

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, JUNE 2, 2025
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, June 2, 2025, in City Hall. The following Commission Members were present: Tom Swenson, Tim Berg, Mary Prescott, Dave Schrupp & Gordon Wagner. Also in attendance were Public Works Director Pat Wehner, City Council Member Robin Sylvester & City Engineer Phil Martin.

The meeting was called to order at 4:00 P.M. by Tom Swenson.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY GORDON
WAGNER TO APPROVE THE MEETING MINUTES FROM MAY 5, 2025.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Pat reviewed the Tree Removal Policy for the City of Crosslake and looked for approval and motion. Tom advised that we should make sure the trees are on city property before cutting down and removal. If necessary, contact Planning & Zoning to look at property lines to be sure we have permission or if there is an easement for us to access. Also, there is concern that we clear the entire tree and debris from the area. Pat made it clear that his staff would clean up 100% of the tree. Robin suggested that we change the wording to 4a. "It is suggested" that we contact the neighbor adjacent to the property owner when the tree is scheduled to be removed. Pat will make the requested changes to the policy, and we will review it at next month's meeting.

Pat presented a request from Mayor Purfeerst regarding Curb Painting for discussion in front of Crafts and Cones and along the business side of County Road 66. This is a county road, and we will need it to be approved by the County before we can paint it. The county will not allow another crosswalk at this location, but can we put some signage there are crosswalks on the north and south side? There is concern that many pedestrians are not using the current crosswalks and crossing anywhere that is convenient for them. There is nothing obstructing the view of the crosswalks for the pedestrians to see these crosswalks. It was noted that all parking on the east side of the road was removed during the project. Public Safety also has this on their agenda this month for discussion. We will look for direction from Public Safety as to the location of the yellow additional paint recommendation. We have yellow paint in supply and will wait for further direction. We felt that the middle of the road signs are usually destroyed quickly. Consensus was to not take action adding additional crosswalks.

Pat presented a letter from Crow Wing Power to inform us of the changes and additional lighting that will be added along Swann Drive. Crow Wing Power will install 5 lights on Swann Drive. The memo from Crow Wing Power was confusing, we didn't clearly understand if the value of the \$7,000 for installation was at no cost. Note that City council has voted to repurpose these lights. Locations of the repurposed lights were unclear. It was mentioned that the lights will be installed on both sides of the Mad Rabbit and 3 more will spread out further down Swann Drive. Further discussion on the current placement of the lights and the ownership of the lights that Crow Wing

Power will be charging the city effective January 1, 2026. We'd like a list of the locations and the ownership of the lights to ensure the city will be paying only for City owned and responsible lights. The reason for the clarity on ownership is that Crow Wing Power has in the past provided these lights and use for free and the city will be paying effective Jan 2026. We will need \$6,200 placed in the budget for 2026. Pat mentioned he will convert 5 lights to LED. Tom questioned if the county is paying for the lights installed with the roundabout project? We would like a full list of the 40 lights and locations as well as who is paying for each light. Lori has scheduled a meeting with Crow Wing Power on June 17th at 1:00 for Lori, Pat, Robin and Tom to discuss and give us updates at next month's meeting.

Pat discussed a letter and invoice from Sievert Irrigation and mentioned that the council has approved to reimburse the Chamber of Commerce for the invoice. He will address his staff to watch for the irrigation lines for the future staking of the snow mobile trail. It was felt; in the future these sorts of bills should be directed directly to Council.

Pat and Tom discussed the US Army Corps of Engineers/Campground contract and stated that this contract is from 2004 and currently generates \$31,200. Tom stated that he thinks the ratio is that every 4 campsites is billed at \$65. which makes up their \$2,600 monthly Sewer Bill. The new contract came through at \$60,200. Are we using this amount and how long is this new contract for? Do we want to change the contract to 5, 10 or 20 years? Do we want to do a rate increase for residential sewer this year? Do we want to propose an increase with the budget coming due? Robin is going to discuss this with Lori and come back with a resolution for next month's meeting.

Pat discussed the cemetery regarding the possibility of adding a columbarium and mentioned the city looking into the cost of adding one to the cemetery.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO RECOMMEND TO THE CITY COUNCIL TO FOREGO FURTHER RESEARCH DUE TO THE ESTIMATED COST TO THE CITY TO BUILD A COLUMBARIUM. A ROLL CALL VOTE CARRIED WITH ALL AYES.

Pat presented and discussed the Budget for 2026.

Public Works Budget:

1. Requesting a new trailer for his mower so a CDL will not be required to use the new trailer.
2. How long do we want to hang on to our zero turn mowers before we trade in? They each currently have 300-400 hours. Tom suggested checking and seeing if there is a lease program. Can we cycle the mowers out and space apart in the future. Possibly we should increase the budget for equipment maintenance. Can we set up a reserve account for equipment to get established for replacing equipment?
3. Salt has been ordered through the county in the past and Pat mentioned he will be ordering on our own for 2026. He would also like to move towards the liquid brine in the future. A Brine Tank would need to be installed on a truck for the liquid brine to see how well it works. Using the liquid brine the city will go through less salt if it works correctly.
4. Trail budget we will leave at \$60,000 and see how it goes with the additional trails and maintenance.
5. Barricades are old and not OSHA approved. Pat will see if there is a grant and will apply to see if we can receive one for the cost of replacing the barricades.
6. Broom for John Deere is wanting more than a need. 7. Shouldering class 5 and grinding milled material for shouldering roads would be cost effective for an estimated \$20,000.

8. Increase an extra \$5,000 for log removal and/or haul away to the pit.
9. Start with one Brine tank and see how it works for 2 tons at a cost of 21,617
10. Increase fuel usage due to more vehicles being used and fuel increases.
11. Rubber carbides and cost increases
12. Cost increases for cutting edges for plow trucks

Wastewater budget numbers are still being worked on, but Pat would like to add approximately \$30,000 for Bio Solid Study for 2026 budget. This would help in better estimating the cost for the contract with the Corp as well.

He also stated that the spraying of insulation should be starting in the next couple weeks at the plant.

Cemetery Budget:

1. GPS locator is approximately \$10,000-\$15,000 and would be helpful for locating plots and manholes. Cemetery points & pins haven't been put into the GPS program yet. Would it be possible to make this automated for customers to be able to look up online and view all the cemetery plots and roads? Phil is willing to implement this to be accessible to customers but may take some time and a cost. This cost could be shared with other departments as well.
2. Repairs and maintenance costs
3. There is \$5,000 in the budget for a shed and Pat will leave it in there for next year unless he has time to complete it this year.

Phil gave an update on Road Improvements and said the paving has started and moving along this week. Driveways and Shouldering have been started and should be completed over the next couple weeks. It should be done by next month's meeting.

Phil spoke to Dave Fisher regarding the Annual Run for the Walleye along Daggett Pine Road and said the contractor will work around the marathon run for chip sealcoating.

Harbor Lane Improvements have some trees to clear in June and will start construction after July 4th and be completed by late August.

Phil has received signed easements and is working with the Kavanaugh's on saving some of their trees.

Private Road Development was discussed and for Cunningham we have no update and no responses back. We will need to discuss with Planning and Zoning and see what the next steps are to move forward.

Miller had the first lift of pavement placed last month and no new activity since then.

Nevin provided some photos on pealed back class 5 and at the end of the road found some roots and debris. Anderson had a loaded truck driven down the road for a test and had no issues. Paving the 1st layer will take place following inspection of class 5 by the city engineer. Phil stated they are moving in the right direction now.

Phil discussed the benches along CSAH 3 and 66. He mentioned Park and Rec have a 4x10 template for concrete which cannot be tipped forward more than 1-1/2% to meet ADA standards.

Phil will provide a City-Wide Trail proposal by late June for budgeting next year. We will work with the County to have the Archeology Study done and ready to move forward on a trail plan once that is completed. The council agreed that there will be no turn lane off Perkins Road and CR 103. All plans are to be completed by 2027. It was also mentioned that we should get the City-Wide Trail a proposal with the expectation the city won't act on it until next year but to have the plan done so we are ready to move forward next year. As part of the trail plan development we should have a

public hearing for engagement and opportunities to partner up. Phil will draft up a city-wide proposal for a long-term trail plan with dates.

Phil discussed extending the sidewalk from Craft and Cones to Marine Max and adding an additional crosswalk for pedestrians by the Dairy Queen or where engineering feels it would be most effective for 2028.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TIM BERG TO RECOMMEND TO THE CITY COUNCIL TO EXTEND THE SIDEWALK FROM CRAFT AND CONES TO MARINE MAX WITH ASPHALT AND POSSIBLY ADDING A CROSSWALK BY DAIRY QUEEN OR WHERE ENGINEERING FEELS WOULD BE MOST EFFECTIVE IN 2028. A ROLL CALL VOTE CARRIED WITH ALL AYES

Mary discussed the Long-Range Transportation Plan Survey for recommendations or input on how to promote and spread the word to the residents to complete the survey or how to notify them about it. Can we add this to our City of Crosslake website with the link for residents to complete the survey

A MOTION WAS MADE BY MARY PRESCOTT SECONDED BY TIM BERG TO RECOMMEND TO THE CITY COUNCIL TO PROMOTE THE LONG-RANGE TRANSPORTATION PLAN SURVEY BY ADVERTISING AND INCLUDING IT ON THE CITY OF CROSSLAKE WEBSITE. A ROLL CALL VOTE CARRIED WITH ALL AYES

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TIM BERG TO ADJOURN THE MEETING AT 5:50 P.M.
A ROLL CALL VOTE CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer