

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, MAY 1, 2023
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, May 1, 2023 in City Hall. The following Commission Members were present: Tom Swenson, Mic Tchida, Bob Frey, Tim Berg, and Gordon Wagner. Also in attendance were City Administrator Mike Lyonais, Public Works Director Pat Wehner, Zoning Administrator Pete Gansen, Council Member Marcia Seibert-Volz, City Engineer Phil Martin and City Clerk Char Nelson. There were two people in the audience.

1. The meeting was called to order at 4:00 P.M. by Tom Swenson.
2. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY BOB FREY TO APPROVE THE MEETING MINUTES OF APRIL 3, 2023. MOTION CARRIED WITH ALL AYES.
3. Phil Martin gave a demonstration of the Web GIS Platform. First asset data, such as sanitary sewer, is collected with GPS location. Then Bolton & Menk GIS staff takes that information and combines it with other available information available at Crow Wing County and various State of Minnesota agencies to create the Web GIS platform with layers customized to the City of Crosslake. The City could choose to integrate record utility maps, capital improvement plan or study documents, and planning and zoning documents. As long as Bolton & Menk is City Engineer, there is no maintenance fee to host and maintain the platform. The City would pay for staff to complete biannual property updates and data updates. It was the consensus of the Commission that this would be beneficial to the City. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE ENGINEERING PROPOSAL FROM BOLTON & MENK FOR CROSSLAKE WEB GIS PLATFORM DEVELOPMENT AT AN ESTIMATED COST OF \$10,000. MOTION CARRIED WITH ALL AYES.
4. Phil Martin gave an update on the CSAH 66 Improvements. Since construction, the property at 37221 County Road 66 has been difficult to mow because the transition from the edge of the trail to the lawn is steep. Bolton & Menk determined that this resulted from changes that the property owner made to his property after it was originally surveyed in 2018. Bolton & Menk believes the grade adjustment should be made and the property owner expressed interest in doing the work himself. Quotes were obtained from both the property owner and Casper Construction. The Property owner's quote was \$3,573 compared to Casper Construction's at \$7,545. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE CITY COUNCIL WORK WITH PROPERTY OWNER AT 37221 COUNTY ROAD 66 TO REPAIR THE GRADE ADJUSTMENT OF THEIR PROPERTY AT A COST OF \$3,573, CONTINGENT ON THE

PROPERTY OWNER SIGNING A “HOLD HARMLESS” AGREEMENT WITH THE CITY. MOTION CARRIED WITH ALL AYES.

Phil Martin reported that some sprinkler systems were damaged during CSAH 66 construction. Systems placed in the County right-of-way are the responsibility of the property owner to replace. Systems that were hit during installation of sewer service connections or driveway extensions are the City’s responsibility. Bolton & Menk recommends working with the property owners to have their own sprinkler company do the work and be reimbursed by the City. The Commission directed City Engineer Phil Martin to obtain quotes for sprinkler system repairs and to bring quotes to next Public Works Commission meeting.

Phil Martin reported that he spoke to Anderson Brothers regarding the 2022 Street Improvements and Peitso driveway at 12896 Rushmoor Blvd. Mr. Martin verified with Anderson Brothers that they could construct the driveway with a swale to fix the drainage issue. It will require a full replacement of the driveway and a portion of the street pavement edge to assure stormwater would drain to the catch basin. The quote from Anderson Brothers is \$6,415 and they could do the work in May. Mr. Martin reminded the Commission that the Council directed him to work with the Peitso’s to fix the issue at the City’s expense. Charles and Margaret Peitso were in the audience and stated that they agreed with the proposed solution and terms. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PROPOSED RESOLUTION TO CORRECT DRAINAGE ISSUES AT CHARLES AND MARGARET PEITSO’S PROPERTY AT 12896 RUSHMOOR BLVD AT A COST OF \$6,415, CONTINGENT THAT THE PEITSO’S SIGN AN AGREEMENT THAT PROVIDES A TEMPORARY CONSTRUCTION EASEMENT FOR THE CITY’S CONTRACTOR TO DO THE WORK, HOLDS THE CITY AND THEIR CONTRACTORS HARMLESS, AND STATES THEIR ACCEPTANCE OF THE WORK AS FINAL PRIOR TO PROCEEDING WITH THE WORK. MOTION CARRIED WITH ALL AYES.

Phil Martin reported that the second Open House for the CSAH 3/66 Pedestrian & Intersection Improvements Project was held on Thursday, April 27, 2023 and approximately 50 people attended. The pedestrian mobility concepts that the County is proposing utilizes a roundabout intersection at CSAH 3 and CSAH 66.

Phil Martin and Pat Wehner have not reviewed street pavements due to weather conditions.

Phil Martin reported that staff met with four property owners on Harbor Lane regarding obtaining easements for the trail and the conversations were all positive. The next step will be to complete a preliminary alignment for the road and trail and to hold meetings with property owners so that a defined easement area can be identified.

5. As more residents purchase cemetery lots, the Commission and staff believe it is time to plat the next piece of land adjacent to Pinewood Cemetery. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY BOB FREY TO DIRECT THE CITY ENGINEER TO PROVIDE A PROPOSAL TO THE CITY COUNCIL FOR THE COST TO PLAT CEMETERY PARCELS, DEVELOP ACCESS LANE PLAN FOR CONSTRUCTION AND

TURF ESTABLISHMENT, AND ESTIMATED COST OF AGGREGATE ACCESS LANES AND TURF. MOTION CARRIED WITH ALL AYES.

6. Pat Wehner stated that he would like to add a wing to the Chevy truck that is to be delivered this summer. The wing would not be delivered until next spring and could be included in the 2024 budget. Mr. Wehner stated that it would be helpful to have this vehicle in the plow fleet. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL INCLUDE THE COST OF A WING FOR THE 2023 CHEVY 4WD DUMP TRUCK IN THE 2024 BUDGET AT AN ESTIMATED COST OF \$18,260. MOTION CARRIED WITH ALL AYES.
7. None.
8. A MOTION WAS MADE BY BOB FREY AND SECONDED BY TIM BERG TO ADJOURN THE MEETING AT 5:25 P.M. AYES: ALL.



Charlene Nelson
City Clerk