



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Approve Task Order 18 for Preparation of a Feasibility Report and Preliminary Design Services, and Authorize the Preparation of a Feasibility Report for the 2027 Street Improvement Project, City Project No. 01-27

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

Meeting Date: June 15, 2026

Attachments: Map, Resolution

Issue:

Authorize professional services to prepare the feasibility report and preliminary design, and authorize the preparation of the feasibility report for the 2027 Street Improvement Project, City Project No. 01-27.

Background:

At the May 18, 2026 work session potential areas for the 2027 street improvement project were discussed. The council indicated support to include “The Island” area (except for Tuxedo Road and Enchanted Lane, which were done ~10 years ago) in the 2027 Street Improvement Project. The project generally consists of the following work to extend the existing pavement life and utility improvements are not anticipated.

Based on a preliminary analysis it appears that there are 64 assessable parcels in The Island area. Using the \$720,000 recommended budget per Public Works the assessments are anticipated to be approximately \$5,600. A preliminary assessment roll will be prepared with the Feasibility Report.

Council direction from the May 18th work session was to include Ridgewood Cove in the feasibility study to evaluate the pavement condition and engage residents to determine if there’s interest in extending watermain. If watermain is to be extended it is anticipated that the Ridgewood Cove portion of the project would be moved to 2028 or later so that the 2027 project remains within the city’s street budget.

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.

The anticipated project schedule is as follows:

Project Open House.....	Summer, 2026
Accept Feasibility Report.....	Late Summer/Early Fall, 2026
Public Hearing.....	Fall, 2026
Approve Task Order for Final Design and Bidding Services and Authorize Preparation of Plans and Specifications.....	Fall, 2026
Bid Opening.....	Late January/Early February, 2027
Construction.....	Late Spring to Early Fall, 2027

Conclusion:

Staff is recommending Council approve Task Order 18 from WSB for preliminary design and preparation of a Feasibility Report for the 2027 Street Improvement Project and authorizes the preparation of the feasibility report.

Fiscal Impact:

The recommended budget for the 2027 project is \$720,000 and would be funded by the Road Fund.

WSB is proposing to complete the work on a cost-reimbursable basis in accordance with their current fee schedule. The proposed fee for the preparation of the feasibility report and preliminary design is \$84,414. A proposal for final design and bidding services will be provided after the public hearing is held. A proposal for construction administration and material testing services will be presented after bids have been opened.

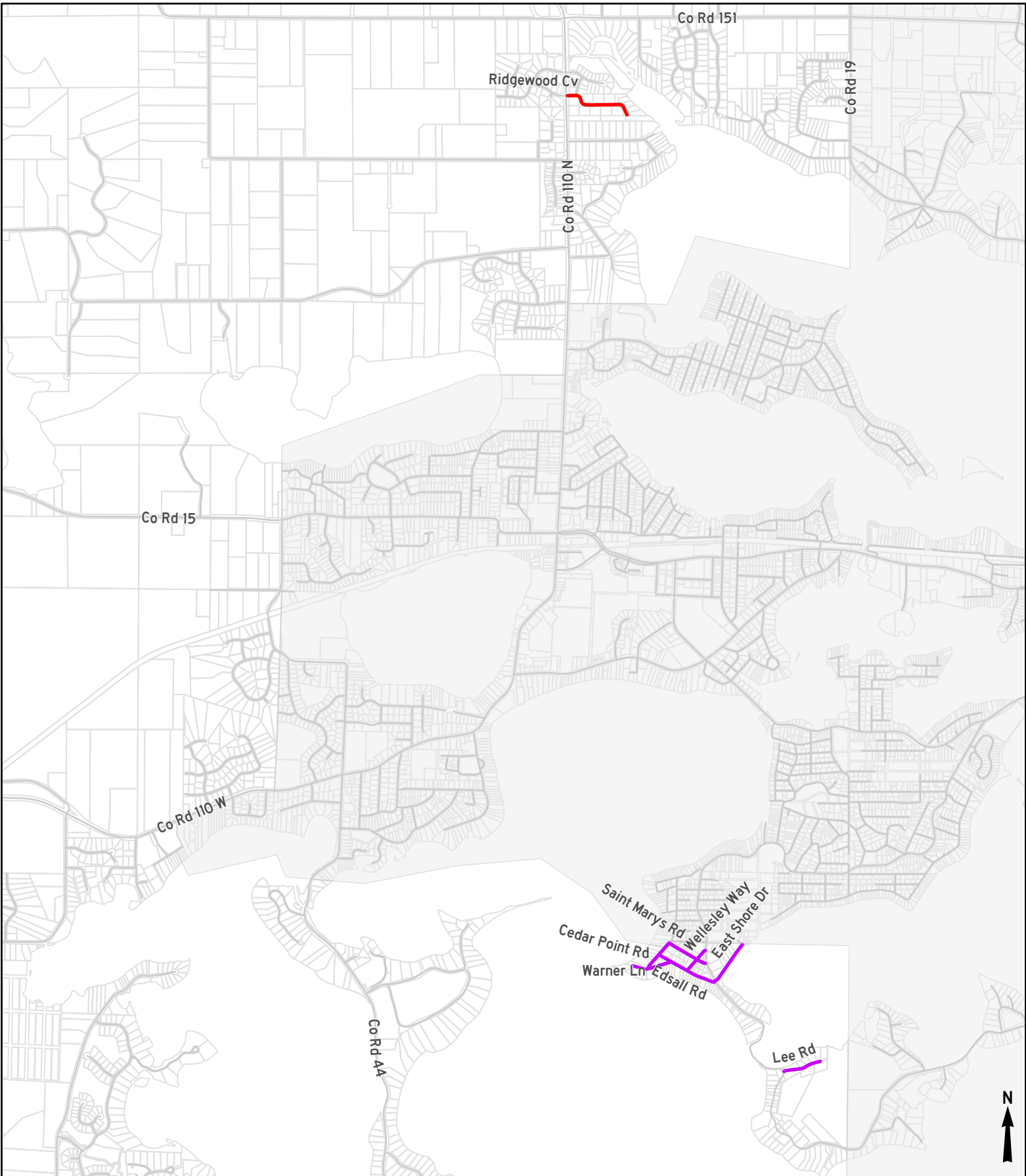
Recommended City Council Action: Staff recommends approval of Resolution 72-26 approving Task Order 18 for Preparation of a Feasibility Report and Preliminary Design Services, and Authorizes the Preparation of the Feasibility Report for the 2027 Street Improvement Project, City Project No. 01-27.

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.

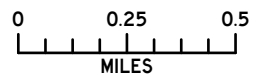


7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

2027 PAVEMENT IMPROVEMENT PROJECT LOCATIONS

MINNETRISTA, MN

- FDRR
- FDRR/WATER



2027 Street Improvement Project
Minnetrista, MN

I. Scope of Services

1. FEASIBILITY AND PRELIMINARY DESIGN

A. Project Management

- a. Manage project and coordinate as needed with the city.
- b. Review and update WSB resources and time allocated to the project with respect to approved project scope and fee as needed.
- c. Attend one Public Hearing and provide a brief presentation on the Feasibility Report.

B. Preliminary Design

- a. Review available aerial maps and LIDAR data to identify superficial information, landmarks and existing grades.
- b. Drive the project area with the *WSB 360* camera and upload to Google Street View to provide a pre-construction image database for the project.
- c. Perform a topographic survey of the Eastshore Dr and Lee Rd for floodplain review.
 - i. Survey will include cross sections at 50-foot intervals (edge-of-bituminous, concrete curb flow line and back of curb, centerline, shoulder PI, ditch/boulevard shots).
 - ii. Residential driveways from edge of driveway to 20 feet along driveway toward the right-of-way.
 - iii. Residential landscaping, including any retaining walls, and mailbox locations.
 - iv. Storm sewer rims, inverts, pipe sizes and material types, including culverts (size, type and inverts).
 - v. Sanitary sewer rims and adjustment ring count only.
 - vi. Trees of 4-inch caliper or larger within the right-of-way.
 - vii. Water edge where road abuts the lake.
- d. Provide a preliminary horizontal and vertical alignment for the street rehabilitation including preliminary earthwork calculations.
- e. Coordinate the location of private utility company facilities within the improvement corridor. This includes a private utility design locate request to provide a quality level D location for existing utilities.
- f. Prepare preliminary layout and design based upon public comments, City staff review and engineering judgment for discussion with the Council. Preliminary layout will be a representation of horizontal and vertical alignments with potential construction limits shown and potential construction conflicts. Make minor revisions based upon Council direction.

C. Feasibility Report

- a. Review the existing conditions of the street pavements, underlying soil conditions, utilities, and drainage characteristics.
- b. Potential watermain extension in Ridgewood Cove via open cut or trenchless installation.
- c. Prepare a detailed opinion of potential construction and indirect project costs with contingencies.
- d. Identify project funding sources.
- e. Identify owners of parcels along the proposed improvement corridor that benefit from the improvements.
- f. Prepare preliminary assessment rolls including an optional assessment for watermain extension on Ridgewood Cove.
- g. Identify the necessary permitting agencies and requirements.
- h. Phase Ia Literature Review as required by the Minnesota State Historical Preservation Office and Office of the State Archaeologist (to be performed by

Merjent, a subconsultant). If the Phase Ia Literature Review indicates that a Phase I survey and report is recommended a scope and fee amendment will be provided to the City for approval.

- i. Prepare preliminary project schedule.
- j. Prepare a Feasibility Report depicting the improvement corridor existing conditions, proposed improvements, funding requirements and resources, figures depicting the improvements and feasibility statements regarding the improvements.
- k. Review the determination of the necessity, feasibility and cost-effectiveness of the project.
 - i. Attendance of an informational meeting with residents from each project area to discuss the project and receive comments regarding the design approach and proposed design. The goal is to have the informational meetings prior to the Feasibility Report presentation to the Council.

2. PUBLIC ENGAGEMENT

- A. Set up a project website and update when the Feasibility Report is accepted by the city council.
- B. Monitor project hotlines and answer questions.

II. Compensation

Not to Exceed

The fee for the proposed scope of services is \$84,414 and will not be exceeded without prior Council authorization.

III. Assumptions

1. GIS. The fee assumes that city staff will perform GIS services necessary to perform the scope of services.

**Fee Estimate for Professional Engineering Services
2027 Street Improvement Project
CP No. 01-27
City of Minnetrista**



		Senior Project Manager	Project Manager	Graduate Engineer	Water Resources Engineer	Senior Environmental Scientist	Survey Project Manager	Two-Person Survey Crew	Office Technician	Public Engagement	Graphic Designer	Total Hours	Total Fee
		Alyson Fauske	Emily Brown	TBD	Laura Rescorla	Shawn Williams	Cooper Forbrook	N/A	Amy Rein	Kirsten Gray	Kanyanee Her		
		263	241	147	215	187	160	275	152	195	92		
Phase	TASKS											Total	
001 Topographic Survey	Survey computations						6					6	\$960
	Topographic Survey							14				14	\$3,850
002 Feasibility Report	Feasibility Report	4	24	40					6			74	\$13,628
	Utility Coordination			8								8	\$1,176
	Neighborhood Meetings	6	12						2	40	10	70	\$13,494
	City Staff and Council Meetings	3	6	2								11	\$2,529
	Assessments	4	4	6					4			18	\$3,506
	Internal Meetings	2	4	4								10	\$2,078
	Resident Communication	6	4							30	10	50	\$9,312
	Cost Estimate	2	6	12								20	\$3,736
	WSB 360 Drive and Processing												\$2,500
003 Natural Resources	Wetland Desktop Review					16						16	\$2,992
004 Water Resources	Drainage Review				30							30	\$6,450
	Floodplain Analysis				12							12	\$2,580
	MCWD Preapplication Meeting				2							2	\$430
	Recommendation Memo				16							16	\$3,440
005 Pavement	Pavement Cores												\$2,553
Total Estimated Fee													\$75,214
Total Hours		27	60	72	60	16	6	14	12	70	20	357	
<i>Hourly Rates</i>		<i>\$263.00</i>	<i>\$241.00</i>	<i>\$147.00</i>	<i>\$215.00</i>	<i>\$187.00</i>	<i>\$160.00</i>	<i>\$275.00</i>	<i>\$152.00</i>	<i>\$195.00</i>	<i>\$92.00</i>		
Labor Total		\$7,101	\$14,460	\$10,584	\$12,900	\$2,992	\$960	\$3,850	\$1,824	\$13,650	\$1,840		\$70,161
Expenses		\$600.00 Neighborhood Mailings											
Misc Expenses		\$ 8,600.00 Phase 1a Literature Review for MN SHPO											
Total Expenses		\$9,200.00										\$0.00	\$9,200
Total Project Fee												\$84,414	

RESOLUTION NO. 72-26

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION APPROVING TASK ORDER 18 FOR THE PREPARATION OF A
FEASIBILITY REPORT AND PRELIMINARY DESIGN FOR THE 2027 STREET
IMPROVEMENT PROJECT AND AUTHORIZES THE PREPARATION OF THE
FEASIBILITY REPORT**

CITY PROJECT NO. 01-27

WHEREAS, it is proposed to approve a professional services agreement to prepare a feasibility report and preliminary plans for the 2027 Street Improvement Project.

NOW THEREFORE, BE IT RESOLVED by the City Council of Minnetrista that the preparation of a feasibility report and preliminary for the 2027 Street Improvement Project is approved.

BE IT FURTHER RESOLVED that the City Council of Minnetrista approves Task Order 18 between the City and WSB to provide professional services for the preparation of a feasibility report and preliminary plans for the 2027 Street Improvement Project.

This resolution was adopted by the City Council of the City of Minnetrista on the 15th day of June, 2026, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk