

BAXTER CITY COUNCIL MINUTES
Work Session
January 20, 2015

Mayor Darrel Olson called the City Council Work Session to order at 6:00 p.m.

MEMBERS PRESENT: Mayor Darrel Olson and Council Members Quinn Nystrom, Steve Barrows, Todd Holman, and Mark Cross

MEMBERS ABSENT: None

STAFF PRESENT: City Administrator Gordon Heitke, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, Community Development Director Josh Doty, and Public Works Director/City Engineer Trevor Walter

Excelsior Road Plans and Specs

Scott Hedlund, SEH, Inc., explained he is seeking council approval of the Excelsior Road improvement project plans and specs. The Minneosta Department of Transportation recently approved the plans. The council will also be asked to consider a resolution indicating parking will not be allowed along Excelsior Road during construction; parking is normally prohibited along Excelsior Road. Mr. Hedlund explained highlights from each of the project plan sheets. The zebra stripes as indicated in the plans will be removed from the final set. Public Works Director/City Engineer Walter questioned if no parking signs were missing for the plans. Mr. Hedlund explained the state did not indicate any signs were missing in their review comments. Any signs that are missing can easily be added to the plans. Mr. Hedlund assured the council he is making progress on right-of-way land acquisition negotiations. Provided the council approval, Excelsior Road bids will be opened on February 17, 2015. The assessment hearing would be held in March and the project would be awarded in May.

Dellwood/Novotny Feasibility Report

Aric Welch, WSN, explained the feasibility study is relative to extending municipal sanitary sewer collection, municipal water distribution, roadway, and storm sewer improvements to Dellwood Drive and Novotny Road. The project area zoning is Regional Commercial (C2) and the draft Comprehensive Plan shows the land use remaining as C2.

Dellwood Drive is a 24' wide bituminous surfaced roadway constructed prior to 1978. The roadway is currently on the Municipal State Aid System. The Pavement Management Plan rates Dellwood Drive as a three, indicating the roadway is in poor condition. The recommended improvements indicate the roadway should be updated via full-depth reclamation.

Novotny Road is also a 24' wide bituminous surfaced roadway constructed prior to 1978. The roadway is currently on the Municipal State Aid System. The Pavement Management Plan rates the roadway as a three, meaning the roadway is in poor condition. The east half of Novotny Road has a rating of five, or is in fair condition. Recommended improvements indicate the west

half of the roadway should be updated via full-depth reclamation and the east half updated via a 2” mill and overlay. The roadway segment on the west end at the connection with TH 371 only requires a seal coat.

The Council discussed the process and the location of utilities that would have to be moved if the council moves forward with the project.

The total estimate project cost is \$1,158,880. Mr. Welch reviewed preliminary assessment calculations and explained the assessments were calculated by the per foot. The Council discussed the process to get a building permit without plating. The current parcels were annexed into the city under the county’s zoning standards. The City would complete the Dellwood Drive and Novotny Road project along with the Inglewood project to include in one bond issue. The project area is not associated with the county grant.

Mr. Welch explained the improvements as proposed are feasible and no major construction obstacles were noted. Conflicts with underground utilities in developed areas such as this can become a real problem. Mr. Welch recommends utility companies be informed of the project as soon as possible so any potential conflicts can be dealt with during the design phase and prior to construction. A preliminary project schedule was reviewed.

2015 Seal Coat Project and 2015 City Wide Striping

Public Works Director/City Engineer Walter explained since the council has reviewed the project, the Lynndale areas have been removed from the project scope and Cedar Scenic has been added. Each street proposed to be chip sealed was discussed. Some cities contract with a traffic engineer to review roadway striping as each street is planned for a mill and overlay rather than reviewing an entire city at one time. The Council discussed being consistent with striping. The League of Minnesota Cities recommends the city is consistent and follows the state manual. The striping of sidewalks is only required at uncontrolled intersections. City Administer Heitke explained few cities have a striping policy, but in the absence of a policy, the council has provided some direction to staff. Findings indicate that many cities do not stripe residential streets. If the City of Baxter decides to continue striping residential streets, criteria needs to be developed. The 2015 proposed striping budget is approximately \$29,000. Latex paint will last up to three years; epoxy paint will last much longer. The council discussed some streets have fog lines. From around 2002, the city striped centerlines on all residential streets.

MOTION by Council Member Cross, seconded by Council Member Barrows to adjourn at 6:49 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Todd Holman
Acting Mayor

Kelly Steele
Assistant City Administrator/Clerk