

**AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, JANUARY 11, 2021
7:00 P.M. – CITY HALL**

A. CALL TO ORDER

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

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. ORGANIZATIONAL MEETING APPOINTMENTS

1. Designate Acting Mayor – (Council Action-Motion)
2. Appointment of 2-Ex Officios to the Fire Relief Association (Mayor and City Administrator) (Council Action-Motion)
3. Approve Schedule of Regular Council Meetings – (2nd Monday of Month at 7:00 P.M.) (Council Action-Motion)
4. Approve 2021 Schedule of Council and Commission Meeting Dates (Council Action-Motion)
5. Appointment of Official Newspaper (Council Action-Motion)
 - a. Email from Echo Publishing Re: 2021 Rates
 - b. Letter dated January 4, 2021 from Northland Press Re: 2021 Rates
6. Appointment of Legal Services (Council Action-Motion)
 - a. Civil (Breen & Person)
 - b. Labor (Johnson, Killen & Seiler)
 - c. Prosecuting (Crow Wing County)
 - d. Bond Counsel (Briggs & Morgan)
 - e. Bond Advisor (David Drown Associates)
7. Approval of Official Depositories – (Frandsen Bank, 4M Fund)
8. Designate Signatories on City Checking and Savings Accounts – (Mayor, Acting Mayor, City Administrator, and City Clerk)
9. Commission Appointments (Council Action-Motion)
10. Commission Liaison Appointments (Council Action-Motion)

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. Public Information Meeting Minutes of December 14, 2020
2. Regular Council Meeting Minutes of December 14, 2020
3. City – Month End Revenue Report dated December 2020
4. City – Month End Expenditures Report dated December 2020
5. Fire Hall Remodel Costs dated 12/31/2020
6. Approve 2021 Mileage Reimbursement Rate (Current IRS Amount is \$0.56)
7. Approve Weed Inspector – (Mayor Nevin)

8. Approve Assistant Weed Inspector – (Ted Strand)
9. Police Report for Crosslake – December 2020
10. Police Report for Mission Township – December 2020
11. 2020 Annual Police Report for Crosslake
12. 2020 Annual Police Report for Mission Township
13. Fire Department Report – December 2020
14. Fire Department Annual Report 2020
15. Planning and Zoning Monthly Statistics
16. Planning and Zoning Meeting Minutes of November 20, 2020
17. Park and Recreation Monthly Report – December 2020
18. Park and Recreation/Library Commission Meeting Minutes of October 28, 2020
19. Public Works Commission Meeting Minutes of December 7, 2020
20. Waste Partners Recycling Report for November 2020
21. Application for Group Transient Merchant Permit from Mission of the Cross Lutheran Church for 2021 Flea Markets
22. Bills Paid from 12/14/20 to 12/31/20
23. Bills for Approval
24. **Additional Bills for Approval**

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Update on Fire Hall Project
 - a. Letter dated January 8, 2021 from Hytec Re: Change Order for Hose Tower Epoxy Painting (**Council Action-Motion**)
 - b. Letter dated January 8, 2021 from Hytec Re: Change Order for Garage FRP & Hose Bibb (**Council Action-Motion**)
 - c. Letter dated January 8, 2021 from Hytec Re: Add Water to South Mechanical Room (**Council Action-Motion**)
 - d. Pay Request #5 from Hytec for Firehall Remodel in the Amount of \$316,180.14 (**Council Action-Motion**)
2. Resolution Accepting Donations (**Council Action-Motion**)
3. Cindy Myogeto - Chamber of Commerce - Approval of WinterFest SoupFest and Fireworks Display (**Council Action-Motion**)

F. CITY ADMINISTRATOR'S REPORT

1. Memo dated January 6, 2021 from City Clerk Re: Scheduling Interviews with Engineers (**Council Action-Motion**)
2. Memo dated January 6, 2021 from City Clerk Re: City Hall Sign (**Council Action-Motion**)
3. Approval of Ordinance Amending Chapter 42 of City Code Related to Vacation of Streets and Approval of Publication of Ordinance Summary in Official Newspaper (**Council Action-Motion**)
 - a. Recommendation from Park and Recreation/Library Commission Re: Ordinance Amendment
 - b. Recommendation from Public Works Commission Re: Ordinance Amendment
4. Update on Sales Tax – Original Resolution No. 20-02 from January 6, 2020 (**Council Action-Motion**)

5. Motion to Open Offices to Public Due to Change in Governor's Orders and Installing "Open" Sign in Window (Council Action-Motion)

G. COMMISSION REPORTS

1. PUBLIC WORKS/SEWER/CEMETERY
 - a. Resolution Receiving Feasibility Report and Calling Hearing on Improvement (Council Action-Motion)
 - b. Discuss Truck Repairs
2. PARK AND RECREATION/LIBRARY
 - a. Recommendation from Park and Recreation/Library Commission to Accept Cash in Lieu of Land for Huss Lot Split (Council Action-Motion)
 - b. Recommendation from Park and Recreation/Library Commission to Accept Cash in Lieu of Land for Miller Subdivision (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.9.

COMMISSION APPOINTMENTS

Planning & Zoning:

Reappoint Mark Lindner
Reappoint Mark Wessels

Park & Library:

Appoint Dawn Maucieri
Appoint Joel Knipple

Public Works:

Reappoint Mick Tchida
Appoint as Alternate Tim Berg

EDA:

Reappoint John Andrews

Sales Tax Committee

Public Safety Committee

Personal Committee:

Mayor
Acting Mayor
Administrator

COMMISSION LIAISONS

Planning & Zoning:

Aaron Herzog

Park & Library:

JOhn Andrews

Public Works:

Dave Nevin

EDA:

Dave Schrupp

New Public Safety Committee:

Aaron Herzog

D.24.

ADDITIONAL BILLS FOR APPROVAL
January 11, 2021

VENDORS	DEPT		AMOUNT
AT&T, cell phone, ipad charges	ALL		934.68
AW Research, water testing	Sewer		118.80
Baker & Taylor, books	Library		14.96
Birchdale, quarterly monitoring	PW		105.00
Bolton & Menk, biosolids review	Sewer		1,950.00
Crosslake Sheetmetal, service call	Sewer		110.00
Crow Wing County, filing fees	PZ		230.00
CTC I.T., december i.t. labor	ALL		900.00
Grafiz Shoppe, non reflective kit	Police		614.82
Hawkins, chemicals	Sewer		165.07
Lakes Area Rental, shop supplies, filler cap, repairs	PW		63.95
League of MN Cities, elected leaders advanced program	Council		95.00
Mastercard, Amazon, nozzle	Park		16.99
Mastercard, Blauer, uniform	Police		52.91
Mastercard, DMV, title transfer	Police		27.67
Mastercard, Office Max, ink	Fire		23.36
Mastercard, Post Office, postage	Police		15.05
Midwest Machinery, filter kit	Park		67.11
Seaberg Motorsports, demand drive fluid	Park		15.99
Seaberg Motorsports, demand drive fluid	Park		31.98
Treasured Haven, service award	Park		52.61
Ziegler, pump	PW		32.07
TOTAL			5,638.02

January 8, 2021

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

RE: Fire Station Remodel – Hose Tower Epoxy Painting

Dear Mayor:

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

Hose Tower Epoxy Paint

\$7,040.00

- Includes providing 'Epoxy' paint product as used in carwashes.
- Paint all interior CMU with epoxy paint.
- Includes vertical lift to reach 37' top of tower elevation.

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.

January 8, 2021

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

RE: Fire Station Remodel – Garage FRP & Hose Bibb

Dear Mayor:

As requested, we are providing a budget price for installing FRP on the garage walls including a hose bibb. Below is the breakdown for this option:

Garage FRP & Hose Bibb

\$3,215.00

- Includes providing and installing FRP on the walls of the Garage 116 in lieu of painted drywall.
- Install new hose bibb and piping in the garage to wash vehicles.

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.

January 8, 2021

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

RE: Fire Station Remodel – Add Water to South Mechanical Room

Dear Mayor:

As requested, we are providing a budget price for adding a domestic water line to the south mechanical room. Below is the breakdown for this option:

Added Water Line **\$1,275.00**

- Provide and install new domestic water line to the south mechanical room 103.
- Install new hose bibb in the mechanical room.
-

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.



11360 Business 371, PO Box 621
Brainerd, MN 56401

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

401-42280-551

Invoice Number : 11803
Invoice Date : 01/05/2021
Customer Number : CROS03
Job Number : 20132
Due Date : 02/05/2021

MAR 11-2021

E.I.d.

Sold To:

Crosslake, City of
13888 Daggett Bay Rd

Crosslake, MN 56442

Job:

Crosslake Fire Dept Remo
37028 Co Rd 66
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
01/05/2021	Pay Application #5	316,180.14
	GROSS BILLINGS :	316,180.14
	NET BILLINGS :	316,180.14

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 Firehall
Crosslake, MN

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

VIA ARCHITECT: Hy-Tec Construction

CONTRACT FOR: General Construction

APPLICATION NO: FIVE

Distribution to:
☒ OWNER
☐ ARCHITECT
☐ CONTRACTOR

PERIOD TO: December 31, 2020

PROJECT NO:

CONTRACT DATE: June 4, 2020

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.

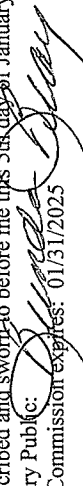
- ORIGINAL CONTRACT SUM \$ 1,298,769.85
- Net change by Change Orders \$ 0.00
- CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,298,769.85
- TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 742,308.91
- RETAINAGE:
 - 0 % of Completed Work (Column D + E on G703) \$ 0.00
 - % of Stored Material (Column F on G703) \$
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00
- TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 742,308.91
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 426,128.77
- CURRENT PAYMENT DUE \$ 316,180.14
- BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 556,460.94

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

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.

CONTRACTOR: Hy-Tec Construction of Brainerd, Inc

By:  Date: January 5, 2021

State of: Minnesota
County of: Crow Wing
Subscribed and sworn to before me this 5th day of January, 2021
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: Hy-Tec Construction

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.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: FIVE

Contractor's signed certification is attached.

APPLICATION DATE: 01/05/2021

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

PERIOD TO: 12/31/2020

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

ARCHITECT'S PROJECT NO: Crosslake Firehall

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
	Framing	\$7,059.25	\$6,494.52		\$564.73	\$0.00	\$7,059.25	100.00%	\$0.00	
	Casework	\$2,730.10	\$0.00		\$0.00	\$0.00		0.00%	\$2,730.10	
	Concrete	\$26,608.11	\$19,956.08		\$3,991.22	\$0.00	\$23,947.30	90.00%	\$2,660.81	
	Demolition	\$78,464.97	\$78,464.97		\$0.00	\$0.00	\$78,464.97	100.00%	\$0.00	
	Dirt Work	\$15,429.41	\$0.00		\$13,115.00	\$0.00	\$13,115.00	85.00%	\$2,314.41	
	Electrical	\$162,783.53	\$53,718.56		\$60,229.91	\$0.00	\$113,948.47	70.00%	\$48,835.06	
	Equipment	\$18,561.62	\$0.00		\$0.00	\$0.00		0.00%	\$18,561.62	
	Exterior Concrete	\$8,917.08	\$3,120.98		\$891.71	\$0.00	\$4,012.69	45.00%	\$4,904.39	
	Finishes	\$192,222.99	\$0.00		\$28,833.45	\$0.00	\$28,833.45	15.00%	\$163,389.54	
	Fire Protection	\$139,744.56	\$57,295.27		\$40,525.92	\$0.00	\$97,821.19	70.00%	\$41,923.37	
	Framing	\$18,937.03	\$17,422.07		\$1,514.96	\$0.00	\$18,937.03	100.00%	\$0.00	
	HVAC	\$206,457.38	\$61,937.21		\$10,322.87	\$0.00	\$72,260.08	35.00%	\$134,197.30	
	Masonry	\$76,721.54	\$15,344.31		\$11,508.23	\$0.00	\$26,852.54	35.00%	\$49,869.00	
	Openings	\$75,022.69	\$47,264.29		\$16,505.00	\$0.00	\$63,769.29	85.00%	\$11,253.40	
	Plumbing	\$57,734.88	\$17,320.46		\$14,433.72	\$0.00	\$31,754.18	55.00%	\$25,980.70	
	Specialties	\$14,058.39	\$0.00		\$0.00	\$0.00		0.00%	\$14,058.39	
	Steel	\$108,462.16	\$32,538.65		\$32,538.65	\$0.00	\$65,077.30	60.00%	\$43,384.86	
	Thermal & Moisture	\$84,730.02	\$15,251.40		\$35,586.61	\$0.00	\$50,838.01	60.00%	\$33,892.01	
	Trimwork	\$4,124.14	\$0.00		\$0.00	\$0.00		0.00%	\$4,124.14	
	CO#1 - OH Door Repair	\$25,974.14	\$0.00		\$25,974.14	\$0.00	\$25,974.14	100.00%	\$0.00	
	CO#2 - Attic Draft Stops	\$19,644.02	\$0.00		\$19,644.02	\$0.00	\$19,644.02	100.00%	\$0.00	
	PAGE TOTALS	\$1,344,388.01	\$426,128.77		\$316,180.14	\$0.00	\$742,308.91	55.22%	\$602,079.10	\$0.00

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