



STAFF REPORT UTILITIES COMMISSION

Agenda Date: 5/6/2026
Agenda Section: Information Only

Department Origination: Public Works

Agenda Item: 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Monthly Update

Approval Required: No Action Required

BACKGROUND

4/29/2025 Update

Work Completed:

- SEH completed a Feasibility Report, prepared resident notification letters, and held a project (Neighborhood) meeting on June 24th.
- City Council accepted the report and called for the Public Hearing at the July 1st Council Meeting.
- An Improvement Hearing/Special Council Meeting was held on July 17th.
- City Council adopted a resolution ordering the improvement and for preparation of plans at the August 19th meeting.
- Site topo for the Clearwater Road project area, the North Lynndale project area, and Brentwood Circle.
- A preliminary design private utility meeting was held on October 1st, and a subsequent meeting was held on December 16th.
- Multiple preliminary plans were provided to City staff for comments.
- SEH and City Staff have continued weekly meetings to review project status, discuss design elements, and discuss deliverables.
- A contract was approved for an appraiser for easement acquisitions on Clearwater Road.
- Coordination is ongoing with Quality Flow and True North Controls to obtain lift station components.
- A meeting was held with private utility companies on January 21st to review impacts and proposed relocations by private utility companies.
- Right of way acquisitions are in process.
- Plan and advertisement approval by Council on February 4, 2026. Resolution for advertisement was updated and adopted at the February 17th Council meeting to acknowledge the revised bid opening date.
- Bids were opened on March 10th. The low bidder was RL Larson of St. Cloud, MN.
- Council took action at the April 7th Council meeting and acted on two resolutions, one declaring the cost to be assessed, and a second to call for the Assessment Hearing, which is scheduled for May 4th.
- Construction phase engineering services have been ongoing to keep the project moving forward, including coordination for utility relocation, submittal review, project communications, and other construction administration work items. This work is being tracked as additional services under the existing design contract until the construction phase contract is approved.

Upcoming Work and Project Items

- Continued coordination with residents and other project parties related to construction.

- A Preconstruction Conference is scheduled for March 12th, and a Neighborhood Meeting is planned for Thursday March 14, provided the project moves forward after the Assessment Hearing.
- Coordination with City staff, City Attorney, and residents related to proposed easement acquisitions.
- City staff and SEH intend to meet as needed to review project items. Coordination meetings will be held with various project representatives and City Staff, including private utility companies, the City Attorney, and other interested parties.
- Additional construction phase engineering services from SEH will continue pending action from Council after the Assessment Hearing.

General Project Background for Reference:

The City is considering extending sanitary sewer and water utilities to serve properties along Clearwater Road between Whipple Beach and Memorywood Drive, and in the North Lynndale Area neighborhood between Clearwater Road and Woida Road, as well as extending sanitary sewer only to Brentwood Circle north of Brentwood Drive. The combined project consists of approximately 72 parcels (and 97 equivalent residential units) adjacent to the following road segments: Clearwater Road between Whipple Beach and Memorywood Drive, Lynndale Drive, Lynndale Lane, Lynndale Court, and Brentwood Circle. The sanitary and water mains are planned to be constructed within the public road right of way and the impacted streets would be reconstructed. The existing bituminous surfaced trail along the Clearwater Road segment would be reconstructed with the project. The project scope also includes construction of one (1) sanitary sewer lift station planned to be located on City property in the northwest quadrant of the intersection of Clearwater Road and Welton Road.

Homes on the Clearwater Road segment and North Lynndale Area neighborhood are currently served by private wells and subsurface sewage treatment systems. Brentwood Circle properties have City water service combined with private subsurface sewage treatment systems. Adding neighborhoods like this to the City's sewer and water system increases users to fund maintenance of the system and treatment expenses. Phasing out individual septic systems will also help to improve water quality in this area.

The City intends to levy special assessments for a portion of the project costs to benefiting property owners following Minnesota Statutes Chapter 429. The statute requires preparation of a feasibility report and subsequent formal public hearings as the project moves forward.

The contract included a task to help facilitate a street width and cul-de-sac City Policy Review with the City Council, as referenced above.

FINANCIAL IMPLICATIONS

STAFF RECOMMENDATIONS

COUNCIL ACTION REQUESTED