

*Our Mission is to Provide Quality Public  
Services in a Fiscally Responsible Manner  
in Partnership with our Community.*

## **NOTICE OF MEETING**

**City Council Workshop  
3800 Laverne Avenue North  
March 8, 2022  
6:30 PM**

## **AGENDA**

- |                                                                           |                |
|---------------------------------------------------------------------------|----------------|
| <b>I. Call to Order</b>                                                   | <b>6:30 PM</b> |
| <b>II. Washington County-Manning Ave and 30<sup>th</sup> St Stoplight</b> | <b>6:30 PM</b> |
| <b>III. Interviews for Admin and Finance Audit</b>                        | <b>7:00 PM</b> |
| <b>A. Clifton Larson Allen</b>                                            | <b>7:00 PM</b> |
| <b>B. Matrix</b>                                                          | <b>7:30 PM</b> |
| <b>IV. Water Supply Concerns and Possible Responses</b>                   | <b>8:00 PM</b> |
| <b>V. Time Capsule Project</b>                                            | <b>8:30 PM</b> |
| <b>VI. Items for Future Work Session Agenda</b>                           | <b>8:45 PM</b> |
| <b>VII. Adjourn</b>                                                       | <b>8:45 PM</b> |



DATE: March 8, 2022

**DISCUSSION**

**AGENDA ITEM:** County State Aid Highway 15 (Manning Avenue) & 30th Street Intersection Improvements

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

**REVIEWED BY:** Kristina Handt, City Administrator

---

**ISSUE BEFORE COUNCIL:** Should staff bring this issue before a future council meeting with recommendations for adopting a Resolution of Municipal Support?

**BACKGROUND:** Washington County is leading a project to install a traffic signal and to design and construct turn lane improvements at the intersection of County State Aid Highway 15 (Manning Avenue) and 30th Street North to improve intersection traffic operations. The intersection is partially located within the City of Lake Elmo (west intersection leg), Baytown Township and West Lakeland Township (east intersection leg). An Intersection Control Evaluation (ICE) Report was prepared by SRF in May 2021. Results of the report indicate the justification of a traffic signal for future growth conditions, including the closure of the 32nd Street access to Manning Avenue in the Easton Village subdivision. The project is planned for construction in 2022 to coordinate with the closing of the Manning Avenue and 32nd Street access. If the Easton Village developer is able to deliver completed access removal plans to the County in a timely manner, the County may consider incorporating the access removal work as part of the County's project.

**PROPOSAL DETAILS/ANALYSIS:** Washington County, in conjunction with the City of Lake Elmo, Baytown Township, West Lakeland Township, and the Valley Branch Watershed District, have developed a preliminary layout, dated February 2, 2022 that includes the installation of a steel pole traffic signal system and the construction of dedicated left and right turn lanes along both the west leg and east leg of 30th Street North. The turn lanes on the west leg of the intersection have been designed using a 30 mph speed limit to facilitate a reduction in the turn lane length together with reduced lane widths to 11-feet. To address the project drainage, two (2) stormwater management basins will be constructed within the public right-of-way of the west leg of 30th Street. No right-of-way acquisition is anticipated from Lake Elmo at this time. The County is requesting cost participation in the project by the City of Lake Elmo in the estimated amount of \$397,300 based on a preliminary total estimated project cost of \$1,024,040.

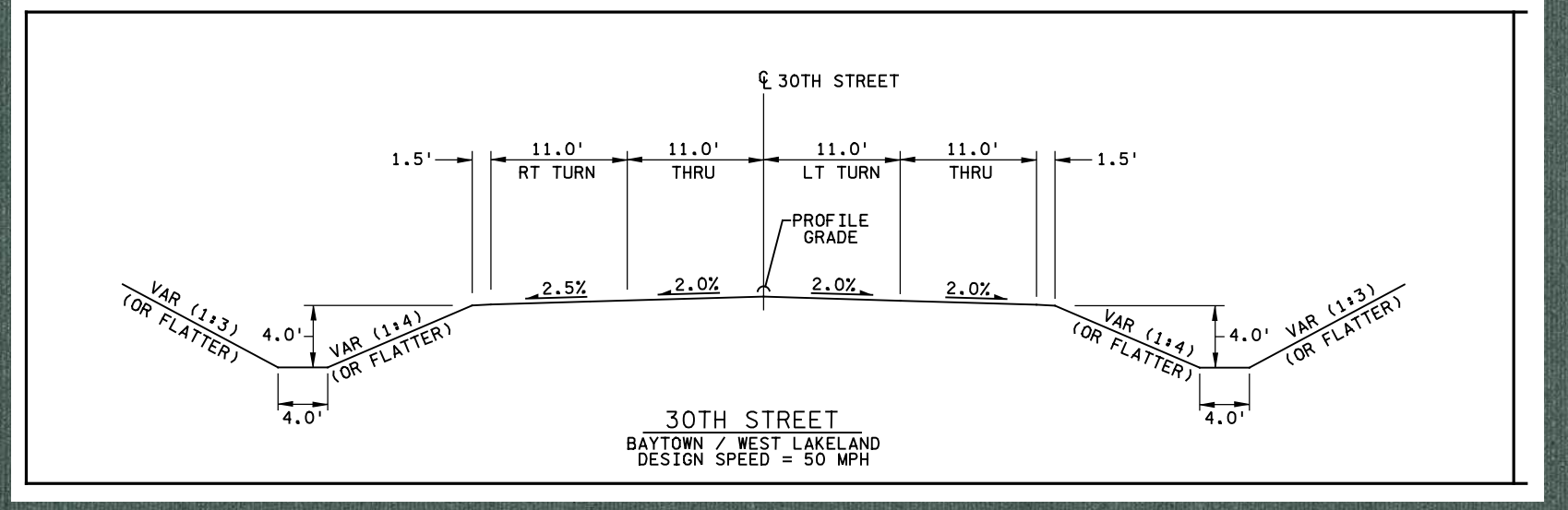
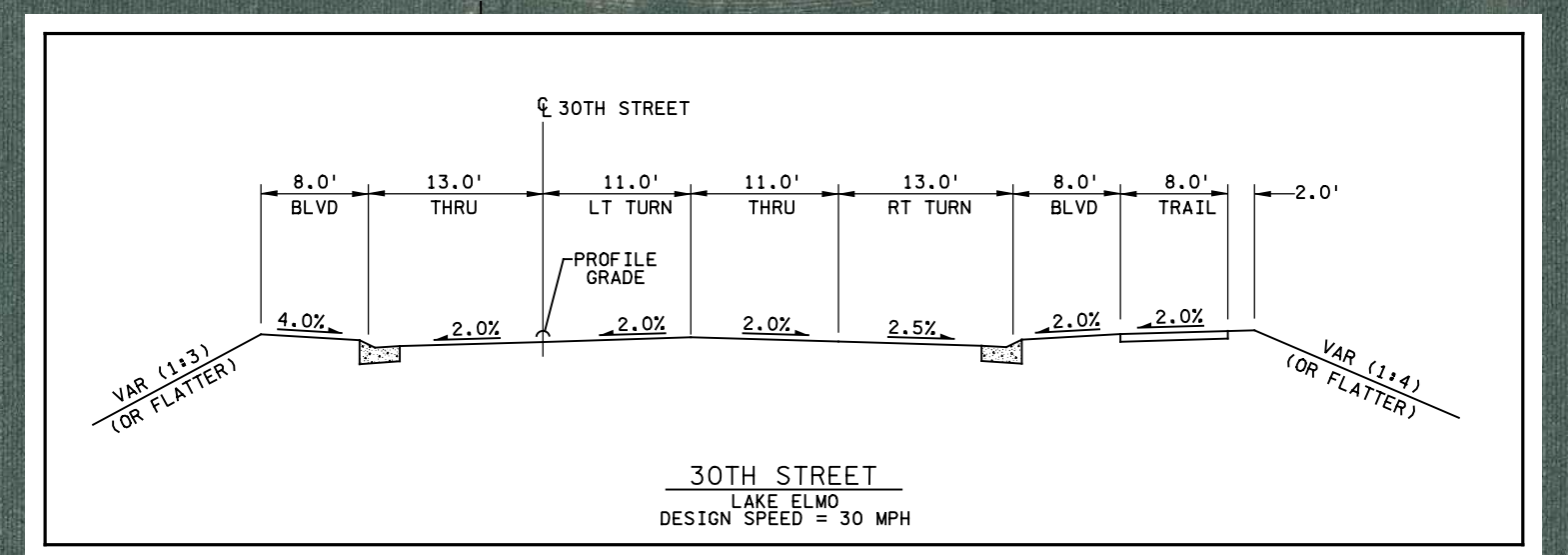
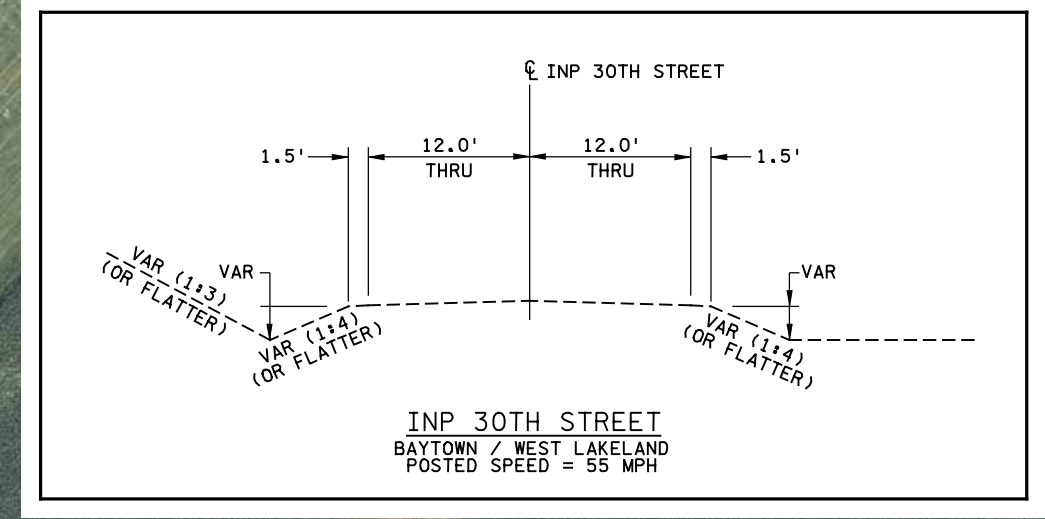
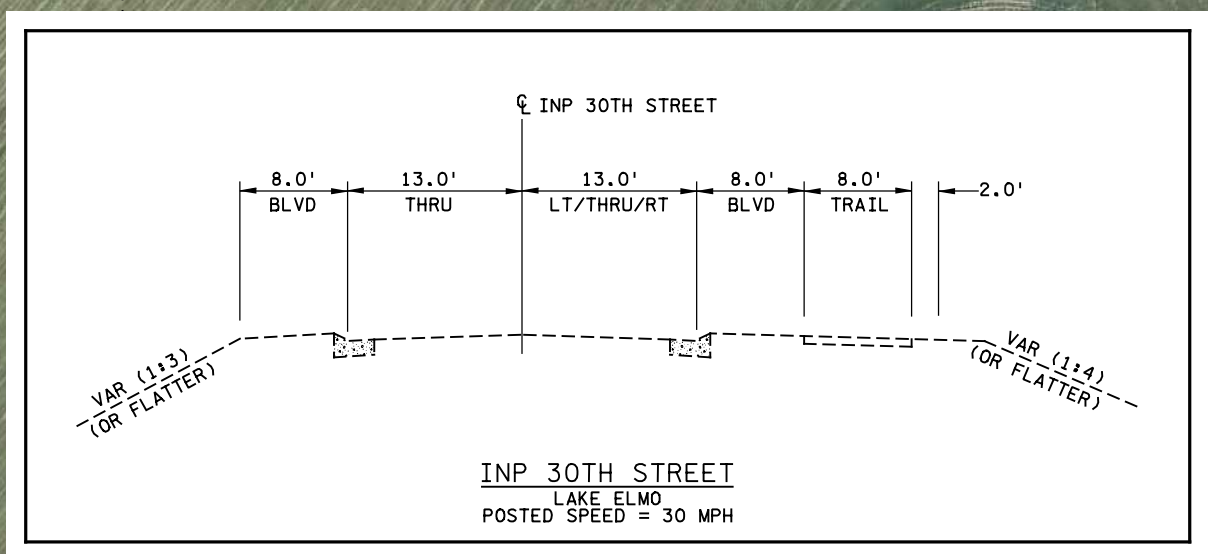
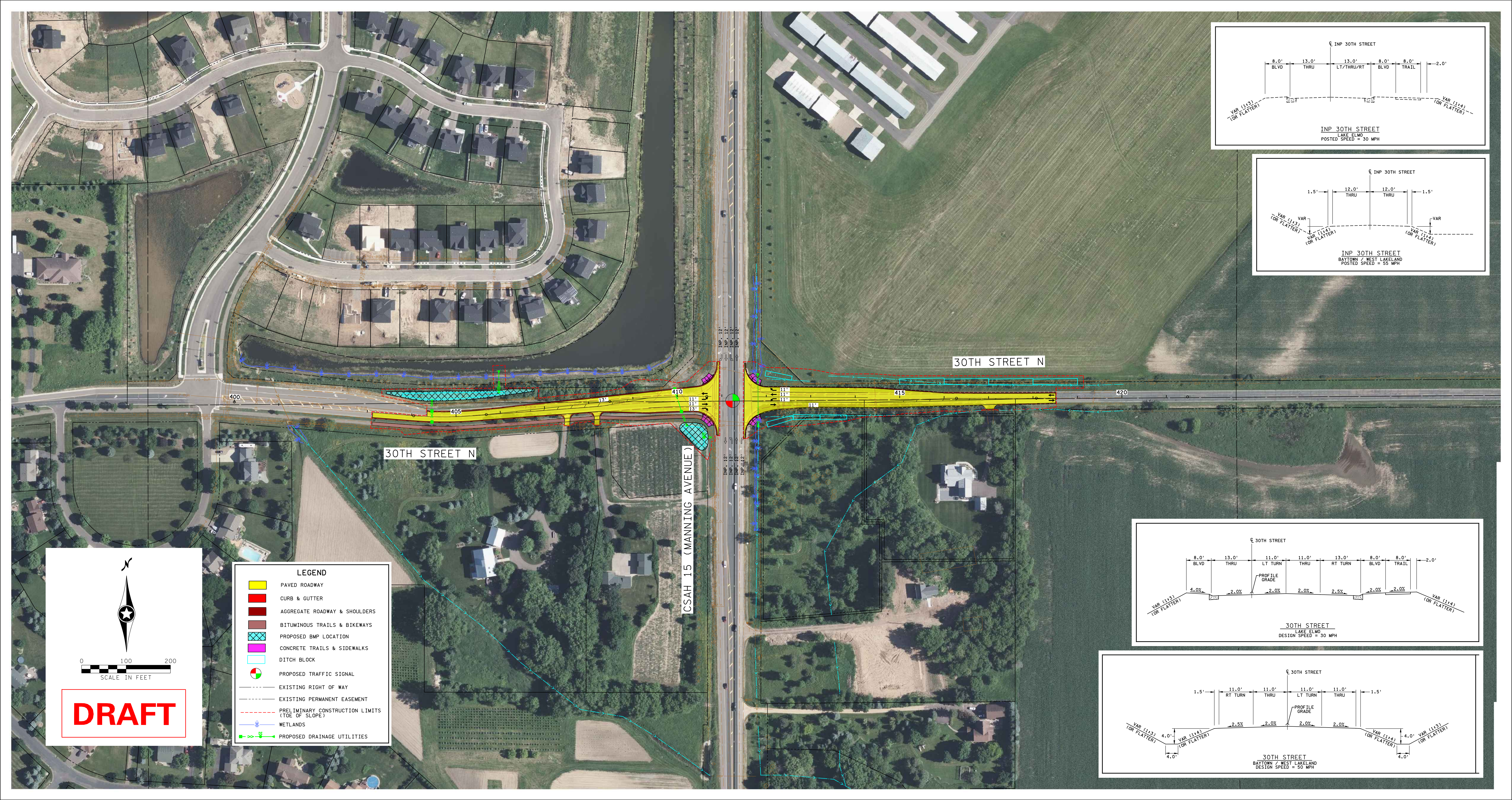
Washington County is asking each community for input on the proposed preliminary layout and is seeking a Resolution of Municipal Support from both Lake Elmo and each Township so that the project may proceed forward into the final design and property acquisition phase of the Project.

**OPTIONS:**

- 1) Direct staff to bring this issue before a future council meeting with recommendations for adopting a Resolution of Municipal Support.
- 2) Direct staff to bring this issue before a future council meeting with recommendations for adopting a Resolution of Municipal Support with conditions as directed and outlined by council.
- 3) Direct staff to take no action and to schedule a future workshop for additional and continuation of council discussion.

**ATTACHMENTS:**

- Exhibit A – County Recommended Project Layout.
- Exhibit B – Preliminary Cost Estimate.



- LEGEND**
- PAVED ROADWAY
  - CURB & GUTTER
  - AGGREGATE ROADWAY & SHOULDERS
  - BITUMINOUS TRAILS & BIKEWAYS
  - PROPOSED BMP LOCATION
  - CONCRETE TRAILS & SIDEWALKS
  - DITCH BLOCK
  - PROPOSED TRAFFIC SIGNAL
  - EXISTING RIGHT OF WAY
  - EXISTING PERMANENT EASEMENT
  - PRELIMINARY CONSTRUCTION LIMITS (TOE OF SLOPE)
  - WETLANDS
  - PROPOSED DRAINAGE UTILITIES

N

SCALE IN FEET

DRAFT

CSAH 15 (MANNING AVENUE)

30TH STREET N

30TH STREET N

400

405

410

415

420

INP 12'  
INP 12'  
INP 12'  
INP 12'  
INP 12'  
INP 12'



**CSAH 15 (MANNING AVE) / 30TH STREET N INTERSECTION IMPROVEMENTS**

Concept Cost Estimate (based upon 2020 bid price information)

Prepared By: SRF Consulting Group, Inc., Date: 12/20/2021

				City of Lake Elmo		Washington County		Baytown Township		West Lakeland Township		PROJECT TOTAL		
ITEM DESCRIPTION				UNIT	UNIT PRICE	EST. QUANTITY	EST. AMOUNT	EST. QUANTITY	EST. AMOUNT	EST. QUANTITY	EST. AMOUNT	EST. QUANTITY	EST. AMOUNT	
<b>PAVING AND GRADING COSTS</b>														
GrP 1	2106 Excavation - common & subgrade		cu. vd.	\$7.00	1,600	\$11,200	700	\$4,900	900	\$6,300	900	\$6,300	4,100	\$28,700
GrP 2a	2106 Common Embankment (CV)		cu. vd.	\$8.00	500	\$4,000	200	\$1,600	300	\$2,400	300	\$2,400	1,300	\$10,400
GrP 2b	2106 Granular Subgrade (CV)		cu. vd.	\$20.00	750	\$15,000	200	\$4,000	600	\$12,000	600	\$12,000	2,150	\$43,000
GrP 3	Bituminous Roadway Pavement	(1)	sq. vd.	\$36.00	2,300	\$82,800	960	\$34,560	1,320	\$47,520	1,320	\$47,520	5,900	\$212,400
GrP 3i	Driveway Pavement - Concrete	(1)	sq. vd.	\$70.00	50	\$3,500							50	\$3,500
GrP 4a	Concrete Walk / Trail / Median	(2)	sq. vd.	\$45.00	50	\$2,250	50	\$2,250					100	\$4,500
GrP 4a	Bituminous Walk / Trail	(2)	sq. vd.	\$25.00	630	\$15,750	10	\$250					640	\$16,000
GrP 4b	ADA Pedestrian Curb Ramp		each	\$1000.00	2	\$2,000	6	\$6,000					8	\$8,000
GrP 5	Concrete Curb and Gutter (Outside)		lin. ft.	\$23.00	1,400	\$32,200	80	\$1,840					1,480	\$34,040
<b>SUBTOTAL PAVING AND GRADING COSTS:</b>						<b>\$168,700</b>	<b>\$55,400</b>		<b>\$68,220</b>		<b>\$68,220</b>		<b>\$360,540</b>	
<b>DRAINAGE, UTILITIES AND EROSION CONTROL</b>														
Dr 3	Water Quality Pond		l.s.	\$10,000	0.5	\$5,000	0.5	\$5,000					1.0	\$10,000
Dr 1	Drainage - urban (10% to 30%)		10%			\$17,000		\$6,000						\$23,000
Dr 2	Drainage - rural	(3)	mile	\$110,000					0.07	\$7,700	0.07	\$7,700	0.14	\$15,400
Dr 3	Turf Establishment & Erosion Control		8%			\$14,000		\$5,000		\$6,000		\$6,000		\$31,000
<b>SUBTOTAL DRAINAGE, UTILITIES AND EROSION CONTROL</b>						<b>\$36,000</b>	<b>\$16,000</b>		<b>\$13,700</b>		<b>\$13,700</b>		<b>\$79,400</b>	
<b>SIGNAL AND LIGHTING COSTS</b>														
SGL 1	Signals (permanent)		each	\$250,000	0.25	\$62,500	0.75	\$187,500					1.0	\$250,000
<b>SUBTOTAL SIGNAL AND LIGHTING COSTS:</b>						<b>\$62,500</b>	<b>\$187,500</b>							<b>\$250,000</b>
<b>SIGNING &amp; STRIPING COSTS</b>														
SGN 1	Mainline Signing (C&D)		mile	\$20,000	0.14	\$2,800			0.07	\$1,400	0.07	\$1,400	0.28	\$5,600
SGN 2	Mainline Striping		mile	\$5,000	0.14	\$700			0.07	\$350	0.07	\$350	0.28	\$1,400
<b>SUBTOTAL SIGNING &amp; STRIPING COSTS:</b>						<b>\$3,500</b>			<b>\$1,750</b>		<b>\$1,750</b>		<b>\$7,000</b>	
<b>SUBTOTAL CONSTRUCTION COSTS:</b>						<b>\$270,700</b>	<b>\$258,900</b>		<b>\$83,670</b>		<b>\$83,670</b>		<b>\$696,940</b>	
<b>MISCELLANEOUS COSTS</b>														
M 1	Mobilization		5%			\$14,000		\$13,000		\$5,000		\$5,000		\$37,000
M 2	Non Quantified Minor Items (10% to 30%)		15%			\$41,000		\$39,000		\$13,000		\$13,000		\$106,000
M 3	Traffic Control		3%			\$9,000		\$8,000		\$3,000		\$3,000		\$23,000
<b>SUBTOTAL MISCELLANEOUS COSTS:</b>						<b>\$64,000</b>	<b>\$60,000</b>		<b>\$21,000</b>		<b>\$21,000</b>		<b>\$166,000</b>	
<b>ESTIMATED TOTAL CONSTRUCTION COSTS without Contingency:</b>						<b>\$334,700</b>	<b>\$318,900</b>		<b>\$104,670</b>		<b>\$104,670</b>		<b>\$862,940</b>	
1	Contingency or "risk" (10% to 30%)		15%			\$51,000		\$48,000		\$16,000		\$16,000		\$131,000
<b>ESTIMATED TOTAL CONSTRUCTION COSTS PLUS CONTINGENCY:</b>						<b>\$385,700</b>	<b>\$366,900</b>		<b>\$120,670</b>		<b>\$120,670</b>		<b>\$993,940</b>	
<b>INFLATION COST (CURRENT YR. TO YR. OF OPENING)</b>				Years	3%	1	\$11,600	1	\$11,100	1	\$3,700	1	\$3,700	\$30,100
<b>TOTAL PROJECT COST (OPENING YEAR DOLLARS)</b>						<b>\$397,300</b>	<b>\$378,000</b>		<b>\$124,370</b>		<b>\$124,370</b>		<b>\$1,024,040</b>	

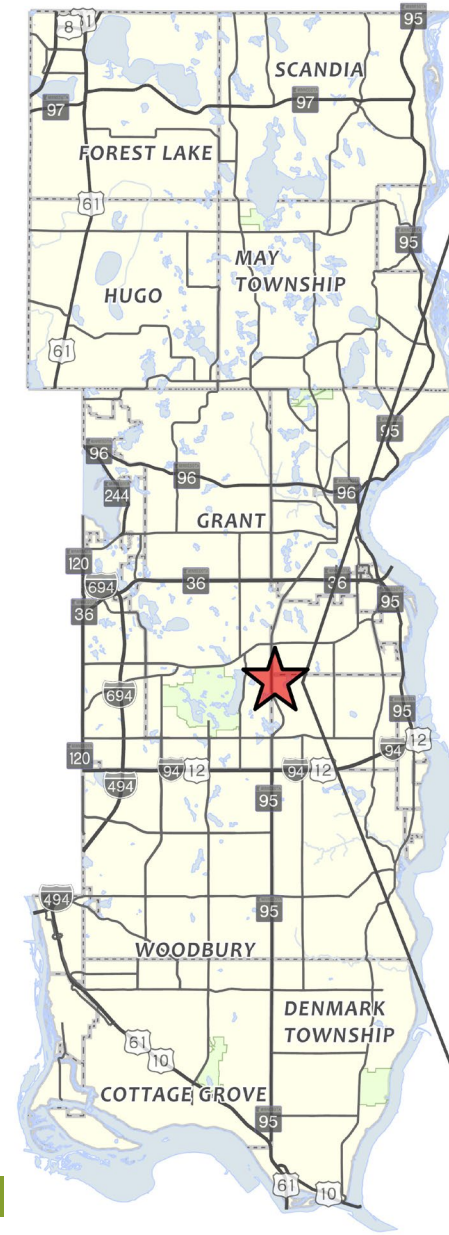
NOTE: (1) Includes aggregate base class 5.  
(2) Includes aggregate base class 5.  
(3) Does not include pavement edge drains, see separate item.

Utility Agreements based upon:  
R/W Acquisitions based upon:

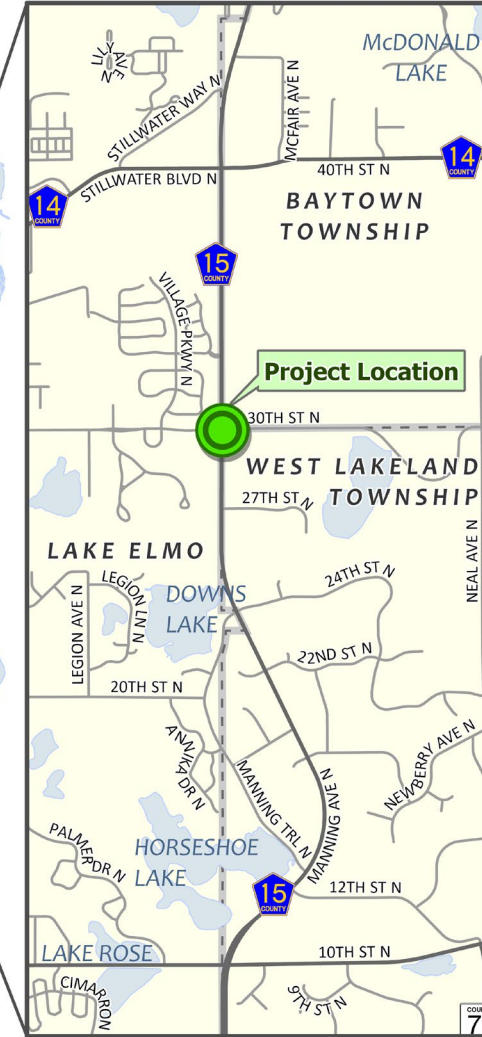
# 30<sup>th</sup> Street and Manning Ave (CSAH 15)



# Project Location



CSAH 15 (MANNING AVE N)  
& 30TH ST INTERSECTION



# Project Overview



The 30<sup>th</sup> Street intersection was identified as a key point in the greater Manning Avenue (CSAH 15) Corridor Management and Safety Improvement Project.

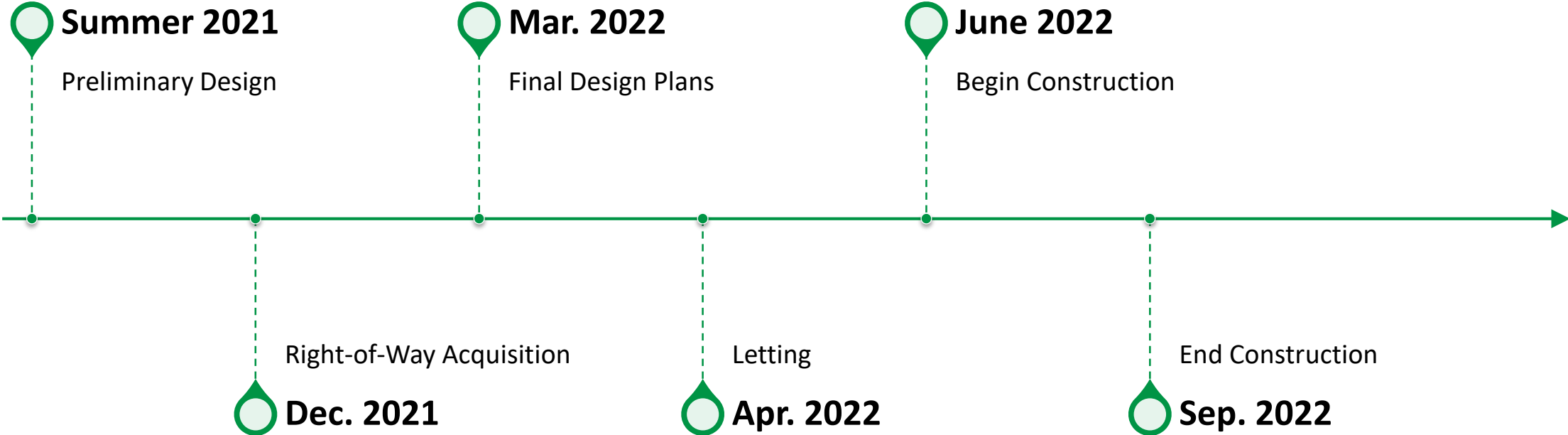


As development continues near the intersection, the intersection was evaluated for capacity needs to accommodate current and future traffic levels



Left turn lanes were built in 2018 on CSAH 15 at 30<sup>th</sup> street to improve safety

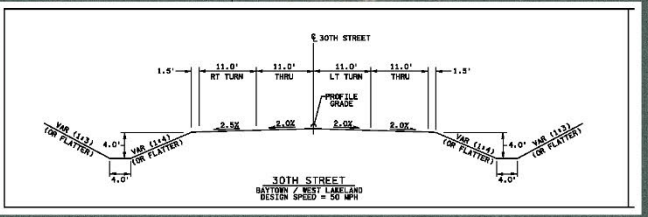
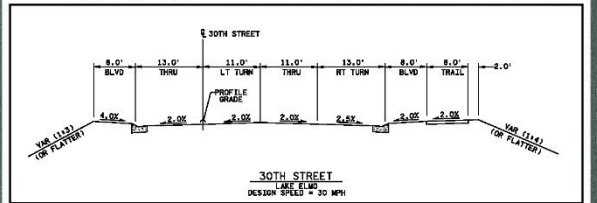
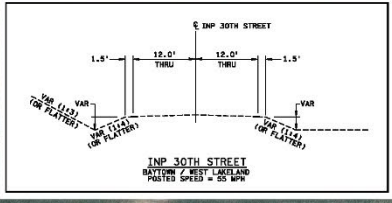
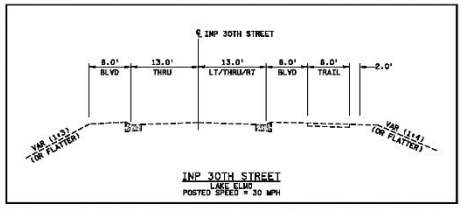
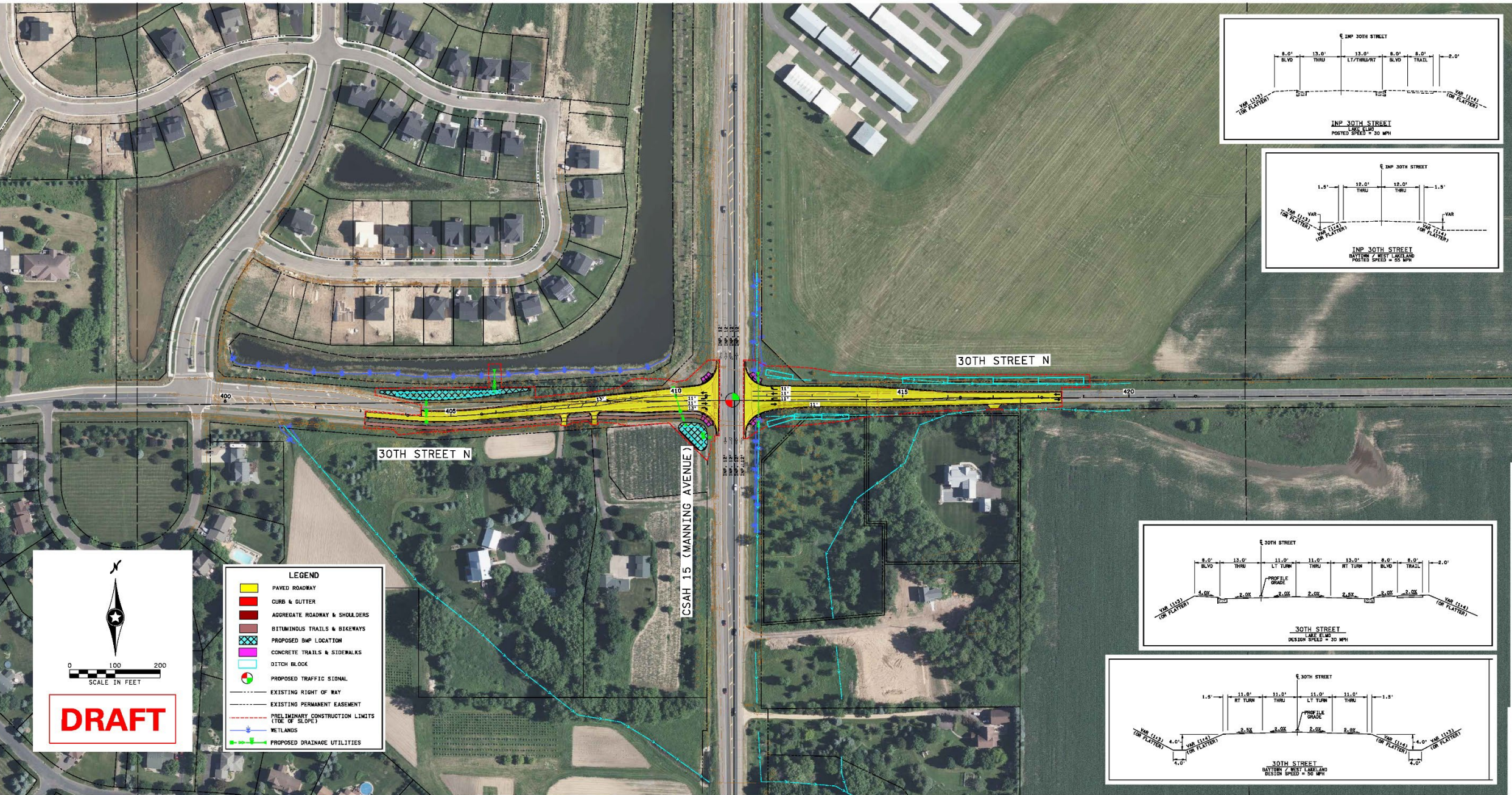
# Schedule



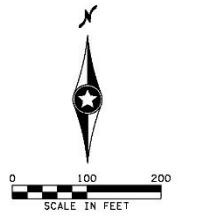


# Project Goals

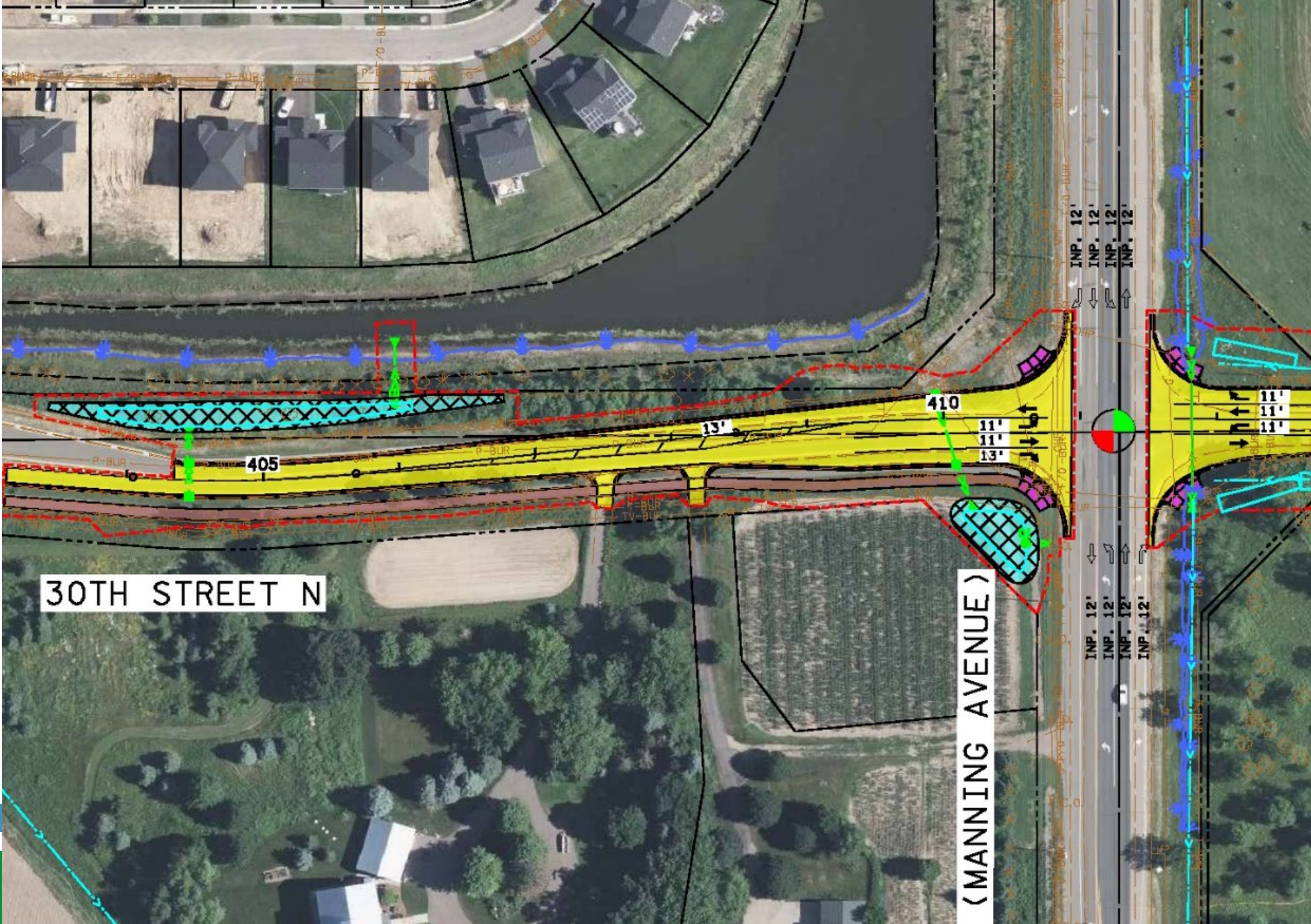
-  Improve safety, capacity, and operations of the intersection
-  Coordinate access management of growing developments
-  Develop a roadway design that minimizes impacts to property and environmentally sensitive areas
-  Implement storm water drainage improvements
-  Achieve community acceptance by using a comprehensive agency and public engagement process
-  Maintain the overall visions of the Manning Avenue Corridor



- LEGEND**
- PAVED ROADWAY
  - CURB & GUTTER
  - AGGREGATE ROADWAY & SHOULDERS
  - BITUMINOUS TRAILS & BIKEWAYS
  - PROPOSED BMP LOCATION
  - CONCRETE TRAILS & SIDEWALKS
  - DITCH BLOCK
  - PROPOSED TRAFFIC SIGNAL
  - EXISTING RIGHT OF WAY
  - EXISTING PERMANENT EASEMENT
  - PRELIMINARY CONSTRUCTION LIMITS (TOE OF SLOPE)
  - WETLANDS
  - PROPOSED DRAINAGE UTILITIES



**DRAFT**



# Project Cost Shares

- Washington County Covers Core Roadway Elements:
  - Grading, Base, Bituminous, Signing, Striping, Ditches, Culverts, Medians, Etc.
- Local Agencies participate in Highway Enhancements:
  - Pavement, Trails, Sidewalks, Traffic Signals, Etc.
- For this project, Lake Elmo costs are drawn from a portion of:
  - Paving and Grading on 30<sup>th</sup> Street west of Manning Ave
  - Signing and Striping of 30<sup>th</sup> Street west of Manning Ave
  - Drainage
  - Right of Way Acquisitions

# Cost Estimate

Washington County	City of Lake Elmo	Baytown Township	West Lakeland Township	Project Total
\$378,000	<b>\$397,300</b>	\$124,370	\$124,370	\$1,024,040

# Project Updates & Actions

- March 8, 2022 – Council Workshop (Today)
  - Review Project
- March 15, 2022 – Council Action
  - Resolution of Support
    - Supports preferred concept project layout
    - Supports County continuing with development of final plans and right-of-way acquisition
- March – April 2022 – Final Design
- May 2022 - COUNCIL ACTION
  - Cooperative Cost Agreement
  - Cooperative Maintenance Agreement
- Summer 2022
  - Bid Opening and Construction Starts

# Questions?

Eden Rogers – 651-430-4352





DATE: March 8, 2022

**DISCUSSION**

**TO:** Honorable Mayor and City Council

**FROM:** Jake Dickson, Assistant City Administrator

**AGENDA ITEM:** Interview Consultants for Audit of Administration and Finance Departments

---

**BACKGROUND:**

The City Council approved issuance of a request for proposals for an Operational Audit of Administration and Finance Departments at the January 18 City Council Meeting. Staff advertised the RFP from January 19 to February 18, and received 8 proposals.

**ISSUE BEFORE COUNCIL:**

After evaluating the received proposals, staff determined two top firms to present to the City Council. The selected firms are Matrix Consulting Group and Clifton Larson Allen LLP

**PROPOSAL DETAILS/ANALYSIS:**

We've allotted 30 minutes for each firm to present their proposals and take questions.

**FISCAL IMPACT:**

To be determined by the selection of a firm.

**ATTACHMENTS:**

- None





DATE: March 8, 2022

**DISCUSSION**

**AGENDA ITEM:** Meeting Demand for South Area Water

**TO:** Mayor and Council

**SUBMITTED BY:** Molly Just, Planning Director

---

**OVERVIEW:**

The City's Water Tower No. 3 is expected to be operational in September 2023. Water Tower No. 3 will be located at the southwest corner of the intersection of Lake Elmo Avenue and Hudson Boulevard. The new water tower will help serve this area that is also known as the Low Pressure Area. Given the logistics of bringing a water tower on line in the fall, a delay in the water tower becoming operational could result in the tower not being able to be used for service until spring or early summer 2024.

With the existing challenges in the Low Pressure area and the limited supply remaining to serve the existing and approved water users in this area, staff is seeking guidance from the City Council to manage the demand to develop new residential and commercial uses in the Low Pressure Area.

There are just over 200 residential units and approximately 300,000 square feet of non-residential development approved but not yet occupied that must be served by the remaining water supply. There is nearly 500 acres of land planned for residential development and nearly 200 acres planned for commercial development in the Low Pressure Area. While these local challenges exist, we are also managing the uncertainty around White Bear Lake as a water source.

**ISSUE BEFORE COUNCIL:**

How should the city balance the needs of existing water users and the demand posed by new development in the Low Pressure Area?

**PROPOSAL DETAILS/ANALYSIS:**

The following are a list of possible approaches staff would like feedback on:

- 1) Place a moratorium on all new platted development in the Low Pressure Area. This approach would require the City Council to adopt an interim ordinance following a public notification. The interim ordinance would be effective for one year and would not be able to be extended except under limited circumstances and in that event, only for an additional six months. It should be noted that the interim ordinance cannot apply to any projects that have received preliminary plat approval. The interim ordinance would include the issue to be addressed or studied in that period. Options for study could include the phasing plan for planned water, wastewater and transportation infrastructure to the area. We might also study whether it would be appropriate to increase the required ratio of commercial

development in the Mixed Use Commercial district. Staff would recommend this approach as the most pro-active and transparent.

- 2) Approve new platted development at the Preliminary Plat level and adopt a Condition of Approval that prohibits application for Final Plat until Water Tower No. 3 is online. This approach would involve uncertainty for developers and would place pressure on staff and the City Council to enforce the Condition of Approval.
- 3) Plan to deny as premature for development (Section 103.00.025) any new applications for platted development until Water Tower No. 3 is online. The City Code considers as premature development that is not adequately served by public infrastructure. That could be the case with development proposed in the Low Pressure area and development ahead of the phasing plan. This approach would perhaps be the least transparent and lead to the most uncertainty for developers and the pressure to approve premature development would be great.

**FISCAL IMPACT:**

There should be no fiscal impact with any of the possible approaches. Study of the phasing plan can be conducted internally. Study of our infrastructure could require the cost of a consultant.

**OPTIONS:**

The most important thing to determine tonight is which approach to take to manage new demand for water in the Low Pressure Area. Staff will take the necessary steps to implement the direction from Council.

**ATTACHMENTS:**

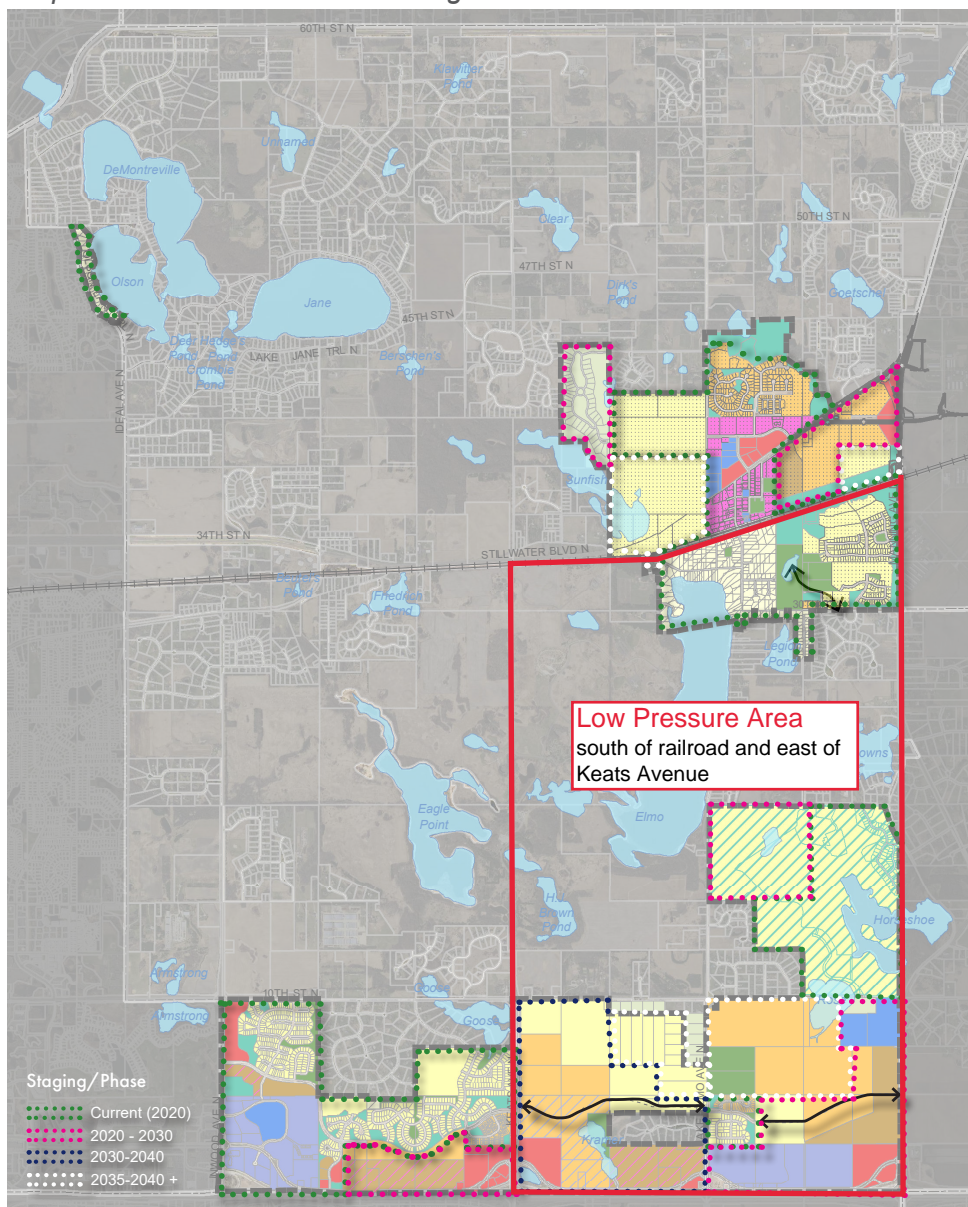
- Map of Lower Pressure Area

## Phasing & Staged Growth

The majority of the City's growth in households and employment is anticipated to occur within the designated MUSA boundaries; however, there will be some continued development in the rural residential areas of the community consistent with the community's land use designations. Table 3-6 identifies gross acreages per land use designation, while calculations found in Table 3-3 provide net acreage calculations for each residential land use designation within the designated MUSA as noted. The City's objective is to plan for phased, contiguous growth to ensure adequate infrastructure and capacity are available to support development. Map 3-7 identifies four staging areas consistent with existing and planned water, wastewater and transportation infrastructure. The City acknowledges that market conditions, as well as other

**Map 3-7. MUSA Growth & Phasing Plan**

3-24





DATE: March 8, 2022

**DISCUSSION**

**AGENDA ITEM:** Time Capsule Project  
**TO:** Mayor and City Council  
**SUBMITTED BY:** Kristina Handt, City Administrator

---

**ISSUE BEFORE COUNCIL:**

Should the city sponsor a time capsule event?

**PROPOSAL DETAILS/ANALYSIS:**

Next month we will break ground on the new city center. This is a facility that will house city services for many years to come. With all of this planning for the future, it made me ask the question: What will Lake Elmo look like in 50 years? In a 100 years? We often look ahead 20 years when we update our comp plan but not much more.

Would the council be interested in hosting a community time capsule project where people could finish this sentence: In 50 year Lake Elmo will..... They would also sign it with their name and age, maybe address. We could collect the thoughts of our current residents, keep them in a time capsule type container to bury or perhaps display in the new city center with the idea that they would be opened in 50 years. Minimal keepsakes could also be included.

Staff would solicit thoughts for the time capsule at community events such as the tree giveaway, national night out, etc. Slips of high quality paper would also be available at city hall as a collection point.

**FISCAL IMPACT:**

Depending upon how many keepsakes are included, staff estimates spending about \$1,000 on supplies and a time capsule if mostly just a collection of future predictions.

**OPTIONS:**

Provide direction to staff on how to proceed.

**ATTACHMENT:**

- None