

Item 7b.**Sunfish Lake Engineer's Report for April 2, 2019**

By: Jeff Sandberg, PE
City Engineer

Date: March 25, 2019

1. Engineering Activities Undertaken in the Month of March.

The following Engineer's Report reflects the Engineering activities undertaken this past month.

A. Charlton Road Bump Outs, No Parking. This item was tabled at the March meeting. Fire Chief Dreelan will be in attendance to discuss the proper designation and signing for Charlton Road. See attached staff memo for discussion and direction from the City Council.

B. 2019 CAMP Water Quality Monitoring Participation. Staff is requesting approval for the city to continue to participate in the CAMP water quality monitoring program. The cost is \$380 per lake, and the three lakes to be monitored are Sunfish Lake, Hornbeam Lake, and Horseshoe Lake. All three past volunteers have agreed to participate in 2019. This cost does fit within the budgeted amount for water quality monitoring.

C. SWPPP Public Hearing. At the February meeting, the City Council authorized a public hearing to present the city's Storm Water Pollution Prevention Program (SWPPP) to be held at the April 2nd City Council meeting. A notice of the public hearing was published in March to meet public hearing notice requirements. Meghan Litsey, SWPPP specialist at WSB, will give a short presentation at the public hearing and will be available for public questions and comments. Meghan's presentation will discuss stormwater runoff and water quality issues and will touch on ways that both the City and residents can help improve the water quality of all of the cities lakes and water bodies.

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

A. 357 Salem Church Road. Staff recommended approval of the 357 Salem Church Road work for the March 20th Planning Commission Meeting. It is anticipated that this proposal will be on the agenda at the April 2nd City Council Meeting for approval.

B. 2150 Charlton Road. Staff received a formal submittal for work at 2150 Charlton Road. It is anticipated that this proposal will be on the agenda at the April 17th Planning Commission Meeting for approval.

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

A. Spring Load Limits. We were notified by MnDOT that Spring load limits went in to effect on March 15th. City Forester Nayes placed the proper signage on the applicable roads in the city. Requests to exceed posted load limits should be directed to the City

Engineer. An application will need to be completed and reviewed for approval by the City Engineer.

B. Charlton Road Washout; Sunfish Lake Outlet Closed. Staff received an email and a phone call from two residents on Sunday, 3/17 regarding water running over Charlton Road and resulting in washout of the roadway. WSP police also contacted staff to discuss the same concerns. Staff discussed with City Forester Jim Naves and he placed sandbags in front of the Sunfish Lake outlet effectively blocking the flow until the downstream culverts thaw out. The city plowing contractor brought a couple loads of class 5 road base and leveled out the areas that had washed away.

C. Snow Plowing/ Roadway Maintenance. We received the following snow plowing invoices recently:

February 15 - March 15:	\$16,557.50
Previous Invoices:	<u>\$18,007.50</u>
Total:	\$34,565.00

This is within the current city budget.

Staff will continue to work with the City contractor to evaluate roadways for condition and need of salting and sanding throughout the month, especially after precipitation and/or cold weather, and perform snow clearing and salting/ sanding as required. The email address to report roadway concerns is sunfishlakesnow@gmail.com.

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

A. 2020-2024 CIP Update. We will be preparing the draft of the 2020-2024 CIP for the City Council to be reviewed at the May City Council meeting. This document will outline what infrastructure and maintenance projects we are looking to do in 2020 and plan for the next 5 to 10 years for the Council to consider. The goal is to approve the CIP update at the August Council meeting which will help establish infrastructure priorities to manage the City's infrastructure and assist with budgeting of city resources.

No other Engineering/Public Works activities are anticipated for the month of April.

The above constitutes the Engineering Report for the City of Sunfish Lake for April 2, 2019.

Respectfully submitted,

WSB



Jeffry S. Sandberg, PE
City Engineer

Memorandum

To: Mayor and City Council

From: Jeff Sandberg, PE City Engineer

Date: February 27, 2019

Re: Proposed No Parking on Charlton Road
City Project No. 2018-01
WSB Project No. 01629-74

BACKGROUND:

As the Charlton Road project approaches the construction start date, questions have arisen with regard to the proposed parking (or no parking) arrangement on Charlton Road once it is reconstructed.

The following are excerpts from the meeting minutes of the February 7, 2018 city council meeting:

“Chief Shaver asked if the City was considering installation of “bump-outs” to accommodate parking of landscaping contractor equipment or if “No Parking” signage would be placed on the road. He pointed out that the contractors should park their equipment on the property owner’s driveways when they are working.”

“Engineer Sterna explained that the “bump-outs” would not be installed, but the “No Parking” issue requires further discussion.”

“Councilmember Hovey explained that during his discussions with residents they appeared to prefer placement of “No Parking” signs rather than the installation of “bump-outs” along the road.”

DISCUSSION:

The Charlton Road Reconstruction plans do not currently show “bump outs” per the direction outlined at the February 2018 City Council meeting. The roadway generally fits within the current boundaries, with a width that varies between 20’ and 22’. We have included “No Parking” signage in the bid items for the project, but these signs can be deleted from the bid if the city decides to allow parking on Charlton Road.

I have had several communications on this matter with Dave Dreelan, Fire Chief. Chief Dreelan states that the State Fire Code calls for a minimum 20’ wide fire access road that is unobstructed at all times. I have included as attachments applicable sections from the State Fire Code that defines the requirements of a fire access road to meet code requirements. I have also included the narrative from an email from Chief Dreelan to Mayor O’Leary dated 2-27-19 that gives detailed information on the fire departments approach to fighting fires in Sunfish Lake given there is no city water available.

Charlton Road is one of two roads in the city that are designated as “Collector” roads. Salem Church Road is the other collector road. This differentiates these two roads from other residential streets in the city that also are built to minimum widths but have not been designated for no parking. If “No Parking” is determined on Charlton Road, Salem Church Road should also be designated for no parking and signed accordingly.

The current right-of-way on Charlton Road does allow for bump outs in a couple of locations. Because the road is designed to the minimum width of 20-22', the bump outs would need to be a minimum of 8' in width to maintain the 20' fire access and provide parking to MnDOT state standards. The locations where this is feasible is limited, due to right-of-way, trees, wetlands, and other constraints. The bump outs may only provide enough area for 1 vehicle with trailer to park in. As stated above, there is right-of-way available in a couple of locations that could allow for 8' bump outs to be added to the plan. I have heard from at least 2 residents that have stated they do not want the bump outs in front of their homes. If bump outs were added, they would be in front of these two residences because of right-of-way and other constraints in the other areas.

If it is determined by the City Council that no parking should be allowed on Charlton Road, the Council will need to pass a resolution to memorialize that requirement. Attorney Kuntz is drafting a resolution for the Council's consideration.

OPTIONS:

1. Allow Parking on Charlton Road
2. Pass a Resolution that prohibits parking on Charlton Road
3. Direct 8' minimum bump outs to be added to the plan where previously proposed
4. Table the discussion for future consideration

RECOMMENDATION:

In light of Chief Dreelan's comments, and the fact that Charlton Road is a Collector Road, staff recommends option 2 above. Adding bump outs to the plan may provide some relief, but will not solve any parking issues. Bump outs are a viable option, however, there are residents that have expressed opposition to the bump outs.

I believe no bump outs and no parking is in line with the City Council's directive of "Public Health and Safety First".

If no parking is allowed on Charlton Road, lawn and maintenance contractors may have to adapt to the situation and bring smaller equipment to do their work, and all parking must be in residents driveways. This is not completely uncommon, but the residents may pay a bit more for that customized service. Lastly, if the 20' unobstructed access at all times is to be enforced, there would not be an option to grant temporary permits for event parking on Charlton Road and still be in compliance with the State Fire Access Code.

REQUESTED ACTION:

Staff supports Option 2, and requests that the City Council pass a resolution that prohibits parking on Charlton Road.