

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, OCTOBER 12, 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. Special Council Meeting Minutes of August 27, 2020
2. Budget Workshop Meeting Minutes of September 10, 2020
3. Regular Council Meeting Minutes of September 14, 2020
4. Special Council Meeting Minutes of September 28, 2020
5. City – Month End Revenue Report dated September 2020
6. City – Month End Expenditures Report dated September 2020
7. Police Report for Crosslake – September 2020
8. Police Report for Mission Township – September 2020
9. Fire Department Report – September 2020
10. North Ambulance Run Reports – September 2020
11. Planning and Zoning Monthly Statistics
12. Planning and Zoning Meeting Minutes of July 24, 2020
13. Community Center Updates
14. Park, Recreation/Library Commission Meeting Minutes of July 22, 2020
15. Public Works Meeting Minutes of September 8, 2020
16. Waste Partners Recycling Report for August 2020
17. Bills for Approval
18. **Additional Bills for Approval**

D. CRITICAL ISSUES

1. Chip Lohmiller – Update on Cares Act Funds
 - a. **Memo dated October 12, 2020 from Fire Chief and City Administrator RE: CARES Expenditures Update (Council Action-Motion)**
2. Tyler Glynn of BLAEDC – Cares Act Funds

E. MAYOR’S AND COUNCIL MEMBERS’ REPORT

1. Email dated September 30, 2020 from Mary Sermeta Re: Donna Balzer
2. Update on Fire Hall Project
 - a. **Change Order dated October 9, 2020 from Hytec for Hose Tower Balcony (Council Action-Motion)**

- b. Change Order dated October 9, 2020 from Hytec for Bay #5 Relocate (Council Action-Motion)
- c. Change Order dated October 8, 2020 from Hytec for Fire Protection Well (Council Action-Motion)
- 3. Approval of Lease with Dan Miller for Temporary Location of Fire Equipment (Council Action-Motion)
- 4. Pay Application #2 from Hytec for Fire Hall in the Amount of \$39,732.06 (Council Action-Motion)
- 5. Change Order #5 from Hytec for City Hall/Police Department (Council Action-Motion)
 - a. Memo dated October 8, 2020 from Administration and P&Z Staff Re: Building Modifications (Council Action-Motion)
 - b. Email dated October 12, 2020 from Tom Swenson Re: Comments of October 12 Agenda Items
- 6. Pay Application #11 from Hytec for City Hall/Police Department in the Amount of \$37,724.31 (Council Action-Motion)
- 7. Resolution Accepting Donations (Council Action-Motion)

F. CITY ADMINISTRATOR'S REPORT

- 1. Transportation Alternatives Program Solicitation for Fiscal Year 2025 (Council Action-Motion)
- 2. Memo dated October 5, 2020 from City Administrator Re: MOU Amendment 1 – Island-Loon/Manhattan Boulevard Storm Water Pond (Council Action-Motion)
- 3. Approval of Draft Letter, Application, and Fees for Refuse Hauler's License (Council Action-Motion)
- ~~4. Memo dated September 30, 2020 from City Clerk Re: Lodging Tax (Council Action-Motion)~~
- 5. Memo dated September 30, 2020 Re: Repurchase Cemetery Lot (Council Action-Motion)
- 6. Memo dated October 6, 2020 from City Clerk Re: Set Special Meeting Date to Canvass Election Results (Council Action-Motion)
- 7. Resolution Regarding Unpaid Sewer Charges (Council Action-Motion)
- 8. Building Costs To-Date for City Hall/Police Department Project
 - a. Building Costs To-Date for Fire Hall Remodel
- 9. Local Option Sales Tax Update

G. COMMISSION REPORTS

1. PUBLIC SAFETY

- a. Memo dated October 5, 2020 from Chief Lee Re: Probationary Status of Officer Adam Lane (Council Action-Motion)
- b. Memo dated October 6, 2020 from Chief Lee Re: Surplus Items (Council Action-Motion)
- c. Memo dated October 6, 2020 from Chief Lee Re: Donation Acceptance (Council Action-Motion)

2. PARK AND RECREATION/LIBRARY

- a. Request to Declare Refrigerator as Surplus (Council Action-Motion)

- b. Request to Collect Cash in Lieu of Land for Bolton Subdivision (Council Action-Motion)
- c. Request to Purchase Plow for Truck (Council Action-Motion)
- d. Memo dated October 12, 2020 from Personnel Committee Re: Recommendation to Hire Cleaning Service at the Community Center and to Increase Part-Time Wages to \$12 Per Hour (Council Action-Motion)
- e. Letter dated October 12, 2020 from Widseth Re: South Bay Park Master Plan (Council Action-Motion)

3. PUBLIC WORKS/SEWER/CEMETERY

- a. Pay Request #4 from Borden Excavating for Perkins Road in the Amount of \$67,612.54 (Council Action-Motion)
- b. Memo dated October 7, 2020 from Public Works Commission Re: 2021 Road Projects (Council Action-Motion)
- c. Final Pay Request from Dechantel Excavating (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

- 1. Resolution to Certify Road Assessment for Perkins Road – Sitarz (Council Action-Motion)
- 2. Resolution to Certify Road Assessment for Perkins Road – Umland (Council Action-Motion)

J. NEW BUSINESS

K. OLD BUSINESS

L. ADJOURN

D.
l.
a.

Memo To: City Council
From: Fire Chief and City Administrator
Date: October 12, 2020
Re: CARES Expenditures Update

The attached information contains detail expenditure reimbursable under the CARES Act.

Through September 30, 2020, the City has incurred \$49,894.08 of related costs due the COVID-19 Pandemic. Of this total, the Council has already approved for reimbursement under CARES \$33,716.52 for August 2020 and \$13,910.27 of expenditures for September 2020.

Because the reporting deadline for September occurred prior to this council meeting, this request is for retroactive approval for September CARES costs incurred as follows: (Detail Attached)

Payroll Related Costs	\$ 1,162.63
PPE Related Costs	\$ 1,104.66

Council Action/Motion:

Approve September 2020 Payroll and PPE Related costs as noted above as reimbursable under the CARES Act as noted above.

The additional items in the attachment are for Council consideration and clarification for items reimbursable under the program.

City of Crosslake - CARES Summary

Total CARES Funding Award **171,399.00**

Reported Expenditures for August 2020 **33,716.52**
 Reported Expenditures for September 2020 **16,177.56**
49,894.08

Pending - Jim's Electric - Wiring - Antenna (Part of Antenna) **824.50**
 Parks Truck Approved by council, need to approve CARES **33,879.74** Could reduce 2021 Levy Request by this amount
 Payroll Estimate - October 2020 **1,100.00**
 Payroll Estimate - November 2020 **1,100.00**
 PPE Estimate - October 2020 **5,000.00**
 PPE Estimate - November 2020 **7,600.68**
 Fire Dept. Armer Radios **20,000.00** Could reduce 2021 Levy Request by this amount
 Fire Department - Turnout Gear **46,000.00**
 EOC Update - City Hall **6,000.00**
121,504.92

Balance of CARES Funding Award

\$ -

Reimbursable Under:			
AFG	Sourcewell	State/Federal Pass Through	Total
Amount	???	5,000.00	171,399.00 176,399.00

Act Description	Updated	Amount				Tran Date	Vendor/Customer	Comments
Payroll for Public Health and Safety Employees								
Emergency Supplies	04-Aug-20	34.43	-	34.43	34.43	8/3/2020		Labor Distribution
Emergency Supplies	04-Aug-20	450.00	-	450.00	450.00	8/3/2020		Labor Distribution
Emergency Supplies	20-Jul-20	25.25	-	25.25	25.25	7/20/2020		Labor Distribution
Emergency Supplies	20-Jul-20	330.00	-	330.00	330.00	7/20/2020		Labor Distribution
Emergency Supplies	25-Jun-20	22.95	-	22.95	22.95	6/22/2020		Labor Distribution
Emergency Supplies	25-Jun-20	300.00	-	300.00	300.00	6/22/2020		Labor Distribution
Emergency Supplies	09-Jun-20	450.00	-	450.00	450.00	6/8/2020		Labor Distribution
Emergency Supplies	09-Jun-20	34.43	-	34.43	34.43	6/8/2020		Labor Distribution
Emergency Supplies	27-May-20	275.20	-	275.20	275.20	5/26/2020		Labor Distribution
Emergency Supplies	27-May-20	34.40	-	34.40	34.40	5/26/2020		Labor Distribution
Emergency Supplies	27-May-20	12.50	-	12.50	12.50	5/26/2020		Labor Distribution
Emergency Supplies	27-May-20	106.10	-	106.10	106.10	5/26/2020		Labor Distribution
Emergency Supplies	27-May-20	703.20	-	703.20	703.20	5/26/2020		Labor Distribution
Emergency Supplies	27-May-20	2,566.54	-	2,566.54	2,566.54	5/26/2020		Labor Distribution
Emergency Supplies	12-May-20	89.51	-	89.51	89.51	5/12/2020		Labor Distribution
Emergency Supplies	12-May-20	1,170.00	-	1,170.00	1,170.00	5/12/2020		Labor Distribution
Emergency Supplies	16-Apr-20	199.67	-	199.67	199.67	4/13/2020		Labor Distribution
Emergency Supplies	16-Apr-20	2,610.00	-	2,610.00	2,610.00	4/13/2020		Labor Distribution
Emergency Supplies	17-Aug-20	29.84	-	29.84	29.84	8/17/2020		Labor Distribution
Emergency Supplies	17-Aug-20	390.00	-	390.00	390.00	8/17/2020		Labor Distribution
		9,834.02	-	9,834.02	9,834.02			
N/A - Applied to Sourcewell Grant								
Emergency Supplies	05-May-20	2,576.15	-	2,576.15	2,576.15	5/5/2020	CARDMEMBER SERVICE	COVID KITS
Emergency Supplies	26-Aug-20	1,932.11	-	1,932.11	1,932.11	8/26/2020	CARDMEMBER SERVICE	COVID TESTS

Improve Telework Capabilities of Public Employees		4,508.26	-	4,508.26	-	4,508.26			
Emergency Supplies	04-Aug-20	1,368.42	-	1,368.42	-	1,368.42	8/4/2020	Reclassify COVID-19 Costs	Dell
Emergency Supplies	04-Aug-20	1,509.92	-	1,509.92	-	1,509.92	8/4/2020	Reclassify COVID-19 Costs	IPADS
Emergency Supplies	30-Jul-20	16.09	-	16.09	-	16.09	7/30/2020	CARDMEMBER SERVICE	MONTHLY PREMIUM
		2,894.43	-	2,894.43	-	2,894.43			
Administrative Expenses									
Emergency Supplies	17-Jun-20	140.00		140.00		140.00	6/16/2020	BREEN & PERSON, LTD	COVID
Emergency Supplies	27-May-20	1,300.00	1,300.00	-	-	1,300.00	5/27/2020	WIDSETH SMITH NOLTING & ASSO.	AGE GRANT WRITING
Emergency Supplies	15-Jul-20	241.00	-	241.00	-	241.00	7/15/2020	JOHNSON, KILLEN & SEILER, P.A.	COVID PERSONNEL MATTERS
		1,681.00	1,300.00	-	-	381.00			
Personal Protective Equipment									
Emergency Supplies	14-Apr-20	320.72	-	320.72	-	320.72	4/14/2020	ACE HARDWARE-CROSSLAKE	CLEANERS/SANITIZER
Emergency Supplies	17-Jun-20	28.51	-	28.51	-	28.51	6/16/2020	CARDMEMBER SERVICE	DISINFECTANT
Emergency Supplies	21-Apr-20	70.76	-	70.76	-	70.76	4/21/2020	CARDMEMBER SERVICE	DISINFECTANTS
Emergency Supplies	21-Apr-20	31.09	-	31.09	-	31.09	4/21/2020	CARDMEMBER SERVICE	DISINFECTANTS
Emergency Supplies	21-Apr-20	48.32	-	40.66	-	7.66	4/21/2020	CARDMEMBER SERVICE	DISINFECTANTS
Emergency Supplies	30-Jul-20	26.13	-	26.13	-	26.13	7/30/2020	CARDMEMBER SERVICE	DISINFECTING WIPES
Emergency Supplies	08-Jun-20	31.99	-	31.99	-	31.99	6/6/2020	ACE HARDWARE-CROSSLAKE	DISPOSABLE MASKS
Emergency Supplies	08-Jun-20	63.98	-	63.98	-	63.98	6/6/2020	ACE HARDWARE-CROSSLAKE	DISPOSABLE MASKS
Emergency Supplies	30-Jul-20	57.98	-	57.98	-	57.98	7/30/2020	CARDMEMBER SERVICE	FACE MASKS
Emergency Supplies	08-Jun-20	1,273.07	-	1,273.07	-	1,273.07	6/6/2020	CHEMSEARCH	FACE MASKS
Emergency Supplies	27-May-20	226.71	-	226.71	-	226.71	5/27/2020	CARDMEMBER SERVICE	FACE MASKS
Emergency Supplies	27-May-20	549.00	-	549.00	-	549.00	5/27/2020	CARDMEMBER SERVICE	FACE MASKS
Emergency Supplies	08-May-20	45.03	-	45.03	-	45.03	5/8/2020	HOLIDAY STATION	FACE MASKS
Emergency Supplies	17-Jun-20	147.92	-	147.92	-	147.92	6/16/2020	CARDMEMBER SERVICE	GLOVES
Emergency Supplies	25-Mar-20	120.89	-	120.89	-	120.89	3/24/2020	NAPA AUTO PARTS	GLOVES
Emergency Supplies	25-Mar-20	417.69	-	417.69	-	417.69	3/24/2020	CARDMEMBER SERVICE	GLOVES/MASKS
Emergency Supplies	14-Jul-20	16.57	-	16.57	-	16.57	7/12/2020	ACE HARDWARE-CROSSLAKE	HAND SANITIZER
Emergency Supplies	27-May-20	14.99	-	14.99	-	14.99	5/27/2020	CARDMEMBER SERVICE	HAND SANITIZER
Emergency Supplies	27-May-20	339.32	-	339.32	-	339.32	5/27/2020	CARDMEMBER SERVICE	HAND SANITIZER
Emergency Supplies	21-Apr-20	18.00	-	18.00	-	18.00	4/21/2020	CARDMEMBER SERVICE	HAND SANITIZER
Emergency Supplies	14-Jul-20	1,000.00	-	1,000.00	-	1,000.00	7/12/2020	ACE HARDWARE-CROSSLAKE	HAND SANITIZER STANDS
Emergency Supplies	17-Jun-20	102.00	-	102.00	-	102.00	6/16/2020	CARDMEMBER SERVICE	HAND WASHING STATION
Emergency Supplies	27-May-20	29.10	-	29.10	-	29.10	5/27/2020	CARDMEMBER SERVICE	HAND WASHING STATION
Emergency Supplies	27-May-20	79.98	-	79.98	-	79.98	5/27/2020	CARDMEMBER SERVICE	HAND WASHING STATION
Emergency Supplies	17-Jun-20	25.98	-	25.98	-	25.98	6/16/2020	CARDMEMBER SERVICE	HAND WASHING STATIONS
Emergency Supplies	08-Jun-20	35.48	-	35.48	-	35.48	6/6/2020	ACE HARDWARE-CROSSLAKE	HARDWARE FOR SHIELDS
Emergency Supplies	29-Apr-20	930.00	-	930.00	-	930.00	4/29/2020	MED-COMPASS, INC	MASK FIT TESTING
Emergency Supplies	08-Jun-20	41.36	-	41.36	-	41.36	6/6/2020	ACE HARDWARE-CROSSLAKE	MASKS
Emergency Supplies	14-Apr-20	10.08	-	10.08	-	10.08	4/14/2020	NAPA AUTO PARTS	MASKS
Emergency Supplies	29-Apr-20	4,732.10	-	4,732.10	-	4,732.10	4/29/2020	EMERGENCY RESPONSE SOLUTIONS	MSA FACE MASKS
Emergency Supplies	25-Mar-20	268.06	-	268.06	-	268.06	3/24/2020	CARDMEMBER SERVICE	N95 MASKS
Emergency Supplies	25-Mar-20	89.94	-	89.94	-	89.94	3/24/2020	CARDMEMBER SERVICE	N95 MASKS
Emergency Supplies	08-Jun-20	93.52	-	93.52	-	93.52	6/6/2020	ACE HARDWARE-CROSSLAKE	PORTABLE HAND WASHING
Emergency Supplies	08-Jun-20	680.00	-	680.00	-	680.00	6/6/2020	NIXON, TOM	PULSE OXIMETERS
Emergency Supplies	25-Mar-20	300.00	-	300.00	-	300.00	3/24/2020	CROSSLAKE FIREFIGHTERS RELIEF	REIMB FOR FACE MASKS
Emergency Supplies	08-Jun-20	768.07	-	768.07	-	768.07	6/6/2020	CROSSLAKE FIREFIGHTERS RELIEF	REIMB FOR THERMOMETERS
Emergency Supplies	25-Mar-20	859.42	-	859.42	-	859.42	3/24/2020	LOHMILLER, CHIP	REIMB FOR THERMOMETERS
Emergency Supplies	25-Mar-20	33.90	-	33.90	-	33.90	3/24/2020	LOHMILLER, CHIP	REIMB FOR VIRUS SUPPLIES
Emergency Supplies	14-Apr-20	33.49	-	33.49	-	33.49	4/14/2020	DANIELSON, JORY	REIMBURSE FOR MASKS
Emergency Supplies	12-May-20	198.00	-	198.00	-	198.00	5/12/2020	CROSSLAKE FIREFIGHTERS RELIEF	REIMBURSE FOR THERMOMETERS
Emergency Supplies	25-Mar-20	254.29	-	254.29	-	254.29	3/24/2020	FASTENAL IND AND CONSTR SUPPLY	SAFETY GLASSES/GLOVES

Emergency Supplies	08-May-20	30.24	-	-	30.24	30.24	30.24	5/8/2020	ACE HARDWARE-CROSSLAKE	SANITIZER DISPENSERS
Emergency Supplies	29-Apr-20	19.98	-	-	19.98	19.98	19.98	4/29/2020	MENARDS - BAXTER	SANITIZER PUMPS
Emergency Supplies	08-Jun-20	472.70	-	-	472.70	472.70	472.70	6/6/2020	CHEMSEARCH	SANITIZER SPRAY
Emergency Supplies	14-Jul-20	211.80	-	-	211.80	211.80	211.80	7/14/2020	STATE CHEMICAL MANUFACTURING	SANITIZERS
Emergency Supplies	27-May-20	23.09	-	-	23.09	23.09	23.09	5/27/2020	CARDMEMBER SERVICE	SANITIZING PRODUCTS
Emergency Supplies	08-Jun-20	42.64	-	-	42.64	42.64	42.64	6/6/2020	BUILD-ALL LUMBER CO.	SUPPLIES FOR SHIELDS
Emergency Supplies	08-Jun-20	94.43	-	-	94.43	94.43	94.43	6/6/2020	THE OFFICE SHOP	THERMOMETER
Emergency Supplies	27-May-20	475.89	-	-	475.89	475.89	475.89	5/27/2020	CARDMEMBER SERVICE	THERMOMETERS
Emergency Supplies	29-Apr-20	307.49	-	-	307.49	307.49	307.49	4/29/2020	USA BLUEBOOK	THERMOMETERS
Emergency Supplies	29-Apr-20	177.66	-	-	177.66	177.66	177.66	4/29/2020	USA BLUEBOOK	THERMOMETERS
Emergency Supplies	26-Aug-20	99.98	-	-	99.98	99.98	99.98	8/26/2020	CARDMEMBER SERVICE	DISINFECTANT
Emergency Supplies	26-Aug-20	569.99	-	-	569.99	569.99	569.99	8/26/2020	CARDMEMBER SERVICE	DISINFECTANT ATOMIZER MACHINE
Emergency Supplies	26-Aug-20	50.25	-	-	50.25	50.25	50.25	8/26/2020	CARDMEMBER SERVICE	DISINFECTANT WIPES
Emergency Supplies	10-Aug-20	147.47	-	-	147.47	147.47	147.47	8/8/2020	MENARDS - BAXTER	DISPENSER/SANITIZER
Emergency Supplies	26-Aug-20	644.23	-	-	644.23	644.23	644.23	8/26/2020	CARDMEMBER SERVICE	FACE MASKS
Emergency Supplies	26-Aug-20	139.13	-	-	139.13	139.13	139.13	8/26/2020	CARDMEMBER SERVICE	FACE MASKS
Emergency Supplies	10-Aug-20	2,786.53	-	-	2,786.53	2,786.53	2,786.53	8/8/2020	CHEMSEARCH	FACE MASKS
Emergency Supplies	26-Aug-20	391.87	-	-	391.87	391.87	391.87	8/26/2020	CARDMEMBER SERVICE	SANI-CLOTH
		21,098.81	-	-	21,098.81	21,098.81	21,098.81			
				491.74			20,607.07			
		40,016.52	1,300.00	5,000.00	33,716.52	40,016.52				

Act Description	Updated	Amount						Tran Date	Vendor/Customer	Comments
Payroll for Public Health and Safety										
Employees										
Emergency Supplies	01-Oct-20	330.00	-	-	330.00	330.00	330.00	9/28/2020		Labor Distribution
Emergency Supplies	01-Oct-20	25.25	-	-	25.25	25.25	25.25	9/28/2020		Labor Distribution
Emergency Supplies	16-Sep-20	420.00	-	-	420.00	420.00	420.00	9/14/2020		Labor Distribution
Emergency Supplies	16-Sep-20	32.13	-	-	32.13	32.13	32.13	9/14/2020		Labor Distribution
Emergency Supplies	01-Sep-20	25.25	-	-	25.25	25.25	25.25	8/31/2020		Labor Distribution
Emergency Supplies	01-Sep-20	330.00	-	-	330.00	330.00	330.00	8/31/2020		Labor Distribution
		1,162.63	-	-	1,162.63	1,162.63	1,162.63			
Personal Protective Equipment										
Emergency Supplies	23-Sep-20	28.04	-	-	28.04	28.04	28.04	9/23/2020	CARDMEMBER SERVICE	DISINFECTANT
Emergency Supplies	23-Sep-20	28.99	-	-	28.99	28.99	28.99	9/23/2020	CARDMEMBER SERVICE	FACE MASKS
Emergency Supplies	14-Sep-20	15.95	-	-	15.95	15.95	15.95	9/14/2020	ACE HARDWARE-CROSSLAKE	FACE MASKS
Emergency Supplies	23-Sep-20	42.98	-	-	42.98	42.98	42.98	9/23/2020	CARDMEMBER SERVICE	GLOVES
Emergency Supplies	01-Sep-20	273.49	-	-	273.49	273.49	273.49	9/1/2020	CHEMSEARCH	HAND WIPES
Emergency Supplies	23-Sep-20	678.32	-	-	678.32	678.32	678.32	9/23/2020	CARDMEMBER SERVICE	HAZMAT DECON POOL
Emergency Supplies	14-Sep-20	9.92	-	-	9.92	9.92	9.92	9/14/2020	SIMONSON LUMBER	LUMBER
Emergency Supplies	23-Sep-20	26.97	-	-	26.97	26.97	26.97	9/23/2020	CARDMEMBER SERVICE	SAFETY GLASSES
		1,104.66	-	-	1,104.66	1,104.66	1,104.66			
Total Per "441" For September 2020		2,267.29	-	-	2,267.29	2,267.29	2,267.29			
Total YTD "441" Through 9/30/2020		42,283.81								
Capital Outlay-Building	23-Sep-20	\$13,910.27	-	-	13,910.27	13,910.27	13,910.27	9/23/2020	GRANITE ELECTRONICS	ANTENNAS

E. 2.a.

October 9, 2020

Mayor Nevin
City of Crosslake
37028 County Rd 66
Crosslake, MN 56442

RE: Fire Station Remodel – Hose Tower Balcony

Dear Mayor:

As requested, we are providing a budget price for a balcony on the hose tower. Below is the breakdown for this option:

Hose Tower Balcony **\$4,612.00**

- Includes providing and installing new steel balcony.
- Includes new steel railing with open grate floor.
- Includes painting of steel.

Please review the outlined scope above and let me know if you have any questions.

Thank you for the opportunity to work with you on this and have a great day!

Sincerely,



Andy Pickar
Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

E.2.b.

October 9, 2020

Mayor Nevin
City of Crosslake
37028 County Rd 66
Crosslake, MN 56442

RE: Fire Station Remodel – Bay #5 Relocate

Dear Mayor:

As requested, we are providing an option to relocate the overhead door opening for Bay #5. The access to the bay was identified as too tight to allow for proper access to the fire trucks. Below is the breakdown for this option:

Relocate the Overhead Door for Bay #5

\$6,488.00

- Includes flipping the location of the Overhead Door and Mandoor.
- Requires new steel column and beam supports to pick-up the bearing steel beam.
- Install new frost depth footings for columns and remove concrete slab.
- Demo the existing CMU wall and re-frame.

Please review the outlined scope above and let me know if you have any questions.

Thank you for the opportunity to work with you on this and have a great day!

Sincerely,



Andy Pickar
Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

E.Z.C.

October 8, 2020

Mayor Nevin
City of Crosslake
37028 County Rd 66
Crosslake, MN 56442

RE: Fire Station Remodel – Fire Protection Well

Dear Mayor:

The existing well was assumed to have a GPM capacity of appx. 400gpm. After testing this, we only have 267gpm. This is not enough water capacity to properly operate the fire protection sprinklers. Upon review with the local Fire Marshal, we have the following options:

Option 1: Attic Draft Stops

\$25,342.00

- Includes (7) new draft stop locations in the existing attic spaces.
- Install new wood lumber framing on the exiting trusses for nailing.
- Install new plywood draft stop full height.

Option 2: New Well System

\$68,595.00

- Includes new 8", appx. 475gpm at 60psi well and pump.
- Anticipated 120ft well casing depth per local averages.
- Includes new dedicated electrical power service to the well VFD and pump connections.

Please review the outlined scope above and let me know if you have any questions.

Thank you for the opportunity to work with you on this and have a great day!

Sincerely,



Andy Pickar
Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

E. 5. b.

From: tomswen@crosslake.net

Sent: October 12, 2020 1:18:37 AM CDT

To: "nevconst@crosslake.net" <nevconst@crosslake.net>, "dschrupp@crosslake.net" <dschrupp@crosslake.net>, "aaron.herzog@crosslake.net" <aaron.herzog@crosslake.net>, "Johnandrewsjr@msn.com" <Johnandrewsjr@msn.com>, "mlyonais@crosslake.net" <mlyonais@crosslake.net>

Subject: Comments on October 12 Agenda Items

Not even sure where to start as I am both confused and very concerned at how tax dollars are being spent. Under Critical Issues, Chip will be giving an update on how the covid money is being spent. I hope he will be providing a written document (included in the additions to the agenda) itemizing each expenditure and not just giving a verbal summation of expenditures.

There is a memo from city staff requesting a secure storage area in the basement at a cost of \$6635 and relocating the 3 city administration staff desks at a cost of \$12,772. On the storage unit there are no dimensions on the quote so how big will it be and where will it be located? Suggestion, deny the quote and since the storage area in the new building is already bigger than the main storage vault in the old city hall, for the time being, utilize one of the surplus offices for additional storage. With regard to moving the desks, I don't know why anyone would have authorized moving that wall back 2 feet. If it can't be documented that a city official directed the wall to be moved, I would have to then assume HYTEC put the wall in the wrong location and they should be responsible for the cost of relocating it. On the drawing it looks like they just kept it in line with the east wall of the Administrators office.

There is a quote for \$6570 for a well screen. If a well for fire protection was included in the original bid from HYTEC, then they are responsible for providing a well capable of meeting the needs of the fire suppression system and if that means a well screen is required, that should be their cost.

The original plans must have shown a landscaping plan. I believe there was \$5000 included in HYTEC's bid for seeding. Why did we pay LA Lawn Care \$15,291 for landscaping? Are we getting a \$5000 deduct change order from HYTEC?

The original contract with HYTEC was just under \$3 million, which seems to be what the publics perception of the cost is. However, after adding \$200,000 for design and almost another \$200,000 for items purchased directly by the City and Change Orders, the total rises to \$3,345,873. Then there's another \$508,000 for land acquisition, financing and the cost of sanitary sewer and upgrading Daggett Bay Road which brings the total cost to \$3,854,000.

City of Crosslake
 Fire Hall Remodel Costs for Discussion Purposes 10.12.2020
 (Note: Project is funded entirely with cash.)

F.
8.
a.

Category	Original Project Budget	Actual Estimated Project Costs	Variance With Budget Over (Under)	Percent of Original Budget
Life Expectancy - Years	25 Years	25 Years		
ORIGINAL PROJECT BUDGET				
Contract Cost	1,300,000	1,298,770	(1,230)	-0.09%
Design Engineering	100,000	100,000	-	0.00%
TOTAL ORIGINAL PROJECT BUDGET	1,400,000	1,398,770	(1,230)	-0.09%
OTHER COSTS AND CHANGE ORDERS				
Other City Estimated Costs:				
08/10/2020 - City of Crosslake - Furniture, Casework Items	-	69,833	69,833	4.99%
08/10/2020 - City of Crosslake - See Updated #'s 10/12/2020	-	(69,833)	(69,833)	-4.99%
10/12/2020:				0.00%
Gear Lockers	-	9,813	9,813	0.70%
Personnel Lockers	-	15,900	15,900	1.14%
Gear Dryer - Jefferson Fire/Ram Air	-	8,260	8,260	0.59%
Kitchen Cabinets	-	16,864	16,864	1.20%
Kitchen Appliances	-	10,549	10,549	0.75%
Training Room Tables - 20 Tables	-	6,220	6,220	0.44%
Training Room Chairs - 40 Chairs	-	10,246	10,246	0.73%
Training Room AV Equipment	-	20,000	20,000	1.43%
Office Furniture	-	5,000	5,000	0.36%
Radio Room Furniture	-	5,000	5,000	0.36%
Window Shades	-	800	800	0.06%
	-	-	-	0.00%
	-	-	-	0.00%
Total Other City Estimated Costs	-	108,652	108,652	7.76%
Estimated Mold/Rot/Repair/ Mitigation Items:				
07/08/2020 - South Wall - Framing & Siding	-	28,800	28,800	2.06%
07/08/2020 - Re-Frame Overhead Door Headers	-	25,600	25,600	1.83%
07/08/2020 - Mechanical Pump Room	-	12,200	12,200	0.87%
07/08/2020 - Exterior Wall Sheathing at Doors & Openings	-	10,000	10,000	0.71%
07/08/2020 - Mold Mitigation - If Needed ***ALLOWANCE***	-	50,000	50,000	3.57%
08/10/2020 - Expose & Replace All Interior & Exterior Walls	-	113,000	113,000	8.07%
08/10/2020 - Attic Vapor Barrier & Insulation	-	98,000	98,000	7.00%
08/10/2020 - Concrete Slab Moisture Mitigation	-	35,000	35,000	2.50%
Total Estimated Mold/Rot/Repair/Mitigation Items	-	372,600	372,600	26.61%
Project Change Orders:				
10/09/2020 - Bay #5 Relocate	-	6,488	6,488	0.46%
10/09/2020 - Hose Tower Balcony	-	4,612	4,612	0.33%
10/09/2020 - Fire Protection Well				
Option 1: Attic Draft Stops	-	25,342	25,342	1.81%
Total Project Change Orders - Assume Option 1	-	36,442	36,442	2.60%
TOTAL OTHER COSTS AND CHANGE ORDERS	-	517,694	517,694	36.98%
TOTAL ESTIMATED COSTS - ASSUMES OPTION 1	1,400,000	1,916,464	516,464	36.89%
Adjust for Option 2 if selected instead of Option 1 for the well:				
10/09/2020 Fire Protection Well - Choose Option Well				
Remove Option 1: Attic Draft Stops Above	-	(25,342)	(25,342)	-1.81%
Add Option 2: New Well	-	68,595	68,595	4.90%
TOTAL ESTIMATED COSTS - ASSUMES OPTION 2	1,400,000	1,959,717	559,717	39.98%

G. 2. d.

Memo To: City Council
From: Personnel Committee
Date: October 12, 2020
Re: Recommendation to Hire Cleaning Service at the Community Center and to Increase Part-Time Wages to \$12 Per Hour

This is an excerpt from the draft 10/12/20 Personnel Committee Minutes:

“TJ Graumann reported that he is in need of more staff so that the Community Center can reopen with full-time hours. Of his nine part-time employees, two came back after the layoff due to COVID-19. The Community Center has been open limited hours. It has been difficult to fill the part-time position because the pay rate is \$10 per hour and the job description includes cleaning of the building. Mr. Graumann requested quotes from four companies for cleaning services and received only two quotes from Clean Team and Ganz Cleaning. The low quote came from Clean Team at \$22,575 per year to clean five times a week. Part-time wages in 2019 were approximately \$35,000. To hire a full-time employee with benefits would cost approximately \$70,000.

Aaron Herzog stated that the cleaning should not be done by Mr. Graumann or Ms. Monson. It was estimated that the cleaning would cost \$22,000 and part-time wages would cost \$30,000 per year, making this the better option rather than hiring a full-time employee. Dave Nevin stated that he is in favor of increasing the wage to \$12 per hour of part-time employees in order to attract good people. TJ Graumann stated that he would like the changes to start as soon as possible. Dave Nevin asked how many non-residents use the facility and questioned whether they should pay more. A MOTION WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO RECOMMEND THAT THE CITY COUNCIL INCREASE PART-TIME WAGES AT THE PARK TO \$12 PER HOUR AND HIRE CLEAN TEAM TO CLEAN COMMUNITY CENTER FIVE TIMES A WEEK FOR 2.5 HOURS A DAY AT AN ANNUAL COST OF \$22,575 EFFECTIVE IMMEDIATELY. MOTION CARRIED WITH ALL AYES.”

Motion required to approve the recommendations.

G.2.e.

October 12, 2020

TJ Graumann
Director of Parks, Recreation & Library
City of Crosslake
(218) 692-4271
14126 Daggett Pine Rd.
Crosslake, MN 56442

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

Re: South Bay Park Master Plan

Dear Mr. Graumann:

Thank you for the opportunity to meet with you and discuss your upcoming South Bay Park project located in Crosslake, Minnesota. As discussed during our meeting on Friday, October 9, 2020, the next step in the planning process will be to take the existing concept plan for this park and create a more developed master plan document, identifying all proposed amenities and their locations within the park. The goal for preparing this document will be a master plan that you can use to effectively communicate this project to the city council, Crosslake community and coordinate all necessary items with the U.S. Army Corps of Engineers. As requested, please refer to the following proposal for our professional services that will assist with developing a master plan document for this project.

From our meeting, our understanding of the project is as follows:

- *Programming* – The program for this project has been established by the Crosslake Parks & Recreation department, which includes picnic tables, a bike rack, trash can and a portable toilet. This work has been identified as Phase I of what will be a multi-phased park project.
- *Concept Site Plan* – Widseth will incorporate the park amenities into an overall concept site plan of South Bay Park. Widseth will rely on Crow Wing County GIS mapping for establishing the overall size of the site, site access and key natural features that are relevant to the development of this park.
- *Exterior Renderings* – In addition to the concept site plan, Widseth will develop exterior renderings for the proposed new amenities. The exterior renderings will provide visuals for how South Bay Park will be developed. These renderings will be combined with the concept site plan within an overall master plan document. (Please refer to Exhibit A for example.)

Widseth proposes to provide professional services as follows:

1. *Programing:*
 - a. Crosslake Parks & Recreation established the program information, no work required for Widseth.....0 hours
2. *Concept Site Plan:*
 - a. Create a site plan, incorporate proposed amenities, walkways, site access and identify key natural features of the South Bay Park 14 hours

3. *Exterior Renderings:*

- a. Develop exterior renderings for the proposed amenities and combine concept site plan into a master plan document.....16 hours

Total Hours.....30 hours

Widseth proposes to work on an hourly basis to complete the tasks listed above, invoice for our services as the time accrues and any remaining balance will not be invoiced. The average hourly rate is \$120/hour and the maximum cost to provide professional services will be \$3,600.00. Widseth has staff to begin the work immediately in order to provide you with an initial master plan document for review at the October 28th Parks & Recreation Advisory Commission meeting and a final master plan document for review at the November 9th City Council meeting. If you approve of this proposal, please sign the signature block below and return to our office. Please do not hesitate to call us if you have any questions and thank you again for the opportunity!

Sincerely,



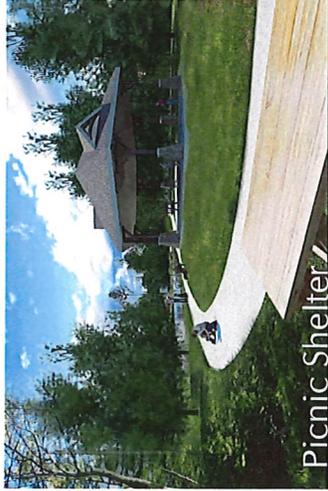
Michael Angland, AIA, LEED AP, VP

Cc: Dave Reese, P.E., VP

Attachments: Exhibit A

Proposed by Widseth Smith Nolting & Assoc., Inc.	
	
Michael Angland, AIA, LEED AP, VP Widseth Smith Nolting	
Accepted by the City of Crosslake Parks & Recreation	
The above proposal is satisfactory and WSN is authorized to do the work as specified.	
_____	_____
	Date

EXHIBIT A



- 1 Downtown Nisswa
- 2 Tunnel
- 3 Rain Garden
- 4 Picnic Shelter
- 5 Amphitheater
- 6 Restroom Facility
(Includes a Changing Kitchen, Sheltered Picnic Tables, Restrooms, etc.)
- 7 Lake Overlook
- 8 Ridge Lookout
- 9 Rainwater Retention Area
- 10 Shoreline Boardwalk
- 11 Swimming Area & Dock
- 12 Fishing Pier
- 13 Boat Docking
- 14 Lake Approach
- 15 Yard Games/Recreation Area
(i.e. Bean Bag Toss, Horse Shoes, Badminton, Soccer, etc.)

- walk
- bike
- picnic
- boat
- fish
- swim
- view
- ski
- camp
- play

Nisswa Lake Park

October 2015

Graphics provided by Watershed Architecture