

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas City Office
September 1, 2022

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Thursday, September 1, 2022 at 9:30 AM at the Vergas Event Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Mike DuFrane, Utility Superintendent; (via video) Julie Lammers, City Clerk, and Jeff Kuhn, Widseth. Besides the aforementioned, also attending for the Keilley Shores preconstruction meeting were: Keith Bunkowske; Jon Pauna, Moore Engineering; and Bryce Moen, Hough, Inc. Albright called the meeting to order at 9:45 AM.

2.) Agenda Additions or Deletions. Lammers wanted to add ArcGIS Field Maps, and Eva Street (ST) and Dianne Avenue (AVE). Approved.

6.) Keilley Shores Third Addition. Widseth has furnished a revised cost estimate (based on 08.16.22 SSYW meeting discussions) for assistance with construction administration for the referenced project. Their estimated cost is \$8,000. Albright thought those costs should be borne by the City of Vergas, and split equally between the sewer, water, and road accounts. Pinke agreed. DuFrane questioned the use of a trench box for utility installations. Lammers said at this point, this is Bunkowske's project, and the City is not involved. Kuhn added that if someone sees a potential dangerous situation at the construction site, we have a moral obligation to mention it to the project supervisor. DuFrane also questioned if they can use sand found onsite for backfilling? Kuhn said that depends on whether or not it meets the specifications. DuFrane's role regarding inspections was discussed from a City perspective. Photos of major connections, etc., would be good. The preconstruction meeting is scheduled for 10:30 AM this morning.

7.) Sidewalk Report. DuFrane has furnished his 2022 Sidewalk Report. Over the weekend, Albright noticed two curb stops (In front of Lavish Loon and American Beauty Salon) that were raised up. He was concerned about a potential tripping hazard. DuFrane said over Loony Days, he placed orange cones on the curb stops, but somebody moved them. Lammers has contacted the Otter Tail County Highway Department on the issue, and Charles Grotte, County Engineer, response dated 08.31.22 was reviewed. They inspected the sidewalks on 08.30.22. They didn't see any concerns from a hazard standpoint, besides the two water services (mentioned) that the City needs to fix. Any work within the County's right-of-way (R/W) would require a Working in the R/W application. He also questioned when the posts were installed for the various business overhangs? Lammers said they were approved the State, when they had jurisdiction on Trunk Highway (T.H.) No. 228, which they've now turned over to the County, County Road (C.R.) No. 60. The office has documentation regarding the State's approval. Back on 07.28.22, Grotte replied to Lammers, that the County does sidewalk repair, replacement, or ADA compliance work when they do resurfacing or reconstructing projects on their roads. At this time, there are no major projects planned for Main ST (C.R. No. 4). They are working on their 2040 Transportation Plan, and that could change things.

DuFrane thought to repair the two raised curb stops, he would need to rent a chop saw, cut out around the curb stops, and hopefully, they could be lowered. Once done, concrete would need to be poured to fill the holes. DuFrane thought to rent a chop saw, was about \$150/day. Albright felt estimates for each repair should be prepared. Lammers suggested splitting the costs for said repairs with the respective business building owners on a 50/50 basis. Albright thought the cost estimates should be reviewed with the business owners, the County should

be contacted to make sure they agree with the proposed repairs, and the City would need to apply for the Working in the R/W permit. Because of the awnings and posts, the sidewalk in this area is not able to be plowed. DuFrane will try to get the work done, yet this fall. Per DuFrane's report, it was noted that the Karen Hill sidewalk is not the City's responsibility.

At 10:25 AM, the SSYW meeting was temporarily delayed to hold the Keilley Shores preconstruction meeting.

Keilley Shores Reconstruction Meeting. Kuhn asked Pauna if they wanted to run the meeting? Paula said since Widseth prepared the meeting agenda, it should be run by Kuhn. A signup sheets was circulated and introductions were made. Some items of note: Rick Nelson is the Project Supervisor for Hough, Inc. (218-849-5551); Whitney Buck, Hough Inc. is the erosion control supervisor; they will comply with the Minnesota Pollution Control Agency (MPCA) stormwater permitting conditions; Hough will make the Gopher One call (Arvig/Otter Tail Power); a private water service, that may need to be cut in the existing cul-de-sac was discussed, Hough will work with the affected homeowner, and a sleeve could be installed for future service if it ever needs to be dug up again; there is no natural gas in the area, and Bunkowske said their line currently ends by the cemetery and requests for said service has been too costly; Sherbrooke Turf will be doing the seeding and erosion control; Albright said the City, who will be assuming ownership of the road, sewer and water lines upon completion of the project, will have Widseth, as a City expense, periodically check the project, review construction records and testing results, and report to the City; DuFrane will periodically check the project on the City's behalf, and should be present for major connections, etc.; Hough is looking maybe to start next week, there will be excess material on the project, and they are currently testing the material to see if they can use it on another project they have, if the material isn't acceptable, this may delay the Bunkowske project for several weeks; City ordinances require the work to be done between the hours of 7:00 AM - 7:00 PM; WSB will be providing the necessary testing, Meadowland Surveying will be setting control points, and Hough will use a gis cad files to construct the project, the City asked for a copy of the cad files; copies of any shop drawings will be sent to Widseth via email; there are no traffic issues to deal with; there should be no asphalt to cut, as Moen said the last time Hough worked in the area, they stubbed the sewer and water lines past the cul-de-sac area for easy hookup; Hough will provide a porta-potty on site, Kuhn said the site should be kept clean; any changes to the plans should be documented for record drawings; and Bunkowske said they will try to get the area covered yet this fall for erosion protection; and the estimated time frame for construction is four weeks.

