

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, MAY 4, 2026
3:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, May 4, 2026 in City Hall. The following Commission Members were present: Public Works Director Pat Wehner, City Administrator Lori Conway, Council Liaison Robin Sylvester and Deputy Clerk/City Treasurer Sharyl Murphy, Tom Swenson, Dave Schrupp & Mary Prescott also in attendance were City Engineer Phil Martin. Gordy Wagner & Tim Berg were absent.

The meeting was called to order at 3:00 P.M. by Tom Swenson.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO APPROVE THE MINUTES OF APRIL 6, 2026. MOTION CARRIED WITH ALL AYES.

Discussion was had regarding the change of draft ordinance amended by Char Nelson for developer roads to review. Make a rule that roads must be built to city standards. Dave questioned if a person builds a road and is not aware of the city codes and standards. Som mentioned that this is a policy and not an ordinance and will depend on who is sitting on the council at that time. We need the wording to require that borings must be done Lori mentioned that there is a checklist that the developers must comply with if they are moving forward on building a new road. Robin mentioned that she disagrees that all developers must be required to go through the checklist. There may be developers that purchase property and do not build on it for many years. The developers will be aware of the changes and costs of chip sealing through a checklist that will be provided by Planning & Zoning. Phil felt we have this covered between Planning & Zoning and the ordinance along with a checklist provided.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO RECOMMEND THE PLANNING & ZONING COMMITTEE TO ADOPT THE LANGUAGE IN SEC. 42-91 CRITERIA FOR IMPROVEMENT AND ACCEPTANCE OF PRIVATE ROADS BY ADDING #3; ROAD MUST BE CHIP SEALED ONE YEAR AFTER INITIALLY PAVED AT OWNER'S EXPENSE; ADDING #4; IF THE CITY ADOPTS A RESOLUTION ORDEREING THE PROJECT TO PROCEED, THE ROAD SHALL BE CONSTRUCTED TO CITY ROAD AND DRAINAGE STANDARDS WITH 100 OF THE PROJECT COST ASSESS TO THE BENEFITING PROPERTY OWNERS. ALL AFFECTED PROPERTY OWNERS SHALL SIGN A "WAIVER OF IRREGULARITY AND APPEAL" AND AGREE TO BE ASSESSED FOR ALL COSTS. IF NOT, THEN THE CITY WILL HIRE THE CITY'S APPRAISER TO DETERMINE BENEFIT TO PROCEED OR WILL DECIDE NOT TO PROCEED. ALSO ADD A CHECKLIST ON PAGE 2 & PAGE 3 OF DEVELOPMENT AGREEMENT PACKET FOR ROAD OWNERSHIP AND CITY TAKEOVER INTENT

TO CHECK YES OR NO. PAGE 3 IF YES, ARE YOU AWARE AND DO YOU UNDERSTAND THAT IF THE ROAD(S) ARE DESIRED TO BE TAKEN OVER BY THE CITY, THE ROAD(S) WILL BE REQUIRED TO BE CHIP SEALED IN THE YEAR FOLLOWING INITIAL PAVING, AT THE DEVELOPER'S/OWNERS EXPENSE CHECK YES OR NO. ALSO, INCLUDE NEW FORM TO BE FILLED OUT COMPLETELY FOR REQUEST FOR CITY TO TAKE OVER NEW ROAD INCLUDED IN EACH DEVELOPMENT AGREEMENT PACKET. MOTION CARRIED WITH ALL AYES.

Update on Short Term Rental meters installed. One has been completed and six are ready for installation awaiting the plumber. Pat will give an update at next month's meeting.

Update on the newly installed sewer meters with 10 left to install. Pat will give an update at next month's meeting.

Discussion was made on replacing the old cemetery sign with a new sign and include the list of rules at Pinewood Cemetery in 2027. Have the signs be consistent as the recent existing signs throughout the city.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL THAT WE INCLUDE IN THE 2027 BUDGET FOR 2 NEW SIGNS AND LABOR TO BE REPLACED AT PINWOOD CEMETERY IN 2027. ALSO, KEEP THEM CONSISTENT AND THE SAME AS THE RECENT EXISTING SIGNS THROUGHOUT THE CITY. MOTION CARRIED WITH ALL AYES.

Pat discussed Sealcoat Trails bid with Mike Schaefer Sealcoating LLC with bid being over \$2,000 but included this bid is for all trails and we will not be using all the funds in other areas for the bridge account. Leaving only the trails left will be downtown. Tom mentioned that we will be saving money on some staff being out as well.

Phil mentioned that we remove Harbor Lane walking path until 2027 for warranty precautions and until it is finalized. This will also save \$6,705 as well. Or do the Town Square trails in place of Harbor Lane for 2026.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL TO PROCEED WITH BID FROM MIKE SCHAEFER SEALCOATING, LLC FOR SERVICES, SEALCOATING, CRACK FILLING CROSSLAKE MANHATTAN WALKING PATH IN THE AMOUNT OF \$23,069, AND SEALCOATING, CRACKFILLING WALKING PATH ON HIGHWAY 66 FOR \$22,243 AND CRACKFILLING FOR THE 20 ROADS FOR \$13,424. MOTION CARRIED WITH ALL AYES.

Pat discussed 13570 East Shore Drive proposals from property owners and mentioned that they want to tie into the City Sewer connection in place of installing a new septic system. The property owners will pay for everything and hook up to the city. Generally, in most cities a sewer ordinance requires that you must be within so many feet, or you must be connected and they are just short of it. We need to see what the property owners are proposing to do with a drawing provided to Phil and Pat for review and then we will discuss it more at next month's meeting for a recommendation.

Pat mentioned that Bonnie Lakes Road all set for shouldering in about 1-2 weeks.

Pat discussed Fairfield has their own gravel pit on County Road 6 and allows us to bring all our logs to them and they will let the public take what they want, and they will keep whatever is left. We will shoulder a block or two and call it even.

Tom discussed Pine Bay Road Variance request and has been working with Planning and Zoning Director Jody Grund regarding this matter. Wants us to find the pin and put a street in. The corner of their house is in the right of way and in the future should all be 3 feet back.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TOM SWENSON TO RECOMMEND TO PLANNING & ZONING COMMITTEE THAT A CONDITION OF THE VARIANCE WOULD BE THEY MUST STAY BACK AT LEAST 3 FEET AWAY FROM THE RIGHT OF WAY. MOTION CARRIED WITH ALL AYES.

Pat discussed the Public Works staffing shortage starting next Monday for 12 weeks and 2 others being out for 12 weeks each through October. Tom questioned about who will carry the Class B license operator will have while Pat is out. If he overlaps with Eric, depending on when he comes back or Eric goes out, he will get this covered but Vic from Engineering Firm will also assist if needed on an emergency.

Robin and Phil discussed a letter received from Mike O'Connell regarding mumble strips on County Road 103 and the noise pollution with them. There are several neighbors on CR 103 concerned about the noise given off from the mumble strips. Is there a different depth of mumble strips that would make them quieter. Phil mentioned that rumble strips are louder than mumble strips since they are made shallower. Can we add either of the strips after the project is done or is this required since we are narrowing the road. Phil will check with the county to see if they must be continuous or can they be spaced out.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND THE CITY COUNCIL TO RECONSIDER AND REMOVE THE MUMBLE STRIPS ON CR 103 THAT WERE ADDED FOR SAFETY BASED ON THE NEIGHBORS INPUT FOR NOISE POLLUTION. MOTION CARRIED WITH ALL AYES.

Phil gave an update on Harbor Lane and is still waiting for the grass to grow and has reached the appropriate level and then we can close out the project.

Phil mentioned no updates for Private Development Roads

Phil gave an update on Year-3 Road Improvements and is still waiting for the County to provide a schedule and city cost breakout. Anderson Brothers, being the lowest bid, will begin mid-June and below what we expected and approximately \$10,000 under budget.

Phil gave an update on 5-Year Road Plan update and mentioned that the Preliminary Engineering Report for the 5-Yr Road Updates. Council adopted the 5-year Road Improvement Bond Process at April Council meeting. This process requires a 30-day reverse referendum period before the final adoption.

Sunrise Blvd and Anderson Brothers have been awarded the project and move forward performing the work during the 3-year road work start mid-June. There will be a letter with updates going out soon with some questions and answers on the upcoming project of Year-3 paving and include Sunrise Blvd in that. There will be a list of contact numbers listed on that as well.

Phil gave an update on CR103/CSAH 3 and discussed potential traffic detours around road construction, specifically considering diverting passenger traffic on Antler, Gendreau, Northern Terrace and Black Bear while redirecting truck traffic to County Road 36. Concerns about accelerated road deterioration and potential damage to intersections, particularly at the corner of Gendreau and CR 36 which tend to flood in the spring. Discussion about possibly using Tony marks' property as a detour route, though questions remained about whether the property owner would allow it and how it might affect his lift storage and sales business. The conversation concluded with a need to discuss mill and overlay considerations with the county regarding potential damage and cost-sharing arrangements.

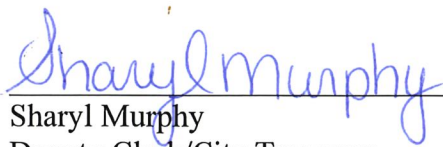
The group discussed road detour options on whether to use a shorter or longer route. They agreed that for both truck and car routes, the shorter detour would be preferred if the county would agree to repair roads with an overlay after the project. The discussion included considerations about road conditions, potential reconstruction, and timing of the roundabout construction, which was estimated to take 6-8 weeks. Crosslake planned to take these thoughts back to the relevant parties for further discussion.

Phil provided an extensive update on stormwater management issues at Simonson, explaining that the Simonson pond was experiencing problems due to sediment buildup from the business's gravel yard and snow removal practices. The city has taken steps to address this by scraping sediment from the pond surface and plans to replace the current grate with a larger opening design to prevent clogging. Phil noted that future actions include working with Simonson to intercept water from their parking lot and discussing potential site improvements with them. The committee discussed maintenance responsibilities for stormceptors, which are sediment removal devices installed in several locations including Manhattan Point, the roundabout, and near the post office. Crosslake explained that while the city will need to take over maintenance from the county after initial two-year agreements expire, they are exploring options to potentially share costs with other municipalities in the county rather than handling maintenance entirely on

their own. The group decided to investigate whether they could join an existing county contract for maintenance services and will follow up with Melissa regarding operation and maintenance plans before signing them.

Lori gave an update on Alex Olson and Mad Rabbit Sewer Claim and mentioned that the city filed on March 31st and hopefully will be offering a settlement soon.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP
TO ADJOURN THE MEETING AT 4:55 P.M. MOTION CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer