



Item 7b.

Sunfish Lake Engineer's Report for June 5, 2018

By: Jeff Sandberg, PE, City Engineer

Date: June 1, 2018

1. Engineering Activities Undertaken in the Month of May.

The following Engineer's Report reflects the activities undertaken this past month, along with the anticipated engineering activities for the month of June.

- A. **Charlton Road Improvements Update** – Don Sterna has been working with residents and council on securing easement agreements on Charlton Road. Mr. Sterna will present an update at the public hearing for this project that is scheduled for the June 5th City Council meeting.
- B. **Fire Number Review** – This item was tabled at the May meeting. The City Council requested that the City Engineer work with the Police Chief to pursue potential grant opportunities. Additionally, the City Engineer was directed to determine the number of single sided and double sided signs would be recommended. This item is anticipated to be ready for further discussion at the July city council meeting.
- C. **2019-2023 CIP Update** – I would like to receive any input and answer any questions on the draft 2019-2023 CIP at the June Council meeting. One of the bigger topics this year will be the potential improvements to Charlton Road and the financial implications to the City budget. As discussed in previous years, this document will outline what infrastructure and maintenance projects we are looking to do in 2019 and plan for the next 5 to 10 years for the Council to consider. The goal is to approve the CIP update at the August Council meeting, which will help establish infrastructure priorities to manage the City's infrastructure investments long term. SEE ATTACHMENTS.
- D. **Traffic Study Proposal – Salem Church Road** – Staff was requested to provide a proposal for a traffic study to establish a baseline for traffic counts on Salem Church Road. This study may be useful in the future if anticipated traffic increases are realized once the Vikings development moves forward. SEE ATTACHMENT.
- E. **Pavement Conditions Report - Grieve Glen Road Condition Analysis and Proposed Corrections** – At their March 2018 meeting, the city council authorized WSB to perform a city-wide assessment of pavement conditions on all public roads. The final Pavement Condition Report is attached. Additionally, per the city council and resident's requests, WSB completed coring analysis of Grieve Glen Road, due to its visibly poor condition. Three core samples were taken in the roadway and the results indicate that the recommended correction/ improvement is a Full Depth Reclamation (FDR). Improvements to the road were not anticipated until next year. Staff would like to discuss with the city council options and timing of improving

Grieve Glen Road as well as the other two roads that were deemed to be in need of improvements. SEE ATTACHMENTS (2).

- F. **2018 CAMP Contract/ Agreement** – We have received the agreement from the Met Council regarding water quality sampling in Hornbeam, Horseshoe, and Sunfish Lakes. As discussed at a previous meeting, the agreement reflects the reduced number of samples to be taken on each lake (7 in lieu of 15 from previous years). The participation fee has been reduced accordingly. Staff has reviewed the agreement and recommends that it be executed and two copies be returned to the Met Council. SEE ATTACHMENT.

2. Building and Site Reviews in the Month of May.

A minor building and site review has been completed for 420 Salem Church Road. The plan consists a 240-square foot addition to the existing home. All conditions for the site plan were approved from an Engineering standpoint.

A major building and site review is currently underway for a proposed new home at 245 Salem Church Road. The review is anticipated to be completed in time for the June Planning Commission meeting.

3. Public Works Activities Undertaken in the Month of May.

- A. **Snow Plowing for 2017/2018 Season**– We have received the final invoices for this past snow plow season. The city budget for snow clearing and winter street maintenance was \$30,000. The total for those services from this past season was \$38,271, or \$8,271 over budget. This was due in part to a maintenance intensive season due to more ice than snow. I believe it may be warranted to consider increasing the budget for 2019 as we approach budget discussions for next year.

4. Anticipated Public Works Activities for the Month of June.

At this time, there are no planned public works activities for the month of June.

The above constitutes the Engineering Report for the City of Sunfish Lake for June 5, 2018.

Respectfully submitted,

WSB & Associates, Inc.



Jeffry S. Sandberg, PE
City Engineer



Memorandum

To: Mayor, City Council
City of Sunfish Lake

From: Jeff Sandberg, PE, City Engineer
WSB & Associates, Inc.

Date: May 30, 2018

Re: 2019 Draft CIP

I have generated a draft of the 2019 – 2023 Capital Improvements Plan (CIP) for the City of Sunfish Lake. In the draft report, you will find an Appendix A and an Appendix B. Appendix A assumes the Charlton Road project will be constructed in 2018 or 2019, with no other changes to the 10 Year CIP from last year. The Appendix B has the same assumptions, but adds in repairs to streets that are identified with a low Pavement Condition Index (PCI) in the 2018 Pavement Condition Report. Those additional projects are:

Grieve Glen Road

Full Depth Reclamation (FDR) Estimated Cost.....	\$ 115,000
80% Assessed	\$ 92,000
20% Bonded	\$ 23,000
Total	\$ 115,000

60th Street West

Full Depth Reclamation (FDR) Estimated Cost.....	\$ 130,000
50% Inver Grove Heights	\$ 65,000
80% Assessed	\$ 52,000
20% Bonded	\$ 13,000
Total	\$ 130,000

55th Street West**

Full Depth Reclamation (FDR) Estimated Cost.....	\$ 80,000
80% Assessed	\$ 64,000
20% Bonded	\$ 16,000
Total	\$ 80,000

** Estimated cost for about ½ the actual road length

The city would likely realize cost savings on these three projects if they were lumped together with the construction of Charlton Road. Grieve Glen is in immediate need of repair as can be evidenced visually and through the coring tests that were conducted. A patch would be an expensive band-aid. The road needs a full-depth reconstruction that if properly maintained, will last 20-30 years.

I added costs for full-depth reclamation on the other two roads because their pavement scores came in similar to or below the pavement scores for Grieve Glen Road. Regardless of timing of the improvements, I recommend that cores be taken on these two roads to determine what level of repair or reconstruction will be most effective for the long term.

I look forward to discussion with the city council to determine timing of these projects to fit within the city Capital Improvement Plan.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink, appearing to read "Jeffry S. Sandberg". The signature is fluid and cursive, with the first name "Jeffry" being more prominent.

Jeffry S. Sandberg, PE
City Engineer



2019 – 2023 CAPITAL IMPROVEMENTS PLAN

June 1, 2018

Prepared for:
City of Sunfish Lake
Dakota County, MN

WSB PROJECT NO. 01011-99



**2019 to 2023
CAPITAL IMPROVEMENT PLAN**

CITY OF SUNFISH LAKE, MN

June 1, 2018

Prepared By:

WSB & Associates, Inc.



CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Jeffry S. Sandberg, PE

Date: June 1, 2018

Lic. No. 25393

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TITLE SHEET
CERTIFICATION SHEET
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APPENDIX A

Exhibits:

Exhibit A – Pavement History

Exhibit B – City Map – Maintenance History

Exhibit C – Proposed 2019 to 2023 CIP Map (Pavement Rehabilitation)

Exhibit D – Proposed 2019 to 2023 CIP Map (Roadway Maintenance)

Exhibit E – Anticipated 2024 to 2028 CIP Map

APPENDIX B

Capital Improvement Plan Summary

APPENDIX C

2018 Pavement Condition Index Map

APPENDIX D

Assessment Policy

2019 to 2023 CAPITAL IMPROVEMENT PLAN

1. INTRODUCTION

The Capital Improvement Plan (CIP) is a multi-year planning tool utilized by City officials to plan, finance, and maintain City infrastructure, usually based on a five to ten-year period. The City's Capital Improvement Plan identifies street and drainage improvements and major street maintenance items to sustain and maintain the City's infrastructure to obtain the most useful life. The CIP process allows for a systematic evaluation of all potential projects at the same time.

As with all plans, the Capital Improvement Plan is not a legally binding document and is subject to change due to unforeseen pavement deterioration or failures, available funding, and scheduling. The plan is intended to be updated on an annual basis as part of the City's budgeting process.

2. CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan is based on the condition of the City's existing infrastructure and anticipated Capital Improvements and the typical maintenance requirements for the stated condition. What is defined as a capital project is a tangible improvement that has a life expectancy greater than one year. Improvements are then identified to maintain or reconstruct streets, drainage systems, and other infrastructure facilities. The CIP identifies an estimated project cost and determines a schedule utilizing anticipated budget availability and maintenance priority. The CIP should be reviewed annually every spring to reassess the City's infrastructure needs prior to establishing the next year's City budget. The identified costs are our early assessment of anticipated costs that will be refined along with funding options prior to authorization by the City Council.

2.1 Scheduled Maintenance

A majority of the City's current infrastructure, with the exception of Charlton Road, was constructed between 1989 to present. **Appendix A, Exhibit A** shows a map of the City streets and what year they were constructed. Bituminous roadway maintenance should include crack sealing and sealcoat every seven to ten-year cycle with an overlay around 10 to 20 years followed by a seal coating cycle to extend the life cycle of the City's paved roadways. The methodology of the City's pavement management is outlined in the 2018 Pavement Management Report which discusses pavement life cycle, maintenance strategies, and how pavements are evaluated. Copies of this 2018 report are available upon request.

Appendix B is the 2018 Pavement Condition Index Map that indicates the currently evaluated pavement conditions. This Capital Improvement Plan identifies pavement and infrastructure management strategies and the City's street condition evaluated in April of this year. The City should re-evaluate its infrastructure on a three-year cycle to track pavement, culvert, and street-sign conditions to better manage our infrastructure maintenance. The next pavement evaluation year is recommended in 2021.

The maintenance items indicated in the Capital Improvement Plan are:

Crack Sealing – The repair of longitudinal and transverse cracks to impede moisture from penetrating the streets aggregate base and subgrade.

Seal Coat – The surface application of bituminous oil and aggregate to provide a new traveling surface and impede the rate of oxidation of the existing bituminous pavement.

Overlay – Crack sealing the existing bituminous pavement and placing additional bituminous surfacing over the entire roadway surface.

Mill and Overlay – The milling (removal) of the existing deteriorated bituminous surface and placement of a bituminous surfacing across the entire roadway surface.

Reconstruction – The reconstruction of an existing roadway due to bituminous surface, aggregate base, or subgrade failure resulting in severe bituminous cracking and fracture. The process constructs a new street section including subgrade corrections, aggregate base construction, and bituminous surfacing.

Drainage System – The cleaning, inspection, repair and/or replacement of drainage ways and culverts.

2.2 Recent/Current Capital Improvements

Recent Capital Improvements in which City financing included bonding are:

- Salem Church Road Reconstruction, Roanoke Road to Delaware Avenue Constructed in 2009, bond payment through 2020
- 2012 Crack Seal Project, funded through City general funds
- 2013 Seal Coat Project, funded through City general funds
- 2014 Street Improvements Project, funded under bonds through 2025
- 2016 Seal Coat Project, funded through City general funds
- 2017 Street Improvement Project, funded under bonds through 2028

2.3 2019 to 2023 Capital Improvements

The proposed CIP identifies the major improvements scheduled shown in the following exhibits:

- *Appendix A, Exhibits C and D* - Proposed 2019 to 2023 Capital Improvements
- *Appendix A, Exhibit E* - Proposed 2024 to 2028 Capital Improvements

It is anticipated that after 2020, the roadway system in the City will be in good to very good condition with the anticipated reconstruction of Charlton Road in summer 2018 or early 2019.

2.4 Capital Improvements Funding

The Capital Improvements identified in the plan are improvements that are funded by the City general funds (collected from the City general tax levy), bonding and financing through assessment to benefiting properties.

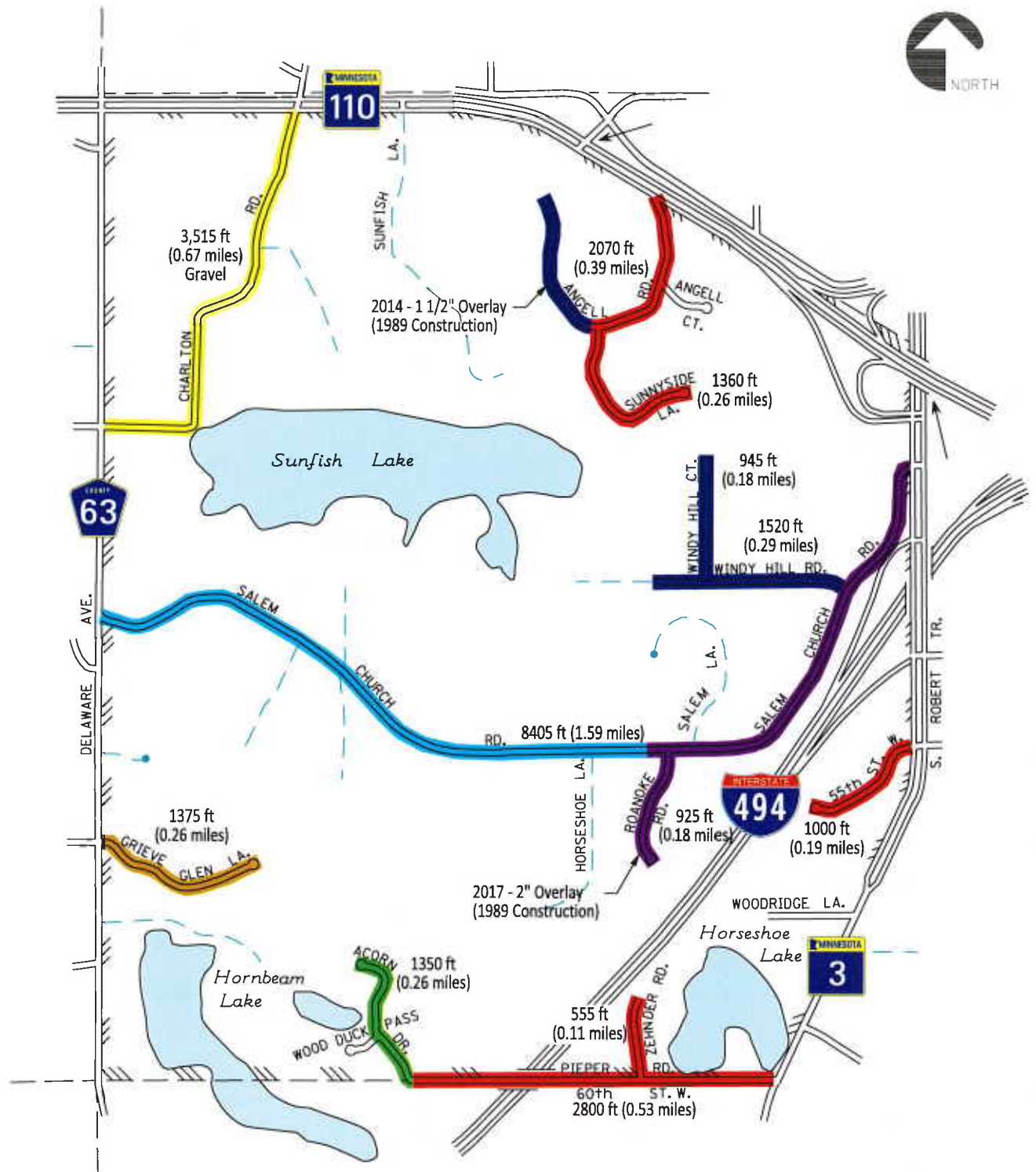
Appendix B includes the Capital Improvement Plan Project Summary of the currently identified capital improvements. It is important to note that the costs identified do not include legal, engineering, administration, and financing cost. The City's Special Assessment Policy is included in Appendix D for reference.

3. RECOMMENDATION

It is recommended the City updates its CIP every year in the spring to evaluate City infrastructure needs and assist in establishing the City budgets for road maintenance and capital improvements. It is recommended the CIP budget be separated from the routine road maintenance activities such as street sweeping, pavement patching, and sign maintenance from the capital improvement projects. We recommend that a Capital Improvement Fund be established to fund Capital Improvements accumulating funds, as needed, to complete Capital Improvement projects.

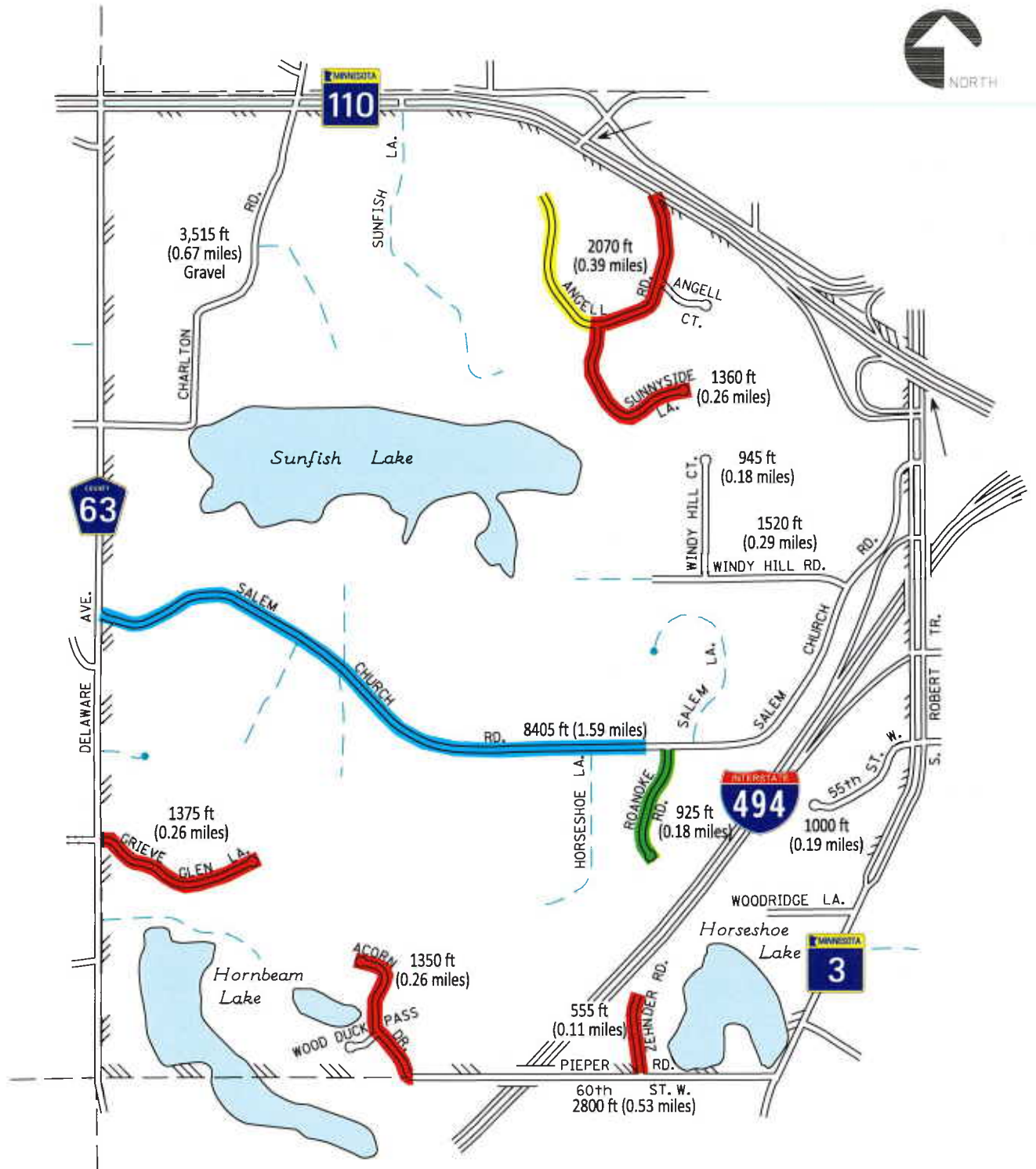
APPENDIX A

Exhibits



Year of Street Construction 1989 1994 1996 2006 2009 2014 2017

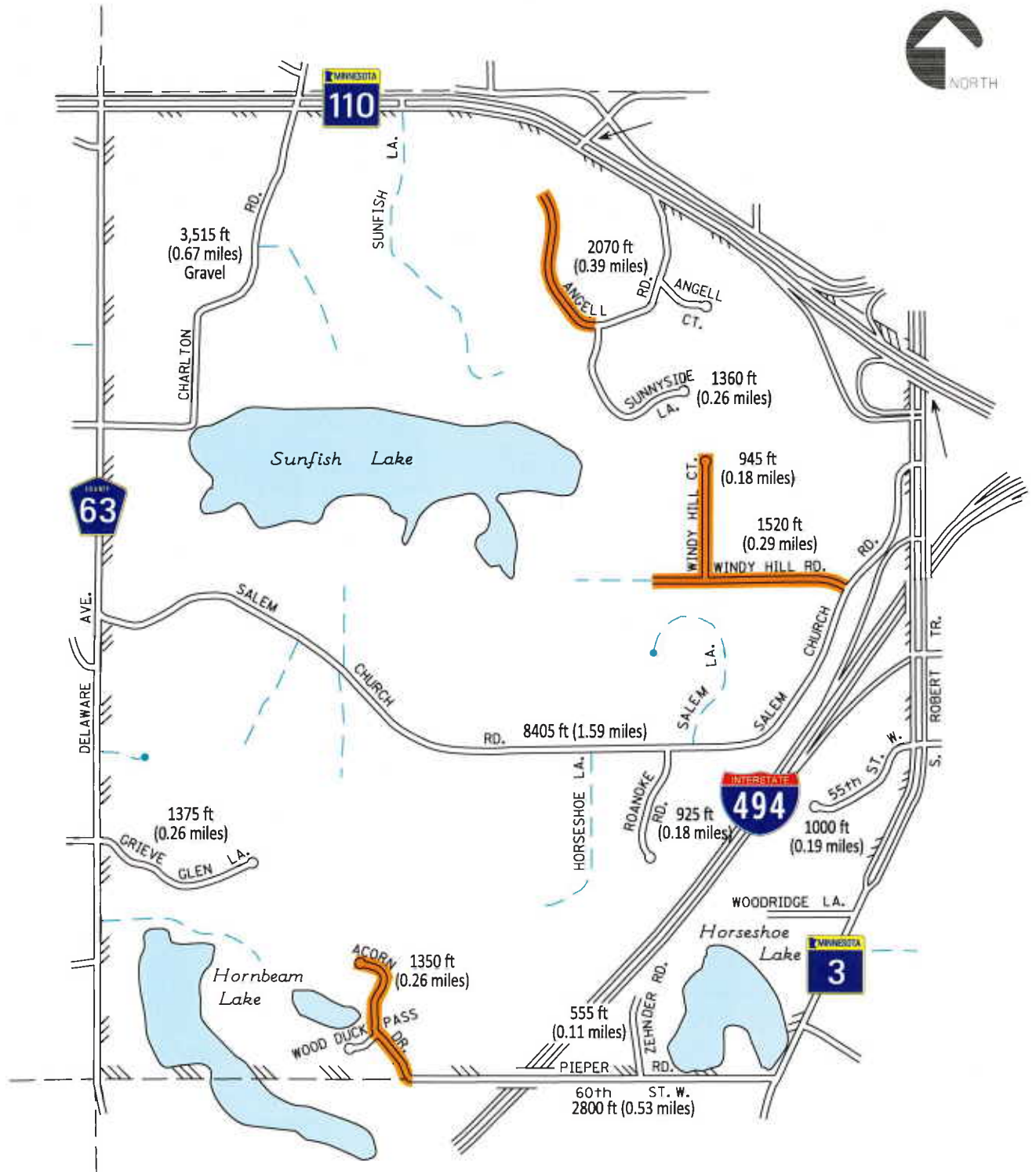
City Street Lengths: 4.24 miles of Paved Streets & 0.67 miles of Gravel Streets



Year of Street Maintenance

■ 2013 Seal Coat
 ■ 2014 Overlay
 ■ 2016 Seal Coat
 ■ 2017 Overlay

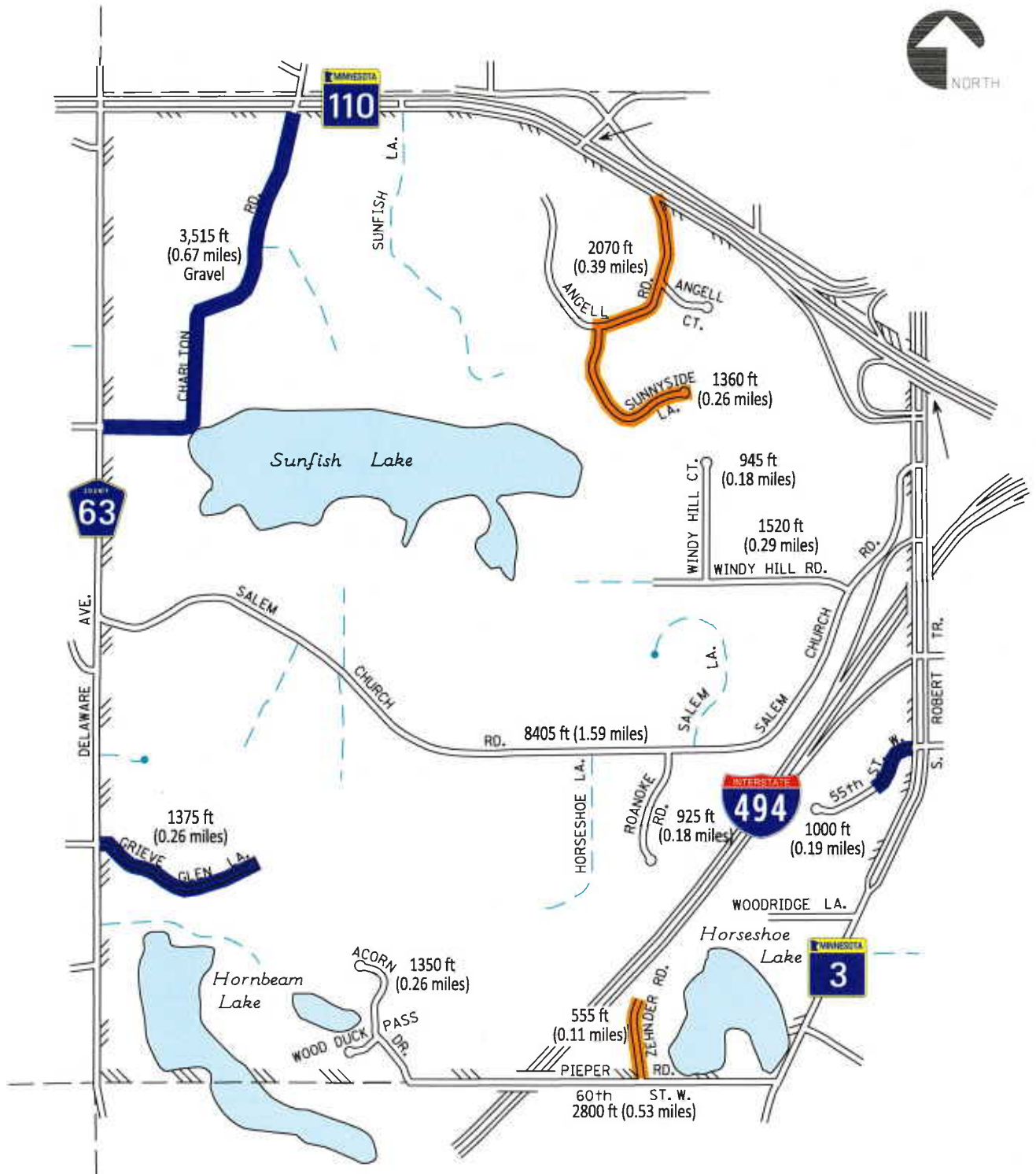
City Street Lengths: 4.24 miles of Paved Streets & 0.67 miles of Gravel Streets



