
CITY OF FIFTY LAKES
CITY COUNCIL MEETING AGENDA
September 10th, 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**

❖ **Approval of Agenda:** (Additions/deletions require Council Action-Motion)

❖ **Open Forum**

❖ **Consent Agenda:** (One motion to approve all items in consent agenda)

- ❖ Minutes August 7th, 2024
- ❖ Treasurer’s Report and Payment of bills check #51129 to #51222 \$153,969.28
- ❖ Renew CDs ending in #7507 and #6595
- ❖ Fire and Rescue Minutes

❖ **New Business/ Critical Issues:**

- Schedule meet the candidate night
- Approval of Resolution 2024-16 Adopting the Preliminary Budget (Council Action-Motion)
- Correspondence from Crow Wing County regarding Tax Forfeited Properties

❖ **Committee Reports:**

❖ Planning and Zoning – Gary Staples

- Staff Report
- Shoreland Management and Protection discussion

❖ Parks – Toni Buchite

❖ Fire & Rescue – Jill Radman

- Approval to purchase 6 SCBA masks, 3 battery packs and boots (Council Action-Motion)

❖ Road Construction and Maintenance- Mark Bradley

- Peninsula Road rip rap
- Discuss salt shed floor requirements

❖ Liquor Store – Randy Zeigler

- Review P & L
- Staff Report
- Resignation letter from Diana Buchite (Council Action-Motion)
- Continuation with Booyah

- ❖ Mayor's Report – Toni Buchite
 - Discuss a city newsletter (Council Action-Motion)
 - Location of December 7th, 2024, craft fair

- ❖ Purchasing/Personnel – Toni Buchite
 - Approval to sell the Polycom Conference Phone and 2 desk stand risers (Council Action-Motion)
 - Discuss purchasing land Parcel ID: 22260506
 - City hall lighting quotes (Council Action-Motion)
 - Clerk's office furniture (Council Action-Motion)
 - Approval to hire city attorney office to review and revise the employee handbook (Council Action-Motion)

- ❖ **Unfinished Business**
 - Feasibility study quotes (Council Action-Motion)

- ❖ **Open Forum**

- ❖ **Adjourn**

MINUTES OF THE REGULAR MONTHLY MEETING
OF THE FIFTY LAKES CITY COUNCIL
August 7th, 2024

The Regular Monthly Meeting of the Fifty Lakes City Council was held on Tuesday, July 9th, 2024, at City Hall at 6:00 pm. The following officers were present: Toni Buchite, Mayor; Mark Bradley (via Phone Call) Gary Staples, Jill Radman and Randy Zeigler, Council Members; Ann Raph, City Clerk; Jessica Istvanovich, Deputy Clerk, Chad Wosmek, Maintenance Supervisor; Jesse Anderson, Fire Chief.

The Pledge of Allegiance was recited.

Mayor Buchite requested 1 deletion and 1 addition to the August Agenda.

MOTION MADE BY MS. RADMAN AND SECONDED BY MR. ZEIGLER TO REMOVE PENINSULA ROAD RIP RAP UNDER ROAD CONSTRUCTION AND MAINTENANCE AND ADD DISCUSSING DUMPING ITEMS ON CITY PROPERTY AND ROADWAYS UNDER PLANNING AND ZONING. When polled: All members voted aye (Mr. Bradley absent). Motion carried.

Consent Agenda: Mayor Buchite requested consideration of the consent agenda. Council reviewed: Council Meeting Minutes for July 9th, 2024; Treasurer's Report: Payment of bills in the amount of \$274,723.57 including Check No# 51029 through No #51128; Fire and Rescue Minutes.

MOTION MADE BY MR. STAPLES AND SECONDED BY MS. RADMAN TO APPROVE THE CONSENT AGENDA. When polled: All members voted aye (Mr. Bradley absent). Motion carried.

New Business/Critical Issues: The council discussed the status of the Fifty Lakes Conservation Foundations and what steps to take to obtain the property.

MOTION MADE BY MS. RADMAN AND SECONDED BY MR. STAPLES TO APPROVE COMPLETING STATE OF MINNESOTA TRANSFOR FORMS, FILING FEES AND PAYING OFF BACK TAXES TO OBTAIN THE FIFTY LAKES CONSERVATION FOUNDATION FOR PUBLIC USE TO INCLUDE COMMUNITY GARDENS, RV DUMP STATION, AND POSSIBLE COMMUNITY CENTER. When polled: All members voted aye (Mr. Bradley absent). Mr. Staples discussed with the council the application form for Mobile Food Unit Vendors for vendors to set up on the corner of CTY RD 1 and CTY RD 3.

MOTION MADE BY MR. STAPLES AND SECONDED BY MAYOR BUCHITE TO APPROVE THE MOBILE FOOD UNIT APPLICATION FORM. When polled: All members vote aye (Mr. Bradley absent). Motion carried. The council discussed hiring a company to provide a feasibility study on the fire hall/ community center building.

MOTION MADE BY MAYOR BUCHITE AND SECONDED BY MR. STAPLES TO OBTAIN A FEASIBILITY STUDY ON THE FIRE HALL/ COMMUNITY CENTER BUILDING UTILIZING SOURCEWELL 3RD PARTY REIMBURSEMENT FUNDS. When polled: All members vote aye (Mr. Bradley absent). Motion carried.

Planning and Zoning: Mr. Staples informed the council that Justin Burslie, Planning Administrator, is accepting a promotion through Sourcewell and a fellow Sourcewell employee, Bethany Soderlund, will be taking his place as the Planning Administrator for the City of Fifty Lakes. Mr. Staples expressed his concerns with the continuous problem of discarded items being dumped on city property and city roadways. The council discussed creating an ordinance, fines and fees and investing in trail cameras.

Parks: Ann Raph update the council on the DNR grant. The park committee has met with a few splash pad designers to obtain bids. Prem Grant Writing is looking into additional grants and funds to help meet the city's matching fund for the project.

Public Safety: Mr. Anderson stated the Fire and Rescue Department had 6 medical calls and 1 fire for the month of July. Mr. Anderson informed the council that since the beginning of the year 3 members have become EMR certified, and 1 member has become EMT certified. Mr. Anderson has applied for several grants for more equipment and gear. **MOTION MADE BY MS. RADMAN AND SECONDED BY MAYOR BUCHITE TO APPROVE LORI AND RICK CRAWFORD TO THE FIRE AND RESCUE DEPARTMENT.** When polled: All members vote aye (Mr. Bradley absent). Motion carried.

MOTION MADE BY MS. RADMAN AND SECONDED BY MR. STAPLES TO APPROVE RESOLUTION 2024-15 TO ACCEPT A DONATION FROM THE FIRE RELIEF ASSOCIATION OF \$28,600.00. When polled: All members voted aye (Mr. Bradley absent). Motion carried.

Road Construction and Maintenance:

MOTION MADE BY MAYOR BUCHITE AND SECONDED BY MR. STAPLES TO APPROVE CHAD WOSMEK TO ATTEND THE MINNESOTA FALL EXPO ON OCTOBER 3RD, 2024. When polled: All members vote aye (Mr. Bradley absent). Motion carried.

Liquor Store: Liquor profit and loss report was reviewed with a gross profit of 49.4% in the month of July. The bar's net profit for the year is 3.2%.

MOTION MADE BY MS. RADMAN AND SECONDED BY MR. STAPLES TO ACCEPT THE RESIGNATION FROM JOE JUETTNER. When polled: All members voted aye (Mr. Bradley absent). Motion carried.

Mayor's Report: The council set a date for a special meeting to discuss the 2025 preliminary budget.

MOTION MADE BY MAYOR BUCHITE AND SECONDED BY MR. ZEIGLER TO HOLD A SPECIAL BUDGET MEETING ON SEPTEMBER 10TH, 2024 AT 5:00 PM BEFORE THE REGULAR COUNCIL MEETING. When polled: All members vote aye (Mr. Bradley absent). Motion carried.

Purchasing/Personnel:

MOTION MADE BY MR. ZEIGLER AND SECONDED BY MAYOR BUCHITE TO APPROVE TREMOLO QUOTE FOR FOUR (4) SECURITY CAMERAS INCLUDING INSTALLATION NOT TO EXCEED A COST OF \$4,700.00. When polled: All members vote aye (Mr. Bradley absent). Motion carried. The council discussed obtaining 3 bids for new lighting in city hall.

MOTION MADE BY MAYOR BUCHITE AND SECONDED BY MR. STAPLES TO APPROVE DONATING THE CITY HALL OFFICE FURNITURE TO THE FIRE AND RESCUE DEPARTMENT. When polled: All members voted aye (Mr. Bradley absent). Motion carried.

MOTION MADE BY MR. STAPLES AND SECONDED BY MR. ZEIGLER TO APPROVE ANN RAPH AND JESSICA ISTVANOVICH TO ATTEND THE CLERKS CONFERENCE IN STAPLES ON SEPTEMBER 12TH AND 13TH, 2024 WITH MILEAGE AND MEAL REIMBURSEMENT. When polled: All members vote aye (Mr. Bradley absent). Motion carried.

Adjourn: **MOTION MADE BY MAYOR BUCHITE AND SECONDED BY MR. STAPLES TO ADJOURN.** Meeting adjourned at 7:13 pm.

Jessica Istvanovich, Deputy Clerk

For the Period : 8/1/2024 To 8/31/2024

<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	\$240,802.81	\$2,063.29	\$18,574.92	\$224,291.18	\$563.75	\$12,275.83	\$236,003.26
Road and Bridge	\$153,013.76	\$2,440.33	\$11,692.79	\$143,761.30	\$0.00	\$5,378.04	\$149,139.34
Parks	\$78,230.05	\$100.00	\$32.29	\$78,297.76	\$0.00	\$32.29	\$78,330.05
Public Safety	\$18,758.03	\$0.00	\$0.00	\$18,758.03	\$0.00	\$0.00	\$18,758.03
Lake Improve Prog	\$4,238.39	\$7,000.00	\$4,288.78	\$6,949.61	\$0.00	\$2,253.52	\$9,203.13
Fire & Rescue	\$54,438.49	\$0.00	\$9,461.36	\$44,977.13	\$0.00	\$8,763.33	\$53,740.46
Fifty Lakes Day Fund	\$1,958.58	\$0.00	\$0.00	\$1,958.58	\$0.00	\$0.00	\$1,958.58
Petty Cash - City Hall	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
GenCapImpro CD#2448/4686	\$31,828.66	\$0.00	\$0.00	\$31,828.66	\$0.00	\$0.00	\$31,828.66
General CD#1607/1243344	\$53,895.63	\$0.00	\$0.00	\$53,895.63	\$0.00	\$0.00	\$53,895.63
General CD#22436/3387	\$67,817.69	\$0.00	\$0.00	\$67,817.69	\$0.00	\$0.00	\$67,817.69
Roads CD#1434/3693	\$104,425.25	\$0.00	\$0.00	\$104,425.25	\$0.00	\$0.00	\$104,425.25
Roads CD#22534/1601	\$48,479.13	\$0.00	\$0.00	\$48,479.13	\$0.00	\$0.00	\$48,479.13
Roads 09673/407507	\$146,389.23	\$0.00	\$0.00	\$146,389.23	\$0.00	\$0.00	\$146,389.23
FLLP CD#2451/4689	\$32,084.68	\$0.00	\$0.00	\$32,084.68	\$0.00	\$0.00	\$32,084.68
General CD1240784	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
CD General 1240793	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Fire CD#2445/4683	\$15,689.22	\$0.00	\$0.00	\$15,689.22	\$0.00	\$0.00	\$15,689.22
CD#8323 FLLIP	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Fire Truck Fund General	\$3,958.88	\$0.00	\$0.00	\$3,958.88	\$0.00	\$0.00	\$3,958.88
Capital Fire Equip Fund	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Municipal Liquor Store	\$113,605.42	\$93,574.66	\$68,919.14	\$138,260.94	\$20,009.32	\$50,134.36	\$168,385.98
ATM Account	\$9,249.04	\$33,220.00	\$41,000.00	\$1,469.04	\$33,220.00	\$0.00	(\$31,750.96)
ATM Machine	\$3,740.00	\$0.00	\$0.00	\$3,740.00	\$0.00	\$0.00	\$3,740.00
LIQ CD #27517/6595	\$20,262.58	\$0.00	\$0.00	\$20,262.58	\$0.00	\$0.00	\$20,262.58
Lottery Account	\$6,705.01	\$2,838.13	\$4,730.54	\$4,812.60	\$2,838.13	\$4,730.54	\$6,705.01
Liq Petty Cash/Operating Funds	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,700.00

<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>
Total	\$1,362,370.53	\$141,236.41	\$158,699.82	\$1,344,907.12	\$56,631.20	\$83,567.91	\$1,371,843.83

6

As on 8/31/2024

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	180,947.77	230,521.37	0.00	77,553.67	264,731.63	0.00	0.00	224,291.18	0.00	224,291.18
Road and Bridge	73,483.51	204,774.23	0.00	0.00	134,496.44	0.00	0.00	143,761.30	0.00	143,761.30
Public Safety	62,905.43	0.00	0.00	0.00	44,147.40	0.00	0.00	18,758.03	0.00	18,758.03
Lake Improve Prog	17,885.39	17,200.55	0.00	0.00	28,136.33	0.00	0.00	6,949.61	0.00	6,949.61
Fire & Rescue	101,263.84	66,080.84	0.00	0.00	122,367.55	0.00	0.00	44,977.13	0.00	44,977.13
Fifty Lakes Day Fund	3,344.17	7,976.32	0.00	3,600.00	12,961.91	0.00	0.00	1,958.58	0.00	1,958.58
Petty Cash - City Hall	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
GenCapImprv CD#2448/4606	30,807.78	1,020.00	0.00	0.00	0.00	0.00	0.00	31,828.66	0.00	31,828.66
Parks	43,012.21	41,187.69	0.00	0.00	5,902.14	0.00	0.00	78,297.76	0.00	78,297.76
General CD#22436/3387	64,520.81	3,296.88	0.00	0.00	0.00	0.00	0.00	67,817.69	67,817.69	135,635.38
Roads CD#1434/3693	100,000.00	3,044.07	1,381.18	0.00	0.00	0.00	0.00	104,425.25	0.00	104,425.25
Roads CD#22534/1601	46,132.49	2,346.64	0.00	0.00	0.00	0.00	0.00	48,479.13	48,479.13	96,958.26
Roads 09673/407507	146,389.23	0.00	0.00	0.00	0.00	0.00	0.00	146,389.23	0.00	146,389.23
FLLP CD#2451/4689	30,673.55	1,411.13	0.00	0.00	0.00	0.00	0.00	32,084.68	0.00	32,084.68
General CD1240784	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	100,000.00
CD General 1240793	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
Fire CD#2445/4683	15,000.00	689.22	0.00	0.00	0.00	0.00	0.00	15,689.22	0.00	15,689.22
CD#8323 FLLIP	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
Fire Truck Fund General	6,002.72	21,000.00	0.00	0.00	23,043.84	0.00	0.00	3,958.88	0.00	3,958.88
Capital Fire Equip Fund	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
Municipal Liquor Store	60,301.57	560,244.65	0.00	30,767.10	513,052.38	0.00	0.00	138,260.94	0.00	138,260.94
ATM Account	11,009.04	214,080.00	0.00	0.00	223,620.00	0.00	0.00	1,469.04	0.00	1,469.04
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 #27517/6595	20,262.58	0.00	0.00	0.00	0.00	0.00	0.00	20,262.58	20,262.58	40,525.16
Lottery Account	4,668.56	14,941.87	0.00	0.00	14,797.83	0.00	0.00	4,812.60	0.00	4,812.60
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#1607/1243344	51,230.66	2,664.97	0.00	0.00	0.00	0.00	0.00	53,895.63	0.00	53,895.63
Total :	1,206,381.31	1,402,481.31	11,381.18	111,920.77	1,387,257.45	0.00	0.00	1,344,907.12	136,559.40	1,481,466.52

CD Renewal Rates

Bank	5 Mon	6 Mon	7 Mon	10 Mon	11 Mon	12 Mon	13 Mon	17 Mon	19 Mon	24 Mon	25 Mon	36 Mon
First National Bank			5.00%					4.30%				
Riverwood		4.75					4.50%					
Pine River State							4.84%					
First Western		4.75%				4.50%						
Frandsen Bank												

9/6/2024

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

August 14, 2024

Location: Fire Hall

Start Time: 6:00PM End Time: 8:50PM

Meeting/Activity Type: Drill Night

Present:

William Anderson

Jesse Anderson

Sandy Case

Dave Eng

Keith Fitzpatrick

Jacob Grecula

Andy Hemphill

Blair Mileski

Brandon Peterson

Jill Radman

Ed Shetka

Tom Stober

Cassie Sullivan

Rick Crawford

Lori Crawford

The department had McQueen (air pack company) on site performing mask FIT testing for everyone present. A presentation was had on the new SCBA's and they were put into service on our vehicles. We also trained on the new landing zone/scene light and performed situations where they would be beneficial.

Submitted by _____

Jesse Anderson

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

August 28, 2024

Location: Fire Hall

Start Time: 7:15PM End Time: 08:20PM

Meeting/Activity Type: Business Meeting

Present:

Jesse Anderson	Dawn Fitzpatrick
William Anderson	Ed Shetka
Gina Anderson	Lorie Crawford
Will Lyke	Jill Radman
Blair Mileski	Brandon Peterson
Rick Crawford	Jacob Grecula
Tom Stober	Andy Hemphill
Keith Fitzpatrick	Sandy Case
Cassie Sullivan	Dave Eng

The Relief Association reviewed and passed the following: last months minutes, July gambling report, no treasures report and a donation to Clara Hemphill for 2,500 to participate in dance this year.

Calls for August 2024: Fire Service: 2 Medical Service: 2

Submitted by _____

Jesse Anderson

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 \$ 749,151.00 (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	\$ 302,412.00
Road & Bridge	285,114.00
Fire & Rescue	103,325.00
Parks	<u>58,300.00</u>
TOTAL LEVY	\$ 749,151.00

Date: September 10, 2024

Toni Buchite, Mayor

ATTEST:

Ann M. Raph, Clerk-Treasurer



Fifty Lakes City Hall
Ann Raph
PO BOX 125
Fifty Lakes MN 56448

August 27, 2024

Subject: Special Assessments due on Tax Forfeited Properties

To Whom it May Concern:

The State of Minnesota passed new legislature in 2024 that affects the sale and management of tax forfeited properties in Crow Wing County. We will no longer be remitting any outstanding balances on special assessments that have been levied against properties forfeited in the years 2016 – 2023 at the time of sale. Proceeds from sale of properties that forfeited in the years 2016-2023 will be sent to the state under the new legislation.

Additionally, properties that forfeit in 2024 and future years will have all taxes and special assessments cancelled at the time of forfeiture. If your taxing district wishes to collect special assessments due on properties forfeited in 2024 or future years, your tax district must recertify within 90 days of forfeiture. All the properties forfeited in 2024 and future years will be taken to sale within six months of their forfeiture date. Typically, the date of forfeiture for Crow Wing County occurs in late September every year.

If you have questions regarding this letter or the process of tax forfeiture, please contact the Land Services Department at 218-824-1010.

Sincerely,

Jessica Shea
Operations Manager
Land Services Department
218-824-1123

Gary Griffin, Director
Land Services Department
322 Laurel Street, Suite 15
Brainerd, MN 56401
Office: (218) 824-1010
Fax: (218) 824-1126
www.crowwing.gov

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

COUNCIL REPORT
SEPTEMBER 10, 2024

The Planning Commission held their regular meeting in August at which there was one public hearing for Variance Application V-02-24 to expand a pre-existing dwelling and encroach the ordinary high water (OHW) level setback and drainfield to dwelling setback requirements on the property located 16969 North Eagle Lake Road. The request was tabled until the September meeting so the applicant can modify their request.

At the meeting, the planning commission discussed a series of articles recently published by Minnesota Public Radio regarding shoreline development and shoreline vegetation. The planning commission recommends that the city council hold a public workshop next summer regarding the impacts of shoreline vegetation removal and strategies to protect/improve the water quality of lakes in the city.

The year-to-day permit list is enclosed.

Lastly, as was announced at your last city council meeting, I have taken on a new role at Sourcewell, and my coworker, Bethany Soderlund, will be taking over the zoning administrator position in Fifty Lakes. She will be attending your upcoming meeting.

It has been an absolute honor and a privilege to serve your community for the last nine years. I am so very grateful for the time I've spent in your amazing community and for the wonderful people I've met along the way. Thank you, Mayor Buchite, city council, planning commission, and city staff-- especially Ann, Jess (& Karen), for your support and kindness over the years.

All the Best and Take Care!

