



---

RE: ENGINEERS REPORT - MAY 2023

Mayor Mclsaac/Council,

The following is a status report of current projects and other general engineering projects that ISG has been working on over the past month.

### **Water Main Looping Project**

- Design is in final internal review. A plan set has been provided to Ryan for review and comment prior to submitting the plans to DANR for review. DANR has been tracking a 30-day review period. Once plans and specifications have been approved, the project will be put out to bid. I have begun conversations with contractors to gauge availability. There is contractor availability to complete the project by the winter of 2023 but will structure the contract to have a completion date of spring of 2024.
- This project is funded through SRF loan and ARPA grant. The funding timelines are as follows:
  - Submit complete plans and specifications for the Project on or before March 2024
  - Execute construction contracts before December 31, 2024
  - Disbursements of 50 percent or more of the grant funds on or before June 1, 2026
  - Disbursements of 90 percent or more of the grant funds on or before October 1, 2026
  - Final reimbursement submitted to State on or before December 1, 2026

### **Oak & Ash Improvements**

- Design has started on the project and is progressing. The following is the tentative project schedule:
  - 4/21/2023 Survey Complete
  - 5/12/2023 30% plans
    - 30% plans are currently under internal review.
  - 6/9/2023 60% plans
  - 7/7/2023 90% plans
  - End of July/Early August bid project. Date to be determined.
- It is anticipated that the project will be bid late this summer/fall and allow a construction timeline of summer 2023 – summer 2024.

### **Main Lift Station Improvements**

- Preliminary design has begun. Design is expected to be completed this summer with a late summer/spring bid. This project will be the first step on the wastewater system improvements.

### **Parks master plan (Baltic Heights)**

- Design concepts have been provided to council for input. Concepts include a splash pad, basketball court/pickleball court, ice rink, community garden, and revised disk golf course. The design team is working on a strategy to try to implement as many of they items as possible this year. Feedback on concepts will begin to drive the design process.

### **Sidewalk Master Plan**

- We have begun to look at the City as a whole and identify critical locations where sidewalk is needed – existing studies have been a basis of this. Cost estimates are being worked up to develop and attainable goal for sidewalk installation in the next couple years. The goal of this exercise is to link all community nodes/hubs to each other – example: neighborhoods to school. In addition, ISG will review all applicable grant opportunities and assist in apply for said grants. This sidewalk master plan will be integrated in the Capital Improvement Planning exercise.

### Capital Improvement Planning

- ISG asks that a CIP committee be put together. ISG will work with this committee throughout the planning process to ensure all items identified correlate with the City's goals. Once a committee is selected, a kickoff meeting will be held to go over the process and highlight key milestones. The following is a tentative schedule for the capital improvement planning process:
  - Kickoff Meeting (tbd)
  - Site Visits/Data collection – **(6 weeks)**
  - Develop CIP project priority list (PPL) – **(2 weeks)**
    - Meeting with project team to review PPL
  - Review financial information and incorporate into the plan (concurrently with steps 2 & 3)
  - Present List of recommended projects for council input and priority ranking **(2 weeks)**
  - Prioritize and program improvements in the CIP based on council ranking **(3 weeks)**
    - Develop financing recommendations
  - Present preliminary CIP report to City Council **(1 week)**
  - Incorporate comments and finalize report **(2 - 4 weeks)**
  - Present final CIP to City Council for adoption and implementation
  
- The complete process is anticipated to take 4 to 6 months to complete.

Sincerely,



Justin Heim, PE  
Civil Engineer

[Justin.Heim@ISGInc.com](mailto:Justin.Heim@ISGInc.com)