



Item 7b.

Sunfish Lake Engineer's Report for September 4, 2018

By: **Jeff Sandberg, PE**
 City Engineer

Date: **August 29, 2018**

1. Engineering Activities Undertaken in the Month of August.

The following Engineer's Report reflects the activities undertaken this past month, along with the anticipated engineering activities for the month of September.

- A. **2019-2023 CIP Update** – Per the direction of the City Council at the 2019 Budget Workshop on August 7th and following discussion with the city treasurer, staff has revised the budget for City Engineering/ Public Works activities for 2019. SEE ATTACHMENTS.
- B. **Fire Marker Replacement** – See the attached memo that discusses a slight price increase in the Fire Marker Replacement project for your consideration.

2. Building and Site Reviews in the Month of August.

A site review for a new home was completed for 2 Sunfish Lane. The application meets city requirements and is anticipated to be on the next Planning Commission agenda for approval.

3. Engineering/ Public Works Activities Undertaken in the Month of August.

- 1. Charlton Road was leveled off and graded shortly after the August City Council Meeting.
- 2. Grieve Glen Road was repaired on 8/20 per the City Council's direction at their July meeting. The improvements look good and hopefully will add a few years of life to the road before it requires a complete reconstruction.
- 3. The Sunfish Lake Outlet was cleaned out on 8/16. As of 8/22, the lake was down to its normal water level and no flow was present from the outlet.

No other Engineering/ Public Works activities were undertaken in the month of August.

4. Anticipated Engineering/ Public Works Activities for the Month of September.

It is that time of year to start soliciting quotes for Snow Plowing Services for the public roads in the City. A minimum of three quotes will be requested and presented for your consideration at a future meeting.

No other Engineering/ Public Works activities are anticipated for September.

The above constitutes the Engineering Report for the City of Sunfish Lake for September 4, 2018.

Respectfully submitted,

WSB & Associates, Inc.

A handwritten signature in black ink, appearing to read "Jeffry S. Sandberg". The signature is fluid and cursive, with the first name "Jeffry" being more prominent.

Jeffry S. Sandberg, PE
City Engineer



Memorandum

To: *Ann Lanoue, City Treasurer
City of Sunfish Lake*

From: *Jeff Sandberg, PE, City Engineer
WSB & Associates, Inc.*

Date: *August 29, 2018*

Re: *2019 Budget Items*

The proposed engineering budget for 2019 is identified herein. The budget has been based on past costs and anticipated work.

City Engineer

Monthly Engineering Items – Miscellaneous.....	\$	<u>32,000</u>
Total	\$	32,000

Water Quality Monitoring / Lake Maintenance

NPDES – MS4 Annual Report and Hearing.....	\$	3,500
LGU Role for Wetland Conservation Act	\$	1,650
Camp Program.....	\$	<u>900</u>
Total	\$	6,050

Charlton Road Maintenance

Gravel and Grading	\$	8,500
Sunfish Lake Outlet Cleaning	\$	3,500
Dust Control	\$	<u>0.00</u>
Total	\$	13,000

General Street Maintenance

Street Sweeping.....	\$	1,600
Sign Replacement (CIP).....	\$	0.00
Striping Maintenance (CIP)	\$	0.00
Culvert Maintenance (CIP)	\$	3,000
Bituminous Maintenance	\$	3,500
Shoulder Maintenance	\$	<u>1,000</u>
Total	\$	9,100

Funding from CIP.....\$ 117,230

Zehnder Road Improvement Project.....\$21,090
Angell Rd (East) Improvement Project.....\$44,460
Sunnyside Lane Improvement Project.....\$51,680

Snow Removal – Inver Grove Heights.....\$ 3,000

Snow Removal – City Streets.....\$ 35,000

Please call me at 651-286-8474 upon review of the proposed budget.

Sincerely,

WSB & Associates, Inc.



Jeffry S. Sandberg, PE
City Engineer



August 30, 2018

Honorable Mayor and City Council
City of Sunfish Lake
Via Email

RE: Updated Quote for Fire Number Markers to Increase Visibility Throughout the City

Honorable Mayor and Members of the City Council;

At their August 2 meeting, the City Council accepted WSB's recommendation to "Replace all Missing Fire Markers in the City with New 1-sided Markers and Replace all Markers on through streets with 2-sided Markers. Correct Hidden/ Blocked, or Tilted Markers." City Council approved the project cost of \$7,979.53.

The estimate provided to City Council was based on a previous quote from the vendor, dated March 23. Following the direction by the City Council, the approved vendor, Advantage Signs & Graphics, Inc. (ASG), was contacted to start work. However, ASG stated that since their initial quote metal prices had increased. It was also determined that the original quote did not include sales tax. They provided an updated quote, attached. The cost has increased by \$752.24 to \$8,731.77.

+\$217.50	- A \$7.50 per 1-sided marker increase due to an increase in aluminum prices.
-\$65.00	- The previously estimated Set Up Charge was reduced from \$130 to \$65.
+\$599.74	- Sales tax that was previously unreported on initial cost estimates.

Total Difference: \$752.24

Despite the price increase, it is still our recommendation to proceed with the previously approved option. This option still provides the most cost-effective solution to increase visibility of residents' fire markers.

Staff requests direction from the City Council on the option above. If you have any questions or require additional information, please contact me at 651-286-8474.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink, reading "Jeffry S. Sandberg".

Jeffry S. Sandberg, PE
City Engineer



Advantage Signs & Graphics, Inc
75 S Owasso Blvd W
St. Paul, MN 55117
651-636-9998

DATE 8/14/2018

ESTIMATE # 00035659

Prepared For:

WSB & Associates
701 Xenia Ave South
Suite 300
Minneapolis, MN 55416

Prepared By:

Erin Benesch
651-636-6511
erin@advansign.com

QTY.	ITEM NO.	DESCRIPTION	PRICE	EXTENDED	TX.
29	226	DG3 RSAL Signs - Fire Numbers Single Sided 15x9 White on Red.	\$23.85	\$691.65	X
53	226	DG3 RSAL Signs - Fire Numbers Double Sided 15x9 White on Red.	\$34.50	\$1,828.50	X
1	999	Set Up Charge	\$65.00	\$65.00	X
108	UP-GAL 6-2	6' 2lb Galvanized Channel Post	\$18.86	\$2,036.88	X
1	555	Removal of existing sign marker and sign with installation of new.	\$3,510.00	\$3,510.00	X
Please note that a 2% Credit Card Fee will apply to all orders over \$500.					
By my signature, I authorize work to begin and agree to pay the amount in full according to the terms of this agreement:			SALE AMT.	\$8,132.03	
			FREIGHT	\$0.00	X
			SALES TAX	\$599.74	
			TOTAL AMT.	\$8,731.77	
			PAID TODAY	\$0.00	
Signature _____			DATE _____	BALANCE DUE	\$8,731.77