April 22, 2022

CURRENT OCCUPANT
XXXXX AVE NW
COON RAPIDS, MN 55448

Subject: Street Reconstruction – Project 22-2

On Tuesday, April 19, 2022, the City Council awarded contracts to Douglas-Kerr Underground, LLC, the low bidder on both of the City’s 2022 street reconstruction projects. Douglas-Kerr has successfully completed numerous projects in the past for the City, and has the capacity to complete this year’s projects on schedule. Both projects will be phased together, allowing for more efficient construction sequencing and reduced impacts to affected property owners. Douglas-Kerr’s proposed schedule for construction is depicted on the reverse of this letter. **For project 22-2, construction is anticipated to begin Monday, May 2 or shortly thereafter.**

Please understand there are many factors that influence the progress and pace of construction – most notably, weather – and the schedule is subject to change. We encourage you to visit the City’s website, [www.coonrapidssmn.gov/2022projects](http://www.coonrapidssmn.gov/2022projects), for weekly construction progress updates. To sign up for email notifications of these updates, click the Notify Me button and select “Construction Updates.”

Zach Pfieffer, the City Inspector on this project, will coordinate daily with the contractor and is available to answer questions. Zach can be reached at 763-767-6431 (office) or 612-710-8243 (cell). Douglas-Kerr’s main contact, Ryan Kerr, may be reached at 320-679-8937 ext. 14 (office) or 320-515-0046 (cell) for questions about construction activities. In emergency situations, dial 911 and your concern will be dispatched appropriately.

- If you have questions regarding your assessment or the timing/method of payment, please contact the City’s Assessing Department at 763-767-6446. You may check your balance or make an online payment (credit cards are only accepted online, with a 2.49% fee; no fee for ACH payments) by entering your property address here: [https://eproperty.logis.org/coonrapids/assessments/search](https://eproperty.logis.org/coonrapids/assessments/search)
- If you have an underground irrigation system, white flags are available for property owners to mark lines and sprinkler heads. Stop by City Hall (8 a.m. – 4:30 p.m.) to pick up flags for your property.
- The City requests property owners remove paver blocks, decorative rocks, and other landscaping elements placed in the area of three to four feet behind the curb and around hydrants before construction begins. **The City's contractor is not responsible for damage to encroachments.** Property owners can reinstall these items once reconstruction is complete. If you have specific concerns regarding this request or how the project might impact your property, please contact the City Inspector, Zach Pfieffer, to discuss or coordinate.
- A list of Frequently Asked Questions is enclosed. When/if new sod is installed on your property, watch for a green door hanger detailing maintenance responsibilities and helpful tips.
- The City is working hard to implement a text notification process for unexpected delays. To provide your cell phone number for this service, call 763-767-6479 or email sgreene@coonrapidssmn.gov.

Thank you in advance for your cooperation during this important project. If you have any questions or concerns, please feel free to contact me at 763-767-6465 or mhansen@coonrapidssmn.gov.

Sincerely,

Mark C. Hansen
City Engineer
<table>
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<tr>
<th>You Have Questions?</th>
<th>We Have Answers!</th>
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<tr>
<td><strong>1. What can I expect during construction?</strong></td>
<td>To learn more about the street reconstruction process, watch the City’s videos! The first addresses frequently asked questions, and the second demonstrates what the process will look like in a Coon Rapids neighborhood. Visit our website to view them: <a href="http://www.coonrapidsumn.gov/365/Engineering">www.coonrapidsumn.gov/365/Engineering</a></td>
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<td><strong>2. When will the work take place?</strong></td>
<td>The project is expected to begin May 2, 2022, and be completed by the end of October. The Contractor, Douglas-Kerr Underground, LLC, will consistently work each project area to completion once begun. Working hours are from 7 a.m. to 10 p.m. Monday-Friday; no work is allowed on weekends unless previously approved by the City where special conditions exist.</td>
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| **3. Who do I contact if I have questions during construction?** | Administrator’s Main Contact: Ryan Kerr – 320-679-8937 ext. 14 (office) or 320-515-0046 (cell)  
City Inspector: Zach Pfeiffer – 763-767-6431 (office) or 612-710-8243 (cell)  
In emergency situations, dial 911 and your concern will be dispatched as appropriate. |
| **4. Will there be any impacts to trees or landscaping located in my front or side yard?** | Typically, there are minimal impacts to trees. Occasionally, a watermain valve or hydrant replacement will require the removal of a tree, and property owners will be notified of any anticipated tree removals.  
It is the property owner’s responsibility to remove all yard landscaping items in the area of 3 to 4 feet behind the curb and around hydrants within the City's right-of-way prior to construction. These features, such as decorative pavers, bricks, rocks, mulch, edging, flowers, retaining walls, etc., can be replaced/reinstalled by the property owner after construction is complete.  
Per City ordinance ([Chapter 8-1000 – Boulevard Encroachments](http://www.coonrapidsumn.gov/365/Engineering)), these features exist within the public right-of-way at the property owner's risk. Landscaping features left in place during construction are susceptible to being damaged. **The Contractor WILL NOT BE REQUIRED to repair or replace damaged landscaping features that exist within the public right-of-way.** If you have questions or concerns about this, please contact the City Inspector to coordinate. |
| **5. How does the City plan to reestablish my yard (boulevard) after construction?** | In 2022, disturbed yards will be reestablished by filling low areas with topsoil, and placing sod where required. **The City’s Contractor will maintain the new sod for 45 days. Property owners will be fully responsible for future maintenance of the boulevard after that time period.**  
To keep your new lawn looking its best, water often, avoid mowing until the new grass is at least three inches long, and cut no more than 1/3 of the grass height. |
| **6. How are curb replacements determined?** | City staff determine curb replacement locations based upon the amount of cracking and settlement associated with the existing curb. Current City policy is to replace only the damaged portions of curb on street reconstruction projects. |
| **7. Will the location or width of my driveway be modified?** | No driveway modifications will be made by the City’s Contractor. The City will perform driveway apron replacements (only as necessary) based upon what exists prior to construction. **No adjustments to dimensions, width, materials (asphalt/concrete), or number of driveway access points will occur.** |
| **8. How are driveway apron replacements determined?** | The driveway apron is defined as the last 4 to 5 feet of hard surface (private property ROW) located behind the curb, and typical apron replacement occurs in that area across the width of the driveway. Driveway aprons are only replaced when they become damaged due to necessary curb replacements located directly in front of the driveway. This means that **not all properties will have new driveway aprons constructed.** |
| **9. Can I have my entire driveway replaced or repaved as part of the project?** | In many cases (if the existing curb is left in place), the driveway will remain as-is. At most, the City will only replace the driveway apron as stated above. Property owners are welcome to coordinate the replacement of the rest of their driveway during construction, but this work will be **outside the City project** and at the property owner’s expense. Contact the City Inspector for more information. |
| **10. Are water shut offs expected to occur?** | The City will periodically replace watermain valves and hydrants as part of the project, requiring occasional water shut offs. Property owners will be notified of any water shut offs at least 24 hours in advance (48-hour notice required for businesses).  
**Contractors will place door hangers on the front door of affected properties:**  
These notifications will contain information about the planned shut off schedule, which may take place over multiple successive days. Shut offs are only allowed to occur during regular business hours between 9 a.m. and 4 p.m. Monday through Friday. If a shut off is scheduled to take place over several days, water will be back on by approximately 4 p.m. each afternoon (with the exception of emergencies).
### You Have Questions?  |  We Have Answers!

11. **Will my underground sprinkler system or invisible fencing be impacted?**
    
    Property owners should notify Engineering if they have an underground sprinkler or in-ground pet fencing system. Although the Contractor will make every effort to avoid impacting sprinkler and invisible fencing systems, **damage will likely occur**.
    
    White flags will be available at City Hall for property owners to pick up and mark their systems, and the Contractor is **required to repair any damage made to existing systems during construction**. Please notify the City Inspector to report any damage and coordinate repairs.

12. **What if I believe my sewer is backing up during construction?**
    
    Call **Public Works at 763-767-6462** if you have your sewer service line cleaned by a drain contractor, or if you are experiencing a sewer back up. In emergency situations, **dial 911** and your concern will be dispatched as appropriate. Please mention you are in a street reconstruction area.

13. **Where should I park during construction?**
    
    **Please check your front door for posted notifications throughout construction.** The Contractor will notify property owners in advance of concrete work and paving operations.
    
    **Do not park in the street** during construction activities unless concrete work is performed in front of your driveway. **Do not drive over new concrete for at least five days.** During paving operations, vehicle access to and from your property may be blocked for a few hours, but the Contractor will make every attempt to accommodate traffic. You can drive on new pavement when rollers have finished work in your area.

14. **Will my mailbox be impacted?**
    
    If you are in an area where the watermain is not scheduled to be replaced, there should be **minimal to no impacts to mailboxes.** On most street reconstruction projects, the City will periodically replace watermain valves and hydrants. These replacements may require the temporary removal and reinstallation of a mailbox. If necessary, the Contractor will work with property owners to notify and arrange an alternate method of mail delivery.
    
    If you are in an area where watermain is proposed to be replaced, **temporary mailboxes** will be set up as necessary to allow for continued mail delivery.

15. **Will there be any interruptions to mail delivery or garbage pickup?**
    
    **There should not be any interruption to mail delivery or garbage pickup** during the project. However, interruptions occasionally occur to mail service due to Contactor activity near specific mailboxes.
    
    If interruptions do occur, property owners should notify the Contractor or City Inspector of the interruption. Every effort will be made by the Contactor to minimize the activity at the location where service was interrupted so that service can resume as soon as possible.

16. **When do I have to pay off the assessment?**
    
    **Please refer to the terms provided in your assessment letter mailed in January, 2022.** City Council is expected to adopt assessments on May 3, 2022. If you choose to pay off the assessment, no interest will be incurred within the first 30 days of adoption. After the 30-day interest-free period, please contact the City's **Assessing Department at 763-767-6446** to obtain the amount owed. **or access your information at the link below**. If you do not pay your assessment by November 14, 2022, it will be certified to the property taxes beginning in 2023. To check the balance or make an online payment (credit cards are only accepted online, with a 2.49% fee; no fee for ACH payments), you may enter your property address here: [https://eproperty.logis.org/coonrapidassessments/search](https://eproperty.logis.org/coonrapidassessments/search)

17. **What if I am having an event such as a graduation party or open house during construction?**
    
    Property owners hosting an event should **notify the City of the date and time.** The City Inspector and Contractor will work together to store equipment or materials away from the property during the event as much as possible.
    
    Work is not allowed on Saturdays and Sundays unless specifically approved by the City, and **weekly updates will be provided on the City's website, [www.coonrapidsmn.gov/365/Engineering](http://www.coonrapidsmn.gov/365/Engineering)**, during construction to help property owners understand the progress and ongoing timeline of construction in their area.
    
    **You may also sign up to receive weekly construction update emails by clicking the Notify Me icon and selecting “Construction Updates.”**

18. **How do I report a fallen street sign/pile of debris/unknown street marking/etc.?**
    
    Street reconstruction projects are a massive undertaking, and require constant coordination between the City and Contractor to ensure proper execution and safety. **It is our priority** to create as little impact to our residents and businesses as possible. We ask for your patience and understanding as we work to improve our City. You are always welcome to report non-emergency items to the Engineering Division:
    
    (763) 767-6479 or Engineering@coonrapidsmn.gov
    
    We thank you for your support!