



AGENDA OF THE SPECIAL JOINT MEETING
OF THE CITY COUNCIL AND ROADS &
STREETS COMMITTEE
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
May 6, 2019
6:00 P.M.

CALL TO ORDER

REGULAR AGENDA

- A. Lift Station #1 Update by City Engineer Steve Thatcher (City Council Only)
 - a. Council Deliberation and Approval
- B. Lake Links Trail Discussion (City Council and Roads Committee)
 - a. Trail Progress and Overview
Time Budget: 10 Minutes
 - b. Discuss/Review Options & Grant Offer* (pp. 3-4)
Time Budget: 60 Minutes
 - c. Schedule Town Hall Meeting* (p. 5)
Time Budget: 10 Minutes
- C. Roads Committee Business (Roads Committee Only)
 - a. Approve April 1, 2019 Meeting Minutes* (pp. 7-8)
 - b. T.A. Schifsky Quotes* (pp. 9-10)

ADJOURN

* Denotes items that have supporting documentation provided

MEMORANDUM



TO: Birchwood City Council & Roads Committee
FROM: Tobin Lay, City Administrator
SUBJECT: Discuss/Review Options & Grant Offer
DATE: May 1, 2019

Birchwood Village

Hello City Council and Roads Committee Members,

On April 19th, Mayor Wingfield, Chair Ruehle and I met with officials from Mahtomedi and Lake Links Association to discuss the Mahtomedi/Birchwood tie-in for the Lake Links Trail along Birchwood Road/Hall Avenue.

In that meeting, Mahtomedi's proposed Trail plan was discussed along with State funding and time frames. Participants agreed that Birchwood should hold a Town Hall meeting with Birchwood residents to review/discuss proposed Trail plans along Mahtomedi's Birchwood Road and throughout Birchwood Village. Mahtomedi's City Engineer offered to assist wherever useful and members of Mahtomedi's City Council and Lake Links Association agreed to meet with the Birchwood City Council and Roads Committee on May 6th and possibly again at a Birchwood Town Hall meeting.

Discuss/Review Options

Birchwood's representatives from the April 19th meeting offer the following options for your consideration going forward with the Lake Links Trail in Birchwood Village:

- Option 1: Do nothing more.
- Option 2: Design and construct a trail along Hall Avenue between the Birchwood/Mahtomedi city border and Jay Street intersection only.
- Option 3: Design and construct a trail along Hall Avenue between the Birchwood/Mahtomedi city border all the way to Cedar Street intersection.
- Option 4: Consider additional suggestions from Birchwood residents.

Lake Links Association Grant Offer

Enclosed is an email from Steve Wolgamot from the Lake Links Association, offering Birchwood Village a \$1,000 grant to subsidize expenditures related to preparing Trail plans. This grant may be used as Birchwood sees fit. Additional funds will be petitioned from the State legislature at a future legislative session.

Request/Recommendation

Staff recommends Council and Committee members:

- 1) Review the options above and
- 2) Approve acceptance of the Lake Links Association grant.

Regards,
Tobin Lay
City Administrator

Tobin Lay

From: Steven Wolgamot
Sent: Friday, April 26, 2019 3:14 PM
To: Mary Wingfield; Tobin Lay
Cc: Mike Brooks; Ben Creagh
Subject: Preliminary Engineering

We are disappointed that the legislature did not provide funding for preliminary engineering in Birchwood, and we acknowledge Gene's question about funding for that purpose. We can't control the legislature. However, we understand that it is important for Birchwood to have some professional help in assessing options. Accordingly, we have decided to offer Birchwood Village a \$1,000 grant from Lake Links Association. We don't have a lot of money, but we do have some and we believe this is important.

There are no restrictions on the use of these funds, though we hope that you will use them to explore alternatives and possibilities. If you chose to use John Sachi, because of his awareness of the entire situation, his billing rate is, I am told, \$125/ hour so that this small amount would provide 8 hours. That is roughly an hour of engineering analysis for every 75' of length between Mahtomedi and Jay Street. Birchwood may use the funds entirely as it chooses for the general purpose of considering possibilities for Lake Links. No obligation is intended or implied.

We do understand that Birchwood Village has a limited budget and no commercial tax base. It is our intention to work with the legislature to fund any construction that the village chooses to accept.

We hope that this helps. As I have mentioned, we sought funding and thus engineering help for the entire stretch from Jay to Wildwood Beach Road, but the legislature decided otherwise. Please let us know if this suggestion is acceptable to the city and, if so, we will arrange to have the funds delivered.

We are looking forward to meeting with council and roads committee on May 6.

Please forward this to Gene, as I don't have his email address.

Steve Wolgamot

MEMORANDUM



Birchwood Village

TO: Birchwood City Council & Roads Committee
FROM: Tobin Lay, City Administrator
SUBJECT: Schedule Town Hall Meeting
DATE: May 1, 2019

Hello City Council and Roads Committee Members,

To expedite scheduling a town hall meeting for Birchwood residents to review and comment on Lake Links Trail options, each of you were sent a Doodle survey of possible dates. The following dates/times received the greatest number of responses:

- Thurs May 16, 7pm (5 people);
- Thurs May 16, 6pm (4 people);
- Wed May 29, 7pm (4 people);
- Thurs May 30, 7pm (5 people);
- Thurs May 30, 6pm (4 people).

Request/Recommendation

Please discuss and select one of these dates to hold a Town Hall meeting. Thanks!

Regards,
Tobin Lay
City Administrator

**Birchwood Village
Roads and Streets Committee Minutes - Draft
April 1st, 2019 - 6:30 PM
Village Hall**

Present: Terry Granec, Gene Ruehle, Tom Patsy, John Anderson, Ben Creagh

Also present: Mike Brooks, Lake Links Co-Chair

1. Call to order
2. Additions to agenda
3. Public Comments: No one present
4. Report on Lake Links: Mike Brooks, Lake Links Co-Chair spoke
 - a. \$1.4 million for connection between Birchwood Village and Mahtomedi
 - i. WSB created different ideas(found on lakelinks.net)
 - ii. 8-10 foot trail on lake side. Reduce traffic lanes to 10 feet, reduce speed limit to 25 mph. Could had simple wooden fence between trail and marsh if needed. Surmountable curb to allow people on bikes to pass and allow turtles to cross the road
 - iii. Two open house meetings presented Feb 7th and March 7th in Mahtomedi with no concern
 - iv. Residents can contact Mahtomedi City Council through April, 2019 to voice concerns, suggestions
 - v. Late Summer/Fall 2019 or Spring 2020 construction planned
 - vi. Assessments could be given to Mahtomedi residents to improve long standing sewer/utilities at that time
 - vii. Mahtomedi would like to pave 50 feet into Birchwood Village
 - b. House Bill was distributed: HF1326 and HF874 \$120,000 to Birchwood Village for right of way for Hall Ave. \$3.2 million Hwy 96 south to Dwinell. \$380,000 for Hwy 96
5. Review possible funding of Lake Ave. repairs
 - a. Suggestion to budget for street repair through general revenue Gene motions, Ben seconds, passes
6. Check peeling of asphalt on Oakridge: Tobin and Gene will look morning April 2nd
7. Report by John Anderson on DOT -- How to evaluate the aging of asphalt
 - a. Committee members to review page 7 of Long Term Plan for Birchwood Roads of road repair schedule (Attached)

Motion to adjourn: 7:42pm

Next meeting: May 6th, 2019 at 6:30pm

LONG TERM PLAN FOR BIRCHWOOD ROADS

To maximize the life of our roads in Birchwood and reduce the costs to maintain those roads the Committee has outlined the following maintenance schedule. It is important to note that much of the repair work has been done over the last five years and now the City begins the maintenance segment of the plan. The Committee recommends that the roads be split into two groups, each with about half of the total roadway. Birchwood has approximately 4.2 miles of paved roadway. Cedar Street / Hall Avenue through the City and Wildwood Avenue from County Line Road to Cedar Street total approximately half of the paved roads...about 2.1 miles. These higher volume roads will make up Group 'A', while the remainder of the streets in the City will form Group 'B'. The roads are repaired to a point now where annual crack sealing and/or milling and filling of cracks is lessening each year. Of course, with Minnesota's wide range of temperatures the roads will always develop some cracks, but these should become fewer each year. Currently the City is taxing residents uniformly for general road maintenance and it is the Committees hope that through proper maintenance the City will never need to assess residents for major repairs as the maintenance should keep the roads in good shape. Annual cost for crack sealing is approximately \$11,400.00. This covers Sweeping (twice annually), crack filling and curb repair. The Committee believes this cost should remain the same if proper maintenance is done. The Chip sealing is at an additional cost and makes up the remainder of the annual Road Repair budget and the Roads Committees efforts should reduce that annually as follows:

Road Group 'A' - Cedar /Hall and Wildwood: The committee recommends annual crack sealing and Mill/Fill as needed each calendar year in the spring to put these roads back in shape for another year. As these are higher volume roads, they have been chip sealed every three (3) years for two cycles now and so can now lengthen that span to chip sealing every five (5) years to maintain durability and flexibility. Road Group 'A' is scheduled for chip sealing this year (2017) and will be sealed again in 2022 and every five years after that. In addition, the Committee will continue to research options to further reduce traffic volumes, which will drive future costs down even more.

Road Group 'B' – This is made up of the full remainder of the streets and roads within Birchwood and also comprises approximately 2.1 miles of roadway. The Committee also recommends annual crack sealing and Mill/Fill as needed each calendar year in the spring to put these roads back in shape for another year. As these are lower volume roads, they have been chipsealed now for two cycles BUT will be put on a longer schedule as their chip sealed surface is expected to last quite a bit longer due to much less traffic. The Committee recommends Chip sealing these 2.1 miles of roads every seven to nine (7-9) years as needed to maintain durability and flexibility.

The Committee also will log the history of such road repairs and maintenance as well as costs for future estimation and these records will be kept for future planning.

Currently, annual sealing and repairs are handled through contracts with Schifsky Paving of North St. Paul, MN. and the seal coating/chip sealing by Pearson Bros. Inc. of Hanover MN. Both have proven to give Birchwood good value and decent results so unless better options arise the Committee will continue to recommend their use for our roads in Birchwood. In addition we will continue to monitor the conditions of all the roadways in Birchwood and as specific problems arise they will be dealt with as needed. It is the hope of the Committee that the standardized and fair tax fund currently in use will continue to serve our City as needed for all road repairs now and into the future.

Tobin Lay

From: Tobin Lay
Sent: Thursday, April 25, 2019 9:32 AM
To: Gene Ruehle; Mary Wingfield
Subject: Fwd: PAtching
Attachments: City of Birchwood.pdf

Fyi.

----- Original message -----

From: Rob Stangler
Date: 4/24/19 4:42 PM (GMT-07:00)
To: Tobin Lay
Subject: PAtching

Tobin

I drove all the streets with Gene and came up with several large sections that need patching.
Oak ridge Water main break
8 X 16' – 3500.00

This is in the Time and material quote I am sending:
City wide patching –all small pot holes – (basketball size or smaller)
Mill and Pave area that are significant.
Oakridge-14 X 8, 40 X 16, 150 X 24, 100 X 24
Birchwood 20 X 30
20 X 160

Birchwood Ave 8 X 80

The intersection and the “ Lake “ overlay numbers are still good from last year.

Thank You,
Rob Stangler | C.O.O.
C: 651-775-8399 | rstangler@taschifsky.com

T.A. Schifsky & Sons, Inc.
2370 Highway 36 E | North St. Paul, MN 55109
O: 651.777.1313 | F: 651.777.7843

**This email, and any files transmitted with it, is confidential and is intended solely for the addressee.
Please delete this email in its entirety if received in error.*

T. A. Schifsky & Sons, Inc.
 2370 Highway 36 East
 North St. Paul, MN 55109
 Phone (651) 777-1313
 Fax (651) 777-7843
www.taschifsky.com



PROPOSAL

Bid To:	Birchwood Misc.	Attention:	Tobin Lay
Job:		Address:	City of Birchwood Village, MN
Location:	Birchwood, MN	Phone:	426-3403
Addendums:	NA	Fax:	
Date:	4.12.19	Email:	Tobin.Lay@cityofbirchwood.com

We propose the following for the above referenced project:

<u>Crack Filling</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
<u>City Wide Crack Filling</u>				
Route and fill bituminous cracks	LF	2500	\$1.50	\$3,750.00
<u>Patching</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Mobilization PER DAY	Ea	12	\$500.00	\$6,000.00
Crew Rate for Patching Crew	Hr	30	\$530.00	\$15,900.00
Furnish Bituminous Asphalt per ton price	Ton	125	\$60.00	\$7,500.00
Milling for Removals (Based on 36" Wide)	LF	750	\$7.50	\$5,625.00
Paving				\$35,025.00

Notes:	<i>Bid is based on SY listed above and provided plan. Not included in bid are permits, unforeseen site conditions, surveying, subgrade correction or excavation, geotextile fabric, and testing.</i>
---------------	---

Contractor's Guarantee

We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Bid is based on quantities stated. Any variations from the plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Prices are for 2019 unless otherwise specified.

Thank you for the opportunity to quote. If you have any questions please do not hesitate to call.

T.A. Schifsky & Sons, Inc. (Affirmative Action, Equal Opportunity Employer)

By: _____ Date 4.12.19
 Rob Stangler 651-775-8399

Accepted By: _____ Date _____
 (Bid must be signed and returned)

Due to the rising cost of asphalt oil fuel, we can only honor our quotes for 30days. After 30 days bids/quotes are subject to our review and possible cost increase. Payment due upon completion.