



CITY COUNCIL SPECIAL MEETING AGENDA

NOVEMBER 29, 2022 – 6:00 pm

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA¹
 - A. October Financial Report
 - B. Manitou Ballfield Improvements Pay Voucher #2
 - C. Manitou Parking Lot Pay Voucher #2
5. MATTERS FROM THE FLOOR² (*maximum time of five minutes per person*)
6. SPECIAL BUSINESS
 - A. Past Due Assessment Hearings & Discussion
 - B. Resolution 22-43: Certifying Special Assessments for Past Due Charges
7. PUBLIC HEARING
 - A. None
8. OLD BUSINESS
 - A. Resolution 22-44: Authorizing Cultural Assessment for 2023 Street and Utility Improvements
 - B. 2023 Enterprise Budget Review & Discussion
9. NEW BUSINESS
 - A. Resolution 22-45: Approving Manitou Ballfield Change Order No. 2
 - B. Pleasant Avenue Area Title Research Proposal
 - C. Public Works Position Offer – Jeremy Pickus
10. MATTERS FROM THE FLOOR² (*maximum time of five minutes per person*)
11. 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. Kelly Wischmeier: Building Inspection, Municipal Buildings and Grounds
 - F. Tim Connelly: EFD, Commercial Marinas, LMCD
 - G. Adam Jennings: SLMPD, Administration, Public Works, Employee Advisory Board
12. ADJOURNMENT

All 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

CITY OF TONKA BAY
 FINANCIAL REPORT
 October 31, 2022

FUND#	FUND NAME	Current interest rate	4M Fund		Managed Investments		FUND BALANCE
		2.797%	2.809%	0.00%	3.07%	CD's	
		CHECKING	SAVINGS	Term Investments	SAVINGS		
101	General Fund	(59,167.96)	60.97		125,647.51	223,020.55	289,561.07
407	Park Fund	18,915.13					18,915.13
409	Capital Improvement Fund	138,078.21	16,165.02				154,243.23
411	Water/Sewer Reserve Fund	303,198.41	10,462.68		360,331.48		673,992.57
412	Water Treatment Plant Fund	(1,940.00)					(1,940.00)
601	Water Operating Fund	262,729.36				100,000.00	362,729.36
602	Sewer Operating Fund	213,683.98	6,019.47		92,540.22		312,243.67
603	Garbage Fund	27,718.28			28,389.36		56,107.64
609	Liquor Store Fund	0.00			89,104.14	60,000.00	149,104.14
617	Municipal Dock Fund	4,621.13			111,295.65		115,916.78
651	Storm Water Drainage Fund	56,961.64			61,708.35		118,669.99
652	Recycling Fund	40,261.29					40,261.29
653	Antenna Fund	66,882.32			36,870.98	100,000.00	203,753.30
654	PEG Fund	10,535.16					10,535.16
		1,082,476.95	32,708.14	0.00	905,887.69	483,020.55	2,504,093.33

CITY OF TONKA BAY
INVESTMENT REPORT
October 31, 2022

DUE DATE	FUND	CUSIP	LOCATION	AMOUNT	INTEREST RATE
4/30/2023	Gen Fund-101	91282CBX8	US Treasury Note	118,020.55	0.13
10/27/2023	Gen Fund-101	48128WTES	JPMorgan Chase Bank OH	60,000.00	2.01
10/27/2023	Liquor Fund-609	48128WTES	JPMorgan Chase Bank OH	60,000.00	2.01
2/5/2024	Gen Fund-101		Ally Bank UT	45,000.00	3.25
2/5/2024	Water Operating-601		Ally Bank UT	100,000.00	3.25
2/5/2024	Antenna Fund-653		Ally Bank UT	100,000.00	3.25
	Timed Investments			<u>483,020.55</u>	
	General Fund-101		Money Market Acct-4MP	60.97	2.809
	Cap Improvement-409		Money Market Acct-4MP	16,165.02	2.809
	Water/Sewer Reserve-411		Money Market Acct-4MP	10,462.68	2.809
	Sewer Operating-602		Money Market Acct-4MP	6,019.47	2.809
	General Fund-101		UBS Select Prime	125,647.51	3.07
	Water/Sewer Reserve-411		UBS Select Prime	360,331.48	3.07
	Water Operating-601		UBS Select Prime	0.00	3.07
	Sewer Operating-602		UBS Select Prime	92,540.22	3.07
	Garbage Fund-603		UBS Select Prime	28,389.36	3.07
	Liquor Fund-609		UBS Select Prime	89,104.14	3.07
	Dock Fund-617		UBS Select Prime	111,295.65	3.07
	Storm Drain-651		UBS Select Prime	61,708.35	3.07
	Antenna Fund-653		UBS Select Prime	36,870.98	3.07
	Cash available for Investments			<u>938,595.83</u>	
	Timed Investments & Cash Total			<u><u>1,421,616.38</u></u>	

CITY OF TONKA BAY
Accounts Payable Verified Accounts

October 31, 2022

Date	Check	Payee	Description	Amount	General	602 Sewer	601 Water
10/3/2022	2015052e	Payment Service Network	2022 Sep cc gateway fee	\$5.95	5.95		
10/3/2022	2015053e	Payment Service Network	2022 Sep gateway fee	\$89.95	53.97	17.99	17.99
10/5/2022	26243	Excelsior Postmaster	2022 Qtr3 utility billing	\$248.84	124.42	62.21	62.21
10/6/2022	efts	PR20 Direct Deposit	PR20 Wages	\$11,511.03	6,446.18	2,417.32	2,647.53
10/6/2022	674978e	EFTPS	PR20 FIT/SS/MC withheld	\$4,061.22	2,274.28	852.86	934.08
10/6/2022	190688e	MN Dept of Revenue	PR20 SIT withheld	\$794.26	444.79	166.79	182.68
10/6/2022	671527e	PERA	PR20 PERA	\$2,442.40	1,367.74	512.90	561.76
10/6/2022	1100522e	MN State Retirement System	PR20 health care savings plan	\$100.00	100.00		
10/6/2022	1100422e	Nationwide Retirement Solution	PR20 deferred comp program	\$486.56	486.56		
10/6/2022	1100622e	HSA Bank	PR20 HSA contribution	\$2,241.35	2,241.35		
10/6/2022	832883e	Dept of Labor and Industry	2022 Qtr3 building surcharge report	\$1,616.78	1,616.78		
10/6/2022	26244	Andrea Anderson	refund overpaid utility bal 20 Pleasant Ln W	\$150.00	150.00		
10/6/2022	26245	Aramark Uniform Services	uniforms	\$186.99	78.37	31.61	77.01
10/6/2022	26246	Cady Building Maintenance	2022 Sep janitorial service	\$490.00	490.00		
10/6/2022	26247	Caribbean Tonka Bay LLC	refund on unused fence permit fee (2022-63)	\$45.25	45.25		
10/6/2022	26248	City of Excelsior	Vac truck repairs (Mar-Jul2022)	\$440.50		440.50	
10/6/2022	26249	City of Tonka Bay	2022Q3 city hall utilities	\$373.29	373.29		
10/6/2022	26250	Diversified Plumbing & Heating	85 Birch Bluff Rd (I&I STILL incomplete)	\$3,624.60		3,624.60	
10/6/2022	26251	Definitive Technology Solution	computer support 9/22-10/21/22	\$789.10	789.10		
10/6/2022	26252	Excelsior Fire District	2022 Qtr4 fire safety	\$63,926.20	63,926.20		
10/6/2022	26253	Ryan & Ashley Fischer	refund overpaid utility on 40 Lakeview Ave	\$48.24			48.24
10/6/2022	26254	Gary's Diesel Service Inc	2012 F550 replace rear springs	\$2,872.29	2,872.29		
10/6/2022	26255	Gopher State One-Call	2022 Sep locates	\$67.50		33.75	33.75
10/6/2022	26256	Hawkins Inc	demurrage x 3	\$30.00			30.00
10/6/2022	26257	Henn Co Treasurer	2022 beach sampling program - Crescent Beach	\$1,060.00	1,060.00		
10/6/2022	26258	Kennedy & Graven	2022 Jul legal service	\$4,169.25	4,169.25		
10/6/2022	26259	Mediacom LLC	online service 9/22-10/21/22	\$82.99	82.99		
10/6/2022	26260	Metro West Inspection Services	2022 Sep bldg inspection & plan reviews	\$2,865.94	2,865.94		
10/6/2022	26261	Minuteman Press	security window envelopes, bond envelopes	\$602.86	602.86		
10/6/2022	26262	Rachel Myskevitz	2022 Qtr3 mileage reimbursement	\$80.03	80.03		
10/6/2022	26263	Navarre True Value Hardware	ship lime sample & key	\$17.88	4.98		12.90
10/6/2022	26264	NORLINGS	2022 Aug mowing	\$2,214.00	2,214.00		
10/6/2022	26265	Capital One Trade Credit	worklight for lift stations	\$84.99		84.99	
10/6/2022	26266	Office Depot	battery (returned, wrong size)	\$97.59	97.59		
10/6/2022	26267	Pirtek Plymouth	hose repair/service call	\$877.42		877.42	

CITY OF TONKA BAY
Accounts Payable Verified Accounts

October 31, 2022

Date	Check	Payee	Description	Amount	General	602 Sewer	601 Water
10/6/2022	26268	POPP Communications	telephone	\$171.94	142.29		29.65
10/6/2022	26269	Kenneth N Potts PA	2022 Sep legal prosecution service	\$833.33	833.33		
10/6/2022	26270	Rolf Erickson Enterprises Inc	2022 Oct assessing service	\$2,071.91	2,071.91		
10/6/2022	26271	Safe-Fast Inc	safety equipment	\$160.31	80.15	40.08	40.08
10/6/2022	26272	Todd Schallberg	2022 Sep mileage reimbursement	\$39.78	39.78		
10/6/2022	26273	SLMPD	2022 Oct operating budget	\$50,510.97	50,510.97		
10/6/2022	26274	Sodimate Inc	hose for slaker	\$522.66			522.66
10/6/2022	26275	Speedway Fleet	fuel through 9/23/22	\$1,863.58	931.78	465.90	465.90
10/6/2022	26276	Carol Spoerner	2022 Qtr3 mileage reimbursement	\$23.46	23.46		
10/6/2022	26277	Standard Insurance Company	2022 Oct life insurance	\$24.71	24.71		
10/6/2022	26278	Toll Gas & Welding Supply	bulk tank rental 9/13-10/12/22	\$429.00			429.00
10/6/2022	26279	Dan Tolsma	2022 Qtr3 cell phone reimbursement	\$100.00	100.00		
10/6/2022	26280	Total Control Systems Inc	water plant repair on radio scanner	\$1,230.21			1,230.21
10/6/2022	26281	US Bank	name badge kit	\$18.29	18.29		
10/6/2022	26282	Utility Consultants, Inc	2022 Sep water testing	\$42.00			42.00
10/6/2022	26283	Valley-Rich Co Inc	sewer main repair near lift station 4 (Lakeview/Wa	\$5,438.19		5,438.19	
10/6/2022	26284	Verizon Wireless	telephone	\$79.74	21.23	22.22	36.29
10/6/2022	26285	WSB & Associates Inc	2022 Aug engineering and planning	\$35,476.00	35,476.00		
10/6/2022	26286	Xcel Energy	utilities	\$217.94	217.94		
10/18/2022	917280e	MN Dept of Revenue	2022 Sep sales & use tax	\$83.00	83.00		
10/20/2022	efts	PR21 Direct Deposit	PR21 Wages	\$10,309.74	5,773.45	2,165.05	2,371.24
10/20/2022	910127e	EFTPS	PR21 FIT/SS/MC withheld	\$3,903.97	2,186.22	819.83	897.92
10/20/2022	303328e	MN Dept of Revenue	PR21 SIT withheld	\$771.00	431.76	161.91	177.33
10/20/2022	673407e	PERA	PR21 PERA	\$2,256.76	1,263.78	473.92	519.06
10/20/2022	1101822e	Nationwide Retirement Solution	PR21 deferred comp program	\$589.15	589.15		
10/20/2022	1101922e	MN State Retirement System	PR21 health care savings plan	\$100.00	100.00		
10/20/2022	1102022e	HSA Bank	PR21 HSA contribution	\$203.85	203.85		
10/20/2022	26287	4Front Energy Solutions	refund cancelled permit 2022-172, 195 Mound Av	\$101.00	101.00		
10/20/2022	26288	A-1 STRIPES, INC.	striping at Manitou parking lot	\$500.00	500.00		
10/20/2022	26289	Aramark Uniform Services	uniforms	\$41.30	20.66	10.32	10.32
10/20/2022	26290	Biffs Inc	Manitou Park 9/7-10/04/22	\$451.33	451.33		
10/20/2022	26291	CenterPoint Energy	utilities	\$154.53	25.35		129.18
10/20/2022	26292	CenturyLink	utility	\$66.00	22.00	22.00	22.00
10/20/2022	26293	City of Excelsior	revised invoice amount balance	\$53.93		53.93	
10/20/2022	26294	City of Shorewood	2022 Qtr3 utility 5531 Manitou Rd	\$215.23		215.23	

CITY OF TONKA BAY
Accounts Payable Verified Accounts

October 31, 2022

Date	Check	Payee	Description	Amount	General	602 Sewer	601 Water
10/20/2022	26295	Graymont (WI) LLC	12.12 ton hydrated lime	\$3,488.39			3,488.39
10/20/2022	26296	HealthPartners	2022 Nov dental insurance	\$491.82	491.82		
10/20/2022	26297	Henn Co Information Technology	2022 Sep radio fleet fee	\$132.38	132.38		
10/20/2022	26298	Hennepin County Treasurer	2022 Sep SWM fee report	\$83.62	83.62		
10/20/2022	26299	Kennedy & Graven	2022 Aug legal services	\$8,545.50	8,545.50		
10/20/2022	26300	LMCD	2022 Qtr4 levy	\$2,244.75	2,244.75		
10/20/2022	26301	Metropolitan Council	2022 Nov wastewater service	\$18,165.45		18,165.45	
10/20/2022	26302	MN Dept of Agriculture	2023 Tree Care Registry	\$25.00	25.00		
10/20/2022	26303	MN PEIP	2022 Nov health insurance	\$5,789.16	5,789.16		
10/20/2022	26304	Minnesota Teamsters No 320	2022 Oct union dues	\$238.00	238.00		
10/20/2022	26305	Office Depot	office supplies	\$103.80	103.80		
10/20/2022	26306	Quality Flow Systems, Inc	install sensephone in water plant	\$3,892.00			3,892.00
10/20/2022	26307	Republic Services #894	2022 Sep service	\$15,522.90	15,522.90		
10/20/2022	26308	Safe-Fast Inc	safety glasses	\$73.54	36.76	18.39	18.39
10/20/2022	26309	Sensaphone	Lift station #5 (00:07:F9:00:CE:A6) 349 West Pt R	\$299.40		299.40	
10/20/2022	26310	Shree Investments LLC	refund unused portion of pre-application	\$1,179.00	1,179.00		
10/20/2022	26311	Standard Insurance Company	2022 Nov life insurance (policy 00 772603 0001)	\$22.15	22.15		
10/20/2022	26312	Toll Gas & Welding Supply	4232 lbs water plant chemicals	\$1,294.21			1,294.21
10/20/2022	26313	Toshiba Business Solutions	copier usage & support 9/1-9/30/22	\$199.48	199.48		
10/20/2022	26314	Total Control Systems Inc	2022Q3 water tower alarm service	\$135.00	135.00		
10/20/2022	26315	Trugreen Processing Center	2022 weed control for parks & city hall #3	\$1,100.00	1,100.00		
10/20/2022	26316	Xcel Energy	utilities	\$4,564.93	1,484.01	364.80	2,716.12
10/25/2022	501498e	PR21.01 Direct Deposit	PR21.01 Wages	\$1,275.72	714.40	267.90	293.42
10/25/2022	501499e	PR21.02 Direct Deposit	PR21.02 Wages	\$261.38	146.37	54.89	60.12
10/26/2022	7819261e	EFTPS	pr21.01 FIT withholding	\$769.88	431.13	161.67	177.08
10/25/2022	739744e	MN Dept of Revenue	pr21.01 MN SIT withholding	\$125.43	70.24	26.34	28.85
10/26/2022	674205e	PERA	pr21.01 pera	\$300.49	168.27	63.10	69.12
10/26/2022	719261e	EFTPS	PR21.02 FIT withholding	\$172.39	96.54	36.20	39.65
10/25/2022	739744e	MN Dept of Revenue	PR21.02 MN SIT withholding	\$26.74	14.97	5.62	6.15
10/28/2022	2026562e	SIMPLIFILE	20 Bay Street, res 22-37	\$46.00	46.00		
TOTAL PAID				298,418.57	236,328.80	38,475.28	23,614.49

BILLS DUE

CITY OF TONKA BAY
Accounts Payable Verified Accounts

October 31, 2022

Date	Check	Payee	Description	Amount	General	602 Sewer	601 Water
		No open items					

TOTAL TO BE PAID:				0.00	0.00	0.00	0.00
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Manitou Park Ballfield
Improvements

Pay Voucher 2

Client: City of Tonka Bay 4901 Manitou Rd Tonka Bay, MN 55331-9561	Contractor: Odesa II, LLC 9003 Mayhew Lake Road NE Sauk Rapids, MN 56379
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WSB Project No.: 019287-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$478,495.00	Original	\$478,495.00
Contract Changes	\$13,100.00	Additional	N/A
Revised Contract	\$491,595.00	Total	\$478,495.00

Work Certified To Date	
Base Bid Items	\$466,905.00
Contract Changes	\$13,100.00
Material On Hand	\$0.00
Total	\$480,005.00

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$319,111.80	\$480,005.00	\$24,000.25	\$152,848.54	\$303,156.21	\$456,004.75
Percent Retained: 5%			Percent Complete: 97.64%		

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 Odesa II, LLC


Signature


Signature

November 22, 2022
Date

11-22-22
Date

Approved By City of Tonka Bay

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	07/15/22	\$160,893.20	\$8,044.66	\$152,848.54
2	11/22/22	\$319,111.80	\$15,955.59	\$303,156.21

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local Funding	\$480,005.00	\$24,000.25	\$152,848.54	\$303,156.21	\$456,004.75

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
Local Funding	Local	\$303,156.21	\$491,595.00	\$478,495.00	\$456,004.75

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501/00010	MOBILIZATION	LS	\$21,000.00	1	0.3333	\$6,999.30	1	\$21,000.00
2	2101.501/00020	CLEARING & GRUBBING	LS	\$500.00	1	0	\$0.00	1	\$500.00
3	2104.502/00910	REMOVE DRAINAGE STRUCTURE	EACH	\$500.00	1	0	\$0.00	1	\$500.00
4	2104.601	REMOVE EXISTING DASHER BOARDS	LS	\$3,500.00	1	0	\$0.00	1	\$3,500.00
5	2104.601	REMOVE EXISTING HOCKEY LIGHTING	LS	\$500.00	1	0	\$0.00	1	\$500.00
6	2104.601	REMOVE EXISTING WARMING HOUSE	LS	\$3,500.00	1	0	\$0.00	1	\$3,500.00
7	2104.601	REMOVE GOAL POSTS	LS	\$500.00	1	0	\$0.00	1	\$500.00
8	2106.501/LA01	EXCAVATION - COMMON	LS	\$32,500.00	1	0.1	\$3,250.00	1	\$32,500.00
9	2106.507/LA01	ENGINEERED SOIL	C Y	\$30.00	145	0	\$0.00	145	\$4,350.00
10	2106.601/00015	DEWATERING	LS	\$10,000.00	1	0	\$0.00	0.1	\$1,000.00
11	2108.604/00090	COMPOSITE LINER	S Y	\$26.00	265	0	\$0.00	265	\$6,890.00
12	2123.610/00410	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$0.00	10	0	\$0.00	0	\$0.00
13	2211.607	AGG-LIME (5" DEPTH) (P)	S Y	\$15.00	1550	77.5	\$1,162.50	1550	\$23,250.00
14	2360.504	BITUMINOUS TRAIL PAVEMENT (WITH AGGREGATE BASE)	S Y	\$45.00	830	-24	(\$1,080.00)	806	\$36,270.00
15	2501.502/05015	15" RC PIPE APRON	EACH	\$1,000.00	1	0	\$0.00	1	\$1,000.00
16	2501.602/60015	TRASH GUARD FOR 15" PIPE APRON	EACH	\$750.00	1	0	\$0.00	1	\$750.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
17	2502.503/10040	4" PERF PE PIPE DRAIN	L F	\$30.00	70	0	\$0.00	70	\$2,100.00
18	2502.602/LA10	DRAINTILE CLEANOUT	EACH	\$150.00	1	0	\$0.00	1	\$150.00
19	2503.503/15155	15" RC PIPE SEWER CLASS V	L F	\$70.00	20	0	\$0.00	20	\$1,400.00
20	2503.503/15243	24" RC PIPE SEWER CLASS III	L F	\$80.00	90	0	\$0.00	90	\$7,200.00
21	2503.602/00320	CONNECT TO EXISTING STORM SEWER	EACH	\$200.00	1	0	\$0.00	1	\$200.00
22	2504.601/00001	IRRIGATION SYSTEM	LS	\$17,250.00	1	1	\$17,250.00	1	\$17,250.00
23	2506.502/02420	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	\$2,700.00	2	0	\$0.00	2	\$5,400.00
24	2506.502/06000	CASTING ASSEMBLY	EACH	\$1,300.00	2	0	\$0.00	2	\$2,600.00
25	2521.518/LA15	4" CONCRETE WALK WITH AGGREGATE BASE	S F	\$12.00	900	1520	\$18,240.00	1520	\$18,240.00
26	2540.501	SPECTATOR NETTING AND POLES	LS	\$6,000.00	1	1	\$6,000.00	1	\$6,000.00
27	2540.502	BLEACHER	EACH	\$24,000.00	1	1	\$24,000.00	1	\$24,000.00
28	2540.502	FIELD BASE	EACH	\$500.00	3	3	\$1,500.00	3	\$1,500.00
29	2540.502	PLAYERS BENCH	EACH	\$500.00	2	2	\$1,000.00	2	\$1,000.00
30	2540.502/LA01	DUGOUT CANOPY	EACH	\$16,000.00	2	2	\$32,000.00	2	\$32,000.00
31	2540.502/LA02	HOME PLATE	EACH	\$200.00	1	1	\$200.00	1	\$200.00
32	2540.502/LA03	PITCHERS PLATE	EACH	\$450.00	2	2	\$900.00	2	\$900.00
33	2540.502/LA04	HEAVY DUTY FOUL POLE	EACH	\$2,000.00	2	0	\$0.00	0	\$0.00
34	2545.501	ELECTRICAL OUTLET	LS	\$13,500.00	1	1	\$13,500.00	1	\$13,500.00
35	2557.501	4' HIGH, 12' WIDE DOUBLE GATE	EACH	\$1,650.00	1	1	\$1,650.00	1	\$1,650.00
36	2557.501	4' HIGH, 2-RAIL CHAIN LINK FENCE	L F	\$39.00	650	650	\$25,350.00	650	\$25,350.00
37	2557.501	8' HIGH, 3-RAIL CHAIN LINK FENCE	L F	\$55.00	135	135	\$7,425.00	135	\$7,425.00
38	2557.502	30' HIGH BACKSTOP FENCE	EACH	\$131,000.00	1	1	\$131,000.00	1	\$131,000.00
39	2557.502/LA02	8' HIGH, 3' WIDE MANGATE	EACH	\$550.00	2	2	\$1,100.00	2	\$1,100.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
40	2563.601/00010	TRAFFIC CONTROL	LS	\$500.00	1	0.25	\$125.00	1	\$500.00
41	2573.502/00110	STORM DRAIN INLET PROTECTION	EACH	\$100.00	4	0	\$0.00	4	\$400.00
42	2573.503/00023	SILT FENCE, TYPE MS	L F	\$4.00	1095	0	\$0.00	1095	\$4,380.00
43	2573.503/00060	SEDIMENT CONTROL LOG TYPE STRAW	L F	\$3.00	500	0	\$0.00	500	\$1,500.00
44	2573.535/LA01	ROCK CONSTRUCTION EXIT	LS	\$800.00	1	0	\$0.00	1	\$800.00
45	2574.507/00104	BOULEVARD TOPSOIL BORROW	C Y	\$30.00	260	48	\$1,440.00	295	\$8,850.00
46	2575.504/00110	RAPID STABILIZATION METHOD 4	S Y	\$1.50	4000	0	\$0.00	0	\$0.00
47	2575.505	SEED MIXTURE TYPE 1	ACRE	\$6,500.00	1.25	1.25	\$8,125.00	1.25	\$8,125.00
48	2575.505	SEED MIXTURE TYPE 3	ACRE	\$6,500.00	0.2	0	\$0.00	0.2	\$1,300.00
49	2575.505/LA01	SEED MIXTURE TYPE 2	ACRE	\$6,500.00	0.75	0.75	\$4,875.00	0.75	\$4,875.00
Bid Totals:							\$306,011.80	\$466,905.00	

Project Category Totals		
Category	Amount This Voucher	Amount To Date
A. Manitou Park Ballfield Improvements	\$306,011.80	\$466,905.00

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
CO	1	50	2557.501	10' High, 3-RAIL CHAIN LINK FENCE	L F	\$158.33	60	60	\$9,500.00	60	\$9,500.00
CO	2	51	2411.502	CONCRETE FLUME	EACH	\$1,800.00	2	2	\$3,600.00	2	\$3,600.00
Contract Change Totals:									\$13,100.00	\$13,100.00	

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	Furnish and install 60 feet of 10-foot-tall chain link fence along the south end of the basketball court as staked in the field by the Engineer.	\$9,500.00	\$9,500.00
2	CO	Adjust storm castings next to parking lot. Install concrete flume/apron around each casting.	\$3,600.00	\$3,600.00

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

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



Parking Lot Reconstruction and Expansion

Pay Voucher 2

Client: City of Tonka Bay 4901 Manitou Rd Tonka Bay, MN 55331-9561	Contractor: Omann Contracting Companies, Inc. PO Box 120 Albertville, 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	\$136,405.52
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$136,405.52

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$50,188.77	\$136,405.52	\$6,820.28	\$81,905.91	\$47,679.33	\$129,585.24
Percent Retained: 5%			Percent Complete: 91.37%		

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

Adam Gaebais
Signature

November 16, 2022
Date

Approved By Omann Contracting Companies, Inc.

[Signature]
Signature

11/23/2022
Date

Approved By City of Tonka Bay

Signature

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
2	09/20/22	\$50,188.77	\$2,509.44	\$47,679.33

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$136,405.52	\$6,820.28	\$81,905.91	\$47,679.33	\$129,585.24

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$47,679.33	\$149,291.95	\$149,291.95	\$129,585.24

Contract Item Status									
Line No.	Item	Description	Unit	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	0.25	\$2,062.50	1	\$8,250.00
2	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$999.00	1	0	\$0.00	1	\$999.00
3	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$27.75	38	0	\$0.00	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	0	\$0.00	35	\$350.00
6	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$2.00	720	0	\$0.00	86	\$172.00
7	2106.507	EXCAVATION - COMMON	C Y	\$40.00	210	12	\$480.00	331	\$13,240.00
8	2112.604	SUBGRADE PREPARATION	S Y	\$3.50	720	0	\$0.00	817	\$2,859.50
9	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$36.00	250	0	\$0.00	274	\$9,864.00
10	2215.504	FULL DEPTH RECLAMATION	S Y	\$5.95	3280	243.697479	\$1,450.00	3317.697479	\$19,740.30
11	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	\$89.00	820	455.69	\$40,556.41	819.54	\$72,939.06
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	1.88536	\$925.00	1.88536	\$925.00
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	Unit	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	0	\$0.00	2	\$220.00
20	2573.503	SILT FENCE, TYPE MS	L F	\$2.78	225	0	\$0.00	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	51	\$2,295.00	51	\$2,295.00
23	2575.508	SEED MIXTURE 25-131	LB	\$2.22	16	50	\$111.00	50	\$111.00
24	2575.604	MULCH MATERIAL TYPE 6	S Y	\$1.11	475	500	\$555.00	1094.595	\$1,215.00
25	2575.605	SEEDING	ACRE	\$5,372.40	0.1	0.15	\$805.86	0.15	\$805.86
26	2582.503	4" SOLID LINE MULTI COMP	L F	\$0.31	2800	2800	\$868.00	2800	\$868.00
27	2582.518	PAVT MSSG MULTI COMP	S F	\$4.00	20	20	\$80.00	20	\$80.00
Bid Totals:							\$50,188.77		\$136,405.52

Project Category Totals		
Category	Amount This Voucher	Amount To Date
PARKING LOT IMPROVEMENTS ALTERNATE 2	\$50,188.77	\$136,405.52

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



MEMO

To Mayor and City Council
From Dan Tolsma, City Administrator
Date November 29, 2022
Re Certification of Past Due Charges

Background

Every year the City is required to certify any unpaid charges for collection with property taxes by the end of November. Most of these unpaid charges are related to past due utility bills, although other charges can also be collected in this manner. For 2022 there are a number of unpaid charges related to planning and zoning costs incurred by several properties in Tonka Bay over the past few years. Some of these charges date back as far as 2019. In Total, the City is proposing to certify an estimated \$68,245 in unpaid charges (\$17,875 for utility charges + \$50,369 for planning and zoning charges).

Discussion

Several property owners with outstanding planning and zoning charges have filed an application to have some or all of their proposed assessments discharged. The applicants that I have spoken to personally have argued for discharge on two grounds: 1) the time delay between when the charges were incurred and when the City invoiced them for the charges; and 2) the charges were significantly higher than one would reasonably expect to incur for the services that were provided, namely planning, legal, and engineering services.

Attachments

1. Planning and Zoning Invoice with Billing Detail for 365 Lakeview Avenue
2. Planning and Zoning Invoice with Billing Detail for 40 Willow Woods Drive
3. Planning and Zoning Invoice with Billing Detail for 150 Wildhurst Road
4. Planning and Zoning Invoice with Billing Detail for 75 Fairhope Avenue
5. Planning and Zoning Invoice with Billing Detail for 85 Wildhurst Road
6. Planning and Zoning Invoice with Billing Detail for 72 Birch Bluff Road
7. Planning and Zoning Invoice with Billing Detail for 195 West Point Road
8. Planning and Zoning Invoice with Billing Detail for 105 Clay Cliffe Drive
9. Planning and Zoning Invoice with Billing Detail for 60 Highland Avenue
10. Planning and Zoning Invoice with Billing Detail for Address Unassigned

RESOLUTION 22-43

A RESOLUTION FOR THE COLLECTION OF DELINQUENT 2022 WATER AND SEWER UTILITY SERVICE CHARGES, GARBAGE AND RECYCLING CHARGES, STORM DRAINAGE CHARGES, AND GENERAL SERVICE FEES

WHEREAS, the City Council of the City of Tonka Bay, Minnesota has enacted certain ordinances under Minnesota Statutes, pertaining to payment and collection of water, sewer, garbage, recycling, storm drainage charges, and miscellaneous fees; and

WHEREAS, the charges identified in the attached list of properties are delinquent in nature; and

WHEREAS, ten days mailed notice was given, and the hearing was held on the November 29, 2022, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tonka Bay that the Hennepin County Special Assessment Division is hereby authorized to place the delinquent water, sewer, garbage, recycling, storm drainage charges, and general service fees on the 2022 property tax rolls, payable in 2023, at eight percent (8%) per annum, against the specified properties as set forth in Exhibit A.

ADOPTED by the City Council of the City of Tonka Bay, Minnesota this 29th day of November 2022.

Motion introduced by _____ and seconded by _____.

Roll Call Vote:

Councilmember Anderson	_____
Councilmember Connelly	_____
Councilmember Viger	_____
Councilmember Wischmeier	_____
Mayor Jennings	_____

Adam Jennings, Mayor

ATTEST:

Rachel Myskevitz, Deputy City Clerk

**2022 Certification List
for 2023 Taxes**

PIN	Utility Balances	Misc Fees	Total Certified
27-117-23-23-0058	\$337.40		\$337.40
28-117-23-11-0039	\$2,427.99		\$2,427.99
28-117-23-42-0042	\$690.99		\$690.99
27-117-23-24-0042	\$1,368.74		\$1,368.74
28-117-23-42-0005	\$1,193.23		\$1,193.23
27-117-23-24-0005	\$1,751.91		\$1,751.91
27-117-23-23-0112	\$2,212.01		\$2,212.01
27-117-23-24-0119	\$1,018.55		\$1,018.55
28-117-23-31-0016	\$2,293.34		\$2,293.34
28-117-23-43-0037	\$2,114.98		\$2,114.98
21-117-23-41-0045	\$1,902.46	\$353.00	\$2,255.46
27-117-23-31-0006		\$13,527.50	\$13,527.50
28-117-23-13-0012		\$3,688.92	\$3,688.92
28-117-23-24-0040		\$12,195.40	\$12,195.40
28-117-23-24-0048		\$7,511.69	\$7,511.69
28-117-23-31-0057		\$6,023.00	\$6,023.00
22-117-23-33-0011		\$939.75	\$939.75
28-117-23-21-0037		\$1,354.00	\$1,354.00
28-117-23-14-0047		\$3,039.30	\$3,039.30
27-117-23-24-0137		\$1,737.00	\$1,737.00
	\$17,311.60	\$50,369.56	\$67,681.16



MEMO

To: Mayor and City Council
From: Adam Gadbois, City Engineer, WSB
Date: November 15, 2022
Re: Authorize Subconsultant Cultural Assessment for the 2023 Street and Utility Improvement Project

Consideration

Authorize WSB to retain a subconsultant, Blondo Consulting, LLC, to prepare a Cultural Assessment in advance of the 2023 Street and Utility Improvement Project.

Background

As part of the supplemental agreement for professional services authorized on August 23, 2022, WSB included the following task/condition:

“WSB will provide notification of the project to the State Historic Preservation Office, Minnesota Indian Affairs Council, and Office of the State Archaeologist. If any additional conditions or requirements arise out of this notification, WSB can complete that work at an hourly basis if requested by the City.”

Upon further review of the project area, it was discovered that a recorded mound site (21HE0047) encompasses the entirety of the project area. Minnesota State Statutes 138 (the Minnesota Historic Sites and Field Archaeology Act), and 307.08 (Minnesota Private Cemeteries Act), are triggered and will require a Cultural Assessment to be completed.

The Cultural Assessment will outline appropriate ways or treatments to mitigate adverse effects to any cultural sites. Blondo Consulting, LLC, has provided a proposal (attached) that details the scope of the Cultural Assessment. In summary, the following tasks would be completed:

1. Background research
2. Mapping
3. Coordination and consultation with stakeholders
4. Development of appropriate field plan

Blondo Consulting, LLC, completed a similar Cultural Assessment during design of the Manitou Park Parking Lot Expansion Project. Though this assessment covered the Brentwood Avenue area, it was not centrally focused on that area, since the scope of the project didn't include any excavation in the Brentwood Avenue area. It is recommended that a new assessment be completed focusing on the specific area and scope of the 2023 Street and Utility Improvement Project.

Fiscal Impact

The proposal from Blondo Consulting, LLC, indicates that the tasks detailed above can be completed for an estimated fee of \$10,418.00. WSB does not anticipate any increase to our fees in order to incorporate this subconsultant work.



Attachments

1. Blondo Consulting, LLC Proposal

Recommended City Council Action

Staff recommends approval of Resolution _____, authorizing WSB to enter into a contract with a subconsultant, Blondo Consulting, LLC, to complete a Cultural Assessment for the 2023 Street and Utility Improvement Project.

**At the heart of
Lake Minnetonka**



STEVEN J. BLONDO, MA
3939 SAND HILL RD., KETTLE RIVER, MN 55757
218-485-1174 • STEVEN@BLONDOCONSULTING.COM
WWW.BLONDOCONSULTING.COM

November 13, 2022

Adam Gadbois, PE
Project Manager
WSB
701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416

RE: Scope of Work and Fee Proposal: Cultural Resources Assessment of the Proposed 2023 Street and Utility Improvements Project, Tonka Bay, Hennepin County, Minnesota

Dear Adam,

In response to your request, Blondo Consulting, LLC (Blondo Consulting) has prepared the following Scope of Work and Fee Proposal for an Cultural Resources Assessment for the Proposed 2023 Street and Utility Improvements Project, Tonka Bay, Hennepin County, Minnesota. The project will include reconstruction of roadway sections, replacement or rehabilitation of watermain and sanitary sewer, and construction of concrete curb and gutter and a stormwater sewer system.

Work will be completed within the defined Area of Potential Effect (APE), the area where ground disturbing activities may occur. Based on an October 2022 map provided by WSB, the area will include the entirety of Brentwood Avenue from Manitou Road east to the cul-de-sac, and the entirety of Florence Drive, Woodlane Street, and Bay Street, all connecting to Brentwood Avenue. Should project plans be further refined, adjustments may be made to the following proposal.

PROJECT UNDERSTANDING

Based on an email dated October 31, 2022, the scope of the current project “includes reconstruction of the existing roadway section, replacement of watermain, replacement or rehabilitation of sanitary sewer, and the addition of concrete curb and gutter and storm sewer to improve drainage where necessary”. Funding for the project will be through a combination of City funds and general obligation bonds. No federal funding will be used to complete the project.

Due to the non-federal public nature of the work, the project will be reviewed by the Minnesota State Historic Preservation Office (SHPO) under Minnesota State Statute 138 (the Minnesota Historic Sites and Field Archaeology Act). The potential for, and recordation of mounds and cemeteries within the project area and/or adjacent area will require compliance with the Minnesota Private Cemeteries Act (MN Statute 307.08). Minnesota Statute 307.08 requires review and comment of the proposed project by the Office of the State Archaeologist (OSA) and Minnesota Indian Affairs Council (MIAC). No federal involvement or compliance has been identified to date.

A preliminary assessment of the proposed project area revealed a recorded mound site (21HE0047) encompassing the entirety of the project APE. According to the site form for the mound group, Gideon's Bay Mounds consisted of 98 mounds of various shapes and sizes across the landscape. An 1875 newspaper article is the first mention of the site, and since then, archaeological assessment and survey have revealed a number of the mounds still present presenting as both above ground and subsurface features.

REVIEW AND COMPLIANCE

As discussed above, the proposed project consists of non-federal public funding. As such, compliance with the Minnesota Historic Sites and Field Archaeology Act (Minnesota Statute 138) will be a requirement of project development. The statute states:

Minnesota Statute 138: Field Archaeology and the Historic Sites Act. Section 138.665 Subdivision 2 states, "the state, state departments, agencies, and political subdivisions, including the Board of Regents of the University of Minnesota, have a responsibility to protect the physical features and historic character of properties designated in section 138.662 and 138.664 or listed on the National Register of Historic Places created by Public Law 89-665. Before carrying out any undertaking that will affect designated or listed properties, or funding or licensing an undertaking by other parties, the state department or agency shall consult with the Minnesota Historical Society pursuant to the society's established procedures to determine appropriate treatments and to seek ways to avoid and mitigate any adverse effects on designated or listed properties. If the state department or agency and the Minnesota Historical Society agree in writing on a suitable course of action, the project may proceed" (The Revisor of Statutes, 2018).

The location of the proposed project within the boundaries of recorded mound group, 21HE0047, will require compliance with the Minnesota Private Cemeteries Act (Minnesota Statute 307.08). This statute requires review of the proposed project by both the Office of the State Archaeologist (OSA) and the Minnesota Indian Affairs Council (MIAC). The Private Cemeteries Act The Private Cemeteries Act protects all burials, mounds, and cemeteries located on private or public land and declares knowingly disturbing a burial mound or cemetery to be a felony.

Additional review of cultural resources studies may be done at the local level or at the state level by the State Historic Preservation Office (SHPO) and the Office of the State Archaeologist (OSA), or in the case of tribal involvement, a Tribal Historic Preservation Office (THPO). SHPO, THPO, and OSA require that surveys be conducted by a qualified professional who meets the Secretary of the Interior Professional Qualifications Standards as outlined in 36 CFR § 800.2(a)(1), and also outlines standards and guidelines for conducting work in the state.

TEAM EXPERIENCE AND QUALIFICATIONS

Blondo Consulting has assembled a qualified team to ensure project success. Team members exceed the standards, requirements, and guidelines of local, state, and federal requirements. All three principal investigators are qualified for Minnesota State Licensure. Established in 2009, Blondo Consulting, LLC endeavors to balance the consideration of past resources with the accommodation of future goals. Our company has completed nearly 1,400 projects in 15 states across the country.

Steven J. Blondo, MA, owner of Blondo Consulting, holds a Master's degree in Anthropology (Cultural Heritage Studies) from the University of Minnesota. Steven meets Secretary of the Interior's

Qualifications Standards and has been assisting clients with compliance related Cultural Resources work for nearly 20 years. Steven has established outstanding relationships with State SHPOs, OSAs, and many tribal offices by completing small to large and complex projects and coordinating client compliance repeatedly. Steven has conducted numerous archaeological investigations related to prehistoric and historic period sites and evaluated history architectural properties for National Register of Historic Places eligibility.

Kelly Wolf, MA, RPA holds a Master's degree in Anthropology (Cultural Heritage Management) from the University of Minnesota with an emphasis on historic archaeology. Over the past fifteen years, Kelly has served as archaeologist, historian, and Principal Investigator completing all phases of archaeological and historical survey from identification and evaluation to management and treatment. Kelly has participated in client and stakeholder meetings and successfully completed nominations for National Register of Historic Places listing for archaeological sites and historic structures. Kelly meets the Secretary of the Interior's Qualifications Standards for archaeology and history and is a Registered Professional Archaeologist.

Lindsey Reiners, MS, RPA holds a Master's degree in Cultural Resource Management: Archaeology from St. Cloud State University with an emphasis on prehistoric archaeology. Lindsey has eighteen years of experience as a field archaeologist and Principal Investigator throughout the Plains and Midwest. Lindsey has researched site history, located, excavated, and interpreted historic and prehistoric sites, authored a wide variety of reports, participated in client and stakeholder meetings, and coordinated and managed all aspects of project completion. Lindsey meets the Secretary of the Interior's Qualifications Standards and is also a Registered Professional Archaeologist.

SCOPE OF WORK

The following Scope of Work involves a number of tasks required for completion of the assessment. The assessment will include background research, site context development, mapping, coordination and consultation with stakeholders to determine appropriate field testing methods, and administrative tasks. No fieldwork will be completed under the current proposal.

Task 1. Background Research

Task 1 will commence with background research into the site parcel and one-mile radius to assess what has been previously identified or recorded. Background research will include an assessment of archaeological sites (including burial mounds and cemeteries), architectural structures, previous cultural resource surveys, and related primary source material. Research will be completed using a variety of sources. These include (but are not limited to) the online OSA Portal and SHPO records. The completed research will result in the development of a site specific historic context outlining what is currently known about the area and what may be expected to be identified.

Task 2. Mapping

Under Task 2, Blondo Consulting will prepare maps for meetings and stakeholder coordination and consultation. Mapping will include background research results (recorded and reported sites and previously completed surveys). GIS Shapefiles of work completed and research results will be completed for project planning purposes.

Task 3. Coordination and Consultation with Stakeholders

Under this task, Blondo Consulting will assist with discussions among stakeholders regarding the proposed project. The discussions may occur in one single meeting (in-person, via phone or zoom), or multiple individual meetings. Stakeholders will be identified at project commencement and will likely include: OSA, MIAC, and the four Dakota Tribal Historic Preservation Officers (THPO). Administration of this task will include management of scheduling meetings, correspondence, project updates, and additional coordination and consultation as required.

Task 4. Development of Appropriate Field Plan

This task includes the completion of a Scope of Work for field studies. These studies will verify locations of previously recorded mound locations and testing of areas where ground disturbance may occur during the project. The plan will be based on consensus from the stakeholders as to the best approach and most appropriate methods to use for fieldwork. Historically, strategies employed for identification and assessment of mounds and burial sites has varied. The destructive nature of some methods (backhoe trenching) has been replaced by less intrusive methods (geophysical studies and soil coring). The appropriateness of each method depends on the condition of the site, possible results, and suitability for working within a culturally sensitive area.

Task 5. Administrative Tasks/Meetings

Under this task, Blondo Consulting will attend project meetings as needed. These meetings may be onsite, or via conference call or virtual. Administrative and management is also included under this task.

Additional tasks required will follow completion of Cultural Resources Assessment and be detailed as appropriate in a separate Scope of Work and Cost Estimate which would act as an extension of the original contract.

PROJECT SCHEDULE

After Notice to Proceed (NTP), Blondo Consulting will initiate background research and mapping in preparation for stakeholder coordination/consultation meeting. Initial tasks outlined above will be completed over the Winter of 2022/2023. Additional Optional or Future Tasks will be assessed once consultation has been completed. A more defined schedule can be provided after Notice to Proceed is given. It is understood that final plans and specifications will be developed and bidding will complete prior to February 2023. Construction of the proposed project is anticipated to begin in May of 2023 and completed by October 2023.

PROJECT ASSUMPTIONS

The cost estimate below is based on the following assumptions:

- No fieldwork will be completed under the current proposal;
- Blondo Consulting will have access to the project area, public and private property;
- No evaluation of buildings, standing structures/structural ruins, or identified archaeological sites will be completed under this proposal;

- Up to two weeks for mobilization following authorization to proceed;
- Expenses are based on needing to provide lodging, per diem and milage for a two-person crew at the current 2022 IRS rate; and

COST ESTIMATE

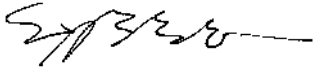
Blondo Consulting hourly rates range from \$75/hour for project archaeologist to \$100/hour for principal investigator, and \$125/hour for project director. Project expenses are based on federal per diem and mileage rates. The following cost estimates are based on what is currently known about the project area and past best practices for completion of similar projects.

Table 1. Cost Estimate – Cultural Resources Assessment of the Proposed 2023 Tonka Bay Street and Utility Improvement Project				
Task	Role	Hourly Rate	Estimated Hours	Cost Estimate
Task 1. Background Research				
Labor	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00
	Project Archaeologist	\$ 75.00	10	\$ 750.00
Task 1. Labor Subtotal				\$ 1,750.00
Task 2. Mapping				
Labor	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00
	Project Archaeologist	\$ 75.00	10	\$ 750.00
Task 2. Labor Subtotal				\$ 1,750.00
Task 3. Coordination and Consultation with Stakeholders				
Labor	Project Director	\$ 125.00	10	\$ 1,250.00
	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00
Task 3. Labor Subtotal				\$ 2,250.00
Task 4. Development of Appropriate Field Plan				
Labor	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00
	Project Archaeologist	\$ 75.00	10	\$ 750.00
Task 4. Labor Subtotal				\$ 1,750.00
Task 5. Administrative Tasks/Meetings				
Labor	Project Director	\$ 125.00	8	\$ 1,000.00
	Project Manager/Principal Investigator	\$ 100.00	12	\$ 1,200.00
Task 5. Labor Subtotal				\$ 2,200.00
Total Estimated Labor				\$ 9,700.00
	Description	Cost Per Unit	Estimated Units	Cost Estimate
	Mobilization			\$ 500.00

Table I. Cost Estimate – Cultural Resources Assessment of the Proposed 2023 Tonka Bay Street and Utility Improvement Project					
Expenses	Mileage	\$	0.625	160	\$ 100.00
Expenses	Per Diem	\$	59.00	2	\$ 118.00
Total Estimated Expenses					\$ 718.00
Project Total Cost Estimate					\$ 10,418.00

A signed and returned copy of this proposal will serve as our authorization to proceed. Work will begin after receiving project plans, proposed project descriptions, and additional materials as needed. Work will be completed under a contract between WSB and Blondo Consulting. Fees estimated in this proposal are based on our assumptions that you will authorize this work by November 13, 2022. Please let me know if you have any questions or comments regarding this proposal.

Sincerely,



Steven J. Blondo MA
Blondo Consulting, LLC

<p>Approved by WSB as per Master Contract:</p> <hr/> <p>(signed)</p> <hr/> <p>(name)</p> <hr/> <p>(title)</p>
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CITY OF TONKA BAY

RESOLUTION 22-44

A RESOLUTION AUTHORIZING WSB TO RETAIN A SUBCONSULTANT TO COMPLETE A CULTURAL ASSESSMENT FOR THE PROPOSED 2023 STREET AND UTILITY IMPROVEMENT PROJECT

WHEREAS, the engineering firm of WSB & Associates, Inc., investigated the project area for the 2023 Street and Utility Improvement Project as stated in their supplemental agreement to provide engineering services; and

WHEREAS, it was discovered that a recorded mound site encompassed the entirety of the project area; and

WHEREAS, WSB & Associates, Inc., requested that Blondo Consulting, LLC, prepare a proposal to complete a Cultural Assessment for the project area; and

WHEREAS, Blondo Consulting, LLC, has prepared a proposal to complete a Cultural Assessment for the project area.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Tonka Bay authorizes WSB & Associates, Inc., to enter into a contract with a subconsultant, Blondo Consulting, LLC, to complete a Cultural Assessment for the 2023 Street and Utility Improvement Project.

PASSED AT A REGULAR MEETING of the Tonka Bay City Council this 29th day of November, 2022.

Motion introduced by _____ and seconded by _____.

Roll call vote:

Councilmember Wischmeier _____
Councilmember Connelly _____
Councilmember Anderson _____
Councilmember Viger _____
Mayor Jennings _____

Adam Jennings, Mayor

ATTEST: _____
Rachel Myskevitz, City Clerk

CITY OF TONKA BAY

RESOLUTION 22-45

A RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR THE MANITOU PARK BALLFIELD IMPROVEMENTS

WHEREAS, the City Council of Tonka Bay awarded the contract for the Manitou Park Ballfield Improvements to Odessa II, LLC; and

WHEREAS, the work proposed within Change Order No. 2 involves adjusting two existing storm sewer castings adjacent to the new parking lot and installing concrete flumes around them, work which was not included in the original contract; and

WHEREAS, Change Order No. 2 will increase the project construction costs in the amount of \$3,600.00, from the contract amount of \$487,995.00 to \$,491,995.00.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Tonka Bay:

- 1) Change Order No. 2 in the total amount of \$3,600.00 is hereby approved.

PASSED AT A REGULAR MEETING of the Tonka Bay City Council this 29th day of November 2022.

Motion introduced by _____ and seconded by _____.

Roll call vote:

- Councilmember Wischmeier _____
- Councilmember Connelly _____
- Councilmember Anderson _____
- Councilmember Viger _____
- Mayor Jennings _____

Adam Jennings, Mayor

ATTEST: _____
Rachel Myskevitz, City Clerk

WSB Project No. 019287-000	Owner Project No.	Change Order No. 2
Project Title/Description: Manitou Park Ballfield Improvements		
Owner: City of Tonka Bay		
Owner Address: 4901 Manitou Rd Tonka Bay, MN 55331-9561		
Contractor: Odesa II, LLC		
Contractor Address: 9003 Mayhew Lake Road NE Sauk Rapids, MN 56379		
Total Change Order Amount: \$3,600.00		

Description: Adjust storm castings next to parking lot. Install concrete flume/apron around each casting.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Local Funding	2411.502	CONCRETE FLUME	EACH	\$1,800.00	2	\$3,600.00
Net Change This Change Order						\$3,600.00

Due to this change, the contract time: (check one)

<input type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change:

Approved By Project Engineer: Jeffrey A. Fealun Date: November 22, 2022

Approved By Contractor: Pege Janson Date: 11-22-22

Approved By Owner: _____ Date: _____

November 29, 2022

Jeremy Pickus
3525 Creek Road
Chaska, MN 55318

Dear Mr. Pickus,

Below is a summary of the City of Tonka Bay’s (the “City”) offer of employment. This agreement is to formalize the completion of your provisional offer dated February 22, 2022. This agreement supersedes and voids that previous provisional offer upon approval.

Title:	Full-Time Public Works/Parks
Hours:	Same as other public works staff as outlined in the current labor agreement.
Supervisor:	Todd Schallberg, Public Works Lead
Base Wage Rate:	\$28.94 per hour
Employee Position Type:	Regular Full-Time
Position Start Date:	December 19, 2022 or as soon as practicable.
Responsibilities:	See attached position description.
Benefits:	Full benefits as outlined in City’s Employment Policy and Collective Bargaining Agreement

Please review this description and the authorization below and sign and return this offer letter to me if it is acceptable.

Sincerely,

Daniel Tolsma
City Administrator
City of Tonka Bay

By signing below, you agree that you have been provided the specific details of the position and are able to perform the requirements of this regular full-time employment role.

Jeremy Pickus

Date



4901 Manitou Road
Tonka Bay, MN 55331
952-474-7994
www.cityoftonkabay.net

POSITION DESCRIPTION

Public Works Maintenance Worker

Position Summary

Performs a variety of non-supervisory specialized, public works tasks. Is responsible for the maintenance and upkeep of city property, providing technical support in water/ wastewater, sewer, park, trail, street services, and performs other related functions as assigned or apparent.

Essential Duties and Responsibilities

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Performs maintenance at sewer pumping stations and the maintenance and repair of water distribution systems, meters and associated equipment; performs maintenance and tests on the water treatment facility and sewer systems; operates and maintains sewer pumps, control panels, and cleans equipment; performs general facility/ infrastructure maintenance and clean up.
- Maintains municipal wells, water tower, hydrants, curb stops, lift stations, and water/ sewer mains.
- Assists with water and sewer issues, such as water service connection and disconnection.
- Maintains, monitors, inspects and repairs all facets of the stormwater distribution system, including ponds, pipes, manholes, catch basins, and structures in accordance with NPDES and MS4 requirements.
- Performs duties associated with snow plowing by plowing streets, parking lots, and ice rinks using light and/or heavy equipment.
- Performs repairs to streets and curb surfaces, including patching, overlays and crack sealing using specialized equipment, load and haul material for street maintenance repair.
- Performs street cleaning, ditch and right-of-way cleaning maintenance.
- Prepares parks, city docks, and playing fields/ courts/ beaches/ rinks for use such as dragging, raking, painting, installing buoys, shoveling, clearing snow, fixing rink boards, watering, flooding, and laying out fields/ courts/ beaches/ rinks using light and/or heavy equipment or manual labor; constructs and maintains trails using light and/or heavy equipment; maintains turf by mowing, seeding, raking, laying out sod, cleaning debris, etc.
- Provides maintenance and upkeep to city property; maintains appearance to city streets, storm sewers, park buildings, city docks, park grounds, picnic areas, and trails.
- Maintains playground equipment by painting, repairing, replacing parts, etc.; performs routine maintenance on equipment and facilities by painting, cleaning, fixing, etc.
- Mows lawns, street boulevards, parks, ditches, and right-of-way, using heavy and/or light equipment; plants and maintains trees and/or shrubs, sprays for weeds, picks up brush and other debris, removes trash.
- Operates vehicles requiring a valid class B driver's license, including tanker and air brake endorsements; operates light and heavy equipment, snowplows, mowers, and other power-driven equipment and tools.
- Participates in on-call rotation to respond to city emergencies after scheduled work hours and is available for extended workdays, call backs, and shift schedule changes.
- Locates, marks, and records information regarding underground utilities using locate equipment, metal detectors, and GPS; maintains logs of locate requests for City services.
- Performs work of a laboring nature including but not limited to frequent lifting, shoveling, operating light equipment and/or heavy equipment or manual labor; performs strenuous manual labor in extreme climatic conditions.



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POSITION DESCRIPTION

Public Works Maintenance Worker

- Performs pre-operation checks of equipment including fluid levels, lights, tires, etc.; returns equipment cleaned and ready for next use; makes minor equipment repairs and adjustments; reports all equipment maintenance needs and damage to supervisor immediately.
- Keeps supervisor promptly informed of all significant matters he/she must know to perform his/her position responsibilities effectively.
- Participates in training and education opportunities to maintain and improve proficiency and required licenses.
- Follows oral and written instructions, such as supervisor's work orders and equipment operation manuals.
- Adheres to all safety rules, regulations and practices, including wearing appropriate safety equipment to protect the employee, operation, and the public.
- Maintains positive professional working relationships with all staff levels, other jurisdictions and agencies, and the general public; displays effective and respectful communication and interactions with other employees, supervisors, individuals from other jurisdictions and agencies and the general public.
- Performs essential position duties and responsibilities under the working conditions and physical demands described herein.
- Practices open communication, listens and seeks to understand others; uses City resources wisely.
- Performs other duties as directed by the Public Works Superintendent or apparent.

Knowledge of:

- Operating characteristics and maintenance requirements of a water treatment plant.
- Hydraulic, chemical and mechanical principles pertinent to water treatment plant operations.
- Street maintenance, and park/ recreational area maintenance.
- Equipment and vehicle maintenance and repair including procedures, methods and tools.
- Traffic laws, ordinances and regulations involved in equipment operation including manual transmission.
- Operation of snow removal, heavy machinery, and other public works equipment and vehicles.
- Materials, methods and techniques used in construction and maintenance activities.
- Occupational hazards of the work and of the necessary safety precautions.

Skilled in:

- The use and care of hand tools and city-owned equipment.
- The operation of vehicles/ equipment used for street, park, and water/ sewer maintenance.
- Written and verbal communication skills, with an ability to relate effectively with diverse individuals.

Ability to:

- Work in inclement weather conditions.
- Maintain mechanical equipment.
- Prepare and maintain accurate records.
- Read meters and charts accurately.
- Be detail oriented and follow through with tasks.
- Accept criticism and discipline.
- Maintain a team and service-oriented approach to work.



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POSITION DESCRIPTION

Public Works Maintenance Worker

- Work cooperatively in a team environment, display integrity and exhibit a positive attitude.
- Demonstrate initiative and work with minimum supervision.
- Make decisions in accordance with established policies and procedures.
- Represent the City in a professional, courteous and efficient manner.
- Gather information effectively and efficiently.
- Handle numerous interruptions, switch from task to task while maintaining focus on task at hand and producing high quality work.

Typical Work Environment Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; speak intelligibly and hear; work with pressurized equipment and moving objects. The employee is frequently required to stand, walk, reach, kneel, bend over, and push and carry objects with hands and arms. The employee must, at times lift and/or move objects up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus. Work is performed indoors and outdoors, and the employee will be exposed to inclement weather conditions, including temperature shifts and wet and/or humid conditions.

Required Qualifications

- High school degree or equivalent and some experience in water/ wastewater, sewer, park, trail, general maintenance, electrical, plumbing, pump maintenance, operating medium/ heavy equipment, and street services; or equivalent combination of education and experience.
- Valid class B commercial driver's license with air brake and tanker endorsement, or ability to obtain within 6 months of hire.
- Ability to respond to job-related emergency callouts within 30 minutes of notification.

Desired Qualifications

- Two years' experience in public or private setting that provided skills in water/ wastewater, sewer, park, trail, general maintenance, electrical, plumbing, pump maintenance, operating medium/ heavy equipment, and street services.
- Valid class B commercial driver's license with air brake and tanker endorsement.
- Valid class C water and SC wastewater certifications for increased wage.

Conditions of Employment

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Tonka Bay is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.