

Glyndon City Council

2/13/2019

Public Hearing 6:00 p.m.

Parke Avenue Project City of Glyndon/Clay County
Glyndon Community Center

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, and Joe Olson;
City Clerk Wendy Affield and City Engineer Kris Carlson.

Absent: Kimberly Savageau

As Per Sign in Sheet: John Anderson, Wayne Mahlum, Amy Schuldt, Scott Madson, Kristine Johnson, Luke & Jenna Quanbeck, Tim Pender, Tiffany & Mike Wardlow and Jon Rosenfeldt.

3. **Open Public Hearing**
4. **Read Public Hearing Notice – Mayor Johnson**

Notice is hereby given that the City Council of the City of Glyndon will meet in the Glyndon Community Center located at 212 Partridge Avenue at 6:00 p.m. on Wednesday, February 13, 2019, to consider making the improvement of C.S.A.H. 19 (Parke Avenue) between TH 10 and 12th Street South, and 7th Street between C.S.A.H. 19 (Parke Avenue) and a point approximately 1,250 feet West; pursuant to Minn. Stat. § 429.011 to 429.111. The area proposed to be assessed for such improvement will include all abutting property. The estimated cost of the improvement is \$4,269,900.00. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting. Those unable to attend the Public Hearing may submit written comments to Wendy Affield, City Clerk/Treasurer, P.O. Box 223, Glyndon, MN 56547.

5. **Receive Legal Affidavit**
6. **Presentation by City Engineer – Kris Carlson** – Carlson distributed handouts along with a Power Point presentation. Questions will be addressed according to the sign in sheet once the presentation is completed.



Public Hearing
Street and Utility Improvements
C.S.A.H 19 (Parke Avenue) and Seventh Street

February 13, 2019
Glyndon, Minnesota

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Meeting Agenda

- Purpose of a Public Hearing
- Project Development
- Proposed Improvements
- Estimated Project Costs and Financing
- Assessment Summary
- Questions and Comments

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Purpose of a Public Hearing

- Inform property owners of proposed project
- Minnesota Statute 429 – Procedure for Assessing Improvements
 - Preliminary Engineering Report
 - Public Hearing
 - Design and Construction Bid Letting
 - Assessment Hearing
 - Project Construction
- Gain public comments and input

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Project Development

The proposed project will be designed and constructed in conjunction with Clay County's C.S.A.H. 19 project.

- Purpose
 - Construct Utility, Street and Drainage Improvement to:
 - C.S.A.H. 19 (Parke Avenue) – TH 10 south to Twelfth Street S
 - Seventh Street – Parke Avenue to a point approximately 1,250 feet west

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Project Location Map



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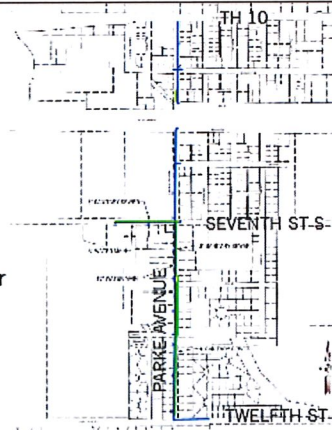
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Proposed Watermain and Sanitary Improvements



Green – Sanitary Sewer
Blue - Watermain

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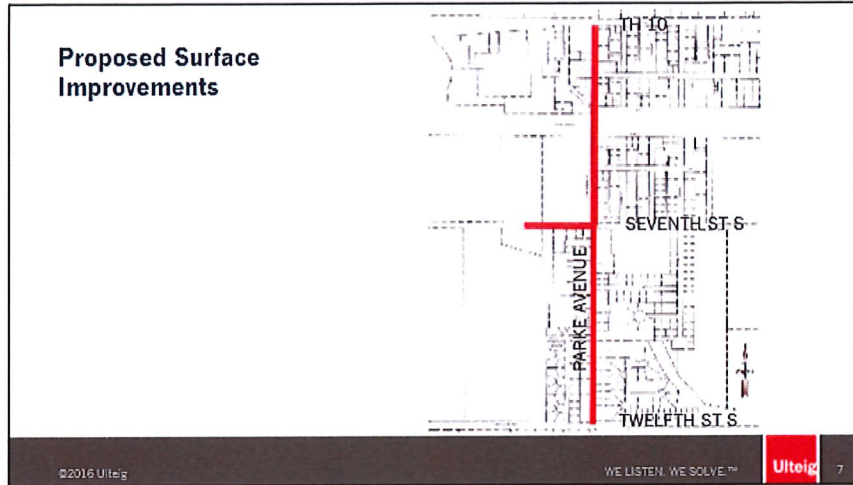
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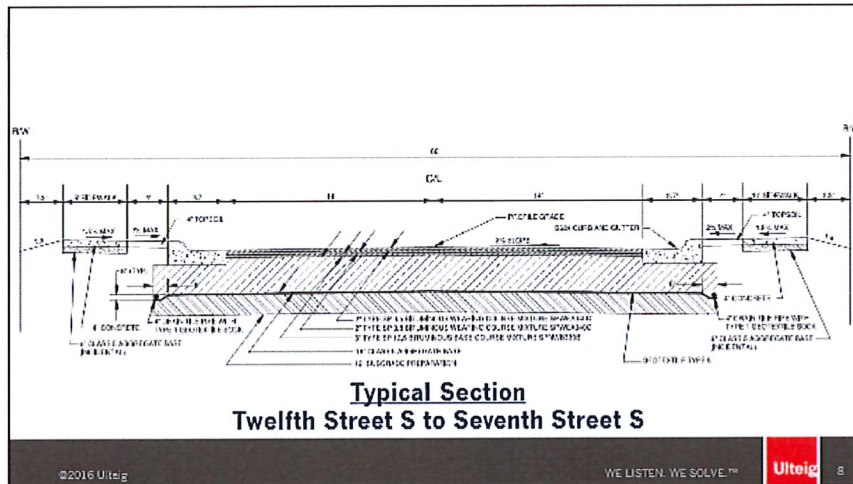
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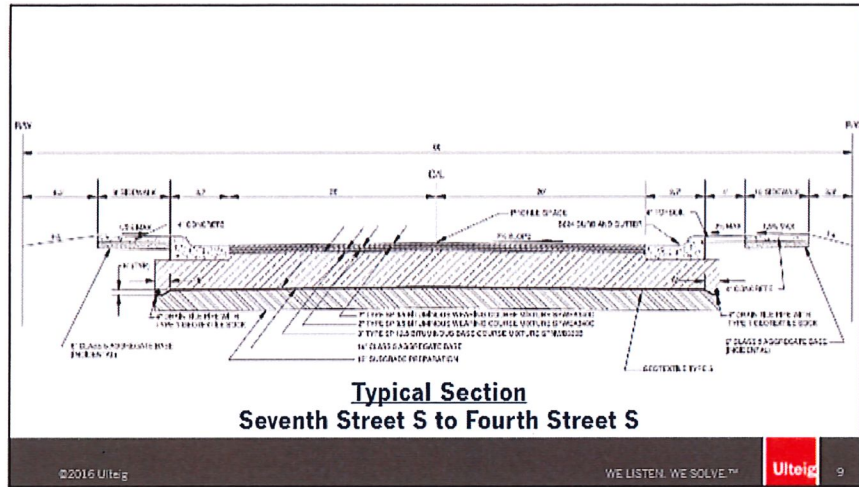


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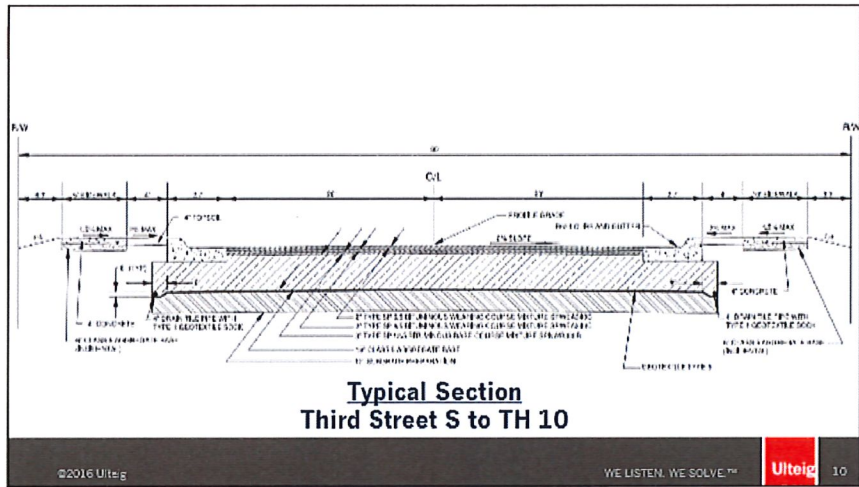


