

Item 7b.**Sunfish Lake Engineer's Report for December 4, 2018**

By: Jeff Sandberg, PE
City Engineer

Date: November 28, 2018

1. Engineering Activities Undertaken in the Month of November.

The following Engineer's Report reflects the activities undertaken this past month.

- A. **Approve Comprehensive Stormwater Management Plan** – WSB has completed the update to the Sunfish Lake Comprehensive Stormwater Management Plan (CSWMP), to be included in the update to the City's overall Comprehensive Plan. Staff will request that the City Council adopt the CSWMP at the meeting (See Attachment).
- B. **Map Preparation/Update for Welcome Committee** – Staff provided updated maps to the Welcome Committee for their use.
- C. **Ordinance Revisions for MS4 Compliance** – Staff reviewed the final draft of the ordinance update to meet the City's MS4 requirements. The final draft will be forwarded to the City Council for review and approval at a future meeting.
- D. **Charlton Road Improvement Project Schedule Update** – Staff will provide an updated project schedule to the City Council for activities to take place in the coming months to meet the goal of a construction start in the Spring of 2019 (See Attachment).

2. Building and Site Reviews in the Month of November.

- A. Staff met with the architect and city planner to review a building proposal for 369 Salem Church Road. It is anticipated that the plan will be in front of the Planning Commission and City Council at a future meeting.

3. Engineering/Public Works Activities Undertaken in the Month of November.

- A. Staff performed site inspections for signs that are in need of repair in the city. Staff will work with a contractor to repair/replace all signs in one work order.
- B. Staff met with the vendor who is replacing the Fire Marker signage. That work should be complete this month.
- C. Staff has worked with the snowplowing contractor to salt, sand and clear roads as has been deemed necessary.

No other Engineering/Public Works activities were undertaken in the month of November.

4. Anticipated Engineering/Public Works Activities for the Month of December.

Staff will evaluate roadways for condition and need of salting and sanding throughout the month, especially after precipitation and/or cold weather, and order maintenance as required.

No other Engineering/Public Works activities are anticipated for December.

The above constitutes the Engineering Report for the City of Sunfish Lake for December 4, 2018.

Respectfully submitted,

WSB & Associates, Inc.

A handwritten signature in black ink, appearing to read "Jeffrey S. Sandberg". The signature is fluid and cursive, with the first name "Jeffrey" being more prominent.

Jeffrey S. Sandberg, PE
City Engineer



November 28, 2018

Honorable Mayor and City Council
City of Sunfish Lake
Via Email

**Re: Update to City's Comprehensive Stormwater Management Plan
WSB Project No. 011531**

Honorable Mayor and Members of the City Council:

At the February City Council meeting, WSB was authorized to prepare an update to the City's Comprehensive Stormwater Management Plan (CSWMP), which is part of the requirement for updating the City's Comprehensive Plan. As a part of the plan preparation process, review and approval by the Lower Mississippi River Watershed Management Organization and the Met Council has been completed.

The CSWMP plan is complete and staff requests that the City Council adopt a resolution accepting the plan. You can access the plan [here](#), or you can access the plan using the following hyperlink: <https://wsbeng.sharefile.com/d-s3a335e299ed4e5a8>.

If you have any questions or require additional information, please contact me at 651-286-8474.

Sincerely,

WSB

A handwritten signature in black ink that reads "Jeffry S. Sandberg". The signature is written in a cursive, flowing style.

Jeffry S. Sandberg, PE
City Engineer

jss



November 28, 2018

Honorable Mayor and City Council
City of Sunfish Lake
Via Email

**Re: Update on the Anticipated Schedule for the Charlton Road Project
WSB Project No. 01629-74**

Honorable Mayor and Members of the City Council:

Now that all easements required to be able to construct the road improvements have been obtained, staff has prepared the following schedule for facilitating a Spring 2019 construction start:

Approve Plans and Specifications and Authorize Ad for Bids.....	January 8 CC meeting
Open House.....	January 15, 2019
Receive Bids.....	February 14, 2019
Award Contract	March 5, 2019
Begin Construction	June 2019
Complete Construction	August 2019
Assessment Hearing	September 2019

No action is required at this time, this schedule has been prepared for your information and discussion, if necessary. If you have any questions or require additional information, please contact me at 651-286-8474.

Sincerely,

WSB

Jeffry S. Sandberg, PE
City Engineer

jss

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