

Item 7b.**Sunfish Lake Engineer's Report for September 3, 2019**

By: Jeff Sandberg, PE
City Engineer

Date: August 28, 2019

1. Engineering Activities Undertaken in the Month of August.

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

A. Review Final Feasibility Study for 2020 Mill and Overlay Project. Staff has prepared a final feasibility study for your review and consideration. Staff requests that the City Council approve the feasibility study and order the public hearing. SEE ATTACHMENTS.

B. 2020 5-Year Capital Improvement Program. Staff has finalized the proposed CIP for 2020, and requests adoption by the City Council. SEE ATTACHMENTS.

C. 2020 Annual City Engineer Budget. Staff has finalized the proposed annual City Engineer Budget for 2020, and requests adoption. SEE ATTACHMENTS.

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

A. 2150 Charlton Road. The application for this site was approved in June 2019 and tree clearing had commenced. The City Forester alerted staff to concerns about large mature trees that were not shown to be removed in the approved plans, but that would need to be removed if the improvements went forward as approved. The applicant submitted a new plan that staff has reviewed and approved. The plan was approved by the Planning Commission and will be in front of the City Council for approval.

B. 1 Sunfish Lane. The application for this site was approved in June 2019 and tree clearing had commenced. The property owner alerted staff to concerns about large mature trees that were not shown to be removed in the approved plans, but that would need to be removed if the improvements went forward as approved. Staff will be working with the Owner to get the trees located on a plan and determine a way to shift improvements on the site to minimize loss of trees.

C. 2431 Angell Road. Staff is in the process of reviewing a major site plan review application that was submitted this month. It is anticipated that this application will be approved by the Planning Commission in September 2019 and be in front of the City Council for approval at the October 2019 meeting.

D. 245 Salem Church Road. Staff attended a pre-application submittal meeting with the new property owners of 245 Salem Church Road. A major site plan review application is anticipated to be submitted before the end of the year.

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

A. Charlton Road Construction Project. Work started on the project the week of August 8th. The project has been progressing generally as planned, with a few rain delays. As previously discussed with the City Council, an area of soft roadbed was discovered, and it was determined that we should spend the extra money to remove the poor soils and replace with class 5 aggregate, filter fabric, and draitile. Additionally, an existing gate valve on the private system had to be replaced after it was found to be leaking. The total of this work is anticipated to be around \$30,000, however, we have saved some money in other areas so we are hoping to off-set much of these additional costs. The current schedule is for paving the first week of September and the project to be substantially complete by September 13.

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

- A. Charlton Road Construction Project. Staff will continue to monitor and inspect the project as needed.
- B. Snow Plowing Quotes. It is that time of year where we request proposals for street clearing services. Staff will send an RFP to at least 3 contractors for quotes to be considered at the October City Council meeting.
- C. I-494 Construction Work. Just a reminder that MnDOT is making roadway and other improvements on I-494 this summer to include the segment within Sunfish Lake. There will be lane closures and lane reconfigurations. We ask that people plan for additional commuting time, pay attention to traffic control signage, and adhere to work zone speed limits. Additional information can be found on the City of Sunfish Lake website and at the project website at: <http://www.dot.state.mn.us/metro/projects/i494invergroveheights/>

No other Engineering/Public Works activities are anticipated for the month of September.

The above constitutes the Engineering Report for the City of Sunfish Lake for September 3, 2019.

Respectfully submitted,

WSB



Jeffrey S. Sandberg, PE
City Engineer



FEASIBILITY REPORT

2020 MILL AND OVERLAY PROJECT

SUNFISH LAKE | DAKOTA COUNTY | MINNESOTA

September 3, 2019

Prepared for:
City of Sunfish Lake

CITY PROJECT NO. 2020-01

WSB PROJECT NO. R-014460-000

FEASIBILITY REPORT

2020 MILL AND OVERLAY PROJECT

FOR THE CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA

September 3, 2019

Prepared By:





September 3, 2019

Honorable Mayor and City Council
City of Sunfish Lake, MN
c/o Cathy Iago, City Clerk
7378 Jordan Ave S
Cottage Grove, MN 55016

Re: Feasibility Report
2020 Mill and Overlay Project
City Project No. 2020-01
WSB Project No. 014460-000

Dear Mayor and City Council Members:

The enclosed feasibility report identifies the estimated cost and proposed cost recovery for street improvements of the residential streets within the 2020 Mill and Overlay Project, which includes Zehnder Road, Angell Road (East), and Sunnyside Lane. The study looks at existing public infrastructure in the area and discusses the feasibility of the proposed improvements, associated costs, preliminary assessments, and proposed project schedule.

I am available at your convenience to discuss the contents of this report. Please do not hesitate to contact me at 651.286.8474 if you have any questions or comments regarding this report.

Sincerely,

WSB

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

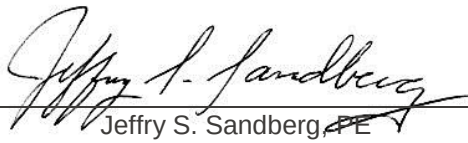
Jeffry S. Sandberg, PE
City Engineer

Attachments

bpm

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.

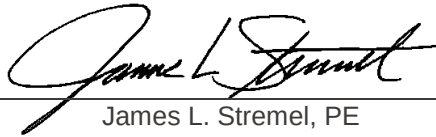


Jeffrey S. Sandberg, PE

Date: September 3, 2019

Lic. No. 25393

Quality Control Review By:



James L. Stremel, PE

Date: September 3, 2019

Lic. No. 45782

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TITLE SHEET

LETTER OF TRANSMITTAL

CERTIFICATION SHEET

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1. EXECUTIVE SUMMARY

The City's Capital Improvement Plan identifies the reconstruction of the residential streets within the 2020 Mill and Overlay Project area which includes Zehnder Road, Angell Road (East), and Sunnyside Lane. Based on the results of the Sunfish Lake Pavement Management Plan, these streets have a pavement rating that indicates a two-inch overlay at this time will optimally extend the life of the pavement.

Proposed improvements include a two-inch mill and overlay of the streets in the project area. Additionally, existing storm culverts in the project area were reviewed and determined to need maintenance such as jetting out sediment and debris. Culverts will be considered for replacement at the time of full street reconstruction.

Figure 1 in **Appendix A** is a project location map for the street improvements.

The total estimated project cost for the 2020 Mill and Overlay Project is **\$138,380.00** and includes a 10% contingency and 35% indirect costs for legal, engineering, administrative, and financing costs. The project is proposed to be funded with special assessments to benefitting properties and City financing. The project is proposed to be completed in 2020.

The proposed improvements are feasible, necessary and cost effective from an engineering standpoint and should be constructed as proposed herein.

2. INTRODUCTION

2.1 Authorization

The City's Capital Improvement Plan identifies the reconstruction of the residential streets within the 2020 Mill and Overlay Project which includes Zehnder Road, Angell Road (East) and Sunnyside Lane.

The City Council authorized preparation of a feasibility study on July 9, 2019 to review the improvements of the bituminous streets and drainage systems needed to optimally extend the life of the infrastructure. This project has been designated as City Project 2020-01. A project location map is shown on **Figure 1** in **Appendix A**.

2.2 Scope

Review the local streets for pavement condition and public utility needs including storm water management. The streets included in the project area are as follows:

- Zehnder Road
- Angell Road (East)
- Sunnyside Lane

These streets were reviewed for existing bituminous pavement condition, and local drainage infrastructure condition to determine infrastructure improvements and street rehabilitative measures.

3. EXISTING CONDITIONS

3.1 Streets

The local residential streets of Zehnder Road, Angell Road (East) and Sunnyside Lane were constructed in 1989. Routine maintenance by seal coating and crack sealing was completed in 2013.

In May of 2018, WSB completed a Pavement Condition Report to the City, summarizing the results of pavement inspection on all of the City streets. The results are shown as a calculated 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.

The average PCI value for each street in the proposed project area is shown in **Table 1**.

Table 1
Existing PCI Values

Street	PCI	Projected PCI (2019)
Zehnder Road	69	60
Angell Road (East)	60	51
Sunnyside Lane	58	49

The full Pavement Condition Report can be found in **Appendix D**.

3.1.1 Roadway Alignment

The residential streets have typical vertical and horizontal alignments for a residential neighborhood.

3.1.2 Right-of-Way

The existing right-of-way width for each street within the proposed project is 60 feet.

3.1.3 Street Section

Street widths are typically 20-24 feet wide and consist of a rural section. The pavement is beginning to show signs of pavement failure.

3.2 Drainage

Existing drainage infrastructure consists of roadway ditches along both sides of each of the roads, conveying stormwater to neighboring lakes, wetlands, or urban roadways with storm sewer. Sunnyside Lane has four storm culverts conveying water under driveways or the roadway itself, and Zehnder Road also has four storm culverts conveying water under driveways or the roadway itself.

In June of 2018, WSB completed a Culvert Condition Report, summarizing the results of culvert inspection on all of the culverts within City right-of-way. The results are shown as a rating based on the MnDOT HydInfra Inspection Manual. The ratings are based on a 1 to 4 scale, with 1 being 'excellent' and 4 being 'very poor'. The full Culvert Condition Report can be found in **Appendix E**.

Three of the four of the culverts on Sunnyside Lane received a rating of 3, or 'very poor', the other received a rating of 2, or 'fair'. The culverts under Zehnder Road were not evaluated in the Report.

In August of 2019, WSB staff completed a field visit to verify the conditions of all the culverts. While most of the culverts on both streets were filled with sediment, the structural integrity of the culverts is sound. Images taken during the field visit can be found on **Figure 3** in **Appendix A**.

3.3 Criteria for Investigation

The local streets identified to be reviewed for improvements will be reviewed against current City standards and policy where applicable.

3.3.1 Streets

Bituminous seal coat maintenance method is a street maintenance effort that is completed on streets with a PCI ranging from 60 to 100.

Mill and overlay maintenance method is a street rehabilitation effort that is completed on streets with a PCI ranging from 30 to 70.

Reclamation or reconstruction maintenance method are street reconstruction efforts that is completed on streets with a PCI ranging from 0 to 40.

3.3.2 Drainage

Current City Standards will be utilized for storm water management and water quality design.

4. PROPOSED IMPROVEMENTS

4.1 Streets

The streets within the project area are proposed to have a two-inch mill and overlay. Milling and overlaying consists of grinding off the top two inches of asphalt and then repaving the milled two inches with new asphalt.

4.1.1 Roadway Alignment

The proposed improvements will maintain the existing vertical and horizontal alignments of the streets within the project area.

4.1.2 Right of Way

All proposed improvements are located within the platted right of way, so no permanent easements will be required. Temporary construction easements or waivers of trespass may be required for utility improvements, if applicable.

4.1.3 Street Section

The proposed street typical sections are shown on **Figure 3** in **Appendix A**.

4.2 Drainage

Based on the August 2019 site visit by WSB staff and due to the limited scope of work proposed for the streets, culvert jetting and maintenance is proposed for all storm culverts within the project area. Storm culvert replacements is proposed to take place at the time of the next full street reconstruction project for the project area.

5. FINANCING

5.1 Opinion of Probable Cost

The total project cost is estimated at **\$138,380.00** (in 2019 Dollars) and includes all proposed improvements as well as a 10% contingency factor and a 35% overhead multiplier for indirect project costs, which includes engineering, legal, financing, and administrative costs. A detailed Opinion of Probable Cost can be found in **Appendix B**.

2020 Mill and Overlay Project Cost

Angell Road (East)	\$44,600.00
Zehnder Road	\$30,050.00
Sunnyside Lane	\$63,730.00
Total Project Cost	\$138,380.00

5.2 Funding and Assessments

The proposed funding for the improvements is a combination of City financing and special assessments to benefitting properties.

The City's Assessment Policy was adopted in July of 2011 and states that projects involving mill and overlay will be specially assessed. Stormwater improvements will also be specially assessed.

For mill and overlay improvements, the percentage of costs that will be specially assessed depends on the type of street. The three types of streets identified in the Assessment Policy are:

1. Collector Street
2. Neighborhood Collector Street
3. Local Street

The Assessment Policy identifies Angell Road (East) as a Neighborhood Collector Street. Neighborhood Collector Streets are to be assessed 60% of the street improvement costs for that street. The Assessment Policy identifies Zehnder Road and Sunnyside Lane as Local Streets. Local Streets are to be assessed 80% of the street improvement costs for that street.

A preliminary assessment roll identifying proposed assessments is located in **Appendix C**.

The remaining project cost will be financed by the City, through means including the City General Fund.

2020 Mill and Overlay Project Funding

Assessments – Angell Road (East)	\$26,760.00
Assessments – Zehnder Road	\$24,010.00
Assessments – Sunnyside Lane	\$51,000.00
City Financing	\$36,610.00
Total Project Funding	\$138,380.00

6. PROJECT SCHEDULE

The proposed project schedule to date and anticipated schedule is noted below:

City Authorizes Feasibility Report.....	July 9, 2019
City Gives Preliminary Consideration to Draft Feasibility Report.....	August 6, 2019
City Gives Final Consideration to Final Feasibility Report and Orders Public Hearing.....	September 3, 2019
Public Hearing.....	November 5, 2019
City Authorizes Preparation of Plans and Specifications.....	November 5, 2019
Final Design.....	November 2019 – December 2020
Advertise for Bids.....	December 2020
Receive Bids.....	January 17, 2020
Award Contract.....	February 6, 2020
Construction Begins.....	June 2020
Substantial Completion.....	September 2020
Assessment Hearing.....	September 8, 2020
Final Completion.....	October 2020
First Payment Due with 2021 Taxes.....	May 2021

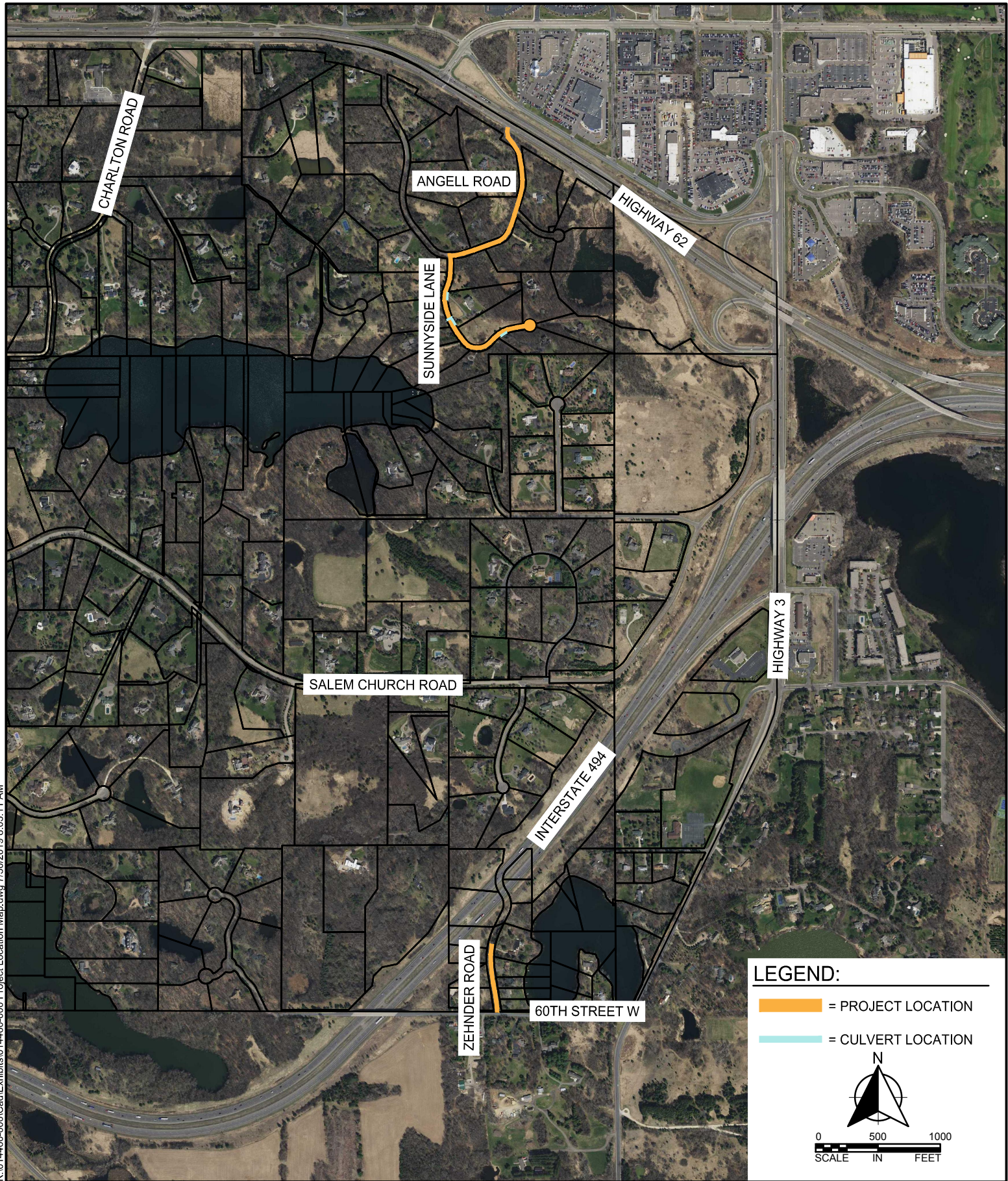
7. CONCLUSIONS AND RECOMMENDATIONS

1. The City's Capital Improvements Plan identifies Zehnder Road, Angell Road (East) and Sunnyside Lane for improvements in 2020.
2. The identified streets have pavement ratings that identify mill and overlay as the best rehabilitative measure.
3. The area does have adequate drainage facilities, but they are in need of maintenance.
4. It is the recommendation of WSB and City staff that the City Council accepts this feasibility report and call for a public hearing on the proposed improvements consistent with Minnesota State Statute No. 429 governing public improvements.

APPENDIX A

Figures

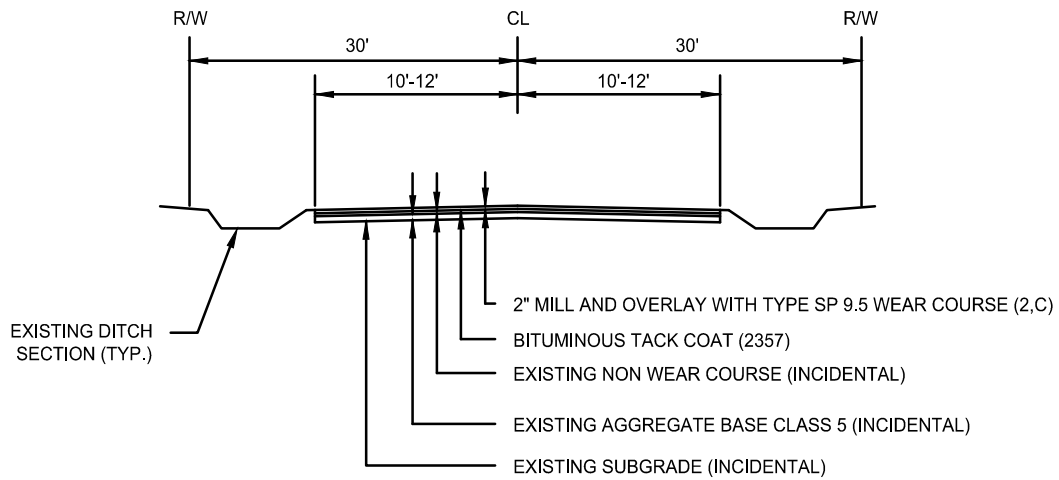
K:\014460-000\Cad\Exhibits\014460-000 Project Location Map.dwg 7/30/2019 8:03:11 AM



WSB PROJECT NO.:
014460-000

2020 MILL AND OVERLAY PROJECT
FIGURE 1 - PROJECT LOCATION MAP
CITY OF SUNFISH LAKE, MN





STREET MILL AND OVERLAY
ZEHNDER ROAD, ANGELL ROAD (EAST),
SUNNYSIDE LANE

K:\014460-000\Cad\Exhibits\014460-000 Typical Sections.dwg 7/30/2019 8:05:45 AM



WSB PROJECT NO.:
014460-000

2020 MILL AND OVERLAY PROJECT
FIGURE 2 - TYPICAL SECTIONS
CITY OF SUNFISH LAKE, MN





K:\014460-000\Cad\Exhibits\014460-000 Existing Culvert Conditions.dwg 8/8/2019 10:11:14 AM

APPENDIX B

Opinion of Probable Cost

OPINION OF PROBABLE COST

WSB Project: 2020 Mill and Overlay Project
 Project Location: City of Sunfish Lake, MN
 City Project No.: 2020-01
 WSB Project No.: 014460-000

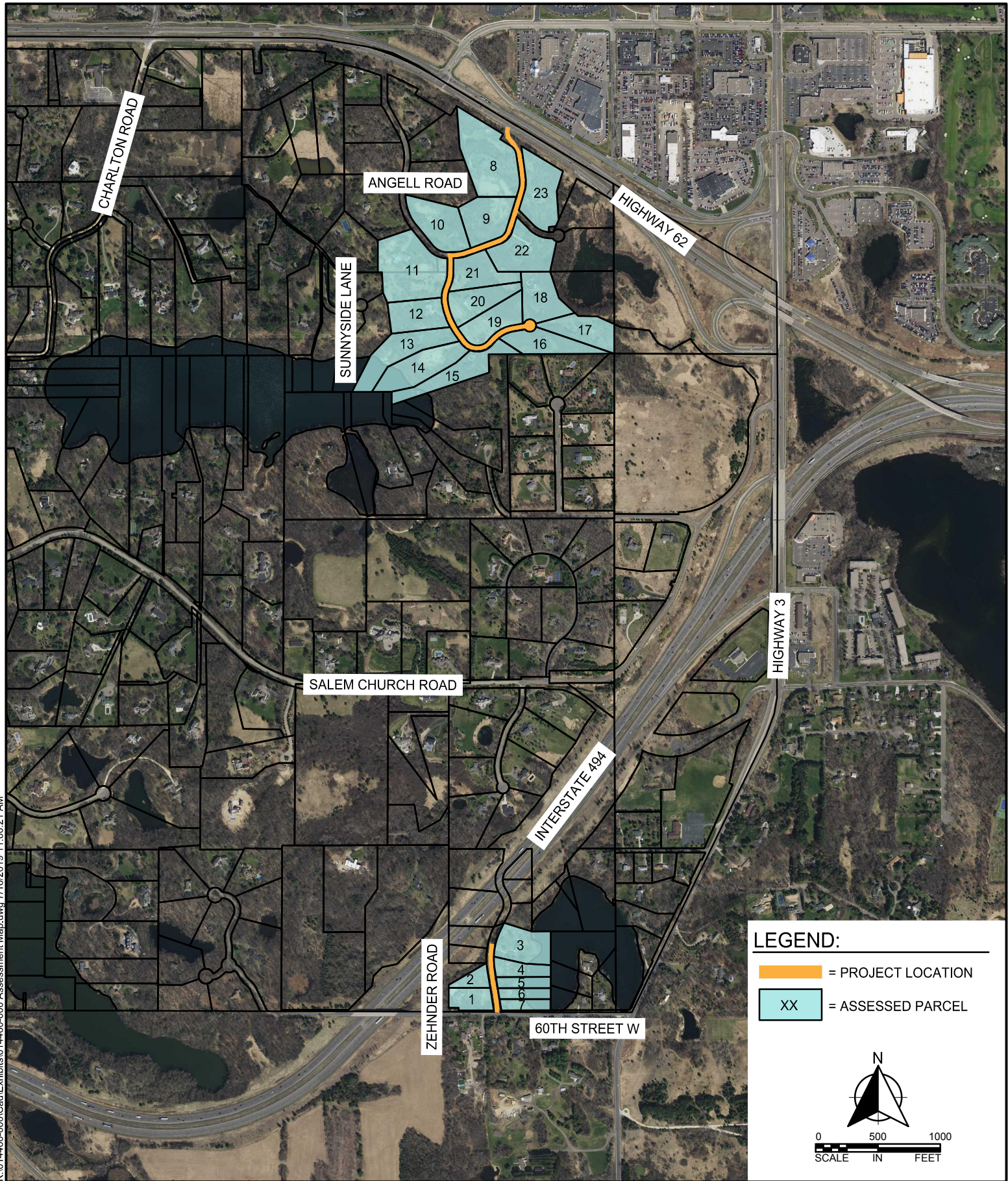
Design By: BPM
 Checked By: JSS

Date: 9/3/2019

Item No.	MnDOT Specification No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
A. SURFACE IMPROVEMENTS - ZEHNDER ROAD						
1	2021.501	MOBILIZATION	LS	0.2	\$ 13,000.00	\$ 2,600.00
2	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	80	\$ 7.00	\$ 560.00
3	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	10	\$ 150.00	\$ 1,500.00
4	2130.523	WATER	MGAL	20	\$ 40.00	\$ 800.00
5	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	740	\$ 3.50	\$ 2,590.00
6	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	80	\$ 3.00	\$ 240.00
7	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	90	\$ 75.00	\$ 6,750.00
8	2501.602	CLEAN PIPE CULVERT	EACH	4	\$ 700.00	\$ 2,800.00
9	2563.601	TRAFFIC CONTROL	LS	0.2	\$ 5,000.00	\$ 1,000.00
10	2573.501	STABILIZED CONSTRUCTION EXIT	LS	0.2	\$ 4,000.00	\$ 800.00
11	2573.503	SILT FENCE, TYPE MS	L F	50	\$ 4.00	\$ 200.00
12	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	100	\$ 4.00	\$ 400.00
CONSTRUCTION TOTAL						\$ 20,240.00
CONTINGENCY TOTAL (10%)						\$ 2,024.00
SUBTOTAL						\$ 22,264.00
INDIRECT COST TOTAL (35%)						\$ 7,790.00
TOTAL						\$ 30,050.00
B. SURFACE IMPROVEMENTS - ANGELL ROAD (EAST)						
13	2021.501	MOBILIZATION	LS	0.3	\$ 13,000.00	\$ 3,900.00
14	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	100	\$ 7.00	\$ 700.00
15	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	10	\$ 150.00	\$ 1,500.00
16	2130.523	WATER	MGAL	20	\$ 40.00	\$ 800.00
17	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	1560	\$ 3.50	\$ 5,460.00
18	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	160	\$ 3.00	\$ 480.00
19	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	180	\$ 75.00	\$ 13,500.00
20	2563.601	TRAFFIC CONTROL	LS	0.3	\$ 5,000.00	\$ 1,500.00
21	2573.501	STABILIZED CONSTRUCTION EXIT	LS	0.4	\$ 4,000.00	\$ 1,600.00
22	2573.503	SILT FENCE, TYPE MS	L F	50	\$ 4.00	\$ 200.00
23	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	100	\$ 4.00	\$ 400.00
CONSTRUCTION TOTAL						\$ 30,040.00
CONTINGENCY TOTAL (10%)						\$ 3,000.00
SUBTOTAL						\$ 33,040.00
INDIRECT COST TOTAL (35%)						\$ 11,564.00
TOTAL						\$ 44,600.00
C. SURFACE IMPROVEMENTS - SUNNYSIDE LANE						
24	2021.501	MOBILIZATION	LS	0.4	\$ 13,000.00	\$ 5,200.00
25	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	10	\$ 150.00	\$ 1,500.00
26	2130.523	WATER	MGAL	20	\$ 40.00	\$ 800.00
27	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	2252	\$ 3.50	\$ 7,882.00
28	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	226	\$ 3.00	\$ 678.00
29	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	248	\$ 75.00	\$ 18,600.00
30	2501.602	CLEAN PIPE CULVERT	EACH	4	\$ 700.00	\$ 2,800.00
31	2563.601	TRAFFIC CONTROL	LS	0.4	\$ 5,000.00	\$ 2,000.00
32	2573.501	STABILIZED CONSTRUCTION EXIT	LS	0.4	\$ 4,000.00	\$ 1,600.00
33	2573.502	STORM DRAIN INLET PROTECTION	EACH	5	\$ 250.00	\$ 1,250.00
34	2573.503	SILT FENCE, TYPE MS	L F	50	\$ 4.00	\$ 200.00
35	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	100	\$ 4.00	\$ 400.00
CONSTRUCTION TOTAL						\$ 42,910.00
CONTINGENCY TOTAL (10%)						\$ 4,290.00
SUBTOTAL						\$ 47,200.00
INDIRECT COST TOTAL (35%)						\$ 16,530.00
TOTAL						\$ 63,730.00
GRAND TOTAL						\$ 138,380.00

APPENDIX C
Assessment Map
Preliminary Assessment Roll

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WSB PROJECT NO.:
014460-000

2020 MILL AND OVERLAY PROJECT
ASSESSMENT MAP
CITY OF SUNFISH LAKE, MN



CITY OF SUNFISH LAKE, MN 2020 MILL AND OVERLAY PROJECT PRELIMINARY ASSESSMENT ROLL	
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Date: 9/3/2019

City Project No. 2020-01

WSB Project No. 014460-000

Date:	9/3/2019
	<u>Rate</u>
City Project No. 2020-01	Complete Zehnder Road Street Assessment:
WSB Project No. 014460-000	Complete Angell Road (East) Street Assessment:
	Complete Sunnyside Lane Street Assessment:
	\$3,430.00
	\$4,460.00
	\$5,100.00

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APPENDIX D

Pavement Condition Report



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.

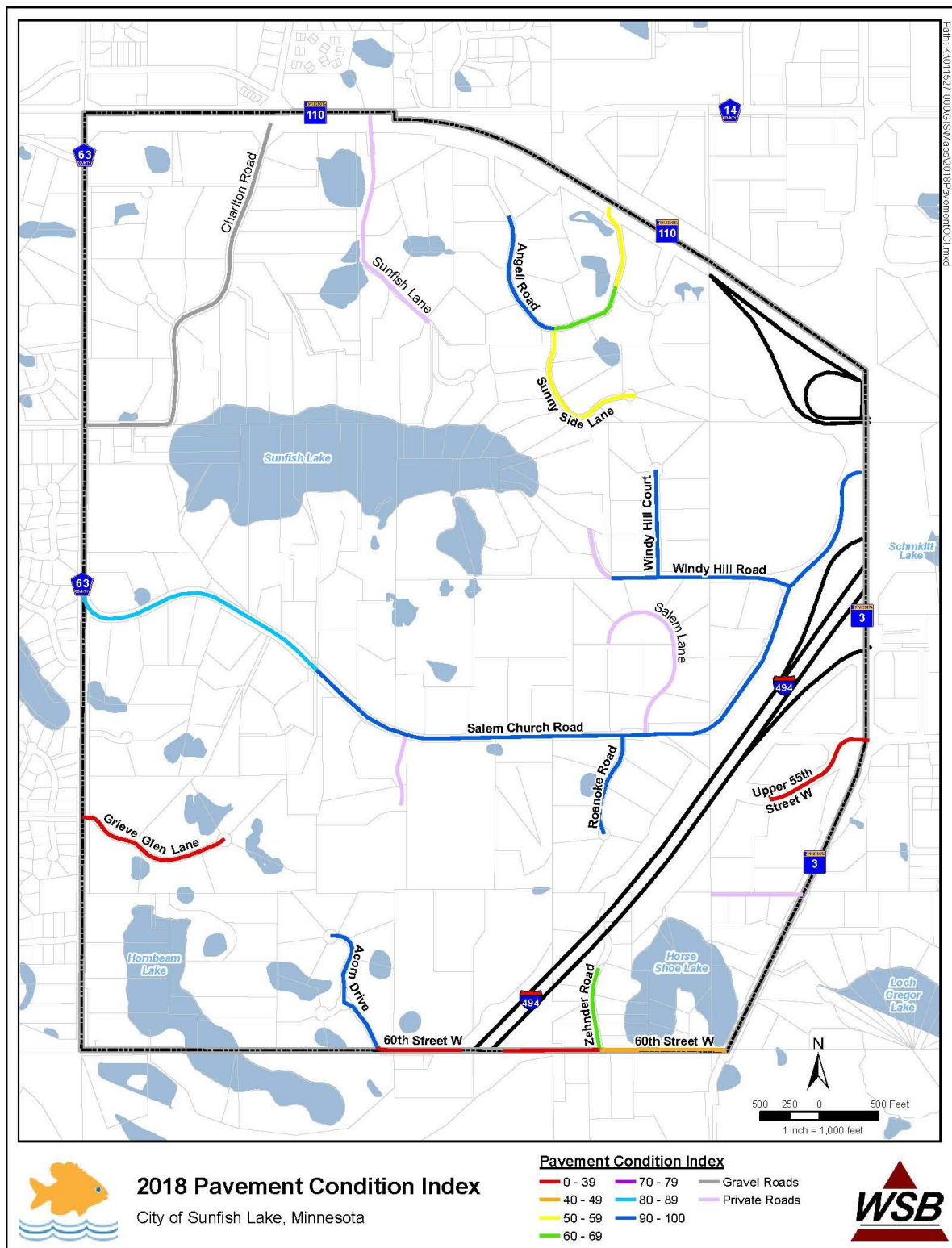
On new roads with high PCI values, which are in the range from 80 to 100, we would recommend performing preventative maintenance such as crack sealing or chip sealing, or a combination of both to protect the road surface from infiltration of water and incompressible materials as well as oxidation. Good 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

APPENDIX E

Culvert Condition Report



Memorandum

To: Jeff Sandberg, PE, City Engineer

From: Sheue Torng Lee

Date: June 7, 2018

Re: Culvert Condition Report
WSB Project No. 011527

WSB & Associates, Inc. is pleased to submit this culvert condition report summarizing the results of the culvert inspection performed in May. The culverts were inspected in accordance with the MnDOT HydInfra Inspection Manual. Using the ratings guide from the manual, the condition ratings are listed as follows.

<u>Rating</u>	<u>Condition</u>	<u>Description</u>
1	Excellent	Like new condition
2	Fair	Some wear, but structurally sound
3	Poor	Deteriorated, consider for repair or replacement
4	Very Poor	Serious deterioration

A map showing the condition rating can be found labeled in the **Appendix A** section of this report. Some culverts may be buried, submerged, or out of sight and they were labeled as “Not Able to Rate/Not Visible” with a 0 rating as shown in the map. The condition rating and comment for each culvert is included in a table in **Appendix B**.

The table below summarizes the number of culverts inspected under each condition category.

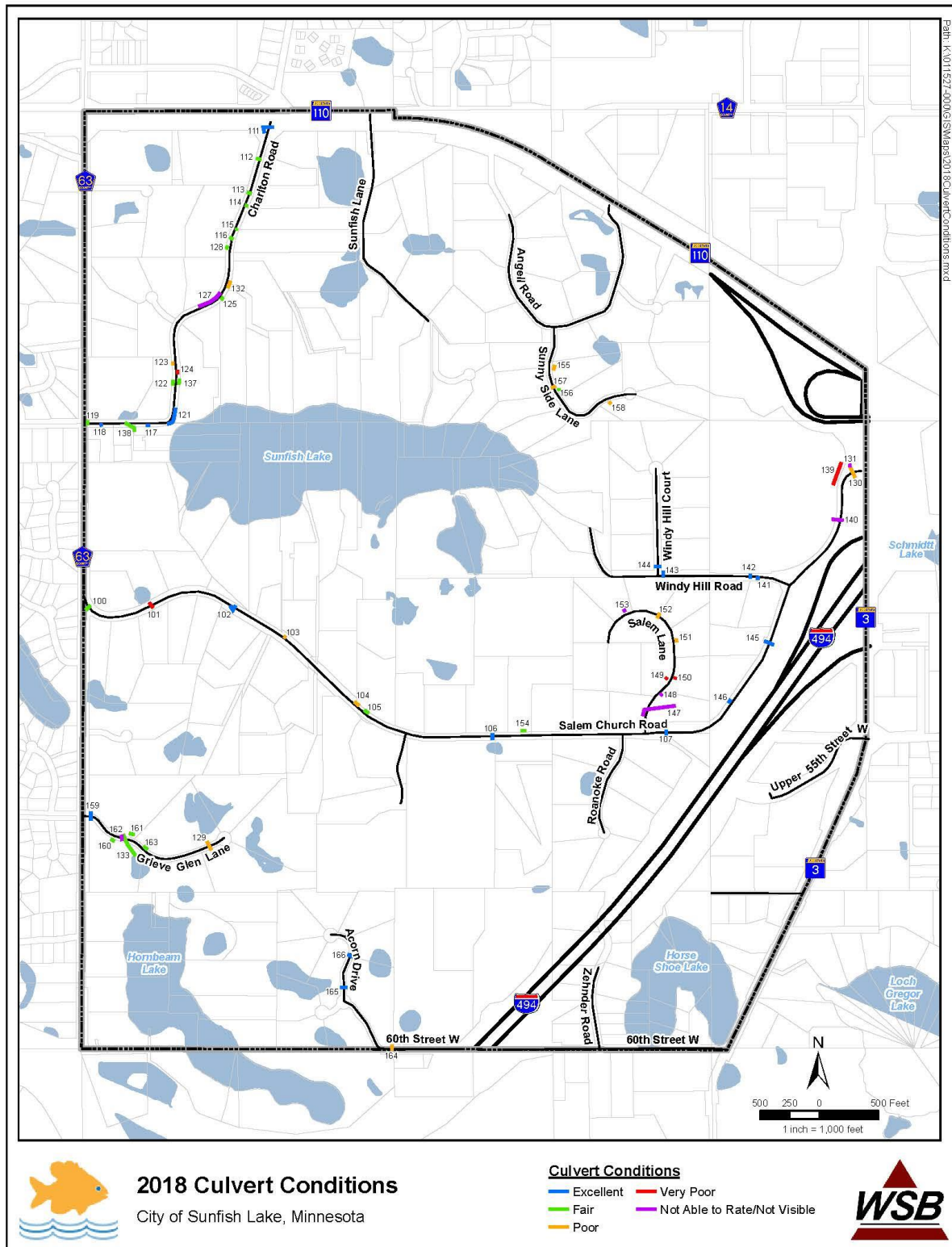
Rating	Condition	Number of Culvert
0	Not able to rate / not visible	7
1	Excellent	16
2	Fair	19
3	Poor	12
4	Very poor	5

Of the 59 culverts evaluated in this survey, it was determined that a majority of the culverts were rated in excellent or fair condition, however, several culverts in these categories have sediment or debris built up and need cleaning performed. Some culverts from the survey were plugged so that water flow is reduced or prevented and they are no longer functioning as desired. There were also a few culverts that need repair.

Photos of the culverts taken during inspection were documented but not included in this report. However, the photos may be provided to the City upon request.

Appendix A

Sunfish Lake 2018 Culvert Condition Map



Appendix B

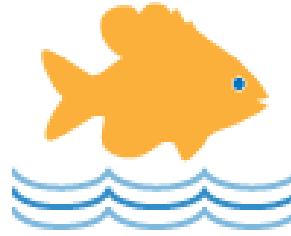
Sunfish Lake 2018 Culvert Condition and Rating

Culvert ID	Owner	Size	Material	Length (ft)	Rating	Condition	Additional Comments
127	City	4	Drain Tile	225	0	Not Able to Rate/Not Visible	
131	MnDOT	24	RCP	26	0	Not Able to Rate/Not Visible	Could be connecting to Culvert #130 but not visible upon inspection
140	City	24	CMP	97	0	Not Able to Rate/Not Visible	Could not locate the culvert
147	City	12	CMP	55	0	Not Able to Rate/Not Visible	Outlet plugged, inlet mostly plugged
148	City	10	CMP	18.5	0	Not Able to Rate/Not Visible	Almost full of debris
153	City	12	CMP	25	0	Not Able to Rate/Not Visible	Could not locate the culvert
162	City	18	CMP	52	0	Not Able to Rate/Not Visible	Could not locate the culvert
102	City	18	CHD Plastic	45	1	Excellent	Culvert has been lined with plastic
106	City	24	CHD Plastic	56	1	Excellent	
107	City	24	CMP	47	1	Excellent	
111	MnDOT	18	CMP	89	1	Excellent	New, located on state right-of-way
117	City	15	CMP	36	1	Excellent	Looks new
118	City	18	CMP	21	1	Excellent	
121	City	16	CMP	172	1	Excellent	Clean
141	City	15	CMP	24.5	1	Excellent	Bush covering West end of the culvert
142	City	18	CMP	44	1	Excellent	New
143	City	18	CMP	47	1	Excellent	2 culverts
144	City	15	CMP	54	1	Excellent	
145	City	48	RCP	86	1	Excellent	
146	City	15	CMP	30	1	Excellent	
159	City	15	RCP	74	1	Excellent	Very good
165	City	18	RCP	56	1	Excellent	Discharge needs cleaning
166	City	18	RCP	50	1	Excellent	Needs cleaning

Culvert ID	Owner	Size	Material	Length (ft)	Rating	Condition	Comments
100	City	18	CMP	55	2	Fair	1/3 full of debris
105	City	18	CMP	48	2	Fair	
112	City	18	RCP	46	2	Fair	East end needs cleaning
113	City	18	RCP	42	2	Fair	West discharge needs cleaning
114	City	15	CMP	27	2	Fair	Ditch needs cleaning
115	City	12	CMP	19	2	Fair	Needs cleaning
116	City	18	RCP	34	2	Fair	
119	MnDOT	27	RCP	36	2	Fair	
122	City	15	CMP	42	2	Fair	Needs cleaning
125	City	16	CMP	34	2	Fair	
128	City	15	CMP	34	2	Fair	Half full of debris. Ditch needs cleaning
133	City	24	RCP	210	2	Fair	Discharge needs cleaning
137	City	15	CMP	50	2	Fair	Discharge needs cleaning
138	City	15	CMP	36	2	Fair	
154	City	16	RCP	48	2	Fair	Needs cleaning
156	City	12	CMP	12	2	Fair	
160	City	15	CMP	35	2	Fair	East apron needs repair
161	City	15	CMP	48	2	Fair	
163	City	15	CMP	35	2	Fair	
103	City	24	CMP	22	3	Poor	Needs cleaning, Clean and Re-Evaluate
104	City	15	CMP	51	3	Poor	Discharge half full of debris, Clean and Re-Evaluate
123	City	12	CMP	20	3	Poor	Needs cleaning, Clean and Re-Evaluate
129	City	18	RCP	85	3	Poor	Needs cleaning, Clean and Re-Evaluate
130	MnDOT	24	RCP	99	3	Poor	North apron is broken, needs to be replaced

Culvert ID	Owner	Size	Material	Length (ft)	Rating	Condition	Comments
132	City	12	CMP	63	3	Poor	Discharge 80% plugged, Clean and Re-Evaluate
151	City	12	CMP	25	3	Poor	Outlet plugged, Clean and Re-evaluate
152	City	18	CMP	46	3	Poor	
155	City	12	CMP	45	3	Poor	East end smashed needs to be replaced
157	City	18	CMP	37	3	Poor	Needs cleaning, Clean and Re-Evaluate
158	City	12	CMP	18	3	Poor	Discharge needs cleaning, Clean and Re-Evaluate
164	City	18	CMP	50	3	Poor	Discharge needs cleaning, Clean and Re-Evaluate
101	City	27	CMP	56	4	Very poor	North end smashed. South end buried under logs
124	City	15	CMP	36	4	Very poor	Culvert 60% plugged
139	City	30	CMP	203	4	Very poor	North outlet submerged
149	City	12	CMP	20	4	Very poor	Ends smashed could not see into the culvert
150	City	18	CMP	19	4	Very poor	Rusty

ITEM 7b. ATTACHMENT 1B.



2020 – 2024 CAPITAL IMPROVEMENTS PLAN

FINAL

AUGUST 28, 2019

Prepared for:
City of Sunfish Lake
Dakota County, MN

WSB PROJECT NO. R-01011-99



**2020 to 2024
CAPITAL IMPROVEMENT PLAN**

CITY OF SUNFISH LAKE, MN

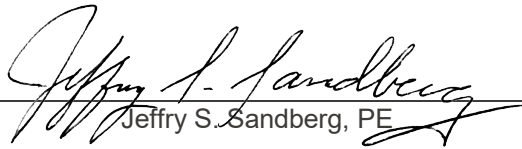
**AUGUST 28, 2019
FINAL**

Prepared By:



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.


Jeffrey S. Sandberg, PE

Date: August 28, 2019

Lic. No. 25393

TABLE OF CONTENTS

TITLE SHEET
CERTIFICATION SHEET
TABLE OF CONTENTS

1.	INTRODUCTION.....	1
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2.1	Scheduled Maintenance	1
2.2	Recent/Current Capital Improvements	2
2.3	2020 to 2024 Capital Improvements.....	2
2.4	Capital Improvements Funding	2
3.	RECOMMENDATION	2

APPENDIX A

Exhibits:

- Exhibit A – Pavement History
- Exhibit B – City Map – Maintenance History
- Exhibit C – Proposed 2020 to 2024 CIP Map (Pavement Rehabilitation)
- Exhibit D – Proposed 2020 to 2024 CIP Map (Roadway Maintenance)
- Exhibit E – Anticipated 2025 to 2029 CIP Map

APPENDIX B

2018 Pavement Condition Index Map

APPENDIX C

Capital Improvement Plan Summary

APPENDIX D

Assessment Policy

2020 to 2024 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 productive longevity. 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 on a 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 2018. 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
- 2019 Charlton Road and Sunfish Lake Outlet Improvement Project, funded under bonds through 2030

2.3 2020 to 2024 Capital Improvements

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

- ***Appendix A, Exhibits C and D*** - Proposed 2020 to 2024 Capital Improvements
- ***Appendix A, Exhibit E*** - Proposed 2025 to 2029 Capital Improvements

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.

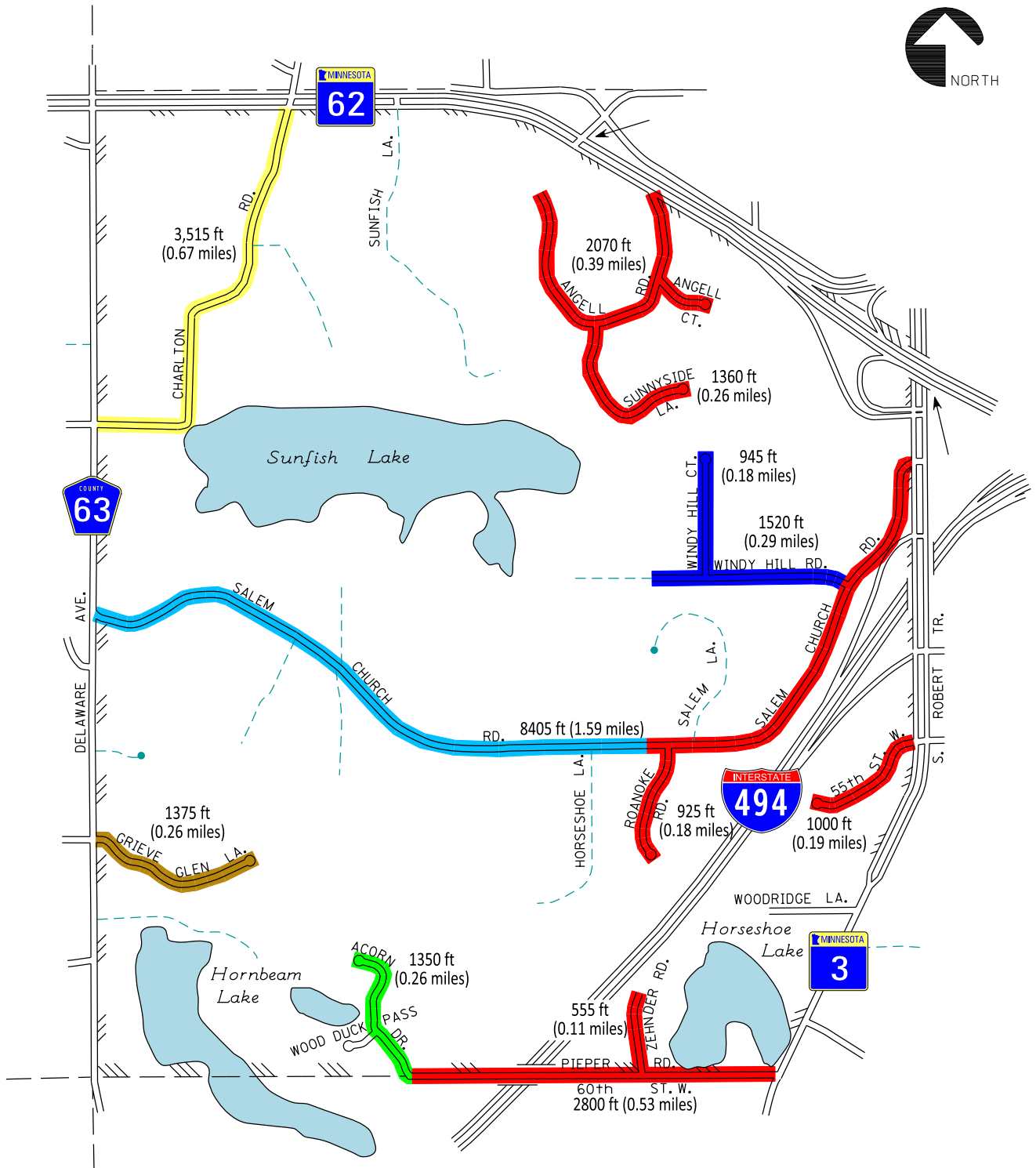
Appendix C includes the Capital Improvement Plan Project Summary of the currently identified capital improvements. It is important to note that the costs identified do not include legal, engineering, administration, and financing cost. The City's Special Assessment Policy is included in Appendix D for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

