



CITY COUNCIL REGULAR MEETING

Monday, July 01, 2024 at 6:30 PM

City Hall 8319 Co. Rd. 11 Breezy Point, MN 56472

(218) 562-4441 | Office Hours 8:00 a.m. - 4:00 p.m. | cityadmin@cityofbreezypointmn.us

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL/AMENDMENT OF THE AGENDA

5. OPEN FORUM

6. ITEMS OF PUBLIC INTEREST

7. CONSENT AGENDA

One action, topics will not be discussed unless removed from consent agenda. Items requiring the expenditures of funds are budgeted items or have been previously discussed by the City Council.

[A.](#) June 3, 2024 Regular City Council Meeting Minutes

[B.](#) June 17, 2024 City Council Workshop Minutes

[C.](#) Approval of Claims in the Amount of \$82,462.74.

[D.](#) Resolution Officially Naming the Community Garden

8. ITEMS REMOVED FROM CONSENT AGENDA

9. NEW BUSINESS

[A.](#) The Pines of Fawn Lake Preliminary & Final Plat

[B.](#) Counting Write-In Votes

10. OLD BUSINESS

[A.](#) Streets CIP Consultant Selection

[B.](#) Creation of Streets Committee

[C.](#) Community Center Due Diligence Work Plan

11. STAFF REPORTS

12. MAYOR AND CITY COUNCIL REPORTS

13. AGENDA FORECAST

[A.](#) Special City Council Meeting

14. ADJOURN

**Breezy Point City Council
June 3, 2024 - 6:30 pm
Regular Meeting Minutes**

The meeting of the Breezy Point City Council was called to order by Mayor Angel Zierden at 6:30 p.m. Roll Call was taken by City Administrator Chanski. Councilmembers present were Rebecca Ball, Steve Jensen, Michael Moroni, and Brad Scott. Staff present included City Administrator/Clerk David Chanski, Assistant City Administrator Daniel Eick, Deputy Clerk Deb Runksmeier, Police Sergeant Josef Garcia, Planning & Zoning Administrator Peter Gansen, and Public Works Supervisor Joe Zierden. Dave Reese and Nick Peterson representing Widseth were also present. All stood for the pledge of allegiance.

Approval/Amendment of the Agenda

MOTION MORONI/JENSEN TO APPROVE THE AGENDA, MOTION CARRIED 5-0

Open Forum

Bill Toft, 31877 Green Scene Drive
Gary Bakken, 29464 Shoreview Lane
Kent Brothen, 29887 Canary Lane

Life Saving Award

Life Saving Award was presented to Officer Rustad.

2023 Audit Presentation

Mary Reedy of Clifton Larson Allen presented 2023 Financial Audit report and fielded questions from the Council.

MOTION BALL/MORONI TO APPROVE THE 2023 FINANCIAL AUDIT BY CLIFTON LARSON ALLEN, MOTION CARRIED 5-0

Consent Agenda

- A. May 6, 2024 Regular City Council Meeting Minutes
- B. May 21, 2024 City Council Workshop Minutes
- C. Approval of Claims Totaling \$439,601.04
- D. 2025 Budget Calendar

MOTION MORONI/JENSEN TO APPROVED THE CONSENT AGENDA AS PRESENTED, MOTION CARRIED 5-0

Disc Golf Practice Basket Donation

Travis Moser with the Breezy Point Disc Golf League presented a donation of a practice disc golf basket to the City and spoke about the fundraising the disc golf

club does. The group sells bag tags which can be used at local businesses for discounts. Mr. Moser would like to work with staff to find the best location for the basket. He suggested near the parking lot.

MOTION MORONI/BALL TO APPROVE RESOLUTION 13-2024 TO ACCEPT A PRACTICE DISC GOLF BASKET FROM THE BREEZY POINT DISC GOLF CLUB, MOTION CARRIED 4-1, SCOTT OPPOSED

Cemetery Commission Appointments

Administrator Chanski spoke about recent resignations that resulted in two vacancies on the Cemetery Commission. Both terms are set to expire on December 31, 2025.

MOTION MORONI/BALL TO APPROVE APPOINTMENT TO THE CEMETERY COMMISSION DONNA HOELKE AND DON ERICKSON, MOTION CARRIED 5-0

Wastewater Treatment Facility

Administrator Chanski recapped the discussion on the Wastewater Treatment Facility that was conducted during the May 21 City Council workshop.

Councilmember Scott asked why the topic is on the agenda as an action item as it was his understanding that no action should take place at workshops. Councilmember Moroni stated this was the action item approving the proposal from Widseth and no action was taken at the workshop.

Councilmember Scott asked what about the members of the public who couldn't attend the meeting. Councilmembers Moroni and Jensen stated that meetings are open to the public and a recorded. Mayor Zierden agreed.

MOTION MORONI/JENSEN TO ACCEPT WIDSETH PROPOSAL TO CONDUCT WATERWATER TREATMENT FACILITY EXPANSION AT A COST OF \$35,000 WITH ADDITIONAL \$9,300 FOR PERMITTING PROCESS WITH MPCA, MOTION CARRIED 4-1, SCOTT OPPOSED

Sewer Rate Study

Administrator Chanski explained the next step for process of doing a sewer rate Study and presented the proposal from BakerTilly. Study is estimated to take 16 weeks.

MOTION BALL/JENSEN TO ACCEPT SEWER RATE STUDY WITH BAKERTILLY AT \$16,500, MOTION CARRIED 4-1, SCOTT OPPOSED

Unbilled Sewer Accounts

Administrator Chanski spoke about the four sewer accounts that were discovered to

have not been put into the City's utility billing system and have not been charged for their sewer service. He presented the amount each account should have been charged and asked how the Council would like to address the matter.

Mayor Zierden explained why she thinks the fee should be waived. Councilmember Scott stated he disagrees and believes they account owners should be charged the full amount. Councilmember Moroni agreed with Councilmember Scott and said payment plans can be arranged if needed. Councilmember Jensen agreed with Moroni and Scott that the outstanding balances need to be paid.

MOTION SCOTT/MORONI TO BILL FULL AMOUNT OF UNPAID SEWER SERVICE TO PROPERTY OWNERS DISCUSSED IN PACKET WITH OPTION OF PAYMENT PLAN, MOTION CARRIED 3-2, BALL AND ZIERDEN OPPOSED

Ballistic Shield Purchase

Chief Sandel gave information about the use of shields as extra protection for the officers and recommended the purchase. Informed council that the department was awarded a grant of a \$10,000 from Sourcewell to go towards the cost.

MOTION BALL/MORONI TO APPROVE PURCHASE OF EIGHT BALLISTIC SHEILDS FOR POLICE OFFICERS AT \$18,300.32 WITH SOURCEWELL GRANT OF \$10,000, MOTION CARRIED 5-0

City Brush Pile

Administrator Chanski started discussion with current items of concern with the city's compost and brush drop off site located on Dakota Drive. Also mentioned that the police department has increased patrolling near the brush site.

Councilmember Scott shared the concerns he's heard from residents. Public Works Supervisor Joe Zierden spoke about the maintenance staff availability at the site with very limited hours. Mayor Zierden lives close to the brush site and also has many concerns about its usage.

Councilmember Jensen uses commercial lawn service and believes that his provider should be able to dispose at the site. However, he agreed that some changes need to be made, and the City should look at controlled access.

Councilmember Scott thinks an ordinance should be created for the site and asked staff to do some research into the matter.

Council requested more discussion about the brush pile be had at a future workshop.

Parks & Recreation Committee Master Plan

Assistant City Administrator Daniel Eick spoke about the Parks and Recreation Committee Master Plan that was approved by the Parks & Recreation Committee during their meeting on May 9 and sent to the Council for final approval.

Councilmember Jensen spoke about the status of the small park on Breezy Point Drive. He thinks that further money shouldn't be spend on it. Parks and Recreation Committee member Megan Zierden shared information about the park's history.

Commission Scott asked if the public was notified about the master plan. Committee Member Zierden spoke about the open house that was held at city hall to present the master plan to the public. Assistant City Administrator Eick also spoke to the communications that have been conducted throughout the master plan development process. Scott stated that he feels that the City hasn't been overly engaging. Mayor Zierden stated that she thinks staff has done their best. Councilmember Moroni said he thinks the City has been making big strides to improve engagement and the public isn't being kept from participating.

Councilmember Scott doesn't support a community center in the plan. Councilmember Jensen also doesn't believe the community center should be included in the master plan. Councilmember Moroni said including it makes it a part of history, not guaranteeing it will be done.

MOTION BALL/MORONI TO APPROVE 2024 CITY OF BREEZY POINT PARKS AND RECREATION MASTER PLAN, MOTION CARRIED 3-2, JENSEN AND SCOTT OPPOSED

Community Garden Proposal

Parks & Recreation Committee member Megan Zierden presented the Parks & Recreation Committee's community garden proposal.

Councilmember Scott asked about the correlation between the proposed \$50,000 cost and the number of proposed plats. Committee Member Zierden said discussion went back and forth on the number of plats and whether to do the garden in phases, but the Committee decided to just do the full plan in a single phase and multiple phases may end up costing more money.

Councilmember Jensen asked where the incentive for fundraising is if the project is fully funded. Committee Member Zierden said that it is hard to fundraise without an approved plan. Sandra Logelin talked about fundraising possibilities and operations of a community garden.

Mayor Zierden said she would be in favor of granting the full amount and finding ways to save money as the project moves along.

Public Works Supervisor Joe Zierden answered questions of water source at location and fencing requirements. Administrator Chanski added that the Parks and Recreation Committee discussed an eight-foot fence and discussed the proposed location adjacent to City Hall.

MOTION SCOTT/BALL TO APPROVE \$40,000 TO THE PARKS AND RECREATION BUDGET FOR A COMMUNITTEE GARDEN, MOTION CARRIED 5-0

Disc Golf Course Code of Conduct

Administrator Chanski explained the code of conduct and courtesies for the disc golf course that is before the Council as a recommendation from the Parks & Recreation Committee.

Councilmember Jensen stated that the Police Department cannot enforce the recommended courtesies and does not know why it is before the Council as they will not help address concerns.

Councilmember Scott questioneds the need for this. Stated that signs do no good, and he does not understand what will be accomplished by this. Need to figure out how to manage use of the site to ensure violations with not continue. Discussed the difference of operations at a private, business golf course and a public disc golf course.

Councilmember Moroni stated that actions to educate are taking place, but the City can never mitigate 100% of issues. It does not hurt to post them. Councilmember Jensen stated that the proposed code of conduct would result in more calls for service. Councilmember Scott said it is not the Police Department's job to enforce the ordinances but the City Council's.

MOTION MORONI/BALL TO APPROVE RESOLUTION 14-2024 TO ADDOPT CODE OF CONDUCT FOR THE DISC GOLF COURSE, MOTION CARRIED 3-2, JENSEN AND SCOTT OPPOSED

Council conducted a short recess from 8:26 p.m. to 8:31 p.m.

Disc Golf Course Event Permit

Assistant City Administrator Eick explained the Disc Golf Course Event Permit as returned from the Parks & Recreation Committee.

Councilmember Jensen spoke of the Parks and Recreation Committee not wanting the event permit back again. He does not see a need for this version and stated that it should stand in the original permit form that was already passed.

Mayor Zierden shared how committee members realized some different ideas. Jensen read his written comments from pervious meeting and stated there is not need for a two-day tournament with both coursed closed to the general public. Mayor Zierden said she is not aware of any issue from past disc golf tournaments at the original course.

Administrator Chanski explained how the current permit does allow one tournament for two days with the use of only one course per day. Parks Committee member Megan Zierden spoke about the concern to keep one course open to the public during tournament play. Breezy Point Disc Golf Club member Travis Moser gave input to the council on how tournaments have worked at our disc golf course.

Discussion took place around the 90-person limitation on events and how that would apply to an event taking place on both courses simultaneously.

MOTION MORONI/ZIERDEN TO AMEND DISC GOLF EVENT PERMIT ALLOWING A TOTAL OF THREE TOURNAMENTS PER SEASON OF WHICH ONE TOURNAMENT MAY BE A TWO COURSE EVENT. EVENTS SHALL BE LIMITED TO 90 PERSONS PER COURSE. CHANGES GO EFFECTIVE IMEDIATELY, AND STAFF WILL SEND COUNCILMEMBER SCOTT’S QUESTIONS TO THE CITY ATTORNEY FOR REVIEW, MOTION CARRIED 3-2, JENSEN AND SCOTT OPPOSED

Consultant Selection for Zoning Code Update

Planning and Zoning Administrator Peter Gansen presented the recommendation from the Planning Commission of HKGI to lead Zoning Code update process.

Councilmember Scott stated that his concern is the cost, and maybe the City should wait and see if costs come down. Administrator Chanski clarified budget for the update at \$125,000.

Councilmember Ball spoke about the continual discussion of the need to update our ordinances. Councilmember Jensen wants to make sure that this process will guide the city. Councilmember Scott stressed communication and public input.

MOTION MORONI/JENSEN TO APPROVE AGREEMENT WITH HKGI AS LEAD CONSULTANT OF ZONIGN CODE UPDATE PROJECT WITH COST NOT TO EXCEED \$120,000, MOTION CARRIED 4-1, SCOTT OPPOSED

Staff Reports

City Administrator Chanski notified the Council of easement letters for the Buschmann Road project to go out next week. Bid from Hy-Tec for proposed City Hall project expected in July. Cemetery Commission ordering a second columbarium. Reviewing legislature updates from League of Minnesota Cities.

Mayor and Council Reports

Councilman Jensen will be riding with officer Lorch on Buschmann Road with radar gun to access traffic speeds.

Agenda Forecast

City Administrator Chanski shared proposed workshop topics.

Set date of next workshop to Monday, June 17th at 6:00 pm. Agenda items of City Hall project financing, discussion on a streets committee, community center due diligence, and the brush pile.

Adjourn

MOTION MORONI/JENSEN TO ADJOURN, CARRIED 5-0

Meeting ended at 9:26 p.m.

David C. Chanski, City Administrator/Clerk

**Breezy Point City Council
June 17, 2024 – 6:00 pm
City Council Workshop Minutes**

A workshop of the Breezy Point City Council began at 6:00 PM. Councilmembers present were Rebecca Ball, Steve Jensen, Michael Moroni, Brad Scott, and Mayor Angel Zierden. Staff present included City Administrator David Chanski, Assistant City Administrator Daniel Eick, Public Works Supervisor Joe Zierden, Planning & Zoning Administrator Peter Gansen, and Finance Specialist Janette Rust. Nick Peterson and Dave Reese representing Widseth were also present, and Mikaela Huot representing BakerTilly participated virtually.

City Hall Financing

Mikaela Huot with BakerTilly walked the City Council through the bonding process and a potential timeline for issuing bonds on the City Hall project and for reimbursing the City for the purchase of the ladder truck on behalf of the Pequot Lakes Fire District. She then presented 10-year and 15-year preliminary bond runs for both projects.

Councilmember Scott clarified that the City would be incurring costs prior to bonds being issued and stated that his is not a fan of starting a project without financing in place. He also requested clarification about the 30-day reverse referendum period. Ms. Huot stated that a petition signed by at least 5% of the votes cast at the last general election would be required to trigger a ballot referendum.

Councilmember Jensen stated that he agrees with Councilmember Scot to not start a project without financing in place. Mayor Zierden shared her concern about delaying the project incurring cost increases. Councilmember Scott disagreed, stating that starting with financing in place is irresponsible and delaying is not a bad idea. Mayor Zierden stated that she wants to ask Hy-Tec what waiting might do costs.

Councilmembers Moroni and Ball both stated that they would like to see Hy-Tec’s bid prior to making a decision. Councilmember Jensen agreed.

Streets Committee

City Administrator Chanski gave a brief background on the discussion of creating a streets committee as part of the streets capital improvement plan development process.

Mayor Zierden state she is in favor of the committee but spoke to a resident who was on a previous committee who felt like they wasted their time as the committee had little direction. Therefore, it is important to not waste committee members’ time and give them clear direction.

All other councilmembers expressed support for creating a streets committee. Councilmember Ball stated she likes Administrator Chanski’s recommendation of

starting the committee as an Ad Hoc committee, and Councilmember Moroni clarified that the committee would be advisory and all final decisions would still rest with the City Council.

The Council requested that staff bring the presented draft resolution to the July 1 City Council Meeting for formal approval.

Brush Pile

City Administrator Chanski recapped the discussion that was held during the June 3 City Council Meeting.

Councilmember Scott reshared his concerns. He is concerned about violating Title VI and operating the brush pile adjacent to a residential neighborhood. He suggested looking at alternative locations for the brush pile, and Councilmember Ball agreed. Scott asked if partnerships were researched when the brush pile was moved to its current location. Public Works Supervisor Zierden stated that the current location was primarily determined by cost factors.

Mayor Zierden reshared her concerns and stated the City should look at access control and further discuss commercial versus non-commercial usage.

Councilmember Jensen agreed that the City should look at alternative sites but shared that he believes commercial companies hired by residents should be allowed to use the brush pile. He stated that he would like to hear directly from residents.

City Administrator Chanski stated that staff will look into potential alternative locations for the brush pile and see if there are partnership opportunities. He stated that, since the City is primarily residential with limited commercial properties and no true industrial properties, it may be difficult to find a location that is not near any residential properties.

Community Center Due Diligence

City Administrator Chanski shared the background on the community center due diligence discussion. He stated that, to conduct due diligence, defining "community center" is essential.

Mayor Zierden spoke to the importance of defining community center and referred to her provided proposals and the letters of support she has received.

Councilmember Scott clarified at the Landis Gyr property is in Pequot Lakes and questioned who is benefitting from the due diligence. He wonders what amenities are already available that people are not aware of.

Councilmember Ball stated that she would like to get more information about operating costs for different community center options. Councilmember Scott spoke to staff's previous cost estimates, but Ball said she wants more exact numbers.

Councilmember Moroni questioned whether the City can even participate in a building that is outside of city limits, and the City should get that answer. He likes the idea of putting together a list of available amenities. Additionally, due diligence could result in a change to the Comprehensive Plan, which will be reviewed as part of the zoning code update process.

Councilmember Jensen stated he does not support due diligence. The City should focus on streets and sewer. Mayor Zierden stated that there is no harm in doing due diligence and doesn't want to miss opportunities.

A majority of the Council requested that staff develop a work plan for due diligence to be formally considered at the July 1 City Council Meeting and requested that the investigation into available amenities be included but be separate of the work plan.

The workshop was adjourned at 8:01pm.

David Chanski, City Administrator/Clerk

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 061224PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
139416	06/12/24	Anderson Brothers Constr Inc			
E 100-43000-225		Blacktop Repair	\$327.00	113816	PW Agg Special
E 100-43000-225		Blacktop Repair	\$289.12	114017	PW 4" Screen Rock
		Total	\$616.12		
139417	06/12/24	AT&T MOBILITY			
E 100-42100-321		Telephone	\$959.57	X06032024	PD Cell Phones 4/26/24 - 5/25/24
		Total	\$959.57		
139418	06/12/24	AURORA AUTOMOTIVE LLC			
E 100-43000-212		Motor Fuels	\$1,294.18	52899	PW 2015 Ford F450 Repair
		Total	\$1,294.18		
139419	06/12/24	AW RESEARCH LABORATORIES INC			
E 600-43250-326		MPCA Permit/Lab Testing	\$192.20	63155	Sewer Testing
E 600-43250-326		MPCA Permit/Lab Testing	\$20.30	63157	Sewer Testing
E 600-43250-326		MPCA Permit/Lab Testing	\$28.80	63158	Sewer Testing
		Total	\$241.30		
139420	06/12/24	AXON ENTERPRISE, INC.			
E 100-42100-300		Professional Svcs (GENE	\$7,284.66	INUS215624	PD Evidence Licenses, storage, body camera supplies
E 100-42100-300		Professional Svcs (GENE	\$6,616.56	INUS218356	PD Ecom Licences, storage, transcribe
E 100-42100-300		Professional Svcs (GENE	\$7,704.48	INUS250769	PD Taser Supplies
		Total	\$21,605.70		
139421	06/12/24	BEST OIL COMPANY			
E 100-43000-212		Motor Fuels	\$962.94	6728	PW #2 Dyed Diesel Fuel
E 100-43000-212		Motor Fuels	\$668.93	6851	PW #2 Dyed Diesel Fuel
		Total	\$1,631.87		
139422	06/12/24	BRAINERD GENERAL RENTAL			
E 100-43000-228		Equipment Rental	\$656.25	172266	PW Ride on Roller Drum Rental
		Total	\$656.25		
139423	06/12/24	BREEZY POINT HARDWARE			
E 100-41900-401		Maint Buildings	\$34.99	32883	CH Thermostat
E 100-43000-220		Repair/Maint Supply (GEN	\$49.99	32941	PW Tri-ball Mount
E 100-45100-210		Operating Supplies (GEN	\$9.98	32963	Parks Hornet Spray
E 100-43000-200		General Operating (Suppli	\$14.99	32993	PW Connector
E 100-43000-220		Repair/Maint Supply (GEN	\$44.99	33021	PW Ball Mount Kit
		Total	\$154.94		
139424	06/12/24	CHARTER COMMUNICATIONS - PA			
E 100-42100-381		Combined Utilities	\$30.89	17560430106	PD Cable TV 6/2/24 - 7/1/24
		Total	\$30.89		
139425	06/12/24	COMPENSATION CONSULTANTS LTD			
E 100-41900-313		Benefits Administration	\$55.00	1368	FSA/HSA Benefits Administration - June 2024
		Total	\$55.00		

CITY OF BREEZY POINT
***Check Detail Register©**
Batch: 061224PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
139426	06/12/24	CROW WING CO TREASURER			
E 100-41910-302		E911 / Permit Exp	\$125.00	7109	E911 Addressing Carlson, Thesing, Cote, Ecklund, Novak
		Total	\$125.00		
139427	06/12/24	CULLIGAN			
E 100-42100-381		Combined Utilities	\$25.50	MAY 2024	PD Water - May 2024
		Total	\$25.50		
139428	06/12/24	ESSENTIA HEALTH			
E 100-42100-300		Professional Svcs (GENE)	\$479.00	053024	PD Marshall Garbe Office Visit
		Total	\$479.00		
139429	06/12/24	GOPHER STATE ONE CALL			
E 600-43250-332		Gopher One Locates	\$51.30	4050246	Locates
		Total	\$51.30		
139430	06/12/24	GrassMaster Professional			
E 100-42100-402		Grounds Maintenance	\$292.00	113783	PD Lawn Mowing - May 2024
E 100-41900-402		Grounds Maintenance	\$492.00	113783	CH Lawn Mowing - May 2024
E 270-49010-300		Professional Svcs (GENE)	\$1,028.00	113783	Cemetery Lawn Mowing - May 2024
E 270-49010-300		Professional Svcs (GENE)	\$122.25	113783	Cemetery Gardening - May 2024
E 270-49010-300		Professional Svcs (GENE)	\$400.00	113783	Cemetery Fertilizing - May 2024
		Total	\$2,334.25		
139431	06/12/24	HEARTLAND ANIMAL RESCUE TEAM			
E 100-41900-306		Animal Control	\$333.87	05/2024	Animal Impound Fees - May 2024
		Total	\$333.87		
139432	06/12/24	JOHNSON, LYNNE			
E 100-45100-222		Landscaping	\$60.05	060524	Parks Women's Club Flowers Reimbursement
		Total	\$60.05		
139433	06/12/24	LAKES PRINTING INC			
E 600-43250-200		General Operating (Suppli	\$388.15	221708	Sewer #10 Window Envelopes
		Total	\$388.15		
139434	06/12/24	LAW ENFORCEMENT LABOR SERVICES			
G 100-21710		Other Deductions	\$282.00	JUNE 2024	PD Union Dues - June 2024
		Total	\$282.00		
139435	06/12/24	LORCH, JAY A			
E 100-42100-417		Uniforms	\$99.83	060324	PD Boots Reimbursement J. Lorch
		Total	\$99.83		
139436	06/12/24	M&R SIGN CO., INC.			
E 100-45100-590		Capital Outlay	\$647.50	224084	Parks Signage
E 100-45100-590		Capital Outlay	\$645.95	224131	Parks Signage
		Total	\$1,293.45		
139437	06/12/24	MARCO TECHNOLOGIES LLC			
E 100-41900-400		Equipment	\$207.36	530292721	CH Copier Lease 5/22/24 - 6/22/24

CITY OF BREEZY POINT
***Check Detail Register©**
Batch: 061224PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 600-43250-200		General Operating (Suppli	\$51.84	530292721	CH Copier Lease 5/22/24 - 6/22/24
		Total	\$259.20		
139438	06/12/24	MCFOA - Membership			
E 100-41300-433		Dues and Subscriptions	\$25.00	2024	MCFOA Membership D. Runksmeier 7/1/24 - 6/30/24
E 100-41300-433		Dues and Subscriptions	\$25.00	2024	MCFOA Membership J. Rust 7/1/24 - 6/30/24
G 100-15500		Prepaid Items	\$25.00	2024	MCFOA Membership D. Runksmeier 7/1/24 - 6/30/24
G 100-15500		Prepaid Items	\$25.00	2024	MCFOA Membership J. Rust 7/1/24 - 6/30/24
		Total	\$100.00		
139439	06/12/24	MENARDS- BAXTER			
E 600-43250-220		Repair/Maint Supply (GEN	\$292.12	21573	Sewer 3" Tabs
E 100-45100-210		Operating Supplies (GEN	\$69.74	21829	Parks Mop Bucket & Spring Water
E 100-45100-210		Operating Supplies (GEN	\$47.94	21976	Parks Fuel Remix
E 100-43000-200		General Operating (Suppli	\$89.92	22240	PW Ratchets, Surf Dring, Transmitter
E 100-43000-229		Culverts/MB Supports	\$1,979.76	22240	PW Culverts & Culvert Couplers
		Total	\$2,479.48		
139440	06/12/24	FIVE STAR AUTO PARTS			
E 100-42100-220		Repair/Maint Supply (GEN	\$38.94	179149	PD Peak All in One
		Total	\$38.94		
139441	06/12/24	NCPERS Group Life Ins			
G 100-21710		Other Deductions	\$80.00	35750007202	PERA ADD'L LIFE INS - JULY 2024
		Total	\$80.00		
139442	06/12/24	ON SYSTEMS INC			
E 100-41900-308		Software / IT Support	\$638.85	10951	IT Support - June 2024
E 100-41910-308		Software / IT Support	\$255.54	10951	IT Support - June 2024
E 100-42100-308		Software / IT Support	\$1,788.78	10951	IT Support - June 2024
E 100-43000-308		Software / IT Support	\$191.66	10951	IT Support - June 2024
E 600-43250-308		Software / IT Support	\$319.43	10951	IT Support - June 2024
		Total	\$3,194.26		
139443	06/12/24	PAPER STORM			
E 100-42100-300		Professional Srvs (GENE	\$52.00	25693	PD Document Destruction -Apr 2024
		Total	\$52.00		
139444	06/12/24	PELICAN SQUARE INC			
E 100-43000-212		Motor Fuels	\$18.80	1016485	PW Fuel
E 100-43000-212		Motor Fuels	\$95.86	1022191	PW Fuel
		Total	\$114.66		
139445	06/12/24	PEQUOT LAKES SANITATION			
E 100-41900-324		Recycling	\$40.00	JUNE 2024	Recycling Services - June 2024
E 100-41900-381		Combined Utilities	\$77.72	JUNE 2024	Garbage Services - June 2024
E 100-42100-381		Combined Utilities	\$51.81	JUNE 2024	Garbage Services - June 2024
		Total	\$169.53		
139446	06/12/24	QUADIENT FINANCE USA, INC.			

CITY OF BREEZY POINT

***Check Detail Register©**

Batch: 061224PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 100-15500		Prepaid Items	\$300.00	052224	Postage Purchase 5/22/24
		Total	\$300.00		
139447	06/12/24	QUALITY FLOW SYSTEMS, INC.			
E 600-43250-300		Professional Srvs (GENE	\$2,700.00	46942	Sewer 9 Station Service Check
		Total	\$2,700.00		
139448	06/12/24	SADUSKY RENOVATIONS			
E 100-41910-309		Building Inspector	\$11,934.37	MAY 2024	Bldg Inspection Services - May 2024
		Total	\$11,934.37		
139449	06/12/24	SPECIALTY SOLUTIONS LLC			
E 600-43250-316		Spraying	\$1,687.89	153084	Sewer Herbicide
		Total	\$1,687.89		
139450	06/12/24	SYMBOL ARTS			
E 100-42100-417		Uniforms	\$140.00	494976	PD Badges
		Total	\$140.00		
139451	06/12/24	TDS TELECOM			
E 100-41900-308		Software / IT Support	\$17.00	JUNE 2024	Internet Service 6/13/24 - 7/12/24
E 100-41910-308		Software / IT Support	\$6.80	JUNE 2024	Internet Service 6/13/24 - 7/12/24
E 100-42100-308		Software / IT Support	\$47.59	JUNE 2024	Internet Service 6/13/24 - 7/12/24
E 100-43000-308		Software / IT Support	\$5.10	JUNE 2024	Internet Service 6/13/24 - 7/12/24
E 600-43250-308		Software / IT Support	\$8.50	JUNE 2024	Internet Service 6/13/24 - 7/12/24
		Total	\$84.99		
139452	06/12/24	THE OFFICE SHOP			
E 100-41300-200		General Operating (Suppli	\$296.97	1141492-0	CH Receipt Books
		Total	\$296.97		
139453	06/12/24	TREMOLO COMMUNICATIONS			
G 100-13200		Due From Other Governm	\$13.00	JUNE 2024	Fire Internet Service - June 2024
G 100-13200		Due From Other Governm	\$13.00	MAY 2024	Fire Internet Service - May 2024
		Total	\$26.00		
139454	06/12/24	VICTORY AUTOMOTIVE SERVICE LLC			
E 100-42100-220		Repair/Maint Supply (GEN	\$59.53	1400224	PD 2018 Ford Exp Oil Change
		Total	\$59.53		
139455	06/12/24	WSB			
E 401-41900-300		Professional Srvs (GENE	\$15,338.00	R-022038-00	Buschmann Rd & Ranchette Dr Engineering - Apr 2024
		Total	\$15,338.00		
139456	06/12/24	XCEL ENERGY			
E 100-41900-381		Combined Utilities	\$47.81	879495173	CH Natural Gas 4/30/24 - 5/30/24
E 100-43000-381		Combined Utilities	\$47.81	879495173	PW Natural Gas 4/30/24 - 5/30/24
E 100-42100-381		Combined Utilities	\$54.29	879504757	PD Natural Gas 4/30/24 - 5/30/24
		Total	\$149.91		
		10100	\$71,923.95		

CITY OF BREEZY POINT
***Check Detail Register©**
Batch: 061224PAY

Check # Check Date Vendor Name Amount Invoice Comment

Fund Summary

10100 Primary	
100 GENERAL FUND	\$49,295.17
270 CEMETERY Special Revenue Fund	\$1,550.25
401 Revolving Capital Fund	\$15,338.00
600 SEWER OPERATING FUND	\$5,740.53
	<hr/>
	\$71,923.95

CITY OF BREEZY POINT
***Check Detail Register©**
Batch: 062024PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
139457	06/20/24	CHARTER COMMUNICATIONS			
E 100-41100-100		Compensation (GENERAL	\$0.42	41845060824	Internet Service 6/8/24 - 7/7/24
E 100-41300-200		General Operating (Suppli	\$1.40	41845060824	Internet Service 6/8/24 - 7/7/24
E 100-41900-381		Combined Utilities	\$54.03	41845060824	Internet Service 6/8/24 - 7/7/24
E 100-41910-200		General Operating (Suppli	\$0.42	41845060824	Internet Service 6/8/24 - 7/7/24
E 100-42100-308		Software / IT Support	\$56.00	41845060824	Internet Service 6/8/24 - 7/7/24
E 100-43000-200		General Operating (Suppli	\$0.71	41845060824	Internet Service 6/8/24 - 7/7/24
E 600-43250-200		General Operating (Suppli	\$27.00	41845060824	Internet Service 6/8/24 - 7/7/24
		Total	\$139.98		
139458	06/20/24	CTC			
E 100-41300-321		Telephone	\$224.14	21393100	Telephone 6/12/24 - 7/11/24
E 100-43000-321		Telephone	\$30.56	21393100	Telephone 6/12/24 - 7/11/24
E 100-42100-321		Telephone	\$470.65	21393100	Telephone 6/12/24 - 7/11/24
		Total	\$725.35		
139459	06/20/24	MTECH INC			
E 100-42100-590		Capital Outlay	\$2,795.00	34428	PD QTAC EMS-F Equipment
		Total	\$2,795.00		
139460	06/20/24	PAPER STORM			
E 100-42100-300		Professional Srvs (GENE	\$52.00	26237	PD Document Destruction - June 2024
		Total	\$52.00		
139461	06/20/24	SPARROW CLEANING SERVICE			
E 100-42100-401		Maint Buildings	\$360.00	3706	PD Cleaning Service - May 2024
E 100-41900-401		Maint Buildings	\$280.00	3707	CH Cleaning Service - May 2024
		Total	\$640.00		
139462	06/20/24	STREICHERS INC			
E 100-42100-590		Capital Outlay	\$199.97	11703989	PD Kit: Rem 870 12 ga Stock
		Total	\$199.97		
139463	06/20/24	THE OFFICE SHOP			
E 100-42100-401		Maint Buildings	\$1,794.74	1142841-0	PD Power Panel Materials
		Total	\$1,794.74		
		10100	\$6,347.04		

Fund Summary

10100 Primary	
100 GENERAL FUND	\$6,320.04
600 SEWER OPERATING FUND	\$27.00
	\$6,347.04

CITY OF BREEZY POINT

*Check Detail Register©

Batch: 062124PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary					
139464	06/21/24	CLEARWATER STONE & COLUMBARIA			
E 270-49010-534		Site Improvements	\$4,000.00	061424	60 Niche Columbaria down payment
		Total	\$4,000.00		
139465	06/21/24	Vestis			
E 100-41900-401		Maint Buildings	\$154.02	2530286605	CH Rugs
		Total	\$154.02		
139466	06/21/24	VICTORY AUTOMOTIVE SERVICE LLC			
E 100-42100-220		Repair/Maint Supply (GEN	\$37.73	1400224a	PD Oil Change 2018 Ford Explorer
		Total	\$37.73		
		10100	\$4,191.75		

Fund Summary

10100 Primary	
100 GENERAL FUND	\$191.75
270 CEMETERY Special Revenue Fund	\$4,000.00
	\$4,191.75

CITY OF BREEZY POINT
RESOLUTION __-2024

A RESOLUTION OFFICIALLY NAMING THE COMMUNITY GARDEN

WHEREAS, the Breezy Point City Council approved the plans and designated funds for a community garden on June 3, 2024; and

WHEREAS, the Parks & Recreation Committee voted unanimously to recommend the official naming of the community garden on June 13, 2024,

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that the official name of the community garden shall be the Breezy Point Community Garden.

Rebecca Ball: __

Brad Scott: ____

Steve Jensen: __

Angel Zierden: ____

Michael Moroni: __

Adopted this 1st Day of July 2024

Mayor Angel Zierden

Attest:

David C. Chanski, City Administrator/Clerk

TO: City Council
FROM: Peter Gansen, Planning & Zoning Administrator
RE: Final Plat of The Pines of Fawn Lake
DATE: July 1, 2024



Good evening Mayor and Council,

Attached for your review is the Final Plat of The Pines of Fawn Lake, application S-24-02.

