

**SPECIAL COUNCIL MEETING
CLOSED SESSION
CITY OF CROSSLAKE
MONDAY, AUGUST 9, 2021
6:00 P.M. – CITY HALL**

The City Council will meet in closed session at a Special Council Meeting on Monday, August 9, 2021 at 6:00 P.M. for the purpose of discussing land litigation issues on Perkins Road in City Hall pursuant to State Statute 13D.05, subd. 3(b).

**AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, AUGUST 9, 2021
7:00 P.M. – CITY HALL**

A. CALL TO ORDER

1. Pledge of Allegiance
2. Approval of Additions to the Agenda

B. PUBLIC FORUM – Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the Mayor, each speaker is given a three-minute time limit.

C. CONSENT CALENDAR – NOTICE TO THE PUBLIC – All items here listed are considered to be routine by the City Council and will be acted on by one **motion**. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Special Joint Council Meeting with Public Works Commission Minutes of June 7, 2021
2. Special Council Meeting Minutes of July 2, 2021
3. Special Joint Council Meeting with Public Works Commission Minutes of July 6, 2021
4. Regular Council Meeting Minutes of July 12, 2021
5. Special Council Meeting Minutes of July 21, 2021
6. Preliminary Draft Month End Revenue Report dated July 2021
7. Preliminary Draft Month End Expenditures Report dated July 2021
8. Preliminary Draft Balance Sheet dated July 2021
9. City Hall Construction Project Costs of 7/31/2021
10. Police Report for Crosslake – July 2021
11. Police Report for Mission Township – July 2021
12. Fire Department Report – July 2021
13. North Memorial Ambulance Run Report – June 2021
14. Planning and Zoning Monthly Statistics
15. Planning and Zoning Commission Meeting Minutes of June 25, 2021
16. Crosslake Parks, Recreation and Library Commission Meeting Minutes of 6/23/21
17. Monthly Park Report – July 2021
18. Waste Partners Recycling Report for June 2021
19. Bills for Approval
20. Additional Bills for Approval

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Notice of WAPOA's Annual Meeting and 50th Anniversary Celebration
2. Cindy Myogeto of Chamber of Commerce – Permission to Host Crosslake Days Chili Cook-Off and Close Part of Pioneer Drive on 9/25/21 (Council Action-Motion)
3. Resolution Accepting Donations (Council Action-Motion)
4. Memo dated August 4, 2021 from City Clerk Re: Commission Appointments (Council Action-Motion)
5. Fire Hall Remodel Costs
 - a. Change Order No. 079439.09 Mold Mitigation in the Amount of \$9,352.70 (Council Action-Motion)
 - b. Change Order No. 079439.17 Electrical Changes by Owner in the Amount of \$13,525.18 (Council Action-Motion)
 - c. Air Test Proposals from Service Master, Pure One Services, IEA, Inc. and Braun Intertec (Council Action-Motion)

E. CITY ADMINISTRATOR'S REPORT

1. Proposal from Digital Horizons for Recorder Swapout (Council Action-Motion)
2. Resolution to Accept the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act (Council Action-Motion)
3. Set Date for 2022 Budget Workshop (*suggested August 18 at 3pm*) (Council Action-Motion)
4. Employee Recognition
5. Updated Resolution Vacating Property at End of Norway Trail (Council Action-Motion)

F. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY
 - a. Memo dated August 3, 2021 from TJ Graumann Re: Erickson Subdivision Park Dedication Recommendation (Council Action-Motion)
 - b. Memo dated August 3, 2021 from TJ Graumann Re: Arvig Communications Subdivision Park Dedication Recommendation (Council Action-Motion)
 - c. Memo dated August 3, 2021 from TJ Graumann Re: Goerges Subdivision Park Dedication Recommendation (Council Action-Motion)
 - d. Memo dated August 3, 2021 from TJ Graumann Re: Holden Subdivision Park Dedication Recommendation (Council Action-Motion)
 - e. Memo dated August 3, 2021 from TJ Graumann Re: Limited Use Agreement with Ellestads at 38652 South Landing (Council Action-Motion)
 - f. Update on Right-of-Way Encroachment
2. PLANNING AND ZONING
 - a. Ordinance Amending Chapter 42, Article VI Naming Unnamed Roads as Serenity Land and Woody Lane and Adding the Road Names to the Master Road Name Index (Council Action-Motion)
3. PUBLIC SAFETY
 - a. Memo from Chief Lohmiller Re: Resolution in Support of Applying for \$10,000 Sourcewell – Community Match Grant Funds (Council Action-Motion)

- b. Memo dated August 9, 2021 from Erik Lee Re: Air Conditioner in Police Garage (Council Action-Motion)
- c. Memo dated August 9, 2021 from Erik Lee Re: Police Department Promotional Item (Council Action-Motion)

4. PUBLIC WORKS/SEWER/CEMETERY

- a. Resolution Receiving Updated Supplemental Information for the Feasibility Report and Setting the Date for Public Hearing on Sewer Extension Project (Council Action-Motion)
- b. Resolution Receiving Feasibility Report Update on Road Improvements (Council Action-Motion)
- c. Letter dated June 3, 2021 from Bolton & Menk Re: Proposal for Professional Engineering Services – CSAH 66/CSAH 3 Stormwater (Council Action-Motion)
 - 1. Email dated August 5, 2021 from Melissa Barrick Re: Stormwater Pine River Dam

G. PUBLIC FORUM - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the Mayor, each speaker is given a three-minute time limit.

H. CITY ATTORNEY REPORT

I. NEW BUSINESS

J. OLD BUSINESS

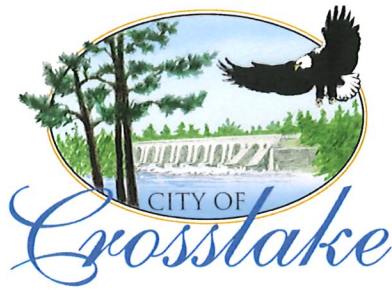
- 1. Letter dated July 23, 2021 from Joseph Christensen Re: Hillcrest Beach Right-of-Way
- 2. Email dated July 26, 2021 from Cindy Gibbs Re: Hillcrest Beach Access

K. ADJOURN

C. 20.

ADDITIONAL BILLS FOR APPROVAL
August 9, 2021

VENDORS	DEPT	AMOUNT
Anderson Brothers, topsoil, sand	PW	185.65
AT&T, cell phon and ipad charges	ALL	973.39
AW Research, water testing	Sewer	291.60
Baker & Taylor, books	Library	57.48
Blakeman Portable Toilets, toilet rental	Cemetery	112.74
Bolton & Menk, general engineering	PW	9,672.50
Bolton & Menk, 2022 road projects	PW	9,708.00
Bolton & Menk, sewer extension	Sewer	520.00
Bolton & Menk, stormwater	PW	695.00
Crosslake Drug, epipens and glucometers	Fire	440.00
CTC I.T., july 2021 i.t. labor	ALL	900.00
David Drown Associates, continuing disclosure reports	Gov't	1,000.00
Demco, office supplies	Library	238.46
Elizabeth Skagen, marketing and communication	EDA	625.00
Great Northern Environmental, lamps	Sewer	761.68
Lakes Area Rental, concrete saw rental	Park	131.00
Mastercard, Amazon, brass fill valve	Park	43.79
Mastercard, Amazon, ethernet cord, exercise cords	Park	217.79
Mastercard, Foremost Promotions, junior badges	Police	218.09
Mastercard, Tennis Point, crack repair system	Park	75.06
Mastercard, Vistaprint, metal signs	Park	106.25
Mastercard, Yes Music, silver sneakers cd	Park	8.95
MCSI, maintenance contract	Park	52.99
North Memorial Ambulance, july 2021 subsidy	Ambulance	1,100.00
Northern Septic Maintenance, pump and haul biosolids	Sewer	4,725.60
Streichers, ammo	Police	639.70
Streichers, uniform	Police	260.00
The Office Shop, double sided tape, receipt books	Library	29.47
The Office Shop, copy paper	PZ/Admin	149.96
TOTAL		33,940.15



City of Crosslake
POLICE DEPARTMENT
13888 Daggett Bay Rd
Crosslake, MN 56442
Police Chief Erik J. Lee
OFFICE: 218/692-2222 • FAX 218/692-3076

F. 3. b.

Memorandum

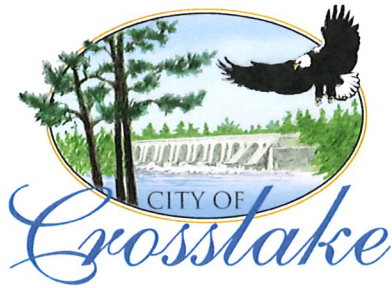
Date: August 9, 2021
From: Erik Lee
Subject: Air Conditioner in Police Garage

Mayor/City Council,

I request permission to contact Crosslake Sheet Metal to receive a quote on the cost of installing an air conditioner in the police department garage. There are two micro units that use to be in the old Crosslake Police Office and garage that could be used for the current garage.

Respectfully,

Erik Lee
Police Chief



City of Crosslake
POLICE DEPARTMENT
13888 Daggett Bay Rd
Crosslake, MN 56442
Police Chief Erik J. Lee
OFFICE: 218/692-2222 • FAX 218/692-3076

F.3.C.

Memorandum

Date: August 9, 2021
From: Erik Lee
Subject: Police Department Promotional Item

Mayor/City Council,

I request permission to use donation funds to purchase RTIC Tumblers with Crosslake Police Department Logo. The idea would be to sell the tumblers and recoup the monies used to purchase. The cost of the tumblers would also cover the cost of an additional RTIC Cooler that would be raffled off. Each tumbler sold (100) would include a raffle ticket for a chance to win the cooler. The cost of the project would be minimal using donated funds. I have spoken with the family that made the donation and they are very happy that their donation would be used in this fashion. Attached is the sample of what would be purchased. It does not include the actual artwork that will be used. If the items can be purchased this week, we should be able to sell the tumblers during Crosslake Days and the Police Department's celebration of winning the Chili Contest!

Respectfully,

Erik Lee
Police Chief

284c ● 429c





**BOLTON
& MENK**

Real People. Real Solutions.

F.4.C.
7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

June 3, 2021

sent via email

Mike Lyonais - City Administrator
City of Crosslake
13888 Daggett Bay Rd
Crosslake, MN 56442

John Forney
Water Quality Committee

RE: Proposal for Professional Engineering Services - CSAH 66/CSAH 3 Stormwater, Crosslake, MN

Mr. Lyonais and Mr. Forney:

At the May 10, 2021 Council Meeting, we were asked to review and consider the proposed water quality improvement being considered along CSAH 66 and CSAH 3 near the Pine River in Crosslake. The improvement would be the third phase of comprehensive stormwater quality improvements along CSAH 66. Bolton & Menk is very familiar with the project having secured funding and completed design of the second phase located between CSAH 16 and the Fire Hall.

On May 24, 2021, we met with members of the Water Quality Committee and City staff to discuss some of the history, scope of the work proposed by WSN, and goals of the proposed stormwater improvement. We recognize the drainage area is largely confined by roadway right of way, intense impervious coverage, limited parking, and significant overlap with US Army Corps of Engineers (ACOE) property. Therefore, we understand structural practices, such as hydrodynamic separators (HDS), have emerged as a primary option for treatment. Bolton & Menk water resources professionals led by Tim Olson (credentials enclosed) have designed and constructed numerous HDS units under a variety of applications and have made recommendations for HDS applicability. We also have provided recommendations to enhance water quality by providing alternative structure configurations.

Based on our understanding, Bolton & Menk has prepared this proposal for engineering services to evaluate stormwater improvement options along CSAH 66 and CSAH 3 near the Pine River. This proposal contains two options for the City to consider as described below.

Evaluation Option 1 – This evaluation option parallels the basic HDS treatment in an area with spatial constraints as identified by the Water Quality Committee. Bolton & Menk water resources staff would obtain the water sampling analytical results from A.W. Research Laboratories as quoted to the Crow Wing SWCD and independently evaluate the anticipated performance of HDS structures using the Sizing Hydrodynamic Separators and Manholes (SHSAM) model. Our staff would then confer with various HDS manufacturers regarding their anticipated performance to identify preferred manufacturers. The expertise of our staff allows us to eliminate potential manufacturer bias and consider other pertinent technical parameters that may impact the anticipated water quality benefits of the structure. Bolton & Menk water resources staff will prepare a report summarizing the evaluation results and submit to Melissa

Name: City of Crosslake

Date: June 3, 2021

Page: 2

Barrick (CWC SWCD) for her use in preparation of the grant funding application. We propose to provide our services for this option as a not to exceed cost of **\$6,250** and would have our work completed within 45 days of receiving the analytical testing results.

Evaluation Option 2 - This evaluation option proposes to consider the stormwater improvement on a more comprehensive level and partner with the surrounding stakeholders to increase stormwater quality treatment, provide an opportunity for more comprehensive stormwater management, leverage funding, and provide educational opportunities. We recognize that even the basic assessment described in Evaluation Option 1 will require coordination and approval from ACOE before an HDS improvement can be constructed. We also understand that the National Loon Center is proposed on a significant portion of the ACOE property, currently identified as the Cross Lake Recreation Area. We anticipate that project will trigger stormwater management regulation requiring treatment of impervious surfaces that are created. In addition, it provides an opportunity to enhance water quality treatment of other ACOE property and enhance public education of the importance of freshwater quality, natural resources management, and loon protection. With this option, we would perform all the services as presented in Evaluation Option 1 but also seek to work with the ACOE, the Loon Center, and the Water Quality Committee to identify a mutually beneficial area for installing a bio-retention treatment area with educational kiosk and signage.

Bolton & Menk will use available spatial information, such as Light Detection and Ranging (LiDAR) surface topography, aerial photography, available utility information, and other pertinent data to complete the following scope of services. We will complete the identified tasks within 3 months of notice to proceed for a not to exceed amount of **\$11,990**.

From our experience, we are cautiously skeptical of some of the phosphorus removal claims identified with the HDS approach. Therefore, we believe Evaluation Option 1 falls short of what should be done to identify storm water quality improvement opportunities. We recommend the City proceed with Evaluation Option 2 as it provides the best opportunity to develop a comprehensive storm water quality treatment plan that benefits freshwater quality.

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.

Respectfully submitted,
Bolton & Menk, Inc.



Phillip M. Martin, P.E.
Principal Engineer

Enclosure – *Tim Olson Credentials*



Timothy J. Olson, P.E., CFM
Principal Water Resources Engineer



Real People. Real Solutions.

Education

Master of Science - Civil Engineering, Water Resources
South Dakota School of Mines & Technology

Bachelor of Science - Civil Engineering, Water Resources
South Dakota School of Mines & Technology

Registration

Professional Engineer, Minnesota, Iowa, North Dakota,
Wisconsin

Certifications

FEMA Certified Floodplain Manager

Organizations

Minnesota Society of Professional Engineers

Summary

Tim is a principal water resources engineer who joined Bolton & Menk in 2006. His experience includes project management in both design and construction of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning; innovative best management practice design; detailed hydraulic and hydrologic modeling; drainage design and construction plan review; and NPDES Phase I & II MS4 and construction stormwater permitting requirements. He couples GIS techniques with water resources design and analysis. Tim has a passion for stormwater and water quality education and participates in several stormwater-related steering committees and stakeholder groups. He enjoys facilitating partnerships, developing new relationships, and collaborating with stakeholders to define a common vision and work toward shared goals.

Experience

Surface Water Management Plans and Comprehensive Plans

- Local Water Management Plan, Cities of Forest Lake, Scandia, and Marine on St. Croix, MN
- Surface Water Management Plan, City of Brooklyn Park, MN
- Surface Water Management Plan and Comprehensive Hydraulic Modeling, City of Cottage Grove, MN
- Comprehensive Plan Assistance, Cities of Brooklyn Park, Farmington, Rosemount, Faribault, Forest Lake, Scandia, Marine on St. Croix, and Cottage Grove, MN

Subwatershed Area Planning

- JD 4 Stormwater Management Assessment, City of Forest Lake, MN
- West Draw Development Assessment, City of Cottage Grove, MN
- Opportunity Site Stormwater Planning, City of Brooklyn Center, MN
- Downtown Area Stormwater Analysis and Planning, City of Forest Lake, MN
- Clear Lake Water Quality Assessments, City of Forest Lake, MN
- Cross Lake Water Quality Improvements, City of Crosslake, MN
- Comprehensive Stormwater Modeling and Improvements, City of Northfield, MN
- Regional Stormwater Management Planning, City of Morton, MN

Stormwater Management and Water Quality Improvements

- The Artery, City of Hopkins, MN
- Square Lake Park Improvements, Washington County, MN
- Clear Lake Water Quality Improvements, City of Forest Lake, MN
- Forest Lake Area Schools Stormwater Reuse, City of Forest Lake, MN
- 21st Street Water Quality Improvements, City of Hastings, MN
- Cross Lake Water Quality Improvements, City of Crosslake, MN
- Chisago County Ravine Restoration Projects, Chisago County, MN
- Stormwater Pond Improvements, City of Monticello, MN

F.4.c.1

From: Melissa Barrick <melissa@cswgcd.org>
Sent: Thursday, August 5, 2021 11:04 AM
To: mlyonais@crosslake.net
Subject: Re: CSAH 66/CSAH 3 Storm Water Study Proposal
Attachments: Crosslake Stormwater Pine River Dam Sample 07.28 (2)(1).mp4; Crosslake Stormwater Pine River Dam Sample 07.28 (3)(1).mp4

Dear Mike,

I have reviewed the Bolton Menk CSAH 66/CSAH3 Stormwater Study Proposal. I recommend the City Council pursues Option number 2. This project will be complicated because of the land ownership and location of the HWY system. We will have a more successful project if we coordinate efforts between the Loon Center, CWC Highway, and ACOE in beginning of the project as described in option number two.

See video of the stormwater going into the Pine River from the Culvert.

Thank you for your consideration. We appreciate the effort that the City of Crosslake has taken to manage its stormwater.

Please keep me posted as the City Council acts on this proposal.

Thank you again.



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