



# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 4, 2015  
**REGULAR**  
**ITEM #** 10

**AGENDA ITEM:** 2016 Street Improvements – Authorize Preparation of a Feasibility Report

**SUBMITTED BY:** Ryan Stempski, Assistant City Engineer

**THROUGH:** Clark Schroeder, Interim City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director  
Mike Bouthilet, Public Works

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item.....City Engineer
- Report/Presentation.....City Engineer
- Questions from Council to Staff ..... Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Engineering

**FISCAL IMPACT:** \$10,800

If authorized, FOCUS Engineering Inc., will prepare a feasibility report in the not to exceed amount of \$10,800 for the 2016 Street Improvements. If the improvements are ordered, the report costs will be charged against the project fund and become assessable to the benefitting properties. Should the project not be constructed, the report costs cannot be assessed.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving Resolution No. 2015-62, Ordering Preparation of a Feasibility Report. The recommended motions for these actions area as follows:

***“Move to approve Resolution No. 2015-XX, Ordering preparation of a Feasibility Report for the 2016 Street Improvements to FOCUS in the not to exceed amount of \$10,800.”***

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

In accordance with the proposed 2015-2019 Street Capital Improvement Plan (CIP), the following local streets represent the most essential street improvements for implementation in 2016. The streets programmed for improvements in 2016 include:

- Kirkwood Avenue North, from 50<sup>th</sup> Street North to cul-de-sac,
- Jasmine Avenue North, from 10<sup>th</sup> Street North to end of Stonegate 1<sup>st</sup> Addition,
- 9<sup>th</sup> Street North, from west end cul-de-sac to east end cul-de-sac,
- Jasmine Avenue Place North, from Jasmine Avenue North to cul-de-sac,
- Kelvin Avenue, from Trunk Highway 5 to cul-de-sac (including the private drive north of Kelvin Court).

In order to initiate the improvement the Council must direct the preparation of a feasibility report as required by the statutory process for public improvements that are specially assessed. The report will advise on the scope of recommended improvements for each local street; provide estimated project costs of the recommended improvements; identify easement and right-of-way, permits, and other requirements of other local agencies needed to implement the improvements; recommend whether the improvements should be best made as proposed or in connection with some other improvement; and advise if the improvements are necessary, cost effective, and feasible. The report will also provide a proposed preliminary assessment roll for each of the benefitting properties based upon the City’s Special Assessment Policy for Local Improvements, dated June 2014.

The improvements will likely include full street reconstruction, street reclamation, storm sewer and drainage improvements, and watermain extension consistent with the City’s 2030 Comprehensive Plan. Water quality improvements will be evaluated and incorporated as necessary to meet VBWD permitting requirements.

A project schedule for the 2016 Street Improvements is attached and outlines the implementation timeframe necessary to ready the improvements for construction in 2016. The proposed schedule provides the necessary time to address public involvement, acquire project related easements, acquire field survey before snowfall, and to receive contractor bids early in 2016 to promote a competitive bid environment.

**RECOMMENDATION:**

Staff is recommending that the City Council authorize FOCUS Engineering, Inc. to prepare a Feasibility Report for the 2016 Street Improvements in the estimated amount of \$10,800. The recommended motion for this action is as follows:

***“Move to approve Resolution No. 2015-62, Ordering preparation of a Feasibility Report for the 2016 Street Improvements to FOCUS in the not to exceed amount of \$10,800.”***

**ATTACHMENT(S):**

1. Resolution No. 2015-62, Ordering Preparation of a Feasibility Report.
2. 2016 Street and Utility Improvements – Location Map.
3. 2016 Street and Utility Improvements – Project Schedule.

**CITY OF LAKE ELMO  
WASHINGTON COUNTY  
STATE OF MINNESOTA**

**RESOLUTION NO. 2015-62**

**A RESOLUTION ORDERING PREPARATION OF A FEASIBILITY  
REPORT FOR THE 2016 STREET IMPROVEMENTS**

**WHEREAS**, the City maintains a 5-year revolving Street Capital Improvement Program (Street CIP) to promote the strategic use of limited financial resources while maintaining, developing or replacing the City's local street network; and

**WHEREAS**, the Street CIP represents the City's long-range street improvement program that identifies the present and future needs and priorities, and develops a schedule of public improvements to address the most essential improvements first; and

**WHEREAS**, with a street reconstruction project the City reviews and considers the potential replacement or need for utility improvements in accordance with the City's 2030 Comprehensive Plan, including watermain or sanitary sewer, to be constructed in conjunction with the street improvement; and

**WHEREAS**, it is proposed to initiate the 2016 Street Improvement project to improve the following local streets;

- Kirkwood Avenue North, from 50<sup>th</sup> Street North to cul-de-sac,
- Jasmine Avenue North, from 10<sup>th</sup> Street North to end of Stonegate 1<sup>st</sup> Addition,
- 9<sup>th</sup> Street North, from west end cul-de-sac to east end cul-de-sac,
- Jasmine Avenue Place North, from Jasmine Avenue North to cul-de-sac,
- Kelvin Avenue North, from Trunk Highway 5 to cul-de-sac

**WHEREAS**, it is proposed to assess the benefiting properties for all or a portion of the cost of the improvement, pursuant to the City's Special Assessment Policy and Minnesota Statutes, Chapter 429.

**NOW, THEREFORE, IT IS HEREBY RESOLVED,**

That the proposed improvement, called the 2016 Street Improvements, be referred to the City Engineer and FOCUS Engineering, and that FOCUS Engineering is instructed to complete a feasibility report in accordance with Minnesota Statutes, Chapter 429 for the proposed improvements, and to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should be best made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FOURTH DAY OF  
AUGUST 2015.**

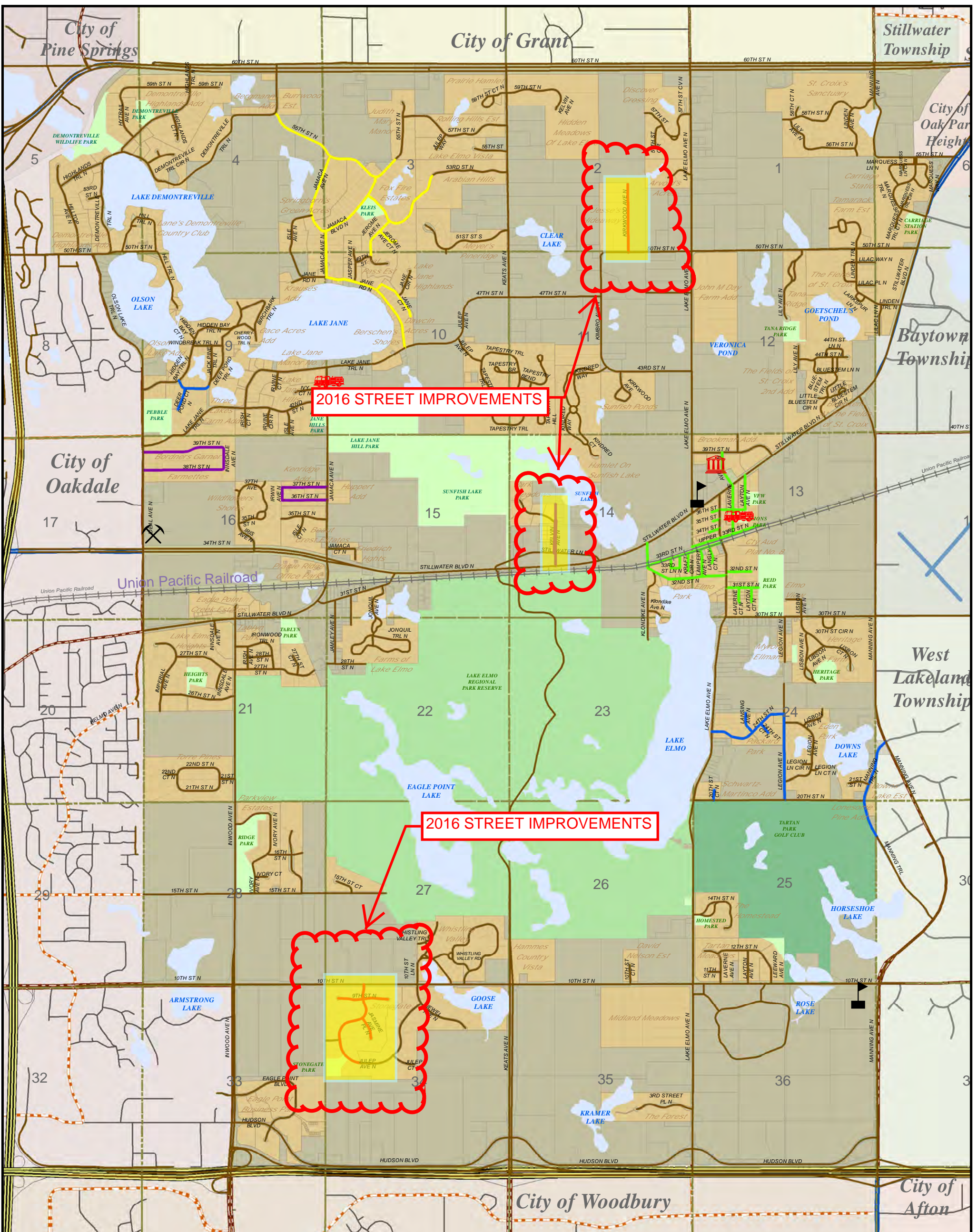
**CITY OF LAKE ELMO**

By: \_\_\_\_\_  
Mike Pearson  
Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Julie Johnson  
City Clerk



# 2014 - 2018 RESIDENTIAL STREET CAPITAL IMPROVEMENT PLAN



**City Hall**  
3800 Laverne Avenue N  
651/777-5510  
www.lakeelmo.org



**Public Works Building**  
3445 Ideal Ave N  
651/233-5414



**Fire Stations**  
Station No. 1  
3510 Laverne Ave N  
651/770-5006  
Station No. 2  
4259 Jamaica Ave N  
651/779-8882



**Schools**



**Parcels**



**Subdivisions**



**City Parks**



**Golf Course**



**Lake Elmo Regional Park Reserve**  
Park Office  
651/430-8368  
**Lakes**



0.5 0.25 0 0.5 Miles

Map Date: October 2013

Created By:

**FOCUS ENGINEERING, inc.**

## Improvement Year

- 2014
- 2015
- 2016
- 2017
- 2018

PRELIMINARY PROJECT SCHEDULE  
CITY OF LAKE ELMO

**FOCUS** ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261  
Jack Griffin, P.E. 651.300.4264  
Ryan Stempski, P.E. 651.300.4267  
Chad Isakson, P.E. 651.300.4283

2016 STREET IMPROVEMENTS  
PROJECT NO. 2015.XXX

*AUGUST 2015*

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August 4, 2015	Council authorizes Feasibility Report.
October 6, 2015	Presentation of Feasibility Report. Council accepts Report and calls Hearing.
November 3, 2015	Public Improvement Hearing. Council orders preparation of Plans and Specifications.
February 16, 2016	Council approves Plans and Specifications and orders Advertisement for Bids.
March 17, 2016	Receive Contractor Bids.
April 5, 2016	Council accepts Bids and awards Contract.
May 2, 2016	Conduct Pre-Construction Meeting and issue Notice to Proceed.
August 12, 2016	Substantial Completion.
September 30, 2016	Final Completion.