



## STAFF REPORT

DATE: November 19, 2019  
**CONSENT**

**AGENDA ITEM:** Authorize Preparation of a Feasibility Report for the 31st Street and Stillwater Blvd Watermain Improvements

**SUBMITTED BY:** Jack Griffin, City Engineer

**REVIEWED BY:** Kristina Handt, City Administrator  
Chad Isakson, Assistant City Engineer  
Marty Powers, Public Works Director

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**ISSUE BEFORE COUNCIL:** Should the City Council authorize the preparation of a feasibility report for the 31st Street and Stillwater Blvd Watermain Improvements?

**BACKGROUND:** The City of Lake Elmo is extending watermain to 6 homes located just east of 31st Street North and south of Stillwater Boulevard in Lake Elmo as shown on the attached Location Map. The properties reside in an area affected by PFAS contamination and well advisories have been issued. The City approved a grant agreement with the MPCA at the October 1, 2019 council meeting regarding these improvements and approved final design services at the October 15, 2019 council meeting in order the jump start the topographic survey work.

The project extends the public watermain south across Stillwater Boulevard (CSAH 14) from the north side, approximately 800 feet east of the intersection at 31st Street North. On the south side of CSAH 14, watermain will be extended approximately 780 feet further south along a shared private driveway. Individual water service stubs will be installed for each of the 6 residential properties. The project will include grant funding and administrative processes for ensuring each property completes the private service connection from the right-of-way to each home, including water meter installation, sealing of the private well, and all permitting and connection fees.

**PROPOSAL DETAILS/ANALYSIS:** Staff is recommending that a Feasibility Report be prepared for this project in accordance with the statutory process for public improvements that are specially assessed. The feasibility report will advise on the scope of recommended improvements; provide estimated project costs; 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. Consistent with the City Assessment Policy and past practices, the watermain improvements will be 100% assessed to the benefitting properties. Assessments will be waived once the property connects to City water and successfully abandons their private well.

A project schedule for the 31st Street and Stillwater Blvd Watermain Improvements is attached and outlines the implementation timeframe necessary to ready the improvements for construction in 2020. The proposed schedule provides necessary time to address public involvement, acquire project related easements, acquire

field survey before heavy snowfall, and to receive contractor bids early in 2020 to promote a competitive bid environment.

**FISCAL IMPACT:** \$4,800. The engineering fees will be funded through the MPCA Grant Agreement approved at the October 1, 2019 City council meeting.

**RECOMMENDATION:** Staff is recommending that the City Council approve, *as part of the consent agenda*, a Resolution Ordering Preparation of a Feasibility Report for the 31st Street and Stillwater Blvd Watermain Improvements. If removed from the consent agenda, the recommended motion for this action is as follows:

***“Move to approve Resolution No. 2019-088, Ordering preparation of a Feasibility Report for the 31st Street and Stillwater Blvd Watermain Improvements to be completed by FOCUS Engineering, Inc. in the not to exceed amount of \$4,800.”***

**ATTACHMENTS:**

1. Resolution Ordering Preparation of a Feasibility Report.
2. 31st Street and Stillwater Blvd Watermain Improvements – Location Map.
3. 31st Street and Stillwater Blvd Watermain Improvements – Project Schedule.

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

**RESOLUTION NO. 2019-088**

**A RESOLUTION ORDERING THE PREPARATION OF A FEASIBILITY REPORT  
FOR THE 31ST STREET AND STILLWATER BOULEVARD WATERMAIN  
IMPROVEMENTS**

**WHEREAS**, the city has been awarded grant funds through the 2018 3M Settlement Expedited Project Grant Program to extend clean drinking water to 6 homes located along a private driveway near 31st Street North and Stillwater Boulevard and to reimburse property owners for the costs associated with connecting to city water and sealing their well.; and

**WHEREAS**, the city executed an Agreement with the Minnesota Pollution Control Agency dated October 2, 2019 stating the conditions and terms of the grant funds including the requirement for each property to connect to city water and abandon all private wells, unless identified as a monitoring well by MPCA; and

**WHEREAS**, staff recommends that the city assess properties that do not hook up to city water in the allotted time in order to recoup those project costs that may not be covered by the grant due to non-compliance; and

**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, BE IT RESOLVED,**

That the proposed improvement, called 31st Street and Stillwater Blvd Watermain Improvements, be referred to the City Engineer and FOCUS Engineering, 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 SEVENTEETH DAY OF  
NOVEMBER, 2019.**

**CITY OF LAKE ELMO**

(Seal)  
ATTEST:

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

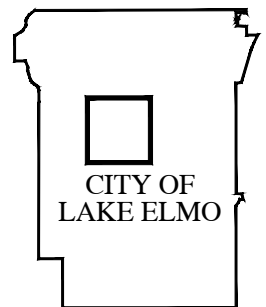
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Julie Johnson  
City Clerk





**LEGEND**

-  PRIVATE DRIVE
-  PROPERTIES SERVED



**FOCUS**  
ENGINEERING, inc.

31ST STREET  
WATERMAIN  
IMPROVEMENTS  
PROJECT NO. 2019.124

FIGURE NO. 1  
LOCATION MAP

PROJECT SCHEDULE  
CITY OF LAKE ELMO

**FOCUS** ENGINEERING, inc.

31ST STREET AND STILLWATER BLD WATERMAIN IMPROVEMENTS  
PROJECT NO. 2019.124

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Ryan Stempksi, P.E. 651.300.4267  
Chad Isakson, P.E. 651.300.4283

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OCTOBER 1, 2019	Council Approves MPCA Grant Agreement for Stonegate Watermain Project.
OCTOBER 15, 2019	Council Authorizes Topographic Survey and Final Design Services.
NOVEMBER 19, 2019	Council orders preparation of Feasibility Report.
JANUARY 21, 2020	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing.
FEBRUARY 18, 2019	Public Improvement Hearing. Council Orders the Improvement (4/5th Vote) and preparation of Plans and Specifications.
MARCH 3, 2020	Council approves Plans and Specifications and orders Advertisement for Bids.
APRIL 2, 2020	Project Bid Date: Receive contractor bids.
APRIL 21, 2020	Council accepts Bids and awards Contract.
MAY 19, 2020	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none"><li>• SEPTEMBER 25, 2020 Substantial Completion.</li><li>• NOVEMBER 13, 2020 Final Completion.</li></ul>
SEPTEMBER 7, 2021	Declares Costs to be Assessed and Calls for Hearing on Assessment.
OCTOBER 5, 2021	Final Assessment Hearing. Council adopts the Final Assessment Roll.