

**Item 7b.****Sunfish Lake Engineer's Report for June 2, 2020**

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

**Date:** May 27, 2020

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**1. Engineering Activities Undertaken in the Month of May.**

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

- A. 494 Construction Update. Staff participated in a conference call with MnDOT to discuss coming improvements on 494 and associated lane closures and timing.
- B. Construction Site Erosion Inspections: Certified WSB staff conducted erosion control inspections on the open building permits around the city after 2 large storm events.
- C. Outline of Coordination between City Staff on Approvals, Inspections: Staff has prepared the attached draft outline of the communication/ coordination process. Staff will continue to work together to refine and implement when complete. SEE ATTACHMENT 1C.
- D. Backyard Drainage Issues Following 3.5" Rain Event: Staff met with a resident who was concerned about backyard flooding following a significant rainfall event.

**2. Building and Site Reviews in the Month of May.**

- A. Two reviews were conducted in May:
  - 39 Windy Hill Road: This is for a new home on an undeveloped parcel; several submissions have been made. We expect this will be on the June planning commission agenda.
  - 1 Sunfish Lane: Staff has been working with the homeowner on plans to change the grading and stormwater management on the site from what has been previously approved. A formal application has not yet been submitted.

**3. Public Works Activities Undertaken in the Month of May.**

- A. Street Sweeping – All City streets were swept in May.

- B. Illegal Parking / Placement of Material on Charlton Road: Staff was alerted to illegal parking and placement of material on Charlton Road. WSP Police were requested to increase patrols on Charlton.
- C. Inadvertent Traffic on Salem Church Road: Staff was advised that there are issues with vehicles mistaking SCR with the I-494 ramp. Staff is working with MnDOT on appropriate signage for Robert Street to remedy this.
- D. Final Warranty Items on Charlton Road Project: Staff has met with the contractor on a few final warranty items to complete on the project.

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

- A. The attached is a Draft budget for 2021. We will continue to refine the City's 2021 Annual Capital Improvement Program budget for review at future City Council meetings. SEE ATTACHMENT 4A.

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

The above constitutes the Engineering Report for the City of Sunfish Lake for June 2, 2020.

Respectfully submitted,

**WSB**



Jeffry S. Sandberg, PE  
City Engineer

## ITEM 7b. ATTACHMENT 1C.



### Memorandum

To: Honorable Mayor and City Council

From: Jeff Sandberg, PE City Engineer

Date: May 27, 2020

Re: Project Coordination Process

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Per City Council direction, staff has collaborated on a standard process to follow for each development application that comes forward. The narrative below summarizes the coordination steps that need to be implemented for each application as it goes from initial submittal through project close-out and issuance of the Certificate of Occupancy. It should be noted that each application can be unique and may require a slightly different coordination process. The intent of this is to improve coordination and communication for all city staff to ensure to the extent possible that no issues “fall through the cracks”.

#### **Pre-Application**

- Applicant contacts City Planner
- City Planner determines if building permit may be required and sends to Building Official for review and/or determination.
- City Planner coordinates an on-site meeting with the Applicant, City Engineer, Forester, Chief Building Official to analyze any special concerns with the project by viewing the topography, trees, etc.

#### **Application Review**

- Property owner submits a formal application to the City Planner and pays the required fees to commence the project.
- If a minor project is involved, City Planner to review site to determine if other staff should also review i.e. City Engineer, Forester, Chief Building Official. The Planner facilitates the review and approvals as necessary.
- If a major project is involved, City Planner initiates the review process and distributes the plans and calculations to the appropriate staff, and outlines a tentative timeline for the approvals process to the applicant and staff.

- City staff collaborates on review of the submitted materials. Communications between City Planner, City Engineer, Forester, City Septic Inspector, and Chief Building Official should be happening as needed to ensure all areas of expertise are coordinated.
- City Planner receives staff comment memo's from each discipline outlined above stating that the proposed plans are in accordance with Sunfish Lake ordinances, and adds the project to the Planning Commission agenda (if applicable) and publishes the appropriate notices.
- City Planner may coordinate an on-site project review with members of Planning Commission and/or City Council as deemed appropriate.

### **Project Approvals**

- If approved by Planning Commission, City Planner adds the project to the City Council agenda and publishes the appropriate notices.
- If approved by City Council, City Planner works with the applicant to ensure all conditions of approval have been met before the project moves into the Building Permit Phase and is turned over to the Chief Building Official (CBO).

### **Building Permit Phase**

- CBO reviews project conditions of approval and works with applicant to issue Building Permit. CBO adds note to Building Permit stating that all erosion controls must be in place prior to any earthwork activities, and must contact the City Engineer to coordinate an erosion control inspection prior to construction start.
- Engineering staff conducts pre-construction erosion control inspection and gives Chief Building Official communication that erosion controls are installed per the plan and as required.
- City Erosion Control Policy (see attached), adopted in October 2019, is implemented throughout the project construction.

### **Project Close-Out**

- Chief Building Official notifies City Planner that the applicant has requested a final inspection and Certificate of Occupancy.
- City Planner reviews conditions of approval and notifies the applicant if any conditions have not been completed (ie. Required as-builts, Operations and Maintenance records for ponds, etc.)
- City Planner coordinates with the City Engineer, Forester, CBO, and others as necessary to perform a site visit to ensure all improvements are completed in accordance with the approved plans. City Planner will be reviewing building materials to ensure they meet what was submitted for approval; Forester will be reviewing landscaping to ensure it was installed per the approved Landscape Plan and that trees to be saved have been preserved; City Engineer will review site

grading and turf establishment, as-builts of ponds and other infrastructure to ensure the improvements were installed according to the approved plans, and inspect that temporary erosion controls have been removed. Additionally, City Engineer will inspect any infiltration basins and ponds to ensure they are functioning per the approved design.

- If improvements are not completed according to the approved plans, the Certificate of Occupancy (C of O) is held or a C of O is issued with conditions, as deemed appropriate by the CBO.
- Once all improvements have been certified by staff to be installed per the approved plans, the CBO will issue a final C of O.
- City Planner reviews escrow amounts and refunds any remaining balance to the resident.

If during the project any changes or amendments to the plan take place; the Staff person being informed of those changes shall immediately inform all other Staff of the change or amendment for their input and review.

## ITEM 7b. ATTACHMENT 1C.2



### Memorandum

**To:** *Honorable Mayor and City Council Members  
City of Sunfish Lake*

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

**Date:** *September 25, 2019*

**Re:** *Construction Site Erosion Controls Review and Enforcement Policy*

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Per City Council direction, staff has discussed and agreed upon the following process for inspection and enforcement for Construction Site Erosion Controls for individual homesites.

- A. Applicant receives City Council approval of plans that show construction site erosion controls.
- B. City Planner (CP) provides Chief Building Official (CBO) notice of approval.
- C. CBO receives application for building or demolition permit.
- D. CBO approves building permit; advises applicant that an erosion control inspection is required prior to any dirt moving or demolition activities. CBO will stamp the lot survey/building permit with this requirement.
- E. Applicant will notify the City Engineer (CE) when the site is ready for erosion controls inspections. CE will coordinate a site inspection and notify the City Forester (CF) that he can review tree protection as deemed necessary.
- F. CE notifies applicant of any deficiencies and notifies the CBO of approval of site erosion controls. CBO issues building permit upon approval.
- G. CBO should not conduct any building inspections prior to receiving approval from the CE.
- H. If CBO sees silt fencing knocked down during routine building inspections, he should notify the applicant and notify the CE.
- I. Upon final completion and site restoration, CP and CE should be requested to perform a final site inspection prior to erosion controls being removed.
- J. Once CBO receives approval from the CP and CE, the Certificate of Occupancy can be issued.

At any time during the process above, the CBO can issue a Stop Work Order if deemed necessary to gain compliance or if immediate attention is required for site erosion controls.

## ITEM 7b. ATTACHMENT 4A.



### Memorandum

To: DRAFT  
City of Sunfish Lake

From: Jeff Sandberg, PE, City Engineer

Date: May 27, 2020

Re: 2021 Budget Items – **DRAFT**  
WSB Project No. R-013383-000

The proposed engineering budget for 2021 is identified herein. The budget has been based on past costs and anticipated work.

#### **City Engineer**

|                                                 |           |               |
|-------------------------------------------------|-----------|---------------|
| Monthly Engineering Items – Miscellaneous ..... | \$        | 40,700        |
| <b>Total</b>                                    | <b>\$</b> | <b>40,700</b> |

#### **Water Quality Monitoring / Lake Maintenance**

|                                             |           |              |
|---------------------------------------------|-----------|--------------|
| NPDES – MS4 Annual Report and Hearing ..... | \$        | 3,700        |
| LGU Role for Wetland Conservation Act.....  | \$        | 2,280        |
| CAMP Program .....                          | \$        | 1,140        |
| <b>Total</b>                                | <b>\$</b> | <b>7,120</b> |

#### **General Street Maintenance**

|                                           |           |               |
|-------------------------------------------|-----------|---------------|
| Street Sweeping .....                     | \$        | 1,700         |
| Sign Replacement (CIP) .....              | \$        | 1,200         |
| Striping Maintenance (CIP) .....          | \$        | 4,600         |
| Culvert Maintenance (CIP) .....           | \$        | 5,000         |
| Pavement Management Inventory (CIP) ..... | \$        | 7,900         |
| Bituminous Maintenance .....              | \$        | 4,500         |
| Shoulder Maintenance.....                 | \$        | 1,100         |
| <b>Total</b>                              | <b>\$</b> | <b>18,100</b> |

|                                      |           |            |
|--------------------------------------|-----------|------------|
| <b><u>Funding from CIP</u></b> ..... | <b>\$</b> | <b>TBD</b> |
|--------------------------------------|-----------|------------|

|                                           |       |
|-------------------------------------------|-------|
| Zehnder Road Improvement Project.....     | \$TBD |
| Angell Rd (East) Improvement Project..... | \$TBD |
| Sunnyside Lane Improvement Project.....   | \$TBD |

|                                                        |           |              |
|--------------------------------------------------------|-----------|--------------|
| <b><u>Snow Removal – Inver Grove Heights</u></b> ..... | <b>\$</b> | <b>3,000</b> |
|--------------------------------------------------------|-----------|--------------|

|                                                 |           |               |
|-------------------------------------------------|-----------|---------------|
| <b><u>Snow Removal – City Streets</u></b> ..... | <b>\$</b> | <b>38,000</b> |
|-------------------------------------------------|-----------|---------------|

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