

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
THURSDAY, JANUARY 8, 2026
3:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Thursday, January 8, 2026 in City Hall. The following Commission Members were present: Tom Swenson, Gordon Wagner, Tim Berg, and Mary Prescott. Dave Schrupp attended via Zoom. Also in attendance were Public Works Director Pat Wehner, City Administrator Lori Conway, City Engineer Phil Martin, Council Liaison Robin Sylvester, and City Clerk Char Nelson.

1. The meeting was called to order at 3:00 P.M. by Tom Swenson.
2. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO APPROVE THE MEETING MINUTES OF DECEMBER 1, 2025. MOTION CARRIED WITH ALL AYES.
3. Michael Rutt and Carla Bainbridge appeared via Zoom to request that Parcel #14160737 be abated from assessment because the road improvement only extended a few feet along this parcel. Tom Swenson stated that he reviewed the information and can understand their request, however, when Brook Street is improved in a couple years, they would have to pay an assessment then. Paying the assessment this year would most likely be less expensive than a few years from now. Mr. Rutt stated that he may not own the lot in a few years, or could be dead in a few years, or could consolidate the lots by then, avoiding the assessment by a loophole in the system. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL THAT PARCEL 14160737 BE REMOVED FROM THE CERTIFIED ASSESSMENT ROLL. MOTION CARRIED 3-2 WITH BERG AND WAGNER OPPOSED.
4. Tom Swenson stated that he spoke with the Mayor regarding Gordy Wagner's next term. Char Nelson stated that she has the history of each appointment and would forward that information to Tom and Gordy.
5. Lori Conway provided an update on the insurance claim with Alex Olson and noted that further investigation is required since there are claims that staff took a phone call during the excavation.
6. Pat Wehner reported that he has not received the cost estimate for the filter repairs at the sewer plant. However, the estimated cost to replace hauling sludge is approximately \$1,000,000. There is no urgency to get this done, but the City should start saving so that the change over can happen in the future.

7. Included in the packet for information was a letter from the City sent to Short-Term Rental owners located on the municipal sewer system, informing them that they will be required to install a city-supplied water meter.
8. Pat Wehner stated that there is no update for requiring developers to seal coat new roads. Char Nelson stated that she could prepare a draft ordinance for the commission to review at their next meeting.
9. Tim Berg asked why there has been overnight parking by the train museum on County Road 66. A discussion ensued regarding whether it was allowed and why residents were parking there. Robin Sylvester stated that she would start asking questions and bring information to the next meeting.
10. Included in the packet for information was a letter dated December 19, 2025 from the County Highway Department Re: 2026 Traffic Investigation Requests.
11. Phil Martin stated that Crow Wing County has informed him that if the City chooses to have a sidewalk added to the east side of County Road 66 in 2028, the cost would be the responsibility of the City. As an alternative, the County would allow the installation of an ADA compliant crosswalk with flashing lights across from Dairy Queen. Phil Martin will bring a cost estimate comparison to the next meeting for a crosswalk versus a sidewalk.
12. The commission agreed to delay the discussion regarding the 5-Year Road Plan to February.
13. Phil Martin reported that he is currently working on the plans for Sunrise Blvd.
14. A letter dated December 11, 2025 from Crow Wing Power regarding tree and brush clearing was included in the packet for information.
15. Phil Martin reported that the archaeological study showed that the proposed trail on County Road 103 would cross over two burial mounds. The City will need to work with the Tribe to avoid these areas.
16. Pat Wehner reported that staff found an issue with the water meter location at Ace Hardware and staff were told that it was the previous owner's mistake and it would not be changed. A MOTION WAS MADE BY GORON WAGNER AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL REQUIRE BUSINESSES TO RELOCATE WATER METERS IF IMPROPERLY INSTALLED SO THAT ALL WATER FLOW IS COLLECTED FOR BILLING PURPOSES. MOTION CARRIED WITH ALL AYES.
Pat Wehner requested to purchase a sander with funds left in the 2025 Budget. A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PURCHASE OF A SANDER IN THE AMOUNT OF \$8,900 WITH MONEY LEFT IN THE 2025 BUDGET. MOTION CARRIED WITH ALL AYES.

Pat Wehner reported that the County would like to close Whipple Drive to through traffic in the future due to safety concerns. This would require installing a gate at the entrance of the road.

Tom Swenson asked if staff were scraping roads while it was warm and Pat Wehner replied that they were.

17. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MARY PRESCOTT TO ADJOURN THE MEETING AT 4:15 P.M. MOTION CARRIED WITH ALL AYES.



Charlene Nelson
City Clerk