

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, DECEMBER 1, 2025
4:00 P.M. – CITY HALL

Pursuant to due notice and call, the Public Works Commission held its regular monthly meeting on Monday, December 1, 2025, in City Hall. The following Commission Members were present: Tom Swenson, Dave Schrupp, Gordon Wagner, Mary Prescott & Tim Berg. Also in attendance were Public Works Director Pat Wehner, City Engineer Phil Martin. Also in attendance via zoom was Liaison Robin Sylvester

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

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO APPROVE THE MEETING MINUTES FROM NOVEMBER 3, 2025 THE MOTION WAS CARRIED WITH ALL AYES.

Tom Swenson discussed Public Works Commissioners terms ending on 1/31/26 for Gordy Wagner and Tim Berg. Gordy was an alternate his first year, so he can run again for another 3-year term. They have both agreed to run for another 3 years and be reappointed. Tom will address this with Mayor Purfeerst.

Pat is still waiting on a cost estimate for the filter repairs at the sewer plant. We will discuss this again at the January meeting next month.

Discussion for VRBO's and connections to the sewer system being installed and water meters on their wells as they are running a business. A second reading of an Ordinance amendment requiring connections will be on the agenda for next week's city council meeting. Sharyl will request a list of VRBO's that will need to be connected from Chip or Jen for next month's meeting.

Pat discussed CSAH 66 between Bald Eagle Drive and Marine Max sidewalk extension again and asked Lori to speak to Cindy (Chamber of Commerce) and see if the businesses really want a sidewalk. It will be a very tight squeeze by adding a sidewalk without moving the curb. The County doesn't have much interest in digging the road up and moving the curb. Questions were asked; can we just add a crosswalk sign at Edgewater Lane in lieu of extending the entire sidewalk. Phil will email Tim Bray for clarification on this and to see what our best approach may be to keep people safe and ADA acceptable. Phil will contact the County and share the information at our next month's meeting on the future sidewalk.

Phil updated on the final invoice for the 2025 Year-2 Improvements. He mentioned that the county gets 3% of the total amount paid. Payment of \$553,834.45 will be sent out after the council meeting on December 8th. Phil stated that the improvement total is roughly \$537,703.35.

Phil updated us that the Harbor Lane Improvement construction work has been completed. We are waiting for the turf establishment to reach the appropriate level at which point we can close out the project.

Phil updated on Year 3 Road Improvements and said we are 95% done with the plans based on the revised scope the City Council agreed to at their last meeting. Sealcoats and mill & overlay additions were included for the following: Allen Avenue & Harbor Lane were added for sealcoat and Wilderness Avenue added for mill and overlay for Year 3. Sunrise Blvd can be added to Year 3 following the Improvement Hearing but will not be included in the bond.

Phil updated on the 5 Year Plan with an attached summary cost table and updated improvement maps for Year 3 (2026) through Year 7 (2030), plus a map that identifies the road segments that were identified with ratings 4, 3 or 2 as requiring a full depth reclamation or reconstruction improvement approach. We can coordinate this information and consider filling out the proposed improvements for Year 6 & Year 7.

Phil will put different road segments together with amounts for the next meeting Phil will try and add additional roads to bring each year of road improvements closer to \$1M each year Phil will put together estimated numbers to present next month for review.

Phil gave an update on Sunrise Blvd Year-3 (2026) and the City Council approved preparation of report and hearing on road improvements. It will be presented at the city council meeting next week, Monday, December 8th.

Phil discussed proposed language in the ordinance for Private Development Roads and mentioned that we change or amend the language to, "Acceptance of the public improvements by the city shall be contingent upon receipt of written certification by the developer's engineer that the construction has been completed in accordance with the approved plans and specifications and submittal of certified record drawings. In the situation where a street is constructed to final pavement conditions but not requested for approval in the same year completed, the Developer will be responsible to provide a pavement aggregate chip sealcoat or bituminous mill & overlay dependent upon the pavement condition as determined by the City when the request for City approval is made." Discussion was made, what if the developer wants to turn it over sooner. It is up to the city which should have a plan to follow. Developers must follow our policy for yearly maintenance until the road is turned over. Do we collect Escrow money? Generally, a road must sit for one year once paved and then the following year it should chip sealed before we consider the road complete. City will not take over the roads until they are 100% completed and chip sealed.

There were concerns about who is in charge to follow up and seeing that the developer roads are being completed and have met all requirements. Is there permit data from Planning and Zoning for all developer roads?

Dan Miller has requested the city take over Sylva Lane. Based on review, Phil recommended that the crack in the pavement be filled and add a stop sign. It has been completed and meets the city's

requirements and is ready for the city to take over if the council approves accepting the road for future maintenance.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY GORDON WAGNER TO INFORM THE CITY COUNCIL THAT SYLVA LANE HAS BEEN BUILT TO THE CITY STANDARD REQUIREMENTS.

A MOTION WAS CARRIED WITH ALL AYES.

Discussion on Other Business-

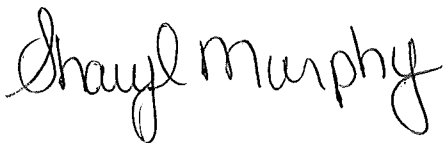
*Loon Center has broken ground.

*January meeting date has been changed to Thursday, January 8th @ 3:00 since Dave will be traveling and will not be able to attend if we leave it for Monday, January 5th. Dave can zoom in on January 8th meeting. The date and time change will be updated on the city website.

*Discussion to increase sewer pricing in 2027. No action was taken. This would be a Council decision which should be discussed during the budget process.

A MOTION WAS MADE BY GORDY WAGNER AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL THAT WE CHANGE THE PUBLIC WORKS MEETING FROM JANUARY 5, 2026 TO THURSDAY, JANUARY 8, 2026 @ 3:00. 2026 FUTURE MEETINGS START AT 3:00. A MOTION WAS CARRIED WITH ALL AYES.

A MOTION WAS MADE BY GORDY WAGNER AND SECONDED BY DAVE SCHRUPP TO ADJOURN THE MEETING AT 5:40 P.M.
A MOTION WAS CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer