



STAFF REPORT

DATE: October 15, 2024

REGULAR

AGENDA ITEM: Approve Resolution Receiving Feasibility Report and Calling Hearing on Improvement for the Stillwater Area School District Utility Improvements

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Nicole Miller, City Administrator
Sarah Sonsalla, City Attorney
Clarissa Hadler, Finance Director
Marty Powers, Public Works Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council accept the Feasibility Report and call a Public Hearing for the Stillwater Area School District Utility Improvements, with the Improvement Hearing to be held at the November 19, 2024 council meeting?

BACKGROUND: On May 21, 2024, the City Council authorized the preparation of a feasibility report in response to a petition from the Stillwater Area School District, requesting the connection to City water and sanitary sewer to the Oak-Land Middle School, and connection to City sewer to the new Lake Elmo Elementary School.

PROPOSAL DETAILS/ANALYSIS: A Feasibility Report has been prepared that identifies the scope of recommended improvements to accommodate the requested water and sanitary sewer connections for the 2 school sites, to provide estimated project costs, and to prepare a preliminary assessment roll for each of the benefitting properties based upon the City's Special Assessment Policy for Local Improvements.

The scope of proposed improvements includes the following:

- Extension of gravity sanitary sewer to the Oakland Middle School property, from the existing RGC lift station located at Palmer Drive and 10th Street (to be City owned/maintained).
- Extension of 12-inch watermain to the Oakland Middle School property, from the intersection of Palmer Drive and 10th Street (to be City owned/maintained).
- Construction of a new 4,200 LF, 8-inch forcemain along 10th Street, from the existing RGC lift station located at Palmer Drive to Lake Elmo Avenue. Abandon the existing 6-inch forcemain in place.
- Construction of a new 3,100 LF, 10-inch forcemain along Lake Elmo Avenue, from 10th Street to an existing gravity sewer at Lake Elmo Avenue and 5th Street.
- The school district would be required to make private utility extensions on each school site as needed to connect to the public water and sewer improvements.

The total estimated project cost is \$1,752,000. For water and sanitary sewer improvements, 100% of the project is assessed to the benefitting properties. Project costs were apportioned based on the Residential Equivalent (REC) Units. In addition to the Oak-Land Middle School and new Elementary School properties, there is one additional benefitting property located at 11817 10th Street North.

FISCAL IMPACT: The total estimated project cost is \$1,754,000, including \$1,584,000 for sanitary sewer extension and improvements, and \$169,200 for watermain extension. The improvements will be

funded 100% through Special Assessments. The Stillwater Area School District will be required to sign a Waiver of Assessment Agreement in a form acceptable to the City Attorney.

RECOMMENDATION: Staff is recommending that the City Council approve a Resolution, receiving the Feasibility Report and calling a public hearing for the Stillwater Area School District Utility Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2024-110, receiving the Feasibility Report and Calling Hearing on Improvement for the Stillwater Area School District Utility Improvements.”

ATTACHMENTS:

1. Resolution Receiving a Feasibility Report and Calling for Hearing on Improvement for the Stillwater Area School District Utility Improvements.
2. Notice of Hearing on Improvement.
3. Preliminary Assessment Roll.
4. Proposed Improvements Exhibit.
5. Project Schedule.

Feasibility Report *(available for review at City Hall)*.

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

RESOLUTION NO. 2024-110

**A RESOLUTION RECEIVING A FEASIBILITY REPORT AND CALLING
HEARING ON IMPROVEMENT FOR THE STILLWATER AREA
SCHOOL DISTRICT UTILITY IMPROVEMENTS**

WHEREAS, pursuant to City Council resolution, adopted on May 21, 2024, a feasibility report has been prepared for the Stillwater Area School District Utility Improvements; and

WHEREAS, the feasibility report recommends that benefitting properties be assessed all or a portion of the cost of the improvements pursuant to the City's Special Assessment Policy and Minnesota Statutes, Chapter 429; and

WHEREAS, the feasibility report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW, THEREFORE, BE IT RESOLVED,

1. That the City Council will consider the improvements in accordance with the report and the assessments of the abutting properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total project cost of \$1,754,000.
2. A public hearing shall be held on such proposed improvements on the 19th day of November, 2024 in the council chambers of City Hall, at or approximately after 7:00 P.M. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF
OCTOBER, 2024.**

CITY OF LAKE ELMO

(Seal)
ATTEST:

By: _____
Charles Cadenhead
Mayor

Julie Johnson
City Clerk

**CITY OF LAKE ELMO
NOTICE OF HEARING ON IMPROVEMENT
STILLWATER AREA SCHOOL DISTRICT UTILITY IMPROVEMENTS**

Notice is hereby given that the City Council of Lake Elmo will conduct a public hearing on **Tuesday, November 19, 2024**, at or approximately after 7:00 PM to consider the making of the following improvements, pursuant to Minnesota Statutes, Sections 429.011 to 429.111:

The project includes improvements to the public sanitary sewer system to accommodate connection to sewer by the new Lake Elmo Elementary School and Oak-Land Middle School, and the extension of municipal water to the Oak-Land Middle School.

The area proposed to be assessed for the extension of public water and public sewer includes the new Lake Elmo Elementary School property, the Oak-Land Middle School property, and the property at 11817 10 Street North. The estimated total cost for the project is \$1,754,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desiring to be heard with reference to the proposed improvements will be heard at this meeting.

DATED: October 15, 2024

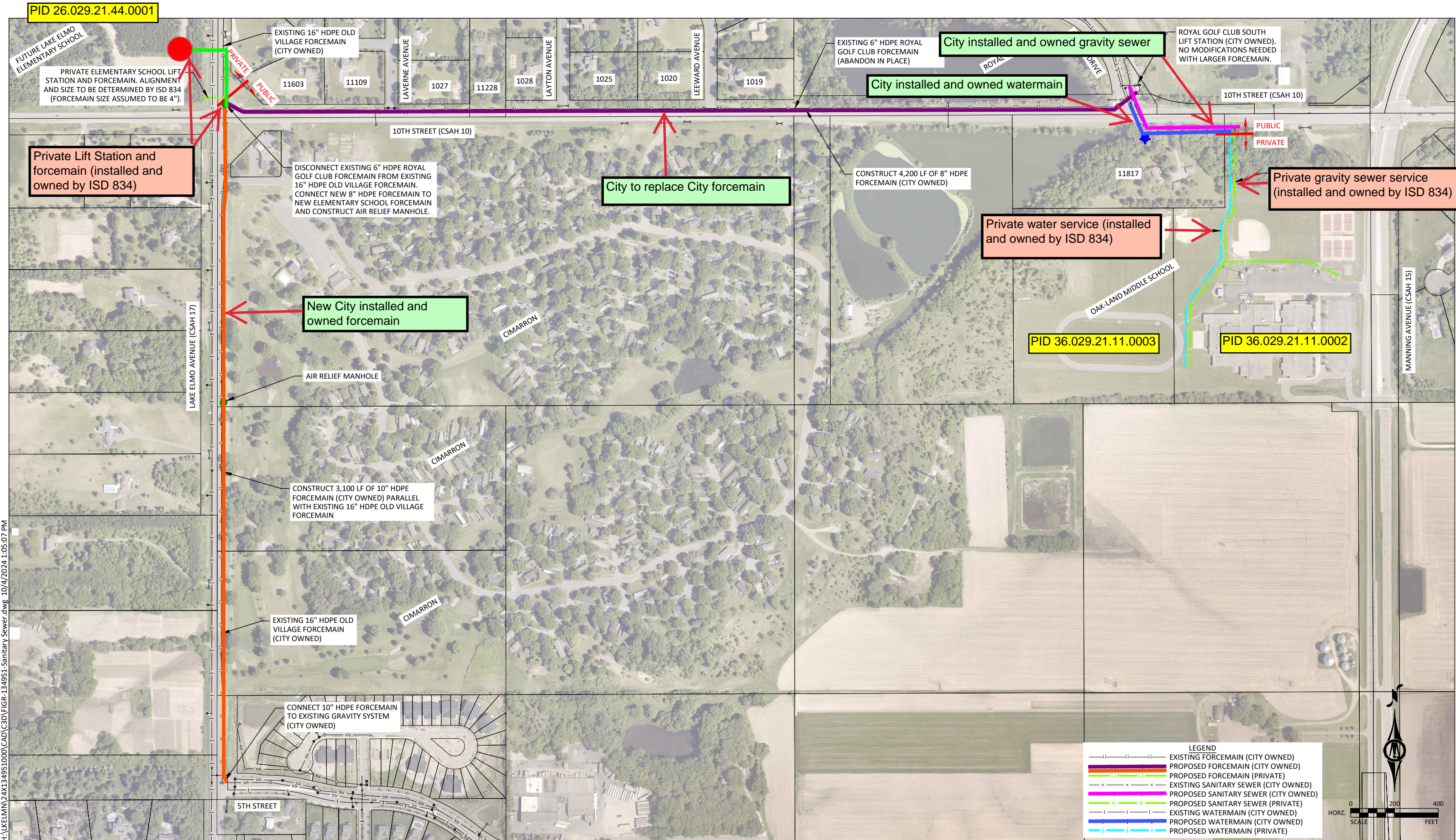
BY ORDER OF THE LAKE ELMO CITY COUNCIL

Charles Cadenhead, Mayor

(Published in the Stillwater Gazette on October 18, 2024 and October 25, 2024)

STILLWATER AREA SCHOOL DISTRICT UTILITY IMPROVEMENTS
ASSESSMENT ROLL

NO.	NAME	ADDRESS			MAILING ADDRESS						PID	SANITARY SEWER REC UNITS	SANITARY SEWER ASSESSMENT	WATER ASSESSMENT REC UNITS	WATER ASSESSMENT
1	INDEPENDENT SCHOOL DISTRICT #834	10928	10TH	ST N	1875	GREELEY	ST S	STILLWATER	MN	55082	2602921440001	142	\$795,200	0	\$0
2	ISD 834 STILLWATER	820	MANNING	AVE N	1875	GREELEY	ST S	STILLWATER	MN	55082	3602921110002	140	\$784,000	140	\$168,000
3	HOULE WEST J & LAURIE K	11817	10TH	ST N	11792	VALLEY CREEK	RD	WOODBURY	MN	55129	3602921110001	1	\$5,600	1	\$1,200
											TOTAL	283	\$1,584,800	141	\$169,200



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PROJECT SCHEDULE
CITY OF LAKE ELMO



STILLWATER AREA SCHOOL DISTRICT
UTILITY IMPROVEMENTS
PROJECT NO. 2024.113

MAY 8, 2024	City receives Petition to connect the Oak-Land Middle School to public water and sewer, and the new Elementary School to public sewer.
MAY 21, 2024	Council accepts the Petition from the Stillwater Area Public School District (District) and authorizes the preparation of a Feasibility Report.
OCOTBER 15, 2024	Council accepts the Feasibility Report and Calls for Public Hearing.
NOVEMBER 19, 2024	Public Improvement Hearing. Council receives signed Waiver Agreement from Stillwater Area School District. Council Orders the Improvement and authorizes the preparation of Plans and Specifications.
MARCH 4, 2025	Council approves Plans and Specifications and orders Advertisement for Bids.
APRIL 3, 2025	Project Bid Date: Receive contractor Bids.
APRIL 15, 2025	Council accepts Bids and awards Contract.
APRIL 28, 2025	Conduct Pre-Construction meeting and issue Notice to Proceed. <ul style="list-style-type: none">• AUGUST 29, 2025 Substantial Completion.• SEPTEMBER 26, 2025 Final Completion.

**Final Assessment Hearing Schedule TDB (if applicable)*