

**AGENDA**  
**PUBLIC INFORMATION MEETING**  
**CITY OF CROSSLAKE**  
**MONDAY, DECEMBER 14, 2020**  
**6:00 P.M. – CITY HALL**

1. Call to Order
2. Mike Lyonais – Review Proposed 2021 Budget
3. Public Comments
4. ~~Resolution Approving Final 2020 Tax Levy Collectible in 2021 (Council Action-Motion)~~
5. ~~Approval of 2021 City Budget (Council Action-Motion)~~
6. Adjourn

**AGENDA AND ADDITIONS TO THE AGENDA**  
**REGULAR COUNCIL MEETING**  
**CITY OF CROSSLAKE**  
**MONDAY, DECEMBER 14, 2020**  
**7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. **Approval of Additions to the Agenda**

**B. CRITICAL ISSUES – APPROVAL OF FINAL 2020 TAX LEVY COLLECTIBLE IN 2021 AND CITY BUDGET FOR 2021**

1. Public Comments
2. Resolution Approving Final 2020 Tax Levy Collectible in 2021 (Council Action-Motion)
3. Approval of 2021 City Budget (Council Action-Motion)

**C. 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.

**D. 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 November 12, 2020
2. Special Council Meeting Minutes of November 19, 2020
3. Budget Workshop Meeting Minutes of November 19, 2020
4. Emergency Council Meeting Minutes of November 19, 2020
5. City – Month End Revenue Report dated November 2020
6. City – Month End Expenditures Report dated November 2020
7. Public Works Department 2020 Capital Outlay Expenditures Update
8. Fire Hall Remodel Costs dated 11/30/2020
9. Memo dated December 8, 2020 from City Administrator Re: TIF Reimbursement
10. Police Department Report – November 2020

11. Police Department Report for Mission Township November 2020
12. Fire Department Report – November 2020
13. North Ambulance Run Reports – November 2020
14. Planning and Zoning Monthly Statistics
15. Planning and Zoning Meeting Minutes of October 23, 2020
16. Public Works Commission Meeting Minutes of November 19, 2020
17. Projects Update Report from Bolton & Menk dated December 1, 2020
18. Waste Partners Recycling Report for October 2020
19. League of MN Cities Dividend Announcement dated December 2, 2020
20. Letter dated November 30, 2020 from Crow Wing Power Re: Municipal Meter Relief Program
21. Bills for Approval

#### **E. PUBLIC HEARINGS**

1. **7:15 P.M. – DRAINAGE AND UTILITY EASEMENT VACATION REQUEST WITHIN PLAT OF PIONEER ADDITION**
  - a. Application from Bill Reed for Vacation of Drainage and Utility Easement in Pioneer Addition Plat
  - b. Survey
  - c. Notice of Public Hearing
  - d. Resolution Vacating Property (Council Action-Motion)
2. **7:15 P.M. – ROAD RIGHT OF WAY VACATION REQUEST ON LAKE TRAIL**
  - a. Application from Chris Orth, Heather Orth, Brad Evenson, Kristin Evenson, Kevin McCormick and Michelle McCormick for Vacation of Right of Way on Lake Trail
  - b. Letter from Chris Orth, Heather Orth, Brad Evenson, Kristin Evenson, Kevin McCormick and Michelle McCormick Regarding Vacation of Right of Way at End of Lake Trail
  - c. Survey
  - d. Affidavit of Mailing
  - e. Notice of Public Hearing
  - f. City Code Related to Vacation of Public Water Accesses
  - g. Recommendation from Park & Recreation Commission
  - h. Recommendation from Public Works Commission
  - i. Resolution Vacating Property (Council Action-Motion)

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

1. Update on Fire Hall Project
  - a. Pay Application #4 from Hytec for Fire Hall Remodel in the Amount of \$251,527.77 (Council Action-Motion)
  - b. Change Order #079439.03 from Hytec for Overhead Door Header Repair in the Amount of \$25,974.14 (Council Action-Motion)
  - c. Change Order #079439.07 from Hytec for Attic Draft Stops in the Amount of \$19,644.02 (Council Action-Motion)
2. Waste Hauler License Approval for 2021 (Council Action-Motion)

- a. Letter dated November 18, 2020 from Pequot Lakes Sanitation Re: Hauler License Fees
- b. Resolution to Approve Waste Hauler Licenses for 2021
3. Cindy Myogeto of Crosslake Chamber – Update on Winterfest
4. Consider Changing Date of Regular Meeting in January from 1/11/21 to 1/4/21
5. Discuss Makeup of Personnel Committee

**G. CITY ADMINISTRATOR'S REPORT**

1. Memo dated December 4, 2020 from City Clerk Re: Christmas Eve (Council Action-Motion)
2. Memo dated December 4, 2020 from City Clerk Re: Retroactive Approval of Bills for Approval (Council Action-Motion)
3. Memo dated December 8, 2020 from City Clerk RE: 2021 Fee Schedule (Council Action-Motion)
4. Resolution for the City of Crosslake to Apply for Transportation Alternatives Program Grant (Council Action-Motion)
5. Update on Request for Proposals for City Engineer and Attorney
6. Update on Employee Performance Evaluations and Compensation

**H. COMMISSION REPORTS**

- I. 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.

**J. NEW BUSINESS**

**K. OLD BUSINESS**

- L. CITY ATTORNEY REPORT** - Move into Closed Session to Discuss Pending Litigation in Accordance with Minn. Stat. § 13D.01, subd. 3. Re: Land Acquisition on Perkins Road

**M. ADJOURN**



## Work Order Signature Document

Sourcewell EZIQC Contract No.: MN-NCM-GC05-120518-HTC

☐

New Work Order

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Modify an Existing Work Order

Work Order Number: 079439.03

Work Order Date: 12/11/2020

Owner PO No:

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #3 Re-Frame Overhead Door Headers

Owner Name: City of Crosslake

Contractor Name: HY-Tec Construction of Brainerd, Inc.

Contact: David Nevin

Contact: Jack Steinke

Phone: (218) 820-3568

Phone:

### Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No MN-NCM-GC05-120518-HTC.

Brief Work Order Description:

Overhead Door Header Repair

Time of Performance

See Schedule Section of the Detailed Scope of Work

Duration

Liquidated Damages

Will apply:

☐

Will not apply:

☒

Work Order Firm Fixed Price: \$25,974.14

Owner Purchase Order Number:

### Approvals

Owner

Date

Contractor

Date

**Detailed Scope of Work**

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To: Jack Steinke  
HY-Tec Construction of Brainerd, Inc.  
11360 Business 371  
Brainerd, MN 56401  
No Data Input

From: David Nevin  
City of Crosslake  
City Hall, 37028 County Rd 66  
Crosslake, MN 56442  
(218) 820-3568

Date Printed: December 11, 2020

Work Order Number: 079439.03

Owner PO No:

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #3 Re-Frame Overhead Door Headers

Brief Scope: Overhead Door Header Repair

☐

Preliminary

☐

Revised

☒

Final

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The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Demo existing drywall, osb sheathing, remove framed overhead door headers as they were rotten. Re-frame, drywall, osb sheathing. Install temp shelters for each opening. Includes equipment and storage container for relocating the owners garage equipment. This occurs at (8) OHD locations.

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Contractor

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Date

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Owner

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Date

Contractor's Price Proposal - Summary

Date:	December 11, 2020	
Re:	IQC Master Contract #:	MN-NCM-GC05-120518-HTC
	Work Order #:	079439.03
	Owner PO #:	
	Title:	City of Crosslake Fire Hall Remodel Supplemental #3 Re-Frame Overhead Door Headers
	Contractor:	HY-Tec Construction of Brainerd, Inc.
	Proposal Value:	\$25,974.14
No Category Input		\$25,974.14
Proposal Total		\$25,974.14

The Percentage of NPP on this Proposal: %



## Contractor's Price Proposal - Detail

Date: December 11, 2020

Re: IQC Master Contract #: MN-NCM-GC05-120518-HTC  
 Work Order #: 079439.03  
 Owner PO #:  
 Title: City of Crosslake Fire Hall Remodel Supplemental #3 Re-Frame Overhead Door Headers  
 Contractor: HY-Tec Construction of Brainerd, Inc.  
 Proposal Value: \$25,974.14

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
No Category Input					
1	01 22 23 00 0063		MO	30' Electric, Scissor Platform Lift	\$1,759.57
				Installation	
				Quantity 1.00 x Unit Price 1,285.11 x Factor 1.3692 = Total 1,759.57	
2	01 52 23 00 0006		MO	10' x 30' Climate And Humidity Controlled Storage Facility	\$2,919.30
				Installation	
				Quantity 4.00 x Unit Price 533.03 x Factor 1.3692 = Total 2,919.30	
				(1) Storage Units for Owners Equipment from in the Garage - 4 months each (October - January)	
3	01 56 16 00 0071		SF	6 Mil, Reinforced, Plastic Sheeting On One Side, Temporary Wood Stud Wall, 16" On Center	\$3,060.00
				Installation	
				Quantity 1,152.00 x Unit Price 1.94 x Factor 1.3692 = Total 3,060.00	
				Temp Shelters to reframe OHDs - 12'x12' @ 8 openings	
4	02 41 19 16 0052		SF	Demolish Wood Or Metal Framed Interior Partition/Wall With Drywall 1 Side	\$3,328.14
				Installation	
				Quantity 1,152.00 x Unit Price 2.11 x Factor 1.3692 = Total 3,328.14	
				Demo drywall and sheathing on interior and exterior of the overhead door openings - Typ of 8 openings	
5	02 41 19 16 0052 0028		MOD	For Heights >14' To 20', Add	\$0.00
				Installation	
				Quantity 0.00 x Unit Price 0.32 x Factor 1.3692 = Total 0.00	
				18' 8" wall height	
6	06 11 13 00 0008		LF	Two 2" x 8" Built-up Wood Post	\$4,692.52
				Installation	
				Quantity 960.00 x Unit Price 3.57 x Factor 1.3692 = Total 4,692.52	
				Re-framing of the 12' overhead door. (2) 18' and (2) 12' at each side of openings.	
7	06 16 33 00 0043		SF	5/8" Thick Structural Oriented Strand Board On Walls	\$1,647.64
				Installation	
				Quantity 872.00 x Unit Price 1.38 x Factor 1.3692 = Total 1,647.64	
				Exterior OSB Sheathing for around OHD to allow for re-framing.	
8	06 17 13 00 0006		LF	1-3/4" Wide x 14" Deep Laminated Veneer Lumber (LVL)	\$5,773.64
				Installation	
				Quantity 560.00 x Unit Price 7.53 x Factor 1.3692 = Total 5,773.64	
				(8) 5-ply 14' LVL headers	
9	07 21 16 00 0005		SF	3-1/2" Thick, Kraft Faced, R-15 Fiberglass Flexible Insulation	\$1,193.94
				Installation	
				Quantity 872.00 x Unit Price 1.00 x Factor 1.3692 = Total 1,193.94	
				Re-Insulate walls around the (8) OHDs to allow for re-framing.	
10	07 26 13 00 0010		CSF	Building Wrap (Tyvek)	\$1,599.39
				Installation	
				Quantity 29.00 x Unit Price 40.28 x Factor 1.3692 = Total 1,599.39	
				Re-Tyvek at OHD's	

## Contractor's Price Proposal - Detail Continues..

Work Order Number: 079439.03

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #3 Re-Frame Overhead Door Headers

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Subtotal for No Category Input	\$25,974.14
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Proposal Total	\$25,974.14
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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %





## Work Order Signature Document

Sourcewell EZIQC Contract No.: MN-NCM-GC05-120518-HTC

☐

New Work Order

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Modify an Existing Work Order

Work Order Number: 079439.07

Work Order Date: 12/11/2020

Owner PO No:

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #7 Attic Draft Stops

Owner Name: City of Crosslake

Contractor Name: HY-Tec Construction of Brainerd, Inc.

Contact: David Nevin

Contact: Jack Steinke

Phone: (218) 820-3568

Phone:

### Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No MN-NCM-GC05-120518-HTC.

Brief Work Order Description:

Time of Performance

See Schedule Section of the Detailed Scope of Work

Duration

Liquidated Damages

Will apply:

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Will not apply:

☒

Work Order Firm Fixed Price: \$19,644.02

Owner Purchase Order Number:

### Approvals

Owner

Date

Contractor

Date

**Detailed Scope of Work**

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**To:** Jack Steinke  
HY-Tec Construction of Brainerd, Inc.  
11360 Business 371  
Brainerd, MN 56401  
No Data Input

**From:** David Nevin  
City of Crosslake  
City Hall, 37028 County Rd 66  
Crosslake, MN 56442  
(218) 820-3568

**Date Printed:** December 11, 2020

**Work Order Number:** 079439.07

**Owner PO No:**

**Work Order Title:** City of Crosslake Fire Hall Remodel Supplemental #7 Attic Draft Stops

**Brief Scope:**

☐

Preliminary

☐

Revised

☒Final

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The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Added fire draft stops in the attic space of the Crosslake Fire Hall. Install new 2x4 framing on the existing rafters and 1/2" OSB sheathing at seven locations. Includes access doors for pass-thru access. Fire Caulk to seal each draft stop. Re-insulate areas disturbed for install. Includes equipment lifts for access. Includes design for Architect and Structural Engineer.

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Contractor

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Date

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Owner

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Date

Contractor's Price Proposal - Summary

Date:	December 11, 2020	
Re:	IQC Master Contract #:	MN-NCM-GC05-120518-HTC
	Work Order #:	079439.07
	Owner PO #:	
	Title:	City of Crosslake Fire Hall Remodel Supplemental #7 Attic Draft Stops
	Contractor:	HY-Tec Construction of Brainerd, Inc.
	Proposal Value:	\$19,644.02

No Category Input	\$19,644.02
Proposal Total	\$19,644.02

The Percentage of NPP on this Proposal: %

## Contractor's Price Proposal - Detail

Date: December 11, 2020

Re: IQC Master Contract #: MN-NCM-GC05-120518-HTC  
 Work Order #: 079439.07  
 Owner PO #:  
 Title: City of Crosslake Fire Hall Remodel Supplemental #7 Attic Draft Stops  
 Contractor: HY-Tec Construction of Brainerd, Inc.  
 Proposal Value: \$19,644.02

Sect.	Item	Modifier	UOM	Description	Line Total						
Labor	Equip.	Material	(Excluded if marked with an X)								
No Category Input											
1	01 22 20 00 0048		HR	Senior Architect							\$969.39
				Installation	Quantity	Unit Price	Factor	=	Total		
					4.00 x	177.00	x	1.3692	=	969.39	
				Architectural Design							
2	01 22 20 00 0052		HR	Engineer							\$1,314.43
				Installation	Quantity	Unit Price	Factor	=	Total		
					8.00 x	120.00	x	1.3692	=	1,314.43	
				Structural Engineering							
3	01 22 23 00 0068		WK	40' Electric, Scissor Platform Lift							\$2,795.22
				Installation	Quantity	Unit Price	Factor	=	Total		
					2.00 x	1,020.75	x	1.3692	=	2,795.22	
				Access to attic space and for material							
4	06 11 16 00 0134		LF	2" x 4" Wood Blocking To Wood							\$4,076.14
				Installation	Quantity	Unit Price	Factor	=	Total		
					999.00 x	2.98	x	1.3692	=	4,076.14	
				864 LF of 2x4 backing for OSB at garage.							
				135 LF for Admin Area.							
5	06 16 33 00 0042		SF	1/2" Thick Structural Oriented Strand Board On Walls							\$6,689.80
				Installation	Quantity	Unit Price	Factor	=	Total		
					4,176.00 x	1.17	x	1.3692	=	6,689.80	
				one sided osb in attic space.							
				with framed access door							
6	06 16 33 00 0042	0014	MOD	For >3,200 To 6,400, Deduct							-\$171.53
				Installation	Quantity	Unit Price	Factor	=	Total		
					4,176.00 x	-0.03	x	1.3692	=	-171.53	
7	07 21 26 00 0004		SF	6-1/4" Thick, R-19 Attic, Fiberglass Blown In Insulation							\$1,336.34
				Installation	Quantity	Unit Price	Factor	=	Total		
					800.00 x	1.22	x	1.3692	=	1,336.34	
				Re-insulate blow-in around draft stops. appx 2sqft around the length of the draft stops							
8	07 84 43 00 0002		CLF	1/4" x 1/4" Joint, Intumescent Firestop Sealant							\$2,634.23
				Installation	Quantity	Unit Price	Factor	=	Total		
					8.00 x	240.49	x	1.3692	=	2,634.23	
				Caulking at perimeter of draft stops.							

Subtotal for No Category Input **\$19,644.02**

**Proposal Total \$19,644.02**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %