

BAXTER CITY COUNCIL MINUTES
Work Session
March 3, 2016

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

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

COUNCIL MEMBERS ABSENT: None

STAFF PRESENT: City Administrator Gordon Heitke, Community Development Director Josh Doty, Assistant City Administrator Kelly Steele, and Public Works Director Trevor Walter.

2016 Golf Course Drive Improvement Project – Design Drive Storm Sewer Reroute

Mike Rardin, Bolton & Menk, explained based on direction from the February 5, 2016 council meeting, he has developed a supplemental preliminary cost estimate to extend storm sewer along Golf Course Drive from the existing outlet south to Excelsior Road and provided a cost to perform an analysis of the existing storm sewer network within the contributing watershed to verify if there is adequate capacity in the storm sewer flowing north under the Mills Fleet Farm building to handle planned improvements.

The commercial areas between Dellwood Drive and Golf Course Drive from Design Road north to the Body Work Collision Center property is served by a storm sewer network that outlets across Design Road approximately 300 feet west of Golf Course Drive and continues south onto Mills Properties Inc. property where it combines with storm sewer from Excelsior Road and is conveyed east through a 66" concrete pipe under the Mills Fleet Farm building that outlets under Golf Course Drive to the drainage ditch on Evangelical Lutheran Good Samaritan property.

Mr. Rardin explained the storm water pipe should be inspected to learn the condition and capacity. Easements and maintenance agreements need to be reviewed. The pipe can be televised by the end of March for \$4-5,000. If the pipe were found to be in good condition, it would only need to be inspected every ten years, more frequently if condition warrants. Mr. Rardin explained there is an additional six weeks built into the project schedule and waiting until the end of March for the televising will use up most of the time. Mr. Rardin explained the cost to analyze the capacity of the existing storm sewer that runs from Excelsior Road north under the Mills Fleet Farm building to be \$7,450. This will involve modeling the entire contributing watershed to see how the current storm sewer network responds to a 10-year rainfall event. The report will contain current inflow and recommended pipe sizes for a re-route if appropriate. The consensus of the council is to have Mr. Rardin move forward with completing the study.

Pavement Management Program

Mr. Rardin explained in 2013 engineering inspection and evaluation of each street, based on the PASER methodology, was completed. Based on the study, the Comprehensive Pavement Management System report was created to identify maintenance and rehabilitation strategy, with associated costs, for every city owned street. Street segments were prioritized based on their condition ratings providing the city with a guide for future street maintenance and rehabilitation needs and costs. City streets were divided into seven proposed management areas. Streets need to be inspected every three years to update their rating. Staff can be trained to complete the rating process. Mr. Rardin recommended new ratings be completed this year because the initial study is now three years old.

MnDOT has a policy to chip seal their roadways every two to four years after being constructed. Mr. Rardin recommended the city chip seal every three years.

In summary, Mr. Rardin explained the program is intended to establish a formal practice and funding to preserve and perpetuate existing city street pavements. Funding for new street projects and street projects required due to utility and development needs are not provided for in this program and those projects should be addressed separately outside this program. Mr. Rardin suggested the city street pavements be inspected and PASER rated in 2016 to monitor overall network condition and to allow for future programming of preventive maintenance and rehabilitation activities per the proposed street pavement management program. Mr. Rardin explained there are maps included in the materials that explain 2016 and 2017 streets identified for sealcoat projects.

Mayor Olson explained the council would consider taking action during the regular meeting.

WSN Agreement for Professional Engineering Services for the North Inglewood Drive Area Improvements Feasibility Report

Public Works Director Walter explained in 2015 the city annexed property along Inglewood Drive from Woida Road to Pine Beach Road. This section of Inglewood Drive as constructed with a ten-ton design, with no municipal water or sewer services.

The zoning ordinance requires the city to develop a long range plan and zoning for the annexed properties within one year of the annexation. Staff has been working through a public process with the Long Range Planning Commission to recommend a long range plan for the area. The city has a long standing practice that commercial properties must have municipal water and sewer services in order to develop. Owners of commercial property have inquired as to when services will be available. In order to determine the best means to extend services and the associated cost, a feasibility report needs to be completed. The feasibility report would study the construction of city water and sewer from the present ending point of Dellwood Drive and Pine Beach Road to serve the property to Peace Road.

The cost for WSN to prepare the feasibility report is \$5,000. The study will present costs for both the city and each landowner. The Comprehensive Plan process should be tabled until the cost of utilities is known.

The council consensus is to have WSN complete the feasibility report.

Adjournment

MOTION by Council Member Barrows, seconded by Council Member Cross to adjourn at 6:55 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk