	53.29%
121	PERA	\$61,370.00	\$4,962.47	\$33,550.97	\$27,819.03	54.67%
122	FICA	\$5,250.00	\$389.04	\$2,586.50	\$2,663.50	49.27%
131	Employer Paid Health	\$105,965.00	\$6,868.80	\$45,106.00	\$60,859.00	42.57%
132	Employer Paid Disability	\$2,721.00	\$269.69	\$1,696.33	\$1,024.67	62.34%
133	Employer Paid Dental	\$4,926.00	\$357.72	\$2,337.84	\$2,588.16	47.46%
134	Employer Paid Life	\$403.00	\$33.60	\$207.20	\$195.80	51.41%
136	Deferred Compensation	\$1,300.00	\$100.00	\$750.00	\$550.00	57.69%
140	Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
151	Workers Comp Insurance	\$26,478.00	\$0.00	\$21,021.00	\$5,457.00	79.39%
152	Health Savings Account Contrib	\$27,000.00	\$6,750.00	\$20,250.00	\$6,750.00	75.00%
200	Office Supplies	\$300.00	\$0.00	\$50.35	\$249.65	16.78%
208	Instruction Fees	\$5,000.00	\$500.00	\$1,250.00	\$3,750.00	25.00%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,800.00	\$0.00	\$1,161.08	\$638.92	64.50%
212	Motor Fuels	\$18,000.00	\$0.00	\$1,300.52	\$16,699.48	7.23%
214	Auto Expense- Squad 301	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
216	Auto Expense- Squad 305	\$1,200.00	\$0.00	\$741.04	\$458.96	61.75%
217	Auto Expense- Squad 303	\$1,000.00	\$0.00	\$549.43	\$450.57	54.94%
218	Auto Expense- Squad 302	\$1,000.00	\$0.00	\$464.22	\$535.78	46.42%
219	Auto Expense- Squad 304	\$500.00	\$0.00	\$990.38	-\$490.38	198.08%
220	Repair/Maint Supply - Equip	\$15,000.00	\$250.00	\$5,962.00	\$9,038.00	39.75%
221	Repair/Maint Vehicles 306	\$2,000.00	\$0.00	\$1,350.08	\$649.92	67.50%
258	Unif FIRE/Ted/Corey	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
259	Unif Erik/Joe	\$675.00	\$0.00	\$230.02	\$444.98	34.08%
260	Unif Eric & Nate	\$675.00	\$0.00	\$195.19	\$479.81	28.92%
261	Unif Jake/TJ/Seth	\$675.00	\$0.00	\$16.00	\$659.00	2.37%
262	Unif Tony	\$675.00	\$0.00	\$156.61	\$518.39	23.20%
264	Unif Bobby	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
265	Unif & P/T Expense	\$500.00	\$0.00	\$194.62	\$305.38	38.92%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
283	Forfeiture Expenditures	\$1,000.00	\$165.00	\$7,972.31	-\$6,972.31	797.23%
304	Legal Fees (Civil)	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,800.00	\$279.17	\$1,612.17	\$1,187.83	57.58%
321	Communications-Cellular	\$5,400.00	\$1,350.63	\$2,681.84	\$2,718.16	49.66%
322	Postage	\$200.00	\$4.05	\$23.67	\$176.33	11.84%
331	Travel Expenses	\$2,500.00	\$0.00	\$681.59	\$1,818.41	27.26%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$85.00	-\$85.00	0.00%
360	Insurance	\$14,000.00	\$0.00	\$21,163.00	-\$7,163.00	151.16%
413	Office Equipment Rental/Repair	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
430	Miscellaneous	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
433	Dues and Subscriptions	\$250.00	\$0.00	\$3,954.00	-\$3,704.00	1581.60%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
458	Undercover Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$4,683.00	\$0.00	\$828.99	\$3,854.01	17.70%
550	Capital Outlay - Vehicles	\$60,000.00	\$12,988.29	\$50,197.17	\$9,802.83	83.66%
600	Principal	\$139.00	\$11.63	\$80.91	\$58.09	58.21%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
610	Interest	\$5.00	\$0.37	\$3.09	\$1.91	61.80%
DEPT 42110	Police Administration	\$747,604.00	\$64,557.51	\$431,727.42	\$315,876.58	57.75%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$6,000.00	\$1,200.00	\$7,000.00	-\$1,000.00	116.67%
101	Assistant	\$1,200.00	\$100.00	\$700.00	\$500.00	58.33%
106	Training	\$2,100.00	\$75.00	\$525.00	\$1,575.00	25.00%
107	Services	\$72,000.00	\$4,802.50	\$48,519.00	\$23,481.00	67.39%
122	FICA	\$6,219.00	\$472.59	\$4,341.04	\$1,877.96	69.80%
151	Workers Comp Insurance	\$8,027.00	\$0.00	\$5,132.00	\$2,895.00	63.93%
200	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
208	Instruction Fees	\$8,500.00	\$1,850.00	\$14,531.00	-\$6,031.00	170.95%
209	Physicals	\$3,500.00	\$0.00	\$2,529.00	\$971.00	72.26%
210	Operating Supplies	\$3,000.00	\$1,104.54	\$7,141.47	-\$4,141.47	238.05%
212	Motor Fuels	\$500.00	\$0.00	\$296.01	\$203.99	59.20%
213	Diesel Fuel	\$2,500.00	\$0.00	\$80.39	\$2,419.61	3.22%
220	Repair/Maint Supply - Equip	\$3,000.00	\$268.96	\$3,243.89	-\$243.89	108.13%
221	Repair/Maint Vehicles 306	\$9,000.00	\$298.50	\$4,790.70	\$4,209.30	53.23%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
240	Small Tools and Minor Equip	\$1,500.00	\$0.00	\$418.51	\$1,081.49	27.90%
258	Unif FIRE/Ted/Corey	\$1,000.00	\$0.00	\$1,394.68	-\$394.68	139.47%
266	Turnout Gear	\$7,500.00	\$0.00	\$17,380.73	-\$9,880.73	231.74%
319	Donation Expenditures	\$0.00	\$0.00	\$358.00	-\$358.00	0.00%
320	Communications	\$36.00	\$3.00	\$18.00	\$18.00	50.00%
321	Communications-Cellular	\$2,464.00	\$840.27	\$2,081.13	\$382.87	84.46%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$6,000.00	\$142.68	\$3,932.38	\$2,067.62	65.54%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,000.00	\$0.00	\$4,709.00	\$2,291.00	67.27%
430	Miscellaneous	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
433	Dues and Subscriptions	\$1,500.00	\$0.00	\$918.00	\$582.00	61.20%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
455	House Burn	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
491	FDRA City Contribution	\$25,000.00	\$717.00	\$4,665.00	\$20,335.00	18.66%
492	FDRA State Aid	\$38,000.00	\$0.00	\$1,000.00	\$37,000.00	2.63%
500	Capital Outlay	\$7,500.00	\$0.00	\$6,620.38	\$879.62	88.27%
550	Capital Outlay - Vehicles	\$265,000.00	\$0.00	\$71,000.00	\$194,000.00	26.79%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280	Fire Administration	\$494,921.00	\$11,875.04	\$213,325.31	\$281,595.69	43.10%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$1,800.00	\$0.00	\$465.00	\$1,335.00	25.83%
306	Ambulance Subsidy	\$13,200.00	\$1,100.00	\$6,600.00	\$6,600.00	50.00%
DEPT 42500	Ambulance Services	\$15,000.00	\$1,100.00	\$7,065.00	\$7,935.00	47.10%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$59,420.00	\$3,873.34	\$32,872.46	\$26,547.54	55.32%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
104	Tech 2	\$60,533.00	\$4,296.00	\$32,046.47	\$28,486.53	52.94%
105	Part-time	\$0.00	\$507.00	\$788.78	-\$788.78	0.00%
108	Tech 3	\$54,790.00	\$4,031.61	\$30,793.13	\$23,996.87	56.20%
121	PERA	\$13,106.00	\$915.07	\$7,178.40	\$5,927.60	54.77%
122	FICA	\$13,368.00	\$839.83	\$6,434.74	\$6,933.26	48.14%
131	Employer Paid Health	\$47,098.00	\$4,905.60	\$34,573.20	\$12,524.80	73.41%
132	Employer Paid Disability	\$1,212.00	\$103.56	\$724.92	\$487.08	59.81%
133	Employer Paid Dental	\$2,463.00	\$258.00	\$1,806.00	\$657.00	73.33%
134	Employer Paid Life	\$202.00	\$16.80	\$117.60	\$84.40	58.22%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$28,704.00	\$0.00	\$16,939.00	\$11,765.00	59.01%
152	Health Savings Account Contrib	\$15,000.00	\$4,500.00	\$13,500.00	\$1,500.00	90.00%
200	Office Supplies	\$450.00	\$0.00	\$282.80	\$167.20	62.84%
208	Instruction Fees	\$1,500.00	\$0.00	\$650.00	\$850.00	43.33%
210	Operating Supplies	\$1,200.00	\$5.88	\$394.60	\$805.40	32.88%
212	Motor Fuels	\$8,000.00	\$0.00	\$1,237.83	\$6,762.17	15.47%
213	Diesel Fuel	\$15,000.00	\$0.00	\$1,133.64	\$13,866.36	7.56%
215	Shop Supplies	\$2,750.00	\$0.00	\$521.64	\$2,228.36	18.97%
220	Repair/Maint Supply - Equip	\$18,000.00	\$772.16	\$19,461.54	-\$1,461.54	108.12%
221	Repair/Maint Vehicles 306	\$15,000.00	\$87.72	\$12,879.09	\$2,120.91	85.86%
222	Tires	\$1,500.00	\$0.00	\$877.60	\$622.40	58.51%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$790.00	\$6,688.14	-\$2,188.14	148.63%
224	Street Maint Materials	\$20,000.00	\$451.01	\$22,618.84	-\$2,618.84	113.09%
225	New Roads Materials	\$0.00	\$0.00	\$474.17	-\$474.17	0.00%
226	Bridge Materials	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$16,000.00	\$12,090.00	\$12,090.00	\$3,910.00	75.56%
235	Signs	\$3,000.00	\$201.68	\$522.54	\$2,477.46	17.42%
240	Small Tools and Minor Equip	\$2,500.00	\$155.76	\$2,804.49	-\$304.49	112.18%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Erik/Joe	\$300.00	\$0.00	\$179.99	\$120.01	60.00%
260	Unif Eric & Nate	\$300.00	\$0.00	\$492.53	-\$192.53	164.18%
261	Unif Jake/TJ/Seth	\$300.00	\$0.00	\$289.93	\$10.07	96.64%
303	Engineering Fees	\$25,000.00	\$4,507.30	\$13,554.62	\$11,445.38	54.22%
304	Legal Fees (Civil)	\$1,000.00	\$0.00	\$150.00	\$850.00	15.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$49.35	\$148.05	\$51.95	74.03%
320	Communications	\$1,600.00	\$111.35	\$670.07	\$929.93	41.88%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$1,000.00	\$0.00	\$980.04	\$19.96	98.00%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
360	Insurance	\$27,000.00	\$0.00	\$12,307.00	\$14,693.00	45.58%
381	Electric Utilities	\$14,000.00	\$556.57	\$6,182.65	\$7,817.35	44.16%
383	Gas Utilities	\$6,000.00	\$62.54	\$2,319.73	\$3,680.27	38.66%
384	Refuse/Garbage Disposal	\$1,000.00	\$73.08	\$501.88	\$498.12	50.19%
385	Sewer Utility	\$400.00	\$23.50	\$235.00	\$165.00	58.75%
405	Cleaning Services	\$3,700.00	\$235.00	\$1,410.00	\$2,290.00	38.11%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$1,594.34	-\$594.34	159.43%
433	Dues and Subscriptions	\$0.00	\$0.00	\$10.00	-\$10.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$55.98	\$1,137.83	-\$137.83	113.78%
443	Sales Tax	\$100.00	\$0.00	\$17.00	\$83.00	17.00%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$45,000.00	\$2,529.01	\$21,239.45	\$23,760.55	47.20%
500	Capital Outlay	\$65,000.00	\$9,089.35	\$76,732.21	-\$11,732.21	118.05%
550	Capital Outlay - Vehicles	\$51,000.00	\$0.00	\$0.00	\$51,000.00	0.00%
551	Capital Outlay-Building	\$105,000.00	\$0.00	\$0.00	\$105,000.00	0.00%
552	Capital Outlay-Land	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.00%
553	Capital Outlay - Other	\$366,687.00	\$0.00	\$48,476.13	\$318,210.87	13.22%
581	Capital Outlay -Seal Coat	\$252,355.00	\$0.00	\$0.00	\$252,355.00	0.00%
582	Capital Outlay - Crackfill	\$50,000.00	\$38,600.00	\$38,600.00	\$11,400.00	77.20%
583	Capital Outlay - Overlays	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$1,572,188.00	\$94,694.05	\$487,640.07	\$1,084,547.93	31.02%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$0.00	\$26.24	\$913.76	2.79%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$248.32	\$1.68	99.33%
360	Insurance	\$60.00	\$0.00	\$71.00	-\$11.00	118.33%
381	Electric Utilities	\$350.00	\$7.77	\$49.71	\$300.29	14.20%
430	Miscellaneous	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
452	Refund	\$0.00	\$75.00	\$175.00	-\$175.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery		\$3,000.00	\$82.77	\$570.27	\$2,429.73	19.01%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$61,294.00	\$4,790.00	\$35,910.00	\$25,384.00	58.59%
101	Assistant	\$43,680.00	\$3,528.64	\$26,449.80	\$17,230.20	60.55%
103	Tech 1	\$28,588.00	\$2,434.82	\$18,081.06	\$10,506.94	63.25%
104	Tech 2	\$5,455.00	\$0.00	\$0.00	\$5,455.00	0.00%
105	Part-time	\$43,680.00	\$4,225.50	\$22,508.05	\$21,171.95	51.53%
108	Tech 3	\$37,170.00	\$0.00	\$904.07	\$36,265.93	2.43%
121	PERA	\$16,081.00	\$926.90	\$6,833.29	\$9,247.71	42.49%
122	FICA	\$16,820.00	\$1,101.51	\$7,619.01	\$9,200.99	45.30%
131	Employer Paid Health	\$19,622.00	\$654.40	\$4,612.00	\$15,010.00	23.50%
132	Employer Paid Disability	\$1,174.00	\$99.14	\$665.81	\$508.19	56.71%
133	Employer Paid Dental	\$4,128.00	\$205.24	\$1,479.68	\$2,648.32	35.84%
134	Employer Paid Life	\$269.00	\$16.80	\$123.20	\$145.80	45.80%
136	Deferred Compensation	\$650.00	\$50.00	\$375.00	\$275.00	57.69%
140	Unemployment	\$5,000.00	\$0.00	\$72.25	\$4,927.75	1.45%
151	Workers Comp Insurance	\$15,118.00	\$0.00	\$5,361.00	\$9,757.00	35.46%
152	Health Savings Account Contrib	\$6,000.00	\$750.00	\$2,250.00	\$3,750.00	37.50%
200	Office Supplies	\$200.00	\$0.00	\$47.18	\$152.82	23.59%
208	Instruction Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
210	Operating Supplies	\$3,200.00	\$160.89	\$1,424.54	\$1,775.46	44.52%
212	Motor Fuels	\$2,000.00	\$0.00	\$220.56	\$1,779.44	11.03%
213	Diesel Fuel	\$1,000.00	\$0.00	\$52.97	\$947.03	5.30%
220	Repair/Maint Supply - Equip	\$3,000.00	\$780.62	\$4,237.09	-\$1,237.09	141.24%
221	Repair/Maint Vehicles 306	\$2,000.00	\$80.35	\$357.89	\$1,642.11	17.89%
223	Bldg Repair Suppl/Maintenance	\$15,000.00	\$134.49	\$5,267.00	\$9,733.00	35.11%
231	Chemicals	\$5,000.00	\$148.05	\$809.34	\$4,190.66	16.19%
235	Signs	\$400.00	\$0.00	\$0.00	\$400.00	0.00%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
254	Concessions - Pop	\$300.00	\$7.98	\$32.91	\$267.09	10.97%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif FIRE/Ted/Corey	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
261	Unif Jake/TJ/Seth	\$300.00	\$0.00	\$269.95	\$30.05	89.98%
264	Unif Bobby	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
304	Legal Fees (Civil)	\$5,000.00	\$0.00	\$465.00	\$4,535.00	9.30%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,600.00	\$91.96	\$172.93	\$1,427.07	10.81%
310	Program Supplies	\$1,000.00	\$0.00	\$105.14	\$894.86	10.51%
311	Softball/Baseball	\$1,000.00	\$0.00	\$438.99	\$561.01	43.90%
312	Aerobic Instruction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	Warm House/Garage Exp	\$0.00	\$0.00	\$123.82	-\$123.82	0.00%
316	Security Monitoring	\$1,200.00	\$0.00	\$87.00	\$1,113.00	7.25%
317	Soccer/Skating	\$1,500.00	\$0.00	\$400.00	\$1,100.00	26.67%
318	Garage (North)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,500.00	\$408.99	\$2,521.44	\$978.56	72.04%
322	Postage	\$150.00	\$0.00	\$8.00	\$142.00	5.33%
323	Garage (East)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$1,000.00	\$119.48	\$449.48	\$550.52	44.95%
335	Background Checks	\$150.00	\$0.00	\$60.00	\$90.00	40.00%
340	Advertising	\$500.00	\$225.46	\$519.30	-\$19.30	103.86%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$15,000.00	\$0.00	\$13,355.00	\$1,645.00	89.03%
381	Electric Utilities	\$17,000.00	\$1,710.19	\$8,760.91	\$8,239.09	51.53%
383	Gas Utilities	\$8,000.00	\$133.08	\$5,395.88	\$2,604.12	67.45%
384	Refuse/Garbage Disposal	\$800.00	\$81.70	\$490.20	\$309.80	61.28%
403	Improvements Other Than Bldgs	\$3,800.00	\$0.00	\$0.00	\$3,800.00	0.00%
413	Office Equipment Rental/Repair	\$700.00	\$0.00	\$67.50	\$632.50	9.64%
415	Equipment Rental	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$800.00	\$47.89	\$599.05	\$200.95	74.88%
433	Dues and Subscriptions	\$500.00	\$0.00	\$1,289.41	-\$789.41	257.88%
442	Safety Prog/Equipment	\$1,500.00	\$31.98	\$68.48	\$1,431.52	4.57%
443	Sales Tax	\$1,600.00	\$395.00	\$1,982.00	-\$382.00	123.88%
445	Sr Meals Expense	\$400.00	\$0.00	\$94.49	\$305.51	23.62%
448	Weight Room Ins Reimbur	\$150.00	\$8.50	\$71.00	\$79.00	47.33%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$118.75	\$409.75	-\$259.75	273.17%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
457	Weight Room Expenses	\$2,000.00	\$0.00	\$413.51	\$1,586.49	20.68%
459	PAL Foundation Expenditures	\$3,000.00	\$63.84	\$9,128.38	-\$6,128.38	304.28%
461	Silver Sneakers	\$6,500.00	\$780.00	\$5,200.00	\$1,300.00	80.00%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$94,799.00	\$4,228.80	\$4,228.80	\$90,570.20	4.46%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
553	Capital Outlay - Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
557	Capital Outlay - Tennis Courts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$520.00	\$104.14	\$728.98	-\$208.98	140.19%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$518,648.00	\$28,645.09	\$203,598.09	\$315,049.91	39.26%
DEPT 45500 Library						
101	Assistant	\$35,027.00	\$0.00	\$0.00	\$35,027.00	0.00%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
121	PERA	\$2,627.00	\$0.00	\$0.00	\$2,627.00	0.00%
122	FICA	\$2,680.00	\$0.00	\$0.00	\$2,680.00	0.00%
131	Employer Paid Health	\$19,622.00	\$0.00	\$0.00	\$19,622.00	0.00%
132	Employer Paid Disability	\$307.00	\$0.00	\$0.00	\$307.00	0.00%
133	Employer Paid Dental	\$1,032.00	\$0.00	\$0.00	\$1,032.00	0.00%
134	Employer Paid Life	\$67.00	\$0.00	\$0.00	\$67.00	0.00%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$350.00	\$0.00	\$2,472.00	-\$2,122.00	706.29%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
201	Library Operating Supplies	\$2,000.00	\$0.00	\$285.58	\$1,714.42	14.28%
202	Library Subscriptions	\$500.00	\$0.00	\$512.72	-\$12.72	102.54%
203	Library Books	\$5,000.00	\$161.56	\$3,539.06	\$1,460.94	70.78%
204	Children s Program Expense	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	Book Sale Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
207	Golf Fundraiser Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,000.00	\$62.49	\$368.07	\$631.93	36.81%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$1,132.97	-\$132.97	113.30%
433	Dues and Subscriptions	\$0.00	\$0.00	\$435.34	-\$435.34	0.00%
443	Sales Tax	\$100.00	\$39.00	\$78.00	\$22.00	78.00%
452	Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
459	PAL Foundation Expenditures	\$250.00	\$1,242.40	\$2,450.75	-\$2,200.75	980.30%
500	Capital Outlay	\$3,298.00	\$0.00	\$1,530.07	\$1,767.93	46.39%
600	Principal	\$520.00	\$104.14	\$728.98	-\$208.98	140.19%
DEPT 45500 Library		\$82,130.00	\$1,609.59	\$13,533.54	\$68,596.46	16.48%
DEPT 47007 2003 Series A Disposal						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure						
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 2012 Series A						
600	Principal	\$190,000.00	\$0.00	\$190,000.00	\$0.00	100.00%
610	Interest	\$19,653.00	\$8,876.25	\$19,652.50	\$0.50	100.00%
620	Fiscal Agent s Fees	\$300.00	\$0.00	\$253.00	\$47.00	84.33%
DEPT 47014 2012 Series A		\$209,953.00	\$8,876.25	\$209,905.50	\$47.50	99.98%
DEPT 47015 47015 Series 2015B						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$32,340.00	\$2,433.00	\$17,031.00	\$15,309.00	52.66%
388	Recycling Expenses	\$400.00	\$0.00	\$50.00	\$350.00	12.50%
430	Miscellaneous	\$3,240.00	\$262.00	\$1,834.00	\$1,406.00	56.60%
DEPT 48000 Recycling		\$35,980.00	\$2,695.00	\$18,915.00	\$17,065.00	52.57%



OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
FUND 101	GENERAL FUND	\$4,484,104.00	\$285,823.78	\$2,187,136.17	\$2,296,967.83	48.78%
FUND 301	DEBT SERVICE FUND					
DEPT 47000	Emer Svcs Ctr Refunding 2004					
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000	Emer Svcs Ctr Refunding 200	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001	Community Ctr Refunding 2002					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001	Community Ctr Refunding 200	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002	G.O. Improve-Wilderness					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002	G.O. Improve-Wilderness	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003	1999 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003	1999 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004	1999 Series B Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004	1999 Series B Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005	2001 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005	2001 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006	2002 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006	2002 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008	2003 Series B Sewer					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008	2003 Series B Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure						
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
621	Continung Disclosure Expene	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
DEPT 47013 Bond Disclosure		\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
DEPT 47014 2012 Series A						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$16,045.00	\$16,040.63	\$16,040.63	\$4.37	99.97%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 2012 Series A		\$16,045.00	\$16,040.63	\$16,040.63	\$4.37	99.97%
DEPT 47015 47015 Series 2015B						
600	Principal	\$142,000.00	\$0.00	\$0.00	\$142,000.00	0.00%
610	Interest	\$5,740.00	\$0.00	\$2,870.00	\$2,870.00	50.00%
620	Fiscal Agent s Fees	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
DEPT 47015 47015 Series 2015B		\$148,040.00	\$0.00	\$2,870.00	\$145,170.00	1.94%
FUND 301 DEBT SERVICE FUND		\$166,585.00	\$16,040.63	\$18,910.63	\$147,674.37	11.35%
FUND 401 GENERAL CAPITAL PROJECTS						
DEPT 44000 Capital Projects						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 44000 Capital Projects		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert						
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$650.00	\$106.25	\$106.25	\$543.75	16.35%
640	Tax Increment 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
641	Tax Increment 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
644	Tax Increment 7 - Stone #1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
645	Tax Increment 8 - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
646	TaxIncrement 9-C&J Dev	\$10,200.00	\$5,559.12	\$5,559.12	\$4,640.88	54.50%
650	Administrative Costs	\$650.00	\$0.00	\$100.00	\$550.00	15.38%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000 Tax Increment Financing		\$11,500.00	\$5,665.37	\$5,765.37	\$5,734.63	50.13%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJEC		\$11,500.00	\$5,665.37	\$5,765.37	\$5,734.63	50.13%
FUND 410 MARODA DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
DEPT 43000 Public Works (GENERAL)						
226	Bridge Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
FUND 414	SUNRISE ISLAND BRIDGE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT					
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT					
DEPT 45500	Library					
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500	Library	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT					
DEPT 43200	Sewer					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200	Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463	BRITA LN/PINE VIEW LN					
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463	BRITA LN/PINE VIEW LN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502	ECONOMIC DEVELOPMENT FUND					
DEPT 41940	General Government					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940	General Government	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500	Economic Develop mt (GENERAL)					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$484.35	-\$484.35	0.00%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
493	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		\$0.00	\$0.00	\$484.35	-\$484.35	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 2004						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 200		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$18,500.00	\$0.00	\$0.00	\$18,500.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility		\$18,500.00	\$0.00	\$0.00	\$18,500.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$18,500.00	\$0.00	\$484.35	\$18,015.65	2.62%
FUND 503 EDA (REVOLVING LOAN)						
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
447	Loan Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$80,927.00	\$6,301.60	\$48,310.43	\$32,616.57	59.70%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$6,070.00	\$472.62	\$3,507.77	\$2,562.23	57.79%
122	FICA	\$6,191.00	\$434.69	\$3,154.32	\$3,036.68	50.95%
131	Employer Paid Health	\$19,622.00	\$1,635.20	\$11,524.40	\$8,097.60	58.73%
132	Employer Paid Disability	\$740.00	\$61.66	\$431.62	\$308.38	58.33%
133	Employer Paid Dental	\$1,032.00	\$86.00	\$602.00	\$430.00	58.33%
134	Employer Paid Life	\$67.00	\$5.60	\$39.20	\$27.80	58.51%
136	Deferred Compensation	\$650.00	\$50.00	\$375.00	\$275.00	57.69%
151	Workers Comp Insurance	\$6,010.00	\$0.00	\$3,919.00	\$2,091.00	65.21%
152	Health Savings Account Contrib	\$6,000.00	\$1,500.00	\$4,500.00	\$1,500.00	75.00%
200	Office Supplies	\$250.00	\$181.87	\$295.22	-\$45.22	118.09%
208	Instruction Fees	\$2,500.00	\$0.00	\$1,203.00	\$1,297.00	48.12%
210	Operating Supplies	\$3,500.00	\$187.08	\$967.11	\$2,532.89	27.63%
212	Motor Fuels	\$2,000.00	\$0.00	\$14.51	\$1,985.49	0.73%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$10,000.00	\$2,205.07	\$9,774.16	\$225.84	97.74%
221	Repair/Maint Vehicles 306	\$1,500.00	\$0.00	\$99.17	\$1,400.83	6.61%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$295.81	\$1,740.01	\$2,259.99	43.50%
229	Oper/Maint - Lift Station	\$12,000.00	\$260.45	\$1,519.07	\$10,480.93	12.66%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
230	Repair/Maint - Collection Syst	\$7,000.00	\$39.18	\$2,625.59	\$4,374.41	37.51%
231	Chemicals	\$18,000.00	\$1,389.71	\$6,089.31	\$11,910.69	33.83%
258	Unif FIRE/Ted/Corey	\$300.00	-\$44.99	\$276.96	\$23.04	92.32%
303	Engineering Fees	\$1,000.00	\$100.00	\$100.00	\$900.00	10.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$4,556.00	\$162.71	\$967.99	\$3,588.01	21.25%
321	Communications-Cellular	\$1,600.00	\$311.44	\$473.04	\$1,126.96	29.57%
322	Postage	\$800.00	\$0.00	\$315.05	\$484.95	39.38%
331	Travel Expenses	\$2,500.00	\$0.00	\$525.55	\$1,974.45	21.02%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$306.00	\$306.00	-\$106.00	153.00%
360	Insurance	\$8,000.00	\$0.00	\$11,427.00	-\$3,427.00	142.84%
381	Electric Utilities	\$27,000.00	\$2,924.39	\$19,837.60	\$7,162.40	73.47%
383	Gas Utilities	\$3,000.00	\$41.31	\$1,639.69	\$1,360.31	54.66%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$15,000.00	\$595.80	\$5,886.17	\$9,113.83	39.24%
407	Sludge Disposal	\$20,000.00	\$2,550.00	\$4,860.00	\$15,140.00	24.30%
420	Depreciation Expense	\$225,000.00	\$0.00	\$0.00	\$225,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$92.58	\$7.42	92.58%
433	Dues and Subscriptions	\$300.00	\$0.00	\$568.00	-\$268.00	189.33%
442	Safety Prog/Equipment	\$1,500.00	\$23.98	\$57.96	\$1,442.04	3.86%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
450	Permits	\$2,000.00	\$0.00	\$1,590.00	\$410.00	79.50%
452	Refund	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$1,300,000.00	\$1,100.00	\$2,300.00	\$1,297,700.00	0.18%
553	Capital Outlay - Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
554	Capital Outlay - Ox Ditch Bldg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
555	Capital Outlay - Sewer Biosol	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
556	Capital Outlay - Sewer Exten	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$1,802,965.00	\$23,177.18	\$151,914.48	\$1,651,050.52	8.43%
DEPT 47007 2003 Series A Disposal						
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND		\$1,802,965.00	\$23,177.18	\$151,914.48	\$1,651,050.52	8.43%
FUND 614 TELEPHONE AND CABLE FUND						
DEPT 49000 Miscellaneous (GENERAL)						
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
630	Loss on Bond Defeasance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49000 Miscellaneous (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2019 Budget	JULY 2019 Amt	2019 YTD Amt	2019 YTD Balance	%YTD Budget
DEPT 43200	Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal					
600	Principal	\$185,000.00	\$0.00	\$185,000.00	\$0.00	100.00%
610	Interest	\$19,923.00	\$11,102.50	\$24,055.00	-\$4,132.00	120.74%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$242.00	\$508.00	32.27%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal	\$205,673.00	\$11,102.50	\$209,297.00	-\$3,624.00	101.76%
DEPT 47008	2003 Series B Sewer					
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$90,000.00	\$0.00	\$90,000.00	\$0.00	100.00%
610	Interest	\$16,682.00	\$8,297.50	\$17,112.50	-\$430.50	102.58%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008	2003 Series B Sewer	\$106,682.00	\$8,297.50	\$107,112.50	-\$430.50	100.40%
FUND 651	SEWER RESTRICTED SINKING FUN	\$312,355.00	\$19,400.00	\$316,409.50	-\$4,054.50	101.30%
FUND 652	WASTEWATER MGMT DISTRICT					
DEPT 41910	Planning and Zoning					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910	Planning and Zoning	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 652	WASTEWATER MGMT DISTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$6,796,009.00	\$350,106.96	\$2,680,620.50	\$4,115,388.50	39.44%

B.4.

City of Crosslake - Preliminary

07/31/2019 Preliminary Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)

Description	2019 Budget	31-Jul-19	2019 YTD Amount	2019 YTD Balance	2019 %YTD Budget
<b>Total Expense (From Month End Report For July 31, 2019)</b>	<b>\$ 6,796,009</b>	<b>\$ 350,107</b>	<b>\$ 2,680,621</b>	<b>\$ 4,115,389</b>	<b>39.44%</b>
<b>Adjustments:</b>					
<i>Less: All DS Issues</i>					
(101-41400-600) Administration: Copier Lease	(864)	(72)	(504)	(360)	58.33%
(101-41910-600) Planning and Zoning: Copier Lease	(864)	(72)	(504)	(360)	58.33%
(101-42110-600) Police: Copier Lease	(144)	(12)	(84)	(60)	58.33%
(101-45100-600) Parks and Rec.: Copier Lease	(520)	(104)	(729)	209	140.19%
(101-45500-600) Library: Copier Lease	(520)	(104)	(729)	209	140.19%
(101-47014-600) 2012 Series A - Principal	(190,000)	0	(190,000)	0	100.00%
(101-47014-610) 2012 Series A - Interest	(19,653)	(8,876)	(19,653)	(1)	100.00%
(101-47014-620) 2012 Series A - Fiscal Agent Fees	(300)	0	(253)	(47)	0.00%
(301-47015-600) 2015 Series B - Principal	(142,000)	0	0	(142,000)	0.00%
(301-47015-610) 2015 Series B - Interest	(5,740)	0	(2,870)	(2,870)	50.00%
(301-47015-620) 2015 Series B - Fiscal Agent Fees	(300)	0	0	(300)	0.00%
(301-47014-600) 2018 Series A - Principal	0	0	0	0	0.00%
(301-47014-610) 2018 Series A - Interest	(16,045)	(16,041)	(16,041)	(4)	99.97%
(301-47013-440/621) Fiscal Agent Fees	(2,500)	0	0	(2,500)	0.00%
(651-47007-600) 2012 Series A Disposal - Prin.. ( Reported on B/S)	(185,000)	0	(185,000)	0	100.00%
(651-47007-610) 2012 Series A Disposal -Interest	(19,923)	(11,103)	(24,055)	4,132	120.74%
(651-47007-620) 2012 Series A Disposal - Fiscal Agent Fees	(750)	0	(242)	(508)	32.27%
(651-47008-600) 2017 Series A Disposal Bonds	(90,000)	0	(90,000)	0	100.00%
(651-47008-610) 2017 Series A Disposal Bonds	(16,682)	(8,298)	(17,113)	431	102.58%
<i>Total Debt Service</i>	<u>(691,805)</u>	<u>(44,681)</u>	<u>(547,776)</u>	<u>(144,029)</u>	<b>79.18%</b>
<i>Less - All Capital Outlay Accounts:</i>					
(101-41400-500) Administration	(4,221)	0	0	(4,221)	0.00%
(101-41910-500) Planning and Zoning	(4,221)	0	0	(4,221)	0.00%
(101-41940-500) General Government Capital Outlay	(65,000)	(94)	(174,733)	109,733	268.82%
(101-42110-500) Police Administration Capital Outlay	(4,683)	0	(829)	(3,854)	17.70%
(101-42110-550) Police Administration Capital Outlay - Vehicles	(60,000)	(12,988)	(50,197)	(9,803)	83.66%
(101-42280-500) Fire Administration - Capital Outlay	(15,000)	0	(24,001)	9,001	160.01%
(101-42280-550) Fire Administration - Capital Outlay - Vehicles	(265,000)	(71,000)	(71,000)	(194,000)	0.00%
(101-43000-500) Public Works - Capital Outlay	(1,010,042)	(47,689)	(163,808)	(846,234)	16.22%
(101-43100-500) Cemetery - Capital Outlay	(1,000)	0	0	(1,000)	0.00%
(101-45100-500) Parks and Recreation - Capital Outlay	(94,799)	(4,229)	(4,229)	(90,570)	4.46%
(101-45500-500) Library	(3,298)	0	(1,530)	(1,768)	0.00%
(601-43200-500) Sewer - Capital Outlay	(1,300,000)	(1,100)	(2,300)	(1,297,700)	0.18%
<i>Total Capital Outlay</i>	<u>(2,827,264)</u>	<u>(137,100)</u>	<u>(492,627)</u>	<u>(2,334,637)</u>	<b>17.42%</b>
<i>Less: Other Items:</i>					
Operating Transfers (General Fund to Sewer Fund)	0	0	0	0	0.00%
<i>Total Operating Transfers Between Funds</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<b>0.00%</b>
<i>Less: Depreciation/Amortization</i>					
(601) Depreciation	(225,000)	0	0	(225,000)	0.00%
<b>Adjusted Expenditures</b>	<b>\$ 3,051,940</b>	<b>\$ 168,326</b>	<b>\$ 1,640,218</b>	<b>\$ 1,411,723</b>	<b>53.74%</b>
<i>Linear Assumption (7 Month/12 Months) = 58.33%</i>					
	<b>58.33%</b>	<b>\$ 3,964,339</b>			<b>-4.59%</b>



B.5.



# CROSSLAKE POLICE DEPARTMENT

## MONTHLY REPORT

July  
2019

**Crosslake Police Department  
Monthly Report  
July 2019**

911 Hangup	2
Agency Assist	24
Alarm	26
Animal Bite	1
Animal Complaint	2
Assault	1
ATV	2
Burning Complaint	1
Civil Problem	1
Compliance Check	2
Damage To Property	3
Death	1
Disturbance	1
Domestic	1
Driving Complaint	6
Ems	29
Extra Patrol	3
Fire	1
Fireworks	4
Found Property	7
Hazard In Road	8
Information	6
Intoxicated Person	2
Liquor Violation	1
Motorist Assist	1
Noise Complaint	3
Open Door	2
Other	1
Parking Complaint	3
Personal In Accident	1
Property Damage Acc	6
Public Assist	4

Suicidal Person	2
Suspicious Activity	3
Suspicious Person	1
Suspicious Vehicle	2
Theft	9
Traffic Arrest	2
Traffic Citations	8
Traffic Warnings	78
Trespass	1
Warrant Oth Cnty	1
Weather W/W	1
Welfare Check	1
<b>Total</b>	<b>265</b>

B.6.



# CROSSLAKE POLICE DEPARTMENT

## MISSION TOWNSHIP MONTHLY REPORT

July  
2019

**Crosslake Police Department  
Mission Township Monthly Report  
July 2019**

911 Hangup	1
Agency Assist	6
Alarm	1
Driving Complaint	3
Ems	1
Found Property	1
Motorist Assist	3
Suspicious Vehicle	1
Traffic Citations	17
Traffic Warnings	62
<b>Total</b>	<b>96</b>



**Crosslake Fire Department**  
**Date: July 2019**

B. 7.

**Incidents**

Description of Incident	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	34	142
300 - Rescue, EMS Incident	1	6
322 - Motor Vehicle Accident with Injuries	2	8
324 - Motor Vehicle Accident with No Injuries		
340 - Search for Lost Person	1	2
362 - Ice Rescue		
326 - Snowmobile Accident With Injuries		
<b>Total:</b>	<b>38</b>	<b>158</b>
<b>1 - Fire</b>		
111 - Building Fire		1
111 - Building Fire (Mutual Aid)		2
114 - Chimney Fire		
112/118/113 - Fire Other	1	1
143 - Grass Fire/Wildland Fire	1	7
131 - Automobile Fire		
<b>Total:</b>	<b>2</b>	<b>11</b>
<b>4 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)		4
444 - Power Line Down/Trees on Road		
<b>Total Hazardous Condition:</b>	<b>0</b>	<b>4</b>
<b>5 - Service Call</b>		
571 - Cover Assignment, Standby		1
561 - Unauthorized Burning		
550 - Public Assist	2	15
<b>Total:</b>	<b>2</b>	<b>16</b>
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route	4	11
600 - Good Intent Call		1
651 - Smoke scare, Odor of smoke		1
<b>Total:</b>	<b>4</b>	<b>13</b>
<b>7 - False Alarm &amp; False Call</b>		
743 - Smoke Detector Activation - No Fire		9
746 - Carbon Monoxide Detector Activation - No CO	1	5
731 - Sprinkler Activation due to Malfunction		
<b>Total:</b>	<b>1</b>	<b>14</b>
<b>8 - Severe Weather &amp; Natural Disaster</b>		
814 - Lightning Strike (No Fire)		
815 - Severe Weather Standby	1	1
<b>Total:</b>	<b>1</b>	<b>1</b>
<b>Total Incidents:</b>	<b>48</b>	<b>217</b>



*City of Crosslake, Minnesota*  
**FIRE DEPARTMENT**

August 1, 2019

Memo

**RE: July Fire Department Training / Activities**

To: Mayor, City Council Members

Training:

July 10, 2019 – Water Supply – Relay Pumping  
July 15, 2019 – Fire Apparatus Operator (Benzer, Clement)  
July 23, 2019 – Fire Apparatus Operator (Benzer, Clement)  
July 24, 2019 – EMS Drug Recognition  
July 29, 2019 – Fire Apparatus Operator (Benzer, Clement)

Activities:

July 11, 2019 - Camp Knutson / Public Education  
July 26, 2019 – Standby Kayak Event  
July 30, 2019 – Camp Knutson  
July 31, 2019 – Rescue Truck Final Build Review

Sprinkler System Inspections – Town Square

Building Committee Meetings continued with Hytec.

Thank you,

**Chip Lohmiller**  
**Chief**  
**Crosslake Fire Department**



**NORTH AMBULANCE  
CROSSLAKE**

**JUNE 2019 RUN REPORT**

**TOTAL CALLOUTS: 69**

NIGHT: 24 DAY: 45

No Loads: 15  
Cancels: 06  
Fire Standbys: 00  
Police Standbys: 00  
Transported Patients: 48

CROSSLAKE: 25 (7 No Load, 2 Cancel)  
BREEZY POINT: 09 (1 No Load)  
IDEAL: 00  
MISSION: 00  
FIFTY LAKES: 04 (2 No Load, 1 Cancel)  
MANHATTAN BEACH: 01  
CENTER: 00  
TIMOTHY: 00

**MUTUAL AID TO:**

PINE RIVER: 21 (3 No Load, 3 Cancel)  
BRAINERD: 09 (2 No Load)

BLS TRANSFERS: 00  
ALS TRANSFERS: 02

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

BRAINERD: 00  
PINE RIVER: 00  
AIRCARE: 02



**NORTH AMBULANCE  
CROSSLAKE**

**JULY 2019 RUN REPORT**

**TOTAL CALLOUTS: 98**

NIGHT: 45 DAY: 53

No Loads: 23  
Cancels: 14  
Fire Standbys: 01  
Police Standbys: 00  
Transported Patients: 61

CROSSLAKE: 34 (9 No Load, 1 Cancel)  
BREEZY POINT: 05 (2 No Load, 1 Cancel)  
IDEAL: 00  
MISSION: 00  
FIFTY LAKES: 04 (2 No Load)  
MANHATTAN BEACH: 02  
CENTER: 00  
TIMOTHY: 00

**MUTUAL AID TO:**

PINE RIVER: 45 (10 No Load, 10 Cancel)  
BRAINERD: 08 (2 Cancel)

BLS TRANSFERS: 00  
ALS TRANSFERS: 00

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

BRAINERD: 00  
PINE RIVER: 00  
AIRCARE: 00

B.9.

## MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

PERMITS	July-2019	Year-to-Date 2019	July-2018	Year-to-Date 2018
New Construction (Dwellings)	2	11	1	18
Septic - New	2	7	1	13
Septic Upgrades	3	12	2	11
Porch / Deck	3	23	2	36
Additions	2	9	3	12
Landscape Alterations	10	20	5	18
Access. Structures	7	20	4	23
Demo/Move	0	8	2	10
Signs	0	3	0	3
Fences	2	3	0	6
E911 Addresses Assigned	4	24	3	18
<b>Total Permits</b>	<b>35</b>	<b>140</b>	<b>23</b>	<b>168</b>

ENFORCEMENT / COMPLAINTS	Year-to-Date 2019	Year-to-Date Closed	Year-to-Date Open	Year-to-Date % Closed
Enforcement	10	8	2	80

CUSTOMER SERVICE STATISTICS	July-2019	Year-to-Date 2019	July-2018	Year-to-Date 2018
Counter Visits	140	543	102	495
Phone Calls	234	1173	204	893
Email	77	410	94	372
<b>Total</b>	<b>451</b>	<b>2126</b>	<b>400</b>	<b>1760</b>

Call For Service	12	39	12	41
Shoreland Rapid Assessment Completed (Buffer)	3	13	3	11
Stormwater Plans Submitted	14	41	8	36
Site Visits	52	168	53	250

COMPLIANCE SEPTIC STATISTICS	Year-To-Date Received 2019	Year-To-Date Failed 2019	Year-To-Date Received 2018	Year-To-Date Failed 2018
Septic Compliance Inspections	91	1	86	3
Passing Septic Compliance Percentage		98.9%		96.5%

PUBLIC HEARINGS	July-2019	Year-to-Date 2019	July-2018	Year-to-Date 2018
DRT	3	13	2	11
Variance	0	9	3	9
CUP/IUP	0	1	0	3
Land Use Map	0	0	0	0
Subdivisions (Metes & Bounds; Preliminary; Final)	0	4	1	3
Consolidations/Lot Line Adjustments	0	4	0	4



B.10.

## Public Works Meeting Notes

July 1, 2019

Members Present: Chairman Doug Vierzba, Dale Melberg, Tom Swenson, Mic Tchida, Gordy Wagner

Others Present: Dave Schrupp, Ted Strand, Dave Reese (WSN), Dave Nevin, Mike Lyonais, Phillip Martin (B&M), Marcia Volz

- 1. Call to order.** Meeting was called to order at 4:00 pm by Chairman Vierzba.
- 2. Approval of June 3, 2019 Meeting Minutes.** *Motion by Tchida to approve, 2<sup>nd</sup> by Swenson, all in favor.*
- 3. Accept Resignation of Commission Member (Motion).** John Pribyl has decided to resign from the Commission due to extensive travel early in the year and the need to miss too many meetings. Tom Swenson indicated the Council must accept the resignation, not the Commission, as stated in City Policy. For that reason, John's resignation was not acted on by the Commission but instead referred to the Council at their next meeting.
- 4. Recommendation for New Commission Member (Motion).** No action by the Commission on this item as the Mayor is responsible to appoint commission members. This will take place at the next council meeting.
- 5. Elect Vice Chair of Commission (Motion).** No action by the Commission on this item today. After the Mayor appoints a new commission member, the Commission will determine who will be Vice Chair.
- 6. Consider Application for ROW Vacation to Water (Motion).** Property location is between lot 21 and 18 close to the physical address of 14095 Norway Trail and is currently considered a Public ROW to Daggett Lake. It is at the end of Norway Trail. Mic Tchida stated the Park and Recreation Commission's opinion was that this property should not be accepted for ROW vacation due to the conflict it might create with other ROWs in the city. Ted indicated this request is in conflict with current City Policy that ROWs as this are not to be given away. Brad Person, City attorney for Crosslake is representing this resident which was felt to be a conflict of interest. Tom Swenson warned the commission that other ROWs exist where the property on each side of the ROW is owned by the same resident and should this be allowed, we will have more residents coming to the city to ask for the ROWs between their properties. Discussion ensued about similar ROW properties and in all cases; the properties were not given to the requesting residents. *Motion by Gordy Wagner to recommend that the Council deny the request for vacation of the stated property. Second by Tom Swenson, all in favor.*
- 7. Recommendation for ROW Erosion Problem on Manhattan Pt Blvd (Motion).** Ted stated we continue to have erosion issues on the City owned ROW as well as an adjacent neighbor's property as a result of road construction changes made in the summer of 2018 on this property on Manhattan Point Blvd. Mic Tchida indicated the Park and Recreation Commission recommended at their last meeting that we restore the property/correct the runoff issues and to not deed this ROW access to anyone. Ted indicated his department will be working on a plan with the assistance of WSN to correct the erosion issue.
- 8. Email dated June 27, 2019 from Rob Hall Re: Flashing Stop Signs (Motion).** Rob Hall sent a letter to the City regarding the installation of Flashing Stop Signs at the intersection of CSAH 3/CR 103/CSAH 36. Similar to signs

currently installed at the intersection of CSAH 11 and 3. Price to install 2 would be \$3,900 and the county would pay 50% of the cost, City of Crosslake the other 50% (\$1,950). The lights would be solar powered and would require some maintenance by the city but not for at least 5 years or so. After some discussion a ***Motion was made by Tchida, seconded by Melberg to recommend the council proceed with the offer by the county to install the flashing lights. All in favor.***

9. **Recommendation for Engineering Agreement to Proceed with Extension of Municipal Sewer to County Road 66 and 16 (Motion).** Ted Strand discussed the need to determine if we should proceed or not on said sewer extension. After some discussion, a ***Motion was made by Doug Vierzba to recommend to the council that the city proceed with the Feasibility Report and to Step #2 of the Bolton and Menk schedule for the project given Step #1 (Surveying) was completed already. Step #2 involved the following work: Public Information and Improvement Meetings as well as the Preliminary Design for the project. The cost estimate for Step #2 is \$26,100 as outlined in the BM letter dated September 5<sup>th</sup>, 2018. Second by Wagner, all in favor.*** Ted stated we need to work with the County given the work involves CR #66. The timing of the sewer extension would be most likely fall of 2020, exact details will be determined in 2020. Not directly connected with this project, Ted advised the group that Maucieri's Restaurant has stated their septic system is failing at this time.
10. **Review Draft Assessment Policy.** Dave Reese discussed the draft version of the Assessment policy he recently updated from all prior discussions. Doug Vierzba has submitted several comments to Dave Reese after his recent review. Doug stated we may need two procedures to handle 1) fixed rate assessments and 2) when you don't have a fixed rate, all to be determined based on the type of project under consideration. He also stated we need to be clear on the timing of informative public hearings and letters to impacted residents regarding future projects. Tracking projects was also discussed; Doug Vierzba suggested using the year followed by the project # and description. Mike Lyonais indicated accounting methods have been used in the past and the city doesn't usually have a lot of projects going on each year. The discussion concluded with a request to Dave Reese to incorporate the comments from Vierzba into the policy and hold another meeting of the Commission to discuss the policy in the near future.
11. **Update on Perkins Road.** Dave Reese stated the Archeological study has been completed with no findings/issues. Ted and Dave met with utility providers and they indicated the utilities will stay where they are. Dave recommended we vacate all existing easements on the impacted properties. The Corp has approved the current use by the City of the property for walking trails only and any changes must be approved by the Corp. No specific plans have been created to date. Ted indicated an end of road cul-de-sac may be considered.
12. **Update on Storm Water Project.** In a recent meeting, the property owner asked why the project could not be placed on the east side of CR #66. West side is to be used as a connection pipe has already been installed on the west side of the road. The owner has been offered \$20,000 for 15,000ft<sup>2</sup> of property. The City Attorney will continue to work with the land owner on the needed property for the project.
13. **Update on Big Pine Trail.** Project to start fall of 2019. Agreements on the project to be presented at the July 8<sup>th</sup> council meeting.
14. **Update on Sewer Plant Improvements.** Working as planned.
15. **Other Business as may arise.**
  - a. Tom Swenson toured the PW facilities with Marsha Volz last week. Inquired about road shouldering, the planned 3 year sewer inspections and the impact of these items to the manpower needs of the PW Department. Tom's opinion is that the PW Department will need additional manpower to keep up with the

planned work today, much less adding more work on top of the department. Tom's concern is that the City needs to budget for additional personnel to keep up with the work/growth of the city. Ted indicated he will ask for an additional employee and felt that the Park and Recreation Dept. was doing the same.

- b. Seal Coat/Chip Seal Proposals. Reese reviewed the 3 proposals recently received. Astech's bid was the lowest at \$92,403.78, compared to the WSN estimate of \$95,000 with a start in mid-July. Routing and crack filling is needed before the seal coating process; Kamco was issued this work for \$13,500, compared to the Astech's recent bid for same of \$5,600. Kamco asked for an additional \$700 to move us up in the schedule. Ted and Dave to work with Kamco to explain the situation. ***Motion by Melberg, second by Swenson to recommend the council proceed with the Astech quote for the seal coating process on five roads within the city.***
- c. Update on the Parking/Pedestrian traffic Study. Reese stated cameras will be installed in several locations of the city to record traffic movement over the 4<sup>th</sup> of July holiday period. Engineers and a Drone will also be used during this time to gather movement of Traffic.

**16. Adjourn.** The meeting was adjourned at 6:25 pm.

Notes by Dave Schrupp

B. 11.

# Crosslake Roll-Off & Recycling Services

July 2019

	Mixed Paper	Aluminum	Tin	Glass	Plastic	Metal	Cardboard	Electro	Total lbs	2000#	Total Tons
January	9120	840	0	7180	2620	15900	11840	0	47500	2000	23.75
February	0	0	0	6600	1380	11060	3900	0	22940	2000	11.47
March	8800	860	1800	0	2140	10620	13301	0	37521	2000	18.7605
April	8600	0	0	6540	2940	9380	13640	0	41100	2000	20.55
May	7920	720	1360	6360	4560	11640	13820	0	46380	2000	23.19
June	8340	640	1860	12900	4600	46980	12860	0	88180	2000	44.09
July	6720	3240	1700	15860	11520	14180	29180	0	82400	2000	41.2
August								0	0	2000	0
September								0	0	2000	0
October								0	0	2000	0
November								0	0	2000	0
December								0	0	2000	0
TOTAL IBS	49500	6300	6720	55440	29760	119760	98541	0			
2000#	2000	2000	2000	2000	2000	2000	2000	2000			
TOTAL TONS	24.75	3.15	3.36	27.72	14.88	59.88	49.2705	0			

Tires 0

# SCORE REPORT FORM

B.  
12.

Mo./Yr. June 2019

**CROSSLAKE REPORT**

Organization: Waste Partners, Inc.  
PO Box 677 Pine River, MN 56474  
Contact Person: Eric Loge Ph: (218) 824-8727 Fax: (218) 587-5122

Materials delivered to: Cass County - Pine River Transfer Station  
Cardboard & Mixed Paper - LDI or Rock-Tenn  
Metal - Crow Wing Recycling or Pine River Iron & Metal

**RESIDENTIAL      COMMERCIAL**

<b>Total Paper : (includes)</b>	<b>13,135</b>	
Corrugated Cardboard	3,375	
Newspaper	-	
Mixed Paper (News, Mags, Mixed Mail, CDBD)	9,760	

**Metal: Appliances, misc...**

**Commingled Materials: (includes)**

%		lbs
5%	Metals- Aluminum Cans	868
21%	Tin Cans	3647
61%	Glass-	10594
	Clear bottles	
	Green bottles	
	brown bottles	
10%	Plastic - #1 & #2 bottles	1737
3%	Rejects	521
100%		17368

<b>Total LBS.</b>	<b>30,503</b>	<b>0</b>
<b>Total Tons</b>	<b>15.25</b>	<b>0</b>

**OUT OF COUNTY Waste Disposal**

Final Destination: N/A

Disposal Site Permit # :

Tons Delivered: NONE

Total Number of Households Served this Month
1053

	Trash		Recycling		Paper	Commingle
	Accounts	Rate	Accounts	%		
BRD	2917	70%	2047	36%	24,247	43,146
BAX	1867	95%	1771	31%	20,977	37,328
B.P.	663	98%	650	12%	7,699	13,700
P.L.	495	67%	331	6%	3,921	6,977
C.L.	1053	78%	824	15%	9,760	17,368
C TWNSP	0	0%	0	0%	1,555	1,660
NIS	85	22%	19	0%	225	400
	<b>7080</b>	<b>80%</b>	<b>5642</b>	<b>100%</b>		

66,829      118,920

B.  
13.

**BILLS FOR APPROVAL**  
August 12, 2019

VENDORS	DEPT		AMOUNT
AAA Equipment Center, tire	PW		139.95
AAA Equipment Center, parts	Park		52.85
Ace Hardware, hardware	PW		13.93
Ace Hardware, lock	Park		29.99
Ace Hardware, deadbolt	Park		7.00
Ace Hardware, control pump	PW		38.96
Ace Hardware, keys	PW		13.54
Ace Hardware, blade balancer	Park		3.99
Ace Hardware, thermometer, punch down tool	PW		98.97
Ace Hardware, batteries, cleaners	PW		53.73
Ace Hardware, duct tape	PW		13.98
Ace Hardware, trimmer	PW		391.16
Ace Hardware, gloves	Park		13.99
Ace Hardware, pump, pick	Park		48.98
Ace Hardware, cord, clamp	Sewer		61.75
Ace Hardware, hearing protection	Sewer		79.99
Ace Hardware, key storage, keys, valve	PW		48.97
Ace Hardware, striping paint	PW		20.57
Ace Hardware, grub control	Park		22.99
Action Graphics, signs	PW		150.00
American Steel, supplies	PW		167.74
AT&T, cell phone usage	ALL		775.85
AW Research, water testing	Sewer		735.30
Baker & Taylor, books	Library		62.04
BLAEDC, government funding	EDA		3,825.00
Blue Cross, health insurance	ALL		23,304.00
Brainerd Hydraulics, hose	Park		57.93
Brainerd Truck and Trailer, replace fuel tank	PW		2,774.22
Brock White, stakes, gator fabric, wood chips	PW		260.49
Bryan Rock Products, red ball diamond	Park		1,132.33
City of Crosslake, sewer utilities	PW/Gov't		100.00
Clean Team, august cleaning	PW/Gov't		1,207.50
Council #65, union dues	Gov't		228.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,484.71
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Recorder, filing fees	PZ		138.00
Crow Wing Power, electric service	ALL	pd 7-18	6,995.40
Culligan, water and cooler rental	PW/Gov't		80.80
Dacotah Paper, janitorial supplies	Park		338.74
Dacotah Paper, janitorial supplies	PW		226.70
Delta Dental, dental insurance	ALL		1,390.25
Diamond Industrial, replace hose, clean pilot	PW		426.80
Digital Horizons, microphone adjustments	Gov't		162.50
ESS Brothers, stool grate, ring	Sewer		1,916.54
Fastenal, gloves, tape, batteries, markers	PW		80.07



Ferguson, meter	Sewer		2,950.10
Fortis, disability insurance	ALL		660.46
Fyles, portable restroom rental	Park		240.00
Granite Electronics, radio programming	Fire		167.40
Guardian Pest Services, pest control	ALL		155.20
Hawkins, chemicals	Sewer		2,302.98
Honey Wagon, septic pumping	Park		715.00
Kerif Night Vision, thermal imager	Police		2,700.00
Lakes Area Rental, chains	Park		35.68
Lakes Area Rental, lift rental	Park		330.00
Lakes Area Rental, grease	Park		27.90
Linescape Linestripping, parking lot	Park		675.00
Marco, copier lease	Park		246.68
Mastercard, AICPA, membership dues	Admin		425.00
Mastercard, Amazon, pickleballs	Park		89.97
Mastercard, Amazon, mirrors	Park		13.99
Mastercard, Amazon, decals	Park		3.50
Mastercard, Amazon, decals	Park		1.77
Mastercard, Amazon, work gloves	Park		11.86
Mastercard, Amazon, gas cans	Park		135.70
Mastercard, Amazon, seat cover	Park		140.00
Mastercard, Amazon, weeder	Park		64.72
Mastercard, Amazon, baseball supplies	Park		172.69
Mastercard, Amazon, slackline kit	Park		29.97
Mastercard, Amazon, blade grinder	PW		623.48
Mastercard, Amazon, gutter guard	Park		379.98
Mastercard, Amazon, tie downs	Park		65.74
Mastercard, Amazon, adapter	Park		39.00
Mastercard, Amazon, tennis balls	Park		34.99
Mastercard, California State University, training	Sewer		124.00
Mastercard, CDW, barracuda backup	ALL		2,785.00
Mastercard, Cradle Point, software revewal	Police		180.00
Mastercard, Crosslake Drug, epinephrine	Fire		433.42
Mastercard, Fleet Farm, rainsuit	PW		71.98
Mastercard, Office Max, tape, pens, paper, markers	Park		17.67
Mastercard, Pickleball Central, nets	Park		107.35
Mastercard, pop	Gov't		50.41
Mastercard, Raffertys, meeting	Police		81.03
Mastercard, Uline, janitorial supplies	Park		116.82
Mastercard, Valvoline, oil change	PW		93.97
Mastercard, Walmart, water	Park		11.94
Menards, gloves, batteries	Park		104.00
Menards, washer, dryer	Sewer		1,374.21
Midwest Machinery, blade, lights	Park		248.17
Midwest Machinery, hammers, nut, bolt	PW		1,019.52
MN Department of Labor, unemployment wages	Park		60.27
MN Fire Service Certification Board, exam	Fire		125.00
MN Fire Service Certification Board, recertifications	Fire		275.00
MN Life, life insurance	ALL		258.60
MN NCPERS, life insurance	ALL		96.00
MN State Fire Chiefs Assn, conference	Fire		715.00
Moonlite Square, fuel	Fire		27.56
MR Sign, address signs	PW		159.69
MR Sign, traffic signs and posts	PW		1,662.25

Nagell Appraisal, daggett bay road	PW		900.00
Napa, battery	Police		168.56
Napa, wiper blades	Police		29.46
NIHCA, membership dues	Park		399.00
Nixon Medical, oximeters	Fire		720.00
North American Banking, bond payment	Gov't	pd 7-25	8,297.50
North Memorial Ambulance july subsidy	Gov't		1,100.00
Northland Press, book sale ad	Library		71.28
Peoples Security, alarm monitoring	Park		347.88
Pequot Sand & Gravel, hydroseeding	Park		750.00
Pinnacle Property Mgmt, stump grinding	PW		305.00
Premier Auto, mount tire	PW		18.00
Reeds Market, pop	Gov't		5.99
RF Backflow, backflow testing	ALL		1,060.00
Seachange, receipt books	Admin		155.99
Sound Connection, install blue tooth	PW		886.66
Tactical Solutions, radar certification	Police		209.00
Teamsters, union dues	Police	pd 8-5	205.00
The Office Shop, label tape	Admin		20.58
The Office Shop, post it flags	Admin		23.06
TJ Graumann, mileage reimbursement	Park		64.38
Ultimate Safety Concepts, calibration	Fire		130.00
US Bank, copier lease	ALL		156.00
WW Goetsch, replaced pump	Sewer		403.00
Wannebo Excavating, 32 yards soil	PW		652.84
Waste Partners, trash removal	ALL		288.90
WSN, city engineering	PW		24,363.40
Xcel Energy, gas utilities	ALL		131.99
Ziegler, brushes	PW		1,700.00
<b>TOTAL</b>			119,072.29

E. 1.

EXTRACT OF MINUTES OF A MEETING  
CITY COUNCIL OF THE  
CITY OF CROSSLAKE, MINNESOTA

HELD: AUGUST 12, 2019

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Crosslake, Crow Wing County, Minnesota, was duly held at the City Hall on August 12, 2019, at 6:30 P.M., for the purpose, in part, of authorizing the issuance and awarding the sale of \$3,815,000 General Obligation Capital Improvement Plan Bonds, Series 2019A.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF \$3,815,000 GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2019A AND LEVYING A TAX FOR THE PAYMENT THEREOF

A. WHEREAS, on July 8, 2019, the City Council of the City of Crosslake, Minnesota (the "City"), held a public hearing on the proposed issuance of general obligation capital improvement plan bonds and, pursuant to resolution approved and adopted the 2019 through 2023 Five-Year Capital Improvement Plan (the "Plan"), and approved the issuance of general obligation capital improvement plan bonds to finance the acquisition, construction, and betterment of a new City Hall and Public Safety Facility and betterment and renovation to the existing municipal building for use as a Fire Hall (the "Project"), all pursuant to the Plan and in accordance with the provisions of Minnesota Statutes, Section 475.521; and

B. WHEREAS, no petition signed by voters equal to five percent of the votes cast in the City in the last general election requesting a vote on the issuance of the general obligation capital improvement plan bonds has been filed with the City Clerk within thirty days after the public hearing on the Plan and on the issuance of the general obligation capital improvement plan bonds; and

C. WHEREAS, the City Council hereby determines and declares that it is necessary and expedient to issue \$3,815,000 General Obligation Capital Improvement Plan Bonds, Series 2019A (the "Bonds" or, individually, a "Bond"), pursuant to Minnesota Statutes, Section 475.521 and Chapter 475, to provide funds to finance the Project; and

D. WHEREAS, other than the Bonds, the City no there are no other bonds issued by the City under Minnesota Statutes, Section 475.521; and

E. WHEREAS, the City has heretofore determined, in accordance with Minnesota Statutes, Section 475.521, Subd. 4, that the maximum principal and interest to become due in any

year on the Bonds issued by the City under Minnesota Statutes, Section 475.521, will be less than 0.16 percent of the estimated market value of property in the City; and

F. WHEREAS, the City has retained David Drown Associates, Inc., in Minneapolis, Minnesota ("David Drown"), as its independent municipal advisor for the sale of the Bonds and was therefore authorized to sell the Bonds by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9) and proposals to purchase the Bonds have been solicited by David Drown; and

G. WHEREAS, the proposals set forth on Exhibit A attached hereto were received by the Clerk, or designee, at the offices of David Drown at \_\_\_\_\_ A.M. this same day pursuant to the Terms of Offering established for the Bonds; and

H. WHEREAS, it is in the best interests of the City that the Bonds be issued in book-entry form as hereinafter provided; and

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

1. Acceptance of Proposal. The proposal of \_\_\_\_\_ (the "Purchaser"), to purchase the Bonds in accordance with the Terms of Offering, at the rates of interest hereinafter set forth, and to pay therefor the sum of \$\_\_\_\_\_, plus interest accrued to settlement, is hereby found, determined and declared to be the most favorable proposal received and is hereby accepted and the Bonds are hereby awarded to the Purchaser. The City Administrator is directed to retain the deposit of the Purchaser and to return to the unsuccessful bidders any good faith checks.

2. Bond Terms.

(a) Original Issue Date; Denominations; Maturities; Term Bond Option; Debt Limitations. The Bonds shall be dated September 3, 2019, as the date of original issue, be issued forthwith on or after such date in fully registered form, be numbered from R-1 upward in the denomination of \$5,000 each or in any integral multiple thereof of a single maturity (the "Authorized Denominations"), and shall mature on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2021	\$	2029	\$
2022		2030	
2023		2031	
2024		2032	
2025		2033	
2026		2034	
2027		2035	
2028			

As may be requested by the Purchaser, one or more term Bonds may be issued having mandatory sinking fund redemption and final maturity amounts conforming to the foregoing

principal repayment schedule, and corresponding additions may be made to the provisions of the applicable Bond(s).

The Bonds, together with any outstanding bonds of the City that are subject to the City's net debt limit, do not exceed the City's net debt limit.

(b) Book Entry Only System. The Depository Trust Company, a limited purpose trust company organized under the laws of the State of New York or any of its successors or its successors to its functions hereunder (the "Depository") will act as securities depository for the Bonds, and to this end:

(i) The Bonds shall be initially issued and, so long as they remain in book entry form only (the "Book Entry Only Period"), shall at all times be in the form of a separate single fully registered Bond for each maturity of the Bonds; and for purposes of complying with this requirement under paragraphs 5 and 10 Authorized Denominations for any Bond shall be deemed to be limited during the Book Entry Only Period to the outstanding principal amount of that Bond.

(ii) Upon initial issuance, ownership of the Bonds shall be registered in a bond register maintained by the Bond Registrar (as hereinafter defined) in the name of CEDE & CO., as the nominee (it or any nominee of the existing or a successor Depository, the "Nominee").

(iii) With respect to the Bonds neither the City nor the Bond Registrar shall have any responsibility or obligation to any broker, dealer, bank, or any other financial institution for which the Depository holds Bonds as securities depository (the "Participant") or the person for which a Participant holds an interest in the Bonds shown on the books and records of the Participant (the "Beneficial Owner"). Without limiting the immediately preceding sentence, neither the City, nor the Bond Registrar, shall have any such responsibility or obligation with respect to (A) the accuracy of the records of the Depository, the Nominee or any Participant with respect to any ownership interest in the Bonds, or (B) the delivery to any Participant, any Owner or any other person, other than the Depository, of any notice with respect to the Bonds, including any notice of redemption, or (C) the payment to any Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the principal of or premium, if any, or interest on the Bonds, or (D) the consent given or other action taken by the Depository as the Registered Holder of any Bonds (the "Holder"). For purposes of securing the vote or consent of any Holder under this Resolution, the City may, however, rely upon an omnibus proxy under which the Depository assigns its consenting or voting rights to certain Participants to whose accounts the Bonds are credited on the record date identified in a listing attached to the omnibus proxy.

(iv) The City and the Bond Registrar may treat as and deem the Depository to be the absolute owner of the Bonds for the purpose of payment of the principal of and premium, if any, and interest on the Bonds, for the purpose of giving notices of redemption and other matters with respect to the Bonds, for the purpose of obtaining any consent or other action to be taken by Holders for the purpose of registering transfers

with respect to such Bonds, and for all purpose whatsoever. The Bond Registrar, as paying agent hereunder, shall pay all principal of and premium, if any, and interest on the Bonds only to the Holder or the Holders of the Bonds as shown on the bond register, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid.

(v) Upon delivery by the Depository to the Bond Registrar of written notice to the effect that the Depository has determined to substitute a new Nominee in place of the existing Nominee, and subject to the transfer provisions in paragraph 10, references to the Nominee hereunder shall refer to such new Nominee.

(vi) So long as any Bond is registered in the name of a Nominee, all payments with respect to the principal of and premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, by the Bond Registrar or City, as the case may be, to the Depository as provided in the Letter of Representations to the Depository required by the Depository as a condition to its acting as book-entry Depository for the Bonds (said Letter of Representations, together with any replacement thereof or amendment or substitute thereto, including any standard procedures or policies referenced therein or applicable thereto respecting the procedures and other matters relating to the Depository's role as book-entry Depository for the Bonds, collectively hereinafter referred to as the "Letter of Representations").

(vii) All transfers of beneficial ownership interests in each Bond issued in book-entry form shall be limited in principal amount to Authorized Denominations and shall be effected by procedures by the Depository with the Participants for recording and transferring the ownership of beneficial interests in such Bonds.

(viii) In connection with any notice or other communication to be provided to the Holders pursuant to this Resolution by the City or Bond Registrar with respect to any consent or other action to be taken by Holders, the Depository shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action; provided, that the City or the Bond Registrar may establish a special record date for such consent or other action. The City or the Bond Registrar shall, to the extent possible, give the Depository notice of such special record date not less than 15 calendar days in advance of such special record date to the extent possible.

(ix) Any successor Bond Registrar in its written acceptance of its duties under this Resolution and any paying agency/bond registrar agreement, shall agree to take any actions necessary from time to time to comply with the requirements of the Letter of Representations.

(c) Termination of Book-Entry Only System. Discontinuance of a particular Depository's services and termination of the book-entry only system may be effected as follows:

(i) The Depository may determine to discontinue providing its services with respect to the Bonds at any time by giving written notice to the City and discharging its responsibilities with respect thereto under applicable law. The City may terminate the

services of the Depository with respect to the Bond if it determines that the Depository is no longer able to carry out its functions as securities depository or the continuation of the system of book-entry transfers through the Depository is not in the best interests of the City or the Beneficial Owners.

(ii) Upon termination of the services of the Depository as provided in the preceding paragraph, and if no substitute securities depository is willing to undertake the functions of the Depository hereunder can be found which, in the opinion of the City, is willing and able to assume such functions upon reasonable or customary terms, or if the City determines that it is in the best interests of the City or the Beneficial Owners of the Bond that the Beneficial Owners be able to obtain certificates for the Bonds, the Bonds shall no longer be registered as being registered in the bond register in the name of the Nominee, but may be registered in whatever name or names the Holder of the Bonds shall designate at that time, in accordance with paragraph 10. To the extent that the Beneficial Owners are designated as the transferee by the Holders, in accordance with paragraph 10, the Bonds will be delivered to the Beneficial Owners.

(iii) Nothing in this subparagraph (c) shall limit or restrict the provisions of paragraph 10.

(d) Letter of Representations. The provisions in the Letter of Representations are incorporated herein by reference and made a part of the resolution, and if and to the extent any such provisions are inconsistent with the other provisions of this resolution, the provisions in the Letter of Representations shall control.

3. Purpose. The Bonds shall provide funds to finance the Project. The total cost of the Project, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Bonds. Work on the Project shall proceed with due diligence to completion. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Interest. The Bonds shall bear interest payable semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing February 1, 2020, calculated on the basis of a 360-day year of twelve 30-day months, at the respective rates per annum set forth opposite the maturity years as follows:

<u>Maturity Year</u>	<u>Interest Rate</u>	<u>Maturity Year</u>	<u>Interest Rate</u>
2021	%	2029	%
2022		2030	
2023		2031	
2024		2032	
2025		2033	
2026		2034	
2027		2035	
2028			

5. Redemption. All Bonds maturing on February 1, 2027, and thereafter shall be subject to redemption and prepayment at the option of the City on February 1, 2026, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the City and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected registered holder of the Bonds not more than sixty (60) days and not fewer than thirty (30) days prior to the date fixed for redemption.

To effect a partial redemption of Bonds having a common maturity date, the Registrar prior to giving notice of redemption shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers so assigned to the Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of the Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Registrar (with, if the City or Registrar so requires, a written instrument of transfer in form satisfactory to the City and Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the City shall execute (if necessary) and the Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

6. Bond Registrar. Northland Trust Services, Inc., in Minneapolis, Minnesota, is appointed to act as bond registrar and transfer agent with respect to the Bonds (the "Bond Registrar"), and shall do so unless and until a successor Bond Registrar is duly appointed, all pursuant to any contract the City and Bond Registrar shall execute which is consistent herewith. The Bond Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Bonds shall be paid to the registered holders (or record holders) of the Bonds in the manner set forth in the form of Bond and paragraph 12.

7. Form of Bond. The Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereon, shall be in substantially the following form:



UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
CROW WING COUNTY  
CITY OF CROSSLAKE

R- \_\_\_\_\_ \$ \_\_\_\_\_

GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BOND, SERIES 2019A

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
_____ %	February 1, 20_____	September 3, 2019	_____

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS

The City of Crosslake, Crow Wing County, Minnesota (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or registered assigns, in the manner hereinafter set forth, the principal amount specified above, on the maturity date specified above, unless called for prepayment, and to pay interest thereon semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing February 1, 2020, at the rate per annum specified above (calculated on the basis of a 360-day year of twelve 30-day months) until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or, if no interest has been paid, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof at the principal office of Northland Trust Services, Inc., in Minneapolis, Minnesota (the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer. Interest on this Bond will be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Holder" or "Bondholder") on the registration books of the Issuer maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid shall cease to be payable to the person who is the Holder hereof as of the Regular Record Date, and shall be payable to the person who is the Holder hereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given to Bondholders not less than ten days prior to the Special Record Date. The principal of and premium, if any, and interest on this Bond are payable in lawful money of the United States of America. So long as this Bond is registered in the name of the Depository or its Nominee as provided in the Resolution hereinafter described, and as those terms are defined therein, payment of principal of, premium, if any, and interest on this Bond and notice with respect thereto shall be made as provided in the Letter of Representations, as defined in the Resolution. Until termination of the

book-entry only system pursuant to the Resolution, Bonds may only be registered in the name of the Depository or its Nominee.

Optional Redemption. The Bonds of this issue (the "Bonds") maturing on February 1, 2028, and thereafter, are subject to redemption and prepayment at the option of the Issuer on February 1, 2027, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the Issuer; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected Holder of the Bonds at least thirty days prior to the date fixed for redemption.

Prior to the date on which any Bond or Bonds are directed by the Issuer to be redeemed in advance of maturity, the Issuer will cause notice of the call thereof for redemption identifying the Bonds to be redeemed to be mailed to the Bond Registrar and all Bondholders, at the addresses shown on the Bond Register. All Bonds so called for redemption will cease to bear interest on the specified redemption date, provided funds for their redemption have been duly deposited.

Selection of Bonds for Redemption; Partial Redemption. To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers assigned to the Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of the Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of such Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the Issuer or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

Issuance; Purpose; General Obligation. This Bond is one of an issue in the total principal amount of \$3,815,000, all of like date of original issue and tenor, except as to number, maturity, interest rate and denomination, issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council on August 12, 2019 (the "Resolution"), to finance the acquisition, construction, and betterment of a new City Hall and Public Safety Facility and betterment and renovation to the existing municipal building for use as a Fire Hall, as provided in the City's Capital Improvement Plan. This Bond is

payable out of the General Obligation Capital Improvement Plan Bonds, Series 2019A Fund of the Issuer. This Bond constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Denominations; Exchange; Resolution. The Bonds are issuable solely in fully registered form in Authorized Denominations (as defined in the Resolution) and are exchangeable for fully registered Bonds of other Authorized Denominations in equal aggregate principal amounts at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Transfer. This Bond is transferable by the Holder in person or by the Holder's attorney duly authorized in writing at the principal office of the Bond Registrar upon presentation and surrender hereof to the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the Issuer contained in any agreement with the Bond Registrar. Thereupon the Issuer shall execute and the Bond Registrar shall authenticate and deliver, in exchange for this Bond, one or more new fully registered Bonds in the name of the transferee (but not registered in blank or to "bearer" or similar designation), of an Authorized Denomination or Denominations, in aggregate principal amount equal to the principal amount of this Bond, of the same maturity and bearing interest at the same rate.

Fees upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owners. The Issuer and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided (except as otherwise provided herein with respect to the Record Date) and for all other purposes, whether or not this Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

Authentication. This Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Authentication hereon shall have been executed by the Bond Registrar.

Qualified Tax-Exempt Obligation. This Bond has been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed, in regular and due form, time and manner as required by law, and that this Bond, together with all other debts of the Issuer outstanding on the date of original issue hereof

and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Crosslake, Crow Wing County, Minnesota, by its City Council has caused this Bond to be executed on its behalf by the facsimile signatures of its Mayor and its Clerk, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

Registrable by: NORTHLAND TRUST SERVICES, INC.

\_\_\_\_\_

Payable at: NORTHLAND TRUST SERVICES, INC.

CITY OF CROSSLAKE,  
CROW WING COUNTY, MINNESOTA

BOND REGISTRAR'S  
CERTIFICATE OF  
AUTHENTICATION

This Bond is one of the Bonds described in the Resolution mentioned within.

/s/ Facsimile \_\_\_\_\_  
Mayor

NORTHLAND TRUST SERVICES,  
INC.  
Minneapolis, Minnesota,  
Bond Registrar

/s/ Facsimile \_\_\_\_\_  
Clerk

By \_\_\_\_\_  
Authorized Signature

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM - as tenants in common

TEN ENT - as tenants by the entireties

JT TEN - as joint tenants with right of survivorship and not as tenants in common

UTMA - \_\_\_\_\_ as custodian for \_\_\_\_\_  
(Cust) (Minor)

under the \_\_\_\_\_ Uniform Transfers to Minors Act  
(State)

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

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

Notice: \_\_\_\_\_  
The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed: \_\_\_\_\_

Signature(s) must be guaranteed by a national bank or trust company or by a brokerage firm having a membership in one of the major stock exchanges or any other "Eligible Guarantor Institution" as defined in 17 CFR 240.17 Ad-15(a)(2).

The Bond Registrar will not effect transfer of this Bond unless the information concerning the transferee requested below is provided.

Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Include information for all joint owners if the Bond is held by joint account.)

8. Execution. The Bonds shall be in typewritten form, shall be executed on behalf of the City by the signatures of its Mayor and Clerk and be sealed with the seal of the City; provided, as permitted by law, both signatures may be photocopied facsimiles and the corporate seal has been omitted. In the event of disability or resignation or other absence of either officer, the Bonds may be signed by the manual or facsimile signature of the officer who may act on behalf of the absent or disabled officer. In case either officer whose signature or facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of the Bonds, the signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery.

9. Authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless a Certificate of Authentication on the Bond, substantially in the form hereinabove set forth, shall have been duly executed by an authorized representative of the Bond Registrar. Certificates of Authentication on different Bonds need not be signed by the same person. The Bond Registrar shall authenticate the signatures of officers of the City on each Bond by execution of the Certificate of Authentication on the Bond and, by inserting as the date of registration in the space provided, the date on which the Bond is authenticated, except that for purposes of delivering the original Bonds to the Purchaser, the Bond Registrar shall insert as a date of registration the date of original issue of September 3, 2019. The Certificate of Authentication so executed on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution.

10. Registration; Transfer; Exchange. The City will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond Registrar may prescribe, the Bond Registrar shall provide for the registration of Bonds and the registration of transfers of Bonds entitled to be registered or transferred as herein provided.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration (as provided in paragraph 9) of, and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

At the option of the Holder, Bonds may be exchanged for Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount and stated maturity, upon surrender of the Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Bonds are so surrendered for exchange, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration of, and deliver the Bonds which the Holder making the exchange is entitled to receive.

All Bonds surrendered upon any exchange or transfer provided for in this resolution shall be promptly canceled by the Bond Registrar and thereafter disposed of as directed by the City.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid general obligations of the City evidencing the same debt, and entitled to the same benefits under this resolution, as the Bonds surrendered for such exchange or transfer.

Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the Holder thereof or the Holder's attorney duly authorized in writing.

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost Bonds.

Transfers shall also be subject to reasonable regulations of the City contained in any agreement with the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates. The Clerk is hereby authorized to negotiate and execute the terms of said agreement.

11. Rights Upon Transfer or Exchange. Each Bond delivered upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond.

12. Interest Payment; Record Date. Interest on any Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond is registered (the "Holder") on the registration books of the City maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid shall cease to be payable to the person who is the Holder thereof as of the Regular Record Date, and shall be payable to the person who is the Holder thereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given by the Bond Registrar to the Holders not less than ten days prior to the Special Record Date.

13. Treatment of Registered Owner. The City and Bond Registrar may treat the person in whose name any Bond is registered as the owner of the Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in paragraph 12) on, the Bond and for all other purposes whatsoever whether or not the Bond shall be overdue, and neither the City nor the Bond Registrar shall be affected by notice to the contrary.

14. Delivery; Application of Proceeds. The Bonds when so prepared and executed shall be delivered by the Administrator-Treasurer to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

15. Fund and Accounts. There is hereby created a special fund to be designated the "General Obligation Capital Improvement Plan Bonds, Series 2019A Fund" (the "Fund") to be administered and maintained by the Administrator-Treasurer as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until all of the Bonds and the interest thereon have been fully paid. There shall be maintained in the Fund the following separate accounts:

(a) Construction Account. To the Construction Account there shall be credited the proceeds of the sale of the Bonds, less capitalized interest. From the Construction Account there shall be paid all costs of issuance of the Bonds and all costs and expenses of financing the Project, including the cost of any construction contracts heretofore let and all other costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65. Moneys in the Construction Account shall be used for no other purpose except as otherwise provided by law; provided that the proceeds of the Bonds may also be used to the extent necessary to pay interest on the Bonds due prior to the anticipated date of commencement of the collection of taxes herein levied or covenanted to be levied; and provided further that if upon completion of the Project there shall remain any unexpended balance in the Construction Account, the balance shall be transferred by the City Council to the Debt Service Account.

(b) Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (i) capitalized interest in the amount of \$\_\_\_\_\_ (together with interest earnings thereon and subject to such other adjustments as are appropriate to provide sufficient funds to pay interest due on the Bonds on or before February 1, 2020; (ii) all collections of taxes herein and hereafter levied for the payment of the Bonds; (iii) all funds remaining in the Construction Account after completion of the Project and payment of the costs thereof; (iv) all investment earnings on funds held in the Debt Service Account; and (v) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest of the Bonds and any other general obligation bonds of the City hereafter issued by the City and made payable from said account as provided by law.

No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (2) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Bonds or \$100,000. To this effect, any proceeds of the Bonds and any sums from time to time held in the Construction Account or Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the bonds payable therefrom) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").



16. Tax Levy; Coverage Test. To provide moneys for payment of the principal and interest on the Bonds there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

<u>Years of Tax Levy</u>	<u>Years of Tax Collection</u>	<u>Amount</u>
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See Attached Schedule in Exhibit B

The tax levies are such that if collected in full they, together with other revenues herein pledged for the payment of the Bonds, will produce at least five percent in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levies shall be irrevocable so long as any of the Bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

17. Defeasance. When all Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered holders of the Bonds shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to any Bonds which are due on any date by irrevocably depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full; or if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Bond Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

18. Compliance With Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Bonds, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than sixty days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i)

states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed twenty percent of the "issue price" of the Bonds, and (ii) a *de minimis* amount of Reimbursement Expenditures not in excess of the lesser of \$100,000 or five percent of the proceeds of the Bonds.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Bonds or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Bonds and in all events within the period ending on the date which is the later of three years after payment of the Reimbursement Expenditure or one year after the date on which the Project to which the Reimbursement Expenditure relates is first placed in service.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Bond proceeds to reimburse the Reimbursement Expenditure and, if made within 30 days after the Bonds are issued, shall be treated as made on the day the Bonds are issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph upon receipt of an opinion of its Bond Counsel for the Bonds stating in effect that such action will not impair the tax-exempt status of the Bonds.

19. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

20. Certificate of Registration. A certified copy of this resolution is hereby directed to be filed with the County Auditor of Crow Wing County, Minnesota, together with such other information as the County Auditor shall require, and to obtain the County Auditor's Certificate that the Bonds have been entered in the County Auditor's Bond Register and that the tax levy required by law has been made.

21. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the

issuance of the Bonds, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

22. Continuing Disclosure. The City is the sole obligated person with respect to the Bonds. The City hereby agrees, in accordance with the provisions of Rule 15c2-12 (the "Rule"), promulgated by the Securities and Exchange Commission (the "Commission") pursuant to the Securities Exchange Act of 1934, as amended, and a Continuing Disclosure Undertaking (the "Undertaking") hereinafter described to:

(a) Provide or cause to be provided to the Municipal Securities Rulemaking Board (the "MSRB") by filing at [www.emma.msrb.org](http://www.emma.msrb.org) in accordance with the Rule, certain annual financial information and operating data in accordance with the Undertaking. The City reserves the right to modify from time to time the terms of the Undertaking as provided therein.

(b) Provide or cause to be provided to the MSRB notice of the occurrence of certain events with respect to the Bonds in not more than ten (10) business days after the occurrence of the event, in accordance with the Undertaking.

(c) Provide or cause to be provided to the MSRB notice of a failure by the City to provide the annual financial information with respect to the City described in the Undertaking, in not more than ten (10) business days following such occurrence.

(d) The City agrees that its covenants pursuant to the Rule set forth in this paragraph and in the Undertaking is intended to be for the benefit of the Holders of the Bonds and shall be enforceable on behalf of such Holders; provided that the right to enforce the provisions of these covenants shall be limited to a right to obtain specific enforcement of the City's obligations under the covenants.

The Mayor and Clerk of the City or any other officer of the City authorized to act in their place (the "Officers") are hereby authorized and directed to execute on behalf of the City the Undertaking in substantially the form presented to the City Council subject to such modifications thereof or additions thereto as are (i) consistent with the requirements under the Rule, (ii) required by the Purchaser of the Bonds, and (iii) acceptable to the Officers.

23. Negative Covenant as to Use of Bond Proceeds and Project. The City hereby covenants not to use the proceeds of the Bonds or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

24. Tax-Exempt Status of the Bonds; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Bonds, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts

invested at a yield greater than the yield on the Bonds, and (iii) the rebate of excess investment earnings to the United States if the Bonds (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceed the small-issuer exception amount of \$5,000,000.

For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements for governmental units issuing \$5,000,000 or less of bonds, the City hereby finds, determines and declares that (i) the Bonds are issued by a governmental unit with general taxing powers; (ii) no Bonds are a private activity bond; (iii) 95% or more of the net proceeds of the Bonds are to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City); and (iv) the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the City (and all entities subordinate to, or treated as one issuer with the City) during the calendar year in which the Bonds are issued and outstanding at one time is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

25. Designation of Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representation:

- (a) the Bonds are issued after August 7, 1986;
- (b) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;
- (c) the City hereby designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;
- (d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2019 will not exceed \$10,000,000;
- (e) not more than \$10,000,000 of obligations issued by the City during this calendar year 2019 have been designated for purposes of Section 265(b)(3) of the Code; and
- (f) the aggregate face amount of the Bonds does not exceed \$10,000,000.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

26. Official Statement. The Official Statement relating to the Bonds prepared and distributed by David Drown is hereby approved and the officers of the City are authorized in connection with the delivery of the Bonds to sign such certificates as may be necessary with respect to the completeness and accuracy of the Official Statement.

27. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

28. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTY OF CROW WING  
CITY OF CROSSLAKE

I, the undersigned, the Clerk of the City of Crosslake, Minnesota, do hereby certify that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to authorizing the issuance and awarding the sale of \$3,815,000 General Obligation Capital Improvement Plan Bonds, Series 2019A.

WITNESS my hand on August 12, 2019.

\_\_\_\_\_  
Clerk

EXHIBIT A  
PROPOSALS

[To be supplied by David Drown & Associates, Inc.]

EXHIBIT B

TAX LEVY SCHEDULE

[To be supplied by David Drown & Associates, Inc.]



CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

RESOLUTION NO. 19-\_\_\_\_\_  
RESOLUTION ESTABLISHING ONE VOTING PRECINCT WITHIN THE CITY

WHEREAS, currently, the City of Crosslake has two voting precincts with one polling location for all residents of the City of Crosslake, and;

WHEREAS, early voting allowed by the State of Minnesota has decreased the amount of in person voters at the precincts, and;

WHEREAS, in order to conduct efficient elections that meet the state and federal requirements and also offer the voter a streamlined voting experience, it is necessary to combine the precincts of the City of Crosslake into one precinct.

NOW, THEREFORE, BE IT RESOLVED, in accordance with Minnesota Statutes 204B.14, the City of Crosslake in Crow wing County, Minnesota hereby establishes one voting precinct in the City of Crosslake for the purpose of conducting federal, state, county and municipals elections.

Adopted by \_\_\_/5ths vote of the Crosslake City Council, August 12, 2019.

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

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

E.  
3.

MEMO TO: City Council  
FROM: City Clerk  
DATE: August 7, 2019  
SUBJECT: Website Redesign, Hosting, and Support

Attached is a quote from Municode to redesign the City website, to make it more user and mobile-friendly, and to comply with ADA standards. We use Municode now to update the City Code online and on paper. There are funds in the 2019 Budget for this project. I would like to begin the process, as it could take up to six months to complete. The cost for the redesign is \$8,100. The annual fee of \$1,800 per year for hosting, maintenance and customer support would be shared with all departments.

Motion required to proceed with website project.

# municode

CONNECTING YOU & YOUR COMMUNITY

## Website Redesign, Hosting, and Support

### Quote for Crosslake, Minnesota



**Gregg Huggins**

PO Box 2235 Tallahassee, FL 32316  
850-692-7068 [ghuggins@municode.com](mailto:ghuggins@municode.com)

## LETTER OF INTEREST

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July 25, 2019

Dear Website Selection Team:

Thank you for the opportunity to present our quote for website redesign, hosting, and support services. It is our goal to deliver a mobile-friendly website that is professional, easy-to-use, and easy-to-maintain.

Our team has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to posting content on the web, our solution is simple and straight-forward.

Our websites make it easier for your community to find content by providing multiple navigation paths to each page. Our designs reinforce self-service to enable 24x7 online access to your organization's services.

We create your website using Drupal, an industry-leading content management system. Since Drupal is open-source, your website is truly yours unlike those of many other government redesign companies that use their own proprietary software.

We are thrilled at the opportunity to partner on such an important initiative.

Sincerely,



Brian Gilday  
President, Website Division

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# COMPANY PROFILE

## History, Mission, and Team

With over 65 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, online payment portals, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over sixty-five years and partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 230 employees (most of whom enjoy a 10+ year tenure). Our

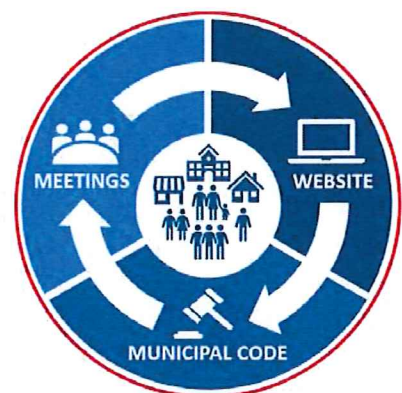
headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is in Portland, Oregon. We also have individual team members working in several states across the country.

## Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



## Project Team

We have a highly-skilled team with a customer service focus.



### **Jarrod - Project Sponsorship / Project Management / Customer Service**

Jarrod has a Bachelor of Science degree in Mathematics and Business Administration from the University of Oregon. Jarrod is the Director of Professional Services and leads all aspects of project development and customer support.



### **Dave - Project Management / User Experience**

Dave has a Bachelor of Arts degree in Communications from California State University. In addition to project and design leadership, Dave will participate in various analytical, site configuration, content migration, and training activities.



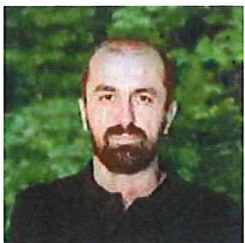
### **Mary Joy – Project Management / User Experience**

Mary Joy has that unique ability to put technical concepts into easy-to-understand terms with clients such as Dunkin Donuts, Gillette, Fidelity, and Osram Sylvania. A Bentley graduate with a Bachelor of Science in CIS, Mary Joy leads our customer support efforts and content migration.



### **Paul – Development / Systems Architecture / QA**

Paul has been working on software systems for years and is a strong member of our team. We will turn to Paul for any custom development work that might be required. In addition, Paul has many years of experience in quality assurance testing, so he will be acting as Municode's lead tester for the engagement.



### **Drago - Graphic Design**

Drago's work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.

# REFERENCES AND DESIGN EXAMPLES

## Custom Designs

There is a reason why we have loyal customers! It is because we have a great solution, we take care of our customers, and we are committed to working with you for the long haul. When you pick up the phone and call us, we answer! When you email, we respond quickly – usually within 30 minutes. When you need us, we will be there for you. **But don't take our word for it, ask our clients.**

### White Bear Lake Minnesota

<http://www.whitebearlake.org>

Population: 23,769

Kara Coustry, City Clerk  
651-429-8508

[kcoustry@whitebearlake.org](mailto:kcoustry@whitebearlake.org)



### Marco Island Florida

<https://www.cityofmarcoisland.com/>

Population: 16,413

Jordan Turek, CIO, Director of IT  
239-205-3434

[jturek@cityofmarcoisland.com](mailto:jturek@cityofmarcoisland.com)



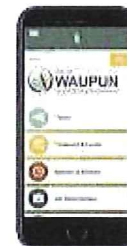
### Waupun Wisconsin

<https://www.cityofwaupun.org>

Population: 11,340

Tyler Struzl, Management Analyst Intern  
920-345-1656

[intern@cityofwaupun.org](mailto:intern@cityofwaupun.org)



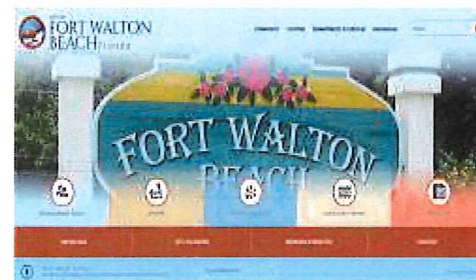
### Fort Walton Beach Florida

<https://www.fwb.org/>

Population: 19,507

Stephanie Oldnettle, HR Generalist  
850-833-9507

[soldnettle@fwb.org](mailto:soldnettle@fwb.org)





## Specialty Sub-Site Graphic Designs

We also offer the option of having graphic designs for sub-sites that require specialized branding. We call these 'specialty sub-sites'. We leverage your main CMS and database, which allows us to offer these sub-sites with the same functionality as your main site yet with a completely different look and feel.

### Economic Development

[www.choosewoodstock.com](http://www.choosewoodstock.com)  
<https://addisontexas.net/econ-dev>  
<https://www.burnet512.com/ed>



### Parks & Recreation

[www.cprdnewberg.org](http://www.cprdnewberg.org)  
<https://www.wilsonvilleparksandrec.com/parksrec>  
<https://www.brookhavenga.gov/pgc>



### Airports

<https://www.cityofprineville.com/airport>  
<https://addisontexas.net/airport>



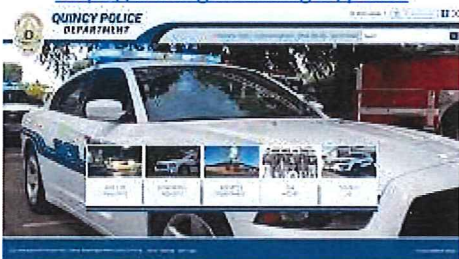
### Libraries

[www.woodstockpubliclibrary.org](http://www.woodstockpubliclibrary.org)  
<https://www.hendersoncountync.gov/library>



### Police and Fire

[www.quincypd.org](http://www.quincypd.org)  
<https://addisontexas.net/police>  
<https://www.griffith.in.gov/police>



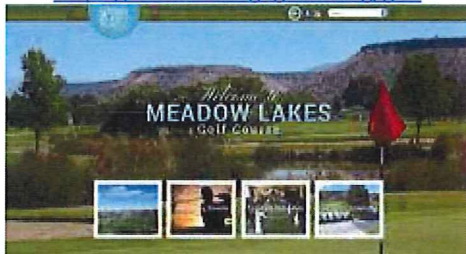
### Event Centers / Cultural Centers

<https://addisontexas.net/actc>  
[www.woodstockoperahouse.com](http://www.woodstockoperahouse.com)  
[www.sherwoodcenterforthearts.org](http://www.sherwoodcenterforthearts.org)



### Golf Courses

[www.meadowlakesgc.com](http://www.meadowlakesgc.com)  
<https://www.cottagegrove.org/golf>



### Tourism

[www.gofruita.com](http://www.gofruita.com)  
<https://visitaddison.com/tourism>  
<http://www.wrangell.com/visitorservices>



# WEBSITE CONTENT MANAGEMENT SYSTEM (CMS) FEATURES

Municode Web was designed for local governments by experts in local government. It utilizes Drupal, an open source platform, that powers millions of websites and is supported by an active, diverse, and global community. We are the Drupal experts for local government!

## Key Project Deliverables

- ★ WEBSITE DESIGN
- ★ CONTENT MIGRATION
- ★ TRAINING
- ★ HOSTING
- ★ SUPPORT

## Standard Features

- ⊙ Responsive Mobile Friendly Design
- ⊙ Simple Page Editor
- ⊙ Best-in-Class Search Engine
- ⊙ ADA/WCAG 2.1 AA HTML Compliance
- ⊙ Social Media Integration
- ⊙ Web Page Categories - create a page once, have it show up in multiple places
- ⊙ Department Micro-sites (sites-within-a-site)
- ⊙ Rotating Banners and Headline Articles
- ⊙ Online Job Postings
- ⊙ Online Bid/RFP Postings
- ⊙ Photo Album Slideshows
- ⊙ Google Maps Integration
- ⊙ Resource/Document Center
- ⊙ Image auto-scaling and resizing
- ⊙ Site Metrics (Google Analytics)
- ⊙ Scheduled Publish On/Off Dates
- ⊙ Unlimited User logins
- ⊙ Unlimited Content
- ⊙ Word-like WYSIWYG Editor
- ⊙ Private Pages – staff view only
- ⊙ Unlimited Online Fillable Forms
- ⊙ Emergency Alerts
- ⊙ Meeting Agendas/Minutes/Videos
- ⊙ Event Calendar
- ⊙ Page Versioning / Audit Trail
- ⊙ Latest News / Press Releases
- ⊙ Anti-spam controls
- ⊙ Email Harvesting Protection
- ⊙ Broken Link Finder
- ⊙ Dynamic Sitemap
- ⊙ Support for Windows, Mac, Linux
- ⊙ Video integration (YouTube, Vimeo, etc.)
- ⊙ Client owns rights to all data
- ⊙ Organization/Staff Directory
- ⊙ Frequently Asked Questions (FAQs)
- ⊙ Ordinances and Resolutions
- ⊙ Share This Button (Facebook/Twitter)
- ⊙ Secure Pages / SSL
- ⊙ Printer Friendly Pages
- ⊙ RSS Feeds Inbound/Outbound

## Optional Features/Services

- ⊙ Email Subscriptions / Notifications
- ⊙ Projects Directory
- ⊙ Parks and Trails Directory
- ⊙ Property Directory (Commercial/Industrial)
- ⊙ Business Directory
- ⊙ Facility Reservations
- ⊙ Specialty Sub-site Graphic Designs
- ⊙ Custom Feature Development

# MEETING AND AGENDA MANAGEMENT (OPTIONAL)

---

Municode Web includes a standard feature to post meeting agendas and minutes. Many organizations seek the additional features of an agenda management solution such as agenda item approval workflow, auto-generated PDF/Word agendas, live council voting/roll call, and audio/video integration.

Municode Meetings is the easiest-to-use and most modern agenda management system in the industry. It is a 100% cloud-based offering that will greatly reduce the staff time and effort required to create and publish online agendas and minutes.

## Key Project Deliverables

- ★ BOARD/COMMITTEE SETUP - configure as many boards as you need - no limit
- ★ MEETING TEMPLATE DESIGN - design one or more meeting templates to your custom specifications
- ★ TRAINING
- ★ WORKFLOW - setup custom agenda item approval workflows
- ★ USERS/ROLES/PERMISSIONS - create and configure unlimited user accounts
- ★ ANNUAL SERVICE - 99.95% up-time guarantee, data backups, disaster recovery
- ★ SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

## Standard Features

- ⊙ Unlimited Meetings and Agenda Templates
- ⊙ Unlimited Meeting Agenda Templates
- ⊙ Unlimited Users
- ⊙ Create Meetings
- ⊙ Submit/Add Agenda Items
- ⊙ Attach agenda item files
- ⊙ Create Agendas
- ⊙ Create Agenda Packets
- ⊙ Create Meeting Minutes
- ⊙ Approve Items with Approval Workflow
- ⊙ Auto Publishing Agenda, Agenda Packet, Minutes to the web
- ⊙ Self-service YouTube video time stamping
- ⊙ Integration with Swagit Video (coming soon)
- ⊙ Voting/Roll Call
- ⊙ Integration with Municode Web calendar

## Service and Support

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

## POLICIES AND PROCEDURES MANAGEMENT (OPTIONAL)

---

Municode Web includes a standard feature to post policy and procedure documents. Many organizations seek the additional features of a policy and procedures management solution, such as approval workflow, automated PDF generation, and historical tracking. Examples of policy and procedure manuals include fire codes, general plans, financial reports, and proclamations. Municode's Self-Publishing Software facilitates these needs.

### Key Project Deliverable

- ★ SOFTWARE LICENSE – Annually, includes up to five (5) authorized users
- ★ CONVERSION – Convert your current Word/Folio manuals to our software database for in-house publication, updates and maintenance
- ★ WORKFLOW – Provides organized, systematic execution of updates, corrections, new clauses, new codes, etc.
- ★ ONLINE BOOK HOSTING – Published in HTML format
- ★ SERVICE LEVEL - 99.95% up-time guarantee, data backups, disaster recovery
- ★ SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

### Standard Features

- ⦿ Policy/Amendment drafting tool
- ⦿ Automated code, policy and publication updates
- ⦿ Automated approval and signature workflow
- ⦿ Automated PDF generation for backup/printing
- ⦿ Historical tracking tool
- ⦿ Online training and customer service

### Service and Support

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

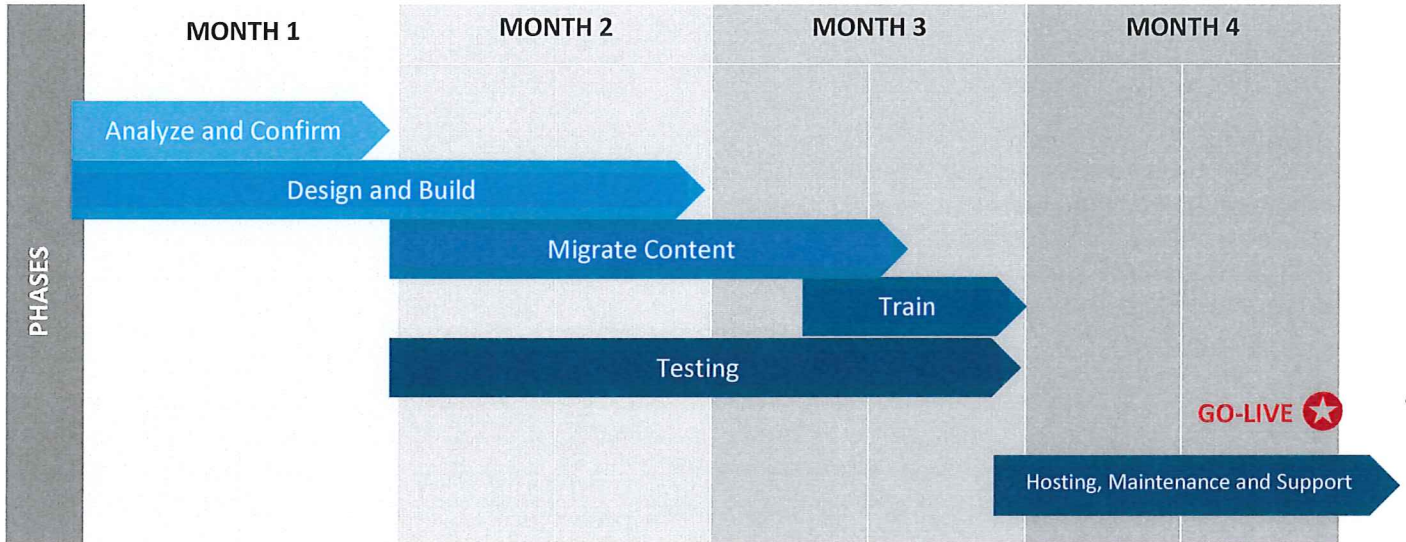
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Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

# PROJECT TIMELINE AND APPROACH

The typical project takes from 3 to 7 months. The high-level timeline below is an approximation. We will finalize the schedule once we meet with you:

## Project Timeline Sample



## Client Responsibilities

The client's responsibility and the key to a smooth on-time deployment is providing the initial information and approving proofs quickly.

- The Client will make available to Municode relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort. The Client will create new content copy as needed.
- The Client will assign a single point of contact for Municode to interact with that will be responsible for coordinating the schedules of other project stakeholders.
- The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues at or before those 5 days have elapsed.
- The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.
- The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps to access those features. Municode is not responsible for Google's decisions related to discontinuing services or changing current APIs.

## Project Phase Descriptions

### Phase 1: Analyze and Confirm Requirements

#### Website Assessment:

Municode will complete an analysis of your current website(s) to assess the existing navigation, features/functions, and quality of content.

#### Organizational Overview Inventory/Survey:

Municode will provide an organizational overview document for you to complete as part of this assessment.

#### Website Design Meeting:

Municode will conduct a design meeting with a client-defined web advisory team. We recommend the advisory team be limited to a maximum of 6 members. This design meeting will allow the website advisory team to provide input regarding the overall design of the new website, including the site branding as well as high-level site navigation. This team will act as the initial review team for website design concepts. In addition, this team will act as the final review team for the website before it is approved for go-live.

### Deliverables

- ⊙ Summary assessment sheet
- ⊙ Organization Survey
- ⊙ Website design specification sheet (graphic design and information / navigation design)

### Phase 2: Design and Build phase

#### Design Concept Creation and Approval (Custom Designs):

Municode will complete home page design concepts for the Home Page and inner pages. These design concepts will incorporate all the graphical elements as well as the high-level sitemap. You will select a winning concept after going through a series of iterative design revision meetings. We allow for a total of 6 revisions.

#### Website Setup, Configure, and Customization:

Municode will create a fully functional website that includes the functional elements described in this proposal. As part of the website setup, Municode will finalize any remaining elements to the approved design and navigation.

### Deliverables

- ⊙ Design concepts
- ⊙ Finalized design (Photoshop PSD)
- ⊙ Functional beta website with approved design
- ⊙ Content migration

## Phase 3: Migrate Content

### Content Finalization and Departmental Acceptance

Municode migrates initial content and your trained staff finalizes prior to go-live. See pricing section for specific number of included pages.

**Meeting Agendas and Minutes:** Client completes an excel template with information regarding each meeting plus corresponding files. Municode will then auto-import that content. Files must be provided with a standard naming convention to allow for auto parsing of date. (i.e. minutes\_061516.pdf, etc.)

**Standard Web Pages:** A standard web page is defined as a page that contains a title, body text, and up to a total of 5 links, file attachments, or images. If you require migration of more complex pages, we can provide a custom quote.

**Directory pages (Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions):** Client completes manually or may request a custom quote. For custom quotes, client completes an excel template with directory data and Municode auto-imports directory content.

## Deliverables

- ⊙ Content creation and migration
- ⊙ Departmental content 'signoff'

## Phase 4: Staff Training

### Staff Training

Throughout the development and after launch, our customers have access to training, resources and educational opportunities that help them thrive. Our initial training is offered to administrators and content contributors.

## Deliverables

- ⊙ On-site (if applicable)
- ⊙ Web teleconference
- ⊙ Videos and User guides

## Phase 5: Testing

### Municode Functional Testing

Municode will perform a series of tests across multiple browser and operating system versions to confirm site functionality. Test will confirm proper functionality of all features documented in this proposal.

### Acceptance Testing

Staff will review the website for completeness. Municode will have completed functional testing and cross-browser compatibility testing.

## Deliverables

- ⊙ Completing Testing Checklists
- ⊙ Site acceptance by client

## Go Live ★

### Go-Live

We will work with you to make the appropriate 'A' Record DNS entry changes to begin the process of propagating the new production web server IP address.

## Deliverables

- ⊙ Accepted Final Live Website

# HOSTING, MAINTENANCE, AND CUSTOMER SUPPORT

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## Hosting

We provide first-class hosting services in a secure data center. We take cyber security seriously. Your website will be secure from multiple perspectives:

### Data Center

We host your website in a secure data center. The data center is manned 24x7x365. Your website is maintained using firewalls, load balancers, multiple web application servers, and a database server. We apply security updates to the entire web server stack on a regular basis.

### Data transmission

We guarantee up to 1 Terabyte of data transfer per month.

### Redundant high-availability failover (optional):

We have the capability of providing premium hosting service levels by offering a mirrored copy of your site on a separate infrastructure and geographic location. We would need to talk through the required service levels and bandwidth to provide pricing for this item.

### Web CMS software security

We apply security updates to your Drupal-based CMS whenever updates are posted. Your website is built on Drupal software that has the confidence of millions of websites in both the private sector and public sector, including whitehouse.gov, the City of Boston and the City of Los Angeles. Several built-in security mechanisms are in place to prevent cross-site scripting attacks.

### Web transmission security

Your website is secured with SSL to encrypt transmission of data. We SSL-enable every page on your website for maximum security.

### User authentication security

Our solution is configured with granular role-based permissions, and each user is required to login with a unique user id and password. We also offer a two-factor authentication option using Google Authenticate if that should be something you are interested in pursuing.

### Data Backup

We back up your data in multiple geographic locations. We backup daily, weekly, monthly, and up to 7 years of annual data backups.

### Guaranteed Uptime

Municode guarantee web server uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service



## Maintenance and Customer Support

### 24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine website operation questions from staff.

### Security upgrades:

Municode will apply security upgrades to your solution's core and contributed modules ensuring that your website stays secure. Municode will perform security upgrades and other web server and website optimizations during off-hours, typically between the hours of 9PM-3AM Pacific, if such work requires taking the website off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

### Site Monitoring and Site Recovery:

Municode will install auto-monitoring software routines that continually monitor website performance and alert us when problems occur. We will act as soon as possible and no later than two hours after problems are detected.

### Free feature upgrades:

As we update our base Municode features, you receive those upgrades for FREE.

# PROJECT COSTS

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## Design, Development, and Implementation Phase \$8,100

- Fully functional Municode CMS with all base features
- Responsive mobile-friendly website with **custom** design
- Content migration; up to 100 pages and 5 years meeting minutes
- Training: web teleconference, video, user guides

## Annual Hosting, Maintenance, and Customer Support \$1,800 / year

- 80GB disk space and up to 1 terabyte data transfer per month
- 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours' webinar refresher trainings per year

## Total Year 1 Costs \$9,900

### Select Additional Website Options

- |   |  |
|---|--|
| <input type="checkbox"/> Email Subscriptions / Notifications                      | \$600 per year                           |
| <input type="checkbox"/> Projects Directory                                       | \$200 per year                           |
| <input type="checkbox"/> Parks and Trails Directory                               | \$200 per year                           |
| <input type="checkbox"/> Property Listings (Commercial/Industrial)                | \$200 per year                           |
| <input type="checkbox"/> Facility Reservations                                    | \$1,500 setup + \$900 per year           |
| <input type="checkbox"/> Business Directory                                       | \$750 setup + \$600 per year             |
| <input type="checkbox"/> Specialty sub-site graphic designs                       | \$3,500 + \$600 per year (per design)    |
| <input type="checkbox"/> Site graphic redesign every 4th year                     | \$600 per year (per design)              |
| <input type="checkbox"/> Additional on-site visits (training, consultation, etc.) | \$1,500 day 1, \$1,000 per day (days 2+) |
| <input type="checkbox"/> Custom Feature Development                               | \$150 per hour or fixed bid quote        |
| <input type="checkbox"/> Meeting and Agenda Management (Municode Meetings)        | \$2,400 per year                         |
| <input type="checkbox"/> Policies and Procedures Management                       | ask for quote                            |

# PAYMENT SCHEDULE

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## Option A: Standard Payment Schedule

### Year 1

Sign contract	50% of one-time costs (\$4,050)
Implement design and features	50% of one-time costs (\$4,050)
Conduct training (site moved to production / annual support begins)	annual hosting and support (\$1,800)

### Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.

## Option B: 4-year Interest-free Payment Schedule

- Year 1
  - o at time of contract signature
    - Project payment 1 of 4 \$2,025
    - Annual website hosting/support \$1,800
    - **Total year 1 \$3,825**
- Year 2
  - o one year from contract signature
    - Project payment 2 of 4 \$2,025
    - Annual website hosting/support \$1,800
    - **Total year 2 \$3,825**
- Year 3
  - o two years from contract signature
    - Project payment 3 of 4 \$2,025
    - Annual website hosting/support \$1,800
    - **Total year 3 \$3,825**
- Year 4
  - o three years from contract signature
    - Project payment 4 of 4 \$2,025
    - Annual website hosting/support \$1,800
    - **Total year 4 \$3,825**

### Notes

- Four-year commitment required.
- Guaranteed pricing. Hosting and Support fees will not increase for first four years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year five will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.

# SERVICES AGREEMENT

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This agreement ("AGREEMENT") is entered between the City of Crosslake, Minnesota ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

- 1. Term of AGREEMENT.** This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.
- 2. Compensation.** It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.
- 3. Scope of Services.** CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.
- 4. Integration.** This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.
- 5. Warranty.** CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.
- 6. Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.
- 7. Termination.** This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.
- 8. Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.
- 9. Confidentiality.** (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) **Obligation of Confidentiality.** During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

**10. Assignment.** Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

**11. Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

**12. Governing Law.** This AGREEMENT shall be governed and construed in accordance with the laws of the State of Minnesota without resort to any jurisdiction's conflicts of law, rules or doctrines.

Submitted by:

Municipal Code Corporation

By:           *Brian Gilday*          

Title: Brian Gilday - President, Website Division

Accepted by:

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

Title: \_\_\_\_\_

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

Staff Report - Crosslake Parks, Recreation and Library

F. l. a.

Date: August 12<sup>th</sup>, 2019

To: Crosslake City Council

From: TJ Graumann, Director of Parks, Recreation & Library

**1. Multi-Purpose Recreational Courts: Funding Options**

The budgeted numbers for this project do not reflect the estimates we received. Please find the Park/Library Commissions consensus regarding this project.

**Recommendation: to move the Multi-Purpose Recreational Courts Project into 2020 and use Park Dedication money to fund the difference.  
Council Motion/Action**

**2. Parks and Recreation Logo Update**

On behalf of the Parks and Recreation Department, we want to thank Dylan Ralph for dedicating his free time making this one of a kind logo for our department. This logo will be used to further promote our department as well as giving it a unique identity.

**Recommendation: to accept this as the official logo for the Parks and Recreation Department  
Council Motion/Action**

**Crosslake Parks, Recreation, and Library  
Commission Memo**

**Date: August 12, 2019**

**To: Crosslake City Council**

**From: TJ Graumann – Director of Parks, Recreation & Library**

**Subject: Multi-Purpose Recreational Courts**

It was the consensus of the Crosslake Park/Library Commission to move the Pickleball/Basketball Project into next years budget allowing more time for donations to accumulate and getting lower estimates. Additionally, all were in favor of using Park Dedication money to help fund this project.



Real People. Real Solutions.

F. Z. b.  
7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

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

August 7, 2019

RE: 2020 Sanitary Sewer Collection System Extension Improvements  
Crosslake, Minnesota

**Dear Property Owner:**

The City of Crosslake is considering improvements for sanitary sewer along CSAH 66. The improvement on CSAH 66 is from the Crosslake City Hall to the intersection of CSAH 16 with CSAH 66 near Moonlite Bay and Moonlite Square. A map of the project segment is attached.

You may have noticed Bolton & Menk Survey Crews along the project segment during the fall of 2018. They were gathering right-of-way, topographic survey, and located utility information for use in the planning and design of the proposed improvements.

In the next couple of weeks, you will see utility companies marking the location of their infrastructure and Braun Intertec performing soil borings to identify project soil characteristics and ground water elevations.

We anticipate holding an initial public information meeting in the coming weeks. At the meeting we will discuss existing conditions, proposed improvements, project schedule, project implementation, assessment procedures and what to expect during construction. The project is tentatively scheduled for construction during the 2020 construction season.

We would greatly appreciate your input during the preliminary development phase of the project.

If you have any questions, please feel free to contact me at 218-821-7265 or [Phillip.Martin@bolton-menk.com](mailto:Phillip.Martin@bolton-menk.com).

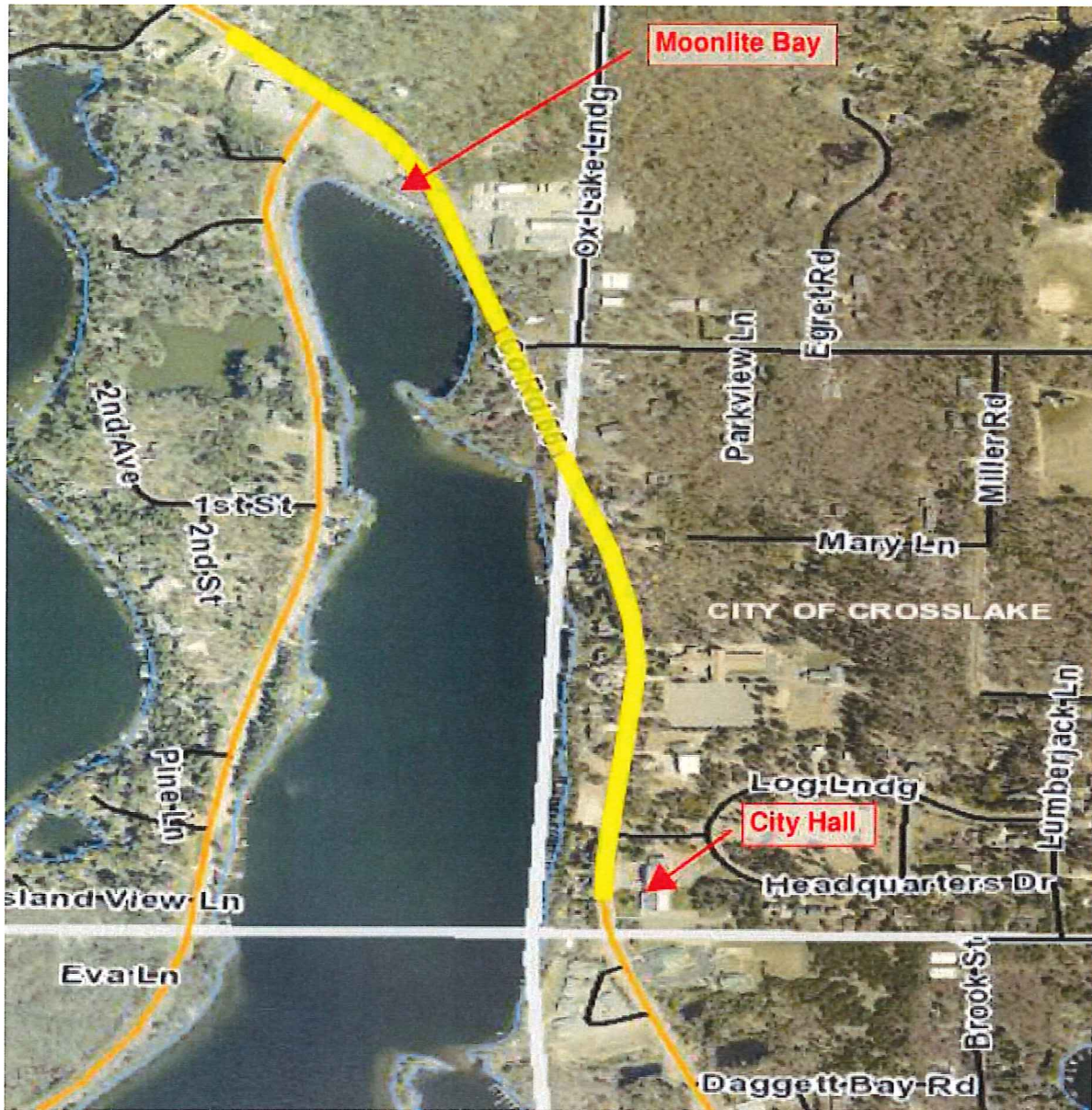
Sincerely,

**Bolton & Menk, Inc.**

**Phil Martin, PE**  
Project Engineer

Cc: Ted Strand – Crosslake Public Works Director  
Mike Lyonais, Crosslake City Administrator





**Project Location Map (Courtesy Crow Wing County GIS Mapping)**



Braun Intertec Corporation  
3900 Roosevelt Road, Suite  
Saint Cloud, MN 56301

Phone: 320.253.9940  
Fax: 320.253.3054  
Web: braunintertec.com

F. 2. C.

August 1, 2019

Proposal QTB105033

City of Crosslake  
c/o Phil Martin, PE  
Bolton & Menk, Inc.  
7656 Design Road, Suite 200  
Baxter, Minnesota 56425

Re: Proposal for a Geotechnical Evaluation  
Moonlite Bay Sanitary Sewer Extension  
County State Aid Highway 66  
Crosslake, Minnesota

Dear Mr. Martin:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for proposed sanitary sewer extension along County Highway 66 from County Highway 16 to the Crosslake City Hall.

## Our Understanding of Project

We understand the project will include an extension of the existing sanitary sewer along County Highway 66 from the intersection of County Highway 16 on the north, to Crosslake City Hall to the south. The proposed extension will be approximately 4,000 feet long and the invert depths are estimated to vary from 10 to 19 feet below grade. The roadway will also be constructed with a bituminous surface as part of the project.

## Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations and evaluate their impact on the design and construction of proposed sanitary sewer extension and roadway construction.

## Scope of Services

The following tasks are proposed to help achieve the stated purpose. If unfavorable or unforeseen conditions are encountered at any point during the completion of the tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming work.

## Site Access, Staking and Utility Clearance

Drilling services will be performed by Braun Intertec Drilling, LLC, a subsidiary of Braun Intertec Corporation. Based on photographs of the site, it appears that the site is accessible to truck-mounted drill rig. We plan to conduct the borings on the paved shoulder of the road.

AA/EOE

We will select and stake prospective subsurface exploration locations and obtain surface elevations at those locations using GPS (Global Positioning System) technology.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification to the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

#### **Traffic Control**

Based on the MnDOT traffic forecast map, it appears CSAH 66 has a daily traffic of 5400 cars. Based on the traffic volume, speed limit and width of the road, we plan to have traffic warning signs, cones and one flag person to manage traffic flow around our drill rig.

#### **Penetration Test Borings**

As requested, we will drill 4 standard penetration test borings for the proposed sanitary sewer extension. We propose to extend the borings about 5 feet beyond the planned invert depths of the utilities, extending 3 borings to 25 feet and 1 boring to 20 feet below grade. Standard penetration tests will be performed at 2 1/2-foot vertical intervals to a depth of about 20 feet, and at 5-foot intervals at greater depths.

If groundwater is encountered in the boreholes, the depth where it is observed will be recorded on the boring logs.

If existing fill, organic materials or other structurally unfavorable soils are not penetrated above the intended boring termination depths, we will extend the borings to obtain at least 5 feet of penetration into more competent materials at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If deeper borings (or additional borings) are needed, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

#### **Borehole Abandonment**

Minnesota Well Code requires that environmental wells that are 15 feet deep or deeper be sealed. Based on our proposed subsurface characterization depths, we will seal 95 linear feet of boring with grout and prepare associated sealing records which must also be submitted to the MDH.

Upon backfilling or sealing boreholes, we will fill holes in pavements with a temporary patch.

Over time, subsidence of borehole backfill may occur, requiring surface grades to be re-leveled or bituminous or concrete patches to be replaced. Braun Intertec is not assuming responsibility for re-leveling or re-patching subsequent to initial backfilling and patching long term.

### **Sample Review and Laboratory Testing**

Recovered samples will be returned to our laboratory, where they will be visually classified and logged by a geotechnical engineer. To help classify the materials encountered and estimate their engineering properties, we have budgeted to perform 4 mechanical analyses (through a #200 sieve only).

### **Reporting**

Data obtained from the borings and laboratory tests will be used to evaluate the subsurface profile and groundwater conditions, perform engineering analyses related to structure design and performance and prepare a report, including:

- A CAD sketch showing project components, limits, and exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the site conditions that will impact structure design and performance, qualifying the nature of their impact, and outlining alternatives for mitigating their impact.
- Discussion regarding the reuse of on-site materials during construction and the impact of groundwater on construction.
- Recommendations for preparing structure subgrades, including excavation support, if applicable, and the selection, placement and compaction of excavation backfill and other structural fill.
- Recommendations for the reconstruction of the roadway.

Only an electronic copy of our report will be submitted to you unless you request otherwise. At your request, the report can also be sent to additional project team members.

### **Cost**

We will furnish the services described in this proposal for a lump sum fee of **\$7,550**.

Our work may extend over several invoicing periods. As such, for work that is performed during the course of each invoicing period, we will submit partial progress invoices.

### **Schedule**

We anticipate the field exploration can begin within approximately 1 to 2 weeks of written authorization; the field exploration will take 1 day to complete. Sample classification, laboratory testing, engineering analyses and report preparation will likely take an additional 2 weeks. We will pass along results, however, as they are obtained and reviewed.

If our proposed scope of services cannot be completed according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

### **General Remarks**

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. ***Please sign and return a copy to us in its entirety.***

The proposed fee is based on the scope of services described and the assumptions that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Andrew Hillerud at 218.260.0930 (ahillerud@braunintertec.com) or Brett Gruber at 320.428.8578 (bgruber@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Andrew J. Hillerud, EIT  
Staff Engineer



Brett P. Gruber  
Associate Principal / Project Manager



Steven A. Thayer, PE  
Associate Principal/Senior Engineer

Attachments:  
MDH Notification Form  
General Conditions (1/1/18)

---

The proposal is accepted, and you are authorized to proceed.

---

**Authorizer's Firm**

---

**Authorizer's Signature**

---

**Authorizer's Name (please print or type)**

---

**Authorizer's Title**

---

**Date**



**Braun Intertec Corporation**  
 3900 Roosevelt Road, Suite  
 Saint Cloud, MN 56301

Phone: 320.253.9940  
 Fax: 320.253.3054  
 Web: braunintertec.com

August 1, 2019

Proposal QTB105033

City of Crosslake  
 c/o Phil Martin, PE  
 Bolton & Menk, Inc.  
 7656 Design Road, Suite 200  
 Baxter, Minnesota 56425

Re: Proposal for a Geotechnical Evaluation  
 Moonlite Bay Sanitary Sewer Extension  
 County State Aid Highway 66  
 Crosslake, Minnesota

Dear Mr. Martin:

Please have the property owner, representative or agent complete the "Well Owner" section only of the Minnesota Department of Health (MDH) Well Sealing Notification form below and return it to Braun Intertec along with the signed proposal. We will complete the remainder of the form and submit it to the MDH.

**NOTE:** This form must be completed and returned to Braun Intertec prior to us scheduling the mobilization of our equipment and crews to the project site.

<b>WELL SEALING NOTIFICATION-WELL SEALING NOTIFICATION IS VALID FOR 18 MONTHS</b> Send notification form and payment (check, money order, or credit card information) to: Minnesota Department of Health, Well Management Section, P.O. Box 64502, St. Paul, Minnesota 55164-0502. <b>ATTN: CASHIER</b> Well Management Section Fax Number: (651) 201-4599.						Minnesota Unique Well No. or W-series No. <small>(Leave blank if not known)</small>		Minnesota Well and Boring Sealing No. <b>H</b>	
<input type="checkbox"/> Well Sealing Notification (269)      Check Box If: <input type="checkbox"/> Well is Multiple Cased <input type="checkbox"/> Larger than 8-inch Inside Diameter						Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover    Exp. Date _____ Print Cardholder Name _____		Card Number _____      3-Digit Security Code <small>(Printed on back side of card.)</small>	
<input type="checkbox"/> Water-Supply Well <input type="checkbox"/> Monitoring Well <input type="checkbox"/> Other _____ Authorized Signature _____									
WELL LOCATION	County	Township Name	Township No.	Range No.	Section No.	Fraction (sm. → lg.) /    /    /			
	Well Location Address		City	State	Zip Code	Est. Depth	Casing Diameter		
WELL OWNER	Well Owner Name (Print)				Daytime Telephone Number (    )    -    -    -				
	Well Owner Street Address			City	State	Zip Code			
	Well Owner Signature					Date			
WELL CONTRACTOR	Well Contractor Company Name (Print) <b>Braun Intertec Corporation</b>		Certified Rep. Signature		Date	Company License No. <b>1323</b>			
Failure to provide proper identification and fee prior to the beginning of well sealing is a violation of Minnesota Statutes, Chapter 103I, and may result in the assessment of an administrative penalty. Notification is not required to seal a boring.									

## General Conditions

### Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

### Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

### Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 You agree to provide us, in a timely manner, with information that you have regarding buried objects at the site. We will not be responsible for locating buried objects at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects that were not properly marked or identified or of which you had knowledge but did not timely call to our attention or correctly show on the plans you or others furnished to us.*

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site or in a sample provided to us. You agree to provide us with information in your possession or control relating to such materials or samples. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 Neither this Agreement nor the providing of Services will operate to make us an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. *You agree to hold us harmless, defend, and indemnify us from any damages, claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.*

3.6 Monitoring wells are your property, and you are responsible for their permitting, maintenance, and abandonment unless expressly set forth otherwise in this Agreement.

3.7 You agree to make all disclosures required by law. In the event you do not own the project site, you acknowledge that it is your duty to inform the owner of the discovery or release of contaminants at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, penalties, or losses and expenses, including attorney fees, related to failures to make disclosures, disclosures made by us that are required by law, and from claims related to the informing or failure to inform the site owner of the discovery of contaminants.*

### Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Samples and field data remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are and continue to be your property. They may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

4.5 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.



## Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

## Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s)

attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

**6.2 Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.**

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

**6.4 For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or \$50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken.** This increased fee is not the purchase of insurance.

**6.5 You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.**

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

## Section 7: General Indemnification

7.1 We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

7.3 You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

## Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.