

**Meeting #5 Minutes**

Project: Sanitary Sewer and Watermain to serve Lenwood Heights &amp; Brook Lane SW

Meeting Date: Tuesday, October 11, 2011

Meeting Time: 6:00 PM

Meeting Location: City of Rochester Public Works Department, City Government Center

<b><u>Follow-up action</u></b>	<b><u>Who</u></b>	<b><u>Date Assigned</u></b>	<b><u>Date Completed</u></b>
Identify concerns & issues	Committee members	8/2/11	8/23/11
Determine ownership of triangle piece of land at Lenwood Dr & Book Lane intersection	Jim Loehr	8/2/11	8/23/11
Prepare timeline to construction	Jim Loehr	8/2/11	8/23/11
Meet with Pat Cawley and Jerry Lobland	Jim Loehr	8/2/11	8/23/11
Meet with Carol Karnes' & residents of her area	Jim Loehr & WHKS	8/23/11	8/30/11
Meet with Bob Tremain on site	Jim Loehr & WHKS	8/23/11	8/26/11
Meet with residents of Bob Tremain's area with local contractor	Jim Loehr & WHKS	8/23/11	8/29/11
Examine Costs of Alternate sanitary sewer routes	WHKS	8/23/11	Cancelled
Update names on individual property sanitary service maps & distribute to committee members for delivery	WHKS	8/23/11	9/13/11
Invite Jacob Ryg & Doug Rovang to next meeting	Jim Loehr	8/23/11	9/13/11
Discuss abstract question with RPU	Jim Loehr	8/23/11	9/13/11
Post meeting 1 & 2 minutes to website	Jim Loehr	8/23/11	9/1/11
Send agreements to Water Board Attorney John Arnold	RPU	9/13/11	Completed
Schedule meeting with Water Board, John Arnold, Jim Loehr and Doug Rovang the week of Sept. 19	Jim Loehr	9/13/11	Postponed
Verify staked manhole locations in the field at Goodrich property	WHKS & Jim Loehr	9/13/11	9/16/11
Meet with Carol's Karnes group on Sept. 20 @ 6 p.m.	Jim Loehr & WHKS	9/13/11	9/20/11
Invite Jacob Ryg to next meeting	Jim Loehr	9/13/11	9/16/11
Review project with Jacob Ryg	Jim Loehr	9/13/11	9/16/11
Bring list of residents with special needs to next meeting	Committee members	9/13/11	9/27/11

Jacob Ryg, Jim Loehr and Daren Sikkink to meet on site with Jay Hansen, Herman Bleimeyer and Jerry Goodrich regarding trees	Jim Loehr Jacob Ryg Daren Sikkink	9/27/11	Met @ Jay Hansen's 10/4/11
Pat Cawley and Jim Loehr will schedule a meeting with the Lenwood Water Board	Jim Loehr Pat Cawley	9/27/11	Postponed
Jim Loehr to update preliminary timeline	Jim Loehr	9/27/11	10/11/11
Jim Loehr to check into a reduced interest rate	Jim Loehr	9/27/11	10/11/11
Committee members should discuss issues and the water agreement with members of their group	Committee members	9/27/11	10/11/11
Distribute water agreements to all residents	Pat Cawley	9/27/11	Mailed by City 10/10/11
Jacob Ryg, and Jim Loehr to meet on site with Herman Bleimeyer, Jerry Goodrich, Judy Pucci, Elaine Bromelkamp, and James Tilbury regarding trees	Jacob Ryg Jim Loehr	10/11/11	
Reschedule meeting with Water Board (if necessary)	Jim Loehr	10/11/11	
What happens if someone does not sign the termination agreement?	Water Board Attorney –John Arnold	10/11/11	N.A.
Jim Loehr to contact RPU to find out how water charges will be applied before water meters are installed	Jim Loehr	10/11/11	
Jim Loehr and Jerry Goodrich to meet and view Riverview Heights project	Jim Loehr	10/11/11	

1. Discussion of Trees by Jay Hansen's Property

- Jacob Ryg, Jim Loehr and Daren Sikkink met with Jay and Nicole Hansen regarding the trees in the right-of-way along their property. The Hansen's are agreeable with removing most of the trees in the right-of-way, if the City replaced them once the project was finished. The City will incorporate into the final design. However, a standard boulevard tree would be planted and not a spruce. The Hansen's would be allowed to select from a list of trees.
- It was noted that Jacob Ryg and Jim Loehr were going to meet with additional residents about their trees.

2. Discussion regarding Water Service Agreements

- Jim Loehr handed out and discussed an example letter that was sent to residents regarding the water termination and agreement for Municipal Water Service. See attached.
- Pat Cawley asked what the charges will be from the City before water meters are installed. Jim will ask RPU to determine the rate.

3. Discussion of Concerns

- Carol Karnes asked about access during construction to Mary Halverson's property at the end of Lenwood Ct SW. The access to the cul-de-sac would be similar to the other properties

within Lenwood, a temporary road would allow residents to their property, unless utilities were being placed in front the property.

- Carol Karnes asked about the erosion/drainage behind Mary Halverson's property. Any erosion that is occurring on private property will not be addressed as part of this project.
- Jim handed out and discussed the revised project timeline. See attached.
- Jim discussed lowering the interest rate for the project. The current rate for an assessment project within the City is 5.75%, however residents are required to start paying on the next years taxes. Under the Water Quality Protection Program the interest rate is 7.5%, however there is no interest or payments for those that hook up for the first 3 years. The City deduced that payment plans were very similar, and the interest rate would not be modified for this project.
- Committee members stated some driveways are built beyond City standards. Driveways will be avoided if possible. Driveways that are removed will be replaced per the City's standard detail.
- Bill Angerman handed out and discussed the Design Consensus Issues. After some discussion and revisions to the statement, the committee agreed to the Design Consensus Issues. See attached.
- Pat Cawley asked if the empty lots owned by Trachsel's would receive sanitary and water services. Jim stated the all the empty lots along Brook Lane would receive services.
- Jim Loehr discussed that the items below will be discussed at the neighborhood meeting and addressed in the special provisions of the specifications.
  - Mailboxes
  - School Bus
  - Access management plan
  - Special Needs (map)

4. Next Meeting

- Tuesday, December 13, 2011, 6 pm.
- Discuss: Neighborhood meeting and water agreements.

Contact Daren Sikkink (WHKS & Co., 507-288-3923, [dsikkink@whks.com](mailto:dsikkink@whks.com)) with additions or corrections to these minutes.

Design Issues  
Lenwood Heights & Brook Ln SW Advisory Committee  
10/11/11

The following items have been discussed by the Advisory Committee and are recommended to be incorporated in the final design.

1. Goodrich Sanitary Sewer

- Route the sanitary sewer through the Goodrich property to avoid hill and access issues on Lenwood Dr. Sanitary sewer and water main to be installed in a proposed 30 foot permanent plus 10 foot temporary easement (total 40 foot).

2. Lenwood Drive in front of Sikkink Property

- Maintain a driving lane of approximately 15 feet during construction near the Sikkink property.

3. Raise Sewer Elevation in Group # 4 Area

- Meetings with residents of group #4 were held on August 30 and September 20 to discuss sanitary sewer service elevations, rock excavation, and subsequent impacts to services.
- It was the consensus of the group #4 property owners to serve the houses at the existing sanitary sewer elevation where it leaves the house, except George Young. The City of Rochester will pay to retrofit the internal plumbing of George Young's house to pump the basement waste to a higher elevation.

4. Sewer in street ROW, no back yard alignments

- A meeting with Bob Tremain was held on September 26 to discuss back yard alignments of sanitary sewer.
- It was the consensus of the committee that rear yard sewer main alignments would not be cost effective and are detrimental due to the impact of clear cutting of the easement area. The requirement of a permanent access easement is also problematic. The committee's recommendation is to not pursue this alternate.

5. Tree disruption

- Jacob Ryg, City Forester, attended the September 27 meeting.
- Sanitary sewer and water main are proposed to be located within the street ROW and will generally not require tree removal. Some trees will be removed at the request of property owners. Jacob Ryg commented that some trees will require pruning, except for the Goodrich property and trees in right-of-way at the well house.

6. Timeline

- See the attached revised proposed timeline.

7. Access issues

- Special needs residents were identified by the committee.
- An Access Management Plan will be developed during final design. Property access will be limited during sanitary sewer and water main installation with each installation most likely occurring at different times.
- Contractor and City's project representative will provide a schedule to minimize access issues to properties.

October 10, 2011

Ryan J. Lambeau and Kellen V. Lambeau  
1908 Mayowood Rd SW  
Rochester, MN 55902

Dear Ryan J. Lambeau and Kellen V. Lambeau,

The Lenwood Heights private water system owners are considering the termination of the private water system agreement and the transfer of the private water system to Rochester Public Utilities (RPU). The process to transfer the private water system to RPU includes two steps.

**Step One**

The first step is for each of the private water system owners to sign a "Transfer of Well and Termination of Well Agreement". This is a private Agreement between the water system owners. The Agreement was prepared by the private Water Board attorney. The Water Board has sent you information regarding the availability of the private Agreement for your signature.

The Water Board has indicated to you that 100% of the Lenwood Heights property owners must agree to the transfer and termination of the private water system by signing the private "Transfer of Well and Termination of Well Agreement" prior to the transfer the private water system to RPU.

**Step Two**

The second step is that each owner of property currently receiving water service from the private water system must enter into an Agreement for Municipal Water Service prior to the City assuming ownership of the private water system. The requirement to enter into this Agreement is included in the project J7777 Feasibility Report that was adopted by the City Council on June 20, 2011.

The City of Rochester has prepared an Agreement for Municipal Water Service to serve your property. Enclosed are two (2) copies of the Agreement. Please sign both copies of the Agreement, have a notary witness your signature(s) and notarize both copies of the Agreement. Please return both originals of the signed and notarized Agreement to me prior to 5:00 PM, Thursday, October 20, 2011.

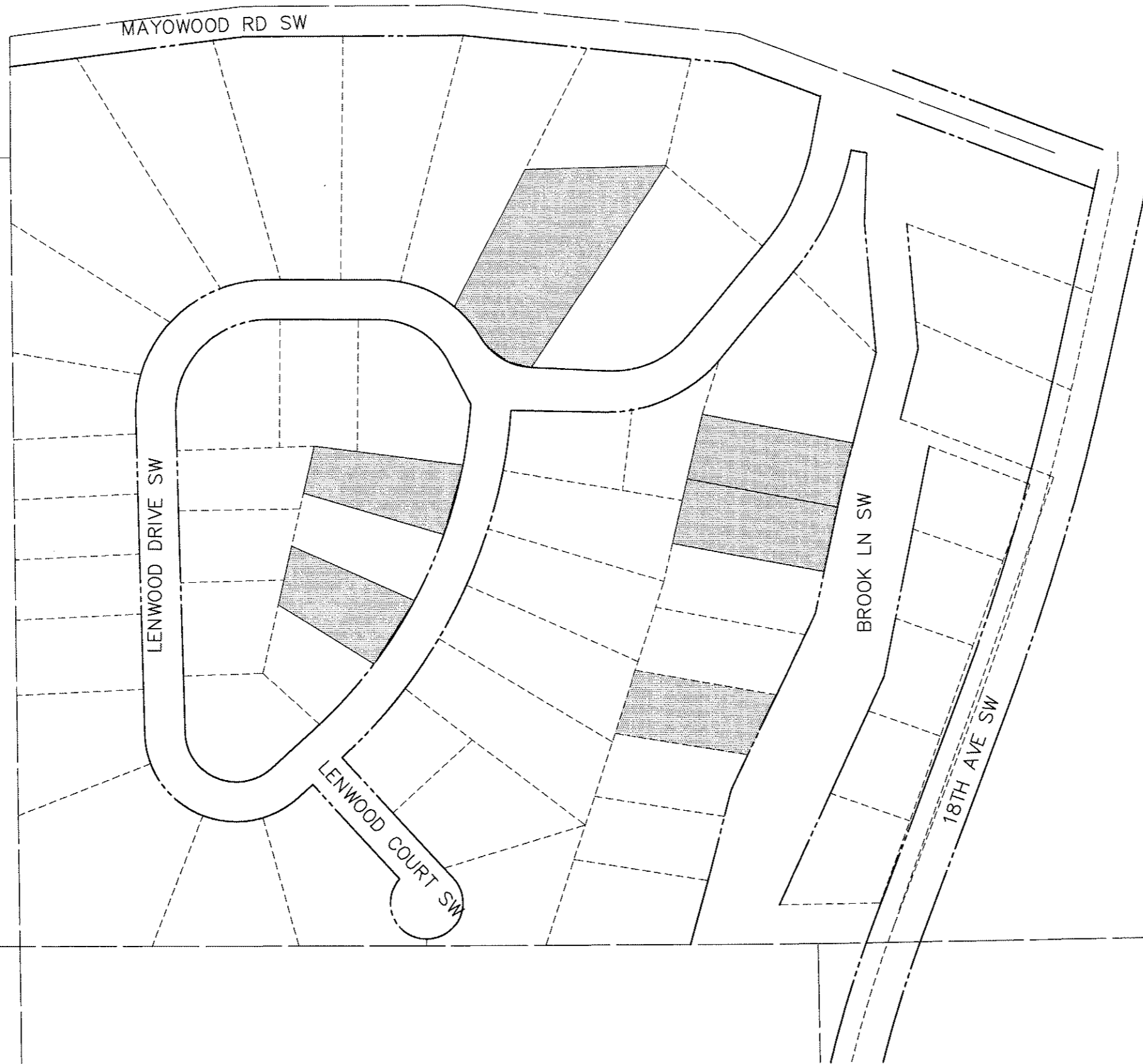
If you have any questions regarding the Agreement for Municipal Water Service, please contact me at 328-2419 or e-mail me at [jloehr@rochestermn.gov](mailto:jloehr@rochestermn.gov).

Sincerely,

James M. Loehr, Project Manager  
City of Rochester, Department of Public Works  
201-4<sup>th</sup> Street SE, Room 108  
Rochester, MN 55904-3740

**Lenwood Sanitary Sewer and Watermain Project**  
**Tentative Schedule**

Design Advisory Committee Meeting	August 2, 2011
Design Advisory Committee Meeting	August 23, 2011
Design Advisory Committee Meeting	September 13, 2011
Design Advisory Committee Meeting	September 27, 2011
Design Advisory Committee Meeting	October 11, 2011
Water System Owners Termination Agreement	October 14, 2011
Transfer of Private Water System to City	October 20, 2011
Agreements for Municipal Water Service	October 20, 2011
Design Advisory Committee Meeting	October 25, 2011
Neighborhood Design Meeting	November, 2011
Design Advisory Committee Meeting	December 2011
Design Advisory Committee Meeting	January 2012
Final Design Completed	January 2012
Advertise for Bids	February 2012
Award of Contract	March 2012
Commence Construction	May 2012
Weekly Construction Meetings	May - October 2012
Complete Construction	October 2012



NO.	DATE	REVISIONS	DESCRIPTION

**SPECIAL NEEDS EXHIBIT**  
**LENWOOD HEIGHTS**  
**ROCHESTER, MN**  
**7133**

SCALE:	AS SHOWN
PROJECT NO.	7133
DRAWN BY:	DDS
CHECKED BY:	WKA
SHEET	1 OF 1