



ITEM REPORT CITY COUNCIL

Agenda Date: 9/15/2026
Agenda Section: Consent Agenda

Department Origination: Public Works

Agenda Item: Approve the SEH Topographic Survey, Soils Investigation, Early Project Notification Letter, Feasibility Report Update, and Neighborhood Informational Meeting Services Contract in the Not to Exceed Amount of \$130,000.00 for the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements Project

Approval Required: Simple Majority Vote

BACKGROUND

In conformance with the Comprehensive Plan and other long-range planning efforts, and the City's Capital Improvement Plan, in 2028 the City is considering extending sanitary sewer and water utilities to serve low density residential property along Olivewood Drive (from 325 feet south of Cedar Scenic Road to the south terminus → 2,850 linear feet), Deerwood Road (from Olivewood Drive to 630 feet east), Woida Road (from 190 feet west of Jewelwood Drive to Inglewood Drive → 1,270 linear feet), Jadewood Drive (from Woida Road to Jewelwood Drive → 1,390 linear feet), and Jewelwood Drive (from Woida Road to Jadewood Drive → 930 feet).

The project also includes extending sanitary sewer only along the future Olivewood Drive corridor across undeveloped medium density residential and mixed use property from the existing Olivewood Drive south terminus to the north side of TH 210 near Timberwood Drive (consisting of 2,250 linear feet of gravity main, 1 each lift station, and 1,050 linear feet of force main). The project scope also includes the reconstruction of the existing bituminous rural section streets impacted by the utility extensions.

Homes along the project existing road segments are currently served by private wells and 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. Approximately 90 equivalent residential units (ERUs) on adjacent property would be served by and assessed (either immediately or deferred) for the project improvements.

Attached is a SEH contract in the not to exceed amount of \$130,000.00 is for topographic survey, soils investigation (including soil borings), creating early notification letters to , preparing a feasibility report update, and facilitating a neighborhood informational meeting, for the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements project.

City Staff is proposing the contract be awarded in an effort to begin to put into practice the City's general goal of starting projects earlier. One specific related goal is to make affected parcels aware of an imminent project with special assessments sooner than typically has occurred in the past so they can better prepare for it. The Early Notification Letter task in the SEH contract would make property owners aware in 2026 that a 2028 construction project is coming, inform and educate them about the public improvement and special assessment processes, give an overview of the preliminary project milestones schedule, and potentially also review anticipate preliminary

special assessment ERU amounts. Getting the topo survey and soil investigation field work done this fall is necessary to allow the design tasks to begin this winter, which would give more time to identify and address easement needs prior to the planned construction start date in 2028. Having the field work done earlier will also assist with the feasibility report end product.

FINANCIAL IMPLICATIONS

The April 2025 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area feasibility study identified a total project cost of \$7,399,376. The cost of the SEH topo survey, soils investigation, property owner early notification letter, feasibility report update, and neighborhood meeting tasks will be tracked as part of the capital project and paid from special assessments and city contributions in accordance with the City's assessment policy.

STAFF RECOMMENDATIONS

The Utilities Commission and staff recommend approval of the SEH Topographic Survey, Soils Investigation, Early Project Notification Letter, Feasibility Report Update, and Neighborhood Informational Meeting Services Contract in the Not to Exceed Amount of \$130,000.00 for the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements project.

COUNCIL ACTION REQUESTED

MOTION to approve the SEH Topographic Survey, Soils Investigation, Early Project Notification Letter, Feasibility Report Update, and Neighborhood Informational Meeting Services Contract in the Not to Exceed Amount of \$130,000.00 for the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements Project.