



City of Fergus Falls Committee of the Whole Agenda

February 28, 2024

7:00 am

City Council Chambers

A. Call to Order

B. Roll Call

C. Discussion Items

1. Lake Alice 3D Project

Scott Kvamme/ Water Quality 3D

Requested Action: Recommendation to the council to request additional funding from the State of MN to extend the pilot project for an additional year

2. Shoreview Drive Street Improvement (PI 5373)

Brian Yavarow

Requested Action: Recommendation to the council to accept the Preliminary Engineering Report-Feasibility Report for PI 5373 and set the Preliminary Project Hearing Date for April 15, 2024 at 5:30 pm

3. Landfill Demo Cell

Brian Yavarow

Requested Action: Recommendation to the council to initiate PI 9774, order the preparation of the plans and specifications and accept the professional services proposal from Houston Engineering Inc in the amount of \$196,567

4. Utility Rates

Bill Sonmor

Requested Action: Recommendation to the council to approve the 2024 utility rate adjustments

5. Update on Solar Panels At/On City Facilities

Len Taylor

6. Traffic Marking Partnership with Otter Tail County

Len Taylor

Requested Action: Recommendation to the council to adopt a resolution authorizing the City of Fergus Falls to partner with Otter Tail County on annual traffic markings

D. Additional Agenda Items

Announcements

March 4 City Council meeting 5:30 pm

March 5 Presidential Nominating Primary Election. Polls open 7 am-8 pm

March 13 Committee of the Whole meeting 7:00 am

Adjourn

From: Scott Kvamme <scott.kvamme@fergusfallsmn.gov>
Sent: Tuesday, February 20, 2024 8:22 PM
To: Andrew Bremseth <andrew.bremseth@fergusfallsmn.gov>; Ben Schierer <ben.schierer@fergusfallsmn.gov>
Cc: Lynne Olson <Lynne.Olson@fergusfallsmn.gov>
Subject: Fw: Lake Alice Extension - WQ3D

Hello Andrew and Ben,
Dan Larson from Water Quality 3D phoned me earlier today.
WQ3D has three pieces of news regarding the Lake Alice water quality improvement pilot project:

1. They need to provide a report to the council on the results from the 2023 season.
2. They would like to lay out the expectations for 2024.
3. They have decided to request additional funding from the State of MN to extend the pilot project for an additional year. See the email below and the attachment. The process has begun to request the funding through both the Bonding and the Environmental Finance committees.

Dan asked if a WQ3D presentation could be added to our next COTW meeting on Feb. 28th, with a goal to have the council pass a resolution of support for the funding request at our council meeting on March 4th. Dan will not be able to attend the COTW meeting in person, but said he could join us by Zoom. He said someone else would attend in person - I think that would be Mark Hanson, their marketing guru.

Please let me know if adding these items to our meeting agendas is OK, and I will relay the response to Dan.

FYI, I mentioned to him that we are also pursuing potential funding for the installation of grit chambers on the storm drain inlets on the north side of Lake Alice. Since the projects are both for Lake Alice and both intended to improve the water quality, I can imagine someone thinking the projects are related. Maybe it won't become an issue, but I thought it could be helpful for him to be aware of this.

Thanks,
Scott Kvamme

From: Dan Larson <dan27@frontiernet.net>
Sent: Tuesday, February 20, 2024 7:07 AM
To: Scott Kvamme <scott.kvamme@fergusfallsmn.gov>
Cc: Mark Hanson <hansonmtj1@icloud.com>
Subject: Lake Alice Extension

Hi Scott:

Here is the language extending the Lake Alice pilot project to 2025 and appropriating \$40,000 for the additional year of service, along with the citation to the law referenced. I'll call you later this morning to make the case and get your thoughts. Wondering how 10 a.m. works - if not please suggest a different time. I can talk after 1 p.m. if morning doesn't work.

I understand the council will want us to present the request and that we'll need to present the Lake Alice 2023 report. I'm thinking we might want to combine the messaging on both for time and efficiency purposes.

On the extension language, we made positive initial strides on Lake Alice in 2023, but much needs to be done. The nutrient load is beastly and continues to fuel the impairment. We'll need another year, at least, to see what the system can do to affect the nutrient load and the overall water quality of the lakes.

Minnesota Laws Ch. 60, **article 1, section 2, subdivision 2, paragraph (I)**.
<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/60/>

Let me know what time you can talk and we'll make our plans.

Dan



Council Action Recommendation

Page 1 of 2

Meeting Date:

February 28, 2024 – Committee of the Whole
March 4, 2024 – City Council

Subject:

PI 5373 – Bituminous Street Improvement
Shoreview Drive: Pebble Lake Road to East Termini (Cul-de-sac)

Recommendation:

- 1) Accept the Preliminary Engineering Report - Feasibility Report (PER) for P.I. No. 5373
- 2) Set the Preliminary Improvement Project Hearing Date for **April 15, 2024**

Background/Key Points:

This project was initiated by petition to the City Council. The Preliminary Engineering Feasibility Report is now complete for the above referenced project. In general, from an engineering standpoint, this project is feasible, cost effective and necessary. Please refer to the attached report for detailed information.

A portion of this public improvement project is proposed to be special assessed per City Policy following MN Statue Chapter 429 requirements. The proposed amount funded by special assessments consists of the portion of the street that abuts the benefitting property and drive apron improvements located within the public Right-of-Way.

The preliminary assessment role has been prepared using a “Unit” special assessment method as was used for previous infrastructure improvements in this area.

If acceptable, the next step is to schedule the **Preliminary Improvement Project Hearing for April 15, 2024, at 5:30 P.M. in the City Council Chambers**. A legal publication along with individual notices will be sent to all subject properties.

Budgetary Impact:

The preliminary estimated total project cost is \$287,000. Tentatively the funding sources are:

- PIR Bonds (Street Special Assessment – Active & Deferred)
- PIR Bonds (Street City Share – Tax Levy)

Originating Department:

Engineering Department

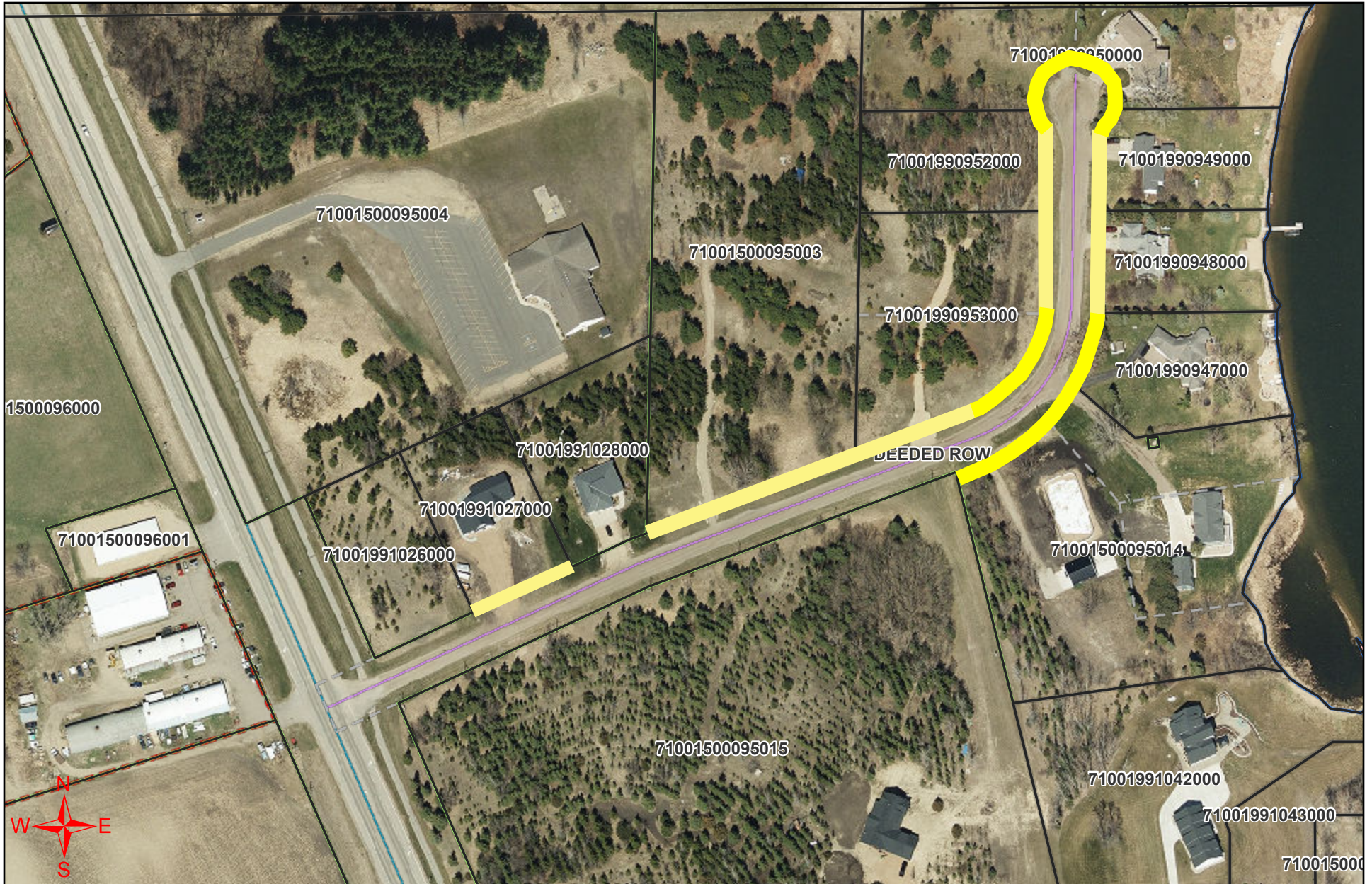
Respectfully Submitted:

Brian Yavarow, P.E. – City Engineer

Attachments:

Project Location Map

Preliminary Engineering Feasibility Report for P.I. No. 5373



= SIGNED PETITIONED
SHOREVIEW DRIVE

This map has been compiled from information on file at the City of Fergus Falls Engineering Department. The City of Fergus Falls makes no representation and assumes no liability for errors, omissions, or inaccuracies contained on this map. This map should not be used for boundary survey information.



Preliminary Engineering Report

2024 Bituminous Street Improvements

P.I. No. 5373

Shoreview Drive

Pebble Lake Road to Northeast Terminus (Cul de Sac)

Prepared by:
City of Fergus Falls, Engineering Department

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.

A handwritten signature in blue ink, appearing to read "Brian Yavarow".

Brian P. Yavarow, P.E.
Registration No. 48363

February 2024
P.I. No. 5373

2024 Bituminous Street
Improvements
Public Improvement No. 5373
Feasibility Report
Fergus Falls, Minnesota

Background..... 1
Feasibility 1
Existing Conditions 1
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List of Tables

- Table 1 – Opinion of Probable Costs
- Table 2 – Breakdown of Assessable Footage

List of Exhibits

- Exhibit 1 – Project Location Map
- Exhibit 2 – Estimated Assessments

Background

The City of Fergus Falls City Council, upon receipt of a valid petition, has authorized the Engineering Department to prepare a report outlining estimated costs, special assessments, and schedule for construction of a Bituminous Street Improvement. The project is on Shoreview Drive from Pebble Lake Road to the Northeast Terminus (Cul de Sac). This project is hereafter referred to as P.I. No. 5373.

A map of the City and proposed project area is included in this report as Exhibit 1.

This report will provide the estimated costs and proposed special assessments associated with the proposed project. This information is intended to assist the City Council and affected property owners in deciding the feasibility of the project from an engineering/financial standpoint.

Existing Conditions

The improvement area consists of scattered residential housing interspersed with vacant/undeveloped lots. The entire project area is served by existing sanitary sewer, water main and storm sewer utilities.

Currently the street has a gravel surface which consists of 4+ inches of Class 5 Aggregate.

Proposed Improvements

The improvements proposed to the Public Improvement No. 5373 area will consist of the construction of a bituminous street surface and bituminous drive aprons within the existing R/W.

The street proposed for construction will be a rural section 24-foot wide bituminous surface with 4-foot wide gravel shoulders. The street will be a typical 5-ton design section consisting of 4 1/2 inches of bituminous pavement and 2+ inches of Class 5 aggregate base placed on top of the existing 4 inches of gravel road base (Total 6 inches of aggregate base).

The sanitary sewer and storm sewer manhole castings, as well as the water main valve covers, will be adjusted to the finish grade of the new bituminous surface.

Right of Way

Most of the construction activity can be accommodated within the existing street right-of-way or on public property. Any additional instances where work is identified in final design to be constructed outside of these areas will require the acquisition of additional easements.

Cost Summary

The following is a breakdown of the engineer's opinion of probable costs. A detailed breakdown is provided in the appendix.

	Total Project	City Cost	Assessable Cost
Construction	\$ 221,000	\$ 0	\$ 221,000
Misc. Costs*	\$ 66,000	\$ 0	\$ 66,000
Grand Total	\$ 287,000	\$ 0	\$ 287,000

*Misc. Costs include legal, fiscal, admin, engineering, contingency and soil borings.

The City's portion of the assessable costs shown is approximately \$ 8,000.

Special Assessments

The special assessments were calculated in accordance with the City policy for funding new construction projects. The property abutting the 24-foot wide residential street will be assessed on a unit basis, as was used for the previous infrastructure improvements. Residential corner lots and residential lots with multiple frontages are assessed based on the short side of the lot regardless if the short side is abutting the improvement. Residential lots will only be assessed one time for these improvements.

The assessable footage was broken down by parcel and denotes the assessable footage for each parcel as derived from the Otter Tail County records. This information was incorporated into a "per unit" basis as a method of assessment. Additional footage is also accounted for by the City in multiple areas. These areas include instances where the City owns property, at intersections, etc.

The following table breaks down the total assessable footage or units with respect to the proposed improvements:

Total Project footage (Residential)	4,125	L.F.
Total Assessable Footage	4,075	L.F.
Total Assessable "Units"	22.5	Each

The "Unit" assessment rate for streets is determined by dividing the total associated street improvement costs by the total benefiting "units". Based on this methodology the residential costs per "unit" yields an estimated \$ 12,000 per unit assessable cost. There is also an extra cost (\$38/S.Y.) for drive aprons, if required, which are located in the public right-of-way for each developed property

See Exhibit 2 for the individual property breakout of special assessment costs

Conclusion & Feasibility

Having investigated the facts relating to construction of the proposed improvements, it is my opinion, from an engineering standpoint, this project is feasible, cost effective, and necessary. Feasibility is contingent upon City Council findings with respect to project financing.

PRELIMINARY PROJECT/COST HEARING

PUBLIC IMPROVEMENT NO. 5373

Preliminary Special Assessment - Breakout by property - FRONTAGE

	Actual Front / Side (Lineal Feet)	Assessed Frontage (Unit)	Bituminous Street Unit cost	Bituminous Street Lineal Foot cost	Bituminous Drive Apron Area (S.Y.)	Bituminous Drive Apron Cost \$(S.Y.)	City Water System	City Street System	TOTALS	NOTES
\$/Unit			\$11,756.07	\$64.13		\$37.56				
Use for Preliminary Project Hearing			\$11,750.00	\$64.13		\$38.00				
1st WARD										
Parcel Nos.										
P.I. No. 5373										
Shoreview Drive: Pebble Lake Road to Cul-de-sac										
X 71001500095003 (#1765 Shoreview Dr.) - Heck & Bowman	356.56	2.00	\$23,500.00	\$22,865.51	63	\$2,394.00			\$25,894.00	2 Units "deferred" until connected (C.P. 7926: Gravel Street) = \$2,718
X 71001500095014 (#1802 Shoreview Dr.) - Alt Family Rev. Liv. Trust	224.99	1.50	\$17,625.00	\$14,428.18	48	\$1,824.00			\$19,449.00	Apron share 13 SY + 35 SY (partial)
71001500095015 (#1827 Pebble Lake Golf Dr.) - Steven & Sarah Moline	890.03	3.00	\$35,250.00	\$57,075.91					\$35,250.00	3 Units "active" - 4 Units "deferred" (C.P. 7926: Gravel Street) = \$4,077 & \$5,436
X 71001990947000 (#1810 Shoreview Dr.) - Carr Family Rev. Liv. Trust	111.69	1.00	\$11,750.00	\$7,162.47	45	\$1,710.00			\$13,460.00	Apron share 45 SY (Partial)
X 71001990948000 (#1814 Shoreview Dr.) - Werner Family Rev. Liv. Trust	130.85	1.00	\$11,750.00	\$8,391.16	95	\$3,610.00			\$15,360.00	
71001990949000 (#1818 Shoreview Dr.) - Todd & Jennifer Kampstra	166.28	1.00	\$11,750.00	\$10,021.94	94	\$3,572.00			\$15,322.00	
X 71001990950000 (#1822 Shoreview Dr.) - Sherri Money Rev. Liv. Trust	218.89	1.50	\$17,625.00	\$14,037.00	52	\$1,976.00			\$19,601.00	Front Footage forTwo lots
X 71001990952000 (#1793 Shoreview Dr.) - William & Karla Zander	155.23	1.00	\$11,750.00	\$9,954.60					\$11,750.00	
X 71001990953000 (#1793 Shoreview Dr.) - William & Karla Zander	499.65	3.00	\$35,250.00	\$32,041.59	14	\$532.00			\$35,782.00	Front Footage forTwo lots
71001991026000 (#2929 Pebble Lake Road) - Assembly of God Church	159.79	1.00	\$11,750.00	\$10,247.03					\$11,750.00	1 Unit "deferred" until connected (C.P. 7926: Gravel Street) = \$1,359
X 71001991027000 (#1729 Shoreview Dr.) - Paul & Sarah Jensen	159.80	1.00	\$11,750.00	\$10,247.67	37	\$1,406.00			\$13,156.00	
71001991028000 (#1743 Shoreview Dr.) - Arlan & Nancy Symens	120.95	1.00	\$11,750.00	\$7,756.29	102	\$3,876.00			\$15,626.00	
City Share									\$0.00	
R/W Pebble Lake Road (Southside of Shoreview Dr.)	25.00	0.25	\$2,937.50	\$1,603.20					\$2,937.50	Bituminous Paving Project Start within R/W
R/W Pebble Lake Road (Northside of Shoreview Dr.)	25.00	0.25	\$2,937.50	\$1,603.20					\$2,937.50	Bituminous Paving Project Start within R/W
Part of drive apron that accesses lift station					45	\$1,710.00			\$1,710.00	Apron share 45 SY (Partial)
Deferred Special Assessment									\$0.00	
71001500095015 (#1827 Pebble Lake Golf Dr.) - Steven & Sarah Moline	890.03	4.00	\$47,000.00	\$57,075.91					\$47,000.00	3 Units "active" - 4 Units "deferred" (C.P. 7926: Gravel Street) = \$4,077 & \$5,436
System Direct Cost (City)					0.00	\$0.00			\$0.00	
City Share - Assessable Street Costs	4,124.74	22.50	\$264,375.00	\$264,511.65	595.00	\$22,610.00			\$286,985.00	\$286,985.00
			\$7,585.00	\$3,206.40						
			\$266,790.00	\$261,305.25						
X Signed Petition for Bituminous Paving Improvement Front Footage =	1,857.66									
Total Front Footage for Proposed Improvement =	3,184.71									
Percentage of Property Frontage on signed petition =										58% (Exceeds minimum 35% front footage required to initiate improvement by petition)
FUNDING BREAKOUT										
PIR - SPECIAL ASSESSMENT (Street & Drive Aprons)			\$232,400.00	Verify Assessed \$ meets the minimum of 20% of total "429" Bond.			97.36%			
PIR - CITY SHARE (Street & Drive Aprons)			\$7,585.00							
PIR - DEFERRED SPECIAL ASSESSMENT (Street)			\$47,000.00							
STORM WATER FUND			\$0.00							
SANITARY SEWER FUND			\$0.00							
WATER FUND			\$0.00							
TOTAL			\$286,985.00							

NOTES:

1) Above listed property owners is subject to change do to any property sales during this process. City staff frequently reviews current proerty ownerships and updates accordingly if needed.



