

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, NOVEMBER 14, 2022
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 September 2, 2022
2. Public Hearing Minutes of September 14, 2022
3. Budget Workshop Meeting Minutes of September 19, 2022
4. Special Council Budget Meeting Minutes of September 28, 2022
5. Regular Council Meeting Minutes of October 10, 2022
6. Special Council Meeting Minutes of October 24, 2022
7. Unadjusted Draft: 10.31.2022 Month End Revenue Report
8. Unadjusted Draft: 10.31.2022 Month End Expenditures Report
9. Unadjusted Draft: 10.31.2022 Balance Sheet
10. Police Report for Crosslake – October 2022
11. Police Report for Mission Township – October 2022
12. Fire Department Report – October 2022
13. North Memorial Ambulance Run Report – September and October 2022
14. Planning and Zoning Monthly Statistics
15. Crosslake Parks, Recreation & Library Commission Meeting Minutes of September 28, 2022
16. Public Works Commission Meeting Minutes of October 3, 2022
17. Waste Partners Recycling Reports for September 2022
18. Bills for Approval
19. Additional Bills for Approval

D. CRITICAL ISSUES

1. Memo dated November 10, 2022 Re: Canvass of Election Results – (**Council Action-Motion**)

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Resolution Accepting Donations (**Council Action-Motion**)

2. Alden Hardwick – Pine River Overlook Park Proposal
3. Jim Gallaway – Discuss Cemetery Monument Bench and Flag Pole

F. CITY ADMINISTRATOR'S REPORT

1. Resolution Regarding Unpaid Sewer Charges
2. Preliminary Tax Rates
3. Update on Bond Issue
4. Verbal Update on Storm Damage Reimbursement
5. Memo dated November 14, 2022 from City Clerk Re: Vacation Hours (Council Action-Motion)

G. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY
 - a. Memo dated November 8, 2022 from TJ Graumann Re: Recommendation for Park Maintenance Employee Shawn Peterson (Council Action-Motion)
 - b. Recommendation to Collect Park Dedication for Berglund Lot Split (Council Action-Motion)
 - c. Request to Place a Memorial Bench on Hillcrest Beach Right-of-Way (Council Action-Motion)
2. PUBLIC WORKS/SEWER/CEMETERY
 - a. Change Order No. 2 from Anderson Brothers for 2022 Road Improvements Project (Council Action-Motion)
 - b. Pay Request No. 3 from Anderson Brothers for 2022 Road Improvements Project (Council Action-Motion)
 - c. Pay Applications No. 3 and No. 4 from Rice Lake Construction Group for Clarifier Improvements (Council Action-Motion)
 - d. Pay Request No. 5 from Casper Construction for CSAH 66 Sanitary Sewer Extension Project (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

J. NEW BUSINESS

K. OLD BUSINESS - Closed Session Pursuant to State Statute 13D.03 to Timing of Labor Negotiations

L. ADJOURN

C¹⁹.

ADDITIONAL BILLS FOR APPROVAL
November 14, 2022

VENDORS	DEPT		AMOUNT
Crow Wing Power, electric services	ALL		6,718.70
Forum Communications, meeting notice of 11/18/22	PZ		27.90
Mastercard, Amazon, award paper	Admin		9.88
Mastercard, Amazon, parchment paper	Admin		34.20
Mastercard, Amazon, frames, labels, paper	Admin		57.45
Mastercard, Costco, coffee	Gov't		71.98
Mastercard, Everblades, heated wiper blades	PW		343.00
TOTAL			7,263.11

F. 5.

MEMO TO: City Council

FROM: Char Nelson, City Clerk

DATE: November 14, 2022

SUBJECT: Vacation Hours

At the end of the last pay period, I had a balance of 103.25 vacation hours to use before the end of the year. In August, the Council changed the amount of vacation carryover from 240 hours to 160 hours. Because more than half the year was already over, it was difficult to plan for time off. And now there is only one and half months left in the year. I contacted my union representative at MNPEA and he had no objection that I request 60 hours to be paid out, as allowed in MNPEA Union Agreement on page 9. (See attached) I can then start 2023 with the correct amount of vacation time.

A G R E E M E N T

between

THE CITY OF CROSSLAKE

and

**MINNESOTA PUBLIC EMPLOYEES ASSOCIATION
CONFIDENTIAL AND SUPERVISORY UNIT**

January 1, 2022 – December 31, 2024

Section 5. Carry Over. Full-time employees may carry over up to twenty (20) days of unused vacation time from one calendar year to the next. Any additional unused vacation days shall be forfeited. Part-time employees may carry over a prorated number of vacation days. Any additional unused vacation days shall be forfeited. The City Council may, in its discretion, permit additional carry over.

Section 6. Payout. The City Council may, in its discretion, permit an employee to receive pay in lieu of vacation time.

Upon termination of employment, employees shall be paid for all accrued unused vacation time available for use in that calendar year.

ARTICLE XIV LEAVES OF ABSENCE

Section 1. Personal Leave. An unpaid leave of absence of up to three (3) months for personal reasons may be granted to an employee at the Employer's discretion, with the prior written approval of the City Council. No such leave shall be granted or used for the purpose of securing other employment.

Section 2. Medical Leave. An employee who has completed the required probationary period who is unable to perform the duties of the job because of illness or injury and who has exhausted all accrued unused sick leave may, upon request, be granted an unpaid medical leave of absence of up to three (3) months at the Employer's discretion, with the prior written approval of the City Council. Additional unpaid leave may be granted at the Employer's discretion. No medical leave may extend further than one (1) year in duration.

Section 3. Educational Leave. Leave with pay shall be granted for educational purposes if such education is specifically required by the Employer and with the prior written approval of the City Council.

Section 4. Military Leave. Military leave shall be granted as required by applicable state and federal law. An employee should notify their supervisor of the need for military leave as far in advance of the leave as possible. Eligible employees are entitled to up to fifteen (15) days of paid leave each calendar year for training or active service.

Section 5. Jury Duty/Witness Leave. When an employee performs jury duty, or is subpoenaed as a witness in court, or voluntarily serves as witness in a case in which the Employer is a party, the employee shall receive the employee's regular pay, and shall pay to the Employer the amount received as a juror or witness. The employee shall report to work whenever there is a significant break in jury duty that is concurrent with the employee's work schedule.

Section 6. Bereavement Leave. The Employer shall provide three (3) days of paid leave in the event of a death in an employee's immediate family or household members. "Immediate family" means an employee's parent, step-parent, spouse, child, step-child, brother,

Replaces current
G.2.d.

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
CSAH 66 SANITARY SEWER EXTENSION PROJECT		CONTRACTOR (1)
CITY OF CROSSLAKE -		OWNER (1)
BMI PROJECT NO. B11.11904		ENGINEER (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$2,096,205.00
TOTAL, COMPLETED WORK TO DATE		\$2,190,257.45
TOTAL, STORED MATERIALS TO DATE		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS		\$2,190,257.45
RETAINED PERCENTAGE (5.0%)		\$109,512.87
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$2,080,744.58
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$1,476,038.08
PAY CONTRACTOR AS ESTIMATE NO. 5		\$604,706.50

CERTIFICATE FOR PARTIAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Casper Construction Inc.
212 SE 10th Street
Grand Rapids, MN 55744

By Tom Allen Senior Estimator/Project Manager
Name Title

Date 11/11/2022

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7656 DESIGN ROAD, STE 200, BAXTER, MN 56425

By [Signature], CONSULTING ENGINEER
Date 11/11/2022

APPROVED FOR PAYMENT:
OWNER:

By _____ Title _____ Date _____

And _____ Title _____ Date _____

Pay Request No.:

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CSAH 66 SANITARY SEWER EXTENSION PROJECT



Real People. Real Solutions.

