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

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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. HOEF  
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

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**TO: Sunfish Lake Mayor and Councilmembers**  
**FROM: Timothy J. Kuntz, City Attorney**  
**DATE: February 25, 2021**  
**RE: SFL Improvement Project No. 2021-04 (Grieve Glen Lane Reconstruction Project); March 2, 2021 City Council Meeting**

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**Section 1. Background.** As part of the Engineer's Report for the March 2, 2021 Council meeting, the Council received the feasibility report prepared by City Engineer Jeff Sandberg for Improvement Project No. 2021-04 – Grieve Glen Lane Reconstruction Project (Project No. 2021-04).

As part of the feasibility phase of the project, a Benefit Analysis Report was ordered by the City Council for Grieve Glen Lane. Metzen Realty and Associates Co. provided a report, which has been included as an attachment in the feasibility report dated February 26, 2021. In the report the value-added benefit for a street improvement was found to be up to \$19,000 per parcel for single family homes.

The buildable tax parcels abutting or served by the improvements on Grieve Glen Lane are proposed to be assessed \$19,000 per buildable tax parcel. Project No. 2021-04 is estimated to cost \$166,234 with 80% of the estimated cost assessed to 7 landowners on or served by Grieve Glen Lane in the amount of \$19,000 per parcel totaling \$133,000 in assessments for Project No. 2021-04.

At the March 2, 2021 Council meeting, the Council will review and discuss the Feasibility Report dated February 26, 2021.

At the Council meeting on March 2, 2021, the Council will consider the following four resolutions:

1. Resolution Receiving The Feasibility Report Of The Consulting Engineer And Calling For A Public Improvement Hearing Concerning Project No. 2021-04;

2. Resolution Appointing Jeff Sandberg And WSB & Associates, Inc., Jessica Cook And Ehlers And Associates, Inc. And Jenny Boulton And Kennedy & Graven To Assist The City With Project No. 2021-04;
3. Resolution Approving a Preliminary Financing Plan For Project No. 2021-04;
4. Resolution Approving the Project Schedule For Project No. 2021-04.

The four separate resolutions are attached to this memo.

**Section 2. Resolution Receiving Feasibility Report.** The feasibility report dated February 26, 2021 is included with the Engineer's Report for the March 2<sup>nd</sup> Council meeting. The attached resolution receives the feasibility report and calls for a public hearing on April 6, 2021 to consider ordering Project No. 2021-04.

**Section 3. 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 Jeff Sandberg and WSB & Associates as the engineer for the Project. The Resolution also appoints Jessica Cook and Ehlers and Associates as fiscal advisor and Jenny Boulton and Kennedy & Graven as bond counsel.

**Section 4. Resolution Approving Preliminary Financing Plan.** The proposed funding for the improvements is a combination of City financing and special assessments to benefitting properties. The City Assessment Policy identifies Grieve Glen Lane as a Local Street to be assessed 80% of the street improvement costs.

The proposed assessment amount and City financing amount are:

|                   |                                       |
|-------------------|---------------------------------------|
| Grieve Glen Lane: | \$133,000 (80% assessed to 7 parcels) |
| City Financing:   | <u>\$33,234 (20% City financing)</u>  |
| TOTAL:            | \$166,234                             |

**Section 5. Resolution Approving Project Schedule.** The project schedule calls for a public hearing on Tuesday, April 6, 2021, to consider whether to order Project No. 2021-04; an award of the bid on June 1, 2021; construction in the summer of 2021; and a special assessment hearing on September 7, 2021 to levy the special assessments. A detailed project schedule is attached to the resolution approving the project schedule.

**Section 6. Summary.** At the March 2, 2021 Council meeting the Council will consider the attached four Resolutions related to Project No. 2021-04.

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

**NOTICE OF PUBLIC IMPROVEMENT HEARING FOR  
SUNFISH LAKE CITY PROJECT NO. 2021-04  
(GRIEVE GLEN LANE RECONSTRUCTION PROJECT)**

**TO WHOM IT MAY CONCERN:**

**NOTICE** is hereby given that the City Council of the City of Sunfish Lake will meet via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, Subd. 1, and will hold a public hearing (via the Zoom teleconferencing instructions set forth below) at **7:00 p.m.** on **Tuesday, April 6, 2021.** The instructions to access the public hearing are as follows:

Zoom Meeting Instructions for the April 6, 2021 Sunfish Lake Council Meeting:

Join Zoom Meeting via the following Zoom link:

\_\_\_\_\_

OR

Call-in phone number: 1-312-626-6799. You will be prompted to enter the Meeting ID#.

Meeting ID# for April 6, 2021: \_\_\_\_\_

At the public hearing, the Council will consider the making and ordering of the following improvements:

**CITY PROJECT NO. 2021-04  
(GRIEVE GLEN LANE RECONSTRUCTION PROJECT)**

City Project No. 2021-04 consists of roadway surface improvements on Grieve Glen Lane from Delaware Avenue (CR 63) to the end of the cul-de-sac. Roadway surface improvements consist of the reconstruction of the existing roadway using the reclamation process. Additionally, existing storm culverts in the project area were reviewed and determined to need maintenance such as jetting out sediment and debris.

City Project No. 2021-04 is estimated to cost \$166,234 with approximately 80% of the estimated cost assessed to 7 landowners on or served by Grieve Glen Lane in the amount of \$19,000 per parcel totaling \$133,000 in assessments and City Financing through reserves and bond tax levy in the amount of \$33,234.

**THE ESTIMATED COST OF CITY PROJECT NO. 2021-04 IS: \$166,234**

The parcels proposed to be assessed for City Project No. 2021-04 are:

| <b>Project Parcel Number</b> | <b>Tax Parcel Identification No.</b> | <b>Name and Address of Record Owner</b>                                                                                                             | <b>Proposed Assessment Amount</b> |
|------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Parcel 1                     | 38-27500-01-080                      | Anthony Cook and Mary Cook<br>2 Grieve Glen Lane<br>Sunfish Lake, MN 55118                                                                          | \$19,000                          |
| Parcel 2                     | 38-27500-01-070                      | Laurel L. Groot (Trustee)<br>4 Grieve Glen Lane<br>Sunfish Lake, MN 55118-4753                                                                      | \$19,000                          |
| Parcel 3                     | 38-27500-01-060                      | Steven Shaller and Michelle Shaller<br>6 Grieve Glen Lane<br>Sunfish Lake, MN 55118-4753                                                            | \$19,000                          |
| Parcel 4                     | 38-27500-01-050                      | Florence B. Grieve (Trustee)<br>8 Grieve Glen Lane<br>Sunfish Lake, MN 55118-4753                                                                   | \$19,000                          |
| Parcel 5                     | 38-27500-01-040                      | William R. Johnson and Jane N. Johnson<br>7 Grieve Glen Lane<br>Sunfish Lake, MN 55118-4753                                                         | \$19,000                          |
| Parcel 6                     | 38-27500-01-030                      | Deuce Deuce Properties LLC<br>27 Sunnyside Lane<br>Sunfish Lake, MN 55118<br><br>Property Address :<br>5 Grieve Glen Lane<br>Sunfish Lake, MN 55118 | \$19,000                          |
| Parcel 7                     | 38-27500-01-021                      | Joel Owens and Jolene Owens<br>1 Grieve Glen Lane<br>Sunfish Lake, MN 55118                                                                         | \$19,000                          |
| <b>TOTAL ASSESSMENTS</b>     |                                      |                                                                                                                                                     | \$133,000                         |

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

City Project No. 2021-04 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 methodology used to calculate the assessments is that Grieve Glen Lane is a local street and 80% of the estimated cost for that segment is proposed to be assessed. The buildable tax parcels abutting or served by the improvements on Grieve Glen Lane are proposed to be assessed \$19,000 per buildable tax parcel.

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. 2021-04 is \$166,234. The total amount proposed to be assessed to landowners is \$133,000. The total amount the City is financing through reserves and bond tax levy is \$33,234.

Persons desiring to be heard with reference to the proposed improvements will be heard at said time 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. 2021-04 is on file with the City Clerk and the City's Consulting Engineer and will be available at the public hearing. The feasibility report is also available for public inspection prior to the public hearing by contacting the City's Consulting Engineer, Jeff Sandberg, WSB & Associates, Inc., 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota, 55416, or by telephone at 651-286-8474 or by e-mail at [JSandberg@wsbeng.com](mailto:JSandberg@wsbeng.com).

Prior to the hearing, written comments or objections may be sent to the Sunfish Lake City Clerk, Catherine Iago, at 7378 Jordon Avenue South, Cottage Grove, MN 55016 or by e-mail at [cjiago@comcast.net](mailto:cjiago@comcast.net).

Publish – March 14, 2021  
Publish – March 21, 2021  
in ***St. Paul Pioneer Press*** (official newspaper)

Mail – March 12, 2021

**CITY OF SUNFISH LAKE**

/s/\_\_\_\_\_  
Catherine Iago, City Clerk

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

**RESOLUTION NO. 21-\_\_\_\_\_**

**A RESOLUTION APPOINTING JEFF SANDBERG AND WSB & ASSOCIATES, INC.,  
JESSICA COOK AND TODD HAGEN EHLERS AND ASSOCIATES, INC. AND JENNY  
BOULTON AND KENNEDY & GRAVEN TO ASSIST THE CITY WITH CITY  
PROJECT NO. 2021-04 (GRIEVE GLEN LANE RECONSTRUCTION PROJECT)**

**WHEREAS**, the City Council is considering whether to order and construct City Project No. 2021-04 – Grieve Glen Lane Reconstruction Project (the “Project”).

**WHEREAS**, City Project No. 2021-04 consists of roadway surface improvements on Grieve Glen Lane from Delaware Avenue (CR 63) to the end of the cul-de-sac. Roadway surface improvements consist of the reconstruction of the existing roadway using the reclamation process. Additionally, existing storm culverts in the project area were reviewed and determined to need maintenance such as jetting out sediment and debris.

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

- Engineering
- Fiscal Advisor
- Bond Counsel

**WHEREAS**, the Council has designated Jeff Sandberg of WSB & Associates, Inc. as the engineer for this Project.

**WHEREAS**, Jessica Cook and Todd Hagen of Ehlers & Associates, Inc. are well qualified to provide fiscal advice.

**WHEREAS**, Jenny Boulton of Kennedy & Graven 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 Jeff Sandberg and WSB & Associates, Inc. to be the Project engineer.
2. The Council hereby appoints Jessica Cook and Todd Hagen 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 to provide bond counsel services to the City in connection with the Project.

Passed this 2<sup>nd</sup> day of March, 2021.

Attest:

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Dan O'Leary, Mayor

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Catherine Iago, City Clerk

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

**RESOLUTION NO. 21-\_\_\_\_\_**

**RESOLUTION APPROVING A PRELIMINARY FINANCING PLAN  
FOR CITY PROJECT NO. 2021-04  
(GRIEVE GLEN LANE RECONSTRUCTION PROJECT)**

**WHEREAS**, the City Council has accepted the Feasibility Report for City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project).

**WHEREAS**, on March 2, 2021, the City Council authorized the preparation of plans and specifications for City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project) (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 is being held on April 6, 2021, at 7:00 p.m.

**WHEREAS**, the City Attorney has prepared 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 2<sup>nd</sup> day of March, 2021.

\_\_\_\_\_  
Dan O'Leary, Mayor

\_\_\_\_\_  
Catherine Iago, City Clerk

**EXHIBIT A**  
**PRELIMINARY FINANCING PLAN AND**  
**PRELIMINARY ASSESSMENT POLICY**  
**FOR CITY PROJECT NO. 2021-04**  
**(GRIEVE GLEN LANE RECONSTRUCTION PROJECT)**

| NO. | ITEM                                     | POLICY AND PLAN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Project No.                              | City Project No. 2021-04 – Grieve Glen Lane Reconstruction Project                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.  | 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 an appropriate contingency amount for construction.                                                                                                                                                  |
| 3.  | Estimate of Costs                        | The estimated cost of Project 2021-04 is \$166,234                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.  | Allocation of Project Costs              | <p>The proposed funding for the improvements is a combination of City financing and special assessments to benefitting properties. The City Assessment Policy identifies Grieve Glen Lane as a Local Street to be assessed 80% of the street improvement costs.</p> <p>The proposed assessment amount and City financing amount are:</p> <p>Grieve Glen Lane: \$133,000 (80% assessed to 7 parcels)<br/> City Financing:    \$33,234 (20% City financing)<br/> TOTAL:               \$166,234</p> |
| 5.  | City Participation                       | The City participation would be in the amount of \$33,234. The City participation will come from reserves and bond tax levy.                                                                                                                                                                                                                                                                                                                                                                      |
| 6.  | 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.                                                                                                                                                                                                                                                                                                                                                            |
| 7.  | Assessment Methodology                   | City Project No. 2021-04 is proposed to be specially assessed against buildable tax parcels either abutting or served by the improvements. The areas and parcels are                                                                                                                                                                                                                                                                                                                              |

|     |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                    | <p>subject to the special assessments.</p> <p>Grieve Glen Lane is a Local Street and 80% of the estimated cost is proposed to be assessed. The buildable tax parcels abutting or served by the improvements on Grieve Glen Lane are proposed to be assessed \$19,000 per buildable tax parcel. The Project is estimated to cost \$166,234 with 80% of the estimated cost assessed to 7 landowners on or served by Grieve Glen Lane in the amount of \$19,000 per parcel totaling \$133,000 in assessments for the Project.</p> |
| 8.  | 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.                                                                                                                                                                                                                                      |
| 9.  | Interest on Special Assessments    | The interest on the special assessments will begin to accrue either from and after the date of levy or from January 1, 2022 as determined by the Council at the assessment hearing. It is anticipated that the assessments will be levied in September 2021. The interest rate will be not more than 2% above the bond rate.                                                                                                                                                                                                   |
| 10. | 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.                                                                                                                                                                                                                                                                                                                                                                                           |
| 11. | Initial Installment                | The initial installment of special assessments will be due and payable in calendar year 2022 together with real estate taxes.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12. | 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.                                                                                                                                                                                                                                                                                                              |
| 13. | Partial Payments                   | Partial payments of principal outstanding will not be allowed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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

**RESOLUTION NO. 21-\_\_\_\_\_**

**A RESOLUTION APPROVING THE PROJECT SCHEDULE FOR  
CITY IMPROVEMENT PROJECT NO. 2021-04  
(GRIEVE GLEN LANE RECONSTRUCTION PROJECT)**

**WHEREAS**, the City Council is considering whether to order and construct City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project). City Project No. 2021-04 consists of roadway surface improvements on Grieve Glen Lane from Delaware Avenue (CR 63) to the end of the cul-de-sac. Roadway surface improvements consist of the reconstruction of the existing roadway using the reclamation process. Additionally, existing storm culverts in the project area were reviewed and determined to need maintenance such as jetting out sediment and debris.

**WHEREAS**, to assist the Council in its consideration, it is appropriate to outline a general schedule of events related to City Project No. 2021-04.

**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, 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 2<sup>nd</sup> day of March, 2021.

\_\_\_\_\_  
Dan O'Leary, Mayor

Attest:

\_\_\_\_\_  
Catherine Iago, City Clerk

**PROJECT SCHEDULE FOR**  
**SUNFISH LAKE IMPROVEMENT PROJECT NO. 2021-04**  
**(GRIEVE GLEN LANE RECONSTRUCTION PROJECT)**

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Tuesday, March 2, 2021    | <ul style="list-style-type: none"> <li>• City Engineer submits final feasibility report to Council</li> <li>• Council, at its regular March 2, 2021 Council meeting approves the following: <ul style="list-style-type: none"> <li>➤ Resolution approving feasibility report and calling for a public hearing on April 6, 2021</li> <li>➤ Resolution approving preliminary financing plan</li> <li>➤ Resolution approving preliminary project schedule</li> <li>➤ Resolution appointing engineer, bond counsel and fiscal advisor</li> </ul> </li> </ul> |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Wednesday, March 10, 2021 | Send Notice of Public Improvement Hearing to official newspaper (Pioneer Press) for publication on March 14, 2021 and March 21, 2021                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Friday, March 12, 2021    | Mail the Notice of Public Improvement Hearing to affected landowners                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sunday, March 14, 2021    | Publish the Notice of Public Improvement Hearing in the official newspaper                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sunday, March 21, 2021    | Publish the Notice of Public Improvement Hearing in the official newspaper                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Tuesday, April 6, 2021    | <p>Council holds public hearing to consider ordering the Project</p> <p>Council, at its regular April 6, 2021 Council meeting approves the following:</p> <ul style="list-style-type: none"> <li>➤ Resolution ordering the Project</li> <li>➤ Resolution ordering preparation of plans and specifications</li> </ul>                                                                                                                                                                                                                                     |

|                            |                                                                                                                                                                              |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                                                                                                                                              |
| Tuesday, May 4, 2021       | Council approves final plans and specifications for bidding purposes and by resolution, authorizes advertisement for bids                                                    |
|                            |                                                                                                                                                                              |
| May ____, 2021             | Advertisement for bids published in official newspaper ( <i>Pioneer Press</i> )                                                                                              |
|                            |                                                                                                                                                                              |
| May ____, 2021             | Advertisement for bids published in trade paper ( <i>Finance &amp; Commerce</i> )                                                                                            |
|                            |                                                                                                                                                                              |
| May ____, 2021             | Second advertisement for bids published in official newspaper ( <i>Pioneer Press</i> )                                                                                       |
|                            |                                                                                                                                                                              |
| May ____, 2021             | Second advertisement for bids published in trade paper ( <i>Finance &amp; Commerce</i> )                                                                                     |
|                            |                                                                                                                                                                              |
| May ____, 2021             | <ul style="list-style-type: none"> <li>• Last day for submission of bids.</li> <li>• Opening and tabulation of bids.</li> </ul>                                              |
|                            |                                                                                                                                                                              |
| Tuesday, June 1, 2021      | Council, at its regular Council meeting on June 1, 2021, considers bids and awards construction contract                                                                     |
|                            |                                                                                                                                                                              |
| June 2021 – September 2021 | Construction of Project                                                                                                                                                      |
|                            |                                                                                                                                                                              |
| Tuesday, August 2, 2021    | Council, at its regular Council meeting on August 2, 2021 declares costs to be assessed and calls for public hearing for special assessments to be held on September 7, 2021 |
|                            |                                                                                                                                                                              |
| August 13, 2021            | Mail Notice of public hearing for proposed special assessments to affected landowners                                                                                        |

|                            |                                                                                                                                         |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                                                                                                         |
| August 11, 2021            | Send Notice of public hearing to official newspaper for publication on Sunday, August 15, 2021 and Sunday, August 22, 2021              |
|                            |                                                                                                                                         |
| August 15, 2021            | Publish Notice of public hearing for proposed special assessments                                                                       |
|                            |                                                                                                                                         |
| August 22, 2021            | Publish Notice of public hearing for proposed special assessments                                                                       |
|                            |                                                                                                                                         |
| Tuesday, September 7, 2021 | Special Assessment hearing<br><br>Council, at its regular Council meeting on September 7, 2021, approves and levies special assessments |
|                            |                                                                                                                                         |
| _____, 2021                | End of 30 day period to pay special assessments without interest<br><br>End of period to appeal assessments                             |
|                            |                                                                                                                                         |
| _____, 2021                | City certifies special assessments to County for collection of real estate taxes in year 2022 and thereafter                            |
|                            |                                                                                                                                         |

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

**RESOLUTION NO. 21- \_\_\_\_\_**

**A RESOLUTION RECEIVING AND APPROVING THE FEASIBILITY REPORT OF  
THE CONSULTING ENGINEER AND CALLING FOR A PUBLIC  
IMPROVEMENT HEARING CONCERNING CITY PROJECT NO. 2021-04  
(GRIEVE GLEN LANE RECONSTRUCTION PROJECT)**

**WHEREAS**, the City Council of Sunfish Lake directed WSB & Associates, Inc., the City's consulting engineer, to prepare a feasibility study for the consideration of roadway surface improvements on Grieve Glen Lane pursuant to Minnesota Statutes, Chapter 429.

**WHEREAS**, a feasibility report for City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project) dated February 26, 2021 was submitted to the City Council of Sunfish Lake at the March 2, 2021 regular City Council meeting and was reviewed and discussed by the City Council at the March 2, 2021 regular City Council meeting.

**WHEREAS**, the feasibility report studies City Project No. 2021-04 including roadway surface improvements on Grieve Glen Lane from Delaware Avenue (CR 63) to the end of the cul-de-sac. Roadway surface improvements consist of the reconstruction of the existing roadway using the reclamation process. Additionally, existing storm culverts in the project area were reviewed and determined to need maintenance such as jetting out sediment and debris.

**WHEREAS**, at the March 2, 2021 Council meeting, the Council will call for a public hearing to consider approval of City Project No. 2021-04 with an estimated cost of \$166,234.

**WHEREAS**, the proposed funding for the improvements is a combination of City financing and special assessments to benefitting properties. The City Assessment Policy identifies Grieve Glen Lane as a Local Street to be assessed 80% of the street improvement costs.

**WHEREAS**, the proposed assessment amount and City financing amount are:

- Grieve Glen Lane:     \$133,000 (80% assessed to landowners)
- City Financing:       \$33,234 (20% City financing)
- TOTAL:                   \$166,234

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

1.     The feasibility report dated February 26, 2021 is hereby received and approved by the City Council of Sunfish Lake. The City Council authorizes the preparation of plans and specifications in accord with the feasibility report. The plans and

specifications shall be prepared by WSB & Associates, Inc. WSB & Associates, Inc. is hereby designated the engineer for Project No. 2021-04.

2. The City Council will consider the improvements under City Project No. 2021-04 in accordance with the report and consider the financial feasibility of Project No. 2021-04 and the feasibility of specially assessing the subject properties pursuant to Chapter 429 of the Minnesota Statutes. A list of the subject properties affected by City Project No. 2021-04 is attached hereto as **Exhibit A**.
3. A public hearing to consider Project No. 2021-04 shall be held at 7:00 p.m. on April 6, 2021 via Zoom teleconferencing (instructions to access the meeting to be provided on the City website).
4. The City Attorney's office shall give mailed and published notice of the public hearing to consider the improvements under City Project No. 2021-04 as required by law. Notice of the hearing shall be published in the City's official newspaper on March 14, 2021 and March 21, 2021 and mailed notice shall be sent to the affected landowners on or about March 12, 2021, or as soon thereafter as is practicable.

Adopted by the City Council of Sunfish Lake this 2<sup>nd</sup> day of March, 2021.

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Dan O'Leary, Mayor

ATTEST:

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Catherine Iago, City Clerk

**EXHIBIT A**  
**LIST OF SUBJECT PROPERTIES AFFECTED BY**  
**CITY PROJECT NO. 2021-04**

| <b>Project Parcel Number</b> | <b>Tax Parcel Identification No.</b> | <b>Landowner Name and Property Address</b>                                                                                                          |
|------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Parcel 1                     | 38-27500-01-080                      | Anthony Cook and Mary Cook<br>2 Grieve Glen Lane<br>Sunfish Lake, MN 55118                                                                          |
| Parcel 2                     | 38-27500-01-070                      | Laurel L. Groot (Trustee)<br>4 Grieve Glen Lane<br>Sunfish Lake, MN 55118-4753                                                                      |
| Parcel 3                     | 38-27500-01-060                      | Steven Shaller and Michelle Shaller<br>6 Grieve Glen Lane<br>Sunfish Lake, MN 55118-4753                                                            |
| Parcel 4                     | 38-27500-01-050                      | Florence B. Grieve (Trustee)<br>8 Grieve Glen Lane<br>Sunfish Lake, MN 55118-4753                                                                   |
| Parcel 5                     | 38-27500-01-040                      | William R. Johnson and Jane N. Johnson<br>7 Grieve Glen Lane<br>Sunfish Lake, MN 55118-4753                                                         |
| Parcel 6                     | 38-27500-01-030                      | Deuce Deuce Properties LLC<br>27 Sunnyside Lane<br>Sunfish Lake, MN 55118<br><br>Property Address :<br>5 Grieve Glen Lane<br>Sunfish Lake, MN 55118 |
| Parcel 7                     | 38-27500-01-021                      | Joel Owens and Jolene Owens<br>1 Grieve Glen Lane<br>Sunfish Lake, MN 55118                                                                         |