

AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
MONDAY, APRIL 7, 2025
4:00 P.M. – CITY HALL

1. Call to Order
2. Approval of March 3, 2025 Minutes (Motion)
3. Pat – Discuss letter from Melissa Krueger Simply Rustic Floral regarding the new sidewalk and not being wheelchair accessible.
4. Shared Services Agreement between the City of Crosslake and Crow Wing County
5. Pat – City of Crosslake 2025 Tree Policy
6. Pat – Schaefer Sealcoating Estimates-Trails and Road Updates
7. Pat/Phil – Update on design of the road accessing Barstock
8. Phil Martin – Year 2 Road Improvements, Harbor Lane Improvements and Private Development Road (Cunningham)
9. Discussion on Long Term Open Projects/Issues/Concerns:
 - Trail Updates
 - County Road Projects with Crosslake Updates
 - Harbor Lane Updates
 - County/City Cost Share Agreement
 - Developer/Contractor-Road Development without Engineering approval
 - Town Square Sewer Pipe Update
10. Other Business That May Arise
11. Adjourn

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, 2024. 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 parkin 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

MEMO TO: City Council

FROM: Public Works Commission

DATE: March 3, 2025

SUBJECT: Children at Play

At its meeting on 3/03/2025 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

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 VOTED CARRIED WITH ALL AYES.

MEMO TO: City Council
FROM: Public Works Commission
DATE: March 3, 2025
SUBJECT: 2025 Harbor Lane Improvements

At its meeting on 3/03/2025 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

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 VOTED CARRIED WITH ALL AYES.

MEMO TO: City Council
FROM: Public Works Commission
DATE: March 3, 2025
SUBJECT: Bolton & Menk Engineering Proposal

At its meeting on 3/03/2025 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

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 AND TRAIL IMPROVEMENTS DATED FEBRUARY 27, 2025. A ROLL CALL VOTED CARRIED WITH ALL AYES.

MEMO TO: City Council
FROM: Public Works Commission
DATE: March 3, 2025
SUBJECT: Cost Share Agreement

At its meeting on 3/03/2025 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

A MOTION WAS MADE BY TOM SWENSON 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 VOTED CARRIED WITH ALL AYES.

Sharyl Murphy

From: Lori Conway
Sent: Monday, March 10, 2025 4:16 PM
To: Sharyl Murphy
Subject: FW: Crosswalk/sidewalk ramp

Please put this on the agenda for the next public works meeting. Thank you

Lori A Conway
City Administrator
1-218-692-9803



From: Jackson Purfeerst <jpurfeerst@cityofcrosslake.org>
Sent: Monday, March 10, 2025 8:36 AM
To: Lori Conway <lconway@cityofcrosslake.org>
Subject: Fw: Crosswalk/sidewalk ramp

Jackson M. Purfeerst
Mayor
jpurfeerst@cityofcrosslake.org
815-904-9665



From: Melissa Kay Krueger <simplyrusticfloraldesign@gmail.com>
Sent: Saturday, March 8, 2025 9:29:48 AM
To: Jackson Purfeerst <jpurfeerst@cityofcrosslake.org>
Subject: Crosswalk/sidewalk ramp

Hello Mr. Mayor!!! Question for you. My dear friend Mr. John from whitefish at the lakes has informed me that he is unable to access my shop from the new sidewalk because there isn't a ramp or crosswalk and he is in a wheelchair. Wondering how to go about petitioning the city for a crosswalk access to be placed from the new sidewalk in front of the Judy's building as we have multiple businesses operating out of that location. It would also make us more accessible to people walking by with strollers. Thank you for your time!

**SHARED SERVICES AGREEMENT
BETWEEN THE CITY OF CROSSLAKE AND
CROW WING COUNTY**

THIS AGREEMENT is made and entered into on the latest date set forth below by and between the City of Crosslake (“City”), a Minnesota municipal corporation, and Crow Wing County (“County”).

Recitals

WHEREAS, the City and the County (“the Parties”) desire to enter an Agreement whereby the County provides general maintenance, technical maintenance, and administrative support (“Services”) at Joint Public Works Facility, including the Salt Storage Facility and Cold Storage Facility, where the City has operations in exchange for a lump sum of money;

WHEREAS, the Parties recognize and acknowledge that the Agreement will benefit both the City and the County;

WHEREAS, Minnesota Statutes section 471.59 authorizes cities of this state and counties to enter into joint powers agreements for the joint exercise of powers.

NOW, THEREFORE, in consideration of the mutual promises set forth below, the Parties agree as follows:

1. Recitals. The above Recitals are incorporated herein.
2. Purpose. The purpose of this Agreement is set forth in the terms of the Agreement between the two parties concerning the provision of general maintenance, technical maintenance, and administrative support by the County at Joint Public Works Facility in exchange for a sum of money. This Agreement does not create a joint powers board.
3. Term. This Agreement lasts for a term of one calendar year beginning on January 1, 2024. The Agreement will automatically renew unless either party provides ninety (90) days’ written notice to the other party. The Payment as described in Paragraph 6 will remain the same, unless mutually agreed to by the Parties.
4. Building in Project Scope (“Building”). Unless otherwise limited in this Agreement, the County will perform Services at the following building:
 - a. City of Crosslake Joint Public Works Facility
Primary Vehicle Maintenance Garage
13870 Whipple Drive
Crosslake MN 56442

5. County Responsibilities. The County will be responsible for the following:
- a. Contracted Service Takeover. The County will negotiate and maintain annual generator maintenance contracts, fire protection service contracts, pest control service contracts, plumbing contracts, and annual overhead door inspections, all of which will be provided to the City prior to execution and funded by the City directly with the service provider. The County will enter into and maintain commercially reasonable contracts that do not interfere with the occupancy and ownership rights of the City.
 - b. Exterior Building Envelope. Includes diagnosing and repairing leaks, repairing, or maintaining roof drains, caulking or sealing exterior doors and windows, and flashing repairs.
 - c. Exterior and Overhead Doors. Includes door hardware repairs, re-keying locks, overhead door repair, and threshold and door adjustments or repairs at all Buildings.
 - d. Outdoor Lighting. Includes re-lamping, wiring, or otherwise repairing outdoor building-mounted lights.
 - e. Electrical Systems. The County agrees to be the Master Electrician of Record for the City of Crosslake for buildings under this agreement, which includes maintaining the appropriate license, organizing electrical inspections, and pulling permits on the City's behalf. In addition, the County agrees to perform the following at the Building:
 - i. Lighting Circuits. Includes repairing and re-wiring lighting circuits, ballast repairs or replacements, and re-lamping ballasts.
 - ii. Power Circuits. Includes repairing or re-wiring power circuits, outlet or light switch repairs or replacements, and outlet or light switch cover repair or replacements.
 - iii. Data Drops. Includes repairing or re-wiring data circuits, wiring ends on cables, and setting new data points.
 - iv. Generators. Includes general monthly generator start-ups and checks per manufacturer's recommendations.
 - f. General Interior Building Maintenance. The County agrees to: (1) perform painting, drywall, ceiling tile, and doors/locks/hardware repairs, fire extinguisher inspection, emergency lighting inspection; and repairs at the facility.

- g. Plumbing. The County agrees to repair sinks, faucets, urinals, toilets, drinking fountains, water coolers, and water heaters at the facility.
- h. Heating, Ventilation, and Air Conditioning (“HVAC”). The County will perform the following HVAC-related activities at the facility:
 - i. Air Handlers. Includes repair in relation to filters, belts, bearings, shafts, grease, motors, sensors, valves, and actuators; and also includes preventative maintenance and repairs in the spring and fall in accordance with manufacturers’ recommendations.
 - ii. Gas Fired MUA/UH. Includes greasing, repairs of couplings, leaks, and seals, and preventative maintenance in accordance with manufacturers’ recommendations.
- i. Controls. The County will provide technical support for control systems in place at the facility. The County will also recommend upgrades for control systems based upon its experience and expertise.
- j. Administrative Tasks. The County will:
 - i. Provide designated City personnel access to the County’s Computerized Maintenance Management Software (CMMS).
 - ii. Provide administrative support time, including the initial set-ups of assets and preventative maintenance schedules for the assets in the asset management program in the facility.
 - iii. The County will develop and maintain a 5-year strategic capital improvement plan and execute project delivery. The plan will be reviewed by both the City and County with consideration given to budget cycles.
 - iv. Provide quarterly reports on work completed via electronic reporting in the CMMS. Also, the City and County will meet quarterly or as necessary to evaluate overall contract performance and capital improvement planning.
- k. Work Orders. The Parties agree that work orders will be submitted through designated City and County staff utilizing access to CMMS provided by the County. The County will process all work orders submitted, regardless of if from the County or the City, and prioritize work orders based on the severity of the work order as determined by the County. All repairs estimated to be in excess of \$1,500 must receive authorization from the appropriate supervisor or department head in both

the City and the County. The County will utilize both County technicians and County selected contractors as necessary to complete the work.

The County will keep track of all materials needed to repair City equipment and invoice the City on a quarterly basis. This invoiced amount is separate and apart from the Payment amount in Paragraph 6(c).

- l. County Emergency Line. The County agrees that it will provide the City with access to its County emergency line, which may be used during after-hours. City staff may make calls to the County emergency line at staff discretion.

- m. Labor Hours. The County will keep track of all labor hours it spends on City-related projects through the CMMS, and these hours will be recorded on a quarterly basis and provided to the City.

6. City Responsibilities. The City will be responsible for the following:

- a. Access. The City shall give the County 24/7 access to the facility through the use of keys, key cards, or other tools as necessary.

- b. Service Contracts or Self Maintenance. The City will negotiate and/or maintain cleaning service contract, annual security monitoring agreement, and water cooler, all of which will be funded by the city directly with the service provider.

- c. Payment. The City shall pay the County a lump sum of \$7,467 per month in exchange for the services the County provides as outlined in Section 5.

- d. Materials Payment. The City shall pay the invoiced amount in Paragraph 5(k) on a timely basis.

7. Termination. This Agreement may be terminated by either party, at any time with or without cause, with 90 days' written notice delivered in person to the other party.

8. Approval. Before this Agreement shall become binding and effective it shall be approved by appropriate resolutions of the City and the County.

9. Complete Agreement. It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter of this Agreement. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

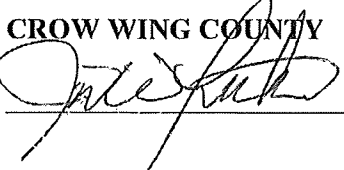
- 10. Mutual Drafting. This Agreement is the result of negotiations between the parties and, accordingly, shall not be construed for or against either party, regardless of which party drafted any the Agreement or any portion thereof. The Agreement shall for all purposes be deemed to have been mutually drafted.
- 11. Indemnification: Each party to this Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees, or agents.
- 12. Notice. For purposes of delivery of notices herein, the notice shall be effective if personally delivered, or delivered by certified mail, to the City Administrator of the City of Crosslake, 13888 Daggett Bay Road, Crosslake, MN 56442, or for the County, to the Facilities Manager for Crow Wing County, 202 Laurel St, Brainerd MN 56401.

CITY OF CROSSLAKE


Dated: 2-15-24

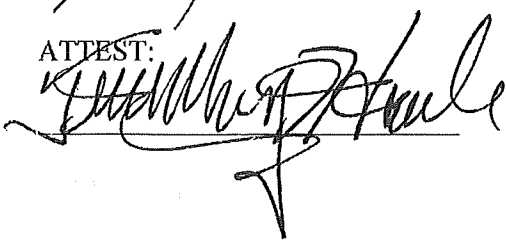
ATTEST:



CROW WING COUNTY


Dated: 3-7-24

ATTEST:



