



CITY COUNCIL SPECIAL MEETING AGENDA

DECEMBER 13, 2022 – 7:00 pm

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA¹
 - A. October 11, 2022 Work Session Minutes
 - B. October 25, 2022 Work Session Minutes
 - C. October 25, 2022 Regular Meeting Minutes
 - D. November 15, 2022 Work Session Minutes
 - E. November 15, 2022 Regular Meeting Minutes
 - F. October Financial Report (Holdover from 11-29 Meeting)
 - G. 2023 Liquor/Electronic Amusement Device License Renewals
 - H. Southwest Assessing Contract Renewal
 - I. Approving 2023 Prosecuting Services Contract with Campbell Knutson
5. MATTERS FROM THE FLOOR² (*maximum time of five minutes per person*)
6. SPECIAL BUSINESS
 - A. None
7. PUBLIC HEARING
 - A. Truth in Taxation Public Hearing
 - B. Resolution 22-46: Approving Final Tax Levy for 2023
 - C. Resolution 22-47: Approving 2023 Budget
8. OLD BUSINESS
 - A. Resolution 22-44: Authorizing Cultural Assessment for 2023 Street and Utility Improvements
9. NEW BUSINESS
 - A. Resolution 22-48: Designating Polling Location for 2023 Elections
 - B. Resolution 22-49: Approving a Proposal for Trail Connection Preliminary Design
 - C. Resolution 22-50: Approving a Proposal for Manitou Watermain Environmental Assessment
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 NO. 4A

DRAFT MINUTES TONKA BAY CITY COUNCIL WORK SESSION OCTOBER 11, 2022

1. **CALL TO ORDER**

The work session was called to order at 6:00 pm.

2. **ROLL CALL**

Members present: Mayor Jennings and Councilmembers Anderson, Connelly, Viger and Wischmeier. Also present were City Administrator Tolsma, City Engineer Gadbois City Attorney Hill.

3. **DISCUSSION TOPICS**

135 Mound Avenue LMCD Dock Variance Application

The city council reviewed the variance application submitted to the Lake Minnetonka Conservation District by Dennis Nelson of 135 Mound Avenue, proposing authorization of dock usage area. The consensus of the council was to approve his application.

Hardcover Draft Ordinance & Discussion

City Attorney Hill outlined the proposed changes in amending the ordinance of section 1002 and 1070 of the Tonka Bay city code related to impervious surface coverage from twenty-five percent to a sliding scale by adding "Appendix A", which is a sliding scale based on lot size. Also, decks and deck stairs shall not be considered an impervious surface if the deck is constructed with a space between each plank and the deck is constructed over a pervious surface. The requirement to enter into a stormwater facilities maintenance agreement was also discussed.

South Lake Minnetonka Police Draft Joint Powers Agreement

Not discussed.

Deer Control Discussion

Not discussed.

Miscellaneous

None.

4. **ADJOURNMENT**

There being no further business, Council moved on to the City Council meeting.

Adam Jennings, Mayor

Attest:

Rachel Myskevitz, City Clerk

ITEM NO. 4B

APPROVED MINUTES TONKA BAY CITY COUNCIL WORK SESSION OCTOBER 25, 2022

1. **CALL TO ORDER**

The work session was called to order at 6:00 pm.

2. **ROLL CALL**

Members present: Mayor Jennings and Councilmembers Anderson, Connelly and Viger. Also present were City Administrator Tolsma, City Attorney Hill, City Planner Howe and City Engineer Gadbois.

3. **DISCUSSION TOPICS**

Chevalle Proposed Development Discussion

David and Rachel Igel of 265 Lakeview Avenue, owners of Chevalle Development Company, presented their proposal to enter into an agreement with the City of Tonka Bay to investigate the 18 acres south of Pleasant Avenue, west of Lilah Lane to determine its suitability for housing. They would like to consider building single-level villas on ten to twelve acres, which would be forty to forty-five units. The other alternative could be a dozen houses with nature trails throughout it, improving the preserve and possibly connecting it to the adjacent park. It was discussed by council and no decision was made.

Senior Living Proposed Development Discussion

Michael Palm of Palm Commercial Brokerage gave a presentation proposing to develop the property between Sunrise Avenue and Lakeview Avenue as a senior living community.

2023 Enterprise Budget Discussion

Not discussed.

Miscellaneous

None.

4. ADJOURNMENT

There being no further business, Anderson moved to adjourn the meeting at 6:58 pm. Connelly seconded the motion. Ayes: Anderson, Connelly, Viger, Jennings. Motion carried.

Adam Jennings, Mayor

Attest:

Rachel Myskevitz, City Clerk

ITEM NO. 4C

DRAFT MINUTES TONKA BAY CITY COUNCIL REGULAR MEETING OCTOBER 25, 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 Anderson, Connelly and Viger. Also present were City Administrator Dan Tolsma, City Engineer Adam Gadbois and City Attorney Jason Hill.

3. **APPROVAL OF AGENDA**

Anderson moved to approve the agenda, adding Resolution 22-38 under New Business. Connelly seconded the motion. Ayes: Anderson, Connelly, Viger, Jennings. Motion carried.

4. **CONSENT AGENDA**

~~A. City Council Work Session from October 11, 2022~~

B. City Council Regular Meeting Minutes from October 11, 2022

Anderson moved to approve the consent agenda, removing Item 4A, approving Item 4B. Connelly seconded the motion. Ayes: Anderson, Connelly, Viger, Jennings. Motion carried.

5. **MATTERS FROM THE FLOOR**

None.

6. **SPECIAL BUSINESS**

None.

7. **PUBLIC HEARINGS**

None.

8. **OLD BUSINESS**

None.

9. **NEW BUSINESS**

A. Proposed South Lake Minnetonka Police Department Joint Powers Agreement

City Administrator Tolsma gave an overview of the proposed SLMPD Joint Powers agreement. Mayor Jennings stated that Greenwood and Shorewood passed the proposal. Excelsior put it on hold due to the mayor and council not being at full capacity. The council decided they would like to review any of the changes that have been made to the original agreement before making the decision to approve it.

B. Authorize Submission of Draft Hardcover Ordinance to the Minnesota Department of Natural Resources for Review and Feedback.

City Attorney Hill explained the updates to the ordinance amending sections 1002 and 1070 of the Tonka Bay city code related to impervious surface coverage since it was last reviewed by council during the October 11th work session, which included adding retaining walls as impervious surface, a ¼ inch space between decking for it to be previous, clarifying the stormwater treatment plan requirement and including in the event a lot owner proposes to reduce the amount of impervious surface coverage on their lot below the existing impervious surface coverage on the lot, no variance is required. The latter update regarding reducing existing coverage and no need for a variance was discussed and decided to change Subdivision 3 to include adding a stormwater treatment plan, like Subdivision 2.

Anderson moved to approve submitting the draft ordinance to the Minnesota Department of Natural Resources for review, with the change of adding minimum ¼ inch space between decking and adding to Subdivision 3 the requirement for a stormwater management plan, similar to Subdivision 2. Connelly seconded the motion. Ayes: Anderson, Connelly, Viger, Jennings. Motion carried.

C. Ice Rink Alternative Locations for 2022/2023 Winter

City Administrator Tolsma said upon the recommendation of Superintendent of Public Works Todd Schallberg, he suggested flooding the open area behind the basketball court as an open skate area with no boards, just a windrow of snow.

D. Resolution 22-38 Supporting 135 Mound Avenue Dock Variance Application

Connelly moved to approve Resolution 22-38 Supporting a Dock Variance Application at 135 Mound Avenue. Anderson seconded the motion. Ayes: Anderson, Connelly, Viger, Jennings. Motion carried.

10. MATTERS FROM THE FLOOR

None.

11. REPORTS

A. Administrator's Report

No report.

B. Contract Staff Report(s)

City Engineer Gadbois reported on the recent open meeting regarding the Brentwood neighborhood street improvement project.

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

No report.

D. Kristin Viger – Parks and Docks, Sanitation and Recycling

Councilmember Viger reported on the Parks and Docks Commission meeting the previous night. She said future ballfield rental fees were discussed in depth.

E. Kelly Wischmeier – Building Inspection, Municipal Building and Grounds

F. Tim Connelly – EFD, Commercial Marinas, LMCD

No report.

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

Mayor Jennings suggested possibly adding an additional council meeting at 6 pm November 22, 2022 to discuss the Enterprise Budget.

12. ADJOURNMENT

There being no further business, Anderson moved to adjourn the meeting at 7:56 pm. Viger seconded the motion. Ayes: Anderson, Connelly, Viger, Jennings. Motion carried.

Adam Jennings, Mayor

Attest:

Rachel Myskevitz, Deputy City Clerk

ITEM NO. 4D

APPROVED MINUTES TONKA BAY CITY COUNCIL WORK SESSION NOVEMBER 15, 2022

1. **CALL TO ORDER**

The work session was called to order at 6:03 pm.

2. **ROLL CALL**

Members present: Mayor Jennings and Councilmembers Anderson, Viger and Wischmeier. Also present were City Administrator Tolsma, City Engineer Gage Thompson and City Attorney Joe.

3. **DISCUSSION TOPICS**

South Lake Minnetonka Police Department Draft JPA & Prosecuting Attorney Discussion

The different, red-lined draft versions were discussed, along with the services that Tonka Bay currently receives from the SLMPD. The consensus was approval of the JPA by council.

Proposed Manitou Park Field Reservation Fees

Councilmember Viger discussed the pricing model the Parks and Docks Commission came up with. They prefer two times slots at \$30 each per day for rental for each of the three ballfields, with a credit built-in for field maintenance, in 2023.

LMCD Applicants

Three applicants applied to be Tonka Bay's LMCD board representative: Kim Gallogly, Judd Brackett and Ryan Nellis. They decided they would like to interview all three of the candidates before the December 13, 2022 council meeting.

Miscellaneous

City Administrator Tolsma brought the discussion back to the memo from the SLMPD Chief Tholen regarding the possibility of Tonka Bay retaining a new prosecuting attorney firm, Campbell Knutson. The spending cap would be the same as what Tonka Bay is currently paying. City Administrator Tolsma said he would find the current contract with Ken Potts for further discussion at the next council meeting.

City Administrator Tolsma asked council if they could meet November 29, 2022 to discuss the Enterprise Budget and assessments of delinquent utilities and general services fees.

4. **ADJOURNMENT**

There being no further business, Council moved on to the City Council meeting.

Adam Jennings, Mayor

Attest:

Rachel Myskevitz, City Clerk

**DRAFT MINUTES
TONKA BAY CITY COUNCIL
REGULAR MEETING
NOVEMBER 15, 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 Anderson, Viger and Wischmeier. Also present were City Administrator Dan Tolsma, City Engineer Gage Thompson and Assistant City Attorney Joe Sathe.

3. APPROVAL OF AGENDA

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

4. CONSENT AGENDA

- A. Accept September 2022 Financial Reports**
- B. Approve Pay Voucher #1 for the Entirety of the 2022 Slip Lining Project**
- C. Approve Winter 2022/2023 De-Icing Permits**

Councilmember Viger had a question regarding the September 2022 Financial reports under expenditures Department 41500 E 101-41500-438 Fin Admin Miscellaneous of \$13,394.80. City Administrator Tolsma responded that was Interim City Administrator Jessica Loftus' contract expense.

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

5. MATTERS FROM THE FLOOR

None.

6. SPECIAL BUSINESS

- A. Resolution 22-40: Canvass Election Results for the 2022 General Election

Anderson moved to approve Resolution 22-40, Certifying the Municipal Results of the 2022 General Election. Viger seconded the motion. Ayes: Anderson, Viger, Wischmeier, Jennings. Motion carried.

7. PUBLIC HEARINGS

None.

8. OLD BUSINESS

A. Resolution 22-41: Accept Feasibility Report for the 2023 Street and Utility Improvement Project

City Engineer Thompson explained the feasibility report, stating that they did encounter during the boring some increased amounts of rather poor material below the existing roadway going down over seven feet. They will need to remove it and the updated cost does include that. There is approximately a twelve percent increase in the original cost estimate. They are still on schedule to go for bidding in early 2023. Councilmember Viger asked when they go out for bids if they can get two estimates, one with curb and gutter and one without, in case the project starts to go way over budget. Thompson stated that might require an alternate set of plans, which would add to the expense.

Anderson moved to approve Resolution 22-41, Accepting the Feasibility Report for the 2023 Street and Utility Improvement Project. Viger seconded the motion. Ayes: Anderson, Viger, Wischmeier, Jennings. Motion carried.

B. Resolution 22-42: Approve South Lake Minnetonka Police Department Joint Powers Agreement

Anderson moved to approve Resolution 22-42, Approving South Lake Minnetonka Police Department Powers Agreement. Viger seconded the motion. Ayes: Anderson, Viger, Wischmeier, Jennings. Motion carried.

9. NEW BUSINESS

A. Resolution 22-43: Authorizing Cultural Assessment for the 2023 Street and Utility Improvement Project

City Administrator Tolsma explained the consideration by council to authorize WSB to retain a subconsultant, Blondo Consulting, LLC, to prepare a Cultural Assessment in advance of the 2023 Street and Utility Improvement Project. The Cultural Assessment will outline appropriate ways or treatments to mitigate adverse effects to any cultural sites. The proposal from Blondo Consulting, LLC, indicates that the tasks detailed above can be completed for an estimated fee of \$10,418.00. Councilmember Viger suggested to include Pleasant Avenue and Birch Bluff Road in the study for a possible cost reduction by doing both at once. It was discussed further and decided to review it again at the November 29, 2022 meeting.

Anderson moved to table Resolution 22-43 until the next meeting November 29, 2022. Viger seconded the motion. Ayes: Anderson, Viger, Wischmeier, Jennings. Motion carried.

B. Parks & Docks Commission Appointments Discussion

City Administrator Tolsma said there are five of the seven positions that will need to be refilled next year. The hope is that the current members, Abby Ludens, Carl Awalt and Kristin Smith would like to extend their terms; however, Andrew Myers and Doug Eckland will need to be replaced. City Attorney Sathe said he would review the bylaws to see if they can be amended from a seven-member commission to a five-member commission if that is the direction council would like to take. City Administrator Tolsma suggested having the application deadline at the end of December and make the appointments at the first January, 2023 meeting.

10. MATTERS FROM THE FLOOR

None.

11. REPORTS

A. Administrator's Report

City Administrator Tolsma gave a quick update on the interviews for the open public works position. There were four interviews and two are coming back for a second interview.

B. Contract Staff Report(s)

No Reports.

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

No report.

D. Kristin Viger – Parks and Docks, Sanitation and Recycling

Councilmember Viger reminded council of the Tree Lighting Ceremony on December 1, 2022.

E. Kelly Wischmeier – Building Inspection, Municipal Building and Grounds

No report.

F. Tim Connelly – EFD, Commercial Marinas, LMCD

Absent.

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

Mayor Jennings said there was a SLMPD banquet the same night as the Tree Lighting Ceremony.

12. ADJOURNMENT

There being no further business, Anderson moved to adjourn the meeting at 7:46 pm. Viger seconded the motion. Ayes: Anderson, Viger, Wischmeier, Jennings. Motion carried.

Adam Jennings, Mayor

Attest:

Rachel Myskevitz, Deputy City Clerk

ITEM 4G

CITY OF TONKA BAY
 FINANCIAL REPORT
 October 31, 2022

FUND#	FUND NAME	Current interest rate	4M Fund		Managed Investments		FUND BALANCE
		2.797% CHECKING	2.809% SAVINGS	0.00% Term Investments	3.07% SAVINGS	CD's	
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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MEMO

To: Mayor and City Council
From: Dan Tolsma, City Administrator
Date: December 13, 2022
RE: 2023 Liquor/Electronic Amusement Device License Renewals

The following establishments have applied to renew their liquor licenses for 2023:

Joey Nova's Pizzeria Delicatessen

Currently Licensed for: Wine / On-Sale Beer
Applying for: Same
Investigation Results: No violations in the past 12 months

Country Club Lanes

Currently Licensed for: Special Sunday Sale / On-Sale Intoxicating Liquor
Applying for: Same
Investigation Results: No violations in the past 12 months

Hazelwood Food and Drink

Currently Licensed for: Special Sunday Sale / On-Sale Intoxicating Liquor
Applying for: Same
Investigation Results: No violations in the past 12 months

The following establishments have applied to renew their electronic amusement devices permit:

Country Club Lanes

Currently Permitted for: 5 electronic devices
Applying for: Same
Investigation Results: No violations in the past 12 months

ITEM 4H

SOUTHWEST ASSESSING
P. O. Box 47841
Plymouth, MN 55447
Phone: 763-473-3978
Fax: 763-473-1508
Assessor84@comcast.net

TO: Tonka Bay Mayor and City Council Members
Dan Tolsma-City Administrator

FROM: Rolf Erickson, Tonka Bay City Assessor

DATE: July 7, 2022

RE: 2023 Assessment Proposal: City of Tonka Bay

Current Monthly Assessng Fee	\$1,838
ProposedMonthly Assessing Fee	\$2,058
Current Yearly Assessing Fee	\$22,056
Proposed Yearly Assessing Fee (for year one of contract)	\$24,696
Current Prorated Expenses cap (maximum per year)	\$2,249
Proposed Prorated Expenses cap (maximum per year)	\$2,249

Term of Contract: 1 year, September 1, 2022-August 30, 2023.

Our cost of doing business has been increasing dramatically with the increase of fuel prices, insurance, supplies and office rental expenses. With the large increases in Market Values, we have seen a large increase in taxpayer calls for property reviews.

Please present this at the next possible council meeting. If it is approved, please prepare the contract as you have in the past.

**AGREEMENT FOR PROSECUTION SERVICES
BETWEEN THE CITY OF TONKA BAY AND
CAMPBELL KNUTSON, *Professional Association***

THIS AGREEMENT, effective _____, 202__, is by and between the **CITY OF TONKA BAY**, a Minnesota municipal corporation ("City") and **CAMPBELL KNUTSON, *Professional Association***, a Minnesota corporation ("Attorney").

NOW, THEREFORE, in consideration of the mutual undertakings herein, the parties hereto agree as follows:

1. SERVICES AND RELATIONSHIP.

- A. The Attorney shall furnish and perform Prosecution Services for the City.
- B. The Attorney shall be engaged as an independent contractor and not as a City employee. The Attorney is free to contract with other entities.

2. TERM.

- A. The Attorney shall serve at the pleasure of the City Council, and this Agreement may be terminated without cause by resolution of the City Council.
- B. The Attorney may terminate this Agreement at any time, provided that the Attorney shall give the City sixty (60) days written notice before the termination becomes effective.

3. COMPENSATION.

- A. *Prosecution Services*: An annual retainer for all Prosecution Services of \$10,000.00. The legal fees will be billed monthly at \$833.00.
- B. *Additional Prosecution Related Services*: Legal Fees for Additional Prosecution Related Services are not included in Prosecution Services, and will only be furnished at the specific request of the City. The following are Additional Prosecution Related Services:

- (1) Criminal appeals whether initiated by the State or the Defendant;

- (2) Code enforcement violations;
- (3) Contract and agreement drafting;
- (4) Data practices requests and issues; and
- (5) Ordinance drafting.

Legal fees for Additional Prosecution Related Services will be billed monthly at the following hourly rates:

❖ Attorneys	\$ 175.00
❖ Legal Assistants/Law Clerks	\$ 105.00

C. *Monthly Statements:* Attorney will send City a detailed monthly billing statement of the actual hours incurred in providing Prosecution Services and Additional Prosecution Related Services. The minimum billing increment is .2 hour.

D. *Costs:* Out-of-pocket costs without mark-up include:

- ❖ Lexis research (only if used for Tonka Bay matters)
- ❖ photocopies at 20¢ per page
- ❖ color photocopies at 40¢ per page
- ❖ postage of 50¢ or more
- ❖ court related costs (court filing fees, expert witnesses (with prior consent of City), subpoenas, service of process, court reporter fees)
- ❖ conflict attorneys' fees and costs

E. *Payments:* Payments for legal services provided the City shall be made in the manner provided by law. The City will normally pay for services within thirty (30) days of receipt of a statement for services rendered.

4. INSURANCE. The Attorney will purchase and maintain sufficient insurance to protect Attorney against claims for legal malpractice.

5. MISCELLANEOUS.

A. *Annual Presentation to the City Council.* Upon request of the City, the Attorney will provide the City Council with an annual presentation on prosecution activity and updates. The Attorney will provide other reports upon request.

B. *Governing Law.* This Agreement shall be governed by the laws of the State of Minnesota.

C. *Assignment.* The Attorney may not assign or refer any of the legal services to be performed hereunder without the written consent of the Tonka Bay City Council.

D. *Effective Date.* This Agreement shall become effective upon its execution by the City and the Attorney. This Agreement shall not be modified or amended without the approval in writing of the Tonka Bay City Council.

*Remainder of page intentionally left blank.
Signature page follows.*

Dated: _____, 202__.

CITY OF TONKA BAY

By: _____
Adam Jennings, Mayor

And: _____
Rachel Myskevitz, Deputy City Clerk

Dated: _____, 202__.

CAMPBELL KNUTSON
Professional Association

By: _____
Elliott B. Knetsch, Vice President

CITY OF TONKA BAY

RESOLUTION 22-46

A RESOLUTION ADOPTING FINAL TAX LEVY COLLECTIBLE IN 2023

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Tonka Bay, Hennepin County, Minnesota, does hereby declare that the following sums of money be levied for the budget year 2023, collectible in 2023, for the following purposes:

General Fund	\$1,214,840
Capital Improvement Fund	\$ 180,862
 Total 2023 Levy Amount	 \$1,395,702

PASSED AT A REGULAR MEETING of the Tonka Bay City Council this 13th day of December 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 NO. 22-47

A RESOLUTION ADOPTING A FINAL 2023 GENERAL FUND BUDGET

WHEREAS, the City Council of the City of Tonka Bay is the official governing body of the City of Tonka Bay, Minnesota (“City”); and

WHEREAS, the City Council has developed a final General Fund Budget for the fiscal year commencing January 1, 2023.

NOW, THEREFORE BE IT IS RESOLVED, that the Tonka Bay City Council hereby approves a final 2023 General Fund Budget as follows:

REVENUES

Property Tax Levy	\$1,395,702
Licenses & Permits	\$153,715
Intergovernmental Revenue	\$3,000
Charges for Service	\$38,200
Fines & Forfeits	\$6,000
Transfers from Other Funds	\$25,000
Other	<u>\$62,908</u>

TOTAL REVENUES **\$1,684,525**

EXPENDITURES

City Council	\$16,254
Administration	\$168,596
Legal	\$60,000
Engineering	\$40,000
Planning & Zoning	\$93,436
Facilities	\$20,348
Public Safety	\$684,702
Building Inspections	\$101,121
Public Works & Streets	\$186,510
Parks, Trees, & Fire Lanes	\$97,250
Transfer to CIP Fund	\$180,000
Other	<u>\$36,308</u>

TOTAL EXPENDITURES **\$1,684,525**

PASSED AT A REGULAR MEETING of the Tonka Bay City Council, Minnesota
this 13th day of December 2022.

Motion introduced by _____ and seconded by _____.

Roll Call Vote:

Councilmember Anderson	_____
Councilmember Connelly	_____
Councilmember Viger	_____
Councilmember Wischmeier	_____
Mayer Jennings	_____

Adam Jennings, Mayor

ATTEST:

Rachel Myskevitz, Deputy City Clerk



MEMO

To: Mayor and City Council
From: Adam Gadbois, City Engineer, WSB
Date: December 13, 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

Background information provided below was included in the City Council packet for the City Council meetings on November 15, 2022 and November 22, 2022. The proposal from Blondo Consulting, LLC, is included as an attachment, along with an additional document that illustrates the costs savings that could be realized if this proposal is approved along with the similar proposal provided for the Manitou Road Watermain Improvements.

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.

**At the heart of
Lake Minnetonka**



Fiscal Impact

The proposal from Blondo Consulting, LLC, indicates that the tasks detailed above can be completed for an estimated fee of \$10,418 with cost savings available if combined with the Manitou Road Watermain Improvements.

WSB does not anticipate any increase to our fees in order to incorporate this subconsultant work.

Attachments

1. Blondo Consulting, LLC Proposal, Cost Savings Document

Recommended City Council Action

Staff recommends approval of Resolution 22-44, 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

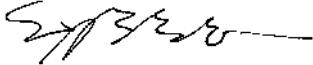
Blondo Consulting hourly rates range from \$75/hour for project archaeologist to \$100/hour for principal investigator, and \$125/hour for project director. Project expenses are based on federal per diem and mileage rates. The following cost estimates are based on what is currently known about the project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

Table 2. Cost Estimate – Potential Cost Savings Breakdown - Cultural Resources Assessment of the Proposed Manitou Road Watermain Improvements Project and 2023 Tonka Bay Street and Utility Improvements Project

			2023 Tonka Bay Street and Utility Improvements Project		Manitou Road Watermain Improvement Project		Both Projects (individual)		Both Projects (combined)	
Task	Role	Hourly Rate	Estimated Hours	Cost Estimate	Estimated Hours	Cost Estimate	Total Estimated Hours	Total Cost Estimate	Estimated Hours	Cost Estimate
Task 1. Background Research										
Labor	Project Manager/Principal Investigator	\$ 100.00	9	\$ 900.00	11	\$ 1,100.00	26	\$ 2,600.00	20	\$ 2,000.00
	Project Archaeologist	\$ 75.00	9	\$ 675.00	11	\$ 825.00	26	\$ 1,950.00	20	\$ 1,500.00
Task 1. Labor Subtotal				\$ 1,575.00		\$ 1,925.00		\$ 4,550.00		\$ 3,500.00
Task 2. Mapping										
Labor	Project Manager/Principal Investigator	\$ 100.00	9	\$ 900.00	11	\$ 1,100.00	24	\$ 2,400.00	20	\$ 2,000.00
	Project Archaeologist	\$ 75.00	11	\$ 825.00	13	\$ 975.00	26	\$ 1,950.00	24	\$ 1,800.00
Task 2. Labor Subtotal				\$ 1,725.00		\$ 2,075.00		\$ 4,350.00		\$ 3,800.00
Task 3. Coordination and Consultation with Stakeholders										
Labor	Project Director	\$ 125.00	10	\$ 1,250.00	10	\$ 1,250.00	20	\$ 2,500.00	20	\$ 2,500.00
	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00	10	\$ 1,000.00	20	\$ 2,000.00	20	\$ 2,000.00

**Table 2. Cost Estimate – Potential Cost Savings Breakdown - Cultural Resources Assessment
of the Proposed Manitou Road Watermain Improvements Project and 2023 Tonka Bay Street and Utility Improvements Project**

Task 3. Labor Subtotal				\$ 2,250.00		\$ 2,250.00		\$ 4,500.00		\$ 4,500.00
Task 4. Development of Appropriate Field Plan										
Labor	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00	10	\$ 1,000.00	20	\$ 2,000.00	20	\$ 2,000.00
	Project Archaeologist	\$ 75.00	10	\$ 750.00	10	\$ 750.00	20	\$ 1,500.00	20	\$ 1,500.00
Task 4. Labor Subtotal				\$ 1,750.00		\$ 1,750.00		\$ 3,500.00		\$ 3,500.00
Task 5. Administrative Tasks/Meetings										
Labor	Project Director	\$ 125.00	8	\$ 1,000.00	8	\$ 1,000.00	16	\$ 2,000.00	16	\$ 2,000.00
	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00	10	\$ 1,000.00	24	\$ 2,400.00	20	\$ 2,000.00
Task 5. Labor Subtotal				\$ 2,000.00		\$ 2,000.00		\$ 4,400.00		\$ 4,000.00
Total Estimated Labor				\$ 9,300.00		\$ 10,000.00		\$21,300.00		\$ 19,300.00
	Description	Cost Per Unit	Estimated Units	Cost Estimate	Estimated Units	Cost Estimate	Total Estimated Units	Total Cost Estimate	Total Estimated Units	Total Cost Estimate
	Mobilization			\$ 250.00		\$ 250.00		\$ 1,000.00		\$ 500.00
Expenses	Mileage	\$ 0.625	160	\$ 100.00	160	\$ 100.00	320	\$ 200.00	320	\$ 200.00
Expenses	Per Diem	\$ 59.00	2	\$ 118.00	2	\$ 118.00	4	\$ 236.00	4	\$ 236.00
Total Estimated Expenses				\$ 468.00		\$ 468.00		\$ 1,436.00		\$ 936.00
Project Total Cost Estimate				\$ 9,768.00		\$ 10,468.00		\$ 22,736.00		\$ 20,236.00

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 13th day of December, 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 NO. 22-48

A RESOLUTION APPROVING THE LOCATION OF POLLING PLACE
PRECINCT 1 TO BE AT TONKA BAY CITY HALL LOCATED AT 4901
MANITOU ROAD

WHEREAS, per State Statute 204B.16, polling locations shall be located within the boundaries of the precinct or within one mile of one of those boundaries; and

WHEREAS, Tonka Bay City Hall at 4901 Manitou Road, meets these requirements; and

NOW, THEREFORE BE IT IS RESOLVED, that the Tonka Bay Council hereby designates the following relocated polling place for Precinct 1 for 2023 Elections and all future elections:

PRECINCT 1 – Tonka Bay City Hall, 4901 Manitou Road.

PASSED AT A REGULAR MEETING of the Tonka Bay City Council, Minnesota this 13th day of December 2022.

Motion introduced by _____ and seconded by _____.

Roll Call Vote:

Councilmember Anderson	___
Councilmember Connelly	___
Councilmember Viger	___
Councilmember Wischmeier	___
Mayer Jennings	___

Adam Jennings, Mayor

ATTEST:

Rachel Myskevitz, Deputy City Clerk



December 6, 2022

Honorable Mayor and City Council
c/o, Dan Tolsma, City Administrator
City of Tonka Bay
4901 Manitou Road
Tonka Bay, MN 55331

Re: Proposal to Provide Professional Services for Manitou Park Regional Trail Connection
City of Tonka Bay, MN

Dear Mayor and Council:

WSB is pleased to present this proposal to the City of Tonka Bay to provide professional services related to preliminary design for a connection to the Regional Trail at Manitou Park. WSB's Landscape Architecture team has extensive experience with planning and design of parks and trails throughout the region and will lead the design efforts for this project. Our project understanding, scope of work, and proposed fee is listed below.

PROJECT UNDERSTANDING

The City of Tonka Bay is interested in exploring a trail connection to the Lake Minnetonka Regional Trail from Manitou Park. WSB will provide preliminary design services to determine the most feasible connection between Manitou Park and the regional trail, meeting ADA guidelines and regional trail design standards. To complete the project, we propose the following scope of services.

PROJECT APPROACH/SCOPE OF SERVICES

WSB's project scope and proposed tasks are based on our understanding of the project, and we propose the following scope of services:

1. Project Management

This task includes planning and coordination of all work tasks, establishment and monitoring of budgets, meetings, and correspondence with the City, Three Rivers Park District, Hennepin County Regional Railroad Authority (HCRRA), and other agencies. The City Engineer will provide technical direction on all aspects of the project and keep the City informed of the project progress.

