

AGENDA  
PUBLIC WORKS COMMISSION  
CITY OF CROSSLAKE  
MONDAY, MAY 1, 2023  
4:00 P.M. – CITY HALL

1. Call to Order
2. Approval of April 3, 2023 Minutes (Motion)
3. Demonstration of Crosslake Web GIS Platform Development and Proposal for Engineering Services (Motion)
4. Memo dated April 27, 2023 from Phil Martin Re: Projects Update (Motions)
5. Discussion of Layout and Surveying the New Section of Cemetery (Motion)
6. Memo dated April 28, 2023 from Pat Wehner Re: Addition of Wing to Chevy 4WD Dump Truck (Motion)
7. Other Business That May Arise
8. Adjourn

CITY OF CROSSLAKE  
PUBLIC WORKS COMMISSION  
MEETING MINUTES  
MONDAY, APRIL 3, 2023  
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, April 3, 2023 in City Hall. The following Commission Members were present: Mic Tchida, Bob Frey, Tim Berg, and Gordon Wagner. Tom Swenson was absent. Also in attendance were City Administrator Mike Lyonais, Public Works Director Pat Wehner, Council Liaison Dave Nevin, City Engineer Phil Martin and City Clerk Char Nelson. There were four people in the audience.

1. The meeting was called to order at 4:00 P.M. by Mic Tchida.
2. A MOTION WAS MADE BY BOB FREY AND SECONDED BY GORDON WAGNER TO APPROVE THE MEETING MINUTES OF MARCH 6, 2023. MOTION CARRIED WITH ALL AYES.
3. The Commission reviewed an application for Road Right-Of-Way Vacation from David Webster on Whitefish Avenue. Kevin McCormick, authorized agent for the Websters, presented a survey of the area to be vacated, a copy of the plat from the 1920's, and a letter explaining the reason for asking for the vacation. Also included in the packet was a letter in favor of the vacation from neighboring property owners and a notification letter sent to property owners within 350 feet of the public hearing. Mr. McCormick stated that the right-of-way does not provide any useful purpose for the City of Crosslake or the general public. Mr. McCormick pointed out that bluff and steep slope conditions make access to the lake shore difficult, as well as a public safety hazard. A lengthy discussion ensued regarding whether this piece of land could be used by the City in the future, whether keeping it as green space has value to the City or if adding it to the tax base is best for the City. A MOTION WAS MADE BY TIM BERG AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE REQUEST TO VACATE THE PLATTED 10' RIGHT-OF-WAY OF PINE LANDING, IN THE PLAT OF MANHATTAN BEACH (A REPLAT OF TWIN BEACH) AND THE PLATTED 10' RIGHT-OF-WAY OF PINE LANE, IN THE PLAT OF MYRTLE LODGE. MOTION FAILED 2-2 WITH TCHIDA AND WAGNER OPPOSED.
4. Included in the packet for information was an email dated March 28, 2023 from Crow Wing County regarding the 2023 Seal Coat Project estimate. Crosslake's estimated cost for 2023 is \$120,000.
5. The 2022 routine bridge inspection reports for Sunrise Island Bridge and Milinda Shores Bridge were included in the packet for information. Pat Wehner stated that he and Phil Martin reviewed the reports. Phil Martin stated that he will ask Bolton & Menk's bridge engineer to take a look at these bridges when he comes to his cabin. There are no major problems with the bridges; they just need minor repairs.

6. A MOTION WAS MADE BY TIM BERG AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL APPROVE RENTING A SHOULDERING MACHINE FOR ONE MONTH DURING THE SUMMER OF 2023 AT A COST OF \$7,290. MOTION CARRIED WITH ALL AYES.
  7. Pat Wehner presented a quote for a new water trailer and quotes for tires for the existing water truck. Mr. Wehner stated that the tires on the water truck are shot and need to be replaced. The quotes for tires are \$6,800-\$15,500. The truck is worth about \$3,000. Public Works uses the truck about 10 times a year and sometimes the County rents it. There are funds in the budget to purchase the water trailer. A MOTION WAS MADE BY TIM BERG AND SECONDED BY GORDON WAGNER TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PURCHASE OF A 1610 GALLON DOT WATER TRAILER AT A COST OF \$20,797.97. MOTION CARRIED WITH ALL AYES.
  8. Phil Martin presented information regarding an engineering proposal for Crosslake Web GIS Platform Development. Tom Swenson had asked Mr. Martin to give a demonstration of the software at the May meeting. The Commission members were in favor of the idea.
  9. Pat Wehner reported that the owner of 35205 Riverwood Trail has vacated the premises and the City has taken full ownership. Mr. Wehner stated that the building in is poor condition and suggested selling or burning it. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL ATTEMPT TO SELL THE BUILDING AT 35205 RIVERWOOD TRAIL AND IF IT DOES NOT SELL, TO GIVE TO FIRE DEPARTMENT FOR PRACTICE BURN. MOTION CARRIED WITH ALL AYES.
- Tim Berg asked the status of Harbor Lane reconstruction. Phil Martin replied that he has meetings setup with a few more property owners regarding easements for the proposed trail. Mr. Martin stated that Ideal Township is interested in extending the trail as well.
10. A MOTION WAS MADE BY BOB FREY AND SECONDED BY TIM BERG TO ADJOURN THE MEETING AT 5:15 P.M. AYES: ALL.

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Charlene Nelson  
City Clerk



Real People. Real Solutions.

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Suite 200  
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Fax: (218) 825-0685  
Bolton-Menk.com

March 10, 2023

Mike Lyonais, City Administrator  
City of Crosslake  
13888 Daggett Bay Road  
Crosslake, MN 56442

RE: Engineering Proposal – Crosslake Web GIS Platform Development

Dear Mike:

Per your request, we have prepared a proposal to develop a Web GIS Platform for the City of Crosslake. Bolton & Menk has done a number of these types of platforms for other client communities and can provide a demonstration of a similar system if requested.

The development of the Web GIS platform is a two-fold process. The first step is for the asset data (i.e., sanitary sewer assets) to be collected with a GPS to affix their location. The second step is for our GIS staff to take that information and combine it with other available information available at Crow Wing County and various state of Minnesota agencies to create the Web GIS platform with layers customized to the City of Crosslake. Additionally, we can integrate record utility maps, capital improvement plan or study documents, and planning & zoning related documents to specific parcels or areas of the City.

Bolton & Menk uses non-proprietary software in the development of the platform. The City would be responsible for annual license cost of \$875 which would be paid to Esri not Bolton & Menk. Since the City has designated Bolton & Menk as their City Engineer, there is no maintenance fee to host and maintain the platform. The City would pay for staff to complete annual/biannual property updates and for any application/data updates that the City requests. We would provide the City with an estimate of time and cost to do those updates before proceeding with the work.

If the City chose to designate a new City Engineering firm, Bolton & Menk can provide the Web GIS data to the new firm for their GIS use. The City can also retain Bolton & Menk to host and maintain the Web GIS platform for an annual cost of \$2,750.

To develop the Web GIS platform for Crosslake we propose to complete the following:

1. Complete GPS field mapping of sanitary sewer system assets and data migration
2. Develop platform, set up application, and provide training session.

Name: Mike Lyonais  
Date: March 10, 2023  
Page: 2

We estimate our cost to provide this service would be \$8,000 to \$10,000 depending upon the number of information layers the City requests to be developed. We can provide a specific fee for our services to set up the platform on an hourly, not-to-exceed basis if the scope of the Web GIS platform layers can be better defined. The City would need to pay \$875 to Esri directly for their annual license. We anticipate being able to have the platform completed within 60 days of completing the field data mapping.

Please feel free to contact me at 218-821-7265 or via email at [Phillip.Martin@bolton-menk.com](mailto:Phillip.Martin@bolton-menk.com) if you have any questions regarding our proposal.

Respectfully submitted,  
**Bolton & Menk, Inc.**

A handwritten signature in blue ink, appearing to read "Phillip M. Martin".

Phillip M. Martin, P.E.  
Principal Engineer



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MEMORANDUM

**Date:** April 27, 2023  
**To:** Pat Wehner, Public Works Director  
**From:** Phil Martin, PE  
**Subject:** Projects Update for May 1, 2023 Public Works Meeting

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**CSAH 66 Improvements**

We conducted a walk through with Casper Construction on April 26, 2023 to review conditions and remaining punchlist work. The contractor tentatively plans to do the remaining items the week of May 8, 2023.

During construction, we encountered two items that we originally planned to have Casper Construction do as added work but are now recommending we use a different approach. The items are as follows:

**Bollar Property Grade Adjustment** – At this property which is located on the west side of CSAH 66 (across from the Log Church), the transition from the edge of the trail to the lawn is steep and difficult to mow. We have determined that this resulted from changes that the property owner made to their property after we originally surveyed the property in the summer of 2018. We believe this grade adjustment should be made and the property owner has expressed interest in doing the work themselves. We obtained quotes from both the property owner and Casper Construction. The property owner's quote total was \$3,573. **We recommend working with the property owner.**

**Sprinkler System Repair** – We encountered a number of sprinkler systems during construction. Some were placed within the County R/W, and some were hit when we were extending driveways or installing sewer service connections. Those damaged within the County R/W are the property owner's responsibility. Those within City easement areas have been identified as the City's responsibility. We believe we have 2 properties that need their sprinkler repaired that are the City's responsibility. **We recommend working with the property owners to have their own sprinkler company do the work** that the City would reimburse rather than have Casper Construction do the sprinkler repairs.

**2022 Street Improvements**

I contacted Anderson Bros regarding the Pietso driveway drainage issue to verify that they could construct the driveway with a swale as shown in our concept, the anticipated cost, and the timing. They confirmed they could construct the improvement shown. It would require full replacement of the driveway and a portion of the street pavement edge to assure stormwater would drain to the catch basin.

Anderson Bros total quote to do the work was \$6,415 (\$2,600 for City street work; \$3,815 for Pietso property work). They indicated they could do the work later in May.

Pietso claims this is the City's fault for raising the road. We believe the issue is the new paved driveway that was placed by the property owner and that the property owner, or their contractor should have considered if the new driveway would impact drainage. Originally, they had a gravel driveway in which stormwater from their property and their neighbor to the northwest drained across to the southeast toward the catch basin. The City's improvement ended as the R/W so stormwater would have continued to flow across the gravel driveway past the house. The new driveway that was installed is 2.5" thick and was placed on top of the existing gravel driveway. As a result, stormwater does not flow across the driveway but is held back until it pools enough to flow around the new pavement near the corner of the house.

At the October 10, 2022 Council meeting the City Council took the action below:

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**B. PUBLIC FORUM** – Charles Peitso of 12896 Rushmoor Blvd addressed the Council to discuss the drainage issues on his property since the road was reconstruction this summer. Assessment payments are due by October 28 to avoid interest and the Peitso's would like a resolution to their problems before they pay the assessment. MOTION 10R-02-22 WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO DIRECT THE CITY ENGINEER TO WORK WITH THE PEITSO'S TO RESOLVE THE ISSUES AT THE CITY'S EXPENSE. MOTION CARRIED WITH ALL AYES.

This motion was made without an identified solution or cost. In late October 2022, the property indicated a preference for completing the driveway swale option. However, by that time all paving operations were wrapping up for the season so this work could not be scheduled. Based on the recent quote from Anderson Bros, the preferred driveway option solution will cost \$6,415.

Since the City is being requested by the property to take care of their private property, **we recommend the City obtain from Pietso a signed agreement that provides a temporary construction easement for the City's contractor to do the work, holds the City and their contractors harmless, and states their acceptance of the work as final prior to proceeding with the work.**

#### **CSAH 3/66 Pedestrian & Intersection Improvements**

The second Public Open House was held on Thursday, April 27, 2023 from 5 pm to 7 pm. I estimate about 50 people showed up to discuss the options in an Open House format meeting. The County will seek input from the City Council at their May 8, 2023 meeting and tentatively plans to make a final design decision at their May 23, 2023 County Board meeting. The pedestrian mobility concepts that the County is proposing utilizes a roundabout intersection control at CSAH 3 and CSAH 66.

#### **Road Improvement Plan Development**

Due to weather conditions, we have not been able to begin field pavement review of streets.

#### **Harbor Lane**

We met with representatives from 4 properties along the segment of Harbor Lane that does not have a formal easement for the road. All expressed a willingness to cooperate with the City for easement acquisition. Each property owner understood that a trail was being considered and had varying degrees of support for a trail. Some saw the value of an off-road trail and others expressed desire for the trail to have less impact off the road toward their house. Overall, the discussions were informative, and I am optimistic we can work with all properties to a beneficial outcome.

