

**AGENDA AND ADDITIONS TO THE AGENDA**  
**REGULAR COUNCIL MEETING**  
**CITY OF CROSSLAKE**  
**MONDAY, SEPTEMBER 14, 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. PUBLIC FORUM** - No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three-minute time limit.

**C. 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 August 10, 2020
2. Budget Workshop Meeting Minutes of August 13, 2020
3. Special Council Meeting Minutes of August 13, 2020
4. Budget Workshop Meeting Minutes of August 27, 2020
5. Special Council Meeting Minutes of August 27, 2020
6. Budget Workshop Meeting Minutes of September 3, 2020
7. City – Month End Revenue Report dated August 2020
8. City – Month End Expenditures Report dated August 2020
9. Police Report for Crosslake – August 2020
10. Police Report for Mission Township – August 2020
11. Fire Department Report – August 2020
12. North Ambulance Run Reports – August 2020
13. Planning and Zoning Monthly Statistics
14. Community Center Updates
15. Public Works Meeting Minutes of August 3, 2020
16. Waste Partners Recycling Report for July 2020
17. Bills for Approval
18. Additional Bills for Approval
19. Resolution for the Appointment of Election Judges to Serve for the General Election to be Held November 3, 2020

**D. PUBLIC HEARING – 7:15 P.M. – ROAD VACATION OF A PORTION OF PERKINS ROAD**

1. Letter dated August 21, 2020 from City Attorney to Affected Property Owners Re: Vacation of Road
2. Survey
3. Notice of Public Hearing
4. Resolution Vacating Property (Council Action-Motion)

## **E. MAYOR'S AND COUNCIL MEMBERS' REPORT**

1. Discuss Change Order Policy for Firehall Project
2. Change Order No. 5 for City Hall Building (Council Action-Motion)
3. Memo dated September 10, 2020 Re: Commission Appointment (Council Action-Motion)
4. Resolution Accepting Donations (Council Action-Motion)
5. Letter dated August 27, 2020 from Coalition of Greater MN Cities Re: Membership (Council Action-Motion)
6. Hytec Pay Request for Firehall Design in the Amount of \$10,000 (Council Action-Motion)
7. Hytec Pay Request #11 for City Hall/Police Department in the Amount of \$37,724.31 (Council Action-Motion)

## **F. CITY ADMINISTRATOR'S REPORT**

1. Memo dated September 9, 2020 from City Administrator Re: 2021 Health Insurance Renewal (Council Action-Motion)
2. Resolution Approving Preliminary 2020 Tax Levy Collectible in 2021 (Council Action-Motion)
3. Proposal from Digital Horizons for Video Switching Additions (Council Action-Motion)
4. Approve Ordinance and Ordinance Summary Naming an Unnamed Road as Alma Pond Drive (Council Action-Motion)
5. Letter dated August 28, 2020 from Crosslake Communications Re: Capital Investments
6. Email dated July 29, 2020 from Jerry Norgaard Re: Planning and Zoning Department
7. Letter dated August 11, 2020 from Jean Nybo Re: Fire Department
8. Resolution Increasing Monthly Sewer User Fees (Council Action-Motion)
9. Pay Request #3 from Borden Excavating for Perkins Road Project in the Amount of \$218,038.11 (Council Action-Motion)
10. Pay Request #3 from DeChantel Excavating for the Water Quality Project in the Amount of \$127,425.97 (Council Action-Motion)
11. Final Pay Request #3 from R.L. Larson for Daggett Bay Road in the Amount of \$13,520.78 (Council Action-Motion)

## **G. COMMISSION REPORTS**

### **1. PUBLIC SAFETY**

- a. Memo dated September 10, 2020 from Erik Lee Re: 2021 Squad Car Purchase (Council Action-Motion)

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

- a. Review Quotes for Pick Up Trucks (Council Action-Motion)
- b. Review Estimate for Irrigation System (Council Action-Motion)

**H. PUBLIC FORUM** - No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three-minute time limit.

**I. CITY ATTORNEY REPORT**

**J. NEW BUSINESS**

**K. OLD BUSINESS**

**L. ADJOURN**

C.18.

ADDITIONAL BILLS FOR APPROVAL  
September 14, 2020

VENDORS	DEPT	AMOUNT
Anthem Sports, 250' poly-cap	Park	822.80
BCA, background checks	Park	120.00
Crow Wing County Highway Dept, fuel	ALL	11,286.74
Crow Wing Power, electric service	ALL	8,085.98
Culligan, water and cooler rental	Park	52.50
East Side Oil, oil recycling	PW	50.00
Fire Instruction and Rescue, pumping scenarios	Fire	600.00
Forum Communications, meeting notice of 9/25	PZ	38.25
Galls, uniform	Police	319.94
Holden Electric, check power to grit classifier	PW	273.13
Mastercard, Amazon, cable ties	Park	25.98
Mastercard, Amazon, first aid kit	Park	29.99
Mastercard, Crosslake Drug, first aid supplies	Fire	56.47
Mastercard, Fleet Farm, uniform	Sewer	63.98
Metro Sales, copier maintenance	Police	45.02
MR Sign, address number signs	PW	92.71
Napa, light bulb	Park	7.74
Premier Auto, tractor tire	Park	222.82
Premier Auto, oil change	Park	33.34
Specialty Solutions, eco thaw	PW	997.12
Streichers, uniform	Police	181.50
The Office Shop, name plates	PZ/Council	29.14
The Office Shop, copy paper	PZ/Admin	199.91
TJ Graumann, mileage reimbursement	Park	7.50
Towmaster, radio control system	PW	1,512.69
<b>TOTAL</b>		<b>24,332.45</b>

C.19.

RESOLUTION 20-\_\_\_\_\_

CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

FOR THE APPOINTMENT  
OF ELECTION JUDGES TO SERVE FOR THE GENERAL ELECTION TO  
BE HELD NOVEMBER 3, 2020

WHEREAS, the City of Crosslake does hereby resolve to appoint election judges for the 2020 General Election to be held on the 3rd day of November, 2020 in the City of Crosslake.

AND WHEREAS, the City of Crosslake does hereby appoint persons to serve as election judges as on file in the Clerk's Office according to Minnesota State Statute 204B.19:

BE IT RESOLVED, that the City Council of the City of Crosslake, Minnesota go on record as appointing Election Judges as on file in the Clerk's office to handle the 2020 General Election. This approval was acted on at the Regular Council Meeting held on September 14, 2020.

COUNCIL VOTING AYE - \_\_\_\_

COUNCIL VOTING NAY - \_\_\_\_

ATTEST:

\_\_\_\_\_  
Charlene Nelson  
City Clerk

\_\_\_\_\_  
David Nevin  
Mayor



11360 Business 371, PO Box 621  
Brainerd, MN 56401

(218) 829-8529 (218) 829-5383 FAX

Sold To:

Crosslake, City of  
37028 Cty Road 66

Crosslake, MN

Invoice Number : 11497  
Invoice Date : 08/31/2020  
Customer Number : CROS03  
Job Number : 20009  
Due Date : 09/30/2020

Job:

Crosslake Fire Hall Arc  
37028 County Rd 66  
Crosslake, MN

E.  
6.

ALL INVOICES ARE DUE PER THE CONTRACT OR NET 30 DAYS. FINANCE CHARGES OF 18.0%/YR WILL BE ASSESSED ON ALL LATE INVOICE

Date	Description	Amount
08/31/2020	100% Design Now Complete	100,000.00
08/31/2020	Less Previous Invoices	-90,000.00
	GROSS BILLINGS :	10,000.00
	NET BILLINGS :	10,000.00

Thank You



11360 Business 371, PO Box 621  
Brainerd, MN 56401

(218) 829-8529 (218) 829-5383 FAX

Invoice Number : 11496  
 Invoice Date : 08/31/2020  
 Customer Number : CROS03  
 Job Number : 19182  
 Due Date : 09/30/2020

E.7.

Sold To:

Crosslake, City of.  
37028 Cty Road 66

Crosslake, MN

Job:

CrosslakeCity Hall Cons  
36939 Brook Street  
Crosslake, MN

ALL INVOICES ARE DUE PER THE CONTRACT OR NET 30 DAYS. FINANCE CHARGES OF 18.0%/YR WILL BE ASSESSED ON ALL LATE INVOICE

Date	Description	Amount
08/31/2020	Pay Application #11	37,724.31
	GROSS BILLINGS :	37,724.31
	NET BILLINGS :	37,724.31

Thank You

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF ???

PAGES

TO OWNER City of Crosslake  
 37028 County Road 66  
 Crosslake, MN 56442

PROJECT: Crosslake City Hall  
 Crosslake, MN

APPLICATION NO: ELEVEN  
 Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

PERIOD TO: August 31, 2020

FROM CONTRACTOR:  
 Hy-Tec Construction of Brainerd, Inc  
 PO Box 621, 11360 Business 371  
 Brainerd, MN 56401

VIA ARCHITECT: Widseth Smith Nollting  
 7804 Industrial Park Road  
 Baxter, MN 56425

PROJECT NO:

CONTRACT DATE: August 26, 2019

CONTRACT FOR: General Construction Work

## CONTRACTOR'S APPLICATION FOR PAYMENT

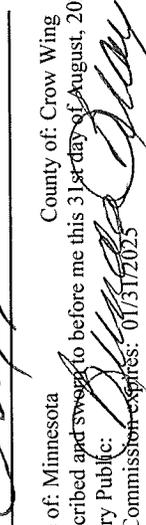
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

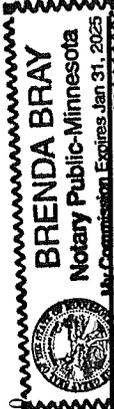
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM \$ 2,949,515.59
2. Net change by Change Orders \$ 93,076.75
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 3,042,592.34
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 3,042,592.34
5. RETAINAGE:
  - a. % of Completed Work \$ 0.00
  - (Column D + E on G703)
  - b. % of Stored Material \$
  - (Column F on G703)
  - Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 3,042,592.34
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 3,004,868.03
8. CURRENT PAYMENT DUE \$ 37,724.31
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

CONTRACTOR: Hy-Tec Construction of Brainerd, Inc

By:  Date: August 31, 2020

State of: Minnesota County of: Crow Wing  
 Subscribed and sworn to before me this 31st day of August, 2020  
 Notary Public:   
 My Commission Expires: 01/31/2025



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Widseth Smith Nollting

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$65,690.94	
Total approved this Month	\$27,385.81	
<b>TOTALS</b>	<b>\$93,076.75</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$93,076.75</b>	

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: ELEVEN

Contractor's signed certification is attached.

APPLICATION DATE: 08/26/2020

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 08/31/2020

Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: Crosslake City Hall Const.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Earthwork	\$346,083.27	\$339,161.60	\$6,921.67	\$0.00	\$346,083.27	\$0.00	100.00%	
	Exterior Concrete	\$35,479.00	\$34,769.42	\$709.58	\$0.00	\$35,479.00	\$0.00	100.00%	
	Structural Concrete	\$146,409.93	\$146,409.93	\$0.00	\$0.00	\$146,409.93	\$0.00	100.00%	
	Precast	\$111,044.87	\$111,044.87	\$0.00	\$0.00	\$111,044.87	\$0.00	100.00%	
	Masonry	\$278,876.49	\$278,876.49	\$0.00	\$0.00	\$278,876.49	\$0.00	100.00%	
	Steel	\$6,111.98	\$6,111.98	\$0.00	\$0.00	\$6,111.98	\$0.00	100.00%	
	Rough Framing	\$220,710.99	\$220,710.99	\$0.00	\$0.00	\$220,710.99	\$0.00	100.00%	
	Finish Carpentry	\$54,145.15	\$51,437.89	\$2,707.26	\$0.00	\$54,145.15	\$0.00	100.00%	
	Thermal & Moisture	\$356,012.96	\$356,012.96	\$0.00	\$0.00	\$356,012.96	\$0.00	100.00%	
	Openings	\$191,883.95	\$191,883.95	\$0.00	\$0.00	\$191,883.95	\$0.00	100.00%	
	Drywall	\$84,046.88	\$84,046.88	\$0.00	\$0.00	\$84,046.88	\$0.00	100.00%	
	Finishes	\$164,168.66	\$164,168.66	\$0.00	\$0.00	\$164,168.66	\$0.00	100.00%	
	Specialties	\$14,601.48	\$14,601.48	\$0.00	\$0.00	\$14,601.48	\$0.00	100.00%	
	Furnishings	\$94,305.31	\$94,305.31	\$0.00	\$0.00	\$94,305.31	\$0.00	100.00%	
	Appliances	\$2,229.33	\$2,229.33	\$0.00	\$0.00	\$2,229.33	\$0.00	100.00%	
	Conveying	\$128,166.63	\$128,166.63	\$0.00	\$0.00	\$128,166.63	\$0.00	100.00%	
	Fire Sprinkler	\$108,040.41	\$108,040.41	\$0.00	\$0.00	\$108,040.41	\$0.00	100.00%	
	HVAC	\$159,353.29	\$159,353.29	\$0.00	\$0.00	\$159,353.29	\$0.00	100.00%	
	Plumbing	\$109,446.01	\$109,446.01	\$0.00	\$0.00	\$109,446.01	\$0.00	100.00%	
	Electrical	\$338,399.00	\$338,399.00	\$0.00	\$0.00	\$338,399.00	\$0.00	100.00%	
	CO#1 - Low Voltage Requests	\$59,198.41	\$59,198.41	\$0.00	\$0.00	\$59,198.41	\$0.00	100.00%	
	CO#2 - Flammable Waste Interceptor	\$6,492.53	\$6,492.53	\$0.00	\$0.00	\$6,492.53	\$0.00	100.00%	
	CO#3 - ADA Door Operators	\$6,465.74	\$0.00	\$6,465.74	\$0.00	\$6,465.74	\$0.00	100.00%	
	CO#4 - Bulletproof glass, electrical	\$20,920.07	\$0.00	\$20,920.07	\$0.00	\$20,920.07	\$0.00	100.00%	
	<b>PAGE TOTALS</b>	\$3,042,592.34	\$3,004,868.02	\$37,724.32	\$0.00	\$3,042,592.34	\$0.00	100.00%	
							\$0.00		

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

G.2.a.



# Karl Chevrolet

Dennis Rudolph - Government Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

Vehicle: [Fleet] 2021 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete )

## Quote Worksheet

	<b>MSRP</b>
Base Price	\$41,700.00
Dest Charge	\$1,595.00
Total Options	\$7,250.00
<b>Subtotal</b>	<b>\$50,545.00</b>
Govt and Karl Discount	(\$10,753.00)
<b>Subtotal Pre-Tax Adjustments</b>	<b>(\$10,753.00)</b>
Less Customer Discount	(\$4,073.46)
<b>Subtotal Discount</b>	<b>(\$4,073.46)</b>
Trade-In	\$0.00
<b>Excluded from Sales Tax</b>	<b>Subtotal Trade-In</b>
	<b>\$0.00</b>
	<b>Taxable Price</b>
	<b>\$35,718.54</b>
Sales Tax	\$0.00
	<b>Subtotal Taxes</b>
	<b>\$0.00</b>
	<b>Subtotal Post-Tax Adjustments</b>
	<b>\$0.00</b>
	<b>Total Sales Price</b>
	<b>\$35,718.54</b>

### Comments:

Government Agencies are allowed 20 days from date of delivery for balance to be paid in full. There will be a \$5.00 per calendar day after 20 days assessed to the account until payment received in full by Karl Chevrolet. By signing below you accept these terms as well as the quote in general.

\_\_\_\_\_  
Dealer Signature / Date

\_\_\_\_\_  
Customer Signature / Date

IP At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.  
Data Version: 11827. Data Updated: Sep 8, 2020 11:28:00 PM PDT.



# Karl Chevrolet

Dennis Rudolph - Government Fleet Accounts | 515-299-4409 | d.rudolph@karlchevrolet.com

Vehicle: [Fleet] 2021 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149" Work Truck ( Complete )

## Quote Worksheet

	<b>MSRP</b>
Base Price	\$39,900.00
Dest Charge	\$1,595.00
Total Options	\$7,250.00
<b>Subtotal</b>	<b>\$48,745.00</b>
Govt and Karl Discount	(\$10,943.00)
<b>Subtotal Pre-Tax Adjustments</b>	<b>(\$10,943.00)</b>
Less Customer Discount	(\$3,922.26)
<b>Subtotal Discount</b>	<b>(\$3,922.26)</b>
Trade-In	\$0.00
<b>Excluded from Sales Tax</b>	<b>Subtotal Trade-In \$0.00</b>
<b>Taxable Price</b>	<b>\$33,879.74</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$33,879.74</b>

### Comments:

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\_\_\_\_\_  
Dealer Signature / Date

\_\_\_\_\_  
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Data Version: 11843. Data Updated: Sep 10, 2020 10:05:00 PM PDT.

G. 2. b.

North Central Lawn Care & Irrigation  
29295 Grosbeak Rd  
Long Prairie, MN 56347

# Estimate

Date	Estimate #
9/14/2020	335

Phone: (320) 360-3406
-----------------------

Name / Address
Crosslake Community Center

			Project
Description	Qty	Cost	Total
Parts and labor to install new system around play ground area includes 2' mainline and wire	1	8,500.00	8,500.00
Sprinkler system estimate		<b>Subtotal</b>	\$8,500.00
		<b>Sales Tax (6.875%)</b>	\$0.00
		<b>Total</b>	\$8,500.00