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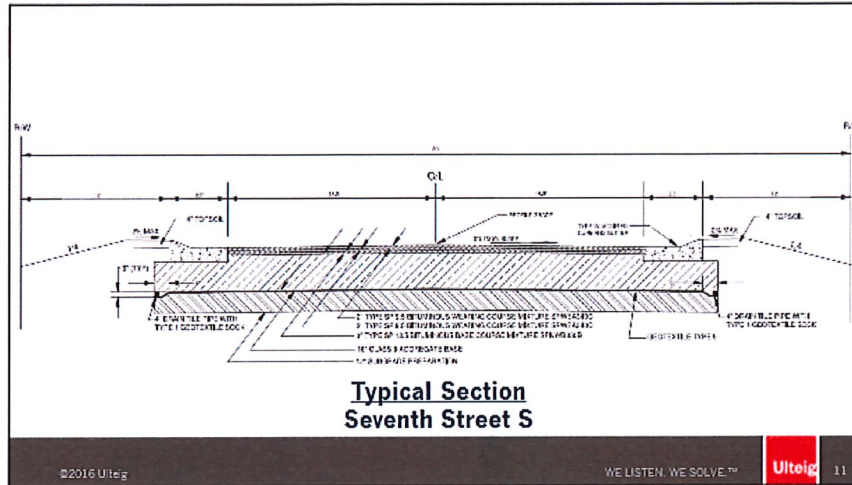
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Estimated Project Costs	
C.S.A.H. 19 (Parke Avenue)	Cost
Watermain	\$ 930,850
Sanitary Sewer	\$ 527,350
Storm Sewer	\$ 1,802,400
Street Reconstruction	\$ 3,525,000
Sidewalk & Path	\$ 725,400
SUBTOTAL - C.S.A.H. 19 (Parke Avenue)	\$ 7,515,800
Seventh Street S	Cost
Watermain	\$ 110,700
Sanitary Sewer	\$ 56,600
Street Reconstruction	\$ 354,200
SUBTOTAL - Seventh Street S	\$ 593,500
Railroad Crossing	Cost
Railroad Queue Zone Features	\$ 180,700
Railroad Crossing - Path/Sidewalk	\$ 113,850
Railroad Signs & Crossing - C.S.A.H. 19	\$ 217,150
SUBTOTAL - Railroad Crossing	\$ 511,700
TOTAL ESTIMATED PROJECT COST	\$ 8,621,000

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Project Financing

- Joint Project between Clay County and the City of Glyndon
- The Memorandum of Understanding (MOU) is summarize in the table to right

C.S.A.H. 19 (Parks Avenue)	Cost Share	
	County	City
Watermain	0%	100%
Sanitary Sewer	0%	100%
Storm Sewer	50%	50%
Street Reconstruction	70%	30%
Sidewalk & Path	50%	50%

Seventh Street S	Cost Share	
	County	City
Watermain	50%	50%
Sanitary Sewer	50%	50%
Street Reconstruction	30%	70%

Railroad Crossing	Cost Share	
	County	City
Railroad Quiet Zone Features	0%	100%
Railroad Crossing - Path/Sidewalk	50%	50%
Railroad Signals & Crossing - C.S.A.H. 10	70%	30%

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Estimated Cost Sharing

- The City's portion of the project will be financed through City funds and special assessments
- \$375K Transportation Alternative (TA) Grant for the Sidewalk and Multi-Use Trail

C.S.A.H. 19 (Parks Avenue)	Cost Spits	
	County	City
Water main	\$ -	\$ 902,660
Sanitary Sewer	\$ -	\$ 527,560
Storm Sewer	\$ 101,200	\$ 99,200
Street Reconstruction	\$ 2,470,850	\$ 633,640
Sidewalk & Path**	\$ 175,200	\$ 175,200
SUBTOTAL	\$ 2,647,250	\$ 2,538,260

Seventh Street S	Cost Spits	
	County	City
Water main	\$ 55,150	\$ 37,560
Sanitary Sewer	\$ 49,200	\$ 43,200
Street Reconstruction	\$ 115,200	\$ 289,640
SUBTOTAL	\$ 219,550	\$ 370,400

Railroad Crossing	Cost Spits	
	County	City
Railroad Quiet Zone Features	\$ -	\$ 117,700
Railroad Crossing - Path/Sidewalk	\$ 50,825	\$ 51,625
Railroad Signals & Crossing - C.S.A.H. 10	\$ 152,200	\$ 65,145
SUBTOTAL	\$ 203,025	\$ 234,470

TOTAL ESTIMATED PROJECT COST \$3,078,100 \$4,286,980

** A Grant was applied to this cost. \$175,200 - \$175,200 = \$0

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Estimated Cost Sharing (Continued)

Assessable/Cost Share

Item	Assessable	City
Watermain	50%	50%
Sanitary Sewer	50%	50%
Storm Sewer	25%	75%
Street Reconstruction	25%	75%
Sidewalk & Path	0%	100%
Railroad Crossing	0%	100%

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Estimated Cost Sharing (Continued)

Assessable/City Cost

Item	Assessable	City
Watermain	\$ 493,100	\$ 493,100
Sanitary Sewer	\$ 288,325	\$ 288,325
Storm Sewer	\$ 225,300	\$ 675,900
Street Reconstruction	\$ 331,970	\$ 995,910
Sidewalk & Path	\$ -	\$ 175,200
Railroad Crossing	\$ -	\$ 302,770
TOTALS	\$ 1,338,695	\$ 2,931,205

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Estimated Assessment Rates

Item	Methodology	Units	Cost/Unit
Watermain	Front Foot	10,040	\$ 49.11
Sanitary Sewer	Front Foot	5,522	\$ 52.21
Storm Sewer	Front Foot	10,040	\$ 22.44
Street Reconstruction	Front Foot	10,040	\$ 33.06
Sidewalk & Path	Front Foot	9,480	\$ -
Railroad Crossing	Front Foot	9,480	\$ -
TOTALS			\$ 156.83

*Assessable footage is equal to the width of the parcel abutting the improvement

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Estimated Assessment – 100' Lot

Item	Front Feet	Cost/FF	Total
Watermain	100	\$ 49.11	\$ 4,911.35
Sanitary Sewer	100	\$ 52.21	\$ 5,221.39
Storm Sewer	100	\$ 22.44	\$ 2,244.02
Street Reconstruction	100	\$ 33.06	\$ 3,306.47
Sidewalk & Path	0	\$ -	\$ -
Railroad Crossing	0	\$ -	\$ -
TOTALS			\$ 15,683.24

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Estimated Project Schedule

• Public Hearing	February 13, 2019
• Begin Construction	May, 2019
• Substantial Completion	October, 2019
• Final Completion	November, 2019
• Final Assessment Hearing	November, 2019

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Questions?

Contact Information
Kris Carlson, PE
(218) 846-7728
Kris.Carlson@ulteig.com

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7. **Questions and Comments by City Council** – None at this time.

8. **Questions and Comments by anyone in attendance** – John Anderson wondered how deep the two retention ponds will be. Carlson responded normally there will be four (4) feet of permanent water with 4-5 feet of leeway for discharging and storm water runoff. Anderson’s concern is for the children’s safety when playing in the area. Carlson added the plan is to drain

the ponds down to twelve (12) inches for the winter season and use the one by the coulee as a skating rink. Olson questioned whether or not it is kept at four (4) feet during the summer. Carlson explained it will be kept at four (4) feet as per Minnesota Pollution Control Agency's regulations to properly treat the water. A resident questioned if it would be similar to the pond already located in that area. Carlson stated, this one will have pumps in it to move the water around. A question was asked what will happen to the old pond located there. Carlson explained the homes in Southcreek use the pond, and will stay as it is. Anderson questioned how the mosquito situation will be handled. Carlson commented, this can be discussed at a later time outside the Public Hearing. He will look into a resolution for this issue.

Wayne Mahlum lives south of 7th Street and stated approximately 14 years ago the sewer and water were replaced in front of his house, can those be left as is? Carlson responded they do need to be replaced because the street will be lowered three (3) feet in order to install the curb and gutter. The reason for installing curb and gutter is to remove the ditches that collect standing water and mosquitos.

Scott Madson inquired about the history of bidding the project. Carlson replied the project was bid last year in which the bids came in higher than the engineer's estimate and was rebid after modifications to the project plan. The rebid in January of 2019 came in high due to higher costs of labor and materials. Carlson pointed out the majority of the overages were on the County's portion of the project which puts the City's increase at \$90,000. The first preliminary estimate of Madson's assessments were around \$10,000, he is questioning why they are substantially higher. Carlson stated the project was bid a second time this year but has not been awarded at this time. Carlson added these preliminary estimates are on the high side and added there are contingencies in the project that may not be used. Carlson expects the total amounts might be reduced on the assessments because he is working with the County to modify some of the costs. Madson wondered what the planned phases are scheduled to be for the project. Carlson continued the biggest challenge is the school when planning the project. The first phase of construction will start at the south end of Parke Avenue, 9th Street to 12th Street; second phase will be by the school, 9th Street south to the railroad tracks; the third phase will be from the railroad tracks to TH 10. The project has been set in phases, therefore all of Parke Avenue will not be under construction at the same time. There will be maintained gravel to drive on for short periods of time but you will be able to get through. The construction will start at 9th Street because this is the downstream of the sanitary sewer. Construction needs to start from the low end of the street and work our way up with the sanitary sewer. The project south of the railroad tracks needs to be paved and finished by the time school starts September 1, 2019. During construction there will be limited times when access is not available when working directly in front of your property, but will do everything possible for you to access your homes. If emergency vehicles need to get through, they will do everything needed to make it possible. Madson asked if a homeowner wants to change out more concrete or asphalt in their driveway, how and when do you proceed to get it changed during the construction process. Carlson explained because of the Federal funding, the property owner would need to communicate with the contractor to arrange extra asphalt or concrete. Everything in the construction project in the right-of-way will be replaced. Carlson added there will be bi-weekly construction meetings to alert the homeowners when and what construction will be taking place.

Kristina Johnson expressed her concern of the cost increase from the last time and if it is possible the prices will increase at the completion of the project. Carlson stated from the first bid to the current bid, the special assessments increased \$30,000 with an overall increase of \$90,000. Affield explained the prior estimates were from the engineers cost estimate, the actual bid amount in 2018 was substantially higher. Carlson added because this is a Federal project, contractors had

to bid wages with overtime which increased the labor costs from 40-50 percent based on a 60-hour work week. Johnson asked if there is a maximum amount of cost on the project. Carlson responded the numbers are not concrete and can change. With contingency funds built into the project, he expects the assessments to decrease based upon the nature of the project. If the timeline on construction has not been met, there is a clause for liquidated damages. Johnson asked "at what point does this project become cost preventative to the benefits it provides?" A gentleman in the audience added, with his calculations, it would cost \$65 per month for 20 years. Carlson stated the length of time for the assessment has not been determined at this time, bond Council will need to make that determination. Another person added the cost prohibited benefit is related to making our City look more 'finished' and attractive to draw more people into the community. Olson added, regardless, the County will replace the street, the sanitary sewer lines are in bad shape so it makes sense to move forward with the updates. Another huge factor is the safety issue along Parke Avenue with the pedestrian traffic. Carlson added if the City would not do the construction now, when it is eventually done, the responsibility of the costs would be 100 percent to the City. Another person added we have been lucky no one has been hurt walking along Parke Avenue because of the high volume of pedestrians. Olson mentioned the Safe Routes to School helped pay for the path. Carlson confirmed the minimum criteria for the grant is to have a complete street with both the path, and sidewalks on each side of the street. In front of the School, the five (5) foot sidewalk will turn into nine (9) feet and then change back. For safety measures, a crosswalk with flashing beacons and push buttons will be installed near the school. Johnson acknowledges the path and sidewalk will need to be maintained and who is responsible. Mayor Johnson commented the homeowner is responsible for the sidewalk in front of their property and the City is responsible for the ten (10) foot path. Carlson related when the City signs the grant, a maintenance agreement will be signed to accept the responsibility on the maintenance of the path. Carlson stated the City will need to adopt a policy for sidewalk maintenance. Carlson added this project is a little different than the side streets being discussed, there will be sub cuts in the concrete, trees will be removed, and storm sewer drainage will be under the curb and gutter. Because of the high-water table, underdrains and sump pump stubs will be added to the storm water line to have a hose attached to homes that go into the storm sewer line. Glyndon has a high-water table and these new features will help alleviate some of the drainage problems. Olson questioned if there is a warranty on the work done on Parke Avenue. Carlson stated there is a one-year warranty and they do a walk through before the one year is up. Johnson asked for clarification on the assessments as to who is assessed and who is not. Carlson responded if a homeowner's property does not benefit from the construction of the water and sewer portion, they are not assessed.

