

AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
MONDAY, MARCH 7, 2022
4:00 P.M. – JOINT MAINTENANCE FACILITY

1. Call to Order
2. Tour of Facilities
3. Approve February 7, 2022 Minutes (Motion)
4. Memo dated March 2, 2022 from Phil Martin Re: Projects Update (Information)
5. Update from Ted Strand
6. Other Business That May Arise
7. Adjourn

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

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, February 7, 2022 in City Hall. The following Commission Members present: Tom Swenson, Tim Berg, Mic Tchida, Gordon Wagner, and Bob Frey. 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, Council Member John Andrews, Council Member Dave Schrupp (via zoom) and City Engineer Phil Martin.

1. The meeting was called to order at 4:00 P.M. by Tom Swenson.
2. A MOTION WAS MADE BY MIC TCHIDA, SECONDED BY BOB FREY TO APPROVE THE JANUARY 3, 2022 MEETING MINUTES. ALL IN FAVOR.
3. Discussion with Pastor Mark Holman, Ben Gibbs and Troy Nelson about easement and assessment for the Log Church. Pastor Holman questioned the \$83,000 assessment fee. Mr. Swenson questioned Phil Martin about the assessment fees and Mr. Martin stated \$47,4500 on the north parcel and \$35,600 for the south parcel. Dave Nevin asked if it was a current assessment. Mr. Martin stated it is. Lengthy discussion continued.

Phil Martin recommended the City Council have a Final Assessment Hearing and then recommend Casper Construction for the sewer expansion project. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO RECOMMEND HAVING A FINAL ASSESSMENT HEARING AND TO RECOMMEND CASPER CONSTRUCTION FOR THE SEWER EXPANSION PROJECT. ALL IN FAVOR.

Phil Martin gave an update on Simonson Lumber. They have an agreement and don't have any questions. Also no solution with the Log Church.

A MOTION WAS MADE BY BOB FREY AND A SECONDED BY GORDON WAGNER TO RECOMMEND THAT THE CITY COUNCIL DIRECT THE CITY ATTORNY TO START THE LEGAL PROCESS OF ACQUIRING LAND FOR THE EASEMENTS. ALL IN FAVOR.

4. Phil Martin gave an update on Projects. Phil stated the 2022 road projects are ready to go out for bids and open the bids in the middle of March. Projects included Rushmoor Blvd, Rushmoor Trail, Birch Narrows Rd, Wild Wind Ranch Drive and Whitefish Ave. Mr. Martin made a recommendation to support the bidding schedule with revisions to not making any curve adjustments on Whitefish Ave. but, to install two stop signs. A MOTION WAS MADE TO ACCEPT PHIL MARTIN'S RECOMMENDATIONS BY MIC TCHIDA AND SECONDED BY TIM BERG. ALL IN FAVOR.

5. TOM SWENSON MADE A MOTION TO UPDATE THE FIVE-YEAR PLAN FOR SEWER AND ROADS, SECONDED BY GORDON WAGNER. ALL IN FAVOR
6. TOM SWENSON MADE A MOTION FOR THE ROW PROCESS THAT THE CITY CLERK SEND OUT NOTICES AND TO ADD THAT THE RECOMENDATIONS BY THE PUBLIC WORKS ALONG WITH PARK AND REC WILL BE CONSIDERED BY THE COUNCIL. ALL IN FAVOR.
7. Update from Ted Stand. Ted stated Waste Water Treatment Plant cannot be shut down until the fall due to flow. Ted also talked about snow removal for St. Pats Day and having a tour of the public works and WWTP facilities before the next meeting.
8. A MOTION WAS MADE BY MIC TCHIDA, SECONDED BY TIM BERG TO ADJOURN THE MEETING AT 6:31 P.M. ALL IN FAVOR.

Joe Chase
Public Works Department



Real People. Real Solutions.

MEMORANDUM

Date: March 2, 2022
To: Ted Strand, Public Works Director
From: Phil Martin, PE
Subject: Projects Update for March 7, 2022 Public Works Meeting

CSAH 66 Improvements

Contract. The City Council awarded the CSAH 66 Improvements to Casper Construction Inc. from Grand Rapids, MN at their February 14, 2022 meeting. Contracts were submitted to Casper Construction, and we have started to review shop drawing submittals to maintain product/material delivery schedules. Once we receive contracts from Casper Construction we will assemble and deliver to the City for final contract execution.

Easements. The City received a signed agreement for the Simonson Lumber stormwater easement. The City will compensate \$6,500 for that easement, allow an additional 2 years for connection to the sanitary sewer system, and retain maintenance responsibility.

The legal process to acquire the other stormwater easement was initiated. A Minimum Damage Acquisition (MDA) Report was prepared by William Ludenia for the Crosslake Evangelical Free Church stormwater easement. Based on his analysis, Mr. Ludenia recommended a damage amount of \$1.25 per square foot, which amounts to about \$5,300. Based on direction from the City Attorney, an offer of \$6,500 was made to the Crosslake Evangelical Free Church on February 21, 2022 to remain consistent with the Simonson Lumber easement offer. The Church has acknowledged receipt of the offer and the MDA Report. Delay in acquiring the Church easement may lead to delays in the construction schedule.

No additional temporary easements have been received. We intend to send out an update letter to properties along the improvement to let them know that construction is proceeding.

Assessment. The City Council directed staff to review options to reduce the assessed amount closer to the 20% minimum and transfer more costs to the general fund. The estimated total project cost is \$2,537,180. The Council approved a reimbursement bond amount of \$2.1 Million. A \$1.5 M bond scenario was developed to show assessment of the estimated total net City cost of \$1,460,180 (i.e., excludes BWSR Grant, ARPA Funds, County Post Pay). The following assessment scenarios have been developed for review and consideration. The applicability of the assessment scenario percentages below should be verified by City financial and bond consultants before a final decision is made.

Scenario	Amount Assessed	Assessment Rate	
		Residential	Non-residential
1: Base: 9/2021 Improvement Hearing	\$594,023.15 (23.4%)	\$7,000	\$0.35/sq ft
1a: Base w/ lot and stormwater adjustment	\$579,920.60 (22.8%)	\$7,000	\$0.35/sq ft
2: Scenario 1a – 20% of \$2.1 M bond	\$425,598.16 (20.3%)	\$5,000	\$0.26/sq ft
3: Scenario 1a – 20% of \$1.5 M bond	\$307,014.04 (20.5%)	\$3,500	\$0.19/sq ft

2022 Street Improvements

Plans were finalized and are out for bid. The bid opening will be on Tuesday, March 22, 2022 at 10:00 am at City Hall.