

Mayor

Bob Fletcher

Council Members

Terry Nyblom
Craig Johnson
Heidi Gunderson
Greg Urban

City Administrator

Kevin Watson



The City of Vadnais Heights

800 East County Road E
Vadnais Heights, MN 55127

Phone: 651-204-6000

Fax: 651-204-6100

**Regular Workshop Meeting of the
Vadnais Heights City Council**

Tuesday, October , 2018 - 6:00 pm

Lakes Conference Room at City Hall

AGENDA

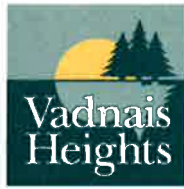
1. Open Meeting - (6:00 p.m.)
2. Other Staff Items
 - A. S.E.H. Update on Buerkle Road Drainage

Documents:
[2.PDF](#)
 - B. AFSA's Planned Expansion and Issuance of Bonds

Documents:
[3.PDF](#)
3. Future City Council Requests
4. Adjourn

Kevin Watson
City Administrator

651.204.6010 Phone
651.204.6110 Fax
Kevin.watson@cityvadnaisheights.com



The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Fletcher and City Council Members

FROM: Kevin Watson, City Administrator *KW*

DATE: October 16, 2018

SUBJECT: Buerkle Road Storm Water Improvements

Background

In summer 2018, City Council directed the City and SEH to identify a short-term fix to address the condition of Buerkle Road, particularly where the water settles near the railroad tracks. Since that time, the City and SEH have met with properties owners and the railroad on a few occasions. The major conclusion from those meetings was the drainage needs to be fixed before repairing any asphalt.

Through several versions of a drainage solution, SEH was able to identify a solution after learning there was a Ramsey/Washington Watershed storm water structure just under 800 ft. to the north. See the attached map. This appears to be the best fix and affords us the ability to avoid the railroad right-of-way and significant grading changes.

The solution requires some extra analysis since it's a part of the watershed's system per their requirements, but the solution is likely less costly than installing our own system. Attached is some additional analysis by Scott Haupt, SEH. Mr. Haupt will be available to present the concept at the Workshop. We will also have to work closely with Buerkle Honda to complete this project.

A handwritten signature in black ink, appearing to be a stylized 'J' or similar character, located in the bottom right corner of the page.

Hi Kevin,

As I mentioned to you last week, after some additional field investigation, we think we may have a more favorable permanent drainage solution for the area west of the RR track along Buerkle Road. The attached exhibit shows the potential routing, which would install 2 new catch basins at the low point of Buerkle Road, then route via storm sewer pipe to the north (within the grass area between the Buerkle Hyundai/Honda curb and fence), and connect into an existing manhole owned by Ramsey-Washington Metro Watershed District (RWMWD).

Emily contacted RWMWD with the attached sketch and a description of the desired improvements and they indicated that "connecting to the system may be feasible if we can demonstrate no adverse impacts to the District system or downstream flood levels". In order to do so, Emily would need to update the RWMWD hydraulic model with existing and proposed storm sewer elevations, drainage areas, etc. to determine whether routing of this additional water would create any adverse impacts. A small amount of field work and record plan gathering would be required to obtain actual elevations of in place facilities, which would be needed to update the hydraulic model.

Discussions with Buerkle ownership would also be required to ensure they are agreeable to the proposed improvements. Per our discussion earlier this morning, I have emailed the sketch to Mary Buerkle and invited her to attend the Council workshop for further discussion.

If modeling results are favorable and show no adverse downstream impacts, Emily would send a summary Memo to RWMWD requesting their "informal" concurrence with the desired drainage improvements as part of the Feasibility Study preparation. Formal approval from RWMWD couldn't happen until final plans are prepared and submitted with the permit application for their staff review and Board of Managers approval (which wouldn't occur until this winter/spring). But the informal approval would give us the confidence to deem these improvements feasible for the sake of estimating costs for the Feasibility Report.

If the improvements are feasible, it's likely that an increase in the existing 10' Drainage & Utility (D&U) Easement along the east side of the Buerkle parcels would be needed to avoid future impacts to the BNSF R/W. If pursued, easement documents would potentially need to be prepared and negotiations with the property owner would need to occur.

The following is a breakout of the additional tasks and estimated fees for the City's review/consideration that would be needed for preparation of the Feasibility Report:

NO.	TASK	HOURS			
		PROJECT MANAGER	WATER RESOURCES ENGINEER	SENIOR TECH	SURVEY CREW CHIEF
1	Perform topographic survey of potential drainage route (eastern portion of Buerkle parcels)			1	4
2	Perform additional structure surveys & take site photos			2	
3	Gather/review record drawings from MnDOT/Auto Dealerships			2	
4	Model/evaluate potential drainage re-routing in NW quadrant & preliminary coordination with Ramsey-Washington Metro Watershed District to determine feasibility	2	20	2	
5	Coordination with affected property owners (1 field visit assumed)	3		2	
TOTAL HOURS		5	20	9	4

Total Labor Fee = \$4,400

Total Estimated Reimbursable Expenses = \$200 (Survey equipment)

Total Additional Fee Requested = \$4,600

I will plan to attend the Council Workshop on 10/16 to answer any questions, but let me know if you have any questions prior to the meeting. If this proposal for additional services is acceptable to the City, please provide your approval via email response so we may proceed with the work.

Thanks,
Scott

July 26, 2018

RE: City of Vadnais Heights
Potential Buerkle Road Improvements

Business Owner Name
Address
Vadnais Heights, MN 55110

Dear Business Owner:

This letter is to notify affected property owners that the City of Vadnais Heights is considering pavement and minor utility improvements on Buerkle Road between Trunk Highway (TH) 61 and the Minnesota Commercial Railway track in 2019 (see attached Location Map). The City has retained their consultant engineer, Short Elliott Hendrickson, Inc. (SEH), to perform a feasibility study for the proposed improvements.

Proposed improvements include removal and replacement of the existing blacktop pavement, isolated curb and gutter repair, minor sewer and water repair work and potentially minor drainage improvements to a portion of Buerkle Road. No changes are proposed to the width of the street or lane configurations, nor will new storm sewer facilities be installed throughout the entire project corridor.

In an effort to engage property owners in the field, staff plans to be on site (at the intersection of Buerkle Road/Fanum Road) during the afternoon of Wednesday, August 8th between 3:00 p.m. – 3:30 p.m. to give property owners an opportunity to point out drainage concerns, curb settlements, chronic pothole locations, etc. or to ask questions about the project.

The feasibility study will determine the necessity and cost effectiveness of the proposed improvements as well as estimated project costs. City staff will also need to review and compare the estimated project cost to the City's budget for its share of the improvements. Abutting property owners will be notified following the preparation of this document and will be invited to an informational meeting to discuss the findings. We anticipate that meeting will occur in fall 2018, so please watch for further project mailings from the City.

As per City policy, 50% of the estimated project cost will be assessed to the abutting property owners, and the remainder paid by the City. Proposed assessments will be calculated based on each commercial parcel's front footage along this portion of Buerkle Road. Estimated preliminary assessment amounts will not be known until project costs have been estimated at the completion of the feasibility study.

Payment options are provided by City policy, including paying within 30 days of the assessment hearing without interest or over time at an interest rate and period established by the City Council. The details of the payment schedule are also established by the City Council each year. In 2017, the payment over time option was assessed over an eight (8) year period at an interest rate of six (6) percent.

Potential Buerkle Road Improvements

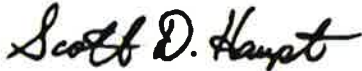
July 26, 2018

Page 2

The feasibility study was authorized by the City Council at its June 19, 2018 meeting, but no decision to proceed with the proposed improvements will occur until early 2019. We recognize that not all property owners may be able to meet in the field at the date/time listed above, but know that this is merely the first of several opportunities to discuss the potential project.

Please contact Scott Haupt (SEH Project Manager) at 651.490.2055 or via email at shaupt@sehinc.com, or Kevin Watson (City Administrator) at 651.204.6010 or via email at kevin.watson@cityvadnaisheights.com if you have any questions or comments. Thank you for your attention to this potential project and we look forward to working with you.

Sincerely,



Scott Haupt, P.E.
SEH Project Manager

Kevin Watson
City Administrator

Enclosure – Location Map
c: Mayor and City Council




Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Legend

- Project Limits
- Parcels
- Municipal Boundary

0 100 200 Feet



Project Number: Vadna 147066
 Print Date: 7/23/2018



BUERKLE ROAD IMPROVEMENTS VADNA HEIGHTS, MN



FIGURE 1
 Location Map

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.



1858
RAMSEY COUNTY
MINNESOTA

Board of Supervisors
ROBERT J. KERMES, *Chair*
ED M. PRUDHON
STEVEN A. RUZEK

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

October 12, 2018

Kevin Watson, City Administrator
City of Vadnais Heights
800 East County Road E
Vadnais Heights, Minnesota 55127

Re: Buerkle Road

Dear Kevin:

Thank you for informing the Township of the City's plans to improve Buerkle Road including the portion of rail right-of-way that lies within the Township. The Township has approved agreements for similar projects with other cities where a small portion of a road within the Township is improved to benefit the property owners in a neighboring city. Attached is a Joint Powers Agreement format that we have used in the past.

Regarding the improvements to Buerkle Road constructed by the City of White Bear Lake a few years ago, the Town was unaware of the project until long after it was completed. No Joint powers Agreement was involved.

Please let me know how you'd like to proceed.

We look forward to working with you.

Sincerely,

William F. Short
Clerk-Treasurer

WFS/psw
cc:admin/add.file.
b:buerkle



**JOINT POWERS AGREEMENT
BETWEEN THE TOWN OF WHITE BEAR
AND
CITY OF VADNAIS HEIGHTS**

THIS AGREEMENT, made and entered into on the day and year hereinafter set forth by and between the TOWN OF WHITE BEAR (the TOWN) and the CITY OF VADNAIS HEIGHTS (the CITY).

RECITALS:

- A. The CITY recognizes the need for street improvements to a portion of a TOWN street described as follows:

(Description)

- B. The CITY has informed the TOWN that it desires to construct said street improvement (the PROJECT) at this site as it is utilized by CITY property owners on a daily basis.
- C. The CITY and the TOWN acknowledge that no TOWN property owners utilize the street for access to their property on a regular basis or for any other regular purpose.
- D. Subject to the terms hereof, the CITY is assuming full responsibility for the design, review, coordination, construction and cost of the PROJECT to be built within the TOWN.
- E. It is feasible for the CITY to complete the PROJECT and the TOWN and the CITY recognize and acknowledge that the PROJECT benefits property within the CITY.

PURPOSE:

- A. Minnesota Statutes, Section 471.59, provides that two or more governmental units, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they are exercised.

AGREEMENT:

Now, therefore, in consideration of the mutual undertakings herein expressed, the Town of White Bear and the City of Vadnais Heights agree as follows:

1. The CITY will proceed to contract for completion of the PROJECT.
2. The CITY shall contract with a competent contractor and shall verify payment.
3. For the purposes of performing its obligations under this Agreement, the TOWN hereby grants to the CITY permission to use the streets and public ways of the TOWN for purposes of constructing the PROJECT.
4. The CITY shall hold harmless and indemnify the TOWN for all costs, liability and claims relating to construction of the PROJECT by the CITY, its contractors and agents.
5. The total cost of the PROJECT shall be borne by the CITY.
6. This Agreement shall remain in full force and effect until after the PROJECT is completed.

IN WITNESS WHEREOF, the Town of White Bear and the City of Vadnais Heights have caused this Agreement to be executed on their behalf by their proper officers, Council and Board.

TOWN OF WHITE BEAR

By: _____
ROBERT J. KERMES, Chair

Dated: _____, 2018.

ATTEST:

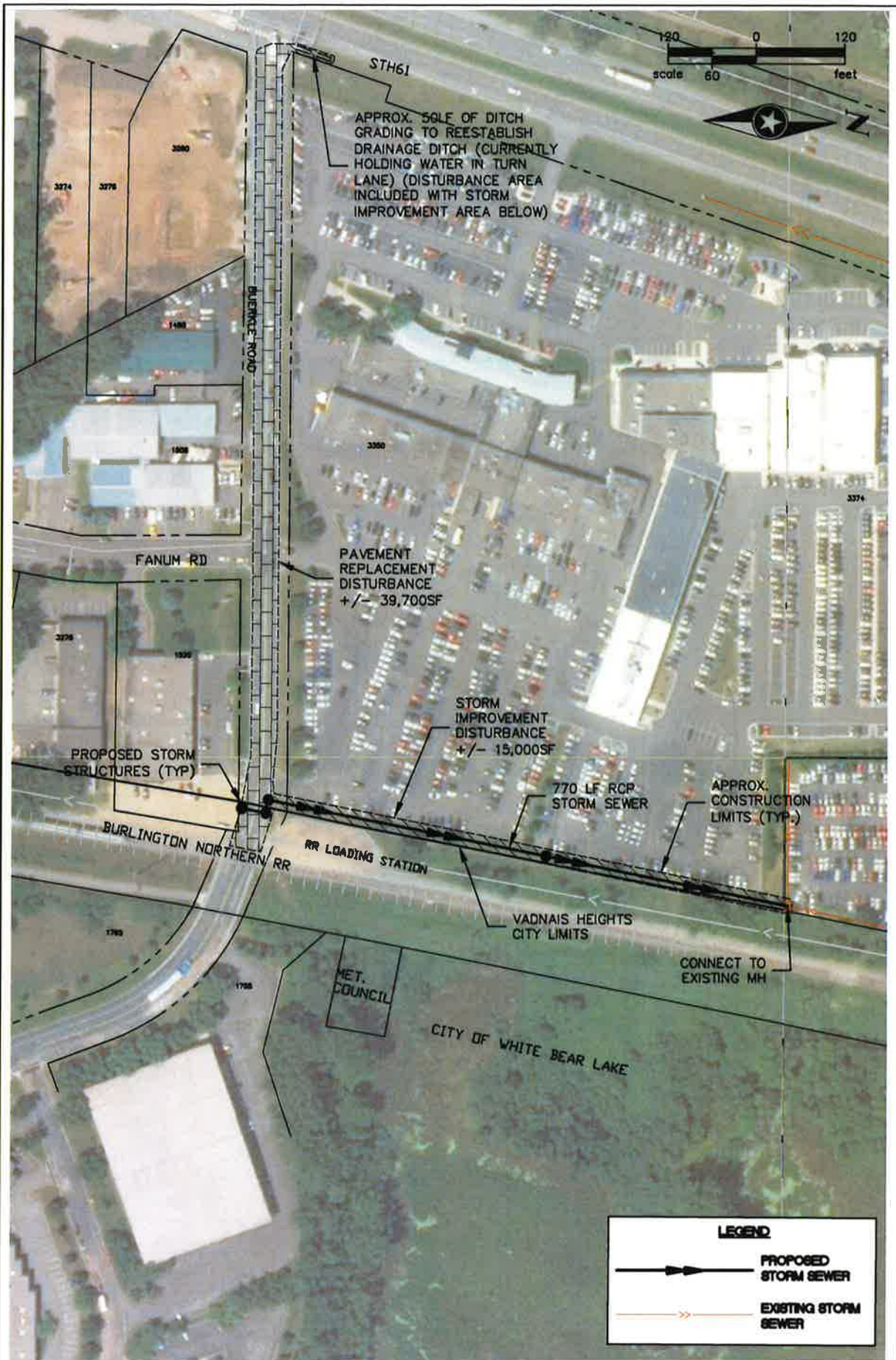
By: _____
WILLIAM F. SHORT, Clerk-Treasurer

CITY OF VADNAIS HEIGHTS

By: _____
MAYOR

Dated: _____, 2018.

By: _____
CLERK



S:\UZ\Y\vadna\147065\5 - final-sign\33 - sign-into\Exhibits\Project - over-view3.dwg 9/27/2018 10:59 AM drc:cc:slly

Kevin Watson
City Administrator

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Kevin.watson@cityvadnaisheights.com



The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Fletcher and City Council Members

FROM: Kevin Watson, City Administrator *KW*

DATE: October 16, 2018

SUBJECT: AFSA Refinance and Expansion Project

Background

AFSA School is looking to refinance their current building, as well as expand their operation to a new location in Little Canada. Below is a quick paragraph highlighting the project:

Here is a quick summary of the proposed financing. A portion of the proceeds of the bonds proposed to be issued by City (the "Series 2018 Bonds") will refinance the outstanding bonds issued by the City in 2004 to finance the AFSA High School. The AFSA High School is a 45,000 square foot building located at 100 Vadnais Blvd, Vadnais Heights, MN. No changes or additions to the AFSA High School are contemplated. Another portion of the Series 2018 Bonds will finance the acquisition and renovation of a building in the City of Little Canada to serve as a new elementary school for AFSA (the "AFSA Elementary School"). The AFSA Elementary School will be housed in a building located at 2925 Country Drive, Little Canada, MN and will be the site of the Pre-K-8 program. AFSA was recently approved by the Minnesota Department of Education to add grades Pre-K-4. The building is currently set up as an office building. The 30,000 square foot building has a great deal of open space, with some rooms and offices around the perimeter. A portion of the proceeds of the Series 2018 Bonds will be applied to purchase this building, remove some existing walls, and add in classroom walls and dividers. The building cost is \$2,200,000, the renovation budget is \$600,000. The City of Little Canada is requiring some fencing around the property. The fencing will be paid by proceeds of the Series 2018 Bonds as well. The building will house approximately 312 students and 45 staff members when at full capacity. AFSA plans to open the new school building for the school year beginning in the Fall of 2019.

Becky Meyer, Principal with AFSA, and John Utley with Kennedy & Graven, will be available to discuss the project and financing. They're also looking to have a public hearing on November 7 to receive your preliminary approval of the bond issuance.

B