Pauna said that from Moore Engineering's perspective, they are pretty much done with their work and not involved with the construction. DuFrane questioned what would happen if the onsite material is not acceptable for backfill, Moen said they could get the material from Mark Sand and Gravel. Bunkowske said that some of the work with their prior grade and fill permits on the individual lots is completed, and they will be seeding those areas this week.

At 11:00 AM, the preconstruction meeting ended, and the SSYW Committee continued their meeting. DuFrane also went back to his conference.

3.) Minutes. Minutes for the 08.16.22 SSYW Committee meeting were attached with today's meeting agenda. They were reviewed by Lammers and DuFrane with minor changes noted. Pinke thought they looked fine. Approved.

4.) Lawrence Lake Acres. The sewer and water committee met with developer Josh Hanson on August 22. Also in attendance was Hanson's real estate agent, Mike Summers. Summers said if the special assessments for City water and sewer exceed \$25,000 - \$30,000 per lot, the lots in his opinion will not sell. Currently, there are 24 lots left that could be served with City

utilities. This could raise between \$600,000 - \$720,000. With the County's contribution of \$100,000 (Otter Tail Facilities Grant), and if the City of Vergas were to provide the remaining balance, the project could be doable. It was estimated that the project could cost around \$1 million. Widseth is taking another look at the cost estimate. It would probably be cheaper if Hanson had the utilities and road installed under his own contracts (like Bunkowske), then to have the City do them. Hanson has submitted a Conditional Use Permit for the subdivision roads. The required hearing will be held in conjunction with the Planning and Zoning Committee meeting on September 26th. It can be taken up by the Council at their October 11th meeting. Hanson has a contractor that could do the road work yet this fall, weather permitting. It might make sense if the sewer and water lines were installed in the road. Kuhn noted that we have not seen a design plan or specifications from Hanson. Lammers thought Apex Engineering was doing that work for Hanson. Lammers is looking at a possible low interest loan for the City's share of the utility costs (if approved by the City) through Minnesota Rural Water.

Lammers thought there was a possibility of serving the new business along C.R. Nos 35 and 4 (if land is rezoned commercial) with sewer and water. If that were the case, perhaps water and sewer could be ran to the folks along Bennett Road? Other neighboring cities are furnishing water and sewer, with no payments due for 15 years, as long as they hookup in this time frame. Lammers thought that the existing water and sewer lines were extended about 50' past the former Donald Bunkowski's driveway.

Widseth's preliminary engineer's estimates for Glenn ST and W Lake ST were reviewed. The estimate for Glenn ST was \$276,400, assuming a 36' wide back to back street with curb and gutter, 3.5" bituminous, and 6" of Class 5 base. The estimate also includes extension of the water and sewer utilities. Albright felt those costs should be separated, as they would be assessed differently than the road costs. This new road, since a road doesn't exist in this location at the present time, might be assessed differently than a road improvement or road maintenance (Special Assessment and Trunk Area Policies and Procedures for Public Improvements and Maintenance Costs, effective October 3, 2011). The extension of Glenn ST to connect with the Lawrence Lake Acres subdivision probably wouldn't benefit the current landowners living along Glenn ST. Albright also questioned if a curb and gutter section would be installed, especially if the roads in the subdivision were not designed to these specifications. Kuhn said for estimating purposes, a "rural" section or a curb and gutter section would cost about the same from a grading perspective, but curb, gutters, and asphalt would cost considerably more at the next step.

The estimate for W Lake ST is \$188,400. The design assumes a 22' wide top, no curb or gutter, 2' aggregate shoulders, with 3.5' bituminous, and 6" Class 5 base. Albright thought that for now, we should remove asphalt from the estimate. In accordance with the City's aforementioned policy, reconstructions are assessed 50% to the abutting benefited properties.

Dates for informational meetings for Glenn and W Lake ST were discussed. The Committee decided on Tuesday, September 20th. The informational meeting for Glenn ST will be held at 6:00 PM, and meeting for W Lake ST at 7:00 PM. Lammers will publish a meeting notice. Kuhn will have landowner handouts for the meeting, and will redo the costs estimates per today's discussions. For Lawrence Lake Acres, Kuhn would recommend 8" diameter mains for both the sewer and water lines. Kuhn's estimate also includes possible waterman looping from C.R. No. 17 along W Lake ST, for \$187,600. He said there are benefits to looping the water mains. Plus the residents along W Lake ST could hook up. Albright noted that improvements for W Lake ST were initially referenced in the Capital Improvement Plan dated August 2019.

8.) Next Meeting. Since Kuhn will already be in town for the Glenn and W Lake ST meetings, the Committee decided to hold their next meeting also on September 20th at 4:00 PM.

9.) Adjournment. Since Lammers had another meeting scheduled for 12:00 noon, the SSYW Committee did not finish their agenda items, which will be continued at the next meeting. Meeting adjourned at 12:00 noon.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- hire Widseth for assistance with construction administration and site visits for Keilley Shores Third Addition project, with costs split between sewer, water, and road accounts.
- Authorize City Staff to lower curb stops (2) along Main ST.

Follow up Actions:

- Continue to work on R/W needs for East Lake Street and N Railway AVE.
- SSYW Committee to continue to work on budgets, and future road funding needs.
- Continue to work on City parking, issue engineer work orders to analyze parking potential behind the Event Center, along S 2ND AVE, S Railway AVE (assuming Railroad approval), and behind City Offices including County shop. Work on handicap parking spots.
- Assess needs/budget for Small Cities Assistance Program funding. Lobby legislators for future funding, explain our needs to Legislators.
- Evaluate County and MnDOT speed study data regarding public safety concerns along trail. Look at creating an "urban" district.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns.
- Look at making W Sunset Strip an official street.

Future Meeting Agenda Items:

- speed limit sign C.R. Nos 4/60
- sign for yard waste disposal site.