Luke Quanbeck stated they are new to Glyndon and curious if the pine trees in their yard would be cut down. Carlson asked to speak to them after the meeting to look at the details on the plans. A gentleman from the audience asked why the holding pond was put on 7th Street and not closer to the railroad tracks. Carlson informed him the availability of land was limited and how the storm water drains is an issue. At this location the City will not have to pump any water from the holding pond.

Jenna Quanbeck stated the street assessments are 25 percent to the resident and 75 percent to the City. She believes there could be a better split because Parke Avenue is a main thoroughfare in Glyndon. Mayor Johnson stated conversations with the County Engineer and County Commissioners said most cities use a 70/30 split with the property owner paying the 70 percent. Carlson explained each city has a way of assessing their collector roads north/south and east/west, a quarter mile each way. Essentially, we are doing the same but instead of assessing it both ways, it is assessed to the general levy which covers the whole tax base. Regarding the 70/30 split, Council has full discretion to adjust cost splits and reminded the audience this meeting is to

determine whether to move forward with the project. Quanbeck stated a few percentages make a big difference. Olson explained there were many components in determining the splits in order to be fair to everyone, which was a big challenge for the Council. Mayor Johnson added they did the best they could to be fair to everyone in order to get the road upgraded. Carlson explained the water and sewer mains down Parke Avenue are being oversized and the cost has been included in the City-wide portion.

Luke Quanbeck asked if 7th Street will be constructed the same as Parke Avenue. Carlson confirmed it will be the same ten (10) ton road as Parke Avenue but the width may vary. A resident questioned whether the school accesses will be changed. Carlson stated they are going to lose one entrance on Parke Avenue but is not sure on 7th Street. A discussion was had concerning the no parking on 7th Street and how it needs to be enforced. The County will not allow parking in front of the school. Carlson mentioned they are working with the school to add an access on Parke Avenue. A resident asked why are sidewalks on both sides of the street? Carlson explained it is part of the DOT street package, it is all or nothing, one is for pedestrians the other is for mixed use, non-motorized bikes and pedestrians. Tiffany Wardlow stated they had their lot surveyed and have been paying assessments for 25 years on 12 extra feet that is not their property. They paid LJA to survey the property. A resident asked who is responsible for the snow removal. Mayor Johnson stated this will need to be discussed at a Council Meeting. Olson added this is an issue that needs to be worked through because the City does have the equipment to do the snow removal. A resident wondered if an email alert system has been implemented. Affield confirmed the City just recently added an email alert option for updates and you can visit the City website to sign up. Carlson added portable cluster mailboxes will be installed while construction is being done, a location will be decided on with the Post Office. A resident wondered with the new road, will lighting be updated as well? Carlson stated he has been working with Xcel on the lighting improvement. As of right now there are 22 lights and the proposal will include 25 LED light poles. A resident asked if the electric will be underground by the school. Carlson confirmed it will be buried in front of the school. The final Assessment Public Hearing will be in November of 2019. As soon as road restrictions come off, the project will start.

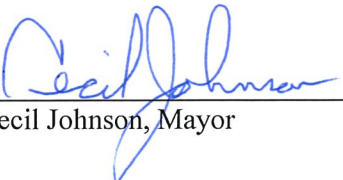
Mayor Johnson thanked the audience for their attendance.

9. Councils Formal Discussion


8. Close the Public Hearing

9. Consider approval of Resolution Ordering the Improvements and the Preparation of Plans

10. Adjournment: A motion was made by Justin Schreiber to adjourn at 7:10 p.m., seconded by Joe Olson. All in favor.
Motion Carried.



Cecil Johnson, Mayor



Wendy Affield, City Clerk