

**City of Fifty Lakes  
Council Meeting Agenda  
August 8, 2023, 6:00 pm**

**I. Call to Order/Roll Call**

- Meeting is being recorded and audio will be posted on the city website, anyone wishing to speak please raise your hand until recognized by the mayor then state your name and residence.

**II. Pledge of Allegiance**

**III. Consider Agenda (additional items require a motion)**

**IV. Open Forum**

**V. Consent Agenda:** One motion to approve.

- Minutes July 11, 2023
- Treasurer's Report and payment of bills: \$199,735.78 including Checks # 45544 to #45652
- Fire & Rescue Minutes

**VI. New Business/Critical Issues**

- Approve Resolution 2023-14 accepting \$50,000 from Sourcewell
- Approval of moving checking account from Frandsen Bank to Pine River State Bank, Emily

**VII. Committee Reports**

- Planning and Zoning –Gary Staples
  - Staff Report
- Parks – Toni Buchite – Toni Buchite
  - Park pavilion bathroom/utility room ceiling
  - Water hookup to park pavilion
  - Park committee members and meeting dates
  - Community gardens
- Fire & Rescue – Jill Radman
- Road Construction and Maintenance – Mark Bradley
  - Approval to hire Bill Bright as seasonal maintenance
  - Approval of McCoy quote \$5,814.22 for 2011 John Deere Tractor repairs
- Liquor Store - Randy Zeigler
  - Review P & L
  - Variance Report
  - Staff Report
- Mayor's Report – Toni Buchite
  - Council member absences at meetings
  - Ordinance Prohibiting Adult Use Cannabis on City Property

- Renew CDs #65010717 for \$30,211.36 and #65010726 for \$30,378.99 at Pine River State Bank from 1.25% to 5.01%
- Purchasing/Personnel – Toni Buchite
  - Revision to page 10 of the employee handbook
  - League of Mn Cities Clerks Academy Sept 14 & 15 Staples
  - Region V Meetings October 11, December 13 & April 10 Staples
  - Sourcewell Open Meeting Law September 14 Staples

**VIII. Unfinished Business**

**IX. Open Forum**

**X. Adjourn**

MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE FIFTY LAKES CITY COUNCIL  
July 11th, 2023

The Regular Monthly Meeting of the Fifty Lakes City Council was held on Tuesday, July 11th, 2023, at City Hall at 6:00 pm. The following officers were present: Toni Buchite, Mayor; Gary Staples, Jill Radman, Mark Bradley, Randy Zeigler, Council Members; Ann Raph, City Clerk; Jessica Istvanovich, Deputy Clerk; Chad Wosmek, Maintenance Supervisor; Diana Johnson, Liquor Manager.

The Pledge of Allegiance was recited.

Consider Agenda:

MOTION MADE BY MR. BRADLEY AND SECONDED BY MS. RADMAN TO ADD PARKING LOT DAMAGE UNDER LIQUOR STORE, POLICY ON BORROWING CITY ITEMS UNDER MAYOR'S REPORT, NEW SPEED LIMIT SIGNS UNDER ROAD CONSTRUCTION AND MAINTENANCE AND RV TANK DUMP STATION UNDER PARKS TO THE AGENDA. When polled: All members voted aye. Motion carried.

Consent Agenda: Mayor Buchite requested consideration of the consent agenda. Council reviewed: Council Meeting Minutes for Regular Meeting June 13<sup>th</sup>, 2023; Treasurer's Report: Payment of bills in the amount of \$24,5059.79 including Check No #45426 through #455557; Fire and Rescue Minutes; Resolution 2023-12 Signatory Authorization Power.

MOTION MADE BY MR. BRADLEY AND SECONDED BY MR. ZEIGLER TO APPROVE THE CONSENT AGENDA AS PRESENTED. When polled: All members vote aye. Motion carried.

New Business/Critical Issues:

Dave Winkelman of Winkelman Solar Developers presented a proposal for solar panels from TM Electric LLC and Real Solar LLC on the roof of the City Hall/Municipal Bar building. Mr. Winkelman suggests that the council investigate federal grants and state grants that are available and will be becoming available in the coming months. The council thanked Mr. Winkelman for his presentation and proposals. The council discussed a review of Fifty Lakes Day 2023.

Planning and Zoning: The Planning Commission held their regular meeting on June 27th, 2023, at which there was one public hearing. A variance request to construct a 640-sf dwelling addition partially within the OHW level setback on the property located 41282 Peninsula Road was approved. Mr. Burslie updated the council on the Horvath cell tower. The FAA has determined a light is to be required at the top of the proposed 199' telecommunications tower on Kego Lake Road. The conditional use permit for the tower must be amended and approved by the city prior to construction. Mr. Burslie also informed the council that over the next couple of months the planning commission will be reviewing ordinances regarding park dedication fees, recreational vehicles, and shoreline grading. Any suggested changes will be sent to the city council after a public hearing.

Parks: MOTION MADE BY MR. BRADLEY AND SECONDED BY MR. STAPLES TO PASS RESOLUTION 2023-13 TO SUBMIT AN APPLICATION TO SOURCEWELL COMMUNITY MATCH FUNDS OF \$10,000.00 FOR PARK IMPROVEMENTS. When polled: All members vote aye. Motion carried. The council had discussions on the following: forming a park committee and the option of providing an RV tank dump station.

Public Safety: Jesse Anderson, Assistant Fire Chief, reported 1 medical call and 1 fire call for the month of June. The City of Fifty Lakes was awarded \$50,000 from Sourcewell Community Impact Funds for Emergency Sirens.

Road Construction and Maintenance:

MOTION MADE BY MS. BUCHITE AND SECONDED BY MS. RADMAN THAT THE CORNER LOT WILL NOT BE USED BY PRIVATE INDIVIDUALS FOR ITEMS FOR SALE OR PLACED FOR FREE. When polled: All members voted aye. Motion carried. Mr. Wosmek discussed with the council purchasing white speed limit signs of 25 mph to replace the older yellow signs on smaller city roads.

Liquor Store: Mr. Zeigler reported the Liquor committee discussed improvements to the patio area including waitstaff and shade screens. Ms. Johnson reported an \$11,000 profit in June.

MOTION MADE BY MS. RADMAN AND SECONDED BY MR. STAPLES TO WITHDRAW J. POTZ FROM EMPLOYMENT. When polled. All members voted aye. Motion carried.

Mayor's Report:

MADE MOTION BY MS. RADMAN AND SECONDED BY MR. ZEIGLER TO ACCEPT THE BID FROM TREMOLO FOR \$1,340.00 TO INSTALL A VIDEO CONFERENCING CAMERA IN THE CHAMBER ROOM INCLUDING WIRING AND INSTALLATION. When polled: All members voted aye. Motion carried.

MOTION MADE BY MR. STAPLES AND SECONDED BY MR. ZEIGLER TO ACCEPT THE BID FROM TREMOLO FOR \$700.00 TO CREATE A NEW CITY WEBISTE INCLUDING TRAINING STAFF ON OPERATION USE. When polled: All members voted aye. Motion carried.

A special budget meeting is scheduled for August 8<sup>th</sup> at 5pm ahead of the regular council meeting at 6pm.

Adjourn: MOTION MADE BY MR. BRADLEY AND SECONDED BY MR. ZEIGLER TO ADJOURN. The meeting adjourned at 8:09 pm.

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Jessica Istvanovich, Deputy Clerk

DRAFT

Cash Control  
Checking and Investments

<b>Funds</b>		<b>Beg. Bal.</b>	<b>Receipts</b>	<b>Disbursed</b>	<b>E. Bal.</b>			
City General		104,215.13	58,419.22	19,558.41	143,075.94			
Roads & Maintenance		168,611.08	50,167.97	23,953.46	194,825.59			
Fire & Rescue		52,485.18	15,332.59	3,792.82	64,024.95			
Captial Fire Equip Fund		15,000.00	0.00	0.00	15,000.00			
Parks		67,934.98	12,877.60	15,278.11	65,534.47			
Public Safety		19,621.23	50,000.00	0.00	69,621.23			
FLLIP Lake Improvement		24,225.75	0.00	1,963.54	22,262.21			
50 Lake Day Fund		5,078.73	55.00	1,789.56	3,344.17			
Liquor Store		79,771.73	108,910.30	79,877.96	108,804.07			
ATM		6,329.04	39,780.00	42,000.00	4,109.04			
ATM Machine		3,740.00	0.00	0.00	3,740.00			
Lottery		5,960.05	2,663.15		8,623.20			
Fire Truck Loan Acct.		9,824.64	1,700.00	11,521.92	2.72			
<b>Checking Account Total</b>		<b>562,797.54</b>	<b>339,905.83</b>	<b>199,735.78</b>	<b>702,967.59</b>			
Operating Cash- City Hall		100.00			100.00			
Operating Cash- Liq		2,700.00			2,700.00			
<b>Investments</b>	<b>CD #</b>	<b>Beg. Bal.</b>	<b>Receipts</b>	<b>Disbursed</b>	<b>E. Bal.</b>	<b>Fund</b>	<b>APY</b>	<b>Maturity</b>
Pine River State Bank	65010717	30,211.36			30,211.36	FLLP	1.25%	23-Jun-24
First National Bank	22535/1607	50,899.01	331.65		51,230.66	General	4.00%	05-Feb-24
First National Bank	22436	64,103.12	417.69		64,520.81	General	4.00%	18-Feb-24
Pine River State Bank	65010726	30,378.99			30,378.99	Gen CAP	1.25%	21-Jul-24
First Western Bank	1235635	100,000.00			100,000.00	General	2.00%	23-Sep-23
		<b>245,381.12</b>	<b>749.34</b>	<b>0.00</b>	<b>246,130.46</b>			
First National Bank	22534/1601	45,833.85	298.64		46,132.49	Roads	4.00%	05-Feb-24
First Western Bank	407507	143,586.35			143,586.35	Roads	2.000%	08-Sep-23
First Western Bank	1235637	114,063.09			114,063.09	Roads	2.000%	23-Sep-23
First Western Bank	1235636	100,000.00			100,000.00	Roads	2.000%	23-Sep-23
Pine River State Bank	65011434	100,000.00			100,000.00	Roads	4.000%	17-Apr-24
		<b>503,483.29</b>	<b>298.64</b>	<b>0.00</b>	<b>503,781.93</b>			
First National Bank	40001027517	20,000.00			20,000.00	LIQ	1.40%	13-Jul-24
<b>Total Investments</b>		<b><u>779,075.77</u></b>	<b><u>1,047.98</u></b>	<b><u>0.00</u></b>	<b><u>780,123.75</u></b>			
		<b>B. Balance</b>	<b>Receipts</b>	<b>Disbursed</b>	<b>End Balance</b>			
<b>Balance All Fund 7/31/2023</b>		1,365,721.29	339,905.83	199,735.78	1,505,891.34			

As on 7/31/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	109,197.41	195,656.10	0.00	30,000.00	191,777.57	0.00	0.00	143,075.94	0.00	143,075.94
Road and Bridge	175,594.76	204,476.80	0.00	0.00	185,245.97	0.00	0.00	194,825.59	0.00	194,825.59
Public Safety	19,621.23	50,000.00	0.00	0.00	0.00	0.00	0.00	69,621.23	0.00	69,621.23
Lake Improve Prog	17,067.43	10,666.10	0.00	0.00	5,471.32	0.00	0.00	22,262.21	0.00	22,262.21
Fire & Rescue	78,680.59	62,880.97	0.00	0.00	77,536.61	0.00	0.00	64,024.95	0.00	64,024.95
Fifty Lakes Day Fund	2,985.79	9,071.00	0.00	3,600.00	12,312.62	0.00	0.00	3,344.17	0.00	3,344.17
Petty Cash - City Hall	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
General CD1235635	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	100,000.00
GenCapImpro CD65010726	30,000.00	378.99	0.00	0.00	0.00	0.00	0.00	30,378.99	0.00	30,378.99
Parks	48,807.09	21,248.89	0.00	50,000.00	54,521.51	0.00	0.00	65,534.47	0.00	65,534.47
General CD#22436	64,103.12	417.69	0.00	0.00	0.00	0.00	0.00	64,520.81	0.00	64,520.81
Roads CD#65011434	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00	100,000.00
Roads CD#22534/1601	45,833.85	298.64	0.00	0.00	0.00	0.00	0.00	46,132.49	0.00	46,132.49
Roads CD#1235637	114,063.09	0.00	0.00	0.00	0.00	0.00	0.00	114,063.09	0.00	114,063.09
Roads 09673/407507	143,586.35	0.00	0.00	0.00	0.00	0.00	0.00	143,586.35	0.00	143,586.35
Roads CD 1235636	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	100,000.00
FLLP CD1234704/65010717	30,211.36	0.00	0.00	0.00	0.00	0.00	0.00	30,211.36	0.00	30,211.36
Fire Truck Fund General	11,346.56	11,700.00	0.00	0.00	23,043.84	0.00	0.00	2.72	0.00	2.72
Capital Fire Equip Fund	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
Municipal Liquor Store	173,692.99	473,467.14	0.00	0.00	538,356.06	0.00	0.00	108,804.07	0.00	108,804.07
ATM Account	8,969.04	183,600.00	0.00	0.00	188,460.00	0.00	0.00	4,109.04	0.00	4,109.04
ATM Machine	3,740.00	0.00	0.00	0.00	0.00	0.00	0.00	3,740.00	0.00	3,740.00
LIQ CD #27517	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
Lottery Account	11,369.87	14,326.78	0.00	0.00	17,073.45	0.00	0.00	8,623.20	0.00	8,623.20
Liq Petty Cash/Operating Funds	2,700.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00	0.00	2,700.00
General CD#22535/1607	50,899.01	331.65	0.00	0.00	0.00	0.00	0.00	51,230.66	0.00	51,230.66
<b>Total :</b>	<b>1,377,569.54</b>	<b>1,238,520.75</b>	<b>100,000.00</b>	<b>83,600.00</b>	<b>1,293,798.95</b>	<b>0.00</b>	<b>0.00</b>	<b>1,505,891.34</b>	<b>0.00</b>	<b>1,505,891.34</b>

For the Period : 7/1/2023 To 7/31/2023

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$104,215.13	\$58,419.22	\$19,558.41	\$143,075.94	\$0.00	\$11,793.55	\$154,869.49
Road and Bridge	\$168,611.08	\$50,167.97	\$23,953.46	\$194,825.59	\$0.00	\$9,936.74	\$204,762.33
Parks	\$67,934.98	\$12,877.60	\$15,278.11	\$65,534.47	\$10,000.00	\$13,143.01	\$68,677.48
Public Safety	\$19,621.23	\$50,000.00	\$0.00	\$69,621.23	\$0.00	\$0.00	\$69,621.23
Lake Improve Prog	\$24,225.75	\$0.00	\$1,963.54	\$22,262.21	\$0.00	\$1,309.02	\$23,571.23
Fire & Rescue	\$52,485.18	\$15,332.59	\$3,792.82	\$64,024.95	\$0.00	\$2,362.11	\$66,387.06
Fifty Lakes Day Fund	\$5,078.73	\$55.00	\$1,789.56	\$3,344.17	\$0.00	\$150.00	\$3,494.17
Petty Cash - City Hall	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
General CD1235635	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
GenCapImpro CD65010726	\$30,378.99	\$0.00	\$0.00	\$30,378.99	\$0.00	\$0.00	\$30,378.99
General CD#22535/1607	\$51,230.66	\$0.00	\$0.00	\$51,230.66	\$0.00	\$0.00	\$51,230.66
General CD#22436	\$64,520.81	\$0.00	\$0.00	\$64,520.81	\$0.00	\$0.00	\$64,520.81
Roads CD#65011434	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Roads CD#22534/1601	\$46,132.49	\$0.00	\$0.00	\$46,132.49	\$0.00	\$0.00	\$46,132.49
Roads CD#1235637	\$114,063.09	\$0.00	\$0.00	\$114,063.09	\$0.00	\$0.00	\$114,063.09
Roads 09673/407507	\$143,586.35	\$0.00	\$0.00	\$143,586.35	\$0.00	\$0.00	\$143,586.35
Roads CD 1235636	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
FLLP CD1234704/65010717	\$30,211.36	\$0.00	\$0.00	\$30,211.36	\$0.00	\$0.00	\$30,211.36
Fire Truck Fund General	\$9,824.64	\$1,700.00	\$11,521.92	\$2.72	\$0.00	\$0.00	\$2.72
Capital Fire Equip Fund	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Municipal Liquor Store	\$79,771.73	\$108,910.30	\$79,877.96	\$108,804.07	\$2,115.41	\$43,491.02	\$150,179.68
ATM Account	\$6,329.04	\$39,780.00	\$42,000.00	\$4,109.04	\$0.00	\$0.00	\$4,109.04
ATM Machine	\$3,740.00	\$0.00	\$0.00	\$3,740.00	\$0.00	\$0.00	\$3,740.00
LIQ CD #27517	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00
Lottery Account	\$5,960.05	\$2,663.15	\$0.00	\$8,623.20	\$0.00	\$0.00	\$8,623.20
Liq Petty Cash/Operating Funds	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,700.00
<b>Total</b>	<b>\$1,365,721.29</b>	<b>\$339,905.83</b>	<b>\$199,735.78</b>	<b>\$1,505,891.34</b>	<b>\$12,115.41</b>	<b>\$82,185.45</b>	<b>\$1,575,961.38</b>



Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
07/03/2023	50 Lakes Bar & Bottle Shop	9350	Deposit week end 07/02/2023	(07/03/2023) - LIQ	N	Sales	609-37810-	\$ 248.66
						Liquor	609-37811-	\$ 2,553.58
						Liquor	609-37811-	\$ 266.37
						Beer	609-37812-	\$ 2,081.16
						Wine	609-37813-	\$ 66.43
						Soft Drinks	609-37814-	\$ 66.49
						Other Merchandise	609-37815-	\$ 388.07
						Other Merchandise	609-37815-	\$ 139.99
						Cigarettes and Tobacco	609-37816-	\$ 393.95
						Sales	609-37910-	\$ 641.17
						Beer	609-37912-	\$ 2,070.27
						Wine	609-37913-	\$ 95.55
						Soft Drinks	609-37914-	\$ 189.00
						Clothing	609-37917-	\$ 482.00
						Food	609-37918-	\$ 2,214.00
						Cash Discounts - On-Sale	609-37930-	\$ (30.00)
						Cash Over On-Sale	609-37940-	\$ 76.25
								<b>\$ 11,942.94</b>
07/03/2023	Jason Cronister	CC9351	Permit 43835 Kego	(07/03/2023) - Permit	N	Building Permits (Excludes surcharge)	100-32210-	\$ 100.00
								<b>\$ 100.00</b>
07/05/2023	Crow Wing County	9364	Tax Settlement	(07/05/2023) -	N	General Property Taxes (31001 through 31299)	100-31001-	\$ 56,900.39
						Penalties and Interest Delinquent Taxes	100-31901-	\$ 15.93
						General Property Taxes (31001 through 31299)	201-31001-	\$ 50,167.97
						General Property Taxes (31001 through 31299)	204-31001-	\$ 2,877.60
						General Property Taxes (31001 through 31299)	225-31001-	\$ 15,332.59
								<b>\$ 125,294.48</b>



Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>		<u>Total</u>
07/05/2023	United States Post Office	9373	VPO Rental Fee	(07/05/2023) - USPS	N	VPO (Village Post Office) Contract	100-36225-	\$	41.67
								<b>\$</b>	<b>41.67</b>
07/05/2023	Amy Hilton	CC9352	Permit Palmer Trail	(07/05/2023) - Permit	N	Building Permits (Excludes surcharge)	100-32210-	\$	50.00
								<b>\$</b>	<b>50.00</b>
07/06/2023	John McGuire	9344	McGuire Address and Driveway Permit	(07/06/2023) - Permit	N	Building Permits (Excludes surcharge)	100-32210-	\$	150.00
								<b>\$</b>	<b>150.00</b>
07/07/2023	Nibbe/Boyer/Johnson	9348	Shed, Variance, Addition	(07/07/2023) - Permit	N	Building Permits (Excludes surcharge)	100-32210-	\$	725.00
								<b>\$</b>	<b>725.00</b>
07/07/2023	Bob	9349	Stamps	(07/07/2023) - Stamps	N	Stamps	100-34003-	\$	12.00
								<b>\$</b>	<b>12.00</b>
07/09/2023	50 Lakes Bar & Bottle Shop	9351	Deposit week end 07/09/2023	(07/09/2023) - LIQ	N	Sales	609-37810-	\$	423.41
						Liquor	609-37811-	\$	8,557.87
						Liquor	609-37811-	\$	1,025.36
						Beer	609-37812-	\$	2,884.17
						Wine	609-37813-	\$	172.84
						Soft Drinks	609-37814-	\$	90.49
						Other Merchandise	609-37815-	\$	538.93
						Other Merchandise	609-37815-	\$	296.29
						Cigarettes and Tobacco	609-37816-	\$	795.35
						Sales	609-37910-	\$	2,003.65
						Beer	609-37912-	\$	6,344.85
						Wine	609-37913-	\$	351.72
						Soft Drinks	609-37914-	\$	577.50
						Clothing	609-37917-	\$	1,474.63
						Food	609-37918-	\$	6,143.64
						Vending Machine Revenues or Commissions	609-37920-	\$	390.14
						Cash Discounts - On-Sale	609-37930-	\$	(223.91)
						Cash Over On-Sale	609-37940-	\$	(9.06)

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
								<b>\$ 31,837.87</b>
07/16/2023	50 Lakes Bar & Bottle Shop	9352	Deposit week end 7/16/23	(07/17/2023) - LIQ	N	Sales	609-37810-	\$ 293.85
						Liquor	609-37811-	\$ 5,552.92
						Liquor	609-37811-	\$ 919.07
						Beer	609-37812-	\$ 1,762.72
						Wine	609-37813-	\$ 122.91
						Soft Drinks	609-37814-	\$ 97.23
						Other Merchandise	609-37815-	\$ 229.85
						Other Merchandise	609-37815-	\$ 195.54
						Cigarettes and Tobacco	609-37816-	\$ 607.31
						Sales	609-37910-	\$ 1,270.43
						Beer	609-37912-	\$ 4,547.32
						Wine	609-37913-	\$ 203.85
						Soft Drinks	609-37914-	\$ 318.94
						Clothing	609-37917-	\$ 587.00
						Food	609-37918-	\$ 3,025.12
						Cash Discounts - On-Sale	609-37930-	\$ (347.37)
						Cash Over On-Sale	609-37940-	\$ 55.77
								<b>\$ 19,442.46</b>
07/17/2023	Sourcewell	9354	Emergency Siren Funding	(07/17/2023) - Sourcewell	N	Other County Grants and Aids	211-33620-	\$ 50,000.00
								<b>\$ 50,000.00</b>
07/17/2023	Sanimax	9355	Recycling of Food Oil	(07/17/2023) -	N	Refunds & Ins. Dividends	609-36215-	\$ 36.25
								<b>\$ 36.25</b>
07/17/2023	Alan Jorgensen	9356	Permit Deck	(07/17/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 75.00
								<b>\$ 75.00</b>
07/17/2023	Gerald Anderson	9357	Permit Shed	(07/17/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 100.00
								<b>\$ 100.00</b>
07/17/2023	Fifty Lakes Fire Relief	9358	Fire Truck payment	(07/17/2023) -	N	Contributions and Donations from Private Sources	425-36230-	\$ 1,700.00
								<b>\$ 1,700.00</b>

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
07/17/2023	Fifty Lakes Fire Relief	9359	Half of patio speakers	(07/17/2023) -	N	Other Merchandise	609-37815-	\$ 250.00
								<b>\$ 250.00</b>
07/17/2023	Fifty Lakes Fire Relief	9360	June Rent	(07/17/2023) - Rent	N	Pull Tab Rent	609-37922-	\$ 1,770.90
								<b>\$ 1,770.90</b>
07/17/2023	Bares/Tune	9361	Fifty Lakes Day Booths	(07/17/2023) -	N	Charges for Services	226-34001-	\$ 55.00
								<b>\$ 55.00</b>
07/17/2023	Johnson/Raph	9362	Stamps	(07/17/2023) -	N	Stamps	100-34003-	\$ 26.00
								<b>\$ 26.00</b>
07/17/2023	Schroder	9363	Pavilion Rental	(07/17/2023) -	N	Charges for Services	100-34001-	\$ 25.00
								<b>\$ 25.00</b>
07/20/2023	Crow Wing County	9365	2022 FED Pilt	(07/20/2023) -	N	Federal Grants and Aids	100-33101-	\$ 149.95
								<b>\$ 149.95</b>
07/20/2023	Cardtronics	9374	ATM Transactions	(07/20/2023) - ATM	N	Vending Machine Revenues or Commissions	609-37920-	\$ 636.30
								<b>\$ 636.30</b>
07/23/2023	50 Lakes Bar & Bottle Shop	9367	Deposit week end 7/23/23	(07/23/2023) - LIQ	N	Sales	609-37810-	\$ 343.14
						Liquor	609-37811-	\$ 1,143.74
						Liquor	609-37811-	\$ 4,426.21
						Beer	609-37812-	\$ 2,115.46
						Wine	609-37813-	\$ 148.05
						Soft Drinks	609-37814-	\$ 89.23
						Other Merchandise	609-37815-	\$ 160.49
						Other Merchandise	609-37815-	\$ 301.16
						Cigarettes and Tobacco	609-37816-	\$ 509.42
						Sales	609-37910-	\$ 1,219.17
						Beer	609-37912-	\$ 4,502.01
						Wine	609-37913-	\$ 191.13
						Soft Drinks	609-37914-	\$ 328.55
						Clothing	609-37917-	\$ 478.00
						Food	609-37918-	\$ 3,882.12

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
						Vending Machine Revenues or Commissions	609-37920-	\$ (1.00)
						Cash Discounts - On-Sale	609-37930-	\$ (398.04)
						Cash Over On-Sale	609-37940-	\$ 164.42
								<b>\$ 19,603.26</b>
07/28/2023	Sourcwell	9366	Park Grant	(07/28/2023) -	N	Contributions and Donations from Private Sources	204-36230-	\$ 10,000.00
								<b>\$ 10,000.00</b>
07/28/2023	Cash	9368	Stamps	(07/28/2023) - Stamps	N	Stamps	100-34003-	\$ 42.00
								<b>\$ 42.00</b>
07/28/2023	ATM Network	9371	ATM transactions	(07/28/2023) - ATM	N	ATM Transactions	610-36221-	\$ 39,780.00
								<b>\$ 39,780.00</b>
07/28/2023	MN State Lottery	9372	Lottery Transactions	(07/28/2023) - Lottery	N	Lottery Transactions	617-36222-	\$ 2,663.15
								<b>\$ 2,663.15</b>
07/30/2023	50 Lakes Bar & Bottle Shop	9369	Deposit week end 7/30/23	(07/30/2023) - LIQ	N	Sales	609-37810-	\$ 350.50
						Liquor	609-37811-	\$ 857.50
						Liquor	609-37811-	\$ 4,917.00
						Beer	609-37812-	\$ 2,360.57
						Wine	609-37813-	\$ 141.88
						Soft Drinks	609-37814-	\$ 100.73
						Other Merchandise	609-37815-	\$ 255.40
						Other Merchandise	609-37815-	\$ 304.08
						Cigarettes and Tobacco	609-37816-	\$ 647.93
						Sales	609-37910-	\$ 1,327.53
						Beer	609-37912-	\$ 4,174.33
						Wine	609-37913-	\$ 369.48
						Soft Drinks	609-37914-	\$ 401.29
						Clothing	609-37917-	\$ 475.00
						Food	609-37918-	\$ 4,890.64
						Cash Discounts - On-Sale	609-37930-	\$ (319.74)
						Cash Over On-Sale	609-37940-	\$ 20.79

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
								<u>\$ 21,274.91</u>
07/31/2023	50 Lakes Bar & Bottle Shop	9370	Deposit week end 7/31/23	(07/31/2023) - LIQ	N	Sales	609-37810-	\$ 23.79
						Liquor	609-37811-	\$ 23.99
						Liquor	609-37811-	\$ 745.12
						Beer	609-37812-	\$ 214.32
						Other Merchandise	609-37815-	\$ 22.88
						Other Merchandise	609-37815-	\$ 38.65
						Cigarettes and Tobacco	609-37816-	\$ 154.97
						Sales	609-37910-	\$ 171.12
						Beer	609-37912-	\$ 581.84
						Wine	609-37913-	\$ 63.71
						Soft Drinks	609-37914-	\$ 61.00
						Food	609-37918-	\$ 378.25
						Cash Discounts - On-Sale	609-37930-	\$ (158.75)
						Cash Over On-Sale	609-37940-	\$ (205.48)
								<u>\$ 2,115.41</u>
07/31/2023	Frandsen Bank	9375	Interest Earnings	(07/31/2023) - INT	N	Interest Earning	100-36210-	\$ 6.28
								<u>\$ 6.28</u>
<b>Total for Selected Receipts</b>								<u><u>\$ 339,905.83</u></u>

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/03/2023	Cash	2527	ATM Refill	N	ATM Transactions	610-41502-210-	\$ 8,000.00
		<b>Total For Check</b>	<b>2527</b>				<b>\$ 8,000.00</b>
07/05/2023	Deluxe Check	07052023	Deposit Slips	N	General Government	100-41001-201-	\$ 109.58
		<b>Total For Check</b>	<b>07052023</b>				<b>\$ 109.58</b>
07/05/2023	Cash	2528	ATM Refill	N	ATM Transactions	610-41502-210-	\$ 4,000.00
		<b>Total For Check</b>	<b>2528</b>				<b>\$ 4,000.00</b>
07/05/2023	Todd Wohl	45544	Entertainment July 3rd	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-343-	\$ 300.00
		<b>Total For Check</b>	<b>45544</b>				<b>\$ 300.00</b>
07/05/2023	Chrome Wheels	45550	Entertainment July 7th	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-343-	\$ 600.00
		<b>Total For Check</b>	<b>45550</b>				<b>\$ 600.00</b>
07/10/2023	Cash	2529	ATM Refill	N	ATM Transactions	610-41502-210-	\$ 6,000.00
		<b>Total For Check</b>	<b>2529</b>				<b>\$ 6,000.00</b>
07/10/2023	Merchant Services	CC06302023	CC Fees	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-307-	\$ 1,213.87
		<b>Total For Check</b>	<b>CC06302023</b>				<b>\$ 1,213.87</b>
07/11/2023	Comedy Trapper LLC	45559	Entertainment 90 Min Comedy Show 7-12-23	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-343-	\$ 400.00
		<b>Total For Check</b>	<b>45559</b>				<b>\$ 400.00</b>
07/11/2023	Kevin Wright	45560	Entertainment 7-15-23	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-343-	\$ 200.00
		<b>Total For Check</b>	<b>45560</b>				<b>\$ 200.00</b>
07/12/2023	Blue Cross Blue Shield of Minnesota	45561	Vision Ins. Prem. June 2023	N	Administration	100-41401-101-	\$ 7.66
		45561				100-41401-131-	\$ 7.67
		45561			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 7.66
		45561				609-49750-131-	\$ 7.67
		<b>Total For Check</b>	<b>45561</b>				<b>\$ 30.66</b>

14

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/12/2023	Crosby-Ironton Courier	45562	Fifty Lakes Day Ad	N	General Government	226-41001-342-	\$ 144.52
		45562			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-342-	\$ 72.26
		<b>Total For Check 45562</b>					<b>\$ 216.78</b>
07/12/2023	Hubbard Radio Brainerd	45563	Twins, Fifty Lakes Day	N	General Government	226-41001-342-	\$ 1,292.02
		45563			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-342-	\$ 862.01
		<b>Total For Check 45563</b>					<b>\$ 2,154.03</b>
07/12/2023	Emily Outing Fifty Lakes Lions Club	45564	Adv Golf Tee Sponsorship	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-342-	\$ 50.00
		<b>Total For Check 45564</b>					<b>\$ 50.00</b>
07/12/2023	LMCIT	45565*	Work Comp	N	General Government	100-41001-151-	\$ 1,112.70
		45565*			Highways and Streets	201-43101-151-	\$ 10,236.84
		45565*			Fire Administration	225-42210-151-	\$ 1,335.24
		45565*			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-151-	\$ 9,569.22
		<b>Total For Check 45565</b>					<b>\$ 22,254.00</b>
07/12/2023	MMBA	45566	Membership Dues July 2023-2024	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-433-	\$ 800.00
		<b>Total For Check 45566</b>					<b>\$ 800.00</b>
07/12/2023	MN PEIP	45567	Health & Dental Insurance Balance Due August 2023	N	Administration	100-41401-101-	\$ 540.47
		45567				100-41401-101-	\$ 55.65
		45567				100-41401-131-	\$ 2,161.87
		45567				100-41401-132-	\$ 55.65
		45567			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 55.65
		45567				609-49750-101-	\$ 540.47
		45567				609-49750-131-	\$ 2,161.87
		45567				609-49750-132-	\$ 55.65
		<b>Total For Check 45567</b>					<b>\$ 5,627.28</b>
07/12/2023	Pequot Gull Lake Sanitation	45568	Trash Service	N	General Government	100-41001-384-	\$ 106.40
		45568			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-384-	\$ 251.10
		<b>Total For Check 45568</b>					<b>\$ 357.50</b>



Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/12/2023	Pine River State Bank	45569	Fire Truck Loan 89628	N	Fire Administration	425-42210-601-	\$ 10,433.93
		45569				425-42210-611-	\$ 1,087.99
		<b>Total For Check 45569</b>					<b>\$ 11,521.92</b>
07/12/2023	Simonson Lumber Company	45570	Park Pavilion Doors	N	General Government	204-41001-223-	\$ 2,087.10
		<b>Total For Check 45570</b>					<b>\$ 2,087.10</b>
07/12/2023	Xcel Energy	45571	Natural Gas -	N	General Government	100-41001-383-	\$ 24.99
		45571			Highways and Streets	201-43101-383-	\$ 16.52
		45571			Fire Administration	225-42210-383-	\$ 16.51
		45571			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-383-	\$ 46.40
		<b>Total For Check 45571</b>					<b>\$ 104.42</b>
07/12/2023	MN Department of Revenue	STI63023	Sales Tax June 2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-450-	\$ 7,913.00
		<b>Total For Check STI63023</b>					<b>\$ 7,913.00</b>
07/14/2023	Cash	2530	ATM Refill	N	ATM Transactions	610-41502-210-	\$ 6,000.00
		<b>Total For Check 2530</b>					<b>\$ 6,000.00</b>
07/15/2023	United States Treasury	FED7152023	Federal Withholdings Payroll 7-15-23	N	Administration	100-41401-101-	\$ 268.90
		FED7152023				100-41401-122-	\$ 154.46
		FED7152023				100-41401-126-	\$ 36.13
		FED7152023			Acct Payroll Adjustment	100-41501-101-	\$ (0.05)
		FED7152023				100-41501-122-	\$ (0.04)
		FED7152023			General Government Buildings and Plant	100-41940-101-	\$ 80.11
		FED7152023				100-41940-122-	\$ 35.35
		FED7152023				100-41940-126-	\$ 8.26
		FED7152023			Highways and Streets	201-43101-101-	\$ 385.15
		FED7152023				201-43101-122-	\$ 164.24
		FED7152023				201-43101-126-	\$ 38.42
		FED7152023			General Government	220-41001-103-	\$ 46.52
		FED7152023				220-41001-122-	\$ 37.70
		FED7152023				220-41001-126-	\$ 8.82
		FED7152023			General Government Buildings and Plant	225-41940-101-	\$ 21.57
		FED7152023				225-41940-122-	\$ 7.62
		FED7152023				225-41940-126-	\$ 1.78
		FED7152023			Fire Administration	225-42210-103-	\$ 65.03

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>		<u>Total</u>
		FED7152023				225-42210-122-	\$	52.70
		FED7152023				225-42210-126-	\$	12.33
		FED7152023			Administration	609-41401-101-	\$	27.62
		FED7152023				609-41401-122-	\$	13.73
		FED7152023				609-41401-126-	\$	3.21
		FED7152023			General Government Buildings and Plant	609-41940-101-	\$	21.57
		FED7152023				609-41940-122-	\$	7.62
		FED7152023				609-41940-126-	\$	1.78
		FED7152023			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	823.08
		FED7152023				609-49750-122-	\$	457.81
		FED7152023				609-49750-126-	\$	107.06
		<b>Total For Check</b>	<b>FED7152023</b>				<b>\$</b>	<b>2,888.48</b>
07/17/2023	Cash	2531	ATM Refill	N	ATM Transactions	610-41502-210-	\$	6,000.00
		<b>Total For Check</b>	<b>2531</b>				<b>\$</b>	<b>6,000.00</b>
07/17/2023	Payroll Period Ending 07/17/2023	45572	Payroll Paid 7/17/2023	N	Fire Administration	225-42210-103-	\$	184.70
		<b>Total For Check</b>	<b>45572</b>				<b>\$</b>	<b>184.70</b>
07/17/2023	Payroll Period Ending 07/17/2023	45573	Payroll Paid 7/17/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	779.08
		<b>Total For Check</b>	<b>45573</b>				<b>\$</b>	<b>779.08</b>
07/17/2023	Payroll Period Ending 07/17/2023	45574	Payroll Paid 7/17/2023	N	Fire Administration	225-42210-103-	\$	184.70
		<b>Total For Check</b>	<b>45574</b>				<b>\$</b>	<b>184.70</b>
07/17/2023	Payroll Period Ending 07/17/2023	45575	Payroll Paid 7/17/2023	N	Fire Administration	225-42210-103-	\$	230.87
		<b>Total For Check</b>	<b>45575</b>				<b>\$</b>	<b>230.87</b>
07/17/2023	Payroll Period Ending 07/17/2023	45576	Payroll Paid 7/17/2023	N	Administration	100-41401-101-	\$	726.77
		45576			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	99.11
		<b>Total For Check</b>	<b>45576</b>				<b>\$</b>	<b>825.88</b>
07/17/2023	Payroll Period Ending 07/17/2023	45577	Payroll Paid 7/17/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	1,200.25
		<b>Total For Check</b>	<b>45577</b>				<b>\$</b>	<b>1,200.25</b>
07/17/2023	Payroll Period Ending 07/17/2023	45578	Payroll Paid 7/17/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	654.88

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		<b>Total For Check</b>	<b>45578</b>				<b>\$ 654.88</b>
07/17/2023	Payroll Period Ending 07/17/2023	45579	Payroll Paid 7/17/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 255.83
		<b>Total For Check</b>	<b>45579</b>				<b>\$ 255.83</b>
07/17/2023	Payroll Period Ending 07/17/2023	45580	Payroll Paid 7/17/2023	N	General Government	220-41001-103-	\$ 561.48
		<b>Total For Check</b>	<b>45580</b>				<b>\$ 561.48</b>
07/17/2023	Payroll Period Ending 07/17/2023	45581	Payroll Paid 7/17/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 779.59
		<b>Total For Check</b>	<b>45581</b>				<b>\$ 779.59</b>
07/17/2023	Payroll Period Ending 07/17/2023	45582	Payroll Paid 7/17/2023	N	Administration	100-41401-101-	\$ 1,249.90
		45582				609-41401-101-	\$ 170.44
		<b>Total For Check</b>	<b>45582</b>				<b>\$ 1,420.34</b>
07/17/2023	Payroll Period Ending 07/17/2023	45583	Payroll Paid 7/17/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 425.36
		<b>Total For Check</b>	<b>45583</b>				<b>\$ 425.36</b>
07/17/2023	Payroll Period Ending 07/17/2023	45584	Payroll Paid 7/17/2023	N	Fire Administration	225-42210-103-	\$ 184.70
		<b>Total For Check</b>	<b>45584</b>				<b>\$ 184.70</b>
07/17/2023	Payroll Period Ending 07/17/2023	45585	Payroll Paid 7/17/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 772.45
		<b>Total For Check</b>	<b>45585</b>				<b>\$ 772.45</b>
07/17/2023	Payroll Period Ending 07/17/2023	45586	Payroll Paid 7/17/2023	N	General Government Buildings and Plant	100-41940-101-	\$ 168.89
		45586			Highways and Streets	201-43101-101-	\$ 675.58
		<b>Total For Check</b>	<b>45586</b>				<b>\$ 844.47</b>
07/17/2023	Payroll Period Ending 07/17/2023	45587	Payroll Paid 7/17/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 470.51
		<b>Total For Check</b>	<b>45587</b>				<b>\$ 470.51</b>
07/17/2023	Payroll Period Ending 07/17/2023	45588	Payroll Paid 7/17/2023	N	Administration	100-41401-101-	\$ 0.01
		45588			General Government Buildings and Plant	100-41940-101-	\$ 262.42
		45588			Highways and Streets	201-43101-101-	\$ 1,312.12

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>		<u>Total</u>
		45588			General Government Buildings and Plant	225-41940-101-	\$	87.47
		45588				609-41940-101-	\$	87.47
		<b>Total For Check 45588</b>					<b>\$</b>	<b>1,749.49</b>
07/17/2023	Payroll Period Ending 07/17/2023	45589	Payroll Paid 7/17/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	460.50
		<b>Total For Check 45589</b>					<b>\$</b>	<b>460.50</b>
07/17/2023	Crow Wing Power	45590	Electricity -	N	General Government	100-41001-381-	\$	180.00
		45590			Highways and Streets	201-43101-381-	\$	91.98
		45590			Fire Administration	225-42210-381-	\$	91.98
		45590			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-381-	\$	1,886.85
		<b>Total For Check 45590</b>					<b>\$</b>	<b>2,250.81</b>
07/17/2023	Sourcewell	45591	PZ Services June 2023	N	Planning and Zoning	100-41910-310-	\$	1,691.25
		<b>Total For Check 45591</b>					<b>\$</b>	<b>1,691.25</b>
07/17/2023	Upper Lakes Foods	45592	Food / Bar Supplies-	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-255-	\$	255.81
		45592				609-49750-259-	\$	1,410.84
		45592				609-49750-333-	\$	15.90
		<b>Total For Check 45592</b>					<b>\$</b>	<b>1,682.55</b>
07/17/2023	Ann Raph	45593	Celll Phone	N	Administration	100-41401-323-	\$	35.00
		<b>Total For Check 45593</b>					<b>\$</b>	<b>35.00</b>
07/17/2023	Chad Wosmek	45594	Cell Phone -	N	Highways and Streets	201-43101-323-	\$	35.00
		<b>Total For Check 45594</b>					<b>\$</b>	<b>35.00</b>
07/17/2023	Diana Johnson	45595	Cell Phone	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-323-	\$	35.00
		<b>Total For Check 45595</b>					<b>\$</b>	<b>35.00</b>
07/17/2023	Greg Vukelich	45596	Cell Phone	N	Highways and Streets	201-43101-323-	\$	35.00
		<b>Total For Check 45596</b>					<b>\$</b>	<b>35.00</b>
07/17/2023	Kim Tuchek	45597	Cell Phone	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-323-	\$	35.00
		<b>Total For Check 45597</b>					<b>\$</b>	<b>35.00</b>

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>		<u>Total</u>
07/17/2023	Paul Bunyan Ice	45598	Ice	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-257-	\$	360.80
<b>Total For Check 45598</b>							<b>\$</b>	<b>360.80</b>
07/17/2023	PERA	PERA0715202	Payroll Pd 7/15/2023	N	Administration	100-41401-101-	\$	178.99
		PERA0715202				100-41401-121-	\$	206.53
		PERA0715202			Acct Payroll Adjustment	100-41501-101-	\$	0.03
		PERA0715202				100-41501-121-	\$	0.01
		PERA0715202			General Government Buildings and Plant	100-41940-101-	\$	37.05
		PERA0715202				100-41940-121-	\$	42.76
		PERA0715202			Highways and Streets	201-43101-101-	\$	172.19
		PERA0715202				201-43101-121-	\$	198.68
		PERA0715202			General Government Buildings and Plant	225-41940-101-	\$	7.98
		PERA0715202				225-41940-121-	\$	9.21
		PERA0715202			Administration	609-41401-101-	\$	16.72
		PERA0715202				609-41401-121-	\$	19.29
		PERA0715202			General Government Buildings and Plant	609-41940-101-	\$	7.98
		PERA0715202				609-41940-121-	\$	9.21
		PERA0715202			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	412.75
		PERA0715202				609-49750-121-	\$	476.24
<b>Total For Check PERA0715202</b>							<b>\$</b>	<b>1,795.62</b>
07/19/2023	MN Department of Revenue	MNUM71923	MN UI Glass/Hessel	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-142-	\$	326.20
<b>Total For Check MNUM71923</b>							<b>\$</b>	<b>326.20</b>
07/20/2023	AAA Rental & Service Center Inc	45599	Skidsteer Rental	N	Highways and Streets	201-43101-240-	\$	655.00
<b>Total For Check 45599</b>							<b>\$</b>	<b>655.00</b>
07/20/2023	Aquarius Water Conditioning, Inc	45600	Rental	N	General Government	100-41001-415-	\$	12.40
		45600			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-415-	\$	23.04
<b>Total For Check 45600</b>							<b>\$</b>	<b>35.44</b>
07/20/2023	Aramark Uniform Services	45601	Laundry	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-386-	\$	305.01
<b>Total For Check 45601</b>							<b>\$</b>	<b>305.01</b>

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>		<u>Total</u>
07/20/2023	Capital One Bank USA	45602	Go Daddy/FLD supplies/ Stamps/Bar supplies	N	General Government	100-41001-201-	\$	15.93
		45602				100-41001-322-	\$	380.20
		45602				100-41001-433-	\$	44.34
		45602			Fire Administration	225-42210-210-	\$	353.02
		45602			General Government	226-41001-201-	\$	353.02
		45602			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-255-	\$	779.41
		45602				609-49750-259-	\$	257.97
	<b>Total For Check</b>	<b>45602</b>					<b>\$</b>	<b>2,183.89</b>
07/20/2023	Crow Wing County	45603	Wilson Address	N	General Government	100-41001-303-	\$	100.00
	<b>Total For Check</b>	<b>45603</b>					<b>\$</b>	<b>100.00</b>
07/20/2023	Emily Sand & Gravel	45604	Loading Fee	N	General Government	204-41001-224-	\$	48.00
	<b>Total For Check</b>	<b>45604</b>					<b>\$</b>	<b>48.00</b>
07/20/2023	NAPA-Crosslake	45605	Maintenance Charger	N	Fire Administration	225-42210-221-	\$	23.96
	<b>Total For Check</b>	<b>45605</b>					<b>\$</b>	<b>23.96</b>
07/20/2023	NCPERS Group Life Ins	45606	Life Ins Prem August 2023	N	Highways and Streets	201-43101-101-	\$	16.00
		45606			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	16.00
	<b>Total For Check</b>	<b>45606</b>					<b>\$</b>	<b>32.00</b>
07/24/2023	Cash	2532	ATM Refill	N	ATM Transactions	610-41502-210-	\$	6,000.00
	<b>Total For Check</b>	<b>2532</b>					<b>\$</b>	<b>6,000.00</b>
07/31/2023	Cash	2533	ATM Refill	N	ATM Transactions	610-41502-210-	\$	6,000.00
	<b>Total For Check</b>	<b>2533</b>					<b>\$</b>	<b>6,000.00</b>
07/31/2023	Payroll Period Ending 07/31/2023	45607	Payroll Paid 7/31/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	816.24
	<b>Total For Check</b>	<b>45607</b>					<b>\$</b>	<b>816.24</b>
07/31/2023	Payroll Period Ending 07/31/2023	45608	Payroll Paid 7/31/2023	N	Administration	100-41401-101-	\$	797.92
		45608			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	108.81
	<b>Total For Check</b>	<b>45608</b>					<b>\$</b>	<b>906.73</b>
07/31/2023	Payroll Period Ending 07/31/2023	45609	Payroll Paid 7/31/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	1,200.25

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
<b>Total For Check</b>		<b>45609</b>					<b>\$ 1,200.25</b>
07/31/2023	Payroll Period Ending 07/31/2023	45610	Payroll Paid 7/31/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 733.01
<b>Total For Check</b>		<b>45610</b>					<b>\$ 733.01</b>
07/31/2023	Payroll Period Ending 07/31/2023	45611	Payroll Paid 7/31/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 200.38
<b>Total For Check</b>		<b>45611</b>					<b>\$ 200.38</b>
07/31/2023	Payroll Period Ending 07/31/2023	45612	Payroll Paid 7/31/2023	N	General Government	220-41001-103-	\$ 1,090.87
<b>Total For Check</b>		<b>45612</b>					<b>\$ 1,090.87</b>
07/31/2023	Payroll Period Ending 07/31/2023	45613	Payroll Paid 7/31/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 391.67
<b>Total For Check</b>		<b>45613</b>					<b>\$ 391.67</b>
07/31/2023	Payroll Period Ending 07/31/2023	45614	Payroll Paid 7/31/2023	N	Administration	100-41401-101-	\$ 1,348.41
		45614				609-41401-101-	\$ 183.87
<b>Total For Check</b>		<b>45614</b>					<b>\$ 1,532.28</b>
07/31/2023	Payroll Period Ending 07/31/2023	45615	Payroll Paid 7/31/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 394.79
<b>Total For Check</b>		<b>45615</b>					<b>\$ 394.79</b>
07/31/2023	Payroll Period Ending 07/31/2023	45616	Payroll Paid 7/31/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 830.68
<b>Total For Check</b>		<b>45616</b>					<b>\$ 830.68</b>
07/31/2023	Payroll Period Ending 07/31/2023	45617	Payroll Paid 7/31/2023	N	General Government Buildings and Plant	100-41940-101-	\$ 196.06
		45617			Highways and Streets	201-43101-101-	\$ 784.25
<b>Total For Check</b>		<b>45617</b>					<b>\$ 980.31</b>
07/31/2023	Payroll Period Ending 07/31/2023	45618	Payroll Paid 7/31/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$ 505.31
<b>Total For Check</b>		<b>45618</b>					<b>\$ 505.31</b>
07/31/2023	Payroll Period Ending 07/31/2023	45619	Payroll Paid 7/31/2023	N	General Government Buildings and Plant	100-41940-101-	\$ 287.77
		45619			Highways and Streets	201-43101-101-	\$ 1,438.85



Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>		<u>Total</u>
		45619			General Government Buildings and Plant	225-41940-101-	\$	95.92
		45619				609-41940-101-	\$	95.92
		<b>Total For Check 45619</b>					<b>\$</b>	<b>1,918.46</b>
07/31/2023	Payroll Period Ending 07/31/2023	45620	Payroll Paid 7/31/2023	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	365.80
		<b>Total For Check 45620</b>					<b>\$</b>	<b>365.80</b>
07/31/2023	Ann Raph	45621	Auto Fry Parts	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-221-	\$	103.18
		<b>Total For Check 45621</b>					<b>\$</b>	<b>103.18</b>
07/31/2023	Bernicks Inc	45622	Beer-	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-252-	\$	1,271.60
		<b>Total For Check 45622</b>					<b>\$</b>	<b>1,271.60</b>
07/31/2023	Breakthru Beverage	45623	Liquor	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-251-	\$	2,680.36
		<b>Total For Check 45623</b>					<b>\$</b>	<b>2,680.36</b>
07/31/2023	C & L Distributing, Inc	45624	Beer	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-252-	\$	4,293.37
		<b>Total For Check 45624</b>					<b>\$</b>	<b>4,293.37</b>
07/31/2023	Cass County Construction	45625	Pavilion septic hookup, drain excavation	N	Highways and Streets	201-43101-403-	\$	3,350.00
		<b>Total For Check 45625</b>					<b>\$</b>	<b>3,350.00</b>
07/31/2023	Crosslake Ace Hardware	45626	Tools, park broom	N	Highways and Streets	201-43101-223-	\$	86.33
		45626			General Government	204-41001-215-	\$	71.85
		<b>Total For Check 45626</b>					<b>\$</b>	<b>158.18</b>
07/31/2023	Dahlheimer Beverage	45627	Beer/Bar Supplies	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-252-	\$	5,186.20
		<b>Total For Check 45627</b>					<b>\$</b>	<b>5,186.20</b>
07/31/2023	Diana Johnson	45628	Mileage	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-331-	\$	94.32
		<b>Total For Check 45628</b>					<b>\$</b>	<b>94.32</b>

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>		<u>Total</u>
07/31/2023	Granite City Jobbing	45629	Tobacco,Merch/Soda/Supplies	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-250-	\$	462.12
		45629				609-49750-255-	\$	40.95
		45629				609-49750-256-	\$	2,034.07
		45629				609-49750-333-	\$	40.00
		<b>Total For Check</b>	<b>45629</b>				<b>\$</b>	<b>2,577.14</b>
07/31/2023	Heggies Pizza	45630	Merchandise Resale	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-259-	\$	2,713.30
		<b>Total For Check</b>	<b>45630</b>				<b>\$</b>	<b>2,713.30</b>
07/31/2023	Itasca Painting Company	45631	Bar Pavilion Ceiling 2nd half due	N	General Government	100-41001-223-	\$	3,220.00
		<b>Total For Check</b>	<b>45631</b>				<b>\$</b>	<b>3,220.00</b>
07/31/2023	Johnson Brothers	45632	Liquor	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-251-	\$	1,683.28
		45632				609-49750-253-	\$	184.00
		45632				609-49750-254-	\$	154.00
		45632				609-49750-333-	\$	35.71
		<b>Total For Check</b>	<b>45632</b>				<b>\$</b>	<b>2,056.99</b>
07/31/2023	Karen Stern	45633	Consulting Services July 23	N	Administration	100-41401-308-	\$	1,095.00
		<b>Total For Check</b>	<b>45633</b>				<b>\$</b>	<b>1,095.00</b>
07/31/2023	Lee's Sports Surfacing	45634	Pickle Ball painting and nets	N	General Government	204-41001-403-	\$	12,900.00
		<b>Total For Check</b>	<b>45634</b>				<b>\$</b>	<b>12,900.00</b>
07/31/2023	MCFOA Daphney Maras	45635	Membership Dues	N	General Government	100-41001-433-	\$	100.00
		<b>Total For Check</b>	<b>45635</b>				<b>\$</b>	<b>100.00</b>
07/31/2023	NAPA-Crosslake	45636	Fire	N	Fire Administration	225-42210-221-	\$	508.86
		<b>Total For Check</b>	<b>45636</b>				<b>\$</b>	<b>508.86</b>
07/31/2023	Northland Press	45637	Public Notice	N	Planning and Zoning	100-41910-351-	\$	147.25
		<b>Total For Check</b>	<b>45637</b>				<b>\$</b>	<b>147.25</b>
07/31/2023	Paul Bunyan Ice	45638	Ice	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-257-	\$	73.70
		<b>Total For Check</b>	<b>45638</b>				<b>\$</b>	<b>73.70</b>
07/31/2023	Performance Food Group Inc	45639	Food	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-255-	\$	117.99
		45639				609-49750-259-	\$	1,657.44

24

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		<b>Total For Check</b>	<b>45639</b>				<b>\$ 1,775.43</b>
07/31/2023	SCR	45640	Beer Cooler Repair	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-404-	\$ 1,176.05
		<b>Total For Check</b>	<b>45640</b>				<b>\$ 1,176.05</b>
07/31/2023	Simonson Lumber Company	45641	Park Pavilion Doors	N	General Government	204-41001-223-	\$ 171.16
		<b>Total For Check</b>	<b>45641</b>				<b>\$ 171.16</b>
07/31/2023	Southern Glazer's Wine & Spirits MN	45642	Liquor	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-251-	\$ 1,788.20
		45642				609-49750-333-	\$ 19.80
		<b>Total For Check</b>	<b>45642</b>				<b>\$ 1,808.00</b>
07/31/2023	Tap Beer Solutions	45643	Clean Beer Lines	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-221-	\$ 77.00
		<b>Total For Check</b>	<b>45643</b>				<b>\$ 77.00</b>
07/31/2023	The Office Shop	45644	Paper, name plates	N	General Government	100-41001-201-	\$ 103.49
		<b>Total For Check</b>	<b>45644</b>				<b>\$ 103.49</b>
07/31/2023	Tremolo Communications	45645	Telephone,Internet,TV, Adv-	N	General Government	100-41001-302-	\$ 93.10
		45645				100-41001-321-	\$ 183.47
		45645			Fire Administration	225-42210-321-	\$ 33.73
		45645			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-302-	\$ 252.90
		45645				609-49750-321-	\$ 76.04
		45645				609-49750-324-	\$ 246.48
		<b>Total For Check</b>	<b>45645</b>				<b>\$ 885.72</b>
07/31/2023	Todd Wohl	45646	Entertainment August 4th	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-343-	\$ 300.00
		<b>Total For Check</b>	<b>45646</b>				<b>\$ 300.00</b>
07/31/2023	Tri County Septic Inspection	45647	Adas, Maloney, Trout Lodging	N	Planning and Zoning	100-41910-303-	\$ 525.00
		<b>Total For Check</b>	<b>45647</b>				<b>\$ 525.00</b>
07/31/2023	US Foods	45648	Food / Bar Supplies-	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-255-	\$ 2,440.33
		45648				609-49750-259-	\$ 411.20
		45648				609-49750-333-	\$ 12.00
		<b>Total For Check</b>	<b>45648</b>				<b>\$ 2,863.53</b>

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>		<u>Total</u>
07/31/2023	Vinocopia, Inc	45649	Wine	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-251-	\$	537.00
		45649				609-49750-253-	\$	128.00
		45649				609-49750-333-	\$	12.00
	<b>Total For Check</b>	<b>45649</b>					<b>\$</b>	<b>677.00</b>
07/31/2023	Viking Coca Cola	45650	Soda	N	Liquor Store - Merchandise Purchases - Off-Sale	609-49750-254-	\$	1,538.45
	<b>Total For Check</b>	<b>45650</b>					<b>\$</b>	<b>1,538.45</b>
07/31/2023	Xcel Energy	45651	Natural Gas -	N	General Government	100-41001-383-	\$	24.28
		45651			Highways and Streets	201-43101-383-	\$	16.35
		45651			Fire Administration	225-42210-383-	\$	16.35
		45651			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-383-	\$	45.12
	<b>Total For Check</b>	<b>45651</b>					<b>\$</b>	<b>102.10</b>
07/31/2023	Best Oil Company	45652	Fuel	N	Highways and Streets	201-43101-212-	\$	2,958.81
		45652			Fire Administration	225-42210-212-	\$	201.90
	<b>Total For Check</b>	<b>45652</b>					<b>\$</b>	<b>3,160.71</b>
07/31/2023	United States Treasury	FED07312023	Federal Withholdings Payroll 7-31-23	N	Administration	100-41401-101-	\$	301.73
		FED07312023				100-41401-122-	\$	168.65
		FED07312023				100-41401-126-	\$	39.44
		FED07312023			Acct Payroll Adjustment	100-41501-101-	\$	0.01
		FED07312023			General Government Buildings and Plant	100-41940-101-	\$	89.63
		FED07312023				100-41940-122-	\$	39.71
		FED07312023				100-41940-126-	\$	9.29
		FED07312023			Highways and Streets	201-43101-101-	\$	430.19
		FED07312023				201-43101-122-	\$	183.99
		FED07312023				201-43101-126-	\$	43.03
		FED07312023			General Government	220-41001-103-	\$	99.20
		FED07312023				220-41001-122-	\$	75.39
		FED07312023				220-41001-126-	\$	17.63
		FED07312023			General Government Buildings and Plant	225-41940-101-	\$	23.88
		FED07312023				225-41940-122-	\$	8.38
		FED07312023				225-41940-126-	\$	1.96
		FED07312023			Administration	609-41401-101-	\$	31.18
		FED07312023				609-41401-122-	\$	14.92

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>		<u>Total</u>
		FED07312023				609-41401-126-	\$	3.49
		FED07312023			General Government Buildings and Plant	609-41940-101-	\$	23.88
		FED07312023				609-41940-126-	\$	8.38
		FED07312023				609-41940-126-	\$	1.96
		FED07312023			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	781.74
		FED07312023				609-49750-122-	\$	431.31
		FED07312023				609-49750-126-	\$	100.88
	<b>Total For Check</b>	<b>FED07312023</b>					<b>\$</b>	<b>2,929.85</b>
07/31/2023	Minn Department of Revenue	MNW73123	Withholding PD 07312023	N	Administration	100-41401-101-	\$	138.02
		MNW73123			Acct Payroll Adjustment	100-41501-101-	\$	(0.01)
		MNW73123			General Government Buildings and Plant	100-41940-101-	\$	44.70
		MNW73123			Highways and Streets	201-43101-101-	\$	213.46
		MNW73123			General Government	220-41001-101-	\$	25.93
		MNW73123			General Government Buildings and Plant	225-41940-101-	\$	11.56
		MNW73123			Administration	609-41401-101-	\$	13.48
		MNW73123			General Government Buildings and Plant	609-41940-101-	\$	11.56
		MNW73123			Liquor Store - Merchandise Purchases - Off-Sale	609-49750-101-	\$	461.11
	<b>Total For Check</b>	<b>MNW73123</b>					<b>\$</b>	<b>919.81</b>
07/31/2023	PERA	PERA0731202	Payroll Pd 7/31/2023	N	Administration	100-41401-101-	\$	193.86
		PERA0731202				100-41401-121-	\$	223.69
		PERA0731202			Acct Payroll Adjustment	100-41501-121-	\$	0.02
		PERA0731202			General Government Buildings and Plant	100-41940-101-	\$	41.64
		PERA0731202				100-41940-121-	\$	48.04
		PERA0731202			Highways and Streets	201-43101-101-	\$	192.90
		PERA0731202				201-43101-121-	\$	222.58
		PERA0731202			General Government Buildings and Plant	225-41940-101-	\$	8.78
		PERA0731202				225-41940-121-	\$	10.13
		PERA0731202			Administration	609-41401-101-	\$	17.97
		PERA0731202				609-41401-121-	\$	20.73
		PERA0731202			General Government Buildings and Plant	609-41940-101-	\$	8.78
		PERA0731202				609-41940-121-	\$	10.13

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>		<u>Total</u>
		PERA0731202			Liquor Store - Merchandise Purchases	609-49750-101-	\$	393.61
		PERA0731202			- Off-Sale			
		PERA0731202				609-49750-121-	\$	454.16
		<b>Total For Check</b>	<b>PERA0731202</b>				<b>\$</b>	<b>1,847.02</b>
		<b>Total For Selected Checks</b>					<b>\$</b>	<b>199,735.78</b>

MINUTES OF THE MEETING/ACTIVITY  
OF THE FIFTY LAKES FIRE & RESCUE DEPARTMENT

July 12, 2023

Location: Fire Hall

Start Time: 7:04PM End Time: 07:53PM

Meeting/Activity Type: Business Meeting

Present:

Jesse Anderson

Jacob Grecula

Jake Moser

Jill Radman

Keith Fitzpatrick

Dawn Fitzpatrick

Bill Bright

Chad Wosmek

Lorie Wosmek

Cassie Sullivan

Andy Hemphill

Mark Bradley

Ed Shetka

Brandon Peterson

Tom Stober

The department reviewed and accepted the gambling/expenses report and bank balances for the month of June. The department approved to donate 250.00 for new speakers at the Muni, 1700.00 to the City of Fifty Lakes and 2000.00 to the Emily Food Shelf.

Submitted by \_\_\_\_\_

Jesse Anderson



MINUTES OF THE MEETING/ACTIVITY  
OF THE FIFTY LAKES FIRE & RESCUE DEPARTMENT

July 26, 2023

Location: Fire Hall

Start Time: 7:00PM End Time: 08:15PM

Meeting/Activity Type: Training Meeting

Meeting/Activity Description:

Present:

Jesse Anderson

Mark Bradley

Bill Bright

Keith Fitzpatrick

Brandon Peterson

Chad Wosmek

Tom Stober

The Department checked that all the trucks and the operating systems were in correct working order.

Calls for July 2023: Fire Service: 2 Medical Service: 5

Submitted by \_\_\_\_\_

Jesse Anderson

**From:** Justin Raff <jraff@americansignal.com>  
**Sent:** Tuesday, August 1, 2023 11:59 AM  
**To:** bob@fiftylakesmn.com  
**Cc:** clerk@fiftylakesmn.com; pz@fiftylakesmn.com  
**Subject:** RE: Siren on tower

Bob,

Here is a list of references in Wisconsin that utilize our equipment as well as Sheboygan Warning Systems, our dealer in the state as well as your area of Minnesota.

Thanks!

City of New Berlin Emergency Management Manager - Jim Burns. He can be reached by calling the office of Emergency Management at (262-785-9580) or by email ([jburns@newberlin.org](mailto:jburns@newberlin.org)). He has a system of 9 Tempest sirens. Some of these sirens are utilizing the SWS Bank Charger Upgrade kit. **Sent email to Jim 8/4/2023 and he called me back and said they had Federal sirens at one time and 17 or 18 years ago they switched to American Signal sirens provided, installed and serviced by Sheboygan Warning Systems and he had nothing but good to say about their service. He said there are plenty of poor service providers out there when you have to take low bid.**

City of Waukesha Police Department Captain of the Special Services Division Brad Becker. He can be reached by contacting the Waukesha Police Department by Phone (262-524-3764) or email ([Bbecker@waukesha-wi.gov](mailto:Bbecker@waukesha-wi.gov)) He oversees a system of 16 Tempest sirens. **8/7/2023 I spoke with Captain Becker and he said the City has 18 of the American Signal sirens all serviced by Sheboygan Warning Systems. Their sirens are 20 years old or older and they have about 8 per year serviced and they get a detailed report with map of siren locations and what was done to each siren. They are now budgeting for replacement of the oldest sirens at a cost of \$12,000 per siren and will replace 1 or 2 per year until all are newer sirens. Average life on rotating sirens seems to be 25 to 30 years if properly maintained.**

Village of Viola o Director of Public Works – Jeff Liska. He can be reached by contacting him at the Village of Viola Public Works number (262-785-9580). He has a system of two Tempest sirens on a multi-brand county-wide siren system.

Town of Brookfield – Chris Perket. He can be reached by calling the non-emergency PD number (262-796-3798). He oversees a system of 6 ASC made sirens on a multi-brand county-wide siren system. One of these sirens is a Tempest model utilizing the SWS Bank Charger Upgrade kit.

Town of Sheboygan – Ed Biederwolf. He can be reached by phone (920-627-9310) or email ([ed.biederwolf@townofsheboygan.org](mailto:ed.biederwolf@townofsheboygan.org)). He oversees a system of 4 Tempest sirens on a multi-brand county-wide siren system.

I contacted Thoms Diener owner and operations manager at Sheboygan Warning Systems and received a very long detailed email response from him on August 4<sup>th</sup>. See information provided.

- o [Sheboygan Warning Systems \(swssirens.com\)](http://www.swssirens.com)

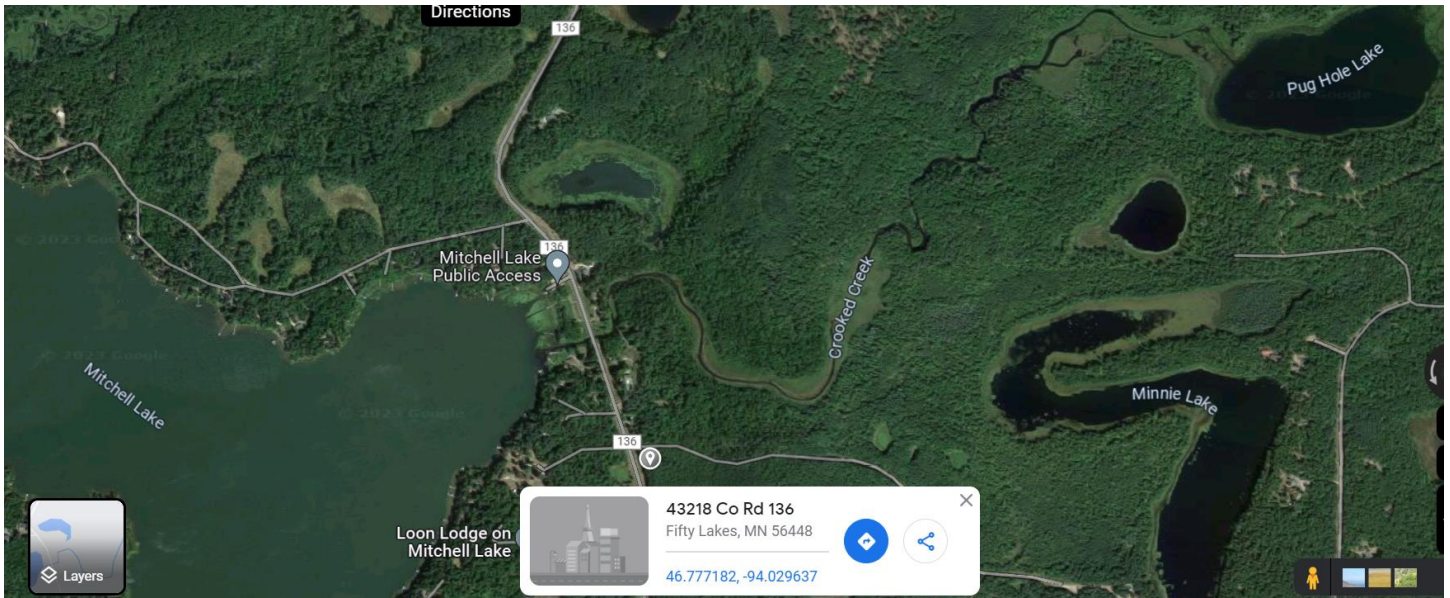
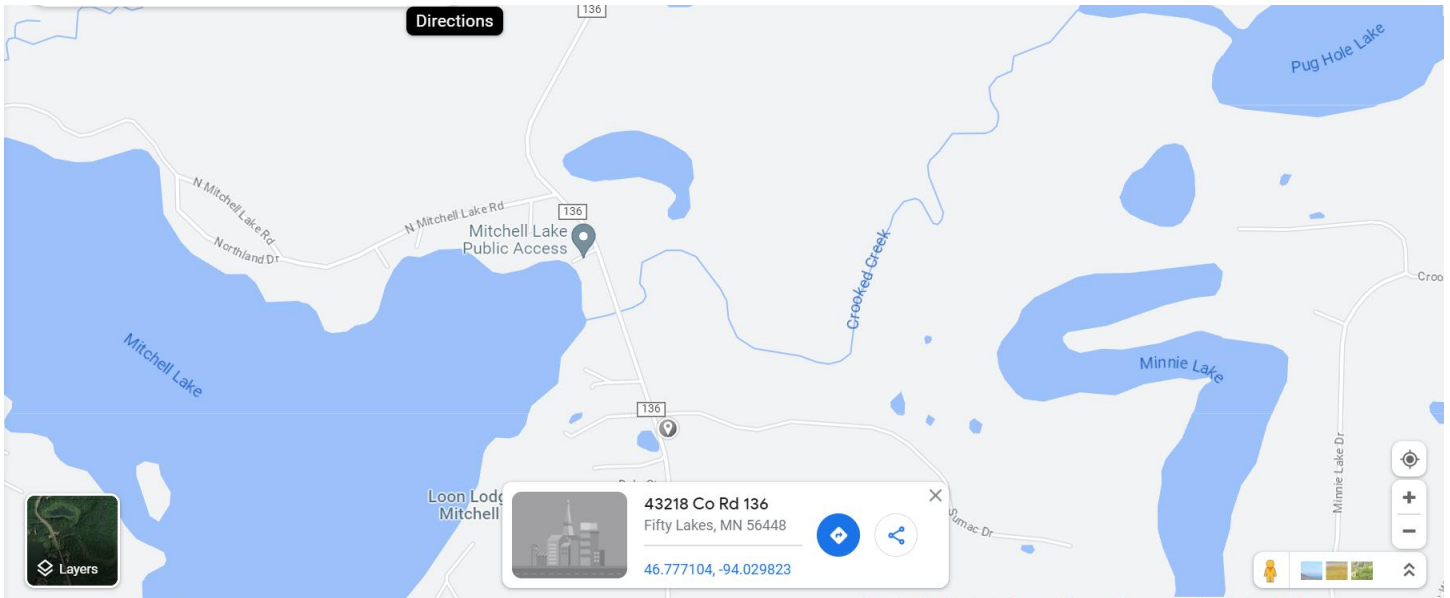
Weather Warning Sirens August 8, 2023 Bob Stancer

Kego Lake Cell Tower Location

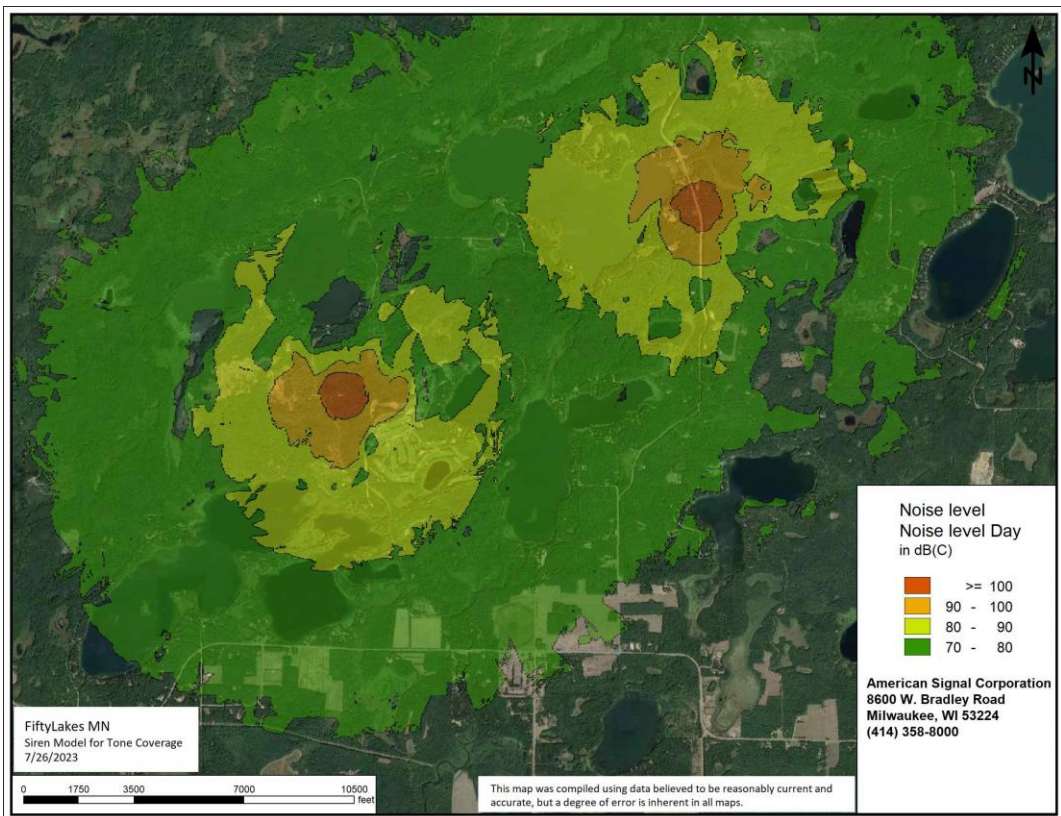
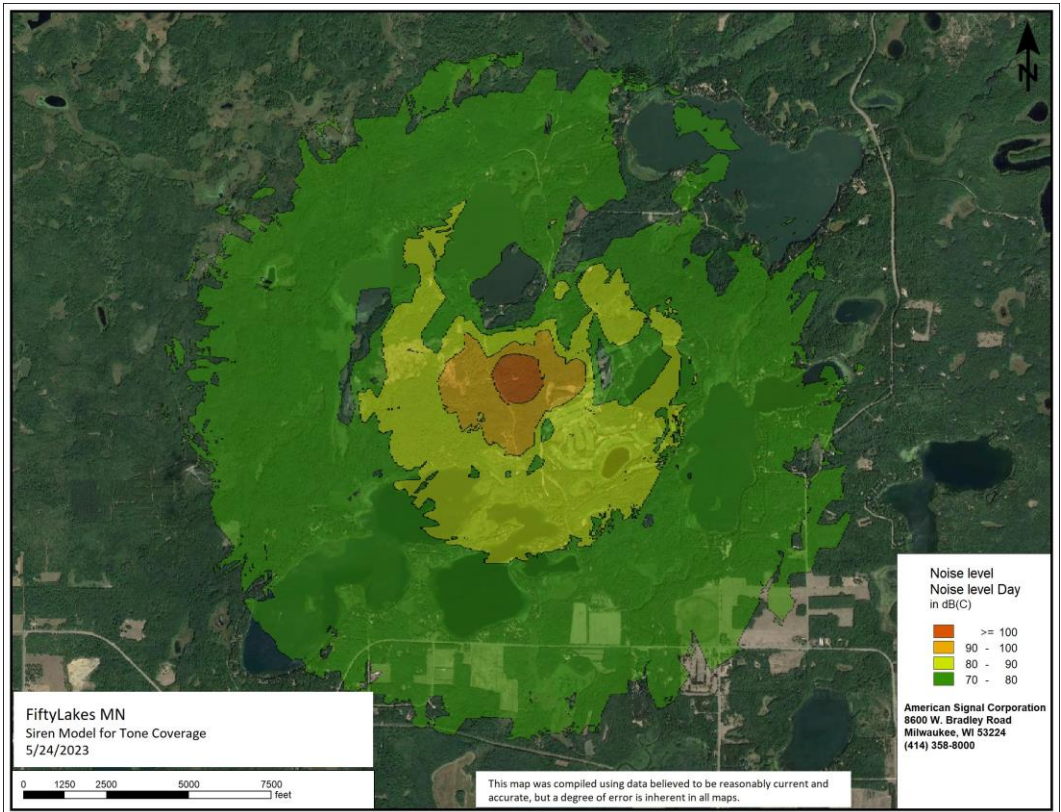
- New siren at Verizon tower site off Kego Lake Road, Contractor Horvath Communications
  - Horvath has talked to new land owner about the lease and the City has the permission from Horvath to install the wooden pole and siren within their 100'x100' leased area (email 7/31/2023 from Senior Project Manager Ashlee Roher.
    - Until the site is surveyed and staked and the tower substantially constructed the siren installation will have to be put on hold.
      - Will need to meet Horvath on site once site is cleared and staked to identify exact siren location.
      - Power distribution H frame with meter socket for the City will be installed by Horvath
      - City will need obtain meter installation

Possible second siren location off CR-136

2. I have identified a second siren location off CR-136 near Crooked Creek Road this siren would cover Mitchell Lake and also play east into the NW area of City of Emily (Minnie Lake and Pug Hole Lake).
  - I sent coordinates to American Signal and they sent a sound map with this siren and Kego Lake siren
    - Show sound map. I sent sound map Andy Hemphill, at his City of Emily email address.
  - I sent a utility access application on behalf of the City to Crow Wing County and they acknowledged receipt and will not charge the \$100 application fee. There is tax forfeited land on the east side of CR-136 and Crooked Creek Road that might work for a siren. (Rob Hall PE, Assistant County Engineer said the county will work with the city o siren location
3. I called Crow Wing County Emergency Mgt. office and they are looking for a new EMS Manager so Lt. Jessica Turner is filling in for now. I asked if the County had any specific requirements or guidelines for the warning sirens. She said she would call the contractor that maintains the paging radio that activates the sirens. The contractor is Granite Electronics, the same company that maintains the public safety ARMER radios used by the County and City.







**Things the City should consider in warning siren decision.**

- Grant money of \$50,000 received from Sourcewell will cover the majority of the cost.
  - Money must be spent within 1 year of receipt
- If a second siren is sourced, for the CR-136 location, will the City of Emily assist in the siren cost and operation?
- Federal Sirens are more prevalent in MN and Crow Wing County (American Signal wants to expand their market)
  - Favorable quote from American Signal
- Federal Siren would be installed and serviced by Granite Electronics the same company that services the ARMER radios and the VHF paging base the County uses to activate the sirens. They are 1.5 hours away.
- American Sigal sirens would be serviced by Sheboygan Warning Systems with technician out of Cumberland WI 3.5 hours away.

**City of Fifty Lakes  
Resolution 2023-14**

**State of Minnesota  
County of Crow Wing  
City Fifty Lakes**

**A RESOLUTION ACCEPTING A DONATION OF \$50,000 FROM THE Sourcewell  
Community Solutions Funding**

\*\*\*\*\*

**WHEREAS**, the Sourcewell Community Solutions Funding has proposed contributing \$50,000 to the City of Fifty Lakes; and

**WHEREAS**, the Sourcewell Community Solutions Funding. has suggested their donation be used for Fifty Lakes Day

**WHEREAS**, the City Council of the City of Fifty Lakes agrees that said contribution would be of benefit to the citizens of Fifty Lakes,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fifty Lakes, Minnesota hereby acknowledges and agrees to accept said donation of \$50,000 from the Sourcewell Community Solutions Funding on behalf of the citizens of Fifty Lakes.

**BE IT FURTHER RESOLVED** that the City Council of the City of Fifty Lakes designates said donation for Emergency Sirens.

**ADOPTED** this 8<sup>th</sup> day of August 2023

\_\_\_\_\_  
Toni Buchite, Mayor

ATTEST:

\_\_\_\_\_  
Ann M. Raph  
City Clerk-Treasurer



**COUNCIL REPORT**  
**AUGUST 8, 2023**

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The Planning Commission held their regular meeting in July at which there was one public hearing. A variance request to enclose a pre-existing deck within the OHW level setback on the property located 40535 Westman Bay Road was approved.

There are no recommendations for your consideration this month.

Zoning Department Updates:

- Verizon Tower Update: The most recent aeronautical study conducted by the FAA (enclosed) has determined a light is not required at the top of the proposed Verizon tower. The CUP is not required to be amended and the applicant intends to proceed with land use permitting.
- Over the next couple months the planning commission will be reviewing ordinances regarding park dedication fees, recreational vehicles and shoreline grading. Any suggested changes will be sent to the city council after a public hearing.

The year-to-day permit list is enclosed.

I will not be attending your upcoming city council meeting. If you have any questions or concerns, please feel free to contact me at (218) 895-4151 or [justin.burslie@sourcewell-mn.gov](mailto:justin.burslie@sourcewell-mn.gov).

**2023 Land Use Permits**

NUMBER	DATE RECD	DATE APPRVD	PROPERTY ADDRESS	LAST	FIRST	ZONE	PIN	DESCRIPTION	FEE
01-23	2/3	4/28	40324 W Fox Lake Road	Drill	David & Erica	SR	22280577	Construct 2,156 sf dwelling addition	300
02-23	3/3	3/10	41441 East Eagle Lake Ln	Moldenhau	Donald	SR	22240575	Construct 1,120 sf dwelling addition in accordance with Variance V-05-22	200
03-23	3/10	4/17	12730 Manhattan Point Blvd	Steinbauer	Nathan & Joanna	SR	22310509	Construct 2' wide paverwalkway in SIZ 1 & 2	100
04-23	4/5	4/14	43953 KEGO LAKE RD	Bailey	Jackie	SR	22150514	Shoreline alteration: sand blanket, walkway and rip rap	100
05-23	4/19	4/28/23	39098 Ox Lake Cir	Gibbs	Ben	SR	22320517	Apprx 8 cu yd grading in SIZ I.	100
06-23	4/21	5/8/23	16246 Eagles Turn	Wright	Thomas	SR	22230522	Construct 28' x 42' (1,176 sf) accessory structure	200
07-23	5/5/23	5/8/23	41325 Peninsula Rd	Salo	Robert & Lois	SR	22220599	Construct wood boardwalk/entry ramp	150
08-23	5/5/23	5/8/23	tbd E Fox Heights Rd	Faber	Mike	SR	22220590	Construct 10' x 12' water oriented accessory structure and install 15' (l) x 10' (w) sand area	300

NUMBER	DATE RECD	DATE APPRVD	PROPERTY ADDRESS	LAST	FIRST	ZON E	PIN	DESCRIPTION	FEE
09-23	5/1/23	5/8/23	40293 Fox Glen Rd	Siemers	Scott & Nicole	RR	22270568	Construct 60' x 60' (3,600 sf) single family dwelling	550
10-23	5/8/23	5/12/23	16594 Fawn Cir	Bengtson	Tim	SR	22110502	Construct 32' x 48' (1,536 sf) accessory structure	200
11-23	5/12/23	5/12/23	40366 Co Rd 3	City of Fifty Lakes		C	22250500	Construct 60' x 60' (3,600 sf) pickle ball courts	n/a
12-23	5/15/23	5/19/23	12248 Northgate Ln	Frederiksen	Scott & Heidi	SR	22310549	Construct 1,216 sf accessory structure and garden fence	200
ATF13-23	5/22/23	5/22/23	15122 CO RD 1	Thalacker	Craig & Linda	SR	22270579	AFTER-THE-FACT Shoreline grading permit. 4' wide stairs. Remove boulder wall in SIZ 1, restore grade and vegetate.	1100
14-23	5/19/23	5/22/23	15156 Edgewild Ln	Grudem	Jerome	SR	22220622	Construct 3' x 90'+ wooden stairway	100
15-23	5/19/23	5/22/23	43252 County Road 136	Gilman	Gary	SR	22120548	Replace existing accessory structure with 36' x 40' (1,440 sf) accessory structure	200
16-23	5/26/23	6/8/23	17594 Emerald Ln	Baskfield	John	SR	22240543	patio and 3' wide stairway/walkway	100
17-23	5/23/23	6/8/23	Manhattan Point Blvd	Trout Lodging LLC		SR	27320535	15' (length along shoreline) x 10' wide sand area	100
18-23	6/12/23	6/16/23	17709 Emerald Ln	Lang	Dale	SR	22240552	Construct two retaining walls and general site grading in SIZ 2 and RLZ to mitigate erosion. Construct 4' wide stairway and 120 sf accessory structure	200
19-23	6/14/23	6/16/23	14082 West Fox	Hupperts	Greg	SR	22280606	Convert existing patio into 4' wide walkway and construct a walkway and fire pit/patio in SIZ 2	100

NUMBER	DATE RECD	DATE APPRVD	PROPERTY ADDRESS	LAST	FIRST	ZONE	PIN	DESCRIPTION	FEE
20-23	6/16/23	9/26/23	40946 Peninsula Rd	Kirchoff	John	SR	22220571	Construct 4' wide walkway in SIZ 1	100
21-23	6/30/23	6/30/23	43292 Buck Trl	Hilton	Gerald &	SR	22130571	Seasonal placement of recreational vehicle	50
22-23	6/21/23	6/30/23	43314 Buck Trl	Kremer	Greg	SR	22130580	Construct a 2,490 sf single family dwelling.	450
23-23	6/14/23	6/30/23	17374 Pitch Pine Ln	Maloney	Richard	SR	22130512	Construct 2,280 sf single family dwelling with attached deck	450
24-23	6/30/23	6/30/23	41282 Peninsula Rd	Johnson	Lary	SR	22220605	Construct 640 sf dwelling addition partially within OHW level setback in accordance with Variance V-01-23 and reconstruct 8' x 46' (368 sf) pre-existing deck.	200
25-23	6/30/23	7/3/23	41170 W Fox Lake Rd	Nibbe	James	SR	22210504	Place 7' x 7' (49 sf) accessory structure on property	75
26-23	7/6/23	7/10/23	tbd W Eagle Lake Rd	McGuire	John	SR	22140514	Construct 10' wide driveay	50
27-23	7/14/23	7/14/23	15634 Co Rd 1, Unit #15	Jorgensen	Alan	WOC	22270512	Construct 9' x 10' (90 sf) deck	75
28-23	7/14/23	7/14/23	TBD County Rd 3	Anderson	Jerry	Ag	22350540	Construct 10' x 20' accessory building	100

NUMBER	DATE RECD	DATE APPRVD	PROPERTY ADDRESS	LAST	FIRST	ZONE	PIN	DESCRIPTION	FEE
29-23	7/3/23	7/14/23	43835 Kego Lk Rd	Cronister	Jason	SR	22150510	Construct 10' x 12' (120 sf) water oriented accessory structure	100

## 2023 SSTS Permits

Permit #	Date Rec.	Date Apprvd.	New or Rep.	PIN	Location	Last Name	First Name	Type	Installer/License #
SSTS01-23	5/1/23	5/8/23	New	22270568	40293 Fox Glen Rd	Siemers	Scott & Ni	1- rock trenches, 300 gpd, 1 tank	Schrupp 747
SSTS02-23	5/19/23	5/19/23	New/upgr	22310549	12248 Northgate Ln	Frederiksen	Scott & He	1- Add 1500 gal tank to existing system	Northfork 2921
SSTS03-23	5/19/23	5/19/23	New	22130582	tbd N Eagle Lake Rd	Gleason	John	3?- Privy	self
SSTS04-23	5/30/23	5/30/23	New	22320534	tbd County Rd 1	Morton	Jeanne	1- rock trenches, 300 gpd, 1 tank	Wannebo
SSTS05-23	05/23/23	6/8/23	Rep	14050626	12864 Manhattan Poir	Trout Lodging LLC		1- pressure bed, 750 gpd, 2 tanks	Schrupp 747
SSTS06-23	6/23/23	6/26/23	New	22270549	tbd Old Co Rd 1	Adas	Pat	1- rock trenches, 450 gpd, 1 tank	tbd
SSTS07-23	6/14/23	6/30/23	Rep	22130512	17374 Pitch Pine Ln	Maloney	Richard	1- rock trenches, 450 gpd, 1 tank	Schrupp 747



Mail Processing Center  
Federal Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
10101 Hillwood Parkway  
Fort Worth, TX 76177

Aeronautical Study No.  
2023-AGL-10721-OE  
Prior Study No.  
2022-AGL-21562-OE

Issued Date: 07/21/2023

Jennifer Sirovica  
Horvath Towers VI, LLC  
312 W Colfax Ave  
South Bend, IN 46601

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Tower HV1496 / Fifty Lakes  
Location: Fifty Lakes, MN  
Latitude: 46-45-41.21N NAD 83  
Longitude: 94-04-27.37W  
Heights: 1424 feet site elevation (SE)  
199 feet above ground level (AGL)  
1623 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

Emissions from this site must be in compliance with the parameters set by collaboration between the FAA and telecommunications companies and reflected in the FAA 5G C band compatibility evaluation process (such as power, frequencies, and tilt angle). Operational use of this frequency band is not objectionable provided the Wireless Providers (WP) obtain and adhere to the parameters established by the FAA 5G C band compatibility evaluation process. **Failure to comply with this condition will void this determination of no hazard.**

**See attachment for additional condition(s) or information.**

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 M.

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power, except those frequencies specified in the Colo Void Clause Coalition; Antenna System Co-Location; Voluntary Best Practices, will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA. This determination includes all previously filed frequencies and power for this structure.

If construction or alteration is dismantled or destroyed, you must submit notice to the FAA within 5 days after the construction or alteration is dismantled or destroyed.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

A copy of this determination will be forwarded to the Federal Communications Commission (FCC) because the structure is subject to their licensing authority.

If we can be of further assistance, please contact Robert Kiser, at (404) 305-6616, or Robert.K-CTR.Kiser@faa.gov. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2023-AGL-10721-OE.

**Signature Control No: 587717173-594120954**

( DNE )

Mike Helvey

Manager, Obstruction Evaluation Group

Attachment(s)

Additional Information

Frequency Data

Map(s)

cc: FCC



## Additional information for ASN 2023-AGL-10721-OE

Part 77 authorizes the FAA to evaluate a structure or object's potential electromagnetic effects on air navigation, communication facilities, and other surveillance systems. It also authorizes study of impact on arrival, departure, and en route procedures for aircraft operating under visual or instrument flight rules, as well as the impact on airport traffic capacity at existing public use airports. Broadcast in the 3.7 to 3.98 GHz frequency (5G C band) currently causes errors in certain aircraft radio altimeters and the FAA has determined they cannot be relied upon to perform their intended function when experiencing interference from wireless broadband operations in the 5G C band. The FAA has adopted Airworthiness Directives for all transport and commuter category aircraft equipped with radio altimeters that prohibit certain operations when in the presence of 5G C band

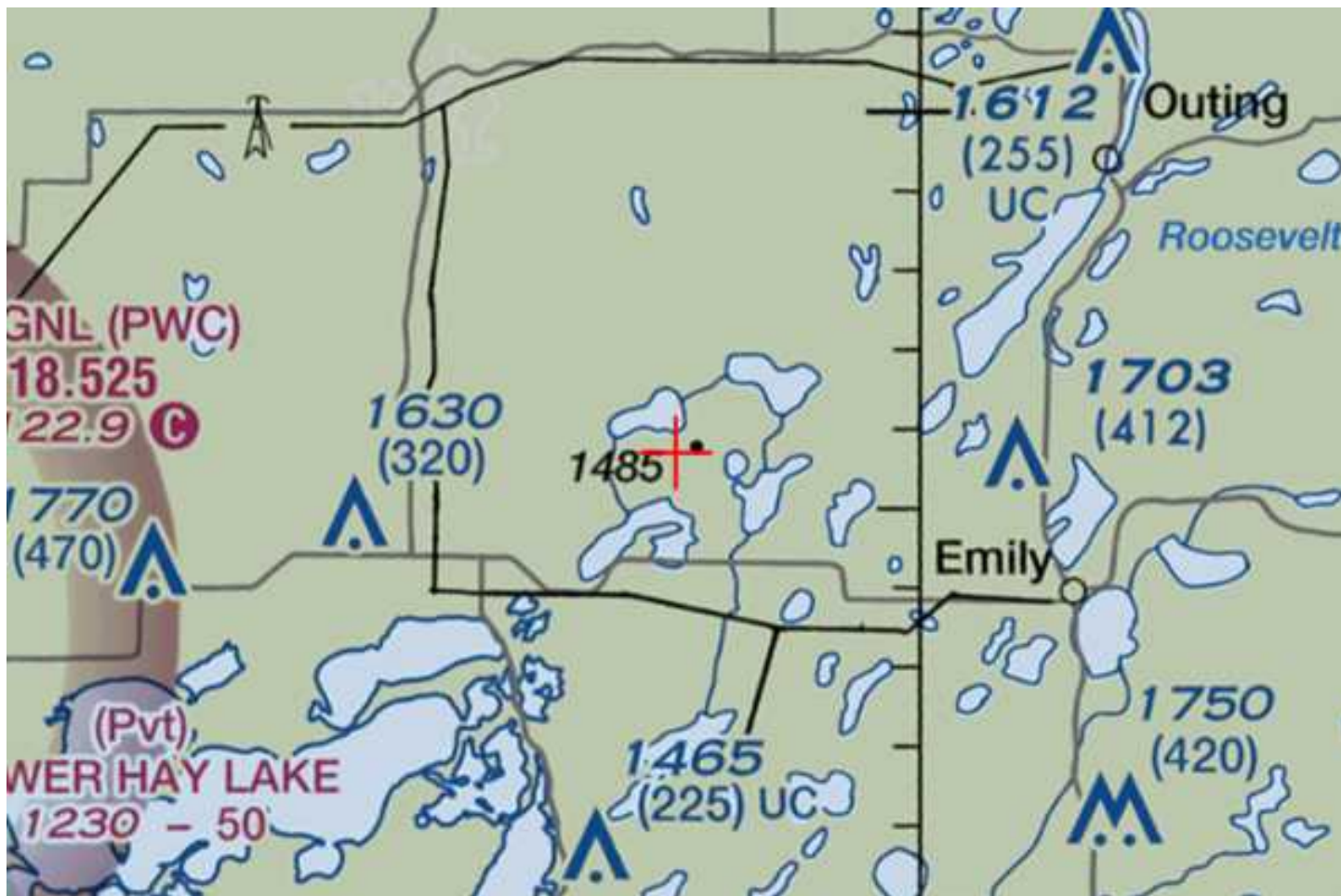
This determination of no hazard is based upon those mitigations implemented by the FAA and operators of transport and commuter category aircraft, and helicopters operating in the vicinity of your proposed location. It is also based on telecommunication industry and FAA collaboration on acceptable power levels and other parameters as reflected in the FAA 5G C band evaluation process.

The FAA 5G C band compatibility evaluation is a data analytics system used by FAA to evaluate operational hazards related to aircraft design. The FAA 5G C band compatibility evaluation process refers to the process in which the telecommunication companies and the FAA have set parameters, such as power output, locations, frequencies, and tilt angles for antenna that mitigate the hazard to aviation. As the telecommunication companies and FAA refine the tools and methodology, the allowable frequencies and power levels may change in the FAA 5G C band compatibility evaluation process. Therefore, your proposal will not have a substantial adverse effect on the safe and efficient use of the navigable airspace by aircraft provided the equipment and emissions are in compliance with the parameters established through the FAA 5G C band compatibility evaluation process.

Any future changes that are not consistent with the parameters listed in the FAA 5G C band compatibility evaluation process will void this determination of no hazard.

**Frequency Data for ASN 2023-AGL-10721-OE**

<b>LOW FREQUENCY</b>	<b>HIGH FREQUENCY</b>	<b>FREQUENCY UNIT</b>	<b>ERP</b>	<b>ERP UNIT</b>
6	7	GHz	55	dBW
6	7	GHz	42	dBW
10	11.7	GHz	55	dBW
10	11.7	GHz	42	dBW
17.7	19.7	GHz	55	dBW
17.7	19.7	GHz	42	dBW
21.2	23.6	GHz	55	dBW
21.2	23.6	GHz	42	dBW
614	698	MHz	2000	W
614	698	MHz	1000	W
698	806	MHz	1000	W
806	901	MHz	500	W
806	824	MHz	500	W
824	849	MHz	500	W
851	866	MHz	500	W
869	894	MHz	500	W
896	901	MHz	500	W
901	902	MHz	7	W
929	932	MHz	3500	W
930	931	MHz	3500	W
931	932	MHz	3500	W
932	932.5	MHz	17	dBW
935	940	MHz	1000	W
940	941	MHz	3500	W
1670	1675	MHz	500	W
1710	1755	MHz	500	W
1850	1910	MHz	1640	W
1850	1990	MHz	1640	W
1930	1990	MHz	1640	W
1990	2025	MHz	500	W
2110	2200	MHz	500	W
2305	2360	MHz	2000	W
2305	2310	MHz	2000	W
2345	2360	MHz	2000	W
2496	2690	MHz	500	W
3700	3980	MHz	3280	W





## CITY OF FIFTY LAKES

July 31, 2023

Christopher & Wendy Boyer  
5615 Brookview Ave  
Edina, MN 55424

**Re: Variance V-02-23 Approved  
City of Fifty Lakes**

Mr. & Mrs. Boyer,

The City of Fifty Lakes approved your variance request to enclose a pre-existing 10' x 15' (150 sf) deck within the OHW level setback on the property located at 40535 Westman Bay Rd.

The approval was made by the Board of Adjustment at their meeting on July 25, 2023 based on the following findings of fact and with the following conditions of approval.

### Findings of Fact:

1. The subject property is located at 40535 Westman Bay Rd. and is zoned "Shoreland Residential" (West Fox Lake- General Development).
2. The variance request is to enclose an existing 10' x 15' (150 sf) attached pre-existing deck. The proposed addition would convert the deck into a three-season porch.
3. The single family dwelling is considered a "pre-existing structure" because it was constructed before the establishment of the Shoreland Rules and is located 48' from the OHW level of West Fox Lake (75 ft required.)
4. The pre-existing dwelling was significantly damaged by fire in December 2020. The property owners were granted a variance in September 2021 to replace the pre-existing dwelling and construct 947 sq. ft. addition on the east side of the structure.
5. The subject property is 3.2 acres will contain approximately 11% impervious surface coverage with the proposed improvements (25% allowed).
6. The pre-existing dwelling is served by a private water well and conforming subsurface sewage treatment system.
7. The DNR has been notified of the request and has provided the following:
  - a. "Assuming the existing deck is an existing legal non-conforming deck (i.e., either has a permit or was placed prior to p&z regulations established within the City) and the addition is getting no closer to OHW than the other portion of the house, the DNR has no comments."
8. Will granting the variance put property to use in a reasonable manner not permitted by the zoning ordinance?

- a. Yes, the request is consistent with the previous variance approval for the property. The request is reasonable because the proposed improvement over an existing deck and is no closer to the lake than the existing structure.
9. Does the property have unique circumstances that were not created by the landowner?
  - a. Yes, the pre-existing dwelling was constructed prior to the establishment of the State Shoreland Rules.
10. If the variance is granted, will the essential character of the locality remain consistent?
  - a. Yes, constructing a porch addition will not alter the essential character of the neighborhood. The improvement will not be visible from the right-of-way and not highly visible from adjacent properties. The addition will be visible from the lake however the shoreline contains some vegetation for screening.
11. Will the variance, if granted, be consistent with the comprehensive plan and be in harmony with the purpose and intent of the City of Fifty Lakes ordinances?
  - a. Yes, the request, with conditions, is consistent with the purpose and intent of the zoning ordinance and the following goal in the comprehensive plan, "To preserve the natural character and environmental quality of the lakeshore and still allow reasonable use for property owners and the public."
12. Has the variance request been made based on reasons other than economic considerations alone?
  - a. Yes, the request has been made on factors other than economic considerations.

Conditions of Approval:

1. A stormwater management plan which includes gutters/downspouts on the west side (lakeside) of the porch and existing dwelling submitted prior to land use permit approval. Stormwater shall be directed to a rain garden(s) and/or swale(s). The stormwater management plan shall be reviewed/approved by the zoning administrator and shall be implemented in full within one month after completion of the project.

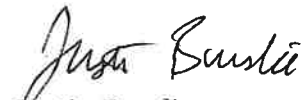
Your stormwater management plan submitted in 2022 contains gutters/downspouts on the west side of the existing dwelling. Your permit is hereby amended to include the porch (deck enclosure) and no further action is required at this time.

Please schedule a follow-up inspection with me when the improvements included in your stormwater management plan are complete.

If you have any questions or concerns please contact me at (218) 895-4151 or pz@fiftylakesmn.com.

Sincerely,

CITY OF FIFTY LAKES



Justin Burslie  
Planning and Zoning Administrator

Cc: City Council  
Planning Commission



## CITY OF FIFTY LAKES

July 28, 2023

Shawn & Laura Gagnon  
5212 Nelmark Ave NE  
Saint Michael, MN 55376

**Re: Unpermitted Stairway/Deck Replacement  
City of Fifty Lakes**

Mr. & Mrs. Gagnon,

The city has received an inquiry regarding a potential unpermitted replacement deck and stairway recently constructed on your property located at 41102 Peninsula Road.

According to Section 3.06.01 of the City of Fifty Lakes Land Use Ordinance, all new and replacement structures in the city require a land use permit:

### **3.06 Permits**

#### **3.06.01 Permits Required**

A land use permit is required prior to commencement of any change in land use, the construction of any structure including expansion of building footprint or the addition of stories or living space, **the replacement of any structure** not exempted by Section 3.06.08, the installation and/or alteration of subsurface sewage treatment systems, and those grading and filling activities not exempted by Section 8.03.04 of this ordinance.

Application for a permit shall be made to the Zoning Administrator on the forms provided by the City. The application shall include:

- a) A description of the type and scope of construction, use, development, or alteration proposed.
- b) A sketch plan showing the location of public waters, wetlands, existing and proposed structures, road rights of way, driveways, parking spaces, water and subsurface sewage treatment system locations, and utility lines.
- c) Topographic features including but not limited to wetlands, bluffs, ordinary high water level designations, or steep slopes.



3.06.08 Exceptions (no permits required):

- a) A maximum of two structures on a lot, each not exceeding 25 square feet in size, meeting all setbacks and complying with all other requirements of this ordinance.
- b) Maintenance of structures including but not limited to the replacement of windows, doors, siding, roofs, paint, deck boards, and railings.
- c) Deer stands not exceeding 32 square feet in floor area or the height permitted under State statute.
- d) Stored fish houses currently licensed and meeting all setbacks.
- e) Playground equipment meeting all setbacks, covering a maximum of 200 square feet of land area, and not a component of a commercial or semipublic use.

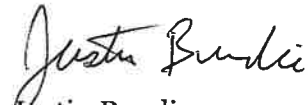
A land use permit application form is enclosed. The after-the-fact penalty for unpermitted structures is \$1,000 or triple the permit fee, whichever is greater, plus the original permit fee.

In order to obtain a permit, the subsurface sewage treatment system (SSTS) will need to be inspected if it has not been in the last three years. Our records indicate the SSTS on your property was last inspected when it was installed in 1999.

Please contact me at (218) 895-4151 upon receipt of this letter to discuss this matter.

Sincerely,

CITY OF FIFTY LAKES



Justin Burslie  
Planning and Zoning Administrator

Enclosure



McCoy Construction & Forestry  
 34316 Highway 2  
 Grand Rapids, MN 55744  
 (218) 326-9427

Remit Payment to:  
 McCoy Construction & Forestry, Inc.  
 ATTN: Accounts Receivable  
 2099 Southpark Ct  
 Dubuque, IA 52003



\*\*\* PROFORMA INVOICE \*\*\*

Quote Expires: 08/31/2023

**SERVICE QUOTATION**

Invoice To Account No: 57506

CITY OF FIFTY LAKES  
 40447 TOWN HALL RD  
 FIFTY LAKES MN 56448

Phone: (218)763-3113

Deliver To:

CITY OF FIFTY LAKES  
 40447 TOWN HALL RD  
 FIFTY LAKES MN 56448

Phone: (218)763-3113

Invoice Number:	
Invoice Date:	08/02/2023
Location:	06
Work Order Number:	614551
Payment Type:	Account
Customer PO No:	
Make/Model:	2011 JOHN DEERE 210LJ
Meter Reading:	1700
Serial Number:	1T0210LJCB0890532
Equipment Number:	15091M
Fleet Number:	
Page:	1 of 2

**Gen1 Retail**

CONCERN:  
 Transmission is slow until it warms up

CORRECTION:

Labor: \$4,620.00	Parts: \$0.00	OL&M: \$0.00	Misc: \$0.00	Sub-Total: \$4,620.00
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**Gen2 Retail**

CONCERN:  
 Hoses leaking in the rear

CORRECTION:

Labor: \$539.00	Parts: \$0.00	OL&M: \$0.00	Misc: \$0.00	Sub-Total: \$539.00
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**Gen3 Retail**

CONCERN:  
 Valve adjustment

CORRECTION:

PartNumber	Description	Quantity	Net Price	Extended Price	Taxed Ind
R524468	Rocker Arm Cover Gasket	1.00	\$53.22	\$53.22	Y

**Miscellaneous Charges:**

Shop Supplies

Environmental Fees

\$75.00

\$65.00

Labor: \$462.00	Parts: \$53.22	OL&M: \$0.00	Misc: \$140.00	Sub-Total: \$655.22
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Customer PO No:  
 Tax Exempt No:  
 Advisor: Mike Mcinerney

Labor:	\$5,621.00
Parts:	\$53.22
OL&M:	\$0.00
Misc:	\$140.00
<b>Total:</b>	<b>\$5,814.22</b>

CONTINUED ON NEXT PAGE->





McCoy Construction & Forestry  
 34316 Highway 2  
 Grand Rapids, MN 55744  
 (218) 326-9427

Remit Payment to:  
 McCoy Construction & Forestry, Inc.  
 ATTN: Accounts Receivable  
 2099 Southpark Ct  
 Dubuque, IA 52003



**JOHN DEERE**

Invoice To Account No: 57506

\*\*\* PROFORMA INVOICE \*\*\*

Quote Expires: 08/31/2023

**SERVICE QUOTATION**

CITY OF FIFTY LAKES  
 40447 TOWN HALL RD  
 FIFTY LAKES MN 56448

Phone: (218)763-3113

Deliver To:

CITY OF FIFTY LAKES  
 40447 TOWN HALL RD  
 FIFTY LAKES MN 56448

Phone: (218)763-3113

Invoice Number:	
Invoice Date:	08/02/2023
Location:	06
Work Order Number:	614551
Payment Type:	Account
Customer PO No:	
Make/Model:	2011 JOHN DEERE 210LJ
Meter Reading:	1700
Serial Number:	1T0210LJCB0890532
Equipment Number:	15091M
Fleet Number:	
Page:	2 of 2

**TERMS AND CONDITIONS**

This is a parts and labor estimate only. McCoy Construction & Forestry reserves the right to adjust the pricing if the scope of repairs changes, which impacts the parts or labor involved to complete the repairs. Customers will be contacted to discuss and approve the changes to the repairs.

Received by: .....

Date: .....

**CITY OF FIFTY LAKES MUNICIPAL LIQUOR STORE**  
**2023 PROFIT AND LOSS REPORT**

(unaudited)

**RECEIPTS:**

	Mar-23		Apr-23		May-23		Jun-23		Jul-23		2023 YTD
Receipts from Off Sales	6,142.89	13.0%	6,671.36	15.9%	15,410.71	20.8%	36,019.93	35.5%	51,417.02	47.1%	129,584.85
Receipts from On Sales	38,166.01	80.8%	32,921.16	78.5%	55,759.58	75.3%	61,522.15	60.6%	54,925.94	50.3%	314,904.91
Receipts from Machines	533.06	1.1%	547.91	1.3%	600.06	0.8%	740.63	0.7%	1,025.44	0.9%	4,772.51
Rent from FLFRA	2,403.28	5.1%	1,784.13	4.3%	2,310.95	3.1%	3,162.45	3.1%	1,770.90	1.6%	17,433.87
<b>Total Sales</b>	<b>47,245.24</b>	<b>100.0%</b>	<b>41,924.56</b>	<b>100.0%</b>	<b>74,081.30</b>	<b>100.0%</b>	<b>101,445.16</b>	<b>100.0%</b>	<b>109,139.30</b>	<b>100.0%</b>	<b>466,696.14</b>

Beginning inventory											
Purchases	53,744.44		55,748.75		57,825.23		58,765.77		73,732.18		51,502.92
Total	21,256.64		18,231.99		33,372.85		58,660.90		32,460.39		202,416.02
Ending Inventory	75,001.08		73,980.74		91,198.08		117,426.67		106,192.57		253,918.94
Subtotal	55,748.75		57,825.23		58,765.77		73,732.18		64,751.44		64,751.44
Sales & Use Tax	19,252.33		16,155.51		32,432.31		43,694.49		41,441.13		189,167.50
Cost of Sales	3,699.00	7.8%	3,257.00	7.8%	5,714.03	7.7%	7,913.00	7.8%	8,300.00	7.6%	35,858.03
<b>Gross Profit</b>	<b>22,951.33</b>	<b>48.6%</b>	<b>19,412.51</b>	<b>46.3%</b>	<b>38,146.34</b>	<b>51.5%</b>	<b>51,607.49</b>	<b>50.9%</b>	<b>49,741.13</b>	<b>45.6%</b>	<b>225,025.53</b>

**OPERATING EXPENSES**

Salaries and wages - liquor	24,293.91	51.4%	22,512.05	53.7%	35,934.96	48.5%	49,837.67	49.1%	59,398.17	54.4%	241,670.61
Salaries and wages - administration	10,853.83	23.0%	10,410.92	24.8%	12,404.18	16.7%	15,628.80	15.4%	14,936.57	13.7%	86,251.56
Salaries and wages - maintenance	1,147.81	2.4%	992.68	2.4%	1,162.07	1.6%	1,467.99	1.4%	461.28	0.4%	7,472.23
Payroll taxes (FICA & Med)	282.53	0.6%	245.68	0.6%	283.88	0.4%	269.44	0.3%	257.16	0.2%	1,854.61
Employer Pera contributions	901.00	1.9%	852.41	2.0%	1,045.96	1.4%	1,183.30	1.2%	1,152.15	1.1%	6,952.52
Employer Health & Dental Insurance	919.32	1.9%	866.44	2.1%	918.17	1.2%	978.85	1.0%	989.76	0.9%	6,537.91
Unemployment benefit payments	1,892.23	4.0%	1,892.24	4.5%	1,892.24	2.6%	2,225.20	2.2%	2,225.19	2.0%	13,911.57
Pension expense		0.0%	619.77	1.5%		0.0%		0.0%	326.20	0.3%	1,474.61
Compensated absences		0.0%		0.0%		0.0%				0.0%	0.00
Salaries & benefits		0.0%		0.0%		0.0%				0.0%	0.00
<b>Total operating expenses</b>	<b>15,996.72</b>	<b>33.9%</b>	<b>15,880.14</b>	<b>37.9%</b>	<b>17,706.50</b>	<b>23.9%</b>	<b>21,753.58</b>	<b>21.4%</b>	<b>20,348.31</b>	<b>18.6%</b>	<b>124,455.01</b>

Dues & subscriptions	120.00	0.3%		0.0%	434.62	0.6%	877.38	0.9%	800.00	0.7%	2,232.00
Credit card fees	608.15	1.3%	532.70	1.3%	528.24	0.7%	1,108.55	1.1%	1,213.87	1.1%	5,421.77
Telephone / Cell	167.99	0.4%	115.49	0.3%	115.49	0.2%	253.61	0.2%	146.04	0.1%	1,137.02
Television/ IT services	249.48	0.5%	985.25	2.4%	356.98	0.5%	141.50	0.1%	499.38	0.5%	2,729.55
Freight	191.19	0.4%	173.21	0.4%	183.33	0.2%	330.98	0.3%	135.41	0.1%	1,313.37
Advertising/Entertainment	550.00	1.2%	550.00	1.3%	1,614.10	2.2%	5,534.88	5.5%	2,784.27	2.6%	14,246.80
Electricity	1,191.77	2.5%	1,309.12	3.1%	573.85	0.8%	1,231.19	1.2%	1,886.85	1.7%	8,706.99
Natural Gas	435.51	0.9%	416.06	1.0%		0.0%	77.60	0.1%	91.52	0.1%	1,492.97
Trash Removal	197.60	0.4%	197.60	0.5%	197.60	0.3%	251.06	0.2%	251.10	0.2%	1,398.96
Laundry Service	233.76	0.5%	254.84	0.6%	267.76	0.4%	305.01	0.3%	305.01	0.3%	1,833.90
Repair & Maintenance	124.97	0.3%		0.0%	312.00	0.4%	2,257.11	2.2%	1,176.05	1.1%	4,197.84
Supplies & minor equipment	820.61	1.7%	413.15	1.0%	275.76	0.4%	995.14	1.0%	180.18	0.2%	2,704.60
Education & seminars		0.0%	821.00	2.0%	(100.00)	-0.1%		0.0%		0.0%	721.00
Travel, lodging & meal expenses		0.0%		0.0%	301.30	0.4%		0.0%		0.0%	721.00
Professional services	1,480.50	3.1%		0.0%	1,377.09	1.9%	314.07	0.3%	94.32	0.1%	395.62
Miscellaneous	23.04	0.0%	72.55	0.2%	77.80	0.1%	582.56	0.6%	23.04	0.0%	14,814.04
Insurance	1,125.32	2.4%	1,125.32	2.7%	1,125.32		1,125.32		23.04	0.0%	825.07
Depreciation expense	1,570.98	3.3%	1,570.98	3.7%	1,570.98		1,570.98		1,209.00		7,960.92
<b>Total operating expenses</b>	<b>25,087.59</b>	<b>53.1%</b>	<b>24,417.41</b>	<b>58.2%</b>	<b>26,918.72</b>	<b>36.3%</b>	<b>38,710.52</b>	<b>38.2%</b>	<b>32,918.88</b>	<b>30.2%</b>	<b>207,787.84</b>

Operating Income (loss)	(793.68)	-1.7%	(1,905.36)	-4.5%	9,016.24	12.2%	11,127.15	11.0%	26,479.29	24.3%	33,882.77
Other receipts (ATM, lottery ref, COVID)		0.0%	(7,000.00)	-16.7%		0.0%		0.0%		0.0%	(7,000.00)
Interest expense (income)	64.14	0.1%	64.15	0.2%	64.15	0.1%	64.15	0.1%	64.15	0.1%	449.02
Loss on disposal of capital asset											0.00
<b>Net profit (loss)</b>	<b>(857.82)</b>	<b>-1.8%</b>	<b>5,030.49</b>	<b>12.0%</b>	<b>8,952.09</b>	<b>12.1%</b>	<b>11,063.00</b>	<b>10.9%</b>	<b>26,415.14</b>	<b>24.2%</b>	<b>40,433.75</b>

**INVENTORY PURCHASES**

Liquor	5,102.32		5,163.26		5,180.76		9,983.60		6,688.84		40,404.14
Beer	6,522.98		4,126.34		14,869.90		24,048.80		10,751.17		72,814.09
Wine	336.00		442.00		176.00		1,233.30		312.00		2,963.30
Soft Drinks	1,162.16		787.38		1,228.41		2,518.45		1,692.45		8,953.82
Bar Supplies	444.46		2,002.00		2,723.89		4,801.73		3,634.49		15,768.72
Tobacco	1,565.88		1,250.53		1,839.00		3,113.34		2,034.07		11,905.93
Food	5,794.73		3,055.69		5,718.72		8,058.31		6,450.75		36,908.17
Misc Merchandise, Clothing	328.11		1,404.79		1,636.17		4,903.37		896.62		12,697.85
<b>Total inventory purchases</b>	<b>21,256.64</b>		<b>18,231.99</b>		<b>33,372.85</b>		<b>58,660.90</b>		<b>32,460.39</b>		<b>202,416.02</b>

**CITY OF FIFTY LAKES MUNICIPAL LIQUOR STORE  
2022 PROFIT AND LOSS REPORT**

(unaudited)

	Mar-22		Apr-22		May-22		Jun-22		Jul-22		2022 YTD
<b>RECEIPTS:</b>											
Receipts from Off Sales	8,558.00	17.2%	8,558.74	19.7%	14,019.20	18.5%	14,197.11	14.4%	23,433.22	21.5%	149,421.60
Receipts from On Sales	39,377.42	79.2%	33,139.96	76.2%	58,716.15	77.5%	80,294.88	81.4%	80,936.54	74.4%	664,219.32
Receipts from Machines	610.34	1.2%	554.52	1.3%	369.29	0.5%	848.88	0.9%	1,043.52	1.0%	7,890.54
Rent from FLFRA	1,151.40	2.3%	1,255.00	2.9%	2,689.00	3.5%	3,360.35	3.4%	3,409.61	3.1%	30,560.46
<b>Total Sales</b>	<b>49,697.16</b>	<b>100.0%</b>	<b>43,508.22</b>	<b>100.0%</b>	<b>75,793.64</b>	<b>100.0%</b>	<b>98,701.22</b>	<b>100.0%</b>	<b>108,822.89</b>	<b>100.0%</b>	<b>852,091.92</b>
Beginning inventory	55,174.41		57,889.38		61,002.57		60,344.35		70,057.72		53,473.73
Purchases	25,231.94		21,109.27		32,938.47		54,941.77		36,053.44		357,878.01
<b>Total</b>	<b>80,406.35</b>		<b>78,998.65</b>		<b>93,941.04</b>		<b>115,286.12</b>		<b>106,111.16</b>		<b>411,351.74</b>
Ending Inventory	57,889.38		61,002.57		60,344.35		70,057.72		62,565.55		51,502.92
<b>Subtotal</b>	<b>22,516.97</b>		<b>17,996.08</b>		<b>33,596.69</b>		<b>45,228.40</b>		<b>43,545.61</b>		<b>359,848.82</b>
Sales & Use Tax	3,869.00	7.8%	3,434.00	7.9%	5,807.00	7.7%	7,385.00	7.5%	8,373.00	7.7%	64,720.00
<b>Cost of Sales</b>	<b>26,385.97</b>	<b>53.1%</b>	<b>21,430.08</b>	<b>49.3%</b>	<b>39,403.69</b>	<b>52.0%</b>	<b>52,613.40</b>	<b>53.3%</b>	<b>51,918.61</b>	<b>47.7%</b>	<b>424,568.82</b>
<b>Gross Profit</b>	<b>23,311.19</b>	<b>46.9%</b>	<b>22,078.14</b>	<b>50.7%</b>	<b>36,389.95</b>	<b>48.0%</b>	<b>46,087.82</b>	<b>46.7%</b>	<b>56,904.28</b>	<b>52.3%</b>	<b>427,523.10</b>
<b>OPERATING EXPENSES</b>											
Salaries and wages - liquor	12,175.87	24.5%	11,492.43	26.4%	12,870.42	17.0%	15,237.96	15.4%	15,208.90	14.0%	156,404.84
Salaries and wages - administration	1,035.42	2.1%	966.33	2.2%	983.83	1.3%	1,020.41	1.0%	927.46	0.9%	13,463.05
Salaries and wages - maintenance	250.49	0.5%	1,457.62	3.4%	262.41	0.3%	262.42	0.3%	250.49	0.2%	5,071.84
Payroll taxes (FICA & Med)	992.89	2.0%	1,027.70	2.4%	1,042.42	1.4%	1,211.49	1.2%	1,232.35	1.1%	12,843.10
Employer Pera contributions	870.51	1.8%	940.21	2.2%	889.28	1.2%	892.36	0.9%	917.70	0.8%	10,893.68
Employer Health & Dental Insurance	1,780.86	3.6%	1,780.86	4.1%	1,788.52	2.4%	1,884.57	1.9%	1,892.23	1.7%	22,157.61
Unemployment benefit payments		0.0%		0.0%	600.77	0.8%		0.0%		0.0%	600.77
Pension expense		0.0%		0.0%		0.0%		0.0%		0.0%	0.00
Compensated absences		0.0%		0.0%		0.0%		0.0%		0.0%	4,909.13
<b>Salaries &amp; benefits</b>	<b>17,106.04</b>	<b>34.4%</b>	<b>17,665.15</b>	<b>40.6%</b>	<b>18,437.65</b>	<b>24.3%</b>	<b>20,509.21</b>	<b>20.8%</b>	<b>20,429.13</b>	<b>18.8%</b>	<b>226,344.02</b>
Dues & subscriptions	318.00	0.6%		0.0%	74.63	0.1%	261.50	0.3%	1,219.00	1.1%	3,503.38
Credit card fees	767.70	1.5%	790.04	1.8%	659.10	0.9%	1,073.63	1.1%	1,161.11	1.1%	12,441.78
Telephone / Cell	166.45	0.3%	166.45	0.4%	166.45	0.2%	169.37	0.2%	169.33	0.2%	2,014.45
Television/ IT services	187.50	0.4%	229.49	0.5%	217.49	0.3%	217.49	0.2%	217.49	0.2%	2,808.85
Freight	353.50	0.7%	139.14	0.3%	170.31	0.2%	237.27	0.2%	605.41	0.6%	3,133.60
Advertising/Entertainment	1,271.00	2.6%	500.00	1.1%	1,847.02	2.4%	3,352.50	3.4%	1,561.00	1.4%	32,979.57
Electricity	1,184.05	2.4%	1,225.36	2.8%	1,052.92	1.4%	712.64	0.7%	1,648.24	1.5%	15,365.86
Natural Gas	314.40	0.6%	234.43	0.5%	109.96	0.1%	75.35	0.1%	60.90	0.1%	2,507.36
Trash Removal	185.78	0.4%	185.78	0.4%	185.78	0.2%	329.42	0.3%	204.05	0.2%	2,514.76
Laundry Service	211.42	0.4%	211.42	0.5%	222.06	0.3%	223.13	0.2%	223.76	0.2%	2,881.01
Repair & Maintenance	513.53	1.0%	1,285.23	3.0%	507.67	0.7%	195.01	0.2%	426.83	0.4%	6,520.51
Supplies & minor equipment	1,642.13	3.3%	0.00	0.0%	513.23	0.7%	483.19	0.5%	38.64	0.0%	6,560.65
Education & seminars	670.00	1.3%	568.00	1.3%		0.0%		0.0%		0.0%	1,238.00
Travel, lodging & meal expenses	40.95	0.1%	95.94	0.2%		0.0%	35.10	0.0%		0.0%	223.24
Professional services	2,992.50	6.0%	3,902.47	9.0%	2,600.25	3.4%	0.00	0.0%	1,749.38	1.6%	13,771.92
Miscellaneous	23.04	0.0%	227.13	0.5%	23.04	0.0%	23.04	0.0%	23.04	0.0%	1,080.57
Insurance	654.38	1.3%	654.38	1.5%	654.38	0.9%	794.74	0.8%	794.74	0.7%	8,835.08
Depreciation expense	1,414.96	2.8%	1,414.96	3.3%	1,414.96	1.9%	1,414.96	1.4%	1,414.96	1.3%	16,979.52
<b>Total operating expenses</b>	<b>30,017.33</b>	<b>60.4%</b>	<b>29,495.37</b>	<b>67.8%</b>	<b>28,856.90</b>	<b>38.1%</b>	<b>30,107.55</b>	<b>30.5%</b>	<b>31,946.01</b>	<b>29.4%</b>	<b>361,704.13</b>
<b>Operating Income (loss)</b>	<b>(6,706.14)</b>	<b>-13.5%</b>	<b>(7,417.23)</b>	<b>-17.0%</b>	<b>7,533.05</b>	<b>9.9%</b>	<b>15,980.27</b>	<b>16.2%</b>	<b>24,958.27</b>	<b>22.9%</b>	<b>65,818.97</b>
Other receipts (ATM,lottery,ref, COVID)		0.0%		0.0%		0.0%		0.0%		0.0%	0.00
Interest expense (income)	64.14	0.1%	64.15	0.1%	64.15	0.1%	64.15	0.1%	64.15	0.1%	769.77
Loss on disposal of capital asset											0.00
<b>Net profit (loss)</b>	<b>(6,770.28)</b>	<b>-13.6%</b>	<b>(7,481.38)</b>	<b>-17.2%</b>	<b>7,468.90</b>	<b>9.9%</b>	<b>15,916.12</b>	<b>16.1%</b>	<b>24,894.12</b>	<b>22.9%</b>	<b>65,049.20</b>
<b>INVENTORY PURCHASES</b>											
Liquor	6,169.60		4,005.30		6,879.27		13,383.55		3,819.09		75,427.16
Beer	6,727.37		9,143.31		11,538.30		23,646.50		6,554.17		112,116.21
Wine	880.00		0.00		480.00		420.00		607.68		7,416.03
Soft Drinks	1,533.07		779.90		1,601.19		2,260.10		1,184.62		14,371.32
Bar Supplies	3,805.24		1,157.56		1,708.18		2,493.69		2,918.18		20,977.94
Tobacco	1,271.45		1,326.74		1,345.44		2,252.02		1,860.45		18,567.74
Food	3,310.78		3,930.77		9,060.46		9,308.77		13,168.94		85,753.88
Misc Merchandise, Clothing	1,534.43		765.69		325.63		1,177.14		5,940.31		23,247.73
<b>Total inventory purchases</b>	<b>25,231.94</b>		<b>21,109.27</b>		<b>32,938.47</b>		<b>54,941.77</b>		<b>36,053.44</b>		<b>357,878.01</b>

Off Sale Inventory Variance Totals for 2023

Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Beer	not counted	2235.76	-888.38		
Liquor	88.09	-883.14			
Wine	25.39	-5.33			
Pop	not counted	-6.70	-214.97		
Cigarettes	167.63	226.98	475.31		
Tobacco	18.16	184.90	165.48		
Miscellaneous	not counted	72.51			
Clothing	<u>not varianced</u>	<u>not counted</u>	<u>1103.79</u>		
<b>Total</b>	<b>299.27</b>	<b>1824.98</b>	<b>641.23</b>	<b>0</b>	<b>0</b>
			*Beer w/o gr tabs		
			-911.50		



MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE FIFTY LAKES CITY COUNCIL  
January 10, 2023

The Regular Monthly Meeting of the Fifty Lakes City Council was held on Tuesday, January 10, 2023, at City Hall at 6:00 pm. The following officers were present: Steve Dahlke, Mayor; Mark Bradley, Toni Buchite (via phone), Gary Staples and Jill Radman, Council Members; Karen Stern, City Clerk; Ann Raph, Deputy Clerk, Justin Burslie, Planning and Zoning Administrator, Chad Wosmek, Maintenance Supervisor, Diana Johnson, Liquor Manager and Keith Fitzpatrick, Medical Fire Chief.

3 council members Mayor Steve Dahlke, Mark Bradley and Jill Radman took their seats after taking the oath of office.

Consent Agenda: Mayor Dahlke requested consideration of the consent agenda. Council reviewed: Council Meeting Minutes for Regular Meeting December 13<sup>th</sup>, Treasurer’s Report: Payment of bills in the amount of \$120,684.15 including Check No# 44917 through #45008; Fire and Rescue Minutes. MOTION MADE BY MR. BRADLEY AND SECONDED BY MR. STAPLES TO APPROVE THE CONSENT AGENDA AS PRESENTED. When polled: All members voted aye. Motion carried. (Ms. Buchite absent).

New Business/Critical Issues: Council reviewed Remote City Meetings legal requirements and policies. MOTION MADE BY MR. BRADLEY AND SECONDED BY MR. STAPLES TO ALLOW COUNCIL MEMBERS AND PLANNING COMMISSION MEMBERS TO VOTE AT 1 MEETING PER YEAR REMOTELY VIA INTERACTIVE TECHNOLOGY. When polled: Mr. Bradley, Mr. Staples and Mayor Dahlke voted aye. Ms. Radman voted nay. Motion carried. (Ms. Buchite absent). Mayor Dahlke requested discussion of the following Mayoral Appointments for 2023. MOTION MADE BY MR. STAPLES AND SECONDED BY MS. RADMAN TO APPROVE THE FOLLOWING MAYORAL APPOINTMENTS FOR 2023:

1. Acting Mayor – Toni Buchite
2. Official Newspaper – Northland Press
3. Emergency Management – TBD
4. Committee Assignments
  - a) Roads, Maintenance & Weed Inspector – Mark Bradley
  - b) Public Safety (Fire & Rescue) – Jill Radman
  - c) Parks – Toni Buchite
  - d) Liquor Store – Gary Staples
  - e) Purchasing & Personnel – Mayor Steve Dahlke
  - f) Planning & Zoning – Mayor Steve Dahlke and Toni Buchite
5. Finance-Depositories: First Western Bank - Frandsen Bank-  
First National Bank-Pine River State Bank
6. City Attorney – Ratwik, Roswak & Maloney
7. City Engineer – Bolton & Menk

**Planning & Zoning Commission:**

Bob Stancer (12/23)      Don Reiersen (12/23)      Mike Milbrath (12/25)  
Bruce Bissonette (12/23)      Fred Strohmeier (12/25)

**Fire & Rescue Executive Review Board:**

Keith Fitzpatrick      Ed Shetka IV  
Jesse Anderson      Ken Hersey (Community Member)  
Toni Buchite (Council Liaison)  
Karen Stern (recording only not a voting member)

**Forestry Committee:**

Les Degner      Mark Johnson      Mark Bradley  
Mike Prouty      Fred Strohmeier      Tom Steffens

**FLLP – Fifty Lakes Lake Improvement Committee:**

Bob Stancer      Fred Strohmeier

**Ordinance No. \_\_\_\_**

**An Ordinance Created City Code Section 9.05**

**Prohibiting the Use of Cannabis in Public Places**

WHEREAS, on May 30, 2023, Governor Tim Walz signed into law House File 100 relating to the possession, sale, and adult use of cannabis; and

WHEREAS, House File 100 authorizes local units of government to adopt ordinances establishing a petty misdemeanor offense for a person who unlawfully uses cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in certain public places; and

WHEREAS, the City of Alexandria, Minnesota, is a local unit of government that is committed to providing safe and healthy environments; and

WHEREAS, as part of that commitment, the City has already determined that the use of tobacco products, including electronic delivery devices, in its parks is detrimental to the health and safety of its community and has, therefore, prohibited the use of such products in and on City-controlled parks; and

WHEREAS, as part of that commitment, the City has also prohibited the consumption of liquor in its parks and other public places except during licensed Community Festivals; and

WHEREAS, as part of that commitment, the City has recognized that, based on the most reliable and up-to-date scientific evidence, the rapid introduction of newly legalized adult-use cannabis products presents a significant potential threat to the public health, safety, and welfare of the residents of Alexandria, and particularly to youth; and

WHEREAS, the City has the opportunity to be proactive and make decisions that will mitigate this threat and reduce exposure of young people to cannabis and related products and to the marketing of these products and improve compliance among cannabis users with laws prohibiting the use of such products in public places; and

WHEREAS, in keeping with its commitment to providing safe and healthy environments, the City regulates the sale of products containing tetrahydrocannabinol; and

WHEREAS, the City Council for the City of Alexandria, Minnesota has determined that the use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products is detrimental to the health and safety of its community and that prohibiting such use in public places is consistent with the City's commitment to providing safe and healthy environments.

NOW, THEREFORE, the City Council for the City of Alexandria, Minnesota hereby ordains that the following Section 9.05 of the Alexandria City Code shall be and hereby is adopted as follows.

Section 9.05 **Prohibition of Cannabis Use in Public Places.**

Subd. 1. **Definitions.**

A. For the purposes of this section, the definitions included in Minnesota Statutes, Section 342.01, as enacted by the 93<sup>rd</sup> Legislature of the State of Minnesota in House File 100, and as the same may be amended from time to time, shall apply.

B. "Public Place." For the purposes of this section, the term "Public Place" shall mean any and all public places within the City of Alexandria, including but not limited to any public street, avenue, boulevard, right of way, road, alley, sidewalk, park, trail, parking lot, beach, pier, building, and vehicle. Provided, however, that the following shall not be considered a Public Place:

1. a private residence, including the person's curtilage or yard;

2. private property not generally accessible by the public, unless the person is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or

3. the premises of an establishment or event licensed to permit on-site consumption.

Subd. 2. **Use in Public Places Unlawful.**

A. It shall be unlawful for any person to use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a Public Place.

B. Any person who violates Subd. 2.A of this Section shall be guilty of a petty misdemeanor and fined up to \$300.00 or the maximum amount for a petty misdemeanor allowed by state law.

This Ordinance shall be effective upon its final passage and publication.

Adopted by the City Council of the City of Alexandria on this \_\_\_ day of \_\_\_\_\_, 2023, by the following vote:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Bobbie K. Osterberg  
Mayor

ATTEST: \_\_\_\_\_  
Martin D. Schultz  
City Administrator



**ORDINANCE 515**

**AN ORDINANCE CREATING CHAPTER 1100 CANNABIS AND SECTION 1101 USE OF CANNABIS IN PUBLIC IN THE CITY CODE**

The City Council of the City of Detroit Lakes does hereby ordain:

**Chapter 1100 Cannabis**

**Section 1101 Use of Cannabis in Public.**

Subd. 1 It is unlawful to use cannabis flower, cannabis products, lower-potency hemp edibles and hemp-derived consumer products, as defined in Minn. Stat. Section 342.01, in public places anywhere in the City.

Subd. 2 As used in this Section, public places include all areas contained within the City boundaries, except the following:

- A. Private residences, including the curtilage and yard; and
- B. Private property not generally accessible by the public, unless a person is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products on the property by the owner of the property; and
- C. The premises of an establishment or event licensed to permit on-site consumption of cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products.

Subd. 3 Violation of this Section is a petty misdemeanor as defined by Minnesota law. This Section may be enforced by the City of Detroit Lakes Administrative Penalty Procedure, City Code Section 214.

This ordinance shall take effect upon passage and publication as provided in by law.

Passed and adopted this 8<sup>th</sup> day of August 2023.

Approved this 8<sup>th</sup> day of August 2023.

\_\_\_\_\_  
Glori French, City Clerk

\_\_\_\_\_  
Matt Brenk, Mayor

First Reading: July 11, 2023  
Second Reading: August 8, 2023

**COUNTY OF CROW WING  
STATE OF MINNESOTA**

**ORDINANCE No.:**

**ORDINANCE REGULATING THE USE OF CANNABIS AND  
CANNABIS DERIVED PRODUCTS  
IN PUBLIC PLACES**

**THE CROW WING COUNTY COMMISSIONERS HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1. PURPOSE, INTENT AND STATUTORY AUTHORITY**

**1.1 Statement of Purpose and Intent.**

This Ordinance is adopted by the Crow Wing County Commissioners for the purpose of protecting public health and safety by regulating the use of Cannabis and cannabis derived products in public places and places of public accommodation within Crow Wing County.

By enacting 2023 Session Law, Chapter 63, H. F. No. 100 [hereinafter referred to “State Legislation”], the Minnesota Legislature passed the adult-use cannabis bill. Under that bill, the adult use, possession and personal growing of cannabis became legal August 1, 2023.

State legislation authorizes adoption of a local ordinance establishing a petty misdemeanor offense for public use of cannabis. See State Legislation Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5, or successor statute.

The County wishes to be proactive in protecting public health and safety by enacting regulations that will mitigate threats presented to the public by the public use of cannabis.

Crow Wing County (hereinafter “the County”) recognizes the risks that unintended access and use of cannabis products present to the health, welfare, and safety of youth in Crow Wing County.

**1.2 Statutory Authority.**

This Ordinance is enacted pursuant to 2023 Session Law, Chapter 63, H. F. No. 100 [hereinafter referred to “State Legislation”]; State Legislation Article 1, Sec. 1 Minn. Stat. 342.01; State Legislation Article 1, Sec. 9 Minn. Stat. 342.09 Subd. 1(b) or successor statute; State Legislation Sec. 9 Minn. Stat. 342.09, Subd. 1 (b)(9) or successor statute; State Legislation Minn. Stat. 342.09 Subd.1(a)(7) or successor statute; and State Legislation Article 4, Sec. 19 Minn. Stat. 152.0263, Subd. 5, or successor statute.

**SECTION 2. DEFINITIONS**

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms, and phrases, when used in this ordinance, shall have the meanings ascribed to them except where the context clearly indicates a different meaning.

(a) Adult-use cannabis flower. “Adult-use cannabis flower” means cannabis flower that is approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota. Adult-use cannabis flower does not include medical cannabis flower, hemp plant parts, or hemp-derived consumer products.

(b) Adult-use cannabis products. “Adult-use cannabis products” means a cannabis product that is approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota. Adult-use cannabis product includes edible cannabis products but does not include medical cannabinoid products or lower-potency hemp edibles.

(c) Cannabis flower. “Cannabis flower” means the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

(d) Cannabis product. “Cannabis product” means any of the following:

- (1) cannabis concentrate;
- (2) a product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower; or
- (3) any other product that contains cannabis concentrate.

(e) Hemp derived consumer products.

(1) “Hemp derived consumer products” means a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and:

- (i) contains or consists of hemp plant parts; or
- (ii) contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients.

(2) Hemp-derived consumer products does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

(f) Lower-potency hemp edible. A “lower-potency hemp edible” means any product that:

- (1) is intended to be eaten or consumed as a beverage by humans;
- (2) contains hemp concentrate or an artificially derived cannabinoid; in combination with food ingredients;
- (3) is not a drug;
- (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;

(5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;

(6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;

(7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and

(8) is a type of product approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

(g) Public place. A “public place”, means a public park or trail, public street or sidewalk, any enclosed, indoor area used by the general public, including, but not limited to, theaters, restaurants, bars, food establishments, places licensed to sell intoxicating liquor, wine, or malt beverages, retail businesses, gyms, common areas in buildings, public shopping areas, auditoriums, arenas, or other places of public accommodation.

(h) Place of public accommodation. “Place of public accommodation” means a business, refreshment, entertainment, recreation, or transportation facility of any kind, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.”

(i) Exceptions to public place or place of public accommodation. “A public place” or “a place of public accommodation” does not include the following:

1. a private residence, including the individual’s curtilage or yard.
2. a private property, not generally accessible by the public, unless the individual is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
3. on the premises of an establishment or event licensed to permit on-site consumption.

(j) Smoking. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products. Smoking includes carrying or using an activated electronic delivery device for human consumption through inhalation of aerosol or vapor from the product.

### **SECTION 3. JURISDICTION**

This Ordinance shall be applicable within the legal boundaries of Crow Wing County with the exception of cities of the first class and those cities or townships that have adopted their own ordinance establishing standards for public use of cannabis.

**SECTION 4. PROHIBITED ACTS**

Subd. 1. No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use cannabis flower and adult use cannabis products. See State Legislation Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5, or successor statute.

Subd. 2. No person shall vaporize or smoke cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or vapor would be inhaled by a minor. See State Legislation Article 1, Sec. 9 Minn. Stat. 342.09, Subd. 1(b)(9) or successor statute.

**SECTION 5. PENALTY**

Subd. 1. Criminal Penalty. A violation of this ordinance shall be a petty misdemeanor **having a fine payable up to \$300**. Nothing in this ordinance prohibits the County from seeking prosecution for an alleged violation.

**SECTION 6. SEVERABILITY**

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

**SECTION 6. EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and publications as required by law.

ADOPTED by the Crow Wing County Board of Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Rosemary Franzen, Crow Wing County Board Chair

Attest: \_\_\_\_\_  
Timothy Houle, Crow Wing County Administrator

appropriately reviewed, and the employee will be reimbursed for the amount of any inappropriate deduction taken.

#### Requirement to Work Overtime

All employees, in all departments, are required to work overtime or more than their regular schedule as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

#### CALLED-IN PAY

Non-exempt employees who are called in to work on a day they were not scheduled to work shall be paid for all time actually worked, with a minimum pay of two (2) hours at his/her regular hourly rate.

#### PAY DAYS

Pay periods will run from the 1<sup>st</sup> to the 15<sup>th</sup> of each month, with the pay date occurring by the 20<sup>th</sup> of each month; and from the 16<sup>th</sup> to the last day of each month, with the pay date occurring by the 5<sup>th</sup> of the next month. However, Council members will be paid quarterly; Planning Commission members are paid once annually; Fire & Rescue Chiefs are paid monthly; and Fire & Rescue members are paid one annually for calls and meetings.

#### PAID HOLIDAYS

The City Hall shall be closed for business on each of the following designated holidays: *New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day*

The liquor store manager and all City government employees are entitled to time off with pay on these holidays only if they would normally be scheduled to work on the day of the week designated as the holiday, and they shall be paid only for the number of hours they would have worked; all other liquor store employees are paid on a holiday only if they actually work on a holiday. When New Year's Day, Christmas Day, Independence Day or Veteran's Day falls on a Sunday, the following Monday is a paid holiday; and if any such holiday falls on a Saturday, the preceding Friday is the paid holiday. Each holiday commences at the beginning of the first shift on the day on which the holiday occurs and continues for 24 hours thereafter.

Some employees may be required to work on these holidays when the nature of their duties or other conditions requires. All non-exempt employees, whether City Government or liquor store employees, who actually work on a holiday will be paid double pay on the holiday.

#### VACATION LEAVE

(Please see addendum A for vacation amount allowed.) Vacation leave may be used as earned (except as noted above with respect to the probationary period).

1. Requests for use of vacation leave should be reported to:
  - City Clerk for City Employees
  - Liquor Store Manager for Liquor Store Employees



# Clerks Academy: Bridging City & Community

## New to your role as a city clerk?

City clerks play an integral role, bridging city hall with the council, community, and fellow city staff. If you've been a city clerk for under two years, mark your calendars for the 2023 Clerks Academy!




During this blended-learning program, new clerks combine on-demand, online coursework with in-person sessions to explore legal requirements, as well as current issues and challenges that will help clerks navigate their complex role.

**MORE DETAILS INSIDE!**

### CORE COMPETENCIES

The League of Minnesota Cities has developed 10 competencies for city clerks that are fundamental to success in your role.





### VALUES

-  Integrity
-  Service
-  Teamwork & Partnership

### KNOWLEDGE

-  Wisdom
-  Organization
-  Innovation

### SKILLS

-  Human Resources
-  Financial Literacy
-  Elections Administration
-  Meeting Facilitation

### 2023 CLERKS ACADEMY PROGRAM OVERVIEW:

**Aug-Sept: On-demand, online MemberLearn courses released**

**Sept. 7-8: In-person cohort - St. Paul**

**Sept. 14-15: In-person cohort - Staples**

PROGRAM FEE:

**\$250**

**Build these competencies throughout the Clerks Academy!**

**FIND OUT MORE AND REGISTER: [LMC.ORG/CLERKS23](https://lmc.org/clerks23)**

### ONLINE LEARNING PLATFORM:



MemberLearn is an easy and fun way to learn online, giving you access to courses anytime and anywhere! During the Clerks Academy, you will complete online courses before the in-person sessions.

**LEARN MORE: [LMC.ORG/MEMBERLEARN](https://lmc.org/memberlearn)**

**ST. PAUL COHORT:** League of Minnesota Cities  
145 University Ave. W.  
St. Paul, MN 55103

**ST. PAUL LODGING:** Holiday Inn St. Paul Downtown\*  
175 7th St. W., St. Paul, MN 55102  
(651) 556-1411  
Rate: \$129  
Rate expires Aug. 7

*\*Transportation will be available via shuttle from the hotel to the League of Minnesota Cities. Please ask at hotel check-in to select a shuttle time.*

**STAPLES COHORT:** Sourcewell  
202 12th St. NE  
Staples, MN 56479

**STAPLES LODGING:** Timberlake Hotel  
1212 2nd Ave NE, Staples, MN 56479  
(218) 895-1300  
Rate: \$104-114  
Rate expires Aug. 13

**ASK FOR "LEAGUE OF MINNESOTA CITIES CLERKS ACADEMY" WHEN BOOKING TO RECEIVE THESE SPECIAL RATES!**

# CLERKS ACADEMY






BRIDGING CITY & COMMUNITY

Clerks Academy blends online, on-demand courses in our MemberLearn platform with a two day in-person cohort in St. Paul or Staples.

## CORE COMPETENCIES:





### VALUES

-  Integrity
-  Service
-  Teamwork & Partnership

### KNOWLEDGE

-  Wisdom
-  Organization
-  Innovation

### SKILLS

-  Human Resources
-  Financial Literacy
-  Elections Administration
-  Meeting Facilitation

Use the legend above to determine the core competencies aligned with each session.

**SPACE IS LIMITED!**  
**REGISTER NOW:**  
**LMC.ORG/CLERKS23**

## MEMBERLEARN COURSE RELEASE DATES:

ST. PAUL COHORT: AUG. 23 – FIRST RELEASE | AUG. 30 – SECOND RELEASE  
STAPLES COHORT: AUG. 30 – FIRST RELEASE | SEPT. 6 – SECOND RELEASE

1

## MEMBERLEARN COURSES (1ST RELEASE)

Courses should be completed before you attend an in-person program. You will continue to have access to course materials after the event.

*Seat times are approximate*



### Roles and Responsibilities

This short course outlines the council's role in city governance. **10 minutes**



### Human Resources Essentials for City Clerks

Many city clerks are responsible for the human resources function within their city, including knowing about employment laws, recruitment, and performance management. This three-part course will set you up for success ahead of the classroom session. **45 minutes**



### Open Meeting Law for City Clerks

This course provides an overview and appreciation for the Open Meeting Law, as well as the requirements of the law. Through video and scenario exercises, you will understand how to apply exceptions and avoid violations as a clerk. **60 minutes**



### Filling a Council Vacancy

Explore the procedures to call and hold special elections. **10 minutes**



### Elections Administration

Review how to administer elections at the city level and how you can prepare for and run smooth election cycles. **15 minutes**

2

## MEMBERLEARN COURSES (2ND RELEASE)



### Code Enforcement

Review some of the different ways to enforce code. **10 minutes**



### Financial Fundamentals for City Clerks

This combination 101 and 201 course introduces city budgeting concepts and terminology. You'll dive into fund accounting, operating budgets, revenue and expenditures, and tax levies to ensure you are equipped to prepare a city budget with confidence. **75 minutes**



### Data Practices for City Clerks

In many cities, the city clerk may be the Responsible Authority under the Data Practices Act — that is the person who is responsible for the collection, use, and dissemination of government data. Learn about the basics of classification, procedures, and penalties under the Data Practices Act in this three-part course. **60 minutes**



### Cybersecurity

Get tips for preventing data security breaches or other computer-related risks. **10 minutes**



# IN-PERSON PROGRAM

SEPT. 7-8 — ST. PAUL COHORT | SEPT. 14-15 — STAPLES COHORT

Bring your laptop/tablet if you want to take notes or access the materials via MemberLearn!



## DAY 1

### 9:30 a.m. Check in

Connect with fellow clerks and League staff prior to the program kick-off.

### 10 a.m. Welcome and Introductions

### 10:15 a.m. City Clerk: A Leadership Opportunity

The role of clerk is an essential function in city government. Much is expected from the person filling this demanding and challenging role in regard to duties and statutory responsibilities. Learn how and why your role is important and understand the importance of being a leader in city hall and a bridge to the community.

### 11 a.m. Open Meeting Law and Minute-Taking

You learned the basics of the Open Meeting Law in MemberLearn - now bring the practice to life! Learn about the seven exceptions to the Open Meeting Law and get answers to common questions about electronic communications, meeting management, serial meetings, social gatherings, and minute-taking.

### 12:15 p.m. Lunch

### 1 p.m. Tech Boot Camp

Clerks often provide technology support. If you're one of them, you preserve the past, represent the present, and affect the direction of the future of your city. This session will cover some technology basics and show you where to find resources for those pesky tech challenges.

### 2 p.m. Financial Fundamentals

Explore the basics of municipal financial management, including budgeting and planning, ongoing fiscal activities, and financial statements and reporting. You'll also learn about required communications with state agencies and strategies for bridging the gap between keeping the city council and citizens informed.

### 3:15 p.m. Break

### 3:30 p.m. Building Bridges: The Multiple Roles of City Clerks

Learn from a panel of experienced clerks about the expectations and duties of a city clerk, including running elections, managing records, and working with the public and elected officials. Share your challenges and get tips for success in this critical city role.

### 4:30 p.m. Adjourn for the day

## DAY 2

### 8 a.m. Continental Breakfast

### 8:30 a.m. Building a Foundation for Risk Management: Introduction to LMCIT and Loss Control

Learn about the coverages provided by the League of Minnesota Cities Insurance Trust (LMCIT) that are designed to protect your city. Explore LMCIT's loss control services as a tool for mitigating and managing risks and safeguarding your city against potential losses.

### 9:30 a.m. HR Issues for City Clerks

In most cities, the job of city clerk involves at least some overlap with human resources issues, and there's so much to know! This session will walk you through the HR issues most likely to come up in your world - eaves of absence, personnel policies, how to compute overtime, and some basics of discipline and performance. We'll also make sure you know what kind of help you can get from the League with HR issues.

### 10:30 a.m. Break

### 10:45 a.m. Follow the Money: Recognizing and Preventing the Misuse of Public Funds

Fraud, illegal expenditures, and improper agreements at the local government level often result in loss of public trust, criminal investigations, or State action. How can city staff take proactive actions to reduce the risk of improper spending? What policies need to be monitored? And what should you do if you suspect illegal or improper activities?

### 11:45 a.m. Lunch

### 12:30 p.m. Q&A with LMC Staff Attorneys

Come with legal questions to ask our research team! We're here to help you with any questions surrounding land use, code enforcement, licensing, conflict of interest, elections, and more.

### 1:15 p.m. Break

### 1:30 p.m. Effective Workplace Communication

*Special Guest Speaker:*  
Janel Anderson, Working Conversations, LLC  
Excellent interpersonal communications skills are the hallmark of a thriving career and strong community government. Participants will learn communication skills that will enable them to connect effectively and efficiently with people at all levels of city government, residents, and other stakeholders. This session explores interpersonal communication, listening, building rapport, and email communication.

### 3 p.m. Adjourn

**From:** Heather Bandeen <Heather.Bandeen@sourcewell-mn.gov>  
**Sent:** Wednesday, July 12, 2023 7:28 PM  
**Subject:** New R5 Clerk-Treasurer Network | See you soon!

Greetings and happy summer!

It is suddenly mid-July and we are so looking forward to seeing you at the first gathering of the new R5 Clerk-Treasurer Network in two weeks -- on **Wednesday, July 26th @ 11am-2pm** at Sourcewell [202 12th St NE, Staples, MN 56479].

We're honored to spend time with you during this busy season, as your schedules may allow. The hope is that these casual, free, quarterly gatherings will provide the opportunity to connect with colleagues, discuss issues/trends, and share ideas.

For this first meeting, our agenda includes:

11am	Welcome! Connect with Colleagues
11:30am	Building and New Studio Tour with Beth Decker
12:00pm	Lunch (Pizza, salad, and cookies – lots of chocolate too)
12:30pm	Regional discussion (Current issues and items “on the horizon”)
1:30pm	Plan for Future Gatherings (Locations, presenter topics)
2pm	Adjourn

For reference, future meetings are tentatively scheduled for the following dates and times:

- Wednesday, October 11th (9am-11am)
- Wednesday, December 13th (9am-11am)
- Wednesday, April 10th (9am-11am)

When you arrive, please park anywhere. We will plan to see you at the front door and then we will be meeting on the first floor, down the long hallway in Rooms 3 & 4.

If you have questions, please contact me anytime. Look forward to seeing you soon!

Very best wishes and thanks so much,

Heather

P.S. Sourcewell is excited and honored to serve as the northern location once again for [the League of Minnesota Cities Clerks Academy](#) on Thursday, September 14th and Friday, September 15th.

Also – as you probably know, LMC has a summer webinar series that will cover legislative topics in-depth too! Here is their event landing page to sign-up: <https://www.lmc.org/learning-events/events/league-events/>

Heather Bandeen, Ph.D. | Program and Community Development Supervisor

Cell: 651-302-6959

Website: [sourcewell.org](http://sourcewell.org)

[< Back to training & events](#)

# Open Meeting Law and Data Practices

## Open Meeting Law and Data Practices

Sept. 7, 2023 | 9 a.m.-12 p.m. | Sourcewell

Register

Gain a solid understanding and learn how to work within the parameters of open meeting law and data practices.

**Date:** Sept. 7, 2023

**Time:** 9 a.m.-12 p.m.

**Location:** Sourcewell

**Cost:** Free

**Prerequisites:**

None

**Learning objectives:**

- Understanding of the Open Meeting Law and data laws
- Learn best practices related to behavior and governance
- Practice interactive/facilitated exercise(s) to uncover the nuances of these laws

**Description:**

This is a specialized training on both practical and legal considerations of open meeting law and data practices. Participants will gain an understanding of these very complicated laws, learn how to access appropriate tools, and leave with practical knowledge for working within the laws' parameters.

Arrive early at 8:30 a.m. for coffee with regional colleagues and to take a Sourcewell building tour.

**About the leader:**

Pamela Whitmore is a municipal and litigation attorney, as well as a Rule 114 Qualified Neutral and facilitator. Whitmore serves as the lead attorney and educator for Kennedy & Graven Chartered with focuses on collaboration, conflict management, organizational and change assessment, and public engagement solutions.

## Event Registration

**Registration deadline:** Sept. 7, 2023

**Check-in:** 8:30 a.m.

**Questions:** [community@sourcewell-mn.gov](mailto:community@sourcewell-mn.gov)

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