

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, JULY 7, 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 DAVE SCHRUPP AND SECONDED BY GORDON WAGNER TO APPROVE THE MEETING MINUTES FROM JUNE 2, 2025.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

TJ introduced Park Commissioners Ann Schrupp and Mary Jo Fritsvold and then discussed the trail feasibility plan proposal. TJ would like to move forward with the plan if this committee also supports moving forward. We would like Phil to develop estimates for our 2026 Budget. TJ questioned Task 2.0 Public Engagement (Meeting and Input ID) estimated at \$11,710. Phil explained Task 2.0 background and stated they have proprietary software that they use called Input ID. Phil specified that this software is anonymous and would be used for the Public to input comments. The breakdown cost is about 50% for Outreach and the other 50% for data analysis/compiling and graphic presentation. Tim Berg questioned if they must remain anonymous and Phil said he will have to check. The Firm, does have the ability to see the names along with results. Mike O'Connell provided in December 2024 a comprehensive plan and the 10–15-year outlook and their priorities for the trails. Phil mentioned that we would also like to get the residents and public input or corridors that they want to see on the project. TJ discussed a 20-year plan and would like this to be a group effort and all work together. He will be working on getting a more solid price point to get the plan in motion and ready for 2026 Budget numbers and requesting public engagement. Dave discussed a timeline and thinks establishing a priority for an annual budget along with consistency with the turnover of new council staff in the upcoming years and just to have a more solid plan. Tom questioned TJ if we can use \$10,000 of Park Dedication to get started and budget for the remainder? TJ will check on funding sources.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL TO MOVE FORWARD WITH THE TRAIL FEASIBILITY PLAN.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Pat discussed for the city to sell compost. After discussion, the consensus was NOT to sell the compost as the city may need it and can use it at some point in the future.

Pat reviewed the updated Tree Removal Policy for the City of Crosslake

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO RECOMMEND TO THE CITY COUNCIL THAT WE USE THE NEW REVISED TREE REMOVAL POLICY.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Pat discussed the Easement and Maintenance Agreement with Town Square. Tom explained that years ago, the easement was private and there is no place to push snow if we have a heavy winter. Pioneer and Swann Drive were the initial roads for the city to maintain. Town Square roads were not in the initial agreement as they were private but years later the City accepted them for maintenance. Many requests have come regarding Town Square parking to increase parking spaces and eliminate the wrong way traffic coming through Town Square. Phil suggested we can modify parking spaces to a 45-degree angle to increase parking spaces on both sides of the road and should also eliminate the wrong way of driving. This will maximize parking but narrow the driving lanes throughout Town Square. After discussion the consensus decision is to not do additional striping with angles due to the concern of only 12 feet for drive through. We'll start by adding extra signs to prevent wrong way drivers throughout Town Square.

Pat discussed South Landing and the request to add an additional streetlight. He is going to investigate this and have more information at next month's meeting.

Pat discussed the water retention pond at Manhattan Point Blvd and Manhattans request for the city to be mowing, trimming and keeping up with the pond. Pat does check the filters, and they are fine. To install a pump for the fountain is approximately \$8,000-\$10,000. Manhattan's can pay for a pump if they would like one installed. The consensus decision is that we are NOT in favor for investigating a pump for Manhattans water retention pond. Dave recommends not cutting the trees or mowing anything around the pond until Phil reviews with Widseth.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDON TO HAVE PHIL WITH BOLTON & MENK BE IN CONTACT WITH WIDSETH AND HAVE THEM LOOK TO SEE IF INSTALLING A PUMP IN THE POND WILL BE OK OR WILL IT DESTROY THE PURPOSE OF THE POND.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Tom is concerned about the time it is taking for the sewer damage by the Mad Rabbit in Town Square to get resolved and is wondering why it is such a long holdup with the attorneys and no answers. Robin will discuss this with Lori to see if there are any answers yet.

Pat and Phil discussed the entire bituminous at the PW Facility that was chip sealed and would like to request payment from the County to pay their cost under the 53/47 split for facility expenses. We will discuss this more at next month's meeting.

Pat and Phil discussed the striping and seal coating done by Schaeffer Contractors. They both thought it went well and we'll wait to see how the seal coat on the trails holds up. Manhattan, Whitefish and Perkins Road striping is scheduled for completion in 2025. Wilderness Road also may be completed if Public Works can get to it this year. The Public Works Staff will be completing the striping soon to save money.

Phil discussed 2028 Future County Highway Projects and the 2025 city projects. Phil went over his assessment overview for single family lot prices \$2,000-\$2,500 and large commercial lot prices. \$2,000 <5 acres and \$3,500 >5 acres were used for the 2024 assessments. Keeping in mind that this will be the first time doing any commercial assessments. What we decide on the business assessments will set a precedence, so we want to be very well prepared to stand behind the logic. Tom suggested we take into consideration an inflation markup. Concern for some were, that some of the Commercials are only in business for a few months.

A Public Works Special Meeting on Monday, July 21st at 4:00 is set for more discussion on assessments.

Phil discussed Harbor Lane Improvements and Crow Wing Power requesting payment for relocating their utility impacted by the road improvements in the amount of \$4,285.

Phil discussed the County Road 103 Trail archeology study for 2028 and have them look at the entire 3/37/103 to have a quote done for the entirety project. Phil feels this is an opportunity for the city to obtain additional services along CR 103 and Happy Landing Road to the 3/37/103 intersection anticipating the city would receive a savings benefit since they will already be working in the general area.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL TO MOVE FORWARD WITH THE ARCHEOLOGY STUDY BY STEVE BLONDO AT AN ESTIMATED COST OF \$8,000 - \$11,000 BASED ON AN \$8,000 FINANCIAL COMMITMENT FROM THE LAKES FOUNDATION TO EXPAND THE CURRENT STUDY TO INCLUDE FROM THE INTERSECTION OF 3/37/103 ALONG CR 103 TO HAPPY LANDING ROAD.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Discussion was had and recommended that the holiday lights be taken down at the roundabout.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TOM SWENSON TO RECOMMEND TO THE CITY COUNCIL THAT THE HOLIDAY LIGHTS ON THE WELCOME SIGN AND TREES AT THE ROUNDABOUT BE REMOVED. LIGHTS CAN BE PUT UP AT THANKSGIVING AND REMOVED AFTER WINTERFEST EACH YEAR.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

It was also discussed that the irrigation at the roundabout is a drip system and goes off twice a day. The roundabout landscaping is warranted for 2 years, and the county is aware of some of the

landscaping dying off. Pat will work with Siemers on the drip system to be sure it is working properly.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TOM SWENSON TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY FOLLOWUP WITH THE COUNTY REGARDING THE PLANTS AND LANDSCAPING AT THE ROUNDABOUT. A ROLL CALL VOTE CARRIED WITH ALL AYES.

Phil discussed the flows at the Waste Treatment Plant. The average daily design capacity is 125,000 gallons per day. Over the last week we have been exceeding that with a high of 206,000 gallons on July 4th. An average designed flow treatment is hard over 128,000 daily. For high flow events, what are the city steps if Crosslake continues to trend up and grow? What are the correct steps to be taken. There was concern about whether meters are correct. Pat mentioned that the meters must be calibrated two times a year as state law. Pat mentioned that wastewater usually does increase over the holiday weekends.

Phil will discuss the situation with other engineers at Bolton & Menk and we will discuss this more at the Public Works Special Meeting on Monday, July 21st at 4:00.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY GORDON WAGNER TO ADJOURN THE MEETING AT 5:25 P.M.
A ROLL CALL VOTE CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer