



SRF No. 0148483
 County Project No. 091101

**CSAH 112 – Phase 1
 Project Advisory Committee (PAC) Meeting
 September 16, 2015; 8:00 a.m. – 9:30 a.m.
 Orono City Hall
 MEETING RECORD**

A project PAC meeting for the referenced project was held at the Orono City Hall on September 16, 2015, from 8:00 a.m. – 9:30 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 August 19, 2015, Project Advisory Committee Meeting Record:

Nate asked that any comments on the Meeting Record from the August 19, 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 is to prepare a memorandum to document the decision for constructing the Rapid Rectangular-Flashing Beacon (RRFB) at the intersection of CSAH 112 and Mill Street.	Nate Will	7/31/15	Ongoing
Discuss proposed tree locations along the north side of CSAH 112, stretching from Mill Street to Martha Lane, with Gear West with property owner.	Scott Weske & Kristy Morter	8/15/15	Ongoing
SRF to update project website (www.csah112.com) to include meeting record for PAC meeting held on July 15, 2015.	Nate Will	8/26/15	Completed
Provide updated copy of the Phase 1 Cost Summary to PAC that includes line item costs for redesign costs, ornamental	Nate Will	9/16/15	Completed, see discussion below.

Task	Responsible Party	Due Date	Resolution
railing and permanent steel sheet pile retaining wall along existing berm.			
Provide additional schedule details for Options 1 and 6 from the Staging Matrix including approximate dates for various stages of work along the lake shore.	Nate Will	9/16/15	Completed, see discussion below.
Review possibility for additional utility costs resulting from multiple utility relocations anticipated in Option 6.	Nate Will / Kristy Morter	9/16/15	Completed, utility companies will be responsible for utility relocations and temporary facilities, if required.
PAC members to provide decision on whether to proceed with Option 1 or Option 6 of the Staging Matrix.	PAC	9/16/15	Completed, see discussion below.
City of Long Lake to decide whether or not to delete the proposed sidewalk work from the north side of Symes Street.	Long Lake	9/16/15	Completed, see discussion below.

4. Discussion Items:

a. Staging / Traffic Control Matrix – Option 1 and Option 6

Nate Will recapped the previous staging discussion that occurred at the August 19 PAC meeting, including the PAC's direction to focus on Option 1 (one-lane bypass westbound traffic only) and Option 6 (two-lane bypass) from the Staging/Traffic Control Matrix. Nate presented a handout which describes Options 1 and 6 and includes a comparison of the anticipated construction duration for each option. A copy of this handout is attached to this meeting record.

Nate refreshed the PAC and members of the public that attended the meeting to the anticipated impacts and issues for Options 1 and 6. He discussed the construction duration for Options 1 and 6, including a description of each anticipated stage of construction. He noted one major difference between the construction durations for Options 1 and 6, was that for Option 6 the temporary bypass would be needed to carry traffic through the winter months whereas Option 1 the temporary bypass would not be needed in the winter.

The PAC discussed Options 1 and 6, including advantages and disadvantages for both. Nate noted that with both options, there would be anticipated short-term closures for several days at a time to construct culvert replacements and to install utility crossings. He noted that during these closures, traffic would be expected to use the TH 12 signed detour to access areas along CSAH 112. Emergency access will be coordinated with the Cities of Long Lake and Orono through the construction project. The PAC approved proceeding with Option 6: Two-Lane Temporary Bypass.

b. Phase 1 Cost Summary

Nate Will provided a revised copy of the Phase 1 Cost Summary (dated 9/14/15). A copy of the revised summary is attached to this meeting record. He noted the following three line items were added to the summary as requested at the August 19 PAC meeting:

- Redesign cost to relocate trail
- Permanent Steel Sheet Pile Wall with concrete cap along south berm
- Upgrade cost to install ornamental railing versus chain link fence along lake shore

Kristy Morter recalled from the previous PAC meeting that the County was looking for several decisions on outstanding items included on the Phase 1 Cost Summary. The PAC decided on the following:

- Delete the proposed Symes Street improvements from the Phase 1 project. The City of Long Lake may consider these improvements with a future development.
- Delete the permanent steel sheet pile wall with concrete cap as the additional cost up and beyond the temporary wall deemed it not feasible to the City of Long Lake.
- Delete the potential upgrade to provide ornamental railing in lieu of chain link fence (black vinyl-coated) along the lake shore from just east of Martha Lane to Cemetery Road. The PAC felt the chain link fence (black-coated) would allow greater visibility through the fence as opposed to the ornamental railing, which has thicker spindles. Initial cost and long-term maintenance of the ornamental railing were concerns of the PAC.

Councilmember Liz Olson requested that a new line item be added that includes the proposed utility (water main and sanitary sewer) improvements planned by the City of Long Lake.

It was noted that the proposed chain link fence along the lake shore restoration include a top rail between the posts to maintain the appearance of the top portion of the fence.

c. Schedule Date / Meeting Location for Public Open House

The PAC discussed having the next Public Open House scheduled in November 2015, preferable in between the two scheduled CSAH 112 business meetings. Mayor Donny Chillstrom offered to assist in reserving the meeting room at the Lake Community Bank. The PAC discussed several items to present to the public, including the following:

- Updated layout for Phase 1 showing the trail relocation
- Updated landscape rendering from Brown Road east to Wolf Pointe Trail
- Updated rendered cross sections along the lake shore with trail on north side
- Anticipated staging graphics for Phase 1, including the two-lane temporary bypass
- Graphic showing the lake shore restoration with reasons for why this work is needed and the complexity of construction
- Updated project schedule

5. Update of Ongoing Design Efforts:*a. Final Design*

Nate mentioned that he anticipates the final design to reconvene in October and final plans for signature to be delivered in February 2016. Additional coordination with the Cities of Long Lake and Orono will continue to occur via the monthly project management team (PMT) meetings and day-to-day coordination.

b. Utility Coordination and Mapping

Nate noted that as the final design reconvenes, additional utility coordination would be required to notify the private utility companies of the trail relocation and the proposed construction staging, including the temporary two-lane bypass.

c. Environmental Investigation

Nate mentioned that an additional area for environmental investigation is planned to be reviewed this fall, with expected completion in December 2015. The area planned for review is along the north side of the centerline of CSAH 112 from approximately 600 feet west of Lake Drive to approximately 200 feet east of Lake Drive. The investigation will focus on existing petroleum vapors and the extent of the vapor along and within the CSAH 112 right of way.

6. Open Discussion

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
SRF to update project website (www.csa112.com) to include meeting records for PAC meetings held on August 19 and September 16, 2015.	Nate Will	10/23/15
Revise Phase 1 Cost Summary to delete line item for Symes Street sidewalk, delete line item for permanent steel sheet pile wall, delete line item for upgrading chain link fence to ornamental railing along the lake shore, and add line item for Long Lake estimated cost for utility (water/sewer) replacement.	Nate Will	10/16/15
Update the overall landscape rendering presented at the previous Public Open House to reflect the trail, landscape and geometric revisions.	Nate Will	10/23/15
Update the color rendering cross-sections, east of Martha Lane, to reflect the trail revisions along Long Lake.	Nate Will	10/23/15
Prepare a graphic or summary of the proposed shoreline stabilization and provide reasons for why the repairs will take a substantial amount of time to complete. Consider including existing shoreline photos previously taken from the lake to illustrate the restoration.	Nate Will	10/30/15

Task	Responsible Party	Due Date
Add special provision language to the contract documents that restricts the contractor from parking personal vehicles, equipment or storing materials along city streets where parking will be needed for local businesses while CSAH 112 is being reconstructed.	Nate Will	Final Specs, February 2016
Chain link fence along the lake shore restoration should include black vinyl coating and include a top rail to maintain the fence appearance.	Nate Will	Final Plans, February 2016
Schedule the Public Open House for November 2015.	Nate Will	10/16/15
Reserve the conference room at the Lake Community Bank for the Public Open House.	Nate Will / Donny Chillstrom	10/16/15

8. Upcoming Meetings:

- a. *PMT Meeting:* October 21, 2015; 10:00 a.m. – 11:30 a.m.
- b. *PAC Meeting:* TBD – Phase 1 PAC meetings are concluded. PAC meeting may resume with CSAH 112 Phase 2
- c. *Public Open House* - Public Open House is scheduled for Wednesday, November 18, 2015 at the Lake Community Bank from 4:30 p.m. to 6:30 p.m.

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.

NW/cw

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**CSAH 112 Project
Final Design – Phase 1
Project Advisory Committee (PAC) Meeting Sign-In Sheet
Wednesday, September 16, 2015 (8:00 – 10:00 a.m.)**

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

**CSAH 112 Project
Final Design – Phase 1
Project Advisory Committee (PAC) Meeting Sign-In Sheet
Wednesday, September 16, 2015 (8:00 – 10:00 a.m.)**

	Name/Organization	Mailing Address	Phone	Email
<input type="checkbox"/>	Marty Schneider Long Lake City Council	1176 W. Wayzata Blvd. Long Lake, MN 55356	612-237-3843	martyexplore@msn.com
<input type="checkbox"/>	Tim Bruers Hennepin County	1600 Prairie Drive Medina, MN 55340	612-596-0393	Timothy.Bruers@hennepin.us
<input type="checkbox"/>	Michael Jischke SRF Consulting Group	1 Carlson Parkway, Suite 150 Minneapolis, MN 55447	763-267-6600	mjischke@srfconsulting.com
<input checked="" type="checkbox"/>	Jim Cornick Orono City Council	Box 66 Crystal Bay, MN 55323	952-300-0954	jcornickjr@ci.orono.mn.us
<input type="checkbox"/>	Jahn Dyvik Long Lake City Council	1780 Martha Lane Long Lake, MN 55356	612-202-7391	jdyvik@longlakemn.gov
<input type="checkbox"/>	Marv Wurzer Long Lake Public Works	450 Virginia Ave. Long Lake, MN 55356	612-720-4261	mwurzer@longlakemn.gov
<input type="checkbox"/>	Chris LaBounty City of Long Lake (WSB)	P.O. Box 606 Long Lake, MN 55356	763-231-4860	CLaBounty@wsbeng.com
<input type="checkbox"/>	Amber Klein SRF Consulting Group	1 Carlson Parkway, Suite 150 Minneapolis, MN 55447	763-452-4839	aklein@srfconsulting.com
<input type="checkbox"/>	Emily Lueth SRF Consulting Group	1 Carlson Parkway, Suite 150 Minneapolis, MN 55447	763-452-4724	elueth@srfconsulting.com



SRF No. 0148483
County Project No. 091101

**CSAH 112 – Phase 1
Project Advisory Committee (PAC) Meeting
September 16, 2015; 8:00 am – 10:00 am
Orono City Hall
AGENDA**

1. Introductions (If Necessary): *(5 Minutes)*
2. Review of August 19, 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	7/31/15	Ongoing
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	8/15/15	Ongoing
Revise the Phase 1 detour route from CSAH 6 to use TH 12 between CSAH 6 and CSAH 101.	Nate Will	9/15/15	Ongoing, pending design revisions
SRF to update project website (www.cсах112.com) to include meeting record for PAC meeting held on July 15, 2015.	Nate Will	8/26/15	Completed
Provide updated copy of the Phase 1 Cost Summary to PAC that includes line item costs for redesign costs, ornamental railing and permanent steel sheet pile retaining wall along existing berm.	Nate Will	9/16/15	
Provide additional schedule details for Options 1 & 6 from the Staging Matrix including approximate dates for various stages of work along the lake shore.	Nate Will	9/16/15	
Review possibility for additional utility costs resulting from multiple utility relocations anticipated in Option 6.	Nate Will / Kristy Morter	9/16/15	
PAC members to provide decision on whether to proceed with Option 1 or Option 6 of the Staging Matrix.	PAC	9/16/15	
City of Long Lake to decide whether or not to delete the proposed sidewalk work from the north side of Symes Street.	Long Lake	9/16/15	

- 4. Discussion Items: *(60 Minutes)*
 - a. Staging / Traffic Control Matrix – Option 1 and Option 6 *(30 minutes)*
 - b. Phase 1 Cost Summary *(15 minutes)*
 - c. Schedule date / meeting location for Public Open House *(15 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: TBD _____, 1:00 pm – 2:30 pm
 - b. PAC Meeting: TBD _____, 2015
 - c. Public Open House: TBD _____, 2015

STAGING MATRIX FOR TEMPORARY BYPASS
REFINED FOR PREFERRED OPTIONS
CSAH 112

OPTION 1		Single Lane (Westbound Only)	Figure 1A/1B
Additional Cost for Bypass:	+\$230,000	Impacts/Issues: <ul style="list-style-type: none"> ▪Significant tree removal at townhome property ▪Detour for eastbound direction ▪No pedestrian access ▪Emergency vehicle access/routing ▪Partial width (two 11-foot lanes) built in 2017, full width completed in 2018 	
Bypass Duration:	± 4 months (Aug '17 - Nov '17)		
Right of Way Impacts:	14000 SF		

OPTION 6		Two Lanes	Figure 6A/6B
Additional Cost for Bypass:	+\$1,430,000	Impacts/Issues: <ul style="list-style-type: none"> ▪Significant tree removal at townhome property ▪No pedestrian access ▪Significant impacts to 1605 Wayzata Blvd property ▪Complex private utility relocation (two relocations may be needed) ▪Two 11-foot lanes, partially built in 2017, full width completed in 2018 **Temporary bypass is required to carry traffic during winter months 	
Bypass Duration:	± 10 months (Sept '17 - June '18)**		
Right of Way Impacts:	18400 SF		

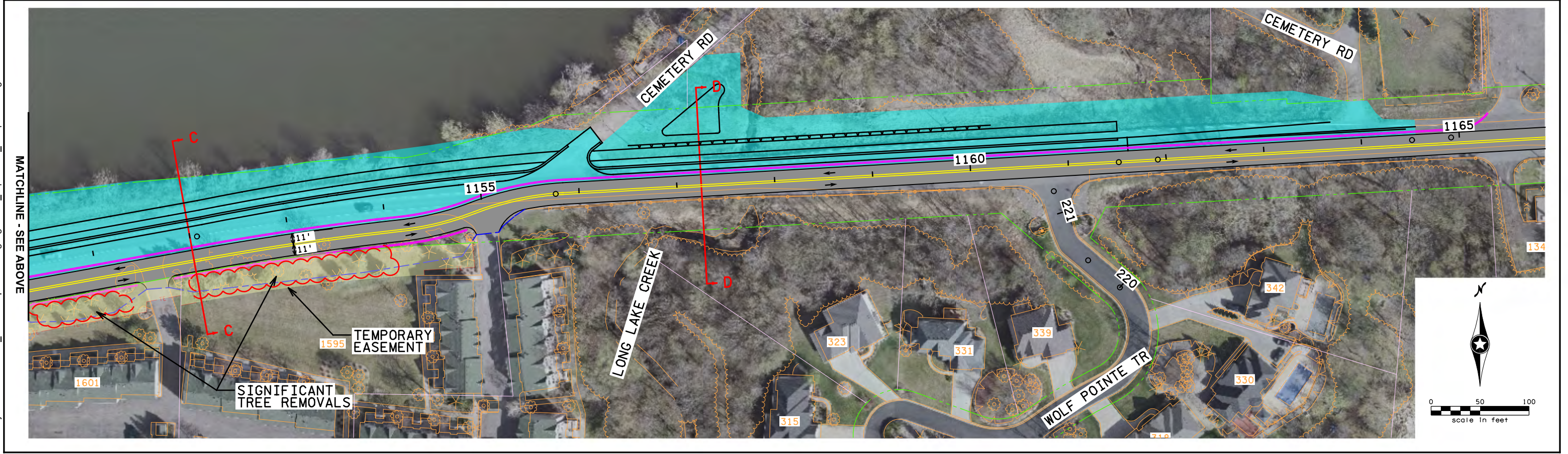
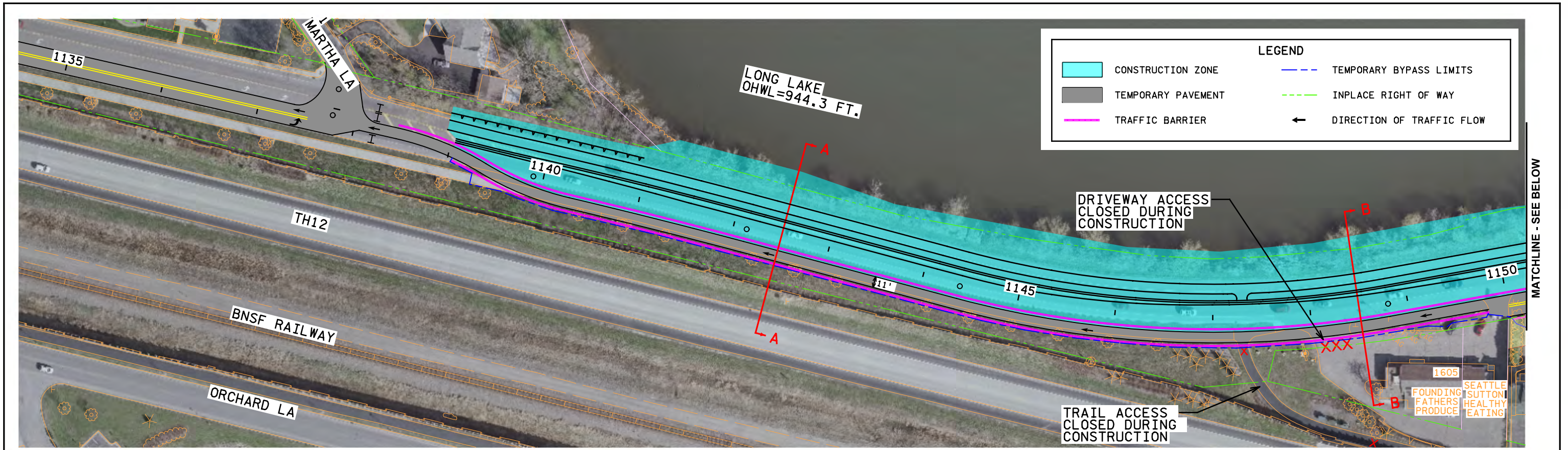
Assumptions:

- No construction in Long Lake during fish spawning (April 1-June 30)
- Bypass Duration includes the duration that traffic will be on the bypass. Does not include time to construct or remove the bypass.

CONSTRUCTION DURATION COMPARISON: OPTION 1 vs OPTION 6

OPTION 1		Single Lane (Westbound Only)
Project Start		April 17, 2017
Construct Stage 1 (Temporary 1-lane bypass & water main)		April 17, 2017 to July 14, 2017
Switch traffic to 1-lane bypass		July 21, 2017
Construct Stage 2 (lakeshore, trail, permanent roadway to provide two 11-foot traffic lanes)		July 24, 2017 to November 15, 2017
Switch traffic from 1-lane bypass to 2-lane permanent road section along lake		November 20, 2017
Winter Suspension (no traffic on temporary bypass)		December 1, 2017 to May 1, 2018
Construct Stage 3 (remove temporary bypass, complete south curb line, utilities & restoration)		May 1, 2018 to July 1, 2018

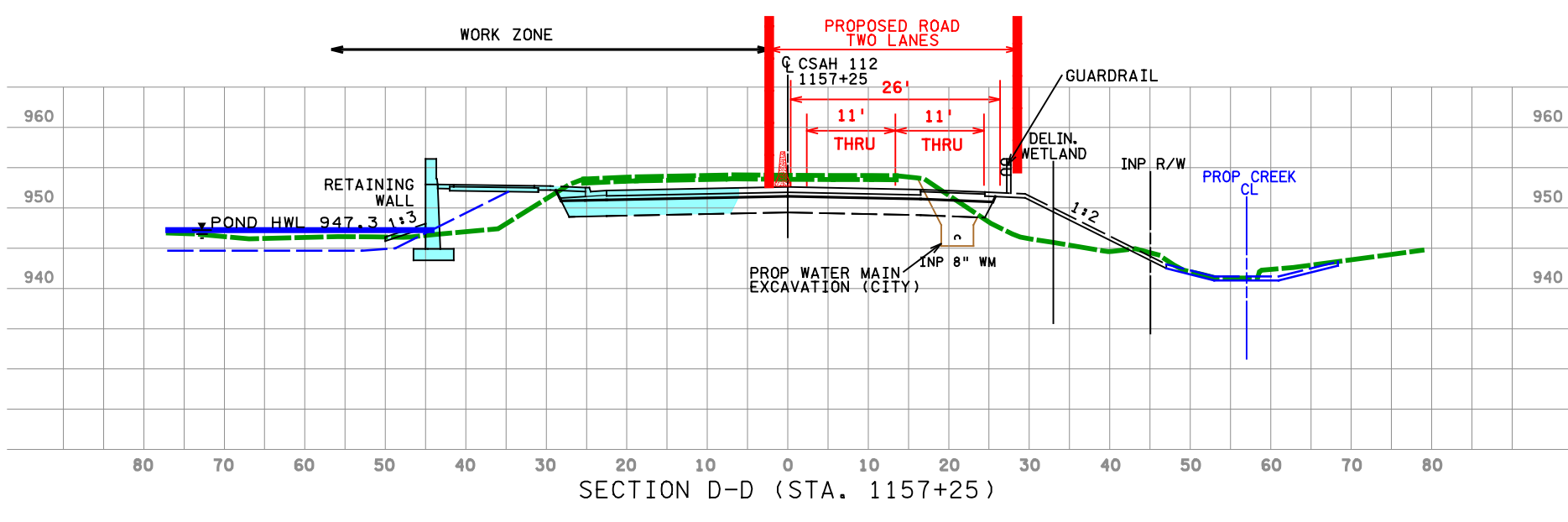
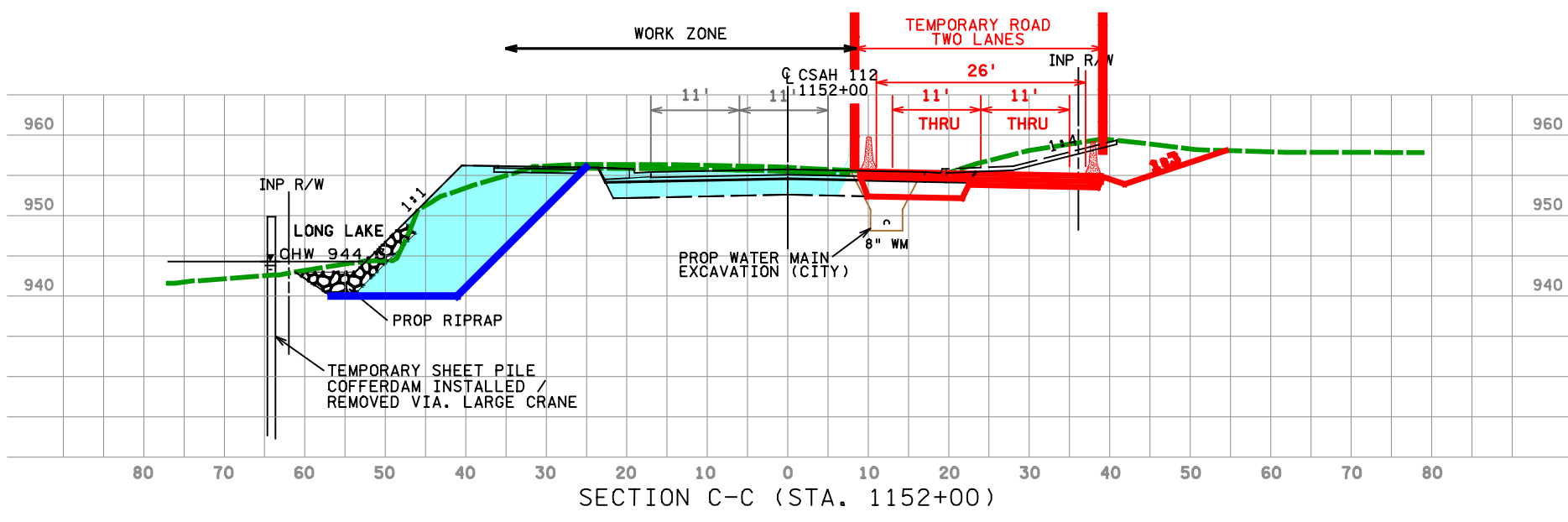
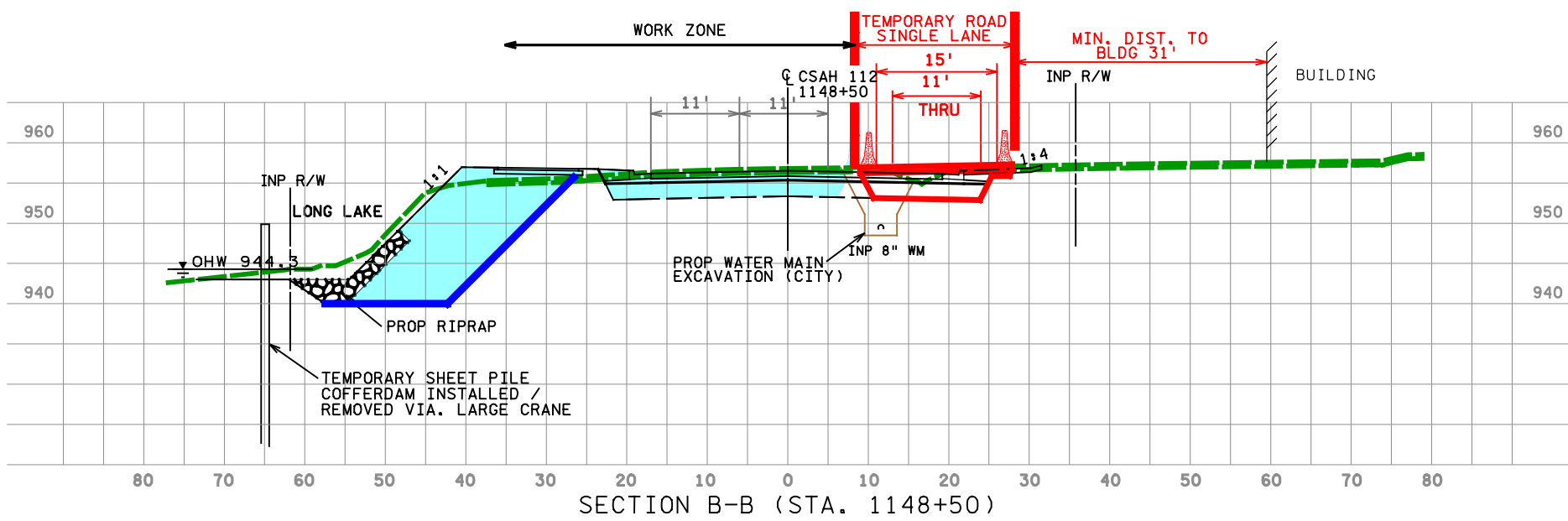
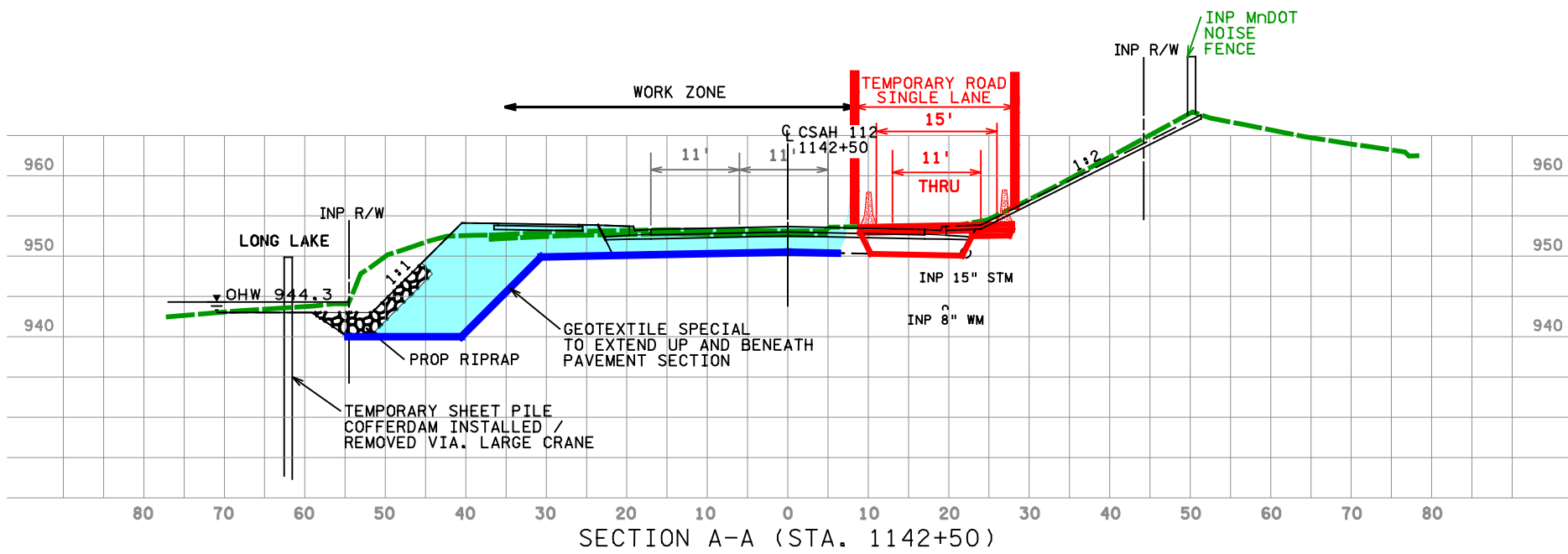
OPTION 6		Two Lanes
Project Start		April 17, 2017
Construct Stage 1 (Temporary 2-lane bypass, sheet pile wall & water main)		April 17, 2017 to August 25, 2017
Switch traffic to 2-lane bypass		September 8, 2017
Stage 2 Utility Replacements (water main, storm, power, fiber & gas)		August 28, 2017 to November 1, 2017
Construct Stage 2 (lakeshore and partial roadway items)		August 25, 2017 to November 22, 2017
Winter Suspension (traffic remains on 2-lane temporary bypass)		December 1, 2017 to May 1, 2018
Construct Stage 2 (trail, permanent roadway to provide two 11-foot traffic lanes)		May 1, 2018 to June 8, 2018
Switch traffic from 2-lane bypass to 2-lane permanent road section along lake		June 11, 2018
Construct Stage 3 (remove temporary bypass, complete south curb line, utilities & restoration)		June 11, 2018 to September 21, 2018



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PRELIMINARY
SUBJECT TO CHANGE
 8/12/15

Figure 1A



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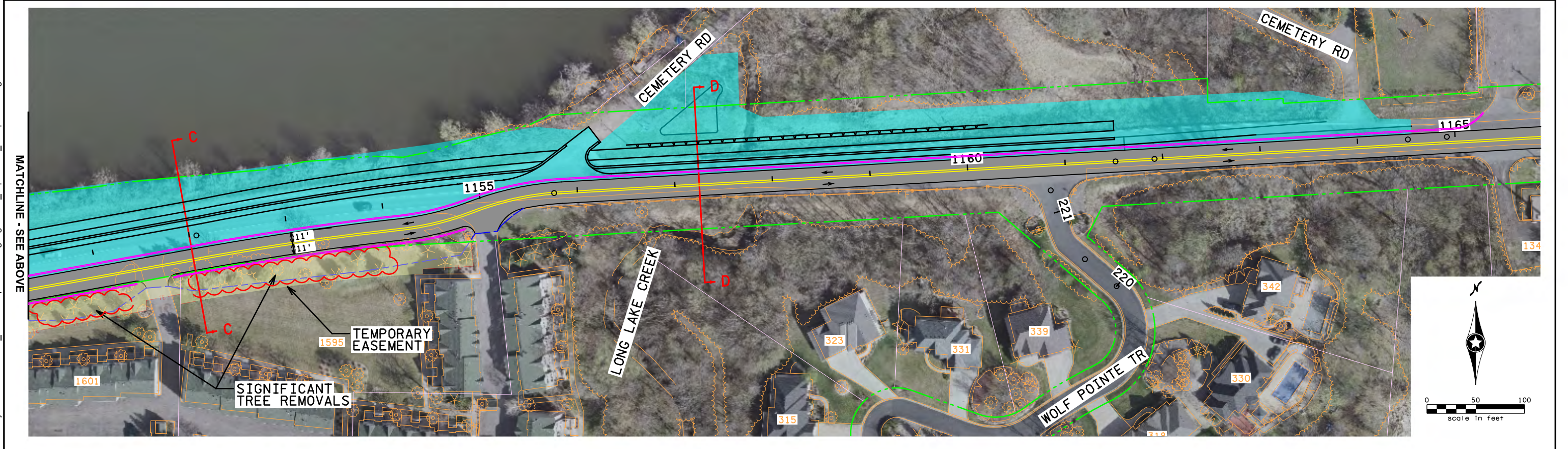
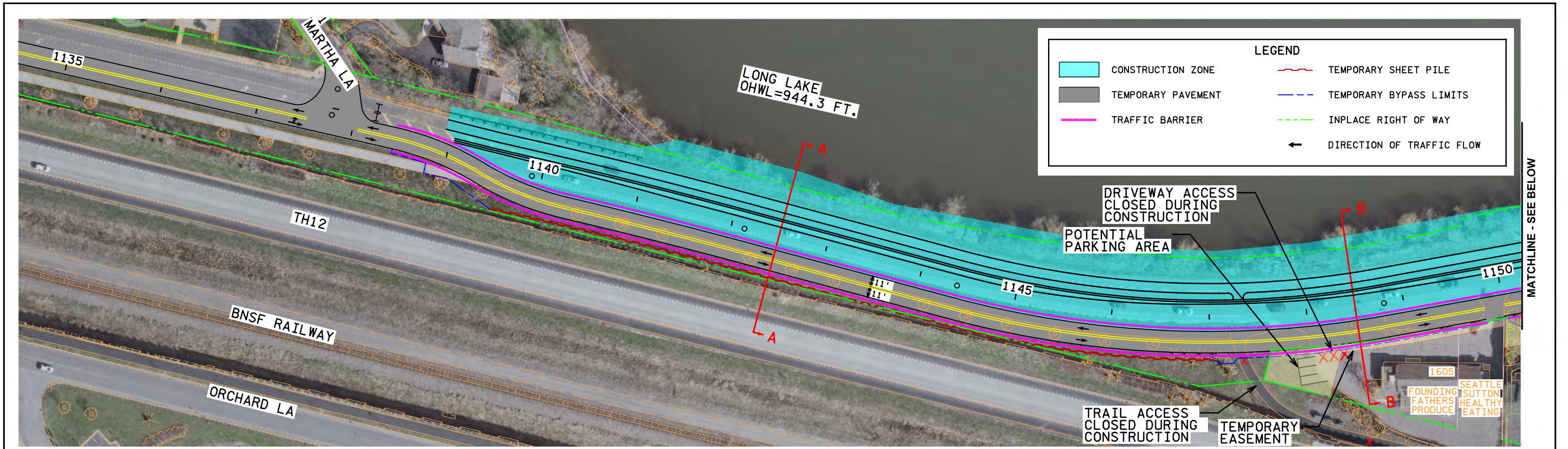
Temporary Bypass Option 1 - Cross Sections

CSAH 112 - Phase 1
Hennepin County

Job #
8/10/2015

**PRELIMINARY
SUBJECT TO CHANGE
8/12/15**

Figure 1B



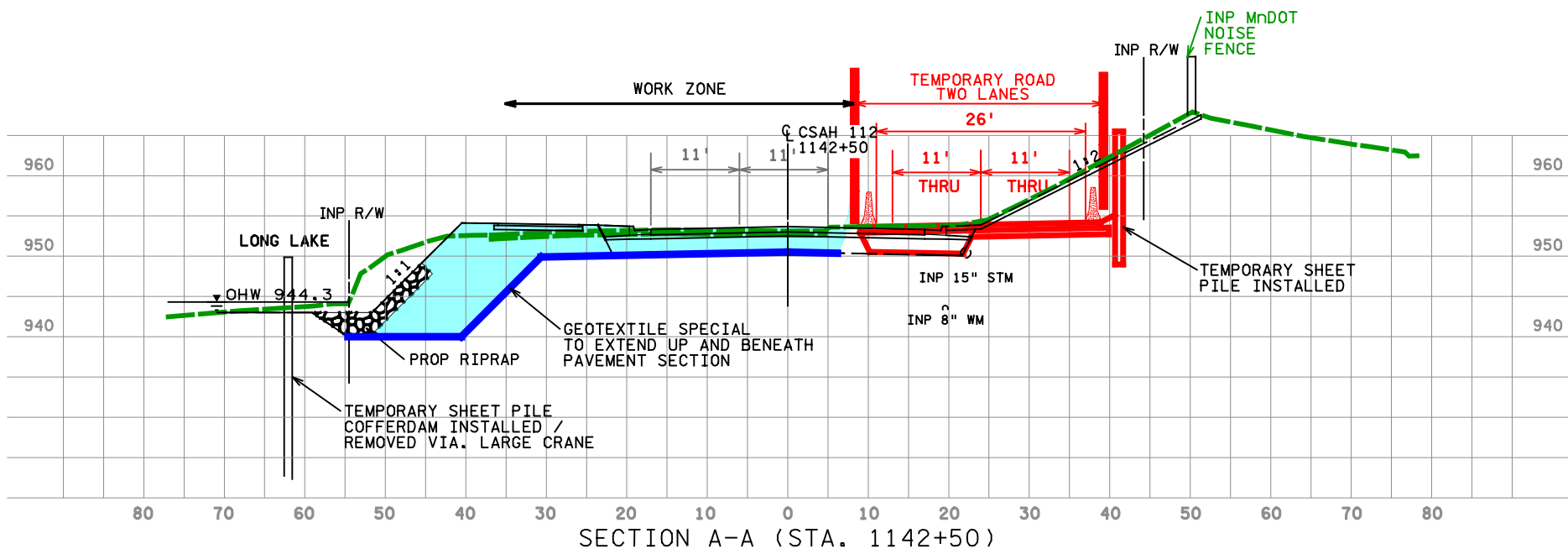
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MATCHLINE - SEE ABOVE

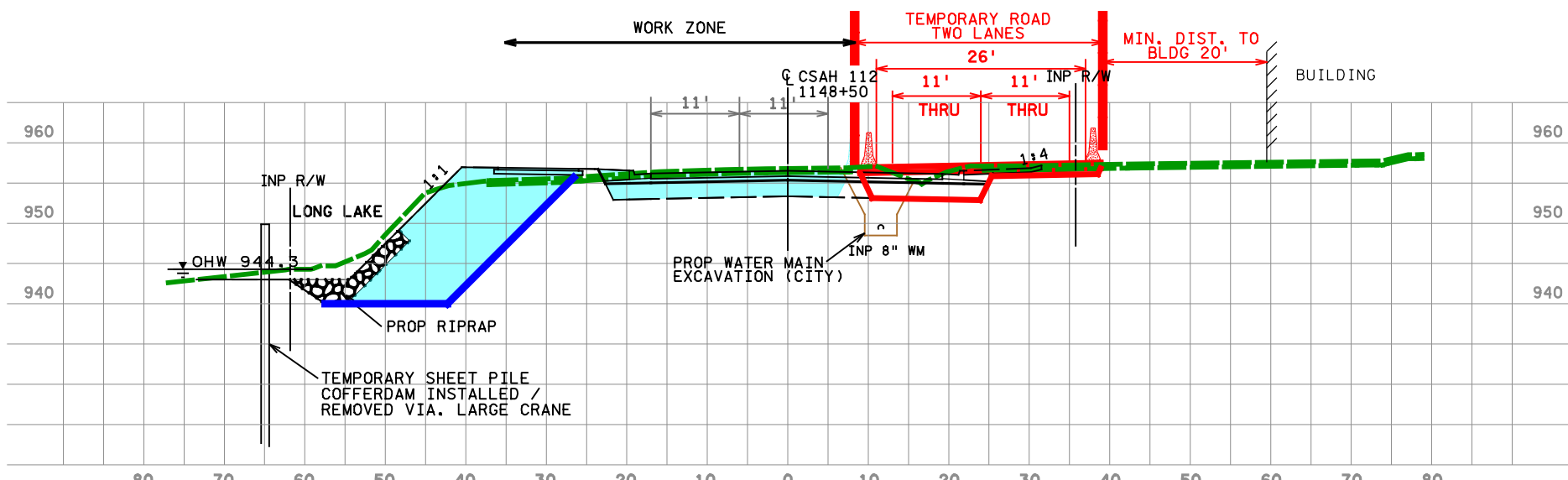
MATCHLINE - SEE BELOW

PRELIMINARY
SUBJECT TO CHANGE
 8/12/15

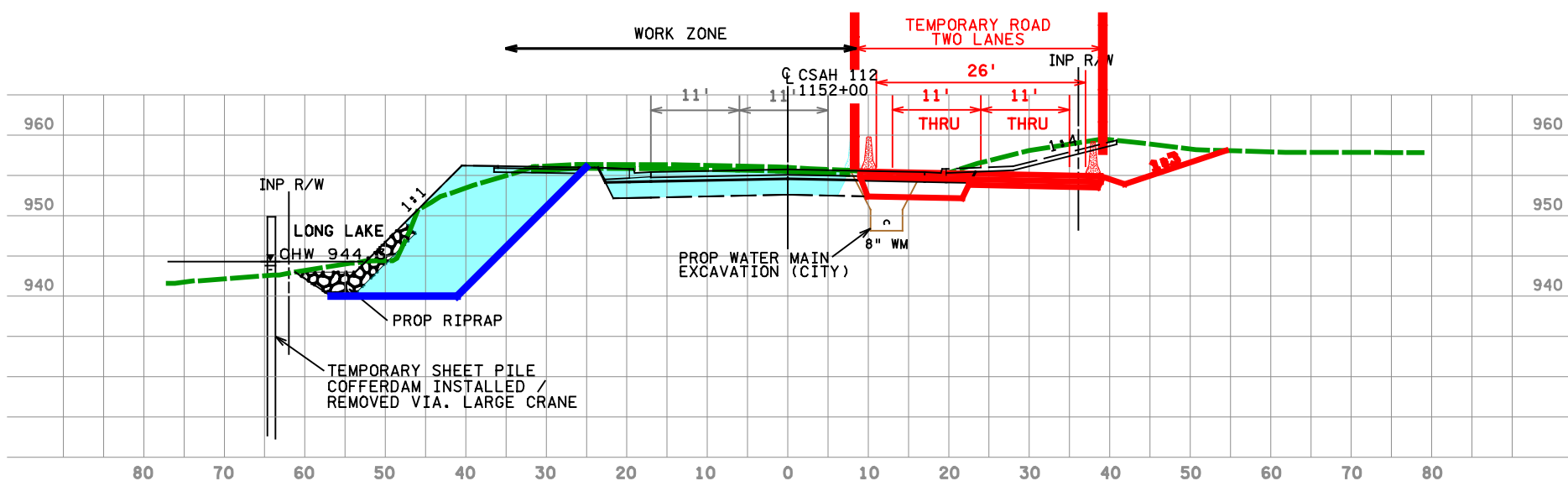
Figure 6A



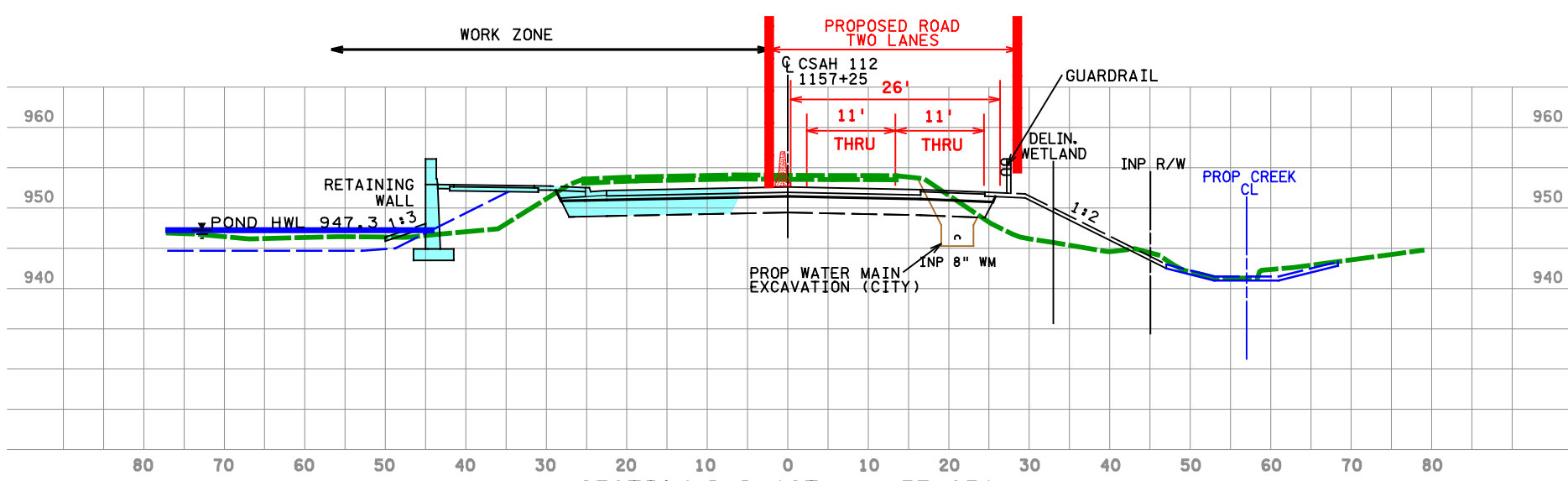
SECTION A-A (STA. 1142+50)



SECTION B-B (STA. 1148+50)



SECTION C-C (STA. 1152+00)



SECTION D-D (STA. 1157+25)

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**PRELIMINARY
 SUBJECT TO CHANGE
 8/12/15**

PHASE 1 (Willow Drive to Wolf Pointe Trail)		TOTALS	COUNTY TURNBACK FUND	HENNEPIN COUNTY	CITY OF ORONO	CITY OF LONG LAKE
Base	Construction①	\$13,789,162	\$13,789,162			
	R/W	\$378,075	\$378,075			
	Subtotal	\$14,167,237	\$14,167,237			
Additional Trail & Sidewalk	Construction①	\$121,000		\$60,500		\$60,500
	R/W	\$12,818		\$6,409		\$6,409
	Subtotal	\$133,818		\$66,909		\$66,909
Additional Lighting and Streetscape①						
<ul style="list-style-type: none"> ● Colored Concrete & Exposed Aggregate Concrete & Ornamental Fence Separating Walks from Parking Lots① ● Lighting (poles, foundations, wire) (50/50 split) ① ● Ornamental Trees, shrubs, tree grates, plants)① 				\$59,600	\$1,500	\$119,400
Subtotal:		\$595,900		\$253,900	\$68,200	\$273,800
Utility Full Burial - Long Lake From Cemetery Road west 700'		\$90,000		\$29,700		\$60,300
Utility Full Burial - Long Lake From Cemetery Road to Wolf Pointe Trail		\$60,000		\$19,800		\$40,200
Additional Lighting Accessories (banner & planter arms/mounts (no banner, no baskets), flag mounts (no flags), elec. outlets on separate circuit) ②		\$170,300			\$26,300	\$144,000
Symes St. Sidewalk ①		\$30,200				\$30,200
Streetscape (2 Gateway Monuments - Long Lake) ①②		\$102,400				\$102,400
Redesign costs to relocate trail east of Martha Lane				\$24,415		\$133,001
Permanent Steel Sheet Pile Wall with Concrete Cap		\$760,000				\$760,000
Upgrade from chain link fence (black vinyl coated) to Ornamental Railing along lakeshore		\$170,000				\$170,000
Subtotal - Phase 1		\$16,279,855	\$14,167,237	\$394,724	\$94,500	\$1,780,810

Green Text indicates City proposed contribution to discretionary project elements. Blue Text indicates Hennepin County proposed contribution to discretionary project elements. Discretionary spending item cost will be shared by the County and City based on policy. Items listed are current as of August 19th, 2015 PAC meeting.

① Construction cost includes 18% Engineering and Construction Administration.
 ② Proposed items to be bid as a bid alternative with Phase 1.
 Costs based upon 2015 unit pricing.
 Values are rounded.
 City of Orono discretionary items reflect Council decisions made on June 22, 2015.

**PRELIMINARY
SUBJECT TO CHANGE**