



**AGENDA ITEM #9.2**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha & Tim Houle**

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**Date:** February 4, 2020

**Subject:** North Sluetter Road Feasibility Report

**Report:** Attached is the Feasibility Report on construction of improvements to North Sluetter Road. It includes proposed improvements, estimated project costs, and a special assessment approach. The City's Assessment Committee has already reviewed a draft of this Report.

We request the Council review this Report for discussion at the Meeting. The Council can call for a Preliminary Special Assessment Hearing or consider doing so at the March City Council Meeting if more time is needed to review the Feasibility Report.

**Council Action Requested:**

1. Council review and discussion on the Feasibility Report for Proposed North Sluetter Road Improvements.
2. Council consideration on adopting the attached resolution calling for a preliminary special assessment hearing for the Proposed North Sluetter Road Improvements.

**CITY OF PEQUOT LAKES  
RESOLUTION 20-\_\_\_**

**RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING HEARING  
ON IMPROVEMENT**

**WHEREAS**, pursuant to Resolution 19-41 Ordering Preparation of Report on North Sluetter Road the City Council adopted on December 3, 2019, a Feasibility Report has been prepared by Widseth Smith Nolting with reference to the proposed North Sluetter Road Improvements, and this Report was received by the City Council on February 4, 2020; and

**WHEREAS**, the Report provides information regarding whether the proposed improvement is necessary, cost effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PEQUOT LAKES, MINNESOTA:**

1. The City Council will consider the improvement of North Sluetter Road in accordance with the Feasibility Report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$556,500.
2. A public hearing shall be held on such proposed improvement on the 5<sup>th</sup> day of March, 2020 in the Council Chambers of Pequot Lakes City Hall at 5:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the City Council of the City of Pequot Lakes this 4<sup>th</sup> day of February, 2020.

ATTEST:

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James Tayloe  
Mayor

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Nancy Malecha  
City Administrator



**FEASIBILITY REPORT**

**FOR**

# **PROPOSED NORTH SLUETTER ROAD IMPROVEMENTS**

Prepared for:

**City of Pequot Lakes, Minnesota**

Issued: January 2020

***WSN No. 2019-13331***

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# CERTIFICATION

Feasibility Report

For

**Proposed North Sluetter Road Improvements**

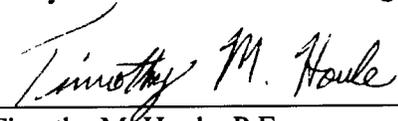
**Pequot Lakes, Minnesota**

By

**WIDSETH SMITH NOLTING**

7804 Industrial Park Road ■ P.O. Box 2720 ■ Baxter, MN 56425

I hereby certify that this 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.



Timothy M. Houle, P.E.  
Professional Engineer

25132  
Reg. No.

Jan. 28, 2020  
Date

**Feasibility Report**  
**For**  
**PROPOSED NORTH SLUETTER ROAD IMPROVEMENTS**  
**Pequot Lakes, Minnesota**

Table of Contents

STATEMENT OF PURPOSE .....2  
EXISTING CONDITIONS.....3  
PROPOSED IMPROVEMENTS.....8  
PROJECT COST .....12  
PROJECT IMPLEMENTATION .....13  
CONCLUSIONS AND RECOMMENDATIONS .....15

**APPENDIX**

- 2019 City Council Meeting Excerpts
- Drawings
  - Sheet C-01 – Site Map
  - Sheet C-02 – Existing Conditions
  - Sheet C-03A to C-03B – Proposed Improvements
  - Sheet 1 & 2 – City of Pequot Lakes Typical Sections
- Possible Schedule
- Preliminary Engineering Project Cost Estimate
- Soil Survey Map

## **STATEMENT OF PURPOSE**

The City of Pequot Lakes, in accordance with current City policy and State of Minnesota requirements, has initiated a Feasibility Study of road improvements for North Sluetter Road.

Various levels of improvements to this roadway have been looked at by the City and by some residents in the past.

In 2019, the discussion on this roadway increased. See the Appendix for a listing from the City Administrator of excerpts from 2019 meetings.

Improvements to this roadway were petitioned by residents – including using a rustic road definition and not specially assessing.

After consideration by the City Council, the Council decided at their December 3rd, 2019 meeting, that possibly special assessing the residents should be considered in order to complete the improvements.

For special assessment projects, the State of Minnesota Statute 429 requires that a Feasibility Report be prepared.

The City of Pequot Lakes authorized Widseth Smith Nolting to prepare a Feasibility Report for roadway improvements on North Sluetter Road from the intersection with County Road 168 northward to the end of the City-maintained roadway (approximately 5,900 feet to the end of the cul-de-sac). The purpose of this report is the following:

- Summarize existing conditions,
- Outline proposed improvements,
- Estimate improvement costs,
- Estimate the assessment cost based on the current City assessment policy

## EXISTING CONDITIONS

North Sluetter Road is approximately 5,900 feet in total length. The southern point is the intersection with County Road 168. The northern point is a cul-de-sac turnaround at the end of North Sluetter Road. The road segment is shared between the City of Pequot Lakes (Crow Wing County) and Loon Lake Township (Cass County). Sheet C-01 shows the project location and area setting. Based on the Crow Wing County website, there are 23 parcels (not property owners, a property owner may own more than one parcel) on the Crow Wing County side of the road with varying widths abutting the road. Between the road and Sibley Lake, there are also about 17 non-abutting parcels that have, or would have, access out onto North Sluetter Road.

Based on the Cass County GIS website, there are presently 6 parcels on the Cass County/Loon Lake Township side of the road. The most southerly one (about 630 feet of frontage) is a private property owner with a present driveway off of 64th Street SW (in Cass County - County Road 168 in Crow Wing County). The next parcel, also about 630 feet of frontage, is owned by a private property owner. This presently non-developed parcel does not appear to have any other access to a road other than North Sluetter Road. The next 3 parcels going north (a little over 4,000 feet of frontage) are all shown as Tax Forfeit. These non-developed parcels do not appear to have any other access to a road other than North Sluetter Road. The last parcel has about 540 feet of frontage on North Sluetter Road (this parcel continues northerly) and is shown as a State of Minnesota parcel. This non-developed parcel does not appear to have any other access to a road other than North Sluetter Road.

The City and Loon Lake Township have a Shared Road / Maintenance Agreement. The City is responsible for both summer and winter maintenance (in return, the Township is responsible for these activities on other roadways).

Based on the two Counties' GIS websites, there appear to be only two areas where there is dedicated Right-of-Way (R/W). These two areas are shown on Sheet C-02.

A survey of the existing roadway location with respect to section line and R/W location has not been completed for this study.

Utilities such as natural gas, cable, telephone and electric were not located by Gopher State One Call for this study; however, they should be anticipated to be in the R/W at various locations. There are no City owned utilities within the R/W. Private utilities were not located as part of this study but may also exist within the project area.

Segment A:

The first 1,900± feet north of County Road 168 has, for the most part, fairly good clearing off the edge of the road, good ditching / swales, and good drainage.

Following is a photo at one point within Segment A showing the relatively good clearance and grassed swales / ditches on either side, and what appears to be a good width of the gravel surfaced road.



Segment B:

The middle 3,500± feet has minimal clearing off the edge of the road and generally poor ditching / swales / drainage. At the “local low point” in this area, there are also what would probably be delineated wetlands on either side of the road (one side shows up on the National Wetland Inventory mapping).

Following are two photos at a couple of points within Segment B. They both show minimal clearance off the edge of the gravel road. The first one shows some drainage rutting on the right, which would most likely increase with hard surface paving. Generally, roadways with this type of cross section require more maintenance, especially along their edges to minimize degradation of the integrity of the surfacing.





Segment C:

The most northerly 500± feet has, for the most part, good clearing off the edge of the road, good ditching / swales, and good drainage. It is already paved. The pavement, for its age, is in acceptable condition.

These roadway improvements were part of a developer-driven project associated with the Island Vista Plat (2005 – 2006 time frame). At that time, 100% of the improvements were paid for by the developer – there were no City funds used. We suspect the costs of these improvements were passed along to the buyers / owners of the adjacent City parcels.

Following is a photo at one point within Segment C showing the clearance and grassed swales / ditches on either side (including some driveway culverts) and the paved road.



Other items that were noted during the review and study:

- There are power poles placed 5-10 feet from the edge of the pavement in some locations.
- Initial observations are that utility relocation does not appear to be necessary based on locations of aboveground utility poles and pedestals; however, underground utilities could exist beneath the traveled way.
- No soil borings were completed for this study. The soil survey for this area indicates soils consist of 1-2 feet of loamy sands (96% of the project length) and Markey Muck (4% of the project length). A copy of the Soil Survey Map is included in the Appendix.
- Existing driveway approaches consist of both bituminous pavement and gravel.
- Based on MNTOPPO website contours, we anticipate there are 3 or 4 culverts that could possibly need to be replaced or installed.
- Traffic count data has not been obtained for North Sluetter Road. The majority of traffic use is anticipated to come from passenger vehicles and residential-type service vehicles. However, it is anticipated traffic loading will also come from garbage trucks, school buses, logging trucks, and construction vehicles during house remodel-additions-new construction.

## PROPOSED IMPROVEMENTS

Sheets C-03A to C-03B in the Appendix illustrate the roadway as proposed using MNTPOPO Website Contours and County GIS Parcel mapping overlay. Right-of-Way and actual road location should be verified by field survey.

According to the City's June 5, 2019 Guidelines for Road Standards/Specifications, North Sluetter Road is designated as Rural (southern 2/3) and Residential (northern 1/3). The roadway has the potential to serve additional future parcels which would result in some increased traffic load. The current City design standard / Typical Section (included in the Appendix) for a Rural Roadway is a 24-foot wide bituminous roadway section, and for a Residential Roadway it is a 20-foot wide bituminous roadway section. The proposed road cross-section for North Sluetter Road will potentially have both a Rural and Residential section. The proposed locations of the different road sections are illustrated on Sheets C-03A and C-03B. There has been a request for a Rustic Road Classification. This is something that should be considered. Per MN Statute 160.83, a rustic road must have the following characteristics: outstanding natural features or scenic beauty; an average daily traffic volume of less than 150 vehicles per day; year-round use as a local access road; and maximum allowable speed of 45 miles per hour.

In comparing the Rustic Typical Section with the Residential Typical Section, both roadbeds are 20 feet wide. Both Typical Sections indicate drainage improvements to keep water off the roadway – with the Residential Typical Section being more specific and the Rustic being more 'open'. The Rustic Typical Section has a thinner recommended pavement section than the Rustic than the Residential.

### Segment A:

For this initial report, this section of road (shown on Sheet C-03A) is proposed to be designed as a Rural section (Appendix Sheet 2) of roadway. Without field survey or measurements yet, we anticipate this Segment A portion would require minimal clearing and ditching, minimal change to the roadbed, some "sweetening" of the Class 5 aggregate base, and then bituminous paving.

Once a field survey has been completed, and it is determined that more grading is required and the City does not wish to do the additional grading, the bituminous width may be adjusted.

Segment B:

This portion of the project (shown on Sheets C-03A and C-03B) is proposed to be designed as a Residential section (Appendix Sheet 1) of roadway. We anticipate the roadbed within this Segment B portion will require some widening – at a minimum, reinforcement of the edges.

To ensure as homogeneous a roadbed as possible – to minimize the chances of longitudinal edge cracking in the future – this may require more subgrade and aggregate base work on this Segment B than on Segment A.

Also, we will need to look closely at how drainage is handled to protect the integrity of the investment in bituminous paving of this road. While this may mean creating wider and better grassed swales and ditches, we may be able to use gutters or curbing. Concrete curb and gutter is more expensive but tends to have longer life. Bituminous guttering and curbing – an example depicted in the photo below - does work but tends to have a higher risk of damage from snow plows or when heavier vehicles track towards the edge of the pavement.



Direct drainage into wetlands when doing improvements is not permitted. Thus, there will most likely need to be some sedimentation capturing facilities constructed upstream of the wetlands in this Segment B. These areas have not yet been determined. This process will be completed during the final design phase. The location of the stormwater facility will be dependent on the available area for the facility and the amount of runoff directed to the facility.

Segment C:

We do not anticipate any improvements to this Segment C portion of North Sluetter Road.

Segments A & B project cost estimates will be based on subgrade preparation by adding 2 to 4” of aggregate base to the current aggregate surface to allow for widening and for supplementing the base and shaping in preparation for paving; the base will extend one foot beyond the edge of the proposed pavement and will be covered with topsoil to finish the shoulder work.

Based on MNTPOPO contours, we anticipate there are 3 or 4 culverts that could possibly need to be replaced. Once a survey is complete, we will know if these need to be replaced. Until then, we will include costs for replacing the culverts.

The pavement sections that are proposed includes two lifts of compacted bituminous, 1.5 inch of wearing course and 2 inches of base course pavement per City Standards. The pavement is not proposed have a centerline striping. An average 5-foot wide in-slope area is anticipated to require topsoil and turf establishment on each side of the road. There will be more turf establishment if additional ditching is needed. Sod is not proposed for this project; turf establishment would be consistent with MnDOT seed mixtures for roadways in rural areas.

Tree removal is not necessary along segment A but segment B will require clearing along the roadway to meet the standard clear zone width of 10 feet from the edge of the travel lanes. Additional minor vegetation/brush removal will also be necessary.

Existing driveway approaches will require minor adjustment in elevation to match the new road surface elevation which is anticipated to be 5 to 6 inches higher than the present roadway surface. The 5 to 6 inches increase in roadway height is due to additional or “sweetening” of the class 5 and 3.5 inches of bituminous. Segment B may have a height increase closer to 6 to 8 inches depending on the proposed design. This may require removal of small portions of the ends of existing bituminous driveways which would be replaced in kind. Class 5 aggregate surfacing will be needed to transition from the new bituminous surface into existing gravel approaches. A 1 to 2-foot bituminous kick-out apron is typically extended by the paver at driveway entrances.

## **PROJECT COST**

The total estimated cost for this project is approximately \$556,500.

This cost includes a 10% construction contingency for unforeseen conditions that may be encountered during construction. It also includes estimates for engineering design, bidding, construction phase costs, administrative, and legal costs for a typical special assessment project.

A breakdown of the estimated costs for the proposed improvements are included in the Appendix.

The costs are intended to convey a general and approximate estimate of the costs that will probably be incurred in 2020 in carrying out the proposed work. Costs can vary widely depending upon many factors such as weather, economic conditions, size of project, cost of materials, and the workload of available contractors. Actual costs can only be determined by bidding the project.

Other costs that may be incurred include legal costs and easement acquisition for the project if it is determined this is necessary. Legal costs and easement acquisition costs cannot be precisely estimated at this time.

## **PROJECT IMPLEMENTATION**

The City's policy regarding street improvements is to assess benefiting, abutting properties based on front footage. Costs not assessed directly to abutting and/or benefited properties will be paid by the City.

The footage of roadway needing improvement is from CR 168 to the existing pavement near the north end – a distance of 5,400 feet.

Since the City can only specially assess the parcels within its jurisdiction – i.e. it has no jurisdiction to specially assess parcels on the west side of the roadway in Loon Lake Township – the project costs will be split amongst the parcels, by front footage, on the east side of the roadway.

See the next page for how estimated special assessments were arrived at.

## **ESTIMATED ASSESSMENTS**

### **PROJECT COST ESTIMATE (ROUNDED)**

Construction and Engineering/Admin/Legal	\$556,500
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### **PEQUOT LAKES ASSESSMENT POLICY**

Total Front Footage (City side only)	5,400
Cost per linear feet of frontage (\$556,500/5,400)	\$103.06
Pequot Lakes side of roadway-Assessed (5,400 lin. ft.)	\$556,500
Loon Lake side of roadway (5,400 lin. ft.)	\$0

### **ESTIMATED ASSESSMENT**

Minimum Frontage Cost (100 Lin Ft)	\$10,306
Average Frontage Cost (338 Lin Ft)	\$34,834
Maximum Frontage Cost (791 Lin Ft)	\$81,521

### **ESTIMATED ANNUAL PAYMENTS**

Based on a 10-Year Term at 5% Interest

Minimum Frontage Cost (100 Lin Ft)	\$1,335
Average Frontage Cost (338 Lin Ft)	\$4,512
Maximum Frontage Cost (791 Lin Ft)	\$10,558

NOTE that while estimated project and per foot costs are given, it is the above process that will be used to calculate the final assessment.

## **CONCLUSIONS AND RECOMMENDATIONS**

The proposed improvements in the project area are necessary, cost-effective, and feasible; no insurmountable construction issues appear to exist.

It is recommended the City review the findings of this Feasibility Study and its applicability to the City's finances, capital improvement program, and assessment policy. If there are changes the City Council wishes to make regarding the proposed scope of project, or the recommended improvements, then those should be amended in the report. When the Council is ready to move forward, a possible schedule has been created and is located in the Appendix.

As indicated in the Possible Schedule in the Appendix, upon acceptance of the Feasibility Report by the City Council, the Council, if they wish, can call for a Preliminary Special Assessment Hearing. At this public hearing, a summary of the Study will be presented to abutting property owners – all who received individual notices; as well as a notice in the City's official newspaper. The proposed improvements, estimated costs, and estimated assessments for the benefited properties will be reviewed at the public hearing.

When the hearing has been completed and public testimony has been received, the City Council may choose to discontinue the project, modify the project, or pass a resolution ordering the improvements.

If the project is continued, final plans, specifications, and bidding documents will be prepared.

After the project has been legally advertised and bids have been received, the City will review the projected costs based on the bids received. If the lowest responsible bid is acceptable, the Council would call for a Final Special Assessment Hearing. Notices and the public hearing are similar to the first, except final numbers and special assessments (a final assessment roll) will be presented.

This Final Special Assessment Hearing is where the City Council would hear any objections

and/or concerns pertaining to the assessments from the property owners being assessed. If the assessments are subsequently approved by the City Council, a 30-day appeal period begins whereby property owners may, in accordance with Chapter 429 State Statutes, appeal their personal assessment. After the 30-day appeal period, the assessment roll will be certified to the County Auditor for placement on the property tax rolls of the County for taxes payable in the subsequent year.

Property owners may, after the assessment roll is approved by the City Council, pay their individual assessments in full during the 30-day appeal period and avoid the interest that will accrue at the rate set by the City Council per annum for the period of assessment set by the Council.

Assuming the Council is going forward with the project, the City would award the construction contract to the successful bidder.

# **APPENDIX**

**CITY OF PEQUOT LAKES  
2019 CITY COUNCIL MEETING EXCERPTS  
REGARDING NORTH SLUETTER ROAD**

**January 8, 2019:**

10.8. 2019 Council Priorities

Nancy Malecha noted that the City Council will want to begin considering their project priorities for 2019 for inclusion in the City's 2019 Work Plan which will be defined at the January 22<sup>nd</sup> Special City Council Meeting.

Council Member Pederson stated that he would like a discussion on improvements to North Sluetter Road.

Council Member Swanson stated that she would like a discussion on security at City Hall.

**January 22, 2019:**

C. North Sluetter Road:

Council Member Pederson explained property owners requesting this roadway be paved and that Loon Lake will not provide monetary support for the improvements. Mr. Gorr asked if a Road Plan would help. Mr. Houle stated the City has developed criteria for grading their streets. This information should be reviewed and updated as needed. Mr. Gorr was directed to include North Sluetter Road on the Road Plan, work with Nancy Malecha to update the Road Plan, and provide the updated information to the Council.

**April 2, 2019:**

4. Open Forum

Maury Graham, 5988 North Sluetter Road, Pequot Lakes, addressed the Council. Mr. Graham stated he would like the Council to legitimately consider paving North Sluetter Road as there are so many pluses to doing so from a tax standpoint with unsold lots to be sold and new homes to be built.

**May 7, 2019:**

4. Open Forum

Maury Graham, 5988 North Sluetter Road, Pequot Lakes, addressed the Council. Mr. Graham complimented Jason Gorr for the grading on North Sluetter

Road this year and for his courteous and timely responsiveness. He implored the Council to move into the 21<sup>st</sup> century as this road improvement issue has been going on for eight years. Mr. Graham questioned why the City is not exploring a bond issuance for road improvements as the City is one of very few in the state to not explore this. Mr. Graham stated that residents along North Sluetter Road are experiencing taxation without infrastructure service and he is not going to take it anymore.

Council Member Swanson requested the City do something about North Sluetter Road and come up with some sort of improvement plan. Jason Gorr noted that North Sluetter Road will be on the road improvement plan and Road Review Tour on May 8<sup>th</sup>.

Council Member Pederson expressed his frustration on the hierarchy of roads and in not having a plan for road improvements in this year's budget.

#### **June 4, 2019:**

##### 4. Open Forum

Maury Graham, 5988 North Sluetter Road, Pequot Lakes, addressed the Council. Mr. Graham stated his major annoyance on North Sluetter Road is the dust and since this Road appears to be on the calendar for possible paving in the future he would like to ask the Council to consider more frequent applications of calcium chloride until the road is paved. He stated that calcium chloride applications have been applied over the years and contracted through Cass County and Loon Lake Township. Mr. Graham stated calcium chloride is a great benefit, but its life span is approximately 6 weeks which is not as long as the season. He questioned if the City would engage with Cass County to get access to this chemical so the gravel roads within the City of Pequot Lakes can be adequately treated until these roads are paved.

Jason Gorr stated he can look into costs, environmental risks, and provide details to the Council.

Council Member Akerson stated the City has a contract with Loon Lake Township and he is not sure how to change the contract. Mr. Graham stated Loon Lake Township does not have any taxpayers in this area but Pequot Lakes does and contracts are renewed every year.

The Council directed Jason Gorr to look into calcium chloride applications for North Sluetter Road.

#### **July 2, 2019:**

##### 4. Open Forum

Maury Graham, 5988 North Sluetter Road, Pequot Lakes addressed the Council. Mr. Graham stated that the application of calcium chloride has not been made yet this year to North Sluetter Road. He stated if it is applied correctly it should have a six month life span but it has been three months into the dust season and they are still without a calcium chloride application. Mr. Graham stated Loon Lake Township is in charge of the contract and would like to know why the City is not taking charge of the calcium chloride contract.

**August 6, 2019:**

9.5. North Sluetter Road Improvement Petition

Ms. Malecha stated that property owners along North Sluetter Road presented the City with a petition for improvements to their road and that information is included in the packet. She stated that Mr. Graham and Mr. Fogarty are in the audience and they may want to address the Council. Ms. Malecha noted the resolution that was drafted determining the legality of the petition for local improvements.

Council Member Akerson said that he appreciates the petition but they cannot be driven by that. He brought up the financial situation with Rasmussen Road and discussed how the City will address improvements. He noted that it is premature to do anything with North Sluetter Road this year as Loon Lake Township is not on board to do anything for that Road.

Council Member Swanson would like to see the numbers presented by Mr. Graham and Mr. Fogarty be given to the City's financial consultant and let them figure out what the financing would look like.

Discussion ensued about the quote numbers, rustic road classifications, inches of the pavement with the current bid, and deterioration concerns relating to the inches.

Maury Graham and John Fogarty addressed the Council. Mr. Fogarty stated the only thing the residents are interested in is paving the road and are not trying to make it a big, expensive project. Mr. Graham stated all of the residents on the Road are in favor of paving the road, keeping the road at its current width, and keeping the hills so that speed is not an issue. He stated the bid provided by Anderson Brothers a couple years ago was \$124,000 and now it is \$155,000 since many factors have increased the cost of asphalt. He stated this is a fairly accurate cost if the road bed is not changed. Mr. Graham noted the timing was good to bring up paving this Road to the Council since the City is looking into bonding for other road improvements.

Mr. Graham discussed the amount of property taxes paid by residents and it is their understanding that 25% of those taxes is supposed to go to road improvements. He said approximately \$5,000 a year goes to calcium chloride and grading per year and that will be saved if the road is paved.

Discussion ensued about upkeep on paved roads and priority of roads to be paved.

Mr. Graham asked how long until North Sluetter Road qualifies for paving. Council Member Pederson said some people may say that they may never qualify and it is unfortunate that they do not have Loon Lake Township selling property on the other side of the road nor are they on board with making improvements to the Road.

Council Member Pederson said he is in favor of taking a look at paving the Road because they as City residents are doing what they are supposed to be doing to try to get something done. He said that he would agree to the suggestion of giving the information to the financial consultant to look at and analyze what it would take to add another couple hundred thousand dollars to a general obligation bond with the Rasmussen Road Project.

Discussion ensued about the bid received from Anderson Brothers, the grade of paved roads, what the residents of the road are receiving for the taxes they pay, and the street priorities for the City.

Mr. Graham stated they don't want the City to raise the tax rate which he noted is already too high but would like the tax base raised and that cannot be done living on a gravel road. He stated their property value is not what it should be since they are on a gravel road. Mr. Graham noted that you generate a tax base by making properties desirable to buyers.

**COUNCIL MEMBER SWANSON MOVED TO PROVIDE NUMBERS FOR NORTH SLUETTER ROAD PAVEMENT COSTS TO JASON MURRAY WITH DAVID DROWN ASSOCIATES TO ANALYZE AS PART OF THE CITY'S CAPITAL IMPROVEMENT PLAN. COUNCIL MEMBER AKERSON SECONDED THE MOTION. MOTION CARRIED 4-0.**

#### **August 20, 2019:**

#### **4. Capital Improvement Plan**

Jason Murray from David Drown Associates presented the attached financial analysis for the City's capital improvement plan. Mr. Murray added \$250,000 for North Sluetter Road as place holder. Mr. Murray talked about the sources of funds for the projects; tax levies, water/sewer funds, grants, the 402 fund and the potential use of assessments. He stated the goal is to keep the debt per capita low to moderate and the City is doing that but it is something to keep an eye on.

Mr. Murray talked about the purpose of the 402 Fund being for reconstruction projects and there could be possible borrowing for the projects on the financial analysis. He discussed the upward pressure on tax levy with the projects but if we did add assessments it would take some of the pressure off and manage the tax levy. Discussions ensued about tax assessments and using the financial analysis to look at costs for each project.

Nancy presented City's Capital Improvement Plan which is more detailed than the plan Mr. Murray presented. It also includes everything from Mr. Murray's plan and the assets in the Capital Outlay budgets. Ms. Malecha said it is a ten year plan and is updated every year around budget time.

### **September 3, 2019:**

#### **9.4. North Sluetter Road Improvement Discussion**

Nancy Malecha stated that at the August 6<sup>th</sup> City Council Meeting, the Council moved to provide numbers for North Sluetter Road pavement costs to Jason Murray with David Drown Associates to analyze as part of the City's capital improvement plan. Jason Gorr contacted Anderson Brothers and they provided a rural road construction cost of \$288,419 and a rustic road construction cost of \$162,384. A few things not included in the costs were the pricing of culverts, clearing and grubbing, ditch work, topsoil, potential utility relocations, mailboxes, and potential striping. Anderson Brothers strongly encourages the City to get in contact with an engineer to have this project designed as some of the above mentioned items cannot be completed without proper GPS work and design that they do not have the capabilities to perform. The rural road classification may also need to be designed before they can put actual numbers in place and the rustic road is borderline needing that as well.

Ms. Malecha stated that Jason Murray estimated the above amounts will impact the City's capital improvement plan by approximately \$36,300 and \$20,500 per year respectively to cover debt payments and would increase the City's preliminary levy by 2% and 1% respectively.

Discussion ensued regarding the definition of rustic and rural roads and the amount of travel on North Sluetter Road.

**COUNCIL MEMBER PEDERSON MOVED TO APPROVE PAVEMENT OF NORTH SLUETTER ROAD WITH THE RUSTIC ROAD DEFINITION. COUNCIL MEMBER SWANSON SECONDED THE MOTION. MOTION CARRIED 3-1.**

**COUNCIL MEMBER SEILS OPPOSED.**

**COUNCIL MEMBER PEDERSON MOVED TO APPROVE RESOLUTION 19-24 DETERMINING THE LEGALITY OF A PETITION FOR LOCAL**

**IMPROVEMENTS WITH ITEM #2 IN THE RESOLUTION REMOVED. COUNCIL MEMBER SWANSON SECONDED THE MOTION. MOTION CARRIED 4-0.**

**October 1, 2019:**

9.1. 2020 Road Improvement Projects Update

Tim Houle stated a few months ago he reviewed sections of Rasmussen Road and South Washington Avenue, roadway widths, curb and gutter and other details. He stated that last month he, Nancy Malecha and Jason Gorr talked with some property owners about storm water drainage, especially on the south side of Rasmussen Road. Mr. Houle said the property owners are open to providing the City storm water drainage easements which clears a big hurdle for storm drainage. He stated there will be more specifics in the upcoming meetings with some approvals on granting or obtaining easements.

Council Member Seils asked if we still have right-of-way issues. Mr. Houle discussed clearing up the right-of-way issues in conjunction with the easements.

Council Member Swanson asked what the schedule is for the road improvements. Mr. Houle stated they want to finish up the design and be able to go out for public bid in early spring.

Discussion ensued about bidding and having the project bid as one project.

Mr. Houle talked about putting in individual intermittent milestone completion dates to minimize the issues and access but he said the City does not want to get so prescriptive in the schedule that we lose a price advantage with the bidders.

Council Member Swanson asked if North Sluetter Road is included with this project. Mr. Houle explained that it would be a separate project based on what the Council approved.

Discussion ensued about the paving of North Sluetter Road and the classification of rustic road in order for it to be paved. It was stated that the details are still be worked on and this item will be on the November City Council agenda for further discussion.

Council Member Pederson asked if the cost of the road project will change. Mr. Houle stated that the study had a cost estimate associated with it which is a few years old now. He said once they get further into the design they will do another estimate before the bidding process based on actual quantities, curb and gutter, and bituminous pavement using the best information they have on recent bid prices. Mr. Houle stated that they would like to keep that in their work product and have a number range so they do not unduly influence bidders.

Discussion ensued about the budget being adjusted if the project cost increases.

**November 5, 2019:**

9.6. **North Sluetter Road Project**

Jason Gorr stated that on September 25th he, Nancy Malecha, Tim Houle, and an Anderson Brothers representative met and discussed items and concerns regarding the paving of North Sluetter Road with a rustic road definition. Mr. Gorr stated that the width of the southern portion of North Sluetter Road is adequate and there is a fairly adequate drainage slope in that section. He stated as you go north towards the middle section for the road there is a need for clearing, grubbing, and ditch work to help prevent any premature degradation. He stated that in that section there is no place for the water to go and they do not want to create erosion issues so that portion of the road is a concern. Mr. Gorr stated that the northerly portion, smaller section towards the top, is already paved. He explained that this portion was constructed by the developer and paving was required by the City prior to accepting maintenance responsibilities.

Council discussion ensued about special assessments for this project and is the rustic road classification appropriate for drainage to get water off the pavement to protect the investment.

Mr. Gorr stated they did identify what they thought were a couple of wetlands and said those cannot be ditched into. He discussed having a smaller catch basin and that there is some engineering to that.

Council Member Pederson discussed having the City Planner that is well versed on planning to look at this project as he may have some new insight. He also stated that the City would need engineering costs.

Mr. Houle stated they wanted to have this discussion with Council before preparing a proposal to make sure the Council is aware of the issues and to prepare for long term when paving the road.

Mr. Gorr asked for Council direction and clarification on how they would like City Staff to proceed.

The consensus of the Council agreed to have WSN prepare a proposal to present at the next Council meeting

**December 3, 2019:**

9.3. **Engineering Services Proposal for North Sluetter Road Project**

Jason Gorr stated that Tim Houle has compiled a Proposal for Design Engineering Services for North Sluetter Road as requested at the November 5, 2019 Council meeting. He stated the Proposal includes a recap of history, parcel specifics, jurisdiction and ownership, right-of-way, drainage needs, rules, road standards established, construction recommendations, pictures, fees, scope of work, schedule, and costs which includes a special assessment discussion.

Mr. Houle stated that WSN met with Mr. Gorr, Ms. Malecha and an Anderson Brothers' representative. He stated that Anderson Brothers provided some quotes to the City in the past and they discussed what was included in these quotes. He stated that there are three segments of the road as discussed at previous meetings and he pointed out again that it is important to take care of drainage to extend the life of the road.

Mr. Houle stated that the North Section is already paved and was a developer driven project. He stated the first part of the road has a good cross section, clearing and ditching but the middle section needs work. Mr. Houle stated the Council passed a motion to include the rustic road standards which would minimize clearing.

Council discussion ensued about a bituminous curb and gutter approach to handle the drainage.

Mr. Houle discussed identifying the right-of-ways but not formalizing them. He stated the City can use prescriptive rights since they are maintaining the road and space around the road. He stated they would not do a lot to change the vertical profile of the road unless it is necessary and storm drainage will be the biggest task.

Mr. Houle noted the fee they are presenting is estimated at \$33,100 to do all of the design and survey work and to obtain the bids. This fee does not include field delineation of wetlands but there appears to be wetlands in the middle segment but they will stop construction short of any wetlands. He stated that meetings with property owners on the Loon Lake Township side have not been included in the fees but if there would be a series of meetings including WSN their fee would be adjusted.

Mr. Houle discussed special assessments and his understanding that property owners want the improvements but do not want to be assessed. He stated if special assessments will be used they can assist the City with the process but it would add another \$4,000 to the fee.

Council discussion ensued about options being presented to the Council after surveying the Road and about the City's policy for rustic roads.

Council Member Swanson stated they should special assess this Road Project since it is not a commonly used road by most residents.

Council discussion ensued about Pequot Lakes' property owners agreeing to pay special assessment to have a paved road and the hearing process is to enable the City to hear from those property owners.

Council Member Pederson agreed that he would like to explore the special assessment process for this Road and he discussed the condition of the Road.

Tim Houle summarized the special assessment process and stated that it has several steps. He stated the first step is a petition by the affected property owners or initiation by the City Council. He noted there has been a petition presented by the property owners but that petition has phrasing in it that they would not want to be special assessed. Mr. Houle stated the Council would need to initiate a project and there are forms from the League of Minnesota Cities that can be used. He said if the Council wanted to start the process the timeframe would bring them into March with all the steps.

Ms. Malecha informed the Council that if they would like to proceed with the special assessment project for North Sluetter Road they would need to adopt a resolution ordering preparation of the report on North Sluetter Road.

**MAYOR TAYLOE MOVED TO ADOPT THE RESOLUTION 19-41 ORDERING PREPARATION OF REPORT ON NORTH SLUETTER ROAD. COUNCIL MEMBER SWANSON SECONDED THE MOTION. MOTION CARRIED 4-0.**

**COUNCIL MEMBER SEILS MOVED TO ACCEPT THE ENGINEERING SERVICES PROPOSAL FROM WIDSETH SMITH AND NOLTING FOR NORTH SLUETTER ROAD IN THE AMOUNT OF \$33,100 AND AN ADDITIONAL \$4,000 FOR SPECIAL ASSESSMENT ASSISTANCE. COUNCIL MEMBER SWANSON SECONDED THE MOTION. MOTION CARRIED 4-0.**

Mr. Houle added they did not set the proposal on a step by step basis but with the inclusion of the special assessment process they will do the tasks necessary for the first steps in the special assessment process and they will not jump into a full-blown design in case the Council receives feedback and there is a change in the Council's decision.

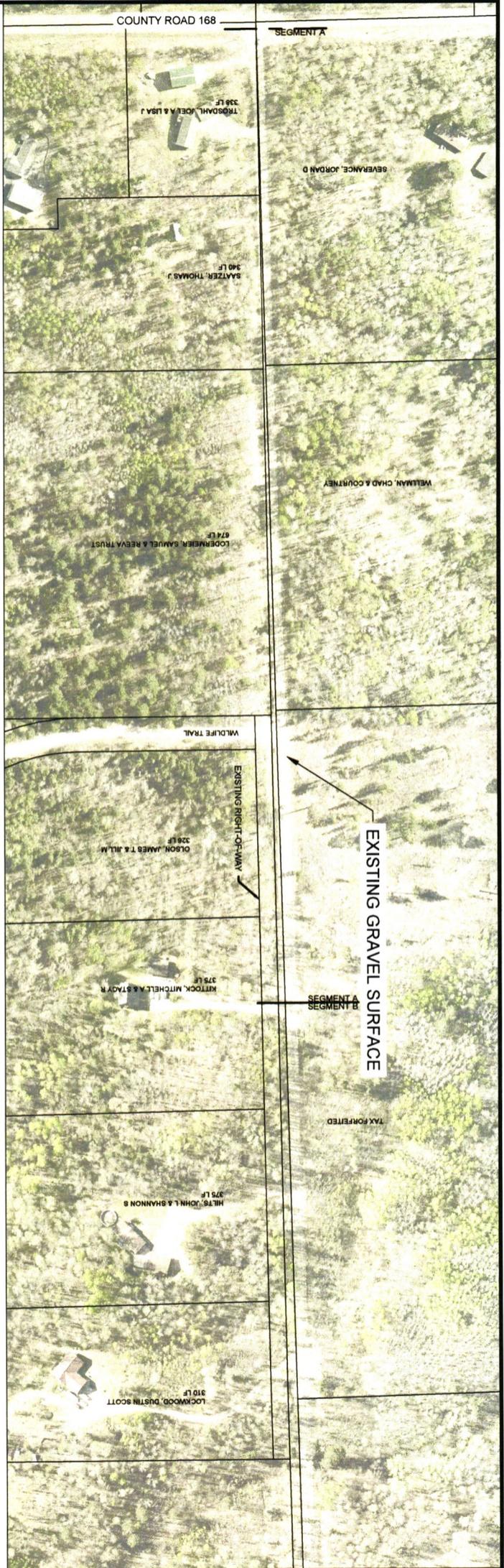


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**C-01**  
 NORTH SLUETTER ROAD  
 CITY OF PEQUOT LAKES  
 PEQUOT LAKES, MINNESOTA  
**SITE MAP**

DATE	REV#	REVISIONS DESCRIPTION	BY
DEC. 2019			
AS SHOWN			
DRAWN BY: AOB			
CHECKED BY: TMH			
JOB NUMBER: 2019-13331			

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.  
 TIMOTHY M. HOULE DATE: \_\_\_\_\_ LIC. NO. 25132



Scale of Parcel Lines: 1:25000.00. 10/20/2019. 10:23:00 AM. Project: City of Pequot Lakes, Minnesota. Drawn by: ADB. Checked by: TMH. Job Number: 2019-13331. © 2020 WIDSETH SMITH NOLTING, INC.

<b>C-02</b> SHEET NO.	NORTH SLUETTER ROAD CITY OF PEQUOT LAKES PEQUOT LAKES, MINNESOTA		DATE: DEC. 2019 SCALE: AS SHOWN	DATE: _____ REV: _____	REVISIONS DESCRIPTION: _____	BY: _____	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.	
	<b>EXISTING CONDITIONS</b>		DRAWN BY: ADB CHECKED BY: TMH	JOB NUMBER: 2019-13331	BY: TIMOTHY M. HOLE	DATE: _____	LIC. NO. 25132	



NOTE: WIDTHS MAY NEED TO BE ADJUSTED  
BASED ON FIELD SURVEY AND FINAL DESIGN



<b>C-03A</b> NORTH SLUETTER ROAD CITY OF PEQUOT LAKES PEQUOT LAKES, MINNESOTA <b>PROPOSED IMPROVEMENTS</b>	DATE:	DEC 2019	DATE:	REV#	REVISIONS DESCRIPTION	BY	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.
	SCALE:	AS SHOWN					
	DRAWN BY:	ADR					
	CHECKED BY:	TMH					
JOB NUMBER:	2019-13331					TIMOTHY M. HOULE	DATE: — LIC. NO. 25132





NOTE: WIDTHS MAY NEED TO BE ADJUSTED  
BASED ON FIELD SURVEY AND FINAL DESIGN

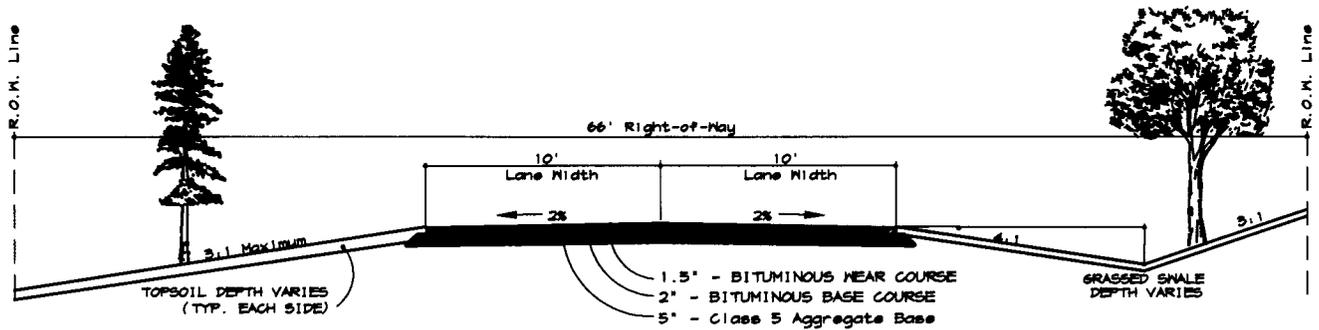


<b>C-03B</b> SHEET NO.	<b>NORTH SLUETTER ROAD</b> <b>CITY OF PEQUOT LAKES</b> <b>PEQUOT LAKES, MINNESOTA</b>		DATE: DEC. 2019 SCALE: AS SHOWN DRAWN BY: ADB CHECKED BY: TMH	DATE: _____ REV# _____ REVISIONS DESCRIPTION _____ BY _____	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	 <b>WIDSETH SMITH NOLTING</b> Engineering   Architecture   Surveying   Environmental	
	<b>PROPOSED IMPROVEMENTS</b>		JOB NUMBER: 2019-13331	TIMOTHY M. HOULE	DATE: _____ LIC. NO. 25132		

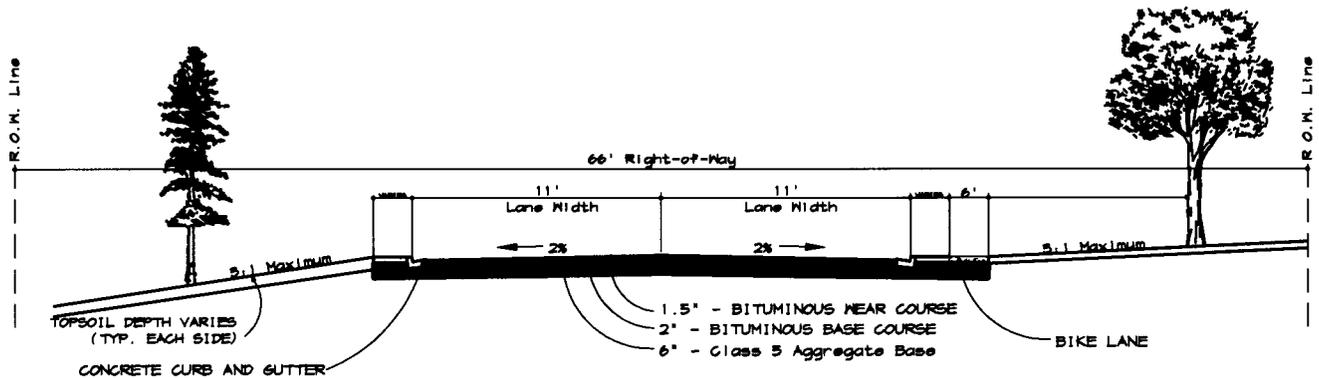
# CITY OF PEQUOT LAKES

## TYPICAL SECTIONS

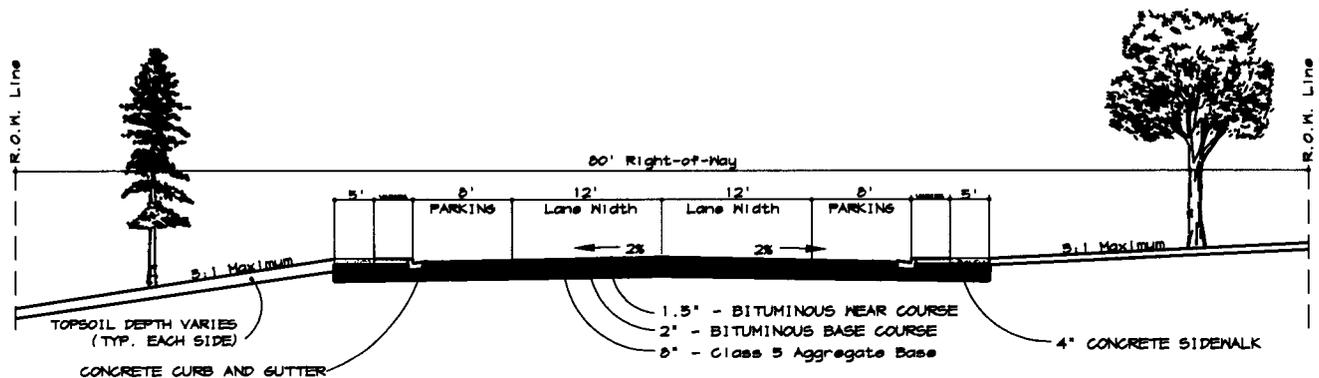
In addition to the minimum right of ways shown in all cross-sections, the City may require additional easement for trail, drainage, or utility purposes.



### RESIDENTIAL



### RESIDENTIAL CONNECTOR



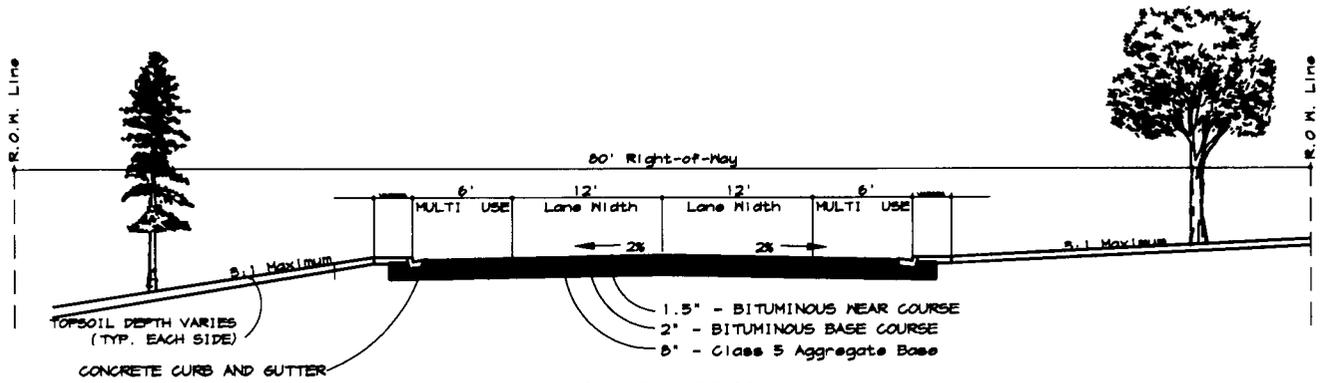
### COMMERCIAL

June 5, 2018

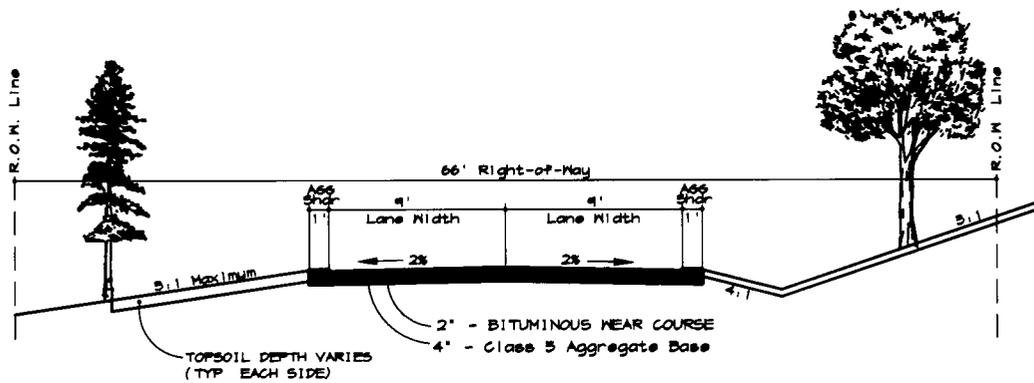
# CITY OF PEQUOT LAKES

## TYPICAL SECTIONS

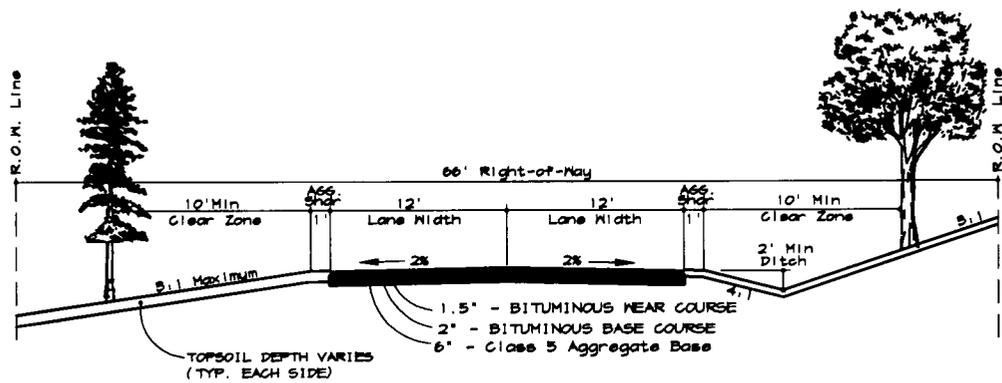
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### INDUSTRIAL



### RUSTIC



### RURAL

June 5, 2018

**REVISED PAGE**

**Possible Schedule**  
North Sluetter Road Improvements  
Pequot Lakes, Minnesota

<b>No.</b>	<b>Step</b>	<b>Council Action</b>	<b>2017 LMC Form No.</b>	<b>Date</b>
1	Initiation of Project and Ordering Preparation of a Feasibility Report	Resolution	4A	December 3, 2019
2	Approve WSN Engineering Services Contract to Prepare Feasibility Report	Motion	---	December 3, 2019
3	Accept Feasibility Report and Call for Preliminary Special Assessment Hearing	Resolution	5	February 4, 2020 & March 2020
3a	Notice of Preliminary Assessment Hearing (at least 10 days prior to the hearing)	Staff to mail	6	TBD March 2020
3b	Affidavit of Publication (2 notices 1 week apart, at least 3 days prior to hearing)	Newspaper to provide	---	TBD March 2020
3c	Affidavit of Mailing	City to provide	14O	TBD March 2020
4	Preliminary Special Assessment Hearing	Attend & Listen	---	April 7, 2020
5	Order Improvement & Preparation of Plans	Resolution	7 or 7A	May 5, 2020
5a	Approve WSN Engineering Services Contract to Prepare Plans	Motion	---	May 5, 2020
6	Approve Plans and Order Advertisement for Bids	Resolution	9	June 2, 2020
6a	Advertisement for Bids	WSN to draft for City	---	June 2020
6b	Affidavit of Publication	From Newspaper	---	June 2020
6c	Open Bids	None	---	June 30, 2020
7	Declare Cost to be Assessed and Ordering Preparation of Proposed Assessment	Resolution	12	July 7, 2020
7a	Call for Final Special Assessment Hearing	Resolution	13	July 7, 2020
7b	Notice of Final Special Assessment Hearing (at least 2 weeks prior to the hearing)	Staff to mail	14	TBD July 2020
7c	Affidavit of Publication (at least 1 notice and at least 2 weeks prior to the hearing)	Newspaper to provide	---	TBD July 2020
7d	Affidavit of Mailing	City to provide	14O	TBD July 2020
7e	Final Special Assessment Hearing	Attend & Listen	---	August 4, 2020
8	Adopt Final Special Assessment Roll	Resolution	15	August 4, 2020
9	Accept Bid and Award Contract	Resolution	20	August 4, 2020
9a	Construction	Approve monthly partial pay requests	---	Fall 2020 Construction

Attempting to use Regular City Council Meetings. The use of Special Meetings may advance this schedule a little.

## Possible Schedule

North Sluetter Road Improvements  
Pequot Lakes, Minnesota

UPDATED

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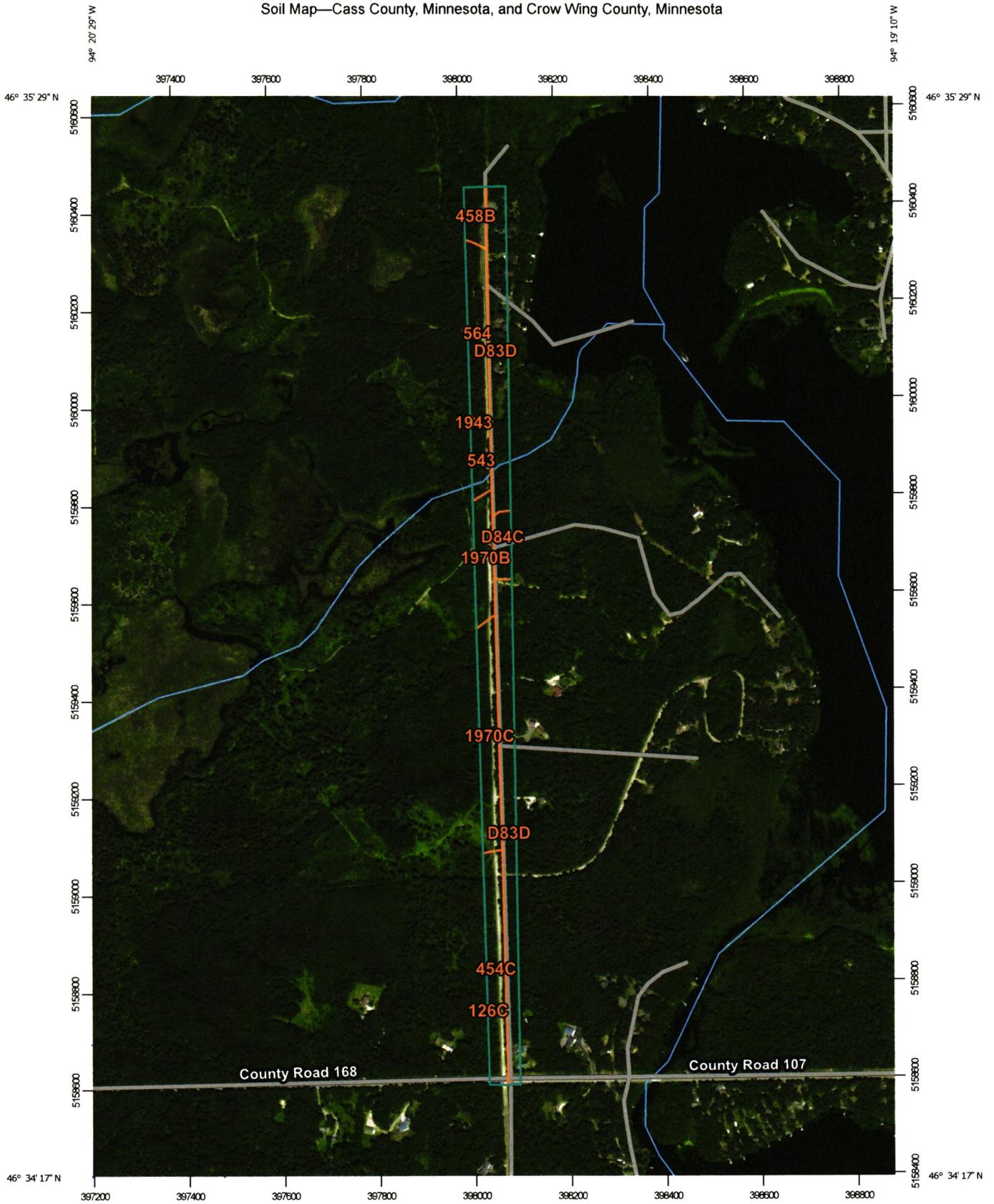
Attempting to use Regular City Council Meetings. The use of Special Meetings may advance this schedule a little.

**CITY OF PEQUOT LAKES**  
**NORTH SLUETTER ROAD IMPROVEMENTS**  
**Estimate of Project Cost**

January 7, 2020

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED UNIT PRICE	ESTIMATED PROJECT TOTALS	
					EST. QTY.	AMOUNT
1	2021.501	MOBILIZATION	LUMP SUM	\$20,450.00	1	\$20,450.00
<b>SEGMENT A</b>						
2	2104.502	REMOVE MAIL BOX SUPPORT	EACH	\$40.00	4	\$160.00
3	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$30.00	15	\$450.00
4	2211.509	AGGREGATE BASE, CLASS 5 (CV)	TON	\$15.00	610	\$9,150.00
5	2360.504	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$75.00	440	\$33,000.00
6	2360.504	TYPE SP 12.5 NON-WEAING COURSE MIX (3,C)	TON	\$65.00	590	\$38,350.00
7	2360.504	DRIVEWAY RECONSTRUCTION	EACH	\$1,200.00	4	\$4,800.00
8	2540.602	MAIL BOX SUPPORT	EACH	\$115.00	4	\$460.00
<b>SEGMENT B</b>						
9	2101.505	CLEARING	ACRE	\$5,000.00	1.60	\$8,000.00
10	2101.505	GRUBBING	ACRE	\$5,000.00	1.60	\$8,000.00
11	2104.502	REMOVE MAIL BOX SUPPORT	EACH	\$40.00	14	\$560.00
12	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$30.00	10	\$300.00
13	2105.507	SELECT GRANULAR BORROW (CV)	CU YD	\$30.00	1,600	\$48,000.00
14	2112.507	SUBGRADE PREPERATION	ROAD STA	\$500.00	35	\$17,500.00
15	2211.509	AGGREGATE BASE, CLASS 5 (CV)	TON	\$15.00	1,890	\$28,350.00
16	2360.504	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$75.00	675	\$50,625.00
17	2360.504	TYPE SP 12.5 NON-WEAING COURSE MIX (3,C)	TON	\$65.00	900	\$58,500.00
18	2360.504	DRIVEWAY RECONSTRUCTION	EACH	\$1,400.00	14	\$19,600.00
19	2501.502	CULVERT REPLACEMENT	LIN FT	\$75.00	220	\$16,500.00
20	2540.602	MAIL BOX SUPPORT	EACH	\$115.00	14	\$1,610.00
21	2563.601	TRAFFIC CONTROL	LUMP SUM	\$1,200.00	1	\$1,200.00
22	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	\$500.00	1	\$500.00
23	2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$600.00	1	\$600.00
24	2573.503	SILT FENCE, TYPE MS	LIN FT	\$2.00	5,400	\$10,800.00
25	2573.540	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	\$3.00	5,400	\$16,200.00
26	2574.507	COMMON TOPSOIL BORROW (CV)	CU YD	\$25.00	1,100	\$27,500.00
27	2574.508	FERTILIZER TYPE 1	POUND	\$1.00	250	\$250.00
28	2575.505	SEEDING	ACRE	\$500.00	2.10	\$1,050.00
29	2575.508	SEED, MIXTURE 21-111	POUND	\$2.00	210	\$420.00
30	2575.508	SEED, MIXTURE 25-151	POUND	\$3.50	525	\$1,837.50
31	2575.508	HYDRAULIC MULCH MATRIX	POUND	\$1.50	2,598	\$3,897.00
<b>REMARKS</b>					<b>TOTAL ESTIMATED CONSTRUCTION COST</b>	
CV = COMPACTED VOLUME					<b>\$428,619.50</b>	
					<b>CONSTRUCTION CONTINGENCY (10%)</b>	
					<b>\$42,900.00</b>	
					<b>SUBTOTAL CONSTRUCTION (ROUNDED)</b>	
					<b>\$471,600.00</b>	
					<b>ENGR, ADMIN, LEGAL (18%)</b>	
					<b>\$84,900.00</b>	
					<b>TOTAL ESTIMATED PROJECT COST</b>	
					<b>\$556,500.00</b>	

Soil Map—Cass County, Minnesota, and Crow Wing County, Minnesota



Map Scale: 1:10,800 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge ticks: UTM Zone 15N WGS84



Natural Resources  
Conservation Service

Web Soil Survey  
National Cooperative Soil Survey

12/26/2019  
Page 1 of 3

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
126C	Graycalm loamy sand, 8 to 15 percent slopes	0.0	0.0%
454C	Mahtomedi loamy sand, 8 to 15 percent slopes	4.7	13.5%
458B	Menahga loamy sand, 1 to 8 percent slopes	1.3	3.9%
543	Markey muck, occasionally ponded, 0 to 1 percent slopes	1.5	4.2%
564	Friendship loamy sand	3.9	11.3%
1943	Roscommon loamy sand	0.1	0.2%
1970B	Menahga loamy sand, till substratum, 2 to 8 percent slopes	2.6	7.6%
1970C	Menahga loamy sand, till substratum, 8 to 15 percent slopes	4.8	13.7%
<b>Subtotals for Soil Survey Area</b>		<b>18.9</b>	<b>54.3%</b>
<b>Totals for Area of Interest</b>		<b>34.8</b>	<b>100.0%</b>

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
D83D	Eutrudepts-Graycalm-Rollins complex, pitted, 10 to 20 percent slopes	14.6	42.0%
D84C	Eutrudepts-Graycalm-Rollins complex, 2 to 10 percent slopes	1.3	3.7%
<b>Subtotals for Soil Survey Area</b>		<b>15.9</b>	<b>45.7%</b>
<b>Totals for Area of Interest</b>		<b>34.8</b>	<b>100.0%</b>