**2019 to 2023
Roadway Maintenance**

Yearly Gravel Surface Repairs

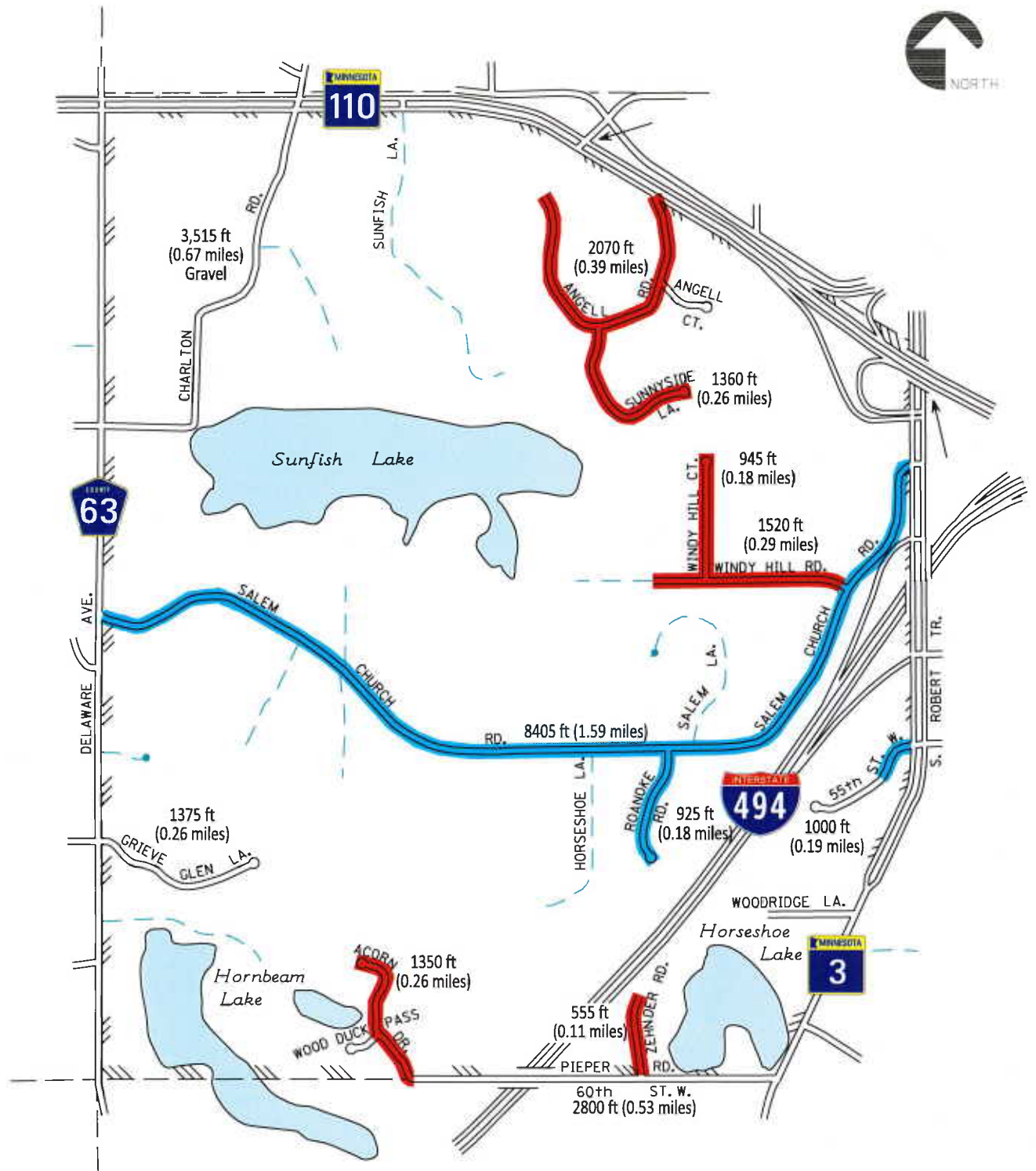
2021 Crack Fill & Seal Coat



**2019 to 2023 Improvements
(Pavement Rehabilitation)**

█ 2019 Reconstruction

█ 2020 Overlay



2024 to 2028 Improvements

2027 Crack Fill & Seal Coat

2025 Crack Fill & Seal Coat

APPENDIX B

Capital Improvement Plan Summary

2019 - 2023 CAPITAL IMPROVEMENT PLAN W/ CHARLTON ROAD IMPROVEMENTS

SUMMARY APPENDIX A

	Notes	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	TOTALS
Improvement Project Costs												
A.) Charlton Road Maintenance (100% City Tax Levy)												
1.) Street Grading		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.) Road Closures		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.) Signs and Street Cleaning		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Annual Road Maintenance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B.) General Street Maintenance/ Water Quality (100% City Tax Levy)												
1.) Street Sweeping		\$1,700	\$1,700	\$1,700	\$1,700	\$1,700	\$1,750	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
2.) Sign Replacement and Maintenance	1	\$1,200	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0
3.) Street Maintenance	1	\$4,000	\$0	\$0	\$0	\$0	\$4,700	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
4.) Stormwater Maintenance		\$3,500	\$3,500	\$4,500	\$4,500	\$4,500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
5.) Stormwater Maintenance		\$1,100	\$1,100	\$1,100	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
6.) Annual Lake Water Quality Monitoring	6	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
Subtotal General Street Maintenance		\$13,400	\$7,600	\$8,600	\$10,200	\$8,700	\$13,950	\$9,300	\$11,000	\$14,200	\$9,600	\$9,600
Capital Improvement Plan												
C.) 100% City Levy Improvements												
1.) Stormwater Management System		\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.) Street Seal		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.) Crack Seal & Seal Coat		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.) Culvert Cleaning & End Section Repair	2	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.) Sanitary Lake TMCA Improvements	4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6.) Miscellaneous Storm Water Improvements	4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7.) SWPPP Programs and Implementation	5	\$1,200	\$1,500	\$1,500	\$8,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
8.) Charlton Road Engineering Study		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total CIP Projects		\$7,000	\$1,500	\$1,500	\$8,000	\$8,500	\$11,500	\$3,500	\$3,500	\$12,000	\$3,500	\$3,500
D.) Assessed City Improvements (Bonding Requirements)												
1.) 2009 Salem Church Road Project (Final Payment 2/1/2020)		\$43,360	\$42,856	\$41,538	\$40,682	\$39,437	\$38,808	\$37,779	\$36,802	\$35,876	\$34,900	\$33,974
2.) 2014 Street Improvement Project		\$43,316	\$42,375	\$41,538	\$40,682	\$39,437	\$38,808	\$37,779	\$36,802	\$35,876	\$34,900	\$33,974
3.) 2017 Street Improvement Project	3	\$31,110	\$30,321	\$29,532	\$28,743	\$27,954	\$27,165	\$26,376	\$25,587	\$24,798	\$24,009	\$23,220
4.) 2018/2019 Charlton Road Improvements		\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
5.) 2020 Street Improvement Project, 2 nd Overlay	1	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500
6.) 2020 Street Improvement Project (15th Street W.)	3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total Assessed City Projects		\$208,077	\$205,552	\$194,551	\$172,907	\$171,096	\$169,102	\$172,556	\$144,302	\$143,026	\$143,026	\$143,026
E.) Assessed City Improvements (Collected from Special Assessments)												
1.) Salem Church Road Levy		\$55,680	\$54,440	\$53,200	\$51,960	\$50,720	\$49,480	\$48,240	\$47,000	\$45,760	\$44,520	\$43,280
2.) 2014 Street Improvement Levy		\$23,874	\$23,110	\$22,353	\$21,596	\$20,839	\$20,082	\$19,325	\$18,568	\$17,811	\$17,054	\$16,297
3.) 2017 Street Improvement Levy		\$16,894	\$16,130	\$15,373	\$14,616	\$13,859	\$13,102	\$12,345	\$11,588	\$10,831	\$10,074	\$9,317
4.) 2018/2019 Charlton Road Improvements		\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
5.) 2020 Street Improvement Levy		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6.) 2020 Street Improvement Levy		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Special Assessment Funding		\$87,448	\$84,837	\$83,726	\$81,455	\$79,184	\$76,913	\$74,642	\$72,371	\$70,100	\$67,829	\$65,558
General Fund Expenditures												
City Tax Levy Collected from General Tax Levy												
GENERAL TAX LEVY (A+B+C)		\$20,000	\$19,000	\$18,000	\$17,000	\$16,000	\$15,000	\$14,000	\$13,000	\$12,000	\$11,000	\$10,000
ASSESSED PROJECTS LEVY (D+E)		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Subtotal City Tax Levy Funding Requirements		\$30,000	\$29,000	\$28,000	\$27,000	\$26,000	\$25,000	\$24,000	\$23,000	\$22,000	\$21,000	\$20,000

NOTES

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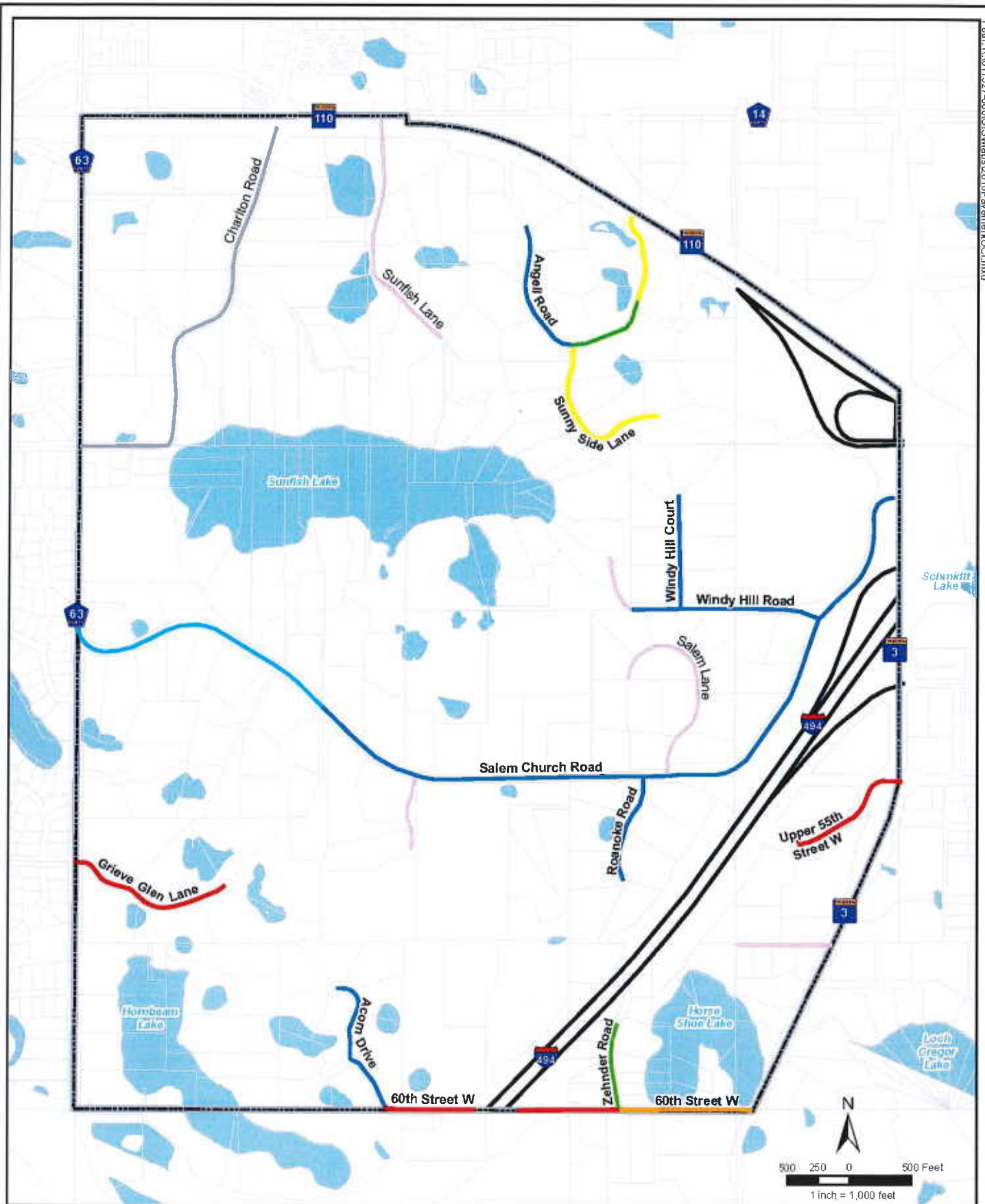
SUMMARY
APPENDIX B

Notes:

- 1) Regulate Regulatory Requirements
- 2) Oakton Park, Grove Glen Lane, Sunny Side Lane and Wendy Hill Road Culverts
- 3) Overflow, Well and Overflow and / or Backwater, assumes project to be assessed
- 4) Storm Water Improvements Required by MS4 Permit
- 5) Water Quality Improvements per NPDES requirements
- 6) Estimated Projected Revenue Only \$400 per Year for CDDP monitoring

APPENDIX C

2018 Pavement Condition Index



2018 Pavement Condition Index

City of Sunfish Lake, Minnesota

Pavement Condition Index

0 - 39	70 - 79	Gravel Roads
40 - 49	80 - 89	Private Roads
50 - 59	90 - 100	
60 - 69		



APPENDIX D
Assessment Policy

CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA

SPECIAL ASSESSMENT POLICY

Section 1. Background. Chapter 429 of the Minnesota Statutes authorizes the City to levy special assessments for certain public improvements. The two most common types of public improvements within the City are street improvements and storm water improvements.

The City acknowledges that the validity of any special assessment to a particular lot depends on whether the amount of the assessment is equal to or less than the benefit conferred upon the lot by reason of the public improvement. Under state law, the benefit is determined by the increase in fair market value of the lot caused by reason of the improvement. The benefit rule controls all special assessments and supersedes any City formulas and calculations relating to how project costs are allocated. The City also acknowledges that assessments have to be uniformly imposed on similarly situated properties within a class of properties.

The first step in determining an assessment is to determine which portion of project costs will be paid by the City and which portion will be specially assessed. The second step is to spread or divide the total assessment amount among the various lots that have received a special benefit. This policy addresses both steps. The policy is a guideline and the Council has the authority to alter the policy from time to time based on facts and circumstances that the Council believes justify such changes.

Section 2. Street Improvements. The typical types of street improvements in the City are:

- a. Sealcoating;
- b. Mill and overlay; and
- c. Street reconstruction, including new pavement where none existed before.

If only sealcoating is being performed, the policy is not to assess the cost of the sealcoating. Rather, the City will pay the cost of sealcoating out of the general fund as a maintenance item.

Projects involving mill and overlay and street reconstruction will be specially assessed. The percentage of costs that will be specially assessed depends on the type of street.

Within the City, there are three (3) types of streets. They are:

- a. Collector Street. – A collector street is a City street that provides access to local streets, private streets, direct driveway access and is utilized by the surrounding area for trips originating outside of the City and terminating outside of the City limits. The number of through trips exceed the number of local trips. The City streets that meet this criteria are:

- Salem Church Road; and
- Charlton Road.

The assessment policy for a Collector Street is to assess 40% of street improvement cost to the specially benefitted properties.

- b. Neighborhood Collector Street - a neighborhood collector street is a City street that provides direct access to local streets, private streets, direct driveway access and has fewer trips that originate outside of the area and terminate outside the area than local trips. A local trip is considered a trip that remains within the City limits. The City streets that meet this criteria are:

- 60th Street North;
- Windy Hill Road; and
- Angell Road (east of Sunnyside Lane).

The assessment policy for a Neighborhood Collector Street is to assess 60% of street improvement cost to the specially benefitted properties.

- c. Local Street - a local street is a City Street that only provides direct access to private driveways which has trips that originate on the street and or terminate on the street. A local street includes a public street that provides access to shared driveways. The City Streets that meet this criteria are:

- Acorn Drive;
- Zehnder Road;
- 55th Street West;
- Roanoke Road;
- Grieve Glen Lane;
- Windy Hill Court;
- Angell Road (west of Sunnyside Lane); and
- Sunnyside Lane.

The assessment policy for a Local Street is to assess 80% of street improvement cost to the specially benefitted properties.

The special assessments for mill and overlay and for street reconstruction will be spread or divided on a per buildable lot basis with each such lot receiving an equal amount of assessment.

A special assessment for mill and overlay and for street reconstruction will be amortized over a period of time not less than five years and not more than ten years. The interest rate payable by the landowners on the remaining balance of the special assessments will not be more than 2% above the bond interest rate charged the City. If the City has not issued bonds, the interest rate charged the landowners will not be more than 2% above the estimated interest rate that the City would have incurred if bonds were issued to finance the project. Interest will begin to accrue from the date the assessments are levied.

To the extent storm water improvements are constructed with the street improvements and are incident and ancillary to the street improvement and do not otherwise confer significant benefit to properties outside of the lots that would typically be assessed for the street improvements and do not constitute more than 50% of the project costs, the storm water improvements will be considered as part of the street assessments and will be levied on the same basis as the street assessments.

In general, in determining the specially benefitted properties for a street assessment, the following lots will be included:

- a. The lots that adjoin a public street or have indirect driveway access to the public street.
- b. The lots that adjoin or have indirect driveway access to a private street where the private street has access to the public street that is being improved.

Section 3. Storm Water Improvements. Storm water improvements include such items as culvert repair or reconstruction, holding ponds, erosion control, drainage ditch reconstruction, surface drainage improvements, trunk lines, and lateral lines.

Storm water improvements can generally be placed into two (2) categories:

- a. Lateral Storm Water Management Improvements. Lateral storm water management improvements benefit the immediate adjacent area. Lateral storm water management improvements are storm water infrastructure facilities that receive runoff from adjacent public right of way or from some or all adjacent parcels but do not include significant runoff from locations that are off site of the improvements.
- b. Trunk Storm Water Management Improvements. Trunk storm water management improvements benefit an area that extends beyond the immediate property (i.e. beyond the lateral benefit). Trunk storm water management improvements manage runoff from areas of the City that are not immediately adjacent to the improvement. The trunk portion of an improvement is the size or cost of the improvement that exceeds the lateral storm water needs. Trunk storm water management improvements usually have a design and capacity to receive storm water runoff from lots that adjoin the improvement as well as non-adjoining lots.

Lateral storm water management improvements will be assessed to the adjacent specially benefitted properties on the same basis as a street assessment, taking into account the different classes of streets and allocating the assessable portion of the project on a per buildable lot basis.

With respect to trunk storm water management improvements, 50% of the project costs will be assessed and the assessable amount will be spread or divided among the specially benefitted properties on a per buildable lot basis with each such lot receiving an equal amount of assessment.

Special assessments for lateral storm water management improvements and trunk storm water management improvements will be amortized over a period of time not less than five years and not more than ten years. The interest rate payable by the landowners on the remaining balance of the special assessments will not be more than 2% above the bond interest rate charged the City. If the City has not issued bonds, the interest rate charged the landowners will not be more than 2% above the estimated interest rate that the City would have incurred if bonds were issued to finance the project. Interest will begin to accrue from the date the assessments are levied.

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

RESOLUTION NO. 11- 12

**RESOLUTION APPROVING ASSESSMENT POLICY FOR
THE CITY OF SUNFISH LAKE**

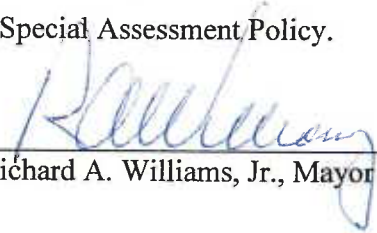
WHEREAS, Chapter 429 of the Minnesota Statutes authorizes the City to levy special assessments for certain public improvements.

WHEREAS, the City desires to adopt a formal written policy with respect to the methodology of allocating project costs between the City and special assessments and a methodology for dividing the special assessment amount among the specially benefitted properties.

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

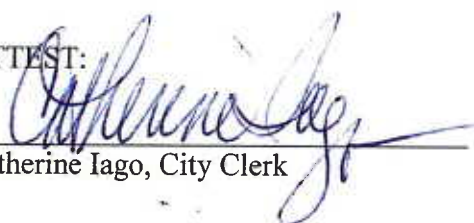
1. The Council hereby approves the attached Special Assessment Policy.

Passed this 5th day of July, 2011.

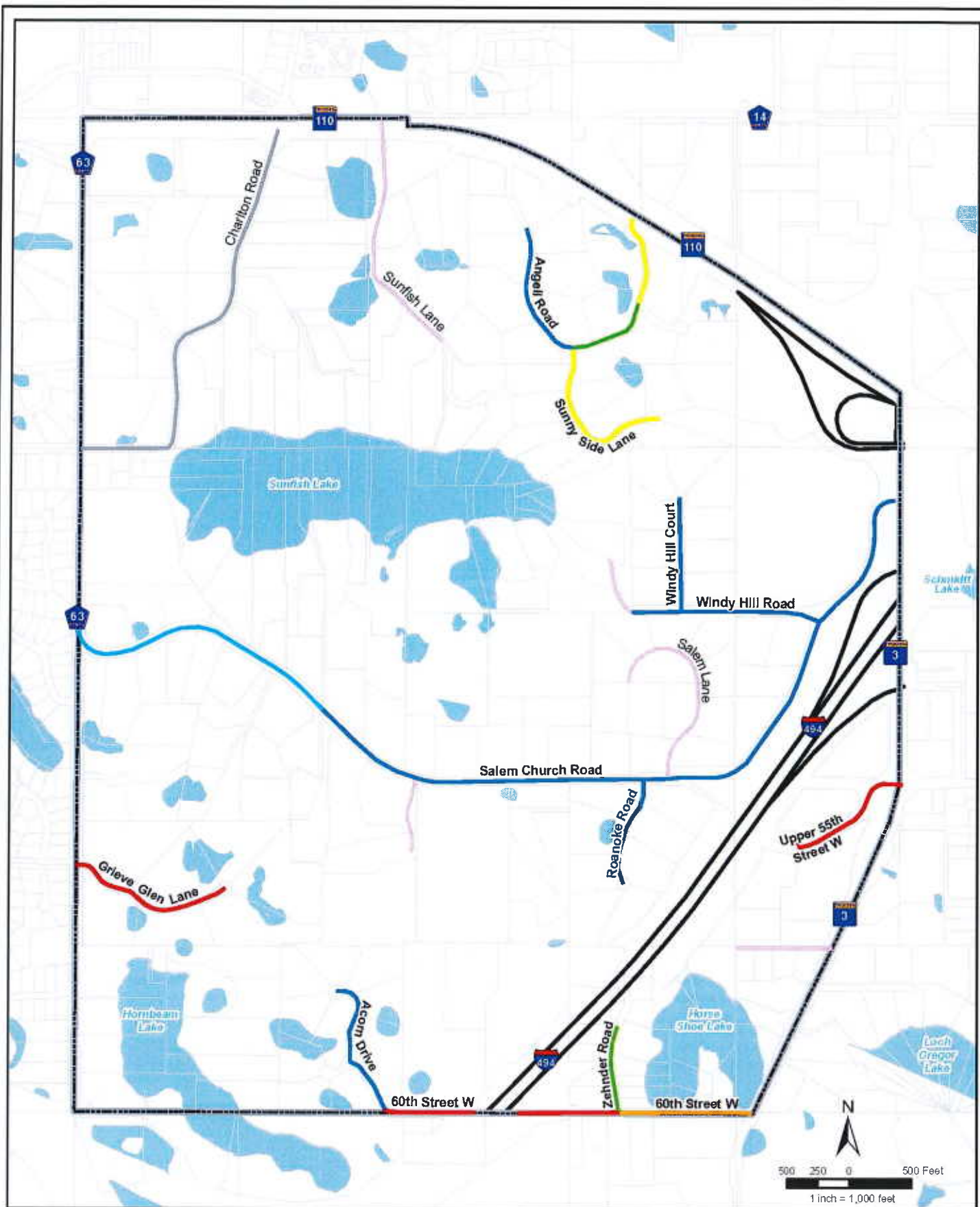


Richard A. Williams, Jr., Mayor

ATTEST:



Catherine Iago, City Clerk



2018 Pavement Condition Index

City of Sunfish Lake, Minnesota

Pavement Condition Index

0 - 39	70 - 79	Gravel Roads
40 - 49	80 - 89	Private Roads
50 - 59	90 - 100	
60 - 69		





701 Xenia Avenue South | Suite 300 | Minneapolis, MN 55416 | (763) 541-4800

May 15, 2018

Mr. Jeff Sandberg
City Engineer
City of Sunfish Lake

Re: Scope and Cost Estimate for a Traffic Study on Salem Church Road in Sunfish Lake

Dear Mr. Sandberg:

Based on documentation received from the City regarding future traffic impacts from the Vikings Practice Facility, it is my understanding that the City is interested in having a traffic study performed to document average daily traffic (ADT) volumes on Salem Church Road prior to the facility opening and when the facility is in operation.

Scope of Services

The tasks that will be completed for this Traffic Study work include:

1. Existing traffic data collection will be conducted using tube counters. 2 counters will be placed for a minimum of one week prior to June 1, 2018 (weekday and weekend ADT).
2. Future traffic data collection will be conducted using tube counters. 2 counters will be placed for a minimum of one week prior to September 1, 2018.
3. Documentation – Prepare a traffic study report complete with background, methodology, data, analysis results, and findings. Figures and appendix materials will be included.
4. Project Management – Correspondence with the Client, City of Eagan, and Vikings Facility Staff.

Cost Estimate

WSB will complete all the data collection required and document the results in a formal memo including all necessary coordination following the process described in the preceding section for a not-to-exceed cost of \$2,500.

Schedule

WSB can schedule the collection of existing data as soon as we receive notice to proceed. We will work the Client to schedule collection of the future data. Once this data has been collected, A formal memo will be written summarizing the collection methodology and documenting the change in traffic volumes.

If you have any questions regarding this proposal, please call me at 763-512-5248.

Sincerely,

WSB & Associates, Inc.

Sean Delmore, P. E., PTOE
Principal/ Senior Project Manager



Memorandum

To: Jeff Sandberg, PE, City Engineer

From: Sheue Torng Lee

Date: May 7, 2018

Re: Pavement Condition Report
WSB Project No. 011527

WSB & Associates, Inc. is pleased to submit this pavement condition report summarizing the results of the pavement inspection performed on April 30, 2018 on all the City streets. The distresses observed on the surface of roadways evaluated were analyzed using our pavement management software, PAVER to calculate the Pavement Condition Index (PCI) for each street. The PCI is based on a 0 to 100 scale, with 100 being a brand-new roadway with no distresses present.

Bituminous roadways were evaluated but gravel road and private roads were not rated. A map showing the condition rating can be found labeled in the **Appendix A** section of this report. The condition rating for each street is included in a table in **Appendix B**. Any type of road maintenance (i.e. patching or crack sealing) done prior to inspections is accounted for in each PCI value. The weighted average was computed by averaging the PCI values based on the area of each segment, which was calculated to be 78.

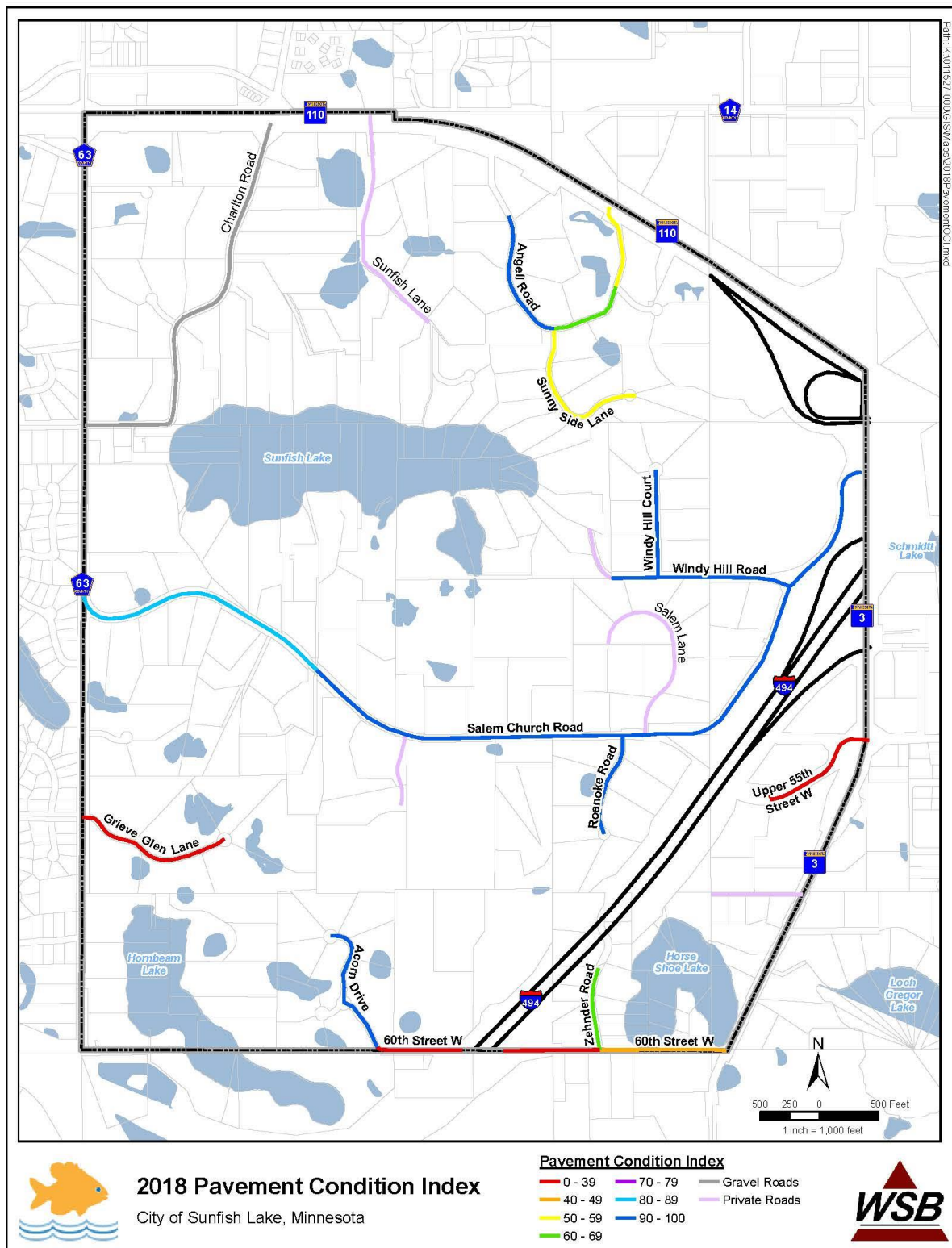
On new roads with high PCI values, which are in the range from 80 to 100, we would recommend performing preventative maintenance such as crack sealing or chip sealing, or a combination of both to protect the road surface from infiltration of water and incompressible materials as well as oxidation. Good candidates for preventative maintenance upon field inspection are Salem Church Road, Roanoke Road, Windy Hill Road, and Windy Hill Court.

There are areas where the PCI values of pavements have dropped drastically since last inspection in 2015, such as 60th Street West and Grieve Glen Lane. It is important to note that these roads were previously chip sealed and the treatment masked the existing distresses of the pavements. Thus, when these roads were reviewed this year, the PCI values are much lower than when rated in 2015 because the distresses have surfaced through the layer of chip seal.

It is our understanding that the condition of Grieve Glen Lane is a concern to the City. The PCI of this road obtained from field inspection is 36, which indicates that the street is in poor condition needing a major repair. The street is highly raveled with potholes developing. Pavement coring will be performed on this street to determine the extent of distresses. If the distresses are only present on the surface and they do not extend through the depth of bituminous pavement, which we believe is most likely the case, a mill and overlay could help eliminate the surface distresses. However, if the distresses are found to be caused by underlying materials, a reclamation or reconstruction needs to be carried out to restore the structural capacity of the pavement. A separate forensic report will be delivered to the City once pavement coring has been completed.

Appendix A

Sunfish Lake
2018 PCI Map



Appendix B

Sunfish Lake
2018 Street PCI

Name	Section ID	Length (ft)	Area (ft ²)	2018 PCI
60TH ST W	2	809.83	16,196.58	30.80
60TH ST W	3	726.13	14,522.64	32.12
GRIEVE GLEN LN	8	1,350.79	32,418.85	35.73
UPPER 55TH ST E	1	1,060.26	22,265.37	36.12
60TH ST W	4	1,070.43	21,408.53	46.87
SUNNYSIDE LN	20	1,384.93	27,698.53	57.64
ANGELL RD	7	710.21	14,204.13	59.55
ANGELL RD	6	697.89	13,957.90	60.68
ZEHNDER RD	24	702.02	12,636.30	68.57
SALEM CHURCH RD	13	2,313.04	55,513.03	87.49
ROANOKE RD	9	880.63	20,254.49	92.00
SALEM CHURCH RD	14	2,188.1	52,514.32	92.39
SALEM CHURCH RD	15	537.06	12,889.53	92.82
SALEM CHURCH RD	12	221.21	5,309.00	94.42
ACORN DR	27	1,182.59	28,382.19	94.44
ANGELL RD	5	1,135.66	22,713.12	95.26
WINDY HILL CT	22	1,006.58	26,171.05	99.87
SALEM CHURCH RD	10	1,949.04	46,776.85	100.00
SALEM CHURCH RD	11	1,001.06	24,025.33	100.00
SALEM CHURCH RD	29	237.18	5,692.29	100.00
WINDY HILL CT	21	905.95	18,119.06	100.00
WINDY HILL CT	23	511.06	9,199.03	100.00



Technical Memorandum

To: *Jeff Sandberg, PE*
City Engineer

From: *Andrea Blanchette, PE*
Sheue Torng Lee, EIT
Tom Wood

Date: *May 11, 2018*

Re: *Pavement Coring Forensic Report*
WSB Project Number: 012011

Introduction

WSB & Associates, Inc. is pleased to submit this pavement forensics report detailing the results of the pavement coring performed on May 10, 2018 along Grieve Glen Lane in the City of Sunfish Lake. The various characteristics of the pavement cores were analyzed to assist in determining an appropriate pavement maintenance or rehabilitation method for this roadway segment.

A total of 3 pavement cores were taken along Grieve Glen Lane. The locations of the pavement cores are summarized in **Figure 1**. A summary of the pavement depths and conditions, and recommended maintenance activity for each core location is shown on **Table 1**. Pictures of the pavement cores and roadway surface are shown in **Appendix A** of this report.

Mr. Jeff Sandberg
May 11, 2018



Figure 1. Pavement core locations taken within the City of Sunfish Lake along Grieve Glen Lane.

Table 1. Pavement core information.

Core ID	Bituminous Depth (inches)	Aggregate Depth (inches)	Notes	Recommended Maintenance Activity
1	4	5.5 - 6	Core was in poor condition with the top 0.5" delaminated from the bottom. Core showed signs of deterioration.	Full Depth Reclamation (FDR)
2	3.5	5.5 - 6	Core was in good condition with a 1.75" top lift.	
3	4	5.5 - 6	Core showed signs of delamination and deterioration. Top lift was 2" thick.	

Note: Please refer to the summary section for detailed explanations.

Full Depth Reclamation (FDR): FDR involves pulverizing the full depth of bituminous and a portion of the underlying material and blending them together to provide a sound base to the new pavement. This process helps to eliminate the existing distresses. The reclaimed mixture can be topped with different types of surface course, depending on the structural requirements and anticipated traffic level.

Mill and Overlay: A mill and overlay involves grinding a portion of the in-place asphalt surface and topping it with a bituminous wearing course over the entire surface. A mill and overlay can only eliminate some of the surface distresses, thus it is common to see cracks reflecting through the new pavement within a few years. It is important to note that additional patching would be anticipated on areas with thinner bituminous that may be encountered once the surface is milled. Because of the existing condition of the pavement and the delamination and condition of the cores, it would not be recommended to try a mill and overlay along Grieve Glen Lane.

Summary of Findings and Recommendations

Several factors are considered when determining the number of pavement cores to be taken, including the pavement condition or visible distresses present on the pavement and the variability of the pavement depth as the cores are being completed. Pavement coring identifies what exists underneath the visible layer of the pavement and can give a lot of information including depths of the pavement layers, signs of bonding or debonding, and distresses that might not be visible from the road surface.

The pavement surface rating on Grieve Glen Lane was determined to be a 36, which falls into the poor category requiring a major fix. The road was previously chip sealed, and observed to be highly raveled with potholes developing. Three cores taken along this street had bituminous depths ranging from 3.5 inches to 4 inches. One of the cores was in good condition but the remaining two cores showed signs of deterioration and delamination. There was 5.5 inches to 6 inches of crushed limestone found underneath the bituminous layer.

Core #3 was taken on one of the worst locations on Grieve Glen Lane where high severity potholes were found and it was determined that delamination was developing on the top 0.5 inches of the bituminous core. It was also seen on Core #1 that the top 0.5 inches was completely stripped off the bottom. Although the distresses observed on the surface did not extend through the full depth of bituminous layer, a 2-inch mill and overlay would not be recommended based on the condition of the cores taken in this study. The left in-place bituminous after milling would be too thin (approximately 1.5 inches to 2 inches), paired with areas where the bituminous had deteriorated, the existing pavement would crumble easily as it does not have the capacity to withstand construction traffic. It would be our recommendation to perform a Full Depth Reclamation (FDR). There is no curb and gutter, and there is sufficient underlying material (crushed limestone) which would serve as a suitable base material for a reclamation. This activity would disrupt existing crack patterns and allow a new surface to be placed over the reclaimed materials. A FDR is estimated to last between 20 and 30 years if properly designed and appropriate preventative maintenance is performed.

Mr. Jeff Sandberg
May 11, 2018

Appendix A

Sunfish Lake Coring Pictures

Core 1



Core 2



Core 3



Contract No. 18R027

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE
METROPOLITAN COUNCIL AND THE
CITY OF SUNFISH LAKE**

THIS AGREEMENT is made and entered into by and between the Metropolitan Council (the "Council") and the City of Sunfish Lake (the "City"), each acting by and through its duly authorized officers.

THE ABOVE-NAMED PARTIES hereby agree as follows:

I. GENERAL SCOPE OF AGREEMENT

The Council and the City agree to undertake a volunteer lake monitoring study in order to provide an economical method of broadening the water quality database on lakes in the Twin Cities Metropolitan Area.

II. SPECIFIC SCOPE OF SERVICES

2.01 Lake Monitoring Program. The City and the Council agree to jointly undertake a volunteer lake monitoring program as specified below:

- a. General Purposes of Program. The volunteer lake monitoring program involves the use of citizen-scientist volunteers to monitor lakes in the Twin Cities Metropolitan Area. The volunteers will collect surface water samples which will be analyzed for total phosphorus (TP), total Kjeldahl nitrogen (TKN), and chlorophyll-a (CLA). In addition, the volunteers will measure surface water temperature, water transparency, and fill out a monitoring form that describes the lake and weather conditions at the time of the monitoring event. Lakes will be visited from April through October of 2018 (the "Monitoring Period") for the number of times and at the approximate intervals specified in paragraph (b) below. Each lake will be sampled at the location as indicated on the site location map provided by the Council. The Council will arrange for chemical analysis of the samples either through its own laboratory or an outside laboratory.
- b. Specific Lakes Involved. The following lakes and specific lake site(s) listed below will be involved in the Council's Citizen-Assisted Lake Monitoring Program (CAMP) in 2018.

Lake name	DNR ID#	Number of monitoring events	Approximate monitoring interval	Quantity of new kits
Hornbeam	19-0047	1 to 7	Monthly	0
Horseshoe	19-0051	1 to 7	Monthly	0
Sunfish	19-0050	1 to 7	Monthly	0

2.02 City Responsibilities. The City agrees that it will have sole responsibility for:

- a. Recruiting volunteers (who have access to a boat) to monitor the lakes the City wishes to involve in the program as listed in section 2.01(b) above.
- b. Providing the Council and/or volunteers with needed lake information such as lake bathymetric maps and access locations.
- c. Paying for the laboratory analysis cost of the samples collected by volunteers which cost is included in the amounts specified in Article III below.
- d. Ensuring that the volunteers participate in the training program and follow CAMP methods and procedures.
- e. Ensuring that the volunteers fill out a monitoring form during each monitoring event.
- f. Picking up the samples and the lake monitoring forms from their volunteers and delivering those items to the City's central storage location. The City will be responsible for providing the central storage location. The central storage location can be a Council facility, but the City will be required to deliver the samples and monitoring forms to this facility. The samples are required always to be frozen.
- g. Storing its volunteers' samples until picked up by Council staff. The samples are required always to be frozen.
- h. Maintaining, storing, and restocking its monitoring kits.
- i. Delivering and picking up its monitoring kits to and from their volunteers.

2.03 Council Responsibilities. The Council agrees that it will:

- a. Organize the survey.
- b. Provide training for the volunteers.

- c. Pick up the samples and lake monitoring forms from the City's central storage location and deliver them to the laboratory at approximately 2-month intervals starting in June.
- d. Review the results of the monitoring data.
- e. Prepare a final report containing the physical, chemical, and biological data obtained during the Monitoring Period and a brief analysis of the data.
- f. Provide quality control by collecting lake samples from random lakes involved in the volunteer program. The resulting parameter values will then be compared to the volunteers' results to determine if any problems exist involving the volunteer's monitoring activities and what should be done to correct the problem.
- g. Provide and deliver to the City the expendable monitoring items (e.g. sample containers, labels, filters, aluminum sheets, zip-style plastic bags, and lake monitoring forms). The expendable monitoring items will be delivered in the weeks preceding the start of the monitoring season. The cost of the expendable monitoring items is included in the annual participation fee.

III. COMPENSATION; METHOD OF PAYMENT

3.01 Payment to Council. For all labor performed and reimbursable expenses incurred by the Council under this agreement during the Monitoring Period, the City agrees to pay the Council the following amounts per lake site listed in section 2.01(b). The participation fee will be billed for the contracted amount regardless whether the volunteer collects samples from or monitors a lake site fewer times than the contracted quantity.

Number of Monitoring events	Participation Fee (excludes monitoring equipment)
8 to 14	\$550
1 to 7	\$280

For lake sites requiring monitoring equipment, the cost for a kit of monitoring equipment is \$150 per kit.

3.02 Payment Schedule. Payment of the total amount owing to the Council by the City shall be made by October 30, 2018. An invoice specifying the amount owed by the City will be sent under separate cover.

3.03 Additional Analyses. The total amount specified in paragraph 3.01 does not include the cost of any additional analyses requested by the City, such as analysis of bottom samples. The Council will carry out any such additional analyses at the request of the City and subject to the availability of Council resources for carrying out such analyses. The Council will bill the City after the end of the Monitoring Period for any such additional analyses at the Council's actual cost, and

the City will promptly reimburse the Council for any such costs billed. The costs for additional analyses are provided in Exhibit A.

3.04 Replacement of Durable Equipment. The total amount specified in paragraph 3.01 does not include the cost of replacing durable monitoring equipment, such as thermometers, Secchi disks, filter holders, hand pumps, graduated cylinders, sampling jugs, forceps, and tote boxes. The Council will provide and deliver durable monitoring equipment that needs replacement upon request from the City. The Council will bill the City for any such replaced durable monitoring equipment at the Council's actual cost, and the City will promptly reimburse the Council for any such costs billed.

IV. GENERAL CONDITIONS

4.01 Period of Performance. The services of the Council will commence on April 1, 2018, and will terminate on March 30, 2019, or following work completion and payment, whichever occurs first.

4.02 Amendments. The terms of this agreement may be changed only by mutual agreement of the parties. Such changes will be effective only on the execution of written amendment(s) signed by duly authorized officers of the parties to this agreement.

4.03 City Personnel. Jeff Sandberg, or such other person as may be designated in writing by the City, will serve as the City's representative and will assume primary responsibility for coordinating all services with the Council.

Jeff Sandberg
City of Sunfish Lake c/o WSB
701 Xenia Avenue S, Suite 300
Minneapolis, MN 55416

4.04 Council's Contract Manager. The Council's Contract Manager for purposes of administration of this agreement is Brian Johnson, or such other person as may be designated in writing by the Council's Regional Administrator. The Council's Contract Manager will be responsible for coordinating services under this agreement. However, nothing in this agreement will be deemed to authorize the Contract Manager to execute amendments to this agreement on behalf of the Council.

Brian Johnson
Metropolitan Council
2400 Childs Road
St. Paul, MN 55106
651-602-8743

4.05 Equal Employment Opportunity; Affirmative Action. The Council and the City agree to comply with all applicable laws relating to nondiscrimination and affirmative action. In particular, the Council and the City agree not to discriminate against any employee, applicant for employment, or participant in this study because of race, color, creed, religion, national origin, sex,

marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age; and further agree to take action to assure that applicants and employees are treated equally with respect to all aspects of employment, including rates of pay, selection for training, and other forms of compensation.

4.06 Liability. Each party to this agreement shall be liable for the acts and omissions of itself and its officers, employees, and agents, to the extent authorized by law. Neither party shall be liable for the acts or omissions of the other party or the other party's officers, employees or agents. Nothing in this agreement shall be deemed to be a waiver by either party of any applicable immunities or limits of liability including, without limitation, Minnesota Statutes, sections 3.736 (State Tort Claims) and chapter 466 (Municipal Tort Claims).

4.07 Copyright. No reports or documents produced in whole or in part under this agreement will be the subject of an application for copyright by or on behalf of the Council or City.

4.08 Termination of Agreement. The Council and the City will both have the right to terminate this agreement at any time and for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination. In the event of such termination, the Council shall retain a pro-rata portion of the amounts provided for in Article III, based on the number of monitoring events occurring for each lake before termination versus the total monitoring events specified for each lake. The balance of the amounts will be refunded by the Council to the City.

4.09 Force Majeure. The Council and the City agree that the City shall not be liable for any delay or inability to perform this agreement, directly or indirectly caused by, or resulting from, strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other cause beyond reasonable control of Council and the City.

4.10 Audits. Pursuant to Minn. Stat. Section 16C.05, Subd. 5, the books, records, documents, and accounting procedures and practices of Provider relative to this agreement shall be subject to examination by the City and the State Auditor. Complete and accurate records of the work performed pursuant to this agreement shall be kept by provider for a minimum of six (6) years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the City regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the City notifies Provider in writing that the records need no longer be kept.

4.11 Relationship of Parties and their Employees. Nothing contained in this agreement is intended, or should be construed, to create the relationship of co-partners or a joint venture between the Council and the City. No tenure or any employment rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, retirement, or other benefits available to the employees of one of the parties, including indemnification for third party personal injury/property damage claims, shall accrue to employees of the other party solely by the fact that an employee performs services under this agreement.

4.12 Severability. If any part of this agreement is rendered void, invalid or unenforceable such rendering shall not affect the remainder of this agreement unless it shall substantially impair the value of the entire agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on the dates set forth below. This agreement is effective upon final execution by, and delivery to, both parties.

CITY OF SUNFISH LAKE

Date _____

By _____

Name _____

Its _____

METROPOLITAN COUNCIL

Date _____

By _____

Name _____
Water Resources Assistant Manager

EXHIBIT A

Metropolitan Council Environmental Services Laboratory Prices for Additional Analyses		
Parameter	Laboratory Code	Price (per sample)
Nutrients (TP & TKN)	NUT-AHLV	\$15.25
Chlorophyll	CLA-TR-CS	\$15.50
Phosphorus	P-AHLV	\$15.25
Chloride	CL-AV	\$15.75
Ortho-phosphorus	ORTHO-AV	\$15.50
Hardness	HARD-AV	\$7.25
Alkalinity	ALK-AV	\$13.50
Sulfate	SO4-ICV	\$13.50
Metals (Cd, Cr, Cu, Pb, Ni, Zn)	MET-MSV	\$36.00
Individual metal/mineral (e.g. Fe)	XX-MSV	\$6.00 (per element)
A parameter not on this list		Contact the Council's Contract Manager for specific pricing.

SENT VIA E-MAIL

May 21, 2018

Mr. Jeff Sandberg, PE
City of Sunfish Lake
c/o WSB Engineering
701 Xenia Ave S #300
Minneapolis MN 55416
jsandberg@wsbeng.com

**Re: 2018 CAMP Contract/Agreement – City of Sunfish Lake
Metropolitan Council Contract Number 18R027
Contract Transmittal**

Dear Mr. Sandberg:

Attached, please find the PDF of the 2018 CAMP Agreement in reference. Please print two copies of the Agreement, execute both copies, and return them to the attention of:

Daniel Henely
Metropolitan Council
2400 Childs Rd
St. Paul MN 55106

The agreement has been revised to reflect the recent changes in the CAMP and it will be used with all the participating agencies.

Upon receipt of these documents, the Metropolitan Council will execute the Agreement and return one original to you along with the Notice to Proceed.

If you have any questions, please feel free to contact **Brian Johnson** at 651-602-8743.

Sincerely,



Jody Jacoby
Contracts Manager

JLJ/mlr

cc: Brian Johnson, EQA