

B. 1.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JANUARY 9, 2017  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, January 9, 2017. The following Council Members were present: Mayor Patty Norgaard, Gary Heacox, Dave Nevin, Dave Schrupp, and Brad Nelson. Also present were City Administrator/Consultant Dan Vogt, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Rec. Director Jon Henke, Police Chief Bob Hartman, Land Services Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Mark Hallan, Northland Press Reporter Kate Perkins, and Echo Publishing Reporter Theresa Bourke. There were approximately sixteen people in the audience.

**A. CALL TO ORDER** – Mayor Norgaard called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 01R-01-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. ORGANIZATIONAL MEETING APPOINTMENTS –**

1. MOTION 01R-02-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO APPOINT GARY HEACOX AS ACTING MAYOR AS RECOMMENDED BY MAYOR NORGAARD. MOTION CARRIED WITH ALL AYES.
2. MOTION 01R-03-17 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO APPOINT THE MAYOR AND FINANCE DIRECTOR/TREASURER AS EX OFFICIO MEMBERS TO THE FIRE RELIEF ASSOCIATION. MOTION CARRIED WITH ALL AYES.
3. MOTION 01R-04-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY DAVE NEVIN TO APPROVE THE SCHEDULE OF REGULAR COUNCIL MEETINGS ON THE 2<sup>ND</sup> MONDAY OF THE MONTH AT 7:00 P.M. MOTION CARRIED WITH ALL AYES.
4. MOTION 01R-05-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY DAVE NEVIN TO APPOINT THE NORTHLAND PRESS AS THE CITY'S OFFICIAL NEWSPAPER. A discussion ensued whether the City should contract with both the Northland Press and Echo Journal. The cost would be approximately \$6,000 more per year. MOTION CARRIED WITH ALL AYES. Patty Norgaard introduced Theresa Bourke as the Echo Journal's local reporter for Crosslake.
5. The City received a letter dated January 4, 2017 from WSN regarding a year-end recap of 2016 projects and proposed rates for 2017. A lengthy discussion ensued regarding whether the City should obtain proposals from other firms. Brad Nelson suggested hiring an engineer on an on-call basis. Dave Schrupp stated that it is difficult to compare rates because companies use price ranges and different level staff for projects. Attorney Person stated that the Council could ask for more proposals but that they should appoint an engineer so that staff has a person to consult with on a daily basis. Dave Schrupp agreed with the attorney and suggested getting proposals from engineers for each major project because it is easier to compare cost at that time. Dave Nevin stated that he is not satisfied

with WSN services because of an issue with the Community Center's roof. MOTION 01R-06-17 WAS MADE BY DAVE NEVIN AND SECONDED BY BRAD NELSON TO SEND A REQUEST FOR PROPOSALS AND TABLE THE MATTER UNTIL THE FEBRUARY MEETING. MOTION CARRIED 3-2 WITH SCHRUPP AND NORGAARD OPPOSED.

6. MOTION 01R-07-17 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPOINT THE FOLLOWING MEMBERS TO THE COMMISSIONS: PUBLIC WORKS COMMISSION TIM BERG - APPOINTMENT TO 2<sup>ND</sup> - 3 YEAR TERM TO EXPIRE 1/31/20 AND DALE MELBERG - APPOINTMENT TO 1<sup>ST</sup> - 3 YEAR TERM TO EXPIRE 1/31/20, PLANNING AND ZONING COMMISSION AARON HERZOG - APPOINTMENT TO 2<sup>ND</sup> - 3 YEAR TERM TO EXPIRE 1/31/20 AND JOEL KNIPPEL - APPOINTMENT TO 2<sup>ND</sup> - 3 YEAR TERM TO EXPIRE 1/31/20, ECONOMIC DEVELOPMENT AUTHORITY JO SMITH - APPOINTMENT TO 1<sup>ST</sup> - 6 YEAR TERM, STEVE ROE - APPOINTMENT TO FILL VACANCY EXPIRING 1/31/18, PATTY NORGAARD - APPOINTMENT OF REQUIRED CITY COUNCIL TERM TO EXPIRE 1/31/20, AND GARY HEACOX - APPOINTMENT OF REQUIRED CITY COUNCIL TERM TO EXPIRE 1/31/21. MOTION CARRIED WITH ALL AYES.
7. MOTION 01R-08-17 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING COUNCIL LIAISON APPOINTMENTS: BUILDING AND GROUNDS - DAVE NEVIN, ECONOMIC DEVELOPMENT AUTHORITY - PATTY NORGAARD AND GARY HEACOX, PARK & RECREATION/LIBRARY - BRAD NELSON, PERSONNEL COMMITTEE - PATTY NORGAARD, DAVE SCHRUPP, AND FINANCE DIRECTOR/TREASURER, PLANNING AND ZONING - DAVE NEVIN, PUBLIC SAFETY - PATTY NORGAARD, FIRE CHIEF, POLICE CHIEF, CITY ADMINISTRATOR/CONSULTANT, PUBLIC WORKS/CEMETERY/SEWER - DAVE SCHRUPP, RECYCLING - GARY HEACOX, EMERGENCY MANAGEMENT DIRECTOR - BOB HARTMAN. MOTION CARRIED WITH ALL AYES.

**C. CONSENT CALENDAR - MOTION 01R-09-17 WAS MADE BY BRAD NELSON AND SECONDED BY DAVE SCHRUPP TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:**

1. PUBLIC INFORMATION MEETING MINUTES OF DECEMBER 12, 2016
2. REGULAR COUNCIL MEETING MINUTES OF DECEMBER 12, 2016
3. CITY - MONTH END REVENUE REPORT DATED DECEMBER 2016
4. CITY - MONTH END EXPENDITURES REPORT DATED DECEMBER 2016
5. DECEMBER 2016 BUDGET TO ACTUAL ANALYSIS
6. PLEGGED COLLATERAL REPORT DATED DECEMBER 31, 2016
7. CROW WING COUNTY CITY OFFICERS AND BOND CERTIFICATE INFORMATION FORM
8. LEAGUE OF MN CITIES LIABILITY COVERAGE WAIVER FORM
9. LEAGUE OF MN CITIES INSURANCE TRUST PROPERTY/CASUALTY 2016 DIVIDEND INFORMATION

10. OFFICIAL DEPOSITORIES – (FRANSEN BANK, BLACKRIDGE BANK, FIRST NATIONAL BANK, 4M FUND)
11. DESIGNATE SIGNATORIES ON CITY CHECKING AND SAVINGS ACCOUNTS – (MAYOR, ACTING MAYOR, FINANCE DIRECTOR/TREASURER, AND CITY CLERK)
12. APPOINTMENT OF LEGAL SERVICES
  - A. CIVIL (BREEN & PERSON)
  - B. LABOR (JOHNSON, KILLEN & SEILER)
  - C. PROSECUTING (MALLIE)
  - D. BOND COUNSEL (BRIGGS & MORGAN)
  - E. BOND ADVISOR (DAVID DROWN ASSOCIATES)
13. APPROVE 2017 MILEAGE REIMBURSEMENT RATE (CURRENT IRS AMOUNT IS \$0.535)
14. APPROVE WEED INSPECTOR – (MAYOR NORGAARD)
15. APPROVE ASSISTANT WEED INSPECTOR – (TED STRAND)
16. POLICE REPORT FOR CROSSLAKE – DECEMBER 2016
17. POLICE REPORT FOR MISSION TOWNSHIP – DECEMBER 2016
18. 2016 ANNUAL POLICE REPORT FOR CROSSLAKE
19. 2016 ANNUAL POLICE REPORT FOR MISSION TOWNSHIP
20. FIRE DEPARTMENT REPORT – DECEMBER 2016
21. NORTH MEMORIAL AMBULANCE REPORT – DECEMBER 2016
22. PLANNING AND ZONING MONTHLY STATISTICS
23. PLANNING AND ZONING COMMISSION MEETING MINUTES OF NOVEMBER 23, 2016
24. CROSSLAKE ROLL-OFF RECYCLING REPORT FOR DECEMBER 2016
25. WASTE PARTNERS RECYCLING REPORT FOR NOVEMBER 2016
26. MEMO DATED 1/4/17 FROM CITY CLERK RE: GROUP TRANSIENT MERCHANT PERMIT FOR MISSION OF THE CROSS LUTHERAN CHURCH
27. CROSSLAKE IDEAL LIONS CLUB CONTRIBUTION REPORT FOR 2016
28. BILLS PAID FROM 12/13/16 TO 12/31/16 IN THE AMOUNT OF \$43,781.20
29. RESOLUTION NO. 17-01 APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS ON COUNTY ROAD 16
30. BILLS FOR APPROVAL IN THE AMOUNT OF \$562,869.99, AND
31. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$28,692.75  
MOTION CARRIED WITH ALL AYES.

**D. CRITICAL ISSUES –**

1. Cindy Myogeto of the Chamber addressed the Council and introduced the Winterfest Chair Jess Eide and St. Patrick's Day Chair Laura Stromberg. Jess Eide reported that the Winterfest will be held February 2-4 and thanked City staff for help with the event. MOTION 01R-10-17 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO APPROVE THE PUBLIC TASTING OF SOUP IN THE CITY OF CROSSLAKE ON FEBRUARY 4, 2017. MOTION CARRIED WITH ALL AYES.

Laura Stromberg reported that the St. Patrick's Day parade will take place on Saturday, March 18, 2017 as well as the 5K Clover Dash and hot air balloon rides. MOTION 01R-

11-17 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE THE USE OF CITY STREETS FOR THE PARADE AND RACE, TO ALLOW CITY EMPLOYEES TO HELP WITH CELEBRATION ACTIVITIES, AND TO ALLOW THE CHAMBER TO CONDUCT A RAFFLE. MOTION CARRIED WITH ALL AYES.

**E. MAYOR'S REPORT –**

1. Mayor Norgaard read a proclamation commemorating January 22-28, 2017 as City of Crosslake School Choice Week. Crosslake Community School Director Todd Lyscio accepted the proclamation from Council Member Dave Nevin.
2. Mayor Norgaard reminded the public that Council meetings are aired on Channel 12 and YouTube, and that minutes, council packets and agendas are posted on the City's website. Mayor Norgaard announced that she will have office hours at City Hall from 12:00 P.M. to 4:30 P.M. on Wednesdays and that she will have a monthly article in both the Northland Press and Echo Journal.

**F. CITY ADMINISTRATOR'S REPORT**

1. MOTION 01R-12-17 WAS MADE BY BRAD NELSON AND SECONDED BY DAVE NEVIN TO APPROVE THE REVISIONS TO THE EMPLOYEE HANDBOOK. Dan Vogt noted that the minor changes included the removal of references to Crosslake Communications and several redundancies. Dave Schrupp asked why language regarding "at will employees" was removed. Dan Vogt replied that the reference to "at will employees" was printed in the book multiple times and that it remained printed on page 34. The handbook does not override letters of hire. MOTION CARRIED WITH ALL AYES.
2. The Council reviewed a memo dated January 5, 2017 from Dan Vogt regarding the addition of a severance benefit for non-contract employees. The current policy for accumulated sick leave over 800 hours states that 75% go into a deferred sick leave account which is paid out when the employee leaves service with the City. The recommendation from Mr. Vogt and staff would be to switch to a payout system to a Health Care Savings Plan (HCSP) for the unused hours below the 800 hour cap upon retirement. For hours over the cap, 50% of the excess would be paid to the HCSP. Mr. Vogt stated that this policy could be an incentive for employees to come to work and accumulate sick time because hours below the 800 cap would be paid out at retirement. MOTION 01R-13-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO APPROVE THE PROPOSED SEVERANCE BENEFIT AS PRESENTED. MOTION CARRIED WITH ALL AYES.
3. Dan Vogt reminded the Council that State Statute requires that in order for the City to hold the Local Boards of Appeal and Equalization meeting, at least one member needs to have completed the required training and be in attendance at the meeting. Gary Heacox has completed the training, however, the County encourages more members to be trained in case the trained member is unavailable for the meeting. If the City does not comply, the right to a local board will be transferred to the County for the following assessment year.

4. MOTION 01R-14-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE GROUP TRANSIENT MERCHANT PERMIT FOR THE CHAMBER OF COMMERCE. MOTION CARRIED WITH ALL AYES.

## **G. COMMISSION REPORTS**

### **1. PLANNING AND ZONING**

- a. Jon Kolstad gave a summary of permits issued in 2016. 250 zoning permits were issued which was an 11% increase from 2015. A total of 14 enforcement violations, 4 of which carried over from 2015, were closed and none are pending. 94 storm water permits were issued. Of the 151 septic inspections conducted in 2016, only 3 were failing. Jon Kolstad conducted 617 site visits. Staff held 28 development review team meetings with property owners seeking a variance or CUP. 16 of those property owners moved forward with their request and 12 decided to change their plans.

Jon Kolstad reminded the Council that a joint meeting with the Planning and Zoning Commission was scheduled for January 26<sup>th</sup> at 10:00 A.M. Agenda items include review of the accessory structure, controlled access, and camper ordinances, expected role of county staff, and update of the wastewater treatment plant.

### **2. PARK AND RECREATION/LIBRARY**

- a. Jon Henke gave an update on Community Center activities including K-12 basketball, bunco club, dog park committee, full court basketball, children's playtime, AAA driving classes, and Knights of Columbus free throw competition.

Jon Henke reported that the Park Department would like to purchase equipment to pull the cross-country trail groomer. Currently the park is using the Fire Department's Ranger for grooming trails. Mr. Henke and staff test drove a 2015 factory demo diesel Ranger which was on sale for less than \$20,000. The machine did not perform well. Staff is requesting authorization for the use of \$20,500 in Park Capital Outlay funds from the 2017 Budget to go towards the purchase of a 2017 Ranger priced at approximately \$26,000. Mr. Henke has requested donations from PAL and the Lions to cover the additional \$5,500. The tracked unit would be converted back to a wheeled unit in the spring and be utilized to conduct trail tours on Wednesdays throughout the summer. MOTION 01R-15-17 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE THE PURCHASE OF A 2017 POLARIS RANGER 900 XP EPS AT A COST NOT TO EXCEED \$26,000 CONTINGENT ON RECEIVING \$5,500 IN DONATIONS. MOTION CARRIED WITH ALL AYES.

MOTION 01R-16-17 WAS MADE BY DAVE NEVIN AND SECONDED BY BRAD NELSON TO APPROVE THE CONSTRUCTION OF BOOK SHELVES IN MEETING ROOM 3 OF THE COMMUNITY CENTER FOR THE PURPOSE OF HOLDING LIBRARY BOOKS TO BE SOLD PERIODICALLY THROUGHOUT THE YEAR. It was noted that the room will not lose any space due to the shelving. MOTION CARRIED WITH ALL AYES.

Jon Henke reported that he is working with Paul Dorweller to create a micro airplane club at the Community Center. The club would meet in the gym on Tuesdays from 10:30-11:30 A.M. The planes weigh less than 2 pounds and are battery operated. Liability waivers will be required from the participants and the cost will be \$11 per hour for the use of the gym. MOTION 01R-17-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO APPROVE THE ESTABLISHMENT OF A MICRO PLANE CLUB AS RECOMMENDED BY THE PARK DEPARTMENT. MOTION CARRIED WITH ALL AYES.

**H. CITY ATTORNEY REPORT** – Attorney Person reported that he received a notice of a campaign finance violation. Anyone with questions can contact the City Clerk. It would be the Council’s decision whether to press charges.

**I. OLD BUSINESS** – None.

**J. NEW BUSINESS** – Gary Heacox reported that he would not be in attendance at the next regular meeting in February.

Dan Vogt reported that Council received ballots from NJPA and encouraged the Council to send in ballots to vote for NJPA Board Members.

**K. PUBLIC FORUM** – Mark Lafon of 13058 Happy Cove Road addressed the Council and stated that he was not in favor of the Public Forum being at the end of the agenda. Mr. Lafon asked that the Mayor announce which Council Member made a motion. He also stated that he was not in favor of the proposed severance policy and that the Park Department should have been able to obtain a Ranger for less money.

**L. CLOSED SESSION** – Pursuant to M.S. 13D, Subd. 3b subject to attorney client privilege to discuss pending litigation/settlement information, MOTION 01R-18-17 WAS MADE BY DAVE NEVIN AND SECONDED BY BRAD NELSON TO MOVE INTO CLOSED SESSION AT 8:33 P.M. MOTION CARRIED WITH ALL AYES. The closed session convened at 8:36 P.M.

**M. ADJOURN** - The Council resumed the open session and MOTION 01R-19-17 WAS MADE BY BRAD NELSON AND SECONDED BY DAVE SCHRUPP TO ADJOURN THE MEETING AT 9:40 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson  
City Clerk  
City Clerk/Minutes/1-9-17

B.2.

SPECIAL JOINT COUNCIL MEETING  
WITH PLANNING AND ZONING COMMISSION  
CITY OF CROSSLAKE  
THURSDAY, JANUARY 26, 2017  
10:00 A.M. – CITY HALL

The Council for the City of Crosslake met in a Special Joint Session with the Planning and Zoning Commission on January 26, 2017. The following Council Members were present: Mayor Patty Norgaard, Gary Heacox, Brad Nelson, Dave Schrupp and Dave Nevin. The following Commission Members were present: Aaron Herzog, Matt Kuker, Joel Knippel, Mark Wessels, and Mark Lafon. Also present were Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Crow Wing County Land Service Supervisor Chris Pence, Land Services Specialist Jon Kolstad, Customer Service Specialist II Cheryl Stuckmayer, City Attorney Brad Person, Northland Press Report Kate Perkins, and Echo Journal Reporter Theresa Bourke. There were three people in the audience.

1. Mayor Norgaard called the Special Council Meeting to order at 10:00 A.M. The Pledge of Allegiance was recited.
2. MOTION 1SP1-01-17 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO APPROVE THE APPLICATION FOR DISPLAY OF FIREWORKS FROM HOLLYWOOD PYROTECHNICS, INC AT THE WINTERFEST ON FEBRUARY 3, 2017 AND TO AUTHORIZE THE MAYOR AND FIRE CHIEF TO SIGN APPLICATION. MOTION CARRIED WITH ALL AYES.
3. Planning and Zoning Commission Chair Aaron Herzog called the Planning and Zoning Meeting to order at 10:02 A.M.
4. a. Aaron Herzog reported that the Commission has had some issues with the ordinance interpretation of accessory structures and would like to receive feedback from the Council whether changes to the ordinance are needed. Areas of concern included structure size, structure height, structure quantity per parcel, structure architectural standards, and lot size. A lengthy discussion ensued regarding the current standards and suggestions on what could be improved. The Planning and Zoning Commission recently approved a variance allowing a 1515-foot accessory structure rather than the 1200 foot maximum with an agreement restricting the number of accessory buildings to one. If a parcel is large enough, a property owner could have several 1200 foot structures. Mr. Herzog suggested that the size of an accessory structure could be dependent on the size of the parcel.

Dave Nevin suggested that the height of pole barns built on lake lots not exceed the main cabin height and that all buildings on a lot be the same color. Some property owners build accessory structures before the main dwelling. Attorney Person stated that some cities require a certain building order: primary first, then garage, then accessory building. Chris Pence asked if it was reasonable to require property owners to change the colors of all the buildings if a shed is added several years later. Color is subjective and difficult to enforce. Brad Nelson did not think color of buildings was a widespread issue and was not

in favor of telling property owners what their property should look like. Gary Heacox agreed that color should not be regulated. Patty Norgaard noted that the MN Design Team surveys showed that people wanted Crosslake to have an “up north feel and natural environment.” The Mayor stated that property values could be affected by the appearance of their neighbor’s property. Mark Wessels agreed with Brad Nelson and stated that builders in the area try to guide their customers with quality suggestions because they don’t want their name associated with ugly.

Aaron Herzog noted that another recent issue at the commission was when a property owner excavated the lakeside of the property and added a patio without full disclosure. Although staff asks for elevations during the permitting process, it is not required by the ordinance. It was the consensus of the members to have staff/commission change the language in the ordinance to require elevations in the permit application and to base the accessory size on the lot size and to bring the suggestions back to the Council.

Public Works Director Ted Strand arrived at 10:30 A.M.

- b. The issue of controlled access lots was raised in November 2016 when a property owner complained that his neighbor listed his off-lake home for sale with the amenity of having “lake access.” The neighbor purchased a lake home in the same development as the off-lake home and offered the buyer of the off-lake home a 20’ easement on his new lot on the lake with a new dock. Attorney Person explained that the City does not control easements and that easements are not the same as controlled accesses. The City does not control the number of docks on a property and that determining who was using the docks would be difficult. Chris Pence stated that neighbors are the best resource for reporting violations. It was the consensus of the members to direct staff to add language to the ordinance restricting formal easements to lake accesses.
  - c. Jon Kolstad reported that the current ordinance requires property owners to have a dwelling or permit to build a dwelling before a tent or camper could be put on any parcel. Use of a tent or camper is limited to 14 days per year. A person with a 40-acre lot with no dwelling would not be allowed to camp there. Suggested changes to this ordinance included restricting this rule to shoreland lots and imposing setbacks for tents and campers on other lots. It was the consensus of the members to direct staff to make changes to this ordinance.
5. Ted Strand gave an update on the wastewater treatment plant improvements. At this time there are no plans to expand the service area. Dave Schrupp reported that the plant needs to be repaired and automated so that high flows in the summer and on holidays can be handled by spreading the flow out over a 24-hour period. The addition of an equalization basin will do this. Brad Nelson stated that the need for upgrades is immediate.

Ted Strand stated that the Mayor has charged him with researching sanitary sewer districts for other highly populated areas of the City. The City could require a septic compliance every three years. Dave Schrupp noted that the upgrades to the sewer plant could include the ability to accept and treat waste from private haulers. This could increase sewer revenue. When

asked, Ted Strand stated that staff prefers the proposal from Bolton & Menk to complete the upgrade.

Gary Heacox left the meeting at 11:10 A.M.

6. Aaron Herzog noted that the Planning and Zoning Commission has three alternate members. These members rarely attend meetings. Mr. Herzog suggested that a requirement be added that all members must attend meetings at least two times per year. Attendance keeps members up to date with current issues. Dave Nevin asked if the Council Liaison could fill in when a quorum is not present. Attorney Person stated that the ordinance could be changed to add these suggestions.
7. Aaron Herzog asked if a representative from the Planning and Zoning Commission could attend WAPOA meetings. Attorney Person stated that the Commission would need to appoint a person and that the representative would not be able to speak for the City or the Commission. WAPOA members could be invited to attend the Planning and Zoning meetings. Staff sends WAPOA a meeting packet so that they are aware of the upcoming agendas.
8. Aaron Herzog commended the Planning and Zoning staff for their skills and suggested that they take a larger role in the City by attending other commission meetings. Chris Pence replied that they can attend other meetings when needed, however, summer is a very busy time. Advance notice would be required.
9. AARON HERZOG ADJOURNED THE PLANNING AND ZONING COMMISSION MEETING AT 11:35 A.M.
10. There being no further business at 11:35 A.M., A MOTION 1SP1-02-17 WAS MADE BY DAVE NEVIN AND SECONDED BY BRAD NELSON TO ADJOURN THE MEETING. AYES: ALL.

Respectfully submitted by,

Charlene Nelson  
City Clerk

City Clerk/Minutes/1-26-17

CITY OF CROSS LAKE

Month-End Revenue

Current Period: JANUARY 2017

SRC	SRC Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$3,005,707.00	\$0.00	\$0.00	\$3,005,707.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$112,467.00	\$0.00	\$0.00	\$112,467.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$122,533.00	\$0.00	\$0.00	\$122,533.00	0.00%
31800	Other Taxes	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
31900	Penalties and Interest DelTax	\$1,000.00	\$229.97	\$229.97	\$770.03	23.00%
32110	Alcoholic Beverages	\$16,000.00	\$0.00	\$0.00	\$16,000.00	0.00%
32111	Club Liquor License	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32112	Beer and Wine License	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
32180	Other Licenses/Permits	\$200.00	\$50.00	\$50.00	\$150.00	25.00%
33400	State Grants and Aids	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
33417	Police State Aid	\$33,000.00	\$0.00	\$0.00	\$33,000.00	0.00%
33418	Fire State Aid	\$38,000.00	\$0.00	\$0.00	\$38,000.00	0.00%
33419	Fire Training Reimbursement	\$0.00	\$500.00	\$500.00	-\$500.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33422	PERA State Aid	\$2,979.00	\$0.00	\$0.00	\$2,979.00	0.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33650	Recycling Grant	\$29,200.00	\$29,200.00	\$29,200.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$20.00	\$20.00	\$180.00	10.00%
34010	Sale of Maps and Publications	\$30.00	\$0.00	\$0.00	\$30.00	0.00%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$28,000.00	\$775.00	\$775.00	\$27,225.00	2.77%
34104	Plat Check Fee/Subdivision Fee	\$1,000.00	\$2,250.00	\$2,250.00	-\$1,250.00	225.00%
34105	Variances and CUPS/IUPS	\$8,800.00	\$1,000.00	\$1,000.00	\$7,800.00	11.36%
34106	Sign Permits	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34107	Assessment Search Fees	\$800.00	\$5.00	\$5.00	\$795.00	0.63%
34108	Zoning Misc/Penalties	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34109	Zoning Reimb Eng/Legal/Survey	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$4,000.00	\$250.00	\$250.00	\$3,750.00	6.25%
34113	Landscape License Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34114	Zoning Map/Ordinance Amendment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34201	Fire Department Donations	\$200.00	\$3,500.00	\$3,500.00	-\$3,300.00	1750.00%
34202	Fire Protection and Calls	\$31,250.00	\$0.00	\$0.00	\$31,250.00	0.00%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34210	Police Contracts	\$48,000.00	\$0.00	\$0.00	\$48,000.00	0.00%
34211	Police Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34300	E911 Signs	\$1,000.00	\$100.00	\$100.00	\$900.00	10.00%
34700	Park & Rec Donation	\$300.00	\$0.00	\$0.00	\$300.00	0.00%

B.3

CITY OF CROSS LAKE

Month-End Revenue

Current Period: JANUARY 2017

SRC	SRC Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$200.00	\$60.00	\$60.00	\$140.00	30.00%
34740	Park Concessions	\$500.00	\$44.00	\$44.00	\$456.00	8.80%
34741	Gen Gov t Concessions	\$100.00	\$42.24	\$42.24	\$57.76	42.24%
34742	Park Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34743	Public Works Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34744	Fire Department Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34750	CCC/Park User Fee	\$3,800.00	\$77.00	\$77.00	\$3,723.00	2.03%
34751	Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
34760	Library Cards	\$1,300.00	\$45.00	\$45.00	\$1,255.00	3.46%
34761	Library Donations	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34762	Library Copies	\$300.00	\$12.30	\$12.30	\$287.70	4.10%
34763	Library Events	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34764	Library Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
34765	Summer Reading Program	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34769	PAL Foundation - Park	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
34770	Silver Sneakers	\$6,000.00	\$586.00	\$586.00	\$5,414.00	9.77%
34790	Park Dedication Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34800	Tennis Fees	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.00%
34801	Recreational-Program	\$10,000.00	\$20.00	\$20.00	\$9,980.00	0.20%
34802	Softball/Baseball Fees	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.00%
34803	Recreation-Misc. Receipts	\$1,200.00	\$16.00	\$16.00	\$1,184.00	1.33%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$2,580.00	\$2,580.00	\$27,420.00	8.60%
34807	Volleyball Fees	\$500.00	\$24.00	\$24.00	\$476.00	4.80%
34808	Silver and Fit	\$10,000.00	\$1,089.00	\$1,089.00	\$8,911.00	10.89%
34809	Soccer Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34810	Pickle Ball	\$0.00	\$619.00	\$619.00	-\$619.00	0.00%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
34941	Cemetery Openings	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
34942	Cemetery Other	\$450.00	\$0.00	\$0.00	\$450.00	0.00%
34950	Public Works Revenue	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
34953	Recycling Revenues	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
35100	Court Fines	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
35103	Library Fines	\$600.00	\$72.00	\$72.00	\$528.00	12.00%
35105	Restitution Receipts	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
36200	Miscellaneous Revenues	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36201	Misc Reimbursements	\$0.00	\$1,575.39	\$1,575.39	-\$1,575.39	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$6,000.00	\$6,000.00	-\$1,000.00	120.00%
36210	Interest Earnings	\$3,000.00	\$770.09	\$770.09	\$2,229.91	25.67%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Sunrise Isl 11.	\$7,799.00	\$0.00	\$0.00	\$7,799.00	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$2,003.00	\$0.00	\$0.00	\$2,003.00	0.00%
36256	Andys Parking Lot Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36257	Andys Parking Lot Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38050	Telephone Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: JANUARY 2017

SRC	SRC Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
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%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$1,595,500.00	\$0.00	\$0.00	\$1,595,500.00	0.00%
39330	Proceeds from Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$5,256,538.00	\$51,511.99	\$51,511.99	\$5,205,026.01	0.98%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31001		\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31301	1999 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31302	1999 Series B Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31303	2001 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31304	2002 Series A 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%
31306	2003 Disposal System Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31307	2004 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31308	2006 Series B Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31309	2006 Series C Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$154,581.00	\$0.00	\$0.00	\$154,581.00	0.00%
31311	2015 GO Equip Certs 2015B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31312	Not Used	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31900	Penalties and Interest DelTax	\$0.00	\$81.64	\$81.64	-\$81.64	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Asses Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Asses Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36112	Sp Assess Int Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36116	Sp Assess Int Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36118	Sp Assess Int Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36122	Sp Assess Int Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36124	Sp Assess Int Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36125	Sp Assess Prin Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: JANUARY 2017

SRC	SRC Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
36126	Sp Assess Int Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36127	Sp Assess Prin Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36128	Sp Assess Int Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36129	Sp Assess Prin Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36130	Sp Assess Int Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36131	Sp Assess Prin Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36132	Sp Assess Int Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36133	Sp Assess Prin Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36134	Sp Assess Int Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36135	Sp Assess Prin Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36136	Sp Assess Int Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36137	Sp Assess Prin Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36138	Sp Assess Int Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36139	Sp Assess Prin Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36140	Sp Assess Int Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36141	Sp Assess Prin Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36142	Sp Assess Int Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36143	Sp Assess Prin Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36144	Sp Assess Int Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36145	Sp Assess Prin Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36146	Sp Assess Int Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36147	Sp Assess Prin PineBay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36148	Sp Assess Int Pine Bay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36149	Sp Assess Prin White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36150	Sp Assess Int White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36151	Sp Assess Prin Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36152	Sp Assess Int Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36153	Sp Assess Prin Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36154	Sp Assess Int Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36155	Sp Assess Prin Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36156	Sp Assess Int Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36157	Sp Assess Prin Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36158	Sp Assess Int Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36159	Sp Assess Prin Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36160	Sp Assess Int Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36161	Sp Assess Prin Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36162	Sp Assess Int Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36163	Sp Assess Prin Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36164	Sp Assess Int Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36165	Sp Assess Prin 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36166	Sp Assess Int 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36167	Sp Assess Prin Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36168	Sp Assess Int Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36169	Sp Assess Prin Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36170	Sp Assess Int Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36171	Sp Assess Prin Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36172	Sp Assess Int Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36173	Sp Assess Prin Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36174	Sp Assess Int Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36175	Sp Assess Prin Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36176	Sp Assess Int Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36177	Sp Assess Prin Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36178	Sp Assess Int Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: JANUARY 2017

SRC	SRC Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
36179	Sp Assess Prin Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36180	Sp Assess Int Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36181	Sp Assess Prin Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36182	Sp Assess Int Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36183	Sp Assess Prin Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36184	Sp Assess Int Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36185	Sp Assess Prin Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36186	Sp Assess Int Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36187	Sp Assess Prin Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36188	Sp Assess Int Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36189	Sp Assess Prin Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36190	Sp Assess Int Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36191	Sp Assess Prin Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36192	Sp Assess Int Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36193	Sp Assess Prin Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36194	Sp Assess Int Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36195	Sp Assess Prin ABC Dr 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36196	SpAssess Int ABC Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36197	SpAssess Prin Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36198	SpAssess Int Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36199	SpAssess Prin Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36236	SpAssess Prin East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36237	SpAssess Int East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36238	SpAssess Prin Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36239	SpAssess Int Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36240	SpAssess Prin Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36241	SpAssess Int Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36242	SpAssess Prin Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36243	SpAssess Int Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36244	Sp Assess Prin - Duck Lane	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36245	Sp Assess Int - Duck Lane	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36246	Sp Assess Prin - Sunset Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36247	Sp Assess Int - Sunset Drive	\$0.00	\$12.98	\$12.98	-\$12.98	0.00%
36248	Sp Assess Prin - Maroda Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36249	Sp Assess Int - Maroda Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36250	Sp Assess Prin - Johnie/Rober	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36251	Sp Assess Int - Johnie/Robert	\$0.00	\$5.72	\$5.72	-\$5.72	0.00%
36252	Sp Assess Prin - Brita/Pinevie	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36253	Sp Assess Int - Brita/Pineview	\$0.00	\$45.52	\$45.52	-\$45.52	0.00%
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%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39311	Proceeds-Wilderness GO Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39314	Proceeds-2001 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39315	Proceeds-2002 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: JANUARY 2017

SRC	SRC Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
39900	02 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301 DEBT SERVICE FUND		\$154,581.00	\$145.86	\$145.86	\$154,435.14	0.09%
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	\$500.00	\$55.43	\$55.43	\$444.57	11.09%
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		\$500.00	\$55.43	\$55.43	\$444.57	11.09%
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	\$11,000.00	\$0.00	\$0.00	\$11,000.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJE		\$11,000.00	\$0.00	\$0.00	\$11,000.00	0.00%
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%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: JANUARY 2017

SRC	SRC Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJEC		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39316	Proceeds-2003 Series A Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39317	Proceeds-2003 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31802	EDA Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34101	City Hall User Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36212	Restricted Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36220	Lease Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
FUND 503 EDA (REVOLVING LOAN)						
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$145.85	\$145.85	-\$145.85	0.00%
36211	Revolving Loan Interest	\$0.00	\$690.30	\$690.30	-\$690.30	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$0.00	\$836.15	\$836.15	-\$836.15	0.00%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	\$409.27	\$409.27	-\$409.27	0.00%
36104	Penalty & Interest	\$1,000.00	\$49.68	\$49.68	\$950.32	4.97%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: JANUARY 2017

SRC	SRC Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
36200	Miscellaneous Revenues	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37200	User Fee	\$237,060.00	\$19,575.55	\$19,575.55	\$217,484.45	8.26%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37500	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$217,805.00	\$0.00	\$0.00	\$217,805.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND		\$456,865.00	\$20,034.50	\$20,034.50	\$436,830.50	4.39%
FUND 614 TELEPHONE AND CABLE FUND						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$1,515.15	\$1,515.15	-\$1,515.15	0.00%
39105	Sales Proceeds - Crosslake Com	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$1,515.15	\$1,515.15	-\$1,515.15	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$0.00	\$0.00	\$221,000.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$18.74	\$18.74	-\$18.74	0.00%
37250	Sewer Connection Payments	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FU		\$223,000.00	\$18.74	\$18.74	\$222,981.26	0.01%
		\$6,114,984.00	\$74,117.82	\$74,117.82	\$6,040,866.18	1.21%

B.4.

CITY OF CROSS LAKE

Month End Expenditures

Current Period: JANUARY 2017

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,090.00	\$2,090.00	\$24,910.00	7.74%
122	FICA	\$2,066.00	\$159.91	\$159.91	\$1,906.09	7.74%
151	Workers Comp Insurance	\$83.00	\$0.00	\$0.00	\$83.00	0.00%
208	Instruction Fees	\$1,500.00	\$650.00	\$650.00	\$850.00	43.33%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
430	Miscellaneous	\$704.00	\$0.00	\$0.00	\$704.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41110 Council		\$33,003.00	\$2,899.91	\$2,899.91	\$30,103.09	8.79%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$86,875.00	\$6,688.72	\$6,688.72	\$80,186.28	7.70%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$26,000.00	\$0.00	\$0.00	\$26,000.00	0.00%
105	Part-time	\$1,125.00	\$0.00	\$0.00	\$1,125.00	0.00%
109	Secretary/Bookkeeper	\$62,119.00	\$4,807.30	\$4,807.30	\$57,311.70	7.74%
121	PERA	\$11,259.00	\$862.20	\$862.20	\$10,396.80	7.66%
122	FICA	\$11,484.00	\$816.26	\$816.26	\$10,667.74	7.11%
131	Employer Paid Health	\$31,882.00	\$2,656.80	\$2,656.80	\$29,225.20	8.33%
132	Employer Paid Disability	\$1,296.00	\$116.03	\$116.03	\$1,179.97	8.95%
133	Employer Paid Dental	\$2,344.00	\$186.00	\$186.00	\$2,158.00	7.94%
134	Employer Paid Life	\$134.00	\$11.20	\$11.20	\$122.80	8.36%
136	Deferred Compensation	\$1,300.00	\$100.00	\$100.00	\$1,200.00	7.69%
151	Workers Comp Insurance	\$1,352.00	\$0.00	\$0.00	\$1,352.00	0.00%
152	Health Savings Account Contrib	\$12,000.00	\$3,000.00	\$3,000.00	\$9,000.00	25.00%
200	Office Supplies	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
208	Instruction Fees	\$2,000.00	\$30.00	\$30.00	\$1,970.00	1.50%
210	Operating Supplies	\$1,500.00	\$20.00	\$20.00	\$1,480.00	1.33%
220	Repair/Maint Supply - Equip	\$3,834.00	\$0.00	\$0.00	\$3,834.00	0.00%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
322	Postage	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
331	Travel Expenses	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
334	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
413	Office Equipment Rental/Repair	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$850.00	\$0.00	\$0.00	\$850.00	0.00%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$3,063.00	\$0.00	\$0.00	\$3,063.00	0.00%
600	Principal	\$794.00	\$0.00	\$0.00	\$794.00	0.00%
610	Interest	\$70.00	\$0.00	\$0.00	\$70.00	0.00%
DEPT 41400 Administration		\$271,981.00	\$19,294.51	\$19,294.51	\$252,686.49	7.09%
DEPT 41410 Elections						
107	Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$28,000.00	\$0.00	\$0.00	\$28,000.00	0.00%
304	Legal Fees (Civil)	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
307	Legal Fees (Labor)	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
DEPT 41600 Audit/Legal Services		\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
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	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
200	Office Supplies	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
208	Instruction Fees	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
210	Operating Supplies	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$3,934.00	\$0.00	\$0.00	\$3,934.00	0.00%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
304	Legal Fees (Civil)	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
305	Legal/Eng - Developer/Criminal	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
314	Surveyor	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
320	Communications	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
322	Postage	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
331	Travel Expenses	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
332	Travel Expense- P&Z Comm	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
352	Filing Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
387	Septic Inspections	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$860.00	\$0.00	\$0.00	\$860.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
470	Consultant Fees	\$205,448.00	\$0.00	\$0.00	\$205,448.00	0.00%
500	Capital Outlay	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
600	Principal	\$794.00	\$0.00	\$0.00	\$794.00	0.00%
610	Interest	\$70.00	\$0.00	\$0.00	\$70.00	0.00%
DEPT 41910 Planning and Zoning		\$238,506.00	\$0.00	\$0.00	\$238,506.00	0.00%
DEPT 41940 General Government						
131	Employer Paid Health	\$1,993.00	\$1,329.00	\$1,329.00	\$664.00	66.68%
133	Employer Paid Dental	\$138.00	\$43.75	\$43.75	\$94.25	31.70%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
210	Operating Supplies	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$153.43	\$153.43	\$3,846.57	3.84%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
302	Architects Fees	\$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	\$0.00	\$800.00	0.00%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
354	Ordinance Codification	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
360	Insurance	\$26,500.00	\$0.00	\$0.00	\$26,500.00	0.00%
381	Electric Utilities	\$14,500.00	\$0.00	\$0.00	\$14,500.00	0.00%
383	Gas Utilities	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
384	Refuse/Garbage Disposal	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
385	Sewer Utility	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$707.50	\$8,892.50	7.37%
430	Miscellaneous	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
433	Dues and Subscriptions	\$3,500.00	\$224.00	\$224.00	\$3,276.00	6.40%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,650.00	\$0.00	\$0.00	\$1,650.00	0.00%
439	Emergency Mgmt Expense	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$10,500.00	\$0.00	\$0.00	\$10,500.00	0.00%
443	Sales Tax	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
444	Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
446	Animal Control	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
449	Cobra Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
451	Health Comm Program Expense	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
456	Fireworks	\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.00%
460	Fines/Fees Reimburse	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
470	Consultant Fees	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
490	Donations to Civic Org s	\$3,700.00	\$0.00	\$0.00	\$3,700.00	0.00%
493	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$36,000.00	\$0.00	\$0.00	\$36,000.00	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%
720	Operating Transfers	\$217,805.00	\$0.00	\$0.00	\$217,805.00	0.00%
DEPT 41940 General Government		\$408,436.00	\$2,457.68	\$2,457.68	\$405,978.32	0.60%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$79,604.00	\$6,100.68	\$6,100.68	\$73,503.32	7.66%
101	Assistant	\$67,347.00	\$5,161.90	\$5,161.90	\$62,185.10	7.66%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$25,000.00	\$3,406.13	\$3,406.13	\$21,593.87	13.62%
110	Tech 4	\$58,753.00	\$4,627.40	\$4,627.40	\$54,125.60	7.88%
112	Tech 5	\$58,681.00	\$4,429.69	\$4,429.69	\$54,251.31	7.55%
113	Tech 6	\$60,031.00	\$4,599.10	\$4,599.10	\$55,431.90	7.66%
121	PERA	\$56,605.00	\$4,588.65	\$4,588.65	\$52,016.35	8.11%
122	FICA	\$5,067.00	\$379.75	\$379.75	\$4,687.25	7.49%
131	Employer Paid Health	\$70,142.00	\$5,845.20	\$5,845.20	\$64,296.80	8.33%
132	Employer Paid Disability	\$2,710.00	\$241.87	\$241.87	\$2,468.13	8.93%
133	Employer Paid Dental	\$5,128.00	\$407.00	\$407.00	\$4,721.00	7.94%
134	Employer Paid Life	\$336.00	\$28.00	\$28.00	\$308.00	8.33%
136	Deferred Compensation	\$1,300.00	\$100.00	\$100.00	\$1,200.00	7.69%
140	Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
151	Workers Comp Insurance	\$16,128.00	\$0.00	\$0.00	\$16,128.00	0.00%
152	Health Savings Account Contrib	\$27,000.00	\$6,750.00	\$6,750.00	\$20,250.00	25.00%
200	Office Supplies	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
208	Instruction Fees	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.00%
212	Motor Fuels	\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00%
214	Auto Expense- 08 Ford	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
216	Auto Expense- 09 Ford	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
217	Auto Expense- 10 Ford	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
218	Auto Expense- 11 Ford	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
219	Auto Expense- 12 Dodge	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
220	Repair/Maint Supply - Equip	\$5,532.00	\$43.18	\$43.18	\$5,488.82	0.78%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Gerald	\$675.00	\$176.89	\$176.89	\$498.11	26.21%
259	Unif Erik/Joe	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
260	Unif Eric & Nate	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
261	Unif Jake/Jon/Leigh	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
264	Unif Bobby/Ron	\$675.00	\$0.00	\$0.00	\$675.00	0.00%
265	Unif & P/T Expense	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
283	Forfeiture Expenditures	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
304	Legal Fees (Civil)	\$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	\$2,800.00	\$0.00	\$0.00	\$2,800.00	0.00%
321	Communications-Cellular	\$5,400.00	\$0.00	\$0.00	\$5,400.00	0.00%
322	Postage	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
331	Travel Expenses	\$1,700.00	\$0.00	\$0.00	\$1,700.00	0.00%
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	\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.00%
413	Office Equipment Rental/Repair	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
430	Miscellaneous	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
433	Dues and Subscriptions	\$250.00	\$165.00	\$165.00	\$85.00	66.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
458	Undercover Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$10,023.00	\$4,780.00	\$4,780.00	\$5,243.00	47.69%
550	Capital Outlay - Vehicles	\$49,000.00	\$0.00	\$0.00	\$49,000.00	0.00%
600	Principal	\$132.00	\$0.00	\$0.00	\$132.00	0.00%
610	Interest	\$12.00	\$0.00	\$0.00	\$12.00	0.00%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
DEPT 42110	Police Administration	\$659,556.00	\$51,830.44	\$51,830.44	\$607,725.56	7.86%
DEPT 42280	Fire Administration					
100	Wages and Salaries Dept Head	\$6,000.00	\$500.00	\$500.00	\$5,500.00	8.33%
101	Assistant	\$1,200.00	\$100.00	\$100.00	\$1,100.00	8.33%
106	Training	\$2,100.00	\$75.00	\$75.00	\$2,025.00	3.57%
107	Services	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
122	FICA	\$4,536.00	\$51.63	\$51.63	\$4,484.37	1.14%
151	Workers Comp Insurance	\$4,950.00	\$0.00	\$0.00	\$4,950.00	0.00%
200	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
208	Instruction Fees	\$8,000.00	\$500.00	\$500.00	\$7,500.00	6.25%
209	Physicals	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
210	Operating Supplies	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
212	Motor Fuels	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
213	Diesel Fuel	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
220	Repair/Maint Supply - Equip	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
221	Repair/Maint Vehicles	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
240	Small Tools and Minor Equip	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
340	Advertising	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
430	Miscellaneous	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
433	Dues and Subscriptions	\$1,200.00	\$285.00	\$285.00	\$915.00	23.75%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
455	House Burn	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
491	FDRA City Contribution	\$21,000.00	\$0.00	\$0.00	\$21,000.00	0.00%
492	FDRA State Aid	\$28,000.00	\$0.00	\$0.00	\$28,000.00	0.00%
500	Capital Outlay	\$162,000.00	\$131,689.40	\$131,689.40	\$30,310.60	81.29%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280	Fire Administration	\$329,061.00	\$133,201.03	\$133,201.03	\$195,859.97	40.48%
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	\$6,240.00	\$0.00	\$0.00	\$6,240.00	0.00%
103	Tech 1	\$54,410.00	\$4,313.73	\$4,313.73	\$50,096.27	7.93%
104	Tech 2	\$56,181.00	\$5,133.34	\$5,133.34	\$51,047.66	9.14%
105	Part-time	\$0.00	\$622.40	\$622.40	-\$622.40	0.00%
108	Tech 3	\$56,181.00	\$4,069.35	\$4,069.35	\$52,111.65	7.24%
121	PERA	\$12,976.00	\$1,060.41	\$1,060.41	\$11,915.59	8.17%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
122	FICA	\$13,235.00	\$976.58	\$976.58	\$12,258.42	7.38%
131	Employer Paid Health	\$38,261.00	\$3,188.40	\$3,188.40	\$35,072.60	8.33%
132	Employer Paid Disability	\$1,089.00	\$99.83	\$99.83	\$989.17	9.17%
133	Employer Paid Dental	\$2,785.00	\$242.62	\$242.62	\$2,542.38	8.71%
134	Employer Paid Life	\$202.00	\$19.40	\$19.40	\$182.60	9.60%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$16,117.00	\$0.00	\$0.00	\$16,117.00	0.00%
152	Health Savings Account Contrib	\$15,000.00	\$3,750.00	\$3,750.00	\$11,250.00	25.00%
200	Office Supplies	\$450.00	\$0.00	\$0.00	\$450.00	0.00%
208	Instruction Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
210	Operating Supplies	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
212	Motor Fuels	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
213	Diesel Fuel	\$15,000.00	\$180.77	\$180.77	\$14,819.23	1.21%
215	Shop Supplies	\$2,750.00	\$0.00	\$0.00	\$2,750.00	0.00%
220	Repair/Maint Supply - Equip	\$18,000.00	\$110.00	\$110.00	\$17,890.00	0.61%
221	Repair/Maint Vehicles	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
222	Tires	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$249.69	\$249.69	\$4,250.31	5.55%
224	Street Maint Materials	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
235	Signs	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
240	Small Tools and Minor Equip	\$2,500.00	\$49.99	\$49.99	\$2,450.01	2.00%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Erik/Joe	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
260	Unif Eric & Nate	\$300.00	\$174.99	\$174.99	\$125.01	58.33%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
304	Legal Fees (Civil)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
320	Communications	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
360	Insurance	\$27,000.00	\$0.00	\$0.00	\$27,000.00	0.00%
381	Electric Utilities	\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.00%
383	Gas Utilities	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
384	Refuse/Garbage Disposal	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
385	Sewer Utility	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
405	Cleaning Services	\$3,700.00	\$176.25	\$176.25	\$3,523.75	4.76%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$29.98	\$29.98	\$970.02	3.00%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$45,000.00	\$198.75	\$198.75	\$44,801.25	0.44%
500	Capital Outlay	\$65,000.00	\$0.00	\$0.00	\$65,000.00	0.00%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
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	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
583	Capital Outlay - Overlays	\$1,826,500.00	\$0.00	\$0.00	\$1,826,500.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$2,471,927.00	\$24,646.48	\$24,646.48	\$2,447,280.52	1.00%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$0.00	\$0.00	\$940.00	0.00%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
360	Insurance	\$60.00	\$0.00	\$0.00	\$60.00	0.00%
381	Electric Utilities	\$350.00	\$0.00	\$0.00	\$350.00	0.00%
430	Miscellaneous	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery		\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$70,732.00	\$5,467.06	\$5,467.06	\$65,264.94	7.73%
101	Assistant	\$28,806.00	\$2,246.29	\$2,246.29	\$26,559.71	7.80%
103	Tech 1	\$26,408.00	\$0.00	\$0.00	\$26,408.00	0.00%
104	Tech 2	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
105	Part-time	\$43,680.00	\$2,546.00	\$2,546.00	\$41,134.00	5.83%
108	Tech 3	\$33,010.00	\$2,033.72	\$2,033.72	\$30,976.28	6.16%
121	PERA	\$15,198.00	\$731.04	\$731.04	\$14,466.96	4.81%
122	FICA	\$15,884.00	\$893.94	\$893.94	\$14,990.06	5.63%
131	Employer Paid Health	\$22,320.00	\$1,328.40	\$1,328.40	\$20,991.60	5.95%
132	Employer Paid Disability	\$1,452.00	\$72.07	\$72.07	\$1,379.93	4.96%
133	Employer Paid Dental	\$3,956.00	\$257.38	\$257.38	\$3,698.62	6.51%
134	Employer Paid Life	\$336.00	\$14.20	\$14.20	\$321.80	4.23%
136	Deferred Compensation	\$650.00	\$50.00	\$50.00	\$600.00	7.69%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$9,691.00	\$0.00	\$0.00	\$9,691.00	0.00%
152	Health Savings Account Contrib	\$9,000.00	\$1,500.00	\$1,500.00	\$7,500.00	16.67%
200	Office Supplies	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
208	Instruction Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
210	Operating Supplies	\$3,200.00	\$276.18	\$276.18	\$2,923.82	8.63%
212	Motor Fuels	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
213	Diesel Fuel	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
220	Repair/Maint Supply - Equip	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
221	Repair/Maint Vehicles	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
231	Chemicals	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
235	Signs	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
264	Unif Bobby/Ron	\$300.00	\$195.60	\$195.60	\$104.40	65.20%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%
310	Program Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
311	Softball/Baseball	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
312	Aerobic Instruction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	Warm House/Garage Exp	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
316	Security Monitoring	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
317	Soccer/Skating	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
318	Garage (North)	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
322	Postage	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
323	Garage (East)	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
335	Background Checks	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
340	Advertising	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
381	Electric Utilities	\$13,000.00	\$0.00	\$0.00	\$13,000.00	0.00%
383	Gas Utilities	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
384	Refuse/Garbage Disposal	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
403	Improvements Other Than Bldgs	\$3,800.00	\$0.00	\$0.00	\$3,800.00	0.00%
413	Office Equipment Rental/Repair	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
415	Equipment Rental	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
433	Dues and Subscriptions	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
443	Sales Tax	\$1,600.00	\$175.00	\$175.00	\$1,425.00	10.94%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$150.00	\$7.50	\$7.50	\$142.50	5.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
457	Weight Room Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
459	PAL Foundation Expenditures	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
461	Silver Sneakers	\$6,300.00	\$384.00	\$384.00	\$5,916.00	6.10%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$60,000.00	\$25,506.57	\$25,506.57	\$34,493.43	42.51%
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	Principal	\$1,250.00	\$0.00	\$0.00	\$1,250.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$456,523.00	\$43,684.95	\$43,684.95	\$412,838.05	9.57%
DEPT 45500 Library						
101	Assistant	\$31,616.00	\$2,442.00	\$2,442.00	\$29,174.00	7.72%
121	PERA	\$2,371.00	\$183.15	\$183.15	\$2,187.85	7.72%
122	FICA	\$2,419.00	\$159.64	\$159.64	\$2,259.36	6.60%
131	Employer Paid Health	\$15,941.00	\$1,328.40	\$1,328.40	\$14,612.60	8.33%
132	Employer Paid Disability	\$260.00	\$24.05	\$24.05	\$235.95	9.25%
133	Employer Paid Dental	\$1,172.00	\$93.00	\$93.00	\$1,079.00	7.94%
134	Employer Paid Life	\$67.00	\$5.60	\$5.60	\$61.40	8.36%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
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%
152	Health Savings Account Contrib	\$6,000.00	\$1,500.00	\$1,500.00	\$4,500.00	25.00%
201	Library Operating Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
202	Library Subscriptions	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
203	Library Books	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
204	Children s Program Expense	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	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	\$0.00	\$0.00	\$1,000.00	0.00%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
443	Sales Tax	\$0.00	\$1.00	\$1.00	-\$1.00	0.00%
452	Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
459	PAL Foundation Expenditures	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
500	Capital Outlay	\$3,063.00	\$0.00	\$0.00	\$3,063.00	0.00%
600	Principal	\$1,250.00	\$0.00	\$0.00	\$1,250.00	0.00%
DEPT 45500 Library		\$70,359.00	\$5,736.84	\$5,736.84	\$64,622.16	8.15%
DEPT 47014 2012 Series A						
600	Principal	\$185,000.00	\$185,000.00	\$185,000.00	\$0.00	100.00%
610	Interest	\$31,155.00	\$14,526.25	\$14,526.25	\$16,628.75	46.63%
620	Fiscal Agent s Fees	\$300.00	\$253.00	\$253.00	\$47.00	84.33%
DEPT 47014 2012 Series A		\$216,455.00	\$199,779.25	\$199,779.25	\$16,675.75	92.30%
DEPT 47015 47015 Series 2015B						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$32,340.00	\$2,433.00	\$2,433.00	\$29,907.00	7.52%
388	Recycling Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
430	Miscellaneous	\$2,340.00	\$262.00	\$262.00	\$2,078.00	11.20%
DEPT 48000 Recycling		\$34,780.00	\$2,695.00	\$2,695.00	\$32,085.00	7.75%
FUND 101 GENERAL FUND		\$5,238,587.00	\$486,226.09	\$486,226.09	\$4,752,360.91	9.28%
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 2004		\$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%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
DEPT 47001	Community Ctr Refunding 200	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002	G.O. Improve-Wilderness					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002	G.O. Improve-Wilderness	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003	1999 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003	1999 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004	1999 Series B Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004	1999 Series B Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005	2001 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005	2001 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006	2002 Series A Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006	2002 Series A Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007	2003 Series A Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008	2003 Series B Sewer					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008	2003 Series B Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010	2004 Series A					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010	2004 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011	2006 Series B Improvement Bond					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
DEPT 47011	2006 Series B Improvement B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	2006 Series C Equipment Cert					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	2006 Series C Equipment Cert	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013	Bond Disclosure					
440	Telephone Co Reimb Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
621	Continung Disclosure Expene	\$2,400.00	\$0.00	\$0.00	\$2,400.00	0.00%
DEPT 47013	Bond Disclosure	\$2,400.00	\$0.00	\$0.00	\$2,400.00	0.00%
DEPT 47014	2012 Series A					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014	2012 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015	47015 Series 2015B					
600	Principal	\$136,000.00	\$0.00	\$0.00	\$136,000.00	0.00%
610	Interest	\$11,220.00	\$0.00	\$0.00	\$11,220.00	0.00%
620	Fiscal Agent s Fees	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
DEPT 47015	47015 Series 2015B	\$147,520.00	\$0.00	\$0.00	\$147,520.00	0.00%
FUND 301	DEBT SERVICE FUND	\$149,920.00	\$0.00	\$0.00	\$149,920.00	0.00%
FUND 401	GENERAL CAPITAL PROJECTS					
DEPT 44000	Capital Projects					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 44000	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	2006 Series C Equipment Cert					
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012	2006 Series C Equipment Cert	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401	GENERAL CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 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	\$650.00	\$0.00	\$0.00	\$650.00	0.00%
640	Tax Increment 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
641	Tax Increment 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
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	\$650.00	\$0.00	\$0.00	\$650.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000 Tax Increment Financing		\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	\$10,200.00	\$0.00	\$0.00	\$10,200.00	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living		\$10,200.00	\$0.00	\$0.00	\$10,200.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJEC		\$11,500.00	\$0.00	\$0.00	\$11,500.00	0.00%
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%
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%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
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 PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
DEPT 45500 Library						
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500 Library		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
DEPT 43200 Sewer						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Financing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Financing 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%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463	BRITA LN/PINE VIEW LN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
DEPT 41940	General Government					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940	General Government	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500	Economic Develop mt (GENERAL)					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
493	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500	Economic Develop mt (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000	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 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility					
430	Miscellaneous	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
FUND 502	ECONOMIC DEVELOPMENT FUND	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
FUND 503 EDA (REVOLVING LOAN)						
DEPT 46500	Economic Develop mt (GENERAL)					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
447	Loan Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500	Economic Develop mt (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503	EDA (REVOLVING LOAN)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND						
DEPT 43200	Sewer					
100	Wages and Salaries Dept Head	\$71,540.00	\$5,883.82	\$5,883.82	\$65,656.18	8.22%
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	\$5,366.00	\$441.28	\$441.28	\$4,924.72	8.22%
122	FICA	\$5,473.00	\$411.46	\$411.46	\$5,061.54	7.52%
131	Employer Paid Health	\$15,941.00	\$1,328.40	\$1,328.40	\$14,612.60	8.33%
132	Employer Paid Disability	\$663.00	\$59.87	\$59.87	\$603.13	9.03%
133	Employer Paid Dental	\$1,172.00	\$93.00	\$93.00	\$1,079.00	7.94%
134	Employer Paid Life	\$67.00	\$5.60	\$5.60	\$61.40	8.36%
136	Deferred Compensation	\$650.00	\$50.00	\$50.00	\$600.00	7.69%
151	Workers Comp Insurance	\$3,891.00	\$0.00	\$0.00	\$3,891.00	0.00%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
152	Health Savings Account Contrib	\$6,000.00	\$1,500.00	\$1,500.00	\$4,500.00	25.00%
200	Office Supplies	\$250.00	\$161.05	\$161.05	\$88.95	64.42%
208	Instruction Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
210	Operating Supplies	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
212	Motor Fuels	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
221	Repair/Maint Vehicles	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,500.00	\$20.00	\$20.00	\$1,480.00	1.33%
229	Oper/Maint - Lift Station	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
230	Repair/Maint - Collection Syst	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
231	Chemicals	\$10,000.00	\$1,482.87	\$1,482.87	\$8,517.13	14.83%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
321	Communications-Cellular	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.00%
322	Postage	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
331	Travel Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
360	Insurance	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
381	Electric Utilities	\$26,000.00	\$0.00	\$0.00	\$26,000.00	0.00%
383	Gas Utilities	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
407	Sludge Disposal	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
420	Depreciation Expense	\$200,000.00	\$0.00	\$0.00	\$200,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
433	Dues and Subscriptions	\$300.00	\$275.00	\$275.00	\$25.00	91.67%
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	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
452	Refund	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$232,402.00	\$0.00	\$0.00	\$232,402.00	0.00%
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%
DEPT 43200 Sewer		\$656,865.00	\$11,712.35	\$11,712.35	\$645,152.65	1.78%
FUND 601 SEWER OPERATING FUND		\$656,865.00	\$11,712.35	\$11,712.35	\$645,152.65	1.78%
FUND 614 TELEPHONE AND CABLE FUND						
DEPT 49000 Miscellaneous (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49000 Miscellaneous (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 614 TELEPHONE AND CABLE FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2017 Budget	JANUARY 2017 Amt	2017 YTD Amt	2017 YTD Balance	%YTD Budget
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$175,000.00	\$175,000.00	\$175,000.00	\$0.00	100.00%
610	Interest	\$27,106.00	\$16,452.50	\$16,452.50	\$10,653.50	60.70%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$750.00	\$242.00	\$242.00	\$508.00	32.27%
DEPT 47007 2003 Series A Disposal		\$202,856.00	\$191,694.50	\$191,694.50	\$11,161.50	94.50%
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		\$202,856.00	\$191,694.50	\$191,694.50	\$11,161.50	94.50%
FUND 652 WASTEWATER MGMT DISTRICT						
DEPT 41910 Planning and Zoning						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 Planning and Zoning		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 652 WASTEWATER MGMT DISTRICT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$6,272,228.00	\$689,632.94	\$689,632.94	\$5,582,595.06	11.00%

B.5.

**City of Crosslake - Preliminary  
01/31/2017 Preliminary Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)**

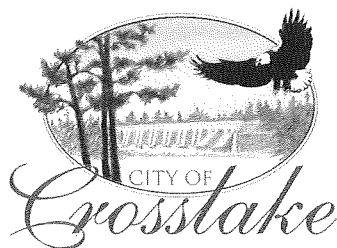
Description	2017 Budget	31-Jan	2017 YTD Amount	2017 YTD Balance	2017 %YTD Budget
<b>Total Expense (From Month End Report For January 31, 2017)</b>	<b>\$ 6,272,228</b>	<b>\$ 689,633</b>	<b>\$ 689,633</b>	<b>\$ 5,582,595</b>	<b>11.00%</b>
<b>Adjustments:</b>					
<u>Less: All DS Issues</u>					
(101-41400-600) Administration: Copier Lease	(864)	0	0	(864)	0.00%
(101-41910-600) Planning and Zoning: Copier Lease	(864)	0	0	(864)	0.00%
(101-42110-600) Police: Copier Lease	(144)	0	0	(144)	0.00%
(101-45100-600) Parks and Rec.: Copier Lease	(1,250)	0	0	(1,250)	0.00%
(101-45500-600) Library: Copier Lease	(1,250)	0	0	(1,250)	0.00%
(101-47014-600) 2012 Series A - Principal	(185,000)	(185,000)	(185,000)	0	100.00%
(101-47014-610) 2012 Series A - Interest	(31,155)	(14,526)	(14,526)	(16,629)	46.63%
(101-47014-620) 2012 Series A - Fiscal Agent Fees	(300)	(253)	(253)	(47)	0.0%
(301-47015-600) 2015 Series B - Principal	(136,000)	0	0	(136,000)	0.00%
(301-47015-610) 2015 Series B - Interest	(11,220)	0	0	(11,220)	0.00%
(301-47015-620) 2015 Series B - Fiscal Agent Fees	(300)	0	0	(300)	0.00%
(301-47013-440/621) Fiscal Agent Fees	(2,400)	0	0	(2,400)	0.00%
(651-47007-600) 2012 Series A Disposal - Prin.. ( Reported on B/S)	(175,000)	(175,000)	(175,000)	0	100.00%
(651-47007-610) 2012 Series A Disposal -Interest	(27,105)	(16,453)	(16,453)	(10,652)	60.70%
(651-47007-620) 2012 Series A Disposal - Fiscal Agent Fees	(750)	(242)	(242)	(508)	32.27%
<i>Total Debt Service</i>	<u>(573,602)</u>	<u>(391,474)</u>	<u>(391,474)</u>	<u>(182,128)</u>	<u>68.25%</u>
<u>Less - All Capital Outlay Accounts:</u>					
(101-41400-500) Administration	(3,063)	0	0	(3,063)	0.00%
(101-41910-500) Planning and Zoning	(3,000)	0	0	(3,000)	0.00%
(101-41940-500) General Government Capital Outlay	(36,000)	0	0	(36,000)	0.00%
(101-42110-500) Police Administration Capital Outlay	(10,023)	(4,780)	(4,780)	(5,243)	47.69%
(101-42110-550) Police Administration Capital Outlay - Vehicles	(49,000)	0	0	(49,000)	0.00%
(101-42280-500) Fire Administration - Capital Outlay	(162,000)	(131,689)	(131,689)	(30,311)	81.29%
(101-42280-550) Fire Administration - Capital Outlay - Vehicles	0	0	0	0	0.00%
(101-43000-500) Public Works - Capital Outlay	(1,941,500)	0	0	(1,941,500)	0.00%
(101-43100-500) Cemetery - Capital Outlay	(1,000)	0	0	(1,000)	0.00%
(101-45100-500) Parks and Recreation - Capital Outlay	(60,000)	(25,507)	(25,507)	(34,493)	42.51%
(101-45500-500) Library	(3,063)	0	0	(3,063)	0.00%
(601-43200-500) Sewer - Capital Outlay	(232,402)	0	0	(232,402)	0.00%
<i>Total Capital Outlay</i>	<u>(2,501,051)</u>	<u>(161,976)</u>	<u>(161,976)</u>	<u>(2,339,075)</u>	<u>6.48%</u>
<u>Less: Other Items:</u>					
(Temporary Fund 614 - Telephone and Cable Fund)	0	0	0	0	0%
Operating Transfers from General Fund to Sewer Fund)	(217,805)	0	0	(217,805)	0%
<i>Total Operating Transfers Between Funds</i>	<u>(217,805)</u>	<u>0</u>	<u>0</u>	<u>(217,805)</u>	<u>0%</u>
<u>Less: Depreciation/Amortization</u>					
(601) Depreciation	(200,000)	0	0	(200,000)	0.00%
<b>Adjusted Expenditures</b>	<b>\$ 2,779,770</b>	<b>\$ 136,183</b>	<b>\$ 136,183</b>	<b>\$ 2,643,587</b>	<b>4.90%</b>
<b>Linear Assumption (1 Month/12 Months) = 8.33%</b>					
	<b>8.33%</b>	<b>\$ 522,686</b>			<b>-3.43%</b>

City of Crosslake  
January 31, 2017

Depository	Percent of Total Bank Balance	Bank Balance	Less: Insurance FDIC/NCUA	Deposits Requiring Collateral	Deposits Requiring Collateral (110% of)	Market Value of Collateral Provided	Sufficient (Insufficient) Collateral Coverage	Collateral Description	Expiration Date
First National Bank	18.1%	\$ 325,341	\$ 250,000	\$ 75,341	\$ 82,875	\$ 100,000	\$ 17,125	Capital One Bank CD 1.55%; #140420B58	8/10/2021
BlackRidge Bank	28.7%	\$ 516,503	\$ 250,000	\$ 266,503	\$ 293,154	\$ 1,000,000	\$ 706,846	Letter of Credit 4072-176	2/27/2017
Frandsen Bank and Trust	53.2%	\$ 957,343	\$ 250,000	\$ 707,343	\$ 778,077	\$ 1,472,248	\$ 694,171	3132J4FG9 FHLMC POOL G30866, 4.00	4/1/2034
<b>Totals</b>	<b>100.0%</b>	<b>\$ 1,799,188</b>		<b>\$ 1,049,188</b>	<b>\$ 1,154,107</b>	<b>\$ 2,572,248</b>	<b>\$ 1,418,141</b>		

B.6.

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



B. 7.  
37028 County Road 66  
Crosslake, Minnesota 56442  
www.cityofcrosslake.org

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To: City Council  
From: City Finance Director/Treasurer  
CC: City Administrator & City Clerk  
Date: 07-February-2017  
Re: Sale of Crosslake Communications: Post-closing Purchase Price Adjustment

---

In accordance with the Asset Purchase Agreement (APA) between Tri-Co Technologies, LLC (Buyer) and the City of Crosslake D/B/A Crosslake Communications (Seller) documenting the sale of Crosslake Communications to Tri-Co Technologies, LLC, - the prescribed working capital calculation per the APA is now complete.

The working capital calculation utilized the preliminary Statement of Net Position as of 8/31/2016 –just prior to the sale. The financial statements in total are preliminary due to certain long-term items in determining deferred outflows/inflows of pension related items concerning the Public Employees Retirement Association (PERA) being unavailable until February 2017. The City's portion of long-term pension items are yet to be calculated, and fall outside of the working capital calculation.

Closing working capital as of Crosslake Communications as of the "close of the business on the day immediately preceding the Closing Date is positive, the Purchase Price will be increased by the amount of such positive balance." That positive amount as per the attached calculation is \$89,572, which results in an additional payment due the City.

The Buyers are in agreement with this calculation and upon Council acceptance of the calculation, will transfer additional funds to the City to complete the sale.

**RECOMMENDATION:**

**Accept the positive working capital calculation of \$89,572 as presented.**

Items Attached:

- Working Capital Calculation
- Preliminary Statement of Net Position
- APA Excerpt: "Working Capital"
- APA Excerpt: "Post Closing Purchase Price Adjustment"

**City of Crosslake/Crosslake Communications  
Working Capital Calculation - 8/31/2016 (Final)**

	<b>PER AUDIT 8/31/2016</b>	<b>ADJUSTMENTS</b>	<b>ADJUSTED WORKING CAPITAL 8/31/2016</b>
<b>CURRENT ASSETS:</b>			
Cash	429,459	(429,459) (1)	-
Due From Customers, Less Allowance for Uncollectible(s) of \$2,219	13,617	-	13,617
Other Accounts Receivable	92,317	-	92,317
Materials and Supplies	100,200	-	100,200
Prepayments	19,950	-	19,950
<b>Total Current Assets</b>	<b>655,543</b>	<b>(429,459)</b>	<b>226,084</b>
<b>CURRENT LIABILITIES:</b>			
Current Portion of Long-Term Debt	335,000	(335,000) (2)	-
Accounts Payable	52,964	(11,700) (3)	41,264
Advance Payments	15,600	-	15,600
Current Portion of Postemployment benefits	19,872	-	19,872
Deposits	59,776	-	59,776
<b>Total Current Liabilities</b>	<b>483,212</b>	<b>(346,700)</b>	<b>136,512</b>
<b>WORKING CAPITAL</b>	<b>172,331</b>	<b>(82,759)</b>	<b>89,572</b>
			<b>Amount Due City</b>

**Adjustments:**

- (1) Excluded Asset under Section 1 of the Asset Purchase Agreement
- (2) Excluded - Current Portion of Long-Term Debt
- (3) Excluded - Interest due on Current Portion of Long-Term Debt

# CROSSLAKE COMMUNICATIONS

## STATEMENT OF NET POSITION AUGUST 31, 2016

### ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

#### CURRENT ASSETS:

Cash	\$ 429,459
Due from Customers, Less Allowance for Uncollectibles of \$2,219	13,617
Other Accounts Receivable	92,317
Materials and Supplies	100,200
Prepayments	19,950
<b>Total Current Assets</b>	<b>655,543</b>

#### INVESTMENTS AND OTHER ASSETS:

Revenue Bond Escrow	248,500
Other Investments	61,767
<b>Total Investments and Other Assets</b>	<b>310,267</b>

#### PROPERTY, PLANT AND EQUIPMENT:

Telecommunications Plant In Service	12,196,138
Video Plant In Service	2,823,046
Other Nonregulated Equipment	776,056
Plant Under Construction	17,011
<b>Total</b>	<b>15,812,251</b>
Less Accumulated Depreciation	10,443,969
<b>Net Property, Plant and Equipment</b>	<b>5,368,282</b>

#### TOTAL ASSETS

6,334,092

#### DEFERRED OUTFLOWS OF RESOURCES:

Pension Related	67,808
Loss on Refunding	17,636
<b>Total Deferred Outflows of Resources</b>	<b>85,444</b>

#### TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

\$ 6,419,536

*The accompanying notes are an integral part of the financial statements.*

**CROSSLAKE COMMUNICATIONS**  
**STATEMENT OF NET POSITION (Continued)**  
**AUGUST 31, 2016**

LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION

<b>CURRENT LIABILITIES:</b>		
Current Portion of Long-Term Debt	\$	335,000
Accounts Payable		52,964
Advance Payments		15,600
Current Portion of Postemployment Benefits		19,872
Deposits		59,776
Total Current Liabilities		483,212
NON-CURRENT LIABILITIES:		
Long-Term Debt		1,795,000
Net Pension Liability		513,069
Postemployment Benefits		33,687
Total Non-Current Liabilities		2,341,756
DEFERRED INFLOWS OF RESOURCES		180,884
NET POSITION:		
Invested in Capital Assets, Net of Related Debt		3,238,282
Restricted:		
Revenue Bond Reserve		248,500
Unrestricted		(73,098)
Total Net Position		3,413,684
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION		\$ 6,419,536

*The accompanying notes are an integral part of the financial statements.*

**"Subsidiary"** means with respect to any Person, any corporation, limited liability company, partnership, association, or other business entity of which: (i) if a corporation, a majority of the total voting power of shares of stock entitled (without regard to the occurrence of any contingency) to vote in the election of directors, managers, or trustees thereof is at the time owned or controlled, directly or indirectly, by that Person or one or more of the other Subsidiaries of that Person or a combination thereof or (ii) if a limited liability company, partnership, association, or other business entity (other than a corporation), a majority of the partnership or other similar ownership interests thereof is at the time owned or controlled, directly or indirectly, by that Person or one or more Subsidiaries of that Person or a combination thereof and for this purpose, a Person or Persons own a majority ownership interest in such a business entity (other than a corporation) if such Person or Persons shall be allocated a majority of such business entity's gains or losses or shall be or control any managing director or general partner of such business entity (other than a corporation). The term "Subsidiary" shall include all Subsidiaries of such Subsidiary.

**"Tax"** or **"Taxes"** means any federal, state, local, or foreign income, gross receipts, license, payroll, employment, excise, severance, stamp, occupation, premium, windfall profits, environmental (including taxes under Code § 59A), customs duties, capital stock, franchise, profits, withholding, social security (or similar), unemployment, disability, real property, personal property, sales, use, transfer, registration, value added, alternative or add-on minimum, estimated, or other tax of any kind whatsoever, whether computed on a separate or consolidated, unitary or combined basis or in any other manner, including any interest, penalty, or addition thereto, whether disputed or not.

**"Tax Benefit"** has the meaning set forth in Section 7(e) below.

**"Tax Return"** means any return, declaration, report, claim for refund, or information return or statement relating to Taxes, including any schedule or attachment thereto, and including any amendment thereof.

**"Third-Party Claim"** has the meaning set forth in Section 7(d) below.

**"Transferred Employees"** has the meaning set forth in Section 5(e) below.

**"Working Capital"** means as of any date of determination, an amount equal to: (a) all Current Assets (defined and set forth in the Most Recent Statement of Net Position), minus (b) Current Liabilities (defined and set forth in the Most Recent Statement of Net Position), in each case determined without duplication and in accordance with accounting practices consistently applied, consistent with Seller's accounting practices used in the preparation of the Financial Schedules. Working Capital shall exclude the current portion of long term debt, any deferred Tax receivable or payable, and any purchase price accounting adjustments in connection with the transactions contemplated hereby.

## 2. Basic Transaction.

(a) **Purchase and Sale of Acquired Assets.** On and subject to the terms and conditions of this Agreement, Buyer agrees to purchase from Seller, and Seller agrees to sell, transfer, convey, and deliver to Buyer, all of the Acquired Assets at Closing for the consideration specified below in this Section 2, free and clear of all Liens except Permitted Encumbrances.

(b) **Assumption of Liabilities.** In connection with the sale, transfer, assignment and delivery of the Acquired Assets pursuant to this Agreement, on and subject to the terms and conditions

relate to the periods beginning with and subsequent to the Closing Date. Except as otherwise agreed by the Parties, to the extent possible, the net amount of all such prorations will be settled and paid on the Closing Date.

(h) Post-Closing Purchase Price Adjustment. The Purchase Price shall be subject to adjustment following Closing as follows:

(i) If the Working Capital of the Business as of the close of business on the day immediately preceding the Closing Date (determined pursuant to Section 2(h), the "Closing Working Capital") is negative, the Purchase Price will be decreased by the amount of such negative balance. If the Closing Working Capital of the Business as of the close of business on the day immediately preceding the Closing Date is positive, the Purchase Price will be increased by the amount of such positive balance. Seller anticipates that the Closing Working Capital will be between approximately \$200,000 and \$300,000.

(ii) Any amount to be paid pursuant to this Section 2(h) will be treated as an adjustment to the Purchase Price for all purposes. In the event of a reduction to the Purchase Price pursuant to this Section 2(h), Seller shall within five (5) days of the determination of Closing Working Capital pay the difference to Buyer. In the event of an increase to the Purchase Price pursuant to this Section 2(h), Buyer shall within five (5) days pay the difference to Seller.

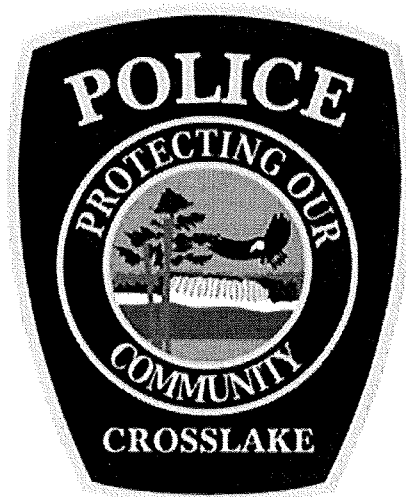
(iii) Seller (or an accounting firm retained by Seller), with the cooperation of Buyer, shall prepare a written calculation of the Closing Working Capital within forty-five (45) days of the Closing Date.

(iv) On or prior to the fifteenth (15th) day after Seller's delivery of the calculation of Closing Working Capital, Buyer may give a written notice stating in reasonable detail its reasonable objections (an "Objection Notice") to the calculation of the Closing Working Capital. Any Objection Notice shall specify in reasonable detail the dollar amount of any objection and the basis therefor. Any determination expressly set forth in the Closing Working Capital which is not specifically objected to in an Objection Notice shall be deemed final and binding upon Buyer upon delivery of such Objection Notice. Except to the extent Buyer makes an objection to a specific determination set forth in the Closing Working Capital pursuant to an Objection Notice delivered to Seller within such fifteen (15) day period, the calculation of Closing Working Capital will be conclusive and binding on the Parties.

(v) If Seller gives a timely Objection Notice as described in Section 2(h)(iv), then Buyer and Seller shall negotiate in good faith to resolve their disputes regarding the calculation. If Buyer and Seller are unable to resolve all disputes regarding the calculation on or prior to the fifteenth (15th) day after delivery of an Objection Notice, then unless the parties mutually agree otherwise, Seller shall retain a reputable accounting firm (after eliminating any such firm which is conflicted or otherwise unable to participate) (the "Independent Accounting Firm") to resolve the dispute as soon as practicable, and in any event within thirty (30) days of delivery of an Objection Notice. The Independent Accounting Firm shall only decide the specific items under dispute by the Parties. The Closing Working Capital as determined by the Independent Accounting Firm will be conclusive and binding on the Parties. The fees and expenses of the Independent Accounting Firm in connection with its review of the calculations shall be paid one-half (1/2) by Buyer and one-half (1/2) by Seller.

3. **Seller's Representations and Warranties.** Seller represents and warrants to Buyer that the statements contained in this Section 3 are correct and complete as of the date of this Agreement and will be correct and complete as of the Closing Date (as though made then and as though the Closing

B-8:



# CROSSLAKE POLICE DEPARTMENT

## MONTHLY REPORT

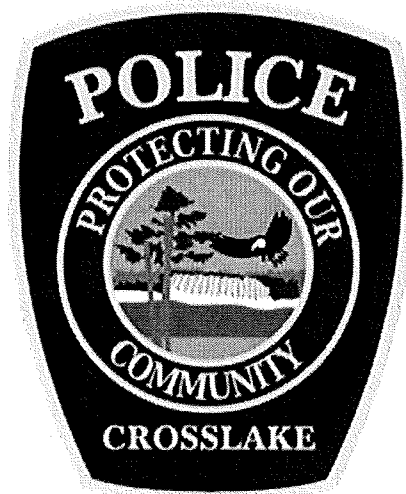
January

2017

**Crosslake Police Department  
Monthly Report  
January 2017**

911 Hangup	1
Abandoned Vehicle	1
Agency Assist	19
Alarm	11
Animal Complaint	6
Burglary In Prog	1
Domestic	1
Driving Complaint	2
Ems	20
Fire	1
Gas Leak	1
Gun Permits	2
Housewatch	1
Information	10
Motorist Assist	1
Open Door	1
Parking Complaint	1
Property Damage Acc	7
Suspicious Activity	2
Traffic Citations	7
Traffic Warnings	93
Trespass	1
Welfare Check	3
<b>Total</b>	<b>193</b>

B.9.



# CROSSLAKE POLICE DEPARTMENT

## MISSION TOWNSHIP MONTHLY REPORT

January

2017

**Crosslake Police Department  
Mission Monthly Report  
January 2017**

Alarm	2
Housewatch	1
Property Damage Acc	2
Suspicious Activity	1
Traffic Citations	3
Traffic Warnings	18
<b>Total</b>	<b>27</b>

B.10.



**Crosslake Fire Department**  
**Date: January 2017**

**Incidents**

Description of Incident	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	17	30
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries	2	4
324 - Motor Vehicle Accident with No Injuries		1
340 - Search for Lost Person		
362 - Ice Rescue		
326 - Snowmobile Accident With Injuries		
<b>Total Medical:</b>	19	35
<b>1 - Fire</b>		
111 - Building Fire	1	1
111 - Building Fire (Mutual Aid)		
114 - Chimney Fire		
143 - Grass Fire/Wildland Fire		
131 - Automobile Fire		
<b>Total Fire:</b>	1	1
<b>4 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)	1	3
424 - Carbon Monoxide Alarm		
444 - Power Line Down/Trees on Road		
<b>Total Hazardous Condition:</b>	1	3
<b>5 - Service Call</b>		
571 - Cover Assignment, Standby		
<b>Total Service Calls:</b>	0	0
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route		
609 - Smoke scare, Odor of smoke		
<b>Total Good Intent:</b>	0	0
<b>7 - False Alarm &amp; False Call</b>		
743 - Smoke Detector Activation - No Fire		
733 - Smoke Detector Activation due to Malfunction		
746 - Carbon Monoxide Detector Activation - No CO		
731 - Sprinkler Activation due to Malfunction		
<b>Total False Alarms:</b>	0	0

**Total Incidents:** 21 39

B.  
11.



CROSSLAKE  
FIRE DEPARTMENT  
ANNUAL REPORT  
2016

## MESSAGE FROM THE FIRE CHIEF

It is my pleasure to present the 2016 Crosslake Fire Department Annual Report to the Honorable Mayor, distinguished members of the City Council and the citizens of Crosslake.

The mission of the Crosslake Fire Department is to provide the highest level of professional service to the public by protecting lives, property, and the environment. Our firefighters safely prevent harm through our quality and caring service.

The Crosslake Fire Department is forced to consider our changing environment and the necessary evolution of our Fire & EMS service which enables us to effectively meet our community's needs. As our city continues to grow, our responsibility to provide the highest level of care and service remains constant. With the continuous change in our environment, our department and our service will continue to adapt to effectively meet the challenges and demands of our community.

Being prepared to respond to and successfully manage both man-made and natural disasters continues to be a priority. Our department and members are prepared. We have acquired the latest technologies to protect our citizens from the unthinkable occurrences that our community could potentially endure.

The Fire Department's commitment to always provide excellent service to the community begins with our training. Our FIRE/EMS personnel continue to receive and execute training to some of the highest levels statewide. We continue to incorporate collaborative trainings with our mutual aid departments. This training helps build team work, an understanding of each community's available resources, and will ensure greater efficiencies when an incident occurs that will require multiple community Fire Departments to come together to mitigate the emergency.

This 2016 annual report illustrates our commitment to the citizens of our community.

I would like to express my sincere gratitude to all the members of the Crosslake Fire Department and their commitment, dedication and sacrifice in carrying out their responsibilities as a member of this department.

Respectfully,

Chip Lohmiller  
Fire Chief

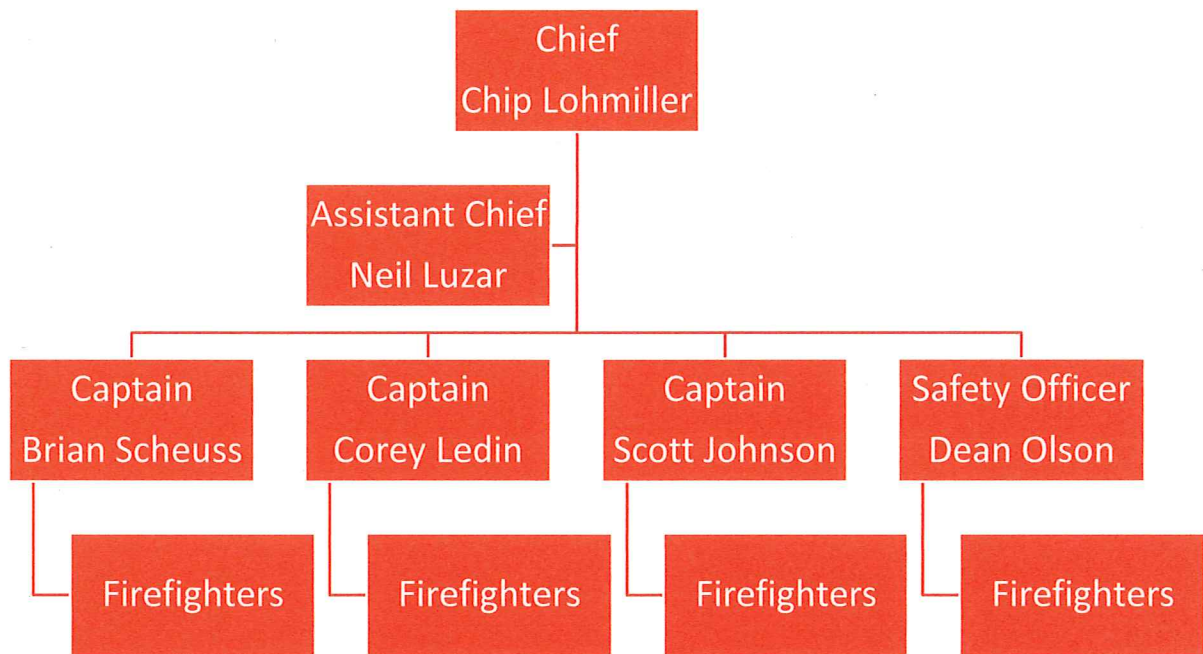
01/02/2017



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# ORGANIZATIONAL CHART









## Crosslake Fire Department Staff

	<b>First</b>	<b>Last</b>	<b>Hired</b>	<b>FIRE</b>	<b>EMS</b>	<b>Years</b>
1	<b>Brian</b>	<b>Scheuss</b>	<b>1992</b>	<b>Captain</b>		<b>24</b>
2	David	Demcho	1992	Firefighter	<b>Paramedic</b>	24
3	<b>Chip</b>	<b>Lohmiller</b>	<b>1997</b>	<b>Chief</b>	<b>EMR</b>	<b>19</b>
4	Sonya	Kosloski	1997	Firefighter	EMR	19
5	<b>Dean</b>	<b>Olson</b>	<b>1998</b>	<b>Safety Officer</b>	<b>EMR</b>	<b>18</b>
6	Joe	St. Pierre	2000	Firefighter		16
7	<b>Scott</b>	<b>Johnson</b>	<b>2001</b>	<b>Captain</b>	<b>EMR</b>	<b>15</b>
8	Matt	Gallaway	2002	Firefighter	<b>EMT</b>	14
9	<b>Neil</b>	<b>Luzar</b>	<b>2004</b>	<b>Assistant Chief</b>	<b>EMR</b>	<b>12</b>
10	Paul	Nelson	2004	Firefighter	<b>EMT</b>	11
11	Seth	Wannebo	2005	Firefighter	EMR	11
12	Sylvi	Ergen	2006	Firefighter	<b>EMT</b>	10
13	Brad	Swenson	2006	Firefighter		10
14	<b>Corey</b>	<b>Ledin</b>	<b>2007</b>	<b>Captain</b>	<b>EMR</b>	<b>9</b>
15	Randy	Maxfield	2007	Firefighter		9
16	Rich	Irish	2009	Firefighter	EMR	7
17	Evyn	Thompson	2010	Firefighter	EMR	6
18	Rob	Clement	2010	Firefighter	EMR	6
19	Joel	Carleton	2011	Firefighter	EMR	5
20	Joe	Chase	2012	Firefighter	EMR	4
21	Doug	Benzer	2015	Firefighter	EMR	1
22	Nick	Spaeth	2015	Firefighter	EMR	1
23	Ryan	Gruba	2016	Firefighter		0
24	Rob	Birkeland	2016	FF - AC Ideal 19 Years	EMR	NA
25	Teresa	Haines	2016	EMS Calls Only	<b>EMT</b>	NA

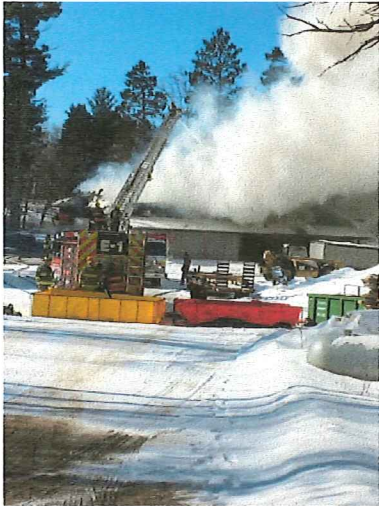
## EQUIPMENT

Year	Age	Make	Vehicle ID		Description	City Cost	Grant / Donation
2015	1	SPARTAN	Engine 1		First Engine	481,000	40,000
1996/2003	21	E-ONE	Engine 2		Second Engine	45,000	60,000
2013	4	FREIGHT	Tender 3		Tender	229,000	
2004	13	FREIGHT	Tender 4		Mutual Aid / Tender	204,000	
1994	23	CHEVY	Rescue 1		Rescue/Air Support	25,000	30,000

Year	Age	Make	Vehicle ID		Description	City Cost	Grant / Donation
2013	4	CHEVY	EMS Command		Command / EMS		43,000
2002	15	FORD	Grass Rig		Grass Rig		22,000
2013	3	POLARIS	Side by Side		Rescue		28,000
2004	13	NEOTERIC	Hovercraft		Water Rescue		34,000
					Fill Station - Compressor	AFG Grant	21,000
					Washer Extractor	AFG Grant	5,000
					EMS Donation	LAMDA	5,000
					DNR 2016 Grants	DNR	2,500

## SIGNIFICANT EVENTS 2016

### February - Structure Fire



The Crosslake Fire Department was called to a Structure Fire on Wilderness Trail. Mission, Pequot Lakes, Pine River, Fifty Lakes, Emily, and Ideal Fire Departments Assisted with the Incident. 49 Firefighters were on scene.

### March – Structure Fire

The Crosslake Fire Department responded to a fully involved Structure Fire on County Road 66. Assisting Crosslake Fire was Ideal and Mission Fire Departments.



### June

### Structure Fire (Mutual Aid – Emily) Bungalow



The Crosslake Assisted the Emily Fire Department with the Bungalow Restaurant Fire.

## SIGNIFICANT EVENTS 2016

### July – Severe Weather



The Crosslake Fire Department responded to multiple power lines down and road closures during a few storms in July. Firefighters also helped visitors in the Crosslake Campground with trees on cars and campers. No injuries were reported.

## SIGNIFICANT EVENTS 2016

### October – Structure Fire

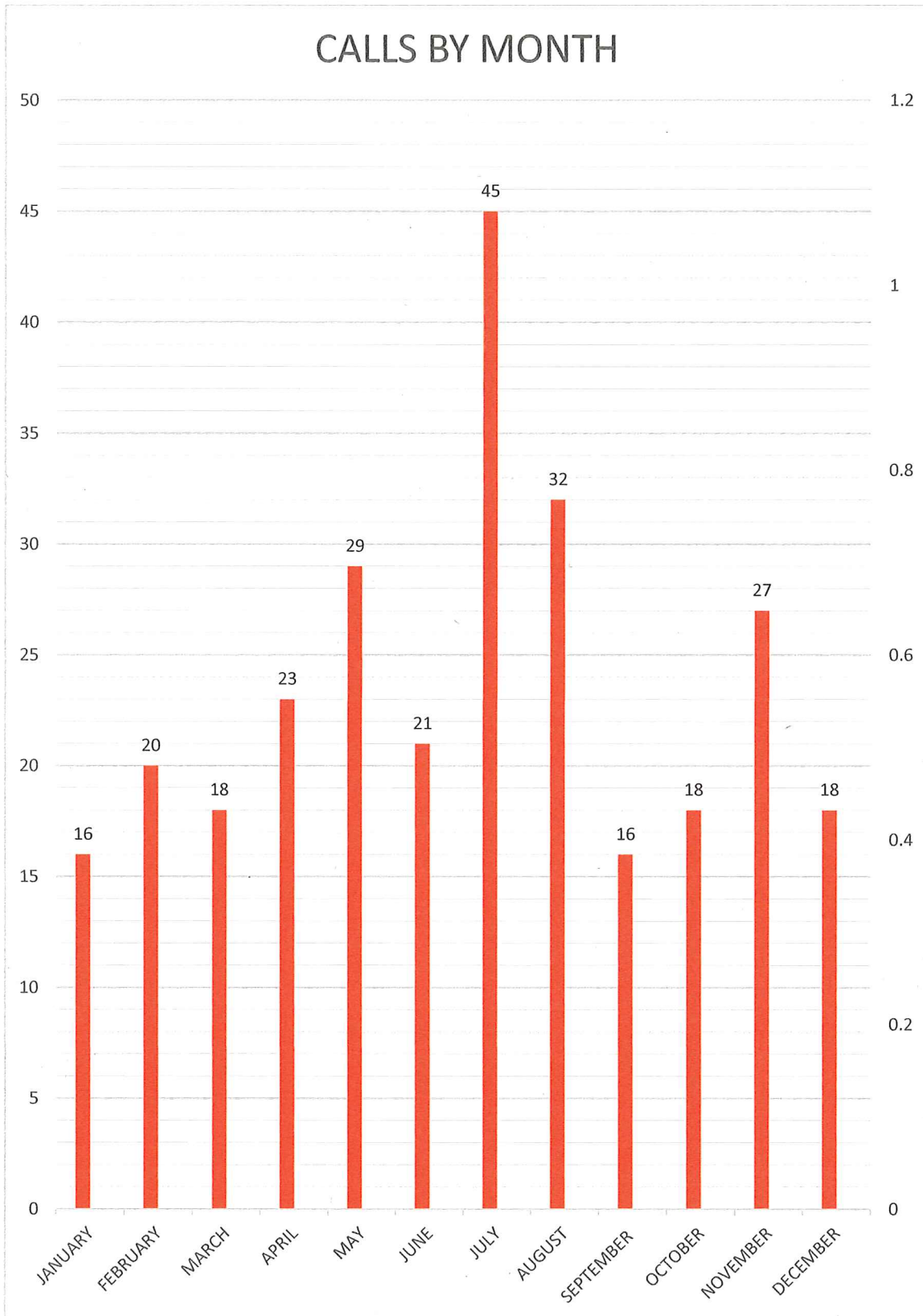


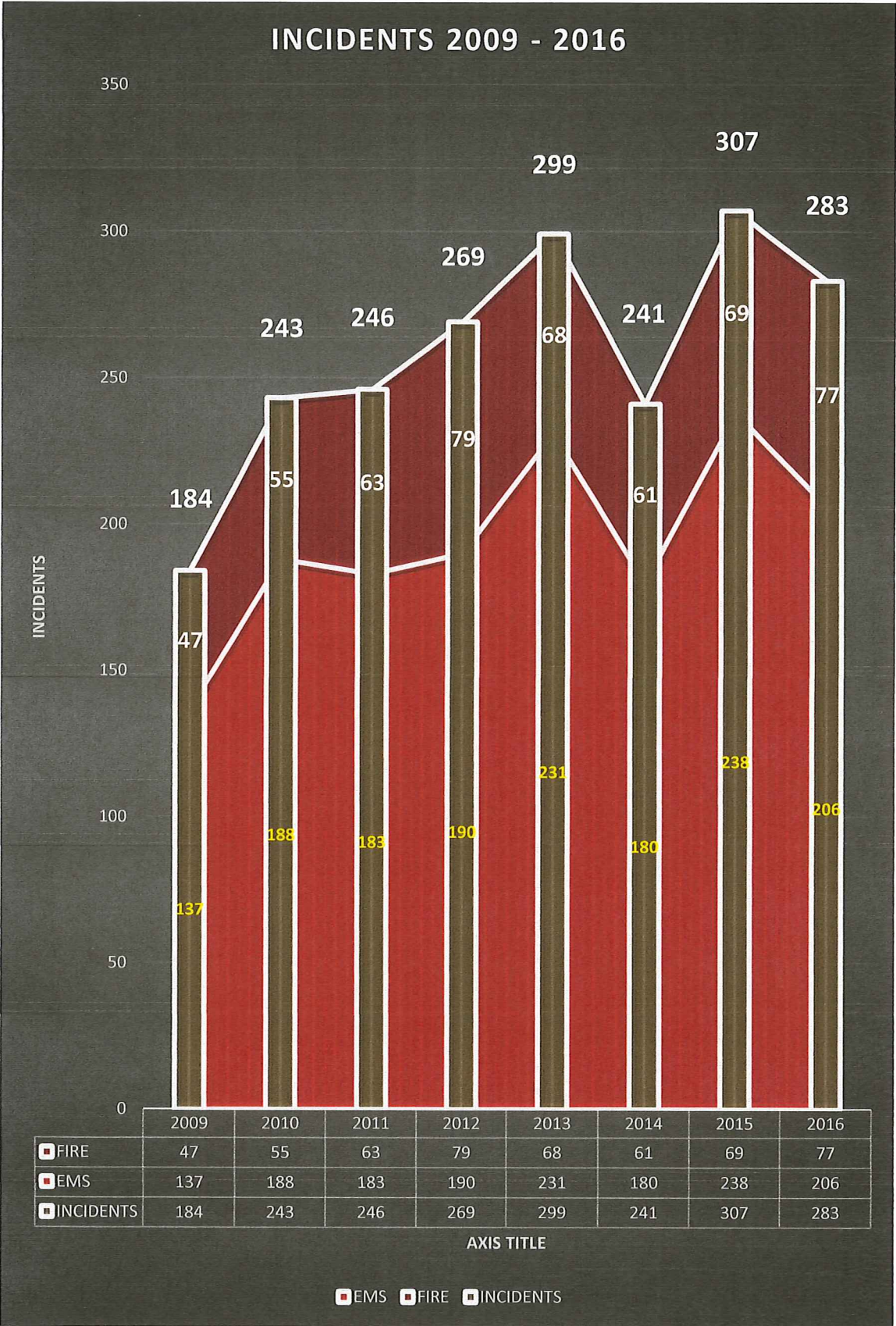
The Crosslake Fire Department responded to a structure fire in Manhattan Beach on County Road 66. The Crosslake Fire Department received mutual aid from Ideal, Mission, Fifty Lakes, Emily, Nisswa, Pequot Lakes, Pine River, and Brainerd Fire Departments. North Ambulance also assisted at the Incident. Over 100 firefighters assisted in extinguishing the fire. All residents escaped the structure with no injuries. One firefighter sustained minor injuries.

## Crosslake Fire Department

## Incidents

Description of Incident	2016
<b>3 - Rescue &amp; Emergency Medical Services</b>	
311 - Medical Assist - Assist EMS Crew	206
300 - Rescue, EMS Incident	1
322 - Motor Vehicle Accident with Injuries	10
324 - Motor Vehicle Accident with No Injuries	1
342 - Search for Lost Person in Water	1
362 - Ice Rescue	
326 - Snowmobile Accident with Injuries	
<b>Total Medical:</b>	<b>219</b>
<b>1 - Fire</b>	
111 - Building Fire	8
114 - Chimney Fire	1
143 - Grass Fire/Wildland Fire	10
131 - Automobile Fire / Boat Fire / Dumpster	3
<b>Total Fire:</b>	<b>22</b>
<b>4 - Hazardous Condition (No Fire)</b>	
412 - Gas Leak (Natural Gas or LPG)	8
444 - Power Line Down/Trees on Road	2
<b>Total Hazardous Condition:</b>	<b>10</b>
<b>5- Service Call</b>	
571 - Cover Assignment, Standby	2
531 - Smoke or Odor Removal	1
<b>Total Service call:</b>	<b>3</b>
<b>6 - Good Intent Call</b>	
600 - Good Intent Call	3
611 - Dispatched and Cancelled en route	9
609 - Smoke scare, Odor of smoke	1
<b>Total Good Intent:</b>	<b>13</b>
<b>7 - False Alarm &amp; False Call</b>	
743 - Smoke Detector Activation - No Fire	10
746 - Carbon Monoxide Detector Activation - No CO	4
731 - Sprinkler Activation due to Malfunction	1
<b>Total False Alarms:</b>	<b>15</b>
<b>8 - Severe Weather &amp; Natural Disaster</b>	
815 - Severe Weather or Natural Disaster Standby	1
<b>Total Standby:</b>	<b>1</b>
<b>Total Incidents:</b>	<b>283</b>





## DEPARTMENT FIRE/EMS TRAINING 2016

### January

- OSHA Department Refresher
- Ice Rescue / Hovercraft Training

### February

- Confined Space Rescue
- Hazmat Refresher

### March

- EMS Quarterly Training
- Pumping Scenarios
- Ladders / Ropes / Knots
- Lightweight Construction / Building Collapse

### April

- Live Burn Ventilation Simulator – Fire Ground Operations
- Relay Pumping w/Fifty Lakes Fire

### May

- EMS Quarterly Training
- Fire Ground Operations

### June

- Acquired Structure Live Burn Training
- Roadway Safety

### July

- Hoses / Fire Streams
- Pumping Scenarios

### September

- Acquired Structure Live Burn Training
- EMS Quarterly Training
- Emergency Driving

### October

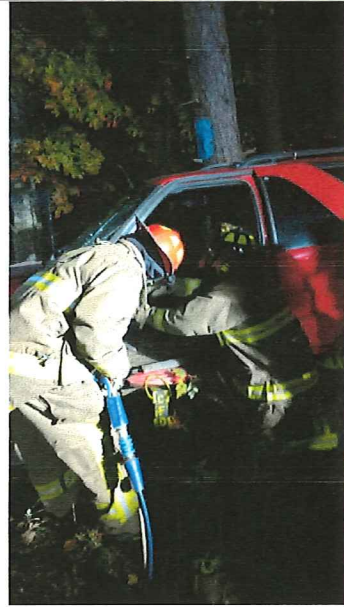
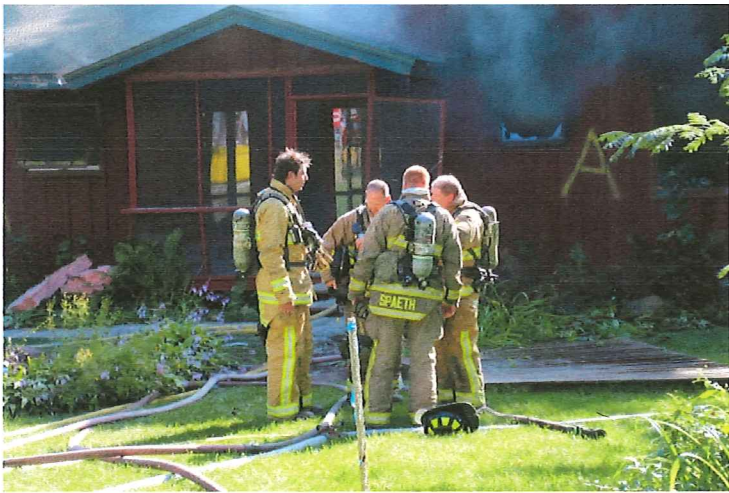
- Auto Extrication Scenario
- Enbridge Presentation

### November

- Incident Command
- Pre-Planning

### December

- EMS Quarterly Training
- On Scene Report / Radio Communications
- Ice Rescue / Hovercraft Operations



## **OUTSIDE DEPARTMENT FIRE/EMS TRAINING**

### **Conferences & Seminars**

#### **Incident Leadership Training – L381 – Camp Ripley**

**1 – Member Attended**

#### **Minnesota Fire Chiefs Officer School – Alexandria**

**5 – Members Attended**

#### **North Memorial Hot Summer Nights EMS Training**

**4 – Members Attended**

#### **North Air Care Conference – Brainerd**

**4 – Members Attended**

#### **Minnesota Sky Warn Training – Severe Weather**

**1 – Member Attended**

#### **Minnesota Fire Chiefs Conference – St. Cloud**

**5 – Members Attended**

#### **David Dodsen – Reading Smoke Training – MPLS Fire**

**1 – Member Attended**

**Total Hours of Staff Fire/Ems Training: 2,614 Hours**

## **ACTIVITIES -**

**Winter Fest Pancake Breakfast**

**St. Patrick's Day Pancake Breakfast**

**St. Patrick's Day Parade**

**Roadside Clean Up**

**Charter School Graduation**

**Camp Knutson – 6 Sessions**

**Catholic Church – Water Wars/Bible Camp**

**Pig Roast / Car Show**

**Fire Department Open House**

**National Night Out**

**Whitefish Warrior**

**Wounded Warrior Breakfast**

**Wounded Warrior Escort**

**Fire Prevention Week**

**Total Hours of Activities: 598 Hours**





**THE CROSSLAKE FIRE DEPARTMENT IS COMMITTED TO  
SERVING THE CITIZENS AND VISITORS OF OUR COMMUNITY.  
WE WANT TO THANK YOU FOR YOUR SUPPORT.**

**WE HOPE YOU HAVE A SAFE 2017!**



B.12.

**NORTH AMBULANCE  
CROSSLAKE**

**JANUARY 2017 RUN REPORT**

TOTAL CALLOUTS: 56  
NIGHT: 09 DAY: 47

No Loads: 10  
Cancels: 10  
Fire Standbys: 00  
Police Standbys: 00  
Transported Patients: 36

CROSSLAKE: 34 (6 No Load, 6 Cancel)  
BREEZY POINT: 06 (1 No Load)  
IDEAL: 00  
MISSION: 00  
FIFTY LAKES: 02 (1 No Load)  
MANHATTAN BEACH: 00  
CENTER: 00  
TIMOTHY: 01

MUTUAL AID TO:

PINE RIVER: 09 (2 No Load, 1 Cancel)  
BRAINERD: 04 (3 Cancel)

BLS TRANSFERS: 00  
ALS TRANSFERS: 00

ALS INTERCEPTS (ADVANCED LIFE SUPPORT):

BRAINERD: 01  
PINE RIVER: 00  
AIRCARE: 00

## **Crosslake Park/Library Commission Minutes 2:00 P.M. Wednesday, September 28, 2016**

**Members Present:** Gary Nordstrom, John Pribyl, Ron Lessard, Patti Norgaard, Mick Tchida, and Park & Recreation/Library Director, Jon Henke

Meeting called to order at 2:05 pm.

### I. Approval of Minutes

**Motion to Approve Minutes from August 24, 2016 as written:** Pribyl/Tchida Favor: All

### II. Review ROW Information

Access Update-- Jon reviewed informational signage he presented at last Council meeting. After discussion and review, the following motion was entertained:

A City of Crosslake Right of Way (ROW) Launch Permit is required for use of Crosslake ROWs as of November 15, 2016. The purpose of the permit is to manage the spread of invasive species.

ROW rules are as follows:

- \* A valid ROW Launch Permit must be displayed on ALL trailers entering the water at this site.
- \* No street parking is allowed within 200' of this ROW
  
- \* Acquisition of a 3 year Launch Permit is required to use this access. Permits are available at Crosslake City Hall. 218-692-2688.
  
- \* Parking is regulated at each site.
  
- \* Violators will be fined.
  
- \* Launch Permit is not required for walk in access for Canoes, Kayaks or Paddleboards
  
- \* Permit is not required at DNR or US Army Corps of Engineers Public Boat Accesses

**Motion to Approve amended language of ROW signage:** Norgaard/Nordstrom Favor: All

### III. MN Design Team Plans

Jon created a power point presentation for one of the Design Team meetings on what we offer here at the park and the plans for future improvements/programming. The Commission discussed some of the ideas the MDT and the "Crosslakers" presented and would like to see implemented in the future. Options for funding and opportunities to become involved with the design plans were also briefly discussed.

### IV. Open Forum

No new topics were addressed

### V. Adjourn

**Motion to Adjourn:** Pribyl/Norgaard Favor: All

B. 14.

## MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

PERMITS	January-2017	Year-to-Date 2017	January-2016	Year-to-Date 2016
New Construction (Dwellings)	1	1	0	0
Septic - New	1	1	0	0
Septic Upgrades	0	0	0	0
Porch / Deck	0	0	0	0
Additions	1	1	0	0
Access. Structures	0	0	0	0
Signs/Trees/Driveway...	0	0	0	0
Landscape Alterations	1	1	0	0
Demo/Move	0	0	0	0
Fences	0	0	0	0
E911 Addresses Assigned	1	1	0	0
<b>Total Permits Issued</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>

ENFORCEMENT / COMPLAINTS	Year-to-Date 2017	Year-to-Date Closed	Year-to-Date Open	Year-to-Date % Closed
Enforcement	0	0	0	N/A

CUSTOMER SERVICE STATISTICS	January-2017	Year-to-Date 2017	January-2016	Year-to-Date 2016
Counter Visits	36	36	38	38
Phone Calls	96	96	81	81
Email	20	20	35	35
<b>Total</b>	<b>152</b>	<b>152</b>	<b>154</b>	<b>154</b>

Call For Service	2	2	1	1
Shoreland Rapid Assessment Completed (Buffer)	0	0	0	0
Stormwater Plans Submitted	0	0	0	0
Site Visits	9	9	2	2

COMPLIANCE SEPTIC STATISTICS	Year-To-Date Received 2017	Year-To-Date Failed 2017	Year-To-Date Received 2016	Year-To-Date Failed 2016
Septic Compliance Inspections	2	0	1	0
Passing Septic Compliance Percentage		100%		100%

PUBLIC HEARINGS	January-2017	Year-to-Date 2017	January-2016	Year-to-Date 2016
DRT	1	1	5	5
Variance	1	1	0	0
CUP/IUP	0	0	0	0
Land Use Map	0	0	0	0
Subdivisions (Metes & Bounds; Preliminary; Final)	0	0	1	1
Consolidations/Lot Line Adjustments	0	0	1	1

B.15.



**STATED MINUTES**

**City of Crosslake  
Planning Commission/Board of Adjustment**

**December 23, 2016  
9:00 A.M.**

**Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442**

1. Present: Aaron Herzog, Chair; Dave Nevin, Vice-Chair; Joel Knippel; Mark LaFon; and Council Member Mark Wessels
2. Absent: Matt Kuker
3. Staff: Chris Pence, Crow Wing County Land Services Supervisor; Jon Kolstad, Crosslake Land Services Specialist and Cheryl Stuckmayer, Customer Services Specialists II
4. 11-23-16 Minutes – **Motion by Knippel; supported by LaFon to approve the minutes as written. All members voting “Aye”, Motion carried.**
5. Old Business
  - 5.1 Gerald Woody – Variance for a lake setback, road right-of-way setback, sewage treatment system type and building site lot size
  - 5.2 Jonathan Fragodt - Variance for an accessory structure size and substantial completion extension
6. New Business
  - 6.1 Steven J & Rebecca J Brown – Variance for a lake setback, road right-of-way setback, patio size and building site lot size
7. Other Business
  - 7.1 Non-Riparian lot lake access issue
8. Adjournment

**Gerald Woody  
120171202FA0009**

Herzog announced the variance application. Herzog invited Whirley of RemWhirl, the applicant's representative to the podium. Kolstad read the variance request, history of the parcel and the surrounding parcel history into the record. Kolstad also stated that at the December 22, 2016 on-site it was observed that the lot was extremely small and the projected closeness to the road right-of-way of the requested structure. Pence requested an update to illuminate the first request from the September public hearing meeting and comments that were received at that time. Kolstad summarized the comments from the September meeting and the current application request, which were all against the approval of the variance. It was explained what was allowed to be done on a lot this size in the current ordinance which would not require a variance. Whirley explained the new application pertaining to the septic and structure setbacks. Herzog opened the public hearing. Stubbs, a neighboring parcel owner, stepped up and stated that the ordinance is in place for the entire communities benefit and it would be a disservice to the entire community to build on this lot. No one else stepped up and the public hearing was closed. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. Kolstad initiated the findings of fact procedure with the board members deliberating and responding to each question.

**December 23, 2016 Action:**

**Motion by Nevin; supported by LaFon to deny the variance for:**

1. Building site lot size of 13,286 square feet where 30,000 square feet is required
2. Type III where Type I sewage treatment system is required
3. Lake setback of 36 feet where 75 feet is required to proposed deck
4. Lake setback of 47 feet where 75 feet is required to proposed dwelling
5. Lake setback of 61 feet where 75 feet is required to sewage treatment tanks
6. Road right-of-way setback of 6 feet where 35 feet is required to proposed dwelling
7. Road right-of-way setback of 4 feet where 10 feet is required to drainfield

**To construct:**

- Building site on nonconforming lot size
- Type III sewage treatment system
- 506 square foot deck
- 1040 square foot dwelling

Per the findings of fact as discussed, the on-sites conducted on 9-22-16 & 12-23-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 11-16-16 for property located at County Rd 16, Part of gov't lot 2, Sec 17, City of Crosslake

**Conditions:**

1. None – request denied

**Findings: See attached**

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

**Jonathan Fragodt  
141470040100009 & 141470040110009**

Herzog invited Whirley of RemWhirl, the applicant's representative to the podium. Kolstad read the variance request, no comments received, history of the parcel and the surrounding parcel history into the record. Whirley explained the accessory structure request, lot size and architectural aspects. He also stated that if the increase in accessory structure size was approved that the owners would forgo any additional accessory structures on the two contiguous lots listed on the application. For a complete understanding of the situation, Nevin clarified what the applicants alternatives would be according to the ordinance. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. Herzog opened the public hearing with no response, so the public hearing was closed. Herzog requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**December 23, 2016 Action:**

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

- 1. Accessory structure size of 1515 square feet where 1200 square feet is allowed**
- 2. Substantial completion of 5 years where 2 years is required for proposed accessory structure**

**To construct:**

- 1515 square foot accessory structure**

Per the findings of fact as discussed, at the on-sites conducted on 8-25-16 & 12-22-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 7-27-16 for property located at 12230 Manhattan Point Blvd, Crosslake, MN 56442

**Conditions:**

**Chapter 26 – Land Use; Sec. 26-227 Variance Decision - Variances must be substantially completed within two years of receiving approval – the approval of this variance will expire on 12-23-18.**

- 1. Implement and work with staff on the submitted RemWhirl stormwater plan including temporary erosion control during construction**
- 2. No additional accessory structures on parcel 141470040100009 & 141470040110009 as listed on the application**
- 3. Maintenance on the existing boathouse to not be effected**

**Findings: See attached**

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

**Steven J & Rebecca J Brown  
14152001003A009**

Herzog invited Whirley of Rem Whirl, the applicant's representative to the podium. Kolstad read the variance request, DNR comment letter dated 12-9-16, history of the parcel and the surrounding parcel history into the record. During the December 22, 2016 on-site Kolstad observed similar setback situations. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. Herzog opened the public hearing with no one in attendance to respond, therefore the public hearing was closed. Whirley stated Rem Whirl's mind set approach to this situation in relation to the ordinance, lake and impervious. LaFon asked if there was a building envelope on this property, with a negative response. LaFon specified that under the circumstances the commissioners in essence are being asked to create a building envelope where none exists. Herzog stated, with Wessels agreeing, that the application was extremely aggressive for the size of the lot in question. The commissioners agreed on tabling the application. Whirley asked for some input on the future application approach. Commissioners discussed options with smaller footprint possibilities.

**December 23, 2016 Action:**

**Motion by Herzog; supported by Knippel to table the variance for:**

- 1. Building site lot size of 13,286 square feet where 30,000 square feet is required**
- 2. Type III where Type I sewage treatment system is required**
- 3. Lake setback of 36 feet where 75 feet is required to proposed deck**
- 4. Lake setback of 47 feet where 75 feet is required to proposed dwelling**
- 5. Lake setback of 61 feet where 75 feet is required to sewage treatment tanks**
- 6. Road right-of-way setback of 6 feet where 35 feet is required to proposed dwelling**
- 7. Road right-of-way setback of 4 feet where 10 feet is required to drainfield**

**To construct:**

- Building site on nonconforming lot size**
- Type III sewage treatment system**
- 506 square foot deck**
- 1040 square foot dwelling**

**Per the findings of fact as discussed, the on-sites conducted on 12-23-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 11-17-16 for property located at 12365 Milinda Shores Rd, Sec 7, City of Crosslake**

**Conditions:**

- 1. None – application was tabled**

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

**7. Other Business**

**7.1 Non-Riparian lot lake access issue**

Person explained the access issue brought to the November 14, 2016 Crosslake City Council meeting; what is currently allowed in the ordinance; options available to change the ordinance; whether or not the ordinance needs to be updated; what can and cannot be regulated along with the difficulties that may arise in the regulation process and jurisdiction rights. Wessels brought up the ability to do a recordable easement versus financial gain and how that would play out. Agreement was reached to continue discussion at the January 26, 2017 City Council joint meeting. Along with controlled access, additional topics to be discussed at that meeting would pertain to accessory structures, campers, county duties/expected role and wastewater treatment plant update.

**Matters not on the Agenda:**

1. There were no matters on the agenda

**Motion by LaFon; supported by Knippel to adjourn at 10:47 A.M.**

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

Respectfully yours,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Customer Service Specialists II

B.16.

Public Works Meeting Notes  
City of Crosslake  
Monday, December 5, 2016  
4:00 PM - City Hall

Members Present: Doug Vierzba, John Pribyl, Darrell Shannon, Dale Melberg, Tim Berg

Members Absent: None

Others Present: Dave Reese and Mark Hallan (WSN), Ted Strand, Dave Schrupp

1. Meeting called to order at 4:00 pm by Chairman Darrell Shannon.
2. Approve Minutes of October 3, 2016: Vierzba noted a required change item 3 regarding the motion. Motion was made by Shannon, not Pribyl. Notes will be changed. **Motion by Vierzba to approve corrected meeting notes, second by Pribyl, all in favor.**
3. Update on 2016 Road Improvements: Mr. Reese reported the city saved \$60,000 on material planned for the aggregate road base reconstruction due to the fact that the reclaimed road materials were adequate to use on the project. He also stated the higher bituminous cost related to higher than planned assessments for the Andy's park lot users/owners. Mr. Reese touched on an ongoing issue on Forrest Lodge Road regarding an easement where Forrest Lodge meets Urban Point Road, west side of Forrest Lodge Road. Documentation at the county shows the city has an easement for drainage in this location. The impacted resident is upset with the discharge of rain water from the bituminous gutter added in this area to control runoff. Ted has discussed the issue with the resident at length. The issue will be noted pending future responses from the land owner at this time. Mr. Reese stated the 2016 Road improvements project is basically completed except for some punch list items that will be addressed in the spring. As a result, the contract will be held open until the punch list items are addressed.
4. 2017 Street Improvement Planning Needs:
  - a. Tamarack Road: This road improvement is located in a low, swampy area that will require a Geotechnical evaluation prior to design. Mr. Reese obtained two bids, one from Braun Intertec (\$4,224), the other from American Engineering and Testing (\$2,900). The testing will occur once the ground freezes to support heavy equipment for evaluation. **Motion by Shannon to recommend the city use American Engineering and Testing for the work, second by Vierzba, all in favor.**
  - b. Other 2017 Road Projects: Mr. Reese reported that surveying has begun for anticipated road upgrades to Milinda Shores and Anchor Point Roads.
  - c. Dream Island: Mr. Reese reported that easement valuation offer letters were mailed to the two impacted property owners on November 30<sup>th</sup>. The required response period is 30 days. He also indicated that Wetland Delineation work has been completed for the project and sent to the county. Mr. Reese indicated financial assistance from the State Local Wetland Road Replacement Program may be forthcoming for some of the wetland work.
  - d. Corp Parking Lot: Ted reported that 2 of the owners have not paid the \$7,255 assessment as of today's meeting. 5 new Lantern Style LED lights will be installed by Crow Wing Power in area; completion hopefully by the end of the year. Ted indicated the costs related to these lights will be paid by Crow Wing Power. Mr. Pribyl inquired about painting the curbing yellow in the areas of driveways to highlight the location. Ted indicated some of the lights have been located close to the driveways to help with visual location of the driveways.

5. Request from Town Square to Accept Their Roads for Maintenance-Update: Mr. Jim Anderson (Town Square Representative), has had further discussions with Ted and the City regarding the City taking over ownership of the roads in town square, since prior meetings. The commission received an Easement and Maintenance Agreement for the stated property prepared by Brad Persons on 11-27-16. The commission discussed the document and had the following concerns that the agreement does not clarify:
- Will the property owners allow storm water runoff to empty to the retainage pond? Is an easement in perpetuity needed for storm water runoff? The city does not expect to maintain the pond and pond equipment.
  - Snow storage. Can the City store snow in the area, if so which areas?
  - Clarification that the City is not responsible for the sidewalks in the area.
  - Uncertainty regarding the condition of the road surface due to time of year, lack of time to inspect.
  - Uncertainty regarding the parking/traffic stripping condition. Will it need to be done immediately next year?
  - Expectations of the current owner regarding snow plowing timing.
- Ted commented the plowing of this area would take at least 2 hours, depending on the snowfall amounts. Ted has an employee that is planning on retirement the end of next year and suggested it might be a good time to look at hiring a 4<sup>th</sup> person for the crew. Ted also discussed the purchase of another truck that would help with the added plowing load. He indicated it was turned down at the last council meeting. After some discussion, a **motion was made by Melberg, seconded by Vierzba to table the request until such time as the questions written above are answered.**
6. Update on Wastewater Treatment Facility Improvements: Ted indicated the two new pumps were installed in lift station F and worked great until just recently. Mr. Hallan agreed that we are still in the startup/debug stage for this modification and the software Engineer that supplied the control panel needs to address the issue. Ted will be contacting them to return to make adjustments.
- Ted explained that Bolton and Menk was anticipated to be at the next council meeting to provide an estimate for a design to address the issues they presented previously. Their presentation had all the same issues that have been discussed by WSN previously and included two additional items, 1) Possible piping size changes and 2) the possible need for a Flow Equalization Basin. Mark Hallan commented on the Bolton/Menk review. He indicated the city had a shoestring budget to pay for the plant when it was built. Crosslake was one of the few cities to install and pay 100% of the cost to design and build the sewage plant. Many things were not done in the plant due to budget restrictions. Certain items, such as the heat exchanger were required by the State. This item has not been used, although it was mandated by the State. A lot of history exists on how the plant was built the way it is today.
7. Other Business:
- FYI. Ted discussed the request of a resident on the north side of Big Pine Lake that requested to clear a few hundred feet of ROW and add class 5 to make a road which would provide access to the non-lake side of their property. Given the Planning and Zoning Group has dealt with this specific request, Ted will ask for their opinion.
  - FYI. Johnnie Street Access (no address provided). Ted indicated a Land Owner on each side of the city ROW access has asked to riprap the City's lakeshore. It is understood the shoreline on the City's property is eroding. Our attorney has submitted an agreement to the landowner to allow but no word back from the landowner.
  - FYI. Mr. Reese submitted cost estimates/drawings with phases to serve the Wildwood Area with Sanitary Sewer. The total cost to cover all 6 phases is estimated to be approximately \$1.8 million. Mr. Reese will continue with a conclusive narrative regarding the study.

d. **Motion by Pribyl, second by Vierzba to move the January meeting to Thursday, January 5<sup>th</sup>. All in favor.**

8. Adjourn. Motion by Pribyl, second by Vierzba, all in favor to adjourn the meeting at 5:20 PM.

B. 17.

Public Works Meeting Notes  
City of Crosslake  
Thursday, January 5, 2017  
4:00 PM - City Hall

Members Present: Doug Vierzba, John Pribyl, Darrell Shannon, Dale Melberg, Tim Berg

Members Absent: None

Others Present: Dave Reese, Ted Strand, Dave Schrupp, Mike Lyonais

1. Meeting called to order at 4:00 pm by Chairman Darrell Shannon.
2. Approve Minutes of December 5, 2016: Motion to approve by Pribyl second by Vierzba all in favor. Mike Lyonais added that the Andy's park lot assessments were \$7,255, not the \$6,700 as stated in the December 5<sup>th</sup> notes. Dave Reese asked that the reason for the cost increase be stated in the notes as higher than planned bituminous costs. Both of these changes were made to the December 5<sup>th</sup> 2016 notes.
3. Update on 2017 Road Project Update: Update by Reese.
  - a. Surveying is complete and plans may be ready next month to review, Tamarack Road, Melinda Shores, Daggett Bay and Anchor Point with extended north side shoulder.
  - b. Tamarack road centerline to be changed to deal with drainage. American Engineering and Testing will conduct borings in the next few weeks, all dependent on ground freezing.
  - c. Schrupp asked that the city post information on the city website to inform citizens of road work planned for 2017. WSN to handle to post such information.
  - d. Dream Island Bridge Update. Reese mentioned Governor Dayton is working on bonding bills and offer letters for permanent and temporary easements have been sent to the two impacted property owners. Paperwork for Wetland Permitting has been completed and is with the county.
4. Town Square Request for Maintenance: Strand presented an Easement and Maintenance Agreement signed by Jim Anderson dated 12-19. The document did not include any of the stipulations requested by the PW commission. Strand indicated he did not know what to do. Strand indicated the roads started with a 30 year service life and given the roads are 15 years old; they have lost half of their life at this time. A document titled Estimate Construction Costs for Mill and Overlay for Town Square was presented by WSN. This was requested by Strand. The cost was estimated to be \$50,880 for the roads in discussion. Reese indicated that road turn backs are common and it is common for cities to ask for lost life expectancy. Strand indicated the road is showing some wear and is this the proper way for the city to cover the repairs of the issues. Melberg felt we need a cost agreement and Berg felt we needed answers to our questions as well as a discussion on the condition of the road. Berg also asked if we were able to give Mr. Anderson the questions from our December meeting and Strand indicated he has not been able to reach Mr. Anderson. Berg felt we need to get this resolved in that we have discussed this since last summer. Strand felt we need to be reimbursed for some portion of the \$51K estimated replacement cost. Strand said he would contact Mr. Person with the questions the commission has on the roads in Town Square.

Strand discussed planned development in the Town Square Development to begin in 2017, to include Assisted Living, New Clinic, Town Houses and Condominiums. He indicated a Planning and Zoning DRT meeting is planned for January 10<sup>th</sup> at 9 am with the developers.

Strand presented a document titled "Area Municipal Sanitary Sewer Charges/Connection Fees", dated January 5<sup>th</sup>, 2017 prepared by WSN. Strand wants to make sure that our hookup/connection fees are in line to what is required today, hence the survey of what other cities charge. Reese indicated Town Square has a General

Development Plan that outlines requirements for future development. Strand has several questions related to the future development of the area. Vierzba asked questioned the dedication of city streets when the development was created but no city maintenance and felt the initial documents should be check to see if any detailed agreement exists given the situation we are discussing today about the city taking over the maintenance.

5. Big Pine Drive-Request for Public Use of Right-of-Way: Strand stated residents have requested the ability to clean up/improve some of the ROW to create better rear access to their properties. Strand indicated Planning and Zoning has no jurisdiction over this request. Strand indicated conditions would be imposed if this was allowed, one of which is that the city has no maintenance. Motion by Pribyl, second by Vierzba to forward this request to the city council for approval. All in favor.
6. Forest Lodge/Anchor Point Road-Request for Title Opinion: Sikora ROW dispute issue, drainage and power pole placement. As a result of several discussions Strand has had with the Sikoras, Strand requested the commission recommend the council authorize a title search for the Sikora property on Anchor Point Road to resolve a ROW issue related to 2016 rework of Forest Lodge Road and potential issues for the 2017 Anchor Point road rework. Motion by Berg, second by Vierzba to recommend the city authorize title opinion related the matter. All in favor. Pribyl recommended we contact the Sikoras to determine if they have Title Insurance to save legal fees by our city attorney as it relates to the ROW dispute.
7. Review Bolton and Menk Proposal: Schrupp asked the commission to make a recommendation to the council regarding changing the upgrade plan we are agreed to in the second quarter. Bolton and Menk presented a quote in early December (to the council) that recommends the upgrades discussed be completed all at once rather than over 5 years. Ted no longer believes he can handle the upgrades over several years and would rather have them implemented all at once in 2017. He also indicates the plant operates as planned but too many other City Public Works issues are not allowing him to implement the upgrades as planned in quarter 2 of 2016. He indicated he would like to go with WSN. Schrupp commented the initial quote provided by WSN may not include engineering/other costs and as a result asked that WSN provides a comparable quote as provided by Bolton and Menk. Schrupp also commented the capital plan does not include doing all the upgrades in one year. Strand indicated that Mark Hallan did have a comparable proposal at a prior council meeting but that has not been presented to Strand. Lyonais commented we do have money in the budget and the funding would be switched to a debt service payment, meaning the impact to the levy is not great.

Schrupp requested that WSN provide an updated quote as soon as possible in hopes that another Public Works meeting could be set to review and make a recommendation to the council regarding future direction.

8. Treatment Plant Update: See item #7 above.
9. Other Business: Strand requested WSN to prepare a quote to create specifications and bidding for 2017 crack sealing. WSN provided a quote for \$5,500 to provide same. Motion by Vierzba second Pribyl to recommend the council approve the bid. All in favor.
10. Adjourn. Motion by Melberg, second by Pribyl, all in favor to adjourn the meeting at 5:35 PM.

B.18

# Crosslake Roll-Off & Recycling Services

January 2017

Mixed	Paper	Aluminum	Tin	Glass	Plastic	Metal	Cardboard	Electro	Total lbs	2000#	Total Tons
9720	750	2100	0	2240	13740	5980	0	34530	2000	17.265	
February									0	2000	0
March									0	2000	0
April									0	2000	0
May									0	2000	0
June									0	2000	0
July									0	2000	0
August									0	2000	0
September									0	2000	0
October									0	2000	0
November									0	2000	0
December									0	2000	0

TOTAL IBS	9720	750	2100	0	2240	13740	5980	0	34530	2000	17.265
2000#	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
TOTAL TONS	4.86	0.375	1.05	0	1.12	6.87	2.99	0	6.87	2.99	0

Tires 0



B. 20.

**BILLS FOR APPROVAL**  
February 13, 2017

VENDORS	DEPT		AMOUNT
Ace Hardware, scraper	Park		27.99
Ace Hardware, hose	Park		11.99
Ace Hardware, hardware	PW		8.22
Ace Hardware, de-icer	PW		1.98
Ace Hardware, de-icer	PW		1.98
Ace Hardware, de-icer	PW		1.98
Ace Hardware, spark plug	Park		3.99
Ace Hardware, endcap, soap	Park		9.48
Ace Hardware, connectors	Park		2.58
Ace Hardware, hardware	Park		3.49
Ace Hardware, hardware	Park		4.97
Ace Hardware, funnel, bungee cord	Park		13.37
Ace Hardware, hardware	PW		25.98
Ace Hardware, keys	Police		5.97
Ace Hardware, pot, oven liner	Sewer		33.97
Ace Hardware, sewer blanket	Sewer		84.99
Ace Hardware, hardware	PW		20.99
Ace Hardware, de-icer	PW		1.98
Ace Hardware, de-icer	PW		1.98
Ace Hardware, de-icer	PW		1.98
Ace Hardware, de-icer	PW		1.98
Ace Hardware, de-icer	PW		1.98
Ace Hardware, de-icer	PW		1.98
Ace Hardware, ext cord	Park		12.99
Ace Hardware, snowbrush	Park		9.59
Ace Hardware, battery	Park		6.87
American Door Works, remote openers	Police		120.00
AW Research, water testing	Sewer		771.20
Baker & Taylor, books	Library	pd 2-2	29.88
Baker & Taylor, books	Library		1,171.23
Birds, Bats & Beyond, suet	Park		27.50
Blue Cross Blue Shield, health insurance	ALL		20,923.50
Brainerd Hydraulics, parts	PW		48.80
Brainerd Hydraulics, parts	PW		27.00
Breen & Person, legal fees	ALL		990.00
Brians Welding, repair quick attach, mount cleats	PW		381.68
City of Crosslake, sewer utilities	PW/Gov't		180.00
Clean Team, february cleaning	PW/Gov't		1,082.50
Compass Minerals, road salt	PW		6,051.82
Costco, membership dues	Gov't		110.00
Council #65, union dues	Gov't		385.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,323.35
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County, audit confirmation	Admin		30.00
Crow Wing County Attorney, quarter 4 fines	Gov't		1,780.36

Crow Wing County Highway Dept, fuel for november 2016	ALL		2,548.18
Crow Wing County Highway Dept, fuel for december 2016	ALL		2,672.84
Crow Wing County Recorder, filing fees	PZ		138.00
Crow Wing Power, electric services	ALL	pd 1-24	8,454.75
CTC I.T., january i.t. labor	ALL		750.00
Culligan, water and cooler rental	PW/Gov't		54.61
Custom Fire, hand wheel	Fire		48.21
Dacotah Paper, janitorial supplies	Park		577.35
Deferred Comp	ALL		300.00
Delta Dental, dental insurance	ALL		1,642.50
Emergency Response Solutions, cleaning solution	Fire		282.56
Emergency Response Solutions, scba battery pack	Fire		4,797.68
Emergency Response Solutions, adapter kit	Fire		944.16
Emergency Response Solutions, facepiece regulator	Fire		4,599.00
Emergency Response Solutions, facepiece	Fire		287.71
Fire Instruction & Rescue, confined space trailer	Fire	pd 2-2	850.00
Fire Instruction & Rescue, search and rescue hands on	Fire	pd 2-2	400.00
Force America, spring	Sewer	pd 2-2	92.25
Fortis, disability	ALL		645.94
Fyles, portable restroom	Fire		175.00
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		1,200.77
Holiday Station, premium fuel	Park		6.16
Holiday Station, premium fuel	Park		4.89
Holiday Station, diesel	PW	pd 1-12	74.32
Holiday Station, antifreeze	Police		10.73
Jay Lorch, reimburse education cost	Police	pd 2-2	21.36
Jon Henke, reimburse mileage	Park	pd 2-2	20.41
Keepsrs, uniform	Police		91.00
Lakes Area Powersports, mirror	Park		53.99
Lakes Gas, gas	Park		12.38
Lakes Gas, regulator	Park		74.20
Lakes Gas, gas	Park		313.38
Lakes Heating & Cooling, a/c repair	Park	pd 2-2	119.00
Little Falls Machine, valve, hoses	PW		318.69
Marco, shipping	Park	pd 1-25	9.76
Marco, copier lease	Park	pd 2-2	223.30
Mastercard, Bills Gun Shop, firearms qualification	Police		19.96
Mastercard, Costco, vacuum	PW	pd 1-24	214.74
Mastercard, Dell, cables	Police	pd 1-24	43.18
Mastercard, Dell, computer	Police		1,240.95
Mastercard, Delta, travel expense	Admin		609.90
Mastercard, Fayette Trailer Sales, battery charger	PW		65.00
Mastercard, MN Fire Service Certification, recertification	Fire		225.00
Mastercard, Monoprice.com, network cables	Gov't		77.32
Mastercard, Mr. Tire, oil change, air filter	PW		92.11
Mastercard, Nisswa American Legion, chiefs meeting	Police		12.29
Mastercard, Office Max, office supplies	Park	pd 1-24	276.18
Mastercard, Office Max, office supplies	PW		169.83

Mastercard, Office Max, office supplies	Library		433.70
Mastercard, Office Max, office supplies	Park		81.42
Mastercard, Pickleball, paddles, balls, net	Park		318.40
Mastercard, Target, janitorial supplies	Park		42.44
Menards, post mount, air freshener	PW		62.78
Menards, remote door openers	Police		82.02
Menards, counter top	Gov't		207.45
Mike Lyonais, reimburse petty cash	ALL		78.04
MMUA, q1 safety program	Gov't		2,625.00
MMUA, membership dues	Gov't		288.00
MMUA, first line supervision training	Sewer		1,170.00
MN Chiefs of Police Assn, conference registration	Police		425.00
MN Dept of Employment, unemployment wages	Park		147.73
MN Life, life insurance	ALL		450.80
MN Rec & Park Assn, membership dues	Park		287.00
Moonlite Square, diesel fuel	PW		47.35
Moonlite Square, premium fuel, car washes	Fire		54.32
Napa, beam	Park		35.98
Napa, washer fluid	Police		9.96
Napa, wiper blades	Police		45.96
Napa, wire kit	Park		27.47
NCPERS-Life Insurance	ALL		96.00
Neofunds, postage	ALL		700.00
Nisswa Police Department, chiefs membership dues	Police		75.00
North Memorial EMS, emergency care training	Fire		856.00
Northland Freightliner, oil change, solenoid, heater, coolant	PW		1,387.98
Northland Press, meeting notice of 1/27	PZ		68.00
Northland Press, meetng notice of 10/28	PZ		68.00
Northland Press, summary of budet statement	Admin		93.50
Northland Press, rfp for engineering	Gov't		34.00
Northland Press, window envelopes	Admin		144.77
Olson Thielen CPA's, audit services	Phone Co.		8,000.00
Patty Norgaard, reimburse travel expenses	Council		397.46
Premier Auto, battery	Police		183.73
Ron Harkin, reimburse for uniform expense	Park	pd 1-25	195.60
Seachange, receipt books	Admin		106.74
Shannons Auto Body, repair damage to truck	PW		7,993.60
Stinson Leonard Street, legal fees	Phone Co.		170.00
Symbol Arts, badges	Police		240.00
Teamsters, union dues	Police	pd 2-6	206.00
The Office Shop, toner	Admin		324.99
Thelen Heating & Roofing, furnace repair	Park		322.00
Triangle Oil, fuel cond	PW		147.60
Uniforms Unlimited	Police		183.99
US Bank, copier lease	ALL		156.00
Verizon, air cards and ipad charges, internet	ALL	pd 2-2	342.54
Verizon, cell phone charges	ALL		452.70
Viking Electric, bulbs	Park		57.60
Viking Electric, bulbs	Park		12.84
Volunteer FF Benefit Assn, membership dues	Fire		11.00

Waste Partners, trash removal	ALL		231.90
Watch Guard, cables	Police	pd 2-2	112.00
Winter Equipment Company, patriot system	PW	pd 2-2	2,980.80
WSN, engineering fees	ALL		30,615.95
WW Goetsch, pumps	Sewer		5,530.00
Xcel Energy, gas utilities	ALL	pd 2-2	3,217.66
Ziegler, cutting edge	PW		278.84
Ziegler, bolts	PW		64.35
Ziegler, cutting edges	PW		576.08
Ziegler, edge	PW		232.61
	<b>TOTAL</b>		<b>148,161.86</b>

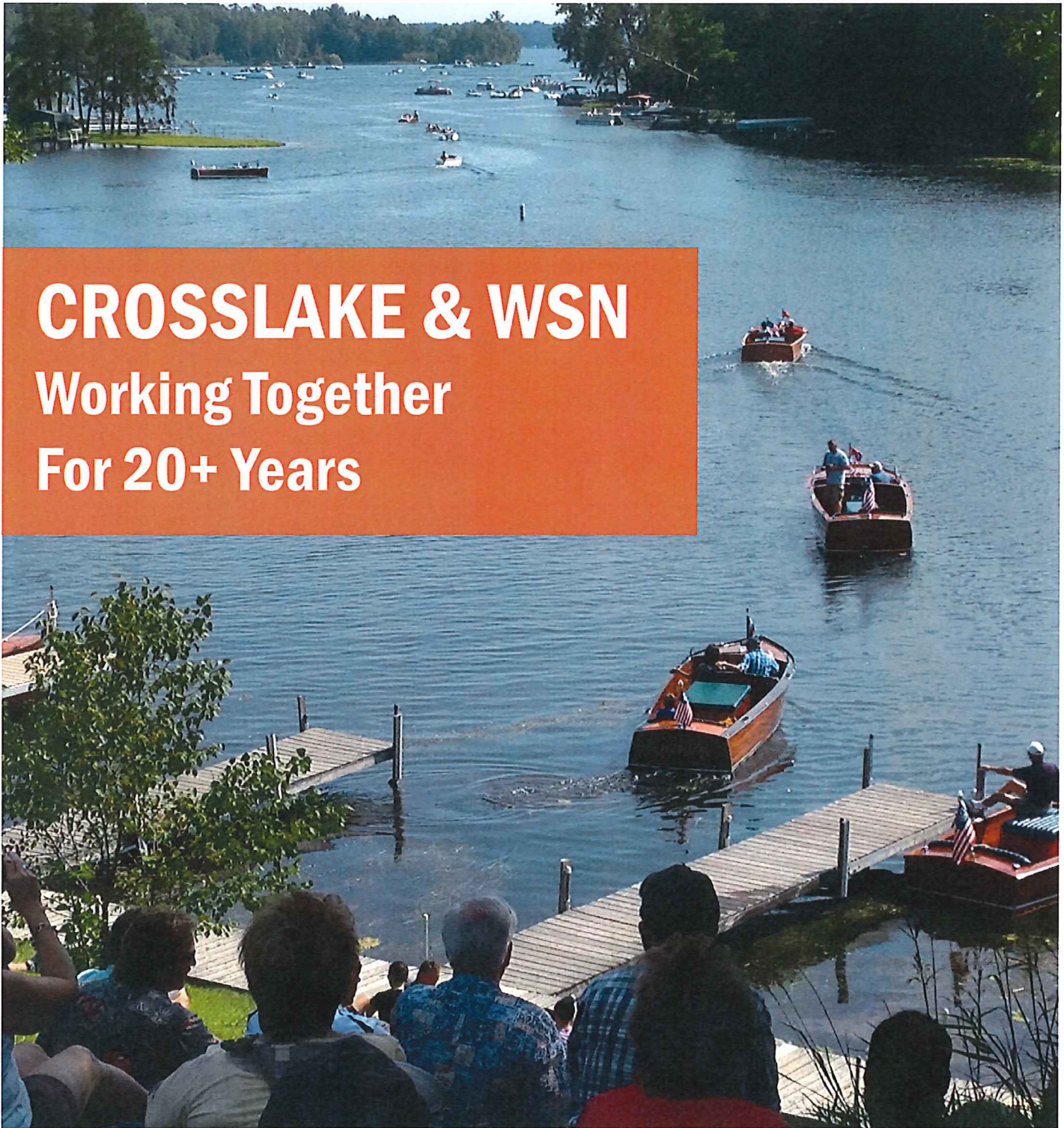
B. 21.

MEMO TO: City Council  
FROM: City Clerk  
DATE: February 10, 2017  
SUBJECT: Revision to Employee Handbook

At the January 9, 2017 Council Meeting, the Council approved the revisions to the Employee Handbook. These revisions included removing redundancies. On January 19<sup>th</sup>, staff asked that the paragraph on Page 2 containing more comprehensive language regarding "at will" status be added back in. Language regarding "at will" status was retained on Page 33, however, staff felt it was necessary to have it on both pages. Accordingly, on Page 2, the following language has been returned:


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

Approval of the consent calendar ratifies this change.



**CROSSLAKE & WSN**  
**Working Together**  
**For 20+ Years**

**Proposal to Provide Professional Engineering Services**  
**Crosslake City Engineering**  
**Crosslake, Minnesota**  
February 7, 2017



**WIDETH  
SMITH  
NOLTING**



Brainerd/Baxter  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117   
218.829.2517   
Brainerd@wsn.us.com   
[WidethSmithNolting.com](http://WidethSmithNolting.com)

February 7, 2017

Char Nelson  
City Clerk  
37028 County Road 66  
Crosslake, MN 56442

Re: Proposal for Engineering Services

Dear Members of the Selection Committee:

Working with the City of Crosslake has been a gratifying experience for all of us at Wideth Smith Nolting. The knowledge that we have accumulated over the past 20-plus years, along with the relationships we have built on mutual trust and a spirit of teamwork, translate into real value going forward for the citizens of Crosslake.

The Minesota Design Team's visit has invigorated the community, and we are anxious to see how that will play out. Our insight into Crosslake's infrastructure will be a valuable contribution as the city and community explore the possibilities identified in the Design Team sessions.

As in the past, WSN staff will continue to attend City Council meetings and routinely provide answers to telephone and email questions at no charge. It is important to (a) always be at your service, and (b) make an investment of our own in the interests of the community. The value of these unbilled services has averaged \$13,000 to \$15,000 per year over the last 20 years.

Some of our employees live in the Crosslake area, and it's safe to say that many—if not all—have enjoyed everything the community has to offer. Our commitment to the well-being of the community is ongoing and extends beyond our professional relationship. As a firm, WSN has supported many Crosslake community groups and organizations over the years.

WSN is proud of our association with the City of Crosslake, and we are eager to continue our relationship with you. Thank you for the opportunity to share our qualifications to provide city engineering services. If you have any questions or would like additional information, please do not hesitate to contact us.

Sincerely,  
WIDETH SMITH NOLTING & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Dave Reese".

**DAVE REESE, PE**  
Principal in Charge  
Dave.Reese@wsn.us.com  
218.316.3629

A handwritten signature in blue ink, appearing to read "Kevin Donnay".

**KEVIN DONNAY, AIA**  
WSN President  
Kevin.Donnay@wsn.us.com  
218.316.3618



Sunrise Island Bridge - 2010

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# Wideth Smith Nolting Firm Overview



West Shore Drive—Crosslake, MN

For more than 40 years, Wideth Smith Nolting has been sharing our clients' visions and ensuring their projects' success by developing sustained partnerships. Founded in 1975, Wideth Smith Nolting now has eight offices located throughout Minnesota and North Dakota. Our team of professionals—nearly 200 architects, engineers, environmental scientists, land surveyors, and support personnel—works together to provide comprehensive and coordinated services. The firm is owned by employees who maintain active roles on projects, in their professions, in their communities, and on the company's management team.

We are an integrated, multi-disciplined firm that brings together all the services you need under one umbrella. For you, that means better communication, greater efficiency, and a more satisfying experience as your projects play out.

## FIRM HISTORY

WSN maintains a strategic focus on serving the communities of greater Minnesota and North Dakota. Sustainability through managed growth has always been a goal of our ownership team. We have taken advantage of many growth opportunities over the past 40 years to position ourselves to meet all of our client's needs.

- 2016** KBM GeoSpatial, LLC, added as a subsidiary of WSN
- 2016** Acquisition of KBM, Inc.
- 2016** Acquisition of Hult & Hebeisen
- 2014** Acquisition of Kane and Johnson Architects, Inc.
- 2012** East Grand Forks office added through FS Engineering merger
- 2010** Water Resources Division created through merger with JOR Engineering
- 2008** Rochester office added through QED Engineering merger
- 1999** Bemidji office opened
- 1999** Acquisition of EDC Engineering (Mechanical and Electrical)
- 1998** Grand Forks office opened
- 1996** Acquisition of Meyer / Donnay Architects, Brainerd
- 1979** Alexandria office added through Hall Engineering acquisition
- 1978** Brainerd office added through Dean Anderson acquisition
- 1975** Wideth Smith Nolting & Assoc., Inc., is incorporated

### DAVE REESE, PE

#### Primary Contact

Principal in Charge  
218.316.3629  
Dave.Reese@wsn.us.com

### MARK HALLAN, PE

#### Secondary Contact

Civil Engineer  
218.316.3647  
Mark.Hallan@wsn.us.com

### BRainerd/BAXTER OFFICE

7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

### WSN OFFICE LOCATIONS

Alexandria  
Bemidji  
Brainerd  
Crookston  
East Grand Forks  
Forest Lake  
Grand Forks  
Rochester

[WidethSmithNolting.com](http://WidethSmithNolting.com)





## Services Provided to Crosslake

WSN works with communities of all sizes but has always focused on communities throughout Greater Minnesota. Since WSN was launched in 1975, the firm has completed projects in hundreds of communities and nearly every county in Minnesota. We made a conscious choice to keep the focus of our company on our clients in Greater Minnesota. It is common for us to have relationships with clients that go back decades.

Through the years we have expanded the scope of our services to include **a full-time funding department** with expertise in multiple funding sources. WSN has a solid reputation with the funders. They know we will submit a strong application and will properly administer the funds once awarded. We continually work with DEED, Rural Development, and other funding sources. We also work closely with our clients on 429 assessment projects. Many of our projects include a blend of several different types of funding. The goal is to leverage all available funding to the best advantage of our clients.

We are very familiar with Municipal and County State Aid funding. We have worked with cities and counties on hundreds of projects including roadway, drainage, and bridge projects.

We have worked closely with several cities and counties on **jointly funded projects** and have helped prepare numerous agreements and memorandums of understanding to address funding allocations.

Our focus on Greater Minnesota has also led to an understanding of the financial realities of the communities we live and work in. There is always a balance between cost and design. Our designs can be simple or elaborate, but **the client is always in charge** of the outcome.

***Our experience and expertise, as well as our familiarity with Crosslake, make us uniquely qualified to provide engineering services for Crosslake.***

## Additional Services That Benefit the City

### VALUE ADDED SERVICES

We will continue to attend monthly meetings at **no charge** to the City, as we have done since our initial appointment as Crosslake's City Engineer in 1996. An engineer will attend meetings to remain apprised of issues affecting the City and to be on hand to advise the Council and staff as needed.

We also take phone calls and emails from City staff, Council members, and Commission members to discuss engineering- and surveying-related matters. We do not bill the City for routine communications, and consider it to be part of our duties as a member of your team.

### PLANNING & ZONING MEETING ATTENDANCE

We attend the regular Planning and Zoning meeting at no charge. Since the planning and zoning administration has been turned over to the County, their staff has completed the majority of reviews concerning site plans, drainage, and other ordinance-related matters. We have provided, and will continue to provide, reviews of some challenging applications at the request of the Planning and Zoning Department.

### ENGINEERING EXPERIENCE WITH MNDOT STATE-AID OFFICE

We have the background and knowledge, skills and abilities to work in both the County and the Municipal State-Aid system. Our engineers were among the very few consulting engineers to be included in the 4-year-long, recently completed revamp of the entire state-aid system.

### EXPERIENCE WITH MULTIPLE FUNDING SOURCES

One of the most important factors that takes a project from concept to reality is adequate funding. In our extensive experience working with clients and multiple funding sources, we have found that the most appropriate funding vehicles will vary with each client's circumstances.

The use of County State Aid funds requires that the projects be constructed to state aid standards and be reviewed by the County engineer and MnDOT. We understand the state aid requirements of design and construction and the review and approval process.

For any project that involves multiple funding sources, it is important that the project cost splits be identified from the beginning and updated as the project design proceeds. Once a project is bid, cost splits are calculated for each funding source and tracked throughout construction. WSN can act as the City's representative in the submittal of partial and final payment requests, payroll compliance and other funding administration tasks for the duration of the project.

### FUNDING SOURCES

Many times there are several sources that can fund a single project. These sources provide assistance in the form of grants (which are the preferred method), loans, or a combination of the two. Our team has helped our clients secure funding for their projects through several agencies, including

- Public Facilities Authority (PFA)
- Economic Development Administration (EDA)
- Clean Water/Drinking Water Revolving Fund Application
- Clean Water Partnership
- USDA Rural Development (RD) Water & Waste Program
- Department of Employment and Economic Development (DEED) – includes Small Cities Development Program
- County and Municipal State Aid Funds
- Federal Transportation Funds
- State Bridge Bonding
- FAA and State Aeronautics
- Federal Emergency Management Agency (FEMA)
- Special Appropriations
- Tax Increment Financing
- TRLF – Transportation Revolving Loan Fund
- MnDOT Local Initiative Program
- Legacy Funds Department of Natural Resources
  - » Parks & Trails Grants
  - » Historic Preservation Conservation Partnership Grants
  - » Rural Economic Development Loan/Grant Program
  - » Community Facility Program
  - » Minnesota Investment Fund

### **GEOGRAPHIC INFORMATIONAL SYSTEM (GIS) SUPPORT**

Project landscape data can be accessed in hard copy form such as maps, spreadsheets, and graphs, as well as interactively on laptops and tablets via software or the Internet utilizing map server technology. Spatial data is key to understanding what is going on in your area, and we have considerable Geographic Information Systems (GIS) experience. Ranging from high-end cartographic services to database management and modeling, or even technical support, we can help you get the most out of this essential technology. The ability to easily see key features and how they interact can make all the difference in a successful project.

### **EXPERTISE IN DESIGNING FACILITIES THAT REFLECT MODEST DESIGN, SIMPLE OPERATIONAL REQUIREMENTS, AND ECONOMICAL COST OF OPERATION**

The design of any project in Crosslake needs to strike a balance between simple and elaborate. It needs to reflect the character of the city. Future projects are an opportunity to reestablish this character. The design of future projects should be flexible and responsive to the input from the community. It also needs to be affordable and fit the available budget. In past projects we have identified optional items and structured the bid documents to allow changes. We also work very closely with city public works staff throughout the design phase. They are the people who ultimately inherit the project and have to live with the maintenance. Our approach is to work with the public works personnel throughout the design to make sure the final product is easier and more economical to maintain.

### **TRAFFIC CIRCULATION AND ROUNDABOUT DESIGN**

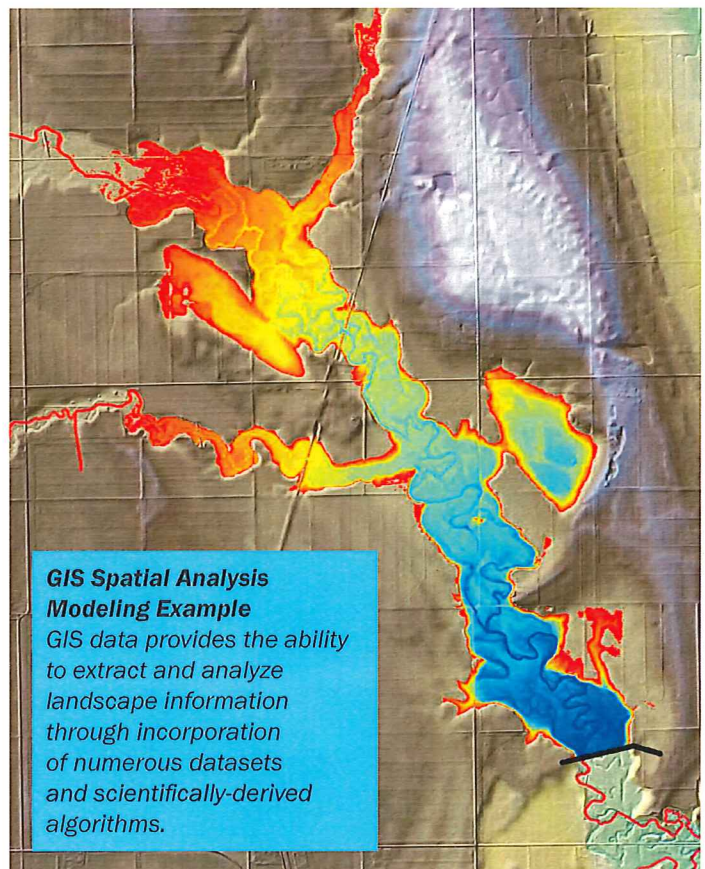
WSN received the 2014 Project of the Year Award from City Engineers Association of Minnesota (CEAM) for the Greenwood Street Corridor, which included a round-about. ACEC/MN also recognized the project with a Grand Award in its 2015 Engineering Excellence Awards program.

**OUR FUNDING STAFF HAS HELPED SECURE MORE THAN**

**\$250 MILLION**

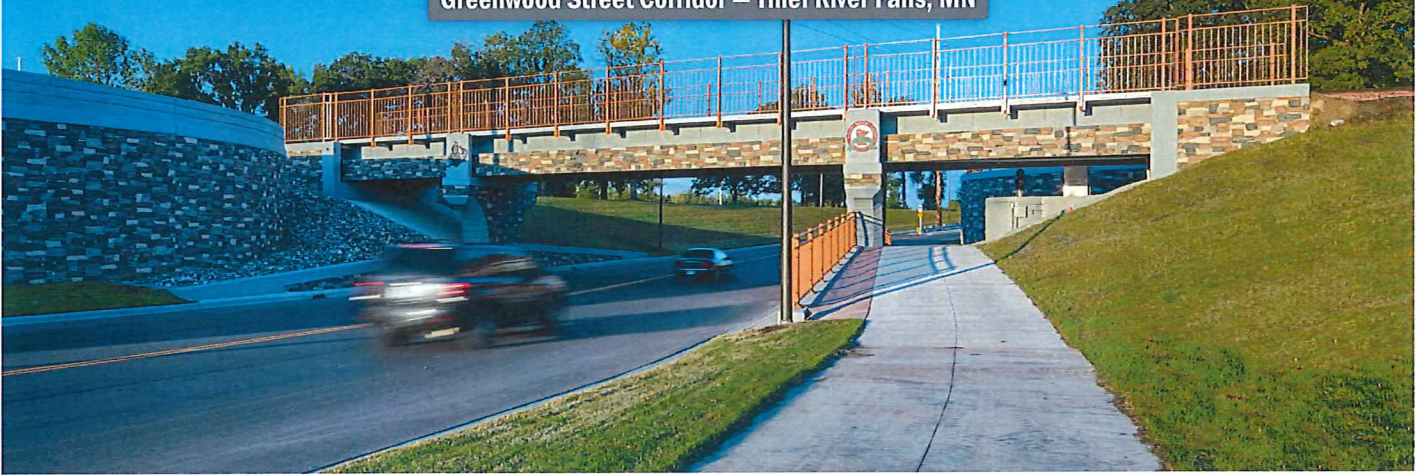
**FOR VARIOUS COMMUNITIES, INCLUDING:**

- **City of Crosslake**
- Alexandria Lakes Area Sanitary District
- City of Alberta
- City of Alexandria
- City of Ashby
- City of Backus
- City of Baxter
- City of Barrett
- City of Bluffton
- City of Browns Valley
- City of Buckman
- City of Clarissa
- City of Chokio
- City of Crosby
- City of Cuyuna
- City of Doran
- City of Eagle Bend
- City of Forada
- City of Hancock
- City of Holloway
- City of Ironton
- City of Little Falls
- City of Lismore
- City of Milan
- City of Morris
- City of Motley
- City of Nisswa
- City of Norcross
- City of Ottertail
- City of Pequot Lakes
- City of Remer
- City of Staples
- City of Starbuck
- City of Swanville
- City of Urbank
- City of Verndale
- City of Watson
- City of Wendell
- Farwell Kensington Sanitary District
- GEM Sanitary District
- GKWMLL Sanitary District
- Hudson Township
- Ida Township
- Lake Mary Township
- Rich Prairie Sewer and Water District



# City Engineers Association of Minnesota **PROJECT OF THE YEAR**

Greenwood Street Corridor – Thief River Falls, MN



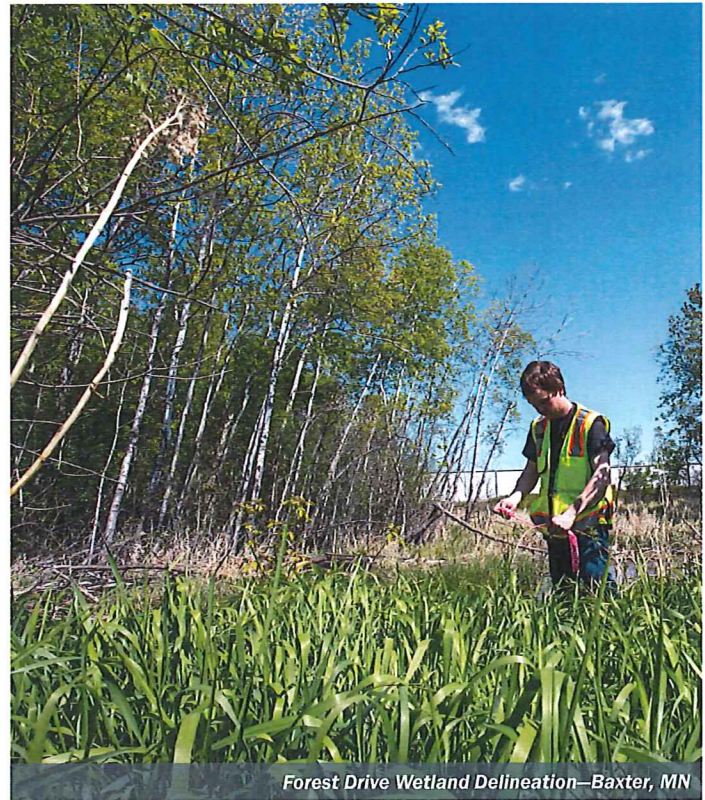
## CITY ENVIRONMENTAL SERVICES

WSN has a full service Environmental Service Team available to provide the city any needed services. WSN will identify the environmental reports and regulatory permit applications needed for construction projects. We will work with the City to prepare the necessary reports, meet the regulatory requirements, and apply for and acquire needed permits.

WSN's Environmental staff have a diverse work and educational background, many years of professional experience, and an exceptional variety of environmental project involvement ranging from pollution prevention plans to extensive contamination clean-ups. Our goal is to provide consulting services at a reasonable cost.

Environmental Services available are:

- Environmental Impact Studies
- Contaminated Studies
- Groundwater Studies
- Landfill design and permitting
- Environmental site assessments
- Wetland delineation and mitigation
- Natural Resource damage assessments
- Asbestos inspectors
- Surface Water Quality studies
- Underground storage tank investigation and remediation



Forest Drive Wetland Delineation—Baxter, MN

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***WSN has been honored to assist Crosslake in keeping pace with the needs of the community. We are committed to providing the City with the best service possible.***

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# Current Clients & References

## JENKINS

**Jon Lubke, Mayor**  
33861 Cottage Avenue  
Jenkins, MN 56474-2052  
218.568.4637

**Krista Okerman, City Clerk**  
33861 Cottage Avenue  
Jenkins, MN 56474-2052  
218.568.4637

## LAKE SHORE

**Kevin Egan, Mayor**  
8583 Interlachen Road  
Lake Shore, MN 56468-8646  
218.963.2148

**Teri Hastings, Zoning Officer / City Administrator**  
8583 Interlachen Road  
Lake Shore, MN 56468-8646  
218.963.2148

## GARRISON

**Amy Vukelich, City Clerk**  
PO Box 239  
Garrison, MN 56450  
320.692.4270

**Bruce Pierson, Mayor**  
PO Box 239  
Garrison, MN 56450  
320.692.4270

## NISSWA

**Tom Blomer, Public Works Director**  
5442 City Hall St  
Nisswa, MN 56468-0410  
218.820.4223

**Gary Johnson, Councilman**  
5442 City Hall St  
Nisswa, MN 56468-0410  
218.963.4444

## BREEZY POINT

**Joe Rudberg, City Administrator**  
8319 County Road 11  
Breezy Point, MN 56472  
218.562.4441

**Tom Lillehei, Mayor**  
8319 County Road 11  
Breezy Point, MN 56472  
218.562.4441

## PEQUOT LAKES

**Mike Loven, Public Works Supervisor**  
4638 County Road 11  
Pequot Lakes, MN 56472-3385  
218.568.5222

**Nancy Malecha, City Administrator**  
4638 County Road 11  
Pequot Lakes, MN 56472-3385  
218.568.5222

**Nancy Adams, Mayor**  
4638 County Road 11  
Pequot Lakes, MN 56472-3385  
218.568.8392

## COMMUNITIES & DISTRICTS SERVED

Alberta	<b>Cass Lake</b>	<b>Lacs Lake</b>	<b>Jenkins</b>	Motley	<b>Serpent Lake</b>
<b>Alexandria</b>	Chokio	<b>Sanitary District</b>	Kelliher	Nelson	<b>Sanitary</b>
<b>Alexandria Lake</b>	Climax	<b>(GKWMLL)</b>	Kennedy	Nevis	<b>Sewer District</b>
<b>Area Sanitary</b>	<b>Crookston</b>	Gary	Kensington	<b>Nisswa</b>	<b>(SLSSD)</b>
<b>District (ALASD)</b>	<b>Crosslake</b>	Genola	Kerkhoven	Odessa	Staples
Ashby	<b>Cuyuna</b>	Glenwood	<b>Lake Bronson</b>	<b>Oklee</b>	Starbuck
Badger	Dawson	Gonvick	<b>Lake Shore</b>	Oslo	<b>Stephen</b>
Bagley	<b>Dodge Center</b>	Graceville	Lancaster	<b>Palisade</b>	Sunburg
Barrett	<b>East Grand Forks</b>	Grand Forks	Lismore	<b>Pembina</b>	<b>Swanville</b>
<b>Baxter</b>	Elrosa	Greenwald	Little Falls	<b>Pequot Lakes</b>	<b>Thief River Falls</b>
Beardsley	<b>Erskine</b>	<b>Halstad</b>	<b>Mahnomen</b>	Pillager	Urbank
Bellingham	Farwell	Hancock	Maynard	<b>Pine Island</b>	Verndale
Big Falls	Forada	Hendrum	Meire Grove	Plummer	Villard
<b>Blackduck</b>	<b>Fosston</b>	Herman	Mentor	Randall	Watson
<b>Breezy Point</b>	<b>Garrison</b>	Holloway	Middle River	Rich Prairie Sewer	Wendell
Brooten	<b>Garrison-Kathio</b>	Hudson Township	Milan	& Water District	
Browns Valley	<b>West Mille</b>	<b>International</b>	Miltona	<b>Rollingstone</b>	
Buckman		<b>Falls</b>	Morris		

Communities that have specifically appointed WSN as their consulting engineer are in **bold**.



## Resumes of Key Personnel



### DAVE REESE, PE

#### PRINCIPAL IN CHARGE, VICE PRESIDENT

Dave has primarily served as the City Engineer for several cities in the Brainerd area over the past 20 years. He is currently the City Engineer for the cities of Crosslake, Lake Shore, Garrison, Jenkins, and Randall. He also serves several area Townships and Counties with engineering support when needed and provides project management, project engineering, and engineering guidance on public and private projects throughout the State. In addition to leading local governing units (LGU) with advancing rural infrastructure improvements, he has managed several County and State projects through initial study, environmental review, public planning process, design, and contract administration. **Dave is one of the few Certified Advanced Subsurface Sewage Treatments Systems (SSTS) professionals in our area—he is committed to protecting our communities' abundant lakes.**

#### LICENSES/CERTIFICATIONS

Professional Engineer: MN (23432), ND (PE-8704), WI (40374-6)

Certified SSTS Advanced Designer: MN (C3145)

Erosion / Stormwater Management: Design Construction SWPPP

#### EDUCATION

Bachelor of Science, Civil Engineering / North Dakota State University, 1990

#### FEE RATE

Engineer IV

#### RELEVANT PROJECT EXPERIENCE

- City of Crosslake West Shore Drive and Public Walking/Bicycle Trail Improvements (2.8 miles)—Crosslake, MN
- City of Crosslake Daggett Pine Road and Public Walking/Bicycle Trail Improvements (1.2 miles)—Crosslake, MN
- City of Crosslake Manhattan Blvd and Public Walking/Bicycle Trail Improvements (1.7 miles)—Crosslake, MN
- City of Crosslake CSAH 66 and Public Walking/Bicycle Trail Improvements (2.4 miles)—Crosslake, MN
- City of Crosslake, Roadway and Trail Transportation and Routing Long-Range Plan—Crosslake, MN
- City of Crosslake Wastewater System Planning, Design, and Construction—Crosslake, MN
- City of Lake Shore Lift Station Inventory and Upgrades—Lake Shore, MN
- City of Cass Lake, Railroad Avenue Reconstruction—Cass Lake, MN
- Cass County CSAH 31 Area Stormwater Facility Study, Planning, Design, and Construction—Cass County, MN
- Morrison County/Randall CSAH 1/14 Road and Utility Reconstruction (SAP 49-601-19 & 49-614-12)—Randall, MN
- Lindbergh Drive North CATEX, Road, and Utility Reconstruction (SP 136-125-01)—Little Falls, MN
- TH 23 CATEX and Design (SP 5901-25)—Pipestone to Jasper, MN
- Todd County/Staples Old Highway 10 Turnback Road and Utility (SAP 77-654-01 & 77-643-03)—Staples, MN
- Fletcher Road and Bridge Removal/Reconstruction (SAP 18-599-032)—Fairfield Township, MN
- Sunrise Island Bridge Replacement (SAP 18-597-06)—Crosslake, MN
- MN DNR Heartland Trail, Tower Hill Segment Study
- Mille Lacs Band of Ojibwe, Zhingwaak Oodena Residential Subdivision Street, Utility, Sidewalk, and Trail Design and Construction—Hinckley, MN
- RP&P, Pine Trail Homes Residential Subdivision - Street, Utility, and Trail Design and Construction—Nisswa, MN

## MARK HALLAN, PE

### CIVIL ENGINEER, VICE PRESIDENT

Mark joined WSN in 1996 and has more than 30 years' experience in civil and structural engineering. He serves as senior engineer for the planning, design, and construction for various water treatment/storage and wastewater treatment systems for WSN offices around the State. Hallan manages WSN's project teams assigned to the preparation of facility plans, preliminary engineering reports, preliminary and final plans / specifications, State regulatory agency reviews/approvals and construction phase observation services. He represents WSN's clients in all negotiations with state and federal agencies and prepares permit applications for a variety of organizations. His experience with mechanical wastewater plants includes planning, design, construction administration, start-up, operator training, and preparation of operations and maintenance manuals.

#### RELEVANT PROJECT EXPERIENCE

- Wastewater Treatment Facility NPDES Permit Renewal—Crosslake, MN
- Wastewater Treatment Facility Plan—Motley, MN
- Wastewater & Irrigation Improvements—Nisswa, MN
- Wastewater/Water System Improvements—Pillager, MN
- Stabilization Pond Upgrade—Cass Lake, MN
- Water Treatment Plant and 200,000 Gallon Tower—Pequot Lakes, MN
- Pressure Filter Water Treatment Plant—Erskine, MN
- SunOpta Wastewater Flow Equalization/pH Balancing Design—Alexandria, MN
- Packaged Wastewater Treatment Trickling Filter Facility with UV—Palisade, MN



#### LICENSES/CERTIFICATIONS

Professional Engineer: MN (24997), WI (22476-006)

#### EDUCATION

Bachelor of Science, Civil Engineering - Emphasis in Structural and Hydraulics / North Dakota State University, 1979

#### FEE RATE

Engineer IV

## CHAD CONNER, LS, CFEDS

### LAND SURVEYOR, VICE PRESIDENT

Chad joined WSN in 1996 and is currently the Director of Survey Operations in the Brainerd/Baxter office. Chad coordinates work assignments with the schedule of the client to ensure timely completion of projects. Chad has worked on many municipal improvement projects involving street and utility construction, right-of-way, acquisition, construction, staking, and record drawing. His training as a Certified Federal Surveyor has given him the expertise to properly evaluate evidence and provide important solutions for projects in many of WSN's offices. His responsibilities include land survey project development and management, scheduling, and coordination.

#### RELEVANT PROJECT EXPERIENCE

- West Shore Drive Improvements—Crosslake, MN
- Crosslake Street Improvements—Crosslake, MN
- Crosslake Manhattan Point Boulevard Road and Trail Improvements
- Johnny and Robert Street Improvements Feasibility Study—Crosslake, MN
- Crow Wing County CSAH 18 R/W Plat—Nisswa, MN
- Inglewood Drive and Clearwater Road Improvements, SAP 230-105-02 and 230-107-01—Baxter, MN
- 2013 Smiley Road Improvements—Nisswa, MN
- Sanitary Sewer Mapping—Nisswa, MN
- Wastewater Treatment Plant Expansion—Nisswa, MN
- Poplar Avenue Street Improvements—Nisswa, MN
- Roy Lake Lodge Roadway and Utilities—Nisswa, MN



#### LICENSES/CERTIFICATIONS

Professional Land Surveyor: MN (41643), IL (3887)

Certified Federal Surveyor (CFedS) (1292)

#### EDUCATION

Bachelor of Science, Land Surveying and Mapping | St. Cloud State University, 2000

#### FEE RATE

Surveyor III



## MARK REINEKE, CMS GISP GEOGRAPHER, GIS ANALYST

Mark has more than 20 years' experience in spatial analysis, mapping, and Geographic Information Systems (GIS). He coordinates GIS projects among the firm's offices and manages WSN's extensive spatial database. Mark assists and advises project teams by providing analysis, mapping, and technical support necessary for overall project success. His varied cartographic works include museum displays, published works in books, numerous thematic maps and graphics for Environmental Assessment Worksheets (EAW), Environmental Impact Statements (EIS), engineering reports, and comprehensive plans. Mark works extensively with LiDAR, deriving project specific data sets and the development of hydrologic applications. He is an active member in the MN Digital Elevation-Research and Education Committee and has taken the lead for the creation of a statewide culvert inventory for Minnesota.

### LICENSES/CERTIFICATIONS

Certified GIS Professional #52240

Certified Mapping Specialist - GIS/LIS

### EDUCATION

Bachelor of Science, Geography | University of Minnesota, 1995

### FEE RATE

Scientist III

### RELEVANT PROJECT EXPERIENCE

- Overall Plans - Analysis, maps and graphics. Bois de Sioux Watershed, Two Rivers, Roseau River and Joe River Watershed Districts, 2003-2004
- University of Minnesota Parking Services Map. Map and brochure for the University of Minnesota, Twin Cities
- Interim Guidance on Acquisition of Culvert Geospatial Data - MN Digital Elevation Committee - R&E, 2011
- AT&T Cell Tower Visualization Studies— various locations, MN
- Verizon Cell Tower Visualization Studies—various locations, MN & SD
- Culvert Inventory, Bois de Sioux Watershed—West-Central MN
- Spatial Database Creation & Maintenance & GIS software technical support—Lac qui Parle-Yellow Bank, Bois de Sioux, Roseau River, Two Rivers & North Fork Crow River Watershed Districts; Viewers-Ringquist, Weidemann & Cunningham



## KENT ROHR, PE STRUCTURAL ENGINEER, VICE PRESIDENT

As the director of WSN's structural engineering department, Kent's responsibilities include working with the project architect and engineers to incorporate a safe and economical building structural system into the architect's vision of the overall project. He has worked with a variety of systems including timber, masonry, steel, precast and reinforced concrete with building sizes ranging from \$100,000 to over \$40 million in construction cost.

### RELEVANT PROJECT EXPERIENCE

- Crosslake/Crow Wing County Joint Public Works Facility—Crosslake, MN
- Greenwood Street Bridge—Thief River Falls, MN
- Greenwood Street Railroad Bridge—Thief River Falls, MN
- Dresbach Interchange—Dresbach, MN
- Terrace Mill Bridge & Spillway Improvements—Glenwood, MN
- Wall Street Bridge—Cass County, ND and Clay County, MN
- Arrowwood National Wildlife Refuge Maintenance Shop/Fire Cache and Vehicle Storage Facilities—Pingree, ND
- Audubon National Wildlife Refuge Headquarters and Visitor Center—Coleharbor, ND
- Pillager School Addition & Remodel—Pillager, MN
- Pine River Schools Remodel—Pine River, MN
- Douglas County Public Works Facility—Alexandria, MN
- MnDOT New Truck Station—Little Falls, MN
- Lakeland Public Television Broadcast Facility—Bemidji, MN

### LICENSES/CERTIFICATIONS

Professional Engineer [Structural]: MN (21179), ND (PE-6661), SD (6166)

### EDUCATION

Bachelor of Science, Civil Engineering (Structural) / University of Minnesota, 1986

### FEE RATE

Engineer IV

# PAT CONROY

## SENIOR FUNDING DEVELOPMENT SPECIALIST

Pat joined WSN in 2009 after working with the firm and its clients on numerous successful funding packages under the auspices of his practice, C&C Consultants LLC. He offers more than 35 years' experience as a grant writer and applications specialist. As a funds development specialist, he has experience with all sources of water and wastewater project financing, city buildings and structures, transportation projects, and public amenities such as parks and trails. Pat has formed strong working relationships with personnel at state and federal funding agencies and can assist with positioning projects for favorable consideration by decision makers.



### RELEVANT PROJECT EXPERIENCE

- 2014 Fire Department Grant (\$25,250) - Equipment—Crosslake, MN
- 2015 Fire Department Grant (\$1,150,000) - Currently in application process
  - » **Crosslake, MN**
  - » Crosby, MN
  - » Pequot Lakes, MN
  - » Ironton, MN
  - » Ideal, MN
  - » Garrison, MN
  - » Fifty Lakes, MN
  - » Deerwood, MN
  - » Cuyuna, MN
- Pomme de Terre Park—Morris, MN
- Rochester Youth Fast Pitch Association Softball Complex—Rochester, MN
- Assistance to Firefighters Grants (AFG), FEMA—throughout Minnesota and North Dakota
- Roadway Improvements—Chokio, MN
- Wastewater Collection and Treatment—Buckman, MN
- Wastewater Improvements—Starbuck, MN
- Ida Township and Alexandria Lake Area Sanitary District New Wastewater Collection System—Ida Township, MN

### EDUCATION

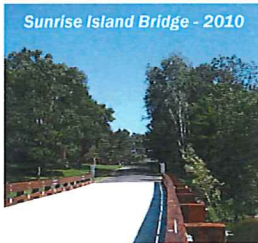
Bachelor of Science | St. John's University, 1972

Continuing education in computer programming, leadership, team building, listening skills, and strategic planning / Northwest Technical College, Fergus Falls Community College, North Dakota State University Continuing Education Program, and St. Thomas University Management Center

### FEE RATE

Funding Specialist

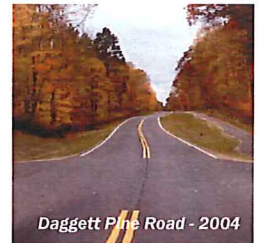
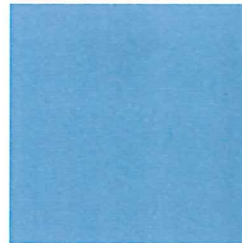
***In 2014, WSN helped the Crosslake Fire Department secure a \$25,250 Assistance to Firefighters Grant for purchasing new equipment.***



Sunrise Island Bridge - 2010



West Shore Drive - 2008



Daggett Pine Road - 2004



Crow Wing / Crosslake Public Works Facility - 2002



# Fee Schedule

## WSN's Commitment to Crosslake

An arrangement that is mutually beneficial leads to a strong and enduring relationship. We attend regular City Council meetings and are available for phone calls from council and commission staff about general city engineering concerns, policies, advice, etc. WSN does not charge for these meetings. WSN will not charge for initial GIS set-up and conversion of CADD files to GIS format for the City of Crosslake. WSN does not charge for postage, phone calls, faxes, mileage to the council meetings, or photo copies for the City Engineering services. We routinely stop by for a visit at City Hall when passing through town. We do not send you a bill for this.

WSN will prepare an Agreement (Contract) for every project (includes preparation of planning documents, reports, studies, design and bidding services, project management and construction services).

Project fees will be lump sum or percentage of contract for well-defined projects, or hourly plus expenses for undefined projects.

The above Basis for Compensation is proposed based on the RFP and WSN's understanding. We are open and flexible regarding other arrangements.

WSN offers integrated services – all key disciplines are in-house, enhancing a seamless process. In addition to municipal engineering services, we have several clients with needs that have ranged from environmental concerns to identifying and securing appropriate funding sources; from roadway/culvert/utility inventories (using GIS) to facilities analysis (Structures and Architecture); from Land surveying to Public Informational Campaign assistance.

We are committed to helping you realize your vision for your community.

## Professional Fee Rates

STAFF CLASSIFICATION	HOURLY RATES
Engineers	Please Refer to 2017 Fee Schedule
Surveyors	
Architects	
Wetland Specialists	
Field Technicians/Observers	
Office Technicians/Designers	
Funding Specialists	
Administrative/Marketing Specialists	
Regularly Scheduled Council Meetings	NO CHARGE
Routine Phone Calls or Emails	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photocopying/Production	NO CHARGE
Field Supplies/Survey Stakes and Equipment	NO CHARGE
Mileage	PROJECT-SPECIFIC

### GENERAL CITY ENGINEERING SERVICES

1. No monthly retainer or reduced fee schemes that are difficult to track and verify whether or not they present a savings.
2. No charge for printing, photocopying, computer usage, field equipment, stakes, supplies, or survey equipment.
3. No charge for phone calls, correspondence, or conference with City staff, Commission Members, or City Council.
4. Monthly billing statements will include all information requested.



Crosslake Wastewater Treatment Facility—Crosslake, MN



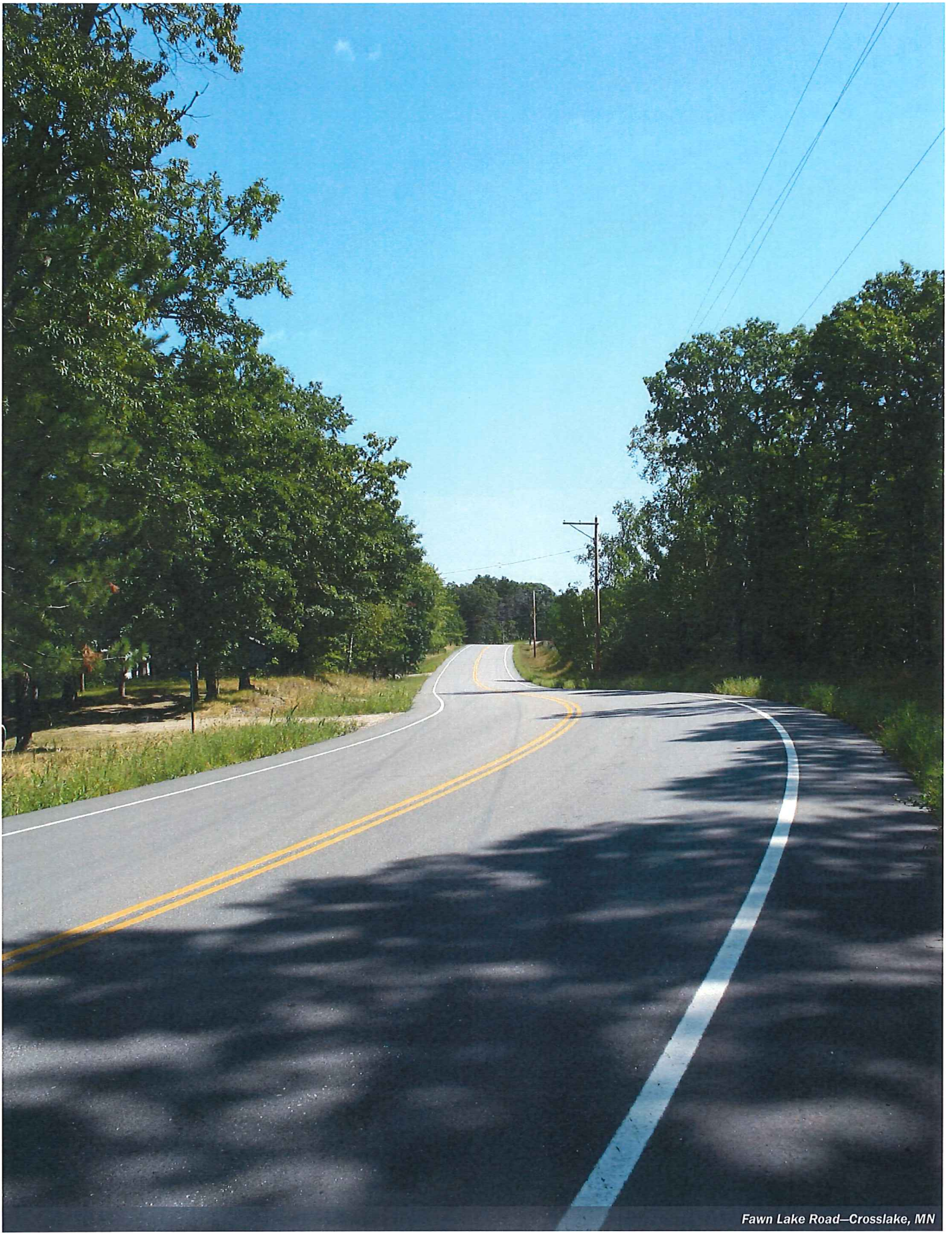
## 2017 FEE SCHEDULE

CLASSIFICATION	HOURLY RATE
<b><u>Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer</u></b>	
Level I	\$ 94.00
Level II	\$113.00
Level III	\$138.00
Level IV	\$148.00
Level V	\$165.00
<b><u>Technician</u></b>	
Level I	\$63.00
Level II	\$80.00
Level III	\$95.00
Level IV	\$110.00
Level V	\$120.00
Computer Systems Specialist	\$120.00
Senior Funding Specialist	\$110.00
Marketing Specialist	\$95.00
Funding Specialist	\$80.00
Administrative Assistant	\$54.00

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	Cost
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
Waste Water Sampler	\$40.00/Day
ISCO Flow Recorder	\$60.00/Day
Photoionization Detection Meter	\$80.00/Day
Explosimeter	\$50.00/Day
Product Recovery Equipment	\$35.00/Day
Survey-Grade GPS (Global Positioning System)	\$75.00/Hour
Mapping GPS (Global Positioning System)	\$150.00/Day
Soil Drilling Rig	\$35.00/Hour
Groundwater Sampling Equipment	\$75.00/Day
Subcontractors	Cost Plus 10%

**All Accounts due and payable within 30 days of billing. A finance charge is computed on a periodic rate of 1% per month which is an annual percentage rate of 12% on any previous balance not paid within 30 days.**

**These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.**



Fawn Lake Road—Crosslake, MN

# CROSSLAKE & WSN! WORKING TOGETHER FOR 20+ YEARS.



<p>2000-2004 Completed joint road improvements between Crosslake and neighboring Mead and Fairfield townships</p>	<p>2003-2004 Completed Joint City/County Public Works Facility</p>	<p>2007 Designed and Coordinated U.S. Army Corps Compagnated Sanitary Sewer Connection</p>	<p>2010 Completed Road Bid Study for the Macanator Treatment Facility</p>	<p>2012-2017 Completed Road System Upgrade and Resurfacing Projects</p>
<p>2000-2004 Completed Municipal Sanitary Sewer Collection and Wastewater Treatment Facility</p>	<p>2006-2007 Completed Library Addition to the Community Center</p>	<p>2008 Completed Improvements to Frank Lake Road and Turnback to Oak Wing County for Maintenance.</p>	<p>2010-2011 Completed Stormwater Bridge Replacement</p>	

**WSN**  
Completed First 5-Year Capital Improvement Plan

**WSN**  
Prepared the City's First Comprehensive Plan

**WSN**  
Prepared a Master Park Plan

**WSN**  
Prepared a Long-Range Transportation Plan

**20 YEARS OF MEETING TIME & ASSISTANCE**

**UNBILLED VALUE OF MORE THAN \$300,000**

- Assisted in Obtaining State Funding
- Reviewed Private Development plans for subdivisions
- Resolved Numerous Drainage and Road Stability Issues
- Performed a Facility Needs Assessment
- Designed an Emergency Power Generator and Switch for the City Hall/Fire Hall building

## CITY-WIDE ROAD SYSTEM UPGRADES

- 22 MILES** Gravel Road Upgrades
- 11 MILES** Paved Road Reconstruction & Resurfacing
- 6 MILES** NEW Trail Construction
- 2 MILES** Trail Reconstruction & Resurfacing

## What has WSN done for CROSSLAKE within the last year?

Coordinated Easements & Permitting for Dream Island Bridge Replacement	Coordinated Construction of Milinda Shores Bridge Stabilization Project	Updated 5-year CIP with Project Cost Estimates	Prepared Manageable WWTF Upgrade Plan & Cost Estimate for Budgeting	Substantial Completion of 2016 Street Improvement Projects	Completed Preliminary Design of 2017 Street Improvement Projects	Prepared Sanitary Sewer Extension Study for Wildwood Development Area	Coordinated First Step of WWTF Upgrades: Lift Station "F" Upgrades
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

## DAVE REESE, PE

TEL: 218.316.3629

FAX: 218.829.2517

Dave.Reese@wsn.us.com

### Brainerd/Baxter

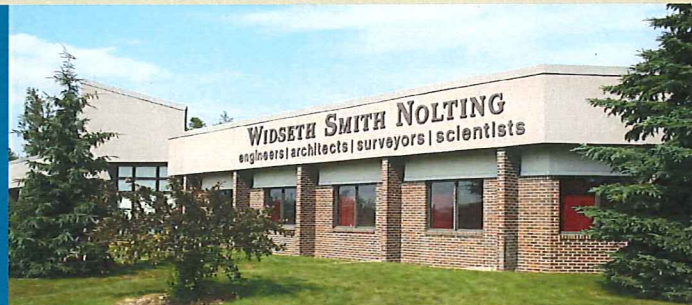
7804 Industrial Park Road

PO Box 2720

Baxter, MN 56425-2720

218.829.5117

Brainerd@wsn.us.com



### ALEXANDRIA

320.762.8149

Alexandria@wsn.us.com

### BEMIDJI

218.444.1859

Bemidji@wsn.us.com

### CROOKSTON

218.281.6522

Crookston@wsn.us.com

### EAST GRAND FORKS

218.773.1185

EastGrandForks@wsn.us.com

### FOREST LAKE

651.464.3130

ForestLake@wsn.us.com

### GRAND FORKS

701.795.1975

GrandForks@wsn.us.com

### ROCHESTER

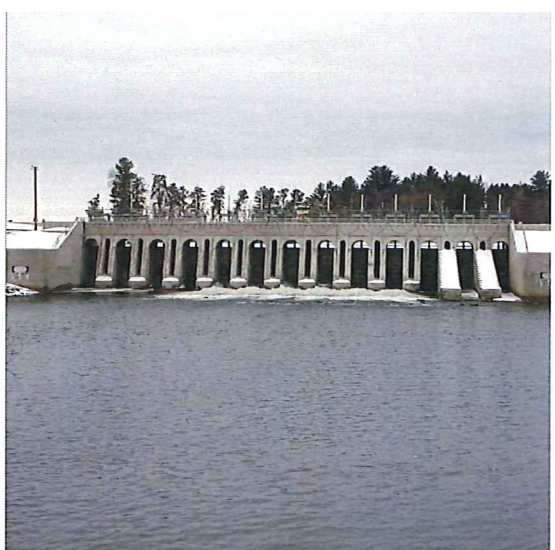
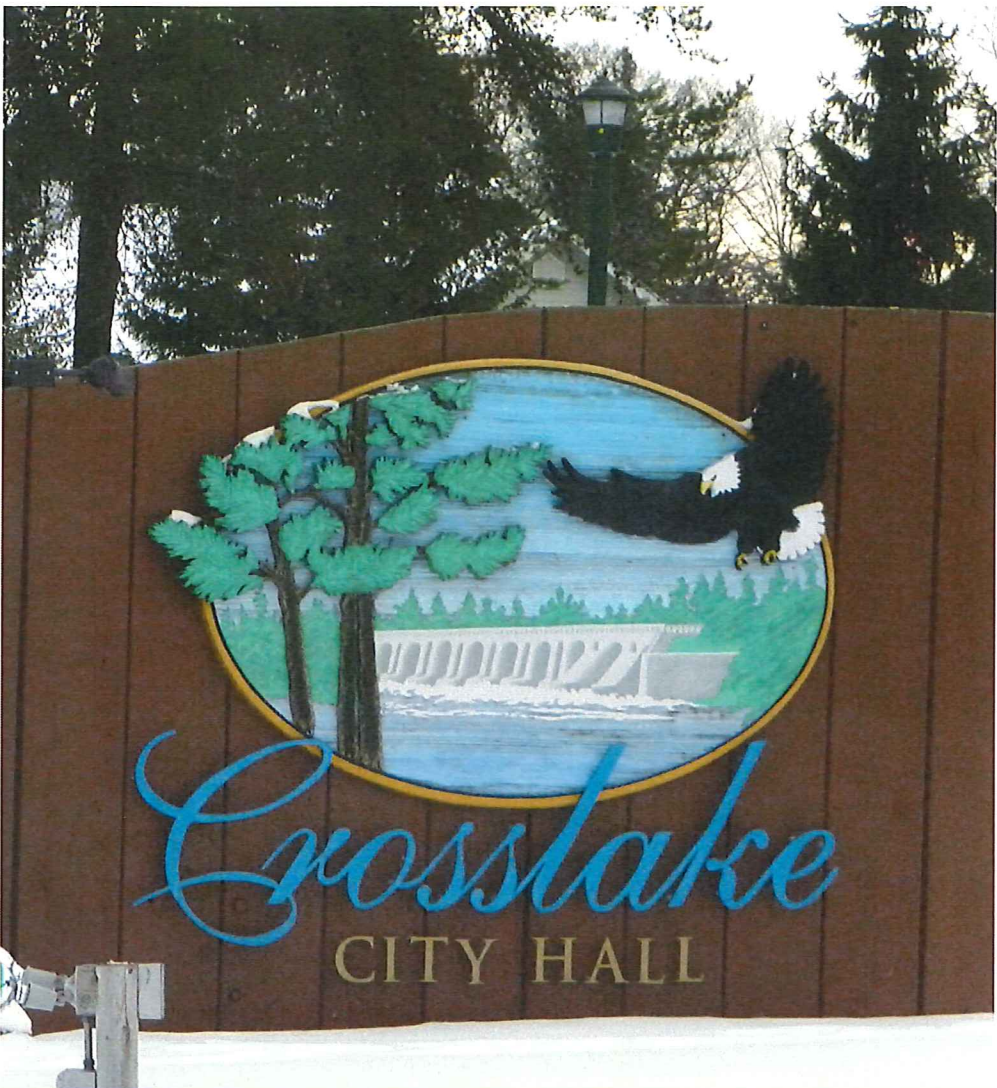
507.292.8743

Rochester@wsn.us.com

**WIDETHSMITHNOLTING.COM**



**ENGINEERING | ARCHITECTURE | SURVEYING | ENVIRONMENTAL**



Proposal For

# City Engineering Services

City of Crosslake, Minnesota | February 7, 2017



Building a Better World  
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World  
for All of Us®

February 7, 2017

RE: Request for Proposals  
City of Crosslake  
City Engineering Services  
SEH No. P-CROSL 140665

Char Nelson  
City Clerk  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

Dear Ms. Nelson:

The City of Crosslake is seeking a multi-disciplined, municipal engineering organization to provide comprehensive City Engineer services; an experienced team that will provide a fresh look at the City's existing infrastructure and play a proactive and pivotal role in helping the City make the best decisions regarding your community's future. Short Elliott Hendrickson (SEH®) is aware that the City of Crosslake stakeholders and decision makers are made up of several entities. So when we make reference to City, we reference serving the City Council, Staff, Public Works Commission, and Planning Commissions, Economic Development Authority (EDA), and citizens.

We understand that you seek a multi-disciplinary support team who will bring a better way of doing things to the City, cost conscious value, and always have your best interests at heart. Providing high quality city engineering services demands proven expertise that you can trust in such areas as wastewater and pavement management, as well as recognized project management, communication and organizational skills. A strong and enduring relationship between the City and your City Engineer hinges on accountability, accessibility and open communication.

This approach is grounded in the DNA of each SEH and client partnership. Because of this and the reasons listed below, we believe SEH is the right fit and best qualified firm to serve the City of Crosslake. Our proposal introduces our key proposed team members, their capabilities, and client references. The following items offer an introductory look at the value we can bring to the City of Crosslake:

#### **A City Engineer and Team That Provides Local Service and Regional Expertise**

We currently provide day-to-day engineering services for more than 50 cities in Minnesota. To most efficiently serve Crosslake, your City Engineer Scott Hedlund and primary team are located in our Brainerd and St. Cloud offices. These key members, who live, work and play in Central Minnesota, are experienced in municipal engineering, wastewater, funding, surveying, transportation, water, storm water, wetlands, and geographic information systems (GIS). If you need us on-site, we are a short drive away. This allows us to easily attend monthly City Council meetings (at no charge) and to be available for meetings and site visits – whether impromptu or planned. Being accessible means having good communication so that City staff, Mayor, Council remain informed at all times.

#### **Trusted Wastewater Expertise**

Through our industry connections and technical conferences, SEH Wastewater experts have stayed in-touch with Public Works Director, Ted Strand, and listened to understand the situation at your facility. John Thom, Jeff Ledin, Jessica Hedin and John Friel have toured the Crosslake plant. We have

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 416 South 6th Street, Suite 200, Brainerd, MN 56401-3540  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 218.855.1700 | 866.852.8880 | 888.908.8166 fax

demonstrated experience in solving issues such as equalization storage, SCADA and sludge/solids management. Especially in the wastewater arena, Crosslake will enjoy the fresh perspective of our team delivery that expands to include your staff for decision making, and brings a full-service wastewater group, delivered through the local SEH people signing this letter.

#### **Effective Pavement Management**

SEH understands that utilizing the right maintenance and rehabilitation methods, at the right time, at the right location will extend the life of road systems. Hiring the SEH team provides a fresh look at pavement conditions and recommendations, as well as efficient rehabilitation methods to help maximize your pavement maintenance and improvement dollars. We are confident that we can partner with Crosslake to deliver a tailored road program like we do for East Gull Lake, Emily, and Pierz, among others.

#### **Comprehensive Economic Development Expertise – Including Grants, Loans, and Lobbying**

When it comes to community and economic development, SEH is adept at bringing assistance to communities (working as an extension of City Staff), to provide financially feasible project solutions. Of particular note, our community and economic development efforts in Minnesota have resulted in assisting clients in securing more than \$100 million in project funding over the past 24 months. Heidi Peper, SEH Senior Community and Economic Development/Funding Specialist, has 22 years of professional experience. Heidi is available as an expert consultant to join with our team and deliver difference making assistance to the City of Crosslake with community and economic development efforts.

#### **No Transition Costs**

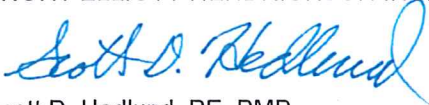
SEH will provide consultant transition services at no charge to the City of Crosslake.

#### **Summary**

We would like to express our appreciation for being considered to serve as your City Engineer. By selecting SEH, our key personnel will help the City of Crosslake realize your short-term goals and your long-term vision. In addition to the key personnel proposed in the Brainerd and St Cloud, we also have the bench strength in our St. Paul office to assist as needed. Please contact Scott Hedlund at 218.855.1705 or [shedlund@sehinc.com](mailto:shedlund@sehinc.com), or Jeff Ledin at 218.855.1711 or [jledin@sehinc.com](mailto:jledin@sehinc.com), with any questions or requests for additional information. We look forward to putting our dedication to providing quality service, experience, and expertise to work for you.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Scott D. Hedlund, PE, PMP  
City Engineer



Jeffrey R. Ledin, PE  
Client Service Manager

# Building a Better World for All of Us®

## COMPANY OVERVIEW

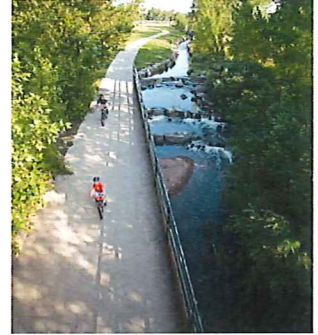
SHORT ELLIOTT  
HENDRICKSON INC.

### CORPORATE OFFICE

St. Paul | 800.325.2055

Colorado, Indiana, Iowa,  
Minnesota, North Dakota,  
Nebraska, South Dakota,  
Wisconsin and Wyoming.

[sehinc.com](http://sehinc.com)



Short Elliott Hendrickson Inc. (SEH®) is a 100% employee-owned company providing engineering, architectural, planning, and environmental services to public and private clients throughout the country. Our more than 800 employee-owners deliver valuable solutions in the Buildings, Energy, Environmental, Infrastructure, Transportation and Water markets. Our collective purpose and body of work is focused on Building a Better World for All of Us®.

"Building a better world" embodies our commitment to improving quality of life through safer roads, bridges, parks and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers and lakes. "For all of us" means we design customized solutions for our clients, including the residents and businesses in the communities we serve, employees in the companies we serve and citizens of the world.

### OUR CLIENTS

Since 1927, we've helped clients overcome challenges through strategically tailored services. We understand our public clients—local governments and state, regional and federal governmental agencies—must meet a wide array of needs with often limited resources. When working with clients in the private sector—commercial developers as well as industrial businesses: oil and gas, food and beverage and mining—we help businesses respond to the dynamic needs of the marketplace. You'll find our clients across the United States, with evidence of our work in 42 states.



# Why SEH?

**Idea through completion.** As a multidisciplinary company with professionals at every phase of a project lifecycle, we're capable of moving complex projects from idea through completion. Whether you prefer the traditional design-bid-build method, favor design-build services or prefer a hybrid approach, we can accommodate your project needs.

**Project funding.** At SEH, our services extend beyond engineering, architecture and planning. We also help our clients secure funding for their projects. Our community development and project funding services include grant writing, funding research and analysis, grant administration and prevailing wage compliance.

**Sustainability.** We believe in Building a Better World for All of Us, which means we design and build for the future. Our professionals, which include Envision™ certified and LEED-accredited staff, can help you benefit from best practices in sustainable planning, design and material selection.

# Who We Serve and What We Do

## CLIENTS

Municipalities  
Counties  
Federal Agencies  
Regional Agencies  
State Agencies  
Developers  
Commercial/Industrial  
Food and Beverage  
Manufacturing  
Mining  
Oil and Gas

## MARKETS

Buildings  
Energy  
Environmental  
Infrastructure  
Transportation  
Water

## CAPABILITIES

Airport Planning and Design  
Architecture  
Bridge Design and Inspections  
Civil Engineering  
Community Planning  
Construction Services  
Dams/Levees/Reservoirs  
Drinking Water  
Energy Sources  
Community Development and Project Funding  
Environmental Services  
Flood Management  
Geographic Information Systems  
Geotechnical Engineering  
Highway Design  
Land Development  
Landscape Architecture

Mechanical/Electrical  
Municipal Services  
Natural Resource Sciences  
Planning  
Protective Coatings Management  
Right-of-Way Services  
Site Design and Development  
Solid Waste Management  
Structural Engineering  
Surveying  
Traffic Engineering  
Transportation Planning  
Urban Design  
Wastewater  
Water Resources  
Watershed Engineering  
Wetland Services  
Zoning Administration

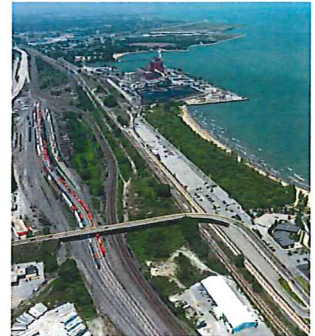
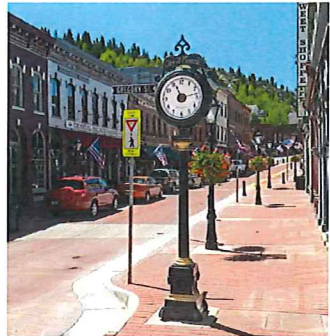
# Civil Engineering

WORKING TOGETHER.

We work with clients to create and improve the infrastructure that provides the foundation for everyday life.

## SERVICES

- Bridges
- Construction Services
- Community Planning
- Dams and Reservoirs
- Design|Build
- Community Development & Project Funding
- Landscape Architecture
- Municipal Services
- Flood Risk Management
- Road and Street Design
- Site Development
- Urban Design
- Utility Design



The streets we drive on. The utilities that carry water in and out of our homes and businesses. Dams and levees that defend against flood waters. Sanitary sewer systems that keep our waters clean. SEH planners, urban designers and civil engineers help communities make meaningful and lasting infrastructure improvements.

No simple task. Improving infrastructure requires welding fundamental ideas with purposeful innovation. It requires finding and securing project funding. Importantly, it requires an ally who understands how sustainable infrastructure decisions can shape our lives for the better. From planning through design and construction, we help our clients navigate the complex challenges that affect our lives every day.



## CIVIL ENGINEERING SERVICES



### CIVIL ENGINEERING SERVICES

City engineering  
Structural engineering  
Electrical engineering  
Environmental engineering  
Municipal services  
Traffic/transportation engineering  
Water resources engineering

### PLANNING

Capital improvement plans  
Community planning  
Comprehensive plans  
Downtown revitalization  
Land use planning  
Site selection and planning  
Small area planning

### DESIGN

Bridge design/inspections  
Landscape design  
Park and trail design

Road and street design  
Urban design  
Utility design/coordination  
Water and sewer system design

### SURVEYING

Geographic Information Systems (GIS)  
Boundary surveys  
Platting and plat reviews  
Site studies/surveys/mapping  
Topographic surveys

### CONSTRUCTION

Construction observation  
Construction administration  
Materials testing  
Project documentation

### PROJECT FUNDING

Grant applications and financial packaging

### SUPPORT SERVICES

Design|build  
Protective Coatings Management (PCM)  
Operation and Maintenance manuals (O & M)  
Virtual Reality Imaging (VRI®)  
Successful Public Involvement (SPI®)  
Asset management  
Community engagement  
Flood risk management  
Surface water and transportation utility implementation  
Value engineering/life cycle costing  
Operations support/consulting  
Cost projections  
Trenchless Technology

# Wastewater

MEETING LONG-TERM WASTEWATER NEEDS.

With an operations focus, we maximize your wastewater infrastructure while minimizing cost and regulatory risk.

## SERVICES

- Wastewater Master Planning
- Wastewater Facility Design
- Construction Services
- Design|Build
- Wastewater Operations
- Consulting
- Wastewater Process Types



Whether you need to design and build a new wastewater facility from the ground up, increase capacity of an existing facility, or want to boost the efficiency and sustainability of your current infrastructure, we help you discover and build a solution that fits. Our wastewater staff blends leading edge technology with existing well performing treatment systems to maximize treatment performance and potential capacity. Our staff also includes professionals who can fairly and appropriately determine industrial cost sharing and help industries with their pretreatment needs. And with several certified wastewater operators on our team, we're able to incorporate practicality and real-world wisdom into your wastewater project.



## WASTEWATER SERVICES



### SERVICES

#### Design

- Plans and specification preparation
- Regulatory agency review and permitting
- Value engineering
- Advertising and bid assistance

#### Construction Administration

- Contract administration
- On-site construction observation
- Shop drawing review
- Record drawings

#### Operations Consulting

- Plant startup assistance
- Laboratory programs and certification assistance
- Sludge management programs
- Maintenance programs
- Operations and Maintenance manuals (O & M)
- Operator training
- Computerized reporting

#### Project Delivery

- Design/bid/build
- Design-build

#### Process Types

- Trickling filters
- Activated sludge
- Rotating Biological Contactors (RBCs)
- Aerated and stabilization ponds
- Constructed wetlands
- Recirculating sand filters
- Biological and chemical phosphorus removal
- Biological ammonia reduction
- Disinfection by UV or chemicals
- Odor control facilities
- Effluent filtration
- Effluent irrigation
- Rapid infiltration basins
- Individual sewage treatment systems

- Biosolids handling/storage/thickening/dewatering disposal
- Aerobic and anaerobic digestion
- Reed beds
- Decentralized sewer systems

#### Planning

- Facility plans and feasibility studies
- Phosphorus minimization plans
- Residual solids management plans
- Environmental assessments
- Non degradation analyses
- Inflow/infiltration analyses
- Financial planning assistance
- Facility valuation

Short Elliott Hendrickson Inc:  
Founded  
**1927**

Has grown to  
**31**  
locations



Employing  
**800+**  
engineers, architects, planners,  
scientists and talented professionals

An impressive  
**80%**  
of our clients are repeat customers



Who work together to serve  
**6** Markets:  
Buildings, Energy, Environmental  
Infrastructure, Transportation and Water



## REFERENCES

**City of Emily**  
Roger (Buddy) Lund  
Mayor  
21236 2<sup>nd</sup> Street  
PO Box 68  
Emily, MN 56447-0078  
218.232.3126  
rbuddylund@gmail.com

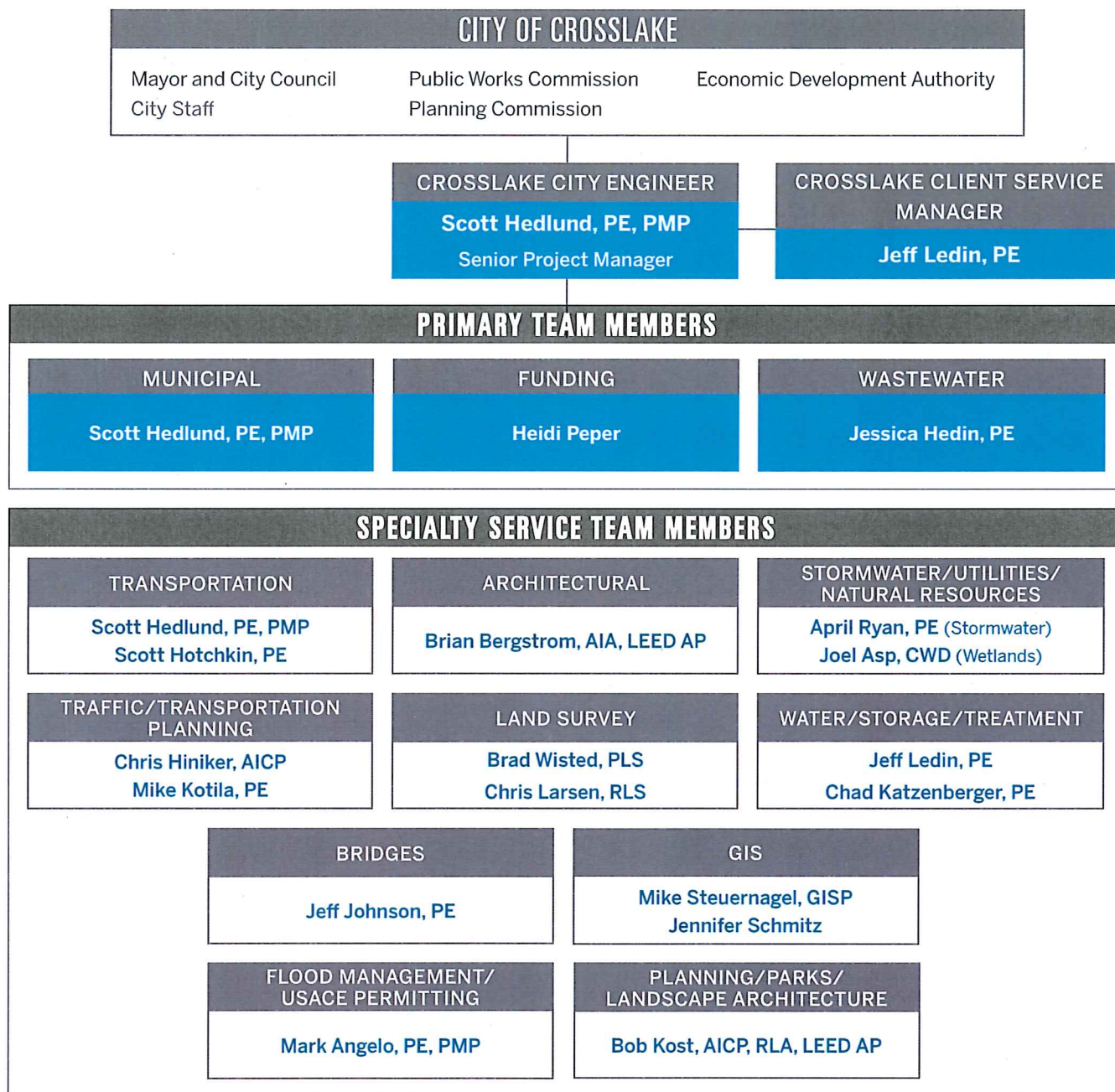
**City of Brainerd**  
Jeff Hulsether  
City Engineer  
501 Laurel Street  
Brainerd, MN 56401-3595  
218.828.2307  
jhulsether@ci.brainerd.mn.us

**City of East Gull Lake**  
Rob Mason  
City Administrator  
10790 Squaw Point Road  
East Gull Lake, MN 56401-3088  
218.828.9279  
robegl@scicable.com

**City of Mora**  
Joel Dhein  
City Administrator  
101 Lake Street South  
Mora, MN 55051-1588  
320.679.1511  
j.dhein@cityofmora.com

**City of Pierz**  
Bob Otremba  
Public Works Director  
101 Main Street  
PO Box 367  
Pierz, MN 56364-0367  
320.630.5180  
publicworks@pierzmn.org

# Team Organization Chart



Resumes of the entire team are available upon request



# Scott D. Hedlund PE, PMP

## Associate/Senior Project Manager

Scott has more than 20 years of experience, including roles as City Engineer, Project Manager and Project Engineer. He has designed, inspected, and managed all aspects of numerous public street, utility, trail, and traffic signal projects. Scott's experience includes state and federal project development reports, preliminary and final design, easement acquisition, special assessments, permitting, and construction administration. Scott's City Engineer experience includes the cities of Pierz, Upsala, Grey Eagle, Paynesville, Rockville, and St. Augusta.

### EDUCATION

Bachelor of Science  
Civil Engineering  
University of Minnesota-  
Minneapolis (1995)

### PROFESSIONAL REGISTRATIONS

Professional Engineer in  
Minnesota and  
Louisiana

### CERTIFICATIONS

Project Management  
Professional (PMP)

Minnesota Department of  
Transportation (MnDOT)  
Certifications:

Traffic Signal and Lighting I, II,  
and Refresher

Traffic Signal and Lighting  
Design

Signal and Lighting Installation

### PROFESSIONAL ASSOCIATIONS

City Engineers Association of  
Minnesota (CEAM), Member

Minnesota Society of  
Professional Engineers (MSPE),  
Member

### EXPERIENCE

#### Cypress Drive/TH 210 – City of Baxter, Minn.

Project Manager for design and right of way acquisition of this estimated \$12 million four-lane expansion project through a mixed use urbanized area parallel to TH 371. Project elements include 2 intersection modifications on TH 210, 2 roundabouts, new at-grade railroad crossing, street lighting, traffic signal, trails, sidewalk, streets, sanitary sewer, water, storm water, and superfund site management. Construction planned in 2018.

#### Mill Avenue/CSAH 3 – Crow Wing County, Minn.

Project Manager for design of this \$3.2 million reconstruction of 1.4 miles of multi-lane arterial roadway through a mixed use urbanized area of the City of Brainerd using state turnback funds. Scott was responsible for preparation of drawings and specifications.

#### Pierz Safe Routes to School (City of Pierz) – Morrison County, Minn.

Project Manager for design and construction of approximately 1.0 mile of infill sidewalk and school zone safety improvements using federal funds. The project included right-of-way acquisition and coordination with City, County, MnDOT, and two school districts.

#### Excelsior Road – City of Baxter, Minn.

Project Manager for design and construction this \$3 million street project through an urbanized mixed use area. Project elements include 3-lane bituminous street reconstruction, full depth reclamation, mill and overlay, trails, water main, sanitary sewer, storm water management, street lighting, and pedestrian flasher signal systems, and wetland permitting, right of way acquisition, and special assessments.

#### Bristol Street Box Culverts – City of Duluth, Minn.

Project Manager for replacement of a single barrel box culvert with new double barrel 10'x8' and 10'x7' precast concrete box culverts located in a MNDNR designated trout stream using MnDOT state aid funding. Scott was responsible for design services. Project included hydraulic stream modeling, bank stabilization, MNDNR permitting, street rehabilitation, and storm sewer and gravity sanitary sewer realignments.

#### Brainerd Airport Utilities Extension – City of Brainerd, Minn.

Project Manager for 2 miles of trunk water main and sanitary sewer extension and upgrade project constructed in TH 210 and E Street corridors. Scott was responsible for preliminary design, final design, easement acquisition, bidding, and construction contract administration including management of construction observation and staking. Scott also coordinated with SEH's consultant teaming partner on this project.



**Buffalo Hills Trail – City of Brainerd, Minn.**

Project Manager for 2-miles of paved trail spanning multiple commercial, residential, and park areas. Scott was responsible for design, bidding, permitting, easement acquisition, and construction services. Construction included traffic signal ADA upgrades, retaining wall, trout stream culvert replacement, MNDNR permitting, and County/USACE wetland permitting.

**ROCORI Trail: Phases I & 2 (ROCORI Trail Construction Board) – Richmond to Rockville, Minn.**

Project Manager for design and construction of 4.6 miles of multi-use paved trail on abandoned railroad corridor using state and federal funding sources, as well as coordination with the joint powers board (three cities), Stearns County, MnDOT, MNDNR, and BNSF. Project elements included conversion of a railroad bridge to trail use and rehabilitation of a large stone masonry culvert structure. Phase 2 is planned for construction in 2017.

**Hidden Lake Park Baseball Field – City of St Augusta, Minn.**

Project Manager for construction of a new baseball field, located on a challenging hilly site with constrained project limits. Scott was responsible for design, bidding, and construction administration. The construction included mass site grading, irrigation well, irrigation system, and restoration.

**Various Street & Utility Projects - Various Cities, Minn.**

Project Manager/Engineer for various street rehabilitation projects (reconstruction, full depth reclamation, and or mill and overlay) with and without municipal utilities and storm water management improvements. Scott's responsibilities included feasibility reports, special assessments, design, right of way acquisition, permitting, and construction services.

- City of Baxter (2015-2016): 3.5 miles of urban residential and commercial streets.
- City of Pierz (2012-2016): Eight blocks of urban residential and commercial streets.
- City of East Gull Lake (2013-2014): 2.3 miles of rural residential streets in lake areas.
- City of Emily (2013-2014): Three miles of rural residential streets in lake areas.
- City of Rockville (2005-2012): 1.5 miles of rural residential streets, some in lake areas.
- City of Saint Augusta (2006-2012): Four miles of rural and urban residential streets.

**Various New Residential Subdivisions (1998 -2008) – Cities of Sauk Rapids, Waite Park, Pierz, Paynesville, St Cloud, Minn.**

Project Manager/Engineer for various single-family residential subdivision projects. Scott was responsible for design and construction services. Construction elements included mass site grading, streets, storm sewer, sidewalks, trails sanitary sewer and water mains.





#### EDUCATION

Bachelor of Science  
Civil Engineering  
University of Colorado-Denver

Business Administration  
Coursework  
University of Minnesota-Duluth

#### PROFESSIONAL REGISTRATIONS

Professional Engineer in  
Minnesota, Colorado, North  
Dakota, South Dakota, and  
Iowa

#### PROFESSIONAL ASSOCIATIONS

National Society of Professional  
Engineers (NSPE), Member

American Water Works  
Association (AWWA), Member

Chi Epsilon, National Civil  
Engineering Honor Society,  
Member

# Jeffrey R. Ledin PE

## Senior Professional Engineer

Mr. Ledin is a Project Manager and Engineer with 23 years of experience, especially in the area of public water systems engineering. Jeff brings a strong technical background including many years in highway/heavy construction supervision experience. He has worked on all phases of municipal engineering projects throughout Minnesota. Work scope includes project development, preliminary design, client contact, permitting, design and construction. He has served as client contact for several communities with good success due to verbal and written communication skills.

#### EXPERIENCE

##### City Engineering Services

###### City Engineering – City of East Gull Lake, Minn.

City Engineer and Project Manager for various municipal projects including road improvements and wastewater collection and treatment. Jeff provides consultation to the City Council, Planning Commission and public works committees on engineering related issues. He is responsible for overall coordination and quality control of SEH services delivered to the City.

###### City Engineering – City of Ironton, Minn.

Project Manager for multiple city projects including numerous street improvement projects, the 2004 100,000 gallon elevated storage tank project, coordination with Crow Wing County on cooperative road improvements and other utility and infrastructure projects. Jeff is responsible for advising the City Council and staff on engineering related issues within the City of Ironton.

###### City Engineering – City of Emily, Minn.

Served as Emily City engineer since 2003 city projects advising the city on a variety of topics from planning to construction. Projects include 16 miles of city road and street improvements conducted over several years, and for the wastewater collection and treatment system project.

###### Multiple Municipal Projects – City of Brainerd, Minn.

Project Manager for several projects including Oak Street turn-back, HWY210 Drainage Improvements from feasibility report, to preliminary and final design, through construction services. Also served as a Sr. Project Engineer for Sewer and Water Extension to Brainerd Lakes Regional Airport.

##### Water System Improvements

###### Water Treatment Plants, Silver Bay, Aurora, Belgrade, Little Falls, St Joseph, Plummer, Bigfork, Kimball, Richmond, Akeley, Pelican Rapids, Minn.

Various roles from Project Engineer to overall Project Manager for both new and rehabilitation projects at municipal water treatment facilities.

###### Water Storage Tanks- Becker, Clearwater, Ironton, Little Falls, Rockville, Cohasset, Foley, Silver Bay, Remer, St. Louis County Schools, (2 towers), Inver Grove Heights, Gaylord, Lakeville, Akeley, St. Joseph, Minn.

Projects vary from feasibility study design and construction of new tanks to project management for rehabilitation projects. Roles vary from Project Engineer to overall Project Manager.



**Municipal Wells – Cities of Akeley, Avon, Becker, Belgrade, Bigfork, Breezy Point, Calumet, Clear Lake, Clearwater, Coon Rapids, Deer River, Foley, Fridley, Hackensack, Holdingford, Ironton, Kimball, Lewiston, Little Falls, Plummer, Remer, Richfield, Richmond, Rockville, Sauk Centre and St Joseph, Minn. Hartford and Ft McCoy, Wisc.**  
Project Engineer in various roles for more than 50 municipal well projects including test wells, new municipal well design, pump house design, and chemical feed systems and well rehabilitation to improve municipal water supplies for these communities. Jeff provided various design and investigation elements to each project.

**Spirit Mountain Water Infrastructure Project, Duluth, Minn.**

Jeff was led engineer and for this complex project to obtain a more plentiful water source for snowmaking operations from the St Louis River. The project evolved with the addition of using the water supply pipeline during non-snowmaking times to divert a portion of ski hill runoff to the St Louis River and thus protect Knowlton Creek from erosion damages. Project included both the technical questions of designing and constructing a large pipeline and pumping system, plus a reversible pipeline and runoff collection system. Non-technical engineering challenges emerged, funding and permitting. In total there were 20 local, state and federal permits and right-of-ways needed. State of Minnesota Bonding Bill funds and City of Duluth funds were combined with grants from both a US Fish and Wildlife Foundation and the Great Lakes Commission.

**EMPLOYMENT HISTORY**

**Widseth Smith Nolting and Associates – Alexandria, Minn.**

Project Engineer/Manager. Jeff was responsible for water-resource-related civil engineering on several projects. Jeff also worked on several elevated water storage projects, storm drainage and legal drainage systems, flood control diversion, flood control impoundment, stormwater pumping station and drainage system improvements, and new water treatment facilities design including state aid funding. (1996–2002)

**JR Engineering, Ltd– Denver, Colo.**

Project Engineer. Jeff dealt with water-resource-related civil engineering projects, numerous civil/site projects and hydraulic-hydrologic system design and analysis. (1992–1996)





# Jessica A. Hedin PE

## Associate/Senior Professional Engineer

Ms. Hedin is a wastewater engineer with over 19 years of experience in planning and design of municipal wastewater treatment facilities. Jessica is responsible for the project design and construction management for wastewater collection and treatment projects and design/build projects. Her experience with wastewater treatment includes anaerobic and activated sludge systems, headworks, ultraviolet disinfection and biosolids handling, treatment, and disposal systems.

### EDUCATION

Master of Science  
Environmental Engineering  
South Dakota State University-  
Brookings

Bachelor of Science  
Civil Engineering  
South Dakota State University-  
Brookings

### REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in  
Minnesota

### PROFESSIONAL ASSOCIATIONS

Central States Water  
Environment Association,  
Member

Water Environment Federation,  
Member

### EXPERIENCE

#### **Wastewater Treatment Facility Phosphorus Improvements (City of Mora) – Mora, MN**

Project manager for wastewater facilities. Jessica was responsible for facility plan, design and construction phases for phosphorus improvements at the 0.8 mgd wastewater treatment facility. Facilities included conversion of oxidation ditch to anaerobic selector for biological phosphorus removal and aeration basin, new final clarifiers, rehabilitation of aerobic digester and new reed beds for biosolids disposal. This project was funded by the Public Facilities Authority Program, Point Source Implementation Grant Program and Green Project Reserve Program.

#### **Wastewater Facility Plan and Design (Detroit Lakes Public Utilities) – Detroit Lakes, MN**

Project manager/senior project engineer responsible for preparing a facility plan that evaluates alternatives for achieving ultra-low phosphorus levels and addressing issues with an aging facility. Due to stringent effluent limits, SEH evaluated a suite of technologies to meet varying levels of treatment associated with multiple discharge locations. Jessica was also a design lead during the design phase of the water quality improvement project. The facility design includes new preliminary treatment, equalization, membrane bioreactor (MBR) process, UV disinfection, solids thickening with membranes, aerobic digestion, and solids dewatering.

#### **Wastewater Treatment Facilities (City of Pelican Rapids) – Pelican Rapids, MN**

Project manager for wastewater facilities. Jessica was responsible for facility plan, design and construction phases for improvements at the 0.771 mgd wastewater treatment facility. Facilities included new preliminary treatment processes including screening, pumping and vortex grit removal, conversion of existing tankage to Moving Bed Biological Reactors (MBBRs), new aerobic digesters and replacement of chlorination and dechlorination equipment. This project was funded by the Public Facilities Authority Program and Green Project Reserve Grant Program.

#### **Wastewater Treatment Facility Improvements (City of Virginia) – Virginia, MN**

Project manager for design of the 4.3 mgd Virginia wastewater treatment facility improvements project and construction services. This is a plant-wide improvements project involving all engineering and architectural disciplines to extend the life of the plant and improve the secondary treatment performance for phosphorus and mercury removal. The improvements included new preliminary treatment processes including screening and grit removal, rehabilitation of existing clarifiers and construction of new clarifiers, new aeration basins, chemical feed system, new dual media filters and UV disinfection and rehabilitation of anaerobic digesters including new mixing and heating systems. This project was funded by the Public Facilities Authority Program and Total Maximum Daily Load grant for mercury.



**Wastewater Treatment Facilities (City of Renville) – Renville, MN**

Project manager for wastewater facilities improvements. Jessica was responsible for design and construction phases. Facilities include new pretreatment screenings and vortex grit removal, oxidation ditch aeration system, chemical feed system for phosphorous removal, aerobic sludge digesters (converted old sludge storage tanks) and new sludge storage. This project was funded by the Public Facilities Authority Program and Total Maximum Daily Load grant for phosphorus.

**Wastewater Treatment Facilities (City of Brownton) – Brownton, MN**

Project manager for wastewater facilities. Jessica was responsible for facility plan, design and construction phases for rehabilitation of the wastewater facilities. Work includes equipment replacement for package treatment plant, including aeration tank, final clarifier and aerobic digester and new ultraviolet disinfection. This project was funded by the Public Facilities Authority Program.

**Wastewater Treatment Facility Digester Cover Replacement (City of Cambridge) – Cambridge, MN**

Project engineer for the wastewater treatment facility design. Jessica also was the Project Manager for the construction phase of new cover and associated equipment. This project involved designing a dual membrane gas holding digester cover for secondary anaerobic digester. The original facility was a floating steel cover.

**Wastewater Preliminary Treatment Project (City of Mora) – Mora, MN**

Project manager for design and construction administration for the pumping station project. This project, installing wastewater pretreatment processes, included a grit settling tank, a vertical screen, and piping modifications.

**Wastewater Pumping Station (Sunopta Aseptic Inc) – Alexandria, MN**

Project manager for design and construction administration. This project, to replace the industrial facility's main sewage and process water lift station, included a fiberglass manhole due to corrosive process water, tight site conditions and sequencing to prevent facility shutdown.

**Wastewater Treatment Plant Construction (City of Richmond) – Richmond, MN**

This project included new screenings and vortex grit removal for pretreatment, anoxic selector basins and oxidation ditches, final clarifiers, ultraviolet disinfection, aerobic sludge storage tanks (converted old package plant) and reed beds. This project was funded by the Public Facilities Authority Program.





# Heidi L. Peper

## Principal/Senior Community Development Specialist

Ms. Peper has more than 22 years of professional experience in community and economic development and marketing. As Senior Community Development Specialist, Heidi coordinates affordable financing packages, including grants, low-interest loans, and other financial incentive programs for clients' projects. She is experienced with securing financing from federal, state, and regional funding sources. She also provides economic development services to some clients and oversees government relations.

Heidi is responsible for project development. She works with SEH clients in prioritizing community development projects, performing funding analysis, identifying potential funding sources, and then helping them to secure the needed funds to get projects off the ground. In the last ten years, Heidi has secured \$111,155,990 in grants and low interest loans, bringing cities' projects from concept to construction.

### SAMPLING OF GRANTS SECURED AND ADMINISTERED

#### Minnesota Legacy Trails Grant Program:

- ROCORI Trail – Richmond, Cold Spring, Rockville – Minnesota – \$920,000 Grant
- ROCORI Trail – Richmond, Cold Spring, Rockville – Minnesota – \$500,000 Grant
- La Prairie Connection Trail – La Prairie – Minnesota – \$100,000 Grant

#### Mn/DOT SAFETEA-LU (transportation enhancement programs):

**Safe Routes to School – Royalton – Minnesota**  
\$177,440 Grant

**ROCORI Trail – Richmond, Cold Spring, Rockville – Minnesota**  
\$526,000 Grant

**River Country Bike Trail – Clearwater – Minnesota**  
\$680,000 Grant

#### State Bonding Bill:

**Trunk Highway 95 – Cambridge – Minnesota**  
\$1,800,000 Grant

- ROCORI Trail – Richmond, Cold Spring, Rockville – Minnesota**
- \$372,000 2008 State Bonding Bill
  - \$800,000 2010 State Bonding Bill

#### Public Facilities Authority Clean Water Revolving Loan Fund

North Long Lake Sanitary Sewer District – Lester Prairie – Richmond – Montevideo – Sauk Centre – Renville – Browntown – Belgrade – \$43.7 million total

### EDUCATION

Bachelor of Arts  
Local and Urban Affairs  
St. Cloud State University  
St. Cloud, Minn.

### CONTINUING EDUCATION

The National Development  
Council

Economic Development  
Finance

Business Credit Analysis

Real Estate Finance

### PROFESSIONAL ASSOCIATIONS

Economic Development  
Association of Minnesota, Board  
of Directors  
Committee Chair

Positively Minnesota Member

Wright County Economic  
Development Partnership  
Member



### **Point Source Implementation Grant (PSIG) (formerly Phosphorus Reduction Grant)**

**Wastewater Treatment Facility – North Long Lake Sanitary Sewer District – Minnesota**  
\$290,431 Grant

**Wastewater Treatment Facility – Princeton – Minnesota**  
2 - \$500,000 Grants

**Wastewater Treatment Facility – Lester Prairie – Minnesota**  
\$404,000 Grant

**Renville Wastewater Treatment Facility Improvements – City of Renville, Minn.**  
\$500,000 Grant

### **Wastewater Infrastructure Fund (WIF)**

**Wastewater Treatment Facility – North Long Lake Sanitary Sewer District – Minnesota**  
\$833,221 Grant

**Wastewater Treatment Facility – Ogilvie – Minnesota**  
\$980,000 Grant

### **Business Development Public Infrastructure**

**Freeport – Minnesota**  
\$1,300,000 Grant

**Rockville – Minnesota**  
\$229,000 Grant

**Hanover – Minnesota**  
\$250,000 Grant

**Richmond – Minnesota**  
\$250,000 Grant

**Cambridge – Minnesota**  
\$224,900 Grant





# Bradley R. Wisted PLS

## Professional Land Surveyor/Survey Crew Chief

Mr. Wisted is a Professional Land Surveyor and Survey Crew Chief with over 12 years of experience surveying and managing field crew operations for construction. Brad prepares necessary information for the successful completion of various land survey and construction projects. Brad has gained valuable experience in diverse types of projects include boundary, construction, topographic, as-built, and control surveys. Areas of expertise include construction surveying as crew chief and GPS technician. He is a highly skilled technician using CAD and 3D modeling.

### EXPERIENCE

#### **Various Boundary Surveys in Crow Wing County (Crow Wing County) – Crow Wing County, MN**

Crew chief for various land surveys within Crow Wing County for the last 10 years. Brad performed multiple searches for Section Corners, along with establishing or maintaining corners when needed. He also researched files at the Crow Wing County Surveyors Office, Recorders Office and the Auditor's Office.

#### **Mill Avenue/CSAH 3 (Crow Wing County) – Crow Wing County, MN**

Crew chief on topographic design survey and control layout for county staking on 7,500 ft. of arterial thoroughfare. This 1.4 mile of multi-lane arterial roadway project ran through a mixed use urbanized area using state turnback funds. Design included bituminous streets, water, sewer and storm sewer.

#### **Wright Street Extension (City of Brainerd) – Brainerd, MN**

Crew Chief for topographic survey, staking and right of way boundary for 4,000 ft. of new construction. The project included sanitary sewer, water main, storm sewer, stormwater management and roadway construction.

#### **Airport Utility Extension (City of Brainerd) – Brainerd, MN**

Crew Chief for 2 miles of trunk water main and sanitary sewer extension and upgrade project constructed in TH 210 and E Street corridors. Responsibilities included design topographic survey, easement acquisition exhibits and construction staking.

#### **ROCORI Trail, Phase II (Rocori Trail Construction Board (RTCB) / Stearns County) – Cold Spring to Rockville, MN**

This 3.8 miles of paved bituminous trail project followed combination road and railroad corridors of which 1.4 miles are "trails with rails" design through a narrow overlapping railroad and state highway corridor. Concept design is completed, preliminary right-of-way discussions with the railroad and road authorities have occurred and final design is finalized.

#### **Harebell Drive Bridge Replacement over the San Juan River (San Juan River Village Metro District) – Archuleta County, CO**

Cofferdams were required for construction and removal of the previous bridge. The project was financed with federal funding and CDOT procedures and requirements were followed. The new structure is a 150-ft., two-span, adjacent precast concrete box bridge, founded on cast-in-place caissons. A new waterline was installed on the bridge using an electric trace system to prevent

### EDUCATION

Certificate  
Land Surveying  
Dunwoody College of  
Technology - Minneapolis, MN

Ongoing Coursework toward  
Bachelor's Degree  
Central Lakes College –  
Brainerd, MN

### CONTINUING EDUCATION

Real-Time Kinematic GPS  
Courses

VX Spatial Station & Realworks  
Software

### REGISTRATIONS/ CERTIFICATIONS

Professional Land Surveyor in  
North Dakota

### PROFESSIONAL ASSOCIATIONS

North Dakota Society of  
Professional Land Surveyors,  
Member

Minnesota Society of  
Professional Surveyors,  
Member



freezing. Construction was phased to maintain traffic at all times. A Letter of Map Revision was also prepared for this project.

**North Brainerd Road Reconstruction (City of Brainerd) – Brainerd, MN**

SEH worked with the City of Brainerd on a \$2.2 million project to design and reconstruct 28 street blocks in the North Brainerd area. The 28-block project included installation of over 7,000 ft. of storm sewer and 1,500 ft. of sanitary sewer and water main. Additional elements included curb, gutter, pavement and the construction of a stormwater detention pond.

**Trailside Park Improvements (Brainerd Parks & Recreation) – Brainerd, MN**

SEH partnered with Brainerd Parks and Recreation to create a Master Plan for the Trailside Park. This long-term plan for the 112 acre site included a wide range of recreational opportunities that include a softball complex, natural trail system, park pavilions, picnic areas and a boardwalk.

**Water System Improvements (City of Riverton) – Riverton, MN**

This project involved a preliminary engineering report for water system improvements including well modifications with replacement of existing water tower using a Hydropneumatic tank as well as water main replacing.





**SHORT ELLIOTT HENDRICKSON, INC.**

**Brainerd Office  
2017 Hourly Rate Schedule for Engineering Services  
City of Crosslake**

Senior Project Manager/Senior Professional Engineer.....	\$150.00
Project Manager .....	\$135.00
Project Engineer .....	\$120.00
Registered Land Surveyor .....	\$120.00
Community Development Specialist/Grant Writer.....	\$120.00
Staff Engineer .....	\$90.00
Lead Technician/Lead Resident Project Representative.....	\$110.00
Senior Technician/Senior Resident Representative .....	\$98.00
Technician/Resident Project Representative .....	\$87.00
Survey Crew Chief .....	\$96.00
Survey Instrument Operator.....	\$80.00
Administrative Technician.....	\$67.00
General Clerical .....	\$54.00
Intern .....	\$50.00
Specialist .....	Variable

**Reimbursable Expenses:**

Mileage .....	IRS Rate
RPR Vehicle .....	\$16.00 / Day
Survey Vehicle .....	\$4.50 / Hour
GPS Equipment .....	\$30.00 / Hour
Total Station.....	\$30.00 / Hour
Reproductions.....	At Cost
Other Expenses .....	At Cost
Regular City Council Meetings.....	No Cost

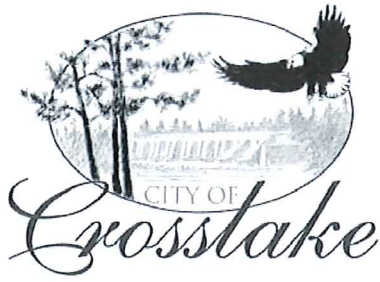
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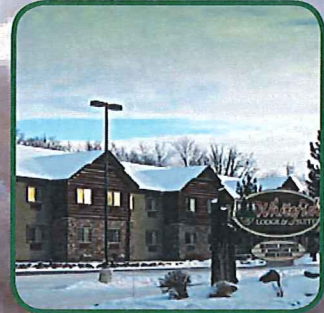
# Building a Better World for All of Us<sup>®</sup>

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.



C2.C.



A Proposal to Provide

# Engineering Services

For the City of Crosslake

February 7, 2017





February 7, 2017

Char Nelson, City Clerk  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

**Re: Proposal to Provide City Engineering Services for the City of Crosslake**

Dear Ms. Nelson:

We quite often are asked when submitting a proposal for city engineering services, "Why should we choose WSB & Associates, Inc. (WSB) as our City Engineer?" First off, we believe we are one of the leaders in providing municipal engineering services, which is demonstrated by the large number of city engineer clients we have. The following responses are unique to the City of Crosslake's search for a City Engineer, and hope you consider them during your selection process.

**1. WSB develops collaborative project solutions.**

At WSB, our corporate culture and internal structure create an environment where collaboration flourishes. We have a City Engineering Focus Group that meets monthly to discuss lessons learned, best management practices, innovative solutions developed, and new regulatory initiatives. Your City Engineer should be proactive regarding identifying solutions for issues within the City. That is what you will receive from WSB.

**2. WSB is proactive in delivering creative funding solutions.**

WSB believes that by thoroughly understanding the goals related to a City's infrastructure system and economic development plan, we are able to create a roadmap that will lead to funding opportunities. We have developed a grant and funding database and have secured more than \$100 million in funding assistance since 2009 to address the needs of our clients.

**3. Municipal engineering is our primary business.**

Seventy-five to eighty percent of our business is derived through our municipal client base. Although we have expertise in all of the engineering disciplines that will be required by the City's infrastructure projects, our core business and our strong reputation is as a City Engineering firm.

We are excited about the prospect of developing a lasting, collaborative, and trustworthy relationship with you and your staff. Thank you for the opportunity to illustrate our engineering capabilities. Please contact either of us at (320) 252-4900 to discuss our next steps together.

Sincerely,

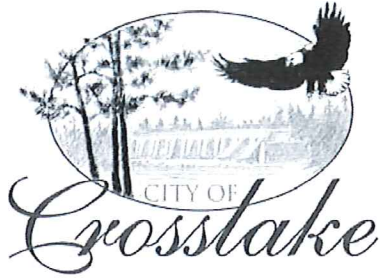
**WSB & Associates, Inc.**

A handwritten signature in black ink that reads "Michael J. Nielson".

Michael J. Nielson, PE  
Proposed City Engineer

A handwritten signature in black ink that reads "Ronald B. Bray".

Ronald B. Bray, PE  
Principal



A Proposal to Provide

# Engineering Services

For the City of Crosslake

February 7, 2017

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Contact:  
Ron Bray, PE  
763-287-7177  
rbray@wsbeng.com



15574 Edgewood Dr., Suite 103  
Baxter, MN 56425

Tel: (218) 824-3960 | Fax: (763) 541-1700  
wsbeng.com

# Proposing Firm Overview



WSB's office in Baxter, MN

## WSB & Associates, Inc (WSB)

Early in their careers, the founders of WSB recognized that outstanding results are born from outstanding cultures. Since 1995, WSB has remained dedicated to creating a culture of relationship building, forward-thinking, and collaboration that enables technically-advanced, thoughtful, and creative engineering and design solutions that build a legacy – *your* legacy.

By inspiring each other to look beyond solutions for today, and capitalize on the opportunities of tomorrow, WSB has seen steady growth in staffing and professional service areas. The firm's investment in staff and client education supports the collaborative, knowledge-driven, and inspiring environment that delivers results.

## Staff

WSB's growing staff of nearly 400 includes 23 Principals, 32 Associates, and 85 registered Professional Engineers. In total, WSB has over 125 registered professionals. In the last year, we have welcomed over 80 new staff members to the firm, each joining to support the evolving needs of our government, commercial, and energy clients. With this growth, WSB is able to support the innovation and technical excellence you would expect from a national firm, while maintaining the trusting and meaningful relationships found with a local firm.

## Areas of Service

In 1995, WSB's services included municipal, transportation, water resources, and traffic. Today, the firm offers services in over 20 areas to seamlessly integrate planning, design and implementation:

- Asset Management Systems
- Aviation
- Community Planning
- Construction Administration
- Design-Build
- Economic Development
- Energy
- Environmental Compliance
- Environmental Planning and Natural Resources
- Geographic Information Systems
- Geotechnical Engineering
- Intelligent Transportation Systems
- Private Development Services
- Landscape Architecture
- Management Analysis and Development
- Municipal Engineering
- Pavement Management/Forensics
- Project Controls
- Project Funding Assistance
- Right of Way
- Site Validation
- Structures
- Surveying
- Transportation/Traffic
- Water Resources
- Water/Wastewater

## Culture



Ribbon-cutting ceremony for the Isle Drive Improvements in Baxter, MN

### WSB Way

WSB team members embody a set of staff-developed principles called the WSB Way. This defines the firm's culture and value system, as well as the manner in which we serve each other and our clients. These values challenge employees to strive for:

- Over-the-top customer service
- Integrity
- Technical excellence

### Education and Leadership

Successful innovation requires continued education and collaboration. WSB University offers employees and clients programs to refine their skills, explore emerging ideas in the industry, and most importantly - collaborate.

With a vibrant space specifically designed to encourage innovation through the use of collaborative work areas and access to the latest technology, WSB University leads the industry in employee and client education. While originally intended to act as a support system for innovation, WSB University has, as a result, become an innovative program.

This resource supports the firm's view that by learning, we teach. By teaching, we collaborate. Together, we build a legacy.



### A Top Workplace

Employee satisfaction is a key component to WSB's culture. Staff members are empowered to make decisions and given the resources they need to reach their full potential.



As a result, the Star Tribune has named WSB a Top Workplace in Minnesota since 2013. This award recognizes progressive companies in Minnesota based on employee opinions regarding organizational health, job expectations, and management. WSB takes this honor very seriously and strives to create an environment where employees feel challenged, excited, and appreciated.

The firm has also been recognized for a number of project awards, listed as a Zweig Hot Firm, and has seen an upward trend in ENR's Top 500 Design Firms - ranked at #441 in 2013, and #288 in 2015.



## Subconsultant Firm



### Wenck Business Philosophy

Norm Wenck founded Wenck Associates (Wenck) three decades ago. He summed up their guiding principle in a single word: responsive. Since that time, they have made their clients' needs their first priority. As each of their clients will attest, Wenck is uniquely customer-focused, collaborative and innovative.

Wenck is focused on working jointly with their clients to deliver the outcomes they need. They do that by going beyond project requirements and focusing on enabling their clients to achieve their ultimate goals. For Wenck, successful outcomes are not products or deliverables, they are end results that not only meet a client's needs but exceed their expectations.



### Serving Crosslake

Wenck was founded in 1985, and began as an environmentally-focused engineering firm. Although the number of markets and services they provide has grown since 1985, they are still an environmentally-focused organization. Wenck will be providing Crosslake with support for your wastewater treatment plant, support for issues related to septic systems, and support related to water quality and water resources. Wenck is a regional leader in wastewater treatment and watershed management, and has provided many communities with solutions for improving water quality.



Wenck understands that the most immediate environmental need for the City is addressing deficiencies at the wastewater treatment plant. They have first-hand knowledge of your facility through the many visits Jim Miller, Wenck's Class A wastewater operator with over 30 years of experience, has made to the facility. Peter Daniels and their engineering staff have navigated the design, funding, permitting, and construction process for wastewater projects with a number of communities.

In addition to their wastewater treatment group, Wenck's staff of water quality and stormwater management experts is available to address other water quality needs. Being located in the beautiful lakes region of Minnesota, the City has tremendous recreational resources and Wenck's watershed management experts would provide great value in assisting you with future water quality improvement projects to maintain the valuable water resources at your doorstep.



## Overview

Wenck is a multi-disciplined environmental services and engineering company that provides a wide range of services to a diverse client base. Our markets and services are listed on the right. We have over 200 members in 14 offices across six states. Our headquarters is located in Maple Plain, Minnesota.

### Markets

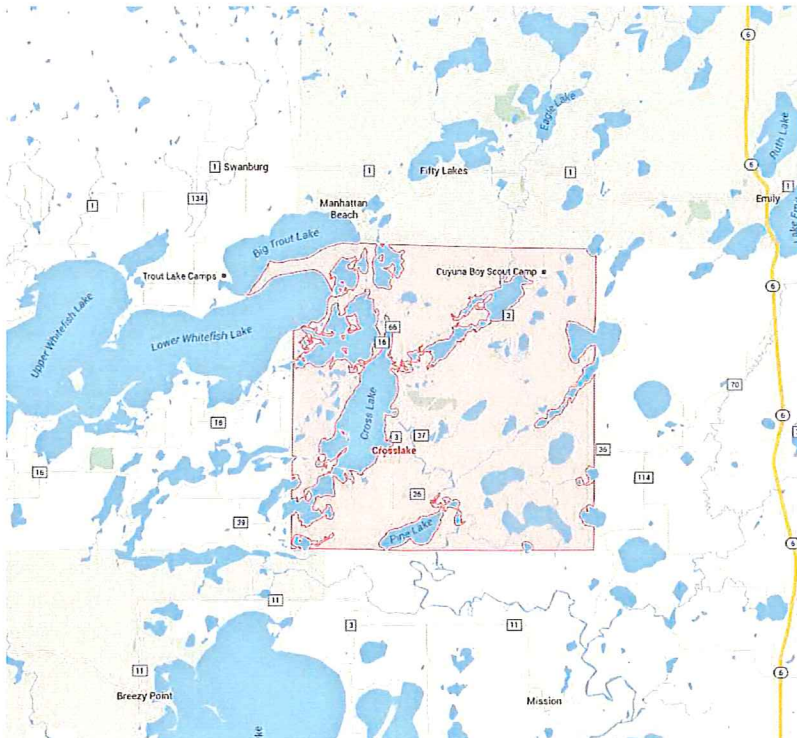
- Energy
- Food and Agriculture Processing
- Paper and Pulp Processing
- Government
- Manufacturing
- Metal Processing
- Mining
- Municipal
- Oil and Gas
- Real Estate
- Solid Waste
- Sustainability
- Transportation
- Watershed Management

### Services

- Air Quality & Environmental Compliance & Permitting
- Civil Engineering and Site Design
- Emergency Response Services
- Environmental Site Assessments
- Environmental Review and Assessment
- Geotechnical and Hydrogeologic Services
- Facility and Process Engineering
- Industrial Hygiene and Safety
- Investigation/Remediation & Environmental Construction
- Natural Resources
- Sustainability Services
- Traffic Engineering and Transportation Planning
- Waste Management
- Water Resources and Wetlands
- Wastewater Treatment

# Vision of Success

As a vibrant and growing Community with a significant seasonal population flux, the City of Crosslake needs a City Engineer who understands the lakes region, provides over-the-top customer service to both full-time and part-time residents, has a business mindset, and is supported by a full-service team. The following information highlights how Ron Bray, Chris Sonmor, and the WSB team can provide a services that are different from many of our competitors and that meet the needs of the City of Crosslake.



## Understand the Region

Both Mike Nielson, proposed City Engineer, and Chris Sonmor, proposed Assistant City Engineer, understand the pace and culture of the Crosslake area, which includes the flexibility in time and geography to meet community members in the varying places that they are located. Many Crosslake community members reside there part-time. Our many office locations across the state affords our staff the flexibility to move among them and/or shift resources to greater serve our clients' needs in order to provide effective engineering recommendations and guidance. Additionally, straightforward communication with condensed recommendations as opposed to highly technical responses to inquiries are preferred by the Council, staff, and community residents and business owners.

## Over-the-Top Customer Service

As discussed in the Firm Overview section of this proposal, WSB's culture has been established by three main principals called the "WSB Way." One of the tenets of WSB Way is over-the-top customer service. This principal results in engineering service that typically exceeds the expectations of our clients and results in meeting the stakeholders on their terms, running to any challenge rather than hoping the situation solves itself, and the appreciation from stakeholders results in open and collaborative engineering recommendations and public acceptance.





### Business Mindset

The City's continuous seasonal population flux will undoubtedly affect the need for City Engineering services. The City's peak service needs occur in the summer with development, construction and resident inquiries. WSB understands this unique need and commits to staffing appropriately throughout the year. Additionally, the WSB team understands that incremental improvements, with a long-term view, result in a sustainable infrastructure policy. We do not recommend the need for full-scale additional engineering studies when a simple recommendation letter and cost estimate will be sufficient. Whether using an optional retainer compensation model or a traditional hourly rate model, we guarantee that we will collaboratively choose the most cost-effective, efficient and appropriate model for Crosslake. Our business mindset is that we both benefit from creating and maintaining a long-term relationship, and that is what we will strive to achieve with you.



### Full-Service Team

City/Municipal Engineering is WSB's core service. Over the last 20 years, we have listened to our clients and have added services to our offering that respond to their requests. Our most recent service additions include economic development and planning. Our clients specifically stated that they were interested in these services and valued our mutual and long-term relationship; therefore, we brought these skill sets in-house. Additionally, we have added staff from Wenck to our team. Although we have in-house wastewater services, we recognize the value that a cohesive team with experience related to the City's wastewater system is critically important.

# References



## City of Afton

Population: 3,000  
Ron Moorse  
Administrator  
3033 Saint Croix Trail, PO Box 219  
Afton, MN 55001  
651-436-5090  
administrator@ci.afton.mn.us

**FUNDING ADVOCACY:** Ask Ron about how WSB effectively advocated for funding regarding the City's downtown infrastructure rehabilitation project.

## Excelsior



## City of Excelsior

Population: 2,300  
Kristi Luger  
City Manager  
339 Third Street  
Excelsior, MN 55331  
952-653-3672  
kluger@ci.excelsior.mn.us

**COMMUNITY INVOLVEMENT:** Ask Kristi how WSB takes an active and involved role in supporting the community through volunteer work and investment in local charities and activities.



## City of Lake Shore

Population: 1,037  
Teri Hastings  
City Administrator  
8583 Interlachen Road  
Lake Shore, MN 56468  
218-963-2148  
thastings@cityoflakeshore.com

**COMMUNITY ENGAGEMENT:** Ask Teri how Ron and the staff at WSB effectively developed an innovative and "complete streets" approach to a context-sensitive solution for the CSAH 77 project that involved roadway, off-road trail and other pedestrian accommodations.



## City of Princeton

Mark Karnowski  
City Administrator  
705 2nd Street North  
Princeton, MN 55371  
763-389-2040  
Mark@princetonmn.org

**COLLABORATION:** Ask Mark about how WSB effectively advocated for federal funding for the TH 95 and 21st Avenue Improvements project.



## Crow Wing County

Rob Hall  
Assistant County Engineer  
16589 County Road 142  
Brainerd, MN 56401  
218-824-1110  
rob.hall@co.crow-wing.mn.us

**COLLABORATION:** Ask Rob how WSB effectively collaborated with the City of Baxter and Crow Wing County on the recent Isle Drive improvement project.



## MnDOT District 3A

Dan Anderson  
Transportation District Engineer  
7694 Industrial Park Road  
Baxter, MN 56425  
218-828-5801  
dan.anderson@state.mn.us

**TECHNICAL EXCELLENCE:** Ask Dan about the innovative approach that staff at WSB initiated during the recent TH 371 Design-Build Project.

## Current Clients

### **Experience Providing Engineering Service to Municipal Entities**

WSB has vast experience serving municipal clients. At the end of this section, you will find a matrix which illustrates the current municipal clients that WSB serves and what specific engineering services we provide to those communities. We serve engineering services to more than 90 municipalities in a wide range of areas. We are proud of the projects that we have been involved with and the lasting relationships we have developed in the communities we serve. The City of Crosslake will benefit from the wealth of knowledge and experience that our staff obtained through developing broad-based projects and serving such a varied group of cities. WSB also currently serves as the City/Township Engineer in the following communities:

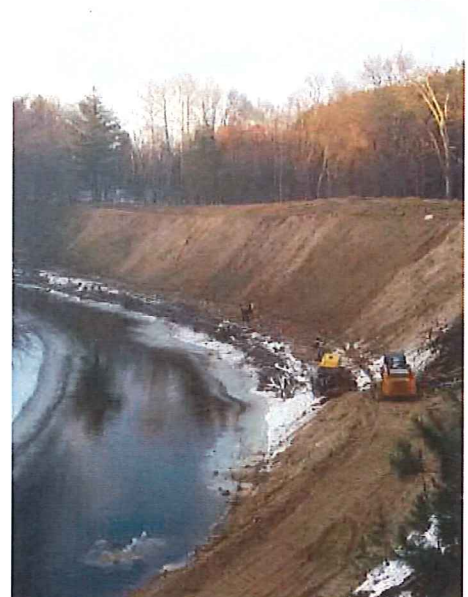


- Afton (Population 3,000)  
Since 2010
- Bridgewater (Population 1,900)  
Since 2002
- Champlin (Population 24,000)  
Since 2008
- Chatfield (Population 2,800)  
Since 1951  
*\*Initially served by McGhie & Betts, Inc., later acquired by WSB*
- Circle Pines (Population 5,000)  
Since 1996
- Excelsior (Population 2,300)  
Since 2001
- Fountain (Population 415)  
Since 1971  
*\*Initially served by McGhie & Betts, Inc., later acquired by WSB*
- Franklin Township (Population 2,800)  
Since 1999
- Grant (Population 4,300)  
Since 2000
- Hanover (Population 3,000)  
Since 1997



- Hugo (Population 14,000)  
Since 2004
- Lino Lakes (Population 21,000)  
Since 2011
- Laketown Township (Population 2,000)  
Since 1996
- Lent Township (Population 2,000)  
Since 2010
- Long Lake (Population 1,800)  
Since 2012
- Lonsdale (Population 3,800)  
Since 2004
- Mahtomedi (Population 7,800)  
Since 2003
- May Township (Population 3,000)  
Since 2009
- Medina (Population 5,300)  
Since 2011
- Melrose (Population 3,600)  
Since 2013
- Minnetrista (Population 6,800)  
Since 2005

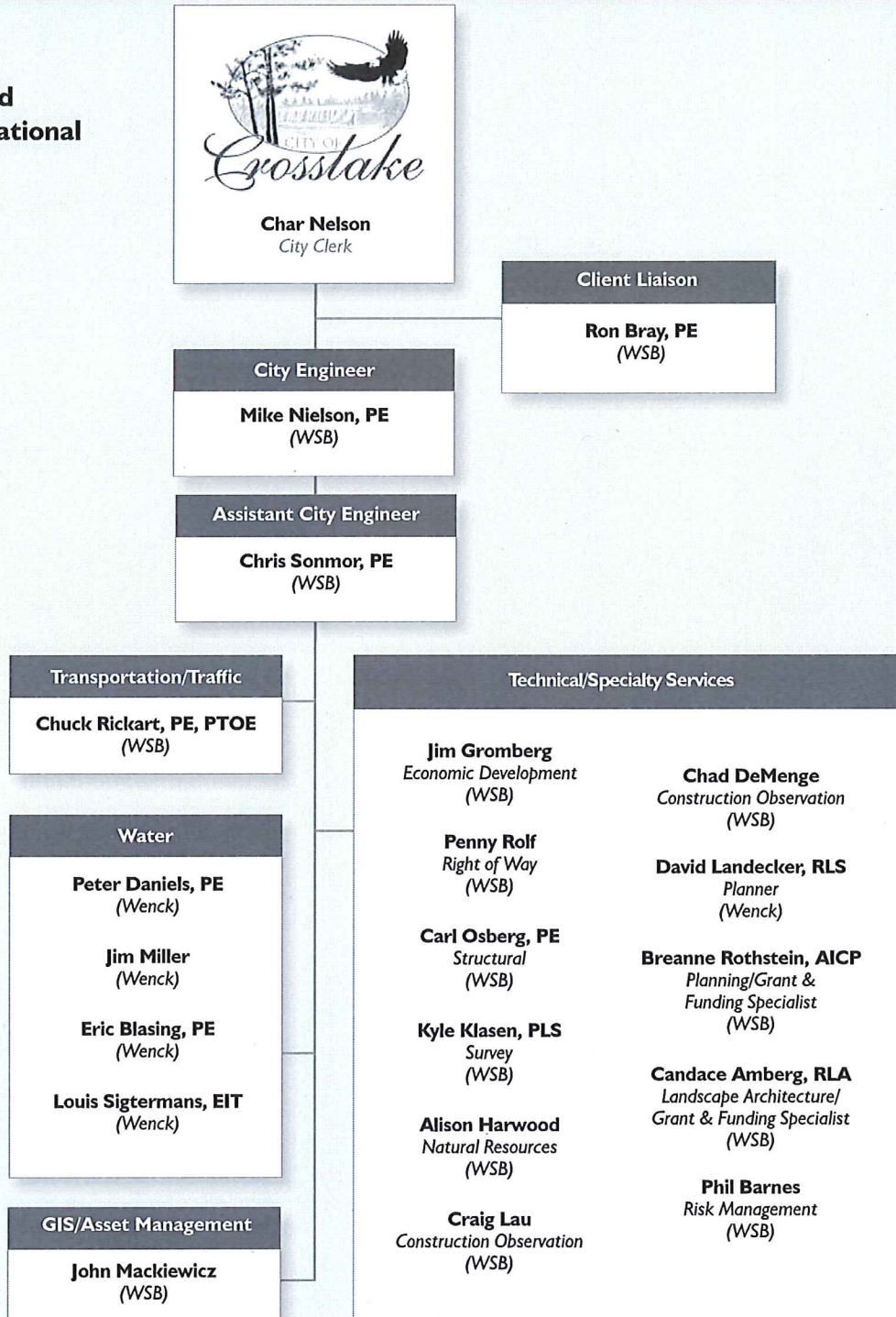
- Monticello (Population 13,000)  
Since 2012
- North Branch (Population 10,000)  
Since 2011
- North St. Paul (Population 12,000)  
Since 2009
- Princeton (Population 4,700)  
Since 2002
- Rogers (Population 12,000)  
Since 2009
- Southside Township (Population 1,600)  
Since 2002
- St. Anthony Village (Population 8,500)  
Since 1997
- St. Martin (Population 310)  
Since 2013
- St. Paul Park (Population 5,400)  
Since 2010
- Sunfish Lake (Population 500)  
Since 1995
- Tonka Bay (Population 1,500)  
Since 2011
- Wyoming (Population 7,800)  
Since 2010





# Key Personnel

## Proposed Organizational Chart





## **Ron Bray, PE (WSB)** **Principal**

*Education: Bachelor of Science in Civil Engineering, University of Minnesota*  
*Professional Certifications: Professional Engineer in MN, Systematic Development of Informed Consent MnDOT Hear Every Voice*

Ron's depth of experience makes him the ideal candidate for Crosslake's City Engineer. He works on numerous projects in Northern Minnesota. Ron grew up in the Walker-Hackensack area and graduated from Walker High School. He still has family in the Hackensack area that he visits regularly and has a cabin on some acreage not far from this region.

Ron is sensitive to the importance of cost-effective solutions and the impact of tourism for the Crosslake area. He has also worked on numerous projects for both Cass and Crow Wing Counties. The projects for Cass County have included the use of National Forest Funding, Tribal Funding, Federal Roadway Funds, and State Aid Funds. The projects were located in Cass Lake, Remer, Ten Mile Lake Area, and Gull Lake, among others.

With more than 29 years of experience, Ron has worked with MnDOT, counties, cities, and townships in resolving drainage issues, utility installations and upgrades, street reconstruction and maintenance, CIPs, assessment policies, and other projects. He has been instrumental in developing road repair and maintenance programs, roadway standards, assessment policies, and more for his township and city clients. Ron has the experience and background necessary to assist Crosslake in planning, designing, and constructing a wide range of quality infrastructure projects. His experience working with numerous cities and townships will serve Crosslake well in meeting its future needs. Ron has served as township engineer for the towns of Wyoming, Laketown, Southside, and Franklin, and worked extensively in the cities of Circle Pines, Hanover, Shorewood, and Sauk Rapids.

Ron has extensive experience working with city councils and the public. He understands the uniqueness of each project or issue as they develop and the importance of listening and working toward a solution that balances technical needs with the needs of the public. He is also serious about working with WSB staff and other agencies in securing outside funding and grants for projects. Ron meets each year with the Legislature in Minnesota and Congress in Washington, D.C., along with their staff, to discuss needs for infrastructure. This has led to securing several successful funding grants for projects with which he has been involved.



## **Mike Nielson, PE (WSB)** **City Engineer**

*Education: Bachelor of Science in Civil Engineering, University of Minnesota*  
*Professional Certifications: Professional Engineer in MN, and WI*

Mike will be responsible for the management and administration duties related to all City engineering needs. High-quality project delivery and respectful communication with staff, City Council, and community stakeholders will develop the trust necessary for an effective city engineering relationship. Providing a high level of customer service and fostering a trusting work relationship is of great importance to him and will be invaluable for the City. Mike's "hands-on" approach to resolving project and resident issues, and his ability to collaborate in a supportive fashion, will enable him to become an effective part of the City's staff and will enhance the work environment at City Hall.

Mike is a registered professional engineer with more than 25 years of diverse municipal and general civil engineering experience relating to all phases of storm sewers, water distribution systems, sanitary sewer systems, state aid, and municipal street design. He also has significant experience related to public works activities, planning annual maintenance activities, establishing budgets, and providing direction to staff are areas in which Mike has provided value-added services to his clients.



**Chris Sonmor, PE  
(WSB)  
Assistant City Engineer**

*Education: Bachelor of Arts in Civil Engineering, North Dakota State University*

*Professional Certifications:  
Professional Engineer in MN, ND,*

*SD, and IA*

Chris has over 15 years of experience in civil design and project management. Chris has worked on projects that have included site development, construction management, and project management for both engineering projects and studies. In both the public and private sector, Chris's leadership has driven the success in utility extension and street improvement projects, as well as civil site design including mass grading and stormwater design for commercial development projects.

Chris currently resides in Baxter, MN, not far from the Crosslake area. He understands this region and the culture of its community from first-hand experience as a resident himself. Chris will assist Ron in meeting all of the needs of the City of Crosslake and the community. He is a hands-on engineer with a straightforward communication style. His leadership approach will provide the City with common-sense solutions and a fresh perspective regarding City issues.



**Chuck Rickart, PE,  
PTOE (WSB)  
Transportation/Traffic**

*Education: Bachelor of Science in Transportation Engineering, North Dakota State University*

*Professional Certifications:  
Professional Engineer in MN,*

*Professional Traffic Operations Engineer*

As a Senior Project Manager in our Transportation Engineering Group, Chuck has over 30 years of experience in his area of expertise. His project experience has included project management for municipal and transportation planning and engineering projects, construction engineering, site traffic engineering studies, pedestrian studies, parking studies, traffic signal design and warrant analyses, project documentation, and environmental documentation.



**Peter Daniels, PE  
(Wenck)  
Water/Wastewater  
Specialist**

*Education: Bachelor of Science, Civil Engineering, Iowa State University;  
Master of Science, Civil Engineering,  
University of Minnesota*

*Professional Certifications:  
Professional Engineer in MN, IA, ND*

Peter has 11 years of experience working on wastewater collection and treatment infrastructure projects. He has a broad variety of experience working with industrial and municipal facilities in Minnesota and around the country. He has managed other municipal wastewater treatment facility upgrades, and is familiar with the funding, permitting, design, and construction stages of the work. He has strong working relationships with the MPCA and regional funding agencies.



**Jim Miller (Wenck)  
Water/Wastewater  
Specialist**

*Education: Course Work in Biology,  
Chemistry and Construction  
Management, Mankato State  
University; EPA Wastewater Treatment  
Course, Sacramento State University*

*Professional Certifications: Minnesota  
Class A Wastewater Operator,  
Minnesota Class B Water Supply System Operator, Minnesota Type  
IV Waste Disposal, Wisconsin Grade IV Wastewater, Wisconsin  
Grade - Surface and Well Water Certification, Nassco PACP*

Jim brings 40 years of water and wastewater experience working on projects that have included plant studies and design, operation and maintenance manuals, startup services, staffing review, and project management. Jim is a certified Class A wastewater operator in Minnesota, which brings a valuable perspective to design projects. He has been recognized for outstanding performance in the water and wastewater industry by numerous professional organizations.



**Eric Blasing, PE  
(Wenck)  
Water/Wastewater  
Specialist**

*Education: Master of Science,  
Agricultural Engineering, University of  
Wisconsin; Bachelor of Science,  
Agricultural Engineering, University of  
Wisconsin*

*Professional Certifications: Wisconsin Certified Soil Tester,  
MPCA Sewage Treatment Systems Designer I, Radiation Safety  
& Use of Nuclear Gauges*

Eric has 13 years of experience in the civil engineering field. He primarily helps develop solutions for wastewater collection and treatment projects. His specific duties include project coordination; report preparation; data collection, analysis, and interpretation; plan, specification, and design development; and soil evaluation and assessment. Eric has designed many communal wastewater systems serving lake districts and communities where a common collection system conveys sewage to a central treatment site. The community system replaces aging septic systems that are noncompliant and impacting public health, safety, and the environment. Eric has worked on many projects where MPCA staff is involved in approval and permitting; he has strong relationships with many MPCA staff engineers.



**Louis Sigtermans, EIT  
(Wenck)  
Water/Wastewater  
Specialist**

*Education: Bachelor of Science,  
Biochemistry, University of St.  
Thomas;  
Master of Science, Environmental  
Engineering, University of Minnesota  
Professional Certifications: Design of  
Construction SWPPPs (2014-2017)*

Louis joined Wenck in 2014 and has worked on a variety of projects focusing on industrial wastewater treatment, municipal wastewater management, construction stormwater management, and environmental compliance. He has worked with both municipalities and private industry throughout the state of Minnesota. Louis's specialties include wastewater treatment design, environmental permitting, and stormwater pollution prevention planning.



**David Landecker, PLS  
(Wenck)  
Water/Wastewater  
Specialist**

*Education: Architectural and  
Construction Technology  
Diploma, Anoka Technical College  
Professional Certifications: Licensed  
Land Surveyor in MN, Registered  
Professional Land Surveyor in ND*

David offers over 38 years of experience in the land surveying and engineering profession. For 30 of those years David resided in Breezy Point and provided land surveying and project management services directly for clients throughout the City of Crosslake, so he is well-versed in the City's geography and culture. During his career, he was also employed at Crow Wing County as their Land Survey Coordinator and assisted the Environmental Services Department with land use and zoning regulations. Therefore, David is very familiar with their ordinances and operations. David currently is the Resource Group Manager of Wenck's Engineering Design Services and leads civil engineers and surveyors across the company on a variety of projects serving their municipal and private clients. David knows the City of Crosslake and would provide expertise and oversight to the teams land surveying, mapping, right of way, land use and zoning matters.



**John Mackiewicz  
(WSB)  
GIS/Asset Management**

*Education: Master of Geographic  
Information Science, University  
of Minnesota; Bachelor of Science in  
Natural Resources and Environmental  
Studies, Emphasis in Hydrology and  
GIS, University of Minnesota*

John has more than 14 years of experience related to GIS and Asset Management Systems. He serves as the private business representative to the Statewide Minnesota Geographic Advisory Council and has ten years of experience managing GIS projects and AMS projects, designing databases, and performing complex analyses. Through John, WSB is a long-time partner of Cartegraph Systems Inc. and is only one of two firms nationally recognized as a Gold Level consultant planner. John has worked on integration systems in use at cities throughout Minnesota.



**Jim Gromberg (WSB)  
Economic Development**

Jim has over 25 years of experience in economic development including both redevelopment projects and greenfield developments. Most recently, Jim was the State of Minnesota's Business Development

Representative for the Twin Cities metro area, focusing on the attraction of new businesses to the state and assisting businesses in expanding their current locations. Jim has also served as the Vice President for Business Banking for Landmark Bank focusing primarily on SBA lending, the Business and Community Relations Manager for Connexus Energy, City Manager for Isanti, and Economic Development Coordinator for the City of Ramsey.



**Breanne Rothstein,  
AICP (WSB)  
Planner/Grant & Funding  
Specialist**

*Education: Master of Urban and Regional Planning, University of Minnesota; Bachelor of Arts, Urban Studies, Augsburg College*

Breanne has extensive public sector planning experience, working in several urban and rural communities across the state of Minnesota. Breanne specializes in project management for the review of subdivisions, site plan reviews, and other land use applications. Breanne works with local communities in identifying priorities and seeking funding sources to achieve their goals.

**Kyle Klasen, PLS (WSB)  
Surveying**



*Education: Bachelor of Science, St. Cloud State University  
Professional Certifications: Minnesota Professional Land Surveyor, Iowa CIC, Iowa Professional Land Surveyor, North Dakota Professional Land Surveyor*

Kyle is a Professional Land Surveyor with more than 25 years of experience – 12 years with the Minnesota Department of Transportation and eight years at WSB. He understands all of the steps to deliver quality surveys from the initial base mapping and design survey through final construction staking. Kyle also has extensive experience designing and utilizing surface models, which has proven to streamline construction staking and accelerate the construction process. His experience in the field, office, and in managing survey crews adds great value to all survey processes and quality control on every project.



**Penny Rolf (WSB)  
Right of Way**

*Education: Various IRWA classes  
Professional Certifications:  
Real Estate Broker License*

Penny has more than 22 years of experience in right of way acquisition, relocation, contract administration, and plan review. She has led multiple projects, with the past 15 years exclusively devoted to acquiring right of way and providing relocation assistance for utility companies, counties, cities, MnDOT, and WisDOT. Penny's knowledge and experience enable her to earn the trust of the property owners from the time of her first contact and throughout the negotiation process. This foundation of trust, along with her strong communication skills and ability to understand and resolve project-related issues or concerns, has resulted in a high percentage of settlements that are fair to all parties.



**Chad DeMenge, PE  
(WSB)  
Construction Observation**

*Education: Bachelor of Science in Civil Engineering, North Dakota State University*

*Professional Certifications: Professional Engineer in Minnesota*

Chad has successfully administered numerous construction projects varying by type and delivery method over his career. He has construction experience ranging from the County level to complex State highway and bridge projects, primarily as Resident and Project Engineer with MnDOT. Since joining WSB in 2016, Chad has been working as a Construction Quality Manager and Construction Project Manager on both Design-Build and Design-Bid-Build projects. Chad spent the previous three years (before joining WSB) working for MnDOT as the Resident Engineer in District 1 and 3.



**Craig Lau (WSB)  
Construction Observation**

*Education: Diploma for Land Surveying/ Civil Engineering, St Cloud Technical College*

*Professional Certifications: MnDOT Certifications - Aggregate Production,*

*Grading & Base I & II, Bituminous Street I & II, Concrete Fields I & II, ACI Field Testing I, Bridge Inspector I & II, Erosion/Sediment Control, Site Manager, Signal & Lighting II, Certified Landscape Specialist, Bituminous Plant I, Concrete Plant I*

Craig has more than nine years of experience overseeing state, municipal, and transportation projects. Some of his responsibilities have included monitoring and observing construction to determine compliance with project plans and specifications. On state projects, Craig provides state required contract administration documentation. He is certified to perform quality assurance testing on concrete and roadway material. On recent projects, Craig has coordinated with contractors, consultants, municipalities, and utilities.



**Alison Harwood  
(WSB)  
Natural Resources**

*Education: Master of Science in Biology, Minnesota State University, Mankato, Bachelor of Science in Biology, South Dakota State University*

*Professional Certifications: Certified Wetland Delineator No. 1238,*

*Certified in Design of Construction Stormwater Pollution Prevention Plan, Certified in Principles and Techniques of Electrofishing*

Alison has a wide knowledge of environmental resources, including wetlands, plants, sites of biodiversity significance, and bats. Alison's experience and responsibilities include conducting analyses of and creating maps showing the more critical areas of natural resources. She utilizes statewide and metro environmental databases as well as any data available at the local level.



**Carl Osberg, PE  
(WSB)  
Structural**

*Education: Master of Science in Structural Engineering, University of Minnesota, Bachelor of Science in Civil Engineering, South Dakota School of Mines & Technology*

*Professional Certifications: Professional Engineer in MN, WI, SD, ND, NE and IA*

Carl has more than 17 years of structural design and project management experience, and is the Structures Group Manager at WSB. He is experienced in planning, inspecting, designing, detailing and managing various types of structural projects, including bridges, culverts, tunnels, buildings/facilities, walls and storm sewers from concept development through construction. Carl is also an accomplished technical writer with numerous publications and has composed new state and federal design and construction specifications.



**Candace Amberg,  
RLA (WSB)  
Landscape Architecture/  
Grant & Funding  
Specialist**

*Education: Bachelor of Landscape Architecture, North Dakota State University, Bachelor of Science in Environmental Design, North Dakota State University*

*Professional Certifications: Registered Landscape Architect in MN and ND, Council of Landscape Architectural Registration Boards (CLARB) Certification, MnDOT Certified Landscape Specialist*

Candace is a senior member of WSB's landscape Architecture Group and has been directly involved in a variety of projects from the initial client contact phases through planning and design, public facilitation, construction document preparation, bidding, and construction observation and management. With her educational and professional experience in planning and design, including a focus on natural resource management, Candace brings an environmentally-based planning and design perspective that allows for creative solutions to emerge.



**Phil Barnes (WSB)  
Risk Management Expert**

*Education: Bachelor of Science in Finance, University of Nebraska, Associate's Certificate in Project Management, George Washington University*

Phil is a national risk management expert with over 12 years of experience in public sector management analysis, public works finance, strategic planning, and project cost, schedule and scope management. Phil has led hundreds of diverse risk planning and assessment meetings that generated various strategic directions, decisions, and project management plans. Phil has worked for the Federal Highway Administration's (FHWA) Major Projects Team in Washington D.C., and as MnDOT's risk manager.

Phil has extensive experience providing facilitation services that have developed collaborative project management plans with diverse stakeholder groups. He will use this rich experience, and first-hand federal and state level public service background, to offer valuable insights into group decision-making and risk planning that can serve in accelerating client objectives.

Phil also has a macro-level understanding of major projects, as well as the ability to perform detailed statistical analysis, risk modeling, risk-based tool development, and strategy development needed to create clarity to complete projects, accelerate innovative solutions, and obtain approval from stakeholders and all levels of government.



# Fee Schedule

Below please find WSB's 2017 Rate Schedule. Note that these rates include costs for printing, photocopying, and mileage required while working on behalf of the City of Crosslake. Additionally, we do not charge for brief phone conversations with council, staff or residents and the minimum increment of time that we bill for services rendered is 30 minutes. We recognize that compensation for engineering services is an important component to a successful consulting relationship. We are comfortable with other billing options and have therefore provided a not-to-exceed "retainer" option for your consideration.

2017 Rate Schedule		Billing Rate/Hour
Principal		\$160-\$180
Associate / Sr. Project Manager / Sr. Project Engineer		\$143-\$180
Project Manager		\$125-\$137
Project Engineer		\$109-\$138
Graduate Engineer		\$82-\$102
Sr. Landscape Architect / Sr. Planner / Sr. GIS Specialist		\$113-\$142
Landscape Architect / Planner / GIS Specialist		\$67-\$107
Engineering Specialist / Sr. Environmental Scientist		\$94-\$135
Coring Crew		
One-Person Crew		\$165
Two-Person Crew		\$245
Survey Crew		
One-Person Crew		\$135
Two-Person Crew		\$172
Three-Person Crew		\$189
Underwater Inspection Dive Team		\$470
Office Technician		\$45-\$88

**Option 1 – Hourly On-call:** Provide routine and general city engineering services as directed by the City Council, and City Administrator on an hourly on-call basis at the designated staff person's hourly rate (according to the current fee schedule). Additionally, a flat rate of \$80 per meeting will be applied for Council and Advisory Board meetings.

**Option 2 – Not-to-Exceed Retainer:** We have a strong understanding of the "routine" or general city engineering activities required by our clients. As an alternative to the hourly on-call compensation method, we feel confident providing a hourly not-to-exceed retainer basis compensation method for \$1,100/month. This option can provide value to the City with respect to budget certainty and cost control for general city engineering activities. The routine and general work items include meeting attendance, minor site plan reviews, council meeting, general engineering conversations with Council and staff, liason services with adjacent governing agencies, policy discussions and other miscellaneous tasks that require city engineering guidance and discussion.

Work not included in our routine and general city engineering not-to-exceed retainer includes time spent on specific City projects, major development review, or other requested assistance. These items will be billed on an hourly or lump-sum basis, depending on the method most suitable and agreed upon basis. The time will be billed based on our standard hourly rates included in our fee schedule.

## Key Personnel Hourly Rates

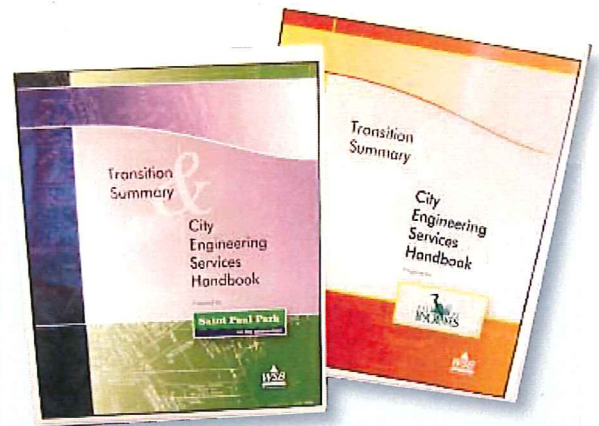
- |                        |                         |
|------------------------|-------------------------|
| Ron Bray \$180         | Jim Gromberg \$132      |
| Mike Nielson \$160     | Kyle Klasen \$180       |
| Chris Sonmor \$125     | Breanne Rothstein \$135 |
| Chuck Rickart \$160    | Penny Rolf \$161        |
| Peter Daniels \$165    | Chad DeMenge \$143      |
| David Landecker \$178  | Craig Lau \$101         |
| Jim Miller \$145       | Alison Harwood \$117    |
| Eric Blasing \$145     | Carl Osberg \$170       |
| Louis Sigtermans \$110 | Candace Amberg \$113    |
| John Mackiewicz \$170  | Phil Barnes \$152       |



## Comprehensive Transition Process

We recognize that although change can often times be good for an organization, it is sometimes difficult. In order to ensure a smooth transition, WSB has developed a specific and comprehensive transition process. Ron, Mike, and the WSB team will quickly get up to speed regarding the City of Crosslake's issues and personality of the staff. During this process, which we anticipate will take approximately four to six weeks, our team will meet with City staff, attend Council and Advisory Board meetings, tour the City, review engineering and other guidance documents, and meet with agencies having jurisdiction in the City. We will report our findings in a Comprehensive Transition Report that provides the following benefits:

- Clearly identifies the key elements of our relationship
- Makes recommendations related to the City's goals and policies
- Provides a tool to the City of Crosslake to look back on and measure the effectiveness of the WSB team
- Provides a resource about the city engineering role for new staff, Council, and Advisory Board members
- Provide comments and/or suggestions on the City's Capital Improvement Plan (CIP)



**All expenses incurred by WSB during the transition period will not be charged to the City.** This will include time required for review and coordination that may be required with your current consultant as they complete their projects.

# Additional Information

## WSB's Philosophy on Providing Municipal Engineering Services

WSB has a sincere passion for municipal engineering. It is the foundation of our business and is at the core of all that we do. Our philosophy regarding providing municipal engineering services can be summarized as follows:

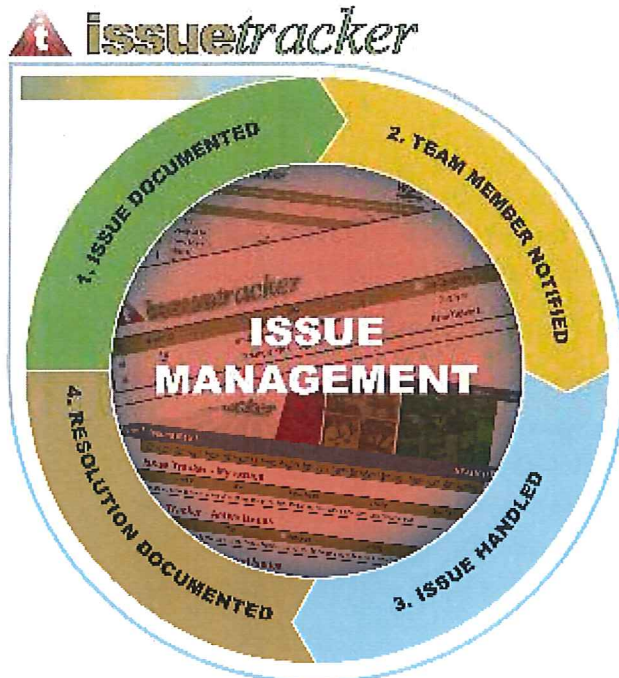
### Effective Communication

Our company leaders have a thorough understanding of what it takes to be a City Engineer and are committed to hiring individuals who have the skills necessary to communicate effectively. Additionally, we provide our staff with the tools and ongoing development to enhance both their technical and communication skills. We pride ourselves on providing presentations and preparing staff reports that include solid technical background information and thoughtful recommendations in an easy to understand and "boiled down" fashion.

Recently, many of our staff attended the following communication training seminars:

- "Powerful Presentation Skills" – Jean Fox
- "Writing to Get Things Done" – Stan Berry

WSB also provides an internal forum, Open Mic, for our staff to practice giving presentations. The goal of the Open Mic forum is to improve our staff presentations through feedback provided by WSB peers.



### Customized Tools

In response to requests from our clients regarding enhanced communication, we developed an innovative communication tool for tracking and managing City issues called IssueTracker. It allows those involved to transfer comments and issues in an efficient and effective manner. The software is used both internally at WSB and externally within our client's organization. The process uses proven technology in a web-based environment which provides numerous benefits to the City including:

- Immediate transfer of issues to the appropriate person(s)
- Providing a "chain of custody" for all documented comments and issues
- Allowing a prioritization of critical issues
- Providing a permanent record of issues and their resolution

IssueTracker is offered to our city engineering clients at no additional cost.

## Client Involvement & Advocacy

As municipal engineers, we strive to be true strategic partners with the clients we serve. We focus on putting the needs of our clients first and finding ways to add value beyond the typical engineering areas which has resulted in our clients continued trust and satisfaction.

Provided below are a few examples of WSB's Client Advocacy and Community Involvement activities:



### Community Involvement

Through company-supported activities, our staff is highly involved in local community happenings. Our dedication to the prosperity of your businesses and the vitality of the area is shown in our community support throughout the year. WSB continually seeks new opportunities to participate in that allow us to make personal contributions to the programs and activities we feel strongly about.

A few of these examples include:

- Membership with numerous Chambers of Commerce for client communities
- Andover Family Fun Fest annual contribution
- Excelsior Area Chamber of Commerce "Arctic Fever" and "Luck O' the Lake" events - volunteer/sponsor
- Lino Lakes Blue Heron Days – annual sponsor/vendor participant
- Forest Lake Lions – Winter Plunge participation
- Scandia Taco Days events
- Rosemount Rotary Soiree event donation

### Advocating for City Interests

WSB staff regularly advocate for our client's interests through association memberships, some of which are listed below:

- City Engineers Association of Minnesota
- American Public Works Association – Minnesota Chapter
- League of Minnesota Cities - Business Leadership Council
- Minnesota Society of Professional Engineers
- Sensible Land Use Coalition
- Greater MSP
- Positively Minnesota
- American Planning Association
- Urban Land Institute
- Wright County Economic Development Partnership

## Funding and Grant Solutions and Opportunities

WSB diligently tracks and stays informed of funding and grant opportunities. We developed an extensive grant database that gives key grant representatives within the company notifications of any upcoming grants. These alerts are distributed throughout the company and are available to our clients as well. Our database also includes archived successful grant requests, which provide examples that allow us to best prepare and position our clients for successes related to grant and funding applications.

At WSB, we believe that it is our responsibility to bring funding opportunities to the cities that we serve. As such, we have developed a dedicated grant and funding committee comprised of WSB staff members in our various service areas. These specialists will be able to assist Ron in discovering new funding opportunities for the City of Crosslake. They will also support him with the preparation of any funding applications the City would like to pursue.



Above: Sauk Rapids Bridge

Below: Fuller Street Pedestrian Bridge over Highway 169

A few examples of grant types are:

- Community Conservation Assistance
- FEMA Presidential Disaster Declaration
- High Priority Project Requests
- MnDNR Flood Hazard Mitigation
- Surface Transportation Program Requests
- Legislative Commission on Minnesota Resources
- Metropolitan Council
- Board of Soil and Water Resources
- Minnesota Department of Health
- Cooperative Agreements
- Rice Creek Watershed District

WSB has also had success assisting our clients with obtaining non-traditional funding for municipal projects. One example of this occurred in 2013. That year, WSB assisted the City of Afton with obtaining \$4 million of “earmark” funding for their levee reconstruction program. This project also included almost \$6 million dollars of funding outside of the “earmark” dollars.

As a value-added service, WSB offers an annual funding analysis for its client cities to address the needs of their top priorities. WSB does not charge for this service.

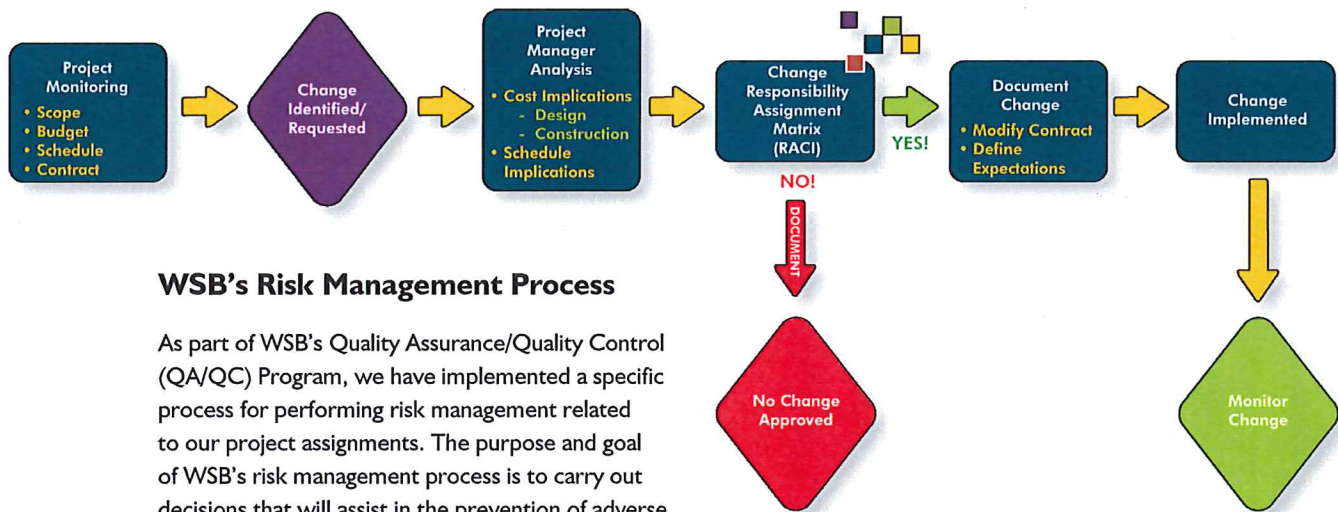


## Proven Track Record Related to Project Estimates

WSB understands that staff and Council rely on their engineer to provide prompt service and accurate information. Providing accurate project fee and construction cost estimates is critical to developing trust between the City and their engineer. One of the tools that we use to develop accurate cost estimates is RT Vision OneOffice software. This application is a complete database of WSB's past project bid tabulations. This database is effective at retrieving comparable project bid information, which leads to accurate cost estimating. A second tool that we use to develop accurate cost estimating is our solid contractor relationships. We routinely use these relationships to validate engineer's estimates, especially regarding complex projects.

## Risk Management

Our staff is trained to make certain that our standard operating procedure is to evaluate a project's risk on a continual basis. From evaluating the impacts of a construction project on emergency service to developing incremental solutions with a long-term planning view, we make certain that we communicate with our clients the potential impacts associated with our recommendations and their projects.



### WSB's Risk Management Process

As part of WSB's Quality Assurance/Quality Control (QA/QC) Program, we have implemented a specific process for performing risk management related to our project assignments. The purpose and goal of WSB's risk management process is to carry out decisions that will assist in the prevention of adverse events and to minimize the impacts of those events on a given project.

Benefits of the risk management process for our clients include:

- Providing a communication plan for project stakeholders
- Results in a culture of accountability for project leaders
- Maximizing project efficiencies
- Driving sustainability into project solutions
- Reducing change orders, schedule delays, and litigation expenses

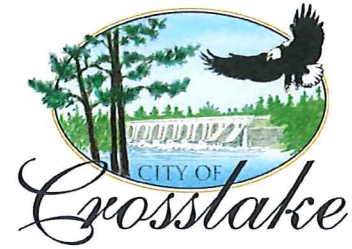
WSB's risk management process includes:

- Establishing a communication plan related to project changes (RACI)
- Addressing project issues using the stated Change Management Plan (CMP)
- Milestone project review from risk management team



**BOLTON  
& MENK**

Real People. Real Solutions.



Proposal for  
**City of Crosslake**

Professional Engineering Services

February 7, 2017

Submitted by:  
Bolton & Menk, Inc.  
7656 Design Road Suite 200  
Baxter, MN 56425  
P: 218-825-0684  
F: 218-825-0685

Contact:  
Mike Rardin, P.E.  
C: 218-232-6536  
[michaelra@bolton-menk.com](mailto:michaelra@bolton-menk.com)





Real People. Real Solutions.

7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

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

February 7, 2017

Char Nelson, City Clerk  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

RE: Proposal for Professional Engineering Services

Dear Ms. Nelson:

The City of Crosslake is seeking an engineering firm to provide consultant engineering services. Bolton & Menk, Inc. has the experience, qualifications, and philosophy to serve as the City Engineer for the City of Crosslake. We have prepared our response in accordance with your request and are confident you will find our proposal presents a solid approach for delivering professional services. Bolton & Menk will meet the needs of the City of Crosslake in a timely, cost-effective, and quality-based manner. We believe you will find Bolton & Menk to be an excellent fit as your City Engineer for the following reasons:

**Municipal Experience and Availability** – Bolton & Menk is a Minnesota-based firm focused on providing quality professional engineering services to municipalities. **Our approach is to be a readily-available extension of City staff.** Our proposed team has extensive experience working directly with similar communities throughout the State. In addition to our staff in Baxter, to ensure all of the community's professional services needs are met, Bolton & Menk also pledges the full resources of our firm's more than 400 employees for distinctive projects.

**Communication and Responsiveness** – In serving as Consultant City Engineer for more than 150 communities in Minnesota, Bolton & Menk knows the business of city engineering. **We recognize that to do our job properly and provide value to the City, we need to speak up and actively engage the Council and staff in discussion when appropriate rather than waiting to be directed to do our job.** We understand our client's wants and needs by listening and maintaining effective communication. Doing so allows us to respond promptly with service particularly suited toward meeting their specific goals and visions.

**Cost Effectiveness and Funding Knowledge** – Cities must be fiscally responsible. We appreciate that responsibility and manage the costs of our service accordingly. We have proposed a rate structure that saves the City money on general engineering, increasing the value received. **We charge no hidden or extra costs for items such as vehicles, mileage, phones, equipment, supplies, or routine reimbursable expenses.** In addition, we have a strong working relationship with various funding agencies as well as other key performers and resources working in the municipal financing arena. Our team works diligently and successfully on behalf of municipalities to identify, pursue, and secure available grants, low interest loans, partnerships, and other project funding support from various federal, state, and local agencies.

We are excited about this opportunity to provide our proposal and confident the City of Crosslake will find Bolton & Menk to be uniquely qualified to serve as City Engineer. Mike Rardin will serve as your City Engineer and lead client contact. I will support Mike and provide a secondary contact for the City. Please contact Mike at 218-232-6536 or michaelra@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,

**Bolton & Menk, Inc.**

Phillip M. Martin, P.E.  
Principal-in-Charge

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## Bolton & Menk, Inc.

7656 Design Road Suite 200

Baxter, MN 56425

P: 218-825-0684

F: 218-825-0685

## Engineering News-Record Top 500

Ranked #179 among the Top 500 Engineering and Surveying Firms in the United States.

### Services Provided:

Civil & Municipal Engineering

Water & Wastewater Engineering

Transportation Planning & Engineering

Structural Engineering

Aviation Services

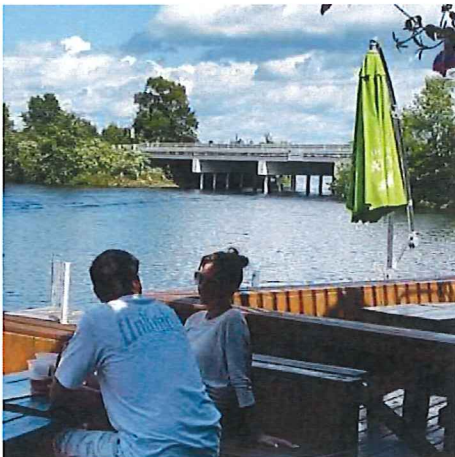
Water Resources Engineering

Landscape Architecture

Land Surveying

Geographic Information System Services

Project Funding & Financing





# BOLTON & MENK

Real People. Real Solutions.



## Firm Overview

In 1949, two hard working Midwesterners – John Bolton and Martin Menk – saw people in their surrounding communities with dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. Their goal: to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. The legacy of John and Martin lives on. We still want to help, we work hard every day, and we always remember what got us here – we’re people helping people. Today, Bolton & Menk, Inc. has more than 400 employees including a professional staff of over 150 engineers, planners, landscape architects, and surveyors.

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### Services Provided:

- Civil & Municipal Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Structural Engineering
- Aviation Services
- Water Resources Engineering
- Landscape Architecture
- Land Surveying
- Geographic Information Systems
- Project Funding & Financing

Bolton & Menk specializes in providing public infrastructure solutions. We want to take care of our clients by providing the best services and solutions for them. From advocating for our communities, to designing their dreams, to finding funding; we take pride in our work throughout the Upper Midwest. Because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and a collaborative decision making process to keep your projects on schedule, within budget, and focused on real, workable solutions.

Beyond our technical experience and skills, our service is also based on management and product delivery strategies we have developed over time:

- **Listen** to the client’s needs and wants
- **Learn** the characteristics and personality of each client
- **Communicate** proactively with staff, stakeholders, and the public
- Develop **effective solutions** through consensus building
- Achieve the **client’s vision**
- Foster **long-term relationships**

We promise every client two things: we’ll work hard for you and we’ll do a good job. We take a personal interest in the work being done around us. And at the end of the day, we’re Real People offering Real Solutions.

# Understanding

## City Knowledge and Understanding

Bolton & Menk, Inc. provides professional engineering services in many communities throughout Minnesota. Even though cities tend to face similar issues, cities can and do vary significantly based on geographical setting, population, finances, governance practices, infrastructure, and municipal services provided.

In Crosslake, we believe we understand the issues well. In addition to the general information provided in the City's Request for Proposals, **Bolton & Menk has staff that live, play, and raise families in and near Crosslake, which allows us to understand the local issues and needs of the City.** For example, we recognize the diversity of property types and values, along with a significant amount of non-resident property ownership, raise challenges in providing infrastructure and public services at levels and costs thought fair to most. Personal incomes vary significantly and residential, commercial, and seasonal property owners often have different needs or desires. The area population varies significantly throughout the year creating its own set of challenges to City services and infrastructure.

Many of our employees live in the communities they serve and are personally affected by the work they do.

## City Needs

Over the last three years, we have heard concerns expressed regarding capital purchasing, capital improvements, and infrastructure financing. In particular, we note City Council members asking questions like:

- How much money do we have?
- How much money do we need?
- We have a Capital Improvement Plan (CIP), but how are these projects determined and selected?
- What other projects should we be considering?
- How are CIP projects prioritized?
- How is one project determined to be more important than another?

Based on past questions and engineering costs associated with the Dream Island Bridge project and deficiencies identified at the City's Wastewater Treatment Facility, we believe the project development and delivery process used in the City may need to be revised. The City's current CIP appears to contain projects that reflect a reactive management style rather than being proactively identified through a long-term asset management planning process. As an example, we note the City has a pavement inventory, but does not have a pavement management plan and/or program that utilizes a least cost pavement ownership philosophy that values pavement (asset) preservation.

# Approach

## Bolton & Menk's Philosophy

The issues and concerns mentioned above are similar to those we have heard from other cities over many years. As a result, our firm has developed a business philosophy and approach that differs from many firms – we treat City Engineering as a city business rather than just “doing projects”. We feel it is necessary and beneficial to our clients to:

- Be available.
- Be involved in relevant City discussions and activities; provide management advice and propose actions that are in the best long-term interest of the City.
- Utilize best asset management practices that are forward looking, condition based, and result in lower long-term ownership costs; an example would be the use of a pavement management program rather than a street inventory to plan and prioritize capital projects.
- Listen and effectively communicate to understand client wants, needs, and concerns.
- Be responsive in meeting client needs in a timely and cost-effective manner.
- Provide cost-effective services and be knowledgeable in funding projects and other municipal activities.

In simple terms, our ultimate goal, **client satisfaction**, is achieved by accomplishing the items above and we will achieve that goal with the City of Crosslake. In fact, Bolton & Menk has already started working toward that goal with the City as shown in the examples below:

- Our responsiveness and capability was demonstrated in 2013 when the City encountered last minute issues and needed assistance with the USTA funded tennis court project at the Community Center.

- Our ability to listen and proactively assist the City in understanding and planning for their needs has been evident as Bolton & Menk has assisted the City with the Wastewater Treatment Facility in the following ways:
  - In 2014, we inspected and prepared a report, **at no cost**, which detailed facility problems, solutions, and estimated improvement costs at the City's facility. Our actions were taken to address frustrations and concerns raised by City staff and delivered to demonstrate our knowledge and various capabilities. This information was then used by the City during the 2014/15 budget process.
  - In 2016, we provided a Value Engineering review and second opinion that recommended the City address deficiencies inherent in the original design and construction of the wastewater treatment plant rather than proceed with the "band aid" approach recommended by the City's Consulting Engineer.
- To proactively assist the City Council in answering some of the questions they are asking, we are offering to develop a Pavement Management System for the City at no initial cost.

We believe in the power of face-to-face meetings, friendly conversations, and a collaborative decision-making process to keep your projects on schedule, on budget, and focused on real, workable solutions.

### Engineering Transition

We understand the City of Crosslake, like many cities, may have concerns over changing engineering firms while there are projects being considered, developed, or underway. We have dealt with this in many cities and there are several ways the transition to a new firm can be done in a way that minimizes or eliminates impacts to the City, residents, or projects. We believe through our attendance at Council meetings and interaction with City staff over the last three years we have become familiar with City operations and know the engineering transition would be completed swiftly and smoothly however the City chooses to proceed with the transitioning of engineering services. The bottom line is that all work associated with transitioning from the City's current engineering firm will be provided at no charge.

### Conflict of Interest

We share City concerns over the potential for conflicts of interest in providing engineering services within the City. Unlike some firms, Bolton & Menk is intentionally structured to avoid these conflicts. Our firm, as a general rule, would not provide engineering services to private entities or developers within the City unless directed by the City to be involved. When the possibility of a conflict with a public agency occurs (MnDOT, Corps of Engineers, Crow Wing County, etc.), full disclosure is made and discussed before commitments are made or action is taken to avoid potential conflicts.

At the present time, we do not believe there are any actual or perceived conflicts of interest in providing engineering services to the City of Crosslake. An active client listing can be provided to the City on a more confidential basis if requested.

## Experience

Bolton & Menk’s success serving cities similar to Crosslake is grounded not only in creativity and sound engineering, but also in customer service and effective relationships. In addition to our technical expertise, we offer a commitment to client satisfaction. Bolton & Menk excels in responsiveness, as well as the ability to listen and understand the unique needs of the City. We also recognize that residents and business owners of Crosslake are clients of ours as well, and that effective communications with them are critical to project successes.

We understand the process required in completing a successful project, building upon the experience and trusted relationships to ensure the City’s objectives and needs are achieved through collaboration and consensus building.

Our firm has worked on numerous municipal projects that involve multiple governmental agencies. This experience is essential in understanding each agency’s perspectives and needs and in guiding the project through successful development and implementation.

Within the state of Minnesota, Bolton & Menk provides ongoing municipal engineering services to over 300 communities and serves as the designated Consulting City Engineer for more than 150 communities. For confidentiality purposes, we prefer not to publish that comprehensive list of clients, but would gladly share that information with you on a more private basis. The following is a representative list of communities for whom Bolton & Menk has provided city engineering services within a 90-mile radius of Crosslake over the past five years. A full listing of our current clients is available upon request.

- Baxter, MN
- Browerville, MN
- Crosby, MN
- Deerwood, MN
- Eagle Bend, MN
- Long Prairie, MN
- Moose Lake, MN
- Motley, MN
- Pine River, MN
- Rice, MN
- Sebekka, MN
- Staples, MN
- Wadena, MN

The following is a representative project list summarizing just some of Bolton & Menk’s engineering experience. A more detailed client listing or additional project summaries

can be provided upon request. We have included references on the following page. Please contact these references to evaluate Bolton & Menk’s performance on municipal engineering projects.

### City of Crosby

- 2015 Utility Improvements
- 3<sup>rd</sup> Street (CSAH 33) Utility Improvements
- 2012 Sidewalk Improvements
- Birch Street/Wallace Avenue Improvements
- Comprehensive Capital Improvement Plan
- Utility Infrastructure GPS
- Water System Improvements



- Water Tower Demo Assistance
- West Crosby Stormwater Improvements
- Wellhead Protection Plan Part II

### City of Eagle Bend

- Wastewater Facility Plan
- Infrastructure Replacement Phase 1, 2, and 3



- GIS Services
- Utility Infrastructure GPS
- Water Meter Replacement
- Phosphorus Management Plan

## Experience and References

### City of Pine River

- First Street Stormwater and Utility Improvements
- GIS Setup and Cartegraph Implementation
- Norway Lake Dam Bridge Replacement Study
- Pavement Management Plan
- Wellhead Protection Plan II

### City of Wadena

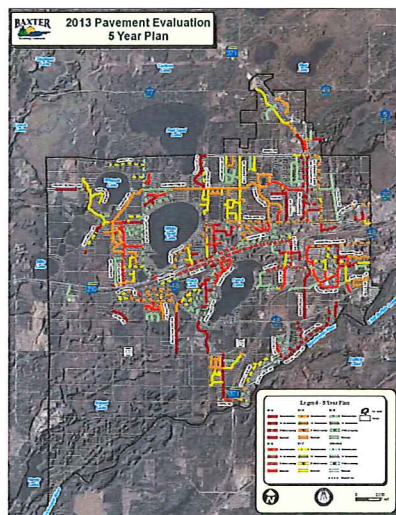
- Community Center Drive
- Deer Lane Improvements
- Leaf River Trail Widening
- SE Wadena Street & Utility Improvements



- SW Wadena Sanitary Sewer Rehabilitation
- Water Treatment Study/Water Treatment Design
- Wastewater Treatment Plant Phosphorus Reduction
- Highway 10 Utility Improvements
- Highway 10 Access and Local Circulation Planning
- Highway 10 Whistle Quiet Zone Study

### City of Baxter

- Pavement Management System Implementation
- 2016 Golf Course Drive Improvements
- 2017 Sealcoat Improvements
- 2014-16 Sealcoat Improvements
- Comprehensive Pavement Management Planning
- Water Treatment Plant Disinfection Equipment Procurement
- Lift Station #3 Forcemain Reroute



### City of Staples

- Wastewater Treatment Facility Phosphorus Reduction Study
- Wastewater Treatment Facility - Facility Plan
- Wastewater Treatment Facility Expansion

### City of Motley

- Water Treatment Plant Replacement



- Comprehensive Pavement Management Planning
- Cimarron Drive, Postel Drive, and Lil Street Improvements
- 2017 Street Reconstruction Preliminary Engineering

## References

Client	Contact	Phone Number
City of Eagle Bend	Kevin Hess, City Administrator	218-738-5982
City of Wadena	Brad Swenson, City Administrator	218-631-7707
City of Crosby	Lisa Sova, City Clerk	218-546-5021

## Committed to the City of Crosslake

Bolton & Menk is dedicated to client satisfaction. Over the last 67 years, we have developed a list of satisfied municipal clients. Our staff strives to be proactive, contributing members of the communities in which we work. We take pride in building long-term relationships with our client communities and plan to do the same with the City of Crosslake.

## Key Personnel

The team proposed to serve the City was chosen based on their ability to best understand and meet the needs of the City, as well as provide the services proposed herein.

The proposed City Engineer, Mike Rardin, is an experienced city engineer that not only **resides in Crosslake**, but also cares about the City and its direction. He will be routinely and readily available, involved, and in tune with City issues and needs. His approach to City Engineering will be to advise and guide the City in managing their public works infrastructure, services, and capital projects. This is in stark contrast to simply delivering projects assigned by the City. Mike is experienced working in a diverse environment and will be able to help the City plan and grow in a smart way, looking for opportunities and timing that benefit the City, along with seeking funding to offset costs.

Because of our local ties, we have a true understanding of the people, needs, and resources in the communities we serve.

Mike will be Bolton & Menk's primary point of contact for City communications. He will be backed up by another engineer with more than 25 years of experience, Phil Martin, who lives in Pequot Lakes.

The balance of the Bolton & Menk team complement Mike by providing both broad and specialty support that is often needed in providing engineering services to cities. Design and survey staff are locally based and readily available. Specialty staff will be available to Mike and the City on an as needed basis.

A summary of qualifications for key team members is detailed in the following pages. **We have included specific hourly rates for these key staff, as requested in the RFP.** More information regarding our fee structure is included in Section 5.



**Mike Rardin, P.E.**  
Proposed City Engineer  
Hourly Billing Rate: \$100\*/\$150

\*Reduced General Engineering Rate for 10 hours/month

Mike will serve as the City Engineer for the City of Crosslake. He will be available as needed via mobile phone, email, and text. Mike will be available to attend City Council meetings and other meetings as requested by the City. In addition, he will be responsible for all public presentations, coordination and administration of all project team assignments, monitoring personnel's conformance with City standards, and oversight of project delivery quality assurance programs for our services to Crosslake.

Mike began his civil engineering profession in 1975. He has extensive experience in all aspects of municipal and county public works management, operations, and construction. He is experienced in surface water planning and management, utility systems, transportation, street lighting and traffic control systems, bridge inspections and replacements, development reviews, and infrastructure projects including planning, feasibility reports, special assessments, cost estimating, detailed design, and construction.

Prior to joining Bolton & Menk in 2013, Mike served as the Public Works Director for the City of St. Louis Park for more than 18 years. While there he was responsible for the management, development, construction, and maintenance of the City's public works infrastructure and services.

Prior to working for St. Louis Park, Mike served as the Polk County Engineer for 10 years and as the County Construction Engineer for 9 years responsible for county highways and bridges, parks, and solid waste management and facilities. Mike holds a B.S. Degree in Civil Engineering from the University of Minnesota.



**Phil Martin, P.E.**  
Principal-In-Charge/Assistant City Engineer  
Hourly Billing Rate: \$155

Phil will serve as the Principal-in-Charge providing oversight of our services to Crosslake. He will also serve as the Assistant City Engineer and will assist Mike in providing engineering services to Crosslake. Phil began his civil engineering profession in 1992 and has managed the planning and design of various civil engineering projects in the Brainerd/Baxter area.

Phil's past project experience includes water distribution, sewer collection, civil and environmental site layout, road design, and general engineering and planning for numerous cities and counties. He has been involved with State and Federal Aid projects, transportation corridor studies, trail studies, capital improvement planning, and has extensive experience as a municipal engineer with several north central Minnesota communities. As a municipal engineer, he has prepared numerous assessment rolls and facilitated at preliminary and final assessment hearings as part of the Statute 429 process. As part of his current City Engineer assignments, Phil routinely acts on behalf of those cities as a liaison with the general public, residents, and other interested parties. Phil holds an M.S. Degree in Environmental Engineering and a B.S. Degree in Civil Engineering, both from North Dakota State University.



**Bryan Drown, P.E.**  
Project Engineer  
Hourly Billing Rate: \$125

Bryan is a Project Manager in our Baxter Work Group. He has been in the civil engineering industry since 1998. He is experienced in highway and street design, municipal utility design, site design, stormwater management, and residential and commercial development. His background includes preparing preliminary and final construction documents, project specifications, and contract administration. He currently serves the Cities of Pine River and Eagle Bend and provides a secondary role in Sebeka and Crosby. Bryan was involved with the project delivery for the 2013 Crosslake Community Center Tennis Court project. He holds a B.S. Degree in Civil Engineering from the University of North Dakota and is a Registered Professional Engineer.



**Zac Zetah, L.S.**  
Project Surveyor  
Hourly Billing Rate: \$115

Zac began the practice of surveying in 2012. He is proficient in the use of Trimble Survey Equipment and AutoCAD. He is responsible for drafting, preparation, calculations, and writing; interpreting legal descriptions; and field work related to ALTA, topographic, boundary, and engineering design surveys. He holds a B.S. Degree in Land Surveying from St. Cloud State University and an A.A.S. Degree in Land Surveying/Civil Engineering Technology from St. Cloud Technical College.



**John Graupman, P.E.**  
Environmental Project Manager  
Hourly Billing Rate: \$165

John joined Bolton & Menk in 1996 and is responsible for a broad range of environmental projects in both the municipal and industrial fields. He has been working to provide wastewater treatment expertise and advice to Crosslake staff and the City Council. His experience includes planning and feasibility studies, project design, construction management, start-up, and facility operations services for water storage, distribution, and treatment systems, and wastewater treatment facilities. John holds an M.S. Degree in Civil and Environmental Engineering and a B.S. Degree in Civil Engineering, both from South Dakota State University.



**Shane Koehnen**  
Technician/Certified Bridge Inspector  
Hourly Billing Rate: \$110

Shane has been an engineering technician and construction observer since 1993. His experience includes construction plan preparation, design assistance, and construction observation on both public and private projects. Additionally, he has experience with highways, bridges, trails, signage, traffic signals, streets, sanitary sewer, watermain, storm sewer, sidewalks, concrete curb and gutter, detention basins, and lift station improvements.

## Availability and Commitment

Mike is available immediately to begin serving the City of Crosslake. He will dedicate the time necessary to meet the City's expectations for providing City Engineering services, attend City Council meetings, and be available to attend other meetings as requested.

Mike resides in Crosslake and is accessible to the City 24 hours per day, 7 days per week. Phil resides in Pequot Lakes and will be available to assist the City and Mike as necessary.

In addition to Mike, Bolton & Menk will dedicate the necessary staff members, as required, to meet commitments to the City of Crosslake. Staff members, as referenced in this section, are available for the appropriate projects.

Should additional staff be required, we can readily utilize the capabilities of our entire roster of professional and technical staff, or any other member of the more than 400 personnel within our organization as necessary for specialized expertise such as transportation engineering, water and wastewater engineering, stormwater management, landscape architecture, GIS, surveying, municipal planning, and funding.

# Fees

Bolton & Menk, Inc. takes pride in tailoring our engineering services to meet the specific goals and expectations of the City Council and staff. The extent and variety of our municipal engineering experience along with a comprehensive understanding of local government dynamics separates us from our competition. The following are descriptions of key items and a proposed fee structure that Bolton & Menk will provide to the City of Crosslake. Our approach to providing engineering services to the City of Crosslake can be subdivided into three categories:

- General Engineering Services
- Project-Specific Engineering Services
- Private Development Engineering Services

## General Engineering Services

General Engineering Services are the professional service needs that occur within a community on a day-to-day basis and are not associated with a specific project.

Typically the projects that fall into this category do not require the preparation of detailed plans and specifications and are usually funded by the general fund. We also understand that City staff can sometimes be hesitant about requesting information or asking questions of their Consultant City Engineer for concern of receiving significant or unexpected bills for these day-to-day services. With this in mind, we understand the need to minimize these costs while maximizing the benefit to the client. Therefore, for these types of services, Bolton & Menk proposes the following fee structure:

**Transition Costs:** All work associated with transitioning from the City's current engineering firm will be provided at **NO CHARGE**.

### City Council, Commission, Committee Meetings:

We propose to attend all regular and special City Council meetings, as well as any City Commission or Committee meeting, as requested, at **NO CHARGE**.

**Routine City Communications:** We propose to provide routine City communications at **NO CHARGE**.

**Reduced Hourly Rate Agreement:** Bolton & Menk will offer a reduced billing rate of \$100/hour for up to 10 hours/month for General Engineering Services.

- Mike's first 10 hours of General Engineering Service will receive the reduced hourly rate. If Mike has less than 10 hours in a month, and there is another Bolton & Menk employee who provides General Engineering Services in that month, the reduced rate will be applied to their hours, up to the maximum 10 hours. If there are less than 10 hours total General Engineering Service in a given month, the City will only be charged for the actual hours worked.

**Travel:** All travel time for Bolton & Menk personnel from their office to the City of Crosslake in performance of General Engineering Services will be provided at **NO CHARGE**.

**Reimbursement for Expenses:** Mileage, basic reproduction of documents, CAD/Computer usage, field supplies/Survey stakes and equipment, GPS/Robotic Survey Equipment, and faxed documents will be provided at **NO CHARGE**.

**Pavement Management System:** Bolton & Menk will develop an initial Pavement Management System for the City at **NO CHARGE**.

## Project-Specific Engineering Services

For Project-Specific Engineering Services, we propose that an Hourly Not-to-Exceed Basis be developed to define the scope of services and the associated fees for project specific work. A listing of the typical scope of services associated with a public improvement project is as follows:

- Design Surveys
- Preliminary Engineering/Feasibility Reports
- Public Hearing Presentations
- Plan and Specification Development
- Project Bidding and Award Administration
- Construction Engineering
- Contract Administration
- Construction Observation and Staking
- Preparation of Preliminary and Final Assessment Rolls
- Project Close-Out
- Record Drawings (As-Builts)
- Project Specific Communication and Correspondence
- Project Specific Meeting Attendance

As indicated above, a specific fee estimate will be determined for each project and the City will be billed on an hourly basis not-to-exceed that amount. Invoices will be based on the actual number of hours worked within the designated budget. The City will not be charged for unused hours within the budget. If during the course of work conditions arise to cause the scope of services to increase, any proposed increase to the engineering budget would be reviewed with the City, and authorization would be obtained in advance before proceeding with additional work.

**Other Fee Basis:** If the City of Crosslake and Bolton & Menk mutually agree for a specific project that a method of compensation other than hourly not-to exceed is more appropriate (i.e. Lump Sum, Percent of Construction, Estimated Total), then a different compensation method may be employed for that specific project. The compensation method and amount would need to be identified and authorized by the City before work would proceed.

### **Private Development Engineering Services**

For engineering services associated with development-funded projects, where a Development Agreement exists, we propose each project be reviewed with City staff and/or Council so a thorough and accurate scope of services can be developed and the appropriate level of service is defined. We would anticipate all costs associated with development-driven projects will be the responsibility of the developer either as identified in the Development Agreement or by established City fees. All private development projects will be accounted and invoiced separately for ease of pass-through billing by the City to the developer.

Under this scenario, our services will still be provided under the contract between the City and our firm. **Bolton & Menk will work only for the City of Crosslake, or on behalf of the City, unless specifically directed by the City to provide private development engineering services to the developer.**

# Schedule of Fees

The following Fee Schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the Professional and the Client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for Principals and members of the staff vary according to skill and experience. **The current specific hourly rates for key personnel have been provided in the Key Personnel section of this proposal as well.**

The Fee Schedule shall apply for the period through December 31, 2017. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance and other items of this general nature, will be invoiced separately. Rates and charges do not include sales tax, if applicable.

When it is possible to accurately define the scope of the project and the professional services to be performed, a lump sum may be agreed upon for total compensation.

Key Employee Classification	Hourly Billing Rates
Mike Rardin, P.E., City Engineer	\$150/\$100*
Phil Martin, P.E., Assistant City Engineer	\$155
Bryan Drown, P.E., Project Engineer	\$125
Zac Zetah, L.S., Land Surveyor	\$115
John Graupman, P.E., Environmental Project Manager	\$165
Shane Koehnen, Technician/Certified Bridge Inspector	\$110
Design Engineer	\$105
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

\* Reduced General Engineering Rate for 10 hours/month.

<sup>1</sup> No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

**RESOLUTION 17-\_\_\_\_\_**

**RESOLUTION ACCEPTING DONATION(S)**

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

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

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

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

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
Crosslake/Ideal Lions	\$3,500.00	Fire Department Equipment

; and

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

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

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

Passed this 13th day of February, 2017.

\_\_\_\_\_  
Patty Norgaard  
Mayor

ATTEST:


\_\_\_\_\_  
Charlene Nelson  
City Clerk  
(SEAL)



*The power of human connections*

P.O. Box 507  
Highway 371 North  
Brainerd, Minnesota 56401  
218-829-2827  
1-800-648-9401  
Fax: 218-825-2209  
Web Site: [www.cwpower.com](http://www.cwpower.com)

*"This institution is an equal opportunity provider."*

A Touchstone Energy® Cooperative 

January 19, 2017

City of Crosslake  
37028 CR 66  
Crosslake MN 56442

Members of the City Council:

The Crow Wing Power Board of Directors met in January to review the cooperative's municipal meter relief program and decided to continue the program for another year. Although the program has been underway for many years, it is evaluated by the board annually. Under the municipal meter relief program, the City of Crosslake currently has 8 meters that the cooperative is forgiving the normal monthly service fee. In 2016 alone, the City of Crosslake saved \$1,728 under this program. In the past 21 years, you have saved \$16,056.

In addition, the city receives special lighting credit each year, based on 1% of total gross revenues within the entire city. For 2016, the City of Crosslake received a credit of \$40,920 toward your street lighting program.

Thanks for your membership with Crow Wing Power!

Sincerely,



Bob Kangas  
Board President

D.3.

MEMO TO: City Council  
FROM: Mayor Norgaard  
DATE: February 7, 2017  
SUBJECT: Commission Appointments

I hereby recommend the following appointment:

Public Works/Cemetery/Sewer Commission  
Mic Tchida - alternate

Planning and Zoning Commission  
Mark Lindner - alternate



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

**PERSONAL INFORMATION**

Name: Last TCHIDA First MICHAEL (MIC)

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

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

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

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

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

If yes, how long have you been a Crosslake resident or property owner? 20+ YEARS

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

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

- \_\_\_\_\_ Planning and Zoning Commission (Crosslake residency or property ownership required)
- \_\_\_\_\_ Economic Development Authority (Crosslake residency or property ownership required)
- Public Works/Cemetery/Sewer Commission (Crosslake residency or property ownership required)
- \_\_\_\_\_ Parks and Recreation/Library Commission (Crosslake residency or property ownership not required)
- \_\_\_\_\_ Crosslake Communications Advisory Board (Must own property within service area)

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

I ENJOY VOLUNTEERING - AND PARTICIPATING IN CITY GOVERNMENT.

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

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

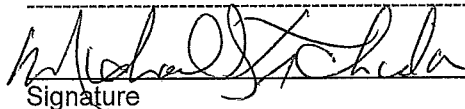
(over)

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

**POTENTIAL CONFLICTS**

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

If yes, please explain:

-----  
  
Signature

Date 1/9/17

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

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

Please return application to:  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442  
218-692-2688 Phone  
218-692-2687 Fax

**DATA PRACTICES ADVISORY**

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



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

**PERSONAL INFORMATION**

Name: Last Lindner First Mark

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

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

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

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

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

If yes, how long have you been a Crosslake resident or property owner? 21 years

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

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

- Planning and Zoning Commission (Crosslake residency or property ownership required)
- Economic Development Authority (Crosslake residency or property ownership required)
- Public Works/Cemetery/Sewer Commission (Crosslake residency or property ownership required)
- Parks and Recreation/Library Commission (Crosslake residency or property ownership not required)
- Crosslake Communications Advisory Board (Must own property within service area)

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

Having owned property in Crosslake since 1996 and having brought my family here every year since 1984 I have gained a great respect and fondness for the area. I have enjoyed it and want others to have the same opportunities.

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

Having built ~~many~~ of my own buildings/landscaping I have become very familiar with doing what is required and the way the law says it should be. Also, being a retired Accounting/Controller I am detailed and understand why there are requirements.

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

Growth is important, but the right kind of growth is what this community needs. If I can be involved the opportunity would not be taken lightly. (over) I would enjoy giving something back to this community.

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

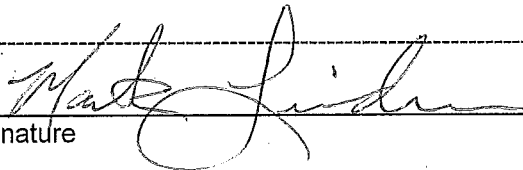
Comments:

Being retired, the time is available.

**POTENTIAL CONFLICTS**

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

If yes, please explain:

-----  
  
Signature

Date 1-27-17

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

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

Please return application to:  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442  
218-692-2688 Phone  
218-692-2687 Fax

**DATA PRACTICES ADVISORY**

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

F.2.a.

ORDINANCE NO. 339  
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI ROAD NAMES  
NAMING AN UNNAMED ROAD AS HERITAGE WAY  
AND  
ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

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

- **Sec. 42-298. - Index established; conflicts.**  
The city maintains a master road name index as well as a map for all named roads within the city. Said master road name index was initially established by the city in 1998 and is updated by the city periodically. In the event of any conflicts or discrepancies with road names within the city, the master road name index shall supersede and control.
  
- **Sec. 42-299. - Procedure for changing road names.**
  - (a) Before the city council will consider a request to change a road name, or name an unnamed or new road, a petition containing at least 75 percent of the signatures of all property owners abutting the subject road must be submitted to the city council along with the proposed road name. Changes to the master road name index shall be through an ordinance.
  
  - (b) Notwithstanding the provision of subsection (a) of this section, the city council may, at its own discretion, change the name of a road, or name an unnamed or new road, provided that all property owners abutting the subject road are given at least 14 days' written notice of the hearing on the proposed name change.
  
  - (c) The City of Crosslake hereby names the current unnamed road as Heritage Way in Section 21, Township 137N, Range 27W within the City of Crosslake, County of Crow Wing.
  
  - (d) The City Council of the City of Crosslake hereby amends the City Code to include Heritage Way in the Master Road Name Index.
  
  - (e) The City Designates Heritage Way as a private road and the City of Crosslake shall not accept Heritage Way as a public road for maintenance purposes until such time that the road is built to City standards.

Passed by the City Council this 13<sup>th</sup> day of February, 2017 by a \_\_\_/5ths vote.

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Patty Norgaard  
Mayor

ATTEST:

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Charlene Nelson  
City Clerk

Attachment: Master Road Name Index

# MASTER ROAD NAME INDEX - 2015

ROAD NAME	SEC	QD	LOCATION	FORMER	ADD'L COMMENTS
ABC DRIVE	18	NW	NORTH OFF 16		PRIVATE ROAD
ADDI LANE	29	SE	WEST OFF #3		WHITEFISH BUSINESS PARK
ALBINSON ROAD	5		WEST OFF #66	UNNAMED	PRIVATE ROAD
ALLEN AVENUE	21	NE	SOUTH OFF SWANN DRIVE		TOWN SQUARE DEV.
ANCHOR POINT LANE	5		OFF ANCHOR POINT RD	UNNAMED	PRIVATE ROAD
ANCHOR POINT ROAD	5.7	NW	WEST OFF 66		ENBEE ESTATES
ANCHOR POINT TRAIL	5	NW	NE FROM ANCHOR POINT RD		ANDERSEN ESTATES PLAT
ANDERSEN DRIVE	33	NE	EAST OFF SHAFER ROAD		
ANDERSON COURT	31	SW	NORTH OFF 103		PINE VISTA PLAT
ANTLER ROAD	33	NW	EAST OFF OF COUNTY ROAD 3		
ARROWHEAD LANE	30	SW	EAST OFF WEST SHORE DRIVE		
ARROWHEAD TRAIL	30	SW	NORTH OFF ARROWHEAD LANE		NON-MAINT/ BARTHEL SUBDIV
ASPEN COURT	9	SE	W OFF WILDERNESS ROAD		CHATHAM PARK SO.
ASPEN DRIVE	9	SE	W OFF WILDERNESS ROAD		CHATHAM PARK SO.
ASPEN WAY	9	SE	W OFF WILDERNESS ROAD		PRIVATE ROAD/ CHATHAM PK S
AUTUMN RIDGE ROAD	16	NW	EAST OFF 66 NORTH OF BAIT BOX	UNNAMED	PRIVATE ROAD
BACKDAHL ROAD	1.9	NW/NE	E/W OFF SOUTH END OF WILDERNESS TRAIL		PART CHGD TO WILDERNESS RD
BACON LANE	29	NE	WEST OFF OF COUNTY ROAD 3	UNNAMED	PRIVATE ROAD
BATLE LOCH WAY	18	NW	NORTH OFF OF THE WEST SIDE OF ABC DRIVE	UNNAMED	PRIVATE ROAD
BALD EAGLE TRAIL	16	SW	EAST OFF OF COUNTY ROAD 66		EAGLE PASS PLAT
BAY SHORES ROAD	2	NE	WEST OFF 3	SHORES ROAD	BAY SHORES PLAT
BIG PINE DRIVE	33	SE	N OFF BIG PINE TRAIL PAST BIG PINE HOLLOW	UNNAMED	PRIVATE ROAD
BIG PINE HOLLOW	33	SE	NORTH OFF BIG PINE TRAIL	UNNAMED	PRIVATE ROAD
BIG PINE TRAIL	32,33	SE	EAST OFF 3		
BIRCH NARROWS ROAD	10	NE	WEST OFF 3	O'BRIEN/MICHAEL DR	
BIRCHRIDGE BLVD	30	SW	OFF SUNRISE ISLAND ROAD		
BIRD HAVEN ROAD	5		EAST OFF OF #66		PRIVATE RD/BIRDHAVEN RESORT
BLACKBEAR PATH	28		EAST OFF OF #66		M&D ADDITION
BLACKSMITH PLACE	9	NW	SOUTH OFF TALL TIMBERS TRAIL		OLD LOG HDQTRS
BLUE ACRES COURT	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BLUE ACRES LANE	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BLUE ACRES TRAIL	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BONNIE LAKES LANE	13		OFF BONNIE LAKES TRAIL (S PORTION GOODRICH LAKE)	MCCLINTOCK	GOODRICH/O'BRIEN LK SHORES
BONNIE LAKES ROAD	13.24	SE	NORTH FROM 36	BONN LKS FRM RD	
BONNIE LAKES TRAIL	13	SE	OFF BONNIE LAKES TRAIL	BONN LKS FRM RD	
BORDER POINT ROAD	31	SW	EAST OFF OF COUNTY ROAD 120	UNNAMED	PRIVATE ROAD
BOY SCOUT ROAD	1,11,12		OFF OF # 3	UNNAMED	BOY SCOUT CAMP-PRIVATE
BRITA LANE	28.33	SE	EAST OFF 36		
BROOK STREET	16	NW	N/S AT END OF DAGGET BAY ROAD		
BROOKWOOD CIRCLE	30	SW	EAST OFF WEST SHORE DRIVE		BROOKWOOD PLAT
BUCKSKIN LANE	4	NW	EAST OFF OJIBWAY TRAIL		

# MASTER ROAD NAME INDEX - 2015

BUNKHOUSE ROAD	9	NW	BETWEEN TALL TIMBERS TRAIL AND KIMBALL ROAD		UNNAMED	PRIVATE ROAD
CABIN COVE TRAIL	5	SE	EAST OFF OF COUNTY ROAD 66		UNNAMED	PRIVATE ROAD
CAREFREE DRIVE	9	NW	SOUTH OFF OF DAGGETT PINE ROAD			PRIVATE ROAD
CHANNEL LANE	17	NW	WEST OFF 16 ON S SIDE OF RUSH/CROSS CHANNEL			
CHERRY LANE	31	SW	OFF PERKINS ROAD			
COOL HAVEN LANE	5	NW	OFF SOUTH LANDING			
COUNTY ROAD 103						
COUNTY ROAD 16						
COUNTY ROAD 3						
COUNTY ROAD 36						
COUNTY ROAD 37						
COUNTY ROAD 66						
COUNTY ROAD 120						
CRANBERRY DRIVE	1		OFF BUCHITE ROAD		UNNAMED	PRIVATE ROAD
CROSS AVENUE	31	SW	WEST OFF LAKE STREET			
CROSS LAKE AVENUE	16	NW	WEST OFF 66 NORTH OF DAGGETT/CROSS CHANNEL			
CROSSCUT WAY	9	NW	BETWEEN LOG LANDING AND HEADQUARTERS DRIVE			
DAGGETT BAY ROAD	16	NW	EAST FROM 66			
DAGGETT PINE ROAD	9.1	NE,NW	EAST FROM 66 TO DREAM ISLAND ROAD			
DAGGETT COURT	10		S OFF OF DAGGETT PINE ROAD		UNNAMED	ISLAND VIEW PLAT
DAGGETT LANE	10		SW OFF DAGGETT PINE ROAD		UNNAMED	
DANCING BEAR DRIVE	32	NW	SOUTH OFF OF COUNTY ROAD 103			SILENT OAKS PLAT
DEER RIDGE DRIVE	9		S OFF OF DAGGETT PINE ROAD			CHATHAM PARK NORTH
DEWDROP LANE	19		W OFF OF WEST SHORE DRIVE			
DREAM ISLAND CIRCLE	10		W OFF OF DREAM ISLAND ROAD			LITTLE PINE SHORE PLAT
DREAM ISLAND LANE	10		E OFF DREAM ISLAND ROAD (BEFORE ISLAND)		UNNAMED	(PRIVATE ROAD??)
DREAM ISLAND ROAD	10	NE	END OF DAGGETT PINE ROAD- GOING NORTH		UNNAMED	
DUCK LANE	30	SW	WEST OFF WEST SHORE DR			
DUCKWOOD TRAIL	31	SE	SOUTH OFF OF COUNTY ROAD 103			DUCKWOOD PLAT
EAGLE STREET	8	NW	WEST OFF 66			
EAST SHORE BOULEVARD	29	NE	W OFF OF EAST SHORE ROAD		EAST SHORE ROAD	CL EAST SHORE PLAT
EAST SHORE CIRCLE	29	SW	NORTH OFF EAST SHORE ROAD		LAKE SHORE CIR	SANDCREST PLAT
EAST SHORE COURT	29		DOUG NELSON DEV- N OFF OF E SHORE ROAD			PRIVATE- NELSON E SHORE LND
EAST SHORE LANE	29		DOUG NELSON DEV-OFF E SHORE ROAD			PRIVATE- NELSON E SHORE LND
EAST SHORE ROAD	29	SW	OFF OF 3		LAKESHORE DR	REPLACE LAKE SHORE DRIVE
EAST SHORE TERRACE	29		DOUG NELSON DEV-OFF E SHORE ROAD			NELSON'S E SHORE LANDING
ECHO DRIVE	16	NW	WEST OFF 66 TO MARGRET		OLD CO HWY 8	
EDGEWATER LANE	16	NW	WEST OFF 66 BEHIND CHANNEL LIQUOR		OLD COOLEY HWY	
EGRET ROAD	9		N OFF DAGGETT PINE ROAD			D & M ADDITION
EVA LANE	17	NE	NORTH OFF OF COUNTY ROAD 16		UNNAMED	DRIVEWAY SERVING 3 RESIDENCES
FIRST STREET	8	NW	WEST OFF 16 ACROSS FROM MOONLITE			
FISH ROAD	2		BASS LAKE RESERVE- EAST OFF #3			PRIVATE ROAD
FISHERMANS POINT ROAD	17	NW	SE OFF 16 SOUTH OF RUSH/CROSS CHANNEL		UNNAMED	PRIVATE ROAD

# MASTER ROAD NAME INDEX - 2015

FOREST LODGE ROAD	7	NW	SOUTH OFF ANCHOR POINT		PORTION PRIVATE ROAD
GALE LANE	18	NW	SOUTH OFF 16 NEAR HARBOR LANE		
GENDREAU ROAD	33	SW	SOUTH OFF 36		SEEKEL ADDITION
GINSENG PATCH ROAD	7	NW	NEAR END OF ANCHOR POINT ROAD TO NW		
GLADICK LANE	17	NW	WEST OFF 16 ON N SIDE OF RUSH/CROSS CHANNEL		
GLEE LANE	21	NE	WEST OFF OF COUNTY ROAD 3	UNNAMED	PRIVATE DRIVE
GORDON CIRCLE	29	SW	EAST OFF OF HAPPY LANDING ROAD		WILD WIND PLAT
GREER LAKE ROAD	36	SE	E/W ROAD TO GREER LAKE TRAIL		GREER LAKE CAMPGROUND RD
GOULD STREET	21	NE	BETWEEN OSTLUND AVE. AND ALLEN AVE. SO. OF SWANN DR.		TOWN SQUARE DEV.
HAPPY COVE ROAD	29	SW	EAST OFF HAPPY LANDING		PART OF HAPPY LANDING ROAD
HAPPY LANDING ROAD	29	SW	NORTH FROM 103		
HAPPY TRAIL	29	SW	NORTH OFF HAPPY LANDING ROAD	UNNAMED	PART OF HAPPY LANDING ROAD
HARBOR LANE	18	NW	WEST OFF 16	HARBOR LN RD	
HARBOR TRAIL	18	NW	NW OFF HARBOR LANE	RUSH LAKE AVE	
HEADQUARTERS DRIVE	9	NW	OFF OLD LOG LANDING	HDQTRS DR S	
HERITAGE WAY	21	NE	BETWEEN PIONEER DR AND OSTLUND AVE	UNNAMED	
HIDDEN VALLEY ROAD	8	NW	W OFF 16 ACROSS FROM MOONLITE BAY		
HILLTOP DRIVE	6	NW	BETWEEN MANHATTAN POINT BLVD AND WHITEFISH AVE	WEST AVE	NAME NOT USED
INDUSTRIAL ROAD	32	SW	NORTH OFF OF COUNTY ROAD 120	UNNAMED	PRIVATE ROAD
ISLAND VIEW LANE	8	NW	WEST OFF 16	ISLAND VIEW RD	WARNERS ADD MUHL'S ISL VIEW
ISLAND VIEW ROAD	8	NW	WEST OFF 16		WARNERS ADD MUHL'S ISL VIEW
IVY LANE	31	SW	E/W ROAD OFF 103		
IVY TRAIL	31		N OFF OF IVY LANE	UNNAMED	CONSIDERED PART OF IVY LANE
JASON LANE	7		SOUTH OFF SILVER PEAK ROAD		STALEY SHORES PLAT
JOHNE STREET	17	SW	SOUTH FROM 16	ARTHUR AVE	INCORPORATED ARTHUR AVE
KALLBERG ROAD	26,35	E1/2	SOUTH OFF OF COUNTY ROAD 36	UNNAMED	FOREST RD, THEN PRIVATE DW
KIMBALL COURT	16		EAST OFF KIMBALL ROAD		PRIVATE-DAGGETT BAY TWINHIMS
KIMBALL ROAD	9	NW	EAST OFF NORTH END OF BROOK STREET		
KIMBERLY ROAD	32	SW	WEST OFF 3		
LAKE STREET	31	SW	NORTH OFF 103		
LAKE TRAIL	31	SW	EAST OFF LAKE ST	PINE AVE/OAK ST	BOWERS POINT
LILYPAD ROAD	11,12	S1/2	SOUTH, THEN EAST OFF OF COUNTY ROAD 3	UNNAMED	FOREST RD TO PUBLIC ACCESS ON GOODRICH
LOG LANDING	9	NW	EAST OFF 66	HDQTRS DRIVE N	OLD LOG HDQTRS PLAT
LOVELAND HARBOR	8	NE	WEST OFF OF COUNTY ROAD 66	UNNAMED	PRIVATE ROAD
LUMBERJACK LANE	9	NW	N/S END OF LOG LANDING AND HEADQUARTERS DR		
MANHATTAN DRIVE	6	NW	OFF MANHATTAN POINT BLVD-GOING NORTH	MANHATTAN BLVD	DIRECTION CHANGE
MANHATTAN POINT BOULEVARD	5,6	NW	WEST OFF 66 AT MANHATTAN BEACH LODGE	COUNTY RD 140	FORMER COUNTY ROAD
MAPLE LANE	21	SW	SOUTH OFF 37	DONALD DRIVE	RIVERVIEW PLAT
MARGARET LANE	16	NW	WEST OFF 16		
MARODA DRIVE	19	SW	EAST OFF WEST SHORE DRIVE		
MARY LANE	9	NW	WEST OFF MILLER ROAD		
MEZZENGA LANE	31		S OFF COUNTY ROAD 103		
MILINDA SHORES ROAD	7,18	NW	OFF SILVER PEAK RD (IDEAL TWSHP)	UNNAMED	PRIVATE

# MASTER ROAD NAME INDEX - 2015

MILLER ROAD	9	NW	SOUTH OFF DAGGETT PINE ROAD	ARROWHEAD DR	DUPLICATE NAME
MOCCASIN DRIVE	4	NW	NE OFF OJIBWA TRAIL OX LAKE LANDING	MOEN BEACH RD	
MOEN BEACH TRAIL	10	NE	NORT OFF DAGGETT PINE ROAD NEAR E END	UNNAMED	
NORTH HARBOR ROAD	7		E OFF ANCHOR POINT RD		
NORTHERN TERRACE	28		M & D ADDITION		
NORTHWOOD AVENUE	6		MANHATTAN POINT PLAT	ISLAND AVE	WHITE PINE TERRACE PLAT
NORWAY TRAIL	16	NW	DAGGETT BAY ROAD TO BROOK STREET		
OAKDALE ROAD	31	SW	NORTH OFF FAWN LAKE ROAD		
OJIBWAY CIRCLE	5	NW	NORTH OFF OJIBWAY TRAIL NEAR END		
OSTLUND AVENUE	21	NE	BETWEEN SWANN DRIVE AND COUNTY ROAD 3		TOWN SQUARE DEV.
OWL STREET	16	NW	EAST OF PINE BAY TRAIL	UNNAMED	NO SIGN-PUBLIC ACCESS
OX COVE TRAIL	5,8	NE,SE	WEST OF OX LAKE LANDING	UNNAMED	DRIVEWAY BEFORE M&B SUB.
OX LAKE CROSSING ROAD	5	NE	EAST OFF OF COUNTY ROAD 66	BOULDER RIDGE RD.	DUPLICATE NAME
OX LAKE LANDING	4,5,8,9	NW	NORTH OFF DAGGETT PINE TO OJIBWAY CIRCLE	OJIBWAY TRAIL	INCORPORATE OJIBWAY TRAIL
PARK DRIVE	29		EASTERLY LOOP OFF LAKESHORE DRIVE		
PARKVIEW LANE	9	NW	SOUTH OFF DAGGETT PINE ROAD		
PERKINS ROAD	30,31	SW	WEST OFF 103		
PINE BAY DRIVE	16	NW	NORTH OFF PINE BAY TRAIL	PINE BAY ROAD	
PINE BAY ROAD	15,16	NE,NW	NORTH OFF 3		
PINE BAY TRAIL	16	NW	WEST OFF PINE BAY ROAD	PINE BAY ROAD	
PINE CREEK TRAIL	23	NE,SE	NORTH OFF OF COUNTY ROAD 36	UNNAMED	PRIVATE ROAD TO NW BAY OF O'BRIEN LAKE
PINE LAKE	8	NW	NORTH OFF ISLAND VIEW ROAD		
PINE LURE DRIVE	2	NE	WEST OFF 3	PINE LURES ROAD	CHANGED AT REQUEST OF LANDOWNERS
PINE POINT ROAD	10		END OF DAGGETT PINE ROAD- E/W OF ROAD	PT DAGGETT PINE RD	
PINE VIEW LANE	33		JOHNSON'S PINE VIEW		
PINEDALE STREET	6	NW	OFF SUMMIT	WOODLAND STREET	
PIONEER DRIVE	21	NW	BETWEEN SWANN DRIVE AND COUNTY ROAD 3	UNNAMED	
PLEASANT VIEW	19	SW	NW OFF WEST SHORE DRIVE		PRIVATE ROAD - FORMERLY PLEASANT LN.
POND VIEW LANE	18	SE	SOUTH OFF OF COUNTY ROAD 16	UNNAMED	PRIVATE ROAD
RABBIT LANE	16	NW	NORTH OFF PINE BAY DRIVE		
RACCOON STREET	16	NW	OFF PINE BAY TRAIL	COON STREET	NO SIGN-PUBLIC ACCESS
RED OAK CIRCLE	29	SW	WEST OFF HAPPY LANDING ROAD		OAKCREST PLAT
RED PINE DRIVE	24		OFF OF BONNIE LAKES RD	RED PINE ROAD	
RED PINE ROAD	24	SE	OFF OF RED PINE DRIVE		
RIDGEWAY DRIVE	9		S OF DAGGETT PINE RD- E/W OF ROAD		CHATHAM PARK NORTH
RIVER BLUFFS ROAD	27,28		RIVER BLUFFS PLAT		
RIVERWOOD COURT	21	NW, NE	SOUTH OFF OF COUNTY ROAD 3		ACCESS TO RIVERWOOD CIC
RIVERWOOD LANE	21	SW	EAST OFF OF 3		
RIVERWOOD TRAIL	21	SW	N/S OFF OF RIVERWOOD LANE		
ROBERT LANE	20				
ROBERT STREET	17	NW	EAST OFF 16		INC DONALD BLVD & DWIGHT DR
ROCKY ROAD	23		N OFF CTY RD #36- ROCK LAKE	UNNAMED	PRIVATE ROAD
RUSH HARBOR LANE	8	NE	WEST OFF OF COUNTY ROAD 16	UNNAMED	PRIVATE ROAD-LOVELANDS PLAT

# MASTER ROAD NAME INDEX - 2015

RUSH LANE	5	NW	NORTH FROM ANCHOR POINT RD		
RUSHMOOR BOULEVARD	17	NW	NORTHWEST OFF 16		
RUSHMOOR TRAIL	17,18		WEST OFF RUSHMOOR BLVD		
SAND POINTE COURT	20		WEST OFF SAND POINTE DRIVE		PRIVATE/GOLDEN RULE TRL PRK
SAND POINTE DRIVE	20	SW	WEST OFF 3 AT RIVERSIDE INN	FAE AVE- ANN ST	
SANDRA ROAD	32	SW	EAST OFF 3 SOUTH OF SHAFER RD	UNNAMED	
SANDY SHORES COURT	29	NE	AT END OF SANDY SHORES ROAD		
SANDY SHORES ROAD	29	SW	WEST OFF OF COUNTY ROAD 3		
SCENIC COURT	33	NW	EAST FROM VISTA DRIVE AND SOUTH OF SCHAFER ROAD		PINE VISTA PLAT
SECOND AVENUE	8	NW	NORTH OFF FIRST STREET		MINNOWA PLAT
SECOND STREET	8	NW	SOUTH OFF FIRST STREET	FIRST AVENUE	MINNOWA PLAT
SEQUOIA DRIVE	31	SW	OFF 103		
SHADYWOOD STREET	6	NW	BETWEEN MANHATTAN POINT BLVD AND SUMMIT-E/W RD		
SHAFER ROAD	33	SW	EAST OFF 3		
SHAMROCK ROAD	24	SE	E & S OFF BONNIE LAKES ROAD		
SHORES DRIVE	16	NW	WEST OFF PINE BAY TRAIL	WHT PINE SHR DR	
SILVER PEAK ROAD	7	NW	NE END OF IDEAL TWSHP SILVER PEAK ROAD		
SLEEPY VALLEY ROAD	26	SE	WEST OFF 36		PHELPS LAKE SHORE PLAT
SOUTH LANDING	5	NW	S OFF MANHATTAN POINT BLVD ACROSS LODGE		
STALEY LANE	7		S OFF SILVER PEAK RD/ JASON LANES		STALEY SHORES PLAT
SUGAR LOAF ROAD	33	SE	SOUTH OFF SHAFER ROAD		
SUMMIT AVENUE	6	NW	BETWEEN MANHATTAN POINT BLVD AND WHITEFISH		
SUNDANCE LOOP	16	NW	OFF OF COUNTY ROAD 66	UNNAMED	PRIVATE ROAD
SUNRISE BOULEVARD	30	SW	OFF WEST SHORE DRIVE		
SUNRISE ISLAND ROAD	30	SW	EAST OFF WEST SHORE DRIVE		
SUNSET DRIVE	19	SW	WEST OFF PLEASANT LANE		
SWANN DRIVE	21	NW, NE	BETWEEN COUNTY ROAD 66 & COUNTY ROAD 3	UNNAMED	
TALL TIMBERS TRAIL	9	NW	E/W AT END OF LUMBERJACK LANE		
TALON TRAIL	16	SW	N/S AT END OF BALD EAGLE TRAIL		EAGLE PASS PLAT
TAMARACK LANE	13	NE	SOUTH OFF TAMARACK ROAD	MCCLINTOCK RD	
TAMARACK ROAD	13,24	NE	NW OF O'BRIEN LAKE	MCCLINTOCK RD	
TAMARACK TRAIL	13	NE	SOUTH OFF TAMARACK ROAD	MCCLINTOCK RD	
TIMBER LANE	18	NW	NORTH OFF HARBOR LANE		TIMBERLANE PLAT
TRAILHEAD LANE	9	NE	NORTH OFF OF DAGGETT PINE ROAD	UNNAMED	
TWIN BAY DRIVE	7	NW	SOUTH OFF GINSENG PATCH ROAD ANCHOR POINT		TWIN BAY SHORES
URBANS POINT ROAD	30	SW	NORTH OFF PERKINS ROAD	URBAN POINT ROAD	
VELVET LANE	24	SE	SOUTH OFF 36 AT NW SHORE OF VELVET LAKE		
VERNA DRIVE	5	NW	OFF MANHATTAN POINT BLVD NEXT TO LODGE		
VISTA DRIVE	33	NW	SOUTH OF SCHAFER ROAD		PINE VISTA PLAT
WATERWOOD COURT	10	NE	S OFF DAGGETT PINE ROAD E OF WILDERNESS		
WEST SHORE DRIVE	18,19,30	SW,NW	N/S FROM 16 TO 103		
WETLAND DRIVE	29		OFF OF E SHORE BLVD	UNNAMED	PRIVATE ROAD
WHIPPLE DRIVE	21	SW	EAST OFF OF COUNTY ROAD 3		DRIVE GOING THRU PUBLIC WORKS AREA

# MASTER ROAD NAME INDEX - 2015

WHITE BIRCH LANE	21	NE	RUNS BETWEEN WILDWOOD DR AND TRAIL		
WHITE ISLAND DRIVE	6	NW	NORTH FROM WHITEFISH ROAD	ISLAND AVE	WHITE ISL BCH PLAT/PVT RD
WHITE OAK DRIVE	29,30	SW	NORTH OFF 103		OAKCREST PLAT
WHITE PINE TRAIL	10	NW	OFF WILDERNESS TRAIL		
WHITEFISH AVENUE	6	NW	OFF MANHATTAN POINT BLVD		A/K/A COUNTY RD 140
WHITEFISH ROAD	6	NW	SOUTH OFF WHITEFISH AVENUE	EDGEWATER BEACH	
WHITEFISH TRAIL	6	NW	EAST OFF WHITEFISH AVENUE	PINE TERRACE	
WILDERNESS TRAIL	2,3,9,10	NE,NW	N/S OFF DAGGETT PINE ROAD		
WILD WIND RANCH DRIVE	32	NE	SOUTH OFF OF COUNTY ROAD 103	UNNAMED	WILD WIND RANCH ESTATES PLAT
WILDWOOD DRIVE	21	NE	OFF WILDWOOD TRAIL		WILDWOOD ACRES PLAT
WILDWOOD TRAIL	21	NE	SOUTH OFF WILDWOOD DRIVE	RED OAK TRAIL	WILDWOOD ACRES PLAT
WILLWOOD LANE	31	SW	SOUTH OFF 103		
WINDSOR AVENUE	6		MANHATTAN POINT		
WOLF COURT	10		OFF WOLF TRAIL	UNNAMED	
WOLF TRAIL	10,15,16	NE,NW	NE/NW AT END OF PINE BAY ROAD		
WOODLAND AVENUE	6	NW	WEST OF NORTHWOOD AVE- MANHATTAN POINT		NO STRUCTURES
WOODLAND DRIVE	6	NW			PLAT ROAD NAME

F. Z. b.

ORDINANCE NO. 339  
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI  
NAMING AN UNNAMED ROAD AS HERITAGE WAY  
AND  
ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

The following is the official summary of Ordinance No. 339, approved by the City Council of the City of Crosslake on the 13<sup>th</sup> of February, 2017.

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

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

Passed by the City Council this 13<sup>th</sup> day of February, 2017 by a \_\_\_/5ths vote.

\_\_\_\_\_  
Patty Norgaard  
Mayor

ATTEST:

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

F.2.

MEMO TO: City Council  
FROM: City Clerk  
DATE: February 8, 2017  
SUBJECT: Request to Name New Street

As required by City Code, a petition with 75% of property owners' signatures has been submitted to name the new street between Pioneer Drive and Ostlund Avenue as Heritage Way. This name has been approved by the County Surveyor. This will be a privately maintained road and the developer will be responsible for the cost of the sign. City Code requires that this name be added to the Master Road Name Index through ordinance.

Attachments include City Code relating to road names, signed petition, and map showing location of new street.

Sec. 42-57. - Street names.

Street names shall conform to the pattern of the city, continue an existing name on the same alignment and generally promote order and direction in the community. Street names shall be submitted to the county surveyor for approval.

(Code 1983, § 3.20(subd. 3L); Ord. No. 84-2, § 1(3.20(subd. 3)), 3-12-1984; Ord. No. 35, 1-31-1992)

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

- (a) Before the city council will consider a request to change a road name, or name an unnamed or new road, a petition containing at least 75 percent of the signatures of all property owners abutting the subject road must be submitted to the city council along with the proposed road name. Changes to the Master Road Name Index shall be through an ordinance.
- (b) Notwithstanding the provision of subsection (a) of this section, the city council may, at its own discretion, change the name of a road, or name an unnamed or new road, provided that all property owners abutting the subject road are given at least 14 days' written notice of the hearing on the proposed name change.
- (c) The City of Crosslake hereby names the current unnamed road as White Pine Trail in Section 10, Township 137N, Range 27W within the City of Crosslake, County of Crow Wing.
- (d) The City Council of the City of Crosslake hereby amends the City Code to include White Pine Trail in the Master Road Name Index.
- (e) The city designates White Pine Trail as a private road and the City of Crosslake shall not accept White Pine Trail as a public road for maintenance purposes until such time that the road is built to city standards.

(Ord. No. 102, § 2(6.04(2), (3)), 12-14-1998; Ord. No. 123, § 6.04(subds. 2, 3), 8-14-2000; Ord. No. 301, § 2(6.04(2), (3)), 8-8-2011; Ord. No. 325, 8-10-2015; Ord. No. 334, 4-11-2016)

**CROSSLAKE, MINNESOTA  
PETITION FOR ROAD**



More than 75% of signatures of property owners abutting the subject road required

To the Crosslake City Council:

Date: December 12, 2016

We, the undersigned, owners of not less than 75% of the frontage of the real property abutting on HERITAGE WAY, hereby petition that the above road name be added to the

Master Road Name Index of the City of Crosslake. (See Ordinance Sec. 42-299)

Owner's Name	Owner's Signature	Real Estate Code
1. Barnes Properties Minnesota LLC	 120211300BB0009	
2. Barnes Properties Minnesota LLC	  120212400AFJ009	
3. William and Sharon Reed	 	142600020020009
4. Crosswoods Development LLC		120212400AFJ009
_____		1460400090D0009
Crosswoods Development LLC	_____	

CROSSWOODS GOLF COURSE

CART PATH



- A. FINANCIAL
- B. RETAIL / SECOND STORY HOUSING
- C. SENIOR CENTER
- D. ESSENTIAL HEALTH CLINIC
- E. CONDOMINIUMS
- F. TOWNHOMES
- G. RESTAURANT
- H. APARTMENT RENTALS

PROPOSED COMMUNITY SCHOOL LOCATION

GARDEN WALK

WHITEFISH LODGE

PINE PEAKS

PROPOSED HERITAGE WALK

REEDS

LOT FOR SALE

ACE

COUNTY ROAD 66

TO  
CROSSLAKE

CAMP-  
GROUND



206-490-1200

1" = 80'

SCHEMATIC SITE PLAN

DESIGNER: MCG. PRITCHARD  
 DATE: 10-26-2006

206 CROSSLAKE TOWN SQUARE DEVELOPMENT



© REM WHIT COMPANY, T. 2006

F. 3. a.

# NJPA City & County Solutions Department

## Request for Proposal for: Crosslake Comprehensive Plan Update

December 16, 2016

**Anna Gruber**  
Manager, City & County Solutions

**National Joint Powers Alliance**  
202 12th Street NE  
Staples, MN 56479  
p: 218-895-4135  
c: 320-292-4046  
e: [anna.gruber@njpacoop.org](mailto:anna.gruber@njpacoop.org)



Greer  
Lake

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Staff Review



[www.njpacoop.org](http://www.njpacoop.org)

202 12th Street NE  
P.O. Box 219  
Staples, MN 56479

December 12, 2016

City of Crosslake  
City Clerk  
37028 County Road 66  
Crosslake, MN 56442

RE: Request for Proposal – Comprehensive Plan Update

Dear City of Crosslake:

*Share*<sup>1</sup>

*SHer/*

- *have a portion of (something) with another or others*
- *give a portion of (something) to another or others*
- *use, occupy, or enjoy (something) jointly with another or others*

In 2015, the [Alliance for Innovation](#), a network of innovative city and county governments who are inspiring innovation to advance communities, set out to explore what government should, and could, look like over the course of the next 20 years. They recently released a new report entitled "The Next Big Things: The Next 20 Years in Local Government." It highlights 44 trends within four driving forces —Resources, Technology, Demographics and Governance —that they believe will have deep impact on how local government operates for the next generation. One of these key trends and driving forces is the need for governance to change its focus to more of a collaborative approach that provides efficiencies to all forms of government and its citizens. Here at NJPA, we are happy to be a catalyst in this movement, to create more government efficiencies for you and I in Region Five over the next 20 years.

As we look forward to 2017, the City & County Solutions department continuously imagines ways we can help YOU, through sharing our time, efforts, and resources. As a unique way of sharing our resources, NJPA offers "shared employment services" for our Region Five Cities & Counties. These employment services expand on a simple concept taught to children at an early age; sharing. NJPA has taken sharing to the next level and has made life – and business – easier for organizations throughout Region 5, by hosting valuable employment positions to be shared by Region Five government entities at a significantly discounted rate. One of these is our Planning & Zoning services, through sharing the use of our three NJPA Planning & Zoning Specialists. By offering this as a shared service, entities in Region Five can enjoy cost savings, innovation, less risk, more resources, and the ability to tap in to highly qualified professionals that may otherwise not have been able to be recruited to the area's workforce.

Each of our three Planning & Zoning Specialist's carry unique and talented backgrounds, ranging from zoning administration, to GIS, to planning. This allows us to offer a complete assortment of services related to planning and zoning. Beyond these Planning & Zoning Specialist's, NJPA believes in the sharing of knowledge and resources with Regional partners. In our partnership with the Region Five Development Commission, we are able to utilize their staff's expertise around community engagement, to better serve YOU.

An integral part of the success of our Planning & Zoning services also includes the sharing of knowledge, time, and resources between our Planning & Zoning Specialists and your staff and consultants. NJPA recognizes that collaboration and partnership is the most efficient way to successfully complete any project. We look forward to working alongside

your staff, City Engineer, and City Planning or Zoning officials to create the best possible end-product, keeping YOU in mind the whole time.

When this shared services initiative began two years ago, we couldn't have imagined the programs, services, and concepts that we would be able to share in Region Five. Now, two years later, we can reflect back and look at the incredible work that is being done in our Region. We truly are all a catalyst for change in how government will function and thrive over the next 20 years. We are honored to be a part of this work with you and look forward to imagining what our Region will look like as we continue to collaborate together! Thank you for giving us this opportunity to serve YOU through our Planning & Zoning shared services, we look forward to working with you on this plan.

Most Sincerely,

A handwritten signature in cursive script that reads "Anna Gruber". The signature is written in black ink and is positioned below the closing salutation.

Manager, City & County Solutions  
Anna.gruber@njpacoop.org

## National Joint Powers Alliance

202 12th Street NE  
Staples, MN 56479



### Proposal to Perform Comprehensive Plan Update Services to the City of Crosslake

Date	Services Performed By:	Services Performed For:
December 16, 2016	National Joint Powers Alliance 202 12th Street NE Staples, MN 56479	City of Crosslake 37028 County Road 66 Crosslake, MN 56442

### Proposal Overview

The National Joint Powers Alliance proposes to develop a Comprehensive Plan Update for the City of Crosslake. ***Our objective is to provide the City Council, Planning Commission, city staff, residents, and the business and development community a comprehensive, inclusive, and consistent tool to guide the city's decision making and development over the next 15 years. This plan will drive future development by serving as a guide for future ordinance amendments, rezoning requests, and capital improvement planning.*** These services will be provided on a contractual, hourly basis agreed upon by the City of Crosslake. The maximum fees incurred by NJPA will be [REDACTED]. All costs after the contract amount will be provided at no cost to the City of Crosslake. There is no maximum or minimum of hours required for a contract. The contract can be very flexible, including on an interim basis or permanent basis.

Currently NJPA assists numerous communities in Crow Wing County (Brainerd, Crosby, Crow Wing Township, Deerwood, Emily, Fifty Lakes, Garrison, Jenkins, Manhattan Beach, Pequot Lakes, Trommald, and Nisswa), Cass County, Staples, and Long Prairie with planning services and zoning administration. The comprehensive plan update services will be provided by the Planning and Zoning Specialist team at NJPA, in conjunction with Region 5 Development Commission. Our partnership brings valuable experience in comprehensive planning and public engagement. This partnership represents a united, collaborative effort dedicated to providing the best possible service and efficiency to our region.

#### NJPA + R5DC Guiding Principles

Our partnership brings collaborative, and place-based planning solutions to each project we work on. Our partnership is built off of a series of guiding principles:

- Deliver a robust civic engagement plan that ensures a HIGH level of participation that truly influences the policies that affects people beneficially
- Ensure that the community sees the plan as one that they created with their voices
- Expose and educate steering committees, local leaders, and residents about current and long range planning trends identified by state and national entities

- To continue the efforts and mission of the Central Minnesota Regional Sustainable Development Plan.
- Continue to provide a service, and serve Region Five's townships, communities, and counties
- Author a customized growth plan that provides suitable applications, and applicable growth and implementation strategies

In addition, our partnership recommends to communities that they study the follow topics. These plan elements follow a standardized list, but additionally include recommended topics by the State of Minnesota as well as national agencies such as the American Planning Association (APA):

- Community Profile, Land Use and Zoning, Housing, Intergovernmental Cooperation, Transportation, Economic/Community Development, Park and Open Space, Natural Resources, and Recreation, Tourism, Utilities and Community Facilities, Food Planning, Energy, Connectivity, Changes in Population, Shift in the Labor Force, and Implementation.

## NJPA's City & County Solutions Department

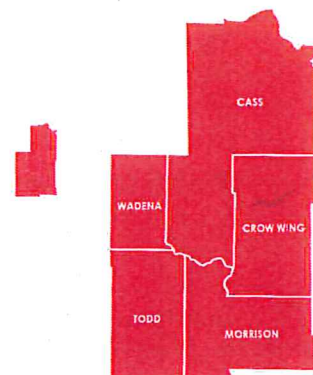
NJPA is one of nine Minnesota Service Cooperatives that offers regionally focused programs for our government and education members that comprise an area known as "Region 5." We successfully aid our local members in the planning, development, and provision of valued services in a vast array of fields, as well as regional programs for Insurance, Educational Solutions, IT support, Cooperative Purchasing, and more.

In an effort to reinvest into Region 5, NJPA has committed to offering various programs and services to City and County Members. It has been our goal to establish these programs and services with your participation and input. With your feedback, we have been able to create programs and services that we hope will be valuable to you.

### PLANNING & ZONING SERVICES

NJPA offers Planning and Zoning Specialist's dedicated to offering planning and zoning services in Region Five. These staff are made available to Cities, Counties, and Townships. NJPA offers this service on contract with Cities and Counties or on a project basis. Through this service, NJPA can offer assistance with:

- Zoning Reviews (Variances, Conditional Use Permits)
- Permitting
- Ordinance Reviews/Amendments
- Project/City Planning
- Plat and Subdivision Reviews
- Septic Inspections (SSTS)
- Downtown Plans
- Comprehensive Planning
- Feedlot Inspections
- Mapping Services
- More at Request



At NJPA, our mission is to build valued relationships and deliver innovative solutions with integrity, exceeding the expectations of our members.

## Current Projects

**NJPA currently provides Zoning Administration Services for following communities:**

Cities of Crosby, Deerwood, Emily, Fifty Lakes, Garrison, Jenkins, Pequot Lakes, Trommald, Manhattan Beach and Crow Wing Township.

**NJPA currently provides long range planning services for following communities:**

Cities of Brainerd, Fifty Lakes, Long Prairie, Nisswa, Staples and Cass County.

### **LONG PRAIRIE:**

NJPA assisted the City of Long Prairie in updating their comprehensive plan entitled, *Expanding our Horizons – Long Prairie Comprehensive Plan Update 2035*. Our planning team facilitated six steering committee meetings and one open house. Our team assisted the steering committee through the goal and policy development phase and redrafted all goals and policies for each plan element. The majority of our efforts were spent on the preparation, assessment and enhancement of the goals, policies and action item sections for the City. Detailed and illustrative demographic and socioeconomic data was incorporated throughout the document. Page layouts, photos, and other techniques were incorporated to make the document a user-friendly resource for the public.

### **CITY OF NISSWA:**

With a diverse, thirteen-member steering committee, our planning team is guiding, leading, and mentoring the team through the process of a comprehensive plan update. We have developed an all-inclusive, very detailed, community engagement plan to ensure participation from the community. Our outreach efforts have reached easily 100 people, with nine months left to go in the project. We have integrated numerous online surveys to ensure that we engage in the second half of the community – the snowbirds and seasonal. Our end goal is to ensure this document is a concise, efficient, and easy to read document that the community can enjoy and easily access through the City's website.

### **CITY OF STAPLES:**

The City of Staples is interested in an interactive, and user friendly end product. Our planning staff is working to provide three end deliverables 1) a coffee table book 2) enticing website content 3) a found, hard copy document. Sense of place, healthy communities, and quality of life are the leading emerging elements that will be integrated into their long range planning efforts. This project is a great example of a partnership, where our staff will merge with the City's Staff, County Staff and boundless community groups and organizations.

**CASS COUNTY ORDINANCES:**

Our Planning and Zoning team is assisting Cass County a re-codification and re-structuring project that will combine the Environmental Definitions, Land Use, Platting and Subdivision, SSTS, and Wetland Ordinance(s) into one comprehensive section. No amendments will be necessary due to the nature of this project. Our staff is evaluating and analyzing what method would be best for the end use; articles or sections. The end goal of this project is to ensure that the combined ordinances will be user friendly, easy to navigate and formatted to ensure easy access for County staff Cass County residents.

**CITY OF BRAINERD:**

Our Planning and Zoning team is assisting the City of Brainerd in a comprehensive plan update. This project will be an all-inclusive, storytelling, robust project that captures the vision of its residents. NJPA will work with community stakeholders and staff in capturing the voices, personalities, and spirit of its residents. A detailed community engagement plan will be developed to identify stakeholders throughout the community.

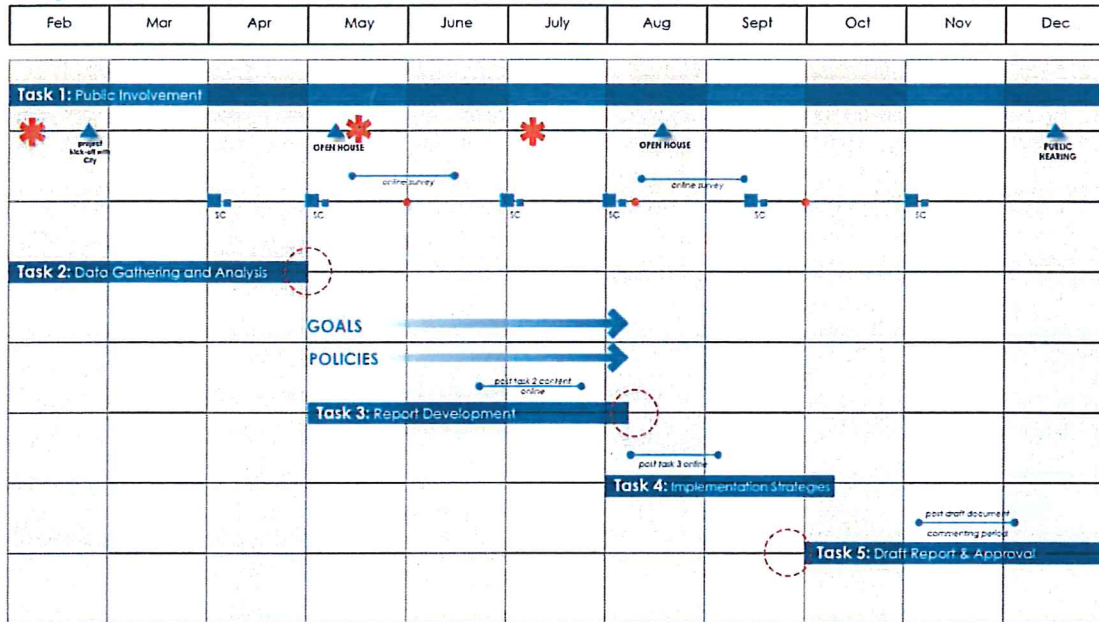
**CITY OF FIFTY LAKES:**

We are working with the City of Fifty Lakes to re-design their existing comprehensive plan document. The Planning Commission and City Council has chosen NJPA to update the format, page layout, incorporate photos, imagery, and supporting graphics to ensure that this is a lasting, creative, and user-friendly document for their community.

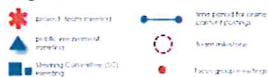
## Period of Performance

The services are available immediately. If there is a format you prefer, please notify NJPA and we will accommodate your needs. We expect that the comprehensive plan update will take approximately 11-12 months.

### City of Crosslake Proposed Comprehensive Plan Schedule



#### Legend



**Task 1:** Draft public participation plan and develop a schedule and strategy for the entire community involvement component. Meetings with steering committee will be necessary to define approach.

**Task 2:** Research, analyze, graph, chart and map information. Present to SC online. Survey and summarize data.

**Task 3:** Work with CPSC, use public comment and develop visions, objectives and goals.

**Task 4:** Work with CPSC, use public comment and identify implementation strategies.

**Task 5:** Draft report and prepare for open house and work towards completed draft.

## Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

Comprehensive Plan Update Scope of Work:

1. Review, update, and analyze the contents of the existing plan, including maps, demographics, and text, and identify inconsistencies, outdated and redundant information.
2. Review all existing studies, plans, and applicable documents to assist in drafting goals and policies that is supported by the information located in the existing studies. **Ensure internal and external consistency with local stakeholders and groups.**
3. The document shall reflect the past changes, future trends, and desired vision of the community.
4. With the assistance of city staff, develop a steering committee (SC) and facilitate all SC meetings.

5. Design the comprehensive plan document, develop the format and layout, produce high-quality illustrations and graphics.
6. Develop final deliverables:
  - a. **Website content:** Our team will work with city staff to provide graphics, charts, maps, and supporting imagery for this interactive online version. Our planning team highly recommends an online interactive version be accessible to the public.
  - b. **Comprehensive Plan Document:** This document will contain all maps, imagery, narratives, chapters, goals and policies, and community engagement plan. This version will be approved at City Council through a resolution, and will be located in City Hall after its final adoption for the community to utilize.
7. Take a lead role in forums, focus groups, workshops, meetings, and hearings. Support city staff in the presentation and amendment process to the planning commission and city council and serve as support staff for open houses and visioning sessions.
8. Coordinate and facilitate two (2) public engagement meetings in partner with city staff. Prepare a public participation plan and develop outreach materials such as graphics, boards, data analysis, and survey content. Prepare marketing materials, open house invitations, and website content for the public input portion of the project.
  - a. General Workshops/Open Houses for the Public (up to 2)
  - b. Meetings with steering committee (up to 6)
  - c. Planning Commission Public Hearing (up to 2)
  - d. City Council Final Presentation (1)
9. Our planning team acknowledges the top 10 focus areas and will study each identified plan element.
10. In addition to your 10 plan elements, our NJPA/R5 partnership recommends that the following topics be reviewed in detail. We propose the following list of topics to be discussed and evaluated:
  - **Community Profile:** Update demographic and socio-economic data to reflect the recent US Census data and American Community Survey 2014 estimates. Review the current comprehensive plan inventory and analysis chapter to reflect past changes (if applicable).
  - **Land Use:** This chapter will describe and quantify land use categories, define and map new land use categories and establish goals, policies, and recommendations.
  - **Housing:** This chapter will identify existing housing conditions, plan for future rehab and redevelopment, new housing, or infill opportunities and other ideal scenarios.
  - **Intergovernmental Cooperation:** Identify existing partnerships and new opportunities with surrounding jurisdictions.
  - **Transportation:** This chapter will identify existing motorized and non-motorized transportation systems and guide future develop of the various transportation modes.
  - **Economic and Community Development:** Pinpoints the community's role within the regional economy, existing economic base, industry data, and commute patterns.
  - **Park and Open Space, Natural Resources, and Recreation:** Recognize civic and recreational open spaces within the community and a plan for the promotion, preservation, revitalization and enhancement of these assets.
  - **Infrastructure and Community Facilities:** Identify the availability and capacity of existing utilities and community facilities in order to plan for future maintenance and development needs.
  - **Tourism:** Foster creative growth in the parks, open space, recreation and commercial sectors to become driving forces of Crosslake's identity.

- **Food Planning:** Plan for food equity in the built environment. Develop local policy and regulatory framework.
  - **Energy:** Outline elements and considerations that allow for clear priorities around solar energy objectives.
  - **Connectivity (Broadband Focused):** Identify opportunities for high speed internet improvement. Encourage its importance to increase area telecommuting opportunities, provide greater access to customers and markets, improve resident access to civic resources and commerce.
  - **Changes in Population:** Evaluate opportunities to make adjustments in areas needed to seize opportunities and address the aging population.
  - **Shifts in Labor Force:** Evaluate ways to retain the workforce. Facets of this issue include understanding the demographic and skill make-up of the people in the region's major employment sectors.
  - **Implementation:** Update recommendations and developed policies and goals for implementation.
11. The guiding principles established by the MN Design Team (MDT) will be integrated throughout the document:
    - a. Enhance the unique ecology of Crosslake
    - b. Create vibrant places that connect people with nature
    - c. Better balance facilities for driving, biking, boating and walking
    - d. Provide a diverse mix of housing types and prices
    - e. Celebrate Crosslake's heritage
  12. Develop concise goals, policies, and objectives for each chapter.
  13. Develop a list of strategies and implementation measures to accomplish the goals and objectives of the plan.

#### **OTHER RECOMMENDATIONS**

Determine if topics should be added; healthy communities, community vision, quality of life, resiliency, and sustainability. It may be determined that topics may be combined, or omitted entirely throughout the citizen engagement process and during content evaluation.

#### **MAPPING SERVICES**

Project consultant will work with city staff, city engineer and/or applicable GIS department to provide the maps necessary for the completion of the comprehensive plan update. NJPA has the staff and resources available to provide these services in partner with applicable agencies. Possible avenues and partnerships with Crow Wing County should be evaluated to ensure effective and efficient use of resources.

#### **COMMUNITY ENGAGEMENT PLAN**

Our team considers citizen participation **essential** to a successful Comprehensive Plan. We will develop a Community Engagement Plan (CEP) that incorporates effective and innovative practices and techniques to collect input from a broad cross-section of the community and inform the plan recommendations. Our goal is to ***collaborate with and involve stakeholders to ensure that aspirations are consistently understood and considered. To ensure that community concerns and aspirations are directly reflected in the plan.*** The plan will encourage input and involvement throughout the entirety of the Comprehensive Plan project duration. Participation from residents, the business community, agencies, organizations, area stakeholders, and officials is a requirement throughout the planning process. Numerous techniques will be required to engage with the public. The CEP outline our public participation and outreach efforts and will be included in the appendix of the comprehensive plan update.

Our team will coordinate a strong public participation campaign that will reflect the aspirations and concerns of the community. During each outreach opportunity, whether that be at an open house, for social media release, online platform, webpage content, focus groups, public hearings, or at informal interviews, we will brand the project, prepare and present high quality public outreach materials that are in writing or graphic format that describe the facts, timeline, findings, analysis, and process for the project.

At the kick-off meeting for the project we will work with City Staff to develop a steering committee. These members represent the local business community, citizens at large, City staff, City Council member(s), County and/or area stakeholders, and other various Commission members within the City. The role of the steering committee is to build consensus and support regarding the various topics, approaches, and policies outlined in the comprehensive plan project. The steering committee will work with the consultant, city staff, and other local leaders while engaging the public for input throughout the duration of the project. The steering committee will provide recommendations to the Planning Commission and City Council on the drafting and adopting the updated Comprehensive Plan. We ask our steering committee members to:

- Provide guidance through the entirety of the process
- To advise the consultant in reviewing data in addition to developing and reviewing goals, policies, and draft documents
- Provide comment and input during all project phases and civic engagement meetings and components
- Identify issues and concerns during the project development process, and for the project as a whole
- Encourage community consensus and encourage stakeholder participation during civic engagement events
- Promote awareness, participation, and support the mission of the project
- Represent broad community interests
- Act in an advisory capacity to the Planning Commission and City Council

We believe in an all-inclusive project plan, and will rely on the steering committee to assist us in our outreach efforts.

### **IN-KIND SERVICES**

As a service to our region, NJPA will provide a community, place-based video that celebrates the sense of community that is instilled in your residents, your parks, your natural resource, and ingrained in the City of Crosslake. Our team will interview residents during our outreach efforts, and will capture their story in a video. This video can be placed on the city's website to assist in promotional and branding campaigns; it can also serve as a welcome message to new residents. We are in the process of planning our approach to each community we work in and frequently refer to this video to lead our efforts, *Heart & Soul: Essex*.

<https://www.youtube.com/watch?v=nB3CBngkEik>

(\* Additional Services: Additional Services at the Request of Community.

## **Fee Schedule**

This engagement will be conducted on an hourly basis or not to exceed fee benefitting the City of Crosslake.

NJPA will provide hourly resources based on the negotiated terms of the developed Contract. Hourly rates may include “in-kind” hours to meet the budgetary needs of the City of Crosslake.

Item Description	Hourly Rate	Number of Hours
Hourly Planning and Zoning Rate	\$50.00	TBD
City's Fee not to Exceed	\$8,000.00	160

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Bill To Address	Bill From Address	Contract Cost Maximum
City of Crosslake 37028 County Road 66 Crosslake, MN 56442	National Joint Powers Alliance 202 12 <sup>th</sup> Street NE Staples MN 56479	Not to Exceed \$8,000.00



**City & County Solutions Staff Resumes**



## **Anna Gruber, MBA** **Manager, City & County Solutions**

Anna Gruber is the Manager of City & County Solutions with NJPA. She joined the NJPA team in March of 2014 and created the City & County department, programs, and services. Prior to her work at NJPA, Anna served as the City Administrator for the Region Five city, Pierz, for five years. She brings nearly ten years of program development, administration, community development, and management experience to the City & County department. Anna holds her Master's in Business Administration, Management Emphasis from West Texas A&M University, as well as her Bachelor's in Public Administration, with minors in Business and Community Development, from Saint Cloud State University. She is also a Certified Municipal Clerk (CMC) and Professional in Human Resources (PHR).

### **EXPERIENCE**

#### **Region Five Program Development – City & County Solutions**

Anna manages the program development and review for all City & County programs for Region Five, at NJPA. She is consistently following the trends and needs of member Cities & Counties to determine solutions that are valuable and effective for members. This includes the maintenance and development of all professional development, health & safety, emergency services, and consultant programming for Region Five, through NJPA.

#### **Region Five Shared Services – City & County Solutions**

Anna has created the Shared Services employment model in the City & County department at NJPA, which provides valuable shared employment opportunities to Region Five Cities & Counties. The model involves NJPA employing the staff member and entities in the Region sharing a specified number of contracted hours, at a significantly discounted rate. This includes Planning & Zoning, IT Services, and County wide Social Services Contract Management.

#### **NJPA Innovation Funding – City & County Solutions**

Anna manages and maintains the NJPA Innovation Funding opportunities each year. Over the course of three years, more than \$4.4 million has been shared through NJPA's Innovation Funding. The program was created to help schools and government agencies in Cass, Crow Wing, Morrison, Todd, and Wadena counties (Region 5) fund initiatives aimed at creating collaboration and improving the region. The program promotes outside the-box teamwork on projects that might not otherwise get off the ground. The projects are selected by members, and NJPA provides financial and logistical support.

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#### **Professional Organization**

- Certified Municipal Clerk (CMC) – International Institute for Municipal Clerks
- MN Certified Municipal Clerk (MMC) – MN Clerks and Finance Officers Association
- Professional in Human Resources (PHR) – Human Resources Certification Institute
- Certified Professional (SHRM-CP) – Society for Human Resources Management
- Business Leadership Council (BLC) – League of Minnesota Cities

#### **Education:**

Bachelors of Public Administration, Minor(s)  
Business and Community Development  
Saint Cloud State University

Master's in Business Administration  
Management Emphasis  
West Texas A & M University

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#### **Prior to Joining NJPA** **City Administrator – City of Pierz, MN**

As the City Administrator, Anna provided leadership direction and coordination for city planning and zoning, economic development, financial reporting and City budgeting, grant application and coordination, payroll and personnel management, legal management, extensive administrative and financial oversight, accounts payable/receivable, utility financing, billing, investments, banking, and overall City operation. She provided day to day oversight of all City operations in order to provide quality services to the residents of Pierz. She offered a channel for communication between the City Council, City departments and all other City related boards, commissions, contractors, and media in order to ensure effective planning and results. Anna provided the lead operational management for the City of Pierz for the Council and each Department.



## Ashley Kaisershot, ASLA Planning & Zoning Specialist

Ashley is a Planning & Zoning Specialist at NJPA. She joined our team in July 2016. She brings municipal planning and a design background which makes her equipped to author ordinances, assist in long range planning efforts, and provide community outreach for any project need - no matter what the scale. With practice in landscape architecture and graphic design she creates clear planning tools to communicate design visions to the communities and stakeholders she works with.

### ONGOING PROJECTS

#### Comprehensive Plan Update – City of Long Prairie

NJPA assisted the City of Long Prairie in updating their comprehensive plan. Detailed and illustrative demographic and socioeconomic data was incorporated throughout the document. Page layouts, photos, and other techniques were incorporated to make the document a user-friendly resource for the public.

#### Comprehensive Plan Update – City of Nisswa

With a thirteen member steering committee, our planning team is guiding, leading, and mentoring the team through the process of a comprehensive plan update. We have developed an all inclusive, very detailed, community engagement plan to ensure participation from the community.

#### Comprehensive Plan Update – City of Staples

The City of Staples is interested in an interactive, user friendly end product. Our planning staff is working to provide three end deliverables 1) a coffee table book 2) enticing website content 3) a found, hard copy document. Sense of place, healthy communities, and quality of life are three elements that will be integrated into their long range planning efforts.

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#### Professional Organizations

- American Planning Association (APA)
- MN Chapter of American Planning Association (MNAPA)
- National Association of County Planners (NACP)
- American Society of Landscape Architects (ASLA)

#### Education:

Bachelor of Landscape Architecture  
Bachelor of Environmental Design  
North Dakota State University

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#### Prior to Joining NJPA Planner at SEH

Ashley's city planning experience included reviewing residential lot applications, plats, variances, lead preliminary plat meetings, strategic park planning, drafting zoning ordinances, facilitating strategic planning meetings, and long range planning efforts. She also served in a designer capacity and worked on park and open space projects, comprehensive plans, master planning, subdivision design, low impact development, and pedestrian circulation projects.

#### NOTABLE PROJECTS:

City Planning services for the City of Lincoln, ND  
Virginia, MN Comprehensive Plan Update  
Cities of Aurora, Biwabik, Hoyt Lakes, and Town of White, MN (East Range Communities)  
Comprehensive Plan Update



## **Darrin Welle**

### **Planning & Zoning Specialist**

Darrin is a Planning and Zoning Specialist at NJPA. He joined our team in July of 2016 and brings experience from working as an Assistant Zoning Administrator for Morrison County, Minnesota for five years. Darrin also brings an agricultural background with feedlot regulations being part of his duties during his time with the county. He brings experience with agricultural, shoreland and residential zoning and enforcement.

## **EXPERIENCE**

### **Zoning Administrator – City of Emily, MN**

Responsibilities include reviewing and issuing land use permits, reviewing complaints and enforcement of the ordinance, update the ordinance as needed and develop staff reports for public hearings.

### **Zoning Administrator – City of Trommald, MN**

Responsibilities include reviewing and issuing land use permits, reviewing complaints and enforcement of the ordinance, update the ordinance as needed and develop staff reports for public hearings.

### **Zoning Administrator – City of Manhattan Beach, MN**

Responsibilities include reviewing and issuing land use permits, reviewing complaints and enforcement of the ordinance, update the ordinance as needed and develop staff reports for public hearings.

Developed home occupation ordinance for the city. This process included development of specific standards for the city, planning commission review, public hearing and adoption.

---

## **Certifications**

- University of Minnesota Certified Wetland Delineator (2010)
- MPCA Subsurface Sewage Treatment Systems Inspector (2011)

## **Education**

- Bachelor of Science, Environmental Studies  
St. Cloud State University, St. Cloud, MN
- Minor in Geographic Information Systems

---

## **Prior to Joining NJPA**

**Assistant Zoning Administrator/Feedlot Specialist, Morrison County, MN**

Responsibilities included reviewing and issuing land use permits, reviewing complaints and enforcement of the ordinance, update the ordinance as needed and develop staff reports for public hearings. Served on the development team for the Morrison County 2015 Comprehensive Plan Update.

Issued state feedlot permits on farms after reviewing construction plans and conduct feedlot inspections on farms throughout Morrison County to determine compliance.



## **Justin Burslie** **Planning & Zoning Specialist**

Justin serves as a Planning and Zoning Specialist with NJPA. He has been with the organization since 2015. Justin is responsible for providing planning and zoning services to communities in north-central Minnesota. His duties include land use permitting, creating and updating zoning ordinances and comprehensive plans, and processing subdivision, variance and conditional use permit applications while working closely with city/township staff, property owners and developers. Prior to joining NJPA, Justin gained valuable knowledge and experience in the planning and zoning field while employed by a Brainerd-based planning firm for five years.

### **EXPERIENCE**

#### **Zoning Administrator – City of Crosby, MN**

Responsibilities include administering zoning and subdivisions ordinances, reviewing and issuing land use permits, preparing reports and recommendations for conditional use, variance and subdivision applications, and zoning violation enforcement. Assisted Region Five Development Commission with updating of the City's comprehensive plan in 2016.

#### **Zoning Administrator – Crow Wing Township, MN**

Responsibilities include administering zoning and subdivisions ordinances, reviewing and issuing land use permits, preparing reports and recommendations for conditional use, variance and subdivision applications, and zoning violation enforcement. Assisted the Township with the development and ongoing implementation of their comprehensive plan. Managed the Township's land use ordinance update project in 2016.

#### **Zoning Administrator – City of Fifty Lakes, MN**

Responsibilities include performing administering zoning and subdivisions ordinances, reviewing and issuing land use permits, preparing reports and recommendations for conditional use, variance and subdivision applications, and zoning violation enforcement. Assisted the city with preparing its 2016 draft land use ordinance.

#### **Comprehensive Plan – City of Battle Lake, MN**

Facilitated various public meetings in order to gather community input on all sections of the comprehensive plan during their 2012 update project. Prepared and presented draft goals and policies derived from public input. Prepared the final draft and assisted the city with the adoption process.

#### **Downtown Plan – City of Pequot Lakes, MN**

Assisted with the preparation of the 2012 Pequot Lakes Downtown Plan. Gathered background information and facilitated various public meetings during the plan creation process. Assisted with city with formally adopting the document.

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#### **Professional Organizations**

- Congress for the New Urbanism (CNU)
- American Planning Association (APA)

#### **Education**

Bachelor of Science, Geography  
Community & Urban Development  
University of North Dakota

---



## References for Comprehensive Planning Services

### **Rick Utech**

Executive Director, Todd County Development Corporation

347 Central Avenue - PO Box 247  
Long Prairie, MN 56347

p: 320-732-2128

c: 320-533-0934

e: rick.utech@co.todd.mn.us

### **Melissa Radermacher**

Staples Economic Development Director, SEDA Executive Director

122 6th Street NE  
Staples, MN 56479

p: 218-894-2550

c: 218-296-2254

e: mradermacher@ci.staples.mn.us

### **Mark Ostgarden, AICP**

City Planner

501 Laurel Street  
Brainerd, MN 56401

p: 218-828-2309

e: mostgarden@ci.brainerd.mn.us



NATIJOI-01 MJMROSZAK

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/12/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bremer Insurance Agencies, Inc. 720 Broadway Street Alexandria, MN 56308	CONTACT NAME:	
	PHONE (A/C, No, Ext): (320) 763-6622	FAX (A/C, No): (320) 763-7274
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Berkley National Insurance Company	
INSURED  National Joint Powers Alliance 202 12th Street NE Staples, MN 56479	INSURER B: Milwaukee Casualty Ins Co	26662
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contract Liability <input checked="" type="checkbox"/> per CG0001 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			HMP8525239	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 1,500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,500,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			HMP8525239	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			HMP8525239	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ Aggregate Limit \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	MWC1009701	07/01/2016	07/01/2017	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

City of Crosslake 37028 County Road 66 Crosslake, MN 56442	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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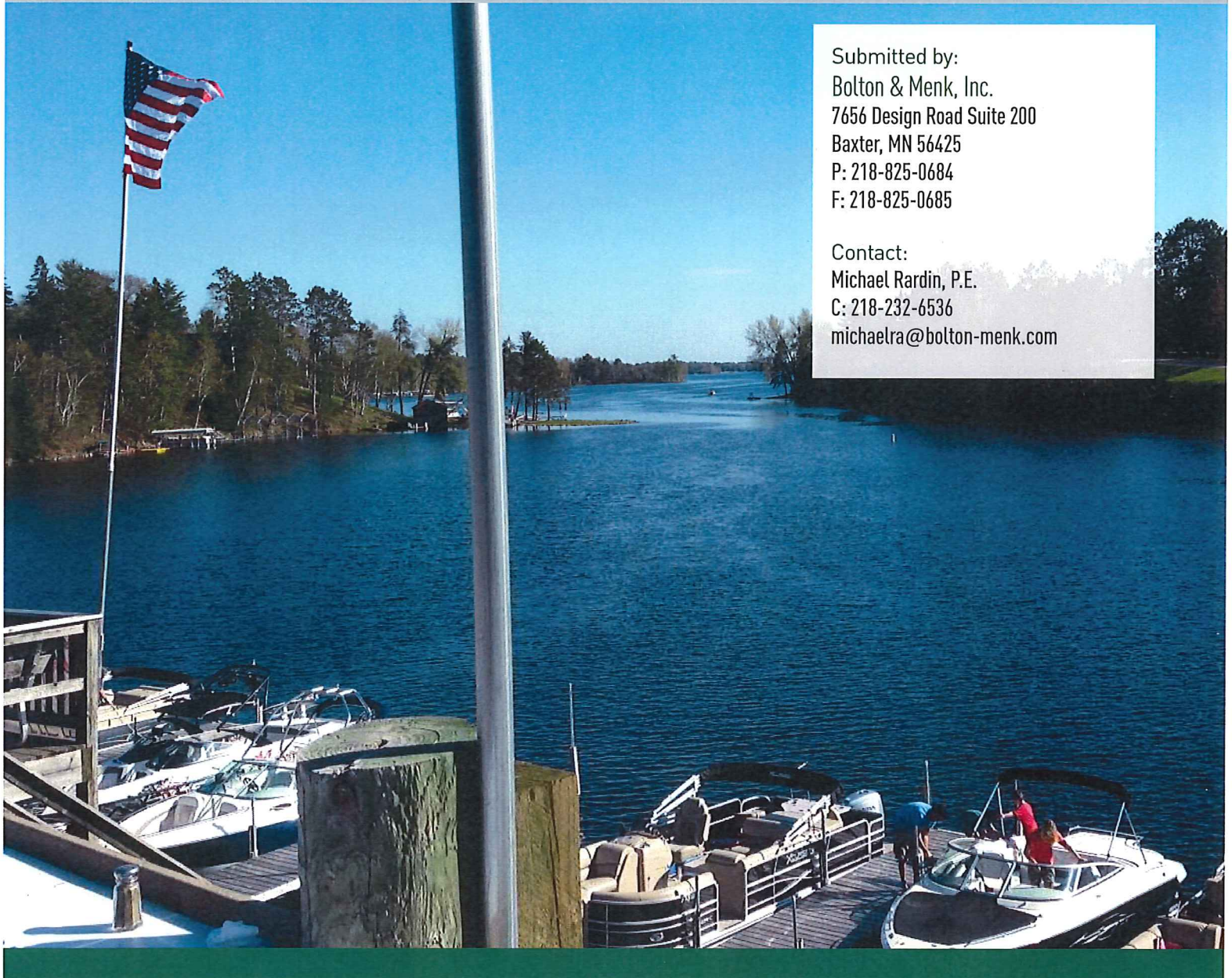
Proposal for  
**City of Crosslake**

Comprehensive Plan Update

December 16, 2016

Submitted by:  
Bolton & Menk, Inc.  
7656 Design Road Suite 200  
Baxter, MN 56425  
P: 218-825-0684  
F: 218-825-0685

Contact:  
Michael Rardin, P.E.  
C: 218-232-6536  
[michaelra@bolton-menk.com](mailto:michaelra@bolton-menk.com)





**BOLTON  
& MENK**

Real People. Real Solutions.

7656 Design Road  
Suite 200  
Baxter, MN 56425-8676

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

December 16, 2016

Char Nelson, City Clerk  
City of Crosslake  
37028 County Road 66  
Crosslake, Minnesota 56442

RE: Proposal for Comprehensive Plan Update

Dear Char:

The Crosslake Comprehensive Plan Update will provide the City of Crosslake with an updated plan which will allow for the future development of an integrated Capital Improvement Plan (CIP). Bolton & Menk, Inc. has the experience and qualifications to complete the Comprehensive Plan Update and take the next step by preparing a long range CIP. We believe you will find outstanding value in our approach to your project for the following reasons:

**History of Successful Projects** – We have a history of successfully completing similar projects with the ability to control costs and adhere to budgets; meet schedules and provide quality work; and effectively communicate and coordinate with involved agencies, stakeholders, and the general public.

**Proven and Experienced Team** – We have knowledgeable local staff with the expertise and resources to perform the inventories and assessments necessary to deliver a valuable comprehensive plan update. The team assembled for this project has prepared numerous comprehensive plan updates for communities of various sizes. Many staff identified in this proposal are located in our Baxter office, have worked for the City, or live in or near the City of Crosslake and understand the issues and needs of the City.

**Clear Understanding of Project Objectives** – We understand what the City is looking for. We know it is important that plan components are considered completely yet in a cost-effective manner and that we provide options to guide the City in its next steps beyond the Comprehensive Plan Update. To that end, we are capable of developing a CIP either in conjunction with this Plan Update or as an added feature after the Plan has been completed.

In continued service to the City of Crosslake, we are excited at the opportunity to complete this Comprehensive Plan Update for you. I will personally serve as your Project Manager and lead client contact on this project. Please contact me at 218-232-6536 or michaelra@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,

Bolton & Menk, Inc.

Michael P. Rardin, PE  
Senior Project Manager

# Table of Contents

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## Bolton & Menk, Inc.

7656 Design Road Suite 200, Baxter, MN 56425

P: 218-825-0684 | F: 218-825-0685

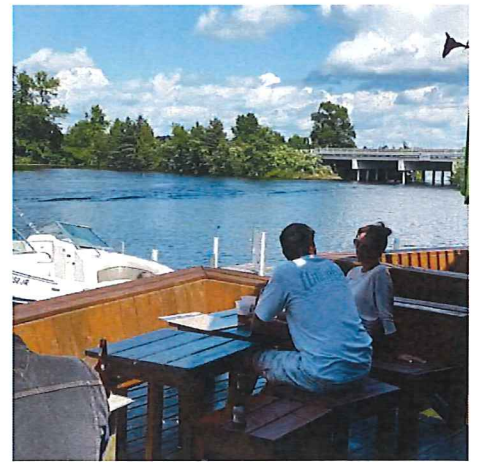
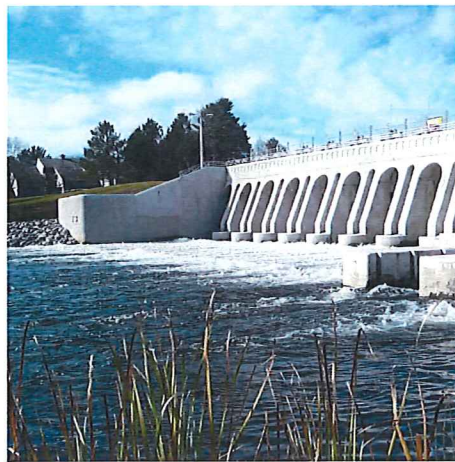
## Engineering News-Record Top 500

Ranked #179 among the Top 500 Engineering and Surveying Firms in the United States.

### Services Provided:

- Municipal Planning
- Civil & Municipal Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Aviation Services
- Water Resources Engineering
- Landscape Architecture
- Land Surveying
- Geographic Information Systems
- Project Funding & Financing

*We live, work, and play where you live, work, and play.*

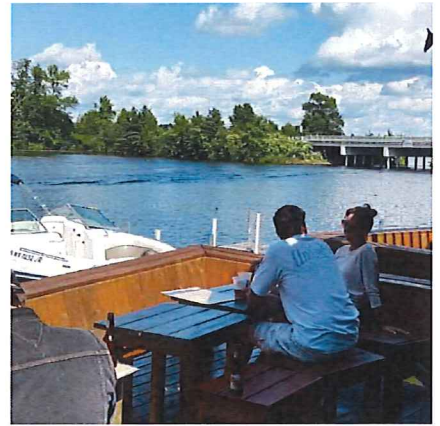
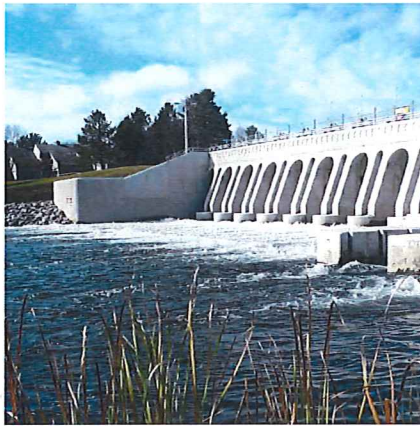




Real People. Real Solutions.

# Firm Overview

Section 1





**BOLTON & MENK**

Real People. Real Solutions.



## Firm Overview

In 1949, two hard working Midwesterners – John Bolton and Martin Menk – saw people in their surrounding communities with dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. Their goal: to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. The legacy of John and Martin lives on. We still want to help, we work hard every day, and we always remember what got us here – we’re people helping people. Today, Bolton & Menk, Inc. has more than 400 employees including a professional staff of over 150 engineers, planners, landscape architects, and surveyors.

### Bolton & Menk, Inc.

7656 Design Road Suite 200  
 Baxter, MN 56425  
 P: 218-825-0684 | F: 218-825-0685

### Engineering News-Record Top 500

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### Services Provided:

- Municipal Planning
- Civil & Municipal Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Aviation Services
- Water Resources Engineering
- Landscape Architecture
- Land Surveying
- Geographic Information Systems
- Project Funding & Financing

Bolton & Menk specializes in providing public infrastructure solutions. We want to take care of our clients by providing the best services and solutions for them. From advocating for our communities, to designing their dreams, to finding funding; we take pride in our work throughout the Upper Midwest. Because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and a collaborative decision making process to keep your projects on schedule, within budget, and focused on real, workable solutions.

Beyond our technical experience and skills, our service is also based on management and product delivery strategies we have developed over time:

- **Listen** to the client’s needs and wants
- **Learn** the characteristics and personality of each client
- **Communicate** proactively with staff, stakeholders, and the public
- Develop **effective solutions** through consensus building
- Achieve the **client’s vision**
- Foster **long-term relationships**

We promise every client two things: we’ll work hard for you and we’ll do a good job. We take a personal interest in the work being done around us. And at the end of the day, we’re Real People offering Real Solutions.

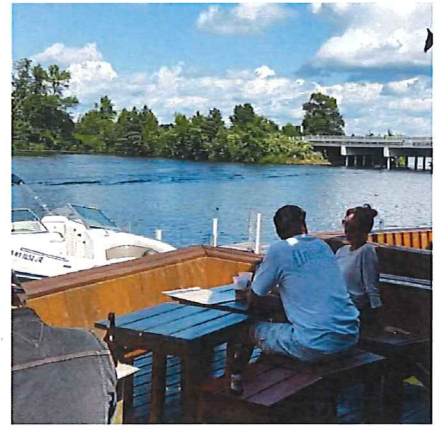
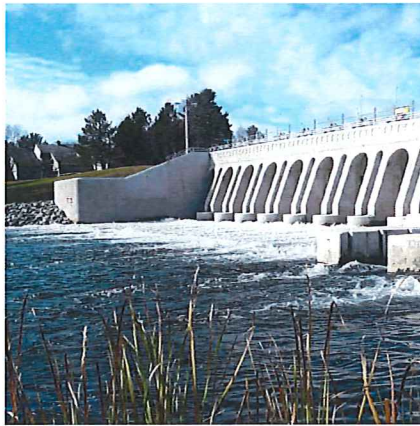
Location	Civil Engineers	Transportation/Structural/ Aviation Engineers	Environmental Engineers	Water Resources Engineers	Archaeologists	Land Surveyors	Survey Technicians	CADD Technicians	Construction Inspectors	GIS Specialists	Urban/Regional Planner	Landscape Architects	Corporate/ Administrative	Total
Baxter	7	1	-	-	-	2	1	1	1	-	-	-	1	14
Firm Total	143	46	20	20	2	17	35	18	54	10	10	11	58	444



Real People. Real Solutions.

## Key Personnel

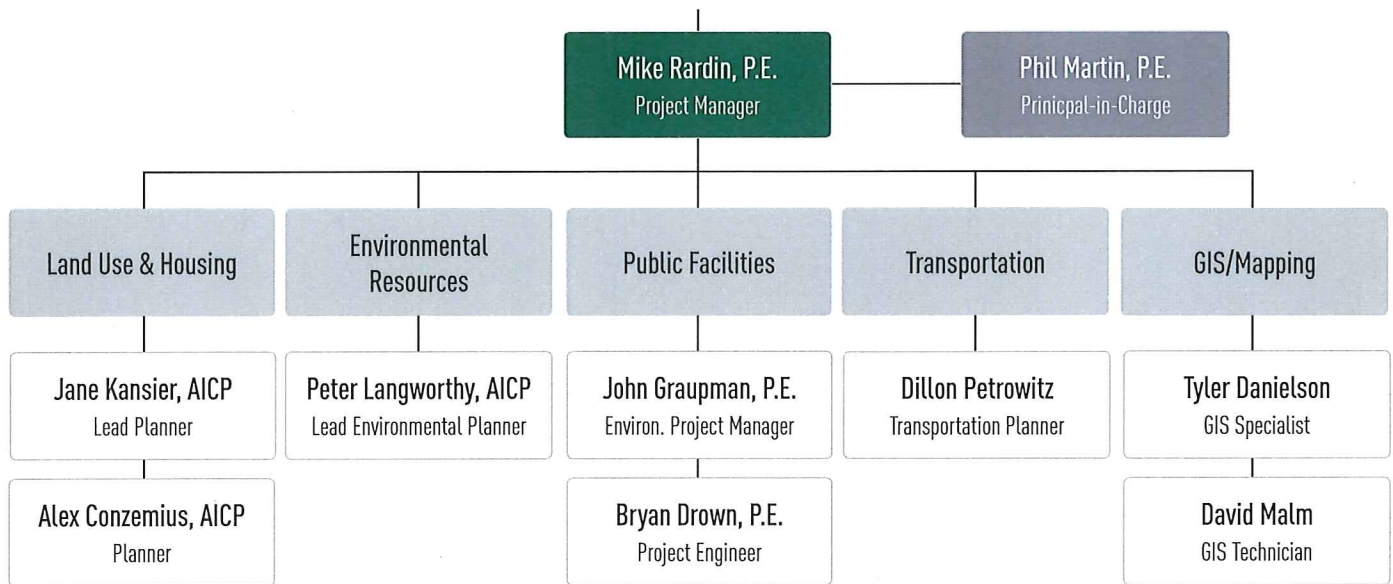
Section 2



# Key Personnel

Bolton & Menk has assembled a highly motivated and experienced group of professionals for the Comprehensive Plan Update. Our team has extensive experience evaluating and developing successful solutions that meet the needs of our clients, can be supported by stakeholders, and can be effectively implemented. For this reason, we have handpicked project team members most qualified to deliver this project. Our proposed team provides the optimum combination of accessibility, local community knowledge, and specialized expertise.

The following pages provide key roles and bios of each team member. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding client expectations. Below is an organizational chart of our project team.





**Mike Rardin, P.E.**  
Project Manager

Mike will serve as the Project Manager. He will be responsible for providing project supervision, client coordination, and will lead Bolton & Menk staff to ensure a quality Comprehensive Plan Update. Mike began his civil engineering profession in 1975. He has extensive experience in all aspects of municipal and county infrastructure projects including planning, feasibility reports, cost estimating, detailed design, and construction. His experience includes surface water planning and management, utility systems, transportation, street lighting and traffic control systems, bridge inspections and replacements, and development reviews.

Prior to joining Bolton & Menk in 2013, Mike served as the Public Works Director for the City of St. Louis Park for more than 18 years. While there he was responsible for the management, development, construction, and maintenance of the City's public works infrastructure and services.

Mike also served as the Polk County Engineer for 10 years and as the County Construction Engineer for 9 years responsible for County highways and bridges, parks, and solid waste management and facilities.



**Phil Martin, P.E.**  
Principal-in-Charge

Phil will be responsible for general project oversight. He will ensure the appropriate company resources and expertise are provided. Phil manages the Baxter Work Group and has 23 years of experience in planning and designing of various civil engineering projects. Phil's past project experience includes water distribution, sewer collection, civil and environmental site layout, road design, and general engineering and planning for numerous cities, townships, and counties. He has been involved with State and Federal Aid projects, transportation corridor studies, trail studies, capital improvement planning, and has extensive experience as a municipal engineer with several north central Minnesota communities. As a municipal engineer, he has prepared numerous assessment rolls and public presentations at preliminary and final assessment hearings as part of the Statute 429 process. As part of his current City Engineering assignments, Phil routinely acts on behalf of those cities as a liaison with the general public, residents, and other interested parties.



**Jane Kansier, AICP**  
Lead Planner

Jane will serve as the Lead Planner as well as aid Mike with project supervision and client coordination. Jane will also lead all public involvement efforts. Jane began her planning career in 1984 and has worked in city and county planning, city administration, and public transit. She has extensive experience in the coordination and development of comprehensive plans, zoning ordinances, city codes, site plan and development review, and project management. Additionally, Jane has experience with city administration, grant writing, and public transit. Her primary duties include project management for services related to municipal planning, metropolitan area comprehensive plan development, and land use analysis and impacts.



**Alex Conzemius, AICP**  
Planner

Alex will support Jane in all aspects of the Comprehensive Plan Update from technical analyses to public involvement. Alex joined Bolton & Menk as a Planner in 2008. He is an integral part of the planning staff assisting with aviation, transportation, and comprehensive planning activities. His project experience includes zoning ordinance review, ordinance update, ordinance administration, site review, land acquisitions, annexations, comprehensive planning, environmental reviews, compatible land use analysis, and alternatives analysis. He has extensive experience working with local, state, and federal agencies as well as providing professional support at public meetings. Alex lives much of the year in Crosslake. He has a deep appreciation of the community and is highly motivated to ensure the community has a high quality comprehensive plan.



**Peter Langworthy, AICP**  
Lead Environmental Planner

Peter will provide oversight to the environmental section of the Plan. Peter has been performing environmental and transportation planning since 1988. His key areas of expertise include National Environmental Policy Act documentation and transportation plans and studies. He is skilled at multidisciplinary coordination and analysis for a range of planning projects in the civil engineering field.



**Dillon Petrowitz**  
Transportation Planner

Dillon will provide analysis and examination of the transportation components of the plan. Dillon joined our Transportation Work Group as a Planner in 2016 and has experience with corridor studies, sub-area plans, and long-range plans; research, analysis, and impacts; land use compatibility and integration; and public involvement. Additionally, Dillon has experience with GIS mapping and analysis.



**Tyler Danielson**  
GIS Specialist

Tyler will be responsible for all GIS mapping for the plan including community engagement. Tyler is a GIS Specialist who began his career in 2010. He has expertise with internal and external clients and assists with database development, data analysis, and advanced map development and layout. Prior to joining Bolton & Menk in 2016, Tyler was a GIS Analyst for an environmental consulting firm specializing in GIS support for environmental review for the oil, gas, and solar industries.

During his career, Tyler has gained an extensive understanding of the ESRI GIS suite of programs. Additionally, he has utilized GPS Pathfinder Office and Terrasync to provide field staff concise, customized data collection workflows. Tyler has been a part of a range of GIS projects including production mapping, emergency response analysis, cultural and natural resource mapping, data gathering, LiDAR analysis, remote sensing, orthorectification, and georeferencing.



**David Malm**  
GIS Technician

David will assist with mapping and complete analysis of the community with available GIS resources. David began his career in GIS in 2015. He provides GIS services to internal and external clients and assists in creating and maintaining databases, map development, and asset management. He also handles project setup, data collection, and data processing for high-accuracy GPS collection projects.

During his time at Bolton & Menk, David has gained extensive experience working with ESRI GIS software including ArcMap, ArcGIS Online, ArcGIS Pro, and Collector for ArcGIS. He also has experience with AutoCAD Civil 3D, Microstation, Pathfinder Office, TerraSync, TerraFlex, InSphere, ERDAS, and GeoExpress. David has worked on a variety of GIS projects including public utility and infrastructure mapping, stormwater mapping, comprehensive plans, and transportation analysis.



**Gina Aulwes**  
Environmental Planner

Gina will be responsible for development, assessment, and analysis of the environmental components of the plan. Gina is an Environmental Specialist that is responsible for completing environmental review documents for a variety of municipal and private projects. She has also worked in Cultural Resource Management since 2005 in the Midwest. Gina has experience conducting research including excavations at a dense shell midden habitation site and collecting and analyzing faunal remains from Bald Eagle scat to interpret taphonomic processes of coastal predators. She conducted faunal analysis for her Master's Thesis to compare subsistence strategies at Cambria sites within the Minnesota River valley in order to understand resource use patterns, mobility, and seasonality.

In her position at Bolton & Menk, Gina serves as both a field and lab director leading literature reviews, architectural reviews, and maintaining the lab and overseeing all cataloguing, accessioning, and analyses. She also performs state and federal permitting responsibilities for municipal and industrial clients on their water and wastewater needs.



**John Graupman, P.E.**  
Environmental Project Manager

John will provide oversight to the wastewater planning efforts needed for the plan. John joined Bolton & Menk in 1996 and is responsible for a broad range of environmental projects in both the municipal and industrial fields. His experience includes planning and feasibility studies, project design, construction management, and start-up and facility operations services for water storage, distribution and treatment systems and wastewater treatment facilities.



**Bryan Drown, P.E.**  
**Project Engineer**

Bryan will provide support and analysis for technical components of the plan.

Bryan has been in the Civil Engineering industry since 1998. He is experienced in highway and street design, municipal utility design, site design, stormwater management, and residential and commercial development. His background includes preparing preliminary and final construction documents, project specifications, and contract administration. Bryan is certified in the design of Storm Water Pollution Prevention Plans and has designed and drafted stormwater management, site grading, municipal utility, and road construction plans.



## Similar Project Experience

Section 3

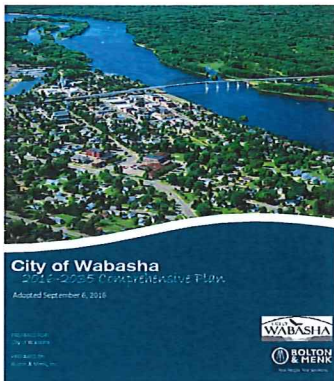


## Similar Project Experience

The following projects include recent and related experience completed by members of our team. Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities on all projects. Please feel free to contact the references listed with each project to evaluate Bolton & Menk’s performance on similar projects.

### Comprehensive Planning and Consulting, City of Wabasha, Minnesota

Reference: Chad Springer, City Administrator, 651-565-4568



As Wabasha’s Planning Consultant, Bolton & Menk prepared an update to their Comprehensive Plan. Work included a wide-ranging analysis of population, economic, and socio-economic trends; three steering committee workshops; completion of multiple community surveys

for residents, non-residents, and students; City website updates; and small group discussions to define City-wide issues, opportunities, and strengths with key stakeholders. The Plan helped determine community goals and aspirations for the City of Wabasha and recommended policy in terms of land use, transportation, parks, trails, open space, natural resources, utilities, and growth management. The Plan was approved by the City Council on September 16, 2016.

### Multiple City-Wide Studies, Emergency and Utility Mapping Projects, and Comprehensive Plan Update, City of Chatfield, Minnesota

Reference: Joel Young, City Clerk, 507-867-3810



Bolton & Menk staff has served as Chatfield’s Planning Consultant for more than nine years and has completed a number of housing, business,

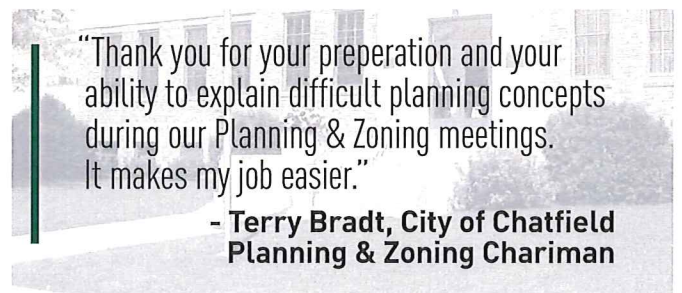
and neighborhood studies; two park and recreation master plans; and two city-wide comprehensive plan updates. The following list includes recent long-range planning efforts for the City of Chatfield:

**2015:** The Bolton & Menk team completed a Comprehensive Plan Update for the City of Chatfield. The work included analysis and SWOT workshop with Planning & Zoning



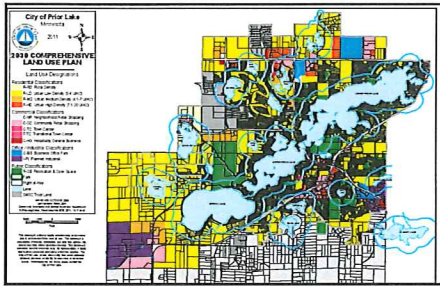
Commissioners, completion of a community survey, City website updates, City newsletter, and small group discussions to define City-wide issues, opportunities, and strengths with key stakeholders. Bolton & Menk provided a comprehensive summary of the demographic analysis, housing and economic development analysis, and existing zoning and land use analysis to the Planning & Zoning Commissioners. The Comprehensive Plan was approved on March 8, 2015.

**2015:** Bolton & Menk completed an update to the Chatfield Park & Recreation Master Plan including the concept of planning for a new regional park adjacent to the Root River and Mill Creek. The project included an inventory of all existing parks, open spaces, and quasi-public recreational opportunities within the Chatfield area. Bolton & Menk worked with all key stakeholders including Chatfield Public School officials, MnDNR, MnDOT, Olmsted and Fillmore Counties, private trail organizations, and local youth and adult organizations that participate in maintaining and improving the park and trail system in and around Chatfield. A final draft of the plan has been completed and adoption of the plan is expected in 2016.



## 2030 Comprehensive Plan Update, City of Prior Lake, Minnesota

Reference: Frank Boyles, City Manager, 952-447-9801



Between 1996 and 2006, the City of Prior Lake experienced unprecedented growth and development. In 2003, the City entered into an

Orderly Annexation Agreement with Spring Lake Township to annex nearly 700 acres of developable land over the next 20 years. This area was not included in any of the City's long-range planning documents, so an overall update to the City's Comprehensive Plan was required. This update included all elements of the plan, from land use and housing to infrastructure.

Jane Kansier was the Planning Director for the City of Prior Lake during this time. It was her responsibility to coordinate all aspects of the Comprehensive Plan update. She was responsible for preparation of the land use and housing elements as well as coordinating development of the technical plan elements by a series of consultants, and combining all plans into a single document. Ultimately, Jane was responsible for guiding this document through the Metropolitan Council approval process.

## Parks and Trails Master Plan, City of Big Lake, Minnesota

Reference: Mike Goebel, Public Works Director, 763-251-8010

Bolton & Menk delivered an updated Parks and Trails Master Plan to establish a safer, comprehensive system that is aesthetically pleasing and accessible to all users, and provides a variety of recreational opportunities to all residents and visitors of Big Lake.

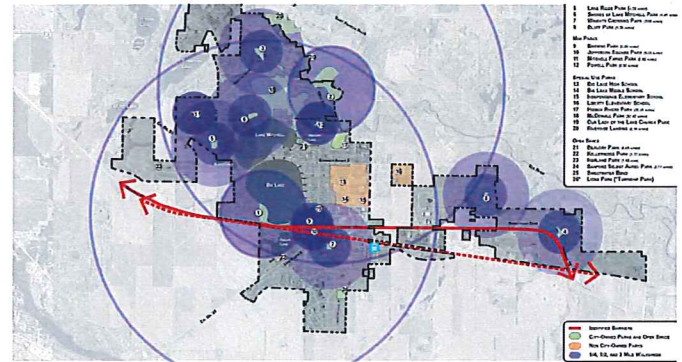
### Project Elements

- Online survey to allow for public input
- Two open houses and three steering committee meetings
- Identified short- and long-term goals for community parks and trails
- Identified potential funding sources

- Identified potential locations for a community athletic complex
- Documented missing/needed trail segments within the community to create desirable connections
- Established communication with Sherburne County and Big Lake School District to develop a unified recreation approach
- Individual park reports and overall cost estimate

### Bolton & Menk's Services

- Master planning
- Park and trail design
- Public outreach/communication
- Grant writing
- Landscape architecture
- Park graphics



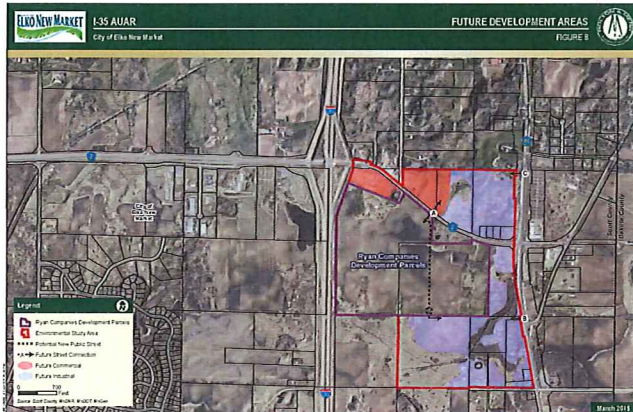
## I-35 AUAR, Elko New Market, Minnesota

Reference: Tom Terry, City Administrator, 952-467-2777

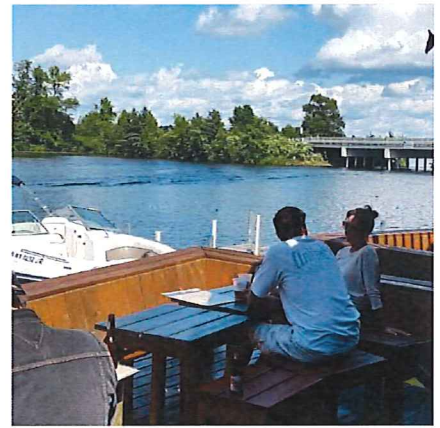
The Elko New Market Alternative Urban Areawide Review (AUAR) addressed a 265-acre study area which includes a proposed 125-acre warehousing/distribution project (the Ryan Companies Development) and 140 acres of surrounding land with potential for more industrial or commercial development. In nine months, as originally proposed, Bolton & Menk developed the complete EIS-level Draft AUAR and a Traffic Impact Study (TIS). The timely completion of the AUAR was essential to facilitate the economic development opportunities at the CSAH 2/I-35 interchange. Bolton & Menk's team members completed the traffic studies in consultation with MnDOT Metro and Scott County, as well as extensive environmental data gathering and analyses. The result is an AUAR, TIS, and Mitigation Plan that are coordinated with proposed transportation project development and other staged impacts and mitigations.

## Similar Project Experience

Bolton & Menk also facilitated comprehensive stakeholder outreach to capture and respond to input from agencies, property owners, residents, and the general public. Several agencies, including MnDOT, were regularly engaged throughout as members of the Study Advisory Committee to address the need for interchange improvements.



Today, the City continues to engage with MnDOT and other agencies to address plans to upgrade the I-35/CSAH 2 interchange, which was the major transportation planning focus of the AUAR. Bolton & Menk is also continuing work on the interchange, with a leadership role in addressing traffic and interchange configuration alternatives.



# Project Approach

## City Knowledge and Understanding

A successful comprehensive plan depends on a complete understanding of the City’s issues and resources, as well as the culture making Crosslake unique. In Crosslake, we believe we understand the issues well. Bolton & Menk has staff who live, play, and raise families in and near Crosslake, which allows us to understand local issues and needs. We recognize the diversity of property types and values, along with a considerable amount of non-resident property ownership, raise challenges in providing public services. Personal incomes vary notably and residential, commercial, and seasonal property owners often have different needs or desires. The area population varies significantly throughout the year creating its own set of challenges to City services and infrastructure.

The year-round population of Crosslake grew significantly between 1990 and 2010. While growth has slowed since 2010, the City is projected to see population increases by 2040. Managing this growth requires a vision and a strategy.

The City has worked hard over the past few years to address a number of issues by revising management and delivery of services. Realizing the need for a vision and strategy, the City invited the Minnesota Design Team (MDT) to visit Crosslake. After listening to Crosslake citizens, the MDT concluded their work in September 2016, and suggested numerous ways to improve the City. This process resulted in five suggested guiding principles to be incorporated into upcoming projects and plans.

	<b>Enhance the unique ecology of Crosslake</b>
	<b>Create vibrant places that connect people with nature</b>
	<b>Better balance facilities for driving, biking, and walking</b>
	<b>Provide a diverse mix of housing types and prices</b>
	<b>Celebrate Crosslake’s Heritage</b>

During a recent City Council meeting, the Council discussed the need to go further, and take a “30,000 foot” overview of the entire City and its projects. Specifically, the City wants to tie all of its plans together including road projects, trail improvement projects, sanitary sewer projects, communication infrastructure, and the MDT recommendations to be certain the projects are being coordinated and completed in the right order.

## Approach

The City’s Comprehensive Plan establishes the framework for future decision making. Ideally, the Comprehensive Plan establishes the City’s goals and long-term objectives, and then serves as the platform to determine public and private investment in land use, housing, utilities, transportation, and other facilities.

Our approach begins with the framework, the Comprehensive Plan. The current Crosslake Comprehensive Plan was completed in 2008. Rather than start from scratch, we will use the information developed in the 2008 Plan as the basis for the update. *Our approach primarily involves reviewing, updating, and refreshing the current plan.* We will inventory and assess existing streets, wastewater system, trails, stormwater system, buildings, and public properties. We will then build on that foundation to address the City’s current needs and vision.

**The paragraphs below outline our approach to the Scope of Services stated in the RFP.**

## Citizen Engagement

Crosslake citizens have volunteered to lead a Strategic Advisory Committee and several workgroups to study and implement the MDT recommendations.



We understand the Comprehensive Plan Workgroup is already meeting, and will continue to do so throughout this process. We plan to work closely with this group as we review information and develop goals and other plan recommendations. We will also be available to attend Planning Commission or City Council meetings as requested. Our goal is to maintain ongoing discussion throughout the process to minimize potential surprises as the planning process concludes.

### Goals and Policy Development

Our approach includes a review of the existing Plan to determine how existing conditions may have changed. We will evaluate the existing goals and strategies to incorporate the guiding principles developed through the MDT process. We will work closely with citizen workgroups, advisory committees, and the City Council to develop a feasible vision for the future and to set reasonable goals and objectives.

### Data Development and Analysis

Our team will provide an analysis of population, housing, and economic data based on historical trends and recent projections. We will review the existing Comprehensive Plan to determine necessary changes to the elements listed below.

### Existing and Future Land Use

Our team will review and analyze local land use conditions, the existing Comprehensive Plan, and any other planning-based documents developed and utilized by the City. The Plan will include a land use map, policies, and recommendations to guide future growth.



### Housing

The Comprehensive Plan will include strategies for housing that are broad and inclusive to ensure sufficient quantity and quality of local housing for all incomes. The Plan will identify infill development, current housing stock available, and areas of the community with opportunity for redevelopment. Statistical information will be brought up to date and analysis of past, current, and forecasted housing trends completed. Through this analysis, the Plan will determine the amount and type of housing needed, both year-round and seasonal in the long-term.

### Environmental Resources

Our team will prepare an inventory and assessment of the City's environmental resources, including natural resources, parks, open space, and recreational facilities.



This information, along with guidance from City staff, citizens, and other stakeholders, will be used to identify goals and policies that seek a balance between the built environment and the protection and preservation of the City's natural resources and the environment.

### Public Facilities

The Plan will include an inventory and assessment of City Public Works assets that support the City's growth and development. These assessments include a review of the wastewater system and stormwater system. We will also identify potential issues and needs for these systems. We will work with City staff to establish updated goals and policies for these systems.

This section will also include an inventory and assessment of community assets that will support the City's growth and development. These assessments include: a review of public buildings, including City Hall, Crosslake Community Center, and the Fire Hall. Conflicts among needs will be identified, public space and facilities needs prioritized, and future community facility needs identified.



**Transportation**

The transportation component will guide Crosslake’s transportation goals and objectives to meet the needs of the community. Our team will review and analyze the existing roadway systems, traffic patterns, high frequency crash locations, and the sidewalk and trail network. Following our analysis we will work with City staff and stakeholders to establish updated goals, policies, and objectives. We will also identify potential issues and needs for both the roadway system and sidewalk and trail systems.

**Final Plan**

We want to create a final plan for the City of Crosslake that will not just sit on a shelf, but will be a reference and guide for City officials, residents, and developers. The final plan document will utilize tables and graphics to eliminate lengthy text as much as possible. Required text will be written in “plain language” so it can be easily interpreted.

**Implementation Plan**

If the Comprehensive Plan is the “30,000 foot” view of the community, implementation of the Plan is critically important and central to the City’s ability to achieve the vision, goals, policies, and strategic direction of the Plan. The implementation program provides the outline for action and will be a guide for land use decisions, as well as other public policy decisions. This section will provide a list of tools and strategies the City can use to help bring the plan to fruition.

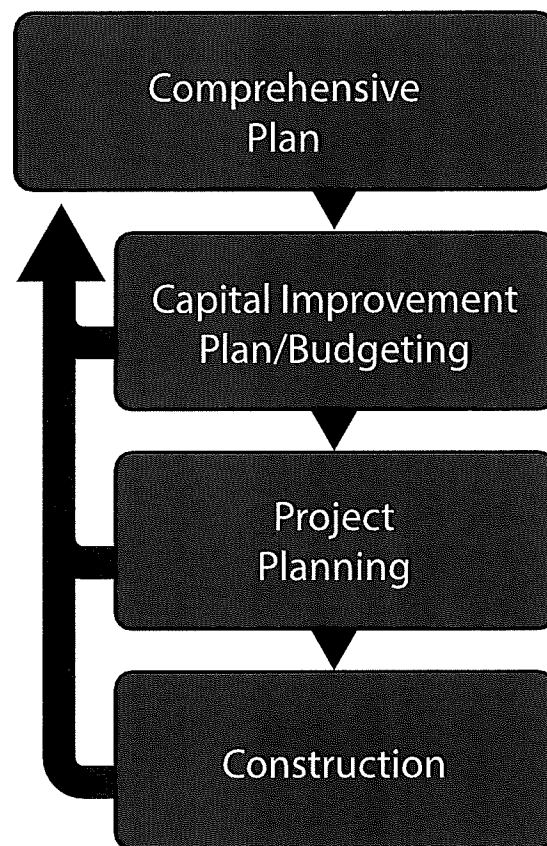
**OPTIONAL: Prepare a Long-Term Capital Improvement Plan**

The Comprehensive Plan determines community goals and objectives which can be used to plan and prioritize the City’s investment in transportation, utilities, and other projects.

Over the last year, we have heard concerns expressed regarding Capital Purchasing, Capital Improvements, and Infrastructure Financing. In particular, we note City Council Members asking questions like:

- How much money do we have?
- How much money do we need?
- We have a Capital Improvement Plan (CIP), but how are these projects determined and selected?
- What other projects should we be considering?
- How are CIP projects prioritized?
- How is one project determined to be more important than another?

In addition to the Comprehensive Plan Update, we are prepared to take the next step in the Comprehensive Planning process and complete the big picture. This involves preparation of a long-term CIP for the City’s public infrastructure projects, and development of asset management plans to manage the City’s infrastructure. If the Comprehensive Plan establishes the vision for the community, the CIP provides a link between the vision and construction of public infrastructure. Using this approach, the City’s CIP becomes a proactive planning tool, and allows the City to prioritize, coordinate, and budget for infrastructure projects.



If the City chooses this option, we are ready, willing, and able to begin preparation of the CIP. In fact, the update of the Comprehensive Plan and development of the CIP become a seamless process. Once the initial CIP is completed, this document can be updated regularly as projects are completed and new projects are planned.

We have not included a specific cost for this task. If the City wishes to include this option, Bolton & Menk will negotiate a cost and schedule as part of our overall contract.

# Work Plan and Schedule

## Task 1: Project Initiation

A key to a successful project is making sure it starts off on the right foot. We will:

- Meet with City staff and the City Council to finalize the schedule and the scope of work
- Conduct a community visit and inventory existing conditions
- Review previously adopted planning documents

## Task 2: Citizen Engagement

### Subtask 2.1: Workgroup Meetings

We will attend the monthly Comprehensive Plan Workgroup meetings to provide information and updates, and to gather feedback and recommendations. (7 meetings)

### Subtask 2.2: City Council/Planning Commission Updates

Provide updates to the City Council or Planning Commission as requested. (minimum of 2 meetings)

## Task 3: Goals and Policy Development

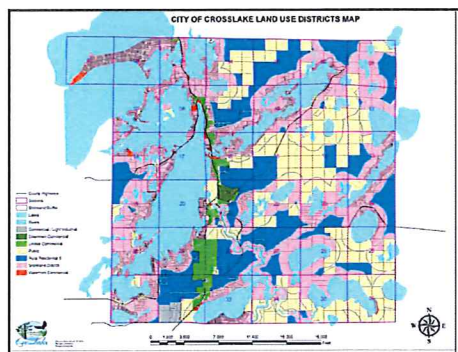
Based on input from the City Council and the Workgroup, we will develop a list of goals and policies to provide a base for strategies to manage future growth and development.

## Task 4: Data Development and Analysis

Our team will provide an analysis of the historical development and demographic trends for Crosslake. We will also review the current comprehensive plan and identify outdated assumptions and necessary updates to the Plan elements listed below.

### Subtask 4.1: Existing and Future Land Use

- Review and analyze existing land uses
- Identify appropriate future, long-term land use designations for all parcels, regardless of existing use
- Provide a Future Land Use Map



### Subtask 4.2: Housing

- Complete an existing housing assessment including total number of units, number of units by type, owner occupied and rental units, and housing values
- Provide an analysis of existing housing needs and an analysis of future housing needs to include short-term, year-round, and seasonal rental

### Subtask 4.3: Environmental Resources

- Identify and map the federal, state, and county parks and open space areas within the City
- Map existing local parks, trails, and other recreational facilities

### Subtask 4.4: Public Facilities

- Inventory and map existing City buildings
- Map the existing public sanitary sewer utilities

### Subtask 4.5: Transportation

- Map high frequency crash areas using MnDOT Crash Data
- Map sidewalk and trail system connection needs including connections to the regional trail system
- Map current streets and any roadway system connection needs based on growth plans



## Task 5: Final Plan

Bolton & Menk will provide a draft final plan by October 2017. Our staff will provide assistance to City staff in the public hearing process.

## Task 6: Implementation Plan

Most components of a comprehensive plan identify what a community intends to do over the next 20 years. The implementation plan will describe local ordinances, policies, public programs, infrastructure improvement plans, and other tools available to implement the goals and strategies in the Comprehensive Plan.

## Optional Task 7: Capital Improvement Plan

- Prepare a long-term CIP for City infrastructure projects

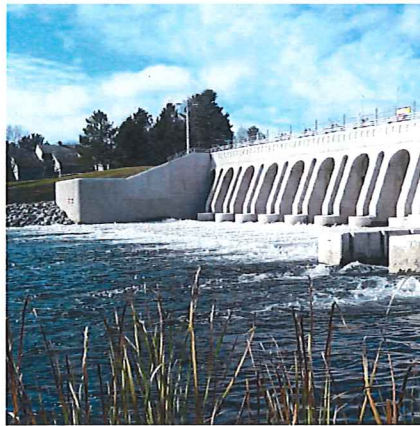
Project Schedule

		2017											
Month	January	February	March	April	May	June	July	August	September	October	November	December	
Week of	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	3 10 17 24 31	7 14 21 28	3 10 17 24 31	7 14 21 28	
<b>1.0 Project Initiation</b>													
	Finalize Schedule and Scope/Meet with City Staff												
	Conduct Community Visit and Inventory												
	Review Existing Documents												
<b>2.0 Citizen Engagement</b>													
	2.1 Workgroup Meetings												
	2.2 City Council/Planning Commission Updates												
<b>3.0 Goals and Policy Development</b>													
	Develop List of Goals and Policies												
<b>4.0 Data Development and Analysis</b>													
	4.1 Existing and Future Land Use												
	4.2 Housing												
	4.3 Environmental Resources												
	4.4 Public Facilities												
	4.5 Transportation												
<b>5.0 Final Plan</b>													
	Draft Final Plan												
	Public Hearing												
<b>6.0 Implementation Plan</b>													
	Description of Implementation Tools												
<b>7.0 Optional Capital Improvement Plan</b>													
	Infrastructure Project Planning												



## Basis for Compensation

Section 5



# Basis for Compensation

Our team understands the importance of delivering a project on time and within budget. We closely monitor our time and budget to ensure efficiency of our staff and value to our clients. Any issues relating to requested potential budget impacts will be communicated in a timely manner.

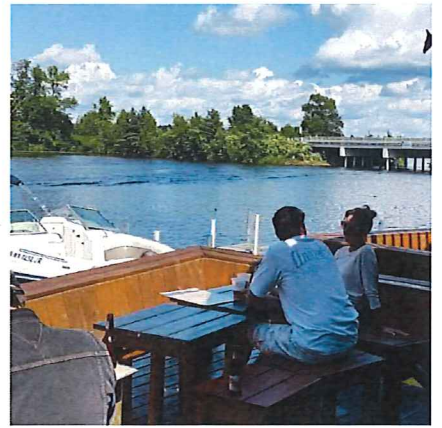
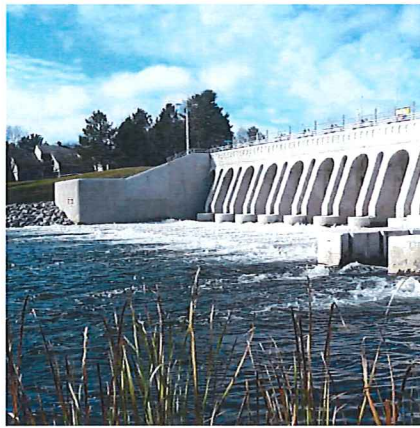
## Detailed Hour Summary

Client: City of Crosslake, Minnesota		Bolton & Menk, Inc.											
Project: Comprehensive Plan Update		Project Manager	Principal-in-Charge	Lead Planner	Planner	Lead Environmental Planner	Transportation Planner	GIS Specialist	GIS Technician	Environmental Planner	Environmental Project Manager	Project Engineer	Totals
Task No.	Work Task Description												
<b>1.0 Project Initiation</b>													
	Finalize Schedule and Scope/Meet with City Staff	2	2	2	2								8
	Conduct Community Visit and Inventory			2	2								4
	Review Existing Documents				4								4
	<b>Subtotal Hours - Task 1</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>2.0 Citizen Engagement</b>													
2.1	Workgroup Meetings	11											11
2.2	City Council/Planning Commission Updates	2		2	4			2					10
	<b>Subtotal Hours - Task 2</b>	<b>13</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>
<b>3.0 Goals and Policy Development</b>													
3.1	Develop List of Goals and Policies	2	2	2	4								10
	<b>Subtotal Hours - Task 3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>4.0 Data Development and Analysis</b>													
4.1	Existing and Future Land Use			2	4			4					10
4.2	Housing			2	4			2					8
4.3	Environmental Resources				2	2		4		4			12
4.4	Public Facilities								4		2	4	10
4.5	Transportation						4	4					8
	<b>Subtotal Hours - Task 4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>2</b>	<b>4</b>	<b>14</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>48</b>
<b>5.0 Final Plan</b>													
	Draft Final Plan	4	2	2	20			2					30
	Public Hearing	2		2	4								8
	<b>Subtotal Hours - Task 5</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>
<b>6.0 Implementation Plan</b>													
	Description of Implementation Tools			1	2								3
	<b>Subtotal Hours - Task 6</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>7.0 Optional: Capital Improvement Plan</b>													
	Infrastructure Project Planning												0
	<b>Subtotal Hours - Task 7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Basis for Compensation

## Detailed Cost Summary

Client: City of Crosslake, Minnesota														
Project: Comprehensive Plan Update														
Bolton & Menk, Inc.														
Task No.	Work Task Description	Project Manager	Principal-in-Charge	Lead Planner	Planner	Lead Environmental Planner	Transportation Planner	GIS Specialist	GIS Technician	Environmental Planner	Environmental Manager	Project Engineer	Total Hours	Total Cost
1.0	Project Initiation	2	2	4	8	0	0	0	0	0	0	0	16	\$1,580
2.0	Citizen Engagement	13	0	2	4	0	0	2	0	0	0	0	21	\$2,790
3.0	Goals and Policy Development	2	2	2	4	0	0	0	0	0	0	0	10	\$940
4.0	Data Development and Analysis	0	0	4	10	2	4	14	4	4	2	4	48	\$4,939
5.0	Final Plan	6	2	4	24	0	0	2	0	0	0	0	38	\$3,820
6.0	Implementation Plan	0	0	1	2	0	0	0	0	0	0	0	3	\$320
<b>Total Hours</b>		23	6	17	52	2	4	18	4	4	2	4	136	
<b>Total Fee</b>													<b>\$14,389</b>	
7.0	Optional: Capital Improvement Plan	0	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>Fee for Optional Task to be Negotiated</b>													<b>\$14,389</b>	



## Potential Conflicts

Bolton & Menk, Inc. recognizes the importance of its municipal relationships and is committed to working with all of its municipal clients to minimize actual or perceived conflicts.

