PRELIMINARY REPORT

For

2020 SOUTHWEST BURNSVILLE STREET IMPROVEMENTS (CONTRACT 20-103)

City of Burnsville, Minnesota

PRELIMINARY REPORT

2020 SOUTHWEST BURNSVILLE STREET IMPROVEMENTS

(CONTRACT 20-103)

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.

John D. Schmeling, P.E.
Reg. No. 54197

Date: December 17, 2019

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I. EXECUTIVE SUMMARY

On May 7, 2019, the Burnsville City Council ordered the preparation of a preliminary report for the 2020 Southwest Burnsville Street Improvements (Contract 20-103). This project consists of rehabilitation of streets in the southwest Burnsville area as listed below.

Southwest Burnsville Area Rehabilitation (20-103-L2)

Brown Ln from Valley View Rd to Loop Rd N
Circle High Dr from Circle High Dr to Circle High Dr
Circle High Dr from County Rd 5 to Circle High Dr
Loop Rd N from Marcia Ann Ln to Loop Rd S
Loop Rd S from Judicial Rd to Marcia Ann Ln
Marcia Ann Ln from Loop Rd N to Cul-de-sac
Omeara Ct from Judicial Rd to Cul-de-sac

Street rehabilitation consists of removing and replacing the most deteriorated pavement areas and placing a 2" asphalt overlay. The street rehabilitation project includes underground utility casting adjustments.

This report provides a project introduction describing the project, a description of the existing conditions, an analysis of the proposed improvements, any easement and permit requirements to complete the project, the financing summary and description of special assessments, the project schedule, the conclusion and supporting documents via the appendices.

The total estimated cost for the 2020 Southwest Burnsville Street Improvements (Contract 20-103) is **$1,041,500**.

These costs include allocations for construction of the improvements, engineering, construction management, legal, fiscal and administration costs and a contingency for unforeseen items encountered during the construction process. The costs are proposed to be paid from the Infrastructure Trust Fund, City Enterprise Funds (Sewer and Water Utility Fund, and Storm Water Utility Fund) and Special Assessments. The 2020 Southwest Burnsville Street Improvements (Contract 20-103) are proposed to be partially funded through special assessment and therefore will follow the Minnesota Statute 429 process in order to legally complete the assessment process. Assistance with petitioning for other street lighting projects will be offered to residents in the street improvement areas that presently don't have street lighting.

II. INTRODUCTION AND BACKGROUND

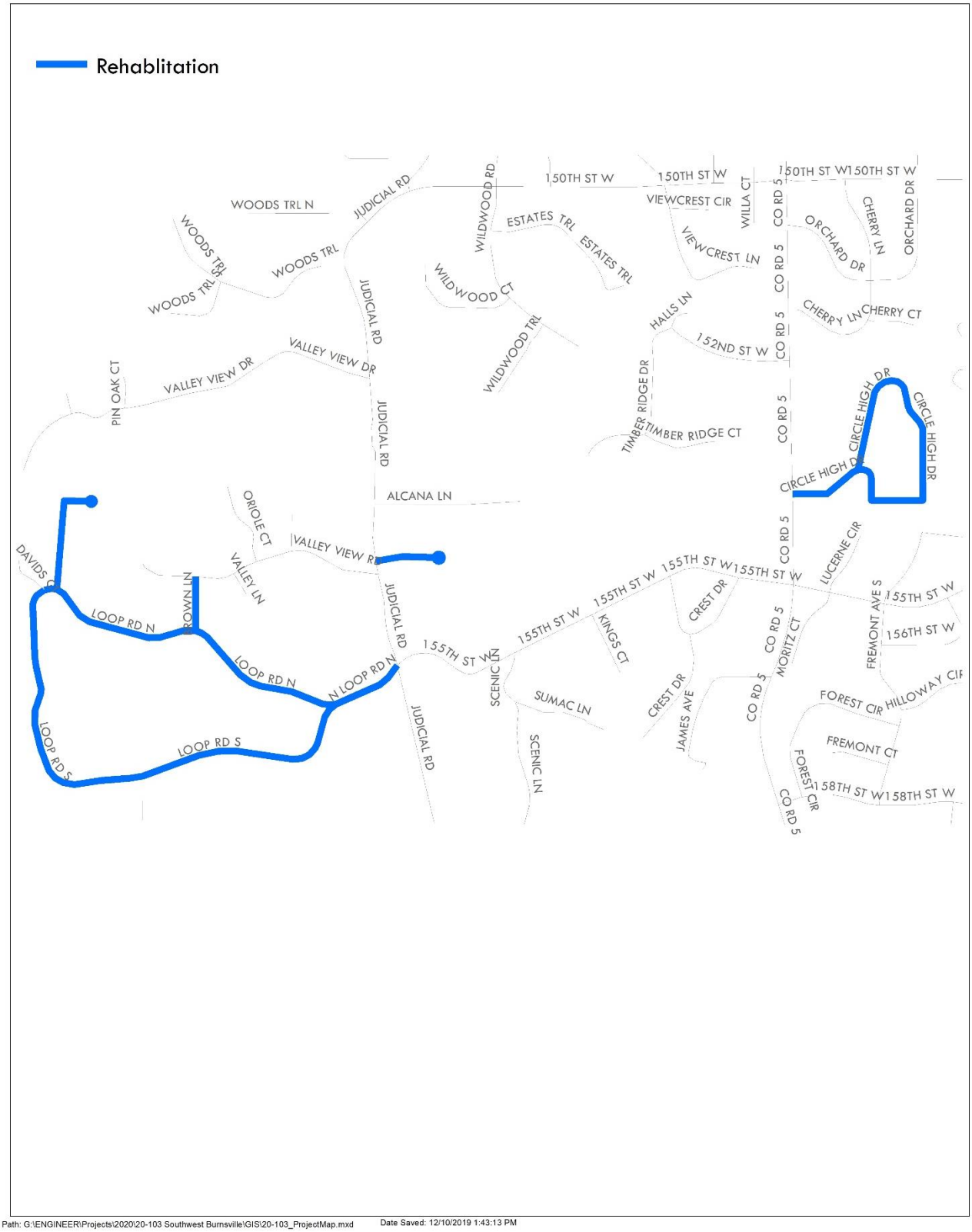
A. CAPITAL IMPROVEMENT PLAN

The City's Capital Improvements Plan (CIP) lists many projects planned for the next five years. The various projects listed in the CIP must be considered before they are started. This report is intended to consider the projects and street segments listed below.

Southwest Burnsville Area Rehabilitation (20-103-L2)

Brown Ln from Valley View Rd to Loop Rd N
Circle High Dr from Circle High Dr to Circle High Dr
Circle High Dr from County Rd 5 to Circle High Dr
Loop Rd N from Marcia Ann Ln to Loop Rd S
Loop Rd S from Judicial Rd to Marcia Ann Ln
Marcia Ann Ln from Loop Rd N to Cul-de-sac
Omeara Ct from Judicial Rd to Cul-de-sac

B. OVERVIEW MAP



Path: G:\ENGINEER\Projects\2020\20-103 Southwest Burnsville\GIS\20-103_ProjectMap.mxd Date Saved: 12/10/2019 1:43:13 PM

Figure 1 – 2020 Street Southwest Burnsville Street Improvements (Contract 20-103) Overview Map

C. BACKGROUND DATA

Information and materials used in the preparation of this report include:

- Street and Utility Record Drawings
- Utility Repair Records
- Field Observation of Project Areas
- Utility Structure Inspection Records
- Geotechnical Report, American Engineering and Testing, dated January 19, 2017
- Geotechnical Report, WSB, dated November 20, 2019

III. EXISTING CONDITIONS

A. 2020 SOUTHWEST BURNSVILLE STREET IMPROVEMENTS

1. Street Existing Conditions

Table 1 has detailed individual street condition information for the project. The following is a summary of the street condition for these streets:

- Rural design
- Originally constructed as gravel streets
- Generally paved in the early 1990's
- Generally in moderate to poor condition
- Have about 2.5" of asphalt over 5" to 7" of aggregate base
- Various areas have asphalt curb

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Table 1 – Existing Street Condition Summary

Street Segments	Length [mi]	Class	Approx. Latest Const. Year	Average Asphalt Thickness [in]	Ave. Agg. Base Thickness [in]	Curb Type	PCI
Southwest Burnsville Area Rehabilitation (20-103-L2)	**2.47**						
Brown Ln from Valley View Rd to Loop Rd N	0.08	Local	1998	2.5	5	No Curb / Asphalt Curb	24
Circle High Dr from Circle High Dr to Circle High Dr	0.50	Local	1991	2.5	7	No Curb / Asphalt Curb	30
Circle High Dr from County Rd 5 to Circle High Dr	0.11	Local	1991	2.5	7	No Curb / Asphalt Curb	30
Loop Rd N from Marcia Ann Ln to Loop Rd S	0.52	Local	1998	2.5	5	No Curb / Asphalt Curb	29
Loop Rd S from Judicial Rd to Marcia Ann Ln	0.92	Local	1998	2.5	5	No Curb / Asphalt Curb	39
Marcia Ann Ln from Loop Rd N to Cul-de-sac	0.20	Local	1998	2.5	5	No Curb / Asphalt Curb	48
Omeara Ct from Judicial Rd to Cul-de-sac	0.13	Local	1985	2.5	9	No Curb / Asphalt Curb	37

IV. PROPOSED IMPROVEMENTS

A. 2020 SOUTHWEST BURNSVILLE STREET IMPROVEMENTS

1. Proposed Street Improvements

Improvements

Table 2 details the proposed street improvements for the project. Street improvements include:

- Edge mill and 2" asphalt overlay for all streets
- Removal and replacement of significantly deteriorated pavement areas prior to paving
- Installation of asphalt curb where appropriate
- Replacement of street signs and modification of signs to meet current sign standards for all streets

Justification

Streets are generally in good enough condition to extend the service life and reduce future maintenance through replacement of significantly deteriorated areas and installing an overlay. Overlay extends the service life of the streets by about 15 years.

Edge Mill and Overlay Process

The edge width mill and overlay process consists of:

- Milling the edge to remove existing asphalt curb
- Removal and patching of the left in place asphalt as needed to repair significantly deteriorated areas
- Paving of all asphalt layers

Sustainability

Street rehabilitation promotes sustainability.

- It leaves most of the existing pavement in place
- It prevents the need for reconstruction
- It is cost effective

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Table 2 – Proposed Street Improvements Summary

Street Segment	Asphalt Removal Method	Proposed Asphalt [in]	Asphalt Layers	Proposed Base
Southwest Burnsville Area Rehabilitation (20-103-L2)				
Brown Ln from Valley View Rd to Loop Rd N	Edge Mill	2	1	Left In Place Asphalt
Circle High Dr from Circle High Dr to Circle High Dr	Edge Mill	2	1	Left In Place Asphalt
Circle High Dr from County Rd 5 to Circle High Dr	Edge Mill	2	1	Left In Place Asphalt
Loop Rd N from Marcia Ann Ln to Loop Rd S	Edge Mill	2	1	Left In Place Asphalt
Loop Rd S from Judicial Rd to Marcia Ann Ln	Edge Mill	2	1	Left In Place Asphalt
Marcia Ann Ln from Loop Rd N to Cul-de-sac	Edge Mill	2	1	Left In Place Asphalt
Omeara Ct from Judicial Rd to Cul-de-sac	Edge Mill	2	1	Left In Place Asphalt

2. *Proposed Sanitary Sewer Improvements*

Improvements

The proposed sanitary sewer improvements include:

- Replacement or adjustment of sanitary sewer manhole castings

Justification

The sanitary sewer manhole castings will be disturbed by street improvements.

3. *Proposed Storm Sewer Improvements*

Improvements

The proposed storm sewer improvements include:

- Replacement or adjustment of storm sewer manhole castings
- Replacement or adjustment of catch basin castings where damaged or not compliant with current standards
- Locating drainage culverts
- Cleaning and restoration of drainage culverts

Justification

The storm sewer manhole castings will be disturbed by street improvements. Drainage culverts need to be kept in working condition to maintain drainage.

V. RIGHT OF WAY EASEMENTS AND PERMITS

A National Pollutant Discharge Elimination System (NPDES) construction storm water permit will be necessary and obtained from the Minnesota Pollution Control Agency for the reconstruction/reclamation projects.

All of the work is within the City's right-of-way except at connections to county roadways. The City or its contractor will obtain any necessary right-of-way permits or approvals from Dakota County for any work in their right-of-ways.

VI. COST ESTIMATES

The estimated total project costs include construction costs plus 28% indirect costs. The estimated construction costs are based on past construction costs with a small increase for inflation. The 28% indirect costs consist of:

- 15% Engineering
- 5% Administration
- 5% Construction Contingency
- 3% Legal and Fiscal Costs

Table 3 summarizes the total estimated project costs.

Table 3 – Estimated Project Costs

Improvements Type	Estimated Cost
Sanitary Sewer	$1,000
Storm Sewer	$13,500
Street and Surface	$1,027,000
Total:	**$1,041,500**

Appendix A contains a detailed cost estimate.

VII. FINANCING

A. FUNDING SOURCES

Table 4 identifies the funding sources for each type of improvement on street reclamation and rehabilitation projects.

Table 4 – Funding Source(s) by Improvement Type

Improvements Type	Funding Source(s)
Sanitary Sewer	Sanitary Sewer Utility Fund
Storm Sewer	Storm Water Utility Fund
Street and Surface	Deferred Special Assessments Special Assessments Infrastructure Trust Fund

B. SPECIAL ASSESSMENTS

1. *Policies*

Appendix C contains a copy of City Policy 5.010 – Public Improvements Special Assessment Policy. This policy:

- States that streets in the southwest area shall be assessed in accordance with City Policy 5.035 – Street and Utility Improvements in the Southwest Area
- States general special assessment terms and requirements
- Sets minimum standards for street reconstruction, reclamation, and rehabilitation
- Allows for 100% special assessment on items that were not included on the original street such as concrete curb and gutter, sidewalks, and on-street parking

Appendix D contains a copy of City Policy 5.035 – Street and Utility Improvements in the Southwest Area. This policy:

- Allows City-initiated street improvements
- Requires the City to fund 60% of the actual street improvement costs including engineering and administrative costs for City-initiated street improvements.
- Requires the City to assess 40% of the actual street improvement costs including engineering and administrative costs to properties fronting and/or gaining access via the street being improved for City-initiated street improvements.
- Specifies a per-unit assessment basis.
- Defines assessable units as any existing or future developable lot in compliance with City Code that gains access from the street being improved.
- Requires that parcels being assessed for more than one unit be assessed the first unit. Assessment for the remaining units will be deferred, interest free, until the parcel is subdivided. If the parcel is not subdivided within 15 years, the deferred units will not be assessed.
- Allows for 100% special assessment on items that were not included on the original street such as concrete curb and gutter, sidewalks, and on-street parking.

2. *Rates*

The preliminary per-unit assessment rate is calculated based on estimated project costs.

Total Estimated Street Improvements Project Cost = $1,027,000
40% of Estimated Street Improvements Project Cost = $410,800
Total Assessable Units = 79*
Preliminary Per-Unit Assessment Rate** = $410,800 ÷ 79 = **$5,200 per unit**

*5 units will be deferred per Policy 5.035.

**The final per-unit assessment rate will be calculated when the project is substantially complete and prior to the assessment hearing based on the projected final actual project cost.

3. *Areas*

Pursuant to the above discussions, the following areas are proposed for assessment:

Southwest Burnsville Area Rehabilitation (20-103-L2)

Brown Ln from Valley View Rd to Loop Rd N
Circle High Dr from Circle High Dr to Circle High Dr
Circle High Dr from County Rd 5 to Circle High Dr
Loop Rd N from Marcia Ann Ln to Loop Rd S
Loop Rd S from Judicial Rd to Marcia Ann Ln
Marcia Ann Ln from Loop Rd N to Cul-de-sac
Omeara Ct from Judicial Rd to Cul-de-sac

Appendix B contains the preliminary assessment map and assessment roll for the project.

4. *Bonding*

The required bonding for this project are likely going to be Assessment Bonds under State Statute 429. The City will follow the requirements of the Statute 429 process for assessments and the possibility of issuing assessment bonds.

VIII. PROJECTED PROJECT COSTS AND BUDGET

Table 5 shows the estimated costs for the projects and the Capital Improvement Plan budget. The total estimated project costs are higher than the budget. Cost estimating these projects is challenging. Future Capital Improvement Plans will be adjusted, if necessary, to ensure all funds have adequate fund balance.

Table 5 – Estimated Project Funding and Capital Improvement Plan Budget

Funding Source	Total Estimated	Capital Improvement Plan Budget
Sanitary Sewer Utility Fund*	$1,000	NA
Storm Water Utility Fund*	$13,500	NA
Deferred Special Assessments (Street)	$26,000	NA
Special Assessments (Street)	$384,800	$320,000
Infrastructure Trust Fund	$616,200	$480,000
Total:	**$1,041,500**	**$800,000**

*The minor utility work will be covered by utility funds from the 2020 street improvement projects shown in the Capital Improvement Plan.

Appendix A contains a detailed funding breakdown and project cost estimate.

IX. SCHEDULE

The proposed schedule is as follows:

Order Preparation of Preliminary Report (429)……. May 7, 2019

Neighborhood Meeting……...……... December 5, 2019

Receive Preliminary Report, Order Plans and Specifications, Call Public Hearing (429)…… December 17, 2019

Public Hearing, Order Improvement, Approve Plans and Specifications and Order Ad for Bids (429) February 4, 2020

Receive Bids…….. February 2020

Consider Award of Contracts…… March 2020

Pre-Construction Open House……... April or May 2020

Construction Begins……...… April or May 2020

Public Hearings – Special Assessments…… September 8, 2020

Construction Substantially Completed…….. September 2020

Final Cleanup Completed…….. June 2021

X. CONCLUSION

The project and improvements outlined in this report are feasible, cost-effective and necessary improvements for the City of Burnsville and should be constructed as outlined in this report.

2020 Southwest Burnsville Street Improvements
(Contract 20-103)
Preliminary Report

APPENDICES

2020 Southwest Burnsville Street Improvements
(Contract 20-103)
Preliminary Report

APPENDIX A
COST ESTIMATES
&
FINANCING

2020 Southwest Burnsville Street Improvements (Contract 20-103)
Cost Estimate and Proposed Funding

Project	Estimated Cost
Rehabilitation	
Southwest Burnsville Area Rehabilitation (20-103-L2)	**$1,041,500**
Sanitary Sewer Utility Fund	$1,000
Storm Water Utility Fund	$13,500
Deferred Special Assessments (Street)	$26,000
Special Assessments (Street)	$384,800
Infrastructure Trust Fund	$616,200
Rehabilitation Total	**$1,041,500**

2020 Southwest Burnsville Street Improvements (Contract 20-103)
Cost Estimate

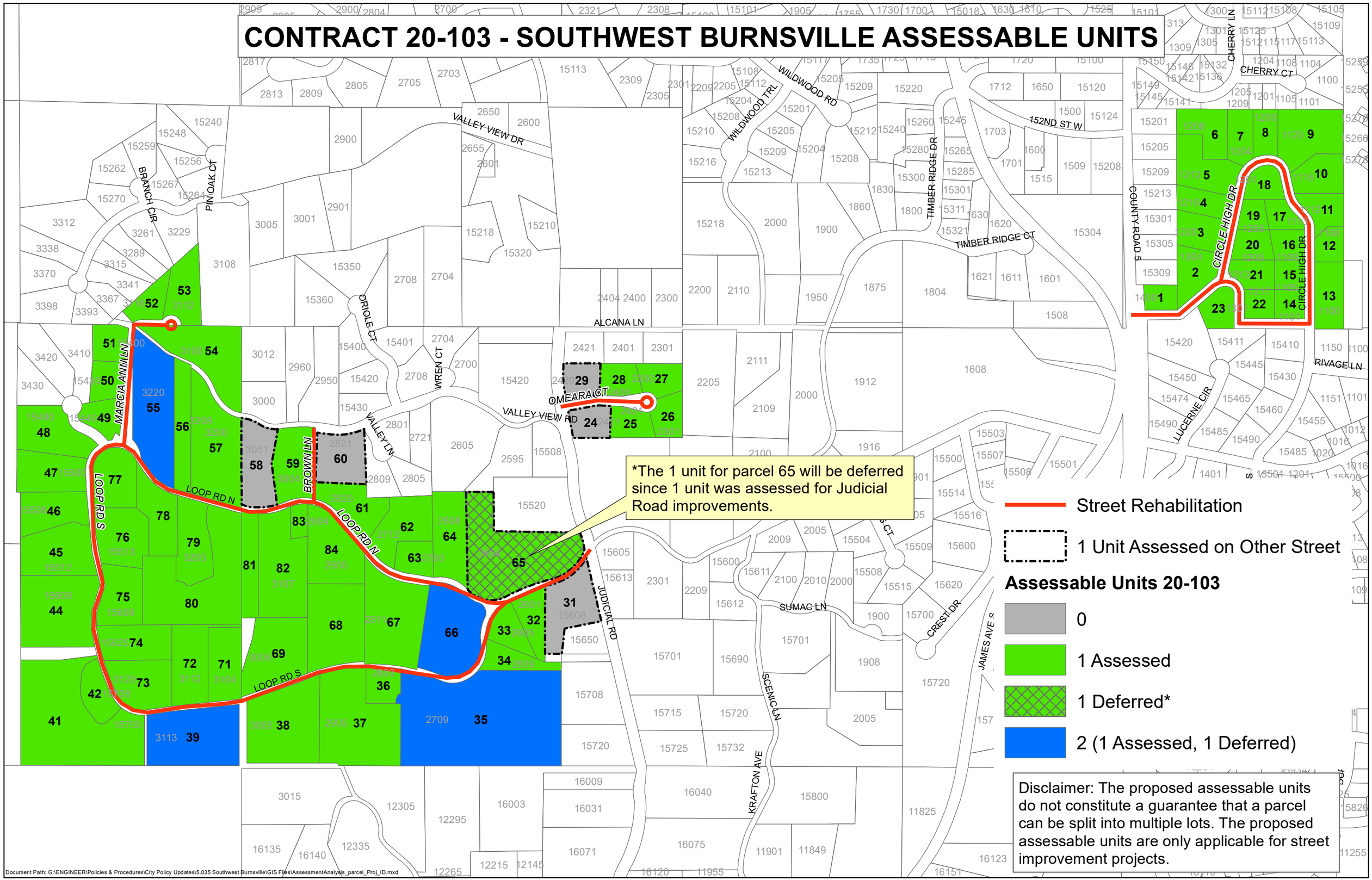
Item Number	English Description	English Units	Estimated Unit Price	Street Quantity	Street Cost	Storm Quantity	Storm Cost	Sanitary Quantity	Sanitary Cost	Total Quantity	Total Cost
2021.501/00010	MOBILIZATION	LS	$20,450.00	1	$20,450.00		$0.00		$0.00	1.00	$20,450.00
2232.504/00010	MILL BITUMINOUS SURFACE	S Y	$1.00	24500	$24,500.00		$0.00		$0.00	24500.00	$24,500.00
2104.502/01220	REMOVE SIGN	EACH	$40.00	16	$640.00		$0.00		$0.00	16.00	$640.00
2104.503/00320	REMOVE BITUMINOUS CURB	L F	$1.00	9800	$9,800.00		$0.00		$0.00	9800.00	$9,800.00
2104.503/00315	REMOVE CURB & GUTTER	L F	$15.00		$0.00	140	$2,100.00		$0.00	140.00	$2,100.00
2104.504/00080	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	$20.00	60	$1,200.00		$0.00		$0.00	60.00	$1,200.00
2104.504/00110	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	$15.00	775	$11,625.00		$0.00		$0.00	775.00	$11,625.00
2104.504/00120	REMOVE BITUMINOUS PAVEMENT	S Y	$10.00	12200	$122,000.00		$0.00		$0.00	12200.00	$122,000.00
2105.504/00035	GEOTEXTILE FABRIC TYPE 5	S Y	$1.50	3000	$4,500.00		$0.00		$0.00	3000.00	$4,500.00
2105.507/00050	SUBGRADE EXCAVATION	C Y	$20.00	500	$10,000.00		$0.00		$0.00	500.00	$10,000.00
2105.509/00010	STABILIZING AGGREGATE	TON	$20.00	900	$18,000.00		$0.00		$0.00	900.00	$18,000.00
2118.507/00150	AGGREGATE SURFACING (CV) CLASS 5	C Y	$30.00	50	$1,500.00		$0.00		$0.00	50.00	$1,500.00
2123.601/80000	EQUIPMENT RENTAL	LUMP SUM	$10,000.00	1	$10,000.00		$0.00		$0.00	1.00	$10,000.00
2123.610/00410	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$150.00	30	$4,500.00		$0.00		$0.00	30.00	$4,500.00
2211.509/00070	AGGREGATE BASE CLASS 5	TON	$15.00	1200	$18,000.00		$0.00		$0.00	1200.00	$18,000.00
2357.506/00010	BITUMINOUS MATERIAL FOR TACK COAT	GAL	$2.00	3000	$6,000.00		$0.00		$0.00	3000.00	$6,000.00
2360.504/00050	TYPE SP 9.5 WEARING COURSE MIX (2;B) 3" THICK	S Y	$35.00	775	$27,125.00		$0.00		$0.00	775.00	$27,125.00
2360.509/13200	TYPE SP 9.5 WEARING COURSE MIX (3;B)	TON	$65.00	4800	$312,000.00		$0.00		$0.00	4800.00	$312,000.00
2360.509/23200	TYPE SP 12.5 WEARING COURSE MIX (3;B)	TON	$65.00	1150	$74,750.00		$0.00		$0.00	1150.00	$74,750.00
2506.602/06100	ADJUST FRAME & RING CASTING	EACH	$780.00		$0.00		$0.00	1	$780.00	1.00	$780.00
2506.602/90061	ADJUST CATCH BASIN CASTING	EACH	$500.00		$0.00	7	$3,500.00		$0.00	7.00	$3,500.00
2535.503/00010	BITUMINOUS CURB	L F	$6.00	9800	$58,800.00		$0.00		$0.00	9800.00	$58,800.00
2531.504/00060	6" CONCRETE DRIVEWAY PAVEMENT	S Y	$65.00	60	$3,900.00		$0.00		$0.00	60.00	$3,900.00
2531.603/00010	CONCRETE CURB & GUTTER (SPOT REPLACEMEN	L F	$35.38		$0.00	140	$4,953.20		$0.00	140.00	$4,953.20
2563.601/90010	TEMPORARY TRAFFIC CONTROL	LUMP SUM	$10,000.00	1	$10,000.00		$0.00		$0.00	1.00	$10,000.00
2564.518/00130	SIGN PANELS TYPE C	S F	$50.00	64	$3,200.00		$0.00		$0.00	64.00	$3,200.00
2564.602/90002	9" STREET SIGN WITH POST TYPE 1-R	EACH	$200.00	12	$2,400.00		$0.00		$0.00	12.00	$2,400.00
2573.502/00110	STORM DRAIN INLET PROTECTION	EACH	$150.00	7	$1,050.00		$0.00		$0.00	7.00	$1,050.00
2575.604/80000	SEED W/4" COMPACTED TOPSOIL W/TACKIFIER	SQ YD	$8.00	5800	$46,400.00		$0.00		$0.00	5800.00	$46,400.00
			Subtotal Construction Cost:		*$802,340*		*$10,550*		*$780*		*$813,670*
			28% Overhead:		*$224,660*		*$2,950*		*$220*		*$227,830*
			Total Project Cost:		**$1,027,000**		**$13,500**		**$1,000**		**$1,041,500**

2020 Southwest Burnsville Street Improvements
(Contract 20-103)
Preliminary Report

APPENDIX B
PRELIMINARY ASSESSMENT

ROLL & MAP

CONTRACT 20-103 - SOUTHWEST BURNSVILLE ASSESSABLE UNITS



CITY OF BURNSVILLE
ASSESSMENT ROLL FOR STREET REHABILITATION
SOUTHWEST BURNSVILLE
MUNICIPAL IMPROVEMENT PROJECT 20-103-L2

2020 Per Unit Assessment Rate: $5,200.00

	OWNER/ADDRESS	PIN	SITE ADDRESS	LEGAL	Assessed Units	2020 Asmt.	Deferred Units	Deferred Asmt.	TOTAL ASMT.
1	KHOI NGUYEN L KHOUNG ERIC KHOUNG 1400 CIRCLE HIGH DR BURNSVILLE MN 55306	02-17500-02-160	1400 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 16 2	1	$5,200.00	0	$0.00	$5,200.00
2	ROBERT E & MARGERIE WORKMAN 1304 CIRCLE HIGH DR BURNSVILLE MN 55306-4910	02-17500-02-150	1304 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 15 2	1	$5,200.00	0	$0.00	$5,200.00
3	DEBORAH L & WILLIAM EMERSON 1220 CIRCLE HIGH DR BURNSVILLE MN 55306-4908	02-17500-02-140	1220 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 14 2	1	$5,200.00	0	$0.00	$5,200.00
4	CHARLES W & KIMBERLY WOLFF 1216 CIRCLE HIGH DR BURNSVILLE MN 55306-4908	02-17500-02-120	1216 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 12 2	1	$5,200.00	0	$0.00	$5,200.00
5	JEANETTE A TST EUE N RICHARD TST EUE 1212 CIRCLE HIGH DR BURNSVILLE MN 55306-4908	02-17500-02-110	1212 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 11 2	1	$5,200.00	0	$0.00	$5,200.00
6	DOUGLAS J & NANCY M SHELLUM 1208 CIRCLE HIGH DR BURNSVILLE MN 55306-4908	02-17500-02-100	1208 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 10 2	1	$5,200.00	0	$0.00	$5,200.00
7	PHYLLIS MALENKE 1204 CIRCLE HIGH DR BURNSVILLE MN 55306	02-17500-02-080	1204 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 8 2	1	$5,200.00	0	$0.00	$5,200.00
8	CHERYL P THOM 1200 CIRCLE HIGH DR BURNSVILLE MN 55306-4908	02-17500-02-070	1200 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 7 2	1	$5,200.00	0	$0.00	$5,200.00
9	JAMES P & KIMBERLY J BALDWIN 1120 CIRCLE HIGH DR BURNSVILLE MN 55306-4907	02-17500-02-060	1120 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 6 2	1	$5,200.00	0	$0.00	$5,200.00
10	MIKHAIL GOLIK 1116 CIRCLE HIGH DR BURNSVILLE MN 55306	02-17500-02-030	1116 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 3 2	1	$5,200.00	0	$0.00	$5,200.00
11	CHARLES T & REBECCA HELLER 1112 CIRCLE HIGH DR BURNSVILLE MN 55306-4907	02-17500-02-011	1112 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 1 2	1	$5,200.00	0	$0.00	$5,200.00
12	DANNY C & BONNIE J STOVER 1108 CIRCLE HIGH DR BURNSVILLE MN 55306-4907	02-17500-01-031	1108 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 3 1	1	$5,200.00	0	$0.00	$5,200.00
13	CAROLE R DAHLIN TSTE ERICKSON 1100 CIRCLE HIGH DR BURNSVILLE MN 55306	02-17500-01-020	1100 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 2 1	1	$5,200.00	0	$0.00	$5,200.00

	OWNER/ADDRESS	PIN	SITE ADDRESS	LEGAL	Assessed Units	2020 Asmt.	Deferred Units	Deferred Asmt.	TOTAL ASMT.
14	THOMAS J & PATTI J H BURNS 1101 CIRCLE HIGH DR BURNSVILLE MN 55306-4934	02-17500-03-010	1101 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 1 3	1	$5,200.00	0	$0.00	$5,200.00
15	JENNIFER JAYNE KNAPP 1105 CIRCLE HIGH DR BURNSVILLE MN 55306	02-17500-03-020	1105 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 2 3	1	$5,200.00	0	$0.00	$5,200.00
16	SUSAN J WAGNER 1109 CIRCLE HIGH DR BURNSVILLE MN 55306-4934	02-17500-03-030	1109 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 3 3	1	$5,200.00	0	$0.00	$5,200.00
17	GORDON R & DANA M JACOBSON 1113 CIRCLE HIGH DR BURNSVILLE MN 55306-4934	02-17500-03-041	1113 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 4 3	1	$5,200.00	0	$0.00	$5,200.00
18	AARON JACK PIERCE 1201 CIRCLE HIGH DR BURNSVILLE MN 55306	02-17500-03-050	1201 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 5 3	1	$5,200.00	0	$0.00	$5,200.00
19	RONALD L TSTE WILLSON JEAN C TSTE WILLSON 1205 CIRCLE HIGH DR BURNSVILLE MN 55306-4947	02-17500-03-060	1205 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 6 3	1	$5,200.00	0	$0.00	$5,200.00
20	TIMOTHY J & GERI L GORDON 1209 CIRCLE HIGH DR BURNSVILLE MN 55306-4947	02-17500-03-070	1209 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 7 3	1	$5,200.00	0	$0.00	$5,200.00
21	JULIANNE HENGLER 1213 CIRCLE HIGH DR BURNSVILLE MN 55306	02-17500-03-080	1213 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 8 3	1	$5,200.00	0	$0.00	$5,200.00
22	GARY A & TERESA A EMERSON 1217 CIRCLE HIGH DR BURNSVILLE MN 55306-4947	02-17500-03-090	1217 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 9 3	1	$5,200.00	0	$0.00	$5,200.00
23	WINIFRED ANN TSTE NEWSOM 1301 CIRCLE HIGH DR BURNSVILLE MN 55306-4909	02-17500-04-021	1301 CIRCLE HIGH DR	CIRCLE HIGH ADDITION 2 4	1	$5,200.00	0	$0.00	$5,200.00
24	CHRISTOPHER WARD GERIANNE WARD 2421 OMEARA CT BURNSVILLE MN 55306-5334	02-54300-01-010	2421 OMEARA CT	OMEARA ADDITION 1 1	0	$0.00	0	$0.00	$0.00
25	MADELINE C THOMAS 2401 OMEARA CT BURNSVILLE MN 55306	02-54300-01-020	2401 OMEARA CT	OMEARA ADDITION 2 1	1	$5,200.00	0	$0.00	$5,200.00
26	DONOVAN W & KAREN C KLAUSEN 2301 OMEARA CT BURNSVILLE MN 55306-5289	02-54300-01-030	2301 OMEARA CT	OMEARA ADDITION 3 1	1	$5,200.00	0	$0.00	$5,200.00
27	MATTHEW S & AMY W KETCHUM 2300 OMEARA CT BURNSVILLE MN 55306-5289	02-54300-01-040	2300 OMEARA CT	OMEARA ADDITION 4 1	1	$5,200.00	0	$0.00	$5,200.00
28	BRIAN L & DEBORAH L WILLIAMS 2400 OMEARA CT BURNSVILLE MN 55306-5334	02-54300-01-050	2400 OMEARA CT	OMEARA ADDITION 5 1	1	$5,200.00	0	$0.00	$5,200.00
29	JOSEPH C & ELLEN COFFEY 2420 OMEARA CT BURNSVILLE MN 55306-5334	02-54300-01-060	2420 OMEARA CT	OMEARA ADDITION 6 1	0	$0.00	0	$0.00	$0.00

	OWNER/ADDRESS	PIN	SITE ADDRESS	LEGAL	Assessed Units	2020 Asmt.	Deferred Units	Deferred Asmt.	TOTAL ASMT.
30	YVES & RUTH ZOUZOUAMBE 2609 LOOP RD S BURNSVILLE MN 55306-5253	02-13500-00-353	N/A	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 35	0	$0.00	0	$0.00	$0.00
31	JAMES D LUNNEBORG NANCY A LUNNEBORG 2420 117TH ST E STE 100 BURNSVILLE MN 55337	02-13500-00-357	15608 JUDICIAL RD	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 35	0	$0.00	0	$0.00	$0.00
32	ROXANNE J CARLSON 2601 LOOP RD S BURNSVILLE MN 55306-5253	02-13500-00-340	2601 LOOP RD S	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 34	1	$5,200.00	0	$0.00	$5,200.00
33	DALE G & JILL M RONNING 2605 LOOP RD S BURNSVILLE MN 55306-5253	02-13500-00-341	2605 LOOP RD S	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 34	1	$5,200.00	0	$0.00	$5,200.00
34	YVES & RUTH ZOUZOUAMBE 2609 LOOP RD S BURNSVILLE MN 55306-5253	02-13500-00-430	2609 LOOP RD S	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 43	1	$5,200.00	0	$0.00	$5,200.00
35	ASGM LLC 2709 LOOP RD S BURNSVILLE MN 55306	02-13500-00-453	2709 LOOP RD S	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 45	1	$5,200.00	1	$5,200.00	$10,400.00
36	RICHARD T ESSLINGER 2803 LOOP RD S BURNSVILLE MN 55306-5255	02-13500-00-452	2803 LOOP RD S	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 45	1	$5,200.00	0	$0.00	$5,200.00
37	BRUCE & DANIEL SCHMITT 2600 VALLEY VIEW DR BURNSVILLE MN 55306	02-13500-00-451	2905 LOOP RD S	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 45	1	$5,200.00	0	$0.00	$5,200.00
38	BRUCE W SCHMITT DANIEL R SCHMITT 320 MANITOBA AVE S WAYZATA MN 55391	02-13500-00-460	3005 LOOP RD S	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 46	1	$5,200.00	0	$0.00	$5,200.00
39	MERLE L & CAROL E MEYER 3113 LOOP RD S BURNSVILLE MN 55306-5258	02-13501-00-140	3113 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 14	1	$5,200.00	1	$5,200.00	$10,400.00
40	SCOTT & HENNEPIN CTY PARKS PO BOX 32 MAPLE PLAIN MN 55379	02-13501-00-141	N/A	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 14	0	$0.00	0	$0.00	$0.00
41	JUNE E TSTE PETERSON PO BOX 1344 BURNSVILLE MN 55337	02-13501-00-133	15700 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 13	1	$5,200.00	0	$0.00	$5,200.00
42	SANDRA LYNN SORVARI 15708 LOOP RD S BURNSVILLE MN 55306-5243	02-13501-00-132	15708 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 13	1	$5,200.00	0	$0.00	$5,200.00
43	STEVEN L & RENAE L MILLER 15608 LOOP RD S BURNSVILLE MN 55306	02-13501-00-134	N/A	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 13	0	$0.00	0	$0.00	$0.00
44	STEVEN L & RENAE L MILLER 15608 LOOP RD S BURNSVILLE MN 55306	02-13501-00-120	15608 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 12	1	$5,200.00	0	$0.00	$5,200.00
45	STEVEN L & RENAE MILLER ANDREW MILLER 15512 LOOP RD S BURNSVILLE MN 55306	02-13501-00-073	15512 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 7	1	$5,200.00	0	$0.00	$5,200.00

	OWNER/ADDRESS	PIN	SITE ADDRESS	LEGAL	Assessed Units	2020 Asmt.	Deferred Units	Deferred Asmt.	TOTAL ASMT.
46	JAMES W POPE TERESE M SELISKI 15506 LOOP RD S BURNSVILLE MN 55306	02-13501-00-072	15506 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 7	1	$5,200.00	0	$0.00	$5,200.00
47	JOHN R & JOANNE M MOERBITZ 15500 LOOP RD S BURNSVILLE MN 55306	02-11000-01-010	15500 LOOP RD S	AHRENDT JOHNSON ADDITION 1 1	1	$5,200.00	0	$0.00	$5,200.00
48	PATRICK & KIMBERLY EMERSON 1712 140TH ST W BURNSVILLE MN 55306	02-11000-01-020	15480 LOOP RD S	AHRENDT JOHNSON ADDITION 2 1	1	$5,200.00	0	$0.00	$5,200.00
49	NANCY ANN FRAZER 15440 MARCIA ANN LN BURNSVILLE MN 55306	02-19700-01-010	15440 MARCIA ANN LN	DAVID ALLEN ADDITION 1 1	1	$5,200.00	0	$0.00	$5,200.00
50	PATRICK C HEINZ 15420 MARCIA ANN LN BURNSVILLE MN 55306	02-19700-01-020	15420 MARCIA ANN LN	DAVID ALLEN ADDITION 2 1	1	$5,200.00	0	$0.00	$5,200.00
51	WAYNE L & SUSAN H VOIGHT 15400 MARCIA ANN LN BURNSVILLE MN 55306-5262	02-19700-01-030	15400 MARCIA ANN LN	DAVID ALLEN ADDITION 3 1	1	$5,200.00	0	$0.00	$5,200.00
52	DARRIN D & PAMELA RAHBAIN 3116 MARCIA ANN LN BURNSVILLE MN 55306-5222	02-47300-01-010	3116 MARCIA ANN LN	MARCIA ANN ADD 1 1	1	$5,200.00	0	$0.00	$5,200.00
53	WAYNE J DUCAJ SANDRA R NELSON-DUCAJ 3112 MARCIA ANN LN BURNSVILLE MN 55306-5222	02-47300-01-020	3112 MARCIA ANN LN	MARCIA ANN ADD 2 1	1	$5,200.00	0	$0.00	$5,200.00
54	STEVEN J & LAURA A TSTES RAJAVUORI 16659 INTERLACHEN BLVD LAKEVILLE MN 55044	02-13501-00-010	3100 VALLEY VIEW RD	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 1	1	$5,200.00	0	$0.00	$5,200.00
55	DALE C & KATHLEEN K GRIEPP 3220 LOOP RD N BURNSVILLE MN 55306-5217	02-13501-00-030	3220 LOOP RD N	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 3	1	$5,200.00	1	$5,200.00	$10,400.00
56	CRAIG A & CYNTHIA SORVARI 3208 LOOP RD N BURNSVILLE MN 55306-5217	02-13501-00-031	3208 LOOP RD N	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 3	1	$5,200.00	0	$0.00	$5,200.00
57	ANDREW J KAUFMANN BRIANA L KAUFMANN 3200 LOOP RD N BURNSVILLE MN 55306	02-13501-00-020	3200 LOOP RD N	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 2	1	$5,200.00	0	$0.00	$5,200.00
58	ROBERT S & JOAN L GONZALEZ 3051 VALLEY VIEW RD BURNSVILLE MN 55306	02-13500-00-102	3051 VALLEY VIEW RD	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 10	0	$0.00	0	$0.00	$0.00
59	DAVID R & ANGELIQUE ANDERSON 3004 BROWN LN BURNSVILLE MN 55306-5201	02-13500-00-101	3004 BROWN LN	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 10	1	$5,200.00	0	$0.00	$5,200.00
60	RICHARD & PEGGY EICHENLAUB 2821 VALLEY VIEW RD BURNSVILLE MN 55306-5232	02-66250-01-010	2821 VALLEY VIEW RD	R SAVARD ADDITION 1 1	0	$0.00	0	$0.00	$0.00
61	RICHARD A & AMY A FAINT 2820 LOOP RD N BURNSVILLE MN 55306-5271	02-66250-01-020	2820 LOOP RD N	R SAVARD ADDITION 2 1	1	$5,200.00	0	$0.00	$5,200.00

	OWNER/ADDRESS	PIN	SITE ADDRESS	LEGAL	Assessed Units	2020 Asmt.	Deferred Units	Deferred Asmt.	TOTAL ASMT.
62	MARK A & CHRISTINE D SAVARD 2712 LOOP RD N BURNSVILLE MN 55306-5267	02-66250-01-030	2712 LOOP RD N	R SAVARD ADDITION 3 1	1	$5,200.00	0	$0.00	$5,200.00
63	WAYNE J & SANDRA R DUCAJ 3112 MARCIA ANN LN BURNSVILLE MN 55306	02-14900-01-020	2700 LOOP RD N	BOYER ESTATES 2 1	1	$5,200.00	0	$0.00	$5,200.00
64	KLAUS A TSTE PROEHL JANET E TSTE PROEHL 2608 LOOP RD N BURNSVILLE MN 55306-5272	02-13500-00-262	2608 LOOP RD N	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 002500 26	1	$5,200.00	0	$0.00	$5,200.00
65	STEVEN CARLSON 2604 LOOP RD N BURNSVILLE MN 55306	02-13500-00-261	2604 LOOP RD N	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 26	0	$0.00	1	$5,200.00	$5,200.00
66	ASGM LLC 19810 MARKWARD XING ESTERO FL 33928	02-13500-00-332	N/A	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 33	1	$5,200.00	1	$5,200.00	$10,400.00
67	MEGAN ANNE GUGGISBERG 2811 LOOP RD N BURNSVILLE MN 55306	02-13500-00-331	2811 LOOP RD N	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 33	1	$5,200.00	0	$0.00	$5,200.00
68	GEORGE H TSTE DUFFY % PATRICIA K BODENSTAB 14546 COBALT AVE ROSEMOUNT MN 55068	02-13500-00-310	N/A	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 31	1	$5,200.00	0	$0.00	$5,200.00
69	MATTHEW D GRIEPP 3006 LOOP RD S BURNSVILLE MN 55306	02-13500-00-302	3006 LOOP RD S	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 30	1	$5,200.00	0	$0.00	$5,200.00
70	SHANNON MARIE PODEWILS NICHOLAS PODEWILS 3104 LOOP RD S BURNSVILLE MN 55306	02-13500-00-303	N/A	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 30	0	$0.00	0	$0.00	$0.00
71	SHANNON MARIE PODEWILS NICHOLAS PODEWILS 3104 LOOP RD S BURNSVILLE MN 55306	02-13501-00-102	3104 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 10	1	$5,200.00	0	$0.00	$5,200.00
72	MICHAEL A & WENDY H BUTLER 3112 LOOP RD S BURNSVILLE MN 55306-5221	02-13501-00-101	3112 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 10	1	$5,200.00	0	$0.00	$5,200.00
73	PATRICK J & BETH M JULIK 3120 LOOP RD S BURNSVILLE MN 55306-5221	02-13501-00-111	3120 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 11	1	$5,200.00	0	$0.00	$5,200.00
74	JOHN PHILLIP BODGER PO BOX 1776 BURNSVILLE MN 55337	02-13501-00-112	15625 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 11	1	$5,200.00	0	$0.00	$5,200.00
75	JENNIFER L WENBORG 15609 LOOP RD S BURNSVILLE MN 55306	02-13501-00-093	15609 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 8	1	$5,200.00	0	$0.00	$5,200.00
76	RONALD G & MARY E AMODEO 15513 LOOP RD S BURNSVILLE MN 55306	02-13501-00-098	15513 LOOP RD S	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 9	1	$5,200.00	0	$0.00	$5,200.00
77	SUSAN R TSTE WALTERS 17584 BEARPATH TRL EDEN PRAIRIE MN 55347	02-13501-00-081	N/A	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 8	1	$5,200.00	0	$0.00	$5,200.00

	OWNER/ADDRESS	PIN	SITE ADDRESS	LEGAL	Assessed Units	2020 Asmt.	Deferred Units	Deferred Asmt.	TOTAL ASMT.
78	SUSAN R TSTE WALTERS 17584 BEARPATH TRL EDEN PRAIRIE MN 55347	02-13501-00-097	N/A	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 9	1	$5,200.00	0	$0.00	$5,200.00
79	VALERIE & PATRICK ADAMS 3205 LOOP RD N BURNSVILLE MN 55306-7200	02-13501-00-095	3205 LOOP RD N	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 9	1	$5,200.00	0	$0.00	$5,200.00
80	GEORGE H TSTE DUFFY % PATRICIA K BODENSTAB 14546 COBALT AVE ROSEMOUNT MN 55068	02-13501-00-094	N/A	BENHAM INV CO 2ND ADD MINNESOTA ORCHAR 9	1	$5,200.00	0	$0.00	$5,200.00
81	GEORGE H TSTE DUFFY % PATRICIA K BODENSTAB 14546 COBALT AVE ROSEMOUNT MN 55068	02-13500-00-300	N/A	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 30	1	$5,200.00	0	$0.00	$5,200.00
82	GEORGE H TSTE DUFFY % PATRICIA K BODENSTAB 14546 COBALT AVE ROSEMOUNT MN 55068	02-13500-00-301	3107 LOOP RD N	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 30	1	$5,200.00	0	$0.00	$5,200.00
83	GEORGE H TSTE DUFFY % PATRICIA K BODENSTAB 14546 COBALT AVE ROSEMOUNT MN 55068	02-13500-00-290	2904 LOOP RD N	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 29	1	$5,200.00	0	$0.00	$5,200.00
84	GEORGE H TSTE DUFFY % PATRICIA K BODENSTAB 14546 COBALT AVE ROSEMOUNT MN 55068	02-13500-00-280	2900 LOOP RD N	BENHAM INV CO 1ST ADD MINNESOTA ORCHAR 28	1	$5,200.00	0	$0.00	$5,200.00

Total Units: 74 5

Assessed Units - Total Assessments: $384,800.00

Deferred Units - Total Assessments: $26,000.00

Grand Total Assessments: $410,800.00

APPENDIX C
POLICY 5.010 - SPECIAL ASSESSMENT POLICY

POLICY NUMBER 5.010

PUBLIC IMPROVEMENT SPECIAL ASSESSMENT POLICY

I. PURPOSE AND NEED FOR POLICY

City streets and utilities have a finite design life. To provide continued service by these facilities, there must be a prescribed method of programming, financing, and constructing needed ongoing major maintenance work. As part of the financing for improvement projects, special assessments may be used to share the cost with benefitting properties.

The City must have a standard method for applying its levied special assessments to benefitting properties within the City. Without a standard method and formula, special assessments may not be applied consistently, fairly, and uniformly and could result in an undue number of appeals. The City shall utilize this special assessment policy in accordance with Minnesota Statute 429.

The City shall utilize standard assessment rates to recognize that oversized public improvements benefit more than those properties that directly abut and benefit from the construction. The calculations set forth below recognize that there are greater impacts and use of public infrastructure by different land uses.

II. POLICY

All public streets under the jurisdiction of the City shall be inventoried and analyzed for the purpose of prioritizing the preventative maintenance, reconstruction, reclamation and rehabilitation programs of the City. This inventory and analysis will be referred to as the Pavement Management Program or PMP. The PMP is a system whereby all streets are inventoried and analyzed using a deterioration model. This system takes into account factors such as structural and surface conditions, traffic volumes, ride-ability, age, and past maintenance experience.

In conjunction with the preparation of the budget and Capital Improvements Plan, the Public Works Department shall annually update the PMP and utilizing this tool, formulate the preventative maintenance, reconstruction, and rehabilitation programs for the following fiscal year.

A) For the purposes of this policy, the following definitions will apply:

1) **RECONSTRUCTION -** will be defined as a project whereby all meaningful elements of a street are analyzed for removal and replacement. These include curb and gutter, bituminous or concrete pavement, gravel base, subgrade replacement as necessary and items appurtenant to these elements.

2) **RECLAMATION –** will be defined as a project whereby the pavement, gravel base and other roadway items are reclaimed or replaced. These elements included bituminous or concrete pavement, gravel base and subgrade replacement as necessary, spot replacement of concrete curb and gutter and driveways.

3) **REHABILITATION -** will be defined as a project in which one or more of the aforementioned elements are modified or supplemented in-place, to restore the serviceability of the entire street. This work generally involves spot repair of sidewalk, concrete curb and gutter, and resurfacing of the pavement surface. This type of project will likely occur when extensive underground utility work and full depth pavement is not necessary, but resurfacing of the pavement is required.

4) **PREVENTATIVE MAINTENANCE -** will be defined as work that involves a level of effort less than that involved in reconstruction, reclamation or rehabilitation, the intent of which is to extend the life of the existing pavement. Preventative maintenance will include, but not be limited to residential/local neighborhood maintenance overlays, crack sealing, seal coating, and patching. These activities are designed to extend the life of the pavement to prevent the need for premature Reconstruction, Reclamation or Rehabilitation projects. Residential Maintenance Overlay projects shall only occur on streets with primarily single family land use adjacent to it and be classified as a "Local Road" on the City's Functional Road Classification Map. Streets where land uses primarily other than single family residential or that are classified as "Collectors" or "Arterials" are not eligible for this Residential Maintenance Overlay activity.

B) Preventative maintenance, when recommended by the PMP, shall be funded entirely from the City's Infrastructure Trust Fund and Street Revolving Fund except for storm sewer and sanitary sewer/watermain items that are affected by the preventative maintenance may be funded by those revenue funds.

C) Reconstruction, Reclamation and Rehabilitation work may be financed by the use of special assessments and other sources such as ad valorem taxes (Infrastructure Trust Fund), enterprise funds, municipal state aid street funds, Tax Increment Funds (TIF), etc., as provided under MSA 429.

D) When the reconstruction, reclamation or rehabilitation involves construction of a significant construction element that was not previously in place, such as storm sewer or concrete curb and gutter, the entire cost of this element may be levied as a special assessment in accordance with the other applicable City special assessment policies. In the case of concrete curb and gutter being added where none previously existed, the street assessment rate will be calculated as described within this policy, plus an additional amount which covers the remaining 60% of the cost of constructing new concrete curb and gutter. This curb and gutter rate will be applicable to all reconstruction or rehabilitation projects and will be levied on a project specific basis based upon actual bid costs for that particular element.

E) Interest will be charged to customers who do not pay their assessments at the time of the improvements. Assessments may be deferred under state law (§435.193) and city ordinance (§1-9-1) upon application by the owner and approval of the Council. The interest rate is determined by adding 2% to the cost the City encountered when most previously selling bonds for special assessments. The rate will be rounded up to the nearest 0.5%

F) The length of time that assessments are to be paid varies according to the following table:

$1.00 to $199.99	1 year
$200 to $999.99	5 years
$1000 to $1999.99	10 years
$2000 and over	15 years

G) When public improvements are being considered for assessments in areas of the City where there is a Home Owner's Association (HOA), the Engineering Department staff will contact the HOA early in the planning stage to inquire as to how they would like their assessments spread. In situations where the land adjacent to the road being improved is common land owned by all property owners in the HOA, all property owners in the HOA will be assessed an equal share of the total assessment. In

situations where there is no common land owned by all of the property owners in the HOA, the City will only assess those properties that are adjacent to the street being improved unless the Board of the HOA submits a written letter requesting the assessment be spread equally to all property owners in the HOA and submits a copy of their by-laws indicating their authority to do so.

H) Private hydrant owners who petition the City for installation of a STORZ adaptor or repair of a private hydrant shall have the following payment length for assessment:

$1.00 to $4,999.99	1 year
$5,000.00 and over	5 years

III. PROCEDURE/CALCULATIONS

A) Reconstruction, Reclamation and Rehabilitation

Parcels to be assessed for reconstruction, reclamation or rehabilitation shall be assessed based upon land use according to the typical standards set forth below. If the subject road is a lesser width, the rate shall be reduced proportionately. Street reconstruction, reclamation or rehabilitation proceeding under the terms of this policy shall provide for the following minimum standards:

1) **Single Family Residential, Parks/Recreation and Open Space Land Uses - 30'** Face-to-Face, urban cross section, curb and gutter and 7-ton pavement.
2) **Multi-Family Residential and Manufactured Housing Land Uses - 36'** Face-to-Face, urban cross section, with curb and gutter and 9-ton pavement.
3) **All Other Land Uses - 44'** Face-to-Face, urban cross section, curb and gutter and 9 or 10-ton pavement as determined by the City Engineer.

Work proceeding under the terms of this policy shall utilize special assessment rates as set forth with other rates and fees periodically adopted by the City Council usually at its annual organizational meeting. This rate is based upon 40% of the 3 year running average of actual street reconstruction, reclamation and rehabilitation costs necessary to complete that width of street. This average construction cost shall be increased by 18% to recognize the engineering, legal, financing, and administration costs necessary to complete these projects.

After opening of bids for the project each year, the City Staff shall recalculate the assessment rate based upon the actual costs from bid prices submitted from the lowest responsible bidder. This shall be calculated for all reconstruction, reclamation and rehabilitation projects to develop a rate for all three types of projects. These construction costs shall than be increased by 18% to recognize the engineering, legal, financing, and administration costs necessary to complete these projects. If the rate calculated based on the project bids + 18% is less than the adopted rate for any of the three types of projects, the City Engineer shall reduce the assessment rate to the lower rate prior to notifying affected property owners of their final assessment amount and conducting the assessment hearing. For street reconstruction projects that have more than one project area, the separate project areas shall be aggregated together to determine a rate for the reconstruction project. Area subprojects will not be considered individually for the purpose of determining if a project has special assessments greater than 40% of the street costs. The same methodology will also be used for street reclamation and rehabilitation projects.

For street improvement projects, the assessments will generally be based on lineal footages of property abutting the street. In these situations, the formula for calculating the assessable footages is as follows. The assessable footage is the lineal footage at the 30-foot setback line, measured perpendicular from the right of way. On single family residential lots that have more than 3 sides, the rear yard frontage (opposite of the addressed side) shall be exempt from special assessment footage calculations.

Parcel	Land Use	Street Improvements
Interior Lot	All	Abutting Footage
Irregular Lot	All	Abutting Footage
2 – Street Frontage	Single Family Residential	Short + ½ Long Footage
2 – Street Frontage	All Others	Short + Long Footage
3 – Street Frontage	Single Family Residential	Short + ½ Long Footage No charge on Third side
3 – Street Frontage	All Others	100% of All Sides

If the parcel has two frontages that are exactly the same, the addressed side shall be considered the short side. On a three sided residential parcel, frontage shall be calculated on all three sides assuming none of these frontages is the rear frontage. The current addressed side shall always be one of the sides in the assessable footage calculation. If the address side is anything but the long side, it will be considered the short side. The long side shall be the longest of the remaining sides. If the address side is the long side, the property will be assessed half the frontage on this side and the shortest of the remaining sides will become the short side.

In situations involving a substantial number or irregularly shaped, oversized or uniquely featured lots, the City Council may determine to use a methodology for apportioning assessments on a basis other than lineal footage, such as a per lot assessment methodology, when the Council determines that use of the standard lineal foot methodology results in substantial inequities among similar types of property. When adopting a different methodology, the Council will direct the City engineer to evaluate as part of the feasibility report whether a departure from the standard policy is warranted and consider the expressed requests of the affected property owners, past departures from policy, and other factors. The deviation from standard policy will be noted in project documents and hearings.

Residential Maintenance Overlays in the preventative maintenance portion of the City's street maintenance program are to be completed without special assessments. **Single Family Residential, Parks/Recreation and Open Space Land Use** properties that have more than one street frontage shall not be assessed for street rehabilitation. If a **Single Family Residential, Parks/Recreation and Open Space Land Use** property has only one frontage and the street which this property is adjacent to is being rehabilitated, the property shall be subject to assessment for street rehabilitation. For roads being reconstructed or reclaimed, **Single Family Residential, Parks/Recreation and Open Space Land Use** properties shall be assessed according to the standard front footage methodology described above.

Public Improvements that occur in Southwest Burnsville as determined in the Appendix H of the City's 2030 Comprehensive Plan Update and shall occur according to City Policy 5.035 - Street and Utility Improvements in the Southwest Area.

B) New Construction

Street, water main, storm drain facilities, and sanitary sewer assessments constructed under Chapter 429 shall be assessed at the construction contract cost plus engineering,

legal, financing (including capitalized interest), and administration costs. The assessments shall be spread on the basis of assessable footage at the 30-foot setback line on the project unless a different methodology is agreed to through an assessment agreement with the City Council.

The City shall pay for oversizing of public facilities constructed by a developer where larger facilities are required for future development as determined by the City Engineer.

The City shall assess 100% of the Streetscape costs to any area of the City that requests and petitions for those improvements, except the streetlights which are covered under Policy 5.080 - Street Lighting. The additional operating and maintenance costs associated with streetscaping shall be negotiated with the petitioners. Operation and Maintenance of any associated street lighting shall be determined according to Policy 5.080.

IV. RESPONSIBILITY

The Public Works Department maintains the Pavement Management Program, updates this policy, and prepares the special assessments for consideration by the City Council. All minor issues and discrepancies shall be resolved by the City Engineer.

V. AUTHORITY

Administrative implementation of policy. Minnesota State Statute 429.101.

Submitted by: Ryan Peterson Date: 01/05/2016
Reviewed by: Steve Albrecht Date: 01/05/2016

This policy replaces Policies 5.010 Dated December 3, 2013.

APPENDIX D
POLICY 5.035 - STREET AND UTILITY IMPROVEMENTS IN THE SOUTHWEST AREA

POLICY NUMBER 5.035

STREET AND UTILITY IMPROVEMENTS IN THE SOUTHWEST AREA

I. PURPOSE AND NEED FOR POLICY

The Southwest Area Public Services Study (Study) states that all future subdivisions within the Study Area (Southwest Area) are to be consistent with the Official Master Plan, shown as Figures 8 and 9. Properties not served with public sanitary sewer are subject to the provisions of Title 7, Chapter 11 Subsurface Sewage Treatment Systems (SSTS). Properties not served with public water systems are subject to Title 7, Chapter 2, provisions related to private water systems.

The Study also states that sanitary sewer will not be extended into the Southwest Area unless it is requested by a majority of the property owners, or a public health condition necessitates an extension. The phrases "majority of property owners" and "public health condition" were not defined in the Study. The Study also did not specify when storm sewer and water should be extended into the area, how improvements would be financed, whether all improvements would need to be extensions of existing improvements, and what road standards would be required for new and extended public streets. Many property owners in the Southwest Area are concerned about the assessable costs of these improvements. This policy is intended to clearly identify the process and procedures for street and utility improvements in the Southwest Area.

II. POLICY

A. The City will not initiate sanitary sewer and water utility extensions into the Southwest Area unless the City documents a significant threat to the public health resulting from the continued use of on-site private septic systems or wells. Sanitary sewer and water utilities may be extended into the Southwest Area without a documented public health condition only under the following circumstances and terms:

1) The developer of a new subdivision may extend utilities within the development, pursuant to the Subdivision Regulations found in Title 11, Burnsville City Code (Title 11), with or without a public improvement project petition, pursuant to Minnesota Statutes Chapter 429 (MS.429) and City Policy 5.010, STANDARD SPECIAL ASSESSMENT METHODOLOGY (Policy 5.010), provided that the utility extensions occur completely within the developer's property and that the developer pays the full cost of the project, including all assessments.

2) The developer may extend remote utilities to the site provided that the developer pays in full for the extension without cost to the landowners adjacent to the extension. As a part of the extension project, an adjacent landowner may connect to the utilities by paying the full cost of the connection, including a connection fee payable to the City. An adjacent landowner may also pay the full cost of the installation of a service stub for future use. No connection fee would be due to the City until the stub is used.

3) Following the completion of the extension, adjacent landowners who choose to connect to the utilities must pay for the full cost of the connection, including the City connection fee. For a period of ten years following the completion of the extension, the City will reimburse the developer a percentage of each connection fee collected.

   The connection fee and reimbursement percentage will be established in the

development contract between the developer and the City for the extension project. The developer is not entitled to either a reimbursement of any connection fees collected after the ten year period, or a reimbursement of any project construction costs.

4) Homeowners may extend utilities to their property without additional development pursuant to the terms and conditions of Sections II (A) (1) and (2) of this policy, except that the cost of such extension will be on a per unit basis rather than on a frontage basis. Homeowners will pay one unit charge for every existing and developable lot within their property. A developable lot is a lot that could be created from the homeowners' property in compliance with all applicable zoning and subdivision requirements.

5) Any existing street that is disturbed by the utility construction must be repaired to a new condition at its existing standard, as a part of the utility improvement project.

B. Street and storm water utility extensions and upgrades (e.g. paving existing gravel roads, adding concrete curb, adding new storm sewer system, etc.) must be either petitioned for and installed pursuant to MS 429, or installed pursuant to Title 11. The City will not initiate extension and upgrade projects, except for upgrade projects for collector level roads. All street and storm water extensions and upgrades must meet the following standards:

1) All street extensions must be consistent with the Comprehensive Plan provisions for the Southwest Area, and must be located within existing right-of-way and right-of-way dedicated by the petitioner or developer.

2) The cost of street and storm water utility extensions must be paid in full by the petitioner or developer without cost to the landowners adjacent to the extension.

3) All new subdivisions must have full urban City standard permanent streets, City standard temporary streets, or an alternative approved by the City Engineer, at the option of the developer. The City Council may approve the use of gravel streets for extensions of existing gravel streets.

4) All new subdivisions must include a storm water management system that is consistent with the City's Comprehensive Stormwater Management Plan.

C. Street improvements (in kind) for existing asphalt paved streets may be initiated by the City or adjacent residents in accordance with the following conditions:

1) If initiated by the City, the City will participate in the cost of street improvements for existing asphalt paved streets by funding 60% of the actual cost of the improvement project including engineering and administrative costs. The remaining 40% of the cost of such improvement will be assessed. This process will follow MS 429.

2) If initiated by residents via petition, the residents shall be responsible for 100% of the actual cost of the improvement project including engineering and administrative costs. This process will follow MS 429.

III. PROCEDURE

A. All petitioners and developers should consult with the City Engineer prior to filing a petition or development application.

B. The City Engineer will recommend the appropriate process for the proposed improvements and upgrades, and will assist the petitioner or developer in that process.

C. Improvement and upgrade projects that include petitions may proceed in accordance with the terms of MS.429 and the assessment provisions of Policy 5.010, whichever is applicable, only after the City Engineer has determined that the petition includes the required number of signatures of all affected property owners.

D. If special assessments are utilized for all or part of the funding for a street improvement and/or upgrade project, property owners will pay one unit charge for every existing and developable lot within their property adjacent to the street being improved/upgraded. A developable lot is a lot that could be created from the homeowners' property in compliance with all applicable zoning and subdivision requirements. Parcels that have no frontage to a street shall be subject to assessment on a per unit charge when the street from which they gain access is being improved/upgraded. Parcels that front more than one street shall be assessed according to the following methodology:

1) For parcels with one (1) unit, one (1) unit will be charged for projects that improve/upgrade only one of the streets that front the parcel and will be determined by whichever street is improved and assessed first.

2) For parcels with two (2) units, one (1) unit will be charged for projects that improve/upgrade the street where the parcel's primary access is located. One unit will be charged for projects that improve/upgrade the street that is not where the parcel's primary access is located.

3) For parcels with three (3) units, one (1) unit will be charged for projects that improve/upgrade the street where the parcel has the least frontage. Two (2) units will be charged for projects that improve/upgrade the street where the parcel has the most frontage.

E. The per unit rate will be based on the actual project costs in accordance with paragraph IIC., divided by the total number of existing and potentially developable lots as described in paragraph IIID. At the time of the improvement, a special assessment for one (1) unit will be assessed to each parcel either adjacent to the improved street or from which access is made to the improved street. Special assessments for additional units will be deferred until such time as the lot is subdivided, in which the special assessment will be levied in the year the parcel is subdivided at the repayment term as provided for under City Policy 5.010 and at the interest rate proposed for the levied year. Interest will not accrue during the deferral period and deferred assessments will be removed 15 years after the date the project assessments are levied to recognize that the pavement will begin to degrade over time.

F. The City Engineer will coordinate the improvement and upgrade process with the development review process established under City Policy Number 5.260, DEVELOPMENT REVIEW COMMITTEE PROCESS, if applicable.

IV. RESPONSIBILITY

The City Engineer supervises all public improvement and upgrade projects in the City and is responsible for the terms and provisions of this policy.

V. AUTHORITY

Administrative implementation of policy, Title 7, Title 11, and MS 429.

Submitted by: John Schmeling Date: 02/19/2019
Reviewed by: Ryan Peterson Date: 02/19/2019

This policy replaces Policy No. 5.035 dated February 8, 2011