CITY OF CROSSLAKE TREE POLICY 2025

1. IF YOU SEE A TREE THAT'S LEANING OR DIEING OR HAS SOME OTHER ISSUE, TAKE A PICTURE AND SEND TO PUBLIC WORKS DIRECTOR WITH ADDRESS SO IT CAN BE CHECKED OUT OR SEND A PIN
2. WHEN POSABLE LET ADJACENT PROPERTY OWNER KNOW THAT A TREE IS COMING DOWN
- 3.TAKE PICTURE OF TREE DAMAGE TO HAVE PROOF OF WHY ITS COMING DOWN AND SEND TO PUBLIC WORK SUPERVISOR
- 4.DO NOT PUSH TREE INTO THE WOODS PUSH INTO THE DITCH IN THE EVENT OF A STORM AND WE WILL GET IT THE FOLLOWING WORK DAY
- 5.CLEAN UP ROAD AND YARD IF NECESSARY
- 6.MAKE SURE YOU WEAR ALL PPE THAT IS REQUIRED FOR THE JOB. Hard hat with hearing protectionand face shield , safety glasses, chain saw chaps, safety boots,gloves
- 7.BLOCK ENTIRE ROAD IF NECESSARY TO PROVIDE SAFTEY AND SAFE WORK SPACE.
- 8.IF NEEDED US SIGNAGE TO ALERT ON COMING VEHICLES.

Patrick Wehner

From: Mike Schaefer Sealcoating, LLC <quickbooks@notification.intuit.com>
Sent: Monday, March 17, 2025 9:10 AM
To: Patrick Wehner
Subject: Estimate 1003 from Mike Schaefer Sealcoating, LLC

ESTIMATE 1003 DETAILS

Mike Schaefer Sealcoating, LLC

\$27,248.00

Review and approve

Powered by QuickBooks

pwehner@cityofcrosslake.org

Address

Pat Wehner
west shore drive
cross lake, mn United States

Sealcoating & Crack Filling

\$27,248.00

7100 feet of cracks to blow out and filled with 3723 hot rubber. 126,380 sq feet of asphalt to clean and sealcoat with mix Tex pitch black sealer.

Services

\$0.00

Patrick Wehner

From: Mike Schaefer Sealcoating, LLC <quickbooks@notification.intuit.com>
Sent: Monday, March 17, 2025 9:17 AM
To: Patrick Wehner
Subject: Estimate 1004 from Mike Schaefer Sealcoating, LLC

ESTIMATE 1004 DETAILS

Mike Schaefer Sealcoating, LLC

\$11,961.00

Review and approve

Powered by QuickBooks

Dear Pat Wehner,

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!
Mike Schaefer Sealcoating, LLC

Address

Pat Wehner
Pat Wehner
Daggett bay rd
cross lake, mn United States



Real People. Real Solutions.

MEMORANDUM

Date: April 3, 2025
To: Pat Wehner, Public Works Director
From: Phil Martin, PE
Subject: Update for April 7, 2025 Public Works Meeting

Year 2 Road Improvements

Crow Wing County opened bids for aggregate chip seal improvements and the bituminous paving improvements that the City has partnered in. Overall good news. The bid amounts are shown below based on correspondence I received today:

- Aggregate Chipseal Improvements - \$137,503.30 (County est. \$149,309.22; City est. \$138,862)
- Bituminous Paving Improvements - \$486,018.70 (County est. \$533,863.75; BMI est. \$657,000)

We have prepared a preliminary mock assessment roll at low benefit ranges for the PW Commission. I will provide copies of the mock assessment roll at the PW Commission Meeting. Based on that mock assessment preparation exercise, the total assessed amount would be about \$650,000. This exercise is preliminary and would likely be refined after verifying the eligibility of some vacant lots for assessment and after obtaining input from the PW Commission and the City Council.

Harbor Lane Improvements

Bids were opened at 10 am on April 3, 2025. The City received 7 construction bids. The low bid was provided by DeChantal Excavating in the amount of \$519,068.99. We estimated the construction cost to be \$764,400. We will be preparing a recommendation to the City Council to accept the bid from DeChantal Excavating.

For information only:

1. Existing private utility coordination – ongoing
2. Wetland impact permitting – Originally met on March 4, 2025 with the Technical Evaluation Panel (TEP) at the Crow Wing County Courthouse. We are meeting again on April 4, 2025 to discuss our application for wetland impact approval.
3. Stormwater Easement (Kavanaugh) – Property owner has the easement document and is reviewing it.
4. Stormwater Easement (Arvig) – Property owner has the easement document, and we anticipate they will sign the document when they return to Crosslake in mid-April.

Private Development Road (Cunningham) – I updated the Developer regarding the private road and requirements that will need to be addressed before the City would consider taking over the road to make it public. I have not received a response from the Developer.