

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, MAY 5, 2025
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, May 5, 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 GORDON WAGNER AND SECONDED BY MARY PRESCOTT TO APPROVE THE MEETING MINUTES FROM APRIL 7, 2025.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Pat reviewed the breakdown of the Shared Cost Agreement from the County and will email a copy of the contract to each Public Works Commissioner.

Pat discussed the new City of Crosslake Tree Policy for 2025 and will discuss it more at next Month's meeting.

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.

Phil discussed the proposed benches along CSAH 3 and 66. He mentioned starting with one in front of the Crosslake Community School which needs to meet ADA Standards. Tom stated that we should be consistent with the PAL Foundation and The Crosslakers benches so that they are standardized throughout the city. The Crosslakers would like to put planters on each side of the benches on the concrete platforms. Phil mentioned the pads must be 4' wide by 10' long and cannot have planters on each side to meet the ADA standards. Requirements must include adequate room on each side of the bench for handicapped access. We will also have to make sure there is an adequate room on each property where the benches are placed or possibly ask each property owner for an easement. He mentioned that we must follow the County guidelines. Phil can put a quote

together for a template meeting the County requirements. It was also mentioned that we have The Crosslakers here at the next Public Works Meeting on June 2nd for discussion and come up with an agreement.

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.

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.

Phil mentioned the Harbor Lane Road improvements will start in mid-June. The contractor will have the project completed within 45 days. Aaron Herzog stated his concerns about the roads in Old Log Landing which were used as a detour and damaged during the CSAH 66 road and sewer project. There were 4 roads being used for the detour and Aaron feels the city should consider lowering assessments for those homeowners. Tom mentioned that we will review and make recommendations regarding assessments of when the project is completed and final costs are available. Phil mentioned that year 2 projects will start on May 12, 2025 on Swann Drive & Pioneer Drive with Anderson Brothers.

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.

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.

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.

A discussion was held regarding applying for grants and receiving donations to help fund trail projects. The city needs to keep Mike O'Connell in the loop along with T.J. It's important to follow the correct chain of command and make the city the lead on projects and the County can follow.

The city portion of an Archaeological study is being done by the County on CR 103 is \$2,700.00.

Phil reviewed the Memorandum regarding Future County Highway Projects.

Pat discussed that the Mad Rabbit Sewer line was blocked and received 2 more invoices related to the original cause. Anderson Brothers \$4,628.23 and Visu-Sewer \$5850.00. Total for Sewer line break is now over \$60,000 after these additions. The City Attorney is now involved trying to obtain reimbursement of expenses.

Pat stated that the Cemetery roads are ready to be put in.

Pat stated that residents along Wilderness Trail have requested more speed limit signs

Pat discussed that spray foam insulation will be added to the Wastewater intake building. Currently, the building is not insulated. It is also in the budget for this to be done.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY GORDON
WAGNER TO ADJOURN THE MEETING AT 6:15 P.M.
A ROLL CALL VOTE CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer