



## STAFF REPORT

DATE: August 15, 2023

**REGULAR**

**AGENDA ITEM:** Torre Pines Street and Utility Improvements – Resolution Declaring Costs to be Assessed and Calling for Hearing on Proposed Assessment

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

**REVIEWED BY:** Kristina Handt, City Administrator  
Sarah Sonsalla, City Attorney  
Clarissa Hadler, Finance Director  
Marty Powers, Public Works Director  
Chad Isakson, Project Engineer

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**ISSUE BEFORE COUNCIL:** Should the City Council call a final assessment hearing for the Torre Pines Street and Utility Improvements to be held on September 19, 2023?

**BACKGROUND:** The City of Lake Elmo was approved to receive grant funding from the Minnesota Pollution Control Agency (MPCA) under the 2018 3M Settlement Agreement as an expedited project to extend municipal water and connect each of the 23 properties in the Torre Pines subdivision. The terms of the grant are outlined in the Grant Agreement between the City of Lake Elmo and the MPCA dated April 2, 2021.

As part of the Grant Agreement with the MPCA, all households in the development, regardless of Health Based Values (HBVs), are eligible to connect to municipal water and all households that connect to city water must have the private wells properly sealed and abandoned as part of the project and within the timeframe of the grant agreement. To implement these requirements for the project the city adopted preliminary assessments for the public watermain, and the street and storm sewer improvements in accordance with the city's Special Assessment Policy and current practices. Each property that connects to city water must abandon all private wells, unless exempted by the MPCA as a monitoring well, within one year after water service is made available and following written notice from the City to connect. Once the private water service connection improvements and well abandonment are completed the public watermain assessments, and the street and drainage improvement assessments levied for the project will be considered paid in full and removed from the property.

Formal mailed notice, dated September 6, 2022 was sent to each property indicating that the public watermain was available for connection and that the property owner had one year to complete the water service connection and well abandonment work. The allocated one-year timeframe to meet this eligibility and to abate the public improvement assessments will expire on September 6, 2023. A reminder notice was also sent on June 14, 2023.

**PROPOSAL DETAILS/ANALYSIS:** Pursuant to Minnesota Statutes, Section 429, the Council must declare the amount to be assessed against the benefitting properties and Call the Hearing on the Proposed Assessment for the Torre Pines Street and Utility Improvements. The Final Assessment Hearing is proposed for September 19, 2023. The Final Assessment Roll must be certified to the County Auditor by November 17, 2023. *Properties that provide proof of connection and sealing of the well by the November 11, 2023 deadline will be removed from the assessment roll prior to certifying the assessments to Washington County.*

Staff has enclosed a proposed Final Assessment Roll which has been calculated in accordance with the approved Feasibility Report and the City's Special Assessment Policy. There are 9 properties to date that have completed the connection to city water and abandoned their well. These properties have been removed from the final assessment roll leaving 14 remaining properties that have not connected. Seven (7) additional properties have obtained quotes that have been reviewed by the City, but the work is not yet completed or reimbursement paperwork has not been submitted.

Attached to this agenda report is a summary of the Estimated Total Project Costs showing the cost breakdown by infrastructure component and resulting unit assessment. Based on the Estimated Final Project Cost at completion, the public watermain assessment is reduced from \$38,000 down to \$27,500 per residential property, and the public street and storm sewer assessment is reduced from \$12,300 down to \$11,600 per residential property.

The street and drainage improvements will be levied over a 15-year period and the watermain assessments will be levied over a 20-year period. Assessments would be charged an interest rate of 4.75%.

**FISCAL IMPACT:** The estimated total project cost for the public improvements \$1,520,000; including \$887,500 for the street, drainage and storm sewer improvements and \$632,500 for the water system improvements. Of these costs, \$162,400 will be specially assessed for street and drainage improvements and \$385,000 will be specially assessed for watermain improvements. The remaining costs will be covered by grant funds from the 3M Settlement Grant Agreement for the project.

**RECOMMENDATION:** Staff is recommending that the City Council approve a Resolution Declaring Costs to be Assessed and Calling for the Hearing on the Proposed Assessment. The suggested motion to approve this action is as follows:

***“Move to approve Resolution No. 2023-071; Declaring Costs to be Assessed and Calling for the Hearing on the Proposed Assessment for the Torre Pines Street and Utility Improvements.”***

**ATTACHMENTS:**

1. Resolution Declaring Cost to be Assessed and Calling for Hearing on Proposed Assessment.
2. Notice of Hearing on Proposed Assessment.
3. Total Project Cost Summary.
4. Final Assessment Roll.

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

**RESOLUTION NO. 2023-071**

**A RESOLUTION DECLARING COST TO BE ASSESSED AND CALLING  
HEARING ON PROPOSED ASSESSMENT FOR THE  
TORRE PINES STREET AND UTILITY IMPROVEMENTS**

**WHEREAS**, estimated total project costs have been calculated for the Torre Pines Street and Utility Improvements including street and watermain improvements; and

**WHEREAS**, the total cost of the public improvements will be \$1,520,000.

**WHEREAS**, the City Clerk and City Engineer have prepared the proposed assessment roll and will maintain said assessment roll on file in the City offices for public inspection.

**NOW, THEREFORE, BE IT RESOLVED,**

1. The portion of the cost of such street and drainage improvements to be covered by the City is hereby declared to be \$725,100 and the portion of the cost to be assessed against benefited property owners is declared to be \$162,400.
2. The portion of the cost of such watermain improvements to be covered by the City is hereby declared to be \$247,500 and the portion of the cost to be assessed against benefited property owners is declared to be \$385,000.
3. The City Clerk, with the assistance of the City Engineer, has calculated the proper amount to be specially assessed for such improvements against every assessable lot, piece or parcel of land to be benefited by the improvements, and the Clerk has filed a copy of such proposed assessment in the City offices for public inspection.
4. Assessments shall be payable in equal annual installments extending over 15 years for street and drainage improvements and 20 years for watermain improvements, the first of the installments to be payable on or before the first Monday in January, 2024 and shall bear interest at the rate of 4.75 percent per annum from the date of the adoption of the assessment resolution.
5. A public hearing shall be held on the 19th day of September, 2023, in the Council Chambers of the City Hall at or approximately after 7:00 P.M. to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
6. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.

7. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. A property owner may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF AUGUST, 2023.**

**CITY OF LAKE ELMO**

(Seal)  
ATTEST:

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

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

**CITY OF LAKE ELMO**  
**NOTICE OF HEARING ON PROPOSED ASSESSMENT**  
**TORRE PINES STREET AND UTILITY IMPROVEMENTS**

Notice is hereby given that the City Council of Lake Elmo will conduct a public hearing on **Tuesday September 19, 2023** at, or approximately after, 7:00 P.M. at Lake Elmo City Hall to consider, and possibly adopt, the proposed assessment against abutting properties for the Torre Pines Street and Utility Improvements. Adoption by the Council of the proposed assessment may occur at the hearing. The following describes the proposed improvements and area(s) to be assessed:

The extension of municipal water into the Torre Pines subdivision to replace individual private wells along 21st Street North, 22nd Street North, and 22nd Street Court North to provide clean drinking water to each of the 23 homes adjacent to the new watermain, including a water service stub to the public right-of-way. Following the watermain installation, street and drainage improvements will be completed along the following public streets:

- 21st Street North, from Inwood Avenue North to 22nd Street Court North.
- 22nd Street North, from 21st Street North to 22nd Street Court North.
- 22nd Street Court North.

You may at any time prior to certification of the assessment to the county auditor on November 17, 2023, pay the entire assessment on such property to the City Clerk with interest accrued to the date of payment. No interest shall be charged if the entire assessment is paid to the City Clerk prior to October 19, 2023. You may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 (for the assessment to be certified to County Auditor) or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 4.75 percent per year.

Once assessments are certified to the County, the assessments are payable in equal annual installments extending over a period of 15 years for street and drainage improvements and 20 years for watermain improvements, the first of the installments to be payable on or before the first Monday in January 2024 and will bear interest at the rate of 4.75 percent per annum from the date of adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2023. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

The proposed assessment roll is on file for public inspection at the City Clerk's office. The total street improvement amount to be assessed is \$162,400. The total watermain amount to be assessed is \$385,000. The total project costs for the public watermain and street reconstruction is \$1,520,000. Written or oral objections will be considered at the

meeting. No appeal may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

An owner may appeal an assessment to district court pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

The City Council is authorized in its discretion to defer the payment of an assessment for any homestead property owned by a person for whom it would be a hardship to make payment if the owner is 65 years of age or older and/or the owner is a person retired by virtue of a permanent and total disability or by a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, as defined in section 190.05 subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments. The owner must request a deferment of the assessment at or before the public hearing at which the assessment is adopted and make application on forms prescribed by the City Clerk within 30 days after the adoption.

Notwithstanding the standards and guidelines established by the City for determining a hardship, a deferment of an assessment may be obtained pursuant to Minnesota Statutes Section 435.193.

**DATED:** August 15, 2023

**BY ORDER OF THE LAKE ELMO CITY COUNCIL**

**Charles Cadenhead, Mayor**

*(Published in the Stillwater Gazette on August 18, 2023)*

**CITY OF LAKE ELMO**  
**TORRE PINES NEIGHBORHOOD**  
**PROJECT NO. 2020.122**

	Feasibility Report and Grant Amount Estimate of Cost	Final Project (Estimate at Completion)
<b>Total Project Cost</b>	<b>\$2,243,000</b>	<b>\$1,944,000</b>
Street Improvements	\$944,000	\$887,500
<i>Assessable Cost</i>	<i>\$283,200</i>	<i>\$266,800</i>
<i>Assessed Parcels</i>	<i>23</i>	<i>23</i>
<i>Assessment Amount</i>	<i>\$12,300</i>	<i>\$11,600</i>
Watermain Improvements	\$875,000	\$632,500
<i>Assessable Cost</i>	<i>\$875,000</i>	<i>\$632,500</i>
<i>Assessed Parcels</i>	<i>23</i>	<i>23</i>
<i>Assessment Amount</i>	<i>\$38,000</i>	<i>\$27,500</i>
Private Water Service Connections	\$424,000	\$424,000

NO.	NAME	ADDRESS	MAILING ADDRESS								PID	TOTAL ASSESSMENT	STREET & DRAINAGE ASSESSMENT	WATERMAIN ASSESSMENT	
1	BEST WALTER G & LAN N	8180 21ST ST N	8180	21ST	ST N	8180	21ST	ST N	LAKE ELMO	MN	55042	2102921330014	\$39,100	\$11,600	\$27,500
2	BOURNE MICHAEL R & KATHERINE M	8260 21ST ST N	8260	21ST	ST N	8260	21ST	ST N	LAKE ELMO	MN	55042	2102921340008	\$39,100	\$11,600	\$27,500
3	LISA LARAE SETTERSTROM TRS	8271 21ST ST N	8271	21ST	ST N	8271	21ST	ST N	LAKE ELMO	MN	55042	2102921340011	\$39,100	\$11,600	\$27,500
4	SELBY MEGAN A	8311 21ST ST N	8311	21ST	ST N	8311	21ST	ST N	LAKE ELMO	MN	55042	2102921340012	\$39,100	\$11,600	\$27,500
5	YOCUM RUTH A	8330 21ST ST N	8330	21ST	ST N	8330	21ST	ST N	LAKE ELMO	MN	55042	2102921340009	\$39,100	\$11,600	\$27,500
6	KATARE RAJESH & SHILPA SHUKLA	8125 22ND ST N	8125	22ND	ST N	8125	22ND	ST N	LAKE ELMO	MN	55042	2102921330013	\$39,100	\$11,600	\$27,500
7	MATTHEW D MOORE TRS & JANE B MOORE TRS	8134 22ND ST N	8134	22ND	ST N	8134	22ND	ST N	LAKE ELMO	MN	55042	2102921330004	\$39,100	\$11,600	\$27,500
8	COHEN ANNE N & DWAYNE L	8276 22ND ST N	8276	22ND	ST N	8276	22ND	ST N	LAKE ELMO	MN	55042	2102921340005	\$39,100	\$11,600	\$27,500
9	LARSON MICHAEL P & MELISSA D	8335 22ND ST N	8335	22ND	ST N	8335	22ND	ST N	LAKE ELMO	MN	55042	2102921340006	\$39,100	\$11,600	\$27,500
10	SCHARA JODELL L	8340 22ND ST N	8340	22ND	ST N	8340	22ND	ST N	LAKE ELMO	MN	55042	2102921340004	\$39,100	\$11,600	\$27,500
11	CASWELL JEFFREY K & VICTORIA	8006 22ND CT N	8006	22ND	CT N	8006	22ND	CT N	LAKE ELMO	MN	55042	2102921330008	\$39,100	\$11,600	\$27,500
12	PETERSON BRUCE A & NORMA JEAN	8028 22ND CT N	8028	22ND	CT N	8028	22ND	CT N	LAKE ELMO	MN	55042	2102921330007	\$39,100	\$11,600	\$27,500
13	FLEMING BERNHARD M & JEANNE	8047 22ND CT N	8047	22ND	CT N	8047	22ND	CT N	LAKE ELMO	MN	55042	2102921330009	\$39,100	\$11,600	\$27,500
14	ODOM LISA M & ANTHONY L WINCZEWSKI JR	8074 22ND CT N	8074	22ND	CT N	8074	22ND	CT N	LAKE ELMO	MN	55042	2102921330005	\$39,100	\$11,600	\$27,500
											<b>TOTALS</b>	<b>\$547,400</b>	<b>\$162,400</b>	<b>\$385,000</b>	