

**AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, DECEMBER 8, 2014
7:00 P.M. – CITY HALL**

A. CALL TO ORDER

1. Pledge of Allegiance
2. Approval of Additions to the Agenda (Council Action-Motion)

B. CRITICAL ISSUES

1. Luke Wehseler of Crow Wing County Highway Department – Construction Cost Share Agreement Between Crow Wing County and the City of Crosslake for the Reconstruction of CSAH 36 from CSAH 37 to County Road 114 (Council Action-Motion)
2. Cindy Myogeto of Brainerd Lakes Chamber of Commerce – (Council Action-Motion) Approval of WinterFest SoupFest on February 7, 2015
Approval of St. Patrick’s Day Parade Route and 5K Race Route on March 14, 2015

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

1. Regular Council Meeting Minutes of November 10, 2014
2. Special Council Meeting Minutes of November 20, 2014
3. City – Month End Revenue Report dated November 2014
4. City – Month End Expenditures Report dated November 2014
5. November 2014 Budget to Actual Analysis
6. Pledged Collateral Report dated November 30, 2014
7. Tax Increment Financing Reimbursement
8. Crosslake Communications Balance Sheet, Income Statement, Detail of Reserve Balances and Statement of Cash Flows dated October 31, 2014
9. Crosslake Communications Check Register for 10/1/14-10/31/14
10. Crosslake Communications Advisory Board Minutes of November 25, 2014
11. Crosslake Communications Customer Counts
12. Police Report for Crosslake – November 2014
13. Police Report for Mission Township – November 2014
14. Memo dated 12/8/14 from Chief Hartman Re: Purchase of 2015 Squad Car
15. Fire Department Report – November 2014
16. Crosslake Rolloff Recycling Report for November 2014
17. Waste Partners Recycling Report for October 2014
18. Planning and Zoning Commission Meeting Minutes of October 24, 2014
19. EDA Meeting Minutes of September 3, 2014
20. EDA Meeting Minutes of November 5, 2014
21. Memo dated December 2, 2014 from Charlene Nelson Re: Retroactive Approval of Bills for Payment
22. Bills for Approval
23. North Ambulance Run Report – November 2014

D. MAYOR'S REPORT

1. Letter of Commendation dated November 22, 2014 from Kay Spizzo
2. Consider Extension of Gary Olson's Public Works Commission Term Ending 1/31/15

E. CITY ADMINISTRATOR'S REPORT

1. Memo dated December 2, 2014 from Mike Lyonais and Dan Vogt Re Budget Update – Capital Outlay Items (Council Discussion)
2. Memo dated 12/4/14 from Ted Strand Re: Surplus Equipment and Purchase of New Equipment (Council Action-Motion)
3. Memo dated December 2, 2014 from Mike Lyonais Re: Approval for Fund Transfers (Council Action-Motion)
4. Approval of HSA Business and Bank Services Agreement Between Frandsen Bank and the City of Crosslake (Council Action-Motion)
5. Memo dated December 3, 2014 from City Clerk and Office Manager Re: Christmas Closing (Council Action-Motion)

F. COMMISSION REPORTS

1. PLANNING AND ZONING

- a. Chris Pence - 2014 Planning and Zoning Data (Council Information)
- b. Commercial Land Use Ordinance Draft dated 12/4/14 (Council Discussion)
- c. Metes and Bounds Subdivision, 34309 County Road 3, Kirk Schnitker (Council Action-Motion)

2. CROSSLAKE COMMUNICATIONS

- a. Kevin Larson – Highlights Report for November 2014 (Council Information)

3. PARK AND RECREATION

- a. Staff Report dated December 2, 2014 from Jon Henke Re: Community Center Activities (Council Action-Motion)

G. CITY ATTORNEY REPORT

1. Resolution Vacating Property on Manhattan Point Boulevard (Council Action-Motion)
2. Surveyed Encroachments on Manhattan Drive (Council Discussion)

H. OLD BUSINESS

I. NEW BUSINESS

J. PUBLIC FORUM

K. ADJOURN

**CONSTRUCTION COST SHARE AGREEMENT
BETWEEN CROW WING COUNTY, MN AND THE CITY OF CROSSLAKE, MN
FOR THE RECONSTRUCTION OF COUNTY STATE AID HIGHWAY (CSAH) 36
FROM CSAH 37 TO COUNTY ROAD (CR) 114
CROW WING COUNTY PROJECT NO. S.P. 018-636-008**

This Agreement is made and entered into this day of _____, 2014, by and between the County of Crow Wing, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of Crosslake, a municipal corporation under the laws of the State of Minnesota, 37028 County Road 66, Crosslake, Minnesota 56442 hereinafter referred to as the "City". This Agreement is related to the reconstruction of CSAH 36 from CSAH 37 to CR 114, hereinafter referred to as "Project" and applies only to that portion of the Project from CSAH 37 to the east limits of the City.

WITNESSETH

WHEREAS, the parties mutually agree that the reconstruction of County State Aid Highway 36, (CSAH 36) should be done as soon as possible; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the improvements to CSAH 36 under Project No. S.P. 018-636-008, which plans and specifications are on file in the office of the County Engineer; and,

WHEREAS, the City granted Municipal Consent for the Project on May 12, 2014; and,

WHEREAS, the parties agree that it is in their best interest that certain costs of said Project be shared;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of reconstructing the highway, segments of intersecting streets and driveways, drainage, and utilities on a portion of CSAH 36 from CSAH 37 to CR 114; as described in the plans and specifications numbered Crow Wing County Project S.P. 018-636-008 on file in the office of the Crow Wing County Highway Department (hereinafter referred to as the "Project"). This agreement covers only the portion of the Project within the municipal limits of the City, specifically from CSAH 37 to the east limits of the City. This agreement does not include any aspects related to the City owned utility of Crosslake Communications, which for this Project is considered a separate entity responsible for relocation costs. Applicable reimbursable utility relocation costs associated with Crosslake Communications will be addressed by a separate agreement.

II. Duties

A. Construction

The County shall provide all design-engineering services for the Project unless otherwise stated in this agreement. The County shall provide all construction-engineering services. The County shall do the calling for all bids and the acceptance of all bid proposals.

B. Property Acquisition

The County shall acquire all property required for the project, including property currently held by the City.

C. Inspection and Approval

The County shall provide construction inspection and staking for the project and approval for acceptance of the work as it is completed. Approval of the completed construction by the County shall be final, binding and conclusive upon the City as to the satisfactory completion of the construction.

III. COSTS

A. RECONSTRUCTION OF CSAH 36 - The estimated construction cost of the Project is \$2,784,993.12. There are no identified construction cost share items for this project, therefore, the County is responsible for all the construction costs is shown in Attachment A.

B. RIGHT-OF-WAY ACQUISITION COSTS – The County will finalize the right-of-way acquisition process as stated in Section II.B above.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds, if any, disbursed by the County or City pursuant to this Agreement shall be disbursed pursuant to law.

VI. CONTRACTS AND PURCHASES

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

VII. ACCOUNTABILITY

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

VIII. TERMINATION

This Agreement may be terminated by either party only for breach of this Agreement or by mutual consent of the parties.

IX. MAINTENANCE

The maintenance of the completed detention basins (including ponds and their outlet structures) shall be the responsibility of the City. Routine maintenance is considered to be all procedures required to keep the system in working order as designed.

X. NOTICE

For purposes of delivery of any notices hereunder, notices shall be effective if delivered to the County Auditor of Crow Wing County, 326 Laurel Street, Brainerd, Minnesota, 56401, on behalf of the County, and the City of Crosslake, 37028 County Road 66, Crosslake, MN 56442, on behalf of the City.

XI. INDEMNIFICATION

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

XII. ENTIRE AGREEMENT

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

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

COUNTY OF CROW WING

CITY OF CROSSLAKE

By: _____
Rosemary Franzen, Chair
Board of Commissioners

By: _____
Darrell Schneider, Mayor
City of Crosslake

Dated: _____

Dated: _____

ATTEST:

By: _____
Timothy J. Houle
Crow Wing County Administrator

By: _____
Charlene Nelson, City Clerk
City of Crosslake

Dated: _____

Dated: _____

RECOMMENDED FOR APPROVAL:

By: _____
Timothy Bray, P.E.
Crow Wing County Engineer

Dated: _____

APPROVED:

By: _____
Donald F. Ryan
Crow Wing County Attorney

Dated: _____

ATTACHMENT A - CROW WING COUNTY/CITY OF CROSSLAKE COST SHARE AGREEMENT

PROJECT NAME: CSAH 36 RECONSTRUCTION
 PROJECT #: SP 018-636-008
 DATE: 12/2/2014

ITEM NO.	ITEM DESCRIPTION	UNITS	SP 018-636-008 TOTAL QUANTITY	UNIT PRICE	TOTAL
2021.501	MOBILIZATION	LUMP SUM	1	\$80,000.00	\$80,000.00
2104.501	REMOVE PIPE CULVERTS	LIN FT	460	\$6.00	\$2,760.00
2104.501	REMOVE FENCE	LIN FT	360	\$1.00	\$360.00
2104.501	REMOVE GUARD RAIL	LIN FT	100	\$2.00	\$200.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	69760	\$1.75	\$122,080.00
2104.513	SAWING BITUMINOUS PAVEMENT	LIN FT	355	\$3.00	\$1,065.00
2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	6	\$30.00	\$180.00
2105.501	COMMON EXCAVATION (P)	CU YD	160109	\$3.00	\$480,327.00
2105.507	SUBGRADE EXCAVATION	CU YD	2795	\$5.00	\$13,975.00
2105.521	GRANULAR BORROW (LV)	CU YD	3000	\$7.00	\$21,000.00
2105.522	SELECT GRANULAR BORROW MOD (CV)	CU YD	9063	\$9.00	\$81,567.00
2105.602	PIEZOMETER	EACH	8	\$750.00	\$6,000.00
2105.602	SETTLEMENT PLATES	EACH	8	\$450.00	\$3,600.00
2105.604	GEOTEXTILE FABRIC TYPE VI-A	SQ YD	12806	\$13.00	\$166,478.00
2105.604	SOIL STABILIZATION GEOGRID	SQ YD	692	\$4.00	\$2,768.00
2105.604	SURCHARGE	LUMP SUM	1	\$78,450.00	\$78,450.00
2123.509	DOZER	HOUR	32	\$210.00	\$6,720.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	10	\$110.00	\$1,100.00
2130.501	WATER	M GALLONS	1000	\$30.00	\$30,000.00
2211.501	AGGREGATE BASE CLASS 5	TON	40258	\$8.00	\$322,064.00
2221.501	SHOULDER BASE AGGREGATE CLASS 1	TON	1193	\$16.00	\$19,088.00
2221.501	SHOULDER BASE AGGREGATE CLASS 5	TON	4452	\$10.00	\$44,520.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	3511	\$3.00	\$10,533.00
2357.606	BITUMINOUS MATERIAL FOR SHOULDER TACK	GALLON	1552	\$3.00	\$4,656.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) SPECIAL	TON	12080	\$50.00	\$604,000.00
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B) SPECIAL	TON	8075	\$50.00	\$403,750.00
2451.609	PIPE BEDDING MATERIAL	TON	423	\$14.00	\$5,922.00
2501.511	12" CS PIPE CULVERT	LIN FT	90	\$20.00	\$1,800.00
2501.511	15" CS PIPE CULVERT	LIN FT	1172	\$22.00	\$25,784.00
2501.511	15" RC PIPE CULVERT CLASS III	LIN FT	170	\$30.00	\$5,100.00
2501.511	18" RC PIPE CULVERT CLASS III	LIN FT	268	\$38.00	\$10,184.00
2501.511	36" RC PIPE CULVERT CLASS III	LIN FT	136	\$85.00	\$11,560.00
2501.515	12" CS PIPE APRON	EACH	4	\$150.00	\$600.00
2501.515	15" CS PIPE APRON	EACH	60	\$175.00	\$10,500.00
2501.515	15" RC PIPE APRON	EACH	10	\$420.00	\$4,200.00
2501.515	18" RC PIPE APRON	EACH	8	\$950.00	\$7,600.00
2501.515	36" RC PIPE APRON	EACH	4	\$1,500.00	\$6,000.00
2501.521	58" SPAN RC PIPE-ARCH CULVERT CLASS IIIA	LIN FT	88	\$150.00	\$13,200.00
2501.525	58" SPAN RC PIPE-ARCH APRON	EACH	2	\$1,500.00	\$3,000.00
2501.601	TEMPORARY CULVERT	LUMP SUM	1	\$2,500.00	\$2,500.00
2511.501	RANDOM RIPRAP CLASS III	CU YD	110	\$80.00	\$8,800.00
2511.515	GEOTEXTILE FILTER TYPE IV	SQ YD	220	\$2.20	\$484.00
2540.602	TEMPORARY MAILBOX SUPPORT	EACH	30	\$50.00	\$1,500.00
2540.602	MAILBOX SUPPORT	EACH	30	\$100.00	\$3,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$15,000.00	\$15,000.00
2564.531	SIGN PANELS TYPE C	SQ FT	411	\$35.00	\$14,385.00
2564.537	INSTALL SIGN TYPE SPECIAL	EACH	6	\$250.00	\$1,500.00
2564.602	SALVAGE AND INSTALL EMERGENCY 911 SIGN	EACH	40	\$40.00	\$1,600.00
2573.502	SILT FENCE, TYPE MS	LIN FT	5341	\$1.60	\$8,545.60
2573.505	FLOTATION SILT CURTAIN TYPE STILL WATER	LIN FT	419	\$12.00	\$5,028.00
2573.510	WATER TREATMENT	LUMP SUM	1	\$5,000.00	\$5,000.00
2573.520	SEDIMENT REMOVAL BACKHOE	HOUR	20	\$150.00	\$3,000.00
2573.533	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	390	\$3.00	\$1,170.00
2573.535	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$1,000.00	\$1,000.00
2573.550	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$1,500.00	\$1,500.00
2573.560	CULVERT END CONTROLS	EACH	44	\$100.00	\$4,400.00
2574.508	FERTILIZER TYPE 4	POUND	69	\$0.90	\$62.10
2574.508	FERTILIZER TYPE 3	POUND	11158	\$0.40	\$4,463.20
2574.578	SOIL BED PREPARATION	ACRE	49	\$50.00	\$2,450.00
2574.580	SOIL TRACKING	ACRE	2	\$200.00	\$400.00
2575.501	SEEDING	ACRE	50	\$85.00	\$4,250.00
2575.502	SEED MIXTURE 21-111	POUND	4991	\$0.20	\$998.20
2575.502	SEED MIXTURE 25-121	POUND	3009	\$2.40	\$7,221.60
2575.502	SEED MIXTURE 33-361	POUND	20	\$3.00	\$60.00
2575.511	MULCH MATERIAL TYPE 1	TON	86	\$100.00	\$8,600.00
2575.519	DISK ANCHORING	ACRE	43	\$60.00	\$2,580.00
2575.523	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	29937	\$1.20	\$35,924.40
2575.562	HYDRAULIC MATRIX TYPE BONDED FIBER	POUND	8930	\$1.20	\$10,716.00
2575.571	RAPID STABILIZATION METHOD 3	M GALLONS	16	\$250.00	\$4,000.00
2580.603	INTERIM PAVEMENT MARKING	LIN FT	47502	\$0.15	\$7,125.30
2582.502	4" SOLID LINE WHITE-PAINT	LIN FT	50057	\$0.06	\$3,003.42
2582.502	4" SOLID LINE YELLOW-PAINT	LIN FT	22415	\$0.06	\$1,344.90
2582.502	4" BROKEN LINE YELLOW-PAINT	LIN FT	3340	\$0.06	\$200.40
2582.502	24" SOLID LINE YELLOW - PAINT	LIN FT	245	\$2.00	\$490.00

GRAND TOTAL: \$2,784,993.12

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, NOVEMBER 10, 2014
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, November 10, 2014. The following Council Members were present: Mayor Darrell Schneider, Gary Heacox, Steve Roe, and Mark Wessels. John Moengen was absent. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Rec. Director Jon Henke, Police Chief Bob Hartman, Office Manager Debby Floerchinger, Land Services Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Mark Hallan, and Echo Publishing Reporter Dan Determan. There were approximately eleven people in the audience.

A. CALL TO ORDER – Mayor Schneider called the Regular Council meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 11R-01-14 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. CRITICAL ISSUES –

1. A memo from Charlene Nelson dated November 5, 2014 included a Certification of Election Results which requires action by the City Council as the Canvassing Board for the City for the election that was held on November 4, 2014. The combined number of votes cast in the two precincts was 1,319 with 74 new registrations. For the office of Mayor, Steve Roe received 574 votes, Darrell Schneider received 461 votes and Darrin Mitchell received 235 votes. For City Council David H. Schrupp received 680 votes, Bradley B. Nelson received 641 votes, Jeff Bisson received 555 votes, Darrell Shannon received 127 votes and Douglas C. Steele received 120 votes. MOTION 11R-02-14 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE CERTIFICATION OF ELECTION RESULTS AS PRESENTED. MOTION CARRIED WITH ALL AYES.
2. Patty Norgaard reported that efforts are in place from several local organizations to promote Crosslake as a destination for holiday light displays and requested that the City purchase lights for the trees at City Hall and the Community Center. MOTION 11R-03-14 WAS MADE BY STEVE ROE AND SECONDED BY DARRELL SCHNEIDER TO SPEND UP TO \$500 FOR THE PURCHASE OF HOLIDAY LIGHTS AND DISPLAYS AT CITY HALL AND COMMUNITY CENTER. MOTION CARRIED WITH ALL AYES.

C. CONSENT CALENDAR – MOTION 11R-04-14 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. REGULAR COUNCIL MEETING MINUTES OF OCTOBER 13, 2014;
2. CITY – MONTH END REVENUE REPORT DATED OCTOBER 2014;
3. CITY – MONTH END EXPENDITURES REPORT DATED OCTOBER 2014;
4. OCTOBER 2014 BUDGET TO ACTUAL ANALYSIS;

5. PLEGGED COLLATERAL REPORT DATED OCTOBER 31, 2014 FROM MIKE LYONAI5;
6. CROSSLAKE COMMUNICATIONS BALANCE SHEET, INCOME STATEMENT AND DETAIL OF RESERVE BALANCES DATED AUGUST 31, 2014;
7. CROSSLAKE COMMUNICATIONS BALANCE SHEET, INCOME STATEMENT AND DETAIL OF RESERVE BALANCES DATED SEPTEMBER 30, 2014;
8. CROSSLAKE COMMUNICATIONS CHECK REGISTER FOR 8/1/14-8/31/14 IN THE AMOUNT OF \$475,370.86;
9. CROSSLAKE COMMUNICATIONS CHECK REGISTER FOR 9/1/14-9/30/14 IN THE AMOUNT OF \$309,297.34;
10. CROSSLAKE COMMUNICATIONS ADVISORY BOARD MEETING MINUTES OF AUGUST 26, 2014;
11. CROSSLAKE COMMUNICATIONS ADVISORY BOARD MEETING MINUTES OF OCTOBER 31, 2014;
12. CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS;
13. POLICE REPORT FOR CROSSLAKE – OCTOBER 2014;
14. POLICE REPORT FOR MISSION TOWNSHIP – OCTOBER 2014;
15. FIRE DEPARTMENT REPORT – OCTOBER 2014;
16. NORTH AMBULANCE RUN REPORT – OCTOBER 2014;
17. CROSSLAKE ROLLOFF RECYCLING REPORT FOR OCTOBER 2014;
18. WASTE PARTNERS RECYCLING REPORT FOR SEPTEMBER 2014;
19. CROW WING COUNTY WATER PLAN NEWS DATED OCTOBER 27, 2014;
20. CROW WING COUNTY FORFEITED TAX LANDS;
21. PLANNING AND ZONING COMMISSION MEETING MINUTES OF SEPTEMBER 26, 2014;
22. BLAEDC 3RD QUARTER ACTIVITY REPORT;
23. LETTER DATED OCTOBER 16, 2014 FROM CROW WING POWER RE: MUNICIPAL METER RELIEF PROGRAM;
24. CROSSLAKE PARK/LIBRARY COMMISSION MEETING MINUTES OF SEPTEMBER 24, 2014;
25. RESOLUTION 14-12 ACCEPTING VARIOUS DONATIONS;
26. APPLICATION FOR TEMPORARY ON-SALE LIQUOR LICENSE FOR IMMACULATE HEART CHURCH;
27. BILLS FOR APPROVAL IN THE AMOUNT OF \$100,708.45; AND
28. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$12,883.44. MOTION CARRIED WITH ALL AYES.

D. MAYOR’S REPORT – Mayor Schneider invited the newly elected Council Members to attend the upcoming budget workshops. Mayor Schneider reported that an item to be included in the budget discussion was the EDA and its powers. The Mayor gave the Council a copy of Minnesota State Statute 469.092 LIMIT OF POWERS.

E. CITY ADMINISTRATOR’S REPORT

1. MOTION 11R-05-14 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO SET THE DATE FOR A COUNCIL WORK SESSION TO DISCUSS

THE 2015 BUDGET FOR THURSDAY, NOVEMBER 20, 2014 AT 6:00 P.M.
MOTION CARRIED WITH ALL AYES.

2. Dan Vogt reported that staff is reviewing potential health insurance policies that could save the City money. The current health insurance premiums with Blue Cross/Blue Shield increased approximately 10% for 2015. The City could save 38% by changing to a high deductible health plan with a Health Savings Account. If the City funded the deductible for the first year, the savings could be approximately \$60,000. Mr. Vogt suggested that the City negotiate with the employees to reduce the funding of the deductible over four years. Mr. Vogt proposed adjusting the non-union employee's health benefits from 100% paid to an 80/20% split along with a wage increase. Mr. Vogt would take this offer to the unions for consideration and report to the Council at the next budget meeting.
3. MOTION 11R-06-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPROVE THE ENGAGEMENT LETTER WITH ROBERT W. BAIRD & CO. INCORPORATED DATED NOVEMBER 4, 2014 TO SERVE AS MANAGING UNDERWRITER OF THE \$2,445,000 TELEPHONE UTILITY REVENUE REFUNDING BONDS, SERIES 2014. Debby Floerchinger noted that the approximate savings of \$208,000 would be used for plant upgrades. MOTION CARRIED WITH ALL AYES.
4. MOTION 11R-07-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO ADOPT RESOLUTION 14-13 APPROVING THE AUTHORIZATION FOR THE ISSUANCE OF TELEPHONE UTILITY REVENUE REFUNDING BONDS, SERIES 2014. MOTION CARRIED WITH ALL AYES.
5. MOTION 11R-08-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPROVE AND EXECUTE THE VALUATION SERVICES AGREEMENT WITH HILDI, INC. AT A COST NOT TO EXCEED \$3,000. Hildi provides actuarial services that enable the City to report and make available for audit purposes, its obligations related to postemployment healthcare and other benefits. The estimated fees were included in the 2014 budget. MOTION CARRIED WITH ALL AYES.
6. MOTION 11R-09-14 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO APPROVE AND AUTHORIZE EXECUTION OF THE AUDIT ENGAGEMENT LETTER WITH CLIFTON LARSON ALLEN FOR THE ANNUAL AUDIT AND PREPARATION OF THE 2014 FINANCIAL STATEMENTS. MOTION CARRIED WITH ALL AYES.

F. COMMISSION REPORTS

1. PLANNING AND ZONING

- a. Jon Kolstad reported that 55 building permits were issued in October. Staff is working with John Sumption to complete the draft Commercial Land Use Ordinance. A Joint Planning and Zoning Commission/City Council Meeting will be held Friday, November 21, 2014 at 10:00 A.M. to review and discuss the draft.

2. CROSSLAKE COMMUNICATIONS

- a. MOTION 11R-10-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO DECLARE THE 2002 CASE DIRECTIONAL DRILL AS SURPLUS EQUIPMENT AND APPROVE THE SALE OF THE DRILL BY SEALED BIDS. MOTION CARRIED WITH ALL AYES. Office Manager Debby Floerchinger reported that Sprint has filed a lawsuit against hundreds of companies including Crosslake Communications. Potential liability could be \$54,000. Ms. Floerchinger updated the Council on County Road 3, County Road 36 and County Road 1 road projects. Crosslake Communications is plowing fiber to the Crosslake Community School to meet their needs with the online high school. Crosslake Communications has settled the CBS Retransmission Consent Contract and continues negotiations with other channels. MOTION 11R-11-14 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY MARK WESSELS TO CHARGE \$5.00 PER BOX PER MONTH FOR "WHOLE HOME DVR" SERVICE. MOTION CARRIED WITH ALL AYES. IBEW Union negotiations will begin December 9, 2014. The Advisory Board is researching internet speeds and pricing to be competitive with area providers. A Holiday Open House is scheduled for Wednesday, December 10, 2014 from 10:00 A.M. to 3:00 P.M.

3. PARK AND RECREATION/LIBRARY

- a. Jon Henke gave the Council an update on the library, senior meals, fitness room, Silver Sneakers, October attendance, pickleball, yoga, AAA driving class, Monster Dash/Halloween Party, volleyball, PAL Foundation donations, and Thanksgiving Day hours of operation. MOTION 11R-12-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPROVE THE TRIMMING OF BRANCHES IN THE RIGHT OF WAY ALONG COUNTY ROAD 66 UP TO AN APPROXIMATE HEIGHT OF 15 FEET. MOTION CARRIED WITH ALL AYES.

4. PUBLIC WORKS

- a. Ted Strand gave an update on Public Works activities. Dream Island Bridge has been damaged by beavers. WSN will be inspecting the damage and providing suggestions on repairs. The Corps of Engineers would like the City to move the wastewater plant from the campground. Crow Wing County is looking for a place to station a high powered boat wash.

5. RECYCLING

- a. Steve Roe reported that SCORE Funding from the County for the 2015 recycling program will decrease from \$30,000 to \$29,200. MOTION 11R-13-14 WAS MADE BY STEVE ROE AND SECONDED BY DARRELL SCHNEIDER TO INCLUDE \$3,140 IN THE 2015 BUDGET FOR THE DECREASE IN RECYCLING FUNDS. MOTION CARRIED WITH ALL AYES.

- G. CITY ATTORNEY REPORT** – As recommended by Attorney Person, MOTION 11R-14-14 WAS MADE BY GARY HEACOX AND SECONDED BY STEVE ROE TO TABLE THE RIGHT-OF-WAY VACATION REQUEST FROM GERALD AND SANDRA BILSKI UNTIL THE NEXT REGULAR COUNCIL MEETING. MOTION CARRIED WITH ALL AYES.

H. OLD BUSINESS – None.

I. NEW BUSINESS – None.

J. PUBLIC FORUM – None.

K. ADJOURN - MOTION 11R-15-14 WAS MADE BY GARY HEACOX AND SECONDED BY DARRELL SCHNEIDER TO ADJOURN THE MEETING AT 8:30 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk
Deputy Clerk/Minutes/11-10-14

DRAFT

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
THURSDAY, NOVEMBER 20, 2014
6:00 P.M. – CITY HALL

The Council for the City of Crosslake met in a Special Session on November 20, 2014 for the purpose of discussing the 2015 Budget. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, and Mark Wessels. John Moengen was absent. Also present were City Administrator/Consultant Dan Vogt, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Bob Hartman, Fire Chief Chip Lohmiller, Park and Recreation Director Jon Henke, EDA President Patty Norgaard, and Council Member Elect Dave Schrupp. There were no public attendees.

Mayor Schneider called the Special Council Meeting to order at 6:00 P.M. and turned the meeting over to Finance Director/Treasurer Mike Lyonais. The Council reviewed an updated draft of the 2015 Budget. There is approximately \$346,000 undesignated that could be used to start a Capital Expenditure Fund for future capital expenditures. The Council reviewed proposed tax rates from the County. The proposed tax rate for the City of Crosslake increased 0.689% over last year.

Dan Vogt read a memo dated November 20, 2014 regarding employee benefit and pay adjustments. Mr. Vogt reviewed the proposed changes to health insurance benefits by using a High Deductible Health Plan with a fully funded Health Savings Account component. Mr. Vogt proposed for the first year that the City fund the HSA \$3,000 for singles and \$6,000 for families and that the City slowly decrease that contribution over 3 years. Union employees were not willing to commit to changes outside their contract which expires December 31, 2015.

Dan Vogt reported that he met with non-union employees and that they have agreed to contribute 20% of the health insurance premiums in exchange for an annual adjustment to cover the insurance premium as well as an additional one-time adjustment to their base pay totaling \$5,000. The estimated savings after making all of the adjustments is approximately \$24,000.

A discussion ensued regarding when the HSA contributions should be distributed to employee accounts. If the distribution is on a quarterly basis, the Council would guarantee early distribution of the HSA funds if an employee had a medical emergency. MOTION 11SP-01-14 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO APPROVE A ONE-TIME ADJUSTMENT TO THE BASE PAY TOTALING \$5,000 FOR NON-UNION EMPLOYEES, TO APPROVE CHANGING THE CURRENT HEALTH INSURANCE PLAN TO A HIGH DEDUCTIBLE HEALTH PLAN, AND TO APPROVE FUNDING OF \$3,000/SINGLE OR \$6,000/FAMILY FOR A HEALTH SAVINGS ACCOUNT FOR ALL EMPLOYEES. THE HSA CONTRIBUTION FOR NON-UNION EMPLOYEES WILL DECREASE ACCORDINGLY: \$2,500/\$5,000 FOR 2016 AND \$2,000/\$4,000 FOR 2017. THE FIRST DISTRIBUTION OF HSA FUNDS WOULD BE IN THE AMOUNT OF \$1,500 ON JANUARY 1. MOTION CARRIED WITH ALL AYES.

Mike Lyonais reported that a new server at City Hall was included in the proposed budget and asked that the council consider a maintenance agreement with CTC I.T. at a cost of \$500 per month for maintenance of the server and backups.

The Council discussed the funding of road projects and new fire equipment. These items could be on hold for many years if the Council does not want to incur debt. Fire Chief Chip Lohmiller addressed the Council regarding the purchase of a new fire truck and reported that the City's ISO rating is currently a 7, which keeps homeowners insurance rates down. ISO ratings are based partly on the age/condition of equipment that fire departments use. Mr. Lohmiller stated that the Fire Relief Association could make a contribution towards the purchase. There would be some revenue from the sale of the old fire truck.

Ted Strand addressed the Council and reported that Dream Island Bridge repairs and the relocation of the wastewater plant at the campground were two unexpected projects that should be included in the Budget. The approximate cost for these two items is \$25,000.

Mike Lyonais recommended that the Council close out the Library Building Project which still shows a shortage of \$51,142. Park Dedication funds were to be used to offset this balance; however, very few Park Dedication funds have been generated.

Mark Wessels proposed that the \$23,000 for the 2015 EDA budget be reduced to zero. Mr. Wessels noted that the EDA will have approximately \$10,000 left in the 2014 Budget and that those funds should be carried over to 2015. Patty Norgaard argued that \$23,000 is a minimal amount of the City's budget and that the EDA's goals of increasing tourism and business growth are important to the City. MOTION 11SP-02-14 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO REDUCE THE EDA BUDGET BY \$23,000 FOR THE 2015 BUDGET. Gary Heacox stated that it was difficult to justify the EDA Budget when staff is requesting funds for repairs, equipment and projects. MOTION CARRIED 3-1 WITH STEVE ROE OPPOSED.

There being no further business at 8:10 P.M., MOTION 11SP-03-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

Deputy Clerk/Minutes/11-20-14

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Month-End Revenue

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Current Period: NOVEMBER 2014

SRC	SRC Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$2,188,747.00	\$0.00	\$1,215,064.27	\$973,682.73	55.51%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$112,839.00	\$0.00	\$103,257.98	\$9,581.02	91.51%
31300	Emergency Services Levy	\$0.00	\$0.00	\$779.43	-\$779.43	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$740.77	-\$740.77	0.00%
31310	2012 Series A Levy	\$122,161.00	\$0.00	\$66,525.29	\$55,635.71	54.46%
31800	Other Taxes	\$0.00	\$0.00	\$1,258.51	-\$1,258.51	0.00%
31900	Penalties and Interest DelTax	\$2,000.00	\$0.00	\$869.05	\$1,130.95	43.45%
32110	Alcoholic Beverages	\$12,300.00	\$0.00	\$16,000.00	-\$3,700.00	130.08%
32111	Club Liquor License	\$500.00	\$0.00	\$300.00	\$200.00	60.00%
32112	Beer and Wine License	\$1,000.00	\$0.00	\$100.00	\$900.00	10.00%
32180	Other Licenses/Permits	\$200.00	\$0.00	\$327.00	-\$127.00	163.50%
33400	State Grants and Aids	\$0.00	\$0.00	\$500.00	-\$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	\$279.00	-\$279.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$1,609.05	\$390.95	80.45%
33417	Police State Aid	\$33,000.00	\$0.00	\$38,079.92	-\$5,079.92	115.39%
33418	Fire State Aid	\$28,000.00	\$0.00	\$39,878.87	-\$11,878.87	142.42%
33419	Fire Training Reimbursement	\$0.00	\$670.00	\$10,010.00	-\$10,010.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$916.92	-\$916.92	0.00%
33422	PERA State Aid	\$2,979.00	\$0.00	\$1,489.50	\$1,489.50	50.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$2,794.68	-\$2,794.68	0.00%
33650	Recycling Grant	\$30,000.00	\$0.00	\$30,000.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$10.00	\$305.45	-\$105.45	152.73%
34010	Sale of Maps and Publications	\$100.00	\$0.00	\$80.00	\$20.00	80.00%
34050	Candidate Filing Fees	\$0.00	\$0.00	\$20.00	-\$20.00	0.00%
34103	Zoning Permits	\$28,000.00	\$1,700.00	\$53,845.00	-\$25,845.00	192.30%
34104	Plat Check Fee/Subdivision Fee	\$1,000.00	\$0.00	\$1,200.00	-\$200.00	120.00%
34105	Variances and CUPS/IUPS	\$8,800.00	\$0.00	\$14,000.00	-\$5,200.00	159.09%
34106	Sign Permits	\$500.00	\$75.00	\$125.00	\$375.00	25.00%
34107	Assessment Search Fees	\$800.00	\$80.00	\$785.00	\$15.00	98.13%
34108	Zoning Misc/Penalties	\$1,500.00	\$0.00	\$1,300.00	\$200.00	86.67%
34109	Zoning Reimb Eng/Legal/Survey	\$5,000.00	\$0.00	-\$2,041.00	\$7,041.00	-40.82%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34112	Septic Permits	\$3,750.00	\$600.00	\$7,375.00	-\$3,625.00	196.67%
34113	Landscape License Fee	\$2,000.00	\$0.00	\$0.00	\$2,000.00	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	\$3,100.00	-\$2,900.00	1550.00%
34202	Fire Protection and Calls	\$31,250.00	\$0.00	\$35,531.47	-\$4,281.47	113.70%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$1,500.00	\$0.00	\$1,450.00	\$50.00	96.67%
34210	Police Contracts	\$48,000.00	\$12,000.00	\$52,000.00	-\$4,000.00	108.33%
34211	Police Donations	\$0.00	\$0.00	\$26,000.00	-\$26,000.00	0.00%
34213	Police Receipts	\$4,000.00	\$0.00	\$4,795.39	-\$795.39	119.88%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	0.00%
34300	E911 Signs	\$1,000.00	\$0.00	\$1,600.00	-\$600.00	160.00%
34700	Park & Rec Donation	\$0.00	\$0.00	\$400.00	-\$400.00	0.00%

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Month-End Revenue

Current Period: NOVEMBER 2014

SRC	SRC Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$100.00	\$0.00	\$568.00	-\$468.00	568.00%
34740	Park Concessions	\$250.00	\$47.00	\$524.00	-\$274.00	209.60%
34741	Gen Gov t Concessions	\$100.00	\$0.00	\$142.25	-\$42.25	142.25%
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	\$52.12	\$130.25	-\$130.25	0.00%
34750	CCC/Park User Fee	\$3,500.00	\$218.00	\$3,608.00	-\$108.00	103.09%
34751	Shelter/Beer/Wine Fees	\$250.00	\$0.00	\$343.00	-\$93.00	137.20%
34760	Library Cards	\$1,500.00	\$25.00	\$1,362.00	\$138.00	90.80%
34761	Library Donations	\$0.00	\$0.00	\$1,303.87	-\$1,303.87	0.00%
34762	Library Copies	\$500.00	\$16.00	\$302.40	\$197.60	60.48%
34763	Library Events	\$5,000.00	\$0.00	\$4,325.50	\$674.50	86.51%
34764	Library Miscellaneous	\$0.00	\$0.00	\$40.00	-\$40.00	0.00%
34765	Summer Reading Program	\$350.00	\$0.00	\$215.00	\$135.00	61.43%
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	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34769	PAL Foundation - Park	\$2,000.00	\$2,082.21	\$16,072.61	-\$14,072.61	803.63%
34770	Silver Sneakers	\$5,000.00	\$459.00	\$6,829.00	-\$1,829.00	136.58%
34790	Park Dedication Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34800	Tennis Fees	\$1,100.00	\$0.00	\$1,840.00	-\$740.00	167.27%
34801	Recreational-Program	\$500.00	\$0.00	\$3,034.00	-\$2,534.00	606.80%
34802	Softball/Baseball Fees	\$2,000.00	\$0.00	\$1,255.00	\$745.00	62.75%
34803	Recreation-Misc. Receipts	\$100.00	\$3.00	\$1,511.70	-\$1,411.70	1511.70%
34805	Aerobics Fees	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$1,365.00	\$29,082.00	\$918.00	96.94%
34807	Volleyball Fees	\$500.00	\$97.00	\$643.00	-\$143.00	128.60%
34808	Silver and Fit	\$0.00	\$785.00	\$8,939.00	-\$8,939.00	0.00%
34809	Soccer Fees	\$1,000.00	\$0.00	\$1,912.00	-\$912.00	191.20%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$250.00	\$4,750.00	-\$1,750.00	158.33%
34941	Cemetery Openings	\$3,500.00	\$300.00	\$5,300.00	-\$1,800.00	151.43%
34942	Cemetery Other	\$450.00	\$0.00	\$400.00	\$50.00	88.89%
34950	Public Works Revenue	\$1,500.00	\$225.00	\$28,065.23	-\$26,565.23	1871.02%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$36,819.98	\$8,180.02	81.82%
34953	Recycling Revenues	\$0.00	\$0.00	\$44.38	-\$44.38	0.00%
35100	Court Fines	\$15,000.00	\$1,686.81	\$8,610.79	\$6,389.21	57.41%
35103	Library Fines	\$0.00	\$25.00	\$831.99	-\$831.99	0.00%
35105	Restitution Receipts	\$900.00	\$143.00	\$6,377.06	-\$5,477.06	708.56%
36200	Miscellaneous Revenues	\$500.00	\$97.52	\$55,253.95	-\$54,753.95	11050.79%
36201	Misc Reimbursements	\$715.00	\$336.22	\$2,622.59	-\$1,907.59	366.80%
36202	LIBRARY GRANTS	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	0.00%
36210	Interest Earnings	\$3,000.00	\$268.94	\$3,164.05	-\$164.05	105.47%
36230	Contributions and Donations	\$12,500.00	\$0.00	\$5,000.00	\$7,500.00	40.00%
36254	Sp Assess Prin-Sunrise Isl 11	\$3,963.00	\$0.00	\$1,132.26	\$2,830.74	28.57%
36255	Sp Assess Int-Sunrise Isl 11	\$1,461.00	\$0.00	\$417.30	\$1,043.70	28.56%
38050	Telephone Fees	\$265,000.00	\$22,083.37	\$242,917.07	\$22,082.93	91.67%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$25,000.00	\$0.00	\$23,240.30	\$1,759.70	92.96%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Month-End Revenue

Current Period: NOVEMBER 2014

SRC	SRC Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
39230	Proceeds - 2006 Series B Bonds	\$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		\$3,115,065.00	\$45,700.19	\$2,251,581.08	\$863,483.92	72.28%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$479.80	-\$479.80	0.00%
31100	REA Loan Payment	\$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	\$57.32	-\$57.32	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	\$12.03	-\$12.03	0.00%
31302	1999 Series B Levy	\$0.00	\$0.00	\$67.08	-\$67.08	0.00%
31303	2001 Series A Levy	\$0.00	\$0.00	\$216.13	-\$216.13	0.00%
31304	2002 Series A Levy	\$0.00	\$0.00	\$152.54	-\$152.54	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	\$0.00	\$729.81	-\$729.81	0.00%
31308	2006 Series B Levy	\$135,746.00	\$0.00	\$75,407.52	\$60,338.48	55.55%
31309	2006 Series C Levy	\$0.00	\$0.00	\$48.66	-\$48.66	0.00%
31310	2012 Series A Levy	\$109,346.00	\$0.00	\$59,527.82	\$49,818.18	54.44%
31900	Penalties and Interest DelTax	\$1,500.00	\$0.00	\$4,121.62	-\$2,621.62	274.77%
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	\$146.89	-\$146.89	0.00%
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	\$271.71	-\$271.71	0.00%
36132	Sp Assess Int Waterwood/00	\$0.00	\$0.00	\$44.46	-\$44.46	0.00%

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Month-End Revenue

Current Period: NOVEMBER 2014

SRC	SRC Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
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	\$47.94	-\$47.94	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	\$125.70	-\$125.70	0.00%
36178	Sp Assess Int Wolf Tr/Ct/02	\$0.00	\$0.00	\$16.87	-\$16.87	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	\$73.73	-\$73.73	0.00%
36182	Sp Assess Int Shafer Rd/02	\$0.00	\$0.00	\$29.28	-\$29.28	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%

CITY OF CROSSLAKE

Month-End Revenue
Current Period: NOVEMBER 2014

SRC	SRC Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
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	\$4,413.00	\$0.00	\$2,206.67	\$2,206.33	50.00%
36196	SpAssess Int ABC Drive	\$276.00	\$0.00	\$156.15	\$119.85	56.58%
36197	SpAssess Prin Wildwood/White B	\$5,718.00	\$0.00	\$2,963.49	\$2,754.51	51.83%
36198	SpAssess Int Wildwood/White B	\$357.00	\$0.00	\$231.60	\$125.40	64.87%
36199	SpAssess Prin Greer Lake Rd 03	\$3,133.00	\$0.00	\$1,879.68	\$1,253.32	60.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$1,734.00	\$0.00	\$0.00	\$1,734.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$196.00	\$0.00	\$117.48	\$78.52	59.94%
36236	SpAssess Prin East Shore 2004	\$1,538.00	\$0.00	\$1,051.52	\$486.48	68.37%
36237	SpAssess Int East Shore 2004	\$96.00	\$0.00	\$71.69	\$24.31	74.68%
36238	SpAssess Prin Margaret 2004	\$1,059.00	\$0.00	\$352.87	\$706.13	33.32%
36239	SpAssess Int Margaret 2004	\$66.00	\$0.00	\$22.04	\$43.96	33.39%
36240	SpAssess Prin Edgewater 2004	\$1,907.00	\$0.00	\$1,226.15	\$680.85	64.30%
36241	SpAssess Int Edgewater 2004	\$119.00	\$0.00	\$76.61	\$42.39	64.38%
36242	SpAssess Prin Gendreau 2004	\$1,940.00	\$0.00	\$1,364.90	\$575.10	70.36%
36243	SpAssess Int Gendreau 2004	\$121.00	\$0.00	\$104.67	\$16.33	86.50%
36244	Sp Assess Prin - Duck Lane	\$2,273.00	\$0.00	\$1,262.79	\$1,010.21	55.56%
36245	Sp Assess Int - Duck Lane	\$396.00	\$0.00	\$220.01	\$175.99	55.56%
36246	Sp Assess Prin - Sunset Drive	\$2,685.00	\$0.00	\$1,566.63	\$1,118.37	58.35%
36247	Sp Assess Int - Sunset Drive	\$468.00	\$0.00	\$258.82	\$209.18	55.30%
36248	Sp Assess Prin - Maroda Drive	\$993.00	\$0.00	\$496.60	\$496.40	50.01%
36249	Sp Assess Int - Maroda Drive	\$173.00	\$0.00	\$86.52	\$86.48	50.01%
36250	Sp Assess Prin - Johnie/Rober	\$4,024.00	\$0.00	\$2,526.61	\$1,497.39	62.79%
36251	Sp Assess Int - Johnie/Robert	\$701.00	\$0.00	\$439.33	\$261.67	62.67%
36252	Sp Assess Prin - Brita/Pinevie	\$13,755.00	\$0.00	\$10,720.12	\$3,034.88	77.94%
36253	Sp Assess Int - Brita/Pineview	\$2,397.00	\$0.00	\$1,818.14	\$578.86	75.85%
36254	Sp Assess Prin-Sunrise Isl 11	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$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%
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%
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		\$297,130.00	\$0.00	\$172,798.00	\$124,332.00	58.16%
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	\$2,000.00	\$48.18	\$570.60	\$1,429.40	28.53%

CITY OF CROSSLAKE

Month-End Revenue

Current Period: NOVEMBER 2014

SRC	SRC Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
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		\$2,000.00	\$48.18	\$570.60	\$1,429.40	28.53%
FUND 404 JOBZ						
31000	General Property Taxes	\$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%
34204	JOBZ Recipient Deposit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34208	JOBZ Annual Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ		\$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	\$14,000.00	\$0.00	\$6,905.85	\$7,094.15	49.33%
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		\$14,000.00	\$0.00	\$6,905.85	\$7,094.15	49.33%
FUND 408 WEST SHORE DRIVE						
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%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408 WEST SHORE DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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						

CITY OF CROSSLAKE

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Month-End Revenue

Current Period: NOVEMBER 2014

SRC	SRC Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
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%
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	\$33.16	\$33.16	-\$33.16	0.00%
36210	Interest Earnings	\$0.00	\$0.12	\$1.47	-\$1.47	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	\$33.28	\$34.63	-\$34.63	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$23,000.00	\$0.00	\$12,420.74	\$10,579.26	54.00%
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%
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		\$23,000.00	\$0.00	\$12,420.74	\$10,579.26	54.00%
FUND 503 EDA (REVOLVING LOAN)						
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$2,000.00	\$133.52	\$1,710.15	\$289.85	85.51%
36211	Revolving Loan Interest	\$4,450.00	\$667.77	\$4,088.42	\$361.58	91.87%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$6,450.00	\$801.29	\$5,798.57	\$651.43	89.90%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$239.95	-\$1,029.95	\$1,029.95	0.00%
36104	Penalty & Interest	\$1,200.00	\$24.64	\$1,704.71	-\$504.71	142.06%
36200	Miscellaneous Revenues	\$2,000.00	-\$33.16	\$3,211.40	-\$1,211.40	160.57%
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	\$195,000.00	\$16,091.18	\$187,821.31	\$7,178.69	96.32%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$8,000.00	-\$8,000.00	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%
FUND 601 SEWER OPERATING FUND		\$198,200.00	\$15,842.71	\$199,707.47	-\$1,507.47	100.76%

CITY OF CROSSLAKE

Month-End Revenue
Current Period: NOVEMBER 2014

SRC	SRC Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$0.00	\$124,062.32	\$96,937.68	56.14%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$2,000.00	\$3.65	\$2,055.66	-\$55.66	102.78%
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	\$11.47	\$863.32	-\$363.32	172.66%
37250	Sewer Connection Payments	\$0.00	\$150.00	\$150.00	-\$150.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FU		\$223,500.00	\$165.12	\$127,131.30	\$96,368.70	56.88%
		\$3,879,345.00	\$62,590.77	\$2,776,948.24	\$1,102,396.76	71.58%

CITY OF CROSSLAKE
Month End Expenditures
 Current Period: NOVEMBER 2014

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,230.00	\$24,150.00	\$2,850.00	89.44%
122	FICA	\$2,066.00	\$170.62	\$1,872.23	\$193.77	90.62%
208	Instruction Fees	\$600.00	\$315.00	\$1,002.00	-\$402.00	167.00%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$900.00	\$293.16	\$1,553.67	-\$653.67	172.63%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$60.00	\$0.00	\$64.00	-\$4.00	106.67%
430	Miscellaneous	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41110 Council		\$30,776.00	\$3,008.78	\$28,641.90	\$2,134.10	93.07%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$75,000.00	\$5,769.24	\$65,302.55	\$9,697.45	87.07%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$31,200.00	\$2,437.50	\$13,471.25	\$17,728.75	43.18%
105	Part-time	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
109	Secretary/Bookkeeper	\$51,637.00	\$3,988.12	\$45,855.38	\$5,781.62	88.80%
121	PERA	\$9,181.00	\$707.42	\$8,134.75	\$1,046.25	88.60%
122	FICA	\$9,774.00	\$729.08	\$8,383.81	\$1,390.19	85.78%
131	Employer Paid Health	\$53,185.00	\$3,944.24	\$42,776.88	\$10,408.12	80.43%
132	Employer Paid Disability	\$817.00	\$86.53	\$855.27	-\$38.27	104.68%
133	Employer Paid Dental	\$2,502.00	\$232.40	\$2,476.60	\$25.40	98.98%
134	Employer Paid Life	\$130.00	\$11.20	\$123.20	\$6.80	94.77%
136	Deferred Compensation	\$1,300.00	\$100.00	\$1,150.00	\$150.00	88.46%
151	Workers Comp Insurance	\$1,600.00	\$0.00	\$464.00	\$1,136.00	29.00%
200	Office Supplies	\$1,800.00	\$108.91	\$1,014.35	\$785.65	56.35%
208	Instruction Fees	\$2,000.00	\$0.00	\$780.10	\$1,219.90	39.01%
210	Operating Supplies	\$1,500.00	\$0.00	\$1,019.78	\$480.22	67.99%
220	Repair/Maint Supply - Equip	\$1,500.00	\$0.00	\$2,271.00	-\$771.00	151.40%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$5,200.00	\$244.98	\$2,671.24	\$2,528.76	51.37%
322	Postage	\$900.00	\$0.00	\$356.44	\$543.56	39.60%
331	Travel Expenses	\$2,000.00	\$0.00	\$278.79	\$1,721.21	13.94%
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	\$132.80	\$867.20	13.28%
413	Office Equipment Rental/Repair	\$2,500.00	\$201.50	\$2,138.85	\$361.15	85.55%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$500.00	\$0.00	\$634.00	-\$134.00	126.80%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$3,000.00	\$0.00	\$941.15	\$2,058.85	31.37%
DEPT 41400 Administration		\$260,326.00	\$18,561.12	\$201,232.19	\$59,093.81	77.30%
DEPT 41410 Elections						
107	Services	\$3,500.00	\$1,815.00	\$3,980.00	-\$480.00	113.71%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$0.00	\$0.00	\$50.21	-\$50.21	0.00%
351	Legal Notices Publishing	\$500.00	\$0.00	\$45.65	\$454.35	9.13%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$500.00	\$135.57	\$608.06	-\$108.06	121.61%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
DEPT 41410	Elections	\$4,500.00	\$1,950.57	\$4,683.92	-\$183.92	104.09%
DEPT 41600	Audit/Legal Services					
301	Auditing and Acct g Services	\$32,000.00	\$0.00	\$25,671.84	\$6,328.16	80.22%
304	Legal Fees (Civil)	\$15,000.00	\$650.00	\$7,300.00	\$7,700.00	48.67%
307	Legal Fees (Labor)	\$3,000.00	\$2,489.50	\$7,932.00	-\$4,932.00	264.40%
DEPT 41600	Audit/Legal Services	\$50,000.00	\$3,139.50	\$40,903.84	\$9,096.16	81.81%
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	\$0.00	\$0.00	\$0.00	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$5,654.00	-\$5,654.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	-\$196.00	\$196.00	0.00%
200	Office Supplies	\$0.00	\$281.63	\$856.47	-\$856.47	0.00%
208	Instruction Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$0.00	\$0.00	\$698.00	-\$698.00	0.00%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$165.00	-\$165.00	0.00%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$32.00	-\$32.00	0.00%
303	Engineering Fees	\$5,000.00	\$0.00	\$236.00	\$4,764.00	4.72%
304	Legal Fees (Civil)	\$14,000.00	\$0.00	\$4,221.22	\$9,778.78	30.15%
305	Legal/Eng - Developer/Criminal	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
314	Surveyor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,600.00	\$302.62	\$2,750.18	\$1,849.82	59.79%
322	Postage	\$0.00	\$0.00	\$362.92	-\$362.92	0.00%
331	Travel Expenses	\$0.00	\$0.00	\$20.16	-\$20.16	0.00%
332	Travel Expense- P&Z Comm	\$2,500.00	\$0.00	\$1,125.00	\$1,375.00	45.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$62.25	\$1,397.00	-\$1,397.00	0.00%
352	Filing Fees	\$1,518.00	\$92.00	\$921.65	\$596.35	60.71%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$0.00	\$0.00	\$128.25	-\$128.25	0.00%
413	Office Equipment Rental/Repair	\$2,500.00	\$201.50	\$2,138.85	\$361.15	85.55%
430	Miscellaneous	\$0.00	\$34.32	\$120.99	-\$120.99	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	\$1.00	-\$1.00	0.00%
452	Refund	\$0.00	\$900.00	\$2,475.00	-\$2,475.00	0.00%
470	Consultant Fees	\$190,000.00	\$15,834.00	\$174,174.00	\$15,826.00	91.67%
500	Capital Outlay	\$0.00	\$235.11	\$1,023.11	-\$1,023.11	0.00%
DEPT 41910	Planning and Zoning	\$225,118.00	\$17,943.43	\$198,304.80	\$26,813.20	88.09%
DEPT 41940	General Government					
151	Workers Comp Insurance	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
210	Operating Supplies	\$1,500.00	\$152.36	\$2,422.66	-\$922.66	161.51%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
223	Bidg Repair Suppl/Maintenance	\$4,500.00	\$25.86	\$4,022.62	\$477.38	89.39%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$58.64	\$241.36	19.55%
302	Architects Fees	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
303	Engineering Fees	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
316	Security Monitoring	\$800.00	\$0.00	\$691.28	\$108.72	86.41%
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	\$0.00	\$41.25	\$281.95	-\$281.95	0.00%
354	Ordinance Codification	\$25,000.00	\$0.00	\$2,768.28	\$22,231.72	11.07%
360	Insurance	\$26,500.00	\$0.00	\$21,585.24	\$4,914.76	81.45%
381	Electric Utilities	\$14,500.00	\$960.00	\$11,200.00	\$3,300.00	77.24%
383	Gas Utilities	\$4,500.00	\$33.72	\$3,488.95	\$1,011.05	77.53%
384	Refuse/Garbage Disposal	\$500.00	\$49.87	\$459.33	\$40.67	91.87%
385	Sewer Utility	\$600.00	\$37.00	\$370.00	\$230.00	61.67%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$7,879.78	\$1,720.22	82.08%
430	Miscellaneous	\$2,500.00	\$103.70	\$1,626.49	\$873.51	65.06%
433	Dues and Subscriptions	\$3,500.00	\$0.00	\$3,950.40	-\$450.40	112.87%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,500.00	\$0.00	\$1,500.00	\$0.00	100.00%
439	Emergency Mgmt Expense	\$2,000.00	\$0.00	\$1,070.05	\$929.95	53.50%
440	Telephone Co Reimb Expense	\$25,000.00	\$0.00	\$22,446.26	\$2,553.74	89.79%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$8,500.00	\$0.00	\$6,654.00	\$1,846.00	78.28%
443	Sales Tax	\$50.00	\$0.00	\$10.00	\$40.00	20.00%
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	\$5,000.00	\$0.00	\$9,000.00	-\$4,000.00	180.00%
460	Fines/Fees Reimburse	\$7,500.00	\$0.00	\$2,683.08	\$4,816.92	35.77%
470	Consultant Fees	\$50,000.00	\$0.00	\$48,656.55	\$1,343.45	97.31%
490	Donations to Civic Org s	\$3,651.00	\$0.00	\$2,200.00	\$1,451.00	60.26%
493	Pass Thru Donations	\$0.00	\$0.00	\$8,495.15	-\$8,495.15	0.00%
500	Capital Outlay	\$2,000.00	\$0.00	\$13,059.20	-\$11,059.20	652.96%
551	Capital Outlay-Building	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$208,301.00	\$2,111.26	\$179,079.91	\$29,221.09	85.97%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$67,568.00	\$5,213.68	\$59,397.94	\$8,170.06	87.91%
101	Assistant	\$56,403.00	\$4,924.20	\$51,312.40	\$5,090.60	90.97%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$16,500.00	\$2,248.13	\$14,623.15	\$1,876.85	88.63%
110	Tech 4	\$55,118.00	\$3,973.41	\$45,590.17	\$9,527.83	82.71%
112	Tech 5	\$55,658.00	\$3,978.63	\$45,345.60	\$10,312.40	81.47%
113	Tech 6	\$52,240.00	\$3,855.95	\$48,002.22	\$4,237.78	91.89%
121	PERA	\$46,434.00	\$3,701.67	\$40,811.85	\$5,622.15	87.89%
122	FICA	\$4,173.00	\$332.92	\$3,670.36	\$502.64	87.95%
131	Employer Paid Health	\$74,213.00	\$6,903.16	\$74,710.56	-\$497.56	100.67%
132	Employer Paid Disability	\$1,946.00	\$185.42	\$1,974.82	-\$28.82	101.48%
133	Employer Paid Dental	\$4,891.00	\$449.88	\$4,801.36	\$89.64	98.17%
134	Employer Paid Life	\$324.00	\$28.00	\$308.00	\$16.00	95.06%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
136	Deferred Compensation	\$1,300.00	\$100.00	\$1,150.00	\$150.00	88.46%
140	Unemployment	\$1,000.00	\$0.00	\$741.95	\$258.05	74.20%
151	Workers Comp Insurance	\$11,000.00	\$0.00	\$9,935.00	\$1,065.00	90.32%
200	Office Supplies	\$450.00	\$0.00	\$85.17	\$364.83	18.93%
208	Instruction Fees	\$3,000.00	\$390.00	\$3,097.21	-\$97.21	103.24%
209	Physicals	\$0.00	\$528.15	\$528.15	-\$528.15	0.00%
210	Operating Supplies	\$1,300.00	\$0.00	\$183.09	\$1,116.91	14.08%
212	Motor Fuels	\$18,000.00	\$1,250.14	\$13,109.79	\$4,890.21	72.83%
214	Auto Expense- 08 Ford	\$1,700.00	\$0.00	\$730.08	\$969.92	42.95%
216	Auto Expense- 09 Ford	\$800.00	\$0.00	\$105.38	\$694.62	13.17%
217	Auto Expense- 10 Ford	\$1,200.00	\$74.10	\$1,140.54	\$59.46	95.05%
218	Auto Expense- 11 Ford	\$1,200.00	\$0.00	\$206.79	\$993.21	17.23%
219	Auto Expense- 12 Dodge	\$1,000.00	\$5.99	\$2,943.01	-\$1,943.01	294.30%
220	Repair/Maint Supply - Equip	\$5,500.00	\$1,041.53	\$10,250.97	-\$4,750.97	186.38%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Terry	\$650.00	\$258.50	\$620.99	\$29.01	95.54%
259	Unif Erik/Mike	\$650.00	\$0.00	\$544.21	\$105.79	83.72%
260	Unif Eric & Bruce	\$650.00	\$0.00	\$582.03	\$67.97	89.54%
261	Unif Jake/Jon/Leigh	\$650.00	\$0.00	\$573.68	\$76.32	88.26%
264	Unif Bobby/Ron	\$650.00	\$0.00	\$650.00	\$0.00	100.00%
265	Unif & P/T Expense	\$0.00	\$612.28	\$612.28	-\$612.28	0.00%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
283	Forfeiture Expenditures	\$900.00	\$0.00	\$10,219.69	-\$9,319.69	1135.52%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$25.00	-\$25.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$25,000.00	-\$25,000.00	0.00%
320	Communications	\$2,800.00	\$260.65	\$3,744.75	-\$944.75	133.74%
321	Communications-Cellular	\$5,400.00	\$320.28	\$3,541.88	\$1,858.12	65.59%
322	Postage	\$200.00	\$0.00	\$26.23	\$173.77	13.12%
331	Travel Expenses	\$1,200.00	\$0.00	\$1,738.29	-\$538.29	144.86%
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	\$5,000.00	\$0.00	\$14,137.03	-\$9,137.03	282.74%
413	Office Equipment Rental/Repair	\$400.00	\$30.00	\$330.01	\$69.99	82.50%
430	Miscellaneous	\$200.00	\$0.00	\$59.97	\$140.03	29.99%
433	Dues and Subscriptions	\$250.00	\$0.00	\$240.00	\$10.00	96.00%
443	Sales Tax	\$200.00	\$0.00	\$34.00	\$166.00	17.00%
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	\$5,000.00	\$0.00	\$1,594.00	\$3,406.00	31.88%
550	Capital Outlay - Vehicles	\$40,000.00	\$0.00	\$36,867.39	\$3,132.61	92.17%
DEPT 421.10 Police Administration		\$547,718.00	\$40,666.67	\$535,896.99	\$11,821.01	97.84%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$6,000.00	\$500.00	\$5,680.00	\$320.00	94.67%
101	Assistant	\$1,200.00	\$100.00	\$1,100.00	\$100.00	91.67%
106	Training	\$2,100.00	\$100.00	\$1,100.00	\$1,000.00	52.38%
107	Services	\$26,000.00	\$0.00	\$0.00	\$26,000.00	0.00%
122	FICA	\$2,700.00	\$53.54	\$602.74	\$2,097.26	22.32%
151	Workers Comp Insurance	\$2,896.00	\$0.00	\$2,615.00	\$281.00	90.30%
200	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
208	Instruction Fees	\$8,000.00	\$1,350.00	\$19,759.00	-\$11,759.00	246.99%
209	Physicals	\$1,500.00	\$0.00	\$2,762.00	-\$1,262.00	184.13%
210	Operating Supplies	\$2,500.00	\$936.00	\$9,024.02	-\$6,524.02	360.96%
212	Motor Fuels	\$250.00	\$0.00	\$926.19	-\$676.19	370.48%
213	Diesel Fuel	\$2,500.00	\$144.95	\$1,715.19	\$784.81	68.61%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
220	Repair/Maint Supply - Equip	\$3,000.00	\$0.00	\$7,036.79	-\$4,036.79	234.56%
221	Repair/Maint Vehicles	\$9,000.00	\$0.00	\$17,722.23	-\$8,722.23	196.91%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$750.00	\$0.00	\$519.46	\$230.54	69.26%
233	FIRE PREVENTION	\$0.00	\$0.00	\$2,207.73	-\$2,207.73	0.00%
240	Small Tools and Minor Equip	\$850.00	\$452.20	\$3,040.26	-\$2,190.26	357.68%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,100.00	\$226.54	\$1,536.72	-\$436.72	139.70%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$1,500.00	\$544.16	\$4,099.83	-\$2,599.83	273.32%
340	Advertising	\$150.00	\$0.00	\$66.24	\$83.76	44.16%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,200.00	\$0.00	\$5,393.44	\$1,806.56	74.91%
430	Miscellaneous	\$150.00	\$0.00	\$105.30	\$44.70	70.20%
433	Dues and Subscriptions	\$1,000.00	\$0.00	\$1,239.00	-\$239.00	123.90%
443	Sales Tax	\$100.00	\$0.00	\$32.00	\$68.00	32.00%
450	Permits	\$10.00	\$0.00	\$0.00	\$10.00	0.00%
455	House Burn	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
491	FDRA City Contribution	\$14,300.00	\$0.00	\$0.00	\$14,300.00	0.00%
492	FDRA State Aid	\$28,000.00	\$0.00	\$39,430.87	-\$11,430.87	140.82%
500	Capital Outlay	\$10,000.00	\$3,202.98	\$19,719.03	-\$9,719.03	197.19%
550	Capital Outlay - Vehicles	\$146,771.00	\$0.00	\$229,104.00	-\$82,333.00	156.10%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$14,896.00	\$0.00	\$14,896.22	-\$0.22	100.00%
610	Interest	\$1,446.00	\$0.00	\$1,445.71	\$0.29	99.98%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$425.00	\$0.00	\$0.00	\$425.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280 Fire Administration		\$298,419.00	\$7,610.37	\$392,878.97	-\$94,459.97	131.65%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
306	Ambulance Subsidy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42500 Ambulance Services		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$44,013.00	\$2,843.59	\$25,479.06	\$18,533.94	57.89%
104	Tech 2	\$52,087.00	\$7,238.44	\$52,709.81	-\$622.81	101.20%
105	Part-time	\$0.00	\$158.16	\$6,767.28	-\$6,767.28	0.00%
108	Tech 3	\$52,888.00	\$2,169.54	\$37,143.73	\$15,744.27	70.23%
121	PERA	\$10,802.00	\$888.25	\$8,720.88	\$2,081.12	80.73%
122	FICA	\$11,287.00	\$871.15	\$8,314.67	\$2,972.33	73.67%
131	Employer Paid Health	\$46,136.00	\$5,508.70	\$45,987.16	\$148.84	99.68%
132	Employer Paid Disability	\$864.00	\$103.40	\$800.21	\$63.79	92.62%
133	Employer Paid Dental	\$1,774.00	\$249.04	\$1,753.07	\$20.93	98.82%
134	Employer Paid Life	\$194.00	\$22.40	\$186.52	\$7.48	96.14%
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	\$12,000.00	\$0.00	\$10,322.00	\$1,678.00	86.02%
200	Office Supplies	\$124.00	\$0.00	\$211.59	-\$87.59	170.64%
208	Instruction Fees	\$1,000.00	\$0.00	\$45.00	\$955.00	4.50%
210	Operating Supplies	\$1,200.00	\$459.91	\$1,638.38	-\$438.38	136.53%
212	Motor Fuels	\$8,000.00	\$540.53	\$5,554.55	\$2,445.45	69.43%
213	Diesel Fuel	\$15,000.00	\$709.31	\$11,484.78	\$3,515.22	76.57%
215	Shop Supplies	\$2,750.00	\$0.00	\$1,516.82	\$1,233.18	55.16%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
220	Repair/Maint Supply - Equip	\$12,000.00	\$33.16	\$28,233.95	-\$16,233.95	235.28%
221	Repair/Maint Vehicles	\$15,000.00	\$705.51	\$7,413.40	\$7,586.60	49.42%
222	Tires	\$1,200.00	\$0.00	\$527.11	\$672.89	43.93%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$366.70	\$4,448.51	\$51.49	98.86%
224	Street Maint Materials	\$20,000.00	\$5,159.58	\$12,974.57	\$7,025.43	64.87%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$8,000.00	\$0.00	\$10,558.80	-\$2,558.80	131.99%
235	Signs	\$3,000.00	\$766.92	\$3,389.12	-\$389.12	112.97%
240	Small Tools and Minor Equip	\$2,000.00	\$56.83	\$4,203.88	-\$2,203.88	210.19%
254	Concessions - Pop	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
259	Unif Erik/Mike	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
260	Unif Eric & Bruce	\$300.00	\$0.00	\$298.89	\$1.11	99.63%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$25,000.00	\$1,929.75	\$8,502.30	\$16,497.70	34.01%
304	Legal Fees (Civil)	\$1,000.00	\$375.00	\$437.50	\$562.50	43.75%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$84.60	\$115.40	42.30%
320	Communications	\$1,600.00	\$123.86	\$1,222.27	\$377.73	76.39%
322	Postage	\$50.00	\$0.00	\$5.80	\$44.20	11.60%
331	Travel Expenses	\$1,000.00	\$0.00	\$15.48	\$984.52	1.55%
340	Advertising	\$100.00	\$0.00	\$159.80	-\$59.80	159.80%
351	Legal Notices Publishing	\$100.00	\$0.00	\$20.24	\$79.76	20.24%
360	Insurance	\$25,000.00	\$0.00	\$26,842.11	-\$1,842.11	107.37%
381	Electric Utilities	\$14,000.00	\$599.38	\$9,459.50	\$4,540.50	67.57%
383	Gas Utilities	\$2,500.00	\$48.27	\$4,898.87	-\$2,398.87	195.95%
384	Refuse/Garbage Disposal	\$1,000.00	\$59.59	\$1,082.03	-\$82.03	108.20%
385	Sewer Utility	\$400.00	\$34.78	\$295.63	\$104.37	73.91%
405	Cleaning Services	\$4,000.00	\$297.51	\$3,293.07	\$706.93	82.33%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$2,500.00	\$0.00	\$1,990.00	\$510.00	79.60%
430	Miscellaneous	\$2,000.00	\$271.40	\$1,381.98	\$618.02	69.10%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$234.80	\$632.06	\$367.94	63.21%
443	Sales Tax	\$100.00	\$0.00	\$104.00	-\$4.00	104.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$45,000.00	\$1,557.18	\$29,234.50	\$15,765.50	64.97%
500	Capital Outlay	\$15,000.00	\$0.00	\$1,282.49	\$13,717.51	8.55%
550	Capital Outlay - Vehicles	\$130,000.00	\$0.00	\$0.00	\$130,000.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
581	Capital Outlay -Seal Coat	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
582	Capital Outlay - Crackfill	\$25,000.00	\$13,691.00	\$20,226.00	\$4,774.00	80.90%
583	Capital Outlay - Overlays	\$169,194.00	\$0.00	\$0.00	\$169,194.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$212,138.38	\$212,138.38	-\$212,138.38	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)		\$797,763.00	\$260,212.02	\$613,992.35	\$183,770.65	76.96%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$0.00	\$227.06	\$712.94	24.16%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$295.47	-\$45.47	118.19%
360	Insurance	\$60.00	\$0.00	\$65.29	-\$5.29	108.82%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
381	Electric Utilities	\$350.00	\$13.50	\$341.38	\$8.62	97.54%
430	Miscellaneous	\$400.00	\$0.00	\$2,351.87	-\$1,951.87	587.97%
452	Refund	\$0.00	\$0.00	\$325.00	-\$325.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$101.76	\$898.24	10.18%
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	\$13.50	\$3,707.83	-\$707.83	123.59%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$59,535.00	\$4,717.22	\$52,772.56	\$6,762.44	88.64%
101	Assistant	\$27,005.00	\$2,326.08	\$24,945.34	\$2,059.66	92.37%
103	Tech 1	\$36,692.00	\$2,838.40	\$29,713.29	\$6,978.71	80.98%
104	Tech 2	\$25,121.00	\$0.00	\$1,312.06	\$23,808.94	5.22%
105	Part-time	\$5,390.00	\$1,537.92	\$15,651.62	-\$10,261.62	290.38%
108	Tech 3	\$24,444.00	\$2,369.11	\$24,282.40	\$161.60	99.34%
121	PERA	\$12,528.00	\$888.18	\$9,712.05	\$2,815.95	77.52%
122	FICA	\$13,464.00	\$1,001.38	\$10,907.41	\$2,556.59	81.01%
131	Employer Paid Health	\$54,637.00	\$2,880.12	\$31,049.98	\$23,587.02	56.83%
132	Employer Paid Disability	\$1,353.00	\$110.18	\$1,171.02	\$181.98	86.55%
133	Employer Paid Dental	\$4,891.00	\$333.68	\$3,555.93	\$1,335.07	72.70%
134	Employer Paid Life	\$324.00	\$22.40	\$244.68	\$79.32	75.52%
136	Deferred Compensation	\$650.00	\$50.00	\$575.00	\$75.00	88.46%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$5,800.00	\$0.00	\$5,222.00	\$578.00	90.03%
200	Office Supplies	\$200.00	\$0.00	\$63.24	\$136.76	31.62%
208	Instruction Fees	\$500.00	\$0.00	\$271.00	\$229.00	54.20%
210	Operating Supplies	\$1,600.00	\$0.00	\$1,498.86	\$101.14	93.68%
212	Motor Fuels	\$2,000.00	\$108.77	\$1,860.05	\$139.95	93.00%
213	Diesel Fuel	\$1,200.00	\$147.75	\$649.65	\$550.35	54.14%
220	Repair/Maint Supply - Equip	\$1,500.00	\$0.00	\$1,943.55	-\$443.55	129.57%
221	Repair/Maint Vehicles	\$1,300.00	\$71.65	\$577.18	\$722.82	44.40%
223	Bldg Repair Suppl/Maintenance	\$9,500.00	\$578.23	\$11,340.40	-\$1,840.40	119.37%
231	Chemicals	\$2,600.00	\$0.00	\$2,170.31	\$429.69	83.47%
235	Signs	\$400.00	\$0.00	\$93.80	\$306.20	23.45%
254	Concessions - Pop	\$300.00	\$0.00	\$498.02	-\$198.02	166.01%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Terry	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$299.96	\$299.96	\$0.04	99.99%
264	Unif Bobby/Ron	\$225.00	\$0.00	\$251.93	-\$26.93	111.97%
304	Legal Fees (Civil)	\$250.00	\$262.50	\$375.00	-\$125.00	150.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$300.00	\$0.00	\$734.65	-\$434.65	244.88%
310	Program Supplies	\$300.00	\$80.00	\$1,419.71	-\$1,119.71	473.24%
311	Softball/Baseball	\$1,000.00	\$0.00	\$507.88	\$492.12	50.79%
312	Aerobic Instruction	\$4,500.00	\$0.00	\$276.00	\$4,224.00	6.13%
315	Warm House/Garage Exp	\$1,000.00	\$49.57	\$1,065.37	-\$65.37	106.54%
316	Security Monitoring	\$700.00	\$251.88	\$704.76	-\$4.76	100.68%
317	Soccer/Skating	\$2,000.00	\$0.00	\$1,274.00	\$726.00	63.70%
318	Garage (North)	\$2,000.00	\$76.00	\$2,227.25	-\$227.25	111.36%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,600.00	\$271.98	\$2,807.50	\$792.50	77.99%
322	Postage	\$250.00	\$0.00	\$29.74	\$220.26	11.90%
323	Garage (East)	\$500.00	\$0.92	\$532.36	-\$32.36	106.47%
324	Disc Golf Expenses	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
331	Travel Expenses	\$500.00	\$0.00	\$297.88	\$202.12	59.58%
335	Background Checks	\$200.00	\$0.00	\$60.00	\$140.00	30.00%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
340	Advertising	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$33.00	-\$33.00	0.00%
360	Insurance	\$15,000.00	\$0.00	\$13,610.60	\$1,389.40	90.74%
381	Electric Utilities	\$14,000.00	\$1,149.38	\$12,232.35	\$1,767.65	87.37%
383	Gas Utilities	\$6,500.00	\$298.41	\$5,180.34	\$1,319.66	79.70%
384	Refuse/Garbage Disposal	\$800.00	\$75.08	\$710.48	\$89.52	88.81%
403	Improvements Other Than Bldgs	\$2,800.00	\$0.00	\$1,148.28	\$1,651.72	41.01%
413	Office Equipment Rental/Repair	\$700.00	\$213.28	\$650.26	\$49.74	92.89%
415	Equipment Rental	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$500.00	\$360.00	\$1,160.84	-\$660.84	232.17%
433	Dues and Subscriptions	\$400.00	\$0.00	\$423.00	-\$23.00	105.75%
442	Safety Prog/Equipment	\$1,600.00	\$0.00	\$372.95	\$1,227.05	23.31%
443	Sales Tax	\$3,500.00	\$0.00	\$3,450.00	\$50.00	98.57%
445	Sr Meals Expense	\$400.00	\$0.00	\$529.88	-\$129.88	132.47%
448	Weight Room Ins Reimbur	\$100.00	\$9.75	\$117.50	-\$17.50	117.50%
450	Permits	\$200.00	\$0.00	\$25.00	\$175.00	12.50%
452	Refund	\$100.00	\$0.00	\$185.00	-\$85.00	185.00%
453	80 Acre Development Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
457	Weight Room Expenses	\$300.00	\$0.00	\$1,292.09	-\$992.09	430.70%
459	PAL Foundation Expenditures	\$1,800.00	\$880.83	\$7,221.20	-\$5,421.20	401.18%
461	Silver Sneakers	\$2,500.00	\$552.00	\$4,807.00	-\$2,307.00	192.28%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$15,000.00	\$0.00	\$36,618.31	-\$21,618.31	244.12%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
557	Capital Outlay - Tennis Courts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Princlpal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$377,959.00	\$24,812.61	\$334,713.47	\$43,245.53	88.56%
DEPT 45500 Library						
101	Assistant	\$24,606.00	\$2,040.00	\$23,233.63	\$1,372.37	94.42%
121	PERA	\$1,784.00	\$147.90	\$1,698.30	\$85.70	95.20%
122	FICA	\$1,818.00	\$127.42	\$1,482.33	\$335.67	81.54%
131	Employer Paid Health	\$15,362.00	\$1,404.33	\$15,204.85	\$157.15	98.98%
132	Employer Paid Disability	\$171.00	\$17.98	\$178.34	-\$7.34	104.29%
133	Employer Paid Dental	\$1,001.00	\$92.96	\$990.64	\$10.36	98.97%
134	Employer Paid Life	\$65.00	\$5.60	\$61.60	\$3.40	94.77%
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	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
201	Library Operating Supplies	\$750.00	\$0.00	\$4,141.18	-\$3,391.18	552.16%
202	Library Subscriptions	\$500.00	\$648.99	\$1,060.39	-\$560.39	212.08%
203	Library Books	\$500.00	\$159.37	\$4,562.17	-\$4,062.17	912.43%
204	Children s Program Expense	\$250.00	\$0.00	\$98.17	\$151.83	39.27%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	NY Times Best Seller Program	\$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	\$59.66	\$593.82	\$406.18	59.38%
322	Postage	\$0.00	\$0.00	\$6.24	-\$6.24	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$1,000.00	\$0.00	\$117.05	\$882.95	11.71%
430	Miscellaneous	\$1,000.00	\$0.00	\$938.49	\$61.51	93.85%
443	Sales Tax	\$0.00	\$0.00	\$21.00	-\$21.00	0.00%
452	Refund	\$0.00	\$0.00	\$20.00	-\$20.00	0.00%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
459	PAL Foundation Expenditures	\$250.00	\$0.00	\$1,342.05	-\$1,092.05	536.82%
500	Capital Outlay	\$500.00	\$0.00	\$4,895.22	-\$4,395.22	979.04%
DEPT 45500	Library	\$50,757.00	\$4,704.21	\$60,645.47	-\$9,888.47	119.48%
DEPT 47014	2012 Series A					
600	Principal	\$175,000.00	\$0.00	\$175,000.00	\$0.00	100.00%
610	Interest	\$37,903.00	\$0.00	\$37,902.50	\$0.50	100.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014	2012 Series A	\$212,903.00	\$0.00	\$212,902.50	\$0.50	100.00%
DEPT 48000	Recycling					
384	Refuse/Garbage Disposal	\$30,000.00	\$2,500.00	\$27,500.00	\$2,500.00	91.67%
388	Recycling Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
430	Miscellaneous	\$2,340.00	\$195.00	\$2,145.00	\$195.00	91.67%
DEPT 48000	Recycling	\$32,440.00	\$2,695.00	\$29,645.00	\$2,795.00	91.38%
FUND 101	GENERAL FUND	\$3,099,980.00	\$387,429.04	\$2,837,229.14	\$262,750.86	91.52%
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%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
DEPT 47007 2003 Series A Disposal						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A						
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	\$145,000.00	\$0.00	\$145,000.00	\$0.00	100.00%
610	Interest	\$18,230.00	\$0.00	\$18,230.00	\$0.00	100.00%
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		\$163,230.00	\$0.00	\$163,230.00	\$0.00	100.00%
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	\$1,012.50	-\$1,012.50	0.00%
621	Continung Disclosure Expene	\$0.00	\$0.00	\$1,012.50	-\$1,012.50	0.00%
DEPT 47013 Bond Disclosure		\$0.00	\$0.00	\$2,025.00	-\$2,025.00	0.00%
DEPT 47014 2012 Series A						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$130,000.00	\$0.00	\$130,000.00	\$0.00	100.00%
610	Interest	\$3,900.00	\$0.00	\$3,900.00	\$0.00	100.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$495.00	-\$495.00	0.00%
DEPT 47014 2012 Series A		\$133,900.00	\$0.00	\$134,395.00	-\$495.00	100.37%
FUND 301 DEBT SERVICE FUND		\$297,130.00	\$0.00	\$299,650.00	-\$2,520.00	100.85%
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%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
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 404	JOBZ					
DEPT 46002	JOBZ - Crosstech Mfg					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46002	JOBZ - Crosstech Mfg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404	JOBZ	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJECTS					
DEPT 46000	Tax Increment Financing					
351	Legal Notices Publishing	\$700.00	\$0.00	\$66.40	\$633.60	9.49%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
650	Administrative Costs	\$700.00	\$0.00	\$100.00	\$600.00	14.29%
DEPT 46000	Tax Increment Financing	\$1,400.00	\$0.00	\$166.40	\$1,233.60	11.89%
DEPT 46001	TIF 1-9 MidWest Asst Living					
646	TaxIncrement 9-C&J Dev	\$12,600.00	\$0.00	\$6,215.26	\$6,384.74	49.33%
DEPT 46001	TIF 1-9 MidWest Asst Living	\$12,600.00	\$0.00	\$6,215.26	\$6,384.74	49.33%
FUND 405	TAX INCREMENT FINANCE PROJEC	\$14,000.00	\$0.00	\$6,381.66	\$7,618.34	45.58%
FUND 408	WEST SHORE DRIVE					
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%
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 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408	WEST SHORE DRIVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 409	JOHNIE/ROBERT STREET					
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 409	JOHNIE/ROBERT STREET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
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%
FUND 414	SUNRISE ISLAND BRIDGE PROJEC	\$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%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
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 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%
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 46500 Economic Develop mt (GENER)		\$0.00	\$0.00	\$0.00	\$0.00	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	\$23,000.00	\$3,250.00	\$6,606.03	\$16,393.97	28.72%
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		\$23,000.00	\$3,250.00	\$6,606.03	\$16,393.97	28.72%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$23,000.00	\$3,250.00	\$6,606.03	\$16,393.97	28.72%
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	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
447	Loan Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER)		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$64,802.00	\$5,000.62	\$56,965.06	\$7,836.94	87.91%
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	\$4,698.00	\$362.54	\$4,168.63	\$529.37	88.73%
122	FICA	\$4,957.00	\$382.54	\$4,398.67	\$558.33	88.74%
131	Employer Paid Health	\$24,404.00	\$2,520.65	\$26,753.07	-\$2,349.07	109.63%
132	Employer Paid Disability	\$480.00	\$44.28	\$482.68	-\$2.68	100.56%
133	Employer Paid Dental	\$1,251.00	\$116.20	\$1,238.30	\$12.70	98.98%
134	Employer Paid Life	\$65.00	\$5.60	\$61.60	\$3.40	94.77%
136	Deferred Compensation	\$650.00	\$50.00	\$575.00	\$75.00	88.46%
151	Workers Comp Insurance	\$3,000.00	\$0.00	\$2,687.00	\$313.00	89.57%
200	Office Supplies	\$300.00	\$0.00	\$246.75	\$53.25	82.25%
208	Instruction Fees	\$2,500.00	\$0.00	\$505.00	\$1,995.00	20.20%
210	Operating Supplies	\$1,500.00	\$394.43	\$352.88	\$1,147.12	23.53%
212	Motor Fuels	\$2,000.00	\$303.45	\$2,252.23	-\$252.23	112.61%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$5,000.00	\$646.26	\$8,050.74	-\$3,050.74	161.01%
221	Repair/Maint Vehicles	\$1,500.00	\$0.00	\$1,056.60	\$443.40	70.44%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,500.00	\$540.36	\$2,283.08	-\$783.08	152.21%
229	Oper/Maint - Lift Station	\$15,000.00	\$198.76	\$10,089.68	\$4,910.32	67.26%
230	Repair/Maint - Collection Syst	\$1,000.00	\$2,653.86	\$2,846.61	-\$1,846.61	284.66%
231	Chemicals	\$12,000.00	\$398.72	\$7,830.52	\$4,169.48	65.25%
258	Unif Bob/Ted/Terry	\$300.00	\$0.00	\$288.92	\$11.08	96.31%
303	Engineering Fees	\$1,000.00	\$168.75	\$506.25	\$493.75	50.63%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$46.49	\$449.91	\$150.09	74.99%
321	Communications-Cellular	\$1,400.00	\$122.25	\$1,282.20	\$117.80	91.59%
322	Postage	\$800.00	\$0.00	\$640.08	\$159.92	80.01%
331	Travel Expenses	\$2,000.00	\$0.00	\$1,060.81	\$939.19	53.04%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$121.73	\$78.27	60.87%
360	Insurance	\$7,500.00	\$0.00	\$8,146.34	-\$646.34	108.62%
381	Electric Utilities	\$26,000.00	\$2,176.71	\$21,672.03	\$4,327.97	83.35%
383	Gas Utilities	\$3,000.00	\$76.97	\$1,798.12	\$1,201.88	59.94%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$10,000.00	\$759.63	\$6,840.02	\$3,159.98	68.40%
407	Sludge Disposal	\$12,000.00	\$5,481.00	\$17,313.00	-\$5,313.00	144.28%
420	Depreciation Expense	\$200,000.00	\$0.00	\$0.00	\$200,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$69.51	\$30.49	69.51%
433	Dues and Subscriptions	\$300.00	\$0.00	\$408.00	-\$108.00	136.00%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
450	Permits	\$2,000.00	\$0.00	\$1,450.00	\$550.00	72.50%
452	Refund	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$10,000.00	\$0.00	\$512.50	\$9,487.50	5.13%
553	Capital Outlay - Sewer Filters	\$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%

OBJ	OBJ Descr	2014 Budget	NOVEMBER 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
DEPT 43200 Sewer		\$427,357.00	\$22,450.07	\$195,403.52	\$231,953.48	45.72%
FUND 601 SEWER OPERATING FUND		\$427,357.00	\$22,450.07	\$195,403.52	\$231,953.48	45.72%
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%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$1,905,000.00	\$0.00	\$0.00	\$1,905,000.00	0.00%
610	Interest	\$117,690.00	\$0.00	\$29,969.61	\$87,720.39	25.46%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
DEPT 47007 2003 Series A Disposal		\$2,023,690.00	\$0.00	\$29,969.61	\$1,993,720.39	1.48%
DEPT 47008 2003 Series B Sewer						
452	Refund	\$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%
DEPT 47008 2003 Series B Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUN		\$2,023,690.00	\$0.00	\$29,969.61	\$1,993,720.39	1.48%
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%
		\$5,886,157.00	\$413,129.11	\$3,375,239.96	\$2,510,917.04	57.34%

City of Crosslake
11/30/2014 Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)

Description	2014 Budget	30-Nov	2014 YTD Amt	2014 YTD Balance	2014 %YTD Budget
Total Expense (From Month End Report For November 30, 2014)	\$ 5,886,157	\$ 413,129	\$ 3,375,240	\$ 2,510,917	57.34%
Adjustments:					
<u>Less: All DS Issues</u>					
(101) Fire Administration - Principal	(14,896)	0	(14,896)	0	100.00%
(101) Fire Administration - Interest	(1,446)	0	(1,446)	(0)	99.98%
(101) Fire Administration - Fiscal Agent Fees	(425)	0	0	(425)	0.00%
(101) 2012 Series A - Principal	(175,000)	0	(175,000)	0	100.00%
(101) 2012 Series A - Interest	(37,903)	0	(37,903)	0	100.00%
(301) 2006 Series B - Principal	(145,000)	0	(145,000)	0	100.00%
(301) 2006 Series B - Interest	(18,230)	0	(18,230)	0	100.00%
(301) 2012 Series A - Principal	(130,000)	0	(130,000)	0	100.00%
(301) 2012 Series A - Interest	(3,900)	0	(3,900)	0	100.00%
(301) Fiscal Agent Fees	0	0	(2,520)	2,520	0.00%
(651) 2003 Series A Disposal - Principal (Reported on Balance Sheet)	(1,905,000)	0	0	(1,905,000)	0.00%
(651) 2003 Series A Disposal -Interest	(117,690)	0	(29,970)	(87,720)	25.46%
(651) 2003 Series A Disposal - Fiscal Agent Fees	(1,000)	0	0	(1,000)	0.00%
<i>Total Debt Service</i>	<u>(2,550,490)</u>	<u>0</u>	<u>(558,865)</u>	<u>(1,991,625)</u>	<u>21.91%</u>
<u>Less - All Capital Outlay Accounts:</u>					
(101) Administration	(3,000)	0	(941)	(2,059)	31.37%
(101) Planning and Zoning	0	(235)	(1,023)	1,023	0.00%
(101) General Government Capital Outlay	(2,000)	0	(13,059)	11,059	652.96%
(101) General Government Capital Outlay - Bldgs	(5,000)	0	0	(5,000)	0.00%
(101) Police Administration Capital Outlay	(5,000)	0	(1,594)	(3,406)	31.88%
(101) Police Administration Capital Outlay - Vehicles	(40,000)	0	(36,867)	(3,133)	92.17%
(101) Fire Administration - Capital Outlay	(10,000)	(3,203)	(19,719)	9,719	197.19%
(101) Fire Administration - Capital Outlay - Vehicles	(146,771)	0	(229,104)	82,333	156.10%
(101) Public Works - Capital Outlay	(15,000)	0	(1,282)	(13,718)	8.55%
(101) Public Works - Capital Outlay - Vehicles (Will move to Rd Const.)	(130,000)	0	0	(130,000)	0.00%
(101) Public Works - Capital Outlay - Crackfill	(25,000)	(13,691)	(20,226)	(4,774)	80.90%
(101) Public Works - Capital Outlay - Overlays/Road Const.	(169,194)	(212,138)	(212,138)	42,944	125.38%
(101) Cemetery - Capital Outlay	(1,000)	0	(102)	(898)	10.18%
(101) Parks and Recreation - Capital Outlay	(15,000)	0	(36,618)	21,618	244.12%
(101) Library	(500)	0	(4,895)	4,395	0.00%
(601) Sewer - Capital Outlay	(10,000)	0	(513)	(9,488)	5.13%
(651) Sewer - Capital Outlay	(50,000)	0	0	(50,000)	0.00%
<i>Total Capital Outlay</i>	<u>(627,465)</u>	<u>(229,267)</u>	<u>(578,083)</u>	<u>(49,382)</u>	<u>92.13%</u>
<u>Less: Operating Transfers Between Funds:</u>					
General Fund to Ambulance Project Fund	0	0	0	0	0%
General Capital Projects Fund to General Fund	0	0	0	0	0%
<i>Total Operating Transfers Between Funds</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
<u>Less: Depreciation/Amortization</u>					
(601) Depreciation	(200,000)	0	0	(200,000)	0.00%
Adjusted Expenditures	\$ 2,508,202	\$ 183,862	\$ 2,238,293	\$ 269,909	89.24%
Linear Assumption (11 Month/12 Months) =91.67					
	91.67%	\$ 5,395,644			-2.43%

City of Crosslake
Pledged Collateral
November 30, 2014

Depository	Percent of Total Bank Balance	Bank Balance	Less: Insurance FDIC/NCUA	Deposits Requiring Collateral	Amount of Collateral Required (110% of Deposits Requiring Collateral)	Market Value of Collateral Provided	Sufficient (Insufficient) Collateral Coverage	Collateral Description	Expiration Date
Riverwood Bank	9.5%	\$ 199,572	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 0		
Lakes State Bank	14.3%	\$ 300,441	\$ 250,000	\$ 50,441	\$ 55,485	\$ 200,000	\$ 144,515	Letter of Credit #2552-16	11/14/2016
BlackRidge Bank	36.7%	\$ 771,623	\$ 250,000	\$ 521,623	\$ 573,785	\$ 1,000,000	\$ 426,215	Letter of Credit 4072-129	12/31/2014
Frandsen Bank and Trust	39.5%	\$ 831,197	\$ 250,000	\$ 581,197	\$ 639,317	\$ 1,521,686	\$ 882,369	38377TVJ7 GNR, 36179NRP GNMA	05/20/2038; 10/20/43
Totals	100.0%	\$ 2,102,833		\$ 1,153,261	\$ 1,268,587	\$ 2,721,686	\$ 1,453,099		

MEMO TO: City Council

FROM: Michael R. Lyonais
Finance Director/Treasurer

DATE: December 8, 2014

SUBJECT: Tax Increment Financing Reimbursement

MRL

I am requesting approval to reimburse 90% of the incremental tax revenue received from the Assisted Living Facility TIF District 1-9, Midwest Properties, for the second half tax payment paid the City in December 2014 from Crow Wing County. The amount received, the amount being retained for administrative costs and the amount to be released is listed below.

<u>Developer</u>	<u>City Taxes Paid</u>	<u>10% Administrative Fee</u>	<u>Amount Due Developer</u>
Assisted Living	\$ 6,061.22	\$ 606.12	\$ 5,455.10

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

Crosslake Communications Balance Sheet

For The Ten Months Ending October 31, 2014

	YTD Amount
ASSETS	
Current Assets	
Cash in Checking and Savings Accounts	394,169.20
Temporary Cash Investments	825,231.81
Restricted Cash Investments	1,099,970.44
Due From Customers	12,379.09
Other Accounts Receivable	87,428.65
Interest Receivable	5,434.12
Material - Regulated	78,301.21
Materials - Deregulated	10,526.20
Prepayments and Other	85,013.54
Total Current Assets	2,598,454.26
Noncurrent Assets	
Other Investments	49,800.11
Nonreg Plant and Equipment	293,015.80
Deferred Charges	66,443.66
Total Noncurrent Assets	409,259.57
Plant, Property and Equipment - Telephone	
Telecommunications Plant in Service	12,258,533.83
Plant Under Construction	286,583.38
Less Accumulated Depreciation - Telephone	(7,353,057.21)
Net Plant - Telephone	5,192,060.00
Plant, Property and Equipment - Cable	
Cable Plant in Service	2,756,321.23
Less Accumulated Depreciation - Cable	(2,439,006.56)
Net Plant - Cable	317,314.67
Total Assets	\$ 8,517,088.50
LIABILITIES	
Current Liabilities	
Accounts Payable	108,493.53
Advance Billings and Prepayment	21,167.74
Customer Deposits	60,037.14
Accrued Interest	58,506.23
Other Current Liabilities	58,933.64
Total Current Liabilities	307,138.28
Long-Term Debt	
2006 Utility Revenue Bond	2,930,000.00
Total Long-Term Debt	2,930,000.00
Other Liabilities and Deferred Credits	
Other Long-Term Liabilities	101,127.00
Other Deferred Credits	0.00
Total Other Liabilities and Credits	101,127.00
EQUITY	
Income Balance	(48,293.76)
Fund Equity	5,227,116.98
Total Equity	5,178,823.22
Total Liabilities and Equity	\$ 8,517,088.50

Crosslake Communications Income Statement

For The Ten Months Ending October 31, 2014

	<u>PTD Amount</u>	<u>LYPTD Amount</u>	<u>YTD Amount</u>	<u>LYTD Amount</u>
Revenues				
Local Network Service	36,458.75	39,104.48	368,012.96	389,026.62
Network Access Service Revenue	69,315.93	76,475.64	700,992.21	742,441.17
Directory and Other Misc. Reg Revenue	4,203.23	4,592.05	41,801.67	44,286.52
Internet, Computer Sales	73,750.75	66,804.49	732,942.17	638,985.66
Uncollectible Revenue	0.00	(36.53)	(25.70)	(273.80)
Cable Revenue	102,938.67	103,751.72	996,400.23	949,152.52
Tower, Rent and Ad Revenue	10,220.21	14,420.93	133,865.29	124,463.44
Other Sales, Lease and Install Revenue	13,321.73	13,938.96	141,262.65	132,948.88
Total Operating Revenue	<u>310,209.27</u>	<u>319,051.74</u>	<u>3,115,251.48</u>	<u>3,021,031.01</u>
Operating Expenses				
Plant Specific Operations Expense	45,521.28	37,577.06	384,953.51	346,723.26
Plant Nonspecific Operations Expense	20,084.85	28,724.66	276,674.83	300,793.22
Depreciation Expense	68,634.37	69,831.02	656,058.81	724,147.50
Customer Operations Expense	24,949.48	23,674.30	271,746.34	261,883.26
Corporate Operations Expense	23,484.64	31,318.63	335,354.93	337,913.72
Internet, Computer Sales Expense	23,690.30	26,633.94	268,599.16	254,925.42
Other Non Reg Expenses	908.26	1,173.33	14,542.71	24,759.28
Signal Purchases	63,332.99	59,133.91	615,710.17	560,924.34
Operating Transfers to City	23,145.68	23,050.74	231,423.87	230,987.83
Total Operating Expenses	<u>293,751.85</u>	<u>301,117.59</u>	<u>3,055,064.33</u>	<u>3,043,057.83</u>
Total Operating Income (Loss)	<u>16,457.42</u>	<u>17,934.15</u>	<u>60,187.15</u>	<u>(22,026.82)</u>
Total Operating Ratio	<u>94.69 %</u>	<u>94.38 %</u>	<u>98.07 %</u>	<u>100.73 %</u>
Other Income (Expense)				
Investment Income	1,670.14	1,589.24	16,387.34	15,399.59
Revenue Bond/Co Bank Interest	(11,700.83)	(12,825.83)	(117,008.30)	(128,258.30)
Amortize Debt Expense	(781.70)	(781.70)	(7,817.00)	(7,817.00)
Gain/(Loss) on Investments	(36.61)	0.00	(41.71)	643.83
Miscellaneous	(0.20)	0.09	(1.24)	10.41
Total Other Income (Expense)	<u>(10,849.20)</u>	<u>(12,018.20)</u>	<u>(108,480.91)</u>	<u>(120,021.47)</u>
Total Net Income (Loss)	<u>5,608.22</u>	<u>5,915.95</u>	<u>(48,293.76)</u>	<u>(142,048.29)</u>

Crosslake Communications

Detail of Reserve Balances

10/31/2014

<i>Restricted and Designated Investments</i>	
Revenue Bond Reserve	\$455,000.00
Cable Operations & Maintenance Reserve	\$32,911.69
Debt Service Revenue Bond	473,885.24
New Central Office Reserve (Switch)	0.00
Heavy Equipment Reserve	60,666.76
Vehicle Reserve	17,955.02
Building Maintenance Reserve	0.00
New Technology Reserve	59,551.73
<i>Total Restricted and Designated Investments</i>	<u>\$1,099,970.44</u>
Unrestricted Investments	825,231.81
<i>Total Investments</i>	<u><u>\$1,925,202.25</u></u>
Unposted Market Value Allow	\$21,320.94
Wells Fargo	1,251,471.56
Riverwood Bank	199,549.19
4M Fund	495,502.44
<i>Total Per Statements</i>	<u><u>1,946,523.19</u></u>

CROSSLAKE COMMUNICATIONS
STATEMENT OF CASH FLOWS
For the Ten Months Ending October 31, 2014

Year-to-Date Total Operating Income Before City Transfers		\$291,611.02
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided By (Used in) Operations:		
Depreciation-Phone	527,208.02	
Depreciation-Cable	94,124.30	
Depreciation-Non Regulated Equipment	26,184.29	
Total Depreciation	<u>647,516.61</u>	647,516.61
Change in Current Liabilities/(Increase) (Decrease)		34,028.96
Change in Current Assets/(Increase) Decrease		
Temporary Cash Investments	(171,687.97)	
Restricted Cash Investments	(297,136.70)	
Other Current Assets	(3,473.71)	
Total Change in Current Assets	<u>(472,298.38)</u>	(472,298.38)
Net Cash Provided By (Used in) Operating Activities		209,247.19
Cash Flows From Investing Activities:		
Interest Received on Cash Investments	16,387.34	
Interest Paid on Debt and Miscellaneous Expenses	(124,826.54)	
Gain/(Loss) on Investments (Non-cash investing activity)	(41.71)	
Net Cash Used In Investing Activities		(108,480.91)
Cash Flows from Capital and Related Financing Activities:		
Additions to Telecommunications Plant in Service	(250,534.40)	
Additions to Cable Plant in Service	(34,954.32)	
Additions to Non Regulated Equipment	(11,424.44)	
Change in Other Liabilities & Deferred Credits	0.00	
Change in Other Assets	7,817.00	
Principal Payments of Long-Term Debt (REA Note)	0.00	
Net Cash Provided By (Used In) Capital & Financing Activities		<u>(289,096.16)</u>
Net Increase (Decrease) in Cash and Cash Equivalents		103,281.14
Cash and Cash Equivalents at Beginning of Period		522,311.93
Operating Transfers to the City		(231,423.87)
Cash and Cash Equivalents at End of Period		<u><u>\$394,169.20</u></u>

CROSSLAKE COMMUNICATIONS
Accounts Payable
Check Register
 10/01/2014 To 10/31/2014

Bank Account: 1 - FRANSDEN BANK

Check #	Date	Vendor Name	Reference	Amount
1645	10/01/2014	FRANSDEN BANK AND TRUST	AUGUST 2014 VISA CHARGES	160.77
1657	10/10/2014	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	6,745.10
1658	10/10/2014	PERA	PERA	2,723.01
1659	10/10/2014	MINNESOTA DEPT OF REVENUE	MINNESOTA WITHHOLDING	1,173.86
1660	10/10/2014	ING-DEFERRED COMP	DEFERRED COMP.	1,755.00
1661	10/10/2014	CITY OF CROSSLAKE (SEWER)	SEPTEMBER SEWER	37.00
1662	10/31/2014	INTERNAL REVENUE SERVICE	OCTOBER EXCISE TAX	1,306.81
1673	10/24/2014	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	5,239.25
1674	10/24/2014	PERA	PERA	2,704.99
1675	10/24/2014	MINNESOTA DEPT OF REVENUE	MINNESOTA WITHHOLDING	884.81
1676	10/24/2014	ING-DEFERRED COMP	DEFERRED COMP.	1,755.00
1677	10/27/2014	CROW WING POWER	ELECTRIC SERVICE	4,420.89
1678	10/31/2014	MINNESOTA DEPT OF REVENUE	OCTOBER SALES & USE TAX	11,914.00
30427	10/10/2014	PAUL BUNYAN COMMUNICATIONS	OCTOBER LOCAL CHANNEL TRANSPORT	800.00
30428	10/10/2014	BRAINERD DAILY DISPATCH	CROSSLAKE DAYS AD, 1 YR SUBSCRIPTION	257.88
30429	10/10/2014	NMN INC	1000 EA INKJOY PENS @ .39	426.31
30430	10/10/2014	LARRY EVENSON	CAFE PLAN REIMBURSEMENT - BALANCE 0	455.40
30431	10/10/2014	CROSSLAKE ROLLOFF	SEPT/OCT RECYCLE	110.00
30432	10/10/2014	GOPHER STATE ONE CALL	LOCATES	221.85
30433	10/10/2014	ONVOY VOICE SERVICES	6264 PROGRAM,LAKES LD,OPR SERV,SS7	10,287.11
30434	10/10/2014	OLSEN THIELEN CO LTD	MIC THRU JUNE 2014, 499Q, JOB DESC REVIEW	2,285.74
30435	10/10/2014	POWER & TELEPHONE SUPPLY	LARGE SPLIT LID VAULT	1,071.70
30436	10/10/2014	UNITED PARCEL SERVICE	WEEKLY SERVICE	113.00
30437	10/10/2014	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM CTR VOICE MAIL	1,003.94
30438	10/10/2014	CITY OF CROSSLAKE	4TH QUARTER SAFETY PROGRAM, OPR TRANSF	22,908.37
30439	10/10/2014	CITI LITES INC	LOCATES	2,442.15
30440	10/10/2014	XCEL ENERGY	METER CHARGES SUNRISE & 16	115.45
30441	10/10/2014	WILLIAM GORDON	CAFE PLAN REIMB. - BAL 1495.29	252.52
30442	10/10/2014	MINNESOTA 9-1-1 PROGRAM	911, TAP & TAM	1,427.75
30443	10/10/2014	ELECTRIC SCIENTIFIC CO INC	SEMI ANNUAL MAINT.-FIRE SUPPRESSION SYS	878.70
30444	10/10/2014	NATIONAL CABLE TELEVISION COOP	BLACK & CLEAR LABEL TAPE	139.80
30445	10/10/2014	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
30446	10/10/2014	ASSURANT EMPLOYEE BENEFITS	OCTOBER LONG TERM DISABILITY	298.45
30447	10/10/2014	PINNACLE	TELEPHONE DIRECTORY-2	1,664.34
30448	10/10/2014	AVID COMMUNICATION CONST. INC	COUNTY ROAD 3 FIBER	1,793.49
30449	10/10/2014	ROVI GUIDES	AFFILIATE PAYMENT	793.15
30450	10/10/2014	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	9,686.90
30451	10/10/2014	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	382.63
30452	10/10/2014	MIKES ELEC OF CROSSLAKE LLC.	REPAIR UNDERGROUND BREAK - BAY SHORES & CO RD 3	341.00
30453	10/10/2014	MTA	CSR FALL CONFERENCE - JOANIE	125.00
30454	10/10/2014	BL BROADCASTING INC	CROSSLAKE DAYS AD	100.00
30455	10/10/2014	AT&T - DALLAS TX	OCT 2014 PARS BAN 1499	153.67
30456	10/10/2014	7SIGMA SYSTEMS INC	SEPTEMBER CONSULTING	6,000.00
30457	10/10/2014	CROSSLAKE ACE	GLOVES, WINDEX, BATTERIES, HORNET SPRAY	63.30
30458	10/10/2014	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	49,444.25
30459	10/10/2014	KARE GANNETT CO., INC	AFFILIATE PAYMENT	1,513.60
30460	10/10/2014	WASTE PARTNERS INC.	SEPTEMBER TRASH REMOVAL	78.18
30461	10/10/2014	DISCOVERY COMMUNICATIONS INC.	AFFILIATE PAYMENT	212.35
30462	10/10/2014	GE CAPITAL	COPIER LEASE 56 OF 60	362.03
30463	10/10/2014	CHARTER BUSINESS	OCTOBER INTERNET FEED	3,000.00
30464	10/10/2014	TIGER DIRECT	30 EA WIRELESS ROUTERS	1,450.88
30465	10/10/2014	AVNET, INC.	REPAIR 3 EA DCH6416'S	249.35
30466	10/10/2014	4M FUND F.B.O. 35373-101	TO FUND DEBT SERVICE RESERVE	37,534.17
30467	10/10/2014	ONLINE INFORMATION SERVICES	14 EXCHANGE REPORTS	67.80
30468	10/10/2014	DISCOVERY FAMILY CHANNEL	AFFILIATE PAYMENT	35.11
30469	10/10/2014	ONLINE COLLECTIONS	COLLECTION COMMISSION	16.56
30470	10/10/2014	BIG 10	AFFILIATE PAYMENT	2,541.20
30471	10/10/2014	TIME COMMUNICATIONS	OCT ANSWERING SERVICE & SEPT OVERAGE	203.49
30472	10/10/2014	COOPERATIVE NETWORK SERV LLC	LOCAL CHANNEL TRANSPORT	500.00
30473	10/10/2014	VERIZON WIRELESS	CELL PHONES	185.04
30474	10/10/2014	AQUARIUS WATER CONDITIONING INC.	OCTOBER WATER SOFTENER RENTAL	44.89
30475	10/10/2014	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	2,886.40
30476	10/10/2014	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,760.00
30477	10/10/2014	METRO SALES, INC.	MONTHLY MAINT & OVERAGE CHARGE	465.65
30478	10/10/2014	RED ROCK RADIO WWWI	LOCAL SPORTS AD	150.00
30479	10/10/2014	BSG CLEARING	B&C STATEMENT	44.93

30480	10/10/2014	FAITH BALMER	CREDIT REFUND	13.22
30481	10/10/2014	MAURICE J BERGER	CREDIT REFUND	79.14
30482	10/10/2014	COLUMBIA PROPANE LP	CREDIT REFUND	35.57
30483	10/10/2014	CRAIG T SIMARD	CREDIT REFUND	6.10
30484	10/10/2014	ROD MULLENIX	CREDIT REFUND	53.60
30485	10/10/2014	TERRY BANBURY	CREDIT REFUND	37.16
30486	10/10/2014	JOHN ABBOTT	CREDIT REFUND	142.86
30487	10/10/2014	ROBERT L NICK	CREDIT REFUND	953.04
30488	10/10/2014	KENNETH WAHL	CREDIT REFUND	19.95
30489	10/10/2014	JAMES TERRY	CREDIT REFUND	19.40
30490	10/10/2014	JENNIFER TRAEGER	CREDIT REFUND	168.74
30491	10/10/2014	GRANT VILLELLA	CREDIT REFUND	21.06
30492	10/10/2014	JACQUELINE PAHL	CREDIT REFUND	22.93
30493	10/10/2014	ROSS AVELSGARD	CREDIT REFUND	121.42
30494	10/21/2014	AVID COMMUNICATION CONST. INC	CONTRACT PLOWS	15,870.32
30495	10/21/2014	CABLEORGANIZER.COM, INC.	26' TELESCOPING POLE	105.27
30496	10/24/2014	IBEW LOCAL UNION 949	UNION DUES	468.49
30497	10/27/2014	EMILY COOPERATIVE TELEPHONE	OCTOBER LOCAL CHANNEL TRANSPORT	1,265.00
30498	10/27/2014	CROW WING POWER	POWER MOVE - COUNTY ROAD 36 PROJECT	5,207.12
30499	10/27/2014	POWER & TELEPHONE SUPPLY	288 FIBER PANEL	2,846.03
30500	10/27/2014	CITI LITES INC	LOCATES	2,265.40
30501	10/27/2014	THE OFFICE SHOP INC.	ENVELOPES & TRASH BAGS	76.17
30502	10/27/2014	XCEL ENERGY	METER CHARGES CO. 16	22.98
30503	10/27/2014	PAM STRAKA	RENEW NOTARY COMMISSION & FILING FEE	140.00
30504	10/27/2014	DELTA DENTAL PLAN OF MINNESOTA	NOVEMBER DENTAL PREMIUM	1,124.70
30505	10/27/2014	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	146.99
30506	10/27/2014	WILLIAM GORDON	CAFE PLAN REIMBURSE - BALANCE 0	1,495.29
30507	10/27/2014	NCPERS MINNESOTA	NOVEMBER LIFE PREMIUM	32.00
30508	10/27/2014	PEOPLES SECURITY COMPANY	REPLACE ALARM KEYPAD & 3 PANIC BUTTONS	589.50
30509	10/27/2014	NATIONAL CABLE TELEVISION COOP	10 EA DCX700 BOXES	1,433.22
30510	10/27/2014	NEUSTAR INC.	SOW & LNP CHARGES	174.27
30511	10/27/2014	ASSURANT EMPLOYEE BENEFITS	NOVEMBER LONG TERM DISABILITY	338.71
30512	10/27/2014	MINNESOTA LIFE INSURANCE CO	NOVEMBER LIFE PREMIUM	186.70
30513	10/27/2014	AVID COMMUNICATION CONST. INC	CONTRACT PLOWS	3,443.58
30514	10/27/2014	UNIVERSAL SERVICE ADMIN CO.	OCTOBER FUSC	2,774.88
30515	10/27/2014	ANDERSON BROTHERS CONSTRUCTION	REPAIR DRIVEWAY ASPHALT	10,956.00
30516	10/27/2014	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	346.17
30517	10/27/2014	TV GUIDE NETWORK	AFFILIATE PAYMENT	593.97
30518	10/27/2014	VANTAGE POINT	SEPTEMBER TTP SERVICE	210.00
30519	10/27/2014	CROW WING COUNTY HIGHWAY DEPT.	SEPTEMBER UNLEAD & DIESEL FUEL	937.32
30520	10/27/2014	CORNERSTONE PUBL GROUP INC.	NOVEMBER NEWSLETTER	1,905.16
30521	10/27/2014	ARROW GLOBAL ASSET DISPOSITION, INC.	ELECTRONIC RECYCLING 1430 LBS	464.80
30522	10/27/2014	CINNAMON MUELLER	RE; FOX/CBS RETRANS AGREEMENTS	322.00
30523	10/27/2014	CALIX NETWORKS INC	ONTS AND POWER CABLE	6,198.06
30524	10/27/2014	CHERI E. AYD	OCTOBER OFFICE CLEANING	689.34
30525	10/27/2014	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT	663.20
30526	10/27/2014	TIME COMMUNICATIONS	OCT/NOV ANSWERING SERV & OVERAGES	323.12
30527	10/27/2014	IP NETWORKS, INC	PROCERA PL-7810-500M & MAINTENANCE	16,779.38
30528	10/27/2014	NTCA GROUP HEALTH PLAN	NOVEMBER HEALTH & DENTAL PREMIUM	14,526.86
30529	10/27/2014	NISC	OCTOBER BILLING, AP CHECKS & ENVELOPES	7,302.28
30530	10/27/2014	MODERN ENTERPRISE SOLUTIONS, INC.	2 BA 760 ENCLOSURES	208.62
30531	10/27/2014	METRO SALES, INC.	MONTHLY MAINTENANCE 10/23-11/22	179.55
30532	10/27/2014	INTELLIWEATHER, INC	OCTOBER WEATHER FEED	349.00
30533	10/27/2014	CTCIT	CATV ONSITE TRAINING & RESPONSE SERVICE	3,000.00
30534	10/27/2014	CROSSLAKE LEARN & PLAY	CREDIT REFUND	21.87
30535	10/27/2014	BATTERIES PLUS BULBS	BULBS & BATTERIES FOR OUTSIDE LIGHTS	118.98
			TOTAL FOR GENERAL ACCOUNT	<u>\$ 320,294.78</u>

CROSSLAKE COMMUNICATIONS

Regular Meeting, November 25, 2014

The Regular Meeting of the Crosslake Communications Advisory Board was called to order at 8:00 am by Chair John Moengen. Members present: John Moengen, Steve Kollmann, Ann Schrupp, Jim Talbott, Mike Winkels and Dennis Leaser. Members absent: Mike Myogeto. Also present were General Manager Kevin T. Larson, Mayor Darrell Schneider, Council Member Steve Roe, Mike Lyonais, Office Manager Debby Floerchinger, Accountant Cyndi Perkins, Helen Fraser and Dick Bipes.

Actions Taken:

The Minutes of the October 31, 2014 Regular Meeting were reviewed. Jim Talbott moved to approve the Minutes as presented. Second by Mike Winkels. All in favor, motion carried.

The October 2014 Financial Statements were reviewed by Cyndi Perkins. She pointed out that we had some large expenses such as \$11,000 for paving the driveway, we had more locates due to County Road 36, and we had a high expense due to Netflix traffic. Kevin reported that the Netflix traffic has been redirected and we may receive a refund for the high expense. Cyndi also reviewed a Cash Flow Statement with the Board. She will include a Cash Flow Statement quarterly. Ann Schrupp moved to approve the October 2014 Financial Statements. Second by Steve Kollman. All in favor, motion carried.

The October 2014 Check Disbursements were reviewed. Dennis Leaser moved to approve the October 2014 Check Disbursements. Second by Mike Winkels.

1. Bond Refinance. Cyndi reported that she and Mike Lyonais had a kick-off meeting last Friday with RW Baird. This refinance will probably not get done until after the first of the year. Baird strongly recommended that we contract a Financial Advisor in this matter. The cost is already included in the bond. We have contacted David Drown. This insures that the underwriting terms are representative of the market and it adds an additional layer of transparency to the process. Because of the Dodd Frank Act, the FCC prohibits the underwriters from giving any financial advice so that is why the recommendation to have your own advising service. By retaining David Drown Associates through NJPA, we will be able to receive a credit for half of his services. Mike stated that the financial advisors oversee the transaction. They make sure that both sides are fully transparent in what they are doing. The savings will be about \$208,000 and a 2-3% decrease in the interest rate.
2. CSAH 3. Kevin reported that we still have about 8 homes to splice over. We have had to take on a couple more projects before freeze up and we can work on these homes this winter.

3. **CASAH 36.** Kevin reported that the crew is still plowing and hoping to get done what they need to before freeze up. They had 3,000 feet of duct work so they can pull the fiber through this winter. We should have that in by the end of this week.
4. **Community School.** Debby reported that the fiber has been placed into the school.. We are working with Birchdale for the work inside of the school. We have converted the service and will be pricing the new Internet Speed. The school has twice as many students as anticipated with their new High School online program which in turn has increased their bandwidth usage.
5. **County Road 1.** Debby reported that we have finally reached an agreement with Crow Wing Power for their building on Highway 1. We have contracted with AVID to place the fiber cable to their meet point. We are in the process of preparing a contract for three years for 50 megabit x 50 megabit Internet. CTC helped coordinate this project.
6. **Retransmission Agreements.** Debby reported that we are currently working on the FOX Agreement. We have been receiving a number of calls because FOX has "blacked" out some of the Timberwolves games. There was discussion on the negotiations and programming requirements.
7. **Whole Home DVRs Update.** Debby reported that it took considerable effort by the staff but we now have Whole Home DVR service working. We plan on demonstrating it at our Open House on December 10th (from 10 am until 3 pm).
8. **Research on Barnsville.** Kevin asked Debby to do some research on Barnsville to see how they are structured and their pricing, etc. CTC staff will be coming up to work with Crosslake on pricing and marketing. We need to perform an infrastructure audit in order to evaluate our capabilities for providing more speed in our Internet offerings.

PERSONNEL

1. **Union Negotiations** – Kevin reported that he and his staff met with Cyndi and Debby last week to start strategizing for union negotiations. We will begin negotiations December 9th. Kevin has already been in contact with the IBEW business representative.

OTHER BUSINESS

1. **2014 Reports.** The monthly reports were included in the packets.
2. **2015 Budget.** Cyndi reported that with pre-audit and other projects we anticipate completing the Budget after the first of the year.

Kevin shared two short videos with the Advisory Board, one from 1967 showing the "future" home and the other one from Paul Bunyan Communications showing the launch of their Gigazone Internet service.

There was discussion held concerning the December Advisory Board meeting. It was agreed by the Board to cancel the December Regular Meeting. The next regular meeting will be Tuesday, January 27, 2015 at 8:00 am at Crosslake Communications.

Ann Schrupp moved to adjourn the meeting at 9:10 am. Second by Jim Talbott. All in favor, motion carried.

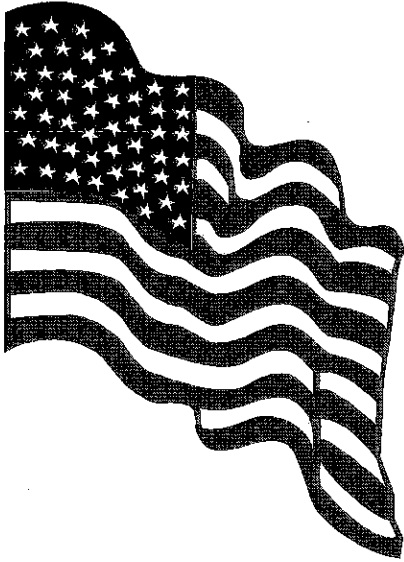
Cc: Steve Kollman
Dennis Leaser
Mike Myogeto
Ann Schrupp
Jim Talbott
Mike Winkels
Darrell Schneider, Mayor
John Moengen
Steve Roe
Gary Heacox
Mark Wessels



Debby Floerchinger

CROSSLAKE COMMUNICATIONS
CUSTOMER COUNTS

	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14
Telephone Service													
Telephone Lines	1747	1730	1719	1719	1712	1705	1689	1678	1667	1659	1640	1627	1620
Telephone Vacation Disconnected	155	167	182	183	143	31	19	19	21	20	45	121	131
Percentage of Telephone Customers Disconnected													
Extended Calling/Pequet	332	324	320	317	317	306	310	308	304	298	298	277	295
Expanded Calling/CTC,Emily	45	45	45	46	45	45	45	45	45	44	44	43	43
Cable TV Service													
Basic	246	248	255	257	259	257	248	257	250	252	258	266	269
Expanded Basic	1399	1397	1396	1392	1386	1386	1395	1390	1384	1381	1378	1362	1349
Digital TV	263	260	258	258	272	272	269	268	268	267	264	259	259
Total Crosslake Customers	1908	1905	1909	1907	1917	1915	1912	1915	1902	1900	1900	1887	1877
Total Cable Customers													
Cable Vacation Disconnected	670	730	767	771	710	302	49	20	24	38	242	578	674
Percentage of Cable Customers Disconnected													
Premium Channels													
HBO Pkg	63	62	59	61	65	65	67	67	65	65	64	64	62
Cinemax	35	37	35	35	35	37	38	39	39	38	39	41	37
Showtime Pkg	29	31	32	33	32	33	35	37	36	36	37	37	35
Starz/Encore Pkg	44	44	42	42	42	43	43	44	44	44	43	44	43
HD TV	278	280	281	282	285	287	296	298	299	299	299	291	286
DVR and 2nd HD boxes	195	194	196	198	200	200	203	214	222	223	222	219	216
1st Box No Charge	215	213	209	209	211	210	210	205	203	200	197	195	195
Internet Service													
Dial Up Internet	22	21	20	19	18	18	16	15	15	14	14	14	13
High Speed Internet													
High Speed	1283	1294	1299	1304	1362	1314	1328	1336	1348	1351	1350	1345	1336
High Speed Plus	97	96	96	95	96	97	100	110	113	116	116	116	122
High Speed Super							0	0	11	12	15	17	17
High Speed Internet Totals	1380	1390	1395	1399	1458	1411	1428	1446	1472	1479	1481	1478	1475
High Speed Vacation Disconnected	242	281	313	310	281	121	24	14	15	20	97	261	316
Percentage of High Speed Customers Disconnected													
Mail Box Only	197	205	206	210	205	185	177	181	183	182	186	197	201



**CROSSLAKE POLICE
DEPARTMENT**

MONTHLY REPORT

November

2014

**Crosslake Police Department
Monthly Report
November 2014**

Abandoned Vehicle	1
Agency Assist	21
Alarm	19
Animal Complaint	2
Damage To Property	1
Disturbance	1
Driving Complaint	3
Ems	12
Fire	1
Found Property	1
Fraud	1
Gun Permits	1
Hazard In Road	1
Housewatch	2
Information	5
Lost Property	1
Motorist Assist	1
Parking Complaint	2
Personal In Accident	1
Property Damage Acc	5
Shooting Complaint	2
Suspicious Person	1
Theft	1
Traffic Arrest	1
Traffic Citations	2
Traffic Warnings	33
Trespass	1
Welfare Check	3

Total 126



CROSSLAKE POLICE DEPARTMENT

MISSION
MONTHLY REPORT
November
2014

**Crosslake Police Department
Mission Monthly Report
November 2014**

Agency Assist	2
Alarm	1
Animal Complaint	1
Disturbance	1
Driving Complaint	1
Housewatch	1
Motorist Assist	1
Traffic Warnings	14
Warrant Service	1
Total	23

POLICE DEPARTMENT
CITY OF CROSSLAKE
CROSSLAKE, MN 56442

12/08/14

Memo:

TO: Crosslake City Council
FROM: Chief Robert G. Hartman

Ref: Purchase 2015 squad car

At this time I would like to place the order for the budgeted 2015, Ford, squad car.

The approximate price will be \$27,700.00 and will be purchased through the Minnesota State Contract Bid Awarded to Nelson Auto, out of Fergus Falls MN.

The squad will not be purchased until after January, 1st, 2015.

R.G.H.

A handwritten signature in blue ink, appearing to be 'R.G.H.', located below the typed name.

Crosslake Fire Department

Date: November 2014

Calls

Description of Incident	2013		
	Calls	YTD	YTD
3 - Rescue & Emergency Medical Services			
311 - Medical Assist - Assist EMS Crew	11	192	221
300 - Rescue, EMS Incident		1	3
322 - Motor Vehicle Accident with Injuries	1	6	6
324 - Motor Vehicle Accident with No Injuries	1	2	5
340 - Search for Lost Person			1
342 - Search for Lost Person in Water			
362/363 - Ice Rescue/Swift Water Rescue		1	
326 - Snowmobile Accident With Injuries			
Total Medical:	13	202	236
1 - Fire			
111 - Building Fire		4	4
111 - Building Fire (Mutual Aid)	2	6	3
114 - Chimney Fire		1	
100 - Fire Other		5	
143 - Grass Fire/Wildland Fire		2	5
131 - Automobile Fire			2
Total Fire:	2	18	14
4 - Hazardous Condition (No Fire)			
412 - Gas Leak (Natural Gas or LPG)		4	7
424 - Carbon Monoxide Alarm			
444 - Power Line Down/Trees on Road	1	5	5
Total Hazardous Condition:	1	9	12
6 - Good Intent Call			
611 - Dispatched and Cancelled en route	1	11	12
609 - Smoke scare, Odor of smoke		1	
Total Good Intent:	1	12	12
7 - False Alarm & False Call			
743 - Smoke Detector Activation - No Fire	1	9	10
733 - Smoke Detector Activation due to Malfunction			1
746 - Carbon Monoxide Detector Activation - No CO	3	5	4
731 - Sprinkler Activation due to Malfunction			
Total False Alarms:	4	14	15
Total Incidents:	21	255	289

Crosslake Roll-Off & Recycling Services

November 2014

	Mixed Paper	Aluminum	Tin	Glass	Plastic	Metal	Cardboar	Electro	Total lbs	2000#	Total Tons
January	0	780	0	7480	1340	4180		0	13780	2000	6.89
February	8900	0	0	0	800	0		0	9700	2000	4.85
March	8240	0	1720	7060	1580	0		0	18600	2000	9.3
April	0	660	0	0	1600	17220		39	19519	2000	9.7595
May	9680	0	2620	6800	5060	14580		0	38740	2000	19.37
June	18820	1760	2060	13280	4140	23930		0	63990	2000	31.995
July	6740	1740	0	19600	7460	73900	7860	0	117300	2000	58.65
August	9300	1610	1960	19840	4940	15140	9140	0	61930	2000	30.965
September	15460	1493	0	6700	3960	8560	7880	0	44053	2000	22.0265
October	9640	680	1800	4720	3440	15860	7040	0	43180	2000	21.59
November	10420	0	0	5980	2360	0	3340	0	22100	2000	11.05
December									0	2000	0
TOTAL IBS	97200	8723	10160	91460	36680	173370	35260	39			
2000#	2000	2000	2000	2000	2000	2000	2000	2000			
TOTAL TONS	48.6	4.3615	5.08	45.73	18.34	86.685	17.63	0.02			

Tires 5080 lbs



STATED MINUTES

City of Crosslake Planning and Zoning Commission

October 24, 2014
9:00 A.M.

Crosslake City Hall
37028 County Road 66
Crosslake, MN 56442

1. Present:; Aaron Herzog, Chair; Dave Nevin, Vice-Chair; Mark Lafon; Joel Knippel and Council Member Gary Heacox
2. Absent: Matt Kuker
3. Staff: Chris Pence, Crow Wing County Land Services Supervisor, Paul Herkenhoff, Crow Wing County Survey/Planning Coordinator, Jon Kolstad, Crosslake Land Services Specialist, Sue Maske, Planning Assistant
4. 9-26-14 Minutes & Findings – **Motion by Nevin; supported by Knippel to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**
5. Old Business
 - 5.1 None
6. New Business
 - 6.1 James & Jennifer Serakos – Variance for lake setback
 - 6.2 Crosslake Evangelical Lutheran Church – Variance for side yard setback and impervious coverage
 - 6.3 Commercial Ordinance Update
7. Adjournment

**James & Jennifer Serakos
1410200090BD009**

James & Jennifer Serakos were present. Herkenhoff read the request into the record. Discussion concerned 10-23-14 on-site; impervious coverage of 13.4%; stormwater plan; when the dwelling was constructed; size of the proposed addition; when the lot was created; topography and what portion of the dwelling will be removed.

October 24, 2014 Action:

Motion by Knippel; supported by Lafon to approve the variance for:

- 1. Lake setback of 40 feet where 75 feet is required to proposed dwelling**
- 2. Lake setback of 56 feet where 75 feet is required to proposed septic system**

To construct:

- 1,535 square foot two-story dwelling**
- Installation of septic system**

Per the findings of fact as discussed, the on-site conducted on 10-23-14 and as shown on the certificate of survey received at the Planning & Zoning dated 9-29-14 located in part of Outlot B, Arrowhead Point, Sec 30, City of Crosslake

Conditions:

- 1. A stormwater plan as required by the Ordinance be implemented**

Findings: See attached

All members voting “Aye”, Motion carried.



City of Crosslake

Summary of Record

James & Jennifer Serakos – Part of Outlot B, Arrowhead Point, Sec 30, City of Crosslake, 1410200090BD009 at 12418 Brookwood Circle, Crosslake, MN 56442 on Cross Lake-GD

Request is a Variance for:

1. Lake setback of 40 feet where 75 feet is required to proposed dwelling
2. Lake setback of 56 feet where 75 feet is required to proposed septic system

To construct:

- 1,535 square foot two-story dwelling
- Installation of septic system

Chronology of events:

- September 16, 2014 – Development Review Team Meeting
- September 23, 2014 – Application submitted
- October 07, 2014 – Published in local newspaper
- October 02, 2014 – Notices sent out
- October 23, 2014 – Board on-site
- October 24, 2014 – Board of Adjustment Meeting – Decision made to approve the variance for lake setback

Packet Information:

- Notice of Hearing
- Staff Report
- Variance application
- Practical difficulty statement
- Development Review Team Minutes
- Certificate of Survey

Correspondence:

- There was no correspondence received

October 24, 2014

FINDINGS OF FACT

SUPPORTING / DENYING A VARIANCE REQUEST

A Variance may be granted by the Board of Adjustment when it is found that strict enforcement of the Land Use Ordinance will result in a “practical difficulty” according to Minnesota Statute 394.27 Subdivision 7. The Board of Adjustment should weigh each of the following questions to determine if the applicant has established that there are “practical difficulties” in complying with regulations and standards set forth in the Land Use Ordinance.

1. Is the Variance request in harmony with the purposes and intent of the Ordinance?

Yes No

Why?

- **This is an existing non-conforming dwelling located 40 feet from the ordinary high water level of Cross Lake**
- **This is an existing lot of record in the plat of Arrowhead Point that was established in 1945**
- **The Ordinance allows property owners to develop and improve their property**
- **The impervious surface coverage is 13.4% which is below the 25% maximum allowed by Ordinance**

2. Is the Variance consistent with the Comprehensive Plan?

Yes No

Why?

- **Promote the development and implementation of a Crosslake Community Plan that effectively and efficiently plans for land use, community facilities, transportation, housing, economic development and environmental protection for Crosslake and the immediately surrounding area (pg. 39)**

3. Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?

Yes No

Why?

- **The addition does not encroach any further to the lake than the existing structure with no change to the existing footprint**
- **The addition is to the rear with a greater lake setback than the existing non-conforming structure constructed prior to any zoning regulations established in 1970**
- **There is a minimal increase in impervious coverage from 13.1% to 13.4%**

4. Does the need for a Variance involve more than economic considerations?

Yes No

Why?

- **The addition is a minimum expansion to an existing legal non-conforming dwelling for personal use**
- **The proposed improvements are to the rear of an existing non-conforming structure with no change to the existing footprint**

5. Is the need for a Variance due to circumstances unique to the property and not created by the property owner?

Yes No

Why?

- **There are similar structures and land uses in the neighborhood with similar setbacks as noted during the Board of Adjustment on-site on 10-23-14**
- **It is an existing legal non-conforming dwelling built prior to any zoning regulations in 1970**

6. Will the issuance of a Variance maintain the essential character of the locality?

Yes No

Why?

- **There are similar structures in the neighborhood with similar setbacks as noted during the Board of Adjustment on-site on 10-23-14**
- **It is a minimal addition to the rear of an existing non-conforming structure**
- **There are similar land use patterns and use of property in the vicinity of the request**

Decision: Motion by Knippel; supported by Lafon to approve the variance for:

- 1. Lake setback of 40 feet where 75 feet is required to the proposed dwelling**
- 2. Lake setback of 56 feet where 75 feet is required to the proposed septic system**

To construct:

- **1,535 square foot two-story dwelling**
- **Installation of septic system**

Per the findings of fact as discussed, the on-sites conducted on 10-23-14 and as shown on the certificate of survey received at the Planning & Zoning dated 9-29-14 located in part of Outlot B, Arrowhead Point, Sec 30, City of Crosslake

Conditions:

- 1. A stormwater plan as required by the Ordinance be implemented**

Findings: As listed above

All members voting "Aye", Motion carried.

Date: 11-21-14

Signature: _____



Chairman

**Crosslake Evangelical Lutheran Church
120212100B00009**

Jeffrey Benson represented the applicant. Herkenhoff read the request into the record. Jeffrey Benson stated the church is trying to increase their parking by 30% to eliminate church parking along County Road 66. Discussion concerned 10-23-14 on-site; impervious coverage of 75%; past variances; number of existing parking spaces; length of the lease for the proposed parking area located on the neighboring property.

October 24, 2014 Action:

Motion by Knippel; supported by Nevin to approve the variance for:

- 1. Side Yard setback of '0' feet where 20 feet is required to Commercial Property for proposed parking lot addition**
- 2. Side Yard setback of '0' feet where 10 feet is required to Residential Property for proposed parking lot addition**
- 3. Impervious surface coverage of 75% where 69% is allowed with an approved 2006 variance**

To construct:

- 11,677 square foot addition to existing parking lot**

Per the findings of fact as discussed, the on-site conducted on 10-23-14 and as shown on the sketch of description received at the Planning & Zoning dated 9-26-14 located in part of NE1/4 of NW1/4, Sec 21, City of Crosslake

Findings: See attached

All members voting "Aye", Motion carried.



City of Crosslake

Summary of Record

Crosslake Evangelical Lutheran Church – Part of NE1/4 of NW1/4, Sec 21, City of Crosslake, 120212100B00009, 120212100AAB009 at 35960 County Road 66, Crosslake, MN 56442

Request is a Variance for:

1. Side Yard setback of '0' feet where 20 feet is required to Commercial property to proposed parking lot addition
2. Side Yard setback of '0' feet where 10 feet is required to Residential property to proposed parking lot addition
3. Impervious coverage of 75% where 50% is allowed

For:

- 11,677 square foot parking lot addition

Chronology of events:

- September 26, 2014 – Application submitted
- October 07, 2014 – Published in local newspaper
- October 02, 2014 – Notices sent out
- October 23, 2014 – Board on-site
- October 24, 2014 – Board of Adjustment Meeting – Decision made to approve the variance for side yard setback & impervious coverage

Packet Information:

- Notice of Hearing
- Staff Report
- Variance application
- Practical difficulty statement
- Certificate of Survey

Correspondence:

- There was no correspondence received

October 24, 2014

FINDINGS OF FACT

SUPPORTING / DENYING A VARIANCE REQUEST

A Variance may be granted by the Board of Adjustment when it is found that strict enforcement of the Land Use Ordinance will result in a "practical difficulty" according to Minnesota Statute 394.27 Subdivision 7. The Board of Adjustment should weigh each of the following questions to determine if the applicant has established that there are "practical difficulties" in complying with regulations and standards set forth in the Land Use Ordinance.

1. Is the Variance request in harmony with the purposes and intent of the Ordinance?

Yes No

Why?

- **The parking lot expansion is to help alleviate parking on County Road 66**
- **There will be no impact on snow removal and emergency vehicles**

2. Is the Variance consistent with the Comprehensive Plan?

Yes No

Why?

- **Promote the development and implementation of a Crosslake Community Plan that effectively and efficiently plans for land use, community facilities, transportation, housing, economic development and environmental protection for Crosslake and the immediately surrounding area (pg. 39)**

3. Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?

Yes No

Why?

- **It will provide additional parking for people attending the church and eliminating parking along County Road 66**
- **There is a stormwater management plan proposed**

4. Does the need for a Variance involve more than economic considerations?

Yes No

Why?

- **It will provide additional parking for people attending the church and eliminating parking along County Road 66**

5. Is the need for a Variance due to circumstances unique to the property and not created by the property owner?

Yes No

Why?

- **The church has been in this location since 1948 and currently does not have enough parking to accommodate the number of people attending this church**

6. Will the issuance of a Variance maintain the essential character of the locality?

Yes No

Why?

- **The property is well screened from neighboring residences**
- **It will provide additional parking for people attending the church and eliminating parking along County Road 66**

Decision: Motion by Knippel; supported by Nevin to approve the variance for:

1. **Side Yard setback of '0' feet where 20 feet is required to Commercial property to proposed parking lot addition**
2. **Side Yard setback of '0' feet where 10 feet is required to Residential property to proposed parking lot addition**
3. **Impervious coverage of 75% where 69% is allowed by an approved 2006 variance**

For:

- **11,677 square foot parking lot addition**


Per the findings of fact as discussed, the on-sites conducted on 10-23-14 and as shown on the site plans received at the Planning & Zoning dated 9-26-14 located in part of NE1/4 of NW1/4, Sec 21, City of Crosslake

Findings: As listed above

All members voting "Aye", Motion carried.

Date: 11-21-14

Signature: _____


Chairman

Open Forum

Carl Steenberg spoke to the board regarding the 5 acres piece of property he purchased about a year ago for a retirement project. When he originally purchased the property he talked to the Planning and Zoning Department about subdividing the property into 4 parcels. Since he purchased the property, the Crosslake Ordinance was revised and the land use classification was changed to Rural Residential 5 which limits him to the number of proposed parcels. He attended a DRT meeting to discuss the possibility of obtaining a variance from the current lot size requirement of 5 acres to 3 smaller parcels. He was concerned about fees for the subdivision and asked if the board could waive some of the fees. Mr. Herzog informed him that the board does not have the ability to waive fees. Any reduction in fees would have to be done by the City Council. Mr. Pence outlined the different options Mr. Steenberg has for the subdivision of his property. Mark Wessels, City Council Member stated that the revisions to the ordinance created the need for a variance to subdivide.

Commercial Ordinance Update

John Sumption from Sumption Environmental talked to the board regarding the City of Crosslake Commercial Land Use updates to Article 10 – Land Use Classification List, Article 13 – Commercial District Standards, Article 26 – Parking and Off Street Loading Standards, Article 28 – Commercial Landscaping, Screening and Lighting Standards, Article 29 – Commercial and Residential Architectural Standards, Article 30- Outdoor Storage and Sales, Article 33 – Signs and Article 43 - Definitions. He stated that there were good responses from the people who attended the Citizen Comment Meeting on 10-14-14, which was about 24 people including staff. Mr. Sumption stated he has an upcoming meeting with the City Council and the City Attorney. He stated that he has done research in other municipalities commercial ordinance and standards. Mr. Sumption stated he will have the commercial ordinance draft ready for the board to review and comment on by the November meeting. Mr. Pence stated that the commercial ordinance revisions would follow the same procedure that they used for the revisions to Chapter 26 Land Use of the Code of Ordinances for the City of Crosslake. Mr. Pence stated he would like to have the revised commercial ordinance ready for the Planning Commission to be approved in March and to the City Council for approval in April. Mr. Sumption went through the City of Crosslake Comprehensive Plan Goals he will be following when updating the Commercial Ordinance. Patty Norgard from Economic Development Association stated that the on-line survey is hard for the public to do without reviewing the history of Crosslake first. She asked if the questions in the survey could be reworded to make it easier for the public to answer. Mr. Pence suggested that the board should consider enacting a time frame for existing property owners to comply with the new commercial revisions. Mr. Sumption asked the board about the main goal for updating the ordinance. Mr. Herzog stated it is for creating an enforceable ordinance. Mr. Lafon stated it is to bring existing businesses into compliance and that the city needs to defend the local businesses if interim uses permits are approved for transient vendors. Mr. Nevin stated that there is a need eliminate issues with commercial signage.

October 24, 2014 Planning & Zoning Commission Meeting

Matters not on the Agenda:

1. There were no matters not on the agenda

Motion by Nevin; supported by Lafon to adjourn at 11:00 A.M.

All members voting “Aye”, Motion carried.

Respectfully yours,

Susan Maske

Susan Maske
Crow Wing County Planning Assistant

ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
8:30 A.M. – SEPTEMBER 3, 2014
City Hall

The regular monthly meeting of the Crosslake EDA was called to order at 8:30 A.M. by Patty Norgaard with the following members present: Patty Norgaard, Steve Roe, Mark Wessels, Bill Forsythe and Dennis Leaser. Also in attendance were Finance Director/Treasurer Mike Lyonais, Sheila Haverkamp of BLAEDC, and Mayor Candidate Darrin Mitchell.

A MOTION WAS MADE BY DENNIS LEASER, SECONDED BY BILL FORSYTHE TO APPROVE THE MINUTES OF THE AUGUST 6, 2014 EDA MEETING. A discussion ensued regarding the budget numbers listed in the minutes. It was the consensus of the EDA that the intent of the budget recommendation to the City Council was \$23,000. AYES: ALL.

The Revolving Loan Fund balance information was included in the packet for information. All loan payments are current. Mike Lyonais reported that there is no closing date scheduled for Crosswoods Golf Revolving Loan.

Sheila Haverkamp reviewed the BLAEDC Activity Report for Quarter 2. A brief discussion ensued regarding the status of the Wausau Paper building in Brainerd. Bill Forsythe requested information on the development of the Bemidji Technology Park. Sheila Haverkamp will present this information at a future meeting.

General Manager Paul Hoge arrived at 9:00 A.M.

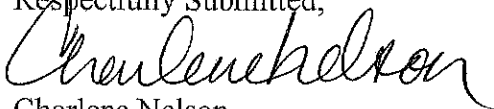
The EDA reviewed the final draft version of the fact sheet regarding the Revolving Loan Fund. A discussion ensued regarding collateral and personal guarantees. A MOTION WAS MADE BY MARK WESSELS, SECONDED BY STEVE ROE TO APPROVE THE CITY OF CROSSLAKE/ECONOMIC DEVELOPMENT AUTHORITY REVOLVING LOAN FUND EQUAL OPPORTUNITY PROGRAM FACT SHEET. AYES: ALL.

Sheila Haverkamp gave a brief update on the sale of Wausau Paper in Brainerd and the new development of the Brainerd Industrial Center.

Patty Norgaard gave a recap of recent Boomtown meetings and priorities of business growth from the attendees.

There being no further business at 9:50 A.M., PATTY NORGAARD ADJOURNED THE MEETING.

Respectfully Submitted,



Charlene Nelson
City Clerk

ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
8:30 AM – NOVEMBER 5, 2014
CROSSLAKE COMMUNICATIONS

The regular monthly meeting of the Crosslake EDA was called to order at 8:30 am by Patty Norgaard with the following members present: Patty Norgaard, Steve Roe, Mark Wessels, Bill Forsythe, and Dennis Leaser. Also in attendance were Sheila Haverkamp of BLAEDC, John Sumption, John Kolstad, Chamber representative Cindy Myogeto, Dave Fischer, Kevin T. Larson, Council Member elect Dave Schrupp, Debby Floerchinger, Roger Roy and Sandy Melberg.

The Minutes and Financial Statements were reviewed. No motions were made.

John Sumption explained that the City had asked him to look at things that needed to be reviewed and updated. He did an extensive amount of research. Since he began this process in early October, he has researched between 50-60 ordinances from around the country. On October 14th there was a public comment meeting. He has met with the Planning Commission Board of Adjustments. He is meeting with the city attorney this afternoon.

John said that the comprehensive plan needs to be reviewed regularly, updated and distributed. The group reviewed a list of questions.

- 1) What is the main goal that you would like to see achieved with the update to the commercial portions of the City's Land Use Ordinance?
There was discussion on how public input was gathered and the process. John's goal is to present a draft by the end of November. Steve Roe said there are a couple of problems they had struggled with in the past – Jurisdiction and Enforceability.
- 2) Do you feel that the current regulations of the city are helping or hurting the quality of commercial development?
There was considerable discussion on impervious coverage requirements. John Kolstad said that the big cities do a "Proof of Parking" that they use on a business by business basis rather than one ordinance that might not fit all businesses. Discussion continued on city tax incentives for businesses looking to locate here.
- 3) Are there commercial uses that have created problems (non-conforming uses)?
Steve Roe said that there are transitional issues from commercial to residential. There needs to be buffer zones of commercial, light industrial, etc.
- 4) Any concerns/recommendations regarding non-conforming commercial uses?
There was discussion on rentals of homes and how to enforce it.

- 5) Should the city have more flexibility in determining which commercial uses require conditional use permits or should they have the flexibility to allow permits with performance standards?

Permits with performance standards would be one that the ordinance would specify particular standards that they would have to meet, if they met those standards they would be granted permits to engage in that activity.

The thing to weigh is, is it appropriate in the area? There was discussion again on keeping residential and businesses separated.

- 6) How can the city make regulations easier to use?

Steve feels that the city already has. We have done an improved job of working with the applicants. More assistance is provided today in how the rules apply to their application than ever before. John Sumption said he is trying to find a way to lump all like-topics together so the ordinance is easier to use.

- 7) Is there anything left to discuss/bring up? Roger brought up sale-for-lease signs. John Kolstad said he is already working on that. John is drafting an ordinance on outdoor sales.

There was continued discussion on public comment and a review of the ordinance draft.

Sheila will give the BLAEDC 3rd quarter activity report in December.

Patty brought up the tour last month to WaterJet in Ramsey. Dennis felt it was a very good meeting and he really enjoyed it. He reviewed the history of the company and how they ended up in Ramsey. Sheila said she also enjoyed meeting with Ramsey's City Economic Developer and learning about some of the things they have implemented. She spent quite a bit of time with the Economic Developer on some of the strategies that Ramsey is putting into play to continue to grow their economic base. She feels there should be discussion about those strategies at a future meeting, maybe even next month.

Patty said the next meeting will be December 3, 2014 at 8:30 am at City Hall. The committee will receive a presentation from the Chamber and BLAEDC on their agenda for 2015 and how we all are a part of that.

Patty updated the committee on Light Up Crosslake. Patty is going to the Lions again asking for another \$5,000 matching grant. They met the original grant the end of October. All of the original money has gone to the dam and enhancing Crosslake.

The January meeting will focus on developing goals for 2015.

Kevin shared that CTC has made a financial investment in bringing Gigabit Internet to the meeting room at the new BLAEDC and Chamber office in Brainerd.

There being no further business at 10:17, PATTY NORGAARD ADJOURNED THE MEETING.

Respectfully submitted,

Debby Floerchinger
Debby Floerchinger

MEMO TO: City Council

FROM: Charlene Nelson
City Clerk

DATE: December 2, 2014

SUBJECT: Retroactive Approval of Bills for Payment

Approval is requested to allow payment of all invoices received between December 9th and December 31st with retroactive Council approval. In order to pay for products and services obtained in 2014 with 2014 budgeted funds, it is necessary to continue paying bills through year-end. A listing of all bills paid during this time will be given to the Council for approval at the first Council Meeting in January.

BILLS FOR APPROVAL
December 8, 2014

VENDORS	DEPT		AMOUNT
Ace Hardware, antifreeze, hardware	Park		35.97
Ace Hardware, hardware	PW		4.01
Ace Hardware, drill	PW		244.78
Ace Hardware, hardware	PW		1.69
Ace Hardware, splice	PW		50.36
Ace Hardware, single port	PW		14.39
Ace Hardware, bracket, pliers, funnels	PW		59.28
Ace Hardware, barrier tape, rods	PW		43.69
Ace Hardware, electric supplies	PW		73.09
Ace Hardware, hardware	PW		23.62
Ace Hardware, hardware	PW		19.99
Ace Hardware, knife	PW		24.29
Ace Hardware, extension cord, hooks, air filters	PW		74.30
Ace Hardware, hardware	PW		17.54
Ace Hardware, extension cord, timer, shovel	Park		48.10
Ace Hardware, hardware	Park		1.76
Ace Hardware, hardware	Park		0.88
Ace Hardware, de-ice cable kit	Park		63.45
Ace Hardware, battery, bulbs	Park		21.26
Ace Hardware, bulb	Park		11.69
Ace Hardware, gloves, outlet	Park		21.33
Ace Hardware, hose	PW		32.97
Ace Hardware, antifreeze	PW		23.94
Ace Hardware, christmas lights	Gov't		62.86
Ace Hardware, oil, battery, trash can	Park		20.37
Ace Hardware, batteries	Police		12.59
Ace Hardware, vinyl numbers	PW		3.58
Ace Hardware, drain	Fire		5.84
Ace Hardware*, welding supplies	PW		120.19
Ace Hardware*, bungee cord	PW		8.09
American Welding, parts	PW		50.93
AW Research, water testing	Sewer		249.30
Baker & Taylor, books	Library		44.82
Baker & Taylor, books	Library		56.47
Baker & Taylor, books	Library		31.58
Batteries Plus Bulbs, bulbs	Park		41.30
Batteries Plus Bulbs, bulbs	Park		43.08
Birchdale Fire & Security, replace radio	PW		275.00
BLAEDC, 2014 funding	EDA	pd 11-24	3,250.00
Blue Cross, health insurance	Gov't		31,605.83
Brainerd Hydraulics, parts	PW		173.25
Breen and Person, legal fees	ALL		1,972.00
Business Forms and Accounting, w2's and 1099's	Admin		121.00
City of Crosslake, sewer utilities	PW/Gov't		111.00
Core Professional Services, police evaluation	Police		250.00

Council #65, union dues	Gov't		440.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,321.04
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Attorney, forfeiture proceeds	Police		28.60
Crow Wing County Highway Dept, fuel	ALL		3,667.32
Crow Wing County Recorder, recording fee	PZ		46.00
Crow Wing County Recorder, recording fees	PZ		138.00
Dacotah Paper, janitorial supplies	Park		377.04
Darrell Schneider, reimburse mileage	Council		18.48
Deferred Comp	ALL		300.00
Delta Dental, dental insurance	ALL		1,707.85
Emergency Response Solutions, scba flow tests	Fire		1,692.50
EMS Education, hospital care conference	Fire		315.00
Fastenal, shovel, gloves, cleaner	PW		260.22
Fastenal, parts	PW		193.97
Fortis, disability	ALL		547.79
Grand Forks Fire Equipment, protech 8 fusion	Fire		132.87
Granite Electronics, program radios	Fire		110.00
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		347.77
Holiday Station, premium fuel	Park		3.20
Keepers, uniform	Police		109.99
Keepers, pistols	Police		2,479.99
Ken Lacy, soccer tournament	Park		95.00
Lakes Area Rental, lift rental	PW		176.34
League of MN Cities, newly elected conference	Council		315.00
Mail Finance, postage meter rental	PZ/Admin		236.49
Marco, copier lease	ALL	pd 11-24	433.00
Marco, copier lease	Park		213.28
Marsden, office cleaning	PW		633.00
Mastercard, Amazon.com, magazine subscriptions	Library	pd 11-24	449.11
Mastercard, Brainerd Medical Supply, gloves	Sewer	pd 11-24	142.50
Mastercard, Expressions Shoe Center, boots	PW		176.25
Mastercard, Fleet Farm, clamps, fittings	PW	pd 11-24	33.16
Mastercard, Galls, uniform	Police		44.45
Mastercard, Indoor Shooting & Archery, range time	Police		80.00
Mastercard, MN Board of Accountancy, renewal	Admin		112.00
Mastercard, Office Max, printer, labeler, tape	PW		395.63
Mastercard, Walmart, fan	Police		136.99
Meyer Midwest, cylinder	PW		320.00
Midwest Machinery, pedal repair, annual maintenance	PW		573.24
Midwest Machinery, belt	PW		129.24
Midwest Machinery, replace bulb, cable, battery, brackets	Park		801.59
Mike Lyonais, reimburse petty cash	ALL		17.50
Mills Motors, wiper blades	PW		22.00
Mills Motors, replace seats, repair fan, replace brakes	PW		1,860.64
MN BCA, training	Police		115.00
MN Dept of Agriculture, tree care registry	Gov't		25.00
MN Life, life insurance	ALL		389.80
MN Rec and Park Assn, membership dues	Park		277.00
MN South Central Investigators Coalition, training	Police	pd 11-18	300.00

Moonlite Square, premium fuel	Fire		25.99
Motorola, add channels	Fire		150.00
MR Sign, address sign	PW		25.42
MR Sign, address signs	PW		64.76
Napa, tune up fluid	PW		33.93
Napa, wiper blades, utility light	PW		43.31
Napa, oil filter	PW		6.50
Napa, dry oil, air filter	PW		602.78
Napa, fuel pump	PW		46.42
Napa, floor mat, light	PW		36.70
Nate Deshayes, reimburse for boots	PW		125.00
NCPERS-Life Insurance	ALL		144.00
Northland Press, meeting notice of 11/21	PZ		62.25
Northland Press, recruitment ad	Fire		33.12
Paper Storm, document destruction	Admin		74.69
State of MN, forfeiture proceeds	Police		14.30
Sugar Lake Lodge, conference lodging	Council	pd 11-12	137.34
Tactical Solutions, certification of radar	Police		172.00
Tanner Motors, diagnose electrical problem	Police		259.70
Teamsters Local Union #346, union dues	Police	pd 12-1	191.00
The Office Shop, copy paper	PZ/Admin		141.60
The Office Shop, tape, notes	PZ/Admin		36.03
The Office Shop, minute paper	Admin		66.49
The Office Shop, nameplate	PZ		13.55
The Office Shop, batteries	Gov't		16.24
The Office Shop, gloves	Police		23.98
The Office Shop, cord cover, pens	Gov't		17.00
Uniforms Unlimited, uniform	Police		135.14
Uniforms Unlimited, uniform	Police		78.28
Uniforms Unlimited, uniform	Police		109.45
USA Bluebook, filter element paper	Sewer		211.96
USA Bluebook, meter	Sewer		1,986.13
Verizon, air card and ipad charges	ALL		244.12
Waste Partners, trash removal	ALL		294.80
Wideth Smith Nolting, dream island bridge	PW		776.10
WW Goetsch, install valve	Sewer		118.00
Xcel Energy, gas utilities	ALL		1,120.18
TOTAL			72,573.16



**NORTH AMBULANCE
CROSSLAKE**

NOVEMBER 2014 RUN REPORT

TOTAL CALLOUTS: 55
NIGHT: 22 DAY: 33

No Loads: 04
Cancels: 10
Fire Standbys: 02
Police Standbys: 00
Transported Patients: 39

CROSSLAKE: 15 (3 No Load, 2 Cancel, 1 Fire)
BREEZY POINT: 03 (1 Cancel)
IDEAL: 03 (1 No Load, 1 Cancel)
MISSION: 03 (1 Cancel)
FIFTY LAKES: 02
MANHATTAN BEACH: 00
CENTER: 01 (1 Fire)
TIMOTHY: 00

MUTUAL AID TO:
PINE RIVER: 16 (2 Cancel)
BRAINERD: 12 (3 Cancel)

BLS TRANSFERS: 00
ALS TRANSFERS: 00

ALS INTERCEPTS (ADVANCED LIFE SUPPORT):
BRAINERD: 00
PINE RIVER: 00
AIRCARE: 00

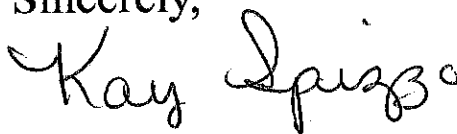
November 22, 2014

Dear Mayor Schneider and City Council,

I was shopping in Crosslake last Monday and happened to park my car over a drainage grate on front of the the Lakes Area Gallery and Frame Shop. When I returned to my car, my keys dropped into the grate opening and I was stranded there. Thankfully, a very kind customer in the shop offered to drive me home to Breezy Point. I called the Ted Strand at Public Works when I got home and he so kindly and generously was able to find my keys in the bottom of the drainage opening.

So, I just want to commend Ted and his department for their willingness to look for the keys which took several visits to the site. What a wonderful, helpful attitude was shown by Ted and his staff which certainly reflects on the city of Crosslake. Bob & I are very grateful and appreciative and we thank all who were involved in project.

Sincerely,

A handwritten signature in cursive script that reads "Kay Spizzo".

Kay Spizzo

COMMISSION MEMBERS							
Updated 9-9-14	START	END					
NAME	DATE	DATE	TERM				
PLANNING & ZONING - Meets 4th Friday of Month @ 9:00 A.M. City Hall							
Aaron Herzog, Chair	2/1/2014	1/31/2017	1st				
Joel Knippel	2/1/2014	1/31/2017	1st				
Mark LaFon	11/18/2013	1/31/2015					
Matt Kuker	6/9/2014	1/31/2016					
Dave Nevin	1/14/2013	1/31/2015	1st				
Scott Johnson (Alt)	6/9/2014						
Andy Holm (Alt)	1/8/2007						
Gary Heacox, Liaison							
UTILITY ADVISORY BOARD - Meets Last Tuesday of Month @ 8:00 A.M. Crosslake Communications							
James Talbott	2/1/2012	1/31/2015	1st				
Ann Schrupp	2/1/2014	1/31/2017	1st				
Mike Winkels	2/1/2013	1/31/2016	1st				
Mike Myogeto	2/1/2013	1/31/2016	2nd				
Steven Kollmann	9/8/2014	1/31/2017					
Dennis Leaser (Alt)	6/27/2013						
John Moengen - Liaison							
PARK & REC/LIBRARY COMM - Meets 4th Wednesday @ 2:00 P.M. Community Center							
Joseph Albrecht	2/1/2013	1/31/2016	2nd				
Alden Hardwick	2/1/2013	1/31/2016	2nd				
Robb Reed	2/1/2013	1/31/2016	1st				
Gary Nordstrom	11/18/2013	1/31/2015					
Ronald Lessard	2/1/2014	1/31/2017	2nd				
Patty Norgaard	2/1/2012	1/31/2015	1st				
John Pribyl	2/1/2012	1/31/2015	1st				
Margo Jordan (Alt)	2/1/2011						
Chad Ekeberg (Alt)							
Mark Wessels - Liaison							
PUBLIC WORKS - Meets 1st Monday of Month @ 4:00 P.M. City Hall							
Gary Olson	2/1/2012	1/31/2015	2nd				
Darrell Shannon	2/1/2012	1/31/2015	1st				
Tim Berg	2/1/2014	1/31/2016	1st				
John Moengen - Liaison							
ECON DEV AUTH - Meets 1st Wednesday of Month @ 8:30 A.M. City Hall							
Dennis Leaser	1/10/2011	1/31/2017	1st				
Bill Forsythe	2/1/2013	1/31/2019	1st				
Patty Norgaard	2/1/2012	1/31/2018	1st				
Mark Wessels	2/1/2013	1/31/2015					
Steve Roe	2/1/2014	1/31/2016					

MEMO TO: City Council

**FROM: Mike Lyonais, Finance Director/Treasurer
Dan Vogt, City Administrator**

DATE: December 2, 2014

SUBJECT: Budget Update - Capital Outlay Items

On 12/02/2014, the City Administrator and Departments Heads met to discuss and update capital outlay requests for 2015.

Back on November 20, 2014, during the Budget Workshop Meeting with the full Council, approximately \$350k of funding was identified to be made available for capital items, whether that be roads, equipment, facility improvements, or to be used to build a reserve to establish funds for future projects or capital items.

As a reminder, the current budget proposal does not include a provision for a road project in 2015 nor does it include requested upgrades to fire equipment. Due to the level of funding necessary to address equipment needs and road improvements, it may not be practical to expect to fund such needs without a substantial increase in the tax levy and/or without issuing equipment certificates or bonds

Based on discussions with staff at the December 2 meeting, the following is recommended:

- That the City Council establish a "Capital Equipment/Projects Fund" using the approximately \$350,000 in funding available in the 2015 proposed budget.
- That we move up \$17,250 of estimated capital expenditures in the Parks Department as identified in the attached 5-year capital plan from 2016 to 2015 to even out Park capital expenditures in future years. This leaves approximately \$332,000 to be used to establish the "Capital Equipment/Projects Fund" to be used to track funding for future acquisitions or projects.
- We recommend the City move forward with issuing equipment certificates in the amount necessary to fund the acquisition of fire apparatus to replace first line Engine #1 equipment as proposed. This new Capital Fund is recommended to be used to service the principal and interest payments along with future budget allocations for that purpose not to exceed 5 years.
- That the approximately \$200,000 remaining in the Capital Fund after the Park Department capital budget adjustment and Equipment Certificate payment be utilized for projects as authorized by the City Council such as road, equipment and facility improvements. If a similar amount is identified yearly and not expended, this fund will continue to grow thereby reducing (but probably not eliminating) the need for future debt.

As for the Wastewater Treatment Plant, it is recommended that funds that will become available in 2016 due to the retirement of a past bond issue in the amount of approximately \$140,000 be used to make the needed improvements and modifications over the next few years beginning in 2016.

City of Crosslake
5-Year Capital Outlay Plan - 12/02/2014

	2015	2016	2017	2018	2019
DEPT 41110 Council					
None	0	0	0	0	0
	0	0	0	0	0
DEPT 41400 Administration					
Computer Equipment	2,500	2,500	2,500	2,500	2,500
Other Equipment	500	500	500	500	500
Replace Server/New Wiring	4,000	0	0	0	0
Copier Upgrade to Color	14,400	0	0	0	0
	21,400	3,000	3,000	3,000	3,000
DEPT 41410 Elections					
None	0	0	0	0	0
	0	0	0	0	0
DEPT 41600 Audit/Legal Services					
None	0	0	0	0	0
	0	0	0	0	0
DEPT 41910 Planning and Zoning					
Computer Equipment	2,500	2,500	2,500	2,500	2,500
Other Equipment	500	500	500	500	500
Replace Server/New Wiring	4,000	0	0	0	0
Copier Upgrade to Color	14,400	0	0	0	0
	21,400	3,000	3,000	3,000	3,000
DEPT 41940 General Government					
EMS Repairs/Replacements	20,000	0	0	0	0
General Building Repairs	8,000	0	0	0	0
Siding/Roofing/Landscaping	35,000	35,000	0	0	0
Parking Lot Repairs	50,000	0	0	0	0
	113,000	35,000	0	0	0

City of Crosslake
5-Year Capital Outlay Plan - 12/02/2014

	2015	2016	2017	2018	2019
DEPT 42110 Police Administration					
Office Computers	2,000	2,000	2,000	2,000	2,000
Squad Equipment - Guns	0	3,000	2,500	0	0
Squad Equipment - Tasers	3,600	3,800	0	0	0
Squad Vehicles	45,000	48,000	49,000	50,000	51,000
Protective Vests	900	900	900	900	900
	51,500	57,700	54,400	52,900	53,900
DEPT 42280 Fire Administration					
New Well	26,902	0	0	0	0
Miscellaneous Minor Equipment	20,000	0	0	0	0
Replace Engine #1	450,000	0	0	0	0
Rescue 1 - '94 Chevy	0	0	0	0	100,000
Equipment - E1 Apparatus	0	0	150,000	0	0
PPE	0	0	5,000	0	5,000
Boots	0	0	2,000	0	0
Helmets	0	0	2,000	0	2,000
	496,902	0	159,000	0	107,000
DEPT 42500 Ambulance Services					
NA - Not Used	0	0	0	0	0
	0	0	0	0	0

City of Crosslake
5-Year Capital Outlay Plan - 12/02/2014

	2015	2016	2017	2018	2019
DEPT 43000 Public Works (General)					
Vehicles and Equipment					
Diamond LBM-C-DD 23ft wheel loader boom mower	47,852	0	0	0	0
Diamond DBF050-H 50" boom flail head	9,926	0	0	0	0
John Deere 997 Commercial Diesel Max-Frame Z-Trak with 60 in rear discharge deck	14,889	0	0	0	0
L. C.					
Hustler Super Z 60" Mower	10,000	0	0	0	0
3/4 Ton Truck to replace Ted's truck, move old truck to parks	34,000	0	0	0	0
Replace 2008 Ford 1 Ton Dump Truck/Plow	0	50,000	0	0	0
Replace 2007 Cat 930B Wheel Loader With New Loader (2014 Value \$75K)	0	0	200,000	0	0
Replace 2000 T200 Bobcat with new Bobcat (\$50k) and add Blower (\$30k)	0	80,000	0	0	0
Replace 2009 John Deere 3720 Tractor	0	0	0	40,000	0
Replace Sweeper	0	0	0	0	50,000
	116,667	130,000	200,000	40,000	50,000
Crack Filling and Repairs					
	25,000	25,000	25,000	25,000	25,000
	25,000	25,000	25,000	25,000	25,000

**City of Crosslake
5-Year Capital Outlay Plan - 12/02/2014**

	2015	2016	2017	2018	2019
Roads/Trails					
Manhattan Point Boulevard	Reclaim/Widen/Repave Whitefish Avenue to CSAH 66	351,000	0	0	0
Manhattan Point Boulevard Trail	Construct New Trail - Whitefish Avenue to CSAH 66	168,000	0	0	0
South Landing Intersection	Revise with Manhattan Point Boulevard	28,000	0	0	0
Forest Lodge Road	Reclaim/Widen/ Construct Turnaround/ Repave	0	38,000	0	0
South Landing Road	Reclaim/Construct Turnaround/Repave	0	66,000	0	0
Urbans Point Road	Reclaim/Repave	0	107,000	0	0
CSAH 66 Trail from Existing Trail Endpoint to Manhattan Boulevard/ CSAH 66 Intersection	New Trail Construction	0	170,000	0	0
Anchor Point Road	Reclaim/Repave	0	0	499,000	0
Anchor Point Trail	Extend Shoulder/Trail	0	0	228,000	0
Manhattan Point Boulevard	Boulevard - Reclaim/Widen/Repave Whitefish Avenue to the 2010 Project	0	0	585,000	0
Dagget Bay Road	Reclaim/Extend Sanitary Sewer/Repave	0	0	0	49,000
Norway Trail	Extend Sanitary Sewer/New Pavement (Assessed)	0	0	0	69,000
Brook Street	Reclaim/Extend Sanitary Sewer/Lift Station/Repave	0	0	0	66,000
Kimball Road	Reclaim/Extend Sanitary Sewer/Repave	0	0	0	98,000
Sewer - Norway Trail, Brook Street, Kimbal Road	Sanitary Sewer Cost Minus Above Road Costs From 2010 Sanitary Sewer Extension Study - Total Project Estimate \$1,050,000 Plus 3% Inflation Increase Per Year To Date	0	0	0	920,000
		547,000	381,000	1,312,000	1,202,000
					0

City of Crosslake
5-Year Capital Outlay Plan - 12/02/2014

	2015	2016	2017	2018	2019
DEPT 43100 Cemetery					
Irrigation System	1,000	1,000	1,000	1,000	1,000
	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
DEPT 45100 Park and Recreation					
HVAC Replacement	10,000	10,000	10,000	10,000	10,000
Tennis Court Replacement	5,000	5,000	5,000	5,000	5,000
South Bay Park/ #103 Park	17,000	17,000	17,000	17,000	17,000
East Garage Roof Replacement	5,000	0	0	0	0
Signage for Community Center	10,000	0	0	0	0
Indoor Outdoor Surveillance Cameras	5,000	0	0	0	0
Community Center Septic Improvements	5,000	0	0	0	0
Picnic Shelter	7,250	0	0	0	0
Community Center	0	55,000	0	0	0
Computer Equipment	5,000	0	0	0	0
Replace Mower and Deck	0	0	33,000	0	0
Infield Improvements	0	0	5,000	0	0
Replace Carpet	0	0	10,000	0	0
Senior Meals NSF Equipment	0	0	0	7,000	0
New Playground Surface	0	0	0	20,000	0
Community Center	0	0	0	8,000	0
Irrigation Pumps & Related Improvements	0	0	0	0	5,000
Replace Copiers	0	0	0	0	8,000
	<u>69,250</u>	<u>87,000</u>	<u>80,000</u>	<u>67,000</u>	<u>45,000</u>
DEPT 45500 Library					
Miscellaneous	500	500	500	500	500
	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total General Fund	1,463,619	723,200	1,837,900	1,394,400	288,400

City of Crosslake
5-Year Capital Outlay Plan - 12/02/2014

	2015	2016	2017	2018	2019
DEPT 43200 Sewer					
New Well					
50% Share with Sewer Fund	26,902	0	0	0	0
Replace Server/New Wiring	4,000	0	0	0	0
Replace 10-year server and related wiring upgrades for new equipment (1/3 Share)					
	<u>30,902</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sewer Treatment Plant Improvements					
1 Mobilization	40,000	24,400	12,800	0	0
2 Replace Grit Pump	20,000	20,000	0	0	0
3 Upsize Piping	80,000	80,000	0	0	0
4 Flow Pace Ferric Chloride	15,000	0	0	0	0
5 RAS/WAS Pumping Automation	35,000	35,000	0	0	0
6 Filter Backwash Automation	60,000	60,000	0	0	0
7 Chlorination System	120,000	0	0	0	0
8 Filter Flow Splitting Modifications	60,000	0	60,000	0	0
9 Bio solids Aeration Piping Modifications	20,000	0	0	0	0
10 Bio solid Pump Modifications	30,000	30,000	0	0	0
11 Upgrade Emergency Power System	100,000	0	100,000	0	0
12 Electric and Controls	75,000	75,000	0	0	0
Subtotal	655,000				
13 Engineering	5,600	48,800	25,600	0	0
Total	735,000				
Remove Chlorination as N/A	(120,000)				
Revised Total	43,400	373,200	198,400	0	0
Total For Sewer Fund	74,302	373,200	198,400	0	288,400
TOTAL FOR CITY	1,537,922	1,096,400	2,036,300	1,394,400	576,800
2015 Adjustments For Large Items:					
DEPT 42280 Fire Administration	(450,000)				
DEPT 43000 Public Works	(547,000)				
Roads/Trails					
(General)					
Total 2015 Adjustments For Large Items:	(997,000)				
Revised City Capital Outlay - 2015 Only	540,922				

MEMO TO: City Council

FROM: Public Works Director Ted Strand

TOS

DATE: 12/4/2014

SUBJECT: Replacement of Equipment

At this time I would like permission to declare the Cat 930G loader, Cat 135 Motor Grader, Bobcat T200, and the Roots Snow Blower as surplus. I would like to put out for bids and/or trade them in on new Cat 930 K loader and Cat 277 skid steer/Timber Wolf snow blower. The cost of the new equipment 280000\$. This equipment is moving up on 5 year cap plan. Please set the starting bids Loader at 75000\$, Motor Grader at 75000\$, Bobcat at 20000\$ and Roots Snow blower at 3000\$. We should net about a180000\$ from the sale and/or trade in. The cost of Then finance the rest through Cat Ziegler about 100000\$ over the next 4 years or use part of the 346000\$ that is in the budget.

MEMO TO: City Council

**FROM: Mike Lyonais
Finance Director/Treasurer**

DATE: December 2, 2014

SUBJECT: Approval for Fund Transfers

Retroactive Approval of Year-End Fund Transfers:

Approval is requested to allow year-end fund transfers to be made from the Capital Project Fund to the General Fund for reimbursement of projects/equipment paid for from the General Fund and/or for funds from the General Fund to the Capital Project Fund for future projects/equipment purchases. A listing of all transfers made from December 9th to December 31st will be given to the Council for approval at the first Council Meeting in January.

Other Recommended Transfers:

Approval is requested at this meeting for the following inter-fund transfers:

- Reclassify Excess TIF for District's 1-8 and 1-9 from Fund 405 – Tax Increment Finance Projects Fund to the General Fund in the amount of \$4,640. (Represents Excess TIF generated back to 2012, which was used to reduce the general levy recorded in the General Fund.)
- Close Fund 420 – Library Project with a transfer from the General Fund in the amount of \$51,142. Currently, this deficit cash balance is reported as a reduction of the General Fund each year. The project was completed in early 2007 at a deficit of \$119,360. The plan to fund this deficit was to use future Park Dedication Fees to “repay” the deficit. Based on the following schedule showing the cash deficit at each year end, the “repayment plan” does not appear to provide an adequate revenue stream to fund this deficit in a timely manner.
 - 2007 \$119,360
 - 2008 \$ 73,327
 - 2009 \$ 73,327
 - 2010 \$ 61,642
 - 2011 \$ 61,642
 - 2012 \$ 58,642
 - 2013 \$ 51,142
 - 2014 \$ 51,142 (Estimated)

HSA Business and Bank Services Agreement

This HSA Services Agreement (the "Agreement") is made as of the ___ day of _____, 20___, by and between City of Crosslake, with offices at ___37028 County Road 66, Crosslake, MN 56442 ("Company"), and Frandsen Bank & Trust. ("Bank") with offices at 35470 County Road 3, Crosslake, MN 56442. The purpose of this agreement is to set forth certain obligations of the parties with regard to Bank offering of health savings accounts ("HSAs") to Company's employees ("Employees"). In consideration of the mutual agreements contained in this Agreement, the parties agree as follows:

1. Opening of HSAs. In accordance with procedures to be agreed upon by the parties, Company will
 - a. Advise Employees who wish to open an HSA that they will be required to complete and send to Bank a signed Identification Form and Health Savings Account Application
 - b. Provide each such Employee with copies of Bank's related notices and disclosures provided by Bank
 - c. Return Identification Form and Health Savings Account Application to Bank one week before the Health Savings Account is to begin
 - d. Provide each such Employee with Bank's Account Agreement Signature Card and typed Health Savings Account Application for Employee to review and sign
 - e. Return to Bank signed Account Agreement Signature Card and Health Savings Account Application, at such time and in such format as Bank requires, containing the information provided to Company by such Employee and required by Bank to open an HSA for each such Employee.

Company represents and warrants to Bank that information it provides to Bank under this Agreement will be true and complete, and that it will not request Bank to open an HSA for any Employee who has not indicated an intent to open an HSA. Company agrees to keep Employee information and elections for seven (7) years. Company agrees to promptly provide Bank with a copy of such records at Bank's request. Except where prohibited by applicable law, Bank will open an HSA for each Employee based on the data provided by Company and the Employee, provided that Bank's reasonable requirements and procedures have been properly observed by Company of the Employee, as applicable. Bank reserves all rights to decline to open or activate any HSA and to close any HSA pursuant to Bank's requirements and procedures.

2. Funding of HSAs. On a schedule and in the form to be agreed upon by the parties, Company shall remit to Bank the funds to be deposited into the HSA of each Employee, and shall provide accompanying data that accurately indicates each HSA, and the dollar amount to be credited to such HSA. Company shall execute any form reasonably requested by Bank for any error in crediting HSAs that result from reliance on the data provided by Company. Funds credited to an HSA are immediately owned by the Employee who holds the account, and may be withdrawn or transferred from an account solely upon the instructions of such Employee.
3. HSA Maintenance. In order to administer and maintain the HSAs, from time to time in accordance with procedures to be agreed upon, Company may submit to Bank certain information concerning the status of Employees and Employee contributions and Bank may provide certain information about the HSAs to Company. Company acknowledges that Bank may rely upon all information provided by Company in maintaining and administering the HSAs. Company shall be responsible for all costs and expenses incurred by Bank for error correction or

HSA Business and Bank Services Agreement

other activities undertaken by Bank at Company's request or as a result of erroneous information provided by Company to Bank. Company will certify to Bank the personnel authorized by Company to receive and furnish information under this Agreement. Bank will close an HSA only upon the instructions of the respective Employee or as otherwise permitted pursuant to the terms and conditions related to the HSA.

4. Confidentiality. In the course of fulfilling their respective duties under this Agreement, one party may disclose to the other party or its authorized representatives information that it deems confidential or proprietary, including without limitation, information and materials pertaining to technology, trade secrets, "know-how", products, marketing objectives and plans, and pricing ("Confidential Information"). The party disclosing Confidential Information shall be referred to herein as the "Disclosing Party", and the party receiving Confidential Information shall be referred to herein as the "Receiving Party". The Receiving Party agrees that Confidential Information shall be used only to perform its obligations under this Agreement. Confidential Information received by the Receiving Party shall be kept confidential and shall not be disclosed, directly or indirectly, to any third party except to the accountants and attorneys of the Receiving Party, unless such disclosure is consented to in writing, and then only upon the prior execution of a confidentiality agreement containing terms substantially similar to the terms herein by the third party to whom the Receiving Party seeks to disclose such information. The term "Confidential Information" shall exclude (a) information in the public domain or information that becomes available to the general public without restriction through no wrongful act of omission of the Receiving Party, (b) information the Receiving Party receives from an unaffiliated third party having a right to transfer such information, (c) information that is independently developed by the Receiving Party without reference to confidential information; or (d) information that is known by the Receiving Party prior to disclosure by the Disclosing Party.

5. Gramm-Leach-Bliley Privacy Provisions. Company expressly understands and acknowledges that Confidential Information pertaining to applicants for HSAs, HSA holders, HSA related cards and HSAs disclosed to or received by Company or its authorized representatives from Bank in the performance of its obligations under this Agreement may include "non-public personal information" ("NPPI"), as such term is defined in Title V of the Act. Notwithstanding anything contained herein to the contrary, Company shall not use or disclose, and shall cause its authorized representatives, subcontractors and agents to agree in writing to not use or disclose, the NPPI it received from or for Bank for any purpose other than as necessary to carry out its obligations under this Agreement. Company shall implement appropriate measures designed to (a) ensure the security and confidentiality of account holder information; (b) protect against any anticipated threats or hazards to the security of integrity of such information; (c) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any account holder; and (d) ensure the proper disposal of account holder information. Upon the expiration or termination of the Agreement or otherwise when requested by Bank, Company shall permanently destroy or render unreadable any media or data used to store or record NPPI. For as long as it has NPPI, Company shall maintain physical, electronic and procedural controls and safeguards with respect to its services, facilities, systems and networks consistent with applicable requirements of law to prevent unauthorized access to and use of NPPI, and shall notify Bank if Company learns or reasonably suspects that NPPI has been subject to unauthorized access, disclosure or use.

HSA Business and Bank Services Agreement

6. Term and Termination. This Agreement shall become effective on the effective date of this Account Services Agreement ("ASA"), and shall continue in full force and effect until the termination of Company's obligations with respect to the subject matter hereof under the ASA, or unless terminated sooner as provided under the terms hereof. Either party may terminate this Agreement by giving no less than thirty (30) days' prior written notice of its intent to terminate if the other party breaches a material representation, warranty, covenant or agreement made hereunder, fails to perform a material duty or obligation under this Agreement, or repeatedly fails to perform any other duty or obligation under this Agreement, and fails to correct the default, to the reasonable satisfaction of the notice-giving party, within said thirty (30) day notice period.
7. Miscellaneous. (a) Nothing in this Agreement shall be construed to make or render either party or any of its officers, agents, or employees an agent, servant, or employee of, or joint ventured of or with, the other. (b) No amendment to this Agreement shall be effective against a party to this Agreement unless such amendment is in writing, signed by each party. (c) Failure to insist upon strict compliance with any of the terms herein (by way of waiver or breach) by either party hereto shall not be deemed to be a continuous waiver in the event of any future breach or waiver of any condition hereunder. (d) No third parties shall have the benefit of or any rights under any of the provisions of this Agreement. (e) This Agreement may not be assigned by either party without the express written consent of the other party, except that Bank may assign this Agreement to an affiliate without Company's consent. (f) If any portions of this Agreement shall, for any reason, be invalid or unenforceable, such portions shall be ineffective only to the extent of such invalidity or unenforceability, and the remaining portion or portions shall nevertheless be valid, enforceable and of full force and effect. (g) This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute a single instrument. (h) Company shall make its facilities, systems, personnel, and records, related to Company's performance under this Agreement available for audit when required by applicable law or by state or federal bank regulatory authorities with jurisdiction over Bank. (i) This Agreement shall be governed by the laws of the state of New York without giving effect to its conflicts of law provisions. (j) Sections 1, 4, 5 and 7 shall survive termination of this Agreement.
8. Fees: See Exhibit "A" to be completed by Company. A copy of this Exhibit must be given to each employee who expresses an interest in opening a Health Savings Account with Bank.

IN WITNESS WHEREOF, Company and Bank have caused this Agreement to be duly executed as of the date first above written.

Company Name

Frandsen Bank & Trust

By: _____

By: _____

Its: _____

Its: _____

EXHIBIT "A"

HSA Business and Bank Services Agreement

Health Savings Accounts Features

- ❖ Interest Earning Checking Account
 - \$ 100 Minimum Balance (to open)
 - Monthly Statements
 - Tiered Interest Rates
- ❖ 2 HSA Debit Cards at no charge
- ❖ Free Online Access
- ❖ Free Online Bill Pay
- ❖ Free Telephone Banking Access
- ❖ Checks Available Only by customer request (Debit Card Preferred)

Fees:

	<u>Employer Paid **</u>	<u>Employee Paid</u>
Mark an X to signify who will be responsible for the following fees:		
A. Setup Fee (one time fee):	\$20.00	_____
B. Maintenance Fee	\$2.00 per month	_____
(if balance falls below \$1,000 during statement cycle)		
(if balance is \$2.00 or less no charge)		
C. Termination Fee:	\$25.00	_____
D. Check Order <u>Only</u> if requested & paid for by customer		_____
E. Replacement Debit Card	\$5.00	_____
F. Additional Cards:	\$5.00 per year	_____

** These fees will be paid during employment. If employment is terminated for any reason, employee will be responsible for any and all fees.

MEMO TO: City Council

FROM: Charlene Nelson, City Clerk
Debby Floerchinger, Office Manager

DATE: December 3, 2014

SUBJECT: CHRISTMAS CLOSING

We are requesting approval to close all City facilities at 12:00 p.m. on Wednesday, December 24th and all day on Friday, December 26th. This would allow all employees the opportunity to travel safely over the Christmas holiday. This closing would include City Hall, Public Works Department (except in the case of a snowstorm) and Crosslake Communications. The Community Center may remain open with limited hours. Employees would be required to use a personal day, vacation day, or compensatory time. (This closing would not include the Police Department.)

DRAFT FOR REVIEW
12/4/14 VERSION

**CROSSLAKE LAND USE ORDINANCE AMENDMENT
COMMERCIAL USES AND STANDARDS**

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ARTICLE 10 LAND USE CLASSIFICATION LIST

Section 26-279 Listed Uses/Similar Uses

Many uses of land are listed in the land use ~~tables classification list~~ in Section 26-281 of this Article. For uses not included within the land use ~~tables classification list~~, a landowner may make application to the Planning Commission/Board of Adjustment for a determination as to whether the proposed use is similar in nature to a listed use within a land use district. All uses that are not included in the land use ~~tables classification list~~ are prohibited unless determined to be similar in nature to a listed use through the process described in this paragraph.

Section 26-280 Land Use District Descriptions

This section describes the land use districts established in the City of Crosslake. The land use district boundaries are identified on the official land use district map.

- (1) Shoreland District (SD)** The purpose of this district is to preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, protect drinking water sources, and provide for the wise use of water and related land resources. The primary use within this district is seasonal and year-round single family residential. Lot dimensions and density limitations are controlled by lake or river classifications. Compatible commercial or water-oriented commercial uses may be allowed as permitted or as conditional uses.
- (2) Rural Residential-5 (RR-5).** The purpose of this district is to establish and maintain a low density residential district with 5 acre minimum lot sizes outside the shoreland zone, preserving the character of the City and providing a rural single family setting with limited agriculture/forestry uses. The primary use within this district is single family residential and agriculture/forestry. Compatible commercial uses may be allowed as permitted or as conditional uses.

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- (3) **Waterfront Commercial (WC).** The purpose of this district is to accommodate commercial uses in the shoreland district where access to and use of a surface water feature is an integral part of the business. The primary uses in this district are marinas, resorts and restaurants with transient docking facilities.
- (4) **Limited Commercial District (LC)** The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A commercial district may be located within or outside the shoreland zone.
- (5) **Downtown Commercial District (DC).** The purpose of this district is to establish and provide a commercial environment with a mixture of commercial and office related development and services and maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services. A downtown commercial district may be located within or outside the shoreland zone.
- (6) **Commercial/Light Industrial District (C/LI).** The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (7) **Sensitive Shoreland (SS).** The purpose of this district is to accommodate limited residential uses, agricultural uses, and forest management activities within the shoreland protection zone while conserving sensitive land areas on which more intensive development would adversely affect water quality, wetlands, lakes, shorelines, slopes, wildlife habitat, biological ecosystems, or scenic and natural values. Density is decreased and performance standards established in order to minimize disturbance of soils and vegetation in the shoreland district, to prevent damage from erosion, floods, siltation and water turbidity, to prevent the loss of vegetation, fish, wildlife and natural habitat, to protect the quality of ground and surface waters, and to conserve natural and scenic areas in the shoreland protection zone. This district can only be designated in shoreland areas determined to be sensitive by the City Council.

Section 26-281 Land Use Tables

The following table establishes the permitted, conditional, and allowed uses within the land use districts of the City. Any uses not listed in these tables are prohibited.

For the purposes of this table:

"P"	means a use requiring a permit
"PP"	means a use requiring a permit with performance standards
"CU"	means a use requiring a conditional use permit
"I"	means an interim use
"A"	means a use that is allowed without a permit but may have performance standards
"SD"	means a shoreland district
"RR-5"	means a rural residential district—5 acre minimum lot size
"WC"	means a waterfront commercial district
"LC"	means a limited commercial district
"DC"	means a downtown commercial district
"C/LI"	means a commercial/light industrial district
"SS"	means a sensitive shoreland district

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LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ L
(1) Agricultural Uses							
Farm buildings (barns, silo, hay shed, etc.)	P	P	P	P			
Farmland: Crop growing and harvesting	A	A	A	A			
Farmland: Livestock, poultry use, including related buildings	A	A		A			
Forest land: growth, harvest	A	A	A	A		A	A
(2) Residential and Related Uses							
Single-family dwelling—24' or wider	P	P	P	P	P	P	CU
Two-family dwelling—duplex	CU	P	P	P	CU	P	
Multi-family dwelling	CU	CU		CU	CU	CU	
Deck or patio	P	P	P	P	P	P	P
Auxiliary quarters/cottage	P PP	P PP	P PP	P PP	PP	CU PP	PP
Group home, detention or correction home (including detoxification center, rehabilitation home, etc.)	CU	CU	CU	CU		CU	
Mobile home park or development		CU					
Mobile home development		CU					
Home: assisted living old age, nursing, maternity, children's, supportive care	CU	CU		CU	CU		
Energy systems assoc. with a principal use (i.e. solar collectors and wind generators under 50KW)*	P/CU*	P		P		P/CU*	P
Meteorological test station for wind energy conversion systems (WECS)	I	I		I		I	I
Accessory structure	P	P	P	P	P	P	P
Water-oriented accessory structures	P					P	
Portable or temporary storage	P	P	P	P	P	P	P
Controlled access lot							
Home business	CU	CU		PP	PP	CU	PP
Home occupation	A	A	A	A	A	A	
Temporary Structure	A	A	A	A	A	A	A
Garage/Yard Sales (Maximum 3 per calendar year)	A	A	A	A	A	A	A
(3) Public Uses							
School				P			
Temporary classroom structure				I			
Public buildings				P	P		
Public beach	P					P	
Recreational and snowmobile trails	P	P	P	P	P	P	P
Non-motorized trails	P	P	P	P	P	P	P
Library	P	P	P	P	P	P	P
Public parking	P	P	P	P	P	P	P
(4) Recreational Uses							
Campground, public or private commercial	CU	CU		CU		CU	
Public parks and recreation facilities	CU	CU		CU		CU	
Race track: horse, auto, motorcycle, go cart		CU		CU			CU

*--Type of Permit depends on wind energy tower height and power output

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LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ LI
Shooting range, fire arms, archery, public or private		CU		CU			CU
(5) Civic, Educational and Institutional Uses							
Athletic field/stadium; arena		CU		CU			
Cemetery	A	A		A			
Transient Camps, Church Camps	CU	CU				CU PP	
Church/Synagogue	P	P	P	P	P	P	CU
(6) Commercial and Industrial Uses							
Retail store				P PP	P PP	P PP	P PP
Day care facility	P PP	P PP		P PP	P PP	P PP	
Temporary real estate office/model home	P	P		P	P	P	
Adult uses							CU
Amusement Park		CU		CU			
Breeding and boarding of animals	CU	CU		CU	CU		CU
Extractive use, mining, gravel pit, aggregate		CU					CU
Recycling collection site		I		I			P PP
Sign – on site	P	P	P	P	P	P	P
Storage buildings, Commercial	CU PP	CU PP		CU PP		CU PP	CU PP
Industrial park development							CU
Liquor: On and/or off sale	CU			CU	CU	CU	CU
Manufacturing: light in general, assembly plant, machine shop, welding shop, packaging plant				CU			P PP
Telecommunication tower							CU
Motel/hotel	CU	CU		CU	CU	CU	CU
Sawmill		CU		CU			P PP
Restaurant	CU	CU		P PP	P PP	P PP	
Marina						CU	
Resort recreation facility						CU	
Golf Course	CU	CU		CU		CU	
Miniature golf	CU	CU		CU PP	PP	CU PP	PP
Race track: horse, auto, motorcycle, go cart		CU		CU			CU
Athletic club				P PP	P PP	P PP	
Gas station/convenience store w/ with or without fuel sales	CU	CU		P PP	P PP	P PP	
Convenience store w/o fuel sales				P	P	P	
Bed and Breakfast Residence	CU	CU	CU	CU PP	PP	CU PP	
Office Space				P	P	P	
Funeral home with crematorium				CU			
Funeral home without crematorium				PP			
Medical or dental clinic				P PP	P PP		PP
Veterinary clinic				CU	CU		PP
Bank or financial institution				P	P		PP
Business or professional office space				P PP	P PP	PP	PP
Beauty shop, barber shop dry cleaners				P PP	P PP	PP	PP
Dry cleaners				CU	CU		CU

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LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ LI
Bowling Lanes				P PP	P PP	PP	PP
Commercial greenhouse/nursery		CU		P PP			P PP
Theater				P PP	P PP		PP
School / Studio-art, music, photo, decorating, dance				P	P		
Auto repair shop, lubrication service station				P PP	P PP		P PP
Auto body shop				P PP	P		PP
Wholesaling and/or warehousing, <u>freight terminal</u>				P PP	P PP		P PP
Car wash				P PP	P PP		PP
Lumber yard				P PP	P PP		P PP
Vehicle, boat, recreational equipment sales				P PP	P PP		P PP
Construction contracting				P	P		P
Repair shop, <u>equipment</u>				P PP	P PP		P PP
Construction and contractor services- carpentry, electrical, plumbing, heating, ventilation, mechanical, flooring, insulation, siding, etc				P	P		P
Over-the-counter print shop				P PP	P PP		PP
Private clubs and lodges	CU	CU		P PP	P PP		PP
Rental equipment sales and service	CU	CU		P PP	P PP		P-P PP
Light equipment repair shop				P	P		P
Assembly plant				CU			P
Machine shop shop				CU			P
Packaging plant				CU			P
Welding/blacksmith shop				CU			P
Concrete/asphalt plant, portable				I			P PP
Concrete/cement/ /redi-mix plant, <u>permanent</u>				CU			P
Outdoor seasonal sales		CU		↓ PP	↓ PP	PP	PP
<u>Commercial storage building/ storage unit rental</u>		CU		CU	CU	CU	P
Bulk liquid storage				CU	CU		CU PP
Commercial parking lot				P	P	P	P
Truck and freight terminal				P	P	P	P
Manufacturing of Furniture				CU			P
Demolition Landfill							CU

Section 26-282 Administration of Permits with Performance Standards

- (1) In addition to the general requirements of this Chapter, the Zoning Administrator shall determine specific performance standards in conjunction with applications for those uses and locations where they are allowed. Performance standards may include but are not limited to regulation of:
- a) Types of business activities allowed;
 - b) Screening or fencing;
 - c) Signs;
 - d) Storage of materials, equipment, and vehicles;
 - e) Hours of operation;
 - f) Parking;
 - g) Waste management;
 - h) Abatement of noise, smoke, and fumes.
- (2) The Zoning Administrator may refer an application to the Development Review Team (DRT) if:

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- a) Additional input on performance standards is needed, or,
 - b) It is determined that a proposed use may impact the health, safety, or general welfare of surrounding properties.
- (3) If, after consulting the DRT, it is determined that the proposed use impacts the health, safety, or general welfare of surrounding properties, the Zoning Administrator shall notify the applicant that the application will be processed as a conditional use according to Article 7 of this Chapter.

Secs. 26-283—26-304. Reserved

ARTICLE 13 COMMERCIAL DISTRICT STANDARDS

Section 26-375 Purpose and Intent

The purpose and intent of this article is to support the development of commercial and light industrial districts that will accommodate a wide range of commercial goods and services and maintain the up-north character of the area without degrading the natural resources and to:

- (1) Maximize Crosslake's potential as a healthy community providing for business, residential and recreational opportunities.
- (2) Support a strong, ongoing working relationship between Crosslake, Crow Wing County, and the adjacent Townships in all matters related to planning and the provision of public services.
- (3) Plan for the orderly, efficient and fiscally responsible growth of commercial and industrial development in Crosslake.
- (4) Plan land uses and implement standards to minimize land use conflicts.
- (5) Support development that enhances community character and identity.
- (6) Support the development of a strong, diversified, and growing economic base and create a favorable climate for economic development and ongoing business activities.
- (7) Support the economic viability of the Commercial Districts.
~~To promote business property by enhancing the appeal and attraction of the commercial and commercial/industrial districts to residents, visitors, and tourists with uniform lot width and area, and setbacks;~~
~~Improvement of appearance through landscaping emphasizing natural occurring trees for screening;~~
- (8) To encourage lighting that provides safety, utility, and security without glare onto public roads, private residences, and atmospheric light pollution;
- (9) To manage storm water runoff and its associated effects and to provide for the protection of natural and artificial water storage and retention areas, and public waters;
~~To alleviate potential traffic congestion on local streets and adjacent highways by the provision of adequate off street parking, traffic circulation patterns and arrangement of uses;~~
- (10) To treat wastewater to protect public health and safety, and to protect ground and surface water; and;
- (11) To establish reasonable regulation for design, construction, installation, and maintenance of all exterior signs.

Section 26-376 Plan Submission Requirements

~~No~~ All commercial site development, structure construction, or parking vehicular-use area modifications shall require are allowed, unless the provisions of this article are met. (1) the property owner or developer to shall submit prepare a plan meeting according to the standards of this Chapter:

- (1) Site plan meeting the standards in Article 13 of this Chapter with setbacks and wetlands identified;
- (2) Landscape, screening, and lighting plan meeting the standards in Article 28 of this Chapter;
- (3) Architectural plan meeting the standards in Article 29 of this Chapter;
- (4) Lighting plan;
- (5) Off street loading and parking plan meeting the standards in Article 26 of this Chapter;
- (6) Sign plan;

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- (7) Storm water management plan according to requirements in Article 20; and;
- (8) Waste disposal plan meeting Minnesota Rule, Chapter 7035 standards, and;
- (9) Wastewater treatment plan meeting the standards in Article 31 of this Chapter.

Section 26-377 Waterfront Commercial District

- (1) The purpose of this district is to accommodate commercial uses in the shoreland district including marinas, resorts, restaurants, bars, rental units, campgrounds, and related uses on General Development (GD) and Recreational Development (RD) lakes only where access to and use of a surface water feature is an integral part of the businesses.
- (2) **Waterfront Commercial Density and Dimensional Standards.** All commercial lots, structures, and uses in the Waterfront Commercial District created or constructed after March 1, 2015 of this Chapter shall meet the following density and dimensional requirements:

Lake Class	Minimum Lot Area	Minimum Lot Width	Structure Lot Line Setbacks- Residential	Structure Lot Line Setbacks- Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
GD	5 acres	400'	30'	10	33'	15'	15	50' 35	35%	30'
RD	5 acres	400'	30'	10	33'	15'	15	50' 35	25%	30'
NE (existing only)	10 acres	800'	30'	10	33'	15'	15	50' 35	20%	30'

*--Unless using common wall construction

- ~~(3) Waterfront Commercial Performance Standards.~~
 - ~~a) Parking and loading: See Article 26 of this chapter.~~
 - ~~b) Landscaping and lighting: See Article 28 of this chapter.~~
 - ~~c) Architectural/appearance standards: See Article 29 of this chapter.~~

Section 26-378 Limited Commercial District

- (1) The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A limited commercial district may be located within or outside the shoreland zone.
- (2) **Limited Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Limited Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

Minimum Lot Area sq. ft.	Minimum Lot Width	Structure Lot Line Setbacks- Residential	Structure Lot Line Setbacks- Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	20'	5	33'	0 10'	15	50' 35	50%	30'

- ~~(3) Limited Commercial Performance Standards.~~
 - ~~a) Parking and loading: See Article 26 of this chapter.~~
 - ~~b) Landscaping and lighting: See Article 28 of this chapter.~~
 - ~~c) Architectural/appearance standards: See Article 29 of this chapter.~~

Section 26-379 Downtown Commercial District Standards

- ~~(1) The purpose of this district is to establish and provide a commercial environment with a mixture of commercial and office related development and services and maintain a pedestrian-oriented~~

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commercial district consisting of retail, offices, and professional services. A downtown commercial district may be located within or outside the shoreland zone.

- (2) **Downtown Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Downtown Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

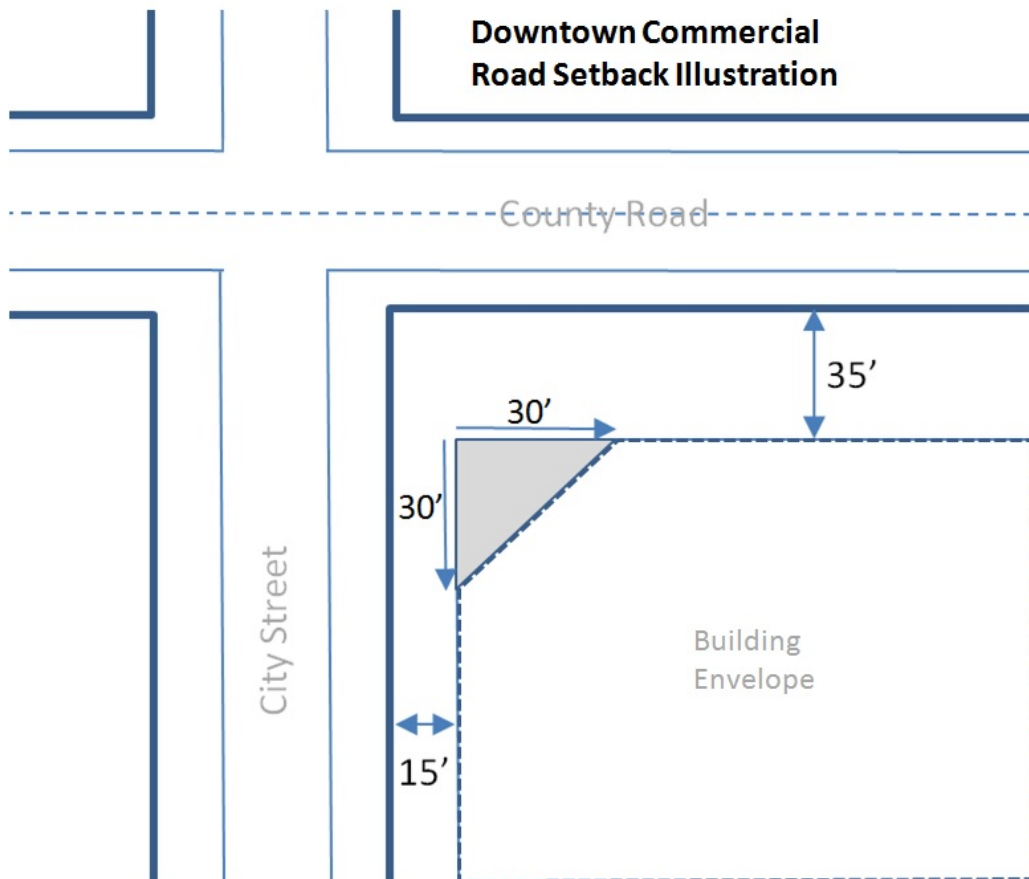
Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks- Residential	Structure Lot Line Setbacks- Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
15,000	50-100'	20	0'-10'	33'	40'-0'	15'	35'	80%	30'

*-Unless using common wall construction

(3) **Downtown Commercial Performance Standards.**

- a) **Setbacks.** (See Figure 1.) Buildings on corner lots will be required to maintain a minimum 30 foot sight triangle from the intersecting right-of-way lines (streets, alleys, etc.) within which no structures or improvements over 30 inches in height would be allowed within the sight triangle to maximize traffic visibility and sight lines as exemplified in the following illustration:

Table 26-379A Downtown Commercial Road Setback Illustration



Any building construction within 35 feet of the right-of-way shall not exceed one story. The portion of the building(s) further than 35 feet from the right-of-way line may be two-story. Building construction within 35 feet of the right-of-way will require a conditional use permit. Development projects fronting on Crow Wing County right-of-way shall maintain a 35-foot minimum setback.

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- b) Overhangs and any other building protrusions/extensions shall not be considered when measuring setbacks if they do not extend more than exceed 3 feet beyond the exterior wall facade. If an overhang and any other building protrusions/extension extends more than 3 feet beyond the exterior wall façade, then the setback is measured from the drip line of the overhang.

~~Parking and loading: See Article 26 of this chapter.
 Landscaping and lighting: See Article 28 of this chapter.
 Architectural/appearance standards: See Article 29 of this chapter.~~

Section 26-380 Commercial/Light Industrial Standards

- (1) The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail or wholesale display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (2) **Commercial/Light Industrial Density and Dimensional Standards.** All lots, structures, and uses in the Commercial/Light Industrial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	150	30	5'	100'	10'	35'	35' 50'	50%	30'

~~**Commercial/Light Industrial Performance Standards**~~

~~Parking and loading: See Article 26 of this chapter.
 Landscaping and lighting: See Article 28 of this chapter.
 Architectural/appearance standards: See Article 29 of this chapter.~~

Secs. 26-381—26-412. Reserved

ARTICLE 23 HOME OCCUPATION/HOME BUSINESS STANDARDS

The standards in this Article shall apply to home occupation and home business uses in all land use districts where such uses are allowed.

Section 26-634 Home Occupation Standards

~~The standards in this Article shall apply to home occupation uses in all land use districts where such uses are allowed.~~

- (1) A home occupation is allowed without a permit in all land use districts.
- (2) The home occupation use is clearly incidental and secondary to the use of a single family dwelling for residential purposes.
- (3) There shall be a primary residence on the property that is occupied by the business owner of the home occupation. The business enterprise shall be conducted exclusively within the primary residence or accessory structures.
- (4) There may only be one sign, with a permit, on the parcel advertising the home occupation business which shall not be illuminated, and shall not measure greater than 6 square feet in area.
- (5) In addition to any residential off-street parking, two additional spaces shall be provided for the home occupation use.
- (6) No person other than the occupants of the primary residence may be employed.

Section 26-635 Home Business Standards

~~A home business requires a conditional use permit, according to the use tables in Section 26-281 of this Chapter. The following standards shall apply:~~

- ~~(1) A home business requires a permit with performance standards or a conditional use permit (See uses in Article 26-281).~~
- ~~(2) The home business use is clearly incidental and secondary to the use of the single family dwelling for residential purposes.~~
- ~~(3) There shall be a primary residence on the property that is occupied by the business owner. The business enterprise may be conducted outside as well as within the buildings.~~
- ~~(4) There may only be one sign, with a permit, on the parcel advertising the business which shall not be illuminated, and shall not measure greater than 12 square feet in area.~~
- ~~(5) In addition to any residential off-street parking, two additional spaces shall be provided for the home business use.~~
- ~~(6) Persons other than those that occupy the dwelling may be employed.~~
- ~~(7) The outdoor storage of those items not generally considered to be retail display items shall be screened from view from public roads, abutting residences, public surface water and public recreational facilities.~~
- ~~(8) The Planning Commission/Board of Adjustment may impose conditions on home businesses such as, but not limited to, hours of operation, parking provisions, and equipment storage.~~

ARTICLE 26 PARKING AND OFF STREET LOADING STANDARDS

Section 26-670 Purpose

Regulation of commercial on-site parking and loading spaces in this Article ~~division~~ is intended to alleviate and/or prevent congestion of the public right-of-way and to promote the safety and general welfare of the public by establishing minimum requirements. ~~for on-site parking~~

Section 26-671 Application

- ~~(1) The regulations and requirements set forth herein shall apply to all commercial on-site parking facilities created or constructed after March 1, 2015 within the City.~~
- ~~(2) All commercial construction shall be accompanied by a site plan or certificate of survey, if required, indicating the location of on-site parking and loading spaces in compliance with the following requirements.~~
- ~~(3) All applications for a land use permit in all land use districts shall be accompanied by a site plan or certificate of survey, if required, drawn to scale and indicating the dimensions and location of on-site parking and loading spaces in compliance with the requirements set forth in this section.~~

Section 26-672 Parking Area Performance Standards

- ~~(1) **General parking standards.** All land use permit applications for commercial uses or buildings submitted after March 1, 2015 shall include provisions for off-street automobile storage or parking according to the following standards unless approved for alternative parking standards in 26-672, (2) below.~~
 - ~~a) The minimum parking space requirements in Table 26-672A shall be met. space shall be provided on every lots on which any new structures are hereafter established.~~
 - ~~b) When a commercial structure is enlarged, the required off-street parking spaces shall be added provided to meet the minimum parking space requirements in Table 26-672A, for the enlarged portion.~~
 - ~~c) If the a use of a commercial structure is changed to a different use requiring additional spaces, the additional amount of parking spaces shall be provided.~~

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- d) All new commercial off-street parking shall be paved or concrete surfaced.
 - e) The minimum size of all parking spaces shall be 10 feet wide by 20 feet long (10' x 20').
 - f) The following minimum Standards shall apply:
- (2) **Alternative parking standards:**
- a) The Zoning Administrator may approve alternative parking standards if it is determined that such standards are appropriate for a business or use. An application for alternative parking standards may be submitted if:
 - i. A new business or use wishes to defer construction of a portion of the required parking spaces until a future date, or,
 - ii. A parking study indicates that fewer parking spaces are required, or,
 - iii. Maximum parking capacity is needed only on a seasonal or special event basis and overflow parking can be accommodated using a designated pervious vegetated area, or,
 - iv. Parking spaces are shared with another business or group of businesses.
 - b) An application for alternative parking standards shall include:
 - i. For deferred parking construction, a site plan indicating the area reserved to meet the minimum parking space requirements in Table 26-672A along with a parking construction schedule indicating when the total number of required parking spaces will be completed.
 - ii. For reduced parking space requirements, a parking study indicating the actual history of past parking use or parking use by similar businesses. An area to accommodate additional parking spaces to meet the minimum parking space requirements in Table 26-672A shall be preserved as open space.
 - iii. For overflow parking, a site plan indicating the vegetated area that is reserved for parking, stabilization treatment of the parking area (geo-grid, etc) if any, and how stormwater is to be managed.
 - iv. For shared parking, a plan indicating the minimum parking requirements for all businesses, the number of parking spaces to be shared, and the location of shared spaces relative to the businesses.
 - c) Alternative parking performance standards:
 - i. Total parking spaces required in table 26-672A shall be used when calculating impervious surfaces, measuring setbacks, and determining other requirements for parking areas.
 - ii. For deferred parking construction applications, a minimum of 50% of the required parking spaces shall be constructed within two years of permit approval.
 - iii. For reduced parking space requirement applications, an area to accommodate additional parking spaces to meet the minimum parking space requirements in Table 26-672A shall be preserved as open space for future parking. Within 3 years from the date of permit approval, the applicant shall submit a follow up report on parking useage. If, after reviewing the follow up report, the Zoning Administrator finds that additional parking area is required, such parking spaces shall be added.
 - iv. For vegetated overflow parking applications, the total parking area must meet the minimum parking space requirements in Table 26-672A. A maximum of 40% of the total required parking spaces may be vegetated overflow parking. Overflow parking areas must be preserved as open space. No sediment from vegetated overflow parking areas shall be transported onto public roads or streets.
 - v. For shared parking applications, an easement, or in the case of shared wall construction a party wall easement or planned community agreement, between the participating landowners shall be recorded in the office of the County Recorder and a copy submitted to the Department specifying the number and location of shared parking spaces, who is authorized to use the shared spaces and under what conditions, how access to those spaces is achieved from a public street or road, and a plan indicating how the shared parking spaces will be managed and maintained. Within 3 years from the date of permit approval, the applicant(s) shall submit a follow up shared parking report. If, after reviewing the follow up report, the Zoning Administrator finds that additional parking area is required, such parking spaces shall be added.

Table 26-672A Minimum Required Parking Spaces

<u>FACILITY OR USE</u>	<u>MINIMUM REQUIRED PARKING SPACES</u>
<u>Auto body or repair shop, vehicle sales—automobile, boat, recreational equipment</u>	<u>1 space for each 300 square feet of gross floor area</u>
<u>Bed and breakfast residence</u>	<u>2 spaces plus one additional space for each rented room</u>
<u>Bowling lanes</u>	<u>5 spaces for each alley, plus additional spaces as may be required herein for related uses such as a restaurant</u>
<u>Carwash</u>	<u>6-3 spaces</u>
<u>Church, funeral home, theater, auditorium, athletic field, arena, race track, or other places of gathering</u>	<u>1 space for each 4 seats based on maximum design capacity</u>
<u>Community center, post office, studio, library, club, lodge, museum, or public building</u>	<u>10 spaces plus 1 for each 350 square feet of floor area in excess of 2,000 square feet in the principal building</u>
<u>Daycare facility</u>	<u>4 spaces plus 1 for each 500 square feet in excess of 1,000 square feet of floor area in the principal building</u>
<u>Drive-in food establishment</u>	<u>1 space per 15 square feet of gross area excluding kitchen and dining area, or based on total seat calculations like restaurants, or a minimum of 8 spaces where there is no interior ordering area, whichever is greater</u>
<u>Assisted care home, rest home, or nursing home</u>	<u>1.9 spaces per bed, plus 1 space per 300 square feet of gross floor area for any outpatient medical facilities</u>
<u>Gas station, convenience store w/fuel sales</u>	<u>4 spaces plus 2 spaces for each fueling stall</u>
<u>Home business or home occupation</u>	<u>2 spaces in addition to those required for the residence</u>
<u>Hotel, motel</u>	<u>1.4 spaces per unit</u>
<u>Manufacturing-- fabrication, or processing of a product or material, assembly; contractor services, machine shop</u>	<u>1 space for each 400 square feet of floor area</u>
<u>Medical, dental, or veterinary clinic</u>	<u>1 space for each 300 square feet of gross floor area</u>
<u>Multispecialty outpatient clinic</u>	<u>1 space for each 200 square feet of gross floor area</u>
<u>Multi-family residence</u>	<u>2 spaces per unit</u>
<u>Office—business or professional, office building, bank or financial institution</u>	<u>1 space for each 300 square feet of gross floor area</u>
<u>Open sales lot</u>	<u>3 spaces for each 5,000 square feet of the open sales lot area</u>
<u>Public auction house, golf driving range, miniature golf, and similar uses</u>	<u>15 spaces plus 1 for each square foot of floor area over 2,000 square feet</u>
<u>Restaurant, cafe, bar, tavern, nightclub</u>	<u>1 space for each 2.5 seats for restaurant area; 1 space for each 2.0 seats in bar area</u>
<u>Retail sales and service establishment, light equipment repair shop, rental equipment sales and service, adult use, and convenience store</u>	<u>1 space for each 250 square feet of gross sales floor area</u>
<u>School</u>	<u>1 space for each 7 students based on design capacity, plus 2 additional spaces for each classroom</u>
<u>Skating rink, amusement park, or dance halls</u>	<u>100 spaces plus 1 for every 200 square feet of floor area in the principal building</u>
<u>Speculative building (use not known) for industrial</u>	<u>1 space for every 700 square feet of floor area</u>
<u>Uses not specifically noted</u>	<u>Determined by the Zoning Administrator</u>
<u>Warehouse/storage handling of bulk goods, wholesaling</u>	<u>1 space for each 1,000 square feet of floor area plus 1 for each truck loading bay</u>

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FACILITY OR USE	MINIMUM REQUIRED PARKING SPACES
Auto sales building, repair shops—	1 space for each 300 square feet of gross floor area; service stalls/bays inside a building may be counted towards this—
Bowling Lanes—	5 spaces for each alley, plus additional spaces as may be required herein for related uses such as a restaurant—
Garwash	6 spaces
Churches, theaters, auditoriums, athletic field, mortuaries, and other places of gathering—	1 space for each 4 seats based on maximum design capacity—
Community center, post office, YMCA, studios, pool halls, libraries, clubs, lodges, and museums—	10 spaces plus 1 for each 350 square feet of floor area in excess of 2,000 square feet in the principal building—
Day nurseries, commercial daycare—	4 spaces plus 1 for each 500 square feet in excess of 1,000 square feet of floor area in the principal building—

FACILITY OR USE	MINIMUM REQUIRED PARKING SPACES
Drive-in food establishment—	1 space per 15 square feet of gross area excluding kitchen and dining area, or based on total seat calculations like restaurants, or a minimum of 8 spaces where there is no interior ordering area, whichever is greater—
Hospital, sanatorium, convalescent home, rest home, nursing home, or institution—	1.9 spaces per bed plus 1 space per 300 square feet of gross floor area for any outpatient medical facilities—
Hotel, motel—	1.40 spaces per unit—
Housing with services establishments, as defined by Minnesota statutes section 144—	0.75 parking space per unit—
Manufacturing, fabrication, or processing of a product or material, assembly—	1 space for each 400 square feet of floor area; this may be reduced if facility uses automation to 1 space for each 800 square feet of gross floor area—
Medical and dental clinic—	1 space for each 300 square feet of gross floor area—
Motor fuel station	4 spaces plus 2 spaces for each fueling stall
Multispecialty outpatient clinic—	1 space for each 200 square feet of gross floor area—
Office building—	1 space for each 300 square feet of gross floor area—
Open sales lot—	3 spaces for each 5,000 square feet of the open sales lot area—
Public auction house, golf driving range, miniature golf, and similar uses	15 spaces plus 1 for each square foot of floor area over 2,000 square feet—

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Residences	2 spaces per unit. In buildings or complexes specifically designed for senior living, as determined by the City, 0.75 spaces per unit shall be allowed
Restaurants, cafes, bars, taverns, nightclubs	1 space for each 2.5 seats for restaurant area; 1 space for each 2.0 seats in bar area
FACILITY OR USE	<u>MINIMUM REQUIRED PARKING SPACES</u>
Retail sales and service establishment and convenience stores	1 space for each 250 square feet of gross sales floor area (other uses such as warehouse, office, etc., may be calculated at the ratios set forth in this section)
Schools, high school and colleges	1 space for each 7 students based on design capacity, plus 2 additional spaces for each classroom
Skating rinks and dance halls	100 spaces plus 1 for every 200 square feet of floor area in the principal building
Speculative building (use not known) for industrial	1 space for every 700 square feet of floor area
Uses not specifically noted	Determined by the Department
Warehouse/storage handling of bulk goods, wholesale	1 space for each 1,000 square feet of floor area plus 1 for each company truck; office space shall conform to office use requirement

Section 26-673 Handicapped Accessible Parking Requirements

- (1) The Minnesota Accessibility Code, as may be amended, shall govern and regulate all accessible parking standards and improvements within the City. The scoping requirements are found in the International Building Code (IBC), chapter 11-2006; the ICC/ANSI A117.1-2003 technical criteria; state amendments found in Minn. Rules ch. 1341-2007; and the International Residential Code (IRC), including, but not limited to, section R322.1.
- (2) The number of accessible parking spaces to be provided shall be determined by provided in accordance with the following table:. ~~The total number of parking spaces provided within the site shall be used to determine the number of accessible parking spaces.~~

Table 26-673A Minimum Number of Accessible Spaces

Total Parking Spaces Provided	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2 percent of total
1,001 and over	20 plus 1 for each 100, or fraction thereof, over 1,000

Section 26-674 Access

- (1) ~~Commercial parking areas used to serve a building and containing provision for six or more parking spaces must use a restricted access between the parking area and the adjacent road or street. road immediately serving such premises.~~
- (2) ~~In situations where access is shared between multiple commercial landowners, an easement, or in the case of shared wall construction a party wall easement or planned community agreement, between the participating landowners shall be recorded in the office of the County Recorder and a copy submitted to the Department specifying where the shared access is located, who is authorized to use the shared access and under what conditions, and a plan indicating how the shared access will be managed and maintained. Driveway access to private property from a public road or highway shall be by roadways not less than 20 feet nor more than 40 feet in driving surface width. Where no regulations exist governing number of driveways allowed onto a public road or highway, One driveway shall serve no more than two residential lots. Large lots or parcels shall not have more than one driveway for each 100 feet of frontage.; but from Principal or Minor Arterials, driveways leading to service roads shall be at least 300 feet apart.~~
- (3) ~~Parking areas on premises used for a public, commercial or industrial purpose, and fronting on a Principal or Minor Arterials must use a frontage/backage road or the equivalent between the parking areas on such premises and such Principal or Minor Arterials.~~

Section 26-675 Commercial Off Street Loading Standards

Space for off-street loading and unloading of service vehicles shall be provided for all commercial buildings constructed after March 1, 2015. ~~for every building.~~

- (1) ~~One such off-street loading space shall be provided for every 10,000 square feet of floor area, or fraction thereof., on a premises.~~
- (2) ~~For industrial commercial buildings in the commercial/light industrial land use district, such off-street loading spaces shall measure at least 10 feet in width and 60 feet in length.~~
- (3) ~~For commercial buildings in the waterfront commercial, limited commercial, and downtown commercial districts, such off-street loading spaces shall measure at least 10 feet in width and 35 feet in length.~~
- (4) ~~Off street loading shall not impact traffic flow on adjacent public roads or streets.~~

~~For all other buildings, such spaces shall be as necessary in size. The space provided therefore shall be such as will not hinder normal traffic flow on or off the premises concerned.~~

ARTICLE 28 COMMERCIAL LANDSCAPING, SCREENING AND LIGHTING STANDARDS

Section 26-735 Purpose

The purpose of this division is to recognize the important and diverse benefits which landscaping, screening, and lighting provide in protecting the health, safety and general welfare of the community. Benefits include the reduction of noise, dust, excessive glare, stormwater runoff, the impact of adjacent incompatible land uses, and the increase in aesthetic value of the City.

Section 26-736 Application

- (1) All land use permits for commercial construction submitted after March 1, 2015 shall be accompanied by complete landscape, screening, and lighting plans. These plans shall be submitted developed in as a part of accordance with the site plan. submitted for approval.
- (2) The retention of natural topography and vegetation will be required where possible.
- (3) All plan components shall be completed within two ~~one~~ years from the date of issuance of the land use permit unless otherwise specified.

Section 26-737 Commercial Landscaping

(1) Plan requirements.

- a) **Site analysis.** Boundary lines of the property with dimensions based upon a certificate of survey; name and alignment of proposed and existing, and adjacent streets; location of existing and proposed buildings; ~~topographic contours~~; location of parking areas, vegetated and forested areas to be preserved, water bodies, proposed sidewalks; and percent of site ~~not~~ covered by impervious surfaces. ~~structures.~~
- b) **Planned elements.** Existing and proposed topographic contours at two foot intervals; typical sections and details of landscaping plans such as type of vegetation, fences, planter beds, planting boxes, retaining walls, playgrounds, picnic areas, sodded and seeded areas, berms and other landscape improvements with identification of materials used.

~~Delineation of both sodded and seeded areas indicated in square footage.~~

- c) **Planting Schedule:** A table containing the common names and botanical names, average size of plant materials, root specifications, quantities, special planting instructions, and proposed planting dates of all plant materials.

(2) Minimum planting requirements. The following landscape elements included in these criteria consist of forms of planting and vegetation. These should be considered when creating a landscape plan and will be expected during evaluation:

- a) **Existing trees.** Existing trees may be used to meet these standards, if protected and maintained during the construction phase of the development. If existing trees are used, each tree 6 inches or less in diameter counts as one tree. Each tree more than 6 inches and up to 9 inches in diameter counts as two trees. Each additional 3-inch diameter increment above 9 inches counts as an additional tree.
- b) **Selection of materials.** Landscape materials should be selected and sited to produce a hardy and drought and salt-resistant landscape area. Selection should include consideration of soil type and depth, the amount of maintenance required, spacing, exposure to sun and wind, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site.
- c) **Variety of species.** If there are more than 8 required trees, no more than 40 percent of them can be of one species. If there are more than 24 required trees, no more than 25 percent of them can

be of one species. This standard applies only to trees being planted to meet these standards, not to existing trees. If there are more than 25 required shrubs, no more than 75 percent of them can be of one species.

- d) **Minimum plant numbers:** In order to achieve landscaping which is appropriate in scale with the size of a building and site, these minimum standards apply to commercial districts:
 - i. One overstory deciduous or coniferous shade tree for every 2,000 square feet of total building floor area or one for every 100 feet of site perimeter, whichever is greater.
~~One coniferous tree for every 2,000 square feet of building or one for every 200 feet of site perimeter, whichever is greater.~~
 - ii. One ornamental tree for every 2,000 square feet of building or one for every 200 feet of site perimeter, whichever is greater.
 - iii. One understory shrub for every 300 square feet of building or one shrub for every 30 feet of site perimeter, whichever is greater.
- e) **Adjacent to residential areas.** Plantings or screening shall be provided to create physical and visual separation between commercial and residential areas (See section 26-738 (1)).
- f) **Minimum sizes.** The following minimum standards shall be required:

Overstory deciduous tree	<u>1½ 2½</u> -inch diameter
Ornamental tree	<u>1 4½</u> -inch diameter
Coniferous tree	6 feet tall
Shrubs	<u>3 5</u> -gallon root ball size

- g) **Sodding and ground cover.** All ~~lot areas of any site not covered~~ occupied by impervious surfaces building or parking shall be seeded or sodded over four inches of topsoil. Storm water retention ponds shall qualify as approved ground cover. Exceptions to this are as follows:
 - i. ~~Sides and back lot areas may be seeded over four inches of topsoil, except corner lots must be sodded on sides facing streets.~~
 - ii. ~~Seeding over four inches of topsoil of future expansion areas (areas to be built upon within 18 months) as shown on approved plans.~~
 - iii. ~~Undisturbed areas containing existing natural vegetation.~~
- h) **Minimum guaranteed survival.** All trees, shrubs, and groundcover shall be maintain and replaced as follows:
 - i. For general landscaping, parking lots, and perimeter areas, maintenance and replacement for a minimum of 5 years.
 - ii. For screening adjacent to residential areas, maintenance and replacement in perpetuity.

(3) Parking lot landscaping - In order to soften and improve the appearance of parking lots when viewed from an abutting street or sidewalk, all parking and loading areas including drive-through facilities fronting public streets or sidewalks shall provide:

- a) A landscaped area at least 5 feet wide along the public street or sidewalk. If a parking area contains over 100 spaces, the minimum required area shall be increased to 8 feet in width.
- b) One overstory deciduous or coniferous tree shall be provided for each 25 linear feet of parking lot frontage on a public street or accessway.

Woodland preservation credit. Credit for the retention of existing trees and vegetation meeting the species, size and location requirements of this chapter may be used to satisfy the minimum number requirements set forth in this chapter.

(4) Interior parking lot landscaping

- a) The corners of parking lots and all other areas not used for parking or vehicular circulation shall be landscaped with turf grass, native grasses or other perennial flowering plants, vines, shrubs and trees. Such spaces may include architectural features such as benches, kiosks or bicycle parking.
- b) In parking lots containing more than 100 spaces, an additional landscaped area of at least 300 square feet shall be provided for each 12 spaces or fraction thereof, containing one deciduous shade tree. The remainder shall be covered with turf grass, native grasses, perennial flowering plants, vines or shrubs.

- (5) **Existing development.** It is recognized that commercial properties which have already been developed with permanent improvements as of ~~the effective date of this Chapter~~ March 1, 2015 may have less flexibility in meeting landscaping requirements. The requirements in Section 26-737 (1) ~~through (4) and (2)~~ above may be modified on a case by case basis, by written agreement, to fit existing conditions while fulfilling these requirements to the greatest extent possible. This agreement shall become part of the land use permit.

Section 26-738 Screening

- (1) **Screening from residential areas** ~~required~~ shall be in addition to normal landscaping and planting and consist of a visual barrier completely separating the activity on a commercial property from an adjacent residential areas property. ~~If the topography, existing vegetation, permanent structure or other feature creates a barrier that meets the standards of this section, they may be substituted.~~ Screening shall be equally effective in the winter and summer and ~~shall~~ should be accomplished by the use of one or more of the following:
- ~~The placement of the building on the lot or the placement of a building on an adjacent lot.~~
 - ~~Through~~ The use of berms and landscaping.
 - Planting of vegetative screens. ~~shall consist of healthy, hardy plant materials.~~
 - Construction of walls or fences. ~~If screen walls are proposed, the materials used shall be of similar type, quality, and appearance as that of the principal structure. Such screens shall be at least six feet in height.~~
 - Screen fences that are in disrepair shall be repaired. Planting screens shall be maintained in a neat and healthful condition. Plantings that have died shall be promptly replaced.
 - ~~Slopes and berms. Final slope grade steeper than the ratio of 3:1 and/or a height over six feet will not be permitted without special approval or treatment such as terracing or retaining walls.~~
- (2) **Screening design standards**
- Vegetative screens shall consist of healthy, hardy plant materials. Evergreen shrubs with a mature height of 6 feet shall form a solid screen. One overstory deciduous or coniferous tree per 30 linear feet of boundary shall also be planted.
 - A 6-foot-high wall or fence may be substituted for the shrubs in (a) above, but the trees are still required.
 - Screening and fences shall be maintained and repaired.
 - Slopes and berms. Final slope grade steeper than the ratio of 3:1 and/or a height over six feet will require stabilization measures such as terracing or retaining walls.
- (3) **Placement and screening of mechanical equipment, service, loading, and storage areas**
- Any outdoor storage, service or loading area that faces adjacent residential uses or a public street or walkway shall be screened by a decorative fence, wall, or screen of plant material at least 6 feet in height.
 - Loading docks, truck parking, HVAC and other mechanical equipment, trash collection, and other service functions shall be incorporated into the design of the building so that the visual impacts of these functions are not visible from adjacent properties and public streets.
 - Outdoor sales area shall be fenced and screened from view of neighboring residential uses.
- (4) **Screening between adjacent commercial uses.** No screening is required between adjacent commercial uses.

Section 26-739. Lighting

All commercial permit applications submitted after March 1, 2015 ~~developments with six or more parking spaces shall be required to include provide~~ an exterior lighting plan consistent with the following standards for all exterior building areas, parking areas vehicular use areas and pedestrian paths connecting parking areas and buildings. as well as enhance the building design and adjoining landscape. A lighting plan in compliance with the following exterior lighting standards must be submitted for all commercial construction. Applications for new residential dwelling construction submitted after March 1, 2015 shall require submittal of ~~the fixture~~

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drawings and specifications for all proposed exterior lighting. All existing uses for which exterior lighting is installed or changed shall also conform to these standards.

(1) **Lighting standards:** ~~guidelines are as follows:~~

- a) **Shielded fixtures.** ~~No portion of the lamp or lens may extend beyond the housing or shield. so as to be visible from off site or cause glare. All light fixtures shall be directed downward so the source of illumination is not visible. Fixture drawings shall be submitted and approved by the Department.~~
- b) **Height restrictions.** ~~Commercial lighting fixtures mounted on poles or structures shall have a maximum height of twenty-five feet (25'). Exceptions to this height requirement may be granted by the Zoning Administrator when lighting is located in an area otherwise screened or blocked from view from the residential property, such as lighting on the side of a commercial building opposite the residential property. Height limitations for exterior lighting shall be measured from the surrounding natural grade, with a 25-foot height maximum in residential land use districts and 35 feet in commercial land use districts. The height maximum for exterior lighting on residentially zoned, riparian lots shall not exceed 12 feet. , subject to the applicable conditions in subsection (3) of this section.~~
- c) All commercial outdoor light poles shall be metal, fiberglass, or finished wood.

(2) **Maximum lighting levels** ~~Light pollution shall be avoided by complying with the following standards:~~

- a) **Commercial.** Any light or combination of lights used for exterior illumination on a commercial or industrial property that cast light on a public street or adjacent residential property shall not exceed one (1) foot-candle (meter reading) as measured from the centerline of said street or at the property line. The light shall be directed downward and baffled, shielded or screened.

~~Parking lot lighting must be turned off one hour after normal business hours or 10:00 p.m., whichever is later, with the exception of security lighting.~~

- b) **Residential.** Any light or combination of lights used for exterior illumination on a residential property that cast light on a public street or adjacent residential property shall not exceed one-half (0.5) foot-candles (meter reading) as measured from the centerline of said street or at the property line. Light pollution shall be avoided by keeping with the intensity levels of the following maximum illumination levels as measured at the property line:

Maximum Light Illuminances		
Land Use District	Maximum Horizontal Footcandles	Maximum Vertical Footcandles
Residential	0.5	1
Commercial	1.5	3

~~Note: When a light source is adjacent to two different land use districts, the lower light level value shall take precedence.~~

(3) **Lighting standards for commercial property on and within riparian lots in the shoreland district of residential and commercial zoned property.** ~~All residential and commercial zoned property shall comply with the following lighting standards for riparian lots and areas within the shore impact zones 1 and 2 adjacent to a public water:~~

- a) ~~The light cast by fixtures installed within a riparian lot shall be directed downward so the source of illumination is not visible and shall be baffled, shielded or screened so the light does not extend protrude past property lines or across public waters in excess of the maximum light intensities in Section 26-739 (2). illuminances.~~
- b) In shore impact zones 1 and 2, all lighting independently supported shall be on poles or supports that are a maximum of 24 inches above grade.
- c) All lighting shall be located only within the access path if installed within shore impact zone 1
- d) All lighting on docks, lifts, or platforms shall be directed downward so the source of illumination is not visible. ~~and shall be baffled, shielded, or screened.~~
- e) The height maximum for exterior lighting located in the rear lot zone shall not exceed 25 feet.

(4) **Lighting standards for within residential property on riparian lots in the shoreland district .** All residential zoned property shall comply with the following lighting standards:

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- a) ~~The Light cast by fixtures installed within residential land use districts shall be directed downward so the source of illumination is not visible and shall be baffled, shielded or screened so the light does not extend protrude past property lines or across public waters in excess of the maximum light levels in Section 26-739 (2), b. illuminances.~~
- b) ~~All Lighting in shore impact zones 1 and 2 that is independently supported shall be on poles or supports that are a maximum of 24 inches above grade if located outside the principal structure minimum setbacks. All lighting that is located outside the principal structure minimum setbacks shall be directed downward so the source of illumination is not visible and shall be baffled, shielded or screened.~~
- c) ~~The height maximum for exterior lighting that is located in the rear lot zone within the principal structure minimum setbacks on residentially zoned lots shall not exceed 25 feet. , subject to the applicable conditions in this subsection.~~

Secs. 26-740—26-745. Reserved

ARTICLE 29 COMMERCIAL AND RESIDENTIAL ARCHITECTURAL STANDARDS

Section 26-746 Purpose and Intent

- (1) **Purpose:** The purpose of this Article section is to:
 - a) ~~To Promote high standards of building and site design in commercial and residential land use districts with the purpose of preserving an atmosphere consistent with the rural/northwoods character of the City.~~
 - b) ~~To Identify permitted exterior building materials to be used in the various commercial and residential land use districts, which are durable and long-lasting and which generally present a more attractive visual appearance.~~
 - c) ~~To Provide a more pleasant pedestrian environment and driving experience.~~
 - d) ~~To Protect and enhance the appeal and attraction of the City to residents, visitors, and tourists, and to serve as a support and stimulus to business and residences.~~
- (2) **Intent:** The City intends that all projects shall strive toward the highest level of quality in both design and construction. The criteria by which all commercial development and redevelopment in the City shall be judged are:
 - a) Consistency with all provisions of the comprehensive plan and City ordinances.
 - b) Complementary physical and visual relationships among existing, new and proposed buildings, park areas and landscape treatments with the intent of creating a cohesive appearance for the entire City.
 - c) Use of appropriate façade proportions, materials, and colors that are compatible with adjacent uses and create a pleasant pedestrian environment and driving experience.

Section 26-747 Application

- (1) **Existing buildings.** Facades on buildings in commercial residential land use districts zoned residential and existing on August 8, 2005 March 1, 2015 shall be allowed to continue with the present materials subject to the following criteria: All subsequent additions and exterior alterations to buildings must be constructed with the materials required in this chapter.
- (2) **New buildings.** New buildings in commercial residential land use districts built subsequent to August 8, 2005 March 1, 2015 must comply with the design standards set forth in this Article.
- (3) **Accessory buildings.** Accessory buildings constructed after the erection of the original building or buildings shall be constructed of materials used in the principal building and shall be designed in a manner conforming to the architectural and general appearance and conform to the design standards set forth in this Article.

Secs. 26-748—749 Reserved Architectural Design

- (1) Appearance of a project shall be in harmony with the permanent neighboring development.
- (2) The building exterior shall be finished in material that maintains the character of the City. Preferred materials would include wood, log, brick and stone.
- (3) When other material is authorized for use, the exterior shall be enhanced in an acceptable material that retains the unique architectural character of the City.

Section 26-749 Materials

~~Materials shall be selected for suitability to the type of buildings and the design for which they are used.~~

Section 26-750 Permitted Allowable Exterior Materials for Commercial Structures in Commercial Land Use Districts

- (1) Percentages of allowable exterior façade materials shall be calculated excluding windows and doors except for architectural glass.
- (2) **Waterfront Commercial District.**
 - a. Face brick
 - b. Natural stone
 - c. Architectural glass
 - d. Wood finished for exterior use
 - e. Architectural concrete masonry units shall be limited to a maximum of fifty percent (50%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on nonfront facades.
 - f. Architectural metal panels shall be limited to a maximum of fifty percent (50%) on any facade.
 - g. Other materials may be approved under number 6 of this section.
- (3) **Limited Commercial District**
 - a. Face brick.
 - b. Natural stone.
 - c. Architectural glass.
 - d. Wood finished for exterior use
 - e. Stucco.
 - f. Exterior insulation finishing system (synthetic stucco)
 - g. Architectural concrete masonry units shall be limited to a maximum of fifty percent (50%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on nonfront facades.
 - h. Architectural precast concrete panels.
 - i. Architectural metal panels shall be limited to a maximum of fifty percent (50%) on any facade.
 - j. Plastic sheeting on commercial greenhouses only
 - k. Other materials may be approved under number 6 of this section.
- (4) **Downtown Commercial District**
 - a. Face brick.
 - b. Natural stone.
 - c. Architectural glass.
 - d. Wood finished for exterior use
 - e. Stucco.
 - f. Exterior insulation finishing system (synthetic stucco)
 - g. Architectural concrete masonry units shall be limited to a maximum of twenty five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on nonfront facades.
 - h. Architectural metal panels shall be limited to rear-facing facades.
 - i. Other materials may be approved under number 6 of this section.
- (5) **Commercial/Light Industrial District**

- a. Face brick.
 - b. Natural stone.
 - c. Architectural glass.
 - d. Stucco.
 - e. Exterior insulation finishing system (synthetic stucco)
 - f. Architectural concrete masonry units shall be limited to a maximum of fifty percent (50%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on nonfront facades.
 - g. Architectural precast concrete panels.
 - h. Architectural metal panels shall be limited to a maximum of fifty percent (50%) on any facade.
 - i. Plastic sheeting on commercial greenhouses only
 - j. Other materials may be approved under number 6 of this section.
- (6) **Other materials.** Materials not specifically listed may be approved for use by the Zoning Administrator. When materials not specifically listed are proposed for use, the Development Review Team shall review and make recommendations regarding the use of those materials.

~~This section identifies permitted building materials to be used in commercial building construction which are durable and long-lasting. Exterior building finishes should consist of one or more of the following:~~

- ~~(1) Brick and stone.~~
- ~~(2) Precast concrete units and concrete block, provided that surfaces are molded, serrated or treated with a textured material in order to give the wall surface a three-dimensional character.~~
- ~~(3) Wood, provided surfaces are finished for exterior use and only woods of proven exterior durability. Examples include cedar, redwood and cypress.~~
- ~~(4) Curtain wall panels of glass, steel, fiberglass and aluminum, provided such panels are factory fabricated and finished with permanent durable non-fade surfaces.~~
- ~~(5) Horizontal or vertical lap siding of aluminum, steel, or vinyl material, provided the width does not exceed 12 inches.~~
- ~~(6) Roofing materials may be asphalt shingles, wood shakes, or metal panels, provided said panels are a component of a factory fabricated and finished panel with permanent durable non-fade surfaces.~~
- ~~(7) Metallic face materials that are weathered, allowed to weather, or which are finished to appear corroded, rusted, distressed, or decayed, including, but not limited to, aluminum, bronze, copper, and steel shall be allowed as a permitted roofing material and an enhancement material not exceeding 30 percent of any one side of a building facade.~~

Section 26-751 Allowable Exterior Materials for Primary Residential Structures and Accessory Structures in All Land Use Districts

- (1) The following exterior building materials are allowed:
 - a) Face brick
 - b) Natural stone
 - c) Architectural glass
 - d) Wood finished for exterior use including logs and log siding
 - e) Factory fabricated concrete or vinyl siding
 - f) Stucco
 - g) Exterior insulation finishing system (synthetic stucco)
 - h) Architectural concrete masonry units
 - i) Factory fabricated metal panels.
- (2) **Other materials.** Materials not specifically listed may be approved for use by the Zoning Administrator. When materials not specifically listed are proposed for use, the Development Review Team shall review and make recommendations regarding the use of those materials.

Section 26-751 752 Prohibited Materials-Residential

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The following exterior building materials are prohibited on residential properties:

- (1) Face materials that rapidly deteriorate or become unsightly such as galvanized metal, unfinished structural plywood, unfinished structural clay tile, canvas, and plastic/vinyl sheeting or other flexible material of a similar nature.
- (2) Sheet metal, plastic or fiberglass siding, unless such siding is a component of a factory fabricated and finished panel and is enhanced with preferred materials.
- (3) Unadorned and/or painted concrete block, except exposed foundation or footing block.
- (4) Neon lighting as part of the architecture of the building or used as accent lighting for the building.

~~Section 26-752 Mechanical Equipment~~

~~Ground, side, and roof mounted:~~

- ~~(1) The impact of this equipment on the appearance of the building and the community should be minimized.~~
- ~~(2) Mechanical equipment shall not be located on the front facade of buildings.~~
- ~~(3) Mechanical equipment on the ground shall be screened with a fence or plant materials.~~
- ~~(4) Equipment attached to the side of the building or roof shall be kept as low as possible and be screened and/or painted to blend with the background.~~

~~Section 26-752 Trash Receptacles~~

- ~~(1) Trash receptacles shall be located to the rear and/or side of the property.~~
- ~~(2) Trash receptacles must be enclosed with fencing similar in material to the principal structure.~~

Secs. 26-753—26-761. Reserved

ARTICLE 30 OUTDOOR STORAGE AND SALES

Section 26-762 Purpose

- (1) The purpose of this Article is to establish regulations to:
 - a) Limit the potential for visual impacts from the outdoor storage of materials and equipment.
 - b) Limit the safety and visual impacts resulting from the bulk storage of petroleum products and chemicals.
 - c) Regulate seasonal outdoor sales associated either with a permanent business or done by transient merchants.

Section 26-763 Application Information

- (1) Outdoor storage performance standards in Section 26-764 shall apply to all residential and commercial properties and uses.
- (2) Bulk Storage shall require a conditional use permit in land use districts where it is allowed and comply with the performance standards in Section 26-765.
- (3) Outdoor Seasonal Sales shall require a permit with performance standards in land use districts where it is allowed. Permit applications shall include:
 - a) A general description of merchandise to be offered for sale;
 - b) Total length of time over which sales will take place;
 - c) How sales will be screened from adjacent residential properties, if any;
 - d) Type and number of temporary displays to be erected (greenhouses, tents, temporary structures).
- (4) Transient Merchant Sales shall require an interim use permit in land use districts where it is allowed. Permit applications shall include:
 - a) Transient business owner name;
 - b) Permanent business location of the transient business owner;

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- c) Type of food, service, or merchandise to be offered for sale;
 - d) A detailed scale drawing of the property showing location of the sale area;
 - e) A description of the sales vehicle and/or other displays to be used;
 - f) A parking plan for transient business customers;
 - g) A schedule of use—total length of time over which sales will take place, weekly sales schedule (days of the week and hours of the day to be open).
- (5) A permit is not required for:
- a) Garage/yard sales on private property. No more than three garage sales may be held per year.
 - b) Christmas trees sales during November and December;
 - c) Sales for a charitable organization for a limited time as determined by the Zoning Administrator;
 - d) Sales as part of a group with a City-authorized street closure or special event;
 - e) Sales in a park with the permission of the City Parks Department.

Section 26-7624 Outdoor Storage Performance Standards

All material and equipment shall be stored within a building or fully screened so as not to be visible from adjoining properties, except for the following:

- Laundry drying;
 - a) Recreational equipment;
 - b) Construction and landscaping materials and equipment currently being used for construction of the premises;
 - c) Woodpiles, agricultural equipment and materials if these are used or intended for use on the premises;
 - d) Off-street parking, except as otherwise regulated herein.
- (1) On residential properties, outdoor storage of recreational equipment, boats, trailers and materials recreational vehicles less than 40 feet in length and fish houses are permissible if stored shall be confined to in-rear yard areas and substantially screened from adjacent residential properties and public streets. Storage of unlicensed motor vehicles and trailers shall be prohibited. Fish houses shall not be occupied. Storage yards in conjunction with a
- (2) Commercial storage shall meet the standards in Section 26-738. use shall be screened in so far as practical, shall be located in the least visible portion of the property, and shall be the minimum size required by the business. Where the use is a conditional use, the allowable storage yard shall be addressed in the CUP. Nonconforming commercial storage yards may be continued except as provided in the nonconforming uses provisions of this chapter.
- (3) Exceptions. The following shall not be required to meet the outdoor storage standards:
- a) Temporary storage of construction materials reasonably required for construction work on the premises pursuant to a valid building permit;
 - b) Woodpiles, agricultural equipment, and materials for use on the premises;
 - c) Off-street parking.
- (4) Abandoned motor vehicles shall not be stored outside in any district. Existing abandoned vehicles shall be removed within 30 days after the effective date of this Chapter.

Section 26-7635 Bulk Liquid Storage Performance Standards

All uses associated with the bulk storage of oil, gasoline, liquid propane, ~~liquid fertilizer,~~ industrial chemicals and similar liquids shall:

- (1) Comply with the all bulk storage requirements of the Minnesota State Fire Marshal, and the Minnesota Pollution Control Agency rules, Chapters 7150 and 7151. and Minnesota Department of Agriculture and, when in excess of normal domestic requirements, shall have documents from those offices stating that the use is in compliance. No storage facility shall be constructed or placed without providing
- (2) Include complete diking and spill protection measures.
- (3) Meet the screening standards in Section 26-738.

Section 26-764 766 Outdoor Seasonal Sales and Transient Merchant Sales Performance Standards

- (1) **Outdoor Seasonal sales.** ~~Any outside sales, display, and/or equipment rental shall require conditional use permit. A conditional use permit shall not be issued unless:~~
- a) ~~The outdoor seasonal sales, display, or equipment rental shall be is-accessory to and located on the same property as a permitted or conditional commercial use; and the permitted use is conducted within a building serving as the principal structure.~~
 - b) ~~The area used for outside seasonal sales, display, or equipment rental shall be is treated hard surfaced to control dust and stormwater; drainage.~~
 - c) ~~If located in a parking lot, outdoor seasonal sales shall ~~de~~ not reduce the parking otherwise available by more than 10%;~~
 - d) ~~Any lighting shall comply with the lighting standards in Section 26-739 of this Chapter;~~
 - e) ~~Screening for outdoor seasonal sales areas shall meet the standards is fenced and screened from view of neighboring residential uses in Section 26-738 of this Chapter.~~
- (2) **Transient merchant sales.** Any transient merchant selling food, services, or merchandise within the City shall comply with the following standards:
- a) Sales area must be located on a property that is zoned for commercial use;
 - b) Sales area shall not be located in the right-of-way of a City street or County road;
 - c) Sales area shall not be located in a driveway approach or fire lane;
 - d) Sales area must be no larger than 1000 square feet
 - e) Sales area must be set up in the same location every day;
 - f) Sales area must treated to prevent dust and control stormwater;
 - g) All displays, signs, and items offered for sale must be anchored and stored so they do not blow around;
 - h) Sales area may have one free standing unlighted sign 24 square feet or less in size;
 - i) A minimum of 3 three off-street parking spaces must be provided;
 - j) Any temporary sales structures or vehicles must be self-contained and require no electrical or wastewater hookups;
 - k) City permits and licenses must be prominently displayed in the sales area;
 - l) As part of the interim use permit, the City may require transient merchants to remove all vehicles, display materials, and signs from the sales area for 8 hours every day.

Secs. 26-767—26-793. Reserved

ARTICLE 32 RESORT STANDARDS

Section 26-834 Purpose

It is the purpose of this Article to provide standards for new resorts, structure replacement within an existing resort, expansions to existing resorts and resort conversions. Resorts are allowed for new projects on undeveloped land, redevelopment of previously built sites or conversions of existing buildings and land.

Section 26-835 Processing of Applications for Resorts

Applications for resort developments shall be processed according to the following provisions:

- (1) **Permitted use:** Applications for:
 - a) Structure replacement pursuant to Section 26-843
 - b) Resort expansion pursuant to Section 26-844
- (2) **Conditional use:** Other than permitted uses listed in (1) above, all other applications regarding resorts shall be processed as a conditional use as provided for in Article 7 in this Chapter.
- (3) **Environmental review:** All environmental reviews of resort applications shall be conducted pursuant to the standards in Section 26-76 of this Chapter.

- (4) **Additional studies or information.** In considering a resort development application, the Planning Commission/Board of Adjustment or City Council may request a report by the Administrator, a consultant; additional information from the applicant; input from any affected public service facility provider or special service district; and input from contiguous, affected, or potentially affected jurisdictions. If so required, the applicant shall bear the full cost of meeting this requirement.

Section 26-836 Department Review of Application

The Department shall conduct the following reviews of applications.

- (1) **Initial Conference & Sketch Plan.** In order to ensure that all applicants for resorts are informed of the application process and procedure, as well as the requirements of this Chapter and related ordinances, the applicant is required to consult with the Administrator at the initial conference. At the time of this initial conference the applicant shall present a sketch plan for review.
- a) Sketch plan requirements. The sketch plan need not be drawn to scale but must show the proposed resort boundaries, intended use of the property, proposed location of structures, significant topographical and physical features including shoreline edge vegetation, and adjacent land use.
- b) Shall also include a concept statement describing the project and explaining how it is designed and will function.
- (2) **Review of application for completeness.** After the initial conference has been conducted, the applicant may submit an application based on Section 26-837 below. The Administrator shall review the application and shall determine if the application is complete pursuant to the requirements of this Chapter. If the Administrator determines the application is not complete, then the application shall be returned to the applicant, and the applicant shall be informed in writing as to the additional information needed.
- (3) **On-site review by staff.** Within 15 working days of receipt of a completed application, Department staff will conduct an on-site review of the property to gather information and photographs to aid in review of the application and to ensure there are no violations of City Ordinances on the property. Prior to the on-site review by staff, the applicant shall locate and identify all proposed lot and exterior boundary corners and the boundaries of the primary access drive with flags or stakes. The applicant shall also flag the location of any water based recreation and access sites.

Section 26-837 Application Requirements for Resorts

The applicant for new resort development, resort expansion, structure replacement, or resort conversions shall submit an application with the Department that meets all of the following requirements:

- (1) **Forms:** Completed application for the proposed project on forms provided by the Department.
- (2) **Fee:** A fee in the amount listed in the fee schedule adopted by the City Council shall be paid upon determination by the Department that the application is complete.
- (3) **Density calculation:** Calculations showing all information necessary to determine conformance with the density standards in Section 26-839, below, shall be included. Applications exceeding the allowed density shall not be accepted.
- (4) **Site plan:** A site plan meeting the requirements of Section 26-838.
- (5) **Plat:** A subdivision plat meeting the requirements of the Chapter 44 of the Code of Ordinances of the City of Crosslake if any land division is proposed.
- (6) **Owners association:** A property owner's association agreement with mandatory membership, ~~and all pursuant to the requirements of Section 26-841 of this Article.~~
- (7) **Restrictions:** Deed restrictions, covenants, permanent easements or other instruments that:
- a) Properly address future vegetative and topographic alterations, construction of additional buildings, beaching and mooring of watercraft;
- b) Ensure the long term preservation and maintenance of open space pursuant to the criteria and analysis specified in Section 26-840 of this Chapter including the perpetual renewal of the covenants and deed restrictions; and

- c) Rental requirements for shared capital resorts including restrictions on personal use of “establishment”.

~~Master plan: A master plan/drawing describing the project.~~

- (8) **Floor plans:** Floor plans for all structures including heights of buildings.
- (9) **Additional documents.** Any additional documents as requested by the Planning Commission/Board of Adjustment necessary to explain how the resort will be designed and function.

Section 26-838 Site Plan Requirements

Certificates of survey are required for new resort development applications, expansions and conversion and shall include or be accompanied by the following information:

- (1) Name of Resort.
- (2) Legal description of property involved.
- (3) Name and address of owner, applicant, registered land surveyor, and designer of plan.
- (4) North arrow.
- (5) Date of plan preparation.
- (6) All current and proposed property boundaries and lot lines, including dimensions.
- (7) Boundary, dimensions and area of all shoreland tiers.
- (8) Total acreage of property involved.
- (9) Existing soil conditions and topographic contours at 10 foot intervals except areas of slopes over 12 percent shall be shown at two foot intervals.
- (10) All roads, existing and proposed, showing right of way widths.
- (11) ~~Location and design of all on-site sanitary waste treatment facilities, existing and proposed, and domestic water supply.~~
- (12) All structures, recreational and/or accessory facilities, both existing and proposed, including but not limited to: cabins, campsites, housing facilities, lodges, offices, sheds, swimming pools, tennis courts, laundries, stores, boat storage, and fish cleaning houses, etc.
- (13) All surface water features, including, but not limited to, lakes, rivers, streams, floodplains, ponds and wetlands, including the location of the Ordinary High Water Level.
- (14) Existing or proposed marinas, harbors, permanent mooring sites, and docking facilities, ~~and other related implements, including rafts and buoys, markers delineating swimming and bathing areas, beaches, and other facilities.~~
- (15) ~~Lake study showing aquatic vegetation in the water, water depth in one foot intervals to a depth of six feet, and bottom substrate type and conditions. (For new resorts or resorts expanding shoreland property).~~
- (16) ~~Stormwater Grading and drainage plans meeting the standards in Article 20 of this Chapter. which meet the requirements of Section 26-840.~~
- (17) ~~All easements and rights of way, including document number.~~
- (18) ~~Existing zoning classification for property and land abutting property.~~
- (19) Percent of impervious surface existing and proposed.

Section 26-839 Resort Density Calculation

- (1) **Tiers.** The tract of land occupied by the establishment shall be divided into tiers by locating one or more lines approximately parallel to a line that identifies the ordinary high water level. The following table indicates the first tier width for each lake classification:

Table 26-839A First Tier Width Standards

Public Waters Classification	Feet
General Development Lakes – First Tier	200
Recreational Development Lakes – all tiers	267
Natural Environment Lakes	400
All River Classes – All Tiers	300

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- a) The second tier is all the remaining area in the parcel outside the first tier and within the shoreland district.
- (2) Select the appropriate ratio to determine the land surface area that can be covered by structures from the following table:

Table 26-839B Resort Floor Area Ratios

Public Waters Classes	First Tier	Second Tier
General Development Lakes	0.125	0.075
Recreational Development Lakes	0.075	0.075
Natural Environment Lakes	0.038	0.038
All River Classes – All Tiers	0.038	0.038

- (3) Multiply the area within each tier, excluding all wetlands, bluffs, and land below the ordinary high water level of public waters, by the ratio in Table 26-839B above, to yield the total land surface area that can be covered by structures in each tier. For resort camp sites, each site shall be minimally set to 500 square feet. However, overall impervious surface limits cannot be exceeded.
- (4) Allowable densities may be transferred from any tier to any other tier further from the shoreline of the lake or river, but must not be transferred to any other tier closer to the shoreline.
- (5) All numbers calculated are rounded down to the nearest whole number.

Section 26-840 Resort Design Criteria

Proposed resort developments shall meet all of the design criteria in the following provisions.

- (1) **Minimum development area required:** The minimum area for consideration of a new resort development is three contiguous acres of buildable area and 400 feet of lot width.
- (2) **Access:** Any such development, which fronts on a Principal arterial, minor arterial, or collector roads shall be served by a frontage/backage road as determined by the Planning Commission/Board of Adjustment based on information from the City Engineer.
- (3) **Open Space Requirements:** New resorts must contain open space meeting all of the following criteria:
 - a) At least 50 percent of the total project area must be permanently preserved as open space; however, 25 percent of the open space must be suitable area for recreational use. Creation of stormwater ponds or rain gardens on area originally considered upland shall not be deducted from the buildable area.
 - b) The land area of all dwelling units/sites and accessory structures, the space between buildings in a cluster, and areas of 25 feet around each structure, all road right-of-way and all land covered by impervious surfaces, road surfaces, parking areas or structures, are developed areas and shall not be included in the computation of minimum open space;
 - c) Open space must include areas with physical characteristics unsuitable for development in their natural state, areas containing significant historic sites or unplatted cemeteries;
 - d) Open space may include outdoor recreational facilities for use by owners of dwelling units or sites, by guests staying in units or sites and by the general public;
 - e) Open space may include subsurface sewage treatment systems if the use of the space is restricted to avoid adverse impacts on the systems;
 - f) The appearance of open space areas, including topography, vegetation and allowable uses, shall be preserved by use of restrictive deed covenants, permanent easements, public dedication and acceptance or equally and permanent means;
 - g) The shore and bluff impact zones, based on normal structure setbacks, shall be included as open space. At least 60 percent of the shore impact zone area must be preserved in its natural state; and
 - h) A shoreland vegetation buffer plan designed and implemented meeting the standards in Article 19.
 - i) **Stormwater Management:** A stormwater management plan designed by a Minnesota-licensed professional engineer meeting the standards in Article 20 of this Chapter shall be submitted to the Department, and implemented.

- (4) Centralization and Design of Facilities:** Centralization and design of facilities and structures must be done according to the following standards:
- a) Resorts shall be connected to both publicly owned water supply and sewer systems, if available. On-site water supply and sewage treatment systems must be centralized and designed and installed to meet or exceed applicable standards or rules of the Minnesota Department of Health, MPCA and Article 31 of this Chapter. On-site sewage treatment systems must be located on the most suitable areas of the development and sufficient lawn area free of limiting factors must be provided for a replacement soil treatment system for each sewage system;
 - b) ~~Dwelling units or sites must be clustered into one or more groups and located on suitable areas of the development. They must be designed and located to meet or exceed the following dimensional standards for the relevant shoreland classification: setback from the Ordinary High Water Level, elevation above the surface water features and maximum height.~~
 - c) ~~Shore recreation facilities, including but not limited to swimming areas, docks and watercraft mooring areas must be centralized and located in areas suitable for them. The number of allowable continuous watercraft mooring spaces for resorts shall not exceed the number of allowable dwelling unit lots in the first tier. Evaluation of suitability must include consideration of land slope, water depth, aquatic and shoreland vegetation, soils, depth to groundwater and bedrock or other relevant factors. Boating facilities shall be located adjacent to the deepest water available. Continuous docking space shall only be used by transient lodgers at the resort, except for the allowance of one dock for the primary service provider. Launching ramp facilities including a small dock for loading and unloading equipment may be provided for use by occupants of dwelling units/sites. Non-moored watercraft shall be stored so they are not visible from the lake.~~
 - d) ~~Structures, parking areas and other facilities must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, color or other means acceptable to the Planning Commission/Board of Adjustment, assuming summer leaf-on conditions. Vegetative and topographic screening must be preserved, if existing, or may be required to be provided.~~
 - e) ~~Roads and cul-de-sacs must be wide enough to meet current Fire Code widths of 20 feet wide and 66 feet in diameter at the cul de sac, or approved by the local fire authority.~~
 - f) ~~Accessory structures and facilities must meet the required principal structure setback and must be centralized.~~
- (5) Sewage systems:** ~~No sewage treatment system shall be installed or modified without approval by the Department.~~

Section 26-841 Reserved Maintenance and Administration Requirements

~~All new resort development, resort expansions and resort conversions, if applicable, shall meet all of the following maintenance and administration requirements:~~

- (1) Open space protection:** ~~Before final approval, adequate provisions must be developed for preservation and maintenance in perpetuity of open spaces and for the continued existence and functioning of the establishment. A one-time fee for purposes of monitoring and enforcing terms and conditions of any open space governing instruments may be assessed.~~
- a) ~~Deed restrictions, covenants, permanent easements, public dedication and acceptance or other equally effective and permanent means must be provided to ensure perpetual preservation and maintenance of open space. The instruments must include all of the following protections:~~
 - i. ~~Vegetation and topographic alterations other than to prevent personal injury or property damage and for restoration efforts based on an approved shoreland vegetation buffer plan shall be prohibited;~~
 - ii. ~~Construction of additional buildings, impervious surfaces, or storage of vehicles and other materials shall be prohibited; and~~
 - iii. ~~Uncontrolled beaching of watercraft shall be prohibited.~~
 - iv. ~~Dumping, storage, processing or landfill of solid or other wastes shall be prohibited.~~

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- ~~(2) **Development organization and functioning:** Unless an equally effective alternative community framework is established, all shared capital resorts shall use an owners association with the following features:~~
- ~~a) Membership shall be mandatory for each dwelling unit or site purchaser and any successive purchasers;~~
 - ~~b) Each member shall pay a pro rata share of the association's expenses and unpaid assessments can become liens on units or sites;~~
 - ~~c) Assessments shall be adjustable to accommodate changing conditions;~~
 - ~~d) The resort shall be responsible for insurance, taxes and maintenance of all commonly owned property and facilities.~~
 - ~~e) The resort is responsible for the enforcement of all rules, regulation, restrictions, and easements, and must notify the Department of all violations immediately. Any changes to management documents must be filed with the Department.~~
 - ~~f) The shared capital resort must file by March 1st annual reports with the Department detailing all use of the facility and all dwelling units. The report shall separately break out personal use and rental use on a dwelling unit basis. Failure to do so will result in suspension and permit revocation of all applicable permits.~~
 - ~~g) No shared capital camp sites, dwelling sites, or camping facilities, etc. shall be allowed.~~
 - ~~h) Proposed shared capital resorts which exceed PUD density shall identify within their management documents which dwelling units are to be abated upon failure to qualify as a resort.~~

Section 26-842 New Resorts

The creation of new resorts is allowed provided they meet all of the requirements of this Article including the following standards:

- (1) Structure setbacks and maximum height must meet the following standards:
- a) Minimum structure setbacks for new structures must be at least:

Table 26-842A New Resort Minimum Structure Setbacks

Public Waters Lakes Classes	OHWL setback (feet)
General Development Lakes	125
Recreational Development Lakes	150
Natural Environment Lakes	200
Public Waters River Classes	
General Development Rivers	100
Natural Environment Rivers	150

- b) **Height.** Maximum height of any structure cannot exceed 35 feet.
- (2) **Open Space Requirements:** New resorts must contain open space meeting all of the following criteria:
- a) At least 50 percent of the total project area must be permanently preserved as open space.
 - b) Open space may include outdoor recreational facilities for use by owners of dwelling units or sites, by guests staying in units or sites and by the general public;
 - c) Open space may include subsurface sewage treatment systems if the use of the space is restricted to avoid adverse impacts on the systems;
 - d) **Stormwater Management:** A stormwater management plan meeting the standards in Article 20 of this Chapter shall be submitted to the Department, and implemented.

Section 26-843 Structure Replacement Within an Existing Resort

Resorts are allowed to maintain and replace any non-conforming structures, so long as the establishment continues to operate as a resort and provided all the following standards are met:

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- (1) Pursuant to Minnesota Statutes, Chapter 103F.227, Subd. 3, resort owners may:
 - a) Maintain structures, including the replacement of aging or outdated components or systems of the structure, while not increasing the structure's footprint on the land; and,
 - b) Replace structures damaged or lost to fire or natural disaster.
 - i. This applies only when an application for a building permit is made within 180 days of the damage or loss.
 - ii. Structural replacement under this Article must not result in a structure that is any larger than the original structure or any closer to the shoreline of a public water.
- (2) Pursuant to Minnesota Statutes, Chapter 103F.227, Subd. 4, a resort owner may increase a structure footprint to minimally meet federal, state, or local dwelling standards or codes. Structural expansion under this subdivision must not result in a structure that is any larger than required to meet standards or codes or a structure or any portion that is any closer to the shoreline of a public water than prior to the expansion.
- (3) A sketch plan complete with proposed scope of work, shall be submitted with any permit application.
- (4) A shoreline buffer meeting the standards in Article 19 of this Chapter shall be approved by the Department, and implemented.

Section 26-844 Resort Expansion

A resort may expand so long as it continues to operate as a resort, the information required in Sections 26-836 and 837 is provided, and the following criteria are met:

- (1) Resorts licensed by, and in good standing with, the State of Minnesota as of ~~August 15, 2005~~ March 1, 2015 will be allowed to expand up to 6 dwelling units during the life of the resort (not per owner) provided that the resort has not gone through the conditional use permit process and consists of less than 20 dwelling units.
 - a) There is available additional density as calculated in Section 26-839, and the impervious surface limits provided in Article 20 are not exceeded.
 - b) At least 60 percent of the shore impact zone shall be preserved in or restored to its natural state or, alternatively, in front of each structure for its entirety, a buffer strip consisting of native vegetation of trees, shrubs, understory and forbs extending from the shoreline landward 35 feet shall be created according to a plan approved by the local government.
 - c) For those resorts established after ~~August 15, 2005~~ March 1, 2015 structure setbacks and maximum heights shall meet the standards in Section 26-842. For those resorts established prior to ~~August 15, 2005~~ March 1, 2015, structure setbacks and maximum height shall meet the standards in Section 26-310.
 - d) On-site water supply and sewage treatment systems shall be designed and installed to meet or exceed applicable standards or rules of the Minnesota Department of Health, the Minnesota Pollution Control Agency, and those in Article 31. On-site sewage treatment systems shall be located on the most suitable areas of the development, and sufficient area free of limiting factors must be provided for a replacement soil treatment system for each sewage system. Alternative onsite sewage treatment processes, such as the use of aerobic treatments systems to prolong the life of drainage fields, may be allowed if they meet the standards listed in Minnesota Rules 7080.
 - e) Erosion control and stormwater management for resorts must meet the standards in Article 20 of this Chapter.
 - f) If required, a marina permit must be obtained from the DNR as under DNR Rules part 6115.0211 for the development.
- (2) Except as provided in (1) of this Section above, all expansions of resorts shall meet the standards in this Section.

Section 26-845 Resort Conversions

Resorts may be converted to a residential development, or shared capital resort if all of the following standards are met:

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- (1) For conversions to residential developments, proposed conversions shall be evaluated using the same procedures and standards in Article 27. All inconsistencies between existing features of the development and these standards shall be identified and corrected. For conversions to residential lots, all inconsistencies between existing features of the development and the standards required in Article 11 of this Chapter and requirements in the Chapter 44 must be identified and corrected.
- (2) Dwelling unit or dwelling site densities shall meet the standards in Article 27 for conversion to residential developments and the standards in Article 11 for conversions to residential lots.
- (3) Deficiencies involving water supply and sewage treatment, structure color, impervious coverage, open space, and shore recreation facilities shall be corrected as part of the conversion or as specified in the conditional use permit.
- (4) Shore and bluff impact zone deficiencies shall be corrected as part of the conversion. Where applicable, these improvements must include the following:
 - a) Removal of extraneous buildings, docks, boat launching areas and ramps, or other facilities located in shore or bluff impact zones;
 - b) Remedial measures to correct erosion sites and improve vegetative cover and screening of buildings and other facilities as viewed from the water to meet shoreland vegetation buffer standards in Article 19 of this Chapter.
 - c) For conversions to shared capital resorts ~~all pertinent requirements of Section 26-841 and the subdivision requirements of Chapter 44, if applicable, shall be met.~~

Secs. 26-846—26-861. Reserved

ARTICLE 33 SIGNS

Section 26-862 Purpose and Intent

- (1) **Purpose.** The purpose of this ~~Article section~~ is to establish reasonable regulations for the design, construction, installation and maintenance of all exterior signs in land use districts where signs are allowed in order to:
 - a) Balance the right of individuals to identify their businesses and convey messages with the community's right to restrict unregulated billboards, sign construction, or placement;
 - b) Further the objectives of the Crosslake Comprehensive Plan;
 - c) Protect the public health, safety and welfare;
 - d) Reduce traffic hazards;
 - e) Facilitate the creation of an aesthetically pleasing and harmonious community and preserve the characteristics of the commercial, rural and residential character of the community;
 - f) Protect property values; and
 - g) Promote economic development.

Section 26-863 Administration

- (1) **Permit required.** With the exception of signs listed in Section 26-863 (2) below, no sign shall be erected, altered, reconstructed, maintained or moved in the City without first securing a permit from the Department.
- (2) **Exemptions.** The following signs shall not require a permit:
 - a) The changing of the display surface on an existing a painted or printed sign ~~only~~.
 - b) On-premises real estate and contractor/financial/institutional signs six square feet or less in size.
 - c) Campaign signs.
 - d) Generic real estate, off-premises directional signs.
 - e) Off-premises directional signs for public and non-profit organizations. Signs shall not exceed 8 square feet in size and shall not be illuminated.
 - f) Signs advertising the sale or lease of the real property upon which the sign is displayed.
 - g) Signs identifying the property owner and/or tenant and /or facility name located on the premises in a residential district.

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- h) Holiday decorations. Decorations or banners, and similar items used to celebrate holidays.
- i) "Private Property" signs; "No Hunting" signs; on-site directional, regulator and parking signs; and 911 address signs, street signs, or warning signs. Such signs shall not be considered in calculating the sign area of permitted signs. No such signs shall exceed three square feet in area, and shall not exceed eight feet in height.
- j) Historical signs. No historical signs shall exceed eight square feet in area and shall not exceed eight feet in height. No sign shall be recognized as an historical sign unless authenticated in writing from the Crosslake Area Historical Society recognizing the historical significance of the event, structure, or site being memorialized.
- k) Garage/yard sale signs.
- l) Two ~~additional~~ temporary signs for community events (not to exceed 30 sq ft total) which shall be removed no later than 10 days after the event.
- m) Temporary commercial signs allowed in Section 26-865 (9) below.

~~**Removal.** In the event of the failure of the owner or person, company or corporation having control of any sign, or the owner of the property on which the sign is located, to remove or repair the sign within 60 days after the use is terminated, a notice shall be given pursuant to this section and the sign may be removed by the City at the expense of the owner or manager of the sign, or the owner of the property upon which the sign stands.~~

(3) Prohibited signs. The following signs are prohibited:

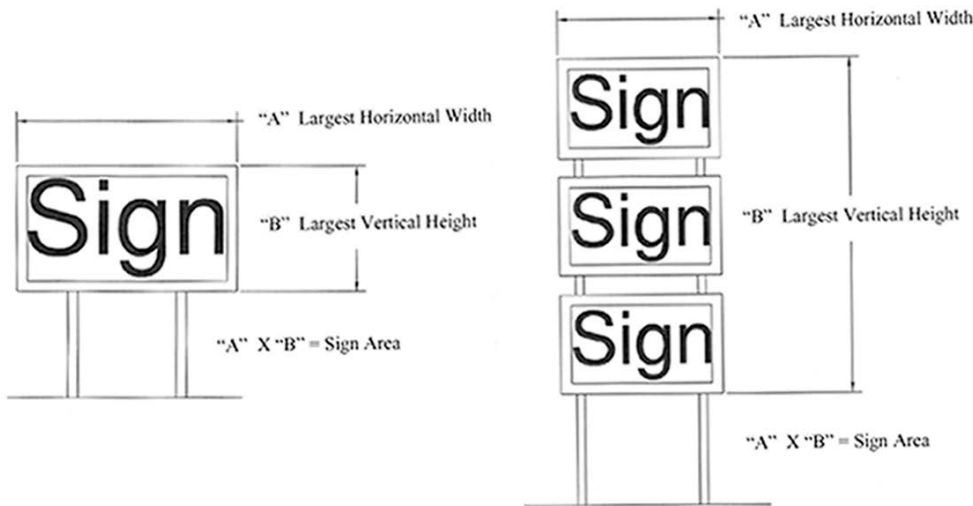
- a) Any sign, signal, marking or device which is an imitation of or resembles any official traffic control device or emergency vehicle signal, or which attempts to direct the movement of traffic or which hides from view or interferes with the effectiveness of any official traffic-control device;
- b) New commercial billboards (~~off-premises signs~~) erected after March 1 2015;
- c) Signs with flashing or blinking lights; ~~reflective or glowing material~~;
- d) Moving or stationary searchlights;
- e) All new private off-premises signs advertising a business or commercial service; ~~except real estate open house signs and garage/yard sale signs.~~
- f) Signs painted, attached, or in any other manner affixed to trees, rocks, or similar natural surfaces, or attached to public utility poles, bridges, towers, or similar public structures;
- ~~g) Portable signs larger than six square feet;~~
- h) Roof-mounted signs;
- i) Electronic changing message ~~Changeable copy~~ signs;
- ~~j) Electronic signs;~~
- k) Real estate directional signs that are not white with black letters reading "Property for Sale" with a black, directional arrow not to exceed a total of three square feet in size;
- l) New blue directional special service signs erected by Crow Wing County.

Section 26-864 Sign Requirements

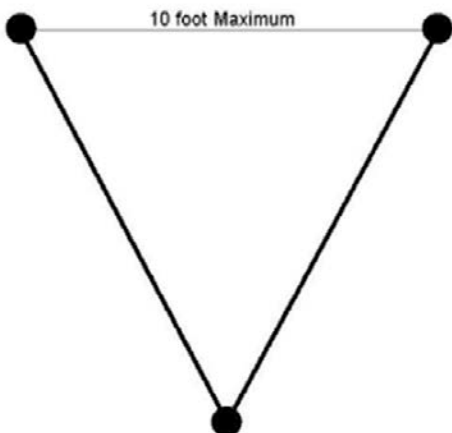
- (1) Signs, logos, or other advertising materials are permitted on awnings or canopies when they are constructed of a durable, non-glowing material. This signage or advertising material shall be included in the calculation of total sign area for wall fascia or attached signs.
- (2) Any lighting used for signs, awnings or canopies must be directed downward and the source of illumination (lenses and filaments) screened from view.
- (3) **Height.** Unless otherwise regulated within this division, no freestanding or attached sign shall be higher than 15 feet in a 39-mile-per-hour or less zone and 20 feet in a 40-mile-per-hour or higher zone, as measured from the average existing grade underneath the sign to the highest point of the sign, including all supporting members.
- (4) **Existing commercial billboards** erected on or before ~~March 6, 2003~~ March 1, 2015 shall be considered legal nonconforming signs and shall be regulated pursuant to Section 26-866 of this Article.
- (5) **Freestanding signs.** Freestanding signs shall be supported by one or more columns or uprights, which are firmly embedded in the ground. Exposed guy wires, chains or other connections shall not be used to support a freestanding sign.
- (6) **Illuminated signs.** ~~Internally illuminated signs are prohibited.~~

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- a) Internally illuminated sign cabinets that allow letters and/or logos to be illuminated shall be allowed. Internally illuminated sign cabinets that allow the entire sign face to illuminate are prohibited.
 - b) The lighting for externally lit signs shall be directed downward and away from adjacent properties and public road rights-of-way. Lights used for external lighting of signs shall be shielded or screened from any roadway to prevent distraction to driver vision. The source of illumination shall not be visible.
 - c) Light emanating from a business or property shall not exceed the light maximums established in this Section 26-739, (2) of this Chapter ~~as measured at the property line.~~
- (7) **Sign area.** Sign area is the maximum area enclosed within a connected geometric shape completely enclosing all individual signs. (See diagram below)



- (8) **Signs with two exposures.** The area of the sign will be calculated by using the area of one side of the sign; however, both sides of the sign may be used for advertising. If site conditions dictate, the Administrator may permit the area of the sign with two exposures to be on separate sign faces that must be connected at one point and not more than ten feet apart at the furthest extension in order to optimize the sign exposure. (See diagram below)



- (9) **Wall fascia or attached signs.** Wall fascia, suspended sign or attached signs shall be firmly attached to the exterior wall of the building and shall not project more than two feet from the building, nor be higher than the eave line of the building. The sign surface shall be composed of non-glow and non-reflective materials.
- (10) **Window signs.** Interior window signs shall not be considered in computing the allowable sign size. Lighted signs are allowed.

~~**Holiday decorations.** Decorations or banners, and similar items used to celebrate holidays are exempt from the Article.~~

(11) Real Estate signs.

- a) In all land use districts, one temporary ~~ily~~ Real Estate sign advertising sale, rental, or lease may be located on a property adjacent to a road or street. On riparian properties, one additional Real Estate sign may be located facing a lake or river.
- b) Temporary on-premises Real Estate signs shall not be located on public rights-of-way, in public waters, on docks, or other structures over public waters.
- c) The height of temporary Real Estate signs shall not exceed six feet
- d) The area of temporary Real Estate signs shall not exceed six square feet.
- e) In lieu of the sign specified in 26-864 (11) a) above, one temporary Real Estate sign may be placed on a new development or subdivision advertising the sale of the combined lots, units, or tracts provided the sign does not exceed 32 square feet in size and the height does not exceed ten feet.
- f) Temporary off-premises Real Estate directional signs are allowed at road intersections provided:
 - i. The sign has a white background with black letters, reading "Property For Sale" with a black, directional arrow;
 - ii. The sign does not exceed a total area of three square feet;
 - iii. Only one such directional sign per Real Estate company is allowed at each road intersection; and,
 - iv. Temporary off-premises Real Estate directional signs shall not create traffic hazards, restrict driver visibility, or interfere with the effectiveness of any official traffic-control device.
- g) The time limit for placement of a temporary Real Estate sale sign is three years, or 2 months after the respective property is sold, rented, or leased, whichever is less.
- h) A one-inch by three-inch label shall be affixed to all temporary Real Estate signs sign listing the name, company, address, and phone number of the sign owner.
- i) Permanent signs naming or identifying a development shall require a sign permit.

(12) Garage/yard sales. Placement of a garage/yard sale sign on residential property is allowed provided it is not in place for more than 12 days per year. Each garage/yard sale sign shall not be more than six square feet in size and shall contain the date of sale and the location of the sale and the name, address, and phone number of the sign owner. Signs shall not be placed where they create a traffic hazard and must be removed immediately after the sale.

(13) Contractor/financial/institutional signs. Signs pertaining to construction and other construction related services are allowable without permits on the premises of the project. Only one sign per business is allowed per lot and shall not be more than six square feet in size for residential properties. Only one sign per business is allowed per lot and shall not be more than 32 square feet in size for commercial properties. These signs shall only be placed on the premises of the project site. Each sign must be removed within ten days after completion of construction.

(14) Political/Campaign signs. Signs, posters or banners which pertain to an upcoming election of a candidate and/or political issue shall be permitted in all districts, provided the property owner has given permission to place the sign on the premises. Such signs or posters shall remain in place no longer than 90 days before and ten days after the election for which they are posted, or in the case of general state elections, from August 1 preceding the election until ten days after the election unless otherwise provided pursuant to Minnesota Statutes, Chapter 211B.045. Such signs or posters shall not be placed within public road rights-of-way or where they may create traffic hazards.

(15) Church, synagogue, other religious institutions. Any sign, symbol, logo, tablet, plaque, or similar memorial or informational material shall be limited to a cumulative total of 250 square feet on the premises. One freestanding sign shall be permitted for display of the organization name, affiliation, hours of worship, and similar general information. A second freestanding sign may be permitted only if the cumulative street frontage exceeds 250 lineal feet. No sign shall exceed 150 square feet. Temporary signs to market events or special ceremonies may be displayed for a period not to exceed 14 continuous days.

(16) Community sign. A community information sign with changeable copy may be permitted to advertise and promote civic and special events of community significance. The maximum size of the sign shall be 128 square feet.

- (17) **No more than two sides per sign.** No sign shall have more than two faces on which text, graphics or other material, which delivers a message, may be displayed.

Section 26-~~865~~ 867 Nonresidential Area Commercial District Signs

Signs within commercial land use districts ~~nonresidential areas~~ shall comply with the following standards:
~~all the provisions relating to signs.~~

~~Nonresidential sign standards.~~

- (1) Up to ten percent of any building facade area, which directly abuts a public road right-of-way, may be dedicated to signs. Facade area used to calculate allowable signs must only include that area associated with the respective building or business use. Only one freestanding sign per lot or one freestanding sign per building for multi-use buildings shall be allowed, whichever is a smaller number. Commercial ~~Nonresidential~~ uses that depend on patrons arriving by watercraft may have two freestanding signs with a limit of one placed on the roadside of the property and one placed on the lakeside of the property.
- (2) No advertising signs or supporting facilities for signs may be placed in or upon public waters. Signs conveying information or safety messages may be placed in or on public waters by a public authority or under a permit issued by the Crow Wing County sheriff.
- (3) Signs placed on the lakeside of a property must be designed and sized to be the minimum necessary to convey needed information. They must only convey the location and name of the establishment and the general types of goods or services available. The signs must be located higher than ten feet above the ground, must not be located in the shore impact zone, and must not exceed 32 square feet in area.
- (4) The setback for all on-premises signs shall be a minimum of five feet from a public road right-of-way.
- (5) The sign for each permitted use shall be no more than ten percent of the facade. The permitted sign area for wall fascia or attached signs may be split up into several signs on the facade or used for one sign. In multi-tenant buildings, each tenant may place a separate sign on that portion of the building facade that corresponds to the interior portion of the building that the tenant occupies. Such tenant sign area shall be limited to ten percent of the area of the facade occupied by such tenant.
- (6) A sign protruding from the front of the building more than two feet shall have a maximum area of 20 square feet.
- (7) All signs must be coordinated to create a consistent and uniform appearance. Multiple tenant, freestanding signs must have a singular border/sign structure to tie all tenants together. Buildings with multiple tenant spaces may have separate wall fascia signs or attached signs that shall not exceed the maximum sign area for the facade of each respective tenant space.
- (8) The sign area allowed for a freestanding sign shall be dependent upon the speed limit of the roadway in front of the building. Buildings located in a 40-mile-per-hour zone or higher shall have a maximum sign area of 128 square feet. Buildings located in an area with a speed limit of 39 miles per hour or less shall have a maximum sign area of 75 square feet.
- (9) Temporary signs.
 - a) Two temporary signs/banners/pennants at a time may be allowed per property or business, ~~whichever is less,~~ with a total sign area not to exceed ~~30~~ 32 square feet.
 - b) One a temporary sign that is portable (e.g., flipper sign) and is 16 ~~eight~~ square feet or less in area and a height not to exceed 10 feet shall be permitted; however the signs shall not obstruct pedestrian walkways or driver visibility and shall not be illuminated.

Section 26-~~866~~ 868 Legal Nonconforming Signs

- (1) It is recognized that signs exist which were lawful before this Article was enacted, which would be prohibited, regulated, or restricted under the terms of this Article or future amendments to this Chapter. It is the intent of this Section that nonconforming signs shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other signs or uses prohibited elsewhere in the same land use district. It is further the intent of this Section to permit legal nonconforming signs existing on ~~the effective date of this Chapter~~ March 1, 2015 ~~or amendments thereto,~~ to continue as legal

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nonconforming signs, provided such signs are safe, are maintained so as not to be unsightly, and have not been abandoned or removed subject to the following provisions:

- a) No sign shall be enlarged or altered in a way that increases its nonconformity.
 - b) Should such sign or sign structure be destroyed ~~by any means to an extent greater than 50 percent of its replacement cost~~ and no land use permit has been applied for within 180 days of when the property was damaged, it shall not be reconstructed except in conformity with the provisions of this Section.
 - c) If a nonconforming ~~Should such sign or sign structure is~~ be moved, except to become more conforming with setbacks, ~~for any reason for any distance whatsoever~~, it shall thereafter conform to the regulations for the land use district in which it is located. ~~after it is moved.~~
~~No existing sign devoted to a use not permitted in the land use district in which it is located shall be enlarged, extended or moved except in changing the sign to conform with the standards of that district.~~
 - d) ~~When a structure loses its legal nonconforming status all signs devoted to the structure shall be removed and all signs painted directly on the structure shall be repainted in a neutral color or a color that will harmonize with the structure.~~
- ~~(2) Requests for variances from the standards in this Article shall use the process set forth in Article 8 of this Chapter.~~

Secs. 26-867—26-897. Reserved

ARTICLE 43 DEFINITIONS

Section 26-1176. Purpose

For the purposes of this Chapter, certain terms and words are hereby defined. The word PERSON indicates a firm, association, organization, partnership, trust, company or corporation as well as the individual. The present tense includes the future tense and the singular number shall include the plural and plural shall include the singular. The words MUST and SHALL are mandatory and the word MAY is permissive; the words USED or OCCUPIED include the words INTENDED, DESIGNED or ARRANGED TO BE USED OR OCCUPIED. The words LOT, PLOT, or PARCEL are interchangeable. Specific definitions used within the Chapter, unless another meaning is clearly given, are listed below:

Section 26-1177 Definitions.

ACCESS LOT, ALTERNATIVE

Parcels of land that provide access to public waters for owners of riparian lots within subdivisions. These shall be used where the Planning Commission/Board of Adjustment determines that direct riparian access is not feasible due to the presence of protected vegetation, wetlands, or other critical fish or wildlife habitat.

ACCESS LOT, CONTROLLED

Any lot, tract, or parcel of land, however designated or described, intended to be used to provide accesses to public waters for owners of nonriparian lots.

ACCESS PATH

An area designated to provide ingress and egress to public waters.

ACCESSORY STRUCTURE

A structure which is subordinate to and on the same lot as the principal structure and does not include living quarters. Such structures include sheds, storage shelters, pole buildings, detached garages, and similar structures.

ACCESSORY USE

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A use incident and subordinate to the main use of the premises. An accessory use cannot exist without the establishment of a primary use.

ADJACENT PROPERTY

Any portion of a lot or larger tract of land that is not over one-quarter (1/4) mile from the concerned premises, or has common property line with the concerned premises. A lot or larger tract of land that is squarely across a road, other than a Principal or minor arterial, from the concerned premises, shall be construed as having a common property line. A lot or larger tract of land that corners the concerned property shall be considered as having a common property line at such cornering point.

ADMINISTRATIVE FEE

A fee charged by the Department as set by the City Council to compensate for time spent involving the investigation and prosecution of violations, including additional expenses incurred during the investigation.

ADMINISTRATOR

The individual appointed by the Crosslake City Council to direct the City of Crosslake Planning and Zoning Department and administer this Chapter.

ADULT USES

Adult body painting studios, adult book stores, adult car washes, adult hotels or motels, adult motion picture theaters, adult mini-motion picture theaters, adult massage parlors, adult health/sports clubs, adult sauna/steam room/bathhouses, adult companionship establishments, adult rap/conversation parlors, adult novelty businesses, adult motion picture arcade, adult modeling studios and other premises, enterprises or establishments, businesses, or places open to some or all members of the public at or in which there is an emphasis on the presentation or display, depiction or description of "specified sexual activities" or "specified anatomical areas" which the public could see. This definition does not apply to the practice of medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry by state licensed or registered persons. Activities classified as obscene, as defined by Minnesota Statutes Section 617.241, are not lawful and are not included in the definition of adult uses.

AGENT

Any person acting on behalf of a landowner in dealing with activities under the jurisdiction of the Chapter, including but not limited to realtors, contractors or attorneys.

AGGREGATED PROJECTS

Those wind energy projects which are developed and operated in a coordinated fashion, but which have multiple entities separately owning one or more of the individual WECS within the larger project. Associated infrastructure such as power lines and transformers that service the facility may be owned by a separate entity, but are also included as part of the aggregated project

AGRICULTURAL USE

The use of land for the growing and/or production of crops or livestock products for the production of income, including incidental retail sales of produce or animal products.

ALLEY

A public way used primarily as a service access to the rear or side of a property which abuts on a road.

AMUSEMENT PARK

Establishments engaged in providing entertainment for a fee including such activities as games of chance or skill, rides, dance halls, theatrical productions; bands and other musical entertainment; and coin operated amusement devices.

ANIMAL BREEDING AND/OR BOARDING FACILITY

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Any lot or premises on which dogs, cats and other household pets are kept, boarded, or raised for breeding or sale.

ANIMAL UNIT

A unit of measure to compare differences in the production of animal wastes which has as a standard the amount of waste produced on a regular basis by a slaughter steer or heifer. Animal units are calculated by dividing the average animal weight for a species by 1,000 pounds. For purposes of these regulations, the following equivalents apply:

	Animal Unit (AU)
1 mature dairy cow	1.4
1 slaughter steer or heifer	1.0
1 Horse	1.0
1 Swine over 55#	0.4
1 Sheep	0.1
1 Swine under 55#	0.05
1 Turkey	0.018
1 Chicken	0.01

APARTMENT

A multifamily structure with dwelling units rented or leased by the month or year.

APPLIANCE

Washers, dryers, electric and gas ranges or stoves, refrigerators, freezers, dehumidifiers, water heaters, residential furnaces, dishwashers, garbage disposal trash compactors, microwave ovens, air conditioners and heat pumps.

ANTENNA

Any structure or device used for the purpose of collecting or radiating electromagnetic waves including but not limited to directional antennas such as panels, microwave dishes, satellite dishes, and omni-directional antennae such as whip-antennae.

ARCHITECTURAL CONCRETE MASONRY UNIT

A concrete masonry unit (CMU) displaying any one of several decorative finishes that affects the texture, color, or profile of the unit including, but not limited to, split, scored, ribbed, ground, slump, weathered, or glazed units.

ARCHITECTURAL GLASS

A glass, produced as an exterior building material.

ARCHITECTURAL METAL PANELS

A metal wall or roof panel system, which can be of various alloys, with a high grade factory finish, that includes the system's associated gaskets and trim profiles.

ARCHITECTURAL PRECAST PANEL

A precast concrete panel as defined by the Concrete Precast Institute.

ASSEMBLY PLANT

A building or group of buildings in which manufactured parts are assembled into a finished product.

ATHLETIC CLUB

An indoor facility, with or without seating for spectators, and providing accommodations for a variety of individual, organized, or franchised sports, including but not limited to basketball, ice hockey, wrestling, soccer, tennis, volleyball, racquetball, or handball. Such facility may also provide other regular organized or franchised

events, health and fitness club facilities, swimming pool, snack bar, restaurant, retail sales of related sports, health or fitness items, and other support facilities.

ATHLETIC FIELD

A parcel prepared and equipped for playing a game(s).

AUXILIARY COTTAGE

A structure used as a dwelling unit that may contain sleeping spaces and kitchen and bathroom facilities in addition to those provided in the primary dwelling unit on a lot.

AUXILIARY QUARTERS

An accessory structure that contains a dwelling unit that may contain sleeping spaces and/or kitchen and/or bathroom facilities in addition to those provided in the primary dwelling unit on a lot.

ATTORNEY, CITY

The Attorney for the City of Crosslake, Minnesota.

AUDITOR - TREASURER

The County Auditor-Treasurer for Crow Wing County, Minnesota

AUTO BODY SHOP

A building or any portion thereof designed primarily for major reconditioning of worn or damaged motor vehicles or trailers or collision service including body, frame, or fender straightening or repair, or painting of vehicles.

AUTO SERVICE SHOP

A building or any portion thereof designed primarily for providing general repair, oil, lubrication and accessories to motor vehicles.

BANK/FINANCIAL INSTITUTION

An establishment for the custody, loan, exchange, or issue of money, for the extension of credit, and for facilitating the transmission of funds.

BASE FLOOD ELEVATION

The elevation of the “regional flood.” The term “base flood elevation” is used in the flood insurance survey.

BASEMENT

Any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.

BED AND BREAKFAST RESIDENCE

A dwelling in which six or fewer guest rooms are rented within the principal structure on a nightly basis for less than one week and where at least one meal per day is provided in connection with the sleeping accommodations. The operator of the residence lives on the premises or in an adjacent premise.

BEDROOM

A room or unfinished area within a dwelling that might reasonably be used as a sleeping room as determined by the Department.

BERM

A hill of land that acts as a visual barrier between a lot and adjacent properties, alleys or streets, or that provides a barrier to the flow of stormwater from one property to another property or a waterway.

BEST MANAGEMENT PRACTICES (BMP)

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Erosion and sediment control and water quality management practices that are the most effective and practical means of controlling, preventing, and minimizing degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices.

BILLBOARD

See sign, off premises

BIORETENTION

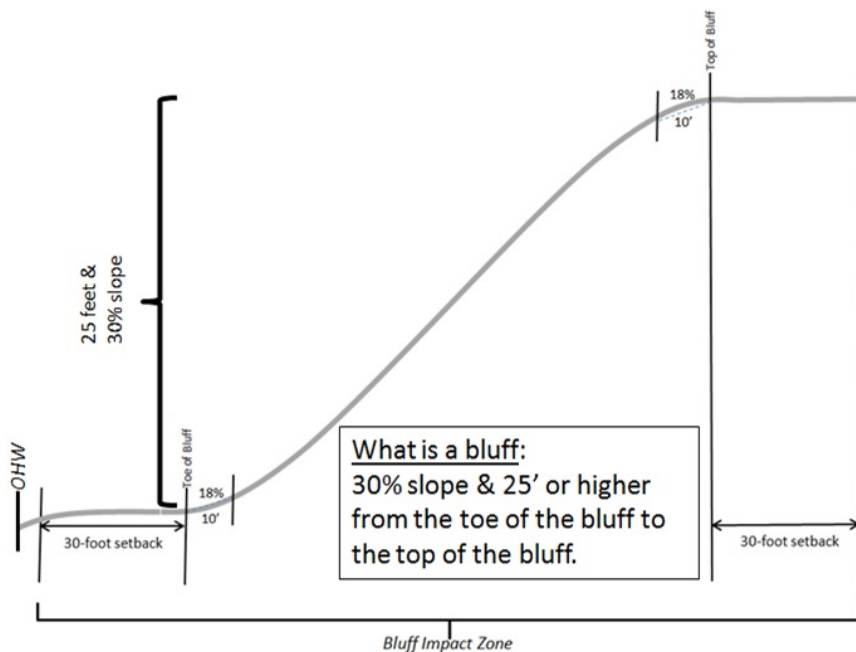
Areas that capture sheet flow runoff from impervious surfaces and treat the stormwater using a combination of microbial soil processes, infiltration, evapotranspiration, and plants.

BLUFF

A topographical feature such as a hill, cliff or embankment having all of the following characteristics:

- (1) Part or all of the feature is located in a shoreland area;
- (2) The slope rises at least 25 feet above the toe of the bluff;
- (3) The grade of the slope from the toe of the bluff to the top of the bluff averages 30 percent or greater; and
- (4) The slope must drain toward the water body.

(see diagrams below)



BLUFF IMPACT ZONE

A bluff and land located within 30 feet of the bluff. (see diagrams above)

BLUFF , TOE

For the purpose of measuring setbacks, the point at the bottom of a bluff that is the lower end of a 10 foot segment with an average slope of 18 percent or is the OHWL, whichever is higher. (see diagrams above)

BLUFF, TOP

For the purpose of measuring setbacks, the point at the upper end of a bluff that is the higher end of a 10 foot segment with an average slope of 18 percent. (see diagrams above)

BOARD OR COUNTY BOARD

The Crow Wing County Board of Commissioners

BOATHOUSE

A structure designed and used solely for the storage of boats or boating equipment.

BOUNDARY LINE ADJUSTMENT:

A procedure for changes in property lines through the attachment of land to a contiguous lot, tract, or parcel. A boundary line adjustment is intended to modify or correct the location of a boundary line or to remedy adverse topographical features or encroachments. A boundary line adjustment may be allowed provided any residual tract of land or any existing structures does not become noncompliant with the provisions of this Chapter.

BOWLING LANES

A building equipped with lanes and other associated equipments and accessories to facilitate the game of bowling. Bowling lanes may include food, liquor, and retail sales of bowling equipment.

BROADCAST

To convey, generate, transmit or receive electromagnetic signals regardless of frequency, power level or communications use.

BUFFER

A strip of land on a riparian parcel adjacent to a public water and landward of a beach, retaining wall, riprap area, or other recreational use area upon which vegetation is to be maintained in its natural state, and not be mowed, cut or removed consistent with the standards set forth in the Department's Shoreline Rapid Assessment Model.

BUILDABLE AREA

The minimum required area remaining on a newly created parcel of land or platted lot after all, public road rights-of-way, road easements, setbacks, and wetlands are subtracted. In the Shoreland District, all land below the ordinary high water level (OHWL) of public waters, bluffs, areas with slopes greater than 25 %, and floodways shall also be subtracted.

BUILDING ENVELOPE:

Area of a lot on which structures can be built meeting setbacks to public waters, road-right-of way, easements, bluffs, lot lines, wetlands, and subsurface sewage treatment systems.

The vertical distance between the average natural grade at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or mean height between the eaves and the ridge for gable, hip, mansard, gambrel, or other pitched or hipped roofs.

BULK LIQUID STORAGE

A single property or adjacent properties used for the storage of petroleum products or industrial chemicals on which are located:

- (1) One or more stationary tanks which are used singularly or in combination for the storage or containment of more than one thousand one hundred gallons of oil, petroleum distillates, or liquified petroleum gas, or
- (2) All stationary tanks used for the storage of used oil, or
- (3) All stationary tanks used for the storage of industrial chemicals.

BUSINESS

Any establishment, employment or enterprise wherein merchandise is manufactured, exhibited, stored or sold, or where services are offered for compensation.

BEAUTY/BARBER SHOP

An establishment in which hair cutting, hairdressing, makeup, and similar cosmetic treatments are carried out professionally.

CAMOUFLAGE

A covering or disguise of any kind to hide or conceal.

CAMP, TRANSIENT OR CHURCH

A parcel upon which an organization, religious or otherwise, offers group accommodations and organized recreation and/or instruction.

CAMPER

A structure capable of providing shelter and mounted on a self-propelled vehicle.

CAMPGROUND OR RECREATIONAL CAMPING VEHICLE PARK

A commercial development that is used for the purpose of providing sites for nonpermanent overnight use by campers using tents, trailers, recreation camping vehicles, or other temporary shelters.

CAR WASH, COMMERCIAL

A facility used to clean the exterior and/or interior of motor vehicles that may include hand car wash facilities where the vehicle is washed by employees, coin-operated self-service facilities where the customer does the washing, and in-bay automatic machines that roll back and forth over a stationary vehicle.

CEASE AND DESIST ORDER

A document issued upon discovery of a potential violation or actual violation to prevent additional violations or a continuation of a violation.

CEMETERY

An area set apart for or containing graves, tombs, or funeral urns; a burial ground or graveyard.

CERTIFICATE OF COMPLIANCE

A document written after a compliance inspection, certifying that an existing sewage treatment system is in compliance with applicable MPCA 7080 requirements at the time of inspection.

CERTIFICATE OF INSTALLATION

A document issued by the Department after the initial inspection and certifying that a new septic system meets the performance standards of MPCA 7080.

CERTIFICATE OF SURVEY

A graphic representation of any parcel, tract, or lot of real property whose primary purpose is to show the results of a boundary survey which is certified and signed by a licensed surveyor.

CHURCH OR SYNAGOGUE

A building used for public religious worship.

CITY

City of Crosslake, Minnesota

CLASSROOM, TEMPORARY

A type of portable building installed on the grounds of a school on a temporary basis to provide additional space where there is a shortage of capacity.

CLINIC, MEDICAL

A building designed and used for the diagnosis and treatment of human patients that does not include overnight care facilities.

CLUBS/LODGES, PRIVATE

A nonprofit association of persons who are bona fide members paying annual dues, use of premises being restricted to members and their guests.

COLLECTOR ROAD, MAJOR/MINOR

A road that serves as a principal connection between a minor arterial or principal arterial and minor roads.

COMMERCIAL USE

The principal use of land or buildings for the sale, lease, rental, trade of products, goods or services..

COMMISSIONER

The Commissioner of the Department of Natural Resources or their authorized representative.

COMMON INTEREST COMMUNITY

Contiguous or noncontiguous real estate that is subject to an instrument which obligates persons owning a separately described parcel of the real estate or occupying a part of the real estate pursuant to a proprietary lease, by reason of their ownership or occupancy to pay for(i) real estate taxes levied against; (ii) insurance premiums payable with respect to; (iii) maintenance of; or (iv) construction, maintenance, repair or replacement of improvements located on one or more parcels or parts of the real estate other than the parcel or part that the person owns or occupies.

COMMON OPEN SPACE

A portion of a development that:

- (1) Is permanently set aside to preserve elements of the natural landscape for public or private use;
- (2) Will not be developed or subdivided;
- (3) Is generally owned in common by the individual owners in the development or by a permanently established management entity.

COMPREHENSIVE PLAN

The Comprehensive Land Use Plan (titled “Crosslake Community Plan”) for the City of Crosslake, Minnesota. A compilation of goals, policy statements, standards, programs and maps for guiding the physical, social, and economic development of the City.

CONDITIONAL USE

A land use that would not be appropriate generally in a land use district, but may be allowed with appropriate restrictions as provided by official controls upon a finding that:

- (1) Certain conditions as detailed in this Chapter exist, and
- (2) The use or development conforms to the comprehensive land use plan and
- (3) Is compatible with the existing neighborhood.

CONCRETE/ ASPHALT PLANT, PORTABLE

A device that combines various ingredients to form concrete or bituminous material and that is so designed as to be transported from one job site to another.

CONCRETE/CEMENT/REDI-MIX PLANT, PERMANENT

A permanent facility on a site that includes a device that combines various ingredients to form concrete for retail sale.

CONDOMINIUM

A common interest community in which:

- (1) Portions of the real estate are designated as units,

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- (2) The remainder of the real estate is designated for common ownership solely by the owners of the units, and,
- (3) Undivided interests in the common elements are vested in the unit owners.

CONFORMING

To be, act, use, or exist pursuant to this Chapter and any regulations or standards promulgated under this Chapter, and with any special conditions or requirements imposed by this Chapter, and with any special conditions or requirements imposed in the issuance of any permits under this Chapter.

CONSERVATION DEVELOPMENT

A method of subdivision characterized by common open space and compact residential structure unit lots that may or may not be clustered. The purpose of a conservation development is to create greater community value through open space amenities for homeowners and protection of natural resources, while allowing for the residential densities consistent with prevailing densities.

CONTRACTING SERVICES, CONSTRUCTION/REPAIR

A building or buildings used by a business that engages in commercial activities including but not limited to earth moving, carpentry, electrical, plumbing, heating, ventilation, mechanical systems, flooring, insulation, and siding. Business and/or storage may be conducted inside or outside buildings.

CONVENTIONAL DEVELOPMENT

A method of subdivision characterized by lots that are spread evenly throughout a parcel in a lot and block design. Conventional developments have a one primary residence per lot configuration.

CORRECTIVE ACTION

The steps taken to return a development, structure, or use to a condition that complies with the standards of this Chapter and any conditions required by the Department or the Planning Commission/Board of Adjustment, or no longer poses a threat to public health, safety, welfare, and the environment; or is no longer a public nuisance.

COUNTY

Crow Wing County, Minnesota.

COUNTY RECORDER

The County Recorder and Registrar of Titles for Crow Wing County, Minnesota

CUL-DE-SAC

A permanent road terminating at one end, which is circular in design, without connecting with another road

~~LICENSED FAMILY DAY CARE, LICENSED GROUP FAMILY DAY CARE, LICENSED CHILD CARE CENTER—DAY CARE/CHILD CARE/FAMILY DAY CARE FACILITY~~

~~A facility licensed pursuant to Minnesota Statutes, Chapter 245A and/or Minnesota Rules, Chapter 9502 or Chapter 9503, as amended.~~

DECK

A horizontal, unenclosed platform which is attached or functionally related to a dwelling, and may or may not have attached railings, seats, trellises, or other features.

DEMOLITION LANDFILL

A facility licensed pursuant to Minnesota Rules, Chapter 7035, used to dispose of demolition debris resulting from the demolition of buildings, roads, and other structures including concrete, brick, bituminous concrete, untreated wood, masonry, glass, trees, rock, and plastic building parts, but not including asbestos wastes.

DEPARTMENT

The City of Crosslake Planning and Zoning Department.

DEVELOPMENT

Any manmade change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

DEVELOPMENT REVIEW TEAM (DRT)

A committee whose responsibility it is to provide preliminary review of applications for variances, conditional uses, and development proposals.

DIRT MOVING

Any movement, excavation, grading, or filling of dirt on a lot.

DISPOSAL OR DISPOSE

The discharge, deposit, injection, dumping, spilling, leaking or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including ground waters.

DNR

Minnesota Department of Natural Resources.

DRIVEWAY

A private road serving no more than two residential lots.

DUMP

An area used for disposal of wastes.

DUPLEX RESIDENTIAL LOT

A lot designed to accommodate a two-family dwelling or two separate dwelling units.

DWELLING, MULTI-FAMILY

A building containing more than four dwelling units, including units that are located one over the other.

DWELLING, SINGLE-FAMILY

A detached residence designed for or occupied by one family only.

DWELLING, TWO-FAMILY

A residence designed for or occupied by two families only, with separate housekeeping and cooking facilities for each.

DWELLING SITE

A designated location for residential use by one or more persons using temporary or movable shelter, including camping and recreational vehicle sites.

DWELLING UNIT

Any structure or portion of a structure or other shelter, designed as short or long-term living quarters for one or more persons, including rental or timeshare accommodations such as motel, hotel and resort rooms and cabins.

EASEMENT

A non-possessory interest held by one person or unit of government in the land of another whereby the non-possessory person is given partial use of the land or restricts the use of the land for a specified purpose.

ENERGY SYSTEM, RENEWABLE

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Equipment designed for the generation of an energy source that is naturally replenished, such as solar, wind, or geothermal which is associated with a principal residential use.

ENGINEER

A registered professional engineer licensed in the State of Minnesota.

EQUAL DEGREE OF ENCROACHMENT

A method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.

EQUIPMENT, RENTAL/SALES/SERVICE

A business providing machinery, equipment, and tools of all kinds and sizes to construction contractors, industry, and individual consumers for rent for a limited period of time, or for retail/wholesale sale. Service and repair of equipment may also be provided.

EXPANSION

Any increase in a dimension, size, area, volume, or height, or increase in the area of use, or placement of a structure.

EXTRACTIVE USE

All forms of, but not limited to, gravel, sand, topsoil, quarry rock, mineral, peat, humus, sub-surface insitu-leach extraction, petroleum and any other similar uses in which material is removed from the ground.

FAILING SYSTEM

Any subsurface sewage treatment system that discharges sewage to a seepage pit, cesspool, drywell or leaching pit, and any system with less than the required vertical separation as described in Minnesota Rule 7080.1500 Subps. 4(D & E).

FALL ZONE

The area defined as the furthest distance from the tower base, in which a tower will collapse in the event of a structural failure.

FAMILY

One or more persons, each related to the other by blood, marriage, adoption or foster care, or a group of no more than three persons not so related but maintaining a common household and using common kitchen facilities.

FARM BUILDINGS

Agricultural buildings are structures designed for farming and agricultural practices, including but not limited to: growing and harvesting of crops and raising livestock and small animals. Specific examples of farm buildings include: barns, greenhouses, storage buildings for farm equipment, animal supplies or feed storage buildings for equipment used to implement farming and/or agricultural practices, storage buildings for crops grown and raised on site (cold storage), and horticultural nurseries.

FARMLAND

Land specifically used for agricultural purposes in the raising of crops or livestock.

FENCE

Any partition, structure, wall or gate erected as a dividing marker, barrier or enclosure.

FILLING

The act of depositing any rock, soil, gravel, sand or other material so as to fill or partially fill a water body, watercourse, wetland, or other area.

FIREPIT

For the purposes of this ordinance, a firepit located in the shoreland impact zone 1 cannot exceed 5 feet in diameter or include an impervious area surrounding the firepit.

FLOOD

A temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.

FLOOD FREQUENCY

The frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.

FLOOD FRINGE

That portion of the Floodplain outside of the floodway. Flood fringe is synonymous with the term "floodway fringe" used in the Flood Insurance Study for Crow Wing County.

FLOODPLAIN

The beds proper and the areas adjoining a wetland, lake or watercourse which have been or hereafter may be covered by the regional flood.

FLOOD PRONE AREA

Any land susceptible to being inundated by water from any source (see "Flood").

FLOODPROOFING

A combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

FLOOD PROTECTION

A combination of structural provisions, changes or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

FLOODWAY

The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining Floodplain which are reasonably required to carry or store the regional flood discharge.

FOOTING PLACEMENT INSPECTION

An inspection conducted after a permit for a structure has been issued but before construction begins when there is evidence on the ground (such as footing forms or footing trenches) as to where the structure will be located so as to verify that all required setbacks will be met.

FOREST LAND

Land covered with forest or reserved for the growth of forests.

FOUNDATION

A concrete, concrete and concrete block, or treated wood portion of a structure which totally encloses the perimeter of the structure, supports the bearing loads of the super-structure and penetrates the ground to provide frost protection.

FRONTAGE/BACKAGE ROAD

A local road parallel to and adjacent to a principal or minor arterial, designed to provide direct access to land in lieu of direct access from a principal or minor arterial.

FUNERAL HOME

An establishment with facilities for the preparation of the dead for burial or cremation, for the viewing of the body, and for funeral ceremonies.

GARAGE/YARD SALE

An informal, irregularly scheduled event for the sale of goods by private individuals.

GAS STATION

A commercial land use where gasoline, liquid propane (L.P.) or diesel fuel is stored, pumped and sold to the public. The term "gas station" includes a convenience store if fuel is dispensed at the location.

GOLF, MINIATURE

A novelty golf game played with a putter on a small course usually having tunnels, bridges, sharp corners, and obstacles.

GOLF COURSE

An area of land laid out for the game of golf with a series of 9 or 18 holes each including tee, fairway, and putting green and often one or more natural or artificial hazards. A golf course may include food, liquor, and retail sales.

GREENHOUSE/NURSERY, COMMERCIAL

A place of business where retail and wholesale gardening products and produce are sold to the consumer. These centers may include a nursery and/or greenhouses, nursery products, nursery stock, potting soil, hardware, hoes, rakes, shovels, and other garden and farm variety tools and utensils.

GROUND WATER

The water contained below the surface of the earth in the saturated zone including and without limitation all waters whether under confined, unconfined or perched conditions in near surface unconsolidated sediment or region or in rock formations deeper underground. The term ground water shall be synonymous with underground water.

GROUP HOME CARE FACILITY

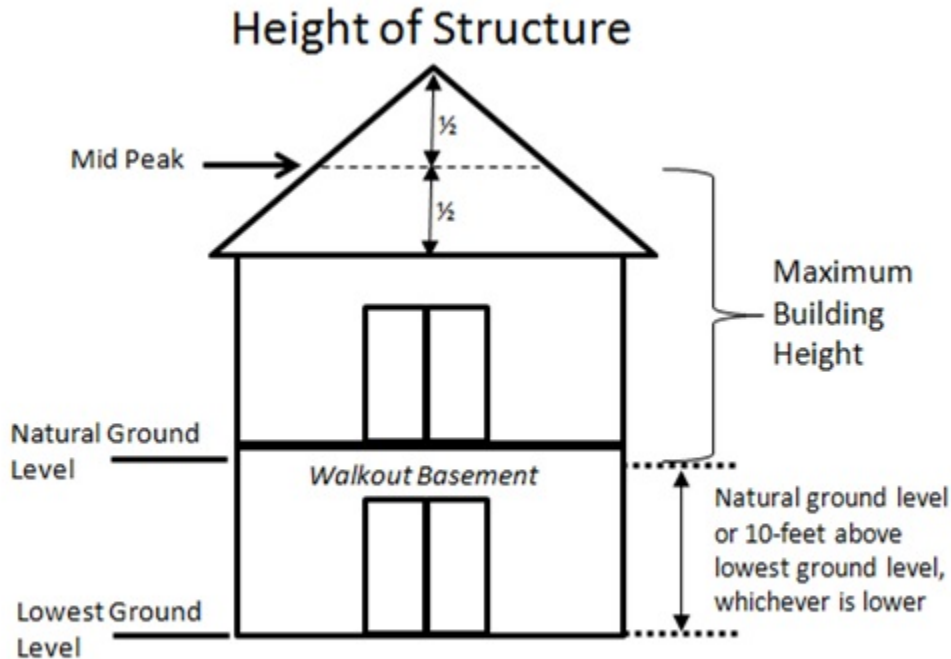
A facility which provides residential services for individuals that are handicapped, aged, disabled, or undergoing rehabilitation. This includes uses such as homes for the physically handicapped, mentally retarded, chemically dependent, foster children, maternity shelters, and half-way houses.

GROUP HOUSING

A housing project consisting of a group of three or more buildings or family unit spaces constructed on a parcel of ground of one acre or more in size.

~~HEIGHT OF BUILDING STRUCTURE~~

The vertical distance between the mean natural grade at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or mean height between the eaves and the ridge for gable, hip, mansard, gambrel, or other pitched or hipped roofs.



HOME, SPECIALTY CARE (nursing, assisted living, supportive services)

A privately operated residential center providing maintenance and personal or nursing care for persons (as the aged or the chronically ill) who are unable to care for themselves.

HOME BUSINESS

A use of a commercial nature conducted by an occupant of a single family dwelling of a residential property for commercial use by the inhabitants thereof and/or employees which may be conducted inside as well as outside the primary residence the dwelling or accessory buildings, where the use is clearly incidental and secondary to the use of the dwelling for residential purposes.

HOME OCCUPATION

A use of a commercial nature conducted by an occupant of a single family dwelling entirely within the dwelling or accessory buildings, where the use is clearly incidental and secondary to the use of the dwelling for residential purposes.

ICE RIDGE, ANNUAL

A linear mound of lakebed materials pushed up onto the lakeshore by the action of ice within a calendar year.

ICE RIDGE, HISTORIC

A linear mound of lakebed materials pushed up onto the lakeshore by the action of ice over a period of two or more years upon which well-established herbaceous and woody vegetation is growing.

IMMINENT THREAT TO PUBLIC HEALTH OR SAFETY

A subsurface sewage treatment system that creates the potential to immediately and adversely affect or threaten public health and safety as described in Minnesota Rule 7080.1500 Subp. 4(A). At a minimum, this includes discharge of sewage or sewage effluent to the ground surface, agricultural or other drainage systems, ditches, storm water drains or discharges directly to surface water, sewage backup into a dwelling, electrical hazards, or sewage tanks with unsecured or weak maintenance covers.

IMPERVIOUS SURFACE

A constructed hard surface that prevents or retards entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development, including rooftops; sidewalks; patios; parking lots; storage areas; concrete, asphalt, or gravel driveways; and other similar surfaces.

INDUSTRIAL PARK

An area of land subdivided and developed for the use of several industrial businesses simultaneously and in close proximity, providing the necessary infrastructure and access to transportation while reducing environmental and social impacts.

INDUSTRIAL USE, LIGHT

The production, manufacture, warehousing, storage, or transfer of goods, products, commodities or other wholesale items; locally supplied sawmills; electronics manufacturing; welding shops; auto repair; and similar uses.

INTENSIVE VEGETATION CLEARING

The complete removal of trees, shrubs or ground cover in a contiguous patch, strip, row or block.

INTERIM USE

A temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

LANDSCAPING

The placement of trees, shrubs, grass, walls and earth mounds or the utilization of existing natural vegetative cover.

LAND USE DISTRICT

An area or areas within the limits of the City for which the regulations and requirements governing use are uniform. District boundaries are shown on the official land use district map.

LAND USE DISTRICT MAP

The map showing the various land use districts into which the incorporated areas of the City are divided.

LAND USE PERMIT

A permit issued by the Department authorizing certain works to be done pursuant to the standards of the Chapter.

LIBRARY

A library is an organized collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing.

LIQUOR SALES, OFF SALE

A retail establishment that sells prepackaged alcoholic beverages intended to be consumed off premises.

LIQUOR SALES, ON SALE

A licensed establishment such as a bar, tavern, nightclub, or restaurant which offers the sale of alcoholic beverages intended for consumption on premises.

LOCAL ROAD OR STREET

A road which serves primarily to provide access to adjacent lands and provides service to travel over relatively short distances as compared to collectors or other roads.

LOT

A parcel of land designated by plat, metes and bounds, registered land survey, auditors plat, or other accepted means and separated from other parcels or portions by said description for the purpose of use, occupancy, sale, lease, or separation.

LOT AREA

Square footage or acreage included within the boundaries of a parcel or platted lot. For riparian lots, land above the Ordinary High Water Level.

LOT FRONTAGE

The boundary of a lot which abuts on a public road right-of-way. An access easement to a public road right-of-way with a width meeting the minimum dimensional requirements for lot frontage meets the lot frontage requirement.

LOT, CONTROLLED ACCESS

Any lot which is designated by dedication, easement, or other recorded instrument for use by landowners within a plat as a means to gain access to public water.

A privately owned riparian lot meeting the ordinance standards for a buildable lot, owned by more than one owner in undivided interest, provided with facilities and used for access, and not containing a dwelling.

LOT, RIPARIAN

A lot that abuts public waters.

LOT, NON-RIPARIAN

A lot that does not abut public waters.

LOT OF RECORD

A lot which is one unit of a subdivision plat duly approved and filed, or one unit of an auditor's subdivision, or registered land survey, or a lot created by metes and bounds, any of which was recorded in the office of the County Recorder prior to February 6, 1992.

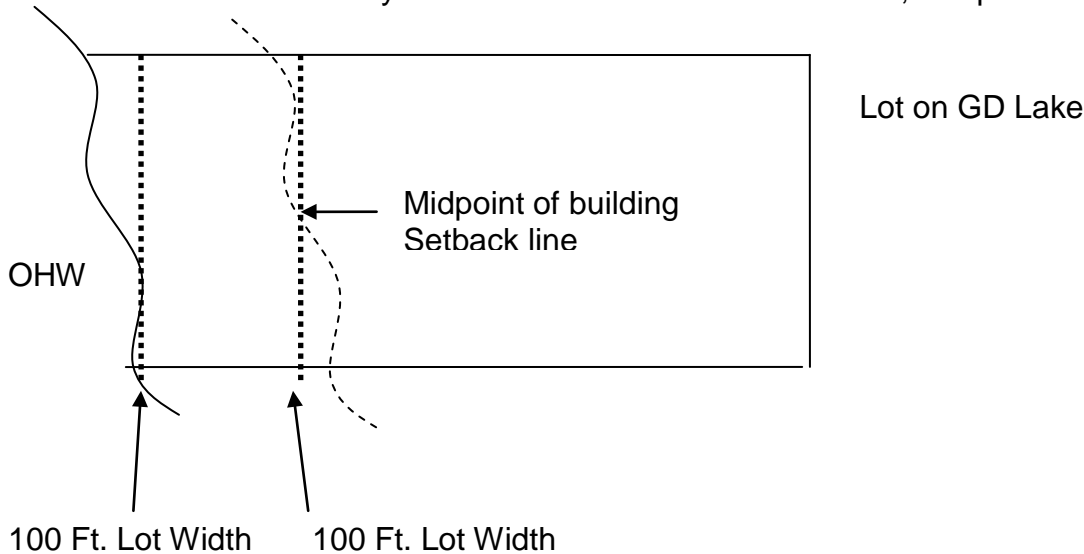
LOT WIDTH, NON-RIPARIAN

On a lot that does not abut public waters, the shortest distance between side lot lines as measured at the midpoint of the longest axis of the lot.

LOT WIDTH, RIPARIAN

On a lot that abuts public waters, the minimum distance between:

- (1) Side lot lines measured at the midpoint of the building setback line; and
- (2) The minimum distance between side lot lines at the ordinary high water level.



LOWEST FLOOR

The lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor.

LUMBER YARD

An establishment providing the sale or rental of building supplies, construction equipment or home decorating fixtures and accessories. This term includes a a contractors' building supply business and may include outdoor storage or tool and equipment sales or rental.

MACHINE/WELDING SHOP

A facility where material is processed by machining, cutting, grinding, welding, or similar processes.

An establishment engaged in the production and/or assembly of metal parts, including the production of metal cabinets and enclosures, doors and gates, duct work, forgings and stampings, hardware and tools, tanks, docks, towers, and similar products.

MAINTENANCE

- (1) Normal upkeep of a structure including but not limited to the replacement of windows, siding, external roof surfaces, or exterior finish such as paint or stain.
- (2) Normal upkeep of a property including but not limited to mowing, raking, gardening, and pruning.

MANUFACTURED HOME

A structure transportable in one or more sections, which in the travel mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a residential structure dwelling with or without a permanent foundation.

MANUFACTURED HOME PARK

Any site, lot, field or tract of land upon which two or more occupied manufactured homes are located, either free of charge or for compensation, and includes any building, structure, tent, vehicle or enclosure used or intended for use as part of the equipment of the manufactured home park.

MANUFACTURING, LIGHT

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Uses that include fabrication, welding, machining, assembly or processing of materials that are produced elsewhere, packaging of parts and finished products.

MARINA, COMMERCIAL

Either an inland or offshore commercial mooring facility for the concentrated mooring of more than 2 watercraft or seaplanes, wherein commercial ancillary services common to marinas are provided.

METEOROLOGICAL TEST STATION

Instruments and equipment installed on a tower for a specified time period to measure wind and predict wind climate and electrical energy yield of wind energy conversion systems (WECS).

METES AND BOUNDS

A description of real property which is not described by reference to a lot or block shown on a map, but is described by starting at a known point and describing the bearings and distances of the lines forming the boundaries of the property, or a description which delineates a fractional portion of a section, lot or area by described lines or portions thereof.

MIDSIZED SUBSURFACE SEWAGE TREATMENT SYSTEMS

Systems designed to treat 5000 to 10,000 gallons of effluent per day. These systems require operating permits.

MINIMALLY MEET THE STANDARDS OR CODES

As applied to resort cabins, the replacement structure does not add new architectural elements, such as more bedrooms, that did not exist in the original structure.

MOBILE HOME

A factory built dwelling that is not a manufactured home and used generally for year-round occupancy as a single family dwelling constructed for movement from place to place occasionally; generally less than 17 feet wide; generally requiring a special tow vehicle together with a special towing permit for travel on public highways; also used as temporary office space.

MOBILE HOME DEVELOPMENT

A residential area permitted by Conditional Use Permit for mobile homes to be erected on each separate lot therein.

MOBILE HOME PARK

A parcel of land which has been planned and improved for the rental placement of two or more mobile homes and licensed by the State of Minnesota.

MODEL HOME/TEMPORARY REAL ESTATE OFFICE

A representative home used for a specified time period as part of a sales campaign to display the design, structure, and appearance of other dwelling units that are or will be available for sale within a subdivision or condominium development.

MOTEL/HOTEL

A commercial business with a central management to provide lodging and may provide related facilities such as restaurants, bars and other recreational amenities. The term "motel/hotel" includes a bed and breakfast and boardinghouse designed with over six separate bedrooms.

MOTOR VEHICLE

An automobile, truck or any other vehicle that is self propelled or driven otherwise than by human power, not including railways.

MPCA

Minnesota Pollution Control Agency.

NONCONFORMITY

Any legal use, structure or parcel of land already in existence, recorded, or authorized before the adoption of official controls or amendments thereto that would not have been permitted to become established under the terms of the official controls as now written.

NPDES

National Pollution Discharge Elimination System authorized by Section 402 of the Federal Water Pollution Control Act Amendment of 1972.

NUISANCE

Pursuant to Minnesota Statutes, Chapter 412.221, subds. 23 and 24; 429.031, subd. 8; and 145A.01 et seq., the term "nuisance" is anything that interferes with the use or enjoyment of property, endangers personal health or safety, or is offensive to the senses, such as excessive smoke, odor, noise, heat, vibration, glare, traffic generation, visual impact and other similar interferences or offenses.

OBSTRUCTION

Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure or matter in, along, across or projecting into any channel, water course or regulatory Floodplain which may impede, retard or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.

OFFICE, BUSINESS AND PROFESSIONAL

A room, set of rooms, or building where the business of a commercial or industrial organization or of a professional person is conducted.

OPEN SPACE

A portion of a development site that is permanently set aside for public or private use and will not be developed.

OPERATOR

The person responsible for the overall operation of a facility or business.

ORDINARY HIGH WATER LEVEL (OHWL)

The boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the Ordinary High Water Level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the Ordinary High Water Level is the operating elevation of the normal summer pool.

OUTLOT

A lot remnant or any parcel of land included in a plat, which may be used as open space. An outlot may be a large tract that could be subdivided in the future, may be too small to comply with the minimum size requirements of zoning and subdivision ordinances, or otherwise unsuitable for development.

OUTDOOR SEASONAL SALES

The offer of goods on a seasonal basis, as part of a permanent business, conducted in an area immediately adjacent to the building or in the parking lot where the permanent business is conducted.

OWNER

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Any individual, firm, association, syndicate, partnership, public or private corporation, trust or other legal entity having sufficient property interest in a property to commence and maintain proceedings under this Chapter, or the owner of record or the person or persons who own a facility or part of a facility.

PARCEL

See Lot

PARKING, COMMERCIAL

An area or facility intended and reserved for the temporary parking of vehicles by customers of a specific business or group of businesses.

PARKING, PUBLIC

An area or facility intended for the temporary parking of vehicles by the general public.

PARKING SPACE, OFF-STREET

Parking area not within a public way but accessible from a public way that is maintained and sized to be occupied by one automobile.

PATIO

An open recreation area adjacent to a dwelling, or free standing, that is covered with a pervious or an impervious surface such as asphalt, paving stones, wood, or other approved material.

PERMIT

Authorization issued by the Department under the standards of this Chapter permitting the construction of a structure, or a parcel of land to be used for a prescribed purpose.

PERMITTED USE

A land use conforming to the character of a land use district which may require a land use permit issuable by the Department.

PERMITTEE

A person who has received an approved permit from the Department to carry out any of the activities for which a permit is required under the provisions of this Chapter.

PERSON

Any human being, municipality or other governmental or political subdivision or other public agency, any public or private corporation, any partnership, firm, association or other organization, any receiver, trustee, assignee, agent or other legal entity.

PERVIOUS SURFACE

A surface that allows inflow of rainwater into the underlying construction or soil.

PLANNING COMMISSION/BOARD OF ADJUSTMENT

The Planning Commission and Board of Adjustment for the City of Crosslake, Minnesota as created by this Chapter.

PLAT

A map or drawing, conforming to Minnesota State Statutes 505 and 515, which graphically delineates the boundaries and dimensions of land parcels for the purpose of identification and record or title.

POLLUTANT

The meaning given it in Minnesota Statutes, Chapter 115A.

PRACTICAL DIFFICULTY

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As used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by this chapter; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

PREMISES

A structure or structures or part of a structure, together with its attendant real estate. May cover one store in a shopping center or the entire shopping center, depending on the subject of discussion; may apply to one apartment within an apartment house or the entire apartment house; may apply to part of a tract of real estate or a whole tract, or several tracts considered together, with or without structures on any part thereof.

PRINCIPAL USE OR STRUCTURE

The primary purpose for which land or a building is arranged, designed, intended, or used. All uses or structures that are not accessory uses or structures.

PRINT SHOP, COMMERCIAL

An establishment in which the principal business consists of duplicating and printing services using photocopy, blueprint or offset printing equipment, including publishing, binding, engraving, and copy services.

PRIVATE ROAD

Any vehicular way which is not an existing federal, state, county, or City roadway; or is not shown upon a certificate of survey, minor subdivision, or plat approved pursuant to law, or is not dedicated to public use.

PUBLIC BEACH

A gently sloping area, generally covered with sand, extending inland from the water line of a lake or river which is designated and available for recreational use by the general public. A public beach may be publicly or privately owned.

PUBLIC BUILDING

A structure or building that is owned and managed for public purposes by any department or branch of government, or non-governmental organization.

PUBLIC NUISANCE

A condition which unreasonably annoys, injures, or endangers the safety, health, morals, comfort, or repose of the neighborhood or any considerable number of members of the public.

PUBLIC PARK

A park, reservation, open space, playground, beach or recreation and/or community center in the City owned, leased, or used wholly or in part by a City, county, state, school district, or federal government for recreational purposes.

PUBLIC WATERS

Lakes, rivers, streams and wetlands designated under Minnesota Statutes, section 103G.005, subdivision 15, any lakes or wetlands listed in the DNR Public Waters Inventory, and any other lakes, rivers, streams, or wetlands listed in Appendix A of this Chapter.

PUBLIC UTILITY

Persons, corporation, or governments supplying gas, electric, transportation, water, sewer, or land line telephone service to the general public. For the purposes of this ordinance, commercial wireless telecommunication services shall not be considered public utility uses.

RACE TRACK

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An area devoted to the racing of motor and non-motorized vehicles or animals for non-personal use, and all improvements normally associated with racing such as off-street parking, patron seating, concessions, and a fixed race track, but excluding gambling facilities or activities.

REAR LOT ZONE (RLZ)

Land located between the structure setback line and the landward boundary of the shoreland district.

RECREATIONAL VEHICLE

A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of this Chapter, the term recreational vehicle shall be synonymous with the term “travel trailer/travel vehicle.”

RECYCLING COLLECTION SITE

An area or facility designated for the collection and temporary storage of recyclable materials.

REGIONAL FLOOD

A flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 1% chance or 100-year recurrence interval. Regional flood is synonymous with the term “base flood” used in the Flood Insurance Study.

REGISTERED LAND SURVEY

A method of surveying Torrens, or Registered, land following the procedures in Minnesota Statutes, Chapter 508.47, as amended.

REGULATORY FLOOD PROTECTION ELEVATION (RFPE)

The Regulatory Flood Protection Elevation shall be an elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the Floodplain that result from designation of a floodway.

REPAIR SHOP, EQUIPMENT

A business engaged in fixing any sort of mechanical device that has become out of order or broken. It also includes performing routine actions which keep devices in working order or prevent trouble from arising.

REPETITIVE LOSS

Flood related damages sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.

RESTAURANT

An establishment where food or beverages are sold and either consumed at tables located on the premises utilizing nondisposable containers and utensils with or without table service, or taken from the premises in disposable containers for consumption elsewhere.

RESORT, TRADITIONAL

A commercial establishment that includes lodges, dwelling units, dwelling sites, structures or enclosures kept, used, maintained or advertised as, or held out to the public to be, a place where sleeping accommodations are furnished to the public, and having for rent three or more cabins, rooms, dwelling units or enclosures. Resorts must be primarily service-oriented for transient occupancy for guests seeking recreation. All cabins, rooms, dwelling units or enclosures must be included in the resort rental business and rates set by resort. The entire parcel of land must be owned, controlled and managed by the single business entity which comprises the

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commercial establishment. In order to qualify as a resort pursuant to this definition, the commercial establishment shall also be fully licensed and permitted under the appropriate state and local regulation.

RESORT, SHARED CAPITAL

A commercial establishment that includes lodges, dwelling units, dwelling sites, structures or enclosures kept, used maintained or advertised as, or held out to the public to be, a place where sleeping accommodations are furnished to the public, and having for rent three or more cabins, rooms, dwelling units or enclosures. Resorts must be primarily service-oriented for transient occupancy for guests seeking recreation. All cabins, rooms, dwelling units or enclosures must be included in the resort rental business, at rates set by the resort, with personal use not exceeding 42 calendar days in any given year with the only exception being service provider dwellings. The entire parcel of land must be controlled and managed by the single business entity which comprises the commercial establishment. In order to qualify as a resort pursuant to this definition, the commercial establishment shall also be fully licensed and permitted under the appropriate state and local regulation.

RESPONSIBLE GOVERNMENT UNIT (RGU)

The local unit of government with the authority to conduct environmental review processes.

RESTRICTED ACCESS

A driveway between a road and a parking area.

RIGHT-OF-WAY

Land dedicated for public use including, but not limited to, streets, pedestrian ways and authorized utilities.

ROAD

A public way which affords primary means of access by pedestrians and vehicles to abutting properties, whether designated as a street, avenue, highway, road, boulevard, lane or other designation

ROTOR DIAMETER

The diameter of the circle described by the moving rotor blades.

RUNOFF

That portion of precipitation draining from an area as surface flow.

RUN-ON

That portion of precipitation draining onto an area as surface flow.

SCHOOL

A building or space that is principally used as a place where persons receive educational instruction.

SAWMILL

A factory in which logs are sawed into lumber by machine for retail or wholesale sale.

SCHOOL, ART/MUSIC

SEASONALLY SATURATED SOIL

The highest elevation in the soil that is in a reduced chemical state due to the soil pores filled with water causing anaerobic conditions. Saturated soil is determined by the presence of redoximorphic features in conjunction with other established indicators, and determined by other scientifically established technical methods or empirical field measurements acceptable to the permitting authority in consultation with the commissioner of the MPCA.

SEMI-PUBLIC USE

City of Crosslake—Code of Ordinances, Chapter 26

The use of land by a private, nonprofit organization to provide a public service that is ordinarily open to some persons outside the regular constituency of the organization.

SENSITIVE RESOURCE MANAGEMENT

The preservation and management of areas unsuitable for development in their natural state due to constraints such as shallow soils over groundwater or bedrock, highly erosive or expansive soils, steep slopes, susceptibility to flooding or occurrence of flora or fauna in need of special protection.

SENSITIVE SHORELAND DISTRICT

A land use district established to accommodate limited residential uses, agricultural uses, and forest management activities in the shoreland zone while conserving sensitive land areas on which more intensive development would adversely affect water quality, wetlands, lakes, shorelines, slopes, wildlife habitat, biological ecosystems, or scenic and natural values.

SETBACK

The minimum horizontal distance between a structure, sewage treatment system or other facility and the Ordinary High Water Level, sewage treatment system, top of bluff, road, highway, property line or other facility.

SEWER SYSTEM, CITY OR MUNICIPAL (SEWERED)

Municipally owned and maintained utilities including pipelines, conduits, pumping stations, force mains and all other construction devices, or appurtenances used for conducting sewage or industrial waste or other wastes to a point of common, State-approved off-site treatment.

SHADOW FLICKER

The flickering shadow caused when rotating turbine blades come between the viewer and the sun, causing a very brief moving shadow.

SHOOTING RANGE, PUBLIC OR PRIVATE

A facility designed to provide a confined space for safe target practice with firearms, archery equipment or other weapons whether open to the public, open only to private membership, open to organizational training such as law enforcement personnel, or any combination thereof.

SHORE IMPACT ZONE 1 (SIZ 1)

Land located between the ordinary high water level (OHWL) of public waters and a line parallel to it at a distance of 50 percent of the required structure setback.

SHORE IMPACT ZONE 2 (SIZ 2)

Land located between shore impact zone 1 and the structure setback line.

SHORELAND BUFFER ZONE (SBZ)

The area between:

- (1) The area between 500 and 1000 feet from the ordinary high water level (OHWL) of protected waters lakes, or
- (2) The area between 150 and 300 feet from the ordinary high water level (OHWL) of protected waters rivers or streams.

SHORELAND DISTRICT

Land located within the following distances from the ordinary high water level (OHWL) of public waters:

- (1) 1,000 feet of a lake or pond, or;
- (2) 300 feet of a river or stream or the landward side of a floodplain delineated by ordinance on a river or stream, whichever is greater.

SHORELAND PROTECTION ZONE (SPZ)

The area between the ordinary high water level (OHWL) of a public water and a line parallel to the OHWL at:

City of Crosslake—Code of Ordinances, Chapter 26

- (1) 500 feet from a lake or pond, or;
- (2) 150 feet of a river or stream or the landward side of a floodplain delineated by ordinance on a river or stream, whichever is greater.

SHORELINE RAPID ASSESSMENT MODEL (SRAM)

A process and criteria incorporated herein by reference and used by the Department to determine the extent of natural vegetation present on a lot, the degree of natural protection that a shoreline has, and options for landowners to bring their shoreline into compliance in conjunction with permit or variance applications.

SIGN

A name, identification, description, display, illustration or device which is affixed to or represented directly or indirectly upon a building, structure or land in view of the general public and which directs attention to a product, service, place, activity, person, institution or business.

SIGN, ABANDONED

A sign that advertises an activity no longer available on the premises where the sign is displayed, has not been available for a continuous period of at least six months, and may have been for a business, lessor, owner, use, or product.

SIGN AREA

The entire area within a continuous perimeter, enclosing the extreme limits of sign display, including any frame or border, not including support posts. Curved, spherical, or any other shaped sign face shall be computed on the basis of actual surface area. The copy of signs composed of individual letters, numerals or other devices shall be the sum of the area of the smallest rectangle or other geometric figure encompassing each of said letter or devices.

SIGN, AREA IDENTIFICATION

Any free-standing sign identifying the name of a neighborhood, a residential subdivision, a multiple residential complex, a shopping center or area, an industrial area, an office complex or any combinations of the above involving three or more principal buildings.

SIGN, BUSINESS IDENTIFICATION

A sign which directs attention to a business or to a commodity, service or entertainment conducted, sold or offered upon the premises where such a sign is located.

SIGN, CHANGING MESSAGE

A commercial sign that uses movement of or change of lighting to depict action, create a special effect, or rapidly change the message of the sign, including signs that provide public service messages such as time, temperature or notices.

SIGN, CONSTRUCTION

A sign placed at a construction site identifying the project or the name of the project, engineer, contractor, developer, financier or other involved parties.

SIGN EXTENSION

A temporary addition or enlargement on a sign face that extends beyond the approved sign dimensions.

SIGN FACE

That part of a flat surface advertising device on which advertising is displayed and which provides visibility from one geographic direction.

SIGN, FREESTANDING

Any self-supporting sign which is placed in the ground and not affixed to any part of any building.

SIGN, GOVERNMENT

Any temporary or permanent sign erected and maintained by the City, county, state, or federal government for traffic direction or for designation of or direction to any school, hospital, historical site, or public service, street, property, facility or recreational trail.

SIGN, HOME OCCUPATION

A sign designating a home business operated from residential property.

SIGN, ILLUMINATED

A sign illuminated in any manner by an artificial light source.

SIGN, INCIDENTAL

A sign, generally informational, that has a purpose secondary to the use of the zone lot on which it is located, such as "no parking", "entrance", "loading only", "telephone", and other similar directives. No sign with a commercial message legible from a position off the zone lot which the sign is located shall be considered incidental.

SIGN, INFLATABLE

A sign which uses helium, air or other gases as the primary support for the sign structure.

SIGN, NAMEPLATE

A sign indicating the name, address and other non-commercial messages on residentially zoned property.

SIGN, OFF PREMISES

A sign which advertises a product, service, business or event that is not available or does not take place on the same premises as the sign, including billboards.

SIGN, ON PREMISES

Any sign located on the contiguously owned property with the use which is advertised.

SIGN, POLITICAL/CAMPAIGN

Shall mean a temporary sign advertising election issues or the candidacy of person running for office.

SIGN, REAL ESTATE

Shall mean a temporary sign placed upon property for the purpose of advertising to the public the sale or lease of said property.

SIGN, RUMMAGE OR GARAGE SALE

Shall mean the infrequent, temporary display and sale of used personal property by a tenant or owner on his residential premises.

SIGN, "V"

Shall mean a commercial sign consisting of two essentially equal faces, positioned at an angle extending less than 90 degrees which are essentially connected (maximum eight foot separation at closest point).

SIGN, WALL

Shall mean a commercial sign painted on the outside of a building, or attached to, and erected parallel to the face of a building and supported throughout its length by such building.

SIGN, WINDOW

Shall mean a sign painted, stenciled, or affixed on a window or door, which is visible from a right-of-way.

SIGNIFICANT HISTORIC SITE

City of Crosslake—Code of Ordinances, Chapter 26

Any archaeological site, standing structure or other property that meets the criteria for eligibility the National Register of Historic Places or is listed in the State Register of Historic Sites or is determined to be an unplatted cemetery that falls under the provisions of Minnesota Statutes, Section 307.08. A Historic Site meets these criteria if it is presently listed on either Register or if it is determined to meet the qualifications for listing after review by the Minnesota State Archaeologist or the Director of the Minnesota Historical Society. All unplatted cemeteries are considered to be Significant Historic Sites.

SITE, RV OR CAMPING(s)

Any designated area within a campground, RV Park or resort used for the purpose of permanent or temporary camping including vacant property used for similar purposes.

SITE PLAN

A detailed drawing indicating the current and intended use of a particular parcel or group of parcels of property.

SOIL AND WATER CONSERVATION DISTRICT (SWCD)

The Soil and Water Conservation District for Crow Wing County, MN

SOURCE OF ILLUMINATION

Any device that serves as a source of visible electromagnetic radiation such as a light bulb, filament, light emitting diode, or similar devices.

SPECIAL FLOOD HAZARD AREA

A term used for flood insurance purposes synonymous with “One Hundred Year Floodplain.”

STATE

The State of Minnesota

STEEP SLOPE

Land having average slopes over 12 percent, as measured over horizontal distances of 50 feet or more that is not a bluff.

STORAGE BUILDING, COMMERCIAL

A structure used for the storage of belongings, equipment, or materials that is not intended for human habitation and available on a rental or lease basis.

STORAGE, PORTABLE OR TEMPORARY

A transportable building or enclosure that is not intended for human habitation but designed and used on a time limited basis primarily for temporary storage of building materials (before they are utilized for building purposes), household goods, equipment, and other such materials on a residential or commercial properties.

STORE, CONVENIENCE

A retail store offering for sale a limited line of groceries and household items intended for the convenience of the neighborhood and for travelers. A convenience store may also include a gas station and may be open for business for extended hours.

STORE, RETAIL

A place of business usually owned and operated by an individual or group but sometimes owned and operated by a manufacturer or by large retailer in which merchandise is sold primarily to ultimate consumers.

STRUCTURE

Anything constructed, placed or erected by humans, including but not limited to homes, garages, accessory buildings, manufactured housing, recreational vehicles left on a site for more than 14 consecutive days, signs, driveways, parking lots, commercial buildings, storage buildings, deck, fences, and fish houses.

STRUCTURE, TEMPORARY

A travel trailer, recreational vehicle, camper, or other structure without any foundation or footings which can be readily moved when a designated time period, activity, or use for which the temporary structure was erected has ceased.

SUBSTANTIAL DAMAGE

Damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT

Within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.
- (2) Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.” For the purpose of this ordinance, “historic structure” shall be as defined in 44 Code of Federal Regulations, Part 59.1.

STUDIO--ART, MUSIC, PHOTO, DECORATING, OR DANCE

A business that specializes in instruction or experimentation in one of the creative or performing arts.

THEATER

A building, part of a building, or outdoor area for housing dramatic presentations, stage entertainments or motion picture shows.

TOWER, TELECOMMUNICATION FACILITY (IES)

Structures 35 feet or more in height and that may include a tower, antenna(s), equipment building(s), anchor points and other related equipment used by broadcast services and/or wireless telecommunications services.

TOWER HEIGHT

The vertical distance from the point of contact with the ground to the highest point of the tower including all antenna or other attachments.

TOWER, MONOPOLE

A tower consisting of a single pole, constructed without guy wires and/or ground anchors.

TRACT OF LAND

A parcel which may be:

- (1) An acreage designated by aliquot part description (fractional description);
- (2) A government lot;
- (3) A lot in a plat recorded in the Office of the County Recorder, or;
- (4) A metes and bounds description recorded in the Office of the County Recorder

TRAIL, NON-MOTORIZED

A recreational trail designated and intended for hiking or other human-powered mechanical transportation devices such as bicycles, roller blades, and roller skates.

TRAIL, RECREATIONAL AND SNOWMOBILE

A trail designated and intended for use by hikers and motorized vehicles such as snowmobiles, off-highway motorcycles, and other all-terrain or off-road vehicles.

TRAILER, TRAVEL

A recreational vehicle-built on a single chassis with a rigid walled shelter, mounted on wheels and have a gross trailer area not exceeding 400 square feet.

TRANSIENT MERCHANT SALES

Any person, firm or corporation who engages temporarily in the business of selling and delivering goods, food, wares, or merchandise within the City, and who, in furtherance of such purpose, hires, leases, uses, or occupies any building, structure, parcel, motor vehicle, or trailer. Such sales are unrelated to the business or use of the parcel on which they are located.

TRUCKING/FREIGHT TERMINAL

A commercial facility where freight is stored while awaiting onward transport.

TYPE 1 SYSTEMS (STANDARD SYSTEMS)

Septic systems that utilize trenches, beds, mounds, at-grades, chambers, dual field or graywater systems and provide treatment of effluent strengths for most domestic strength waste. Standard systems must be placed on natural, undisturbed soils and installed in a manner that allows for at least 36 inches of verticals eparation between the bottom of the systems distribution media and periodically saturated soils or bedrock.

TYPE 2 SYSTEMS

Septic systems designed as holding tanks, privies and septic systems installed within floodplains.

TYPE 3 SYSTEMS

Septic systems that deviate from 7080.2210 to 7080.2240. A system built on fill or disturbed soil is an example of this type of system.

TYPE 4 SYSTEMS

Septic systems that utilize registered treatment or pretreatment technologies in order to meet various treatment requirements that standard system s may not accomplish. These systems require operating permits.

TYPE 5 SYSTEMS

Septic systems associated with collector systems, treatment of high strength wastes, nutrient removal and groundwater mounding. These systems require operating permits.

UTILITIES

All utility service providers whether the same is government owned facilities or furnished by private utility companies to include, but not limited to, landline telephone, gas and electric.

VARIANCE

Any modification or variation of official controls where it is determined that, by reason of exceptional circumstances, the strict enforcement of the official controls would cause a practical difficulty.

VEHICLE, BOAT, RECREATIONAL EQUIPMENT SALES

Any person, firm, or corporation who engages in the business of selling or offering for sale, buying or taking in trade for the purpose of resale, or exchanging any vessel or vessels, or recreational vehicles and receives or expects to receive money, profit, or any other item of value.

VICINITY MAP

Also known as a key map or location map. A map or sketch which shows the area proposed to be platted in relation to known geographical features, i.e. town centers, lakes, roads.

WALKWAY

A continuous path no wider than four feet created of a material other than natural groundcover vegetation at grade level.

WAREHOUSING/WHOLESALING FACILITY

A building or group of buildings where raw materials or manufactured goods may be stored before sale or distribution for sale. Such buildings may include sales and office facilities.

WASTE

Solid waste, demolition debris, sewage sludge, household hazardous waste and hazardous waste.

WASTE DISPOSAL

The handling and disposing of Solid Wastes as defined within the regulations of the Minnesota Pollution Control Agency.

WATER COURSE

Any perennial or intermittent stream, river, or drainage in which surface water drains from surrounding land or another water course.

WATER ORIENTED ACCESSORY STRUCTURE

A small above ground building or other improvement, except stairways, fences, docks and retaining walls, which, because of the relationship of its use to a surface water feature, reasonably needs to be located closer to the public waters than the normal structure setback. Examples of such structures and facilities include equipment storage buildings, gazebos, screen houses, fish houses, pump houses, patios, and detached decks.

WATER-ORIENTED COMMERCIAL USE

The use of land for commercial purposes, where access to and use of surface water feature is an integral part of the normal conducting of business. Marinas, resorts and restaurants with transient docking facilities are examples of such use.

WETLAND

Lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this definition, wetlands must have the following three attributes:

- (1) Have a predominance of hydric soils; and,
- (2) Are inundated or saturated by surface or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and,
- (3) Under normal circumstances support a prevalence of such vegetation.

WIND ENERGY CONVERSION SYSTEM (WECS)

An electrical generating facility comprised of one or more wind turbines and accessory facilities, including, but not limited to, power lines, transformers, substations and meteorological towers that operate by converting the kinetic energy of wind into electrical energy. The energy may be used on site or distributed into the electrical power grid.

WIND TURBINE

Any piece of electrical generating equipment that converts the kinetic energy of blowing wind into electrical energy through the use of airfoils or similar devices to capture the wind.

WIRELESS TELECOMMUNICATION

Any ground or roof mounted structure of more than 35 feet in height above average ground level built for the purposes of supporting, elevating or attaching antenna(s) for broadcasting of cellular, personal communications, specialized mobilized radio, enhanced specialized mobilized radio, paging, and similar services. For all sections of this Chapter, wireless telecommunication shall not be considered a public utility.

YARD

A maintained open space surrounding a residential structure and associated accessory structures.

Secs. 26-1178—26-1204. Reserved



City of Crosslake

Summary of Record

Kirk Schnitker – All of E1/2 of NE1/4 of NE1/4, Sec 29, City of Crosslake, 120294100CA0009 at 34309 County Road 3, Crosslake, MN 56442

Request:

- To subdivide parcel #120294100CA0009 into three parcels

Chronology of events:

- October 14, 2014 – Development Review Team Meeting
- October 28, 2014 – Application submitted
- November 04, 2014 – Published in local newspaper
- November 04, 2014 – Notices sent out
- November 19, 2014 – Planning Commission/Board of Adjustment on-site
- November 21, 2014 – Planning Commission Meeting – Decision made to recommend approval for the subdivision of parcel #120294100CA0009 into three parcels to the Crosslake City Council
- December 4, 2014 – Crosslake Parks, Recreation and Library – Staff recommendation for cash in lieu of land
- December 08, 2014 – Crosslake City Council Meeting – Decision to approve the subdivision of parcel #120294100CA0009 into three parcels

Packet Information:

- Public Hearing Notice
- Staff Report
- Land Use Map Amendment Application
- Development Review Team Minutes
- Submitted site plan

Correspondence:

- November 04, 2014 – Letter from Crow Wing County Highway Department
- November 18, 2014 – E-mail from Gary Nault

November 21-2014

Findings of Fact

Supporting/Denying a Metes and Bounds Subdivision

Findings should be made in either recommending for or against a preliminary plat, and should reference Chapter 44 of the City Ordinance. The following questions are to be considered, but are not limited to:

1. Does the proposed metes and bounds subdivision conform to the City's Comprehensive Plan?
Yes No
 - **Support the development of a strong, diversified and growing economic base and create a favorable climate for economic development and ongoing business activities**

- **Promote and encourage environmentally sound commercial and industrial development through design standards and good site planning**

2. Is the proposed metes and bounds subdivision consistent with the existing City Ordinance?
Specify the applicable sections of the ordinance.

Yes No

- **The proposed lots meet or exceed the minimum lot size requirements for Limited Commercial**
- **There is adequate ingress/egress onto County Road 3 with the proposed easement**

3. Are there any other standards, rules or requirements that this plat must meet?

Yes No Specify other required standards.

- **The access not County Road 3 need to meet the requirements outlined in the County Highway Department letter dated 11-4-14**
- **The proposed lots have adequate area for septic systems**
- **Upon future development a NPDES Permit may be required**

4. Is the proposed metes and bounds subdivision compatible with the present land uses in the area of the proposal?

Yes No Zoning District **Limited Commercial**

- **It is consistent with the surrounding zoning and uses in the area**

5. Does the proposed metes and bounds subdivision conform to all applicable performance standards in Article 4.5 of the Subdivision Ordinance?

Yes No

- **The proposed lots meet or exceed the minimum lot size requirements for Limited Commercial**
- **There is adequate ingress/egress onto County Road 3 with the proposed easement**

6. Other issues pertinent to this matter.

- **Work with the County Highway Department on any accesses to the property**
- **Address the stormwater runoff**

Decision: Motion by Nevin; supported by Knippel to recommend to the Crosslake City Council to approve the subdivision of parcel #120294100CA0009 into three parcels involving 5.53 acres located in part of the E1/2 of NE1/4 of SE1/4, Sec 29, City of Crosslake

Per the findings of fact as discussed, the on-sites conducted on 11-19-14 and as shown on the certificate of survey received at the Planning & Zoning dated 10-28-14

Findings: As listed above

All members voting "Aye", Motion carried.

Date: 12-19-14

Signature: _____

Chairman

Kirk Schnitker
120294100CA00009

Cindy Hidde represented the applicant. Herkenhoff read the request into the record. A letter dated 7-10-14 from the Crow Wing County Highway Department stated the application to install an entrance for the subdivision has been approved and the owner of the subdivision is required to provide and install a concrete culvert 18" in diameter. The existing approach for Tract C will have to be removed and the access will need to come from the newly established road. The City of Crosslake Planning and Zoning Department received one (1) letter of concern. Kirk Schnitker informed the board of his future plans for Tract C. Mike Reiner from Crosslake Roll-off asked if it would be possible to install a ditch along the proposed easement to help prevent stormwater runoff onto his property. Mark Melby, Crow Wing County Highway Department stated that if the proposed easement becomes a city street the Highway Department would like to see Crosslake Roll-Off use the city street and abandon their current access onto County Road 3. Discussion concerned surrounding zoning; access; screening; existing and proposed easements; stormwater runoff and future plans for Tract C

November 21, 2014 Action:

Motion by Nevin; supported by Knippel to recommend to the Crosslake City Council to approve/table/deny the subdivision of parcel #120294100CA00009 involving 5.53 acres located in part of the E1/2 of NE1/4 of SE1/4, Sec 29, City of Crosslake

Per the findings of fact as discussed, the on-site conducted on 11-19-14 and as shown on the certificate of survey received at the Planning & Zoning dated 10-28-14

Findings: See attached

All members voting "Aye", Motion carried.

Staff Report
Crosslake Parks, Recreation and Library

Date: December 4, 2014

To: Crosslake City Council/Crosslake Planning and Zoning Commission

From: Jon Henke, Director of Parks, Recreation and Library

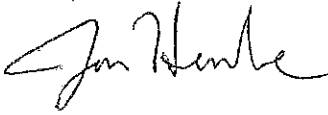


Subject: Schnitker Park Dedication Recommendation

The Park/Library Commission has not had the opportunity to review the Schnitker Metes and Bounds Subdivision Application. Therefore the Commission will not be able to provide a recommendation for the City Council meeting on December 8, 2014.

Staff Recommendation:

The Director of Parks, Recreation and Library would recommend cash in lieu of land for the Schnitker Metes and Bounds Subdivision as no park facilities or trails are planned in the area of this development.



Jon Henke, Director
Crosslake Parks, Recreation and Library

**CROSSLAKE COMMUNICATIONS
HIGHLIGHTS FOR NOVEMBER, 2014**

1. **Minutes** of November 25, 2014 meeting of the Crosslake Communications Advisory Board Meeting are included.
2. The **Financial Statements** for October 2014 are included (motion needed).
3. The list of **October 2014 checks/disbursements** are included (motion needed).
4. The **Customer Counts Report** has been included in the packet.
5. We moved forward with the **Bond Refinance** by hiring David Drown Associates to oversee the refinance.
6. The Advisory Board was updated on the **CSAH 36 Project**.
7. We have **plowed fiber to the Community School** because of their increased needs.
8. We have worked with CTC to secure an agreement with **Fiber to Crow Wing Power for their building on County Road 1**.
9. We are currently **negotiating the FOX Agreement and Retransmission Agreements**.
10. We will begin **Union Negotiations** on December 9th.
11. We invite everyone to our **Holiday Open House** on Wednesday, December 10th from 10:00am to 3:00pm. Stop by for cookies, hot cider and a demonstration of the Whole Home DVR.
12. We have **cancelled the December Advisory Board meeting**. The next regular meeting will be January 27, 2015 at 8:00 am at Crosslake Communications.

Staff Report - Crosslake Parks, Recreation & Library

Date: December 2, 2014

To: Crosslake City Council

From: Jon Henke, Director of Parks, Recreation & Library



1. Crosslake Area Library Update

Children's Story Hour continues on Thursday mornings at 10:00.

Kitchigami Service Contact

Included in your packet is the agreement for 2015. It is identical to the agreement the City approved last year. KRLS will supply delivery of ordered materials four days a week and supply the Crosslake Area Library with \$5,000 to purchase materials for the libraries shelves. Staff is recommending approval.

Council Action/Motion

2. Senior Nutrition Program

Meals are offered at the Community Center Monday - Friday at 11:30 am. Interested participants can call (692-4271) to make a reservation by 4:00 p.m the day before their scheduled meal.

3. Fitness Room

The Community Center offers an array of fitness equipment. A certified personal trainer is available to walk you through all of the different equipment free of charge when you sign up for a membership. We also offer fitness incentive programs from a variety of insurance providers and very affordable rates. The Silver Sneakers program is also available to those that are 65 or older and have a qualifying plan. Our new Silver and Fit Program is also available for those that qualify. Take advantage of these great programs and enjoy free use of the fitness room and a range of fitness classes.

4. Silver Sneakers class offered.

The Community Center now offers Yoga Stretch. Come join instructor Donna Keiffer on Monday's and Wednesday's at 9:30. If you are just starting a fitness routine this is a great place to start. After the Yoga Stretch class stay and enjoy the Classic Silver Sneakers exercise class at 10:30 Monday's and Wednesday's. On Tuesday and Thursday join us for the Cardio Circuit class at 9:30. This class is one step up from the Classic class. We will find a way to get you started on lowering your blood pressure, lowering your cholesterol, preventing osteoporosis and provide a boost of energy to complete your day. Take the first step towards a healthy lifestyle. We can help! **There will be no classes on December 24th or the week of the 29th-1st.**

5. Pickleball

Come try pickleball on Tuesday nights free of charge from 5-7 p.m. Court and equipment rental is also available Tuesday and Thursday afternoons from 1-3 for \$10 per hour.

6. Yoga

Gail teaches Yoga at the Community Center on Tuesday mornings at 10:00 a.m.

7. AAA Driving Class

The AAA senior driving full course for new participants will be offered at the Community Center on Wednesday November 12th and Thursday the 13th from 9-1 each day. Contact the Center for more information.

8. Volleyball

Our fall volleyball League play starts at 6:15 and will end at 8:45 on Wednesday's. Come join us. Day passes are available for \$4.00.

9. Holiday Hours

The Community Center and Library will close at 3:00 on December 24th and December 31st for Christmas Eve and New Years Eve. Both facilities will be closed for Christmas and New Years Day.

10. Tree Drop off

Thanks to Waste Partners the Community Center will once again offer a place to dispose of your tree after Christmas.

**Kitchigami Regional Library System
Service Contract: City of Crosslake**

1. Parties to Agreement

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

2. Purpose of Agreement

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

3. Term of Agreement

This Agreement will be in place from 1 January 2015, provided that the agreement is signed by both parties and both parties have received signed copies through certified mail by 31 December 2014, through 31 December 2015. If the Agreement is not completed by 31 December 2014, it will be in force on the 1 day of the month following signatures and be in effect for 12 months from that date.

4. Scope of Services: KRLS

Kitchigami Regional Library System will provide the following services, beginning 1 January 2015, or the 1st day of the month following completion of the negotiation process:

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

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

5. Scope of Service: City of Crosslake

The City of Crosslake commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.

2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.

3. The Crosslake library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.

4. All KRLS policies and procedures for registration, interlibrary loan, intraregional loans, delivery and electronic services will be followed.

5. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

6. Agreement Administration

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

7. Amendments

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

8. Data Practices

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

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

9. Compliance with the Law

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

10. Audits

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

11. Cancellation, Default and Remedies

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

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

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

12. Notices

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

To the city:

Designated Representative

To the KRLS Library Board:

Designated Representative

Marian F. Ridge, Director
Kitchigami Regional Library System
P.O. Box 84
Pine River, MN 56474

Signatures


Chair, Kitchigami Regional Library Board

Date: 11-20-2014

Date: _____

Mayor, City of Crosslake

RESOLUTION NO. 14-_____

CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION VACATING PROPERTY

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

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

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

That certain property described as follows is hereby vacated:

Part of Manhattan Boulevard as dedicated in the plat of Manhattan Beach (a Replat of Twin Beach), according to the recorded plat thereof, Crow Wing County, Minnesota, lying southerly of Lots 9 and 10, Block 2 said plat and northerly of the following described line: Beginning at the southeast corner of said Lot 9 and assuming the south line of said Lot 9 bears South 77 degrees 44 minutes 49 seconds West, thence south 62 degrees 52 minutes 21 seconds West 89.72 feet, thence northwesterly 85.53 feet along a tangential curve concave to the northeast having a radius of 55.00 feet and a central angle of 89 degrees 05 minutes 55 seconds; thence north 28 degrees 01 minute 44 seconds west tangent to said curve 11.81 feet, more or less, to the west line of said Lot 10 and said described line there terminating.

The City, however, shall reserve an easement over the entire area now vacated for utility and trail purposes only, as long as any future utility line or trail does not conflict with the location of the garage now located within said real estate.

Dated at Crosslake, Minnesota, this 8th day of December, 2014.

CITY OF CROSSLAKE, MINNESOTA

By _____
Its Mayor

ATTEST:

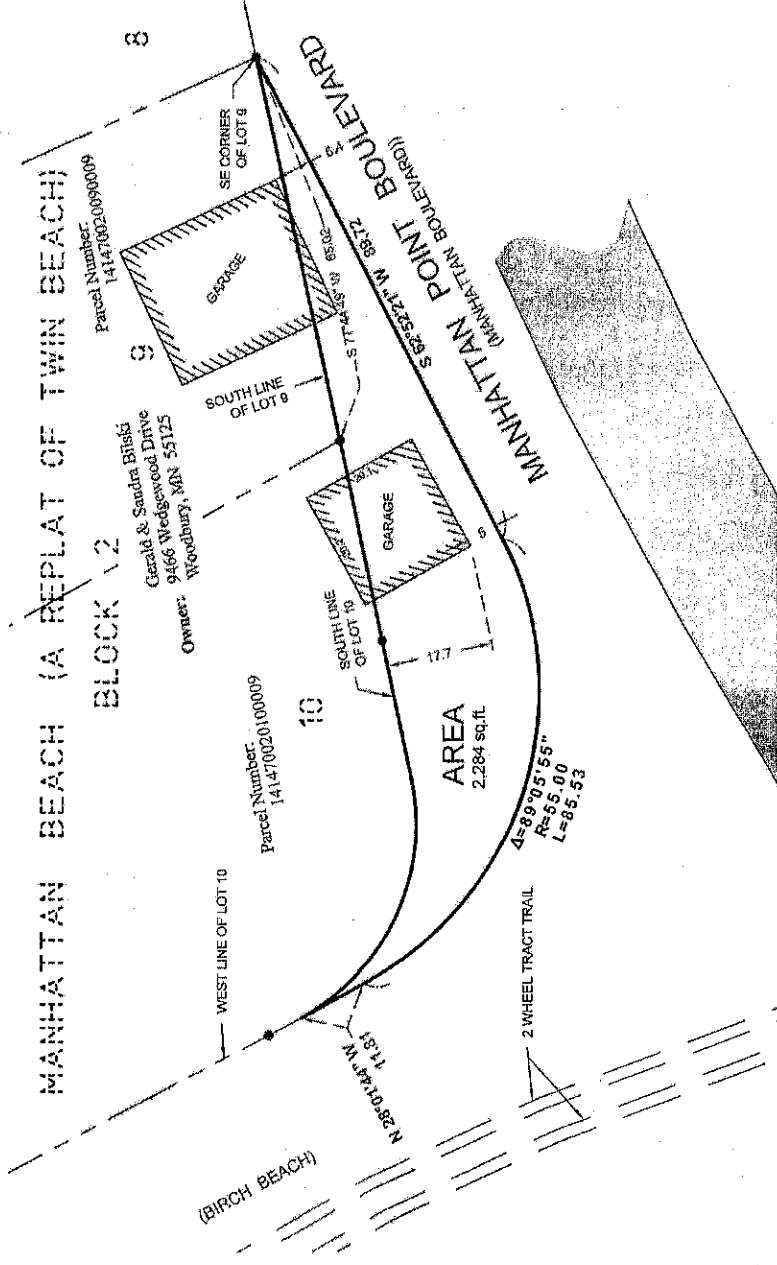
City Clerk

SKETCH OF DESCRIPTION

PART OF MANHATTAN POINT BOULEVARD,
 MANHATTAN BEACH (A REPLAT OF TWIN BEACH),
 SECTION 6, TOWNSHIP 137 NORTH, RANGE 27 WEST,
 CROW WING COUNTY, MINNESOTA

MANHATTAN BEACH (A REPLAT OF TWIN BEACH)

BLOCK 12



PROPOSED DESCRIPTION

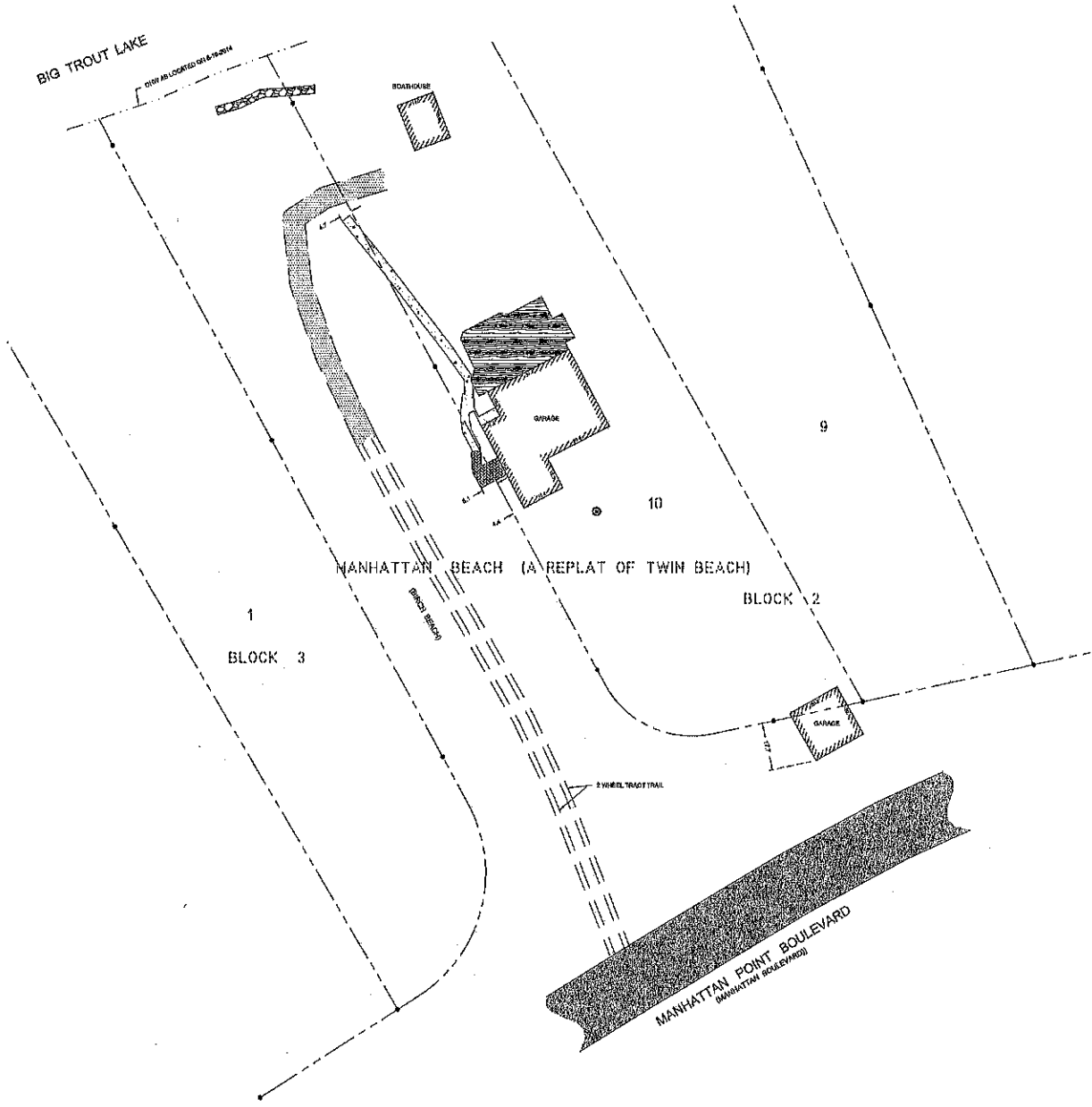
Road vacation over part of Manhattan Boulevard as dedicated in the plat of MANHATTAN BEACH (A REPLAT OF TWIN BEACH), according to the recorded plat thereof, Crow Wing County, Minnesota, lying southerly of Lots 9 and 10, Block 2 said plat and northerly of the following described line: Beginning at the southeast corner of said Lot 9 and assuming the south line of said Lot 9 bears South 77 degrees 44 minutes 49 seconds West; thence South 62 degrees 52 minutes 21 seconds West 89.72 feet; thence northwesterly 85.93 feet along a tangential curve concave to the northeast having a radius of 55.00 feet and a central angle of 89 degrees 05 minutes 55 seconds; thence North 28 degrees 01 minute 44 seconds West tangent to said curve 11.81 feet, more or less, to the west line of said Lot 10 and said described line there terminating.

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF LOT 9 TO HAVE AN ASSUMED BEARING OF S 77°44'49" W.

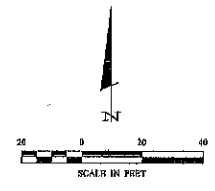
• DENOTES MONUMENT FOUND

PROJECT NO.	10873	DATE	08-17-14
PROJECT NAME	MANHATTAN BEACH (A REPLAT OF TWIN BEACH)	OWNER	Gerald & Sandra Bilski
PREPARED BY	PLATTING	SCALE	AS SHOWN
CHECKED BY	PLATTING	DATE	08-17-14
APPROVED BY	PLATTING	DATE	08-17-14
DESCRIPTION	MANHATTAN BEACH (A REPLAT OF TWIN BEACH)		
REVISIONS			

SKETCH OF SURVEY



- LEGEND**
- DENOTES ROOF OF EXISTING CONCRETE
 - DENOTES ROOF OF EXISTING GRAVEL
 - DENOTES ROOF OF EXISTING ASPHALT
 - DENOTES ROOF OF EXISTING PAVING STONES
 - DENOTES ROOF OF EXISTING WOOD DECK
 - DENOTES EXISTING WELL
 - DENOTES MONUMENT RECORD



SKETCH OF SURVEY Gerald Bilski 9466 Welchwood Drive Woodbury, MN 55125	PROJECT MANAGER: CMH	PROJECT NO.: 10267-1	DATE: 6-20-14	REVISIONS DATE DESCRIPTION BY	I HEREBY CERTIFY THAT THIS SURVEY, PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.	50126 Old Highway #371 Suite 2 P. O. Box 814 Forest Lake, MN 55472 Phone: 612-85-6849 www.southernsurvey.com
	CHECKED BY: CMH	FILE NAME: SK10267-1.dwg	PLOT DATE: 11-20-14	DATE: _____ DESCRIPTION: _____ BY: _____		
DRAWN BY: RLP	TITLE BLOCK: BOOK 423, PG. 04	VERT: NONE	DATE: _____ DESCRIPTION: _____ BY: _____	WITHIN A FIVE FOOTER L.S. NO. _____		COPY