CITY OF CROSSLAKE

BMI PROJECT NO. B11.11904

WORK COMPLETED THROUGH SUNDAY, SEPTEMBER 25, 2022

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION	\$80,055.56	1.00 LUMP SUM	\$80,055.56	0.75 LUMP SUM	\$60,041.67	1.00 LUMP SUM	\$80,055.56
2	CLEARING AND GRUBBING	\$375.00	1.00 EACH	\$375.00	16.00 EACH	\$6,000.00	16.00 EACH	\$6,000.00
3	CLEARING AND GRUBBING	\$10,000.00	0.30 ACRE	\$3,000.00	0.30 ACRE	\$3,000.00	0.30 ACRE	\$3,000.00
4	2-YEAR MAINTENANCE	\$15,000.00	1.00 LUMP SUM	\$15,000.00	0.00 LUMP SUM	\$0.00	0.00 LUMP SUM	\$0.00
5	REMOVE CABLE FENCE	\$6.75	450.00 LIN FT	\$3,037.50	450.00 LIN FT	\$3,037.50	509.00 LIN FT	\$3,435.75
6	REMOVE PIPE SEWERS	\$7.00	1,957.00 LIN FT	\$13,699.00	1,957.00 LIN FT	\$13,699.00	1,957.00 LIN FT	\$13,699.00
7	REMOVE BITUMINOUS PAVEMENT	\$3.15	21,998.00 SQ YD	\$69,293.70	21,998.00 SQ YD	\$69,293.70	21,998.00 SQ YD	\$69,293.70
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	\$3.00	4,181.00 SQ YD	\$12,543.00	4,608.00 SQ YD	\$13,824.00	5,070.00 SQ YD	\$15,210.00
9	REMOVE CURB & GUTTER	\$2.00	5,486.00 LIN FT	\$10,972.00	8,529.00 LIN FT	\$17,058.00	8,529.00 LIN FT	\$17,058.00
10	REMOVE CONCRETE DRIVEWAY PAVEMENT	\$5.00	400.00 SQ YD	\$2,000.00	578.00 SQ YD	\$2,890.00	641.00 SQ YD	\$3,205.00
11	REMOVE DRAINAGE STRUCTURE	\$345.00	25.00 EACH	\$8,625.00	25.00 EACH	\$8,625.00	25.00 EACH	\$8,625.00
12	REMOVE CASTING	\$95.00	25.00 EACH	\$2,375.00	24.00 EACH	\$2,280.00	25.00 EACH	\$2,375.00
13	COMMON EXCAVATION (P) (EV)	\$4.80	8,086.00 CU YD	\$38,812.80	8,086.00 CU YD	\$38,812.80	8,722.00 CU YD	\$41,865.60
14	CHANNEL AND POND EXCAVATION (P) (EV)	\$11.00	1,959.00 CU YD	\$21,549.00	1,541.00 CU YD	\$16,951.00	1,959.00 CU YD	\$21,549.00
15	COMMON LABORERS	\$100.00	10.00 HR	\$1,000.00	0.00 HR	\$0.00	15.00 HR	\$1,500.00
16	SKID LOADER	\$165.00	10.00 HR	\$1,650.00	0.00 HR	\$0.00	6.25 HR	\$1,031.25
17	FINE FILTER AGGREGATE (LV)	\$18.50	425.50 CU YD	\$7,871.75	114.50 CU YD	\$2,118.25	480.10 CU YD	\$8,511.85
18	COMPOST GRADE 2 (LV)	\$82.75	106.10 CU YD	\$8,779.78	28.70 CU YD	\$2,374.93	119.90 CU YD	\$9,921.73
19	AGGREGATE BASE (CV) (P) CLASS 5	\$14.00	3,870.00 CU YD	\$54,180.00	3,870.00 CU YD	\$54,180.00	3,975.00 CU YD	\$55,650.00
20	AGGREGATE BASE (CV) (P) CLASS 5 (TRAIL)	\$37.00	570.00 CU YD	\$21,090.00	400.00 CU YD	\$14,800.00	570.00 CU YD	\$21,090.00
21	TYPE SP 9.5 WEARING COURSE SPECIAL (WMA)	\$73.00	2,540.00 TON	\$185,420.00	0.00 TON	\$0.00	2,519.29 TON	\$183,908.17
22	TYPE SP 12.5 WEARING COURSE SPECIAL (WMA)	\$76.00	2,540.00 TON	\$193,040.00	1,096.60 TON	\$83,341.60	2,263.36 TON	\$172,015.36
23	TYPE SP 9.5 WEARING COURSE (TRAIL)	\$75.00	430.00 TON	\$32,250.00	0.00 TON	\$0.00	582.12 TON	\$43,659.00
24	CONCRETE CURB & GUTTER DESIGN B624	\$21.00	5,486.00 LIN FT	\$115,206.00	8,673.00 LIN FT	\$182,133.00	8,673.00 LIN FT	\$182,133.00
25	6" CONCRETE DRIVEWAY PAVEMENT	\$65.85	350.00 SQ YD	\$23,047.50	172.03 SQ YD	\$11,328.18	644.53 SQ YD	\$42,442.30
26	6" CONCRETE WALK	\$11.54	1,000.00 SQ FT	\$11,540.00	64.00 SQ FT	\$738.56	945.00 SQ FT	\$10,905.30
27	DRILL & GROUT DOWEL BAR (EPOXY COATED)	\$8.50	39.00 EACH	\$331.50	0.00 EACH	\$0.00	42.00 EACH	\$357.00
28	BITUMINOUS DRIVEWAY PATCH	\$40.84	569.00 SQ YD	\$23,237.96	0.00 SQ YD	\$0.00	801.45 SQ YD	\$32,731.22
29	TRUNCATED DOMES	\$45.00	100.00 SQ FT	\$4,500.00	15.00 SQ FT	\$675.00	89.00 SQ FT	\$4,005.00
30	TRAFFIC CONTROL	\$5,900.00	1.00 LUMP SUM	\$5,900.00	1.00 LUMP SUM	\$5,900.00	1.00 LUMP SUM	\$5,900.00
31	SILT FENCE TYPE MS	\$3.00	1,400.00 LIN FT	\$4,200.00	1,654.00 LIN FT	\$4,962.00	1,654.00 LIN FT	\$4,962.00
32	COMMON TOPSOIL BORROW (LV)	\$54.00	700.00 CU YD	\$37,800.00	45.00 CU YD	\$2,430.00	621.21 CU YD	\$33,545.34
33	TURF ESTABLISHMENT 1	\$14,500.00	1.20 ACRE	\$17,400.00	0.86 ACRE	\$12,470.00	2.46 ACRE	\$35,670.00
34	TURF ESTABLISHMENT 2	\$14,500.00	0.30 ACRE	\$4,350.00	0.06 ACRE	\$870.00	0.33 ACRE	\$4,785.00
35	EROSION CONTROL BLANKETS CATEGORY 3N	\$2.95	305.00 SQ YD	\$899.75	0.00 SQ YD	\$0.00	472.00 SQ YD	\$1,392.40
36	STABILIZED CONSTRUCTION EXIT	\$6,500.00	1.00 LUMP SUM	\$6,500.00	1.00 LUMP SUM	\$6,500.00	1.00 LUMP SUM	\$6,500.00
37	STORM DRAIN INLET PROTECTION	\$150.00	36.00 EACH	\$5,400.00	31.00 EACH	\$4,650.00	34.00 EACH	\$5,100.00
38	SEDIMENT CONTROL LOG TYPE WOOD CHIP	\$6.00	190.00 LIN FT	\$1,140.00	580.00 LIN FT	\$3,480.00	760.00 LIN FT	\$4,560.00
39	PLANTINGS	\$50.00	650.00 EACH	\$32,500.00	0.00 EACH	\$0.00	650.00 EACH	\$32,500.00
40	PLANTINGS SOIL (LV)	\$45.00	225.00 CU YD	\$10,125.00	0.00 CU YD	\$0.00	0.00 CU YD	\$0.00
41	CROSSWALK MULTI COMP	\$4.80	192.00 SQ FT	\$921.60	0.00 SQ FT	\$0.00	208.00 SQ FT	\$998.40
42	4" BROKEN LINE YELLOW-EPOXY	\$0.40	480.00 LIN FT	\$192.00	0.00 LIN FT	\$0.00	490.00 LIN FT	\$196.00
43	4" DOUBLE SOLID LINE YELLOW-EPOXY	\$0.80	2,105.00 LIN FT	\$1,684.00	0.00 LIN FT	\$0.00	2,123.00 LIN FT	\$1,698.40
44	4" SOLID LINE WHITE-EPOXY	\$0.40	8,979.00 LIN FT	\$3,591.60	0.00 LIN FT	\$0.00	9,070.00 LIN FT	\$3,628.00
45	8" SOLID LINE WHITE EPOXY	\$3.80	165.00 LIN FT	\$627.00	0.00 LIN FT	\$0.00	162.00 LIN FT	\$615.60
46	24" SOLID LINE WHITE-EPOXY	\$6.50	54.00 LIN FT	\$351.00	0.00 LIN FT	\$0.00	51.00 LIN FT	\$331.50
47	12" RC PIPE APRON	\$1,200.00	3.00 EACH	\$3,600.00	3.00 EACH	\$3,600.00	3.00 EACH	\$3,600.00
48	15" RC PIPE APRON	\$1,265.00	2.00 EACH	\$2,530.00	2.00 EACH	\$2,530.00	2.00 EACH	\$2,530.00
49	12" RCP PIPE	\$56.50	2,012.00 LIN FT	\$113,678.00	2,011.00 LIN FT	\$113,621.50	2,011.00 LIN FT	\$113,621.50
50	15" RCP PIPE	\$63.00	509.00 LIN FT	\$32,067.00	493.30 LIN FT	\$31,077.90	500.34 LIN FT	\$31,521.42

Pay Request No.:

5

CSAH 66 SANITARY SEWER EXTENSION PROJECT



Real People. Real Solutions.

CITY OF CROSSLAKE

BMI PROJECT NO. B11.11904

WORK COMPLETED THROUGH SUNDAY, SEPTEMBER 25, 2022

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
51	CONNECT TO EXISTING STORM SEWER	\$475.00	5.00 EACH	\$2,375.00	5.00 EACH	\$2,375.00	5.00 EACH	\$2,375.00
52	CONNECT TO EXISTING SANITARY SEWER	\$325.00	1.00 EACH	\$325.00	1.00 EACH	\$325.00	1.00 EACH	\$325.00
53	8" PVC PIPE SEWER	\$60.00	243.00 LIN FT	\$14,580.00	256.00 LIN FT	\$15,360.00	256.00 LIN FT	\$15,360.00
54	10" PVC PIPE SEWER	\$70.25	4,686.00 LIN FT	\$329,191.50	4,721.75 LIN FT	\$331,702.94	4,721.75 LIN FT	\$331,702.94
55	10x4 PVC WYE	\$800.00	58.00 EACH	\$46,400.00	54.00 EACH	\$43,200.00	54.00 EACH	\$43,200.00
56	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	\$540.00	101.80 LIN FT	\$54,972.00	94.76 LIN FT	\$51,170.40	104.14 LIN FT	\$56,235.60
57	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	\$550.00	54.90 LIN FT	\$30,195.00	42.15 LIN FT	\$23,182.50	51.41 LIN FT	\$28,275.50
58	CONSTRUCT RAIN GUARDIAN TURRET	\$4,975.00	1.00 EACH	\$4,975.00	1.00 EACH	\$4,975.00	1.00 EACH	\$4,975.00
59	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	\$430.00	290.00 LIN FT	\$124,700.00	273.39 LIN FT	\$117,559.12	291.03 LIN FT	\$125,144.32
60	4" PVC PIPE SEWER	\$52.25	2,150.00 LIN FT	\$112,337.50	2,064.33 LIN FT	\$107,338.74	2,054.33 LIN FT	\$107,338.74
61	6" PVC DRAIN TILE CLEANOUT	\$325.00	9.00 EACH	\$2,925.00	7.00 EACH	\$2,275.00	9.00 EACH	\$2,925.00
62	6" PERF TP PIPE DRAIN	\$23.00	570.00 LIN FT	\$13,110.00	394.00 LIN FT	\$9,062.00	570.00 LIN FT	\$13,110.00
63	6" GATE VALVE & BOX	\$2,500.00	3.00 EACH	\$7,500.00	2.00 EACH	\$5,000.00	3.00 EACH	\$7,500.00
64	CASTING ASSEMBLY (SANITARY)	\$1,400.00	18.00 EACH	\$25,200.00	0.00 EACH	\$0.00	18.00 EACH	\$25,200.00
65	CASTING ASSEMBLY (A-7)	\$750.00	2.00 EACH	\$1,500.00	1.00 EACH	\$750.00	2.00 EACH	\$1,500.00
66	CASTING ASSEMBLY (B-13)	\$1,050.00	28.00 EACH	\$29,400.00	28.00 EACH	\$29,400.00	28.00 EACH	\$29,400.00
67	CASTING ASSEMBLY (R-2561)	\$850.00	4.00 EACH	\$3,400.00	3.00 EACH	\$2,550.00	4.00 EACH	\$3,400.00
68	TRAFFIC BARRIER DESIGN B8307	\$55.50	450.00 LIN FT	\$24,975.00	0.00 LIN FT	\$0.00	454.00 LIN FT	\$25,197.00
69	END TREATMENT - SLOTTED RAIL TERMINAL	\$5,000.00	2.00 EACH	\$10,000.00	0.00 EACH	\$0.00	2.00 EACH	\$10,000.00
	BID TOTAL AMOUNT:			\$2,088,000.00		\$1,545,519.29		\$2,182,052.45
CO 1	LOCAL DETOUR RELATED SIGNAGE	\$8,205.00	1.00 EACH	\$8,205.00	1.00 EACH	\$8,205.00	1.00 EACH	\$8,205.00
	TOTAL AMOUNT:			\$2,096,205.00		\$1,553,724.29		\$2,190,257.45