

BAXTER CITY COUNCIL MINUTES

Work Session

March 20, 2018

Vice Mayor Todd Holman called the Work Session to order at 5:30 p.m.

Council Members Present: Vice Mayor Todd Holman and Council Members Quinn Nystrom and Mark Cross

Council Members Absent: Mayor Darrel Olson and Council Member Steve Barrows

Staff Present: City Administrator Bradley Chapulis, Public Works Director Trevor Walter, Community Development Director Josh Doty, Chief Jim Exsted, IT/GIS Director Todd DeBoer, Finance Director Jeremy Vacinek, and Assistant City Administrator Kelly Steele

1. 2018 Excelsior Road and Edgewood Improvements Project –Roundabout Landscaping

Chuck Rickert, consulting engineer with WSB, explained the construction of the new roundabout at the intersection of Excelsior Road and Edgewood Drive is planned for this summer. In order to provide an improved visual experience of the corridor the Council requested that a landscaping plan be considered for the center island. The current construction plans call for a grass berm center island, similar to the CSAH 48 and Isle Drive roundabout.

Mr. Rickert proposed a landscaping plan similar to the SEH design for the Cypress Drive roundabout. The proposed design is a pinwheel planting pattern with three ornamental trees in the center, an inner ring of ornamental grasses and an outside ring of flowering perennials. Natural field stone boulders are placed in groups to blend with the mass plantings. The estimated cost for the proposal is \$52,000. Mr. Rickert is looking for Council direction if the roundabout should be landscaped. If the direction is to provide landscaping, Mr. Rickert will work on acquiring a change order and quotes for the work.

Council Member Cross inquired if the ornamental trees could be replaced with coniferous trees in order to add green color in the winter.

Council Member Nystrom inquired if there would be signage to direct traffic through the roundabout and if it would be ADA compliant. Mr. Rickert explained the signage would be on the outside of the roundabout and the crossing would be compliant with ADA standards.

The Council was supportive of moving forward with seeking costs estimates, designs, and planting coniferous trees.

2. 2019 Memorywood Drive Improvements Project Feasibility Report

Aric Welch, consulting engineer with WSN, explained the project includes Memorywood Drive from TH 210 to Clearwater Road, on the west side of White Sand Lake. The existing conditions are low density residential and some public benefit property. The roadway was constructed in

1989, it is 34' wide with 11' thru lanes, 8' paved shoulder along the west side of the road, and a 4' wide paved shoulder on the east side of the roadway. The roadway received 2016 PASER rating of 6, with one section rated 5. The right-of-way over most of the corridor is 66' wide with the exception of being 73' wide between TH 210 and Oak Street. Some recently platted areas have an additional 7' of right-of-way.

The sanitary sewer was constructed in 1989, there are two lift stations, and 10" PVC sanitary sewer mains. There are no known issues.

The water distribution system was constructed in 1989 with 10" PVC water mains. There are no known issues.

Mr. Welch explained there are two construction options for the Council to consider.

Option A is a full depth reclamation of the roadway, as recommended in the 2016 Pavement Management Plan. Four inches of new bituminous would be paved on top of 7 1/2" of reclaimed base material. The proposed roadway would be 34' wide with two 11' thru lanes with signage and pavement markings for two 6' bike lanes. Existing driveways would be removed to the right-of-way line and then reconstructed. The roadway would be signed for no parking. Additional improvements would include repairing broken sanitary sewer and water services; reconstructing storm sewer manhole castings and rings and installing infiltration barrier; replacing and adjusting water valve boxes; replacing signage as necessary; and installing street lighting similar to the 2017 Excelsior Road improvement project. Some property acquisition would be required for site corners at Clearwater Road.

Option B is a reconstruction of the roadway. The roadway would be reconstructed to a 31' wide urban section with curb and gutter, two 11' thru lanes, 5' bike lanes, and 2' gutters. The pavement section includes 6" of aggregate base and 4" of bituminous. The roadway would be signed for no parking. A 10' separated bituminous trail would be constructed. The new roadway would be centered in the right-of-way. There would be minimal roadway profiles modifications necessary since the original roadway was designed for future curb and gutter. The construction of a stormwater lift station at the basin located 220' east of Cottage Grove Terrace would be constructed as an alternate to Option B. The forcemain discharge into extended storm sewer system draining to existing treatment basin located east of the boat landing parking lot. Other improvements would include repairing broken sanitary sewer and water services; reconstructing storm sewer manhole castings and rings and installing an infiltration barrier; replacing and adjusting water valve boxes; replacing signage as necessary; and street lighting.

The total estimated project cost for option A is \$1,772,520 and option B is \$5,154,290 or \$5,311,440 with the alternate storm water lift station. The assessable cost per ERU for Option B is \$5,980.

Mr. Welch explained he is looking for approval of the feasibility study tonight. Council consensus is leaning more towards option A.

Council Member Holman inquired, with focus on aquatic invasive species, would the DNR property be an appropriate location for a wash bay; and would a potential wash bay affect storm water capacity. Mr. Welch explained the DNR property has a stub for City water.

Council Member Holman explained some emails have been received from property owners and that there is a perception there is a trail on the roadway. The feasibility study did not call out the

shoulders as a safety feature. Mr. Welch will review the feasibility report language and will add safety language.

3. 2022 Cypress Drive Connection to Woida Road Improvements Project Feasibility Report

Scott Hedlund, consulting engineer with SEH, explained this is the same feasibility report reviewed by the Council last fall. The need for the project is to improve connectivity across TH 210 and the railroad, and to provide parallel supporting roadway to TH 371 to better serve shorter trips or regional trips with shorter destinations; improve non-motorized connectivity within the City and to local and regional trail systems; improve traffic safety; and extend streets and utilities for development.

The existing conditions of Cypress Drive south from ¼ miles north of Clearwater Road is a four-lane divided urban section that was constructed in 2006-2007. There is undeveloped land abutting the west side and the Paul Bunyan State Trail abuts the east side of the roadway. The existing conditions of Cypress Drive from ¼ miles north of Clearwater road is undeveloped land.

Woida Road from TH 371 to Dellwood Drive is a five-lane urban section, a two-lane urban section from Dellwood Drive to Golf Course Drive, and east from Golf Course Drive is undevelopment land.

Golf Course Drive is a two-lane urban section that was rehabilitated in 2016 along with Golf Course Drive north from Excelsior Road.

The Paul Bunyan State Trail is adjacent to the east side of the existing and proposed Cypress Drive corridor. A 12-foot-wide City trail is on the west side of the existing Cypress Drive.

There are no trails along the existing or proposed Woida Road alignments east of TH 371.

The existing Cypress Drive and Woida Road have storm sewer systems in place. The proposed Cypress Drive and Woida Road alignments are undeveloped upland and wetlands.

There is an existing modern sanitary sewer system under the existing Cypress Drive and Golf Course Drive segments. There is a modern existing water main system under the present Cypress Drive and Golf Course Drive segments. No existing utilities are proposed in the Cypress Drive and Woida Road segments.

There is no street lighting on the existing Cypress Drive and Woida Road alignments. Excelsior Road from Cypress Drive to the east City limits has modern street lighting constructed in 2015. The Excelsior Road and Cypress Drive intersection and Cypress Drive from Excelsior Road to College Road has street lighting planned with the 2018 and 2019 improvement project.

Proposed improvements at Cypress Drive include at the south connection the construction of a four-lane divided urban section matching the exiting road section. The roadway will transition to 41' wide and three lane urban section to the north with a raised center median and curb and gutter. Proposed improvements at Woida Road include the reconstruction and construction to 41' wide, urban section; right turn lanes at Dellwood Drive and Golf Course Drive; a raised center median at the lest let of Golf Course Drive and Woida Road intersection; and curb and gutter.

Golf Course Drive is proposed to be realigned to intersect at the Woida Road inside curve; reconstructed to transition form the existing 36' urban section on the south end to a 45' wide

urban section for incorporation of a second northbound turn lane; curb and gutter; and 4" of bituminous paving and 6" of aggregate base.

Proposed improvements to Woida Road from TH 371 to Golf Course Drive include a 5' boulevard on the north side and a pedestrian refuge at the west leg at Golf Course Drive.

Proposed improvements to Woida Road/Cypress Drive and Golf Course Drive to east/south terminus includes on the north side from Golf Course Drive to the Paul Bunyan State Trail a 5' boulevard; on the south/west side from Golf Course Drive to the existing City trail will be a 6' boulevard; and a 12' wide drive lane. A future proposed roundabout at Cypress Drive and Woida Road would fit into the right-of-way.

Proposed improvements to existing Woida Road include the replacement and relocation of existing storm sewer east of Dellwood Drive and to discharge into a new pond. The existing storm sewer at Golf Course Drive and Woida Road intersection would be replaced and relocated for discharge into a new storm water pond. The new Cypress Drive and Woida Road would have a new storm sewer which would discharge to multiple new storm water ponds outletting to the north. Segments of trails which are adjacent to curbs would drain to the streets and the segment connecting to the Paul Bunyan State Trail would drain to proposed storm water ponds.

Proposed improvements include extending the 10" gravity sanitary sewer and 8" services along the new road alignment; existing cleanout relocations/adjustments; and existing casting adjustments. The water main would be extended and loop a 12" water main and install an 8" services and hydrants along the new road alignments. Water mains would be realigned at Woida Road and Golf Course Drive intersection. Existing hydrants and valve relocations and adjustments.

Proposed street lighting improvements include new LED fixtures along Woida Road and Cypress Drive, alternating the sides of the roadway.

The total estimated project cost is \$5,488,895.44. Mr. Hedlund summarized the assessment procedure and indicated the total estimated assessments to be \$887,271.87. Mr. Hedlund provided an estimated project schedule which would provide for construction in 2022. Land acquisition would be needed for the project. To achieve the 20% assessment requirement, this project would need to be added to another project for bonding purposes. The feasibility report is on the regular council agenda for acceptance.

Council Member Holman explained Cypress Drive is a state aid street and questioned if this segment would also be a state aid street. Public Works Director Walter explained this segment would also be included in the state aid system. Council Member Holman stated the curb design that is called out is the standard steep edge curb and the clear zone requirements are less because the curb acts as a barrier. Council Member Holman questions if this curb design is interpreted the same as a surmountable curb, as on Inglewood Drive, and does State Aid interpret the clear zone requirement for both types of curb design as the same. Mr. Hedlund will review. Public Works Director Walter explained the steep edge curb is easier for snow plowing operations. Council Member Holman inquired if an area wide assessment should be explored. If coming southbound on TH 371, the turn lane is a single lane, but if a vehicle gets down further there are two lanes that turn onto Excelsior Road and TH 210, would MnDOT recommend two turn lanes. Mr. Hedlund explained an operational level traffic study is recommended and will further review.

4. Body Camera and Squad Camera purchase discussion

Chief Exsted explained the Council memo included in the work session packet was drafted late last week in preparation of this meeting. Chief Exsted further explained over the past two years technology has advanced, State Statutes have changed, and department priorities have changed based on the overall perspective of law enforcement.

The request as explained in the memo was for a lot of money. The Police Department never wanted to rush into body cameras. After further department discussion, the priority is for new squad cameras. The existing squad cameras are aging and need to be replaced. If the Council is agreeable, tonight Chief Exsted would like to just consider new squad cameras and not body cameras. The main reason for the change is budget. The final expenses are \$142,000 over the next five years. The department is not feeling pressure to get the body cameras. The City has budgeted for two years but this request is a five-year commitment. The first year of the expense would be covered with funds previously levied. Purchasing squad cameras would reduce the current levied amount by \$5,000 annually. Chief Exsted expressed concerns with moving forward with the purchase outside of the annual budget process.

City Administrator Chapulis explained staff will review the expenses and will bring back for formal Council approval.

5. Mobile Vending Hours of Operation

Community Development Director Doty explained Patrick Sundberg, the owner of Jack Pine Brewery, submitted a request for amendment to the mobile vending ordinance. The ordinance as drafted has been utilized some. Since the new brewery has opened it has become more of a destination for mobile vending than other locations in the City. There were three licensed operators that used the Jack Pine site and one other location in 2017.

The mobile vending ordinance established hours of operation in a city-wide approach. The request from Mr. Sundberg is the hours of mobile vending operation are not matching up with business hours as the mobile vending has to close prior to the brewery. The request asks for the Council to lift the restrictions on the hours of operation. Staff is seeking Council direction. If there is Council consensus to adjust the mobile vending hours of operation, staff would prepare an ordinance amendment for Council consideration on April 3.

Council Member Nystrom explained she is not opposed to opening up the hours of operation. When looking at a noise violation, this typically doesn't happen as people usually bring their food into the brewery to eat.

Patrick Sundberg explained the last hour the vendors could be open was their busiest time, so they are requesting to be open later. During the winter the Brewery is open until 10:00 p.m. and 11:00 p.m. in the summer. Under the current ordinance mobile vending must closed by 8:00 p.m. Mr. Sundberg explained the mobile vendors may not want to be open as late as the Brewery, but would like to be open later than 8:00 p.m.

Council Member Cross explained he is open to considering an ordinance amendment. Council Member Holman is open to extending the hours as long and the hours do not

exceed the hours of the business. Staff will prepare an amendment to the ordinance for Council consideration.

ADJOURN:

MOTION by Council Member Cross, seconded by Council Member Nystrom to adjourn the council work session at 6:55 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Todd Holman
Vice Mayor

Kelly Steele
Assistant City Administrator