

## Memorandum

To: Jerry Bohnsack, Interim City Administrator  
City of Breezy Point

From: Paul Sandy, Project Manager  
WSB, LLC

Date: 11/26/2024

Re: WSB Project No. 022038-000 – Buschmann Road and Ranchette Drive  
Reconstruction Project Update

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Since the last update provided to the City Council, WSB has been diligently advancing the final design for the roadway improvements on Buschmann Road and Ranchette Drive, as well as progressing through the right-of-way acquisition process. This memo provides a detailed update on project activities, recent milestones, and the tentative schedule moving forward.

### I. Background

In December 2023, the City Council made the decision to initiate **Phase 2A** of this significant infrastructure project, focusing on right-of-way acquisition. Subsequently, in July 2024, the Council approved moving forward with **Phase 2B** which included final design, plans, and specifications for the proposed improvements.

As previously outlined during project discussions, WSB's approach typically involves running the final design process in tandem with right-of-way acquisition. This synchronized methodology allows flexibility to adjust the roadway design as needed while concurrently refining permanent and temporary construction easements. Such alignment ensures the project remains adaptable to evolving circumstances, including feedback from landowners and site-specific considerations.

### II. Design Adjustments and Landowner Engagement

Since July 2024, WSB has been actively engaging with residents along the project corridor to gather their input on the proposed designs. These interactions revealed several areas where adjustments were necessary to address landowner concerns, particularly regarding the extent of temporary construction easements.

Significant modifications were implemented following a public engagement meeting held on **September 25, 2024, at City Hall**. The meeting served as a critical platform for discussing design proposals and gathering feedback. As a result, WSB revised both permanent and temporary easements to accommodate landowner requests and minimize impacts to private properties.

These updates were finalized before appraisers were dispatched to the project site, ensuring that all areas subject to acquisition were appropriately adjusted prior to appraisal.

### **III. Right-of-Way Acquisition Progress**

Appraisers have now completed their field evaluations of all parcels affected by the proposed right-of-way acquisitions. After completing their site reviews, two draft appraisal reports were prepared and submitted to the City Attorney for review.

On **November 22, 2024**, these draft reports received approval, allowing the appraisers to finalize their assessments.

The finalized appraisal reports are now being prepared and will be sent to WSB for distribution to property owners. This marks the start of the formal negotiation process, during which landowners will have the opportunity to review and sign easement agreements. Once negotiations are finalized, the costs will be presented to the City Council for review and approval during closed sessions.

### **IV. Project Schedule Update**

While the right-of-way acquisition process will ultimately influence the overall timeline, we have outlined a tentative schedule for the remaining phases of the project:

- **90% Internal Plans and Specifications** – November 22, 2024
- **100% Final Plans and Specifications** – December 27, 2024
- **Right-of-Way Acquisition Complete** – January 31, 2025
- **City Council Authorization to Bid** – February 3, 2025
- **Public Engagement Meeting #3** – TBD (see below)
- **Bid Receipt and Opening** – February 28, 2025 (tentative)
- **Contract Award** – April 7, 2025
- **Construction Start** – May 15, 2025 (weather dependent)

A key decision impacting the overall schedule is determining the timing for the final public engagement meeting. This meeting will serve as an opportunity to present the public with a comprehensive overview of the construction process and phasing, while also providing property owners and the broader community with details about what to expect during construction.

Traditionally, this meeting is held after the final plans are completed; however, the Council may wish to delay it until the right-of-way acquisition process is finalized. WSB seeks the Council's input on their preferred timing for this important public engagement session, ensuring it aligns with project milestones and effectively addresses construction impacts.

This schedule remains fluid and subject to adjustments depending on the progress of right-of-way negotiations and other project developments. WSB will continue to provide regular updates to the City Council to ensure alignment with key milestones.

### **V. Next Steps**

As we proceed through the right-of-way acquisition process, WSB will focus on:

1. Finalizing appraisal reports and initiating property owner negotiations.
2. Addressing any further design refinements requested during negotiations.
3. Preparing for the transition into the bidding and construction phases of the project.

#### **VI. Contact Information**

Should you have any questions about the schedule or details outlined in this memo, please do not hesitate to reach out to:

Paul Sandy, Project Manager

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**Phone:** 320.630.4657

WSB is committed to delivering this project efficiently while addressing community needs and maintaining transparency throughout the process. We appreciate the City Council's continued support and guidance as we work toward project completion.