

## David Chanski

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**From:** Jenny Max <jmax@ci.nisswa.mn.us>  
**Sent:** Tuesday, April 16, 2024 1:56 PM  
**To:** David Chanski  
**Subject:** RE: Streets CIP  
**Attachments:** Public Improvements and Roadway Assessment 2021 0518.pdf; 30 year Road Cycle Graph 2024.docx; PW 2023 Road Condition and Repair Survey All Repairs List.xlsx

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Hi David,

Alrighty... here's some info for you.

Assessments – we have a policy, attached, but currently we do not assess for any reconstruction project. We require property owners to pay for bringing a road to city standard, and once that is done, we take it over and maintain in perpetuity. The other way there would be an assessment is if a request comes from a neighborhood to make improvements that are outside the scope of the city's project (i.e. fancy street lights, etc.). Our road standard also requires all new roads to be paved, so we don't have to deal with gravel roads going forward.

Our road CIP is not as clean as I'd like it to be, but it's still a work in progress. In 2017 we created a road cycle, and did our first improvement bond to kick things off. That was a \$1.5 mil bond, 7 year term, approx. 5-6 miles. Based on the needs at this time, we are looking at a \$6 mil bond for 2025/26. The attached graph has more info, including # of miles of roads.

Lastly we have a spreadsheet we use to assess all of our roads, and determine which ones meet the need to be included in our next bond.

In summary:

Nisswa plans to complete a street improvement project / bond for roads every 7 years. All roads are on a 30 year cycle (max) and we update between 6-9 miles each cycle.

We do have funds in our operating budget for crack sealing and patching, and if we can we try to use that budget to complete smaller street improvement projects (i.e. we improved an alleyway in Downtown last fall with funds from our operating budget).

Our 2025/26 bond looks to be in the \$6 mil range for 9 miles of paving. That also includes some improvements to storm water and potential bike paths on a few higher volume streets.

Street improvements are levied.

Hope this helps; any questions let me know!

**Jenny Max, MCMC** (*she/her/hers*)

City Administrator | City of Nisswa

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*My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.*

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**From:** David Chanski <dchanski@cityofbreezypointmn.us>  
**Sent:** Monday, April 15, 2024 2:18 PM  
**To:** Jenny Max <jmax@ci.nisswa.mn.us>  
**Subject:** Streets CIP

Good afternoon, Jenny –

Breezy Point is at the beginning stages of developing a streets CIP. One element of the discussion will inevitably be how are we paying for it. During this discussion, I want to share info from other cities regarding how they approach streets.

Does Nisswa have an active streets plan/CIP? Also, can you tell me how many miles of road was done each of the last 5 years as well as how much was spent each of the last 5 years (not including utilities)? Can you also provide me how many miles of road you anticipate doing over the next 5 years and how much you anticipate spending each of those years?

Lastly, does Nisswa have an assessment policy or are road projects levied?

Thanks!

Respectfully,



**DAVID C. CHANSKI**  
City Administrator/Clerk  
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[breezypointmn.gov](http://breezypointmn.gov)



**CITY OF NISSWA  
PUBLIC IMPROVEMENTS AND ROADWAY ASSESSMENT  
POLICY AND PROCEDURES**

**1. Introduction.** Any road improvement project to be assessed by the City of Nisswa will be processed under Minnesota Statutes, Chapter 429, Local Improvements, Special Assessment, as within the procedures outlined in this Section.

**2. Definitions.**

**2.1 “Commercial property.”** The principle use of land or buildings for the sale, lease, rental, trade of products, goods, or services.

**2.2 “Equivalent Lot.”** A platted or metes and bounds lot which cannot be further subdivided into more building sites.

**2.3 “Residential Property.”** The principal use of land for residential purposes in any zone and vacant property in a residential zone.

**2.4 “Structure.”** A building or portion of a building or other shelter designed as short or long time living quarters for one or more persons including rental or time share accommodations such as a motel, hotel, resort rooms and resort cabins. Any building containing kitchen or bathroom facilities or plumbing shall be considered a structure.

**2.5 “Front Footage.”** That length of a benefitted property, determined by the City, upon which the assessment shall be based. Normally this will be the narrowest side of a lot as described by plat or acceptable metes and bounds description.

**2.6 “Driveways.”** Areas that provide access to a Public right of way, City Street or public street and are normally located on private property, unaccepted/non-maintained road easement, or unrecorded road easement.

**2.7 “Road Improvements.”** For purposes of this policy, a road improvement project. It does not include standard maintenance projects such as patching, sealcoating, resurfacing or reclaiming.

**3. Development Improvements**

**Developer New Construction**

On projects where utilities and roadways are being constructed for the first time, the developer is responsible for installing the necessary infrastructure including but not limited to streets, sidewalks, curb and gutter, water main, sanitary sewer, grading, surfacing, storm sewers, street lights, etc., unless negotiated with the City as part of a development agreement. The City requires developers to construct all facilities to City standards and all plans shall be approved by the City. Review of the plans by City staff and/or the City Engineer may identify modifications

to proposed roadway and/or utility sizes and/or depths are necessary to allow for future extension of the utilities.

While it is ultimately up to the developer to decide how the development costs incurred are recouped, the developer will typically split these costs to the number of parcels developed and recoup its cost through the sale price of the lots.

The developer shall enter into a “Development Agreement” with the City encompassing all Public Improvements proposed to be dedicated and maintained by the City following construction. As part of the Development Agreement the developer shall agree to pay all of the costs incurred by the City and associated with the development. These costs may include but are not limited to construction observation, construction management, legal fees and administrative fees.

#### **4. Initiation of an Improvement Project.**

**4.1** A project may be initiated under this Section by a properly signed written petition by 35% or more of the benefiting property owners as determined by frontage of the property bordering the proposed improvements. A 3/5ths vote of the City Council is required to commence the project.

**4.2** The City can initiate a project on its own initiative. A 4/5ths majority vote of the Council is required to initiate the proceedings.

**4.3** If 100% of the affected land owners sign the petition requesting the improvements, then the City may omit a feasibility study and preliminary public hearing as required in Minnesota Statutes, Chapter 429.

**4.4** The City of Nisswa may initiate a project to be assessed for improvements as outlined in paragraph 4.2. The project must be approved by a 4/5<sup>th</sup> majority of Council Members, and the property owners cannot be assessed for more than the increase in property value resulting from the improvement.

**4.5** The cost of a feasibility study shall be included in the final assessment of the project. If a project is not ordered, then the cost of a feasibility study will be paid by the City.

**4.5** In all cases, the petition procedure shall follow Minnesota Statutes, Chapter 429.

**5. Properties to be Assessed.** All properties to be assessed will be determined by the City Council, with the assistance of the City Engineer.

**6. Schedule of Assessment.** Necessary Public Meetings will be scheduled to allow the City Clerk to certify the assessments to the County Auditor to be payable in the next year. This generally requires that the City Council adopt the assessment roll no later than October 15<sup>th</sup> of the year prior to the year assessments as set to be payable.

**7. Costs to be Assessed.** The costs of a road improvement project will include a feasibility study, construction, administrative, advertising, engineering, right of way, assessment rolls, legal fees, financing, and other costs. A portion of the cost of the improvements may be borne by the City General Fund, or other funds set aside for road improvements, and a portion assessed, if the project also involves maintenance activities normally paid by the City of Nisswa.

**8. Assessment Period.** Assessments shall normally be spread over a period equal in length to the life of the bonds used to finance the project. If the project is financed by the City without the issuance of bonds, the period of payment is set by the City Council, usually ranging from 5 to 7 years. It is the intent of the City that properties will not be assessed for improvement projects more than once in a twenty year period.

**9. Interest Rate.** The applicable interest rate will be set by the City Council and will normally be prorated interest at a minimum annual rate of one percent (1.0%) above the rate the City pays for financing of improvement bonds for the project at the date of bond sale. No interest will be charged if the entire amount of the assessment to an individual property is paid within thirty (30) days of the assessment roll being adopted by the City Council. If it is not a bonded project, then the City will determine the interest rate.

**10. Procedures for Allocating Assessments.** The City will determine assessment allocation costs based on an equivalent lot method as outlined below for road improvement projects:

#### **10.1 Equivalent Lot Basis.**

**10.1.1 Residential Property.** Generally, assessments will be on an equivalent lot basis.

**10.1.2 Residential Off-street.** Single lots or clusters of lots not having normal frontage on a street but gaining individual driveway or group driveway access to a street will be allocated one (1) equivalent lot for each single family lot.

**10.1.3 Commercial Property.** Generally, assessments will be on the equivalent lot basis.

**10.1.4 Commercial Extra Costs.** Extra improvements and/or right of way benefitting commercial properties will be assessed only against the commercial property. One hundred percent (100%) of the cost of the extra improvements shall be divided by the number of equivalent commercial lots.

**10.2 Determining Criteria.** The following criteria may be used to determine an equivalent lot:

**10.2.1** A lot with an existing structure receives one equivalent lot assessment.

**10.2.2** A vacant platted lot or vacant metes and bounds parcel that meets or exceeds the minimum lot requirements of Section 4.5.2, Chapter IV of the City Code, as amended shall receive one equivalent lot assessment.

**10.2.3** Land that has the possibility of being subdivided shall receive one equivalent lot assessment for the parcel as a whole plus one equivalent lot assessment for each additional potential subdivided lot that meets the minimum requirement of Section 4.5.2, Chapter IV of the City Code.

**10.2.4** Each individual unit in a cooperative or townhouse development shall receive one equivalent lot assessment.

**10.2.5** A guest cabin and principle structure on one lot shall receive one equivalent lot assessment.

**10.2.6** Property and structure combination that do not fall within the above criteria will be reviewed by the City Planner and City Engineer. Typically, an equivalent lot will be determined by the City Planner and City Engineer with the City Council making the final determination.

**10.2.7** The City Council may initiate a supplemental reassessment against properties which currently exist as one parcel, were not considered for additional lot assessment per 10.2.3 above, and are subdivided within a five year period after the initial project assessment.

**11. Deferment of Assessments.** The City of Nisswa, in its discretion, may defer any assessments for cause, as determined by the City Council.

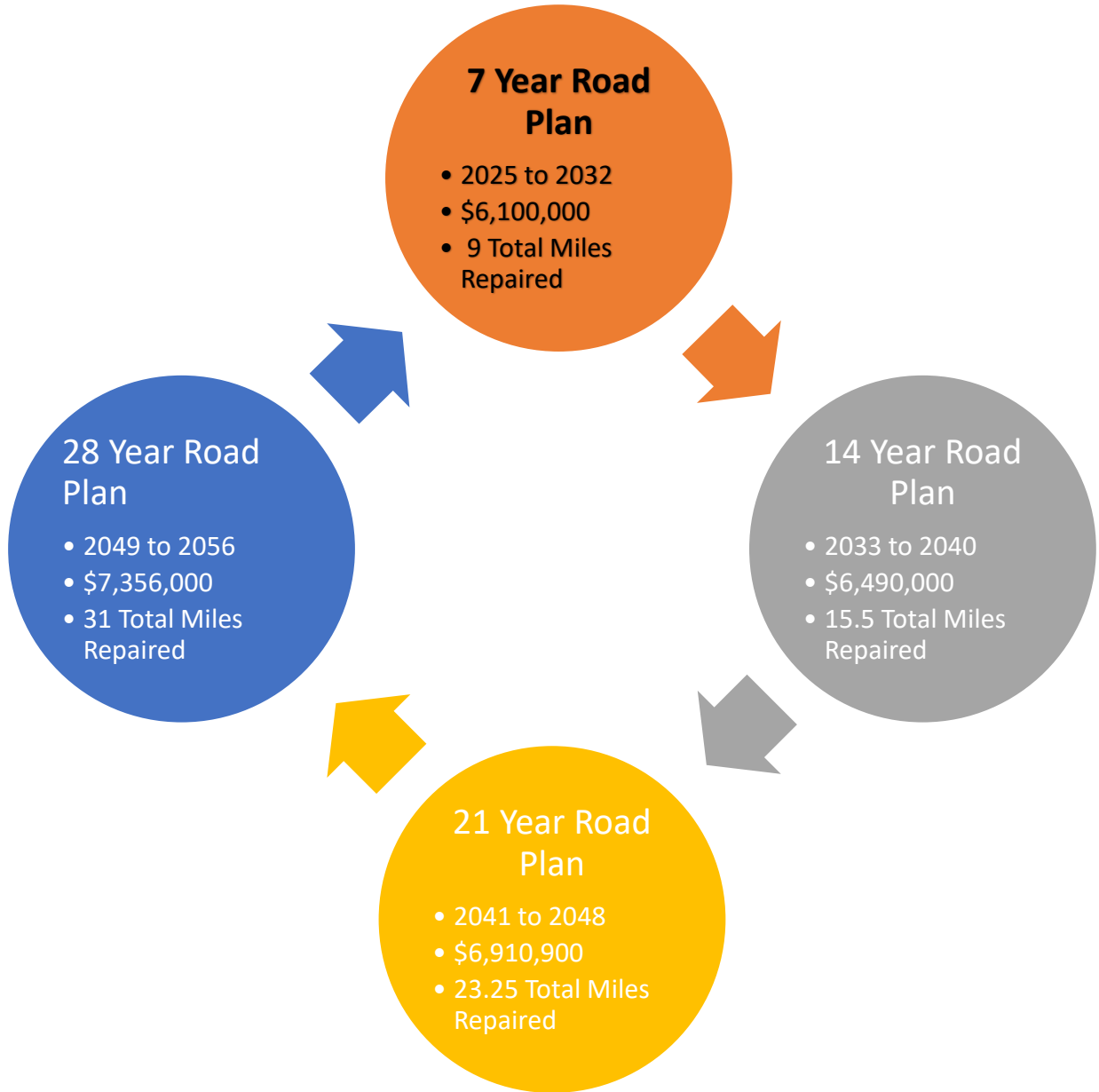
Adopted by the City Council on September 21, 2016.

Amended by the City Council on December 20, 2017.

Amended by the City Council on May 18, 2021.

# 30 Year Road Cycle

~31 Miles of Road in the System.



**Overlapping 7 Year Road Bonds.**

## 2023 Road Condition and Repair Survey Master List

Street Name	YEAR LAST PAVED	Complaints None Few 3.Many	1. 2. Crackseal (y or n)	Patches (y or n)	Patch Address	Paving Priority (new, ok, which bond 5, 10,15,etc.)	Comments
Sumac Trail	N/A	many				2025	Needs a couple loads of class V at Lendee intersection.
Alley (east of Main St.)	1995	many				2025	Watch sewer manhole for extra repair this fall.
Alley (west of Main St.)	N/A	many		y	Stop sign with Main Street	2025	16'x6' . Should consider a total overlay instead. Consider underground drainage and catch basins with hotel or bigger paving project.
Bass Lk Rd	N/A	many				City of Lakeshore	Projects need to originate with the City of Lakeshore.
Birch Ave.	N/A	few				5 -10 years	Doesn't meet the drainage standard but no immediate concerns. Tree line should be pushed back and there is a lot of storm debris.
Birch Ridge Dr.	N/A	few	y			10-15 years	Replace the blue street name sign
Birch St.	1998	few				5-10 years	Lots of low hanging trees to be trimmed.
Birchmont Ln.	N/A	few				10	atch dip at Sebago resort. Remove the stump @ 21810, opposite side of the street
Bittersweet Ln.	N/A	many				10-15 years	
Briarwood Ln.	N/A	few		y	62,486,108	15-Jan	hole @ truck turn around. 6108 fix potholes. Need stop sign @ intersection with
Broadleaf Dr.	2007	none				10-15 years	
Camp Lincoln Rd.	2003	few				5-10 years	Add bike trail.Needs ditching and trees are too close to the road.
Cemetery	2014	none				10-15 years	Lots of storm tree damage. Fence damage due to the December storm.
Charmin Ave.	2021	none				20	
Church St. (North)	N/A	few				2025	Take down the slow children sign at 26 200. Lots of storm trees.
Church St. (South)	1989	many		y	Catholic Church	2025	6'x35' patch.Consider bike path.Push back the trees from the park entrance to Park Avenue to the back ditch bank.
City Hall Parking Lot	2005	few				2025	work in with City Hall Street
City Hall St.	N/A	many				2025	reet name signs with road project. Consider small roundabout @ the intersection
Clark Lk. Ln.	N/A	few				5-10 years	
Clark Lk. Rd.	1998	few				5-10 years	Lots of storm debris
Commons Dr.	2007	few				15-20 years	
Community Center Parking Lot	N/A	few				2025	
Cory Court	2005	none	y			10-15 years	
Cove Trl.	2003	few	y			15 years	
East Clark Lk. Rd.	N/A	x				x	
East Cullen Road	2005	few				10-15 years	Replace blue street name signs for private roads. Lots of storm trees to be removed. The tree line on the west side should be pushed back.
East Roy Lk. Rd.	N/A	many				2025	Remove the slow children sign at the Lower Roy intersection. Replace Blue Roy Lake Drive street name sign.Add ditching on the west side. Move trees back on the west side.
Edna Lake Rd	N/A	many		y	26382	2025	pothole @26382. Remove the slow children sign at 26 463.Replace the blue street name signs.Trees should be pushed back with the paving project and there is some storm debris to remove.
Edna Ln.	N/A	many				2025	25 863 leading Poplar and some storm debris. Ditching should be cleaned and added with paving
Firehall Parking Lot	1994	few				2025	
Fishtrap Rd.	2005	few				10-15 years	Replace the blue fish trap road sign
Forest Ave.	1989	many				2025	Should have curb and gutter installed. The tree line needs to be moved back away from the pavement.
Forest Hills Cir.	N/A	few				10	Storm debris
Forest Hills Dr.	N/A	few				10 years	
Free Bird Circle	2005	none	y			10-15 years	
Gull Lk. Dr.	2018	none				20	
Harbor Dr.	N/A	few				15 years	Replace the blue street name sign. Need a drainage structure at the West end, south side
Hazelwood Dr. (north)	2020	few	y	y	south intersection with 371	15-20 years	treatment to fix corner cutting
Hazelwood Dr. (south)	N/A	none				10-15 years	



Hillcrest Dr.	N/A	few				5 years	Replace blue street name sign at 115 intersection
Hills Crossing	2007	none				10-15 years	
Hole-In-The-Day Dr. (north)	N/A	none				2025	
Hole-In-The-Day Dr. (south)	N/A	few				2025	
Hyland Ave. (south)	2018	few				20 years	Storm debris
Kander Court	N/A	few				2025	Replace the blue street name sign at the Wooddale intersection. Remove trees encroaching on the drainage ditch at 5593.
Knoll Dr.	2007	none	y			15- 20 years	
Lakers Lane	N/A	few				10-15 years	Replace the school speed sign with one from County Road 77 near Nokomis
Lazy Brook Dr.	N/A	none				10-15 years	
Lendee Dr.	N/A	many				2025	Needs Class V at the intersection with Sumac.
Lilac Lane	1998	few				5-10 years	Lots of storm debris. lots of low hangers that need to be cleaned up.
Linden Blvd East	1997	many		y	liftstation 3	2025	Manhole repair near lift station.Needs engineered underground drainage. The trees should be pushed back away from the pavement.
Linden Blvd West	1989	many				2025	Needs an underground drainage system installed. Trees need to be removed from the edge of the pavement.
Lower Cullen Rd. (South)	2015	none				15- 20 years	
Lower Cullen Rd.(north)	2020	few				15-20 years	Overhanging trees at 26573
Lower Roy Lk. Rd.	2001	many				5-10 years	Needs ditching established. The tree line from the hard 90° corner to White Pine Cir. should be pushed back to 10 feet.
Lowland Ln. (east)	2018	few				20 years	Storm debris
Main St.	2015	few				10-15 years	Needs underground drainage
Maintenance Garage Parking Lot	2005	none				10-15 years	
Merrill Ave.	N/A	none	y			15- 20 years	Replace blue street name signs. Paint bollards and Fire Hydrant.
Middle Cullen Rd.	N/A	few				5-10 years	Repair the ditch on east side by tree farm
Mission Rd.	2018	none	y			20-30 years	Replace remaining blue private street name signs. Trees are too close to the road and ditching as needed
Mitchell Court	2002	none	y			10-15 years	Trees in the ditch near 26186 damaging drainage system.
Murray Rd.	1998	few				5-10 years	Replace blue street name signs. Fix curb with paving project.
Nisswa Ave. (West)	2009	none				15- 20 years	
Nisswa Ave. (East)	2012	none	y			15	Replae blue street name signs @ Main Street intersection.
Nisswa Cir.	2009	few	y			10-15 years	
Nisswa Lk. Ln.	2018	none				15-20 years	Note ditching but okay. Some storm cleanup. Tree line can be pushed back areas
Nokomis Ave.	1989	many				2025	The drainage is very poor consider curb and gutter. Tree line is up against pavement must be pushed back.
Norway Ln	N/A	few				10-15 years	Update the blue Oslo way sign
Old Gov't Trl. (south)	1989	many				2025	Need ditching and the tree line pushed back
Padre Court	2005	none				10-15 years	
Padre Pl.	2005	none				10-15 years	
Park Ave.	N/A	none				2025	Drainage system is needed for paving
Parkway Dr.	N/A	none				2025	Remove blue street name signs. Need ditching
Pickle Parking Lot	2010?	few				10-15 years	Paint stripes, refresh/clean out snow pile area.
Pine Haven Rd.	N/A	few				5-10 years	The drainage is not a standard the tree line is too close to the pavement and not the standard.
Polk Rd.	N/A	many				2025	Needs ditching and the tree line pushed back
Poplar Ave.	2005	few				10-15 years	Consider bike path loop with Church Street.
Red Leaf Court	2007	none				10-15 years	
Rono Cir.	2005	none	y			10-15 years	Replace the blue Rono Circle sign
Roy Lane	N/A	many				2025	Storm debris ditching should be established but is okay. Replace blue street name sign
Roy Lk. Connection	2015	none				15-20 years	
Smiley Rd. (north)	2013	none		y	Northstar Intersection	10-15 years	16'x5' Some storm debris far north end. Replace blue street name signs
Smiley Rd. (south)	2020	none				15-20 years	

South Clark Lk. Rd. (north)	N/A	none				5-10 years	
South Clark Lk. Rd. (south)	N/A	few				2025	Tree line needs to be pushed back from road. We will need to check on ownership with Lake Edward Township for re-pavement
South Main Street	2012	few	y			5-10 years	Crackseal the bike trail too.
Southwind Court	2007	few	y			10-15 years	Curb was removed at the south end of the cul-de-sac by a housing contractor. Looks like it will undercut the pavement.
Spike Buck Dr.	2004	few				10-15 years	Replace blue street name sign
St. Columbo Rd.	2018	none				20 years	
Stumvoll Ln.	N/A	few				10-15 years	
Twin Leaf Cir.	2007	none	y			10-15 years	Replace the remaining blue street name signs.
Upper Roy Lk. Road	N/A	many				2025	Ditching needed
Villa View Dr. (Fritz's frontage rd.)	2018	none	y			15-20 years	
Whitstrom Rd.	2018	none				15-20 years	
Wild Wings Way	2005	few				10-15 years	
Wildwood Ln.	N/A	few				15	Stop sign @ Birchmont intersection.
Wolf Chase Rd.	2005	few				10-15 years	Some storm trees to be removed
Wooddale Road (north)	N/A	few				5-10 years	Remove trees starting to fill in ditches.
Wooddale Road (south)	N/A	few				2025	Cut back the tree line from the school to 25 554 on the east side. Lots of storm tree cleanup.
Woodward Avenue	1989	many				2025	Needs an underground drainage system. Trees are too close to the paved surface.
Yearling Court	2004	none				10-15 years	Some storm debris to be cleaned up