Council Action Recommendation

Page 1 of 2

Meeting Date:

February 28, 2024 – Committee of the Whole
March 4, 2024 – City Council

Subject: Landfill Project - PI No. 9774 Demolition Cell Phase 3B

Recommendation:

- Initiate PI No. 9774
- Order Preparation of Plans and Specifications for PI No.9774
- Accept Houston Engineering, Inc. (HEI) professional services proposal in the amount of \$196,567.00

Background/Key Points:

The City of Fergus Falls owns and operates a Class I demolition site with Cell 3A expected to reach capacity in 2024/2025. City staff made a presentation on November 1, 2023, to the Committee of the Whole, outlining options and projected costs for the City's demolition disposal operations. If the City Council wishes to continue with the previously planned demolition disposal operations at the landfill site we need to move forward with the construction of Cell 3B.

Since then, City staff met with Otter Tail County solid waste management representatives to discuss the future of landfills. The future of landfills in the State is relatively unknown other than the MPCA's goal to regionalize landfills. The timeline for this is unknown. The past initial capital investments consisting of the bottom liner, leachate collection system, stormwater management pond, etc. made by the City to construct the new Cell 3A (active cell) places the FFLF in a "low risk" category in regards to future MPCA scrutiny and/or increased regulation in comparison to other Class 1 landfills within the State, especially the un-lined landfills.

The next step would be to have Houston Engineering, Inc. (HEI) prepare the plans and specifications, as well as update the construction cost estimate, for the proposed project. This information would then be presented to the City Council for further action at a later date. It is anticipated that construction could begin in the Fall 2024 if the City council approves this project. This proposed construction schedule would meet our current MPCA Permit guidelines and allow the continued demolition disposal operations by the City.

Budgetary Impact: The total estimated amount for this proposed project is \$1,100,000. The Refuse Fund is the proposed funding source. Demolition disposal rates are projected to gradually increase from \$30.40/cubic yard (2023) to \$51.40/cubic yard (2033) to fund the demo cell improvements.

Originating Department:

Engineering Department

Respectfully Submitted:

Brian Yavarow, P.E. - City Engineer

Attachments:

