

Item 7b.

Sunfish Lake Engineer's Report for April 2, 2013

By: *Don Sterna, PE, City Engineer*

Date: *March 29, 2013*

1. Engineering Activities Undertaken in the Month of March

The following engineers report reflects the activities undertaken this past month along with the anticipated engineering activity for the month of April.

SWPPP Yearly Public Hearing – At the April Council Meeting, Jesse Carlson from WSB, will be conducting the required annual Public Hearing to review and discuss the Cities Storm Water Pollution Prevention (SWPPP) Plan. Jesse will ask for input and comments from the residents regarding storm water runoff and water quality issues and concerns that will be included in his annual report to the MPCA as required per the NPDES permit. Jesse will also touch on ways that both the City and Residents can help improve, not only Sunfish Lake's water quality but the other City lakes as well.

2013 City Map Update – The City map has been updated for 2013 to reflect the past years changes to the City residents. A .pdf copy was emailed to the City Council and Staff, and a hard copy will be provided at the Council meeting.

Inver Grove Heights Storm Sewer Improvement Cost Participation Update – On March 25, I attended a joint meeting with the Cities of Inver Grove Heights and South St. Paul to review the preliminary results of the cost-allocation study for improvements to the emergency overflow outlet for Pond T-23 in the City of Inver Grove Heights. The Mayor and Judy MacManus, from Sunfish Lake, were also present. MnDOT initiated project and at this time, and has allocated \$62,000 towards it. The total project costs are estimated at about \$312,000 of which \$250,000 would need to be funded by the surrounding contributing Cities. The preliminary results of the study were discussed and a general framework for an agreement was established. The LMRWMO will be finalizing their study report in April based on this framework which will be forward to the surrounding Cities for comments.

Delaware Avenue Safety Concern from March Council Meeting – An email was sent to Kristi Sebastine, Dakota County Traffic Engineer, last month relaying the concerns that were raised at the March 5, 2013, City Council meeting. The County indicated that they were able to find the accident report and will be looking into the concern in April. I will contact the County in April to check on the status of their review.

2. **2014 Street Reconstruction Project** – As we discussed at last month's Council meeting, the 2013 CIP identified the need to reconstruct a portion of Windy Hill Road and Upper 55th Street, along with milling and overlaying Windy Hill Court, Windy Hill Road, Upper 55th Street, and the western section of Angell Road in 2014. Attached to the Engineers Report is a brief proposal outlining the engineering costs and schedule. We have prepared a brief scope of work, schedule, and engineering costs associated with delivering the project per the 429 process. If the project is to move forward, the next steps would be:

- Order a Feasibility Report that would be completed by the August Meeting.
- The Report would identify:
 - options available to rehabilitate these roadways,
 - associated costs, and
 - available financing options.
- We would hold a public meeting to discuss the findings, and potential assessments.

If the Council desires to move the project to the next phase, we would prepare final plans for Council approval and bid the project for construction in 2014.

Tom Voll, from my office, will be present to discuss the project in detail and answer any questions the Council may have (see attachments for the Tasks/Fees and Map for 2014 Improvement Project).

We will be asking the City Council authorize the feasibility report at this time. The remaining engineering work would be acted on later in the year if the Council approves the Report and orders final plans.

Spring Load Limit Posting – I have posted the springtime load limits on the City Streets affective March 27. I anticipate that the limits will remain in place through the entire month of April and in to early May before they are lifted. All of the City streets are posted at a 5-ton limit with the exception of Charlton Road that is posted at 4-Tons.

3. Public Works' Activities Undertaken in the Month of March

2013 Street Sweeping Quotes – The City received three (3) quotes to complete street sweeping this spring. I am recommending that the City Council make a motion to approve Mike McPhillips to sweep the streets at a cost of \$1,500. Attached to my report is a brief summary of the quotes and my basis for recommendation.

2013 Street Sign Quotes – As discussed at last month's meeting, I have request quotes for street sign maintenance for signs that need replacement and/or have been damaged over the years. The budget was established at \$5,000; however, the amount of work that I would like to accomplish may run up to \$6,750. The quotes will be presented at the Council meeting, and we are requesting the Council to approve the work and authorize WSB to proceed with the work.

Snow Plowing Activity – The current snowplow expenditures through March 15, 2013, have been \$14,621 out of a budget of \$35,000. I know there has been some additional snow plowing activity since then; however, I am not sure what those costs are at this time. The roads are in generally good condition with the exception of the intersection of Windy Hill Road and Windy Hill Court where a significant ponding has developed causing driving accessibility issues. I asked the contractor to open up a fee hole through the snow banks and try to remove as much ice as he can to try to improve the condition. Please let me know if you receive calls from residents regarding snow and ice removal concerns so I am able to notify the contractor and provide clear direction.

