Memorandum

6H

To: Mayor Danielowski
City Council Members
Clay Wilfahrt, City Administrator

From: Michael Healy, City Planner

Date: December 14, 2016

Re: **MnDOT Grant for Safe Routes to School Improvements**

Background
On October 26, the City Council gave Staff direction to apply for a MnDOT grant in order to install several pedestrian improvements called out in Big Lake's Safe Routes to School Plan. The grant requires that the sponsoring agency (in this case the City) provide at least a 20% match towards the total eligible costs. Staff was directed to apply for the grant in order to install the following improvements:

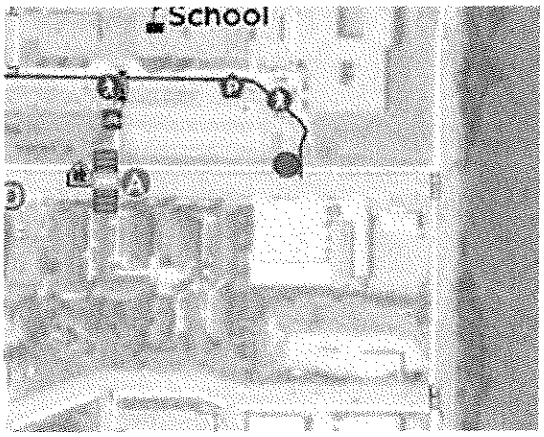
1.) Sidewalk along south side of Minnesota Avenue near apartments
2.) Sidewalk along east side of Phyllis Street near apartments
3.) Light-assisted Crossing at Glenwood and Birch

These improvements were estimated to cost roughly $100,000, including engineering expenses, which would put the City's share at $20,000. Staff submitted a Letter of Intent to MnDOT outlining this proposal.

MnDOT Response
MnDOT's response to the Letter of Intent was very positive. They noted, however, that engineering expenses are not considered an eligible expense. In order to qualify for the grant, the project must include at least $100,000 in capital expenses. When Engineering expenses are subtracted, the estimated cost of the proposed project is only $85,923 which is not enough to qualify for the grant. MnDOT has requested that we add another component to the project to push it over the $100,000 mark and qualify us for grant funding.

Staff Proposal
MnDOT wants the new component to be directly related to the existing project, meaning that it needs to serve one of the same "routes to school" that the rest of the project is serving. The Safe Routes to School plan calls for the Phyllis and Minnesota sidewalks to culminate in a safety-enhanced crossing of Minnesota Avenue that would feature a raised pedestrian island. Bolton and Menk has estimated that the capital expenses for installing this island would be roughly $21,803. If this component were added, it would bring the project up to $107,726 in capital costs which would allow us to qualify for the

grant. Below is a map excerpt from the Safe Routes to School Plan demonstrating what the pedestrian island would look like:



Total Costs to the City
The City would be responsible for 20% of the proposed $107,726 in capital costs which would be $21,545. MnDOT's share would be $80,794. The City would also be fully responsible for all of the engineering costs. Bolton and Menk believes that a reasonable estimate for Engineering expenses would be 25% of the project's capital costs. This means that the total costs to the City for this project would likely be around **$48,476**. The City Council had previously directed Finance Director Deb Wegeleben to budget up to $40,000 for this project so this would be a moderate increase beyond the previously budgeted amount. Please note that along with the higher price tag, the City will be getting an extra major improvement beyond what was originally discussed.

Direction Needed
If the City Council would like Staff to move forward with the revised application, they will need to pass two (2) resolutions of support on the consent agenda at tonight's meeting.

By approving this item on the Consent Agenda, Council would be approving:

- **Resolution #1** will be affirming that the City is the sponsoring agency and will take responsibility for assuming the 20% match and making sure the project is completed.
- **Resolution #2** will be affirming that the City will take over maintenance of the pedestrian improvements once they have been installed.

The completed application (with these two resolutions attached) must be submitted to MnDOT by January 13, 2017.

CITY OF BIG LAKE
MINNESOTA

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Raeanne Danielowski at 6:30 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, December 14, 2016. The following Council Members were present: Raeanne Danielowski, Seth Hansen, Duane Langsdorf, Scott Marotz, and Mike Wallen. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

BIG LAKE CITY COUNCIL
RESOLUTION NO. 2016-XX

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

WHEREAS, The City of Big Lake is the project sponsor for the Transportation Alternatives project identified as 2017 Safe Routes to School Improvements.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the City of Big Lake agrees to act as sponsoring agency for a "Transportation Alternatives Program" project identified as 2017 Safe Routes to School Improvements and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that Bradley C. DeWolf, P.E. is hereby authorized to act as agent on behalf of this applicant.

Adopted by the Big Lake City Council this 14th day of December, 2016

_____
Mayor Raeanne Danielowski

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor:
The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

DRAFTED BY:
City of Big Lake
160 Lake Street North
Big Lake, MN 55309

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____ day of December, 2016 by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

_____
Notary Public

CITY OF BIG LAKE
MINNESOTA

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BIG LAKE CITY COUNCIL
RESOLUTION NO. 2016-XX

RESOLUTION OF AGREEMENT TO MAINTAIN FACILITY

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement shall be applied to the project proposer; and

WHEREAS, The City of Big Lake is the sponsoring agency for the Transportation Alternatives project identified as 2017 Safe Routes to School Improvements.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the City of Big Lake hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Adopted by the Big Lake City Council this 14th day of December, 2016

_____
Mayor Raeanne Danielowski

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor:
The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

DRAFTED BY:
City of Big Lake
160 Lake Street North
Big Lake, MN 55309

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