

**AGENDA AND ADDITIONS TO THE AGENDA**  
**REGULAR COUNCIL MEETING**  
**CITY OF CROSSLAKE**  
**THURSDAY, NOVEMBER 12, 2020**  
**7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Approve 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 September 14, 2020
2. Regular Council Meeting Minutes of October 12, 2020
3. City – Month End Revenue Report dated October 2020
4. City – Month End Expenditures Report dated October 2020
5. Police Department Report – October 2020
6. Police Department Report for Mission Township October 2020
7. Fire Department Report – October 2020
8. North Ambulance Run Reports – October 2020
9. Planning and Zoning Monthly Statistics
10. Planning and Zoning Meeting Minutes of September 25, 2020
11. Park, Recreation/Library Commission Meeting Minutes of September 23, 2020
12. Waste Partners Recycling Report for September 2020
13. Bills for Approval
14. Additional Bills for Approval

**D. CRITICAL ISSUES**

1. Canvass of Election Results – (Council Action-Motion)

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

1. Update on Fire Hall Project
  - a. Pay Application #3 from Hytec for Fire Hall Remodel in the Amount of \$130,946.69 (Council Action-Motion)
2. Resolution Accepting Donations (Council Action-Motion)
3. Request from Mayor to Obtain Requests for Proposals for 2021 Services for City Engineer and City Attorney
4. Request from Mayor Change Makeup of Personnel Committee
5. Request from Mayor to Consider Changing Assessment Policy
6. Request from Mayor to Have Key to City Hall
7. Request from Mayor to Require Employees to Park in Front of Building
8. Email dated November 9, 2020 from Tim Rosinger Re: Water Quality Project

**9. Discuss Platform for Future Meetings to Comply with Governor's Orders**

**F. CITY ADMINISTRATOR'S REPORT**

1. Letter dated November 5, 2020 from Clifton Larson Allen Re: Audit Services for Year Ending December 31, 2020 (Council Action-Motion)
2. Memo dated November 5, 2020 from City Clerk Re: Lodging Tax (Council Action-Motion)

**G. COMMISSION REPORTS**

**1. PARK AND RECREATION/LIBRARY**

- a. Request to Move 2020 Irrigation Project to 2021 (Council Action-Motion)
- b. Request to Purchase Picnic Tables and Umbrellas (Council Action-Motion)

**2. PUBLIC WORKS/SEWER/CEMETERY**

- a. Resolution Ordering Preparation of Report on Improvement (Council Action-Motion)
- b. In Control Proposal for Lift Station Control Panel Replacements (Council Action-Motion)
- c. Biosolids Proposal from Bolton & Menk (Council Action-Motion)
- d. Clarifier Rehabilitation Proposal from Bolton & Menk (Council Action-Motion)
- e. Proposal for Engineering Services from WSN for 2021 Street Improvements Feasibility Study (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.14.

**ADDITIONAL BILLS FOR APPROVAL**  
**November 12, 2020**

| VENDORS                                      | DEPT    |  | AMOUNT          |
|----------------------------------------------|---------|--|-----------------|
|                                              |         |  |                 |
|                                              |         |  |                 |
|                                              |         |  |                 |
| Dacotah Paper, janitorial supplies           | Park    |  | 545.31          |
| Fire Instruction & Rescue, incident command  | Fire    |  | 650.00          |
| Mastercard, Amazon, light bars               | Park    |  | 142.07          |
| Mastercard, Amazon, work light               | Park    |  | 16.99           |
| Mastercard, Brainstorm, books                | Library |  | 125.87          |
| Mastercard, Doodle, membership               | Gov't   |  | 71.88           |
| MCSI, copier maintenance contract            | Park    |  | 40.00           |
| Midwest Machinery, fan, radiator, shroud     | Park    |  | 456.18          |
| Napa, belt                                   | Park    |  | 17.75           |
| Napa, antifreeze                             | Park    |  | 20.97           |
| Shannons Auto, detail, remove graphics       | Police  |  | 460.00          |
| TJ Graumann, reimburse for tarps, seat cover | Park    |  | 49.98           |
| Ultimate Safety Concepts, calibration        | Fire    |  | 390.33          |
|                                              |         |  |                 |
|                                              |         |  |                 |
|                                              |         |  |                 |
| <b>TOTAL</b>                                 |         |  | <b>2,987.33</b> |

D. 1.

Abstract of Votes Cast  
In the Precincts of the City of Crosslake  
State of Minnesota  
at the State General Election  
Held Tuesday, November 3, 2020  
as compiled from the official returns.

Summary of Totals  
City of Crosslake  
Tuesday, November 3, 2020 State General Election

|                                                                                      |      |
|--------------------------------------------------------------------------------------|------|
| Number of persons registered as of 7 a.m.                                            | 1953 |
| Number of persons registered on Election Day                                         | 144  |
| Number of accepted regular, military, and overseas absentee ballots and mail ballots | 770  |
| Number of federal office only absentee ballots                                       | 6    |
| Number of presidential absentee ballots                                              | 0    |
| Total number of persons voting                                                       | 1830 |

Summary of Totals  
City of Crosslake  
Tuesday, November 3, 2020 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Crosslake)

|                |             |          |
|----------------|-------------|----------|
| NP             | NP          | WI       |
| Patty Norgaard | David Nevin | WRITE-IN |
| 741            | 1004        | 6        |

Council Member (Crosslake) (Elect 2)

|                     |                 |                |          |
|---------------------|-----------------|----------------|----------|
| NP                  | NP              | NP             | WI       |
| Marcia Seibert-Volz | Aaron S. Herzog | Catharine Funk | WRITE-IN |
| 880                 | 987             | 691            | 44       |

Detail of Election Results  
City of Crosslake  
Tuesday, November 3, 2020 State General Election

| Precinct                 | Persons Registered<br>as of 7 A.M. | Persons Registered<br>on Election Day | Total Number of<br>Persons Voting |
|--------------------------|------------------------------------|---------------------------------------|-----------------------------------|
| 18 0075 : CROSSLAKE CITY | 1953                               | 144                                   | 1830                              |
| City of Crosslake Total: | 1953                               | 144                                   | 1830                              |

Detail of Election Results  
City of Crosslake  
Tuesday, November 3, 2020 State General Election

Office Title: Mayor (Crosslake)

| Precinct                 | NP<br>Patty Norgaard | NP<br>David Nevin | WI<br>WRITE-IN |
|--------------------------|----------------------|-------------------|----------------|
| 18 0075 : CROSSLAKE CITY | 741                  | 1004              | 6              |
| Total:                   | 741                  | 1004              | 6              |

Office Title: Council Member (Crosslake) (Elect 2)

| Precinct                 | NP<br>Marcia Seibert-Volz | NP<br>Aaron S. Herzog | NP<br>Catharine Funk | WI<br>WRITE-IN |
|--------------------------|---------------------------|-----------------------|----------------------|----------------|
| 18 0075 : CROSSLAKE CITY | 880                       | 987                   | 691                  | 44             |
| Total:                   | 880                       | 987                   | 691                  | 44             |

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 3, 2020

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Crosslake Clerk. Witness our official signature at \_\_\_\_\_ in \_\_\_\_\_ County this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

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Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board



State of Minnesota  
City of Crosslake

I, \_\_\_\_\_, Clerk of the City of Crosslake do hereby certify the within and foregoing \_\_\_\_\_ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Crosslake State General Election held on Tuesday, November 3, 2020.

Witness my hand and official seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

E. 8.

On Nov 9, 2020, at 1:32 PM, Tim Rosinger <[lakedoc@crosslake.net](mailto:lakedoc@crosslake.net)> wrote:

Mayor,

Don't know if you are aware of this but I am sending some photos of the road after the new holding pond was put in. The drain & culvert does not keep up with the rain. While I was taking photos today a Crosslake truck came by and I am sure that they noticed the problem. The grates for the drain are always full of leaves and I am sure that keeps the water from draining. Maybe a larger drain needs to be installed. The road is always covered with water every time it rains.

I know there was a substantial amount of money spent on the pond construction but it really isn't much different than before all the money was spent. The drain always loads up with leaves. The first photo I took this fall during a rain on Oct. 12. The other two photos I took this morning. I hate to see all that money spent and it really hasn't improved anything other than having a retention pond that wasn't there before.

I live just up the road on Pinedale so I travel Manhattan Blvd. nearly every day.

Tim Rosinger  
[lakedoc@crosslake.net](mailto:lakedoc@crosslake.net)  
218-260-0060

November 6, 2020

Honorable Mayor and City Council  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

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

218.829.5117  
Baxter@Widseth.com  
Widseth.com

**RE:    *Proposal for Engineering Services  
2021 Street Improvements  
Feasibility Study for Ch. 429 Special Assessments***

Dear Mayor and Council Members:

Widseth Smith Nolting and Associates, Inc. (Widseth) is currently proceeding with the following projects slated for the 2021 Street Improvements as authorized by the City Council at the October 12, 2020 City Council meeting. We are providing this letter as confirmation of services requested. This preliminary work includes preparation of a Feasibility Study for street improvements which is required by the Ch. 429 Special Assessments Statute. The streets include:

- Whitefish Avenue Overlay
- Hilltop Drive Overlay
- Woodland Avenue Overlay
- Cool Haven Lane Overlay
- Wild Wind Ranch Drive FDR/Reconstruction
- Rushmoor Boulevard FDR/Reconstruction
- Harbor Lane FDR/Reconstruction
- Birch Narrows Road FDR/Reconstruction

A current Feasibility Study is required as part of the Ch. 429 Special Assessments procedures, and will provide the following information:

- Description of the improvements being proposed and evaluation whether the proposed improvements are necessary, cost-effective, and feasible
- Estimated cost of the improvements as recommended
- Consultation from Nagell Appraisal and Consulting to provide benefit opinions regarding the special benefit to properties potentially assessed (\$1,600.00 – included in this proposal; to be invoiced at cost to the City of Crosslake)
- Estimated cost of the total amount to be assessed
- Description of the methodology used to calculate individual assessments for affected parcels

**Proposed Scope of Services – Feasibility Study and Preliminary Improvement Hearing Assistance**

1. We will proceed with survey work as needed for the study and plan preparation.
2. We will complete a review of existing project information, review the project sites, and prepare a feasibility study for street improvements.
3. We will review the results of the study with the Public Works Commission and City Council.
4. We will work with City staff to coordinate five (5) Preliminary Improvement Hearings and will present the results of the study to affected parcel owners and the City Council.



City of Crosslake  
Feasibility Study for 2021 Street Improvements  
November 6, 2020  
Page 2 of 2

5. The work will include an update of the Wild Wind Ranch Drive Feasibility Study that was completed in 2019 and a second hearing as required by Statute for this project that was canceled last year.

The WSN fees proposed to complete the professional services outlined in this proposal are estimated at **\$25,000**. These fees include Nagell Appraisal and Consulting's fees, Wideth staff time and expenses to date (\$1,742.50) and time and expenses remaining to complete the work as described. Our services, and those of Nagell Appraisal and Consulting, will be billed in accordance with the attached fee schedule and General Conditions. A supplemental proposal for design and construction phase services will be prepared following the hearings. Please do not hesitate to contact us if you have any questions.

Very truly yours,

**Wideth Smith Nolting and Associates, Inc.**

A handwritten signature in black ink, appearing to read "David S. Reese".

David S. Reese, P.E.

Civil Engineer | Vice-President

Attachments: General Provisions of Professional Services Agreement  
2020 WSN Fee Schedule

A handwritten signature in black ink, appearing to read "Timothy T. Ramerth".

Timothy T. Ramerth, Vice President

**Confirmation by City of Crosslake:** The above confirmation of services is satisfactory and WSN is authorized to proceed with the work described and as authorized by the City Council and in accordance with the attached General Conditions. Payment will be made monthly in accordance with the terms on the attached fee schedule.

\_\_\_\_\_  
Mike Lyonais, City Administrator

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date