With good initial discussions with the property owners, we believe the next step will be to complete a preliminary alignment for the road and trail and to follow up with property owner meetings so that a defined easement area acquisition can be identified.

cityclerk@crosslake.net

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**From:** Phil Martin <Phillip.Martin@bolton-menk.com>  
**Sent:** Thursday, September 2, 2021 1:45 PM  
**To:** Ted Strand  
**Cc:** City of Crosslake; Andrew Beadell  
**Subject:** Cemetery Platting and Development Budget Costs

Ted

Per your request, I had our staff estimate budgetary costs for you to develop lot 3 and 4 into cemetery plots with access lanes. Here is our estimate of budgetary cost:

Survey work to plat cemetery parcels = \$11,000

Engineering to develop access lane plan for construction and turf establishment = \$5,000

Estimated Construction cost of aggregate access lanes and turf - \$37,500

Total Budget Amount = \$53,500.

Char – I copied you on this because I periodically get bounce back messages that Ted can't receive emails. My thinking is that if he can't get them at least you have them.

Thanks

**Phil Martin P.E.**

Principal Engineer

**Bolton & Menk, Inc.**

7656 Design Road

Suite 200

Baxter, MN 56425-8676

Phone: 218-825-0684 ext. 2864

Mobile: 218-821-7265

**Bolton-Menk.com**



6.

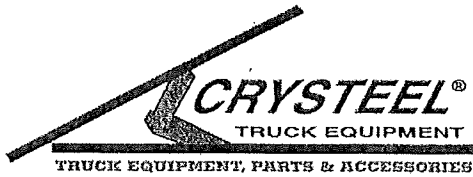
MEMO TO: Public Works Commission

FROM: Pat Wehner

DATE: April 28, 2023

RE: Addition of Wing to Chevy 4WD Dump Truck

Attached is a quote for a wing for the 2023 Chevy that we ordered last year and have yet to receive. I would like to add a wing so that the truck could be part of the plow fleet. The estimated cost is \$18,260. Because the wing would not be delivered until next year, the cost could be added to the 2024 budget discussions in August. If you are in favor, I would like you to make a recommendation to the City Council.



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 Fridley, MN 55432  
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 1-800-795-1902  
 Fax # (763) 571-5091

Highway 60 East  
 Lake Crystal, MN 56055  
 (507) 726-6041  
 1-800-722-0588  
 Fax # (507) 726-2984

[www.crysteeltruck.com](http://www.crysteeltruck.com)

AN EQUAL OPPORTUNITY EMPLOYER

Date: 4/11/2023  
 Company: City of Crosslake  
 Contact: Pat Wehner  
 Phone#  
 Email:

Reference: 2023 Chevy Tipper/plow/wing  
 Address: 13888 Daggett Rd

City: Crosslake

State: MN

Dealer		Chassis Estimated Delivery	
Truck Make	Chevy	CA or CT	
Model Year	2023	Transmission	
Truck Model	5500	Cab Color	

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA

CONTRACT NO:

RELEASE NO: T-763(5)

CONTRACT PERIOD:

EXTENSION OPTION: Up to 48 months

1-UNIT

STATE COOPERATIVE PRICING

QTY

Price Each

Extended

5.0 Body				
1	5.1	11'6" Crysteel E-Series Stainless Steel Specifications: All 201 Stainless Steel Construction 11' 6" long x 96" wide OD x 87" wide ID Side height Tailgate height Quick drop tailgate, Fold down sides Fold Down Side Stops, Boxed Top Rails Dirt shedding top rail and corner post 1/4 cab shield w/ window, 7 gauge A1011 steel floor 12 gauge 201 SS Sides, 10 gauge SS Front & Rear Under coating included Stainless steel finish-no paint included	\$13,026.00	\$13,026.00
1	5.2	CSS116-Crysteel hoist LB510	\$2,550.00	\$2,550.00
1	5.4	CSS116-Installation of dump body	\$1,072.00	\$1,072.00
1	5.5	CSS116-Installation of hoist	\$707.00	\$707.00
1	5.15	CSS116-For 52" front ILO 40"	\$416.00	\$416.00
6.0 Hitches				
1	6.1	Custom Pull Plate 5/8" complete including: - 5/8" steel plate - All Gussets - Safety "D" Rings - Round Tube Bumper - 7 Way Plug	\$794.00	\$794.00
1	6.2	Installation of custom hitch	\$606.00	\$606.00
1	6.6	Variable Decibel Backup Alarm	\$138.00	\$138.00
1	6.12	For 10 Ton Pintle Ball Combo Hitch 2 5/16" (10057)	\$169.00	\$169.00

<b>3.0 Front Snow Plow</b>				
1	3.40.	9'2" V-XT Stainless Steel Vee Plow	\$8,799.00	\$8,799.00
1	3.40.	Install of 9'2" V-XT Stainless Steel Vee Plow	\$900.00	\$900.00
1	3.72	Light Adapter	\$179.00	\$179.00
1	3.87	Back Drag Kit (9'2" XT)	\$163.00	\$163.00
1	3.87	Install of Back Drag Kit (9'2" XT)	\$50.00	\$50.00
1	3.94	Snow Deflector (7'6"-9'2" V-Plows, 7'6"-9' Super Duty, 9'HD)	\$256.00	\$256.00
1	3.94	Install of Snow Deflector (7'6"-9'2" V-Plows, 7'6"-9' Super Duty, 9'HD)	\$75.00	\$75.00
3	3.96	Plow Shoe Assembly (Per Shoe)	\$43.00	\$129.00
3	3.96	Install of Plow Shoe Assembly (Per Shoe)	No Charge	
1	3.11	Timbren Load Saver in Front	\$220.00	\$220.00
1	3.11	Install of Timbren Load Saver in Front	\$125.00	\$125.00
<b>4.0 Sander</b>				
1	4.16	SPREADER,UT,MS966-CD-DD,AUS (Direct Drive)	\$5,722.00	\$5,722.00
1	4.16	Install of SPREADER,UT,MS966-CD-DD,AUS (Direct Drive)	\$800.00	\$800.00
1	4.42	ANTI-FLOW PL KIT,MS966,AUS	\$80.00	\$80.00
1	4.43	SPEED SENSOR IN DRIVE MOTOR,100 PPR	\$621.00	\$621.00
1	4.44	MTG KIT,UT,VERTICAL QD PIN,AUS	\$462.00	\$462.00
1	8.17	UTS-SHIELD WLDMT,TGT,MS-UT,RH,304	\$321.00	\$321.00
1	8.18	UTS-SHIELD WLDMT,TGT,MS-UT,LH,304	\$422.00	\$422.00
1	8.10.	UTS-SPINNER ASSY,TGT,LH,304,POLY DISC,SEAL SAVER	\$1,333.00	\$1,333.00
1	8.22	1- 4" LED sander light installed 605-1492110	\$274.00	\$274.00
<b>3.0 Wing</b>				
1	3.10.	Install of WING,8JRWMB-FT,12GA,STR,PARA MINI,GEN 2,RHMM,GM	\$3,200.00	\$3,200.00
1	3.10.	WING,8JRWMB-FT,12GA,STR,PARA MINI,GEN 2,RHMM,GM 5500	\$12,855.00	\$12,855.00
1	3.15	CYLINDER,3X11,DA,,75-16ORB,1.5 SOC ROD,CB VALVE - HEEL CYL	\$1,511.00	\$1,511.00
1	4.14	DFW-Whelen WPLOW1A Rear facing Wing Srobe	\$420.00	\$420.00
1	4.72	1- 4" LED wing light installed 605-1492110	\$274.00	\$274.00
<b>7.0 Hydraulics &amp; Controls</b>				
1	3.16	Force America PTO/PUMP/Valve To operate:Hoist, Wing, & Sander MPJC6100-3-Ultra-NO-ARM with DLA Harnessing	\$27,870.00	\$27,870.00
1	3.16	Install of Force America PTO/PUMP/Valve To operate:Hoist, Wing, &	\$2,700.00	\$2,700.00
<b>8.0 Accessories</b>				
1	8.8	Shovel Holder installed each	\$167.00	\$167.00
1	8.9	Repositions Camera Eye Only	\$300.00	\$300.00
1	8.29	Buyers Mini Light Bar installed on cab shield, wired to in dash switch	\$433.00	\$433.00
3	8.38	For 1 Set Buyers Surface Mt Strobes 1 Set installed on cab shield facing forward 1 Set installed on cab shield side facing 1 Set installed rear of body facing rear	\$284.00	\$852.00
1	8.43	For Poly Fenders 19.5 985-10001769	\$1,007.00	\$1,007.00

Total Package Price

\$72,520.00

\*\*\*PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES\*\*\*

Cost Per Loaded Mile for Delivery:

\$4.00

Starting Point:

Fridley, MN

\*A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT OFF THE STATE OF MINNESOTA COOPERATIVE PURCHASE CONTRACT

\*\*NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.