

AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
MONDAY, AUGUST 1, 2022
4:00 P.M. – CITY HALL

1. Call to Order
2. Approve Minutes of July 5, 2022 (Motion)
3. Discussion of 2023 Road Projects (Maintenance & Capital)
4. Memo dated July 29, 2022 from Phil Martin Regarding Update on Sewer and Road Projects (Motions)
5. Update on Sanitary Sewer Connections
6. Other Business That May Arise
7. Adjourn

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
TUESDAY, JULY 5, 2022
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Tuesday, July 5, 2022 in City Hall. The following Commission Members present: Tom Swenson, Mic Tchida, Gordon Wagner, Tim Berg, and Bob Frey. Also in attendance were City Administrator Mike Lyonais, Public Works Director Pat Wehner, City Clerk Char Nelson, Council Liaison Dave Nevin, City Engineer Phil Martin, Council Members John Andrews and Marcia Seibert-Volz. There were three people in the audience.

1. The meeting was called to order at 4:00 P.M. by Tom Swenson.
2. Mike Lyonais introduced Pat Wehner as the new Public Works Director and that today was his first day on the job.
3. A MOTION WAS MADE BY MIC TCHIDA, SECONDED BY GORDON WAGNER TO APPROVE THE JUNE 6, 2022 MEETING MINUTES. AYES: ALL.
4. Kevin McCormick of Land Design Solutions appeared before the Commission to present the request for vacation of road right-of-way from Mike and Lisa Rocca of 12204 Manhattan Point Blvd. Mr. McCormick provided information why the right-of-way should be vacated including, there is an existing paved driveway on it, it is difficult to navigate because of the steep bluff, and there is no viewing area of lake. Mr. McCormick stated that there is no benefit to the public.

Tom Swenson stated that he went out to the site and met with Mr. Rocca and that the Rocca's connected their septic under the right-of-way to the adjacent lot without permission from the City. Mr. Swenson stated that rights-of-way could be left as green space and that he is not in favor of vacating the property. Kevin McCormick replied that going under the right-of-way is allowed.

Bob Frey asked if the vacated property would be added to the tax roll and Kevin McCormick replied that it would.

Lisa Rocca stated that she and her husband are not developing the land and want it left as green space. There are no plans to remove trees. Tom Swenson stated that the Rocca's could sell the property in a couple years and the new owners could take all the trees down.

Mic Tchida suggested that the Rocca's swap the right-of-way with land on either side of their property. Lisa Rocca replied that neither neighbor is in favor of that and it is unreasonable to ask the Rocca's to move existing structures to make a right-of-way.

Bob Frey stated that because the DNR has no problem with letting the piece of land go, he is favor of the vacation as well. Dave Nevin asked why the DNR gave an opinion on the matter. Tom Swenson stated that if the right-of-way touches the water, State law requires them to have the opportunity to provide comments.

A MOTION WAS MADE BY GORDY WAGNER AND SECONDED BY TOM SWENSON TO RECOMMEND THAT THE CITY COUNCIL DENY THE REQUEST TO VACATE FROM MIKE AND LISA ROCCA TO VACATE THE PUBLIC RIGHT-OF-WAY BETWEEN PARCELS 14060865 AND 14060866. MOTION CARRIED 3-2 WITH BERG AND FREY OPPOSED.

5. Included in the packet for Commission information was a memo dated July 1, 2022 from City Clerk regarding the vacated right-of-way at the end of Norway Trail. The right-of-way was vacated with the condition that a conservation easement be attached to the property requiring that the area 75' from shore be left in its natural state. Staff made a recent visit to the property in the course of doing an assessment search and found that some of the property is being mowed. Char Nelson stated that no staff has been directed to monitor this and the City needs some type of enforcement tool. It was the consensus of the Commission to have Planning and Zoning use administrative fines to enforce compliance.
6. A memo dated July 1, 2022 was included in the packet for information stating that the request for the variance of a headstone went before the Council and was approved. Staff has no recommendations to revise the rules and regulations for the cemetery.
7. The Commission reviewed an informational memo from Phil Martin regarding update on current projects. Bob Frey noted that there was a change order listed in the amount of \$8,205 for detour signage and asked if that was in addition to the previous change order of \$6,000. Phil Martin explained the \$8,205 included that previous amount of \$6,000 and gave a breakdown of the costs.

Tom Swenson asked how people will get into Moonlite Bay. Phil Martin replied that the intersection at CSAH 16 and 66 will always be open and one of the entrances to Moonlite Bay will always be open.

A discussion ensued regarding the size of the PVC wyes and how they determined when to use 4" or 6". Tom Swenson suggested that some extra stubs be placed along the route in areas where land could be subdivided or larger structures could be built.

Phil Martin reported that the contractor is behind schedule and the paving for Phase 1 is planned for the week of July 24. That will leave a short time for the contractor to finish Phase 2, so they plan to bring more workers in. Mr. Martin stated that if the project is not substantially complete in 65 working days, the contractor must pay \$2,160 per day for damages.

Phil Martin reported that the Log Church has requested that the pipe at their property be 18', which is 6' deeper than most and that this will be an extra cost. Tom Swenson suggested that the cost be added to their connection fee.

8. The Commission reviewed the hookup charges for properties that were zoned commercial but being used as residential. It was the consensus of the Commission that connection fees be based on how a property is zoned, not how it is used. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDY WAGNER TO RECOMMEND THAT THE CITY COUNCIL CHARGE KREITZ-CLOW PARCEL #14090503 A COMMERCIAL CONNECTION FEE OF \$9,200. AYES: ALL.

A MOTION WAS MADE BY GORDY WAGNER AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL CHARGE THE LOG CHURCH TWO COMMERCIAL CONNECTION FEES OF \$9,200 EACH FOR PARCELS # 14090742 AND #14090502. AYES: ALL.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDY WAGNER TO RECOMMEND THAT THE CITY COUNCIL CHARGE FRASER PARCEL #14080634 A COMMERCIAL CONNECTION FEE OF \$9,200. Tom Swenson suggested that a couple sewer stubs be placed at this property, should it ever be subdivided and that one stub be 6". AYES: ALL.

9. Included in the packet for Commission information was a memo dated July 1, 2022 from the City Clerk regarding Siemers Carwash and an update on the connection fee. Staff did more research after the Council's June meeting and found that the Council had made the decision in July 2017 to only charge one connection fee.
10. Mike Lyonais gave a brief update on the recent storms and reported that staff is still working to remove debris from fallen trees. The yard waste collection site is extending its hours during the week to meet the needs of residents. Mr. Lyonias reported that the City may be eligible for Disaster Relief Funding and that he is working with the County to file the necessary forms.
11. Dave Nevin stated that a tree fell on Manhattan Point Boulevard, over the walking path, and smashed a bench. The City cut the tree and cleared the path but the debris is still in the ditch and residents are wondering when it will be cleaned up. Char Nelson stated that she has a list of roads that still have trees down that need to be removed, and that tree is on the list. Mike Lyonais stated that the City has received many complaints on fallen trees.

Mike Lyonais gave an update on Crow Wing Power Lighting Program and explained how it is different from the Roundup Program. The Lighting Program is based on how much revenue Crow Wing Power generates in each community. Crow Wing County is willing to participate in the cost of lighting projects, but the City needs to keep them involved in the process. Mr. Lyonais stated that the next project to ask for their participation will be the sidewalk project downtown.

Dave Nevin stated that the trees around the stormwater pond at Manhattan Point Boulevard are dying and wondered whether the City could put a water system in to water the trees. There is power and water there. Tom Swenson suggested that the City could replace the trees with some from the Community Center. Mike Lyonais stated that the City could ask Crow Wing Power to participate in this project.

Bob Frey reported that there may not be enough power to meet peak demand due to coal and nuclear power plant closures. He presented information of potential power blackouts during hot and cold months due to the information from the Midcontinent Independent System Operator (MISO) power grid region that includes all of Minnesota. Mr. Frey also included a press release from the Hutchinson Utilities Commission. Mr. Frey wanted the City to be ready for possible blackouts and make sure that City utilities and emergency departments had generators. Mike Lyonais stated that every critical City building has a generator and that they are tested regularly.

12. A MOTION WAS MADE BY TIM BERG, SECONDED BY GORDY WAGNER TO
ADJOURN THE MEETING AT 5:50 P.M. AYES: ALL.

Charlene Nelson
City Clerk



BOLTON & MENK

Real People. Real Solutions.

MEMORANDUM

Date: July 29, 2022
To: Pat Wehner, Public Works Director
From: Phil Martin, PE
Subject: Projects Update for August 1, 2022 Public Works Meeting

CSAH 66 Improvements

Construction began on May 16, 2022. Based on contract and assuming no time extension for delays, the completion date would be August 16, 2022. As of July 29, 2022, the Phase 1 utilities are in, curb & gutter have been placed, driveways are being constructed. The first lift of pavement is planned for August 3, 2022. The following is being provided for PW Commission information. No action is requested.

Construction

- Weekly meetings are held at the location of primary construction activity on Tuesdays at 9 am. Minutes are provided to the City for placement on the City website.
- Daily construction updates are being provided.
- CSAH 66 is closed for Phase 2.
- Private sewer stub locations have been coordinated. The private installation has been slow and there are concerns about installed private services.
- There continues to be issues with vehicles and pedestrians continuing to enter the construction area and also crossing private property. This is a potentially dangerous situation.
- Pay Application 3 will be prepared with the contractor through July 29th work. We plan to have it ready for the Council to consider at their August 8 meeting.
- A major construction change was requested by Crow Wing County on July 13th. Originally the County direction was not to replace the easterly concrete curb & gutter. After our July 12th weekly meeting we sent photos and my staff field inspected the curb with Rob Hall on July 13th. The County decided to replace all the easterly curb in the project. This is a significant cost that will be paid by the County when the project is completed in 2022 and will add delay to the completion date. The late decision by the County is unfortunate in that our overall design for reconstruction was constrained by the plan to keep the curb in place. However, it is the appropriate decision to replace the curb at this time based on its condition.

Connection Charges

We analyzed flow data through July 20, 2022 and presented this information to representatives from Moonlite Square/Car Wash and Moonlite Bay Restaurant. We informed them that we are recommending the 75% flow as the basis for connection determination/charge and that we would monitor for 1 year thereafter and adjust accordingly. We believe they understood the approach and no opposition was noted. We requested each representative consider the approach and provide comments to the Public Works Commission or City Council if they have any.

****Action Item**** - Based on our meeting, and recognizing that connection may be possible in 2 weeks, we are requesting Public Works Commission support of the following connection charge approach:

- Connection based on 75% flow during wet months (March thru August)
- Initial payment prior to connection of 80% of the connection charge
- Final payment after 1 year when flow verification complete and adjustment known.

25-Jul-22	Overview 2022 Consumption Table (Gallons)									
Month	Moonlite Square Car Wash			Moonlite Square Convenience Store			Moonlite Bay Restaurant			
	Average	High	75th Percentile	Average	High	75th Percentile	Average	High	75th Percentile	
January*	1079	4769	2536	331	535	360	1742	2323	2036	Wet Weather Months
February	1401	5646	2772	425	1487	414	2052	3887	2203	
March	2133	5809	3519	489	1455	511	2016	4944	2000	
April	1430	4886	2129	389	1009	401	1629	2572	2039	
May	2191	4346	2820	544	1662	575	2481	5746	2631	
June	2905	6537	3692	531	1011	551	3184	5284	3692	
July**	2384	5984	3094	629	1371	641	3982	6662	5079	
August										
Overall	1995	6537	3011	483	1662	536	2424	6662	2686	
* Partial Month - Jan 19 thru 31										
** Partial Month - July 1 thru July 20										
Connection Determination Examples										
1 connection = 274 gallons per day per Chapter 50										
Charge = \$ 9,200.00 per connection	High Flow	Calculated	Connections	Charge	75th Percentile	Calculated	Connections	Charge		
Moonlite Square Car Wash	6537	23.9	23	\$ 211,600.00	3011	11.0	11	\$ 101,200.00		
Moonlite Square Convenience	1662	6.1	6	\$ 55,200.00	536	2.0	2	\$ 18,400.00		
Moonlite Bay Restaurant	6662	24.3	24	\$ 220,800.00	2686	9.8	9	\$ 82,800.00		

2022 Street Improvements

Construction began on May 18, 2022. The following updates are provided for information only.

- We are monitoring turf establishment on all roads.
- We are addressing a stormwater issue on Rushmoor Boulevard.

****Action Item**** - We have prepared assessment rolls for the 2022 Road Improvements and recommend the City Council set a public hearing for Wednesday, September 14, 2022 to consider final assessments. We would request PW Committee support of this approach.

2023 Street Improvements

We have not spent time considering additional streets for improvement in 2023. We tentatively have Harbor Lane scheduled for construction in 2023 but that will depend upon whether the City can acquire the right-of-way from 4 property owners. We will be prepared to discuss this item at the meeting.