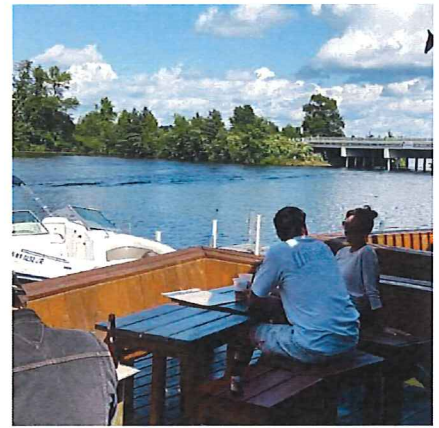
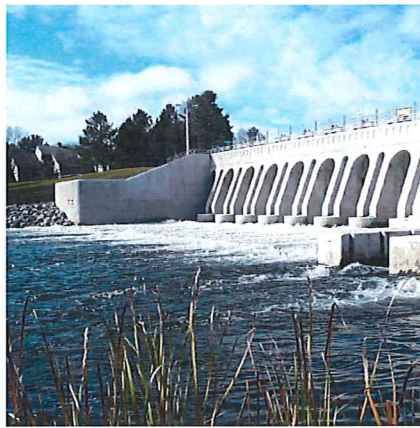
Although a minor part of the firm's total business, Bolton & Menk does provide service to some private developers with industrial, commercial, and residential interests. In general, work with real estate developers is less than 3% of the firm's total billings. At this time, we are not aware of any current clients with active projects within or adjoining the City.

In providing engineering services to many municipalities and other public agencies in the Upper Midwest, Bolton & Menk occasionally must address competing interests between our public clients. Bolton & Menk has normally been able to ethically and successfully represent the overlapping interests of its public clients by providing internal staff separation for the work performed. Prior to accepting competing public project assignments, it is Bolton & Menk standard policy to notify the City and the other public agency requesting services that a potential conflict may exist. We will then make appropriate arrangements, such as re-assignment, to prevent any actual conflict of interest.



# Disclosures and Assurances

Section 7



## Disclosures and Assurances

### **Applicant Authority**

Phillip Martin and I have the authority to make representations on behalf of the firm for this proposal to the City of Crosslake.



Bradley C. DeWolf, P.E.  
President/CEO

December 16, 2016  
Date

### **Insurance Coverage**

Documentation of current insurance coverage and limits, including professional liability insurance, has been provided on the following page, as requested in the RFP.



BOLTO-1 OP ID: MP

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
12/09/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of MN/Mkto 530 W Pleasant St Mankato, MN 56001 Mary E. Portner	CONTACT NAME: <b>Mary Portner</b>
	PHONE (A/C, No, Ext): <b>507-344-4505</b> FAX (A/C, No): <b>866-800-6599</b>
	E-MAIL ADDRESS: <b>mportner@bbmankato.com</b>
	INSURER(S) AFFORDING COVERAGE
	INSURER A: <b>Westfield Insurance Company</b> NAIC # <b>24112</b>
INSURED <b>Bolton and Menk, Inc.</b> <b>1960 Premier Dr</b> <b>Mankato, MN 56001</b>	INSURER B: <b>Continental Casualty Co</b> <b>20443</b>
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Coverage <input checked="" type="checkbox"/> Blkt AI & Waiv of GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CMM 3 406 737 BLKT CONTRACTUAL LIAB & BLKT ADD'L INSURED	07/01/2016 07/01/2016 07/01/2016	07/01/2017 07/01/2017 07/01/2017	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> Emp Ben. \$ <b>1M/2M</b>
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Blkt Waive <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS of Subro		CMM 3 406 737	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>-0-</b>		CMM 3 406 737	07/01/2016	07/01/2017	EACH OCCURRENCE \$ <b>7,000,000</b> AGGREGATE \$ <b>7,000,000</b> \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N / A	WCP 5 080 987 BLANKET WAIVER OF SUBR	07/01/2016	07/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
B	Professional Liabi E&O/Ded \$50,000		AFE 11 401 97 18 RETROACTIVE DATE 12/31/97	12/31/2015	12/31/2016	Claim <b>5,000,000</b> Aggregate <b>7,500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
CITYCR1  City of Crosslake City Clerk 37028 County Road 66 Crosslake, MN 56442	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Mary E. Portner</i>

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F. 3.

MEMO TO: City Council

FROM: MN Design Team Comp Plan Work Group

DATE: February 8, 2017

SUBJECT: Recommendation to Hire Company to Complete Comp Plan Update

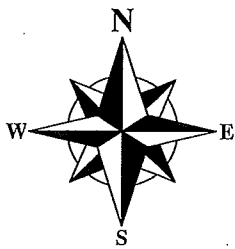
The City went out for bids for update of the Comprehensive Plan dated 2008. Bids were received from Bolton & Menk and National Joint Powers Alliance (NJPA). The work group interviewed both companies on January 23<sup>rd</sup>. Both companies are capable of and have experience updating comp plans. Because we believe we will receive the same product from either company, our choice came down to cost:

Bolton & Menk	\$14,000
NJPA	\$ 8,000

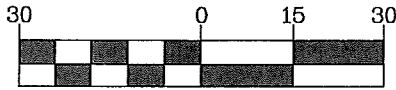
It is our recommendation to hire NJPA to update the Comprehensive Plan at a cost not to exceed \$8,000.

G.I.a.

# EASEMENT

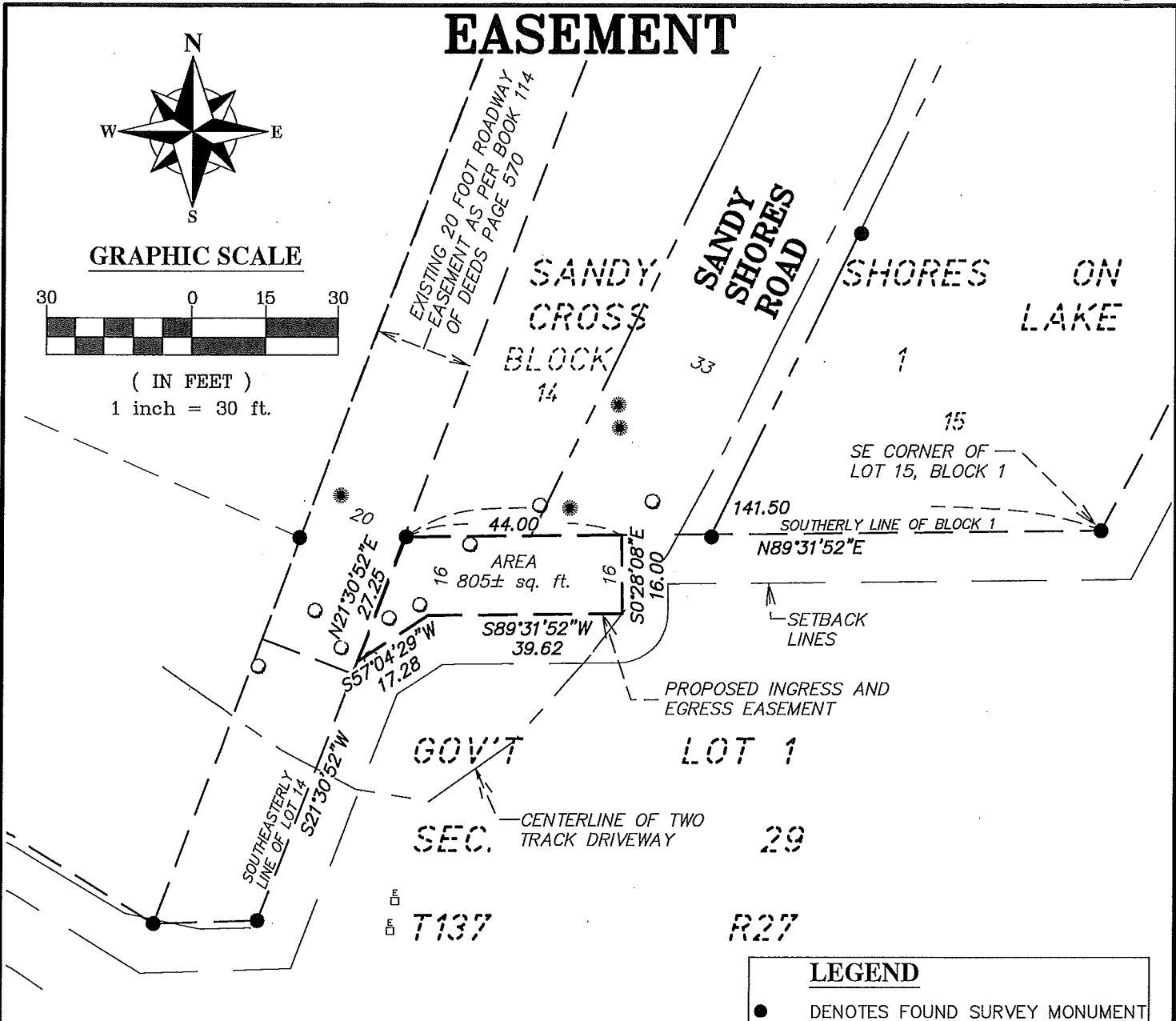


## GRAPHIC SCALE



( IN FEET )

1 inch = 30 ft.



**LEGEND**

● DENOTES FOUND SURVEY MONUMENT

**PROPOSED EASEMENT** – (Ingress and egress)

A perpetual ingress and egress easement over and across that part of Government Lot 1, Section 29, Township 137, Range 27, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of Lot 15, Block 1 of SANDY SHORES ON CROSS LAKE, according to the recorded plat thereof, Crow Wing County, Minnesota; thence South 89 degrees 31 minutes 52 seconds West, assumed bearing, along the southerly line of said Block 1, a distance of 141.50 feet, to an iron pipe monument at the bend point on the southerly line of Lot 14, Block 1 of said SANDY SHORES ON CROSS LAKE, and the point of beginning of said easement; thence return North 89 degrees 31 minutes 52 seconds East, along said southerly line, a distance of 44.00 feet; thence South 02 degrees 28 minutes 08 seconds East, 16.00 feet; thence South 89 degrees 31 minutes 52 seconds West, 39.62 feet; thence South 57 degrees 04 minutes 29 seconds West, 17.28 feet, to the southeasterly line of said Lot 14; thence North 21 degrees 30 minutes 52 seconds East, along said southeasterly line, 27.25 feet, to the point of beginning.

**Greg Haglin**  
 34809 County Road 3  
 Crosslake MN, 56442

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the state of Minnesota.

Dated this 25th day of January, 2017

By: *Mark T. Downing*  
 Mark T. Downing, Minnesota License No. 46165

DRAWN BY: MTD CHECKED BY: EEL  
 APPROVED BY: MTD JOB NUMBER: 16-0139

NO.	DATE	BY	REVISION DESCRIPTION

## **PROPOSED EASEMENT – (Ingress and egress)**

A perpetual ingress and egress easement over and across that part of Government Lot 1, Section 29, Township 137, Range 27, Crow Wing County, Minnesota, described as follows: Commencing at the southeast corner of Lot 15, Block 1 of SANDY SHORES ON CROSS LAKE, according to the recorded plat thereof, Crow Wing County, Minnesota; thence South 89 degrees 31 minutes 52 seconds West, assumed bearing, along the southerly line of said Block 1, a distance of 141.50 feet, to an iron pipe monument at the bend point on the southerly line of Lot 14, Block 1 of said SANDY SHORES ON CROSS LAKE, and the point of beginning of said easement; thence return North 89 degrees 31 minutes 52 seconds East, along said southerly line, a distance of 44.00 feet; thence South 02 degrees 28 minutes 08 seconds East, 16.00 feet; thence South 89 degrees 31 minutes 52 seconds West, 39.62 feet; thence South 57 degrees 04 minutes 29 seconds West, 17.28 feet, to the southeasterly line of said Lot 14; thence North 21 degrees 30 minutes 52 seconds East, along said southeasterly line, 27.25 feet, to the point of beginning.

# CERTIFICATE OF SURVEY

G.L.A. 2.

**EXISTING DESCRIPTION** - (Parcel No.: 120291101C00009)

That part of Government Lot 1, Section 29, Township 137, Range 27, Crow Wing County, Minnesota, described as follows: Commencing at the Northeast corner of said Government Lot 1 and thence running South for 100 feet to the place of beginning of the tract hereby conveyed; thence South 00 degrees 38 minutes West for 454.4 feet to an iron pipe; thence South 88 degrees 03 minutes West for 446.5 feet to an iron pipe; thence North 57 degrees 10 minutes West for 269.1 feet to the shore of Cross Lake; thence North 59 degrees 18 minutes East for 30 feet along said shore; thence South 58 degrees 34 minutes East for 249.1 feet to an iron monument; thence North 88 degrees 03 minutes East 21.6 feet; thence North 21 degrees 19 minutes East for 84 feet to an iron monument; thence North 89 degrees 20 minutes East for 141.5 feet; thence North 28 degrees 00 minutes East for 405 feet to an iron monument; thence East for 55.6 feet to the point of beginning.

**PROPOSED DESCRIPTION** - (PARCEL "A")

That part of Government Lot 1, Section 29, Township 137, Range 27, Crow Wing County, Minnesota, described as follows: Commencing at the Northeast corner of said Government Lot 1 and thence running South 00 degrees 38 minutes West, assumed bearing, along the east line of said Government Lot 1 for a distance of 357.00 feet, to the point of beginning; thence continue South 00 degrees 38 minutes West, along said east line, 197.40 feet; thence South 88 degrees 03 minutes 00 seconds West, 200.75 feet; thence North 01 degrees 57 minutes 00 seconds West, 98.05 feet; thence North 27 degrees 56 minutes 54 seconds East, 142.00 feet; thence South 89 degrees 22 minutes 00 seconds East, 92.00 feet; thence South 44 degrees 22 minutes 00 second East, 25.00 feet; thence South 89 degrees 22 minutes 00 seconds East, 30.13 feet, to the point of beginning.

Said parcel contains 0.9 acres of land, more or less, and is subject to existing easements of record.

**PROPOSED DESCRIPTION** - (PARCEL "B")

That part of Government Lot 1, Section 29, Township 137, Range 27, Crow Wing County, Minnesota, described as follows: Commencing at the Northeast corner of said Government Lot 1 and thence running South for 100 feet to the place of beginning of the tract hereby conveyed; thence South 00 degrees 38 minutes West for 454.4 feet to an iron pipe; thence South 88 degrees 03 minutes West for 446.5 feet to an iron pipe; thence North 57 degrees 10 minutes West for 269.1 feet to the shore of Cross Lake; thence North 59 degrees 18 minutes East for 30 feet along said shore; thence South 58 degrees 34 minutes East for 249.1 feet to an iron monument; thence North 88 degrees 03 minutes East 21.6 feet; thence North 21 degrees 19 minutes East for 84 feet to an iron monument; thence North 89 degrees 20 minutes East for 141.5 feet; thence North 28 degrees 00 minutes East for 405 feet to an iron monument; thence East for 55.6 feet to the point of beginning.

Less and Except that part of said Government Lot 1, described as follows: Commencing at the Northeast corner of said Government Lot 1 and thence running South 00 degrees 38 minutes 00 seconds West, assumed bearing, along the east line of said Government Lot 1 for a distance of 357.00 feet, to the point of beginning; thence continue South 00 degrees 38 minutes 00 seconds West, along said east line, 197.40 feet; thence South 88 degrees 03 minutes 00 seconds West, 200.75 feet; thence North 01 degrees 57 minutes 00 seconds West, 98.05 feet; thence North 27 degrees 56 minutes 54 seconds East, 142.00 feet; thence South 89 degrees 22 minutes 00 seconds East, 92.00 feet; thence South 44 degrees 22 minutes 00 second East, 25.00 feet; thence South 89 degrees 22 minutes 00 seconds East, 30.13 feet, to the point of beginning.

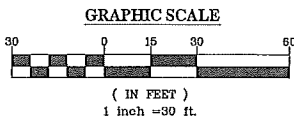
Said parcel contains 1.4 acres of land, more or less, and is subject to existing easements of record.

**PROPOSED 10 FOOT UTILITY EASEMENT**

A 10 foot perpetual utility easement for private sanitary sewer service purposes under and across that part of Government Lot 1, Section 29, Township 137, Range 27, Crow Wing County, Minnesota. Said easement lies parallel, contiguous with, and 10 feet north of the following described line: Commencing at the Northeast corner of said Government Lot 1 and thence running South 00 degrees 38 minutes 00 seconds West, assumed bearing, along the east line of said Government Lot 1 for a distance of 554.40 feet, to the point of beginning of said line; thence South 88 degrees 03 minutes 00 seconds West, 200.75 feet, and there terminating said line.

**SURVEYOR'S NOTES:**

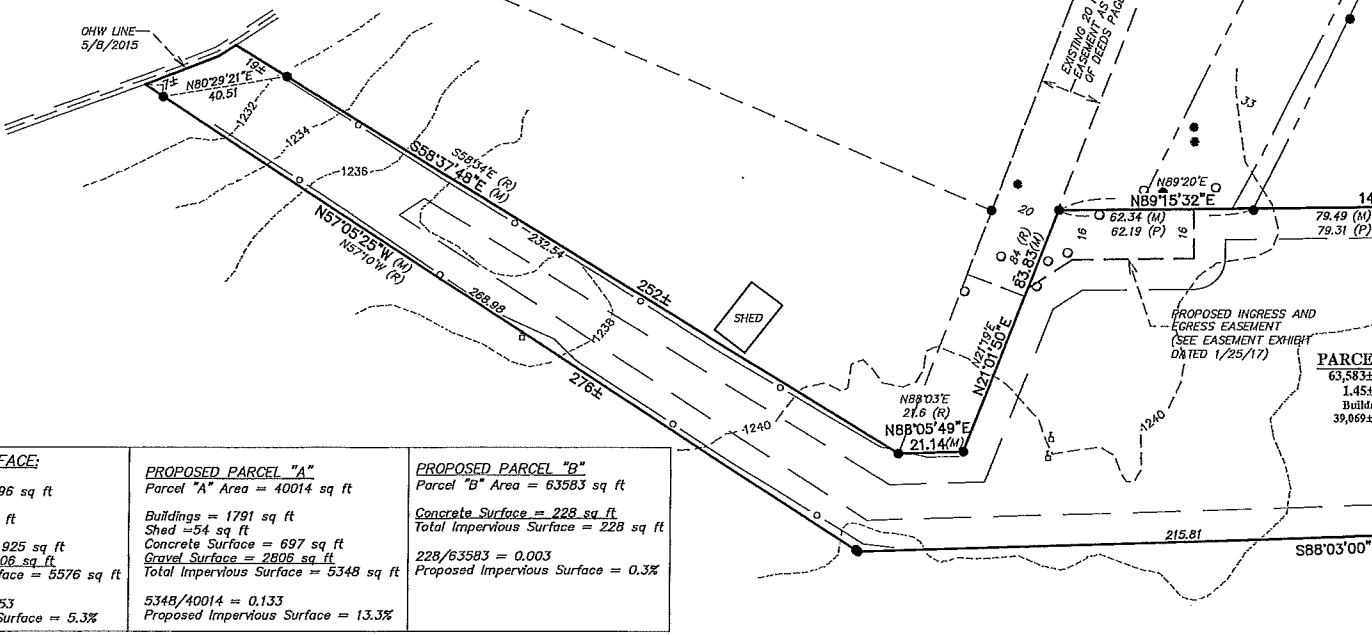
- Bearing Orientation: The east line of Government Lot 1 of Section 29, Township 137, Range 27 is assumed to have a bearing of South 00 degrees 38 minutes 00 seconds West.
- The field survey was completed on March 14, 2016.
- Arro Land Surveying of Brainerd, INC. has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
- Wetlands do not exist across the property being surveyed.
- The utilities as shown on this survey were developed from the visible utilities across your property and is not implied nor intended to be the complete inventory of utilities in this area. It is the client's responsibility to verify the location of all utilities prior to construction or improving your property.
- 2 foot contours as shown, were digitized from the Crow Wing County GIS web site.
- Property Zoning: Shoreland
- Setback Requirements:  
 OHW Line = 75 feet  
 Road R/W = 35 feet  
 Wetland = 15 feet  
 Property Line = 10 feet



**LEGEND**

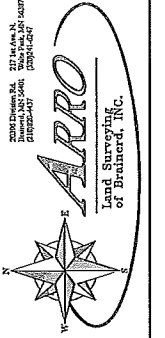
- DENOTES 1/2 INCH IRON PIPE SET AND MARKED WITH RLS 4816S CAP.
- DENOTES FOUND SURVEY MONUMENT
- DENOTES FOUND CAST IRON MONUMENT
- ⊕ DENOTES TELEPHONE PEDESTAL
- ⊖ DENOTES ELECTRIC BOX
- ⊙ DENOTES ELECTRIC METER
- ⊕ DENOTES UTILITY POLE
- ⊙ DENOTES WELL
- ⊕ DENOTES SEPTIC MANHOLE
- ⊙ DENOTES SEPTIC CLEANOUT
- ⊕ DENOTES GAS METER
- 1240--- DENOTES 2 FOOT LIAR CONTOURS
- DENOTES FENCE
- ▨ DENOTES GRAVEL SURFACE
- ▨ DENOTES BITUMINOUS SURFACE
- ▨ DENOTES CONCRETE SURFACE
- (R) DENOTES MEASUREMENT PER DESCRIPTION OF RECORD
- (P) DENOTES MEASUREMENT PER PLAT OF SANDY SHORES ON LAKE
- (M) DENOTES MEASUREMENT PER ARRO LAND SURVEYING OF BRAINERD, INC.

**CROSS LAKE**  
 Lake I.D. No.: 18031200  
 Lake Classification: General Development (GD)  
 Date: May 8, 2015  
 Water elevation = 1229.47 feet (NGVD 29)  
 Normal Reservoir Pool Elev. = 1229.57 feet (NGVD 29)



IMPERVIOUS SURFACE: EXISTING	PROPOSED PARCEL "A"	PROPOSED PARCEL "B"
Parcel Area = 103596 sq ft	Parcel "A" Area = 40014 sq ft	Parcel "B" Area = 63583 sq ft
Buildings = 1791 sq ft	Buildings = 1791 sq ft	Buildings = 1791 sq ft
Shed = 54 sq ft	Shed = 54 sq ft	Shed = 54 sq ft
Concrete Surface = 925 sq ft	Concrete Surface = 697 sq ft	Concrete Surface = 697 sq ft
Gravel Surface = 2806 sq ft	Gravel Surface = 2806 sq ft	Gravel Surface = 2806 sq ft
Total Impervious Surface = 5576 sq ft	Total Impervious Surface = 5348 sq ft	Total Impervious Surface = 5348 sq ft
5576/103596 = 0.053	5348/40014 = 0.133	228/63583 = 0.003
Existing Impervious Surface = 5.3%	Proposed Impervious Surface = 13.3%	Proposed Impervious Surface = 0.3%

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the state of Minnesota.  
 Dated this 26th day of JANUARY, 2017  
 By: *Mark T. Downing*  
 Mark T. Downing, Minnesota License No. 46165



**BOUNDARY SURVEY**  
 Part of Gov't Lot 1  
 Sec. 29, T137, R27  
 Crow Wing County, MN

**CLIENT:**  
 Greg Haglin  
 34899 County Road 3  
 Crosslake MN, 56442

NO.	DATE	BY	REVISION DESCRIPTION

G. l. a. 3.

**Staff Report  
Crosslake Parks and Recreation**

**Date: March 25, 2016**

**Subject: Park Dedication Recommendation for Haglin Subdivision**

The Crosslake Park/Library Commission recommended to accept cash in lieu of land for the Greg C. & Roseanne Haglin Subdivision. The property is located at 34899 County Rd 3, Sec 29, City of Crosslake.

**Motion to accept cash in lieu of land - Tchida/Lessard Favor: All, Opposed: 0**



G. l. a. 4.

**City of Crosslake  
Planning Commission/Board of Adjustment**

**Summary of Record**

**Greg C. & Roseanne Haglin** – That part of government lot 1, Sec 29, City of Crosslake, 120291101C00009 at 34899 County Road 3, Crosslake, MN 56442

**Request:**

- To subdivide parcel 120291101C00009 involving 2 acres into two tracts

**Chronology of events:**

- March 8, 2016 – Development Review Team (DRT) Meeting
- March 18, 2016 -Application submitted
- March 25, 2016 –Crosslake Parks, Recreation and Library –Staff recommendation for cash in lieu of land
- April 1, 2016 -Notices sent out
- April 5, 2016 -Published in local newspaper
- April 21, 2016 –Planning Commission/Board of Adjust on-site
- April 22, 2016 –Planning Commission/Board of Adjust meeting -Decision made to table the subdivision of property to allow additional time to work out access
- May 9, 2016 -Notices sent out
- May 10, 2016 -Published in local newspaper
- May 26, 2016 –Planning Commission/Board of Adjust on-site
- May 27, 2016 –Planning Commission/Board of Adjust meeting -Decision made to recommend approval for the subdivision of property
- June 13, 2016 –Withdrawn from Crosslake City Council Meeting

**Packet Information:**

- Public Hearing Notice (2)
- Staff Report
- Development Review Team Minutes
- Certificate of Survey
- Subdivision application
- Wetland Delineation

**Correspondence:**

- March 2, 2016 – Email from County Highway Department
- March 22, 2015 – Email from Crosslake City Attorney
- March 25, 2016 – Email from Crosslake Parks & Recreation recommendation
- March 28, 2016 – Email from County Highway Department
- April 21, 2016 – Email from Haglin to postpone application to the May PC/BOA
- April 29, 2016 – 60 Day letter extension from City of Crosslake
- May 13, 2016 – Letter from Brian T. Carlson
- May 26, 2016 – Email from Jeff Ackerman

May 27, 2016

Findings of Fact

Supporting/Denying a Metes and Bounds Subdivision

*Findings should be made in either recommending for or against a metes and bounds subdivision, 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

- **Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.**

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

Yes  No

- **Land subdivision must be accomplished in a manner that contributes to an attractive, orderly stable and wholesome community environment with adequate public services and safe streets. All land subdivisions, including plats, shall fully comply with the regulations in this chapter and as may be addressed in other chapters of this Code. (Sec. 44.1)**
- **The current land use classification is Shoreland District and the proposed subdivision meet or exceed the minimum requirements for lot width and lot area**
- **There is adequate ingress/egress onto County Rd 3 and/or Sandy Shores Road**

3. Are there any other standards, rules or requirements that this metes and bounds subdivision must meet?

Yes  No Specify other required standards.

- **The proposed lots have city sewer hookups available**
- **Utility easement of 10' on the south side of the current parcel for the proposed new parcel**
- **There is adequate ingress/egress onto County Rd 3 and/or Sandy Shores Road**
- **Except the plat as submitted with a 45 day window for neighboring parcel 120291101G00009 to get together with applicant to resolve access issues and allow unobstructed access during the 45 day window**

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

Yes  No  Zoning District **Shoreland District**

- **It is consistent with the surrounding zoning and uses in the area**
- **As observed at the Planning Commission/Board of Adjustment on-site on 5-26-16 the proposed tract sizes are consistent with the neighborhood**

5. Does the proposed metes and bounds subdivision conform to all applicable performance standards in Article 4 of the Subdivision Ordinance?

Yes  No

- **The proposed lots meet or exceed the minimum lot size requirements for Shoreland District**
- **There is adequate ingress/egress onto County Road 3 and/or Sandy Shores Road**
- **The proposed lots have city sewer hookups available**
- **No new roads are proposed**

6. Other issues pertinent to this matter.

- **Work with the City Public Works Director and/or the County Highway Department on any access needs or permits**
- **Except the plat as submitted with a 45 day window for neighboring parcel 120291101G00009 to get together with applicant to resolve access issues and allow unobstructed access during the 45 day window**
- **Pay the park dedication fee before the city council meeting**

**Decision: Motion by Nevin; supported by Knippel to approve a recommendation to the city council to:**

1. **Subdivide parcel 120291101C00009 involving 2 acres into two tracts**

**Per the findings of fact as discussed, the on-sites conducted on 4-21-16 and 5-26-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 3-15-16 for property located at 34899 County Road 3, Crosslake, MN 56442**


**Conditions:**

1. **Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on June 13, 2016**
2. **Work with the City Public Works Director and/or the County Highway Department on any access needs or permits**
3. **Except the plat as submitted with a 45 day window for neighboring parcel 120291101G00009 to get together with applicant to resolve access issues and allow unobstructed access during the 45 day window**

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

Date: 6-24-16

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

  
Chairman

**Greg C. & Roseanne Haglin  
120291101C00009**

Herzog announced the subdivision request. Kolstad read the request, comments, history, requirements from the 4-22-16 PC/BOA meeting as to a written easement agreement, and extension letter deadline as to recommendation to city council into the record. Statement was made that a new parcel would not be land locked. Herzog asked for the owner and/or the representative to step up to the podium. Haglin, parcel owner, stepped up. Comment was made that Rob Hall, County Highway Department would allow access to the new parcel if an application was submitted and access was needed. Herzog asked Haglin about the easement for Ackerman. Haglin asked the commissioners to show him the location in the ordinance where it states an applicant needs to resolve a title deficiency or access issue to a neighboring parcel before a recommendation is submitted from the commissioners. Person, Crosslake City Attorney, stated agreement with Haglin's attorney on the access issue being both parties responsibility. Person agreed to support a suggestion by Haglin's lawyer to approve the plat with a condition that final approval would not get recorded without giving Ackerman a 45 day window to file a law suite to clean up the easement. A potential adverse easement is possible due to the fact that there is a driveway existing and being used, but is not of record or being litigated. Person explained the possible procedures to resolve the access issue and the steps the city could take depending on the actions taken to resolve the access. Nevin asked what exists for access today. Haglin stated legal access is recorded and exists approximately 20' from where the current access is being used. Person stated that plat reviews are a standard procedure, that title law is not to be discussed at a public hearing and an access resolve will need to be determined at a later date. Herzog opened the public hearing. Brine, attorney, explained that Carlson is the attorney of record for Ackerman, but he is standing in today. Brine stated he was in attendance with Ackerman when on May 9<sup>th</sup> Carlson called Haglin to try to setup a face to face meeting. Brine stated Haglin was not interested. Brine and Carlson believes there is an easement by prescription (by use), similar to averse possession but Ackerman is not claiming ownership to the property, just claiming the right to use that easement. A complaint has been drafted, but Haglin has not been served in the hopes that the two neighbors can work it out. Brine explained that the easement has been barricaded and a no treasure passing sign installed. Brine stated the safety concerns with no access available. Ackerman stepped up to answer Nevin's question as to access to his property. Ackerman stated there was no way to enter without the use of the neighbor's property or boat and he was not interested in getting into a verbal dispute at the public hearing. Haglin specified that he had left several messages with only one response from Ackerman after last month's PC/BOA meeting. Her proceeded to explain that a contact from Carlson was to demand a draft of an easement that the Ackerman's were entitled to and that Ackerman does have a physical access to his property. VanLandschoot stated that there is a physical access to Ackerman's parcel without using Haglin's parcel. He talked with Ackerman's northern neighbor, Wentzell, and she also stated Ackerman had access to his cabin. Haglin access easement is staked that is not on his property. Wentzell stated she felt the easement is on Sandy shores property. Haglin volunteered to pay for a survey to locate the recorded easement. Ackerman rebuttal to Haglin's message statement; one phone conversation and one or two message were left and he texted Haglin in response. Nevin asked for explanation as to what it would take to put a new road in for the Ackerman access. Ackerman stated that he

May 27, 2016 Planning & Zoning Commission Meeting  
had not explored it yet. Person explained the two existing easements and a possible commissioner motion, along with examples of how to deal with plat findings and conditions that could be stated. Herzog closed the public hearing and asked if any of the commissioners had additional questions, but none were forthcoming. Kolstad initiated the findings of fact procedure with the board members deliberating and responding to each question.

**May 27, 2016 Action:**

**Motion by Nevin; supported by Knippel to approve a recommendation to the city council to:**

- 1. Subdivide parcel 120291101C00009 involving 2 acres into two tracts**

**Per the findings of fact as discussed, the on-sites conducted on 4-21-16 and 5-26-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 3-15-16 for property located at 34899 County Road 3, Crosslake, MN 56442**

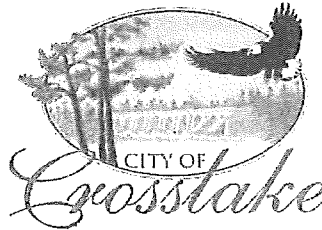
**Conditions:**

- 1. Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on June 13, 2016**
- 2. Work with the City Public Works Director and/or the County Highway Department on any access needs or permits**
- 3. Except the plat as submitted with a 45 day window for neighboring parcel 120291101G00009 to get together with applicant to resolve access issues and allow unobstructed access during the 45 day window**

**Findings: See attached**

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

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



37028 County Road 66  
Crosslake, Minnesota 56442  
[www.cityofcrosslake.org](http://www.cityofcrosslake.org)

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**CITY OF CROSSLAKE**

**PLANNING COMMISSION/BOARD OF ADJUSTMENT**

**May 27, 2016  
9:00 A.M.**

Crosslake City Hall  
37028 County Road 66, Crosslake MN 56442  
(218) 692-2689

**PUBLIC HEARING NOTICE**

**Applicant:** Greg C. & Roseanne Haglin

**Site Location:** 34899 County Road 3, Sec 29, City of Crosslake

**Request:**

- Subdivision of property

**To:**

- Subdivide parcel #120291101C00009 involving 2 acres into two tracts

**Notification:** Pursuant to Minnesota Statutes Chapter 462 and the City of Crosslake Zoning Ordinance, you are hereby notified of a public hearing before the City of Crosslake Planning Commission/Board of Adjustment. Property owners have been notified according to MN State Statute 462 and has been published in the Northland Press. Please share this notice with any of your neighbors who may not have been notified by mail.

**Information:** Copies of the application and all maps, diagrams or documents are available at Crosslake City Hall or by contacting the Crosslake Planning & Zoning staff at 218-692-2689. Please submit your comments in writing including your name and mailing address to Crosslake City Hall or ([crosslakepz@crosslake.net](mailto:crosslakepz@crosslake.net)).



## STAFF REPORT

Property Owner/Applicant: Greg C. & Roseanne Haglin

Parcel Number(s): 120291101C00009

Application Submitted: March 18, 2016

Action Deadline: July 6, 2016

60 Day Extension Letter sent: April 29, 2016

City Council Date: May 9, 2016

**Authorized Agent:** Arro Land Surveying of Brainerd Inc

**Request:** To subdivide parcel #120291101C00009 involving 2 acres into two tracts

**Current Zoning:** Shoreland

**Adjacent Land Use/Zoning:**

North – Shoreland

South – Shoreland

East – Public

West – Shoreland / Crosslake

**Development Review Team Minutes held on 3-8-16:**

- Property is located at 34899 County Road 3, Crosslake, MN 56442
- Proposed to split the 103596 square foot parcel into two parcels
- Access from Sandy Shores Road
- No recorded easement for the driveway
- Discussion of a WOAS and accessory structure requirements (1200 /sq ft each)
- City sewer connection would be required when sewerage is necessary
- Wetland Delineation is a requirement and the applicant can sign a wetland delineation winter window form which allows them to proceed forward with their subdivision request
- Planning Commission/Board of Adjustment will make a recommendation to the Crosslake City Council

Property owner was informed that before they could be placed on a public hearing agenda the following information is required:

1. A certificate of survey meeting the requirements outlined in Chapter 44 of the Code of Ordinances of the City of Crosslake
2. An authorized agent form completed, signed and dated
3. A complete Subdivisions application with all required paperwork
4. The public hearing fee of \$100.00 + \$75.00 per new lot
5. Upon recommendation from the Planning Commission/Board of Adjustment to the City Council and before the city council meeting a park dedication fee of \$1,500.00 or 10%

of land per new lot or a combination thereof as outlined in Chapter 44, Sec. 44-402 is required for newly created lots under 20

**Parcel History:**

- May 2005 - Permit to connect to municipal sanitary sewer
- May 2015 - Letter from Meister Environmental stating no wetlands on the property
- April 2016 – Subdivision, Metes & Bounds removed from agenda

**City Ordinance:**

Land subdivision must be accomplished in a manner that contributes to an attractive, orderly, stable and wholesome community environment with adequate public services and safe streets. All land subdivisions, including plats, shall fully comply with the regulations in this chapter and as may be addressed in other chapters of this Code. (Sec. 44.1)

**City Community Plan:**

Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.

**Agencies Notified and Responses Received:**

**County Highway:** Email dated 3-2-16 & 3-28-16

**DNR:** No comments were received as of 5-18-16

**City Engineer:** No comments were received as of 5-18-16

**City Attorney:** Email was received on 3-22-16

**Lake Association:** N/A

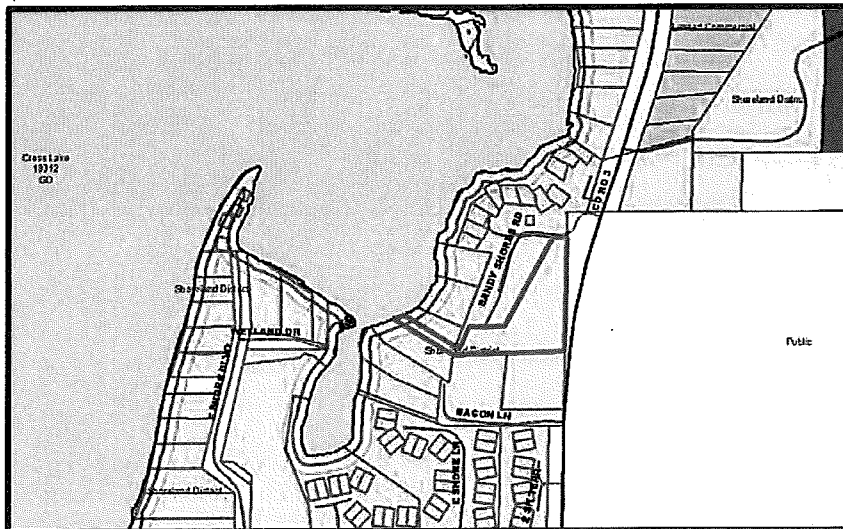
**Crosslake Public Works:** No comments were received as of 5-18-16

**Crosslake Park, Recreation & Library:** Email dated 3-25-16

**Concerned Parties:** No comments were received as of 5-18-16

**POSSIBLE MOTION:**

To make a recommendation to the Crosslake City Council to approve/table/deny the subdivision of parcel #120291101C00009 involving 2 acres located at 34899 County Road 3, City of Crosslake



G. 2. b.

MEMO TO: City Council

FROM: Public Works Commission

DATE: February 7, 2017

SUBJECT: Recommendation to Direct City Attorney to Draft Agreement Between City and Property Owner for Use of Public Right of Way

The following is an excerpt from the January 5, 2017 meeting minutes:

“Big Pine Drive-Request for Public Use of Right-of-Way: Strand stated residents have requested the ability to clean up/improve some of the ROW to create better rear access to their properties. Strand indicated Planning and Zoning has no jurisdiction over this request. Strand indicated conditions would be imposed if this was allowed, one of which is that the city has no maintenance. Motion by Pribyl, second by Vierzba to forward this request to the city council for approval. All in favor. “

## Ted Strand

---

**From:** Karlson, Matthew <Matthew.Karlson@andersencorp.com>  
**Sent:** Tuesday, November 29, 2016 1:23 PM  
**To:** publicwk@crosslake.net  
**Subject:** Big Pine Drive

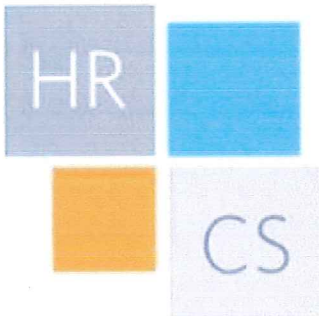
Ted –

You and I spoke several weeks back in regards to obtaining permission to utilize the existing undeveloped right of way off Big Pine Drive to gain legal access to our property at 33098 Big Pine Drive. Would you be able to provide me with an update on where that request stands? Last I had heard, you had spoken to the City Attorney and it was going to be brought forward to the Public Works Board and potentially the City Council for review.

Thanks!

Matt

**Matt Karlson** | Manager, Enterprise Corporate Security | Andersen Corporation | 100 Fourth Avenue | Bayport, MN 55003-1096 | Office: 651-264-7897 | Cell: 651-261-6064



# Property Access Road (Proposed)





G.2.C.

MEMO TO: City Council  
FROM: Public Works Commission  
DATE: February 7, 2017  
SUBJECT: Recommendation to Complete Right of Way Plats

The following is an excerpt from the draft February 6, 2017 meeting minutes:

"A lengthy discussion ensued regarding Anchor Point Road improvements and the proposed extended paved shoulder. The right of way is sporadic and Dave Reese suggested having a right of way plat completed. Many parcels have personal property in the right of way including fences and sprinklers. Dave Reese reminded the Commission that there is a dispute on Forest Lodge Road of whether the City owns the right of way. The cost of the extended shoulder, and whether to assess the cost to the property owners, was discussed. Darrell Shannon stated that the City has paid for trails and extended shoulders in the past because they are enjoyed by the entire community. Brad Nelson stated that the estimated cost of \$240,000 for the extended shoulder would be hard for residents to accept if they don't live on Anchor Point Road. Mike Lyonais added that there is money in the budget to either pay for the extended shoulder or to reduce the debt of the road project bonds. Brad Nelson suggested that the City could save money if the extended shoulder ended a few hundred feet short of Ginseng Patch Road where there is another property ownership question being reviewed by the City.

A MOTION WAS MADE BY DALE MELBERG AND SECONDED BY TIM BERG TO RECOMMEND TO THE COUNCIL THAT A RIGHT OF WAY PLAT BE COMPLETED FOR THE ANCHOR POINT ROAD PROJECT. AYES: ALL.

A MOTION WAS MADE BY TIM BERG AND SECONDED BY DALE MELBERG TO RECOMMEND TO THE COUNCIL THAT A RIGHT OF WAY PLAT BE COMPLETED FOR THE MILINDA SHORES ROAD PROJECT. AYES: ALL."

Please see attached proposal from WSN.

February 8, 2017

Honorable Mayor and City Council  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442



Brainerd/Baxter  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

**RE: Proposal for Land Survey Services  
2017 Crosslake Street Improvements – Right-of-Way Platting**

218.829.5117

218.829.2517

Brainerd@wsn.us.com

WidsethSmithNolting.com

Dear Mayor and Council Members:

Widseth Smith Nolting is providing this letter proposal, as requested, for consideration of the City Council related to the preparation of Right-of-Way Plats for the following roadways that are included in the proposed 2017 Crosslake Street Improvements projects:

- Anchor Point Road
- Milinda Shores Road

**Proposed Scope of Services – Preparation of Right-of-Way Plat**

1. We will survey field locations of existing parcel monumentation, obtain recorded plats and property descriptions of record.
2. We will prepare a Right-of-Way Plat for a standard 66-foot wide Right-of-Way for Anchor Point Road, and 33-foot wide Right-of-Way for Milinda Shores Road.
3. We will coordinate with Crow Wing County, attend County Planning and Zoning meetings as necessary, and assist with standard platting procedures.
4. We will provide mylar copies (shells) of the plats as required by Crow Wing County for signature.
5. We will provide an electronic copy (PDF) copy of the Final Plat to the City and City Attorney for use in preparation of conveyance documents for property owners to sign.

We propose to complete the scope of work outlined above on a lump-sum basis as follows:

• Anchor Point Road.....	\$12,000.00
• Milinda Shores Road.....	\$10,000.00
<b>TOTAL PROPOSAL AMOUNT.....</b>	<b>\$22,000.00</b>

If the City is agreeable to this proposal, please sign and return one copy to us as our notice to proceed. Thank you for this opportunity to provide our services to the City of Crosslake.

Very truly yours,

**Widseth Smith Nolting**

David S. Reese, P.E.  
Civil Engineer | Vice-President

***Proposed by Widseth Smith Nolting***

Kevin B. Wernberg, Executive Vice President

**Accepted by City of Crosslake:** The above proposal is satisfactory and WSN is authorized to do the work as specified and in accordance with the attached General Provisions of Professional Services Agreement.

\_\_\_\_\_  
Patty Norgaard, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dan Vogt, City Administrator

\_\_\_\_\_  
Date

# General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolling, a Minnesota Corporation, hereinafter referred to as WSN, and a CLIENT, wherein the CLIENT engages WSN to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WSN Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WSN.

## ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WSN shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

## ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WSN have an understanding of the expected work to be performed.

If WSN is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

## ARTICLE 3. COMPENSATION TO WSN

A. Compensation to WSN for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WSN's services shall apply to all or parts of a work scope where WSN's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on an estimated percentage of completion of WSN's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WSN's services shall apply to all or parts of a work scope where WSN's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WSN shall be paid for the actual hours worked on the Project by WSN technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WSN's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WSN to CLIENT upon which to base periodic payments to WSN.
3. In addition to the foregoing, WSN shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
  - (a) Travel and subsistence.
  - (b) Specialized computer services or programs.
  - (c) Outside professional and technical services with cost defined as the amount billed WSN.
  - (d) Identifiable reproduction and reprographic costs.
  - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WSN in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1% per month, or the maximum amount authorized by law, whichever is less. WSN shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WSN may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WSN has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WSN shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WSN's resumption of services, the time for performance of WSN's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.



## ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WSN. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WSN to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WSN under this Agreement except for payment of an amount for WSN's anticipated profit on the value of the services not performed by WSN and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WSN shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

## ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WSN or its consultants are Instruments of Service and shall remain the property of WSN or its consultants, respectively. WSN and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WSN and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WSN shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WSN shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WSN for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WSN. CLIENT shall indemnify, defend and hold harmless WSN from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WSN. This indemnity shall survive the termination of this Agreement.

Should WSN choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WSN. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WSN makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

## ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WSN to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WSN.

## ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WSN to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WSN:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WSN's services.
3. Furnish, as required for performance of WSN's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WSN to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WSN, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WSN.
7. Give prompt written notice to WSN whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of limiting of WSN's services or any defect in the work of Construction Contractor(s), Consultants or WSN.
8. Institute action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.  
  
If WSN encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WSN shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WSN do not include identification of asbestos or pollution, and WSN has no duty to identify or attempt to identify the same within the area of the Project.  
  
With respect to the foregoing, CLIENT acknowledges and agrees that WSN is not a user, handler, generator, operator, treator, storer, transporter or disposer of asbestos or pollution which may be encountered by WSN on the Project. It is further understood and agreed that services WSN will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WSN's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WSN and WSN's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WSN. This indemnification shall survive the termination of this Agreement.
9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WSN may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.

11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WSN may use any CLIENT provided information in performing its services. WSN shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WSN finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WSN shall endeavor to notify the CLIENT. However, WSN shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

## ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WSN's experience and qualifications and represent WSN's judgment as an experienced design professional. It is recognized, however, that WSN does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WSN's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WSN does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WSN to CLIENT hereunder.

## ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WSN's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WSN is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WSN will not be responsible for, and CLIENT shall indemnify and hold WSN, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WSN, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WSN has undertaken or assumed under this Agreement.

## ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WSN may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WSN's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WSN's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WSN's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

## ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WSN's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WSN's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WSN has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

#### ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WSN will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFIs are, in WSN's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WSN shall be entitled to compensation for Additional Services for WSN's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

#### ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WSN will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WSN to become generally familiar with the Work. WSN shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WSN shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WSN shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WSN that are connected with the performance of such services.

#### ARTICLE 14. BETTERMENT

If, due to WSN's negligence, a required item or component of the Project is omitted from the construction documents, WSN shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WSN be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

#### ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WSN shall not be required to sign any documents, no matter by who requested, that would result in WSN having to certify, guarantee or warrant the existence of conditions whose existence WSN cannot ascertain. CLIENT agrees not to make resolution of any dispute with WSN or payment of any amount due to WSN in any way contingent upon WSN signing such certification.

#### ARTICLE 16. CONTINGENCY FUND

CLIENT and WSN agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WSN, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WSN with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

#### ARTICLE 17. INSURANCE

WSN shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WSN shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WSN is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

#### ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subcontractors, normally contemplated by WSN as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

#### ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WSN or CLIENT. WSN's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WSN because of this Agreement.

#### ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WSN's services in connection with the Project shall not subject WSN's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WSN, a Minnesota corporation, and not against any of WSN's individual employees, officers or directors.

#### ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

#### ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WSN, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WSN, employees of WSN and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WSN, employees of WSN and sub-consultants, to all those named shall not exceed WSN's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

#### ARTICLE 23. NON-DISCRIMINATION

WSN will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

#### ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WSN. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

#### ARTICLE 25. PRE-LIEN NOTICE

Pursuant to the Agreement WSN will be performing services in connection with improvements of real property and may contract with subconsultants or subcontractors as appropriate to furnish labor, skill and/or materials in the performance of the work. Accordingly, CLIENT is entitled under Minnesota law to the following Notice:

- (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for its contributions.
- (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

G. 2. d.

MEMO TO: City Council  
FROM: Public Works Commission  
DATE: February 7, 2017  
SUBJECT: Recommendation to Proceed with Condemnations

The following is an excerpt from the draft February 6, 2017 meeting minutes:

"A memo dated February 2, 2017 from Dave Reese regarding the status of easement offers/ acquisitions for Dream Island Bridge was included in the packet. Easement appraisals were completed in September 2016 and the Council directed staff to move forward with the offers to the property owners based on the appraisal values in October 2016. As of January 23, 2017, no response from either party was received, so a second letter was sent via certified mail. Jeffrey Schwarze of 37696 Dream Island Road responded to WSN that the offer of \$27,600 was not adequate and he verbally counter offered \$45,000. He had hoped the City's offer would cover the cost of tree replacement. Dave Reese explained that there were three options for the Commission to consider: 1) accept the verbal counter offer, 2) negotiate a third offer, or 3) proceed with condemnation proceedings. No response was received from Leonard and Karen Nyholm of 37703 Dream Island Road and Dave Reese stated that an alternate method of contacting this party may be needed if communication cannot be made via mail or phone. Darrell Shannon stated that he was in favor of starting the condemnation process on both properties in hopes of getting reasonable responses. Doug Vierzba agreed with Mr. Shannon and stated that the offers were generous. Tim Berg stated that he would like to know which realtor gave Mr. Schwarze the property value and stated that he could understand the Schwarze's position. Mr. Berg hoped there could be a good resolution and that condemnation would be a good approach for the unresponsive property owner. Dave Reese explained that the City Attorney would need to be involved with the condemnation process and that it could take up to 180 days. A MOTION WAS MADE BY DALE MELBERG AND SECONDED BY DOUG VIERZBA TO RECOMMEND TO THE CITY COUNCIL THAT CONDEMNATION PROCEEDINGS BEGIN FOR EASEMENTS AT 37696 AND 37703 DREAM ISLAND ROAD. AYES: ALL."

# MEMO

**Date:** February 2, 2017  
**To:** Crosslake Public Works Commission  
**From:** David Reese  
**Cc:** Ted Strand, Dave Schrupp, Brad Person  
**Project Name:** Dream Island Bridge Replacement (SAP018-597-009)  
**Project No.:** 0107B0147.000  
**Subject:** Status of Easement Offers/Acquisitions



**Brainerd/Baxter**  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117   
218.829.2517   
Brainerd@wsn.us.com   
WidsethSmithNolting.com

## Commission Members:

This memorandum provides the work completed, and current status, of temporary and permanent easement acquisition efforts for the Dream Island Bridge Replacement project:

- September 26, 2016 Easement Appraisals were completed by Johanneck Appraisals, LLC for properties owned by Leonard W. & Karen Nyholm and Jeffrey & Pamela Schwarze.
- October 10, 2016 The City Council requested City staff move forward with offers to the property owners based on the appraised values identified in the appraisal reports.
- November 30, 2016 Offer letters were mailed to the property owners with copies of the appraisal reports, easement deeds, and surveys.
- January 23, 2017 No response from property owners had been received by the City or WSN. WSN forwarded a second letter via certified mail to both property owners. Signed delivery receipts were received back from both parties (receipts attached).
- January 27, 2017 WSN received a phone message from Jeffrey Schwarze indicating the amount offered was not acceptable.
- February 2, 2017 WSN contacted Jeffrey Schwarze (320-420-9995). Mr. Schwarze provided his estimation of the easement value at \$45,000 based on his discussions with area realtors, and agreed this verbal counter offer could be presented to the City for consideration.
- February 2, 2017 WSN contacted Leonard W. & Karen Nyholm at 651-633-6487; a recorded message indicated that a voice mailbox had not been set up at that number; we were not able to leave a message; no contact was able to be made.

We recommend the Public Works Commission discuss options moving forward with the Schwarze easements, which may include: 1) acceptance of verbal counter offer, 2) negotiation of a third offer, 3) proceeding with condemnation (eminent domain) proceedings.

With regard to the Leonard W. & Karen Nyholm easements, an alternate method of contacting this party may be needed if communication cannot be made via mail or phone.

Regards,  
David S. Reese, P.E.  
City Engineer



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November 30, 2016

Leonard W. & Karen Nyholm  
1589 26<sup>th</sup> Ave NW  
New Brighton, MN 55112

**RE: *Dream Island Bridge Replacement Project – Crosslake, MN  
Permanent and Temporary Construction Easements***

Dear Mr. and Mrs. Nyholm:

The purpose of this letter is to provide the City of Crosslake's offer of compensation to you for the acquisition of permanent and temporary easements concerning the referenced project. Attached to this letter, you will find the following documents:

- A copy of the surveyor's sketch and description of the proposed easements pertaining to your property at 37703 Dream Island Road, Crosslake, MN.
- An easement deed and agreement prepared by the City Attorney that will require your signature and notarization. Said documents will be recorded with Crow Wing County.
- A copy of the Appraisal Report upon which the compensation offer is based.

The total compensation offer is \$3,400.00, which is compensation in full for:

- Permanent Easement as described.
- Temporary Easement as described.
- Value Estimate of Tree Damages as outlined in the appraisal; no replacement trees are proposed as part of this agreement. The value offered is a full and complete compensation for all tree/vegetation impacted by the project within the easement areas.

Please review this information, and contact me at 218-316-3629 if you have any questions. If this offer is acceptable to you, please sign and have notarized the attached easement deed and agreement, and forward these two documents to our attention in the attached envelope. Thank you for your consideration.

Regards,

David S. Reese, P.E.  
City Engineer

Cc: Charlene Nelson, City Clerk



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November 30, 2016

Jeffrey & Pamela Schwarze  
9744 Nature Ave  
Brownton, MN 55312

**RE: Dream Island Bridge Replacement Project – Crosslake, MN  
Permanent and Temporary Construction Easements**

Dear Mr. and Mrs. Schwarze:

The purpose of this letter is to provide the City of Crosslake's offer of compensation to you for the acquisition of permanent and temporary easements concerning the referenced project. Attached to this letter, you will find the following documents:

- A copy of the surveyor's sketch and description of the proposed easements pertaining to your property at 37696 Dream Island Road, Crosslake, MN.
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- A copy of the Appraisal Report upon which the compensation offer is based.

The total compensation offer is \$27,600.00, which is compensation in full for:

- Permanent Easement as described.
- Temporary Easement as described.
- Value Estimate of Tree Damages as outlined in the appraisal; no replacement trees are proposed as part of this agreement. The value offered is a full and complete compensation for all tree/vegetation impacted by the project within the easement areas.

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Regards,

David S. Reese, P.E.  
City Engineer

Cc: Charlene Nelson, City Clerk

0107B0147



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WidethSmithNolting.com

January 23, 2017

Jeffrey & Pamela Schwarze  
9744 Nature Ave  
Brownton, MN 55312

**RE: Dream Island Bridge Replacement Project – Crosslake, MN  
Permanent and Temporary Construction Easements**

Dear Mr. and Mrs. Schwarze:

I am writing to follow up with regard to our letter of November 30, 2016. This letter provided a compensation offer for permanent and temporary easements related to the above proposed bridge replacement project in Crosslake, Minnesota. We have not received a response from you. If you did not receive the aforementioned letter and associated documents, please contact us and we will re-send the information. If you received these documents, and have questions, we would be happy to assist in providing additional information.

Thank you for your time and consideration. Please feel free to contact me at 218-316-3629.

Regards,

A handwritten signature in black ink, appearing to read "David S. Reese".

David S. Reese, P.E.  
City Engineer

Cc: Charlene Nelson, City Clerk

0107B0147



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January 23, 2017

Leonard W. & Karen Nyholm  
1589 26<sup>th</sup> Ave NW  
New Brighton, MN 55112

**RE: Dream Island Bridge Replacement Project – Crosslake, MN  
Permanent and Temporary Construction Easements**

Dear Mr. and Mrs. Nyholm

I am writing to follow up with regard to our letter of November 30, 2016. This letter provided a compensation offer for permanent and temporary easements related to the above proposed bridge replacement project in Crosslake, Minnesota. We have not received a response from you. If you did not receive the aforementioned letter and associated documents, please contact us and we will re-send the information. If you received these documents, and have questions, we would be happy to assist in providing additional information.

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Regards,

A handwritten signature in black ink, appearing to read "David S. Reese".


David S. Reese, P.E.  
City Engineer

Cc: Charlene Nelson, City Clerk

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete Items 1, 2, and 3.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) _____ C. Date of Delivery <u>F26</u></p>
<p>1. Article Addressed to:</p> <p>Jeffrey + Pamela Schwarz            9744 Nature Avenue            Brown ton, MN 55312</p>  <p>9590 9402 2327 6225 4574 10</p>	<p>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes          If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type <input type="checkbox"/> Priority Mail Express®  <input type="checkbox"/> Adult Signature <input type="checkbox"/> Registered Mail™  <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail Restricted Delivery  <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™  <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery  <input type="checkbox"/> Collect on Delivery Restricted Delivery</p>
<p>2. Article Number (Transfer from service label)</p> <p>7016 0340 0001 0719 8520</p>	<p>Restricted Delivery</p>

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete Items 1, 2, and 3.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) _____ C. Date of Delivery <u>7-25-17</u></p>
<p>1. Article Addressed to:</p> <p>Leonard W. + Karen Nyholm            1589 26<sup>th</sup> Avenue NW            New Brighton MN 55112</p>  <p>9590 9402 2327 6225 4573 97</p>	<p>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes          If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type <input type="checkbox"/> Priority Mail Express®  <input type="checkbox"/> Adult Signature <input type="checkbox"/> Registered Mail™  <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail Restricted Delivery  <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™  <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery  <input type="checkbox"/> Collect on Delivery Restricted Delivery  <input type="checkbox"/> Insured Mail</p>
<p>2. Article Number (Transfer from service label)</p> <p>7016 0340 0001 0719 8544</p>	<p>Restricted Delivery</p>

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

G.3.a.

**Staff Report - Crosslake Parks, Recreation & Library**

**Date: February 8, 2017**

**To: Crosslake City Council**

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

**1. Thank You**

The Parks Department would like to thank the Crosslake Ideal Lions Club and the Park and Library Foundation of Crosslake for their contribution to support the purchase of the new Polaris Ranger. Each organization donated \$2,500 towards the purchase. WCCO news did a special on skiing last week as part of our Winterfest celebration and we have had many new skiers since the segment aired. We would also like to recognize our local skiers for their financial contributions towards the purchase.

**2. Bunco Club**

The Parks Department has started a new club at the Community Center. Come and learn the game of Bunco. Bunco is played with Dice. The program will be played on Monday's from 1:00-3:30.

**3. Dog Park Committee Update / Park Commission Recommendation**

The Park/Library Commission would like the Crosslake City Council to provide approval for the Dog Park Committee to host an informational meeting in the month of March to discuss concepts for the Dog Park. This new park will be funded by donations. The group is currently looking at locations near the Public Works Joint Maintenance Facility. Since the group meets before the regular monthly City Council meeting the Park Director will provide an update at Monday's Council meeting.

**4. AAA**

The Community Center will be hosting senior driving refresher courses on Thursday February 23rd and Thursday March 9th from 9-1.

Interested participants can call AAA at 1-888-234-1294.

**5. Roof Update**

WSN, Norson and the City of Crosslake will be sharing the expenses to repair the Community Center Roof issue. The work will be completed by Equity Builders this spring.

**6. Tax Appointments**

AARP is once again performing free tax help at the Crosslake Community Center. Reservations are available on Tuesday's and Wednesday's from 9-12. Call the Community Center for an appointment.