

**TO: MAYOR AND CITY COUNCIL**

**FROM: NEIL JENSEN, City Administrator**

**SUBJECT: Bluff Drive Public Hearing and Resolution 2607 Ordering of Improvements**

**MEETING DATE: January 18, 2022**

**BACKGROUND**

On December 7, 2021 the City Council received the feasibility report and set the public hearing for Bluff Drive Improvements. Public Hearing notices were sent out according to law and the hearing will take place at this meeting. Bill Angerman from WHKS will be in attendance to present the project and to answer any questions that you may have.

After the hearing staff is requesting city council action approving Resolution 2607 Ordering Improvements for Bluff Drive and preparing plans and specifications.

**STAFF RECOMMENDATION**

Please approve Resolution 2607 Ordering of Improvements for 2022 Bluff Drive Improvement Project.

**REQUESTED COUNCIL ACTION**

Please approve Resolution 2607 Ordering of Improvements for 2022 Bluff Drive Improvement Project.

## MEMORANDUM

TO: Honorable Mayor and City Council of Cannon Falls  
Neil Jensen, City Administrator

FROM: Bill Angerman, WHKS & Co.

DATE: November 23, 2021

RE: Feasibility Report for Bluff Drive Improvements  
Cannon Falls, MN

The City of Cannon Falls has requested a preliminary Feasibility Report for Bluff Drive improvements. The proposed project location is shown in Figure 1. The scope of the feasibility report includes a summary of the existing conditions, proposed construction, estimated costs and proposed schedule. The City intends to assess a portion of the project costs. This Feasibility Report has been prepared to address the requirements of Minnesota Statute 429.

### EXISTING CONDITIONS

The developer of Bluff Drive did not complete the construction of Bluff Drive.

On November 5, 2021, we performed a walk-through of Bluff Drive. We documented the conditions and created a punch list of incomplete items. Bluff Drive currently consists of a bituminous base course surfaced roadway, with concrete curb and gutter. The pavement is 28-foot wide from curb to curb. The bituminous base course and curb has settled at some of the service trench locations. A bituminous leveling course is required at these settled areas, and 120-feet of curb and gutter requires replacement.

Fifteen (15) platted lots abut Bluff Drive. Five (5) of the lots have houses constructed on them. The other ten (10) lots are vacant.

### PROPOSED CONSTRUCTION

Replacement of settled curb and gutter, a bituminous leveling course at settled trench locations, sidewalk on the north side of the road, and the final bituminous wearing course paving is required. The project location commences approximately 50-feet east of Cedar Hill Drive and extends to the intersection of Bluff Drive and Sandstone Road. Four (4) manhole adjustments are required. Milling is required at the butt joint on the west end of Bluff Drive near Cedar Hills Drive and in front of two driveways leading to residential homes.

### OPINION OF CONSTRUCTION COSTS

The estimated project cost for the Bluff Drive improvement is \$105,000. The cost opinion includes a \$16,000 allowance for engineering and a 15% allowance for construction contingencies. A breakdown of costs is shown in Table 1.

## RECOMMENDATIONS AND SCHEDULE

This project is feasible from an engineering standpoint. It is recommended that the City conduct a legal and fiscal review of the proposed project.

Per City Council policy, 100% of the overall total project cost will be assessed to the benefiting properties. City policy states that the Council will select the preferred method of calculating the assessment at the time the project is ordered. Assessments were calculated two ways for each of the fifteen (15) lots; on a per lot basis and by the front foot.

The total preliminary construction cost is \$105,000. The calculated assessment to each of the fifteen (15) lots benefitting from the project is approximately \$7,000 per lot or approximately \$75 per front foot. Two of the lots also abut Sandstone Road, which also requires improvements. The City would need to consider whether these two lots should be assessed for both the Bluff Drive and Sandstone Road improvements, or only for the Bluff Drive improvements.

The City Council should review this report and provide direction on the project schedule and assessments. The following are tasks to be completed:

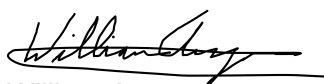
- |  |                  |
|--|------------------|
| • Receive Engineer's Feasibility Report.                                 | December 7, 2021 |
| • Order Public Improvement Hearing.                                      | December 7, 2021 |
| • Hold Public Improvement Hearing.                                       | January 18, 2021 |
| • Order the Improvement  | January 18, 2021 |
| • Authorize Preparation of Plans and Specifications.                     | January 18, 2021 |
| • Approve Plans and Specifications and Authorize Advertisement for Bids. | April 19, 2022   |
| • Receive Bids.  | May 17, 2022     |
| • Hold Final Assessment Hearing.   | June 21, 2022    |
| • Award Contract.  | June 21, 2022    |
| • Begin Construction.  | July, 2022       |
| • Complete Construction.   | Fall 2022        |

Please contact us with any questions.

Sincerely,

**WHKS & co.**

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



William Angerman  
License No. 26436





2021 STREET IMPROVEMENTS

WHKS No. 9406

**FIGURE 1**  
**BLUFF DRIVE**  
**CANNON FALLS, MINNESOTA**



Table 1 – Bluff Drive  
 Engineer's Opinion of Probable Construction Costs  
 2021 Bluff Drive Improvements  
 Cannon Falls, MN  
 11/19/2021

<u>No.</u>	<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
1	Bituminous Pavement	Ton	350	\$ 120	\$ 42,000
2	Concrete Curb and Gutter	LF	120	\$ 50	\$ 6,000
3	Bituminous Milling	LS	1	\$ 1,250	\$ 1,250
4	Manhole Adjustments	Each	4	\$ 750	\$ 3,000
5	Sidewalk	SF	3,560	\$ 7	24,920
Construction Cost					\$ 77,170
Contingencies (15%)					\$ 11,830
Engineering					\$ 16,000
Estimated Cost					\$ 105,000

# Bluff Drive Improvements

Hearing on Improvements

January 18, 2022

Presenter: Bill Angerman, P.E.  
Cannon Falls, Minnesota



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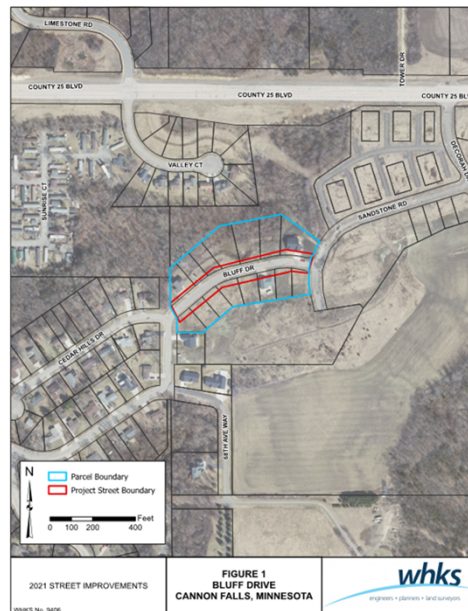
## Outline

- ▶ Project Area
- ▶ Background
- ▶ Proposed Construction
- ▶ Assessment Process
- ▶ Schedule
- ▶ Costs
- ▶ Public Comments



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## Project Area



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## Background

- ▶ A Feasibility Report was presented to Council on December 7, 2021 for the 2022 Bluff Drive Improvements
  - ▶ Final layer of pavement was not installed
  - ▶ Developer did not complete the project
  - ▶ Other streets in the development are impassable and need to be removed. The City is looking for another developer to finish the project. This is not part of this project.

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## Proposed Construction

The Feasibility Report recommends the following:

- ▶ Replace settled curbs
- ▶ Adjust manhole castings
- ▶ Place final layer of bituminous pavement (blacktop)

The logo for the Western Hills Kitchen & Dining Center (whks) is located in the bottom left corner of the slide. It consists of the lowercase letters "whks" in a blue, sans-serif font, with a stylized blue wave or swoosh underneath the letters.

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## Assessment Process (MN 429)

- ▶ Council determines need for a project
- ▶ Engineering study performed
- ▶ Council holds Hearing on Improvements to gather public input
- ▶ Council considers input and decides whether to proceed

The logo for the Western Hills Kitchen & Dining Center (whks) is located in the bottom left corner of the slide. It consists of the lowercase letters "whks" in a blue, sans-serif font, with a stylized blue wave or swoosh underneath the letters.

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## Assessment Process (MN 429)

- ▶ Council authorizes preparation of plans and specifications
- ▶ Project is publicly bid
- ▶ Final assessment hearing is held
  - ▶ Final assessment amounts determined
- ▶ Construction contract awarded
- ▶ Project is constructed

The logo for WHKS, featuring the lowercase letters "whks" in a blue, sans-serif font, with a stylized blue wave or swoosh underneath the letters.

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## Schedule

- |                            |                |
|----------------------------|----------------|
| ▶ Hearing on Improvements  | Jan. 18, 2022  |
| ▶ Order Improvements       | Jan. 18, 2022  |
| ▶ Approve Plans            | April 19, 2022 |
| ▶ Receive Bids             | May 17, 2022   |
| ▶ Final Assessment Hearing | June 21, 2022  |
| ▶ Award Contract           | June 21, 2022  |
| ▶ Begin Construction       | July 2022      |
| ▶ Complete Construction    | Fall 2022      |

The logo for WHKS, featuring the lowercase letters "whks" in a blue, sans-serif font, with a stylized blue wave or swoosh underneath the letters.

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## Costs

- ▶ Total Estimated Project Costs = \$105,000
- ▶ 15 lots along the street
- ▶ Assessments to property owners
  - ▶ 100% of total assessable project costs
  - ▶ Typical Assessments (estimated)
    - ▶ \$7,000 / Lot

*whks*

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## Public Comments

Thank you!

*whks*

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**CITY OF CANNON FALLS  
GOODHUE COUNTY, MINNESOTA**

**RESOLUTION NUMBER 2607**

**RESOLUTION ORDERING IMPROVEMENTS AND DIRECTING PREPARATION OF  
FINAL PLANS AND SPECIFICATIONS**

WHEREAS, after due Notice of Public Hearing on the construction of improvements for the City of Cannon Falls, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same; and

WHEREAS, at said hearing there was available a reasonable estimate of the amount to be assessed and a description of the methodology, in the form attached hereto as Exhibit A:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Cannon Falls, Minnesota as follows:

1. Said improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. It is advisable, expedient and necessary that said improvements as described in the Notice of Hearing thereon be constructed, and the same are hereby ordered made.
3. The improvements described in said Notice of Hearing are hereby designated and shall be known as Bluff Drive Improvements of 2022.
4. The consulting engineers, WHKS, are hereby directed to prepare final plans and specifications for said improvements.
5. The City Council declares its official intent to reimburse itself for the costs of the improvements from the proceeds of tax-exempt bonds if needed.
6. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2 or Subdivision 2a within one year of the date of this resolution ordering said improvements.
7. The City Council shall let the contract for all or part of the work for said improvements, or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041 Subdivision 2 or Subdivision 2a by July 30th, 2022.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof:  
  
and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

**ADOPTED** by the City Council of Cannon Falls this 18<sup>th</sup> day of January, 2022.

**CITY OF CANNON FALLS**

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John O. Althoff  
Mayor

ATTEST: \_\_\_\_\_  
Neil L. Jensen  
City Administrator

STATE OF MINNESOTA     )  
COUNTY OF GOODHUE    ) ss  
CITY OF CANNON FALLS   )

I, the undersigned, being the duly qualified and acting Clerk of the City of Cannon Falls, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated insofar as such minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated insofar as such minutes relate to the ordering and directing preparation of final plans and specifications of Bluff Drive Improvements of 2022 in said City.

WITNESS my hand and the seal of said City this 18<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
City Clerk

(SEAL)



EXHIBIT A  
IMPACT OF ASSESSMENTS  
CITY OF CANNON FALLS, MN  
2022 BLUFF DRIVE IMPROVEMENTS

Available at Hearing Held JANUARY 18, 2022

The impact of the improvement is to provide necessary and desirable facilities for public use. The impact of the assessments for the improvement is to make benefitted properties and their owners responsible for paying the costs of the improvement over time, not the public at large. The extent of the impact of the assessments depends upon the amount assessed.

A reasonable estimate of the total amount assessed is \$105,000. This estimate is approximately 100% of the costs of the improvements. The City reserves the right when actually levying assessments to assess up to the full costs of the improvement, which may exceed estimates available at the time of the hearing on the improvement.

The following is a description of the methodology the City intends to use to calculate individual assessments for affected parcels: Per LOT. The City intends to levy the assessments after bids are received by the City, which may be about June 21, 2022. Using this methodology, the assessment for a typical lot will be about \$7,000. The City reserves the right when actually levying assessments to modify or depart from this methodology to the extent the City deems appropriate.