



SRF No. 0148483
County Project No. 091101

**CSAH 112 – Phase 1
Project Advisory Committee (PAC) Meeting
May 20, 2015; 8:00 am – 10:00 am
Orono City Hall
MEETING RECORD**

A project PAC meeting for the referenced project was held at the Orono City Hall on May 20, 2015, from 8:00 a.m. – 10:00 a.m. The following is a summary of the meeting based on the Agenda, which is attached to this record:

Meeting Summary:

1. *Introductions:*

Nate Will opened the meeting. A copy of the meeting sign-in sheet is attached to this meeting record.

2. *Review of April 15, 2015, Project Advisory Committee Meeting Record:*

Nate asked that any comments on the Meeting Record from the April 15, 2015, meeting be sent electronically to him at SRF. No specific comments were provided by the PAC. Nate will post the meeting record on the project website at www.CSAH112.com on the status page.

3. *Review of Previous Action Items:*

The following action items were reviewed. Any items shown in grey require additional action, which is added to the action items from this meeting below.

Task	Responsible Party	Due Date	Resolution
SRF to prepare memorandum to document decision for constructing the Rapid Rectangular-Flashing Beacon (RRFB) at intersection of CSAH 112 and Mill Street.	Nate Will	6/12/15	Ongoing
City of Long Lake to develop and pass resolution to ban parking along both sides of Martha Lane and along Symes Street adjacent to the Nelson Lakeside Park.	Scott Weske		Issue resolved, no further action.
Discuss proposed tree locations along north side of CSAH 112, from Mill Street to Martha Lane, with Gear West with property owner.	Scott Weske & Kristy Morter	6/30/15	Ongoing, see discussion below
SRF to update project website (www.csah112.com) to include meeting record for PAC meeting held on 3/18/15.	Nate Will	4/27/15	Completed

Task	Responsible Party	Due Date	Resolution
City of Long Lake to revise the no parking resolutions to remove Martha Lane and Symes Street from the resolutions.	Scott Weske	5/15/15	Completed
Review project corridor, west of Brown Road, to add trees at locations where deemed appropriate. Bring updated layout to Public Open House.	Michael Jischke	4/22/15	Completed
Add the post caps (finials) to the metal railings figures for the Public Open House.	Michael Jischke	4/22/15	Completed
Investigate previous decisions during preliminary design that led to recommending the roadway width along Long Lake (42 11' lanes, 8' shoulders)	Nate Will	5/15/15	Completed, see discussion below
Investigate 4-way stop at CSAH 6 and Brown Road during construction detour.	Kristy Morter	5/20/15	Completed, see discussion below

Nate Will provided a response to the action item regarding the decisions made during preliminary design that recommended 11' lanes and 8' shoulders for the section of CSAH 112 along Long Lake, east of Martha Lane. He noted CSAH 112 is a County highway with a large traffic volume for a two lane roadway. The 8' shoulders provide the minimum space needed for a stalled vehicle to park while allowing traffic to continue passing by. The 8' shoulder width also provides space for drainage flow, bicycle usage and routine maintenance without requiring a lane shutdown.

Scott Weske noted that the City received a rough draft of a proposed landscape plan for the Gear West building at the northeast corner of Mill St/CSAH 112. The landscape plan received was not specific on types of landscape proposed nor existing. The PAC is concerned with installing trees along the Gear West property and feels this issue needs to be discussed and coordinated with the property owner. Scott Weske will contact Gear West to schedule a meeting and invite Kristy Morter to attend.

Kristy Morter mentioned that the County has previously studied the traffic movements at the intersection of CSAH 6 and Brown Road. She indicated the County would plan to update the traffic analysis once the construction of Phase 1 begins.

4. Discussion Items:

a. Review of the April 22, 2015 Public Open House Meeting

i. PAC Member Overview

ii. County / SRF Overview

1. Summary of Meeting

Nate Will presented a summary of the comments received from the Public Open House. A copy of the summary is attached to this meeting record. He noted the project design team provided the initial observation responses.

The PAC discussed the question regarding potential assessments along Wayzata Boulevard. The PAC agreed that there will be no assessments for the roadways

improvements proposed in Phase 1. Nate will update the summary to include this response.

2. *Discussion of issues identified at the open house*

Detour Route:

Detour route was a topic of discussion for several attendees of the open house. Several concerns included using CSAH 6, access and signage from CSAH 6 to downtown Long Lake and truck access. The PAC discussed the idea of switching the proposed detour route from CSAH 6 to Trunk Highway (TH) 12. It was mentioned that using TH 12 would provide better truck access, however, additional directional signage would be necessary to direct motorists near the exit ramp from TH 12 at CSAH 6 interchange. Nate mentioned the detour route to access the east end of Phase 1 would utilize the CSAH 101 interchange as a U-turn with directional signage route motorists back west to the assisted living center on CSAH 112 near the Luce Line Trail. Kristy will discuss the detour route revision with MnDOT staff and report back with additional information.

Trail Relocation:

It was noted that the proposed trail location, along the south side of CSAH 112 east of Martha Lane, was questioned by several attendees at the open house. Nate noted that one written comment was received asking that the trail be placed on the north side (adjacent to Long Lake). The PAC discussed the proposed location of the trail (currently along the south side of CSAH 112) and inquired about possibly moving the trail to the north side along Long Lake.

Several factors were discussed including the new Birches restaurant location (former Billy's Lighthouse property); desire to showcase the views along Long Lake by having the trail adjacent; reducing the idea of parallel trail being constructed along an existing trail (Long Lake City Trail) which serves homes along the south side of CSAH 112.

The Long Lake members of the PAC requested the County to review the idea of moving the trail from the south to the north side of CSAH 112 east of Martha Lane. In addition, they questioned the need for the guardrail along the north side (adjacent to Long Lake) if the trail were to be moved. Also, a request was made to review relocating the center median/trail crossing from Martha Lane to the Long Lake City Trail connection.

The Long Lake members of the PAC indicated they would prefer an ornamental railing rather than a chain-link fence along the outside edge of the trail adjacent to the lake, assuming the trail is relocated along the lake. They indicated they would pay the cost differential.

b. *Review of light pole locations with accessories*

Nate Will presented a series of street light concepts illustrating the SRF recommendations for street lighting accessories within the Phase 1 project area. A copy of the concepts are attached to this meeting record. He highlighted the previous lighting decisions that have split the lighting scheme into three (3) segments as detailed on page 1 of the lighting concepts. The segments (from west to east) are as follows:

a. Willow Drive to slightly east of Brown Road (blue segment) – 25' light pole

Nate presented a graphic showing the proposed accessory recommendation that includes a banner arm (banner not included) accessory only. The PAC discussed this recommendation and decided to add the electrical outlet and flag holder (1 holder mounted perpendicular toward road) along with the banner arms to this segment. The PAC agreed they do not want planters in this segment.

b. Slightly east of Brown Road to Martha Lane (red segment) – 15' light pole

Nate presented two (2) graphics showing the proposed accessory recommendation for the 15' light poles through the downtown area. Based upon previous PAC meeting discussions, SRF recommended including the following accessories for this segment: banner arms (banners not included), 2 flag holders (mounted parallel to roadway), electrical outlet, planter arm mounts (baskets not included). The PAC discussed this recommendation and eventually agreed with the proposed recommendation to provide the accessories identified.

c. Martha Lane to Cemetery Road (green segment) – 25' light pole

Nate presented the last graphic showing the proposed accessory recommendation for the 25' light poles proposed along Long Lake. He noted SRF recommended no accessories on these light poles to maintain the existing character of the roadway and to not diminish or add clutter to the views of the lake. The PAC discussed this recommendation and eventually agreed to add 1 flag holder (mounted perpendicular to the roadway) to the segment of light poles.

