

AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
MONDAY, FEBRUARY 7, 2022
4:00 P.M. – CITY HALL

1. Call to Order
2. Approve January 3, 2022 Minutes (Motion)
3. Memo dated February 3, 2022 from Phil Martin Re: Projects Update (Information)
4. Mark Holmen – Discuss Easement and Assessment for Log Church (Chair and Vice Chair)
5. Letter dated February 2, 2022 from Phil Martin Re: CSAH 66 Sanitary Sewer Extension – Bid Recommendation (Motion)
6. Review Proposed ROW Vacation Process from Public Right-of-Way/Vacation Committee (Motion)
7. Update from Ted Strand
8. Other Business That May Arise
9. Adjourn

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, JANUARY 3, 2022
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, January 3, 2022 in City Hall. The meeting was called to order at 4:00 P.M. by Chairman Doug Vierzba with the following members present: Doug Vierzba, Tim Berg, Mic Tchida, Gordon Wagner, and Tom Swenson. Also in attendance were City Administrator Mike Lyonais, Council Liaison Dave Nevin, Public Works Director Ted Strand, Park Director TJ Graumann, Council Member Marcia Seibert-Volz, and City Engineer Phil Martin.

1. The meeting was called to order at 4:00 P.M. by Doug Vierzba.
2. A MOTION WAS MADE BY TOM SWENSON, SECONDED BY TIM BERG TO APPROVE THE DECEMBER 6, 2021 MEETING MINUTES. ALL IN FAVOR.

A MOTION WAS MADE BY TOM SWENSON, SECONDED BY TIM BERG TO APPROVE THE OCTOBER 4, 2021 MEETING MINUTES. ALL IN FAVOR.

3. A MOTION WAS MADE BY DOUG VIERZBA, SECONDED BY MIC TCHIDA TO APPOINT TOM SWENSON AS CHAIR OF THE COMMISSION. VIERZBA, BERG, TCHIDA AND WAGNER IN FAVOR. SWENSON ABSTAINED.

A MOTION WAS MADE BY TOM SWENSON, SECONDED BY TIM BERG TO APPOINT MIC TCHIDA AS VICE CHAIR OF THE COMMISSION. ALL IN FAVOR.

4. TJ Graumann discussed educating the departments and the applicants regarding changes to the Right of Way (ROW) vacation process. The application would be taken by the Planning and Zoning Department and then to the Park and Public Works for review. Mr. Graumann talked about the application process and notifying the public of the commission meetings. Tom Swenson stated that the cost to notify the public should come out of the application fee. A completed survey should be required. Marcia Seibert-Volz recommended streamlining the process so that it only goes through Planning and Zoning and then directly to the City Council for a public hearing. Mic Tchida and Tom Swenson disagreed. Tom Swenson recommend that the notices be sent out by the City Clerk, not the City Attorney. Tom Swenson asked that the language be revised and the matter was tabled until the next meeting.
5. Phil Martin provided a report negotiating for the perpetual utility easement at the Log Church and Simonson Lumber. Simonson Lumber would like to trade the sewer connect cost for the storm sewer pond. Tom Swenson stated that Simonson Lumber should pay for the connection charge and the City should pay for the storm water pond, each at the cost of \$6,500. Simonson Lumber also requested that they be allowed to have two years to connect because they are planning a reconstruction project. More discussion with the Log Church needs to be done. Bids for the sewer expansion project will be opened on January 27, 2022 at 1:00 P.M.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDIE WAGNER TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE AGREEMENT WITH SIMONSON LUMBER FOR THE COST OF THE CONNECTION FEE AND STORM WATER POND AND TO EXTEND CONNECTION PERIOD TO TWO YEARS. ALL IN FAVOR.

6. Ted Strand updated the Commission on all the snow we have had, what we are doing to prepare for more, and snow removal on West Shore path. Ted Strand also talked about how Public Works assisted in getting emergency services to their destinations during the big snow events. Ted Strand discussed road repairs and getting public input on the proposed Harbor Lane trail.
7. Tom Swenson thanked Doug Vierzba for his leadership with the Commission.
8. A MOTION WAS MADE BY MIC TCHIDA, SECONDED BY TOM SWENSON TO ADJOURN THE MEETING AT 4:53 P.M. ALL IN FAVOR.

Joe Chase
Public Works Department



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MEMORANDUM

Date: February 3, 2022
To: Ted Strand, Public Works Director
From: Phil Martin, PE
Subject: Projects Update for February 7, 2022 Public Works Meeting

CSAH 66 Improvements

Bids were opened on January 27, 2022 at City Hall. The City received 11 bids ranging from a low bid of \$2,088,000 from Casper Construction out of Grand Rapids, MN to a high bid of \$2,549,401. We have worked with Casper Construction in Aitkin on projects and view them as a responsible and capable bidder for the City work. They indicate they are using Anderson Bros for paving and Knife Lake Construction for the concrete work. These have been good subcontractors in the past, so we are pleased they are part of the construction effort. We had some quantity adjustments during the bidding process based on contractor questions, so our engineers estimate changed to \$1,941,916.97. That puts the low bid about 7.5% above our estimate.

We are recommending award of the low bid contingent upon City decision regarding scheduling a Final Assessment Hearing. Our recommendation is to schedule the Final Assessment Hearing as soon as notice timeframes allow and that the City maintain the assessments, assessment period, appraised market value benefit, and system age connection requirement the same as what was presented at the September 2021 Improvement Hearing.

- Action – Consider information and provide input. We are seeking the Public Works Committee support of our recommendation.

Based on action by the City Council at their January 10, 2022 meeting, an agreement to acquire the perpetual utility easement was provided to Simonson Lumber for the stormwater area. We understand from recent contact with a Simonson Lumber representative that they are reviewing the agreement and have no questions at this time.

We initiated further dialogue with the Log Church to discuss the perpetual utility easement the City would like to acquire. We met with representatives of the Log Church on January 19, 2022, but no progress was made. We reiterated with the Log Church representatives that the 429 Process allows for appeal of the assessment once adopted and advised the representatives that they can address the Public Works Committee and the City Council if they so desired. Based on the lack of progress to date and considering that the 2022 construction season will soon be here, I would request that the City engage the City Attorney to begin the legal process to acquire the perpetual utility easement at the Log Church property.

- Action – Consider information and provide input. We are seeking the Public Works Committee support of our recommendation to engage the City Attorney to begin the process to legally acquire the perpetual utility easement at the Log Church Property.

No additional temporary easements have been received. Based on our easement discussions with residents, we understand that some residents are waiting to see if the City proceeds with construction before they act on the City's request.

2022 Street Improvements

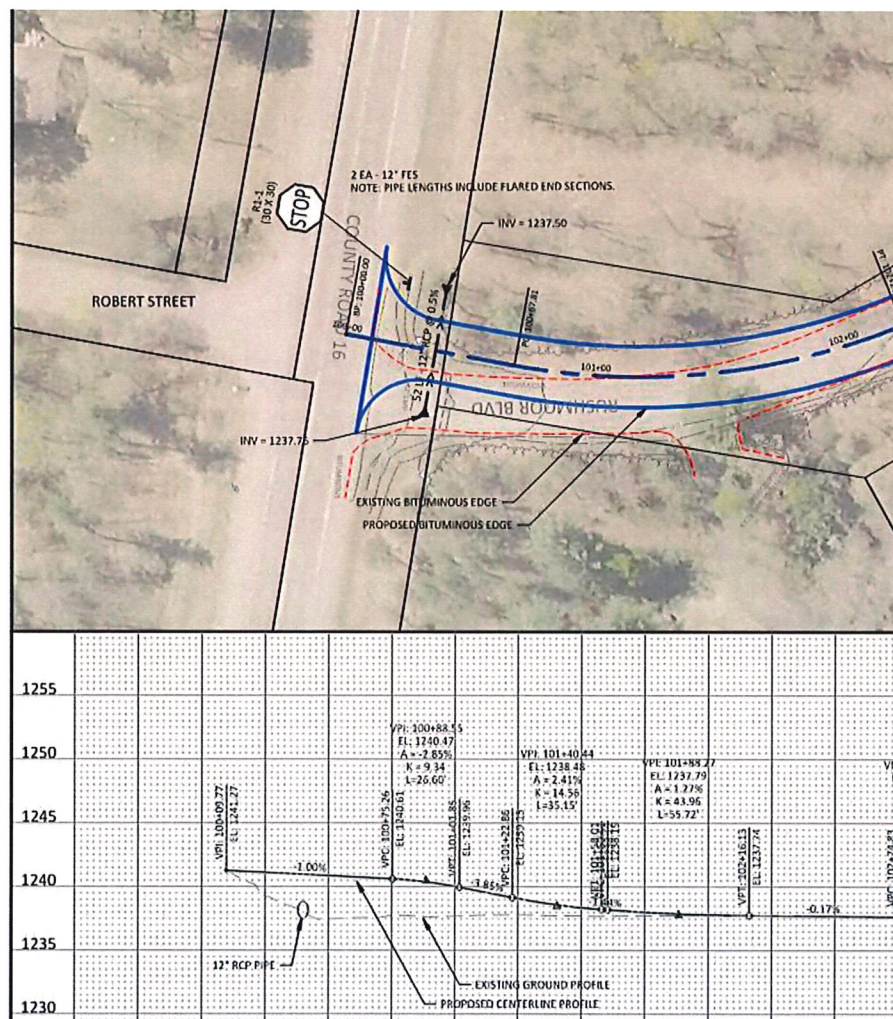
We obtained comments from City staff regarding proposed street improvements and have made those revisions to the plans. Our plan is to wrap up plans based on input we receive from the PW Committee and City Council so that we can begin the public bid process the week of February 21, 2022 and open bids the week beginning March 14, 2022. We are seeking PW Committee support of that proposed bidding schedule.

- Action – Consider proposed bidding schedule and provide support to the City Council.

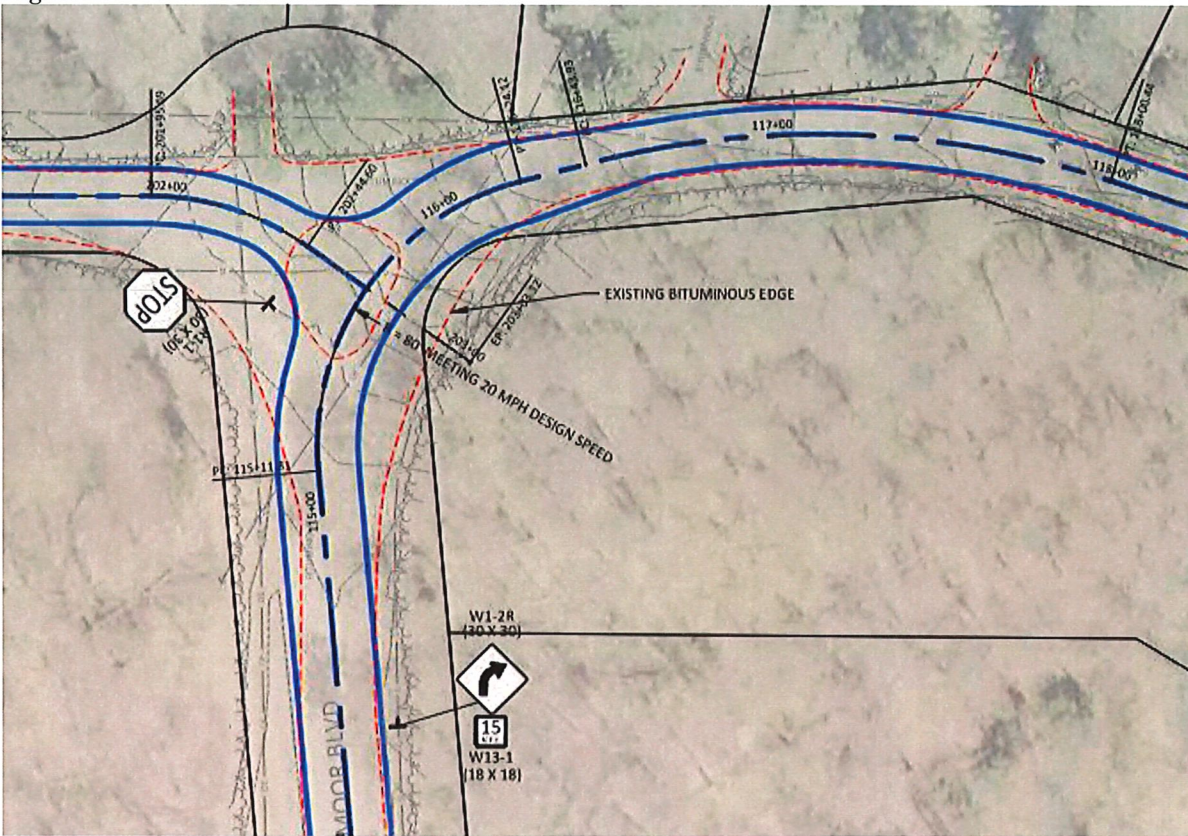
To maintain that schedule, we are seeking input and direction on the following plan items:

Rushmoor Boulevard

1. CSAH 16 Connection – We are proposing to slide the Rushmoor Boulevard centerline to the west within the existing R/W so it lines up with Robert Street and flattening the approach grade. The Crow Wing County Highway Department has reviewed and prefers this alignment.



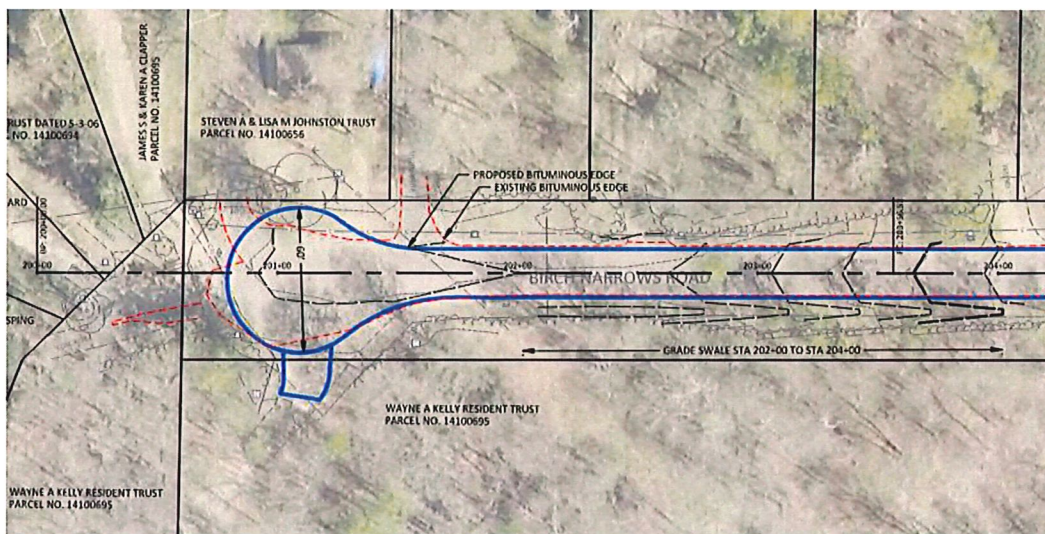
2. Rushmoor Boulevard/Trail Intersection – We are proposing a reduced speed, continuous curve for Rushmoor Boulevard within the existing R/W. Traffic from Rushmoor Trail would be stopped at the intersection with Rushmoor Boulevard.



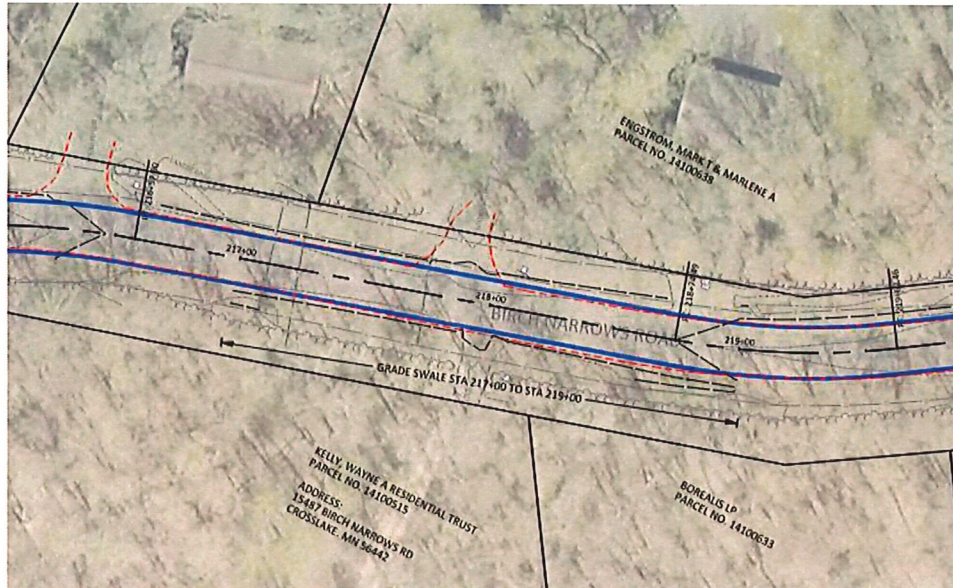
Birch Narrows Road

Based on the soil boring information, a full depth reclamation approach is not recommended for Birch Narrows Road because there is no existing structural aggregate material below the pavement. Instead, we are proposing a reconstruction approach where the existing pavement would be removed and a subcut of material would be completed to provide space to construct the new pavement section without raising the elevation of the street.

1. End of Street Turnaround and Drainage – We are proposing a small circular cul-de-sac and drainage swale within the existing R/W.



2. Added Drainage Swale – We are proposing a shallow swale for drainage located on the non-lake side near the middle of the street corridor (address: 15487 Birch Narrows Road).



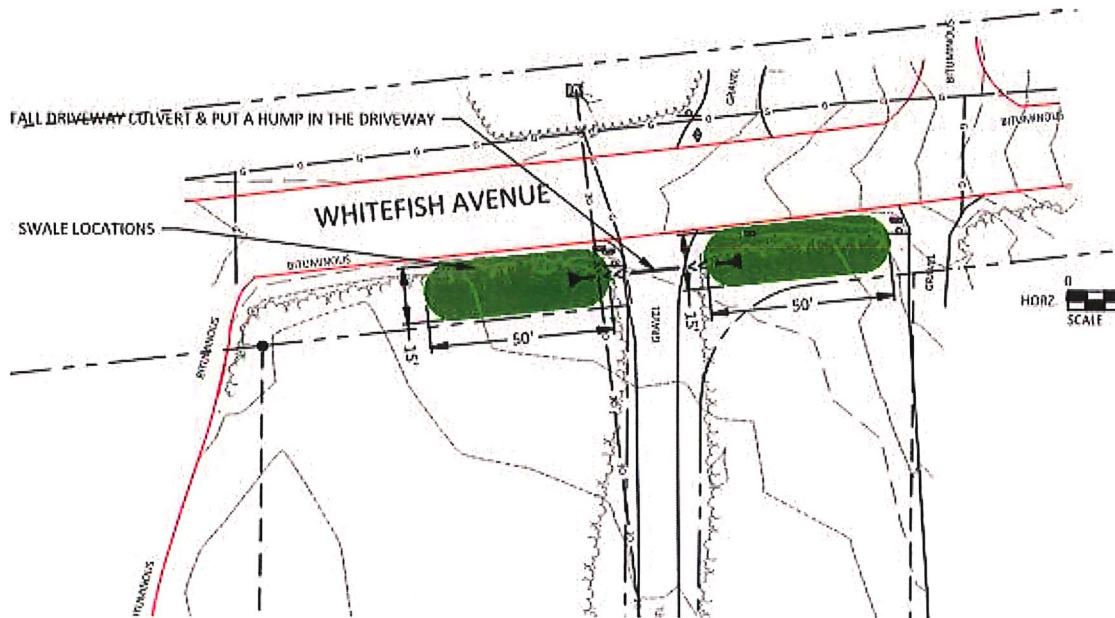
3. Sharp Curve and Drainage – We are proposing to super-elevate (i.e., tip) the sharp curve and add a drainage swale on the inside of the curve. This would require the City to acquire some additional easement.



Whitefish Avenue

1. Whitefish Avenue Curve - Whitefish Avenue was directed to be completed as an aggregate chip sealcoat project with the Crow Wing County Highway Department. The concerns regarding the curve on Whitefish Avenue south of the intersection of Hilltop Drive and Whitefish Avenue were considered to address the apparent lack of visibility for traffic. We identified 3 options for addressing the visibility concern and have provided budgetary estimates below for consideration and input. The curve options are depicted in the attached exhibit. *Is this something the City wants to address or simply leave as is?*

- a. Option 1 (Swale) ~ \$37,000
 - b. Option 2 (Curb & Gutter) ~ \$46,000
 - c. Option 3 (Curb & Gutter with Retaining Wall) ~ \$49,000
2. Whitefish Avenue Drainage – We are proposing to add swales adjacent to the lake access near the Forney property and also to berm the driveway to divert runoff from directly running into the lake. We have identified a few more driveways east of this location along Whitefish Avenue where we may consider berming the driveway to divert runoff onto green areas rather than allowing the runoff directly to the lake.





TO: Crosslake Public Works

FROM: Pastor Mark Holmen, Crosslake Log Church

RE: Assessment

DATE: December 3, 2021

I'm writing on behalf of the Log Church community to formally express our desire to work with Public Works to arrive at a fairer assessment for the Log Church so that we do not need to protest the currently proposed assessment of close to \$89,000 at a future City Council meeting. We believe our arguments against the currently proposed assessment would have strong public support and we recognize that all we have to do is have two City Council members agree with us and this could shut down or delay this important sewer line project which is not our desire. We support the extension of City Sewer and want to see it happen, yet we simply cannot support the current proposed assessment which would make us, a non-for-profit church, the largest assessment of anyone.

Therefore, we are asking Public Works to consider and recommend to the City Council the following changes/adjustments to the proposed assessments.

- That the Log Church would not be charged any assessment for its parking lot property since it will always be a parking lot, not utilizing the city sewer system in any way
 - The City of Crosslake can be assured it will always remain a parking lot as we have to have that number of parking spaces for the seating capacity of our sanctuary.
- That the Log Church and/or non for profits receive a 50% lower assessment rate than for profit businesses. For-profit businesses like Moonlight and Moonlight Square will benefit and become more valuable when they have city sewer. They can recoup their assessment fees easily by raising their prices or expanding their businesses which they would now have the capacity to do with a city sewer system. A church cannot do that as we do not charge for our programs or services.
- That the Log Church be given time to hook up to the city sewer system as we complied with Public Works to put in a very expensive, 20-25+ year, septic system less than ten years ago. That system is serving us well and will continue to do so for at least ten more years. Since we honored and complied with Public Works to do this, we hope you would honor us in return by allowing us to continue to use the system we have that was put in according to your specifications.

Thank you for your time and for all you do for the City of Crosslake. We hope to hear from someone within a day or two after your meeting.



**BOLTON
& MENK**

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Bolton-Menk.com

February 2, 2022

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

RE: CSAH 66 Sanitary Sewer Extension – Bid Recommendation

Dear Ted:

Bids were opened on January 27, 2022, at 1:00 p.m. for the CSAH 66 Sanitary Sewer Extension in the City of Crosslake. Eleven (11) bids were received from the companies listed below. Please refer to attached Abstract of Bids (verified) for details of the bids submitted.

Company	Bid Amount
Casper Construction, Inc	\$2,088,000.00
R.L. Larson Excavating, Inc.	\$2,156,908.75
Anderson Brothers Construction, LLC	\$2,177,740.41
Pratt's Affordable Excavating Inc.	\$2,185,847.00
C & L Excavating, Inc	\$2,254,332.80
Tom's Backhoe Service Inc.	\$2,261,156.36
DeChantal Excavating, LLC	\$2,266,782.36
Ryan Contracting Co.	\$2,287,087.20
Gladden Construction	\$2,307,933.69
TNT Construction Group LLC	\$2,368,495.00
J.R. Ferche, Inc.	\$2,549,401.00
<i>Engineer's Estimate</i>	<i>\$1,941,917</i>

Bolton & Menk is familiar with Casper Construction, Inc. and their subcontractors listed, from other similar work.

As a result, we believe Casper Construction, Inc. to be the low responsive, responsible bidder. We recommend award to Casper Construction, Inc. in the amount of \$2,088,000.

Ted Strand, Public Works Director
February 2, 2022

Based on the City's assessment policy, the City can schedule the Final Assessment Hearing now, prior to actual award of the low bid, or award the low bid and hold the Final Assessment Hearing at a later date. The assessment to property owners is based on an appraised market value benefit and is independent of the actual construction cost. Therefore, it may not make sense to wait to hold the Final Assessment Hearing.

Based on our understanding of the proposed improvements and past input we have received during the improvement hearings, we recommend the City hold the Final Assessment Hearing as soon as notification requirements allow and consider award to the low bidder after the hearing is held.

If you have any questions, please contact me at 218-821-7265.

Sincerely,
Bolton & Menk, Inc.

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

Phil Martin, PE
Principal Engineer

Cc: *Abstract of Bids*

ABSTRACT FOR BIDS
CSAH 66 SANITARY SEWER EXTENSION PROJECT
CITY OF CROSSLAKE, MINNESOTA
BMI PROJECT NO. B11.116904

						Casper Construction Inc.		R.L. Larson Excavating Inc.		Anderson Brothers Construction Company of Brainerd, LLC		Pratt's Affordable Excavating Inc.		C & L Excavating Inc		Tom's Backhoe Service Inc.	
ITEM NO.	ITEM	APPROX. QUANT.	UNIT	Engineer Estimate		Grand Rapids, MN		St. Cloud, MN		Brainerd, MN		Merrifield, MN		St. Joseph, MN		St. Joseph, MN	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LUMP SUM	\$90,000.00	\$90,000.00	\$80,055.56	\$80,055.56	\$90,000.00	\$90,000.00	\$100,000.00	\$100,000.00	\$42,050.00	\$42,050.00	\$175,000.00	\$175,000.00	\$50,000.00	\$50,000.00
2	CLEARING AND GRUBBING	1	EACH	\$1,000.00	\$1,000.00	\$375.00	\$375.00	\$1,000.00	\$1,000.00	\$950.00	\$950.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
3	CLEARING AND GRUBBING	0.3	ACRE	\$15,000.00	\$4,500.00	\$10,000.00	\$3,000.00	\$15,000.00	\$4,500.00	\$31,500.00	\$9,450.00	\$25,000.00	\$7,500.00	\$35,000.00	\$10,500.00	\$6,000.00	\$1,800.00
4	2-YEAR MAINTENANCE	1	LUMP SUM	\$24,000.00	\$24,000.00	\$15,000.00	\$15,000.00	\$45,000.00	\$45,000.00	\$13,195.95	\$13,195.95	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00
5	REMOVE CABLE FENCE	450	LIN FT	\$5.00	\$2,250.00	\$6.75	\$3,037.50	\$7.10	\$3,195.00	\$7.15	\$3,217.50	\$6.75	\$3,037.50	\$7.00	\$3,150.00	\$15.00	\$6,750.00
6	REMOVE PIPE SEWERS	1957	LIN FT	\$4.00	\$7,828.00	\$7.00	\$13,699.00	\$14.00	\$27,398.00	\$1.10	\$2,152.70	\$10.00	\$19,570.00	\$1.00	\$1,957.00	\$8.00	\$15,656.00
7	REMOVE BITUMINOUS PAVEMENT	21998	SQ YD	\$2.00	\$43,996.00	\$3.15	\$69,293.70	\$3.50	\$76,993.00	\$3.15	\$69,293.70	\$2.50	\$54,995.00	\$3.50	\$76,993.00	\$3.47	\$76,333.06
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	4181	SQ YD	\$2.25	\$9,407.25	\$3.00	\$12,543.00	\$3.00	\$12,543.00	\$3.00	\$12,543.00	\$2.50	\$10,452.50	\$3.25	\$13,588.25	\$3.30	\$13,797.30
9	REMOVE CURB & GUTTER	5486	LIN FT	\$2.50	\$13,715.00	\$2.00	\$10,972.00	\$4.00	\$21,944.00	\$3.05	\$16,732.30	\$3.00	\$16,458.00	\$3.25	\$17,829.50	\$5.00	\$27,430.00
10	REMOVE CONCRETE DRIVEWAY PAVEMENT	400	SQ YD	\$5.00	\$2,000.00	\$5.00	\$2,000.00	\$3.00	\$1,200.00	\$16.55	\$6,620.00	\$3.00	\$1,200.00	\$17.00	\$6,800.00	\$15.00	\$6,000.00
11	REMOVE DRAINAGE STRUCTURE	25	EACH	\$550.00	\$13,750.00	\$345.00	\$8,625.00	\$350.00	\$8,750.00	\$527.85	\$13,196.25	\$400.00	\$10,000.00	\$500.00	\$12,500.00	\$400.00	\$10,000.00
12	REMOVE CASTING	25	EACH	\$150.00	\$3,750.00	\$95.00	\$2,375.00	\$80.00	\$2,000.00	\$52.80	\$1,320.00	\$100.00	\$2,500.00	\$200.00	\$5,000.00	\$200.00	\$5,000.00
13	COMMON EXCAVATION (P) (EV)	8086	CU YD	\$9.00	\$72,774.00	\$4.80	\$38,812.80	\$15.00	\$121,290.00	\$10.70	\$86,520.20	\$10.00	\$80,860.00	\$11.50	\$92,989.00	\$6.00	\$48,516.00
14	CHANNEL AND POND EXCAVATION (P) (EV)	1959	CU YD	\$12.00	\$23,508.00	\$11.00	\$21,549.00	\$18.00	\$35,262.00	\$15.85	\$31,050.15	\$10.00	\$19,590.00	\$15.00	\$29,385.00	\$12.00	\$23,508.00
15	COMMON LABORERS	10	HR	\$100.00	\$1,000.00	\$100.00	\$1,000.00	\$110.00	\$1,100.00	\$98.25	\$982.50	\$85.00	\$850.00	\$85.00	\$850.00	\$90.00	\$900.00
16	SKID LOADER	10	HR	\$120.00	\$1,200.00	\$165.00	\$1,650.00	\$140.00	\$1,400.00	\$150.25	\$1,502.50	\$150.00	\$1,500.00	\$130.00	\$1,300.00	\$150.00	\$1,500.00
17	FINE FILTER AGGREGATE (LV)	425.5	CU YD	\$67.25	\$28,614.88	\$18.50	\$7,871.75	\$35.00	\$14,892.50	\$16.15	\$6,871.83	\$50.00	\$21,275.00	\$17.00	\$7,233.50	\$30.00	\$12,765.00
18	COMPOST GRADE 2 (LV)	106.1	CU YD	\$50.22	\$5,328.34	\$82.75	\$8,779.78	\$80.00	\$8,488.00	\$130.00	\$13,793.00	\$100.00	\$10,610.00	\$135.00	\$14,323.50	\$50.00	\$5,305.00
19	AGGREGATE BASE (CV) (P) CLASS 5	3870	CU YD	\$28.00	\$108,360.00	\$14.00	\$54,180.00	\$24.40	\$94,428.00	\$23.75	\$91,912.50	\$25.00	\$96,750.00	\$25.00	\$96,750.00	\$26.13	\$101,123.10
20	AGGREGATE BASE (CV) (P) CLASS 5 (TRAIL)	570	CU YD	\$32.00	\$18,240.00	\$37.00	\$21,090.00	\$34.50	\$19,665.00	\$41.00	\$23,370.00	\$30.00	\$17,100.00	\$43.00	\$24,510.00	\$45.10	\$25,707.00
21	TYPE SP 9.5 WEARING COURSE SPECIAL (WMA)	2540	TON	\$60.00	\$152,400.00	\$73.00	\$185,420.00	\$76.65	\$194,691.00	\$73.00	\$185,420.00	\$73.00	\$185,420.00	\$77.00	\$195,580.00	\$80.30	\$203,962.00
22	TYPE SP 12.5 WEARING COURSE SPECIAL (WMA)	2540	TON	\$60.00	\$152,400.00	\$76.00	\$193,040.00	\$79.80	\$202,692.00	\$76.00	\$193,040.00	\$76.00	\$193,040.00	\$80.00	\$203,200.00	\$83.60	\$212,344.00
23	TYPE SP 9.5 WEARING COURSE (TRAIL)	430	TON	\$90.00	\$38,700.00	\$75.00	\$32,250.00	\$78.75	\$33,862.50	\$75.00	\$32,250.00	\$75.00	\$32,250.00	\$79.00	\$33,970.00	\$82.50	\$35,475.00
24	CONCRETE CURB & GUTTER DESIGN B624	5486	LIN FT	\$18.00	\$98,748.00	\$21.00	\$115,206.00	\$22.05	\$120,966.30	\$22.20	\$121,789.20	\$21.00	\$115,206.00	\$21.00	\$115,206.00	\$23.00	\$126,178.00
25	6" CONCRETE DRIVEWAY PAVEMENT	350	SQ YD	\$65.00	\$22,750.00	\$65.85	\$23,047.50	\$70.35	\$24,622.50	\$64.40	\$22,540.00	\$71.00	\$24,850.00	\$70.00	\$24,500.00	\$65.00	\$22,750.00
26	6" CONCRETE WALK	1000	SQ FT	\$15.00	\$15,000.00	\$11.54	\$11,540.00	\$11.75	\$11,750.00	\$11.00	\$11,000.00	\$12.45	\$12,450.00	\$12.00	\$12,000.00	\$11.00	\$11,000.00
27	DRILL & GROUT DOWEL BAR (EPOXY COATED)	39	EACH	\$30.00	\$1,170.00	\$8.50	\$331.50	\$9.00	\$351.00	\$9.00	\$351.00	\$8.50	\$331.50	\$9.00	\$351.00	\$10.00	\$390.00
28	BITUMINOUS DRIVEWAY PATCH	569	SQ YD	\$35.00	\$19,915.00	\$40.84	\$23,237.96	\$39.00	\$22,191.00	\$31.00	\$17,639.00	\$41.00	\$23,329.00	\$32.00	\$18,208.00	\$34.10	\$19,402.90
29	TRUNCATED DOMES	100	SQ FT	\$52.00	\$5,200.00	\$45.00	\$4,500.00	\$47.25	\$4,725.00	\$47.50	\$4,750.00	\$45.00	\$4,500.00	\$47.00	\$4,700.00	\$50.00	\$5,000.00
30	TRAFFIC CONTROL	1	LUMP SUM	\$30,000.00	\$30,000.00	\$5,900.00	\$5,900.00	\$5,985.00	\$5,985.00	\$6,020.00	\$6,020.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$6,500.00	\$6,500.00
31	SILT FENCE TYPE MS	1400	LIN FT	\$2.30	\$3,220.00	\$3.00	\$4,200.00	\$2.25	\$3,150.00	\$3.20	\$4,480.00	\$2.50	\$3,500.00	\$3.00	\$4,200.00	\$2.00	\$2,800.00
32	COMMON TOPSOIL BORROW (LV)	700	CU YD	\$35.00	\$24,500.00	\$54.00	\$37,800.00	\$50.00	\$35,000.00	\$37.00	\$25,900.00	\$35.00	\$24,500.00	\$39.00	\$27,300.00	\$30.00	\$21,000.00
33	TURF ESTABLISHMENT 1	1.2	ACRE	\$8,000.00	\$9,600.00	\$14,500.00	\$17,400.00	\$11,000.00	\$13,200.00	\$13,195.95	\$15,835.14	\$12,000.00	\$14,400.00	\$14,000.00	\$16,800.00	\$25,000.00	\$30,000.00
34	TURF ESTABLISHMENT 2	0.3	ACRE	\$5,000.00	\$1,500.00	\$14,500.00	\$4,350.00	\$2,040.00	\$612.00	\$13,195.95	\$3,958.79	\$10,000.00	\$3,000.00	\$14,000.00	\$4,200.00	\$25,000.00	\$7,500.00
35	EROSION CONTROL BLANKETS CATEGORY 3N	305	SQ YD	\$8.00	\$2,440.00	\$2.95	\$899.75	\$2.95	\$899.75	\$3.15	\$960.75	\$5.00	\$1,525.00	\$3.00	\$915.00	\$5.00	\$1,525.00
36	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00	\$5,000.00	\$5,000.00	\$3,698.15	\$3,698.15	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00	\$2,000.00	\$2,000.00
37	STORM DRAIN INLET PROTECTION	36	EACH	\$200.00	\$7,200.00	\$150.00	\$5,400.00	\$225.00	\$8,100.00	\$158.35	\$5,700.60	\$200.00	\$7,200.00	\$140.00	\$5,040.00	\$250.00	\$9,000.00
38	SEDIMENT CONTROL LOG TYPE WOOD CHIP	190	LIN FT	\$4.00	\$760.00	\$6.00	\$1,140.00	\$3.10	\$589.00	\$6.35	\$1,206.50	\$5.00	\$950.00	\$6.00	\$1,140.00	\$10.00	\$1,900.00
39	PLANTINGS	650	EACH	\$6.00	\$3,900.00	\$50.00	\$32,500.00	\$30.00	\$19,500.00	\$47.50	\$30,875.00	\$30.00	\$19,500.00	\$50.00	\$32,500.00	\$100.00	\$65,000.00
40	PLANTINGS SOIL (LV)	225	CU YD	\$60.00	\$13,500.00	\$45.00	\$10,125.00	\$101.00	\$22,725.00	\$174.00	\$39,150.00	\$75.00	\$16,875.00	\$180.00	\$40,500.00	\$100.00	\$22,500.00
41	CROSSWALK																

ABSTRACT FOR BIDS
CSAH 66 SANITARY SEWER EXTENSION PROJECT
CITY OF CROSSLAKE, MINNESOTA
BMI PROJECT NO. B11.116904

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	DeChantal Excavating, LLC		Ryan Contracting Co.		Gladen Construction		TNT Construction Group LLC		J.R. Ferche, Inc.	
				Brainerd, MN		Eiko, MN		Laporte, MN		Grand Rapids, MN		Rice, MN	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LUMP SUM	\$138,500.00	\$138,500.00	\$90,000.00	\$90,000.00	\$133,200.00	\$133,200.00	\$196,378.35	\$196,378.35	\$219,500.00	\$219,500.00
2	CLEARING AND GRUBBING	1	EACH	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$450.00	\$450.00	\$1,000.00	\$1,000.00
3	CLEARING AND GRUBBING	0.3	ACRE	\$9,500.00	\$2,850.00	\$35,000.00	\$10,500.00	\$25,000.00	\$7,500.00	\$1,400.00	\$420.00	\$22,000.00	\$6,600.00
4	2-YEAR MAINTENANCE	1	LUMP SUM	\$12,500.00	\$12,500.00	\$20,000.00	\$20,000.00	\$16,500.00	\$16,500.00	\$15,000.00	\$15,000.00	\$17,000.00	\$17,000.00
5	REMOVE CABLE FENCE	450	LIN FT	\$7.00	\$3,150.00	\$6.75	\$3,037.50	\$7.00	\$3,150.00	\$6.00	\$2,700.00	\$8.00	\$3,600.00
6	REMOVE PIPE SEWERS	1957	LIN FT	\$10.50	\$20,548.50	\$2.00	\$3,914.00	\$20.00	\$39,140.00	\$14.00	\$27,398.00	\$17.00	\$33,269.00
7	REMOVE BITUMINOUS PAVEMENT	21998	SQ YD	\$2.35	\$51,695.30	\$4.00	\$87,992.00	\$3.15	\$69,293.70	\$3.00	\$65,994.00	\$3.70	\$81,392.60
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	4181	SQ YD	\$4.65	\$19,441.65	\$4.00	\$16,724.00	\$3.00	\$12,543.00	\$2.50	\$10,452.50	\$3.50	\$14,633.50
9	REMOVE CURB & GUTTER	5486	LIN FT	\$2.80	\$15,360.80	\$4.00	\$21,944.00	\$3.05	\$16,732.30	\$3.25	\$17,829.50	\$3.55	\$19,475.30
10	REMOVE CONCRETE DRIVEWAY PAVEMENT	400	SQ YD	\$8.50	\$3,400.00	\$18.00	\$7,200.00	\$16.55	\$6,620.00	\$13.00	\$5,200.00	\$20.00	\$8,000.00
11	REMOVE DRAINAGE STRUCTURE	25	EACH	\$325.00	\$8,125.00	\$700.00	\$17,500.00	\$950.00	\$23,750.00	\$425.00	\$10,625.00	\$750.00	\$18,750.00
12	REMOVE CASTING	25	EACH	\$65.00	\$1,625.00	\$100.00	\$2,500.00	\$250.00	\$6,250.00	\$50.00	\$1,250.00	\$250.00	\$6,250.00
13	COMMON EXCAVATION (P) (EV)	8086	CU YD	\$12.15	\$98,244.90	\$15.00	\$121,290.00	\$13.00	\$105,118.00	\$16.00	\$129,376.00	\$13.00	\$105,118.00
14	CHANNEL AND POND EXCAVATION (P) (EV)	1959	CU YD	\$9.65	\$18,904.35	\$25.00	\$48,975.00	\$6.50	\$12,733.50	\$17.00	\$33,303.00	\$22.00	\$43,098.00
15	COMMON LABORERS	10	HR	\$78.00	\$780.00	\$80.00	\$800.00	\$70.00	\$700.00	\$200.00	\$2,000.00	\$125.00	\$1,250.00
16	SKID LOADER	10	HR	\$147.00	\$1,470.00	\$125.00	\$1,250.00	\$150.00	\$1,500.00	\$350.00	\$3,500.00	\$155.00	\$1,550.00
17	FINE FILTER AGGREGATE (LV)	425.5	CU YD	\$69.00	\$29,359.50	\$25.00	\$10,637.50	\$28.00	\$11,914.00	\$36.00	\$15,318.00	\$35.00	\$14,892.50
18	COMPOST GRADE 2 (LV)	106.1	CU YD	\$54.85	\$5,819.59	\$50.00	\$5,305.00	\$57.00	\$6,047.70	\$47.00	\$4,986.70	\$50.00	\$5,305.00
19	AGGREGATE BASE (CV) (P) CLASS 5	3870	CU YD	\$23.75	\$91,912.50	\$25.00	\$96,750.00	\$23.75	\$91,912.50	\$25.50	\$98,685.00	\$27.00	\$104,490.00
20	AGGREGATE BASE (CV) (P) CLASS 5 (TRAIL)	570	CU YD	\$41.00	\$23,370.00	\$45.00	\$25,650.00	\$41.00	\$23,370.00	\$47.00	\$26,790.00	\$47.00	\$26,790.00
21	TYPE SP 9.5 WEARING COURSE SPECIAL (WMA)	2540	TON	\$73.00	\$185,420.00	\$73.00	\$185,420.00	\$73.00	\$185,420.00	\$73.00	\$185,420.00	\$84.00	\$213,360.00
22	TYPE SP 12.5 WEARING COURSE SPECIAL (WMA)	2540	TON	\$76.00	\$193,040.00	\$76.00	\$193,040.00	\$76.00	\$193,040.00	\$76.00	\$193,040.00	\$87.00	\$220,980.00
23	TYPE SP 9.5 WEARING COURSE (TRAIL)	430	TON	\$75.00	\$32,250.00	\$75.00	\$32,250.00	\$75.00	\$32,250.00	\$75.00	\$32,250.00	\$86.00	\$36,980.00
24	CONCRETE CURB & GUTTER DESIGN B624	5486	LIN FT	\$21.00	\$115,206.00	\$18.00	\$98,748.00	\$21.00	\$115,206.00	\$24.25	\$133,035.50	\$24.10	\$132,212.60
25	6" CONCRETE DRIVEWAY PAVEMENT	350	SQ YD	\$71.00	\$24,850.00	\$70.00	\$24,500.00	\$61.00	\$21,350.00	\$75.00	\$26,250.00	\$70.00	\$24,500.00
26	6" CONCRETE WALK	1000	SQ FT	\$15.45	\$15,450.00	\$70.00	\$70,000.00	\$11.00	\$11,000.00	\$13.00	\$13,000.00	\$12.00	\$12,000.00
27	DRILL & GROUT DOWEL BAR (EPOXY COATED)	39	EACH	\$8.50	\$331.50	\$15.00	\$585.00	\$9.00	\$351.00	\$15.00	\$585.00	\$10.00	\$390.00
28	BITUMINOUS DRIVEWAY PATCH	569	SQ YD	\$38.00	\$21,622.00	\$35.00	\$19,915.00	\$31.00	\$17,639.00	\$46.00	\$26,174.00	\$38.00	\$21,622.00
29	TRUNCATED DOMES	100	SQ FT	\$45.00	\$4,500.00	\$50.00	\$5,000.00	\$45.00	\$4,500.00	\$50.00	\$5,000.00	\$52.00	\$5,200.00
30	TRAFFIC CONTROL	1	LUMP SUM	\$5,950.00	\$5,950.00	\$15,000.00	\$15,000.00	\$9,000.00	\$9,000.00	\$32,000.00	\$32,000.00	\$12,000.00	\$12,000.00
31	SILT FENCE TYPE MS	1400	LIN FT	\$3.00	\$4,200.00	\$2.00	\$2,800.00	\$3.00	\$4,200.00	\$3.50	\$4,900.00	\$3.50	\$4,900.00
32	COMMON TOPSOIL BORROW (LV)	700	CU YD	\$41.00	\$28,700.00	\$25.00	\$17,500.00	\$36.60	\$25,620.00	\$0.01	\$7.00	\$45.00	\$31,500.00
33	TURF ESTABLISHMENT 1	1.2	ACRE	\$12,500.00	\$15,000.00	\$20,000.00	\$24,000.00	\$14,500.00	\$17,400.00	\$14,500.00	\$17,400.00	\$15,000.00	\$18,000.00
34	TURF ESTABLISHMENT 2	0.3	ACRE	\$12,500.00	\$3,750.00	\$25,000.00	\$7,500.00	\$14,500.00	\$4,350.00	\$14,500.00	\$4,350.00	\$20,000.00	\$6,000.00
35	EROSION CONTROL BLANKETS CATEGORY 3N	305	SQ YD	\$3.00	\$915.00	\$3.00	\$915.00	\$3.00	\$915.00	\$2.75	\$838.75	\$3.50	\$1,067.50
36	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$4,700.00	\$4,700.00	\$4,000.00	\$4,000.00	\$10,500.00	\$10,500.00	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00
37	STORM DRAIN INLET PROTECTION	36	EACH	\$155.00	\$5,580.00	\$150.00	\$5,400.00	\$150.00	\$5,400.00	\$140.00	\$5,040.00	\$275.00	\$9,900.00
38	SEDIMENT CONTROL LOG TYPE WOOD CHIP	190	LIN FT	\$6.10	\$1,159.00	\$3.00	\$570.00	\$6.00	\$1,140.00	\$5.50	\$1,045.00	\$7.00	\$1,330.00
39	PLANTINGS	650	EACH	\$45.00	\$29,250.00	\$35.00	\$22,750.00	\$50.00	\$32,500.00	\$50.00	\$32,500.00	\$55.00	\$35,750.00
40	PLANTINGS SOIL (LV)	225	CU YD	\$72.15	\$16,233.75	\$50.00	\$11,250.00	\$20.00	\$4,500.00	\$53.00	\$11,925.00	\$50.00	\$11,250.00
41	CROSSWALK MULTI COMP	192	SQ FT	\$4.80	\$921.60	\$4.80	\$921.60	\$5.00	\$960.00	\$4.80	\$921.60	\$5.50	\$1,056.00
42	4" BROKEN LINE YELLOW-EPOXY	480	LIN FT	\$0.40	\$192.00	\$0.40	\$192.00	\$0.40	\$192.00	\$0.40	\$192.00	\$0.50	\$240.00
43	4" DOUBLE SOLID LINE YELLOW-EPOXY	2105	LIN FT	\$0.80	\$1,684.00	\$0.80	\$1,684.00	\$0.80	\$1,684.00	\$0.80	\$1,684.00	\$1.00	\$2,105.00
44	4" SOLID LINE WHITE-EPOXY	8979	LIN FT	\$0.40	\$3,591.60	\$0.40	\$3,591.60	\$0.40	\$3,591.60	\$0.40	\$3,591.60	\$0.50	\$4,489.50
45	8" SOLID LINE WHITE EPOXY	165	LIN FT	\$3.80	\$627.00	\$3.80	\$627.00	\$3.80	\$627.00	\$3.80	\$627.00	\$4.50	\$742.50
46	24" SOLID LINE WHITE-EPOXY	54	LIN FT	\$6.50	\$351.00	\$6.50	\$351.00	\$7.00	\$378.00	\$6.50	\$351.00	\$7.50	\$405.00
47	12" RC PIPE APRON	3	EACH	\$885.60	\$2,656.80	\$1,000.00	\$3,000.00	\$652.00	\$1,956.00	\$1,350.00	\$4,050.00	\$1,500.00	\$4,500.00
48	15" RC PIPE APRON	2	EACH	\$952.55	\$1,905.10	\$1,300.00	\$2,600.00	\$744.00	\$1,488.00	\$1,400.00	\$2,800.00	\$1,500.00	\$3,000.00
49	12" RCP PIPE	2012	LIN FT	\$48.90	\$98,386.80	\$52.00	\$104,624.00	\$61.50	\$123,738.00	\$74.00	\$148,888.00	\$64.00	\$128,768.00
50	15" RCP PIPE	509	LIN FT	\$55.25	\$28,122.25	\$56.00	\$28,504.00	\$69.15	\$35,197.35	\$83.00	\$42,247.00	\$70.00	\$35,630.00
51	CONNECT TO EXISITNG STORM SEWER	5	EACH	\$1,650.00	\$8,250.00	\$1,500.00	\$7,500.00	\$1,000.00	\$5,000.00	\$650.00	\$3,250.00	\$2,500.00	\$12,500.00
52	CONNECT TO EXISTING SANITARY SEWER	1	EACH	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$1,100.00	\$1,100.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
53	8" PVC PIPE SEWER	243	LIN FT	\$72.00	\$17,496.00	\$85.00	\$20,655.00	\$91.20	\$22,161.60	\$90.00	\$21,870.00	\$60.00	\$14,580.00
54	10" PVC PIPE SEWER	4686	LIN FT	\$88.00	\$412,368.00	\$90.00	\$421,740.00	\$75.45	\$353,558.70	\$64.00	\$299,904.00	\$74.00	\$346,764.00
55	10X4 PVC WYE	58	EACH	\$561.00	\$32,538.00	\$600.00	\$34,800.00	\$805.00	\$46,690.00	\$600.00	\$34,800.00	\$1,200.00	\$69,600.00
56	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	101.8	LIN FT	\$500.50	\$50,950.90	\$350.00	\$35,630.00	\$593.00	\$60,367.40	\$525.00	\$53,445.00	\$600.00	\$61,080.00
57	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	54.9	LIN FT	\$557.75	\$30,620.48	\$300.00	\$16,470.00	\$621.60	\$34,125.84	\$525.00	\$28,822.50	\$550.00	\$30,195.00
58	CONSTRUCT RAIN GUARDIAN TURRET	1	EACH	\$2,800.00	\$2,800.00	\$3,000.00	\$3,000.00	\$4,613.00	\$4,613.00	\$3,500.00	\$3,500.00	\$3,900.00	\$3,900.00
59	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	290	LIN FT	\$353.00	\$102,370.00	\$284.00	\$82,360.00	\$421.00	\$122,090.00	\$400.00	\$116,000.00	\$385.00	\$111,650.00
60	4" PVC PIPE SEWER	2150	LIN FT	\$44.00	\$94,600.00	\$30.00	\$64,500.00	\$41.25	\$88,687.50	\$42.00	\$90,300.00	\$30.00	\$64,500.00
61	6" PVC DRAIN TILE CLEANOUT	9	EACH	\$298.00	\$2,682.00	\$500.00	\$4,500.00	\$632.00	\$5,688.00	\$550.00	\$4,950.00	\$450.00	\$4,050.00
62	6" PERF TP PIPE DRAIN	570	LIN FT	\$36.35	\$20,719.50	\$45.00	\$25,650.00	\$22.50	\$12,825.00	\$28.00	\$15,960.00	\$22.00	\$12,540.00
63	6" GATE VALVE & BOX	3	EACH	\$2,086.00	\$6,258.00	\$2,000.00	\$6,000.00	\$1,303.00	\$3,909.00	\$1,350.00	\$4,050.00	\$2,200.00	\$6,600.00
64	CASTING ASSEMBLY (SANITARY)	18	EACH	\$1,021.00	\$18,378.00	\$1,000.00	\$18,000.00	\$955.00	\$17,190.00	\$1,050.00	\$18,900.00	\$825.00	\$14,850.00
65	CASTING ASSEMBLY (A-7)	2	EACH	\$1,021.00	\$2,042.00	\$650.00	\$1,300.00	\$1,047.00	\$2,094.00	\$1,050.00	\$2,100.00	\$650.00	\$1,300.00
66	CASTING ASSEMBLY (B-13)	28	EACH	\$1,044.00	\$29,232.00	\$800.00	\$22,400.00	\$1,176.00	\$32,928.00	\$950.00	\$26,600.00	\$950.00	\$26,600.00
67	CASTING ASSEMBLY (R-2561)	4	EACH	\$950.00	\$3,800.00	\$600.00	\$2,400.00	\$1,047.00	\$4,188.00	\$950.00	\$3,800.00	\$650.00	\$2,600.00
68	TRAFFIC BARRIER DESIGN B8307	450	LIN FT	\$55.50	\$24,975.00	\$55.50	\$24,975.00	\$57.00	\$25,650.00	\$55.50	\$24,975.00	\$65.00	\$29,250.00
69	END TREATMENT - SLOTTED RAIL TERMINAL	2	EACH	\$5,000.00	\$10,000.00	\$5,000.00	\$10,000.00	\$5,000.00	\$10,000.00	\$5,000.00	\$10,000.00	\$6,000.00	\$12,000.00
TOTAL AMOUNT:				\$2,266,782.36		\$2,287,087.20		\$2,307,933.69		\$2,368,495.00		\$2,549,401.00	

Yellow highlight denotes value different than what was submitted with bid

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

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. **Applicant must have a completed survey prior to commission meetings.**

Each Department shall be responsible for including the application in their next scheduled Commission meeting. The **City Clerk City Attorney** shall be responsible for notification to the public of the Commission and Council meeting dates (Either within the 350-ft radius, entire plat or whichever is greater) 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?
3. Has the DNR been notified of the ROW request?
4. Are there currently improvements on the ROW?
5. Are there currently encroachments from adjacent parcels onto the ROW?
6. Is there currently a Use Agreement in place between the neighboring property owners and the City for the encroachments onto the ROW?
7. Is the ROW currently being used by the public?
8. Based on the topography and shoreline, can the ROW Access be improved for use by the public?
9. What are the public benefits of vacating the ROW?
10. How will the vacation impact the conservation of natural resources?

Crosslake Parks, Recreation and Library Commission Minutes
Wednesday, January 26, 2022
Crosslake Community Center 2:00 PM

Members Present: Chair Joe Albrecht, Mic Tchida, Sandy Melberg, Kera Porter, Peter Graves, Council Liaison John Andrews, Jane Monson Community Center and Library Manager, and Parks and Recreation Director TJ Graumann

Guests: Joell Tvedt, Pequot Lakes School District Community Education Director

I. Meeting was called to order at 2:03

II. Welcome New Commission Members

TJ welcomed new members Peter Graves and Kera Porter (former alternate) to the meeting. They will be sworn in by the City Clerk for their 2-year term to begin in February of 2022.

III. Approve December Minutes

Motion: to approve Minutes from December 15, 2021 as written.

Mic/Kara Favor: All Opposed: None

IV. Appoint Chair for the 2022 Term

The floor was opened for nominations.

Motion: to appoint Joe Albrecht as Commission Chair for 2022

Mic/Sandy Favor: All Opposed: None

V. Old Business

A) ROW Vacation Application Process

TJ updated the Commission on the edits made to the ROW Vacation application by the Public Works Commission. Discussion ensued concerning the edits in regards to each Commission receiving the applicants' completed surveys before the Commission meetings; and also, the City Clerk sending out the notices to the public instead of the City Attorney.

Motion: 1) Applicant's survey shall be completed before all commission meetings. 2) In paragraph two under Submission of ROW Vacation Applications, adjust edits to revert back to City Attorney will handle the notices. Kera/Sandy Favor: All Opposed: None

B) Revised Survey Draft

TJ presented the Commission with a draft of the long-range planning survey for the Crosslake Parks, Recreation & Library Department. After reviewing the edited items, it was suggested walking in the gym be added to the amenities or services that will be available for people to select. Mic suggested the PAL Foundation be given a draft of the survey before it is finalized. TJ will present a copy to the PAL Board. A time frame and methods to get the survey out to the public were also discussed. The consensus was to have the survey available during the summer months and during large events, beginning with the St. Patrick's Day parade, when there are more people in the area. The survey could be ongoing until early September when the process of budget planning begins for the next fiscal year.

Motion: The Parks, Recreation and Library Commission approves the draft survey and recommends it for Council approval. The Commission also recommends presenting the survey draft to the PAL Foundation.

Sandy/Kera Favor: All Opposed: None

TJ will follow up on a timeline and marketing

VI. New Business

A) Community Center Usage Policy

Due to a recent situation, it was brought to TJ's attention the need for clarification in the Community Center Usage Policies. Under Item C, the addition of "and must have prior approval from the Parks and Recreation Director" should be added to the end of the existing statement. Under Item E, the removal of the following sentences: "Any special supervision needed shall be supplied by the applicant as requested by the City or Parks and Recreation Department. However, the City and Parks and Recreation office reserves the right to assign a city supervisor and/or custodian when appropriate, the cost of which will be charged to the group using the facility". The following clarification will be inserted in its place, "To ensure adequate building maintenance and security, all events scheduled outside of regular building hours must be staffed by a city employee at the expense of the group".

Motion: to approve the Community Center Usage Policy as amended.

Mic/Sandy Favor: All Opposed: None

B) Park Dedication

After discussion, the following motion was entertained;

Motion: to accept the \$3000.00 cash in lieu of land for the Sessin Estate subdivision.

Sandy/Kera Favor: All Opposed: None

VII. Other Business

A) Staff Update

TJ reported to the Commission on the following items:

1) Playground-Originally the playground was planned to be completed in a phase (1 through 5) approach. Due to the generous donations from the Dietz family, the PAL Foundation, and many local organizations including the Lions Club, Christmas for Kids, the American Legion, as well as, anonymous donations, along with \$50,000 the City Council approved from Park Dedication Fees, the project will move ahead in the Spring will all phases. TJ is hopeful we can plan a Grand Opening on June 11th. The Commission thanked the PAL Foundation, the Dietz family and all the donors for making contributions to this project. The Commission would also like to recognize and thank Alden Hardwick for all of his dedication in bringing this project to realization.

2) Intern Update-TJ listed the job opening for the summer intern on a platform which reaches 18 different universities in the region. Several different areas of studies were included to ensure all interested candidates would receive the information.

3) Snowshoe Trail-TJ wanted to thank Deb Dahlke for all of her work on the trails this winter.

4) Outdoor Amenities-TJ reported that even with the cold temps this season, people are making good use of the amenities.

5) Weight Room-for the 2022 fiscal year the City has allocated \$32,000.00 for weight room updates. TJ has compiled a list of pieces to be replaced and/or added.

6) WinterFest-the 2022 WinterFest celebration events held at the community center park are scheduled for Friday, February 4th. All the outdoor amenities plus horse drawn sled rides, bonfires, refreshments and fireworks will be available.

B) Comments from Commission Member

1) Youth Commission Member-Joe inquired as to the status of the youth member appointment to the Commission. TJ stated it will go to the Council for approval at the next meeting.

VIII. Open Forum

A) Joell Tvedt, the new Community Education Director of the Pequot Lakes School District, was in attendance and introduced herself to the Commission. She informed the Commission she plans to attend the Commission meetings on a regular basis and invited the members and the public to use her as a reference and resource. The Commission welcomed her and looks forward to developing improved communication and cooperation with the school district.

IX. Adjourn

Motion to Adjourn: Mic/Sandy Favor: All Opposed: None