

AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
MONDAY, OCTOBER 4, 2021
4:00 P.M. – CITY HALL

1. Call to Order
2. Approve September 7, 2021 Meeting Minutes (Motion)
3. Consider Change to Time of Meetings (Council Now Meets Two Monday Evenings Per Month)
4. Memo dated September 29, 2021 from Phil Martin Re: Projects Update
5. Resolution Ordering Improvement and Preparation of Plans (Motion-Recommendation)
6. Review Bids for Clarifier Project (Motion-Recommendation)
7. Review Comments from Doug Vierzba Regarding Letters to Property Owners Within Project Areas (Motion-Recommendation)
8. Review Proposed ROW Vacation Process from Public Right-of-Way/Vacation Committee (Motion-Recommendation)
9. Update from Ted Strand
10. Other Business That May Arise
11. Adjourn

SPECIAL JOINT COUNCIL MEETING
WITH PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
TUESDAY, SEPTEMBER 7, 2021
4:00 P.M. – CITY HALL

The Council for the City of Crosslake met in a Special Joint Session with the Public Works Commission on September 7, 2021. The following Council Members were present: John Andrews, Dave Schrupp, Marcia Seibert-Volz, and John Andrews. The following Commission Members were present: Doug Vierzba, Mic Tchida, and Tom Swenson. Gordie Wagner and Tim Berg were absent. Also present were Public Works Director Ted Strand, City Clerk Char Nelson, City Administrator Mike Lyonais, Zoning Administrator Jon Kolstad, and City Engineer Phil Martin. There were seven people in the audience and on Zoom.

1. Mayor Nevin called the Special Council Meeting to order at 4:00 P.M.
2. Public Works Commission Chair Doug Vierzba called the Public Works Commission Meeting to order at 4:00 P.M.
3. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY TOM SWENSON TO APPROVE THE SPECIAL JOINT COUNCIL/PUBLIC WORKS COMMISSION MEETING MINUTES OF AUGUST 2, 2021. MOTION CARRIED WITH ALL AYES.
4. Phil Martin provided a brief update the CSAH 66 Sanitary Sewer Extension / Storm Water Quality Improvements, 2022 Road Improvements and RRFB Installations. The preliminary assessment hearing for the sewer extension project will be held September 22, 2021 at 6:00 P.M. The 2022 Road Projects are ready to move forward after the Council took public comments at a public hearing on August 25, 2021. A contractor has been hired to do the concrete work for the RRFB installation. Work should start in a week or so.

Dave Nevin asked for a breakdown of the sewer extension project and asked how the cost went from \$1.2M last year to \$2.36M this year. Phil Martin explained that the cost of materials has increased significantly. A discussion ensued regarding the County's participation in the stormwater portion of the project.

5. Phil Martin stated that the packet included a copy of the resolution ordering improvement and preparation of plans for the 2022 road improvements. Dave Nevin asked if they wanted to do all of the roads and stated that he would like to hold off on the improvements, until prices go down. Mr. Nevin noted that the cost for Wild Wind Ranch Drive was \$110,000 in 2019, was \$180,000 last year and is now \$215,000. Phil Martin stated that costs usually do go up each year. Dave Nevin stated that he did not think the roads were in bad shape and that the City could hold off a few years before moving forward. Doug Vierzba stated that the residents on Whitefish Ave were against getting an assessment, not necessarily against the improvement and suggested they could consider doing a seal coat instead, which would be considered maintenance and would not be assessed. A lengthy discussion ensued regarding whether to bid the project in parts or as a whole in case the City chose not to do some of the

roads next year. Phil Martin replied that the City could bid the project in pieces but that the bid would be higher than if it were bid together. Dave Nevin said he did not see the need to do road improvements and stated that the sewer extension was more important. Phil Martin stated that it would be a bad idea for the Council to do nothing because the roads will continue to deteriorate and prices will continue going up. A lengthy discussion ensued regarding whether to do a bituminous overlay on Whitefish Ave or seal coat the road. The commission did not think that the proposed assessment for Whitefish Ave of \$1,000 was unreasonable. Phil Martin stated that the Council could still stop the project if the bids come in unfavorably. Crow Wing County will need to know by November 1st whether Whitefish Ave will be included in their seal coat bid. Dave Schrupp stated that the Commission and Council have been talking about the improvements for two years.

MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE COUNCIL APPROVE RESOLUTION ORDERING IMPROVEMENT AND PREPARATION FOR 2022 ROAD PROJECTS AND TO CHANGE WHITEFISH AVE PROJECT FROM OVERLAY IMPROVEMENT TO CHIP SEAL MAINTENANCE. MOTION CARRIED WITH ALL AYES.

6. Kevin McCormick presented a Limited Use Agreement for his client, Mike Rocca, to pave part of the public right of way between his two lots. Mr. McCormick stated that the Commission has seen the survey for the property before because Mr. Rocca had asked for the right of way to be vacated. That decision was tabled until a Right of Way Committee determines how and which lots should be vacated. A discussion ensued regarding the location of the current septic system. Mike Rocca stated that he will consider hooking in to the septic system on the lot on the other side of the right of way if and when his fails. Kevin McCormick noted that the agreement states that the City can terminate the agreement and remove the pavement.

Harold Haas of 12143 Manhattan Point Blvd stated that he is opposed to the limited use agreement and stated that Mr. Rocca should not be allowed to pave his driveway which is on the public right of way.

Jon Kolstad stated that it would be best if the Rocca's could move the right of way to the other side of the lot and combine the two into one.

MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DOUG VIERZBA TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE LIMITED USE AGREEMENT WITH MICHAEL AND LISA ROCCA TO PAVE THE PUBLIC RIGHT OF WAY BETWEEN THEIR TWO LOTS ON MANHATTAN POINT BLVD. MOTION CARRIED 2-1 WITH TCHIDA ABSTAINING.

7. Ted Strand gave update on the Wastewater Treatment Plant Project. Bids for the clarifier project will be opened by the engineers on September 13.
8. Ted Strand reported that a resident has asked for credit on his sewer bill because the water from his sprinkler system was running through the meter. Mr. Strand stated that he would be

in favor of the credit because the water did not go into the sewer system and was not treated at the plant. MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE CITY COUNCIL GIVE CREDIT TO PAUL MCCULLOCH OF \$260 FOR SEWER BILL. MOTION CARRIED WITH ALL AYES.

MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE CITY COUNCIL INCLUDE \$11,000 IN THE 2022 BUDGET TO SURVEY THE THIRD SECTION OF THE PINEWOOD CEMETERY. MOTION CARRIED WITH ALL AYES.

Tom Swenson asked when Ted Strand was retiring and noted that next year's budget does not have funds for training a replacement and asked if someone was qualified to run the plant. Ted Strand did not say what his retirement plans were and stated that Nate Deshayes has a Class B license and can run the plant. Tom Swenson asked if there was going to be an increase in sewer usage rates. Ted Strand replied that the Council has not discussed it.

9. There being no further business at 5:30 P.M., MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MIC TCHIDA TO ADJOURN THE PUBLIC WORKS MEETING. MOTION CARRIED WITH ALL AYES.

10. MOTION 09SP2-01-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO ADJOURN THE SPECIAL CITY COUNCIL MEETING AT 5:30 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk



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& MENK**

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MEMORANDUM

Date: September 29, 2021
To: Ted Strand, Public Works Director
From: Phil Martin, PE
Subject: Projects Update for October 4, 2021, Public Works Meeting

CSAH 66 Sanitary Sewer Extension / Storm Water Quality Improvements

The improvement hearing was held on September 22, 2021 at City Hall. Comments were received in support and in opposition to the improvements. The assessment of cost was discussed, as well as sewer connection charges. The improvement hearing video can be reviewed at the following link:

https://www.youtube.com/watch?v=2kF_Zqz1u7s

The estimated total project cost for the improvement project based on June/July 2021 construction bidding information we had was \$2,356,080. Increases in cost from the original December 2019 improvement hearing we believe are due to increased storm sewer replacement costs, additional County construction requests, and construction cost inflation driven by COVID related supply chain issues and other global market impacts. The estimates in December 2019 were based on feasibility report/conceptual level cost estimating and not the final plan elements.

The total project cost estimate is further broken down as follows:

- Budgetary Total Project Cost City (Street/Sanitary/Storm) = \$1,509,504
- Budgetary Total Project Cost County (Street/Storm) = \$392,532
- Budgetary Total Project Cost City/County (Stormwater Quality)* = \$454,044

** BWSR granted awarded for up to \$315,000. Expires December 31, 2022.*

The proposed total assessment amount is \$594,023.15. It would be collected over a 20-yr period. The remaining City amount (after County and grant funds are obtained) would be \$1,055,000. If the City bonds for the entire project amount as estimated, the assessment amount when compared to the total estimated project cost would be 25.2%. The minimum assessed portion needs to be at least 20% of the bond amount, otherwise an election is required to approve the bond issue for the improvement project. The improvement was not petitioned, therefore a vote of at least 4/5 of the Council is required on a decision to move forward. We recommend the City proceed with the goal to conduct public bidding in January/February of 2022.

Due to the changes in scope associated with the proposed improvements and the time/duplication spent as the result of the decision to delay construction, we will be requesting City Council consideration of a fee amendment to address those impacts and also to provide compensation for permanent and temporary easements acquisition associated with the sanitary sewer and stormwater quality improvements. We intend to provide that letter for fee amendment to the Public Works Director prior to the Public Works Meeting on Monday, October 4, 2021.

2022 Road Improvements

The Council approved proceeding with preparation of plans and specifications for the improvements as presented in the improvement hearing with the exception of the Whitefish Avenue, Hilltop Drive, and Woodland Drive project segments. The City Council direction was to have those segments patched and an aggregate chip sealcoat applied. We will be contacting the Crow Wing County Highway Department to request those segments be included with the County's 2022 Sealcoat Project.

RRFB Installations

The construction of the pedestrian ramps was completed and the RRFBs were installed on Thursday, September 23, 2021. It is my understanding that the RRFBs are operational.

CSAH 66 IMPROVEMENT HEARING

City of Crosslake

Crosslake City Hall
September 22, 2021

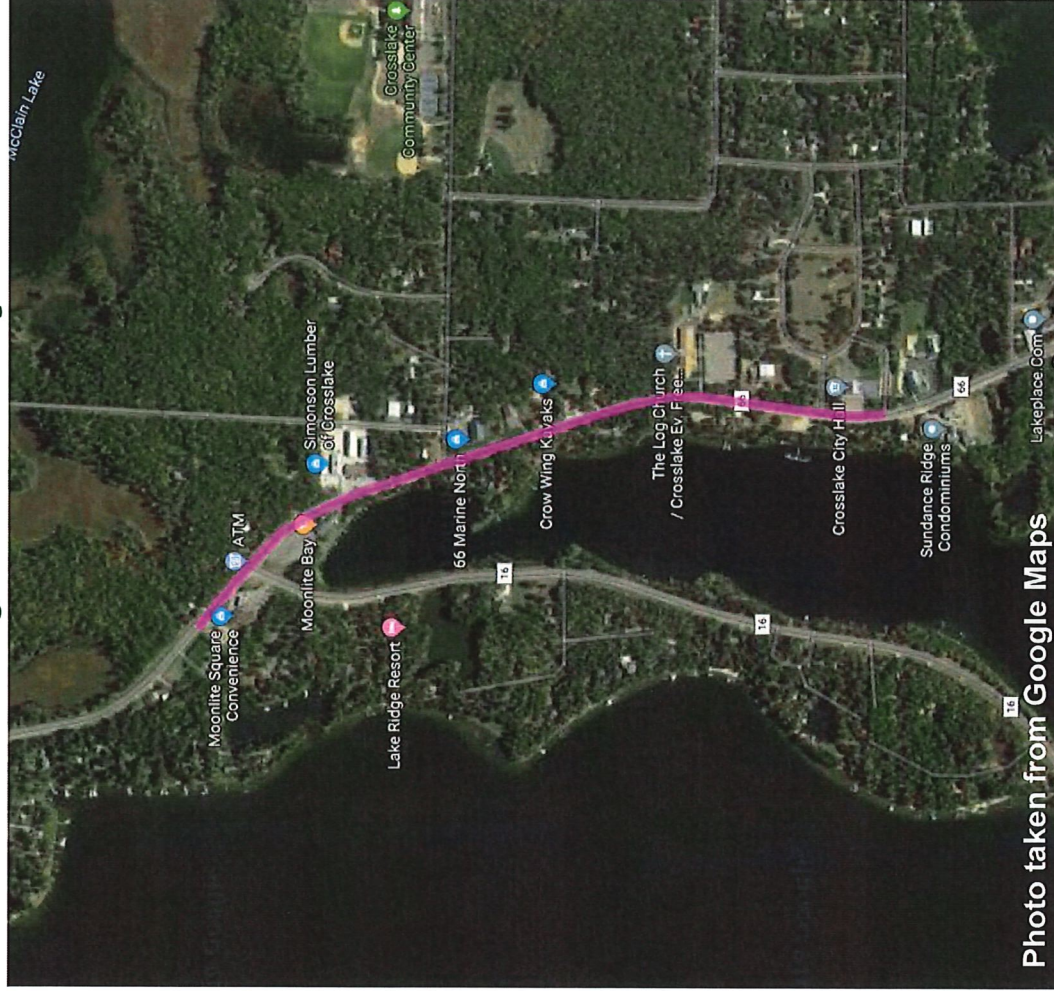


Presentation

- ☐ Project Scope
- ☐ Improvements, Purpose, Cost, and Timing
- ☐ Improvements Assessment
- ☐ Market Value Benefit
- ☐ Current Zoning
- ☐ Assessment Determination
- ☐ Single Family Homesite Cost Scenario
- ☐ Non-Residential Cost Scenario
- ☐ Next Steps



Project Scope



Improvements

- ✓ Sanitary Sewer Extension (City)
 - ☐ Former City Hall to Car Wash
- ☐ Storm Water Quality (City/County)
 - ☐ Reconfigure existing direct discharge pipes (5 locations) to route through new stormwater treatment cells
- ☐ CSAH 66 Improvement (City/County)
 - ☐ Reconstruction
 - ☐ Storm Sewer Replacement



Improvements Purpose

✓ Water Quality Protection

- Septic System Performance Concerns
 - Past Moonlite Bay Septic System Issues
 - New and Proposed Commercial Development
 - Septic System Age*
 - 44 parcels (25 with known install dates)
 - In 2020, 10 > 25 yr; 3 > 20 yr

* *On average, septic system useful life is 25 years*

- Stormwater Discharge to Cross Lake (5 locations)
 - Sediment, Nutrient, Salt discharge



Improvement Cost Information

- ☐ Est. Total Project Cost \$2,356,080
- ☐ Est. Project Cost (Sanitary, Street, Storm) \$1,902,036
 - ☐ City Portion (Sanitary, Street, Storm) \$1,509,504
 - ☐ County Portion (Street, Storm) \$392,532
- ☐ Est. Project Stormwater Quality Cost = \$454,044
 - ☐ City / County portion \$139,044
 - ☐ Clean Water Fund Grant \$315,000



Improvement Timing

- ☐ Initial Evaluation Started in 2018
- ☐ Assessment Policy Adopted July 2019
- ☐ Feasibility Report Received November 2019
- ☐ Improvement Hearing December 13, 2019
- ☐ Prepare Construction Plans – May 2021
- ☐ Improvement Hearing September 22, 2021
- ☐ Bid and Award Contract – January-March 2022
- ☐ Construction – Summer 2022



Improvement Assessment

- ☐ Procedure: Mn Statute 429
- ☒ Improvement Hearing (2)
- ☐ Final Assessment Hearing (2022 or later)
- ☐ City Ordinance No. 358: Assessment to each parcel at a rate that does not exceed the “market value benefit”
- ☐ Considers appraisal opinion
- ☐ Considers property zoning
- ☐ Assessment Payment
- ☐ After Final Assessment Adopted – in full or over time
- ☐ Assessment Deferment – based on eligibility



Market Value Benefit

□ Opinion of market benefit range (Sanitary only) by Nagell Appraisal Incorporated

- **Single family (lake homesite, new sanitary sewer)** \$5,000 to \$10,000 per homesite
(larger lots on the upper end of range)
- **Single family (non-lake, new sanitary sewer)** \$4,000 to \$9,000 per homesite
(larger lots on the upper end of range)
- **Non-Residential Commercial/Industrial (sanitary sewer)** \$0.20 to \$0.50 per SF of site area
(larger lots on lower end of range, higher water users on upper end of range)
- **Non-Residential Public Use (sanitary sewer)** \$0.05 to \$0.20 per SF of site area
(larger lots on lower end of range, higher water users on upper end of range)



Current Zoning

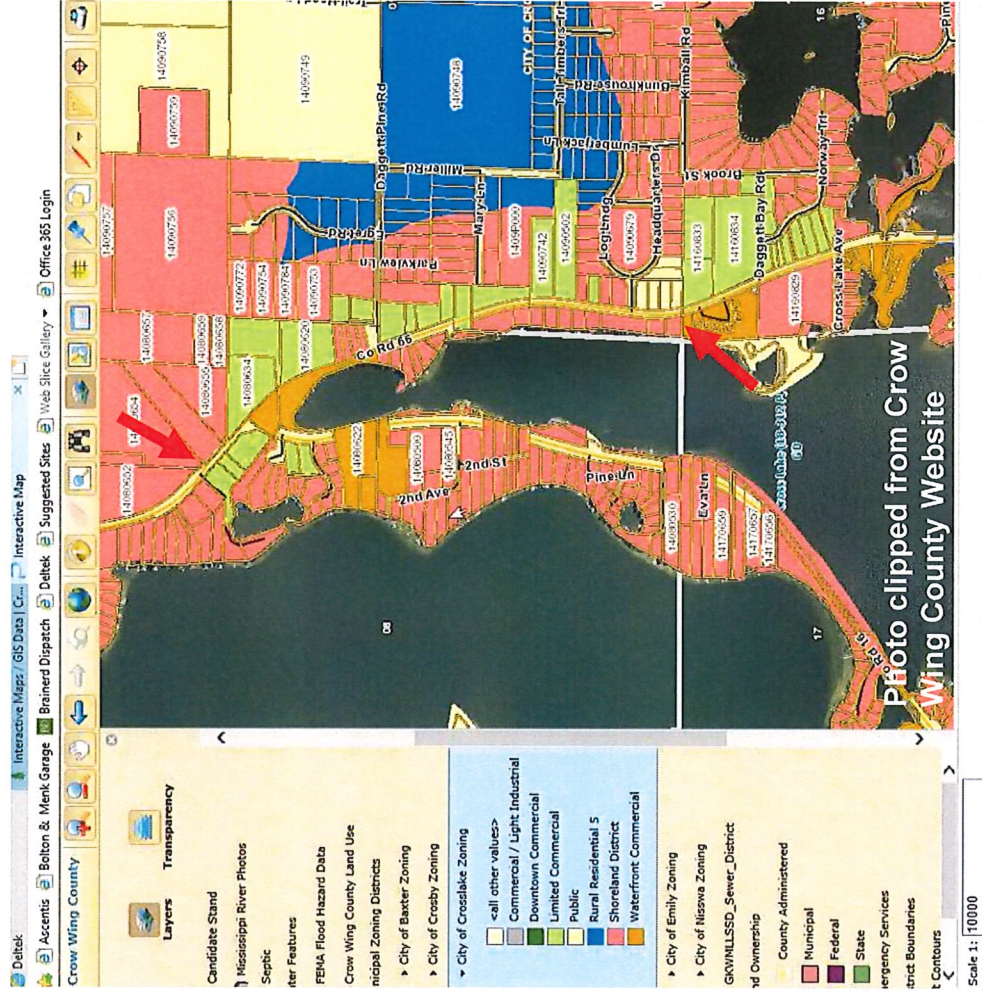


Photo clipped from Crow Wing County Website



Market Value Benefit – Procedure

- ☐ Identify Current Zoning / Apply Benefit Range
- ☐ Mock Assessment Basis (Sanitary only)
 - ☐ Total Proposed Assessment \$594,023.15
 - ☐ Single Family Homesite Benefit
 - \$7,000 per homesite
 - ☐ Non-Residential Commercial Benefit
 - \$0.35 per sq ft of site area



Single Family Homesite Cost Scenario

- ☐ Mock Assessment Cost = \$7,000 per homesite
 - ☐ Annual Payment (\$7,000, 4%, 20 yr) = \$515.07
 - ☐ Pays for sewer main and service to property line
- ☐ Connection Required at 10-year septic age
- ☐ City Connection Cost = \$4,000 (2021)
 - ☐ Pays for treatment space within the WWTF
- ☐ Private Property Pipe Cost – site specific
- ☐ Sewer User Charge = \$52 per month
 - ☐ Base cost charged regardless of occupancy



Non-Residential Cost Scenario

- ❑ Mock Assessment Cost = \$0.35 per sq ft
- ❑ Pays for sewer main and service to property line
 - \$0.35/sq ft = \$15,246 per acre
- ❑ Annual Payment (\$15,246, 4%, 20 yr) = \$1,121.83
- ❑ Connection Required at 10-year septic age
- ❑ City Connection Cost = \$6,500 per ERC (2021)
- ❑ Pays for treatment space within WWTF
 - ERC – Equivalent Residential Connection
 - ERCs determined based on Chapter 50, City Code
 - Fee and amount determined at time of connection



Non-Residential Cost Scenario (cont.)

- ☐ Private Property Pipe Cost – site specific
- ☐ Sewer User Charge = \$52 per 8,000 gallons
 - ☐ Base cost paid regardless of occupancy
 - ☐ City provides meter for well to determine usage
 - ☐ City reads well meter remotely

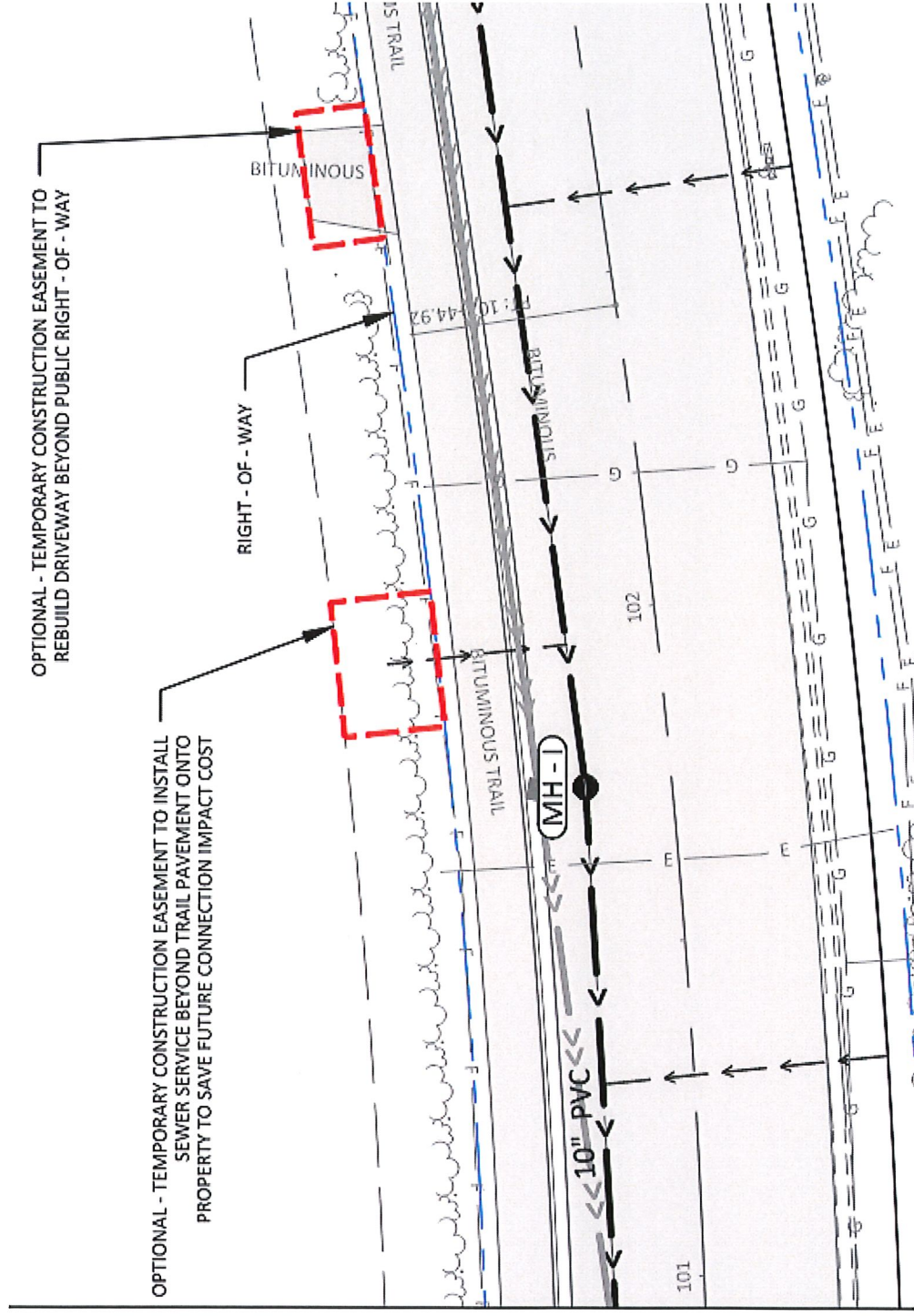


Next Steps

- ☐ Public Input
 - ☐ Please state your name and address for the record before providing your input.
- ☐ City Council Determines Whether to Proceed
 - ☐ If decision is to move forward
 - ☐ Permanent and Temporary Easements obtained
 - ☐ Construction Documents Publicly Bid

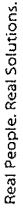
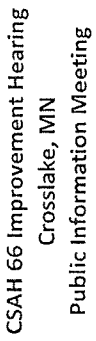


Temporary Construction Easements



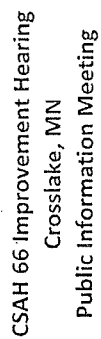
Thank you for attending.





Location: Crosslake City Hall

[illegible]



Date: September 22, 2021

Time: 6:00 PM

Location: Crosslake City Hall

[illegible]

Jamie Boller – 37221 County Road 66

Paul Schmelz – 37465 County Road 66

John Gleason – 37471 County Road 66

Lee Fisher – 37133 County Road 66

Jamie Boller/Paul Schmelz – 37424 County Road 66

Crosslake, MN

Crosslake City Council

City Hall at 37028 County Road 66

Crosslake, MN 56442

Mayor & Honorable Members of the City Council:

We are writing about the CSAH 66 Sewer Extension improvement project proposal.

Again, we are aware that this project was started with good intentions. Thank you for holding a special session and inviting Home/Property/Businesses directly involved. We all attended and by the show of hands it could not have been clearer to the Mayor & Council that it is not what the people want. In the December 13, 2019, meeting and again from those who could make the meeting last Wednesday all opposed again.

Our current systems are in compliance and as stated in the meeting only a few need to be updated. Remember there are advanced systems available to accommodate even Moonlite Square needs. Proved and used in the event center's around Brainard.

We appoint and vote for Council members and a mayor to help the people of the city and it was clear at the special session how the people feel on this subject – Extremely Against!!

The people have spoken so why do we continue to push this subject? Once larger scale development with heavy users to absorb these fees come to this area will this make sense.

We absolutely recognize the storm water needs to be captured in a filtration type system and filtered before entering the lake which is separate item. Propose that only and you will get a positive response. Along with road improvements

The city invited us to come to the meetings and express our opinions – The people do that with more than 90% against the Sewer Expansion and disruption of a 19' deep excavation thru town. Question is "Do you hear us??" -



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& MENK**

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7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

October 4, 2021

Ted Strand, Public Works Director
City of Crosslake
13888 Daggett Bay Road
Crosslake, MN 56442

RE: Request for Engineering Services Fee Amendment
CSAH 66 Sanitary Sewer and Stormwater Quality Improvements

Dear Ted:

Bolton & Menk originally provide our proposal for professional engineering services to the City of Crosslake for the sanitary sewer extension in September 2018 and for stormwater quality improvements in February 2020. Due to the extended time that the City's process has taken, the increased storm sewer replacement scope, and the duplication associated with assessment scenario preparation, feasibility report updates, and improvement hearing meetings, we are seeking a fee amendment to cover our current expenses that exceed the original budget and anticipated fees for minor plan update, temporary easement acquisition, and permanent easement acquisition. Our request is based on the following:

- Current Budget Overage – We have exceeded the original budget from the September 2018 sanitary sewer proposal through item number 3 by \$5,180 as of September 30, 2021.
- Minor Plan Updates and Temporary Easement Acquisition – We need to update the plan to account for changes along the proposed improvement corridor (new construction, driveway improvements, landscaping improvements) that have occurred since the original survey field data was collected. Additionally, we will be preparing temporary easement exhibits and attempting to acquire temporary easement for sanitary sewer service pipe installation and driveway replacement beyond the CSAH 66 R/W for 15 parcels. We estimate a budget of \$7,350 would be needed to provide these services and would propose to provide them on an actual hourly basis if the Council proceeds with the improvement. Our services do not include recording the temporary easement documents as we don't believe that is necessary.
- Permanent Easement Acquisition – We will prepare the necessary easement exhibits, facilitate permanent easement discussions with Simonson Lumber and the Log Church representatives to secure a permanent easement for the stormwater quality bioretention areas. We would work with the City Attorney to prepare the permanent easement documents and to record the permanent easements when obtained. We estimate a budget of \$5,000 would be needed to provide these services and would

Name: Ted Strand
Date: October 4, 2021
Page: 2

propose to provide them on an actual hourly basis if the Council proceeds with the improvement.

In summary, we are requesting an addition of \$12,530 to the original proposal from September 2018 for the sanitary sewer extension improvements and an addition of \$5,000 to the original proposal from February 2020 for the stormwater quality improvements.

We appreciate the opportunity to assist the City of Crosslake. Please feel free to contact me at 218-821-7265 or via email at Phillip.Martin@bolton-menk.com if you have any questions regarding our request for a fee amendment to the City of Crosslake.

Respectfully submitted,
Bolton & Menk, Inc.

A handwritten signature in blue ink, appearing to read "Phillip M. Martin", with a stylized flourish at the end.

Phillip M. Martin, P.E.
Principal Engineer

**RESOLUTION NO. 21-_____
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS

WHEREAS, a resolution of the city council adopted August 9, 2021, fixed a date for a council hearing on extending the sanitary sewer collection system and reconstructing CSAH 66 from approximately the Crosslake Fire Hall to 400 feet north of the intersection of CSAH 66 and CSAH 16, and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 22nd day of September 2021, at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted 9th day of August 2021.
3. The City Council has reviewed the proposed capital improvement plan and its findings as to compliance of the proposed improvements with the comprehensive municipal plan.
4. Bolton & Menk is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvements.
5. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Adopted by the City Council this 11th day of October 2021 by a ____/5ths vote.

David Nevin, Mayor

Charlene Nelson, City Clerk



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1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

September 21, 2021

**BID EVALUATION FOR THE
CLARIFIER IMPROVEMENTS
CROSSLAKE, MINNESOTA**

Four (4) bids were received on September 14, 2021 for the construction of the Crosslake Wastewater Clarifier Improvements. The bids ranged from a low base bid of \$447,600 to a high of \$545,000 as shown on the attached Bid Tabulation. The low bidder was Rice Lake Construction Group from Deerwood, Minnesota.

The attached Bid Tabulation reveals all bids were within approximately twenty (20) percent of the low bidder. The second and third place bidders were all within approximately ten (10) percent of the low bidder. These are considered tight bids for rehabilitation work. Therefore, we feel the specifications were not restrictive to force a non-competitive bid situation.

The bids are within the original cost estimate from last fall for this, and are lower than the more recently adjusted inflation adjusted costs.

The specifications and bid documents did not contain any wording or ambiguities so as to force the contractor to build in additional contingencies. The high number of bids received indicates there was significant interest in this project. Therefore, we feel that the bids received were competitive and responsive and rebidding of the project would not provide any cost savings.

The lowest responsive bid for this project was received from Rice Lake Construction Group, which specializes in water and wastewater treatment plant construction. They have successfully constructed numerous wastewater treatment facility projects and are well qualified.

Rice Lake Construction Group is experienced in the type of work required for this project, and has fulfilled the bidding and contract requirements. Therefore, we recommend that the bid from Rice Lake Construction Group be accepted.

The previous proposals included engineering for design, bidding and construction. The total of these tasks was an estimated \$91,110 with a construction line item of \$38,400. This is based on an anticipated six weeks of actual onsite construction requiring inspection. The project has allowed for long lead times, but actual time onsite should not change.

The total of the construction bid and engineering is \$538,710. It is recommended that a five percent contingency be included in any final budget to cover unforeseen changes. The contingency at five percent is \$27,000 for a total project estimated cost of \$565,710.

Respectfully Submitted,

Bolton & Menk, Inc.

John Graupman, P.E.
Principal Environmental Engineer

Enclosure: Bid Tabulation



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BID TABULATION

Project Location: Crosslake, Minnesota
Project Title: Clarifier Improvements

Bid Day/Date: Tuesday, September 14, 2021
Bid Time: 2:00 p.m.

Project No.: M25.119925
Addendums: No. 1 – 08/24/2021
No. 2 – 09/07/2021
No. 3 – 09/10/2021

BIDDERS	TOTAL PROJECT BASE BID PRICE
1. Rice Lake Construction Group	\$447,600.00
2. MN Mechanical Solutions	\$482,430.00
3. Eagle Construction Co., Inc.	\$499,900.00
4. Northern Plains Contracting, Inc.	\$545,000.00

City of Crosslake

From: Marsha Vierzba <MarshaVierzba@msn.com>
Sent: Wednesday, September 15, 2021 3:00 PM
To: Phil Martin; 'Ted Strand'; 'City of Crosslake'
Cc: Tom Swenson; 'Tim Berg'; micndi@crosslake.net; 'Gordy Wagner'
Subject: 2022 Street Recon Project

I watched the CC meeting from Monday night when CC ordered the project and preparation of plans for next year's Street Recon. Council decided to go with a sealcoat improvement for the Whitefish Ave. area. There will be no assessment for this part of the project.

I would recommend that the City send letters to all property owners affected by the projects, letting them know what was ordered by CC and what is planned for their street in 2022(proposed schedule). The letter should state what the proposed assessment amount is for each property(the amount will not change no matter how the bids come in) and how and when the assessment can be paid next year after the assessment hearing is held, or as part of property taxes beginning in 2023, and spread over a 10-year period.

Property owners being assessed should also be informed of the total estimated project cost, how much is proposed for assessment, and how much(estimated) the City will be paying for the project. Since very few property owners attended the PH last month, it is important to let them all know what is going on and keep them informed as the project moves forward in the near future.

Thanks-

Doug V.

City of Crosslake

From: Marsha Vierzba <MarshaVierzba@msn.com>
Sent: Friday, September 24, 2021 1:52 PM
To: Phil Martin; 'Ted Strand'; 'City of Crosslake'
Cc: micndi@crosslake.net; Tom Swenson; 'Tim Berg'; 'Gordy Wagner'
Subject: County Road 66 Sanitary Sewer

Hi-

I watched the PH for this project, held on Sept. 22. I think Phil did a good job on his presentation. I noted that only 8 people spoke at the hearing--much "calmer" than the first PH held a couple years ago. Good discussion on easements, traffic control, access to businesses, and crosswalk. The Mayor seems to want to lower the cost to the property owners that are proposed to be assessed, and that the City should pay more of the costs. I think Phil should prepare a memo to the CC, that lists the estimated costs, showing that the City **will be paying a huge portion** of the cost of this project as proposed. These are the costs as I understand, please check accuracy! Elimination of SAC fees does not seem right to me.

Total Estimated Cost of the Project---**\$2,356,000**

County's Estimated Share	\$ 392,000(City has to front this money til 2024)
Water Quality Grant Share	\$ 315,000
Assessments as proposed	\$ 594,000
City Share	\$1,055,000

If CC orders the project at their next meeting in Oct., all property owners should be notified by mail of the action taken by CC and each property owner should be given the amount of their assessment as proposed, if the amount was not listed on the PH Notice previously sent to each property owner. The letter could indicate that Phil would be contacting each owner to go over easements and service stub locations soon.

Thanks,

Doug V.

City of Crosslake

ROW Vacation Process

- City Code, Chapter 42, Article V, Division 2. Vacating Streets

Development Review Team. In order to address environmental and infrastructure concerns, reduce surveying and platting costs, and offer expertise to applicants, developers, and planning officials, the Development Review Team (DRT) shall conduct a pre-project review of all Right-of-Way (ROW) proposals prior to submission of any application.

- a) The DRT shall adopt policies and rules of business governing its timely review and reporting on all ROW Vacation requests.
- b) Meetings will be scheduled and held no more than once a month
- c) ROW Vacation or Use Agreement DRT application shall be submitted through the P&Z Department and coordinated with Public Works, Parks & Rec & the City Attorney.
- d) The DRT shall consist of at least one staff from the following departments (Parks and Rec, Public Works and P&Z).

Submission of ROW Vacation Applications

ROW Vacation applications shall be submitted through the P&Z office. Applications will be forwarded to Public Works, Parks, the City Clerk and the City Attorney.

Each Department shall be responsible for their own Notifications and including the Application in their next scheduled Commission meeting. The City Attorney shall be responsible for notification of the public (Either within the 350-ft radius or entire plat) and the MN DNR (60-day notice). A recommendation from each Commission shall be forwarded to the City Council for their consideration at a regularly scheduled City Council Meeting, but not before the 60-day notice period afforded the MN DNR.

Public Hearing

A public Hearing shall be held according to Chapter 42, Article V, Division 3 of the City Code

In considering a ROW Vacation application, the City Council shall determine and make findings for approval or denial based on the following during the Public Hearing:

1. Have a majority of landowners, on a frontage basis, abutting the street, alley, public ground, public way or part thereof, signed on as applicants for this petition?
2. Does any part of the ROW terminate at, abut upon, or is adjacent to any public water?
 - a. Has the DNR been notified of the ROW request?
3. Are there currently improvements on the ROW?
4. Are there currently encroachments from adjacent parcels onto the ROW?
5. Is there currently a Use Agreement in place between the neighboring property owners and the City for the encroachments onto the ROW?
6. Is the ROW currently being used by the public?
7. Based on the topography and shoreline, can the ROW Access be improved for use by the public?
8. What are the public benefits of vacating the ROW?
9. How will the vacation impact the conservation of natural resources?



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VIA EMAIL

April 7, 2021

Ted Strand, Public Works Director
City of Crosslake
37028 County Rd. 66
Crosslake, MN 56442-2528
publicwk@crosslake.net

RE: Clarifier Rehabilitation and Lift Station Controls Proposals - Amended
City of Crosslake, Minnesota
Project No. M25.119925

Dear Ted:

I. Work Summary

The city's wastewater treatment facility was originally constructed in 2001-2002. The main facility is 18 years old. While most major components can be maintained by staff, the clarifier mechanisms are not easily maintained. The clarifier mechanisms are located in two (2) concrete tanks, 12-ft. in depth and 18-ft. in diameter. The mechanisms have few moving wear parts and generally fail with corrosion. The current clarifier arrangement also limits the treatment efficiency due to short-circuiting of flow. The useful life of any wastewater equipment, particularly submerged equipment, is 20-years, so the clarifier equipment has effectively reached this life. The concrete tanks typically have an effective life of 40-60 years or longer and are still in decent condition. The clarifier was drained and inspected in the fall of 2020. The inspection included a structural engineer and the equipment representative. Based on the results of the inspection, a rehabilitation option was developed. This includes:

- Removal and replacement of gearbox and drive motor;
- Revise and replace effluent weirs;
- Modify existing piping and scum equipment;
- Replace failing slide gates;
- Sandblast and paint existing steel components;
- Miscellaneous controls and associated electrical work.

The facility also has multiple lift stations with control panels original to 2002. These have been repaired through the years and currently have many obsolete components. Most critical is they are deficient in remote alarming and observation capability. The city recently installed fiber optic cable to each lift station as preparation for future upgrades to these panels. A proposal was received from the city's control integrator for these panels last fall. This has been updated for a new schedule and is attached to this letter. These panels are essentially replacement panels with

remote access and alarm upgrades. These do not require any further design engineering and could be approved at any time. The city can select to pursue these as a full package or select a few individual stations. There is an economy of scale volume discount offered for replacing these all at one time. We recommend considering replacing these complete if budget allows, as all the panels are of similar conditions and risk. However, at a minimum, we recommend replacing the three with the most current hours of use and daily flow.

II. Schedule

The clarifier equipment work can be done at any time, but it would be preferable to complete this in the fall when wastewater flows are lower. The equipment could have a significant lead time as this is custom equipment that requires development of submittal drawings, review and approval. Then the equipment would be manufactured. This process is often 15-20 weeks. Installation would be staggered with only one clarifier off-line at a time. The city should assume each clarifier would be off-line for 4-6 weeks to allow time for the paint to fully cure before submerging it. A full schedule is as follows:

- City Approval April 2021
- Design Improvements April - June 2021
- MPCA Review June 2021
- Bid Improvements July 2021
- Construction August 2021 - May 2022

The lift station control panels are further along in the process and ready to move directly to construction. A full schedule is as follows:

- City Approval April 2021
- Fabrication 20-24 weeks
- Installation October - December 2021

III. Engineering Scope

The engineering costs related to the proposed improvements are presented in the following table. The scope of this proposal is for design services thru the bidding of the project. Construction related service scope and fees would be determined after bidding. The project design scope and costs are as follows:

Engineering Costs		
Clarifier Rehabilitation - City of Crosslake, Minnesota		
Task 1 – Design		\$39,350
	• Final design and preparation of contract documents	
	• Structural engineering	
	• Electrical engineering	
	• Process and civil engineering	
	• Review meetings	
	• Staff review at 50%, 80% and final	
Task 2 – Bidding		\$5,960
	• Advertising and plan distribution	
	• Contractor questions and addendums	
Task 3 – Control Panels		\$7,200
	• Submittal review and approval	
	• Construction coordination and start-up	
Task 4 – Clarifier Construction		\$38,600
	• Submittal review and approval	
	• Onsite inspection	
	• Start-up services	
	• As-built drawings	
TOTAL ENGINEERING COSTS		\$91,110

Tasks 1 and 2 would be billed as **hourly, not-to-exceed**. Due to the nature of construction and the possibility of unforeseen conditions and schedules, we would propose an estimated hourly fee for Task 3 and Task 4.

We are excited to work with the city on these projects. Should you have any questions, please feel free to contact me at (507) 380-0433.

Sincerely,

Bolton & Menk, Inc.



John Graupman, P.E.
Principal Environmental Engineer

cc: Phil Martin – Bolton & Menk, Inc.