

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

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, August 4, 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. We had 8 people in the audience.

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

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO APPROVE THE MEETING MINUTES FROM JULY 7 AND SPECIAL MEETING MINUTES FROM JULY 21, 2025, AFTER MAKING A CHANGE ON PAGE 2 AND PAGE 3.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Pat updated us on the status of retro fitting and installation of the streetlights along Swann Drive and mentioned that they will be done, and he will also make sure that they are all LED Lighting.

Phil gave an update on the County participation in the cost of Chip Sealing Public Works Facility and mentioned that he had no updates from the County thus far and is still waiting for the County to respond.

Pat updated the status of the bridge maintenance and mentioned that it is scheduled, and his Public Works Department will complete the remainder.

Phil discussed the letter from Jordan Larson regarding the Future County Highway Project to rehabilitate CR 103 and stated it is a letter for us to be updated and for us to review the project.

Rob Kniefel of 34368 Sunrise Blvd, Laurie Prem of 34250 Sunrise Blvd and John McEnroe of 34270 Sunrise Blvd discussed their Petition for Local Improvements and having enough signatures required for the petition. The petitioners are requesting Sunrise Blvd to be placed back on the road improvement repair schedule. Laurie stated that their tax statements do not state the 1/17 of the common property, but the 17 properties do pay taxes and insurance on the “Common” Association Lots. Phil stated if the common lots are owned by 1/17 property owners that brings them over the 35% requirements.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL THAT WE ACCEPT THIS PETITION TO MOVE FORWARD AND WORK WITH CITY ENGINEER PHIL MARTIN AND BOLTON & MENK TO COMPLETE A FEASIBILITY STUDY FOR SUNRISE BLVD.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Phil gave an update on Year-2 Road Improvements and said all work is complete and he requested the project cost to date from the County.

Phil reviewed the preliminary assessment rolls based on the PW Commission Special Meeting from July 21, 2025. He thanked and appreciated each of the Commissioners for their time and effort to all work together. Phil has recalculated the assessments using the same criteria as last years but adding a 10% inflation to each parcel.

Residential-

Single less than 5 acres \$2,200

Single over 5 acres \$3,850

Townhomes/Condo's \$550

Commercial-

Less than 1 acre \$2,200

Using a different multiplier of 1 acre or less (multiplied per acre) \$2,200

Resorts/Seasonal \$550 per cabin

Crosswoods Golf Course is classified as Class 5 Rural Residential.

Last year's assessment for Condo/Townhomes was assessed at \$500 and will change to \$550 this year due to inflation.

Reeds came in at \$21,600 and using the new calculation multiplier brought it down to \$8,800.

Loon Center came in at \$29,500 and new calculations came in approximately \$6,000-\$8,500

Lakes Area Kids Enrichment from \$15,501 down to \$11,000. Questions were made on can some of the land be developed or anything be done with the land?

These are only the preliminary assessments, and the Council has the final say on the amounts. The residents still can oppose their assessment if they feel they are not accurate or fair. We are trying to follow what has been done historically and be consistent. This is the first time the city has assessed any commercial property.

Phil will also provide an approximate total for the final project.

Phil is going to work on the assessments that were left blank and present these to the council on Monday, August 11th.

Robert Street has some blank assessments as noted and these may be assessed with the other road improvements in the upcoming projects.

The Commission mentioned that if it is a buildable lot, they should be assessed in full. Non-Buildable Plated Parcels/Vacant Residential will also be \$2,200.

Phil mentioned that he did have a scenario on last year's Park Place Private Road off Daggett Pine and he had adjusted a property from 4 to 3 parcels.

Road Improvement Assessments were discussed in length. A summary similar to the following will be provided to the council.

Property Description	2024 Assessment	2025 Preliminary Assessment	Nagel Recommendation
NL Single Family	2,000	2,200	
Residential 5+ Acres	3,500	3,850	
Townhomes/Condo	500	550	
Commercial Single		2200 * Lot Size	
Resort		500*13, +2,200	

There were questions regarding Non-buildable Lots and how they've been assessed in the past. The group wanted Phil to add assessments to all properties to be consistent.

The commercial rates were still a challenge for the committee as with the 2,200 and special calculation for the Resort the amounts (difference from Nagel and the 2,200 approach seemed to benefit the larger parcels and cost the smaller parcels more). The savings to the commercial were inconsistent through this methodology.

Phil will discuss with Chris Pence and Cheryl Stuckmayer in Planning and Zoning buildable vs non buildable to have a better understanding of how they might have been treated in the past.

Phil will create a 2024/2025/Nagel grid diagram for the City Council on residential and commercial properties with a full breakdown.

Harbor Lane improvements have Easement agreements from 5 residents that will not be receiving a letter with assessment amounts since the city has received a legal document from the property owners for a swap of the easement in exchange for the road assessment fee.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL THAT WE USE THE SUMMARY TABLE FOR THE RESIDENTIAL ASSESSMENTS AND PROVIDE THE DETAIL FOR THE COMMERCIAL PROPERTIES PREPARED BY PHIL AND SCHEDULE THE ASSESSMENT HEARING.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Pat/Phil discussed the letter received by Thomas (Ted) and Janessa Casper 11790 Harbor Lane and mentioned that the city has a policy to put a driveway back to its original state. We do not create driveway approaches for personal properties but if there is a resident request they can work independently with the contractor in a personal agreement while the contractor is in the area. It is recommended that a letter be sent to the homeowners that we follow the city policies and the request can be done at their expense.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY GORDY WAGNER TO RECOMMEND TO THE CITY COUNCIL THAT WE FOLLOW THE CITY POLICY AND NOT GO AGAINST THE POLICIES FOR PRIVATE PROJECTS AND REQUEST THE CITY TO SEND NOTIFICATION TO THE REQUESTOR. A ROLL CALL VOTE CARRIED WITH ALL AYES.

Phil discussed the letter received by Golfview Owners Association, Inc and that they should follow the recommendation summary chart that will be presented by Phil at the city council meeting on Monday, August 11th.

Pat/Phil are looking for a committee for the rocess management team for the trail and Dave Schrupp & Tim Berg have both volunteered.

Pat gave an update on the Wastewater Plant and mentioned that the filters are being worked on and should be completed for approximately \$20,000. Our filters are partially clogged. Once cleaned and fixed, we should then be rated for 150,000-200,000 gallons daily. If we have more issues after the filters are updated, we will have to take more action.

Pat mentioned that the County made an offer to have his Public Works Department staff attend a simulator training course paid for by the county.

A MOTION WAS MADE BY TIM BERG AND SECONDED BY TOM SWENSON TO ADJOURN THE MEETING AT 6:20 P.M.
A ROLL CALL VOTE CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer