



## CITY COUNCIL REGULAR MEETING AGENDA

February 27, 2024 – 7:00 pm

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA<sup>1</sup>
  - A. January 9, 2024 Work Session Minutes
  - B. February 13, 2024 Work Session Minutes
  - C. February 13, 2024 Regular Meeting Minutes
5. MATTERS FROM THE FLOOR<sup>2</sup> (*maximum time of five minutes per person*)
6. SPECIAL BUSINESS
  - A. None
7. PUBLIC HEARING
  - A. None
8. OLD BUSINESS
  - A. None
9. NEW BUSINESS
  - A. Tour de Tonka Special Event Application
  - B. Resolution 24-07: Accepting 2024 SUIP Feasibility Report
  - C. Birch Bluff Road Lift Station Rehabilitation Proposal
  - D. Ordinance 24-02: Reasonable Accommodations
10. MATTERS FROM THE FLOOR<sup>2</sup> (*maximum time of five minutes per person*)
11. REPORTS
  - A. Administrator's Report
  - B. Contract Staff Report(s)
  - C. Doug Eckland: Finance, Fire Lanes and Public Access, Technology
  - D. Kristin Viger: Parks and Docks, Sanitation and Recycling
  - E. Kelly Wischmeier: Building Inspection, Municipal Buildings and Grounds
  - F. Tim Connelly: EFD, Commercial Marinas, LMCD
  - G. Adam Jennings: SLMPD, Administration, Public Works, Employee Advisory Board
12. ADJOURNMENT

**All matters listed within the Consent Agenda are considered to be routine items to be enacted upon by one City Council motion. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.**

**<sup>2</sup>For individuals who wish to address the Council on subjects which are not a part of the meeting agenda. Typically, the Council will not take action on items presented at this time but will refer them to staff for review, action and/or recommendation for future Council action.**

MINUTES TONKA BAY  
CITY COUNCIL WORK SESSION  
JANUARY 9, 2024

1. CALL TO ORDER

The work session was called to order at 6:02 p.m.

2. ROLL CALL

Members present: Mayor Jennings and Councilmembers, Eckland, Viger and Wischmeier. Also present were City Administrator Tolsma, City Engineer Bradford, and City Attorney Hill.

3. DISCUSSION TOPICS

Street & Utility Improvement Projects

a. Curb and Gutter discussion for 2024 SUIP Project (Brentwood, Pleasant, Birch Bluff Areas)  
City Administrator opened the discussion and stated back in December, Council asked to bring this topic back for further discussion. City Engineer Bradford provided a summary why he does not recommend the curb and gutter project. Bradford indicated that there are wetland areas that the City is not allowed to pump stormwater into without having some form of treatment in place. Bradford estimated about 4,000 feet of stormwater lines that would have to be installed in conjunction with the curb and gutter project. Bradford stated, there is no good area to treat the water. Bradford stated that the stormwater project would cost around \$1,500,000 and the curb and gutter would cost about \$250,000 to \$300,000. Bradford stated he collaborated with his team and the determination was the curb and gutter project was not feasible and quite expensive. Council agreed that it makes sense to install curb and gutter in some places and not in others, and were satisfied with the information provided by Bradford. Council discussed Pleasant Avenue and plans to install a line connecting to the main. Council requested WSB provide a cost analysis on looping the water line along Pleasant Avenue.

b. Priority discussion for 2025/2026 SUIP Projects

City Administrator Tolsma stated that Lakeview was the next sewer and utility improvement project to look at. Council discussed whether the City should prioritize the areas with the greatest need and streets with the highest amount of use such as Birch Bluff and Pleasant. Council discussed moving the Interlachen project up the priority list due to the number of water main breaks. Council continued discussing which projects should be prioritized, taking into consideration all the recent and ongoing issues with Interlachen. Bradford suggested having conversations on what criteria the City will use to prioritize a project and how much money the City wants to spend each year. Jennings noted the City commissioned WSB to put together a plan on how to proceed through the SUIP projects and the findings indicated that everything was deteriorated and in need of replacement. Given the speed of failure, Council discussed concerns with West Point Avenue since it is the most complicated road to redeveloped; being so close to the lake and number of leaning trees. Council discussed the Brentwood, Pleasant, and Birch Bluff projects scheduled for this year and identified Lakeview as a priority for 2025. Jennings stated that due to the complexity this project, both DNR and the Watershed would need to be involved which could lead to potential funding. Bradford mentioned he will coordinate with Schallberg and put information together for the 2025 CIP. Council agreed now is the time to have these conversations as it will take a considerable amount of time to put together. Bradford recommend coming back in April to have further discussion on the 2025 Capital Improvement Plan.

Zoning Chapter Recodification Status Update and Feedback

City Administrator Tolsma said City Planner Johnson has been diligently plugging away at the City Zoning Code. Tolsma said he had been meeting with Johnson regularly and at their most recent meeting in December they decided to ask Council for direction due to the extent of work involved with recodifying the city code. Tolsma asked Council how much involvement they would like to have in the process, suggesting providing updates, creating an ad hoc committee, or continue having discussions

at Work Shop Meetings. Tolsma stated half of the City Code has been revised to date. Council discussed reviewing the half that has been revised and waiting to approve the rest of the changes at a later date. City Attorney Hill advised against it as there is language that has unclear guidance and discrepancies, and has been an ongoing issue for some time. Johnson presented a draft format and indicated the problem they are having, stems from the General Development Performance Standards chapter which integrated into each proceeding chapter. Council agreed the entire Council should be involved in making the decisions through Special Work Sessions. Johnson stated by the end of the summer, a draft code should be ready for review. Council agreed the end game is to clean up the language, fix the discrepancies make it more user friendly. Councilmember Viger asked Johnson to provide a list of summary of changes.

#### City Treasurer Hiring Timeline and Process

Council briefly discussed the topic of the City Treasurer's dogs in the office and agreed the dogs need to remain at home because they are a disruption to the residents and to the other employees. Council directed Tolsma to have a discussion with the City Treasurer Spoerner.

Council asked about the transition timeline and when her last day would be. Tolsma stated Spoerner has not made a final decision but has indicated April 30, 2024 or May 31, 2024. Council discussed areas of the position that could be contracted out and directed Tolsma to research comparable positions and keep Council up to date.

#### 120 Wildhurst Road Variance Conditions Discussion

Tolsma informed Council in 2008 the Zelicksons got a variance to remove the principle structure at 120 Wildhurst Road. The code stated that a property cannot have an accessory structure without a principal structure. The condition of the variance stated to either build a principal structure on the property within 10 years or remove the accessory structure. Tolsma stated the variance gave them till 2018 to comply, and now we are 2024 and nothing has been done. Tolsma provided options for Council to consider and asked for direction on how to proceed. Council agreed that there was an expectation to the City when the variance was approved and directed Tolsma to reach out to Zelicksons.

#### ADJOURNMENT

Councilmember Eckland motioned to adjourn at 7:05 p.m. Councilmember Viger seconded the motion. Ayes: Eckland, Viger, Wischmeier, Jennings. The motion carried.

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Adam Jennings, Mayor

Attest: \_\_\_\_\_  
Janell Gildemeister, Deputy City Clerk

MINUTES TONKA BAY  
CITY COUNCIL WORK SESSION  
FEBRUARY 13, 2024

1. CALL TO ORDER

The work session was called to order at 6:00 p.m.

2. ROLL CALL

Members present: Mayor Jennings and Councilmembers, Eckland, Viger and Wischmeier. Also present were City Administrator Tolsma, City Engineer Bradford, City Public Works Superintendent Schallberg, and City Attorney Hill.

3. DISCUSSION TOPICS

Reasonable Accommodation Policy Discussion

City Attorney Hill opened discussion and stated the purpose of the policy is to establish a process for making and acting upon requests for reasonable accommodations. It is activated as an ordinance and references land use and City services to address ADA and fair housing. Council discussed that the policy does not follow the land and protects the City and the next land owner. Viger asked about the applying for permits and whether the policy covers any variance applications that need to be acquired. Public Hearing for the adoption of the policy.

Resident Communication / Water Line Inspection Update

Councilmember Eckland discussed his concerns on how the City notified the residents about the water line inspection. Eckland voiced that he would like the City to consider notifying its residents by sending text messages instead of emails because not everyone has access to an email. Mayor Jennings questioned text messages versus emails for notifying residents and Council discussed the topic. Public Works Superintendent Schallberg noted that a good number of residents do not want to provide their phone numbers. Council discussed various ways to communicate information to residents with the understanding that there should be multiple avenues for communication. City Administrator Tolsma indicated that the City does not have the capability to send emergency notification to cell numbers at this time, but the plan is to work toward implementing the software this year. Jenning asked about the City's Welcome Packets and if they could be sent out again. City Engineer Bradford stated that WSB could help provide mailer information on the water line inspection and help coordinate emergency text communications as well. Council discussed working with the City Clerk to find out what systems are available and acquire cost estimates.

Tolsma reiterated that intention of the water line inspection email was not to be interpreted as, Public Works would be going to house. Tolsma provided Council with an update stating there are about 20% of homes the City does not have information on and those properties are the homes to be inspected. There are 150 homes to visit and the majority of the residents have been receptive to the inspections. Schallberg provided detail on when Public Works were going door to door and what data was being collected. Council had further discussion on the data required for the EPA report, how the data will be used, and how this information will be communicated to the residents. Schallberg informed Council that the inventoried data needs to be reported by October 2024, and some of the requirements have recently changed and he assumed there will be more changes to come. Council discussed how to handle the residents that will not allow the City into their home and documenting these properties. Schallberg reassured Council that he has no doubt

that Public Works will be able to inventory the remaining homes. Council discussed posting additional information regarding the Lead Water Line EPA Inspection. Jennings mentioned that Council had prior discussion on PFAS and asked Staff to add the discussion of PFAS to the next Council Meeting. Bradford said he could arrange a PFAS expert to be present at the Council Meeting.

#### Sanitary Sewer Responsibility / I & I Policy Discussion

City Administrator Tolsma informed Council that Schallberg has been discussing the I & I Policy for some time and is recommending some changes. The proposed policy highlighted the language changes the has caused issues over the past three years. Mayor Jennings provided a history on the discussion of the original policy and said at that time, Council debated whether it is was right to tell homeowners they must replace your sewers lines. Jennings said the decision was to tie the action in with the closing process; if you sell your home you have to have an I & I inspection. If a homeowner failed the inspection, the repairs would need to be done before the sale could close. Jennings stated that Council knew it would be a slow ongoing process and there could be unforeseen issues. Tolsma read the I & I Ordinance and pointed out language contradictions between the Ordinance and the I & I Policy. Council discussed the intended definitions. City Engineer Bradford provided clarification that the homeowner should be responsible for their water and sewer lines, from their home to the main line. Schallberg provided details on the maintenance, repairs, and the City's responsibilities of the lines. Schallberg stated he would like to see the homeowner responsible for the line from their home to the main, where the City owns the main valve. Council discussed at length the logistics of the lines. Bradford provided clarification on the location of the sewer and water connections stated that 90% of water and sewer lines are on the homeowners property. After a lengthy discussion on the language in the ordinance and various scenarios affecting properties, Council agreed that the policy should be standardized and easy to understand and not open to interpretation. Council asked Staff to draft a new policy with the discussed changes and bring back for further discussion.

#### ADJOURNMENT

The meeting was adjourn at 7:05 p.m.

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Adam Jennings, Mayor

Attest: \_\_\_\_\_  
Janell Gildemeister, Deputy City Clerk

MINUTES  
TONKA BAY CITY COUNCIL  
REGULAR MEETING  
FEBRUARY 13, 2024

1. CALL TO ORDER  
The regular semi-monthly meeting of the Tonka Bay City Council was called to order at 7:16 p.m.
2. ROLL CALL  
Members present: Mayor Jennings, Councilmembers Eckland, Viger, and Wischmeier. Also present were City Administrator Tolsma, City Engineer Bradford, WSB Graduate Engineer Klein, and City Attorney Hill.
3. APPROVAL OF AGENDA  
Councilmember Wischmeier made a motion to approve the agenda as presented. Councilmember Eckland seconded the motion. Ayes: Eckland, Viger, Wischmeier, Jennings. The motion carried.
4. CONSENT AGENDA
  - A. December 12, 2023 Regular Meeting Minutes
  - B. January 9, 2024 Regular Meeting Minutes
  - C. January 23, 2024 Regular Meeting Minutes

Councilmember Viger requested to pull A, B, and C for further discussion. Viger noted that she would like to add the delineated votes to the minutes. Council noted two changes to the December 12, 2023 Minutes  
Councilmember Viger made a motion to approve the Consent Agenda as amended. Eckland seconded the motion. Ayes: Eckland, Viger, Wischmeier, Jennings. The motion carried.
5. MATTERS FROM THE FLOOR  
None
6. SPECIAL BUSINESS  
None
7. PUBLIC HEARINGS  
None
8. OLD BUSINESS  
Resolution 24-05 Amending City Council Appointments  
Mayor Jennings noted that Councilmember Connelly will be back in time to attend the first Excelsior Fire District Meeting. Jennings requested Connelly

resume the Council liaison for the Excelsior Fire District and he would continue to be the alternate.

Councilmember Wischmeier questioned her appointment to the Excelsior Fire District. City Administrator Tolsma clarified that was an error.

Councilmember Viger made a motion to approve Resolution 24-05 Amending City Council Appointments as amended. Councilmember Eckland seconded the motion.

Roll Call:	Councilmember Eckland	<u>Aye</u>
	Councilmember Viger	<u>Aye</u>
	Councilmember Wischmeier	<u>Aye</u>
	Mayor Jennings	<u>Aye</u>

The motion carried.

Resolution 24-06 Affirming Denial of Variance at 4370 Manitou Road  
Councilmember Viger made a motion to approve Resolution 24-06 Affirming Denial of Variance at 4370 Manitou Road. Councilmember Eckland seconded the motion.

Roll Call:	Councilmember Eckland	<u>Aye</u>
	Councilmember Viger	<u>Aye</u>
	Councilmember Wischmeier	<u>Aye</u>
	Mayor Jennings	<u>Aye</u>

The motion carried.

9. NEW BUSINESS

Legislative Session Bonding Priorities Discussion

Mayor Jennings informed Council that Representative Bob Meyerson, Project Consultant - House Budget and Accounting reached out to him last week. Jennings said Meyerson asked for an update on Tonka Bays capital request which he would present to the legislature during the Bonding Priorities Session that is going to help all Minnesotans and the infrastructure across the state. Jennings mentioned that Council discussed prioritizing projects in order to get a better handle on them and asked City Engineer Bradford to provide an update and direction. Bradford discussed the recent watermain break history; currently there were 19 breaks and 13 are being addressed with the Manitou Road Project. Bradford stated that he did not see a pattern of watermain breaks on Interlachen Lane that would prioritize over the Lakeview project area. Bradford encouraged Council to take a systematic look at the Capital Improvement Plan (CIP) and road construction projects, and re-prioritize as part of the CIP discussion. Council

discussed the status of various projects areas along County Road 19 including safety improvements and pedestrian walkways. Distribute the plan. First prioritize property values and continue to improve walkability. It benefits the entire area. Council directed Bradford to provide cost estimates to Meyerson.

#### Manitou Park Update and Discussion

City Engineer Bradford updated Council on the status of the ball field backstop project. Bradford said he is waiting on the State Historical Preservation Office (SHPO) to approve the monitoring plan for digging the holes due to its location within the cemetery area. Bradford stated he reached out to In Situ Archaeological Services to provide the monitoring. Council asked about the timeline and Bradford said the project should be completed by the middle of March 2024. Bradford shared that WSB will no longer be using Blondo services on the stock pile nor the Manitou Street Project as the bids from In Situ came in 35% lower. Council inquired about the City's relationship with Blondo Services. Bradford stated that there were essential missed communications throughout the project that caused delays. Bradford noted that WSB has addressed the errors and is proceeding with the correct course of actions. Council discussed concerns on where to place the dirt from the project and whether the City should have a representative at future meetings. City Administrator Tolsma stated that he will be attending meetings with the new vendor. Council discussed auditing the financials with Blondo. Bradford stated that the City has only Blondo paid for the monitoring of excavations and the pre-construction work. Council continued discussion on the stock pile. Bradford stated the stock pile had been sifted and no artifacts were found.

Council inquired about the trail connection and Bradford stated that the contractors will start this March 2024. Bradford indicated that there is approximately two weeks of work left to do. Tolsma asked whether the trail will sit a year before laying asphalt. Bradford stated the plan is to lay asphalt since the excavation has been done and the rock has been laid.

Councilmember Viger noted that there has been much discussion about vehicles driving across the court and asked if there was anything that could be done to prevent further damage. Council suggested placing cement benches along the parking lot to deter vehicles from driving into the park. Council discussed semi-permanent poles with chains for now, and install a more permanent solution as the park project progresses. Council directed Staff to provide a plan for the next meeting.



10. MATTERS FROM THE FLOOR

None

11. REPORTS

A. Administrator's Report - None

B. Contract Staff Report(s)

WSB Graduate Engineer Klein was present to provide an updated on the trees that need to come down with the watermain project. Klein informed Council that near the south end of Manitou Road, between Manitou Park and City Hall, there is an Ash tree that will need to come down as it is directly in line where the service lines will go. The next trees to be removed are located near the north end of Manitou Road and those are two clusters of trees. The last tree to be removed is an evergreen located on Manitou Road near West Point. Council asked if the homeowners have been contacted and City Engineer Bradford stated the next step is to coordinate with Public Works Superintendent Schallberg and meet with each of the homeowners. Council asked for clarification on the locations of the trees. Bradford stated most of the trees are located on public property with a couple on private property. Jennings asked if there are plans to replace trees. Bradford indicated that will be part of the discussion with the homeowners. Councilmember Viger asked for clarification on whether the trees were a line item for the project. Bradford stated that tree replacement was included in the project.

Bradford mentioned he had a couple more items to discuss, one was the curb and gutter and the other was speed bumps.

Curb and Gutter: Bradford apologized to Council for misunderstanding the type of curb and gutter scoped for the Street Improvement Project. Bradford stated he thought the City was having concrete barrier curbs installed and did not consider the other option which was ribbon curbing. Bradford stated the ribbon curb is listed on the estimate. Bradford explained the ribbon curb is flat and is designed to protect the sides of the road. Council discussed the differences between the two types of curbing.

Speed Bumps: Bradford asked Council if any determinations were made regarding the installation of speed bumps. Jennings said the original plan included movable speed bumps with the idea that they could be moved around as needed. At the time, there was back-and-forth discussion and it

was determined that the City did not purchase enough movable speed bumps to cover the scope of the project. Council stated a previous road study was done by WSB and asked Bradford to bring the study back for review. Council clarified that the current plan is to install speed humps and not speed bumps.

Bradford updated Council on the 2024 Street and Utility Improvement feasibility study and stated he will bring it back for further discussion at the next Council Meeting on the February 27, 2024. Bradford stated on February 22, 2024 he will be hosting an Open House for the 2024 Street and Utility Improvement Project at City Hall, 4901 Manitou Road. Mailers were sent out to residents in the project area. Council directed Staff to post as a public meeting so they can all attend. Bradford discussed the details of the open house and laid out the next steps; Council to approve the feasibility study and approve the plans and specifications on March 1, 2024, set the bid date for April 3, 2024 and award the bid on April 9, 2024. Bradford asked Council to consider installing plastic water service line instead of copper and stated plastic lines are more cost effective. Council asked for an explanation of the difference and Bradford provided details and examples.

Lift Station #2: Bradford stated the lift station located on Birch Bluff Road was built in the 1960's. The lift station was inadequately designed and needed to be replaced. The pumps are undersized and cannot keep up with the inflow and infiltration. Bradford recommended installing a bigger, deeper manhole with new rails and new pumps. Bradford stated the controls are in good condition and would not need to be replaced, with the total cost to install an 8' to 10' diameter pipe coming in around \$75,000. Bradford proposed to include installation of a plastic force main with the Street Project and subsequently bid out the remaining specialty work. Bradford noted the cost would be about \$15,000 to \$20,000.

Councilmember Eckland mentioned his safety concerns with the location of the swing set located in Old Orchard Park and asked if they could be moved. Council discussed removing the swings until a new location is determined.

D. Councilmember Rep – Finance, Fire Lanes and Public Access, Technology - None

E. Councilmember Rep – Parks and Docks, Sanitation and Recycling  
Councilmember Viger stated there is a meeting on February 26, 2024.

- F. Councilmember Rep – Building Inspection, Municipal Building and Grounds - None
  - G. Councilmember Rep – EFD, Commercial Marinas, LMCD - None
  - H. Mayor – SLMPD, Administration, Public Works, Employee Advisory Board - None
12. ADJOURNMENT  
There being no further business, Viger motioned to adjourn the meeting at 8:20 p.m. Eckland seconded the motion. Ayes: Eckland, Viger, Wischmeier, Jennings. The motion carried.

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Adam Jennings, Mayor

Attest: \_\_\_\_\_  
Janell Gildemeister, Deputy City Clerk



4901 Manitou Road  
 Tonka Bay MN 55331  
 952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

**SPECIAL EVENT  
 PERMIT  
 APPLICATION**

**EVENT INFORMATION**

Name of Event:

Type of Event (festival, athletic, etc.)

Event Set Up Date: Time:

Actual Event Date(s): Time:

Event Clean Up Date: Time:

Event Location:

*If the event is held on private property, please include a written statement by the property owner that the applicant has permission to use their property*

Estimated Attendance:

Schedule of Activities Attached?  No  Yes      Site Plan Attached?  No  Yes  
*Required for all events with the exception of events on private property.*

List any Road Closures (including partial lane closures) and the Time of Closing:

*If applicable, please attach a clear map showing the routes of the athletic event or parade.*

**APPLICANT INFORMATION**

Sponsoring Organization Name:

Primary Contact Person:

Address: City: Zip:

Phone: Phone: E-mail:

Event Planner Name:

Address: City: Zip:

Phone: Phone: E-mail:

Name of Contact Person During Event: Cell Phone:

Contact person must be present during the event and immediately available.

EVENT DETAILS	
Is the event open to the public?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will admission be charged?	<input type="checkbox"/> No <input type="checkbox"/> Yes – amount per person \$
Will alcohol be at the event?	<input type="checkbox"/> No <input type="checkbox"/> Yes – list contact person and phone number.
Contact Person:	Phone:
Liquor License Holder:	Phone:
Will food be prepared on site?	<input type="checkbox"/> No <input type="checkbox"/> Yes – please contact Hennepin Co. Health Dept.
Will sound amplification be used?	<input type="checkbox"/> No <input type="checkbox"/> Yes – hours and type: <i>Amplified sound requires on-site contact person. No amplified sound 10 pm to 7 am.</i>
Contact Person:	Cell Phone:
Are there events in the air?	<input type="checkbox"/> No <input type="checkbox"/> Yes – describe:
Will there be canopies or tents?	<input type="checkbox"/> No <input type="checkbox"/> Yes – number of canopies and tents:
Date Installed:	Date removed:
Will you provide sanitary facilities?	<input type="checkbox"/> No <input type="checkbox"/> Yes – number of sanitary facilities:
Date Installed:	Date removed:
Will a stage be set up?	<input type="checkbox"/> No <input type="checkbox"/> Yes – dimensions:
Will there be temporary fencing?	<input type="checkbox"/> No <input type="checkbox"/> Yes – material:
Location(s) of temporary fencing:	
Will barricade(s) be needed?	<input type="checkbox"/> No <input type="checkbox"/> Yes – number needed:
Describe power needs and location(s) of power source:	
Describe trash removal and cleanup plan during and after event (including advertising):	
Describe parking arrangements for the event and traffic plan:	

This permit is not transferable, not refundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use.

I agree to abide by all applicable City Ordinances regulating special events and the use of public parks. I agree to indemnify and hold the City of Tonka Bay harmless for any personal injury claims resulting from our use of public property or organized public event. I agree to pay for any damage done to public property as a result of our organization's use of public property that exceeds the damage deposit.

**Please Note:** Applications and other materials (map, race route, etc.) submitted for Council approval will be considered final once it becomes part of the Council's packet. Please be sure all information on the application is correct.

Print Your Name: \_\_\_\_\_

Signature:                     *Zach Mink*                     Date: \_\_\_\_\_

\_\_\_\_\_  
Police Chief or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Fire Chief or Designee Signature and Date

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Public Works Supt. Signature and Date

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Administrator Signature and Date

I have reviewed the application and have the following comments and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Level & Description <i>A Separate Application is Required for Each Event</i>	Application Deadline	Authorization Required			Local Fee Per Event	Non Local Fee Per Event
		City Council	EFD	SLMPD		
<b>Events on City Property</b> <ul style="list-style-type: none"> <li>· Over 75 participants &amp; spectators</li> <li>· 5-10 hour event that does not leave anything on City property overnight</li> <li>· One-day event or multiple day events that do not leave anything on City property overnight</li> <li>· Multiple day event that leaves apparatus on City property overnight</li> <li>· Road closures/traffic control may be required</li> <li>· Pre-event meeting may be required</li> </ul>	60 days	Yes	Yes	Yes	\$75 Plus Tax	\$150 Plus Tax
<b>Athletic Event that Uses Streets or City Parking Lot</b> <ul style="list-style-type: none"> <li>· Pre-event meeting required</li> </ul>	30 days	Yes	Yes	Yes	\$200	\$400
<b>Sporting Events that Use:</b> <ul style="list-style-type: none"> <li>· Baseball &amp; Soccer Fields</li> <li>· Tennis &amp; Basketball Courts</li> <li>· Ice Rink</li> <li>· Pre-event meeting required</li> </ul>	30 days	No	No	No	\$10 per day plus maintenance*	\$10 per day plus maintenance*
<b>Parade</b>	60 days	Yes	Yes	Yes	\$30	\$60
<b>Temporary Liquor License on Private Property</b>	30 days	Yes	No	Yes	\$100	n/a
<b>Temporary Liquor License on Public Property</b> <ul style="list-style-type: none"> <li>· Requires applicable liquor licenses</li> <li>· Requires a minimum of one SLMPD police officer (separate fee)</li> </ul>	60 days	Yes	No	Yes	\$300	\$600
<b>Damage Deposit</b>	\$300 (\$1,000 for Manitou Park)					

Permit Fee of \$25 per event for all Minnetonka School District events.

\*Refer to Special Event Permit Application Instructions for maintenance fees.

**OFFICE USE ONLY**

Date Fee Paid:  
 Receipt Number:  
 Check Number:  
 Council Meeting Date:  
 Approved:

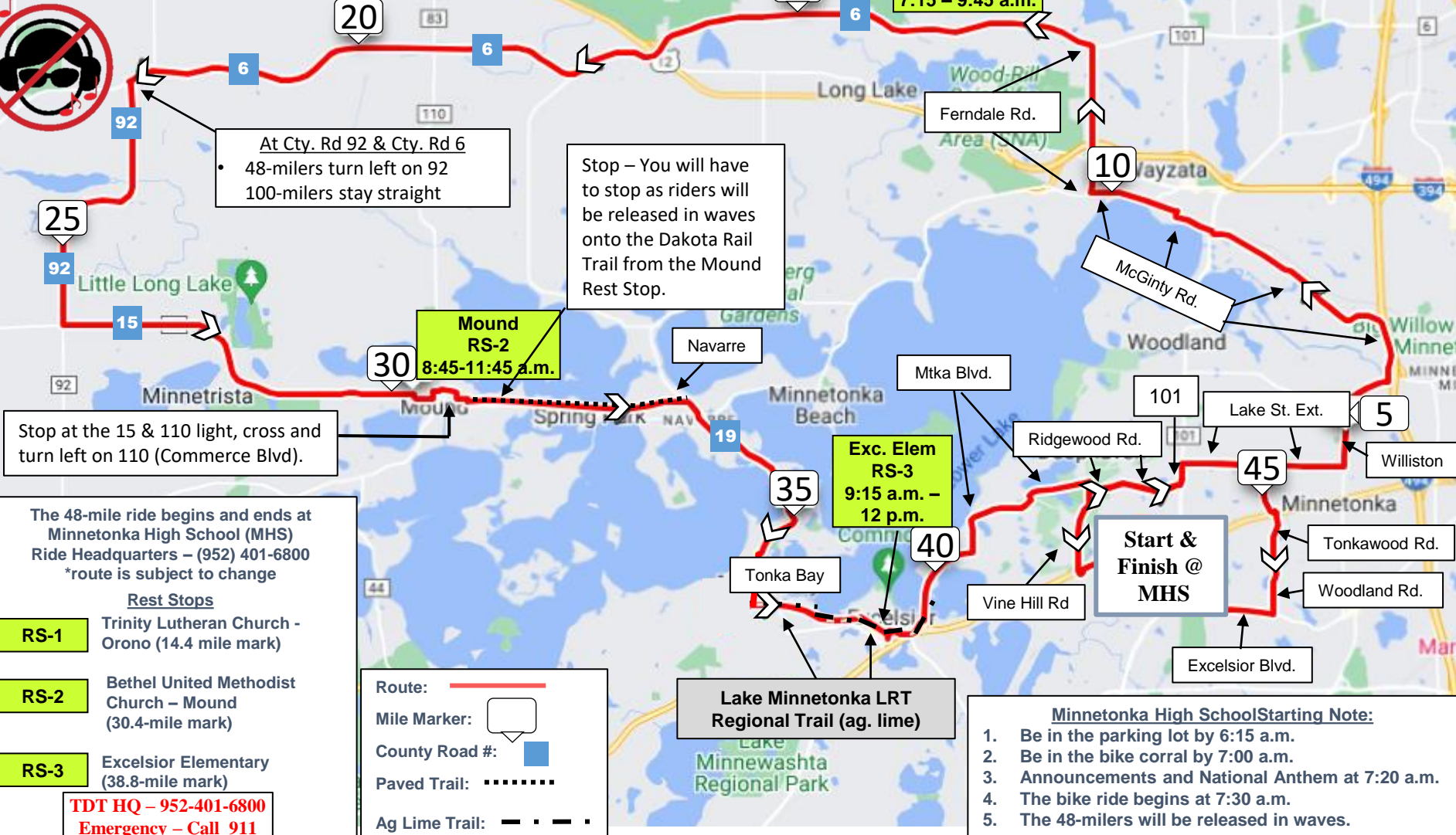
**TOTAL FEE:** \_\_\_\_\_  
**SALES TAX:** \_\_\_\_\_  
**AMOUNT DUE:** \_\_\_\_\_  
 (including \$100 late fee if applicable)

# 2024 Tour de Tonka 47-Mile Route

**7:30 a.m. Start**

**Attention Riders:**

- TDT is NOT a race, it is a ride. Ride safe and respectfully.
- Do not cross the center line.
- TDT helmet stickers and wristband must be worn at all times.



At Cty. Rd 92 & Cty. Rd 6  
 • 48-milers turn left on 92  
 100-milers stay straight

Stop – You will have to stop as riders will be released in waves onto the Dakota Rail Trail from the Mound Rest Stop.

Stop at the 15 & 110 light, cross and turn left on 110 (Commerce Blvd).

The 48-mile ride begins and ends at Minnetonka High School (MHS)  
 Ride Headquarters – (952) 401-6800  
 \*route is subject to change

- Rest Stops**
- RS-1** Trinity Lutheran Church - Orono (14.4 mile mark)
  - RS-2** Bethel United Methodist Church – Mound (30.4-mile mark)
  - RS-3** Excelsior Elementary (38.8-mile mark)

**TDT HQ – 952-401-6800**  
**Emergency – Call 911**

Route: —  
 Mile Marker:     
 County Road #:     
 Paved Trail: - - - - -  
 Ag Lime Trail: - . - . - .

**Start & Finish @ MHS**

- Minnetonka High School Starting Note:**
- Be in the parking lot by 6:15 a.m.
  - Be in the bike corral by 7:00 a.m.
  - Announcements and National Anthem at 7:20 a.m.
  - The bike ride begins at 7:30 a.m.
  - The 48-milers will be released in waves.




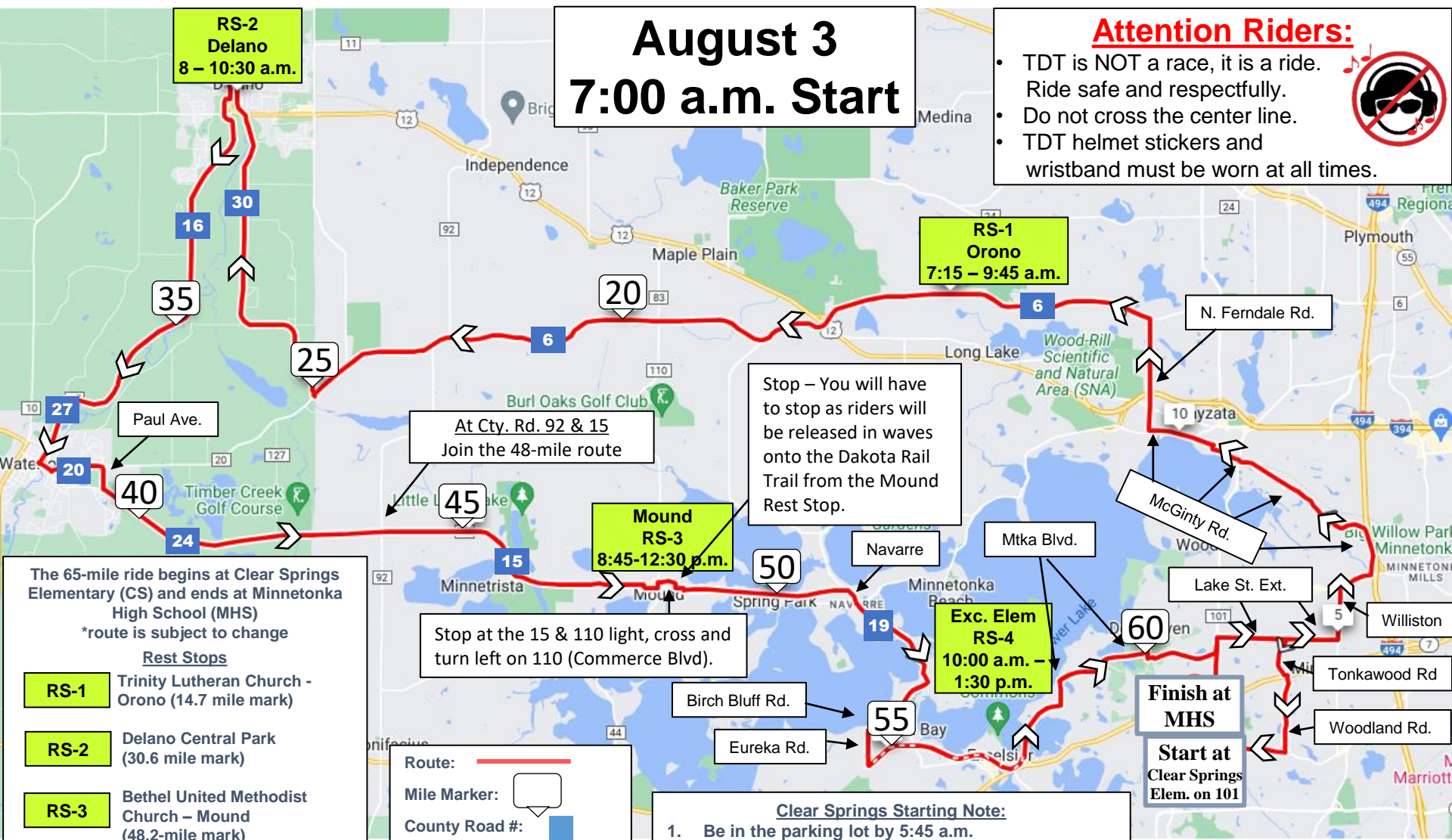
# 2024 Tour de Tonka 65-Mile Route

65-Mile Route Starts @ Clear Springs Elementary and Finishes @ MHS

**August 3**  
**7:00 a.m. Start**

**Attention Riders:**

- TDT is NOT a race, it is a ride. Ride safe and respectfully.
- Do not cross the center line.
- TDT helmet stickers and wristband must be worn at all times.

The 65-mile ride begins at Clear Springs Elementary (CS) and ends at Minnetonka High School (MHS)  
\*route is subject to change

- Rest Stops**
- RS-1** Trinity Lutheran Church - Orono (14.7 mile mark)
  - RS-2** Delano Central Park (30.6 mile mark)
  - RS-3** Bethel United Methodist Church - Mound (48.2-mile mark)
  - RS-4** Excelsior Elementary (56.7-mile mark)

**Route:** ——— (red line)

**Mile Marker:** ○ (white circle)

**County Road #:** ■ (blue square)

**Paved Trail:** ..... (dotted line)

**Ag Lime Trail:** - - - - (dashed line)

- Clear Springs Starting Note:**
- Be in the parking lot by 5:45 a.m.
  - Be in the bike corral by 6:30 a.m.
  - Announcements and National Anthem at 6:50 a.m.
  - The 65 & 100-mile bike rides begin at 7:00 a.m.

**TDT HQ – 952-401-6800**  
**Emergency – Call 911**

Stop – You will have to stop as riders will be released in waves onto the Dakota Rail Trail from the Mound Rest Stop.

At Cty. Rd. 92 & 15  
Join the 48-mile route

Stop at the 15 & 110 light, cross and turn left on 110 (Commerce Blvd).

**Finish at MHS**  
**Start at Clear Springs Elem. on 101**



# MEMO

**To:** Mayor and City Council  
**From:** John Bradford, City Engineer, WSB  
**Date:** February 27, 2024  
**Re:** Accept Feasibility Report for the 2024 Street and Utility Improvement Project

## Consideration

Accept the Feasibility Report prepared by WSB.

## Background

In March, 2023, the City Council authorized WSB to proceed with professional engineering services for the 2024 Street and Utility Improvement Project. Professional engineering services consisted of four main tasks: data collection, preliminary design, final design, and bidding.

The proposed improvements include full street reconstruction with the addition of concrete curb and gutter on select streets, construction of a storm sewer system, sanitary sewer and service replacement and structural lining, full watermain and water service replacement, and boulevard restoration. Streets proposed for improvement include:

- Brentwood Avenue
- Florence Drive
- Pleasant Avenue
- Bay Street
- Woodlane Street
- Birch Bluff Road

A feasibility report has been completed that provides detailed information on the scope of the project, including the existing conditions, proposed improvements, construction techniques, stakeholder consideration, anticipated project costs and funding, and project schedule.

## Fiscal Impact

The Feasibility Report includes a detailed Opinion of Probable Cost (OPC) for the project. This OPC is based on the estimated unit prices for the anticipated construction pay items. Prices are based off historical bid pricing provided by contractors for similarly scoped projects. The OPC for the project is approximately \$7.46 million. This cost includes a 5% construction contingency and 20% indirect costs (engineering, administrative, legal, etc.).

The original project cost estimate prepared with the City's Infrastructure Report in 2022 and revised in 2023 was approximately \$6.94 million. The reason for the increased estimate is mainly due to soil characteristics discovered during the geotechnical investigation. The existing soils include silty sands, peat, clay, and some organics. It is recommended to remove silt, peat, and organics within the upper four feet of the pavement section. The removed material should be replaced with common embankment material such as sandy clay. This additional work was not incorporated into the original project estimates since soil information had not been obtained that that time.



Below is a summary of the opinion of probable cost by category of improvement:

<b>Opinion of Probable Cost Summary</b>	
<b>2023 Street and Utility Improvement Project</b>	
<b>Proposed Improvements</b>	<b>Feasibility Report Opinion of Probable Cost</b>
Schedule A. Surface Improvements	\$ 3,292,000
Schedule B. Storm Sewer Improvements	\$ 445,000
Schedule C. Sanitary Sewer Improvements	\$ 1,650,000
Schedule D. Watermain Improvements	\$ 2,070,000
<b>Opinion of Probable Cost</b>	<b>\$ 7,457,000</b>

The improvements are proposed to be funded through a combination of City funds and General Obligation bonds. Surface and Storm Sewer Improvements are proposed to be funded by the General Fund and General Obligation bonds. The sanitary sewer and the watermain improvements are proposed to be funded by the Sanitary Sewer Fund and Water Fund, respectively.

It is recommended that the project design be completed and plans and specifications be prepared so that bidding can proceed as planned. City Council should determine if there is sufficient budget to construct the project in 2024 as estimated, or in the event that better-than-expected bids are received.

**Project Schedule**

The proposed schedule is as follows:

- Neighborhood Meeting ..... February 22, 2024
- Present Engineering Report to City Council ..... February 27, 2024
- Finalize Plans and Specifications ..... February-March 2024
- City Council Approves Plans and Specifications ..... March 12, 2024
- Bid Opening ..... April 3, 2024
- Award Construction Contract,  
Award PSA for Construction Services ..... April 9, 2024
- Begin Construction ..... May 2024
- Substantial Completion ..... November 2024
- Final Completion (final lift of pavement) ..... June 2025

**At the heart of  
Lake Minnetonka**



**Attachments**

1. Feasibility Report for the 2024 Street and Utility Improvement Project.

**Recommended City Council Action**

Staff recommends approval of Resolution \_\_\_\_\_, accepting the feasibility report for the 2024 Street and Utility Improvement Project.

**At the heart of  
Lake Minnetonka**



## **FEASIBILITY REPORT**

### **2024 STREET & UTILITY IMPROVEMENT PROJECT**

CITY OF TONKA BAY | HENNEPIN CO., MN

February 27, 2024

Prepared for:

City of Tonka Bay

4901 Manitou Road

Tonka Bay, MN 55331

WSB PROJECT NO. 023718-000



February 27, 2024

Honorable Mayor and City Council  
c/o Dan Tolsma, City Administrator  
City of Tonka Bay  
4901 Manitou Road  
Tonka Bay, MN 55331

Re: Feasibility Report  
2024 Street & Utility Improvement Project  
City of Tonka Bay, MN  
WSB Project No. 023718-000

Dear Honorable Mayor and City Council:

Transmitted herewith is the feasibility report for the above-referenced project. The report addresses improvements and costs associated with the 2024 Street & Utility Improvement Project. The streets proposed for reconstruction include:

- Brentwood Avenue
- Woodlane Street
- Birch Bluff Road
- Bay Street
- Florence Drive
- Pleasant Avenue

The project scope for the 2024 Street & Utility Improvement Project includes full removal of the existing street section and replacement with a new street section with curb and gutter on certain streets; removal of existing stormwater drainage systems and replacement with a new storm sewer system; removal and replacement of the sanitary sewer mains and services; lining and rehabilitation of certain sanitary sewer mains and services through trenchless and open cut replacement and rehabilitation technologies; and removal and replacement of all watermain and services through trenchless and open-cut methodologies. The report contained herein presents costs for the project as well as proposed funding.

We would be happy to discuss this report with you at your convenience. Please contact me at 507.206.7446 if you have any questions or concerns.

Sincerely,

WSB

Paul Sandy, PE  
Project Manager

Attachments

cc: Shannon Heitmann, WSB  
John Bradford, WSB



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## **Appendix A**

### Figures

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- Typical Street Sections
- Proposed Street Improvements
- Existing and Proposed Watermain and Sanitary Sewer
- Existing and Proposed Storm Sewer

## **Appendix B**

### Opinion of Probable Cost

## **Appendix C**

### Geotechnical Reports

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### Public Engagement Documents





## Certification Sheet

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

Paul Sandy, PE

---

Date: February 27, 2024

Lic. No. 53635

Quality Control Review Completed By:

Shannon Heitmann, PE

---

Date: February 27, 2024

Lic. No. 51283



## Executive Summary

The 2023 Street & Utility Improvement Project, known as the area around Brentwood Avenue, was initiated by the City Council at their August 23, 2022, regular City Council meeting. The streets proposed for improvements in 2023 included Brentwood Avenue, Bay Street, Woodlane Street, and Florence Drive. In early 2023 and after bids were received for the 2023 Street & Utility Improvement Project, the City Council elected to reject all of the bids for the 2023 work, including Brentwood Avenue, Woodlane Lane, Florence Drive Bay Street, Bay Street NW, and Florence Loop, and elected to move forward in combining the work with the 2024 Street & Utility Improvement Project work on Birch Bluff Road and Pleasant Avenue to take advantage of economies of scale. Since that time, WSB has been working to incorporate all the plans into one larger project along with producing one project manual for both projects.

A map illustrating the project location is included in **Appendix A** of this report.

The 2024 Street & Utility Improvement Project includes roadway improvements based on pavement ratings and pavement coring, soil borings, current roadway conditions, and utility needs in the area. Improvements proposed for construction in 2024 include full street reconstruction totaling approximately 1.63 miles (8,610 feet). Street improvements will consist of removal of the existing pavement, subgrade correction, installing granular borrow and Class 5 aggregate base, and installing a new pavement section. Concrete curb and gutter and ribbon curb will be installed on select streets based on overall width and drainage needs.

Replacing portions of the City's deteriorating utility infrastructure in conjunction with the proposed street improvements provides an opportunity to minimize the replacement costs and traffic disruptions associated with the work. Utility improvements proposed to be included with the 2024 Street & Utility Improvement Project are a reconstruction and rehabilitation of the sanitary sewer system through trenchless and open cut construction methods including structural lining of select segments, replacement of select manholes, and rehabilitation of select manholes through use of a trenchless lining system; removal of most of the existing storm sewer system and construction of a new storm sewer system; full removal and replacement of the watermain infrastructure through trenchless pipe bursting and open cut installation methods, and installation of new watermain through directional drilling on select segments.

Existing stormwater generated from the project area is conveyed to either storm sewer outlet pipes or surface draining to the boulevards and eventually to Lake Minnetonka. The potential for constructing stormwater ponds and other stormwater best management practices (BMPs) has been identified as part of this report.

The total estimated project cost for the City of Tonka Bay's 2024 Street & Utility Improvement Project is **\$7,456,643** which includes a 5 percent construction contingency and 20 percent indirect costs for legal, engineering, administrative, and financing costs. Costs for the surface and storm sewer improvements as described are proposed to be funded by the General Fund and General Obligation bonds. Costs for the sanitary sewer improvements are proposed to be funded by the Sanitary



Sewer Fund. Costs for the watermain improvements are proposed to be funded by the Water Fund.

This project is feasible, necessary, and cost-effective from an engineering standpoint and should be considered as proposed herein. The economic feasibility of this project will need to be determined by the City Council.



## Introduction

### Authorization

In March of 2023, the Tonka Bay City Council authorized the preparation of a feasibility report for the 2024 Street & Utility Improvement Project. This came after the City Council rejected the bids for the work outlined in the Brentwood Area (Project Area 1) and elected to add work to the project for 2024 construction on Birch Bluff Road and Pleasant Avenue (Project Area 2). The scope of work authorized can be seen below.

### Scope

Necessary improvements identified by City staff and authorized by the Tonka Bay City Council include street and utility improvements. The streets proposed for improvements include:

#### **Brentwood Area (Project Area 1)**

- Brentwood Avenue – Manitou Road to End
- Bay Street – Brentwood Avenue to End
- Bay Street NW – Bay Street to End
- Woodlane Street – Brentwood Avenue to End
- Florence Drive – Brentwood Avenue to End
- Florence Loop – Brentwood Avenue to Florence Drive

#### **Birch Bluff Road and Pleasant Avenue (Project Area 2)**

- Birch Bluff Road – Pleasant Avenue to Manitou Road
- Pleasant Avenue – Birch Bluff Road to Manitou Road

The existing degraded pavement is proposed to be removed along with the existing aggregate base and subgrade material. This material will be hauled off and new granular borrow, aggregate base, asphalt pavement, and concrete curb and gutter will be installed in select areas on Brentwood Avenue, Woodlane Street, Bay Street, and Florence Drive. Subgrade correction will occur as necessary to remove any unsuitable subgrade material and establish a stable foundation for the new street.

Utility improvements proposed to be included with the 2024 Street & Utility Improvement Project include cured in place pipe (CIPP) lining of existing sanitary sewer and services, replacement of select manholes within the project limits, and rehabilitation of the remaining manholes through a trenchless manhole lining rehabilitation method; removal of a majority of the existing storm infrastructure and construction of a new storm sewer system; and full removal and replacement of watermain infrastructure by pipe bursting and open cut methodologies along with new watermain along Pleasant Avenue and Birch Bluff Road to loop the existing system together. All structures will receive new castings and internal inflow and infiltration (I&I) barriers to reduce I&I. Select segments of the sanitary sewer system are proposed to be replaced due to access restrictions or issues with the existing pipe that are not able to be CIPP lined through trenchless methods. A new storm sewer system is proposed which will help address and alleviate the known issues with



flooding and drainage. All watermain pipe including the mainline and services to each property's curb stop, hydrants, and fittings are proposed to be replaced.

### **Data Available**

Information and materials used in the preparation of this report include the following:

- City of Tonka Bay Record Plans.
- Discussions with City Staff and Residents.
- Field Observations and Topographic Survey of the Project Areas 1 and 2.
- Private Utility Maps.
- 2022 Tonka Bay Infrastructure Report, WSB, dated August 16, 2022.
- Geotechnical Report, WSB, Project Area 1, dated November 9, 2022.
- Geotechnical Report, WSB, Project Area 2, dated February 6, 2024.
- Wetland Delineation Report, WSB, dated September 11, 2023.
- Sewer Televising Reports, Project Area 1, dated 2017 and 2024.
- Sewer Televising Reports, Project Area 2, dated 2022 and 2023.



## Existing Conditions

### Surface

Streets within the proposed improvement area are aging and experiencing differing severities of distress, including bituminous patching, longitudinal, and transverse cracking. A city-wide pavement rating was completed in May 2020 which rated the streets within this project area between 40-75. Pavements on the lower end of this range are categorized as in “fair” condition, and often signal a need for reconstruction/maintenance. The streets have historically received a chip seal and many applications of bituminous pavement patching by Public Works staff to maintain a drivable surface. Maintenance techniques such as mill and overlay, patching, and chip sealing are not recommended on these streets as their effectiveness is reduced due to the condition of the existing pavement. In November 2022 and December 2023, coring data was gathered for each street within the project area to determine the existing bituminous pavement thickness and the existing aggregate base thickness. This data is referenced in both the Geotechnical Report, prepared by WSB, dated November 9, 2022, the Geotechnical Report, prepared by WSB, dated February 5, 2024, included in **Appendix C**, and the 2022 Tonka Bay Infrastructure Report, prepared by WSB, dated August 16, 2022.

The average existing street section was found to be between 2.5 inches and 7 inches of deteriorated bituminous pavement over 5 inches to 12 inches of a sandy gravelly base in Project Area 1 and between 3.5 inches and 8 inches of deteriorated bituminous pavement over 5 inches to 14 inches of a sandy, gravelly base material in Project Area 2. Common in low elevation areas around the lake, these roadways were built on top of several feet of fill material which has been shown to include unsuitable poor organic material. These materials do not drain properly, can cause heaving of the roadway during the freeze-thaw cycles, and may reduce the overall life of a roadway.

**Table 1** below provides a summary of existing street conditions within the 2024 Street & Utility Improvement Project area.

Table 1 – Summary of Existing Street Conditions						
Street Name	Right-of-Way Width	Street Width (Edge to Edge)	Sub-base Section (Aggregate)	Bituminous Section	Approximate Year of Original Construction	Speed Limit
Brentwood Avenue	40'/50'	17'-22'	5"-6"	2.5"-5.5"	1965	20
Bay Street	20'/40'	11'-18'	6"-11"	4.25"-7"	1965	20
Woodlane Street	20'	14'	12"	3.5"	1965	20



**Table 1 – Summary of Existing Street Conditions**

Street Name	Right-of-Way Width	Street Width (Edge to Edge)	Sub-base Section (Aggregate)	Bituminous Section	Approximate Year of Original Construction	Speed Limit
Florence Drive	10'/40'/60'	12'-17'	0"-6"	3"-4.5"	1965	20
Pleasant Avenue	66'	21'-22'	5"-7"	5"-6"	1964	20
Birch Bluff Road	33'/66'	22'	5"-14"	3.5"-8"	1965	20

Most of the project area is surrounded by residential properties and contains landscaping, mature trees, and numerous other private improvements beyond the edge of the existing roadways.

The photos on the following pages illustrate some of the varying levels of pavement distresses and current condition of the streets.



*Photo 1. Brentwood Avenue looking east just before Bay Street.*



Photo 2. Brentwood Avenue looking west from the eastern leg on Florence Drive.

## Municipal Utilities

### Storm Sewer

#### Project Area 1

City record drawings, GIS, field observations, and topographic survey data indicate that public stormwater infrastructure exists within Project Area 1. Existing storm pipes range from 8 inches to 24 inches in diameter and are constructed of reinforced concrete, corrugated metal, corrugated plastic, ductile iron, and polyvinyl chloride.

The existing stormwater infrastructure consists of catch basins, yard drains, culverts, French drains, and three known outlets to the lake.

There are two separate storm sewer systems which can be categorized by the outlet location to the lake. One of those systems includes two culverts that cross under Brentwood Avenue, just west of Bay Street, which outlet into the nearby bay of Lake Minnetonka. The second system is a collection of culverts, yard drains, and ditches that eventually outlet through an underground French drain that runs under Florence Avenue. The layouts of the existing and proposed storm sewer system are shown in **Appendix A**.

The western system includes a poorly functioning inlet located in the driveway of 60 Brentwood Avenue which outlets along the ditch on the south side of Brentwood Avenue. There is a third culvert that facilitates drainage from a





nearby pond approximately 300 feet south of the Lake Minnetonka Regional Trail (LMRT) which receives water from Manitou Road. This system was rehabilitated in early 1990 and has since been maintained by the City and Watershed staff. The culverts that cross under Brentwood Avenue have been noted to be functioning adequately by residents but are currently heaving the street.

The eastern system which outlets through the French drain, collects and drains most of the homes and yards on the eastern side of the project and beyond. Due to the elevation difference of those homes, the street, and the lake, flooding has been an issue in the past. It has been noted that several of the culverts are undersized and will need rehabilitation and resizing. The French drain that runs under Florence Avenue is assumed to be functioning, but because the system is underground, the outlet is not locatable, and as-builts are not available, the status is not confirmed.

There is a low point south of the properties at 165 and 175 Brentwood Avenue that outlets via a culvert under a pedestrian trail and flows north, ultimately reaching the storm sewer that outlets via the French drain. This low point has caused flooding problems for the nearby properties, likely due to poor outlet capacity in the downstream storm sewer.

## **Project Area 2**

City record drawings, GIS, field observations, and topographic survey data indicate that public stormwater infrastructure exists within Project Area 2. Existing storm pipes range from 10 inches to 18 inches in diameter and are constructed of reinforced concrete, corrugated metal, and polyvinyl chloride.

The existing stormwater infrastructure consists of catch basins, yard drains, culverts, two outlets to wetlands, and one outlet to the lake. Storm sewer is localized in the project area.

There is a culvert running from the southeastern corner of the intersection of Pleasant Avenue and Lilah Lane that connects north to a private storm sewer system. The remaining length of Pleasant Avenue within Project Area 2 drains via surface runoff.

Birch Bluff Road has several culvert crossings, one that drains water from the east side of the road to the west side, towards Lake Minnetonka, and another that drains to the wetland complex east of the road. There is also a small storm sewer system near the road's intersection with Manitou Road. The majority of the storm sewer along Birch Bluff Road is extremely shallow and often gets clogged or frozen. There is one stretch of storm sewer that appears to be completely deteriorated.

Due to the very flat nature of the southern alignment of Birch Bluff Road, existing runoff flows poorly. Yards along the roadway often see ponded water and large accumulations of sediment which are a maintenance burden for the City.



## Sanitary Sewer

### Project Area 1

City record drawings, GIS, field observations, and topographic survey data indicate that public sanitary sewer facilities exist along all streets within Project Area 1. Sanitary sewer facilities also exist in the rear yards of properties along Bay Street and Woodlane Street. A figure showing the existing and proposed sanitary sewer facilities is included in **Appendix A**. The sanitary sewer gravity mains range from 8 inches to 12 inches in diameter and are constructed with polyvinyl chloride (PVC) and reinforced concrete pipe (RCP). The 12-inch sanitary sewer main collects sewage from the entire Tonka Bay watershed and outlets into the Metropolitan Council Environmental Services (MCES) meter building south of Brentwood Avenue. Sewer services are 4 inches in diameter and are anticipated to be constructed of PVC. Sewer televising of Project Area 1 was performed in 2017 and 2024 and was reviewed to identify areas in need of replacement and rehabilitation of the sanitary sewer mains and service.

Public Works staff have inspected the existing manholes and castings and indicated that they are in need of replacement or rehabilitation.

### Project Area 2

City record drawings, GIS, field observations, and topographic survey data indicate that public sanitary sewer facilities exist along all streets within the project area. The sanitary sewer gravity mains range from 4 inches to 9 inches in diameter and are constructed with vitrified clay pipe (VCP) and polyvinyl chloride (PVC). Sewer services are 4 inches in diameter and expected to be constructed of the same material as the mainline pipe in each area. Sewer televising of Project Area 2 was performed in 2022 and 2023 and was reviewed to identify priority areas for rehabilitation and replacement of the sanitary sewer mains and services.

Public Works staff have inspected the existing manholes and castings and have indicated that they are in need of replacement or rehabilitation.

There is an existing stretch of 4-inch sanitary forcemain that runs from Lift Station #2 into a manhole north of the lift station. Based on comments received from City staff and a review of the existing lift station conditions, this forcemain is in need of replacement.

## Watermain

### Project Area 1

City record drawings, GIS, field observations, and topographic survey data indicate that public watermain facilities exist along portions of all streets within the project area. A figure showing the existing and proposed watermain facilities is included in **Appendix A**. The watermain was installed in the 1960s and consists of 8-inch cast iron pipe (CIP). Water services consist of 1-inch copper pipe and 1-inch curb stops generally located at the right-of-way.



The watermain system within the neighborhood has had a history of breaks consisting of at least two breaks in recent years, as reported by Public Works staff. The industry consensus is that CIP can have a life expectancy of up to 80 years, assuming installation techniques were appropriate, necessary maintenance and repairs take place, and the soil conditions are not detrimental. It is evident by the quantity of watermain breaks that the existing conditions are not optimal for the pipe to reach its full life expectancy. The Geotechnical Report in **Appendix C** investigates the existing soil resistivity and moisture content and summarizes that the soil conditions have contributed to the premature deterioration of the CIP.

## **Project Area 2**

City record drawings, GIS, field observations, and topographic survey data indicate that public watermain facilities exist along portions of all streets within the project area. A figure showing the existing and proposed watermain facilities is included in **Appendix A**. The watermain was installed in the 1960s and consists of 8 inch cast iron pipe (CIP). Water services consist of 1-inch copper pipe and 1-inch curb stops generally located at the right-of-way.

The watermain system within the neighborhood, as reported by Public Works staff, has had a history of maintenance issues in the past, including watermain breaks. The industry consensus is that CIP can have a life expectancy of up to 80 years, assuming installation techniques were appropriate, necessary maintenance and repairs take place, and the soil conditions are not detrimental. It is evident by the quantity of watermain breaks that the existing conditions are not optimal for the pipe to reach its full life expectancy. The Geotechnical Report in **Appendix C** investigates the existing soil resistivity and moisture content and summarizes that the soil conditions have contributed to the premature deterioration of the CIP.

## **Private Utilities**

Private utilities within the project area include communications, gas, and electric facilities. A utility coordination meeting will be held with the utility companies during the final design phase to coordinate any utility conflicts and the construction schedule.

Private utility companies that have been identified as having facilities in the project area include:

- CenturyLink (Telephone/Internet)
- Xcel Energy (Electric)
- Mediacom (Cable)
- CenterPoint Energy (Gas)
- MCI (Fiberoptic)



Public Works staff and residents have provided feedback that private drain tile lines exist within the project area. Record drawings typically do not exist for these private facilities. Input received will be incorporated into the final plans and specifications, and those systems that are impacted by the proposed improvements are proposed to be replaced in-kind.



## Proposed Improvements

### Surface

#### Project Area 1

Surface improvements recommended with the 2024 Street & Utility Improvement Project are intended to completely replace the existing failing street section with a 50-year design life street section. This report analyzes the proposed typical street sections, which include adding concrete curb and gutter to select streets as shown on the typical section figures in **Appendix A**. The proposed curb and gutter style is Minnesota Department of Transportation (MnDOT) Standard Plate No. 7102K Type D412, which is a surmountable curb style that is 2 feet wide. In some instances, ribbon curb, which is a 1-foot-wide or 2-foot-wide flat concrete strip, will be installed instead of D412. Adding D412 concrete curb and gutter will narrow the drivable surface of the roadway by approximately 2 feet. Minimizing the increase to the width of the streets also limits the impacts to residents' yards, landscaping, and other private improvements that exist within the City's right-of-way.

The streets will be constructed in accordance with the recommendations in the Geotechnical Reports for Project Area 1 and Project Area 2 and are proposed to consist of the following section: 1.5 inches of bituminous wearing course, 2.5 inches of bituminous base course, 6 inches of Class 5 aggregate base, 12 inches of granular borrow, and geotextile fabric over an acceptable, compacted subgrade. Twenty-four inches of granular borrow will be installed in areas where peat and organic soils are encountered. Subgrade correction will occur to improve soft or saturated areas encountered below the proposed street section. Additional excavation will also occur in order to remove any peat and organic soils encountered during construction. These soils are anticipated along Brentwood Avenue and Pleasant Avenue, as shown in the soil boring logs in **Appendix C**. Coordinating appropriate soil removal and replacement will require a geotechnical engineer to be on site during excavation in these areas.

The horizontal alignment of the roadway is proposed to generally follow the existing alignment, except as discussed below. In order to allow for smooth transitions between the new concrete curb and gutter and the yards and driveways adjacent to the roadway, the vertical profile of the roadway will need to be adjusted slightly. Minor adjustments to vertical profiles may also be made to improve drainage conditions. This will typically result in impacts to residential driveways and yards up to the right-of-way line. Concrete and bituminous driveways will be replaced with in-kind material, while paver driveways will be salvaged and reinstalled.

Areas that will be evaluated further during final design with respect to horizontal alignment include the following:

#### Intersection of Brentwood Avenue and Bay Street

The existing roadway appears to extend into private property lines based on parcel linework provided by Hennepin County and property irons located during the topographic survey. The centerline alignment of Brentwood Avenue could be realigned with two horizontal curves that meet 20 mph design



speeds, which would require posting the speed limit for Brentwood Avenue as such. This could also act as a speed reduction measure, which was a topic shared by residents at the neighborhood meeting.

#### East/West Segment of Florence Drive

The platted right-of-way along the east/west segment of Florence Drive is 10 feet wide, while the current roadway is 15 feet wide. Property lines extend into the roadway in multiple areas. The design intent for this segment of Florence Drive is to reconstruct the roadway to its existing geometry so as not to extend any farther into property lines.

A majority of the disturbed turf areas will be re-established with sod or seed and watered and maintained by the contractor for a period of 30 days, at which point it will either be accepted by the City, or repairs will be made that restart the maintenance period. After the turf is accepted by the City, maintenance will be the responsibility of the property owner. The City will provide new turf maintenance best practices information to property owners. Certain areas may be re-established with seed and mulch, such as non-residential turf areas with more diversified vegetation, or as specifically requested by property owners.

#### Project Area 2

Surface improvements recommended within Project Area 2 are intended to completely replace the existing failing street section with a 50-year design life street section. The proposed curb and gutter style is Minnesota Department of Transportation (MnDOT) Standard Plate No. 7100H Type B612, which is a batter face curb style that is 20 inches wide. In some instances, a 1-foot ribbon curb, which is a flat concrete strip, will be installed instead of B612. The use of B612 curb and gutter will help improve drainage, encourages drivers to go at a lower speed, and helps to protect the roadway edges.

The streets will be constructed in accordance with the recommendations in the Geotechnical Reports for Project Area 1 and Project Area 2 and are proposed to consist of the following section: 1.5 inches of bituminous wearing course, 2.5 inches of bituminous base course, 6 inches of Class 5 aggregate base, 12 inches of granular borrow, and geotextile fabric over an acceptable, compacted subgrade. Twenty-four inches of granular borrow will be installed in areas where peat and organic soils are encountered. Subgrade correction will occur to improve soft or saturated areas encountered below the proposed street section. Additional excavation will also occur in order to remove any peat and organic soils encountered during construction. These soils are anticipated along Brentwood Avenue and Pleasant Avenue, as shown in the soil boring logs in **Appendix C**. Coordinating appropriate soil removal and replacement will require a geotechnical engineer to be on site during excavation in these areas.

There are five speed humps proposed to be constructed on both Birch Bluff Road and Pleasant Avenue, respectively. These humps are being installed to minimize cut through traffic and speeds seen on both roadways.



The horizontal alignment of the roadway is proposed to generally follow the existing alignment, except as discussed below. In order to allow for smooth transitions between the new concrete curb and gutter and the yards and driveways adjacent to the roadway, the vertical profile of the roadway will need to be adjusted slightly. Minor adjustments to vertical profiles may also be made to improve drainage conditions. This will typically result in impacts to residential driveways and yards up to the right-of-way line. Concrete and bituminous driveways will be replaced with in-kind material, while paver driveways will be salvaged and reinstalled.

## **Municipal Utilities**

### **Storm Sewer**

#### **Project Area 1**

The scope of stormwater infrastructure improvements in Project Area 1 includes both the removal and replacement of two culverts at the low point of Brentwood Avenue, as well as the addition of a new mainline storm system from the existing structure on the east of Brentwood Avenue that will outlet into Lake Minnetonka east of Brentwood Avenue. Additional ditch grading and cleanup will be performed as necessary.

With the curb and gutter proposed with this project, additional catch basins are also proposed to capture runoff from the roadway. These catch basins have been designed and spaced such that at minimum an 8-foot driving lane is maintained with the ponding that comes with the 3-year storm event.

The proposed storm sewer pipes serving the project have been sized to provide capacity in accordance with flows expected in the 10-year storm event. The western portion of Project Area 1 is proposed to consist of RCP storm sewer, while the eastern portion is proposed with high-density polyethylene (HDPE) due to proximity to the watermain, as required by the Minnesota Department of Health (MDH). The last structure that outlets to Lake Minnetonka is proposed to be constructed with a 3-foot sump to provide a degree of sediment settling and water quality improvement.

Along with the new proposed catch basins on Brentwood Avenue just west of Bay Street, the existing ditch and culvert capacity will be maintained. The existing storm sewer to the west will be abandoned in-place as it is currently non-functioning and not needed. The existing RCP culvert will be replaced and upsized with an arch pipe due to low cover conditions in the area. This arch pipe will continue to serve the drainage coming from the south and into the ditch along Brentwood Avenue.

On the eastern portion of Project Area 1, drainage at low points will also be maintained. Inlet flared end sections are proposed at low points south of the two intersections between Brentwood Avenue and Florence Drive. The proposed storm sewer will then run east and north into Lake Minnetonka. Much of the drainage flowing to the French drain outlet north of Florence Drive will be redirected, but this pipe will be left in place to allow it to continue serving any private drainage connections.



The culvert serving the low point south of 165 and 175 Brentwood Avenue will be upsized to ensure proper conveyance of flows. The ditch guiding this water north will be regraded to provide improved capacity and outlet into the new proposed storm outfall to Lake Minnetonka.

A recommended option for this storm sewer system is a valved outlet pipe and sump manhole before the outfall to Lake Minnetonka on the east end of Brentwood Avenue. This system would allow the gravity storm sewer to be closed from the lake during high water levels and prevent backflow flooding south of Brentwood Avenue. The temporary pumping or retrofitting in the future with a lift station would continue to provide drainage capacity for these low points even with lake water levels above them. Similar systems have been implemented successfully in similar low points throughout the City.

A potential option for the storm sewer improvements is a sedimentation basin south of the eastern intersection between Florence Drive and Brentwood Avenue. This basin would serve as a collection point for runoff before it outlets to the lake. As such, it would provide a degree of water quality treatment for the incoming stormwater. However, it would do little to alter the rate or volume of water leaving the project area, and thus, is not recommended to be incorporated into the project.

The proposed storm sewer system layout is shown in **Appendix A**. Anticipated costs for storm sewer improvements are included in **Appendix B**.

### Project Area 2

The scope of stormwater infrastructure improvements in Project Area 2 includes both the removal and replacement of two culverts below Pleasant Avenue and Birch Bluff Road, as well as a realignment and expansion of the existing storm sewer systems on the steeper portions of Birch Bluff Road. Additional improvements are proposed to serve the new curb and gutter portions of the project area.

B612 style concrete curb and gutter is proposed near the intersection of Pleasant Avenue and Manitou Road to better manage runoff across the roadway and keep uncontrolled flows off of private yards. A concrete flume and stabilizing stone is proposed at the end of B612 curb to direct and slow flows into a ditch south of the roadway.

The existing culvert east of the intersection of Pleasant Avenue and Lilah Lane is proposed to be replaced in-kind with 10-inch PVC. The new culvert will be realigned to drain to an existing ditch running north of the intersection rather than tying into private piping of unknown status. This realignment would involve a small amount of ditch grading to properly outlet the culvert.

The storm sewer off Birch Bluff Road near Crescent Beach is proposed to be removed and replaced in-kind. The existing galvanized steel structure is proposed to be replaced with a shallow depth reinforced concrete catchbasin-manhole. The 12-inch PVC pipe running from the east is proposed to be replaced and raised slightly to mitigate pooling and freezing water.





North of this flat section is a steep incline that is proposed to be reconstructed with B612 concrete curb and gutter. To drain this portion of the roadway, catchbasins and storm sewer are proposed. The north side of the roadway is proposed with four catchbasins to capture runoff in the gutter and drain the low point at the bottom of the hill. The south side of the roadway is proposed with one catchbasin and a concrete flume to direct flows at the end of the B612 curb and gutter. The storm sewer is proposed with a new outlet to the wetland complex in order to sufficiently drain the low point of the road.

As the Birch Bluff Road profile drops towards its intersection with Manitou Road, B612 curb and gutter is again proposed to control flows. A replacement of the catchbasin on the west curb of the intersection is proposed to provide improved inlet capacity. Runoff from the east and south portions of the roadway will be directed via curb and gutter to the existing inlet on Manitou Road.

The proposed storm sewer system layout is shown in **Appendix A**. Anticipated costs for storm sewer improvements are included in **Appendix B**.

## **Sanitary Sewer**

### **Project Area 1**

Sanitary sewer improvements are proposed to consist of the removal of specific sanitary manholes, pipes, and services within the right-of-way and installing internal inflow and infiltration barriers with new castings to reduce the potential for inflow and infiltration into the manholes. In addition, sections of sanitary sewer will be structurally lined with cured in-place pipe (CIPP) due to their locations behind houses along Florence Drive. Lining of these segments will reduce impact to those residents' yards and construction limits. Other manholes that are not being replaced with construction are proposed to be lined with a structural polyurea liner to increase the life expectancy of the structures and minimize excavations along the project areas. A mixture of open cut and trenchless technologies are being proposed as a part of both Project Area 1 and Project Area 2 proposed improvements to limit soil disruptions in the project areas along with limiting construction limits due to the potential of significant cultural resources findings in the Tonka Bay area.

The proposed sanitary sewer system layout is shown in **Appendix A**. Anticipated costs for sanitary sewer improvements are included in **Appendix B**.

### **Project Area 2**

Sanitary sewer improvements are proposed to consist of the structural lining of pipes, rehabilitation of manholes with a structural polyurea lining system, and service lining within the right-of-way and installing internal inflow and infiltration barriers along with new castings to reduce the potential for inflow and infiltration into the manholes. Lining of these segments will reduce impacts and disturbances in the construction limits as well as limiting soil disturbances due to significant cultural resources in the Tonka Bay area.



The existing 4-inch forcemain will be replaced with proposed 4-inch fusible polyvinyl chloride (FPVC) to ensure that there are no joints, and therefore, reducing potential maintenance issues. The proposed sanitary sewer system layout is shown in **Appendix A**. Anticipated costs for sanitary sewer improvements are included in **Appendix B**.

## **Watermain**

### **Project Area 1**

New 8-inch PVC watermain is proposed along all reconstructed roadways. Full watermain replacement including replacement of all water services and curb boxes within the project area is proposed as part of the improvements. Traditional watermain installation utilizing an open trench will be the primary method of installation. However, trenchless pipe bursting/directional drilling is proposed for this project as necessary to reduce impacts and improve access during construction. Temporary water service will need to be provided to maintain service to the affected properties while the main is replaced. Hydrants, valves, and all fittings will also be replaced.

The proposed watermain system layout is shown in **Appendix A**. Anticipated costs for watermain replacement are included in **Appendix B**.

### **Project Area 2**

New 8-inch PVC watermain is proposed along all reconstructed roadways. Full watermain replacement including replacement of all water services and curb boxes within the project area is proposed as part of the improvements. Trenchless pipe bursting/directional drilling will be utilized for the primary method of installation. Temporary water service will need to be provided to maintain service to the affected properties while the main is replaced. Hydrants, valves, and all fittings will also be replaced.

In addition, a new section of watermain will be installed in order to loop the existing system and improve water flow through the area. The new segment will connect at Birch Bluff Road near Crescent Beach and continue to the intersection of Pleasant Avenue and Lilah Lane.

The proposed watermain system layout is shown in **Appendix A**. Anticipated costs for watermain replacement are included in **Appendix B**.

## **Permits**

A National Pollutant Discharge Elimination System (NPDES) permit for construction activity will be required since more than 1 acre will be disturbed by construction activities.

A Minnesota Department of Health (MDH) permit will be required for replacement of potable watermain.

A Metropolitan Council Environmental Services (MCES) permit will be required for connecting to the MCES sewer line south of Brentwood Avenue.



A Hennepin County Right-of-Way/Utility permit will be required for work proposed within the County Road 19 right-of-way.

Multiple permits from the Minnehaha Creek Watershed District (MCWD) are anticipated to be obtained as part of the project improvements. Project Area 1 permitting was completed in 2023 and is anticipated to be extended for work in 2024. An erosion control permit will be required for Project Area 2 as more than 5,000 square feet are proposed to be disturbed with this project. The proposed outlet improvements will need to demonstrate compliance with MCWD's waterbody structures rule. As this is a linear transportation project that will not create more than 10,000 square feet of new impervious, MCWD's stormwater management rule will not be triggered.

A cultural resource assessment document is required by state statute in order to assess the cultural resources in the project area. A similar assessment was completed for the Manitou Park Improvement Project, which did cover the 2023 Street & Utility Improvement Project area, which may be utilized for this project as well. A monitoring plan and on site monitor is expected in select areas of excavation on the project, especially near Project Area 1.

### Right-of-Way/Easements

In general, the City right-of-way encompasses the public infrastructure within the neighborhood; however, there are several areas in which the public utilities and streets extend beyond property lines. It is assumed that the City will utilize prescriptive rights to perform reconstruction of the infrastructure that is not contained within the City right-of-way. Any exercising of prescriptive rights will be evaluated on a case-by-case basis by the City Attorney. Additionally, the City may need to obtain right-of-entry forms in certain cases to construct the proposed improvements.

### Mailbox Replacement/Relocation

It is the City's intent to salvage and reinstall the existing mailboxes and mailbox supports that may be impacted by construction. In the event the condition of the existing mailbox support warrants replacement prior to reinstallation, the City may salvage the existing mailbox and install a new mailbox support that will meet both City standards and United States Postal Service (USPS) requirements. During construction, a temporary mailbox bank will be established so residents can continue to receive mail in a convenient location.

One resident presented the idea of a centralized mailbox hub at the neighborhood meeting held on October 19, 2022. City staff requested that residents provide their feedback on the Resident Questionnaire Forms. Those received are included in **Appendix D**. It is proposed not to switch from individual mailboxes to a mailbox hub because there is not unanimous agreement from the residents.

### Street Signs

With this project, all street name signs, and all other signs will be replaced to meet current Federal Highway Administration (FHWA) and City standards.



## Private Utilities

A Gopher State One Call has been completed to identify the private utilities that are near or adjacent to the project area. A utility coordination meeting will be held with private utility owners during final design. Private utility impacts are anticipated due to both street reconstruction and the utility improvements. Specifically, conflicts are anticipated at private utility crossings within the street and near water services and hydrants. Typically, private utilities can be temporarily relocated or exposed and worked around during construction. Private utility owners will be given the opportunity to replace or enhance their facilities within the project area in advance of construction.

CenterPoint Energy has indicated that with this project, they intend to perform utility upgrades prior to construction beginning in early spring of 2023. This will include mainline gas and service improvements to those residents with those services.

Xcel Energy has also been notified that the City would prefer them to relocate the existing utility pole in the center of the cul-de-sac on the east end of Brentwood Avenue. This pole location inhibits turning movements of larger vehicles.

A project utility meeting for the Project Area 1 and Project Area 2 improvements is currently scheduled for February 27<sup>th</sup>. Recommendations and proposed improvements, as identified by the private utility companies in Project Area 2, will be included in the final plans and analyzed by WSB to ensure conflicts are appropriately addressed with new construction and relocations are performed in a timely manner dependent on the contractor's schedule on site.



*Photo 3. Brentwood Avenue looking east at cul-de-sac.*

Private residential utilities such as drain tile, irrigation systems, and underground dog fences are anticipated to be impacted with this project. Property owners



received a questionnaire during the public engagement meetings and several have been collected as shown in **Appendix D**. Information received will be incorporated into the final design such that during construction it will be easier to identify repair or replacement needs.

### Construction Access/Staging

The contractor will be responsible for providing access to all properties throughout the project. The streets within Project Area 1 have one access point at Brentwood Avenue and Manitou Road, so temporary road closures may be permitted when necessary. Project Area 2 has multiple access points at Manitou Road and at the City limit line with Shorewood. Temporary closures in Project Area 2 may be necessary during construction and open cut operations for utility installation. For dead-end segments of streets, the contractor will be required to keep one lane of traffic open adjacent to any work so that residents and emergency vehicles have access throughout the project. At some points during the project, parking on adjacent streets may be required for the contractor to continue working timely and effectively. Additionally, concrete curb and gutter and ribbon curb will require residents to stay out of their driveway for seven days to allow the new concrete to cure to a strength that can support vehicle loading. During this time, residents will be directed to park on the street, which will be a gravel (Class 5) surface.

The project specifications will provide construction phasing requirements so that street construction is completed in a timely manner. The specifications will also require the contractor to have utility construction completed prior to constructing the street improvements.

Signage for staging areas and detours will be provided to direct traffic around the construction zones and notify users of the increased truck and construction activity.

### Public Involvement

A neighborhood meeting was held for the Project Area 1 project to discuss the proposed improvements. The meeting was conducted on October 19, 2022, for all property owners within the proposed project area. Approximately 22 property owners were in attendance based on the sign-in sheet. The information summarized at this meeting included the proposed improvements, funding, schedule, and impacts associated with the project. The meeting was intended to provide the property owners with information about the project and to solicit comments from property owners regarding the proposed improvements. Comment cards/surveys that were received from residents are included in **Appendix D**. Comments received can be summarized as follows:

- Poor drainage within the roadway with areas of pooling water after rain events.
- Rear yard drainage concerns south of the east end of Brentwood Avenue, with localized rear yard flooding that is unable to drain via the existing storm sewer system on Brentwood Avenue.
- Desire for Xcel Energy to convert their overhead power to underground.
- Construction impacts to private improvements such as fences, trees, landscaping, etc.



- General support for adding curb and gutter, with one comment received that expressed concern with parking impacts if curb and gutter is added.

A project website has been set up that provides general information about the project: <https://tonkabay-improvements-wsbeng.hub.arcgis.com/>. This website will be updated periodically with pertinent information for residents.

Notices will be sent to property owners and residents prior to construction. Website and email project status updates are proposed.

An additional public engagement meeting will be held for the Project Area 1 and Project Area 2 improvements on February 22, 2024. Due to the time and date of this public engagement meeting, the summary results of the meeting will not be able to be incorporated into this section of the report. However, the final feasibility report will be appended with additions to the appendices upon completion of the second public engagement meeting so that the outcomes from the meeting are documented in this report.

The project website is being updated to include the Project Area 2 improvements on the project, and all information that is being presented to the public will be appended to include the additional Project Area 2 elements and anything that came out of the review from the Project Area 1 improvements.

The project website has an updated launch date of February 22, 2024, and will include information about the project: <https://tonkabay-improvements-wsbeng.hub.arcgis.com/>. This website will be updated periodically with pertinent information for residents.



# Financing

## Opinion of Probable Cost

A detailed opinion of probable cost (OPC) for the proposed improvements can be found in **Appendix B** of this report. The OPC incorporates estimated 2024 construction costs and includes a 5 percent construction contingency. Indirect costs are estimated at 20 percent of the construction cost and include legal, engineering, administrative, and financing costs. **Table 2 and Table 3** below provide a summary of the OPC for the 2024 Street & Utility Improvement Project.

Table 2 – Project Cost Summary – Project Area 1 (Brentwood)	
Proposed Improvements	Estimated Cost
Schedule A. Surface Improvements	\$ 1,305,366
Schedule B. Storm Sewer Improvements	\$ 270,717
Schedule C. Sanitary Sewer Improvements	\$ 855,282
Schedule D. Watermain Improvements	\$ 838,181
<b>Opinion of Probable Cost</b>	<b>\$ 3,269,546</b>

Table 3 – Project Cost Summary – Project Area 2 (Pleasant and Birch Bluff)	
Proposed Improvements	Estimated Cost
Schedule A. Surface Improvements	\$ 1,986,487
Schedule B. Storm Sewer Improvements	\$ 173,936
Schedule C. Sanitary Sewer Improvements	\$ 795,200
Schedule D. Watermain Improvements	\$ 1,231,474
<b>Opinion of Probable Cost</b>	<b>\$ 4,187,097</b>

## Funding

The improvements are proposed to be funded through a combination of City funds and General Obligation bonds. The City Council has decided not to partially fund the project through the use of special assessments to benefiting properties as governed by Minnesota Statute Chapter 429. Thus, no special assessments are proposed on benefiting properties.



**Table 4** below provides a funding summary for the 2024 Street & Utility Improvement Project.

<b>Table 4 – Project Funding Summary</b>	
<b>Funding Source</b>	<b>Amount</b>
General Obligation Bonds	\$ 3,291,853
City Storm Sewer Fund	\$ 444,653
City Water Fund	\$ 1,650,482
City Sanitary Sewer Fund	\$ 2,069,655
<b>Total</b>	<b>\$ 7,456,643</b>





## Project Schedule

The proposed original schedule for Project Area 1 is presented below:

Subsurface Investigation, Survey, Geotech .....	September – October 2022
Preliminary Design .....	September – November 2022
Neighborhood Meeting .....	October 19, 2022
Present Engineering Report to City Council .....	November 15, 2022
Finalize Plans and Specifications.....	November – January 2022
City Council Approves Plans and Specifications .....	January 10, 2023
Bid Opening.....	February 8, 2023
Award Construction Contract, Award PSA for Construction Services .....	February 28, 2023
Begin Construction .....	May – June 2023
Substantial Completion .....	October 2023
Final Completion (Final Lift of Pavement) .....	June 2024

The proposed new schedule for the 2024 Street & Utility Improvement Project in Project Area 1 and Project Area 2 is presented below:

Subsurface Investigation, Survey, Geotech .....	September 2023 – February 2024
Preliminary Design .....	September 2023 – December 2023
Neighborhood Meeting .....	February 22, 2024
Present Engineering Report to City Council .....	February 27, 2024
Finalize Plans and Specifications.....	February – March 2024
City Council Approves Plans and Specifications .....	March 12, 2024
Bid Opening.....	April 3, 2024
Award Construction Contract, Award PSA for Construction Services.....	April 9, 2024
Begin Construction .....	May 2024
Substantial Completion .....	November 2024
Final Completion (Final Lift of Pavement) .....	June 2025

*Schedule is weather dependent and assumes any necessary private utility work is completed prior to start of construction.*



## Feasibility and Recommendation

The 2024 Street & Utility Improvement Project proposed herein is recommended for construction in 2024. The proposed improvements include full street reconstruction with the addition of concrete curb and gutter on select streets; construction of a storm sewer system; sanitary sewer and service replacement and rehabilitation through trenchless technologies such as CIPP lining and use of a polyurea liner within structures; full watermain and water service replacement through open cut and trenchless technologies; and boulevard restoration. The total estimated cost for the base improvements proposed for the project is **\$7,456,643**. Proposed funding for the project is provided through a combination of City General Levy funds, General Obligation bonds, City Sanitary Sewer funds, and City Water funds.

Based on the information contained in this report, it is the recommendation of WSB to proceed with all proposed improvements identified for the 2024 Street & Utility Improvement Project consisting of work within Project Area 1 (Brentwood Area) and Project Area 2 (Birch Bluff Road and Pleasant Avenue). This project is feasible, necessary, and cost-effective from an engineering standpoint. The project feasibility is subject to financial review by the City of Tonka Bay.

**CITY OF TONKA BAY**

**RESOLUTION 24-07**

**A RESOLUTION ACCEPTNG THE FEASIBILITY REPORT FOR THE PROPOSED 2024 STREET AND UTILITY IMPROVEMENT PROJECT**

**WHEREAS,** the City Council authorized preparation of a Feasibility Report for the 2024 Street and Utility Improvement Project; and

**WHEREAS,** the engineering firm of WSB & Associates, Inc. has prepared the Feasibility Report which was received by the City Council on February 27, 2024; and

**WHEREAS,** the Feasibility Report provides information regarding whether the proposed project is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; and the estimated cost of the improvement as recommended.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Tonka Bay accepts the Feasibility Report for the 2023 Street and Utility Improvement Project.

**PASSED AT A REGULAR MEETING** of the Tonka Bay City Council this 27<sup>th</sup> day of February, 2024.

Motion introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Roll call vote:

Councilmember Wischmeier \_\_\_\_\_  
Councilmember Connelly \_\_\_\_\_  
Councilmember Eckland \_\_\_\_\_  
Councilmember Viger \_\_\_\_\_  
Mayor Jennings \_\_\_\_\_

\_\_\_\_\_  
Adam Jennings, Mayor

ATTEST: \_\_\_\_\_  
Janelle Gildemeister, Clerk



February 22, 2024

Mr. Dan Tolsma  
City of Tonka Bay  
Via Email

Re: Birch Bluff Road Lift Station Rehabilitation  
Design, Bidding, and Construction Services Proposal

Dear Dan,

Thank you for this opportunity to present our proposal to the City of Tonka Bay to provide design, bidding, and construction services for the Birch Bluff Road Lift Station Rehabilitation. The useful life of the major components in the wet well has been exceeded and the lift station needs to be rehabilitated.

The existing lift station is a submersible type with a precast wet well structure and two submersible pumps. The existing pumps are undersized resulting in occasional backups. The wet well is too small for wastewater storage volume and needs to be replaced. The pump rails and other equipment are original to the lift station and will be replaced with the wet well. The control panel is in fair condition and will continue to provide service for many years to come.

The new wet well, pumps, and equipment installation will require temporary bypass pumping during construction. This will need to be coordinated with the 2024 Street and Utility Improvements Project.

Proposed improvements to the lift station include the following:

- Replace submersible pumps.
- Replace wet well with precast manhole.
- Replace all wet well equipment, piping, fittings, and valves.
- Restore underground electrical cables between the control panel and the pumps located inside the wet well.

#### **SCOPE OF WORK**

The following scope of work will be provided for design and obtaining bids. Survey and construction phases of the project will be covered with the 2024 Street and Utility Improvements Project. Preliminary discussions with City Staff and the current pump supplier indicate that the existing controls have adequate electrical capacity to rehabilitate the lift station. The use of an electrical engineer, if it becomes necessary, are not included in the scope of this proposal.

#### **Task 1: Design and Bidding Phase Services**

- A. Preliminary Design  
Using the City's Land Use Plan and GIS data for the lift station service area, as well as existing pump run time data, determine the new pump design flow. Based on the design flow, determine the new wet well structure diameter and review the sizing of the existing forcemain and electrical equipment.
- B. Plans  
Using topographic and survey information, prepare base plans showing:
  - Locations and elevations of all physical features.
  - Existing right of way/easements and property lines.
  - Prepare preliminary and final design plans including the following:
    - 1.1 · Removal plan.
    - 1.2 · Existing utilities (electric, gas, telephone, cable TV).
    - 1.3 · Existing City systems (forcemain, sanitary sewer, water main, storm sewer).
    - 1.4 · Civil engineering plan.
    - 1.5 · Process plan.

C. Specifications and Contract Documents

- Prepare Specifications and Contract Documents.
- Prepare final construction cost estimate.
- Obtain bids through an informal quotation process.
- Provide a recommendation to the City regarding award of the construction contract.

**PROJECT SCHEDULE AND ESTIMATED FEES**

We will bill for these services for the following estimated fees:

<b>WSB Staff</b>	<b>Estimated Fees</b>
Preliminary Design	\$4,740
Design and Bidding Phase Services	\$18,350
<b>WSB Fees</b>	<b>\$23,090</b>
<b>Total Not-to-Exceed Fee</b>	<b>\$23,090</b>

We will invoice the City monthly based on the actual hours worked for personnel assigned to the project plus reimbursable expenses up to the maximum not-to-exceed limit. Any additional services requested by the City will be billed separately based on the actual hours worked for personnel plus reimbursable expenses.

The proposed fee is based on the project schedule included and will not be exceeded without prior authorization from the City. We estimate that the design work will be completed by the end of April 2024, and the project will be bid in April/May 2024. If awarded, the construction work will be completed with the 2024 Street and Utility Improvements Project.

Thank you for considering WSB. We look forward to your favorable review and working with the City of Tonka Bay on this project. If you have any questions or concerns please contact me at 651-286-8466.

Sincerely,

**WSB**

  
John R Bradford, PE  
City Engineer

  
Morgan Dawley, PE  
Sr. Director, Municipal

CITY OF TONKA BAY  
HENNEPIN COUNTY, MINNESOTA

ORDINANCE NO. 24-02

AN ORDINANCE AMENDING CHAPTER II THE CITY CODE BY ADDING  
SECTION 290 REGARDING REASONABLE ACCOMMODATIONS

THE CITY COUNCIL OF THE CITY OF TONKA BAY HEREBY ORDAINS AS  
FOLLOWS:

**Section 1. Reasonable Accommodations.** The City Council hereby amends the City Code by adding the following language as Chapter II, Section 290 with regard to reasonable accommodations:

**SECTION 290. REASONABLE ACCOMMODATION**

**290.01**        **PURPOSE AND INTENT.** The purpose of this section is to establish a process for making and acting upon requests for reasonable accommodation. The City has a legitimate interest in imposing regulations to protect public health, safety and general welfare. However, these regulations may not be applied in a manner that denies reasonable accommodation as required by the federal Fair Housing Act of 1968/Fair Housing Amendments Act of 1988 or the Americans with Disabilities Act of 1990 (collectively the “Acts”). It is the policy of the City, pursuant to the Acts, to provide reasonable accommodation in the application of its regulations for persons with a disability seeking fair and equal access to the City’s services, programs, activities, or housing. Reasonable accommodation means providing persons with a disability flexibility in the application of the City’s regulations or policies, including modification or waiver of certain requirements, when necessary to eliminate barriers to the City’s services, programs, activities, or housing opportunities.

**290.02**        **INITIATION OF REASONABLE ACCOMMODATION REQUEST.**

Subd. 1. Request. A person may request the modification or waiver of City regulations or policies by submitting a request in writing to the City Administrator. For the purposes of this section, “person” includes an individual with a disability, his or her representative, or, with respect to housing, a developer or provider of housing for an individual with a disability.

Subd. 2. Application. The application must include the following:

- a. A detailed explanation of why the modification or waiver is reasonably necessary to make the specific request available to the person;
- b. Information establishing that the existing or proposed person(s) are disabled under applicable laws; and
- c. Other information reasonably required by the City to evaluate the request.

Subd. 3. If the request relates to a matter requiring specific review or approval by the City, then the applicant must file the request for reasonable accommodation concurrently with the application seeking the review or approval. When the data requested by the application seeking review or approval qualifies as protected data under state or federal data laws, the City Administrator may waive the concurrent filing of the otherwise required application.

**290.03            PROCESSING OF REASONABLE ACCOMMODATION REQUEST.**

Subd. 1. Authority. The City Administrator, in consultation with the City Attorney, has the authority to consider and act on requests for reasonable accommodation, except that requests associated with another City review or approval will be considered and decided concurrently with that application. A decision must be in writing and may include the imposition of reasonable conditions. In making a decision, the following factors must be considered:

- a.        Whether there is a qualifying disability;
- b.        Whether the requested accommodation is needed to allow a disabled person equal opportunity to use and enjoy public services, programs or activities or equal opportunity to use and enjoy a dwelling or live in a particular neighborhood in the same manner as a person without disabilities;
- c.        Whether the request is reasonable, considering such things as undue financial impact or unreasonable administrative burden on City resources, the potential impact on surrounding uses, the extent to which the accommodation meets the stated need, and other alternatives that may meet that need;
- d.        If the requested accommodation relates to zoning or rental provisions of the City Code, the physical limitations of the building and site;
- e.        Whether the request would constitute a fundamental alteration of the City's regulations, policies, or procedures; and
- f.        Any other factor that may have a bearing on the request.

Subd. 2. Decision. The City Administrator's written decision, including notice of the right to appeal, must be mailed to the applicant and, if it impacts land use or zoning, to the owners of all properties that are immediately adjacent to the property that is the subject of the request. An aggrieved party may appeal the City Administrator's decision to the City Council by submitting a written request to the City Clerk within ten days after the decision was mailed to that party. The City Administrator's decision is the final decision of the City, unless properly appealed. If appealed, the decision of the City Council shall be final. The City Council shall make a written record of their findings for approval or denial via a resolution. Only the aggrieved applicant and immediately adjacent property owners who received notice of the written determination have a right to appeal.

**290.04            APPLICABILITY.**

Subd. 1. An approved request is granted only to an individual and, if related to land use, zoning, or real property, does not run with the land. If the request relates to land use, zoning or use of real property, the City Administrator has the discretion to determine the accommodation runs with the land when:

- a.        The accommodation is physically integrated into the residential structure and cannot easily be removed or altered; or
- b.        The accommodation is to be used by another individual with a disability.

Subd. 2. In these instances, the City Administrator may require that the applicant record a covenant agreeing to comply with conditions established in the determination before the issuance of any permits related to an approved reasonable accommodation.

**290.05            CONTINUED COMPLIANCE.** Following City approval of an accommodation, the City may review the matter on its own initiative or upon receipt of credible complaints regarding misuse of the accommodation. The accommodation may be modified or revoked if the City determines that the conditions of approval have been materially violated or the accommodation is no longer reasonable or no longer needed to prevent barriers to persons with disabilities. Reviews under this subsection shall be conducted by the City staff and, if a modification or revocation is recommended, considered by the City Council following the hearing procedure in Section 290.03, Subd. 2 above.

**290.06            FEES.** There shall be no fee imposed in connection with a request for reasonable accommodation made pursuant to the provisions of this section.

**Section 2. Severability.** Should any section or part of this ordinance be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the ordinance as a whole or any part other than the part declared invalid.

**Section 3. Effective Date.** This ordinance shall become effective immediately following adoption and publication as required by law.

Passed by the City Council of the City of Tonka Bay this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Adam Jennings, Mayor

ATTEST:

\_\_\_\_\_  
Janelle Gildemeister, Clerk