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MEMO

TO: Sunfish Lake Mayor, Councilmembers and Consultants
FROM: Timothy J. Kuntz, City Attorney
DATE: July 3, 2018
RE: City Project No. 2018-01 (Charlton Road Improvements) and City Project
No. 2018-02 (Sunfish Lake Outlet Improvements) – Resolution
Approving Final Plans and Specifications and Ordering Advertisement for
Bids; July 10, 2018 Council Meeting – Agenda Item 8(g)

Section 1. Background. At the May 1, 2018 Council meeting, the Council, by resolution took the following actions:

- Received and approved the Feasibility Report and authorized the preparation of plans and specifications for City Project No. 2018-01 (Charlton Road Improvements) and City Project No. 2018-02 (Sunfish Lake Outlet Improvements).
- Called for a public improvement hearing on June 5, 2018 to consider City Project No. 2018-01 and City Project No. 2018-02.

At the June 5, 2018 public improvement hearings, the Council took the following actions:

- Ordered City Project No. 2018-01.
- Ordered City Project No. 2018-02.

Section 2. Resolution Approving Final Plans and Specifications and Ordering Advertisement for Bids. The project schedule calls for the Council to approve final plans and specifications and order the advertisement for bids for City Project No. 2018-01 and City Project No. 2018-02 at the July Council meeting. The City Engineer has indicated that the plans and specifications for City Project No. 2018-01 and City Project No. 2018-02 are in final form and ready for advertisement.

Section 3. Council Action. At the July 10, 2018 Council meeting, the Council will be asked to consider the attached Resolution Approving Final Plans and Specifications and Ordering Advertisement for Bids for City Project 2018-01 and 2018-02.

The City Engineer will provide additional information and background regarding the final plans and specifications at the July Council meeting.

Attachment

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

RESOLUTION NO. 17- _____

**RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR
CITY PROJECT NO. 2018-01 (CHARLTON ROAD IMPROVEMENTS)
AND
CITY PROJECT NO. 2018-02 (SUNFISH LAKE OUTLET IMPROVEMENTS)**

WHEREAS, the City Consulting Engineer has prepared plans and specifications and has presented such plans and specifications to the Council for the following two improvement projects:

1. **City Project No. 2018-01 (Charlton Road Improvements)**. City Project No. 2018-01 includes 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

2. **City Project No. 2018-02 (Sunfish Lake Outlet Improvements)**. City Project No. 2018-02 includes improvements to the existing outlet control pipe from Sunfish Lake and installation of a new storm sewer pipe along Charlton Road. The Sunfish Lake Outlet Improvements needed under City Project No. 2018-02 arise from high maintenance costs and to improve the outlet capacity of the system to better regulate the lake levels and improve the drawdown efficiencies. City Project No. 2018-02 (as outlined in the feasibility report) includes:
 - Removal of the existing outlet control pipe
 - Replacement and realignment of the outlet control pipe and appurtenances
 - Stormwater control improvements
 - Grading and drainage
 - Outlet discharge improvements and appurtenances

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

1. The final plans and specifications for the making of the improvements relating to City Project No. 2018-01 and City Project No. 2018-02 as prepared and submitted by WSB & Associates, Inc. (WSB) are hereby approved.
2. The City Consulting Engineer shall prepare and cause to be inserted in the City's official newspaper (*South-West Review*) an advertisement for bids for constructing the improvements relating to City Project No. 2018-01 and City Project No. 2018-02 under the approved plans and specifications.
3. The advertisement shall be published in the *South-West Review* on two consecutive dates set by WSB.
4. The City Consulting Engineer shall prepare and cause to be inserted in a trade paper (*Finance & Commerce*) an advertisement for bids for constructing the improvements relating to City Project No. 2018-01 and City Project No. 2018-02 under the approved plans and specifications.
5. The advertisement shall be published in the *Finance & Commerce* on two consecutive dates set by WSB.
6. The advertisement shall specify the work to be done, shall state that the deadline for submission of bids will be at the time and date set by WSB and that the bids will be opened and tabulated on the date set by WSB at the offices of WSB & Associates, Inc., 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota. At the bid opening, Don Sterna of WSB & Associates, Inc., Timothy J. Kuntz or his designee of the law firm of LeVander, Gillen & Miller, P.A. and the Sunfish Lake Mayor a Councilmember designated by the Mayor shall be present to act as designated officers and agents of the City for the purpose of opening and tabulating the bids.
7. The bids will be considered by the City Council at the time and date set by WSB in the Council Chambers at St. Anne's Episcopal Church at 2035 Charlton Road (Highway 110 and Charlton Road), Sunfish Lake, Minnesota. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
8. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check for five (5%) percent of the amount of such bid.

Passed this 10th day of July, 2018.

Richard Williams, Mayor

Catherine Iago, City Clerk