2. Project Focus Meeting / Base File

The general purpose of the focus meeting is to confirm key individuals, and staff members who will be involved in the project or have information that will affect the project, and review and discuss the issues and concerns related to this project.

Following the focus meeting, WSB will assemble base file information from the following sources:

- a. Survey: WSB will obtain topographic survey for the potential trail connection area between Manitou Park and the Lake Minnetonka LRT Regional Trail, as well as a portion of the regional trail, to provide a full understanding of existing conditions for trail tie-in. The new survey information will be combined with previously obtained topographic survey information from the earlier phases of improvements at Manitou Park improvements.
- b. Wetland Delineation: WSB will review and utilize the wetland delineation completed for the Phase 1 park improvements, which includes the area identified for the proposed trail connection. Throughout the preliminary design process, WSB will identify and evaluate potential impacts to the wetlands to determine potential costs and permitting requirements that would be involved in implementation of the proposed improvements.
- c. Site Visit: WSB's design team will also visit the site separately to photograph and assess the existing conditions of the park property and regional trail corridor in the desired connection area.

3. Preliminary Design

- a. Concept Alternatives
WSB will prepare up to three (3) alignment options for a trail connection between Manitou Park and the Regional Trail, which will be explored with considerations to the point of connection in the park, potential wetland impacts, stormwater management, potential infrastructure required to make a connection, existing utilities and easements, and existing grade / slope throughout the corridor area. WSB will share these alternate options with City staff to determine the most appropriate alignment to advance.

This scope will include:

- Identify potential design constraints and alternatives.
- Graphics and maps evaluating up to three (3) conceptual trail alignments within the identified area between Manitou Park and the Regional trail.
- Review Meeting with City staff, Three Rivers Park District, and HCRRA

- b. Recommended Concept Plan
WSB will use the input collected regarding the alternative concept plans to prepare a recommended concept plan for the proposed trail connection. This recommended concept plan will include:
 - Trail alignment concept that illustrates the design solution that meets the needs and desires of the City, Three Rivers Park District, and HCRRA, which meets regional trail criteria and ADA guidelines.
 - Determine any specific locations requiring infrastructure or utility improvements that will be required to support the trail alignment.
 - A cost estimate for the preliminary trail alignment.
 - Review meeting with City staff to review the preliminary design and cost estimate.

CONDITIONS AND EXCLUSIONS

1. We will provide all the professional design services required to complete the project except the following:
 - a. Final Design, Bidding and Construction Administration
 - b. Wetland impact mitigation & Ecological design services
 - c. Geotechnical Investigation
 **WSB can add these items to our scope at additional fee if they become required.

Once the design options are fully explored and selected through the Preliminary design process, WSB will prepare a proposal for final Construction Documents for the improvements as approved by the Owner. These documents shall include plans, details, and specifications in sufficient detail for the Owner to pursue competitive bids for the construction of the improvements.

2. Any additional work or change in project scope will be completed on an hourly basis to be billed in accordance with WSB’s general services contract with the City of Tonka Bay.

SCHEDULE

We are available to start the project immediately upon your approval.

Begin Project Early January, 2023
 Alternative Concept Review Late January, 2023
 Preliminary Plan and Estimate February, 2023

PROPOSED FEE

The following table describes the fees for the scope of services described above.

Description	Fee
Project Management and Meetings (3)	\$3,453.00
Base Mapping / Topographic Survey	\$6,503.00
Preliminary Design	\$7,650.00
Cost Estimate	\$1,850.00
Total not-to-exceed fee	\$19,456.00

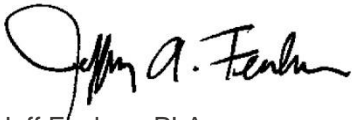
ACCEPTANCE

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of Tonka Bay and WSB on February 28, 2012. If the scope and fee appear to be appropriate, please sign on the space provided below and return one copy to our office. We are available to begin work once we receive signed authorization.

If you have any questions or concerns, please feel free to contact Jeff Feulner, Sr. Landscape Architect, at (612) 328-6682. We truly appreciate the opportunity to submit this proposal and look forward to continuing to serve you and your community.

Sincerely,

WSB



Jeff Feulner, PLA
Associate / Senior Landscape Architect



Jason L. Amberg, PLA
Principal / Director of Landscape Architecture

Cc: Adam Gadbois, WSB, City Engineer

**ACCEPTED BY:
City of Tonka Bay, MN**

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between the City of Tonka Bay and WSB on February 28, 2012.

Name: _____

Title: _____

Date: _____



**Estimate of Fee
City of Tonka Bay
Professional Design Services
Manitou Park Trail Connection - Preliminary Design**



Task Description	Estimated Hours													Total Hours	Fee	
	City Engineer	Project Manager	Land Arch. Designer	Land Arch. QA/QC	Sr. Env. Scientist	Env. Planning Scientist	Water Resources PM	Water Resources Engineer	Transportation Engineer	Estimating Specialist	Admin	Survey - Office	Two-Person Survey Crew			
	<i>Adam Gadbois</i>	<i>Jeff Feulner</i>	<i>Hannah Williams</i>	<i>Jordan Gedrose</i>	<i>Alison Harwood</i>	<i>Dustin Simonson</i>	<i>Bill Alms</i>	<i>Henry Meeker</i>	<i>DJ Sosa</i>	<i>Chris Kester</i>	<i>Sue Buckley</i>	<i>Jim Barich</i>	<i>N/A</i>			
1 Preliminary Design																
1.1 Project Management	2	2									2				6	\$894.00
1.2 Meetings (3)	6	9													15	\$2,559.00
1.3 Preliminary Design	4	12	32	4	1	3	1	2	1					60	\$7,649.00	
1.4 Topographic Survey												8	24	32	\$6,504.00	
1.5 Cost Estimate	2	4	4							2				12	\$1,850.00	
Task 1 Total Estimated Hours and Fee	14	27	36	4	1	3	1	2	1	2	2	8	24	125	\$19,456.00	
Total Estimated Hours	14	27	36	4	1	3	1	2	1	2	2	8	24	125		
Average Hourly Billing Rate	173.00	169.00	102.00	124.00	189.00	112.00	200.00	117.00	210.00	210.00	105.00	138.00	225.00			
Total Fee by Labor Classification	\$2,422.00	\$4,563.00	\$3,672.00	\$496.00	\$189.00	\$336.00	\$200.00	\$234.00	\$210.00	\$420.00	\$210.00	\$1,104.00	\$5,400.00		\$19,456.00	
Lump Sum Services																
Total Fee for Lump Sum Services														LS		
TOTAL PROJECT FEE																\$19,456.00

CITY OF TONKA BAY

RESOLUTION 22-49

**A RESOLUTION APPROVING A PROPOSAL FOR PRELIMINARY DESIGN FOR THE
MANITOU PARK TRAIL CONNECTION TO THE LAKE MINNETONKA REGIONAL
TRAIL**

WHEREAS, the engineering firm of WSB has prepared a proposal to provide professional services for preliminary design of the Manitou Park trail connection to the Lake Minnetonka Regional Trail.

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

- 1) The City has funding available through the City Parks and Docks funds, and hereby commits to fund the improvements as set forth in the agreement; and
- 2) WSB is hereby authorized to proceed with preliminary design for the Manitou Park trail connection to the Lake Minnetonka Regional Trail.

PASSED AT A REGULAR MEETING of the Tonka Bay City Council this 13th day of December, 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, City Clerk



MEMO

To Mayor and City Council
From Adam Gadbois, City Engineer, WSB
Date December 13, 2022
Re Proposal to Complete the Environmental Assessment for the Manitou Road Watermain Improvements

Consideration

Approve a proposal prepared by WSB to complete the required Environmental Assessment for the Manitou Road Watermain Improvements.

Background

On October 27, 2022, City Staff met virtually with Shaina Glover, Management and Program Analyst for U.S. Department of Housing and Urban Development (HUD). Shaina is the federal representative for HUD that is managing Tonka Bay's CPF grant (B-22-CP-MN-0494). Shaina provided the City Administrator and City Engineer with additional information on the grant process, and the necessary steps to be completed. This included the following:

1. Direction additional information needed as described in the Letter of Intent received from HUD
 - a. Providing organization's Authorized Representative (City Administrator)
 - b. Detailed project narrative (provided with completed Feasibility Report)
 - c. Line-item budget (provided with completed Feasibility Report)
 - d. Certain Federal forms
2. Completion of an Environmental Assessment to comply with the National Environmental Policy Act (NEPA) prior to any "choice limiting actions" (purchasing land, entering into contracts for property acquisition or construction, or physical work on the project).

After meeting with Shaina Glover, the City Administrator and City Engineer began discussions with David Nuccio, Field Environmental Officer in MN & WI, U.S Dept HUD. David is responsible for reviewing and approving the completed Environmental Review. His initial direction to City Staff was that Hennepin County could complete the Environmental Assessment on behalf of the City of Tonka Bay. On November 14, 2022, Hennepin County stated to City Staff and David that they decline to complete the review and serve as the Responsible Entity for the project due to their internal capacity. Then, also on November 14, 2022, David stated that HUD could complete the Environmental Assessment on behalf of the City. On November 15, 2022, David reached out and stated that his office also did not have capacity to complete the Environmental Assessment and provided direction that the City should retain a consultant to complete it. Since that time, WSB Staff have been reviewing the Environmental Assessment requirements and have prepared a proposal to complete the work on behalf of the City.

The attached letter proposal details the anticipated work to complete an Environmental Assessment. In general, the assessment reviews the potential impacts that the project may have on the following categories:

**At the heart of
Lake Minnetonka**



- Wildlife and Habitat
- Soils
- Noise
- Socioeconomics
- Cultural Resources
- Water Quality
- Contamination and Toxic Substances
- Community Facilities and Services
- Water Resources
- Air Quality
- Land Development

Some aspects of the Environmental Assessment process have already been in motion, such as wetland review within the project corridor and review of the existing soils through soil boring collection. One significant aspect is Cultural Resources. This will necessitate a review and assessment to be completed similar to the Cultural Assessment prepared for the Manitou Park Improvement Project, and the 2023 Street and Utility Improvement Project. WSB’s proposal includes subconsultant services from Blondo Consulting, LLC, to complete the Cultural Resources component of the work. Their proposal includes a Phase 1A Cultural Resources Assessment of the area, which includes desktop assessment, file review, mapping, stakeholder coordination, and development of a field plan. No field investigation is proposed at this time.

When WSB’s original proposal was presented to the City Council on May 4, 2022, the following condition was provided, since specifics on the funding and potential requirements associated with the grant were unknown:

“WSB understands that project funding is available through the Omnibus Appropriations Funding Package, and that City staff have verified that funding is secured. However, the City and WSB do not know any of the potential requirements to obtain this funding and provide administration for it, such as additional applications, special design requirements, construction documentation, verification of prevailing wages, etc. WSB can provide any additional work to comply with these requirements on an hourly basis to be billed in accordance with our Master Professional Services Agreement with the City.”

Fiscal Impact

The Engineer’s Opinion of Probable Cost (OPC) for the project is approximately \$3.796 million. This cost includes a 10% construction contingency and 18% indirect costs (engineering, administrative, legal, etc.). Indirect costs are anticipated to be approximately \$579,000. Of this amount, the City Council has authorized \$211,089 to complete the data collection, geotechnical investigation, preliminary and final design.

The attached proposal for \$23,450, would bring the authorized indirect costs for engineering to \$234,539. If the cultural assessment task is combined with the 2023 Street and Utility Improvement Project, this number would be reduced.

The project is proposed to be funded primarily through grant B-22-CP-MN-0494 which is in the amount of \$3,000,000. The remaining project costs will be funded by the City’s Water Fund and general obligation bonds.

**At the heart of
Lake Minnetonka**



Schedule

The data collection and agency coordination will begin following Council authorization to being work. We anticipate the environmental document will be submitted to HUD via their web portal in February 2023. Final documentation, approval, and the request for release of funds is expected in March 2023.

The overall project schedule is proposed to be shifted to allow for final approval prior to awarding the construction contract. The updated schedule is as follows:

- Council approves plans and specificationsJanuary 24, 2023
- Bid opening February 22, 2023
- Award Contract April 11, 2023
- Construction May – September 2023

Attachments

1. Proposal Complete the Environmental Assessment for the Manitou Road Watermain Improvements

Recommended City Council Action

Staff recommends approval of Resolution 22-50, authorizing WSB to complete the Environmental Assessment for the Manitou Road Watermain Improvements, such that the Environmental Assessment can be approved by HUD, and the Request for Release of Funds can be completed and funding for the project can be obtained.

**At the heart of
Lake Minnetonka**



December 8, 2022

Honorable Mayor and City Council
c/o, Dan Tolsma, City Administrator
City of Tonka Bay
4901 Manitou Rd.
Tonka Bay, MN 55331

Re: Scope of Work for HUD NEPA Compliance for the Manitou Road Watermain Improvements

Dear Mayor and Council:

WSB is pleased to present this proposal to the City of Tonka Bay to provide professional services related to preparation of an environmental document to comply with Housing and Urban Development (HUD) National Environmental Policy Act (NEPA) responsibilities. Below outlines the scope for preparation of an environmental document to comply with NEPA requirements.

PROJECT UNDERSTANDING

The City of Tonka Bay received federal funding for the Manitou Road Watermain Improvements Project via the HUD's Community Project Funding program. This funding creates a Federal Nexus and requires that the project be reviewed under the NEPA and HUD's NEPA-implementing regulations. Completion of the NEPA process is required prior to requesting release of grant funds. To assist with this process, WSB will prepare an environmental document that will comply with NEPA policies and coordinate with HUD to receive an anticipated Finding of No Significant Impact (FONSI). To complete this work, we propose the following scope of services.

PROJECT APPROACH/SCOPE OF SERVICES

WSB's project scope and proposed tasks are based on our understanding of the project, and we propose the following scope of services:

Task 1 – Project Management

This task includes planning and coordination of all work tasks, establishment and monitoring of budgets, meetings, and correspondence with the City, HUD, and other agencies. The City Engineer will provide technical direction on all aspects of the project and keep the City informed of the project progress.

Task 2 – Development of Purpose and Need

WSB will develop a statement of purpose for the proposed project and outline the needs. These will be developed in coordination with the City Engineer and outlined in the environmental document.

Task 3 – Existing Condition and Alternatives Analysis

Background information will be collected and reviewed to assess existing conditions. We anticipate using data previously completed for the project (e.g., feasibility study, wetland delineation, or other reports). If such reports are not available, publicly available data from various agencies will be obtained to analyze existing conditions on the site. No additional field studies are proposed.

The NEPA process requires an alternatives analysis, including documentation of a 'no action alternative in addition to the proposed development plan. This task assumes evaluation of 2 alternatives (no build and preferred alternative). Both alternatives will be described within the environmental document and analyzed as part of Task 4 (see below) to determine their potential to impact existing conditions.

Task 4 – Affected Environment and Impacts Analysis

The purpose of NEPA is to evaluate the potential effects of projects on the human and biological environment and determine if significant impacts may occur. Several environmental categories are evaluated, including, but not limited to:

- Wildlife and Habitat
- Cultural Resources
- Water Resources
- Soils
- Water Quality
- Air Quality
- Noise
- Contamination and Toxic Substances
- Land Development
- Socioeconomics
- Community Facilities and Services

WSB will evaluate each environmental category and determine if they are present at the project site and, if so, whether the project will have a beneficial impact, adverse impact, or none. Potential for impact will be determined through analysis of available data, agency-supported consultation websites, and other consultation with various agencies. This task will also include completing the HUD's 8-step process for wetlands and floodplains, including required public notices.

Task 5 – Cumulative Impacts Analysis

The NEPA requires an understanding of the potential for multiple projects occurring within a specified timeframe and location to interact and create cumulative impacts. WSB will develop a list of past, present, and reasonably foreseeable future Federal, State, local, and private projects in coordination with city staff and through review of local plans. Based on this review, an evaluation of the potential for cumulative impacts from those projects will be completed and documented in the environmental document.

Task 6 – Prepare Environmental Document, Impact Findings, and HUD Coordination

The data obtained through Tasks 1 – 5 will be incorporated into the required environmental document. Based on the analysis completed, a Finding (anticipated Finding of No Significant Impact) will be prepared. The environmental document and Finding will be submitted to HUD via the HUD Environmental Review Online System for review and approval.

Task 7 – Notice of Intent to Request Release of Funds

WSB will prepare a Notice of Intent to Request Release of Funds and distribute for public notice, including preparing a public notice regarding the NOI. The NOI will be publicly available for review and comment for 7 days following publication of the notice.

Task 8 – Cultural Resources Study

Given the proximity of the project to Lake Minnetonka and the presence of a recorded resource, we anticipate that a cultural resources study will be requested by the State Historic Preservation Office. To comply with this, we have included the attached Phase IA Cultural Resources Assessment proposal through Blondo Consulting. The Phase IA would involve desktop, file review, mapping, stakeholder coordination, and development of a field plan. No field investigation is proposed at this time. Also included with the attached proposal is information related to the cost saving that could be realized should the city authorize this study in combination with a recently submitted proposal for the city’s 2023 Tonka Bay Street and Utilities Improvement Project.

COST ESTIMATE AND TIMELINE

The labor costs to complete Tasks 1 - 7 is **\$11,132**. Labor for the project will be billed hourly and invoiced to the client monthly as outlined in Exhibit A. Task 8 is estimated at **\$12,318**, with cost savings available if combined with the 2023 Tonka Bay Street and Utilities Improvement Project proposal.

The data collection and agency coordination will begin following Council authorization to being work. We anticipate the environmental document will be submitted to HUD via their web portal in February 2023. Final documentation, approval, and the request for release of funds is expected in March 2023.

Thank you for the opportunity to provide a scope of work for this project. If you have questions, please feel free to call me at 763-231-4847 or email me at aharwood@wsbeng.com.

Sincerely,

WSB



Alison Harwood
Director of Natural Resources

CC: Adam Gadbois

ACCEPTED BY:

City of Tonka Bay

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between the City of Tonka Bay and WSB on February 28, 2012.

Name: _____

Title: _____

Date: _____



**Estimate of Fee
City of Tonka Bay
Professional Design Services
Manitou Road Watermain Improvements NEPA Compliance**



Task	Description	Estimated Hours										Total Hours	Fee
		City Engineer	Project Manager	Senior Ecologist	Environmental Scientist	Environmental Scientist	Water Resources PM	Water Resources Engineer	GIS Specialis	Project Analyst	Admin		
		<i>Adam Gadbois</i>	<i>Alison Harwood</i>	<i>Lucas Wandrie</i>	<i>Chaldelia Browne</i>	<i>Bailey Duxbury</i>	<i>Bill Alms</i>	<i>Henry Meeker</i>	<i>Justin Fuchs</i>	<i>Jean Harrington</i>	<i>Monica Jakes</i>		
1	NEPA Documentation												
1.1	Project Management & Meetings (2)	3	4						2			9	\$1,541.00
1.2	Purpose and Need	1	2									3	\$539.00
1.3	Exisitng Condition and Alternatives Analysis		2	2		7		2				13	\$1,543.00
1.4	Affected Environment and Impacts Analysis		4		12		1	4		1		22	\$2,632.00
1.5	Cumulative Impacts Analysis		2									2	\$366.00
1.6	Environmental Document		10			25						35	\$4,155.00
1.7	Request Release of Fund	1	1									2	\$356.00
Task 1 Total Estimated Hours and Fee		5	25	2	12	32	1	4	2	2	1	86	\$11,132.00
Total Estimated Hours		5	25	2	12	32	1	4	2	2	1	86	
Average Hourly Billing Rate		173.00	183.00	160.00	93.00	93.00	200.00	123.00	103.00	145.00	92.00		
Total Fee by Labor Classification		\$865.00	\$4,575.00	\$320.00	\$1,116.00	\$2,976.00	\$200.00	\$492.00	\$206.00	\$290.00	\$92.00		\$11,132.00
Lump Sum Services													
Total Fee for Lump Sum Services												LS	
TOTAL PROJECT FEE												\$11,132.00	

December 7, 2022

Adam Gadbois, PE
Project Manager
WSB
701 Xenia Ave S
Suite 300
Minneapolis, MN 554116

RE: Scope of Work and Fee Proposal: Phase IA Cultural Resources Assessment of the Manitou Road Watermain Improvement Project, Tonka Bay, County, Minnesota, WSB Project Number: 020515-000

Dear Adam,

In response to your request, Blondo Consulting, LLC (Blondo Consulting) has prepared the following Scope of Work and Fee Proposal for a Phase IA Cultural Resources Assessment for the Proposed Manitou Road Watermain Improvement Project in Tonka Bay, Hennepin County, Minnesota. The proposed project involves the directional drilling/boring of a watermain along Manitou Road and is approximately 2.2 miles in length. Approximately 20 boring locations and approximately 80 service points will be excavated as part of the project. Although a formal APE for the project has not been established, for purposes of the Phase IA Cultural Resources Assessment, a ½ mile radius for archaeological and one mile for historic resources has been assumed. Additionally, it is understood that work will be completed within the defined Area of Potential Effect (APE), the area where ground disturbing activities may occur.

PROJECT UNDERSTANDING

The proposed project is in the early stages of planning. As final plans are completed, review of the proposed project will be completed by federal and state agencies. Project funding, permitting, land ownership and previously recorded cultural resources will drive the review process. Further understanding of legal compliance is detailed below.

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.

Over the past few years, Blondo Consulting has completed a number of cultural resources projects for review and compliance along Lake Minnetonka. Recent projects have focused on work in Gideon's Bay (specifically with the Gideon Bay Mounds – 21HE0047). Blondo Consulting's familiarity with the Tonka Bay area will be invaluable in successful completion of the current project.

REVIEW AND COMPLIANCE

Project funding from the Department of Housing and Urban Development (HUD) will require compliance with the National Environmental Policy Act (NEPA), and Section 106 of the National Historic Preservation Act (NHPA) regulated by 36 CFR § 800.

The proposed project is also being reviewed under Minnesota Statute 138: Field Archaeology and the Historic Sites Act. Section 138.665 Subdivision 2 may be required. Statute 138 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 presence of a previously recorded burial mound site (21HE0047) within the proposed project area will trigger project review under the Minnesota Private Cemeteries Act (307.08). The Minnesota Private Cemeteries Act protects burial sites and mounds on public and private land, and makes knowingly disturbing cemeteries (including burial mounds) a felony. Project plans must be reviewed by the Office of the State Archaeologist (OSA) and Minnesota Indian Affairs Council (MIAC) to ensure compliance and avoid disturbance of human remains.

Federal, state, or local compliance requires an assessment of potential project effects on historic and cultural resources. The completion of a Phase IA Cultural Resources Assessment will provide preliminary information regarding the project area and form a foundation for beginning consultation and coordination moving forward. Additional studies may be required as the project moves forward based on agency review and comment.

Additional review of cultural resources studies may be done at the local level or at the state level by the 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 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 has been divided into a number of smaller tasks. This allows for a seamless flow and flexibility as the project progresses. Initial Tasks (Tasks 1 and 2) will create an understanding of previously recorded cultural resources, and open dialogue among stakeholders. Archaeological projects follow a process dictated by state, local, or federal requirements and are reviewed on a project by project basis by agencies and tribal communities. Variation from past best practices can be expected and are typically identified during initial project consultation. Additional tasks can be expected as the proposed project moves forward.

Task I. Background Research

Task I 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.

Potential Cost Savings

Prior experience in the study area will be valuable in understanding what is known about recorded and reported resources. Furthermore, should the current, Manitou Road Watermain Project be completed simultaneously with the proposed 2023 Street and Utility Improvements Project along Brentwood Avenue (proposal previously submitted), cost savings will be realized.

PROJECT SCHEDULE

After Notice to Proceed (NTP), Blondo Consulting will initiate background research and mapping in preparation for stakeholder coordination/consultation meetings and Section 106 submittal. 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. Construction of the proposed project is anticipated to begin in Summer 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 mileage for a two-person crew at the current 2022 IRS rate; and

COST ESTIMATE

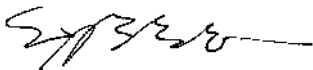
Blondo Consulting hourly rates range from \$75/hour for project archaeologist to \$100/hour for principal investigator, and \$125/hour for project director. Project expenses are based on federal per diem and mileage rates. The following cost estimates are based on what is currently known about the project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

Table 1. Cost Estimate – Cultural Resources Assessment of the Proposed Manitou Road Watermain Improvements Project				
Task	Role	Hourly Rate	Estimated Hours	Cost Estimate
Task 1. Background Research				
Labor	Project Manager/Principal Investigator	\$ 100.00	16	\$ 1,600.00
	Project Archaeologist	\$ 75.00	16	\$ 1,200.00
Task 1. Labor Subtotal				\$ 2,800.00
Task 2. Mapping				
Labor	Project Manager/Principal Investigator	\$ 100.00	14	\$ 1,400.00
	Project Archaeologist	\$ 75.00	16	\$ 1,200.00
Task 2. Labor Subtotal				\$ 2,600.00
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

Table I. Cost Estimate – Cultural Resources Assessment of the Proposed Manitou Road Watermain Improvements Project				
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				\$ 11,600.00
	Description	Cost Per Unit	Estimated Units	Cost Estimate
	Mobilization			\$ 500.00
Expenses	Mileage	\$ 0.625	160	\$ 100.00
Expenses	Per Diem	\$ 59.00	2	\$ 118.00
Total Estimated Expenses				\$ 718.00
Project Total Cost Estimate				\$ 12,318.00

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 January 7, 2023. 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>

Table 2. Cost Estimate – Potential Cost Savings Breakdown - Cultural Resources Assessment of the Proposed Manitou Road Watermain Improvements Project and 2023 Tonka Bay Street and Utility Improvements Project

			2023 Tonka Bay Street and Utility Improvements Project		Manitou Road Watermain Improvement Project		Both Projects (individual)		Both Projects (combined)	
Task	Role	Hourly Rate	Estimated Hours	Cost Estimate	Estimated Hours	Cost Estimate	Total Estimated Hours	Total Cost Estimate	Estimated Hours	Cost Estimate
<i>Task 1. Background Research</i>										
Labor	Project Manager/Principal Investigator	\$ 100.00	9	\$ 900.00	11	\$ 1,100.00	26	\$ 2,600.00	20	\$ 2,000.00
	Project Archaeologist	\$ 75.00	9	\$ 675.00	11	\$ 825.00	26	\$ 1,950.00	20	\$ 1,500.00
<i>Task 1. Labor Subtotal</i>				\$ 1,575.00		\$ 1,925.00		\$ 4,550.00		\$ 3,500.00
<i>Task 2. Mapping</i>										
Labor	Project Manager/Principal Investigator	\$ 100.00	9	\$ 900.00	11	\$ 1,100.00	24	\$ 2,400.00	20	\$ 2,000.00
	Project Archaeologist	\$ 75.00	11	\$ 825.00	13	\$ 975.00	26	\$ 1,950.00	24	\$ 1,800.00
<i>Task 2. Labor Subtotal</i>				\$ 1,725.00		\$ 2,075.00		\$ 4,350.00		\$ 3,800.00
<i>Task 3. Coordination and Consultation with Stakeholders</i>										
Labor	Project Director	\$ 125.00	10	\$ 1,250.00	10	\$ 1,250.00	20	\$ 2,500.00	20	\$ 2,500.00
	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00	10	\$ 1,000.00	20	\$ 2,000.00	20	\$ 2,000.00

**Table 2. Cost Estimate – Potential Cost Savings Breakdown - Cultural Resources Assessment
of the Proposed Manitou Road Watermain Improvements Project and 2023 Tonka Bay Street and Utility Improvements Project**

Task 3. Labor Subtotal				\$ 2,250.00		\$ 2,250.00		\$ 4,500.00		\$ 4,500.00
Task 4. Development of Appropriate Field Plan										
Labor	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00	10	\$ 1,000.00	20	\$ 2,000.00	20	\$ 2,000.00
	Project Archaeologist	\$ 75.00	10	\$ 750.00	10	\$ 750.00	20	\$ 1,500.00	20	\$ 1,500.00
Task 4. Labor Subtotal				\$ 1,750.00		\$ 1,750.00		\$ 3,500.00		\$ 3,500.00
Task 5. Administrative Tasks/Meetings										
Labor	Project Director	\$ 125.00	8	\$ 1,000.00	8	\$ 1,000.00	16	\$ 2,000.00	16	\$ 2,000.00
	Project Manager/Principal Investigator	\$ 100.00	10	\$ 1,000.00	10	\$ 1,000.00	24	\$ 2,400.00	20	\$ 2,000.00
Task 5. Labor Subtotal				\$ 2,000.00		\$ 2,000.00		\$ 4,400.00		\$ 4,000.00
Total Estimated Labor				\$ 9,300.00		\$ 10,000.00		\$21,300.00		\$ 19,300.00
	Description	Cost Per Unit	Estimated Units	Cost Estimate	Estimated Units	Cost Estimate	Total Estimated Units	Total Cost Estimate	Total Estimated Units	Total Cost Estimate
	Mobilization			\$ 250.00		\$ 250.00		\$ 1,000.00		\$ 500.00
Expenses	Mileage	\$ 0.625	160	\$ 100.00	160	\$ 100.00	320	\$ 200.00	320	\$ 200.00
Expenses	Per Diem	\$ 59.00	2	\$ 118.00	2	\$ 118.00	4	\$ 236.00	4	\$ 236.00
Total Estimated Expenses				\$ 468.00		\$ 468.00		\$ 1,436.00		\$ 936.00
Project Total Cost Estimate				\$ 9,768.00		\$ 10,468.00		\$ 22,736.00		\$ 20,236.00

CITY OF TONKA BAY

RESOLUTION 22-50

A RESOLUTION APPROVING A PROPOSAL FOR ENVIRONMENTAL ASSESSMENT SERVICES FOR THE MANITOU ROAD WATERMAIN IMPROVEMENTS

WHEREAS, on May 10, 2022, the engineering firm of WSB was authorized by the City Council of the City of Tonka Bay through resolution 22-21 to provide professional engineering services for data collection, preliminary design, final design, and bidding for the Manitou Road Watermain improvements; and

WHEREAS, the engineering firm of WSB has prepared a proposal to complete the Environmental Assessment for the Manitou Road Watermain Improvements; and

WHEREAS, the proposal is to be added as a contract amendment to the existing contract between WSB and the City of Tonka Bay executed on May 10, 2022.

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

- 1) The City has federal funding available through CPF grant B-22-CP-MN-0494, the Water Fund, and general obligation bonds, and hereby commits to fund the improvements as set forth in the agreement; and
- 2) WSB is hereby authorized to proceed with completion of the Environmental Assessment for the Manitou Road Watermain Improvements.

PASSED AT A REGULAR MEETING of the Tonka Bay City Council this 13th day of December, 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