



CITY COUNCIL REGULAR MEETING AGENDA

APRIL 11, 2023 – 7:00 pm

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA¹
 - A. March 14, 2023 Work Session Minutes
 - B. March 30, 2023 Regular Meeting Minutes
5. MATTERS FROM THE FLOOR² (*maximum time of five minutes per person*)
6. SPECIAL BUSINESS
 - A. None
7. PUBLIC HEARING
 - A. None
8. OLD BUSINESS
 - A. None
9. NEW BUSINESS
 - A. Special Event Applications – Manitou Park Field Reservations
 - B. City Code – Zoning Chapter Recodification Proposal
 - C. 2023 Seal Coating Proposal
10. MATTERS FROM THE FLOOR² (*maximum time of five minutes per person*)
11. REPORTS
 - A. Administrator’s Report
 - B. Contract Staff Report(s)
 - C. Doug Eckland: 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.

**DRAFT MINUTES
TONKA BAY CITY COUNCIL
WORK SESSION
MARCH 14, 2023**

1. CALL TO ORDER

The work session was called to order at 6:02 pm.

2. ROLL CALL

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

3. DISCUSSION TOPICS

Dog Licensing Proposed Ordinance Discussion

A proposed ordinance by City Attorney Hill that would keep intact most of the existing language regarding the keeping of dogs in Tonka Bay, however it would no longer require dog owners to get an annual license through the City was discussed. Councilmembers Wischmeier and Eckland wanted more time to read the proposed updates to ordinance before approving.

Shoreland Impact Plan/Cup Code Provision Discussion

Discussed was an excerpt from the City's shoreland ordinance (1070) from the zoning chapter. The "shoreland district" mentioned overlays the entire City of Tonka Bay. Staff would like direction from the Council regarding the proper interpretation of this ordinance. As it currently reads it could be construed to mean that every construction project in Tonka Bay would be required to first obtain a conditional use permit. The intent of the shoreland impact plan and conditional use permitting was discussed. City Attorney Hill said he would put something together with City Planner Johnson to present to the council.

Zoning Chapter Recodification Proposal & Discussion

City Engineer Gadbois outlined the proposal from WSB to review and revise the City's current zoning chapter of the City code. The zoning chapter, being only one of the eleven chapters of the code, comprises about half of the actual City code in terms of content. Staff have found the chapter inconsistent, unclear, and lacking in specific definitions in many areas and would like to perform a comprehensive overhaul to address those concerns with the intent of having a final product that is much more user-friendly, while still maintaining the various standards and controls that the City has prioritized over the years. The estimated fee for this work is \$30,141. City Administrator Tolsma said that \$25,000 was set aside for this in the 2023 budget. He suggested getting a start on it this year and extend it to the 2024 budget for completion. Councilmember Viger suggested putting it on hold for this year as she believes that money might be better spent elsewhere. City Attorney Hill stated it is a multi-year project and it would be pertinent to get a start on it sooner

than later as the entire city code could probably be re-done overtime. It was decided to re-discuss it in April.

Channel Rip Rap Discussion

The property owners adjoining the Gideons Bay channel have approached the City regarding a proposal to cost share rip-rap improvements on a 50/50 basis. Attached is a copy of the minutes from the last discussion the Council had on this item on July 26, 2022. City Administrator Tolsma said no action is necessary; however, he is just making the council aware of it.

Manitou Park Concept Plan Discussion

The original preferred concept plan for the redevelopment of Manitou Park and the two revised concept plans that the Parks and Docks Commission developed over the past several months was discussed. Mayor Jennings stated that he was not aware of the two additional revised plans that the Parks and Docks Commission had WSB create. He said there was a disconnect between the commission and City Council. He said the council was asked to approve a capital budget when they did not even know the overall master plan. Councilmember Viger stated she thinks that they were updates they had all talked about. She said the updated versions of the park concept plan came about when Cambria showed interest in donating to Manitou Park renovations. Mayor Jennings said that it was never communicated to the council. He said they approved a master plan previously and the was under the impression that is the plan they were following. He asked about the cost incurred from engineering for the new plans. City Engineer Gadbois said that it was done under the retainer for 2022. Mayor Jennings said he did not realize there was an entirely new plan and the capital budget that was approved was based on a plan that the council has never even seen. He would like to see improved communications between the commission and council.

Miscellaneous

4. ADJOURNMENT

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

Adam Jennings, Mayor

Attest:

Rachel Myskevitz, City Clerk

ITEM 4B

DRAFT MINUTES TONKA BAY CITY COUNCIL MARCH 30, 2023

1. **CALL TO ORDER**

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

2. **ROLL CALL**

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

3. **APPROVAL OF AGENDA**

City Administrator Tolsma suggested pulling Item 4H after a conversation with Superintendent Schallberg as he would like to wait to see what the seasonal helper situation is. Also, under Item 9A there is no resolution, only a discussion.

Connelly moved to approve the agenda, pulling Item 4H and changing Item 9A to a discussion as opposed to a resolution. Wischmeier seconded the motion. Ayes: Eckland, Viger, Wischmeier, Jennings. Motion carried.

4. **CONSENT AGENDA**

- A. February 28, 2023 Regular Meeting Minutes
- B. March 14, 2023 Work Session Minutes
- C. March 14, 2023 Regular Meeting Minutes
- D. Approve Excelsior Rotary Oktoberfest Special Event Application
- E. Approve Artisan Home Tour Special Event Application
- F. Approve Tour de Tonka Special Event Application
- G. Approve City Sanitary Sewer Televising Proposal
- H. ~~Approve 2023 Mowing Proposal~~
- I. Approve Marina Renewal License: Lindbo Landing (No Changes)
- J. Approve Marina Renewal License: Tonka Bay Marina (No Changes)
- K. Approve Marina Renewal License: Caribbean Marina (No Changes)

Councilmember Viger asked for clarification on Item 4G, the sanitary sewer televising proposal and what parts of the city it included. City Administrator Tolsma replied that it does not include the area of the proposed Brentwood street project; however, it can be added back in if council decides to reject the bid for the street project. Mayor Jennings asked about the budget for the sewer televising and the approximate \$8000 difference in what was set aside and the proposed three year cost from the contractor. City Administrator Tolsma replied the way it was set up in the budget was

a hold over from a time when everything was thrown inside the CIP and his recommendation going forward, since it is in the budget each year, would be to move it into the operating budget for the sewer so he does not think that will be an issue because they can take it from somewhere else in the sewer budget to cover the difference.

Councilmember Viger asked regarding Item 4F and the Tour de Tonka if they were aware of the upcoming road construction for the Manitou Road project. City Engineer Gadbois replied that they are aware and they have also included the dates in the contract language so the contractor is aware.

Councilmember Wischmeier asked about Item 4E and the Artisan Home Tour shuttle parking at the municipal docks parking lot if there is a problem of a parking shortage for the dock renters, how is that going to be policed on a Sunday? City Administrator said he is assuming they would hear complaints from the dock renters. She then asked if we would be in breach of contract with the dock renters. City Administrator Tolsma said we do not reserve parking spaces for the renters and they could park at City Hall or on the frontage road. If it is creating an issue, they have the right to revoke the permit. Councilmember Wischmeier suggested letting the dock renters know in advance that parking may be compromised. City Administrator Tolsma pointed out that the applicant is present to answer questions. The applicant and builder with Align Building, Tim O'Conner of 4923 Clear Springs Road in Minnetonka, gave clarification of the visitors per day that are reasonably expected. Councilmember Connelly suggested sectioning off an area for the dock renters only.

Councilmember Eckland asked about Item 4D and the Oktoberfest special event parking and traffic management. Mayor Jennings replied that he did have a conversation with Shorewood's mayor and was told the majority of activities will take place in Shorewood by the senior center and park and the Old Orchard park parking lot will just be for overflow.

Mayor Jennings requested to pull Item 4B, the March 14, 2023 Work Session Minutes as he would like to see a more detailed account of the conversation. He said he would like them to read, "Mayor Jennings indicated that a communication disconnect exists between the Parks and Docks Commission and City Council. Two revised concept plans that deviated from the original master plan approved by council and had been developed by the commission and were being shared with outside third parties in an effort to raise funds. Mayor Jennings indicated that not only had these concept plans not been approved by City Council, they have never been presented to council for consideration. To prevent any future mishaps, it needs to be reiterated that all future concepts and future expenditures by the Parks and Docks Commission need prior

approval from the council before action can occur.” Councilmember Viger commented that if they were going to be word for word, then the whole conversation should be captured to be fair as that conversation had other viewpoints. Mayor Jennings stated we do not do word for word outlines in the minutes to begin with. He asked how she would like to change them. Councilmember Viger said she is okay with them being paraphrased with more detail. Mayor Jennings said he is the one that brought the item to council, and he wants the minutes to reflect what he was trying to address. Mayor Jennings said he would like to formally indicate if Councilmember Viger is going to send an email to the commission that he be included on it. He thinks there needs to be more correspondence and transparency between the two groups.

Connelly moved to approve the consent agenda Items A, C, D, E, F, G, I and J, including the date change to Item 4E and removing Items 4B and H and withholding Item K. Viger seconded the motion. Ayes: Eckland, Viger, Wischmeier, Jennings. Motion carried.

Connelly moved to approve the consent agenda Item 4K, approving the commercial marina license for the Caribbean. Viger seconded the motion. Ayes: Eckland, Viger, Jennings. Wischmeier abstained. Motion carried.

5. MATTERS FROM THE FLOOR

None.

6. SPECIAL BUSINESS

None.

7. PUBLIC HEARINGS

None.

8. OLD BUSINESS

None.

9. NEW BUSINESS

A. ~~Resolution 23-18: A Resolution~~ Discussion Regarding Awarding Manitou Rd Watermain Replacement Contract

City Engineer Gadbois explained the bids that were opened yesterday for the Manitou Watermain Improvement Project. The memo in the packet provides detailed information on the bids that were received. The City had 7 potential prime contractor plan holders and received 4 bids. The lowest responsive bid was received from Geislinger & Sons of Watkins, Minnesota in a grand total bid amount of \$4,354,407.52. The engineer’s estimate provided to the City Council on February 28,

2023, was \$4,245,429.00. The low bid they received was inline with that update. The map showing how the project was broken up. He would like to discuss how the council would like to see for a recommendation of award, specifically looking for direction on whether to award the base bid, bid alternate 1, bid alternate 2, or some combination of the phases. The estimated total project costs based on the low bid received were also summarized in the memo. He pointed out that contingency items are built into the project cost already, so it is appropriate to reduce the estimated construction contingency down from the traditional 5% to 3%. He stated they have 60 days to award the bid.

Councilmember Connelly asked how the lowest bid went from \$4,354,407.52 to \$5,091,518.39. City Engineer Gadbois said the \$4.3 million is the construction cost. He said to date the council has approved \$230,000 to get through to final design and building, that includes WSB fees and the cultural assessment fees to the contractor Blando. The next portion of the indirect fees are the construction administration phase of the project, which includes construction observation of a full-time staff on site that is representing the city. The other pieces include construction surveying, materials testing, public engagement and a component of indirect cost for the cultural resources in town. Lastly, a big component is the three percent contingency.

Councilmember Eckland asked if the Manitou Watermain Project and the Street Improvement project would be coordinated so they would not interfere with each other. City Engineer Gadbois replied there is a component in the contracts that talks about the contractor's rules, of which one of those is coordination of work with other projects in the area.

Mayor Jennings said originally, they thought the project would cost three million dollars, which is the three-million-dollar grant from the Federal Government, but costs have changed. He said in the budgeting process last year, we instituted a tax levy to help begin to start capital improvement projects across the city in general, which allowed us to set aside money, based on the estimates at the time, to be able to do both Brentwood and Birch Bluff and Pleasant Avenue street improvement projects. He said high level, if you look at the Manitou Road project, we are spending about \$1.4 million more if we were to do it all at once. If we were going to also do the Brentwood project, we would be spending \$1.2 million more than what originally set aside for the project, which makes \$2.6 million total. The money set aside for Birch Bluff and Pleasant Avenue is \$2.3 million dollars. He said if we were going to do both Brentwood and the mainline at once, it's basically a \$300,000 difference with the money set aside for Birch Bluff and Pleasant Avenue.

Councilmember Eckland asked where the funding is coming from to pay the

contractors once they begin working. City Administrator Tolsma replied if we issue the bond, we would use that money to pay the contractor along the way. He said we can also draw down the account with the three million dollars from the Federal grant.

City Administrator Tolsma explained the supplement to the packet showing a seven-year debt schedule balance sheet on a five-million-dollar bond he handed out. One illustration without an increase to the in allocation to the debt service from the annual levy and the other showing a one and a half percent increase to the debt service from the annual levy each year.

Future funding options and concerns were discussed regarding the three projects of Manitou Watermain, Brentwood and Birch Bluff and Pleasant Avenue.

Mayor Jennings said his preference would be to complete all of the proposed phases of the Manitou Watermain improvement project, the base bid and bid alternates one and two. He believes the mainline takes precedence over the Brentwood project. The rest of the council concurred with him.

B. Resolution 23-19: A Resolution Rejecting 2023 Street & Utility Improvement Project Contract

C. Resolution 23-19: A Resolution Awarding 2023 Street & Utility Improvement Project Contract

D. Resolution 23-20: A Resolution Approving Change Order No. 1 for the 2023 Street & Utility Improvement Project

Mayor Jennings said Items 9B, C and D can basically be discussed as one item. He said the options are to accept as is and move forward, knowing that we have a cost shortfall, or we can reject the current bids and rebid them right away to see if we can get a different number or table it and rebid it along with Birch Bluff and Pleasant Avenue in 2024. Councilmember Viger suggested if we were going to rebid, to wait until we award the contract for the Manitou watermain. Councilmember Wischmeier agreed. Mayor Jennings said his concern is that if we rebid or wait, there is a good chance the cost will increase. City Administrator Tolsma laid out the different options. He said option 1A is to reject the current bids and rebid immediately, option 1B is to reject it and rebid it for next year by itself and option 1C is to reject it and rebid it for next year, along with Birch Bluff and Pleasant Avenue. He then said the next options are 2A we approve the contract as is, 2B we approve the contract with the change order under agenda item 9D. City Engineer Gadbois explained the change order represented rehabbing the sanitary sewer system as opposed to replacing it. Mayor

Jennings replied his concern is for the future as any improvements we make today will last fifty, sixty or seventy years and he does not want to put a future council in a position where twenty-five to thirty years from now they are going to have to go in and fix just that component at added costs. He wants to put future generations in a good position without cutting costs today. Councilmembers Connelly and Wischmeier agreed. Councilmember Viger said she is leaning towards rejecting the current bids and rebidding it after the Manitou watermain contract is awarded. She said if we still do not like the bids, then we could rebid it next year, along with the Birch Bluff and Pleasant Avenue project. Councilmember Connelly said in regard to the options City Administrator Tolsma laid out, he said he would definitely scratch option 1B. Councilmember Wischmeier agreed. Mayor Jennings said his first preference is to go ahead with and move forward and do it. His second preference would be to rebid it next year with Birch Bluff and Pleasant Avenue. Councilmember Wischmeier said she thinks we should move forward with Brentwood and get that and the Manitou watermain project done this summer. Mayor Jennings said then the question is do we accept the bids they currently have and award the contract or reject them and rebid after the Manitou watermain project has been awarded. Councilmembers Connelly and Wischmeier both said they did not think it is a good idea to reject them and rebid right away. Councilmember Eckland said he we definitely need to do Manitou and if we have the funds to do the Brentwood project, we should move forward on both. Councilmember Connelly said he is not opposed to just doing Manitou this year and rejecting the current Brentwood project bids and rebidding that next year, along with the Birch Bluff and Pleasant Avenue project. Councilmember Viger said to be clear, she is going to reject all bids for the Brentwood project. Mayor Jennings stated if we wait, it is just going to come in higher down the road and we fall into the same trap of what the city has historically done where the thought has been it is too expensive, we will put it off until later. Councilmember Connelly said he feels like we are overspending. He said we already budgeted last year for Birch Bluff and Pleasant Avenue and to have to come back and do it again for it this year for next year, does not look good. He understands the idea that it is not going to get cheaper. He said he could support it but does not feel good about it as he believes we have the fiduciary responsibility to our constituents and need to do a better job of figuring it out. He asked City Engineer Gadbois what his thoughts were if we were going to rebid next year on both the Brentwood and Birch Bluff and Pleasant Avenue projects. He responded they are similarly scoped both being street projects he thinks they will see more benefit combing those two projects than the Manitou watermain project and Brentwood project together due to the economies of scale. Mayor Jennings said in the budget talks last year, he was pushing to complete Birch Bluff and Pleasant Avenue largely because of the speed bump issue; however, we chose Brentwood first because it was less expensive. He said the costs are increasing and we need to think about both projects in this new environment. He thinks if we wait, still in total dollars

we pay more. City Administrator Tolsma listed the pros and cons. He said the pros of doing Brentwood, Birch Bluff and Pleasant Avenue together is potential savings due to economies of scale. He said it allows us time to dial in the budget and get better estimates to consider. He said it would also allow engineering and public works to focus just on Manitou for the year and it also keeps Birch Bluff and Pleasant Avenue on track for next year. He said the cons are we feel like we are going back on a promise to the residents of Brentwood and it could potentially come in at a higher cost next year.

Viger moved to approve Resolution 23-19, Rejecting 2023 Street & Utility Improvement Project Contract. Connelly seconded the motion. Ayes: Connelly, Eckland, Viger. Nays: Wischmeier, Jennings. Motion carried.

10. MATTERS FROM THE FLOOR

None.

11. REPORTS

A. Administrator's Report

No report.

B. Contract Staff Report(s)

No report.

C. Doug Eckland – Finance, Fire Lanes and Public Access, Technology

Councilmember Eckland commented on the road conditions on County Road 19 and Woodpecker Ridge Road from the last watermain break and he would like to see it fixed.

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

Councilmember Viger commented on the last Parks and Docks Commission meeting held on Monday, March 27, 2023. WSB was at the meeting to report on the trail connection concept plans that were presented. She also gave an update on potential grants that were applied for, dock rentals and field scheduling for Manitou Park.

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

No report.

F. Tim Connelly – EFD, Commercial Marinas, LMCD

No report.

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

Board

Mayor Jennings asked for the performance reviews for City Administrator Tolsma. He also said the State of the Cities address has been rescheduled to April 19, 2023 at Pique Travel in Excelsior. He also is having outpatient surgery on April 7, 2023 so he may not be able to attend the next council meeting on April 11, 2023.

12. ADJOURNMENT

There being no further business, Viger moved to adjourn the meeting at 9:25 pm. Eckland seconded the motion. Ayes: Eckland, Connelly, Viger, Wischmeier, Jennings. Motion carried.

Adam Jennings, Mayor

Attest:

Rachel Myskevitz, Deputy City Clerk



March 3, 2023

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

RE: Zoning Ordinance Update

Dear Mayor and Council:

Thank you for the opportunity to submit this proposal to update the City of Tonka Bay's zoning ordinance. It is our understanding that the purpose of this amendment is to improve ease of use for staff and the general public, reduce internal inconsistencies, consider alternative standards for impervious surface coverage, and comply with state statutes and the 2040 comprehensive plan.

Project Approach/Scope of Services

Task 1: Existing Ordinance Review

- 1.1 Download, format, and combine all subchapters of existing ordinance (Chapter X) into a single MS Word document.
- 1.2 Develop and vet with city staff a new table of contents for updated ordinance.
- 1.3 Review and redline Sections 1001 (Title) and 1002 (Rules and Definitions). All redline code sections will include comments in the margins for discussion at staff review meetings (see Task 3.1).
- 1.4 Review and redline Sections 1003 (Admin), 1004 (Variance), 1005 (Appeals), 1007 (Interim Uses), 1008 (Certificate of Occupancy), and 1009 (Enforcement and Penalties).
- 1.5 Review and redline Section 1006 (Planned Unit Developments).
- 1.6 Review and redline Section 1011 (General Development Performance Standards).
- 1.7 Review and redline Sections 1014-1016 (Home Occupation, Adult Uses, General District Provisions).
- 1.8 Review and redline Sections 1017-1025 (All Zoning Districts).
- 1.9 Review and redline Section 1027 and 1040 (Floodplain, Wetland, Shoreland) and (Floodplain).
- 1.10 Review and redline Sections 1050, 1070, and 1080 (Shorelands), (Wetlands), and (Illicit Discharge and Connection).
- 1.11 Review and redline Section 1030 (Subdivisions).

Task 2: Ordinance Review Meetings and Final Ordinance

- 2.1 Redline review meeting #1. In this and the following such meetings, WSB will meet with city staff and the city attorney to discuss the redline chapters of the ordinance. In this first meeting, the redlined chapters will be those identified in Task 1.3.
- 2.2 Redline review meeting #2 (Task 1.4)
- 2.3 Redline review meeting #3 (Tasks 1.5)
- 2.4 Redline review meeting #4 (Tasks 1.6)

- 2.5 Redline review meeting #5 (Tasks 1.7)
- 2.6 Redline review meeting #6 (Tasks 1.8)
- 2.7 Redline review meeting #7 (Tasks 1.9 and 1.10)
- 2.8 Redline review meeting #8 (Tasks 1.11)
- 2.9 City Council work session #1. In this subtask WSB will present the draft ordinance to the City Council at a work session. Our team will prepare any necessary revisions as directed by the City Council.
- 2.10 City Council work sessions #2. In this subtask WSB will provide a short presentation of the revisions (if any) prepared based on subtask 2.9.
- 2.11 City Council public hearing and action. In this subtask WSB will provide a final presentation to City Council for review and consideration for approval. Any final revisions to the ordinance and map will be completed based on Council direction.
- 2.12 Final plan production. WSB will provide a complete, clean version of the zoning ordinance in MS Word and PDF format.

Proposed Schedule

We are available to begin work on this project at the City's leisure; however, if the work is to be done immediately WSB proposes the schedule below. This schedule is for illustrative purposes only and can be extended or compressed based on the City's desired pace for project completion.

Approve Professional Services Agreement	March/April 2023
Review Meetings	May-December 2023
City Council Work Session #1	January 2024
City Council Work Session #2	February 2024
City Council Public Hearing/Action	March 2024

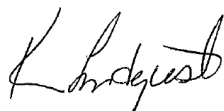
Proposed Fee

The estimated fee for this work is \$30,141. See the enclosed budget spreadsheet for details on staff hours and billing rates.

This letter represents our entire understanding of the project scope. All work under this supplementary agreement will be governed by the Master Professional Services Agreement entered 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.

We appreciate the opportunity to provide you with this proposal and we are looking forward to continuing to serve your community through the completion of this project. Please contact Lori Johnson at 612-364- 3029 or ljohnson@wsbeng.com if there are questions about the proposal.

Sincerely,



Kim Lindquist, AICP, Director of Planning and Economic Development

SUPPLEMENTAL AGREEMENT FOR:

City of Tonka Bay Zoning Ordinance Update.

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

Name _____

Title _____

Date _____

Attest _____



**Estimate of Fee
City of Tonka Bay
Professional Planning Services
Zoning Ordinance Update**



Task	Description	Lori Johnson City Planner	Community Planner	Adam Gadbois City Engineer	Total Hours	Total Fee
	Hourly Rate	\$ 167.00	\$ 100.00	\$ 183.00		
	Task 1 - Existing Ordinance Review					
1.1	Download, format, and combine existing ordinance (Chapter X)	4	10	0	14	\$1,668
1.2	Develop new table of contents for updated ordinance	4	0	0	4	\$668
1.3	Review and redline Sections 1001 and 1002	6	2	0	8	\$1,202
1.4	Review and redline Sections 1003, 1004, 1005, 1007, 1008, and 1009	12	2	3	17	\$2,753
1.5	Review and redline Section 1006	8	2	0	10	\$1,536
1.6	Review and redline Section 1011	12	2	0	14	\$2,204
1.7	Review and redline Sections 1014-1016	8	2	0	10	\$1,536
1.8	Review and redline Sections 1017-1025	8	2	0	10	\$1,536
1.9	Review and redline Section 1027 and 1040	8	2	8	18	\$3,000
1.10	Review and redline Sections 1050, 1070, and 1080	8	2	8	18	\$3,000
1.11	Review and redline Section 1030	12	2	2	16	\$2,570
	Task 2 - Ordinance Review Meetings & Final Ordinance					
2.1-2.8	Redline review meetings (up to 8 meetings)	16	0	16	32	\$5,600
2.9	City Council work session #1	2	2	2	6	\$900
2.10	City Council work session #2	2	2	2	6	\$900
2.11	City Council public hearing	2	2	0	4	\$534
2.12	Final plan production	2	2	0	4	\$534
	Total Estimated Hours	114	36	41	191	268
	Total Estimated Project Fee	\$ 19,038.00	\$ 3,600.00	\$ 7,503.00		\$30,141



MEMO

To: Mayor and City Council
From: Todd Schallberg, Superintendent of Public Works
Date: April 11th, 2023
RE: Seal Coat Bids

The City Council previously approved \$57,652 for 2023 seal coating of Tonka Bay streets. The project requires 250 tons of seal coat chips and 25,850 square yards of CRS-2p seal coat oil.

Four requests were sent out. We received one quote for seal coating and two quotes for chips. We will need 250 tons of chips in the color gray. Allied Blacktop gave two bids. The first one, a complete bid with seal coating and chips. The second one, seal coating with the city supplying the chips. Historically, we have purchased the chips separately. However, last year it was cheaper to buy the chips from the same company that also did the seal coating. This year is proving to be the same. We received two bids on chips with and without trucking. They were both more expensive than letting seal coater supply the chips.

Seal Coat Chips Only

We need approximately 250 tons of seal coat chips.

Martin Marietta:	Chips - no trucking	\$51.75/ton = \$12,937.50
Dresser Trap Rock Inc:	Chips - with trucking	\$57.95/ton = \$14,487.50

Seal Coat with Chips & Oil Installed

Pearson Blacktop:	Did not want to bid this year per Peggy Berger on 2-15-23.
MN Roadways:	Do not sealcoat streets, only parking lots.
Bituminous Roadway:	No response.
Allied Blacktop:	Sealcoat with chips - \$50,666.00
	Sealcoat without chips - \$42,911.00

Attachments

Chip Quotes
Allied Blacktop Proposal

Staff Recommendations

Approve proposal from Allied Blacktop for 25,850 square yards of CRS-2p seal coat oil and 250 tons of FA2 chips applied, rolled and swept in the amount of \$50,666.00.

Council Action Required

Motion to approve Allied Blacktop proposal for \$50,666.00.

Chips quotes:

Martin Marietta

QUARRY

Crushed Granite Aggregates

SALES OFFICE

PO Box 7517
St. Cloud, MN 56302
Phone 320-267-8919
Fax 320-229-2113

We produce 100% crushed Granite aggregate in St. Cloud and Granite Falls, Minnesota. Our quality control labs in both quarries can supply you with samples and gradations.

CONDITION OF SALES

Price Per Ton (2000 lbs.)
No Moisture Deductions
Sales Tax Is Not Included
Minimum Purchase \$25.00
Terms Net 30 Days
Prices Subject To Change Without Notice
We Do Not Guarantee Color Consistency
Special Gradation Prices

0158	FILL STONE Backfill	6.55
1746	WASHED SAND (#4 - #200) Manufactured Sand	21.70
1387	3/8" UNWASHED SAND (3/8" - #200) Nature and Golf Paths	18.55
1351	1/2" UNWASHED SAND (1/2" - #200) Bituminous Mix and Walking Paths	18.30
1376	3/4" UNWASHED SAND (3/4" - #200) Bituminous Mix	18.30
0931	1/4" WASHED CHIPS (1/4" - #50) Seal Coat Chip (Call for Availability)	51.75
0935	3/8" WASHED CHIPS (3/8" - #16) Seal Coat Chip (Call for Availability)	51.75
0818	1/2" WASHED CHIPS (1/2" - #16) Bituminous (Call for Availability)	51.55
1452	CA-70 (5/8" - #4) Concrete, Bituminous (Call for Availability)	52.60
0721	3/4" WASHED CHIPS (3/4" - #4)	24.80

Dresser Trap Rock

From: Joe Winkel <joe@dressertraprock.com>
Sent: Tuesday, February 14, 2023 12:01 PM
To: Todd Schallberg <TSchallberg@cityoftonkabay.net>
Cc: max@dressertraprock.com; jason@dressertraprock.com; officedtr1@gmail.com
Subject: RE: FA-2 granite chip bid

Todd, our FA-2 price for this year is \$37.95 per ton and the freight on a 25 ton end dump semi is \$22 per ton, so \$57.95 per ton plus sales tax. As discussed I would need a few days lead time to set up the delivery.

Thanks for your interest in Dresser Trap Rock high quality products for your maintenance needs.

Joe Winkel
Sales/Marketing
Dresser Trap Rock
800-537-3573
c 612-751-7549
joe@dressertraprock.com

From: Todd Schallberg <TSchallberg@cityoftonkabay.net>
Sent: Tuesday, February 14, 2023 11:14 AM
To: joedtr@centurytel.net; joe@dressertraprock.com
Subject: FA-2 granite chip bid

Joe, This is Todd with the City of Tonka Bay. I'm looking for a price on 250 ton of FA-2 granite chips grey in color, delivered to 4901 Manitou rd. for our yearly seal coating project. Any questions please contact me.



Todd Schallberg
Public Works Superintendent

City of Tonka Bay
4901 Manitou Rd
Tonka Bay, MN 55331

952.474.2947
TSchallberg@cityoftonkabay.net



10503 - 89th Avenue North
 Maple Grove, MN 55369
 www.alliedblacktopmn.com

Matt Dolecki
 Phone: 763-425-0575
 Cell: 612-834-0168
 Email: m.dolecki@alliedblacktopmn.com

Proposal

Date: March 14, 2023

Company Name: City of Tonka Bay
 Billing Address: 4901 Manitou Rd.
 Tonka Bay, MN 55331
 Contact Person: Todd Schallberg
 Phone: 952-474-2947
 Email: tschallberg@cityoftonkabay.net

Project Name: 2023 Bituminous Seal Coat

Project Contact Person: Todd Schallberg
 Phone: 952-474-2947
 Email: tschallberg@cityoftonkabay.net

We hereby submit specifications and quotations for the following:

Description of Work to be Performed	Unit	Qty.	Unit Price	Price	INT
Chip Seal: Chip Seal Per Plan Specifications Allied Blacktop to Supply FA-2 Aggregate for project.	S.Y.	25850	\$1.96	\$50,666.00	_____
Chip Seal: Chip Seal Per Plan Specifications City to Supply FA-2 Aggregate for project.	S.Y.	25850	\$1.66	\$42,911.00	_____

Exclusions: Bonds, permits, fees, surveying, engineering, testing, rail road insurance, special insurance, site specific training for employees, landscaping, irrigation, watering of sod, soil corrections, dewatering, traffic control, utility or structural sheeting, shoring, underpinning, buried debris, rock excavation, class V base materials, drain tile, footing insulation or waterproofing, separation fabrics, vapor barriers, drainage layers, hazardous materials, removal of contaminated soils, haul road construction, erosion control, site restoration, gas, mechanical, or electrical excavation, site fencing, locating private utilities, private utility repairs, winter or cold weather conditions, night or weekend work, winter conditions.

Note: See Allied Inc. Warranty Terms, Qualifications, and Construction Specifications.
Note: Contracted prices are subject to re-pricing if the WTI oil pricing exceeds \$125/Barrel at time of delivery

We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:

TOTAL ALL:	See Above
ADD 1% Bonding if Necessary	

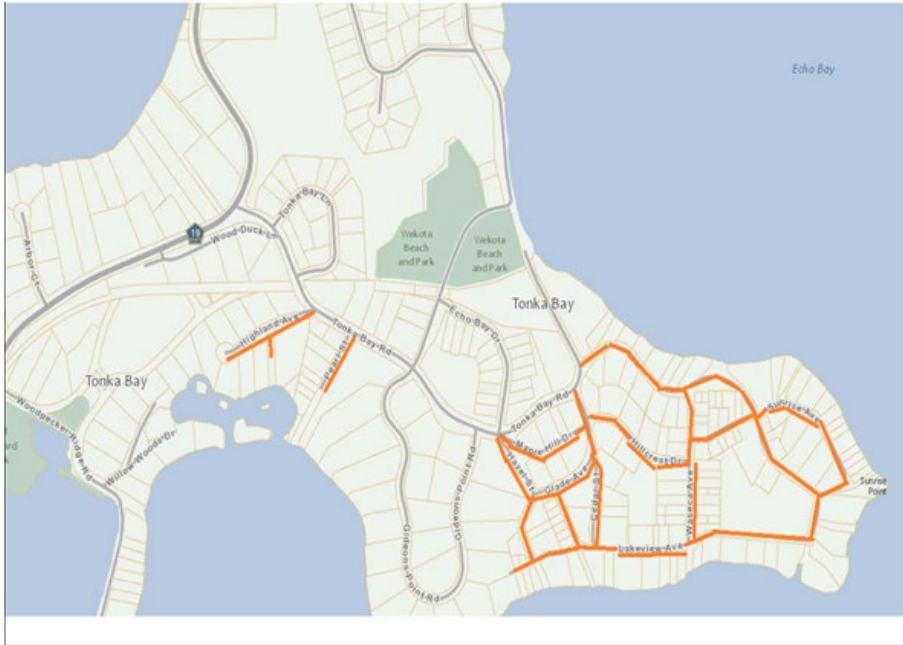
Payment terms are net 30 days. Payment terms for chip seal applications are 90% due net 30 days, balance due upon completion of sweeping.
 Note: This proposal may be withdrawn if not accepted within 15 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control.
 Allied Inc. to carry proper insurance including Workers Compensation.

Authorized Signature: _____
Matt Dolecki
 Matt Dolecki

Acceptance of Proposal: The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

Map of proposed seal coating this year:



2023 Seal Coating Roads

- Highland Ave**
- Hill St**
- Pearl St**
- Hazel St**
- Maple Hill Dr**
- Glade Ave**
- Cedar St**
- Hillcrest Dr**
- Waseca Ave**
- Sunrise Ave**
- Lakeview Ave**