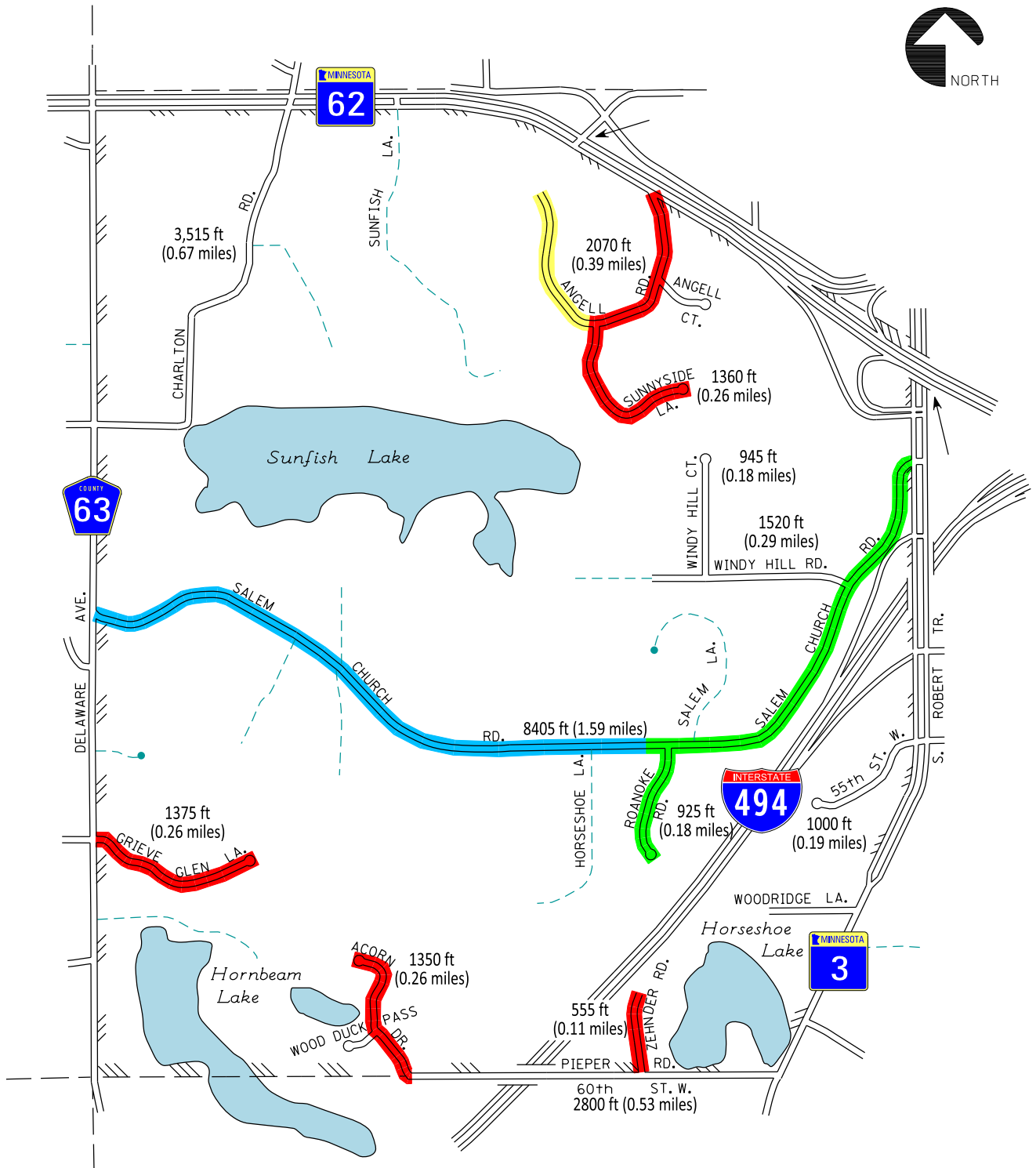
APPENDIX A

Exhibits



Year of Street Construction 1989 1996 2006 2009 2014 2019

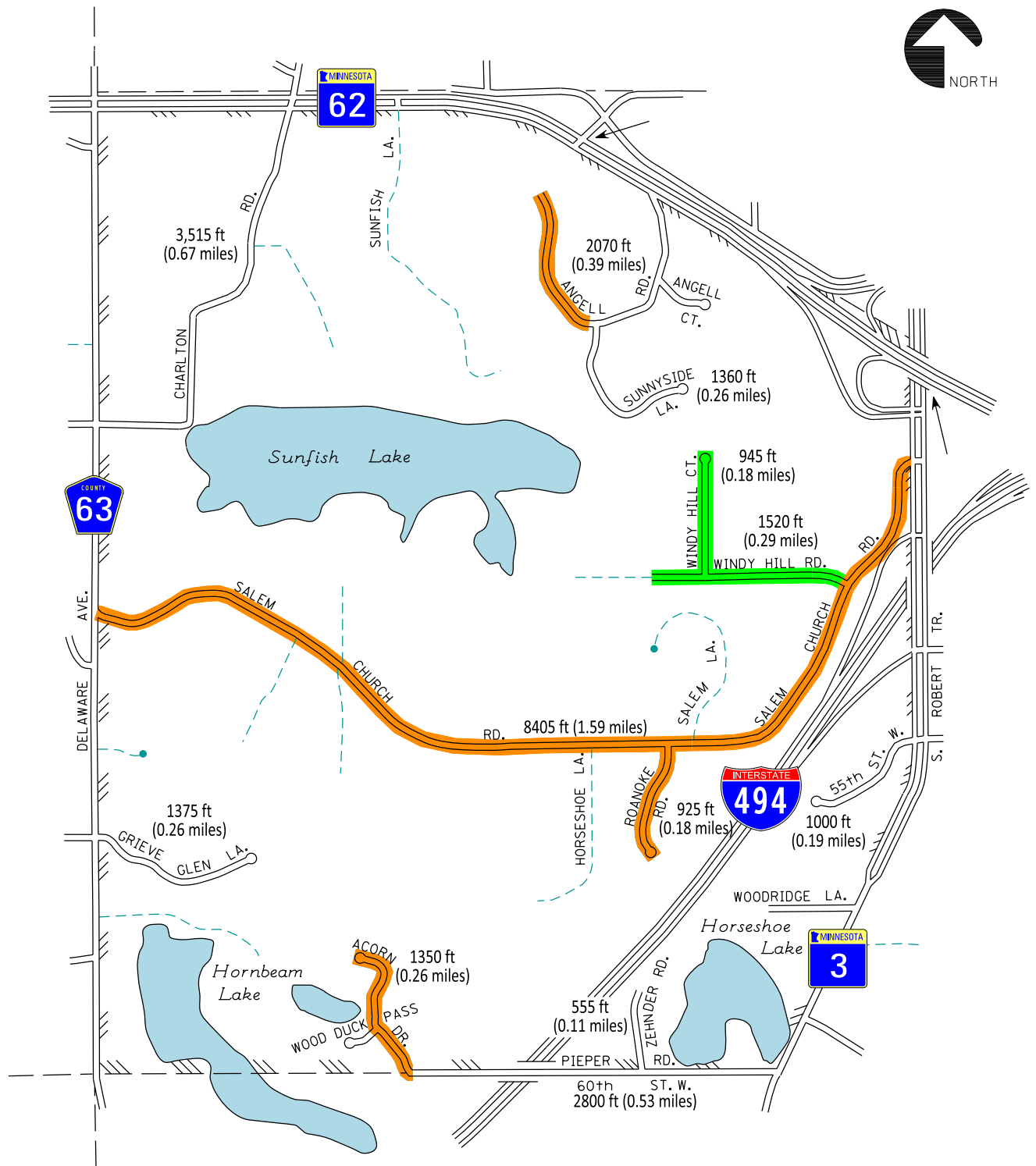
City Street Lengths: 4.24 miles of Paved Streets & 0.67 miles of Gravel Streets



