



AGENDA

Baxter City Council Work Session June 20, 2017 6:00 p.m.

1. 2017 Excelsior Road/Edgewood Drive Improvements Project Memo (WSB Consulting/Project Engineer Chuck Rickart and WSN Consulting/Project Engineer Aric Welch)
 - A. Full Depth Reclamation of Residential Area
 - B. Roundabout Options
2. 2018 Cypress Drive Improvements Project – Discuss and present all four Feasibility Reports (SEH Consulting/Project Engineer Scott Hedlund)
3. 2016 Mill and Overlay Full Depth Reclamation Improvements Project – Reseeding Issue and how to financially fund (WSN Consulting/Project Engineer Aric Welch)



Memorandum

To: *Honorable Mayor and City Council;
Trevor Walter, PE, Public Works Director / City Engineer;
City of Baxter, Minnesota*

From: *Chuck Rickart, PE, PTOE, Project Manager
WSB & Associates, Inc.*

Copy To: *Brad Chapulis, City Administrator
Aric Welch, PE, Project Manager, Widseth Smith Nolting*

Date: *June 14, 2017*

Re: *Excelsior Road Area Improvements – CP 4123 / CP 4120
City Council Update
City of Baxter
WSB Project No. 2037-17 / 2037-18*

The City of Baxter is proceeding with the design and construction of Excelsior Road Area Improvements including:

- Excelsior Road between Inglewood Drive and Forest Drive (residential area) – Full depth reclamation; driveway reconstruction; storm sewer and ditch improvements; street lighting, and; right turn removal and bituminous trail on west side of Grand Oaks Drive. – CP 4120
- Excelsior Road between TH 371 and Forest Drive (commercial area) - A roundabout at the new realigned intersection of Excelsior Road and Edgewood Drive; the extension of Edgewood Drive south to the existing Fairview Road through the Froth property; street and utility construction; new street lighting; new pedestrian facilities, and; adjacent site improvements. – CP 4123

Over the past several months Staff together with the WSB/WSN team has been working with the impacted property owners in preparing the plans for the project. Several unknowns are continuing to impact the schedule and scope of the project, specifically the development of the Fruth property. Most recently the developer that had been working on the Fruth site decided not to continue with their plans.

Because of the unknowns and in order to provide flexibility and to maintain the schedule, four (4) separate plans have been prepared for the project and reviewed by the Utilities Commission at their June 7th meeting. These plans include:

- A. Full depth reclamation (FDR) on Excelsior Road from Inglewood Drive to Forest Drive.

- B. Excelsior Road reconstruction east of Forest Drive to TH 371, Edgewood Drive realignment and the full roundabout (four leg roundabout).
- C. Excelsior Road reconstruction east of Forest Drive to TH 371, Edgewood Drive north leg, partial roundabout and temporary connection to Franzen Bank (three leg roundabout).
- D. Edgewood Drive alignment with connection to Fairview Road & south leg of the roundabout.

Although the Utility Commission approved all the plans, it was their consensus that the City should move forward with the Full Depth Reclamation (option A) and the Full Four Leg Roundabout (option B)

Following the Utility Commission meeting staff, WSB and WSN again met with Fruth property representatives to discuss their plans and options. It was stressed to them that it would be financially advantageous to work with the City to complete the construction of the south leg of the roundabout including the extension of Edgewood Drive to Fairview Road. Based on this meeting and review by City staff the following plan for the Excelsior Road improvements is recommended:

1. Complete the Full Depth Reclamation (Residential Area) project from Forest Drive to Englewood Drive with the City's 2017 Mill and overlay project. – By bidding and constructing the FDR project with the 2017 Mill and Overlay project it would insure that the pavement on this section of Excelsior Drive would be replaced this year.
2. Delay the review and approval of the Excelsior Road Roundabout (Commercial Area) project to the City Councils July 18th, 2017 meeting – As a result of moving the FDR we have opportunity to delay the decision on the project by one month to help insure that all unknowns are addressed. In addition, it will provide the Fruth property representatives time to plan and determine their best option for their property.

The storm sewer system is also being modified. We are proposing a storm sewer lift station to accommodate the drainage to the area on Excelsior Road west of Forest Drive be constructed as part of the roundabout project. Since there is no dewatering as part of the FDR project and additional property acquisition will be needed, this work will be done in 2018. This way, dewatering will not have to be added for the FDR project and the additional property can be acquired prior to the start of construction of the lift station in the spring of 2018.

The new storm sewer lift station will be located at the intersection of Forest Drive and Excelsior Road on the west side of Forest Drive. Gravity storm sewer will be installed as part of the FDR project west of Forest Drive and will be routed to the intersection of Forest Drive and Excelsior Road. This storm sewer will be connected to the new lift station installed in 2018. In addition to the gravity storm sewer being installed with the FDR project, the forcemain will be installed from the location of the proposed lift station to the end of the FDR project for connection in 2018.

Based on the revised schedule the roundabout project (Excelsior Road improvements east of Forest Drive and the Edgewood Drive realignment) could begin late fall 2017 but would be limited to portions of the project that would not impact traffic on Excelsior Drive (i.e. wetland fill, new Edgewood Drive alignment, clearing & grubbing, etc.).

The construction of Excelsior Road including the roundabout would begin in the spring of 2018 with an anticipated substantial construction completion before the 4th of July. The attached revised schedule is attached for your information.

If you have any questions please feel free to contact Chuck Rickart by email crickart@wsbeng.com or phone (612)360-1283.

PROJECT SCHEDULE
EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL AREA IMPROVEMENTS - CP 4123
and
EXCELSIOR ROAD RESIDENTIAL FDR IMPROVEMENTS - CP 4120
BAXTER, MN
6/12/2017

DESIGN TASKS	RIGHT-OF-WAY TASKS	TIF TASKS	DATES	NOTES	STATUS
Approve Revised Traffic Study			Tuesday, December 15, 2015	City Council Meeting	Completed
ICE and Intersection Type Approval					
Approve Engineering Design Contract			Tuesday, December 06, 2016	City Council Meeting	Completed
Public Information Meeting			Thursday, December 8, 2016	Excelsior Road Residential FDR Project Area	Completed
ICE and Intersection Type Review and Approval			December 2016 - February 2017	MnDOT	Completed
Private Site Improvement Property Owner Meetings			December 2016 - February 2017		In Progress
Final Design			December 2016 - April 2017		In Progress
Resolution Accepting Updated Feasibility Report and Ordering Improvement Hearing - Residential Area			Tuesday, January 17, 2017	City Council Meeting	Completed
Mailed Notice for Improvement Hearing			Thursday, January 19, 2017	One notice at least 10 days prior to hearing	Completed
Published Notice for Improvement Hearing			Friday, January 20, 2017 Friday, January 27, 2017	Twice in local newspaper, one week apart, last notice must be at least three days prior to hearing.	Completed
Improvement Hearing - Residential Area			Thursday, February 02, 2017	Special City Council Meeting	Completed
Mailed Notice for Improvement Hearing			Thursday, February 23, 2017	One notice at least 10 days prior to hearing	Completed
Published Notice for Improvement Hearing			Friday, February 24, 2017 Friday, March 3, 2017	Twice in local newspaper, one week apart, last notice must be at least three days prior to hearing.	Completed
Review Feasibility Report			Wednesday, March 08, 2017	Utilities Commission Meeting	Completed
Improvement Hearing - Commercial Area			Thursday, March 09, 2017	Special City Council Meeting	Completed
Resolution Ordering Project and Preparation of Final Plan and Specifications		TIF Plan Review	Tuesday, March 14, 2017	Planning & Zoning Meeting	Completed
		TIF Public Hearing and Approval	Tuesday, March 21, 2017	City Council Meeting	Completed
	Draft Preliminary Right-of-Way Plat		April 2017		Completed
Wetland Permit Applications	Appraisals		April 2017	Allow 90-days to Receive Permits	In Progress
			April / May 2017		In Progress
Project Update	Preliminary Discussion Right of Way Plat		Wednesday, April 05, 2017	Utilities Commission Meeting	Completed
	Early Notification Letters		Friday, April 28, 2017		Completed
Project Update	Review and Approve Right of Way Plat		Wednesday, May 03, 2017	Utilities Commission Meeting	Completed
	Stake Acquisition Areas		Week of May 15, 2017		Completed
Project Update	Review and Approve Right of Way Plat		Tuesday, May 16, 2017	City Council Meeting	Completed
	Record Right of Way Plat		Friday, May 19, 2017	Plat Should be recorded prior to Offer Letters	In Progress
Plans to City for Review			Friday, May 19, 2017		Completed
Review Plans and Specifications / Project Update			Wednesday, June 07, 2017	Utilities Commission Meeting	Completed
Project Update			Tuesday, June 20, 2017	City Council Work Session	
Project Update			Wednesday, July 05, 2017	Utilities Commission Meeting	
State Aid Review and Approval			July/Aug 2017		
Review Plans and Specifications and Authorizing Bidding	Authorize Offers and Condemnation		Tuesday, July 18, 2017	City Council Meeting	
	Notice of Hearing			City Council Meeting	
				City Council Meeting, Start of 90-day Quick Take	
Bidding Publication			Friday, July 21, 2017	Publication must be made at least three weeks before last day to submit bids, at least once in official newspaper and once in trade paper or First Class city newspaper.	
Published Notice for Assessment Hearing			Friday, July 21, 2017	Once in local newspaper at least two weeks prior to hearing.	
Project Update			Wednesday, August 02, 2017	Utilities Commission Meeting	
Bid Opening			Friday, August 11, 2017	By default bid remains subject to acceptance for 60 days after the Bid opening.	
Resolution Ordering Assessment Hearing	Hearing on Petition		Tuesday, August 15, 2017	City Council Meeting	
	Review Acquisition Offers			City Council Meeting Minimum 20 Days from Last Notice	
				City Council Closed Session	
Mailed Notice for Assessment Hearing			Thursday, August 17, 2017	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing			Friday, August 18, 2017	Once in local newspaper at least two weeks prior to hearing.	
	Approve Acquisition Offers		Tuesday, September 05, 2017	City Council Closed Session	
Project Update			Wednesday, September 06, 2017	Utilities Commission Meeting	
Assessment Hearing			Thursday, September 07, 2017	Special Council Meeting	
Resolution Adopting Assessment Rolls			Thursday, September 14, 2017	Special Council Meeting	
	Title and Possession		Monday, October 02, 2017	Minimum 90 Days from Notice	
End of Assessment Appeal Period			Tuesday, October 10, 2017	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Notice of Award			Tuesday, October 17, 2017	Contractor has 15 days to deliver signed agreement, bonds and insurance certificates.	
			Wednesday, October 18, 2017	Preconstruction Meeting	
Public Information Meeting			Thursday, October 19, 2017	Public Information meeting with Contractor and Residents	
Begin Construction			Monday, October 23, 2017		
Construction Complete			Summer 2018		

NOTES

City Council Meetings held on 1st and 3rd Tuesday @ 7:00 p.m.
Utilities Commission Meetings held on 1st Wednesday @ 5:30 p.m.
All dates are subject to change, this is a living document.

**PROJECT SCHEDULE
EXCELSIOR ROAD RESIDENTIAL ROADWAY IMPROVEMENTS
MUNICIPAL PROJECT NO. 4120
BAXTER, MN
6/15/2017**

DESIGN TASKS	RIGHT-OF-WAY TASKS	DATES	NOTES	STATUS
Approve Engineering Design Contract		Tuesday, December 06, 2016	City Council Meeting	Completed
Public Information Meeting		Thursday, December 8, 2016	Excelsior Road Residential FDR Project Area	Completed
Final Design		December 2016 - April 2017		In Progress
Review Feasibility Report		Wednesday, January 04, 2017	Utilities Commission Meeting	Completed
Resolution Accepting Updated Feasibility Report and Ordering Improvement Hearing		Tuesday, January 17, 2017	City Council Meeting	Completed
Mailed Notice for Improvement Hearing		Thursday, January 19, 2017	One notice at least 10 days prior to hearing	Completed
Published Notice for Improvement Hearing		Friday, January 20, 2017 Friday, January 27, 2017	Twice in local newspaper, one week apart, last notice must be at least three days prior to hearing.	Completed
Improvement Hearing		Thursday, February 02, 2017	Special City Council Meeting	Completed
Resolution Ordering Project and Preparation of Final Plan and Specifications		Tuesday, March 21, 2017	City Council Meeting	Completed
	Draft Preliminary Right-of-Way Plat	April 2017		Completed
	Appraisals	April / May 2017		In Progress
	Preliminary Discussion Right of Way Plat	Wednesday, April 05, 2017	Utilities Commission Meeting	Completed
	Early Notification Letters	Friday, April 28, 2017		Completed
Project Update	Review and Approve Right of Way Plat	Wednesday, May 03, 2017	Utilities Commission Meeting	Completed
	Stake Acquisition Areas	Week of May 15, 2017		Completed
Project Update	Review and Approve Right of Way Plat	Tuesday, May 16, 2017	City Council Meeting	Completed
	Record Right of Way Plat	Friday, May 19, 2017	Plat Should be recorded prior to Offer Letters	In Progress
Plans to City for Review		Friday, May 19, 2017		Completed
Review Plans and Specifications		Wednesday, June 07, 2017	Utilities Commission Meeting	Completed
Resolution Approving Plans and Authorizing Advertisement for Bid		Tuesday, June 20, 2017	City Council Meeting	
Bidding Publication		Wednesday, June 21, 2017	Publication must be made at least three weeks before last day to submit bids, at least once in official newspaper and once in trade paper or First Class city newspaper.	
Bid Opening		Wednesday, July 12, 2017	By default bid remains subject to acceptance for 60 days after the Bid opening.	
	Authorize Offers and Condemnation			
	Notice of Hearing	Tuesday, July 18, 2017	City Council Meeting, Start of 90-day Quick Take	
Resolution Ordering Assessment Hearing				
Mailed Notice for Assessment Hearing		Thursday, July 20, 2017	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing		Friday, July 21, 2017	Once in local newspaper at least two weeks prior to hearing.	
Bid review with Utilities Commission		Wednesday, August 02, 2017	Utilities Commission Meeting	
Assessment Hearing		Thursday, August 10, 2017	Special Council Meeting	
	Hearing on Petition		City Council Meeting Minimum 20 Days from Last Notice	
	Review Acquisition Offers		City Council Closed Session	
Resolution Adopting Assessment Rolls		Tuesday, August 15, 2017	City Council Meeting	
Notice of Award			City Council Meeting. Contractor has 15 days to deliver signed agreement, bonds and insurance certificates.	
	Approve Acquisition Offers	Tuesday, September 05, 2017	City Council Closed Session	
Public Information Meeting		Week of August 21st, 2017	Public Information meeting with Contractor and Residents	
Begin Construction		Monday, August 28, 2017		
End of Assessment Appeal Period		Saturday, September 09, 2017	Appeals to district court must be made within 30 days after adoption of the assessment roll.	
Construction Complete		Friday, September 22, 2017		
	Title and Possession	Monday, October 02, 2017	Minimum 90 Days from Notice	

NOTES

City Council Meetings held on 1st and 3rd Tuesday @ 7:00 p.m.
Utilities Commission Meetings held on 1st Wednesday @ 5:30 p.m.
All dates are subject to change, this is a living document.

MEMO

Date: May 31, 2017
To: **Baxter Utilities Commission**
From: Aric Welch
Cc: Trevor Walter
Project Name: 2016 Mill and Overlay, FDR and Turn Lane Improvements
Project No.: 0102B0379.000
Subject: **Turf Establishment**



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At Staff request, we have reviewed the turf establishment on last year's mill & overlay and FDR project. In the commercial project area, it appears approximately 75% of the turf is established behind the curbs and catch basin replacement areas. On the residential mill and overlay project there are areas of shouldering that have limited to no growth. The swale/ditched areas of the mill & overlay project appear to have acceptable turf establishment.

The problem areas appear to be limited to the shouldering areas directly adjacent to the roadway surface. It is our opinion lack of turf establishment in this area is due to 1. damage from the application of salt over the winter and 2. damage from snowplows and frost. All areas of the project, including the shoulders, were exhibiting excellent growth last fall allowing the project to be closed out.

It is unlikely the City can make a claim that the lack of turf establishment is a warranty issue for the reasons outlined above. Any repair of these areas would likely have to be completed by the City at additional cost. We estimate approximately 2,400 to 3,000 SY would need to be reseeded at the estimated cost of \$6,600 to \$8,250.

Unlike other projects within the City, the requirements of the NPDES Stormwater Permit for Construction Activity and possible enforcement action from the MPCA are not at issue with this project. Maintenance projects such as mill and overlay do not trigger permit coverage. This does not mean the City should not worry about erosion. Without proper turf establishment, the shouldering material will erode and expose the pavement edge. Without the structural support from the adjacent shouldering material, the bituminous edge may begin to crack and break away.

We recommend the City obtain quotes and reseed these areas as soon as possible. The sooner the reseeded is completed, the longer the turf will have to grow and get established which will give the turf a better chance of surviving through next winter.

A couple of options the City may want to consider on future projects include:

- Leave the contract open and require reseeded in the spring. The quantities could be added to the project ahead of time and the costs could be worked into the project. The down side is that the contract remains open and carries into the following year.
- Build contingencies into each project to cover reseeded in the spring. Close out the original contract if turf establishment is acceptable in the fall. If necessary, obtain quotes for reseeded in the spring on as many projects as necessary and pay for the seeding using the contingencies built into the projects.