

**BOVEY CITY COUNCIL MEETING**  
**February 16, 2022**  
**6:00 p.m. Council meeting**  
**Virtual via Zoom or In-Person Club Room**

**CALL TO ORDER:**

**ROLL CALL:**

**APPROVE AGENDA:**

**GUESTS:** Darrel Hecimovich

**PUBLIC FORUM:** (Limit comments to 3 minutes)

**CONSENT AGENDA:** 1. Minutes from January 19, 2022 council meeting  
2. Disbursements for claims and payroll

**DEPARTMENT HEADS & COMMITTEES:**

1. Police, Chief Sam Hussman
  - a. Resolution for admin tickets
2. Engineer, Joseph Pelawa
  - a. Memo to council members
  - b. Plat for N 3<sup>rd</sup> Addition
  - c. Red Rock plat
  - d. Red Rock engineering proposal
3. Engineer, Jeremy Schwarze
4. Public Works, Kevin Odden
  - a. January report
  - b. Resolution 22-0219 IRRR
5. Planning & Zoning
6. Attorney, John Dimich
7. City Council
  - a. Utility report
8. Fire Board

**UNFINISHED  
BUSINESS:**

**NEW BUSINESS:**

**CORRESPONDENCE:**

**ADJOURNMENT:**

**BOVEY CITY COUNCIL MEETING**  
**January 19, 2022**  
**6:00 p.m. Council meeting**  
**Virtual via Zoom or In-Person Club Room**

- CALL TO ORDER:** Deborah Trbojevich called the meeting to order at 6:05 p.m.
- ROLL CALL:** Deborah Trbojevich, Robert Stein, Nancilyn Meyer, and Robert Lawson were present. Adam Hecimovich was absent.
- APPROVE AGENDA:** Stein/Meyer/all in favor
- OATH OF OFFICE:** Robert R Lawson took his oath of office.
- GUESTS:** None
- PUBLIC FORUM:** Steven Kovacovich – complained about sidewalks not getting plowed and concrete for sidewalks getting contracted out. Add to workshop agenda.
- CONSENT AGENDA:**
1. Minutes from January 5, 2022 council meeting
  2. Disbursements for claims and payroll
  3. Treasurer reports – Nov and Dec
- Stein/Lawson/all in favor

**DEPARTMENT HEADS & COMMITTEES:**

1. Police, Chief Sam Hussman
  - a. Resolution 22-0119-01 – Stein/Meyer. Motion rescinded. Add to next agenda.
2. Engineer, Joseph Pelawa
  - a. Municipal boundary Resolution 22-0119-02 – Stein/Meyer/roll call vote with all in favor.  
Dimich clarified process. \$200 filing fee for each City. Need a color map inclusive of whole city map showing boundary exchange.
3. Public Works, Kevin Odden
  - a. December report - informational
  - b. Bolton & Menk wellhead proposal – requirement to amend every 10 years. Lawson motioned to approve proposal/Stein/all in favor
  - c. Fusion Tech IT proposal – Meyer/Lawson/all in favor
  - d. Offer to purchase city land – no action
  - e. RGGGS property – excavation of business park will require pushing spoils onto RGGGS property. Need easement or purchase of the property. Odden will move forward with pursuing easement.
4. Planning & Zoning
  - a. Fill vacancy – Andrew Olson: Stein/Meyer/all in favor
  - b. Meeting time will change to 6:15 p.m. on 2<sup>nd</sup> Wednesday of the month
5. Attorney, John Dimich – nothing to report

6. City Council
  - a. Appoint city engineer – Lawson reviewed the proposals and believes the financial benefits with Benchmark are too great. Lawson motioned to appoint Benchmark. 2<sup>nd</sup> by Meyer. Bolton & Menk will finish projects under contract. All in favor.
7. City Clerk, Tara DeGuisseppi – nothing to report
8. Fire Board – pay proposals will be ready next meeting

**UNFINISHED**

**BUSINESS:** None

**NEW BUSINESS:** None

**CORRESPONDENCE:** None

**ADJOURNMENT:** Lawson/Trbojevich/all in favor. Meeting adjourned at 6:44 p.m.

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Tara DeGuisseppi, Clerk

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Robert Stein, Mayor

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Date approved

Date Range : 1/16/2022 To 2/16/2022

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/01/2022	AFSCME COUNCIL 65	PAYROLL ENDING 1/14/2022 PAY DATE 01/21/2022	3063	\$81.21			
					100-41940-101-	General Government Buildings and Plant	\$9.77
					100-43128-101-	STREETS, SIDEWALKS, CURBS	\$52.89
					601-49440-101-	Water Utilities - Administration and General	\$5.56
					603-49520-101-	Refuse Utilities - Administration and General	\$11.28
					602-49490-101-	Sewer Utilities - Administration and General	\$1.16
					100-45010-101-	Culture-Recreation Administration	\$0.55
02/01/2022	AFSCME PEOPLE	payroll ending 1/14/2022 \$4.20 Contribution - Justin Hoshal	3064	\$4.20			
					100-41940-101-	General Government Buildings and Plant	\$0.05
					100-43128-101-	STREETS, SIDEWALKS, CURBS	\$3.51
					601-49440-101-	Water Utilities - Administration and General	\$0.05
					603-49520-101-	Refuse Utilities - Administration and General	\$0.59
02/16/2022	MN PEIP	INVOICE 1168114 - FEB & MAR 2022 PREMIUMS	3065	\$18,340.96			
					100-41425-103-	Clerk	\$1,080.80
					100-41425-131-	Clerk	\$1,801.32
					100-42123-131-	Patrol	\$2,305.70
					100-43128-101-	STREETS, SIDEWALKS, CURBS	\$806.50
					100-43128-131-	STREETS, SIDEWALKS, CURBS	\$3,225.98
					603-49520-101-	Refuse Utilities - Administration and General	\$123.68
					603-49520-131-	Refuse Utilities - Administration and General	\$494.70
					601-49440-101-	Water Utilities - Administration and General	\$127.86
					601-49440-131-	Water Utilities - Administration and General	\$511.46

Date Range : 1/16/2022 To 2/16/2022

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					602-49490-101-	Sewer Utilities - Administration and General	\$44.54
					602-49490-131-	Sewer Utilities - Administration and General	\$178.18
					100-41940-101-	General Government Buildings and Plant	\$167.68
					100-41940-131-	General Government Buildings and Plant	\$670.76
					100-45010-101-	Culture-Recreation Administration	\$92.24
					100-45010-131-	Culture-Recreation Administration	\$368.92
					100-42123-101-	Patrol	\$576.42
					100-41950-131-	EMPLOYEE/RETIREE BENEFITS	\$5,764.22
02/16/2022	HILLYARD/HUTCHINSON	INVOICE 604628087	3066	\$132.08			
					100-43128-215-	STREETS, SIDEWALKS, CURBS	\$132.08
02/16/2022	DVS RENEWAL	VEHICLE REGISTRATIONS	3067	\$96.25			
					100-43128-433-	STREETS, SIDEWALKS, CURBS	\$77.00
					603-49520-433-	Refuse Utilities - Administration and General	\$19.25
02/16/2022	AT&T MOBILITY	INVOICE 287308966142X0203202 2	3068	\$89.20			
					100-42123-321-	Patrol	\$89.20
02/16/2022	GOPHER STATE ONE CALL	INVOICE 1110236 & 1120235	3069	\$8.10			
					100-43128-310-	STREETS, SIDEWALKS, CURBS	\$8.10
02/16/2022	RANGE WATER CONDITIONING	ACCT 58172 - WATER COOLER & WATER SOFTENER	3070	\$50.00			
					100-41940-229-	General Government Buildings and Plant	\$40.00
					211-45501-416-	Library Administration	\$10.00
02/16/2022	MINNESOTA ENERGY	JAN 2022	3071	\$1,065.68			
					100-43128-383-	STREETS, SIDEWALKS, CURBS	\$323.48

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					601-49440-383-	Water Utilities - Administration and General	\$211.20
					100-41940-383-	General Government Buildings and Plant	\$531.00
02/16/2022	MEDICO LIFE AND HEALTH INSURANCE CO	GROUP 7746704 - 2022 MAR PREMIUM	3072	\$56.85			
					100-41425-133-	Clerk	\$5.70
					100-43128-133-	STREETS, SIDEWALKS, CURBS	\$28.65
					100-42123-133-	Patrol	\$6.00
					100-41950-133-	EMPLOYEE/RETIREE BENEFITS	\$16.50
02/16/2022	BOVEY BAIT, INC	INVOICE 1667 & 1675	3073	\$1,414.16			
					100-42123-212-	Patrol	\$952.17
					100-43128-212-	STREETS, SIDEWALKS, CURBS	\$461.99
02/16/2022	WASTE MANAGEMENT OF WI-MN	INVOICE 0202227-0412-2	3074	\$3,251.72			
					603-49520-384-	Refuse Utilities - Administration and General	\$3,251.72
02/16/2022	MN DEPT OF LABOR AND INDUSTRY	INVOICE ABR026679X	3075	\$10.00			
					100-41940-229-	General Government Buildings and Plant	\$10.00
02/16/2022	NORTHLAND OFF ROAD & 4 W.D.	INVOICE 422365 - CUTTING EDGES AND INVOICE 422381 - BOSS SPRING	3076	\$642.97			
					100-43128-229-	STREETS, SIDEWALKS, CURBS	\$642.97
02/16/2022	MARTIN'S SNOWPLOW & EQUIPMENT	INVOICE 17440 - CUTTING EDGE	3077	\$480.30			
					100-43128-229-	STREETS, SIDEWALKS, CURBS	\$480.30
02/16/2022	Mackley's Auto Repair	INVOICE 11458, 11824, 12281	3078	\$1,235.00			
					100-42123-228-	Patrol	\$1,235.00
02/16/2022	HAWKINS, INC	INVOICE 6101115	3079	\$706.30			

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					601-49440-216-	Water Utilities - Administration and General	\$706.30
02/16/2022	DONDELINGER	INVOICE 139062 - OIL CHANGE & ALIGNMENT	3080	\$209.10			
					100-43128-228-	STREETS, SIDEWALKS, CURBS	\$209.10
02/16/2022	BOB'S COUNTRY MARKET	INVOICE 979211 - BATTERIES	3081	\$6.29			
					601-49440-215-	Water Utilities - Administration and General	\$6.29
02/16/2022	KEVIN ODDEN	CELL PHONE 12/22/2021 - 1/21/2022	3082	\$50.00			
					100-43128-321-	STREETS, SIDEWALKS, CURBS	\$50.00
02/16/2022	MCCOY CONSTRUCTION & FORESTRY	INVOICE 2077433	3083	\$255.61			
					100-43128-228-	STREETS, SIDEWALKS, CURBS	\$255.61
02/16/2022	INSIGHT PUBLIC SECTOR INC	INV 1100908801 AND 1100898796 - SECURITY APPLIANCE & WIRELESS ACCESS POINT	3084	\$331.62			
					100-41990-201-	Other General Government - COVID	\$331.62
02/16/2022	SKOGLUND ELECTRIC LLC	INVOICE 1344 - CONDUIT RUNS, EXTEND CIRCUITS, ADD OUTLETS	3085	\$804.36			
					100-41990-223-	Other General Government - COVID	\$804.36
02/16/2022	TROUT LAKE FIRE DEPARTMENT	2022 CITY CONTRIBUTION - FIRE & BUILDING	3086	\$45,662.19			
					100-42210-311-	Fire Administration	\$41,912.19
					100-42280-223-	Fire Stations and Buildings	\$3,750.00
02/16/2022	JOINT WASTEWATER COMMISSION	INVOICE 208 - FEB 2022	3087	\$11,500.00			
					602-49490-312-	Sewer Utilities - Administration and General	\$11,500.00

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02/16/2022	SCI BROADBAND	FEB 2022	3088	\$45.98			
					100-41940-321-	General Government Buildings and Plant	\$22.99
					211-45501-321-	Library Administration	\$22.99
02/16/2022	MINNESOTA POWER	2022 JAN	3089	\$3,079.11			
					100-41940-381-	General Government Buildings and Plant	\$233.20
					601-49440-381-	Water Utilities - Administration and General	\$821.21
					100-43128-381-	STREETS, SIDEWALKS, CURBS	\$55.00
					100-43160-381-	Street Lighting	\$1,920.39
					602-49490-381-	Sewer Utilities - Administration and General	\$33.00
					100-41940-490-	General Government Buildings and Plant	\$16.31
02/16/2022	TARA DEGUISEPPi - PETTY CASH	POSTAGE	3090	\$106.92			
					601-49440-322-	Water Utilities - Administration and General	\$35.64
					602-49490-322-	Sewer Utilities - Administration and General	\$35.64
					603-49520-322-	Refuse Utilities - Administration and General	\$35.64
02/16/2022	BOLTON & MENK INC	INVOICE 283708 - NORTH 3RD INVOICE 283709 - BUSINESS PARK INVOICE 283707 - GEN ENG	3091	\$3,434.92			
					100-41940-303-	General Government Buildings and Plant	\$530.00
					100-43128-303-	STREETS, SIDEWALKS, CURBS	\$2,904.92
02/16/2022	COLE HARDWARE	INVOICE 2112-063471	3092	\$60.77			
					100-41940-240-	General Government Buildings and Plant	\$60.77



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02/16/2022	NAPA AUTO PARTS	ACCOUNT 135512 -JAN 2022 STATEMENT	3093	\$40.18	100-43128-228-	STREETS, SIDEWALKS, CURBS	\$40.18
02/16/2022	ITASCA COUNTY AUDITOR/TREASURER	PROPOSED TAX NOTICE	3094	\$97.66	100-41940-352-	General Government Buildings and Plant	\$97.66
02/16/2022	BTC INC	INVOICE 27520	3095	\$1,440.00	100-43128-212- 603-49520-212-	STREETS, SIDEWALKS, CURBS Refuse Utilities - Administration and General	\$1,263.00 \$177.00
02/16/2022	L & M SUPPLY, INC	2022 JAN STATEMENT	3096	\$798.08	100-43128-215- 100-41940-229- 100-41940-223- 100-43128-228- 601-49440-215- 603-49520-215- 603-49520-228-	STREETS, SIDEWALKS, CURBS General Government Buildings and Plant General Government Buildings and Plant STREETS, SIDEWALKS, CURBS Water Utilities - Administration and General Refuse Utilities - Administration and General Refuse Utilities - Administration and General	\$411.88 \$32.87 \$218.66 \$65.96 \$17.98 \$16.77 \$33.96
02/16/2022	PARK STATE BANK	ODDEN ACCT - JAN 2021	3097	\$814.22	601-49440-433- 100-41940-223- 100-42123-322- 100-41940-433- 100-42210-201- 100-41940-201- 601-49440-215-	Water Utilities - Administration and General General Government Buildings and Plant Patrol General Government Buildings and Plant Fire Administration General Government Buildings and Plant Water Utilities - Administration and General	\$277.46 \$198.39 \$8.85 \$20.00 \$70.96 \$26.50 \$29.51

Date Range : 1/16/2022 To 2/16/2022

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					601-49440-223-	Water Utilities - Administration and General	\$112.58
					100-43128-228-	STREETS, SIDEWALKS, CURBS	\$69.97
02/16/2022	STAR TRIBUNE	ANNUAL SUBSCRIPTION - SUBSCRIBER 9694672	3098	\$408.10			
					211-45506-433-	Periodicals	\$408.10
02/16/2022	BAKER & TAYLOR	INVOICE 22066472514, 2036393624, 2036417567, 2036508823, 2036475697	3099	\$278.06			
					211-45502-590-	Circulation	\$278.06
<b>Total For Selected Claims</b>				<b>\$97,088.15</b>			<b>\$97,088.15</b>

ADAM M HECIMOVICH	City Council/Town Board	Date
DEBORAH LEE TRBOYEVICH	City Council/Town Board	Date
NANCILYN MEYER	City Council/Town Board	Date
ROBERT R LAWSON	City Council/Town Board	Date
ROBERT M STEIN	City Council/Town Board, Mayor	Date

Fund Name: All Funds

Date Range: 01/20/2022 To 02/16/2022

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/21/2022	Payroll Period Ending 01/14/2022	67460	01/01/2022 - 01/14/2022	N	Clerk	100-41425-103-	\$ 587.11
		67460			Library Administration	211-45501-103-	\$ 302.45
	<b>Total For Check</b>	<b>67460</b>					<b>\$ 889.56</b>
01/21/2022	Payroll Period Ending 01/14/2022	67461	01/01/2022 - 01/14/2022	N	Library Administration	211-45501-103-	\$ 358.20
	<b>Total For Check</b>	<b>67461</b>					<b>\$ 358.20</b>
01/21/2022	Payroll Period Ending 01/14/2022	67462	01/01/2022 - 01/14/2022	N	Council/Town Board	100-41110-103-	\$ 233.87
	<b>Total For Check</b>	<b>67462</b>					<b>\$ 233.87</b>
01/21/2022	Payroll Period Ending 01/14/2022	67463	01/01/2022 - 01/14/2022	N	STREETS, SIDEWALKS, CURBS	100-43128-103-	\$ 221.64
	<b>Total For Check</b>	<b>67463</b>					<b>\$ 221.64</b>
01/21/2022	Payroll Period Ending 01/14/2022	67464	01/01/2022 - 01/14/2022	N	General Government Buildings and Plant	100-41940-101-	\$ 12.89
		67464			Patrol	100-42123-101-	\$(0.01)
		67464			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 828.71
		67464			Water Utilities - Administration and General	601-49440-101-	\$ 12.89
		67464			Refuse Utilities - Administration and General	603-49520-101-	\$ 136.80
	<b>Total For Check</b>	<b>67464</b>					<b>\$ 991.28</b>
01/21/2022	Payroll Period Ending 01/14/2022	67465	01/01/2022 - 01/14/2022	N	Patrol	100-42123-101-	\$ 2,724.97
	<b>Total For Check</b>	<b>67465</b>					<b>\$ 2,724.97</b>
01/21/2022	Payroll Period Ending 01/14/2022	67466	01/01/2022 - 01/14/2022	N	Council/Town Board	100-41110-103-	\$ 233.87
	<b>Total For Check</b>	<b>67466</b>					<b>\$ 233.87</b>
01/21/2022	Payroll Period Ending 01/14/2022	67467	01/01/2022 - 01/14/2022	N	General Government Buildings and Plant	100-41940-101-	\$ 139.18
		67467			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 1,021.21
		67467			Culture-Recreation Administration	100-45010-101-	\$ 19.42
		67467			Water Utilities - Administration and General	601-49440-101-	\$ 22.66
		67467			Sewer Utilities - Administration and General	602-49490-101-	\$ 6.47
		67467			Refuse Utilities - Administration and General	603-49520-101-	\$ 409.46

Fund Name: All Funds

Date Range: 01/20/2022 To 02/16/2022

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
	<b>Total For Check</b>	<b>67467</b>					<b>\$ 1,618.40</b>
01/21/2022	Payroll Period Ending 01/14/2022	67468	01/01/2022 - 01/14/2022	N	Refuse Utilities - Administration and General	603-49520-103-	\$ 91.42
	<b>Total For Check</b>	<b>67468</b>					<b>\$ 91.42</b>
01/21/2022	Payroll Period Ending 01/14/2022	67469	01/01/2022 - 01/14/2022	N	Council/Town Board	100-41110-103-	\$ 233.87
	<b>Total For Check</b>	<b>67469</b>					<b>\$ 233.87</b>
01/21/2022	Payroll Period Ending 01/14/2022	67470	01/01/2022 - 01/14/2022	N	General Government Buildings and Plant	100-41940-101-	\$ 313.25
		67470			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 626.49
		67470			Water Utilities - Administration and General	601-49440-101-	\$ 214.13
		67470			Sewer Utilities - Administration and General	602-49490-101-	\$ 46.50
		67470			Refuse Utilities - Administration and General	603-49520-101-	\$ 23.25
	<b>Total For Check</b>	<b>67470</b>					<b>\$ 1,223.62</b>
01/21/2022	Payroll Period Ending 01/14/2022	67471	01/01/2022 - 01/14/2022	N	Patrol	100-42123-101-	\$ 1,301.10
	<b>Total For Check</b>	<b>67471</b>					<b>\$ 1,301.10</b>
01/21/2022	Payroll Period Ending 01/14/2022	67472	01/01/2022 - 01/14/2022	N	Mayor	100-41310-103-	\$ 122.80
	<b>Total For Check</b>	<b>67472</b>					<b>\$ 122.80</b>
01/24/2022	FURTHER	220112HRA	INVOICE 15962153 ADMIN FEES	N	EMPLOYEE/RETIREE BENEFITS	100-41950-131-	\$ 25.80
	<b>Total For Check</b>	<b>220112HRA</b>					<b>\$ 25.80</b>
01/26/2022	First Nat'l Bank of Coleraine	2201 FORD	Loan 64970 JAN TRUCK PAYMENT	N	STREETS, SIDEWALKS, CURBS	100-43128-550-	\$ 836.02
	<b>Total For Check</b>	<b>2201 FORD</b>					<b>\$ 836.02</b>
01/26/2022	Internal Revenue Service	220121IRS	Federal taxes pay date 1/21/2022	N	Council/Town Board	100-41110-103-	\$ 135.89
		220121IRS				100-41110-122-	\$ 15.50
		220121IRS				100-41110-135-	\$ 14.52
		220121IRS			Mayor	100-41310-103-	\$ 100.08
		220121IRS				100-41310-122-	\$ 18.60
		220121IRS				100-41310-135-	\$ 4.35
		220121IRS			Clerk	100-41425-103-	\$ 231.97
		220121IRS				100-41425-122-	\$ 62.36

Fund Name: All Funds

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		220121IRS				100-41425-135-	\$ 14.59
		220121IRS			General Government Buildings and Plant	100-41940-101-	\$ 118.34
		220121IRS				100-41940-122-	\$ 63.26
		220121IRS				100-41940-135-	\$ 14.79
		220121IRS			Patrol	100-42123-101-	\$ 197.47
		220121IRS				100-42123-135-	\$ 77.42
		220121IRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 554.02
		220121IRS				100-43128-103-	\$ 18.36
		220121IRS				100-43128-122-	\$ 14.88
		220121IRS				100-43128-122-	\$ 268.74
		220121IRS				100-43128-135-	\$ 62.85
		220121IRS				100-43128-135-	\$ 3.48
		220121IRS			Culture-Recreation Administration	100-45010-101-	\$ 2.22
		220121IRS				100-45010-122-	\$ 1.48
		220121IRS				100-45010-135-	\$ 0.35
		220121IRS			Library Administration	211-45501-103-	\$ 151.41
		220121IRS				211-45501-122-	\$ 57.99
		220121IRS				211-45501-135-	\$ 13.56
		220121IRS			Water Utilities - Administration and General	601-49440-101-	\$ 73.81
		220121IRS				601-49440-122-	\$ 38.16
		220121IRS				601-49440-135-	\$ 8.92
		220121IRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 15.39
		220121IRS				602-49490-122-	\$ 8.10
		220121IRS				602-49490-135-	\$ 1.90
		220121IRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 93.66
		220121IRS				603-49520-103-	\$ 7.58
		220121IRS				603-49520-122-	\$ 6.14
		220121IRS				603-49520-122-	\$ 49.60
		220121IRS				603-49520-135-	\$ 11.60
		220121IRS				603-49520-135-	\$ 1.46
		<b>Total For Check</b>	<b>220121IRS</b>				<b>\$ 2,534.80</b>
01/27/2022	FURTHER	220125 HRA	INVOICE 40095646- CLAIM	N	EMPLOYEE/RETIREE BENEFITS	100-41950-131-	\$ 550.81
		<b>Total For Check</b>	<b>220125 HRA</b>				<b>\$ 550.81</b>
01/31/2022	Bond Funds	2201 BOND	Interfund Transfetr	N	Transfer to Bond Fund	601-49361-720-	\$ 4,712.24
		2201 BOND				602-49361-720-	\$ 4,712.25
		<b>Total For Check</b>	<b>2201 BOND</b>				<b>\$ 9,424.49</b>

Fund Name: All Funds

Date Range: 01/20/2022 To 02/16/2022

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
02/01/2022	MSRS - HCSP	220121HCSP	PAY DATE 01/21/2022	N	Patrol	100-42123-101-	\$ 165.51
		<b>Total For Check</b>	<b>220121HCSP</b>				<b>\$ 165.51</b>
02/01/2022	MN DEPT OF HUMAN SERVICES	220121MNCH	PAY DATE 01/22/2022	N	General Government Buildings and Plant	100-41940-101-	\$ 1.57
		220121MNCH			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 101.07
		220121MNCH			Water Utilities - Administration and General	601-49440-101-	\$ 1.57
		220121MNCH			Refuse Utilities - Administration and General	603-49520-101-	\$ 16.69
		<b>Total For Check</b>	<b>220121MNCH</b>				<b>\$ 120.90</b>
02/01/2022	MN REVENUE	220121MNREV	pay date 01/21/2022	N	Council/Town Board	100-41110-103-	\$ 125.00
		220121MNREV			Mayor	100-41310-103-	\$ 77.12
		220121MNREV			Clerk	100-41425-103-	\$ 76.67
		220121MNREV			General Government Buildings and Plant	100-41940-101-	\$ 15.12
		220121MNREV			Patrol	100-42123-101-	\$ 49.22
		220121MNREV			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 103.22
		220121MNREV			Culture-Recreation Administration	100-45010-101-	\$ 0.24
		220121MNREV			Library Administration	211-45501-103-	\$ 39.50
		220121MNREV			Water Utilities - Administration and General	601-49440-101-	\$ 9.75
		220121MNREV			Sewer Utilities - Administration and General	602-49490-101-	\$ 1.91
		220121MNREV			Refuse Utilities - Administration and General	603-49520-101-	\$ 16.91
		<b>Total For Check</b>	<b>220121MNREV</b>				<b>\$ 514.66</b>
02/01/2022	MSRS	220121MSRS	PAY DATE 01/21/22	N	Clerk	100-41425-103-	\$ 33.00
		220121MSRS				100-41425-125-	\$ 33.00
		220121MSRS			General Government Buildings and Plant	100-41940-101-	\$ 333.45
		220121MSRS				100-41940-125-	\$ 26.25
		220121MSRS			Patrol	100-42123-101-	\$ 270.00
		220121MSRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 707.40
		220121MSRS				100-43128-125-	\$ 93.00
		220121MSRS			Library Administration	211-45501-103-	\$ 17.00
		220121MSRS				211-45501-125-	\$ 17.00
		220121MSRS			Water Utilities - Administration and General	601-49440-101-	\$ 228.15

Fund Name: All Funds

Date Range: 01/20/2022 To 02/16/2022

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		220121MSRS				601-49440-125-	\$ 18.15
		220121MSRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 49.40
		220121MSRS				602-49490-125-	\$ 3.80
		220121MSRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 31.60
		220121MSRS				603-49520-125-	\$ 8.80
		<b>Total For Check</b>	<b>220121MSRS</b>				<b>\$ 1,870.00</b>
02/01/2022	PERA	220121PERA	PAY DATE 01/21/2022	N	Council/Town Board	100-41110-103-	\$ 37.50
		220121PERA				100-41110-121-	\$ 37.50
		220121PERA			Clerk	100-41425-103-	\$ 76.96
		220121PERA				100-41425-121-	\$ 88.80
		220121PERA			General Government Buildings and Plant	100-41940-101-	\$ 69.58
		220121PERA				100-41940-121-	\$ 80.29
		220121PERA			Patrol	100-42123-101-	\$ 666.57
		220121PERA				100-42123-121-	\$ 999.87
		220121PERA			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 295.70
		220121PERA				100-43128-121-	\$ 341.20
		220121PERA			Culture-Recreation Administration	100-45010-101-	\$ 1.66
		220121PERA				100-45010-121-	\$ 1.92
		220121PERA			Library Administration	211-45501-103-	\$ 66.77
		220121PERA				211-45501-121-	\$ 77.04
		220121PERA			Water Utilities - Administration and General	601-49440-101-	\$ 41.82
		220121PERA				601-49440-121-	\$ 48.26
		220121PERA			Sewer Utilities - Administration and General	602-49490-101-	\$ 8.89
		220121PERA				602-49490-121-	\$ 10.26
		220121PERA			Refuse Utilities - Administration and General	603-49520-101-	\$ 55.08
		220121PERA				603-49520-121-	\$ 63.52
		<b>Total For Check</b>	<b>220121PERA</b>				<b>\$ 3,069.19</b>
02/01/2022	NORTHEAST SERVICE COOPERATIVE	2202DENTAL	FEB 2022 PREMIUMS - INVOICE 791	N	Clerk	100-41425-132-	\$ 42.00
		2202DENTAL			General Government Buildings and Plant	100-41940-132-	\$ 32.06
		2202DENTAL			EMPLOYEE/RETIREE BENEFITS	100-41950-132-	\$ 220.00
		2202DENTAL			Patrol	100-42123-132-	\$ 152.00
		2202DENTAL			STREETS, SIDEWALKS, CURBS	100-43128-132-	\$ 155.16

Fund Name: All Funds

Date Range: 01/20/2022 To 02/16/2022

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		2202DENTAL			Culture-Recreation Administration	100-45010-132-	\$ 17.82
		2202DENTAL			Water Utilities - Administration and General	601-49440-132-	\$ 24.52
		2202DENTAL			Sewer Utilities - Administration and General	602-49490-132-	\$ 8.54
		2202DENTAL			Refuse Utilities - Administration and General	603-49520-132-	\$ 23.90
	<b>Total For Check</b>	<b>2202DENTAL</b>					<b>\$ 676.00</b>
02/04/2022	Payroll Period Ending 01/28/2022	67500	01/15/2022 - 01/28/2022	N	Clerk	100-41425-103-	\$ 591.16
		67500			Library Administration	211-45501-103-	\$ 304.53
	<b>Total For Check</b>	<b>67500</b>					<b>\$ 895.69</b>
02/04/2022	Payroll Period Ending 01/28/2022	67501	01/15/2022 - 01/28/2022	N	Library Administration	211-45501-103-	\$ 292.63
	<b>Total For Check</b>	<b>67501</b>					<b>\$ 292.63</b>
02/04/2022	Payroll Period Ending 01/28/2022	67502	01/15/2022 - 01/28/2022	N	STREETS, SIDEWALKS, CURBS	100-43128-103-	\$ 166.23
		67502			Refuse Utilities - Administration and General	603-49520-103-	\$ 180.08
	<b>Total For Check</b>	<b>67502</b>					<b>\$ 346.31</b>
02/04/2022	Payroll Period Ending 01/28/2022	67503	01/15/2022 - 01/28/2022	N	General Government Buildings and Plant	100-41940-101-	\$ 58.51
		67503			Patrol	100-42123-101-	\$ 0.01
		67503			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 694.20
		67503			Culture-Recreation Administration	100-45010-101-	\$ 10.91
		67503			Water Utilities - Administration and General	601-49440-101-	\$ 93.22
		67503			Sewer Utilities - Administration and General	602-49490-101-	\$ 1.98
		67503			Refuse Utilities - Administration and General	603-49520-101-	\$ 132.89
	<b>Total For Check</b>	<b>67503</b>					<b>\$ 991.72</b>
02/04/2022	Payroll Period Ending 01/28/2022	67504	01/15/2022 - 01/28/2022	N	Patrol	100-42123-101-	\$ 2,443.17
	<b>Total For Check</b>	<b>67504</b>					<b>\$ 2,443.17</b>
02/04/2022	Payroll Period Ending 01/28/2022	67505	01/15/2022 - 01/28/2022	N	General Government Buildings and Plant	100-41940-101-	\$ 336.72
		67505			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 937.31
		67505			Culture-Recreation Administration	100-45010-101-	\$ 29.14



Fund Name: All Funds

Date Range: 01/20/2022 To 02/16/2022

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		67505			Water Utilities - Administration and General	601-49440-101-	\$ 95.51
		67505			Sewer Utilities - Administration and General	602-49490-101-	\$ 9.71
		67505			Refuse Utilities - Administration and General	603-49520-101-	\$ 210.45
		<b>Total For Check</b>	<b>67505</b>				<b>\$ 1,618.84</b>
02/04/2022	Payroll Period Ending 01/28/2022	67506	01/15/2022 - 01/28/2022	N	Patrol	100-42123-103-	\$ 245.48
		<b>Total For Check</b>	<b>67506</b>				<b>\$ 245.48</b>
02/04/2022	Payroll Period Ending 01/28/2022	67508	01/15/2022 - 01/28/2022	N	Patrol	100-42123-101-	\$ 1,277.25
		<b>Total For Check</b>	<b>67508</b>				<b>\$ 1,277.25</b>
02/07/2022	Internal Revenue Service	220204IRS	Federal taxes pay date 2/04/2022	N	Clerk	100-41425-103-	\$ 233.08
		220204IRS				100-41425-122-	\$ 62.72
		220204IRS				100-41425-135-	\$ 14.67
		220204IRS			General Government Buildings and Plant	100-41940-101-	\$ 99.91
		220204IRS				100-41940-122-	\$ 59.83
		220204IRS				100-41940-135-	\$ 13.99
		220204IRS			Patrol	100-42123-101-	\$ 176.62
		220204IRS				100-42123-103-	\$ 21.88
		220204IRS				100-42123-122-	\$ 17.73
		220204IRS				100-42123-135-	\$ 4.15
		220204IRS				100-42123-135-	\$ 69.75
		220204IRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 373.76
		220204IRS				100-43128-103-	\$ 13.77
		220204IRS				100-43128-122-	\$ 11.16
		220204IRS				100-43128-122-	\$ 248.72
		220204IRS				100-43128-135-	\$ 58.17
		220204IRS				100-43128-135-	\$ 2.61
		220204IRS			Culture-Recreation Administration	100-45010-101-	\$ 25.89
		220204IRS				100-45010-122-	\$ 15.55
		220204IRS				100-45010-135-	\$ 3.64
		220204IRS			Library Administration	211-45501-103-	\$ 146.14
		220204IRS				211-45501-122-	\$ 53.44
		220204IRS				211-45501-135-	\$ 12.50
		220204IRS			Water Utilities - Administration and General	601-49440-101-	\$ 74.08
		220204IRS				601-49440-122-	\$ 39.90

Fund Name: All Funds

Date Range: 01/20/2022 To 02/16/2022

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		220204IRS				601-49440-135-	\$ 9.33
		220204IRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 6.52
		220204IRS				602-49490-122-	\$ 3.99
		220204IRS				602-49490-135-	\$ 0.93
		220204IRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 69.10
		220204IRS				603-49520-103-	\$ 14.92
		220204IRS				603-49520-122-	\$ 12.09
		220204IRS				603-49520-122-	\$ 34.35
		220204IRS				603-49520-135-	\$ 8.03
		220204IRS				603-49520-135-	\$ 2.83
		<b>Total For Check</b>	<b>220204IRS</b>				<b>\$ 2,015.75</b>
02/14/2022	COLONIAL LIFE	2201COL LIFE	JAN 2022 PREMIUMS	N	STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 127.82
		<b>Total For Check</b>	<b>2201COL LIFE</b>				<b>\$ 127.82</b>
<b>Total For Selected Checks</b>							<b>\$ 40,287.44</b>



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4960 Miller Trunk Highway  
Suite 350  
Duluth, MN 55811

Ph: (218) 729-5939  
Bolton-Menk.com

## MEMORANDUM

**Date:** February 15, 2022  
**To:** Honorable Mayor Robert Stein and Members of the City Council  
City of Bovey, Minnesota  
**From:** Joseph Pelawa, Engineer  
**Subject:** Council Update:

---

### North Third Addition to Bovey

Upon an in-depth research and discovery of property ownership of the railway property. CN acquired the DMIR in 2004, the DMIR then became part of the Wisconsin Central Ltd. as the operating railroad, which is a wholly owned subsidiary of Canadian National Railway Company.

From CN Public Works The property in question is owned by CN/WC in Bovey. It has been out of service for over 21 years due to embankment sloughing into the Canisteo Pit. BNSF has running rights on the line, there are also several areas between Hibbing and Bovey where the ownership lines change between WC and BNSF.

Itasca County Recorder is looking into this and updating the County GIS website.  
The County Auditor office is researching to assign a parcel number and legal description.

We have proposed a plat revision that runs Second Ave. N along this railway parcel as shown in the attached exhibit.

The next step for the City of Bovey is to approve this preliminary plat revision.  
We will prepare the final plat with mylars for the city to approve and record.

### Red Rock Business Park

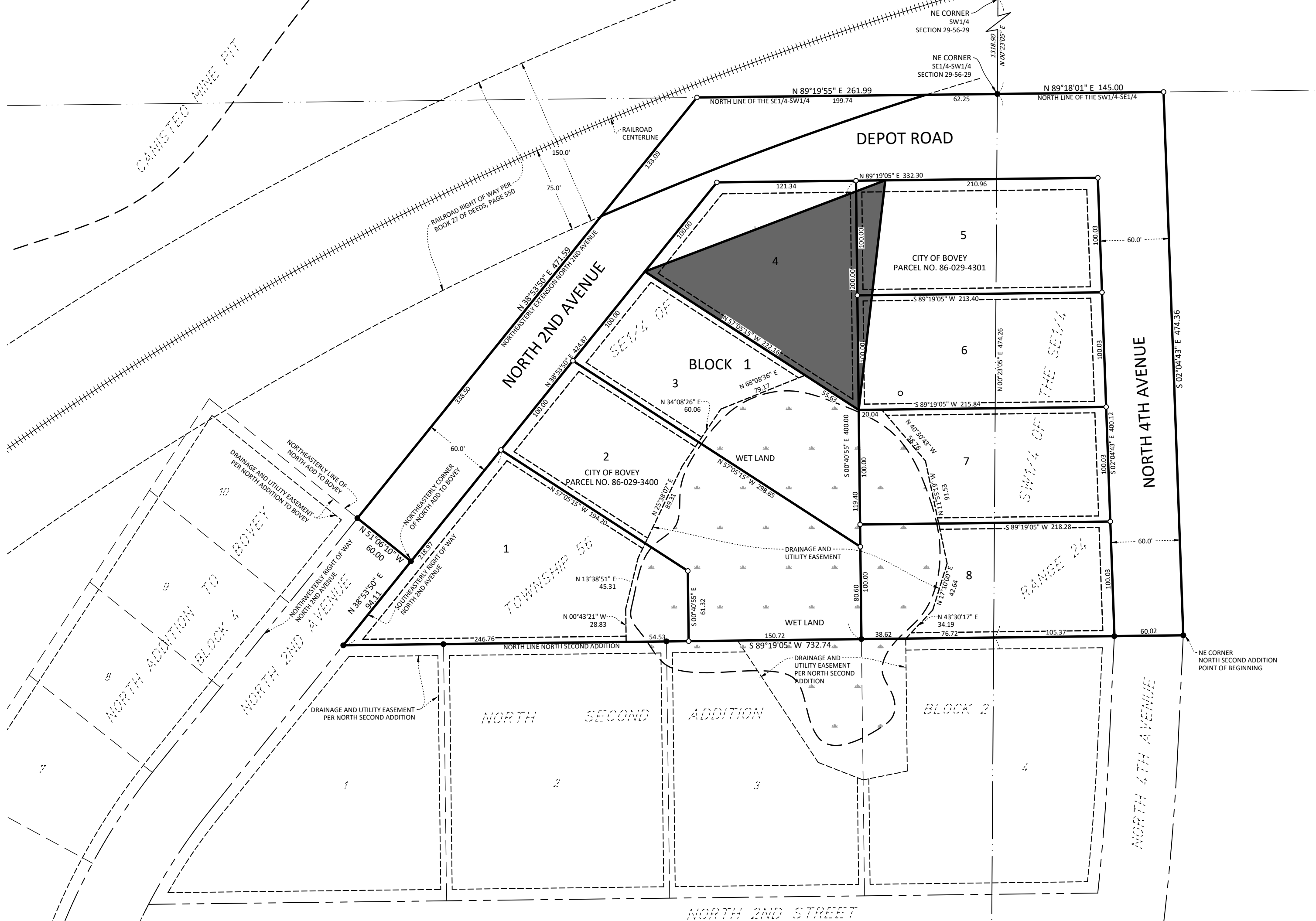
- Final Plat has been completed.
- Updated proposal for final design plans, specifications, permits, bidding, contracts and construction administration is presented for Council review and approval.
- CEDA is working with Kevin on putting together funding package breakdown for the city.

### Well Head Protection Plan (WHPP)

- Schedule for Part II Amendment
- We are on schedule for submittal to MN Department of Health in 2022.

If you have any questions, please feel free to contact me at (218) 830-2636 or [joseph.pelawa@bolton-menk.com](mailto:joseph.pelawa@bolton-menk.com)

JDP/jp



NE CORNER  
SW1/4  
SECTION 29-56-29

NE CORNER  
SE1/4-SW1/4  
SECTION 29-56-29

N 89°18'01" E 145.00  
NORTH LINE OF THE SW1/4-SE1/4

DEPOT ROAD

CITY OF BOVEY  
PARCEL NO. 86-029-4301

BLOCK 1

CITY OF BOVEY  
PARCEL NO. 86-029-3400

TOWNSHIP 56

NORTH SECOND ADDITION

BLOCK 2

NORTH 2ND STREET

NORTH 4TH AVENUE

NORTH ADDITION TO BLOCK 4

NORTH 2ND AVENUE

NORTH 2ND AVENUE

CANISTERED MINE PIT

RAILROAD RIGHT OF WAY PER  
BOOK 27 OF DEEDS, PAGE 550

RAILROAD CENTERLINE

SE1/4 OF THE SE1/4

SW1/4 OF THE SE1/4

RANGE 24

NE CORNER  
NORTH SECOND ADDITION  
POINT OF BEGINNING

DRAINAGE AND UTILITY EASEMENT  
PER NORTH SECOND ADDITION

DRAINAGE AND UTILITY EASEMENT  
PER NORTH SECOND  
ADDITION

WET LAND

WET LAND

DRAINAGE AND UTILITY EASEMENT

NORTHEASTERLY CORNER  
OF NORTH ADD TO BOVEY

NORTHEASTERLY LINE OF  
NORTH ADD TO BOVEY

NORTHEASTERLY RIGHT OF WAY  
NORTH 2ND AVENUE

SOUTHEASTERLY RIGHT OF WAY  
NORTH 2ND AVENUE

DRAINAGE AND UTILITY EASEMENT  
PER NORTH ADDITION TO BOVEY

DRAINAGE AND UTILITY EASEMENT  
PER NORTH ADDITION TO BOVEY

DRAINAGE AND UTILITY EASEMENT  
PER NORTH ADDITION TO BOVEY

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CANISTERED MINE PIT

RAILROAD RIGHT OF WAY PER  
BOOK 27 OF DEEDS, PAGE 550

RAILROAD CENTERLINE

SE1/4 OF THE SE1/4

SW1/4 OF THE SE1/4

RANGE 24

NE CORNER  
NORTH SECOND ADDITION  
POINT OF BEGINNING

DRAINAGE AND UTILITY EASEMENT  
PER NORTH SECOND ADDITION

DRAINAGE AND UTILITY EASEMENT  
PER NORTH SECOND  
ADDITION

WET LAND

WET LAND

DRAINAGE AND UTILITY EASEMENT

NORTHEASTERLY CORNER  
OF NORTH ADD TO BOVEY

NORTHEASTERLY LINE OF  
NORTH ADD TO BOVEY

NORTHEASTERLY RIGHT OF WAY  
NORTH 2ND AVENUE

SOUTHEASTERLY RIGHT OF WAY  
NORTH 2ND AVENUE

DRAINAGE AND UTILITY EASEMENT  
PER NORTH ADDITION TO BOVEY

DRAINAGE AND UTILITY EASEMENT  
PER NORTH ADDITION TO BOVEY

DRAINAGE AND UTILITY EASEMENT  
PER NORTH ADDITION TO BOVEY

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CANISTERED MINE PIT

RAILROAD RIGHT OF WAY PER  
BOOK 27 OF DEEDS, PAGE 550

RAILROAD CENTERLINE

SE1/4 OF THE SE1/4

SW1/4 OF THE SE1/4

RANGE 24

NE CORNER  
NORTH SECOND ADDITION  
POINT OF BEGINNING

DRAINAGE AND UTILITY EASEMENT  
PER NORTH SECOND ADDITION

DRAINAGE AND UTILITY EASEMENT  
PER NORTH SECOND  
ADDITION

WET LAND

WET LAND

DRAINAGE AND UTILITY EASEMENT

NORTHEASTERLY CORNER  
OF NORTH ADD TO BOVEY

NORTHEASTERLY LINE OF  
NORTH ADD TO BOVEY

NORTHEASTERLY RIGHT OF WAY  
NORTH 2ND AVENUE

SOUTHEASTERLY RIGHT OF WAY  
NORTH 2ND AVENUE

DRAINAGE AND UTILITY EASEMENT  
PER NORTH ADDITION TO BOVEY

DRAINAGE AND UTILITY EASEMENT  
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DRAINAGE AND UTILITY EASEMENT  
PER NORTH ADDITION TO BOVEY

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February 15, 2022

Kevin Odden, Public Works  
City of Bovey  
402 2<sup>nd</sup> Ave.  
Bovey, MN 55709-0399

RE: Proposal for Final Plans, Bidding and Construction Administration  
Bovey Business Park Development  
Bovey, Minnesota

Dear Kevin:

Bolton & Menk is pleased to provide this proposal for Final Plan Design, Bidding and Construction Administration services related to this proposed business park development along Highway 169 and 2<sup>nd</sup> Avenue in Bovey, MN. Preliminary site plans by Bolton & Menk, will need to be finalized and project specifications with contract documents prepared for the proposed site improvements. Based on the discussions we have had; the city wants to bid the site improvements spring 2022 with construction to begin summer 2022 with final project completion and acceptance summer 2023.

Based on our discussions we have had over the past few years; additional documents are needed to provide bid and contract documents for completing the proposed improvements are outlined below.

## SCOPE OF SERVICES

The following outline lists the various services and deliverables we will provide for the final engineering design and preparation of plans and specifications for solicitation of bids from contractors.

The scope of services we propose to provide on this development is as follows:

### Task 1 – Prepare Final Site Plans

It will be necessary to generate final site civil plans required to complete the desired improvements.

- a. Update Bolton & Menk existing preliminary site plans to final plans
- b. Provide final site plan for the site civil work
- c. Provide final street and utility plans

### Task 2 - Prepare Project Technical Specifications

It will be necessary to prepare civil technical specifications required to complete the improvements.

- a. Develop final site technical specifications for the site civil work
- b. Prepare City Council memo for approval of project plans and specifications

### Task 3 – Prepare Stormwater Management Plans

It will be necessary to generate final stormwater plans.

- a. Develop a Stormwater Management Plan

A draft stormwater management plan would be developed and presented to the City of Bovey and the Itasca County Soil Water Conservation District for review and comment. The stormwater plan would incorporate pre-treatment facilities along with storm water detention/infiltration basins. If site conditions indicate that infiltration is not a viable mechanism, a more complex drainage facility may be required.

#### **Task 4 – Permits and Regulatory Approvals**

To complete the business park improvements regulatory approvals will be required:

- a. MPCA Sewer Extension Permit
- b. Mn Dept. of Health Watermain Review Approval
- c. Itasca Soil Water Conservation Service stormwater approval
- d. MnDOT work in Right of Way permit: US Hwy 169
- e. Itasca County Highway Department work in Right of Way permit: CSAH 61

#### **Task 5 - Bidding Services**

Generate final bid documents required to advertise and bid the improvements.

- a. Prepare memo for City Council to authorization advertisement and bidding project
- b. Plans and Specifications
  - i. Mass Site Grading Plan
  - ii. Street Plan and Profiles, Drainage Plans
  - iii. Utilities: Water and Sewer Plans, Stormwater Management Plans
  - iv. Details
- c. Prepare Project Manual with Bidding Documents for improvements
  - i. Ad for Bids and Publication Coordination
  - ii. Bid Form and Engineer's Estimate
  - iii. Bidding Document Distribution
  - iv. Bidder Question Inquiries and Addenda
  - v. Attend Bid Opening
  - vi. Bid Evaluation, Abstract of Bids and Award Recommendation

#### **Task 6 - Contract Documents for Awarding Improvements**

Contract documents required for City and Contractor agreement to complete the improvements.

- a. Prepare memo for City Council recommending award to responsible contractor
- b. Contract agreement documents to awarded contractor for execution of contract

#### **Task 7 – Construction Administration**

##### Construction Administration and Project Management Services

- a. Construction Staking
- b. Construction Observation – Resident Project Representative
  - i. Construction field reports and photographs
  - ii. Coordinate timely construction meetings
  - iii. Track quantities and review pay requests
  - iv. Contract Administration
  - v. Preconstruction Conference
  - vi. Engineer site visits
  - vii. Prepare progress payment recommendations
  - viii. Change Order Review and Processing

- ix. Dispute resolution per General and Supplementary Conditions
  - x. Final inspection and project closeout
- c. Record Drawings and Final Project Documents
- i. Bolton & Menk, Inc. will establish and maintain all project correspondence, drawings, reports, applications, and other project deliverables in its filing system and make these records available for future retrieval by the City of Bovey as may be requested.

**ASSUMPTIONS**

The following assumptions are made as part of this proposal:

1. A scope of service and fee proposal for funding and grant assistance is not included in this proposal. Once the specific funding alternatives and assistance is determined, we will provide a proposal for services.
2. Not included in our scope of service and fee proposal are tasks associated with Building Official inspection, code acceptance and certification for building improvements. Recommend the City consult with staff or local Building Official for building compliance certification.
3. Proposed fees exclude subconsultants geotechnical evaluation fees and project acceptance testing. Any fees incurred for this project will be invoiced directly to the city.

**PROPOSED FEES: TASKS 1 & 2 FINAL PLANS AND SPECIFICATIONS**

The budget breakdown on the fee is as follows:

Bolton & Menk proposes to perform the work as described in Tasks 1 and 2 for a Lump Sum fee of **\$137,400**.

<b>Task 1a – Site Grading and Drainage Plans .....</b>	<b>\$ 26,400</b>
<b>Task 1b – Site &amp; Street Plans .....</b>	<b>\$ 52,000</b>
<b>Task 1c – Sewer and Water Utility Plans.....</b>	<b>\$ 46,700</b>
<b>Task 2 – Project Technical Specifications .....</b>	<b><u>\$ 15,200</u></b>
	<b>\$ 140,300 Lump Sum Fee Task 1 &amp; 2</b>

**PROPOSED FEES: TASKS 3 STORMWATER MANAGEMENT PLAN**

Bolton & Menk proposes to perform the work as described in Tasks 3 for a Lump Sum fee of **\$12,500**.

<b>Task 3 – Stormwater Management Plan .....</b>	<b><u>\$ 12,500</u></b>
	<b>\$ 12,500 Lump Sum Fee Task 3</b>

**PROPOSED FEES: TASK 4 PERMITS AND APPROVALS**

Bolton & Menk proposes to provide services for Tasks 4 for a Lump Sum fee of **\$3,000**.

<b>Task 4 – Permits and Approvals .....</b>	<b>\$ 3,000</b>
	<b>\$ 3,000 Lump Sum Fee Task 4</b>

## PROPOSED FEES: TASK 5 & 6 BIDDING AND CONTRACT DOCUMENTS

Bolton & Menk proposes to provide services for Tasks 5 & 6 for a Lump Sum fee of **\$7,700**.

<b>Task 5 – Bidding Services</b> .....	<b>\$ 3,500</b>
<b>Task 6 – Award and Contract Documents</b> .....	<b>\$ 4,200</b>
	<b>\$ 7,700 Lump Sum Fee Task 5 &amp; 6</b>

## ESTIMATION OF FEES: TASK 7 CONSTRUCTION ADMINISTRATION

Bolton & Menk proposes to provide services for Task 7 on an hourly basis.

<b>Task 7 – Construction Administration</b> .....	<b>\$ 180,200</b>
	<b>\$ 180,200 Estimated Fee Task 7</b>

Construction administration and observation will be based on actual time required. We estimate construction administration and observation costs at \$180,200. This is based on 18 weeks in 2022 and 12 weeks in 2023 of field observation at 9 hours per day and 30 weeks of project manager time at an average of 4 hours per week along with staff support time.

All other requested services not listed in the Scope of Services will be provided as additional services on an hourly basis at our standard hourly rates.

## ADDITIONAL SERVICES:

Requested additional services not included in this proposal can be provided on an hourly basis to include:

### 1. Acceptance Testing

Acceptance testing and determine the adequacy of grading and compaction on the site. We will assist in soliciting quotes for the services from American Engineering Testing Inc., Braun Intertec, EPC Engineering & Testing or another firm your familiar working with for City evaluation and selection. Project testing fees by subconsultants will be invoiced directly to the city.

### 2. Wetland Delineation and Mitigation

If a wetland delineation and permitting for impacts is required, we can forward a separate proposal for accomplishing this work item.

### 3. Environmental and Cultural Resource Determinations

If an environmental assessment or cultural resource determination is required, we can forward a separate proposal for accomplishing this work item.

### 4. Improvement Funding Assistance

We can forward a separate proposal for accomplishing this funding assistance upon determinations which funding options the City will pursue.



## SCHEDULE

Upon authorization to proceed, we will schedule city meetings for coordination and moving this project forward. We would anticipate that it will take approximately 8 to 10 weeks to complete the design and permit process for bidding the project.

Bolton & Menk, Inc. will plan and execute tasks as necessary to meet the following schedule. Schedule adjustments may be necessary due to influences beyond our control.

- Approve Final Plat February 2022
- Plans and Specifications Development January 2022 – March 2022
- Authorize Ad for Bids March 2022
- Open Bids April 2022
- Begin Construction May/June 2022
- Substantial Completion (Grading Site & Street) August 2022
- Substantial Completion (Trunk Utilities and Service Stubs) October 2022
- Substantial Completion November 2022
- Final Completion (Street C&G and Paving) July 2023
- Final Completion Project Acceptance August 2023

## TERMS

This proposal is subject to the attached Terms of Proposal. If this proposal is acceptable to you, please sign on the acceptance line below and return one copy for our files. This proposal and attached terms will serve as our Agreement for this project.

Thank you for providing us the opportunity to submit this proposal for your proposed development. Should you have any questions or require additional information, please feel free to contact me.

Sincerely,

### **BOLTON & MENK, INC.**



Joseph D. Pelawa, P.E.  
Engineer Manager

## ACCEPTANCE:

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed work order or written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf for the acceptance of Tasks 1-7.

CLIENT: City of Bovey, Minnesota

CONSULTANT: Bolton & Menk, Inc.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: Kristopher J. Swanson

Title: \_\_\_\_\_

Title: Principal In Charge

Date: \_\_\_\_\_

Date: 2/15/2022

Attest: \_\_\_\_\_

Attest:  \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: Joseph D. Pelawa

Title: \_\_\_\_\_

Title: Engineer/Manager

Date: \_\_\_\_\_

Date: 2/15/2022

CITY OF BOVEY  
PUBLIC WORKS DEPARTMENT  
MONTHLY REPORT

JANUARY 2022

Streets

- 1 Snow plowing and sanding as needed.
- 2 Removed snow piles from Main Street as needed.
- 3 Took down and stored Christmas decorations at the water tower shop.
- 4 Cleaned Main St. boulevards with ASV snowblower as needed.
- 5 Widened streets and alleys with ASV snowblower and loader as needed.
- 6 Submitted for 2021 Federal fuel tax refund.
- 7 Filled out and submitted the 2020 Annual Weed Report.
- 8 Plowed dump site North of the school as needed.
- 9 Opened up the end of the depot area for people fishing the pit to park.
- 10 Worked with DEED on Red Rock Business Park grant. List of items needed to do.
- 11 Emailed MPCA concerning gun club area. No response. This is the 2nd email with no response back.
- 12 Converted street light B16 and B22 to LED, bulbs had burnt out.
- 13 Went to 3 lumber yards seeking donations for park benches and picnic tables. All materials were donated.
- 14 Met with Chris Ismil from IRRRB concerning a grant for the Red Rock Business Park.

Water

- 1 Filled out and submitted the 2021 Water Usage Report to the DNR.
- 2 Submitted the 2021 4th quarter DMR to the MPCA.
- 3 Filled out and submitted the 2020 Annual Water Loss Report.
- 4 Went thru 2020 Wellhead Protection action steps, filled out and submitted the 2020 Wellhead Evaluation Report.
- 5 Performed annual maintenance on the backwash blower.
- 6 Turn water off for repairs at 411 3rd St.
- 7 Attending online water training.
- 8 Blower motor on furnace at the pump house locked up. Too busy with snow to repair. Called Aspire and they replaced the blower motor and start capacitor.
- 9 Turned water off at 213 3rd Ave per owner request.
- 10 Turned water off and back on for leak repair at 818 Frontage Rd.
- 11 Hauled snow stockpiles, County supplied 3 trucks.

Sewer

- 1 Performed weekly and monthly maintenance for Trailview lift station.

Garbage

- 1 Garbage hauled for January- 27.6 tons. Weekly average- 6.13 tons.
- 2 Submitted the 2021 Annual Waste Haulers Report and 2021 Waste Collection Report.

## Vehicles

- 1 Loader- popping out of gear. McCoy replace shift switch. 2 weeks later did the same. McCoy installer new shift sensor.
- 2 ASV- replaced a leaking hydraulic line.
- 3 2020 Ford 1 Ton- took to Dondelinger for oil change, inspection and alignment.

## Buildings

- 1 City Hall- cleaned as needed.
- 2 Condensate line leak on reclaim water for boiler. Leaked on condensate pump #2 and caused it to fail. Installed new pump assembly we had on hand. Took pump to Motor Shop for an evaluation.
- 3 Had Skoglund Electric run 2 new receptacles for new network protection equipment. Brian and I ran network cables. Painted conduit.
- 4 Worked on Wellhead Protection Plan update.
- 5 Flag at City Hall tore, replaced.
- 6 Replaced the lockset on the Senior door at City Hall.
- 7 installed a new security light at the pump house.

Respectfully submitted,

*Kevin D Odden*

Kevin Odden  
Maintenance Supervisor

**CITY OF BOVEY  
RESOLUTION NO. 22-0219**

STATE OF MINNESOTA  
COUNTY OF ITASCA  
CITY OF BOVEY

**RESOLUTION AUTHORIZING THE CITY OF BOVEY TO MAKE  
APPLICATION TO AND ACCEPT FUNDS FROM  
THE IRRR DEVELOPMENT INFRASTRUCTURE GRANT PROGRAM**

**WHEREAS THE** authorizing authority approve to apply for the Red Rock Business Park project: and

**WHEREAS THE** authorizing authority agrees to accept funding up to \$400,000 for the underlying project if approved by IRRRB.

**NOW BE IT RESOLVED** that the authorizing authority of the City of Bovey does adopt this resolution.

Upon vote taken, the following voted:

For:

Against:

Whereupon said Resolution No.22-0219 was declared duly passed and adopted this 19th day of February 2022.

\_\_\_\_\_  
Robert Stein, Mayor

\_\_\_\_\_  
Tara DeGuseppi, Clerk of the City of Bovey

# AGED BALANCES

# CITY OF BOVEY

DATE: 02/01/2022 AUTHOR: BOVT33

CRITERIA: ACCT#: 0 - 999999999 NAME: 0 - Z ZIP: 0 - 0 \* includes unbilled transactions

STATUS KEY: N=NORMAL W=NEW C=CUTOFF O=CHARGEOFF I=INACTIVE F=FINAL D=DISABLED R=RENTER L=LANDLORD

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
8390216	N	ALESHA BRENNA	\$89.63	\$83.27	\$79.30	\$0.00	\$252.20
3102	N	ALLAIN, RUTH	\$128.94	\$122.80	\$0.00	\$0.00	\$251.74
4103	N	ALLEN, KEYS	\$49.69	\$0.00	\$0.00	\$0.00	\$49.69
8390137	N	ANDERSON, TAMMY	\$128.90	\$122.76	\$119.27	\$0.00	\$370.93
8390149	N	ANTHONY INGMAN,	\$150.64	\$74.18	\$0.00	\$0.00	\$224.82
8390227	N	ARCHILA, JULIO &	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
292101	N	BEMROSE, GINA	\$2.20	\$0.00	\$0.00	\$0.00	\$2.20
5166812	N	BERNAL, JESSE	\$115.55	\$112.15	\$125.85	\$37.06	\$390.61
8390052	N	BEST, CARLA	\$110.21	\$0.00	\$0.00	\$0.00	\$110.21
19101	N	BETZ, DAN & GEORGE	\$122.80	\$0.00	\$0.00	\$0.00	\$122.80
26102	N	BONHAM, MICHAEL	\$130.56	\$35.25	\$0.00	\$0.00	\$165.81
30101	N	BROTEN, DEAN	\$128.94	\$122.80	\$0.00	\$0.00	\$251.74
8390232	N	BRYAN HARLEY	\$352.14*	\$0.00	\$0.00	\$0.00	\$352.14
8390175	N	BYMARK, AMBER	\$186.90	\$82.04	\$0.00	\$0.00	\$268.94
126101	N	CARD, DARIN	\$140.40	\$51.99	\$0.00	\$0.00	\$192.39
40101	N	CASEY, ROBERT	\$24.76	\$0.00	\$0.00	\$0.00	\$24.76
87101	N	CASPER, CHAUNTEL	\$80.65	\$0.00	\$0.00	\$0.00	\$80.65
8390181	N	CHELSEA GEISTHARDT	\$128.94	\$122.80	\$0.00	\$0.00	\$251.74
8390223	N	CHERI LATARTE	\$131.47	\$125.21	\$128.77	\$39.44	\$424.89
46101	N	CLOUTIER, BOB	\$138.81	\$132.20	\$130.67	\$177.32	\$579.00
47101	N	CONNOLLY, TOM	\$128.87	\$121.30	\$0.00	\$0.00	\$250.17
285101	N	DEGUISEPPI, TARA	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00
8389972	N	DEGUISEPPI, TARA	\$28.79	\$0.00	\$0.00	\$0.00	\$28.79
8390144	N	DEGUISEPPI, TARA	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00
8389965	N	DONALD SNOW, JR	\$107.00	\$104.00	\$0.00	\$0.00	\$211.00
64101	N	FACES NORTH INC	\$125.56	\$38.29	\$0.00	\$0.00	\$163.85
8390224	N	FUNNELL, BRITNEY	\$136.06	\$129.58	\$130.08	\$5.60	\$401.32
8390038	N	GO GREEN TSB, LLC	\$313.93	\$286.74	\$0.00	\$0.00	\$600.67
8390162	N	GUNNER HELLER	\$123.24	\$182.80	\$47.43	\$198.65	\$552.12
94101	N	HALLING, DEL	\$0.14	\$0.00	\$0.00	\$0.00	\$0.14
87102	N	HANSON, JESSE	\$126.25	\$69.09	\$0.00	\$0.00	\$195.34
81101	N	HEINZER, GARY	\$143.32	\$136.49	\$129.99	\$143.88	\$553.68
155101	N	HOOPMAN, ETHAN	\$122.80	\$24.79	\$0.00	\$0.00	\$147.59
8389978	N	HOWARD, KATRINA	\$82.16	\$80.35	\$76.52	\$780.38	\$1019.41
8389926	N	HURLBUT, JORDAN	\$128.78	\$89.55	\$0.00	\$0.00	\$218.33
111101	N	INTEGRITY PROPERTY	\$1283.29	\$0.00	\$0.00	\$0.00	\$1283.29
8390035	N	J WALLACE, KRISTY	\$101.80	\$145.80	\$0.00	\$0.00	\$247.60
8389930	N	JASON SHEIMAN	\$35.30	\$37.50	\$0.00	\$0.00	\$72.80
8390226	N	JBS HOLDINGS, LLC	\$41.11	\$41.25	\$37.50	\$37.50	\$157.36
248101	N	JIM TROUMBLY	\$0.15	\$0.00	\$0.00	\$0.00	\$0.15
8390225	N	JOHANNSEN, LOUIE	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80

# AGED BALANCES

CITY OF BOVEY

DATE: 02/01/2022 AUTHOR: BOVT33

CRITERIA: ACCT#: 0 - 999999999 NAME: 0 - Z ZIP: 0 - 0 \* includes unbilled transactions

STATUS KEY: N=NORMAL W=NEW C=CUTOFF O=CHARGEOFF I=INACTIVE F=FINAL D=DISABLED R=RENTER L=LANDLORD

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
8390214	N	JOHNSON, LEE &	\$126.93	\$0.00	\$0.00	\$0.00	\$126.93
125101	N	KELLY, JASON	\$135.72	\$108.49	\$0.00	\$0.00	\$244.21
8389936	N	KENT BRAINARD	\$122.64	\$116.80	\$0.00	\$0.00	\$239.44
164101	N	LANE, MELLISSA	\$131.10	\$134.38	\$31.58	\$0.00	\$297.06
8389949	N	LAUDENBACH, MARK	\$146.41	\$139.44	\$140.42	\$312.37	\$738.64
8390031	N	LESARGE, CHAD	\$145.55	\$148.14	\$150.61	\$156.27	\$600.57
8389933	N	LILLO, MICHELLE	\$122.80	\$8.74	\$0.00	\$0.00	\$131.54
8390206	N	LIVINGSTON, JOSEPH	\$3.20	\$0.00	\$0.00	\$0.00	\$3.20
157101	N	MADSEN, HEIDI	\$61.51	\$0.00	\$0.00	\$0.00	\$61.51
146101	N	MAKI, RON	\$101.80	\$17.20	\$0.00	\$0.00	\$119.00
149101	N	MALLUM, JASON	\$134.66	\$87.13	\$0.00	\$0.00	\$221.79
8390209	N	MARIAH HARGUTH	\$128.77	\$122.64	\$116.80	\$0.00	\$368.21
154101	N	MCMULLEN, ED	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
23101	N	MILLER, KATRINA	\$188.72	\$151.16	\$137.18	\$0.00	\$477.06
8390033	N	MOORE, KAYLA	\$136.72	\$130.21	\$128.77	\$39.44	\$435.14
299101	N	MORAND, RYAN	\$120.90	\$117.24	\$130.71	\$134.13	\$502.98
8389934	N	MORHART, AARON	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
8390024	N	MY RENTAL HOME, LLC	\$23.67	\$0.00	\$0.00	\$0.00	\$23.67
169101	N	NELSON, LAUREN	\$162.17	\$154.45	\$147.10	\$419.42	\$883.14
172101	N	NETTESTAD, GARRET	\$107.00	\$104.00	\$0.00	\$0.00	\$211.00
8390229	N	NICOLE MILLER	\$128.77	\$122.64	\$116.80	\$0.00	\$368.21
8390196	N	NIELSEN, DAN	\$125.65	\$0.00	\$0.00	\$0.00	\$125.65
8390169	N	NIELSEN, DANIEL	\$128.77	\$122.64	\$33.51	\$0.00	\$284.92
9102	N	NK-G	\$211.13	\$0.00	\$0.00	\$0.00	\$211.13
176101	N	NORGARD, CHARLES	\$101.80	\$104.00	\$61.30	\$0.00	\$267.10
416101	N	NORGARD, CHARLES	\$116.80	\$97.60	\$0.00	\$0.00	\$214.40
182101	N	OLSON, KENNETH	\$122.80	\$0.00	\$0.00	\$0.00	\$122.80
8389961	N	PAMELA OLSON	\$142.31	\$142.68	\$141.83	\$105.68	\$532.50
8389953	N	PAPE, SHANNON	\$102.44	\$0.00	\$0.00	\$0.00	\$102.44
8389927	N	PELUSO, MARC	\$139.58	\$132.93	\$134.22	\$188.47	\$595.20
8389913	N	PELUSO, MARC	\$119.59	\$115.99	\$110.47	\$129.42	\$475.47
150101	N	PFEIFFER, DEREK	\$122.80	\$0.00	\$0.00	\$0.00	\$122.80
8389945	N	RENOLLET, ALEX	\$122.80	\$122.80	\$122.80	\$122.80	\$491.20
8390218	F	SARAH LUOMA	\$13.20	\$12.57	\$11.97	\$239.44	\$277.18
207101	N	SARICH, GEORGIA	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
8389920	N	SCHIRBER, JOHN	\$0.15	\$0.00	\$0.00	\$0.00	\$0.15
8389976	N	SCHNEIDER, TED	\$129.34	\$40.86	\$0.00	\$0.00	\$170.20
8390048	N	SCOVEL, MIRANDA	\$115.88	\$0.00	\$0.00	\$0.00	\$115.88
266101	N	SHEIMAN, JASON	\$128.94	\$122.80	\$0.00	\$0.00	\$251.74
222101	N	SKYBERG, RITA	\$135.39	\$0.00	\$0.00	\$0.00	\$135.39
8390034	N	SLAUBAUGH,	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80

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CITY OF BOVEY

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Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
8389998	N	STROM, CARL	\$127.80	\$99.93	\$0.00	\$0.00	\$227.73
8390158	N	TAVERN ON THE	\$633.09	\$605.04	\$0.00	\$0.00	\$1238.13
233101	N	THOENNES, ROSE	\$104.58	\$0.00	\$0.00	\$0.00	\$104.58
8389916	N	TINDELL, JESSE	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
239101	N	TRBOYEVICH, CORY	\$96.57	\$169.59	\$170.56	\$885.31	\$1322.03
245101	N	TREST, WESLEY	\$133.34	\$132.23	\$125.93	\$72.69	\$464.19
8389987	N	TYREL, COURNOYER	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
263101	N	WEED, KRISTEN	\$148.84	\$141.75	\$135.00	\$244.08	\$669.67
8390185	N	WEITZEL, LEE	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
7892967	N	WILLIAMS, OZZEY &	\$134.39	\$127.99	\$3.75	\$0.00	\$266.13
8390203	N	WIRTH, AMBER	\$0.74	\$0.00	\$0.00	\$0.00	\$0.74
270101	N	WITTSTRUCK,	\$35.30	\$37.50	\$37.50	\$414.50	\$524.80
8390199	N	YOURCHUCK, JOANNE	\$94.52	\$0.00	\$0.00	\$0.00	\$94.52
8390016	N	YVONNE HEATON	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
275101	N	ZILBERT, JOHN	\$72.85	\$0.00	\$0.00	\$0.00	\$72.85
		Totals(97):	\$12,441.11	\$6,666.54	\$3,194.19	\$4,883.85	\$27,185.69