

Item 7b.**Sunfish Lake Engineer's Report for October 6, 2020**

By: Jeff Sandberg, PE
City Engineer

Date: September 30, 2020

1. Engineering Activities Undertaken in the Month of September

The following Engineer's Report reflects the Engineering activities undertaken this past month.

- A. MnDOT Speed Limit Increase on TH 3 – Staff submitted the CC resolution opposing a speed limit increase, however, MnDOT has rejected arguments against the increase.
- B. Intersection Improvements for Delaware and Salem Church Road – Dakota County has indicated they were not able to incorporate the proposed safety improvements in this years construction. The proposed improvements will be constructed in 2021.
- C. Request to Order Feasibility Study(s) for 2021 CIP Projects – SEE ATTACHMENT 1C.

2. Building and Site Reviews in the Month of September

- A. Staff conducted reviews for six properties in September:
 - 270 Salem Church Road: Staff has received documentation to recommend issuing the Certificate of Occupancy.
 - 1 Sunfish Lane: Staff has worked with the Applicant and the DNR on dock improvements at the property.
 - 369 Salem Church Road: Staff reviewed request for an approved equal of the treatment structure for garage drains.
 - 245 Salem Church Road: Staff reviewed a development plan submittal for the property.
 - 1 Horseshoe Lane: Staff reviewed a resubmittal for proposed improvements.
 - 2150 Charlton: Staff is working with the project architect and engineer to obtain proper documentation on as-builts.

3. Public Works Activities Undertaken in the Month of September

- A. The remaining warranty and other work items have been completed for the Charlton Road project.
- B. Staff circulated an RFP for 2020/2021 City Snowplowing services and has a recommendation to award the contract. SEE ATTACHMENT 3B.

4. Anticipated Engineering/Public Works Activities for the Month of October

- A. If so directed, staff will prepare the Feasibility Study(s) for the proposed 2021 CIP Projects.

The above constitutes the Engineering Report for the City of Sunfish Lake for October 6, 2020.

Respectfully submitted,

WSB

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

ITEM 7b. ATTACHMENT 1C.



Memorandum

To: *Honorable Mayor and City Council Members
City of Sunfish Lake*

From: *Jeff Sandberg, PE
City Engineer*

Date: *September 30, 2020*

Re: *Request to Prepare Feasibility Study(s) for 2021 CIP Projects*

As a part of the city's 2021 Capital Improvements Plan, staff identified 4 roads within the City for improvements in 2021. Staff requests that the City Council authorize feasibility studies for the following proposed projects:

1. Grieve Glen Lane Street Reconstruction. This is a roadway that is identified on the city's current Pavement Management Inventory as being beyond the point that allows patching and maintenance as being feasible and requiring complete reconstruction. A feasibility study will identify the proposed improvements and identify proposed funding. This is a project that has been budgeted for in the 2021 CIP.
2. Angell Road East Mill and Overlay. This is a roadway that is identified as high priority for maintenance in the city's current Pavement Management Inventory. A feasibility study will identify the proposed improvements and identify proposed funding. This is a project that has been budgeted for in the 2021 CIP. This project was initially considered for completion in 2020, however, it was determined that the project could not be funded in this year.
3. Sunnyside Lane Mill and Overlay. This is a roadway that is identified as high priority for maintenance in the city's current Pavement Management Inventory. A feasibility study will identify the proposed improvements and identify proposed funding. This is a project that has been budgeted for in the 2021 CIP. This project was initially considered for completion in 2020, however, it was determined that the project could not be funded in this year.
4. Zehnder Road Mill and Overlay. This is a roadway that is identified as high priority for maintenance in the city's current Pavement Management Inventory. A feasibility study will identify the proposed improvements and identify proposed funding. This is a project that has been budgeted for in the 2021 CIP. This project was initially considered for completion in 2020, however, it was determined that the project could not be funded in this year.

Staff requests that the City Council order the above-mentioned feasibility study(s).

ITEM 7b. ATTACHMENT 3B.



Memorandum

To: Honorable Mayor and City Council
City of Sunfish Lake

From: Jeff Sandberg, PE, City Engineer

Date: September 30, 2020

Re: Snow Removal Quotes for 2020-2021 Season
City of Sunfish Lake, MN
WSB Project No. 01011-99

As directed at the September City Council meeting, staff requested quotes from local snow removal companies for services for the 2020-2021 season. Seven companies were contacted, and despite indications that five companies were interested in providing quotes, only one company offered quotes for their services.

The quotes were received from the following:

Executive Contractors, Inc., Inver Grove Heights, MN

Executive Contractors provided two options for the city to consider; a per snow event pricing of \$2,340, or a lump sum per month pricing of \$6,750 per month or \$40,500 total for the season (November through April). The two quotes submitted are attached for your review and consideration.

The per event quote identifies the equipment available and estimated cost to complete snow removal for a 2" – 4" snowfall as used in previous years. The \$1,540 quote is labor and equipment only – adding materials (salt brine for pre-treatment and sand and salt for roads) brings the per event cost to \$2,340. In the 2019-2020 season, the snow removal costs were \$39,000 based on the lump sum seasonal quote of \$36,000, plus \$3,000 that was approved by the City Council for pre-treating roads with salt brine starting in January 2020.

The lump sum quote identifies a \$6,750 per month pricing that would total \$40,500 for the season which includes pre-treatment of all city roads before each snow event. If we have a mild winter, the city would still pay the \$40,500 lump sum fee. The city may realize additional cost savings in a mild winter if the per event pricing quote is selected, however there is risk that costs would exceed the lump sum fee in a severe winter. The contractor also included spring street sweeping at no additional charge with the lump sum bid (this typically costs the city about \$1,700 each year).

Staff budgeted \$38,000 for snow removal and \$1,700 for street sweeping for the 2020/2021 season.

Options:

1. Award contract to Executive Contractors, Inc. based upon their per event pricing of \$2,340.
2. Award contract to Executive Contractors, Inc. based upon their lump sum pricing of \$6,750 per month, or \$40,500 for the season (November through April) that includes spring street sweeping.
3. Direct staff to re-advertise for additional contractor quotes.

Staff Recommendation:

Executive Contractors, Inc. has performed the snow removal on public streets in Sunfish Lake for the last five years. Staff has found them to be extremely responsive, as their business location is very close to the city limits. Additionally, they created a dedicated email address of sunfishlakesnow@gmail.com for residents to email directly to the contractor notification of areas they consider having unsafe or hazardous conditions. This has worked well the last two seasons and Executive Contractors have been very responsive to those emails that were received from residents.

In consideration of Option 1, the per event bid for snow removal for the 2020-2021 season is a higher price compared to last season, due to increased material costs for the salt/sand mixture and the addition of a salt brine pre-treatment that was initiated last year. There have been no issues with the snow plowing efforts during the last five years, and the City has been satisfied with their services. If we have a mild winter, the city may realize more savings with Option 1 than with Option 2, however, the opposite could be the case if we have a severe winter.

Staff recommends that Executive Contractors, Inc. be awarded the contract to perform the 2020-2021 snow removal services for the city. Staff requests that the City Council make a determination of which of the pricing options they are most comfortable selecting.

Attachments

2020 - 2021 SNOW PLOW SEASON

QUOTE FOR SUNFISH LAKE

ITEM	2019-2020	
	Unit	Price
EQUIPMENT & LABOR		
Salt Brine Pre-treatment applicator	hour	85.00
Front-End Loader & Operator	hour	85.00
Motorgrader & Operator	hour	85.00
Motorgrader (with wing) & Operator	hour	85.00
Plow Truck & Driver w/ Sander	hour	85.00
Sanding Truck & Driver	hour	85.00
12 CY Dump Truck & Driver	hour	85.00
Single Axel Dump Truck /w Wing & Driver	hour	85.00
Bobcat Loader & Operator	hour	85.00
MATERIAL COSTS		
Sand/Salt Mixture 80-20 mix (includes tax)	ton	85.00
Pre-treatment salt brine (includes tax)	gal	1.50

24 HOUR CONTACT NAME

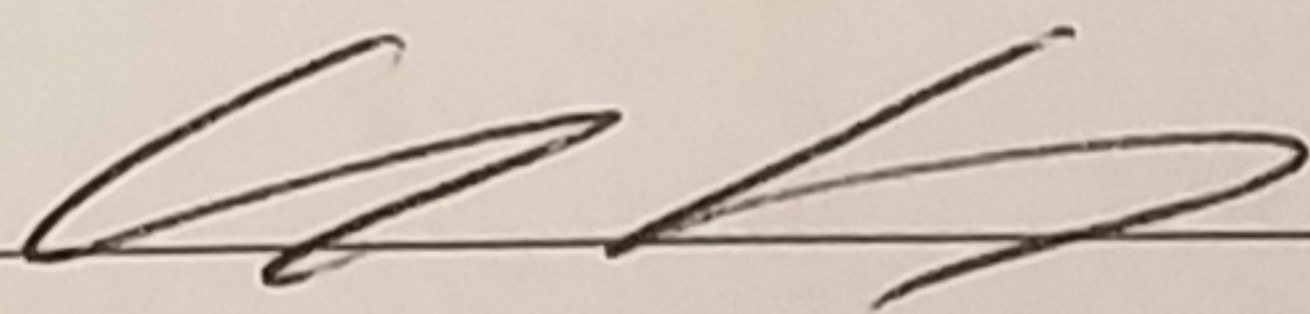
Craig Kromrey

24 HOUR CONTACT TELEPHONE NUMBER

651-248-1350

Snow plowing to be completed on city streets according to the City's Street Maintenance Policy - Snow Plowing.

Signature: _____



Company Name: _____

Executive Contractors Inc

Address: _____

3700 94th STE

Inner Grove Heights MN 55076

Telephone Number: _____

651-248-1350

2020 - 2021 SNOW PLOW SEASON

TYPICAL SNOW REMOVAL EVENT 2-4 INCHES OF SNOW

<u>Equipment to be Utilized</u>	<u>Estimated Hours</u>	<u>Cost</u>
1. <u>Brine pretreat</u>	<u>2-3</u>	\$ <u>470.00</u>
2. <u>loader</u>	<u>2-3</u>	\$ <u>215.00</u>
3. <u>grader / tractor</u>	<u>2-3</u>	\$ <u>215.00</u>
4. <u>plow truck</u>	<u>2-3</u>	\$ <u>215.00</u>
5. <u>Sander</u>	<u>2-3</u>	\$ <u>425.00</u>

TOTAL COST PER EVENT \$ 1,540.00

Monthly option @ \$6750.00 Nov 1 - Apr 30 Sweeping Included

2020 - 2021 SNOW PLOW SEASON
PROPOSAL FOR SUNFISH LAKE

ITEM	2014-2015		2015-2016		2016-2017		2017-2018		2018-2019		2019-2020		2020-2021	
	Units	Past Prices	Units	Past Prices	Units	Past Prices	Units	Past Prices	Units	Past Prices	Units	Past Prices	Executive Contractors	
													Proposal	% Incr.
EQUIPMENT & LABOR														
<i>Front-End Loader & Operator</i>	hour	\$ 110.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Motor grader & Operator</i>	hour	\$ 120.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Motor grader (with wing) & Operator</i>	hour	\$ 140.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Plow Truck & Driver w/ Sander</i>	hour	\$ 89.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Sanding Truck & Driver</i>	hour	\$ 79.00	hour	\$ 75.00	hour	\$ 75.00	hour	\$ 75.00	hour	\$ 75.00	hour	\$ 75.00	\$ 85.00	11.76%
<i>12 CY Dump Truck & Driver</i>	hour	\$ 95.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Single Axel Dump Truck /w Wing & Driver</i>	hour	\$ 99.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Bobcat Loader & Operator</i>	hour	\$ 89.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Salt Brine Pre-treatment Applicator</i>	hour		hour		hour		hour		hour		hour		\$ 85.00	
MATERIAL COSTS														
<i>Salt/Sand Mixture (plus tax)</i>	ton	\$ 80.00	ton	\$ 70.00	ton	\$ 70.00	ton	\$ 70.00	ton	\$ 70.00	ton	\$ 70.00	\$ 85.00	17.65%
<i>Pre-treatment salt brine (plus tax)</i>	gal		gal		gal		gal		gal		gal		\$ 1.50	
Contractor Estimated Cost - 2"- 4" snowfall							Each	Event	Each	Event	Each	Event	\$ 1,540.00	
<i>Includes Single Axel, Plow, Sanding Trucks, Pre-treatment salt brine and materials</i>														
Calculated cost @ 2-3 hours & 14 ton													\$ 2,340.00	
2020-2021 Rates - calculated cost													\$ 2,340.00	

AVERAGE SNOW FALL CLEARING EVENT - 2" - 4" SNOW																				
			2012-2013		2013-2014		2014-2015		2015-2016		2015-2016		2016-2017		2017-2018		2018-2019		2019-2020	
Plow Truck & Driver w/ Sander	hour	6 hrs.	\$ 85.00	\$ 510.00	\$ 89.00	\$ 534.00	\$ 89.00	\$ 534.00	\$ 85.00	\$ 510.00	\$ 85.00	\$ 510.00	\$ 85.00	\$ 510.00	\$ 85.00	\$ 510.00	\$ 85.00	\$ 510.00	\$ 85.00	\$ 510.00
Salt/Sand Mixture (including 6.5% sales tax)	ton	14 ton	\$ 60.00	\$ 840.00	\$ 80.00	\$ 1,120.00	\$ 80.00	\$ 1,120.00	\$ 70.00	\$ 980.00	\$ 70.00	\$ 980.00	\$ 70.00	\$ 980.00	\$ 70.00	\$ 980.00	\$ 70.00	\$ 980.00	\$ 70.00	\$ 980.00
Misc. Clean Up / Plow Truck w/ Sander	hour	2 hrs.	\$ 85.00	\$ 170.00	\$ 85.00	\$ 170.00	\$ 79.00	\$ 158.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 150.00
TOTAL				\$ 1,520.00		\$ 1,824.00		\$ 1,812.00		\$ 1,640.00		\$ 1,640.00		\$ 1,640.00		\$ 1,640.00		\$ 1,640.00		\$ 1,640.00

Memorandum

To: File
City of Sunfish Lake

From: Jeff Sandberg, PE, City Engineer
Brandon Movall, EIT, ENV SP, Assistant City Engineer

Date: September 30, 2020

Re: Efforts to Obtain Snow Removal Quotes for 2020-2021 Season
City of Sunfish Lake, MN

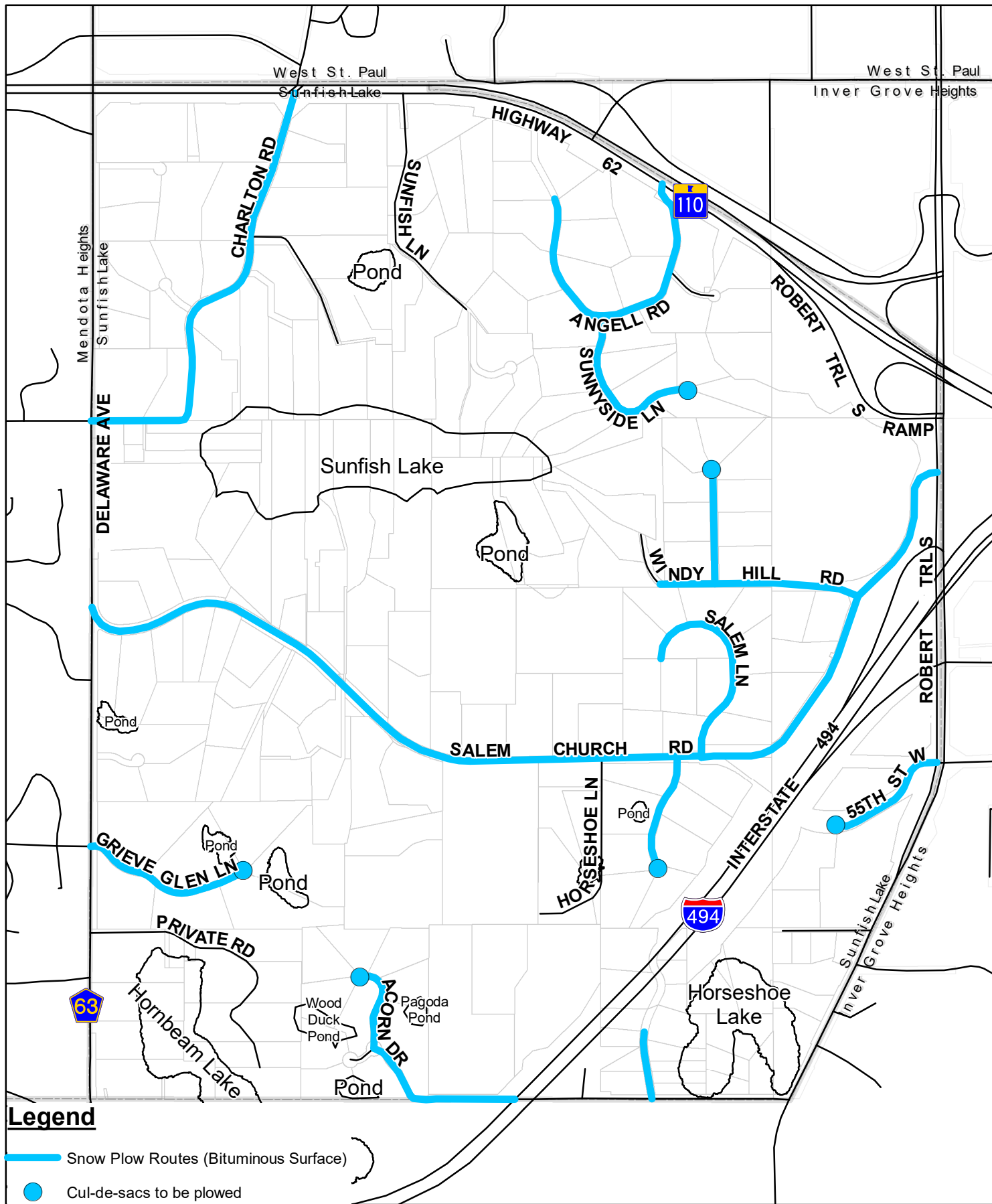
This memo is intended to document the efforts to secure multiple quotes for snow removal services for the City for the 2020-2021 season. A total of seven companies were contacted to gauge their interest in providing a quote. Despite indications that five companies were interested in providing quotes, only one company offered quotes for their services.

All seven companies were reached out to the week of September 14th, 2020 to gauge interest in submitting bids for snow removal services and to confirm contact information. The seven companies, their contact information, and their response to this initial inquiry are shown below:

Company Researched/Approached	Company Contact Information	Company's Response:
Executive Contractors, Inc.	executivecontractorsmn@gmail.com	Interested in providing quote
Curb to Curb, Inc.	contracts@curbtocurb.com (952) 405-2440	Interested in providing quote
Duddeck's Property Maintenance, LLC	dpm.duddeck@gmail.com (651) 300-0135	Interested in providing quote
Olson's Irrigation	joe@olsonsirrigationmn.com (651) 528-6873	Interested in providing quote
All Metro Service Companies	stephanie@allmetrolawncare.com (763) 789-4788	Interested in providing quote
Twin Cities Outdoor Services	(763) 235-2400	Never received a call back
Tri-County Services, Inc.	thurmest@aol.com (651) 775-3209	Never received a call back

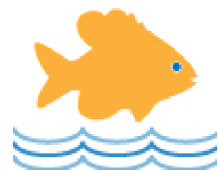
The five companies that expressed initial interest were then sent a request for quote on snow removal services which stated, "Quotes are due back to [the City Engineer] Tuesday, September 29, 2020 by 1:00 PM." As of 12:45 p.m. on September 29, two contractors had declined to provide a quote due to their projected workload. No contractors had responded with a quote for snow removal services

The remaining three companies were contacted between 12:45-1:15 p.m. on September 29th and as of 9:00 a.m. the next morning the City Engineer had received one bid from Executive Contractors, Inc. The other two contractors either declined to provide a quote or hadn't responded. By this time, the City Engineer determined sufficient efforts were performed to try to receive multiple bids regarding this work. Bids for 2020-2021 snow removal services would be compared to bids from previous years to ensure consistent pricing. Bids for 2020-2021 were deemed fair and consistent by staff and it was recommended that work be awarded to Executive Contractors, Inc., who did submit a quote for service and has completed satisfactory work in previous years.



Legend

-  Snow Plow Routes (Bituminous Surface)
-  Cul-de-sacs to be plowed



Snow Plowing Routes Sunfish Lake, MN

Updated September 2019

0 1,000 Feet
1 inch = 1,000 feet



SUNFISH LAKE SNOWPLOWING POLICY

1. Introduction

The City of Sunfish Lake believes it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice and removal of debris or fallen trees prohibiting vehicular travel on city streets. Reasonable ice and snow control and debris removal is necessary for routine travel and emergency services. The City will manage snow removal in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use private contractors to provide this service.

2. When will the City start snow or ice control operations?

The Mayor or City Engineer will decide when to begin snow or ice control operations. The criteria for that decision are:

- a. Snow accumulation of 2 inches or more;
- b. Drifting of snow that causes problems for travel;
- c. Icy conditions which seriously affect travel; and
- d. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfall of less than 2 inches.

Debris or tree removal prohibiting vehicular travel will commence as soon as work forces can be mobilized after reports of the incident and passing of the storm.

3. How snow will be managed

Starting in 2019, the City initiated a trial program to better manage snow and ice and to reduce salt and sand applications. The city required the contractor to pre-treat city streets with a salt brine prior to each anticipated storm event. The pre-treatment does not allow snow and ice to adhere to the roads, making it easier to clear them and allowing the use of less salt and sand. This approach proved successful and the City is incorporating the pre-treatment of all City streets in the snow removal contracts moving forward.

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. When a plow goes on a bridge, the driver shall slow down so that snow does not go over the bridge if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

City streets must be passable to allow normal traffic flow and emergency vehicles to respond to all areas within the City. The City; however, does not guarantee bare, dry pavement after each snowfall or that streets will be totally free of ice and snow or driving hazards common to Minnesota winter weather.

City streets will generally be plowed within 24 hours from the start of a 2" or more snowfall. This requires 6-8 hours of operations for a normal snowfall of two to six inches. Delays may occur due to equipment breakdowns and or extreme weather conditions.

4. Snow removal

The City Engineer will determine when snow will be removed by truck from the area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed, depending on weather conditions, contractor availability and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

5. Priorities and schedule for which streets will be plowed

The City has classified city streets based on street function, traffic volume, and importance to the welfare of the community. The following streets will be plowed first or have debris removed first. These are high volume routes, which connect major sections of the City and provide access for emergency fire, police, and medical services.

- Salem Church Road
- Charlton Road

Second priority streets are low volume residential streets.

- Angell Road
- Sunny Side Lane
- Windy Hill Road
- Windy Hill Court
- 55th Street West
- Roanoke Road
- Grieve Glen Lane
- Acorn Drive
- Zehnder Road

6. Work schedule for snowplow operators

Snowplow operators will be expected to work 8 hour shifts. In severe snow emergencies, operators sometimes have to work in excess of 8 hour shifts. However, because of budget and safety concerns no operator shall work more than a 12 hour shift in any 24 hour period. Operators will take a 15 minute break every 2 hours, with a half hour break after 4 hours. After a 12 hour day, operators will be replaced if additional qualified personnel are available.

7. Weather conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of the operators and equipment. Factors that may delay snow and ice control operations include severe cold, significant winds, and limited visibility.

8. Use of sand, salt, and other chemicals

The City is concerned about the effect of sand and salt on the environment and will limit its use for that reason. As described above, pre-treatment of all City streets with a salt brine prior to each event has resulted in an overall reduction of salt and sand required. When required, it is the policy of the City to utilize a sand and salt mixture in the ratio of approximately 3 parts sand and 1 part salt. This provides for traction, but is not intended to provide for bare pavement during winter driving conditions. Application of the sand and salt mixture is generally limited to priority "A" routes, steep grades, and high-volume intersections. Application is limited on lower volume streets and cul-de-sacs. The City

cannot be responsible for damage to grass caused by the sand and salt mixture and therefore will not make repairs or compensate residents for salt damage to turf, plantings, or trees in the street right-of-way. In severe instances, where deemed warranted by the City Engineer, other ice-melting chemicals may be utilized to ensure public safety.

9. Mail delivery

The snow plow operators make every effort to remove snow as close as practical to provide access to mailboxes for the mail delivery. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment that is utilized for snow removal. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

Residents are encouraged to check with the Postmaster on how to correctly install mailboxes.

10. Garbage/Recycling

Efficient snow plowing requires that garbage and recycling containers be accessible for pickup and placed off street to allow snow removal. The container(s) may have to be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the container(s) is not in the way of the snowplow and is also in a spot accessible to the garbage and recycling truck(s).

11. Complaints

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's normal operation procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for most complaints. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources.