

PUBLIC WORKS AGENDA  
CITY OF CROSSLAKE  
MONDAY – JUNE 1, 2020  
4:00 P.M. – ZOOM MEETING

1. Call to Order
2. Approve February 3, 2020 Meeting Minutes (Motion)
3. Stuart Swenson of Sundance Ridge – Request for Reduction of Sewer Connection Fees for Proposed Apartment Building and Villas at Site of Old School Building

Email dated May 27, 2020 from Phil Martin Re: Sewer Connection Fees

4. Update on Road Projects from Dave Reese
5. Other Business as May Arise
6. Adjourn



Public Works Meeting Notes  
February 3, 2020

Members Present: Chairman Doug Vierzba, Dale Melberg, Tim Berg, Tom Swenson, Gordy Wagner, Mic Tchida

Others Present: Ted Strand, Dave Reese (Widseth), Dave Nevin, Mike Lyonais, Marsha Volz

Members not present: Dave Schrupp

1. Meeting called to order at 4 pm.
2. Approve January 6, 2020 Meeting Minutes (Motion)-***Motion by Tchida, 2<sup>nd</sup> by Swenson to approve, all in favor.***
3. Perkins Road Improvements – Plan Review-Dave Reese provided an update on the project:
  - A meeting was held with the Corp to review the first design whereby the Corp property was used as drainage. This was rejected.
  - As a result, WSN created another design placing a pond on the east side of the road on city property. This was rejected by one of the landowners as too many trees would be removed to accomplish, thus removing a property screen.
  - The current design, which was reviewed today allowed drainage to run north down the road onto an existing boulder drainage system. Curbs will be created to keep the runoff on the road and the flow will be directed under an existing paver driveway which is ok with the landowner. This design is acceptable to the Corp. Said property owner will grant drainage easements over his property to handle runoff to the lake.
  - The old road will be left in place until such time as all the new access driveways are in operation. These new roads are the responsibility of the existing land owners. The city plans to remove the old asphalt and gravel and cover with top soil. WSN will work with the landowners to determine where the access points will be.
  - Regarding development on the south side of the new road, no driveway aprons will be installed under this project. This will be the responsibility of the developer(s) of said property.
  - Tom Swenson asked about future use of the Corp and projected costs. Mike Lyonais said the City will begin working with the Corp after the road is completed and that the agreement regarding costs is that the benefiting landowners will pay 50% of the costs of the project which is estimated to be about \$500,000. Mike stated that the current agreement with the Corp regarding the use of the property is limited to trails only at this time. Further discussion with the Corp will take place after the road project is completed.

***Motion by Tchida to approve the current design, making note that the City will not add any accesses/driveway entrances to the properties on the south side of the new road. It was also decided to bid this project as separate project. 2<sup>nd</sup> by Melberg, all in favor.***

#### 4. Water Quality Project at Manhattan Point Blvd and CSAH 66 – Plan Review

Dave Reese presented plan view drawings of the project for discussion. Comments follow:

- 2 years ago, during the reconstruction of Manhattan PT Blvd, the City added a concrete structure from Loon lake to the North, under Manhattan Pt Blvd in anticipation of this project
- 2 Hydrodynamic Separators to be used in the vicinity of the intersection of #66 and Manhattan Pt Blvd, 1 more about 1,000 feet south of same intersection. But only one sediment pond will be used at the intersection location as no space available 1,000 feet south.
- Separators to be cleaned 1x year at City of Crosslake Cost. Will attempt to coordinate cleaning with Separator located to the north which empties into Trout Lake
- Waiting on the Corp of Engineers to Comment. County has submitted some questions to Wisdeth. Dave Reese does not see any issues so far with the design and requested he be allowed to go out for bids on the project as it is scheduled for 2020
- The projected total cost and cost sharing portions for the project are as follows, as provided by Melissa Barrick on Feb 6, 2020, see below:

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#### Loon-Island Lake Stormwater Project

Grant Award: \$475,000

Item	Amount	Notes
SWCD Administration/Project Management	\$70,000	Required reporting/grant tracking
Stormwater Project	\$405,000	Construction/materials/etc
Total	\$475,000	

Required 25 % Match: \$118,750 (Cash or In-kind)

Match Funds Budget:

Item	Amount	Notes
Crow Wing County HWY Dept	\$50,000	Engineering/City of Crosslake
City of Crosslake	\$43,000	Engineering
Land and Water Trust Fund	\$5,900	Legal, Title, Appraisal (invoiced Spent)
Pine River Watershed Alliance	\$1,000	Legal, Title (invoice & Spent)
WAPOA	\$3,100	Available for Project
In/Cash Contributions	\$15,750	Partners to be determined
Total	\$118,750	

**Total Construction and Engineering Budget**

Item	Amount	Notes
Engineering	\$93,000	Split between County/City
Construction/Contingency	\$405,000	SWCD Grant Funds reimbursed to the City
Total	\$498,000	

***Motion by Swenson to recommend Widseth advertise for bids on the project, 2<sup>nd</sup> by Tchida, all in favor. A discussion on combining other projects took place but it was decided to bid as a separate project.***

**5. Update on Daggett Bay Road Sanitary Sewer Extension Improvements.**

- Dave Reese started the discussion by explaining the bids from last fall were as follows:
  - DeChantal was \$286,500
  - Anderson Brothers was approximately \$336,500
  - Dechantal said their bid included the fees from Hytec and Sourcewell, 10% and 7.5% respectively. Not sure if the 17.5% was included in Anderson Brothers.
  - The bids were last minute and late in the year, hence the higher price
- City Hall needs to be connected by 4-23-2020 for Occupancy
- Some discussion on stopping at City Hall due to cost estimates well beyond the 100K in the Hytec Budget
- Stopping in front of the City Hall is not recommended due to the road elevation issues. The elevation will change from current levels.
- Going out for bids again might send the wrong signal to contractors. The City would bid directly, not through Hytec.
- Reese has a prior estimate of \$226,300 to go all the way to Brook Street. Daggett Bay road is in need of rework today and has been for a few years.
- **Conclusion:**
  - Nevin to talk to Hytec about getting bids directly from the city to reduce the cost
  - Nevin to learn more about the \$100K Hytec had in the estimate, Credit to the Contract if we go direct?
  - Reese recommends going out for bids again and Widseth will coordinate without issue. This type of coordination is part of all contracts. **(A Special Council meeting, held on February 24<sup>th</sup>, approved the City obtaining bids directly for the project)**

**6. Update on 2020 Road Improvement Projects**

- \* Preliminary Assessment Hearing for Wild Wind Ranch Drive on February 24, 2020 at 2:00 P.M.
- \* Preliminary Assessment Hearing for Big Pine Trail on February 24, 2020 at 3:00 P.M.

**Discussion on Wild Wind Ranch Drive:**

- Reese recommended \$4,000 for most lots, except the two inner lots.

- Some discussion about larger lots and why they would not be assessed based on future ability to subdivide and should they pay more now. Conclusion was that is not how the current policy works. Current policy states that the Assessment is based on the Benefit to the applicable property.
- After long discussion, the Commission came to the conclusion to set all assessments for the road at \$4,000 per lot. Reese to present same at the upcoming Public Hearing.

#### Discussion on Big Pine Trail:

Reese stated that the city does have an appraisers benefit document for this project. The appraisers recommended range for assessments was \$5,000 to \$9,000 per lot. Reese stated there are many instances where several adjoining lots were owned by one owner. In this case he thought it best to assess a single fee of \$5,000 for on lake situations like this. Off lake lots with the same situation would be \$4,000. There was lots of discussion on those lots that did not adjoin the road; should they be assessed?

Tom Swenson stated the reason for the road improvement is due to the improvement of the Dam on Big Pine Lake. The new Dam will be a large benefit to all the owners on and around Big Pine Lake.

Per Doug's email request to Dave Reese, Dave will send out an information letter to all impacted residents ahead of the scheduled Public Hearing to help them understand the project.

#### 7. Update on 2020 Seal Coating Projects

- Reese stated that Manhattan Point Blvd, Shadywood Street and Summit avenue are going to be Chip Sealed this summer. The full length of Summit will be chip sealed to determine if it prolongs the life of older roads. The county is aware of our chip sealing needs/plan and is combining our needs with their bid request for economies of scale. However, County crack sealing coordination/combining with chip sealing bids is not done. Cities have to go out and get their own bids for the crack sealing.
- Tom Swenson questioned the shouldering plan. Ted is looking for a shouldering machine to make the work easier.

#### 8. Update from Bolton & Menk on CSAH 66 Sanitary Sewer Extension and Storm Water Quality Improvements

- The packet included information on the project from B & M.
- Grant for \$375K was approved.
- We should be proud of our community efforts to protect water quality.
- The project needs to be completed when the #66 sewer extension is completed
- Negotiations for easements from property owners is yet to be done

#### 9. Other Business as May Arise

#### 10. Adjourned at approximately 6:30 PM.

Notes by Dave Schrupp 4/13/2020

## City of Crosslake

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**From:** Ted Strand <publicwk@crosslake.net>  
**Sent:** Wednesday, May 27, 2020 11:35 AM  
**To:** Char  
**Subject:** FW: Hiniker-Swenson DRT 4-21-2020

**From:** Phil Martin [mailto:Phillip.Martin@bolton-menk.com]  
**Sent:** Tuesday, May 05, 2020 11:07 AM  
**To:** Ted Strand <publicwk@crosslake.net>  
**Subject:** RE: Hiniker-Swenson DRT 4-21-2020

Hi Ted

I reviewed the information you provided showing the site plan and Villa unit layouts.

What I understand is that a potential redevelopment (Clock Tower Villas) of the Teen Center and Former Charter School property is being considered. The redevelopment plan I reviewed showed the following:

- The Teen Center building would be redeveloped to create 2 Villas (Villa 10 & Villa 11).
- The Charter School building would be redeveloped into 9 Villas (Villas 1-9).
- New Development of four 4-plex Villa buildings (16 Villa units).

The property is currently zone as limited commercial.

Based on City Code of Ordinance, Chapter 50 – Utilities each, the redevelopment and new development would be as follows:

1. Sewer Availability Charge (SAC)/Sewer Connection Charge - currently \$6,500\* per ERU or ERC
  - a. Proposed redevelopment – \$6,500 per Villa unit
  - b. Staff could review history to determine how past SAC was applied and adjust accordingly.
  - c. New development - \$6,500 per Villa unit.

\* If property rezoned to residential the current charge would be \$4,000 per Villa unit rather than \$6,500 per Villa unit.

2. Monthly Sewer Usage Charge - \$50/month per Villa for residential usage; \$50/8,000 gallons metered for commercial usage.
  - a. City would need to determine how to charge for residential usage on commercially zoned property.

Let me know if you questions.

Thanks

Phil Martin  
 218-821-7265

**From:** Ted Strand <publicwk@crosslake.net>  
**Sent:** Monday, May 4, 2020 12:10 PM  
**To:** Phil Martin <Phillip.Martin@bolton-menk.com>  
**Subject:** FW: Hiniker-Swenson DRT 4-21-2020

**From:** Cheryl Stuckmayer [<mailto:cstuckmayer@crosslake.net>]  
**Sent:** Monday, May 04, 2020 11:48 AM  
**To:** Ted Strand <[publicwk@crosslake.net](mailto:publicwk@crosslake.net)>  
**Subject:** Hiniker-Swenson DRT 4-21-2020

Some of the information may be doubled up. He was sending different floor plans, site plans. The attached "site-floor plan 4.13.2020" should be the latest one.

Thank you.

All city buildings are closed to the public. Planning and Zoning is still offering full service by all other means available to us. If you should have any questions or concerns, please contact planning and zoning. Office hours are 8-4:30 M-F except holidays.

Respectfully,

**Cheryl Stuckmayer**  
**Planner – Zoning Coordinator**  
Crosslake Planning and Zoning Department  
37028 County Road 66  
Crosslake, MN 56442

Office: (218) 692-2689  
Fax: (218) 692-2687  
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Website: [www.cityofcrosslake.org](http://www.cityofcrosslake.org)

Excellent customer service is our top priority. Please let me know if I was helpful!

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## City of Crosslake

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**From:** Dave Reese <Dave.Reese@widseth.com>  
**Sent:** Thursday, May 28, 2020 9:08 AM  
**To:** Marsha Vierzba; micndi@crosslake.net; Dale Melberg; Gordon Wagner; 'Tim Berg'; Tom Swenson  
**Cc:** publicwk@crosslake.net; Mike Lyonais (mlyonais@crosslake.net); Charlene Nelson (cityclerk@crosslake.net); Dave Schrupp; Dave Nevin (mayornevin@crosslake.net)  
**Subject:** Crosslake Public Works Commission - Active Projects Status Report

Following is an update on active projects:

- **Water Quality Project – Manhattan Point Boulevard and CSAH 66**
  - Utility owners have relocated underground facilities.
  - DeChantal Excavating has mobilized equipment and delivered storm pipe materials to the project site.
  - Construction staking will be completed for the pond excavation when the Contractor is ready to begin the work.
  - Traffic controls were placed by the Contractor prior to the Memorial Day weekend; the Contractor schedule was delayed and the County requested traffic controls be removed until the Contractor intends to begin work.
  - An updated schedule has been requested from the Contractor.
  - The Substantial Completion Date is July 31, 2020 and the Final Completion Date is August 28, 2020.
- **Daggett Bay Road Sanitary Sewer Extension**
  - Paving of driveways and the first lift of bituminous have been completed on the roadway. Manhole castings have been raised and the final lift of pavement is scheduled to be completed on Friday this week. This will coincide with the final lift of pavement at the City Hall parking lot.
  - Seeding and turf restoration will follow paving.
  - The construction is on schedule to meet the Substantial Completion Date of June 19, 2020 and Final Completion Date of July 3, 2020.
- **Wild Wind Ranch Drive Improvements**
  - Bids were opened on May 14, 2020 at City Hall. One bid was received from Anderson Brothers Construction of Brainerd, MN. The lone bid was \$148,808.94, which was 30% higher than the estimate. The bid was rejected. The Wild Wind Ranch Drive project will be included with the 2021 improvement projects.
- **Perkins Road Improvements**
  - Tree clearing began on May 21st and concluded on May 22nd. The logger will be skidding logs out this week.
  - Grubbing of tree stumps and completion of right-of-way clearing will begin next week.
  - Grading is scheduled to begin the second week of June.
  - Key dates/milestones for this project are as follows:
    - June 1, 2020 – Completion of all clearing and grubbing.
    - August 7, 2020 – Completion of all work within the Perkins roadway and trail construction corridor, including all bituminous and concrete paving, topsoil and turf establishment.
    - September 18, 2020 – Property owners shall have their individual driveways extended to the new Perkins Road alignment by this date.
    - October 16, 2020 – Substantial Completion, including all demolition, removals and restoration items associated with the original Perkins Road corridor.
    - June 30, 2021 – Final Completion, including any follow-up turf restoration work within all project areas.
- **Crack Sealing**



- Two bids for crack sealing were received on May 8, 2020. A contract was awarded to Kamco of Dassel, MN for their low bid of \$79,500.00. The next bidder was Anderson Brothers Construction with a bid of \$89,958.61.
- **Seal Coating**
  - Astech will begin seal coating operations in Crow Wing County after July 6th.
  - Astech provided a bid for routing and sealing of the roadways they will be seal coating at \$4,884.00. The Astech quote was accepted in lieu of the Kamco bid of \$7,950.00 for routing and sealing.
- **Capital Improvement Plan Update**
  - Work is continuing on the CIP update for 2020-2021 with updated costs.

Please forward to anyone I may have missed as appropriate.

Regards,

**Dave Reese, PE**

Civil Engineer, VP

218-316-3629

7804 Industrial Park Road

Baxter, MN 56425-2720

# WIDSETH

***Please Note:*** *Widseth Smith Nolting & Assoc., Inc. is doing business as (dba) WIDSETH.*

*As a result, my email address has changed to [Dave.Reese@widseth.com](mailto:Dave.Reese@widseth.com)*

*Please update your records accordingly (phone number and address remain the same).*

**Widseth.com**

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