

BAXTER CITY COUNCIL MINUTES
Work Session
September 19, 2017

Mayor Darrel Olson called the Work Session to order at 5:45 p.m.

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

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: City Administrator Bradley Chapulis, Police Chief Jim Exsted, Community Development Director Josh Doty, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, Assistant Finance Director Susannah Jensen, and Public Works Director Trevor Walter.

2018 PRELIMINARY GOVERNMENTAL FUNDS BUDGET AND PROPOSED TAX LEVY REVISIONS

Finance Director Vacinek reviewed staff adjustments to the proposed 2018 budget. Those adjustments include adjusting the estimated start date of the assistant engineer position to April 2, 2018. The snow blower is being partially funded at \$30,000 in 2018 and proposed to be purchased in 2019. The additional striping has been reduced. The street sign policy could be amended for signs that are 15 years or older to be replaced on a seven-year rotation. The total proposed budget is just shy of a \$200,000 or a 3.38% levy increase. Council Member Holman inquired if the city would be increasing the street budget for contract snow plowing until the blower can be purchase. Finance Director Vacinek explained the next steps in the budget setting process would be the adoption of the preliminary levy and budget tonight. The council would be meeting in mid-October meeting to review utility funds and the five-year capital improvements plan before finalizing the budget in December.

ADA TRANSITION PLAN REVIEW

Aric Welch, consulting engineer with WSN, explained the Americans with Disabilities Act (ADA) was enacted in 1990 and is a civil rights law which prohibits discrimination against individuals on the basis of disability. The Federal Highway Administration is following through to make sure requirements and expectations of the ADA are being met at the local transportation system level. Any agency with greater than 50 employees or agencies receiving Transportation Improvement Plan (TIP) funding must comply with the federal ADA rules and regulations. This means any project in the 2019-2022 TIP or will be competing to receive or received federal funding that will be included in the 2019-2022 TIP or any TIP thereafter will need to have an adopted ADA transition plan or be substantially working toward completing their transition plan. The City of Baxter is required to complete the ADA transition plan because of seeking federal funding for the reconstruction of Cypress Drive.

The ADA transition plan is geared toward ensuring that pedestrian facilities within the City's right-of-way meet ADA standards for width of walking path, maximum slopes or ramps, trip hazards, and the installation of detectable warnings.

A self-evaluation of the facilities within the City's right-of-way was completed in August 2017. The City has 324 pedestrian curb ramps, of which 214 are found to be non-compliant. 2,162 feet of the City's 128,832

feet of trails are found to be non-compliant. Of the 15 traffic signals, 5 are found to be non-compliant. The total estimated cost to bring all items into ADA compliant is approximately \$1,110,000. The City's ADA coordinator is Josh Doty.

It is anticipated the City will make the improvements within the next 20 to 30 years. As each roadway undergoes its scheduled maintenance (mill and overlay, full depth reclamation, or reconstruction) each pedestrian facility within the project area will be updated to meet the current standards.

Mr. Welch recommends the City adopt the MnDOT ADA standard plans on all future City projects and private projects with public pedestrian facilities. MnDOT's current set of standard plans and details should be required in all plan sets for construction. These standards follow very strict guidelines for the construction of the pedestrian facilities ensuring constructability and compliance with the federal minimum standards.

In order for the ADA transition plan to be compliant, it must include a public outreach component. An information meeting is currently scheduled for Thursday, October 5. The information meeting will be used to gather public input on the draft plan. Public comments will be incorporated into the final plan which will be brought to the council for final review and approval upon completion. Any new projects should include the MnDOT ADA requirements.

Council Member Nystrom suggested the City should advertise the public informational meeting for one month on the city's website, police department Facebook page, WJY, and community spot light. Council Member Nystrom suggested moving the public input date from October 5 to November 21 to allow time for public comment.

SECTION 6 AREA A1 STORMWATER OUTLET PROJECT PLANS AND SPECIFICATIONS REVIEW

Aric Welch explained the storm water pond was constructed on Woida Road to outlet to the wetland to the south. The water is high in this area and an outlet is proposed. Mr. Welch explained there are two options for an outlet. All construction would be outside the existing wetland. The next steps would be to secure easements. Adjacent property owners have expressed concerns with the project.

2020 FAIRVIEW ROAD, GOLF COURSE DRIVE, EXCELSIOR ROAD AND TRAIL CONNECTIONS IMPROVEMENT PROJECT FEASIBILITY REPORT

Scott Hedlund, consulting engineer with SEH, explained after a walk through with city staff, it was determined that all curb along Excelsior Road from TH 371 to Cypress Drive and 75% of the curb along Golf Course Drive from TH 210 to Excelsior Road needs to be replaced. With the need to replace a large amount of the curb, it is recommended to change the project from full depth reclamation to a total reconstruction, as the cost is relatively equal. After hearing this, the Utilities Commission recommended completing a total reconstruction. A total reconstruction of this area opens the discussion for future pavement widths. Mr. Hedlund does not recommend increasing the width of Golf Course Drive, but to strip it differently to match the other section of Golf Course Drive. The location of the underground utilities and how their location would impact the project is presently unknown. Traffic patterns are anticipated to change with the construction of Cypress Drive and is the reason to push this project to 2020. Mr. Hedlund recommends surveying the underground utilities to determine trail placement. MnDOT is suggesting the City construct either an on-road bike lane or a grade separated trail, not both. Council consensus was to survey the underground utilities.

**2022 CYPRESS DRIVE CONNECTION TO WOIDA ROAD IMPROVEMENTS PROJECT
FEASIBILITY REPORT**

Scott Hedlund, consulting engineer with SEH, explained the project boundary and locations of wetlands. The Utilities Commission preferred the interim intersection control at Cypress Drive and Woida Road be a curve, not a roundabout, based on the uncertainty of when the northerly Cypress Drive extension would occur. The placement of bike lanes on Woida Road was questioned since there are none of the existing Cypress Drive north of Excelsior Road. The bike trail on the west side of Cypress Drive to the Golf Course Drive intersection could be extended. Continuous lighting on Woida Road and Cypress Drive with the option for extending lighting along Cypress Drive south to Excelsior Road was discussed. Mr. Hedlund will review trails costs.

ADJOURN:

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

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator