

AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
MONDAY, JUNE 5, 2023
4:00 P.M. – CITY HALL

1. Call to Order
2. Approval of May 1, 2023 Minutes (Motion)
3. Dan Miller – Discuss Possible Subdivision Development (Motion)
4. Memo dated June 1, 2023 from Phil Martin Re: Projects Update
5. Memo dated June 2, 2023 from Pat Wehner Re: Recommendations and Updates (Motion)
6. Other Business That May Arise
7. Adjourn

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, MAY 1, 2023
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, May 1, 2023 in City Hall. The following Commission Members were present: Tom Swenson, Mic Tchida, Bob Frey, Tim Berg, and Gordon Wagner. Also in attendance were City Administrator Mike Lyonais, Public Works Director Pat Wehner, Zoning Administrator Pete Gansen, Council Member Marcia Seibert-Volz, City Engineer Phil Martin and City Clerk Char Nelson. There were two people in the audience.

1. The meeting was called to order at 4:00 P.M. by Tom Swenson.
2. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY BOB FREY TO APPROVE THE MEETING MINUTES OF APRIL 3, 2023. MOTION CARRIED WITH ALL AYES.
3. Phil Martin gave a demonstration of the Web GIS Platform. First asset data, such as sanitary sewer, is collected with GPS location. Then Bolton & Menk GIS staff takes that information and combines it with other available information available at Crow Wing County and various State of Minnesota agencies to create the Web GIS platform with layers customized to the City of Crosslake. The City could choose to integrate record utility maps, capital improvement plan or study documents, and planning and zoning documents. As long as Bolton & Menk is City Engineer, there is no maintenance fee to host and maintain the platform. The City would pay for staff to complete biannual property updates and data updates. It was the consensus of the Commission that this would be beneficial to the City. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE ENGINEERING PROPOSAL FROM BOLTON & MENK FOR CROSSLAKE WEB GIS PLATFORM DEVELOPMENT AT AN ESTIMATED COST OF \$10,000. MOTION CARRIED WITH ALL AYES.
4. Phil Martin gave an update on the CSAH 66 Improvements. Since construction, the property at 37221 County Road 66 has been difficult to mow because the transition from the edge of the trail to the lawn is steep. Bolton & Menk determined that this resulted from changes that the property owner made to his property after it was originally surveyed in 2018. Bolton & Menk believes the grade adjustment should be made and the property owner expressed interest in doing the work himself. Quotes were obtained from both the property owner and Casper Construction. The Property owner's quote was \$3,573 compared to Casper Construction's at \$7,545. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE CITY COUNCIL WORK WITH PROPERTY OWNER AT 37221 COUNTY ROAD 66 TO REPAIR THE GRADE ADJUSTMENT OF THEIR PROPERTY AT A COST OF \$3,573, CONTINGENT ON THE

PROPERTY OWNER SIGNING A “HOLD HARMLESS” AGREEMENT WITH THE CITY. MOTION CARRIED WITH ALL AYES.

Phil Martin reported that some sprinkler systems were damaged during CSAH 66 construction. Systems placed in the County right-of-way are the responsibility of the property owner to replace. Systems that were hit during installation of sewer service connections or driveway extensions are the City’s responsibility. Bolton & Menk recommends working with the property owners to have their own sprinkler company do the work and be reimbursed by the City. The Commission directed City Engineer Phil Martin to obtain quotes for sprinkler system repairs and to bring quotes to next Public Works Commission meeting.

Phil Martin reported that he spoke to Anderson Brothers regarding the 2022 Street Improvements and Peitso driveway at 12896 Rushmoor Blvd. Mr. Martin verified with Anderson Brothers that they could construct the driveway with a swale to fix the drainage issue. It will require a full replacement of the driveway and a portion of the street pavement edge to assure stormwater would drain to the catch basin. The quote from Anderson Brothers is \$6,415 and they could do the work in May. Mr. Martin reminded the Commission that the Council directed him to work with the Peitso’s to fix the issue at the City’s expense. Charles and Margaret Peitso were in the audience and stated that they agreed with the proposed solution and terms. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PROPOSED RESOLUTION TO CORRECT DRAINAGE ISSUES AT CHARLES AND MARGARET PEITSO’S PROPERTY AT 12896 RUSHMOOR BLVD AT A COST OF \$6,415, CONTINGENT THAT THE PEITSO’S SIGN AN AGREEMENT THAT PROVIDES A TEMPORARY CONSTRUCTION EASEMENT FOR THE CITY’S CONTRACTOR TO DO THE WORK, HOLDS THE CITY AND THEIR CONTRACTORS HARMLESS, AND STATES THEIR ACCEPTANCE OF THE WORK AS FINAL PRIOR TO PROCEEDING WITH THE WORK. MOTION CARRIED WITH ALL AYES.

Phil Martin reported that the second Open House for the CSAH 3/66 Pedestrian & Intersection Improvements Project was held on Thursday, April 27, 2023 and approximately 50 people attended. The pedestrian mobility concepts that the County is proposing utilizes a roundabout intersection at CSAH 3 and CSAH 66.

Phil Martin and Pat Wehner have not reviewed street pavements due to weather conditions.

Phil Martin reported that staff met with four property owners on Harbor Lane regarding obtaining easements for the trail and the conversations were all positive. The next step will be to complete a preliminary alignment for the road and trail and to hold meetings with property owners so that a defined easement area can be identified.

5. As more residents purchase cemetery lots, the Commission and staff believe it is time to plat the next piece of land adjacent to Pinewood Cemetery. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY BOB FREY TO DIRECT THE CITY ENGINEER TO PROVIDE A PROPOSAL TO THE CITY COUNCIL FOR THE COST TO PLAT CEMETERY PARCELS, DEVELOP ACCESS LANE PLAN FOR CONSTRUCTION AND

TURF ESTABLISHMENT, AND ESTIMATED COST OF AGGREGATE ACCESS LANES AND TURF. MOTION CARRIED WITH ALL AYES.

6. Pat Wehner stated that he would like to add a wing to the Chevy truck that is to be delivered this summer. The wing would not be delivered until next spring and could be included in the 2024 budget. Mr. Wehner stated that it would be helpful to have this vehicle in the plow fleet. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL INCLUDE THE COST OF A WING FOR THE 2023 CHEVY 4WD DUMP TRUCK IN THE 2024 BUDGET AT AN ESTIMATED COST OF \$18,260. MOTION CARRIED WITH ALL AYES.
7. None.
8. A MOTION WAS MADE BY BOB FREY AND SECONDED BY TIM BERG TO ADJOURN THE MEETING AT 5:25 P.M. AYES: ALL.

Charlene Nelson
City Clerk



BOLTON & MENK

4.

Real People. Real Solutions.

MEMORANDUM

Date: June 1, 2023
To: Pat Wehner, Public Works Director
From: Phil Martin, PE
Subject: Projects Update for June 5, 2023 Public Works Meeting

CSAH 66 Improvements

The contractor has reseeded areas, removed erosion control devices where appropriate, and addressed many of the punchlist items. The contractor still needs to address the manholes where the casting was placed too low.

Last month the PW Committee supported the two actions below. Their status is as follows:

Bollar Property Grade Adjustment – The City Council did not agree and directed us to offer the property owner half of their quote. We contacted the property owner, but they are not responding.

Sprinkler System Repair – We need to contact the property owners to get a quote for the PW Committee and Council to review.

2022 Street Improvements

The remaining punchlist item was for grass to establish on Wild Wind Ranch Drive, which did not occur so the contractor has reseeded the areas and we will continue to monitor.

The Council agreed with the Anderson Bros quote contingent on a signed agreement with the property owner. That was obtained. Anderson Bros was contacted, and they indicated they would be scheduling the work.

CSAH 3/66 Pedestrian & Intersection Improvements

On May 23, 2023 the County Board approved a roundabout improvement and a pedestrian mobility improvement that would remove the easterly parking lane on CSAH 66. The project will now enter into the final design phase with construction planned for 2024.

Road Improvement Plan Development

We have completed the field pavement review and will be moving on evaluating the information.

City Web GIS Proposal

This was not considered by the City Council at their last meeting.

Cemetery Platting Proposal

City Council tabled for more information on current space and need.

11722 Manhattan Point Boulevard – Stormwater runoff complaints

During 2022, Staff was contacted by the property owner at 11722 about street runoff that impacts their driveway. On May 16, 2023, Pat Wehner and I investigated the situation by dumping water on Manhattan Point Blvd near the property to observe runoff patterns. Below are a couple of photos that show the water path onto and across the property owner's driveway.

Based on our review, we believe the situation can be addressed as follows:

- Ditching is completed in the existing north boulevard upstream (east) of the driveway.
- Driveway pavement is replaced from road edge to approximate R/W location to create a high point and culvert is replaced below.
- Permanent stormwater easement is obtain with neighbor to the west (low area) which allows City to direct stormwater to the low area.



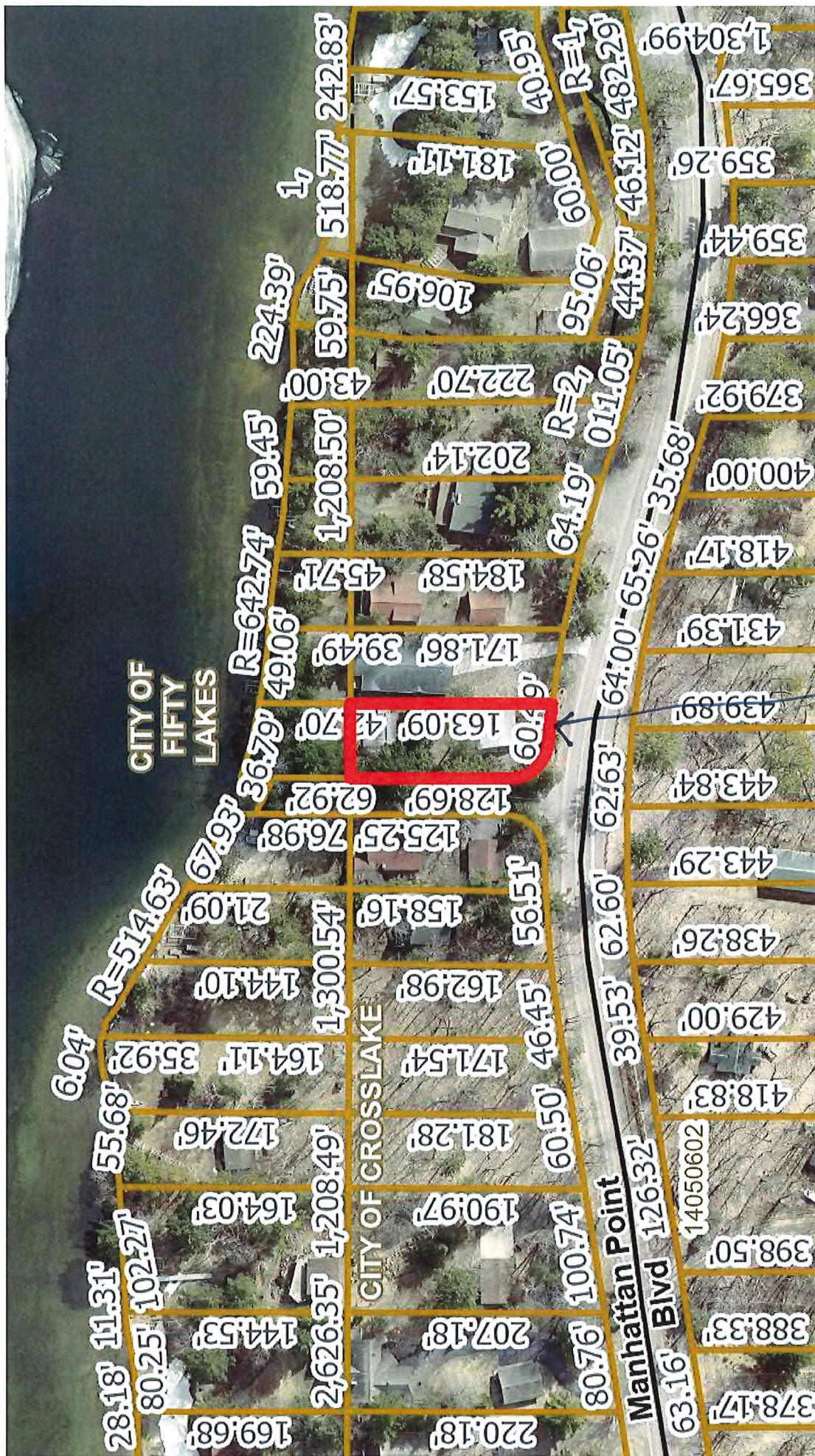
MEMO TO: Public Works Commission

FROM: Pat Wehner, Public Works Director

DATE: June 2, 2023

SUBJECT: Recommendations and Updates

1. Discuss future additions/expansion of wastewater treatment plant. Estimated cost from Bolton & Menk to prepare plans is \$30,000.
2. Discuss brush pile. Should City purchase a chipper or move location elsewhere to safer site away from houses that are affected by smoke for multiple days. This would remove safety issues at the facility while burning close to those buildings and relieve traffic from driving through the joint facilities during busy times.
3. Discuss erosion issues at 12886 Manhattan Point Blvd (Davern property). Possibly vacate. Road and water end in Fifty Lakes. (see attached)
4. See attached email from Linescape Linestriping regarding quote for 2023 road striping services of West Shore Drive, Pioneer Drive, Swann Drive and Fire Hall including helipad at \$6,704. City Hall is scheduled to be striped in June. There will be an additional charge for city hall but it will not be much.
5. All of the radar signs are up.
6. The wastewater clarifiers are up and running. There is approximately \$25,000 left in that project budget that I would like to use for security and access to wastewater treatment plant. All the doors would have card readers so we can tell who comes and goes at all times with auto locks. This will protect programming and computer systems. Attached is quote from Midwest Security & Fire for \$17,375 who has furnished security and access systems to all other city buildings.
7. Discuss possibility of hiring employee that would work jointly between Parks and Public Works. This would help both departments with mowing, snowplowing, and other duties. Neither department has a need for a fulltime employee and it has been difficult to find part-time help for summer. It would benefit both departments.



12886 98886
Manhattan Pt Blvd

pwehner@crosslake.net

From: Erik Uselman <euselman@isd116.org>
Sent: Monday, May 15, 2023 8:27 AM
To: City Hall Crosslake Administration
Subject: Re: striping

West shore. 3519.00
West shore cw blocks 290.00
Pioneer and swan (downtown) 2005.00
Fire hall and helo 890.00
Thank you. Erik with Linescape

6704

On Thu, May 4, 2023, 12:46 PM City Hall Crosslake Administration <pwehner@crosslake.net> wrote:

west shore where the 911 signs are green blue signs are ideal town
ship.up town and fire hall



May 12, 2023

City of Crosslake
Waste Water Treatment
C/O Pat Wehner
13870 Whipple Drive
Crosslake, MN 56442
Pat 507-440-1174
pwehner@crosslake.net

Project- Security and Access System

We are pleased to furnish a security and access system as follows:

- (1) Install Security Pro XR Control Panel, Backup Battery, Siren and Transformer
- (1) Install Access Control Power Supply
- (1) Install Cellular Communicator
- (1) Install Security Keypad
- (7) Install Access Control Modules
- (7) Install Access Control Proximity Readers
- (7) Install Electric Strikes
- (10) Install Door Sensors
- (1) Door/Window decals & Yard sign package
- (1) Insurance Certificate
- (1) Alarm Permit Application- if applicable

3 Year Warranty on materials and labor

Total Installation \$17,375.00

Monitoring –Monitoring with Network Cellular Service is provided at \$39.99 per month. Monitoring includes are Virtual Keypad app and Virtual Keypad Web Access for arming, disarming, door control and user code management. Each access door added to the system is an additional \$4.00 per month for advanced door reporting. The total monthly price for this system is \$67.99.

Option-

1- Add Keypad/Proximity reader and access module to existing gate controller \$1,500.00 plus \$4.00/month

Notes

Midwest security to provide the wire. City of Crosslake responsible to run and have coil and the doors.

Additional charges will incur if Midwest runs the wire



Terms:

If Buyer acceptance of this proposal is by facsimile, emailed or scanned copy it shall be deemed as original by both parties. Security & Fire Partners, Inc. and Buyer acknowledge that copies of documents are acceptable and that the copy is a true copy of the original.

This proposal requires 40% payment is due upon acceptance. Progress payments are due upon invoice and the balance is due in full upon completion of attached work. A three-year monitoring agreement is required for the pricing listed above. A service charge of 1.5% will be charged on all past due balances over 30 days with a minimum rebilling charge of \$5.00.

The proposal must be accepted within 30 days or there may be a price increase due to operating costs. If this bid is acceptable, please sign, initial any changes and email, fax or mail one copy to our office. All changes or additions will be charged extra.

Cancellation of monitoring service- The equipment purchased in this proposal is discounted from the retail price due to monitoring services in the "Monitoring Agreement" accepted at the time purchase and installation. Security & Fire Partners, Inc. will not reprogram or release the equipment programming information or codes until payment is received through the term of the subscriber's monitoring agreement.

Verbal agreements not binding – all additional work and agreements must be shown in writing. All orders accepted by us with the understanding that we are not to be held liable for causes beyond our control.

Thank you for the opportunity to provide this proposal. Please call us to go over Any questions you may have. We look forward to working with you on this project soon.

Safe and sound,

Jared Heldt

I have read the above and accept the terms and conditions of this contract.

Accepted By

Date