

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, APRIL 13, 2020
7:00 P.M. – CITY HALL

A. CALL TO ORDER

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

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

1. Regular Council Meeting Minutes of March 9, 2020
2. Special Emergency Council Meeting Minutes of March 12, 2020
3. Special Emergency Council Meeting Minutes of March 13, 2020
4. Special Emergency Council Meeting Minutes of March 17, 2020
5. Revised Special Council Meeting Minutes of March 24, 2020
6. City – Month End Revenue Report dated March 2020
7. City – Month End Expenditures Report dated March 2020
8. Police Report for Crosslake – February 2020
9. Police Report for Mission Township – February 2020
10. Police Report for Crosslake – March 2020
11. Police Report for Mission Township – March 2020
12. Fire Department Report – March 2020
13. North Memorial Ambulance Report – March 2020
14. Planning and Zoning Monthly Statistics
15. Planning and Zoning Commission Meeting Minutes of December 27, 2019
16. Planning and Zoning Commission Meeting Minutes of January 24, 2020
17. Community Center Updates dated March 31, 2020
18. Waste Partners Recycling Report for February 2020
19. Thank You Letter from Initiative Foundation
20. Bills for Approval
21. Additional Bills for Approval

C. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Letter dated March 1, 2020 from Crosslake Food Shelf Requesting Donation (Council Action-Motion)
2. Updates on New City Hall Project (Council Action-Motion)
 - a. Update of Direct Link on Minutes and Agendas Page of City Website to City of Crosslake's YouTube Channel
 - b. Quote from Hy-Tec for Closed Captioning Equipment
 - c. Furniture Upgrades
3. Pay Application #7 from Hy-Tec Construction for City Hall Project in the Amount of \$277,905.85 (Council Action-Motion)

D. CITY ADMINISTRATOR'S REPORT

1. Memo dated April 7, 2020 from City Clerk Re: Reduction of and Payment Extension for Liquor License Renewal Fees Due to Mandatory Closing of Restaurants (Council Action-Motion)
2. Memo dated April 7, 2020 from City Clerk Re: Proposed Fees for Paying with Credit Card Online (Council Action-Motion)
3. Final Tax Rates for Taxes Payable in 2020
4. Update on Local Option Sales Tax
5. Email dated April 8, 2020 from Crow Wing County Environmental Services Re: Recycling Program

E. COMMISSION REPORTS

1. PUBLIC SAFETY

- a. Memo dated April 7, 2020 from Chief Lee Re: Covid-19 Pandemic Wages (Council Action-Motion)
- b. Memo dated April 8, 2020 from Chief Lee Re: Server Replacement (Council Action-Motion)

2. PARK AND RECREATION/LIBRARY COMMISSION

- a. Memo dated March 30, 2020 from TJ Graumann Re: Recommendation to Remove Employee from Probationary Status (Council Action-Motion)

3. PUBLIC WORKS/CEMETERY/SEWER

- a. Quote from Midwest Machinery for John Deere 4R Tractor (Council Action-Motion)
- b. Memo dated April 9, 2020 from City Clerk Re: Request from Pine Peaks Lodge for Sewer Payment Relief (Council Action-Motion)
- c. Memo dated April 13, 2020 from WSN Re: Perkins Road Project Update and Additional Costs Required (Council Action-Motion)

F. CITY ATTORNEY REPORT

G. NEW BUSINESS

H. OLD BUSINESS

I. ADJOURN

B.5.

CITY OF CROSSLAKE
SPECIAL MEETING
TUESDAY, MARCH 24, 2020
4:00 P.M. – CITY HALL

The Council for the City of Crosslake reopened the recessed March 17, 2020 Special Session on Tuesday, March 24, 2020 at the City Hall. The following Council Members were present: Mayor Dave Nevin, John Andrews, Gary Heacox, and Aaron Herzog. Dave Schrupp was present via conference call. Also present were City Administrator Mike Lyonais, Public Works Director Ted Strand, Planner-Zoning Coordinator Cheryl Stuckmayer, Police Chief Erik Lee, and Fire Chief Chip Lohmiller. City Engineer Dave Reese, City Attorney Brad Person, and Dan Determan Echo Journal were present via conference call. No audience.

1. Mayor Nevin called the recessed March 17, 2020 Special Session meeting to order at 4:10 P.M.

2. Mr. Reese explained that the bids for the Daggett Bay Sanitary Sewer Extension were in line with the plans and specifications. Mr. Reese also went over the submitted bid amounts versus the estimate cost amount and WSN recommendation to accept R.L. Larson Excavating, Inc. bid for this project. Mr. Andrews asked Mr. Reese if R.L. Larson Excavating, Inc. had the required experience with Mr. Reese answering yes. Mr. Nevin asked if the time line would be upheld and Mr. Reese said they would coordinate with the appropriate departments. Mr. Reese said the paving to the city hall would be completed by April 23rd with the remainder of the road to be completed after the underground service is installed. Mr. Schrupp stated the difference between the estimate and the bid was approximately \$20,000 higher. MOTION 03SP4-01-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO AWARD R.L. LARSON EXCAVATING, INC. THE BID FOR DAGGETT BAY SANITARY SEWER EXTENSION AS RECOMMENDED BY WSN IN THE MARCH 19, 2020 LETTER IN THE AMOUNT OF \$255,402.35. MOTION CARRIED WITH ALL AYES.

3. Mr. Reese went over the Crosslake Water Quality Improvements bids in comparison to the estimate and WSN recommendation to accept DeChantal Excavating, LLC bid for this project. Mr. Reese explained that they have done other water quality projects and he believed that they also did the one at Manhattan Beach on Trout Lake. Mr. Herzog asked for clarification that all items were included in the bid due to the bid being lower than the estimate. Mr. Reese stated that they are professionals, that have done bidding in the past, and DeChantal Excavating, LLC are confident they can do this project at the bid price. Mr. Nevin asked if the material/fill would go to the city hall project. Mr. Reese said that the material belongs to DeChantal Excavating, LLC and we could ask to have it deposited at the city hall project. Mr. Reese stated there may be debris in the fill. Mr. Strand said the timing will make a difference as far as where we are on the project; parking lot and/or road may already be paved. MOTION 03SP4-02-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO AWARD DECHANTAL EXCAVATING, LLC THE BID FOR CROSSLAKE WATER QUALITY IMPROVEMENTS AS RECOMMENDED BY WSN IN THE MARCH 20, 2020 LETTER IN THE AMOUNT OF \$414,965.80. MOTION CARRIED WITH ALL AYES.

4. Mr. Reese explained the resolution initiated by the city along with the advertising that was completed and the public comments that were taken into consideration. Mr. Reese stated that the resolution would require a 4/5 vote to pass. MOTION 03SP4-03-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE RESOLUTION NO. 20-12 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE WILD WIND RANCH DRIVE ROAD IMPROVEMENT PROJECT. MOTION CARRIED WITH ALL AYES.

5. Mr. Lyonais explained the Public Works Capital Projects Update and how the city would pay for it; by bond, assessments and the levy. The idea is to try to keep up with the road plan. Mr. Lyonais explained past meeting discussions and motions on the road projects. Mr. Lyonais laid out the options the city council had; spend down the fund balance, push back to another year or the staff could update the road program. Mr. Andrews asked what would happen if we waited for next year and did a bond for the overlays. Mr. Lyonais stated the roads would continue to deteriorate and they would have to be reevaluated to see if they would still be viable for an overlay. Mr. Reese stated the crack seal program could be broadened. Mr. Schrupp asked why we are having this conversation today. Mr. Lyonais stated that the city needs to get a financial plan setup. Schrupp wanted clarification that 2 projects were going ahead with Mr. Lyonais replying yes. A discussion was held on the Big Pine Trail Road project along with the bonding needs. Mr. Nevin is in favor of listening to the residents and pushing road projects into another year. Mr. Herzog was concerned that too many roads may need to be worked on in one year if they keep pushing them off. Mr. Andrews stated as he understands it the overlays for this year will be paid for by the reserves and Mr. Lyonais replied that is right. Mr. Lyonais said the staff can firm up a new capital plan with the project changes. Mr. Nevin wanted clarification that there is an approved assessment policy in place with Mr. Lyonais replying yes. A discussion between, council, staff and Mr. Reese was held in relation to funding, what is assessable to owners and what is not along with the assessment policy. Mr. Strand commented that the roads are bad due to the winter weather and that roads that have never cracked are cracking this year. Mr. Strand stated he would like to step-up the crack seal in 2020 from \$40,000.00 to \$150,000.00. Mr. Strand stated that an overlay still will need to be crack sealed, but the overlay will help extend the life of the road by approximately 20 to 25 years. Mr. Herzog asked if a new road evaluation is called for. Mr. Strand and Mr. Reese said they are ready to do the reevaluation of the roads. MOTION 03SP4-04-20 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO REALLOCATE A TOTAL OF \$110,000.00 OF THE EXISTING PUBLIC WORKS BUDGET FOR A TOTAL CRACK SEALING BUDGET OF \$150,000.00 AND REEVALUATE THE ROADS. NEVIN, ANDREWS SCHRUPP, HEACOX, AND HERZOG VOTED AYE, ANDREWS VOTED NAY. MOTION PASSED WITH A 4/5 VOTE.

6. Mr. Lee stated that Mr. Lohmiller gave him a printout from the Department of Health and the CDC that states there are 262 confirmed cases in Minnesota out of 5812 tests that have been completed, 1 death, 21 cases requiring hospitalization and 15 are still hospitalized as of today. Mr. Nevin asked for an explanation of the curve we are going to be seeing in the next weeks. Mr. Lee suggested that we are probably going to have more tests done showing a positive result which will bring the curve up; the more tests that are done the more positive results we will be seeing. Mr. Heacox stated that we will be having other people coming back from Florida and Arizona, with Florida having an automatic 14 day quarantine upon entering their state. Mr. Heacox stated there

have been 19 deaths in Florida and we will be having all those people coming back to this state. Mr. Lee stated that Mr. Heacox is right, that we will have to deal with a larger population that has been affected and some of those will be coming back into our population as carriers. Mr. Lee stated that there is no quarantine as of now and we have to control what we can control. Mr. Herzog asked how the fire and police department are doing with Mr. Lee replying fine and Mr. Lohmiller replying we are pretty slow. Mr. Lyonais explained that there is a link on our website that has real-time live updates. Mr. Lyonais also stated that the city staff and the planning and zoning staff are setup to work at home as need be.

7. MOTION 03SP4-05-20 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE MARCH 24, 2020 BILLS IN THE AMOUNT OF \$52,179.97. MOTION CARRIED WITH ALL AYES.

8. There being no further business, MOTION 03SP4-06-20 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING AT 5:00 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Cheryl Stuckmayer
Planner-Zoning Coordinator

B.
21

ADDITIONAL BILLS FOR APPROVAL
April 13, 2020

VENDORS	DEPT		AMOUNT
AW Research, water testing	Sewer		118.80
Campion, Barrow & Assoc, law enforcement testing	Police		425.00
Crow Wing County, fuel	ALL		2,033.22
Crow Wing Power, electric services	ALL		8,633.71
CTC, web hosting	Gov't		10.00
First Systems Technology, meter verification reports	Sewer		2,100.00
Forum Communications, meeting notice of 4/24	PZ		19.13
Granite Electronics, microphone	Police		215.50
Kirvida, replace solenoid on motor	Fire		358.23
Mastercard, DG, sanitizer	Gov't		23.09
MCSI, copier maintenance contract	Park		40.00
MN Department of Employment, unemployment wages	Park		128.92
Napa, belt	PW		18.12
Northland Press, meeting notice of 4/24	PZ		38.25
Premier Auto, clean and rebuild carb	Sewer		348.30
TJ Graumann, mileage reimbursement	Park		42.57
Ziegler Cat, sweeper repairs	PW		1,585.94
TOTAL			16,138.78

E.3 C.



MEMO

Date: April 13, 2020
To: Mike Lyonais, City Administrator
From: David Reese, WSN
Cc: Ted Strand
Project Name: 2020 Perkins Road Improvements
Project No.: 0107B0160.000
Subject: Project Update

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

218.829.5117 ☎
218.829.2517 📠
Brainerd@wsn.us.com 📧
WidsethSmithNolting.com

This is a project status and budget update for the City. The project is currently let for bids and interest appears to be good based on the number of prime contractors that are plan holders. Hopefully that translates into good prices for the City. Bids will be opened at 11AM on Thursday April 23, 2020 at City Hall. There are two milestones that have been included as part of the construction contract:

Milestone 1 – Project clearing shall be completed by June 1, 2020.

Note: Assuming there will be a responsive and acceptable bid received, and an award of contract to be made, it is recommended award be made as soon as a quorum of council members can be convened following bid opening rather than waiting an additional 2 weeks for the regular May City Council meeting date. This would give the contractor additional time to complete clearing work by the June 1 milestone date.

Milestone 2 – Completion of all work within the Perkins roadway and trail construction corridor, including all bituminous and concrete paving, topsoil and turf establishment, shall be completed by August 7, 2020.

Property owners will have until September 18, 2020 to construct their individual driveways to the new Perkins Road corridor. Accordingly, no demolition or restoration work of the Contract may take place on the old Perkins Road corridor until September 19, 2020.

Project Substantial Completion, including all demolition, removals and restoration work items associated with the original Perkins Road corridor shall be completed by October 16, 2020.

Project Final Completion includes any follow-up turf restoration work within all project areas and shall be completed by June 30, 2021. Such work, as required and authorized by the Engineer, shall utilize a cash allowance of \$1,000 as provided in the bid which shall be payment in full for a single mobilization/demobilization plus payment by the unit price bid for topsoil, seeding, seed, fertilizer and hydraulic reinforced fiber matrix.

Based on the final plans issued for bidding, the estimated project construction cost is \$430,000-440,000. The final plans include several design features and amenities to resolve multiple parties' concerns associated with private and Federal property, permanent roadway and drainage easements, storm sewer design, concrete roadway design, tree clearing coordination, road alignments and driveway access locations, utility coordination and maintenance of access for those abutting and not abutting the project.

Due to the complexity of the project, individual party concerns, multiple alignment and drainage design revisions required and subsequent amendments to easements and final plat, the land surveying and engineering budgeted for the project has been exhausted at this point, leaving no remaining budget for the construction phase. The construction phase will require construction surveying and staking, coordination with property owners and utility companies and periodic observation of construction for conformance with the plans and specifications. We estimate the construction budget needed for the project is \$30,000. We ask the City Council to consider approval of this increase to the budget to allow for construction surveying and engineering services contingent on an acceptable bid received for the project on April 23, 2020.