

AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
MONDAY, NOVEMBER 6, 2023
4:00 P.M. – CITY HALL

1. Call to Order
2. Approval of October 2, 2023 Minutes (Motion)
3. Road Vacation Request at 16402 Bay Shores Road (Motion)
4. Request from Jim Anderson to Add Entrance to Parking Lot off of Swann Dr (Motion)
5. Discuss Mainenance Options for Milinda Shores Bridge
6. Memo dated November 3, 2023 from Phil Martin Regarding Projects Update and Approval to Proceed with Feasibility Reports and Appraisals for 2024 Road Improvements (Motion)
7. Updates from Phil Martin
8. Updates from Pat Wehner
9. Other Business That May Arise
10. Adjourn

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, OCTOBER 2, 2023
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, October 2, 2023 in City Hall. The following Commission Members were present: Mic Tchida, Bob Frey, Gordon Wagner, and Tim Berg. 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 two 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 GORDON WAGNER AND SECONDED BY MIC TCHIDA TO APPROVE THE MEETING MINUTES OF SEPTEMBER 5, 2023. MOTION CARRIED WITH ALL AYES.
3. Pat Wehner reported that Warren Stock of Island View Lane asked that the City take over maintenance of the road, which is considered a private road, because it was not built to City standards. Mr. Wehner stated that he and Phil Martin visited the area and noted that the road is narrow, there is no way to tell what the road is made of or how thick it is, and there is no turn around. Mr. Wehner’s opinion is that the City should not take the road over. Phil Martin stated that the road does not have the City’s required right of way width of 50 feet and he recommended that the City not take the road over. Mr. Martin noted that the City has issues now of maintaining the roads that it already has. A MOTION WAS MADE BY TIM BERG AND SECONDED BY GORDON WAGNER TO RECOMMEND THAT THE CITY COUNCIL DENY THE REQUEST TO TAKE OVER MAINTENANCE OF ISLAND VIEW LANE. MOTION CARRIED WITH ALL AYES.

Warren Stock of 13421 Island View Lane addressed the Commission and stated that he paid to have the road paved himself and that the road is a public road. Mr. Stock stated that he plows the road now and has issues with having to plow around vehicles parked on the road. Mr. Stock stated that he won’t be around forever to do the plowing and his neighbors are elderly. The Commission thanked Mr. Stock for his comments but did not change their motion.

4. The Commission reviewed a road vacation request from Dylan Slinger for a piece of land adjacent to Parcel 14300550 on Perkins Road. When the City reconstructed and rerouted Perkins Road a few years ago, a triangular piece to the south of this parcel was kept as part of the roadway project, but the land was not needed and was never used. Pat Wehner stated that he sees no purpose for the City to keep it. A MOTION WAS MADE BY TIM BERG AND SECONDED BY GORDON WAGNER TO RECOMMEND THAT THE CITY COUNCIL VACATE A PART OF PERKINS ROAD AS DEDICATED ON THE PLAT OF URBAN’S POINT AND VILLAGE ROAD. MOTION CARRIED WITH ALL AYES.

5. The Commission reviewed a road right of way vacation request from Jeff and Bonnie Benson of 11622 Manhattan Point Blvd, that leads to the water on Trout Lake. Jeff Benson appeared before the Commission and stated that no one can and no one has walked down the right of way and that there is a steep bluff. Mr. Benson stated he had no plans to improve the right of way. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE CITY COUNCIL DENY THE RIGHT OF WAY VACATION REQUEST FROM JEFF AND BONNIE BENSON. MOTION CARRIED WITH ALL AYES.

6. Phil Martin provided a memo to the Commission with updates on projects. No action was necessary.

Phil Martin reported that staff reviewed the erosion issue at the right of way between 11797 and 11805 Whitefish Ave. They believe that a small “hump” can be constructed in the platted access and extended each way from the road as a vegetated berm to address stormwater originating along the access. The estimated cost for this is \$15,500. Dave Nevin stated that he believes it will be a continuous erosion problem and an ongoing expense for the City.

7. Pat Wehner reported that residents on Anchor Point Road have requested that the road be striped and Mr. Wehner received a quote for \$5,500. A MOTION WAS MADE BY MIC TCHIDA AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE STRIPING OF ANCHOR POINT ROAD AT AN ESTIMATED COST OF \$5,500. MOTION CARRIED WITH ALL AYES.

Pat Wehner reported that he was contacted by Ziegler because they found a snow pusher that was approximately \$3,000 cheaper than the one he had been looking at for 2024, but it would have to be purchased now and paid for in 2023. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY BOB FREY TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PURCHASE OF SNOW PUSHER IN 2023 AT REDUCED COST OF \$8,950. MOTION CARRIED WITH ALL AYES.

8. A MOTION WAS MADE BY BOB FREY AND SECONDED BY TIM BERG TO ADJOURN THE MEETING AT 4:45 P.M. AYES: ALL.

Charlene Nelson
City Clerk

MEMO TO: Public Works Commission

FROM: Pat Wehner, TJ Graumann, Pete Gansen, Char Nelson

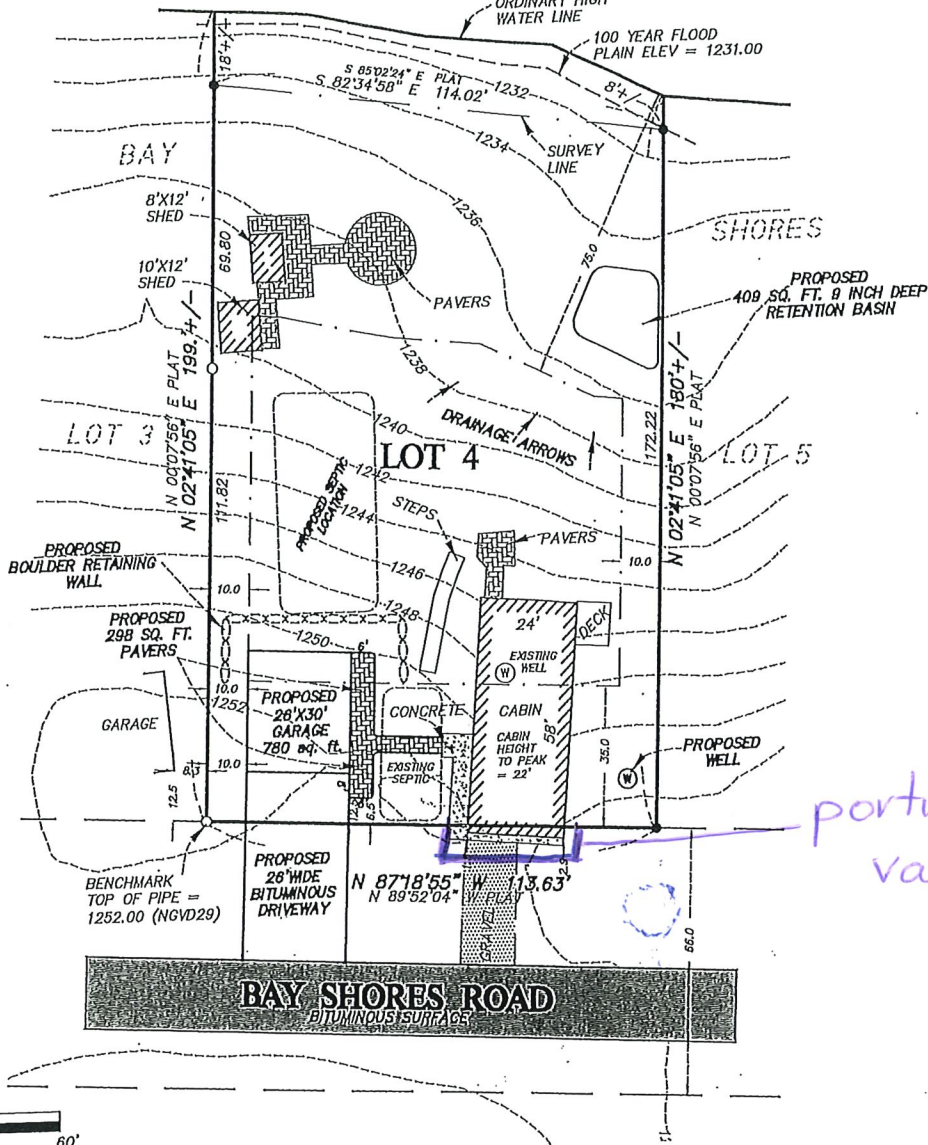
DATE: November 3, 2023

RE: Request to Vacate Portion of Road Right-of-Way

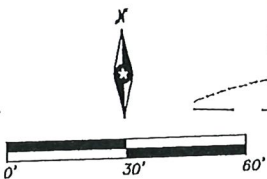
Staff recently met with Dale Lange of 16402 Bay Shores Road to listen to his concerns about building permit issues. Mr. Lange purchased this property two years ago and has wanted to make improvements. The original structure was built in 1982 We are not sure if the road was widened when it was brought up to City standards to include a 66 foot right of way. However, a portion of the structure is now in the right of way and a variance is required for each improvement to the property. Before proceeding with the road vacation process, Mr. Lange would like to know if this is an option that you would consider.

LITTLE PINE LAKE

GENERAL DEVELOPMENT LAKE
ORDINARY HIGH WATER LINE



portion to be vacated



LEGAL DESCRIPTION: (PER DOCUMENT # 950806)

Lot Four (4), Block One (1), Bay Shores,
Crow Wing County, Minnesota.

GENERAL NOTES

- Bearings shown are based upon the Crow Wing County Coordinate System.
- The underground utilities shown have been located from field survey information. The surveyor makes no guarantees that the utilities shown comprise all such utilities in the area, either in service or abandoned.
- No wetlands were delineated as a part of this survey.
- Total area of subject property: 22,064 Sq. Ft. / 0.50 Acres.
- Contours shown hereon are based on public data, NAVD 88.
- PID # 14020525
- 56 sq ft feet of Cabin is located in Right of Way.
- Zoning is Shoreland Residential.

* South side of Proposed Garage will be at grade & north side will be a fill of 2'

EXISTING IMPERVIOUS CALCULATIONS			
EXISTING	IMPERVIOUS AREA (SQ. FT.)	GROSS AREA (SQ. FT.)	PERCENT IMPERVIOUS
BUILDINGS	1,570	22,064	7.12%
PAVERS	661	22,064	3.00%
CONCRETE	124	22,064	0.56%
TOTAL	2,355	22,064	10.67%

PROPOSED IMPERVIOUS CALCULATIONS			
PROPOSED	IMPERVIOUS AREA (SQ. FT.)	GROSS AREA (SQ. FT.)	PERCENT IMPERVIOUS
BUILDINGS	2,350	22,064	10.65%
PROP BITUMINOUS	325	22,064	1.47%
PAVERS	945	22,064	4.28%
CONCRETE	124	22,064	0.56%
TOTAL	3,744	22,064	16.97%

LEGEND

- DENOTES FOUND MONUMENT
- DENOTES SET 1/2"x1/4" IRON PIPE WITH CAP # 50319

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed LAND SURVEYOR under the laws of the State of Minnesota.

Terry T. Strus

Terry T. Strus
Date: 2/25/22 License No. 50319

Date: 2/10/22

DALE LANGE

16402 BAY SHORES ROAD
CROSSLAKE, MN 56442

CERTIFICATE OF SURVEY

Lakes Area
SURVEYING
LLC

24314 SMILEY ROAD, SUITE C
NISSWA, MN 56468
OFFICE (918) 961-0090



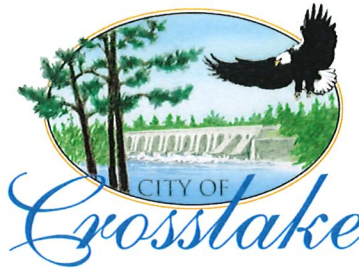
Crow: EAN/JJ
Checked: PDH
Drawn: TTS
Recent Drawing by/date:



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 11/3/2023 Time: 10:35 AM

City Hall: 218-692-2688
Planning & Zoning: 218-692-2689
Fax: 218-692-2687



13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

**Road Right-of-Way Vacation
Development Review Team (DRT)
Meeting Application**

Property Owner(s) Dale Lange Trust Phone Number 320-250-4918

Property Address 16402 Bay Shores Rd Crosslake MN

Mailing Address 20578 317th St Avon MN 56310

Email digger.dale@hotmail.com

Parcel Number(s) 14020525

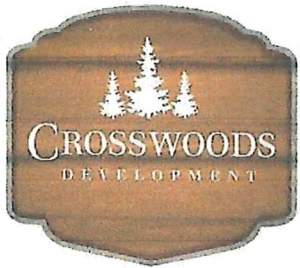
Signature [Signature] Date 8/31/2023

Reason to vacate parcel: The first bldg permits that were issued in 1982 were 30' from the gravel road. Now the road is black topped and the Bldg is 31 LF from the Black top edge. The Bldg is 2.9 LF in the road right away and we would like to get the Bldg out of the right away. We would like to vacate 6', Right now there is a 66' right away, thus would change it to a 60' right away. This would put the property line 28 LF from the road edge and the south side of the road edge to the property line at 13'.
(Please submit a site sketch, Certificate of Survey, and/or photos if applicable)

TJ rec'd on 9-1-23

No decisions will be made on an applicant's request at the DRT meeting. Submittal of an application after DRT does not constitute approval. Approval or denial is determined by the Crosslake City Council at a public meeting as per MN Statute 462.

DRT meetings are held Oct 18 at 2:00 (Subject to change due to holiday schedule). The meetings are held in City Hall, 13888 Daggett Bay Road, Crosslake, MN 56442. For more information call 218-692-2688.



4.

October 6, 2023

Mr. Pat Wiehner
Public Works Director
Crosslake City Hall
Crosslake Mn. 56442

Re: Driveway entrance and curb cut construction
Crosslake Town Square

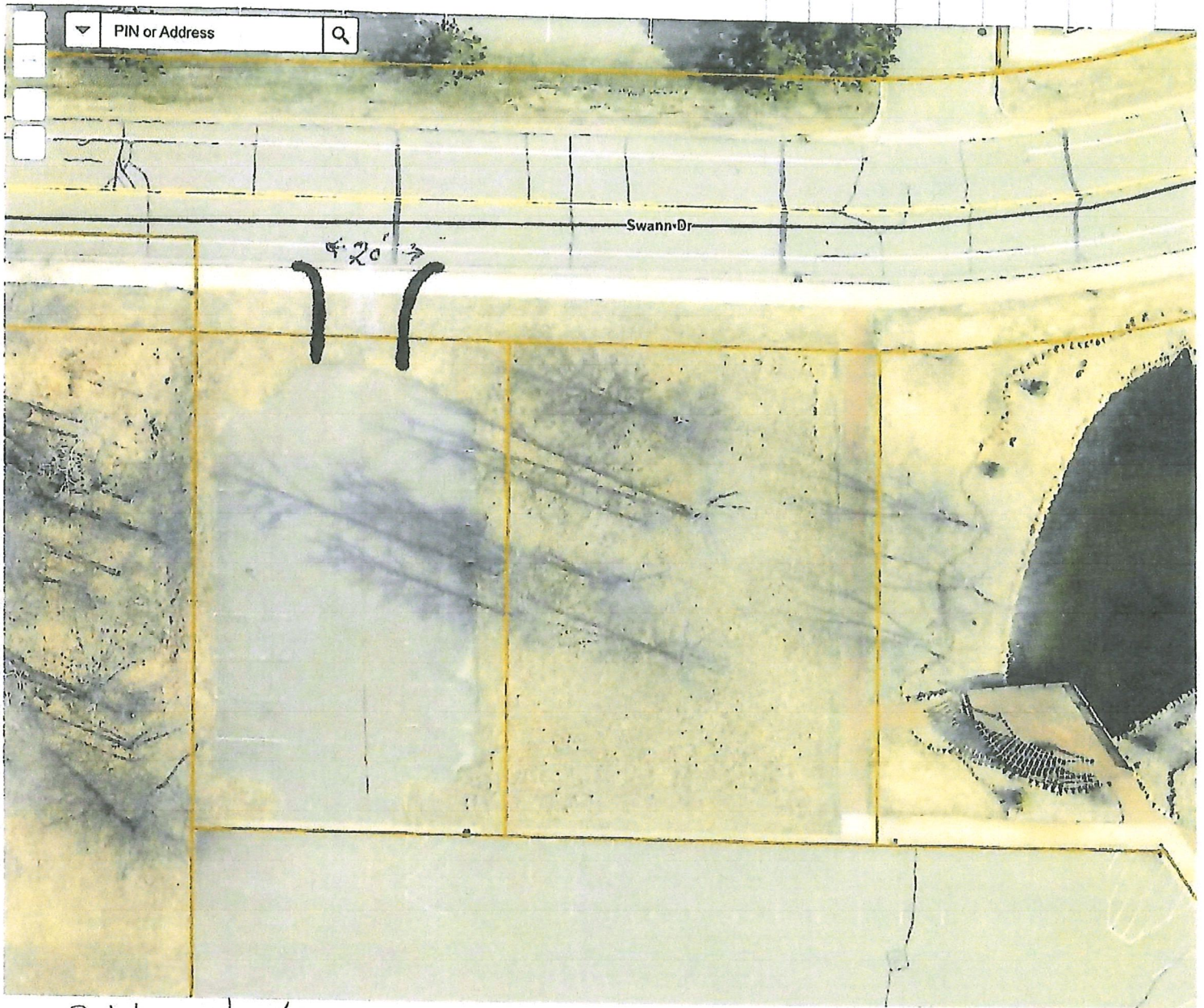
Pat,

Attached please find our drawing of the proposed entrance application for the parking lot already in place at Town Square.

This is needed so people will not have to drive all the way around the alley to get access to the parking area.

Sincerely,

James Anderson, Crosswoods Development, LLC

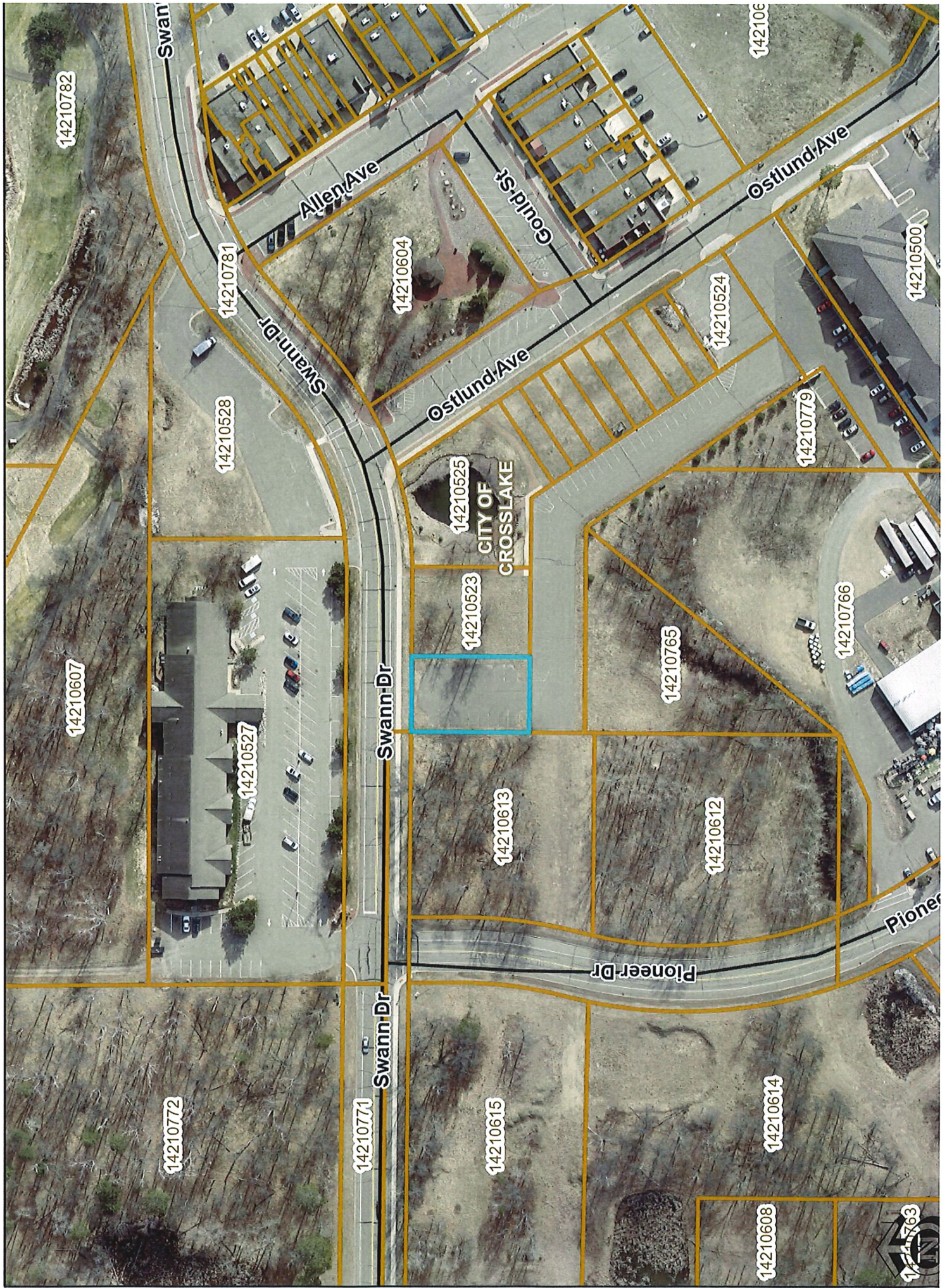


Public Works:

We ARE Applying for a permit to install a 20' wide curb cut for a driveway access to our commercial entrance to the in place parking lot as shown.

Crosswoods Development

A handwritten signature in black ink, appearing to read "Julia".



14210782

Swan

Allen Ave

Gold St

Oslund Ave

142106

14210781

14210604

14210524

14210500

14210528

Swann Dr

Oslund Ave

14210779

14210525
CITY OF
CROSSLAKE

14210607

14210527

14210523

14210765

14210766

Swann Dr

14210613

14210612

14210772

14210771

14210615

14210614

Pioneer Dr

Pioneer

14210608

14210763

PIN or Address

Swann Dr

Swann Dr

Osborne Ave

COMMON AREA

- [General Information](#)
- [Plat Drawing](#)
- [County Permits](#)
- [Tax Statements](#)

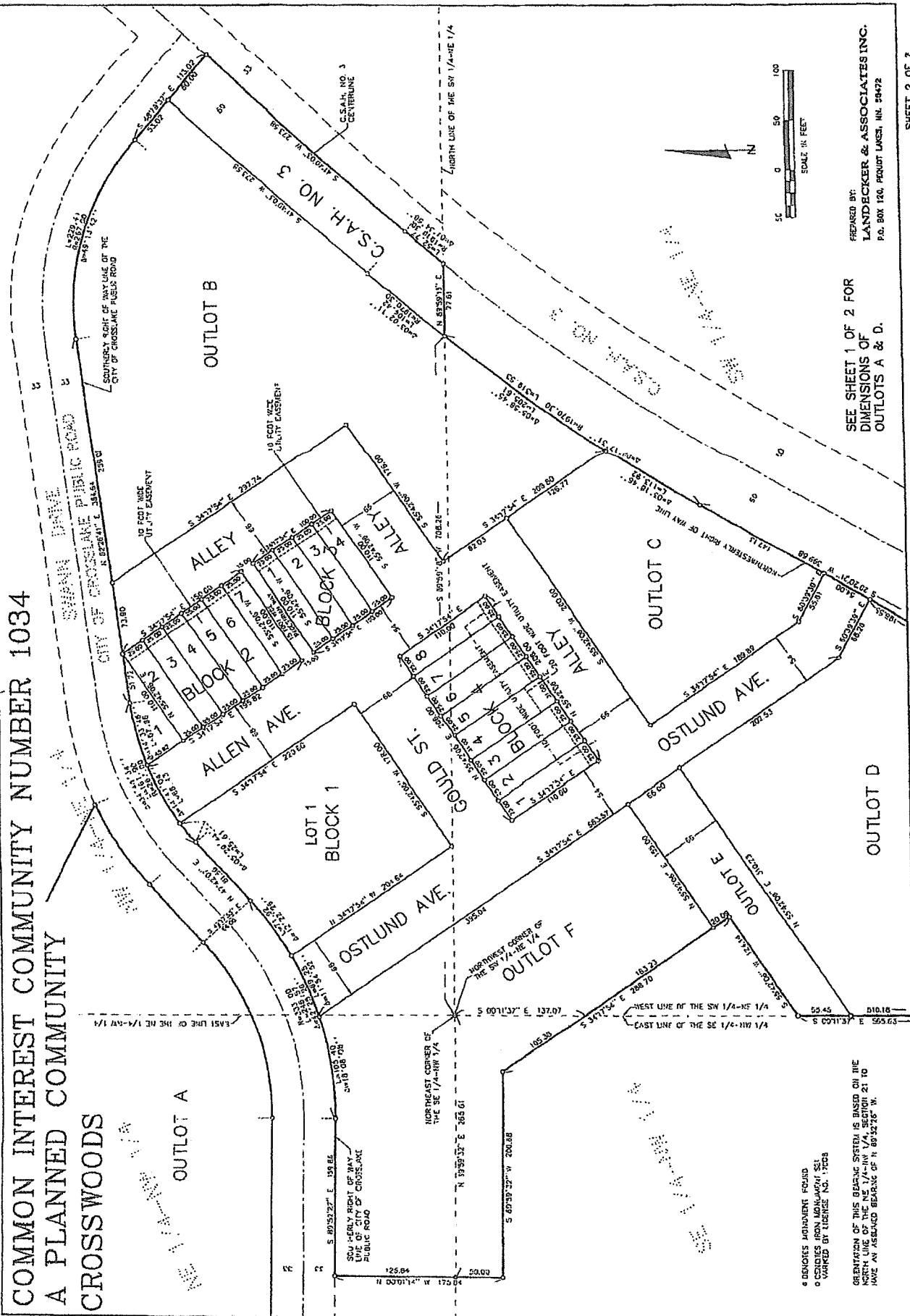
Parcel Number: 14210526
Municipality: CITY OF
CROSSLAKE
Owner Name: COMMON
AREA
Owner Address:
Owner Address 2:
Owner Address 3:
Owner Address 4:
[Zoom to](#)

60ft

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County Surveyors Copy

COMMON INTEREST COMMUNITY NUMBER 1034 A PLANNED COMMUNITY CROSSWOODS



PREPARED BY:
LANDBECKER & ASSOCIATES INC.
 P.O. BOX 120, PRUDENT LAKES, N.H. 03072

SEE SHEET 1 OF 2 FOR
 DIMENSIONS OF
 OUTLOTS A & D.

• DENOTES MONUMENT FOUND
 ○ CIRCLES FROM MONUMENT SET
 MARKED BY LICENSE NO. 1708

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE
 MERIDIAN LINE OF THE NE 1/4-JUN 1/4, SECTION 21 TD
 HAVE AN ASSUMED BEARING OF N 89°32'35" W.



14070621
14070620

14070635

14070583
14070584
14070585

14070650
14070581
14070582

14070651

CITY OF
CROSSLAKE

14070657

14070655

14070632

14070660

14070664

14070663

14070531

14070530

14070669

14070665

Silver Peak Rd

Silver Peak Rd

Jason Ln

14070518

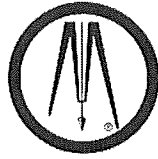
Staley Ln

14070529

14070528

14070526





**BOLTON
& MENK**

Real People. Real Solutions.

MEMORANDUM

Date: November 3, 2023
To: Pat Wehner, Public Works Director
From: Phil Martin, PE
Subject: Projects Update for November 6, 2023 Public Works Meeting

CSAH 66 Improvements

No update.

2022 Street Improvements

The turf establishment is acceptable, and we will be preparing a final payment application to close out the project..

CSAH 3/66 Pedestrian & Intersection Improvements

We continue to wait on environmental process and are trying to estimate the project cost that includes a budget for aesthetic enhancement and beautification. We invited property owners between CSAH 3 and Swann Drive to a meeting to obtain input regarding access closure and parking needs. The project improvement scope is becoming more defined, and the County anticipates providing the City with a cost share agreement at the November 2023 Council Meeting.

Cemetery Platting

In progress.

Road Improvement Plan Development

The Road Improvement Plan hearing was conducted. We have prepared a proposal for the City to assist with Year 1 road improvements. The County requests sealcoat information be provided to them by the end of November and mill & overlay plans be provided to them by the end of December. If the City proceeds with mill & overlay improvements, we will need to know if the City intends to assess.

11722 Manhattan Point Boulevard – Stormwater runoff issue

Work was completed.

Platted R/W off Whitefish Ave – Stormwater runoff issue

Pat Wehner and I met with Brian Evenson to discuss a stormwater improvement on his property. We proposed creating a small hump along the platted access and extending that high point onto his property with an earthen berm. I contacted Brian via email seeking his permission to do the work and agreed (see attached). I believe Pat intends to have City staff do this work once he receives Council approval..

Phil Martin

From: Brian Evenson <briankevenson@icloud.com>
Sent: Tuesday, October 31, 2023 9:35 AM
To: Phil Martin
Subject: Re: Drainage - platted access of Whitefish Ave

Yes, I approve this plan.

Sent from my iPhone

On Oct 25, 2023, at 11:27 AM, Phil Martin <Phillip.Martin@bolton-menk.com> wrote:

Hi Brian

Per our discussion onsite last week, I've attached an exhibit regarding what we discussed.

To recap, the City intends to create a high spot about 55' in from the edge of pavement on Whitefish Ave.

From that high spot, the City will create an earthen berm to intercept stormwater coming from the north and east.

The earthen berm will be seeded.

No digging would be done on your property.

We believe this will help you by limiting or delaying stormwater that comes off the City road along the existing access. It will not address stormwater that comes from the north and west or your property across neighboring lands. We understand from you that you believe much of the contribution comes from the north and northeast of your property.

This idea needs to be considered and approved by the City Council. They next meet on November 13, 2023. Would you agree to this work as proposed on your land and allow City staff to work on your property as approximately depicted in the attached? Please state in your email whether you approve or disapprove of what we are proposing.

Thanks

Phil Martin P.E.

Principal Engineer

Bolton & Menk, Inc.

7656 Design Road

Suite 200

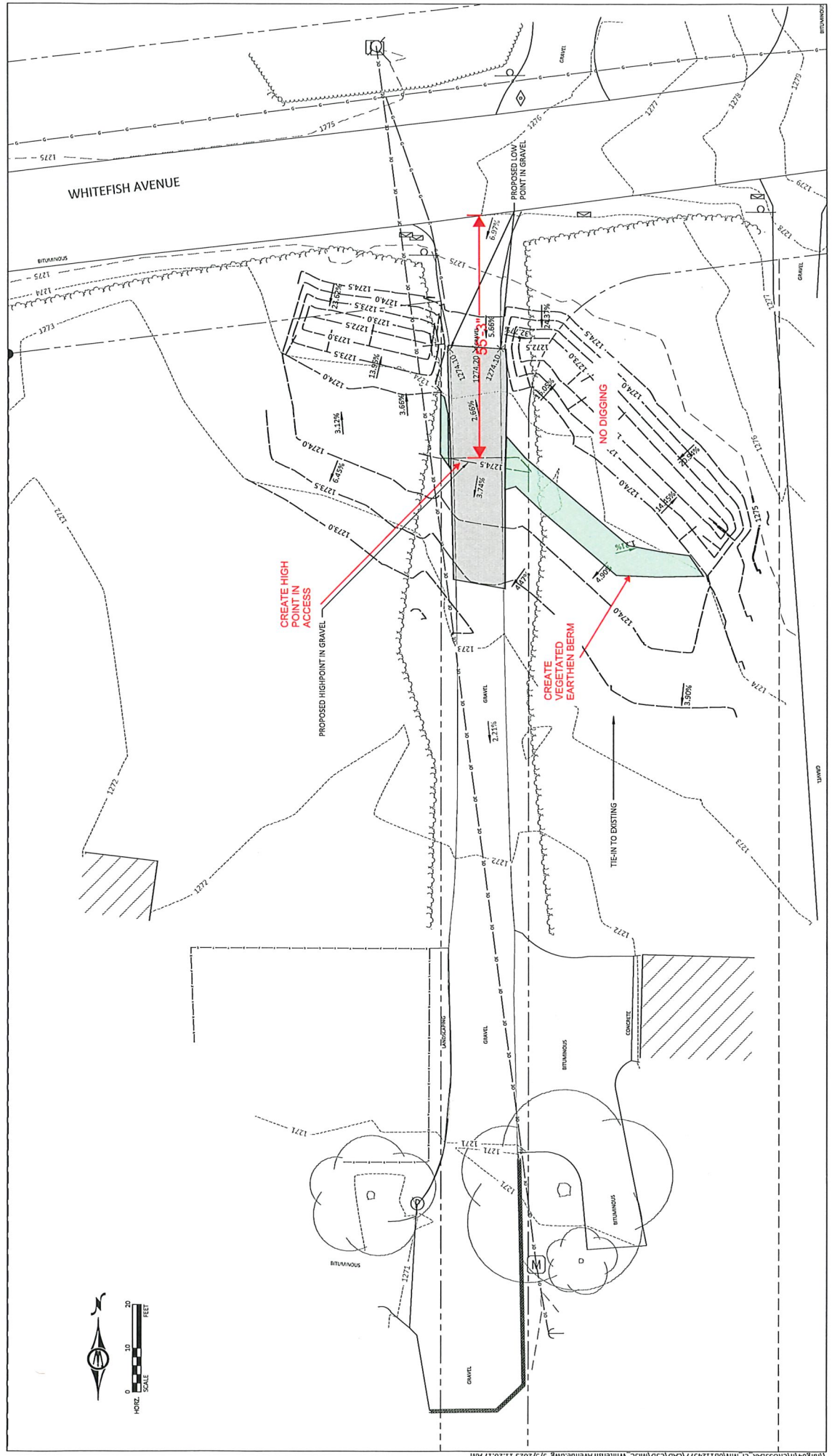
Baxter, MN 56425-8676

Phone: 218-825-0684 ext. 2864

Mobile: 218-821-7265

Bolton-Menk.com

<MISC_Whitefish Avenue Drainage updated Oct 2023.pdf>





**BOLTON
& MENK**

Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

November 2, 2023

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

RE: Engineering Proposal – Road Improvement Plan Year 1

Dear Mike:

With the City Council approving the 5-yr Road Improvement Plan, we have prepared an engineering proposal to assist the City plan and execute those improvements planned for Year 1.

Aggregate Chipseal Improvements – The proposed aggregate chipseal improvements identified for Year 1 encompass about 11.5 miles of City roads at an estimated total cost of about \$400,000. This estimate of cost was based on the City's actual cost from aggregate chipseal work completed by Crow Wing County in 2023. We propose to assist the City partner with Crow Wing County to get this work completed in 2024. The past process has involved submitting the requested aggregate chipseal segment data and location to Crow Wing County by the end of November. The County prepares the bidding package, bids and awards the contract, and handles construction observation and administration. The City would need to complete any crack filling or minor pavement patching prior to the sealcoat work, which generally occurs in the months of July and August.

We propose to assist the City work with the County to prepare the bid package and work with City staff to consider crack fill or patch needs prior to the actual sealcoat work. We understand that the City will not assess for this type of improvement and that the County will handle all construction observation and administration. Our fee to assist the City with the sealcoat improvements for Year 1 is estimated to be \$3,500.

Mill & Overlay Improvements – The proposed mill & overlay improvements identified for Year 1 encompass about 2.6 miles of City roads at an estimated total cost of about \$750,000. This estimate of cost was based on 2023 construction prices. We propose to assist the City partner with Crow Wing County to get this work completed in 2024 as we believe the City will benefit from more competitive construction costs. We understand that the County prefers that the City prepare the plans and submit them to Crow Wing County to include them as part of their construction bid package by the end of December 2023. The County would provide bidding and contract administration services at a cost of 3% of the bid amount. The City would be

Name: Mike Lyonais
Date: November 2, 2023
Page: 2

required to provide construction observation services. The City would need to complete any crack filling or minor pavement patching prior to the mill & overlay work.

We propose to assist the City work with the County to prepare the bid package and work with City staff to consider crack fill or patch needs prior to the actual mill & overlay work. We understand that the County will bid and administer the contract and we will handle construction observation for the City. Our services do not include facilitating the 429 assessment process as we are uncertain if the City intends to pursue that approach. If the City intends to assess the mill & overlay improvements, we will prepare a supplemental proposal for our services and hire a firm to conduct the opinion of market benefit for the proposed improvement area. Our fee to assist the City with the mill & overlay improvements for Year 1 as outlined above is estimated to be \$50,625.

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

Respectfully submitted,
Bolton & Menk, Inc.



Phillip M. Martin, P.E.
Principal Engineer