

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, NOVEMBER 6, 2023
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, November 6, 2023 in City Hall. The following Commission Members were present: Mic Tchida, Bob Frey, Gordon Wagner, and Tim Berg. Tom Swenson was absent. Also in attendance were Public Works Director Pat Wehner, City Engineer Phil Martin, Council Member Marcia Seibert-Volz, and City Clerk Char Nelson.

1. The meeting was called to order at 4:00 P.M. by Mic Tchida.
2. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO APPROVE THE MEETING MINUTES OF OCTOBER 2, 2023. MOTION CARRIED WITH ALL AYES.
3. The Commission reviewed a draft application from Dale Lange for a road vacation request on Bay Shores Road. Staff recently met with Dale Lange of 16402 Bay Shores Road to listen to his concerns about building permit issues. Mr. Lange purchased this property two years ago and has wanted to make improvements. The original structure was built in 1982 We are not sure if the road was widened when it was brought up to City standards to include a 66 foot right of way. However, a portion of the structure is now in the right of way and a variance is required for each improvement to the property. The Commission did not have consensus whether the applicant should proceed and suggested that staff consult with City Attorney to see if an easement could be used in place of a vacation. No action was taken.
4. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE APPLICATION FROM CROSSWOODS DEVELOPMENT TO ADD AN ENTRANCE TO THE PARKING LOT OFF OF SWANN DRIVE. MOTION CARRIED WITH ALL AYES.
5. Char Nelson reported that the packet included a map of Milinda Shores Bridge because Commission Chair Tom Swenson wanted to review the possibility of removing the bridge rather than replacing it. It was the consensus of the Commission to table this item to the next meeting when Tom Swenson would be present.
6. A memo dated November 3, 2023 from Phil Martin regarding updates on projects was included in the packet. Phil Martin reported that turf has been established on the 2022 Street Improvements and Bolton & Menk will be preparing a final payment application to close out the project.

Staff is waiting on environmental process and is trying to estimate the project cost that includes a budget for aesthetic enhancement and beautification for the CSAH 3/66 Pedestrian & Intersection Improvements. Property owners from between CSAH 3 and Swann Drive were invited to a meeting to obtain input regarding access closure and parking needs. The project improvement scope is becoming more defined, and the County anticipates providing the City with a cost share agreement at the November 2023 Council Meeting.

Phil Martin and Pat Wehner met with Brian Evenson of 11805 Whitefish Ave to discuss a stormwater improvement on his property. Staff proposed creating a small hump along the platted access and extending that high point onto his property with an earthen berm. Brian Evenson agreed to the work via email. Public Works staff will complete the work if Council approves the project. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PROPOSED DRAINAGE AND EROSION CONTROL SOLUTIONS AT THE PUBLIC RIGHT-OF-WAY BETWEEN 11805 AND 11797 WHITEFISH AVE. MOTION CARRIED WITH ALL AYES.

Phil Martin reported that the Council held a public hearing and approved the 5-Year Road Plan. Phil Martin stated that the County could combine both portions of the plan, sealcoat and mill & overlay, with the County's 2024 road projects, to get a better rate. The County would need the sealcoat information by the end of November and the mill & overlay information by the end of December.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL PROCEED WITH THE AGGREGATE CHIPSEAL IMPROVEMENTS FOR YEAR 1 OF THE 5-YEAR ROAD IMPROVEMENT PLAN AT AN ESTIMATED COST OF \$400,000, TO BE INCLUDED WITH CROW WING COUNTY 2024 CHIPSEAL PROGRAM AND APPROVE BOLTON & MENK'S ESTIMATED COST FOR ENGINEERING FEES OF \$3,500. MOTION CARRIED WITH ALL AYES.

A MOTION WAS MADE BY TIM BERG AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL PROCEED WITH THE MILL AND OVERLAY IMPROVEMENTS FOR YEAR 1 OF THE 5-YEAR ROAD IMPROVEMENT PLAN AT AN ESTIMATED COST OF \$750,000 AND THAT THE COUNCIL ASSESS A PORTION OF THE COST TO THE BENEFITTING PROPERTY OWNERS. MOTION CARRIED WITH ALL AYES.

7. Pat Wehner reported that staff would be picking up the new 2-ton truck tomorrow. Mr. Wehner stated that no bids meeting the minimum bid requirement were received on the water truck. The brakes on the water truck have now seized. Mic Tchida suggested that the truck be bid locally and the City take the best offer. Mr. Wehner stated that Seth Wannebo resigned and the City will be searching for a replacement.
8. Because the meeting date in January lands on the New Year holiday, the Commission suggested canceling the meeting unless there was an urgent matter.
9. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY BOB FREY TO ADJOURN THE MEETING AT 5:00 P.M. AYES: ALL.



Charlene Nelson
City Clerk