

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MAY 12, 2025
6:00 P.M. – CITY HALL

Council Member Sandy Farder will be attending via Zoom from 14127 Bald Eagle Trail due to medical reasons.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Approval of Additions to the Agenda

B. PUBLIC FORUM – This time is reserved for those person's who have a desire to address the Council and have officially submitted in writing, by Friday noon, prior to the City Council meeting a request to be placed on the agenda.

1. Pat Netko – Benches and Flowers

C. CONSENT CALENDAR – NOTICE TO THE PUBLIC – All items here listed are routine by the City Council and will be acted on by one motion. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Regular Council Meeting Minutes of April 14, 2025 (change name on page 7 from Nancy Allen to Kathy Allen)
2. Special Council Meeting Minutes of April 25, 2025
3. April 2025 Budget Revenues
4. April 2025 Budget Expenditures
5. April 2025 Balance Sheet
6. Police Report for Crosslake – April 2025
7. Police Report for Mission Township – April 2025
8. Fire Department Report – April 2025
9. Planning Commission/Board of Adjustment Meeting Minutes of March 28, 2025
10. Planning Commission/Board of Adjustment Meeting Minutes of April 24, 2025
11. Findings of Facts of Final Replat of the River Trail Road Plat dated 4/25/2025
12. Parks & Recreation/Library Commission Minutes of March 26, 2025
13. Public Works Meeting Minutes of April 7, 2025
14. Resolution to Adopt for Renewal Existing Liquor License Establishments for 2025-2026
15. Approval of F.I.R.E. Invoice
16. Bills for Approval
17. Resolution to Adopt for Renewal Existing Liquor License Establishments for 2025-2026
18. Approval of F.I.R.E. Invoice
19. Additional Bills for Approval

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Recognition of Crosslake Fire Department's Leadership in the Second Annual Women's Fire Expo
2. Notice of Crow Wing County Information Workshop (Council Information)

3. Application for Public Fireworks Display in Crosslake Town Square on June 14, 2025 (Council Action-Motion)
4. Cindy Myogeto - Celebrate America Fireworks and Dave Fischer - Grandpa's Run for the Walleye
5. Resolution Accepting Donations (Council Action-Motion)

E. CITY ADMINISTRATOR'S/CITY CLERK'S REPORT

1. Memo dated April 24, 2025 from Lori Conway Re: Managed IT Service for Disaster Recovery (Council Information)
2. Memo dated May 1, 2025 from Lori Conway Re: Deputy Clerk/Treasurer Removal from MNPEA to AFSCME Union (Council Action-Motion)
3. Second Reading of Ordinance Amendment Regarding Special Events Liquor Licenses and Hiring of Police Officer for Gatherings of 50 or More People and Approval to Publish Summary of Ordinance in Official Newspaper (Council Action-Motion)
- ~~4. Memo dated May 8, 2025 from Lori Conway Re: Summer Hours (Council Action-Motion)~~
5. Memo dated May 8, 2025 from Lori Conway Re: Trenchless Repair (Council Action-Motion)

F. COMMISSION REPORTS

1. PUBLIC SAFETY
 - a. Memo dated 5-12-25 from Chief Maier Re: Full Time Police Officer (Council Action-Motion)
 - b. Update on Proposed ATV Ordinance
2. PARK & RECREATION/LIBRARY
 - a. Request for Council Action dated May 12, 2025 from TJ Graumann Re: Surplus Grapple (Council Action-Motion)
 - b. STRIPE Processing for Pickleball Tournaments (Council Action-Motion)
 - c. Pickleball Construction Update/Change (Council Action-Motion)
3. PUBLIC WORKS/CEMETERY/SEWER
 - a. Memo dated May 5, 2025 from Public Works Commission Re: City-Wide Trail Plan (Council Action-Motion)
 - b. Memo dated May 5, 2025 from Public Works Commission Re: Feasibility Plan (Council Action-Motion)
 - c. Memo dated May 8, 2025 from Pat Wehner Re: Archaeological Study – CR 103 (Council Action-Motion)
 - d. Memo dated May 8, 2025 from Pat Wehner Re: Right Turn Lane on Perkins Road (Council Action-Motion)
 - e. Memo dated May 5, 2025 from Public Works Commission Re: Wilderness Parkway (Council Action-Motion)
 - f. Memo dated May 5, 2025 from Public Works Commission Re: Bar Stock and Loon Center Update (Council Action-Motion)

- g. Memo dated May 8, 2025 from Pat Wehner Re: Road Improvement Plans Year 2 & Year 3 (Council Information)
- h. Memo dated May 5, 2025 from Public Works Commission Re: 2025 Crack Seal (Council Action-Motion)
- i. Memo dated May 5, 2025 from Public Works Commission Re: Year 3 – 2026 Improvements (Council Action-Motion)
- j. Memo dated May 5, 2025 from Public Works Commission Re: 5-Year Road Improvement Plan (Council Action-Motion)

4. PLANNING & ZONING

- a. First Reading of Ordinance Amendment Naming an Unnamed Road as Wilderness Parkway
- b. Ordinance Amendment – Land Use Table, Adding Golf Course in the RR5 as a Conditional Use Permit (Council Action-Motion)
- c. Approval to Refund \$750 to Mike Stone for Ordinance Change Request Fee (Council Action-Motion)
- d. Ordinance Amendment – Land Use Article 7 Conditional/Interim Use Permits Adding a Sunset Clause (Council Action-Motion)
- e. Planning Commission Wage Increase from \$35 to \$40 Per Meeting (Council Action-Motion)
- f. Ordinance Amendment – Sec. 26-549 to Not Give Credit for a Permeable Surfacing System as Pervious Surface (Council Action-Motion)
- g. First Reading of Ordinance Amendment Adding the Retail Sale of Cannabis in Limited Commercial District

G. CITY ATTORNEY REPORT

H. PUBLIC FORUM – This is for those person's that wish to address the Council. The Council recognizes the value of citizen input. Time will be limited to 3 minutes or longer, if the Mayor feels it is necessary.

I. NEW BUSINESS

J. OLD BUSINESS

K. ADJOURN

C.17.

RESOLUTION 25-__
TO ADOPT FOR RENEWAL EXISTING LIQUOR LICENSE
ESTABLISHMENTS FOR 2025-2026

WHEREAS, the City of Crosslake does hereby resolve to adopt the Liquor License Renewals of establishments licensed in 2024-2025 for the licensing year 2025-2026:

ON SALE (INTOXICATING) - \$1500

Zorbaz
Moonlite Bay

OFF-SALE (INTOXICATING) - \$100

Moonlite Bay

SUNDAY (INTOXICATING) - \$200

Zorbaz
Moonlite Bay

BE IT RESOLVED, that the City Council for the City of Crosslake, Minnesota go on record as renewing the above establishments for liquor/wine/beer licensing for the period of July 1, 2025 – June 30, 2026, at a Regular Council Meeting on the 12th day of May, 2025, after all licensing requirements are met both under local Ordinance and under MN State Statutes Chapter 340A, and approval is granted by the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division.

COUNCIL IN FAVOR – __

COUNCIL AGAINST – __

Lori A. Conway
City Administrator

Jackson Purfeerst
Mayor

F.I.R.E.

12137 Northgate Lane

PO Box 810

Crosslake, MN 56442

42280-200
cf

INVOICE

C.18.

DATE	INVOICE #
5/14/2025	7475

BILL TO
Crosslake Fire Department ATTN: Training Officer/Fire Chief 37028 County Road 66 Crosslake, MN 56442

<i>Fire Instruction Rescue Education</i> <i>Federal ID# 46-1192854 MN ID# 2759083</i> <i>612-868-6744 fire@crosslake.net</i>
--

2025 Invoice Terms:
Invoices from FIRE Inc are Due within 30 Days of Receipt. Accounts not paid within terms are subject to a 10% Monthly Finance Charge,
Net 15

DATE	DESCRIPTION	RATE	AMOUNT
5/14/25	Live Burn / Vent Simulator Wednesday May 14, 2025 1800 Instructor: Scott Slimmer	2,000.00	2,000.00
Thank You For Your Business.		TOTAL	\$2,000.00

STATE OF MINNESOTA)

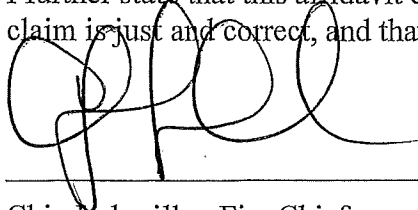
COUNTY OF CROW WING)

I, Chip Lohmiller, being duly sworn state the following:

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 5/14/25, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 2,060⁰⁰ and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

I further state that this affidavit constitutes a claim against the City for the contract price, that the claim is just and correct, and that no part of the claim has been paid.

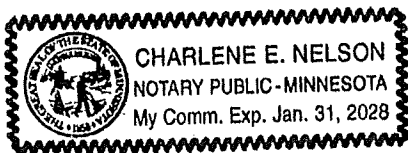


Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 12 day of May, 2025.



Notary



C. 19.

ADDITIONAL BILLS FOR APPROVAL
May 12, 2025

VENDORS	DEPT		AMOUNT
Baker & Taylor, books	Library		36.35
Baker & Taylor, books	Library		55.13
Build All Lumber, cedar, hammers, caulk	PW		130.98
Build All Lumber, caulk	PW		22.96
Crow Wing County Landfill, trash removal	Park		169.00
Crow Wing County Sheriff, letg software	Police		22,690.00
Emergency Auto Tech, squad accessories	Police		2,623.82
Forum Communications, employment ad	Park		242.57
Galls, uniform	Police		189.23
Gopher State One Call, 24 tickets	PW		31.05
Lakes Printing, envelopes	Police		124.75
Lakes Printing, business cards	Council		65.85
Lori Conway, mileage reimbursement	Admin		79.10
Mastercard, Amazon, sign	Park		8.25
Mastercard, Amazon, toilet flusher	Park		127.00
Mastercard, Amazon, ear phone, ear piece	Police		58.90
Mastercard, Moonlite Square, car wash	Police		12.00
Mastercard, Moonlite Square, car wash	Police		12.00
Mastercard, Scheels, uniform	Park		157.67
Mastercard, Sprayer Depot, tank filler stand	Park		71.56
Mastercard, Water Roswer, handle	Park		67.60
Moonlite Square, fuel	Park		9.31
Napa, battery	PW		187.23
Pat Martin, uniform reimbursement	Police		130.45
Tri County Septic, septic inspections and designs	PZ		280.00
TOTAL			27,582.76

F.3.a.

MEMO TO: City Council
FROM: Public Works Commission
DATE: May 5, 2025
SUBJECT: City-Wide Trail Plan

At its meeting on 5/5/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

Tom stated the Park & Rec Commission approved a motion recommending the City Council ask the City Engineer for a proposal to develop a city-wide trail plan. Additional trails and maintenance of existing trails will involve roads so a city-wide trail plan will be beneficial to Public Works.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MARY PRESCOTT TO RECOMMEND THE CITY COUNCIL REQUEST A PROPOSAL FROM THE CITY ENGINEER TO PREPARE AND DEVELOP A CITY-WIDE TRAIL PLAN. A ROLL CALL VOTE CARRIED WITH ALL AYES.

F.3.e.

