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## MEMORANDUM

**Date:** January 29, 2021  
**To:** City of Baxter City Council/City of Baxter Utility Commission  
**From:** Pete Lemke  
**Subject:** 2022 Inglewood Drive Railway Crossing and Associated Roadway Improvements  
City of Baxter  
Municipal Project No.: 4121  
BMI Project No. T42.120675

### Background

On February 18, 2020, the City of Baxter selected Bolton & Menk to develop plans and implement the 2021 Inglewood Drive Railway Crossing and Associated Roadway Improvements (Inglewood Drive) project. The project is focused on the relocation of the Knollwood Drive traffic signal and railroad crossing to Inglewood Drive, pavement rehabilitation on Foley Road, public utility improvements, and an improved configuration for the Forthun Road and Isle Drive intersection. On June 2, 2020, the city moved to delay project funding in construction until 2022 due to difficulty in collecting traffic count data, COVID-19, TH 210 Corridor Study recommendations and others. The revised schedule is agency coordination, design, and final plans in late 2020-mid 2021 and construction in 2022. The project team has now referred the project name as “2022 Inglewood Drive Railway Crossing and Associated Roadway Improvements Project”. Bolton & Menk’s role includes providing monthly update memorandums to the City Council, Utilities Commission, and staff.

### Project Update as of January 29, 2021

#### Agency Coordination

On June 15, 2020, the City sent a memorandum to Kelvin Howieson at MnDOT District 3 requesting to delay project funding until 2022 and that he identifies funding for construction of this project in 2022. We received official confirmation from Kelvin that the Trunk Highway funding of \$1.1 million was moved to 2022. For the federal funds, they will be moved over the next two years. \$162,220 will be received in 2022 and the remaining funds in the amount of \$441,680 will be available in 2023. For the 2023 federal money, it will be available in late October or early November 2022.

With this news of money being received and distributed over a longer duration, it gives the project team some options on scheduling and construction timeframes. Determining the total influence of these funding changes will be vetted out through the preliminary process of determining the extents of the project. Any changes or decisions will be immediately shared with the Utilities Commission and City Council.

BNSF, Benesch, Bolton and Menk and the project team conducted a required on-site diagnostic meeting as part of railroad coordination on August 6, 2020, 9-10:30am. At this meeting we evaluated the

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proposed location of the railroad crossing for Inglewood Drive and discussed the following: 1) potential designs for the crossing, 2) signal and crossing equipment needs, 3) the removal of the Knollwood crossing, and 4) next steps to getting BNSF on-site to start the placement of the new crossing.

Prior to this on-site meeting, the involved agencies participated in a video conference call on **July 30, 2020, 10am-11:30am**, which included going over the proposed concept designs developed by the project team. This meeting helped provide insight and information to BNSF and Benesch on what the project team would be evaluating during the meeting on-site.

The MnDOT TH 210 Corridor Study held its kick-off PMT meeting on August 5, 2020.

On September 28, 2020 staff from Bolton & Menk confirmed with MnDOT that traffic counts conducted along TH 210 at Knollwood Drive, Inglewood Drive, Fairview Drive, and Foley Road would be accepted by MnDOT for use in a forthcoming Intersection Control Evaluation study required by MnDOT for this project. MnDOT also agreed that additional coordination with them would be required to evaluate and adjust our traffic counts to account for 1) reduced traffic due to COVID19 and 2) changes in traffic patterns due to implementation of recommendations coming out of their TH 210 Transportation Study.

On October 7, 2020 Pete Lemke presented Amendment Request #1 to the Utilities Commission and on October 20, 2020 the Amendment Request #1 was approved by the City Council.

### Design

On hold. Again, all the work to date will remain useable and beneficial to the project regardless of timing.

### Project Development

The letter providing outreach and communication to the property owners located within the boundary of CSAH 48, Foley Rd and Perch Lake boundary was sent out to residents on September 25, 2020. Unlike the letter sent in early June to the adjacent project properties, this letter didn't include assessment discussion and focused more on providing project overview information while presenting our justification for relocation of the railway crossing and traffic signal to Inglewood Drive. The letter identified the Inglewood Drive project website ([www.inglewooddrive.com](http://www.inglewooddrive.com)) and MnDOT's website for the TH 210 Transportation Study and made them aware of the current public survey that is available for that project until October 10, 2020.

The public website has been updated to include a link to MnDOT's website for the TH 210 Transportation Study and information on the public survey available until October 10, 2020. The project website url remains as [Inglewooddrive.com](http://Inglewooddrive.com) and will be used throughout the life of this project as a primary source of project related information.

Bolton & Menk pushed out an update to the approximately 34 residents who sign up through the project website for Email Updates providing information on MnDOT's TH 210 Transportation Study website and the related public survey. Anyone who would like to receive periodic (monthly at a minimum) updates on the Inglewood Drive project are encouraged to sign up at [www.inglewooddrive.com](http://www.inglewooddrive.com).

On September 30, 2020 staff from Bolton & Menk were on site to set up video cameras for collecting traffic counts at the following locations: TH 210 at Knollwood Drive, TH 210 at Inglewood Drive,

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Inglewood Drive at Fairview Road, Knollwood Drive at Foley Road. Cameras are anticipated to end recording sometime during late evening of October 3, 2020 and will be pick up at the beginning of the following week.

Bolton & Menk staff processed the videos and completed traffic counts. We are also coordinating with MnDOT's TH 210 Highway Study to compare and align traffic volumes and ensure we are incorporating traffic routing outcomes and impacts from that study into our Inglewood Drive project.

On Wednesday September 30, 2020, staff from Bolton & Menk met with City staff to discuss utility layouts and assessment policy and implementation. On October 7, 2020, staff from Bolton & Menk met with City staff for a continuation of the discussion on utility layouts and assessment policy and implementation.

Bolton & Menk staff have continued to make progress on utility layouts and assessment policy and implementation.

On Monday November 2, staff from Bolton & Menk initiated the Gopher State One Call (GSOC) process to request mapping and field marking of utilities within the project area. Subsequently on November 10, Bolton & Menk staff conducted a field survey of GSOC utility markings as part of our topographic survey conducted in Spring 2020. The GSOC was requested last spring but due to COVID19 restrictions utility facility owners were not allowed to conduct the field markings.

Bolton & Menk staff have analyzed traffic data from the October 2020 traffic counts and performed adjustments to traffic levels to account for 1) traffic level changes due to COVID19 restrictions and 2) the relocation of the railroad crossing to Inglewood Drive from Knollwood Drive. Additional adjustments include accounting for traffic changes from any recommendations coming out of MnDOT's TH 210 Highway Study which cannot occur until that study at least has a draft report for review. We are coordinating with MnDOT's TH 210 Highway Study to understand recommendations and incorporate them into our Inglewood Drive project.

On Wednesday December 16, 2020 City staff participated in a meeting with MnDOT District 3 staff for coordination between this project and their TH 210 corridor study. At the meeting MnDOT presented an update on progress for the corridor study and the anticipated schedule for completion. City staff gave an update on the 2022 Inglewood Drive project. The group also discussed coordination of schedules between the Corridor Study and the 2022 Inglewood Drive project. City staff stressed the importance of being aware of MnDOT's study schedule and timing for its recommendations for improvements. The TH 210 Study outcomes will influence the City's project and its schedule (critical path) for the City moving forward with its project. MnDOT anticipates completing the corridor study around the February-March 2021 time frame.

On Thursday December 17, City staff met with Bolton & Menk for their monthly coordination on this project.

On Thursday January 14, 2021 City personnel and consultant staff participated in the MnDOT TH 210 Corridor Study PMT meeting. At the meeting MnDOT presented progress on the results of their traffic operations analysis for intersection control options along the study limits and received input from the PMT on those options and results. We anticipate having the draft TH 210 Corridor Study Final Report form in late February or early March 2021. As the final report is being reviewed and finalized, this project will be able to incorporate its recommendations for traffic projections and traffic changes along

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the corridor into a right-sized solution for the Inglewood Drive railway crossing and TH 210 intersection in the March/April timeframe.

### **FINANCIAL IMPLICATION**

None.

As stated in the past few updates following the decision to delay the project, an amendment to the project scope and consultant budget is still a likely possibility dependent on the influence from the TH 210 Transportation Study recommendations, geometric alternative selected, utility alternative selected, and extended project schedule.

### **STAFF RECOMMENDATIONS**

Staff recommendation: Accept the 2022 Inglewood Drive Railway Crossing and Associated Roadway Improvements Project Monthly Update

### **COUNCIL ACTION REQUESTED**

**MOTION** to: Accept the 2022 Inglewood Drive Railway Crossing and Associated Roadway Improvements Project Monthly Update