



STAFF REPORT

DATE: April 18, 2023

REGULAR

AGENDA ITEM: Authorize Preparation of Feasibility Report for the 2024 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

ISSUE BEFORE COUNCIL: Should the City Council authorize the preparation of a feasibility report for the 2024 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. Streets that have exceeded their life expectancy and can no longer be effectively maintained are programmed for reconstruction in the city's CIP.

PROPOSAL DETAILS/ANALYSIS: The public streets located in the Carriage Station subdivision and Jamaca Court North (east of Jamaca Avenue to the dead end) have been identified for improvement in the year 2024. The project will include street and drainage improvements along and within the public right-of-way, with the type and extent of the street improvement based upon a geotechnical services investigation of the existing pavement sections and conditions. Existing storm sewer inspections will be conducted to identify any storm sewer repairs or corrections deemed necessary to restore or improve the existing drainage systems. Existing watermain within the project areas will also be inspected and investigated to identify proposed improvements to be made in connection with the project. The existing 4-inch watermain on Jamaca Court North is proposed to be replaced and upsized to a 12-inch trunk watermain as part of creating a critical trunk watermain distribution connection in conjunction with another 2024 Capital Improvement Project, the Stillwater Boulevard (CSAH 14) Trunk Watermain Extension project. Consideration will also be given to replacing a section of 8-inch watermain in the Carriage Station subdivision with a 12-inch trunk watermain to improve the hydraulic capacity from Well #2. Both project areas reside outside of the MUSA boundaries and are therefore served by private wastewater treatment systems. As part of the feasibility report, staff will work with and encourage the Carriage Station subdivision to conduct sanitary sewer collection system cleaning and inspections in order to identify any collection system repairs that may require improvement as part of the street improvements.

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.

To accurately scope the proposed roadway improvements the City Council is being asked to authorize geotechnical investigation services. This investigation will review in place roadway structure and soil conditions and provide recommendations on proposed roadway improvements. Staff will get proposals to complete the work from two geotechnical testing agencies, evaluate proposals, and provide a recommendation on who to enter into contract with. An estimated budget based on previous investigations is included in the motion authorizing the City Administrator to enter into a contract in the not to exceed amount presented.

A project schedule for the 2024 Street and Utility Improvements is attached and outlines the implementation timeframe necessary to address public involvement, acquire field survey prior to winter snowfall, identify and obtain project related easements, complete the detailed design, and to receive contractor bids to ready the improvements for construction in 2024.

FISCAL IMPACT: \$35,400.

If authorized, FOCUS Engineering Inc., will prepare a feasibility report in the not to exceed amount of \$18,400 for the 2024 Street and Utility Improvements. Staff is also recommending a not to exceed amount of \$17,000 for geotechnical investigation services. 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 costs cannot be assessed.

RECOMMENDATION: Staff is recommending that the City Council approve a Resolution Ordering Preparation of a Feasibility Report for the 2024 Street and Utility Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2023-039, ordering preparation of a Feasibility Report to be completed by FOCUS Engineering in the not to exceed amount of \$18,400 and geotechnical investigation services in the not to exceed amount of \$17,000 for the 2024 Street and Utility Improvements.”

ATTACHMENTS:

1. Resolution Ordering Preparation of a Feasibility Report.
2. Project Location Map.
3. Project Schedule.

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

RESOLUTION NO. 2023-039

**A RESOLUTION ORDERING THE PREPARATION OF A FEASIBILITY REPORT
FOR THE 2024 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 Carriage Station subdivision and Jamaca Court North (east of Jamaca Avenue to the dead end) have been identified for improvement in the year 2024; 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 2024 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.

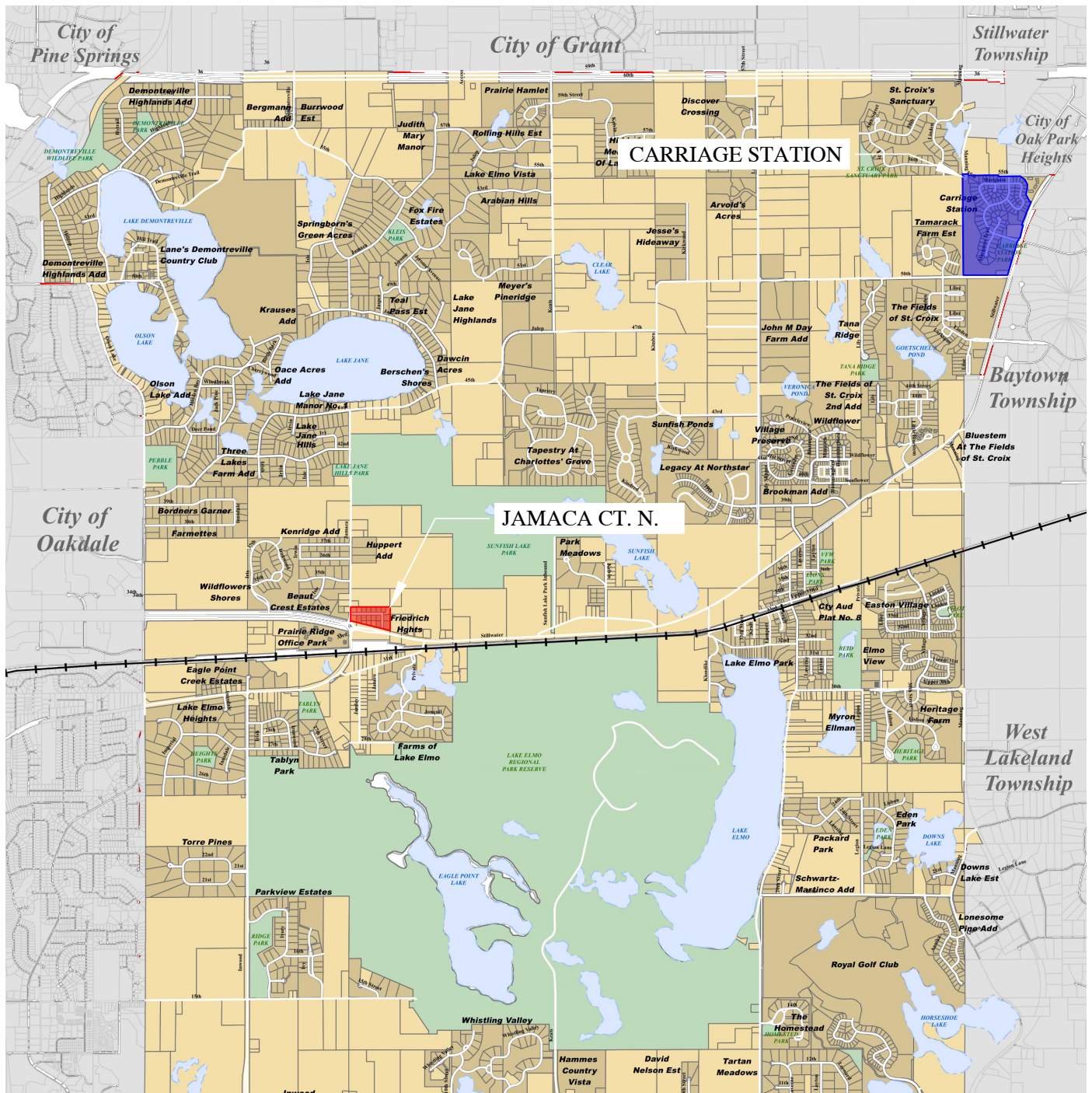
ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE EIGHTEENTH DAY OF APRIL, 2023.

CITY OF LAKE ELMO

(Seal)
ATTEST:

By: _____
Charles Cadenhead
Mayor

Julie Johnson
City Clerk



LEGEND

- CARRIAGE STATION
- JAMACA CT. N.

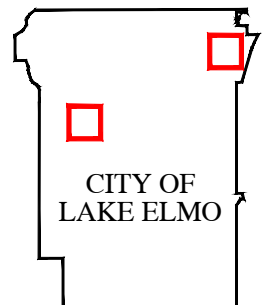


FIGURE NO. 1

LOCATION MAP

2024 STREET IMPROVEMENTS

FOCUS
ENGINEERING, inc.

2024 STREET
IMPROVEMENTS
PROJECT NO. 2024.123
APRIL, 2023

PROJECT SCHEDULE
CITY OF LAKE ELMO

2024 STREET IMPROVEMENTS
PROJECT NO. 2022.123

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

APRIL 18, 2023	Council orders preparation of Feasibility Report.
JULY 18, 2023	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing.
AUGUST, 2023	Neighborhood informational meeting(s).
AUGUST 15, 2023	Public Improvement Hearing. Council Orders the Improvement (4/5th Vote) and preparation of Plans and Specifications.
DECEMBER 19, 2023	Council approves Plans and Specifications and orders Advertisement for Bids.
JANUARY 23, 2024	Project Bid Date: Receive contractor bids.
FEBRUARY 6, 2023	Council accepts Bids and awards Contract.
MAY 21, 2024	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none">SEPTEMBER 23, 2024 Substantial Completion.OCTOBER 25, 2024 Final Completion.

**Final Assessment Hearing Schedule TDB*