

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**November 21, 2017**

Mayor Darrel Olson called the Work Session to order at 5:30 p.m.

**Council Members Present:** Mayor Darrel Olson, and Council Members Quinn Nystrom, Steve Barrows, and Todd Holman.

**Council Members Absent:** Council Member Mark Cross

**Staff Present:** City Administrator Bradley Chapulis, Community Development Director Josh Doty, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, and Public Works Director Trevor Walter.

**1. MS4 Ordinance Amendment**

Laura Hagstrom, consulting engineer with WSN, summarized changes to the 2007 MS4 ordinance amendment to bring it into compliance with new requirements. Adoption of the ordinance is on the regular council agenda.

**2. 2019 Memorywood Drive Full Depth Reclamation Project – Discuss Multi Modal Options**

Aric Welch, consulting engineer with WSN, explained he is seeking council input relative to proposed improvements to Memorywood Drive between TH 210 and Clearwater Road. As part of the feasibility study preparation four design options have been proposed.

Memorywood Drive was constructed in 1989 with the sanitary sewer and water project. The roadway is 34' wide and is striped for two 11' travel lanes, 8' shoulder in the southbound direction and 4' wide shoulder in the northbound direction. Memorywood Drive is classified as an Urban Collector and is currently on the Municipal State Aid System as route MSA 104. The roadway had a PASER rating of 6 in 2016.

Option A consists of a full-depth reclamation of the roadway in its existing condition with signage and pavement markings for designated bike lanes. No separated trail would be constructed and nonmotorized traffic would need to utilize the shoulders as they currently do. This is the lowest cost option, with no changes to roadway width, alignment or profile. There would be no impacts to private property. Minimal right-of-way acquisition would be required and there would be minimal private utility impacts. The disadvantage to this option is there is no separated designated non-motorized trail.

Option B consists of full reconstruction of the roadway with curb/gutter along one side with a separated designated non-motorized trail. The roadway would be narrowed to a typical residential roadway width of 26' and the alignment would be changed to allow construction of the section within the existing right-of-way. The advantages of this option are that it provides a separated designated non-motorized trail and limited properties are affected by right-of-way acquisitions. The disadvantages to this option include the high cost due to storm sewer and property acquisition for stormwater basins, a narrower roadway width and

revised alignment, an extended construction timeframe due to property acquisition for stormwater basin locations, difficult design due to stormwater impacts and need for stormwater treatment basins, and impacts to private utilities would require relocation.

Option C consists of a full-depth reclamation of the roadway in its existing condition with signage and pavement markings for designated bike lanes. A separated non-motorized trail would be constructed along one side of the roadway. Approximately 14' of property would need to be acquired along one side to allow construction of the separated trail. The advantages are that this option provides a separated designated non-motorized trail and designated bike lands, and no changes to the roadway width, alignment or profile. The disadvantages to this option are high costs due to property acquisition, numerous properties affected by property acquisition, an extended timeframe due to property acquisition for trail construction, may create structure set back issues, and impacts to private utilities would require relocation.

Option D consists of full-depth reclamation of the roadway to a typical residential width of 26' wide. A separated non-motorized trail would be constructed along one side of the roadway. Narrowing the roadway minimizes the amount of property acquisition required. Approximately 11' of property would need to be acquired along one side to allow construction of the separated trail. The advantages provide a separated designated non-motorized trail, no changes to roadway alignment, and lower property acquisition costs compared to keeping roadway the same width. The disadvantages are high costs due to property acquisition, a narrower roadway width, numerous properties affected by property acquisition, an extended timeframe due to property acquisition for trail construction, and impacts to private utilities would require relocation.

Mr. Welch explained with Council involvement and direction at this early stage in project development, he hopes to save the City time and money by better defining the project scope and limited the number of options to be studied in the final report.

Mr. Welch suggested it would be best to put the separated trail on the west side of Memorywood Drive.

Council Member Holman suggested a 5' paved shoulder on east side, two 11' drive lanes, and a separated grade trail on west side. Council Member Nystrom explained her preference would be a separated trail, but the city needs to be concerned with the amount of land required and the overall cost of the project. Mayor Olson explained he would prefer Option A. The Council suggested Mr. Welch narrow the options down to Option A and the option suggested by Council Member Holman and then conduct a neighborhood meeting. Mr. Welch assumed street lighting would be similar to Excelsior Road.

### **3. 2018 Cypress Drive Improvement Project – Discuss Landscaping of Roundabouts**

Scott Hedlund, consulting engineer with SEH, introduced SEH Landscape Architect Karl Weissenborn. Mr. Weissenborn presented several roundabout design options. After reviewing the options, the council preference was an option that included wildflowers and native plants, would not require irrigation, and would include some accent boulders. The council liked the different colored concrete options. Mr. Hedlund will bring back some design options which incorporate the council's preference for further discussion.

**4. Railroad Quiet Zones in Baxter**

Scott Hedlund, consulting engineer with SEH, introduced SEH Railroad Specialist Josh Cotter. Mr. Cotter explained the process to establish quiet zones. The Council explained the City's goal is to implement a citywide quiet zone by 2022 and that intersections have been upgraded to silent crossings with improvement projects. Mr. Cotter explained he would like to review all the crossings to ensure they meet silent crossing standards. It was clarified the Knollwood Drive crossing would be eliminated in the future and that a review of this crossing is not necessary. The council consensus was to have SEH prepare a formal proposal to complete the assessment work as outlined.

**ADJOURN:**

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

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator