

Memorandum

TO: City Council
FROM: Tom Wesolowski , Public Works Director
DATE: May 4, 2026
SUBJECT: Authorize execution of a professional services agreement for the Community Center Lift Station, city project 26-12.
ITEM NUMBER: 8.g
SECTION: CONSENT AGENDA

REQUESTED MOTION

To authorize execution of a professional services agreement with WSB for engineering services related to the Community Center Lift Station, city project 26-12.

INTRODUCTION

Staff is recommending the replacement of the existing community center lift station and professional engineering services are required for the design. Staff has identified the necessary services and recommends the city council authorize approval of a professional services agreement with WSB.

DISCUSSION

As part of the community center expansion completed in 2018, a prefabricated lift station was installed to pump wastewater from the addition to sanitary sewer piping located in the lower level community center parking lot. A site map showing the location of the existing lift station is attached at the end of this report.

The area where the lift station is located is used for many events including weddings and the summer concert series. Since the installation, staff have received periodic complaints about smells and concerns that the cover is a tripping hazard. Based on an inspection of the lift station completed this fall, it was determined the control panel and pumps are in need of replacement.

Based on the need to replace the control panel and pumps and the complaints the city has received about the periodic smell, it was determined that constructing a new lift station in a different location was the best solution to address all the issues. The existing lift station is also the only prefabricated lift station in the city and uses a different control panel and pumps than the other lift stations in the city. The new lift station would be constructed to the same standard as all the other lift stations in the city which would be easier for city staff to maintain and operate. The new lift station would be located near the southeast corner of the lower level community center as shown on the attached site map.

As part of the community center lower level parking lot pavement rehabilitation that will be completed this summer, underground improvements including the piping from the existing lift

station to the new lift station location and conduit for electrical power will be installed.

Lift station design requires expertise beyond what cities like Shoreview typically have on staff. Accordingly, staff has negotiated an agreement for professional engineering services with WSB. A copy of the agreement is attached for reference. The scope of services includes the preparation of plans and specifications, bidding and contract administration and construction administration and inspection for an hourly not to exceed fee of \$74,640. WSB has provided engineering services for previous lift station projects and is familiar with the city's standard design. The engineering fees would be funded from the sanitary sewer fund. Design would be completed by late summer with construction expected to start in the fall.

RECOMMENDATION

It is recommended the city council authorize execution of professional services with WSB for engineering services related to the Community Center Lift Station, city project 26-12.

ATTACHMENTS

[Lift Station site map](#)
[WSB Proposal](#)