

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, FEBRUARY 8, 2021
7:00 P.M. – CITY HALL

A. CALL TO ORDER

1. Pledge of Allegiance

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 January 11, 2021
2. Interview Session for Engineering Proposals Minutes of January 19, 2021
3. Special Council Meeting Minutes of January 29, 2021
4. Draft Month End Revenue Report dated January 2021
5. Draft Month End Expenditures Report dated January 2021
6. Draft Balance Sheet dated January 2021
7. Fire Hall Remodel Costs dated 1/31/2021
8. LMCIT Liability Coverage – Waiver Form
9. Police Report for Crosslake – January 2021
10. Police Report for Mission Township – January 2021
11. Fire Department Report – January 2021
12. North Ambulance Run Report – December 2020 and January 2021
13. Planning and Zoning Monthly Statistics
14. Park and Recreation Monthly Report – January 2021
15. Park and Recreation/Library Commission Meeting Minutes of January 5, 2021
16. EDA Meeting Minutes of October 7, 2020
17. Waste Partners Recycling Reports for December 2020 and Year End 2020
18. Charitable Gambling Contributions Reports for 2020
19. Memo dated January 22, 2021 from City Clerk Re: Repurchase Cemetery Lots
20. Bills for Approval
21. Additional Bills for Approval

D. MAYOR’S AND COUNCIL MEMBERS’ REPORT

1. Road Right of Way Vacation Application from Kevin and Michelle McCormick, Chris and Heather Orth, and Brad and Kristin Evenson for Lake Trail (**Council Action-Motion**)
2. Update on Fire Hall Project
 - a. Review Quote from KI for Office Furniture for Fire Station Offices (**Council Action-Motion**)
 - b. Approve Invoice from Widseth dated August 23, 2020 (**Council Action-Motion**)
 - c. Pay Request #6 from Hytec for Firehall Remodel in the Amount of \$257,428.04 (**Council Action-Motion**)

- d. Approve Change Order #079439.05 to Remove and Replace Existing Rotten OSB Wall Sheathing in the Amount of \$6,996.13 (Council Action-Motion)
- e. Approve Change Order #079439.04 to Frame New Wood Walls in Mechanical/Pump Room (Council Action-Motion)
- f. Approve Change Order #079439.13 Paint Interior Walls of Hose Tower with Epoxy (Council Action-Motion)
- 3. Letter from Hytec dated January 29, 2021 Re: Additional Monument Sign (Council Action-Motion)
- 4. Punch List for City Hall
- 5. Appointment of City Engineer (Council Action-Motion)
- 6. Commission Appointments (Council Action-Motion)
 - a. Memo dated February 8, 2021 Re: Commission Applications
- 7. Schedule Meeting for Public Safety Committee
- 8. Letter from Emily Food Shelf Re: Donation Request (Council Action-Motion)
- 9. Letter from Crow Wing County Historical Society Re: Donation Request (Council Action-Motion)
- 10. Memo from Mayor Re: Public Forum (Council Action-Motion)
- 11. Discuss Designation of Funds and Review Assigned Funds
- 12. Marcia Seibert-Volz – Summary of City Administrator’s Review
- 13. Cindy Myogeto – Report on Success of WinterFest and Information on How Area Businesses are Doing

E. CITY ADMINISTRATOR’S REPORT

- 1. Ordinance Amending Chapter 2 Related to Administration, Article VI Boards and Commissions (Council Action-Motion)
- 2. Memo dated February 2, 2021 from City Clerk Re: Health Care Savings Plan Contributions (Council Action-Motion)
- 3. Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code (Council Action-Motion)
- 4. Transportation Alternatives Solicitation Update
- 5. Update on Sale Tax
- 6. Update on 2020 Year End Audit

F. COMMISSION REPORTS

- 1. ECONOMIC DEVELOPMENT AUTHORITY
 - a. Information Re: Telecommuter Forward! Community and Approval of Resolution (Council Action-Motion)
- 2. PUBLIC SAFETY
 - a. Approval of Law Enforcement Contract and Joint Powers Agreement with Mission Township for 2021-2024 (Council Action-Motion)
- 3. PUBLIC WORKS/SEWER/CEMETERY
 - a. Resolution Ordering Improvement and Preparation of Plans (Council Action-Motion)
 - 1. Letter dated February 6, 2021 from Kris and Mark MacDonald Re: Whitefish Ave
 - 2. Letter from Nel and Elaine Bailey Re: Whitefish Ave

- 3. Comments Regarding Whitefish Ave from Jim Peterson
- b. Proposal for Design, Bidding and Construction Engineering Services (Council Action-Motion)

4. PARK AND RECREATION/LIBRARY

- a. LSS Meals Site Use Agreement for 2021 (Council Action-Motion)
- b. Request to Replace Tractor/Loader as Budgeted in 2021 Budget (Council Action-Motion)
- c. Kitchigami Regional Library System Service Contract (Council Action-Motion)

G. 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.

H. CITY ATTORNEY REPORT

I. NEW BUSINESS

J. OLD BUSINESS

K. ADJOURN

C.21.

ADDITIONAL BILLS FOR APPROVAL
February 8, 2021

VENDORS	DEPT		AMOUNT
66 Marine, salt spreader cover	Park		125.00
AT&T, cell phone and ipad service	ALL		931.57
AW Research, water testing	Sewer		124.20
Batteries Plus, batteries	Fire		148.32
Bolton & Menk, moonlite bay sewer extension	Sewer		180.00
Bolton & Menk, csah 66 water quality	PW		348.00
Century College, solar power safety	Fire		695.00
CTC I.T., jnauary 2021 i.t. labor	ALL		900.00
Crow Wing County, wetland conservation act administrative fee	PZ		1,000.00
Fire Safety USA, face masks	Fire		935.00
Galls, uniform	Police		412.91
Hawkins, chemicals	Sewer		1,010.25
Lakes Printing, letterhead	Gov't		129.85
Lakes Printing, envelopes	Gov't		172.45
Mastercard, Amazon, welding helmet	Park		103.99
Mastercard, Amazon, cleaners	Gov't		29.31
Mastercard, Amazon, fuel meter	Park		94.98
Northland Press, road improvement hearings	PW		629.00
Premier Auto, battery	Police		52.76
Premier Auto, mount and balance tires	Police		80.00
Premier Auto, oil change	Police		65.36
Sioux Valley Environmental, reagent kit	Sewer		165.00
TOTAL			8,332.95



Work Order Signature Document

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

☐

New Work Order

☒

Modify an Existing Work Order

Work Order Number: 079439.04

Work Order Date: 02/04/2021

Owner PO No:

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #4 Mechanical/Pump Room

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:

☐

Will not apply:

☒

Work Order Firm Fixed Price: \$13,990.77

Owner Purchase Order Number:

Approvals

Owner

Date

Contractor

Date

Detailed Scope of Work

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: February 04, 2021

Work Order Number: 079439.04

Owner PO No:

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #4 Mechanical/Pump Room

Brief Scope:

☐

Preliminary

☐

Revised

☒Final

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 moldy/rotten gyp and wood framed walls, remove piping and water softener and re-install /re-pipe. Frame new wood walls, drywall and RFP, Install shelving. Re-pipe compressed air piping. Irrigation controller wiring.


Contractor2/5/21
Date_____
Owner_____
Date

Contractor's Price Proposal - Summary

Date: February 04, 2021

Re: IQC Master Contract #: MN-NCM-GC05-120518-HTC
Work Order #: 079439.04
Owner PO #:
Title: City of Crosslake Fire Hall Remodel Supplemental #4 Mechanical/Pump Room
Contractor: HY-Tec Construction of Brainerd, Inc.
Proposal Value: \$13,990.77

Demo 2 of the walls	\$751.14
Install RFP on all 4 of the walls	\$2,719.78
Irrigation controller	\$374.37
Plywood on 2 new walls only	\$587.39
Re-frame 2 of the walls	\$643.80
Re-install shelf	\$363.44
Re-install storage unit	\$425.71
Remove and reinsulate existing piping	\$1,797.90
Remove mold on walls	\$1,189.01
Remove water Softener	\$252.41
Re-pipe compressed Air	\$3,885.27
Re-pipe Water	\$428.64
Storage Container for owners equipment	\$488.80
Temp caps for Water	\$83.11
Proposal Total	\$13,990.77

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: February 04, 2021

Re: IQC Master Contract #: MN-NCM-GC05-120518-HTC
Work Order #: 079439.04
Owner PO #:
Title: City of Crosslake Fire Hall Remodel Supplemental #4 Mechanical/Pump Room
Contractor: HY-Tec Construction of Brainerd, Inc.
Proposal Value: \$13,990.77

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Demo 2 of the walls

1	02 41 19 16 0052		SF	Demolish Wood Or Metal Framed Interior Partition/Wall With Drywall 1 Side	\$751.14
			Installation	Quantity 260.00 x Unit Price 2.11 x Factor 1.3692 = Total 751.14	

Subtotal for Demo 2 of the walls \$751.14

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Install RFP on all 4 of the walls

2	06 83 16 00 0002		SF	Fiberglass Reinforced Polyester (FRP) Paneling Including Adhesive And Trim	\$2,719.78
			Installation	Quantity 520.00 x Unit Price 3.82 x Factor 1.3692 = Total 2,719.78	

Subtotal for Install RFP on all 4 of the walls \$2,719.78

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Irrigation controller

3	32 84 23 00 0189		EA	Wired Rain Sensor For Irrigation Controllers (Rain Bird® RSDBEX)	\$374.37
			Installation	Quantity 3.00 x Unit Price 91.14 x Factor 1.3692 = Total 374.37	

Subtotal for Irrigation controller \$374.37

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Plywood on 2 new walls only

4	06 16 33 00 0013		SF	5/8" Interior BC Plywood Wall SheathingApplied to wall studs.	\$587.39
			Installation	Quantity 260.00 x Unit Price 1.65 x Factor 1.3692 = Total 587.39	

Subtotal for Plywood on 2 new walls only \$587.39

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Re-frame 2 of the walls

5	06 11 16 00 0062		SF	2" x 6" Wood Wall Framing At 16" On Center	\$551.79
			Installation	Quantity 260.00 x Unit Price 1.55 x Factor 1.3692 = Total 551.79	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 079439.04

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #4 Mechanical/Pump Room

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Re-frame 2 of the walls

6	06 11 16 00 0062	0004	MOD	For >200 To 500, Add	\$92.01
			Installation	Quantity 280.00 x Unit Price 0.24 x Factor 1.3692 = Total 92.01	

Subtotal for Re-frame 2 of the walls \$643.80

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Re-install shelf

7	10 56 17 00 0032		LF	16" Depth, Prefinished Hardwood Plywood, Wall Mounted Solid Shelving	\$363.44
			Installation	Quantity 8.00 x Unit Price 33.18 x Factor 1.3692 = Total 363.44	

Subtotal for Re-install shelf \$363.44

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Re-install storage unit

8	10 56 17 00 0036		LF	Removal And Reinstallation Of Single Shelf Metal Storage Shelving Unit	\$425.71
			Installation	Quantity 12.00 x Unit Price 25.91 x Factor 1.3692 = Total 425.71	

Subtotal for Re-install storage unit \$425.71

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Remove and reinsulate existing piping

9	22 07 19 00 0034		LF	2" Diameter Pipe, 1-1/2" Thick, Fiberglass Insulation With All Service Jacket (ASJ)	\$1,797.90
			Installation	Quantity 120.00 x Unit Price 9.83 x Factor 1.3692 = Total 1,615.11	
			Demolition	50.00 x 2.67 x 1.3692 = 182.79	

Subtotal for Remove and reinsulate existing piping \$1,797.90

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Remove mold on walls

10	02 87 13 33 0039		SF	>100 To 500 SF, Gypsum Board, Mold Abatement And Disposal	\$1,189.01
			Installation	Quantity 260.00 x Unit Price 3.34 x Factor 1.3692 = Total 1,189.01	

Subtotal for Remove mold on walls \$1,189.01

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Remove water Softener

Contractor's Price Proposal - Detail Continues..

Work Order Number: 079439.04

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #4 Mechanical/Pump Room

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded If marked with an X)		
Remove water Softener					
11	22 31 16 00 0008		EA	120,000 Grain Capacity, 1" Pipe Connection, Commercial Water Softener With Fiberglass Tanks (Watts Pure Water PWS10111E11)	\$252.41
				Quantity	Unit Price
			Installation	0.00 x	3,893.10 x
			Demolition	1.00 x	184.35 x
				Factor	Total
				1.3692 =	0.00
				1.3692 =	252.41

Subtotal for Remove water Softener \$252.41

Sect.	Item	Modifier	UOM	Description	Line Total							
Labor	Equip.	Material	(Excluded If marked with an X)									
Re-pipe compressed Air												
12	22	11	16	00 0015	LF	1/2" Schedule 40, Threaded And Coupled, Galvanized Steel Pipe	\$1,824.87					
					Installation	Quantity 280.00	x	Unit Price 4.76	x	Factor 1.3692	=	Total 1,824.87
13	22	11	16	00 0015	0113	MOD	For Work In Restricted Working Space, Add	\$394.88				
					Installation	Quantity 280.00	x	Unit Price 1.03	x	Factor 1.3692	=	Total 394.88
					22' high							
14	22	11	16	00 0027	EA	1/2", 150 LB, Galvanized Malleable Iron 90 Degree Elbow	\$537.27					
					Installation	Quantity 20.00	x	Unit Price 19.62	x	Factor 1.3692	=	Total 537.27
15	22	11	16	00 0027	0113	MOD	For Work In Restricted Working Space, Add	\$124.32				
					Installation	Quantity 20.00	x	Unit Price 4.54	x	Factor 1.3692	=	Total 124.32
					22' high							
16	22	11	16	00 0039	EA	3/4" x 1/2", 150 LB, Galvanized Malleable Iron Reducing 90 Degree Elbow	\$245.84					
					Installation	Quantity 7.00	x	Unit Price 25.65	x	Factor 1.3692	=	Total 245.84
17	22	11	16	00 0039	0113	MOD	For Work In Restricted Working Space, Add	\$46.10				
					Installation	Quantity 7.00	x	Unit Price 4.81	x	Factor 1.3692	=	Total 46.10
					22' high							
18	22	11	16	00 0058	EA	1/2", 150 LB, Galvanized Malleable Iron 45 Degree Elbow	\$182.71					
					Installation	Quantity 6.00	x	Unit Price 22.24	x	Factor 1.3692	=	Total 182.71
19	22	11	16	00 0058	0113	MOD	For Work In Restricted Working Space, Add	\$37.30				
					Installation	Quantity 6.00	x	Unit Price 4.54	x	Factor 1.3692	=	Total 37.30
					22' high							
20	22	11	16	00 0070	EA	1/2", 150 LB, Galvanized Malleable Iron Tee	\$237.12					
					Installation	Quantity 7.00	x	Unit Price 24.74	x	Factor 1.3692	=	Total 237.12
21	22	11	16	00 0070	0113	MOD	For Work In Restricted Working Space, Add	\$54.34				
					Installation	Quantity 7.00	x	Unit Price 5.67	x	Factor 1.3692	=	Total 54.34
					22' high							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 079439.04

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #4 Mechanical/Pump Room

Sect.	Item	Modifer	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
Re-pipe compressed Air					
22	22 11 16 00 0815		EA	1/2" Female Iron Pipe Thread x Iron Pipe Thread Dielectric Union	\$200.52
				Quantity	Unit Price
			Installation	5.00	x
				29.29	x
				1.3692	=
					Total 200.52

Subtotal for Re-pipe compressed Air \$3,885.27

Sect. Item Modifier UOM Description										Line Total		
Labor	Equip.	Material	(Excluded if marked with an X)									
Re-pipe Water												
23	22	11	16	00	0369	LF	1-1/2" Hard Drawn Type K Copper Tube/Pipe				\$47.37	
						Installation	Quantity		Unit Price	Factor	Total	
							4.00	x	8.65	1.3692	47.37	
24	22	11	16	00	0369	0127	MOD	For <20, Add				\$2.08
						Installation	Quantity		Unit Price	Factor	Total	
							4.00	x	0.38	1.3692	2.08	
25	22	11	16	00	0493	EA	1-1/2" Copper Coupling				\$110.22	
						Installation	Quantity		Unit Price	Factor	Total	
							2.00	x	40.25	1.3692	110.22	
26	22	11	16	00	0625	EA	1-1/2" Crimped Copper 90 Degree Elbow				\$268.97	
						Installation	Quantity		Unit Price	Factor	Total	
							4.00	x	49.11	1.3692	268.97	

Subtotal for Re-pipe Water \$428.64

Sect.										Item	Modifier	UOM	Description					Line Total												
Labor		Equip.		Material		(Excluded if marked with an X)																								
Storage Container for owners equipment																														
27		01	52	13	00	0031	MO		8' x 8' x 40' Storage Container						\$488.80															
							Installation		Quantity		3.00		x		Unit Price		119.00		x		Factor		1.3692		=		Total		488.80	

Subtotal for Storage Container for owners equipment \$488.80

Sect.										Item	Modifier	UOM	Description						Line Total		
Labor		Equip.		Material		(Excluded If marked with an X)															
Temp caps for Water																					
28	22	11	16	00	0700		EA	1-1/2" Crimped Copper Cap											\$83.11		
							Installation	Quantity		2.00	x	Unit Price		30.35	x	Factor		1.3692	=	Total	83.11

Subtotal for Temp caps for Water \$83.11

Contractor's Price Proposal - Detail Continues..

Work Order Number: 079439.04
Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #4 Mechanical/Pump Room

Proposal Total	\$13,990.77
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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

☒

Modify an Existing Work Order

Work Order Number: 079439.13

Work Order Date: 02/04/2021

Owner PO No:

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #13 Hose Tower CMU interior Painting

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:

☐

Will not apply:

☒

Work Order Firm Fixed Price: \$6,998.51

Owner Purchase Order Number:

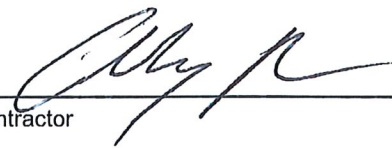
Approvals

Owner

Date

Contractor

Date

 2/5/21

Detailed Scope of Work

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: February 04, 2021

Work Order Number: 079439.13

Owner PO No:

Work Order Title: City of Crosslake Fire Hall Remodel Supplemental #13 Hose Tower CMU interior Painting

Brief Scope:

☐

Preliminary

☐

Revised

☒Final

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.

Paint (2) coats of epoxy and caulking on the interior cmu walls of the 3 story hose tower.



Contractor

2/5/21

Date

Owner

Date

Contractor's Price Proposal - Summary

Date: February 04, 2021		
Re:	IQC Master Contract #:	MN-NCM-GC05-120518-HTC
	Work Order #:	079439.13
	Owner PO #:	
	Title:	City of Crosslake Fire Hall Remodel Supplemental #13 Hose Tower CMU interior Painting
	Contractor:	HY-Tec Construction of Brainerd, Inc.
	Proposal Value:	\$6,998.51
<hr/>		
Access Lift		\$1,397.61
Caulking		\$1,079.05
Paint Interior CMU with Epoxy Paint		\$4,521.85
Proposal Total		\$6,998.51

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: February 04, 2021

Re: IQC Master Contract #: MN-NCM-GC05-120518-HTC
 Work Order #: 079439.13
 Owner PO #:
 Title: City of Crosslake Fire Hall Remodel Supplemental #13 Hose Tower CMU Interior Painting
 Contractor: HY-Tec Construction of Brainerd, Inc.
 Proposal Value: \$6,998.51

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Access Lift

1	01 22 23 00 0068		WK	40' Electric, Scissor Platform Lift	\$1,397.61
				Installation	
			Quantity	Unit Price	Factor = Total
			1.00	1,020.75	1.3692 = 1,397.61

Subtotal for Access Lift **\$1,397.61**

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Caulking

2	07 92 13 00 0017		CLF	1/4" x 1/4" Joint, Acrylic/Latex Sealant And Caulking	\$1,079.05
				Installation	
			Quantity	Unit Price	Factor = Total
			4.20	187.64	1.3692 = 1,079.05

Subtotal for Caulking **\$1,079.05**

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

Paint Interior CMU with Epoxy Paint

3	09 91 23 00 0035		SF	Paint Interior Concrete Block Walls, 2 Coats Epoxy Paint, Brush/Roller Work	\$4,742.43
				Installation	
			Quantity	Unit Price	Factor = Total
			2,685.00	1.29	1.3692 = 4,742.43
4	09 91 23 00 0035 0287		MOD	For >2,500 To 5,000, Deduct	-\$220.58
				Installation	
			Quantity	Unit Price	Factor = Total
			2,685.00	-0.06	1.3692 = -220.58

Subtotal for Paint Interior CMU with Epoxy Paint **\$4,521.85**

Proposal Total **\$6,998.51**

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: %

D. G. a.

MEMO TO: City Council

FROM: City Clerk

DATE: February 8, 2021

SUBJECT: Commission Applications

Attached are applications from volunteers who wish to be appointed to the following commissions:

Public Safety Committee
Jeffrey Pfaff

Public Works
Tim Berg

Park, Recreation, Library
Ann Schrupp
Joe Albrecht
Joel Knippel
Heather Jones
Kera Porter



CITY OF CROSSLAKE
APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Pfaff First Jeffrey

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

Occupation: Retired P.D./Hearing Officer Employer: State of MN

Email Address: _____

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☐ Seasonal ☒ Permanent

If yes, how long have you been a Crosslake resident or property owner? 11 yrs.

☒ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

_____ PLANNING AND ZONING COMMISSION (Crosslake residency or property ownership required)

_____ ECONOMIC DEVELOPMENT AUTHORITY (Crosslake residency or property ownership required)

_____ PUBLIC WORKS/CEMETERY/SEWER COMMISSION (Crosslake residency or property ownership required)

_____ PARKS AND RECREATION/LIBRARY COMMISSION (Crosslake residency or property ownership not required)

☒ **PUBLIC SAFETY**

Why are you interested in being appointed to a City advisory board or commission?

I am a retired officer + think I could contribute

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

College Graduate

30 yr. Police Officer - holding many different positions

Current work PT for the courts system.

(over)

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

The upside down views against Law Enforcement
To help educate people on L.E.

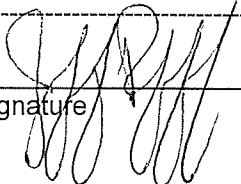
Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No

Comments:

POTENTIAL CONFLICTS

Conflicts of Interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest? ☐ Yes ☒ No

If yes, please explain:

Signature  Date 1/15/2021

Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION!

Please return application to:
City of Crosslake
13888 Daggett Bay Road
Crosslake, MN 56442
218-692-2688 Phone
218-692-2687 Fax

DATA PRACTICES ADVISORY

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CITY OF CROSSLAKE
APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Berg First Tim

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

Occupation: Resorter Employer: Bay View Lodge LLC

Email Address: _____

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☐ Seasonal ☒ Permanent

If yes, how long have you been a Crosslake resident or property owner? 30 years

☐ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving.

Please rank in order which of the following boards and commissions you are interested in serving on:

- _____ Planning and Zoning Commission (Crosslake residency or property ownership required)
- _____ Economic Development Authority (Crosslake residency or property ownership required)
- 1 _____ Public Works/Cemetery/Sewer Commission (Crosslake residency or property ownership required)
- _____ Parks and Recreation/Library Commission (Crosslake residency or property ownership not required)

- _____ 6-Month Term Water Quality/Sewer Committee
- _____ 6-Month Term Emergency Services Building Needs Committee

Why are you interested in being appointed to a City advisory board or commission?

To help guide the city to bright future

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

6 years previous on Public Works.

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

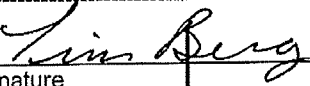
They're all important. My role is to listen & make good decisions for the city.

(over)

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No
Comments:

POTENTIAL CONFLICTS

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If yes, please explain:


Signature

Date 1-11-2021

Note: The selection process will vary according to the number of applications and vacancies.

THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION!

Please return application to:
City of Crosslake
37028 County Road 66
Crosslake, MN 56442
218-692-2688 Phone
218-692-2687 Fax

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CITY OF CROSSLAKE
APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Schupp First Ann

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

Occupation: _____ Employer: _____

Email Address: _____

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☐ Seasonal ☒ Permanent

If yes, how long have you been a Crosslake resident or property owner? 12 years

☐ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

- _____ Planning and Zoning Commission (Crosslake residency or property ownership required)
- _____ Economic Development Authority (Crosslake residency or property ownership required)
- _____ Public Works/Cemetery/Sewer Commission (Crosslake residency or property ownership required)
- ☒ Parks and Recreation/Library Commission (Crosslake residency or property ownership not required)
- _____ Crosslake Communications Advisory Board (Must own property within service area)

Why are you interested in being appointed to a City advisory board or commission?

12 yr volunteer at Library

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

Served on Crosslake Communications commission - experience at library

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

Loss of Jon Denke - park dedication - Keeping our Community Center top notch

(over)

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No
Comments: *may be absent Jan - Feb - March*

POTENTIAL CONFLICTS

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If yes, please explain:

Ann Schupp
Signature

Date *1-12-2021*

Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

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CITY OF CROSSLAKE
APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Albrecht First Joseph

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

Occupation: Ret. Employer: _____

Email Address: _____

Are you a Crosslake resident or property owner? ☐ Yes ☒ No If yes, ☐ Seasonal ☐ Permanent

If yes, how long have you been a Crosslake resident or property owner? _____

☒ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

_____ PLANNING AND ZONING COMMISSION (Crosslake residency or property ownership required)

_____ ECONOMIC DEVELOPMENT AUTHORITY (Crosslake residency or property ownership required)

_____ PUBLIC WORKS/CEMETERY/SEWER COMMISSION (Crosslake residency or property ownership required)

☒ PARKS AND RECREATION/LIBRARY COMMISSION (Crosslake residency or property ownership not required)

Why are you interested in being appointed to a City advisory board or commission?

I have found my previous service on this commission to be greatly rewarding. Currently, we are working to complete the South Bay Park plan for public presentation. I am eager to complete this.

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

I bring the experience that derives from serving eight years on this commission. This provides a sense of history and current context to issues. Also, on occasion I can offer some assistance when writing must be done.

(over)

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

*Balancing services and budgets is always a problem.
Recruiting part-time employees and volunteers for the
Community Center and library will remain challenging.
The day-to-day management of Park, Rec, and Library issues
rests in the extremely capable hands of T.J. Grauman.*

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No

Comments:

POTENTIAL CONFLICTS

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If yes, please explain:

*I have discovered that not being a
Crosslake resident offers an objectivity that
serves a commission member well.*

Signature *Joseph V. Allbrechts*

Date *1-13-21*

Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

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CITY OF CROSSLAKE
APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Knippel First Joel

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

Occupation: General Contractor Employer: Self

Email Address: _____

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☐ Seasonal ☒ Permanent

If yes, how long have you been a Crosslake resident or property owner? 25 yrs

☐ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

_____ PLANNING AND ZONING COMMISSION (Crosslake residency or property ownership required)

_____ ECONOMIC DEVELOPMENT AUTHORITY (Crosslake residency or property ownership required)

_____ PUBLIC WORKS/CEMETERY/SEWER COMMISSION (Crosslake residency or property ownership required)

X _____ PARKS AND RECREATION/LIBRARY COMMISSION (Crosslake residency or property ownership not required)

Why are you interested in being appointed to a City advisory board or commission?

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☐ Yes ☐ No

Comments:

POTENTIAL CONFLICTS

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If yes, please explain:

Signature Joel Knippel Date 1-12-21

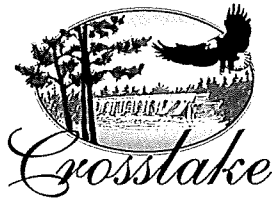
Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

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CITY OF CROSSLAKE

APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Jones First Heather

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

Occupation: Accounting manager Employer: Log Church

Email Address: _____

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☐ Seasonal ☒ Permanent

If yes, how long have you been a Crosslake resident or property owner? 10 yrs

☐ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

_____ PLANNING AND ZONING COMMISSION (Crosslake residency or property ownership required)

_____ ECONOMIC DEVELOPMENT AUTHORITY (Crosslake residency or property ownership required)

_____ PUBLIC WORKS/CEMETERY/SEWER COMMISSION (Crosslake residency or property ownership required)

1 PARKS AND RECREATION/LIBRARY COMMISSION (Crosslake residency or property ownership not required)

Why are you interested in being appointed to a City advisory board or commission?

I want to be involved in helping to grow the services in Crosslake and make it a place young families want to live.

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

Organization
Planning experience
Policy/Procedure writing & implementation
Financial accounting

(over)


What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

Growing and maintaining our young ~~young~~ family population -
working with Parks + Rec to have programs for kids and families

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No
Comments:

POTENTIAL CONFLICTS

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If yes, please explain:



Signature

Date 1-12-20

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THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION!

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CITY OF CROSSLAKE

APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Porter First Kera

Address: 2000 1st St N, Crosslake, MN 56505

Phone: (H) 218-255-1234 (Cell) 218-255-1234

Occupation: Mortgage Banking Officer Employer: Frandsen Bank & Trust

Email Address: porterk@crosslake.com

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☐ Seasonal ☒ Permanent

If yes, how long have you been a Crosslake resident or property owner? 2.5 yrs

☐ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

 PLANNING AND ZONING COMMISSION (Crosslake residency or property ownership required)

 ECONOMIC DEVELOPMENT AUTHORITY (Crosslake residency or property ownership required)

 PUBLIC WORKS/CEMETERY/SEWER COMMISSION (Crosslake residency or property ownership required)

 X PARKS AND RECREATION/LIBRARY COMMISSION (Crosslake residency or property ownership not required)

Why are you interested in being appointed to a City advisory board or commission?

-I was invited and I can bring fresh ideas to the board.

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

I've lived in other small seasonal communities, so I have seen what parks & rec. can do for a small community.

(over)

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

Expanding recreation? making community members aware of all that Crosslake has to offer. Our role should be considering park & rec activities that will appeal to all age groups & stages of life.

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No

Comments:

POTENTIAL CONFLICTS

Conflicts of Interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest? ☐ Yes ☒ No

If yes, please explain:

Kara A.C. Porter
Signature

2-8-2021
Date

Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION!

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Crosslake, MN 56442
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February 6, 2021
Crosslake City Council,

F.3.a.1.

We are in favor of the bituminous improvement proposal on Whitefish Ave as long as the curbs will only be used in the problem wash out areas.

However, we are opposed to the mandatory replacement of the mailbox posts with the swingaway posts. The city needs to take into account the value of preserving the "Up North" ambience of Crosslake which makes it a desirable area for tourists and cabin homeowners. Yes, the swingaway posts are practical especially on county roads but in a residential neighborhood, they are downright tacky looking and far from charming or unique. The snow plow drivers in our city neighborhood appear to be much more skilled than Crosslake's, as we have only had damage once in 43 years.

Leave the individual mailbox posts as they are:

- They are interesting while showing personality and individuality
- They offer a unique rustic, woodsy and nature character while often showing the creativity and tastes of the homeowner
- There is a history to the mailboxes that may be slightly battered and weathered often signaling they have been a part of many generations of ownership
- Individual mailbox posts are beacons guests remember and identify, "we are excited to be at the cabin"

Crosslake needs to be mindful that some improvements and gentrification means loss of "Up North" character. Neighborhoods can become sterile and cookie cutter in appearance and Whitefish Ave is not that at all, nor should it be! We pay hefty taxes for our lake home but we are not able to vote for who makes the fiscal policies for us. We view your proposal for mandatory swingarm posts as infringing upon our freedom of choice. We recommend a solution for you to consider that could mitigate our concerns by allowing people to make a choice. We suggest that Crosslake to modify it's mailbox post replacement policy as follows:

- Provide a one time offer to replace the post with the swingarm post
- If the homeowner chooses to keep their existing mailbox post the homeowner will be responsible for repairing or replacing the post at their expense.
- Benefits
 - Save money by not providing and installing swingarm posts throughout the project
 - Give homeowners the option of choice
 - Opportunity to demonstrate that the City of Crosslake listens to its community

We would appreciate your consideration for our concerns that we have shared with you. Please help us retain the "Up North" character of our Lake home and peninsula neighborhood. Thank you for your time and consideration.

Kris and Mark MacDonald 11305 Whitefish Ave

To: Crosslake City Council

Subject: Public Hearing, Whitefish Ave., Hilltop Drive

From: Neal and Elaine Bailey, 11491 Whitefish Ave.

After participating in the hearing last Monday night I offer a few questions for the council:

1. It was stated by a council member at the meeting that there was an "unfortunate oversight" regarding the assessment of overlays and sealing to the Whitefish Avenue side of the point. Apparently, when Manhattan Beach Blvd and Anchor Point Road were done two years ago, the policy was made that homeowners would not be assessed for those items, and that the Whitefish side should have been included in that policy.

Question: Why not do the right thing now. Address the "oversight" and correct it. The road project could be paid for by the bond you mentioned rather than the homeowners.

2. There is the question of the need for the overlay of the Whitefish Ave project at this time. We completely agree that it is more prudent to be proactive rather than reactive. This road was initially installed in 2004 and is still in very good condition. At a time when so many are suffering financially, is it really necessary right now. I also believe that this is in fact a maintenance item, done to prolong the life of the road. The maintenance of a public road should be the obligation of the public, paid for through our taxes, not specific landowners.

Question: Why is this maintenance being treated differently than seal coating, crack repair or other maintenance projects to a public road?

3. We believe the way the assessments have been determined are not equitable.

Question: Why should someone that owns 3 or 4 lots in a row that contain a multi-million dollar home and guest house pay the same as someone that owns 1 lot and a small hundred year old cabin.

Respectfully, Neal and Elaine Bailey

F.3.a.2.

February 8, 2021

Mr. Jim Peterson of 11537 Whitefish Ave called City Hall at 12:00 this afternoon to share his comments regarding the road improvement project on Whitefish Ave. Mr. Peterson is not in favor of the project and does not believe that the policy is fair because residents on Manhattan Point Blvd were assessed nothing a few years ago when their road was improved. Mr. Peterson suggested upgrading Whitefish Ave now at no cost to the property owners and then charging an assessment or increasing taxes later for future projects.

Message taken by Char Nelson.

F.
3.
a.
3.

F. 4. C.

**Kitchigami Regional Library System
Service Contract: City of Crosslake**

1. Parties to Agreement

This Agreement is between Kitchigami Regional Library System as service provider (hereinafter referred to as "KRLS") at 310 2nd St. N, Pine River, MN and the City of Crosslake (hereinafter referred to as "city") on behalf of its community library (hereinafter referred to as "Crosslake Library").

2. Purpose of Agreement

This Agreement defines the services to be provided by Kitchigami Regional Library System to the Crosslake Library with funds provided by Crow Wing County and the responsibilities of the Crosslake Library.

3. Term of Agreement

This Agreement will be in place from January 1, 2021, provided that the agreement is signed by both parties and both parties have received signed copies through certified mail by December 31, 2020, through December 31, 2021. If the Agreement is not completed by December 31, 2020, it will be in force on the 1st day of the month following signatures and be in effect for 12 months from that date.

4. Scope of Services: KRLS

Kitchigami Regional Library System will provide the following services, beginning January 1, 2021, or the 1st day of the month following completion of the negotiation process:

1. Facilitated borrower registration for KRLS borrowers who use the Crosslake Library for pick up and return of library materials, within 7 days of receipt of fully completed borrower registration forms.
2. Interlibrary loan and intraregional loan borrowing to KRLS borrowers who use the Crosslake Library for pick up and return of library materials through maintenance of that library as a pickup location.
3. Delivery services for library materials to and from the Crosslake Library 3 days per week (Monday, Wednesday, Friday) on those days and weeks that deliveries are made to KRLS branch libraries. Deliveries may be interrupted by federal holidays, severe weather conditions or equipment interruptions; substitute delivery dates are not guaranteed by KRLS.
4. Information on and access to regional/statewide training opportunities.
5. Training materials and training of one local trainer selected by the Crosslake Library on interlibrary loans support, borrower registration and delivery support as required. One training session will be provided on request within the contract period.

6. KRLS will issue a check to the City of Crosslake for the acquisition of materials for the Crosslake Library collection, paid from the KRLS Crow Wing County reserve in the amount of \$5,000.00, within 30 days of the completion of the Agreement negotiations.

5. Scope of Service: City of Crosslake

The City of Crosslake commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.
2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.
3. The Crosslake library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.
4. All KRLS policies and procedures for registration, interlibrary loan, intraregional loans, delivery and electronic services will be followed.
5. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

6. Agreement Administration

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph 11.

7. Amendments

No amendments may be made to this Agreement after signing by the parties, except for extensions of time, or increases or reductions of the services to be performed as mutually agreed by the city and KRLS.

8. Data Practices

The city agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The city will immediately report to KRLS any requests from third parties for information relating to this Agreement. The KRLS board agrees to respond promptly to inquiries from the city concerning data requests. The city agrees to hold the KRLS Library Board, its officers, and employees harmless from any claims resulting from the city's unlawful disclosure or use of data protected under state and federal laws.

The city will designate an official representative who will sign and maintain on file and submit to KRLS a copy of the KRLS Data Privacy and Non-disclosure of Information Policy included as Appendix A to this Agreement.

9. Compliance with the Law

The city agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA) including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Minnesota Human Rights Act (Minn.Stat. DC.363) and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age. In the event of questions from the city concerning these requirements, the KRLS library board agrees to supply promptly all necessary clarifications. Violation of any of the above laws can lead to termination of this Agreement.

10. Audits

The city agrees that the KRLS Library Board, the State Auditor or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that are relevant and involve transactions relating to this Agreement.

11. Cancellation, Default and Remedies

Either party of this Agreement may cancel this Agreement upon sixty (60) days written notice, except that if the city fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the KRLS library board has the right to terminate this Agreement, if the city has not cured the default after receiving seven (7) days written notice of the default.

The city agrees to defend, indemnify and hold the KRLS library board, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly on account of any product, or any act or omission (including, without limitation, professional errors and omissions) of the city, its officers, agents, employees or anyone who would be liable in the performance of the services provided by this agreement and against all loss by reason of the failure of the city fully to perform, in any respect, all obligations under this Agreement.

The city agrees to perform all acts and make all payments, the legal obligation for which arise as a result of its activities and performance in connection with this contract, including obligations to third persons and government agencies.

12. Notices

Any notice or demand, authorized or required under this Agreement shall be in writing, and shall be sent by certified mail to the other party as follows:

To the city:

Designated Representative

To the KRLS Library Board:

Designated Representative

Stephanie A. Johnson, Director
Kitchigami Regional Library System
P.O. Box 84
Pine River, MN 56474

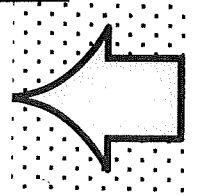
Signatures



Chair, Kitchigami Regional Library Board

Date: 2-1-2021

Date: _____



HERE

Designated Representative, City of Crosslake

KRLS Data Privacy and Non-Disclosure Policy

Purpose: This policy states the Kitchigami Regional Library System's position on data privacy and its employees' responsibilities for the protection of patron and employee privacy.

Statutory Requirement: Minnesota statutes, Chapter 13 Government Data Practices

13.40 Subd. 2. Private data; library borrowers.

(a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Policy:

Kitchigami Regional Library System practices will be developed in accordance with statute. This policy is to be signed by each KRLS employee and placed in the employee's personnel file. The policy will also be signed by all volunteers who during the course of their volunteer duties come in contact with KRLS patron data and filed at KRLS Headquarters. A representative of any organization with which it has a service agreement must sign the policy on behalf of his/her organization.

Library data:

Kitchigami Regional Library System and its employees, volunteers and organizations with which it has service agreements will safeguard data collected, maintained, used or disseminated by the library. All library records relating to an individual library user's use of the library and its resources are confidential. Such information includes, but is not limited to: a patron's registration records (name, address, phone number, library card number) and a patron's circulation records (fines, fees, items checked out) and reference questions.

In addition to 13.40 Subd. 2. (2)(b) above, a homebound patron or patron unable to visit a branch library due to age, infirmity or distance may name one individual to pick up their library materials. The named individual must present a letter from the patron and the patron's borrower card to the library staff.

All library records may be consulted and used by library employees in the course of carrying out library operations, but will not be disclosed to others except upon the written request or consent of the library user, or pursuant to a subpoena, court order or otherwise required by law. If such an instance should present itself, all employees should contact their immediate supervisor, and the supervisor should in turn contact the Director, or in absence thereof, the Assistant Director. Only the Director or Assistant Director may respond to a subpoena or court order.

Employee data:

Only the Director, Bookkeeper and/or the Assistant Director may acknowledge any inquiries as to the dates of employment, position, salary and wage information or hours of work regarding any library employee.

Policy Implementation:

Employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

**I have read the above Data Privacy and Non-Disclosure Policy
and agree to abide by its statement.**

Associate library location Crosslake, MN

Designated associate library representative (printed)

Designated associate library representative (signature)

Date _____