

UTILITIES COMMISSION
February 25, 2015

The special meeting of the Baxter Utilities Commission was called to order at 5:10 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Shawn Crochet, Dave Franzen, Chairman Rock Yliniemi, and Council Liaison Mark Cross.

MEMBERS ABSENT: None.

STAFF PRESENT: Public Works Director/City Engineer Trevor Walter and Administrative Assistant Mary Haugen.

OTHERS PRESENT: WSN Consulting Engineer Aric Welch.

APPROVAL OF MINUTES

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to approve the Utilities Commission minutes of February 4, 2015. Motion carried unanimously.

REVIEW OF THE 2015 DRAFT ISLE DRIVE EXTENSION PROJECT PLANS AND SPECIFICATIONS

WSN Consulting Engineer Welch reviewed the WSB Project Memorandum for Isle Drive Improvements dated February 12th and the 2015 Isle Drive Extension Project Plans and specifications with the commission. The WSB memorandum dated February 12th, 2015 was entered into the record.

The City of Baxter is planning the construction for the extension of Isle Drive from where it currently ends at the Essentia Health property to south of CSAH 48. The project will include a new roundabout at the CSAH 48 intersection, street and utility construction as well as new street lighting and pedestrian facilities.

The project Feasibility Study was approved by City Council on November 5th, 2014 that outlined the planned improvements, anticipated project costs and preliminary property assessments. The WSB and WSN team has been working on the final design plans and specification. Through the development of the final design plans several minor revisions to the project have occurred including:

1. The roundabout was modified for easier expansion in the future to two lanes and the east leg of CSAH 48 alignment was modified to match the existing single lane section.
2. Ironwood Drive (CR 170) no longer includes on road bike lanes at the direction of Crow Wing County. The County policy is that if a pedestrian facility is located off road then on road facilities should not be provided.
3. Paul Bunyan Trail connections were extended to fill in short gaps between reconstruction sections.

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4. On Roadway bike lanes were removed from Isle Drive south of the new City Street (Isle Drive Court). Current roundabout design guidelines do not provide for on road bike lanes through the roundabout. After discussions with the design team, it was recommended that the on road bike lanes end at the intersection to the north where bikers can access the pathway system through the roundabout.
5. A trail connection to existing trail on the north end of Isle Drive with a marked crossing was added.
6. In order to accommodate the roadway drainage a pond was added north of Isle Drive by expanding the existing pond and realigning Paul Bunyan Trail connection.
7. A new 36' wide street access with turn lanes was added to Isle Drive for Potlatch property west of Isle Drive.
8. Street names for two roadways have been discussed by the design team and require input/approval from the City Council.
 - a) The new City street from Isle Drive north of CSAH 48 providing access to the homes that are currently on Highland Scenic Court or Highland Scenic Road. These properties are accessed from CSAH 48 (Highland Scenic Road). The new access will be from Isle Drive. It is proposed that this street be named Isle Drive Court.
 - b) Currently CR 170 south of CSAH 48 is designated as Ironwood Drive. The street designation as Ironwood Drive is from CSAH 48 to Mapleton Road. A future roadway is planned connecting Ironwood Drive to Mapleton Road with a curve. In order to avoid re-addressing properties and street signage in the future it is proposed that the section of Ironwood Drive from CSAH 48 to the existing Mapleton Road be re-designated as Mapleton Road. This will only impact one occupied property, Crow Wing Power.
9. Two items were discussed at the City Utility Commission meeting on February 11, 2015 that requires input from the City Council.
 - a) A new street is planned south of the Crow Wing Power substation that will provide access to the future City Center. The current plan provides for a 44 foot street section. With the City's desire to provide complete streets a minimum 48 foot street section would be required to allow for on road bike lanes. It is the design team's recommendation to provide for the 48 foot street section.
 - b) The Screening of the Crow Wing Power substation from CSAH 48 and the new street to the future City Center was discussed by the Commission. Based on the discussions additional 2 foot to 3 foot trees should be included with the project for screening.

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10. The 18" watermain route through the City property is based on a proposed roadway alignment extending Jasperwood Drive north and east to the new intersection located just south of the Crow Wing Power substation. The watermain alignment and valve locations are based on a 44' wide roadway section and preliminary sanitary sewer layout. Going to a 48' complete streets roadway section will likely require some alignment modifications.
11. Additional sanitary sewer and water stubs have been added to service future developments on the Johnson and Potlatch parcel at the request of the property owners. Mainline stubs were also extended to the former Brown parcel now owned by the City.

A public information meeting was held on Thursday, January 29th, 2015 at 6:30 PM – This meeting was intended for all properties impacted by the project. The purpose of the meeting was to provide the property owners with an update on the project design and to receive any additional input they may have on the project. Approximately 15 persons were in attendance at the meeting. The primary concern was with the amount of buffering that is being provided for the residents in the area west of Isle Drive and north of CSAH 48. Comment cards were available for those who want to provide written comments. One comment card was received.

The proposed project is on schedule for a bid opening on March 23rd, 2015. Plans and specifications were submitted to MnDOT for review. It is anticipated that final MnDOT State Aid approval will be completed in early March of 2015. Construction is anticipated follow in Spring/Summer period. It is assumed that the project would be substantial completed by October 31, 2015, with final completion by November 13, 2015.

Council Liaison Cross informed the commission that City Council did approve going out for quotes to clear the project area in March. Council Liaison Cross would like to see additional smaller conifer trees added to the project. The trees would supplement the Crow Wing Power substation site on the south end of the property. The additional trees would help buffer the City Center property in the future. The Commission agreed with Council Liaison Cross and felt that the new street will be the gateway into the City Center and the substation needs to be properly screened and agreed that some trees should be added.

The Public Works Director/City Engineer Walter stated that the project is currently on schedule with bidding in March, assessment hearing in April and construction to begin around May 25th.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council adopt a resolution approving the final plans and specifications and ordering advertisement for bids for the 2015 Isle Drive Extension Improvement Project. Motion carried unanimously.

2015 BRIARWOOD LANE STREET CONSTRUCTION IMPROVEMENTS

City Consulting Engineer Welch reviewed the plans and specifications for the 2015 Briarwood Lane Street Reconstruction and existing conditions with the commission.

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The project area will consist of a 26-foot wide roadway with no striping. The connection to the bike and pedestrian trail on Joler Road has been added to the construction plans along with truncated domes in order to meet the current ADA requirements.

One environmental concern of the project is being sensitive to the Blanding’s Turtle nesting areas. In order to minimize any impact with construction the City will need to be completed before June 1st as this is the time when activity of adult turtles and hatchling is at a minimum.

Public Works Director/City Engineer Walter stated the quotes will be sent to both Anderson Brothers Construction and Tri-City Paving since the project is under \$100,000.00 which only requires a minimum of two quotes.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council adopt a resolution approving the final plans and specifications and ordering advertisement for quotes for the 2015 Briarwood Lane Street Construction Improvement Project. Motion carried unanimously.

ADJOURNMENT

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to adjourn the meeting at 5:50 p.m. Motion carried unanimously.

Approved by:

Submitted by,

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant