



STAFF REPORT

DATE: August 17, 2021

CONSENT

AGENDA ITEM: 2022 Street and Utility Improvements – Authorize Preparation of Feasibility Report

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 for the 2022 Street and Utility Improvements?

BACKGROUND: In conjunction with the City's Annual Street Maintenance Program, the city has implemented and maintains a five (5) year street Capital Improvement Program which provides long-term planning and management of street and transportation infrastructure throughout the city. The CIP Program consists of a 5-year overview of scheduled capital street projects to address the City's goals for maintaining public street infrastructure to an acceptable level of service. The 5-year horizon of the CIP provides the city with an opportunity to evaluate project priorities annually and to adjust the timing, scope, and cost of projects as new information becomes available. The number of streets selected each year is dependent upon the amount of funding available. Streets that have exceeded their life expectancy and can no longer be effectively maintained are programed for reconstruction in the city's CIP.

PROPOSAL DETAILS/ANALYSIS: The public streets located in the Fields of St. Croix 1st Addition and the Beaut Crest Estates subdivision have been identified for improvement in the year 2022 consisting of approximately 9,900 feet (1.85 miles) of public streets. In addition, the Fields of St. Croix subdivision is served through the use of private wells. Therefore, as part of the street improvement project, estimated costs will be generated to extend public drinking water to the neighborhood for consideration, before improving the streets.

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.

A project schedule for the 2022 Street and Utility Improvements 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: \$15,800.

If authorized, FOCUS Engineering Inc., will prepare a feasibility report in the not to exceed amount of \$15,800 for the 2022 Street and Utility 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 and survey costs cannot be assessed.

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 2022 Street and Utility Improvements. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Resolution No. 2021-089, Ordering preparation of a Feasibility Report to be completed by FOCUS Engineering in the not to exceed amount of \$15,800 for the 2022 Street and Utility Improvements.”

ATTACHMENTS:

1. Resolution Ordering Preparation of a Feasibility Report.
2. 2022 Street and Utility Improvements – Location Map.
3. 2022 Street and Utility Improvements – Project Schedule.

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

RESOLUTION NO. 2021-089

**A RESOLUTION ORDERING THE PREPARATION OF A FEASIBILITY REPORT
AND TOPOGRAPHIC SURVEY FOR THE 2022 STREET AND UTILITY
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, the public streets located in the Fields of St. Croix 1st Addition and Beaut Crest Estates subdivision have been identified for improvement in the year 2022; 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 2022 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.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SEVENTEENTH DAY OF
AUGUST, 2021.**

CITY OF LAKE ELMO

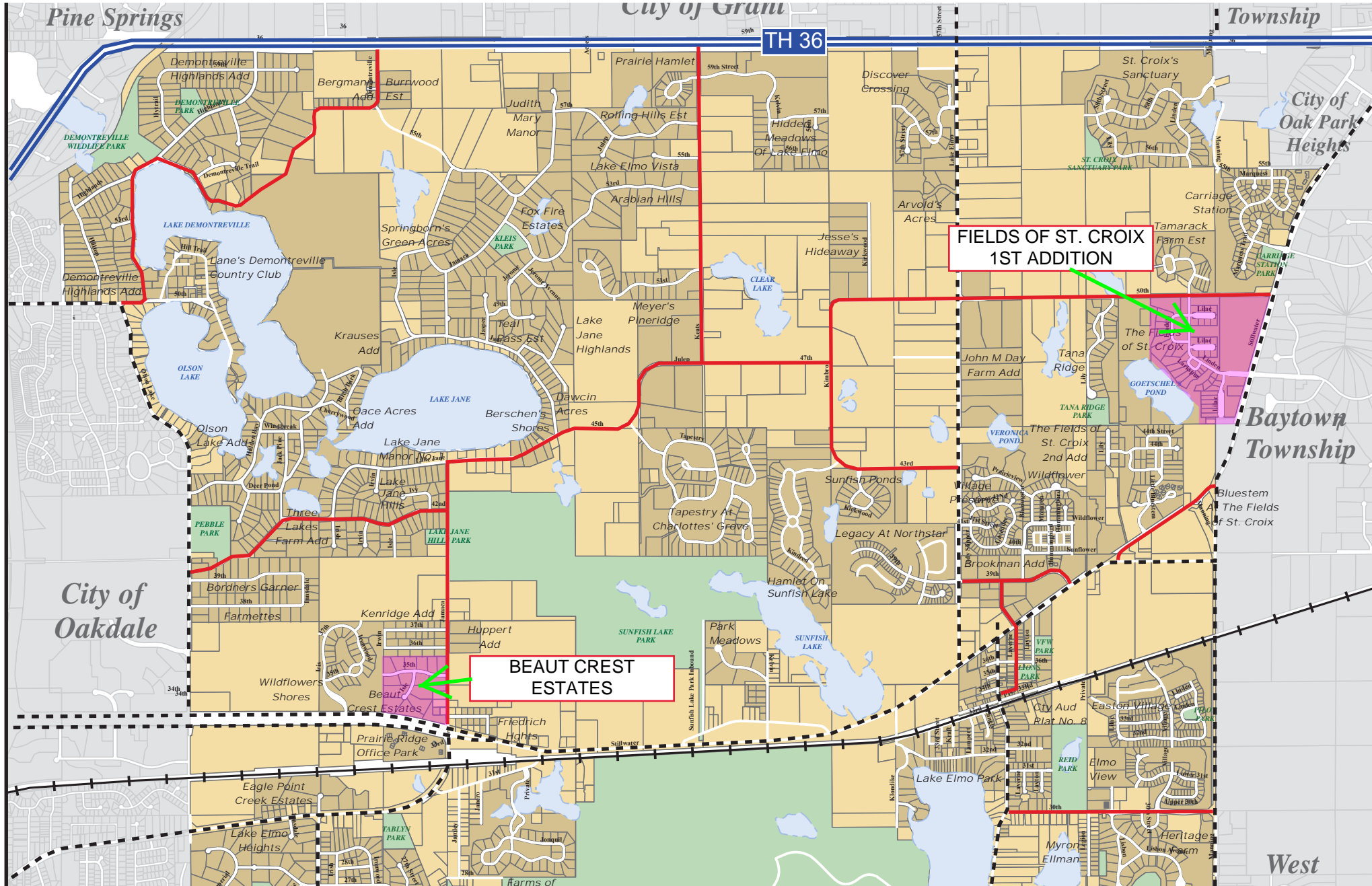
(Seal)
ATTEST:

By: _____
Charles Cadenhead
Mayor

Julie Johnson
City Clerk

CITY OF LAKE ELMO

2022 STREET AND UTILITY IMPROVEMENTS



PROJECT LOCATION MAP

PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

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

2022 STREET AND UTILITY IMPROVEMENTS
PROJECT NO. 2021.XXX

AUGUST 17, 2021	Council orders preparation of Feasibility Report.
OCTOBER 5, 2021	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing.
NOVEMBER 2, 2021	Public Improvement Hearing. Council Orders the Improvement (4/5th Vote) and preparation of Plans and Specifications.
MARCH 1, 2022	Council approves Plans and Specifications and orders Advertisement for Bids.
MARCH 30, 2022	Project Bid Date: Receive contractor bids.
APRIL 19, 2022	Council accepts Bids and awards Contract.
MAY 30, 2022	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none">OCTOBER 7, 2022 Substantial Completion.NOVEMBER 18, 2022 Final Completion.

**Final Assessment Hearing Schedule TBD*