

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas Event Center
April 18, 2023

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, April 18, 2023 at 9:00 AM at the Vergas Event Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk, Mike DuFrane, Utility Superintendent; and Jeff Kuhn, Widseth. Albright called the meeting to order at 9:00 AM.

2.) Agenda Additions or Deletions. Lammers said there is information from Widseth (attached with the agenda) about the Streets Conditions Report and the county garage proposed parking lot. Albright wanted to add the Lawrence Lake Addition road culverts. **Motion** by Pinke to adopt the revised agenda, **seconded** by Albright, **approved**.

3.) Minutes for the 03/30/23 SSYW meeting was attached in the agenda packet. **Motion** by Pinke to approve the minutes, **seconded** by Albright, **approved**.

4.) Council Recommendations. Kuhn said Widseth has revised their proposal to add a storm sewer mapping location map to our Graphic Information Systems (GIS). Their new quote is not to exceed (NTE) \$4,000, and includes about 8 hours of manpower time to meet with DuFrane in the field to locate storm sewers and for time to review any applicable county or state road plans showing sewer locations. The revised proposal will be submitted to the 05/09/23 Council meeting.

The SSYW Committee has been discussing right-of-way (R/W) needs for West (W) Lake Street (ST) and W Sunset Strip. Kuhn said he needs to meet with the surveying department at Widseth, but should have proposals for both projects for the 05/09/23 Council meeting.

5.) Complete Streets. Kuhn said based on their 01/10/23 Comprehensive Street Condition Survey (CSCS), for 2023, they are recommending that: Altona Avenue (AVE); Park View Drive (DR); and W Main ST; South (S) 3RD AVE; and W Linden ST, all west of S 2ND AVE, be seal coated. These are roads identified in CSCS that are “nearly new” and would benefit from the recommended work. The 2023 general budget has \$7,500 for seal coating. There is also \$31,416 in the special revenue money market account. DuFrane will get a cost estimate for doing said work. Seal coating should last 3-8 years, depending on use. Crack sealing should be done first.

There was considerable discussion about East (E) Scharf AVE, including the unpaved section in Bunkowske’s Phase 2 and the new road to be developed in Phase 3. Costs for reclamation of the pavement included in their study for various sections were: \$82,555; \$110,695; \$36,410; \$214,577; and \$14,835, totaling \$459,072 (not including Bunkowske’s Phase 3). The SSYW Committee talked about redoing E Scharf AVE in 2028? Kuhn said Widseth will redo their estimate for the entire road section, including Phase 3. He also recommended that some core samples be obtained of the existing road bed to ensure that the road can just be resurfaced. If there are weak subgrade areas, they made need to be dug up and recompacted with new material. Bunkowske will have soil engineers on site for his Phase 3 construction, and that might a time to get the core samples. The project could look at asphalt pavement recycling with reclaimed asphalt pavement (RAP). RAP projects should be: cost effective; environmentally responsible; and perform well. Lammers said Bunkowske has a new contractor, Ruther Excavating, Inc. They plan to start as soon as conditions allow this spring.

Bunkowske has obtained a Stormwater permit (Permit) for Construction Activity and has a stormwater pollution prevention plan (SWPPP).

There was discussion about the ditch along the north side of E Scharf AVE, starting at Fischer's driveway, and going east to Townline Road (RD). Widseth was authorized last fall to put together an estimate for flattening the slope so it could be mowed by the landowners. Lammers said she did get the quote form, which includes 350 cubic yards (c.y.) of "common topsoil borrow. Kuhn thought the quote should be given to Ruther Excavating, as they are in the area, and may be interested in the doing the project. There is one fire hydrant that may be need to be adjusted, and DuFrane said he has the necessary parts.

DuFrane questioned if the City is expected to maintain Eva ST and Dianne AVE? Albright thought the noted roads became a part of the City's responsibility when they adopted the final plat. Right now, the State of Minnesota owns the tax forfeited lots (11) associated with the Sunny Oaks Subdivision. Lammers said Otter Tail County is having Sentence to Serve (STS) mow the lots and deal with the weeds. Albright felt the R/W associated with said roads was the City's responsibility to maintain. DuFrane said the north ditch of Dianne AVE also needs to be properly sloped so they can maintain it. DuFrane questioned if the tax forfeited lots might be a place for a new City shop? He referenced how much the City of Detroit Lakes was spending on their new public utility building.

6.) Budget - Goal Setting. The 03/30/23 meeting minutes described current cash on hand, the 2023 road/street budget, and bills at the 2023 Legislature Session that could assist a community like Vergas with possible road funds.

7.) 2023 Road Repairs. There was discussion about the hole in the alley between the Hardware Store and Hanson's Plumbing. DuFrane thought it was dug by either Arvig or Great Plains Natural Gas Company (GPNGC). He had no idea when they were coming back to patch the repairs. DuFrane said in talking with the varying locating companies in town, "Vergas could be all tore up this summer". Lammers said she knew nothing about any upcoming projects. Kuhn said Alexandria Township has a "Application for Utility Permit on Township Road Right-of-Way". The SSW Committee thought that this was a good idea, and should be incorporated into our rewrite of Chapter 93: Streets and Sidewalks. Kuhn said he would send us a copy of Alexandria's permit application. Via a permit system for utility work, we can also add disclaimers to permits that if in the future, their utilities are found to be in the way of a future City project, we can require the utility company to relocate their facilities at their expense. Lammers said at the present time, the City does not have "high speed internet". Kuhn said that some utility companies, such as Otter Tail Power Company, pay "franchise" fees to the city to have their utilities within the R/W.

DuFrane has obtained several quotes from Driveway Service for various repairs. The first was for miscellaneous city patching at \$4.80 per square foot (sq.ft.). This includes saw cutting, prepping patches, and filling patches back in with asphalt.

The second quote was for N Railway AVE, and asphalt removal of an area 160' x 22' , adding two loads of Class 5 material, reclaiming the Class 5 material and existing road, blading, and shaping the packed material. The quote totaled \$4,478.

The third quote was for work on E Scharf AVE. By House #830, remove an area 22'x50', remove 12" material, repack with Class 5, pave with 3" compacted asphalt, \$6,600. The next work is by House #900, remove a 22'x68' area, doing the same as referenced above, the quote was for \$9,000.

The fourth quote was for the alley between 1ST AVE S and S Railway AVE, behind the City offices. They would remove the existing material, blade and shape area adding Class 5 material as necessary. They would pave the area with 4" of compacted asphalt in 2-2" lifts, cost \$35,100.

The fifth and final quote was for asphalt removal at the County garage site, refilling the area with Class 5 material, and repaving the area with 4" of compacted asphalt in 2-2' lifts, cost \$9,000.

Kuhn said Widseth also put together numbers for the alley, with 4 separate areas. Area 1 is the County garage site, 7,000 sq.ft. Area 2 is the alley, 6,000 sq.ft. Area 3 is the area between the alley and City building, 4,721 sq.ft. Area 4 is the area between the City building and the post office, 2,800 sq.ft. Area 4 is not a designated alley. The Committee reviewed the property line location the County's GIS website. A number of different options were reviewed by Widseth, such as: 3" asphalt with 12" of Class 5; 3.5" bituminous with 8" Class 5; Alternate B looked at leaving the exiting asphalt and making the necessary repairs, and then paving over the top. Rough Area 1 costs are \$45,000 - \$50,000. Area 2 - \$25,000 - \$50,000, depending on whether or not the asphalt is removed or repaired. Area 3 - \$14,000 - \$38,000 (repair vs. new). Area 4 - \$11,000 - \$25,000 (repair vs. new).

The numbers will be useful for Lamers as she prepares the County grant application for the building demolition and creation of the parking lot. The grant is due by May 1.

Motion by Pinke to go ahead with the Driveway Service repairs for miscellaneous patching, work on N Railway AVE, and adding the work on E Scharf AVE to the patch list. **Seconded** by Albright, **approved**. The work on the county garage site and associated alley will probably be done in 2024.

8.) Ordinances. Work is ongoing regarding Chapter 93. We talked earlier about adding utility permits to this section.

9.) The new pickup is estimated to cost \$42,000. We are going add a lift end gate, snow plow, and J&H Signs will paint the city logos. Bert's Equipment will also add the necessary lights. The snow plow and lift gate are estimated to cost \$15,000. There is \$41,409.78 in the budget reserves/money market account. Plus the City's 2023 budget contains \$15,000 for other equipment. There may be a grant available for the new pickup safety equipment. And, we have the \$7,000 (approx.) insurance settlement for damage to the 1990 Ford snowplow (2022). So basically, the new pickup and associated accessories are paid for.

Regarding the City snowplow, Albright has done some research. Looking at a website in St. Cloud, there are basically two types of snow plow trucks available for sale. Older trucks in 1998 - 2000 year class, with up to 250,000 miles, still sell for \$20,000-\$25,000. Newer trucks in the 2010 - 2012 year class, still with 125,000 miles on them are in the \$50,000-\$60,000 price range. The City of Fulda had a used snow plow for sale, otherwise there was nothing else listed on the League of Minnesota's website. Albright said the problem with buying anything used, unless you can purchase it from a known seller (neighboring city, county, state), you don't know what you're getting. The estimate to repair our existing truck for a rebuilt rear end, new leaf springs, etc. is about \$13,000. We still have about \$5,000-\$6,000 of insurance money to do cosmetic work on our truck. We think our truck is good (motor, transmission, snow plow, sander), and with the noted repairs, at least we know what we have. **Motion** by Pinke to repair the existing snow plow. **Seconded** by Albright, **approved**.

Once the new pickup is here, the 2005 Chevrolet pickup along with the 1990 Ford plow truck should be advertised for sale.

10) City Streets. Regarding W Lake ST, Pinke did not get to the last Hobart Township meeting. Their next meeting is the same night as our Council meeting, May 9th. The SSYW Committee also has not talked with the Maneval Family. As noted earlier, a R/W proposal from Widseth will be presented at the next Council meeting.

Sunset Strip was also discussed earlier, with a Widseth R/W proposal to be reviewed at the next Council meeting.

Regarding finishing up on the R/W work for E Lake ST, the City Attorney may need some additional work from Widseth. While there are a number of different parties involved, this shouldn't be so complicated. The City has only been working on this for two years. Kuhn thought working with the Railroad could be difficult. Albright said we don't know that, as nothing has been sent to them yet.

Regarding Lawrence Lake Acres and the extension of Glenn ST, the developer has questioned why he can't use high-density polyethylene (HDPE) culverts as shown on his plans, rather than the reinforced concrete pipes (RCP) recommended by the engineer. The cost difference could be as much as \$15,000. The City's current ordinance doesn't require RCP. There are also a number of options with RCP, such as tied sections or gaskets joints. Lammers thought the City could take the position that if the pipes aren't RCP, we won't take over jurisdiction of the road after it's finished (snow plowing/grading). The one culvert in Bunkowske's Phase 3 is a corrugated metal pipe (CMP). Kuhn felt the use of RCP would closer match state standards. The matter will be coming to the 05/09/23 Council meeting for further discussion. Kuhn expected there would be a pre-construction meeting scheduled with the developer in the near future.

11.) Speed Signs. Lammers will contact Otter Tail County to see if they will be placing their portable signs on City roads this summer. The signs are supposed to stay at a particular site for no longer than 2 weeks, but sometimes they are left longer.

Regarding the Elan City Evolis Radar Speed Signs which Lammers furnished information about at the last meeting, Albright questioned where in the budget we could come up with \$6,199 for two complete Evolis packs? We also still have our grant request in with Otter Tail County for their Driver Feedback Sign Policy. Lammers will check with them to see where we are at on their list. The County plans to do two installations per year at their highest priority sites.

12.) County Garage Land - previously discussed.

13.) Other. Pinke mentioned that the Hardware Store placed a pallet of mulch on the sidewalk along their building and S Railway AVE. The current Ordinance, 93.03 Materials on Street or Sidewalk states: No owner having the care of a building on any street or sidewalk shall permit it to be encumbered with barrels, boxes, cans, articles, or substances of any kind, so as to interfere with the free and unobstructed use thereof. The SSYW Committee discussed they may need to be made aware of the ordinance.

14.) Next Meeting. A date for the next SSYW Committee meeting was not set.

15.) Adjournment. Albright adjourned the meeting at 11:45 AM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Authorize Widseth to complete R/W studies for W Lake ST and W Sunset Strip
- Authorize Widseth to add “storm sewer” mapping layer to GIS tool.
- Repair 2001 International plow truck.
- Authorize 2023 seal coating projects as noted.
- Authorize 2023 road repairs as quoted by Driveway Service.
- Authorize staff to advertise for bids for sale of two City trucks after new pickup arrives.

Follow up Actions:

- Landowner review of Feasibility reports for W Lake Street/funding options.
- Glenn ST extension/RCP costs, share with developer?
- Finalize work on R/W needs for East Lake Street and N Railway AVE (waiting for Attorney).
- Continue to work on budgets, and future road funding needs. -
- Continue to work on City parking, Work on handicap parking spots.
- Assess needs/budget for Small Cities Assistance Program funding. Lobby legislators for future funding, explain our needs.
- Evaluate County and MnDOT speed study data regarding public safety concerns along trail. Look at creating an “urban” district or just extending speed limits to City boundary. Possible electronic signs.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns. Snow emergency routes?
- Look at making W Sunset Strip an official street.
- Hardware Store roof drainage.

Additional Future Meeting Agenda Items:

- none, at this time.