AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
MONDAY, MARCH 4, 2024
4:00 P.M. – CITY HALL

1. Call to Order

2. Letter dated February 5, 2024 from Ryan Evans of Bolton & Menk Re: Proposal for Milinda Shores Bridge Wingwall Repairs (Motion)

3. Letter dated February 6, 2024 from Crow Wing County Highway Department Re: Annual Bridge Inspections

4. Letter dated February 6, 2024 from Crow Wing County Highway Department Re: Bridge Maintenance

5. Memo dated February 29, 2024 from Phil Martin Re: Update for March 4, 2024 Public Works Meeting

6. Letter dated February 29, 2024 from Phil Martin Re: Proposal for Professional Engineering Services – Harbor Lane Improvement (Motion)

7. Other Business That May Arise.

8. Adjourn

BOLTON & MENK
Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

February 5, 2024

Pat Wehner
Public Works Director
13888 Daggett Bay Road
Crosslake, MN 56442

RE: PROPOSAL: Milinda Shores Bridge (#L4044) Wingwall Repairs

Dear Mr. Wehner,

Bolton & Menk, Inc. presents this proposal for professional engineering services in support of the City's need to improve the wingwalls on bridge #L4044. As a part of this proposal, we describe our understanding of the project, detail our proposed scope of work, and provide our fees for service.

PROJECT UNDERSTANDING

The City of Crosslake desires to perform the wingwall repairs necessary to improve the failing timber wings on Bridge L4044. The structure consists of double-tee prestressed concrete beams with a chipseal driving surface. The beams rest on concrete spread footing abutments with timber wingwalls. On June 30, 2023, the bridge was inspected and evaluated in the field with several potential recommendations for repairs provided in a follow up report.

SCOPE OF WORK

Bolton & Menk proposes to complete the scope of services outlined below to design & deliver wingwall repair plans and specifications to the City. We assume the repair will be treated as a maintenance project and plans will be sent out for quotes to area Contractors (project will not require a formal letting).

Project deliverables will include bridge repair details, quantities necessary for procurement, and any supplemental specifications as warranted. Our scope of work includes the following:

- Project management & coordination
- Analysis of repair alternatives
  - Review & identify preferred repair concept
  - Prepare necessary design calculations for the selected alternative
- Prepare plans sufficient for the City to quote the work, including repair details, specifications & estimated quantities (plans developed for letting can be performed for additional fee).
  - Assumes State Aid approval is not required.
  - Assumes any utility conflict identification & coordination will be performed by the City.

Construction Phase Services have not been included in the scope of work. We anticipate a very limited need, but should the City desire we will perform any construction phase services (such as response to RFI's, shop drawing review, attendance to pre-construction meetings or field visits) upon request at the personnel rates presented within this proposal.

SCHEDULE OF WORK

We anticipate biddable plans could be provided as soon as April 2024 as outlined below; please let us know if an alternative schedule is desired:

Primary Task Elements	
Project Management	On-Going
Analysis of Repair Alternatives	February-March 2024
Prepare Details, Specs & Estimate	April-May 2024

PROPOSED FEES

Estimated fees for the scope of services described above:

Primary Task Elements	
Project Management	$ 1,620
Analysis of Repair Alternatives	$ 5,330
Prepare Plan Details, Specifications & Quantities	$ 12,720
Construction Phase Services	As-needed
TOTAL ESTIMATED PROJECT COST	**$ 19,670**

Personnel rates for anticipated staffing used in the estimate above are as follows:

Principal Engineer/Project Manager:	$216 per hour
Sr. Structural Engineer:	$188 per hour
Bridge Design Engineer:	$151 per hour
Engineering Technician:	$166 per hour

Additional services will be discussed and negotiated prior to commencement of any work.

If you find this proposal satisfactory, your signature of this proposal will constitute acceptance of the terms outlined and your authority for us to proceed. Please contact me directly at 612-910-8846 or ryan.evans@bolton-menk,com if you wish to discuss this proposal. We look forward to providing these professional engineering services to you on this project and appreciate your consideration of Bolton & Menk, Inc.

Sincerely,

Bolton & Menk, Inc.

Ryan R. Evans, P.E. S.E.
Principal Structural Engineer

_____

Signed Date

_____

Printed Name

CROW WING COUNTY
MINNESOTA

3.

February 6, 2024

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

Re: Annual Bridge Inspections

Dear Char Nelson,

The annual bridge inspections for 2023 have been completed in accordance with Minnesota Statutes, Chapter 165. A bridge is defined as a drainage structure with a span of 10-feet or more; therefore, large culverts are considered bridges for inspection purposes as well as the more conventional bridge structures. A copy of the inspection report for bridges inspected in 2023 under your jurisdiction is enclosed. Please note that all bridges are not necessarily inspected each year. Depending on the type and condition of a structure the inspection frequency may be as high a 48-month interval.

The key information to look at on the inspection report may be the comments made by the Inspector and any change in an element condition from years prior printed in red. The "Sufficiency Rating" has moved to the first page of the "Minnesota Bridge Inspection Report", located on right, just above the first element in the report.

Since bridges represent a considerable investment of taxpayer dollars, you are encouraged to seriously review each report as well as conduct an on-site review of your bridges to confirm existing conditions and take appropriate action. This office is available to provide advice as to maintenance procedures and answer any questions related to bridges. You may contact the following: Wayne Dosh, Senior Engineering Technician and Certified Bridge Inspector; Rob Hall, Assistant County Highway Engineer and Timothy Bray, County Highway Engineer.

Sincerely,

Timothy Bray P.E.
County Highway Engineer

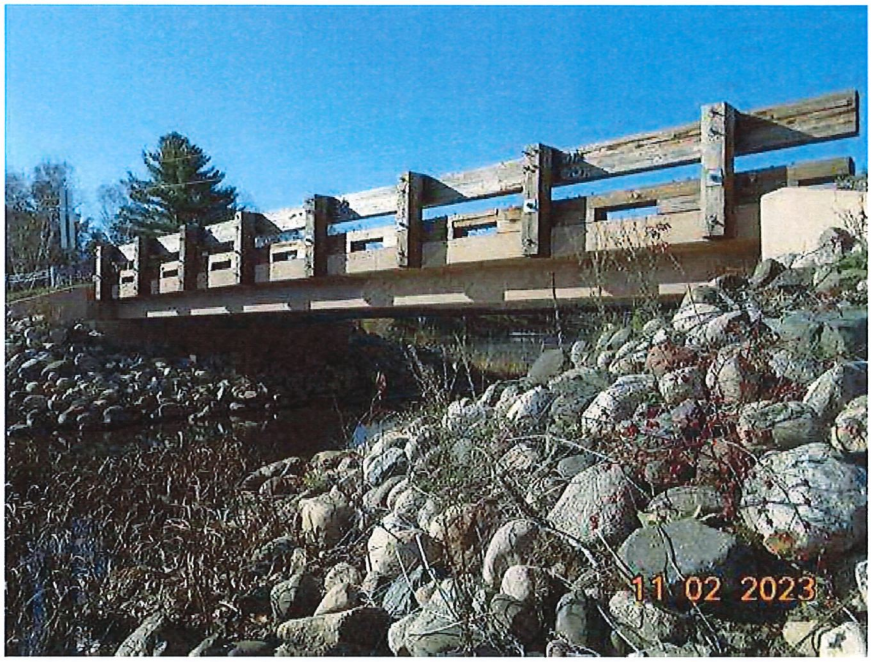
By: Wayne Dosh
Wayne Dosh Senior Engineering Technician

Timothy V. Bray
County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Office: (218) 824-1110
www.crowwing.gov

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.

2023 ROUTINE
BRIDGE INSPECTION REPORT



BRIDGE # 18533
DREAM ISLAND RD over CHANNEL LITTLE PINE LK

DISTRICT: District 3 **COUNTY:** Crow Wing **CITY/TOWNSHIP:** Cross Lake

STATE: Minnesota

Date of Inspection: 11/02/2023

Equipment Used: Life Jacket, Probing Rod, Other - Waders
Assisted by Ted Dullum

Owner: City or Municipal Highway Agency

Inspected By: Dosh,Wayne; Dullum,Ted

Report Written By: Wayne Dosh
Report Reviewed By: Timothy Bray
Final Report Date: 01/16/2024

Inspector:	Dosh,Wayne	**Structure Number:**	18533
Inspection Date:	11/02/2023	**Facility Carried:**	M 24

Bridge Inspection Report

Minnesota Structure Inventory Report

Bridge ID: **18533** DREAM ISLAND RD over CHANNEL LITTLE PINE LK

+ GENERAL +

Agency Br. No.	CITY34 Crew
District	03 Maint. Area
County	018 - Crow Wing
City	Cross Lake
Township	
Desc. Loc.	1.7 MI E OF JCT CSAH 6
Sect., Twp., Range	10 137N - 27W
Latitude	46.700311
Longitude	-94.076317
Custodian	04 - City or Municipal Highway Agency
Owner	04 - City or Municipal Highway Agency
Insp Responsibility	Crow Wing County
Year Built	2017
Date Opened to Traffic	11/13/2017
MN Year Remodeled	
FHWA Year Reconstructed	
Bridge Plan Location	3 - COUNTY
Potential ABC	2 - N/A

+ STRUCTURE +

Service On	1 - Highway
Service Under	5 - Waterway
Main Span Type	5 - Prestress or Precast
	01 - Beam Span
Main Span Detail	
Appr. Span Type	No Approach Span
	No Approach Span
Appr. Span Detail	
Skew	0
Culvert Type	
Barrel Length	

Number of Spans

MAIN: 1 APPR: 0 TOTAL: 1

Main Span Length	46.0 ft	
Structure Length	48.1 ft	
Deck Width (Out-to-Out)	22.0 ft	
Deck Material	1 - Concrete Cast-in-Place	
Wear Surf Type	1 - Monolithic Concrete (concurrently placed with structural deck)	
Wear Surf Install Year	2017	
Wear Course/Fill Depth	0.00 ft	
Deck Membrane	0 - None	
Deck Rebars	1 - Epoxy Coated Reinforcing	
MN Rebar Coating	EE	
Deck Install Year	2016	
Structure Area (Out-to-Out)	1060 sq ft	
Roadway Area (Curb-to-Curb)	963 sq ft	
Sidewalk Width - L/R	0	0 ft
Curb Height - L/R	0	0 ft
Rail Codes - L/R	55	55

+ ROADWAY ON BRIDGE +

Facility	M 24
LRS Functional Class	7 - Local
ADT 49	YEAR 2016 Urban Code 99999
HCADT	ADTT %
National Highway System	0
LRS Mile Point I/D	2.078 / 2.078
Speed Limit	
Detour Length	99
Lanes	2 Lanes ON Bridge
Control Section (TH Only)	
Function	1 - MAINLINE
Type	2 - 2-way traffic
Bridge Match ID	1
Roadway Key	Route On Structure

+ RDWY DIMENSIONS ON BRIDGE +

If Divided:	NB-EB	SB-WB
Roadway Width	20.0 ft	ft
Vertical Clearance	ft	ft
Max. Vert. Clear.	ft	ft
Horizontal Clear.	20.0 ft	ft
Appr. Surface Width	20.0 ft	
Bridge Roadway Width	20.0 ft	
Median Width On Bridge	ft	

+ MISC. BRIDGE DATA +

Structure Flared	0 - No flare
Parallel Structure	N - No parallel structure
Field Conn. ID	
Cantilever ID	

Foundations (Material/Type)

Abutment	1 - CONC	8 - INTEGRAL
Pier	N - N/A	N - N/A
Historic Status	4 - Not determinable	
On - Off System	0 - OFF	

+ PAINT +

Year Painted	
Painted Area	sq ft
Primer Type	
Finish Type	

+ BRIDGE SIGNS +

Posted Load	0 - Not Required
Traffic	0 - Not Required
Horizontal	1 - Object Markers
Vertical	N - Not Applicable

+ INSPECTION +

Last Routine Insp Date	11/02/2023
Routine Insp Frequency	24
Inspector Name	Dosh,Wayne
Status	A - Open

+ NBI CONDITION RATINGS +

Deck	8
Superstructure	8
Substructure	8
Channel	8
Culvert	N

+ NBI APPRAISAL RATINGS +

Structure Evaluation	8
Deck Geometry	5
Underclearances	N
Waterway Adequacy	9
Approach Alignment	6

+ SAFETY FEATURES +

Bridge Railing	1 - MEETS STANDARDS
GR Transition	N - NOT REQUIRED
Appr. Guardrail	N - NOT REQUIRED
GR Termini	N - NOT REQUIRED

+ SPECIAL INSPECTIONS +

	Y/N	Freq	Date
NSTM	N		
Underwater	N		
Pinned Asbly.	N		

+ WATERWAY +

Drainage Area (sq mi)	150
Waterway Opening (sq ft)	69
Navigation Control	0 - No nav. control on waterway
Pier Protection	
Nav. Clr. (ft)	Vert. 0.0 Horiz. 0.0
Nav. Vert. Lift Bridge Clear. (ft)	0.0
MN Scour Code	L - STBL - LOW RISK
Scour Evaluation Year	2016

+ CAPACITY RATINGS +

Design Load	A - HL 93	
Operating Rating	3 - HL-93	2.48
Inventory Rating	3 - HL-93	1.25
Posting	VEH:	SEMI: DBL:
Rating Date	05/18/2016	

Overweight Permit Codes

A: 1 B: 1 C: 1

BRIDGE 18533 M 24 OVER CHANNEL LITTLE PINE LK

County: Crow Wing
City: Cross Lake
Township:
Section: 10 Township: 137N Range: 27W
Span Type: 5 - Prestressed Concrete 2 - Stringer/Multi-beam or Girder
List:
NBI Deck: 8 Super: 8 Sub: 8 Chan: 8 Culv: N

Location: 1.7 MI E OF JCT CSAH 6
Route: 10 - MUN 24 Ref. Pt.: 002+00.070
Control Section:
Maint. Area:
Local Agency Bridge Nbr.: CITY34
Open, Posted, Closed: A - Open
MN Scour Code: L - STBL - LOW RISK

Length: 48.1 ft.
Deck Width: 22.0 ft.
Rdwy. Area/ Pct. Unsnd: 963 sq. ft. / %
Paint Area/ Pct. Unsnd: sq. ft. / %
Culvert: N/A
Postings:

Appraisal Ratings - Approach: 6 Waterway: 9
Required Bridge Signs - Load Posting: 0 - Not Required Traffic: 0 - Not Required
Horizntal: 1 - Object Markers Vertical: N - Not Applicable

Unofficial Structurally Deficient N
Unofficial Functionally Obsolete N
Unofficial Sufficiency Rating 93.6

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
12	Reinforced Concrete Deck	Routine	11/02/2023	1060 SF	1060	0	0	0
		Routine	11/03/2021	1060 SF	1060	0	0	0
	Notes: 11/02/2023: There are some minor transverse random cracks with minor leaching visible on the side of the deck and minor longitudinal cracks at deck ends. There are minor longitudinal cracks visible on the bottom of the deck following the rebar chairs. None of the cracks visible have any leaching or efflorescence. 11/03/2021: There are minor longitudinal cracks visible on the bottom of the deck following the rebar chairs. None of the cracks visible have any leaching or efflorescence. 11/05/2019: Like new.							
	510 - Wearing Surfaces	Routine	11/02/2023	963 SF	963	0	0	0
		Routine	11/03/2021	963 SF	963	0	0	0
	Notes: 11/02/2023: The surface of the deck has minor unsealed transverse cracks across the deck and minor longitudinal cracks, 10' to 15' long, located at the roadway centerline over the abutments at both ends of the deck. 11/03/2021: The surface of the deck has minor longitudinal cracks, 10' to 15' long, located at the roadway centerline over the abutments at both ends of the deck. 11/05/2019: Like new.							
109	Prestressed Concrete Open Girder/Beam	Routine	11/02/2023	189 LF	189	0	0	0
		Routine	11/03/2021	189 LF	189	0	0	0
	Notes: 11/02/2023: No notable defects or deterioration.							
215	Reinforced Concrete Abutment	Routine	11/02/2023	73 LF	73	0	0	0
		Routine	11/03/2021	73 LF	73	0	0	0
	Notes: 11/02/2023: No notable defects or deterioration.							
332	Timber Bridge Railing	Routine	11/02/2023	99 LF	83	16	0	0
		Routine	11/03/2021	99 LF	99	0	0	0
	Notes: 11/02/2023: All of the rail posts have checks or shakes that penetrates 5% to 50% of the post thickness. 11/03/2021: Timber railing is in good condition. All connections are in place and functional. Timber railing does in fact measure 99 feet!							
800	Critical Deficiencies or Safety Hazards	Routine	11/02/2023	1 EA	1	0	0	0
		Routine	11/03/2021	1 EA	1	0	0	0
822	Bituminous Approach Roadway	Routine	11/02/2023	2 EA	0	2	0	0
		Routine	11/03/2021	2 EA	0	2	0	0
	Notes: 11/02/2023 - 11/03/2021: Minor settlement has occurred at the abutments in the approaches. There is a bituminous patch present at the deck joint to prevent plows from catching the concrete deck. 11/05/2019: Approaches were paved spring 2018.							

BRIDGE 18533 M 24 OVER CHANNEL LITTLE PINE LK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
855	Secondary Members (Superstructure)	Routine	11/02/2023	1 EA	1	0	0	0
		Routine	11/03/2021	1 EA	1	0	0	0
	Notes: 11/02/2023: Isolated minor cracks in the concrete diaphragms.							
885	Scour	Routine	11/02/2023	1 EA	1	0	0	0
		Routine	11/03/2021	1 EA	1	0	0	0
	Notes: 11/02/2023: No scour evident.							
891	Other Bridge Signing	Routine	11/02/2023	1 EA	1	0	0	0
		Routine	11/03/2021	1 EA	1	0	0	0
	Notes: 11/02/2023 - 11/03/2021: Object markers have been mounted on posts and are 4' above the pavement, back from the bridge railing. Object marker sign reflective sheeting has minor damage, suspect from being initially installed too low and damage was done by the plow or a sweeper. 11/05/2019: Object markers are mounted on the bridge railing and the bottom of the signs are inches above the roadway pavement. The Minnesota Manual on Uniform Traffic Control Devices states the bottom of the object marker should be installed 4 feet above the pavement.							
892	Slopes & Slope Protection	Routine	11/02/2023	1 EA	1	0	0	0
		Routine	11/03/2021	1 EA	1	0	0	0
	Notes: 11/02/2023: Past eroded areas have been repaired with sewer rock. Slopes appear to be stable. 11/03/2021: Erosion behind the wing-walls appears to have stabilized. Erosion appears to have been initially caused by utility work in the area of the west wingwalls. 11/05/2019: Erosion occurring behind the wing-walls at the SW and NW corners. It appears the erosion was caused by utility work in the area of the wingwall.							
893	Guardrail	Routine	11/02/2023	1 EA	1	0	0	0
		Routine	11/03/2021	1 EA	0	1	0	0
	Notes: 11/02/2023: Repairs have been made. No notable damage or deterioration. 11/03/2021: The cable guardrail on the north side of the bridge has settled. Today the height to the center cable measures 14 inches, and should measure 24 inches. The SW cable has had a traffic impact bending over 2 posts in the middle of the run and the king post at the bridge in the SW run is leaning slightly to the south. 11/05/2019: Cable has now been installed on the south approach as well. Again none of the cable is attached to the bridge and the anchorage for the cable is installed just before the wing-walls. The SW cable has had a traffic impact bending over 2 posts in the middle of the run and the king post at the bridge in the SW run is leaning slightly to the south. 12/06/17: Cable guardrail installed on both sides of the north approach only. Guardrail is not attached to the bridge. The cable rail in place with the original bridge on this site was installed to discourage snowmobilers from using the road embankment as a launch pad.							
894	Deck & Approach Drainage	Routine	11/02/2023	1 EA	0	1	0	0
		Routine	11/03/2021	1 EA	0	1	0	0
	Notes: 11/02/2023 - 11/03/2021: Water is draining the minor erosion behind the wingwalls and through the cork joints, then draining across the bridge seat.							
899	Miscellaneous Items	Routine	11/02/2023	1 EA	1	0	0	0
		Routine	11/03/2021	1 EA	1	0	0	0
	Notes: 11/02/2023 - 11/03/2021: Utility is attached to the west bridge curb.							
900	Protected Species	Routine	11/02/2023	1 EA	0	1	0	0
		Routine	11/03/2021	1 EA	0	1	0	0
	Notes: 11/02/2023 - 11/05/2019: None observed.							

General Notes: 11/02/2023: Water was about 2' deep. Inspected without waders or boat today.
11/03/2021 - 11/05/2019: Was able to wade beneath the bridge. Water depth in the channel is 2 - 2.5 feet deep today.
12/06/17: Bridge has opened to traffic on November 13th of 2017. Was able to walk beneath the bridge to inspect. Water is open beneath bridge today. Water depth in the channel under the bridge is 1-1.5 feet deep. Roadway approaches are gravel and will not be paved till spring.
The, "dummy" inspection was created by the MnDOT Bridge Office --- THIS IS NOT AN ACTUAL FIELD INSPECTION.

58. Deck NBI:

36A. Brdg Railings NBI:

BRIDGE 18533 M 24 OVER CHANNEL LITTLE PINE LK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
36B. Transitions NBI:								
36C. Appr Guardrail NBI:								
36D. Appr Guardrail Terminal NBI:								
59. Superstructure NBI:								
60. Substructure NBI:								
61. Channel NBI:								
62. Culvert NBI:								
71. Waterway Adeq NBI:								
72. Appr Roadway Alignment NBI:								

Wayne Dosh
Inspector's Signature

Timothy Bray
Reviewer's Signature

1. 11-02-2023 (101).JPG

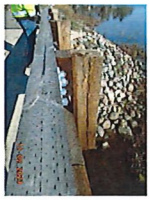
2. 11-02-2023 (102).JPG

3. 11-02-2023 (103).JPG

4. 11-02-2023 (104).JPG

5. 11-02-2023 (105).JPG

6. 11-02-2023 (106).JPG



7. 11-02-2023 (107).JPG

8. 11-02-2023 (108).JPG

9. 11-02-2023 (109).JPG

10. 11-02-2023 (110).JPG

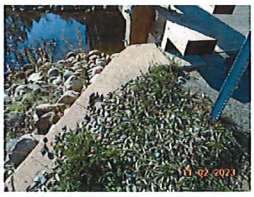
11. 11-02-2023 (111).JPG

12. 11-02-2023 (112).JPG

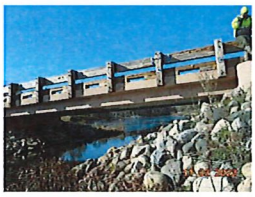
13. 11-02-2023 (113).JPG

14. 11-02-2023 (114).JPG

15. 11-02-2023 (115).JPG



16. 11-02-2023 (116).JPG



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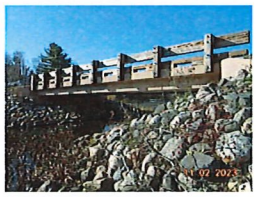
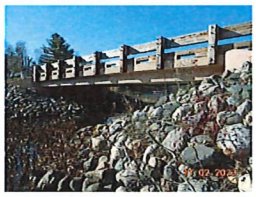


18. 11-02-2023 (118).JPG



19. 11-02-2023 (119).JPG

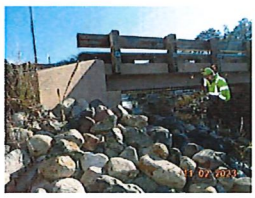
20. 11-02-2023 (120).JPG

21. 11-02-2023 (121).JPG

22. 11-02-2023 (122).JPG

23. 11-02-2023 (123).JPG

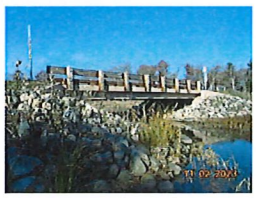
24. 11-02-2023 (124).JPG



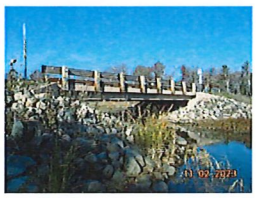
25. 11-02-2023 (125).JPG

26. 11-02-2023 (126).JPG

27. 11-02-2023 (127).JPG



28. 11-02-2023 (128).JPG



29. 11-02-2023 (129).JPG

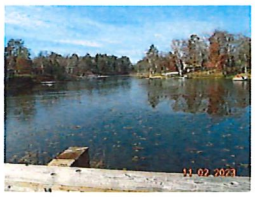
30. 11-02-2023 (130).JPG

31. 11-02-2023 (131).JPG

32. 11-02-2023 (132).JPG

33. 11-02-2023 (133).JPG

34. 11-02-2023 (134).JPG



35. 11-02-2023 (135).JPG

Pictures

Photo 1 - 11-02-2023 (101)

Photo 2 - 11-02-2023 (102)

Pictures

Photo 3 - 11-02-2023 (103)

Photo 4 - 11-02-2023 (104)

Pictures

Photo 5 - 11-02-2023 (105)

Photo 6 - 11-02-2023 (106)

Pictures

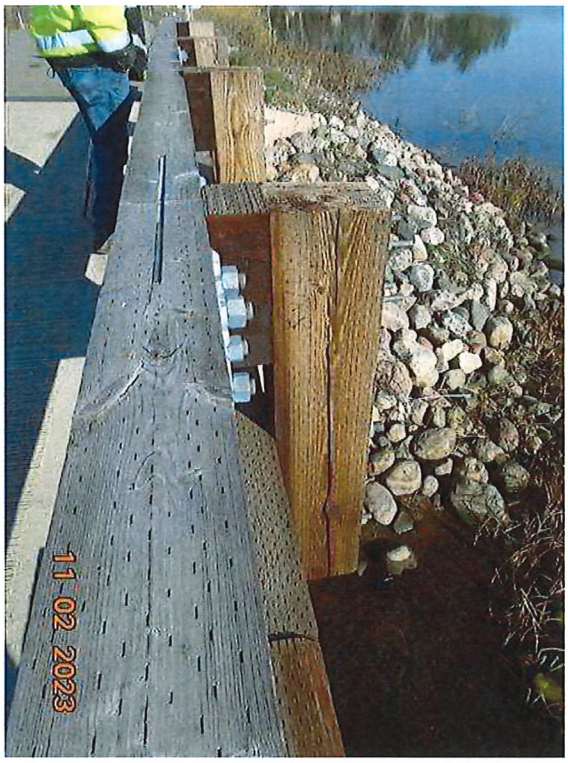


Photo 7 - 11-02-2023 (107)

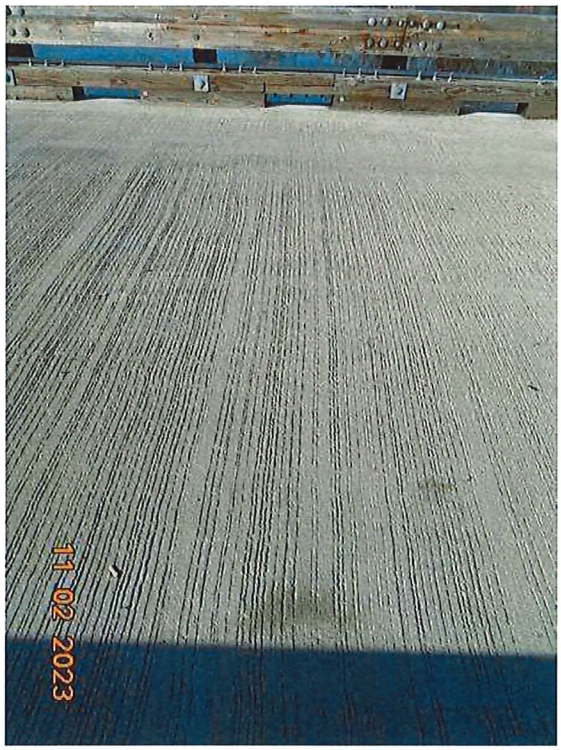


Photo 8 - 11-02-2023 (108)

Pictures

Photo 9 - 11-02-2023 (109)

Photo 10 - 11-02-2023 (110)

Pictures

Photo 11 - 11-02-2023 (111)

Photo 12 - 11-02-2023 (112)

Pictures

Photo 13 - 11-02-2023 (113)

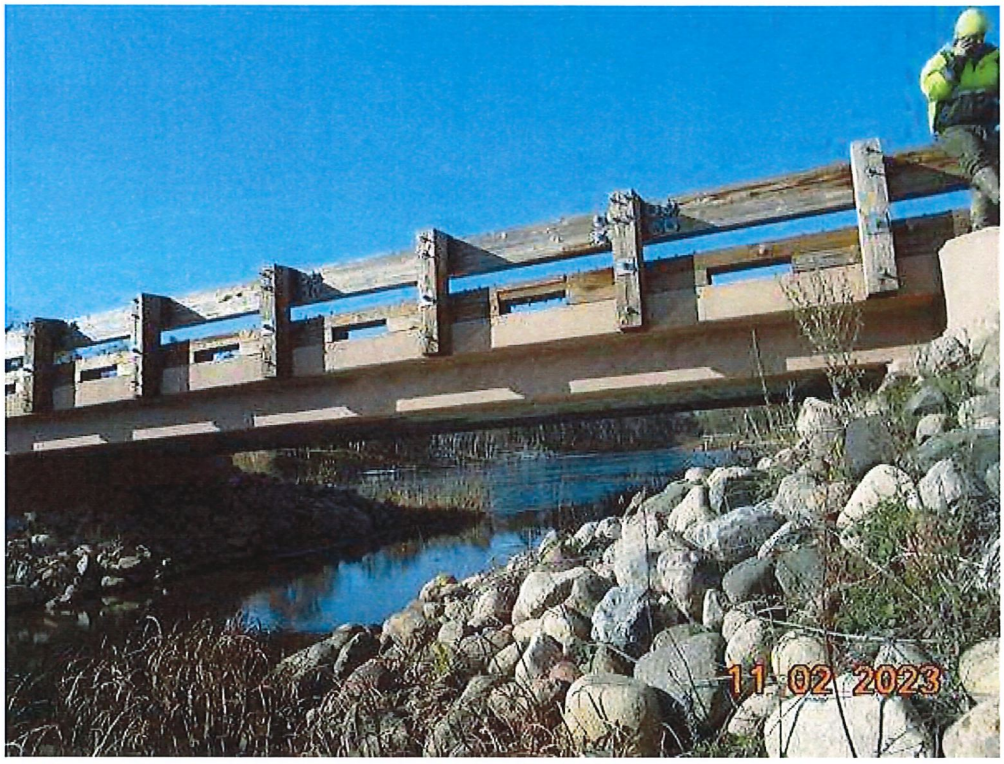
Photo 14 - 11-02-2023 (114)

Pictures

Photo 15 - 11-02-2023 (115)

Photo 16 - 11-02-2023 (116)

Pictures



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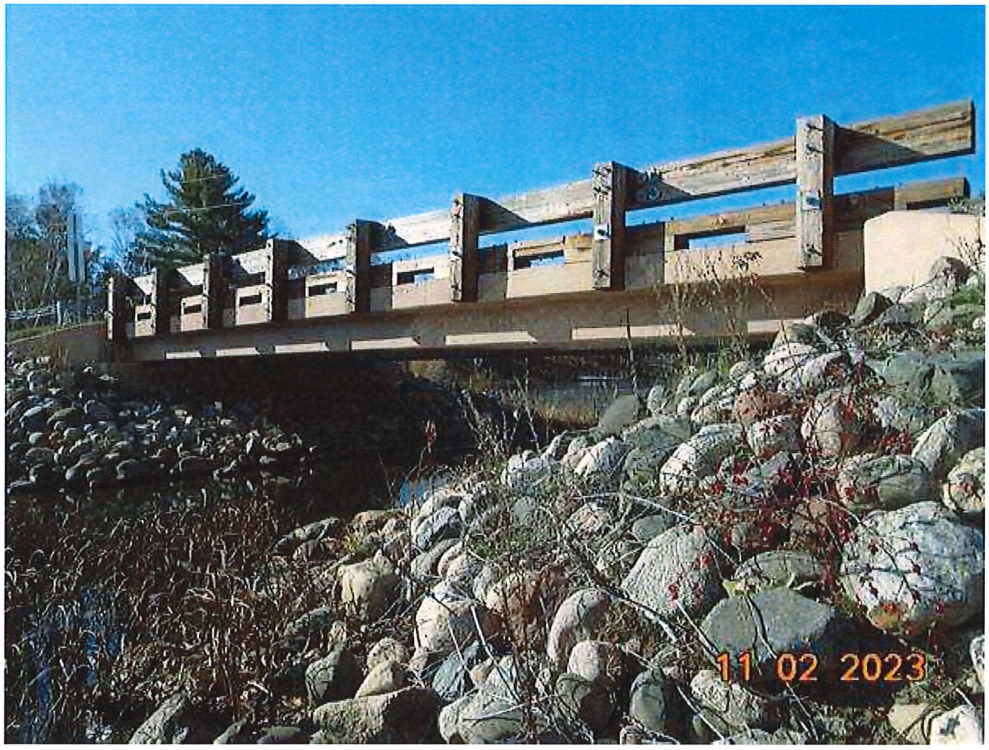


Photo 18 - 11-02-2023 (118)

Pictures

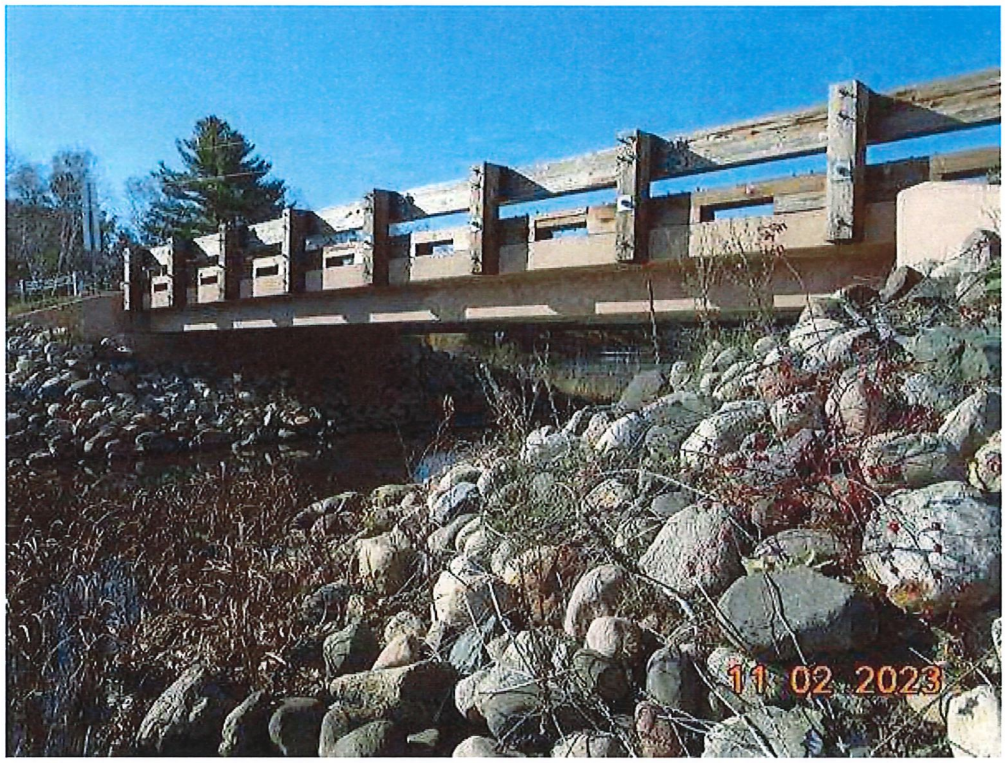


Photo 19 - 11-02-2023 (119)

Photo 20 - 11-02-2023 (120)

Pictures

Photo 21 - 11-02-2023 (121)

Photo 22 - 11-02-2023 (122)

Pictures

Photo 23 - 11-02-2023 (123)

Photo 24 - 11-02-2023 (124)

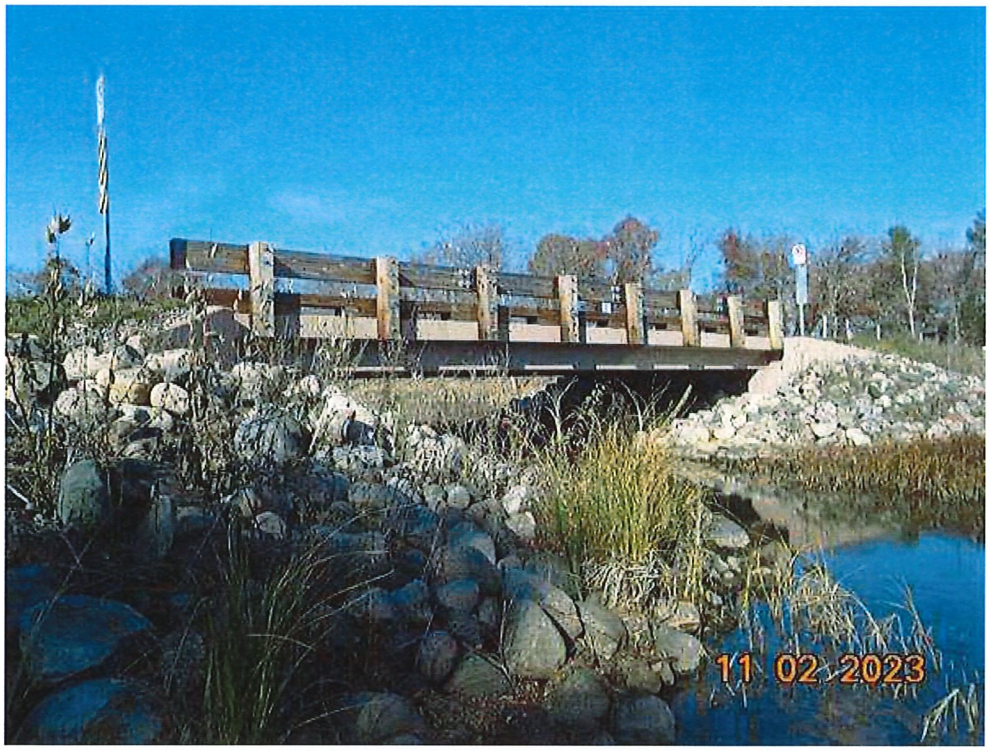
Pictures

Photo 25 - 11-02-2023 (125)

Photo 26 - 11-02-2023 (126)

Pictures

Photo 27 - 11-02-2023 (127)



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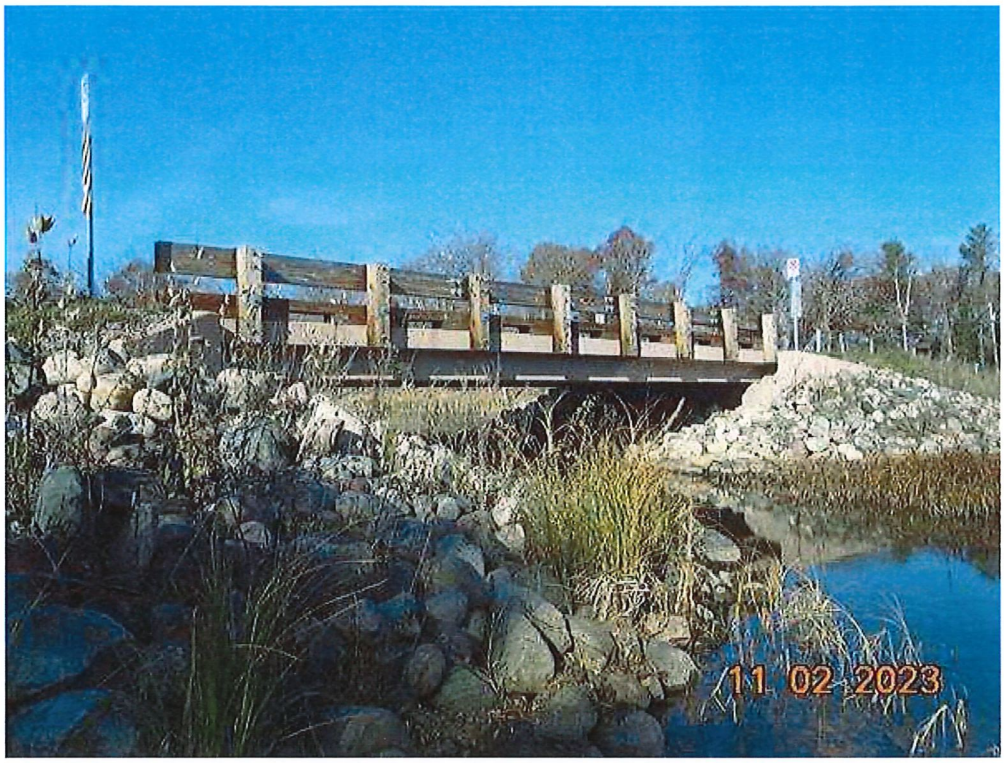


Photo 29 - 11-02-2023 (129)

Photo 30 - 11-02-2023 (130)

Pictures

Photo 31 - 11-02-2023 (131)

Photo 32 - 11-02-2023 (132)

Pictures

Photo 33 - 11-02-2023 (133)

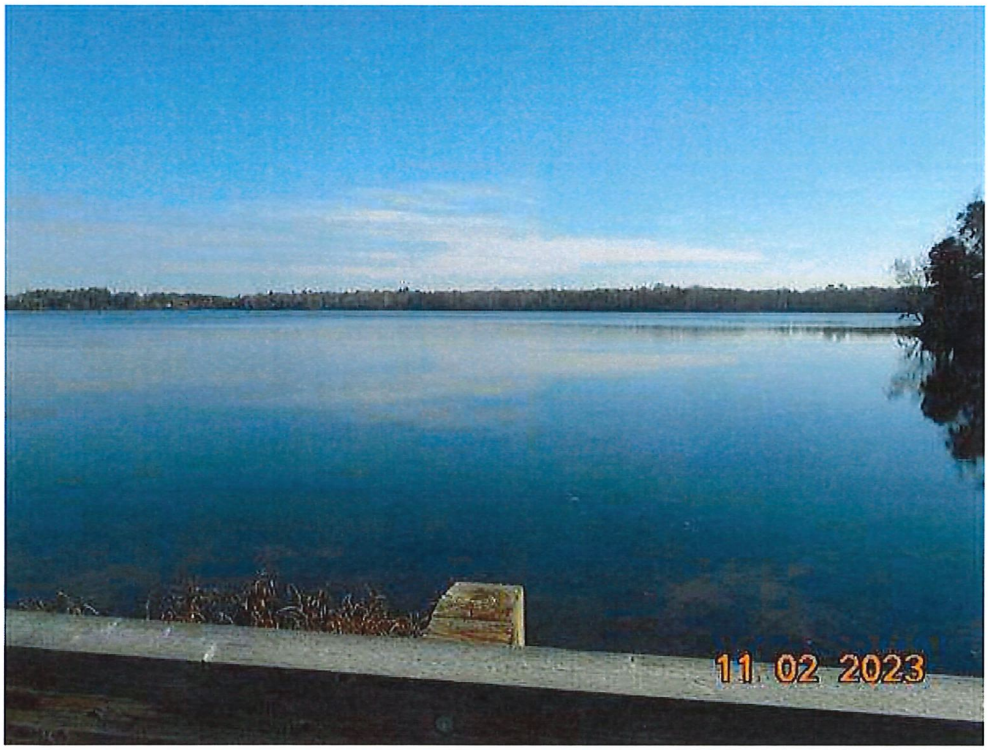


Photo 34 - 11-02-2023 (134)

Pictures

Photo 35 - 11-02-2023 (135)

CROW WING COUNTY
MINNESOTA

4.

February 6, 2024

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

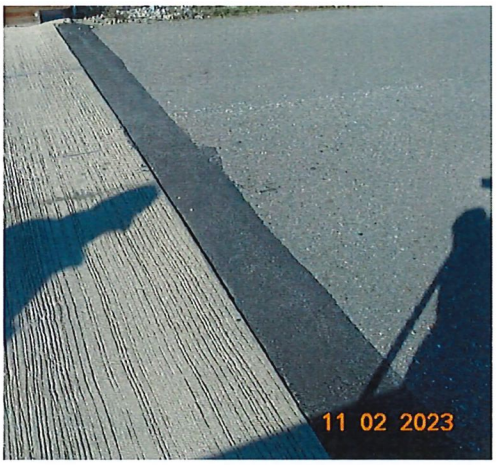
Re: Bridge Maintenance

Dear Char Nelson,

Bridges represent a considerable investment and as such to get the maximum life out of a bridge they require periodic maintenance. The current funding levels are not adequate to replace all bridges in need of replacement, as a result there is a need to make existing bridges last longer. Often a little preventative maintenance can add 20 or more years of life to a bridge.

Deficiencies and Routine Maintenance for Bridge Number 18333 (Dream Island Road over Little Pine Lake Channel).

- Small minor deck cracks were noted in the fall 2023 inspection. These cracks should be epoxy sealed to keep water and salt from penetrating to the steel deck reinforcement. Recommend placing this bridge on a schedule with the Sunset Island bridge and seal every 5 years. Epoxy sealing should be considered normal bridge maintenance and for this bridge repeated every 5 years.



- The approaches were found in good condition during the fall bridge inspection however there are patches at the deck and roadway joint. This is typical for this bridge joint design. This settlement should be patched as needed to provide a smooth transition between the deck and roadway and joints should be sealed yearly to reduce the severity of any settlement occurring.
- Consideration may be given to sealing the tops of the railing and rail posts to protect the timber elements from moisture intrusion and extend the life of the railing. For more information, please contact this office.
- Please contact this office regarding ownership of the utilities that are attached to the west bridge rail so that a note can be added to the permanent bridge file.
- This bridge is on a 2-year inspection cycle.

Timothy V. Bray
County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Office: (218) 824-1110
www.crowwing.gov

Since bridges represent a considerable investment of taxpayer dollars, you are encouraged to conduct an on-site review of your bridges to confirm existing conditions and take appropriate action. This office is available to provide advice as to maintenance procedures and answer any questions related to bridges. You may contact the following: Wayne Dosh, Senior Engineering Technician and Certified Bridge Inspector; Rob Hall, Assistant County Highway Engineer; and Tim Bray, County Highway Engineer.

Sincerely,

Timothy Bray P.E.
County Highway Engineer

By: Wayne Dosh
Wayne Dosh Senior Engineering Technician

5.

BOLTON & MENK

Real People. Real Solutions.

MEMORANDUM

Date: February 29, 2024
To: Pat Wehner, Public Works Director
From: Phil Martin, PE
Subject: Update for March 4, 2024 Public Works Meeting

CSAH 3/66 Pedestrian & Intersection Improvements
The County Engineer presented the proposed improvements and cost to the City Council at a special meeting on February 26, 2024. The Council provided municipal consent to proceed. The plans have been submitted for State Aid review and approval. The environmental documentation is still under review. Once those approvals are provided, the County can seek public bids for construction.

The County is handling all bidding, contracting, and construction administration/observation services. They indicated construction would be in two phases and start June 1st.

- Phase 1 is the CSAH 3/66 intersection area and is anticipated to take 6 to 8 weeks.
- Phase 2 is the CSAH 3/CSAH 37/Pioneer Drive, Swann Drive, and CSAH 66 north of Swann Drive and is anticipated to take 4 to 6 weeks.
- The County/City are intending to offer a $100,000 incentive to complete the work sooner.

Year 1 Road Improvement Plans
The City embarked on aggregate chipseal improvements and also a bituminous mill & overlay improvement with Crow Wing County. Those improvements were reviewed, and construction tables/plans were submitted to the County. Below are updates to those efforts:

Aggregate Chipseal Improvements – The County is bidding this project and will open bids on March 20, 2024

Bituminous Mill & Overlay Improvements – The County opened bids on February 21, 2024. Anderson Brothers was the low bidder. The County estimated the City portion to be $196,510. Based on the low bid, the City construction cost would be $198,809.

The City hired Nagell Appraisal Incorporated to provide a Restricted Appraisal Report that summarizes benefit ranges as well as benefit for specific properties relative to the mill & overlay improvements. The report is attached for review. Additionally, I have prepared an example summary table that shows the low benefit and high benefit range for each property classification. I have started to assemble the same type of benefit table for the actual properties located along Daggett Pine Road.

The next step will be to identify assessment amounts. Additionally, we will want to determine if there are secondary benefit properties that should be considered for a partial assessment. In 2022, the City did not complete a mill & overlay improvement. The City did assess reconstruction improvements at a level of $4,000 per lot regardless of size.

Malinda Shores – Bridge Wingwalls
A proposal was prepared and provided to the Public Works Director.

Harbor Lane – Proposal for Engineering Services
A proposal was prepared and provided to the Public Works Director.

Daggett Pine Drive - Opinion of Market Benefit 2024

	Classification	
	Lake	Non-Lake
SF Residential	$2,000 - $3,500 / build/lot	$1,500 - $3,000 / build/lot
Commercial		$0.15-$0.25/SF of useable area
Vacant Res (single home, 1 ac)	$2,000 - $3,500 / build/lot	
Vacant Res large, 1-5 ac)	$0.06-$0.12/SF of useable area	
Vacant Res (large, 5+ ac)	$0.02-$0.04/SF of useable area	
Vacant Res (0-5 ac)		$0.05-$0.10/SF of useable area
Vacant Res (5+ ac)		$0.01-$0.03/SF of useable area
Religious (0-5 acres)		$0.08-$0.12/SF of useable area
Religious (5+ acres)		$0.01-$0.03/SF of useable area
Public (0-5 acres)		$0.08-$0.12/SF of useable area
Public (5+ acres)		$0.01-$0.03/SF of useable area
Mobile Home Community		$0.01-$0.03/SF of useable area
Townhome/Condominium		$500 - $1,000/unit

Parcel ID	Owner	Owner Address		Zoning/Land Use District	Current Use	Unit		Market Benefit Range Low	Market Benefit Range High
14080488	Name	Adress	CROSSLAKE MN 56442	Public	Public (0-5 acres)	Acres	1	$ 3,484.80	$ 5,227.20
14080489	Name	Adress	CROSSLAKE MN 56442	Limited Commercial	Commerical	Acres	1.66	$ 10,846.44	$ 18,077.40
14080490	Name	Adress	CROSSLAKE MN 56442	Rural Residential	Religious (5+ acres)	Acres	7	$ 18,295.20	$ 28,749.60
14080491	Name	Adress	CROSSLAKE MN 56442	Rural Residential	Vacant Res (SF, 1 ac) Lake	Bld Lots	1	$ 2,000.00	$ 3,500.00
14080492	Name	Adress	CROSSLAKE MN 56442	Rural Residential	Vacant Res (large, 1-5 ac) Lake	Acres	3	$ 7,840.80	$ 15,681.60
14080493	Name	Adress	CROSSLAKE MN 56442	Rural Residential	Vacant Res (large, 5+ ac) Lake	Acres	7	$ 14,810.40	$ 29,620.80
14080494	Name	Adress	CROSSLAKE MN 56442	Rural Residential	Public (5+ acres)	Acres	7	$ 18,295.20	$ 28,749.60
14080495	Name	Adress	CROSSLAKE MN 56442	Shoreland Dist	SF Non-Lake	Bld Lots	1	$ 1,500.00	$ 3,000.00
14080496	Name	Adress	CROSSLAKE MN 56442	Rural Residential	Mobile Home Community	Acres	7	$ 3,049.20	$ 9,147.60
14080497	Name	Adress	CROSSLAKE MN 56442	Shoreland Dist	SF Lake	Bld Lots	1	$ 2,000.00	$ 3,500.00
14080498	Name	Adress	CROSSLAKE MN 56442	Rural Residential	Vacant Res (0-5 ac)	Acres	1.73	$ 3,767.94	$ 7,535.88
14080499	Name	Adress	CROSSLAKE MN 56442	Rural Residential	Vacant Res (5+ ac)	Acres	7	$ 11,761.20	$ 24,393.60
14080500	Name	Adress	CROSSLAKE MN 56442	Rural Residential	Townhome/Condominium	Units	15	$ 7,500.00	$ 15,000.00

Report Type
Real Estate Consulting
Letter Report (Restricted Appraisal)

Effective Date
January 28, 2024

Client
City of Crosslake
Attn: Phil Martin, P.E.
756 Design Road, Suite 200
Baxter, MN 56425

Subject Properties
Street Improvement Project
Daggett Pine Road
Crosslake, MN 56442

File # G2312016

Prepared By:
Ethan Waytas, MAI, Appraiser
William R. Waytas, SRA, Appraiser

Nagell Appraisal Incorporated
12805 Highway 55, Suite 300
Plymouth, Minnesota 55441
Tel: 952.544.8966 | Fax: 952.544.8969

NAGELL APPRAISAL INCORPORATED

12805 Highway 55 #300
Plymouth, MN 55441
Established in 1968

Phone **952-544-8966**
Fax **952-544-8969**

City of Crosslake
Attn: Phil Martin, P.E.
756 Design Road, Suite 200
Baxter, MN 56425

Report Date: January 30, 2024

To Phil Martin:

Per your request, this is a letter report to assist the city for guidance regarding a street improvement project within Crosslake.

The following information outlines the scope and intent of this document:

Client:	City of Crosslake
Intended User:	City of Crosslake
Note:	Only the client and name intended user can rely upon this report.
Effective Date:	January 28, 2024
Report Type:	Restricted Appraisal (as a restricted appraisal, this report may not contain supporting rationale for all of the opinions and conclusions as stated. This information is retained in the workfile)
Intended Use:	The intended use of this report is for decision-making purposes regarding a road project and part of establishing the special assessments;
Value Provided:	Market Value (as is), see rear of report for definition
Interest Provided:	Fee Simple, real estate only (no FF&E, business value, etc.)
Subject Property:	This report provides a summary of benefit ranges as well as benefit for specific properties. These properties are identified later in this report.
Scope of Work:	The appraiser (Ethan Waytas, MAI) reviewed sales, rents, listings, and costs in the market. Erin Waytas, MAI (MN Certified General License 40368620) completed a drive-by viewing of the project area from the right-of-way. The market was analyzed to indicate a benefit range that would be applicable to the project. In addition, the appraiser has completed a cursory review of the zoning and future land use plan. Other research includes prior discussions with market participants and discussion with the city regarding the project.

Inspection:	Erin Waytas, MAI (MN Certified General License Number 40368620) completed a drive-by viewing of the project area from the right-of-way. This viewing occurred on January 28, 2024. The appraiser also reviewed county information, information on the internet, Google Street View Photos, MLS photos, etc. for preliminary property information. More property information is included in the addenda.
Sales Comparison Approach:	Sales data was analyzed to indicate a market benefit range.
Income Approach:	This approach was not applied at this time, as it is considered less reliable given the project and scope of assignment.
Cost Approach:	This approach was considered regarding new road costs and physical depreciation.
Uses in Project Area:	Most uses appear to be residential or vacant land.
Report Assistance:	Ethan Waytas, MAI wrote the report and analyzed the market data. William R. Waytas, SRA read the report and agreed with the conclusions.

Note: Relevant information and analysis is retained in the workfile. This restricted appraisal provides a conclusion of market benefit range. If additional property information is provided, including an interior inspection, conclusions could differ from the indicated market benefit range.

PROJECT

The City of Crosslake is proposing to complete a mill and overlay of the streets within the project area. Per comments from the city engineer, 1.5" of pavement would be removed and then replaced with a new layer of asphalt pavement (1.5" thick).

Per request, you desire to know the benefit (if any) as it impacts properties in the project area.

AREA DESCRIPTION

The City of Crosslake is a northern Minnesota Community located just north of Brainerd. The Twin Cities are about 2.5 hours to the south, which makes the area an appealing summer destination for cabin owners. The Whitefish Chain of Lakes is a set of 14 interconnected lakes situated between the communities of Crosslake, Pequot Lakes, and Pine River. The chain has some of the highest valued lakefront in Minnesota. Access to most shopping and surrounding communities is within 30 minutes. Highway 3 is the major road that provides access to surrounding communities. Most existing buildings in the area are of average to good+ quality. No apparent adverse influences.

The population for Crosslake in 2010 was 2,141, up from 1,893 in 2000—a 13.1% increase. The 2020 census population is 2,394, an 11.8% increase.

Single family homes generally range in value between $150,000 and $2,000,000+ (lake property) in the City Limits with a median of about $490,000 (MLS statistics). The city is a mixture of residential (lake front and non-lake front), industrial, and commercial. Most homes are average to good quality.

IDENTIFIED SUBJECT PROPERTIES

No specific properties are identified at this time.

EXISTING STREETS & UTILITIES

Physical Condition of the Existing Road: The existing road improvements are paved asphalt with no curb or gutter. The road condition, based on the visual inspection of the streets, is rated to be Average -.

Physical Condition of Existing Utilities: The properties in the project area have private well and septic. The city indicated that there are no utility improvements as part of this project.

Functional Design of the Road: The existing road is dated, in Average - condition, and is showing signs of cracking, small potholes, etc.

Road infrastructure in poor to fair condition does not meet the expectations of typical market participants in this market for re-development, resale, and/or updating current uses. Overall, the existing street improvements are in Average - condition, are beginning to look dated (or function) and reflect likewise on the adjoining properties.

PROPOSED IMPROVEMENTS

The City of Crosslake is proposing to complete a mill and overlay of the street within the project area. Per the city engineer, 1.5" of pavement would be removed and then replaced with a new layer of pavement (1.5" thick).

Per request, you desire to know the benefit (if any) as it impacts properties in the project area.

Given the existing condition of the road, the proposed project is logical.

If any of the above descriptions change, the benefit due to the project could differ.

HIGHEST AND BEST USE

The subject project area is located in the northern portion of the city in an area of mostly residential and vacant land uses.

The City of Crosslake is a northern Minnesota Community that is comprised of multiple, well-known lakes. One of the main industries of the city is tourism to the nearby lakes and cabin owners. A majority of the city is comprised of residential and wooded land. There are also some industrial, office, and commercial uses as well.

Existing owners in the project area appear to update their property as needed when site and building components wear out or become dated. Owners in the overall area commonly pave their driveways, either with asphalt or concrete. Therefore, it is logical to update the road infrastructure to the subject properties, as these are essential property characteristics that are expected in the market.

An informed buyer would consider the condition of the road, traffic flow, and traffic management. A well-constructed and good condition road provides aesthetic appeal to a property and efficient/safe traffic flow. Given a choice, a potential informed buyer would likely prefer a newer road in good condition over a deteriorating road in inferior condition.

If replacement of components of real estate near the end of their economic life in a home or building is postponed, it can be costlier in the long run; delays in replacing components can result in incurring higher interim maintenance costs and potential difficulty in marketing the property. Also, it is typical for the cost of the replacement of an improvement to increase over time. It is logical and prudent for market participants to update/replace dated components when needed.

When considering the project area, current market, zoning, future land use, etc., the highest and best use of the surrounding properties in the project area is for the continued various uses with the proposed infrastructure improvements.

DISCUSSION OF MARKET BENEFIT

Listed below are the factors that will be taken into consideration concerning the potential benefit to the properties.

Description	Existing Improvements	Change
1) Road Surface	**Average -**	**Good, mill & overlay**
2) Base Condition	Average	Average
3) Curb	None	None
4) Drainage	Average	Average
5) Storm Sewer	None	None
6) City water	None	None
7) City sewer	None	None
8) Sidewalk	Partial, asphalt on norther side of road	Partial, asphalt on norther side of road
9) Street Lights	Average	Average
10) Functional Design of Road	**Dated**	**Good, new**
11) Traffic Management	Average	Average
12) Pedestrian Use (biking, walking, etc.)	**Fair**	**Good**
13) Median	n/a	n/a
14) Road Proximity to Properties	n/a	n/a
15) Dust	n/a	n/a
16) Visual Impact on Properties	**Dated**	**Good**

Based on the preceding grid, the subject properties will improve in 4 of the 16 categories. Market participants generally recognize that roads need replacing when nearing the end of a long economic life or updating when the surface condition is deteriorating.

A typical buyer in the subject market commonly prefers a good condition paved road surface versus a poor or fair paved condition road. In addition to visual benefit, new street improvements provide better and safer use for pedestrians (biking, walking, stroller, rollerblading, etc.) and drivers. The proposed project will enhance the appeal of adjoining properties, potential for updating, and resale of homes.

Based on past appraisals, experience, and general market information, it is not uncommon for properties similar to those in the subject market to realize an increase in price for new street improvements.

Given the scope of the project, properties in the area with the proposed street improvements could see the following benefits (presented as a range). The benefits reflect properties with direct access or frontage along the road. Indirect benefit for properties not abutting the road is not provided in this report.

- **Single-Family Residential - Lake Frontage** — $2,000 to $3,500 per buildable lot
- **Single-Family Residential - Non-Lake Frontage** — $1,500 to $3,000 per buildable lot
- **Commercial** — $0.15 to $0.25 per SF of useable site area
- **Vacant Residential Land (large lot) – Non-Lake Frontage (0 to 5 acres)** — $0.05 to $0.10 per SF of useable site area
- **Vacant Residential Land (large lot) – Non-Lake Frontage (5+ acres)** — $0.01 to $0.03 per SF of useable site area

Note: The above ranges would be applied to a hypothetical 7-acre site with the first 5 acres receiving the primary benefit and the next 2 acres the secondary benefit.

- **Vacant Residential Land (single-homesite) – Lake Frontage (0 to 1 acre)** — $2,000 to $3,500 per buildable lot
- **Vacant Residential Land (large lot) – Lake Frontage (1 to 5 acres)** — $0.06 to $0.12 per SF of useable site area
- **Vacant Residential Land (large lot) –Lake Frontage (5+ acres)** — $0.02 to $0.04 per SF of useable site area

Note: The above ranges would be applied to a hypothetical 7-acre site with the first 5 acres receiving the primary benefit and the next 2 acres the secondary benefit.

- **Religious (improved or vacant land) – Non-Lake Frontage (0 to 5 acres)** — $0.08 to $0.12 per SF of useable site area
- **Religious (improved or vacant land) – Non-Lake Frontage (5+ acres)** — $0.01 to $0.03 per SF of useable site area

Note: The above ranges would be applied to a hypothetical 7-acre site with the first 5 acres receiving the primary benefit and the next 2 acres the secondary benefit.

• **Public (improved or vacant land) – Non-Lake Frontage (0 to 5 acres)**	$0.08 to $0.12 per SF of useable site area
• **Public (improved or vacant land) – Non-Lake Frontage (5+ acres)**	$0.01 to $0.03 per SF of useable site area
• **Mobile Home Community**	$0.01 to $0.03 per SF of useable site area
• **Townhome Units/Condominium Units**	$500 to $1,000 per unit

Note: The above benefit considers only the scope of the project. Higher value buildings or larger lots are on the upper end of the ranges. Properties on corners, with one street being improved and the other not, might receive less than the above ranges (for example 50% of the benefit).

CONCLUSION

The market benefit range is based on an analysis of the overall market and does not reflect an appraisal of a specific property or properties.

If you have additional questions, please do not hesitate to contact us.

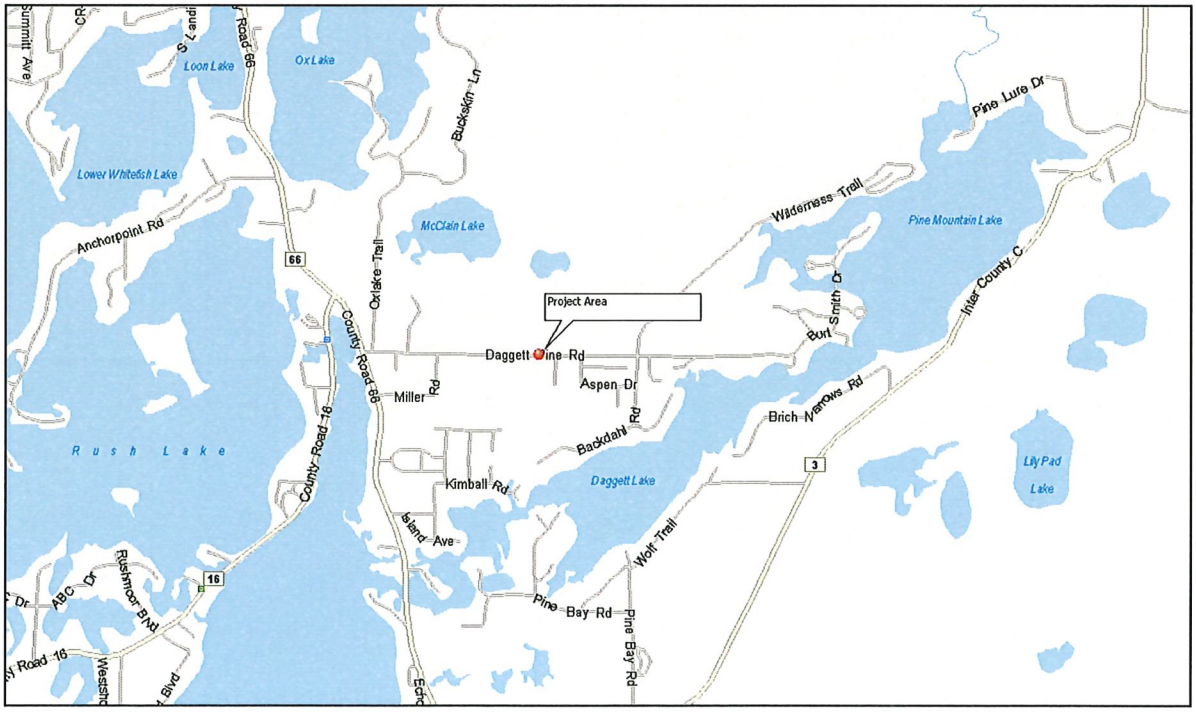
Sincerely,

Ethan Waytas, MAI
Certified General MN 40368613

William R. Waytas, SRA
Certified General MN 4000813

Enclosures: Location Map, Aerial Map View of Project, Subject Photos, Qualifications

LOCATION MAP



AERIAL VIEW OF PROJECT MAP

The red line reflects the indicated project area.

STREET PHOTOGRAPHS

Street view

Street view

Street view

Street view

Street Photographs – continued

Street view

Street view

Street view

Street view

Street Photographs – continued

Street view

Street view

Street view

Street view

Street Photographs – continued

Street view

Street view

Street view

Street view

Street Photographs – continued

Street view

Street view

DEFINITIONS

MARKET VALUE - The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

(A) buyer and seller are typically motivated;

(B) both parties are well informed or well advised, and acting in what they consider their own best interests;

(C) a reasonable time is allowed for exposure in the open market;

(D) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and

(E) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Source: Dictionary of Real Estate Appraisal, Seventh Edition, Appraisal Institute

EXTRAORDINARY ASSUMPTIONS & HYPOTHETICAL CONDITIONS

As stated by USPAP;

Extraordinary Assumption: An assumption, directly related to a specific assignment, which, if found to be false, could alter the appraiser's opinions of conclusions.

None noted.

Hypothetical Condition: That which is contrary to what exists but is supposed for the purpose of analysis.

The provided conclusions assume the project is completed on the same day as the effective date.

The above noted assumptions might have affected the assignment results.

CERTIFICATION

I certify that, to the best of my knowledge and belief:

1) The statements of fact contained in this report are true and correct.

2) The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analysis, opinions, and conclusions.

3) I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.

4) I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

5) My engagement in this assignment was not contingent upon developing or reporting predetermined results.

6) My compensation for completing this assignment is not contingent upon the development or reporting of predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

7) My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.

8) The reported analyses, opinions and conclusions were developed, and this report has been prepared in conformity with the requirements of the Appraisal Institute's Code of Professional Ethics and Standards of Professional Appraisal Practice, which includes the Uniform Standards of Appraisal Practice.

9) Erin Waytas, MAI (MN Certified General 40368620) viewed the project area and identified properties. Ethan Waytas, MAI and William R. Waytas, SRA did not view the project area or identified properties. Ethan Waytas wrote, analyzed, and selected all the data in the report. William R. Waytas read the report, concurred with the findings, and then co-signed the report.

10) No one provided significant professional assistance to the person signing this report.

11) In accordance with the competency provision USPAP, I have verified that my knowledge, experience and education are sufficient to allow me to competently complete this appraisal. See attached qualifications.

12) As of the date of this report, William R. Waytas and Ethan Waytas have completed the requirements of the continuing education program of the appraisal institute.

13) The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representative.

14) We **have not** provided services as an appraiser, regarding the subject properties within the 3-year period immediately preceding acceptance to this assignment.

Ethan Waytas, MAI
Certified General MN 40368613
Date: see report

William R. Waytas, SRA
Certified General MN 4000813
Date: see report

QUALIFICATIONS

Appraisal Experience

Presently and since 2006, **Ethan Waytas, MAI** has been employed as an employee of Nagell Appraisal Incorporated, an independent appraisal firm (10 employees) who annually prepare 1,500 +/- appraisal reports of all types. He is currently a full time licensed certified general real estate appraiser, partner, and director of the company's IT department.

Properties appraised:

- ***Commercial*** *- low and high-density multi-family, retail, office, industrial, restaurant, church, strip-mall, fast-food, convenience stores, auto-service and repair, cinema, numerous special use properties, golf courses, and subdivision analysis.*
- ***Residential*** *– single-family residences, hobby farms, lakeshore, condominiums, townhouses, REO and land.*
- ***Eminent Domain*** *– extensive partial and total acquisition appraisal services provided to numerous governmental agencies and private owners.*
- ***Special Assessment*** *– numerous street improvement and utilities projects for both governmental and private owners.*
- ***Clients*** *- served include banks, savings and loan associations, trust companies, corporations, governmental bodies, relocation companies, attorneys, REO companies, accountants and private individuals.*
- ***Area of Service -*** *most appraisal experience is in the greater Twin Cities Metro Area (typically an hour from downtown metro). Numerous assignments throughout Minnesota.*

Testimony

-- Court, commission, mediation testimony, etc. has been given

Professional Membership, Associations & Affiliations

License: Certified General Real Property Appraiser, MN License #40368613
Holds the MAI designation from the Appraisal Institute

Education

-- Graduate of the University of Minnesota: College of Science and Engineering, Twin Cities Campus
Bachelor of Science in Computer Science, with distinction, 3.86 GPA.

-- **General & Professional Practice Courses & Seminars**
-- Basic Appraisal Procedures
-- Basic Appraisal Principles
-- 2012-2013 15-Hour National Uniform Standards of Professional Appraisal Practice
-- General Appraiser Sales Comparison Approach
-- General Appraiser Income Approach – Part 1
-- General Appraiser Income Approach – Part 2
-- Advanced Income Capitalization
-- General Appraiser Report Writing and Case Studies
-- Real Estate Finance, Statistics and Valuation Modeling
-- 2014-2015 7-hour National USPAP Update Course
-- General Appraiser Site Valuation & Cost Approach
-- Advanced Market Analysis and Highest & Best Use
-- Advanced Concepts & Case Studies
-- Quantitative Analysis

Appraisal Experience

Presently and since 1985, **William R. Waytas** has been employed as a full time real estate appraiser. Currently a partner and President of the Nagell Appraisal & Consulting, an independent appraisal firm (10 employees) who annually prepare 1,500 +/- appraisal reports of all types. Mr. Waytas was employed with Iver C. Johnson & Company, Ltd., Phoenix, AZ from 1985 to 1987.

Properties appraised:

- ***Commercial*** *- low and high-density multi-family, retail, office, industrial, restaurant, church, strip-mall, fast-food, convenience stores, auto-service and repair, hotel, hotel water park, bed & breakfast, cinema, marina, numerous special use properties, and subdivision analysis.*
- ***Residential*** *– single-family residences, hobby farms, lakeshore, condominiums, townhouses, REO and land.*
- ***Eminent Domain*** *– extensive partial and total acquisition appraisal services provided to numerous governmental agencies and private owners.*
- ***Special Assessment*** *– numerous street improvement and utilities projects for both governmental and private owners.*
- ***Review*** *– residential, commercial and land development.*
- ***Clients*** *- served include banks, savings and loan associations, trust companies, corporations, governmental bodies, relocation companies, attorneys, REO companies, accountants and private individuals.*
- ***Area of Service -*** *most appraisal experience is in the greater Twin Cities Metro Area (typically an hour from downtown metro). Numerous assignments throughout Minnesota.*

Professional Membership, Associations & Affiliations

License: Certified General Real Property Appraiser, MN License #4000813.
Appraisal Institute: SRA, Senior Residential Appraiser Designation,
General Associate Member
Employee Relocation Council: CRP Certified Relocation Professional Designation.
International Right-Of-Way Association: Member
HUD/FHA: On Lender Selection Roster and Review Appraiser
DNR: Approved appraiser for Department of Natural Resources

Testimony

-- Court, deposition, commission, arbitration & administrative testimony given.

Mediator

-- Court appointed in Wright County.

Committees

-- President of Metro/Minnesota Chapter, 2002, Appraisal Institute.
-- Chairman of Residential Admissions, Metro/MN Chapter, AI.
-- Chairman Residential Candidate Guidance, Metro/Minnesota Chapter, AI.
-- Elm Creek Watershed Commission, Medina representative 3 years.
-- Medina Park Commission, 3 years.

Education

-- Graduate of Bemidji State University, Minnesota. B.S. degree in Bus. Ad.
-- During college, summer employment in building trades (residential and commercial).
-- Graduate of Cecil Lawter Real Estate School. Past Arizona Real Estate License.

-- **General & Professional Practice Courses & Seminars**
-- Course 101-Introduction to Appraising Real Property.
-- Numerous Standards of Professional Practice Seminar.
-- Fair Lending Seminar.
-- Eminent Domain & Condemnation Appraising.
-- Eminent Domain (An In-Depth Analysis)
-- Property Tax Appeal
-- Eminent Domain
-- Business Practices and Ethics
-- Scope of Work
-- Construction Disturbances and Temporary Loss of Going Concern
-- Uniform Standards for Federal Land Acquisitions (Yellow Book Seminar)
-- Partial Interest Valuation Divided (conservation easements, historic preservation easements, life estates, subsurface rights, access easements, air rights, water rights, transferable development rights)

Commercial/Industrial/Subdivision Courses & Seminars
-- Capitalization Theory & Techniques
-- Highest & Best Use Seminar
-- General & Residential State Certification Review Seminar
-- Subdivision Analysis Seminar.
-- Narrative Report Writing Seminar (general)
-- Advanced Income Capitalization Seminar
-- Advanced Industrial Valuation
-- Appraisal of Local Retail Properties
-- Appraising Convenience Stores
-- Analyzing Distressed Real Estate
-- Evaluating Commercial Construction
-- Fundamentals of Separating Real Property, Personal Property and Intangible Business Assets

Residential Courses & Seminars
-- Course 102-Applied Residential Appraising
-- Narrative Report Writing Seminar (residential)
-- HUD Training session local office for FHA appraisals
-- Familiar with HUD Handbook 4150.1 REV-1 & other material from local FHA office.
-- Appraiser/Underwriter FHA Training
-- Residential Property Construction and Inspection
-- Numerous other continuing education seminars for state licensing & AI

Speaking Engagements

-- Bankers
-- Auditors
-- Assessors
-- Relocation (Panel Discussion)

Publications

-- Real Estate Appraisal Practice (book): Acknowledgement
-- Articles for Finance & Commerce and Minnesota Real Estate Journal

6.

BOLTON & MENK

Real People. Real Solutions.

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Fax: (218) 825-0685
Bolton-Menk.com

February 29, 2024

Pat Wehner, Public Works Director
City of Crosslake
37028 County Road 66
Crosslake, MN 56442

RE: Proposal for Professional Engineering Services – Harbor Lane Improvement

Dear Pat:

Per your request, Bolton & Menk has prepared this proposal for engineering services to provide engineering services for planning and design of road and trail improvements to Harbor Lane. In 2021, the City of Crosslake initiated discussion of improving Harbor Lane. Due to a lack of recorded right-of-way for a portion of the existing roadway, the improvement of Harbor Lane was delayed.

Since that time, the City has obtained geotechnical boring information, completed preliminary road/trail layouts, and corresponded with property owners along Harbor Lane to discuss acquisition of right-of-way and the development of an off-road trail adjacent to Harbor Lane. Based on those interactions, we understand that property owners are open to working with the City to establish a permanent right-of-way for Harbor Lane and support adding a trail. Furthermore, we understand that Ideal Township would be interested in working with the City of Crosslake to continue the trail beyond the City boundary.

To complete the engineering design, easement/right-of-way acquisition, and preparation of construction plans, we will need to obtain topographic survey information beyond the existing pavement, identify new improvements along the road corridor, and identify any adjacent wetlands. We understand that the City will assess a portion of the project cost based on Chapter 429 procedures, which would require preparation of a Feasibility Study and facilitation of a Public Improvement Hearing.

Scope:
To assist the City of Crosslake, we propose the following scope of services:

Field Services - Field service will include field topographic collection within the proposed road and trail alignment area and delineation of adjacent wetland features. Wetland delineation work is anticipated to begin in April or May depending upon weather conditions.

Preliminary Engineering/Market Benefit Appraisal – Preliminary engineering will include preparation of a Feasibility Report to meet Chapter 429 procedures. We would hire a company

to provide an appraisal opinion of market benefit for the proposed improvements and include that information in the report. We would schedule and conduct a Public Improvement Hearing per Chapter 429.

Final Engineering, Right-of-way Acquisition, and Construction Plan Preparation – Construction plans and specifications would be prepared for the City to conduct public bidding of the proposed improvements. We would use the final plans to obtain required regulatory permits and work with utility companies to address potential conflicts. We would assist with right-of-way acquisition, field stake acquisition areas and work with property owner and City Attorney on conveyance and recording documents.

Professional Fee:

Based on our understanding of the City request, we estimate a total cost of $65,438 to provide the professional services outlined previously. We propose to provide our fee as hourly work, not to exceed the total fee based on the work elements described in this proposal.

Service Provided	Fee
Field Services[1] – Survey and Wetland Delineation	$11,716
Preliminary Engineering, Market Benefit Appraisal[2]	$14,368
Final Engineering, Right-of-way Acquisition, and Construction Plan Preparation	$39,354
Public Bid, Award, Contract Preparation, Construction Staking & Observation	TBD
[1] Includes $2,500 budget for wetland delineation services [2] Includes $2,000 budget to hire Nagell Appraisal Incorporated	

Schedule:

We propose to begin immediately upon receipt of a notice to proceed with the following general schedule:

- Field Services — March - May 2024
- Preliminary Engineering — May - July 2024
- Public Improvement Hearing — August 2024
- Complete Construction Plans — December 2024
- Public Bid & Award — January/February 2025
- Construction — Summer 2025

We appreciate the opportunity to assist the City of Crosslake. Please feel free to contact me at 218-821-7265 or via email at Phillip.Martin@bolton-menk.com if you have any questions regarding our proposal for professional services to the City of Crosslake.

Respectfully submitted,
Bolton & Menk, Inc.

Phillip M. Martin, P.E.
Principal Engineer