The request is to create 6, 5 acre residential lots and one 1, 27.86 acre residential lot.

The Preliminary Plat was formally reviewed by the Planning Commission at their regular June meeting. The Planning Commission unanimously recommended the application to City Council for Final Plat approval.

Action requested & recommendation: Approve Plat and findings as recommended by the Planning Commission on June 11, 2024.

If you have any questions, please contact me at 1-218-569-1003.

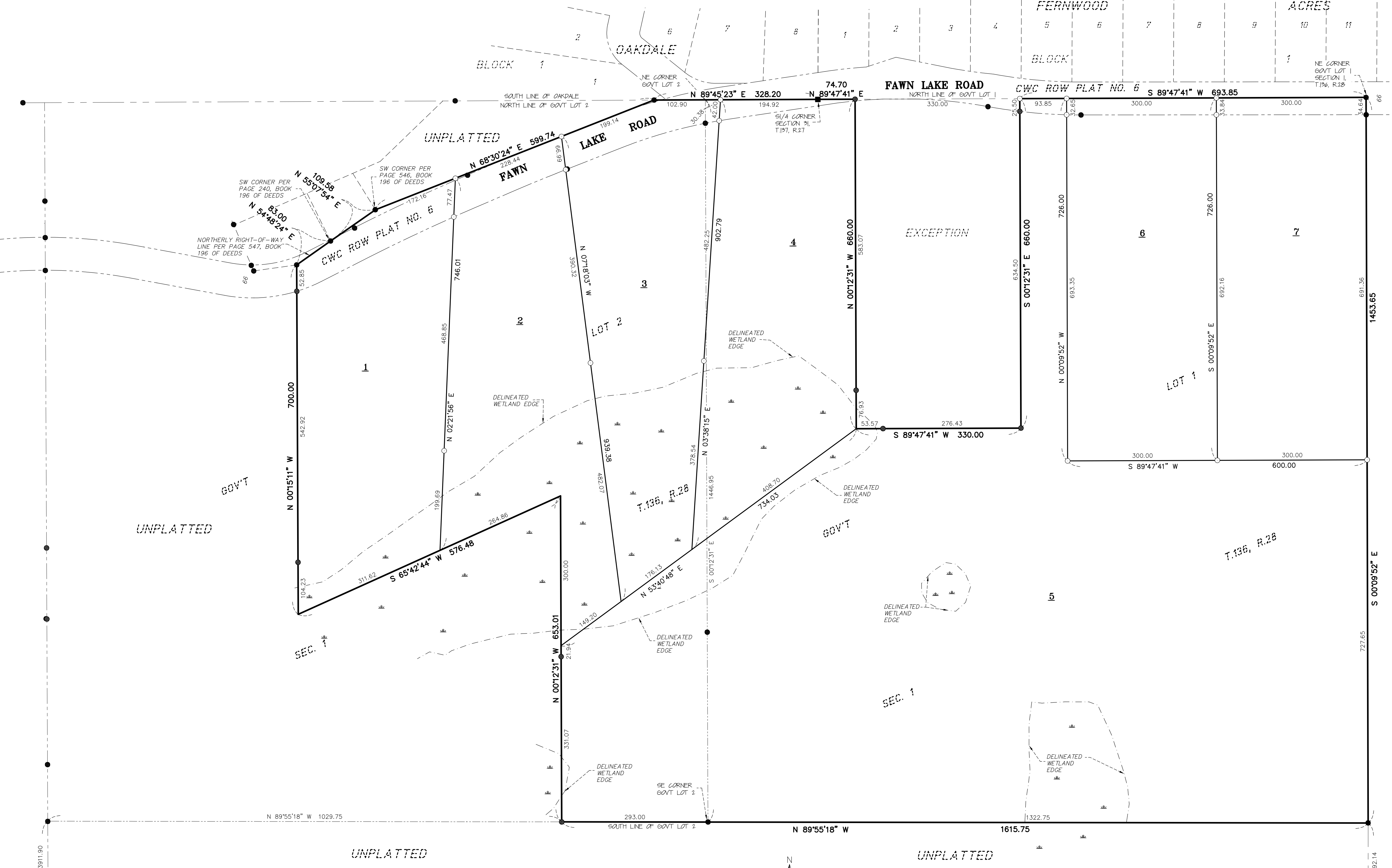
Sincerely,



Peter Gansen
Planning & Zoning Administrator
Main Office: 218-562-4441
Direct: 218-569-1003
pgansen@cityofbreezypointmn.us
www.cityofbreezypointmn.us

THE PINES OF FAWN LAKE

FERNWOOD ACRES

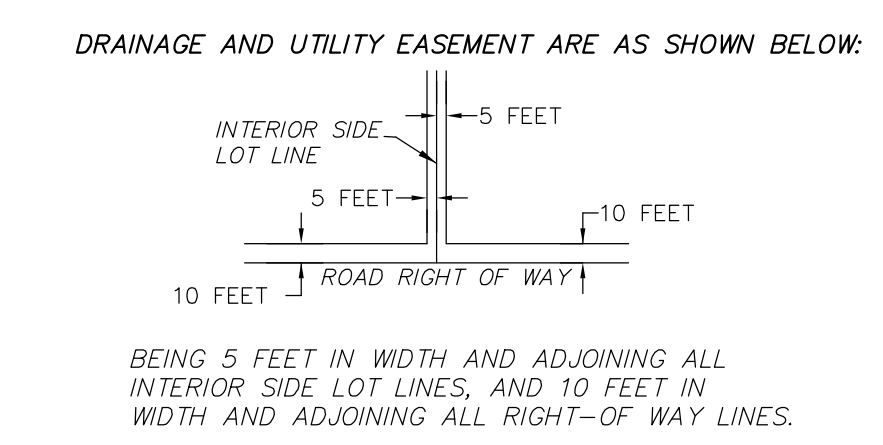
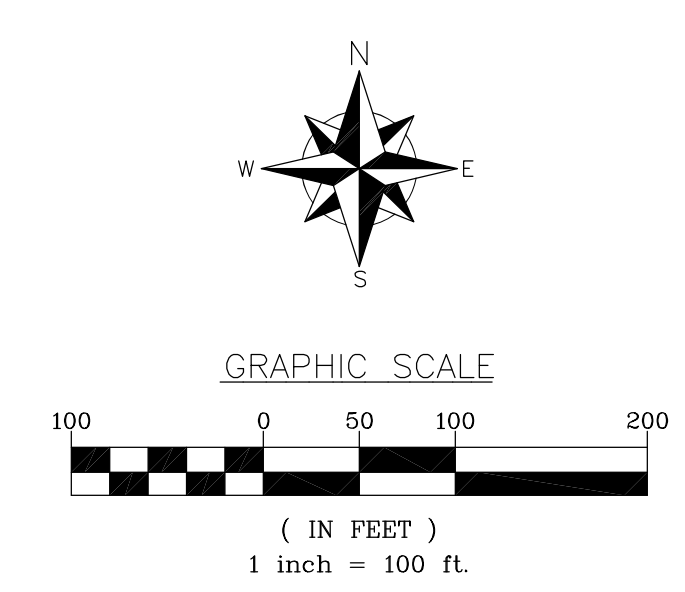


ARRO
Land Surveying
of Brainerd, Inc.
20396 Division Road
Brainerd, MN 56401
(218)820-2738 OFFICE

LEGEND

- DENOTES 1/2 INCH IRON PIPE SET AND MARKED WITH RLS 59285 CAP.
- DENOTES FOUND SURVEY MONUMENT
- DENOTES FOUND TELSAR MONUMENT
- ▬ DENOTES DELINEATED WETLAND

BEARING ORIENTATION:
Gow Wing County Coordinate System (NAD83)



THE PINES OF FAWN LAKE

KNOW ALL PERSONS BY THESE PRESENTS: Greg C. Haglin and Roseanne Haglin, husband and wife, owners of the following described property:

That part of Government Lot 2, Section 1, Township 136, Range 28, Crow Wing County, Minnesota described as follows: Beginning at the Southeast corner of said Government Lot 2; thence North 89 degrees 55 minutes 18 seconds West, assumed bearing, along the south line of said Government Lot 2 a distance of 293.00 feet; thence North 00 degrees 12 minutes 31 seconds West 653.01 feet; thence South 65 degrees 42 minutes 44 seconds West 576.48 feet; thence North 00 degrees 15 minutes 11 seconds West 700.00 feet to the northerly right-of-way line as described in Page 547, Book 196 of Deeds; thence North 54 degrees 48 minutes 24 seconds East along said right-of-way line 83.00 feet to the southwest corner of a tract of land described in Page 240, Book 196 of Deeds; thence North 55 degrees 07 minutes 54 seconds East along the south line of the aforementioned tract of land 109.58 feet to the southwest corner of a tract of land described in Page 546, Book 196 of Deeds; thence North 68 degrees 30 minutes 24 seconds East along the southeasterly line of the aforementioned tract of land 599.74 feet to the north line of Government Lot 2; thence North 89 degrees 45 minutes 23 seconds East along the north line of Government Lot 2 a distance of 102.90 feet to the Northeast corner of said Government Lot 2; thence South 00 degrees 12 minutes 31 seconds East along the east line of said Government Lot 2 a distance of 1446.95 feet to the point of beginning.

AND Government Lot 1, Section 1, Township 136, Range 28, Crow Wing County, Minnesota. Less and Except that part of said Government Lot 1 described as follows: Commencing at the northeast corner of said Government Lot 1; thence South 89 degrees 47 minutes 41 seconds West, assumed bearing along the north line of Government Lot 1 a distance of 693.85 feet to the point of beginning; thence South 00 degrees 12 minutes 31 seconds East parallel with the west line of said Government Lot 1 a distance of 660.00 feet; thence South 89 degrees 47 minutes 41 seconds West 330.00 feet; thence North 00 degrees 12 minutes 31 seconds West parallel with said west line 660.00 feet to the north line of said Government Lot 1; thence North 89 degrees 47 minutes 41 seconds East along the north line of said Government Lot 1 a distance of 330.00 feet to the point of beginning.

Has caused the same to be surveyed and platted as THE PINES OF FAWN LAKE and does hereby dedicate to the public for public use the drainage utility easements as created by this plat.

In witness whereof said Greg C. Haglin and Roseanne Haglin, husband and wife, have hereunto set their hands this

_____ day of _____, 20_____.

Greg C. Haglin

Roseanne Haglin

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20_____, by Greg C. Haglin and Roseanne Haglin.

(Notary Signature)

(Notary Printed Name)

NOTARY PUBLIC, _____ COUNTY, STATE OF MINNESOTA MY COMMISSION EXPIRES: _____

This plat of THE PINES OF FAWN LAKE was approved by the City Council of Breezy Point, Minnesota

this _____ day of _____, 20_____.

City Clerk

Mayor

SURVEYOR'S CERTIFICATION

I Jared A. Spaid, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set or will be set with one year; that all wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20_____.

Jared A. Spaid, Licensed Land Surveyor
Minnesota License No. 59285

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20_____,
by Jared A. Spaid, Licensed Land Surveyor, Minnesota License No. 59285.

(Notary Signature)

(Notary Printed Name)

NOTARY PUBLIC, _____ COUNTY, STATE OF MINNESOTA

MY COMMISSION EXPIRES: _____

County Auditor/Treasurer

I hereby certify taxes payable in the year _____ on lands herein described are paid in full, and there are no delinquent taxes, and that transfer was entered this _____ day of _____, 20_____.

Crow Wing County Auditor/Treasurer

County Recorder, County of Cass, State of Minnesota

I hereby certify that this plat of THE PINES OF FAWN LAKE was filed in the office of the County Recorder for public record on this

_____ day of _____, 20_____, at _____ o'clock _____, M., and was duly recorded as

Document No. _____

County Recorder





TO: Planning Commission
 FROM: Peter Gansen, Planning & Zoning Administrator
 RE: Staff Report for Preliminary Plat S-24-02
 DATE: June 11, 2024 Regular Meeting

Subdivision Application S-24-002
 Applicant: Greg Haglin
 Property Address: No current address
 Legal Description: THAT PART OF GOVERNMENT LOT 2, SECTION 1, TOWNSHIP 136, RANGE 28,
 Parcel ID: 10010542 & 10010543
 Zoned: WR Wooded Residential

- Applicant has filed the appropriate application for Preliminary Plat.
- Applicant has paid the appropriate fee for the application.
- Public notice of the Hearing was published in the legal newspaper and all property owners within 350’ were mailed a notice of hearing.
- Public notice was given to the DNR via email.

Subdivision Request:

- To subdivide two lots of record into a 7 lot Preliminary Plat for rural residential development.

Summary of the property

THAT PART OF GOVERNMENT LOT 2, SECTION 1, TOWNSHIP 136, RANGE 28, is located in the north east corner of the City limits on the south side of Fawn Lake Road.

The property is un-platted rural land.

The zoning classification for the property is Wood Residential. This zoning classification requires 5 acre minimum lot size and residential development is an allowed use. The subject property also falls within the shoreland overlay district due to its proximity, 1,000 ft of the public waters of Fawn lake. Wooded Residential is a low density zoning classification and residential development of this zoning class is supported in comprehensive land management plan.

The applicant and surveyor met with the Zoning Administrator per the subdivision ordinance required pre application meeting to present their plans.

The applicant's concept plan is to develop the property into 6 lots that are roughly acres or more in size and 1 tract the is roughly larger than 26 acres in size.

The site consists of variable topographic features including a large wetland and steep slopes. The lots proposed meet the required SSTS areas for onsite septic systems and exceed the required minimum buildable areas/site suitability and areas meeting setbacks for residential or seasonal dwellings.

The DNR has been notified as the project site lies within the shoreland zoning overlay and the City has received no comment from the agency at this time.

The City also noticed Crow Wing County as the proposed development is accessed from a County Road, Fawn Lake Road.

The County Engineering office has worked with applicant to develop a suitable access plan for the proposed lots.

Lots 1 and 2 will share access points; lots 3 and 4 will also share access points; lots 6 and 7 will also share access points off Fawn lake Road. Lot 5 will have its own access point for fawn lake road with a driveway location to be determined in the future.

The reason why, is to consolidate the access points on this area of the road due to public safety and traffic site lines which were concerns brought forth from the County Engineering department during the pre-application meeting.

Also per chapter 152 park dedication fee is required per the following.

If it is determined that parkland in a subdivision is not warranted the city shall require a payment, in lieu of land dedication, of a sum equal to 10% of the fair market value of the land to be subdivided or a combination of land and payment equal to 10% of the fair market value of the land to be subdivided, all determined at the time of final plat approval by the City Council.

The site topography, access and lot configuration appear to be suitable for the proposed use and is consistent with the comprehensive land use plan, which encourages residential development in areas within this zoning classification.

The property is zoned R-4 and the request is an allowed use with a conditional use permit under the Land Use Categories Chart Section §153.044.

Findings

The Planning Commission shall consider the following in its decision and make written findings concerning the proposed preliminary plat, preliminary condominium or CIC plat subdivision:

(a) Whether the property is properly zoned;

Yes the property is zoned Wooded Residential which allows 5 acre lots.

(b) Whether the proposal conforms to the requirements of the Zoning Ordinance;

Yes, the Ordinance allows 5 acre lots in this zoning classification.

(c) Whether the proposal conforms to the requirements and design standards of this chapter; and

Rural residential development conforms to chapter 153.

(d) Whether the concerns of affected agencies have been addressed.

Yes both MN DNR and Crow Wing County have been noticed. The driveways have been adjusted per the County's Engineers Office request and the DNR had no comment.

(e) Whether the proposed development is consistent with the Comprehensive Land Use Plan and related components.

Yes, rural residential development is consistent with Comp Plan, the lots are larger than the adjacent properties.

(f) Whether the physical characteristics of the site, including but not limited to topography, erosion and flooding potential, and soil limitations, are suitable for the type of development or use contemplated.

The project proposer has identified all of the above through the preliminary plat see file for topo, wetland, steep slopes, sewer areas and proposed building areas.

(g) Whether the proposed development will not create a negative fiscal or environmental impact upon the city.

No negative fiscal or environmental impact upon the City has been noted.

(h) Whether the city will face undue financial hardship due to the development in question.

No undue financial hardship has been documented.

(i) Whether the subdivision will inhibit the orderly growth of the surrounding areas or the city as a whole.

Yes, see findings A-F

(9) The Planning Commission may consider additional standards and requirements necessary to protect the best interest of the surrounding area and the city as a whole, including but not limited to the following:

- (a) Whether streets and driveways within the preliminary plat, preliminary condominium or CIC plat are designed to provide good access and efficient use of the property;

Yes, see comments for Crow Wing County.

- (b) Whether the design of the preliminary plant, preliminary condominium or CIC plat (e.g., road location, lot placement, buffers and/or green space) is compatible and not injurious to the use and enjoyment of other property in the surrounding area; and

Yes, see findings A-F.

- (c) Whether vehicular approaches to the property are designed so as not to create traffic congestion or interference on surrounding public highways.

Yes, the driveway approaches were consolidated to minimize vehicular approaches in this area per Crow Wing County's request.

(10) Subdivision by plat, condominium or "CIC" preliminary plat shall be recommended for approval by the Planning Commission and approved by the City Council. The final plat shall also require a recommendation by the Planning Commission and an approval by the City Council.

(11) Failure of the subdivider to file a final plat within one year of approval of the preliminary plat shall result in the preliminary plat approval being void, unless extended for one year by resolution of the City Council prior to the expiration of the one year time frame.

(12) A preliminary plat that contains multiple phases and has a final plat platted for a portion of the property shall have up to two (2) years from the date of the plat approval to Final Plat each subsequent phased portion of the approved Preliminary Plat. Prior to the expiration of the deadline, the City Council, at its option, may extend the approval for up to an additional two (2) years. The extension request shall be in writing specifically designating the expiration date. Only one (1) extension may be granted per phase of the development. Upon expiration of the deadline or extension thereof the subdivider will be required to renew the Preliminary Plat process.

Staff has reviewed the following:

- Site Plan
- Preliminary Plat Application

The following are recommended conditions.

- 1) The applicant must consolidate the driveway access points as presented in this application.**
- 2) Submit required park dedication fees prior final plat approval.**

PRELIMINARY PLAT THE PINES OF FAWN LAKE

LAND AREA:
57.41 ACRES

MINIMUM LOT REQUIREMENTS:
MINIMUM LOT AREA = 5 Acres
MINIMUM LOT WIDTH = 300 feet

WETLAND:
Delineated by Mitch Brinks, Certified Wetland
Delineator # 1007, on 5/13/2024.

OWNER-DEVELOPER:
Greg Haglin

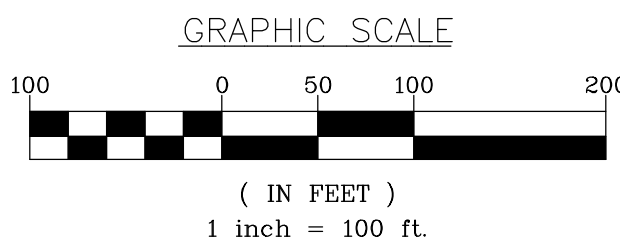
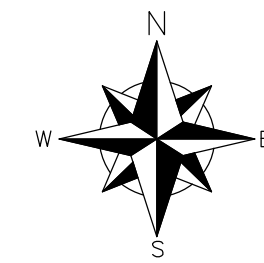
SITE LOCATION:
Fawn Lake Road
Crosslake, MN, 56442

PARCEL No.
10010542, 10010543

ZONED:
Wooded Residential (WR)

SURVEYOR:
ARRO Land Surveying of Brainerd, INC.
20396 Division Road
Brainerd, MN 56401
(218) 820-2738

PREPARED:
5/15/2024



BEARING ORIENTATION:
Crow Wing County Coordinate System (NAD83)

LEGEND

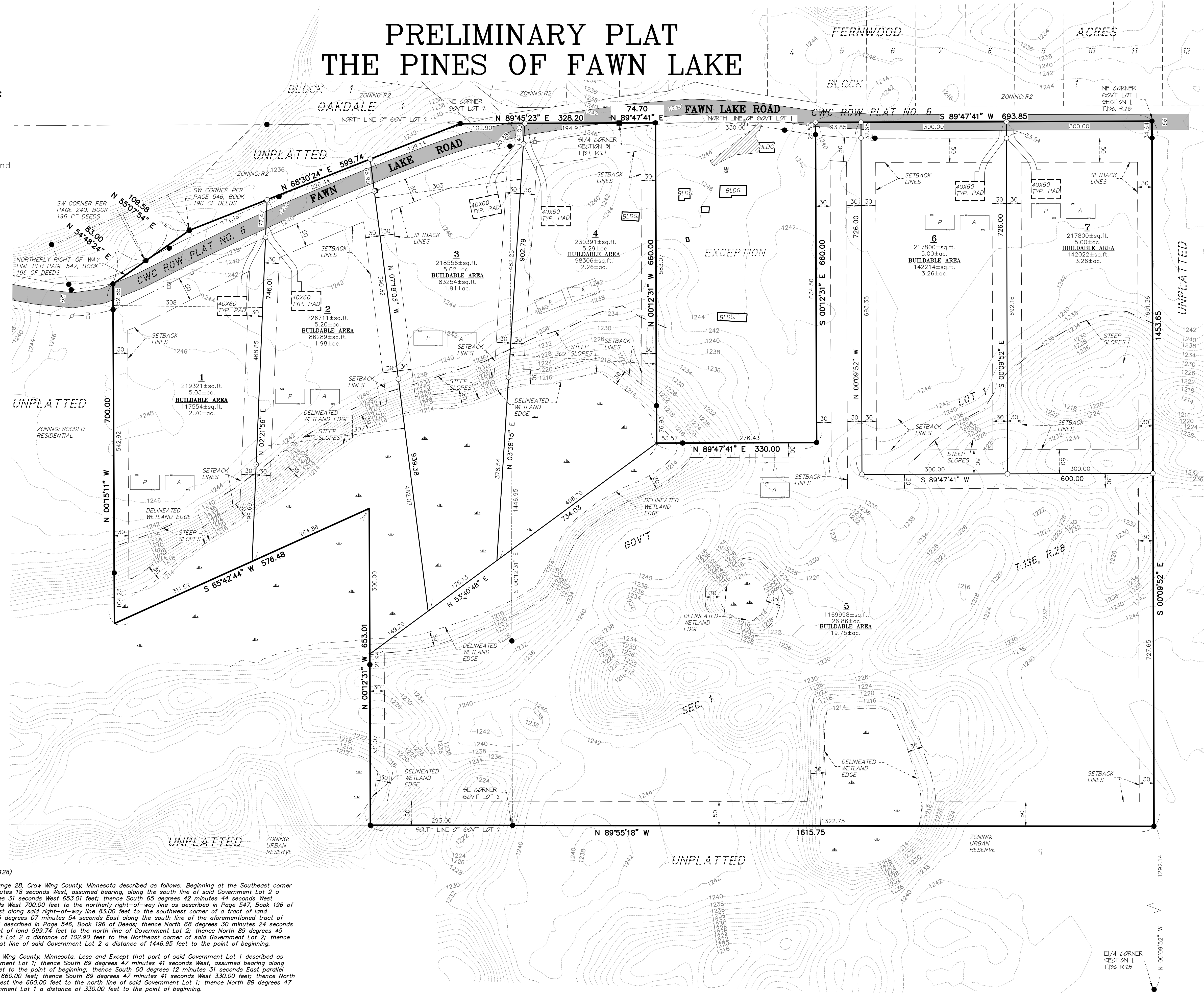
- DENOTES 1/2 INCH IRON PIPE SET AND MARKED WITH RLS 59285 CAP.
- DENOTES FOUND SURVEY MONUMENT
- DENOTES FOUND TELSAR MONUMENT
- DENOTES TELEPHONE PEDESTAL
- DENOTES ELECTRIC BOX
- DENOTES UTILITY POLE
- ▨ DENOTES APPROXIMATE WETLAND
- ▨ DENOTES GRAVEL SURFACE
- ▨ DENOTES BITUMINOUS SURFACE
- DENOTES 2 FOOT CONTOURS (LIDAR)
- DENOTES PRIMARY AND ALTERNATE SEPTIC SITES

EXISTING DESCRIPTION - (Per Doc. Nos.: 988394, 986128)

That part of Government Lot 2, Section 1, Township 136, Range 28, Crow Wing County, Minnesota described as follows: Beginning at the Southeast corner of said Government Lot 2; thence North 89 degrees 55 minutes 18 seconds West, assumed bearing, along the south line of said Government Lot 2 a distance of 293.00 feet; thence North 00 degrees 12 minutes 31 seconds West 653.01 feet; thence South 65 degrees 42 minutes 44 seconds West 576.48 feet; thence North 00 degrees 15 minutes 11 seconds West 700.00 feet to the northerly right-of-way line as described in Page 547, Book 196 of Deeds; thence North 54 degrees 48 minutes 24 seconds East along said right-of-way line 83.00 feet to the southwest corner of a tract of land described in Page 240, Book 196 of Deeds; thence North 55 degrees 07 minutes 54 seconds East along the south line of the aforementioned tract of land 109.58 feet to the southeast corner of a tract of land described in Page 546, Book 196 of Deeds; thence North 68 degrees 30 minutes 24 seconds East along the southeasterly line of the aforementioned tract of land 599.74 feet to the north line of Government Lot 2; thence North 89 degrees 45 minutes 23 seconds East along the north line of Government Lot 2 a distance of 102.90 feet to the Northeast corner of said Government Lot 2; thence South 00 degrees 12 minutes 31 seconds East along the east line of said Government Lot 2 a distance of 1446.95 feet to the point of beginning.

AND

Government Lot 1, Section 1, Township 136, Range 28, Crow Wing County, Minnesota. Less and Except that part of said Government Lot 1 described as follows: Commencing at the northeast corner of said Government Lot 1; thence South 89 degrees 47 minutes 41 seconds West, assumed bearing along the north line of Government Lot 1 a distance of 693.85 feet to the point of beginning; thence South 00 degrees 12 minutes 31 seconds East, parallel with the west line of said Government Lot 1 a distance of 660.00 feet; thence South 89 degrees 47 minutes 41 seconds West 330.00 feet; thence North 00 degrees 12 minutes 31 seconds West parallel with said west line 660.00 feet to the north line of said Government Lot 1; thence North 89 degrees 47 minutes 41 seconds East along the north line of said Government Lot 1 a distance of 330.00 feet to the point of beginning.



I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the state of Minnesota.

Dated this 15th day of May, 2024.

By: Jared A. Spaid, Minnesota License No. 59285



PRELIMINARY PLAT
Part of Gov't Lots 1 & 2,
Sec. 1, T.136, R.28
Crow Wing County, MN

CLIENT:
Greg Haglin

DRAWN BY:	JAS	CHECKED BY:	JEL
APPROVED BY:	JAS	JOB NUMBER:	24-0899
NO. 1 DATE:	6/3/24	BY:	JAS
NO. 2 DATE:		REVISION DESCRIPTION:	
NO. 3 DATE:		REVISION DRIVEWAYS:	

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Counting Write-In Votes
DATE: July 1, 2024



Background

Included in the extensive election law changes passed by the State Legislature this past legislative session was the ability for municipalities to govern how write-in votes are counted for their local elections. The Legislature now gives municipalities 3 options:

- A) Continue to count every write-in vote.
- B) Require a candidate wishing to have their write-in votes individually recorded to file a written request with the Chief Election Official (for Breezy Point the City Administrator/Clerk) no later than the seventh day before any municipal election.
- C) Only count votes for write-in candidates if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in vote for a ballot candidate for that office.

During the 2022 General Election, staff spent over an hour counting write-in votes for local offices.

Resolution

If the Council desires to change how write-in votes are counted, a resolution stating such must be passed, and a draft resolution to that affect is attached. The City Council would just need to select which option they prefer.

Staff recommends that the City Council adopt the attached resolution and select Option A. This is the simplest way to administer write-in votes as well as would put the City's write-in vote policy in alignment with the State and Federal Government, which both require candidates to submit written requests for their write-in votes to be counted.

Council Action

Staff recommends that the City Council adopt the attached resolution governing write-in vote counting, and require any candidate wishing to have their write-in votes individually recorded to file a written request with the Chief Election Official no later than the seventh day before any municipal election.

CITY OF BREEZY POINT
RESOLUTION __-2024

A RESOLUTION GOVERNING WRITE-IN VOTE COUNTING

WHEREAS, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes; and

WHEREAS, a city that adopts a resolution must do so before the first day of filing for office; and

WHEREAS, city election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

WHEREAS, in order to save city time and resources, it is in the best interest of the City of City, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that (select one option):

A) Any candidate wishing to have their write-in votes individually recorded must file a written request with the Chief Election Official no later than the seventh day before any municipal election.

OR

B) Votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office.

Rebecca Ball: __

Brad Scott: __

Steve Jensen: __

Angel Zierden: __

Michael Moroni: __

Adopted this 1st Day of July 2024

Mayor Angel Zierden

Attest:

David C. Chanski, City Administrator/Clerk



TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Streets CIP Consultant Selection
DATE: July 1, 2024

Background

The City Council authorized the issuance of an RFP for the creation of a streets capital improvement plan (CIP) on May 6th. The City received four proposals from the following firms:

- Bolton & Menk
- Moore Engineering
- Widseth
- WSB

Consultant Selection

Each proposal is attached, and the fee breakdown is below. Staff has reviewed each proposal. While each firm has addressed all the requested services in their proposals, staff recommends that the City Council select either Widseth or Moore Engineering.

Firm	Base Fee	Alternate Fees	Total
Bolton & Menk	\$ 57,422.00	\$ 98,526.00	\$ 155,948.00
WSB	\$ 50,885.00	\$ 50,666.00	\$ 101,551.00
Widseth	\$ 54,808.00	\$ 42,134.00	\$ 96,942.00
Moore	\$ 50,000.00	\$ 29,500.00	\$ 79,500.00

Moore Engineering has the lowest proposed fee for both the base services requested as well as for the listed optional services. Moore’s proposal was also the only proposal that spoke to implementation of the CIP following completion of the requested services. However, Moore had the latest completion date of February 2025.

Widseth had the second lowest total fee, but their fee for the base services was the second highest (roughly \$4,000 more than both WSB and Moore). While Widseth’s total fee was some \$17,442 higher than Moore (if optional services are included), Widseth has a history working for the City (the City has yet to work with Moore), is currently working on the Shoreview Lane remediation projects, and has completed CIPs for neighboring communities.

Council Action

Staff is seeking direction from the City Council as to which engineering firm they would like to have develop the proposed streets CIP.

CITY OF BREEZY POINT

MINNESOTA

REQUEST FOR PROPOSAL FOR STREETS CAPITAL IMPROVEMENT PLAN



June 7, 2024

RYAN ODDEN, PE | SENIOR PROJECT MANAGER

218.296.0757 | ryan.odden@mooreengineeringinc.com
1808 East Fir Avenue | Fergus Falls, MN 56537



June 7, 2024

Mr. David Chanski, City Administrator
8319 County Road 11
Breezy Point, MN 56472
dchanski@cityofbreezypointmn.us

RE: City of Breezy Point – Request for Proposal for Capital Improvement Plan

Dear Mr. Chanski and Selection Committee,

Thank you for the opportunity for Moore Engineering to present our team and share the experience we have in Capital Improvement Planning, assessing and prioritizing municipal assets. We have a long history of successful projects throughout Minnesota and North Dakota. As you can see from the resumes, Moore Engineering has a wide range of expertise with all types of publicly funded projects. Most of which began as a part of capital improvement plans where we were able to work with our clients to obtain funding for part or all of the identified projects.

The attached proposal showcases the strengths, capabilities, and achievements of Moore Engineering's team of technical experts. Here are a few reasons we believe that we would be an invaluable partner and perfect fit for this project:

Experienced Team

Our diverse team of engineers, technicians, scientists, and other staff will provide a quality planning document and detailed inventory of your capital assets. Our goal for this project is to supply the tools needed to help staff and elected officials make educated and informed decisions for the advancement of the community. This will be completed by identifying and prioritizing projects that are necessary for the regular operation and growth of Breezy Point. Utilizing the CIP, the City will be able to more accurately budget for capital improvements, promote citizen engagement and transparency in the project development, and more effectively leverage taxpayer dollars by identifying funding sources for projects.

Customer Focused Approach

Moore Engineering provides both a small company, customer focused experience along with the technical strength to deliver complicated quality projects. We believe in being responsive and transparent with our clients, listening to their concerns and ideas, and staying on schedule and on budget. Communication is key. An open dialogue will be maintained throughout the entirety of the project. Ryan Odden, our lead for this project works remotely out of Staples and will be available to meet on-site at a short moment's notice.

Quality Standards

Moore Engineering understands the importance of Quality Control and Quality Assurance on all projects. With that in mind, we have identified experienced staff to lead the QC/QA process for the duration of the project to ensure all aspects adhere to the City of Breezy Point expectations.

We appreciate the opportunity to submit our proposal and foster our relationship with the City of Breezy Point. Should you have any questions or need additional information, please contact Ryan Odden at 218.296.0757.

Respectfully,
Moore Engineering Inc.


Ryan Odden, PE
Senior Project Manager
Kent Ritterman, PE
Principal-in-Charge

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1960

YEAR ESTABLISHED

ESOP

OWNERSHIP TYPE - S-CORP

180+

EMPLOYEES

Engineers
Engineering Technicians
Surveyors & Crews (PLS)
CADD & GIS Technicians
Environmental Scientists

11

OFFICE LOCATIONS

North Dakota

Bismarck
Horace
Minot
Valley City
West Fargo
Williston

Minnesota

Bemidji
East Grand Forks
Fergus Falls
Plymouth
St. Cloud

SERVICE OFFICE

1808 East Fir Avenue
Fergus Falls, MN 56537

Kip Moore and Marshall Moore founded Moore Engineering in 1960 to create solutions for everyday problems. The brothers incorporated their partnership in 1970. Today, Moore Engineering is a 100% employee-owned ESOP company that continues its dedication to advancing the region's water, municipal and transportation infrastructure.

Since our company's inception, Moore's engineering and technical teams have completed thousands of civil and environmental projects throughout the Midwest. As members of the same communities we serve, our employees are invested in every project's success, and work with hundreds of municipalities, counties, water resource and watershed districts, developers and private citizens to help them thrive. Many of our clients have been with us for decades – we've served as the City Engineer for Casselton, ND, since 1962.

We attribute our success to the values that have guided our growth since the beginning. Moore Engineering is a family that believes in **Respect** and we strive to show **Integrity** in all our work. We consistently maintain our **Accountability** and **Loyalty**, upholding our obligation to the health, safety and welfare of the people at the center of our work. By giving back to those in need and incorporating **Kindness** into our daily work, we are truly committed to improving lives and building strong communities.

Moore works with multiple entities at local, state and federal levels to effectively carry out projects with the understanding that the work we do for you today is an investment in your future. We recognize that every project is unique and we always take the opportunity to improve the quality of life for the people the project impacts. We look forward to growing side by side with our clients, and we nurture that relationship from day one.

IMPROVING LIVES BY BUILDING STRONG COMMUNITIES.



Ryan Odden, PE
Senior Project Manager
218.296.0757
ryan.odden@mooreengineeringinc.com



Kent Ritterman, PE
Civil Sector Leader
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kent.ritterman@mooreengineeringinc.com

The City of Breezy Point was founded on tourism from Breezy Point Resort, and it continues to be the primary industry for the municipality. As well as a popular tourist destination, it has experienced some of the fastest growth as a municipality year over year in Crow Wing County. Due to this growth, the City has allocated annual budget funds for infrastructure improvements. This Capital Improvement Plan will help guide City leadership, staff, and its citizens on the needs and priorities for the next 10 years. Capital Improvement Plans that have participation from the whole community become a guiding document to apply for multiple funding opportunities. The type and scale of projects that the growing community of Breezy Point will now undertake involves a multi-year process encompassing funding, permitting, design, and construction. This long-range approach allows the time to take advantage of opportunities in funding and project staging to minimize adverse impacts to the community during construction.

As you know, building and maintaining a thriving community and all of its amenities takes careful planning and a lot of work. Breezy Point is taking a crucial step forward in City planning and operations by digitizing City mapping and implementing a holistic Capital Improvement Plan. These actions will provide the City with a deeper look at the location and condition of their capital assets, allow for the preparation of a more precise annual budget, enable the successful pursuit of grant and funding opportunities, promote project awareness and early citizen engagement, improve the efficiency of utility locates and project planning, and create an overall better workflow for future projects.

THE SPECIFIC DELIVERABLES OF THIS PROJECT INCLUDE:

Infrastructure Inventories:

- Streets – Color coded condition map, PCI Ratings and Report for each segment, detailed budget
- Streetlights – Map of recommended locations, budgets for construction, and operational cost, size, and design
- Sidewalks – Color coded condition map, ADA assessment of sidewalks and trails including slope, width, gaps and heaving, cracks, surface quality, section loss, surface drainage, recommendations with consideration taken from the Parks and Recreation Master Plan, budget scenarios on different options for consideration, evaluation of future maintenance costs

Individual Add-Ons:

- Street Signs – Inventory, evaluation and replacement plan, ESRI data shape file
- Sewer Mains – Analysis of existing municipal system sanitary and force main system to create detailed five year and summarized 10 year CIP for replacement by segment and cost (color coded maps will be created showing installation date, future capacity, and material type of the existing system)
- Televising Sanitary System – 10 year schedule map, draft policy and template RFP document for televising services
- Storm Water Mains – Color coded replacement map, inventory report identifying age and size, inspection information and CIP replacement plan

In-Person Presentation of All Deliverables to the Committee:

- All deliverables are to be compatible with MS Office software, or other applications acceptable to the City.
- Digital mapping is to be prepared with ESRI software and incorporated into the City’s existing mapping system.



As community leaders, you face the challenging task of planning for the future, especially in meeting the community’s wants and needs within the available budget. An additional challenge includes keeping your constituents informed. Our Capital Improvement Planning will help with both. We have a tried and true system for the creation of Capital Improvement Plans and have laid out a comprehensive plan specifically for the City of Breezy Point below.

KICKOFF MEETING

Prior to beginning work on your project, we will schedule a meeting with City staff and key stakeholders to identify your critical success factors. Before we begin spending time and resources, we want to make sure we fully understand the City’s goals and expectations. This meeting will also give us a chance to introduce ourselves and get to know your staff. We have found that early coordination and frequent communication is the best way to maintain a successful project.

STEPS 1 & 2: INVENTORY & EVALUATION OF ASSETS

All infrastructure owned, operated, and maintained by the City will be included in the asset inventory. This inventory includes the specific location of each asset, material type, size, elevation/grades, year installed, and all other relevant information that can be gathered. We propose the incorporation of the inventory into a City GIS WebMap.

Utilizing the inventory, each system will be evaluated for relevancy, compliance with rules and regulations, safety, condition, capacity, resilience, and owner preferences. The plan for each system is as follows.



Sanitary Sewer

Breezy Point has PDF records of all gravity sewer and force main material types and profiles throughout the City. Manhole size, material, and inverts are also recorded. As-built documents and previously completed City mapping are the primary sources of this information. This data will be communicated and utilized to complete the inventory and evaluation of the wastewater system.

Streets

We will prepare an inventory of all existing streets within the City. The roadway length, lane width, shoulder width, and surfacing type will be documented. Our transportation specialists will then provide boots-on-the-ground evaluations of each City street throughout Breezy Point. A Pavement Surface Evaluation and Rating (PASER) will be provided for each street, on a block-by-block basis. For each of these street segments, we will provide a photo of noted deficiencies (if any) and a record description of observations. We expect that approximately 41 miles of paved surface miles of City streets will be inventoried and evaluated with the PASER system. We will also evaluate the approximately 22 miles of gravel and unimproved roads by measuring the gravel depth and width of surface.

Lighting

The location, age, and condition of each pole and fixture owned by the City of Breezy Point will be inventoried. We will document the pole, fixture, and bulb type for each asset. We will also note other relevant data such as the presence of GFCI outlets, signs, and flag and banner holders. We will evaluate the need and recommend future locations as well as provide future budget planning information.

Sidewalk

The lengths, widths, and locations of sidewalks will be inventoried, with an estimated evaluation of one mile of sidewalk. Sidewalk and curb ramp assessments will be conducted on City-owned sidewalks throughout town. Each will be evaluated for ADA compliance and structural degradation. We will document the severity and location of non-compliant segments, including trip hazards, excessive cracking or gaps, and non-compliant cross slopes or running slopes. Sidewalk conditions will be photographed and documented. Evidence of sidewalk degradation such as spalling, settlement, sediment accumulation, and ponding will be recorded. The structural integrity of sidewalks will be evaluated on a scale of one to four.

Street Signs (optional)

Moore will evaluate and document the location and condition of each City-owned sign. Retroreflectivity will be evaluated, and photographs of the signs will be taken.



Stormwater (optional)

PDF files from the City will be transferred to Moore Engineering. This documentation will include pipe, manhole, and catch basin locations, inverts, sizes, and material and casting types. Infrastructure will be evaluated based on material type, age, and known deficiencies. It is expected that a two-person survey crew will make one trip to Breezy Point to collect survey data on infrastructure not currently documented. We do not expect to perform stormwater modeling as part of this evaluation but are capable of performing that service at an additional cost.

Televising Sanitary System (optional)

Moore will create a request for proposal for the City to use to request this service. A televising policy will be created and used to create a 10 year capital improvement plan for the sewer mains and force main system. A corresponding color coded map will be made of the plan and existing status.

Sanitary Sewer Mains (optional)

The City will transfer digital files with information including all know system information. A two-person survey crew will make one trip to Breezy Point to collect any missing information. A five year detailed and 10 year summary CIP will be created along with a map indicating age and type of sanitary and force mains.

STEP 3: IDENTIFY PROJECTS

To start the process, systems will be looked at individually to identify immediate needs based on the inventory and evaluation. Infrastructure in need of immediate attention to operate appropriately will be highlighted. Once these immediate needs are identified, the systems will be looked at in conjunction to identify project areas that would address multiple needs efficiently. Projects will be compared to the comprehensive plan to ensure they align with the goals of the City of Breezy Point. Growth plans and future plans should be looked at in addition to the deficiencies.

STEP 4 & 5: IDENTIFY FUNDING & PRIORITIZE PROJECTS

Once individual projects have been developed, cost estimates for the work will be completed and potential funding sources identified. Funding may comprise of grants, loans, bonds, special assessments, or other local funds. Our funding specialist will evaluate each project's components, location, and service area to determine which types of funding combinations will be the most effective for the City.

Moore will preliminarily prioritize projects based on the needs resolved and the cost of construction. The CIP committee, public works department, and other City employees will be consulted at this stage to ensure outside needs are being met and projects are appropriately prioritized. We have also used this as an opportunity to gather public input and provide transparency in the planning process. A public input meeting may be beneficial to gather information that has not been previously discussed with the City.

STEP 6: PREPARE PROJECT BUDGETS & SCHEDULE

Once approximate costs have been determined and each project has been prioritized, projects will be scheduled out and prioritized. As asked in the request for proposals, multiple budget scenarios will be analyzed. Schedules will be prepared based on each of the following assumptions.

The first will include a do-nothing alternative that will analyze approximate costs of operating the systems in the condition that it is currently in. With assistance from City staff, we will estimate operating and maintenance costs for the project segments identified and project those costs over the next 5 and 10 years.

The second budget scenario will assume the current budget will be maintained, and projects should be scheduled to maximize the local funds available. Projects will be scheduled to obtain as much funding from outside sources as possible, while addressing the most crucial infrastructure repairs initially.

The last budget scenario will assume that all assets falling below a replacement threshold must be replaced. This option will establish the budget that would be required to address the immediate needs of the City.

STEP 7: DRAFT CAPITAL IMPROVEMENT PLAN

At this stage, we will complete and submit our draft capital improvement plan to applicable City departments, committees, and the council. The draft will include asset inventories and evaluations, maps, cost estimates, budgets, and schedules. This will provide an additional chance for the City to provide input on specific projects and an opportunity for input on the budgets and schedules. At this time, the City may choose to select a single budget alternative to include in the final CIP, or may choose to include all three.

STEP 8: PRESENTATION AND ADOPTION OF THE FINAL CIP

Once all comments from City staff have been addressed, the final Capital Improvement Plan will be presented. We will walk through the CIP in its entirety, including the asset inventory, budgets, and schedule. Any questions will be answered at this time, and a formal adoption of the CIP may be desired. Moore staff will discuss the benefits and uses moving forward and the upkeep required to maintain the CIP.

STEPS 9 & 10: MAINTENANCE OF THE CIP & EXECUTION OF PROJECTS

While these steps are not included in the request for proposals, we feel that these are the most important steps in a successfully executed CIP. As scheduled projects are completed, it is important that the updated information is included in the asset inventories. More accurate as-built information should be integrated as it is developed. As better data becomes available, or City priorities change, projects should be added, modified, or removed. A good time to review the CIP is 1-2 months before the preparation of the budget to ensure appropriate funds have been allocated.

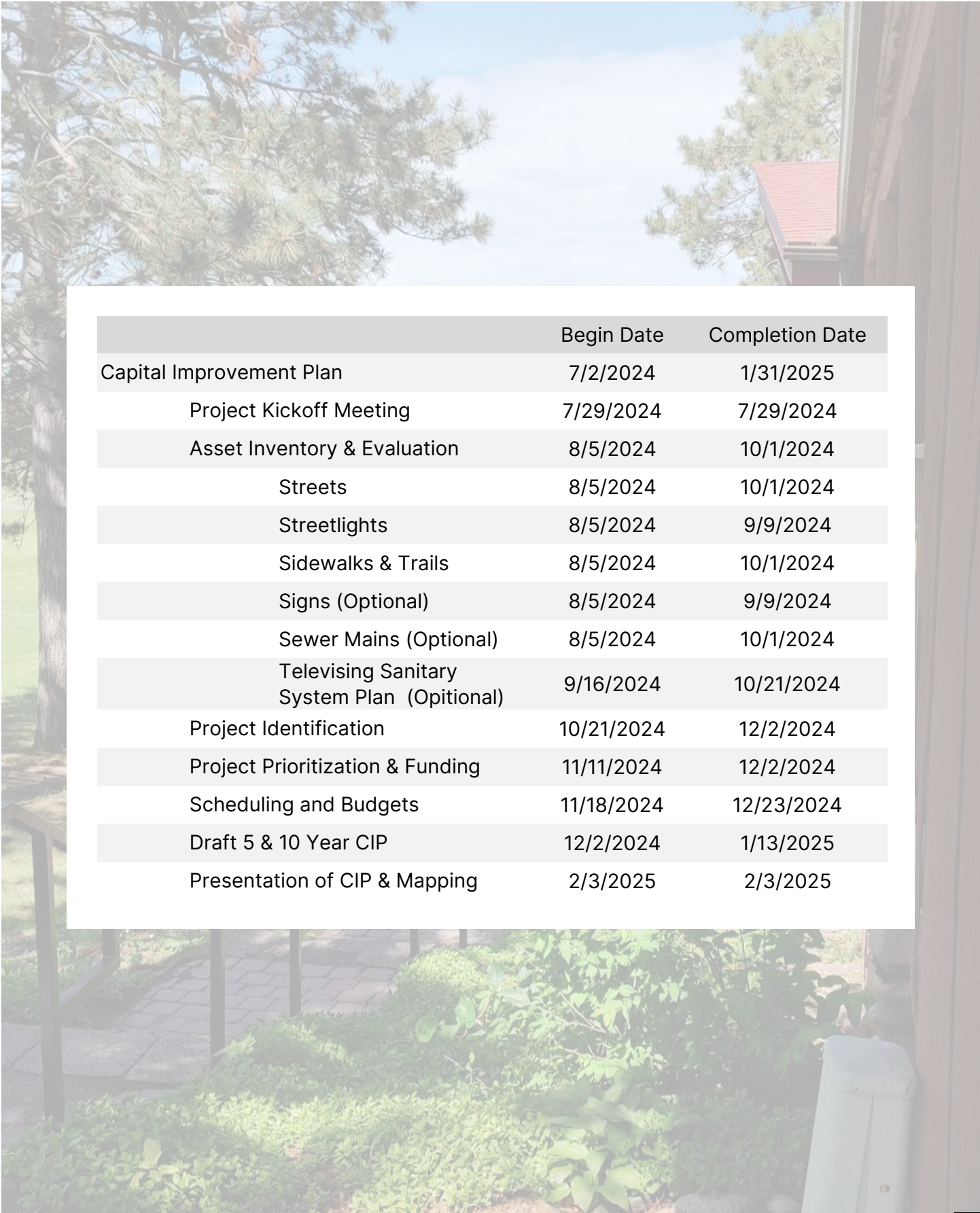
Our goal for the City of Breezy Point is that this CIP provides transparency in the planning process and helps to make educated and informed planning decisions that maximize the use of taxpayer dollars.

SUSTAINING THE SCHEDULE

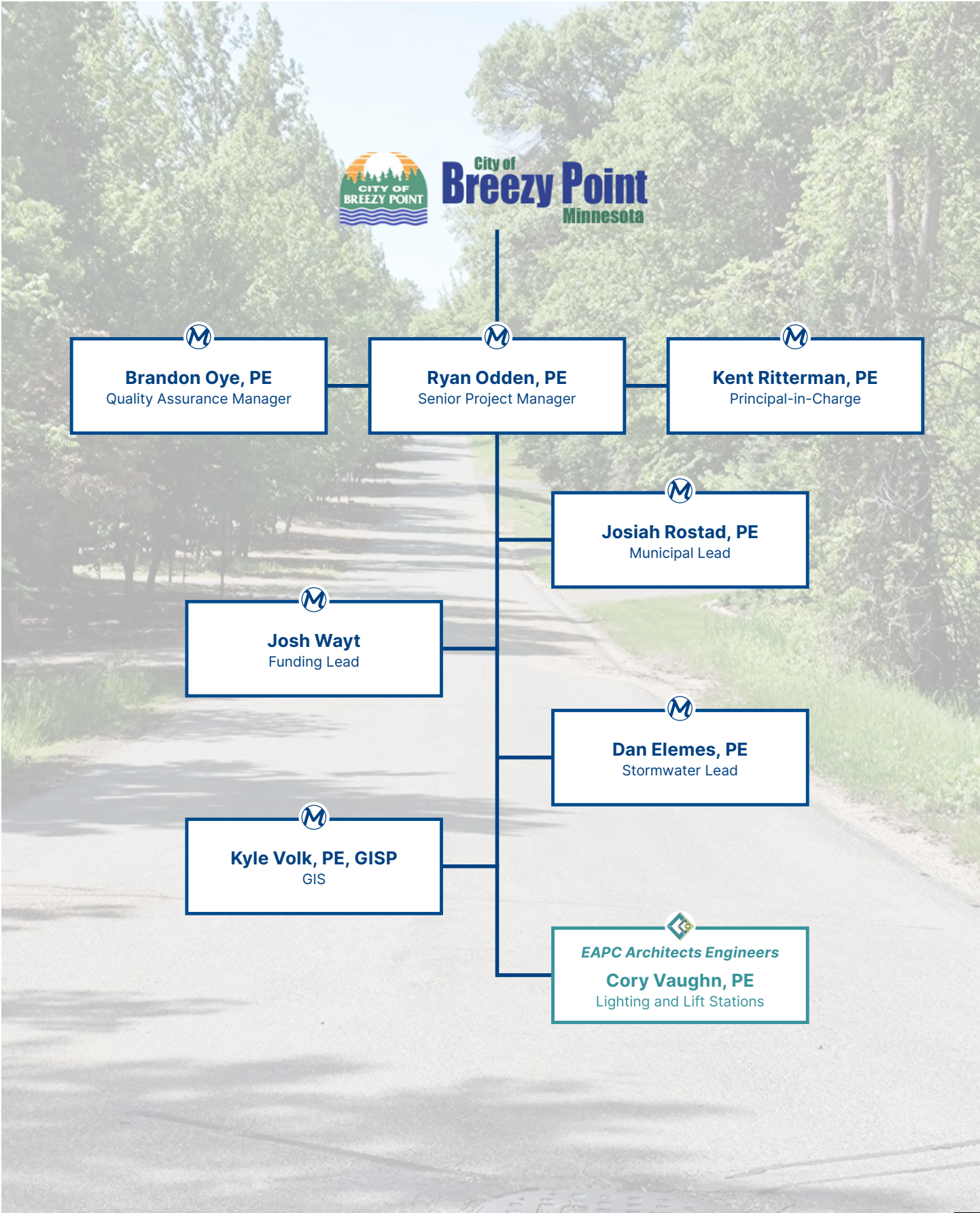
Time is valuable, and schedules are important. We have established the following schedule based on our understanding of the City's needs and our anticipated availability of resources.

Our strategy for ensuring the timelines are met is to coordinate and communicate frequently, both internally and with you at the City. We will hold biweekly progress meetings internally. All staff members actively working on the project will report on the work completed, work remaining, and the status of the schedule. These meetings will be summarized and a report on the project will be made to the City prior to each regular council meeting.





	Begin Date	Completion Date
Capital Improvement Plan	7/2/2024	1/31/2025
Project Kickoff Meeting	7/29/2024	7/29/2024
Asset Inventory & Evaluation	8/5/2024	10/1/2024
Streets	8/5/2024	10/1/2024
Streetlights	8/5/2024	9/9/2024
Sidewalks & Trails	8/5/2024	10/1/2024
Signs (Optional)	8/5/2024	9/9/2024
Sewer Mains (Optional)	8/5/2024	10/1/2024
Televising Sanitary System Plan (Optional)	9/16/2024	10/21/2024
Project Identification	10/21/2024	12/2/2024
Project Prioritization & Funding	11/11/2024	12/2/2024
Scheduling and Budgets	11/18/2024	12/23/2024
Draft 5 & 10 Year CIP	12/2/2024	1/13/2025
Presentation of CIP & Mapping	2/3/2025	2/3/2025





Ryan brings 22 years of experience working in local government role in all phases of project development and project delivery. He has worked on survey crews, project design, construction inspection, and project management. His cumulative experience has allowed him to gain the knowledge and insight to be an effective project manager and understand the broad range of responsibilities required to perform this role. As County Engineer Ryan built productive relationships with the County Board, City Councils and Township Boards by providing guidance and advise to the communities he served. He was responsible for creating and maintaining long term construction and highway maintenance programs for the local transportation system. He also served as the Bridge Inspection Program Administrator overseeing bridge maintenance, funding and replacement programs for county, city and township bridge structures.

Education

- BS in Construction Engineering, North Dakota State University

Professional Experience

- Moore Engineering since 2023
- County Government - 22 Years

Professional Registrations

- Professional Engineer - MN

**Ryan Odden, PE
Senior Project Manager**

ryan.odden@mooreengineeringinc.com
218.296.0757

RELEVANT EXPERIENCE

Wadena County Highway Program*

» Wadena, MN

Part of the responsibilities of the County Engineer was to plan and annually present to the County Board a 5-year road construction program. On average the program had 5 million dollars of construction projects for each year of the program, funding sources were Federal, State and Local dollars.

Wadena County Bridge Replacement Program*

» Wadena, MN

Bi-annually the County Engineer acting as the Bridge Program Administrator presented to the County Board a list of bridges in need for replacement. It was a capital replacement program specifically for bridge structures. The primary source of funds or the program came from State allocated bonding dollars.

Wadena County Equipment Replacement Program*

» Wadena, MN

Highway Department have a large vehicle fleet which was a detailed 10 year program and a summarized 15 year program due to a life cycle of a tandem snowplow was 15 years in the fleet. Annually 2-3 pieces of equipment were purchased with a yearly allocation of \$280,000.

Wadena County Building Program*

» Wadena, MN

Wadena County levied annually \$125,000 to only be used for capital building projects. These projects ranged from roof replacement projects, building new parking lots and brand new buildings. As County Coordinator is my responsibility to identify which projects were needed and to manage the program to stay within the budgeted amounts.

County Wide Intersection Lighting Project*

» Wadena, MN

This project was for the installation of new lights at previously unlit intersections. 12 intersections were completed as identified in the Wadena County Safety Plan funded by the Highway Safety Improvement Program.

County Wide Sidewalk Evaluation Project*

» Wadena, MN

This project was for evaluating every sidewalk along every county highway in every municipality in Wadena County. It identified area that were not ADA-Prowag compliant. This evaluation was then used to make corrections as we completed projects in those locations.

**PROJECT COMPLETED WHILE EMPLOYED BY ANOTHER FIRM*



Kent has served as a Project Manager and Design Engineer on all types of civil engineering projects with over 31 years of experience. He has assisted with wastewater collection/treatment, pumping systems, water treatment, water supply, stormwater collection/conveyance, overland drainage, storage facilities, distribution, and roadway design. Duties that he has been assigned include preliminary engineering and feasibility studies, design, process design, selection of equipment, plant operation, construction inspection and contract administration. His involvement in these projects has brought him a great deal of experience working in conjunction with local, state, and federal agencies.

Education

- BS in Civil Engineering, University of North Dakota

Professional Experience

- Moore Engineering since 1996
- Other Firms - 3 Years

Professional Registrations

- Professional Engineer - ND, MN, SD, MT

Professional Affiliations

- ND Society of Professional Engineers
- American Society of Civil Engineers
- American Water Works Association
- Water Environment Federation – 2008
- Young Engineer of the Year – 2003

**Kent Ritterman, PE
Civil Sector Leader**

kent.ritterman@mooreengineeringinc.com
701.373.5486

RELEVANT EXPERIENCE

Sewer Improvement District No. 1308

» West Fargo, ND

Department Manager Role assisting design team associated with the City of West Fargo’s wastewater lagoon system which was organically overloaded causing severe odor issues every spring. The City decided to decommission their lagoons and connect to the City of Fargo’s wastewater system. Nearly 3 miles of parallel 24-inch PVC force mains were constructed to connect to the Fargo system along with minor upgrades in the existing SA40 lift station. The project included crossing a flood control project, 2 legal drains, and the Sheyenne River. Project tasks included preparing the engineering report, obtaining all permits, design, and construction administration.

New Wells #5 and #6 and Well Building

» Ada, MN

The project consisted of the construction of two new municipal water production wells, new well house with chemical storage and addition facilities, and the demolition and abandonment of existing wells and buildings. The two new wells are connected into a common discharge line through the well building where chemical addition including hypochlorite, phosphate, and fluoride feed facilities are located. The well feed building included new electrical and controls system.

New Water Treatment Plant, New Wells #4 and #5

» Audubon, MN

The project consisted of the construction of two new municipal water production wells and new water treatment plant. The water treatment plant utilizes greensand pressure filtration for iron, manganese, and arsenic reduction, and fluoride addition. The water treatment plant also included an attached laboratory/office area. Transmission and connecting water mains and backwash wastewater discharge lines were also installed as part of the project.

Wastewater Treatment Facility Upgrade

» Hector, MN

Upgrade to the wastewater treatment plant to provide significantly greater capacity to treat a new industrial wastewater source along with the City’s needs. The project includes aeration upgrades, new headworks with mechanical screening and vortex grit removal, mechanical sludge thickening, conversion of chlorine contact basin to ultraviolet disinfection, and electrical and controls upgrades.



Brandon is a passionate leader within the communities he works in. In working with city councils, city staff, residents, government agencies and the like, Brandon provides a level of guidance and direction that is hard to find. He draws on his 18 years of experience in the civil engineering field with an emphasis on municipal engineering to provide thoughtful guidance and decisions. Brandon was raised in a construction family, working for his father's construction company at a very young age, developing a work ethic that is unmatched. From enthusiastically leading team members to complete successful projects, to making sure clients are absolutely satisfied with the final results of a project, Brandon will go the extra mile for his clients to ensure their goals and expectations for each project are met.

Education

- BS in Civil Engineering, North Dakota State University

Professional Experience

- Moore Engineering since 2006

Professional Registrations

- Professional Engineer - ND

Professional Affiliations

- American Society of Civil Engineers - ND Report Card Chair

**Brandon Oye, PE
Senior Project Manager**

brandon.oye@mooreengineeringinc.com
701.499.5835

RELEVANT EXPERIENCE

Heartland Industrial Park Utility Master Plan

» Casselton, ND

Project manager responsible for preparing the a Utility Master Plan for a partially developed industrial park. Tasks included identification of existing conditions, infrastructure needs, options to address those needs, and final recommendations to consider in future development of the industrial park.

Capital Improvements Plan

» Casselton, ND

Project manager responsible for preparing the city's 5-year Capital Improvement Plan. Tasks included identification of infrastructure needs, options to address those needs, and scope of projects to be included in the CIP. Advised the city on priority of projects for determination schedule of project. The CIP is now actively managed monthly with Moore's CIP application.

Maple Pointe Street Improvements

» Mapleton, ND

Project manager responsible for the rehabilitation of the asphalt streets in the Maple Pointe residential neighborhood. The rehabilitation included asphalt milling & overlaying and curb & gutter repairs. Tasks included oversight of the study, design, bidding, construction administration, project funding and project closeout.

Water Main Replacement

» Casselton, ND

Project manager responsible for overseeing 7 blocks of ACP water main replacement and one block of water main looping. Tasks included oversight of the study, design, bidding, construction administration, permitting, project funding and project closeout.

Water Main Replacement

» Hatton, ND

Project manager responsible for overseeing 8 blocks of ACP water main replacement. Tasks included oversight of the study, design, bidding, construction administration, project funding and project closeout.

Sunset Drive Sidewalks and Shared Use Path

» Mapleton, ND

Project manager responsible for overseeing the construction of new concrete sidewalks and shared use path along Sunset Drive. Tasks included oversight of the design and project closeout. The project utilized 3D modeling to show stakeholders the proposed improvements prior to being built.



Josiah Rostad, PE
Minnesota Municipal Group Leader

josiah.rostad@mooreengineeringinc.com
 218.770.1608

Since joining Moore Engineering in 2018, Josiah has worked on a variety of projects ranging from private lot development to entire city infrastructure reconstruction projects. He has been involved in all phases of the projects including writing preliminary engineering reports to determine project feasibility, project design and client communication, bidding, & construction. As the Minnesota Municipal Group Leader, Josiah works closely with a design team to ensure that the projects exceed client's expectations while complying with all agency regulations.

Education

- BS in Civil Engineering, University of North Dakota

Professional Experience

- Moore Engineering since 2018

Professional Registrations

- Professional Engineer - MN

Professional Certifications

- MnDOT Technical Certification
 - ADA construction
 - Aggregate Production Tester
 - Concrete Field Inspector
 - Concrete Field Tester
 - Grading & Base Inspector
 - Grading & Base Tester

RELEVANT EXPERIENCE

Wheaton Water System CIP

» Wheaton, MN

Planning & Signing Engineer for the City of Wheaton's water distribution system capital improvement plan. The city has approximately 30,000 linear feet of asbestos concrete pipe (ACP) watermain spread across over 83 residential blocks. The purpose of this project was to review the existing conditions, analyze the impact area to determine potential phases/costs, & compile a multi-year phasing plan. The improvements were broken down into five phases. Each phase was provided with a summery, project location exhibit, & a cost breakdown that included potential funding sources & city cost share totals.

Braham Capital Improvement Plan

» Braham, MN

Planning Engineer for the capital improvement plan (CIP) in Braham, MN. Moore Engineering was hired for a 5–10-year infrastructure CIP to analyze water mains, sanitary sewers, and roadways, helping the city plan budgets for future needs. This project included visual inspections, records reviews, and communication with city staff to determine deficiencies. Twelve projects were identified to address the city's needs, including full reconstruction of water, sanitary sewer, and roadways; sanitary sewer treatment plant and lift station improvements; roadway reconstructions due to subgrade failure; and roadway maintenance. Each project included descriptions of existing conditions, proposed improvements, exhibits, and cost estimates.

Grygla Preliminary Engineering Report

» Grygla, MN

Design Engineer for the preliminary engineering report developed for Grygla, MN. This report provided the city with a review, analysis and improvement plan of the existing infrastructure including the distribution/ collection system, sanitary sewer lagoons/lift station, water treatment/ storage, & roadway. The report was utilized to obtain funding through Rural Development (RD) for the completion of the projects outlined.

Paul Bunyan Trail Head

» Akeley, MN

Signing Engineer for Paul Bunyan Trail Head Park Improvement project in Akeley, MN. This project includes parking lot, concrete & bituminous walks, park amenities (benches, kiosks, & bike racks), bathroom, & two Heartland State Trail connections. Project was designed to meet MNDOT Federal State Aid, County, & municipality standards.



Josh Wayt
Funding Specialist

josh.wayt@mooreengineeringinc.com
701.200.5455

RELEVANT EXPERIENCE

Federal Funding Assistance Program

» North Dakota Association of Counties

Partnered with staff and commissioners from multiple North Dakota counties to identify federal funding sources supported by IIJA and other federal legislation. Developed comprehensive funding strategies for large infrastructure projects.

Flood Mitigation Improvements Planning Project

» Bois de Sioux Watershed District

Led collaborative planning and proposal development efforts with district staff and external partners/stakeholders. Assisted the district in obtaining funding from multiple state and federal agencies, including FEMA, BWSR, and LSOHC.

CSAH 21 Reconstruction Project

» Beltrami County, MN

Performed comprehensive research on federal USDOT programs. Partnered with County staff to develop and submit grant applications for the FY24 RAISE Program and SS4A Program. Awarded a SS4A grant from the USDOT.

Stormwater Resiliency Planning Project

» Danube, MN

Lead grant writer and proposal coordinator for a successful application to the MPCA’s Stormwater, Wastewater, and Community Resilience Program. Awarded a planning grant from the MPCA.

Drinking Water Improvements Project

» Dalton, MN

Assisted City staff and Project Team members with successfully obtaining and administering grant awards provided by multiple federal and state agencies, including RD, MPFA, and DEED.

Josh brings 10 years of experience in grant writing and grant management to this project. Before joining Moore, he worked at Sisseton Wahpeton College (2016-2021) and consulted with many other tribal communities across the Midwest and Northern Plains. Josh is deeply committed to a collaborative approach that nurtures meaningful contributions and trusting relationships among diverse team members. He has coordinated many projects involving tribal stakeholders and has helped tribal communities secure and manage large grants from federal agencies and private entities. Since joining Moore, Josh has introduced and refined processes that simplify and streamline application development and award management systems. He also provides project teams with actionable insights by building productive relationships with funding agency staff and comprehensively researching funding opportunities. He is passionate about developing proposals and managing awards in ways that align with the needs, interests, and concerns of clients.

Education

- BS in Secondary English Education, University of South Florida
- MA in Linguistics, University of Virginia

Professional Experience

- Moore Engineering since 2022
- Other Firms - 10 Years

**PROJECT COMPLETED WHILE EMPLOYED BY ANOTHER FIRM*



Dan has more than ten years of experience in water resources engineering and municipal engineering. His experience in stormwater includes hydrologic and hydraulic analysis, best management practice design for water quality treatment, floodplain modeling and analysis, and project management. His experience has included projects in the municipal, transportation, and aviation sectors, in both urban areas and rural areas. Dan’s specialties include project management, stormwater modeling, feasibility studies, plans and specifications creation, funding and permitting agency coordination, and construction management. He is passionate about taking projects from the brainstorming phase, all the way through construction. Dan has successfully designed and managed projects ranging from less than \$50,000 to over \$2 million for a variety of public and private clients.

Education

- BS in Civil Engineering, North Dakota State University
- BS in Economics, North Dakota State University
- MBA, University of St. Thomas

Professional Experience

- Moore Engineering since 2021
- Other Firms – 8 Years

Professional Registrations

- Professional Engineer - MN, ND, SD, CO

Dan Elemen, PE
Water Resources Group Leader

dan.elemen@mooreengineeringinc.com
 651-338-7986

RELEVANT EXPERIENCE

Lake Samantha Outlet Structure Evaluation

» Elbow Lake, MN

Developed feasibility study to evaluate the impacts of lowering Lake Samantha’s runout elevation. The feasibility study considered the do-nothing scenario, replacing the lake’s outlet culvert, and replacing the outlet culvert and a road culvert that equalizes the two lobes of Lake Samantha. Intent of lowering the lake was to increase safety of the public, by reducing the frequency of a road overtopping.

South Linton Drainage Study

» Linton, ND

Developed a feasibility study for a variety of drainage improvements for a ditch that was causing localized flooding. Study components included a ditch survey, culvert capacity analysis, and concept design. Feasibility study identified three potential improvements and cost estimates to alleviate the localized flooding.

Steele Drainage Study

» Steele, ND

Oversaw the development of an almost City-wide XPSWMM model to evaluate ongoing nuisance drainage conditions. Multiple improvement scenarios were modeled, ranging from regrading and expanding ditches, to installing storm sewer across the entire City. Cost estimates were prepared for the variety of improvement alternatives considered and results were presented to the City in the form of a feasibility study.

165th Street Drainage Improvements*

» Lakeville, MN

Evaluated street flooding for the City of Lakeville, where undersized infrastructure was causing extensive ponding and damage to an adjacent retaining wall. Feasibility study involved nearly 100 XP-SWMM model iterations due to high water level sensitivity of connected ponds and wetlands. Recommended improvement was designed and partially constructed throughout 2021.

Lemay Lake Feasibility Study*

» Eagan, MN

Provided preliminary design and analysis for siting stormwater BMPs within an industrial area for the City of Eagan, MN. Project included collecting soil borings, a utility survey, preliminary design and analysis. Final deliverables included a summary report with a ranking of potential BMPs based on cost, pollutant removal efficacy, and other quantitative and qualitative rankings.

**PROJECT COMPLETED WHILE EMPLOYED BY ANOTHER FIRM*



Kyle Volk, PE, GISP
Senior GIS Coordinator

kyle.volk@mooreengineeringinc.com
 701.499.5861

Kyle has been with Moore Engineering since 2005 and is a registered professional engineer in North Dakota and a certified geographic information systems professional. He worked as a design engineer in both the water resource and municipal engineering groups for six years prior to being a group leader and now senior coordinator for the GIS department. Kyle helps oversee a group of technicians and analysts in the GIS group as well as guiding other staff that utilize GIS on a daily basis. He and our GIS staff work closely with all groups within Moore Engineering on all phases of engineering projects. With engineering design knowledge, a deep understanding of GIS data and mapping Kyle brings many years of experience to our projects.

Education

- BS in Civil Engineering, North Dakota State University

Professional Experience

- Moore Engineering since 2005

Professional Registrations

- Professional Engineer - ND
- GIS Professional

Professional Affiliations

- FM Engineer’s Club – Chapter 4
- MN GIS/LIS

RELEVANT EXPERIENCE

City GIS Mapping

- » Casselton, Oakes, & West Fargo, ND

Project manager for the creation of and the maintenance of city GIS maps of public infrastructure items and objects located within City owned rights of way, easements, and property. The projects include creating a base map of the city properties, researching existing city records for city infrastructure items such as fire hydrants, manholes, gate valves, utility lines, etc. and denoting that information on a map. The information used to create the mapping was found in paper files as well as field locating. In addition to creating a “visual” of those items on a map, a database of information on each item is recorded and “connected” to a position on the map which corresponds to its position on the ground. The database of information is accessed electronically through the feature on the map. This information contained in the database is used to develop maintenance schedules, CIPs, locating items in the field, etc.

