

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: 2050 Water Supply Planning – AE2S Task Order No. 22

Prepared By: Jasper Kruggel, City Administrator
Gary Peters, Public Works Director

Meeting Date: October 5, 2026

Issue: As part of the City's 2050 Comprehensive Plan update, the City is required to update the water supply element of the plan to meet Metropolitan Council requirements and to prepare an updated Water Supply Plan meeting Minnesota Department of Natural Resources (MnDNR) standards. Staff are requesting City Council approval of Task Order No. 22 with Advanced Engineering and Environmental Services, LLC (AE2S) to complete this work for an estimated \$28,500.

Overview: AE2S serves as the City's water engineering consultant, and this task order would be issued under the City's existing Agreement for Professional Services with AE2S dated August 1, 2022. The work will evaluate existing water infrastructure, future growth impacts, system resiliency, regulatory needs, and capital improvement needs through 2050, providing a framework to guide future water utility investments. The proposed scope includes two tasks:

Task I – Comprehensive Water Supply Plan (\$20,500)

AE2S would prepare the water supply chapter of the 2050 Comprehensive Plan, coordinating with City staff and the City's planning consultant. The chapter would address the Metropolitan Council's minimum requirements, including:

- Water distribution and source water protection goals, policies, and implementation strategies, including coordination with adjoining communities to protect source water areas
- Identification of risks to groundwater quality
- A plan for residents with privately owned wells, either to safeguard private water supplies or to connect those properties to municipal water
- A regulatory overview of the water supply system and the steps taken to meet those requirements
- Water demand forecasts through 2050
- Use of the City's water system hydraulic model to identify needed improvements to supply, storage, distribution, and operational controls, along with the capital improvements required to serve forecasted growth
- Planning for changes to the City's water appropriation permit based on forecasted growth

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.

- Water conservation strategies and an emergency water plan addressing water use reduction during droughts and emergencies
- Attachment of the MnDNR Water Supply Plan and existing water service agreements with adjoining communities

Task II – MnDNR Water Supply Plan (\$8,000)

AE2S would complete an updated Water Supply Plan consistent with MnDNR requirements and Metropolitan Council planning guidance, in the format provided by those agencies.

The task order would take effect on October 6, 2026. The draft and final Comprehensive Water Supply Plan chapter is estimated to be complete by February 28, 2027, and the MnDNR Water Supply Plan by March 31, 2027.

Budget: Both tasks would be billed hourly under AE2S's 2026 Hourly Fee and Expense Schedule, for an estimated total of \$28,500. The task order provides that AE2S shall not exceed this amount without written approval from the City. AE2S's rates are subject to annual adjustment on January 1, and much of the work is scheduled to occur in 2027.

Next Steps: Staff are seeking City Council approval of Task Order No. 22 with AE2S for 2050 Water Supply Planning services in an amount not to exceed \$28,500.

Attachment: AE2S Task Order No. 22, including the 2026 Hourly Fee and Expense Schedule

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.

Task Order No. 22

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated August 1, 2022 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: October 6, 2026
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): 2050 Water and Wastewater Comprehensive Planning
- e. Specific Project (description): The City of Minnetrista is updating the Water Supply element of its 2050 Comprehensive Plan to support long-term utility planning and compliance with the Metropolitan Council requirements. The project will evaluate existing water infrastructure, future growth impacts, system resiliency, regulatory needs, and capital improvement requirements through 2050. The resulting plans will provide a strategic framework to guide utility investments and support sustainable service delivery. Additionally, Engineer will provide an updated water supply plan meeting the standard of the Minnesota Department of Natural Resources.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

Study and Report Phase Services (Exhibit A, Paragraph A1.01), as modified:

I. Comprehensive Water Supply Plan

- Prepare Water Supply Chapter in support of the overall Comprehensive Plan Update
 - Coordinate with Owner's Staff and City's Planning Consultant
- Specific minimum requirements as set by the Metropolitan Council will be addressed and included in the Water Supply Portion of the comprehensive plan are as follows:

- Identify water distribution and source water protection goals and policies.
- Identifying risks to water quality from groundwater sources.
- Develop strategies to implement water distribution and source water protection goals and policies.
- Work with adjoining communities to protect source water areas.
- Identify and work with residents with privately owned wells to safeguard private water supplies or provide a plan to connect municipally supplied water to these customers.
- Provide a regulatory overview of system water supply and document steps taken to meet these requirements.
- Develop forecasted water demands to meet the ongoing needs of the city's customers through 2050.
- Utilize the computer water system hydraulic model to identify improvements to the water supply, storage, distribution system and operational controls to ensure a safe, reliable source of drinking water is available for the City's customers.
- Determine impacts to the water system and capital improvements to meet future growth forecast.
- Include the MN DNR Water Supply Plan as an appendix to the Comprehensive Plan.
- Attach water service agreements between adjoining communities.
- Plan for changes to the water appropriation permit due to forecasted growth through 2050.
- Describe how water will be managed (conserved) to support the long-range sustainability of water sources for future generations.
- Discuss an emergency water plan to identify necessary steps in water use reduction during droughts and emergencies including sources and capacities of water sources.
- Deliverables:
 - Draft and Final 2050 Comprehensive Water Supply Plan chapter

II. DNR Water Supply Plan

- Complete an updated Water Supply Plan consistent with Minnesota Department of Natural Resources requirements and Metropolitan Council planning guidance.
- Deliverables:
 - MN DNR Water Supply Plan in format provided by regulatory agencies.

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

- Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Task	Est. Completion Date
01 Comprehensive Water Supply Plan	February 28, 2027
02 DNR Water Supply Plan	March 31, 2027

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A)		
Study and Report Phase (A1.01)		
TASK I – Comprehensive Water Supply Plan	\$20,500.00	Hourly
TASK II – DNR Water Supply Plan	\$8,000.00	Hourly
TOTAL COMPENSATION	\$28,500.00	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	

Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments:

a. 2026 Billing Rate Schedule

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is October 6, 2026.

OWNER:
City of Minnetrista

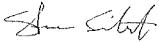
By:

Print name:

Title:

Date Signed:

ENGINEER:
Advanced Engineering and Environmental Services,
LLC

By: 

Print name: Steve Seibert

Title: Operations Manager

Date Signed:
Sep 28, 2026

**DESIGNATED REPRESENTATIVE FOR TASK
ORDER:**

Name: Gary Peters

Title: Public Works Director

Address: 7701 County Road 110 W
Minnetrista, MN 55364

**E-Mail
Address:** garypeters@ci.minnetrista.mn.us

Phone: 952-241-2532

**DESIGNATED REPRESENTATIVE FOR
ORDER:**

Name: Aaron Vollmer

Title: Client Development Director

Address: Water Tower Place Business Center
6901 East Fish Lake Road, Suite 184
Maple Grove, MN 55369

**E-Mail
Address:** aaron.vollmer@ae2s.com

Phone: 763-463-5036

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2026 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$73.00	I&C Assistant 1	\$112.00
Administrative 2	\$88.00	I&C Assistant 2	\$139.00
Administrative 3	\$103.00	I&C 1	\$166.00
		I&C 2	\$196.00
Communications Specialist 1	\$117.00	I&C 3	\$221.00
Communications Specialist 2	\$137.00	I&C 4	\$234.00
Communications Specialist 3	\$158.00	I&C 5	\$246.00
Communications Specialist 4	\$190.00		
Communications Specialist 5	\$210.00	IT 1	\$145.00
		IT 2	\$196.00
Construction Services 1	\$140.00	IT 3	\$241.00
Construction Services 2	\$171.00		
Construction Services 3	\$190.00	Land Surveyor Assistant	\$107.00
Construction Services 4	\$211.00	Land Surveyor 1	\$129.00
Construction Services 5	\$232.00	Land Surveyor 2	\$156.00
		Land Surveyor 3	\$175.00
Engineering Assistant 1	\$94.00	Land Surveyor 4	\$193.00
Engineering Assistant 2	\$111.00	Land Surveyor 5	\$213.00
Engineering Assistant 3	\$140.00		
Engineer 1	\$152.00	Operations Specialist 1	\$112.00
Engineer 2	\$182.00	Operations Specialist 2	\$140.00
Engineer 3	\$213.00	Operations Specialist 3	\$173.00
Engineer 4	\$246.00	Operations Specialist 4	\$198.00
Engineer 5	\$264.00	Operations Specialist 5	\$222.00
Engineer 6	\$279.00		
		Project Coordinator 1	\$130.00
Engineering Technician 1	\$93.00	Project Coordinator 2	\$145.00
Engineering Technician 2	\$117.00	Project Coordinator 3	\$162.00
Engineering Technician 3	\$141.00	Project Coordinator 4	\$178.00
Engineering Technician 4	\$158.00	Project Coordinator 5	\$201.00
Engineering Technician 5	\$181.00		
		Project Manager 1	\$229.00
Financial Analyst 1	\$126.00	Project Manager 2	\$251.00
Financial Analyst 2	\$142.00	Project Manager 3	\$269.00
Financial Analyst 3	\$171.00	Project Manager 4	\$284.00
Financial Analyst 4	\$187.00	Project Manager 5	\$303.00
Financial Analyst 5	\$209.00	Project Manager 6	\$317.00
GIS Specialist 1	\$117.00	Sr. Designer 1	\$199.00
GIS Specialist 2	\$142.00	Sr. Designer 2	\$221.00
GIS Specialist 3	\$168.00	Sr. Designer 3	\$238.00
GIS Specialist 4	\$188.00		
GIS Specialist 5	\$210.00	Sr. Financial Analyst 1	\$236.00
		Sr. Financial Analyst 2	\$257.00
		Sr. Financial Analyst 3	\$279.00
		Technical Expert 1	\$361.00
		Technical Expert 2	Negotiable

Reimbursable Expense Rates

Transportation	\$0.83/mile
Survey Vehicle	\$1.05/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS/USV – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$60.00/day
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$302.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.