



STAFF REPORT

DATE: July 6, 2021

CONSENT

AGENDA ITEM: Authorize Preparation of a Feasibility Report and Preparation and Plans and Specifications for the Tapestry Sanitary Sewer Extension

SUBMITTED BY: Jack Griffin, City Engineer

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

ISSUE BEFORE COUNCIL: Should the City Council authorize the preparation of a feasibility report and preparation of plans and specifications for the Tapestry Sanitary Sewer Extension?

BACKGROUND: A petition requesting the connection to municipal sanitary sewer service was received from the Tapestry at Charlotte's Grove subdivision on June 1, 2020 with 56 of the 65 property owners voting in favor of the petition and 2 property owners voting against the petition. See attached petition.

The Tapestry subdivision is located outside of the Village Area Municipal Urban Service Area (MUSA) and is currently operating a private community wastewater conveyance and treatment system that serves 65 residential properties. Upon receipt of the petition, and at the neighborhood's request, the city completed a high-level preliminary study and estimate of cost for budgetary planning purposes for the extension of public sewer to serve the 65 residential properties. The desktop study determined that a city owned sanitary sewer lift station would need to be constructed in the vicinity of the existing community HOA wastewater treatment facility with approximately 2,500 feet of forcemain. The forcemain would be routed to connect to the new 10-inch gravity sewer main located in the adjacent Hamlet on Sunfish Lake neighborhood. New easements would be required for the lift station site and entrance drive to the lift station, the gravity main connection between the lift station and existing sanitary sewer system, and along the forcemain route. The preliminary study indicated that the total project cost, including connection fees, would be in the vicinity of \$1.5 million, or just over \$23,000 per benefitting property. This scope did not include any work for the city to assume ownership of the HOA owned conveyance system.

PROPOSAL DETAILS/ANALYSIS: In order to initiate the improvement, the council must authorize the preparation of a feasibility report as required by 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.

In order to develop reliable cost information for the required improvements that can be used for the purposes of informing the property owners of the anticipated costs and assessments, preliminary design work by the city's lift station consultant will be required. Therefore, in addition to the authorization of the feasibility report the council is asked to authorize the preparation of plans and specifications. This will allow the

design work to commence immediately, and will allow for the needed lift station, pump capacity, forcemain, and stand-by generator sizing calculations to be used for estimating project costs.

A project schedule is attached and outlines the implementation timeframe necessary to ready the improvements for construction in 2022. The proposed schedule provides necessary time to address public involvement, acquire project related easements, acquire field survey, and to receive contractor bids for construction in 2022.

FISCAL IMPACT: \$26,484 to complete the preliminary design and Feasibility Report. Remaining Engineering fees will be initiated with future council direction.

If authorized, FOCUS Engineering Inc. and Bolton and Menk, Inc. will prepare the feasibility report and preliminary design in a not to exceed amount of \$26,484 for the Tapestry Sanitary Sewer Extension. If the improvements are ordered, the engineering costs, together with the design and construction fees, 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 and would be charged to the Sewer Enterprise Fund.

RECOMMENDATION: Staff is recommending that the City Council approve a Resolution Declaring Adequacy of Petition, and Ordering Preparation of a Feasibility Report and Preparation of Plans and Specifications for the Tapestry Sanitary Sewer Extension. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2021-078, Declaring Adequacy of Petition, and Ordering Preparation of a Feasibility Report and Preparation of Plans and Specifications for the Tapestry Sanitary Sewer Extension to be completed jointly by FOCUS Engineering, Inc. and Bolton and Menk, Inc. in the not to exceed amount of \$26,484.00.”

Staff is further recommending that the City Council award a Professional Engineering Design and Construction Support Services Contract to Bolton and Menk, Inc.. The recommended motion for this action is as follows:

“Move to approve a Professional Engineering Design and Construction Support Services Contract to Bolton and Menk, Inc in the not to exceed amount of \$165,027 for the Tapestry Sanitary Sewer Extension.”

ATTACHMENTS:

1. Resolution Declaring Adequacy of Petition, and Ordering Preparation of a Feasibility Report and Preparation of Plans and Specifications.
2. Tapestry Subdivision – Petition for Sanitary Sewer Service.
3. Project Location Map and Proposed Improvement Exhibit.
4. Project Schedule.

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

RESOLUTION NO. 2021-078

**A RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING THE
PREPARATION OF A FEASIBILITY REPORT AND DESIGN FOR THE
TAPESTRY SANITARY SEWER EXTENSION**

WHEREAS, the Tapestry at Charlotte's Grove Subdivision is located outside of the Village Area Municipal Urban Service Area (MUSA) and is currently operating a private community wastewater conveyance and treatment system that serves 65 residential properties located in the subdivision; and

WHEREAS, a petition was received on June 1, 2020 from the owners of real property abutting Tapestry Road, Tapestry Hill, Tapestry Bend, and Tapestry Grove in the Tapestry at Charlotte's Grove Subdivision, requesting municipal sanitary sewer service to be extended to replace the private community wastewater treatment system; and

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

NOW, THEREFORE, BE IT RESOLVED, that the proposed improvement, called Tapestry Sanitary Sewer Extension, 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.

NOW, THEREFORE, BE IT FURTHER RESOLVED, The City Engineer is hereby designated as the engineer for making this improvement. The engineer, and his consultants, shall oversee the preparation of the Plans and Specifications for the making of such improvement.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTH DAY OF JULY, 2021.

CITY OF LAKE ELMO

(Seal)
ATTEST:

Julie Johnson
City Clerk

By: _____
Charles Cadenhead
Mayor

CITY OF Lake Elmo

PETITION FOR LOCAL IMPROVEMENT

DATE:

TO THE CITY COUNCIL OF LAKE ELMO, MINNESOTA:

We the undersigned, being the owners of real property in the City of Lake Elmo and representing at least 35% of the affected properties abutting or receiving benefit from the requested improvements, hereby petition the City to extend to our properties municipal sewer service pursuant to Minnesota Statutes, Chapter 429, and that the City assess the cost of the improvement against our property described below and hereby agree to pay the entire cost as apportioned by the City.

We understand that if the City Council orders the improvements, we may be assessed for these improvements in accordance with the City's Special Assessment Policy and State Statutes, we understand that the City Council has full authority to authorize improvements to be made, and assessments to be levied against my property, and that any decision to order the improvements is NOT subject to vote by the abutting properties.

(To allow for proper City notifications, each signature must be accompanied by a legibly printed name and address)

SIGNATURE OF PROPERTY OWNER(S)	NAME (printed)	ADDRESS (printed)
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See
attached

PETITION FOR LOCAL IMPROVEMENT

Page 2

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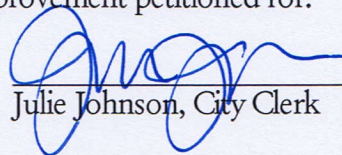
23.

24.

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

(Seal)




Julie Johnson, City Clerk

I understand that if we decide we don't want to proceed with connecting the development to city sewer due to the estimated costs from the feasibility study, or some other reason, we will need to request the city council doesn't approve moving this project forward.

Tapestry Resident's Full Name	Tapestry Resident's Address	Requesting City Sewer be Extended to Tapestry	I have read the Petition for Local Improvement document	
Brian Coady	10325 Tapestry Bend	Yes	Yes	Yes
Michael Grandt	10149 Tapestry Hill	Yes	Yes	Yes
Paul Vahle & Sara Meslow	9984 Tapestry Road	Yes	Yes	Yes
Paul Scott	10030 Tapestry Road	Yes	Yes	Yes
Jeremy Dyer	10316 Tapestry Bend	Yes	Yes	Yes
Jeremy and Dita Squires	10080 Tapestry Road	Yes	Yes	Yes
Brian & Jeanne Kenady	10085 Tapestry Hill	Yes	Yes	Yes
Gary Stewart Schwartz	10356 Tapestry Bend	Yes	Yes	Yes
Robert Hackley	9915 Tapestry Grove	Yes	Yes	Yes
Michael Nightingale	9954 Tapestry Road	Yes	Yes	Yes
Maggie Dahlin	9957 Tapestry Road	Yes	Yes	Yes
Mark Tyman	10097 Tapestry Hill	Yes	Yes	Yes
David Osten	9901 Tapestry Grove	Yes	Yes	Yes
Scott and Bonita Foster	10278 Tapestry Bend	Yes	Yes	Yes
Stacy VanWycken	10263 Tapestry Bend	Yes	Yes	Yes
Peter Sullivan	10150 Tapestry Bend	Yes	Yes	Yes
Kristin Fry	10342 Tapestry Bend	Yes	Yes	Yes
Scott Magnus	9958 Tapestry Road	Yes	Yes	Yes
Jeffrey Johnson	10168 Tapestry Bend	Yes	Yes	Yes
Ronald and Donna Bailey	10115 Tapestry Hill	Yes	Yes	Yes
David and Katie Peterson	9985 Tapestry Road	Yes	Yes	Yes
Alexis Forsberg	10380 Tapestry Bend	Yes	Yes	Yes
Erik Meyer	10100 Tapestry Hill	Yes	Yes	Yes
Emily Mazanec	10011 Tapestry Road	Yes	Yes	Yes
Mark A Skubic	10057 Tapestry Hill	Yes	Yes	Yes
Donald and Melinda Gustafson	10231 Tapestry Bend	Yes	Yes	Yes
Allison Lozano	10071 Tapestry Road	Yes	Yes	Yes
Tim Beres	9929 Tapestry Road	No	Yes	Yes
Larry & Karen Stang	10225 Tapestry Hill	Yes	Yes	Yes
Elizabeth Germaine	10191 Tapestry Road	Yes	Yes	Yes
Greg Metzger	9986 Tapestry Road	Yes	Yes	Yes
Scott Peterman	10289 Tapestry Bend	Yes	Yes	Yes
Chris Zimick	10042 Tapestry Road	Yes	Yes	Yes
Chris and Erica Warlick	10353 Tapestry Bend	Yes	Yes	Yes
Charles D. Hathaway and Kathleen Bernard	9949 Tapestry Grove	Yes	Yes	Yes
Jessica and Ben Rowan	10220 Tapestry Bend	Yes	Yes	Yes
Leah Holmgren	10029 Tapestry Grove	Yes	Yes	Yes
Matt & Erin Wanat	9971 Tapestry Grove	Yes	Yes	Yes
David and Nicole Then	10059 Tapestry Road	Yes	Yes	Yes
Jesse Hartley	10010 Tapestry Road	Yes	Yes	Yes
Alyssa Haugen	10138 Tapestry Bend	Yes	Yes	Yes
Colby Reese	10368 Tapestry Bend	Yes	Yes	Yes
Charline Ligtenberg	10125 Tapestry Road	Yes	Yes	Yes
David & Melissa Palmer	10069 Tapestry Hill	Yes	Yes	Yes
David Benson	10079 Tapestry Hill	Yes	Yes	Yes
Tricia Eveland	10144 Tapestry Hill	No	Yes	Yes
Julia and Tristan Heller	9915 Tapestry Road	Yes	Yes	Yes
James Abrams	10037 Tapestry Road	Yes	Yes	Yes
Chad Carney	9906 Tapestry Road	Yes	Yes	Yes
Nate and Traci Cox	10064 Tapestry Road	Yes	Yes	Yes
Steve and Rebecca Arco	10375 Tapestry Bend	Yes	Yes	Yes
Nicholas Whitehead	9918 Tapestry Road	Yes	Yes	Yes
Michael Hayungs	10095 Tapestry Road	Yes	Yes	Yes
Eric and Elizabeth Cox	10206 Tapestry Hill	Yes	Yes	Yes
Neal Carlson	9927 Tapestry Grove	Yes	Yes	Yes
Christine Smithberg	9997 Tapestry Grove	Yes	Yes	Yes
Greg Nygard	10073 Tapestry Hill	Yes	Yes	Yes
Harrison Andrews	10024 Tapestry Road	Yes	Yes	Yes
Erin and Matt Wanat	9971 Tapestry Grove	Yes	Yes	Yes

Repeat

Response Rate:	90.77%
Yes Votes for City Sewer:	57 56
No Votes Against City Sewer:	2
Percentage Requesting Sewer:	87.69%

Julie Johnson

From: Kristina Handt
Sent: Monday, June 1, 2020 11:39 AM
To: Julie Johnson
Cc: 'jack.griffin@FOCUSengineeringinc.com' (jack.griffin@FOCUSengineeringinc.com)
Subject: FW: Feasibility Study to move a Tapestry to City Sewer
Attachments: City Septic Survey Results.xlsx; Lake Elmo - Local Improvement Petition Form - Sewer.doc

Julie,

In light of the pandemic Sarah said we could do an online form of the petition for sewer. I sent them our standard form (attached) and they responded with the excel info. Once you have certified the petition, please let engineering know so they can begin the process of bringing it forward to Council.

Thanks,
Kristina

Kristina Handt
Administrator, City of Lake Elmo
651.747.3905

-----Original Message-----

From: Brian Coady <bjcoady@mmm.com>
Sent: Monday, June 1, 2020 10:25 AM
To: Kristina Handt <KHandt@lakeelmo.org>
Cc: Justin Bloyer <jbloyer@lakeelmo.org>; masskubic@gmail.com; Emily Mazanec <mazanecemily@gmail.com>; Karen Stang <karen@carriagesells.com>; Mindy Gustafson <gustafsonmindy@gmail.com>
Subject: RE: Feasibility Study to move a Tapestry to City Sewer

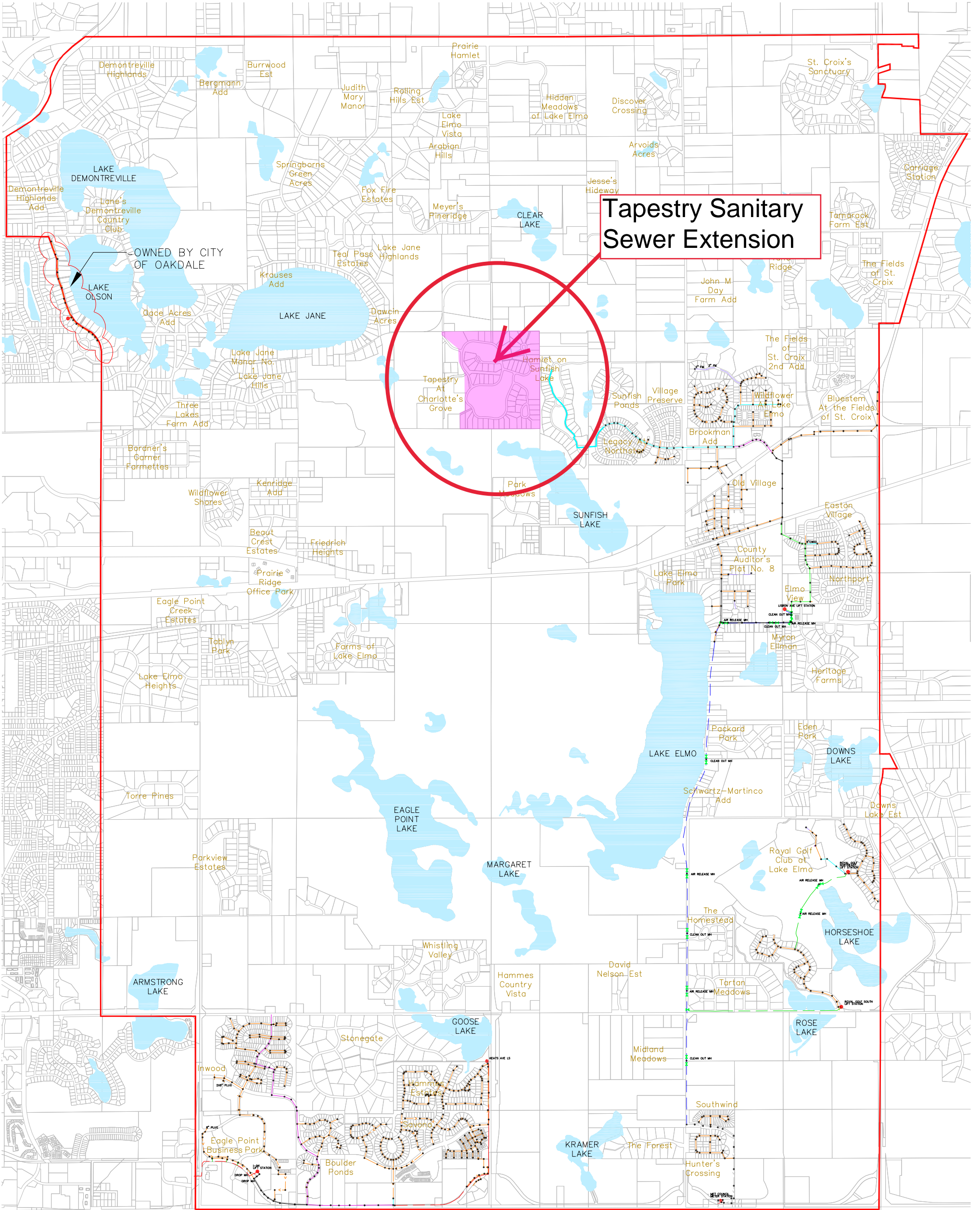
Caution: This email originated outside our organization; please use caution.

Hi Kristina,

As agreed to in the below email chain, we completed a survey of the Tapestry residents last week in regards to petitioning the city to extend sewer to our development. The respond rate to the survey was near 91%. We have 65 homes in the development, and 57 (near 88%) of them would like to pursue city sewer as an option. Below is a summary of the survey, and I've attached the actual result which has the owner's names and addresses along with acknowledgement of what they are requesting/agreeing to.

Response Rate: 90.77%
YES - Votes for City Sewer: 57
NO - Votes Against City Sewer: 2
Percentage Requesting Sewer: 87.69%

CITY OF LAKE ELMO

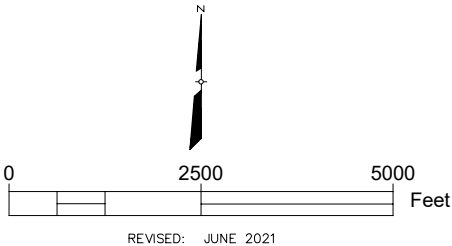


Tapestry Sanitary
Sewer Extension

LEGEND

- 6" WYE & SERVICE
- 8" PVC SANITARY SEWER
- 10" PVC SANITARY SEWER
- 12" PVC SANITARY SEWER
- 15" PVC SANITARY SEWER
- 18" PVC SANITARY SEWER
- 24" PVC SANITARY SEWER
- 2" FORCEMAIN
- 6" FORCEMAIN
- 8" FORCEMAIN
- 16" HDPE FORCEMAIN
- LIFT STATION
- SANITARY MANHOLE
- 16" GATE VALVE AND BOX
- METER STATION

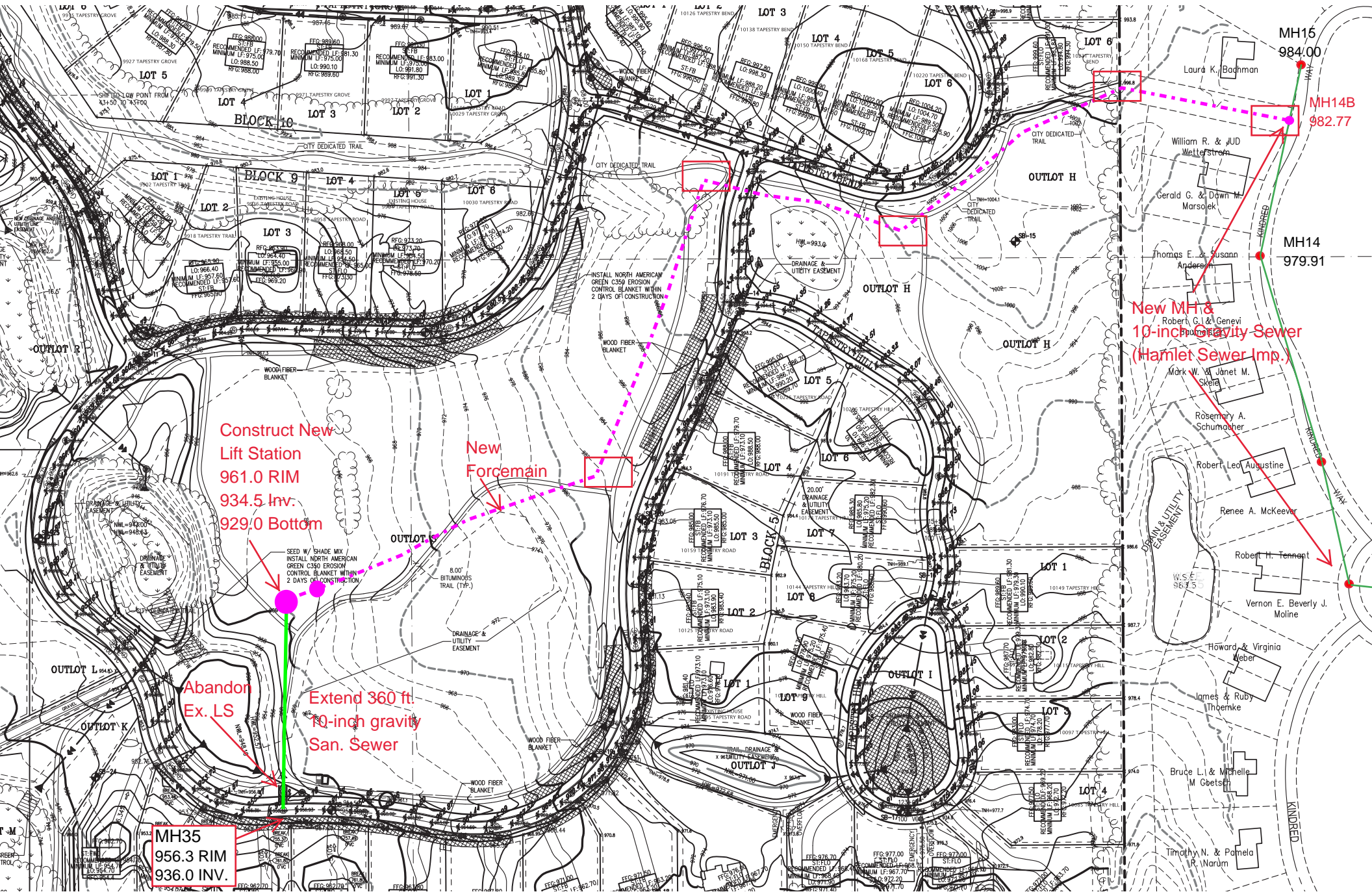
SANITARY SEWER



LAKE ELMO, MN

PROJECT NO. 2020.119

TAPESTRY SANITARY SEWER EXTENSION



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

TAPESTRY SANITARY SEWER EXTENSION IMPROVEMENTS
PROJECT NO. 2020.119

JUNE 1, 2020	City received Petition for Public Sanitary Sewer.
JULY 6, 2021	Council orders preparation of Feasibility Report and Design Phase Services.
OCTOBER 19, 2021	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing.
NOVEMBER 16, 2021	Public Improvement Hearing. Council Orders the Improvement (4/5th Vote).
FEBRUARY 15, 2022	Council approves Plans and Specifications and orders Advertisement for Bids.
MARCH 16, 2022	Project Bid Date: Receive contractor bids.
APRIL 1, 2022	City receives Waiver of Assessment Agreements from Benefitting Properties.
APRIL 5, 2022	Council accepts Bids and awards Contract.
APRIL/MAY, 2022	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none">OCTOBER 14, 2022 Substantial Completion.NOVEMBER 25, 2022 Final Completion.

**Final Assessment Hearing Schedule TBD*