Year of Street Maintenance

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

City Street Lengths: 4.91 miles of Paved Streets

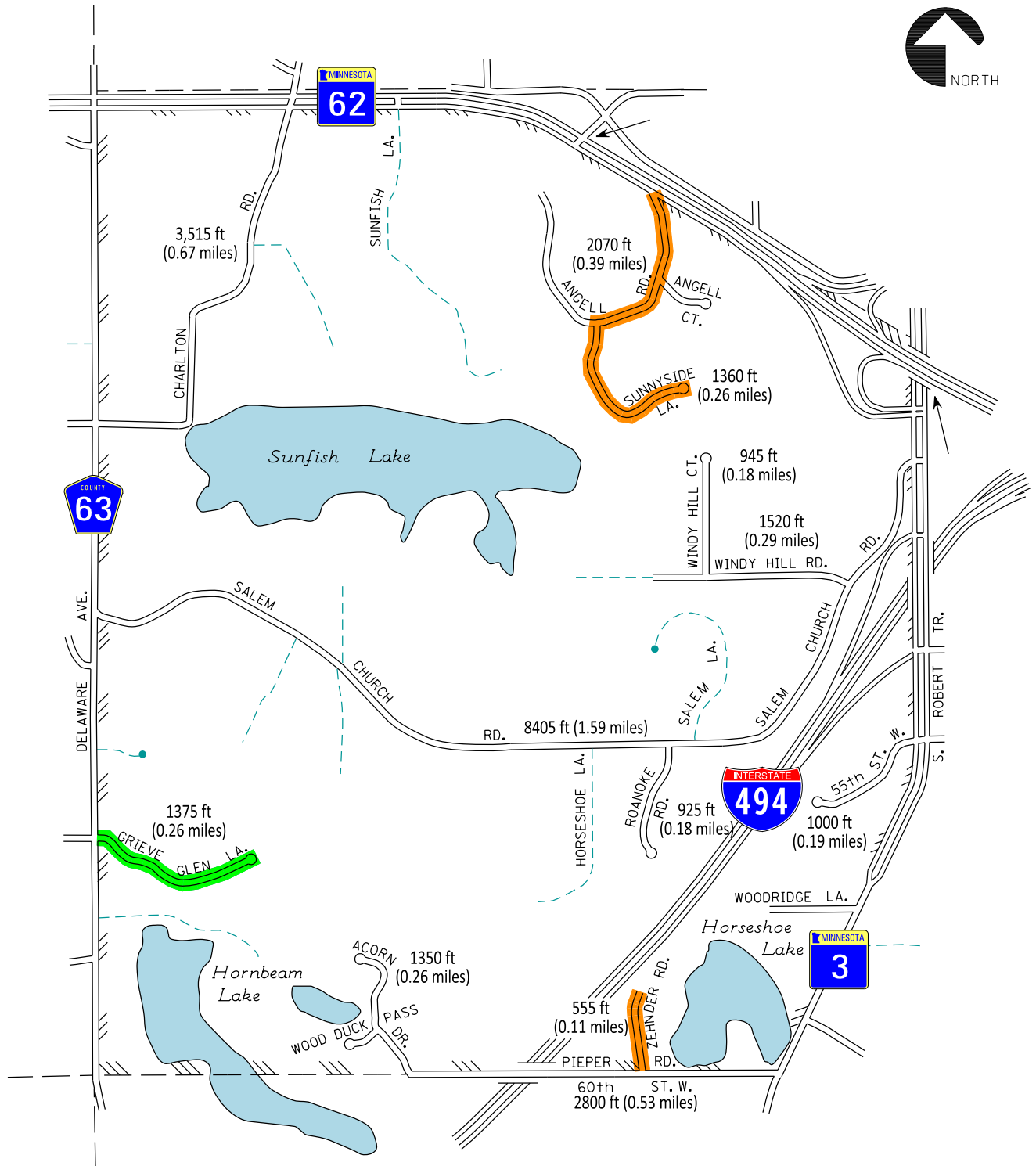


**2020 to 2024
Roadway Maintenance**

█ 2021 Crack Fill & Seal Coat

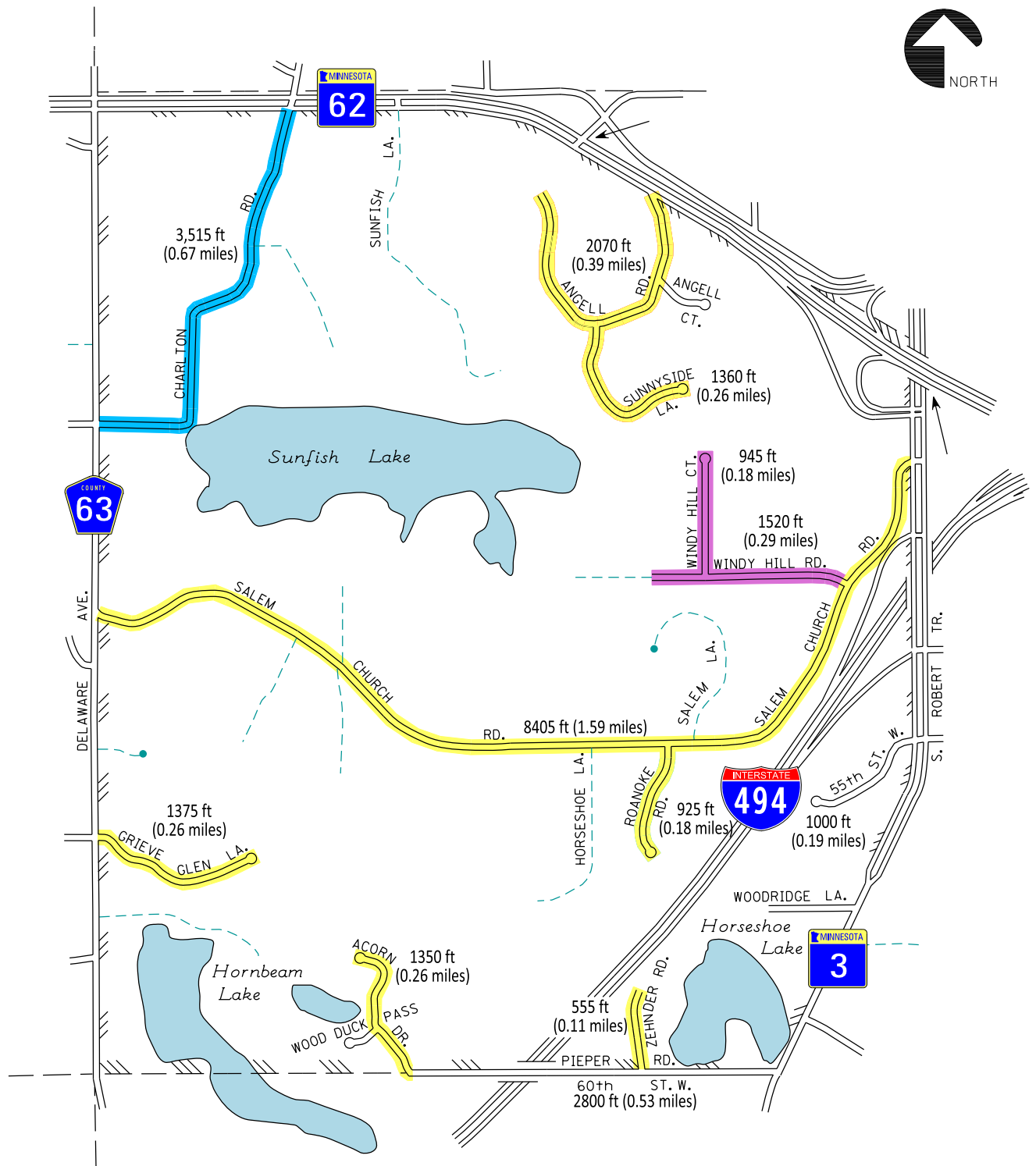
█ 2022 Crack Fill & Seal Coat

Date: Printed: 6/2/2019
WSB Filename: K:\03383-000\Cad\Exhibits\2019 CIP MAPS\Exhibit C - 2020 to 2024 Maintenance.dgn



**2020 to 2024 Improvements
(Pavement Rehabilitation)**

2020 Overlay 2021 Reconstruction



2025 to 2029 Improvements



2026 Crack Fill & Seal Coat



2027 Crack Fill & Seal Coat

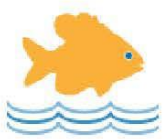
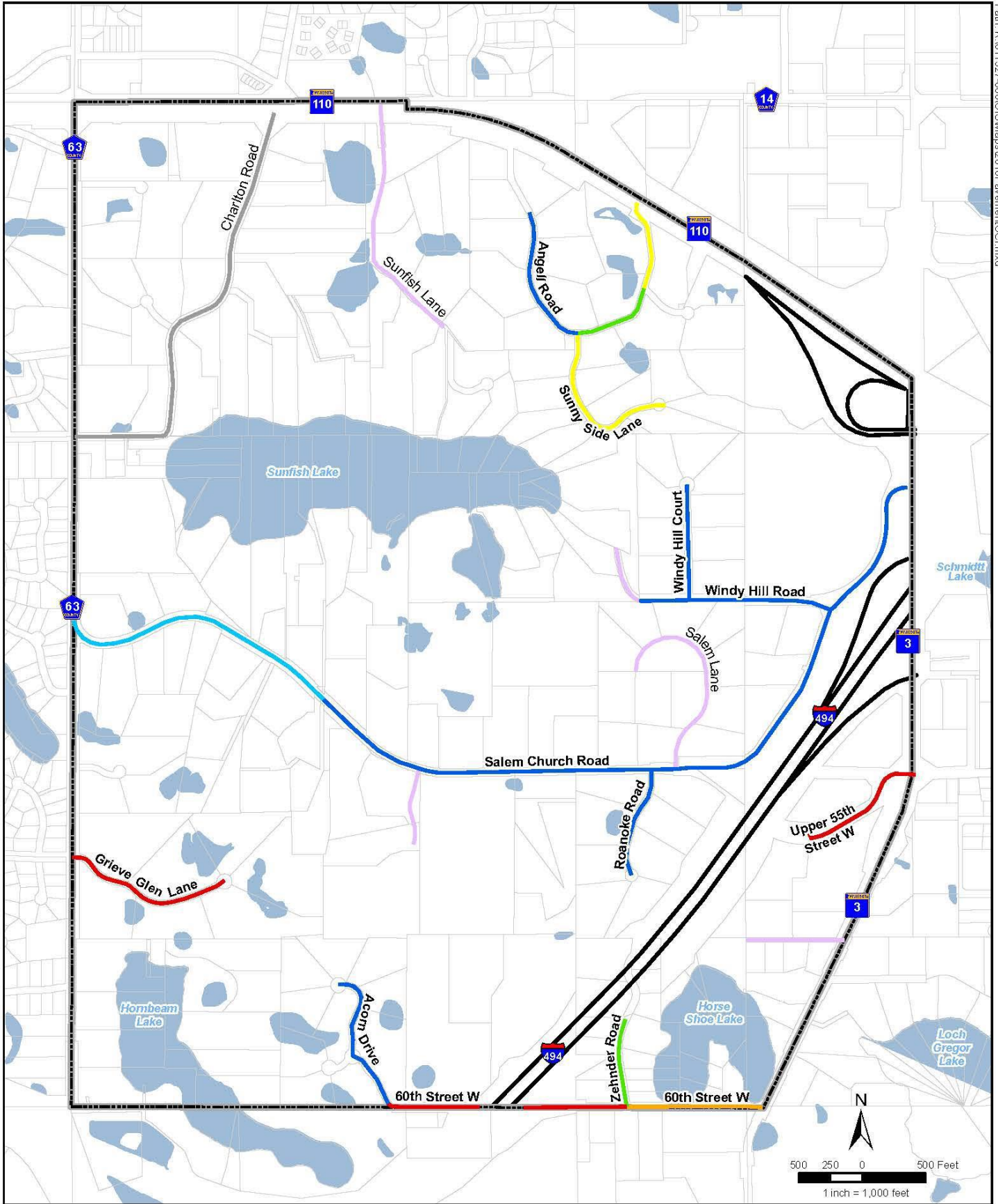


2029 Overlay

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WSB Filename: K:\03383-000\Cad\Exhibits\2019 CIP MAPS\Exhibit E - 2025 to 2029 CIP.dgn

APPENDIX B

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 C

Capital Improvement Plan Summary

2020 CIP - Sunfish Lake Road Reconstruction / Maintenance Schedule

Roadway	Year Constructed	Segment Length (ft)	Year of Past Overlay	Year of Future 2" Overlay	Year of Future Reconstruction	5 - YR Maintenance (Crack seal and seal coat)	2018 PCI
Charlton Road	2019	3,515		2029		2024, 2029	N/A
Salem Church Road (west)	2009	5,405				2016, 2021, 2026	87
Salem Church Road (east)	1989	3,000	2017			2021, 2026	100
Grieve Glen Road	1996	1,375			2021	2013, 2026	36
Acorn Drive	2006	1,350				2013, 2021, 2026	95
Roanoke Road	1989	925	2017			2021, 2026	92
Zehnder Road	1989	555		2020		2013, 2026	69
60th Street W *	1999	2,800					31
Angell Road (west)	1989	900	2014			2021, 2026	95
Angell Road (east)	1989	1,170		2020		2013, 2026	60
Sunny Side Lane	1989	1,360		2020		2013, 2026	58
Windy Hill Court	2014	945				2022, 2027	100
Windy Hill Road	2014	1,520				2022, 2027	100
Upper 55th St W *	1989	1,000					36

Estimated Construction Costs (2019 Dollars)

	Cost/ Lin Ft.
Crack Seal and Seal Coat	\$ 10.60
2" Overlay	\$ 40.28
Full Depth Reclamation	\$ 90.10

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Length of Crack Seal and Seal Coat (ft)		11,580	2,465		3,515		16,040	2,465		3,515
Length of 2" Overlay (ft)	3,085									
Length of Full Depth Reclamation (ft)		1,375								

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Cost of Crack Seal and Seal Coat	\$ -	\$ 122,748	\$ 26,129	\$ -	\$ 37,259	\$ -	\$ 170,024	\$ 26,129	\$ -	\$ 37,259
Cost of 2" Overlay **	\$ 124,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cost of Full Depth Reconstruction **	\$ -	\$ 123,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Assessable Cost **	\$ 124,264	\$ 123,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
General Maintenance Fund	\$ -	\$ 122,748	\$ 26,129	\$ -	\$ 37,259	\$ -	\$ 170,024	\$ 26,129	\$ -	\$ 37,259

* See 6-24-19 CC Memo Regarding Road Maintenance of this Road

** Refer to Adopted City Assessment Policy

2020 - 2024 CAPITAL IMPROVEMENT PLAN

SUMMARY

APPENDIX B

	Notes	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	TOTALS
<u>Improvement Project Costs</u>												
<u>A.) General Street Maintenance/ Water Quality (100% City Tax Levy)</u>												
1.) Street Sweeping		\$1,700	\$1,700	\$1,700	\$1,700	\$1,750	\$1,750	\$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	
3.) Striping maintenance	1	\$4,600					\$4,700			\$4,700		
4.) Bituminous Maintenance		\$3,500	\$3,500	\$4,500	\$4,500	\$4,500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
5.) Shoulder Maintenance		\$1,100	\$1,100	\$1,100	\$1,200	\$1,200	\$1,200	\$1,300	\$1,300	\$1,300	\$1,400	
6.) Annual Lake Water Quality Monitoring	6	\$1,140	\$1,140	\$1,140	\$1,300	\$1,300	\$1,300	\$1,400	\$1,400	\$1,400	\$1,400	
Subtotal General Street Maintenance		\$13,240	\$7,440	\$8,440	\$10,200	\$8,750	\$13,950	\$9,500	\$11,000	\$14,200	\$9,600	
<u>Capital Improvement Plan</u>												
<u>B.) 100% City Levy Improvements</u>												
1.) Infrastructure Management Update (Pavement and Culvert Management Plan Updates)			\$8,000			\$8,200			\$8,500			
2.) Crack Seal		\$0		\$0	\$0	\$0		\$0	\$0	\$0	\$0	
3.) Crack Fill & Seal Coat	7		\$122,748	\$26,129	\$0	\$37,259		\$170,024	\$26,129		\$37,259	
4.) Culvert Cleaning & End Section Repair	2	\$5,000	\$5,000					\$0				
5.) Sunfish Lake TMDL Improvements	4				\$0	\$0						
6.) Miscellaneous Storm Water Improvements	4											
7.) SWPPP Program and Implementation	5	\$3,600	\$9,000	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	
Sub Total CIP Projects		\$8,600	\$144,748	\$29,929	\$3,800	\$49,259	\$3,800	\$173,824	\$38,429	\$3,800	\$41,059	
<u>C.) Assessed City Improvements (Bonding Requirements)</u>												
1.) 2009 Salem Church Road Project (Final Payment 2/1/2020)		\$7,150										\$7,150
2.) 2014 Street Improvement Project		\$42,375	\$41,528	\$40,682	\$39,837	\$38,808	\$37,779					\$241,009
3.) 2017 Street Improvement Project		\$50,321	\$49,523	\$48,725	\$47,759	\$46,794	\$51,077	\$49,802	\$48,526	\$48,526		\$441,053
4.) 2019 Charlton Road Improvements	3	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$800,000
8.) 2020 Street Improvement Project, 2" Overlays	3		\$12,426	\$12,426	\$12,426	\$12,426	\$12,426	\$12,426	\$12,426	\$12,426	\$12,426	\$111,834
5.) 2021 Grieve Glen Road Improvements	3			\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	\$92,000
Sub Total Assessed City Projects		\$179,846	\$183,477	\$193,333	\$191,522	\$189,528	\$192,782	\$153,728	\$152,452	\$152,452	\$103,926	\$1,693,046
<u>D.) Assessed City Improvements (Collected from Special Assessments)</u>												
1.) 2009 Salem Church Road Levy		\$14,840										\$14,840
2.) 2014 Street Improvement Levy		\$23,113	\$22,353	\$21,592	\$20,832	\$20,071	\$19,311					\$127,272
3.) 2017 Street Improvement Levy		\$16,384	\$15,873	\$15,363	\$14,852	\$14,342	\$13,831	\$13,321	\$12,810	\$12,810		\$129,586
4.) 2019 Charlton Road Improvements Levy		\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$320,000
8.) 2020 Street Improvement 2" Overlays Levy	3		\$9,941	\$9,941	\$9,941	\$9,941	\$9,941	\$9,941	\$9,941	\$9,941	\$9,941	\$89,467
5.) 2021 Grieve Glen Road Improvements	3			\$9,200	\$9,200	\$9,200	\$9,200	\$9,200	\$9,200	\$9,200	\$9,200	\$92,000
Subtotal Special Assessment Funding		\$86,337	\$80,167	\$88,096	\$86,825	\$85,554	\$84,283	\$64,462	\$63,951	\$63,951	\$51,141	\$754,765
<u>General Fund Expenditures</u>												
<u>City Tax Levy (Collected from General Tax Levy)</u>												
GENERAL TAX LEVY (A+B)		\$21,840	\$152,188	\$38,369	\$14,000	\$58,009	\$17,750	\$183,324	\$49,429	\$18,000	\$50,659	
ASSESSED PROJECTS LEVY (C-D)		\$93,509	\$103,310	\$105,237	\$104,697	\$103,974	\$108,499	\$89,266	\$88,501	\$88,501	\$52,785	
Subtotal City Tax Levy Funding Requirements		\$115,349	\$255,498	\$143,606	\$118,697	\$161,983	\$126,249	\$272,590	\$137,930	\$106,501	\$103,444	

Notes

1.) Replace Regulatory Signs

2.) Grieve Glen Lane, Sunny Side Lane and Windy Hill Court Culverts

3.) Overlay, Mill and Overlay and / or Reconstruct; assumes project to be assessed

4.) Storm Water Improvements Required by MS4 Permit

5.) Water Quality Improvements per MPCA requirements

6.) Watershed typically reimburses City \$400 per lake for CAMP monitoring

7.) West Portion of Angell Rd, Windy Hill Rd. and Windy Hill Ct., and Acorn Drive

APPENDIX D
Assessment Policy

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

RESOLUTION NO. 11- 12

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

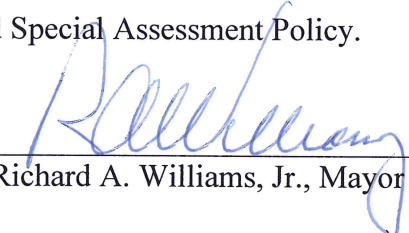
WHEREAS, Chapter 429 of the Minnesota Statutes authorizes the City to levy special assessments for certain public improvements.

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:

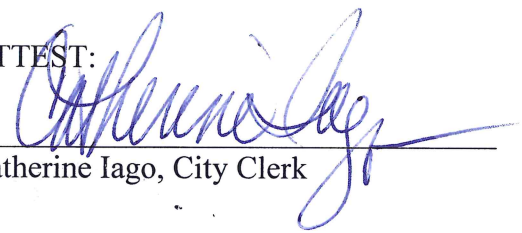
1. The Council hereby approves the attached Special Assessment Policy.

Passed this 5th day of July, 2011.



Richard A. Williams, Jr., Mayor

ATTEST:



Catherine Iago, City Clerk

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; and
- Angell Road (west of 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.

ITEM 7b. ATTACHMENT 1C.



Memorandum

To: Ann Lanoue, City Treasurer
City of Sunfish Lake

From: Jeff Sandberg, PE, City Engineer

Date: August 27, 2019

Re: 2020 Budget Items – FINAL
WSB Project No. R-013383-000

The proposed engineering budget for 2020 is identified herein. The budget has been based on past costs and anticipated work.

City Engineer

Monthly Engineering Items – Miscellaneous	\$	38,400
Total	\$	38,400

Water Quality Monitoring / Lake Maintenance

NPDES – MS4 Annual Report and Hearing	\$	3,700
LGU Role for Wetland Conservation Act.....	\$	2,200
CAMP Program	\$	1,140
Total	\$	7,040

General Street Maintenance

Street Sweeping	\$	1,700
Sign Replacement (CIP)	\$	1,200
Striping Maintenance (CIP)	\$	4,600
Culvert Maintenance (CIP)	\$	5,000
Bituminous Maintenance	\$	4,500
Shoulder Maintenance.....	\$	1,100
Total	\$	18,100

<u>Funding from CIP</u>	\$	138,380
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Zehnder Road Improvement Project.....	\$30,050
Angell Rd (East) Improvement Project.....	\$44,600
Sunnyside Lane Improvement Project.....	\$63,730

<u>Snow Removal – Inver Grove Heights</u>	\$	3,000
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<u>Snow Removal – City Streets</u>	\$	38,000
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Please call me at 651-286-8474 upon review of the proposed budget.