

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, JULY 5, 2023
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, July 5, 2023 in City Hall. The following Commission Members were present: Tom Swenson, Bob Frey, Tim Berg and Gordon Wagner. Mic Tchida was absent. Also in attendance were City Administrator Mike Lyonais, Public Works Director Pat Wehner, Park Director TJ Graumann, Council Liaison Dave Nevin, 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 GORDON WAGNER AND SECONDED BY TOM SWENSON TO APPROVE THE MEETING MINUTES OF JUNE 5, 2023. MOTION CARRIED WITH ALL AYES.
3. Park Director TJ Graumann reported that there was activity and ground disturbance on a public right of way off of Manhattan Point Blvd and asked the Commission if the Council should develop a procedure for investigating such issues as they arise. Mr. Graumann showed before and after pictures of the area. A discussion ensued regarding a policy and action. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDON WAGNER TO RECOMMEND THAT THE CITY COUNCIL DIRECT STAFF TO INVESTIGATE WHICH CONTRACTOR STORED EQUIPMENT AND DISTURBED THE DIRT AT THE RIGHT OF WAY ON BIRCH BEACH OFF OF MANHATTAN POINT BOULEVARD, DETERMINE WHICH PROPERTY OWNER HIRED THE CONTRACTOR AND RECOMMEND RESOLUTION TO RESTORE AREA TO PREVIOUS CONDITION. MOTION CARRIED WITH ALL AYES.
4. Phil Martin reported that he worked with Public Works Director Pat Wehner to develop a solution to the runoff issues at 11722 Manhattan Point Boulevard. They suggested that City staff provide services related to ditch grading and culvert installation. Anderson Brothers provided a quote of \$3,700 to patch the driveway from the street lane edge to the right of way. Mr. Martin stated that easements would need to be acquired from property owner and neighbor as well as “hold harmless” agreements. Gordon Wagner stated that Public Works is short staffed and may not have the time to do the work. Phil Martin stated that he could get a quote from Anderson Brothers to do all of the work. Mr. Martin noted that the plans would include raising the road which would not be an issue in the summer but could cause a problem with the plow in the winter. The property owner stated that he would contact his plow driver. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL DIRECT THE CITY ENGINEER TO OBTAIN A QUOTE FROM ANDERSON BROTHERS TO PATCH THE DRIVEWAY AT 11722 MANHATTAN POINT BOULEVARD FROM THE STREET LANE EDGE TO THE RIGHT OF WAY, INSTALL CULVERT, AND PERFORM DITCH RELATED

SERVICES, TO DIRECT CITY ATTORNEY TO PRODUCE EASEMENTS AND “HOLD HARMLESS” AGREEMENTS FOR PROPERTY OWNERS AND NEIGHBORS, AND TO DIRECT STAFF TO PROVIDE COST ESTIMATE FOR THEIR SERVICES TO RELATED TO DITCH GRADING AND CULVERT INSTALLATION. MOTION CARRIED WITH ALL AYES.

Phil Martin provided a brief update on City projects. Casper Construction has reseeded areas, removed erosion control devices where appropriate, and addressed many of the punch list items on the Sewer Extension Project. The contractor is not responding to requests to address the manholes where the casting was placed too low. Staff has not received quotes for sprinkler system repairs from affected property owners. The property grade adjustment at Jamie Bollers is complete. Tom Swenson asked why the catch basin at the Log Church looks so nice and the one across from the fire hall looks bad. Mr. Martin replied that the one at the Log Church was planned to be more of a garden and was more expensive. The one near the fire hall was to be natural and with the lack of rain, it is not growing.

A lengthy discussion ensued regarding the Road Improvement Plan Development. Staff has completed the field pavement review and has evaluated improvement cost and parcel contribution to identify segments that may see increased traffic. Many streets have less than 50 parcels. Roads that serve the most parcels are West Shore Drive, Manhattan Point Blvd, Daggett Pine Road, and Bonnie Lakes Road. Bolton & Menk provided a map and spreadsheet and asked the Commission members to take them home and mark them up with notes as to heavy traffic areas or any important information.

5. The Commission reviewed and discussed the history of sewer usage rates. A MOTION WAS MADE BY TIM BERG AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL INCREASE SEWER USER FEES TO \$65.00 PER MONTH PER ERU EFFECTIVE JANUARY 2024. Tom Swenson stated that staff should show the Council that this increase will be a savings of approximately \$90,000 on the levy. MOTION CARRIED WITH ALL AYES.
6. The Commission reviewed the job description for Maintenance Technician which would be a shared employee between Public Works and Park and Recreation. The Commission suggested the following changes: 1) under Knowledge, Skills and Abilities, remove the ability to weld metal and fabricate as needed, 2) under Qualifications, remove possess and maintain a Minnesota Class B driver’s license, preferred but not required, and 3) under Qualifications, remove possession of pesticide applicators license (class A, G, F), preferred but not required. A MOTION WAS MADE BY BOB FREY AND SECONDED BY TIM BERG TO SUPPORT THE JOB DESCRIPTION OF MAINTENANCE TECHNICIAN WITH RECOMMENDED REVISIONS. MOTION CARRIED WITH ALL AYES.
7. Patrick Wehner gave a brief update on Public Works activities. Mr. Wehner stated that he thinks a snow pusher at a cost of \$11,000 would be a good piece of equipment to have, especially for Town Square and asked the Commission to think about the possibility.

8. Tim Berg asked if the City had an ordinance for grass and stated that the properties by the former Exchange and Little Yukon look terrible.
9. A MOTION WAS MADE BY BOB FREY AND SECONDED BY TOM SWENSON TO ADJOURN THE MEETING AT 6:00 P.M. AYES: ALL.

A handwritten signature in blue ink, appearing to read "Charlene Nelson", is written over a horizontal line.

Charlene Nelson
City Clerk