
**LEVANDER,
GILLEN &
MILLER, P.A.**

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
*KENNETH J. ROHLF
◊STEPHEN H. FOCHLER
◊JAY P. KARLOVICH
ANGELA M. LUTZ AMANN
*KORINE L. LAND
ANN C. O'REILLY
◊*DONALD L. HOEFT
DARCY M. ERICKSON
DAVID S. KENDALL
BRIDGET McCaULEY NASON
ELIZABETH HALL MURTHY
DAVID B. GATES
•
HAROLD LEVANDER
1910-1992
•
ARTHUR GILLEN
1919-2005
•
• ROGER C. MILLER
RETIRED

*ALSO ADMITTED IN WISCONSIN
*ALSO ADMITTED IN NORTH DAKOTA
◊ALSO ADMITTED IN MASSACHUSETTS
◊ALSO ADMITTED IN OKLAHOMA

MEMO

TO: Sunfish Lake Mayor, Councilmembers and Consultants
FROM: Timothy J. Kuntz, City Attorney
DATE: May 30, 2018
RE: City Project No. 2018-01 (Charlton Road Improvements)
June 5, 2018 Public Improvement Hearing – Agenda Item 5(a)

Section 1. Background. At the May 1, 2018 Council meeting, the Council, by resolution took the following actions related to City Project No. 2018-01 (Charlton Road Improvements) (the “Project”):

1. Received and approved the Feasibility Report (Option 3) and authorized the preparation of plans and specifications.
2. Called for a public hearing on June 5, 2018 at 7:00 p.m. to consider the Charlton Road Improvements under City Project No. 2018-01.
3. Authorized a Notice of Public Improvement Hearing to be published and mailed to the affected landowners.

Accordingly, in advance of the June 5, 2018 public improvement hearing, we published a Notice of Hearing in the *South-West Review* newspaper on May 13th and May 20th. On May 14, 2018, a Notice of Public Improvement Hearing was mailed to the affected landowners. A copy of the Notice of Hearing for Project No. 2018-01 is attached for reference.

Section 2. Public Improvement Hearing. Enclosed please find the following to be considered at the June 5, 2018, Public Improvement Hearing:

1. Summary of City Project No. 2018-01;
2. Agenda for Public Improvement Hearing;
3. Resolution Ordering Public Improvement Project No. 2018-01.

Section 3. Council Action After Close of Public Improvement Hearing. After close of the public improvement hearing on June 5, 2018, the Council needs to take the following actions:

1. Appoint Don Sterna of WSB & Associates as project engineer.
2. Appoint Steve Apfelbacher of Ehlers & Associates as fiscal advisor.
3. Appoint Jenny Boulton of Kennedy & Graven as bond counsel.
4. Adopt a preliminary financing plan that calls for approximately 40% of the Project costs to be specially assessed and 60% to be paid for by City participation.
5. Adopt a preliminary Project schedule which calls for construction during the fall of 2018 and the summer of 2019 and the assessment hearing to be held in September 2019.

Section 4. Resolution Appointing Engineer, Fiscal Advisor and Bond Attorney. The City needs the assistance of consultants in three areas: engineering, fiscal advisor and bond counsel. Enclosed is a resolution that appoints Don Sterna and WSB & Associates as the engineer for the Project. The Resolution also appoints Steve Apfelbacher of Ehlers and Associates as fiscal advisor and Jenny Boulton and Kennedy & Graven as bond counsel. Steve Apfelbacher and Jenny Boulton worked closely with the City on the Acorn Drive Project, the Salem Church Road Project, the Windy Hill Road/Windy Hill Court project and City Project 2017-01 (Roanoke and Salem Church Road). The recommendation is to again appoint them to assist with City Project No. 2018-01.

Section 5. Resolution Approving Preliminary Financing Plan.

The preliminary plan is to assess \$336,399.91 out of the cost of \$841,000.

The total assessment would be \$10,851.61 per unit (or about 40%) out of a total cost of \$841,000.

The City would have to levy taxes to pay for the amount not assessed.

By way of background only, the history of the special assessments in the City is as follows:

YEAR	PROJECT	CITY PAYS	ASSESSMENTS PAY
1989	Angell and Sunnyside Project 89-02	20%	80%
1994	Charlton Road Street Improvements Project 1993-02	20%	80%
2000	Salem Church Road Pedestrian Trail Improvement Project 2000-01	78.7%	21.3%

YEAR	PROJECT	CITY PAYS	ASSESSMENTS PAY
2006	Acorn Drive Project 2006-01	40%	60%
2009	Salem Church Road Project 2008-02	60%	40%
2014	Angell Road, Windy Hill Road and Windy Hill Court Project 2014-01	44%	56%
2017	2017-01 Street Improvement Project (Roanoke Road Overlay And Salem Church Road Reconstruction)	70%	30%

Section 6. Resolution Approving Project Schedule. The project schedule calls for a public hearing on Tuesday, June 5, 2018, to consider whether to order the Project; an award of the bid on September 4, 2018; construction in the fall of 2018 and summer of 2019; and a special assessment hearing on September 3, 2019 to levy the special assessments. A detailed project schedule is attached to the resolution approving the project schedule.

If the Council changes the construction time frame so that all construction happens in 2019, we can adjust the schedule. The City Engineer can recommend when it would be best to receive bids.

Enclosures:

- Notice of Public Improvement Hearing
- Summary of Project No. 2018-01
- Agenda for Public Improvement Hearing
- Resolution Ordering Public Improvement Project No. 2018-01
- Resolution Appointing Don Sterna, Steve Apfelbacher and Jenny Boulton as Consultants
- Resolution Approving Project Schedule
- Resolution Approving Preliminary Financing Plan

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

**NOTICE OF PUBLIC IMPROVEMENT HEARING FOR
SUNFISH LAKE CITY PROJECT NO. 2018-01
(CHARLTON ROAD IMPROVEMENTS)**

TO WHOM IT MAY CONCERN:

NOTICE is hereby given that the City Council of the City of Sunfish Lake will hold a public hearing at St. Anne's Episcopal Church located at 2035 Charlton Road (Highway 110 and Charlton Road), Sunfish Lake, Minnesota, at 7:00 p.m. on **Tuesday, June 5, 2018**, to consider the making of the following improvements:

CITY PROJECT NO. 2018-01 (CHARLTON ROAD IMPROVEMENTS)

City Project No. 2018-01 involves the reconstruction and surfacing of the entire length of Charlton Road from CSAH 63 (Delaware Avenue) to TH 110 and softening the 90-degree curve.

City Project No. 2018-01 includes:

- Subgrade reconstruction
- Street reconstruction
- Bituminous surfacing
- Drainage, ditch and stormwater improvements
- Segments of concrete curb and gutter
- Installation of Geotech style fabric
- Right-of-way and drainage and utility easement acquisition
- Grading, excavation and erosion control
- Partial realignment of traveled portion of roadway

City Project No. 2018-01 is estimated to cost \$841,000, with a proposed cost share responsibility of 60% the City and 40% the landowners with an assessment to each affected landowner of \$10,851.61 per unit.

THE ESTIMATED COST OF CITY PROJECT NO. 2018-01 IS: \$841,000

The parcels proposed to be assessed for City Project No. 2018-01 are:

City Project No. 2018-01 Parcel No.	Tax Parcel Identification Number	Name and Address of Record Owner	Proposed Assessment Amount
Parcel 1	38-03000-50-030	Saint Anne's Episcopal Church 2035 Charlton Road Sunfish Lake, MN 55118	\$21,703.22 (2 units)

Parcel 2	38-03000-51-010	Michael A. Hovey and Margaret M. Hovey 2030 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 3	38-03000-51-020	Mary J. Malachway 2040 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 4	38-03000-51-030	John Gary Gustafson 2058 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 5	38-03000-52-013	Gladys Dobrantz Elroy R.E. Dobrantz Donna Dobrantz Property Address: (vacant land) 2078 Charlton Road Sunfish Lake, MN 55118 Mailing Address: 9240 Arnold Avenue Inver Grove Heights, MN 55077	\$21,703.22 (2 units)
Parcel 6	38-03000-52-020	Aydin Moradian and Rebecca Lynn Reich Moradian 2120 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 7	38-13300-01-010	Calvin S. Noble and Claire E. Noble 2130 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 8	38-13300-01-020	Catharine Ubel Nye and and Hoyt William Nye, Trustees of the Revocable Trust created by the Catharine Ubel Nye Revocable Trust Agreement effective February 26, 2001 2140 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 9	38-13300-01-030	Karin J. Klarer and John P. Prange 2144 Charlton Road Sunfish Lake, MN 55118	\$10,851.61

Parcel 10	38-13300-01-040	Douglas P. Beedon and Nancy K. Beedon 2150 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 11	38-84200-01-020	Dennis J. Tursso and Jacqueline M. Tursso Property Address: 2152 Charlton Road Sunfish Lake, MN 55118 Mailing Address: 223 Plato Blvd. E. St. Paul, MN 55107	\$10,851.61
Parcel 12	38-84200-01-030	Shannon M. Nelson and John J. Nelson, Jr., as Trustees of the Shannon M. Nelson Revocable Trust 2154 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 13	38-03000-54-031	Michael Silverman and Joanne Silverman 2158 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 14	38-84200-01-010	William D. Degnan and Ann H. Degnan 2156 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 15	38-03000-54-021	David L. Smith and Wendy Smith 2162 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 16	38-57650-01-010	Makoto Ishii and Akiko Ishii 2099 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 17	38-57600-01-010	Duane J. Crandall and Anita Y. Crandall 2157 Charlton Road Sunfish Lake, MN 55118	\$10,851.61

Parcel 18	38-57600-01-020	Michael J. Ahern and Sharon M. Ahern 2159 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 19	38-57600-01-030	Jerrold M. Tostrud and Alleen C. Tostrud 2161 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 20	38-57600-01-060	Gary E. Macmanus 2163 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 21	38-03000-53-022	Shannon Michael Werb and Margaret Ann Gehrig, as Trustees of the Shannon Michael Werb Revocable Trust U/A June 28, 2017 & Margaret Ann Gehrig and Shannon Michael Werb, as Trustees of the Margaret Ann Gehrig Revocable Trust U/A June 28, 2017 2165 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 22	38-03000-53-021	Martha H. Norton 2148 Delaware Avenue Sunfish Lake, MN 55118	\$10,851.61
Parcel 23	38-03100-27-010	Elizabeth Ann Hammett and Katherine Carol Ginkel 2198 Delaware Avenue Sunfish Lake, MN 55118	\$10,851.61
Parcel 24	38-03100-27-020	John Hutchinson and Sharon Hutchinson 2194 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 25	38-03100-27-080	William Hammett and Elizabeth Hammett 2196 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 26	38-03100-27-060	Jane Wu Corn 2190 Charlton Road Sunfish Lake, MN 55118	\$10,851.61

Parcel 27	38-03100-27-075	Michael S. MacDonald and Suzanne MacDonald 2184 Charlton Road Sunfish Lake, MN 55118	\$10,851.61
Parcel 28	38-03100-27-040	Brent J. Brooks and Rebecca A. Brooks Property Address: 2180 Charlton Road Sunfish Lake, MN 55118 Mailing Address: 2672 – 91 st Ave NE Blaine, MN 55449	\$10,851.61
Parcel 29	38-03000-54-011	Rebecca Ann Debertin 2166 Charlton Road Sunfish Lake, MN 55118	\$10,851.61

Said improvements are to be considered pursuant to Minnesota Statutes, Chapter 429.

City Project No. 2018-01 is proposed to be specially assessed against buildable tax parcels either abutting or served by the improvements. The areas and parcels, as specifically described herein, are subject to the special assessments. The buildable tax parcels abutting or served by the improvements are proposed to be assessed \$10,851.61 per buildable tax parcel for those tax parcels abutting or served by Charlton Road. Information concerning project costs and the estimate of the assessments will be available at the hearing. A reasonable estimate of the impact of the assessments will be available at the hearing.

The total estimated cost of the above listed improvements for City Project No. 2018-01 is \$841,000. The total amount proposed to be assessed is \$336,399.91, which is approximately 40% of the estimated cost of City Project No. 2018-01. Persons desiring to be heard with reference to the proposed improvements will be heard at said time and place of the public hearing. Written or oral objections will be considered at the public hearing.

The feasibility report concerning the improvements for City Project No. 2018-01 is on file with the City Clerk and the City's Consulting Engineer. The feasibility report is available for public inspection prior to the public hearing by contacting the City's Consulting Engineer, Don Sterna, WSB & Associates, Inc., 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota, 55416, or by telephone at 763-287-7189 or by e-mail at dsterna@wsbeng.com.

Publish – May 13, 2018

Publish – May 20, 2018

In *South-West Review* (Official Newspaper)

Mail – May 14, 2018

CITY OF SUNFISH LAKE

/s/

Catherine Iago, City Clerk

CITY OF SUNFISH LAKE
SUMMARY OF CITY PROJECT NO. 2018-01 (CHARLTON ROAD IMPROVEMENTS)

- **Estimated Total Project Cost:** \$841,000

- **Description of City Project No. 2018-01:**

City Project No. 2018-01 (Option 3 of the Feasibility Report) involves the reconstruction and surfacing of the entire length of Charlton Road from CSAH 63 (Delaware Avenue) to TH 110 and softening the 90-degree curve. City Project No. 2018-01 includes:

- a. Subgrade reconstruction
- b. Street reconstruction
- c. Bituminous surfacing
- d. Drainage, ditch and stormwater improvements
- e. Segments of concrete curb and gutter
- f. Installation of Geotech style fabric
- g. Right-of-way and drainage and utility easement acquisition
- h. Grading, excavation and erosion control
- i. Partial realignment of traveled portion of roadway

- **Proposed Schedule for Project 2018-01:**

- June 5, 2018: Council Orders Project
- July 3, 2018: Council Approves Plans and Specifications and Authorizes Bids
- September 4, 2018: Council Considers Bids and Awards Construction Contract
- _____: Council Issues Bond Obligations
- July 2019: Construction Complete
- September 3, 2019: Special Assessment Hearing

- **Proposed Financing for Project 2018-01:**

- 40%: \$336,399.91 Amount specially assessed against landowners
- 60%: \$504,600 Amount paid by City participation

- **Amortization:** 10 years

- **Start Year (Collection):** 2020

- **Presumed Interest Rate:** 1.5% to 2.0% Above Bond Interest Rate Charged the City

- **Principal Special Assessment Amount Per Unit:** \$10,851.61

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

**JUNE 5, 2018
7:00 P.M.**

**AGENDA FOR PUBLIC IMPROVEMENT HEARING
FOR CITY PROJECT NO. 2018-01 (CHARLTON ROAD IMPROVEMENTS)**

- 1.) Call to Order**
- 2.) Introductions and Welcome (Mayor)**
- 3.) Public Hearing to Consider Ordering of Sunfish Lake City Project 2018-01 (Charlton Road Improvements)**
 - Hearing Declared to Be Open (Mayor)
 - Review of Project Construction (Don Sterna)
 - Nature of Improvements
 - Review of Project Schedule (Don Sterna)
 - Outline of Financing (Tim Kuntz)
 - Schedule for Borrowing Funds (Tim Kuntz)
 - Request for Public Comments (Mayor)
 - Public Comments
 - Motion to Close Public Hearing
 - Council Discussion of Project
 - Motion to Approve Resolution Ordering Public Improvement Project No. 2018-01

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 18-_____

**A RESOLUTION ORDERING PUBLIC IMPROVEMENT PROJECT NO. 2018-01
(CHARLTON ROAD IMPROVEMENTS)**

WHEREAS, on May 1, 2018, the City Council of Sunfish Lake adopted a resolution calling for a public hearing and approving a notice of hearing, which hearing was to be held on June 5, 2018 with respect to City Project No. 2018-01 (Charlton Road Improvements) (the "Project"), identified as Option 3 in the feasibility report for the Project.

WHEREAS, City Project No. 2018-01 involves the reconstruction and surfacing of the entire length of Charlton Road from CSAH 63 (Delaware Avenue) to TH 110 and softening the 90-degree curve. City Project No. 2018-01 includes:

1. Subgrade reconstruction
2. Street reconstruction
3. Bituminous surfacing
4. Drainage, ditch and stormwater improvements
5. Segments of concrete curb and gutter
6. Installation of Geotech style fabric
7. Right-of-way and drainage and utility easement acquisition
8. Grading, excavation and erosion control
9. Partial realignment of traveled portion of roadway

WHEREAS, the notice of public improvement hearing was published in the City's official newspaper on May 13, 2018 and on May 20, 2018, and was mailed to all affected landowners on May 14, 2018, pursuant to Minnesota Statute § 429.031.

WHEREAS, the public improvement hearing to consider the ordering of City Project No. 2018-01 was held on June 5, 2018, at which times all persons desiring to be heard were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE:

1. City Project No. 2018-01 (Option 3 of the Feasibility Report for the Project) as so identified above is hereby ordered as proposed and noticed in the Notice of Public Improvement Hearing relating to said Project.
2. The City's consulting engineer, WSB & Associates, Inc., is hereby designated the engineer for this improvement project. The final plans and specifications for the making of the improvements will be considered by the Council at the July 3, 2018 Council meeting.

3. The construction contract for City Project No. 2018-01 shall be let no later than three years after the adoption of this resolution.
4. Pursuant to Minnesota Statutes § 462.356, subd. 2, the Council, by at least a four-fifths vote of all its members, finds that this Project does not impact and does not have a relationship to the City's comprehensive plan; this Project is in fact consistent with the City's comprehensive plan; therefore, the Council dispenses with the requirements of Minnesota Statutes § 462.356, subd. 2 relating to planning commission review of the Project.

Adopted by the City Council of Sunfish Lake this 5th day of June, 2018.

Richard Williams, Mayor

Attest:

Catherine Iago, City Clerk

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 18-_____

A RESOLUTION APPOINTING DON STERNA AND WSB & ASSOCIATES, INC., STEVE APFELBACHER AND EHLERS AND ASSOCIATES, INC. AND JENNY BOULTON AND KENNEDY & GRAVEN, CHARTERED TO ASSIST THE CITY WITH CITY PROJECT NO. 2018-01 (CHARLTON ROAD IMPROVEMENTS)

WHEREAS, the City Council is considering whether to order and construct City Project No. 2018-01 (Charlton Road Improvements) (the “Project”), identified as Option 3 in the feasibility report for the Project.

WHEREAS, City Project No. 2018-01 involves the reconstruction and surfacing of the entire length of Charlton Road from CSAH 63 (Delaware Avenue) to TH 110 and softening the 90-degree curve. City Project No. 2018-01 includes:

1. Subgrade reconstruction
2. Street reconstruction
3. Bituminous surfacing
4. Drainage, ditch and stormwater improvements
5. Segments of concrete curb and gutter
6. Installation of Geotech style fabric
7. Right-of-way and drainage and utility easement acquisition
8. Grading, excavation and erosion control
9. Partial realignment of traveled portion of roadway

WHEREAS, the City needs advice and services in the following three (3) areas:

- Engineering
- Fiscal Advisor
- Bond Counsel

WHEREAS, the Council has designated Don Sterna of WSB & Associates, Inc. as the engineer for this Project.

WHEREAS, Steve Apfelbacher of Ehlers & Associates, Inc. is well qualified to provide fiscal advice.

WHEREAS, Jenny Boulton of Kennedy & Graven, Chartered is well qualified to provide bond counsel services.

NOW, THEREFORE, THE CITY COUNCIL OF SUNFISH LAKE DOES HEREBY RESOLVE AS FOLLOWS:

1. The Council hereby appoints Don Sterna and WSB & Associates, Inc. to be the Project engineer.
2. The Council hereby appoints Steve Apfelbacher and Ehlers & Associates, Inc. to provide the City with fiscal advisory services in connection with the Project.
3. The Council hereby appoints Jenny Boulton and Kennedy & Graven, Chartered to provide bond counsel services to the City in connection with the Project.

Passed this 5th day of June, 2018.

Richard Williams, Mayor

Attest:

Catherine Iago, City Clerk

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 18-_____

**A RESOLUTION APPROVING THE PROJECT SCHEDULE FOR
CITY PROJECT NO. 2018-01 (CHARLTON ROAD IMPROVEMENTS)**

WHEREAS, the City Council is considering whether to order and construct City Project No. 2018-01 (Charlton Road Improvements). City Project No. 2018-01 involves the reconstruction and surfacing of Charlton Road from CSAH 63 (Delaware Avenue) to TH 110.

WHEREAS, to assist the Council in its consideration, it is appropriate to outline a general schedule of events related to City Project No. 2018-01.

WHEREAS, the Council acknowledges that the attached schedule is a preliminary schedule and that there may be deviations from the schedule.

WHEREAS, the purpose of the schedule is to assist the Engineer, Bond Attorney, Fiscal Advisor, Treasurer, Clerk and City Attorney in planning their various activities to bring forth the issue of whether the Council should proceed to order and construct the Project.

NOW, THEREFORE, THE CITY COUNCIL OF SUNFISH LAKE DOES HEREBY RESOLVE AS FOLLOWS:

- a. The attached schedule is hereby approved.
- b. The Council acknowledges that there may be deviations from the schedule.

Passed this 5th day of June, 2018.

Richard Williams, Mayor

Attest:

Catherine Iago, City Clerk

PROJECT SCHEDULE FOR SUNFISH LAKE
CITY PROJECT NO. 2018-01 (CHARLTON ROAD IMPROVEMENTS)

November 16, 2017	Consulting Engineer held open house to discuss Project with affected landowners.
May 1, 2018	- Consulting Engineer submits Feasibility Report to Council and City Council accepts Feasibility Report and authorizes the preparation of plans and specifications by resolution. - Council calls for a public improvement hearing to be held on Tuesday, June 5, 2018, at 7:00 p.m.
May 2018	Consulting Engineer prepares final plans and specifications for Project.
May 9, 2018	Send Notice to official newspaper (South-West Review) for publication on May 13, 2018 and May 20, 2018.
May 13, 2018 & May 20, 2018	Publish Notice of public hearing in official newspaper (<i>South-West Review</i>) on May 13, 2018 and May 20, 2018
May 14, 2018	Mail Notice to landowners for public improvement hearing on June 5, 2018.
June 5, 2018	By resolution, the Council approves the preliminary financing plan.

	• By resolution, the Council approves preliminary schedule for Project. • By resolution, the Council designates WSB & Associates, Inc. as engineer for the Project, Ehlers & Associates as fiscal agent to assist with financing of project and Kennedy & Graven as bond counsel for taxability opinion. • Council holds public hearing to consider ordering the Project. • By resolution, Council orders the Project.
July 3, 2018	Council approves final plans and specifications for bidding purposes and authorizes advertisement for bids.
July ___, 2018	Advertisement for bids published in official newspaper (<i>South-West Review</i>). MANDATORY
July ___, 2018	Advertisement for bids published in trade paper (<i>Finance & Commerce</i>). MANDATORY
July ___, 2018	Second advertisement for bids published in official newspaper (<i>South-West Review</i>).
July ___. 2018	Second advertisement for bids published in trade paper (<i>Finance & Commerce</i>).
August 15, 2018	• Last day for submission of bids. • Opening and tabulation of bids.
September 4, 2018	• At its regular Council meeting, Council considers bids. • Council awards construction contract.

	• Council authorizes request for bond proposals.
Week of _____, 2018	Pre-construction conference.
_____, 2018	Council issues bond obligations.
Mid-September 2018	Construction begins for Phase 1.
Late-October 2018	Construction completed for Phase 1.
Mid-June 2019	Construction begins for Phase 2.
Mid-July 2019	Construction completed for Phase 2.
August 6, 2019	City declares costs to be assessed and calls for public hearing for special assessments; hearing to be held September 3, 2019.
August 7, 2019	Mail Notice of public hearing for proposed special assessments to affected landowners.
August 7, 2019	Send Notice of public hearing to official newspaper (<i>South-West Review</i>) for publication on August 11, 2019 and August 18, 2019.
August 11, 2019	Publish Notice of public hearing for proposed special assessments.
August 18, 2019	Publish Notice of public hearing for proposed special assessments.

September 3, 2019	Special Assessment hearing. Council levies special assessments.
October 4, 2019	End of 30 day period to pay special assessments without interest. End of period to appeal assessments.
Week of October 14, 2019	City certifies special assessments to County for collection of real estate taxes in year 2020 and thereafter.

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 18-_____

**RESOLUTION APPROVING A PRELIMINARY FINANCING PLAN
FOR CITY PROJECT NO. 2018-01 (CHARLTON ROAD IMPROVEMENTS)**

WHEREAS, the City Council has accepted the Feasibility Report for City Project No. 2018-01 (Charlton Road Improvements).

WHEREAS, on May 1, 2018, the City Council authorized the preparation of plans and specifications for City Project No. 2018-01 (Charlton Road Improvements) (hereafter the "Project").

WHEREAS, the City Council has approved a schedule for the consideration of the Project.

WHEREAS, the City Council has called for a public hearing for consideration of ordering the Project. This public improvement hearing will be held on June 5, 2018, at 7:00 p.m.

WHEREAS, the City Clerk has been authorized to prepare a notice of the public hearing.

WHEREAS, it is appropriate for the City Council to consider the outline of proposed financing for the Project.

**NOW, THEREFORE, THE CITY COUNCIL OF SUNFISH LAKE DOES HEREBY
RESOLVE AS FOLLOWS:**

1. The City Council hereby approves the preliminary financing plan and preliminary assessment policy for the Project as shown on the attached Exhibit A.
2. Final consideration of the special assessment amounts and the terms of the special assessments shall be made by the City Council at the special assessment hearing.

Passed this 5th day of June, 2018.

Richard Williams, Mayor

Catherine Iago, City Clerk

EXHIBIT A
PRELIMINARY FINANCING PLAN AND
PRELIMINARY ASSESSMENT POLICY
FOR CITY PROJECT NO. 2018-01 (CHARLTON ROAD IMPROVEMENTS)

NO.	ITEM	POLICY AND PLAN
1.	Project No.	City Project No. 2018-01 (Charlton Road Improvements) (Option 3 of Feasibility Report)
2.	Fiscal Consultant	Steve Apfelbacher of Ehlers & Associates, Inc.
3.	Project Costs	Project Costs include construction costs and the time spent by the City Attorney, Consulting Engineer, City Treasurer, City Forester, City Clerk and City Planner relating to the Project and the costs of publishing and mailing the notices of public hearings. Project Costs also include the cost of the fiscal advisor, the cost of the bond counsel, the cost of issuance of the bonds and the bond discount amount. Project Costs also include an appropriate contingency amount for construction.
4.	Estimate of Costs	The estimated cost of Project 2018-01 is \$841,000.
5.	Allocation of Project Costs	The preliminary financial plan is to assess \$336,399.91 which would be about 40% of the project cost.
6.	City Participation	The City participation will equal approximately 60% of the Project costs. The City participation will come from available cash on hand as well as a general City tax levy.
7.	Amount of Bonding	The estimated original bonding amount will be approximately \$841,000 minus an amount determined by the Council that can be paid out of existing reserves in 2019.
8.	Tax Levy	The tax levy will be for a period of ten (10) years. Each year the City will determine what amount is available in cash reserves and what amount of the City's participation needs to be levied in taxes. Ehlers will prepare a preliminary forecast to determine a tax levy per year for 10 years to pay for the unassessed portion of the Project, plus interest.

9.	Properties Subject To Special Assessment	The properties subject to the special assessment are the parcels identified by the City consulting engineer in the feasibility report.
10.	Assessment Methodology	The special assessments will be spread on a per buildable lot basis as follows: \$10,851.61 per unit on 31 buildable lots (31 units x \$10,851.61 per unit = \$336,399.91)
11.	Special Assessment Installments	The special assessments will be payable in ten (10) yearly installments. The yearly installment of principal will be the same fixed amount each year; there will be an equal amortization of principal over the term. The interest amount will decline as the principal balance declines.
12.	Interest on Special Assessments	The interest on the special assessments will begin to accrue from and after the date of levy. It is anticipated that the assessments will be levied in September or October 2019. The interest rate will be approximately 1.5% to 2.0% above the bond interest rate charged the City.
13.	Pre-payment of Special Assessments	Landowners will have thirty (30) days after levy of the special assessments to pre-pay the special assessments without any interest.
14.	Initial Installment	The initial installment of special assessments will be due and payable in calendar year 2020 together with real estate taxes.
15.	Payoff of Special Assessments	In any calendar year, landowners will be able to payoff the special assessments in full by making a payment equal to the principal balance owed together with interest through December 31 of the year of payoff.
16.	Partial Payments	Partial payments of principal outstanding will not be allowed.