

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

1. Call to Order
2. Approval of June 5, 2023 Minutes (Motion)
3. Memo dated June 28, 2023 from Phil Martin Re: Projects Update
4. Consider Sewer User Rate Increase for 2024 (Motion)
5. Draft Job Description for Maintenance Technician (Motion)
6. Patrick Wehner - Updates
7. Other Business That May Arise
8. Adjourn

2.

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

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, June 5, 2023 in City Hall. The following Commission Members were present: Tom Swenson, Mic Tchida, Bob Frey, and Gordon Wagner. Tim Berg was absent. Also in attendance were City Administrator Mike Lyonais, Public Works Director Pat Wehner, Park Director TJ Graumann, Council Liaison Dave Nevin, 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 GORDON WAGNER TO APPROVE THE MEETING MINUTES OF MAY 1, 2023. MOTION CARRIED WITH ALL AYES.
3. Dan Miller addressed the Commission and reported that he is interested in developing a piece of land on County Road 3, south of East Shore Road. Mr. Miller stated that his decision to purchase the property would depend on whether the City would require the development to be connected to municipal sewer. Because Mr. Miller would be building roads in the development, he would have to pay for the infrastructure under the street, which could be extremely expensive if it included sewer pipes. Mr. Miller stated that he has not decided whether to build storage units or houses. A lengthy discussion ensued regarding whether the City should require a developer to pay for the extension of City sewer. Dave Nevin was in favor of extending City sewer to all of the proposed lots. It was the consensus of the Commission to recommend that no municipal sewer would be required for proposed development if only the front lots on County Road 3 are platted.
4. Phil Martin provided a brief update on City projects. Casper Construction has reseeded areas, removed erosion control devices where appropriate, and addressed many of the punch list items on the Sewer Extension Project. The contractor still needs to address the manholes where the casting was placed too low. Staff needs to contact the property owners who have sprinkler systems needing repair to get quotes from their contractors.

The remaining punch list item for the 2022 Street Improvements was for grass to establish on Wild Wind Ranch Drive, which did not occur so the contractor has reseeded the areas. The Council agreed with the Anderson Brothers quote to repair drainage issues on Rushmoor Blvd contingent on a signed agreement with the Peitso's. That was obtained. Anderson Brothers was contacted, and they indicated they would be scheduling the work.

On May 23, 2023 the County Board approved a roundabout improvement and a pedestrian mobility improvement at the intersection of CSAH 3/66 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.

Staff has completed the field pavement review for the Road Improvement Plan Development and will be moving on evaluating the information.

During 2022, staff was contacted by the owner at 11722 Manhattan Point Boulevard about street runoff that impacts their driveway. On May 16, 2023, Pat Wehner and Phil Martin investigated the situation by dumping water on Manhattan Point Blvd near the property to observe runoff patterns. Staff believes the situation can be addressed as follows: Complete the ditching in the existing north boulevard upstream (east) of the driveway. Replace driveway pavement from road edge to right-of-way location to create a high point and replace culvert. Obtain permanent stormwater easement with neighbor to the west (low area) which allows City to direct stormwater to the low area.

5. Patrick Wehner suggested that the City start thinking about additions to and expansion of the wastewater treatment plant. The cost for Bolton & Menk to prepare plans is \$30,000. Tom Swenson stated that staff is also looking to add security at the wastewater treatment plant at a cost of \$17,000 and questioned the need and whether these were in the budget. Mr. Wehner stated that there is approximately \$25,000 left in the Clarifier Project that could be used for security and access control to the wastewater plant. All the doors would have automatic locks and card readers so everyone that comes and goes would be recorded. The security would protect programming and computer systems. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL INSTALL LOCKS AND KEYS AT THE WASTEWATER TREATMENT PLANT RATHER THAN A SECURITY SYSTEM. MOTION CARRIED WITH ALL AYES.

Patrick Wehner suggested that the City purchase a chipper or move the location of the brush pile to a safer site away from houses that are affected by smoke for multiple days. Dave Nevin stated that a chipper is a dangerous. Marcia Seibert-Volz suggested hiring someone to chip it. Patrick Wehner stated that the cost of that would be approximately \$6,000. No action was taken.

Patrick Wehner stated that there is continuous erosion issues on the right-of-way at 12886 Manhattan Point Blvd and suggested that the City vacate the Crosslake portion of the road since the road and water ends in Fifty Lakes. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL CONSIDER INITIATION OF VACATION OF RIGHT-OF-WAY BETWEEN 12886 AND 12880 MANHATTAN POINT BLVD CONTINGENT ON LEGAL OPINION THAT CITY WILL NOT BE LIABLE FOR DRAINAGE OR ROAD CONDITIONS ONCE VACATED. MOTION CARRIED WITH ALL AYES.

Patrick Wehner provided a quote for striping West Shore Drive, Pioneer Drive, Swann Drive, Fire Hall and Helipad at a cost of \$6,704. Mic Tchida reported that the striping on Manhattan

Point needs to be redone. Mr. Wehner will add Manhattan Point to the list which will not increase the quote much and will still be in the budgeted amount for the year.

Patrick Wehner reported that all of the radar signs are up.

TJ Graumann and Patrick Wehner reported that they are each in need of a part-time employee and are looking for a recommendation from their commissions to hire a full-time employee to help in both departments. Both reported that there are some tasks not getting done. Mike Lyonais stated that this position is not budgeted. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY GORDON WAGNER TO SUPPORT THE CONCEPT OF HIRING EMPLOYEE WHOSE TIME WOULD BE SPLIT BETWEEN PARKS AND PUBLIC WORKS TO HELP TAKE CARE OF FACILITIES. MOTION CARRIED WITH ALL AYES.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MIC TCHIDA TO DIRECT STAFF TO OBTAIN QUOTES FROM LAWN CARE OPERATORS FOR WEED CONTROL SERVICES AND BRING QUOTES TO COUNCIL MEETING FOR ACTION. MOTION CARRIED WITH ALL AYES.

6. Bob Frey stated that he met Julie Gowan of JAG Interiors at a Chamber meeting and she reported that she has tried to contact the City and has not received a return call. Mr. Frey was unsure on whose voicemail a message was left.
7. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY GORDON WAGNER TO ADJOURN THE MEETING AT 6:15 P.M. AYES: ALL.

Charlene Nelson
City Clerk



BOLTON & MENK

3.

Real People. Real Solutions.

MEMORANDUM

Date: June 28, 2023
To: Pat Wehner, Public Works Director
From: Phil Martin, PE
Subject: Projects Update for July 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. They have not responded to our attempts to contact them.

In the last couple of months, the PW Committee supported the two actions below. Their status is as follows:

Bollar Property Grade Adjustment – This issue is completed.

Sprinkler System Repair – We contacted property owners to get quotes, but we have not received any to share.

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.

At the Peitso property the street and driveway work were completed during the week of June 19-23.

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 is now in the final design phase with construction planned for 2024. Recent activity centered around environmental documentation and review.

Road Improvement Plan Development

We have completed the field pavement review and have evaluated improvement cost and parcel contribution to identify segments that may see increased traffic.

Below are some results of our review to date:

- Total street length reviewed > 50 miles paved
- Total cost estimated for all improvements ~ \$11.5 million
 - o Sealcoat – 14.6 miles, est cost ~ \$520,000
 - o Mill & Overlay – 29 miles, est cost ~ \$7.8 million
 - o Full Depth Reclamation – 4.9 miles, est cost ~ \$2.3 million
 - o Reconstruction – 1.5 miles, est cost ~ \$825,000

A contributing parcel count exercise is being conducted and we continue to review and verify the information for accuracy. I provided a DRAFT map exhibit in a small format to go along with this report. Early results show the following:

- Many City streets have between 0-50 parcels that contribute
- The largest apparent parcel contribution occurs on West Shore Drive, Manhattan Point Blvd, Daggett Pine Road, and Bonnie Lakes Road.

We are at a point where we need to get feedback from the PW Committee to get more perspectives on where the parcel contribution may differ from what we have assumed. I will provide a map for each member to take with them so they can review and provide their thoughts. Additionally, we will need input as to how the PW Committee wants to structure the road improvement plan approach.

City Web GIS Proposal

City approved this and we plan to meet with staff to begin discussing platform layers.

Cemetery Platting Proposal

City Council approved this work, and we are scheduling the work to be completed.

11722 Manhattan Point Boulevard – Stormwater runoff complaints

Discussed approach with Pat Wehner. City staff will provide services related to ditch grading and culvert installation. We will get a quote from Anderson Brothers to patch the driveway from the street lane edge to the R/W. I have requested a quote for that work and will provide that when obtained. For budget purposes, I would recommend \$5,000 for driveway paving.

I will contact the adjoining neighbor to discuss a permanent stormwater easement arrangement.

City Parcel Road Analysis



Outside city

↑ : Count direction

Category	0-50	51-100	101-150	150-200	201-250
0-50	100%	100%	100%	100%	100%
51-100	100%	100%	100%	100%	100%
101-150	100%	100%	100%	100%	100%
150-200	100%	100%	100%	100%	100%
201-250	100%	100%	100%	100%	100%

SEWER USAGE RATE HISTORY

2004 \$30/month

2008 \$33/month

2010 \$36/month

2013 \$37/month

2016 \$45/month

2018 \$48/month

2019 \$50/month

2021 \$52/month

2022 \$55/month

Job Title: Maintenance Technician
Departments: Parks, Public Works
Supervisors: Parks Director, Public Works Director
Status: Full time
Effective Date:

DESCRIPTION OF WORK

General Statement of Duties: Participates in the maintenance, care and preparation of city parks, trails, roads, cemetery and city facilities. Assures grounds, roads, and facilities are maintained in a safe condition for public use and reflect a well maintained appearance.

Supervision Received: Works under the direction of the Parks Director and Public Works Director.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

- ♦ Completes tasks associated with the maintenance and care of city parks, cemetery and building grounds including but not limited to; mowing and edging lawns, trimming trees and shrubs; cleaning, removing trash, controlling weeds, fertilizing lawns and snow removal.
- ♦ Maintains city owned properties including but not limited to: Pinewood Cemetery, community center, city hall and fire hall.
- ♦ Completes daily work logs, emergency call out forms, commercial vehicle inspection checklists, etc.
- ♦ Keeps work areas clean and organized for safe performance of daily work.
- ♦ Patching potholes.
- ♦ Operates equipment including but not limited to; mower, UTV, street sweeper, and compact tractor
- ♦ Operates road and street equipment in a safe and productive manner.
- ♦ Operates a variety of power tools and equipment including but not limited to; blowers, chain saws, weed-whip, and a wide variety of hand tools.
- ♦ Performs routine servicing, lubrication, greasing and general equipment maintenance prior to operation.
- ♦ Keeps a running inventory of maintenance equipment and supplies
- ♦ Maintains safe working practices.
- ♦ Performs such other duties as are consistent with the tasks of the position and may be assigned and/or required to provide timely response to the community.
- ♦ Performs general facility construction and repairs including minor building construction, roofing, fencing, masonry, painting and framing.
- ♦ Performs other work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- ♦ Considerable ability to perform heavy manual labor requiring continuous use of large motor skills, standing for long periods, and frequent bending, stooping, twisting, turning, crouching, stretching, climbing ladders and reaching to perform the work.
- ♦ Working ability to use sight, smell and hearing to analyze problems and to determine appropriate solutions.
- ♦ Working ability to see, hear and manipulate objects requiring fine motor coordination to perform the work.
- ♦ Ability to work with exposure to loud noises from operating equipment.
- ♦ Ability to regularly lift and carry objects weighing 50-60 pounds and occasionally lift and carry objects weighing 80-120 pounds.
- ♦ Ability to work in inclement weather conditions, including both extremely cold, warm, rainy, icy and stormy situations.
- ♦ Considerable ability to work and communicate effectively with the general public, salesman and city staff in a professional and polite manner.
- ♦ Working ability to practice teamwork and to add value to city operations consistent with department goals.
- ♦ Ability to work independently across all phases of the job.
- ♦ Ability to operate various office equipment, including but not limited to computer, computer software, and copier.
- ♦ Ability to make decisions in accordance with established practices and procedures.
- ♦ Ability to maintain maintenance records.
- ♦ Working knowledge of grounds maintenance.
- ♦ Ability to operate various lawn mowing equipment and various hand tools.
- ♦ Ability to operate a two-way radio and other department equipment.
- ♦ Considerable skill to expertly drive a motor vehicle with trailer.
- ♦ Ability to weld metal and fabricate as needed.

QUALIFICATIONS

Minimum qualifications:

- ♦ High School Diploma or GED Equivalent.
- ♦ One year of experience in building maintenance and/or grounds keeping.
- ♦ Possess and maintain a Minnesota Class D driver's license.
- ♦ Possess and maintain a Minnesota Class B driver's license, preferred but not required.
- ♦ Possession of pesticide applicators license (class A, G, F), preferred but not required.