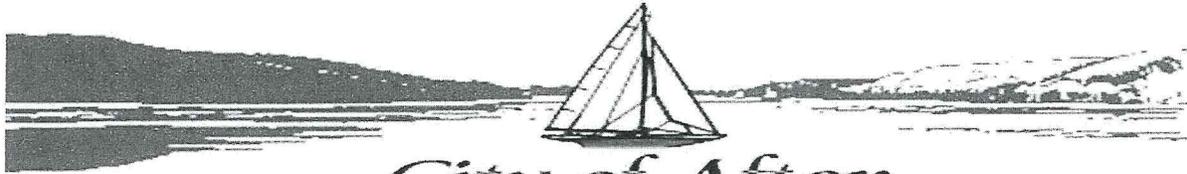


# **SUPPLEMENTAL PACKET**



## *City of Afton*

### **SPECIAL COUNCIL MEETING AGENDA**

**AFTON CITY COUNCIL CHAMBERS**

**3033 St. Croix Trail South**

**Thursday, January 12, 2017**

**At 1:00 p.m.**

- 1. CALL TO ORDER**
- 2. OATHS OF OFFICE**
  - a. Mayor Bend**
  - b. Council member Nelson**
  - c. Council member Palmquist**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA – January 12, 2017 Special Council Meeting**
- 5. CITY COUNCIL BUSINESS**
  - A. Annual Appointments – Resolution 2017-01**
  - B. Refinancing of the Downtown Village Improvements Project Temporary Bonds Series 2015A**
  - C. Reconsideration of the Council’s Action Regarding Street Reconstruction Bonds**
  - D. Proposal for Engineering Services Related to Developing Bid Specifications for the 2017 Street Improvement Projects (For Discussion Only)**
  - E. Downtown Village Improvements Project Update**
  - F. Replacement of Council Chambers Projector**
- 6. ADJOURN**

**A quorum of the City Council or Other Commissions may be present to receive information at, but not limited to, any of the following meetings: Planning Commission; the Public Works Committee; Parks Committee; Design Review and Heritage Preservation Commission; Lower St. Croix Cable Commission; LSCWMO; MSCWMO; I-94 Corridor Coalition and the 5-City Mayor’s Alliance.**

**City of Afton, Minnesota**  
**General Obligation Temporary Improvement Bonds, Series 2017A**  
**January 5, 2017**

December 1, 2016							January 1, 2017							February 1, 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28				

March 1, 2017							April 1, 2017							May 1, 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Schedule of Events		
Date	Event	Responsible Party
December 29, 2016	Request for Official Statement Information sent to City Staff.	Springsted
January 16, 2017	Information forwarded to Springsted for preparation of the Preliminary Official Statement.	City Staff
January 5, 2017	Finalize Bond structure and prepare Terms of Proposal.	Springsted
January 10, 2017	Sale Recommendations and Bond Resolution delivered to City.	Springsted Briggs & Morgan
January 17, 2017	City Council considers Bond Resolution authorizing the Bond sale.	City Council
January 24, 2017	Rough draft of Preliminary Official Statement sent out to City Staff and Briggs & Morgan for review.	Springsted
January 30, 2017	Final comments to Springsted on Preliminary Official Statement draft.	City Staff Briggs & Morgan
January 30, 2017	Draft of Award Resolution provided to Springsted (to be included in the information sent to the rating agency).	Briggs & Morgan
January 31, 2017	Posting of Preliminary Official Statement and application for rating forwarded to rating agency.	Springsted
Week of February 6, 2017	Rating conference conducted.	S&P City Staff Springsted

Schedule of Events		
Date	Event	Responsible Party
February 13, 2017	Form of Award Resolution delivered to the City.	Briggs & Morgan
Week of February 16, 2017	Receipt of rating.	S&P City Staff Springsted
February 21, 2017	Sale and consideration of award of the Bonds by City.	City Staff Springsted
February 28, 2017	Distribution of Final Official Statement.	Springsted
March 23, 2017	Settlement of the Bonds; receipt of Bond proceeds.	City Staff Briggs & Morgan Springsted



January 10, 2017

Honorable Mayor and City Council  
City of Afton  
3033 St Croix Trail S  
Afton, Minnesota 55001

Re: Professional Services Proposal  
2018 Pavement Management Project  
WSB Project 1856-540

Dear Honorable Mayor and Council Members:

As requested, we are providing you a proposal for the preparation of plans, specifications and bidding services for 2018 Pavement Management Project in the City of Afton. The proposed improvements include:

#### **Reclamation**

- **15<sup>th</sup> Street S** from Neal Ave S to Stagecoach Trail S,
- **30<sup>th</sup> Street S** from Nybeck Ave S to Trading Post Trail S,
- **Indian Trail S** from Hudson Road S to Stagecoach Trail S,
- **Trading Post Trail S** from 30<sup>th</sup> St to 60<sup>th</sup> St,

#### **Overlay**

- **42<sup>nd</sup> Street S** from Trading Post Trail S to Pasture Ridge,
- **Oakgreen Ave** from Oakgreen Cr to 40<sup>th</sup> St,
- **Nybeck Ave** from 30<sup>th</sup> St to Oakgreen Cr.

#### **Proposed Services**

##### *Preparation of Plans and Specifications & Bidding Services:*

- Project management and coordination/meetings with City staff and the City Council.
- Coordinate private utilities located in the improvement corridor. This coordination will include providing drawings to any affected utility companies and hosting an on-site utility relocation meeting to determine what utilities, if any, will require relocation.
- Complete a topographic survey to identify surficial information/landmarks, existing grades, to be used for construction centerline staking and to address drainage issues as much as possible.
- Perform roadway pavement cores to identify existing bituminous and gravel thickness to design the reclamation depth.
- Prepare final project and construction schedule
- Preparation of estimated quantities and detailed engineer's opinion of probable construction cost as it relates to the work outlined in our scope of services.
- Prepare final plans, project specific specifications, contract documents, and bidding forms. Specifications will be in accordance with MnDOT standard specifications.
- Coordinate project advertisement. We will distribute plans and specifications to the contractors, as well as any needed addenda. We will also attend the bid opening at City Hall, prepare a tabulation of bids, and bid results letter for City Council consideration of award.

Building a legacy – *your* legacy.

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**Proposed Fee**

We are proposing to complete the work on a cost-reimbursable basis in accordance with our current fee schedule. Estimated fees for:

**Preparation of Plans, Specifications, & Bidding Services**

- 15<sup>th</sup> Street S (Neal Ave S – Stagecoach Trail S) - **\$32,719**
- 30th St S (Nybeck Ave S – Trading Post Trail S) - **\$25,601**
- Indian Trail S (Hudson Rd S – Stagecoach Trail S) - **\$35,289**
- Trading Post Trail S (30th St – 60<sup>th</sup> St)- **\$35,918**
- Overlays (42nd St, Oakgreen Ave, Nybeck Ave) - **\$21,468**
  
- \$150,995**

Thank you for this opportunity to provide professional consulting services to the City of Afton. If this proposal is acceptable, please execute the signature block below and return as our authorization to proceed.

Please do not hesitate to contact me at 651-286-8468 if you have any questions.

Sincerely,

***WSB & Associates, Inc.***

Nick Guilliams, P.E.  
Project Manager

Diane Hankee, P.E.  
City Engineer

**PROPOSAL FOR:**

**Preparation of Bid Documents and Bidding Services – Afton Local Street Improvements**

**ACCEPTED BY:**

**City of Afton, MN**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**Estimate of Engineering Fees Construction Plans and Specifications**  
**2018 Pavement Management Project**  
 City of Afton, MN

Description	Estimated Hours									Total Hours	Amount
	Principal	Senior Project Manager	Engineering Specialist (V)	ROW	2-Person Survey/Crew	Graduate Engineer	Water Resources Project Manager	Geotechnical	Office Technician		
	DA/NG	TC	PR		KK	JN		KP			
<b>15th Street (Neal Ave to Stagecoach Trail)</b>											
A. Plans											
A. Title Sheet		0.5								0.5	\$ 67.00
B. General Layout		0.5								0.5	\$ 67.00
C. Statement of Quantities/Tabulations	1	1			2					4	\$ 499.00
D. Typical Section/Pavement Details	2	4			2					8	\$ 1,052.00
E. Miscellaneous Details	1	2			2					5	\$ 633.00
F. Construction Plan and Profile	8	36			12					56	\$ 7,316.00
G. Drainage Plan, Details & Quantities	4	12			8		4			28	\$ 3,568.00
H. Storm Water Pollution Prevention Plan (SWPPP)		2					2			4	\$ 518.00
I. Cross-Sections	4	18			2					24	\$ 3,230.00
B. Specifications	4				8			4		16	\$ 1,772.00
C. Private Utility Coordination	2				6					8	\$ 944.00
D. Plan Review/Approval	2				4					6	\$ 730.00
E. Bidding Administration	2				12			2		16	\$ 1,742.00
F. Permits	1				6		8		2	17	\$ 1,949.00
G. Cost Estimate	2				8					10	\$ 1,158.00
H. Survey				35						35	\$ 5,577.00
I. Geotechnical							5			5	\$ 1,225.00
J. Project Meetings	2				2			2		6	\$ 672.00
Subtotal	0	35	76	0	33	74	14	5	10	247	\$ 32,719.00
<b>Indian Trail (Hudson Road to Stagecoach Tr)</b>											
A. Plans											
A. Title Sheet		0.5								0.5	\$ 67.00
B. General Layout		0.5								0.5	\$ 67.00
C. Statement of Quantities/Tabulations	1	1			2					4	\$ 499.00
D. Typical Section/Pavement Details	2	4			2					8	\$ 1,052.00
E. Miscellaneous Details	1	2			2					5	\$ 633.00
F. Construction Plan and Profile	8	42			16					66	\$ 8,548.00
G. Drainage Plan, Details & Quantities	4	14			8		4			30	\$ 3,836.00
H. Storm Water Pollution Prevention Plan (SWPPP)		2					4			6	\$ 768.00
I. Cross-Sections	4	20			8					32	\$ 4,140.00
B. Specifications	4				8			4		16	\$ 1,772.00
C. Private Utility Coordination	2				6					8	\$ 944.00
D. Plan Review/Approval	2				4					6	\$ 730.00
E. Bidding Administration	2				12			2		12	\$ 1,314.00
F. Permits	1				6		8		2	17	\$ 1,949.00
G. Cost Estimate	2				8					10	\$ 1,158.00
H. Survey				35						35	\$ 5,577.00
I. Geotechnical							5			5	\$ 1,225.00
J. Project Meetings	2				2			2		6	\$ 672.00
Subtotal	0	35	86	0	35	80	16	5	10	267	\$ 35,289.00
<b>30th Street (Trading Post to Nybeck Ave)</b>											
A. Plans											
A. Title Sheet		0.5								0.5	\$ 67.00
B. General Layout		0.5								0.5	\$ 67.00
C. Statement of Quantities/Tabulations	1	1			2					4	\$ 499.00
D. Typical Section/Pavement Details	2	4			2					8	\$ 1,052.00
E. Miscellaneous Details	1	2			2					5	\$ 633.00
F. Construction Plan and Profile	8	40			16					60	\$ 7,800.00
G. Drainage Plan, Details & Quantities	4	12			8		6			24	\$ 2,980.00
H. Storm Water Pollution Prevention Plan (SWPPP)		2					4			6	\$ 768.00
I. Cross-Sections	4	20			8					32	\$ 4,140.00
B. Specifications	4				8			4		12	\$ 1,344.00
C. Private Utility Coordination	2				6					8	\$ 944.00
D. Plan Review/Approval	2				4					6	\$ 730.00
E. Bidding Administration	2				12			2		16	\$ 1,742.00
F. Permits	1				6		8		2	17	\$ 1,949.00
G. Cost Estimate	2				8					10	\$ 1,158.00
H. Survey				30						30	\$ 5,070.00
I. Geotechnical							5			5	\$ 1,225.00
J. Project Meetings	2				2			2		6	\$ 672.00
Subtotal	0	28	42	0	30	60	18	5	10	193	\$ 25,601.00
<b>Trading Post Trail (40th St to 60th St)</b>											
A. Plans											
A. Title Sheet		0.5								0.5	\$ 67.00
B. General Layout		0.5								0.5	\$ 67.00
C. Statement of Quantities/Tabulations	1	1			2					4	\$ 499.00
D. Typical Section/Pavement Details	2	4			2					8	\$ 1,052.00
E. Miscellaneous Details	1	2			2					5	\$ 633.00
F. Construction Plan and Profile	8	40			16					60	\$ 7,800.00
G. Drainage Plan, Details & Quantities	4	12			8		6			24	\$ 2,980.00
H. Storm Water Pollution Prevention Plan (SWPPP)		2					4			6	\$ 768.00
I. Cross-Sections	4	20			8					32	\$ 4,140.00
B. Specifications	4				8			4		12	\$ 1,344.00
C. Private Utility Coordination	2				6					8	\$ 944.00
D. Plan Review/Approval	2				4					6	\$ 730.00
E. Bidding Administration	2				12			2		16	\$ 1,742.00
F. Permits	1				6		8		2	17	\$ 1,949.00
G. Cost Estimate	2				8					10	\$ 1,158.00
H. Survey				40						40	\$ 6,760.00
I. Geotechnical							5			5	\$ 1,225.00
J. Project Meetings	2				2			2		6	\$ 672.00
Subtotal	0	35	82	0	40	90	10	5	10	272	\$ 35,918.00
<b>MH &amp; Overlay (~2.5 mi 42nd Street, Oakgreen Ave, Nybeck Ave)</b>											
A. Plans											
A. Title Sheet		0.5								0.5	\$ 67.00
B. General Layout		0.5								0.5	\$ 67.00
C. Statement of Quantities/Tabulations	1	1			2					4	\$ 499.00
D. Typical Section/Pavement Details	2	4			2					8	\$ 1,052.00
E. Miscellaneous Details	1	2			2					5	\$ 633.00
F. Construction Plan and Profile	8	40			16					60	\$ 7,800.00
G. Drainage Plan, Details & Quantities	4	12			8		6			24	\$ 2,980.00
H. Storm Water Pollution Prevention Plan (SWPPP)		2					4			6	\$ 768.00
I. Cross-Sections	4	20			8					32	\$ 4,140.00
B. Specifications	4				8			4		12	\$ 1,344.00
C. Private Utility Coordination	2				6					8	\$ 944.00
D. Plan Review/Approval	2				4					6	\$ 730.00
E. Bidding Administration	2				12			2		16	\$ 1,742.00
F. Permits	1				6		8		2	17	\$ 1,949.00
G. Cost Estimate	2				8					10	\$ 1,158.00
H. Survey				16						16	\$ 2,704.00
I. Geotechnical							5			5	\$ 1,225.00
J. Project Meetings	2				2			2		6	\$ 672.00
Subtotal	0	21	44	0	16	64	8	5	8	166	\$ 21,468.00
Subtotal	0	308	660	0	308	736	132	50	96	2290	\$ 21,468.00
	163.00	151.00	134.00	163.00	169.00	107.00	125.00	245.00	78.00		
	\$ -	\$ 46,508.00	\$ 88,440.00	\$ -	\$ 52,052.00	\$ 78,752.00	\$ 16,500.00	\$ 12,250.00	\$ 7,488.00		\$ 150,995.00

**Project Funding Summary (Sources and Uses)**  
**Downtown Village Improvements Project**  
**City of Afton, MN and Washington County, MN**  
**WSB Project No. 1849-06, 1856-320, 1856-39, 1856-400, and 1856-410**

**Table 1 - Total Project Costs and Eligible Funding Sources**

Project Segment and Proposed Improvement	Total Estimated Costs	Local Funds				State Grants/Funds				
		City Wastewater CWRP		City Stormwater CWRP		Other City of Afton Funds	Washington County	MnDNR	MPCA PSIG	BWSR
		Loan	25% GPR	Loan	25% GPR					
Roadway Improvements (Includes \$300,000 for County Road Enhancements)	\$ 5,849,800	\$ 638,925	\$ 212,975	\$ -	\$ -	\$ 523,300	\$ 3,229,900	\$ 114,900	\$ 1,050,000	\$ -
Storm Sewer Improvements	\$ 2,286,900	\$ -	\$ -	\$ 470,100	\$ 156,700	\$ 746,500	\$ 793,900	\$ 174,700	\$ -	\$ -
Bridge No. 82507 (Kelle's Creek Culvert Extension)	\$ 419,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,900	\$ 230,400	\$ -	\$ -
Sanitary Sewer Improvements	\$ 5,947,200	\$ 1,403,550	\$ 467,850	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,092,200	\$ 2,855,400	\$ 259,700
Levee and Pump Station Improvements	\$ 5,392,700	\$ -	\$ -	\$ -	\$ -	\$ 2,696,300	\$ -	\$ 2,696,300	\$ -	\$ -
<b>Total Project Costs</b>	<b>\$ 19,895,900</b>	<b>\$ 2,042,475</b>	<b>\$ 680,825</b>	<b>\$ 470,100</b>	<b>\$ 156,700</b>	<b>\$ 3,967,100</b>	<b>\$ 4,212,700</b>	<b>\$ 4,308,500</b>	<b>\$ 3,905,400</b>	<b>\$ 259,700</b>

- Notes:
- All project costs include a 5% construction contingency.
  - Wastewater CWRP has a 25% principle forgiveness under the Green Project Reserve Fund (capped a maximum of \$1,000,000).
  - Stormwater CWRP has a 25% principle forgiveness under the Green Project Reserve Fund (capped a maximum of \$1,000,000).
  - Other City funds include the Street Improvement Fund, Valley Branch Watershed District contribution, and assessments to benefitting property owners.
  - Washington County total project costs do not include indirect costs.
  - MnDNR Flood Hazard Mitigation Grant has a \$2,090,459 cap for the City's matching costs.
  - MPCA PSIG has a \$3,000,000 cap.

**Table 2 - Total Project Costs and Eligible Funding Sources with Capped Funding Sources Identified**

Project Segment and Proposed Improvement	Total Estimated Costs	Local Funds				State Grants/Funds				
		City Wastewater CWRP		City Stormwater CWRP		Other City of Afton Funds	Washington County	MnDNR	MPCA PSIG	BWSR
		Loan	25% GPR	Loan	25% GPR					
Roadway Improvements (Includes \$300,000 for County Road Enhancements)	\$ 5,849,800	\$ 821,500	\$ 273,900	\$ -	\$ -	\$ 523,300	\$ 3,229,900	\$ 114,900	\$ 806,500	\$ -
Storm Sewer Improvements	\$ 2,286,900	\$ -	\$ -	\$ 470,100	\$ 156,700	\$ 746,500	\$ 793,900	\$ 174,700	\$ -	\$ -
Bridge No. 82507 (Kelle's Creek Culvert Extension)	\$ 419,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,900	\$ 230,400	\$ -	\$ -
Sanitary Sewer Improvements	\$ 5,947,200	\$ 1,900,000	\$ 633,400	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,092,200	\$ 2,193,400	\$ 259,700
Levee and Pump Station Improvements	\$ 5,392,700	\$ -	\$ -	\$ -	\$ -	\$ 396,959	\$ -	\$ 4,995,641	\$ -	\$ -
<b>Total Project Costs</b>	<b>\$ 19,895,900</b>	<b>\$ 2,721,500</b>	<b>\$ 907,300</b>	<b>\$ 470,100</b>	<b>\$ 156,700</b>	<b>\$ 1,667,759</b>	<b>\$ 4,212,700</b>	<b>\$ 6,607,841</b>	<b>\$ 2,999,900</b>	<b>\$ 259,700</b>

- Notes:
- Due to the \$3,000,000 cap on the PSIG, approx. \$1,035,300 was shift from the PSIG funding source to the City's Wastewater CWRP Loan with 25% principle forgiveness of up to \$1,000,000.
  - Due to the \$2,090,459 cap on the City's share of the MnDNR eligible costs, approx. \$1,607,700 was shifted from the City's other funding sources in the Levee and Pump Station Project Segment to the MnDNR's Grant.
  - All project costs include a 5% construction contingency.
  - Wastewater CWRP has a 25% principle forgiveness under the Green Project Reserve Fund (capped a maximum of \$1,000,000).
  - Stormwater CWRP has a 25% principle forgiveness under the Green Project Reserve Fund (capped a maximum of \$1,000,000).
  - Other City funds include the Street Improvement Fund, Valley Branch Watershed District contribution, and assessments to benefitting property owners.
  - Washington County total project costs do not include indirect costs.

**Table 3 - Total City Costs and Anticipated Funding Sources for Debt Service Payments (Subject to Change Pending Recommendations from City's Bond Council)**

Project Segment and Proposed Improvement	Total Estimated City Costs	City Expenditures			City's Debt Service Sources				City's Funding Balance
		City Wastewater CWRP Loan*	City Stormwater CWRP Loan*	Other City of Afton Funds	Assessments to Benefiting Property Owners	Valley Branch Watershed Contribution	Roadway CIP Fund	Infrastructure Fund	
Roadway Improvements (Includes \$300,000 for County Road Enhancements)	\$ 1,344,800	\$ 821,500	\$ -	\$ 523,300			\$ 1,042,000		\$ 302,800
Storm Sewer Improvements	\$ 1,216,600	\$ -	\$ 470,100	\$ 746,500		\$ 500,000	\$ 158,000	\$ 862,841	\$ (304,241)
Bridge No. 82507 (Kelle's Creek Culvert Extension)	\$ -	\$ -	\$ -	\$ -					\$ -
Sanitary Sewer Improvements	\$ 1,901,000	\$ 1,900,000	\$ -	\$ 1,000	\$ 1,900,200				\$ 800
Levee and Pump Station Improvements	\$ 396,959	\$ -	\$ -	\$ 396,959	\$ 259,800			\$ 137,159	\$ -
<b>Total City Project Costs</b>	<b>\$ 4,859,359</b>	<b>\$ 2,721,500</b>	<b>\$ 470,100</b>	<b>\$ 1,667,759</b>	<b>\$ 2,160,000</b>	<b>\$ 500,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,000,000</b>	<b>\$ (641)</b>

1. The project loans will have an interest percentage added on to the financing agreement. The interest is not considered in this financial model.

	Budget	Spent to Date (WSB and Wenck)	Remaining
<b>Engineering Fees</b>			
22% Typical Design and Construction Engineering Fees	\$ 2,873,600.00	\$ 1,080,800.00	\$ 1,792,800.00
MPCA Permitting and Rebidding Process (EAW, RTCs, Rebidding)	\$ 158,000.00	\$ 138,000.00	\$ 20,000.00

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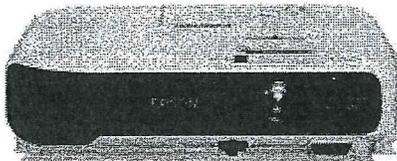
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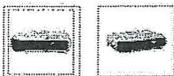


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