
CITY OF FIFTY LAKES
CITY COUNCIL SPECIAL MEETING AGENDA
September 18th, 6:00 pm

❖ **Call to Order / Roll Call**

*“The 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.”*

❖ **Pledge of Allegiance**

❖ **Review the proposed 2025 budget [Page 2-18](#)**

- Motion to approve Resolution 2024-16 Adopting the 2025 Preliminary Budget and Levy [\(Council Action-Motion\) Page 19](#)

❖ **Discuss the Liquor Manager Position [Page 20-28](#)**

❖ **Discuss the feasibility study quotes for the fire hall/community center [Page 29-43](#)**

❖ **Unfinished Business**

- Revisit the electric bids for city hall office lighting [Page 44-50](#)

❖ **Open Forum**

❖ **Adjourn**

CITY OF FIFTY LAKES ALL DEPARTMENTS 2025 BUDGET PROJECTIONS	2018 Levy	2019 Levy	2020 Levy	2021 Levy	2022 Levy	2023 Levy	2024 Levy	2025 Levy	Increase
City Hall	190,510	193,180	202,000	220,900	236,765	283,865	280835	290900	10,065 3.58%
Road and Bridge	173,870	173,870	195,165	200,360	204,110	250,320	271540	285114	13,574 5.00%
Fire Department	65,450	65,450	70,500	66,265	71,625	76,425	93325	130661	37,336 40.01%
Parks	7,500	7,500	7,500	4,500	7,500	14,390	53000	58300	5,300 10.00%
Increase or decrease from previous year	437,330	440,000	475,165	492,025	520,000	625,000	698,700	764,975	66,275 9.49%

- Changes in 2025 Propsed**
- Add 3.5% COLA
 - Increased work comp ins
 - Increase audit cost
 - Decreased office staff insurance
 - Increase capital outlay structures
 - Decrease office furniture
 - Increased buildings/plants wages
 - Increase FD pension
 - Increased FD Capital Outlay Motor

Receipts

	<u>2023</u> <u>Actual</u>	<u>2023</u> <u>Actual</u> <u>Budget</u>	<u>2024</u> <u>as of</u> <u>9/16/2024</u>	<u>2024</u> <u>Actual</u> <u>Budget</u>	<u>2025</u> <u>Proposed</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
100: General Fund						
Taxes						
General Property Taxes						
General Property Taxes (31001 through 31299)	\$281,615.35	\$283,865.00	\$180,109.36	\$280,835.00	\$290,900.00	3.58
Total General Property Taxes	\$281,615.35	\$283,865.00	\$180,109.36	\$280,835.00	\$290,900.00	3.58
Penalties And Interest On Delinquent Taxes						
Penalties and Interest Delinquent Taxes	\$758.41	\$850.00	\$139.18	\$850.00	\$850.00	0.00
Total Penalties And Interest On Delinquent Taxes	\$758.41	\$850.00	\$139.18	\$850.00	\$850.00	0.00
Licenses And Permits						
Business Licenses And Permits						
Business License	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	0.00
Total Business Licenses And Permits	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	0.00
Non-Business Licenses And Permits						
Building Permits (Excludes surcharge)	\$18,100.00	\$20,000.00	\$13,630.63	\$20,000.00	\$20,000.00	0.00
Total Non-Business Licenses And Permits	\$18,100.00	\$20,000.00	\$13,630.63	\$20,000.00	\$20,000.00	0.00
Intergovernmental Revenues (Igr)						
Federal Igr						
Federal Grants and Aids	\$149.95	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Federal Igr	\$149.95	\$0.00	\$0.00	\$0.00	\$0.00	N/A
State Igr						
Agricultural Market Value Credit	\$1,383.16	\$0.00	\$0.00	\$0.00	\$0.00	N/A
State - P.E.R.A. Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total State Igr	\$1,383.16	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Igr From Other Local Governmental Units						
Other County Grants and Aids	\$1,627.50	\$0.00	\$32,817.12	\$0.00	\$0.00	N/A
Total Igr From Other Local Governmental Units	\$1,627.50	\$0.00	\$32,817.12	\$0.00	\$0.00	N/A
Charges For Services						
General Government						
Charges for Services	\$415.30	\$500.00	\$733.90	\$500.00	\$500.00	0.00
Photo Copies - Fax - Scan Email	\$9.60	\$100.00	\$5.00	\$100.00	\$100.00	0.00
Stamps	\$1,567.92	\$2,000.00	\$840.26	\$2,000.00	\$2,000.00	0.00
Total General Government	\$1,992.82	\$2,600.00	\$1,579.16	\$2,600.00	\$2,600.00	0.00
Sanitation						
Refuse Collection Charges	\$0.00	\$0.00	\$109.00	\$0.00	\$0.00	N/A
Total Sanitation	\$0.00	\$0.00	\$109.00	\$0.00	\$0.00	N/A
Fines And Forfeits						
Fines						
Court Fines	\$599.94	\$1,000.00	\$113.32	\$1,000.00	\$1,000.00	0.00
Total Fines	\$599.94	\$1,000.00	\$113.32	\$1,000.00	\$1,000.00	0.00
Miscellaneous Revenues						

Receipts

	2023	2023	2024	2024	2025	Percent
	Actual	Actual	as of	Actual	Proposed	Change
100: General Fund	Actual	Budget	9/16/2024	Budget	Budget	
Miscellaneous Revenues						
Misc Revenue	\$512.00	\$500.00	\$0.00	\$500.00	\$500.00	0.00
Interest Earning	\$392.12	\$100.00	\$529.60	\$100.00	\$100.00	0.00
Refunds & Ins. Dividends	\$1,847.62	\$2,000.00	\$2,325.99	\$2,000.00	\$2,000.00	0.00
VPO (Village Post Office) Contract	\$500.04	\$500.00	\$333.36	\$500.00	\$500.00	0.00
Contributions and Donations from Private Sources	\$5,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	N/A
Total Other Miscellaneous Revenues	\$8,251.78	\$3,100.00	\$4,188.95	\$3,100.00	\$3,100.00	0.00
Proprietary Fund Revenues						
Liquor Stores - Off-Sale						
Other Merchandise	\$0.00	\$0.00	\$16.15	\$0.00	\$0.00	N/A
Total Liquor Stores - Off-Sale	\$0.00	\$0.00	\$16.15	\$0.00	\$0.00	N/A
Other Financing Sources						
Inter Fund Transfers In						
Transfer From General Fund	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Transfer From Governmental Fund	\$0.00	\$0.00	\$77,553.67	\$0.00	\$0.00	N/A
Interfund Principal Loan Repayment	\$85,577.60	\$9,360.00	\$0.00	\$9,360.00	\$9,360.00	0.00
Interfund Interest Loan Repayment	\$422.40	\$675.00	\$0.00	\$675.00	\$675.00	0.00
Total Inter Fund Transfers In	\$686,000.00	\$10,035.00	\$77,553.67	\$10,035.00	\$10,035.00	0.00
Receipts Total	\$1,001,678.91	\$322,650.00	\$311,456.54	\$319,620.00	\$329,685.00	3.15

Disbursements

	<u>2023</u> <u>Actual</u>	<u>2023</u> <u>Actual</u> <u>Budget</u>	<u>2024</u> <u>as of</u> <u>9/16/2024</u>	<u>2024</u> <u>Actual</u> <u>Budget</u>	<u>2025</u> <u>Proposed</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
100: General Fund						
General Government						
General Government						
Wages and Salaries: Full-time Employees-Regular	-\$0.02	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Wages and Salaries: Part-time Employees	\$0.02	\$0.00	-\$0.07	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: FICA Contributions	-\$0.01	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Worker's Compensation: Insurance Premiums	\$1,018.70	\$1,000.00	\$978.80	\$1,200.00	\$1,200.00	0.00
OFFICE SUPPLIES (201 through 209)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	\$4,740.12	\$4,000.00	\$1,781.32	\$4,000.00	\$4,000.00	0.00
Office Supplies: Duplicating and Copying Supplies	\$124.08	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Operating Supplies: Cleaning Supplies	\$423.01	\$300.00	\$393.14	\$300.00	\$400.00	33.33
Repair and Maintenance Supplies (221 through 229)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Equipment Parts	\$481.18	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Building Repair Supplies	\$773.37	\$1,360.00	\$639.31	\$1,360.00	\$1,360.00	0.00
Small Tools and Minor Equipment	\$1,038.26	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: Auditing and Accounting Services	\$11,350.50	\$9,000.00	\$26,257.60	\$15,000.00	\$20,000.00	33.33
Professional Services: IT Services	\$3,358.32	\$4,000.00	\$1,571.68	\$4,000.00	\$2,500.00	-37.50
Professional Services: Engineering Fees	\$1,584.00	\$2,000.00	\$200.00	\$2,000.00	\$2,500.00	25.00
Professional Services: Legal Fees	\$374.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: Training- Instructors' Fees	\$3,045.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: EDP, Software and Design	\$767.16	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Communications: Telephone	\$2,025.24	\$2,500.00	\$1,588.81	\$2,500.00	\$2,500.00	0.00
Communications: Postage	\$1,720.58	\$2,000.00	\$1,390.15	\$2,000.00	\$2,000.00	0.00
Communications: Cell Phones	\$140.00	\$0.00	\$140.00	\$0.00	\$0.00	N/A
Transportation: Travel Expense	\$126.40	\$0.00	\$328.97	\$0.00	\$0.00	N/A
Advertising: Employment	\$466.30	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Printing and Binding: Legal Notices Publishing	\$1,230.25	\$750.00	\$858.82	\$750.00	\$2,000.00	166.67
Printing and Binding: General Notices and Public Information	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Insurance: General Liability	\$11,949.00	\$10,850.00	\$13,132.72	\$12,900.00	\$14,000.00	8.53
Utility Services: Electric Utilities	\$2,268.12	\$2,000.00	\$1,673.55	\$2,600.00	\$2,600.00	0.00
Utility Services: Gas Utilities	\$1,120.22	\$1,500.00	\$612.60	\$1,600.00	\$1,600.00	0.00
Utility Services: Refuse Disposal	\$2,178.38	\$1,500.00	\$928.75	\$1,500.00	\$1,500.00	0.00
Utility Services: Sewer	\$336.00	\$750.00	\$1,057.53	\$750.00	\$750.00	0.00
Repairs and Maintenance - Contractual: Buildings	\$750.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	0.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$1,221.25	\$1,000.00	\$985.99	\$1,000.00	\$1,000.00	0.00
Rentals: Office Equipment	\$0.00	\$15.00	\$0.00	\$15.00	\$15.00	0.00
Rentals: Other Equipment	\$148.80	\$200.00	\$111.62	\$200.00	\$200.00	0.00
Miscellaneous: Uncollectible Checks	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	N/A
Miscellaneous: Dues and Subscriptions	\$2,202.98	\$1,000.00	\$1,032.75	\$1,000.00	\$1,000.00	0.00

Disbursements

	<u>2023</u> <u>Actual</u>	<u>2023</u> <u>Actual</u> <u>Budget</u>	<u>2024</u> <u>as of</u> <u>9/16/2024</u>	<u>2024</u> <u>Actual</u> <u>Budget</u>	<u>2025</u> <u>Proposed</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
100: General Fund						
General Government						
General Government						
Miscellaneous: Donations Civic Orgs (Fire Relief/Initiative/Food Shelf)	\$1,400.00	\$2,700.00	\$0.00	\$2,700.00	\$1,350.00	-50.00
Capital Outlay: Land	\$0.00	\$0.00	\$98.68	\$0.00	\$0.00	N/A
Capital Outlay: Buildings and Structures	\$14,865.18	\$16,000.00	\$255.12	\$16,000.00	\$32,000.00	100.00
Capital Outlay: Office Equipment and Furnishings	\$0.00	\$3,000.00	\$3,099.29	\$6,425.00	\$2,500.00	-61.09
Capital Outlay: Other Equipment	\$332.33	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Interfund Transfers	\$603,600.00	\$0.00	\$81,153.67	\$0.00	\$0.00	N/A
Investments Purchased	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Refunds and Reimbursements	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Other General Government	\$707,258.72	\$68,425.00	\$140,320.80	\$80,800.00	\$97,975.00	21.26
Legislative						
Council/Town Board						
Wages and Salaries: Full-time Employees-Regular	\$24,525.18	\$23,000.00	\$11,150.00	\$23,000.00	\$23,000.00	0.00
Employer Contributions for Retirement: FICA Contributions	\$1,439.02	\$1,400.00	\$691.30	\$1,450.00	\$1,450.00	0.00
Employer Medicare	\$258.30	\$300.00	\$161.70	\$350.00	\$350.00	0.00
Professional Services: Training- Instructors' Fees	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	0.00
Transportation: Travel Expense	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	0.00
Total Legislative	\$26,222.50	\$25,950.00	\$12,003.00	\$26,050.00	\$26,050.00	0.00
Executive						
Boards and Commissions						
Wages and Salaries: Full-time Employees-Regular	\$209.61	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: FICA Contributions	\$169.88	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Employer Medicare	\$39.73	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Executive	\$419.22	\$0.00	\$0.00	\$0.00	\$0.00	N/A
City/Town Clerk						

Disbursements

	2023 Actual	2023 Actual Budget	2024 as of 9/16/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
100: General Fund						
General Government						
City/Town Clerk						
Administration						
Wages and Salaries: Full-time Employees-Regular	\$95,126.71	\$115,000.00	\$54,276.24	\$99,500.00	\$109,500.00	10.05
Employer Contributions for Retirement: PERA Contributions	\$6,314.25	\$8,625.00	\$3,835.81	\$7,500.00	\$7,500.00	0.00
Employer Contributions for Retirement: FICA Contributions	\$5,340.66	\$7,130.00	\$2,990.52	\$6,200.00	\$6,200.00	0.00
Employer Medicare	\$1,327.33	\$1,650.00	\$699.39	\$1,500.00	\$1,500.00	0.00
Employer Paid Insurance: Health	\$33,599.64	\$37,000.00	\$12,210.31	\$27,000.00	\$15,000.00	-44.44
Employer Paid Insurance: Dental	\$914.31	\$1,000.00	\$278.25	\$700.00	\$700.00	0.00
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	\$0.00	\$0.00	\$45.29	\$0.00	\$0.00	N/A
Professional Services: Legal Fees	\$0.00	\$0.00	\$26.00	\$0.00	\$0.00	N/A
Professional Services: Training- Instructors' Fees	\$6,001.00	\$1,000.00	\$10,380.52	\$10,000.00	\$2,000.00	-80.00
Communications: Postage	\$0.00	\$0.00	\$3.90	\$0.00	\$0.00	N/A
Communications: Cell Phones	\$525.00	\$840.00	\$490.00	\$840.00	\$840.00	0.00
Transportation: Travel Expense	\$732.52	\$500.00	\$1,072.79	\$2,500.00	\$2,500.00	0.00
Miscellaneous: Dues and Subscriptions	\$0.00	\$250.00	\$180.08	\$250.00	\$250.00	0.00
Elections						
Wages and Salaries: Part-time Employees	\$0.00	\$0.00	\$1,276.00	\$1,500.00	\$0.00	-100.00
Total City/Town Clerk	\$149,881.42	\$172,995.00	\$87,765.10	\$157,490.00	\$145,990.00	-7.30
Financial Administration						
Acct Payroll Adjustment						
Wages and Salaries: Full-time Employees-Regular	-\$0.11	\$0.00	-\$0.04	\$0.00	\$0.00	N/A
Wages and Salaries: Part-time Employees	-\$0.08	\$0.00	-\$0.01	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: PERA Contributions	\$0.27	\$0.00	\$0.09	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: FICA Contributions	-\$0.08	\$0.00	\$0.01	\$0.00	\$0.00	N/A
Employer Medicare	-\$0.04	\$0.00	\$0.03	\$0.00	\$0.00	N/A
Total Financial Administration	-\$0.04	\$0.00	\$0.08	\$0.00	\$0.00	N/A
Law						
City/Town Attorney						
Professional Services: Legal Fees	\$1,496.00	\$5,000.00	\$1,258.73	\$5,000.00	\$5,000.00	0.00
Total Law	\$1,496.00	\$5,000.00	\$1,258.73	\$5,000.00	\$5,000.00	0.00
Other General Government						

Disbursements

	2023	2023	2024	2024	2025	Percent
	Actual	Actual	as of	Actual	Proposed	Change
		Budget	9/16/2024	Budget	Budget	
100: General Fund						
General Government						
Other General Government						
Planning and Zoning						
Wages and Salaries: Part-time Employees	\$2,530.39	\$4,200.00	\$0.00	\$4,200.00	\$4,200.00	0.00
Employer Contributions for Retirement: FICA Contributions	\$0.00	\$150.00	\$0.00	\$150.00	\$150.00	0.00
Employer Medicare	\$0.00	\$45.00	\$0.00	\$45.00	\$45.00	0.00
Professional Services: Engineering Fees	\$3,825.00	\$3,500.00	\$3,725.00	\$3,500.00	\$3,500.00	0.00
Professional Services: Legal Fees	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: Training- Instructors' Fees	\$0.00	\$300.00	\$0.00	\$300.00	\$300.00	0.00
Prof Services PZ Contract	\$21,106.25	\$23,000.00	\$12,223.75	\$23,000.00	\$23,000.00	0.00
Transportation: Travel Expense	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	0.00
Printing and Binding: Legal Notices Publishing	\$555.75	\$700.00	\$148.89	\$700.00	\$700.00	0.00
General Government Buildings and Plant						
Wages and Salaries: Full-time Employees-Regular	\$14,745.49	\$15,750.00	\$11,095.92	\$15,750.00	\$17,325.00	10.00
Employer Contributions for Retirement: PERA Contributions	\$1,081.66	\$1,200.00	\$761.95	\$1,200.00	\$2,600.00	116.67
Employer Contributions for Retirement: FICA Contributions	\$914.87	\$985.00	\$660.69	\$985.00	\$2,100.00	113.20
Employer Medicare	\$213.94	\$200.00	\$154.49	\$200.00	\$500.00	150.00
Total Other General Government	\$45,143.35	\$50,280.00	\$28,770.69	\$50,280.00	\$54,670.00	8.73
Disbursements Total	\$930,421.17	\$322,650.00	\$270,118.40	\$319,620.00	\$329,685.00	3.15

Receipts

	2023 Actual	2023 Actual Budget	2024 as of 9/16/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
201: Road and Bridge						
Taxes						
General Property Taxes						
General Property Taxes (31001 through 31299)	\$248,266.75	\$250,320.00	\$173,405.90	\$271,540.00	\$285,114.00	5.00
Total General Property Taxes	\$248,266.75	\$250,320.00	\$173,405.90	\$271,540.00	\$285,114.00	5.00
Intergovernmental Revenues (Igr)						
Tax Forfeited Timber Sales	\$15,458.01	\$7,000.00	\$2,440.33	\$7,000.00	\$7,350.00	5.00
Total Other Intergovernmental Revenues (Igr)	\$15,458.01	\$7,000.00	\$2,440.33	\$7,000.00	\$7,350.00	5.00
Federal Igr						
Federal Grants and Aids	\$28,260.19	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Federal Igr	\$28,260.19	\$0.00	\$0.00	\$0.00	\$0.00	N/A
State Igr						
State - P.E.R.A. Aid	\$0.00	\$0.00	\$28,143.00	\$0.00	\$0.00	N/A
Total State Igr	\$0.00	\$0.00	\$28,143.00	\$0.00	\$0.00	N/A
Charges For Services						
General Government						
Charges for Services	\$2,284.33	\$2,000.00	\$750.00	\$2,000.00	\$2,100.00	5.00
Total General Government	\$2,284.33	\$2,000.00	\$750.00	\$2,000.00	\$2,100.00	5.00
Miscellaneous Revenues						
Misc Revenue	\$0.00	\$0.00	\$35.00	\$0.00	\$0.00	N/A
Interest Earning	\$6,360.25	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Refunds & Ins. Dividends	\$60.80	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Contributions and Donations from Private Sources	\$535.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Other Miscellaneous Revenues	\$6,956.05	\$0.00	\$35.00	\$0.00	\$0.00	N/A
Other Financing Sources						
Misc. Other Financing Sources						
Sale of Investment	\$314,063.09	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Misc. Other Financing Sources	\$314,063.09	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Receipts Total	\$615,288.42	\$259,320.00	\$204,774.23	\$280,540.00	\$294,564.00	5.00

Disbursements

	2023	2023	2024	2024	2025	
	Actual	Actual	as of	Actual	Proposed	Percent
		Budget	9/16/2024	Budget	Budget	Change
201: Road and Bridge						
General Government						
General Government						
Operating Supplies: Shop Materials	\$463.52	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Equipment Parts	\$158.92	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Building Repair Supplies	\$77.77	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Utility Services: Refuse Disposal	\$693.63	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Other General Government	\$1,393.84	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Other General Government						
General Government Buildings and Plant						
Repair and Maintenance Supplies: Building Repair Supplies	\$0.00	\$0.00	\$1,158.45	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Buildings	\$983.79	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Other General Government	\$983.79	\$0.00	\$1,158.45	\$0.00	\$0.00	N/A
Public Works						
Highways, Streets And Roadways						

Disbursements

	2023 Actual	2023 Actual Budget	2024 as of 9/16/2024	2024 Actual Budget	2025 Proposed Budget	Percent Change
201: Road and Bridge						
Public Works						
Highways, Streets And Roadways						
Highways and Streets						
Wages and Salaries: Full-time Employees-Regular	\$68,296.51	\$72,000.00	\$51,581.03	\$74,000.00	\$76,220.00	3.00
Wages and Salaries: Part-time Employees	\$419.92	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Wages and Salaries: Temporary Employees-Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: PERA Contributions	\$5,044.25	\$5,250.00	\$3,553.10	\$5,550.00	\$5,910.00	6.49
Employer Contributions for Retirement: FICA Contributions	\$4,255.83	\$4,500.00	\$3,063.89	\$4,600.00	\$4,885.00	6.20
Employer Medicare	\$995.40	\$1,000.00	\$716.57	\$1,075.00	\$1,095.00	1.86
Employer Paid Insurance: Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Worker's Compensation: Insurance Premiums	\$15,458.84	\$6,000.00	\$9,004.96	\$10,000.00	\$10,500.00	5.00
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	\$0.00	\$100.00	\$20.39	\$100.00	\$100.00	0.00
Operating Supplies: Cleaning Supplies	\$13.98	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Operating Supplies: Motor Fuels	\$13,136.87	\$12,000.00	\$5,872.28	\$12,000.00	\$14,000.00	16.67
Operating Supplies: Shop Materials	\$1,379.59	\$1,000.00	\$12.00	\$1,000.00	\$1,000.00	0.00
Repair and Maintenance Supplies: Equipment Parts	\$3,886.80	\$5,000.00	\$1,353.97	\$5,000.00	\$2,500.00	-50.00
Repair and Maintenance Supplies: Tires	\$1,513.36	\$1,000.00	\$643.31	\$1,000.00	\$1,000.00	0.00
Repair and Maintenance Supplies: Building Repair Supplies	\$2,001.64	\$2,000.00	\$625.15	\$2,500.00	\$2,000.00	-20.00
Repair and Maintenance Supplies: Street Maintenance Materials	\$713.23	\$1,000.00	\$469.88	\$1,000.00	\$1,000.00	0.00
Small Tools and Minor Equipment	\$950.91	\$4,000.00	\$3,253.48	\$4,000.00	\$5,000.00	25.00
Professional Services: Auditing and Accounting Services	\$1,554.00	\$1,000.00	\$1,759.81	\$1,500.00	\$2,000.00	33.33
Professional Services: Engineering Fees	\$0.00	\$3,000.00	\$204.84	\$3,000.00	\$2,000.00	-33.33
Professional Services: Training- Instructors' Fees	\$150.00	\$500.00	\$150.00	\$500.00	\$500.00	0.00
Communications: Cell Phones	\$665.00	\$420.00	\$640.00	\$840.00	\$840.00	0.00
Transportation: Travel Expense	\$0.00	\$300.00	\$167.50	\$300.00	\$300.00	0.00
Transportation: Freight and Hauling	\$1,330.00	\$10,000.00	\$2,637.40	\$10,000.00	\$15,000.00	50.00
Advertising: Employment	\$0.00	\$150.00	\$0.00	\$150.00	\$150.00	0.00
Insurance: General Liability	\$1,707.00	\$1,600.00	\$1,864.20	\$2,000.00	\$2,000.00	0.00
Utility Services: Electric Utilities	\$1,042.08	\$1,500.00	\$949.80	\$1,500.00	\$1,500.00	0.00
Utility Services: Gas Utilities	\$1,834.86	\$2,000.00	\$840.65	\$2,500.00	\$2,500.00	0.00
Utility Services: Refuse Disposal	\$0.00	\$0.00	\$31.00	\$0.00	\$0.00	N/A
Utility Services: Sewer	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Buildings	\$1,632.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	0.00
Repairs and Maintenance - Contractual: Improvements Other Than Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Machinery and Equipment	\$0.00	\$0.00	\$52.86	\$0.00	\$0.00	N/A
Bituminous Capital/Crack & Chip Seal	\$683.50	\$10,000.00	\$637.50	\$30,500.00	\$30,500.00	0.00
Dustguard	\$28,845.28	\$45,000.00	\$39,526.25	\$35,000.00	\$45,000.00	28.57

Disbursements

	<u>2023</u> <u>Actual</u>	<u>2023</u> <u>Actual</u> <u>Budget</u>	<u>2024</u> <u>as of</u> <u>9/16/2024</u>	<u>2024</u> <u>Actual</u> <u>Budget</u>	<u>2025</u> <u>Proposed</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
201: Road and Bridge						
Public Works						
Highways, Streets And Roadways						
Highways and Streets						
Class V - Gravel	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$6,139.00	-38.61
Rentals: Other Equipment	\$655.00	\$1,000.00	\$825.00	\$1,000.00	\$1,000.00	0.00
Miscellaneous: Dues and Subscriptions	\$250.50	\$0.00	\$70.00	\$0.00	\$0.00	N/A
Capital Outlay: Buildings and Structures	\$0.00	\$0.00	\$1,113.34	\$0.00	\$0.00	N/A
Capital Outlay: Heavy Machinery	\$355,555.74	\$39,000.00	\$0.00	\$42,425.00	\$42,425.00	0.00
Capital Outlay: Other Equipment	\$1,014.95	\$10,000.00	\$2,689.16	\$10,000.00	\$10,000.00	0.00
Investments Purchased	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Ice and Snow Removal						
Repair and Maintenance Supplies: Street Maintenance Materials	\$0.00	\$4,000.00	\$1,742.00	\$2,500.00	\$2,500.00	0.00
Total Highways, Streets And Roadways	\$714,987.04	\$259,320.00	\$136,321.32	\$280,540.00	\$294,564.00	5.00
Disbursements Total	\$717,364.67	\$259,320.00	\$137,479.77	\$280,540.00	\$294,564.00	5.00

Receipts

	2023	2023	2024	2024	2025	Percent
	<u>Actual</u>	<u>Budget</u>	<u>as of</u>	<u>Actual</u>	<u>Proposed</u>	<u>Change</u>
			9/16/2024	Budget	Budget	
204: Parks						
Taxes						
General Property Taxes						
General Property Taxes (31001 through 31299)	\$14,129.12	\$14,390.00	\$32,792.94	\$53,000.00	\$58,300.00	10.00
Total General Property Taxes	\$14,129.12	\$14,390.00	\$32,792.94	\$53,000.00	\$58,300.00	10.00
Intergovernmental Revenues (Igr)						
Igr From Other Local Governmental Units						
Other County Grants and Aids	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	N/A
Total Igr From Other Local Governmental Units	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	N/A
Miscellaneous Revenues						
Contributions and Donations from Private Sources	\$12,300.00	\$0.00	\$6,394.75	\$0.00	\$0.00	N/A
Total Other Miscellaneous Revenues	\$12,300.00	\$0.00	\$6,394.75	\$0.00	\$0.00	N/A
Other Financing Sources						
Inter Fund Transfers In						
Interfund Principal Loan Repayment	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Inter Fund Transfers In	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Receipts Total	\$76,429.12	\$14,390.00	\$41,187.69	\$53,000.00	\$58,300.00	10.00

Disbursements

	<u>2023</u> <u>Actual</u>	<u>2023</u> <u>Actual</u> <u>Budget</u>	<u>2024</u> <u>as of</u> <u>9/16/2024</u>	<u>2024</u> <u>Actual</u> <u>Budget</u>	<u>2025</u> <u>Proposed</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
204: Parks						
General Government						
General Government						
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	\$0.00	\$0.00	\$45.39	\$0.00	\$0.00	N/A
Operating Supplies: Cleaning Supplies	\$0.00	\$0.00	\$32.29	\$0.00	\$0.00	N/A
Operating Supplies: Shop Materials	\$71.85	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies (221 through 229)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Equipment Parts	\$290.17	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Building Repair Supplies	\$22,517.14	\$2,390.00	\$0.00	\$5,000.00	\$7,650.00	53.00
Repair and Maintenance Supplies: Street Maintenance Materials	\$316.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: IT Services	\$226.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Buildings	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Improvements Other Than Buildings	\$19,008.83	\$0.00	\$1,025.00	\$0.00	\$0.00	N/A
Class V - Gravel	\$784.33	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Rentals: Other Equipment	\$869.74	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Capital Outlay: Buildings and Structures	\$5,000.00	\$0.00	\$4,799.46	\$48,000.00	\$50,650.00	5.52
Capital Outlay: Other Equipment	\$32,039.94	\$12,000.00	\$0.00	\$0.00	\$0.00	N/A
Total Other General Government	\$82,224.00	\$14,390.00	\$5,902.14	\$53,000.00	\$58,300.00	10.00
Disbursements Total	\$82,224.00	\$14,390.00	\$5,902.14	\$53,000.00	\$58,300.00	10.00

Receipts

	<u>2023 Actual</u>	<u>2023 Actual Budget</u>	<u>2024 as of 9/16/2024</u>	<u>2024 Actual Budget</u>	<u>2025 Proposed Budget</u>	<u>Percent Change</u>
225: Fire & Rescue						
Taxes						
General Property Taxes						
General Property Taxes (31001 through 31299)	\$76,039.34	\$76,425.00	\$59,322.14	\$93,325.00	\$130,661.00	40.01
Total General Property Taxes	<u>\$76,039.34</u>	<u>\$76,425.00</u>	<u>\$59,322.14</u>	<u>\$93,325.00</u>	<u>\$130,661.00</u>	<u>40.01</u>
Intergovernmental Revenues (Igr)						
Fire Stated Aid	\$9,550.49	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	0.00
Total Other Intergovernmental Revenues (Igr)	<u>\$9,550.49</u>	<u>\$7,500.00</u>	<u>\$0.00</u>	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>0.00</u>
Federal Igr						
Federal Grants and Aids	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Federal Igr	<u>\$5,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>N/A</u>
State Igr						
Local Government Aid	\$19,823.00	\$0.00	\$500.00	\$0.00	\$0.00	N/A
Total State Igr	<u>\$19,823.00</u>	<u>\$0.00</u>	<u>\$500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>N/A</u>
Igr From Other Local Governmental Units						
Fire & Rescue Training Reimbursement	\$1,200.00	\$3,000.00	\$6,074.00	\$3,000.00	\$3,000.00	0.00
Total Igr From Other Local Governmental Units	<u>\$1,200.00</u>	<u>\$3,000.00</u>	<u>\$6,074.00</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>	<u>0.00</u>
Miscellaneous Revenues						
Misc Revenue	\$0.00	\$0.00	\$184.70	\$0.00	\$0.00	N/A
Refunds & Ins. Dividends	\$7,889.67	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Contributions and Donations from Private Sources	\$5,320.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Other Miscellaneous Revenues	<u>\$13,209.67</u>	<u>\$0.00</u>	<u>\$184.70</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>N/A</u>
Receipts Total	\$124,822.50	\$86,925.00	\$66,080.84	\$103,825.00	\$141,161.00	35.96

Disbursements

	<u>2023</u> <u>Actual</u>	<u>2023</u> <u>Actual</u> <u>Budget</u>	<u>2024</u> <u>as of</u> <u>9/16/2024</u>	<u>2024</u> <u>Actual</u> <u>Budget</u>	<u>2025</u> <u>Proposed</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
225: Fire & Rescue						
General Government						
Other General Government						
General Government Buildings and Plant						
Wages and Salaries: Full-time Employees-Regular	\$3,189.55	\$3,200.00	\$2,240.83	\$3,350.00	\$3,350.00	0.00
Wages and Salaries: Temporary Employees-Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Employer Contributions for Retirement: PERA Contributions	\$239.02	\$240.00	\$168.28	\$250.00	\$250.00	0.00
Employer Contributions for Retirement: FICA Contributions	\$198.83	\$200.00	\$140.30	\$210.00	\$210.00	0.00
Employer Medicare	\$46.50	\$45.00	\$32.80	\$50.00	\$50.00	0.00
Repair and Maintenance Supplies (221 through 229)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Other General Government	\$3,673.90	\$3,685.00	\$2,582.21	\$3,860.00	\$3,860.00	0.00
Public Safety						
Fire						

Disbursements

	<u>2023</u> <u>Actual</u>	<u>2023</u> <u>Actual</u> <u>Budget</u>	<u>2024</u> <u>as of</u> <u>9/16/2024</u>	<u>2024</u> <u>Actual</u> <u>Budget</u>	<u>2025</u> <u>Proposed</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
225: Fire & Rescue						
Public Safety						
Fire						
Fire Administration						
Wages and Salaries: Full-time Employees-Regular	\$130.06	\$0.00	\$49.73	\$0.00	\$0.00	N/A
Wages and Salaries: Part-time Employees	\$25,890.96	\$20,000.00	\$24,080.39	\$24,000.00	\$34,000.00	41.67
Employer Contributions for Retirement: FICA Contributions	\$1,678.96	\$1,200.00	\$1,442.12	\$1,490.00	\$2,108.00	41.48
Employer Contributions for Retirement: Fire Pension Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	N/A
Employer Medicare	\$392.76	\$290.00	\$337.37	\$350.00	\$493.00	40.86
Worker's Compensation: Insurance Premiums	\$1,216.24	\$1,600.00	\$1,174.56	\$1,600.00	\$1,600.00	0.00
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	\$309.64	\$300.00	\$88.11	\$300.00	\$300.00	0.00
Office Supplies: Duplicating and Copying Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Office Supplies: Training and Instructional Supplies	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Operating Supplies (211 through 219)	\$974.88	\$1,200.00	\$84.76	\$1,200.00	\$1,200.00	0.00
Operating Supplies: Motor Fuels	\$805.76	\$600.00	\$1,789.66	\$750.00	\$750.00	0.00
Operating Supplies: Shop Materials	\$33.18	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies (221 through 229)	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	0.00
Repair and Maintenance Supplies: Equipment Parts	\$1,168.65	\$1,000.00	\$1,131.70	\$2,000.00	\$2,000.00	0.00
Repair and Maintenance Supplies: Building Repair Supplies	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	0.00
Repair and Maintenance Supplies: Street Maintenance Materials	\$0.00	\$0.00	\$24.00	\$0.00	\$0.00	N/A
Small Tools and Minor Equipment	\$2,814.92	\$1,000.00	\$85.01	\$1,500.00	\$1,500.00	0.00
Professional Services: Auditing and Accounting Services	\$1,554.00	\$750.00	\$1,759.79	\$1,500.00	\$1,500.00	0.00
Professional Services: IT Services	\$34.09	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: Engineering Fees	\$2,855.00	\$1,000.00	\$0.00	\$1,400.00	\$1,400.00	0.00
Professional Services: Training- Instructors' Fees	\$2,060.00	\$4,000.00	\$5,680.00	\$4,000.00	\$4,000.00	0.00
Communications: Telephone	\$492.57	\$450.00	\$275.75	\$500.00	\$500.00	0.00
Transportation: Travel Expense	\$480.68	\$1,000.00	\$499.27	\$1,000.00	\$1,000.00	0.00
Transportation: Freight and Hauling	\$1,481.82	\$0.00	\$927.65	\$0.00	\$0.00	N/A
Promotional - Entertainment	\$0.00	\$0.00	\$98.00	\$0.00	\$0.00	N/A
Insurance: General Liability	\$1,707.00	\$1,500.00	\$1,947.54	\$1,600.00	\$1,600.00	0.00
Utility Services: Electric Utilities	\$1,042.08	\$1,600.00	\$949.80	\$1,600.00	\$1,600.00	0.00
Utility Services: Gas Utilities	\$1,834.82	\$2,000.00	\$840.61	\$2,500.00	\$2,500.00	0.00
Utility Services: Refuse Disposal	\$144.67	\$0.00	\$28.00	\$0.00	\$0.00	N/A
Utility Services: Sewer	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Buildings	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Machinery and Equipment	\$4,441.42	\$1,100.00	\$3,996.00	\$1,100.00	\$1,100.00	0.00
Rentals: Other Equipment	\$1,031.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Miscellaneous: Dues and Subscriptions	\$800.00	\$650.00	\$601.32	\$650.00	\$650.00	0.00

Disbursements

	2023	2023	2024	2024	2025	Percent
	<u>Actual</u>	<u>Budget</u>	<u>as of</u>	<u>Actual</u>	<u>Proposed</u>	<u>Change</u>
			9/16/2024	Budget	Budget	
225: Fire & Rescue						
Public Safety						
Fire						
Fire Administration						
Capital Outlay: Motor Vehicles	\$0.00	\$0.00	\$0.00	\$8,425.00	\$10,000.00	18.69
Capital Outlay: Other Equipment	\$29,705.00	\$20,000.00	\$72,432.74	\$20,500.00	\$20,500.00	0.00
Debt Service: Bond Principal	\$0.00	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00	0.00
Interfund Transfers	\$0.00	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	0.00
Total Fire	\$88,830.16	\$83,240.00	\$120,573.88	\$99,965.00	\$137,301.00	37.35
Other Financing Uses						
Transfer To Governmental Fund						
Interfund Transfers	\$9,550.49	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Other Other Financing Uses	\$9,550.49	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Disbursements Total	\$102,054.55	\$86,925.00	\$123,156.09	\$103,825.00	\$141,161.00	35.96

Resolution 2024-16

RESOLUTION ADOPTING 2025 PRELIMINARY BUDGET
AND CERTIFYING TAX LEVY TO CROW WING COUNTY

WHEREAS, the City of Fifty Lakes has met the statutory requirements for notifying property owners of the proposed budget and levy;

WHEREAS, the City of Fifty Lakes was not required to hold a separate Truth in Taxation Hearing but did review the budget and levy at Regular City Council Meetings;

BE IT RESOLVED that the proposed 2025 Preliminary Budget for the City of Fifty Lakes is hereby adopted in the amount of \$764,975.00 (does not include the Municipal Liquor Store) and the City Clerk is hereby instructed to certify the following Tax Levy to the Crow Wing County Auditor:

General	\$ 290,900.00
Road & Bridge	285,114.00
Fire & Rescue	130,661.00
Parks	<u>58,300.00</u>
TOTAL LEVY	\$ 764,975.00

Date: September 18, 2024

Toni Buchite, Mayor

ATTEST:

Ann M. Raph, Clerk-Treasurer

JOB DESCRIPTION

I. IDENTIFYING INFORMATION		
JOB TITLE: Liquor Store Manager	DEPARTMENT: Liquor Store	WORK STATUS: Full-time
SUPERVISOR: City Council & Council Liaison	WORK LOCATION: Municipal Liquor Store	WORK HOURS: Varies
DEPARTMENT HEAD: Liquor Manager	FLSA STATUS: Exempt	PAY GRADE: TBD

II. PURPOSE

Performs executive and administrative work to manage the overall operations of the City's on-sale and off-sale liquor store. Manages a number of systems, processes and activities to promote sales, control expenses and maximize profitability. Develops and implements effective policies and procedures. Supervises an effective team of employees who are properly trained and motivated to serve the store's regular, seasonal, and occasional customers.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to: City Council, Council Liaison
Works closely with: Administrative Staff, Firemen's Relief Association, Liquor Committee, Fifty Lakes Day Committee
Communicates with:

- *Internally* - City Council, Administrative Staff, Maintenance Dept.
- *Externally* - Other liquor store managers; state liquor control staff; MMBA staff; sales people and vendors/suppliers; contractor's personnel; city residents and store customers.

Supervises: All Department personnel

IV. ESSENTIAL FUNCTIONS
This section states the position's major areas of accountability, priorities/key responsibilities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other accountabilities and responsibilities, as well as, particular duties and tasks may be assigned.

1. Departmental Administration & Management

- a. Daily coordinates and controls the systems, processes, and activities of Liquor Department in compliance with state and federal laws/rules/regulations and according to City policies; personally handles or oversees the preparation and maintenance of complete and accurate records; and ensures required reports are completed and submitted to recipient.
- b. Regularly informs the City Council Liaison about Department's operations, programs, and activities; prepares Department's new and revised policies and procedures, implementing and administering them after Council approval; and carries out Council directives.
- c. Attends and actively participates in meetings of City Council and Liquor Advisory Committee as directed.
- d. Prepares overall Department's draft operating budget and administers Council-approved budget, including seeking approval of any purchases/expenses above established purchase limit; and keeps Clerk-Treasurer and City Council Liaison informed of significant and noteworthy financial concerns and issues. Works with Clerk-Treasurer and City Council on Department's equipment replacement schedule.

LIQUOR STORE MANAGER

IV. ESSENTIAL FUNCTIONS (continued)

2. Sales Operations & Store Maintenance

- a. Maintains cash control by balancing and ensures adequate change is available for cash registers. Addresses with Council Liaison variances greater than \$10 and provides report.
- b. Prepares and submits daily sales report as directed by Clerk-Treasurer.
- c. Handles purchases and make related decisions: orders liquor, beer, wine, and other merchandise & supplies; follows up with vendors on missing, damaged, or outdated items; and reviews/codes invoices for accuracy, submitting to Clerk-Treasurer for payment.
- d. Manages inventory and makes related decisions: uses automated software program (POS); prices items according to sales and profitability goals; conducting physical checks as necessary; providing information to the Clerk-Treasurer.
- e. Schedules, plans, and implements all regular and special promotions and events such as bingo, poker, meat raffles and 50 Lakes Day. Coordinates with other City departments and employees to ensure successful staffing and conduct of events.
- f. Determines methods to increase profitability of operations and decrease expenses; advertises specials/sales following state guidelines; and oversees other promotional activities through regular communications with team members. Actively initiates new events and activities to grow sales revenue and keep a momentum of customer excitement.
- g. Oversees, and participates in, maintenance of store's appearance; oversees regular building maintenance and maintenance of all departmental equipment; and coordinate or performs repairs/services as appropriate. Monitors and maintains the store's electronic security system.

3. Coordination with Other City Departments *(Areas of coordination include: city/community events, common budgeting/purchasing issues, store security and workplace safety, and emergencies)*

- a. Works closely with Clerk-Treasurer and other administration staff to coordinate work, provide daily sales reports and bank deposit slips, and receive input/feedback. Attends staff meetings.
- b. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.
- c. Coordinates with the Firemen's Relief Association and the State Gaming Board with regards to the City's lawful gambling and lottery activities; ensuring the City complies with all laws and regulations; accounts for all games and monies; and trains and qualifies staff to properly and legally conduct these activities.

4. Supervision of Department Employees

- a. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring, training and staff development, assigning and prioritizing work, reviewing work, coaching and evaluating performance, compensation/rewards, and discipline/discharge per City policy and under the Council's final approval for hiring and firing.
- b. Oversees Department's daily work: supervises employees' performance and reviews work output; provides coaching as needed; and reviews/submits semi-monthly time sheets.
- c. Oversees and participates in mandatory and other job-related training for the Department's employees.
- d. Promotes workplace safety through ongoing efforts related to employee training and awareness.

LIQUOR STORE MANAGER

V. OTHER DUTIES and RESPONSIBILITIES

- Performs other duties as directed by the City Council.

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each major area of accountability ▪ City's and Department's organizational structure, operations, programs and activities ▪ laws, rules and regulations applicable to municipal liquor sales, including sales tax rules & regulations ▪ OSHA, Certified Food Manager (CFM) and other safety-related laws, rules, and regulations ▪ budgeting/accounting principles & bookkeeping practices ▪ marketing/advertising principles and practices ▪ management principles and practices as they apply to public sector and retail sales ▪ City and department policies and procedures 	<ul style="list-style-type: none"> ▪ providing leadership/supervision to employees and promoting a positive and motivational workplace ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ analyzing and planning City operations; developing alternatives; and determining the costs, advantages, and disadvantages of various options ▪ analyzing data, preparing reports, and providing/presenting reliable information and sound advice to decision makers ▪ communicating, both verbally and in writing ▪ using an appropriate degree of tact depending on the situation ▪ using information technologies to increase work productivity ▪ preparing/administering budgets 	<ul style="list-style-type: none"> ▪ keep current on community and area related activities and issues through participation in/contact with appropriate organizations, agencies, and other bodies ▪ handle non-public data and other sensitive information in accordance with state statute and City policy ▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ travel and attend meetings, conferences, and training within and outside the City ▪ work beyond normal work hours as well as evenings and weekends ▪ implement Council policies and carry out directives ▪ interpret and administer policies with consistency and uniformity ▪ Represent the Liquor Establishment in a professional and positive manner ▪ Augment staffing shortages through bartending, serving, or other activities to support the Liquor Establishment ▪ lift/carry/move products & merchandise up to 40 lbs.

LIQUOR STORE MANAGER

VII. MINIMUM TRAINING and EXPERIENCE

An equivalent combination of education and experience may be considered during the hiring process.

- 1) High school diploma or equivalent.
- 2) At least two years of experience in a retail restaurant establishment, providing front line service to customers, preferably in food/liquor blend, where bartending was learned, performed.
- 3) Two years of experience in purchasing, sales and marketing/advertising, accounting, office management, and inventory control.
- 4) At least two years of supervisory experience with specific responsibility for work scheduling, assigning/prioritizing/reviewing work, and coaching/motivating employees.
- 5) Computer skills including competency in word processing & spreadsheet, as well as strong knowledge and experience with point of sale software programs.
- 6) Ability to successfully complete alcohol awareness training within 30 days of hire date.
- 7) Ability to successfully complete Certified Food Manager (CFM) and certification within 45 days of hire date.
- 8) Must meet state-mandated age requirement.
- 9) Must be eligible to be bonded.

VIII. WORKING CONDITIONS (includes characteristics related to both the job itself and its work environment)

This section provides a summary only; refer to the addendum for a fuller listing of the position's physical and mental requirements.

Works indoors during majority of time. Can experience extended periods of sitting while at a desk and using a computer. Uses near vision, ability to focus, and hearing. Must be able to stand for extended periods while serving customers. Position requires frequent lifting and/or moving up to 15 pounds and infrequent lifting or moving up to 40 pounds. Responds to urgent situations and emergencies.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes.

The duties listed above are intended only as an illustration of the various types of work that may be required. The omission of any specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee; the job description is subject to change by the employer as the needs of the employer and requirements of the job change

CITY OF FIFTY LAKES POSITION DESCRIPTION		
Liquor Operations Assistant Manager		
DEPARTMENT Liquor Operations	SUPERVISOR Liquor Operations Manager	SUBORDINATES Bartender

NATURE OF WORK: To plan, coordinate, and help supervise the operation of the Cities on & off sale liquor establishment in a manner which results in good customer service, sound business practices, and reasonable profit expectations.

ESSENTIAL FUNCTIONS OF THE JOB:

- In the absence of Liquor Operations Manager assumes all duties and responsibilities of that position.
- Evaluates on an ongoing basis all liquor store operations and responds to conditions, events and policies.
- Primary responsibility to plan, coordinate, and prepare orders so as to maintain a balanced stock necessary to meet needs and maintain regular inventory records. Orders subject to review and approval by Liquor Manager.
- Responsible for receiving, checking and stocking of inventory
- Keeps informed on liquor industry practices and improved merchandising techniques.
- Attends Government and Industry training and promotional events as needed.
- Maintains compliance with city ordinances and state and federal laws and regulations regarding sales to minors, sales to persons under the influence of liquor, as well as health codes and lawful gambling regulations.
- Prepares employee work schedules.
- Knowledge of cash registers, computer operating systems and skills. Makes sure they are in working order.
- Maintains compliance with city ordinances and state and federal laws and regulations regarding sales to minors, sales to persons under the influence of liquor, and other pertinent laws.
- Maintains the liquor store and its equipment in a clean and orderly manner.
- Serves as lead bartender.
- Performs other related functions as assigned or apparent.
- Attends weekly meetings with Liquor Manager and regular staff meetings.
- Responsible for safety of customers and employees.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to supervise and motivate employees.
- Knowledgeable of sound business practices.
- Knowledgeable in all applicable regulations pertaining to the sale of alcohol, tobacco, health codes and lawful gambling.
- Knowledgeable in the operation of cash registers, computers and other office & bar related equipment.
- Ability to work with customers in a customer service friendly manner.
- Ability to handle money and account for all monies.
- Ability to read and follow directions.
- Knowledge of liquor store operations including, but not limited to, inventory control, pricing, ordering, invoicing, and liquor laws.

CONDITIONS OF EMPLOYMENT:

- Ability to establish and maintain cooperative working relationship with city officials and city staff, state and federal agencies and the general public.
- Must comply with organizational and departmental policies.
- Attend and report at Council Meetings in the absence of Liquor Operations Manager.

WORK SCHEDULE:

The typical work hours for this position are 2 – 10 hour shifts or as needed.

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions, this position is required to: stand for extended periods, to have hand and arm (or equivalent) dexterity adequate to allow for extensive use of mixing and serving drinks; to talk and hear with enough proficiency to allow for communicating with customers in person or by phone; and to have adequate vision to accommodate frequent viewing of cash register screen and printed reports. This position requires frequently lifting and/or moving up to 15 pounds and infrequently lifting or moving up to 35 pounds. The noise level is usually moderate.

MINIMUM REQUIREMENTS For Position: Possession of high school diploma or G.E.D.
Three years experience as a bartender and / or liquor or retail store clerk. Or education related to marketing or business management.

CITY OF FIFTY LAKES POSITION DESCRIPTION		
Liquor Operations Lead Bartender – Non-exempt		
DEPARTMENT: Liquor Operations	SUPERVISOR: Liquor Operations Manager	SUPERVISES: Bartenders

NATURE OF WORK:

Under the supervision of the Liquor Operations Manager, plans, coordinates, and helps supervise the operations of the City’s on & off sale liquor establishment in a manner which exhibits excellent customer service, sound business practices, and reasonable profit expectations, as well as the lawful sale of alcohol

ESSENTIAL FUNCTIONS OF THE JOB:

- Fulfill the bartender/off sale clerk duties as defined in that job description.
- In the Liquor Operations Manager’s absence, perform duties and responsibilities in that job description related to the effective and lawful operation of the liquor establishment.
- Comply with City ordinances and state and federal laws and regulations regarding sales, including laws related to minors and persons under the influence of liquor, as well as health codes and lawful gambling regulations..
- Prepare employee work schedules, and provide work direction for bartenders.
- Assist Liquor Store Manager in planning and promoting events and execute events schedule, advertising, supplies and volunteers.
- Stock ATM machine.
- Maintain the liquor store and its equipment in a clean and orderly manner, including light housekeeping and small repairs.
- Restock shelves and coolers with merchandise and ensure expired and spoiled products are properly disposed of and not offered to the public.
- Ensure the safety of customers and employees.
- Conduct meat raffle duties, including making deposits and handling unused tickets and stubs.
- Conduct pull-tab duties, including auditing boxes, making deposits and inventorying box when needed.
- Enter invoices and the weekly business, and check money bags.
- Order food and clothing, as needed and check quantities on hand.

OTHER JOB FUNCTIONS

- Attend government and industry training and promotional events, as needed.
- Stay informed on liquor industry practices and improved merchandising techniques, to ensure each customer receives outstanding service, and the storage and display of merchandise promotes effective sales.
- Use social media outlets such as Facebook to promote the establishment and events.
- Attend weekly meetings with Liquor Store Manager and all-staff meetings.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to supervise and motivate employees.
- Knowledge of all applicable regulations and laws pertaining to the sale of alcohol, tobacco, health codes and lawful gambling.
- Knowledge of liquor store operations including, but not limited to, inventory control, pricing, ordering, invoicing, and liquor laws.
- Ability to operate cash registers, computers and other office & bar related equipment.
- Ability to work with customers in a customer service friendly manner.
- Ability to handle money and account for all monies.
- Ability to read and follow directions.

CONDITIONS OF EMPLOYMENT:

- Ability to establish and maintain cooperative working relationship with city officials and city staff, state and federal agencies and the general public.
- Must comply with organizational and departmental policies.
- Attend and report at Council Meetings in the absence of Liquor Operations Manager as required by council.

WORK SCHEDULE:

The typical work hours for this position are 32 to 40 hours per week, with days of week varying Monday through Saturday.

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions, this position is required to: stand for extended periods, to have hand and arm (or equivalent) dexterity adequate to allow for extensive use of mixing and serving drinks; to talk and hear with enough proficiency to allow for communicating with customers in person or by phone; and to have adequate vision to accommodate frequent viewing of cash register screen and printed reports. This position requires frequently lifting and/or moving up to 15 pounds and infrequently lifting or moving up to 35 pounds. The noise level is usually moderate.

MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:

High School diploma or GED required. Three years of experience as a bartender and / or liquor or retail store clerk, or equivalent, and education related to marketing or business management, preferred.

The duties listed above are intended only as an illustration of the various types of work that may be required. The omission of any specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee; the job description is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF FIFTY LAKES

POSITION OPENING – ON-SALE /OFF-SALE MUNICIPAL LIQUOR STORE MANAGER

The City of Fifty Lakes is currently accepting applications for the position of On-Sale / Off- Sale Liquor Store Manager. This individual oversees and administers the day-to-day operations of the municipal liquor store.

Duties to include, but not limited to: Performing administrative work in a retail environment, supervising staff, actively engaging purchasing and inventory control, pricing, budgeting, sales and marketing, bartending, event promotions and customer relations.

Desired qualifications: Enthusiastic, friendly, self- motivated individual with a good attitude and strong work ethic, 3 to 5 years management experience in retail or restaurant environment or similar operation. Strong aptitude with office computer equipment and computerized Point of Sales systems, valid MN driver's license.

Must be able to work days, weekends and holidays. Salary and pay structure DOQ.

Application forms are available at Fifty Lakes City Hall, 40447 Town Hall Road, Fifty Lakes, MN, 56448 or by calling 218-763-3113.

Resume cover letter and completed application due October 7th 2024.

Submit to:

City of Fifty Lakes
PO Box 125
Fifty Lakes, MN 56448

Equal Opportunity Employer

**CITY HALL: 218.763.3113 • FAX: 218.763.5113
E-MAIL: 50Lakes@emily.net • WEB: FiftyLakesMN.com
40447 TOWN HALL RD • PO BOX 125 • FIFTY LAKES, MN 56448**

clerk@fiftylakesmn.com

From: Batterton, Steve <Steve.Batterton@terracon.com>
Sent: Wednesday, August 14, 2024 2:58 PM
To: clerk@fiftylakesmn.com
Subject: Follow-Up on Property Condition Assessment Report
Attachments: F_CS_PCA-FCA.pdf

Hi Ann,

It was a pleasure speaking with you today about your potential project needs. As we discussed, the cost for the Property Condition Assessment (PCA) report will be around \$8,000. Unfortunately, a significant portion of this cost is attributed to travel expenses, as we will be managing the project from our Lenexa, KS office.

Please feel free to reach out if you have any further questions or if there's anything else we can assist you with.

Best regards,

Steve Batterton

Click [here](#) to view *Your Project Lifecycle with Terracon*

Steve Batterton, RPA
Manager of Regional Facilities Services



15620 W. 113th Street | Lenexa, KS 66219
D (913) 202-7608 | F (913) 492-7443 | M (816) 813-5772
steve.batterton@terracon.com | Terracon.com

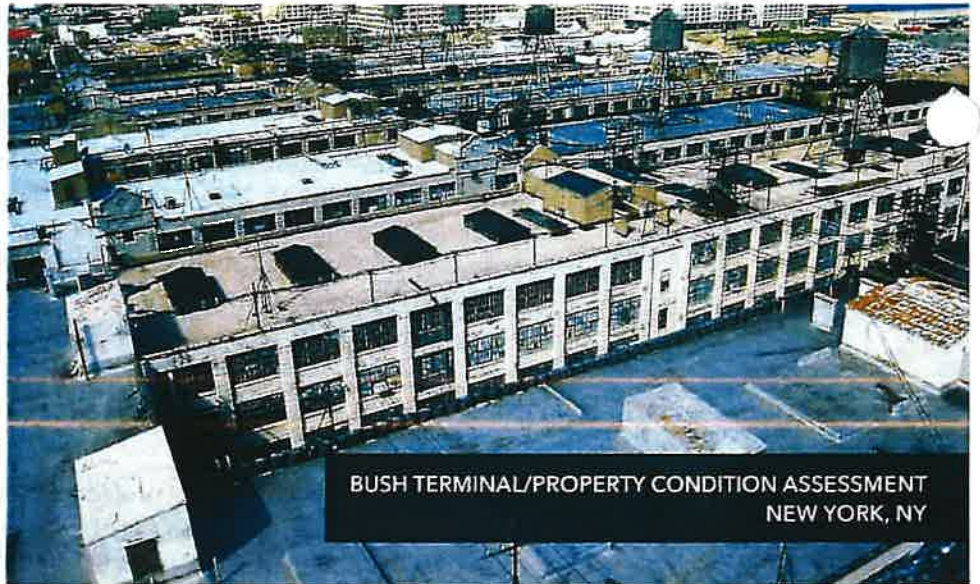


Terracon provides **environmental, facilities, geotechnical, and materials** consulting engineering services delivered with responsiveness, resourcefulness, and reliability.

From: clerk@fiftylakesmn.com <clerk@fiftylakesmn.com>
Sent: Wednesday, August 14, 2024 10:59 AM
To: Faesenmeier, William J <William.Faesenmeier@terracon.com>
Subject: RE: Study



FACILITY CONDITION ASSESSMENT



BUSH TERMINAL/PROPERTY CONDITION ASSESSMENT
NEW YORK, NY

Facilities | Property/Facility Condition Assessments

Whether you are buying, selling, or holding your real estate assets, Terracon's expert facility assessment professionals can identify existing deficiencies, predict future system repairs and replacements, and forecast maintenance costs and future capital expenditures to improve your market position and allocation of operating capital.

To make informed decisions on your real estate investment, securing a thorough analysis of the facility and its current and future needs is an important step.

Property Condition Assessment (PCA)

A PCA is conducted as part of a real estate transaction. Performed to ASTM 2018 standards, a PCA is a documented visual review of each of the property's systems to assess conditions and determine capital expense requirements for maintaining, repairing or replacing identified systems, typically within a specified time frame. Documentation and recommendations are provided so you can make informed decisions when considering the purchase or sale of property.

Facility Condition Assessment (FCA)

Owners of existing facilities face the challenge of providing adequate maintenance with very limited financial resources. Prioritizing maintenance and

capital expenditures can be problematic due to a number of organizational influences and operational restraints. A third-party opinion is often desired to objectively identify and prioritize projects within complex organizations.

FCAs are conducted for owners desiring an independent baseline assessment of facility assets ranging from individual building systems to multi-site portfolios. Through condition assessment and analysis by Terracon's experienced facilities professionals, asset repairs and replacements are prioritized based on collectively established customized criteria incorporating the client's specific needs. Financial analysis typically is provided within a multi-year forecast giving facility owners an optimized approach to planning their asset preservation.

Customized Applications and Reporting

Terracon often provides customized condition assessment services tailored to specific client needs including development of custom assessment tools and reports, implementing commercially available asset management software, or working within an established assessment program.

Whether your project consists of a single site or a portfolio of hundreds or

even thousands of buildings, Terracon's engineering and architectural professionals provide a solution-oriented approach to your due diligence/condition assessment needs.

All systems can be assessed and typically include:

- Accessibility
- Amenities
- Architectural Finishes
- Building Envelope
- Electrical
- Fire Protection / Life Safety
- Mechanical
- Pavements
- Plumbing
- Roofing
- Site Drainage
- Site Infrastructure
- Structural Elements
- Vertical Transportation



COBALT CAPITAL PARTNERS/
PROPERTY CONDITION ASSESSMENT
MULTIPLE LOCATIONS



MASARYK 421/PROPERTY CONDITION ASSESSMENT
MEXICO CITY, MEXICO

Why Terracon?

Resourceful. Terracon brings you value by thoroughly understanding your asset management needs and supporting those efforts as you operate and upgrade your properties/facilities.

Responsive. Drawing upon Terracon's national network of offices and resources, we can quickly mobilize to support time-sensitive PCA delivery process demands.

Reliable. We deliver consistent service and high quality through our proactive, collaborative approach, yielding systems that perform beyond expectations and maximize your return on investment.

"The reports we receive from Terracon are detailed and very useful to evaluate the property, plan for future expenses, and negotiate...a Terracon Property Condition Assessment pays for itself."

-RANDY ROGERS, PRESIDENT, RVE INTERESTS, LTD



ENR Rankings 2023

- #1 Asbestos and Lead Abatement
- #11 Top 100 Pure Designers
- #20 Top 500 Design Firms
- #44 Top 150 Global Design Firms
- #63 Top 200 Environmental Firms

Contacts

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Plymouth, MN 55447

Phone: (763) 544-7129
Bolton-Menk.com

September 3, 2024

City of Fifty Lakes
Ms. Ann Raph
City Clerk/Treasurer
PO Box 125
Fifty Lakes MN, 56448

RE: Proposal for Professional Design Services
Fire Station and Community Center Evaluation

Dear Ms. Raph,

Bolton & Menk, Inc., is pleased to present this proposal for professional services to evaluate the existing Fire Station and Community Center. It is understood that the existing structure has been added onto over numerous years with various systems and construction types being utilized. Concerns have been raised with respect to the condition of the building and its long-term suitability for the community. The ultimate request which this proposal looks to address is to determine the viability of the building and its value to be rehabilitated or if exploring options of relocation for these uses would be a better long-term investment.

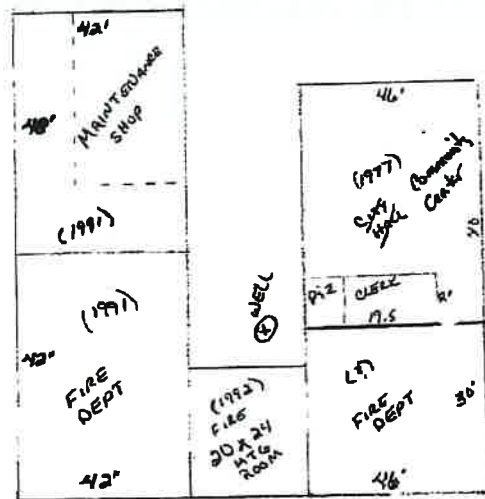
Thank you again for considering Bolton & Menk, Inc. for your Engineering and Architectural needs. Please feel free to contact me if you have any questions or if you require any additional information.

Sincerely,
Bolton & Menk, Inc.

Adam M. Luckhardt, aia
Senior Architect
adam.luckhardt@bolton-menk.com

Description of Proposed Project

This proposal outlines the approach and methodology for conducting an evaluation of the existing fire department, community center and maintenance shop. The evaluation will focus on the current condition of the facility, identifying potential issues and providing recommendations for future improvements or maintenance. This assessment will conclude with a menu of suggestions and recommendations for consideration to determine the viability of the structure for future use.



Diagrammatic floor plan of the existing structure.

Scope of Work

Site Visit

- Conduct site visit to analyze and become familiar with the existing building and surrounding site conditions.
- Document physical condition of the systems and structure of the building by visual observation.

Evaluation

- Review the condition of the buildings structural elements including visible foundations, walls, beams, columns and roofing system. Identify signs of structural fatigue, settlement or

deterioration.

- Document the condition of critical architectural elements such as exterior finish, windows, doors and interior finishes. Assess the functional aspects of the structure for current and future use.
- Evaluate the structures suitability to comply with modern life safety and accessibility codes including egress and construction type.
- Confirm functionality of the mechanical, electrical and plumbing systems. Identify outdated or inefficient systems for upgrade or repair.

Summary

- Provide a written executive summary of the existing conditions, outline constraints to repair, replacement or reconfiguring of the systems, finishes and layout of the building.
- Participate in one follow-up meeting (virtual) to review the summary and findings.
- Should demolition be deemed appropriate:
 - Truncate services and provide high level summary for recommendation to demolish. Refund used professional fees.
- Should rehabilitation or renovation be deemed appropriate:
 - Photo document building and provide narrative of conditions observed
 - Provide menu of suggested interventions which prioritize rehabilitation and repair.
 - Highlight repairs to stabilize the building in the short term. Provide relative understanding of lifecycle value for suggested interventions.
 - Suggest potential strategies for mechanical/electrical system upgrades
 - List necessary upgrades for life safety and accessibility.

Additional Service:

Upon request Bolton and Menk can provide a more detailed scope and fee proposal for the following:

- Funding Assistance: Review potential for outside funding through grants or bonds.

Excluded

- Physical demolition to review concealed areas of the building.
- Hazardous material testing or abatement recommendations. (asbestos, mold, etc.)
- Design or engineering of solutions to identified opportunities of improvement

Schedule

This evaluation and report can be completed within twenty-eight working days of notice to proceed.

Fees

The lump sum design fees are inclusive of project expenses:

TASKS	FEE BASIS	COST
I. Site Visit	Lump Sum	\$3,400
II. Evaluation and Summary	Lump Sum	\$6,600
Total		\$10,000

360 Central Ave Suite 800, St Petersburg, FL, USA 33701
813-379-9345

info@rothiams.com
www.rothiams.com

September 5, 2024

Proposal No. P24042

Ann M. Raph
Clerk - Treasurer
City of Fifty Lakes
40447 Town Hall Rd
PO Box 125
Fifty Lakes, MN 56448

Dear Ann,

**Re: City of Fifty Lakes Fire Hall/Community Center Building
Condition Assessments
Roth IAMS Sourcewell Contract No. 020421-RTH
City of Fifty Lakes Sourcewell Member No. 95375**

Roth IAMS LLC. (Roth IAMS) is pleased to provide the City of Fifty Lakes (the City) with this proposal in response to your request to undertake Building Condition Assessments (BCAs) for Fifty Lakes Fire Hall/Community Center. The facility is located at 40447 Town Hall Rd, Fifty Lakes, MN and was originally constructed in 1977 with a number of additions over the years. The building gross floor area is approximately 7,480 SF.

CORPORATE PROFILE

ROTH IAMS

Roth IAMS, operating in the United States as Roth IAMS LLC and in Canada as Roth IAMS Ltd. is a federally incorporated (2014) company formed for the sole purpose of providing Facility and Infrastructure Assessment and Asset Management Services for large and/or geographical diverse portfolios across North America.

Our team includes over 100 full-time staff members including Architects, Engineers, Geoscientists, Technologists, Technicians and Facility Management Professionals whose shared vision is to solve the world's deferred capital renewal and maintenance backlog crisis. Roth IAMS has been in business providing assessment services for the past nine

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years, however our staff have provided these services for almost 30 years for over **25,000** properties.

Roth IAMS's core business is BCAs. We are not a design firm that does BCAs in its spare time. We are not an engineering company that does BCAs for a chance to work on the renewal projects. We are not a software company that is trying to sell software licenses.

In addition to our condition assessment expertise, our team members have extensive expertise working with clients to utilize their condition assessment and other technical data (e.g., environmental, energy, functional, sustainability, etc.) to design and execute capital renewal programs. We also provide the following services outlined in Table 1.

Asset Management <ul style="list-style-type: none">• Asset Management Planning• Capital Renewal Planning• Asset Management Database Maintenance• Asset Management Software• Data Mining and Analytics	Asset Data Collection <ul style="list-style-type: none">• Facility Condition Assessments• ADA Assessments• Energy Auditing and Consulting• Asset Inventory and Tagging
Facilities Management <ul style="list-style-type: none">• Preventative Maintenance Planning• Facilities Management Plans and Consulting• Green Building Strategies, Policies and Procedures	Building Performance <ul style="list-style-type: none">• Building Performance Check-Up• Commissioning• Re/Retro-commissioning

SCOPE OF WORK

Building Condition Assessment (BCA)

The BCAs will be generally carried out in accordance ASTM E2018-15 Standard – Property Condition Assessment. The ASTM E1557 Building Elements and Related Siteworks – Uniformat II will be used to classify the building components and systems.

The scope will focus on the condition assessment of the base building and site systems as follows:

- A10 Foundation
- B10 Structure;
- B20 Exterior Enclosure (exterior walls, windows and doors);

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- B30 Roofing (roof covering and roof openings)
- C10 Interior Construction (partitions, interior doors, stairs)
- C30 Interior Finishes
- D20 Plumbing (fixtures, and distribution and discharge lines);
- D30 HVAC (heating and cooling generating systems);
- D 40 Fire Protection (detection and suppression systems)
- D 50 Electrical; and
- G 20 Site Improvements (roadways, parking lots, etc.).

Methodology

Our methodology will include:

- A review of existing documentation including drawings and previous condition reports completed. This may include but not be limited to as-built drawings, previous BCA reports and technical reports, past and present capital replacements, service agreements and maintenance practices;
- An interview with building operations and maintenance staff to obtain first-hand knowledge on the performance of the in-scope building systems;
- The completion of a non-intrusive visual site assessment of the base building systems defined in our scope of work. However, when the analysis of the visual condition assessment is inconclusive, specialist investigations (destructive and non-destructive assessments) will be recommended;
- The preparation of a BCA report. The report, which will include an opinion of probable cost (OPC) table, will track the capital renewals (repair/replace) based on expected life cycle required in the next 20 years. The renewal costs will be Class D estimates. Renewal costs less than \$2,000 will be considered as operations and maintenance and excluded from the OPC table. Photos to support condition assessment will be included in the report; and
- Determination of the Current Replacement Value (CRV) and the Facility Condition Index (FCI) of the facility. The CRV and FCI, which will be determined only after the District has reviewed the draft FCA report, will be based on the FCA base building systems only. Using the District's FCI rating scale, the overall condition rating of the facility will also be provided.

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Exclusions

Excluded from the above scope of work will be:

- The review of the building's construction, as-built drawings and proposed improvement drawings for code compliance. We will assume that a duty of care to meet the code was applied at the time of construction;
- Intrusive or destructive testing to confirm system performance;
- Testing of the fire detection and suppression systems;
- Detail or quantitative measurements or material take-offs, engineering or surveying calculations, operating of equipment, or testing of systems or components;
- The entry of confined, hazardous, concealed or inaccessible areas. Vaults or facilities owned by the utility operator, where present, will also not be entered;
- The assessment of barrier free systems or components where present for compliance with current ADA regulations or guidelines;
- A comprehensive fire and life safety assessment (fire separations, means of egress, etc.); and
- The review of the facility for compliance to the local zoning by-laws.

SCHEDULE

Roth IAMS will collaborate with the City to determine a mutually agreed upon schedule. Roth IAMS anticipates providing a draft report within 3-5 weeks following the site visit.

FEE

Based on the scope of work our fee to complete the Building Condition Assessments for Fifty Lakes Fire Hall/Community Center is **\$7,008.00 plus tax.**

The above fee:

- Includes all nominal expense and disbursements associated with travel;
- Assumes that a safe roof access will be provided. Where a permanent roof access is not provided, the City will arrange for a temporary safe roof access; and
- Includes interviews with the buildings' operation staff during the site assessment visit. Additional work that may be requested as a result of the meeting will be extra.

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LIMITATIONS

All work outlined herein is subject to the following limitations:

1. This proposal was prepared for the consideration of the City only. Its contents may not be used or disclosed to any party without prior written consent from Roth IAMS.
2. This proposal shall be valid for a period of sixty (60) days from date of issue unless extended by mutual agreement in writing.
3. Any work performed by Roth IAMS will be conducted in accordance with generally accepted industry practices at the time the work is performed.
4. No warranty is expressed or implied or intended by this agreement or by furnishing oral or written reports or findings.
5. The limitation of liability for the work outlined herein is the lessor of the fees paid or actual damages incurred by the Client.
6. Roth IAMS will not be responsible for any consequential or indirect damages.
7. All information provided by the City is assumed to be correct. Roth IAMS takes no responsibility for the accuracy of technical reports or analysis completed by others that may be reviewed as part of the scope of work outlined herein.
8. Information provided by Roth IAMS is intended for the City's use only. Roth IAMS will not provide results or information to any party, unless directed in writing by the City, or unless disclosure is required by law.
9. Invoices will be issued quarterly or upon project completion. All prices quoted herein are exclusive of applicable taxes.

360 Central Ave Suite 800, St Petersburg, FL, USA 33701
813-379-9345
info@rothiams.com
www.rothiams.com

This Professional Services Agreement (this "Agreement")

BETWEEN: **CITY OF FIFTY LAKES**
40447 Town Hall Rd
PO Box 125
Fifty Lakes, MN 56448

AND: **ROTH IAMS LLC**
800 – 360 Central Avenue
St. Petersburg, FL 33701

The following Terms and Conditions are attached to and form part of the Revised Proposal dated August 22, 2024 prepared for University of Tennessee, Knoxville (hereafter referred to as Client) to provide Facility Condition Assessments & Equipment Inventory & Tagging Pilot Program.

DESCRIPTION OF WORK

Roth IAMS shall render the services described in the Proposal (hereinafter called the "SERVICES") to the Client.

TERMS AND CONDITIONS

No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Roth IAMS. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supersedes all previous agreements, arrangements, or understandings between the parties whether written or oral in connection with or incidental to the PROJECT.

COMPENSATION

Payment is due to Roth IAMS within 45 days of receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle Roth IAMS, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

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NOTICES:

Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION

Either party may terminate the AGREEMENT without cause upon thirty (30) days-notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Roth IAMS' invoices within 30 days of Roth IAMS rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Roth IAMS are terminated. On termination by either party, the Client shall forthwith pay Roth IAMS all fees and charges for the Roth IAMS provided to the effective date of termination.

PROFESSIONAL RESPONSIBILITY

In performing the SERVICES, Roth IAMS will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed.

LIMITATION OF LIABILITY

The Client releases Roth IAMS from any liability and agrees to defend, indemnify and hold Roth IAMS harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of Roth IAMS. It is further agreed that the total amount of all claims the Client may have against Roth IAMS under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Roth IAMS for the SERVICES or \$5,000.00. For portfolio projects, the LOL claim is limited to the professional fee or the asset in question or \$5,000. No claim may be brought against Roth IAMS more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against Roth IAMS and not against any of Roth IAMS employees, officers or directors.

Roth IAMS liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and Roth IAMS shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the

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Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

DOCUMENTS

All documents prepared by or on behalf of Roth IAMS in connection with the PROJECT are instruments of service for the execution of the PROJECT. Roth IAMS retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of Roth IAMS. In the event Roth IAMS' documents are subsequently reused or modified in any material respect without the prior consent of Roth IAMS, the Client agrees to defend, hold harmless and indemnify Roth IAMS from any claims advanced on account of said reuse or modification.

Any document produced by Roth IAMS in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Roth IAMS, which may be withheld at Roth IAMS' discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Roth IAMS' standard form reliance letter.

Roth IAMS cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Roth IAMS, its officers, employees, consultants and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Roth IAMS, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Roth IAMS' written consent.

FIELD SERVICES

Roth IAMS shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with work on the PROJECT and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Roth IAMS shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT.

GOVERNING LAW/COMPLIANCE WITH LAWS

The AGREEMENT shall be governed, construed, and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. Roth IAMS shall observe and comply with all applicable laws, continue to provide equal employment

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opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION

If requested in writing by either the Client or Roth IAMS, the Client and Roth IAMS shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ASSIGNMENT

The Client and Roth IAMS shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY

If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the Client and Roth IAMS.

By signing below, I authorize Roth IAMS to proceed with the scope of work presented in Revised Proposal No. P24042, dated September 5, 2024.

This Agreement, and all matters arising out of or relating to this Agreement, shall be governed by the laws of the State of Delaware.

DATED this _____ day of _____, 2024.

City of Fifty Lakes

Per: _____

Name: _____

Title: _____

I have the authority to bind the corporation.

Proposal

Northern Lakes Electric, Inc.

33694 Antler Road, Suite A
 Crosslake, MN 56442-4105
 northernlakeselectric@crosslake.net
 Phone: 218-692-3940 Fax: 218-692-3941

Date: 7/30/2024

Job: Fifty Lakes Office

Estimated Parts and Labor:

4 - 6" 16W Disc Lights	\$68.00
20 - 8" 22W Disc Lights	\$900.00
Electrical Permit	\$72.00
4- Black Paddle Fans	\$1,000.00
2- Speed Switches	\$128.00
1- Decorative paddle fan with light	\$265.00
Labor	\$1,775.00

Disposal of old lights by others

for \$250

\$4,458

TOTAL ESTIMATE:

\$4,208.00

We propose to furnish material & labor complete in the above specifications for the sum of \$ 4,208.00	Acceptance of Proposal - The above prices, specifications and conditions are satisfactory, and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below. Payment is to be made as follows: \$ 2,104.00 due at Signing \$ 2,104.00 due upon completion of electrical wiring.
---	--

Please Sign and Return Copy With Down Payment if Accepted.

Approved By: _____ Date: _____

All charges from power company are extra and are owner's responsibility. Price is good for 10 days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the proposal. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Payment in full to be made upon completion of installation, unless otherwise noted. A finance charge of 1.5% per annum or \$5.00 per month, whichever is greater, will be charged to all accounts past 30 days. In the event the buyer defaults under the terms of this agreement, buyer agrees to pay all costs of collection associated with collecting the amount owed, including reasonable attorney fees.

Ann Raph

Fifty Lakes City Hall

clerk@fiftylakesmn.com

218-763-3113

Task: Installing 24 new disc lights, 2 speed control switches and 5 owner provided fans.

Material:

1. 4- 6" 16W dis lights
2. 20- 8" 22W disc lights
3. 2- speed control switches

Labor Cost: \$1,320.00

Material Cost: \$1,410.00

Total for Project: \$2,730.00

2730
750
3480

Up North Electric
Est. 1977
Residential - Commercial - Industrial
218-820-2728

Thank you for your consideration

Lee and Bobbie Midthun

Up North Electric Inc.

clerk@fiftylakesmn.com

From: LEE & BOBBIE JO MIDTHUN <upnorthelec@emily.net>
Sent: Tuesday, August 6, 2024 9:57 AM
To: clerk
Subject: Re: Lighting quote

Since we are re using all existing circuits and not adding any new circuits the project does not require a permit. If we end up needing a permit, we will get it taken care of on our end.

Up North Electric^{INC.}
Emily, MN
Residential - Commercial - Industrial
218-820-2728

From: "clerk" <clerk@fiftylakesmn.com>
To: "LEE & BOBBIE JO MIDTHUN" <upnorthelec@emily.net>
Sent: Tuesday, August 6, 2024 9:26:22 AM
Subject: RE: Lighting quote

Thanks again. Do we have to get a electrical permit for this?



Ann M. Raph

Clerk - Treasurer
City of Fifty Lakes

Phone: 218.763.3113 **Email:** clerk@fiftylakesmn.com

Address: 40447 Town Hall Rd **Web:** www.fiftylakesmn.com
PO Box 125 Fifty Lakes, MN 56448

From: LEE & BOBBIE JO MIDTHUN <upnorthelec@emily.net>
Sent: Monday, August 5, 2024 4:12 PM
To: clerk <clerk@fiftylakesmn.com>
Subject: Re: Lighting quote

Yes, it does include the labor for installing the fans as well.

Up North Electric^{INC.}
Emily, MN
Residential - Commercial - Industrial
218-820-2728

From: "clerk" <clerk@fiftylakesmn.com>
To: "LEE & BOBBIE JO MIDTHUN" <upnorthelec@emily.net>
Sent: Monday, August 5, 2024 4:04:59 PM
Subject: RE: Lighting quote

Thank you for the quick response on the bid.

I had a typo and it is 20-8" disc lights. Would you have time to refigure for me please?

Also, does this include labor to install ceiling fans?

Thanks!

Ann



Ann M. Raph

Clerk - Treasurer
City of Fifty Lakes

Phone: 218.763.3113 **Email:** clerk@fiftylakesmn.com

Address: 40447 Town Hall Rd **Web:** www.fiftylakesmn.com
PO Box 125 Fifty Lakes, MN 56448

From: LEE & BOBBIE JO MIDTHUN <upnorthelec@emily.net>
Sent: Monday, August 5, 2024 3:27 PM
To: clerk <clerk@fiftylakesmn.com>
Subject: Re: Lighting quote

Up North Electric^{INC.}
Emily, MN
Residential - Commercial - Industrial
218-820-2728

From: "clerk" <clerk@fiftylakesmn.com>
To: "LEE & BOBBIE JO MIDTHUN" <upnorthelec@emily.net>
Sent: Wednesday, July 31, 2024 1:38:47 PM
Subject: RE: Lighting quote

Hi Lee and Bobbie,

Would you be interested in providing another quote on the lighting specifications below? We have decided to go a different route. But, I will of course be keeping the lighting you installed and that check will be issued and go out in the mail tomorrow. ☺

4-6" 16 W Disc Lights
10-8" 22W Disc Lights

4- 52" Craftmade Flat Black paddle ceiling fans
2-Speed Switches
1-Decorative paddle fan with light
Labor
We will dispose of the old lights.

We appreciate your help on this project and if you have any questions please let me know.

Thanks!



Ann M. Raph

Clerk - Treasurer
City of Fifty Lakes

Phone: 218.763.3113 Email: clerk@fiftylakesmn.com

Address: 40447 Town Hall Rd Web: www.fiftylakesmn.com
PO Box 125 Fifty Lakes, MN 56448

From: LEE & BOBBIE JO MIDTHUN <upnorthelec@emily.net>
Sent: Monday, July 22, 2024 2:46 PM
To: clerk@fiftylakesmn.com
Subject: Lighting quote

Up North Electric INC.
Emily, MN
Residential - Commercial - Industrial
218-820-2728

Save Up to 25%

My Cart #11575267

[Continue to Checkout](#) >

Your Price (ea.)
\$107.20



EXT. PRICE: \$107.20
\$107.20 (ea.) x 1

Eos - 5 Blade Ceiling Fan-14.25 Inches Tall and 52 Inches Wide

Flat Black Finish Color - Flat Black/Greywood Blade Color

Craftmade Lighting - ECF52FB5-FBGW

Flat Black Finish Color Flat Black/Greywood Blade Color

3 Day Delivery or Get \$25 Back [View Details](#)

1



Enter Coupon Code:

APPLY

Click "Apply" to receive your discount. Only one coupon code per order transaction is allowed.

Enter Zip Code to Calculate Tax/Shipping:

CALCULATE

Your Subtotal

\$107.20

Shipping Charge
[COOKIE SETTINGS](#)

FREE

45

49

Estimate

BILL TO
City of Fifty Lakes
Ann Raph

218-763-3113
clerk@fiftylakesmn.com

Estimate Number: 355
Estimate Date: September 1, 2024
Valid Until: September 16, 2024
Estimate Total (USD): **\$4,105.00**

Services	Quantity/Hours	Rate	Amount
Electrical Service Retrofit existing lighting (24 fixtures) and assemble and install (5) ceiling fans on existing fan-rated boxes in City Hall	1	\$1,610.00	\$1,610.00
Labor			
Electrical Materials (4) 6" 16W LED disc lights (20) 8" 22W LED disc lights (2) ceiling fan speed switches shop materials	1	\$1,275.00	\$1,275.00
Electrical Permit Electrical Permit	1	\$70.00	\$70.00
Electrical Materials Optional furnishing of (4) black paddle fans	4	\$225.00	\$900.00
Electrical Materials Optional furnishing of black ceiling fan with light	1	\$250.00	\$250.00
Total:			\$4,105.00
Estimate Total (USD):			\$4,105.00