MEMO TO: City Council

FROM: Public Works Commission

DATE: May 5, 2025

SUBJECT: Wilderness Parkway

At its meeting on 5/5/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

Dave Nevin/Bill Terry asked if the city would be interested in taking over Wilderness Parkway and turning it into a public street over the next couple of years. They are in the process of paving the first layer of 2" of blacktop in the next few weeks. Phil has worked with them briefly and stated the road needs to be reviewed throughout the process to be sure it meets the city's requirements. Three borings have been taken to test the sub-base. The road is 1100 feet long and will have approximately 12 residential homes when the lots are sold. Phil hasn't reviewed the Borings Report yet. Dave intends to pave another 1-1/2" blacktop lift after this next Winter. Dave then would like to turn the road over to the city and make it public. He would like to have documentation in writing for the future. Robin suggested keeping consistency of new roads going in and coming up with a policy for the City to take over roads. Dave Schrupp suggested waiting and seeing how the borings come back and move forward if the results are all good. Ray Schrupp did the excavating and should be able to provide Nevin & Terry with documentation of materials used. Nevin and Terry opened a bank account and put \$3,000.00 in it to pay for expenses such as engineering review and inspection.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL TO HAVE THE CITY ENGINEER REVIEW THE PLANS AND THE RESULTS FROM THE 3 TEST BORINGS TO SEE IF THE SUBBASE MEETS CITY REQUIREMENTS. COSTS FOR ENGINEERING REVIEW TO BE PAID FROM THE DEDICATED BANK ACCOUNT. A ROLL CALL VOTE CARRIED WITH ALL AYES.

F. 3. f.

MEMO TO: City Council

FROM: Public Works Commission

DATE: May 5, 2025

SUBJECT: Bar Stock and Loon Center Update

At its meeting on 5/5/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

Phil gave an update regarding road access to Bar Stock and The Loon Center. They are both interested in having their work done during the 2025 road improvements and both businesses have agreed to pay their share. With the road restrictions tentatively being off on May 12, 2025, Anderson Brothers hopes to be complete by the end of May. Swann Drive and Pioneer Drive will be starting with the M&O project. Loon Center will access Swann Drive and Pioneer Drive. Bar Stock will access Pioneer Drive. Phil would like to see both businesses completed at the same time as the City project to eliminate any damage to the city roads after construction.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL TO PROCEED WITH THE LOON CENTER AND BAR STOCK ACCESSES DURING THE CITY IMPROVEMENTS TO PREVENT AND ELIMINATE ANY DAMAGE TO CITY ROADS WITH THE LOON CENTER AND BARSTOCK PAYING THE COST. A ROLL CALL VOTE CARRIED WITH ALL AYES.

Lori Conway

From: Phil Martin <Phillip.Martin@bolton-menk.com>
Sent: Thursday, May 1, 2025 7:56 AM
To: Marty@reedsmarket.com
Cc: Patrick Wehner; tomswen@crosslake.net; Paul Satterlund; Lori Conway; Andrew Beadell
Subject: Barstock Development Curb Cuts

Hi Marty

Based on our past conversations and information the received from Joe Chase, I have provided a screenshot below that shows the approximate locations of curb cuts that the City would have completed with their Year 2 Road Improvement so we could avoid future damage to the new pavement. The Contractor's work is anticipated to be started in mid-May and completed by late May/early June. Below is the cost I originally estimated for the initial Barstock curb cut. Now I understand you are interested in 2 locations as shown below which would double the cost I estimated.

My plan is to bring this to the PW Commission for their concurrence at the May 5, 2025 meeting and then present to the City Council at their May 12, 2025 meeting. In order for the City to consider this added work, we would need your agreement that you understand that what I have provided is an estimate and that you would be responsible for the actual added cost for the curb cuts once the work is completed. Additionally, we would need you or your representative to identify in the field the location of your driveway.

Please let me know by replying to this email if you would like to proceed as stated above.

Pioneer Dr BS				
	Unit	Unit Cost	Qty	Total
Sawcut Bit	Lin Ft	\$ 5.00		\$ -
Remove Curb	Lin Ft	\$ 10.00	54	\$ 540.00
Remove Bit	Sq Yd	\$ 5.00	12	\$ 60.00
Remove SW	Sq Ft	\$ 10.00	0	\$ -
Bit Patch	Sq Yd	\$ 10.50	12.0	\$ 126.00
New D/W Curb	Lin Ft	\$ 34.60	54	\$ 1,868.40
6" Conc D/W pvmnt	Sq Yd	\$ 106.10	0	\$ -
				\$ 2,594.40



**BOLTON
& MENK**

Real People. Real Solutions.



Phil Martin, PE (MN)
Municipal Group Leader | Principal
Bolton & Menk, Inc.

📍 7656 Design Road Suite 200, Baxter, Minnesota, 56425-8676

☎ (218) 297-8385

📠 (218) 821-7265

✉ phillip.martin@bolton-menk.com

🌐 www.Bolton-Menk.com

F.3.h.

MEMO TO: City Council

FROM: Public Works Commission

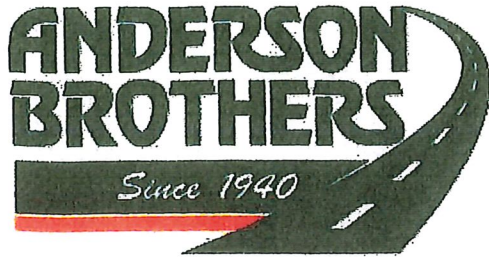
DATE: May 5, 2025

SUBJECT: 2025 Crack Seal

At its meeting on 5/5/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

Pat presented a quote from Anderson Brothers in the amount of \$5009.39 to crack fill the West Shore Drive Road surface at the same time crack filling is done on the West Shore Drive Trail.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TIM BERG TO RECOMMEND THE CITY COUNCIL TO PROCEED WITH THE BID FROM ANDERSON BROTHERS IN THE AMOUNT OF \$5,009.39 FOR CRACKFILLING THE WEST SHORE DRIVE ROAD SURFACE AT THE SAME TIME CRACKFILLING IS DONE ON THE WEST SHORE DRIVE TRAIL. A ROLL CALL VOTE CARRIED WITH ALL AYES.



Anderson Brothers Construction Company
11325 State Highway 210
Brainerd, MN 56401
218-829-1768
218-829-7607 Fax

To:	City Of Crosslake	Contact:	Patrick Wehner
Address:	37028 County Rd 66 Crosslake, MN 56442	Phone:	507-440-1174
		Fax:	
Project Name:	Crackseal	Bid Number:	
Project Location:	Parking Lots & Road Way	Bid Date:	4/2/2025
Item Description			

Crackseal (5706')
Mobilization

Total Bid Price: \$5,009.39

Notes:


- We are pleased to quote the following on the above-referenced project.
- This proposal may be withdrawn by us if not accepted within 30 days.
- Final Balance Due Within Ten Days of Invoice Date. Past Due Accounts Are Subject To A Service Charge Of 1.50 % Per Month (18% per annum.)
- All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from 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 contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
- A land use or alteration permit may be required through your local County or Municipal Planning and Zoning Office. All required permits and associated fees are the sole responsibility of the private property owner.
- Cracks will be blown out with an air blower to ensure that cracks are free of debris and moisture before sealant is applied. Cracks are sealed with an approximate 3" band. Sealant will be applied only if asphalt is 40 degrees or above and free of moisture.
- **Additional Notes**
- Cracks are to be sealed, not filled.
- Alligatored or checked cracking is to be omitted.
- Cracks found under or near unattended vehicles or obstructions will be omitted.
- Rubberized sealant is a wear product. Climate change and traffic patterns dictate performance. There is no warranty as to sealant life span.
- Crack Sealant (MN) is a petroleum based pavement crack and joint sealant which meets MN DOT 3723 and AASHTO M173. It is composed of a mix of virgin synthetic rubber, asphalt, plasticizers and tackifiers. The material does not contain ground rubber scrap.
- List From Patrick to be Cracksealed. ADDED Streets : West Shore Johnie Street, Roberts, Wild Wind Ranch Total price = \$4905.79



Anderson Brothers Construction Company
11325 State Highway 210
Brainerd, MN 56401
218-829-1768
218-829-7607 Fax

To: City Of Crosslake	Contact: Patrick Wehner
Address: 37028 County Rd 66 Crosslake, MN 56442	Phone: 507-440-1174
	Fax:
Project Name: Crackseal	Bid Number:
Project Location: Parking Lots & Road Way	Bid Date: 4/2/2025

PRE-LIEN NOTICE: OWNER UNDERSTANDS THAT CONTRACTOR IS REQUIRED BY LAW TO PROVIDE OWNER WITH THIS NOTICE. (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THE IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTION. (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT WHO GAVE YOU TIMELY NOTICE.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Anderson Brothers Construction Company Of Brainerd, LLC  Authorized Signature: Estimator: Chris Larson 218-829-1768 clarson@andersonbrothers.com
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F.3.i.

MEMO TO: City Council

FROM: Public Works Commission

DATE: May 5, 2025

SUBJECT: Year 3 – 2026 Improvements

At its meeting on 5/5/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

Phil discussed Year 3 (2026) Improvements which will include 5.8 miles of aggregate chipseal at an estimated cost of about \$210,000 and 4.6 miles of bituminous mill and overlay which was originally estimated at \$1,125,000 but he now believes the work can be reduced to \$675,000 for year 3.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF THE ENGINEERING PROPOSAL DATED MAY 1, 2025 FOR THE ROAD IMPROVEMENT PLAN YEAR 3 WITH BOLTON & MENK. A ROLL CALL VOTE CARRIED WITH ALL AYES.



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

May 1, 2025

Pat Wehner, Public Works Director
City of Crosslake
13888 Daggett Bay Road
Crosslake, MN 56442

RE: Engineering Proposal – Road Improvement Plan Year 3

Dear Pat:

With the pending completion of Year 2 of the 5-yr Road Improvement Plan, we have prepared an engineering proposal to assist the City plan and execute those original improvements planned for Year 3.

Proposed Year 3 (2026) Improvements

As originally proposed, the City plans to complete the following pavement preservation improvements,

- 5.8 miles of aggregate chipseal at an estimated cost of about \$210,000
- 4.6 miles of bituminous mill & overlay at an estimated cost of about \$1,125,000

Based on the competitive construction costs the City has seen by partnering with Crow Wing County, we believe the estimated cost for aggregate chipseal is reasonable. However, we believe originally estimated cost for the Year 3 bituminous mill & overlay work can be reduced to \$675,000.

We propose to assist the City partner with Crow Wing County to get Year 3 work completed in 2026 as follows:

Aggregate Chipseal Improvements - The past process has involved submitting the requested aggregate chipseal segment data and location to Crow Wing County by the end of November. The County prepares the bidding package, bids, and awards the contract, and handles construction observation and administration. The City would need to complete any crack filling or minor pavement patching prior to the aggregate chipseal work, which typically occurs in the months of June & July. We understand that the City does not assess this type of improvement and that the County will handle all construction observation and administration and charge a 10% fee. Our fee to assist the City with the aggregate chipseal improvements for Year 3 is estimated to be \$5,000.

Mill & Overlay Improvements – We propose to assist the City partner with Crow Wing County to get this work completed in 2026. We understand that the County prefers that the City prepare

Name: Pat Wehner
Date: May 1, 2025
Page: 2

the plans and submit them to Crow Wing County to include them as part of their construction bid package by the end of December 2025. The County would provide bidding and contract administration services at a cost of 3% of the bid amount based on past cost share agreements. The City would be required to provide construction observation services. The City would need to complete any crack filling or minor pavement patching prior to the mill & overlay work.

We propose to assist the City work with the County to prepare the bid package and work with City staff to consider crack fill or patch needs prior to the actual mill & overlay work. Our services include retaining a geotechnical firm to conduct soil borings to confirm pavement thickness and subgrade characteristics. From the 2025 construction we learned that many road pavement records do not provide thickness information or have information that is inaccurate. We anticipate requesting 20 soil borings to identify pavement thickness and underlying aggregate conditions and reserved a budget of \$6,500 for that work.

We understand that the County will bid and administer the contract, and we will handle construction observation for the City. Our services would include facilitating the assessment process as was done with previous mill & overlay improvements. Our fee to assist the City with the mill & overlay improvements for Year 3 as outlined above (including the geotechnical services budget) is estimated to be \$91,500.

Please feel free to contact me at 218-821-7265 or via email at Phillip.Martin@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

A handwritten signature in blue ink, appearing to read "Phillip M. Martin", with a stylized flourish at the end.

Phillip M. Martin, P.E.
Principal Engineer

F. 3. J.

MEMO TO: City Council
FROM: Public Works Commission
DATE: May 5, 2025
SUBJECT: 5-Year Road Improvement Plan

At its meeting on 5/5/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

A discussion was held regarding updating the 5-year Road Improvement Plan or should we leave it for now. Phil presented an Engineering Proposal to update the 5-year Road Improvement Plan which would include a review of what roads and/or trails need work and prioritize them. Gordy thought we should move along with a 5-year improvement plan.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TIM BERG TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF THE ENGINEERING PROPOSAL – 5 - YEAR ROAD IMPROVEMENT PLAN UPDATE FROM BOLTON & MENK DATED MAY 1, 2025. A ROLL CALL VOTE CARRIED WITH ALL AYES.



**BOLTON
& MENK**

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Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

May 1, 2025

Pat Wehner, Public Works Director
City of Crosslake
13888 Daggett Bay Road
Crosslake, MN 56442

RE: Engineering Proposal – 5-Yr Road Improvement Plan Update

Dear Pat:

With the pending completion of Year 2 of the 5-yr Road Improvement Plan (2024-2028), we have prepared an engineering proposal to assist the City plan an update to the 5-yr Road Improvement Plan for the period 2026-2030.

Background

In 2023, Bolton & Menk updated the previous 2018 field pavement review and worked with the Public Works Commission to identify a 5-Year Road Improvement Plan based on pavement preservation approach that would utilize low cost improvement practices, such as aggregate chipseal and bituminous overlay, to extend pavement life. The target budget goal was to complete \$1,000,000 annually toward pavement preservation based on past construction cost experience in the City.

- In Year 1 (2024), the City planned to complete 11.5 miles of aggregate chipseal at an estimated cost of about \$406,000 and 2.6 miles of bituminous mill & overlay at an estimated cost of about \$750,000. The actual plan bid with Crow Wing County resulted in the following:
 - 8.5 miles of aggregate chipseal at a cost of about \$285,000
 - 1.9 miles of bituminous mill & overlay at a cost of about \$265,000
- In Year 2 (2025), the City chose to complete 2.0 miles of aggregate chipseal at an updated estimated cost of about \$73,000, 5.1 miles of bituminous mill & overlay at an updated estimated cost of about \$660,000. Improvements to Harbor Lane (about 0.75 miles) were also included in Year 2 at an estimated cost of about \$660,000, then updated to \$760,000 after final design was completed. The actual plan bid with Crow Wing County resulted in the following:
 - Pending 2 miles of aggregate chipseal at a cost of about \$75,000
 - Pending 5.1 miles of bituminous mill & overlay at a cost of about \$610,000
 - Pending Harbor Lane improvements at a cost of about \$700,000
- Outside of the 5-yr Road Improvement Plan but in conjunction with County bid, the City also completed:
 - Aggregate chipseal of the Community Center Parking Lot in 2024

- Pending aggregate chipseal of parking lots at the Fire Hall/former City Hall, City Hall, Andy's Public Lot, and the road through the City/County Public Works area.
- The City is also planning to sand seal 3.8 miles of existing trail to preserve pavement conditions and extend the pavement life.
- In Year 3 (2026), as originally proposed, the City planned to complete the following pavement preservation improvements:
 - 5.8 miles of aggregate chipseal at an estimated cost of about \$210,000
 - 4.6 miles of bituminous mill & overlay at an estimated cost of about \$1,125,000

Proposed 5-yr Road Improvement Plan Update

By the end of 2025, the City will have completed 2 of the original 5 year road improvement program. The Public Works Commission has inquired in the past about extending the original plan for an additional two years to create a current 5-yr Road Improvement Plan for the 2026-2030 period.

To assist the City of Crosslake, develop a current 5-yr road improvement plan, we propose to provide the following approach and services:

1. Review existing road rating information to establish road segments with anticipated remaining pavement life and conduct a supplemental field evaluation to update pavement ratings of road segments anticipated to have remaining pavement life.
2. Update anticipated improvement costs based on pavement condition rating and recent construction cost experience.
3. Collaborate with the PW Commission and consider other improvements, such as private development, County improvements, City sanitary, stormwater, and park improvements.
4. Prepare table and figures with proposed updated road improvements, associated cost, and improvement timing.
5. Revise based on comments received. Present updated road improvement plan to Public Works Committee and Council for support and adoption. Facilitate public hearing to adopt updated 5-yr Road Improvement Plan.

Assumptions:

The following assumptions are incorporated into this request:

- Two meetings with City staff
- Two planning meetings with Public Works Committee
- One meeting to present to Public Works Committee
- One meeting to present to City Council
- One public hearing to consider adoption of the plan.

Name: Pat Wehner
Date: May 1, 2025
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Fee:

Project fees will be billed based on our current company fee schedule for actual hours worked. Our estimated fees are as follows:

Task	Fee
1.0 Review Existing Information and Update Pavement Ratings	\$ 6,750
2.0 Update Estimated Improvement Costs	\$ 2,750
3.0 Meetings with City staff, Public Works Committee, and Council	\$ 3,500
4.0 Prepare Updated Road Improvement Plan	\$ 3,000
5.0 Revise and Present to Public Works Committee, Council, and Public	\$ 2,000
Total	\$ 18,000

Our schedule depends on the direction to proceed by the City. It would be our goal to have the update completed by September 8, 2025 so the City could hold a public hearing for adoption in October or November.

Please feel free to contact me at 218-821-7265 or via email at Phillip.Martin@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.



Phillip M. Martin, P.E.
Principal Engineer

F. 4. g.

LAND USE TABLES	S D	RR 2 RR 5	S S	L C	D C	W C	C/ LI
(5) Commercial and Industrial Uses							
Adult uses							CU
Amusement Park				CU			
Athletic club				PP	PP	PP	
Auto body shop				PP			PP
Auto repair shop, lubrication service station				PP	PP		PP
Bank or financial institution				P	P		PP
Beauty shop, barber shop				PP	PP	PP	PP
Bed and Breakfast Residence		CU		PP	PP	PP	
Bowling Lanes				PP	PP	PP	PP
Breeding and boarding of animals				CU	CU		CU
Bulk liquid storage				CU			PP
Business or professional office space				PP	PP	PP	PP
Car wash				PP	PP		PP
Cement/concrete/redi-mix plant, permanent							P
Commercial greenhouse/nursery				PP			PP
Commercial storage building/storage unit rental				CU	CU	CU	CU
Commercial Storage Rental Building(s) containing independent bays > 800 sf				CU	CU	CU	CU
Concrete/asphalt plant, portable				I			PP
Construction and contractor services-carpentry, electrical, plumbing, heating, ventilation, mechanical, flooring, insulation, siding, etc				P	P		P
Day care facility	PP	PP		PP	PP	PP	
Demolition Landfill							CU
Dry cleaners				CU	CU		CU
Event Center (> 10 acres in RR5)		CU		CU	CU	CU	CU
Extractive use, mining, gravel pit, aggregate							CU
Funeral home with crematorium				CU			
Funeral Home without crematorium				PP			
Gas station/convenience store with or without fuel sales				PP	PP	PP	
Golf Course		CU		CU		CU	
Industrial park development							CU
Liquor: On and/or off sale				CU	CU	CU	CU
Lumber yard				PP	PP		PP
Manufacturing: light in general, assembly plant, machine shop, welding shop, packaging plant				CU			PP
Marina						CU	
Medical or dental clinic				PP	PP		PP
Miniature golf				PP	PP	PP	PP
Motel/hotel				CU	CU	CU	CU
Outdoor seasonal sales				PP	PP	PP	PP
Over-the-counter print shop				PP	PP		PP
Private clubs and lodges				PP	PP		PP
Race track: horse, auto, motorcycle, go cart							CU
Recycling collection site				I			PP
Rental equipment sales and service				PP	PP	PP	PP
Retail of Cannabis				CU			