-Justin Burslie

2024 Land Use Permits

NUMBER	DATE RECD	DATE APPRVD	PROPERTY ADDRESS	LAST	FIRST	ZONE	PIN	DESCRIPTION	FEE
01-24	1/10/24	1/12/24	17472 N EAGLE LAKE RD	Gleason	John	SR	22130537	13' x 22' (286 sf) accessory structure (carport)	100
02-24	2/2/24	2/5/24	39855 Majestic Rd	Berger	Vanessa & Joe	SR	22320510	30' x 40' (1,200 sf) addition to accessory structure	200
03-24	2/12/24	2/16/24	40134 Red Fox Ln	Olson	Gregory & Shari	RR	22280648	Construct 2,816 sf single family dwelling	450
04-24	2/17/24	3/4/24	15634 County Road 1, Lot 40	Olds	Randy	WOC	22270507	Replace existing dwelling with 26.8' x 54' (1,447 sf) manufactured dwelling	350
05-24	3/4/24	3/4/24	16146 W Eagle Lake Rd	Hatcher	Brady	SR	22140507	Construct retaining wall < 4' height and parking areas consisting of class 2 granite and install 1.5" river all immediate vicinity of clubhouse	50
06-24	3/1/24	3/8/24	41170 West Fox Lake Rd	Nibbe	James & Denise	SR	22210504	Construct 434 sf dwelling addition and 116 sf deck/stairway addition	150
07-24	3/11/24	3/11/24	13893 County Road 1	Lano	Roger & Jennifer	FM	22330511	Construct 40' x 80' (3,200 sf) accessory structure	300
08-24	3/25/24	4/1/24	14496 Grouse Ln	Stovern	Pam	SR	22280649	Construct 2,900 sf single family dwelling, 32' x 40' (1,280 sf) accessory structure, establish view cooridor and construct 4' wide walkway in SIZ	650

NUMBER	DATE RECD	DATE APPRVD	PROPERTY ADDRESS	LAST	FIRST	ZONE	PIN	DESCRIPTION	FEE
09-24	4/5/24	4/26/24	40764 W Fox Lake Rd	Grosser	Steve	SR	22280551	Construct replacement 2,862 sf single family dwelling	550
10-24	4/12/24	4/26/24	tbd	Kuckhahn	Tom	FM	22330508	Construct 24' x 24' (576 sf) storage building	150
11-24	4/24/24	4/29/24	39437 East River Rd	Novak	Steve	SR	22350509	Replace existing stairway with 2'-4" wide stairway	50
12-24	5/3/24	5/10/24	16625 Deer Ln	Cagle	Gregg & Kim	SR	22110505	Construct 24' x 36' (864 sf) accessory structure	200
13-24	5/13/24	5/20/24	42533 Kego Lake Rd	Mudek	Dan	SR	22150504	14 cu yd of grading outside OHW level setback	50
14-24	5/23/24	5/24/24	17407 N. Mitchell Lake Rd	Michel	Rick & Heather	SR	22120571	4.5 cu yd grading in SIZ 1	100
15-24	5/17/24	6/3/24	42003 County Rd 136	Cielinski	Nick	SR	22130530	2,400 sf dwelling addition	300
16-24	6/3/24	6/7/24	41379 Old Kego Lake Rd	Johnson	Mary	SR	22220585	Construct 365 sf replacement deck	100
17-24	6/3/24	6/7/24	39855 Majestic Rd	Berger	Joe & Vanessa	SR	22320510	Construct 26' x 30' (780 sf) accessory structure	200
18-24	6/10/24	6/14/24	40824 Peninsula	Kovacevick	Michelle	SR	22220566	Construct 13' x 36' (468 sf) lean-to addition on existing accessory structure.	150
19-24	6/3/24	6/14/24	16634 Brody Ct	Crawford	Diane	RR	22260504	Construct a 3,012 sf single family dwelling	550

NUMBER	DATE RECD	DATE APPRVD	PROPERTY ADDRESS	LAST	FIRST	ZONE	PIN	DESCRIPTION	FEE
20-24	6/4/24	6/17/24	40519 Peninsula Rd	Taatjes	Ben	SR	22270621	Construct 36' x 54' (1,944 sf) accessory structure	200
21-24	6/17/24	7/8/24	40532 W Fox Lake Rd	Lehman	Chris and Sarah	SR	22280540	Construct 2,882 sf single family dwelling with attached deck, 32' x 32' (1,024 sf) accessory structure and 8' x 12' (96 sf) accessory structure	650
22-24	6/3/24	6/24/24	16969 North Eagle Lake Rd	Petersen	Michael & Joan	SR	22130559	Relocate existing retaining wall and install 15' wide sand area	100
23-24	6/3/24	7/12/24	16243 Eagles Turn	Jacobs	Jon	SR	22230526	Construct 30' x 50' (1,500 sf) accessory structure	350
24-24	6/18	6/24/24	17113 Northland Dr.	Strain	Steve	SR	22120539	15' wide sand area not to exceed 10 cu yd	100
25-24	6/24/24	7/8/24	41915 Shamrock Ln	Preiner	Ken	SR	22240528	Construct 400 sf addition to existing deck and 6' wide roof overhangs on existing dwelling.	100
26-24	7/8/24	7/8/24	16914 North Eagle Lake Rd	Solberg	Dennis	SR	22240594	Replace retaining wall with several boulders in an 8'-10' wide sloped area.	50
27-24	6/24/24	6/24/24	40447 Town Hall Road	City of Fifty Lakes		C	22250516	Construct a 12' x 20' (240 sf) pergola on existing patio area.	n/a
28-24	7/1/24	7/12/24	tbd	Henagin	Andrew	SR	22120505	Construct a 2,160 sf single family dwelling	450

NUMBER	DATE RECD	DATE APPRVD	PROPERTY ADDRESS	LAST	FIRST	ZONE	PIN	DESCRIPTION	FEE
29-24	7/12/24	7/12/24	40705 Sunset View Lan	Lawrence	Justin	SR	22270606	Construct 12" high retaining wall and various site grading to control runoff/mitigate erosion	100
30-24	7/16/24	7/19/24	17672 Buchite Rd	Stone	John	SR	22360530	Construct apprx 12' wide driveway. Restore existing driveway located on subject property.	50
31-24	7/16/24	7/22/24	40918 Peninsula Rd	Elvebak	Mitch & Melonie	SR	22220568	Construct a 16' x 22' (352 sf) accessory structure	100
32-24	7/26/24	7/26/24	41615 Eagle Lake Rd	Wanty	Philip	SR	22240589	Construct 12' x 12' (144') screened/attached dwelling addition (gazebo)	100
33-24	7/19/24	7/26/24	15634 County Road 1, Lot 9	Precht	Paul	WOC	22270538	Replacement 7' x 8' (56 sf) accessory structure	75
34-24	7/26/24	7/29/24	15122 County Road 1	Fink	David	SR	22270579	Construct a 30' x 40' (1,200 sf) accessory structure	200
35-24	7/29/24	8/5/24	16240 Eagles Turn	Kourajian	Paul	SR	22230520	Construct 4' wide steps, and walking path within 15' wide clearcut area. Construct retaining wall (<4') in RLZ to control runoff.	100
36-24	7/31/24	8/9/24	41142 Peninsula Rd	Harris	Thomas	SR	22220613	Construct a 24' x 26' (624 sf) accessory structure	200
37-24	8/8/24	8/9/24	13817 County Road 36	Haughey	Matt & Jacquelin	SR	22310515	Construct a 36' x 60' (2,160 sf) accessory structure	300
38-24			16263 County Road 1	Reuper	Christina	WOC	22260532	Replace two recreational vehicles with two 16' x 24' (384 sf) seasonal dwelling units in an existing RV campground	275
39-24	8/1/24	9/3/24	16633 Eaglewood Dr	Witt/LaFave	Mike/Tonya	SR	22230531	47x98 dwelling with covered patio and entryway, 34x50 attached garage, and driveway as shown on site plan.	650.00

2024 SSTS Permits

Permit #	Date Rec.	Date Apprvd.	New or Rep.	PIN	Location	Last Name	First Name	Type
SSTS01-24	3/4/24	3/8/24	Rep	22130559	16969 N. Eagle Lake Rd	Petersen	Michael & Joan	3- 10' x 37.35 pressure bed, 2 tanks
SSTS02-24	3/8/24	3/11/24	Rep	22140507	16146 W Eagle Lake Rd	Golden Eagle Golf Club		3- Replacement 1,500 gal septic tank
SSTS03-24	3/25/24	4/1/24	New	22280649	14996 Grouse Ln	Stovern	Thomas & Pamela	1- rock trenches, 2250 gal tank, 600 gpd
SSTS04-24	5/17/24	6/3/24	Rep	22130530	42003 County Rd 136	Cielinski	Nick	1- mound, 1050 gpd, 2 tanks
SSTS05-24	6/17/24	7/8/24	New	22280540	40532 W Fox Lake Rd	Lehman	Chris & Sarah	1- pressure bed, 750 gpd, 2 tanks
SSTS06-24	6/25/24	7/1/24	Rep	22250518	16951 County Rd 1	Potz	David	1- Rock trenches, new 1500 gal tank, 600 gpd
SSTS07-24	7/1/24	7/12/24	New	22120505	tbd N Mitchell Lake Rd	Henagin	Andrew	1- Mound, 450 gpd, 2 tanks
SSTS08-24	8/22/24	8/26/24	New	22270547	40356 Old Co Rd 1	Burns	Tim	1- Rock trench, 450 gpd, 1 tank
SSTS09-24	9/3/24	9/3/24	New	22230531	16633 Eaglewood Dr.	Witt/LaFave	Mike & Tonya	1- Chambers, 600gpd, 2 tanks



CITY OF FIFTY LAKES

August 26, 2024

Thomas & Pamela Stovern
2365 Island Pt
Victoria, MN 55386

**Re: After-the-Fact Conditional Use Permit Approval, CU-01-24
City of Fifty Lakes**

Mr. & Mrs. Stovern,

The City of Fifty Lakes approved your after-the-fact conditional use permit request for a multi-tiered retaining wall located in the shore impact zone on your property at 14496 Grouse Ln.

The approval was made by the planning commission following a public hearing on July 23, 2024 based on the following findings of fact and with the following conditions of approval:

Findings of Fact:

1. The subject property is located at 14496 Grouse Ln. PIN 22280649.
2. The property owners were granted a permit in April 2024 to construct a 2,400 sf single family dwelling, 1,280 sf accessory structure, 4' wide walkway in the shore impact zone and establishment of a 50' wide "view corridor" in the shore impact zone.
3. The city confirmed an unpermitted multi-tiered retaining wall was constructed on the property and issued a cease and desist order regarding construction of the retaining wall via email and US Mail on June 17, 2024.
 - a. The property owner contacted the city on June 17, 2024 and immediately took steps to stabilize the site in accordance with the cease and desist order.
4. The land use ordinance allows retaining walls in shore impact zones 1 and 2 (SIZ-1 and SIZ-2) "in situations where bio-engineering practices (vegetation) are not feasible." The ordinance allows more than one (1) tier or combination of tiers of retaining wall exceeding four feet in height with a conditional use permit.
5. The after-the-fact conditional use permit request is to construct a multi-tiered retaining wall and various boulder outcroppings in the shore impact zone (within OHW level setback).
6. There were five tiers of retaining walls/outcroppings constructed varying in length between 5' and 15'. All of the tiers are 3.5' and less in height.
7. The DNR has been notified of the request and has not provided comments.

8. The potential impact of the proposed use on health, safety and general welfare of the occupants in the surrounding neighborhood;
9. The ability of the proposed use to meet the standards of this ordinance.
 - a. According to Section 8.03.03 “retaining walls,” the proposed use is allowed with a conditional use permit “in situations where bio-engineering practices (vegetation) are not feasible.”
10. The ability of the proposed use to meet goals and policies adopted within the Fifty Lakes Comprehensive Plan;
 - a. 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.”
11. The effect of the proposed use on property values and future development of the land in the surrounding neighborhood;
 - a. The use will not have an impact on property values and future development of land in the surrounding neighborhood.
12. The effect of the proposed use on public utility, public services, roads and schools;
 - a. The proposed use will not have an impact on public utilities, public services, roads and schools.
13. The effects of the proposed use on the environment including its impact on groundwater, surface water and air quality;
 - a. The proposed use, with conditions, will not have an adverse impact on groundwater.
14. The adequacy of water supply, subsurface sewage treatment system facilities, erosion control and storm water management are provided pursuant to applicable standards.
 - a. The proposed use will not have an impact on water supply and subsurface sewage treatment systems.
 - b. The proposed use, with conditions, will limit erosion on the steep slope and properly manage stormwater in accordance with the land use ordinance.

Conditions of Approval:

1. A revegetation plan meeting the requirements of Section 8.04 and 8.05 (attached) shall be submitted to the city for review and after approval shall be implemented by October 31, 2024. The plan shall include native vegetation including grasses/shrubs/trees located in front of each retaining wall tier. The area outside of the 15’ wide “clear cut” area shall NOT be maintained.
2. The planning commission shall review the vegetation in July 2025 and determine whether additional vegetation is necessary to meet the requirements of the zoning ordinance.

In addition to the requirements above for the multi-tiered retaining wall, a plan meeting the following requirements for historic ice ridge alteration shall also be submitted and implemented by October 31, 2024.

8.03.02 Dirt Moving in Shoreland Areas

a) **Dirt moving in the shore impact zone-1 (SIZ-1):**

4. Historic Ice Ridges. On those ice ridges with well-established vegetative cover, alterations for lake access shall require a shoreland alteration permit and comply with the following standards:
 - i. One alteration site is allowed per conforming residential lot, single nonconforming lot of record, or per group of contiguous nonconforming lots in the same ownership.
 - ii. On residential lots, the bottom width shall not exceed 15 feet, with side slopes no steeper than 2:1 (a ratio of length to height) at each end.
 - iii. On water oriented commercial lots, the maximum bottom width shall be 25 feet with 2:1 (a ratio of length to height) side slopes at each end.
 - iv. Berms of not less than 12 inches above grade level or diversions not less than 12 inches below grade level shall be placed landward of all ice ridge alterations to prevent erosion from upland runoff.
 - v. A stormwater management plan meeting the standards of Article 41 of this ordinance must be approved by the zoning administrator prior to any dirt moving.
 - vi. All disturbed material shall be graded landward or removed from the site.
 - vii. Any alteration below the OHWL may require approval from the Department of Natural Resources and/or U.S. Army Corps of Engineers.

An after-the-fact permit is required for the unpermitted retaining wall. A permit application form is enclosed. The after-the-fact fee is \$1,000 (10x regular) fee.

Please contact me at pz@fiftylakesmn.com or (218) 895-4151 if you have any questions.

CITY OF FIFTY LAKES



Justin Burslie
Planning and Zoning Administrator

Enclosures

Cc: Jacob Frie, DNR Area Hydrologist- via email only
City Council
Planning Commission

8.04 Vegetation Alterations

8.04.01 Removal or alteration of vegetation, except for agricultural and forest management uses as regulated in Sections 5.03 and 5.06, respectively, is allowed with a permit (unless otherwise specified below) and subject to the following standards²⁶:

- a) Intensive vegetation clearing within the shore and bluff impact zones and on steep slopes is not allowed. Intensive vegetation clearing for forest land conversion to another use outside of the shore and bluff impact zones and on steep slopes may be allowed as a conditional use if an erosion control and sedimentation plan is developed and approved by the Crow Wing County Soil and Water Conservation District.
- b) In shore and bluff impact zones and on steep slopes, no clearing or cutting of trees and shrubs shall be allowed except to establish a view corridor. In establishing a view corridor the following standards shall be met:
 1. Prior to vegetative removal regulated by this section or prior to establishing a view corridor on a riparian lot, the property owner shall contact the zoning administrator to arrange for a site visit and complete an application for vegetative alteration.
 2. The zoning administrator may require that the property owner clearly mark any proposed view corridor and/or any vegetation to be removed from a riparian lot. Additionally, the zoning administrator may require the property owner to supply information on slope, soil type, property line locations, location of easements and any other information that may be needed in order for the zoning administrator to act on a request.
 3. The view corridor shall not exceed 50 feet or half the lot width, whichever is less.
 4. Tree/shrub removal within the view corridor shall not exceed 25% of the trees greater than 5" in diameter (measured at 4.5 feet above the ground, known as "diameter at breast height" or DBH), and 25% of the trees/shrubs less than 5" (DBH). A permit is not required to cut new growth (including tree branches) in order to maintain an established view corridor.
 5. From the ordinary high water level, extending through the shore impact zone and extending to the building setback, exclusive of the view corridor, no vegetative alterations are allowed, however planting of trees, shrubs and other vegetation is encouraged.
 6. The removal of exotic species such as european buckthorn, ~~or~~ purple loosestrife, or noxious species such as poison ivy or prickly ash is allowed.
 7. The screening of structures, vehicles, or other facilities as viewed from the water, assuming summer, leaf-on conditions, is not substantially reduced;
 8. The existing shading of water surfaces along the shoreline is preserved during leaf-on periods of the year.
 9. Trees and shrubs which are located outside of the view corridor, but within the shore impact zone, bluff impact zone, or on steep slopes shall be left undisturbed except for the removal of exotic species such as

²⁶ Amended 6/11/19

- European buckthorn or purple loosestrife or noxious species such as poison ivy or prickly ash.
10. Naturally dead or diseased trees may be removed without a permit.
 11. A permit is not required to remove a tree that is creating a safety hazard as determined by the zoning administrator.
 12. Application of fertilizer and pesticides in shoreland must be done in such a way as to minimize runoff into the shore impact zone or public water. The use of phosphorus containing fertilizer is prohibited within the shore impact zone.
 13. Burning of yard waste is prohibited within the shore and bluff impact zones or on steep slopes.
 14. An area up to 15 ft wide within the view corridor may be 100% cleared of woody vegetation in order to accommodate a permitted path to access the shoreline. Paths, stairways, lifts and landings located in the Shore Impact Zone may not be located outside of a view corridor.
- c) A vegetative buffer consisting of trees, shrubs, and ground cover plants and understory in a natural state is required in bluff impact zones and on areas with slopes greater than 25 percent. Vegetation clearing and removal of ground cover is not allowed except as allowed in Section 8.04.01 (b) and as follows:
1. Only removal of vegetation is necessary to accommodate the placement of a stairway and associated landings, lifts, is allowed. Trees, shrubs, and low ground cover consisting of plants and understory must be maintained in a natural state within these areas.
 2. Removal of trees or branches that pose a safety hazard or are diseased is allowed.
- d) The Zoning Administrator shall evaluate possible soil erosion impacts and the development visibility from public waters before issuing a permit for construction of roads, driveways, structures, or other alterations on steep slopes. When determined necessary, conditions shall be attached to issued permits to prevent erosion, preserve vegetation or restore vegetation to a natural state and screen structures, vehicles, and other facilities as viewed from the surface of public waters, assuming summer, leaf-on vegetation.
- e) **Vegetative Mitigation.** To protect water quality and safeguard sensitive areas, on-site vegetative mitigation on riparian lots is required for:
1. A variance granted to the standards of this ordinance;
 2. Issuance of a permit for lots located on Natural Environment Lakes;
 3. Issuance of any conditional permit where evaluation and assessment determine the need for additional environmental protection.
 4. A no maintenance shoreline buffer shall be required for the issuance of a permit on riparian lots that exceeds 15% of total lot impervious coverage.
 5. Mitigation shall be proportional to the impact of the proposed project.
 6. Required mitigation shall be recommended by the Zoning administrator for permits, variances, or conditional uses.
 7. Plans shall comply with the standards in Section 8.04.01.
- f) Vegetation alteration necessary for the construction of structures and subsurface sewage treatment systems and the construction of roads and parking areas regulated by Section 8.06 of this ordinance are exempt from these vegetation alteration standards.

8.05 Revegetation, stormwater management, and erosion control plans

8.05.01 The following standards shall apply to all dirt moving and vegetation alteration permits listed in Sections 8.03 and 8.04²⁷:

- a) Revegetation, stormwater management, and erosion control plans shall be developed in conjunction with the issuance of all dirt moving permits and implemented during and immediately following construction.
- b) Total impervious coverage on a lot shall be calculated for each project.
- c) Impervious surface coverage of lots must not exceed the standards in Section 5.01 of this ordinance.
- d) Plans shall be designed and approved in advance by the Crow Wing County Soil and Water Conservation District (SWCD) or a registered professional engineer using the most current standards of the Natural Resources Conservation Service, the Minnesota Department of Natural Resources, or the Minnesota Board of Water and Soil Resources.
- e) The Zoning Administrator or a representative of the Crow Wing County Soil and Water Conservation District (SWCD) shall inspect all permitted projects to assure compliance with revegetation and erosion control plans.
- f) Permit applicants shall be responsible for paying all fees charged by the Crow Wing County Soil and Water Conservation District (SWCD) or an engineer in conjunction with the design and inspection of revegetation and erosion control plans.
- g) Development must be planned and conducted in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes.
- h) Excavation or fill shall not be allowed in bluff impact zones.
- i) The fill or excavation shall not negatively impact public waters, roads, adjacent or affected properties.
- j) Mulches and similar erosion control materials shall be used to provide temporary bare ground protection. Facilities or methods shall be used to retain sediment on the site.
- k) Permanent vegetative coverage shall be established within two weeks of the completion of construction.
- l) Stormwater Management Plans are required as part of the permit approval on lots exceeding 15% impervious surface.
- m) When possible, existing natural drainage ways, wetlands, and vegetated soil surfaces must be used to convey, store, filter, and retain stormwater runoff before discharge to public waters.
- n) When development density, topographic features, and soil and vegetation conditions are not sufficient to adequately handle stormwater runoff using natural features and vegetation, various types of constructed facilities such as diversions, settling basins, rain gardens, skimming devices, dikes, waterways, berms, and ponds may be used. Preference must be given to designs using surface drainage, vegetation, and infiltration rather than buried pipes and man-made materials and facilities.
- o) Methods to minimize soil erosion and to trap sediments before they reach any surface water feature shall be utilized. Altered areas shall be stabilized to acceptable Best Management Practice standards.

²⁷ Amended 6/11/19

- p) All storm water plans shall be designed for permanent on-site treatment of one inch of stormwater runoff on all impervious surface coverage on the lot. This means that a volume of water equal to one inch multiplied by the area of impervious surface must be treated. No stormwater or runoff to adjacent lots or roadways shall exceed pre construction conditions.
- q) All dirt moving permits shall be for a one (1) time fill/movement or excavation within shore impact zone 1 (SIZ-1), shore impact zone 2 (SIZ-2) and/or rear lot zone (RLZ).
- r) There shall be no boat access, road, or ramp permitted for lots on public waters that have a public access.
- s) Lake access across wetlands in SIZ-1 shall be by a walkway no more than four (4) feet in width.

From: Jesse Anderson <jeander2@gmail.com>
Sent: Wednesday, September 4, 2024 5:18 PM
To: City of Fifty Lakes
Subject: Minutes for August 2024/ requests
Attachments: Fifty Lakes Minutes 28AUG24.docx; Fifty Lakes Minutes 14AUG24.docx; CITY OF FIFTY LAKES MASKS AND BATTERIES.pdf

Hello Ann,

Here are the minutes for the month of August. I will attach an estimate from McQueen. It is for 6 more SCBA masks and three batteries for the packs. The masks are more of a priority, not so much the batteries. I can explain to the council if need be on Tuesday. I am looking to purchase two pairs of boots as well. Last spring boots were 280, so depending on the pricing, I am assuming it will be close to that price. You never know now!

Assuming the boot prices and no freight charges from McQueen, the total for my request would be 4,790.

I have looked at the budget but plan to comb it over closer this week and will come prepared for Tuesday at 5PM.

Thank you,
Jesse



MACQUEEN™

Ship To: CITY OF FIFTY LAKES
40366 COUNTY ROAD 3 56448

Invoice To: CITY OF FIFTY LAKES
Po Box 125
Fifty Lakes MN 56448

MacQueen
350 Austin Circle
Delafield, WI 53018
(262) 646-5911
Fax: (262) 646-5912

Branch 16 - DELAFIELD, WI		
Date 08/19/2024	Time 9:13:27 (O)	Page 1
Account No FIFTY001	Phone No 2187633113	Est No 01 025588
Ship Via	Purchase Order QUOTE	
Tax ID No		
		Salesperson 350 / 507

ESTIMATE EXPIRY DATE: 09/15/2024

PAR'S ESTIMATE - NOT AN INVOICE

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
10148741-SP	MSA G1 LITHIUM		3	500.00	1500.00
	MSA G1 LITHIUM BATTERY PACK				
10161810	MSA G1 MD FCPC		6	455.00	2730.00
	MEDIUM FACEPIECE 4PT W/ NECKSTRAP				
34616-2K	MQ FP BAG & TAG		6	N/A	N/A
	MACQUEEN FACEPIECE BAG WITH 2024 LOGO AND ID TAG				

Subtotal: 4230.00

Tax: .00

TOTAL: 4230.00

Authorization: _____

CITY OF FIFTY LAKES MUNICIPAL LIQUOR STORE
2024 PROFIT AND LOSS REPORT
(unaudited)

	January-24		February-24		Mar-24		Apr-24		May-24		Jun-24		Jul-24		Aug-24		2024 YTD		
RECEIPTS:																			
Receipts from Off Sales	5,408.11	15.6%	6,810.78	17.8%	7,950.54	17.6%	7,515.33	15.7%	14,973.84	17.7%	12,984.93	13.7%	21,762.61	21.6%	17,692.60	18.9%	95,098.74	17.6%	
Receipts from On Sales	27,675.21	79.6%	30,865.05	80.5%	36,873.86	81.8%	39,948.73	83.5%	61,737.30	73.0%	78,169.10	82.4%	77,305.47	76.8%	73,621.34	78.7%	426,196.06	79.0%	
Receipts from Machines	712.59	2.1%	673.07	1.8%	238.39	0.5%	403.33	0.8%	783.33	0.9%	1,056.79	1.1%	1,625.12	1.6%	2,260.72	2.4%	7,753.34	1.4%	
Rent from FLFRA	953.89	2.7%		0.0%		0.0%		0.0%	7,090.37	8.4%	2,293.79	2.4%	0.00	0.0%	0.00	0.0%	10,338.05	1.9%	
Total Sales	34,749.80	100.0%	38,348.90	100.0%	45,062.79	100.0%	47,867.39	100.0%	84,584.84	100.0%	84,809.10	100.0%	100,693.20	100.0%	93,574.66	100.0%	539,690.68	100.0%	
Beginning Inventory	56,343.42		55,353.65		56,907.48		55,771.26		55,679.62		65,684.17		66,872.30		65,007.12		56,343.42		
Purchases	15,529.98		15,046.11		19,884.03		23,664.74		43,536.76		41,326.04		41,186.79		31,944.99		232,119.44		
Total	71,873.40		70,399.76		76,791.51		79,436.00		99,216.38		107,010.21		108,059.09		96,952.11		288,462.86		
Ending Inventory	55,353.65		56,907.48		55,771.26		55,679.62		65,684.17		66,872.30		65,007.12		58,477.64		58,477.64		
Subtotal	16,519.75		13,492.28		21,020.25		23,756.38		33,532.21		40,137.91		43,051.97		38,474.47		229,985.22		
Sales & Use Tax	2,737.00	7.9%	3,033.00	7.9%	3,515.00	7.8%	3,750.00	7.8%	5,967.00	7.1%	6,348.00	6.7%	7,805.00	7.8%	7,289.00	7.8%	40,444.00		
Cost of Sales	19,256.75	55.4%	16,525.28	43.1%	24,535.25	54.4%	27,506.38	57.5%	39,499.21	46.7%	46,485.91	49.0%	50,856.97	50.5%	45,763.47	48.9%	270,429.22	50.1%	
Gross Profit	15,493.05	44.6%	21,823.62	56.9%	20,527.54	45.6%	20,361.01	42.5%	45,085.63	53.3%	48,323.19	51.0%	49,836.23	49.5%	47,811.19	51.1%	269,261.46	49.9%	
OPERATING EXPENSES																			
Salaries and wages - liquor	13,220.19	38.0%	11,779.80	30.7%	11,545.02	25.6%	11,858.40	24.8%	13,731.84	16.3%	16,188.80	17.1%	15,190.89	15.1%	16,333.55	17.5%	109,898.49	20.4%	
Salaries and wages - administration	854.10	2.5%	802.40	2.1%	803.13	1.8%	747.84	1.6%	758.32	0.9%	850.54	0.9%	843.94	0.8%	892.46	1.0%	6,552.73	1.2%	
Salaries and wages - maintenance	296.46	0.8%	270.59	0.7%	270.59	0.6%	283.52	0.6%	282.82	0.3%	257.66	0.3%	299.58	0.3%	283.00	0.3%	2,244.74	0.4%	
Payroll taxes (FICA & Med)	1,053.90	3.0%	983.34	2.6%	965.45	2.1%	986.20	2.1%	1,170.68	1.4%	1,305.51	1.4%	1,225.73	1.2%	1,321.40	1.4%	9,012.21	1.7%	
Employer Pera contributions	1,025.66	3.0%	905.74	2.4%	890.30	2.0%	907.69	1.9%	992.73	1.2%	1,100.07	1.2%	1,017.85	1.0%	1,195.16	1.3%	8,035.20	1.5%	
Employer Health & Dental Insurance	2,225.18	6.4%	7.67	0.0%	0.00	0.0%	1.39	0.0%	3.21	0.0%	877.79	0.9%	882.25	0.9%	882.24	0.9%	4,879.72	0.9%	
Unemployment benefit payments		0.0%		0.0%		0.0%		0.0%		0.0%							0.00	0.0%	
Pension expense		0.0%		0.0%		0.0%		0.0%		0.0%							0.00	0.0%	
Compensated absences		0.0%		0.0%		0.0%		0.0%		0.0%							0.00	0.0%	
Salaries & benefits	18,675.49	53.7%	14,749.54	38.5%	14,474.49	32.1%	14,785.04	30.9%	16,989.60	20.1%	20,580.36	21.7%	19,460.24	19.3%	20,908.33	22.3%	140,623.09	26.1%	
Dues & subscriptions		0.0%		0.0%		0.0%		0.0%	360.00	0.4%	907.98	1.0%	822.17	0.8%	435.00	0.5%	2,525.15	0.5%	
Credit card fees	830.93	2.4%	1,029.22	2.7%	528.63	1.2%	656.51	1.4%	669.86	0.8%	1,116.32	1.2%	1,114.18	1.1%	1,614.55	1.7%	7,560.20	1.4%	
Telephone / Cell	394.24	1.1%	244.76	0.6%	321.70	0.7%	353.88	0.8%	339.95	0.4%	132.10	0.1%	144.83	0.1%	341.75	0.4%	2,283.21	0.4%	
Television/ IT services	277.60	0.8%	322.48	0.8%	277.60	0.6%	271.90	0.6%	258.25	0.3%	444.91	0.5%	440.00	0.4%	235.50	0.3%	2,528.24	0.5%	
Freight	130.97	0.4%	94.69	0.2%	148.97	0.3%	276.05	0.6%	294.54	0.3%	256.31	0.3%	287.44	0.3%	153.73	0.2%	1,642.70	0.3%	
Advertising/Entertainment	1,964.70	5.7%	280.00	0.7%	1,119.40	2.5%	1,200.00	2.5%	1,513.10	1.8%	1,866.00	2.0%	2,021.07	2.0%	1,066.00	1.1%	10,805.87	2.0%	
Electricity	1,189.66	3.4%	1,212.00	3.2%	1,119.40	2.5%	1,127.58	2.4%	975.56	1.2%	1,107.93	1.2%	1,612.09	1.6%	2,037.05	2.2%	10,381.27	1.9%	
Natural Gas	398.23	1.1%	262.90	0.7%	193.10	0.4%	118.44	0.2%	51.87	0.1%	34.38	0.0%	40.67	0.0%	38.15	0.0%	1,137.74	0.2%	
Trash Removal		0.0%	202.67	0.5%	202.66	0.4%	202.67	0.4%	202.66	0.2%	230.67	0.2%	302.66	0.3%	221.71	0.2%	1,565.70	0.3%	
Laundry Service	305.01	0.9%	304.78	0.8%	290.81	0.6%	380.56	0.8%	360.56	0.4%	378.51	0.4%	378.51	0.4%	378.51	0.4%	2,757.05	0.5%	
Repair & Maintenance	1,064.96	3.1%	1,205.11	3.1%	1,226.00	2.7%	490.00	1.0%	396.65	0.5%	253.02	0.3%	1,087.57	1.1%	1,190.47	1.3%	6,913.78	1.3%	
Supplies & minor equipment	829.16	2.4%	713.95	1.9%	1,065.98	2.4%	700.24	1.5%	1,115.49	1.3%	1,262.11	1.3%	2,138.61	2.1%	428.25	0.5%	8,253.79	1.5%	
Education & seminars		0.0%		0.0%		0.0%	1,956.00	4.1%	0.00	0.0%	290.00	0.3%		0.0%		0.0%	2,246.00	0.4%	
Travel, lodging & meal expenses		0.0%		0.0%	52.26	0.1%	442.20	0.9%	0.00	0.0%		0.0%		0.0%	40.20	0.0%	534.66	0.1%	
Professional services		0.0%	4,677.75	12.2%	4,725.00	10.5%	1,156.05	2.4%	1,962.50	2.3%		0.0%		0.0%		0.0%	12,521.30	2.3%	
Miscellaneous	23.04	0.1%	143.04	0.4%	23.03	0.1%	23.04	0.0%	23.03	0.0%	79.95	0.1%	79.95	0.1%	79.95	0.1%	475.03	0.1%	
Insurance	1,209.00	3.5%	1,209.00	3.2%	1,209.00	2.7%	1,209.00	2.5%	1,209.00	1.4%	1,209.00	1.3%	1,209.00	1.3%	1,209.00	1.3%	9,672.00	1.8%	
Depreciation expense	1,774.53	5.1%	1,774.53	4.6%	1,774.53	3.9%	1,774.53	3.7%	1,774.53	2.1%	1,774.53	1.9%	1,774.53	1.9%	1,774.53	1.9%	14,198.24	2.6%	
Total operating expenses	29,067.52	83.6%	28,426.42	74.1%	28,527.96	63.3%	27,113.69	56.6%	28,497.15	33.7%	31,924.08	33.7%	32,913.52	32.7%	32,152.68	34.4%	238,623.02	44.2%	
Operating Income (loss)	(13,574.47)	-39.1%	(6,602.80)	-17.2%	(8,000.42)	-17.8%	(6,752.68)	-14.1%	16,588.48	19.6%	16,399.11	17.3%	16,922.71	16.8%	15,658.51	16.7%	30,638.44	5.7%	
Other receipts (ATM,lottery,ref, COVID)		0.0%		0.0%		0.0%		0.0%		0.0%	0.00	0.0%		0.0%			0.00	0.0%	
Interest expense (income)	64.14	0.2%	64.14	0.2%	64.17	0.1%	64.15	0.1%	64.15	0.1%	64.15	0.1%	64.15	0.1%	64.15	0.1%	513.20	0.1%	
Loss on disposal of capital asset																	0.00	0.0%	
Net profit (loss)	(13,638.61)	-39.2%	(6,666.94)	-17.4%	(8,064.59)	-17.9%	(6,816.83)	-14.2%	16,524.33	19.5%	16,334.96	17.2%	16,858.56	16.7%	15,594.36	16.7%	30,125.24	5.6%	
INVENTORY PURCHASES																			
Liquor	3,876.61		3,845.84		4,604.54		5,267.24		12,423.74		7,097.15		9,194.13		4,172.70		50,481.95		
Beer	4,530.21		4,600.77		5,704.65		7,011.16		17,280.84		15,640.90		12,350.47		11,151.00		78,270.00		
Wine	184.00		0.00		460.00		192.00		523.80		473.20		1,963.75		584.00		4,380.75		
Soft Drinks	807.70		653.70		539.52		838.20		1,140.30		1,792.15		1,768.45		1,299.94		8,839.96		
Bar Supplies	540.74		673.76		635.36		657.30		943.20		1,111.63		1,756.89		1,441.87		7,760.75		
Tobacco	1,111.54		1,051.41		1,725.39		1,039.28		2,399.75		1,651.90		2,373.37		1,884.67		13,237.31		
Food	4,087.26		3,640.93		4,025.30		5,828.94		7,755.84		8,471.86		10,493.62		10,182.26		54,486.01		
Misc Merchandise, Clothing	391.92		579.70		2,189.27		2,830.62		1,069.29		5,087.25		1,286.11		1,228.55		14,662.71		
Total inventory purchases	15,529.98		15,046.11		19,884.03		23,664.74		43,536.76		41,326.04		41,186.79		31,944.99		232,119.44		

CITY OF FIFTY LAKES MUNICIPAL LIQUOR STORE
2023 PROFIT AND LOSS REPORT
(unaudited)

	January-23	February-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 YTD														
RECEIPTS:																											
Receipts from Off Sales	6,830.52	14.8%	7,092.42	15.1%	6,142.89	13.0%	6,671.36	15.9%	15,410.71	20.8%	17,311.77	17.1%	23,529.28	21.6%	15,439.72	16.5%	11,912.97	15.2%	10,339.30	13.7%	8,754.82	15.6%	9,569.61	19.5%	139,005.37		
Receipts from On Sales	35,469.05	77.1%	36,141.02	77.2%	38,166.01	80.8%	32,921.16	78.5%	55,759.58	75.3%	80,230.31	79.1%	82,813.68	75.9%	72,260.05	77.1%	62,738.54	80.0%	62,371.33	82.5%	43,057.19	76.6%	36,291.19	73.9%	638,219.11		
Receipts from Machines	627.27	1.4%	698.14	1.5%	533.06	1.1%	547.91	1.3%	600.06	0.8%	740.63	0.7%	1,025.44	0.9%	1,481.84	1.6%	718.68	0.9%	789.32	1.0%	811.63	1.4%	406.77	0.8%	8,980.75		
Rent from FLFRA	3,090.38	6.7%	2,911.78	6.2%	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%	4,549.78	4.9%	3,037.42	3.9%	2,067.09	2.7%	3,601.67	6.4%	2,833.42	5.8%	33,523.25		
Total Sales	46,017.22	100.0%	46,843.36	100.0%	47,245.24	100.0%	41,924.56	100.0%	74,081.30	100.0%	101,445.16	100.0%	109,139.30	100.0%	93,731.39	100.0%	78,407.61	100.0%	75,567.04	100.0%	56,225.31	100.0%	49,100.99	100.0%	819,728.48		
Beginning Inventory	51,502.92		49,861.65		53,744.44		55,748.75		57,825.23		58,765.77		73,732.18		64,751.44		63,531.33		62,457.57		59,932.38		58,510.03		51,502.92		
Purchases	16,717.16		21,716.09		21,256.64		18,231.99		33,372.85		58,660.90		32,460.39		42,153.09		27,255.67		31,218.24		21,619.63		20,614.64		345,277.28		
Total	68,220.08		71,577.74		75,001.08		73,980.74		91,198.08		117,426.67		106,192.57		106,904.53		90,787.00		93,675.81		81,552.01		79,124.67		79,124.67		396,780.21
Ending Inventory	49,861.65		53,744.44		55,748.75		57,825.23		58,765.77		73,732.18		64,751.44		63,531.33		63,531.33		62,457.57		59,932.38		58,510.03		56,343.42		
Subtotal	18,358.43		17,833.30		19,252.33		16,155.51		32,432.31		43,694.49		41,441.13		43,373.20		28,329.43		33,743.43		23,041.98		22,781.25		23,041.98		
Sales & Use Tax	3,398.00	7.4%	3,577.00	7.6%	3,699.00	7.8%	3,257.00	7.8%	5,714.03	7.7%	7,913.00	7.8%	8,346.00	7.6%	7,053.00	7.5%	6,104.00	7.8%	5,579.00	7.4%	4,113.00	7.3%	3,644.21	7.4%	62,397.24		
Cost of Sales	21,756.43	47.3%	21,410.30	45.7%	22,951.33	48.6%	19,412.51	46.3%	38,146.34	51.5%	51,607.49	50.9%	49,787.13	45.6%	50,426.20	53.8%	34,433.43	43.9%	39,322.43	52.0%	27,154.98	48.3%	26,425.46	53.8%	402,834.03		
Gross Profit	24,260.79	52.7%	25,433.06	54.3%	24,293.91	51.4%	22,512.05	53.7%	35,934.96	48.5%	49,837.67	49.1%	59,352.17	54.4%	43,305.19	46.2%	43,974.18	56.1%	36,244.61	48.0%	29,070.33	51.7%	22,675.53	46.2%	416,894.45		
OPERATING EXPENSES																											
Salaries and wages - liquor	11,633.31	25.3%	10,383.95	22.2%	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%	13,929.64	14.9%	13,818.94	17.6%	13,354.06	17.7%	12,281.62	21.8%	12,864.32	26.2%	152,500.14		
Salaries and wages - administration	1,015.95	2.2%	1,224.45	2.6%	1,147.81	2.4%	952.68	2.4%	1,162.07	1.6%	1,467.99	1.4%	461.28	0.4%	779.77	0.8%	705.98	0.9%	682.00	0.9%	608.49	1.2%	626.66	1.3%	10,933.13		
Salaries and wages - maintenance	27.50	0.6%	245.67	0.5%	282.53	0.6%	245.68	0.6%	283.88	0.4%	269.44	0.3%	257.16	0.2%	255.50	0.3%	245.56	0.3%	269.45	0.4%	269.44	0.5%	257.16	0.5%	3,151.75		
Payroll taxes (FICA & Med)	94.56	2.1%	868.14	1.9%	900.10	1.9%	852.41	2.0%	1,045.96	1.4%	1,183.30	1.2%	1,152.15	1.1%	1,099.30	1.2%	1,110.18	1.4%	1,048.91	1.4%	965.67	1.7%	965.96	2.0%	12,142.57		
Employer Pera contributions	969.80	2.1%	895.57	1.9%	919.32	1.9%	866.44	2.1%	918.17	1.2%	978.85	1.0%	989.76	0.9%	920.90	1.0%	969.59	2.8%	1,014.39	1.3%	912.60	1.6%	938.89	1.9%	12,549.88		
Employer Health & Dental Insurance	1,892.23	4.1%	1,892.24	4.0%	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%	2,225.19	2.4%	2,225.19	2.9%	2,225.18	2.9%	2,225.19	4.0%	2,225.19	4.5%	25,037.51		
Unemployment benefit payments	528.64	1.1%	0.00	0.0%	0.00	0.0%	619.77	1.5%	0.00	0.0%	0.00	0.0%	326.20	0.3%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	1,474.61		
Pension expense	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00		
Compensated absences	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	4,672.78		
Salaries & benefits	17,259.74	37.5%	15,510.02	33.1%	15,996.72	33.9%	15,880.14	37.9%	17,706.50	23.9%	21,753.58	21.4%	20,348.31	18.6%	19,210.36	20.5%	19,075.44	24.3%	18,593.99	24.6%	17,321.01	30.8%	22,550.96	45.9%	221,206.77		
Dues & subscriptions	0.00	0.0%	0.00	0.0%	120.00	0.3%	0.00	0.0%	434.62	0.6%	877.38	0.9%	800.00	0.7%	421.00	0.4%	0.00	0.0%	75.00	0.1%	705.43	1.3%	0.00	0.0%	3,433.43		
Credit card fees	769.76	1.7%	660.50	1.4%	608.15	1.3%	532.70	1.3%	528.24	0.7%	1,108.55	1.1%	1,213.87	1.1%	1,866.73	2.0%	1,287.01	1.6%	1,231.72	1.6%	1,148.58	2.0%	792.33	1.6%	11,748.14		
Telephone / Cell	169.20	0.4%	169.20	0.4%	167.99	0.4%	115.49	0.3%	115.49	0.2%	253.61	0.2%	146.04	0.1%	472.52	0.5%	474.21	0.6%	474.21	0.6%	474.21	0.8%	509.24	1.0%	3,541.41		
Television/ IT services	247.48	0.5%	249.48	0.5%	249.48	0.5%	985.25	2.4%	356.98	0.5%	141.50	0.1%	499.38	0.5%	242.90	0.3%	172.90	0.2%	337.90	0.4%	172.90	0.3%	163.15	0.3%	8,819.30		
Freight	135.08	0.3%	164.17	0.4%	191.19	0.4%	173.21	0.4%	183.33	0.2%	330.98	0.3%	135.41	0.1%	184.84	0.2%	194.82	0.2%	538.66	0.7%	186.61	0.3%	282.97	0.6%	2,701.27		
Advertising/Entertainment	2,913.55	6.3%	300.00	0.6%	550.00	1.2%	550.00	1.2%	1,614.10	2.2%	5,534.88	5.5%	2,784.27	2.6%	2,691.00	2.9%	516.00	0.7%	1,508.00	2.0%	1,242.00	2.2%	1,104.00	2.2%	21,307.80		
Electricity	1,208.23	2.6%	1,305.98	2.8%	1,191.77	2.5%	1,309.12	3.1%	573.85	0.6%	1,231.19	1.2%	1,886.85	1.7%	1,956.08	2.1%	1,896.50	2.4%	1,353.89	1.8%	1,279.50	2.2%	1,173.24	2.4%	16,366.20		
Natural Gas	0.00	0.0%	472.28	1.0%	435.51	0.9%	416.06	1.0%	0.00	0.0%	77.60	0.1%	91.52	0.1%	0.00	0.0%	67.74	0.1%	64.21	0.1%	162.34	0.3%	293.13	0.6%	2,080.39		
Trash Removal	106.40	0.2%	197.60	0.4%	197.60	0.4%	197.60	0.3%	251.08	0.2%	251.10	0.2%	395.20	0.4%	197.60	0.3%	197.60	0.3%	305.01	0.4%	305.01	0.5%	305.01	0.6%	3,358.95		
Laundry Service	233.76	0.5%	233.76	0.5%	233.76	0.5%	254.84	0.6%	267.76	0.4%	305.01	0.3%	305.01	0.3%	305.01	0.4%	305.01	0.4%	305.01	0.4%	305.01	0.5%	305.01	0.6%	3,358.95		
Repair & Maintenance	0.00	0.0%	327.71	0.7%	124.97	0.3%	0.00	0.0%	312.00	0.4%	2,257.11	2.2%	1,176.05	1.1%	7,437.95	7.9%	1,216.24	1.6%	2,460.05	3.3%	312.00	0.6%	149.90	0.3%	15,773.98		
Supplies & minor equipment	19.76	0.0%	0.00	0.0%	820.61	1.7%	413.15	1.0%	275.76	0.4%	995.14	1.0%	180.18	0.2%	763.84	0.8%	842.47	1.1%	1,219.49	1.6%	962.35	1.7%	251.13	0.5%	6,743.88		
Education & seminars	0.00	0.0%	0.00	0.0%	821.00	2.0%	(100.00)	-0.1%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	721.00		
Travel, lodging & meal expenses	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	301.30	0.4%	0.00	0.0%	94.32	0.1%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	395.62		
Professional services	966.38	2.1%	10,676.00	22.8%	1,480.50	3.1%	0.00	0.0%	1,377.09	1.9%	314.07	0.3%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	374.00	0.8%	15,188.04		
Miscellaneous	23.04	0.1%	23.04	0.0%	23.04	0.0%	72.55	0.2%	77.80	0.1%	582.56	0.6%	23.04	0.0%	132.56	0.1%	23.04	0.0%	77.80	0.1%	77.80	0.1%	77.80	0.2%	1,214.07		
Insurance	1,125.32	2.4%	1,125.32	2.4%	1,125.32	2.4%	1,125.32	2.7%	1,125.32	2.7%	1,125.32	1.0%	1,209.00	1.1%	1,209.00	1.3%	1,209.00	1.6%	1,209.00	1.6%	1,209.00	2.2%	1,209.00	2.5%	14,005.92		
Depreciation expense	1,570.98	3.4%	1,570.98	3.4%	1,570.98	3.3%	1,570.98	3.7%	1,5																		

clerk@fiftylakesmn.com

From:
Sent: Thursday, September 5, 2024 9:45 AM
To:
Cc:
Subject: resignation

Good Morning,
I am writing this to inform you all that I am resigning as manager of the Fifty Lakes Bar. I would like my last day to be September 30th.
Thank you,
Diana Buchite

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
<p>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.</p>

III. ORGANIZATIONAL RELATIONSHIPS
<p>Reports to: City Council, Council Liaison</p> <p>Works closely with: Administrative Staff, Firemen's Relief Association, Liquor Committee, Fifty Lakes Day Committee</p> <p>Communicates with:</p> <ul style="list-style-type: none"> ▪ <i>Internally</i> - City Council, Administrative Staff, Maintenance Dept. ▪ <i>Externally</i> - Other liquor store managers; state liquor control staff; MMBA staff; sales people and vendors/suppliers; contractor's personnel; city residents and store customers. <p>Supervises: All Department personnel</p>

IV. ESSENTIAL FUNCTIONS
<p><i>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.</i></p>
<ol style="list-style-type: none"> 1. Departmental Administration & Management <ol style="list-style-type: none"> 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.

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.

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.

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 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.
- Train new bartenders on bar policies and procedures. Provide feedback to the Liquor Operations Manager on ability and willingness to perform the functions.
- 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 but not limited to laws related to minors and persons under the influence of liquor, as well as health codes and lawful gambling regulations.
- Assist in preparing employee work schedules, and providing work direction for bartenders.
- Assist Liquor Operations Manager in planning and promoting events and execute events schedule, advertising, supplies and volunteers.
- In manager absence stock ATM machine, and ensure proper paperwork is conducted accurately.
- Ensure the liquor store and its equipment is maintained 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 safety of customers and employees.
- Assist the manager in conducting pull-tab duties; including auditing boxes, making deposits and initiating new boxes.
- In manager’s absence, enter invoices, prepare daily cash drawers and check money bags.
- When needed, assist in ordering food and clothing and check quantities on hand.
- Performs other related functions as assigned or apparent.

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 monthly meetings with Liquor Operations Manager and all-staff.

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 interact with customers in a positive, constructive and 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 a cooperative and positive, professional 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 Sunday.

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 50 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 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.



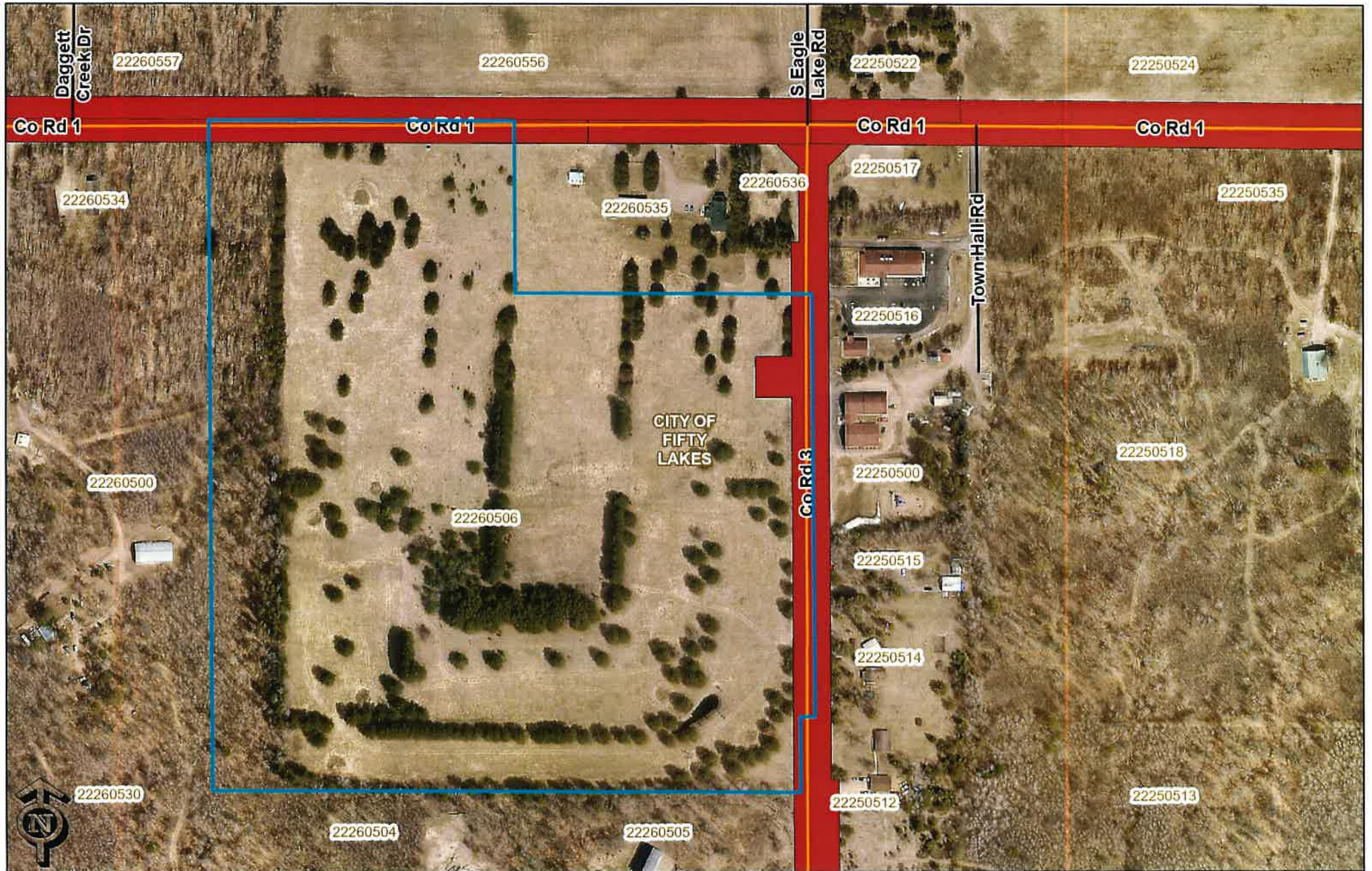
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Option 2



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 8/5/2024 Time: 9:40 AM



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 8/5/2024 Time: 9:45 AM

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

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



Thank you for your consideration

Lee and Bobbie Midthun

Up North Electric Inc.

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

FREE

[COOKIE SETTINGS](#)

45

MY CART

SHIPPING/PAYMENT

Get Rewarded! Sign-in to earn \$52.44 in rewards points on this order.

Earn Rewards Dollars on this Purchase!

Log-in to get rewarded for this order.

[Log In](#) | [Create Account](#)

Items in My Cart (2)



Martin Furniture - Hartford Wood L-Desk and Return, Black - IMHF684R-Kit X
Shipping Options : Inside Delivery (Basic Threshold Delivery)

\$1,909.00 | \$1,909.00 each

1



Martin Furniture - Hartford Wood Lateral File With Locking Legal/Letter File Drawer, Black - IMHF450 X
Shipping Options : Inside Delivery (Basic Threshold Delivery)

\$713.00 | \$713.00 each

1

[← KEEP SHOPPING](#)

Total

Subtotal:

Total:

Coupon Code / Promotional Code (o

Add promo code here



Other

[Check](#)



1-855-686-3189

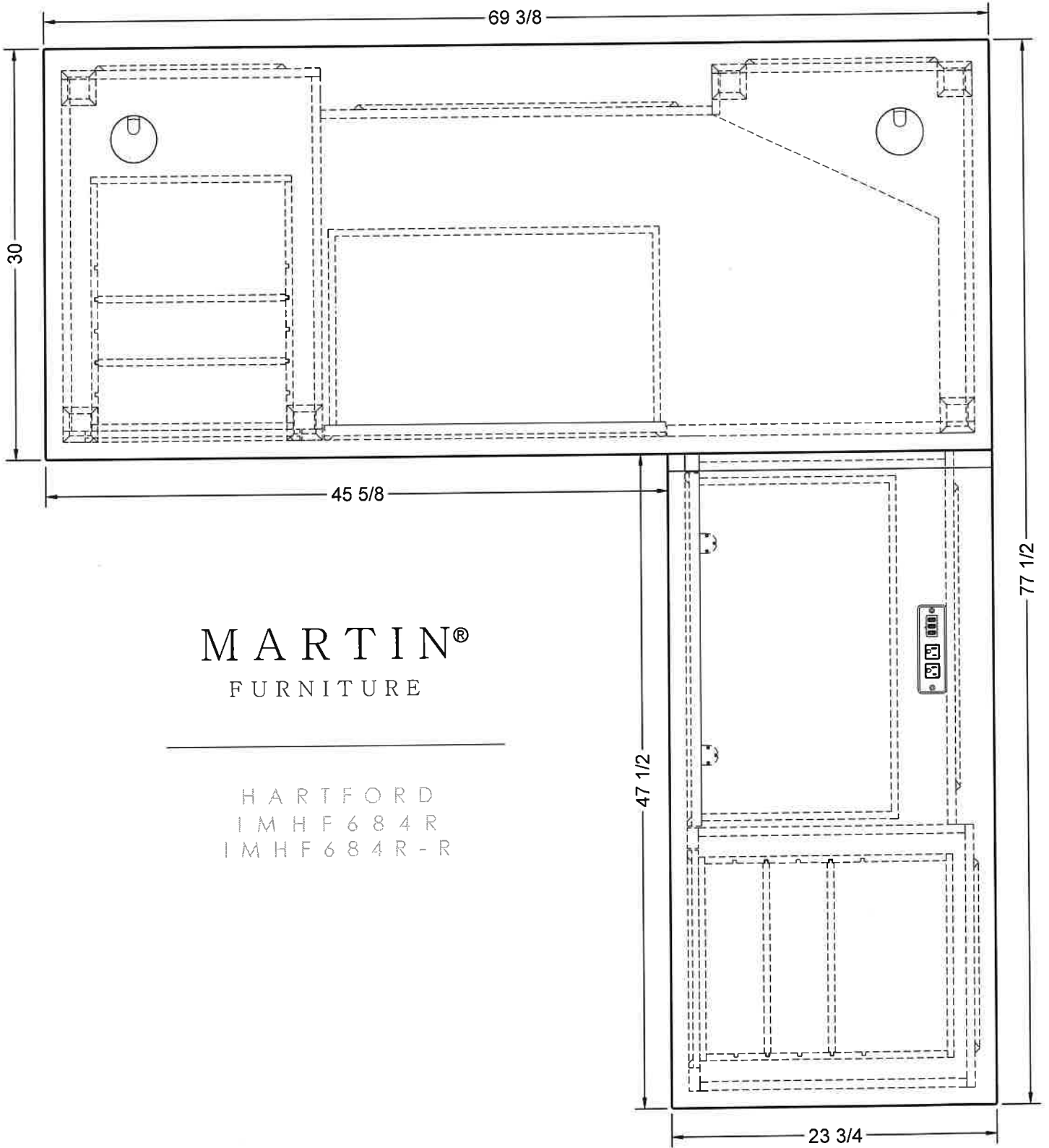
[Price Match Guarantee](#) | [Shipping & Delivery](#) | [Privacy Policy](#) | [Return Policy](#)

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771-601-786







MY CART

SHIPPING/PAYMENT

Get Rewarded! Sign-in to earn \$62.62 in rewards points on this order.

Earn Rewards Dollars on this Purchase!

Log-in to get rewarded for this order.

[Log In](#) | [Create Account](#)

Items in My Cart (2)



Martin Furniture - Sonoma Executive L-Desk & Return With Solid Wood Plank Tops, Brown - IMSA684R-KIT X

Shipping Options : Inside Delivery (Basic Threshold Delivery)

\$2,291.00 | \$2,291.00 each

1



Martin Furniture - Sonoma Executive Lateral File With Locking Legal/Letter File Drawer, Fully Assembled, Brown - IMSA450 X

Shipping Options : Inside Delivery (Basic Threshold Delivery)

\$840.00 | \$840.00 each

1

[← KEEP SHOPPING](#)

Total

Subtotal:

Total:

Coupon Code / Promotional Code (o

Add promo code here



Other

Check



1-855-686-3189

[Price Match Guarantee](#) | [Shipping & Delivery](#) | [Privacy Policy](#) | [Return Policy](#)

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771-601-786





Barrister Collection

Eclectic two-tone antique finish.

- Worksurfaces and storage units feature beautiful wood plank-look detail.
- Wire mesh doors add a formal element to closed storage units.
- Credenza, writing and L-desks have power centers with 2 AC outlets/3 USB-A ports.
- Desks have drop-front keyboard/pencil drawers and grommets for cord management.
- Sit-Stand desk has programmable memory height settings, 3 supply drawers and 2 AC outlets/3 USB-A ports concealed in desktop power bay with charging shelf.
- Lateral file has 2 locking drawers that accept both letter-size and legal-size files.
- Open bookcase and bookcase with lower doors have 5 shelves (3 adjust).



Rubbed finish with light distressing and worm holes for an old world look

More available in this series. VISIT OUR WEBSITE

k-log.com

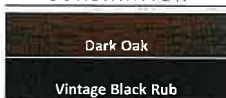


SPECS

- A: 70"Wx30"Dx31"H
- B: 70"Wx21"Dx31"H
- C: 70"Wx77 1/2"Dx31"H
- D: 70"Wx14"Dx49"H
- E: 60"Wx28"Dx31"H
- F: 60"Wx76"Dx31"H
- G: 60"Wx28"Dx30"-45"H
- H: 36"Wx21"Dx31"H
- I & J: 40"Wx14"Dx78"H

Ref.	Description	Item	List	Price
A	Executive Desk	HRT-DP	\$2,596	\$1,407
B	Office Credenza	HRT-CR	2,128	1,153
C	L-Shaped Desk	HRT-LD	3,776	2,047
D	Storage Hutch	HRT-HT	1,988	1,078
E	Writing Desk	HRT-WD	1,372	743
F	L-Shaped Writing Desk	HRT-LW	1,880	1,020
G	Electric Sit-Stand Desk	HRT-SD	2,176	1,180
H	Lateral File	HRT-LF	1,260	683
I	Open Bookcase	HRT-BK	1,624	880
J	Bookcase w/Lower Doors	HRT-BD	1,792	972

FINISH COLOR COMBINATION



800.872.6611
k-log.com
KLOG

From: Joseph J. Langel
Sent: Friday, July 19, 2024 1:56 PM
To: clerk@fiftylakesmn.com
Subject: Personnel Handbook

Ann,

We estimating \$1,800 to review and revise the Handbook. Let me know if you have any questions. Thanks.

Joe



Joseph J. Langel
Ratwik, Roszak & Maloney, P.A.
444 Cedar St., Suite 2100
St. Paul, MN 55101-1865
Ph: 612-339-0060 | Fax: 612-339-0038
Web: www.ratwiklaw.com

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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 I Lenexa, KS 66219
D (913) 202-7608 I F (913) 492-7443 I M (816) 813-5772
steve.batterton@terracon.com I Terracon.com

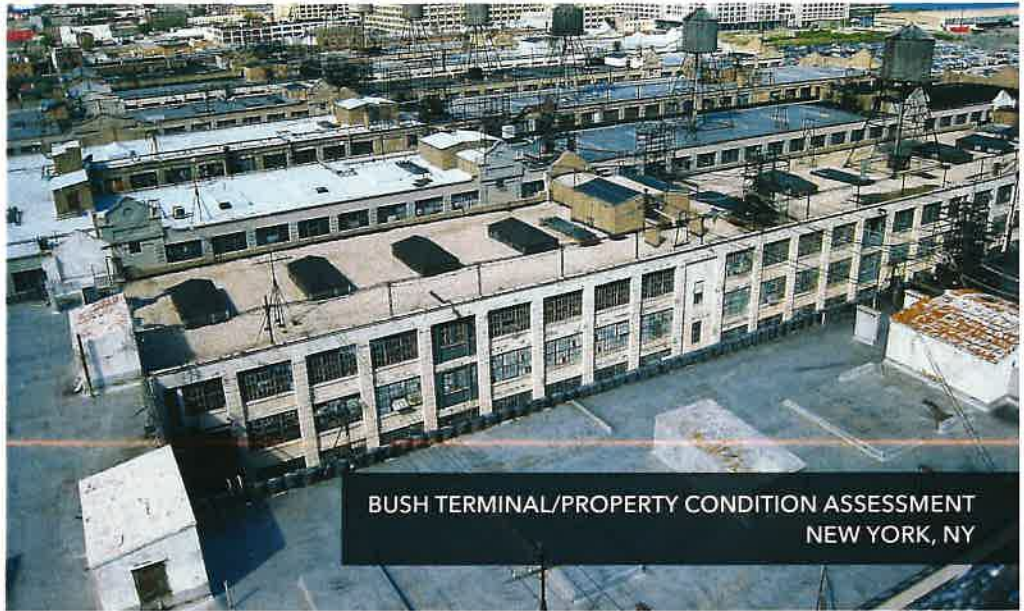


Terracon provides **environmental, facilities, geotechnical, and materials** consulting engineering services delivered with responsiveness, resourcefulness, and reliability.

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

First Lastname

Office Manager

D (XXX) XXX-XXXX

M (XXX) XXX-XXXX

first.lastname@terracon.com

First Lastname

Office Manager

D (XXX) XXX-XXXX

M (XXX) XXX-XXXX

first.lastname@terracon.com

First Lastname

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first.lastname@terracon.com



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**BOLTON
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Real People. Real Solutions.



3300 Fernbrook Lane North, st300
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.

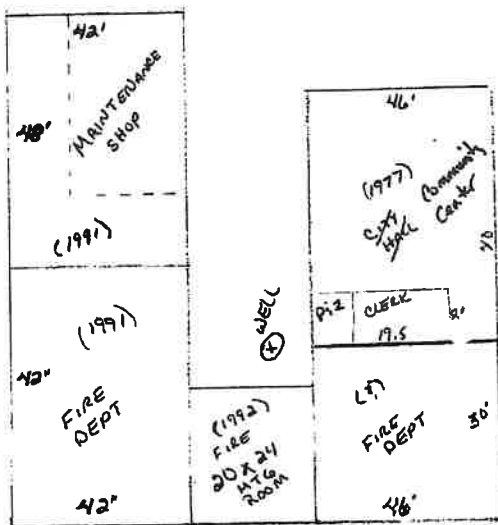
Thank you again for considering Bolton & Menk, Inc. for your Engineering and Architectural needs. Please feel free to contact me if you have any questions or if you require any additional information.

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

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.

From: Melissa Barrick <melissa@cswcd.org>
Sent: Wednesday, August 14, 2024 3:54 PM
To: Melissa Barrick
Subject: 09.26.24 Save the Date Crow Wing County Conservation Bus Tour

Dear citizens, elected officials, and state and federal partners:

Please join the Crow Wing Soil and Water Conservation District (SWCD) and Crow Wing County for the 2024 Crow Wing County Conservation Tour. See the tour details below:

Thursday, September 26, 2024

8:30 AM to 3:15 PM

Lunch and snacks will be provided.

Enjoy the coach bus as we visit the recently completed clean water conservation projects, Crow Wing County Recycling Center, and Milford Mine Memorial Park.

We are excited to showcase area conservation projects.

A detailed agenda and registration will be available soon.

We appreciate your support and interest in conservation in the Brainerd Lakes Area.

Thank you,

Melissa Barrick
District Manager
322 Laurel Street, Suite 22, Brainerd, MN 56401
218-828-6197
melissa@cswcd.org
www.cswcd.org



Vision: *Clean water, productive lands, and vibrant communities.*

Mission: *Fostering healthy lands and clean water through voluntary conservation.*

Values: *Stewardship, Support, Integrity, Leadership, and Partnerships.*

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