City Wide GIS

- » Hazen, ND

Project manager for the City of Hazen’s city wide GIS database. The database was created based on existing CAD maps and heads up digitization. Duties include managing the conversion of CAD utility and plat information to create the city wide GIS database. Utility information was attributed to each feature to define pipe size, type and year installed; parcels were created based on the city tax roll information and CAD plat data. CAD data was supplement with other city documents to capture more recent updates of the city’s infrastructure and parcels.

Parcel Creation

- » Napoleon, ND

Project manager for the City of Napoleon’s city wide GIS parcel database. The database was created based on existing CAD maps and heads up digitization. Duties include managing the conversion of CAD plat information to create the parcel database. Parcels were created based on the city tax roll information, CAD plat data and deed research.

Parcel Management

- » West Fargo, ND

Project manager for the City of West Fargo’s feature dataset of almost 11,000 parcels. Duties include managing the creation of new parcels, modifying existing parcels, generating feature label annotation and rectifying any geometry conflicts. Parcel updates can be required as a result of an owner requested splits or mergers, a new plat, or sale of a portion of a parcel.



Cory is one of eight partners and has experience in the design of electrical systems including power distribution, lighting, telephone systems, data systems, intercommunication systems, lightning protection, power generation, fire alarm, and sound distribution for various types of facilities. His involvement includes design concepts, budget preparations, working drawing design, specification writing, as well as construction observation and coordination. Cory will be involved in electrical planning and design from schematic plans through construction administration and will lead the production of all electrical plans and specifications.

Education

- BS in Electrical Engineering, University of North Dakota

Cory Vaughn PE, LEED AP Senior Electrical Engineer

RELEVANT EXPERIENCE

- Sanford Parking Lot Lighting Design, Bagley, MN
- Southshore Parking Lot Lighting, Bemidji, MN
- TH1 Street Lighting, Northome, MN
- Highway 1 Lighting Design, Red Lake, MN
- US2 SP 1502-28 Roadway Lighting, Bagley, MN
- Beltrami County Highway Dept. CR 402 Roadway Lighting, Bemidji, MN
- Hwy 89 Street Lights and Pedestrian Flash Units, Grygla, MN
- Bemidji Veterinary Hospital Parking Lot Lighting, Bemidji, MN
- Pheasant Crossing Street Lighting, Williston, ND
- Circle of Life Roadway Lighting, White Earth, MN
- Cheyenne Roadway Lighting, Lame Deer, MT
- High School Bike Path & BIA #4, Lame Deer, MT
- City of Baudette, MN
 - TH 11 Street Lighting
 - 1st Avenue Power Distribution
 - Main Avenue N Street Lighting I, II, & III
- Industrial Park Lighting, Bemidji, MN
- TH 212 Roadway Lighting, Lame Deer, MT
- Cheyenne Avenue Roadway Lighting, Lame Deer, MT
- 23rd Avenue Street Lighting, Minot, ND
- Nett Lake Roadway Lighting, Nett Lake, MN
- Bemidji State University Trail Lighting, Bemidji, MN
- Roadway Lighting Design, Naytahwaush, MN

Our team is composed of diverse professionals with a broad range of skills, intentionally selected to provide you with experts for each system we will be evaluating and planning. Our project team listed above is backed by groups of specialized engineers, surveyors, scientists, and technicians dedicated to addressing the needs of those communities. The team chosen to represent Moore on this project has been hand-selected to meet the specific needs of Breezy Point. We have the qualifications, capacity, and experience needed to prepare your CIP efficiently and with the care it requires.

Moore works with over one hundred communities throughout Minnesota and North Dakota. With many years of experience in Minnesota and North Dakota, we know the materials and systems that work, and what doesn't. We will be able to review your systems and create a plan specific to the needs of the City, addressing issues commonly found in this region.

We take pride in providing the services necessary to take a municipal project from concept to closeout. Our team is qualified to inventory, evaluate, and plan for all systems owned and operated by the City of Breezy Point. Capital Improvement Plans are nothing new to our team. We have been creating asset inventories for municipalities, counties, watershed districts, and others in interactive GIS-based WebMaps for years. Our system puts infrastructure information at the fingertips of all City employees anywhere you can access the internet, including your mobile device. We have also created an online CIP application that we have received great feedback on. This has enabled cities to access their CIP with the same ease as the asset inventory. Updates are easily incorporated, and you never need to worry if staff have the most updated version. More information is available on our website, and can be accessed using the following QR code:



In this planning effort, we aim to function as an extension of your staff by maintaining routine and thorough communication, being proactive, offering sound advice, and ensuring dependability through phone, email, and in-person interactions. Our abilities to successfully prepare your CIP are further outlined in the experiences listed below and exemplified by our references.



MUNICIPAL

- Water
- Wastewater
- Storm water
- Streets
- Solid waste
- On-site inspection
- CIP
- Pavement Management



TRANSPORTATION

- Urban-rural highway design
- Traffic analysis
- Traffic planning
- Parking facilities
- Structures
- Project concept reports
- Environmental clearance



WATER AND WASTEWATER

- Water treatment plants
- Storage facilities
- Wastewater treatment facilities
- Distribution systems
- Inflow/Infiltration studies
- Pumping facilities and intake
- Collection systems
- Facility needs studies



LAND AND SITE DEVELOPMENT

- Land-use planning
- Residential subdivisions
- Industrial parks
- Recreational facilities
- Parking facilities
- Site design



ENVIRONMENTAL

- Environmental review (EAW, EA, EIS)
- Wetland delineation
- Wetland Permitting & Mitigation Plans
- NEPA expertise
- Site constraints/Fatal flaws analysis
- Threatened and endangered species
- Zoning ordinance
- Regulatory compliance and permits
- BMP design & implementation
- Watershed planning & implementation
- Community planning
- Public engagement
- Funding research and assistance
- Geographic Information Systems (GIS)
- Assessment for Water Quality



GIS

- Topographic mapping
- Assessment district analysis
- Facility mapping
- Flood mapping and analysis
- Mobile mapping applications
- Geographic/spatial analysis
- Parcel databases
- Asset Management



SURVEYING

- Platting
- Topographic
- Legal surveys
- Construction staking
- ALTA
- GPS



WATER RESOURCES

- Flood control studies
- Watershed modeling
- Drainage systems
- River modeling
- Floodplain administration
- Watershed management
- Dams, levees and dikes
- Jurisdictional agency coordination
- Storm water modeling
- Watershed planning
- Drainage structures
- Stream/river/ditch/bank restoration
- Erosion control
- FEMA projects
- USACE projects
- Retention facilities
- Geographic Information Systems (GIS)
- MS4



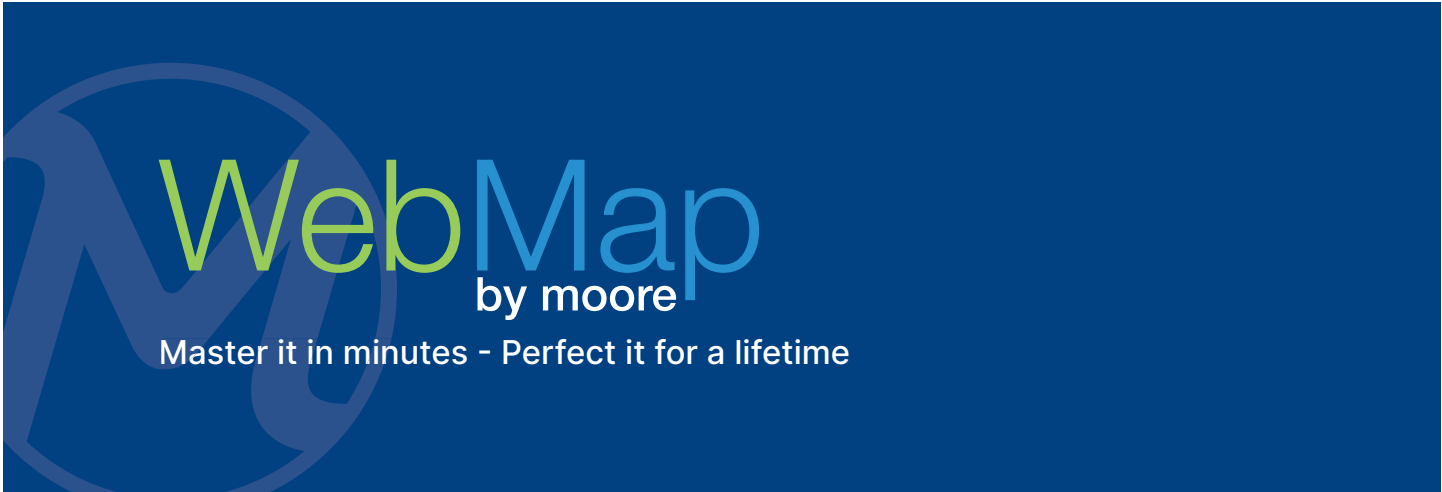
DRONES

- Project inspection
- Mass data collection
- Real-time tracking of flight plan
- Document project progress
- Create and track flight plans in the field
- GIS integration
- Data processing



AIRPORTS

- Planning – environmental
- Runways
- Taxiways and ramps
- Airport layout plans
- Navigation aids



Moore has worked with cities, watershed districts, counties, and even private clients to develop customizable web maps to inventory assets and store documentation. We have developed these maps to be available from a mobile device, providing the flexibility to access city infrastructure data at a moment's notice.

This interactive GIS map is easy to navigate and has countless uses. Because it lives online, you can access it anywhere, from any device with web access. GIS maps can store a nearly unlimited amount of data. If you can document it and assign it to an asset, you can use Moore's WebMap to inventory, update, search and check it whenever and wherever you choose. Some examples include landowners, addresses, pipe sizes/types, installation dates, pictures, PDFs and record drawings. And that's just the beginning.

WebMap by Moore allows you to interact with, search and display your data the way you want, as well as move it to other file types like Excel or PDF. It is highly customizable to meet your needs and delivers across all platforms - desktop, laptop, tablet and mobile.

The savings in time and money can be priceless. Export parcel maps and mailing lists. View subdivision and zoning information.

This mapping is valuable to staff, consultants, and businesses, and can even be made available to the public in a read-only format.



Customizable Functionality

Every user is different and needs a webmap to fit a unique purpose. Moore's WebMap conforms to your needs in ways you might not expect a webmap could. Raise your expectations of what's possible and don't be limited by factory default settings.

Extendibility

Configure your data in all your favorite formats. It's designed to link to your data for intuitive display. And it's simple to download data into manageable Excel-compatible csv files. Moore's WebMap is flexible, making it easier for you to manage your data and assets.

Efficient, Intuitive Design

Your software should be an extension of the way your mind works, with tools and commands where you think they should be. Moore's WebMap prioritizes user experience so that, no matter your skill level, you can master it.



ONLINE CIP APPLICATION

When it comes to creating Capital Improvements Plans (CIP), most infrastructure owners are using Excel files as the main framework for storing project data, in addition to other file types for detailed project sheets, all of which are stored in different areas. With the knowledge we've gained from creating and updating CIPs for our many clients, we've created a proprietary CIP online application that helps you manage your proposed projects within your CIP process.

Projects can be easily added, updated and shared among all your internal staff through web access. Project Summary sheets are automatically generated and updated based on the project information you enter when initially creating a project. The application dynamically links your CIP Overview project list with all your Project Summary sheets, making navigating all the project data a streamlined process. The use of the CIP online application provides for greater transparency with your staff of critical information for your proposed projects. City staff can add their own projects and coordinate with their team on specific data that they need, such as cost estimates, funding breakdowns or project location maps.

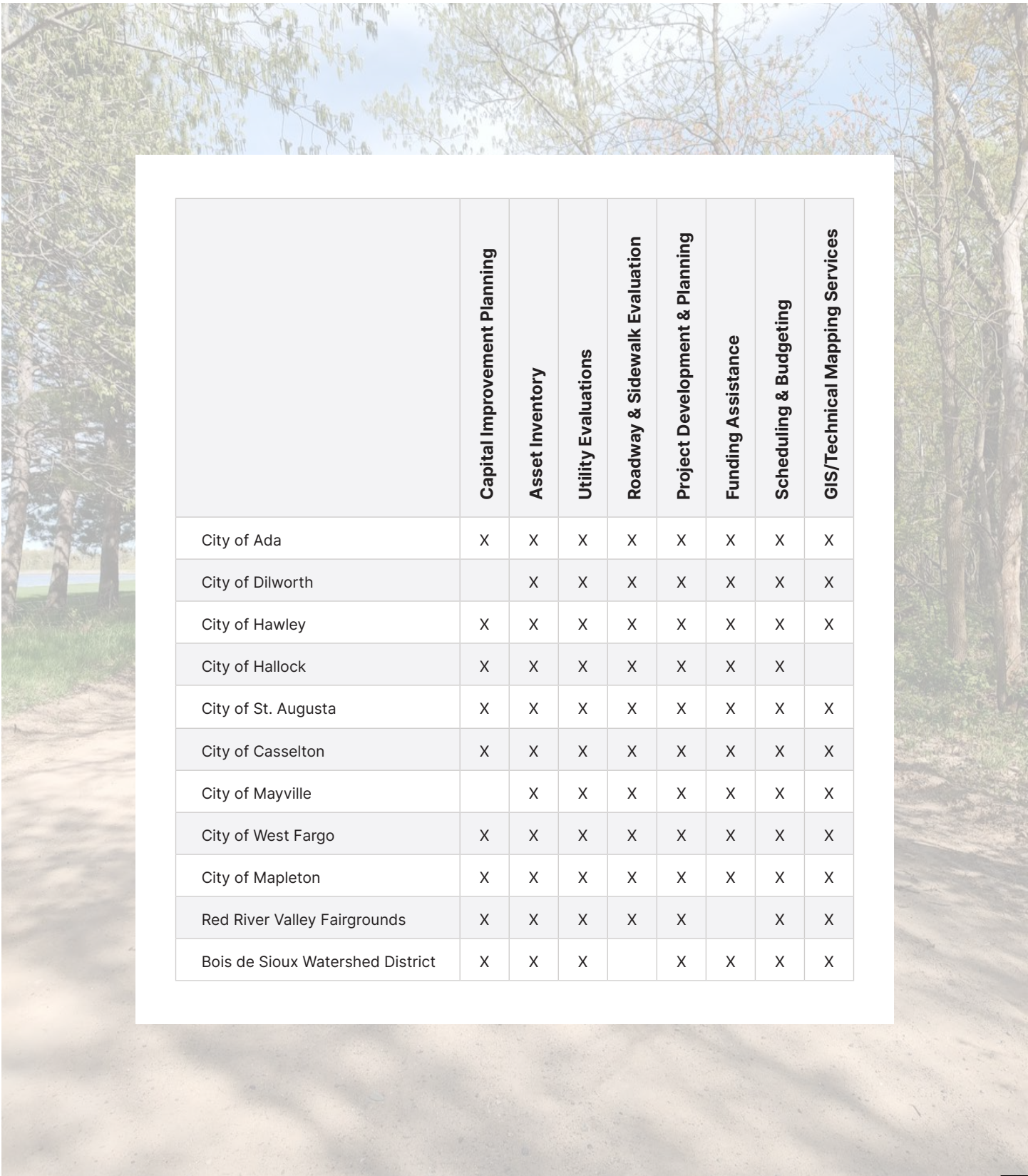
The project scope and justification can be added, so that critical aspects of why you are doing the project are saved and shared with all internal stakeholders. Once projects move into more detailed study and design phases, more information can be added as the justification, scope and cost of the project is further developed. All of this data can be queried or used to create custom printable/exportable reports, such as seeing all projects with a specific funding source. Users can be granted specific access controls to view only the areas they should see, and can be set to read-only users if needed.

Since the online application has been custom-made, it can be tailored to any client-specific requirements. This is just the start of an application that will change the way infrastructure owners manage their CIPs and we would be excited to get started on your journey.

Unique ID	Moore #	Dist. No	Project Description	Title	Const. Start Year	Project Cost	Local Funds	Outside Funding	Funding Total	Prior	2020	2021	2022	2023	2024	Future	
edit 55			9th St NW - Street Reconstruction		2021		\$2,032,008.00	\$660,000.00	\$2,692,008.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
edit 540	21021	2256	7th Avenue West - 1st St to Oak St	Street Improvement: District No. 2256	2021	\$4,550,000.00	\$4,550,000.00	\$0.00	\$4,550,000.00	\$0.00	\$0.00	\$4,550,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
edit 175	19924	3003	Sheyenne St Downtown Improvements - Main to 7th Ave W	Replacement of Water Supply & Sewerage Systems, Street Reconstruction and Incidentals	2021	\$6,700,000.00	\$4,322,554.00	\$2,377,446.00	\$6,700,000.00	\$0.00	\$395,000.00	\$6,305,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
edit 542			Elm Street and Oak Street Neighborhood Reconstruction		2022	\$3,819,240.00	\$3,816,000.00	\$0.00	\$3,816,000.00	\$0.00	\$0.00	\$0.00	\$3,819,240.00	\$0.00	\$0.00	\$0.00	
edit 604			Street Mill & Overlay - Residential Neighborhoods		2022	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	
edit 606			Street Mill & Overlay - Residential Neighborhoods		2023	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	
Total Cost						\$17,069,240.00	\$16,720,562.00	\$3,037,446.00	\$19,758,008.00	\$0.00	\$395,000.00	\$10,855,000.00	\$4,819,240.00	\$1,000,000.00	\$0.00	\$0.00	
										Local Funds	\$0.00	\$395,000.00	\$10,509,562.00	\$4,816,000.00	\$1,000,000.00	\$0.00	\$0.00
										Outside Funding	\$0.00	\$0.00	\$3,037,446.00	\$0.00	\$0.00	\$0.00	\$0.00
										Total Funding	\$0.00	\$395,000.00	\$13,547,008.00	\$4,816,000.00	\$1,000,000.00	\$0.00	\$0.00

Relevant Experience

We represent numerous communities that face challenges similar to yours. We can draw on experience to ensure we accomplish the greatest positive effect on your community. We have prepared a table summarizing the similarities between your project and some of our past experiences. A more detailed description of our work is presented below the table.



	Capital Improvement Planning	Asset Inventory	Utility Evaluations	Roadway & Sidewalk Evaluation	Project Development & Planning	Funding Assistance	Scheduling & Budgeting	GIS/Technical Mapping Services
City of Ada	X	X	X	X	X	X	X	X
City of Dilworth		X	X	X	X	X	X	X
City of Hawley	X	X	X	X	X	X	X	X
City of Hallock	X	X	X	X	X	X	X	
City of St. Augusta	X	X	X	X	X	X	X	X
City of Casselton	X	X	X	X	X	X	X	X
City of Mayville		X	X	X	X	X	X	X
City of West Fargo	X	X	X	X	X	X	X	X
City of Mapleton	X	X	X	X	X	X	X	X
Red River Valley Fairgrounds	X	X	X	X	X		X	X
Bois de Sioux Watershed District	X	X	X		X	X	X	X



Municipal Capital Improvement Planning Minnesota and North Dakota

ONLINE CIP APPLICATION USERS

- West Fargo, ND
- Fertile, MN
- Hallock, MN
- Braham, MN
- Mayville, ND
- Mapleton, ND
- Langdon, ND
- Kindred, ND
- Kenmare, ND
- Hazen, ND
- Harwood, ND
- Harvey, ND
- Drayton, ND
- Casselton, ND
- Mobridge, SD

Over our company's 60+ years of municipal engineering experience, we have learned the importance of infrastructure inventories and evaluations, budgeting, and planning. It is crucial for a city to know which projects are needed to maintain an operational system and how much it will cost to complete them. A city must be able to budget properly to be able to afford the required projects. Improper planning generally leads to costly emergency repairs and inefficient project spending.

Our CIP process has been refined over the years to accurately identify maintenance and expansion needs. We have a solid understanding of the life expectancy of different material types commonly found in the region and when they should be replaced to avoid failures. By working with each community and their staff, we have been successful in anticipating expansions and other future facility needs.

A CIP is a living document, and projects should be identified, ranked, scheduled, and budgeted for as further information becomes available. We can help with that. Moore Engineering's proprietary Capital Improvement Plan software sets us apart from our competition by providing a simpler way to access and update the CIP. Ease of access also promotes transparency in the planning process.

The best part about our CIP software is that it is customizable. We have successfully implemented this system in cities ranging in size from Mapleton to West Fargo. Each city has different needs and capabilities. We make this program custom for your city, based on input from city staff and elected officials. We show the information that is important to you and provide the information needed to effectively manage your infrastructure.



moore
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City Engineering Services

Moore Engineering assists over 100 cities in planning for their future. We have completed asset inventories, city mapping, and feasibility studies, many of which have led to capital improvement plans. The cities listed on this page are just a few that we've worked with that are similar in size or geography to Breezy Point. Our services have varied, but our dedication to each city and the commitment to building a thriving community is a common theme. Through our coordination and communication, the elected officials and city staff have been able to make educated and informed decisions for their futures.

SERVICES

- Capital Improvement Planning
- Street Layout and Design
- Trail and ADA Design
- Permitting and Compliance
- Planning and Reviewing Construction Projects
- Preparation of Assessment Rolls
- Plat and Site Review
- LGU Implementation
- Funding and Grant Writing Assistance
- City Park Development
- Water/Sewer/Stormwater Expertise
- Utility Studies
- GIS/Technical Mapping Services
- Surveying Services

CLIENT HISTORY



We're part of the communities we serve, working together to complete sustainable projects that improve lives. Below is a summary of when we started working for various cities and other clients:

Minnesota

1977 Kent	2008 Bertha	2018 Kandiyohi	2020 Akeley
1983 Lake Park	2010 Hector	2018 Barnesville	2021 Garfield
1990 Rothsay	2011 Sabin	2018 Redwood County	2021 Shelly
1991 Wolverton	2011 Dilworth	2019 Everts Township	2021 Comstock
1994 Moorhead	2012 Audubon	2019 Oklee	2021 Mahnomon County
2003 Ulen	2013 Waubun	2019 Grygla	2021 Melrose Township
2003 Dent	2013 Lida Township	2019 Hackensack	2021 Pelican Township
2003 Ada	2013 Ottertail County	2019 Becker County	2021 Langola Township
2003 Nielsville	2014 Bois de Sioux Watershed	2019 Fond du Lac Reservation	2021 Pillager
2004 Hawley	2014 Clarissa	2019 Cass County	2021 Kandiyohi County
2005 Callaway	2016 Dane Prairie Township	2019 Danube	2022 Lakeville
2006 Fergus Falls	2017 Verndale	2019 Dalton	2022 Fertile
2006 Erhard	2017 Hallock	2019 Braham	2022 Washington County
2006 Hendrum	2018 Erskine	2019 St. Augusta	2023 Bowlus
2007 Wheaton	2018 Plummer	2020 Milroy	2023 Wendell
2007 Wolf Lake	2018 Red Lake County	2020 Maplewood Township	2023 Spring Park
2007 Bejou	2018 Swanville	2020 Upsala	

North Dakota

1982 Casselton	2007 Leonard	2015 Maxbass	2020 Turtle Mountain Band of Chippewa Indians
1963 West Fargo	2007 Jud	2015 Petersburg	2021 Valley City
1966 Nome	2010 Sanborn	2016 Glen Ullin	2021 Drayton
1966 Oriska	2010 Lehr	2016 Medina	2021 Elgin
1967 Gardner	2010 LaMoure	2016 Wing	2021 Flasher
1988 Mapleton	2011 Fort Ransom	2016 Hazen	2021 Riverdale
1988 Christine	2011 Kathryn	2016 Towner	2021 Benedict
1988 Argusville	2011 ND State University	2016 Robinson	2021 Wilton
1972 Enderlin	2011 Fingal	2016 McClusky	2021 Linton
1972 Buffalo	2011 Verona	2016 Bismarck	2021 Strasburg
1973 Fargo	2012 Glenburn	2016 Harwood	2021 New Town Airport
1976 Page	2012 Napoleon	2017 Berthold	2021 Carson
1977 Portland	2012 Hazelton	2017 Davenport	2021 Almont
1977 Hunter	2012 Langdon	2017 McLean Sheridan Rural Water District	2021 McVie
1978 Hope	2012 Rolette	2017 Turtle Lake	2021 Hurdfield
1980 Fairmount	2013 Makoti	2018 Western Area Water Supply Authority	2022 Steele
1981 Cooperstown	2013 Leeds	2018 Williston	2022 Annamoose
1983 Finley	2013 Walhalla	2018 Mandan	2022 Kenmare
1984 Sheldon	2013 Cando	2018 Coleharbor	2022 Center
1987 Lisbon	2013 Michigan	2018 Regent	2022 Rhame
1989 Kindred	2013 Minot	2018 Horace	2022 New Leipzig
1989 Oxbow	2013 Garrison	2019 Ashley	2023 Zap
1991 Abercrombie	2013 Pick City	2019 Gackle	2023 Surrey
1998 Mayville	2013 New England	2019 Mott	2023 Selfridge
1999 Kulm	2013 Mandan, Hidatsa & Arikara Nation	2019 Moberge, SD	2023 Munich
2000 Harvey	2014 Beulah	2019 Sawyer	2023 Taylor
2002 Oakes	2014 Mayville State University	2020 Aneta	2023 Tuttle
2004 St. Thomas	2014 Sheyenne	2020 Tioga	
2005 Clifford	2015 Carpio		

At Moore, we value our client relationships. The reputation our teams have built with our existing clients is the basis for the repeat business that has fueled our firm's success for decades. We have provided references for multiple Public Clients that can speak to our team's ability and dedication to successfully lead a wide variety of projects from survey services to environmental to preliminary designs. Because of our varied experiences, we know how to ensure all aspects of projects are performed correctly to provide seamless integration with future project phases. We encourage you to reach out to each of these references to hear first-hand about their experience working with our team. Additional references can be provided at your request. We can also be available to discuss our relationship with each of these clients or provide additional details that may be needed by the City of Breezy Point to aid in your evaluation.

CITY OF SWANVILLE, MN

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Melissa Current, Clerk

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CITY OF DALTON, MN

Tanya Bakken, Clerk

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WADENA COUNTY, MN

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OTTER TAIL COUNTY, MN

Krysten Foster, PE, County Engineer

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kfoster@ottertailcounty.gov



5 Year Detailed and 10 Year Summary Capital Improvement Plan Services

Streets, Streetlights, Sidewalk & Trails - Pavement/surface condition inventory & color coded map, ranked individual project pages with descriptions, budgets for repair or replace estimates, schedule and funding sources for each section, streetlight and sidewalk & trails location recommendations with individual project pages

Total Cost Base Not to Exceed	\$50,000
--------------------------------------	-----------------

Optional Add-Ons

Gravel Streets - Assessment and color coded map, proposed individual project pages with descriptions, budgets for repair or replace estimates, funding sources

Cost	\$2,000
-------------	----------------

Street Sign Inventory, 5-Year Replacement Schedule, and Mapping

Cost	\$7,500
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Stormwater, Sanitary Sewer, Force Main, Manhole Inventory Map, and CIP

Cost	\$15,000
-------------	-----------------

10-Year Wastewater Televising Plan and Policies

Cost	\$5,000
-------------	----------------

*Note all project deliverables will be provided in standard importable format at no extra cost.



1808 East Fir Avenue
Fergus Falls, MN, 56537
218.998.4041
mooreengineeringinc.com

STREETS CAPITAL IMPROVEMENT PLAN

BREEZY POINT, MN

JUNE 7, 2024



WIDSETH

DAVE REESE PE, VP

Project Manager | Civil Engineer
218.316.3629
Dave.Reese@widseth.com

NICK PETERSON EIT

Project Engineer
218.316.3681
Nick.Peterson@widseth.com

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Brainerd/Baxter

7804 Industrial Park Road
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June 7, 2024

David Chanski, City Administrator
City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472
218.562.4441
dchanski@cityofbreezypointmn.us

Re: Proposal for Professional Services
Breezy Point Capital Improvement Plan

Dear David Chanski and Members of the Selection Committee:

The City of Breezy Point is taking the proactive planning strategy of completing a comprehensive Capital Improvement Plan (CIP). A CIP is a valuable planning document that prioritizes critical public improvement projects, determines when they need to be constructed and is used to manage fiscal outlays systematically and affordably. Forecasting future costs of essential capital improvements is sound municipal management. It's a responsible way to meet the City's future infrastructure needs and sustain its investment in existing streets and utilities, ensuring reliable service for its residents and commerce leaders.

Widseth has successfully worked with communities throughout the Brainerd Lakes Area to prepare and implement **CIPs tailored to the community's specific needs**. Sound growth takes sound planning. As your City Engineer for the past 14 years, we have a fundamental understanding of Breezy Point's infrastructure and will incorporate the City Council's vision and objectives into the plan. Working alongside your capable staff, this strong team will capture key elements resulting in a sound plan.

Thank you for the opportunity to provide our professional services to the City of Breezy Point. We are available to provide additional background or answer your questions.

Sincerely,



Dave Reese, PE
Project Manager | Civil Engineer
Vice President
218.316.3629
Dave.Reese@widseth.com



Nick Peterson, EIT
Project Engineer
218.316.3681
Nick.Peterson@widseth.com

WIDSETH INTRODUCTION

“

WIDSETH IS COMMITTED TO PRESERVING AND ENHANCING THE COMMUNITIES WE SERVE THROUGH CAREFUL STEWARDSHIP OF THEIR RESOURCES.

WIDSETH DISCIPLINES

- Aerial Mapping
- Architecture
- Civil Engineering
- Electrical Engineering
- Electrical Distribution
- Environmental
- Funding
- GIS
- Interior Design
- Land Surveying
- Landscape Architecture
- Marketing
- Mechanical Engineering
- Structural Engineering
- Water Resources



12
Locations

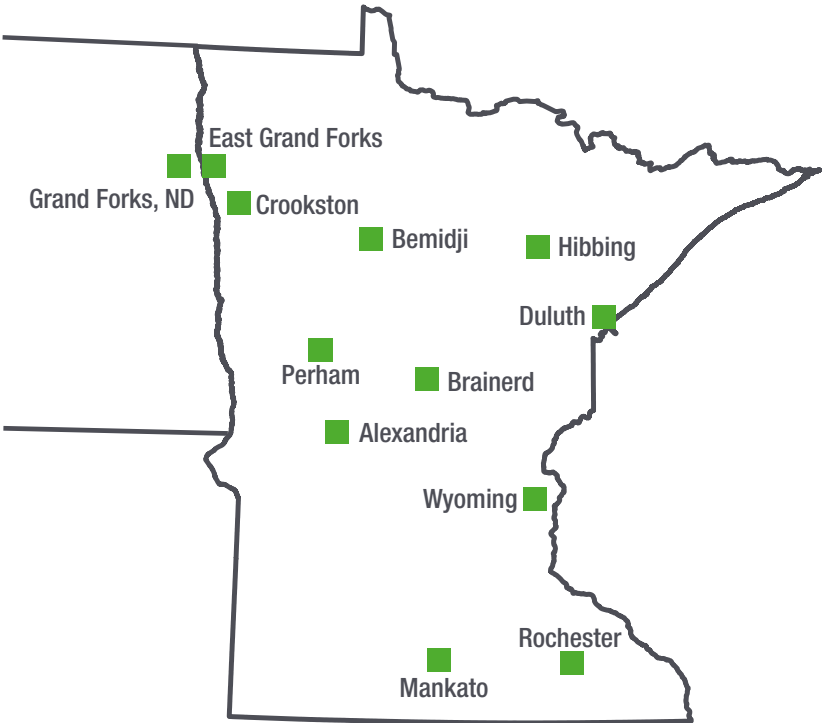


240+
Employees



MULTI
discipline
Planning & Design

Widseth is an engineering, architecture, land surveying, planning, and environmental services firm that was incorporated in 1975. We have twelve offices in Minnesota and North Dakota and over 240 employees. We create plans, design buildings, roads, bridges, water and wastewater systems. Our architectural portfolio includes recreation, schools, clinics, senior living, retail, offices, factories, historic buildings and more. Our engineering practice includes planning, civil, structural, mechanical and electrical engineers who work on a wide range of projects for public and private clients—from large-scale public works improvements to facility and site design for individual companies. Our land survey crews and environmental specialists work throughout the Midwest. Together, our multidiscipline team provides clients a complete package of services to lead their project from concept to completion.



PROJECT UNDERSTANDING

The City has made prudent decisions by annually budgeting to keep its existing facilities up to date and to address known capital improvement and maintenance needs. However, as existing streets, sanitary sewer, sidewalks, trails, signage, and street lighting inevitably reach the end of their effective service life, planning for feasible annual capital budgets becomes paramount to avoid a sizable cost impact to replace systems that have reached the failure stage. Nothing can be truer than the old oil filter slogan, “You can pay me now, or pay me later.” This is the same for municipal infrastructure. It is more palatable to keep up with infrastructure needs than to reach the end of the line and face a complete overhaul cost that the City cannot reasonably finance.

The primary objective of the City is to create a CIP that can be used to:

- Budget for capital improvements.
- Pursue applicable funding opportunities for grants.
- Provide a sound and transparent basis for the budgeting decisions that need to be made.
- Provide the City Council and support personnel with the information needed to plan effectively for sustainability and growth.

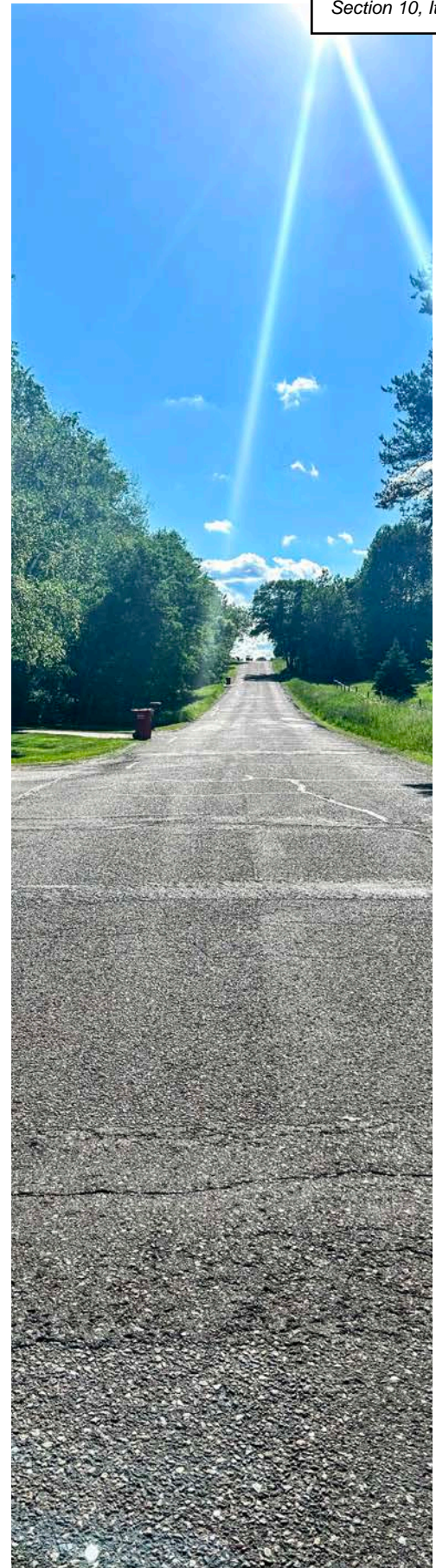
As a baseline, the City has identified the following infrastructure elements to be inventoried:

- Streets – paved, gravel, and un-built
- Streetlights
- Sidewalks
- Trails

In addition, the City is requesting separate add-on services to inventory:

- Sanitary sewer mains and structures
- Sanitary force mains
- Storm sewer mains and structures
- Street signs

Development of a televising record of mains and force mains is to be included.



The CIP will consist of a 5-year plan with a 10-year forecasting component. These plans will be provided in a software format (MS Office) that **City staff can utilize and update each year.**

Mapping of City facilities will incorporate the key CIP information including priorities, schedules, and costs.

The CIP will include the following specific information for each baseline element:

STREETS

- A pavement condition index rating (PCI, Pacer, or similar rating method tailor-made for the City as applicable) and associated map.
- Recommended budgeting numbers based on the condition assessment, recommended improvements, and timing.

STREETLIGHTS

- Mapping with recommended streetlight locations.
- Cost projections for the initial installation and future maintenance of a range of basic to decorative streetlight designs.

SIDEWALKS AND TRAILS

- Assessment of existing walkway conditions and ADA compliance inventory of ramps and transitions.
- Rating map of walkway conditions.
- Recommendations for repairs and expansions of existing walkways incorporating the Parks and Recreation Master Plan.
- Ranking and budget scenarios ranging from doing nothing to annual improvements based on recommended improvements.

ADD-ON SERVICES

STREET SIGNS

- Inventory City-owned street signs with retroreflectivity assessment and replacement plan and costs using approved evaluation methods.
- Create geospatial data files for inclusion in the City’s GIS.

SEWER MAINS

- Inventory the City’s sanitary gravity and force mains and manholes.
- Create a map that identifies the 5-year replacement plan for each segment.



- Provide a separate add-on price for a 10-year CIP and televising policy to include:
 - » Map identifying the mains to be televised over the subsequent 10-year period.
 - » Development of cost estimates for the televising.
 - » Preparation of a draft policy and solicitation for quotations to televising firms that may be used to incorporate televising of sanitary sewer facilities within planned street reconstruction corridors.

STORM SEWER MAINS

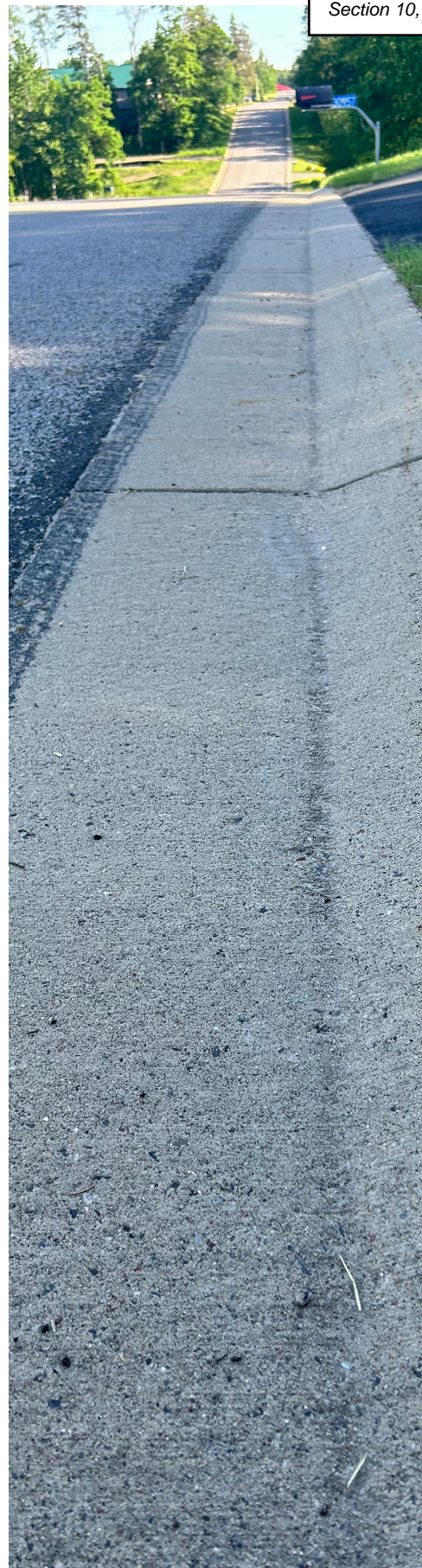
- Inventory the City's storm sewer facilities using as-built maps and on-site reviews with City staff.
- Prepare a map of the City's facilities that identifies the recommended replacement plan, schedule, and capacity factors.
- The CIP will include 5- and 10-year components for each segment with estimated costs.

SCHEDULE

We have provided a workplan with a schedule for each of the baseline and add-on services requested. The schedule is contingent upon issuance of a Notice to Proceed by July 2, 2024. Please refer to the Comprehensive Project Plan starting on page 6.

POTENTIAL CHALLENGES

- Availability, completeness, and accuracy of as-built information.
- Decisions on mapping accuracy desired and associated cost.
 - » We anticipate utilizing GIS technologies to create the data and maps requested in the RFP. The location of existing infrastructure is as accurate as the precision of the instrument used to obtain the data. This can be as low cost as Widseth (or City staff) utilizing a mapping grade GPS unit and cellphone to obtain an approximate 1-meter accurate geolocation of manholes, streetlights, signs, etc. The highest degree of accuracy would be completed by Widseth using an R-12 GPS base station and receiver/data collector to obtain geolocation within hundredths of a foot and elevation at each data point. The cost difference is noteworthy, but so is the quality and accuracy of the data. The City will decide what it prefers based on the value added.



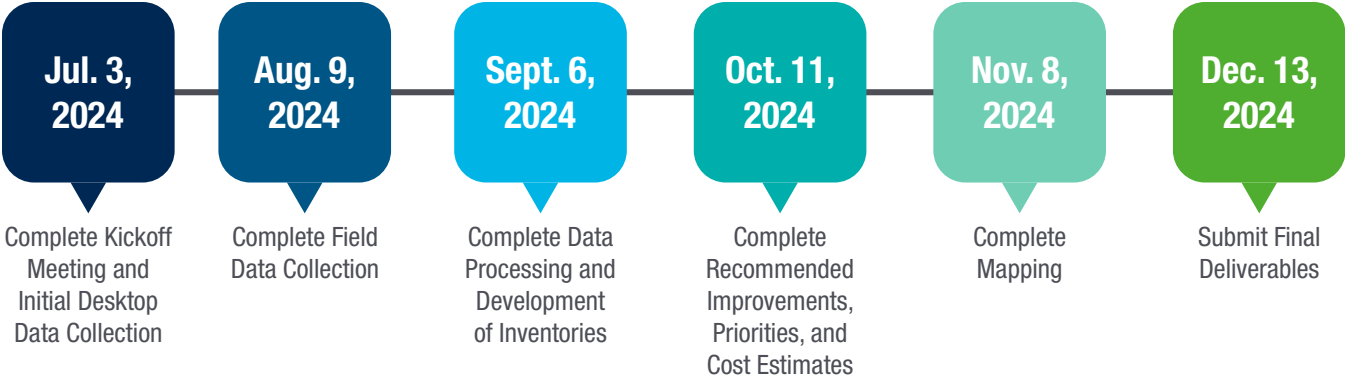
PROJECT MANAGEMENT



PROJECT MANAGEMENT

- We will implement regular status update meetings with City staff to review progress toward milestone dates.
- The communications plan will include David Reese and David Chanski as the main points of contact through which scope, schedule, fees, and invoicing will be managed.
- We anticipate completing all services in-house, under the management of the Widseth Project Manager.

MILESTONES



WORK & QUALITY MANAGEMENT PLAN

TASK	ELEMENT OF WORK	RESPONSIBILITY				SCHEDULE			CITY PARTICIPATION	NOTES
		WIDSETH CIVIL	WIDSETH GIS	WIDSETH ELECTRICAL	WIDSETH SURVEY	ESTIMATED START	TIME EFFORT	ESTIMATED COMPLETION		
1	STREETS, STREETLIGHTS, SIDEWALKS AND TRAILS CIP									
	Project Kickoff/Preliminary Data Collection Meeting	X				Week of 8-July-24	1-day		Participate in Preliminary Data Collection Meeting. Supply Additional Available Information as Requested, Assist With Public Notices, Review and Comment on Draft CIP	1, 2
	Preliminary Data/Record Collection	X	X			8-Jul-24	2-weeks	19-Jul-24		2
	Pavement Condition Assessment	X				29-Jul-24	2-weeks	9-Aug-24		
	Street Light Assessment	X		X						
	Sidewalk and Trails Assessment	X				12-Aug-24	3-weeks	25-Oct-24		
	Pavement Condition Summary and Map	X	X							
	Sidewalk and Trail Assessment Summary and Map	X	X							
	Recommended Streetlight Location Map and Design	X	X	X						
	Recommended Sidewalk and Trail Location Map	X	X							
	Draft 5-Year and 10-Year CIP and Budget	X		X						4
	Review of Draft CIP with City Staff	X				Week of 28-Oct-24				2
	CIP Modifications Based on Staff Input	X	X	X	4-Nov-24	2-weeks	15-Nov-24			
	Ways and Means Committee Presentation	X			Week of 18-Nov-24					2
	City Council Presentation	X			2-Dec-24					2
	Final CIP Preparation and Submittal	X	X	X	13-Dec-24	2-weeks	13-Dec-24			
1b	GRAVEL STREET IMPROVEMENT PLAN									
	Gravel Street Improvement Plan	X				12-Aug-24	2-weeks	25-Oct-24		4
	Incorporation of Gravel Street Improvement Plan into the CIP	X	X							
2a	STREET SIGN 5-YEAR REPLACEMENT PLAN									
	Street Sign Survey (GPS Location, Age and Reference Photo)	X	X		X	29-Jul-24	1-week	9-Aug-24	Provide Location for Placement of Calibration Signs, Assist With Public Notices, Review and Comment on Draft Replacement Plan	
	Street Sign Retroreflectivity Assessment (Calibration Signs Procedure)	X								2
	5-Year Sign Replacement Plan and Schedule	X	X			12-Aug-24	2-weeks	25-Oct-24		4
	Review of Draft Replacement Plan with City Staff	X				Week of 28-Oct-24				2
	Replacement Plan Modifications Based on Staff Input	X	X		4-Nov-24	2-weeks	15-Nov-24			
	Ways and Means Committee Presentation	X			Week of 18-Nov-24					2
	City Council Presentation	X			2-Dec-24					2
	Final Replacement Plan Preparation and Submittal	X	X		13-Dec-24	2-weeks	13-Dec-24			
2b	STREET SIGN GIS INCORPORATION									
	GIS Incorporation		X				2-days			5
3a	SANITARY SEWER SYSTEM CIP									
	Preliminary Data/Record Collection	X			X	8-Jul-24	2-weeks	19-Jul-24	Participate in Preliminary Data Collection Meeting. Supply Additional Available Information as Requested, Review and Comment on Draft CIP	2
	Sanitary Sewer System Assessment	X				29-Jul-24	2-days	9-Aug-24		2
	Long Range Sanitary Sewer Layout and Capacity Analysis	X				Week of 6-Mar-23	2-weeks	15-Nov-24		
	Draft 5-Year and 10-Year CIP and Budget	X								
	Review of Draft CIP with City Staff	X				Week of 28-Oct-24				2
	CIP Modifications Based on Staff Input	X	X		4-Nov-24	2-weeks	15-Nov-24			
	Ways and Means Committee Presentation	X			Week of 18-Nov-24					2
	City Council Presentation	X			2-Dec-24					2
	Final CIP Preparation and Submittal	X	X		13-Dec-24	2-weeks	13-Dec-24			

TASK	ELEMENT OF WORK	RESPONSIBILITY				SCHEDULE			CITY PARTICIPATION	NOTES
		WIDSETH CIVIL	WIDSETH GIS	WIDSETH ELECTRICAL	WIDSETH SURVEY	ESTIMATED START	TIME EFFORT	ESTIMATED COMPLETION		
3b	SANITARY SEWER TELEVISIONING PLAN									
	10-year Televising Plan, Map and Policy	X	X			29-Aug-24	1-week	15-Nov-24	Review and Comment on Televising Plan/Map, Policy and RFP Template	4
	Cleaning and Televising RFP Template									2
	Review Televising CIP, Map and Policy with City Staff					Week of 28-Oct-24				2
	Modify Documents Based on Staff Input					4-Nov-24	2-weeks	15-Nov-24		2
	Ways and Means Committee Presentation					Week of 18-Nov-24				2
	City Council Presentation					2-Dec-24				2
	Final Televising Plan, Map and Policy Preparation and Submittal		X			13-Dec-24	2-weeks	13-Dec-24		
4a	STORM SEWER SYSTEM CIP									
	Preliminary Data/Record Collection	X		X	X	8-Jul-24	2-weeks	19-Jul-24	Participate in Preliminary Data Collection Meeting. Supply Additional Available Information as Requested, Review and Comment on Draft CIP	2
	Storm Sewer Condition Assessment	X				7/29/2024	1-week	9-Aug-24		4
	Draft 5-Year and 10-Year CIP and Budget	X	X			4-Nov-24	2-weeks	15-Nov-24		2
	Review of Draft CIP with City Staff	X				Week of 18-Nov-24				2
	CIP Modifications Based on Staff Input	X				4-Nov-24	2-weeks	15-Nov-24		2
	Ways and Means Committee Presentation	X				Week of 18-Nov-24				2
	City Council Presentation	X				2-Dec-24				2
	Final CIP Preparation and Submittal	X	X			13-Dec-24	2-weeks	13-Dec-24		

NOTES

- 1 This schedule assumes the Council will award the consultant contract at the July 1, 2024 Council meeting,
- 2 City Staff attendance and/or input is required.
- 3 WIDSETH will provide City staff and Council with monthly project status reports summarizing the work completed, scheduled work and project budget status.
- 4 Work to be completed in the 11-weeks following data collection and draft CIP submittal to City Staff.
- 5 Can be completed for existing signs anytime after data collection and processing is complete.

CONSULTANT COST DETAIL

TASK	ELEMENT OF WORK	CONSULTANT LABOR CATEGORY / ESTIMATED HOURS / HOURLY RATES / COSTS								REIMBURSABLE EXPENSES	TOTALS
		WIDSETH									
		PROFESSIONAL LEVEL 5	PROFESSIONAL LEVEL 4	PROFESSIONAL LEVEL 3	PROFESSIONAL LEVEL 2	PROFESSIONAL LEVEL 1	TECHNICIAN LEVEL 3	TECHNICIAN LEVEL 1	ADMINISTRATIVE ASSISTANT		
		Tim Houle	Dave Reese David Jordan	Mark Reineke	Engineer 2	Nick Petersen Geographer 2	Civil Survey	Survey			
		\$195.00	\$180.00	\$172.00	\$148.00	\$125.00	\$122.00	\$90.00	\$75.00		
1a	STREETS, STREETLIGHTS, SIDEWALKS AND TRAILS CIP										
	Project Kickoff Meeting		4	4		4					
	Streets										
	Preliminary Data/Record Collection		2			2					
	Preliminary Street Map		2	2		2	8				
	Pavement Condition Assessment		4			30	30			\$200.00	
	Street Inventory and Pavement Condition Summary		2			8					
	Existing Pavement Condition Map		2	2		2	16				
	5-Year and 10-Year CIP with Budget	6	6			22			2		
	5-Year CIP Recommendations Map	1	1	0.5		2	4				
	Streetlights										
	Preliminary Data/Record Collection		2			2					
	Existing Streetlight Map					2	4				
	Recommended Streetlight Location Map		2			4	4				
	Streetlight Design Recommendations		2		2	2					
	CIP with Budget		2		2	6					
	Sidewalks and Trails										
	Preliminary Data/Record Collection	1	1			2					
	Preliminary Sidewalk Map		1			2	4				
	Sidewalk and Trail Assessment (Condition and ADA Compliance)	1	2			20	20			\$100.00	
	Sidewalk and Trail Inventory and Condition Summary	1	2			8					
	Existing Sidewalk and Trail Assessment Map		1			2	4				
	Recommended Sidewalk and Trail Location Map	2	2			8	4				
	5-Year and 10-Year CIP with Budget	4	4			14			2		
	Review of Draft CIP with City Staff	1	1			2					
	CIP Modifications Based on Staff Input		4			16	8		4		
	Presentations										
	Ways and Means Committee		2			2				\$40.00	
	City Council		2			2				\$40.00	
	CIP Modifications Based on Committee and Council Review		4			6	4		2		
	Final CIP Preparation and Submittal		2			4	2		2		
	Scheduling and Project Management	5	5								
	TOTAL TASK 1 HOURS	22	64	8.5	4	176	112	0	12		398.5
	TOTAL TASK 1 COSTS	\$4,290.00	\$11,520.00	\$1,462.00	\$592.00	\$22,000.00	\$13,664.00	\$0.00	\$900.00	\$380.00	\$54,808.00
	% OF TOTAL HOURS	3.10%	9.01%	1.20%	0.56%	24.77%	15.76%	0.00%	1.69%		56.09%
1b	GRAVEL STREET IMPROVEMENT PLAN										
	Existing Gravel Street Map		1			2	4				
	Gravel Street Improvement Plan	2	2			8	2				
	Incorporation of Gravel Street Improvement Plan into the CIP		2			4	2		1		
	Scheduling and Project Management	1	1								
	TOTAL TASK 2 HOURS	3	6	0	0	14	8	0	1		32
	TOTAL TASK 2 COSTS	\$585.00	\$1,080.00	\$0.00	\$0.00	\$1,750.00	\$976.00	\$0.00	\$75.00		\$4,466.00
	% OF TOTAL HOURS	0.42%	0.84%	0.00%	0.00%	1.97%	1.13%	0.00%	0.14%		4.50%
2a	STREET SIGN 5-YEAR REPLACEMENT PLAN										
	Street Sign Survey (GPS Location, Age and Reference Photo)						20	20			
	Street Sign Data Organization	1	1			4					
	Street Sign Retroreflectivity Assessment (Calibration Signs Procedure)					20				\$150.00	
	5-Year Sign Replacement Plan and Schedule	2	2			8			2		
	Scheduling and Project Management										
	TOTAL TASK 3 HOURS	3	3	0	0	32	20	20	2		80
	TOTAL TASK 3 COSTS	\$585.00	\$540.00	\$0.00	\$0.00	\$4,000.00	\$2,440.00	\$1,800.00	\$150.00	\$150.00	\$9,665.00
	% OF TOTAL HOURS	0.42%	0.42%	0.00%	0.00%	4.50%	2.81%	2.81%	0.28%		11.26%

TASK	ELEMENT OF WORK	CONSULTANT LABOR CATEGORY / ESTIMATED HOURS / HOURLY RATES / COSTS								REIMBURSABLE EXPENSES	TOTALS
		WIDSETH									
		PROFESSIONAL LEVEL 5 Tim Houle \$195.00	PROFESSIONAL LEVEL 4 Dave Reese David Jordan \$180.00	PROFESSIONAL LEVEL 3 Mark Reineke \$172.00	PROFESSIONAL LEVEL 2 Engineer 2 \$148.00	PROFESSIONAL LEVEL 1 Nick Petersen Geographer 2 \$125.00	TECHNICIAN LEVEL 3 Civil Survey \$122.00	TECHNICIAN LEVEL 1 Survey \$90.00	ADMINISTRATIVE ASSISTANT \$75.00		
2b	STREET SIGN GIS INCORPORATION										
	GIS Incorporation		2	2		4	8				
	Scheduling and Project Management	1	1								
	TOTAL TASK 4 HOURS	1	3	2	0	4	8	0	0		18
	TOTAL TASK 4 COSTS	\$195.00	\$540.00	\$344.00	\$0.00	\$500.00	\$976.00	\$0.00	\$0.00	\$0.00	\$2,555.00
	% OF TOTAL HOURS	0.14%	0.42%	0.28%	0.00%	0.56%	1.13%	0.00%	0.00%		2.53%
3a	SANITARY SEWER SYSTEM CIP										
	Preliminary Data/Record Collection		2			2					
	Preliminary Sanitary Sewer Map		2			4	4				
	Condition Assessment	1	1			4				\$75.00	
	Long Range Sanitary Sewer Layout	2	2			8	4				
	Future Capacity Assessment	2	2			8					
	5-year and 10-Year CIP with Budget	4	4			14			2		
	Sanitary Sewer System CIP Map		1			2	4				
	Scheduling and Project Management	3	3								
	TOTAL TASK 5 HOURS	12	17	0	0	42	12	0	2		85
	TOTAL TASK 5 COSTS	\$2,340.00	\$3,060.00	\$0.00	\$0.00	\$5,250.00	\$1,464.00	\$0.00	\$150.00	\$75.00	\$12,339.00
	% OF TOTAL HOURS	1.69%	2.39%	0.00%	0.00%	5.91%	1.69%	0.00%	0.28%		11.96%
3b	SANITARY SEWER TELEVISIONING PLAN										
	10-Year Televisioning Plan and Map	1	1			4	4				
	Televisioning Policy	2	2			4			1		
	Cleaning and Televisioning RFP Template	1	1			4			1		
	Scheduling and Project Management	1	1								
	TOTAL TASK 6 HOURS	5	5	0	0	12	4	0	2		28
	TOTAL TASK 6 COSTS	\$975.00	\$900.00	\$0.00	\$0.00	\$1,500.00	\$488.00	\$0.00	\$150.00		\$4,013.00
	% OF TOTAL HOURS	0.70%	0.70%	0.00%	0.00%	1.69%	0.56%	0.00%	0.28%		3.94%
4a	STORM SEWER SYSTEM CIP										
	Preliminary Data/Record Collection		2			2					
	Preliminary Storm Sewer Map		2			4	14	10			
	Condition Assessment	1	1			8				\$75.00	
	5-year and 10-Year CIP with Budget	2	2			8			2		
	Storm Sewer System CIP Map		1			2	4				
	Scheduling and Project Management	2	2								
	TOTAL TASK 7 HOURS	5	10	0	0	24	18	10	2		69
	TOTAL TASK 7 COSTS	\$975.00	\$1,800.00	\$0.00	\$0.00	\$3,000.00	\$2,196.00	\$900.00	\$150.00	\$75.00	\$9,096.00
	% OF TOTAL HOURS	0.70%	1.41%	0.00%	0.00%	3.38%	2.53%	1.41%	0.28%		9.71%
	TOTAL ESTIMATED PROJECT HOURS	51	108	10.5	4	304	182	30	21		710.5
	TOTAL ESTIMATED PROJECT COST	\$9,945.00	\$19,440.00	\$1,806.00	\$592.00	\$38,000.00	\$22,204.00	\$2,700.00	\$1,575.00	\$680.00	\$96,942.00
	% OF TOTAL HOURS	7.18%	15.20%	1.48%	0.56%	42.79%	25.62%	4.22%	2.96%		100.00%

ADDITIONAL KEY TASKS & CITY INVOLVEMENT



ADDITIONAL KEY TASKS

We anticipate using GIS technologies to create much of the infrastructure mapping to provide the City with the most effective inventory and planning tools.



ANTICIPATED CITY INVOLVEMENT

- Geographic Information System (GIS) Data and Mapping – Our GIS staff will work with City staff to coordinate mapping/database information sharing.
- City staff will provide available City records including surveys, as-built information, recent upgrades, and current maintenance expenditures.
- City staff will facilitate access to all infrastructure locations.
- City staff will participate in progress meetings and facilitate decisions about the scope (providing a system that is truly useable for City Staff), schedule, and fee management with the City Council.

RELEVANT QUALIFICATIONS

MUNICIPAL EXPERIENCE

Widseth serves as the City Engineer for Breezy Point, Jenkins, Pequot Lakes, Nisswa, Lake Shore, and many other rural municipalities throughout Minnesota. Our experienced professionals routinely provide engineering support to our client communities and are familiar with the challenges of City management. For each community we serve, we tailor processes and improvements to deliver the optimal solution according to their needs.

Infrastructure inventorying, assessment, planning, design, and construction administration are the primary functions we perform as City Engineer. Capital Improvement Planning and CIP updating are components of planning that we do regularly.

IN-HOUSE PROFESSIONALS

We have professionals on our staff with the appropriate expertise to complete the CIP process for the City of Breezy Point. These professionals include:

- Civil/Municipal Engineers
- Electrical Engineers
- GIS Specialists & Geographers
- Land Surveyors
- Landscape Architects
- Planners
- Funding Specialists

INDIVIDUALS ASSIGNED



DAVID REESE PE
Project Manager &
Principal Engineer



CHAD CONNER LS, CFEDS
Land Surveyor



NICK PETERSON EIT
Project Engineer



JILLIAN REINER PLA, ASLA
Landscape Architect



ALEX BITTER PE
Civil Engineer



LOGAN TJOSSEM AICP
Principal Planner



DAVID JORDAN PE
Electrical Engineer



TIM HOULE PE
Civil Engineer & Breezy Point
Primary Contact (2014-2021)



MARK REINEKE CMS, GISP
Geographer/GIS Manager



GAIL LEVERSON EDFP, MBA
Senior Funding Specialist

CITY OF BREEZY POINT ENGINEER

As your City Engineer since 2010, we have acquired extensive knowledge and experience with the City’s historical capital improvements and have designed much of its infrastructure. Tim Houle has served the City of Breezy Point for approximately 10 years, bringing invaluable expertise to the City and its Capital Improvement Plan (CIP). Throughout our tenure, we have established a strong working relationship with City Staff and City Councils. This insight, gained through our close collaboration, will enable us to **align the CIP closely with the City’s goals and objectives.**

CAPITAL IMPROVEMENT PLANS/UPDATES PREPARED BY WIDSETH

- City of Pequot Lakes, MN
- City of Nisswa, MN
- City of Lake Shore, MN
- City of Jenkins, MN
- City of Randall, MN
- City of Crosslake, MN
- City of Cuyuna, MN
- City of Baxter, MN
- Serpent Lake Sanitary Sewer District
- Garrison Kathio West Mille Lacs Lake Sanitary Sewer District
- Alexandria Lake Area Sanitary District

PROJECT PERSONNEL



DAVE REESE PE

Project Manager | Principal Engineer | Vice President

Dave has served as the City Engineer for several cities in the Brainerd area over the past 28 years, including the cities of Crosslake, Lake Shore, Garrison, Jenkins, and Randall. He also serves Breezy Point, Nisswa, Brainerd Public Utilities, and several area townships and counties with engineering support when needed and provides project management, project engineering, and engineering guidance on public and private projects throughout Minnesota. In addition to leading local governing units (LGU) with advancing rural infrastructure improvements, he has managed several county and state projects through initial study, environmental review, public planning process, design, and contract administration. Since joining Widseth in 1992, Dave has completed several environmental, roadway, trail, water and wastewater treatment, and utility improvement projects ranging from privately funded developments to State Aid and Federally funded enhancement projects with construction budgets ranging from \$100,000 to more than \$14 million.

License/Certification

Professional Engineer:
MN (23432),
ND (PE-8704),
WI (40374-6)

Certified SSTS
Advanced Designer:
MN (C3145)

MN Certification,
Erosion/Stormwater
Management: Design
of Construction
SWPPP

Education

Bachelor of Science,
Civil Engineering |
North Dakota
State University

RELEVANT EXPERIENCE

- Road and Wastewater Inventory and Capital Improvement Plan— Lake Shore, MN
- Road Inventory and Capital Improvement Plan— Jenkins, MN
- Road Inventory and Capital Improvement Plan— Crosslake, MN
- Facility Planning for Wastewater Collection and Treatment; Design and Construction— Crosslake, MN:
- Water Supply and Wastewater Facility Expansion Planning and Roadway Study— Nisswa, MN
- Facility Planning for Water Supply and Treatment; Funding and Design— Randall, MN
- Facility Planning for Wastewater Collection and Treatment; Funding and Design— Randall, MN



NICK PETERSON EIT

Project Engineer

Nick is responsible for aiding with site design projects, as well as linear projects. Responsibilities include assisting with production sheets, quantities, cost estimates, site layout, grading, stormwater management, and construction observation. Nick's experience has been gained through such projects as water system studies, water quality improvement, and road rehabilitation.

Education

Bachelor of Science,
Civil Engineering |
North Dakota
State University

RELEVANT EXPERIENCE

- County Road 145 Improvements Street Improvements— Lake Shore, MN
- Water Quality Improvement — Crosslake, MN
- Knollwood Drive Improvements— Baxter, MN
- Robinhood Way Improvements— Lake Shore, MN
- Street Improvements— Baxter, MN



TIM HOULE PE

Civil Engineer | Breezy Point Primary Contact (2014-2021) | Vice President

Tim has a broad background in working with City Staffs and City Councils on budgeting, prioritizing, and adjusting infrastructure investments and improvements. Tim’s experience includes roadway, pavement, storm drainage, utility (sanitary sewer and watermain), water system, wastewater systems, and site improvements. He has experience with multiple permitting agencies as well as funding assistance agencies. He is adept at accounting for and incorporating State, County, and other Agencies’ requirements into projects.

License/Certification

Professional Engineer:
MN (25132)

Education

Bachelor of Science,
Civil Engineering |
North Dakota
State University

Tim has served as City Engineer through the years and assisted the following Cities with projects, budgeting, and various levels of complexity and types of Capital Improvement Plans:

- Pequot Lakes, MN
- Cuyuna, MN
- Garrison, Kathio, West Mille Lacs Lake Sanitary District
- Garrison, MN
- Crosby, MN
- Backus, MN
- Little Falls, MN



MARK REINEKE CMS, GISP

Geographer | GIS Manager | Associate in the Firm

Mark is an Associate in the firm with more than 25 years’ experience in spatial analysis, mapping, and Geographic Information Systems (GIS). He coordinates GIS projects among the firm’s offices and manages Widseth’s extensive spatial database. Mark assists and advises project teams by providing analysis, mapping, and technical support necessary for overall project success. His varied cartographic works include museum displays, published works in books, numerous thematic maps and graphics for Environmental Assessment Worksheets (EAW), Environmental Impact Statements (EIS), engineering reports, and comprehensive plans. Mark works extensively with Lidar, deriving project specific datasets and the development of hydrologic applications and is an active member on the MN Geospatial Advisory Council’s 3D Geomatics Steering Committee (3DGeo) and the MN GIS/LIS Board of Directors.

License/Certification

Certified Mapping
Scientist:
GIS/LIS (GS291)

Certified GIS
Professional (52240)

Education

Bachelor of Science,
Geography | University
of Minnesota

RELEVANT EXPERIENCE

- Comprehensive Street Condition Surveys—Alexandria, Lake Shore, Vergas, Glenwood, and Breckenridge, MN
- Gull Lake Trail Development—Lake Shore and Nisswa, MN
- ADA Compliance Survey/Reporting—Alexandria, Baxter, Morris and Bemidji, MN; Grant, Morrison, and Todd County, MN
- Municipal GIS Implementations—Pequot Lakes, Lake Shore, and Pillager, MN



DAVID JORDAN PE
Electrical Engineer | Vice President

David has a diverse background in design and construction, encompassing various aspects of the field. He possesses expertise in reviewing complete sets of plans and specifications to ensure coordination and compliance with the owners’ requirements. One of David’s primary concerns is the practicality of each project, considering how easily the system can be operated by the owner and constructed by the contractors. He also places great emphasis on cost considerations for both construction and operation. David is at the forefront of exploring cutting-edge technologies and their potential application in upcoming projects. While he is interested in learning about the latest advancements, he understands the importance of using proven products and methods to ensure successful outcomes.

License/Certification

Professional Engineer:
MN (42696),
IL (135-0336),
MI (6201312094),
ND (29792),
WI (36353-6)

Education

Bachelor of Science,
Electrical Engineering
| University of
North Dakota

- City of Duluth—Duluth, MN
 - » Grand Ave Street Lighting
 - » Woodland Ave Street Lighting and New and Replacement Signal Systems
- City of Cook Street Lighting—Cook, MN
- City of Chisholm Street Lighting—Chisholm, MN





WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

Alexandria | Bemidji | Brainerd | Crookston | Duluth | East Grand Forks
Grand Forks | Hibbing | Mankato | Perham | Rochester | Wyoming



A PROPOSAL FOR

Streets Capital Improvement Plan

FOR THE CITY OF BREEZY POINT

June 7, 2024

David Chanski
City Administrator
8319 County Road 11
Breezy Point, MN 56472



Re: Proposal for Streets Capital Improvement Plan for the City of Breezy Point

Dear David,

On behalf of WSB, I would like to express our gratitude for the opportunity to submit our qualifications for your consideration. WSB has assembled a team of industry-leading professionals and support staff, capable of meeting the diverse and comprehensive needs of this project. Our expertise in technology and digitalization has enabled us to streamline the data collection process and the evaluation of assets as outlined in your Request for Proposals. These technological advancements ensure that the City of Breezy Point receives data that is reliable, consistent, and cost-effective. We offer the following keys for a successful project:

Experienced Project Management | WSB’s project manager, Paul Sandy, PE, brings extensive experience in the public sector, having served as Assistant City Engineer and City Engineer for the City of Brainerd for eight years. Paul annually created and maintained Brainerd’s comprehensive 5-year capital plan and developed its pavement management system and protocols. His diverse background in public works, engineering, and asset management in both public and private sectors provides the City of Breezy Point with unparalleled value and a unique perspective on CIP planning and implementation.

Industry-Leading Asset Management | WSB boasts a deep bench of resources skilled in asset management planning and implementation. Our Baxter office is well-equipped to provide solutions for the City of Breezy Point, ensuring the maintenance of existing assets while offering guidance and plans for future asset additions. WSB will collaborate with the City to provide scalable solutions, define a clear vision, and develop performance strategies, targets, and comprehensive plans for asset lifecycle management, financial planning, and investment strategies.

Advanced Data Collection, Mapping, and Analysis | WSB proposes utilizing Cyvl.ai, a vehicle-mounted sensor array that utilizes artificial intelligence, to perform street assessments and inventories of streetlights, signs and other roadway assets. This technology ensures consistent, accurate, and dependable data, reducing the need for fieldwork and consequently lowering costs and data inconsistencies. Additionally, it provides high-resolution imagery, including 360 street view imagery, that can be integrated into any GIS-based platform for future use by the City.

Please feel free to contact me at 320.630.4657 or psandy@wsbeng.com with any questions regarding our qualifications or availability.

Sincerely,
WSB

 Paul Sandy, PE
Project Manager



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Firm Overview



Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

1,250+
STAFF

50+
SERVICE AREAS

46
OFFICES

10
STATES

Alternative Project Delivery | Asset Management | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind



Understanding

The City of Breezy Point is seeking professional services to develop a comprehensive Capital Improvement Plan (CIP) that includes a detailed 5-year plan and a 10-year summary.

This CIP will cover streets, streetlights, sidewalks, trails, sanitary sewers, stormwater infrastructure, and signage. The CIP aims to enable the City to budget effectively and consistently for capital improvements, secure future grants to help finance these improvements and maintain assets, create transparency in the budgeting process, and support policy makers and elected officials in planning for future asset maintenance and additions.

The scope of work encompasses the following key elements, further detailed in WSB’s Project Approach and Work Plan included in this proposal:

Inventory

Conduct a comprehensive inventory of all City-owned streets, streetlights, sidewalks, and trails.

Assessment, Ranking, & Cost Estimates

Evaluate the inventoried assets using general engineering principles, including:

STREETS (PAVED ROADS)

Perform a detailed assessment of each street and compile a street profile based on the inventory and scoring. This includes a PCI rating (0-100) for all City-owned bituminous paved streets, field observations, functional classification, general condition, and proposed timelines and construction methods for rehabilitation or reconstruction, complete with estimated costs, to be included in a detailed capital improvement plan summary.

STREETLIGHTS

Develop and assess a policy for streetlight placement, providing recommended locations, implementation policies, and associated costs, including anticipated capital costs, design, operating costs, lifespan, and replacement costs.

SIDEWALKS AND TRAILS

Conduct a detailed assessment of all City-owned sidewalks and trails in compliance with the Americans with Disabilities Act (ADA) and MnDOT Accessibility Standards (PROWAG). Provide a ranking and condition profile, along with recommendations for future improvements and additions, cost estimates for various scenarios, and a budget for new infrastructure installation and future maintenance costs.

MAPPING

As part of the inventory and assessment process, WSB will map all current assets. The final CIP report will include multiple map formats, such as:

- Inventory maps of current street, streetlight, and sidewalk assets.
- Color-coded maps based on PCI, ranking, and assessment results.
- Maps outlining future additions to streetlight, sidewalk, and trail systems, prioritized based on policy guidance developed during the work plan.

■ Additional Services

The City also requests WSB provide the following additional services, detailed in the Project Approach and Work Plan:

STREET SIGN INVENTORY, ASSESSMENT, PRIORITIZATION, AND COST ESTIMATES

Complete an inventory and assessment of City-owned street signs for compliance with MMUTCD retroreflective standards. Provide cost estimates for replacing non-compliant signs within the 5-year detailed CIP.

SANITARY SEWER GRAVITY AND FORCEMAIN INVENTORY, ASSESSMENT, PRIORITIZATION, MAPPING, AND COST ESTIMATES

Inventory and assess sanitary sewer gravity and forcemains, evaluating condition and replacement needs based on installation date, materials, and future capacity. Prepare a color-coded map detailing installation dates, capacity needs, and materials, with cost estimates for planned replacements within the 5-year detailed and 10-year summary CIP.

SANITARY SEWER TELEVISIONING SCHEDULE, MAPPING, POLICY AND TEMPLATE RFP

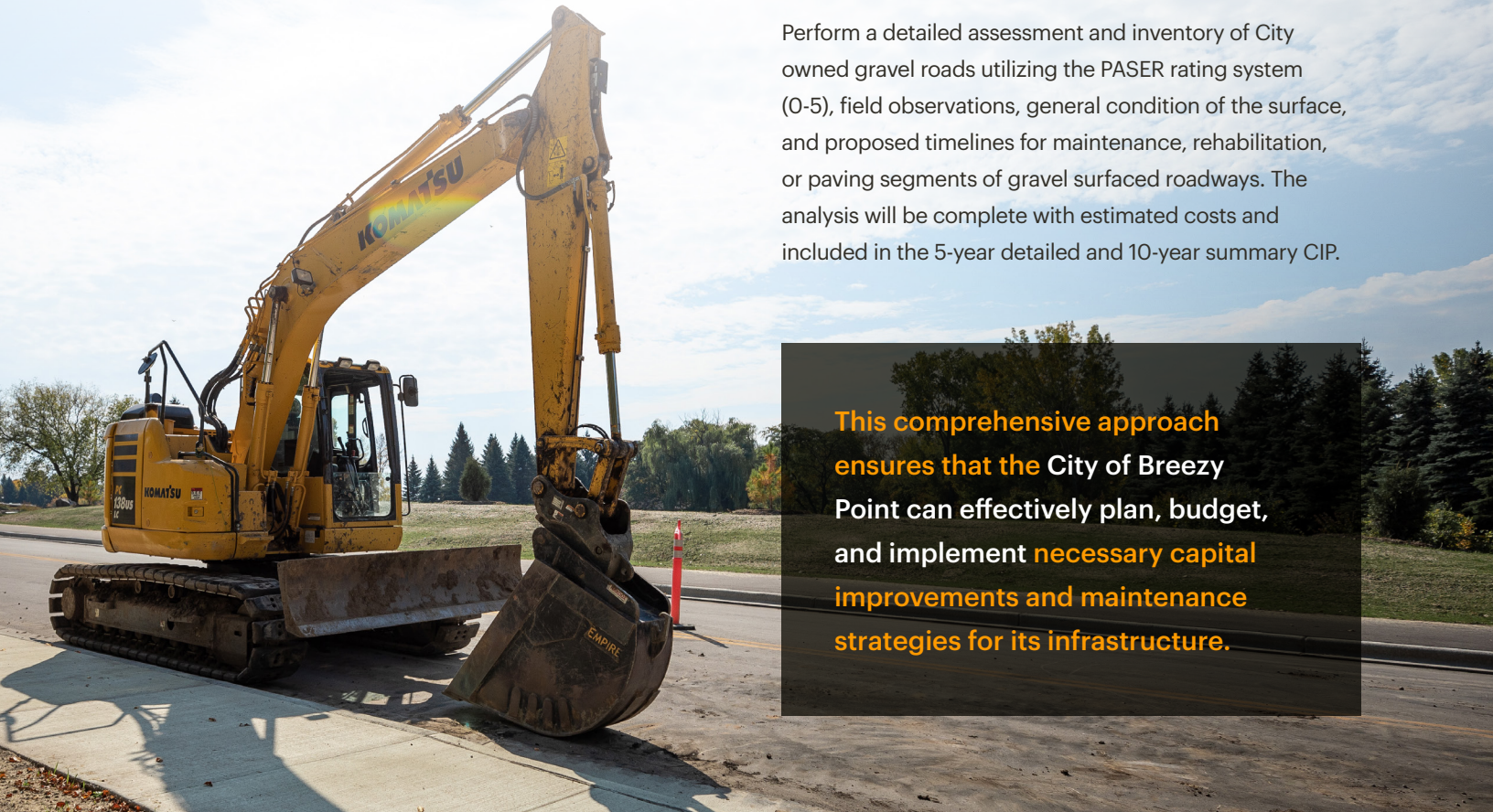
Prepare a map outlining segments of sanitary gravity and forcemains for televising over the next 10 years based on age and condition and develop a template RFP for future televising service solicitations.

STORM SEWER INVENTORY, ASSESSMENT, PRIORITIZATION, MAPPING, AND COST ESTIMATES

Inventory and assess all City-owned stormwater systems using construction drawings, visual inspections, and staff interviews. Prepare a color-coded map prioritizing replacements based on age and condition, with cost estimates for the 5-year detailed and 10-year summary CIP.

GRAVEL ROAD ASSESSMENT AND ASSET INVENTORY

Perform a detailed assessment and inventory of City owned gravel roads utilizing the PASER rating system (0-5), field observations, general condition of the surface, and proposed timelines for maintenance, rehabilitation, or paving segments of gravel surfaced roadways. The analysis will be complete with estimated costs and included in the 5-year detailed and 10-year summary CIP.



This comprehensive approach ensures that the City of Breezy Point can effectively plan, budget, and implement necessary capital improvements and maintenance strategies for its infrastructure.



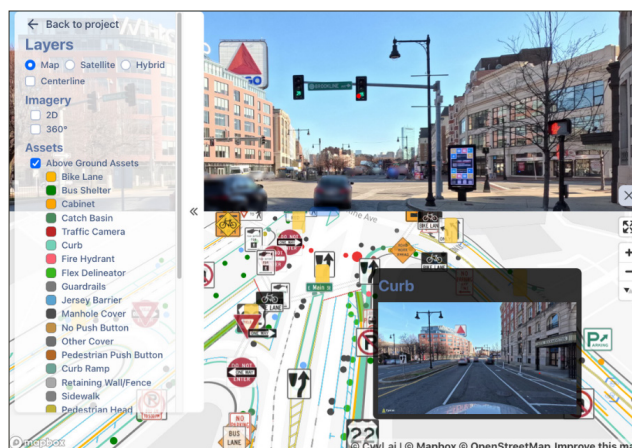
Approach to Scope of Services

Basic Services

TASK 1:

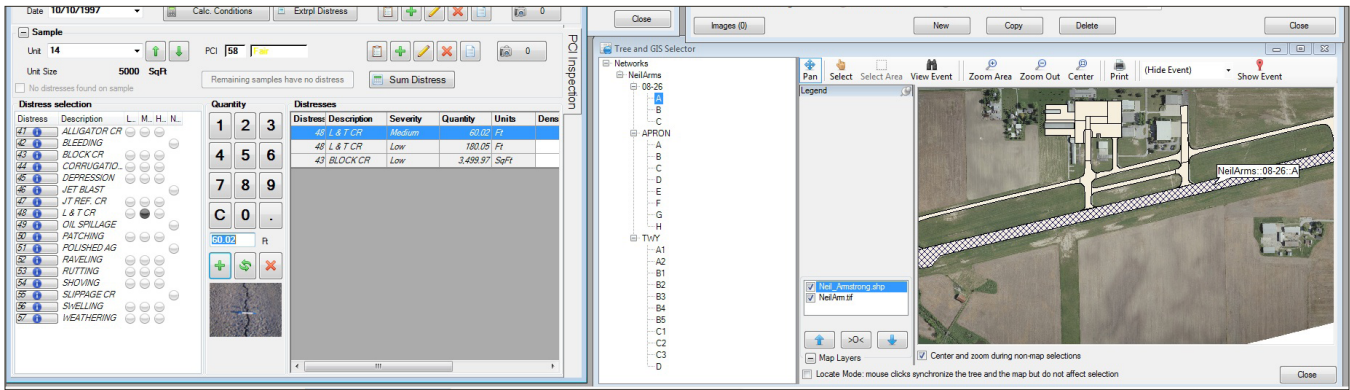
Street Inventory and Assessment (Basic Service)

WSB will use Cyvl.ai, a vehicle-mounted artificial intelligence technology, to collect and assess street assets, providing a Pavement Condition Index (PCI) rating for each street segment. This technology will also inventory other right-of-way assets such as manholes and street signs and provide 2D and 360° imagery that is geotagged for incorporation in GIS, enhancing the project's value at no additional cost. By collecting detailed LiDAR data, Cyvl.ai will identify street widths, curb and gutter presence, and other relevant street characteristics and infrastructure such as manhole and catch basin castings to assist in cost estimation and as-built map verification. This method will significantly reduce fieldwork time required to collect roadway data versus the traditional walking the pavement method and also provides the City of Breezy Point a dataset from which they can process to identify, locate, and inventory almost any roadside asset they want at a later date if desired.



STREET ASSESSMENT AND ASSET INVENTORY USING CYVL.AI (PAVED ROADS)

Cyvl.ai identifies pavement distresses per the latest version of ASTM D6433, including but not limited to longitudinal and transverse cracking, alligator cracking, block cracking, and potholing, to compile the data into an overall PCI score. The technology captures information at normal driving speeds, building a 3D model of the environment. The proprietary AI processes the imagery and LiDAR data to develop a PCI rating for each street segment. The same data that was collected to produce a PCI score is then utilized to detect other roadway assets which are processed to include asset locations and photos that are combined into a shapefile as a deliverable. The resulting data is spatially accurate to sub-meter levels and integrates seamlessly with GIS platforms.



STREET ASSESSMENT USING PAVER

Once Cylv.ai processes the data, it will be exported into PAVER software. PAVER™, short for Pavement Maintenance Management System, was originally developed in the late 1970s to assist the Department of Defense (DOD) in managing maintenance and repair (M&R) for its extensive inventory of pavements. It has been continually refined and updated by Colorado State University’s PAVER Center and has been the industry standard for modeling pavements for decades. Utilizing the PAVER platform WSB staff will:

- Perform quality control checks on all inspection data and address unexpected results with the City, referencing maintenance records or as-builts.
- Create a detailed Esri ArcGIS map showing the condition of each roadway.
- Generate Excel tables highlighting the current ratings and condition of each roadway segment for future modifications.



WSB will then analyze different scenarios, including:

- Needed annual funding commitment and mean PCI rating for all paved City streets over the five-year and ten-year CIP period. This scenario is utilized to show at what level the City should be budgeting to either maintain their current system or reach a desired system wide PCI.
- A “do nothing” scenario to determine the mean PCI rating if no investments are made over five and ten years. This scenario is used as a baseline to show what happens to the City’s pavement system if no action is taken.
- Costs to replace each street segment with a PCI rating of 70 or higher. This is a useful scenario to show that its not realistic to maintain a system where every roadway segment is in a good condition. Having roadways with varying PCI scores is essential to be able to be able to effectively maintain the roadways within a community.
- Recommendations for reconstruction or rehabilitation based on the City’s current and planned budget parameters. A budget constrained scenario is always a necessary model to review. This will show how to best manage the system with the resources at hand and what the overall system trend will be if the current course is maintained. It’s a good health check to see if current funding is adequate or if there is a need to start looking for additional or alternative funding sources.

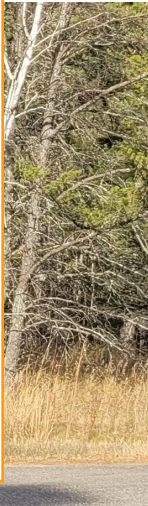
ESRI ARCGIS MAPPING

WSB will provide the City with Esri ArcGIS layer files created during the street assessment, if the City has an existing Esri AGOL Account. All pavement and asset data collected is available in a shapefile format.



TASK 1 DELIVERABLES

- Esri ArcGIS PCI rating map of all City street segments
- PCI rating table for all City street segments (Excel format).
- Esri ArcGIS integrated high-resolution photos.
- **Added value:** street sign inventory and mapping (Excel and Esri format), street high-resolution imagery, LiDAR data, and pavement management program discussions in CIP documents.
- Final report summarizing budget scenarios, PCI data, maintenance techniques, service life graphs, and other pavement management information (PDF format).
- **Added value:** Esri ArcGIS layer file for all street inventory and assets.
- **Added value:** Shared maps and data via ArcGIS Online, if the City has an existing Esri account.



TASK 2:

Streetlight Policy and Assessment (Basic Service)

WSB will collaborate with City staff to develop a policy for future streetlight placement, including criteria, design, capital costs, service costs, maintenance, and replacement costs. This policy will align with City priorities and budget parameters as part of the 5-year detailed and 10-year summary CIP.



EXPERT INVOLVEMENT

Erik Sieberlich, from WSB's traffic group, will lead this effort. Erik has extensive experience providing lighting plans, cost analyses, and assessments for multiple jurisdictions.

ESRI ARCGIS MAPPING

WSB will provide the City with Esri ArcGIS layer files from the streetlight assessment and policy implementation at no additional cost.

TASK 2 DELIVERABLES

- Streetlight policy for placement criteria, design, capital costs, service costs, maintenance, and replacement costs
- Technical summary memorandum
- **Added value:** Esri ArcGIS layer file for proposed streetlight policy implementation
- Shared maps and data via ArcGIS Online, if the City has an existing Esri account

TASK 3:

Sidewalk Inventory and ADA Assessment (Basic Service)

WSB will conduct a full assessment and ADA audit of all City-owned sidewalks, curb ramps, trails, and pedestrian infrastructure, utilizing a process developed in collaboration with MnDOT over the past nine years. Logan Nelson, a full-time WSB employee contracting with MnDOT's ADA Unit, will lead this effort, bringing extensive experience in project scoping, field walks, and ADA compliance.

Documentation from these inspections includes generating GIS data over aerial imagery, recording observations, recording slopes and sidewalk/trail deficiencies, and taking photographs.

FIELD WORK AND DATA PROCESSING

WSB staff will conduct field inventories, documenting conditions, slopes, and other relevant data per the RFP and ADA/PROWAG requirements. This data will be processed in an office environment using Esri ArcGIS, creating detailed maps and reports. Sidewalk and trail segments will be rated on a 1-4 scale to prioritize

replacements within the 5-year and 10-year CIP. Data from the field will be utilized to calculate quantities for cost estimating purposes, and associated cost estimates will be generated utilizing pre-created estimate sheets utilizing average unit prices for work, contingencies, and known conflicts with utilities. Cost estimates will be compiled and placed into the CIP with budget parameters and constraints considered.

NEW SIDEWALK AND TRAIL RECOMMENDATIONS

WSB will work with City staff to identify new sidewalk and trail segments, considering the City's Parks and Trails Master Plan and other priorities the City has for additional multi-modal infrastructure. Cost estimates for new segments will be included in the CIP document as agreed upon between City staff and WSB and based on budget parameters and guidelines set forth during the discovery process.

ESRI ARCGIS MAPPING

WSB will provide Esri ArcGIS layer files from the sidewalk assessment and new sidewalk/trail recommendations at no additional cost.



TASK 3 DELIVERABLES

- Field walk inventory sheets, maps, and photographs (PDF format)
- Inventory and assessment notes, quantity assessments, and replacement calculations (Excel format)
- **Added value:** Esri ArcGIS maps and layer files for all ADA infrastructure inventory and assessments
- Cost data sheets (Excel format)
- **Added value:** Shared maps and data via ArcGIS Online, if the City has an existing Esri account.

TASKS 4-8 ARE IN THE **ADDITIONAL SERVICES** SECTION



TASK 9:

Final Report (Basic Service)

Upon completing all inventories, assessments, ratings, reports, technical memorandums, and cost estimates, WSB will compile the 5-year detailed and 10-year summary CIP documents into a final report. This report will consist of findings from the inventories and assessments, graphs, tables, photos, and figures to inform the reader about the process and information collected during the project. The report will include appendices of all reports, technical memos, cost spreadsheets, maps, and data collected during the inventory and assessment process.

WSB will compile project profile sheets for each proposed project included in the 5-year detailed and 10-year summary CIP. These project profiles will contain write-ups of the project scope of work, associated costs, need statements (based on the asset assessments), photographs, and costs related to each asset category. The project reports will vary slightly depending on whether the project is part of the 5-year detailed or 10-year summary CIP. WSB will provide appropriate levels of contingency based on construction type and risk, along with estimating inflation based on construction year for each improvement project.

WSB will work closely with City staff to ensure each project scope and budget meets the City’s financial constraints and outlook so that the plan is easily

implementable. The goal of the summary reports is to provide a detailed 5-year and summary 10-year review of upcoming construction projects and a high-level cost to complete the proposed improvements.

- TASK 9 DELIVERABLES**
- Project final report and appendices

PROJECT PRESENTATION MEETING

Once the final report is completed and reviewed with City staff, WSB will attend in-person meetings with the City (committees and Council) as directed by staff. The presentation will include a full overview of the process and final report. Any modifications requested at those meetings will be incorporated into the document and presented to the City Council for final approval.

- DELIVERABLES**
- Attendance at three (3) meetings based on staff direction



Additional Services

TASK 4:

Street Sign Inventory, Assessment, Prioritization, and Cost Estimate (Additional Service)

As an added value, WSB will collect the street sign inventory as part of the street inventory process using Cylv.ai. This additional service will include assessing and rating all street sign inventories, providing the City with a 5-year replacement schedule for non-compliant right-of-way signage.

The process includes reviewing signage for compliance with federal retroreflectivity requirements as outlined in the Manual on Uniform Traffic Control Devices (MUTCD). WSB will use the comparison signs procedure to visually observe prefabricated signage known to be at or above the minimum levels. Signs that are clearly below the minimum level will be recorded as needing replacement. Marginal signs close to the calibration sign will be re-evaluated side by side with the calibration sign using a flashlight. If the sign does not meet the minimum retroreflectivity level, it will be noted for replacement.

WSB will prioritize and provide cost data for a 5-year replacement plan for all signs not meeting the minimum requirements. As an added value, the ArcGIS layer file and mapping from the inventory will be updated with the assessment data and provided to the City at no cost.

TASK 4 DELIVERABLES

- **Added value:** Esri ArcGIS maps and layer files for all sign inventory and assessments
- Cost data sheets (Excel format)
- **Added value:** Shared maps and data via ArcGIS Online, if the City has an existing Esri account



TASK 5:

Sanitary Sewer Gravity and Forcemain Inventory, Assessment, Prioritization, Mapping, and Cost Estimates (Additional Service)

WSB will conduct a detailed discovery meeting with the City to transfer as-built plans (digital or hard copy), pre-existing mapping, and other files to begin the inventory and assessment of City-owned sanitary sewer main infrastructure.

Esri's ArcGIS Pro software will be used to map the entire system, including infrastructure related to manholes,

lift stations, and other utility infrastructure. The finalized datasets will be within a hybrid version of Esri's Local Government Information Model (LGIM), allowing attributes such as invert elevation, high-pipe elevation, and material type to be collected during the project, providing the City with a solid data foundation for the future.

After completing the details and mapping, WSB will perform a cursory review of the systems to identify any information gaps. If gaps exist, WSB recommends a site visit or coordination with City staff to review and correct the missing information, adding it to the mapping and inventory. City as-builts and existing mapping will be used to document age, material type, and other information from the plans.

WSB will assign ratings and prioritize improvements based on age and material type. These condition assessments will be coupled with street ratings to analyze logical projects for sewer replacements, also considering trenchless technologies like cured-in-place pipe (CIPP), pipe bursting, or directional drilling as more appropriate methods rather than full replacement.

The 5-year detailed and 10-year summary CIP replacement plans will include Esri ArcGIS mapping and pricing for each segment identified for rehabilitation or replacement through the inventory and assessment, along with associated risks and contingencies such as construction method (depth, high flow, condition, etc.).

Esri integration and mapping are critical parts of WSB's services. As an added value, WSB will provide the City with the appropriate GIS layer files from the maps created during the sewer main assessment at no additional cost.

TASK 5 DELIVERABLES

- Agenda and minutes from City discovery meeting (PDF format)
- **Added value:** Esri ArcGIS layer files of all rated, inventoried, and assessed sanitary sewer infrastructure
- Color-coded Esri ArcGIS mapping (PDF format)
- **Added value:** Shared maps and data via ArcGIS Online, if the City has an existing Esri account
- Cost estimates for reconstruction or rehabilitation projects (Excel format)

TASK 6:

Sanitary Sewer Televising Schedule, Mapping, Policy, and Template RFP (Additional Service)

WSB will prepare a draft policy, a 10-year sanitary sewer televising plan, Esri ArcGIS mapping of the proposed 10-year televising schedule, and a draft RFP for televising services that the City may utilize in the future.

Paul Sandy will lead this effort. As the City Engineer/Public Works Director in Brainerd, Paul led the City's televising, scheduling, and cleaning efforts, utilizing city-owned televising equipment and a sewer vector truck, and creating and updating the City's sanitary sewer televising and cleaning policy. This policy was created to document and reduce City liability for sewer backups that are out of the City's control.

TASK 6 DELIVERABLES

- Sanitary sewer televising policy (Word format)
- 10-year televising schedule (Excel format)
- Color-coded Esri ArcGIS mapping (PDF format)
- Draft RFP for televising services (Word format)

TASK 7:

Storm Sewer Inventory, Assessment, Prioritization, Mapping, and Cost Estimates (Additional Service)

WSB will initiate this task by holding an in-depth discovery meeting with the City. During this meeting, WSB will gather as-built plans (whether digital or hard copy), pre-existing maps, and other relevant files to commence the inventory and evaluation of the City-owned storm sewer infrastructure. To address any data gaps identified in the meeting, WSB will also conduct interviews with City staff. Utilizing Esri's ArcGIS Pro software, WSB will map the entire stormwater system, covering infrastructure elements such as manholes, catch basins, ponds, and other related structures. The resulting datasets will be integrated into a hybrid version of Esri's Local Government Information Model (LGIM), capturing attributes like invert elevation, high-pipe elevation, and material type throughout the project. This process will provide the City with a robust data foundation for future use.

Following the detailed data collection and mapping, WSB will carry out a preliminary review of the systems to pinpoint any remaining information gaps. Should any gaps be identified, WSB will suggest a site visit or further coordination with City staff to review and rectify the missing information, which will then be incorporated into the mapping and inventory. The as-built plans and existing mapping will be used to

document details such as the age, material type, and other relevant information from the plans. WSB will assign ratings and prioritize improvements based on factors like age and material type. These condition assessments will be combined with street ratings to identify logical projects for storm sewer replacements. Additionally, trenchless technologies such as cured-in-place pipe (CIPP) will be considered as potentially more suitable methods for storm infrastructure rehabilitation compared to full replacement.

The project will result in detailed 5-year and summarized 10-year Capital Improvement Program (CIP) replacement plans, which will include Esri ArcGIS mapping and cost estimates for each segment identified for rehabilitation or replacement. These plans will also outline associated risks and contingencies based on various factors such as construction method, depth, high flow conditions, and system condition. The integration of Esri mapping is a crucial component of WSB's services. As an added benefit, WSB will provide the City with the appropriate GIS layer files generated during the sewer main assessment at no additional cost.



TASK 7 DELIVERABLES

- Agenda and minutes from City discovery meeting (PDF format)
- **Added value:** Esri ArcGIS layer files of all rated, inventoried, and assessed storm sewer infrastructure
- Color-coded Esri ArcGIS mapping (PDF format)
- **Added value:** Shared maps and data via ArcGIS Online, if the City has an account with Esri
- Cost estimates for reconstruction or rehabilitation projects (Excel format)

TASK 8:

Gravel Street Assessment and Asset Inventory (Additional Service)

In addition to the paved street assessment WSB can provide an assessment of the gravel street within Breezy Point. The evaluation for this will follow the process outlined in the Gravel PASER Manual developed by the Transportation Information Center (T.I.C.) with support from the Federal Highway Administration, the Wisconsin Department of Transportation, and the University of Wisconsin-Extension. This system is used to set a rating on a scale of 1-5 assessing both the extent of problems on the road and the appropriate repairs or reconstruction needed. This method evaluates major distresses specific to gravel roads including crown issues, drainage problems, surface deformation, dust, and loose aggregate.

Evaluating and rating gravel roads requires a different perspective than similar evaluations of asphalt or concrete pavements. This is due to the nature of gravel roads and their variability. Surface conditions on gravel roads can change overnight. Heavy rains and local heavy traffic can dramatically change the surface characteristics of gravel roads from one day to the next. In addition, routine maintenance activities, such as one pass of a motor grader, could improve the surface conditions of a gravel road significantly. Therefore, the rating provided will only serve as a snapshot of the condition found at the time the segment was reviewed. Building scenarios for 5-year detailed and 10-year summary CIP will not be possible for this task. However, WSB can advise on how gravel streets can be converted to paved streets through the pavement CIPs or provide advice on how to maintain the current gravel streets to develop a best practices guide.



- TASK 8 DELIVERABLES**
- Esri ArcGIS PCI rating map of all City street segments (PDF format)
 - PCI rating table for all City street segments (Excel format)
 - **Added value:** Esri ArcGIS integrated high-resolution photos, if the City has an existing Esri account
 - Final report summarizing budget scenarios, PCI data, maintenance techniques, service life graphs, and other pavement management information (PDF format)
 - **Added value:** Shared maps and data via ArcGIS Online, if the City has an existing Esri account

Proposed Project Schedule

TASK NO. DESCRIPTION	2024					
	JUL	AUG	SEP	OCT	NOV	DEC
1 PAVED STREET INVENTORY AND ASSESSMENT	[Orange bar from Jul to Nov]					
2 STREETLIGHT INVENTORY AND ASSESSMENT	[Orange bar from Jul to Sep]					
3 SIDEWALK INVENTORY/ADA ASSESSMENT	[Orange bar from Jul to Sep]					
4 STREET SIGN INVENTORY, ASSESSMENT, PRIORITIZATION AND COST ESTIMATE	[Grey bar from Sep to Oct]					
5 SANITARY SEWER GRAVITY AND FORCEMAIN INVENTORY, ASSESSMENT, PRIORITIZATION, MAPPING, AND COST ESTIMATES	[Grey bar from Jul to Nov with a black circle in Jul]					
6 SANITARY SEWER TELEVISIONING SCHEDULE, MAPPING, POLICY, AND TEMPLATE RFP	[Grey bar from Jul to Sep]					
7 STORM SEWER INVENTORY AND ASSESSMENT	[Grey bar from Jul to Nov with a white circle in Jul]					
8 GRAVEL STREET INVENTORY AND ASSESSMENT	[Orange bar from Jul to Sep]					
9 FINAL REPORT	[Orange bar in Dec]					

TASK DURATIONS	DISCOVERY MEETINGS
 BASIC SERVICE	 WATER AND SANITARY
 ADDITIONAL SERVICE	 STORM SEWER

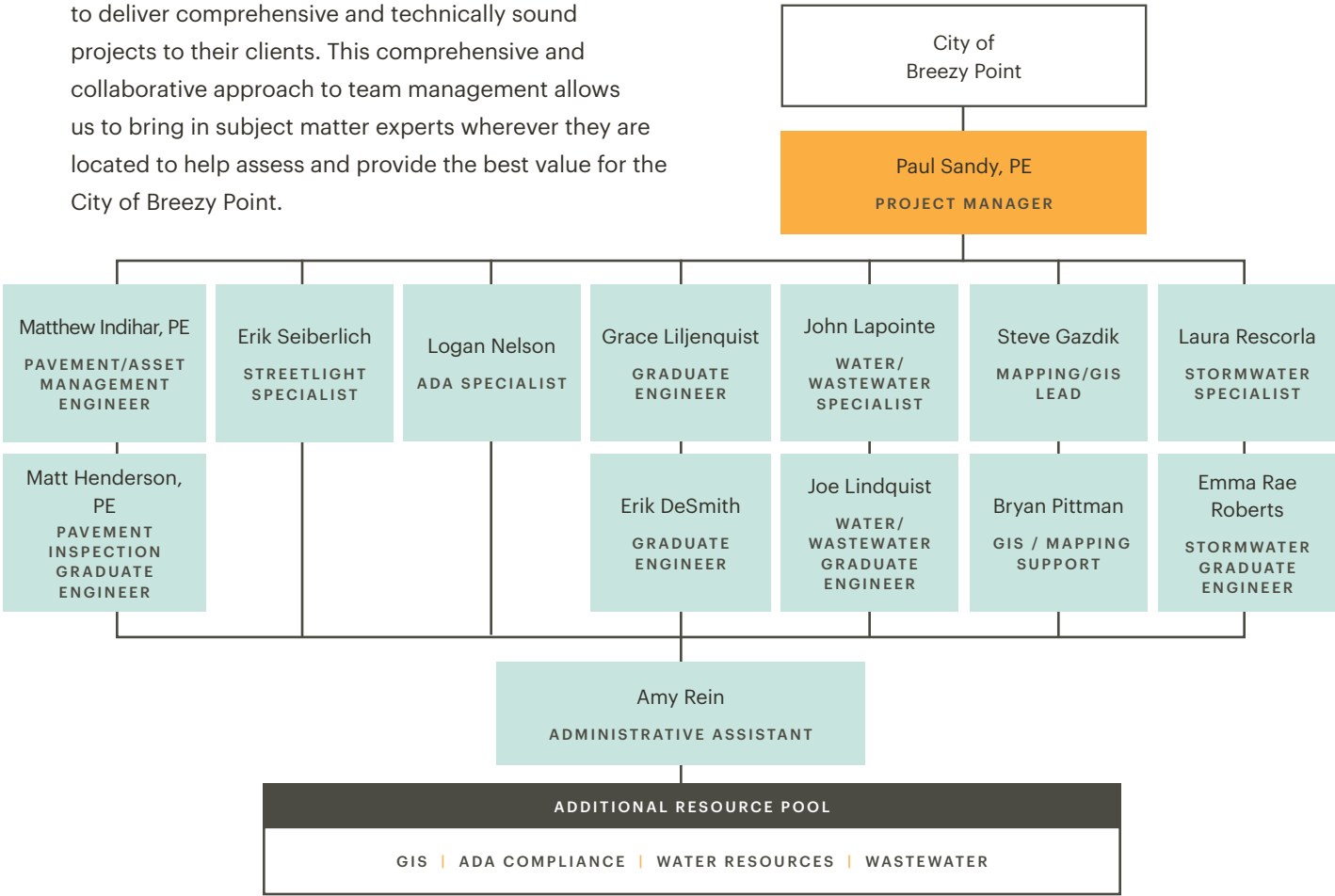


Firm Experience: Key Staff



WSB proposes a team of subject matter experts that will utilize their technical expertise and judgment in preparation of the inventories, assessments, and final reports. Much of WSB’s organizational chart comes from northern Minnesota offices in Baxter and Duluth.

WSB’s offices utilize their collective technical expertise to deliver comprehensive and technically sound projects to their clients. This comprehensive and collaborative approach to team management allows us to bring in subject matter experts wherever they are located to help assess and provide the best value for the City of Breezy Point.





Paul Sandy, PE

PROJECT MANAGER

Paul is a highly skilled and dedicated professional with 13 years of industry experience delivering municipal and transportation projects across multiple states. Paul possesses a robust background in both the public and private sectors that brings a unique perspective to the consulting industry. Paul’s expertise spans various facets of engineering including State Aid and Federal Aid design and delivery guidelines, municipal infrastructure, and asset management. Serving as Client Representative for multiple northern Minnesota communities, Paul brings his proven track record in capital improvement planning for streets and utility infrastructure and a deep understanding of communities needs in the outstate regions of Minnesota.

SERVICE GROUP:
Municipal

REGISTRATION:
Professional Engineer
Minnesota #53635

EDUCATION:
Bachelor of Science in Civil
Engineering, North Dakota
State University, 2011

MEMBERSHIPS:
American Public Works
Association (APWA) -
Outstate Committee Chair

City Engineers Association
of Minnesota (CEAM) - Past
President

Minnesota Society of
Engineers and Surveyors

South Industrial Park Feasibility Study | Benson, MN

CLIENT: CITY OF BENSON

PROJECT DURATION: SEPT 2021 - FEB 2023

Paul was the project manager for a comprehensive analysis and feasibility study for a future industrial park on the south side of Benson. The City of Benson owned a piece of raw farmland on the south side of the community and within City limits and is in need of more industrial park lots to spur additional industrial and commercial commerce in the City. Paul’s team analyzed the feasibility of extending public utilities to the site, reviewed stormwater considerations for a fully developed parcel, looked at potential grant funding sources, and provided conceptual layouts and cost estimates to the City. The feasibility study will be utilized on future grant applications as the City tries to secure the funding for the future buildout of the industrial park.

2023 Street Improvement Project | East Gull Lake, MN

CLIENT: CITY OF EAST GULL LAKE

PROJECT DURATION: SEPT 2022 - NOV 2023

Paul was the project manager in charge of project design, bidding, and construction for the City of East Gull Lake’s 2023 street improvement program, including securing funding through the Local Road Improvement Program (LRIP) for the relocation of Gull Lake Lane in East Gull Lake. Due to realignments of the County roads in East Gull Lake, access would have been cut off to Gull Lake Lane, which provided access to 3 homesteads and Gull Lake Resort on the east side of Gull Lake. Paul’s design team designed the new Gull Lake Lane to State Aid standards to be eligible for LRIP funding, and subsequently managed construction and the grant agreement with the State of Minnesota to reimburse the City for a portion of their construction costs. The project also included safety improvements on Gull Point Road along with the addition of a ‘share the road’ trail in East Gull Lake that will become a future portion of the Gull Lake Trail.

Mississippi Landing Trailhead Park | Brainerd, MN

CLIENT: CITY OF BRAINERD

PROJECT DURATION: OCT 2021 - NOV 2022

This project consisted of a \$2.85 million city park development on East River Road that utilized LCCMR funds. Paul led a project management team of Park Board, Riverfront Committee, City Council, consultant, and staff members in the development of park amenities approved as part of the work plan submitted to the LCCMR Commission. The park includes a promenade, loop sidewalks and trails, canoe/kayak launch, river overlook structure, amphitheater, and restroom facilities. Located on the banks of the Mississippi River, the park had sensitive environmental considerations to consider during plan development.



Matt Indihar, PE

PAVEMENT/ASSET MANAGEMENT ENGINEER

Matt is a senior project manager in WSB’s Construction and Design-Build Services Group and leads the Pavement Management group. He started his career at MnDOT where he over oversaw the construction program and staff. At WSB, he continues to build his legacy of delivering high quality construction projects. He assessments of many industry standards have led to reports and best practices guides used industry wide. Matt continues to move industry standards forward with his critical analysis and unique perspectives. His team performs pavement investigations and forensics for various municipalities in the states of MN, ND, and TX. Matt is proficient with several valuable pavement management tools such as Paver, Cartegraph, ArcGIS, and is a MnDOT trained Veta software operator. He has experience in recommending pavement maintenance and design strategies. Matt has led the development of the capital investment plans and infrastructure improvements for over 50 communities.

SERVICE GROUP:
Construction Services

REGISTRATION:
Professional Engineer

MN #54276

EDUCATION:
Bachelor of Science, Civil Engineering, North Dakota State University, 2012

CERTIFICATIONS:
Construction Site Management

Landscape Specialist

ADA Construction Inspection

Aggregate Production

Bituminous Street I & 2

Concrete Field 1 & 2

Grading and Base 1 & 2

Troxler Nuclear Gauge

MEMBERSHIPS + RECOGNITIONS:
2019 Work Zone Safety Award

OFFICE LOCATION:
Baxter, MN

MnDOT Materials Certification Review | Various Locations, MN

CLIENT: MNDOT
PROJECT DURATION: 2019 - 2021

Matt was responsible for reviewing and assess the current capabilities of MnDOT AASHTOWare Materials Module. This involved reviewing the next phase of updates to the materials testing module and looking for enhancements. This was done by MnDOT district personnel and taskforce/committee members to ensure the feedback from the Districts was carried through to the development team and addressed. It was a key task to determine what items related to materials testing must be included in the module development to make sure that Module would be functional and effective. The FHWA was consulted during this process to verify that their concerns were being addressed with this new system as well. Additional tasks were to assist with review and recommendations on how to improve the Schedule of Materials Control and the Independent Assurance process.

Effectiveness of Fog Seal on Chip Sealed Low Volume Road | Various Locations, MN

CLIENT: MNDOT D3
PROJECT DURATION: 2020 - 2022

As the Co-Principle Investigator on this project for the Local Road Research Board Matt lead the research initiatives and development of the project documents. This project involved reaching out to Counties and Municipalities throughout Minnesota to determine the experience within the state with applying fog seals to chip seals on low volume roads. Once a group of experienced roadway owners was determined data was gathered on existing practices, costs and project results. From this data the team was able to quantify the effectiveness of the fog seals applied to chip seals compared to a stand-alone chip seal project. Beyond that Matt and his team were able to develop a best practices guide based off all the data gathered and research done with on construction practices in other states. This project was proposed by several municipalities and has now provided data and resources for them to make informed decisions on this product and guidance on how to deliver a project with a high level of quality.



Matt Henderson, PE

PAVEMENT SPECIALIST

Matthew is a Professional Engineer in WSB's Construction and Design-Build Services Groups with experience working on pavement management projects for dozens of municipalities and private clients. Matthew's experience includes assisting each client to meet their specific pavement needs with services ranging from inspecting city pavement, pavement coring and forensics, reviewing maintenance records, projecting future conditions, analyzing budget scenarios, recommending maintenance activities, creating multi-year capital improvement plans, and authoring pavement management reports. He is the author of WSB's Pavement Inspection Guide and Pavement Distress Field Guide. Matthew has experience analyzing road, trail, and parking lot pavement and he has worked with asphalt and concrete surfaces. He is well versed with client management and understands how to effectively meet the specific needs of each client by working with the owner, communicating his findings, and delivering relevant information for proper pavement management techniques. He has also taught pavement related civil engineering classes at the University of Minnesota Duluth.



Erik Seiberlich

STREETLIGHT SPECIALIST

Erik is an experienced traffic engineer with experience on traffic and transportation engineering projects. Erik's experience ranges from traffic signal and lighting design (interchange, corridor, pedestrian level and site and aesthetic lighting), signing & striping and ITS design to traffic forecasting, modeling and operations. Erik has an extensive background working on a variety of projects in all MnDOT Districts.



Logan Nelson

ADA SPECIALIST

Logan graduated with a degree in civil engineering in 2018. His responsibilities include construction inspection, contract administration, and quality control. Logan has worked on projects with a range of funding sources, including state, federal, and city agencies. Logan's experience in construction inspection, organization, and technical skills make him a valuable asset to the completion of an array of construction projects.



Grace Liljenquist

GRADUATE ENGINEER

Grace is a graduate engineer in our municipal division, out of our Baxter, MN office. Grace graduated from North Dakota State University in 2022 with her Bachelor of Science in Construction Engineering. She has 2 years of experience in project management and construction administration. Prior to joining WSB, Grace was a project manager in the commercial division at Rice Lake Construction Group. With this experience, Grace has developed strong written and verbal communication skills and attention to detail, along with complex problem-solving skills. Grace’s commercial project management experience with projects from estimating to close out brings valuable insight and a unique perspective to the team.



Erik DeSmith

STREETLIGHT SPECIALIST

Erik is a graduate engineer within WSB’s municipal group. He recently graduated from the University of Minnesota Duluth with a Bachelor of Science in Civil Engineering. While in school, he was involved in leadership positions through the American Society of Civil Engineers (ASCE) student chapter where he was the Treasurer for club operations and the Finance Officer for a local symposium the chapter hosted. He worked for the City of Brainerd and with a private consulting company during the summers. He’s experienced in municipal infrastructure maintenance work, surveying, and municipal-related projects. His attention to detail, communication, and enthusiasm for civil engineering led to his success in school and with his work.



John Lapointe

WATER/WASTEWATER SPECIALIST

John Lapointe has been involved in the fields of water and wastewater engineering since 1978. His experience includes six years with the Iowa Department of Natural Resources (IDNR) performing inspections of water and wastewater treatment facilities and reviewing plans and specifications for compliance with state regulations and standards. Following employment at IDNR, he was in the consulting field from 1984 to 2005, working for firms in Iowa and Minnesota. From 2005 to 2014, he was employed as a design engineer/project manager for US Water Services where he provided water and wastewater treatment solutions to the commercial/industrial market. After a one year assignment as a District Engineer with the Minnesota Department of Health, John returned to the consulting engineering field in 2015.



Steve Gazdik, MGIS

MAPPING/GIS LEAD

Steve is proficient with all products under the ESRI ArcGIS Platform including Spatial Analyst, 3D Analyst, and Geostatistical Analyst extensions and has 14 years of experience in the Geographic Information System (GIS) field. He has vast experience working with local, municipal, state, and government agencies which includes adhering to each of their data and metadata standards, data accuracy, practices, and innovating new solutions. Steve has experience with GIS enterprise geodatabase design, creation, and manipulation along with developing and converting data from various sources. He has expertise updating and standardizing GIS databases used for publishing maps and figures as well as feature/map services to be used within Web AppBuilder for ArcGIS, ArcGIS Experience Builder, ArcGIS Online, and ArcGIS API for JavaScript. He has extensive background of digitizing spatial data from aerial imagery and georeferencing historical maps and as-builts. Steve has also created 20+ ArcGIS Hub sites that allow effective communication, direct public engagement, and data transfers between agencies.



Bryan Pittman

MAPPING/GIS SUPPORT

Bryan has 22 years of experience within the field of Geographic Information Systems (GIS), 17 of those as a Sr. GIS Specialist with WSB. Bryan is proficient with all products under the ArcGIS Platform. His experience includes working with data models and schema for utility and fiber datasets, database design and management, data manipulation and aggregation, ESRI's Field Maps and Survey123 applications, Lidar data, and spatial/3D analysis. Bryan has been the GIS lead and project manager on numerous projects involving utility data models and schema conversions, including a project with the City of Eagan transferring their stormwater data into the MGIS data standard. He has also been responsible for the quality control and database management on a number of projects, and leads the day-to-day GIS support and technical troubleshooting within WSB. Bryan works closely with clients to address their GIS needs and develop thorough technical solutions.



Emma Rae Roberts, EIT

STORMWATER GRADUATE ENGINEER

Emma Rae has two years of experience working for the City of Woodbury's Engineering team, assisting engineers and project managers. She inspected various municipal projects according to MS4 throughout the City. Emma Rae conducted traffic volume and speed counts and interpreted the data to improve road safety and efficiency. She prepared and maintained accurate and complete inspection records for the City using Excel. Emma Rae reviewed the city for a potential bike lane system. Overall, she displayed strong communication skills while visiting job sites, residents, and consultants.

Firm Experience: Project Examples



Pavement Management

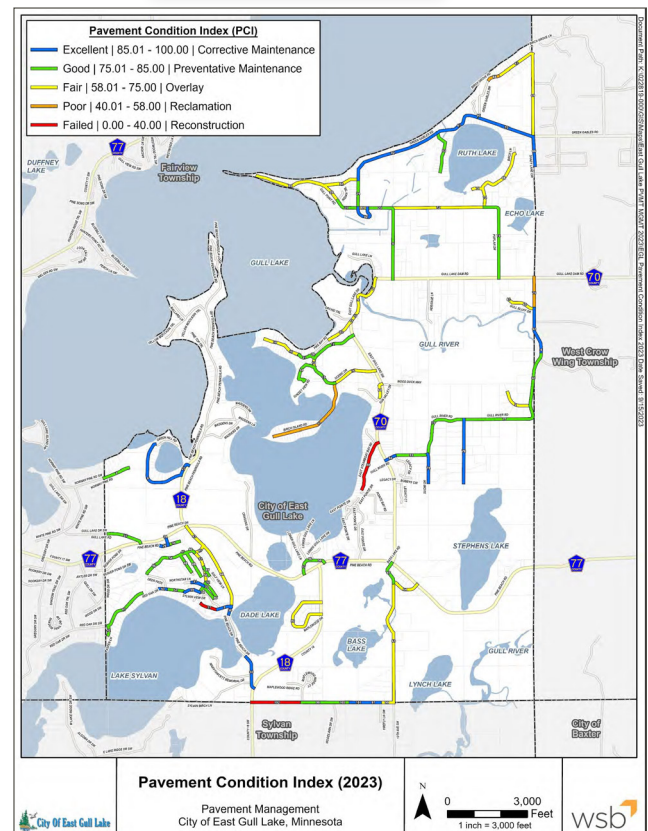
CLIENT: CITY OF EAST GULL LAKE
LOCATION: EAST GULL LAKE, MN
DURATION: MAY 2023 - OCT 2023

The City of East Gull Lake hadn't performed pavement inspections in several years and had never developed a formal capital investment plan for their roadways and related assets. In 2023, WSB performed pavement inspections on over 22 miles of road segments for the City. This project focused on discovering how a specific group of roads in the East Gull Lake were performing. WSB provided the data the City needed to analyze their network, including figures summarizing conditions. Pavement condition indexes were calculated in PAVER and listed along with condition maps.

In addition to these pavement scores WSB also evaluated their sign inventory and provided ratings. All of these assets were then rolled into a capital investment plan to plan out their budget needs for the next 5 to 10 years.

KEY WSB STAFF: MATT INDIHAR, MATT HENDERSON, PAUL SANDY

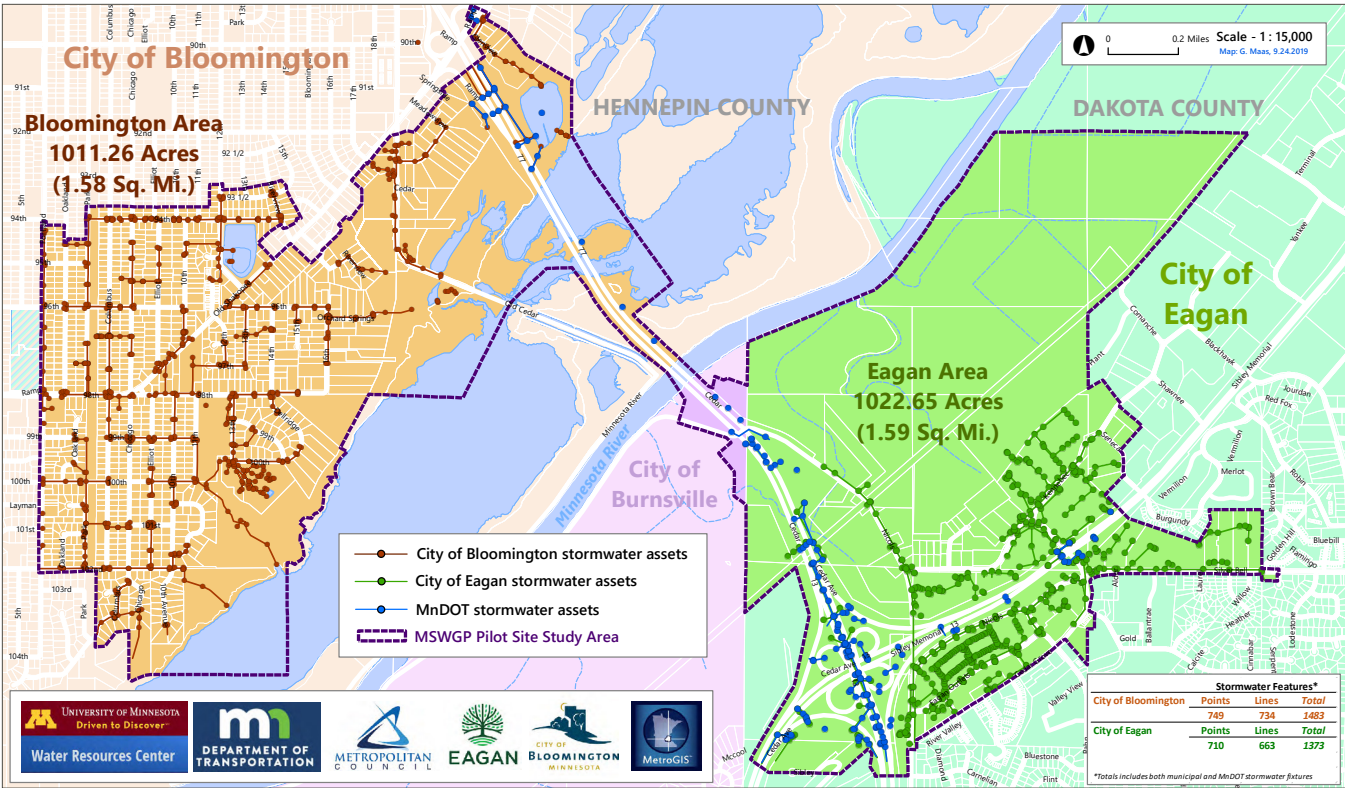
REFERENCE: DAVE KAVANAUGH | MAYOR | 10790 GULL POINT ROAD | EAST GULL LAKE, MN 56401 | 218.851.7102 | DAVEK@EASTGULLLAKE.US



PROJECT EXAMPLES

Metro Stormwater Geodata Project – Pilot Project Study

CLIENT: CITY OF EAGAN
LOCATION: EAGAN, MN
DURATION: JAN 2020 - APR 2020



The City of Eagan sought WSB’s GIS team to support a pilot project to migrate a portion of the City’s storm sewer system GIS data into the MetroGIS stormwater data standard. The pilot project was led by MetroGIS and included support and data from MnDOT, the City of Bloomington, Met Council, and the University of Minnesota’s Water Resources Center. The City’s goals for this project were to gain a better understanding of the scope to migrate the entire City’s GIS stormwater GIS datasets into the MetroGIS stormwater data standard. WSB converted a project area of more than 700 stormwater point and linear features. This included other jurisdiction’s storm water GIS data from the Minnesota Department of Transportation and private organizations. WSB documented the conversion process, categorized

the stormwater infrastructure datasets, and converted the pilot project’s data into the MGIS standard. Final documentation included the converted stormwater data as compilation of Esri feature classes and a spreadsheet that outlined all stormwater asset classifications and the crosswalk between existing data fields to the supported MGIS standard.

KEY WSB STAFF: JUSTIN HANSEN, BRYAN PITTMAN

WSB FEE: \$ 3,500

REFERENCE: TAMI MADDIO | GIS COORDINATOR | 3830 PILOT KNOB RD | EAGAN, MN 55122 | 651.675.5212 | TMADDIO@CITYOFEAGAN.COM

Stormwater GIS Inventory and Data Model

CLIENT: SCOTT COUNTY
LOCATIONS: SCOTT COUNTY, MN
DURATION: SEPT 2018 - DEC 2018



Scott County sought out WSB to assist with building the County’s asset inventory in GIS for stormwater assets. The project included collecting asset location information utilizing high-accuracy GPS for all storm structures within the County. WSB collected attribute information for each stormwater asset consistent with the County’s existing stormwater data model for structures and pipes. The data was collected real-time in the field and shared with the County to streamline the quality control process. WSB also performed a complete review of all County as-builts for data accuracy and completeness.

The final data deliverable included a complete data model conversion to support the new Minnesota MetroGIS Stormwater Geodata model with compatibility with the County’s Cartegraph OMS system. This formed the basis for the County’s stormwater asset management program.

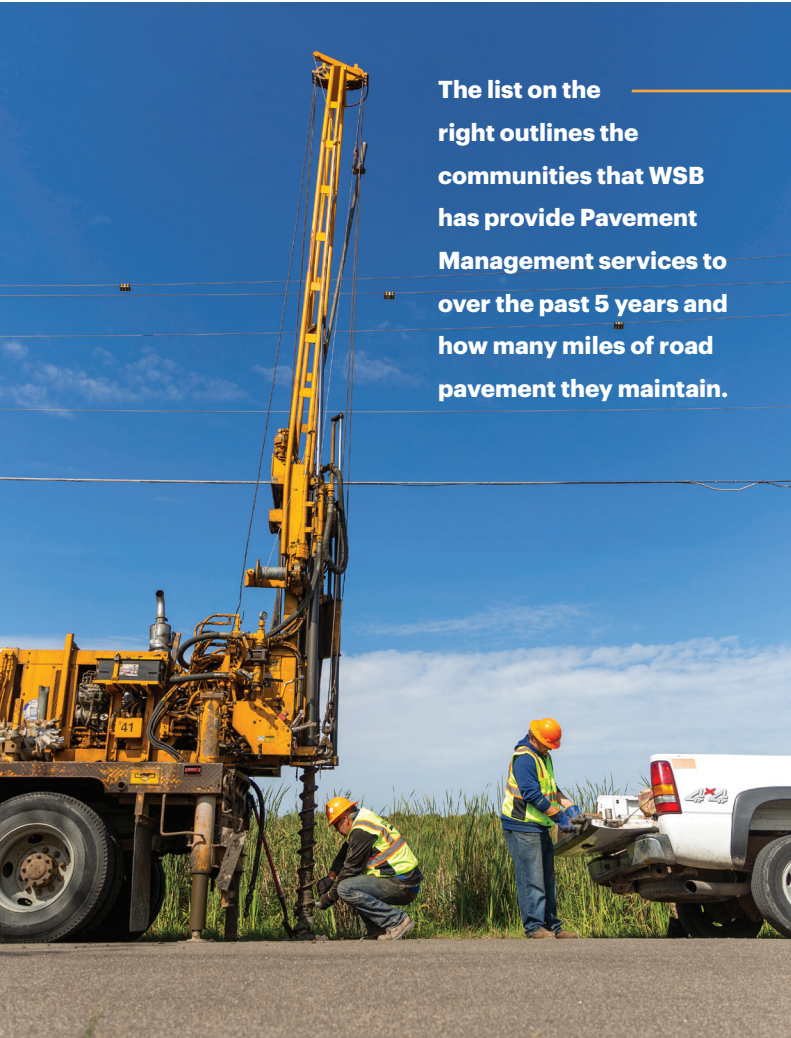
KEY WSB STAFF: JUSTIN HANSEN, BRYAN PITTMAN

COST: \$35K

REFERENCE: LISA FREESE | TRANSPORTATION SERVICES DIRECTOR | 952.496.8363 | LFREESE@CO.SCOTT.MN.US

Recent Pavement Management Clients

WSB regularly provides Pavement Management services to communities of all sizes. We work closely with each client to provide the specific services needed. Whether it be a large metropolitan City or a rural Township, we have the knowledge and resources to help ensure a pavement network is being properly maintained. Our Pavement Management services include pavement inspections, pavement forensics, reviewing maintenance records, projecting future pavement conditions, analyzing budget scenarios, recommending maintenance activities, creating multi-year capital improvement plans, and authoring comprehensive pavement management reports. Our expertise extends beyond just road pavement and many of our clients ask us to help with trail and parking lot pavements.



The list on the right outlines the communities that WSB has provide Pavement Management services to over the past 5 years and how many miles of road pavement they maintain.

CLIENT	PAVEMENT MILES	LAST TIME WE WORKED IN THAT CITY
BUDA, TX	158	2022
BURNSVILLE	225	2024
CASS LAKE	9	2020
CHAMPLIN	84	2021
CHANHASSEN	119	2022
CIRCLE PINES	17	2023
DEEPHAVEN	27	2024
DUNDAS	12	2022
EAST GULL LAKE	30	2023
EXCELSIOR	135	2023
GOLDEN VALLEY	120	2024
GREENWOOD	5	2024
HANOVER	20	2024
HUGO	100	2021
LAKETOWN TOWNSHIP	6	2023
LAKEVILLE	300	2022
LAWTON, OK	515	2024
LINO LAKES	105	2024
LITTLE FALLS TOWNSHIP	21	2023
LONG LAKE	5	2019
LONSDALE	26	2022
MAHTOMEDI	42	2023
MAPLE GROVE	264	2024
MINNETRISTA	52	2024
MUNSON TOWNSHIP	20	2020
NORTH ST. PAUL	48	2024
ORROCK TOWNSHIP	48	2023
OSCEOLA COUNTY	201	2019
OSSEO	11	2023
PRINCETON	33	2022
PRIOR LAKE	100	2024
ROLLINGWOOD, TX	10	2024
SOUTH ST. PAUL	80	2023
ST. PAUL PARK	29	2019
SUNFISH LAKE	5	2024
TONKA BAY	40	2020
VADNAIS HEIGHTS	39	2019
VICTORIA	50	2022
WAKEFIELD TOWNSHIP	50	2021
WYOMING	56	2021



Fee Proposal

TASK NO. DESCRIPTION	SR. PROJECT MANAGER P. SANDY	PAVEMENT/MATERIALS SPECIALIST M. INDIHAR	PAVEMENT INSPECTION M. HENDERSON	STREETLIGHT SPECIALIST E. SEIBERLICH	ADA SPECIALIST L. NELSON	FIELD REP G. LILJENQUIST	WATER/WASTEWATER SPC. J. LAPOINTE	STORMWATER GRAD. ENG. E. ROBERTS	ADMIN. A. REIN	MAPPING/GIS LEAD S. GAZDIK	MAPPING/GIS SUPPORT B. PITTMAN	TOTAL		
												HOURS	FEE	
1 PAVED STREET INVENTORY AND ASSESSMENT (BASIC SERVICE)														
1.1 PROJECT MANAGEMENT	1	8											9	\$1,772
1.2 STREET FUNCTIONAL CLASSIFICATION/DESIGN STANDARD REVIEW		4	2										6	\$1,054
1.3 CYV AI DEPLOYMENT/DATA COLLECTION/INVENTORY		2				16				6	2		26	\$3,800
1.4 DATA PROCESSING		2	6										8	\$1,222
1.5 PAVER ANALYSIS		4	14							2	1		21	\$3,222
1.6 MAPPING										2	1		3	\$500
1.7 PAVEMENT REPORT		6	20										26	\$3,944
1.8 QA/QC		4											4	\$776
TASK 1 TOTAL ESTIMATED HOURS AND FEE	1	30	42			16				10	4		103	\$16,290
2 STREETLIGHT POLICY AND ASSESSMENT (BASIC SERVICE)														
2.1 PROJECT MANAGEMENT	4												4	\$880
2.2 STREET LIGHT POLICY (PLACEMENT AND DESIGN)	4												4	\$880
2.3 CAPITAL COST, COST OF SERVICE, MAINTENANCE, AND REPLACEMENT ESTIMATES				8									8	\$1,760
2.4 TECHNICAL MEMORANDUM	2			4									6	\$1,320
2.5 MAPPING										8	8		16	\$2,736
2.6 QA/QC	2												2	\$440
TASK 2 TOTAL ESTIMATED HOURS AND FEE	12			12						8	8		40	\$8,016
3 SIDEWALK INVENTORY AND ADA ASSESSMENT (BASIC SERVICE)														
3.1 PROJECT MANAGEMENT	4												4	\$880
3.2 FIELD WALK, INVENTORY, ADA INFRASTR. ASSESSMENT					4	4							8	\$1,080
3.3 DATA PROCESSING					4								4	\$556
3.4 NEW SIDEWALK AND TRAIL POLICY/RECOMMENDATIONS	4					8							12	\$1,928
3.5 QUANTITY TAKEOFF/ESTIMATING	4				4	16							24	\$3,532
3.6 MAPPING										8	8		16	\$2,736
3.7 FINAL DOCUMENT PRODUCTION					2	4							6	\$802
3.8 QA / QC	2												2	\$440
TASK 3 TOTAL ESTIMATED HOURS AND FEE	14				14	32				8	8		76	\$11,954
4 STREET SIGN INVENTORY, ASSESSMENT, PRIORITIZATION AND COST ESTIMATE (ADDITIONAL SERVICE)														
4.1 PROJECT MANAGEMENT	4												4	\$880
4.2 FIELD VISIT/RETROREFLECTIVITY ANALYSIS						24							24	\$3,144
4.3 STREET SIGN INFRASTRUCTURE ASSESSMENT						4							4	\$524
4.4 QUANTITY TAKEOFF/ESTIMATING						8							8	\$1,048
4.5 5-YEAR REPLACEMENT PLAN	2					4							6	\$964
4.6 MAPPING										4	4		8	\$1,368
4.7 QA/QC	2					2							4	\$702
TASK 4 TOTAL ESTIMATED HOURS AND FEE	8					42				4	4		58	\$8,630

- COST CONTINUED ON NEXT PAGE -

- COST CONTINUED FROM PREVIOUS PAGE -

TASK NO. DESCRIPTION	SR. PROJECT MANAGER P. SANDY	PAVEMENT/MATERIALS SPECIALIST M. INDIHAR	PAVEMENT INSPECTION M. HENDERSON	STREETLIGHT SPECIALIST E. SEIBERLICH	ADA SPECIALIST L. NELSON	FIELD REP G. LILJENQUIST	WATER/WASTEWATER SPC. J. LAPOINTE	STORMWATER GRAD. ENG. E. ROBERTS	ADMIN. A. REIN	MAPPING/GIS LEAD S. GAZDIK	MAPPING/GIS SUPPORT B. PITTMAN	TOTAL		
												HOURS	FEE	
5 SANITARY SEWER GRAVITY AND FORCEMAIN INVENTORY, ASSESSMENT, PRIORITIZATION, MAPPING, AND COST ESTIMATES (ADDITIONAL SERVICE)														
5.1 PROJECT MANAGEMENT	4												4	\$880
5.2 DISCOVERY MEETING (ASSUMED 1)	2					2	2						6	\$1,116
5.3 AS-BUILT/EXISTING MAPPING REVIEW										4	4		8	\$1,368
5.4 SEWER INFRASTRUCTURE ASSESSMENT						4	8						12	\$2,180
5.5 MAPPING										24	16		40	\$6,736
5.6 PROJECT SCOPE ANALYSIS (RECONSTRUCTION VS. REHABILITATION)							4						4	\$828
5.7 QUANTITY TAKEOFF/ESTIMATING	4												4	\$880
5.8 TECHNICAL MEMORANDUM	2					4	4						10	\$1,792
5.9 QA / QC	2												2	\$440
TASK 5 TOTAL ESTIMATED HOURS AND FEE	14					10	18			28	20		90	\$16,220
6 SANITARY SEWER TELEVISIONING SCHEDULE, MAPPING, POLICY, AND TEMPLATE RFP (ADDITIONAL SERVICE)														
6.1 PROJECT MANAGEMENT	1												1	\$220
6.2 TELEVISIONING SCHEDULE	2					4							6	\$964
6.3 DRAFT TELEVISIONING POLICY	4					4							8	\$1,404
6.4 DRAFT TELEVISIONING RFP	2					2							4	\$702
6.5 MAPPING										4	4		8	\$1,368
6.6 QA/QC	2					2							4	\$702
TASK 6 TOTAL ESTIMATED HOURS AND FEE	11					12				4	4		31	\$5,360
7 STORM SEWER INVENTORY AND ASSESSMENT (ADDITIONAL SERVICE)														
7.1 PROJECT MANAGEMENT	4												4	\$880
7.2 DISCOVERY MEETING (ASSUMED 1)	2					2		2					6	\$944
7.3 AS-BUILT/EXISTING MAPPING REVIEW										4	4		8	\$1,368
7.4 STORM SEWER INFRASTRUCTURE ASSESSMENT						4		8					12	\$1,492
7.5 MAPPING										16	16		32	\$5,472
7.6 PROJECT SCOPE ANALYSIS (RECONSTRUCTION VS. REHABILITATION)								4					4	\$484
7.7 QUANTITY TAKEOFF/ESTIMATING						6							6	\$786
7.8 TECHNICAL MEMORANDUM	2					4		4					10	\$1,448
7.9 QA / QC	2												2	\$440
TASK 7 TOTAL ESTIMATED HOURS AND FEE	10					16		18		20	20		84	\$13,314
8 GRAVEL STREET INVENTORY AND ASSESSMENT (BASIC SERVICE)														
8.1 PROJECT MANAGEMENT	2	2											4	\$828
8.2 DALA COLLECTION AND INVENTORY		10				12							22	\$3,512
8.3 MAPPING										3			3	\$474
8.4 GRAVEL ROAD REPORT		4	8										12	\$1,888
8.5 QA/QC	2												2	\$440
TASK 8 TOTAL ESTIMATED HOURS AND FEE	4	16	8			12				3			43	\$7,142

- COST CONTINUED ON NEXT PAGE -

- COST CONTINUED FROM PREVIOUS PAGE -

TASK NO. DESCRIPTION	SR. PROJECT MANAGER P. SANDY	PAVEMENT/ MATERIALS SPECIALIST M. INDIHAR	PAVEMENT INSPECTION M. HENDERSON	STREETLIGHT SPECIALIST E. SEIBERLICH	ADA SPECIALIST L. NELSON	FIELD REP G. LILJENQUIST	WATER/ WASTEWATER SPC. J. LAPOINTE	STORMWATER GRAD. ENG. E. ROBERTS	ADMIN. A. REIN	MAPPING/GIS LEAD S. GAZDIK	MAPPING/GIS SUPPORT B. PITTMAN	TOTAL		
												HOURS	FEE	
9 FINAL REPORT (BASIC SERVICE)														
9.1 PROJECT MANAGEMENT	8												8	\$1,760
9.2 DATA COMPILATION						24							24	\$3,144
9.3 PROJECT PROFILE REPORTS (5-YEAR AND 10-YEAR)						24							24	\$3,144
9.4 TOTAL PROJECT BUDGETS	4					16							20	\$2,976
9.5 APPENDICES						2							2	\$262
9.6 FINAL REPORT									5				5	\$615
9.7 QA/QC	4					4							8	\$1,404
9.8 COMMISSION/CITY COUNCIL MEETINGS (ASSUMED 3)	6												6	\$1,320
TASK 9 TOTAL ESTIMATED HOURS AND FEE	22					70			5				97	\$14,625
TOTAL ESTIMATED HOURS TASKS 1-3, 9 (BASIC SERVICES)	49	30	42	12	14	118			5	26	20		316	\$50,885
TOTAL ESTIMATED HOURS TASK 4 (ADDITIONAL SERVICE) - STREET SIGNS	8					42				4	4		58	\$8,630
TOTAL ESTIMATED HOURS TASK 5 (ADDITIONAL SERVICE) - SANITARY SEWER ASSESSMENT	14					10	18			28	20		90	\$16,220
TOTAL ESTIMATED HOURS TASK 6 (ADDITIONAL SERVICE) - SEWER TELEVISIONING POLICY/RFP	11					12				4	4		31	\$5,360
TOTAL ESTIMATED HOURS TASK 7 (ADDITIONAL SERVICE) - STORM SEWER ASSESSMENT	10					16		18		20	20		84	\$13,314
TOTAL ESTIMATED HOURS TASK 8 (ADDITIONAL SERVICE) - GRAVEL ROAD ASSESSMENT	4	16	8			12				3			43	\$7,142
TOTAL ESTIMATED HOURS TASKS 4-8 (ADDITIONAL SERVICES)	47	16	8			92	18	18		59	48		306	\$50,666
AVERAGE HOURLY BILLING RATE	220	194	139	220	139	131	207	121	123	158	184			
TOTAL FEE BY LABOR CLASSIFICATION	\$21,120	\$8,924	\$6,950	\$2,640	\$1,946	\$27,510	\$3,726	\$2,178	\$615	\$13,430	\$12,512			\$101,551
LUMP SUM SERVICES														
CYVL.AI (SUBCONSULTANT) PROCESSING FEE													LS	\$9,000
TOTAL FEE FOR LUMP SUM SERVICES													LS	\$9,000
TOTAL PROJECT FEE (BASIC SERVICES) - TASKS 1-3, 9													\$59,885	
TOTAL PROJECT FEE (BASIC SERVICES + ADDITIONAL SERVICES) - TASKS 1-9													\$110,551	

Forge ahead.





**BOLTON
& MENK**

Real People. Real Solutions.

PROPOSAL

STREETS CAPITAL IMPROVEMENT PLAN

City of Breezy Point | June 7, 2024

CONTACT:

Bryan Drown, PE
218-821-5242

Bryan.Drown@bolton-menk.com

7656 Design Road | Suite 200 | Baxter, MN 56425-8676
P: 218-825-0684 | Bolton-Menk

June 7, 2024


**BOLTON
& MENK**

Real People. Real Solutions.

David Chanski
City Administrator
8319 County Road 11
Breezy Point, MN 56472

7656 Design Road | Suite 200
Baxter, MN 56425-8676
P: 218-825-0684
Bolton-Menk.com

RE: Proposal for City of Breezy Point Streets Capital Improvement Plan (CIP)

Dear David:

Over the past 20 years, the City of Breezy Point has been and continues to be one of the fastest growing communities in Crow Wing County. The city has so much to offer, and Bolton & Menk is passionate about helping community members enjoy the city for decades to come. **Our team would be honored to help the City of Breezy Point develop a Capital Improvement Plan (CIP) and create a detailed 5-year and summary 10-year report of how to improve the city's infrastructure.** During this project, we will review all the city's infrastructure including streets, streetlights, sidewalks, sanitary sewer, stormwater, and signage. Like you, Bolton & Menk takes great pride in managing and producing projects that are safe, sustainable, and functional. We understand what needs to be done for the successful completion of this CIP.

A TRUSTED GUIDE FOR THE FUTURE—By choosing Bolton & Menk, you can trust we will work tirelessly for the City of Breezy Point. **We will ensure the city's infrastructure improvements plan will serve you just as well in 2044 as it does in 2024.** We promise to lead you through the process, making sure you have the information you need to make informed decisions. Over the past 10 years, more than 50 communities have trusted Bolton & Menk to develop their CIPs.

YOUR CIP EXPERTS—We've been providing planning and engineering services to our clients for decades. Just as important, our planning team collectively has a significant amount of public sector planning experience in rural and urban environments. We are very familiar with the processes and procedures, including the practical realities of managing public expectations and preparing plans that are efficient, executable, and fundable.

FUNDING SUCCESS—We understand funding is a main component of this project's requirements, and we're here to help. **Bolton & Menk has secured more than \$1 billion for our clients over the last 25 years.** Much of our funding success is leveraged on the positioning and planning we do on behalf of our clients. Our progressive, forward thinking allows the communities we serve to boast tremendous infrastructure. Your CIP development will set the trajectory for years to come, and our team will help position the City of Breezy Point for a range of opportunities in the future.

In service to the City of Breezy Point, we are excited at the opportunity to complete the city's 5-year detailed and 10-year summary CIP. I will serve as your lead client contact and project manager. Please contact me at 218-821-5242 or Bryan.Drown@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Bryan G. Drown, PE
Project Manager

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FIRM QUALIFICATIONS

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on.

Today, Bolton & Menk has more than 1,000 employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors. Our Baxter location team will be at-the-ready to help with the city's CIP project, along with assistance from others throughout the firm. We are here for you! Unlike many of our competitors, we are not simply project engineers. We don't disappear between projects. We are long-term investors in the City of Breezy Point.

QUALIFICATIONS

Bolton & Menk leads the industry in the development and implementation of infrastructure CIPs, serving many communities throughout Minnesota, North Dakota, and Iowa. In fact, our firm has completed more than 50 CIPs for our clients in the past 10 years. The development of these CIPs has allowed our clients to leverage more than \$120 million in funding. Given our extensive experience, we understand the importance of efficiently evaluating infrastructure and how to use that information to produce an effective CIP.

CAPACITY

We are committed to maintaining the availability of the team throughout the contract to ensure quality project deliverables that satisfy the anticipated schedule demands. All members of our project team, as noted later in this proposal, have capacity to fulfill the necessary requirements of the CIP scope. If selected, we will ensure our team reserves adequate time dedicated to this project. If additional staff is needed, we have the ability to draw on our more than 1,000 team members to meet your needs.

ABILITY OF PROFESSIONAL PERSONNEL

As the project manager and primary contact for the project, **Bryan Drown** will provide direct team oversight and be responsible for overseeing all facets of CIP development. He's done engineering planning, project management, design, and construction administration for more than 25 years. His broad range of experience allows him to understand all facets of this CIP.

John Shain has more than 20 years of GIS expertise. He's helped with municipal implementations of GIS systems, public utility and infrastructure mapping, stormwater management, and hosts more than 95 web-based mapping systems for our municipalities. Bryan, John, and the rest of the team's experience and qualifications can be found later in this proposal.

.....
WE PROMISE EVERY CLIENT TWO THINGS:

WE'LL WORK HARD FOR YOU AND WE'LL DO A GOOD JOB.

WE TAKE A PERSONAL INTEREST IN THE WORK BEING DONE AROUND US.
AT THE END OF THE DAY, WE'RE **REAL PEOPLE** OFFERING **REAL SOLUTIONS**.

PROJECT UNDERSTANDING AND APPROACH

Bolton & Menk leads the development of infrastructure CIPs for multiple communities throughout Minnesota. CIPs are typically developed for 5- to 10-year time frames with 20-year evaluations of major infrastructure components such as water and wastewater plants.

As noted in the RFP, Breezy Point's CIP development considers all infrastructure elements, including

- Sanitary sewers
- Storm sewers
- Streets
- Sidewalks
- Streetlights
- Signage

The existing conditions of the current infrastructure systems are evaluated through a variety of methods, including

- Infrastructure age research
- Televising
- Non-destructive testing
- Maintenance history
- Pavement rating

Capital improvement recommendations and schedules are developed, and budgetary costs and funding mechanisms are identified with input from city staff and residents. CIPs are typically reviewed on an annual basis and adjusted as necessary for changing priorities, conditions, and funding availability.

A city's infrastructure is arguably one of its most valued assets, and Breezy Point is no different. It takes intentionality and discipline to ensure infrastructure is properly maintained and/or replaced on a consistent basis. A CIP functions as a road map identifying the community's capital projects, the intended timing of the projects, and the proposed financing sources. The City of Breezy Point is invested in the community, making it a place for residents to "Belong in Breezy Point."

Our project work plan will outline tasks necessary to complete the project on time with the desired data.

WE CANNOT STRESS IT ENOUGH:
OUR TEAM IS DESIGNED TO OPERATE
AS PART OF THE BREEZY POINT STAFF.

BY CHOOSING BOLTON & MENK, BREEZY POINT WILL HAVE THE RESOURCES OF A NATIONAL FIRM, BUT WE ALSO POSSESS LOCAL KNOWLEDGE AND ARE LOCATED JUST 20 MINUTES AWAY.

DETAILED WORK PLAN

TASK 1. City Involvement

Bolton & Menk will work with city staff to set up a project review committee (PRC) at the beginning of the project. The committee is expected to be made up of key members of city staff and include representatives from public works, administration, planning, and finance. The participation of the PRC will be vital to the CIP project success. Other members who would be beneficial to certain portions of the process might be economic development and other stakeholders.

Kickoff Meeting

Upon project initiation, Bolton & Menk will lead a kickoff meeting with city staff and project stakeholders. This will provide a basis for effective communication and project management services for the duration of the project. The kickoff meeting will accomplish the following objectives

- Review and confirm the scope of each CIP category
- Review available information relative to the project, including existing CAD data, hard copy maps, and other record data
- Review and verify project schedule
- Determine aggregate rating criteria for CIP



Aggregate Rating Criteria

Determining project priority and programming can be a complex process. We want to ensure that the city and community's priorities are our priorities while putting together the CIP programming.

Determining aggregate rating criteria ahead of data collection will streamline our programming process once we have the field data processed. Below is a sample list of criteria to consider for aggregate rating.

- Streets
- Sanitary sewer
- Storm sewer
- Multimodal—pedestrian and ADA
- Signs
- Streetlights
- City input
- Community input

Assigning a percentage weight for each criteria will make sure there is a consistent process when determining the priority of projects.

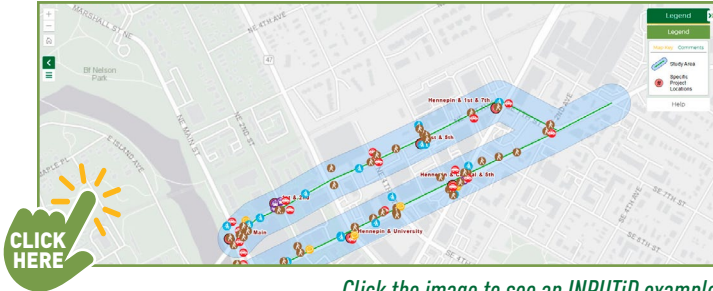
TASK 2. Community Engagement: Existing Conditions

Public engagement is the backbone of a strong, supportable, and implementable CIP. Bolton & Menk will develop an engagement process using tools that build participation across Breezy Point's population.

We have been at the forefront of developing equitable, inclusive, effective, and creative public engagement approaches for projects. We know that sometimes the process is just as important as the results. Our team will use a broad array of innovative and tested strategies to ensure a broad and inclusive approach throughout CIP development, while also targeting specific engagement activities to key stakeholders.

- **Project Website:** Bolton & Menk will build and maintain a project website tailored to the CIP's needs that will act as a repository for documents, data, and project communication.
- **INPUTiD™ and Public Surveys:** We will build an online engagement mapping interface through Bolton & Menk's INPUTiD™ application, which will gather feedback from members of the public on existing conditions and needs throughout Breezy Point. This is a virtual tool that allows people to comment on their own time and at their own pace, and it taps into the deep knowledge that people have for their neighborhoods and parts of the community. We will work with city staff to get the word out, partner communication tools, and target communities.

We will use the INPUTiD™ interface to gather survey responses from the public at two points during the process: at project outset (existing conditions, needs, concerns, and project visioning/goals) and to gather feedback on the draft plan content.



Click the image to see an INPUTiD example

- **Open Houses:** We will hold two general community open house meetings. The first open house will address the project scope and intent, and gather public feedback on existing conditions, concerns, needs, and opportunities. INPUTiD™ will also be live during this time to allow for community members to have multiple routes to provide input. The second open house will present a draft CIP and solicit feedback from the public on the plan.

We use multiple approaches to gather the maximum input. Using INPUTiD™ will give us the opportunity to collect insight from residents at their own pace and location. Using open houses will allow us to hear from, work alongside, and meet residents. These digital and in-person interactions paired with data analysis will start to create a profile around the groups we will work with, all while coming back to the PRC for information sharing.

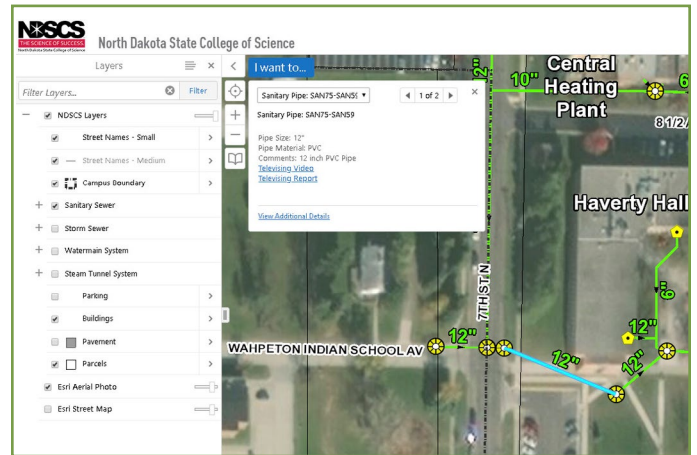
Community engagement is not requested in the RFP, and as such, is not included in our proposed base fee. We propose to provide the above scope of work—including the project website, INPUTiD™ platform, and two open houses—for an additional fee of \$15,000.

TASK 3. Data Collection and Analysis

Infrastructure GPS Data Collection and Analysis

We will complete a GPS data collection of the city-owned street system, sidewalks, streetlights, and if selected, sanitary sewer system, stormwater system, and street signs. All data collection will be done through the ArcGIS Field Maps application, which is available through the ArcGIS Online platform.

The ArcGIS Field Maps software will be used in conjunction with an EOS Arrow Gold mapping-grade GPS data collector. On average, the accuracy achieved with these devices is less than one-inch horizontal accuracy on center of each structure. Bolton & Menk staff will use existing schematic utility mapping as a guide during the collection. Structure types that are a part of this collection include manholes, catch basins, flared ends, lift stations, forcemains, light poles, and other miscellaneous components. The GPS units proposed in Breezy Point will be capable of taking photos and linking to the GIS point feature in the GIS application.



Underground Infrastructure Analysis

The underground utilities will be rated using the results from field data collection, city records, televising, etc.

Rating pipes for remaining expected life is not an exact science and is typically based on the pipe material, age, historical performance, economics of continued maintenance, and potential service interruptions versus rehabilitation or replacement.

VALUE-ADDED SERVICES

Many of the CIP categories solicit an add-on price to create an ESRI ArcGIS map. Since all our data collection is completed through ArcGIS Field Maps, **this will be provided at no additional charge.**

Sanitary and storm sewer structure data will be collected. Another piece of useful data we’ve collected for other clients are 360° photos of structures. This photo can be integrated into the ArcGIS mapping application so city staff can access it at any time.

Sidewalk Data Collection and Analysis

Pedestrian infrastructure programs include the pedestrian circulation route (PCR)/pedestrian access route (PAR) environment that is planned, designed, constructed, or maintained by the City of Breezy Point, located along its street network and within its public rights-of-way. In the context of ADA, this includes the built pedestrian environment (i.e., pedestrian ramps, sidewalks, trails, crosswalks, etc.).

Our team will use the latest GPS/GIS technology to collect field data for pedestrian infrastructure features. This data will be analyzed in ESRI ArcGIS for reporting and mapping, and the resulting improvement projects will be prioritized as part of the transition plan.

Data collection components will include a thorough quantitative and qualitative assessment of

- All pedestrian ramps and an analysis of the data to evaluate compliance. Examples of data we can collect for each pedestrian ramp include condition, domes present, landing size, ramp type, slope, crosswalk present, warning system, and other required compliance information.

We anticipate categorizing pedestrian ramps such as

- Compliant
 - Those constructed and field verified according to 2010 MnDOT curb ramp guidelines
- Non-compliant
 - No landing
 - Cross slopes > 2%
 - Running slopes > 8.33%
 - Truncated domes (presence, material type)
 - Locations missing pedestrian ramps
- Maintenance issues including vertical discontinuity, gaps, steep cross slope, cracking, standing water, vegetation, spalling, and others

We will perform field investigations of sidewalks, trails, and inventory locations where deficiencies—including defects or obstructions—are present. We will also document material (concrete, bituminous, pavers, etc.).

We anticipate categorizing sidewalk and trail deficiency locations as such

- Non-compliant design (e.g., too narrow, steep, cross slope > 2%)
- Damage or disrepair that increases pedestrian fall risk
- Damage or disrepair that impedes access for people with limited mobility (e.g., walkers and wheelchairs)

- Obstruction that impedes access for people with limited mobility concerns (e.g., walkers and wheelchairs)
- Maintenance issues include vertical discontinuity, gaps, steep cross slope, cracking, standing water, vegetation, spalling, and others; obstructions include items such as lighting/traffic signal poles, power poles, manhole/handhole, and locations with a narrowed PCR/PAR among others
- Reporting and mapping

Bolton & Menk will import this data into GIS for analysis, reporting, and mapping as part of the transition plan.



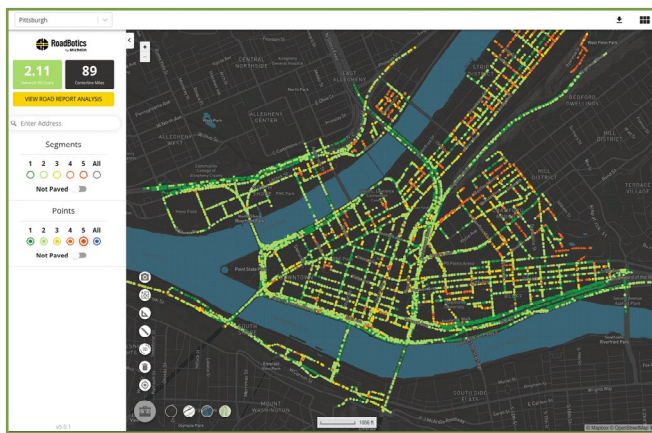
Street Data Collection and Analysis

Data collection for the street analysis will take an altered approach, leveraging the latest technology. At Bolton & Menk, we've completed many pavement management plans for communities. In an effort to have consistent, objective analysis, we've partnered with a proprietary artificial intelligence technology for performing pavement rating. It is an application service that uses artificial intelligence to analyze roadway imagery by allowing clients to upload photos taken from a windshield mounted camera. The application references an image library of high-resolution photos taken every 10 feet and provides a comprehensive evaluation based on objective analysis. The program identifies precise locations of pavement distress and severity while ranking each stretch of road using an easy-to-understand rating system for pavement conditions.

This rating system includes a map with both numerical and color-coded rankings to ensure clear, concise, and accurate information is presented. This visual communication of roadway conditions helps prioritize maintenance and provide virtual roadway online inspections. Having this level of detail will allow Bolton & Menk to efficiently analyze the 40+ miles of paved streets throughout the city. Providing profiles for segments of roadway and analyzing the 5- and 10-year period for street maintenance/reconstruction will be streamlined through the use of this tool.

VALUE-ADDED SERVICES

In conjunction with the pavement condition data collection, Bolton & Menk will collect 360° street view photos throughout the city **at no additional charge**.



Existing Data Review Meeting

Once existing data has been collected and compiled, a PRC meeting will be held to review the thoroughness and completeness of the information. The review will also determine the accuracy of the information collected based on city and consultant cursory review. The meeting will identify any gaps or areas of concern.

Aggregate Data Analysis

Once all the data has been accepted, determined accurate, and analyzed within the various platforms, our experienced team leads will begin analysis of the selected categories of work. We will use a consistent rating system across categories and apply the aggregate weighted scale when looking at all the different infrastructure that comprise a street segment. This is pivotal in establishing a draft report of which segments of infrastructure and streets are in the highest need of attention for the CIP programming.

Opinion of Probable Cost

Using regional and local historical bid prices, Bolton & Menk will determine reasonable unit costs for core infrastructure, street, sidewalk, signage, and streetlight improvements. Using these opinions of probable costs and estimated yearly budget from the city, a schedule of projects can begin to be laid out. This schedule will be augmented with the analysis of infrastructure to determine a prioritization schedule for improvements.

TASK 4. City Staff Presentation of Results

Once all infrastructure has been collected and analyzed, a review meeting of the draft CIP and programming will be held with the PRC. We will provide detailed explanations on how we compiled the condition and improvement matrix using the field data collected. The PRC will review the CIP and needs of each utility, providing feedback on our analysis. A portion of the meeting will focus on how the city envisions the data being portrayed in the GIS environment. Detailed notes will be taken throughout the meeting and comments/revisions will be applied to the CIP.

TASK 5. Identification of Funding

At this point in the CIP development, a number of projects will be identified for the 5- and 10-year plans.

Finding funding sources for municipal infrastructure projects can be a challenge at times. Bolton & Menk has the expertise to assist the City of Breezy Point in this area with our knowledge of current programs, relationships with funding agencies, and a thorough understanding of application processes. We work diligently to identify and secure outside grants and low-interest loans from a variety of federal, state, and local agencies.

Bolton & Menk will assist Breezy Point with identifying and pursuing applicable grant opportunities. We will identify programs and prepare and submit applications for grants through governmental agencies including Crow Wing County, MnDNR, MPCA, DEED, MDH, FHWA, USDA, PFA, and MnDOT. Through our experience, we have established working relationships with these agencies regarding funding municipal projects.

We consider projects from your perspective and treat you as a partner—because your best interest is our best interest.

Many project funding opportunities have tight application deadlines and short project completion windows. We help position your project so it’s ready to go when the time is right. CIPs will prioritize your needs and objectives to put you in a position to react quickly to new programs—an advantage in competitive funding pursuits.

We thoroughly understand the funding process and have the internal expertise to write effective grant applications. We know what works and what doesn’t, but we don’t stop there. Once funding is secured, we can assist you with administrative services including environmental reviews, prevailing wage monitoring, document regulatory compliance, and project finalization and closeout. **Bolton & Menk is the number one consultant in Minnesota in dollars secured through grants and funding agencies.**

TASKS 6 AND 7. Draft and Final Reports

Based on our experience, we see it necessary to involve city officials and the public at multiple touch points as the final plan is developed.

Task 6. Present Draft Report to City Officials

Once funding mechanisms have been identified for the projects, the draft report will be distributed and presented to the city council for review and feedback.

Task 7. Final Report Presentation to City Officials

After incorporating all comments and revisions from the public engagement mechanisms and city staff meetings, Bolton & Menk staff will present a final draft of the 5-year detailed and 10-year comprehensive CIP to Breezy Point’s city council.

SCHEDULE

Bolton & Menk is committed to completing the 5- and 10-year CIP by the end of 2024. As part of the planning, we will prioritize early in the process identifying and finalizing Year 1 improvements for 2025 to coincide with the city developing its 2025 budget.

The proposed project schedule is:

TASK	2024						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Request for Proposal Issued	█						
Notice to Proceed		2 nd					
Collect Infrastructure Data and Review Records		█	█				
Analyze Data and Identify Priorities				█			
Identify 2025 (Year 1) Improvements				█			
Refine Cost Estimates and Draft CIP for Staff Review					█		
Present Draft 5- and 10-Year CIP Report to City Council						█	
Present Final 5- and 10-Year CIP Report to City Council							█

QUALIFICATIONS AND EXPERIENCE

On the following pages, you will see a snapshot of key team members and why they make our team the best fit for your project. In the interest of your time, we have highlighted why these team members matter to the project’s success—full resumes are available upon request.



BRYAN DROWN, PE Project Manager

Bryan began working in the field of civil engineering in 1998. He genuinely enjoys serving clients and putting together solutions to help them accomplish their desires. Bryan serves as city engineer for multiple municipalities, and has significant civil municipal design, planning, and construction administration experience. He has assisted the City of Baxter, City of Pine River, and Mission Township with pavement management and CIP projects.

He will be responsible for overall project management; improvement plans for the streets, sidewalks, and sanitary and storm sewer planning; and review and approval of the CIP submittal documents.



PHIL MARTIN, PE
Principal-in-Charge

Phil began his career in 1992. He will ensure the work is executed with the proper personnel and resources to accomplish the work within the agreed-upon schedule. **He will monitor progress, schedule, and budget while working closely with Bryan to ensure issues are addressed promptly.**



AUSTIN JANSON, EIT
Utility and Sidewalk Inventory

Austin began working in the field of civil engineering in 2022. He enjoys harnessing technology to efficiently collect data. **Austin will provide the data collection associated with inventorying the existing sanitary sewer, sidewalk, storm sewer, street signs, and streetlights.**



BRIAN SIMMONS, PE
Road Improvements

Brian joined Bolton & Menk in 2005 as a municipal engineer responsible for project management, planning, and design. His expertise lies in leveraging new technology to accomplish engineering tasks more efficiently, including artificial intelligence (AI) to create pavement management plans for municipalities. **Brian will lead the the street portion of the CIP.**



JOHN SHAIN, GISP
GIS Mapping

John began his career with the firm in 1999. Bolton & Menk was willing to take a chance with John, embracing his ideas for GIS that were not yet widely practiced. Now, as leader of the GIS work group, John has managed a variety of GIS projects that include municipal implementations of GIS systems, public utility and infrastructure mapping, stormwater management, and web application development. **He will lead the GIS mapping portion of the CIP.**



CHELSEA ALGER
Funding

Beginning her career in 2004, Chelsea is the director of funding for Bolton & Menk. Throughout her career, she has built expertise in planning and zoning, housing, prevailing wage compliance, grant writing, and economic development. Chelsea understands the importance of leveraging CIPs for funding opportunities, and **she will provide valuable insight throughout project development to allow the final plan to be the best suited to capture funding opportunities.**



MIKE LARSON, PE, PTOE
Street Lighting

Mike began his career with the firm in 2015. He performs preliminary and final roadway and intersection design, traffic engineering studies, traffic operations analysis, traffic control and staging, traffic signal design, lighting design, and signing and pavement marking design. **Mike's broad range of expertise make him a perfect match to assist with the streetlight portion of the CIP.**

SIMILAR PROJECTS

Bolton & Menk has an experienced team of professionals with a proven track record of delivering projects of a similar nature. We have highlighted several projects our team has delivered using a similar approach and/or with similar elements. We will use this experience to benefit the development of the Breezy Point CIP. Additional project experience and references are available upon request.

PAVEMENT MANAGEMENT PLANNING

City of Baxter

Since 2014, Bolton & Menk has assisted the City of Baxter with pavement management planning and implementation. Street conditions are rated every three years. Street ratings are then used to plan for annual pavement maintenance projects, which have consisted of chip sealing, micro surfacing, and programming street reconstruction with extension of sanitary sewer and watermain utilities and the overall city CIP. Bolton & Menk assisted the city with creating franchise fees to fund annual pavement maintenance projects and safety improvements associated with streetlight upgrades and installation.

PAVEMENT MANAGEMENT PLANNING

City of Crosslake

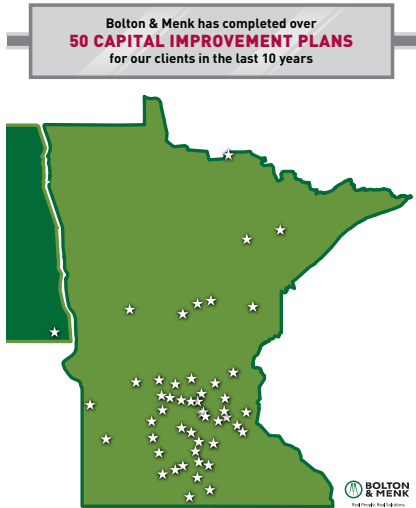
In 2023, Bolton & Menk worked with the City of Crosslake to develop a 5-year street improvement plan. PASER pavement ratings were completed and used to prioritize the preservation of pavements with a rating greater than 4. A plan was developed to invest approximately \$1 million annually to improve streets. Streets with a rating of 5 or 6 will get a mill and overlay and streets with a rating between 7 and 10 will get chip sealing. This approach will address 50 miles of city streets over a 5-year period, consisting of 33 miles of chip sealing and 17 miles of mill and overlay. The timing of street reconstruction projects will be planned based on improvements to or extension of underground utilities or by petition from adjacent property owners.

CAPITAL IMPROVEMENT PLAN

City of International Falls

Prior to 2021, the City of International Falls had a continual list of failed or broken infrastructure systems that often required immediate attention. The city pursued ways to become more proactive, but could not make considerable improvements on their own.

Bolton & Menk was hired as the city engineer for International Falls in late 2021. Upon meeting with the city staff, it was ultimately decided to create a 5-year CIP. The CIP would enhance the use of the city's limited financial resources, help reduce costs and obtain future funding, focus on priorities, and assist in the coordination of public and private development. After the creation and implementation of the CIP planning document, International Falls is now able to look at the big picture based on the community's goals. They can also establish, prioritize, and define funding for capital projects. The CIP planning document is now reviewed annually and revised to keep their project list up-to-date and remain aligned on their next steps.



PROJECT COSTS

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials.

Client: City of Breezy Point Project: Streets Capital Improvement Plan		Bolton & Menk, Inc.													
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Sanitary, Sewer, and Water	Project Engineer	Street Lights	Sidewalks, Multimodal, and ADA Compliance	Roads Engineer	GIS Manager	GIS Technician	Funding	GPS Data Collection	AI Pavement Rating	Total Hours	Total Cost
1.0	Street Inventory and CIP	4	50	0	50	0	0	24	2	20	4	0	1	155	\$30,382
2.0	Street Light Recommendation and Budget	2	8	0	0	16	0	0	2	6	0	0	0	34	\$5,930
3.0	Sidewalk Inventory, Assessment, and CIP	4	40	0	16	0	8	0	4	24	2	0	0	98	\$16,654
4.0	City Staff and City Council Presentations	4	16	0	0	0	0	0	0	4	0	0	0	24	\$4,456
5.0	Add On - Streets ArcGIS Map Layer	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
6.0	Add On - Streetlights ArcGIS Map Layer	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
7.0	Add On - Sidewalks ArcGIS Map Layer	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
8.0	Add On - Sanitary Sewer Inventory and CIP	4	24	64	0	0	0	0	4	24	8	140	0	268	\$42,872
9.0	Add On - Street Signs Inventory and CIP	2	16	0	8	0	0	0	4	24	0	100	0	154	\$23,182
10.0	Add On - Storm Sewer Inventory and CIP	4	8	24	8	0	0	0	2	8	0	8	0	62	\$10,718
11.0	Add On - Gravel Road Priority Ranking	2	16	0	24	0	0	0	0	0	0	0	0	42	\$6,754
Total Hours		26	178	88	106	16	8	24	18	110	14	248	1	837	
Subtotal		\$5,434	\$33,108	\$16,368	\$14,840	\$2,656	\$1,120	\$4,824	\$3,618	\$17,710	\$2,450	\$34,720	\$4,100		
Total Base Fee (Tasks 1 - 4)														\$57,422	

Bolton & Menk's Fee Schedule	
Task	Cost
Base Capital Improvement Plan	
- Street Inventory and Assessment	
- Street Light Recommendation and Budget	
- Sidewalk Assessment, Inventory, and CIP	
- 5- and 10-year CIP for Specified Infrastructure	
- Presentation to City Staff and City Council	
Not-to-Exceed Total	\$ 57,422
Add-On Items	
Task	Cost
Streets	
- Layer File for ESRI ArcGIS Incorporation	No Charge
Streetlights	
- Layer File for ESRI ArcGIS Incorporation	No Charge
Sidewalks	
- Layer File for ESRI ArcGIS Incorporation	No Charge
Sanitary Sewer	
- Sanitary Sewer Inventory and Assessment	
- 5- and 10-year CIP for Specified Infrastructure	
- Draft Policy and 10-year CIP to Televiser Sanitary Sewer and Forcemain	\$ 42,872
- Layer File for ESRI ArcGIS Incorporation	No Charge
Not-to-Exceed Total	\$ 42,872
Street Signs	
- Inventory and 5-Year Replacement Schedule	\$ 23,182
- Layer File for ESRI ArcGIS Incorporation	No Charge
Not-to-Exceed Total	\$ 23,182
Storm Sewer	
- Inventory and 5- and 10-year CIP	\$ 10,718
- Layer File for ESRI ArcGIS Incorporation	No Charge
Not-to-Exceed Total	\$ 10,718
Gravel Roads	
Priority Ranking and CIP Implementation	\$ 6,754
Not-to-Exceed Total	\$ 6,754
Public Engagement	
Project Website, INPUTiD, Open Houses (2)	\$ 15,000
Not-to-Exceed Total	\$ 15,000

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Creation of Streets Committee
DATE: July 1, 2024



Background

During discussion at the April 24 council workshop, the City Council expressed some interest in the development of a streets committee comprised of residents similar to that of the City of Lake Shore. As a result of that discussion, City Administrator Chanski has drafted a resolution (attached) that would create an Ad Hoc committee for the purpose of advising the City Council on the development and implementation of the streets capital plan.

The City Council discussed the creation of a streets committee and the draft resolution during their meeting on May 6. While the Council seemed in favor of creation such a committee, the Council tabled the discussion to a workshop so that they could further discuss expectations of the streets committee prior to establishing it.

During the workshop on June 17, the City Council discussed the benefits of a streets committee and all expressed support for its creation. The Council asked staff to bring the presented draft resolution to the July 1 City Council Meeting for formal action.

Resolution

The attached resolution creates an Ad Hoc streets committee for the purpose of advising the City Council on the development and implementation of a streets capital plan. The intention is for the committee to be the primary working group for the streets CIP development process.

The committee would be comprised of 5 members of the public appointed by the Mayor with the approval of the City Council. A member of the Council will also need to be appointed to serve as a council liaison to the committee. Should the resolution be adopted, staff will immediately begin advertising for applications to serve on the committee.

Council Action

Staff recommends that the City Council adopt the attached resolution establishing an Ad Hoc streets committee.

CITY OF BREEZY POINT
RESOLUTION __-2024

A RESOLUTION ESTABLISHING AN AD HOC STREETS COMMITTEE

WHEREAS, the City previously had a subcommittee of the City Council designated as the Road Committee; and

WHEREAS, the Road Committee was abolished by the City Council; and

WHEREAS, the City has commenced a process to have a capital plan for city streets to be developed; and

WHEREAS, the City Council has expressed a desire to have community member participation in the streets capital plan development process; and

NOW THEREFORE BE IT RESOLVED by the Breezy Point City Council that a Streets Committee be established as an Ad Hoc committee to advise the City Council and work with staff and selected consultant on the development and implementation of a streets capital plan.

1. **Purpose:** The Streets Committee is hereby established as an Ad Hoc committee for the purpose of advising the City Council on the development and implementation of a streets capital plan.
2. **Committee Membership:** The Committee shall have 5 members all of whom shall be appointed by the Mayor with the approval of the City Council. A member of the City Council shall be appointed to serve as a council liaison.
3. **Length of Term:** Members of the Committee shall serve until a streets capital plan is developed and implementation plan established at which time the Committee shall be dissolved.
4. **Compensation:** This is a volunteer committee without compensation.
5. **Organization:** The Committee shall elect its own Chair and Vice-Chair. Written minutes shall be taken for each meeting and published in the City Council agenda packet upon approval by the Committee at the following meeting.
6. **Meeting Dates and Time:** The Committee shall establish meeting dates and times once formed.
7. **Duties:**
 - a. Work with staff and the selected consultant in the development and implementation of a streets capital plan.
 - b. Make recommendations to the City Council regarding the approval and implementation of a streets capital plan.

Rebecca Ball: ___

Brad Scott: ___

Steve Jensen: ___

Angel Zierden: ___

Michael Moroni: ___

Adopted this 1st Day of July 2024

Mayor Angel Zierden

Attest:

David C. Chanski, City Administrator/Clerk

TO: Mayor and City Council

FROM: David Chanski, City Administrator/Clerk

RE: Community Center Due Diligence Work Plan

DATE: July 1, 2024



Background

During the City Council meeting on April 1st, the City Council discussed a proposal from Mayor Zierden and Councilmember Moroni to conduct due diligence on a potential community center. Upon discussing the proposal, the City Council voted to table the discussion for a future workshop. During the June 3rd City Council meeting, the Council scheduled the topic to be discussed during the June 17 council workshop at Mayor Zierden's request. The Council then discussed due diligence during the June 17 workshop and requested that staff bring back a work plan for the City Council to formally consider at the July 1 City Council meeting.

Work Plan

Based on the discussion that occurred on June 17, staff drafted the following work plan for consideration:

- Direct staff to conduct the requisite due diligence on the development of a potential community center. Such due diligence shall not require the expenditure of funds but shall include:
 - a) Engaging with neighboring communities to assess the interest in participating in a potential community center project.
 - b) Investigating the feasibility of the former Landis + Gyr building located at 6436 County Road 11 as a potential site for a community center.
 - c) Developing cost estimates for the operation of a City operated community center.
 - d) Researching potential outside funding opportunities and partnerships to support the construction and operation of a community center.

Recreational Amenities Directory

One item that came out of the due diligence discussion was the development of a recreational amenities directory. Such a directory would detail available recreational amenities in Breezy Point as well as surrounding communities and would be posted to the City's website. The majority of the City Council expressed support for the creation of such a directory and asked staff to bring the idea back before the Council on July 1.

Additionally, the Council requested that it be included as a separate action item from the community center due diligence work plan.

Project Timelines

A recreational amenities directory would not likely take extensive time to complete. Staff estimates that a draft of the directory could be delivered to the City Council at the September 3rd City Council Meeting.

Thorough due diligence as listed in the draft work plan will take extensive time for staff to complete, considering the projects that are already underway and an immediate focus on development of the 2025 Budget. As such, staff estimates that a report on community center due diligence will not be completed until at least the end of the year.

Council Action

Staff is looking for the Council to provide direction on whether to execute the draft community center due diligence work plan and develop a recreational amenities directory.

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Special City Council Meeting
DATE: July 1, 2024



Special City Council Meeting

As City Administrator Chanski shared during the Council Workshop on June 17, staff is recommending that, in place of a workshop, a formal Special City Council Meeting be held the week of July 15 – 19.

The purpose behind a formal special meeting is the ability for the City Council to take action on the City Hall Remodel & Expansion Project bid from Hy-Tec Construction. This is important as delaying the decision of whether to move forward with construction will likely result in Hy-Tec not being able to commence construction in 2024 (and thus retracting their bid) as well as delay the bonding process.

The proposed agenda for the special meeting is:

- 1) City Hall Remodel & Expansion Project Bid Opening & Approval
- 2) Buschmann Road Update
- 3) Draft Equipment Capital Improvement Plan Presentation

Upcoming & Other Pending Workshop Topics

- August
 - 2025 Preliminary Budget Review
 - Cannabis Licensing
- TBD
 - LMCIT Collaboration Services Training
 - Disc Golf

Council Action

Staff is requesting that the City Council set a date, time, and discussion items for a Special City Council Meeting in July.