Nate further explained the need for identifying the light pole accessories as these features increase the wind loading on the light pole which needs to be accounted for in the light pole design. Also, the mounting methods for banner arms, flag holders and planters typically require integral mounts welded to the light pole to provide a “clean” look instead of using external pipe bands. Nate indicated approximate costs for banner arms (\$300), planter hangers (\$250), and flag pole holders (\$150). He noted the electrical outlets are difficult to estimate per each as they require separate wired circuitry (avoids tripping the roadway lighting) and the outlets connected to the poles. Nate noted these costs are currently reflected in the most recent cost summary and will be updated to reduce costs based upon the PAC decisions listed above in Items 1-3

c. *Review of trees west of Brown Road*

Nate stepped back to a previous PAC discussion and request (April PAC meeting) to add trees in select areas of Phase 1 west of Brown Road. He presented the layout that was developed showing the proposed tree location. A copy of this layout is attached to this meeting record.

He noted this layout was displayed at the April 22, 2015 Public Open House meeting. Nate described the location of the propose trees as being placed in areas where there little or no utilities (watermain, sanitary and storm sewer) present and avoiding areas where existing landscape is already present. Nate mentioned that the County Turnback Fund would cover the costs for these trees based upon a 2:1 replacement ratio for the number of trees removed in Phase 1. The PAC agreed with the proposed tree placement.

d. *Phase 1 Cost Summary*

The PAC discussed the Phase 1 Cost Summary, even though a revised version was not presented at the meeting. The following was discussed:

- A question was asked regarding the \$143,000 cost to bury the overhead power lines from Cemetery Road to Wolf Pointe Trail and that this cost appears disproportionality high as

compared to the \$90,000 cost to bury overhead from 700' west of Cemetery Road to Cemetery Road.

- Nate noted that several cost adjustments were made resulting from the funding discussions that occurred with MnDOT earlier in May 2015. These adjustments resulted in lowered costs to the Cities of Long Lake and Orono.
- Jessica Loftus requested that a line item be added to the cost summary for a potential gateway monument in the City of Orono.
- It was noted that the proposed gateway monument(s) proposed for Long Lake could be constructed separately of the Phase 1 project.
- Kristy Morter noted that she is investigating the County's REPP for eligibility requirements which may allow the County to pay up to 50% of the utility burial cost.

e. Summarize meeting with MnDOT

Nate described the results of a past meeting with MnDOT to confirm cost participation for construction items proposed in Phase 1.

- MnDOT agreed to pay for the entire trail replacement from Willow Drive to Brown Road in City of Orono, even though the existing sidewalk is narrower in width than the proposed trail.
- MnDOT agreed to pay for the replacement of light poles impacted during Phase 1 with lighting units adopted by each City.
- MnDOT is reviewing their policies on paying for ornamental/metal railings along retaining walls. ***[Note, per recent discussions, MnDOT has agreed to pay for the metal railing as previously reviewed and approved by the PAC for Phase 1.]***
- MnDOT is reviewing their policy on paying for architectural surface finishes/texturing on cast in place retaining walls. ***[Note, per recent discussions, MnDOT has agreed to pay for the surface finish (color) and texturing of the concrete retaining walls as previously reviewed and approved by the PAC for Phase 1.]***
- MnDOT is reviewing their policy on paying for the new trail construction from the Long Lake City Trail east to Wolf Pointe Trail. It was noted that there is no existing trail impacted along this stretch of CSAH 112; however, MnDOT mentioned they typically pay for the grading at a minimum. ***[Note, per recent discussion, MnDOT has agreed to pay for the grading of the trail; however, MnDOT will not cover the cost of the trail pavement.]***

f. Decision on overhead burial cost

Nate noted a final decision is needed from both the Cities of Long Lake and Orono regarding the potential burial of overhead power lines.

Jessica Loftus mentioned this should be discussed at a regular Orono City Council meeting along with the gateway monument and light pole costs for a final decision.

The PAC officials representing the City of Long Lake, suggested this item be discussed at a future Council Work Session to receive a decision from the Council.

g. Future PAC meeting dates

The PAC discussed the possibility of winding down the PAC meetings as the project moves toward completion of 90% design package and look at attending a council work sessions. Based upon the earlier discussion concerning taking another look at relocating the trail from the south to the north side of CSAH 112, east of Martha Lane, the PAC agreed to meet on June 17, 2015 to review and discuss the results of the trail review. Ending the PAC meetings will be reviewed at the next PAC meeting.

5. Update of ongoing design efforts

a. Geotechnical Investigation/ Coordination

Due to limited time, no update was provided.

b. Utility Coordination and Mapping

Due to limited time, no update was provided.

c. Environmental Investigation

Due to limited time, no update was provided.

6. Open Discussion

Due to limited time, no open discussion occurred at the meeting.

7. Follow Up Items/Action Items:

For tracking purposes, we have assigned a responsible party and a due date for completing the following action items, which were identified at the meeting:

Task	Responsible Party	Due Date
Review unit cost on the Phase 1 Cost Summary for burying of OH power lines from Cemetery Road to Wolf Pointe Trail.	Nate Will	6/17/15
Update the Phase 1 Cost Summary to add a line item for potential Gateway Monument in City of Orono.	Nate Will	6/10/15
Investigate Long Lake and Orono eligibility requirements for the REPP applied toward burial of OH power lines.	Kristy Morter	6/17/15
Schedule attendance by County & SRF to attend a future Orono regular City Council meeting to seek final decision on three (3) points: Utility burial, Gateway monument and Street lighting.	Jessica Loftus/Kristy Morter	6/5/15
SRF to update project website (www.csa112.com) to include meeting record for PAC meeting held on 4/15/15.	Nate Will	Completed 6/4/15
Discuss with MnDOT the concept of switching the official detour route from CSAH 6 to TH 12.	Kristy Morter	6/17/15
Update observation response in Public Open House meeting summary.	Nate Will	6/17/15 Completed

Task	Responsible Party	Due Date
Review options to relocate the trail from the south to the north side of CSAH 112 from Martha Lane east to Wolf Pointe Trail. Review moving the trail crossing/center median from Martha Lane to the Long Lake City Trail connection at CSAH 112. Review available space for a potential sidewalk connection along the south side of CSAH 112 from Mill Street to the Long Lake City Trail connection.	Nate Will & Kristy Morter	6/17/15

8. Upcoming Meetings:

- a. PMT Meeting: July 2, 2015; 1:00 pm – 2:30 pm
- b. PAC Meeting: ~~TBD~~ June 17, 2015; 8:00 am – 10:00 am
- c. Long Lake City Council Work Session – July 21, 2015; 5:00 pm – 6:30 pm (tentative)
- d. Orono City Council ~~Work Session~~ Regular Meeting – ~~July 27, 2015~~ June 22, 2016; 7:00 pm

Meeting Record Revisions:

The preceding represents SRF Consulting Group's understanding of the referenced meeting. If you identify discrepancies or items that require clarification, please contact Nate Will at SRF, via email at nwill@srfconsulting.com, or via telephone at (763) 249-6761.

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CSAH 112 Project
Final Design – Phase 1
Project Advisory Committee (PAC) Meeting Sign-In Sheet
Wednesday, May 20, 2015 (8:00 – 10:00 a.m.)

Present	Name/Organization	Mailing Address	Phone	Email
☒	Kristy Morter Hennepin County	1600 Prairie Drive Medina, MN 55340	612-596-0384	Kristy.Morter@hennepin.us
☐	Mike Turner SRF Consulting Group	1 Carlson Parkway, Suite 150 Minneapolis, MN 55447	763-249-6717	MTurner@SRFConsulting.com
☒	Jessica Loftus City of Orono	P.O. Box 66 Crystal Bay, MN 55323	952-249-4601	JLoftus@ci.orono.mn.us
☒	Scott Weske City of Long Lake	P.O. Box 606 Long Lake, MN 55356	952-473-6961x2	SWeske@longlakemn.gov
☒	Nate Will SRF Consulting Group	1 Carlson Parkway, Suite 150 Minneapolis, MN 55447	763-249-6761	NWill@SRFConsulting.com
☐	Adam Edwards City of Orono	P.O. Box 66 Crystal Bay, MN 55323	952-249-4661	AEdwards@ci.orono.mn.us
☒	Liz Olson Long Lake City Council	P.O. Box 606 Long Lake, MN 55356		lolson@longlakemn.gov
☒	Donny Chillstrom Long Lake Mayor	P.O. Box 606 Long Lake, MN 55356	612-710-0569	dchillstrom@longlakemn.gov
☐	Tom Skjaret Long Lake Resident			
☐	Lili McMillan Orono Mayor	P.O. Box 66 Crystal Bay, MN 55323	612-840-8484	lmcmillan@ci.orono.mn.us
☐	Jeanne Mabusth Orono Resident	740 Brown Road N Orono, MN	952-476-0578	jamabusth@mchsi.com

CSAH 112 Project
Final Design – Phase 1
Project Advisory Committee (PAC) Meeting Sign-In Sheet
Wednesday, May 20, 2015 (8:00 – 10:00 a.m.)

	Name/Organization	Mailing Address	Phone	Email
☒	Marty Schneider Long Lake City Council	1176 W. Wayzata Blvd. Long Lake, MN 55356	612-237-3843	martyexplore@msn.com
☐	Tim Bruers Hennepin County	1600 Prairie Drive Medina, MN 55340	612-596-0393	Timothy.Bruers@hennepin.us
☐	Michael Jischke SRF Consulting Group	1 Carlson Parkway, Suite 150 Minneapolis, MN 55447	763-267-6600	mjischke@srfconsulting.com
☒	Jim Cornick Orono City Council	Box 66 Crystal Bay, MN 55323	952-300-0954	jcornickjr@ci.orono.mn.us
☒	Jahn Dyvik Long Lake City Council	1780 Martha Lane Long Lake, MN 55356	612-202-7391	jdyvik@longlakemn.gov
☐	Marv Wurzer Long Lake Public Works	450 Virginia Ave. Long Lake, MN 55356	612-720-4261	mwurzer@longlakemn.gov
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SRF No. 0148483
County Project No. 091101

CSAH 112 – Phase 1
Project Advisory Committee (PAC) Meeting
May 20, 2015; 8:00 am – 10:00 am
Orono City Hall
AGENDA

1. Introductions (If Necessary): *(5 Minutes)*
2. Review of April 15, 2015 Project Advisory Committee Meeting Record: *(5 Minutes)*
3. Review of Previous Action Items: *(5 Minutes)*

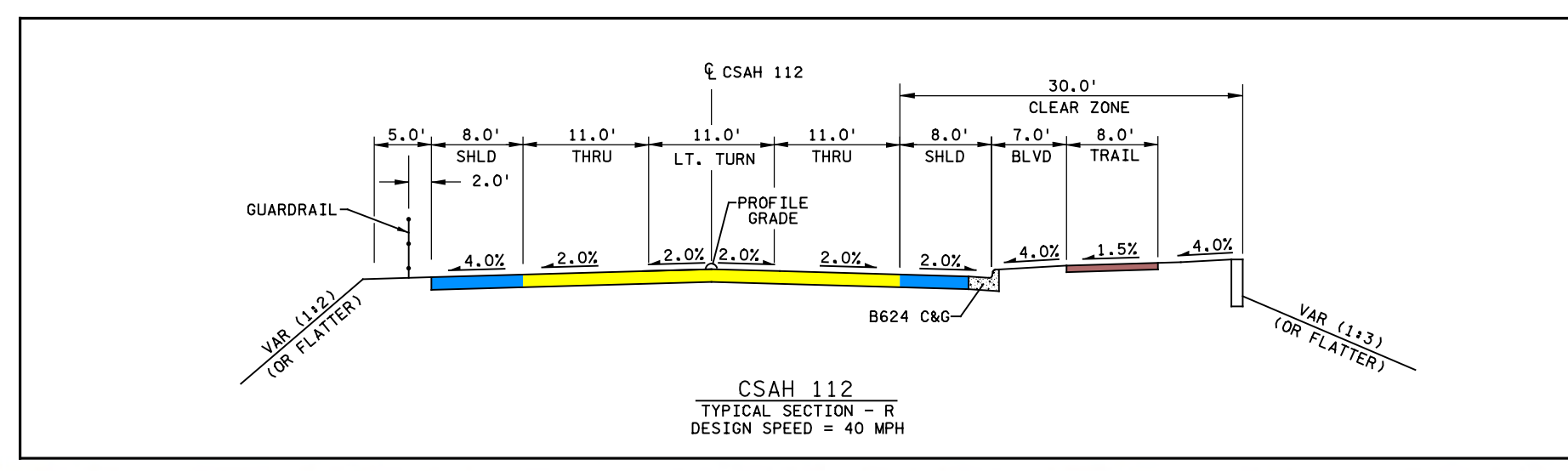
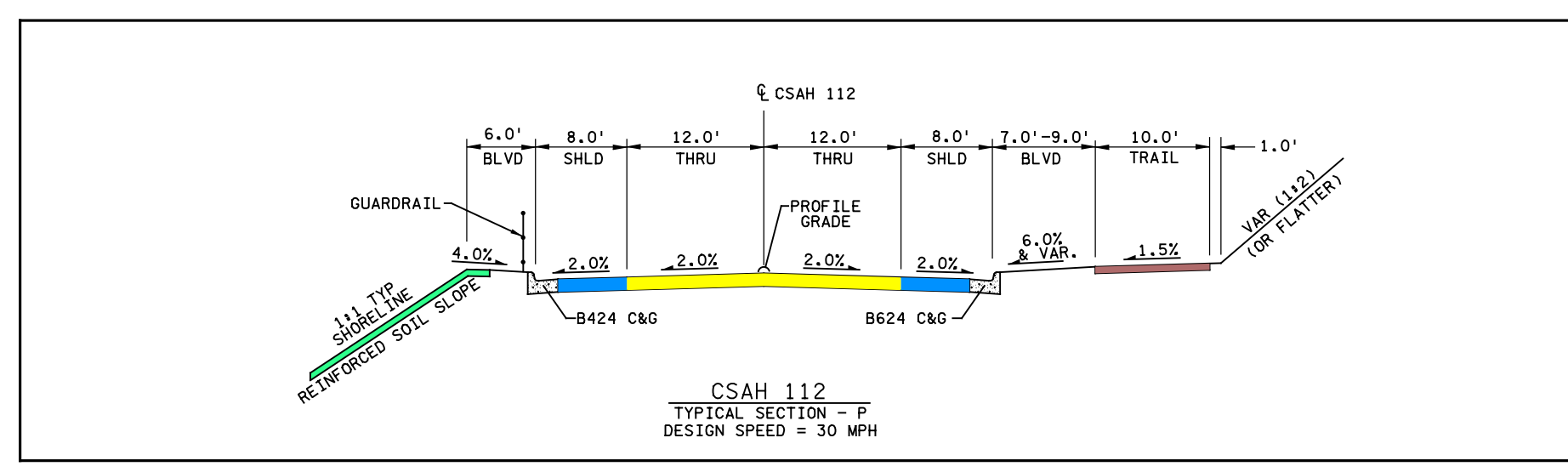
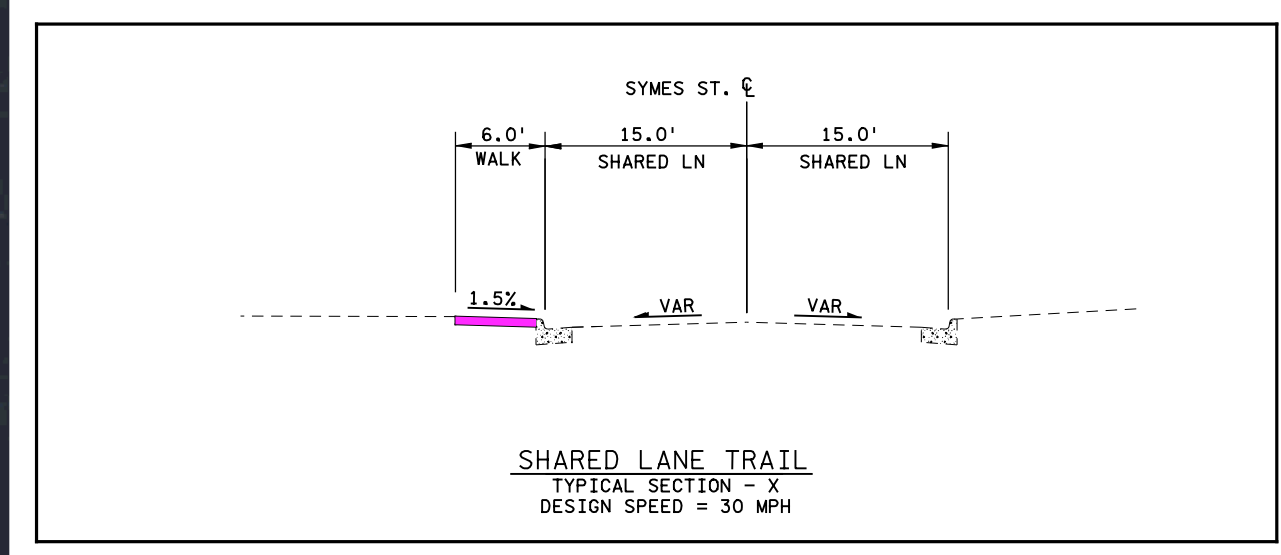
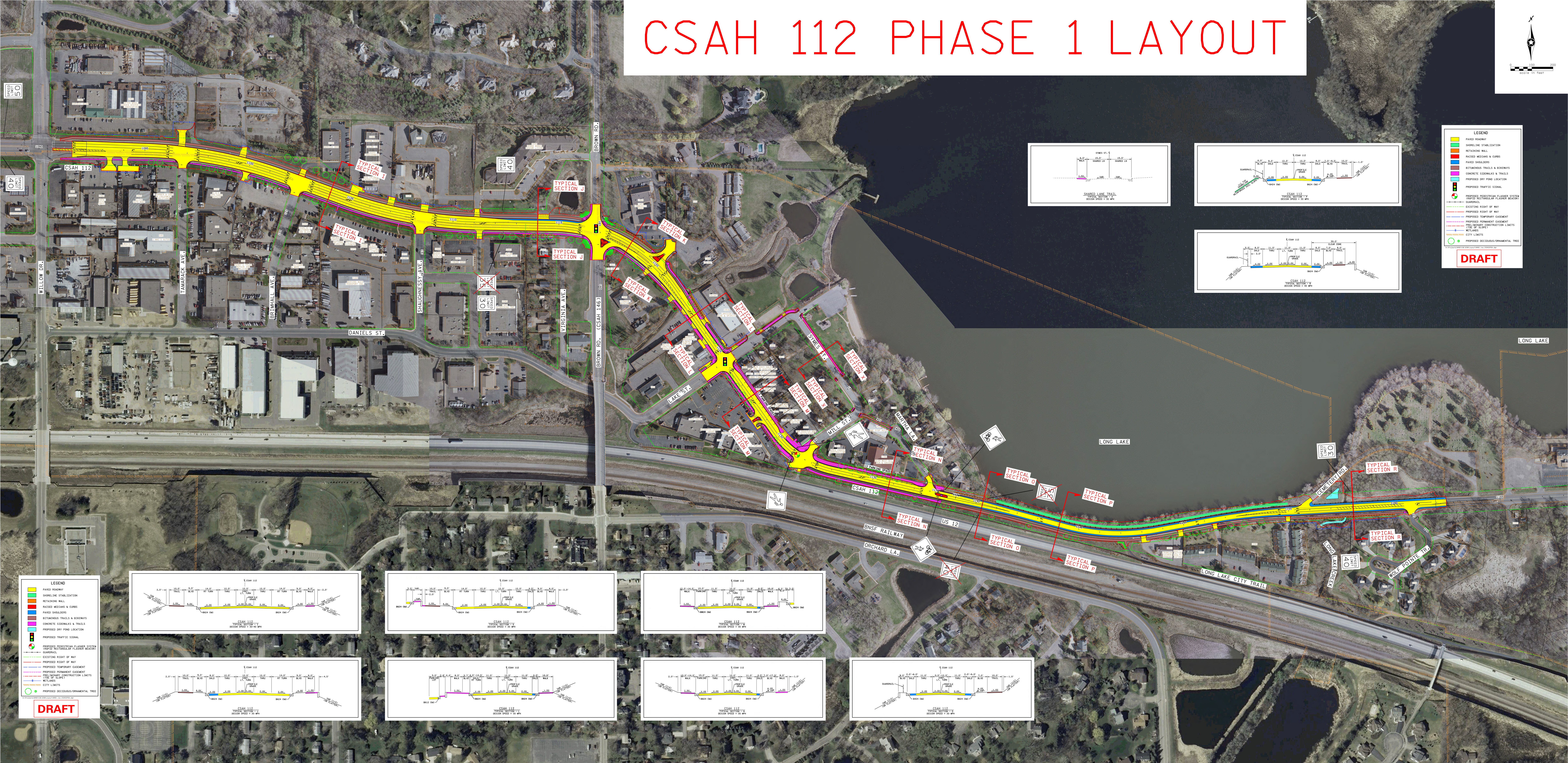
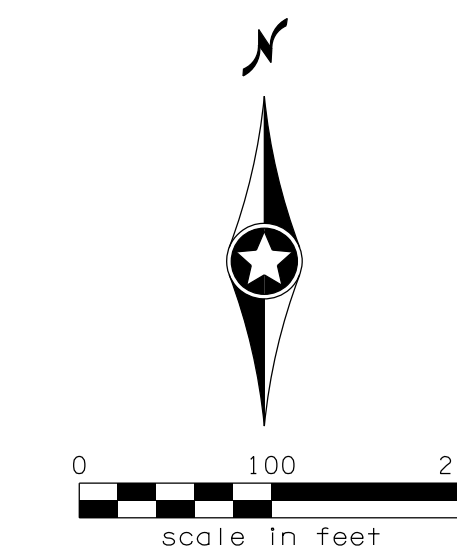
Task	Responsible Party	Due Date	Resolution
SRF to prepare memorandum to document decision for constructing the Rapid Rectangular-Flashing Beacon (RRFB) at intersection of CSAH 112 and Mill Street.	Nate Will		Ongoing
City of Long Lake to develop and pass resolution to ban parking along both sides of Martha Lane and along Symes Street adjacent to the Nelson Lakeside Park.	Scott Weske		Ongoing
Review proposed tree locations Mill Street and Martha Lane, adjacent to Gear West with property owner. (Timing dependent on owner availability)	Michael Jischke		Ongoing
SRF to update project website (www.csah112.com) to include meeting record for PAC meeting held on 3/18/15.	Nate Will	4/27/15	Completed
City of Long Lake to revise the no parking resolutions to remove Martha Lane and Symes Street from the resolutions.	Scott Weske	5/15/15	Completed
Review project corridor, west of Brown Road, to add trees at locations where deemed appropriate. Bring updated layout to Public Open House.	Michael Jischke	4/22/15	Completed
Add the post caps (finials) to the metal railings figures for the Public Open House.	Michael Jischke	4/22/15	Completed
Investigate previous decisions during preliminary design that led to recommending the roadway width along Long Lake (12' lanes, 8' shoulders)	Nate Will	5/15/15	
City of Long Lake to provide copy of Landscape Plan for the Gear West Expansion to the County.	Scott Weske	5/20/15	
Investigate 4-way stop at CSAH 6 and Brown Road during construction detour.	Kristy Morter	5/20/15	

4. Discussion Items: *(80 Minutes)*
 - a. Review of the April 22, 2015 Public Open House Meeting *(20 minutes)*
 - i. PAC Member Overview
 - ii. County / SRF Overview
 1. Summary of Meeting
 2. Discussion of issues identified at the open house
 - b. Review of light pole locations with accessories *(20 minutes)*
 - c. Review of trees west of Brown Road *(15 minutes)*
 - d. Phase 1 Cost Summary *(15 minutes)*
 - i. Summarize meeting with MnDOT
 - ii. Decision on overhead burial cost
 - e. Future PAC meeting dates *(10 minutes)*
5. Update of ongoing design efforts *(5 Minutes)*
 - a. Final Design
 - b. Utility Coordination
 - c. Environmental Investigation
6. Open Discussion *(5 Minutes)*
7. Follow Up Items/Action Items: *(5 Minutes)*

Task	Responsible Party	Due Date	Resolution

8. Upcoming Meetings:
 - a. PMT Meeting: July 2, 2015; 1:00 pm – 2:30 pm
 - b. PAC Meeting: TBD
 - c. Long Lake City Council Work Session – July 21, 2015; 5:00 pm – 6:30 pm (tentative)
 - d. Orono City Council Work Session – July 27, 2015; 5:00 pm – 7:00 pm (tentative)

CSAH 112 PHASE 1 LAYOUT



LEGEND

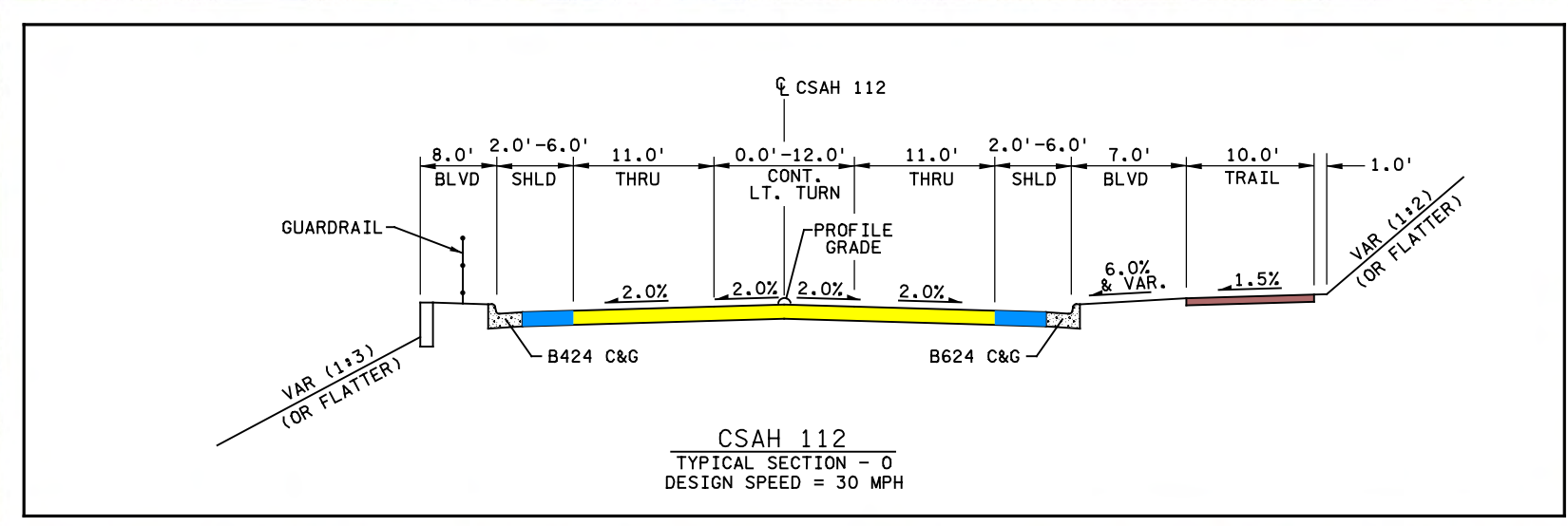
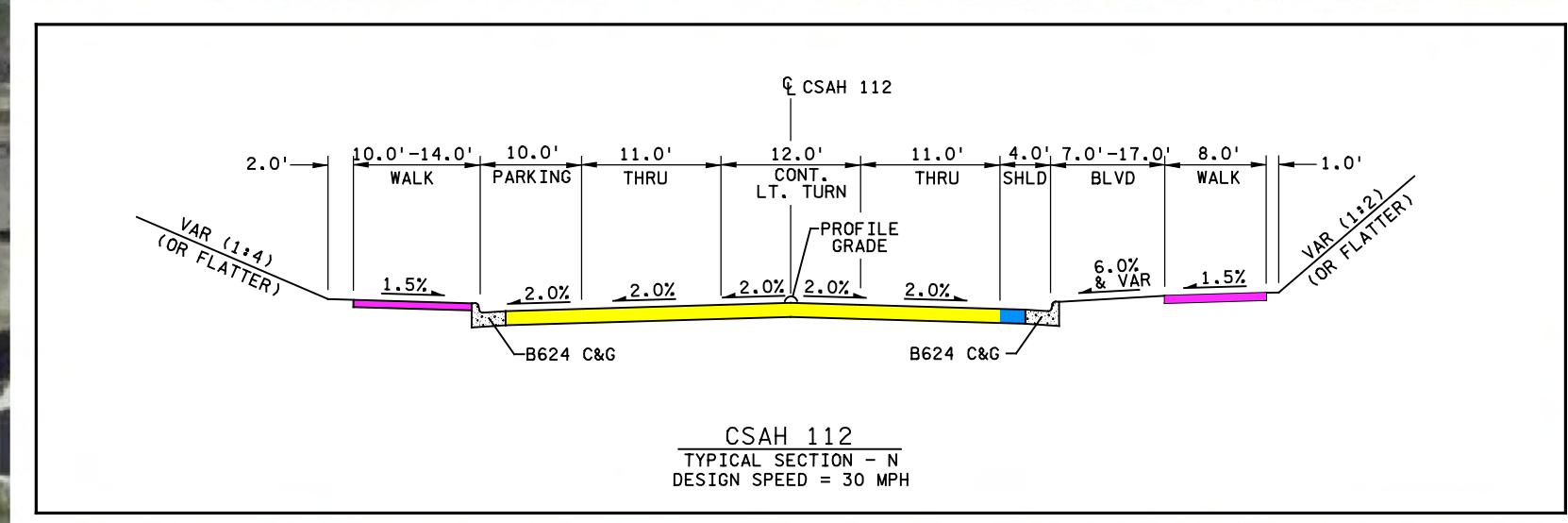
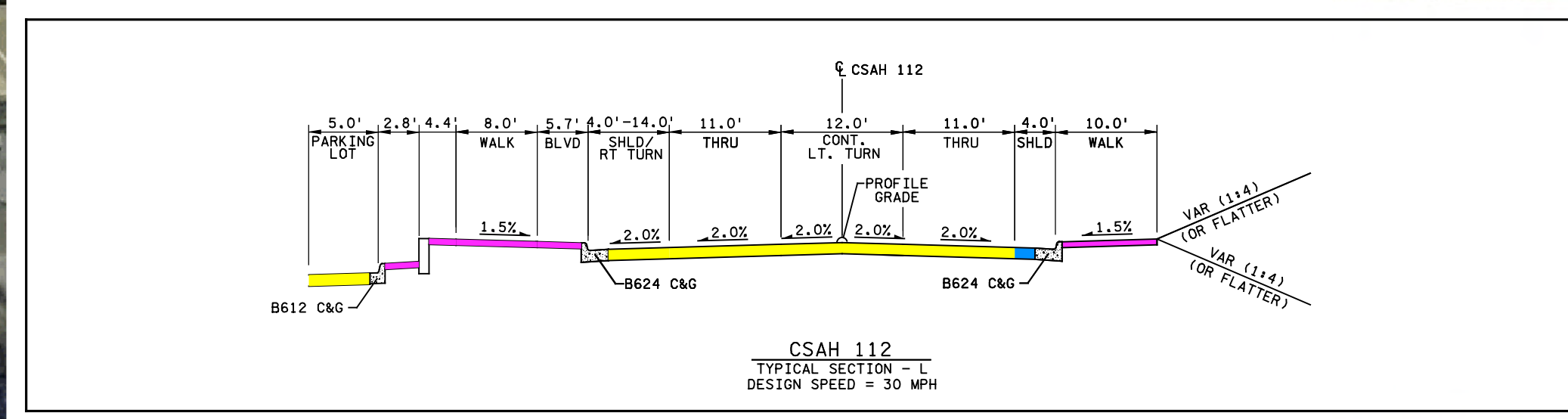
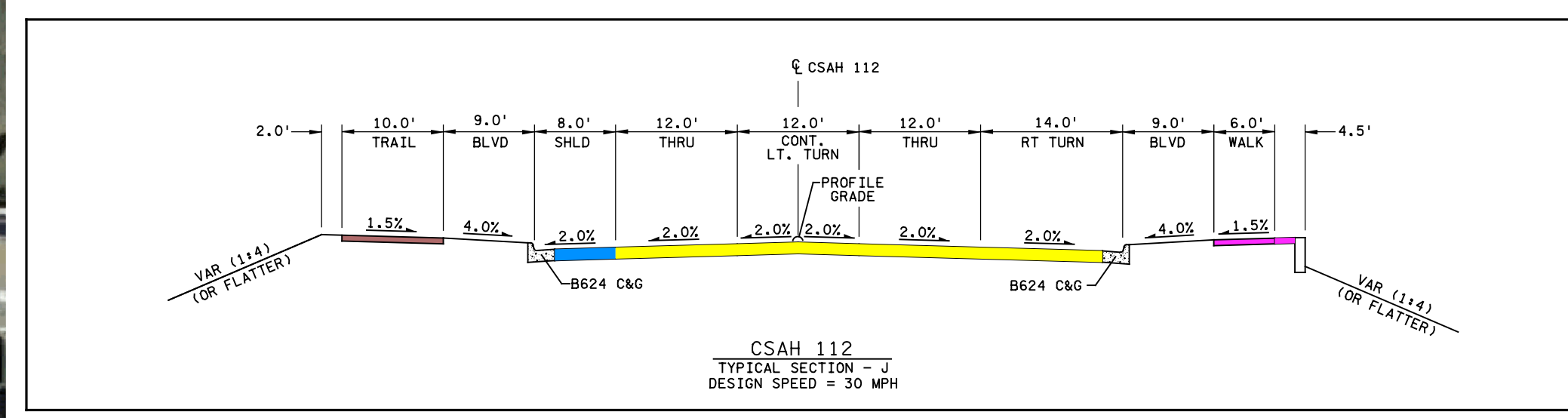
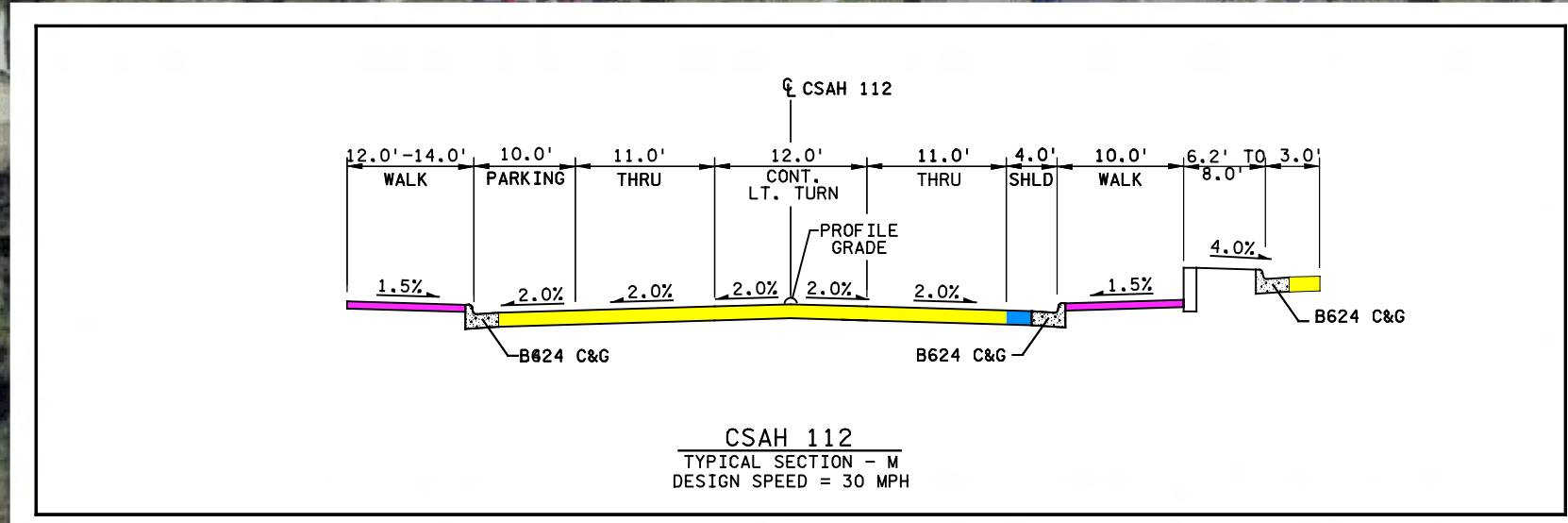
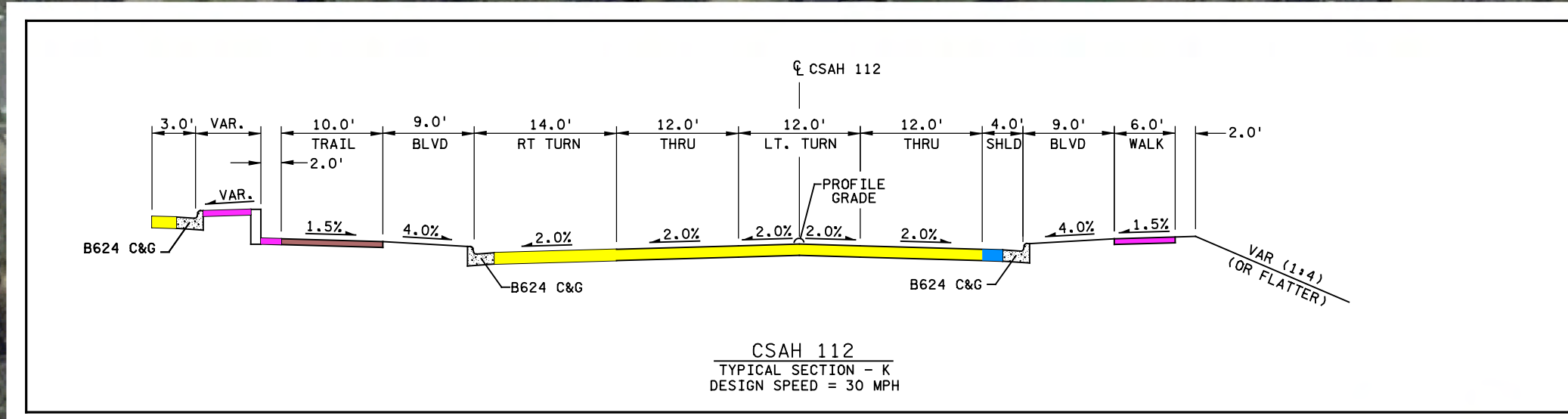
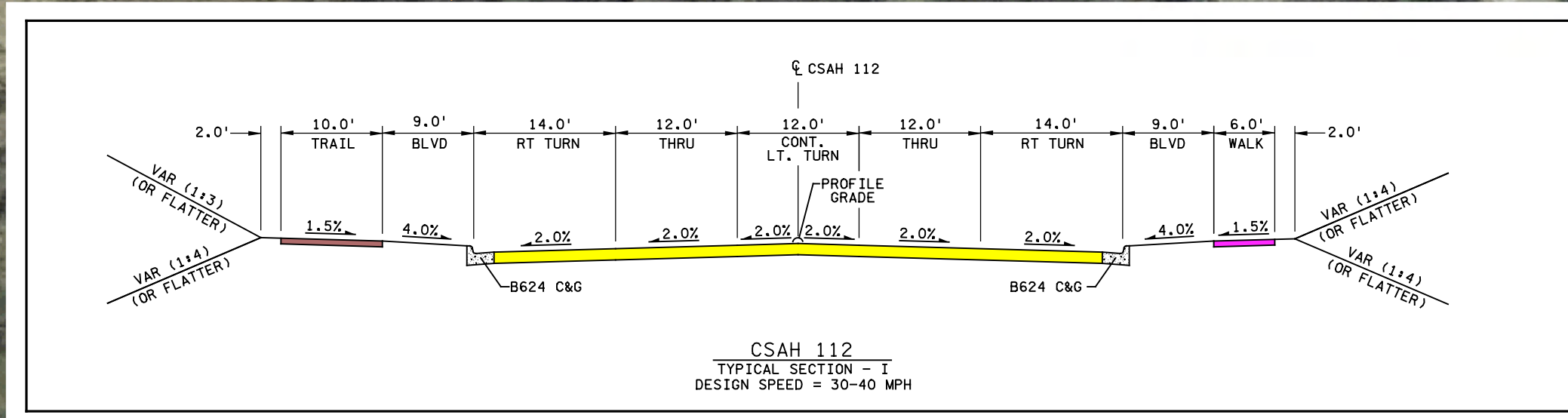
- PAVED ROADWAY
- SHORELINE STABILIZATION
- RETAINING WALL
- PAVED MEDIAN & CURBS
- PAVED SHOULDERS
- BITUMINOUS TRAILS & BIKEWAYS
- CONCRETE SIDEWALKS & TRAILS
- PROPOSED DRY POND LOCATION
- PROPOSED TRAFFIC SIGNAL
- PROPOSED PEDESTRIAN FLASHER SYSTEM (PAVED RECTANGULAR FLASHER BEACON)
- GUARDRAIL
- EXISTING RIGHT OF WAY
- PROPOSED RIGHT OF WAY
- PROPOSED TEMPORARY EASEMENT
- PROPOSED PERMANENT EASEMENT
- PRELIMINARY CONSTRUCTION LIMITS (TOP OF SLOPE)
- CITY LIMITS
- PROPOSED DECIDUOUS/ORNAMENTAL TREE

DRAFT

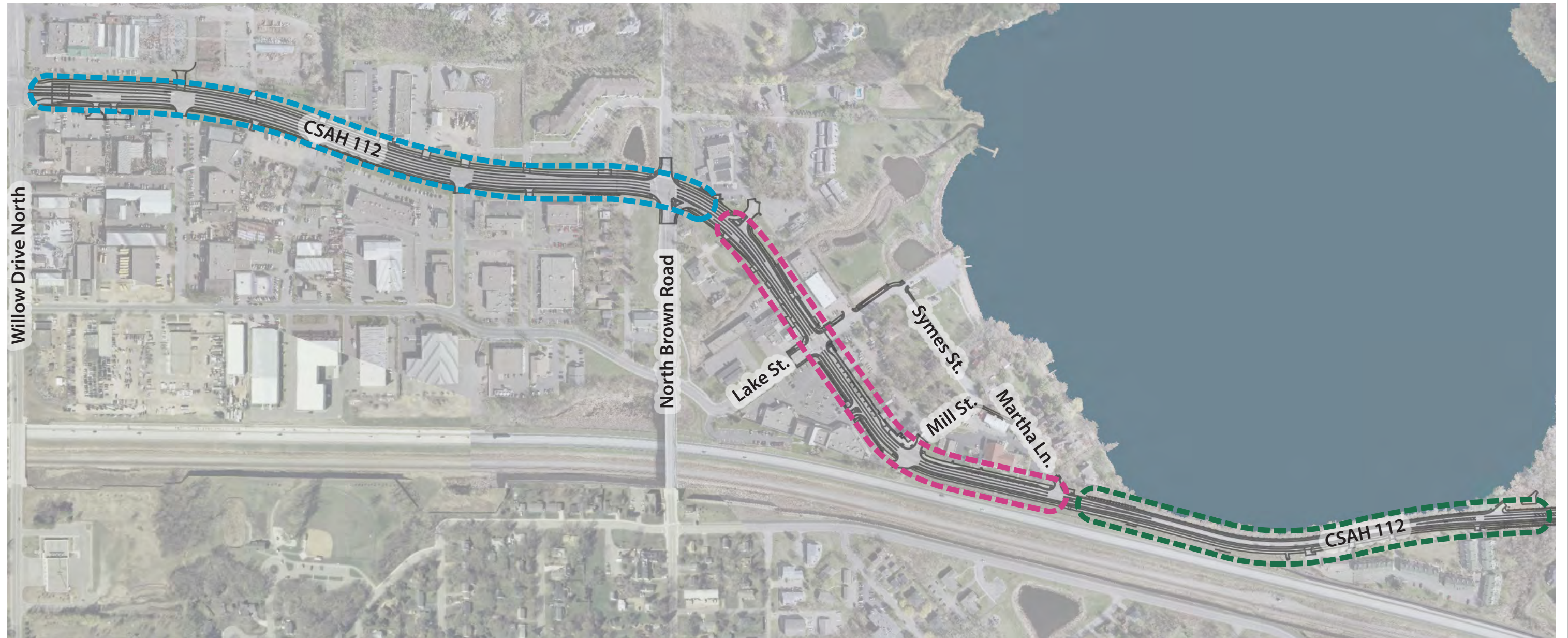
LEGEND

- PAVED ROADWAY
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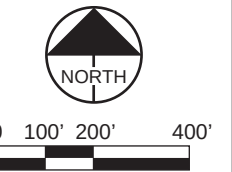
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-  25' Tall Lights with Banner
-  15' Tall Lights with Electrical Outlets, Banner, Flags, and Hanging Planter Baskets
-  25' Tall Lights without Added Amenities



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DESIGN FEATURES

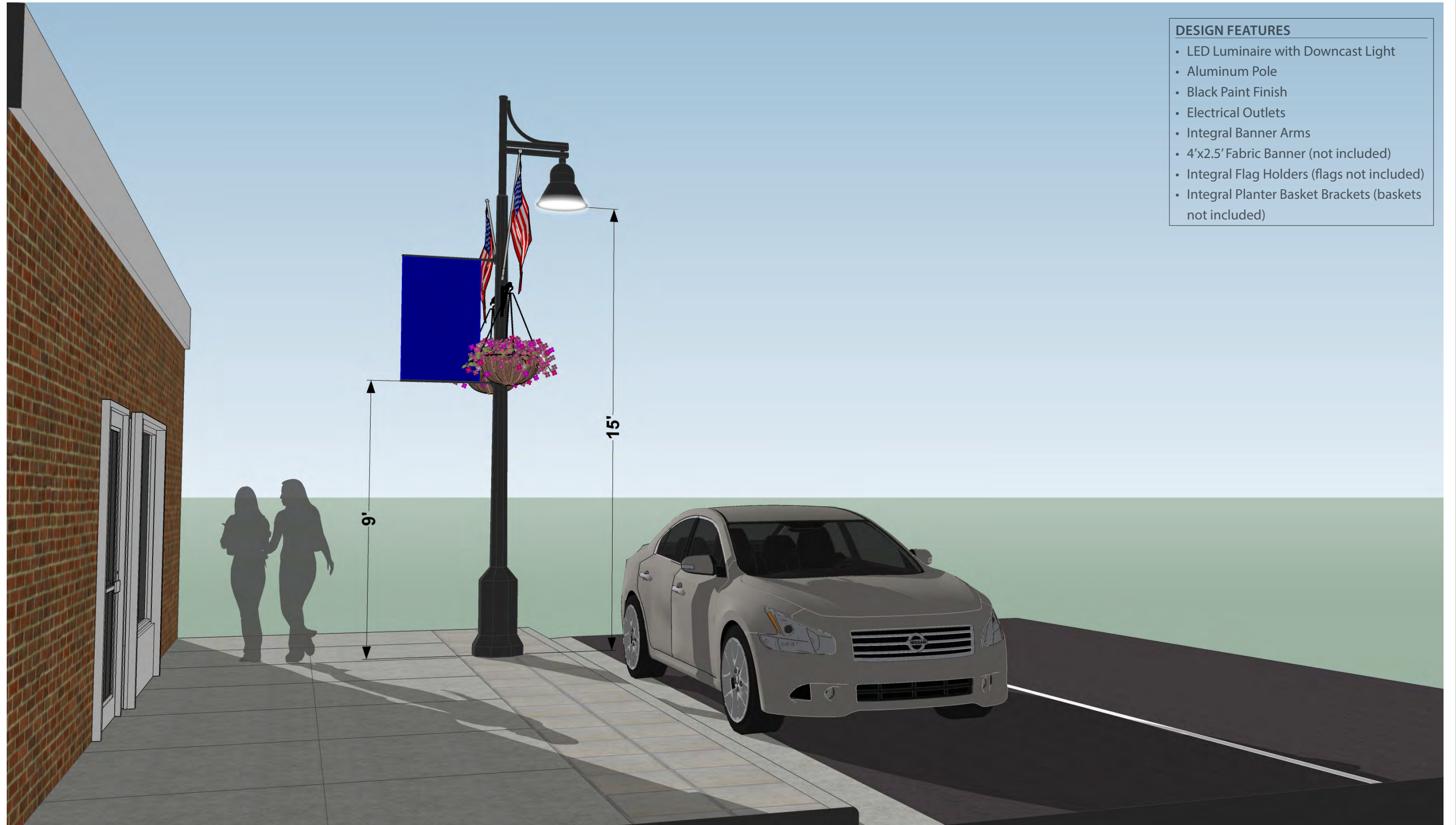
- LED Luminaire with Downcast Light
- Aluminum Pole
- Black Paint Finish
- Integral Banner Arms
- 5.75'x2.5' Fabric Banner (not included)

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- DESIGN FEATURES**
- LED Luminaire with Downcast Light
 - Aluminum Pole
 - Black Paint Finish
 - Electrical Outlets
 - Integral Banner Arms
 - 4'x2.5' Fabric Banner (not included)
 - Integral Flag Holders (flags not included)
 - Integral Planter Basket Brackets (baskets not included)

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DESIGN FEATURES

- LED Luminaire with Downcast Light and Backside Shield
- Aluminum Pole
- Black Paint Finish

CSAH 112 Phase 1 - Public Open House Meeting Comment Summary, April 22, 2015		
Number of Instances Comment	Comment	Project Team Observation
General Comments		
1	What assessments are proposed for property owners along Wayzata Boulevard?	No assessments are planned for the roadway improvements proposed in Phase 1.
1	Can the grass on the berm, that separates Wayzata Blvd from Trunk Highway 12, along the lake, be cut down, burned or otherwise maintained a couple times a year?	Periodic long-term maintenance issue.
1	Phase 1 - Really like the entire project.	
1	Phase 2 - Having seen a young woman killed at the intersection of Wayzata Blvd & Old Long Lake Road; I would propose eastbound on Wayzata Blvd have a no left turn sign and westbound off Long Lake Road also have a no left turn.	Phase 2 Final Design Issue
Geometry & Aesthetics Comments		
1	Put the trail on the south side of CSAH 112 by the Lake to keep the road salt from the Lake.	We believe comment is meant to say "north" instead of "south". Through the preliminary design process, it was determined to keep the trail along the south side of Wayzata Blvd, away from the lake, to minimize impacts to the lake. 6/5/15 - The County is reviewing the feasibility of constructing the trail along the lake.
Drainage Comments		
Landscaping & Lighting Comments		
Utility Comments		

This is a summary of the 4 written comments received at the meeting or returned to the project team after the meeting. These comments are not verbatim but summarize our understanding of the comments.