



STAFF REPORT

DATE: November 19, 2019

CONSENT

AGENDA ITEM: Washington County CDA Predevelopment Finance Grant

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

As was discussed at the November 12, 2019 work session, staff has prepared an application to Washington County CDA for a grant from the Predevelopment Finance Fund.

ISSUE BEFORE COUNCIL:

Should the Council approve the resolution of support for the Predevelopment Finance Fund Grant?

PROPOSAL DETAILS/ANALYSIS:

In order to get a better understanding of what the market could support in that area, staff is preparing an application to Washington County Community Development Authority (CDA) for predevelopment finance fund. We are putting together a proposal to calculate what it would cost to make the area “shovel ready” as there are not many shovel ready sites in Washington County per CDA Director Chris Eng. The analysis will then give us an idea of whether or not the city could recover the costs associated with making it shovel ready (utilities, roads, etc.) through the sale of the land.

Included in your packet are the proposals from HKGI and FOCUS to perform the concept plans and cost out the public infrastructure.

The grant application requires a resolution of support from the city council.

FISCAL IMPACT:

The city contribution would be \$2,200 as the grant requires a 20% match from the city.

OPTIONS:

- Approve Resolution No 2019-086
- Amend and then Approve Resolution No 2019-086
- Do not support applying for the grant

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve Resolution No 2019-086

ATTACHMENT:

- Resolution No 2019-086
- Proposal from HKGI
- Task Order from Focus Engineering

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

RESOLUTION NO. 2019-086

**A RESOLUTION SUPPORTING GRANT APPLICATION FOR
PREDEVELOPMENT FINANCE FUND FOR 180 ACRES ON IDEAL AVE**

WHEREAS, the City of has identified a proposed project within the City that meets the Washington County Community Development Agency (CDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, the City has established that the property in consideration can be zoned and/or guided for future development accordingly and the proposed project is a high priority of the city; and

WHEREAS, the City supports the proposed project scope of work and hereby supports the application to the Predevelopment Finance Fund; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Washington County residents.

NOW THEREFORE BE IT RESOLVED that the City of approves the application for funding from the Washington County CDA Predevelopment Finance Fund.

BE IT FURTHER RESOLVED that upon approval of its application by the Washington County CDA, City Administrator Kristina Handt is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

APPROVED by the Lake Elmo City Council on this 19th day of November, 2019.

By: _____
Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk



17 September 2019

Mr. John (Jack) W. Griffin, P.E.
Principal / Sr. Municipal Engineer
Focus Engineering

Re: Proposal for Lake Elmo Master Planning Services

Dear Jack:

Thank you for contacting Hoisington Koegler Group, inc. (HKGi) about master planning services for the roughly 160 Acres in Lake Elmo. The following scope of work is provided to prepare high-level master planning guidance for the entire property as well as a more focused look at a possible commercial/ light industrial land use pattern for the area south of 34th Street North (CR 14) and east of Ideal Avenue N. The focus of the master planning effort will be on understanding street and block patterns, general lotting patterns for commercial/ light industrial uses, general storm water management approaches, infrastructure needs, and likely phasing of development. We will work with Focus Engineering to integrate the direction for stormwater management approaches, transportation access and traffic elements, infrastructure needs and anticipated phasing of development. The following tasks will be followed in preparing the master plan:

1. Establish a GIS base map for the project area with best available data sets. This information would include but is not limited to property ownership, topography, natural resources (wetlands), utilities and easements, etc.
2. Understand site context. HKGi will conduct a workshop with Focus Engineering staff to review the site base mapping and necessary context information, such as the Comprehensive Plans from Lake Elmo and Oakdale, Phase 1 Environmental assessments or other key information. At this workshop we will also discuss the overall vision for the project and anticipated goals and outcomes for the planning effort.
3. Prepare a site analysis graphic to illustrate site opportunities and constraints. This would identify points of access to the site, drainage features, wetlands and surrounding land uses, and overall parcel developable areas.
4. Prepare concepts (up to 3). The concepts will be bubble diagrams that demonstrate land use, site access, block pattern, open space configuration, and stormwater locations. We anticipate starting with hand sketches and then utilizing GIS to provide detailed calculations of developable land and possible lot sizes for commercial/ light industrial development. We will integrate essential infrastructure analysis and assumptions from Focus Engineering into the exhibits including line work for sanitary sewer, water and stormwater.

Focus Engineering
Lake Elmo Master Planning Services
9/16/2019

5. Prepare and quantify development assumptions for each concept and review with Focus Engineering staff.
6. Refine the concept into a preferred scenario and/or various potential scenarios and then prepare a PDF or Powerpoint presentation package.
7. Package all deliverables for project reference.

Project Cost Estimate & Schedule:

HKGI proposes to accomplish the above tasks for \$6,500. The above project scope is based on our knowledge of the overall project goals of the City of Lake Elmo. If you are comfortable with the approach, please sign and return and we will commence the work immediately. The project will take roughly 1-2 months to complete.

Hoisington Koegler Group is excited at the opportunity to provide our services to Focus Engineering and the City of Lake Elmo. We look forward to helping the City create a master plan to guide development for the western gateway to their community.

Sincerely,



Bryan Harjes, PLA, LEED AP
Vice President



Brad Scheib, AICP
Vice President

I hereby accept the terms and conditions as outlined in this letter and authorize Hoisington Koegler Group Inc. to perform services noted herein. Billings will be sent monthly for work completed, and payment is expected within 30 days.

Name

Date

November 13, 2019

FOCUS ENGINEERING, inc.

Kristina Handt, City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

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

Re: Proposal for Infrastructure Planning Services

Dear Kristina,

We are pleased to submit this Proposal for Infrastructure Planning Services to support the work proposed by Hoisington Koegler Group, Inc. (HKGi) in their letter dated September 17, 2019. Our work will build on the master planning work prepared by HKGi and will include the conceptual layout of the supporting public infrastructure with preliminary estimates of costs for each of the development scenarios prepared by HKGi.

FOCUS Engineering will develop the infrastructure plans including municipal watermain to the property and internal to the site; sanitary sewer to the property assuming connection to the City of Oakdale sewer system, and sewer internal to the site; transportation access locations to Stillwater Boulevard (CSAH14) and Ideal Avenue (CSAH13) including turn lane and traffic improvements; street networks internal to the site; and storm water BMPs for the development.

Proposed cost estimates and assumptions:

- FOCUS will complete this work for a not to exceed amount of \$4,500.
- Stormwater management needs and costs will be based on high level assumptions from typical developments and will not include a storm water management plan or model development.
- Street, storm sewer, watermain and sanitary sewer costs will be based on infrastructure concept layouts and using average per lineal foot costs from recent city projects.

Please review this proposal and let me know if you have any questions or require any modifications to the proposed scope of work. We look forward to the opportunity to support the City's efforts to evaluate the best use of this newly acquired property. Should you require additional information, please do not hesitate to contact me directly at (651) 300-4264.

Sincerely,

FOCUS ENGINEERING, inc.



John (Jack) W. Griffin, P.E.
Principal, Sr. Municipal Engineer