Project Location Map - Demolition Cell 3B

Current Permit / Facility Operations

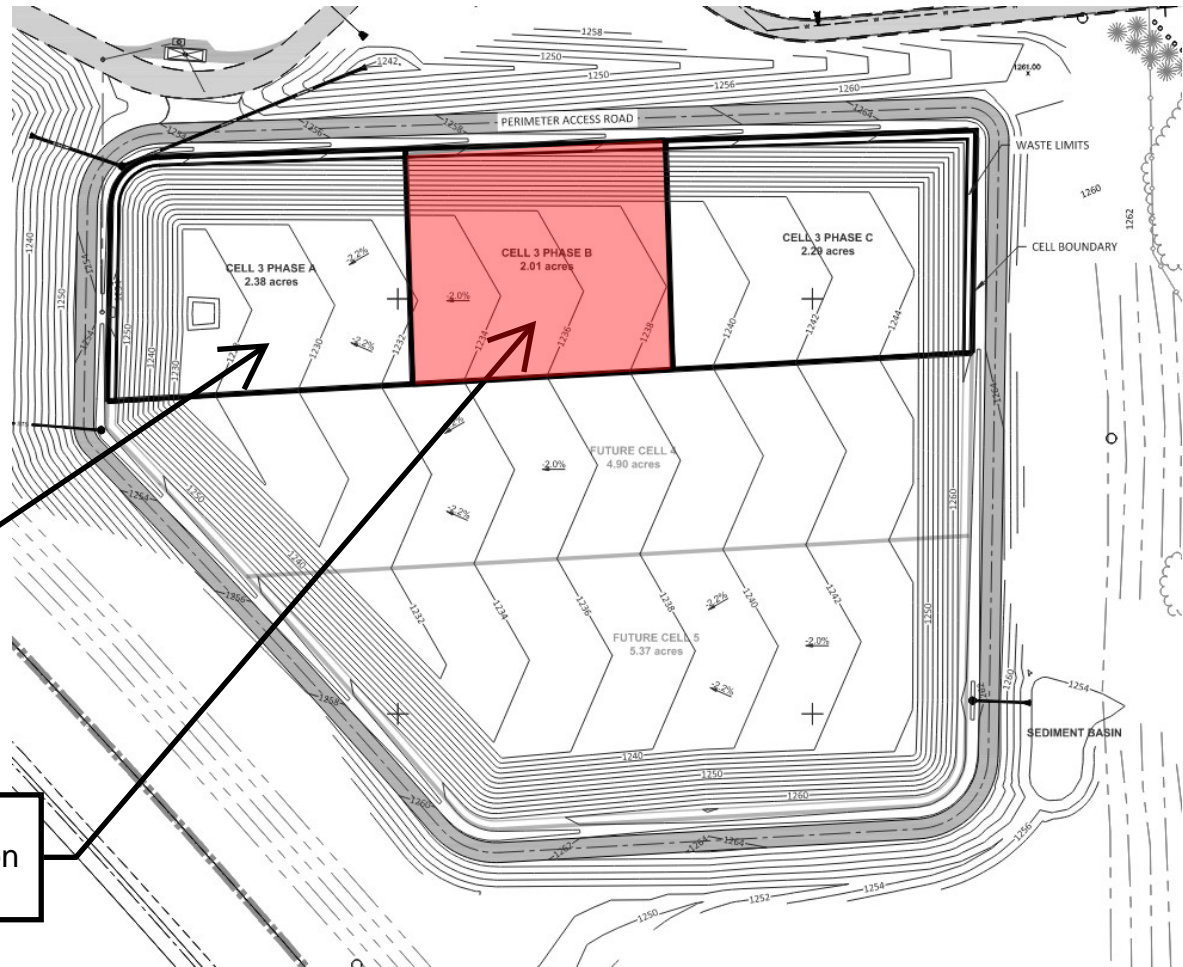


.....10 years of capacity
15-year footprint.....

assumed 14k CY
Annual Disposal Rate

CELL 3A footprint -
Active

Current
Requested Action
CELL 3B





Council Action Recommendation

Meeting Date: 2-28-24

Subject: 40kw Solar panels at/on city facilities

Recommendation: Information only

Background/Key Points: The Natural Resources Advisory Committee and city staff have been exploring potential solar installations on these city facilities: West Liquor store, Community Arena, Water Treatment Plant, Wastewater Treatment Plant, Bigwood Event Center and the Prairie Wetlands.

Budgetary Impact: Incentives and potential grant funds make installation of solar systems attractive. The Inflation Reduction Act (IRA) has greatly expanded tax credits for clean energy projects for tax-exempt entities such as cities and counties. These tax credits are uncapped and can cover UP TO 70% of project costs after project completion. Unlike a grant or a loan, these don't require lengthy application processes. As shown in the example, payback on the installed systems can be pretty quick.

Example:

Estimated Cost for 40 kW Solar Array based on actual 2023 school project in OTP Service Area

Description	Total Price
Estimated PV Construction	\$129,668.00
Estimated Real Time Monitoring Equipment	\$1,990.00
Estimated Interconnection	\$15,000.00
Estimated Sub Total	\$146,658.00
Estimated Tax Incentive (50%)	-\$73,329.00
OTP Rebate \$1500/kW upto 40kW system	-\$60,000.00
Estimated Cost to City	\$13,329.00
Estimated annual energy savings	\$4,173.00
Estimated Simple Payback	3.19 Years

Originating Department: Public Works/Natural Resources Advisory Committee

Respectfully Submitted: Len Taylor

Attachments:



Council Action Recommendation

Page 1 of 1

Meeting Date: 2-28-24

Subject: Traffic Markings

Recommendation: Adopt a resolution allowing the City of Fergus Falls to partner with Ottertail County on annual traffic markings.

Background/Key Points: The City and County have partnered to have traffic markings done for many years. We provide the county with a map of the areas to be marked and they take care of the bidding process and managing the contract. City staff prepares the routes by placing markers and pre-sweeping the areas to be marked and accompanying the crew that does the actual painting.

Budgetary Impact: The cost for markings last year was almost \$11,000, which was reflective of a significant cost in the price of paint. Historically, this cost has been covered by an allocation of Municipal State Aid funds.

Originating Department: Public Works

Respectfully Submitted: Len Taylor

Attachments: