

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, MARCH 3, 2025
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, March 3, 2025, in City Hall. The following Commission Members were present: Tom Swenson. Mary Prescott was via zoom from location Heritage Palms 10460 Washingtonia Palm Way #1317 Fort Myers, FL 33966 and Dave Schrupp was via zoom from location 756 Avenida Estancia, Venice, Florida 34292. Also in attendance were Public Works Director Pat Wehner, City Council Member Robin Sylvester & City Engineer Phil Martin.

The meeting was called to order at 4:05 P.M. by Tom Swenson.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY
PRESCOTT TO APPROVE THE MEETING MINUTES FROM FEBRUARY 3, 2025.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Pat discussed the Annual Bridge Inspection Report for Milinda Shores Road over Channel Rush Lake and Bridge Inspection Report for Sunrise Island Road over Cross Lake Channel. Public Works Staff will complete the recommended maintenance as outlined in a letter dated February 4, 2025 from Crow Wing County Highway Department.

Staff will flush the bridges to remove salt and debris and signs will be raised to their proper height. Pat will also check on rubber coating all bridge rails for longer wear which will eliminate water entering in the cracks. Cost is already included in the Budget for Bridge repairs.

Pat will reach out to the County regarding the rumble strips and the 11-foot driving lanes on the CR103 project and request that the County include the city in the Archaeological Study for the turn lane.

Phil mentioned that our quote of \$107,000 for chip sealing the trails from Northwoods is high, but trails are harder to access and take longer due to the size or width of them. The West Shore Drive and Daggett Pine Trail (3.8 miles) will be the first trails chip sealed this year. Phil suggested we get a 2nd quote and see how it compares to our first quote. Pat will follow up on the 2nd quote.

Tom discussed the Bar Stock parking lot and didn't realize that we are going to be maintaining their parking lot. Bill Reed needs to provide us with specs for the road. Phil recommended the road be built to our commercial road standards. Robin questioned how the parking lot came back in our direction as the commission voted they didn't want to own and maintain the road. Mr. Reed wants to develop the road and turn it over to the city. Tom mentioned the Town Square Roads were private roads back in 2012 and sometime after that they were turned over to the city. Pat will check if there

is a Deed recorded with the County, turning the roads over to the city and give an update at our next meeting in April.

Pat stated Mayor Purfeerst spoke with resident Warren Stock regarding the “Children at Play” sign to be installed on his private road. Phil felt that the city should not be paying for a sign on a private road that the city isn’t maintaining. If we start with this resident, we could have many more come forward for other issues on private roads.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL THAT THE HOMEOWNER PAY FOR THE CHILDREN AT PLAY SIGN IF NECESSARY AND THE CITY NOT TO BE INVOLVED. A ROLL CALL VOTE CARRIED WITH ALL AYES.

Phil discussed moving forward with the 2025 Road Construction Projects which will need 22 days for advertising and bidding. There is one area on Harbor Lane that is impacting a wetland. Storm Sewer Piping will help eliminate some runoff from Harbor Lane. Phil will meet with the county regarding the wetland issue.

A discussion was held whether we want to designate a specific construction start date or simply designate a 35-40 working day timeline.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL TO PROCEED WITH BIDDING FOR MARCH 31-APRIL 3RD FOR 2025 HARBOR LANE IMPROVEMENTS WITH A CONSTRUCTION TIMELINE FOR 35-40 WORKING DAYS AS THE DEFINED CONSTRUCTION PERIOD. A ROLL CALL VOTE CARRIED WITH ALL AYES.

The commission reviewed an engineering proposal dated February 27, 2025 from Bolton & Menk for bidding and construction services. Phil stated this proposal is not included in the \$750,000 cost estimate for Harbor Lane.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL FOR APPROVAL OF THE ENGINEERING PROPOSAL FROM BOLTON & MENK FOR BIDDING AND CONSTRUCTION SERVICES FOR THE HARBOR LANE ROAD AND TRAIL IMPROVEMENTS DATED FEBRUARY 27, 2025.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Phil gave an update on the Construction Cost Share Agreement for sealcoating from Crow Wing County. In addition to chip sealing Daggett Pine Road and Margaret Lane, Parking lots at City

Hall, Fire Hall, Public Works and in front of Andy's will all be completed this summer. Tom questioned if the 53/47 split is in on the agreement? Pat stated that the agreement with the county only covers maintenance of the building not the road or parking lot. Pat will look into their contract and give us an update at the next meeting. Staff will also provide the Commissioners with a copy of the Counties Shared Use Contract.

A discussion ensued whether the portion of the parking lot in front of Andy's which is on private property should be charged. It was the consensus of the commission not to charge the property owners based on the fact that they were assessed for the cost of the blacktop and chip sealing is considered routine maintenance.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL FOR APPROVAL OF THE COST SHARE AGREEMENT WITH CROW WING COUNTY FOR CHIP SEALING THE ROADS AND PARKING LOTS INCLUDED IN THE AGREEMENT.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Phil discussed and will give an update next month on the Mock Assessment for the 2025 Mil and Overlay projects.

Phil will also give an update next month regarding how the developer want to proceed with verifying the condition of the subbase on a road which he wants to turn over to the city.

Tom read a Memo from Lori Conway regarding the Ground rod which was driven through the sewer in Town Square. Pat stated that we will have an update next month and hopefully have it resolved. Tom stated a certificate of insurance should always be received from contractors working for the city.

Pat gave a brief update on a drainage issue on Whitefish Avenue. Phil will reach out to Brian Evenson and report back at the next meeting.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TOM SWENSON TO ADJOURN THE MEETING AT 5:40 P.M.
A ROLL CALL VOTE CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer