

CITY OF TONKA BAY
AGENDA
March 8, 2022
7:00 pm

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA¹
 - A. Minutes of the Regular City Council Meeting from February 22, 2022
 - B. January 2022 Financial Report
 - C. Manitou Parking Lot Reconstruction Pay Voucher #1
 - D. Resolution 22-11: Re-establishing Tonka Bay Precinct & Polling Place
5. MATTERS FROM THE FLOOR² (*maximum time of five minutes per person*)
6. PUBLIC HEARING
 - A. None
7. OLD BUSINESS
 - A. Interim City Clerk Agreement
8. NEW BUSINESS
 - A. WSB Staffing Update
 - B. Deputy City Clerk Position
 - C. Return to In-Person Meetings Discussion
9. MATTERS FROM THE FLOOR² (*maximum time of five minutes per person*)
10. REPORTS
 - A. Administrator's Report
 - B. Contract Staff Report(s)
 - C. Jeff Anderson: Finance, Fire Lanes and Public Access, Technology
 - D. Kristin Viger: Parks and Docks, Sanitation and Recycling
 - E. Bill LaBelle: Building Inspection, Municipal Buildings and Grounds
 - F. Tim Connelly: EFD, Commercial Marinas, LMCD
 - G. Adam Jennings: SLMPD, Administration, Public Works, Employee Advisory Board
11. ADJOURNMENT

¹All matters listed within the Consent Agenda are considered to be routine items to be enacted upon by one City Council motion. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.

²For individuals who wish to address the Council on subjects which are not a part of the meeting agenda. Typically, the Council will not take action on items presented at this time but will refer them to staff for review, action and/or recommendation for future Council action.

ITEM 4A

**DRAFT MINUTES
TONKA BAY CITY COUNCIL
REGULAR MEETING
FEBRUARY 22, 2022**

1. CALL TO ORDER

The regular semi-monthly meeting of the Tonka Bay City Council was called to order at 7:00pm.

2. ROLL CALL

Members present: Mayor Jennings, Councilmembers Viger, LaBelle, Connelly and Anderson. Also present were City Administrator Dan Tolsma and City Attorney Jason Hill.

3. APPROVAL OF AGENDA

Anderson moved to approve the agenda. LaBelle seconded the motion. Ayes: Viger, LaBelle, Connelly, Anderson, Jennings. Motion carried.

4. CONSENT AGENDA

A. Minutes of the Regular City Council Meeting from February 8, 2022
Anderson moved to approve the consent agenda. Connelly seconded the motion. Ayes: Viger, LaBelle, Connelly, Anderson, Jennings. Motion carried.

5. MATTERS FROM THE FLOOR

None.

6. PUBLIC HEARINGS

None.

7. OLD BUSINESS

A. Offer letter of employment – Hill

Hill explains this is a provisional offer to Mark Johnson and is good for about 60 days. It's non union and it's agreeable with all sides. Jennings wants to clarify the provisional date is up to April 25th. Hill said the original offer letter was never given to Johnson so this starts now. Jennings asks for comments and hearing none asks for a motion.

Anderson makes a motion to make this offer of employment to Mark Johnson. Connelly seconded the motion. Ayes: Anderson, Connelly, Labelle, Viger, Jennings. Motion carried.

B. Special Event Permits (2) : Manitou Park Baseball field – Tolsma

Tolsma recommends going forward with the Mtka Baseball Association permit and he advises not to take any action on the Mariners permit. Jennings asks for comments

and seeing none asks for a motion. LaBelle wants to specify deleting the 3-5 pm, Monday thru Thursday Mariners section of the schedule. Tolsma recommends including the Mtkka Baseball Association letter for the record.

Anderson makes a motion to grant the ball field to the Mtkka Baseball Association for the 2022 season as outlined on the grids in the current packet. Viger seconds. Labelle wants to thank Mr. Becker for his work on this. Viger also wants to recognize Tolsma's work on this process. Ayes: Anderson, Connelly, Labelle, Viger, Jennings. Motion carried.

8. NEW BUSINESS

A. Temporary City Treasurer Hourly Rate Increase – Tolsma

Tolsma recognizes the increased work load during staff shortages and therefore recommends a temporary salary increase. Jennings wonders if this would carry through during the proposed interim city clerk time and Tolsma said the interim clerk would not be full time so the budgetary impact wouldn't be great.

Anderson makes a motion for a temporary \$5 per hour increase to the City Treasurer for the next 30 days after the start date of the new city clerk position. Connelly seconds. Ayes: Anderson, Connelly, Labelle, Viger, Jennings. Motion carried.

B. Interim City Clerk Agreement – Tolsma

Tolsma said he is just looking for direction on this. Tolsma said if the council is in agreement on the general concept he would put together an agreement and put it forth at the next meeting. He said there could also be transition assistance for the new city clerk anticipated in mid April.

Anderson makes a motion to approve an interim city clerk for approximately 15-20 hours per week at \$45 per hour. Connelly seconds. Ayes: Anderson, Connelly, Labelle, Viger, Jennings. Motion carried.

9. MATTERS FROM THE FLOOR (maximum time of five minutes per person)

None.

10. REPORTS

A. Administrator's Report – Regarding liability for dock permits he felt it was clearly stated in the policy except he didn't notice a specific amount. Also, the fire department is interested in performing a live practice burn in Tonka Bay. Connelly said the address is 30 Pearl Street. Dates are very vague, and it could be in the next year or two.

B. Contract Staff Report(s)

C. Jeff Anderson – Finance, Fire Lanes and Public Access, Technology

D. Kristin Viger – Parks and Docks, Sanitation and Recycling – Viger reported the dock construction is about 40% installed, the longer pilings worked well so it was money well spent. It is on track to finish on time. The Manitou baseball/softball field design is moving forward and will be going in front of the Parks Commission for recommendations. It will go out for bids in April for field construction and hope to be under contract by the end of April. The projected playable will be mid summer 2023. Jennings asks if the \$300,000 grant is matching funds and is there a timeline for spending. Tolsma said the spend down is two or three years. He's waiting on the match component and the qualifications for spending. Viger reminded that the city would be putting up \$20,000 per the application and resolution.

E. Bill LaBelle – Building Inspection, Municipal Building and Grounds

F. Tim Connelly – EFD, Commercial Marinas, LMCD

G. Attorney Report

H. Adam Jennings – SLMPD, Administration, Public Works, Employee Advisory Board

11. ADJOURNMENT

There being no further business, Anderson moved to adjourn the meeting at 7:29 pm. Connelly seconded the motion. Ayes: Anderson, Connelly, Labelle, Viger, Jennings. Motion carried.

Adam Jennings, Mayor

Attest:

Dan Tolsma, City Administrator

CITY OF TONKA BAY
FINANCIAL REPORT
January 31, 2022

FUND#	FUND NAME	4M Fund			Managed Investments		FUND BALANCE
		0.01% CHECKING	0.03% SAVINGS	0.00% Term Investments	0.01% SAVINGS	CD's	
101	General Fund	51,659.61	29.55		498,668.06		550,357.22
407	Park Fund	198,211.49					198,211.49
409	Capital Improvement Fund	254,589.55	16,058.10				270,647.65
411	Water/Sewer Reserve Fund	376,210.49	10,374.65		210,331.48		596,916.62
412	Water Treatment Plant Fund	(121,979.00)					(121,979.00)
601	Water Operating Fund	276,980.43					276,980.43
602	Sewer Operating Fund	163,347.40	5,968.35		92,540.22		261,855.97
603	Garbage Fund	22,016.75			28,389.36		50,406.11
609	Liquor Store Fund	0.00			149,104.14		149,104.14
617	Municipal Dock Fund	108,864.95			161,295.65		270,160.60
651	Storm Water Drainage Fund	4,263.61			111,708.35		115,971.96
652	Recycling Fund	38,069.35					38,069.35
653	Antenna Fund	52,149.84			136,870.98		189,020.82
654	PEG Fund	8,616.69					8,616.69
		1,433,001.16	32,430.65	0.00	1,388,908.24	0.00	2,854,340.05

CITY OF TONKA BAY
INVESTMENT REPORT - UNAUDITED
January 31, 2022

DUE DATE	FUND	CUSIP	LOCATION	AMOUNT	INTEREST RATE
	General Fund-101		Money Market Acct-4MP	29.55	0.05
	Cap Improvement-409		Money Market Acct-4MP	16,058.10	0.05
	Water/Sewer Reserve-411		Money Market Acct-4MP	10,374.65	0.05
	Sewer Operating-602		Money Market Acct-4MP	5,968.35	0.05
	General Fund-101		UBS Select Prime	498,668.06	0.02
	Water/Sewer Reserve-411		UBS Select Prime	210,331.48	0.02
	Sewer Operating-602		UBS Select Prime	92,540.22	0.02
	Garbage Fund-603		UBS Select Prime	28,389.36	0.02
	Liquor Fund-609		UBS Select Prime	149,104.14	0.02
	Dock Fund-617		UBS Select Prime	161,295.65	0.02
	Storm Drain-651		UBS Select Prime	111,708.35	0.02
	Antenna Fund-653		UBS Select Prime	136,870.98	0.02
	Cash available for Investments			<u>1,421,338.89</u>	
	Timed Investments & Cash Total			<u><u>1,421,338.89</u></u>	

CITY OF TONKA BAY
Accounts Payable Verified Accounts

January 31, 2022

Date	Check	Payee	Description	Amount	General	602 Sewer	601 Water
1/3/2022	1898795e	Payment Service Network	2021 Dec gateway fee	\$89.95	53.97	17.99	17.99
1/3/2022	1898794e	Payment Service Network	2021 Dec cc gateway fee	\$5.95	5.95		
1/4/2022	25686	Excelsior Postmaster	2022 Qtr1 Winter Newsletter	\$357.55	286.03	35.76	35.76
1/4/2022	25687	Excelsior Postmaster	2021 Qtr4 utility billing postage	\$222.77	111.39	55.69	55.69
1/6/2022	741466e	Dept of Labor and Industry	2021 Qtr4 building surcharge report	\$505.07	505.07		
1/13/2022	eft	PR01 Direct Deposit	PR01 Wages	\$7,582.79	4,246.36	1,592.39	1,744.04
1/13/2022	481956e	EFTPS	PR01 FIT/SS/MC withheld	\$2,741.48	1,535.23	575.70	630.55
1/12/2022	892192e	MN Dept of Revenue	PR01 SIT withheld	\$527.09	295.17	110.69	121.23
1/13/2022	636203e	PERA	PR01 PERA	\$1,663.19	931.39	349.27	382.53
1/12/2022	1011222e	Nationwide Retirement Solution	PR01 deferred comp program	\$466.87	466.87		
1/12/2022	1011322e	MN State Retirement System	PR01 health care savings plan	\$75.00	75.00		
1/12/2022	11422e	HSA Bank	PR01 HSA contribution	\$203.85	203.85		
1/13/2022	25688	Advance Auto Parts	shop supplies	\$441.71	441.71		
1/13/2022	25689	Abel Heating & Cooling	9 heaters in water plant serviced	\$857.50			857.50
1/13/2022	25690	Aramark Uniform Services	uniforms	\$290.16	158.84	45.03	86.29
1/13/2022	25691	Biffs Inc	muni dock/old orchard 12/1-12/16/21	\$65.71	65.71		
1/13/2022	25692	Bryan Rock Products	54.86 ton 3/4 fine rock (250 West Pt Dr)	\$957.31			957.31
1/13/2022	25693	CenterPoint Energy	utility	\$1,087.05		175.10	911.95
1/13/2022	25694	CenturyLink	utility	\$66.00	22.00	22.00	22.00
1/13/2022	25695	City of Shorewood	2021Q4 5531 Manitou Rd	\$114.45		114.45	
1/13/2022	25696	City of Tonka Bay	2021 Qtr4 utilities	\$347.47	347.47		
1/13/2022	25697	Core & Main LP	Sensus (Flexnet) handheld software support 2/22-	\$2,500.00			2,500.00
1/13/2022	25698	Definitive Technology Solution	computer support 12/22-1/21/22	\$479.72	479.72		
1/13/2022	25699	Excelsior Fire District	2022 Qtr1 fire and safety services	\$63,926.20	63,926.20		
1/13/2022	25700	Gopher State One-Call	2021 Dec locates Tonka Bay	\$16.20		8.10	8.10
1/13/2022	25701	Hawkins Inc	2022 Jan demurrage x 3	\$730.90			730.90
1/13/2022	25702	Hennepin County Treasurer	2022 maintenance on DS200 x 2, OmniBallot x 2	\$824.40	824.40		
1/13/2022	25703	Holton Electric Contractors	work with BSE on settings on breaker/capacitor b	\$465.50			465.50
1/13/2022	25704	Laursen Asphalt Repair Equip	2022 installment on Berner Asphalt Recycler	\$14,625.00	14,625.00		
1/13/2022	25705	Linde Gas & Equipment Inc	shop chemicals 11/20-12/20/21	\$86.10	86.10		
1/13/2022	25706	Menards	park, bldg, arctic fever, shop supplies	\$461.92	461.92		
1/13/2022	25707	MN DNR Eco-Waters	2021 water usage permit	\$290.45			290.45
1/13/2022	25708	MN Dept of Public Safety	2021 EPCRA storage fees Section 302	\$100.00			100.00
1/13/2022	25709	MN PEIP	2022 February health insurance	\$2,059.28	2,059.28		
1/13/2022	25710	MN Rural Water Association	2022 38th Tech Conference Schallberg/Morris	\$500.00			500.00
1/13/2022	25711	Minnesota Teamsters No 320	2022 Jan union dues	\$164.00	164.00		

CITY OF TONKA BAY
Accounts Payable Verified Accounts

January 31, 2022

Date	Check	Payee	Description	Amount	General	602 Sewer	601 Water
1/13/2022	25712	Rachel Myskevitz	2021 Qtr4 mileage reimbursement	\$54.71	54.71		
1/13/2022	25713	Navarre True Value Hardware	bleach	\$125.38	75.93		49.45
1/13/2022	25714	PostNet	2022 Qtr1 Winter newsletter printing	\$875.00	875.00		
1/13/2022	25715	Kenneth N Potts PA	2021 Dec legal prosecution	\$833.33	833.33		
1/13/2022	25716	Republic Services #894	2021 Dec service & fall cleanup	\$19,462.27	19,462.27		
1/13/2022	25717	Rolf Erickson Enterprises Inc	2022 Jan assessing service	\$1,848.16	1,848.16		
1/13/2022	25718	SLMPD	2022 Qtr1 debt service	\$50,510.97	50,510.97		
1/13/2022	25719	Summit Companies	annual fire extinguisher inspections	\$359.00	179.50	89.75	89.75
1/13/2022	25720	Total Control Systems Inc	water tower commincation 10/1-12/31/21	\$135.00			135.00
1/13/2022	25721	USA Blue Book	ph probe	\$293.15			293.15
1/13/2022	25722	Utility Consultants, Inc	2021 Dec water testing	\$40.00			40.00
1/13/2022	25723	Valley-Rich Co Inc	250 West Pt Dr service line repairs	\$6,900.00			6,900.00
1/13/2022	25724	Verizon Wireless	telephone	\$145.45	22.14	87.99	35.32
1/13/2022	25725	WSB & Associates Inc	2021 Nov Manitou Park Improve (parking lot)	\$27,422.50	27,353.50		69.00
1/19/2022	575520e	MN Dept of Revenue	2021 Dec sales & use tax	\$274.00	273.00		1.00
1/20/2022	3048891e	HealthPartners	2022 Jan dental insurance	\$524.17	524.17		
1/27/2022	eft	PR02 Direct Deposit	PR02 Wages	\$7,459.67	4,177.42	1,566.53	1,715.72
1/27/2022	944436e	EFTPS	PR02 FIT/SS/MC withheld	\$3,024.46	1,693.70	635.14	695.62
1/27/2022	4054816e	MN Dept of Revenue	PR02 SIT withheld	\$574.78	321.88	120.70	132.20
1/27/2022	638002e	PERA	PR02 PERA	\$1,716.66	961.33	360.50	394.83
1/27/2022	1012622e	MN State Retirement System	PR02 health care savings plan	\$75.00	75.00		
1/27/2022	1012722e	Nationwide Retirement Solution	PR02 deferred comp program	\$641.63	641.63		
1/27/2022	1012822e	HSA Bank	PR02 HSA contribution	\$203.85	203.85		
1/27/2022	25726	Aramark Uniform Services	uniforms	\$36.04	18.02	9.01	9.01
1/27/2022	25727	Core & Main LP	3/4" iperl meters x 8	\$1,258.72			1,258.72
1/27/2022	25728	ECM Publishers Inc	2022 fee schedule notice	\$35.70	35.70		
1/27/2022	25729	Gopher State One-Call	2022 Jan annual facility operator fee	\$50.00		25.00	25.00
1/27/2022	25730	HealthPartners	2022 Feb health insurance	\$232.84	232.84		
1/27/2022	25731	Henn Co Information Technology	2021 Dec radio fleet fee	\$130.00	130.00		
1/27/2022	25732	Hennepin County Treasurer	2021 Dec swm fee report	\$434.03	434.03		
1/27/2022	25733	Lano Equip Loretto	coupler	\$90.36	90.36		
1/27/2022	25734	LMCD	2022 Qtr1 levy	\$2,244.75	2,244.75		
1/27/2022	25735	Jessica Marie Loftus	Interium City Administrator services 12/14-12/28/:	\$7,440.00	7,440.00		
1/27/2022	25736	Mediacom LLC	online service 01/22-02/21/22	\$79.49	79.49		
1/27/2022	25737	Metro West Inspection Services	2021 Dec bldg inspection	\$44,630.80	44,630.80		
1/27/2022	25738	Morton Salt Inc	22.90 ton road salt	\$1,419.80	1,419.80		

CITY OF TONKA BAY
Accounts Payable Verified Accounts

January 31, 2022

Date	Check	Payee	Description	Amount	General	602 Sewer	601 Water
1/27/2022	25739	Oschmann Employee Screening	FMCSA consortium membership annual x 2	\$180.00	180.00		
1/27/2022	25740	Rolf Erickson Enterprises Inc	2022 Feb assessing fee	\$2,229.16	2,229.16		
1/27/2022	25741	Speedway Fleet	fuel through 01/23/22	\$1,553.92	776.96	388.48	388.48
1/27/2022	25742	Toll Gas & Welding Supply	4348 lbs CO2	\$1,602.55			1,602.55
1/27/2022	25743	Toshiba Business Solutions	copier support & usage 12/1-12/31/21	\$95.98	95.98		
1/27/2022	25744	US Bank	DRI*Esigns, Park donation banner	\$202.73	202.73		
1/27/2022	25745	USA Blue Book	slat bridge x 3	\$298.78			298.78
1/27/2022	25746	Wm Mueller & Sons Inc	82.39 ton sand for salt/sand mix	\$1,079.31	1,079.31		
1/27/2022	25747	WSB & Associates Inc	2021 Dec Doran Develop,emt	\$13,398.50	13,398.50		
1/27/2022	25748	Xcel Energy	51-5684062-7	\$3,881.49	1,272.65	467.25	2,141.59
TOTAL PAID				312,002.68	278,457.20	6,852.52	26,692.96

BILLS DUE

No open items

TOTAL TO BE PAID:	0.00	0.00	0.00	0.00
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Parking Lot Reconstruction and Expansion

Pay Voucher 1



Client: City of Tonka Bay 4901 Manitou Rd Tonka Bay, MN 55331-9561	Contractor: Omann Contracting Companies, Inc. PO Box 120 Alberville, MN 55301
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WSB Project No.: 01987-680
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$149,291.95	Original	\$149,291.95
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$149,291.95	Total	\$149,291.95

Work Certified To Date	
Base Bid Items	\$86,216.75
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$86,216.75

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$86,216.75	\$86,216.75	\$4,310.84	\$0.00	\$81,905.91	\$81,905.91
Percent Retained: 5%			Percent Complete: 57.75%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By Omann Contracting Companies, Inc.


Project Engineer

March 1, 2022

Date

Date

Approved By City of Tonka Bay

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	03/01/22	\$86,216.75	\$4,310.84	\$81,905.91

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$86,216.75	\$4,310.84	\$0.00	\$81,905.91	\$81,905.91

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$81,905.91			\$81,905.91

Contract Item Status

Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$8,250.00	1	0.75	\$6,187.50	0.75	\$6,187.50
2	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$999.00	1	1	\$999.00	1	\$999.00
3	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$27.75	38	32	\$888.00	32	\$888.00
4	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	50	0	\$0.00	0	\$0.00
5	2104.518	REMOVE CONCRETE DRIVEWAY PAVEMENT	S F	\$10.00	35	35	\$350.00	35	\$350.00
6	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$2.00	720	86	\$172.00	86	\$172.00
7	2106.507	EXCAVATION - COMMON	C Y	\$40.00	210	319	\$12,760.00	319	\$12,760.00
8	2112.604	SUBGRADE PREPARATION	S Y	\$3.50	720	817	\$2,859.50	817	\$2,859.50
9	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$36.00	250	274	\$9,864.00	274	\$9,864.00
10	2215.504	FULL DEPTH RECLAMATION	S Y	\$5.95	3280	3074	\$18,290.30	3074	\$18,290.30
11	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	\$89.00	820	363.85	\$32,382.65	363.85	\$32,382.65
12	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$93.24	20	0	\$0.00	0	\$0.00
13	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,470.75	2	0	\$0.00	0	\$0.00
14	2504.602	ADJUST GATE VALVE & BOX	EACH	\$150.00	1	0	\$0.00	0	\$0.00
15	2506.502	CASTING ASSEMBLY	EACH	\$490.62	3	0	\$0.00	0	\$0.00
16	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	\$5,077.14	2	0	\$0.00	0	\$0.00
17	2535.503	BITUMINOUS CURB	L F	\$8.50	200	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
18	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,500.00	1	0	\$0.00	0	\$0.00
19	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$110.00	6	2	\$220.00	2	\$220.00
20	2573.503	SILT FENCE, TYPE MS	L F	\$2.78	225	210	\$583.80	210	\$583.80
21	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$3.33	50	0	\$0.00	0	\$0.00
22	2574.507	COMMON TOPSOIL BORROW	C Y	\$45.00	30	0	\$0.00	0	\$0.00
23	2575.508	SEED MIXTURE 25-131	LB	\$2.22	16	0	\$0.00	0	\$0.00
24	2575.604	MULCH MATERIAL TYPE 6	S Y	\$1.11	475	594.595	\$660.00	594.595	\$660.00
25	2575.605	SEEDING	ACRE	\$5,372.40	0.1	0	\$0.00	0	\$0.00
26	2582.503	4" SOLID LINE MULTI COMP	L F	\$0.31	2800	0	\$0.00	0	\$0.00
27	2582.518	PAVT MSSG MULTI COMP	S F	\$4.00	20	0	\$0.00	0	\$0.00
Bid Totals:							\$86,216.75		\$86,216.75

Project Category Totals		
Category	Amount This Voucher	Amount To Date
PARKING LOT IMPROVEMENTS ALTERNATE 2	\$86,216.75	\$86,216.75

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:									\$0.00		\$0.00

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	Modify substantial completion date to October 15, 2021, and final completion date to October 30, 2021.	\$0.00	\$0.00

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

ITEM 4D

RESOLUTION NO. 22-11

A RESOLUTION RE-ESTABLISHING PRECINCT AND POLLING PLACE

WHEREAS, the legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute Section 204B.14, Subd. 3(d) requires that precinct boundaries must be re-established within sixty days of when the Legislature has been redistricted or at least nineteen weeks before the State Primary Election, whichever comes first; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Tonka Bay, County of Hennepin, State of Minnesota hereby re-establishes the boundaries of the voting precinct and polling place as follows:

Precinct 1 – City Hall, 4901 Manitou Road, Tonka Bay, MN 55331
Boundary of the City of Tonka Bay

PASSED at a regular meeting of the Tonka Bay City Council this 8th day of March, 2022.

Motion introduced by _____ and seconded by _____.

Roll call vote:

Councilmember Anderson
Councilmember Connolly
Councilmember LaBelle
Councilmember Viger
Mayor Jennings

Adam Jennings, Mayor

ATTEST:

Dan Tolsma, City Administrator

ITEM 7A

The City of Tonka Bay wishes to enter into an agreement with Wendy Lewin to provide interim assistance for the currently vacant deputy clerk position. Lewin will serve as an independent contractor for a duration not to exceed 60 days.

Name: Wendy Lewin
Employment Status: Independent Contractor
Hourly Rate: \$45.00 per hour
Expected Hours / Week: 20
Effective Date: February 22, 2022
End Date: Upon the start of regular full-time employment by a deputy city clerk, or 60 days from the effective date, whichever occurs first.

Approved by the Tonka Bay City Council this 8th day of March, 2022.

Adam Jennings, Mayor

Dan Tolsma, City Administrator

Wendy Lewin, Contractor



MEMO

To Mayor and City Council
From Dan Tolsma, City Administrator
Date March 5, 2022
Re Deputy City Clerk Position

Background

The deadline for applications for the deputy city clerk position was Friday, February 25th. As of the deadline we had a total of 14 applications submitted. One of the applications was submitted by our recently departed deputy clerk Rachel Myskevitz, who was interested in coming back to work for Tonka Bay.

Discussion

Mayor Jennings and City Administrator Tolsma met with Myskevitz on Friday to discuss the potential of her returning to her former position as deputy city clerk. Myskevitz noted that she had quickly realized after stepping away from the position that she had uneasy feelings about leaving and that she was hoping to be considered again for her prior position. One of the main points of discussion centered on compensation and potential wage structures that would assist in the retention of Myskevitz. The following proposal was discussed at the conclusion of the meeting and is being recommended for consideration by the City Council:

Proposal

1. Hire Rachel Myskevitz back at the same wage and employment status she was at prior to leaving.
2. Keep Rachel Myskevitz on the same step program timeline that she was hired under in 2021.
3. Implement annual wage increases upon the completion of each successive Clerks Institute Certification Training, which is the industry standard certification for municipal clerks and finance officers in the State of Minnesota. The certification process consists of attending a one-week training session once a year in March for three consecutive years. Consequently, Rachel Myskevitz would be eligible for a \$1-2/hr. increase after completing the 2022 training, another \$1-2/hr. increase after completing the 2023 training, and finally, another \$1-2/hr. increase after completing the third training in 2024. The following chart shows how the wages for the deputy city clerk would progress over that time period with options of \$1/hr. after each training, \$1.50/hr. after each training, and \$2/hr. after each training.

Deputy City Clerk Wage Progression	2022		2023		2024		2025		2026 & Beyond	
with \$1.00/hr. Training Bumps	Increase	Wage	Increase	Wage	Increase	Wage	Increase	Wage	Increase	Wage
Starting Wage as of January 1st		\$26.07		\$28.25		\$31.61		\$34.46		\$36.69
January (3% Cost of Living Increase Implemented)*	\$0.78	\$26.85	\$0.85	\$29.10	\$0.95	\$32.56	\$1.03	\$35.49	\$1.10	\$37.79
February (Start Date Anniversary / Step Increase)	\$0.40	\$27.25	\$1.51	\$30.61	\$0.90	\$33.46	\$1.20	\$36.69	NA	\$37.79
April (\$1.00/hr. Increase Upon Annual Clerks Training)	\$1.00	\$28.25	\$1.00	\$31.61	\$1.00	\$34.46	NA	\$36.69	NA	\$37.79

* For the purpose of this calculation I am assuming a 3% COLA increase per year.

Deputy City Clerk Wage Progression	2022		2023		2024		2025		2026 & Beyond	
with \$1.50/hr. Training Bumps	Increase	Wage	Increase	Wage	Increase	Wage	Increase	Wage	Increase	Wage
Starting Wage as of January 1st		\$26.07		\$28.75		\$32.62		\$36.00		\$38.28
January (3% Cost of Living Increase Implemented)*	\$0.78	\$26.85	\$0.86	\$29.61	\$0.98	\$33.60	\$1.08	\$37.08	\$1.15	\$39.43
February (Start Date Anniversary / Step Increase)	\$0.40	\$27.25	\$1.51	\$31.12	\$0.90	\$34.50	\$1.20	\$38.28	NA	\$39.43
April (\$1.50/hr. Increase Upon Annual Clerks Training)	\$1.50	\$28.75	\$1.50	\$32.62	\$1.50	\$36.00	NA	\$38.28	NA	\$39.43

* For the purpose of this calculation I am assuming a 3% COLA increase per year.

Deputy City Clerk Wage Progression	2022		2023		2024		2025		2026 & Beyond	
with \$2.00/hr. Training Bumps	Increase	Wage	Increase	Wage	Increase	Wage	Increase	Wage	Increase	Wage
Starting Wage as of January 1st		\$26.07		\$29.25		\$33.64		\$37.55		\$39.88
January (3% Cost of Living Increase Implemented)*	\$0.78	\$26.85	\$0.88	\$30.13	\$1.01	\$34.65	\$1.13	\$38.68	\$1.20	\$41.07
February (Start Date Anniversary / Step Increase)	\$0.40	\$27.25	\$1.51	\$31.64	\$0.90	\$35.55	\$1.20	\$39.88	NA	\$41.07
April (\$2.00/hr. Increase Upon Annual Clerks Training)	\$2.00	\$29.25	\$2.00	\$33.64	\$2.00	\$37.55	NA	\$39.88	NA	\$41.07

* For the purpose of this calculation I am assuming a 3% COLA increase per year.

ITEM 8C

Mayor Adam Jennings' Statement and Determination Regarding Conducting Meetings by Telephone or Other Electronic Means

As the Mayor of the City of Tonka Bay, Minnesota, I find as follows:

- a. On August 10, 2021, I declared that it was appropriate to allow remote public meetings in the City pursuant to Minnesota Statutes, section 13D.021 because holding meetings in-person was not prudent or practical, and it was not feasible to have any person at the regular meeting location due to the ongoing health pandemic related to the COVID-19 pandemic;
- b. To return to in-person meetings, the prior declaration must be rescinded;
- c. As of today's date, the existing conditions surrounding the COVID-19 pandemic have declined in a manner and at a rate such that a return to in-person meetings is practical and prudent; and
- d. I will continue to review the data as it relates to the ongoing health pandemic and its effects on our community and may issue future declarations pursuant to Minnesota Statutes, section 13D.021.

Based on the above findings, I determine as follows:

1. The Statement and Determination Regarding Conducting Meetings by Telephone or Other Electronic Means dated August 10, 2021 is hereby rescinded effective March 9, 2022 at 11:59pm.
2. As of March 10, 2022, all meetings of the City Council and its boards, committees, subcommittees, and commissions shall be conducted in-person.

Dated this 8th day of March, 2022.

Adam Jennings
Mayor, City of Tonka Bay