

PUBLIC WORKS AGENDA  
CITY OF CROSSLAKE  
MONDAY – AUGUST 3, 2020  
4:00 P.M. – CITY HALL

1. Call to Order
2. Approve June 1, 2020 Meeting Minutes (Motion)
3. Update from Ted Strand on 2021 Capital Outlay
4. Update from Dave Reese on 2020 Road Projects and 2021 Capital Improvement Plan
5. Quotes to Fix Washouts on South Landing and Whitefish Ave. (will be distributed on Monday)
6. Update from Phil Martin Re: Sanitary Sewer Improvements
7. Council Discussion Re: Brita Lane (Information)
8. Other Business as May Arise
9. Adjourn

2.



Public Works Meeting Notes

June 1, 2020

Meeting was held via ZOOM

Members Present: Doug Vierzba, Dale Melberg, Mic Tchida, Marcia Volz, Tom Swenson, Gordy Wagner

Others Present: Ted Strand, Dave Nevin, Mike Lyonais, Phil Martin, Aaron Herzog, John Andrews, Dave Schrupp, Stuart Swenson (Sundance Ridge)

Members not present: None

Comments: A video recording of the meeting was not created to assist with meeting notes.

1. Call to Order at 4 pm.
2. Approve February 3, 2020 Meeting Minutes. ***Motion by Tchida, second by Melberg, all in favor to approve the notes.***
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.

Stuart Swenson explained his interest in developing the property where the Crosslake Charter School was located until it moved a couple of years ago to a new facility. His interest is creating 2 Villas in the Teen Center Building, 9 Villas in the Charter School Building and 4-4-Plex (16 Villas) along with storage facilities on the lot. Mr. Swenson requested the city no charge him for SAC charges or monthly sewer charges on the units he will ultimately have. The property is zoned commercial and the SAC charge would be \$6,500 per unit created. After much discussion, the PW Commission members would only give Mr. Swenson credit for 2 SAC fees paid by the current owner. The PW Commission insisted that the monthly sewer fees had to be paid on all units. These are all recommendations by the Public Works Commission members to the City Council as the ordinances relating to sewer use are clear and it was felt the Commission cannot change the ordinances.

Email dated May 27, 2020 from Phil Martin Re: Sewer Connection Fees (See attached document outlining the anticipated fees)

4. Update on Road Projects from Dave Reese . (See attached update from Dave Reese dated 5-29-2020)

Regarding the one year delay in repaving Wild Wind Ranch Drive, Vierzba stated that the City will need to notify the property owners on Wild Wind Ranch that the street reconstruction will not take place in 2020 but is planned for 2021."

5. Other Business as May Arise- none
6. Adjourn

## City of Crosslake

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**From:** Dave Reese <Dave.Reese@widseth.com>  
**Sent:** Thursday, July 2, 2020 5:32 PM  
**To:** Marsha Vierzba; micndi@crosslake.net; Dale Melberg; Gordon Wagner; 'Tim Berg'; Tom Swenson; publicwk@crosslake.net; Mike Lyonais (mlyonais@crosslake.net); Charlene Nelson (cityclerk@crosslake.net); Dave Schrupp; Dave Nevin (mayornevin@crosslake.net); Tony Pohl  
**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**
  - DeChantal Excavating will subcut for dewatering point installations and begin dewatering operations.
  - Ground support will be installed after July 6<sup>th</sup> for the large precast structure installations to be installed by crane; the contractor's tentative date of installation is July 9<sup>th</sup> but is dependent on ground water dewatering progress. Traffic controls will be deployed for this work to allow for lane closure bypass around the construction zones.
  - Storm piping and pond excavation will follow installation of the three hydrodynamic separators.
- **Daggett Bay Road Sanitary Sewer Extension**
  - The project is substantially complete.
  - A final walk-through and punch list was completed on 6/30/20.
  - A partial payment estimate with final quantities for payment will be submitted for the 7/13/20 City Council meeting. Retainage will be held until all punch list items are completed.
- **Perkins Road Improvements**
  - Topsoil has been stripped and stockpiled. Topsoil was 12-18 inches thick in some locations resulting in approximately 2,300 CY of topsoil. There will be excess topsoil material. Additional granular borrow will be needed to bring the subgrade to elevation in these areas.
  - Grading work is in process.
  - Borden Excavating is waiting for precast structures to be delivered before starting work on the west end; this may begin the week of July 13<sup>th</sup>.
  - A partial payment estimate will be submitted for the 7/13/20 City Council meeting.
- **Crack Sealing**
  - Crack sealing has been completed.
- **Seal Coating**
  - Astech will begin seal coating operations after July 6<sup>th</sup>.
- **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

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## City of Crosslake

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**From:** Phil Martin <Phillip.Martin@bolton-menk.com>  
**Sent:** Thursday, July 2, 2020 12:30 PM  
**To:** City of Crosslake; Dale Melberg; Doug Vierzba; Doug Vierzba; Gordon Wagner; Marcia Volz; micndi@crosslake.net; Tom Swenson  
**Cc:** Ted; Mike Lyonais; Dave Reese; Dave Schrupp; mayornevin@crosslake.net; Andrew Beadell  
**Subject:** RE: PW Update for CSAH 66 Improvements

Public Works Committee

Per Ted's request, the following is a brief summary of activity associated with proposed improvements on CSAH 66.

Our staff have been working to further develop stormwater treatment design along CSAH 66 and develop storm pipe networks to re-route stormwater into the stormwater treatment areas.

At the City lot across from the Old Log Landing parking lot, a pond and pipe network has been laid out. At the Log Church site, the stormwater treatment area has been moved south into the tree area between their south and middle accesses. The storm pipe network has been revised. At Simonson Lumber a stormwater treatment area has been designed with overflow to the north and east into a low area. The storm pipe network has been revised such that the 2 existing direct discharges to Cross Lake will be abandoned. This means we will be able to remove 2 existing direct discharges to Cross Lake if we can obtain an easement from the owners of the Simonson Lumber parcel.

At Moonlite Square we are considering a scope reduction because of the numerous existing private and public utility infrastructure located in that area.

We anticipate having exhibits to share at the August 2020 PW Committee meeting.

Happy 4<sup>th</sup> of July!

Thanks

Phil Martin  
218-821-7265

**From:** City of Crosslake <cityclerk@crosslake.net>  
**Sent:** Thursday, May 28, 2020 4:22 PM  
**To:** Dale Melberg <dalsan2@crosslake.net>; Doug Vierzba <marshavierzba@msn.com>; Doug Vierzba <marshavierzba@gmail.com>; Gordon Wagner <kody10wagner@hotmail.com>; Marcia Volz <mlsv@crosslake.net>; micndi@crosslake.net; Tom Swenson <tomswen@crosslake.net>  
**Cc:** Ted <publicwk@crosslake.net>; Mike Lyonais <mlyonais@crosslake.net>; Dave Reese <Dave.Reese@widseth.com>; Phil Martin <Phillip.Martin@bolton-menk.com>; Dave Schrupp <councilschrupp@crosslake.net>; mayornevin@crosslake.net  
**Subject:** PW Packet

Please let me know if you would like an officer to deliver a paper copy of the packet to you on Monday. I will send the link to the 4:00 Zoom meeting to you on Monday as well. In addition it will be on the website for others to attend.

*Charlene Nelson*

City Clerk

City of Crosslake

37028 County Road 66

Crosslake MN 56442

(218) 692-2688





City of Crosslake  
 Capital Outlay - Budget vs Actual (Updated Through 10/31/2019)

	2019 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date				2020	2021	2022	2023	2024
			2020	2021	2022	2023					
Irrigation, Trees, Grass, Plotting	1,000	0				5,000	50,000	50,000	5,000	5,000	
<b>Total Cemetery</b>	<b>1,000</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>5,000</b>	<b>50,000</b>	<b>50,000</b>	<b>5,000</b>	<b>5,000</b>	

## City of Crosslake

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**From:** Dave Reese <Dave.Reese@widseth.com>  
**Sent:** Friday, July 31, 2020 10:40 AM  
**To:** Marsha Vierzba; micndi@crosslake.net; Dale Melberg; Gordon Wagner; Tom Swenson; publicwk@crosslake.net; Mike Lyonais (mlyonais@crosslake.net); Charlene Nelson (cityclerk@crosslake.net); Dave Schrupp; Dave Nevin (mayornevin@crosslake.net); Tony Pohl; mlsv@crosslake.net  
**Cc:** Aric Welch  
**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**
  - DeChantal Excavating installed the three precast hydrodynamic separator structures by crane on July 29th.
  - Storm piping and pond excavation will continue into August.
  - The Substantial Completion date is 7/31/20; the contractor requested a time extension to August 31, 2020 due to difficulties with dewatering the pond area; the extension was granted by City Council on 7/30/20.
  - A partial payment estimate will be submitted for the 8/10/20 City Council meeting.
- **Daggett Bay Road Sanitary Sewer Extension**
  - Sanitary sewer televising has been completed and showed no issues; a copy of the report and video has been provided to the Public Works Department for its records.
  - A Final Payment Application and punch list was submitted to RL Larson on July 1<sup>st</sup> with a follow-up on July 28<sup>th</sup>.
  - A schedule for completion of punch list items and submittal of close-out documentation was requested from RL Larson Excavating on July 28<sup>th</sup>.
  - Punch list items include turf establishment, removal of silt fencing, filling of dewatering point bore holes and submittal of standard documents required for project close-out.
- **Perkins Road Improvements**
  - Concrete roadway construction is nearly completed on the west end. A temporary road closure for this construction area was re-opened on July 29<sup>th</sup>.
  - The roadway segment from Cherry Lane to the Corps property is nearly ready for finish grading and paving. The trail will be paved when the wear course is completed on the roadway.
  - Driveway approaches and culverts have been installed. Residents will have from August 7<sup>th</sup> to September 18<sup>th</sup> to extend their driveways to the new roadway. Obliteration of the old roadway, topsoiling and seeding will follow September 18<sup>th</sup>.
  - Road and trail grading work is proceeding on the eastern portion of the roadway. This will be followed by installation of aggregate base and topsoil.
  - Paving of the roadway base bituminous course is currently scheduled for mid-to-late week next week pending weather conditions and the paving contractor's schedule.
  - Borden Excavating is waiting on foundry manufactured materials to arrive to complete drainage systems; these materials were ordered in May but have reportedly been delayed due to COVID restrictions at the factory.
  - A partial payment estimate will be submitted for the 8/10/20 City Council meeting.
- **Crack Sealing**
  - 2020 crack sealing has been completed.
- **Seal Coating**
  - 2020 seal coating has been completed.

- **Capital Improvement Plan Update**

- The CIP updates have been drafted and the following work is recommended for 2021:
  - Crack Sealing - \$40,000
  - Chip Sealing - \$18,000 (Perkins Road and Daggett Bay Road)
  - Overlay Projects - \$419,000 (Whitefish Avenue, Hilltop Drive, Woodland Avenue, Cool Haven Lane) These projects were scheduled for 2020 but were cancelled.
  - Reconstruction Projects - \$997,000 (Wild Wind Ranch Drive, Rushmoor Boulevard, Harbor Lane N-S Segment, Birch Narrows Road) Wild Wind Ranch Drive was cancelled for 2020.
- We recommend the paving projects be consolidated into one contract bid to obtain competitive pricing for 2021.

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

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## City of Crosslake

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**From:** Phil Martin <Phillip.Martin@bolton-menk.com>  
**Sent:** Friday, July 31, 2020 9:06 AM  
**To:** Ted Strand; Char Nelson  
**Subject:** PW Update

Hi Ted

We have been working on integrating storm water quality improvements with the sanitary sewer improvements along CSAH 66. We have identified existing storm sewer segments that will be impacted during the sanitary sewer installation. These segments will need to be salvaged and replaced or outright replaced. We plan to discuss the impacts with the City next week and then discuss with the County their preference for handling. That is the extent of my update.

Thanks

**Phil Martin P.E.**  
Principal Engineer  
**Bolton & Menk, Inc.**  
7656 Design Road  
Suite 200  
Baxter, MN 56425-8676  
Phone: 218-825-0684 ext. 2864  
Mobile: 218-821-7265  
**Bolton-Menk.com**

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JULY 13, 2020  
7:00 P.M. – CITY HALL**

**D. MAYOR'S REPORT**

1. Included in the packet was a quote from Anderson Brothers that the Mayor requested to pave Brita Lane.

Ted Strand reported that part of Brita Lane is city-maintained and paved and part of the road is considered private. The east half of Brita Lane was improved in 2006 and the residents along the improved portion paid 50% of the cost. A little portion of the west side of Brita Lane was not improved because those residents did not want to participate in the project and pay assessments. When the County upgraded County Road 36 this summer, the residents asked for a cost estimate to finish the paving of Brita Lane.

Dave Nevin stated that this is a through road that all residents use and that it would benefit the City to have the entire road improved for better traffic flow.

Mike Lyonais presented the City Code related to street improvements and noted that residents are required to pay for 100% of the improvement when the project is requested by the residents. Roads must be brought to City standards before the City would accept it.

Dave Schrupp stated that this project is not in this year's budget and that if the City paved this private road, everyone in town would want the City to pave their roads. Gary Heacox stated that the Council needs to follow the assessment policy.

Tom Swenson of 36036 West Shore Drive explained that when the road was improved in 2006 the City tried to get an easement from the Schmidt's, the property owners, but they were unwilling to participate. The City has no legal right to the land and taxpayers should not have to pay for the improvement of the road.

Cassandra Amsden of 14287 Brita Lane stated that the original road was public and the Council should take that into consideration.

Attorney Person stated that the City would be required to have an easement and title from the property owner before the project could be considered and that the Council needs to follow City Code. No action was taken.

D. 1



Anderson Brothers Construction Company  
11325 State Highway 210  
Brainerd, MN 56401  
218-829-1768  
218-829-7607 Fax

<b>To:</b> Dave Nevin	<b>Contact:</b>
<b>Address:</b> Crosslake, MN	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> City Of Crosslake-Brita Lane	<b>Bid Number:</b>
<b>Project Location:</b>	<b>Bid Date:</b>

Item #	Item Description	Estimated Quantity	Unit
2021.501	Mobilization	1.00	LS
2105.601	Site Grading	1.00	LS
2211.501	Aggregate Base Class 5	200.00	TON
2221.501	Aggregate Shouldering Class 1	30.00	TON
2360.501	Bituminous Wear Course	180.00	TON
<b>Total Bid Price:</b>			<b>\$27,857.50</b>

**Notes:**

- We are pleased to quote the following on the above-referenced project.
- See Pre-Lien Notice
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
- This proposal may be withdrawn by us if not accepted within 30 days.
- Pricing includes adding 2" of class 5 onto Brita Lane, shaping the road to a width of 22' wide, a 2.5" bituminous wearing course and a 1' class 1 shoulder. Pricing also includes a 2' bituminous kickout at the only driveway on the project and class 1 in the driveway to eliminate and lip or bump.
- Dimensions are 575 LF by 22' wide

**PRE-LIEN NOTICE: OWNER UNDERSTANDS THAT CONTRACTOR IS REQUIRED BY LAW TO PROVIDE OWNER WITH THIS NOTICE. (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THE IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTION. (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT WHO GAVE YOU TIMELY NOTICE.**

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> Anderson Brothers Construction Company Of Brainerd, LLC</p> <p><b>Authorized Signature:</b> </p> <p><b>Estimator:</b> Brent Potvin bpotvin@andersonbrothers.com</p>
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