4. Anticipated Engineering and Public Works' Activities for the Month of April

Prepare the Draft 2014-2019 Capital Improvement Plan (CIP) – The CIP is a tool the City uses to plan, finance, and maintain the City's infrastructure. The CIP update is a yearly process to review the previous year's CIP and incorporate any completed improvements and plans for the future needs of the City. I will be finalizing the Draft 2014-2019 CIP for City Council review during April for discussion at the May Council meeting.

393 Salem Church Road Site Plan Review – In March, we received a request for major site and grading plan review. We will be providing our comments to the Planners office prior to April 12.

At this time, there are no other planned City engineering activities for the month of April.

The above constitutes the Engineering Report for the City of Sunfish Lake for April 2, 2013.

Respectfully submitted,

WSB & Associates, Inc.



Donald W. Sterna, PE
City Engineer

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Attachments: Street Sweeping Letter of Recommendation
2014 Improvement Project (tasks and fees)
Map for 2014 Project



March 29, 2013

Honorable Mayor and City Council
City of Sunfish Lake
1 Acorn Drive
Sunfish Lake, MN 55077

Re: Proposal for the 2014 Improvement Project

Dear Mayor and Council Members:

WSB has had the privilege of working on several projects on behalf of the City of Sunfish Lake in the past, and we are very excited to submit this proposal for the feasibility report, final design, and construction services for the above listed project.

PROJECT BACKGROUND:

The 2013 CIP identified the need to reconstruct a portion of Windy Hill Road and Upper 55th Street, along with milling and overlaying Windy Hill Court, Windy Hill Road, Upper 55th Street, and the western section of Angell Road in 2014. Please see the attached map for a figure showing the proposed improvement areas.

Below we have prepared a scope of work, schedule, and engineering costs associated with delivering the project per the 429 process. If the project were to move forward, the next steps would be:

- Order a Feasibility Report that would be completed by the August Meeting.
- The Report would identify:
 - options available to rehabilitate these roadways,
 - associated costs, and
 - available financing options.
- We would hold a public meeting to discuss the findings, and potential assessments.

If the Council desires to move the project to the next phase, we would prepare final plans for Council approval and bid the project for construction in 2014.

ENGINEERING TASKS AND FEE

Phase 1 - Feasibility Report

Identify Improvements.....	\$2,300
Cost Estimates.....	\$500
Identify Funding Sources/Assessments	\$1,500

2014 Improvement Project Proposal

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Public Meeting (preparation and presentation).....	<u>\$1,200</u>
Total	<u>\$5,500</u>

Phase 2 - Design

Topographic Survey	\$1,200
Cost Benefit Appraisals (2-3)	\$1,500
Plan and Specifications	\$6,500
Bidding.....	<u>\$1,000</u>
Subtotal.....	<u>\$10,200</u>

Phase 3 - Construction

Construction Administration.....	\$1,500
Inspection	\$12,500
Staking	\$3,500
Record Drawings	\$500
Warranty Inspection.....	\$500
Contract Closeout.....	<u>\$500</u>
Subtotal.....	<u>\$19,000</u>

Grand Total **\$34,700**

WSB & Associates will complete the attached scope of services for a cost not-to-exceed fee. We will provide monthly progress reports and would not exceed this amount without your prior approval. If the project takes less time to design, our billing fee for this project will be reduced. Billing will occur on a monthly basis based on the percentage complete for the project.

PROJECT SCHEDULE

First Public Meeting.....	June 2013
Draft Feasibility Report	August 2013
Final Approval of Feasibility Report	September 2013
Second Public Meeting	November 2013
Complete Plans	December 2013
Approve Plans and Authorize Bid	January 2014
Bid Opening	February 2014
Award Project	March 2014
Start Construction	May 2014
Complete Construction	July 2014
Warranty Inspection.....	July 2015

This letter represents our understanding of the 2014 Improvement Project and the proposed scope of services. If you are in agreement with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us. Please note, this proposal can be approved and we only complete the tasks as approved by Council before moving on to the next phase.

If you have any questions about this proposal, please feel free to call me at 763-287-7189.

Sincerely,

WSB & Associates, Inc.



Don W. Sterna, PE
Vice President

ACCEPTED BY:

City of Sunfish Lake

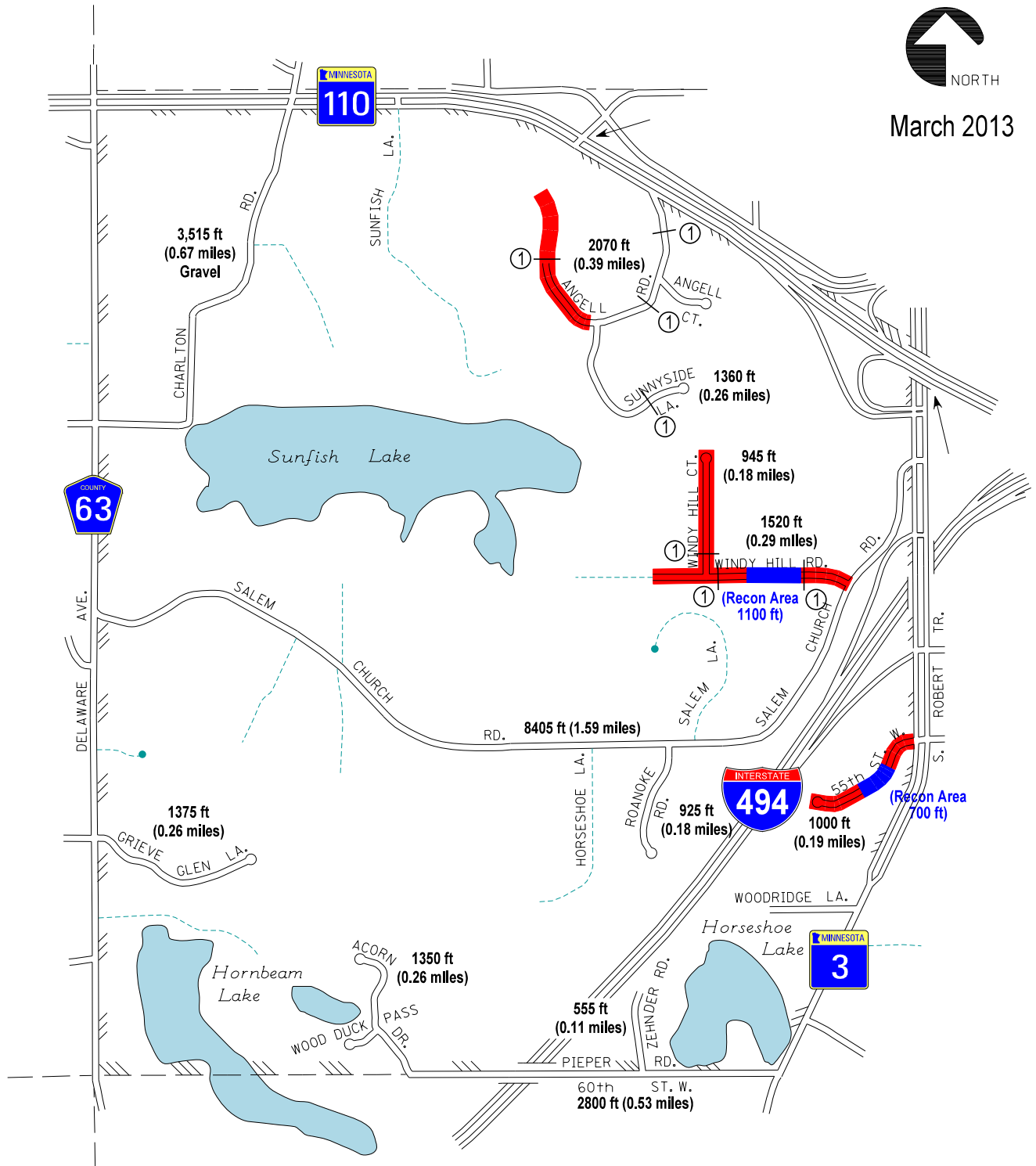
Name _____

Title _____

Date _____



March 2013



Note:

- ① 2014 Culvert Replacement

2014 Improvements

- 2014 Mill & Overlay
- 2014 Reconstruction



March 20, 2013

Honorable Mayor and City Council
City of Sunfish Lake
1 Acorn Drive
Sunfish Lake, MN 55077

Re: 2013 Street Sweeping Proposal
WSB Project No. 1011-99

Dear Mayor and Council Members:

The City received three quotes to complete street sweeping and debris pick-up on City streets. Quotes were requested from three companies. The quotes received were as follows:

Reliakor Services	\$ 1,040.00
Mike McPhillips, Inc.	\$ 1,050.00
Curb to Curb, Inc. (formerly Crosstown Sweeping).....	\$ 1,290.00

These prices are similar to quotes received in the past. Mike McPhillips, Inc., has completed this type of work in past years and did an acceptable job.

Based on past performance, I am recommending Council approve a motion awarding the street sweeping contract to Mike McPhillips, Inc. in the amount of \$1,050.00.

Sincerely,

WSB & Associates, Inc.

Don Sterna, PE
City Engineer

Enclosures