

AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
TUESDAY, SEPTEMBER 6, 2022
4:00 P.M. – CITY HALL

1. Call to Order
2. Approve Minutes of August 1, 2022 (Motion)
3. Jane Haubrich of Goodrich O'Brien Lakes Association (GOLA) – Requesting Trail on Bonnie Lakes Road for Safety Purposes
4. Gregg Van Lith of 15594 Birch Narrows Road Regarding Road Construction Issues
5. Memo dated September 1, 2022 from Phil Martin Regarding Projects Update
6. Letter dated August 26, 2022 from Crow Wing County Re: 2023 Bituminous Seal Coat
7. Email from Tremolo Communications Regarding Fiber Installation in 2023
8. Update on Bridge Maintenance
9. Discuss Hours of Operation at Yard Waste Disposal Site
10. Other Business That May Arise
11. Adjourn

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

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, August 1, 2022 in City Hall. The following Commission Members were present: Tom Swenson, Gordon Wagner, Tim Berg, and Bob Frey. Mic Tchida was absent. Also in attendance were City Administrator Mike Lyonais, Public Works Director Pat Wehner, City Clerk Char Nelson, City Engineer Phil Martin, and Council Member John Andrews.

1. The meeting was called to order at 4:00 P.M. by Tom Swenson.
2. A MOTION WAS MADE BY TIM BERG, SECONDED BY BOB FREY TO APPROVE THE JULY 5, 2022 MEETING MINUTES. AYES: ALL.
3. The Commission discussed the Public Works Budget for 2023. Mike Lyonais stated that the Council needs to decide how they want to pay for road projects moving forward and whether they want to revise the road plan schedule. Tom Swenson asked if residents on Norway Trail have asked about getting sanitary sewer again. Mike Lyonais replied that the residents have not submitted a petition for an extension to the sewer system. Tom Swenson questioned whether Norway Trail should be repaired now along with the local detour roads or whether the City should wait until it decides whether sanitary sewer will be extended to that area.

Phil Martin stated that his approach to road maintenance would be roads needing major work as low priority. Mr. Martin suggested letting roads needing major reconstruction in the near future continue to deteriorate until the residents petition the City to repair them. Then the City will be able to assess the projects. Mr. Martin suggested that the City continue to chip seal and overlay roads that can still be preserved to extend the useful life by 10-15 years. Mr. Martin stated that Harbor Lane is on the 2023 schedule to be reconstructed, as long as the City obtains all necessary easements. Brook Street, Kimball Road, Lumberjack Road and Miller Road are in need of repairs from the local detour traffic and could be done next year also.

Tom Swenson stated that he would like to see enough money in the 2023 Budget for chip seals and overlays to maintain the roads in better condition. Mike Lyonais stated that he would like the Council to put a set amount of money in the budget every year for maintenance whether it gets used or not. Unused dollars can be put in an assigned fund account and used when larger projects are done.

Gordy Wagner asked about the County's status of changing the intersection at CSAH 66 and CSAH 3. Phil Martin replied that it is still being discussed and that the County is in the process of hiring an engineer to do a study to determine the best traffic control method. Phil Martin stated that the options include changing nothing, adding a traffic light, or adding a

roundabout. However, in order to add a traffic light, a certain threshold of traffic needs to be met.

John Andrews stated that he attended the Crosslakers meeting and they were hoping that the County could install temporary stop signs at the intersection to see if a 4-way stop would work. The Crosslakers want pedestrians to be the number one concern of the traffic study, not vehicles. The police chief will contact the county engineer to see if temporary stop signs would be allowed.

Phil Martin stated that the County will listen to and consider what the City wants, but the final choice rests with the County. The County would like the study completed by November 2022.

Tom Swenson questioned the bridge maintenance being done by the County on their bridges and asked if the City was doing any crack filling maintenance on our bridges. Pat Wehner stated that he would check with Jory Danielson to see what the County was using for crack fill maintenance.

A MOTION WAS MADE BY GORDY WAGNER AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL CONSIDER INCREASING THE FUNDS IN THE 2023 ROAD MAINTENANCE BUDGET. AYES: ALL.

4. Phil Martin provided an update on the Sewer Extension Project and reported that the County made a major change to the project on July 13, 2022 by deciding to replace all the easterly concrete curb and gutter. The County will pay for the expense when the project is completed.

Phil Martin reported that Casper Construction is requesting that 20 working days be added to the project with no penalty. The City reviewed Casper's list of reasons and determined that 3 additional days could possibly be approved.

Phil Martin and Mike Lyonais met with Mike Wiebolt of Moonlite Square and Carwash and with Rich Eide of Moonlite Bay to discuss connection charges. They reviewed the metered flows to date and the proposed method of determining the fees. Both parties were in agreement to the approach being used. Mike Lyonais stated that the parties agreed that if they change the use of their business, the connection charges would change as well. A MOTION WAS MADE BY BOB FREY AND SECONDED BY TOM SWENSON TO RECOMMEND THAT THE COUNCIL BASE THE CONNECTION FEE ON 75% FLOW DURING WET MONTHS (MARCH THROUGH AUGUST); COLLECT INITIAL PAYMENT, DUE PRIOR TO CONNECTION, OF 80% OF THE ENGINEER'S ESTIMATE; AND COLLECT FINAL PAYMENT AFTER 1 YEAR WHEN FLOW VERIFICATION IS COMPLETE AND THE FEE COULD BE ADJUSTED UP OR DOWN DEPENDING ON READINGS FOR THE YEAR. AYES: ALL.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY TIM BERG TO RECOMMEND THAT THE COUNCIL SET THE DATE FOR THE FINAL

ASSESSMENT HEARING FOR THE 2022 ROAD IMPROVEMENT PROJECTS ON
SEPTEMBER 14, 2022. AYES: ALL.

5. Phil Martin and Pat Wehner reported that Isaac Wannebo has been digging the sewer connections about 2 feet deep and because that is so shallow, they expect that many will freeze in the winter.
6. A MOTION WAS MADE BY GORDY WAGNER AND SECONDED BY TOM SWENSON TO ADJOURN THE MEETING AT 4:50 P.M. AYES: ALL.

Charlene Nelson
City Clerk



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& MENK**

Real People. Real Solutions.

MEMORANDUM

Date: September 1, 2022
To: Pat Wehner, Public Works Director
From: Phil Martin, PE
Subject: Projects Update for September 6, 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 August 31, 2022, the Phase 1 & 2 utilities are in, curb & gutter have been placed, the first lift of pavement has been placed on both phases. As of our most recent schedule provided by the contractor, final paving would be completed on September 15, 2022. Substantial completion is when the road can be returned to normal traffic operations. In this case that would mean finally paved with pavement markings. The County requires at least 1 week after the final paving before permanent pavement markings can be placed. In that situation, substantial completion would be pushed out to September 23, 2022, unless the contractor decides to place temporary pavement markings, which would allow normal traffic operations to begin on September 15, 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 all been coordinated. We are preparing a summary regarding the status of which properties connected and which ones didn't.
- 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 4 will be prepared with the contractor through August 26th work. We hope to have it ready for the Council to consider at their September 12, 2022 meeting.
- Currently there is a lot of public pressure to open the road in its current condition. We have discussed the apparent lack of timely progress with the contractor and recommended they provide added resources to the project to get it complete. Clearly that has not happened. The construction site is the contractor's responsibility and liability. Liquidated damages if imposed would be \$2,160 per day beyond the "adjusted" for delay substantial completion date.

Connection Charges

The City Council adopted the connection fee and process recommended by the Public Works Committee. I understand both Moonlite Bay restaurant and Moonlite Square/Car Wash paid their initial fee. We will continue to monitor the flows as directed.

Detour Repair

We requested quotes from Casper Construction and Anderson Brothers to repair damaged portions of the local detour route. Casper provided a quote about \$20,000 more than estimated. Anderson Brothers indicated they were too busy to assist. If the City can maintain that detour segment through the winter, we are recommending the City wait and obtain quotes to do the work in 2023 when contractors have time and there is other bituminous work going on in the City or surrounding area.

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 addressed the stormwater issues on Rushmoor Boulevard.
- A final assessment public hearing has been scheduled for Wednesday, September 14, 2022.

2023 Street Improvements

We prepared a letter for the City to distribute to properties on Harbor Lane that directs them to provide input regarding the installation of a trail adjacent to Harbor Lane as part of proposed 2023 improvements.

I've heard from 3 of 5 property owners on the north-south leg of Harbor Lane and they appear interested in working with the City regarding easement acquisition. I anticipate one of the remaining two will be cooperative. I am uncertain of one property that has been unresponsive to date.



6.

August 26, 2022

City of Crosslake
Char Nelson, City Clerk
37028 County Rd 66
Crosslake, Minnesota 56442

RE: Future County Highway Project
2023 Bituminous Seal Coat

Once again, it is time to start thinking about next year's seal coat contract. This letter is sent to inform you that the Crow Wing County Highway Department will be administering a seal coat contract for 2023. Since your City/Township has participated in past seal coat projects, we will ask that you begin thinking about any joint or tied projects that may create a cost savings opportunity for the community.

For 2023, the Crow Wing County Highway Department is planning to seal coat portions of County State Aid Highway (CSAH) 22, CSAH 26, CSAH 8, CSAH 10, CSAH 36, County Road (CR) 136, CR 148, CR 125, and CR 142. CSAH 22, CSAH 26, and CR 136 will be sealed for their entire length. CSAH 8 will be sealed from 7.7 miles north of Trunk Highway (TH) 18 to CSAH 12. CSAH 10 will be sealed from TH 18 to TH 18. CSAH 36 will be sealed from CSAH 37 to Fairfield 114. CR 148 will be sealed from TH 25 to CSAH 23. CR 125 will be sealed from the Cass County line to TH 371. CR 142 will be sealed from TH 210 to 4550 feet north. Additional County road miles may be added or subtracted in the near future, but this is our plan moving forward.

Currently, these projects are in the final design phase and are on schedule for a bid letting date in March 2023. If the City/Township wishes to bid a seal coat project jointly, please contact me by **November 25th, 2022** so your concerns can be addressed. Meeting this deadline will assure the project remains on schedule for the projected letting date.

For those of you that participated in the 2022 seal coat project, I plan on sending invoices out here in the next month or two.

If you have questions relating to the project, please contact me at 218-822-2691, or e-mail at Jordan.larson@crowwing.us. Also, please check our website for updates on current and upcoming projects.

Sincerely,

Jordan D. Larson, P.E.
Senior Engineer

Timothy V. Bray, P.E. County Engineer
Robert Hall, P.E. Assistant County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

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City of Crosslake

From: Josh Netland <JNetland@Emilytel.com>
Sent: Tuesday, August 30, 2022 9:28 AM
To: Tyson Kinkaid; cityclerk@crosslake.net
Subject: FW: Anchor Point Fiber Project

Char,

The below orange shaded area is what is being planned for 2023 construction.



Private Roads

Bird Haven
Albinson
Cabin Cove
Rush Harbor



Josh Netland CEO/General Manager

Emily Cooperative Telephone Company

Office: (218) 763-3000

Direct: (218) 763-1223

Mobile: (218) 821-4936

jnetland@emilytel.com