



CITY COUNCIL WORKSHOP

Wednesday, April 24, 2024 at 6:00 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. STREETS DISCUSSIONS

A. Buschmann Road Update

B. Streets CIP

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Buschmann Road Update
DATE: April 24, 2024



Background

Buschmann Road was last before the City Council in December 2023 when the City Council approved the Phase II.A agreement with WSB. This first part of Phase II of the is easement acquisition. The preliminary design for Buschmann Road, which easement acquisition (Phase II.A) and final design (Phase II.B) will follow, was presented to the City Council at a workshop on October 17, 2023.

Paul Sandy with WSB will be present at the April 24 workshop to provide the City Council with a project update. Additionally, as easement acquisition is a lengthy process, Mr. Sandy would like to discuss moving into final design (Phase II.B) with the City Council. A draft agreement for Phase II.B is attached.

Exhibit A

Buschmann Road and Ranchette Drive Reconstruction Project Phase 2B
Breezy Point, MN

I. Scope of Services

1. FINAL DESIGN, PLANS, SPECIFICATIONS, AND UTILITY COORDINATION

A. Project Management

- 1) *General Coordination.*
- 2) *Progress reports, invoices, and billing.*
- 3) *Quality control/quality assurance.*

B. Additional Private Utility Owner (GSOC) Coordination

- 1) *Coordination with onsite general contractor and utility contractor on utility relocations.*
- 2) *Two-dimensional surface features survey of all subsurface utilities.*
- 3) *Determine conflict points between planned construction and existing/planned private utilities.*

C. GSOC Meeting (assumed 2)

D. Plans

- 1) *Title Sheet.*
- 2) *General Layout.*
- 3) *Statement of Quantities/Notes.*
- 4) *Construction Details.*
- 5) *Standard Drawings.*
- 6) *Miscellaneous Details.*
- 7) *Construction Plans (removals, plan and profile, utility, traffic control, ADA).*
- 8) *Stormwater Pollution and Prevention Plan (SWPPP).*
- 9) *Cross Sections.*

E. Project Manual (specifications, general and special provisions, contract documents)

F. Design Meetings with City Staff

- 1) *60% Design Meeting.*
- 2) *90% Design Meeting.*
- 3) *Final Design/Pre-Bid Meeting.*

G. QA/QC Plan Reviews

H. Constructability Review

I. Permits

- 1) *Apply and obtain necessary federal, state, and local permits.*
- 2) *Technical Advisory Panel (TEP) meeting*

Deliverables

- Two-dimensional survey, layout, and AutoCAD file of subsurface utilities.
- Utility conflict plans.
- Meeting agenda, meeting minutes, and summary memos for GSOC meetings (assumed 2)
- Construction drawings (60%, 90%, and 100%).
- Draft and final project manual and specifications.
- Meeting agenda, meeting minutes, and summary memos for design meetings.
- Constructability review memo.
- QA/QC plan review checklist.
- TEP meeting minutes.
- Permits – USACE Section 404 and Wetland Conservation Act.

2. FINAL CONSTRUCTION COST ESTIMATE

- A. Project Management
 - 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
 - 4) Engineers Opinion of Probable Cost

Deliverables

- Engineer’s opinion of probable cost in excel format with finding groups.

3. ADDITIONAL PUBLIC ENGAGEMENT

- A. Project Management
 - 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
- B. Project Owner and Stakeholder Meetings
 - 1) *City Council Meetings (assumed 5)*
 - 2) *Stakeholder ID and Engagement Plan Update*
 - 3) *Maintain Project Website and Update*
 - 4) *Project Fact Sheet and Q&A Update*
 - 5) *In-Person Property Owner Communications and Meeting (assumes two meetings, invitation/outreach)*
 - 6) *Open House (Two, 3-hr meeting, drive and prep)*

Deliverables

- Two Open House meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary).
- Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination).
- Final Engagement Analysis and Summary Report (includes engagement log, issues/feedback, and future communications recommendations).

4. PROJECT BIDDING

- A. Project Management
 - 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
- B. Project Bidding and Award
 - 1) *Schedule bid opening time, date, and location.*
 - 2) *Prepare notices and publications.*
 - 3) *Answer questions during bid phase.*
 - 4) *Prepare bid tabulations.*
 - 5) *Prepare award recommendation.*
 - 6) *City Council Meeting (award recommendation).*
 - 7) *Contracts, bonds, and insurance.*

Deliverables

- Notices and publications.
- Summary of Q & A during bidding.
- Bid tabulations.
- Award recommendation.
- Executed contracts, bonds, and insurance.

II. Compensation

Compensation for the scope of services will be rendered on an hourly basis not to exceed the amount of \$192,370.

Final Design, Plans, Specifications, and Utility Coordination \$145,176

Final Construction Cost Estimate.....	\$10,376
Additional Public Engagement.....	\$25,208
Project Bidding.....	\$6,624

TOTAL..... \$187,384

III. Assumptions

1. Assumes permits needed will be Section 404/WCA Wetland Permits and NPDES permit. Assumes 2 utility coordination meetings during design. Assumes 5 design meetings with City staff.
2. Assumes two public open houses around 60% and 90% plans.
3. Assumes attendance at 5 City Council meetings.



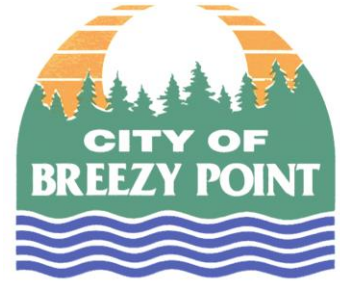
Estimated Project Fees
Buschmann Road and Ranchette Drive Reconstruction Project - Final Design
 City of Breezy Point, MN

Scope of Services Phase/Task Description	Estimated Hours													Total Hours	Fee	
	Principal	Senior Project Manager	Senior Project Manager - Construction	Public Engagement Project Manager	Public Engagement Lead	Marketing Graphics	GIS	Graduate Engineer	Municipal Design Lead	Water Resources Design	Water Resources Design	SWPPP Design	Environmental Permitting			
	Ron Bray	Paul Sandy	Matt Indihar	Ryan Earp	Sammantha Watson	Yeng Muoa	Steve Gazdik	Isaiah Escobedo	Shannon Heitmann	Laura Pietila	Laura Rescorla	Thomas Hoffman	Roxy Robertson			
Phase 2 - Final Design																
2B.1 Final Design, Plans and Specifications and Utility Coordination																
2B.1.0 Project Management General coordination Progress reports, invoices, and billing Quality control/quality assurance		22													22	\$ 4,840.00
2B.1.1 Additional Private Utility Owner (GSOC) Coordination Coordination with utility contractors on relocations Two-dimensional surface features survey in ACAD format of all subsurface utilities Determine conflict points between planned construction and existing/planned public utilities		10							30						40	\$ 8,020.00
2B.1.2 GSOC Meeting (2)		8							4						12	\$ 2,536.00
2B.1.3 Plans Title Sheet General Layout Statement of Quantities/Notes Construction Details Standard Drawings Miscellaneous Details Construction Plans (removals, plan and profile, utility, traffic control, ADA) Stormwater Pollution and Prevention Plan (SWPPP) Cross Sections		32						230	260	36	26	6			590	\$ 98,788.00
2B.1.4 Project Manual (specifications, general and special provisions, contract documents, etc.)		16	4						32	10	5				67	\$ 12,964.00
2B.1.5 Design Meetings with City Staff Design meeting 1 (Design kick-off) Design Meeting 2 (30% Design) Design meeting 3 (60 % Design) Design meeting 4 (90% design) Design meeting 5 (Final Design/Pre-Bid)											2	2			6	\$ - \$ - \$ - \$ 1,140.00 \$ 1,140.00 \$ 1,140.00
2B.1.6 QA/QC Plan Reviews	4	16							8						28	\$ 6,068.00
2B.1.7 Constructability Review		4	8												12	\$ 2,432.00
2B.1.8 Permits Apply and obtain necessary federal, state, and local permits Technical Advisory Panel (TEP) meeting		4						4					32		40	\$ 6,108.00
Deliverables: Two-dimensional survey, layout, and AutoCAD file of subsurface utilities Utility conflict plans Meeting agenda, meeting minutes, and summary memos for GSOC meetings (assumed 2) Construction drawings (30%, 60%, 90%, 100%) Draft and final project manual and specifications Meeting agenda, meeting minutes, and summary memos for design meetings Constructability review memo QA/QC plan review checklist TEP meeting minutes Permits – USACE Section 404 and Wetland Conservation Act																
Subtotal Task 2.1	4	118	12					234	340	52	31	6	32		829	\$ 145,176.00
2B.2 Final Construction Cost Estimate																
2B.2.0 Project Management General coordination Progress reports, invoices, and billing Quality control/quality assurance		4													4	\$ 880.00
2B.2.1 Engineer's Opinion of Probable Cost Deliverables: Engineer's opinion of probable cost in excel format with funding groups		10							24	10	6				50	\$ 9,496.00
Subtotal Task 2.2		14							24	10	6				54	\$ 10,376.00

	Estimated Hours													Total Hours	Fee			
	Principal	Senior Project Manager	Senior Project Manager - Construction	Public Engagement Project Manager	Public Engagement Lead	Marketing Graphics	GIS	Graduate Engineer	Municipal Design Lead	Water Resources Design	Water Resources Design	SWPPP Design	Environmental Permitting					
2B.3 Additional Public Engagement																		
2B.3.0 Project Management		3		3	14												20	\$ 3,126.00
General coordination																		
Progress reports, invoices, and billing																		
Quality control/quality assurance																		
2B.3.1 Property Owner and Stakeholder Meetings	6	20		14	60	38	8										146	\$ 22,082.00
City Council meetings (assumed 5)																		
Stakeholder ID and Engagement Plan update																		
Maintain Project Website and Update																		
Project Fact Sheet and Q&A Update																		
In-Person Property Owner Communications and Meeting (assumes two meetings, invitation/outreach)																		
Open House (Two, 3-hr meeting, drive and prep)																		
Deliverables:																		
Two Open House meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary)																		
Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination)																		
Final Engagement Analysis and Summary Report (includes engagement log, issues/feedback, and future communications recommendations)																		
Subtotal Task 2.3	6	23		17	74	38	8										166	\$ 25,208.00
2B.4 Project Bidding																		
2B.4.1 Project Management		4								10							14	\$ 2,820.00
General coordination																		
Progress reports, invoices, and billing																		
Quality control/quality assurance																		
2B.4.2 Project Bidding and Award		12								6							18	\$ 3,804.00
Schedule bid opening time, date, and location																		
Prepare notices and publications																		
Answer questions during bid phase																		
Prepare bid tabulations																		
Prepare award recommendation																		
City Council Meeting (award recommendation)																		
Contracts, bonds, and insurance																		
Deliverables:																		
Notices and publications																		
Summary of Q & A during bidding																		
Bid tabulations																		
Award recommendation																		
Executed contracts, bonds, and insurance																		
Subtotal Task 2.4		16								16							32	\$ 6,624.00
Total	10	171	12	17	74	38	8	234	380	62	37	6	32				1081	\$ 187,384.00
Grand Total Hours	10	171	12	17	74	38	8	234	380	62	37	6	32				1081	
Hourly Rate	\$ 249.00	\$ 220.00	\$ 194.00	\$ 220.00	\$ 129.00	\$ 108.00	\$ 158.00	\$ 131.00	\$ 194.00	\$ 156.00	\$ 180.00	\$ 147.00	\$ 147.00					
Grand Total Direct Labor Costs	\$ 2,490.00	\$ 37,620.00	\$ 2,328.00	\$ 3,740.00	\$ 9,546.00	\$ 4,104.00	\$ 1,264.00	\$ 30,654.00	\$ 73,720.00	\$ 9,672.00	\$ 6,660.00	\$ 882.00	\$ 4,704.00					\$ 187,384.00
Reimbursable Expenses -																		
Subtotal Expenses																		\$ -
Total Fee (Hourly estimated fee)																		\$ 187,384.00

Assumptions Phase 2B.1 - Final Design, Plans, Specifications, and Utility Coordination - Assumes permits needed will be Section 404/WCA Wetland Permits and NPDES permit. Assumes 2 utility coordination meetings during design. Assumes 5 design meetings with City staff.
Phase 2B.3 - Additional Public Engagement - Assumes two public open houses around 60% and 90% plans. Assumes attendance at 5 City Council meetings.
Phase 2B.4 - Project Bidding - Assumes attendance at 1 City Council meeting.

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Streets CIP
DATE: April 24, 2024



Background

Staff presented a draft request for proposals (RFP) for the development of a streets capital improvement plan (CIP) at the March City Council meeting. At that time, the Council tabled discussion of the RFP for further discussion at a workshop. The discussion was then placed on the April 24 workshop agenda by the City Council at the April 1 council meeting.

Draft Capital Improvement Plan RFP

Following the City Council’s discussion during the March council meeting, City Administrator Chanski updated the draft RFP. This new draft is much more detailed than the previous draft and was heavily taken from an RFP issued by the City of Crookston in October 2023. Crookston’s RFP had essentially the same request as Breezy Point’s but with much more detail. Crookston received 6 proposals for their RFP and ended up selecting a proposal from Advanced Engineering and Environmental Services (AE2S).

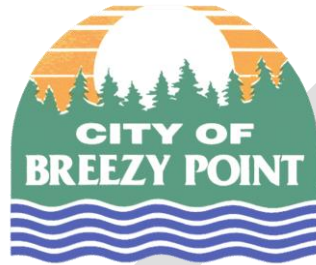
A significant part of the discussion among the Council during the March meeting was around the City’s road standards. Following that discussion, Public Works Supervisor Joe Zierden provided the City Council with road standard documentation from 2003, 2006, and 2013. Those documents as well as his memo dated March 8, 2024, are attached.

Lastly, City Administrator Chanski reached out to some neighboring communities regarding their streets plans. The City of Brainerd’s 10-year Infrastructure CIP as well as streets information from the City of Nisswa are attached.

Council Direction

Staff is looking for guidance from the City Council as how to proceed with the proposed development of a streets capital improvement plan.

THE CITY OF BREEZY POINT, MN



REQUEST FOR PROPOSALS (RFP)
FOR
STREETS CAPITAL IMPROVEMENT PLAN

DRAFT

CONTENTS:

1. ORGANIZATIONAL INFORMATION
2. SCOPE OF SERVICES AND DELIVERABLES
3. PROJECT DESCRIPTION
4. SCHEDULE
5. COMPENSATION FOR SERVICES
6. GENERAL REQUIREMENTS FOR PROPOSALS
7. PRE-CONTRACT COSTS
8. EVALUATION CRITERIA

DRAFT

ORGANIZATIONAL INFORMATION

The City of Breezy Point is a statutory city under Minnesota State Statute and is located in the heart of lakes country in Crow Wing County, Minnesota. The City received a 2022 population estimate of 2,780 residents from the Minnesota State Demographer's Office, has seen 184% growth since 2000, and continues to be one of the fastest growing communities in Crow Wing County year over year.

The City is a bedroom community whose primary industry is tourism. According to the Crow Wing County Assessor's Office, 56.3% of the properties in the City are classified as residential, 40.1% as seasonal, 3.2% as commercial, and 0.4% as agricultural.

The City has a total of 40.6 miles of paved roads, 15.25 miles of gravel roads, and 6.4 miles of unimproved/minimum maintenance roads. The City does not currently have a formal plan for the maintenance, replacement, and improvement of its streets.

The Breezy Point Public Works Department is comprised of a Public Works Supervisor, Assistant Public Works Supervisor, and 3 Public Works Workers. The City budgets for blacktop repair, aggregate materials, and dust coating each year. In 2024, the City budgeted a total of \$85,000 for these operations. The City has also been placing over \$300,000 in its Capital Fund each year over the last few years for future road improvements.

SCOPE OF SERVICES AND DELIVERABLES

The City of Breezy Point is soliciting proposals from qualified engineering firms for the completion of a detailed 5-year and summary 10-year comprehensive Capital Improvement Plan (CIP) and related street, streetlights, sidewalk and trails, sanitary sewer, water, stormwater, and signage inventory report.

The purpose of this detailed 5-year CIP and summary 10-year CIP (beyond the five-year horizon of the detailed CIP plan) is to enable the City of Crookston to:

- Budget for capital improvements.
- Solicit grants to pay for capital improvements.
- Create greater transparency in the budgeting process.
- Enable both City policy makers and appointed officials to effectively plan.

The firm that is awarded the contract, will be asked to also create as part of the CIP, an inventory and map of the City's existing streets, streetlights, sidewalks, water mains, sanitary sewer, force mains and storm sewer mains. The deliverable CIP document shall be written in a manner that can be incorporated into the City's budget document; and which can be updated and maintained by City staff. Acceptable software applications include excel spreadsheet and word processing applications compatible with MS Office subject to City approval. Alternate software applications may be submitted subject to City approval.

The detailed 5-year and summary 10-year CIP, and related street, streetlight, sidewalk, and trail inventory report is to assist the City with:

- An inventory and map of all City owned streets, streetlights, sidewalks, and trails that need to be constructed or replaced.
- A ranking to indicate the priority needs for replacement of each section of street, streetlights, sidewalk, and trail over a 10-year period (along with a 5-year plan to replace all non-compliant City owned street signs).
- Within the detailed five-year CIP plan, develop a CIP project page for each individual project listed with information including, but not limited to: project descriptions, cost estimates, project schedule and funding sources to construct or repair each section of street, streetlight, sidewalk, and trail.
- A presentation and overview of the detailed 5-year and summary 10-year CIP to the City Ways and Means Committee, and/or City Council.

The City is also requesting separate line-item costs for the following items.

- Conducting a street sign inventory and 5-year replacement schedule.
- Creating a storm water main, sanitary sewer, force main, and manhole inventory, map, and CIP.
- Providing a plan, map, draft policy, and 10-year CIP to televiser the City's sanitary sewer and force main system.

PROJECT DESCRIPTION

The City of Breezy Point is seeking a qualified firm to complete the following:

Streets

The PCI or similar rating report and map shall include the following:

- A PCI or similar rating report which includes a rating of all City owned streets with the use of a scale of 0-100, which should include the methodology used to evaluate the streets.
- A profile of each street segment and its PCI or similar rating; a summary condition of all of the streets in the City.
- An overall color-coded map to indicate streets that are good (and do not require any maintenance) to extremely poor condition (requiring full reconstruction).
- A detailed budget section which includes different scenarios to identify the needed annual funding commitment and a mean PCI rating for all City streets over a five-year period

and 10-year summary. The budget section should also include a “do nothing approach,” a cost to replace each street segment “with a PCI rating of 70 or higher,” and a scenario which examines (over the next 5-year and 10-year period) which street segments should be constructed or replaced “based on current budget parameters.”

Streetlights

Develop recommendations for the placement of streetlights including:

- A map to indicate the recommended locations for the placement of streetlights.
- A detailed budget section for the installation of streetlights including estimated annual operating costs, streetlight lifespan, and replacement costs.
- Recommendations for the size and design of streetlights.

Sidewalks

Conduct a sidewalk and trail assessment and inventory which shall include the following:

- A sidewalk, trail, and curb ramp assessment (complying with all ADA requirements - e.g., slope, width, accessibility) based upon the following:
 - Sidewalk heaving/trip hazards (abrupt surface elevation change of more than ¼ inch measured in 1/4” increments).
 - Cracks or cracked panels.
 - Gapping between sidewalk panels (more than or equal to 1 inch).
 - Areas of rough surfaces, spalling, or exposed aggregate.
 - Locations of severe loss of the sidewalk depth. These are sections where the surface is gone leaving loose aggregate.
 - Noticeable ponding, settlement, or collected sediment.
 - Locations of non-ADA compliant driveway transitions and curb ramps.
- A color-coded map illustrating the condition of the existing sidewalk and curb ramps; using the 4-point rating schemes from “excellent”, being 1, (which does not require any maintenance) to “poor,” being 4, condition (requiring full replacement).
- An assessment of the overall condition of the sidewalks in the City; and provide a profile section of all the sidewalks.
- Recommendations for the installation of new sidewalks and trails. Recommendations should take expansions of the City’s trail system as outlined in the Parks & Recreation Master Plan into account.

- A budget which includes different scenarios to identify the needed annual funding commitment with a “do nothing approach,” a listing of the cost to replace all sidewalks segments and curb ramps, with a ranking of 3 or 4, and a scenario which examines the next 10 years (with a detailed 5 year and 10 year summary CIP) which sidewalk segments and curb ramps need to be replaced “based on current budget parameters.”
- A budget for the installation of new sidewalks and trails as well as estimated future maintenance costs.

Separate individual quotes are being solicited for the following add-ons:

Street Signs

Completing a street sign inventory and 5-year replacement schedule.

- Creating a street sign inventory of all City owned street signs; identify a plan to replace signs (that are not in compliance with the MUTCD current retro reflectivity laws) and determine a cost schedule for sign replacement.
- Inspecting the signs may follow any of the three approved protocols:
 - Calibration Signs Procedure
 - Comparison Panels Procedure
 - Consistent Parameters Procedure
- Providing a separate add-on price to create a data shape file of all street signs for inclusion on the ESRI ArcGIS system.

Sewer Mains

Conduct a municipal sanitary sewer main, manhole, and force main inventory assessment report and map which shall include the following:

- Conducting an analysis of the existing municipal sanitary sewer main and force main system to develop a detailed 5-year and summary 10-year CIP for replacement of existing water mains, sanitary sewer, and force mains by segment and cost.
- Creating a color-coded map of sanitary sewer and force mains based on install date; future capacity needs; and type of pipe (i.e., clay ductile, pvc, etc.) if possible.
- Providing a separate add-on price to complete a 10-year CIP and draft a policy to televise the City’s sanitary sewer mains and force main system, which should include but not be limited to:
 - A map showing which mains the City should be televising over a 10-year period.

- A 10-year CIP which identifies the cost and sections to be televised in years 1 through 10.
- A draft policy (i.e., stating if the City is going to undertake a full reconstruction of a street and replace the sewer infrastructure that it should televise that section if not done within 2-3 years) and an RFP so the City can use that as a template to advertise for services when it needs to go out to televise.

Storm water mains

Creating a storm water main inventory report and map.

- Create an inventory of all City's storm water mains using existing as-built maps, storm water main related documents, visual inspections, and interviews with City staff. Identifying, if possible, the age and the diameter of each segment storm water main.
- Creating a color-coded map indicating replacement of the storm water mains, basing replacement on such factors as install date and current and future capacity needs.
- Developing a detailed 5-year CIP and summary 10-year CIP for replacement of storm water mains by segment and cost.

SCHEDULE

The Consultant shall include intermediate deadlines in the proposal for all project deliverables defined in this document.

Response to Proposals Due/RFP Receival:	June 7, 2024
Consultant Interviews (if needed):	June 17-21, 2024
Final Consultant Selection:	July 1, 2024
Notice to Proceed:	July 2, 2024

COMPENSATION FOR SERVICES

It is the intention of the City of Breezy Point to enter into a professional service contract for the scope of work provided in this document. The Consultant developed compensation schedule shall be in direct alignment with the stated deliverables and project deadlines.

The City of Breezy Point reserves the right to administer and issue all notices to proceed in a manner that is in the best interest of the City.

GENERAL REQUIREMENTS FOR PROPOSALS

I. Inquiries and Submittal

Please submit final RFP documentation and direct questions regarding this proposal to:

David Chanski
City Administrator
8319 County Road 11
Breezy Point, MN 56472
(218) 562-4441
dchanski@cityofbreezypointmn.us

All firms submitting a proposal shall identify a single point of contact to correspond with the City. The preferred method of communication is by email.

II. Contractual Responsibility

Consortia, joint ventures, or teams, although encouraged, will not be considered responsive unless the proposal explicitly establishes that all contractual responsibility rests solely with one firm.

At all times during the term of the contract, the Consultant shall be required to have and keep in force the following insurance policies:

- **Workers Compensation:** Insurance covering all employees meeting statutory limits in compliance with applicable state and federal laws.
- **Comprehensive General Liability:** A single limit or combined limit or excess umbrella general liability insurance policy of an amount not less than \$500,000 per claim and \$1,500,000 for any number of claims arising out of a single occurrence. If the claim arises out of the release or threatened release of a hazardous substance, the insurance must be for an amount no less than \$1,000,000 per claim and \$3,000,000 for any number of claims arising out of a single occurrence.
- **Business Auto Liability:** A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicles used regularly in the provision of services under this contract for an amount no less than \$500,000 per accident or property damage, \$500,000 for bodily injury and/or damage to any one person, and \$1,500,000 for total bodily injuries and/or damage arising out of a single occurrence.

III. Addenda and Supplements to this RFP

In the event it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable proposers to adequately respond to this request, a supplemental to the RFP will be issued.

IV. Owners' Rights

The City of Breezy Point reserves the right to reject any or all proposals if deemed (under its sole discretion) to be in the best interest of the City.

V. Proposal Content

Please submit one electronic copy of the proposal no later than April 5, 2024, by 4:00 p.m. The City reserves the right to request hard copies of proposals at any time in the review process. These documents must be signed by a duly authorized representative of the respondent. At a minimum the proposal shall:

- Include a narrative that describes the responder's understanding of the project, goals, objectives, and any known challenges to be overcome.
- The proposal should include a summary of the project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, standards, and good engineering practice. Include a graphical timetable that identifies achievable milestones.
- Include an itemized list of anticipated objects, goals, and sub-tasks for all deliverables, assign the number of hours required by each team member, and indicate the maximum not to exceed fee amounts for each sub-task. Identify any tasks not outlined in the deliverables that the respondent deems are critical to the success of the project. Include detailed cost breakdowns for these tasks as "alternate" options that we may review and/or consider as part of the contract. Provide and explain new technology and/or innovative strategies within these tasks to provide additional quality to this project.
- Provide and elaborate on key tasks this RFP may not include. Provide costs to each as alternative options.
- Identify anticipated involvement required by the City.
- Summarize the firm's relevant qualifications and experience related to similar projects. List all personnel who will conduct the project, detailing their training, work experience and job title. The project manager assigned to the project must be stated in the proposal and shall continue as such throughout the project, as long as he/she is still employed by the firm.

PRE-CONTRACT COSTS

All costs related to the preparation of the proposal will be the sole responsibility of the respondent and will not be reimbursed by the City of Breezy Point. Likewise, no reimbursement will be made for costs incurred prior to a formal written notice to proceed.

EVALUATION CRITERIA

Selection of the Consultant will be based on the best quality of services provided. Proposals will be primarily evaluated on the Scope of Services defined in this document. All respondents will be graded on a 100-point scale to determine the best overall value for this project. Project

manager and team members experience in providing similar services or projects will strongly influence evaluation scores. Consideration will be given based on the following factors and corresponding scale:

1. Expressed understanding of project scope/objectives:	20%
2. Quality and technical evaluation of the proposal, project approach, methodology, and the use of technology/innovation:	20%
3. Experience and qualifications of the project manager and team members:	20%
4. Quality of the work plan and project schedule:	20%
5. Overall not to exceed cost:	20%
<hr/>	
Total	100%

The City of Breezy Point will not automatically award a contract to the respondent with the lowest overall cost. The City reserves the right to interview any, all, or none of the respondents at its discretion.



TO: Mayor, City Council and City Administrator

FROM: Joe Zierden, Public Works Supervisor

RE: Existing Paved Road Replacement Estimates

DATE: March 8, 2024

	% of paved roads	\$2.35 per sqft
45-25 years old (could be paved now)	24.648232	\$2,734,154.5
24-16 years old (pave in 6 to 14 years)	50.2407263	\$5,670,813.2
13 - 4 years old (pave in 17 to 26 years)	17.5639335	\$2,693,236.3
mixed age 30 - 5 years old on same road (pave now to 25 years)	7.5471083	\$837,178.1
Total Length	214,559 feet	\$11,935,382.1

	% of paved roads	\$2.72 per sqft
45-25 years old (could be paved now)	24.648232	\$3,164,638.4
24-16 years old (pave in 6 to 14 years)	50.2407263	\$6,563,664.64
13 - 4 years old (pave in 17 to 26 years)	17.5639335	\$3,117,277.76
mixed age 30 - 5 years old on same road (pave now to 25 years)	7.5471083	\$968,989.12
Total Length	214,559 feet	\$13,814,569.92

	% of paved roads	\$4.54 per sqft
45-25 years old (could be paved now)	24.648232	\$5,282,153.8
24-16 years old (pave in 6 to 14 years)	50.2407263	\$10,955,528.48
13 - 4 years old (could be paved now)	17.5639335	\$5,203,103.32

mixed age 30 - 5 years old on same road (pave now to 25 years)	7.5471083	\$1,617,356.84
Total Length	214,559 feet	\$23,058,142.44

TO: Council members

FROM: Joe Rudberg

Meeting of July 1, 2013

Road Improvement Standards

At the Road Improvement Workshops the council reviewed a couple of proposed revisions to the road standard policy. Mike Rude was instrumental in assembling this document which really is a combination of past city policies for road construction taking the best from each and also relying on standards of MnDOT and MnPCA. Permits for many projects would also be required of Thirty Lakes Water Shed District or the DNR so those standards would also be required to be adhered to. The existing policy is somewhat similar to this. The change here is more of an update to that policy.

The issue of conflicting standards is dealt with by a statement that says the more stringent requirement would apply unless agreed to by the city in writing. This allows us to consider all standards but also lean on the most restrictive one under the policy if that is our desire.

Any road improvement project accomplished by the city will require city council approval of plans and specifications. This provides a further check on what is to be accomplished when an improvement is being considered.

Consideration of the policy for adoption would be appreciated.

CITY OF BREEZY POINT

ROAD IMPROVEMENT STANDARDS

Updated June 4, 2013

Introduction

The intent of this policy is to establish certain minimum requirements for newly-constructed roads and existing roads which undergo significant restoration or improvement from existing conditions.

The City recognizes that not only is a “one size fits all” approach not desirable, but simply will not work given the unique topographic features and natural resources of the area.

The goal of this policy is to provide minimum construction standards with latitude and flexibility that allow for a balance of safety, health, and financial considerations with natural resource preservation.

Road classifications referenced in these standards (Local, Collector, etc.) are defined in the City of Breezy Point’s “Road Improvement and Assessment Policy”.

Where conflicting requirements exist between other applicable Federal, State, or Local standards and this set of standards, the more stringent requirements shall apply unless agreed to in advance and in writing by the City.

This policy is intended to serve as a guide. The City reserves the right to make changes from time to time when deemed to be in its best interest.

Road Construction Standards

1.) Clearing & Grubbing

Clearing and grubbing shall be limited to that which is necessary for roadway and utility construction.

All removed vegetation shall be disposed of in accordance with applicable State, Federal and Local requirements and shall not be buried in the road right of way.

2.) Topsoil & Turf Establishment

Topsoil shall be removed from graded areas and stockpiled during road construction. Upon completion of grading, a minimum of three inches (compacted depth) of salvaged native and imported topsoil meeting MnDOT Spec. No. 2105 shall be reapplied to the disturbed slopes and ditch surfaces.

These areas shall be seeded per MnDOT specification number 2575 and in accordance with materials and application rates as specified in the latest edition of MnDOT's "District 3 Turf Establishment Recommendations" memo as published on MnDOT's website.

3.) Subgrade

The top three feet of the subgrade shall be granular material compacted by suitable equipment to meet MnDOT specification 2105 utilizing the Quality Compaction method.

Materials in this region shall meet the requirements for granular backfill as specified by MnDOT specification 3149. Subgrade materials not meeting this standard shall be removed (subcut) and replaced with granular borrow materials meeting the specification. Where this removal is in close proximity to ground water, geotextile fabric shall be placed under the granular borrow.

4.) Aggregate Base

Aggregate base materials shall meet the requirements for Class 5 Aggregate from MnDOT specification 3138. Construction shall be in accordance with MnDOT specification 2211 with compaction by the Quality Compaction method.

5.) Bituminous Pavement

Bituminous pavement shall be plant mixed asphalt meeting the requirements of MnDOT specification 2360, latest edition for the current construction season. Mix designation shall be SPWEB240B.

6.) Shouldering

Where used, aggregate shouldering shall meet the requirements of MnDOT specification 2221 with materials meeting the Class 5 requirements of specification 3138.

7.) Cul-de-sacs

When utilized in roadway design, cul-de-sacs will be required to provide for appropriate turning radii while keeping the impact to the natural vegetation to a minimum. The use of cul-de-sacs in a roadway design will be reviewed by the City on a case-by-case basis and should be avoided by the use of through streets when practical.

8.) Centerline Grade

Centerline grades shall be constructed to a minimum of 0.5% but not greater than:

- 10% on local roads
- 8% on collector roads

When warranted due to environmental impact or other considerations, the City at its sole discretion may approve the use of steeper centerline grades.

9.) Steep Slopes

Along steep slopes, where erosion of ditches or aggregate shoulders may be of concern, the roadway design shall utilize some combination of concrete curb and gutter, storm sewer, retaining walls, ditch checks, or other acceptable measures as approved by the City.

10.) Drainage

Roadway design and construction shall comply with all applicable federal, state, and local regulations for stormwater runoff treatment and control, including but not limited to:

- Minnesota Pollution Control Agency (MPCA) National Pollution Discharge Elimination System (NPDES)
- Thirty Lakes Watershed District permit requirements for roadway, bridge, culvert, and excavation projects
- City of Breezy Point subdivision ordinance

Where conflicting requirements existing in these regulations, the more stringent shall apply.

11.) Erosion and Sediment Control

All construction activities shall meet the requirements of Minnesota Pollution Control Agency's NPDES Construction Storm Water permitting program.

12.) Typical Roadway Sections

Typical roadway sections to be utilized shall conform to the following:

	Collector Road	Local Road
Lane Width	12'	11'
Aggregate Shoulder Width	3'	3'
Fill Slope (maximum)	4:1	3:1
Back Slope (maximum)	3:1	2:1
Ditch Bottom (minimum)	4'	3'
Ditch Depth (minimum)	2'	2'
Aggregate Base	5"	4"
Bituminous Pavement	3 1/2"	2"

When warranted due to existing terrain, environmental impact, or other considerations, the City at its sole discretion may approve the use of alternate roadway sections. Appendix A provides a graphical representation of the above road sections.

13.) Inspection & Testing of Developer Road Projects

The City reserves the right to inspect all work performed on Developer road projects to confirm its conformance to approved plans and specifications. Correction of non-conformances shall be performed in a timely manner and at the sole expense of the Developer.

Depending on the scope of the proposed work, and its sole discretion, the City may also require third party testing services and in some cases construction observation services on the project. Costs for these services shall be paid by the Developer.

14.) MnDOT Specifications

All work shall be completed consistent with the latest edition of MnDOT's "Standard Specifications for Construction".

CITY OF BREEZY POINT

ROAD IMPROVEMENT STANDARDS

Adopted August 7, 2006

Introduction

The intent of this policy is to establish certain minimum requirements for newly constructed roads and existing roads which undergo significant restoration and/or improvement from existing conditions. The City recognizes that not only is a “one size fits all” approach not desirable, but simply will not work given the unique topographic features and natural resources of the area. The goal of this policy is to call out for minimum construction standards, however, to also provide for latitude and flexibility in balancing safety, health and financial considerations of the improvements with an eye toward natural resource preservation. This policy will from time to time reference a road classification report (dated December 6, 2004), which given the classification of roads, ultimate design and construction will be influenced.

The City also recognizes that land use patterns and zoning will have influence on ultimate road improvements regardless of an existing or new road. The City will strive as well to promote road sections that are typical or employ best practices given density and traffic volumes. In higher population (more dense) areas and traffic volumes the City recognizes that a more urban road section is preferable. This approach, mainly utilizing curb and gutter will call for and allow better management of storm water, pedestrian movement and curb appeal of neighborhoods. When undertaking improvements in less dense areas with lower traffic volumes the City will approach road improvements with more of a rural method in utilizing ditches and shoulders. In situations where you have a combination different than identified above (ie. Lower density and higher traffic volumes) the City will encourage an approach that incorporates the best of all methods to provide for an outcome which truly balances any number of considerations. Of course, utilities (water/sewer) will also have an effect on what the City considers to be the best road section to utilize.

This policy is intended to serve as a guide. The City reserves the right to make changes from time to time when deemed to be in the City’s best interest.

Road Construction Standards

1.) Right of way improvements

It is commonly accepted that some degree of tree and vegetation removal will be required in order to adequately construct and improve road ways which includes utilities, turn lanes, drainage and other features while balancing safety considerations. However, the City will implement and look favorably when attempts are made to preserve natural vegetative conditions. The clearing of rights of ways to the entire 66 feet should only be made a priority with roads identified as Collectors. Local Collectors, Local and Limited Access roads will either not have the right of way entirely cleared or will be done so with the goal of maintaining as much natural vegetation. In cases where tree removal is necessary to road construction and improvement a planting plan will be required which replaces trees on a 2:1 ratio. In cases where removal is necessary all vegetation shall be disposed of in accordance with applicable State, Federal and Local requirements and shall not be buried in the road right of way.

2.) Topsoil & Turf Establishment

Topsoil shall be removed from graded areas and stockpiled during road construction. Upon completion of grading, a minimum of three inches (compacted depth) of salvaged native topsoil meeting MnDOT Spec. No. 2105 or equal shall be reapplied to the disturbed slopes and ditch surfaces. The City will require the addition of supplemental topsoil quantities as needed given the scarcity of native topsoil. These areas shall be seeded per MnDOT specification number 2575, applied at a rate of 125 lbs/acre, or as approved by the City.

- Commercial Fertilizer, Analysis 23-0-30 200 lbs. Per acre
- Mulch Material, Type 1 2 tons per acre
- Mulch Material, Type 5 Hydro-mulch 2 tons per acre
- Disc Anchoring is required unless Hydro-seeded

3.) Subgrade

The top one-foot of the sub-grade shall be granular material compacted by suitable equipment to meet MnDOT Spec. No. 2105 for ordinary compaction method, and free of rocks greater than 3” in diameter and sticks greater than 1” in diameter and 6” in length. It shall be required to provide 3rd party density tests, as directed by the City.

4.) Non-granular Material Excavation (muck)

In the event the native material is not of granular material, it shall be required to excavate and replace the material with granular material. If the material is of muck, peat moss, or similar material, the Contractor shall provide soil borings, geo-textile fabric and granular material to obtain the required density and compaction. It is required that the City will

inspect and approve replacement of muck excavation section. Third party density testing maybe required at the discretion of the City.

5.) Gravel Surfacing

The generally accepted standard for gravel surfacing is to use a Class 5 material meeting MnDot Spec. 2211 and typically placed to a compact depth of 4 inches. Based upon City review and classification of roads a different aggregate material and compacted to a depth greater than 4 inches maybe required at the discretion of the City.

6.) Bituminous Surfacing

Bituminous surfacing shall be MnDOT Spec. No. 2350 and shall be 2.5 inches thick after compaction for local roads and 3.5 inches (2 inches base, 1.5 inches of wear course) thick after compaction for collector roads.

7.) Shouldering

Due to severe change in elevation within the City, issues with deterioration of shoulders have been problematic. The City will require additional stabilization of shoulders such as utilizing a bonding agent or similar product. In addition it maybe acceptable to establish the shoulder in a reinforced grass surface. In higher dense areas of the City it maybe necessary to construct surmountable curb and gutter. The minimum standard is a three foot should width whether aggregate or reinforced grass.

8.) Cul-de-sacs

Cul-de-sacs and turn-around area will be determined upon City review given safety and design considerations. When practical cul-de-sacs will be required to provide for ample turn around area while keeping the impact to the natural vegetation to a minimum. In all cases there shall be a 2 foot aggregate shoulder.

9.) Inspection

The City shall inspect the sub-grade prior to graveling and shall inspect the graveling prior to placement of bituminous. Sub-grade inspection shall be conducted by an independent third party to ensure density specifications have been met. The City will also require gradation testing of the aggregate to ensure it meets the required specification and sample testing of the bituminous pavement after it is placed to ensure compliance with the appropriate specification. Final inspection prior to the acceptance will be made after required corrections, bituminous surfacing and seeding are completed.

10.) Centerline Grade

Centerline grade for new road construction shall be a minimum of 0.5% but not greater than 10% on local roads and 8% on collector roads. Centerline grade of existing constructed roadways shall meet the above grade percent requirements whenever improvement costs and associated disturbances deem this approach to be in the best interest of the City. When warranted, the City at its discretion may utilize steeper centerline grade standards.

11.) Steep Slopes

Along steep slopes, the Contractor shall construct bituminous gutter, concrete curb and gutter or employ other acceptable measures such as retaining walls at the direction of the City.

12.) Erosion Control

Where steep slopes are used (steeper than 3:1), erosion control measures such as erosion control blanket, rock rip-rap with geo-textile filter, and alternative seeding methods, such as hydro-seeding, shall be implemented. In addition, all erosion control measures must comply with Minnesota Pollution Control Agencies Storm Water permitting requirements.

13.) MnDot Specifications

All work shall be completed consistent with MnDOT Specifications; Refer to “Standard Specifications for Construction” 2005 Edition, Minnesota Department of Transportation.

Adopted / Effective August 7, 2006

Minimum Road Standards for Residential Roadway Construction

1. The entire width of the right-of-way shall be cleared and grubbed to a maximum width of 66 feet. All trees and shrubs removed for construction shall be disposed of in accordance with applicable State and Local statutes and shall not be buried under the roadway.
2. Topsoil shall be removed from graded areas and stockpiled during road construction. Upon completion of grading, a minimum of three inches (compacted depth) of salvaged native topsoil meeting MnDOT Spec. No. 2105 or equal shall be reapplied to the disturbed slopes and ditch surfaces. These areas shall be seed with MnDOT seed mixture 50B meeting MnDOT Spec. No. 2575, applied at a rate of 125 lbs/acre, or as approved by the City.

Commercial Fertilizer, Analysis 22-0-10	200 lbs. Per acre
Mulch Material, Type 1	2 tons per acre
Mulch Material, Type 5 Hydro-mulch	2 tons per acre

Disc Anchoring is required unless Hydro-seeded
3. The top one-foot of the sub-grade shall be granular material compacted by suitable equipment to meet MnDOT Spec. No. 2105 for ordinary compaction method, and free of rocks greater than 3” in diameter and sticks greater than 1” in diameter and 6” in length. The Contractor shall be required to provide 3rd party density tests, as directed by the City.
4. In the event the native material is not of granular material, the Contractor shall excavate and replace the material with granular material. If the material is of muck, peat moss, or similar material, the Contractor shall provide soil borings, geo-textile fabric and granular material to obtain the required density and compaction.
5. Gravel surfacing shall be MnDOT Spec. No. 2211 Class 1 and shall be 4 inches thick after compaction.
6. Bituminous surfacing shall be MnDOT Spec. No. 2340 and shall be 2 inches thick after compaction for local roads and 2.5 inches thick after compaction for collector roads.
7. Shouldering shall be Class I aggregate and shall be constructed to a 2-foot width on collector roads and 3-foot width on local roads.
8. Cul-de-sacs and turn-arounds shall have a 75’ radius (right-of-way), (57’ surface) and a 2- foot aggregate shoulder.
9. The City shall inspect the sub-grade prior to graveling and shall inspect the graveling prior to placement of bituminous. Final inspection prior to the acceptance will be made after required corrections, bituminous surfacing and seeding are completed.
10. Centerline grade shall be a minimum of 0.5% but not greater than 10% on local roads and 8% on collector roads.
11. Along steep slopes, the Contractor shall construct bituminous gutter and provide other slope protection measures, as directed by the City.
12. Where steep slopes are used (steeper than 3:1), erosion control measures such as erosion control blanket, rock rip-rap with geo-textile filter, and alternative seeding methods, such as hydro-seeding, shall be implemented.
13. All work shall be completed consistent with MnDOT Specifications; Refer to “Standard Specifications for Construction” 2000 Edition, Minnesota Department of Transportation.

CITY OF BRAINERD

10-YEAR STREET AND SEWER CAPITAL IMPROVEMENT PLAN

2024-2033

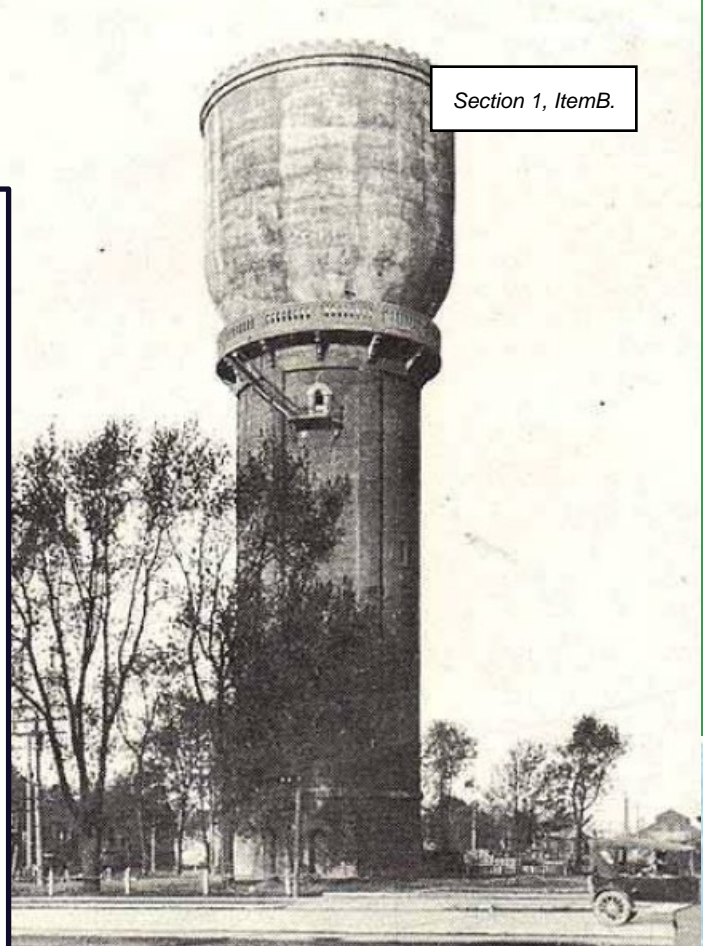


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Introduction

The City of Brainerd was incorporated in 1881 and is governed by a Home Rule Charter. Brainerd is the County Seat of Crow Wing County and is in central Minnesota approximately 125 miles north of the Minneapolis/St. Paul Metropolitan area. The City is approximately 12.64 square miles and serves an estimated population of 14,395 (2020 census).

The City of Brainerd’s 10-Year Capital Improvements Plan (CIP) is a 10-Year investment guide for the construction and/or improvement of City streets, sanitary sewers, and storm sewers. City staff have prepared the plan to assist the City Council in long range planning of capital infrastructure upgrades and to give a big picture perspective on the continuing need to fund a transportation and utility system that serves the constituents of Brainerd and uses their tax dollars in the most efficient and cost-effective manner.

It is important to note that 10-Year CIP is a fluid document, and therefore amendments thereto will be presented to the City Council on an annual basis when changes or amendments to the document are made. Changes to the document or priorities established in the plan should be expected and can be caused in reductions to funding levels, project delays due to price fluctuations, opportunities for grants or other aides, delays in obtaining construction permits or necessary approvals, emergency needs, or simply changes in community preferences.

Purpose of the 10-Year Capital Improvements Program

A capital improvement is simply a major expenditure of City funds for the acquisition or construction of public lands. A CIP is a document designed to anticipate capital improvement expenditures and schedule them over a ten-year period so that they may be financed in the most efficient and cost-effective method possible. A CIP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the City considers the benefits, costs, alternatives, and impact on operating expenditures.

The City of Brainerd believes that the CIP process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. In these financially difficult times, good planning is essential for the wise use of limited financial resources.

As stated above, the purpose of the 10-Year CIP is to guide staff and the City Council down the path of financial feasibility and sustainability, while maintaining the essential services that the City provides. More importantly, the 10-Year CIP:

1. Sets forth an estimated schedule, timing, and details of specific capital improvements.
2. Identifies estimated costs associated with the specific capital improvements.
3. Outlines the need for the improvements; and
4. The sources or revenues needed to pay for the improvements.

Street System Overview

The City of Brainerd maintains approximately 80.20 miles of streets of which 19.87 miles are covered under State Aid rules and eligible for State Aid funding. The City also maintains 16.26 miles of alleys, 2.73 of which are paved and 16.26 which are unpaved. The City uses a comprehensive pavement management system and database that rates and scores pavements based upon calculations of condition ratings based upon a 0-4 scale (0 being pavement that has completely failed and 4 being pavement that was just constructed). During this pavement rating process, City Staff use multiple different measurements on a street to measure certain types of cracking and distresses within the pavement that are turned into a pavement score using a linear regression equation. During this process, staff also use judgement to rate the curb condition on each street. These pavement ratings are used to identify and group projects into larger projects, thereby driving project costs down. There are other circumstances in which a street may need to be reconstructed or resurfaced, those being underlying utilities in critical or undersized conditions or the need for expansion or safety improvements. Generally,

improvements to storm sewer systems fall in line with street resurfacing and reconstruction.

The City has typically rated their pavements on 3-year cycles. The last comprehensive pavement rating was performed in 2018. Ratings in 2021 were likely not collected due to COVID-19 and staffing issues. City Council has discussed potentially hiring a consultant to automate the rating process. In 2018, the aggregate average pavement score in the City was 3.354 Average Rating per Linear Foot. This pavement score is a direct reflection of how the City has performed in keeping up and maintaining the pavement system and gives a big picture perspective on what City staff can do differently to improve street conditions. The average age of a City street in 2023 is 24.92 years old. The City also uses many types of pavement management techniques such as seal coating, crack sealing, and large patching to extend the life of the streets. There have been numerous research projects performed by local and state agencies that have proven that pavement management techniques such as the ones listed generally extend the life of pavements.

Miles of Road by Surface Rating										
Surface Rating	2005		2012		2015		2018		2021	
	Miles	%	Miles	%	Miles	%	Miles	%	Miles	%
0.00-0.25	0.03	0.04%	-	0.00%	0.04	0.05%	0.02	0.03%	-	0.00%
0.26-0.50	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
0.51-0.75	-	0.00%	0.51	0.63%	0.07	0.09%	-	0.00%	0.14	0.17%
0.76-1.00	0.62	0.80%	0.25	0.31%	0.33	0.41%	-	0.00%	0.17	0.21%
1.01-1.25	0.14	0.18%	0.36	0.44%	0.70	0.87%	0.21	0.27%	-	0.00%
1.26-1.50	2.29	2.93%	1.11	1.39%	1.05	1.31%	0.30	0.37%	0.33	0.42%
1.51-1.75	1.99	2.55%	1.08	1.35%	2.02	2.51%	0.82	1.02%	0.65	0.81%
1.76-2.00	4.63	5.92%	1.59	1.99%	3.12	3.89%	2.99	3.72%	3.25	4.05%
2.01-2.25	2.16	2.77%	6.54	8.16%	3.45	4.31%	2.81	3.50%	2.48	3.09%
2.26-2.50	3.18	4.07%	3.50	4.37%	3.46	4.31%	4.17	5.20%	3.37	4.20%
2.51-2.75	4.25	5.44%	3.85	4.80%	5.62	7.00%	3.03	3.77%	4.31	5.37%
2.76-3.00	10.47	13.40%	3.51	4.38%	5.40	6.74%	3.43	4.28%	4.09	5.10%
3.01-3.25	3.39	4.33%	6.82	8.50%	8.54	10.65%	8.08	10.07%	9.71	12.11%
3.26-3.50	6.47	8.27%	10.78	13.44%	9.88	12.32%	14.05	17.52%	7.81	9.73%
3.51-3.75	10.19	13.04%	11.40	14.22%	9.60	11.97%	12.75	15.90%	7.56	9.43%
3.76-4.00	28.32	36.25%	28.89	36.02%	26.92	33.57%	27.55	34.35%	36.34	45.31%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%	80.20	100.00%

Table 1 - Miles of Road by Surface Rating

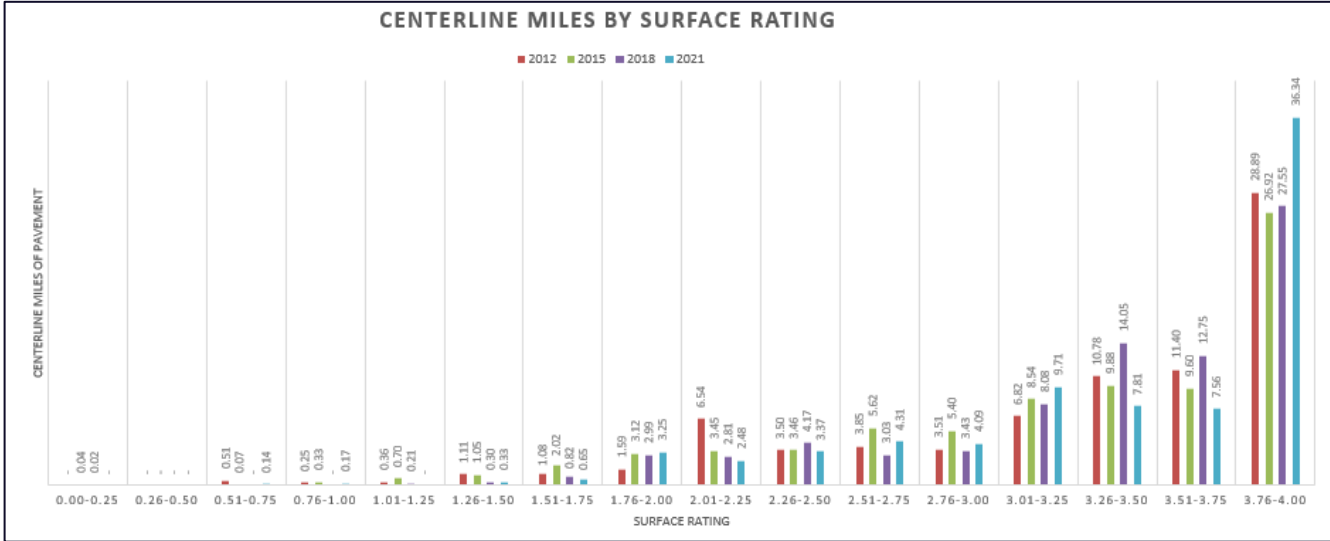


Figure 1 - Centerline Miles by Surface Rating

Miles of Road by Age										
Pavement Age	2005		2012		2015		2018		2021	
	Miles	%	Miles	%	Miles	%	Miles	%	Miles	%
0-5	15.68	20.07%	11.79	14.70%	13.71	17.09%	12.86	16.03%	10.30	12.84%
6-10	10.35	13.25%	13.57	16.92%	6.96	8.68%	10.55	13.15%	9.28	11.58%
11-15	9.07	11.61%	10.83	13.50%	12.31	15.35%	10.61	13.22%	8.54	10.65%
16-20	11.72	15.00%	7.63	9.51%	9.76	12.17%	6.89	8.59%	11.40	14.21%
21-25	6.51	8.33%	11.82	14.74%	8.57	10.68%	10.13	12.62%	9.41	11.73%
26-30	3.87	4.95%	4.89	6.09%	10.57	13.18%	12.47	15.55%	8.32	10.38%
31-35	10.21	13.06%	3.21	4.00%	4.61	5.74%	2.50	3.11%	8.03	10.02%
36-40	5.98	7.66%	7.01	8.75%	2.25	2.80%	2.69	3.35%	3.21	4.01%
41-45	2.05	2.63%	6.11	7.61%	6.95	8.66%	5.83	7.27%	1.92	2.39%
46-50	2.03	2.60%	1.83	2.28%	2.36	2.95%	3.51	4.37%	6.00	7.48%
51-55	0.21	0.27%	0.98	1.22%	0.81	1.01%	0.54	0.68%	2.13	2.66%
56-60	0.17	0.21%	0.36	0.44%	1.13	1.41%	1.25	1.55%	0.56	0.70%
61-65	0.14	0.18%	0.05	0.06%	0.07	0.09%	0.26	0.32%	0.88	1.09%
66-70	-	0.00%	-	0.00%	-	0.00%	-	0.00%	0.07	0.09%
71-75	-	0.00%	0.14	0.17%	0.14	0.17%	-	0.00%	-	0.00%
76+	0.14	0.18%	-	0.00%	0	0.00%	0.14	0.17%	0.14	0.17%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%	80.20	100.00%

Table 2 - Centerline Miles by Surface Rating

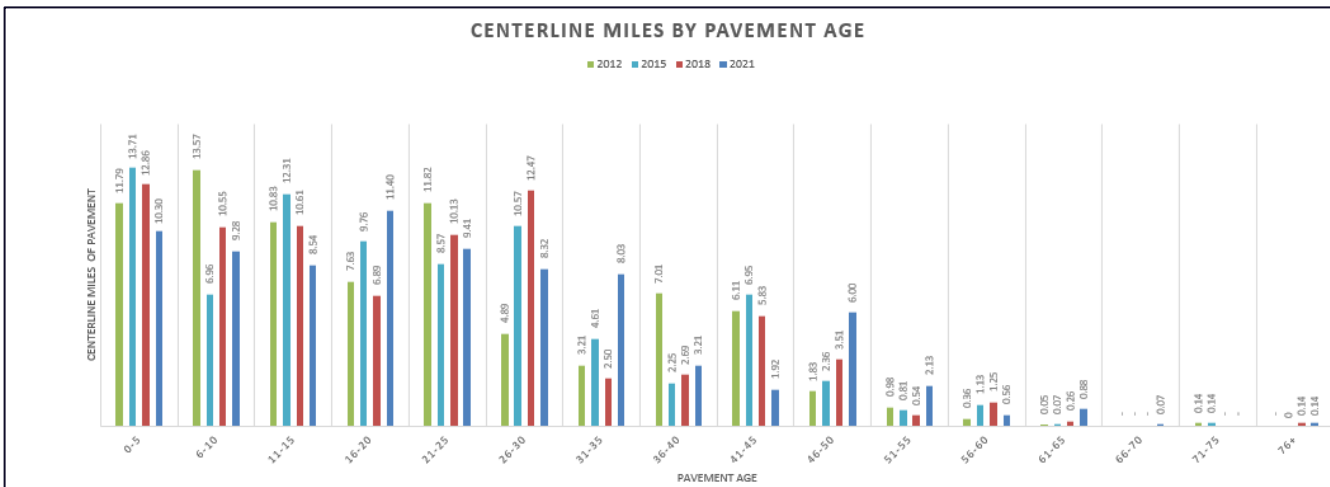


Figure 2 - Centerline Miles by Pavement Age

Pavement Management Summary					
	2005	2012	2015	2018	2021
Average Pavement Rating	3.246	3.273	3.216	3.354	3.400
Average Age of Street	18.92	20.48	21.01	20.94	24.92

Table 3 - Pavement Management Summary

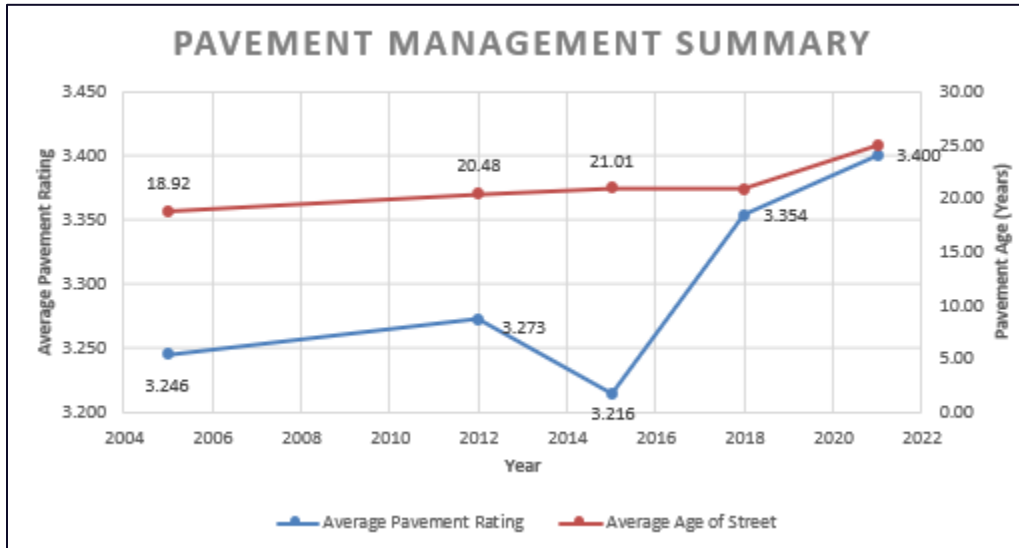


Figure 3 - Pavement Management Summary

Sanitary Sewer System Overview

The City of Brainerd operates and maintains approximately 77.44 miles of sanitary sewer, of which 49.7% is vitrified clay, 39.9% is poly-vinyl chloride, 5.9% is reinforced concrete, 0.1% is steel, and 1.8% is high-density polyethylene, and 2.7% is cured in place pipe. This equates to 203,089 linear feet (LF) of vitrified clay, 162,961 LF of poly-vinyl chloride, 24,250 LF of reinforced concrete, 470 LF of steel, and 7,218 LF of high-density polyethylene, and 10,887 LF of cured in place pipe. All the pipes range in size with the smallest pipes in the system being 6 inches and the largest besting 27 inches. The current average age of the City’s sewer system is about 52.1 years old. The current oldest sewer in the system was constructed in 1904, and the newest sewer in the system was constructed in 2023.

The City uses closed captioned television equipment to video the pipe and performs annual maintenance with flushing, root cutting, and rodding to the system every year. To properly maintain the sewer system, and to meet League of Minnesota Cities insurance requirements, the City adopted the League of Minnesota Cities Sewer Maintenance Policy, which states that major problem lines should be maintained 2-3 times/year, problem lines a time/year, clay lines every 2-5 years, PVC and CIPP pipe

every 6-10 years, and interceptors every 11-20 years. This, on average, means the City needs to maintain approximately 97,872 LF of pipe/year.

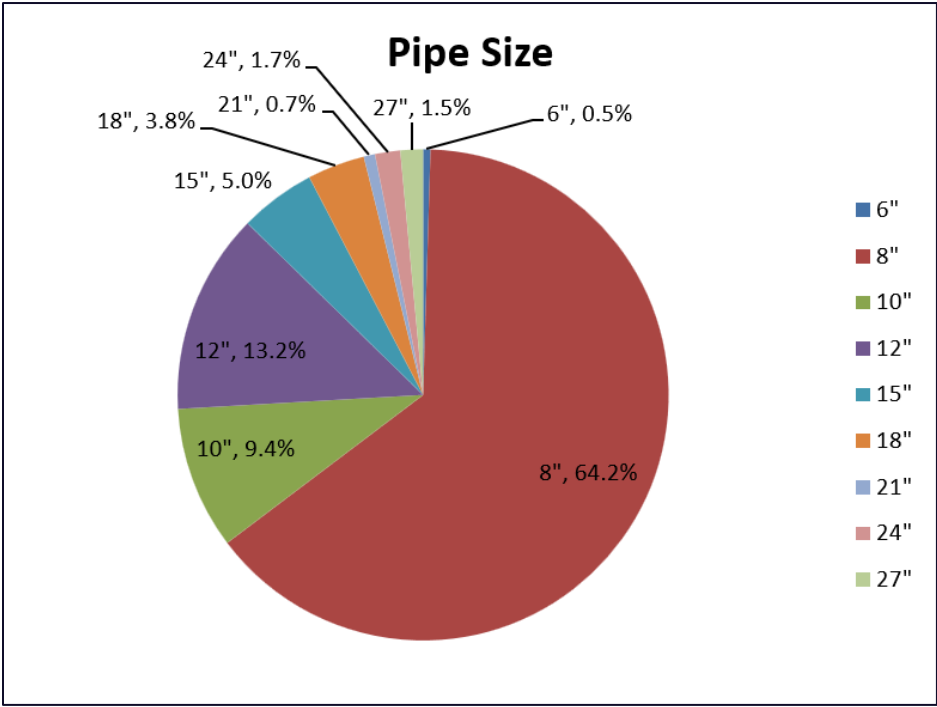


Figure 4 - Sanitary Sewer Pipe Size

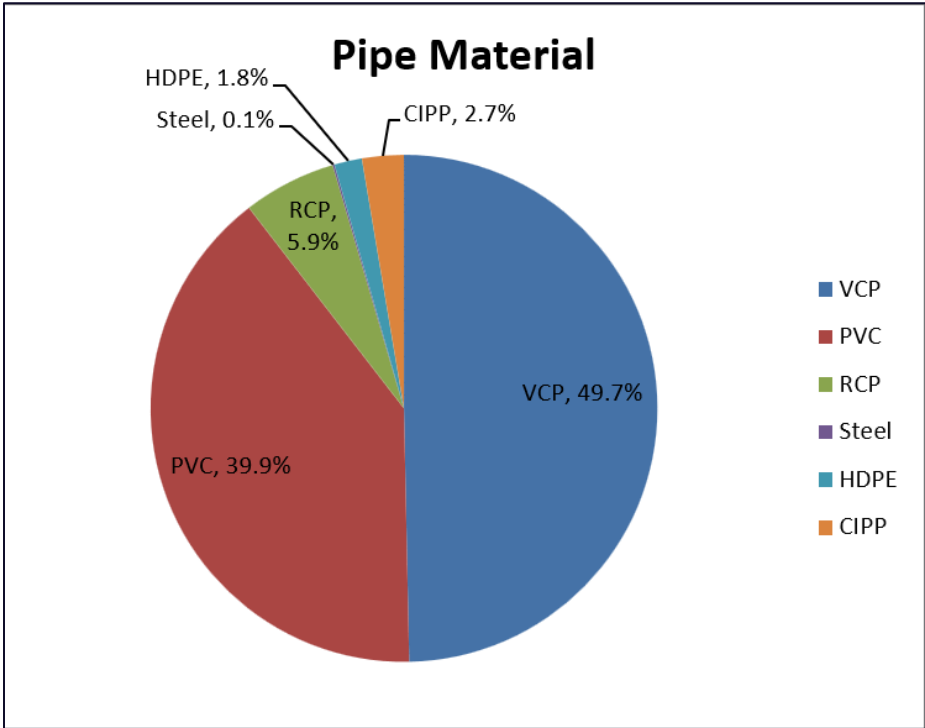


Figure 5 - Sanitary Sewer Pipe Material

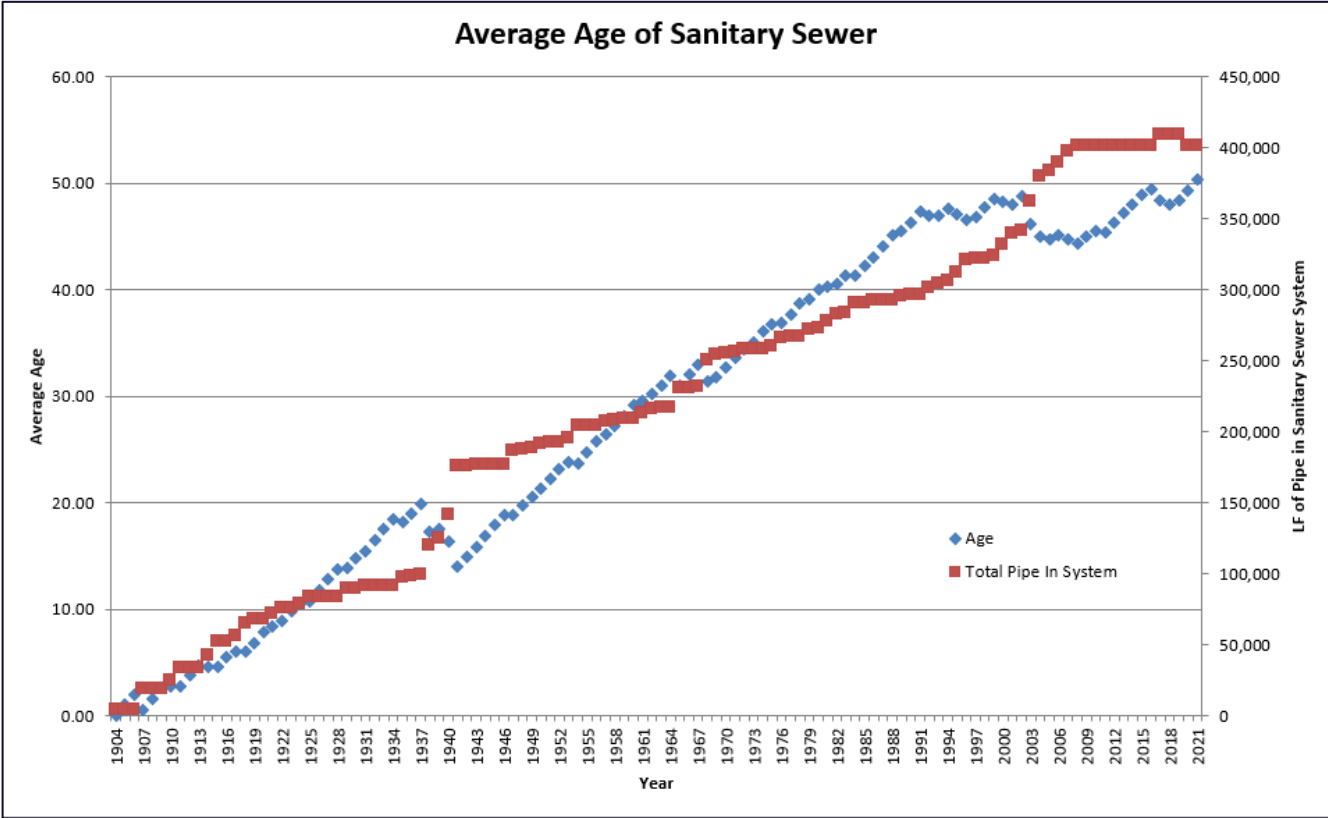


Figure 6 - Sanitary Sewer Average Age

Funding Options for a 10-Year Capital Plan

There are numerous ways to fund capital replacement and rehabilitation projects, both at a local level and laid out by Minnesota Statute. The most financially stable and viable solution to funding a 10-Year CIP is through levying money through local taxes. The City has numerous funds in which they pay for capital improvement projects, and include the Construction Fund 401, Sanitary Sewer Fund 237, Storm Sewer Fund 238. Currently, the City levies approximately \$375,000 into the construction fund 401. The City generates revenues into Sanitary Sewer Fund 237 and 238 through rates paid for by the users of each respective system. The current sanitary sewer rate is \$1.40 per 1,000 gallons plus a flat fee based upon water meter size serving the home or business. The current storm sewer rate is based upon a single-family residential fee of \$4.00/household. Commercial stormwater equivalent residential unit is based upon the single-family residential rate and get charged the single-family rate for every 1/12 acre of impervious area on the site. The sanitary sewer rate generates approximately \$850,000 of revenues into Sanitary Sewer Fund 237 every year while the storm sewer

rate generates approximately \$500,000 of revenues into the Storm Sewer Fund 238 every year.

Other sources of financing the 10-Year CIP are through assessing a portion of the improvement costs to the benefiting properties typically adjacent to the street or utility improvement. The City typically does not assess for replacement or rehabilitation of the storm sewer utility, as it is very difficult for the City to prove cost benefit of a replaced utility if the utility was functioning before the replacement. Minnesota Statute 429 lays out a very detailed process for assessing properties benefitted from a public improvement. The main objective when assessing properties for a portion of the cost of an improvement project is that the assessment bears a direct relationship to the value of the benefits (typically the fair market value) that the assessed property receives. The City of Brainerd's assessment policy assesses every property the same, whether it is on a busy collector street or a local side street, as such the City does not assess for anything over a typical residential street construction consisting of a 7-ton road design at the standard City street width of 35-foot curb-to-curb. This promotes fairness and equality to all constituents and businesses in the City so that residents or businesses are not being assessed for extra width or structure that may exist on some streets, but not others. The City assesses 50% of what a typical residential street costs to reconstruct or resurface. This is, in most cases, approximately \$35.00/front foot for a resurfacing project, \$75.00/front foot for a reconstruction project, and approximately \$175.00/front foot for new construction (storm sewer included, but no sanitary or water utilities). Typically, the City assesses the entire cost of sanitary sewer and water utilities to the adjacent property owner, as these utilities are a direct benefit to the property, they serve within the corporate City limits.

A last source of financing improvement projects is through the issuance of general obligation utility bonds or statute 429 bonds. State statute lays out specific guidelines and processes to issue bonds for capital infrastructure replacement, specifically in sections 429 and 475 of Minnesota Statute.

Determining an Appropriate Funding Level for a 10-Year Capital Plan

The City has used its available resources to fit a 10-Year plan to current funding levels and opportunities, while also recognizing the need to keep infrastructure within the City at an acceptable level to protect the health and safety of its constituents.

Project Selections and Benefits in Combining Projects

When compiling the data for the 10-year CIP, the City also considered location of projects as seeing the benefit in grouping similar projects near each other and thereby driving down project costs. As you can see from the upcoming listed projects, 2024 has a major focus in south Brainerd, 2025 has focus on southeast and south Brainerd, 2026 has focus on southeast Brainerd, and 2027 in northeast Brainerd, and 2027's primary focuses will be northeast and southeast Brainerd. Much of the infrastructure in northwest and southwest Brainerd is newer with much recent reconstruction occurring in north Brainerd, thus the focus is in centralized areas of southeast, northeast, and south Brainerd. This plan also reflects the focus on the reconstruction of Highway 210 through Brainerd in 2026 and 2027, in which the City will have a large role in assisting MnDOT throughout the project.

Appendix

10-YEAR CAPITAL IMPROVEMENT PLAN -- UPDATED 9-14-2023
 2024-2033
 CITY OF BRAINERD, MINNESOTA



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2024	24-01	2024 Seal Coat	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024	24-02	2024 Crack Sealing	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024	24-03	2024 Street Patching	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024	24-04	2024 Street Striping	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024		2024 Street Scanning	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	
2024	22-08	South Brainerd Reconstruction Project	\$4,280,000	\$1,225,000	\$915,000	\$0	\$490,000	\$350,000	\$1,300,000	\$0	Paul Circle, Madison Street (6th to 7th), S. 7th Street (Madison to Paul), Paul Street (6th to 8th), S. 8th Street (Paul to Wright), Todd Street (7th to Bane Park), Vine Street (6th to 7th), S. 7th Street (Pine to Tamarac), Rosewood Street, Sycamore Street, Tamarack Street
2024		Evergreen/Bluff Resurfacing Project	\$143,956	\$11,968	\$71,978	\$60,010	\$0	\$0	\$0	\$0	Evergreen Avenue (N. 10th to 1st NE), Bluff Avenue (10th to Evergreen)
2024	21-15	Buffalo Hills Gully Erosion Project	\$1,300,000	\$0	\$0	\$0	\$0	\$395,000	\$0	\$905,000	MN Clean Water Fund Grant Award
2024		Laurel Street Bridge Repairs	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	
2024		2024 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	O Street/10th Avenue NE
2024		2024 Sanitary Sewer Replacement Project	\$302,000	\$0	\$0	\$0	\$302,000	\$0	\$0	\$0	
		TOTAL 2024	\$6,445,956	\$1,531,968	\$986,978	\$135,010	\$792,000	\$795,000	\$1,300,000	\$905,000	
2025	25-01	2025 Seal Coat	\$160,000	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0	
2025	25-02	2025 Crack Sealing	\$37,500	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	
2025	25-03	2025 Street Patching	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	
2025	25-04	2025 Street Striping	\$26,000	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	
2025		S. 6th/Willow Roundabout Project	\$1,326,061	\$0	\$38,495	\$315,545	\$53,893	\$91,139	\$76,990	\$750,000	HSIP Grant Award, Includes Willow Street Reconstruction from from 6th to 7th
2025		Beech/Oakridge Reconstruction Project	\$2,223,925	\$108,089	\$345,413	\$489,691	\$377,249	\$364,556	\$538,927	\$0	Beech Street (Oak to Oakridge), Oakridge Street (Beech to 28th)
2025		S. 10th/Wright Resurfacing Project	\$404,022	\$0	\$176,001	\$228,021	\$0	\$0	\$0	\$0	S. 10th Street (Wright to Industrial Park), Wright Street (6th to 13th) includes Realignment
2025		South Brainerd Resurfacing Project	\$513,541	\$256,771	\$256,771	\$0	\$0	\$0	\$0	\$0	Ridge Drive, Ridge Court, Aspen Court, Carol Lane, Crestview Lane (Buffalo Hills to Pineview), Norway Court, Pineview Drive, Belle Rae Circle, Woodcrest Road, Graydon Avenue (Buffalo Hills to Woodcrest)
2025		Hawkins Drive Resurfacing Project	\$67,140	\$33,570	\$33,570	\$0	\$0	\$0	\$0	\$0	
2025		2025 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2025	\$4,863,191	\$676,930	\$850,250	\$1,033,257	\$431,142	\$505,695	\$615,917	\$750,000	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2026	26-01	2026 Seal Coat	\$160,000	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026	26-02	2026 Crack Sealing	\$37,500	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	
2026	26-03	2026 Street Patching	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026	26-04	2026 Street Striping	\$26,000	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026		TH 210/Washington Street Reconstruction Project (MnDOT)	\$3,351,000	\$0	\$0	\$2,710,000	\$66,000	\$0	\$575,000	\$0	
2026		Southeast Brainerd Reconstruction Project	\$2,004,940	\$505,666	\$373,015	\$0	\$412,279	\$46,481	\$667,500	\$0	Maple Street (17th to 19th), Norwood Street (17th to 19th), 18th Street SE (Oak to Laurel), 19th Street SE (Oak to Laurel)
2026		South Brainerd Resurfacing Project	\$550,413	\$275,207	\$275,207	\$0	\$0	\$0	\$0	\$0	Spruce Drive, Birchridge Drive, Linden Lane, Graydon Avenue (Woodcrest to S. 6th), Hillcrest Drive
2026		Pine Street Resurfacing Project	\$169,793	\$84,897	\$84,897	\$0	\$0	\$0	\$0	\$0	Pine Street (14th to Walnut)
2026		Dal-Mar Resurfacing Project	\$106,970	\$53,485	\$53,485	\$0	\$0	\$0	\$0	\$0	Dal-Mar Drive from end of curb to dead end
2026		S. 11th Street Resurfacing Project	\$327,986	\$163,993	\$163,993	\$0	\$0	\$0	\$0	\$0	S. 11th Street (Industrial Park to Thiesse)
2026		2026 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2026	\$6,839,603	\$1,361,747	\$950,596	\$2,710,000	\$478,279	\$96,481	\$1,242,500	\$0	
2027	27-01	2027 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-02	2027 Crack Sealing	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-03	2027 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-04	2027 Street Striping	\$27,000	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027		TH 210/Washington Street Reconstruction Project (MnDOT)	\$3,351,000	\$0	\$0	\$2,710,000	\$66,000	\$0	\$575,000	\$0	
2027		Northeast Brainerd Reconstruction Project	\$2,475,739	\$661,366	\$420,525	\$0	\$308,385	\$284,463	\$801,000	\$0	14th Avenue NE (L to O), 15th Avenue NE (Lum Park Rd to L), J Street NE (13th to 15th), K Street NE (13th to 15th), L Street NE (13th to 14th), M Street NE (13th to 14th)
2027		2027 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2027	\$6,173,739	\$958,366	\$420,525	\$2,710,000	\$374,385	\$334,463	\$1,376,000	\$0	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2028	28-01	2028 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-02	2028 Crack Sealing	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-03	2028 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-04	2028 Street Striping	\$27,000	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028		Southeast Brainerd Reconstruction Project	\$3,142,214	\$1,068,198	\$612,765	\$0	\$257,361	\$386,870	\$817,020	\$0	Quince Street (11th to 15th), 11th Street SE (Quince to Oak), 12th Street SE (Quince to Oak), 14th Street SE (Quince to Oak)
2028		Northeast Brainerd Resurfacing Project	\$365,083	\$182,541	\$182,541	\$0	\$0	\$0	\$0	\$0	C Street NE (1st to 3rd), D Street NE (Gillis to 3rd), F Street NE (1st to 3rd), G Street NE (1st to 3rd)
2028		2028 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2027	\$3,854,297	\$1,547,740	\$795,306	\$0	\$257,361	\$436,870	\$817,020	\$0	
		TOTALS 2024-2028	\$28,176,785	\$6,076,750	\$4,003,654	\$6,588,267	\$2,333,167	\$2,168,509	\$5,351,436	\$1,655,000	
		% PARTICIPATION	100.0%	21.6%	14.2%	23.4%	8.3%	7.7%	19.0%	5.9%	

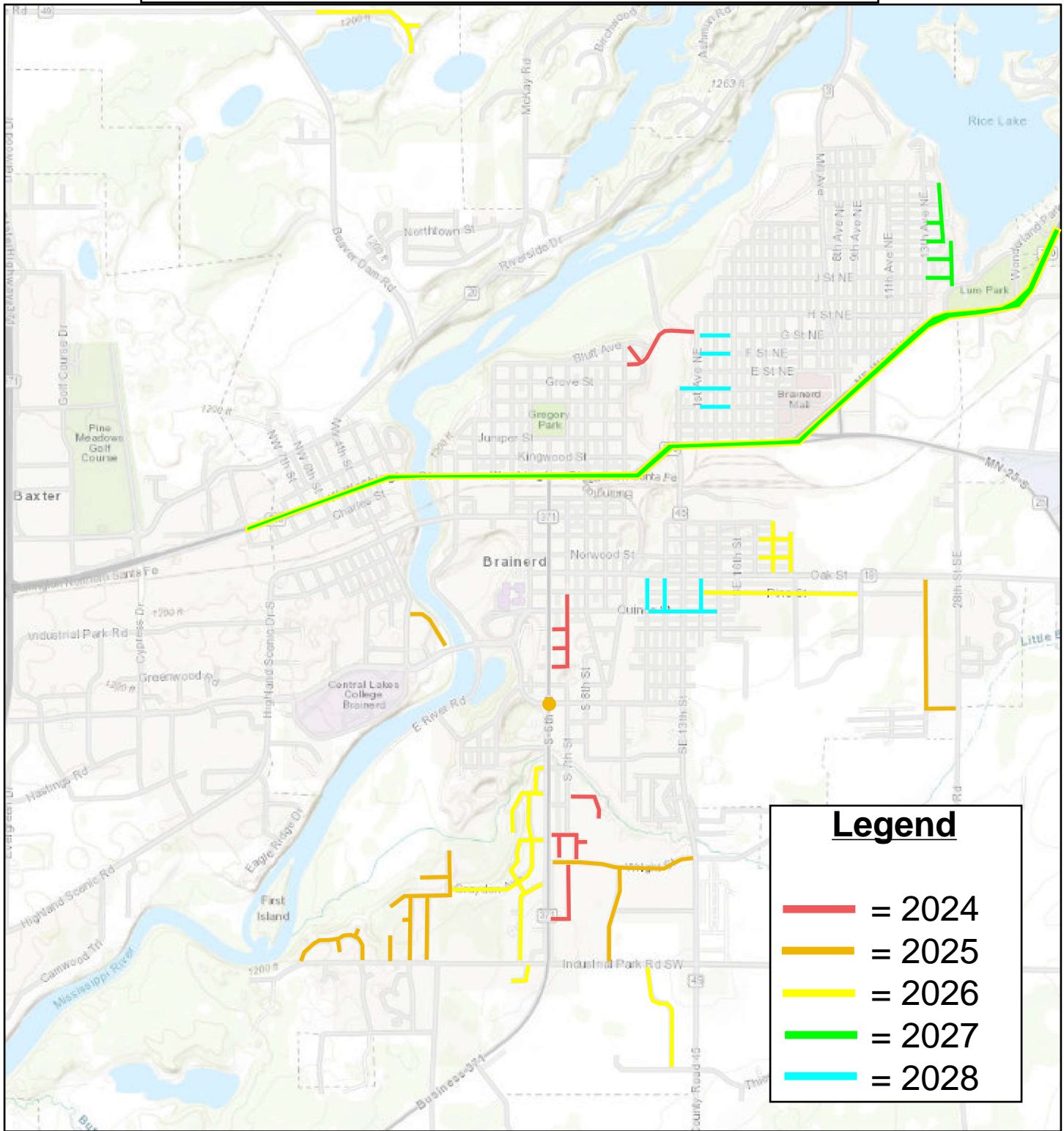
YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2029	29-01	2029 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-02	2029 Crack Sealing	\$42,500	\$42,500	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-03	2029 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-04	2029 Street Striping	\$28,000	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029		2029 Street Scanning	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029		Oak Street Reconstruction	\$2,989,961	\$0	\$591,235	\$703,852	\$55,182	\$56,308	\$1,583,384	\$0	Oak Street (16th St SE to TH 18/25)
2029		Laurel Street Resurfacing Project	\$266,344	\$133,172	\$133,172	\$0	\$0	\$0	\$0	\$0	Laurel Street (SW 4th St to S 6th St)
2029		Wright/Thiesse Extensions Resurfacing Project	\$632,153	\$316,076	\$316,076	\$0	\$0	\$0	\$0	\$0	Wright Street (13th to End), Thiesse Drive (West End to East End)
		TOTAL 2029	\$4,238,958	\$799,748	\$1,040,484	\$703,852	\$55,182	\$56,308	\$1,583,384	\$0	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2030	30-01	2030 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-02	2030 Crack Sealing	\$42,500	\$42,500	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-03	2030 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-04	2030 Street Striping	\$28,000	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030		Southeast Brainerd Reconstruction Project	\$3,959,405	\$1,037,263	\$595,019	\$0	\$684,272	\$452,812	\$1,190,038	\$0	Maple Street (15th to 17th), Norwood Street (15th to 17th), 15th Street SE (Maple to Laurel), 16th Street SE (Norwood to Laurel)
2030		15th Street SE Resurfacing Project	\$66,233	\$33,117	\$33,117	\$0	\$0	\$0	\$0	\$0	Oak Street to Maple Street
		TOTAL 2030	\$4,341,138	\$1,385,880	\$628,136	\$0	\$684,272	\$452,812	\$1,190,038	\$0	
2031	31-01	2031 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-02	2031 Crack Sealing	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-03	2031 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-04	2031 Street Striping	\$29,000	\$29,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031		Pine/Quince Reconstruction Project	\$2,384,678	\$680,148	\$390,163	\$0	\$364,152	\$256,593	\$693,622	\$0	Pine Street (S. 6th to S. 10th), Quince Street (S. 6th to S. 11th)
2031		Northeast Brainerd Reconstruction Project	\$2,721,062	\$755,720	\$433,514	\$0	\$546,228	\$205,275	\$780,325	\$0	6th Avenue NE (E to H), 7th Avenue NE (E to H), F Street NE (6th to 8th), G Street NE (6th to 8th)
		TOTAL 2031	\$5,439,740	\$1,769,869	\$823,677	\$0	\$910,379	\$461,868	\$1,473,948	\$0	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2032	32-01	2032 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-02	2032 Crack Sealing	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-03	2032 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-04	2032 Street Striping	\$29,000	\$29,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032		Southeast Brainerd Reconstruction Project	\$3,999,796	\$1,194,794	\$685,386	\$0	\$495,246	\$209,380	\$1,414,990	\$0	11th Street SE (Willow to Quince), 12th Street SE (Willow to Quince), Rosewood Street (11th to 15th), 14th Street SE (Rosewood to Quince)
		TOTAL 2032	\$4,333,796	\$1,528,794	\$685,386	\$0	\$495,246	\$209,380	\$1,414,990	\$0	
2033	33-01	2033 Seal Coat	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-02	2033 Crack Sealing	\$47,500	\$47,500	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-03	2033 Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-04	2033 Street Striping	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033		Oak Street/TH 18/TH 25 Roundabout Project	\$1,075,000	\$0	\$0	\$1,000,000	\$0	\$0	\$75,000	\$0	
2033		Northeast Brainerd Reconstruction Project	\$3,245,329	\$943,502	\$541,234	\$0	\$599,867	\$213,568	\$947,159	\$0	12th Avenue NE (J to M), 13th Avenue NE (J to M), K Street NE (11th to 13th), L Street NE (11th to 13th), M Street NE (11th to 13th)
2033		South Brainerd Sanitary Sewer Rehabilitation Project	\$500,000	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	
		TOTAL 2033	\$5,172,829	\$1,296,002	\$541,234	\$1,000,000	\$1,099,867	\$213,568	\$1,022,159	\$0	
TOTALS 2029-2033			\$23,526,461	\$6,780,292	\$3,718,915	\$1,703,852	\$3,244,947	\$1,393,936	\$6,684,518	\$0	
% PARTICIPATION			100.0%	28.8%	15.8%	7.2%	13.8%	5.9%	28.4%	0.0%	
TOTALS 2024-2033			\$51,703,245	\$12,857,043	\$7,722,570	\$8,292,119	\$5,578,114	\$3,562,445	\$12,035,955	\$1,655,000	
% PARTICIPATION			100.0%	24.9%	14.9%	16.0%	10.8%	6.9%	23.3%	3.2%	

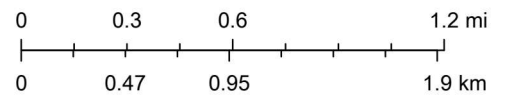
5-Year Capital Improvement Plan Map 2024-2028

Section 1, Item B.



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Province of Ontario, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

David Chanski

From: Jenny Max <jmax@ci.nisswa.mn.us>
Sent: Tuesday, April 16, 2024 1:56 PM
To: David Chanski
Subject: RE: Streets CIP
Attachments: Public Improvements and Roadway Assessment 2021 0518.pdf; 30 year Road Cycle Graph 2024.docx; PW 2023 Road Condition and Repair Survey All Repairs List.xlsx

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi David,

Alrighty... here's some info for you.

Assessments – we have a policy, attached, but currently we do not assess for any reconstruction project. We require property owners to pay for bringing a road to city standard, and once that is done, we take it over and maintain in perpetuity. The other way there would be an assessment is if a request comes from a neighborhood to make improvements that are outside the scope of the city's project (i.e. fancy street lights, etc.). Our road standard also requires all new roads to be paved, so we don't have to deal with gravel roads going forward.

Our road CIP is not as clean as I'd like it to be, but it's still a work in progress. In 2017 we created a road cycle, and did our first improvement bond to kick things off. That was a \$1.5 mil bond, 7 year term, approx. 5-6 miles. Based on the needs at this time, we are looking at a \$6 mil bond for 2025/26. The attached graph has more info, including # of miles of roads.

Lastly we have a spreadsheet we use to assess all of our roads, and determine which ones meet the need to be included in our next bond.

In summary:

Nisswa plans to complete a street improvement project / bond for roads every 7 years. All roads are on a 30 year cycle (max) and we update between 6-9 miles each cycle. We do have funds in our operating budget for crack sealing and patching, and if we can we try to use that budget to complete smaller street improvement projects (i.e. we improved an alleyway in Downtown last fall with funds from our operating budget). Our 2025/26 bond looks to be in the \$6 mil range for 9 miles of paving. That also includes some improvements to storm water and potential bike paths on a few higher volume streets. Street improvements are levied.

Hope this helps; any questions let me know!

Jenny Max, MCMC *(she/her/hers)*
City Administrator | City of Nisswa
E-mail: jmax@ci.nisswa.mn.us

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My working hours may not be your working hours. Please do not feel obligated to reply outside of your schedule.

From: David Chanski <dchanski@cityofbreezypointmn.us>
Sent: Monday, April 15, 2024 2:18 PM
To: Jenny Max <jmax@ci.nisswa.mn.us>
Subject: Streets CIP

Good afternoon, Jenny –

Breezy Point is at the beginning stages of developing a streets CIP. One element of the discussion will inevitably be how are we paying for it. During this discussion, I want to share info from other cities regarding how they approach streets.

Does Nisswa have an active streets plan/CIP? Also, can you tell me how many miles of road was done each of the last 5 years as well as how much was spent each of the last 5 years (not including utilities)? Can you also provide me how many miles of road you anticipate doing over the next 5 years and how much you anticipate spending each of those years?

Lastly, does Nisswa have an assessment policy or are road projects levied?

Thanks!

Respectfully,



DAVID C. CHANSKI
City Administrator/Clerk
Main Office: 218-562-4441
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**CITY OF NISSWA
PUBLIC IMPROVEMENTS AND ROADWAY ASSESSMENT
POLICY AND PROCEDURES**

1. Introduction. Any road improvement project to be assessed by the City of Nisswa will be processed under Minnesota Statutes, Chapter 429, Local Improvements, Special Assessment, as within the procedures outlined in this Section.

2. Definitions.

2.1 “Commercial property.” The principle use of land or buildings for the sale, lease, rental, trade of products, goods, or services.

2.2 “Equivalent Lot.” A platted or metes and bounds lot which cannot be further subdivided into more building sites.

2.3 “Residential Property.” The principal use of land for residential purposes in any zone and vacant property in a residential zone.

2.4 “Structure.” A building or portion of a building or other shelter designed as short or long time living quarters for one or more persons including rental or time share accommodations such as a motel, hotel, resort rooms and resort cabins. Any building containing kitchen or bathroom facilities or plumbing shall be considered a structure.

2.5 “Front Footage.” That length of a benefitted property, determined by the City, upon which the assessment shall be based. Normally this will be the narrowest side of a lot as described by plat or acceptable metes and bounds description.

2.6 “Driveways.” Areas that provide access to a Public right of way, City Street or public street and are normally located on private property, unaccepted/non-maintained road easement, or unrecorded road easement.

2.7 “Road Improvements.” For purposes of this policy, a road improvement project. It does not include standard maintenance projects such as patching, sealcoating, resurfacing or reclaiming.

3. Development Improvements

Developer New Construction

On projects where utilities and roadways are being constructed for the first time, the developer is responsible for installing the necessary infrastructure including but not limited to streets, sidewalks, curb and gutter, water main, sanitary sewer, grading, surfacing, storm sewers, street lights, etc., unless negotiated with the City as part of a development agreement. The City requires developers to construct all facilities to City standards and all plans shall be approved by the City. Review of the plans by City staff and/or the City Engineer may identify modifications

to proposed roadway and/or utility sizes and/or depths are necessary to allow for future extension of the utilities.

While it is ultimately up to the developer to decide how the development costs incurred are recouped, the developer will typically split these costs to the number of parcels developed and recoup its cost through the sale price of the lots.

The developer shall enter into a “Development Agreement” with the City encompassing all Public Improvements proposed to be dedicated and maintained by the City following construction. As part of the Development Agreement the developer shall agree to pay all of the costs incurred by the City and associated with the development. These costs may include but are not limited to construction observation, construction management, legal fees and administrative fees.

4. Initiation of an Improvement Project.

4.1 A project may be initiated under this Section by a properly signed written petition by 35% or more of the benefiting property owners as determined by frontage of the property bordering the proposed improvements. A 3/5ths vote of the City Council is required to commence the project.

4.2 The City can initiate a project on its own initiative. A 4/5ths majority vote of the Council is required to initiate the proceedings.

4.3 If 100% of the affected land owners sign the petition requesting the improvements, then the City may omit a feasibility study and preliminary public hearing as required in Minnesota Statutes, Chapter 429.

4.4 The City of Nisswa may initiate a project to be assessed for improvements as outlined in paragraph 4.2. The project must be approved by a 4/5th majority of Council Members, and the property owners cannot be assessed for more than the increase in property value resulting from the improvement.

4.5 The cost of a feasibility study shall be included in the final assessment of the project. If a project is not ordered, then the cost of a feasibility study will be paid by the City.

4.5 In all cases, the petition procedure shall follow Minnesota Statutes, Chapter 429.

5. Properties to be Assessed. All properties to be assessed will be determined by the City Council, with the assistance of the City Engineer.

6. Schedule of Assessment. Necessary Public Meetings will be scheduled to allow the City Clerk to certify the assessments to the County Auditor to be payable in the next year. This generally requires that the City Council adopt the assessment roll no later than October 15th of the year prior to the year assessments as set to be payable.

7. Costs to be Assessed. The costs of a road improvement project will include a feasibility study, construction, administrative, advertising, engineering, right of way, assessment rolls, legal fees, financing, and other costs. A portion of the cost of the improvements may be borne by the City General Fund, or other funds set aside for road improvements, and a portion assessed, if the project also involves maintenance activities normally paid by the City of Nisswa.

8. Assessment Period. Assessments shall normally be spread over a period equal in length to the life of the bonds used to finance the project. If the project is financed by the City without the issuance of bonds, the period of payment is set by the City Council, usually ranging from 5 to 7 years. It is the intent of the City that properties will not be assessed for improvement projects more than once in a twenty year period.

9. Interest Rate. The applicable interest rate will be set by the City Council and will normally be prorated interest at a minimum annual rate of one percent (1.0%) above the rate the City pays for financing of improvement bonds for the project at the date of bond sale. No interest will be charged if the entire amount of the assessment to an individual property is paid within thirty (30) days of the assessment roll being adopted by the City Council. If it is not a bonded project, then the City will determine the interest rate.

10. Procedures for Allocating Assessments. The City will determine assessment allocation costs based on an equivalent lot method as outlined below for road improvement projects:

10.1 Equivalent Lot Basis.

10.1.1 Residential Property. Generally, assessments will be on an equivalent lot basis.

10.1.2 Residential Off-street. Single lots or clusters of lots not having normal frontage on a street but gaining individual driveway or group driveway access to a street will be allocated one (1) equivalent lot for each single family lot.

10.1.3 Commercial Property. Generally, assessments will be on the equivalent lot basis.

10.1.4 Commercial Extra Costs. Extra improvements and/or right of way benefitting commercial properties will be assessed only against the commercial property. One hundred percent (100%) of the cost of the extra improvements shall be divided by the number of equivalent commercial lots.

10.2 Determining Criteria. The following criteria may be used to determine an equivalent lot:

10.2.1 A lot with an existing structure receives one equivalent lot assessment.

10.2.2 A vacant platted lot or vacant metes and bounds parcel that meets or exceeds the minimum lot requirements of Section 4.5.2, Chapter IV of the City Code, as amended shall receive one equivalent lot assessment.

10.2.3 Land that has the possibility of being subdivided shall receive one equivalent lot assessment for the parcel as a whole plus one equivalent lot assessment for each additional potential subdivided lot that meets the minimum requirement of Section 4.5.2, Chapter IV of the City Code.

10.2.4 Each individual unit in a cooperative or townhouse development shall receive one equivalent lot assessment.

10.2.5 A guest cabin and principle structure on one lot shall receive one equivalent lot assessment.

10.2.6 Property and structure combination that do not fall within the above criteria will be reviewed by the City Planner and City Engineer. Typically, an equivalent lot will be determined by the City Planner and City Engineer with the City Council making the final determination.

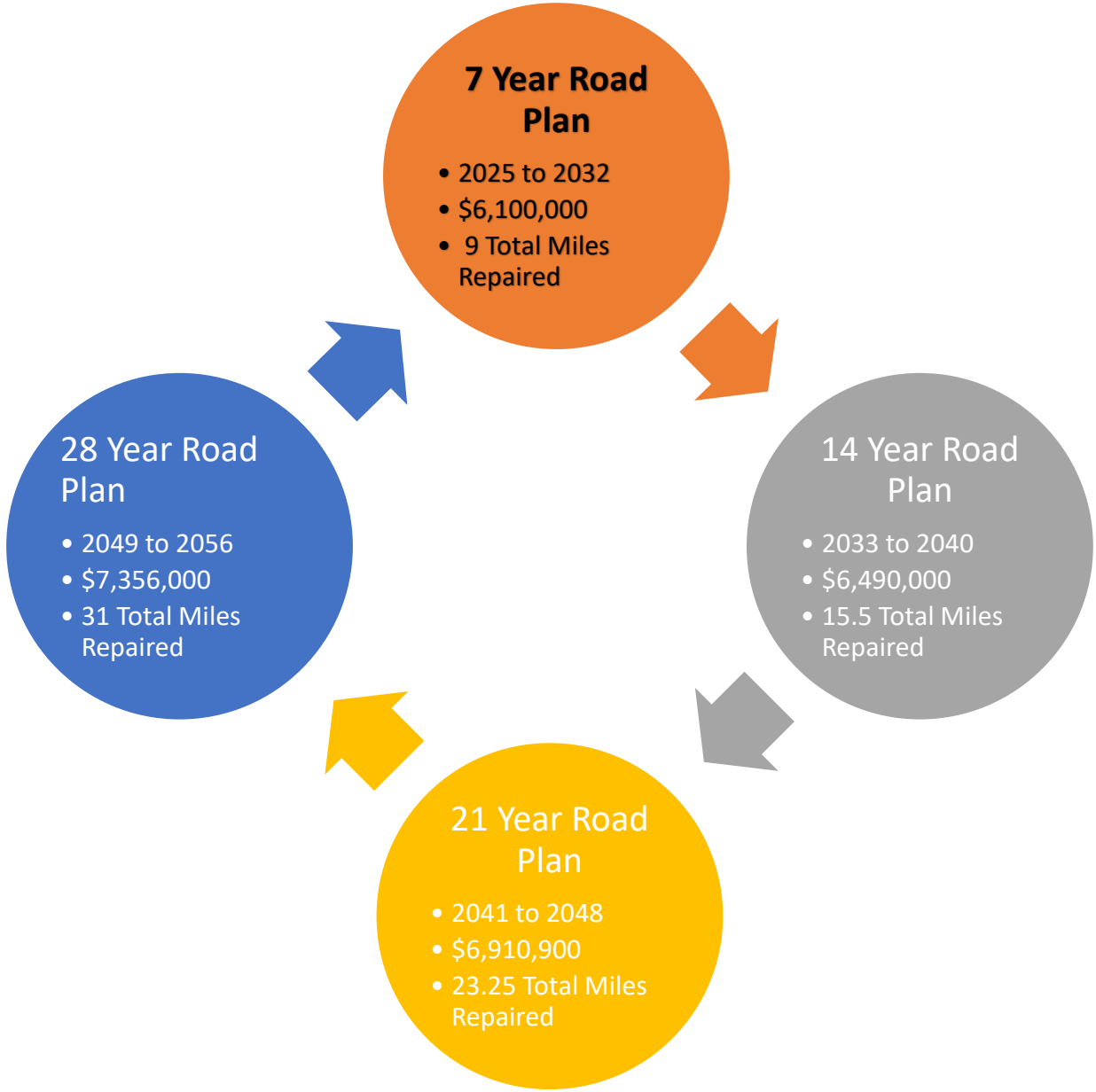
10.2.7 The City Council may initiate a supplemental reassessment against properties which currently exist as one parcel, were not considered for additional lot assessment per 10.2.3 above, and are subdivided within a five year period after the initial project assessment.

11. Deferment of Assessments. The City of Nisswa, in its discretion, may defer any assessments for cause, as determined by the City Council.

Adopted by the City Council on September 21, 2016.
Amended by the City Council on December 20, 2017.
Amended by the City Council on May 18, 2021.

30 Year Road Cycle

~31 Miles of Road in the System.



Overlapping 7 Year Road Bonds.

2023 Road Condition and Repair Survey Master List

Street Name	YEAR LAST PAVED	Complaints None Few 3.Many	1. 2. Crackseal (y or n)	Patches (y or n)	Patch Address	Paving Priority (new, ok, which bond 5, 10,15,etc.)	Comments
Sumac Trail	N/A	many				2025	Needs a couple loads of class V at Lendee intersection.
Alley (east of Main St.)	1995	many				2025	Watch sewer manhole for extra repair this fall.
Alley (west of Main St.)	N/A	many		y	Stop sign with Main Street	2025	16'x6' . Should consider a total overlay instead. Consider underground drainage and catch basins with hotel or bigger paving project.
Bass Lk Rd	N/A	many				City of Lakeshore	Projects need to originate with the City of Lakeshore.
Birch Ave.	N/A	few				5 -10 years	Doesn't meet the drainage standard but no immediate concerns. Tree line should be pushed back and there is a lot of storm debris.
Birch Ridge Dr.	N/A	few	y			10-15 years	Replace the blue street name sign
Birch St.	1998	few				5-10 years	Lots of low hanging trees to be trimmed.
Birchmont Ln.	N/A	few				10	atch dip at Sebago resort. Remove the stump @ 21810, opposite side of the street
Bittersweet Ln.	N/A	many				10-15 years	
Briarwood Ln.	N/A	few		y	62,486,108	15-Jan	hole @ truck turn around. 6108 fix potholes. Need stop sign @ intersection with
Broadleaf Dr.	2007	none				10-15 years	
Camp Lincoln Rd.	2003	few				5-10 years	Add bike trail.Needs ditching and trees are too close to the road.
Cemetery	2014	none				10-15 years	Lots of storm tree damage. Fence damage due to the December storm.
Charmin Ave.	2021	none				20	
Church St. (North)	N/A	few				2025	Take down the slow children sign at 26 200. Lots of storm trees.
Church St. (South)	1989	many		y	Catholic Church	2025	6'x35' patch.Consider bike path.Push back the trees from the park entrance to Park Avenue to the back ditch bank.
City Hall Parking Lot	2005	few				2025	work in with City Hall Street
City Hall St.	N/A	many				2025	reet name signs with road project. Consider small roundabout @ the intersection
Clark Lk. Ln.	N/A	few				5-10 years	
Clark Lk. Rd.	1998	few				5-10 years	Lots of storm debris
Commons Dr.	2007	few				15-20 years	
Community Center Parking Lot	N/A	few				2025	
Cory Court	2005	none	y			10-15 years	
Cove Trl.	2003	few	y			15 years	
East Clark Lk. Rd.	N/A	x				x	
East Cullen Road	2005	few				10-15 years	Replace blue street name signs for private roads. Lots of storm trees to be removed. The tree line on the west side should be pushed back.
East Roy Lk. Rd.	N/A	many				2025	Remove the slow children sign at the Lower Roy intersection. Replace Blue Roy Lake Drive street name sign.Add ditching on the west side. Move trees back on the west side.
Edna Lake Rd	N/A	many		y	26382	2025	pothole @26382. Remove the slow children sign at 26 463.Replace the blue street name signs.Trees should be pushed back with the paving project and there is some storm debris to remove.
Edna Ln.	N/A	many				2025	25 863 leading Poplar and some storm debris. Ditching should be cleaned and added with paving
Firehall Parking Lot	1994	few				2025	
Fishtrap Rd.	2005	few				10-15 years	Replace the blue fish trap road sign
Forest Ave.	1989	many				2025	Should have curb and gutter installed. The tree line needs to be moved back away from the pavement.
Forest Hills Cir.	N/A	few				10	Storm debris
Forest Hills Dr.	N/A	few				10 years	
Free Bird Circle	2005	none	y			10-15 years	
Gull Lk. Dr.	2018	none				20	
Harbor Dr.	N/A	few				15 years	Replace the blue street name sign. Need a drainage structure at the West end, south side
Hazelwood Dr. (north)	2020	few	y	y	south intersection with 371	15-20 years	treatment to fix corner cutting
Hazelwood Dr. (south)	N/A	none				10-15 years	

Hillcrest Dr.	N/A	few				5 years	Replace blue street name sign at 115 intersection
Hills Crossing	2007	none				10-15 years	
Hole-In-The-Day Dr. (north)	N/A	none				2025	
Hole-In-The-Day Dr. (south)	N/A	few				2025	
Hyland Ave. (south)	2018	few				20 years	Storm debris
Kander Court	N/A	few				2025	Replace the blue street name sign at the Wooddale intersection. Remove trees encroaching on the drainage ditch at 5593.
Knoll Dr.	2007	none	y			15- 20 years	
Lakers Lane	N/A	few				10-15 years	Replace the school speed sign with one from County Road 77 near Nokomis
Lazy Brook Dr.	N/A	none				10-15 years	
Lendee Dr.	N/A	many				2025	Needs Class V at the intersection with Sumac.
Lilac Lane	1998	few				5-10 years	Lots of storm debris. lots of low hangers that need to be cleaned up.
Linden Blvd East	1997	many		y	liftstation 3	2025	Manhole repair near lift station.Needs engineered underground drainage. The trees should be pushed back away from the pavement.
Linden Blvd West	1989	many				2025	Needs an underground drainage system installed. Trees need to be removed from the edge of the pavement.
Lower Cullen Rd. (South)	2015	none				15- 20 years	
Lower Cullen Rd.(north)	2020	few				15-20 years	Overhanging trees at 26573
Lower Roy Lk. Rd.	2001	many				5-10 years	Needs ditching established. The tree line from the hard 90° corner to White Pine Cir. should be pushed back to 10 feet.
Lowland Ln. (east)	2018	few				20 years	Storm debris
Main St.	2015	few				10-15 years	Needs underground drainage
Maintenance Garage Parking Lot	2005	none				10-15 years	
Merrill Ave.	N/A	none	y			15- 20 years	Replace blue street name signs. Paint bollards and Fire Hydrant.
Middle Cullen Rd.	N/A	few				5-10 years	Repair the ditch on east side by tree farm
Mission Rd.	2018	none	y			20-30 years	Replace remaining blue private street name signs. Trees are too close to the road and ditching as needed
Mitchell Court	2002	none	y			10-15 years	Trees in the ditch near 26186 damaging drainage system.
Murray Rd.	1998	few				5-10 years	Replace blue street name signs. Fix curb with paving project.
Nisswa Ave. (West)	2009	none				15- 20 years	
Nisswa Ave. (East)	2012	none	y			15	Replae blue street name signs @ Main Street intersection.
Nisswa Cir.	2009	few	y			10-15 years	
Nisswa Lk. Ln.	2018	none				15-20 years	Note ditching but okay. Some storm cleanup. Tree line can be pushed back areas
Nokomis Ave.	1989	many				2025	The drainage is very poor consider curb and gutter. Tree line is up against pavement must be pushed back.
Norway Ln	N/A	few				10-15 years	Update the blue Oslo way sign
Old Gov't Trl. (south)	1989	many				2025	Need ditching and the tree line pushed back
Padre Court	2005	none				10-15 years	
Padre Pl.	2005	none				10-15 years	
Park Ave.	N/A	none				2025	Drainage system is needed for paving
Parkway Dr.	N/A	none				2025	Remove blue street name signs. Need ditching
Pickle Parking Lot	2010?	few				10-15 years	Paint stripes, refresh/clean out snow pile area.
Pine Haven Rd.	N/A	few				5-10 years	The drainage is not a standard the tree line is too close to the pavement and not the standard.
Polk Rd.	N/A	many				2025	Needs ditching and the tree line pushed back
Poplar Ave.	2005	few				10-15 years	Consider bike path loop with Church Street.
Red Leaf Court	2007	none				10-15 years	
Rono Cir.	2005	none	y			10-15 years	Replace the blue Rono Circle sign
Roy Lane	N/A	many				2025	Storm debris ditching should be established but is okay. Replace blue street name sign
Roy Lk. Connection	2015	none				15-20 years	
Smiley Rd. (north)	2013	none		y	Northstar Intersection	10-15 years	16'x5' Some storm debris far north end. Replace blue street name signs
Smiley Rd. (south)	2020	none				15-20 years	

South Clark Lk. Rd. (north)	N/A	none				5-10 years	
South Clark Lk. Rd. (south)	N/A	few				2025	Tree line needs to be pushed back from road. We will need to check on ownership with Lake Edward Township for re-pavement
South Main Street	2012	few	y			5-10 years	Crackseal the bike trail too.
Southwind Court	2007	few	y			10-15 years	Curb was removed at the south end of the cul-de-sac by a housing contractor. Looks like it will undercut the pavement.
Spike Buck Dr.	2004	few				10-15 years	Replace blue street name sign
St. Columbo Rd.	2018	none				20 years	
Stumvoll Ln.	N/A	few				10-15 years	
Twin Leaf Cir.	2007	none	y			10-15 years	Replace the remaining blue street name signs.
Upper Roy Lk. Road	N/A	many				2025	Ditching needed
Villa View Dr. (Fritz's frontage rd.)	2018	none	y			15-20 years	
Whitstrom Rd.	2018	none				15-20 years	
Wild Wings Way	2005	few				10-15 years	
Wildwood Ln.	N/A	few				15	Stop sign @ Birchmont intersection.
Wolf Chase Rd.	2005	few				10-15 years	Some storm trees to be removed
Wooddale Road (north)	N/A	few				5-10 years	Remove trees starting to fill in ditches.
Wooddale Road (south)	N/A	few				2025	Cut back the tree line from the school to 25 554 on the east side. Lots of storm tree cleanup.
Woodward Avenue	1989	many				2025	Needs an underground drainage system. Trees are too close to the paved surface.
Yearling Court	2004	none				10-15 years	Some storm debris to be cleaned up