

# CITY OF MINNETRISTA

## BUSINESS ITEM

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**Subject:** Approve Task Order 17 for the CR 110/151 Ditch Maintenance and Authorize Preparation of Plans and Specifications, City Project 04-26

**Prepared By:** Alyson Fauske, PE (MN), City Engineer

**Meeting Date:** May 18, 2026

**Attachments:** Hennepin County Cost Participation letter, Task Order 17

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### **Issue:**

Should the City Council approve Task Order 17 for the CR 110/151 Ditch Maintenance and Authorize Preparation of Plans and Specifications, City Project 04-26?

### **Background/Discussion:**

At the June 2, 2025 work session city council discussed miscellaneous drainage items in the city, including the erosion that extends southeast from the CR 110/151 intersection. As shown in Figure 1 there is a sanitary sewer manhole in the area that is susceptible to inflow and infiltration. To address the erosion issue, the vegetation in the drainageway would be removed and some rip rap placed to dissipate some of the energy from the runoff.



Figure 1. Storm sewer (green) and sanitary sewer (red) at CR 110 and CR 151



Figure 2. Storm sewer outlet at the southeast corner of CR 110 and CR 151

### **Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

**Conclusion:**

Staff recommends Council approve Task Order 17 for the CR 110/151 Ditch Maintenance and Authorize Preparation of Plans and Specifications, City Project 04-26.

**Fiscal Impact:**

The recommended budget for the work is \$81,900. The attached Task Order summarizes the scope and \$24,400 fee for design and construction administration. Hennepin County has agreed to a 50% cost share up to \$40,950 since most of the drainage from the storm sewer system comes from the county right of way. The majority of the city portion of the project cost will be paid from the Storm Water Fund. Inflow and Infiltration abatement will be paid from the city's Sanitary Sewer Fund. It is anticipated that the project would be bid in August/September, 2026 with construction beginning in the Fall/Winter of 2026.

**Recommended City Council Action:** Staff recommends a motion to approve Task Order 17 for the CR 110/151 Ditch Maintenance and Authorize Preparation of Plans and Specifications, City Project 04-26.

Does Recommended Action meet City Mission Statement?  Yes  No  
Does Recommended Action meet City Goals/Priorities?  Yes  No

**Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



Public Works

March 27, 2026

Gary Peters  
Public Works Director  
City of Minnetrista  
7701 County Rd 110 W  
Minnetrista, MN 55364

Re: 2025 Cost Participation & Partnerships Notice of Award: County Project #2201139

Gary,

Thank you for submitting a transportation project proposal as part of the county's 2025 Cost Participation and Partnerships Program. The following project has been approved for county cost participation for the amount and program year provided below:

Project: CSAH 151 Erosion Control Project  
County Cost Participation (not to exceed): \$40,950  
Program Year: 2026

County cost participation will be established through a division of costs for identified project elements and associated engineering and construction costs. If the project is awarded state or federal funding, county cost participation should be adjusted accordingly as part of the local match.

Agencies are required to satisfy both of the following conditions for the associated Program Year to avoid jeopardizing county cost participation.

- County Resolution must be approved prior to December 31 of the Program Year
- Cooperative Agreement must be executed within 12 months of the County Resolution

If your project is unable to meet its associated Program Year, a revised schedule must be submitted for consideration to [needs.request@hennepin.us](mailto:needs.request@hennepin.us) by September 30th of the Program Year to request an extension. Failure to do so may result in forfeiture of county partnership funds.

Based on the request submitted, it is understood that this project will include work to reduce erosion and stabilize a ravine in the vicinity of the CSAH 151 and CSAH 110 intersection.



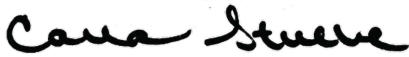
County cost participation and maintenance responsibilities will be executed via a cooperative agreement, contingent on County Board approval.

It is understood that City of Minnetrista will lead design, right-of-way, and construction administration for the project. Drew McGovern will serve as the county's Project Manager (PM) and will facilitate project coordination, layout/plan reviews, and cooperative agreement development. As applicable, plans, specifications and engineer's estimate must be submitted to the county's PM at the 60 percent, 90 percent and final design milestones for county review, comment, and approval.

In addition, the design division manager and county highway engineer must sign the plan title sheet prior to construction.

We look forward to working with the City of Minnetrista on this project. If you have any additional questions, please reach out to Drew McGovern at [Drew.McGovern@hennepin.us](mailto:Drew.McGovern@hennepin.us).

Sincerely,



Carla Stueve, P.E.

Transportation Project Delivery Director and County Engineer

Cc: Drew McGovern, P.E – Senior Water Resources Engineer  
Jason Pieper, P.E. – Capital Programming Manager  
Emily Buell – CIP Coordinator  
James Weatherly – Transportation Planner

Attachments:

City of Minnetrista CSAH 151 Cost Participation Request  
Coordination for Cities Handout (2025 version)

# Transportation CIP

## 2025 Cost Participation Request Process

Amendment #001

Partner agencies often perform work within the county right of way, which presents an opportunity to work collaboratively. This document outlines Hennepin County's process for requests for county cost participation in external agency-led projects.

The county's Transportation Capital Improvement Program (CIP) is adopted by the county board each December. The CIP includes limited funding for county cost participation in external agency-led projects along county roadways. Agencies within Hennepin County, including MnDOT, cities, and park districts, can request county cost participation for engineering, right-of-way, and construction costs for upcoming projects. As a general guideline, cost participation requests should not exceed \$500,000.

The goals of this process include:

- Providing an equal opportunity for agencies to submit requests for county cost participation
- Determining a project's alignment with county priorities
- Promoting transparency in county staff's recommendations via a data driven process

### How to submit a request

- Complete the Cost Participation & Partnerships Request Form (attached)
- Provide any supplemental information including concept or layout (3 pages maximum)
- Submit request to [needs.request@hennepin.us](mailto:needs.request@hennepin.us) by May 30, 2025.

### Evaluation criteria

Projects will be evaluated based on the following criteria

- Alignment with current asset needs along the county's multimodal transportation system
- Advancement of county priorities
  - Complete & Green Streets, climate action, disparity reduction and safety (examples provided below)
    - Use of green streets elements to slow, filter, and clean stormwater runoff
    - Reduce vehicle miles traveled per capita through multi-modal options
    - Increase infrastructure resilience and protect natural resources
    - Preserve the existing tree canopy and identify tree planting opportunities (no net loss of trees)
    - Use food-derived compost to improve soil quality and manage stormwater
    - Reduce fatal and serious injury crashes, with an emphasis on vulnerable users
- Project readiness

### Approval process

County staff will provide notice to agencies by December if their project is recommended for board approval of county cost participation, which will be followed by a Notice of Award (NOA).



Requests for **2026 - 2028** construction projects are due:

**May 30, 2025**

### Contact Information:

Carla Stueve  
County Engineer  
[Carla.stueve@hennepin.us](mailto:Carla.stueve@hennepin.us)

James Weatherly  
Transportation Planner  
[James.weatherly@hennepin.us](mailto:James.weatherly@hennepin.us)

Submittals:  
[Needs.Request@hennepin.us](mailto:Needs.Request@hennepin.us)

Requests due: May 30, 2025

Next solicitation: January 2027



HENNEPIN COUNTY  
MINNESOTA

**Cost Participation & Partnerships Request Form**

**General Information**

Applicant: City of Minnetrista

Contact: Gary Peters

Email: garypeters@ci.minnetrista.mn.us

**Project Overview**

Project Name: CR 110/151 Drainage Improvement Project

Project Location: SE corner of CR 110/151

Project Length (Miles): 0.1

**Brief Project Description:**

The storm sewer system in the area of CR 110 and CR 151 outlets on the SE corner of the intersection. Vegetation downstream of the outlet impedes flow, directing it onto adjacent properties. There is also erosion as the runoff is conveyed to Lake Minnetonka. The project would include removal of sediment at the storm sewer outlet, removal of vegetation near the outlet, and grading the channel to Lake Minnetonka.

| <b><u>Project Milestone</u></b> | <b><u>Begin (Month/Year)</u></b> | <b><u>End (Month/Year)</u></b> |
|---------------------------------|----------------------------------|--------------------------------|
| Design:                         | 9/2025                           | 8/2026                         |
| Construction:                   | 9/2026                           | 9/2026                         |

**Project Budget**

Total Project Cost: \$81,900

Requested County Cost Participation: \$40,950



# Cost Participation & Partnerships Request Form

(Continued)

## Budget Detail

| Activity                    | Anticipated Budget |
|-----------------------------|--------------------|
| Design                      | \$13,200           |
| Construction Administration | \$8,900            |
| Construction                | \$59,800           |

**External State and/or Federal Funding Awarded?**

Yes

No

**If applicable:**

SP/SAP Number(s): n/a

Amount(s): n/a

Source(s): n/a

Program Year(s) n/a

County Staff Use Only

Does this project contain primarily elements **only eligible** in the Roadside Enhancement Partnership Program (REPP)? (Y/N):



# Coordination, permitting and approvals for projects along county roads

Hennepin County Public Works is here to help you with design approvals and permits for projects in your community.

## When to work with Transportation Planning

### To get preliminary plat and development reviews

Cities are required by Minnesota State Statutes MS 505.021, 505.03 and 462.358 to submit plats for projects that abut county roads for review and comment. Transportation Planning provides information on the process and what should be submitted at [www.hennepin.us/business/work-with-henn-co/preliminary-plat-development-review-process](http://www.hennepin.us/business/work-with-henn-co/preliminary-plat-development-review-process)

### To share concept design development and layouts

Cities and other entities planning work that impacts or modifies a county asset should submit concept drawings and/or layouts for review and comment. Doing so may reduce future permitting and approval issues.

## When to work with Project Delivery Design

### To get a permit based on detailed design development and plans

Cities and other entities planning work that impacts or modifies a county asset must submit 60 percent, 90 percent and final design plans to the county for review, comment and approval. These should be submitted as they are completed to Transportation Project Delivery Design. The design division manager and county highway engineer must sign the plan title sheet before the county will issue a permit for the work.

In addition, any proposed changes to existing intersection control devices (i.e. new roundabouts or traffic signals) will require an Intersection Control Evaluation (ICE) Report to determine the appropriate control device.

## When to work with the Permits Office

### When you encroach on right of way

Under Minnesota law, the county is to manage the use of the right-of-way (ROW) for public purposes to provide for the health, safety and well-being of its citizens and to ensure the structural integrity of its roads and the appropriate use of ROW.

## Contacts

### Development reviews

[transportation.plats@hennepin.us](mailto:transportation.plats@hennepin.us)

### Transportation Planning

Christina Neel

Transportation Planner

612-596-0244

[christina.neel@hennepin.us](mailto:christina.neel@hennepin.us)

### Transportation Project Delivery Design Division

Eric Drager P.E.

Senior Professional Engineer

612-596-0420

[eric.drager@hennepin.us](mailto:eric.drager@hennepin.us)

### Transportation Operations Permits Office

Doug Heidemann

Permits Supervisor

612-596-0336

[douglas.heidemann@hennepin.us](mailto:douglas.heidemann@hennepin.us)

### Road permits

612-596-0339

[roadpermits@hennepin.us](mailto:roadpermits@hennepin.us)



Any project that encroaches into county ROW requires a permit from the county. In some instances permit fees may be waived if the county has financial participation in the project. If you have questions about where there is county ROW in a given area, contact the Hennepin County Permits Office.

### **When there is street and driveway access to a county roadway**

Any access to a county roadway proposed as part of a platting process requires county approval of the plat prior to submittal of an access permit. Existing accesses are not automatically perpetuated for property redevelopments when modifications to the driveway are proposed or when the site is anticipated to experience a change in the type of land use.

The permits office provides information on permit types and the permit application process at [www.hennepin.us/business/licenses-permits/road-permits](http://www.hennepin.us/business/licenses-permits/road-permits)

**CR 110 & CSAH 151 Ditch Maintenance Project**  
**Minnetrista, MN**

**I. Scope of Services**

1. DESIGN

- A. Project Management
  - a. Manage project and coordinate as needed with the City and County.
  - b. Review and update WSB resources and time allocated to the project with respect to approved project scope and fee as needed.
- B. Meetings with the City
  - a. Attend one (1) meeting with city staff and the County PM to discuss the 60% design.
- C. Permitting
  - a. MCWD Permit
    - i. Initiate a pre-application meeting at or before 60% design.
    - ii. Submit documentation and secure permit.
  - b. MPCA Individual Permit
- D. Plans and Specifications
  - a. Topographical survey of the site is included to inform the design.
  - b. The plan sheets will include removals, site plan, restoration, and details.
  - c. Specifications will include: Project Bid Form, Contractor Requirements, Contract for Construction, Insurance Requirements, Performance and Payment Bonds, and Special Provisions.
  - d. Plans and Engineer's Opinion of Probable Cost will be transmitted to the City and County for review at 60% and 90% for comments. The 90% submittal will include specifications. Final plans, specifications, and Engineer's Opinion of Probable Cost will be transmitted for approval.
- E. QA/QC of the plans, specifications and Opinion of Probable Cost.
- F. Bidding
  - a. Coordinate the solicitation of quotes, including addressing questions from contractors, preparation of any necessary addendums, evaluation and tabulation of quotes, preparation of quote results letter for consideration of award of the contract, and presentation of the quote results to the City Council.
  - b. Following a successful award of contract, WSB will prepare a notice of award.

2. CONSTRUCTION SERVICES

- A. Project Management
  - a. Manage project and coordinate as needed with the City, County, and MCWD.
  - b. Review and update WSB resources and time allocated to the project with respect to approved project scope and fee as needed.
  - c. Close out the project in accordance with the project specifications.
- B. Staking
  - a. Provide control points and construction staking.
- C. Construction Observation
  - a. Attend one (1) pre-construction meeting with the contractor before work begins.
  - b. Perform part-time construction observation to ensure the improvements are constructed according to the design intent, plans, and specifications.
- D. Pay Vouchers
  - a. Prepare pay vouchers.
  - b. Distribute pay vouchers to contractor and city for signatures.
- E. Project Closeout
  - a. Collect forms from the contractor that are required to close out the project and provide a letter of recommendation to the city.

**II. Compensation**

**Not to Exceed**

Design services are anticipated to cost \$15,400. Construction Services are anticipated to cost \$9,000; this is estimated based on the anticipated hours required for administration of the contract and construction observation and is dependent on the contractor’s ability to complete the work on schedule. Together, these come to a total of \$24,400, which is a not-to-exceed fee, unless prior authorization from the City has been given.

**III. Assumptions**

1. First submission of the MCWD permit application will be considered complete (taking into account discussion at pre-permitting meeting) and addressing conditions will take one additional submittal.
2. Neither an MPCA Individual Permit nor USACE Permit will be needed for the improvements.
3. The project will only require two (2) pay vouchers.

**IV. Proposed Schedule**

We are available to start the design immediately upon your approval. WSB proposes the following work schedule:

|   |                         |
|---|-------------------------|
| Approve Professional Services Agreement.....                              | May 18, 2026            |
| 60% Plans & Cost Estimate Complete.....                                   | June 26, 2026           |
| 90% Plans & Cost Estimate Complete.....                                   | July 31, 2026           |
| Approve Plans & Specifications and Authorize Solicitation of Quotes ..... | August 17, 2026         |
| Accept Bids and Award Contract .....                                      | September 21, 2026      |
| Start of Construction .....   | Fall/Winter 2026        |
| Final Completion .....  | Winter 2026/Spring 2027 |

# COST ESTIMATE

**Site:** CR 115 and CR 110

**Date:** May 2026

**Location:** City of Minnetrista, MN

| Item No.                       | Description                    | Unit  | Estimated Total Quantity | Estimated Unit Price | Estimated Total Cost |
|--------------------------------|--------------------------------|-------|--------------------------|----------------------|----------------------|
| <b>Design &amp; Permitting</b> |                                |       |                          |                      |                      |
|                                | Christine Junes                | HOURS | 16                       | \$187.00             | \$2,992.00           |
|                                | Laura Rescorla                 | HOURS | 10                       | \$215.00             | \$2,150.00           |
|                                | Bill Alms                      | HOURS | 4                        | \$276.00             | \$1,104.00           |
|                                | Sam Phillips                   | HOURS | 30                       | \$182.00             | \$5,460.00           |
|                                | Chaldelia Browne               | HOURS | 8                        | \$132.50             | \$1,060.00           |
|                                | Anne Sill                      | HOURS | 9                        | \$109.00             | \$981.00             |
|                                | 2-person survey crew           | HOURS | 6                        | \$275.50             | \$1,653.00           |
| <b>Subtotal</b>                |                                |       |                          |                      | <b>\$15,400.00</b>   |
| <b>Construction Management</b> |                                |       |                          |                      |                      |
|                                | WR EIT                         | HOURS | 16                       | \$135.00             | \$2,160.00           |
|                                | Laura Rescorla                 | HOURS | 2                        | \$215.00             | \$430.00             |
|                                | Sam Phillips                   | HOURS | 6                        | \$172.00             | \$1,032.00           |
|                                | Anne Sill                      | HOURS | 4                        | \$109.00             | \$436.00             |
|                                | 2-person survey crew - staking | HOURS | 6                        | \$275.00             | \$1,650.00           |
| <b>Subtotal</b>                |                                |       |                          |                      | <b>\$9,000.00</b>    |
| <b>Total</b>                   |                                |       |                          |                      | <b>\$24,400.00</b>   |