

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, OCTOBER 6, 2025
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, October 6, 2025, in City Hall. The following Commission Members were present: Tom Swenson, Mary Prescott & Gordon Wagner. Also in attendance were Public Works Director Pat Wehner & City Engineer Phil Martin.

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

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MARY PRESCOTT TO APPROVE THE MEETING MINUTES FROM SEPTEMBER 2, 2025
THE MOTION WAS CARRIED WITH ALL AYES.

Pat informed the Commission that the filter at the sewer plant was inspected by the engineer, and he is still waiting on receiving a cost estimate for the repairs. We will discuss this again at the November meeting next month.

Pat discussed Simonson Lumber Sewer Connection and mentioned that they are scheduled for installation on October 22, 2025 being done by Schrupp Excavating.

Pat discussed bids for new sewer meters to be installed throughout the city on commercial properties who are currently hooked up with sewer. The first bid from Metron for \$67,605 and the second bid from Transparent Technologies for \$77,130. It was decided that we recommend Metron to replace all the commercial meters currently hooked up with sewer. The meters are currently over 20 years old and need replacement. Each month, there are several meters that are not accurate and/or give estimated readings.

Pat mentioned that there is enough money in the Sewer Operating Fund and the Capital Outlay account to cover the cost of replacing the meters.

A MOTION WAS MADE BY MARY PRESCOTT AND SECONDED BY GORDON WAGNER TO RECOMMEND TO THE CITY COUNCIL THAT WE MOVE FORWARD WITH THE INSTALLATION OF NEW METERS AND ACCEPT THE BID FROM METRON AT A COST OF \$67,605.
THE MOTION WAS CARRIED WITH ALL AYES

6a.

A discussion ensued regarding requiring VRBO's connected to the sewer system to install water meters on their wells as they are running a business.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDON WAGNER TO RECOMMEND TO THE CITY COUNCIL THAT STAFF REVIEW THE SEWER ORDINANCE TO REQUIRE VRBO'S CONNECTED TO CITY SEWER TO INSTALL WATER METERS IN ORDER TO BILL THEM AS A BUSINESS. THE MOTION WAS CARRIED WITH ALL AYES.

Pat discussed an invoice we received from HJC Properties for \$225.00 for reimbursement having to hire Wicks to scope the sewer line in front of Barstock Liquors at 37500 Pioneer Dr for incorrect locating of the sewer hookup. Wicks Advanced Drain Cleaning did not find any sewer tie-ins. Pat had hired Nelson's Sanitation & Rental to come on the following day to complete the work, and Joe Chase didn't want to wait for the next day. Joe was not an authorized employee to hire the work out for a company of his choice to complete the job instead of using the company who Pat had already hired.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TOM SWENSON TO RECOMMEND TO THE CITY COUNCIL THAT THEY NOT APPROVE THIS BILL FOR \$225.00 AS JOE CHASE HIRED WICKS DRAIN CLEANING WHEN PAT HAD ALREADY HIRED NELSON'S SANITATION TO LOCATE THE SEWER SERVICE. THE MOTION WAS CARRIED WITH ALL AYES

Phil discussed the CSAH 3 Speed Study located between Crosslake and Fifty Lakes. After re-evaluation was conducted, the equations resulted in no change to the posted speed limits and will continue use of 55-mph.

Phil discussed a letter written by Carla Tauzell who has property on Sleepy Valley Road and concerns for the unnecessary 2026 Road Improvements. Phil did mention that this road was rated a 6 in 2024 and will stick to the year 3 plan to have this road included in 2026.

Phil discussed the 2026 Bituminous Seal Coat Contract. The County is looking into switching over to micro-surfacing in place of seal coating. The cost is slightly higher at \$3/sq. yd. Phil did mention he is unsure about the durability, but Crow Wing County is recommending Micro-Surfacing. Questions were asked about the studies and how long this will hold up for. Phil will research costs and get information regarding the durability of Micro-Surfacing to share at the November meeting.

Phil discussed the Assessment hearing on 9/24/25 and feels it all went well with only a couple of changes to assessments. He does have one more change in addition to add for Parcel #14090501 at 37127 Blacksmith Place that should have been a secondary assessed at \$1,100 for an easement not the \$2,200. He will have a memo to bring to the City Council for next weeks meeting.

There was one assessment revision on Old Log Landing Parcel #14090576 that was reduced from \$3,850 to \$2,200 to match their assessment from last year. Harbor Lane had an adjustment on one parcel that was changed from \$1,100 to \$0.

Phil has prepared Pay Application 4 for work through September 25, 2025. He also prepared Change Order 1 for \$1,882.20 to address the contractor's claim for lost timber value. He also mentioned that we had agreed with property owners that there would be limited damage or trees taken down. The Power Company took down trees which the contractor planned to salvage as saw logs. Phil estimated that the construction cost will come in at around \$18,000 less than the bid.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TOM SWENSON TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF PAY REQUEST #4 AND CHANGE ORDER #1 IN THE AMOUNT OF \$1,882.20 FOR CONTRACTOR'S CLAIM FOR LOST TIMBER VALUE.
THE MOTION WAS CARRIED WITH ALL AYES.

Phil gave an update for Private Development Roads and turning their roads over to the city. Grand Review would like to turn the road over to the city now but the pavement which was laid down in 2023 has not been seal coated. Phil mentioned that generally if the road has been paved, the following year it should be seal coated. If the city takes over this road now, it will cost the city \$11,000 to have it chip sealed. The road was up to city standards a year ago but should have been seal coated. There are a few items that will need to be done before we can bring it to the council. After discussion, it was decided that we get back to Dan Miller on the list of items of work that needed to be done before we bring it to the Council.

We should have Developer guidelines that need to be followed before new roads can be brought to the city for acceptance. A discussion ensued as to whether Developers should be required to either chipseal the road the year after it is paved before the city would accept the road for future maintenance or whether the city should require payment of the estimated cost of chip sealing the road. Staff will discuss this with Planning & Zoning and work on having the ordinance amended. A request was made that Lori (City Administrator) attend next month's meeting for more discussion.

Phil discussed year-3 Road improvements and that soil borings were completed last week but he hasn't seen any results from those yet. Soil borings testing tells us how much existing pavement is currently left on the roads and the condition of the sub-base. Completion of year 3 (2026) totals are as follows.

Chip Sealcoat \$250,596, Bituminous Overlay \$419,133 and if we consider adding Harbor Lane to year-3 for chip sealcoat \$28,682 bringing the total project to \$698,411.

Phil gave an update on the 5-year road plan and discussion was made on moving some roads around due to lower ratings. Generally, staying near or under \$1M for each improvement year. Do we want to develop a new 5-year plan or add year-6 and year-7.

Phil presented a recap report and mentioned the purpose of this report is to put together the graphics in a map to get what roads are in a plan and in agreement. More discussion to follow at next month's November meeting.

Phil reviewed the county letter for CSAH 66 Bridge over Daggett Brook during the summer of 2026 and the plans are near completion. Sidewalk repair, panel installation and guardrail replacement will

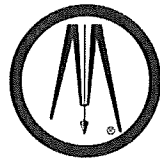
be completed in the final design phase. He also discussed the county letter regarding their plan to resurface CSAH 66 between Bald Eagle Drive and Log Landing in the summer of 2028 along with extending the sidewalk on the east side. Pat will speak to the county.

Discussion on Other Business-

- Phil will break out the amounts for the Curb Cuts at Barstock & Loon Center.
- Pat asked if there are any concerns at the Roundabout-The County replaced the shrubs, and our warranty/2-year guarantee is over. No other concerns.
- Bio-Solids Study- Pat said there are no new issues and John is currently working on the study
- Mad Rabbit Sewer Claim-what are the next steps to collect for this claim.

A MOTION WAS MADE BY MARY PRESCOTT AND SECONDED BY TOM SWENSON TO ADJOURN THE MEETING AT 5:43 P.M.
A MOTION WAS CARRIED WITH ALL AYES.

Sharyl Murphy
Deputy Clerk/City Treasurer



BOLTON & MENK

Real People. Real Solutions.

MEMORANDUM

Date: October 30, 2025
To: Pat Wehner, Public Works Director
From: Phil Martin, PE
Subject: Update for November 3, 2025 Public Works Meeting

Year 2 Road Improvements

All work is completed. We have not received the final cost information from the County to my knowledge.

During this road improvement, the City coordinated with the new Barstock and Loon Center development parcels to add driveway access curb openings prior to the City paving project so that the new bituminous pavement would not be damaged or patched. The contractor agreed to do the work at their bid unit prices and each property agreed to pay for the added cost.

Based on the quantities we measured, the following costs were determined for each property:

Barstock Curb Improvements - \$4,275.96

Two 30-foot wide driveway openings on Pioneer Drive

Loon Center Curb Improvements – 17,525.29

One 30-foot wide driveway opening with sidewalk replacement on Swann Drive

One 30-foot wide driveway opening and one 5-foot wide pedestrian cross on Pioneer Drive

Year 2 Additions for Pending Business Access

29-Oct-25

		Qty	Units	D/W opening	Units	Sidewalk	Units		
Sidewalk ADA	Swann Dr Loon Center	86	Lin Ft	30	Lin Ft	56	Lin Ft		
Sidewalk ADA	Pioneer Dr Loon Center	63	Lin Ft	30	Lin Ft				
Crossing ADA	Pioneer Dr Loon Center	18	Lin Ft	5	Lin Ft				
	Pioneer Dr Barstock (2)	89	Lin Ft	30	Lin Ft				
				Pioneer Dr Barstock		Pioneer Dr Loon Center		Swann Dr Loon Center	
Construction item		Unit	Unit Cost	Qty	Total	Qty	Total	Qty	Total
Remove Curb		Lin Ft	\$ 10.00	89	\$ 890.00	81	\$ 810.00	86	\$ 860.00
Remove Bit		Sq Yd	\$ 5.00	19.8	\$ 98.89	18.0	\$ 90.00	19.1	\$ 95.56
Remove SW		Sq Ft	\$ 10.00	0	\$ -	0	\$ -	430	\$ 4,300.00
Bit Patch		Sq Yd	\$ 10.50	19.8	\$ 207.67	18.0	\$ 189.00	19.1	\$ 200.67
New D/W Curb		Lin Ft	\$ 34.60	89	\$ 3,079.40	81	\$ 2,802.60	86	\$ 2,975.60
4" Concrete Walk		Sq Ft	\$ 12.25	0	\$ -	0	\$ -	280	\$ 3,430.00
6" Conc D/W pvmnt		Sq Yd	\$ 106.10	0	\$ -	0	\$ -	16.7	\$ 1,771.87
					\$ 4,275.96		\$ 3,891.60		\$ 13,633.69

Barstock Total \$ 4,275.96

Loon Center Total \$ 17,525.29

Harbor Lane Improvements

The construction work is complete. We are waiting for turf establishment to reach the appropriate level at which point we can close out the project.

Private Development Roads– Below are general updates for property development that has expressed an interest in turning over their road to the City:

- River Trail Road (Cunningham) – No update.
- Grand Review (Miller) – No update
- CSAH 3 Frontage Rd (Miller) – City to review ordinance language regarding condition of acceptance when road sits for period of time. Below is previous month's update.

Dan Miller requested City take over the road. We reviewed construction in 2023. The road was constructed to City standard. I reviewed the road in September 2025 and noted comments to Pat. Based on our review, we believe the City Council can consider taking over the road. We would recommend that the following be completed before acceptance:

- *Fill the crack in the pavement over the westerly culvert crossing.*
- *Add a stop sign.*
- *Additional City Consideration. Normally City does chip sealcoat the year after paving is completed. This road is not in the 5-yr plan so it could not have a chip sealcoat as part of the City/County partnership until it was part of an updated 5-yr plan. If the plan is revised, it could be added as early as the summer of 2026 but more likely the summer of 2027. The City has seen a cost of \$3.10/SY of chip sealcoat when partnering with the County. The total area is about 3,600 SY which would amount to \$11,160.*

Year 3 Road Improvements – Soil borings were completed and show variable pavement depth. Below is a summary showing road segment, existing pavement, and proposed improvement. We will have plans completed by the end of November.

Year 3 Soil Boring Summary

	Road Segment	Soil Boring - Existing		Improvement
		Bit, inch	Agg, inch	
336-010	Bonnie Lakes Trl	2.25	6	1.5" Overlay
463-010	Pine Bay Dr	7.5	0	1.5" Mill & Overlay
465-020	Pine Bay Tr	4	0	1.5" Mill & Overlay
465-030	Pine Bay Tr	8	0	1.5" Mill & Overlay
477-020	Red Pine Drive			1.5" Overlay
477-030	Red Pine Rd	2	7	1.5" Overlay
498-010	Shamrock Rd	2	2	1.5" Overlay
498-020	Shamrock Rd			1.5" Overlay
464-010	Shores Dr	2	8	1.5" Overlay
499-010	Shores Dr	2.5	9	1.5" Overlay
501-010	Sleepy Valley Rd	2	3	1.5" Overlay
521-010	Tamarack La	2.5	10	1.5" Overlay
548-010	Wolf Tr	3	6	1.5" Overlay
334-010	Bonnie Lakes La	2	10	1.5" Overlay
334-020	Bonnie Lakes La			1.5" Overlay
465-010	Pine Bay Tr	2	6	1.5" Overlay
523-030	Tamarack Rd	3.5	9	1.5" Overlay
523-040	Tamarack Rd			1.5" Overlay
524-010	Tamarack Tr	2	4	1.5" Overlay
530-010	Velvet La	1.5	2.5	1.5" Overlay

Based on the original 5-yr Road Improvement Plan segments and anticipated construction cost, we estimate the following cost for Year 3 (2026) Road Improvements:

10b.

	Chip Sealcoat	Bituminous OL
Year 3 (2026)	\$ 250,596.38	\$ 419,132.87

We discussed amending Year 3 to bring forward some segments. That will be further discussed under the 5-yr Plan Update section below.

5-yr Road Plan Update –Below is a summary of the remaining pavement preservation by year and beyond of the original plan with some seal coat additions for Harbor Lane and two earlier planned sealcoat segments that were pulled out at the time.

	Chip Sealcoat		Bituminous OL		Total
	Original	Add	Original	Add	
Year 3 (2026)	\$ 250,596.38	\$ 28,682.04	\$ 419,132.87		\$ 698,411.29
Year 4 (2027)	\$ 209,966.37		\$ 266,772.36		\$ 476,738.73
Year 5 (2028)	\$ 201,779.81		\$ 421,601.43		\$ 623,381.24
Total	\$ 662,342.56	\$ 28,682.04	\$ 1,107,506.66	\$ -	\$ 1,798,531.26
			Bituminous OL		
Not in 5 Yr Plan			\$ 1,188,973.95		

At the last meeting we discussed moving some later year segments forward since the originally planned improvements were estimated to be less than the \$1,000,000 per year plan goal. Below is a summary of a scenario we developed that more closely meets that goal. *(Additional information is attached)*

5-Yr Road Plan (2024-2028) Status modified - October 30, 2025					
	Chip Sealcoat		Bituminous OL		Total
	Original	Add	Original	Add	
Year 1 (2024) est	\$ 288,000.00		\$ 270,000.00		\$ 558,000.00
Year 2 (2025) est	\$ 91,609.26		\$ 1,341,834.45		\$ 1,433,443.71
Year 3 (2026)	\$ 250,596.38	\$ 36,901.78	\$ 419,132.87	\$ 426,069.12	\$ 1,132,700.16
Year 4 (2027)	\$ 212,944.62	\$ 152,979.47	\$ 266,772.36	\$ 354,811.03	\$ 987,507.48
Year 5 (2028)	\$ 211,681.72	\$ 184,202.71	\$ -	\$ 694,468.71	\$ 1,090,353.14
Total	\$ 1,054,831.99	\$ 374,083.96	\$ 2,297,739.68	\$ 1,475,348.87	\$ 5,202,004.49

Please note the following information regarding years 3 thru 5.

- Year 3 includes the sealcoat adds previously discussed and assumes that the City move up from Year 5 Wilderness Trail and Sugarloaf Road for overlay and complete the petitioned Sunrise Blvd FDR/recon project. Sunrise Blvd is not currently listed in the original 5-yr Road Improvement Plan.
- Year 4 sealcoat includes Anchor Point Rd segments which were scheduled in Year 1 but not completed, the Year 3 overlay segments added and Year 3 Sunrise Blvd. Year 3 overlay assumes that the City move up from Year 5 Brita Lane, Gendreau Rd, Greer Lake Rd, Pineview Lane, Shafer Rd for overlay, and moves up the remaining Shafer Rd segment for FDR/Recon. The Shafer Rd segments were not in the original 5-yr Road Improvement Plan.
- Year 5 sealcoat includes Manhattan Point Blvd segments which were scheduled in Year 1 but not completed, the Year 4 overlay segments added and Shafer Rd improvement segments. Year 5 overlay assumes that the City adds most of the remaining segments that were rated 5 but not in the original 5-yr Road Improvement Plan.

10c.

Year 3 2026 adds	Sealcoat		Bituminous OL move up from Year 5	
Harbor Lane	\$ 28,682.04		Wilderness Tr	\$ 71,866.67 <i>rated 5</i>
White Oak Drive ?	\$ 5,268.22		Wilderness Tr	\$ 120,376.67
Allen Ave ??	\$ 2,951.52	\$ 36,901.78	Sugarloaf Rd	\$ 14,175.05 <i>rated 5</i>
			Sugarloaf Rd	\$ 13,829.57
			Sunrise Blvd (Ptn)	\$ 205,821.17 \$ 426,069.12

Year 4 2027 adds	Sealcoat		Bituminous OL move up from Year 5	
Wilderness Tr	\$ 21,217.78		Brita Lane	\$ 21,184.87
Wilderness Tr	\$ 35,539.78		Gendreau Rd	\$ 37,436.37
Sugarloaf Rd	\$ 4,185.01		Greer Lake Rd	\$ 54,075.00
Sugarloaf Rd	\$ 4,083.02		Greer Lake Rd	\$ 55,578.08
Anchor Point Rd	\$ 40,280.37		Pine View La	\$ 17,155.79
Anchor Point Rd	\$ 6,632.79		Pine View La	\$ 15,923.37
Anchor Point Rd	\$ 14,704.38		Shafer Rd OL	\$ 66,721.78 <i>5 rated</i>
Anchor Point Rd	\$ 12,157.56		Shafer Rd FDR	\$ 86,735.78 \$ 354,811.03
Sunrise Blvd	\$ 14,178.79	\$ 152,979.47		

Year 5 2028 adds	Sealcoat		Bituminous OL	
Manhattan Point Blvd	\$ 73,130.13		1st St	\$ 6,844.84
Manhattan Point Blvd	\$ 25,951.42		2nd St	\$ 7,435.49
Brita Lane	\$ 6,254.58		Anchor Point Rd	\$ 31,532.86
Gendreau Rd	\$ 11,052.64		Antler Rd	\$ 36,472.31
Greer Lake Rd	\$ 15,965.00		Buckskin La	\$ 19,240.67
Greer Lake Rd	\$ 16,408.77		Dancing Bear Dr	\$ 65,823.49
Pine View La	\$ 5,065.04		Duckwood Tr	\$ 50,343.86
Pine View La	\$ 4,701.18		E Shore Cir	\$ 5,266.55
Shafer Rd OL	\$ 19,698.81		East Shore Road	\$ 42,840.00
Shafer Rd FDR	\$ 5,975.13	\$ 184,202.71	Ginsing Patch Rd	\$ 24,266.67
			Gordon Cir	\$ 16,220.82
			Ivy La	\$ 21,543.39
			Ivy La	\$ 6,160.00
			Kimberly Rd	\$ 88,328.50 <i>5 rated</i>
			Moccasin Dr	\$ 28,572.86
			Northern Terrace	\$ 36,377.07
			Red Oak Cir	\$ 17,085.94
			Rush La	\$ 9,870.00
			Scenic Ct	\$ 9,887.20
			Sequoia Dr	\$ 6,774.98
			Silver Peak Rd	\$ 11,401.41
			Staley La	\$ 32,346.49
			Tamarack Rd	\$ 44,100.00
			Whipple Dr	\$ 45,748.12
			White Oak Dr	\$ 29,985.21 \$ 694,468.71

Bituminous OL Not in 5 Yr Plan \$ 1,188,973.95

10d.

Year 6 2029 adds	Sealcoat		Bituminous OL	
1st St	\$ 2,020.86		Ox Lake Lndg	\$ 73,855.92
2nd St	\$ 2,195.24		Ox Lake Lndg	\$ 93,890.23
Anchor Point Rd	\$ 9,309.70		Ox Lake Lndg	\$ 6,796.57
Antler Rd	\$ 10,768.01		Gould Street	\$ 8,353.30
Buckskin La	\$ 5,680.58		Ivy Tr	\$ 2,214.88
Dancing Bear Dr	\$ 19,433.60		Manhattan Dr	\$ 7,985.99
Duckwood Tr	\$ 14,863.43		Milinda Shores Rd	\$ 9,417.46
E Shore Cir	\$ 1,554.89		Ojibway Circle	\$ 5,493.44
East Shore Road	\$ 12,648.00		Ostlund Ave	\$ 25,286.80
Ginsing Patch Rd	\$ 7,164.44		Sandra Rd	\$ 16,893.82
Gordon Cir	\$ 4,789.00		Sleepy Valley Rd	\$ 19,112.16
Ivy La	\$ 6,360.43		Twin Bay Dr	\$ 21,205.49
Ivy La	\$ 1,818.67		Big Pine Trail	\$ 137,277.41
Kimberly Rd	\$ 26,077.94		FDR/Recon	
Moccasin Dr	\$ 8,435.80			
Northern Terrace	\$ 10,739.90			
Red Oak Cir	\$ 5,044.42			
Rush La	\$ 2,914.00			
Scenic Ct	\$ 2,919.08			
Sequoia Dr	\$ 2,000.23			
Silver Peak Rd	\$ 3,366.13			
Staley La	\$ 9,549.92			
Tamarack Rd	\$ 13,020.00			
Whipple Dr	\$ 13,506.59			
White Oak Dr	\$ 8,852.78	\$ 205,033.62		

5 rated

6 rated

\$ 290,506.06

5 rated

Need to add FDR/Recon segments

Year 7 2030 adds	Sealcoat		FDR/Recon	
Ox Lake Lndg	\$ 21,805.08			
Ox Lake Lndg	\$ 27,719.97			
Ox Lake Lndg	\$ 2,006.61			
Gould Street	\$ 2,466.21			
Ivy Tr	\$ 653.92			
Manhattan Dr	\$ 2,357.77			
Milinda Shores Rd	\$ 2,780.39			
Ojibway Circle	\$ 1,621.87			
Ostlund Ave	\$ 7,465.63			
Sandra Rd	\$ 4,987.70			
Sleepy Valley Rd	\$ 5,642.64			
Twin Bay Dr	\$ 6,260.67			

Need to add FDR/Recon segments

Need to add Year 6 FDR/Recon segments



DRAFT

Sunrise Boulevard Improvements

City of Crosslake

Preliminary Engineering Report

BMI Project No. 25X.140367

Submitted by:
Bolton & Menk, Inc.
7656 Design Road, Suite 200
Baxter, MN 56425
P: 218-825-0864
F: 218-825-0685

Certification

Preliminary Engineering Report

for

Sunrise Boulevard Improvements

City of Crosslake, Minnesota

25X.140367

October 31, 2025

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:



Phillip M. Martin, P.E.

License No. 25378

Date:

October 31, 2025

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Appendix

- Appendix A: Project Location map
- Appendix B: Existing Conditions
- Appendix C: Geotechnical Investigation
- Appendix D: Estimated Project Cost

I. PROJECT INTRODUCTION

A. PROJECT INITIATION

Minnesota State Statutes, Chapter 429 allows for two methods of initiating a project. The first is through a petition by at least 35 percent of the affected property owners. This petition includes a description of the desired improvements, (i.e., road improvements, watermain, sanitary sewer, sidewalk, lighting, etc.). It is then signed by at least 35 percent of the affected property owners and sent to the city staff for consideration.

The second initiation process is through council direction. In this instance, the acceptance of the Feasibility Study and request for plans and specification requires a “super majority” or “4/5” vote.

This Preliminary Engineering Report has been prepared at the request of the City of Crosslake to consider proposed improvements, referred to as the Sunrise Boulevard Improvements. These improvements were petitioned by at least 35% of the affected property owners

The map in Appendix A depicts the project location and Appendix B shows the existing conditions of the area of the proposed improvement.

II. EXISTING CONDITIONS

A. SANITARY SEWER

There are no existing municipal sanitary sewer utilities within the proposed project area.

B. WATERMAIN

There are no existing municipal water supply or distribution utilities within the proposed project area.

C. STORM SEWER

There is no existing storm sewer collection pipe system within the proposed improvement area. Existing drainage occurs adjacent to the pavement on vegetated areas.

D. STREET

The existing paved street varies in width from 19 to 20 feet. Shallow pavement borings were completed in three locations as shown in Appendix C. The results of those borings are provided below.

Boring	Bituminous	Aggregate	Subgrade
SB-1	2.5 inches	2.0 inches	SP – Sand, brown
SB-2	4.0 inches	None	SP – Sand, brown
SB-3	3.5 inches	None	SP – Sand, brown

There is an indication of ditching for drainage adjacent to the west side of the road. The east side of the road has mostly manicured lawns up tight to the road edge without a defined ditch. Stormwater generally drains off the pavement and into the ditch or into the manicured lawns where water can soak into the ground. There is indication that in two locations where water cannot get off the road. In these locations the pavement has

deteriorated and is showing signs of alligator cracking.

The road serves 19 developed properties with 15 paved, 2 concrete, and 1 aggregate driveways. There are 9 mailboxes along the roadway of which 7 are not swing type post installations that will need to be replaced or a waiver will need to be provided to salvage and replace the existing non-swing type installations.

E. RIGHT- OF WAY

The Right of Way of the street within the proposed improvement area is 66 feet wide.

III. PROPOSED IMPROVEMENTS

A. DRAINAGE

No storm sewer improvements are planned. A shallow swale adjacent to the road will be constructed in areas where water currently sits on the road. Mild ditching will be provided where appropriate to follow the existing drainage pattern in the area.

B. STREET

Street will be reconstructed to a 20-foot-wide paved surface. Since borings show a lack of aggregate base for structural support and drainage, supplemental aggregate base will be added prior to paving. The lack of existing aggregate base indicates the existing roadway will require excavation and material removal to provide space for the new street construction section. The proposed reconstruction section will be 3.5" inches of bituminous pavement and 6 inches of class 5 aggregate base. An aggregate or vegetated shoulder will be constructed adjacent to the pavement edge. Mild ditching will be provided where appropriate to follow the existing drainage pattern in the area.

No tree removal is anticipated with the proposed improvements.

C. RIGHT- OF WAY

All proposed improvements will be completed within the existing right-of-way.

IV. ESTIMATED COSTS

The table below summarizes the cost estimate for the proposed improvements. The breakout of this estimate can be found in Appendix D. The costs represented in this section are based on projects similar in nature and are subject to change. A construction contingency factor of 20% has been included to account for the preliminary nature of the study, construction items not included, and variances in unit prices. Costs to account for the anticipated engineering and surveying fees associated with the project have been included in the estimated costs.

Costs associated with reconstruction are proposed to be assessed based on the City's assessment policy to the benefiting properties. There are 22 properties identified with 19 developed and 3 vacant. Assuming the June 2024 benefit range is followed, the assessment would be as follows. Based on the June 2024 opinion of market benefit information the City obtained for reconstruction on Harbor Lane, the benefit range would be as follows:

- \$6,000 - \$10,000 per lot SF Residential lot
- \$5,000 - \$9,000 per vacant lot

ESTIMATED PROJECT COSTS

Improvement Category	Total Cost	Assessable Cost
Street Reconstruction	\$ 294,000	TBD
Low Range (\$6,000/SF Res; \$5,000/vacant lot)		\$129,000
High Range (\$10,000/SF Res; \$9,000/vacant lot)		\$217,000

V. FUNDING

Project costs for street improvements can be assessed to the benefiting properties according to the City's assessment policy and Minnesota State Statute Chapter 429. If the City chooses to follow the Chapter 429 process, particular attention should be given to assessable cost versus anticipated property benefit to avoid potential legal challenges. In the past, the City has assessed for overlay improvements and reconstruction improvements. The most recent assessment for street reconstruction occurred with the Harbor Lane Improvements based on an opinion of market benefit analysis. That analysis indicated a reconstruction market benefit range from \$6,000 to \$10,000 per buildable single family residential lot and \$5,000 to \$9,000 for a vacant single family lot.

The City can also choose to pay for the improvements using the City general funds. In so doing, the cost for the improvement would be spread amongst all property tax paying residents rather than just the properties directly benefited. This approach would be inconsistent with recent improvement funding.

VI. CONCLUSION

The proposed improvements will benefit the adjacent properties by replacing the existing deteriorated pavement.

Bolton & Menk, Inc. recommends that the City Council approve this report, schedule/conduct an improvement hearing per the Chapter 429 process, and order preparation of final plans and specifications if the Council supports the improvements as proposed. In determining the financial feasibility, the City should determine the appropriate assessment level that is equitable, fair, and defensible if challenged by appeal.

Appendix A: Project Location map

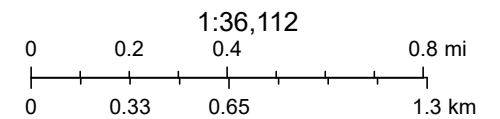
Appendix A: Project Location Map



10/31/2025, 10:58:55 AM

 City Limits

 **Project Location**



Vantor, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

City Of Crosslake
Source: City of Crosslake, Crow Wing County, Esri, MnDNR, MnDot

Appendix B: Existing Conditions



Appendix C: Geotechnical Investigation



INDEPENDENT TESTING TECHNOLOGIES

337 31st Avenue South • Waite Park, MN 56387 • (320) 253-4338 • www.independenttestingtech.com

October 15, 2025

Mr. Phil Martin, PE
Bolton & Menk, Inc.
7656 Design Road, Suite 200
Baxter, MN 56425

Re: 25-349 Report of Geotechnical Investigation
 Sunrise Boulevard Improvements
 Crosslake, Minnesota

Dear Mr. Martin,

As requested by you, we recently conducted three shallow borings on Sunrise Boulevard in Crosslake, Minnesota. The purpose of our borings was to provide information about the existing pavement and aggregate base thicknesses and subgrade soil types for rehabilitating the existing roadway.

On September 30, 2025, we conducted three (3) shallow soil borings through the existing pavement at locations indicated to us by you. The locations are approximately as shown on the attached boring location plan. The borings were advanced to depths of two (2) feet using a 6-inch auger. The pavement and aggregate thicknesses were measured in the side of the borehole after drilling. Samples were obtained from beneath the aggregate base for visual- manual classification in accordance with ASTM D2488.

Groundwater levels were noted during drilling and immediately after completion. The holes were backfilled with auger cuttings. Some settlement of the bore holes may be expected. The borings were conducted with a truck mounted CME-45 drill rig.

The following table shows the depth of bituminous and aggregate in each boring and the subgrade soil types:

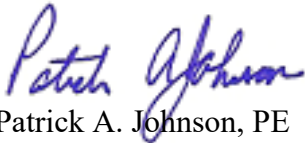
Boring	Bituminous	Aggregate	Subgrade
SB-1	2.5 inches	2.0 inches	SP- Sand, brown.
SB-2	4.0 inches	None	SP- Sand, brown.
SB-3	3.5 inches	None	SP- Sand, brown.

This report represents the result of our subsurface investigation and is based on information gathered at specific locations. Subsurface conditions can change a great deal over short horizontal distances. Also, the actual interface between strata will likely be a gradual transition rather than an abrupt change as represented on the boring logs.

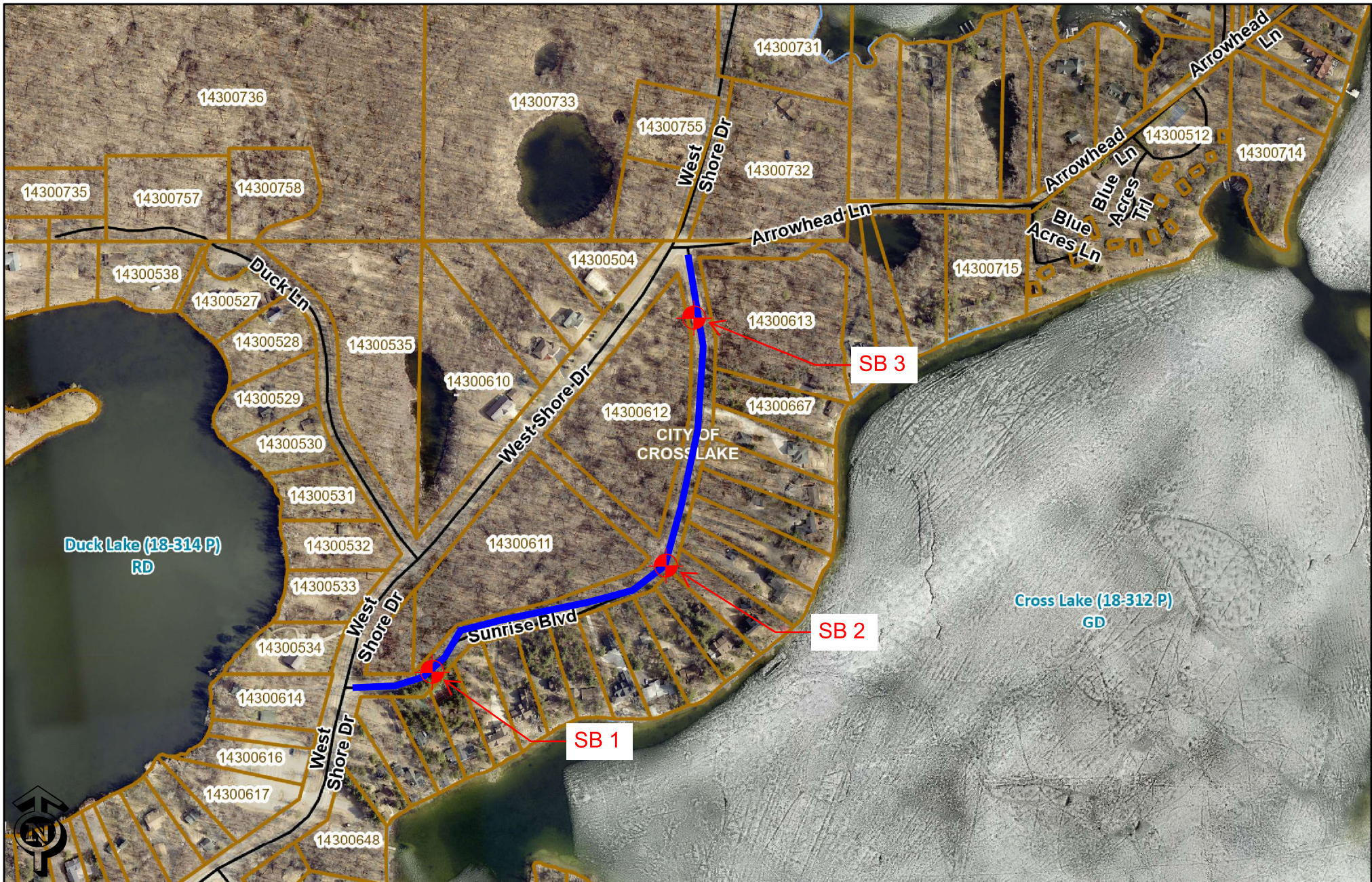
Geotechnical engineering is based extensively on opinion. Therefore, the data contained in this report should be used as a guide, and we recommend that construction monitoring be performed by a qualified geotechnical engineer or technician. Any changes in the subsurface conditions from those found during this geotechnical exploration should be brought to the attention of a soils engineer.

Mr. Martin, it has been our pleasure to be of service to you on this project. Please feel free to contact us if you have any questions.

Sincerely,



Patrick A. Johnson, PE
MN License # 22037



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.

Sunrise Boulevard

Date: 8/14/2025 Time: 8:34 AM

Appendix D: Estimated Project Cost

ENGINEER'S ESTIMATE

Sunrise Boulevard Improvements
City of Crosslake
BMI PROJECT NO. 25X140367000

**BOLTON
& MENK**

Real People. Real Solutions.

Date: 10/30/2025

Item No.	MnDOT Spec No.	Item	Notes	Estimated Quantity	Unit	Unit Price	Total Amount
BASE BID							
1	2021.501	MOBILIZATION		1	LUMP SUM	\$10,000.00	\$10,000.00
2	2104.504	REMOVE BITUMINOUS PAVEMENT		4500	SQ YD	\$4.00	\$18,000.00
3	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		70	SQ YD	\$8.00	\$560.00
4	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT		70	SQ YD	\$10.00	\$700.00
5	2105.607	COMMON EXCAVATION (P) (EV)		910	CU YD	\$18.00	\$16,380.00
6	2118.507	AGGREGATE SURFACING (CV) CLASS 1		90	CY YD	\$45.00	\$4,050.00
7	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)		910	CU YD	\$35.00	\$31,850.00
8	2231.604	BITUMINOUS DRIVEWAY PATCH		70	SQ YD	\$40.00	\$2,800.00
9	2357.506	BITUMINOUS MATERIAL FOR TACK COAT		230	GALLON	\$3.00	\$690.00
10	2360.509	TYPE SP 12.5 NON WEARING COURSE MIX (2,C) (2.0" THICK)		550	TON	\$75.00	\$41,250.00
11	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (1.5" THICK)		420	TON	\$80.00	\$33,600.00
12	2531.504	6" CONCRETE DRIVEWAY PAVEMENT		70	SQ YD	\$150.00	\$10,500.00
13	2540.602	MAIL BOX SUPPORT		9	EACH	\$150.00	\$1,350.00
14	2563.601	TRAFFIC CONTROL		1	LUMP SUM	\$2,500.00	\$2,500.00
15	2573.501	STABILIZED CONSTRUCTION EXIT		1	LUMP SUM	\$2,500.00	\$2,500.00
16	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER		250	LIN FT	\$5.00	\$1,250.00
17	2574.507	COMMON TOPSOIL BORROW		200	CU YD	\$40.00	\$8,000.00
18	2575.501	TURF ESTABLISHMENT		1	LUMP SUM	\$10,000.00	\$10,000.00

ESTIMATED BASE BID TOTAL: \$195,980.00

SUBTOTAL: \$195,980.00

20 % CONTINGENCY: \$39,200.00

TOTAL ESTIMATED CONSTRUCTION COST: \$235,180.00

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING (25%): \$58,800.00

TOTAL ESTIMATED PROJECT COST: \$293,980.00

Sharyl Murphy

From: Phil Martin <Phillip.Martin@bolton-menk.com>
Sent: Monday, November 3, 2025 11:12 AM
To: Sharyl Murphy; Patrick Wehner; Robin Sylvester
Cc: tomswen@crosslake.net; dschrupp@crosslake.net; kody10wagner@hotmail.com; tim_berg220@msn.com; Mary Prescott
Subject: RE: Packet
Attachments: Modified table 5 yr Plan Nov 2025.pdf; Updated 2023 Crosslake Pavement Ratings Map Year 3 with Adds October 2025.pdf

Additional information to consider for Year 3, 4, and 5 as we discuss moving original Year 5 segments up to Year 3 and Year 4.

Attached is an updated summary table and an updated Original Year 3 map that showed the locations of planned sealcoat segments, mill & overlay segments, and added improvement segments proposed.

My plan is to continue to discuss with the PW Committee modifications to the original remaining Years 3, 4, and 5 and to build Year 6 (2029) and Year 7 (2030).

For the PW Committee meeting today, I would like the Committee to recommend to the Council any modifications for Year 3 so we can notify the County of our sealcoat and pavement improvements scope as they have requested. As proposed, Year 3 would have an estimated total of about \$282,000 for sealcoat and about \$850,000 in pavement mill & overlay for a total of about \$1,100,000.



Phil Martin, PE (MN)
Municipal Practice Leader | Principal
Bolton & Menk, Inc.

☎ [\(218\) 821-7265](tel:(218)821-7265)

From: Sharyl Murphy <smurphy@cityofcrosslake.org>
Sent: Thursday, October 30, 2025 3:26 PM
To: Phil Martin <Phillip.Martin@bolton-menk.com>; Patrick Wehner <pwehner@cityofcrosslake.org>; Robin Sylvester <rsylvester@cityofcrosslake.org>
Cc: tomswen@crosslake.net; dschrupp@crosslake.net; kody10wagner@hotmail.com; tim_berg220@msn.com; Mary Prescott <maryaprescott@msn.com>
Subject: Packet

*** WARNING: This email is from outside the company. Proceed with Caution***

5-Yr Road Plan (2024-2028) Status modified - October 30, 2025

	Chip Sealcoat		Bituminous OL		Total
	Original	Add	Original	Add	
Year 3 (2026)	\$ 250,596.38	\$ 31,633.56	\$ 419,132.87	\$ 426,069.12	\$ 1,127,431.94
Year 4 (2027)	\$ 212,944.62	\$ 152,979.47	\$ 266,772.36	\$ 354,811.03	\$ 987,507.48
Year 5 (2028)	\$ 211,681.72	\$ 184,202.71	\$ -	\$ 712,312.68	\$ 1,108,197.11

Year 3 2026 adds	Sealcoat		Bituminous OL move up from Year 5		
Harbor Lane	\$ 28,682.04		Wilderness Tr	\$ 71,866.67	rated 5
Allen Ave ??	\$ 2,951.52	\$ 31,633.56	Wilderness Tr	\$ 120,376.67	
			Sugarloaf Rd	\$ 14,175.05	rated 5
			Sugarloaf Rd	\$ 13,829.57	
			Sunrise Blvd (Ptn)	\$ 205,821.17	\$ 426,069.12

Year 4 2027 adds	Sealcoat		Bituminous OL move up from Year 5		
Wilderness Tr	\$ 21,217.78		Brita Lane	\$ 21,184.87	
Wilderness Tr	\$ 35,539.78		Gendreau Rd	\$ 37,436.37	
Sugarloaf Rd	\$ 4,185.01		Greer Lake Rd	\$ 54,075.00	
Sugarloaf Rd	\$ 4,083.02		Greer Lake Rd	\$ 55,578.08	
Anchor Point Rd	\$ 40,280.37		Pine View La	\$ 17,155.79	
Anchor Point Rd	\$ 6,632.79		Pine View La	\$ 15,923.37	
Anchor Point Rd	\$ 14,704.38		Shafer Rd OL	\$ 66,721.78	5 rated
Anchor Point Rd	\$ 12,157.56		Shafer Rd FDR	\$ 86,735.78	\$ 354,811.03
Sunrise Blvd	\$ 14,178.79	\$ 152,979.47			

Year 5 2028 adds	Sealcoat		Bituminous OL		
Manhattan Point Blvd	\$ 73,130.13		White Oak Dr	\$ 17,843.97	
Manhattan Point Blvd	\$ 25,951.42		1st St	\$ 6,844.84	
Brita Lane	\$ 6,254.58		2nd St	\$ 7,435.49	
Gendreau Rd	\$ 11,052.64		Anchor Point Rd	\$ 31,532.86	
Greer Lake Rd	\$ 15,965.00		Antler Rd	\$ 36,472.31	
Greer Lake Rd	\$ 16,408.77		Buckskin La	\$ 19,240.67	
Pine View La	\$ 5,065.04		Dancing Bear Dr	\$ 65,823.49	
Pine View La	\$ 4,701.18		Duckwood Tr	\$ 50,343.86	
Shafer Rd OL	\$ 19,698.81		E Shore Cir	\$ 5,266.55	
Shafer Rd FDR	\$ 5,975.13	\$ 184,202.71	East Shore Road	\$ 42,840.00	
			Ginsing Patch Rd	\$ 24,266.67	
			Gordon Cir	\$ 16,220.82	
			Ivy La	\$ 21,543.39	
			Ivy La	\$ 6,160.00	
			Kimberly Rd	\$ 88,328.50	5 rated
			Moccasin Dr	\$ 28,572.86	
			Northern Terrace	\$ 36,377.07	
			Red Oak Cir	\$ 17,085.94	
			Rush La	\$ 9,870.00	
			Scenic Ct	\$ 9,887.20	
			Sequoia Dr	\$ 6,774.98	
			Silver Peak Rd	\$ 11,401.41	
			Staley La	\$ 32,346.49	
			Tamarack Rd	\$ 44,100.00	
			Whipple Dr	\$ 45,748.12	
			White Oak Dr	\$ 29,985.21	\$ 712,312.68

Bituminous OL Not in 5 Yr Plan \$ 1,188,973.95

ROAD IMPROVEMENT PLAN - YEAR 3

