

## Meeting Minutes

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Project Name: 1<sup>st</sup> Street Reconstruction

Purpose: Special Assessment Commission Meeting

Date: September 13, 2017 Time: 6:00 PM – 7:15 PM Facilitator: Cavin Berube

Location: Mapleton City Hall Minutes: Cavin Berube

Invitees: Mapleton Special Assessment Committee, Cavin Berube, Sarah Wear, [attached attendance list](#)

### 1. Streets

- 1.1 Total costs related to the street work (includes sidewalk, seeding, mulching, trees, etc.) - \$1,611,236.15
  - 1.1.1 Amounts to 52.83% of the total costs
- 1.2 Lots are currently charged based on the short side of the front footage of the property
- 1.3 The percentages being charged to each of the assessment zones can be changed or adjusted as the assessment commission chooses
  - 1.3.1 The current assessment percentages and zones are **preliminary**
- 1.4 Current cost per front foot on the project is \$139.50
  - 1.4.1 This amount is fluid and could be changed based on percentages assessed to each zone
- 1.5 Assessment district is currently broken down into six different areas
  - 1.5.1 Zone R1 – 50% Assessment (50% of \$139.50 = area is being charged \$69.75/front foot)
    - 1.5.1.1. Zone R1 includes the area of the project where property owners will be using this space as their primary entrance. This is the new asphalt street area
  - 1.5.2 Zone R2 – 40% Assessment (40% of \$139.50 = area is being charged at \$55.80/front foot)
    - 1.5.2.1. Zone R2 includes the area of the project where the crushed concrete street was installed and where there is now new access to 1<sup>st</sup> Street
  - 1.5.3 Zone R3 – 20% Assessment (20% of \$139.50 = area is being charged \$27.90/front foot)
    - 1.5.3.1. Zone R3 includes all other residential areas in the City that could use the streets/walking path
  - 1.5.4 Zone R4 – 5% Assessment (5% of \$139.50 = area is being charged \$6.98/front foot)
    - 1.5.4.1. Zone R4 includes all undeveloped areas in the City
  - 1.5.5 Zone R5 – 1% Assessment (1% of \$139.50 = area is being charged \$1.39/front foot)
    - 1.5.5.1. Zone R5 includes all commercial areas in the City
  - 1.5.6 Zone R6 – 100% Assessment (100% of \$139.50 = area is being charged \$139.50/front foot)
    - 1.5.6.1. Zone R6 includes the new school property
- 1.6 After discussion amongst the council as well as after taking questions and comments from the attendees, the committee decided to put the areas R1 and R6 (the focal area of the project along 1<sup>st</sup> Street and the school) up to a 100% assessment and the other areas throughout the City at 80% assessment
- 1.7 There were also numerous lots that were requested to be double checked by the attendees. These would be checked by Cavin after the meeting and adjusted properly to at least meet (for front footage) what was assessed on the County Highway 11 project
- 1.8 One resident discussed the costs of the new sidewalk (shared use path) and why the entire city is paying for the costs of this shared use path when some homeowners were required to pay for the sidewalk right in front of their houses

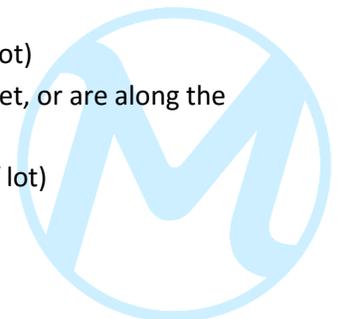
- 1.8.1 The difference is that this is a shared use path that connects a larger walking path throughout the City

## 2. Water Main

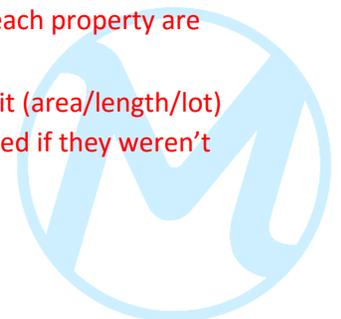
- 2.1 Total costs related to the water main work - \$357,858.62
- 2.1.1 Amounts to 11.73% of the total cost
- 2.2 Lots are currently charged on a per lot (or hookup) basis
- 2.3 The percentages or areas of the assessment zones can be changed or adjusted as the assessment commission chooses
- 2.3.1 The current assessment percentages and zones are **preliminary**
- 2.4 Current cost per lot is \$45,121.50
- 2.5 Assessment district is currently broken down into four different areas
- 2.5.1 Zone W1 – 1.20% Assessment (1.20% of \$45,121.50 = \$541.46/lot)
- 2.5.1.1. Zone W1 includes all properties that will be fed from the new water main
- 2.5.2 Zone W2 – 1.10% Assessment (1.10% of \$45,121.50 = \$496.34/lot)
- 2.5.2.1. Zone W2 includes all other areas in town that are developed and use City water
- 2.5.3 Zone W3 – 0.40% Assessment (0.40% of \$45,121.50 = \$180.49/lot)
- 2.5.3.1. Zone W3 includes the larger areas of the City that are undeveloped and also the golf course
- 2.5.4 Zone W4 – 100% Assessment (100% of \$45,121.50 = \$45,121.50/lot)
- 2.5.4.1. Zone W4 includes the new school property
- 2.5.4.2. This amount was chosen because it is very close to the amount of extra water main work that was required as part of the school being installed on this property
- 2.6 The water main costs were discussed and deemed fair by the assessment commission, these percentages and costs were not adjusted

## 3. Storm Sewer

- 3.1 Total costs related to the storm sewer work - \$467,344.74
- 3.1.1 Amounts to 15.32% of the total costs
- 3.2 Areas were charged based on the size of the properties (square feet)
- 3.3 The percentages or areas of the assessment zones can be changed or adjusted as the assessment commission chooses
- 3.3.1 The current assessment percentages and zones are **preliminary**
- 3.4 Current cost per square foot on the project is \$0.21
- 3.4.1 This amount is fluid and could be changed based on percentages assessed to each zone
- 3.5 Assessment district is currently broken down into five different areas
- 3.5.1 Zone STRM1 – 50% Assessment (50% of \$0.21 = \$0.105/square foot of lot)
- 3.5.1.1 Zone STRM1 includes the areas that are going to be draining directly to the new street, are connected to the new storm sewer system, or are being extended storm sewer to help with current or future drainage
- 3.5.2 Zone STRM2 – 40% Assessment (40% of \$0.21 = \$0.084/square foot of lot)
- 3.5.2.1 Zone STRM2 includes areas that partially drain to the new street, or are along the new ditching installed on the gravel portion of the project
- 3.5.3 Zone STRM3 – 25% Assessment (25% of \$0.21 = \$0.0525/square foot of lot)



- 3.5.3.1 Zone STRM3 includes the areas that are going to be connected to the new storm system along 1<sup>st</sup> Street
- 3.5.4 Zone STRM4 – 1% Assessment (1% of \$0.21 = \$0.021/square foot of lot)
  - 3.5.4.1 Zone STRM4 includes all other areas inside the assessment district
- 3.5.5 Zone STRM5 – 100% Assessment (100% of \$0.21 = \$0.21/square foot of lot)
  - 3.5.5.1 Zone STRM5 includes the new school property
- 3.6 The storm sewer costs were discussed and deemed fair by the assessment commission, these percentages and costs were not adjusted
- 4. Sanitary Sewer
  - 4.1 Total costs related to the sanitary sewer work - \$613,560.49
    - 4.1.1 Amounts to 20.12% of the total cost
    - 4.1.2 Jerry discussed the possibility of breaking out the lift station cost versus the pipe and sanitary sewer main connection costs
      - 4.1.2.1. This was ultimately put to the side during discussions
  - 4.2 Lots are currently charged on a per lot (or hookup) basis
  - 4.3 The percentages or areas of the assessment zones can be changed or adjusted as the assessment commission chooses
    - 4.3.1 The current assessment percentages and zones are **preliminary**
  - 4.4 Current cost per lot is \$2,200.72
  - 4.5 Assessment district is currently broken down into five different areas
    - 4.5.1 Zone SAN1 – 50% Assessment (50% of \$2,200.72 = \$1,100.36/lot)
      - 4.5.1.1. Zone SAN1 includes the areas that drain directly through the new lift station, whether directly or through another lift station
      - 4.5.1.2. A resident requested to look at why the Maple Pointe area is being assessed in this zone, as the resident believed it didn't drain through the new 1<sup>st</sup> Street lift station
      - 4.5.1.3. Cavin researched into this and found that the Maple Pointe sewer does drain into the 1<sup>st</sup> Street lift station based on City records and plans
    - 4.5.2 Zone SAN2 – 40% Assessment (40% of \$2,200.72 = \$880.29/lot)
      - 4.5.2.1. Zone SAN2 includes the areas that could drain to the new lift station should their lift station stop working properly
    - 4.5.3 Zone SAN3 – 25% Assessment (25% of \$2,200.72 = \$550.18/lot)
      - 4.5.3.1. Zone SAN3 includes the remaining developed area within the City
    - 4.5.4 Zone SAN4 – 20% Assessment (20% of \$2,200.72 = \$440.14/lot)
      - 4.5.4.1. Zone SAN4 includes the undeveloped areas of the City
    - 4.5.5 Zone SAN5 – 100% Assessment (100% of \$2,200.72 = \$2,200.72/lot)
      - 4.5.5.1. Zone SAN5 includes the new school property
  - 4.6 The sanitary sewer costs were discussed and deemed fair by the assessment commission, these percentages and costs were not adjusted
- 5. General/Questions
  - 5.1 The process of the costs of the project were discussed as to how the costs for each property are calculated. They are calculated as follows:
    - 5.1.1 Area/Length/Lot being assessed x % of assessment district x cost per unit (area/length/lot)
  - 5.2 Other concerns were brought up as to why certain areas were still being assessed if they weren't near the project area



- 5.2.1 Ultimately the properties throughout the City have some benefit of the improvements along 1<sup>st</sup> Street

**Note:**

The minutes of this meeting represent the writer's understanding of the events as discussed. Should an attendee's understanding differ, please contact Cavin Berube at 701.282.4692, or [cberube@mooreengineeringinc.com](mailto:cberube@mooreengineeringinc.com). The minutes contained herein will stand if not corrected within five (5) days of this writing.





Assessment Commission Meeting Sign-in Sheet

PROJECT NAME: 1st Street Reconstruction  
PROJECT LOCATION: Mapleton, ND  
PROJECT NUMBER: 17909  
DATE: 9/13/2017

<b>name</b>	<b>affiliation</b>	<b>phone number(s)</b>	<b>Address</b>	<b>email</b>
Cavin Berube	Moore Engineering - Project Engineer	701-499-5834		<a href="mailto:cberube@mooreengineeringinc.com">cberube@mooreengineeringinc.com</a>
Sarah Wear	Ohnstad Twichell - City Attorney	701-282-3249		<a href="mailto:swear@ohnstadlaw.com">swear@ohnstadlaw.com</a>
Jerry Volk	City of Mapleton - Special Assessment Commission			
Don Rubertus	City of Mapleton - Special Assessment Commission	701-235-8100		<a href="mailto:don.rubertus@nccomm.net">don.rubertus@nccomm.net</a>
Jesse Martinez	City of Mapleton - Special Assessment Commission			
Cathy Kangas		701-282-4140	327 6th Ave	
Chstina Hodenfield		701-282-5784	311 3rd St	
Kayla Mueller		701-200-6094		
Kim Barthel		701-361-3603	323 Maple Drive	
Darin Ludwig			509 3rd St	
Sonya Timm		701-552-1683		
Tim Broeren		701-282-3019	305 6th Ave	
Jolene Miller		701-799-0623	322 5th Ave	
Doug Saari		701-282-3554	383 Maple Drive	
Church Hensley		701-541-2855	405 6th Ave N	
Duan Klatt		701-361-5378	401 6th Ave	
Zach Johnson		701-376-9176	416 6th Ave	
Travis Wigdahl		701-371-2331	420 6th Ave	
Alden Sprecher		701-282-4942	335 Maple Drive	
Gordon Pederson		701-367-6803	334 Maple Drive	
Scott Bellon		701-281-0463	505 1st St	
Ray Herbel		701-781-0052	911 Maple River Court	
Jerome Kapaun		701-282-3619	115 6th Ave	
Judy Walker		701-282-0914	309 5th Ave	
Larry & Betty Graf		701-277-0749	812 Eagle Court	

