

CITY OF CROSSLAKE
PUBLIC WORKS SPECIAL MEETING
MEETING MINUTES
MONDAY, JULY 21, 2025
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its special meeting on Monday, July 21, 2025, in City Hall. The following Commission Members were present: Tom Swenson, Dave Schrupp, Gordon Wagner, Tim Berg and Mary Prescott was absent. Also in attendance were Public Works Director Pat Wehner, City Council Member Robin Sylvester & City Engineer Phil Martin. City Clerk, Char Nelson joined later in the meeting.

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

2024 was year 1 of the road plan which included Daggett pine road mill and overlay (M & O) During this season Market Benefit analysis was completed by an independent contractor and the Public Works Committee generated the city recommendation of the following rates:

Single less than 5 acres	\$2,000
Single over 5 acres	\$3,500
Condo's	\$ 500

Private Road with access to city road were treated as a secondary assessment which was ½ of the primary assessment.

2025 was year 2 of the road plan and Phil discussed the construction. The city invested in a private contractor to access Market Benefit for both residential and commercial properties. Robin Sylvester read the city policy “Article IV. – Roadway Assessments” to ensure the public understood the multiple options for the city to calculate the assessments. Nagel completed the assessment based on “Fixed Assessment Rate Method”.

Phil provided arial maps and the detailed list of parcels and the recommendation from Nagel and Associates. Once Phil completed with his presentation of the maps and the Nagel recommendations the committee commenced discussions on past year's assessment amounts and the changes to this year. The assessments are coming in higher with Nagel & Associates

Keeping in mind that this will be the first time City of Crosslake will have 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. There is concern for some of the commercial properties who are only in business for a few months a year.

Phil is looking for direction or guidance for the assessment amounts. The city doesn't want to be on the high end and just trying to come up with a fair number. Phil went through the road projects and different scenarios on lot sizes, amounts and properties that were assessed last year.

Council Summary after great discussion:

- Felt the Nagle report was a little steep
- Asking Phil to rerun the numbers with consideration of a 10% increase over last year's applied assessment for residential. (for example, a residential was charged 2,000 last year this year would be 2,200 if numbers are approved)
- Residential property where city road is secondary access from private road would be same theory as last year.
- Old Log Landing residents are concerned that since their road was part of last year's road construction detour and that making deterioration of the road from all the traffic, they feel their amount should be lowered. The commission had much discussion but determined all properties would be treated similarly and the road was slotted just like the others even without the construction traffic. They also commented that much repair was done where needed after the construction.
- Asking Phil to run numbers for Commercial with a maximum cap and if there is a way to add the 10% residential logic to commercial as well.
- Asking Phil to run the Commercial Resort with a logic of Cabin (13 cabins) = Condo, and main house as a residential. The amount for commercials seems a bit high for a seasonal resort.
- It was also mentioned that Crosslake Community School and Pine Peaks only have a portion of Swann Drive and how do we assess those properties.
- Reeds has partial access to Pioneer Drive as they also have access to and from County Road 3
- Ace Hardware has full access as Pioneer Drive is being 100% assessed
- The Golf Course has 27 acres and is zoned as residential. There will be more discussion on the amounts.
- Zoning and land use is what is used to calculate the amounts in Town Square Pavillion Park area. Town Square is considered commercial zoning and with Town Square having 4 roads around it but only $\frac{1}{4}$ of the roads under construction with a total amount of .87 acre and using $\frac{1}{4}$ of it for calculating that amount.
- Reeds and Ace Hardware are a concern with the amounts being so high.
- Phil said they have a 10-year payment plan for road assessments of \$2,200-\$3,000 and \$0.10-\$0.20 per square foot. Phil is looking to be fairer for Reeds, Ace Hardware and Crosswoods Golf Course but we need to come up with the best way of calculations or a solution for their amounts.
- Much discussion about the Cost of the Projects and how much the city has paid and how much we are looking at assessments. This will be an important calculation to have available for full transparency to the residents.
- Phil did mention that he has not looked at the total cost of the project and what portion the city is going to pay yet. Some years the city pays more, and we will need to come up with the reconstruction set for commercial and set precedence for a new first.
- National Loon Center and Reeds Bar Stock are both currently vacant commercial properties for now until they are developed. Both will be paying a commercial rate but at a reduced per square footage.

Nagel and Associates gives the amount but not a breakdown or calculation for amounts. It was mentioned by Robin that calculation and documentation from last year to this year's recommendation would be helpful.

Phil's goal is to see what we would like and how to go about the calculations as a group. Assessment policies are hard to present and come up with amounts in some circumstances. We would like to request that Nagel give us a little more history and how they came up with the commercial assessment number. Dave Schrupp states that Nagel gave a range, and as the city we would like to use the low-end, he would also like Nagel to give us a graph with the ranges for the residents to see.

Once amounts are set, the city can schedule an assessment hearing and at this time, the residents will have a right to appeal and be brought in front of a judge for them to decide if they would choose to appeal.

Phil will forward Sharyl his breakdowns to forward to Public Works Commission and more discussion will be at the August 4, 2025, Public Works meeting.

Pat discussed the Waste Treatment Plant increased usages. He is meeting with the Engineers Vic and John tomorrow, July 22, 2025, to discuss the problem and see what the options are or for an explanation on what may be causing the high usage. It was mentioned that there is a possible filter problem and can possibly rebuild filters. Pat will present the findings at our August 4, 2025, meeting.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY GORDON WAGNER TO ADJOURN THE MEETING AT 6:25 P.M.
A ROLL CALL VOTE CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer