

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MARCH 8, 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 – Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the Mayor, each speaker is given a three-minute time limit.

C. CONSENT CALENDAR – NOTICE TO THE PUBLIC – All items here listed are considered to be routine by the City Council and will be acted on by one motion. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Special Council Meeting Minutes of January 19, 2021
 - a. Updated Special Council Meeting Minutes of January 19, 2021
2. Wild Wind Ranch Drive Public Hearing Minutes of February 2, 2021
3. Rushmoor Blvd/Rushmoor Trl Public Hearing Minutes of February 2, 2021
4. Harbor Lane Public Hearing Minutes of February 3, 2021
5. Birch Narrows Public Hearing Minutes of February 3, 2021
6. Whitefish Ave, Hilltop Dr, Woodland Dr, and Cool Haven Lane Public Hearing Minutes of February 4, 2021
7. Special Council Meeting Minutes of February 8, 2021
8. Regular Council Meeting Minutes of February 8, 2021
9. Special Council Meeting Minutes of February 11, 2021
10. Preliminary Draft Month End Revenue Report dated January 2021
11. Preliminary Draft Month End Expenditures Report dated February 2021
12. Preliminary Draft Balance Sheet dated February 2021
13. Fire Hall Remodel Costs dated 2/28/2021
14. Police Report for Crosslake – February 2021
15. Police Report for Mission Township – February 2021
16. Fire Department Report – February 2021
17. North Ambulance Run Report – February 2021
18. Planning and Zoning Monthly Statistics
19. Planning and Zoning Commission Meeting Minutes of December 18, 2020
20. Park and Recreation Monthly Report – February 2021
21. Park and Recreation/Library Commission Meeting Minutes of January 27, 2021
22. Public Works Commission Meeting Minutes of January 4, 2021
23. Public Works Commission Meeting Minutes of February 1, 2021
24. Letter dated February 17, 2021 from Crow Wing Power Re: Vegetation Management Project
25. Waste Partners Recycling Reports for January 2021
26. Group Transient Merchant Permit Application for Crosslake Ideal Lions

27. Bills for Approval
28. Additional Bills for Approval

D. CRITICAL ISSUES

1. Jon Mobeck and Carla White – Update on Loon Center
2. Tyler Glynn, BLAEDC – Update on Crow Wing County Covid-19 Business Grants

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Approval of Resolution Accepting Donations (Council Action-Motion)
2. Update on Fire Hall Project
 - a. Quote from Hytec for Garage Dehumidification Exhaust System (Council Action-Motion)
 - b. Quote from Hytec for Water Softener System (Council Action-Motion)
 - c. Pay Request #7 from Hytec for Fire Hall in the Amount of \$250,589.68 (Council Action-Motion)
3. Letter from Hytec dated January 29, 2021 Re: Additional Monument Sign (Council Action-Motion)
4. Email dated March 3, 2021 from Marcia Seibert-Volz Re: Fund Balance Policy (Council Action-Motion)
5. Memo dated March 8, 2021 Re: Commission Applications (Council Action-Motion)
6. Draft Minutes of March 1, 2021 Crosslakers Meeting
7. Update on Punch List for City Hall
8. Request from Hytec to Release Retainage on City Hall/Police Department Project in the Amount of \$41,064.35 (Council Action-Motion)

F. CITY ADMINISTRATOR'S REPORT

1. Estimates for Hard-Wired or Wireless Gooseneck Desk Top Microphones for Council Table (Council Action-Motion)
2. Agreement for BWSR Clean Water Fund Coordinated Mill Overlay, Sewer Expansion, and 5 Crosslake Runoff Retrofits Project (Council Action-Motion)
3. Memorandum of Understanding Amendment 2 with Crow Wing Soil and Water Conservation District (Council Action-Motion)
4. Letter dated March 1, 2021 from David Drown Associates RE: G.O. Equipment Certificates, 2021A and Approval of Resolution Providing for the Competitive Negotiated Sale of \$865,000 G.O. Equipment Certificate, Series 2021A (Council Action-Motion)
5. Discuss Penalty for Non-Payment of Lodging Tax
6. Update on Local Option Sales Tax

G. COMMISSION REPORTS

1. PUBLIC SAFETY
 - a. Memo dated February 24, 2021 Re: 2021-2022 Fire Service Contract Renewals (Council Action-Motion)
 - b. Memo dated March 3, 2021 from Chief Lee Re: Surplus Item (Council Action-Motion)

- c. Memo dated March 3, 2021 from Chief Lee Re: Computer Purchases (Council Action-Motion)
- d. Memo dated March 3, 2021 from Chief Lee Re: Mission Township Contract (Council Action-Motion)

2. PUBLIC WORKS/SEWER/CEMETERY

- a. Letter dated March 2, 2021 from Widseth Re: Agreement for Professional Services and Reimbursement of Direct Labor/Expenses/ Materials Associated with Requests for Information/Data/Digital Files Documents (Council Action-Motion)
- b. Email dated March 1, 2021 from Rob Hall Re: CSAH 66 Speed Study (Council Action-Motion)
- c. Discuss Request for Clearing Walking Trails

3. PARK AND RECREATION/LIBRARY

- a. Request from Park Director to Update Surveillance System (Council Action-Motion)

H. PUBLIC FORUM - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the Mayor, each speaker is given a three-minute time limit.

I. CITY ATTORNEY REPORT

- 1. The Closed Session that was Held March 5, 2021 has been Continued to Obtain More Information and will be Rescheduled ASAP
- 2. Closed Session Pursuant to State Statute 13D.05 subd. 3(c) to Discuss Land Negotiations/Settlement

J. NEW BUSINESS

K. OLD BUSINESS

L. ADJOURN

C.
l.
a.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
TUESDAY, JANUARY 19, 2021
12:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on Tuesday, January 19, 2021. The following Council Members were present: Mayor Dave Nevin, John Andrews, Marcia Seibert-Volz, and Aaron Herzog. Dave Schrupp was present via Zoom. Also present was City Administrator Mike Lyonais.

The meeting was called to order by Acting Mayor Marcia Seibert-Volz at 12:00 P.M. and stated that the purpose of the meeting was to evaluate the performance of the City Administrator Mike Lyonais pursuant to State Statute 13D.05, subd.3(a). Mike Lyonais was asked whether he wanted the meeting opened or closed. Mr. Lyonais stated that he would like the meeting closed.

MOTION 01SP01-01-21 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO CLOSE THE SPECIAL MEETING. MOTION CARRIED WITH ALL AYES.

The meeting was adjourned at 2:40 P.M.

Respectfully Submitted,

Charlene Nelson
City Clerk

C. 28.

ADDITIONAL BILLS FOR APPROVAL
March 8, 2021

VENDORS	DEPT		AMOUNT
Aspen Mills, uniform	Fire		54.00
AT&T, cell phone and ipad charges	ALL		935.22
AW Research, water testing	Sewer		124.20
Birchdale, alarm monitoring	Fire		162.00
Brainerd Hydraulics, char lynn, char lynn auger, parts	PW		865.56
Clifton Larson Allen, audit billing #1	Gov't		1,155.00
Crow Wing County Recorder, filing fees	PZ		46.00
CTC I.T., february 2021 i.t. labor	ALL		900.00
Fastenal, carriage bolt, nylock z	PW		105.17
Follett, library software support	Library		1,042.50
Johnson Killen & Seiler, personnel matters	Gov't		1,141.00
Lakes Gas, bulk lp	Park		809.94
Macqueen Emergency, scba flow test	Fire		1,534.00
Mastercard, Amazon, automatic door decal	Park		13.98
Mastercard, Amazon, Cable sleeve	Park		12.99
Mastercard, CDWG, unifi switch	Police		396.67
Midwest Machinery, filter elements, blades, oil, v-belt	Park		1,036.87
MN Wastewater Operators Assn, membership dues	Sewer		60.00
North Ambulance, february subsidy	Ambulance		1,100.00
Reeds Market, propane	Cemetery		19.99
The Office Shop, white out	PZ/Admin		20.09
The Office Shop, envelopes	PZ/Admin		25.76
The Office Shop, letter opener	Admin		2.51
Waste Partners, trash removal	ALL		325.85
WW Goetsch, lift station repair	Sewer		1,513.99
Ziegler, receptacle	PW		6.03
TOTAL			13,409.32

E.2.a.

March 5, 2021

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

RE: Fire Station Remodel – Garage Dehumidification System

Dear Mayor:

As requested, we are providing a budget price for a garage humidification exhaust system. Below is the breakdown for this option:

Garage Dehumidification Exhaust System **\$14,258.00**

- Provide and install new ventilation system for Garage 116.
- Fan will be on a manual timer and dehumidistat.
- New ductwork for outdoor air and exhaust outlet.
- Includes power wiring for the exhaust fan and controls.
- Cut openings in the exterior wall.

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

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



E. 2. b.
P.O. Box 621, Brainerd, MN 56401

• Tel 218-829-8529 • Fax 218-829-5383 • office@hytecconstruction.com

March 5, 2021

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

RE: Fire Station Remodel – Water Softener Upgrade

Dear Mayor:

As requested, we are providing a budget price for an updated water softener system. Below is the breakdown for this option:

Water Softener System	\$4,908.84
------------------------------	-------------------

- Provide and install a new Culligan 1.5" 60,000 grain HE metered water softener.
- Includes start up by Culligan.
- 200lbs of salt and operator training.
- 24"x40" brine tank.

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

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

Sold To:

Crosslake, City of
13888 Daggett Bay Rd

Crosslake, MN 56442

Invoice Number : 11913
Invoice Date : 02/28/2021
Customer Number : CROS03
Job Number : 20132
Due Date : 03/28/2021

Job:

Crosslake Fire Dept Remo
37028 Co Rd 66
Crosslake, MN

E.
Z.
C.

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
03/03/2021	Pay Application #7	250,589.68
	GROSS BILLINGS :	250,589.68
	NET BILLINGS :	250,589.68

Thank You

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO OWNER City of Crosslake
37028 County Road 66
Crosslake, MN 56442

PROJECT: Crosslake Firehall
Crosslake, MN

APPLICATION NO: SEVEN

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR

PERIOD TO: February 28, 2021

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

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.

1. ORIGINAL CONTRACT SUM \$ 1,298,769.85
2. Net change by Change Orders \$ 45,618.16
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,344,388.01
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,250,326.63

5. RETAINAGE:
a. 0 % of Completed Work \$ 0.00
(Column D + E on G703)
b. % of Stored Material \$
(Column F on G703)
Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 0.00



6. TOTAL EARNED LESS RETAINAGE \$ 1,250,326.63
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 999,736.95
8. CURRENT PAYMENT DUE \$ 250,589.68
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 94,061.38
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$45,618.16	
TOTALS	\$45,618.16	\$0.00
NET CHANGES by Change Order	\$45,618.16	

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA® · © 1992

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payments 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: March 4, 2021
State of Minnesota County of: Crow Wing
Subscribed and sworn to before me this 4th day of March, 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 \$ 250,589.68

(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: 3/4/21

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.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF X PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: SEVEN

Contractor's signed certification is attached.

APPLICATION DATE: 02/28/2021

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

PERIOD TO: 02/28/2021

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 O R E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Framing	\$7,059.25	\$7,059.26	\$0.00	\$0.00	\$0.00	\$7,059.26	(\$0.01)	
	Casework	\$2,730.10	\$1,365.05	\$682.53		\$0.00	\$2,047.58	\$682.53	
	Concrete	\$26,608.11	\$26,608.11	\$0.00		\$0.00	\$26,608.11	\$0.00	
	Demolition	\$78,464.97	\$78,464.97	\$0.00		\$0.00	\$78,464.97	\$0.00	
	Dirt Work	\$15,429.41	\$13,115.00	\$2,314.41		\$0.00	\$15,429.41	\$0.00	
	Electrical	\$162,783.53	\$122,087.65	\$24,417.53		\$0.00	\$146,505.18	\$16,278.35	
	Equipment	\$18,561.62	\$3,712.32	\$6,496.57		\$0.00	\$10,208.89	\$8,352.73	
	Exterior Concrete	\$8,917.08	\$5,796.10	\$0.00		\$0.00	\$5,796.10	\$3,120.98	
	Finishes	\$192,222.99	\$105,722.64	\$67,278.05		\$0.00	\$173,000.69	\$19,222.30	
	Fire Protection	\$139,744.56	\$97,821.19	\$25,154.02		\$0.00	\$122,975.21	\$16,769.35	
	Framing	\$18,937.03	\$18,937.03	\$0.00		\$0.00	\$18,937.03	\$0.00	
	HVAC	\$206,457.38	\$140,391.02	\$45,420.62		\$0.00	\$185,811.64	\$20,645.74	
	Masonry	\$76,721.54	\$65,213.31	\$11,508.23		\$0.00	\$76,721.54	\$0.00	
	Openings	\$75,022.69	\$66,019.97	\$1,500.45		\$0.00	\$67,520.42	\$7,502.27	
	Plumbing	\$57,734.88	\$33,486.23	\$12,124.33		\$0.00	\$45,610.56	\$12,124.32	
	Specialties	\$14,058.39	\$7,732.11	\$2,811.68		\$0.00	\$10,543.79	\$3,514.60	
	Steel	\$108,462.16	\$91,108.21	\$17,353.95		\$0.00	\$108,462.16	\$0.00	
	Thermal & Moisture	\$84,730.02	\$69,478.62	\$2,541.90		\$0.00	\$72,020.52	\$12,709.50	
	Trimwork	\$4,124.14	\$0.00	\$0.00		\$0.00	\$25,974.14	\$4,124.14	
	CO#1 - OH Door Repair	\$25,974.14	\$25,974.14	\$0.00		\$0.00	\$19,644.02	\$0.00	
	CO#2 - Attic Draft Stops	\$19,644.02	\$19,644.02	\$0.00		\$0.00	\$6,998.51	\$0.00	
	CO#3 - Hose Tower Epoxy Paint	\$6,998.51	\$0.00	\$6,998.51		\$0.00	\$13,990.77	\$0.00	
	CO#4 - Mechanical Pump Room	\$13,990.77	\$0.00	\$13,990.77		\$0.00	\$9,996.13	\$0.00	
	CO#5 - Exterior OSB Sheathing	\$9,996.13	\$0.00	\$9,996.13		\$0.00			
	PAGE TOTALS	\$1,375,373.42	\$999,736.95	\$250,589.68		\$0.00	\$1,250,326.63	\$125,046.79	\$0.00

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AIA DOCUMENT G703 - CONTINUATION SHEET FOR G702 - 1992 EDITION AIA® © 1992

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G703-1992

PUNCH LIST

Locks on Outside Doors **They Stay Unlocked. Need to Remain Locked**

City Hall Sign **not yet built as of 9/28/20**

Bottom of wall under TV screen in chambers is bulging (noticed 9/25/20) There is now large hole in the wall. **Painting 3/8/21**

Sheetrock seam in Police Department 12/3/20. **Painting 3/8/21**

Council Chambers bottom of door is fraying 12/3/20. **Installed door stop. Need more door stops and removal of openers on other doors**

Cracked wall where it meets ceiling in admin area 1/15/21. **Painting 3/8/21**

Tables on each side of Council Desk are breaking away 2-5-21

Microwave vs Stove – Parts arrived 9/28/20 Microwave needs to be hung. Completed 2/15/21
Wall to be painted 3/8/21

F. 6.

mlyonais@crosslake.net

From: Karl Badger <Karl.Badger@house.mn>
Sent: Friday, March 5, 2021 1:39 PM
To: mlyonais@crosslake.net
Cc: Dale Lueck
Subject: Crosslake S&U Tax Granted Hearing

Importance: High

Good Afternoon,

This is Karl Badger from Rep. Lueck's office. A hearing on HF 1490 (Crosslake Sales and Use Tax) has been granted in the House Property Taxes Committee. **The hearing will be on Thursday, March 11th at 1:00 pm.**

The committee has told us we will have roughly 10 minutes total for testimony on the bill. 2 minutes should be reserved at the beginning for Rep. Lueck to say a few words. 4 minutes should be reserved at the end for members' questions. So that leaves a maximum of 4 minutes for someone from Crosslake to testify on the bill. In addition to keeping the testimony within 4 minutes, Rep. Lueck recommends emphasizing the regional significance of the purpose of the tax.

Do you plan to be the testifier for Crosslake in committee? Or someone else? Let us know. One person could also take the lead on the 4-minute testimony, and you could have others available to answer member questions as well, if needed. In that case, it would be good to mention in your testimony that others are available to answer questions. Again, let us know your thoughts on handling testifiers. Thank you!

Best,

Karl

Karl Badger

Legislative Assistant
Representative Dale Lueck (10B)
Representative Bjorn Olson (23A)
(651) 296-4305

Minnesota House of Representatives

