Special Assessment Committee Meeting
Monday, September 12, 2022 at 12:00 PM
City Council Chambers, City Hall (515 2nd Ave SW)
Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. **CALL TO ORDER**

2. **PUBLIC HEARING: PAVING DISTRICT 499**

   This improvement district is a petitioned project brought forth by the Minot Park District. This project provides access to and parking for the Minot Park District's Day Use Park located off County Road 15 W. This area is also known as Family Recreation Addition. Details are included in the attached Engineer's Report. The total amount assessed is $1,377,261.21.

   Documents:

   PD 499 Engineers Report.pdf

3. **ADJOURNMENT**

ENGINEER'S REPORT
Paving District 499
CITY PROJECT 4591

## Project Background

This project provides access to and parking for the Minot Park District's Day Use Park located off County Road 15 W. This area is also known as Family Recreation Addition.

The Minot Park District has asked that the bulk of this project move forward as a special assessment district run through the City. The Petition for Special Assessment Improvement is attached. The overall project will also include elements outside of the district boundary, which will be paid for by the Minot Park District and will not be included in the assessment district cost.

Preliminary Engineering has been completed by KLJ. The City of Minot has a draft agreement with KLJ to complete final design, construction plans, bidding documents, and to provide bidding and construction phase engineering services.

## Proposed Improvements

An overview of the project and district boundary are attached.

The primary project elements within the assessment district will include the following:

- Portion of Access Road into the Day Use Park
- Parking Lot
- Pavement Marking and Signage
- Landscaping
- Storm Water Detention Pond
- Concrete Shared Use Paths
- Gravel (or Concrete) Trails

The primary project elements outside of the district include:

- Portion of Access Road into the Day Use Park
- Asphalt Turn Lane off County Road 15 W
- Pavement Marking and Signage
- Concrete Shared Use Path
- Asphalt Shared Use Path Realignment
- Culverts

The project is anticipated to be bid in May, awarded in June, and construction substantially complete in 2021. A project schedule is attached.

# City of Minot
Engineering Department

## Project Justification and Benefits

The project is necessary to provide adequate roadway access and parking for the Minot Park District's proposed Day Use Park.

The benefit is distributed by the square foot area of the parcel due to the various paving work items not directly tied to a street frontage.

## Cost Estimate

A detailed cost estimate has been prepared and is attached, as summarized below:

| | Assessment District Cost | Park District Cost | Total Project Cost |
|---|---|---|---|
| **Estimated Construction Cost** | $ 1,035,985.00 | $ 312,869.50 | $ 1,348,854.50 |
| **Contingency, 15%** | $ 155,397.75 | $ 46,930.43 | $ 202,328.18 |
| **Total of All Construction** | $ 1,191,382.75 | $ 359,799.93 | $ 1,551,182.68 |
| | | | |
| **Engineering, 13%** | $ 154,879.76 | $ 46,773.99 | $ 201,653.75 |
| **City Administration, 8%** | $ 95,310.62 | $ - | $ 95,310.62 |
| **City Finance, 6%** | $ 71,482.97 | $ - | $ 71,482.97 |
| **Miscellaneous, 1%** | $ 11,913.83 | $ - | $ 11,913.83 |
| **Right-of-Way and Easement Acquisition** | $ - | $ - | $ - |
| **Total Costs** | **$ 1,524,969.92** | **$ 406,573.92** | **$ 1,931,543.84** |

The assessment district construction cost includes a bid alternate to concrete the gravel trail. A Preliminary Assessment Roll is also attached.

## Recommendation

It is recommended that the City Council adopt the following resolutions:

1. Create Paving District 499
2. Direct preparation of the Engineer's Report
3. Approve the Engineer's Report
4. Waive the Resolution of Necessity and Public Hearing since all of the district area has petitioned for the project
5. Direct preparation of Plans and Specifications
6. Approve the request for KLJ to provide the necessary engineering services, authorize the city engineer to negotiate a scope and fee, and authorize the Mayor to sign the contract on the City's behalf

Prepared By: Approved By:

## Attachments

1. Petition for Improvements
2. Project Plan Overview
3. Map of the District
4. Project Schedule
5. Engineer’s Opinion of Cost
6. Preliminary Assessment Roll

# City of Minot

PETITION FOR SPECIAL ASSESSMENT IMPROVEMENT

TO: City Council
City of Minot, ND

Council Members:

We, the undersigned owners of property abutting the street, avenue, or alley in the City of Minot on which improvement is to be made, as indicated below, do hereby petition the City Council for the following:

Street and lighting construction with sidewalks, parking lot improvements, storm sewer utilities and incidental items

(type of improvement)

Location: Family Recreation Addition

The work is to be accomplished under the special assessment plan, as provided by law, and paid for by special assessments against benefitting properties and/or with such other financial assistance as may be legally available from other sources.

| DATE | SIGNATURE OF OWNER(S) | LEGAL DESCRIPTION OF PROPERTY |
|---|---|---|
| 12.15.20 | [signature] | Family Recreation Addition, Lot 1 |
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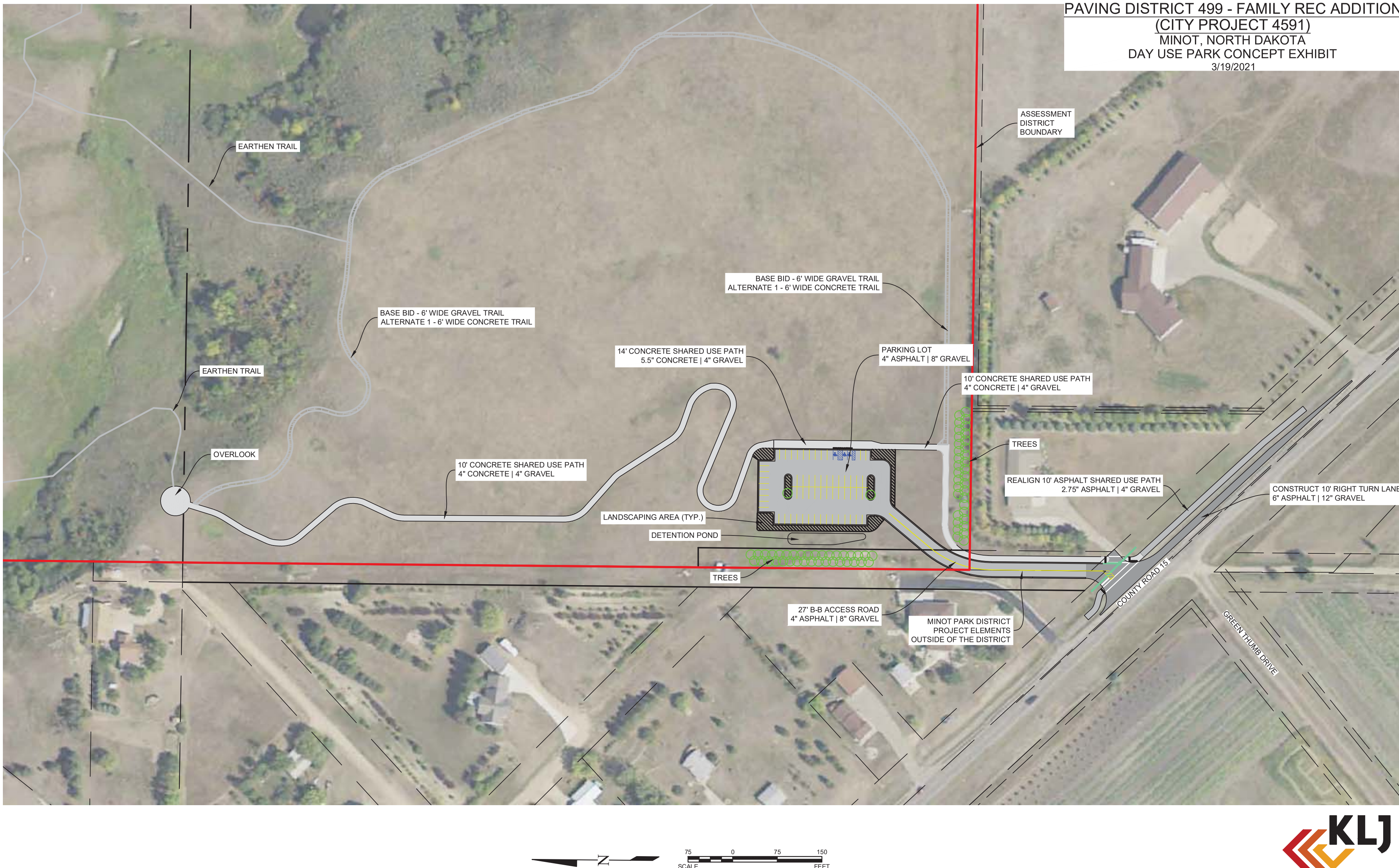
# PAVING DISTRICT 499 - FAMILY REC ADDITION
## (CITY PROJECT 4591)
MINOT, NORTH DAKOTA
DAY USE PARK CONCEPT EXHIBIT
3/19/2021



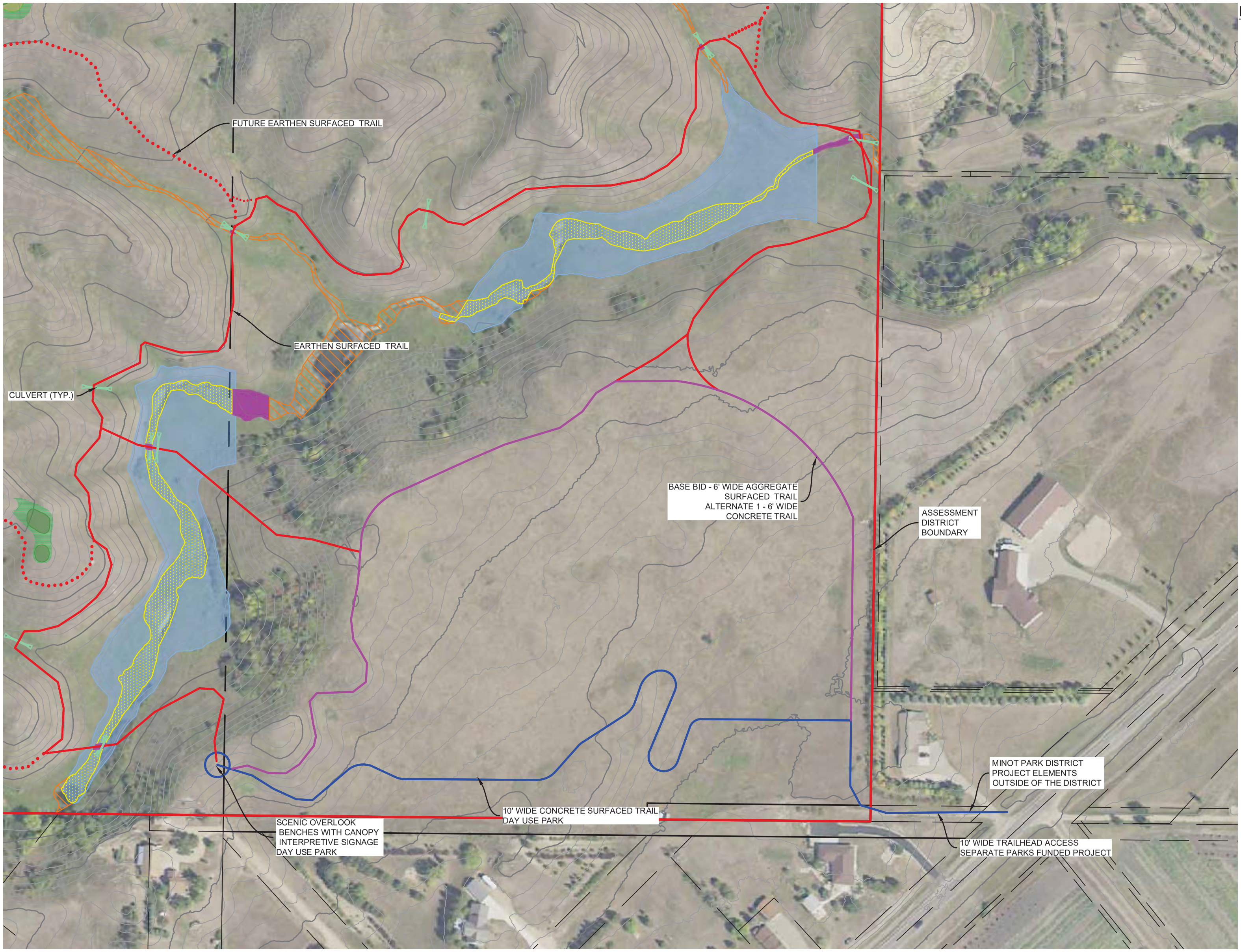

KLJ

PRELIMINARY - NOT FOR CONSTRUCTION

## PAVING DISTRICT 499 - FAMILY REC ADDITION
## (CITY PROJECT 4591)

MINOT, NORTH DAKOTA
TRAIL MAP EXHIBIT
03/19/2021

**LEGEND**
- DAY USE PARK
- AGGREGATE SURFACING TRAIL
- EARTHEN TRAIL
- FUTURE (AGGREGATE SURFACING)
- FUTURE (EARTHEN TRAIL)




Rev'd. –

TRAIL CONCEPT
MINOT PARK DISTRICT
MINOT, NORTH DAKOTA

SHEET NO. 1

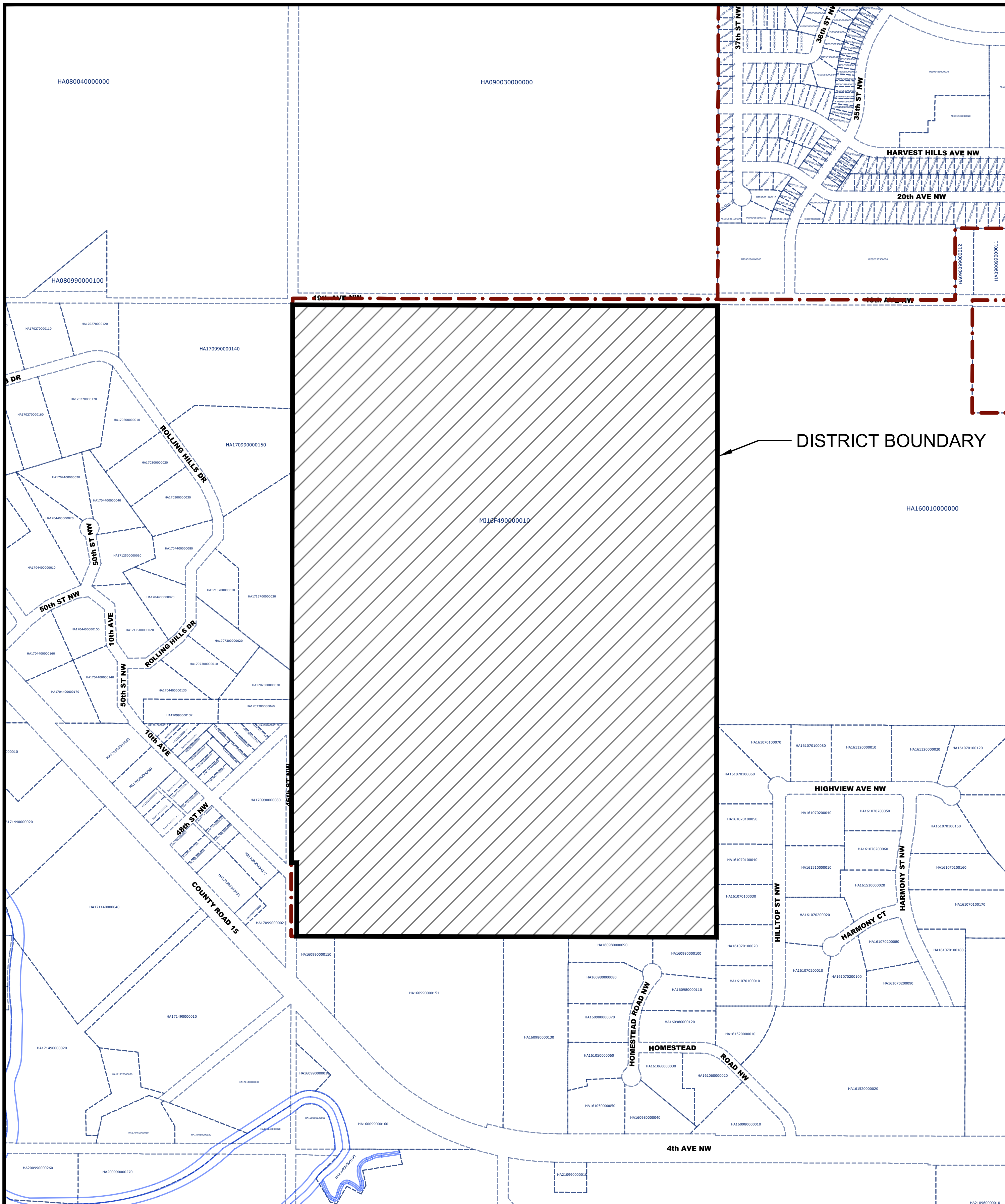
KLJ

SECTIONS 16 & 17,
T.155N., R.83W., 5TH P.M.
MINOT, NORTH DAKOTA

| DRWN. BY | CHK'D BY | PROJECT NO. | DATE |
|---|---|---|---|
| ADW | | 1415118 | 3/19/2021 |

Mar 29, 2021 - 1:40pm - K:\Projects\City\ND\Minot\1415118_TrestleView_ \CAD\Exhibit\1415118-TrestleView-TrailsMap.dwg (TrailMap A.2)

**PRELIMINARY - NOT FOR CONSTRUCTION**




# PAVING DISTRICT 499

City of Minot
Engineering Department

City of Minot
Engineering Department

PROJECT SCHEDULE
Paving District 499
CITY PROJECT 4591

| | |
|---|---|
| April 2021 | Engineers Report to City Council |
| May 2021 | Final Design Complete and Bidding |
| June 2021 | Award Bid and Begin Construction |
| September 2021 | Substantial Completion |
| June 2022 | Final Completion |
| Summer 2022 | Certify Assessments |

**Preliminary Opinion of Probable Construction Cost**
**Paving District 499 - Family Recreation Addition (City Project 4591)**
**3/29/2021**

KLJ

| | | | | Assessment District Costs | | Minot Park District Costs | | Project Total | |
|---|---|---|---|---|---|---|---|---|---|
| **Bid Schedule - Base Bid** | | | | | | | | | |
| ITEM | DESCRIPTION | UNIT | UNIT PRICE | QNTY | Sub-total Cost | QNTY | Sub-total Cost | Total QNTY | Total Cost |
| 1 | Contract Bond | LS | $ 12,000.00 | 0.75 | $ 9,000.00 | 0.25 | $ 3,000.00 | 1.0 | $ 12,000.00 |
| 2 | Mobilization | LS | $ 120,000.00 | 0.75 | $ 90,000.00 | 0.25 | $ 30,000.00 | 1.0 | $ 120,000.00 |
| 3 | Construction Entrance | EA | $ 3,500.00 | 1 | $ 3,500.00 | 1 | $ 3,500.00 | 2 | $ 7,000.00 |
| 4 | Temporary Facilities and Control | LS | $ 4,000.00 | 1 | $ 4,000.00 | 0 | $ - | 1.0 | $ 4,000.00 |
| 5 | Traffic Control | LS | $ 7,500.00 | 0.7 | $ 5,250.00 | 0.3 | $ 2,250.00 | 1.0 | $ 7,500.00 |
| 6 | Construction Staking | LS | $ 13,000.00 | 1 | $ 13,000.00 | 0.0 | $ - | 1.0 | $ 13,000.00 |
| 7 | Erosion and Sediment Control | LS | $ 17,500.00 | 0.83 | $ 14,525.00 | 0.17 | $ 2,975.00 | 1.0 | $ 17,500.00 |
| 8 | Clearing and Grubbing | LS | $ 5,000.00 | 1 | $ 5,000.00 | 0 | $ - | 1.0 | $ 5,000.00 |
| 9 | Mowing - 5' Width | LF | $ 0.50 | 5,020 | $ 2,510.00 | 0 | $ - | 5,020 | $ 2,510.00 |
| 10 | Remove Topsoil | CY | $ 25.00 | 409 | $ 10,225.00 | 0 | $ - | 409 | $ 10,225.00 |
| 11 | Remove and Replace Topsoil | CY | $ 8.00 | 3,095 | $ 24,760.00 | 205 | $ 1,640.00 | 3,300 | $ 26,400.00 |
| 12 | Unclassified Earthwork | CY | $ 6.00 | 3,700 | $ 22,200.00 | 500 | $ 3,000.00 | 4,200 | $ 25,200.00 |
| 13 | Common Excavation | CY | $ 20.00 | 77 | $ 1,540.00 | | $ - | 77 | $ 1,540.00 |
| 14 | Borrow Excavation | CY | $ 25.00 | 720 | $ 18,000.00 | 0 | $ - | 720 | $ 18,000.00 |
| 15 | Remove Asphalt Pavement (Removal of Existing Asphalt Shared-use Path Along County Rd 15) | SY | $ 8.00 | 0 | $ - | 610 | $ 4,880.00 | 610 | $ 4,880.00 |
| 16 | Standard Concrete Curb and Gutter - Parking Lot & Access Road | LF | $ 38.00 | 747 | $ 28,386.00 | 423 | $ 16,074.00 | 1,170 | $ 44,460.00 |
| 17 | Mountable Curb and Gutter - Parking Lot | LF | $ 40.00 | 530 | $ 21,200.00 | 0 | $ - | 530 | $ 21,200.00 |
| 18 | 4" Thick Asphalt - Parking Lot and Access Road | TON | $ 130.00 | 763 | $ 99,190.00 | 120 | $ 15,600.00 | 883 | $ 114,790.00 |
| 19 | 8" Thick Class 5 Aggregate Base - Parking Lot and Acccess Road | TON | $ 40.00 | 1,638 | $ 65,520.00 | 271 | $ 10,840.00 | 1,909 | $ 76,360.00 |
| 20 | Geo-grid - Parking Lot and Access Road | SY | $ 6.00 | 3,744 | $ 22,464.00 | 620 | $ 3,720.00 | 4,364 | $ 26,184.00 |
| 21 | 6" Thick Aphalt - Right Turn Lane and Approach | TON | $ 130.00 | 0 | $ - | 396 | $ 51,480.00 | 396 | $ 51,480.00 |
| 22 | 12" Thick Class 5 Aggregate Base - Right Turn Lane | TON | $ 40.00 | 0 | $ - | 755 | $ 30,200.00 | 755 | $ 30,200.00 |
| 23 | Geosynthetic Paving Pabric - Right Turn Lane and Aphalt Shared-Use Path | SY | $ 5.00 | 0 | $ - | 1,826 | $ 9,130.00 | 1,826 | $ 9,130.00 |
| 24 | Subgrade Preparation (Trails) | STA | $ 550.00 | 23.7 | $ 13,035.00 | 0.0 | $ - | 23.7 | $ 13,035.00 |
| 25 | Subgrade Preparation Under Parking Lot, Access Road, and Right Turn Lane, Sidewalk, SUP | SY | $ 5.50 | 6,382 | $ 35,101.00 | 2,521 | $ 13,865.50 | 8,903 | $ 48,966.50 |
| 26 | Painted Pavement Symbols | EA | $ 350.00 | 3 | $ 1,050.00 | 4 | $ 1,400.00 | 7 | $ 2,450.00 |
| 27 | 4" Striping - Parking Lot & Access Rd | LF | $ 2.00 | 1,852 | $ 3,704.00 | 448 | $ 896.00 | 2,300 | $ 4,600.00 |
| 28 | 8" Striping - Right Turn Lane Striping | LF | $ 12.00 | 0 | $ - | 260 | $ 3,120.00 | 260 | $ 3,120.00 |
| 29 | 24" Stop Bar Striping | LF | $ 22.00 | 0 | $ - | 20 | $ 440.00 | 20 | $ 440.00 |
| 30 | 6" Crosswalk Striping | LF | $ 10.00 | 0 | $ - | 200 | $ 2,000.00 | 200 | $ 2,000.00 |
| 31 | Signage (Parking Lot, Access Road, and Shared-use Path) | EA | $ 400.00 | 5 | $ 2,000.00 | 7 | $ 2,800.00 | 12 | $ 4,800.00 |
| 32 | 4" Thick Unreinforced Concrete Sidewalk | SY | $ 60.00 | 2,134 | $ 128,040.00 | 250 | $ 15,000.00 | 2,384 | $ 143,040.00 |
| 33 | 5 1/2" Thick Reinforced Concrete Pavement-Adjacent Parking Lot | SY | $ 80.00 | 277 | $ 22,160.00 | 0 | $ - | 277 | $ 22,160.00 |
| 34 | 6" Reinforced Concrete Pavement (ADA Ramps on Shared-use Path Along Couty Rd. 15) | SY | $ 85.00 | 0 | $ - | 56 | $ 4,760.00 | 56 | $ 4,760.00 |
| 35 | 2 3/4" Thick, 10'-Wide Asphalt Shared-Use Path Replacement Along County Rd 15 | TON | $ 140.00 | 0 | $ - | 75 | $ 10,500.00 | 75 | $ 10,500.00 |
| 36 | 4" Aggregate Base - Under 4" Concrete Pavement & Asphalt Shared-Use Path | TON | $ 40.00 | 578 | $ 23,120.00 | 61 | $ 2,440.00 | 639 | $ 25,560.00 |
| 37 | 4" Aggregate Surface - 6' Wide Trail | TON | $ 75.00 | 411 | $ 30,825.00 | 0 | $ - | 411 | $ 30,825.00 |
| 38 | Detectable Warning Panels | SF | $ 45.00 | 64 | $ 2,880.00 | 80 | $ 3,600.00 | 144 | $ 6,480.00 |
| 39 | Retaining Wall | SFF | $ 35.00 | 333 | $ 11,655.00 | 667 | $ 23,345.00 | 1,000 | $ 35,000.00 |
| 40 | Vehicular Guardrail | LF | $ 50.00 | 50 | $ 2,500.00 | 100 | $ 5,000.00 | 150 | $ 7,500.00 |
| 41 | Detention Pond Outlet Structure | EA | $ 10,000.00 | 1 | $ 10,000.00 | 0 | $ - | 1 | $ 10,000.00 |
| 42 | Detention Pond 24" Outlet Pipe | LF | $ 150.00 | 30 | $ 4,500.00 | 0 | $ - | 30 | $ 4,500.00 |
| 43 | 12" Storm Sewer Pipe - 20' Length w/ FES (under concrete sidewalk & trails) | EA | $ 1,400.00 | 10 | $ 14,000.00 | 0 | $ - | 10 | $ 14,000.00 |
| 44 | 15" Storm Sewer Pipe (Drainage Impr. Where Access Road Connects to County Rd. 15) | LF | $ 100.00 | 0 | $ - | 25 | $ 2,500.00 | 25 | $ 2,500.00 |
| 45 | 18" Storm Sewer Pipe (Drainage Impr. Where Access Road Connects to County Rd. 15) | LF | $ 125.00 | 0 | $ - | 150 | $ 18,750.00 | 150 | $ 18,750.00 |
| 46 | 18" Flared End Section (Drainage Impr. Where Access Road Connects to County Rd. 15) | EA | $ 600.00 | 0 | $ - | 2 | $ 1,200.00 | 2 | $ 1,200.00 |
| 47 | 48" Storm Manhole (Drainage Impr. Where Access Road Connects to County Rd. 15) | EA | $ 5,500.00 | 0 | $ - | 1 | $ 5,500.00 | 1 | $ 5,500.00 |
| 48 | 36" Curb Inlet (Drainage Impr. Where Access Road Connects to County Rd. 15) | EA | $ 4,500.00 | 0 | $ - | 1 | $ 4,500.00 | 1 | $ 4,500.00 |
| 49 | Site Water Provision (Connection to Rural Water Service, Curb Stop & Box, Meter Box, and Hose Bib) | LS | $ 20,000.00 | 1 | $ 20,000.00 | 0 | $ - | 1 | $ 20,000.00 |
| 50 | Site Electrical Provisions (Parking Lot Lighting) | LS | $ 25,000.00 | 1 | $ 25,000.00 | 0 | $ - | 1 | $ 25,000.00 |
| 51 | Park Bench | EA | $ 1,700.00 | 12 | $ 20,400.00 | 0 | $ - | 12 | $ 20,400.00 |
| 52 | Park Bench Canopy | EA | $ 7,000.00 | 2 | $ 14,000.00 | 0 | $ - | 2 | $ 14,000.00 |
| 53 | Trash Receptacle | EA | $ 1,000.00 | 8 | $ 8,000.00 | 0 | $ - | 8 | $ 8,000.00 |
| 54 | Dog Waste Dispensor | EA | $ 800.00 | 6 | $ 4,800.00 | 0 | $ - | 6 | $ 4,800.00 |
| 55 | Wood Railing Fence | LF | $ 75.00 | 0 | $ - | 0 | $ - | 0 | $ - |
| 56 | Concrete Landscape Curb | LF | $ 8.00 | 360 | $ 2,880.00 | 0 | $ - | 360 | $ 2,880.00 |
| 57 | Rock Landscape Mulch and Fabric | SY | $ 25.00 | 570 | $ 14,250.00 | 0 | $ - | 570 | $ 14,250.00 |
| 58 | Deciduous Trees | EA | $ 500.00 | 5 | $ 2,500.00 | 0 | $ - | 5 | $ 2,500.00 |
| 59 | Coniferous Trees | EA | $ 300.00 | 70 | $ 21,000.00 | 0 | $ - | 70 | $ 21,000.00 |
| 60 | Shrub - #5 Cont. | EA | $ 65.00 | 14 | $ 910.00 | 0 | $ - | 14 | $ 910.00 |
| 61 | Shrub - #2 Cont. | EA | $ 45.00 | 154 | $ 6,930.00 | 0 | $ - | 154 | $ 6,930.00 |
| 62 | Perennial - #1 Cont. | EA | $ 35.00 | 67 | $ 2,345.00 | 0 | $ - | 67 | $ 2,345.00 |
| 62 | Seeding and Hydraulic Mulch | ACRE | $ 5,250.00 | 4.6 | $ 24,150.00 | 0.2 | $ 1,050.00 | 4.8 | $ 25,200.00 |
| 63 | Materials Testing | LS | $ 11,500.00 | 0.87 | $ 10,005.00 | 0.13 | $ 1,495.00 | 1.0 | $ 11,500.00 |
| 64 | Spray Applied Herbicide Weed Control - 18" Width (Earthen Trails) | LF | $ 0.50 | 5,020 | $ 2,510.00 | 0 | $ - | 5,020 | $ 2,510.00 |
| 65 | Granular Herbicide Weed Control-Asphalt & Aggregate Trails | LF | $ 1.00 | 2,370 | $ 2,370.00 | 419 | $ 419.00 | 2,789 | $ 2,789.00 |
| | **Estimated Subtotal Construction Costs =** | | | | **$ 946,890.00** | | **$ 312,869.50** | | **$ 1,259,759.50** |
| | **Contingency (15%) =** | | | | **$ 142,033.50** | | **$ 46,930.43** | | **$ 188,963.93** |
| | **Engineering (13%) =** | | | | **$ 141,560.06** | | **$ 46,773.99** | | **$ 188,334.05** |
| | **City Admin, Finance, Misc. (15%) =** | | | | **$ 163,338.53** | | | | **$ 163,338.53** |
| | **Construction Costs w/ Contingency & Engineering =** | | | | **$ 1,393,822.08** | | **$ 406,573.92** | | **$ 1,800,396.00** |

| **Bid Schedule - Alternate 1 - Concrete Trail** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| ITEM | DESCRIPTION | UNIT | UNIT PRICE | QNTY | Sub-total Cost | QNTY | Sub-total Cost | Total QNTY | Total Cost |
| 1 | Subgrade Preparation (Trails) | STA | $ 550.00 | -2.4 | $ (1,320.00) | 0.0 | $ - | -2.4 | $ (1,320.00) |
| 2 | Subgrade Preparation Under Parking Lot, Access Road, and Right Turn Lane, Sidewalk, SUP | SY | $ 5.50 | 1,600 | $ 8,800.00 | 0 | $ - | 1,600 | $ 8,800.00 |
| 3 | 4" Thick Unreinforced Concrete Sidewalk | SY | $ 60.00 | 1,600 | $ 96,000.00 | 0 | $ - | 1,600 | $ 96,000.00 |
| 4 | 4" Aggregate Base - Under 4" Concrete Pavement & Asphalt Shared-Use Path | TON | $ 40.00 | 411 | $ 16,440.00 | 0 | $ - | 411 | $ 16,440.00 |
| 5 | 4" Aggregate Surface - 6' Wide Trail | TON | $ 75.00 | -411 | $ (30,825.00) | 0 | $ - | -411 | $ (30,825.00) |
| | **Estimated Subtotal Construction Costs =** | | | | **$ 89,095.00** | | **$ -** | | **$ 89,095.00** |
| | **Contingency (15%) =** | | | | **$ 13,364.25** | | **$ -** | | **$ 13,364.25** |
| | **Engineering (13%) =** | | | | **$ 13,319.70** | | **$ -** | | **$ 13,319.70** |
| | **City Admin, Finance, Misc. (15%) =** | | | | **$ 15,368.89** | | **$ -** | | **$ 15,368.89** |
| | **Construction Costs w/ Contingency & Engineering =** | | | | **$ 131,147.84** | | **$ -** | | **$ 131,147.84** |
| | **Construction Costs Base Bid + Alt 1 w/ Contingency & Enginee** | | | | | | | | **$ 1,931,543.84** |

In providing estimates of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing and that the Consultant's estimates of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's estimate of probable construction cost. The Client assumes all liability if using this Probable Construction Cost for determining project feasibility or securing project funding/financing.

| Parcel ID | Property Address | Owner | Owner Address | Owner City | Owner State | Owner Zip | Legal | Sq Ft | Petition | Petitioned SF | Front Footage | Side Footage | Assessed Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MI16.F49.000.0010 | | MINOT PARK DISTRICT | 420 3RD AVE SW | MINOT | ND | 8701-4310 | FAMILY RECREATION ADDITIONLOT 1 | 10,410,143.04 | TRUE | 10,410,143.04 | 2652.77 | | $ 388.60 |
| **Total** | | | | | | | | **10,410,143.04** | | **10,410,143.04** | **2,652.77** | **0.00** | **$ 388.60** |

| | | |
|---|---|---|
| **Estimated Construction Cost** | **$** | **1,035,985.00** |
| **Contingency, 15%** | **$** | **155,397.75** |
| **Total of All Construction** | **$** | **1,191,382.75** |
| **Engineering, 13%** | **$** | **154,879.76** |
| **City Administration, 8%** | **$** | **95,310.62** |
| **City Finance, 6%** | **$** | **71,482.97** |
| **Miscellaneous, 1%** | **$** | **11,913.83** |
| **Right-of-Way and Easement Acquisition** | **$** | **-** |
| **Total Costs** | **$** | **1,524,969.92** |

| | |
|---|---|
| Petitioned SF | 10,410,143.04 |
| Total SF | 10,410,143.04 |
| % of property petitioned | **100.00%** |

Estimated Total Assessment Cost Per Square Foot $ 0.15