



## STAFF REPORT

DATE: July 20, 2021

### **CONSENT**

**AGENDA ITEM:** Authorize Preparation of a Feasibility Report and Preparation and Plans and Specifications for the Parkview-Cardinal Neighborhood Street and Utility Improvements

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

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

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**ISSUE BEFORE COUNCIL:** Should the City Council authorize the preparation of a feasibility report and preparation of plans and specifications for the Parkview-Cardinal Neighborhood Street and Utility Improvements?

**BACKGROUND:** This project will extend clean drinking water to 62 homes located in and adjacent to the Parkview Estates, Cardinal Ridge, and Cardinal View subdivisions in the City of Lake Elmo by extending the municipal water system into the neighborhood prior to reconstructing the neighborhood streets as scheduled for improvement in 2022 in the City's capital improvement plan. The properties reside in the Special Well Construction Area due to PFAS contamination. The PFAS contamination exceeds HBV and 47 well advisories have been issued.

The project extends an 8-inch public watermain from Inwood Avenue into and throughout the Parkview Estates neighborhood along Ivory Avenue, Ivory Court and 16th Street. The watermain then extends into the Cardinal Ridge neighborhood along 16th Street and then along Ivy Avenue. A watermain is also extended along 15th Street, making a looped connection to the Inwood Avenue trunk watermain while also extending the public watermain to 15th Street Court to serve the properties within the Cardinal View neighborhood. An additional 6 properties along 15th Street would also be able to connect to city watermain. Individual water service stubs will be installed to the edge of right-of-way at each of the 62 residential properties. Following the installation of the public watermain improvements, the public streets, including Ivory Avenue, Ivory Court, 16th Street, Ivy Avenue, 15th Street and 15th Street Court will be improved.

The project will also include grant funding and administrative processes for ensuring each property completes the private water service connection from the right-of-way to each home, including water meter installation, sealing of the private well, removal of any GAC filters, and all permitting and connection fees. The City intends to implement the public improvement portion of the project that remains within the public right-of-way and will require property owners to contract directly for the work to be completed on individual properties. The private property work will be funded on a reimbursement basis.

**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 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, including the acquisition of the topographic survey and field reviews. 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. Proposals were received from Bolton and Menk, Inc. and SEH, Inc.

**FISCAL IMPACT:** The improvements will be funded through the MPCA Grant in the amount of \$5,200,000.

**RECOMMENDATION:** Staff is recommending that the City Council approve a Resolution Ordering Preparation of a Feasibility Report and Preparation of Plans and Specifications for the Parkview-Cardinal Neighborhood Street and Utility Improvements. The recommended motion for this action is as follows:

***“Move to approve Resolution No. 2021-080, Ordering preparation of a Feasibility Report and Preparation of Plans and Specifications for the Parkview-Cardinal Neighborhood Street and Utility Improvements.”***

Staff is further recommending that the City Council award a Professional Engineering Design and Construction Support Services Contract for the Parkview-Cardinal Neighborhood Street and Utility Improvements. Staff is recommending Bolton and Menk, Inc. be awarded the contract. 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 \$207,085 for the Parkview-Cardinal Neighborhood Street and Utility Improvements.”***

**ATTACHMENTS:**

1. Resolution Ordering Preparation of a Feasibility Report and Preparation of Plans and Specifications.
2. Project Location Map and Proposed Improvement Exhibit.
3. Project Schedule.

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

**RESOLUTION NO. 2021-080**

**A RESOLUTION ORDERING THE PREPARATION OF A FEASIBILITY REPORT  
AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE  
PARKVIEW-CARDINAL NEIGHBORHOOD STREET & UTILITY IMPROVEMENTS**

**WHEREAS**, the City maintains a 5-year revolving Street Capital Improvement Program (Street CIP) 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**, the public streets located in the Parkview-Cardinal Neighborhood subdivision have been identified for improvement in the year 2022; and

**WHEREAS**, the properties in the Parkview-Cardinal Neighborhood subdivision reside in the Special Well Construction Area due to PFAS contamination, and the PFAS contamination exceeds HBV levels for drinking water, and 47 private well advisories have been issued in this area; and

**WHEREAS**, the City of Lake Elmo submitted an application for grant funding from the MPCA through the 2018 3M Settlement Funds for Expedited Projects to extend municipal water service to the neighborhood; and

**WHEREAS**, the MPCA awarded grant funding in the amount of \$5,200,000 as outlined in the MPCA Grant Agreement, Contract Number 188424; 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 Parkview-Cardinal Neighborhood Street and Utility 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.

**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 TWENTIETH DAY OF JULY, 2021.**

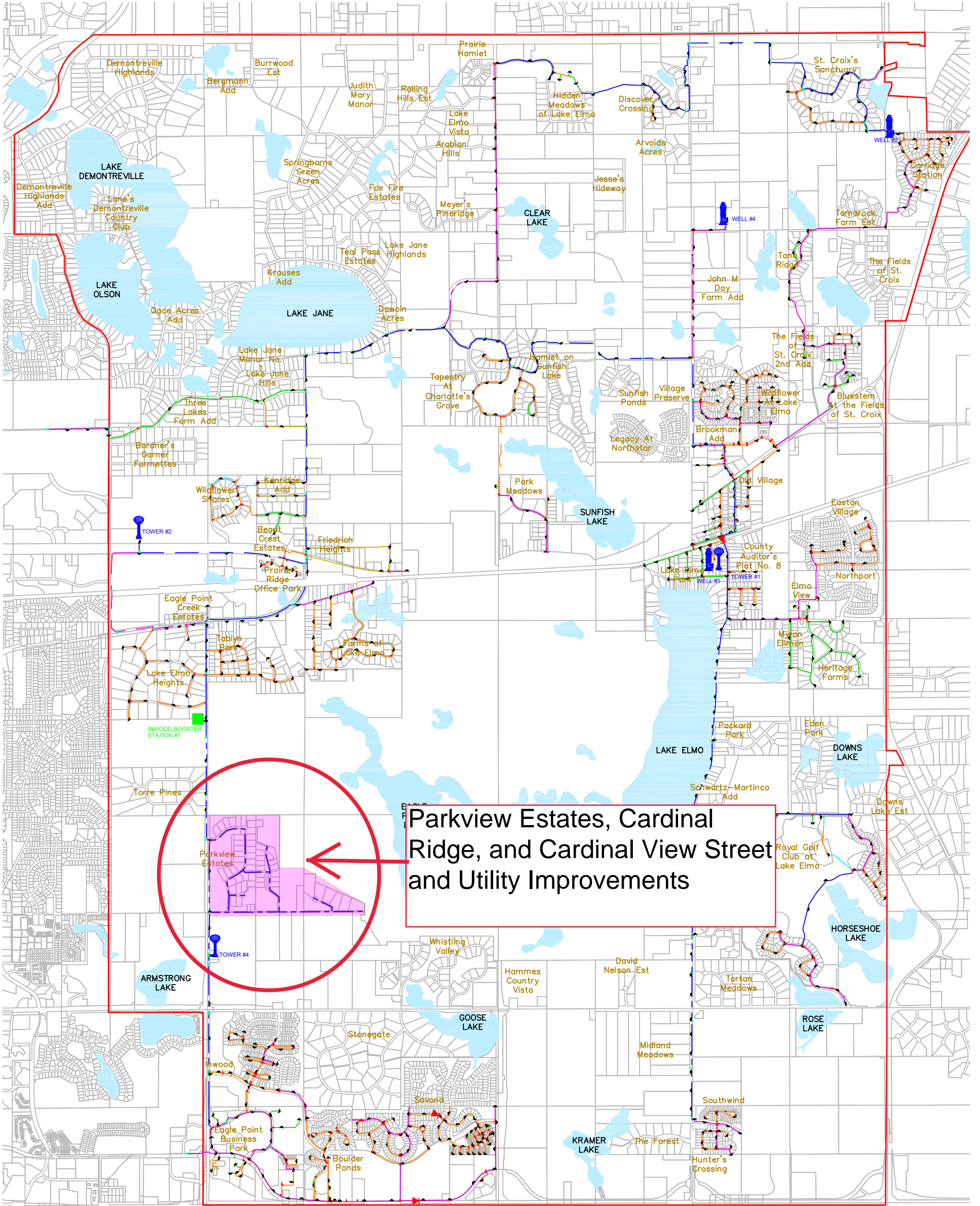
**CITY OF LAKE ELMO**

(Seal)  
ATTEST:

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

By: \_\_\_\_\_  
Charles Cadenhead  
Mayor

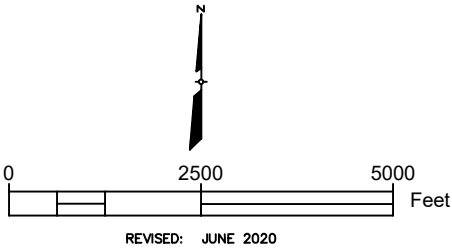
# CITY OF LAKE ELMO



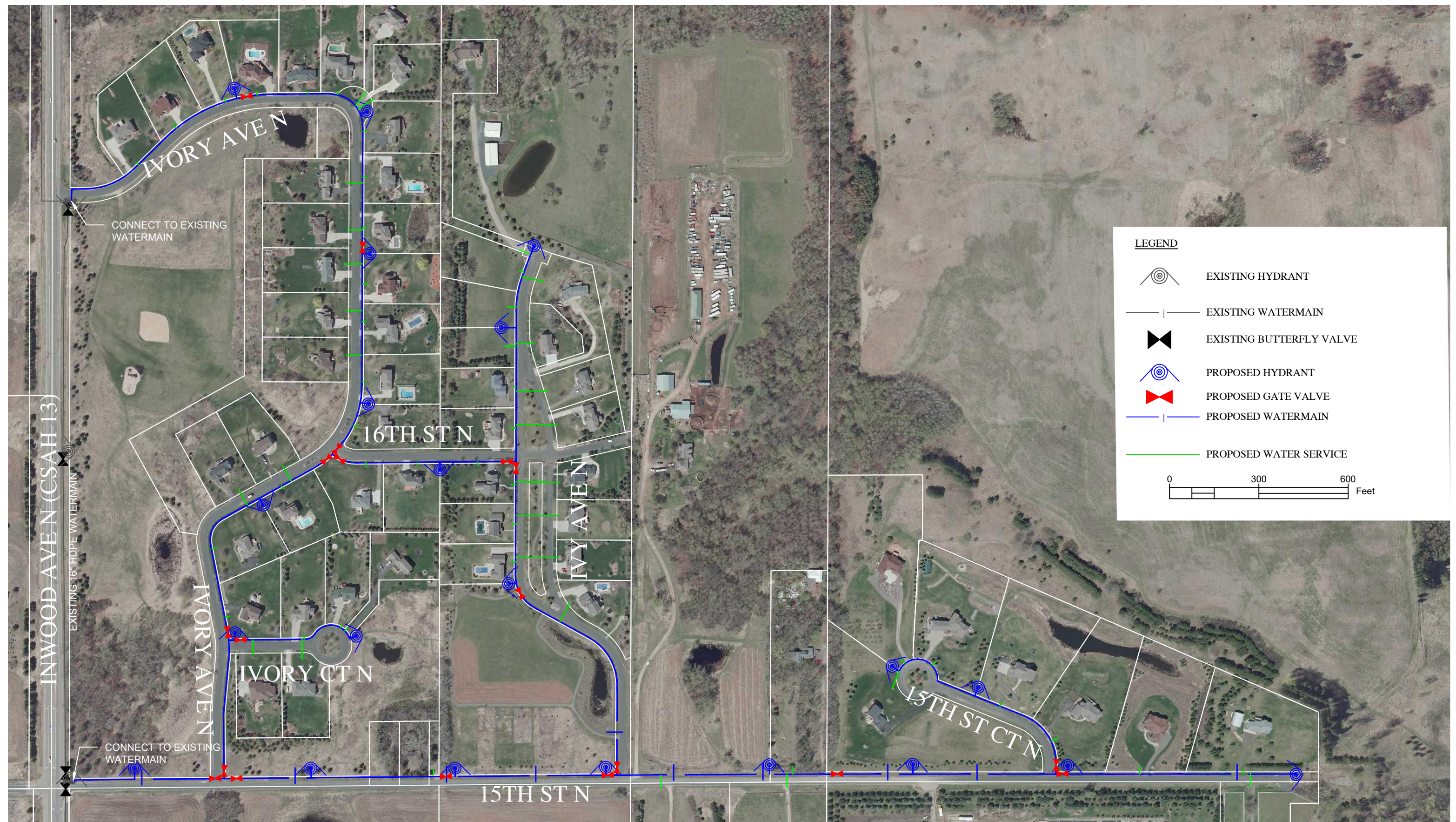
LEGEND

- 4" DIP WATERMAIN
- 6" DIP WATERMAIN
- 8" DIP WATERMAIN
- 8" HDPE DR17 WATERMAIN
- 8" HDPE DR11 WATERMAIN
- 10" DIP WATERMAIN
- 12" DIP WATERMAIN
- 12" HDPE DR17 WATERMAIN
- 12" HDPE DR11 WATERMAIN
- 16" DIP WATERMAIN
- 16" HDPE DR 17 WATERMAIN
- 16" HDPE DR 11 WATERMAIN
- BUTTERFLY VALVE
- GATE VALVE
- HYDRANT
- REDUCTION STATION
- ACTIVE WELL
- ACTIVE WATER TOWER
- ACTIVE BOOSTER STATION
- REDUCER

## EXPEDITED PROJECT FUNDING APPLICATION







**FOCUS** ENGINEERING, inc.

PARKVIEW ESTATES / CARDINAL RIDGE  
STREET AND UTILITY IMPROVEMENTS

JULY, 2020

PROPOSED  
IMPROVEMENTS  
CITY OF LAKE ELMO,  
MINNESOTA



## PROJECT SCHEDULE CITY OF LAKE ELMO

PARKVIEW-CARDINAL NEIGHBORHOOD  
STREET AND UTILITY IMPROVEMENTS  
PROJECT NO. 2020.121

# 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

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APRIL 6, 2021	Council Approves MPCA Grant Agreement.
JULY 20, 2021	Council orders preparation of Feasibility Report and Design Phase Services.
FEBRUARY 1, 2022	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing. Council approves Plans and Specifications and orders Advertisement for Bids.
MARCH 2, 2022	Project Bid Date: Receive contractor bids.
MARCH 15, 2022	Public Improvement Hearing. Council Orders the Improvement (4/5th Vote). Council accepts Bids and awards Contract.
APRIL, 2022	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none"><li>OCTOBER 14, 2022 Substantial Completion.</li><li>NOVEMBER 25, 2022 Final Completion.</li></ul>

*\*Final Assessment Hearing Schedule TBD*