

BAXTER CITY COUNCIL MINUTES
Work Session
February 19, 2019

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

Council Members Present: Mayor Darrel Olson and Council Members Connie Lyscio and Zach Tabatt.

Council Members Absent: Council Members Todd Holman and Mark Cross were absent.

Staff Present: City Administrator Brad Chapulis, Community Development Director Josh Doty, Police Chief Jim Exsted, Public Works Director Trevor Walter, and Assistant City Administrator Kelly Steele

2019 Improvements Project to be Bid as One Contract:

2019 Memorywood Drive Improvements Project Plans and Specifications Review

Aric Welch, WSN, summarized the plan sheets for the 2019 Memorywood Drive Improvement Project. The project boundary is from T.H. 210 to Clearwater Road. All driveways will be paved back to the right-of-way line. Storm sewer improvements include a new storm water pond, on City owned property, at the intersection of Memorywood Drive and Oak Street. A storm water pipe will be extended to the north and an overflow provided to Baxter Lake on the City owned property. Trees will be planted around the storm water pond to provide a buffer. North of Travine Way, on a tax forfeited parcel, a storm water treatment unit will be installed and will be graded to provide some filtration before the water enters the lake. Winter access to the lake from this location will be difficult and the area may need to be signed no access. A storm water filtration system will also be installed at the Cedar Scenic Road intersection and a larger swale will be extended to Circle Pines Road to pick up some drainage. The storm water pipe will be extended at the public access parking lot. Memorywood Drive will be improved with two six-foot bike lanes and will be signed for no on street parking. Additional street lights along Memorywood Drive are not proposed, except some lights may be reconfigured for improved intersection lighting. All new LED heads will be installed. New street lights are proposed for the intersections of Memorywood Drive and T.H. 210 and Meredith Drive and T.H. 210.

The Council did not have any concerns or questions.

2019 Mill and Overlay and Full Depth Reclamation Improvements Project Plans and Specifications Review

Aric Welch, WSN, explained the project area is Fairview Road from Inglewood Drive to T.H. 371, Industrial Park Road from MnDOT to CSAH 48, Greenwood Road from the cul-de-sac west of Cypress Drive, Greenwood Road east of Cypress Drive to Birchwood Road, and Basswood Road.

Fairview Road, remaining a rural section, will be widened to add five-foot bike lanes on each side and grading will be completed within the ditch. All the driveways along Fairview Road will be paved back an even distance from the roadway. The contractor will be able to grade around the existing solar panels and the hotel without the need for a retaining wall. Industrial Park Road will be a full depth reclamation and constructed to a ten-ton design with new curb and gutter. The project does not include the end of the Fairview Road cul-de-sac due to the future extension of Edgewood Drive.

The council provided direction at the last council meeting to install the trail at the bottom of the ditch along T.H. 371 at Excelsior Road to the new pedestrian ramp located at T.H. 210 intersection. A new culvert will be constructed to provide for trail drainage.

WSN will coordinate with SEH on how Industrial Park Road will tie into the Cypress Drive project. The Industrial Park Road intersection at CSAH 48 will be widened to provide for an improved right turn lane onto CSAH 48.

Greenwood Road will be widened from 24' to the standard residential city roadway width of 26'. The Inglewood Drive and Fairview Road intersection will be graded for sight improvements. The stormwater along Greenwood Road will be improved.

2019 Chip Seal Repairs Improvement Project Plans and Specifications Review

Aric Welch, WSN, explained last year the city bid the chip seal project but bids were high, and the project was not completed. Bryan Drown, Bolton & Menk, explained the chip seal process and that striping is occurring where the pavement is painted or vehicles are make turning movements. The 2019 chip seal project will be combined with the other projects for bidding with the hope bids will not come in high. The chip seal will be bid as an alternate and can be pulled if the bid is high.

2018 Sanitary Sewer Smoke Study City Wide

Aric Welch, WSN, explained smoke testing was conducted on all municipal sanitary sewer collection piping in the fall of 2018. The city was divided into seven testing segments. The purpose of the study was to locate and identify problems with the sanitary sewer collection system related to loss connectivity, defects, storm sewer cross connections and sources of odor. Defects such as these, allow ground water to access the municipal collection system and increase treatment costs.

Nine locations were noted where future City attention was needed in the form of cleaning the manholes or replacing a manhole lid or rings that have cracked. The most common deficiency noted was missing or broken cleanout caps, allowing surface or ground water to enter the sanitary sewer system. These deficiencies are typically accidental and are easily and cost effectively corrected by replacement or repairs to the cleanouts.

The City performs smoking testing approximately every ten years.

WSN found minimal deficiencies considering the amount of sanitary sewer piping investigated and the City has done a great job in maintaining their sanitary sewer collection system.

Public Works Director Walter explained when the waste water treatment plant was constructed the MPCA required the cities of Baxter and Brainerd to test the systems and repair any issues.

Seasonal summer help will be able to repair the broken clean outs. Property owners will be notified before repairs are completed.

2019 Jasperwood Drive and Mapleton Road Area Improvements Project – ISD 181 New Elementary School

Public Works Director Walter explained the WSN contract is for the new elementary school. Staff has had conversations with ISD 181 and they would like the city to take over all of the public improvements, including all improvements to Jasperwood Drive, Mapleton Road, Knollwood, and water infrastructure around the school. ISD 181 would like the project to be a pay-as-you-go project. ISD 181 is turning over the WSN contract to the City.

Public Works Director Walter explained Council Member Holman was unable to attend tonight’s meeting, but he wanted his concerns raised regarding the City’s RFP process. ISD 181 has already bid the project and the city would be taking over the WSN contract from their work. Public Works Director Walter explained he doesn’t see any conflicts with WSN completing the work. City Administrator Chapulis explained there would be an economy of scale to bid and design the project as one large project. ISD 181 will escrow the value of the engineering contract. Different divisions of WSN would be completing the ISD 181 project and the City’s well head protection plan. The City’s RFP process requires engineering firms to disclose any other projects they are working on in Baxter.

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to adjourn the work session at 6:53p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator