

**City Council Agenda
November 17, 2021 | 6:30 PM**

This City Council meeting is taking place virtually and at the Woodbury City Hall in the Ash North and South Conference Rooms.

Members of the public may attend the meeting in person and may also join the meeting using a PC, Mac, iPad, iPhone, or Android device.

[Watch the Live Meeting](#)

Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting.

Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. at 651-714-3524 or at council@woodburymn.gov. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Please note that all agenda times are estimates.

1. Call to Order
2. Pledge to Flag
3. Roll Call
4. Open Forum - 6:32 p.m.

The Open Forum is a portion of the Council meeting where a maximum of three persons will be allowed to address the Council on subjects which are not a part of the meeting agenda. Persons wishing to speak must complete a sign-up sheet prior to the start of the meeting and give the sign-up sheet to any staff person, or may also submit a question or comment virtually via the Q&A chat feature on the right side of the live event screen. Please provide your name and address with your question for the official record. Speakers are limited to two minutes each. The Council will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to the concerns expressed will be made via letter or phone call within a week.

5. Consent Agenda – 6:35 p.m.

All items listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Council.

Woodbury City Council Agenda
November 17, 2021 | 6:30 PM

- 5A. Washington County Capital Improvement Plan 2022-2026; Review Comments 21-283

Staff recommends Council adopt a motion authorizing transmittal of the attached draft comment letter to Washington County regarding their Draft Capital Improvement Plan 2022-2026.

- 5B. Dale Road One-eighth Mile East of C.S.A.H. 19 to Cottage Grove Drive Roadway Improvement Project; Authorize Use of Phase 2 Major Roadway Special Assessment Fund; Consultant Selection; Authorize Preparation of Preliminary Report; Authorize Preparation of Plans and Specifications 21-284

Staff recommends Council adopt RESOLUTION 21-216, a resolution authorizing the Mayor and City Administrator to execute an engineering consulting services contract with Bolton & Menk, Inc. authorizing preparation of a Preliminary Report, and Plans and Specifications for the Dale Road One-eighth Mile East of C.S.A.H. 19 (Woodbury Dr.) to Cottage Grove Dr. Roadway Improvement Project.

- 5D. Abstract of Bills

The abstract of bills includes payments made from the operating or project budgets for expenses of the city. The expenditures are from all funds of the city. Any purchased contracts requiring signature of the Mayor and City Administrator are hereby approved.

Staff recommends approval of the abstract of bills for November 5, 2021 in the amount of \$1,978,251.66.

6. Staff Reports – 6:37 p.m.

- 6A. City Administrator's Report

7. Adjournment – 6:40 p.m.

The City of Woodbury is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the City Administrator's office at 651-714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley at 651-714-3523 (TDD 714-3568) to make arrangements.

**City of Woodbury
Office of City Administrator**

Council Letter 21-283

November 17, 2021

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

**Subject: Washington County Capital Improvement Plan 2022-2026; Review
Comments**

Summary

The City has recently received Washington County's Draft Capital Improvement Plan (CIP) for the years 2022-2026. Washington County has issued a deadline of November 19, 2021, to receive comments for consideration in the final document. Staff has reviewed the CIP and has prepared the attached draft comment letter for Council consideration.

Recommendation

Staff recommends Council adopt a motion authorizing transmittal of the attached draft comment letter to Washington County regarding their Draft Capital Improvement Plan 2022-2026.

Fiscal Implications

The County's Draft CIP 2022-2026 currently does not identify specific cost participation from the City for a number of roadway projects. Any collaborative projects with Washington County will require cost participation from the City in accordance with the Washington County Roadway Cost Participation Policy. Each of these projects will be brought to Council for funding approval as they are further developed.

Policy

Not applicable.

Public Process

This is the first public process for this item.

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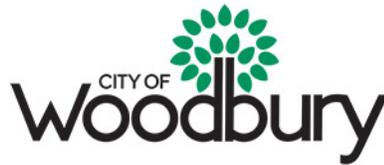
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Background

Staff has reviewed Washington County's Draft CIP 2022-2026 and has prepared the attached draft comment letter. Upon review and approval by the City Council, staff proposes to transmit the comment letter to Washington County for consideration during the preparation of their final CIP document.

Written By: Ryan Hoefs, Principal Engineer
Approved Through: Chris Hartzell, Engineering Director
Attachments: Draft CIP 2022-2026 Comment Letter to Washington County
Engineering File No: 139-233



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November 19, 2021

Mr. Larry Phillips
Washington County Public Works
Washington County
11660 Myeron Road North
Stillwater, MN 55082

Subject: 2022-2026 Washington County Capital Improvement Plan Review Comments

Dear Mr. Phillips:

The City of Woodbury (City) appreciates the opportunity to review and comment on the adopted 2022-2026 Washington County Capital Improvement Plan (CIP). The long-range planning and financing program set forth in the CIP is an important element to ensure adequate services and facilities are provided to Washington County (County) residents. The City supports the development and operation of a strong infrastructure system, including parks, facilities, roadways and technology, to maintain and improve the lifestyle and quality of living within the County.

Based upon our review of the CIP, the City would like to show its overall support of the document. However, the City wishes to offer support, comments and suggestions for the projects listed below:

State of Minnesota Co-Trustee Conceptual Drinking Water Supply Plan (CDWSP) – While not in the County’s CIP document, the Co-Trustee release of the Conceptual Drinking Water Supply Plan (CDWSP) has major implications for Washington County as the effected cities with municipal water systems within the county extend water service lines to their respective new water treatment plants. Undoubtedly, some of these line extensions will need to occur within county highway rights-of-way. This will be both a challenge and an opportunity for the County over the next two to six years. The challenge will be prioritizing the right-of-way planning and activities of the various municipalities, and making sure that County roadways do not have old and new pavement sections side-by-side. More significantly, it presents an opportunity for the County to perform joint projects with cities that will reduce the long-term costs to the County through joint project efficiencies and to provide a consistent pavement structure for the riders. Therefore, we strongly encourage the County to create openings and opportunities within their CIP for these mutually beneficial joint projects that have yet to be determined.

BSD-PHE-002: Environmental Center Expansion – The City supports the County’s planning efforts related to the Facility Assessment and Strategic Planning Study recommendations for the Environmental Center. These efforts are anticipated to improve operational efficiency and allow the center to meet growth in participation, citizen demand and waste volume.

BOND-2023: Proposed Bond Sales (Central Park and Western Service Center Improvements) –

The City of Woodbury is the largest Washington County city, and is the eighth largest city in the state of Minnesota. The unique Central Park multi-use indoor facility, constructed in 2002, provides a regional focal point and is an important gathering space for Woodbury and the east-metro areas of the County. It is an outstanding example of successful joint partnerships among various public and private stakeholders, including the Washington County Public Library, the 833 School District Community Education program (ECFE), Great Rivers Adult Education Consortium, the YMCA, Stonecrest Senior Living and the City of Woodbury. Now 20 years old, serving a community and region that has grown substantially since first constructed, the facility needs significant upgrades and improvement so it can meet the current and next 20 years of needs. The City looks forward to the continued partnership with the County for further development of the future needs for the Central Park building. The City also supports the continued design phase implementation and project planning related to the Central Park/Stafford Library. Much like the CDWSP matter, there is real cost, time and customer service efficiencies to doing capital projects together. Therefore, we ask that capital improvements to the Stafford Library be prioritized to coincide with the City construction work that will be occurring starting in 2023. The City further asks for a firm commitment to the project, continued collaboration on the capital improvement planning process and to include in County Board discussions regarding the County's portion of the capital improvements and associated 2023 Bond Sales for this project.

BSD-MSS-2001: South Shop Improvements – The City continues to support Washington County's need to improve the South Shop location. The City asks to be included in all future planning and discussions regarding the County and City parcels and continued coordination is requested. The City asks that necessary trunk infrastructure and roadway improvements along Cottage Grove Drive continue to be accounted for cost estimates and inclusion with the project.

RB-2201: Unspecified Intersection Control Projects – The City supports the County's intersection control projects and encourages the priority list be updated and reviewed annually with the City to better prioritize and implement projects. The City is currently completing a citywide Bicycle and Pedestrian Plan and requests continued coordination and support from the County for these improvements as they relate to County roads.

RB-2203: Miscellaneous Safety / Traffic Capacity Projects – The City supports this program and encourages the County to meet regularly with the City to discuss potential projects.

RB-2204: Pavement Preservation and Rehabilitation – The City supports the County's pavement preservation program. The City encourages the County to meet regularly with the City to discuss potential projects.

RB-2653: Century Avenue Extension Study – The City supports the feasibility and alignment study for an arterial highway located on the western border of the County within the cities of Woodbury, Maplewood and Newport between Carver Avenue and CSAH 18 (Bailey Road). Property owners are in the process of developing a land use concept and anticipate submitting an EAW in 2021 for the development of land within this area. The City requests continued coordination with County staff regarding the study and potential future development needs in the area. The City would like to request

the County discuss preparing this study in 2022 to further advance the roadway alignment to be coordinated with possible development of the surrounding properties.

RB-2672: CSAH 13 – CSAH 20 to Hargis Parkway – The City supports the expansion of CSAH 13 between CSAH 20 to Hargis Parkway and appreciates the opportunity to be involved through the design process. However, the City has substantial potential for constructing water mains along Radio Drive between Hargis Parkway and Dale Road in the 2022-2024 time frame, so the City requests continued coordination and support from the County as the City’s needs become clearer. The City remains supportive for a trail extension along the west side of Radio Drive south of Military Road to create connectivity within the existing network. Additional funding for construction of these improvements is anticipated within the CIP timeframe.

RRA-2297-11: Gold Line Bus Rapid Transit (BRT) – The City has supported the METRO Gold Line project through the project development and engineering phases, and will continue to coordinate with the County as the project transitions to the construction phase. The City requests Washington County pursue all avenues to facilitate the eventual co-location of express bus service and METRO Gold Line Park and Ride facilities. Furthermore, the City advocates that the proposed County Western Service Center be located on the remnant parcel adjacent to the proposed METRO Gold Line I-494 Park and Ride on Woodlane Drive.

In addition, the City offers the following comments for development of this or future CIPs. At minimum, planning or coordination with the City should be considered within this five-year CIP.

- Although the City provides overall support for the proposed roadway projects, we reserve the right to negotiate roadway elements based on our own design principles. These design principles include such items as roadway cross section, right-of-way widths, intersection control and landscaping. Through a lengthy process, including extensive citizen and technical input, the City developed roadway design principles and feels they should be the standard for any County project proposed in the City of Woodbury.
- The County should consider further exploring feasibility of pedestrian overpass options to improve pedestrian and bicycle connectivity across Radio Drive near Hudson Road as identified in recent traffic studies in the area.
- The City remains supportive of the Washington County MOVE plan which identifies pedestrian and bicycle needs throughout the County. The City encourages coordination between County and City staff to identify and prioritize appropriate projects and improvements within the CIP as guided within the MOVE plan.
- The City recently completed indexing the trails within the network and has identified several sections of trail along County corridors where PCI has dropped below 60:
 - West side of Radio Drive between Hudson Road and Tamarack Village Entrance. This stretch showed a PCI of 23.

- West side of Radio Drive between Donegal Drive and City Centre Drive
- North side of Bailey Road from just east of Military Road to just west of Lydia Lane

- The City appreciates the opportunity for planning involvement in future projects to allow coordination of public utility infrastructure projects. At this time as part of the 3M and State of Minnesota Settlement Agreement process, the City is committed to advancing plans for the future design and construction of its 32 million gallons per day Long-term Water Treatment Plant (LTWTP) and supporting infrastructure. A preliminary engineering study is being conducted to provide a comprehensive evaluation of available alternatives to guide the best long-term decisions for the City of Woodbury. Included in the effort is how long-term water treatment will be implemented in the City of Woodbury and Woodbury's potential role in supplying water to surrounding communities within Washington County. The City is anticipating substantial infrastructure improvements and adjustments over the next five to seven years (some beginning as soon as spring 2022) to accommodate a LTWTP solution and requests Washington County's continued coordination and support with these projects.

- The City remains supportive of the Central Regional Greenway Trail connection generally along the CSAH 19 (Woodbury Drive/Keats Avenue) corridor between Lake Elmo Park Preserve and Ravine Park. The City believes this project should be funded entirely by the County as this trail segment is intended to be regional in nature with connectivity of several major county park areas. The City also believes this trail should be built into the adjacent South Washington Watershed District (SWWD) open space property and tie into the trailhead and be kept away from CSAH 19 as much as possible to honor the "greenway" feel. The City supports planning and coordination efforts between the County, City and SWWD for this regional trail and park facility.

- The City would be supportive for future monitoring and study of intersection improvements at Valley Creek Road and Manning Avenue as traffic volumes on both roadways continue to increase. Valley Creek Road off Manning Avenue is quickly becoming a gateway into the City with increased development along Settlers Ridge Parkway and Woodbury Drive.

Thank you for your consideration of the City's comments. Should you have questions or wish to discuss these comments, please contact me.

Sincerely,

Clint Gridley
City Administrator

C: Kevin Corbid, County Administrator

**City of Woodbury, Minnesota
Office of City Administrator**

Council Letter 21-284

November 17, 2021

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Dale Road One-eighth Mile East of C.S.A.H. 19 to Cottage Grove Drive Roadway Improvement Project; Authorize Use of Phase 2 Major Roadway Special Assessment Fund; Consultant Selection; Authorize Preparation of Preliminary Report; Authorize Preparation of Plans and Specifications

Summary

In order to provide a safe and efficient transportation system, the City is proposing improvements on the segment of Dale Road one-eighth mile east of C.S.A.H. 19 (Woodbury Drive) to Cottage Grove Drive, to serve the developing area with urban roadway improvements and improve vehicle capacity. The first step to complete this work is to engage consulting engineering professional services to assist the City in preparing a preliminary report and development of plans and specifications.

Staff solicited two consultants for competitive proposals for this project. Following a review of the proposals, Bolton & Menk, Inc., was selected based upon total contract cost, the consultant's scope of work and history of project delivery. Bolton & Menk, Inc., has working knowledge of the proposed project and has designed and managed construction on a number of similar roadway projects in Woodbury.

Preparation of a Preliminary Report and Plans and Specifications is necessary to coordinate infrastructure development and consider the physical and economic feasibility of the proposed roadway improvements. The professional services costs from Bolton & Menk, Inc., to prepare the preliminary report, plans and specifications is \$203,104.

Recommendation

Staff recommends Council adopt the attached resolution authorizing the Mayor and City Administrator to execute an engineering consulting services contract with Bolton & Menk, Inc. authorizing preparation of a Preliminary Report, and Plans and Specifications for the Dale Road One-eighth Mile East of C.S.A.H. 19 (Woodbury Dr.) to Cottage Grove Dr. Roadway Improvement Project.

Fiscal Implications

The Adopted 2022-2026 Capital Improvement Plan includes funds in the amount of \$425,000 in 2021 for preliminary engineering reports and design for Dale Road One-eighth Mile East of

Council Letter 21-284

November 17, 2021

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CSAH 19 (Woodbury Dr.) to Cottage Grove Drive Roadway Improvement Project. Sufficient funds are available in the amount of \$203,104 from the Phase 2– Major Roadway Special Assessment Fund for an engineering consulting services agreement with Bolton & Menk, Inc. Revenues within this Fund have been collected during development of adjacent properties to mitigate traffic impacts along this roadway corridor.

Policy

Purchasing policy CD-FIN-5.1 which requires Council Approval for all professional services exceeding \$175,000.

Public Process

First public process for this item.

Background

Preliminary plat applications have been received by the City for development to occur on the north and south side of Dale Road east of C.S.A.H. 19 (Woodbury Dr.). Improvements were made the first eighth mile with Washington County C.S.A.H. 19 Roadway Improvement project. Construction of the developments is expected to start in Spring 2022. The existing and proposed development adjacent to this portion of Dale Road requires the roadway to be improved from its existing rural paved section to an urban roadway section to support proposed vehicle capacity and pedestrian mobility needs.

Written By:	Teresa Keller, Senior Engineering Project Coordinator
Approved Through:	Chris Hartzell, Engineering Director
Attachment:	1. Resolution 2. Location Map

Resolution 21

**Resolution of the City of Woodbury,
Washington County, Minnesota**

Authorizing the Mayor and City Administrator to Authorize Use of Phase 2 Major Roadway Special Assessment Fund; Execute an Engineering Consulting Services Contract with Bolton & Menk, Inc. for Preparation of a Preliminary Report and Preparation of Plans and Specifications for the Dale Road One-eighth Mile East of C.S.A.H. 19 to Cottage Grove Drive Roadway Improvement Project

WHEREAS, the City desires to perform roadway improvements to Dale Road from One-Eighth Mile East of C.S.A.H. 19 to Cottage Grove Drive from its existing rural paved section to an urban roadway section to support existing and proposed traffic levels; and

WHEREAS, the City wishes to retain the services of an engineering consultant to assist with said project; and

WHEREAS, Bolton & Menk, Inc. has been determined to best meet the City's needs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota as follows:

1. Authorization is hereby given to enter into an engineering consulting services agreement with Bolton & Menk, Inc. for preparation of a preliminary report and plans and specifications for the Dale Road from One-eighth Mile East of C.S.A.H. 19 (Woodbury Drive) to Cottage Grove Drive Roadway Improvement project.
2. The Mayor and City Administrator are hereby authorized to execute the above consultant agreement.
3. Bolton & Menk, Inc. is hereby directed to prepare a preliminary report for the Dale Road from One –eighth Mile East of C.S.A.H. 19 (Woodbury Drive) to Cottage Grove Drive Roadway Improvement project. Said preliminary report shall include an analysis as to whether the proposed improvements are necessary, cost effective and feasible.
4. The preparation of construction plans and specifications for the Dale Road from One-eighth Mile East of C.S.A.H. 19 (Woodbury Drive) to Cottage Grove Drive Roadway Improvement project is hereby authorized. Said plans and specifications will be prepared by Bolton & Menk, Inc.

BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota to authorize the use of the following funds:

<u>Fund</u>	<u>Amount</u>
Phase 2 – Major Roadway Special Assessment Fund	\$203,104

**Resolution 21-
November 17, 2021
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This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 17th day of November, 2021.

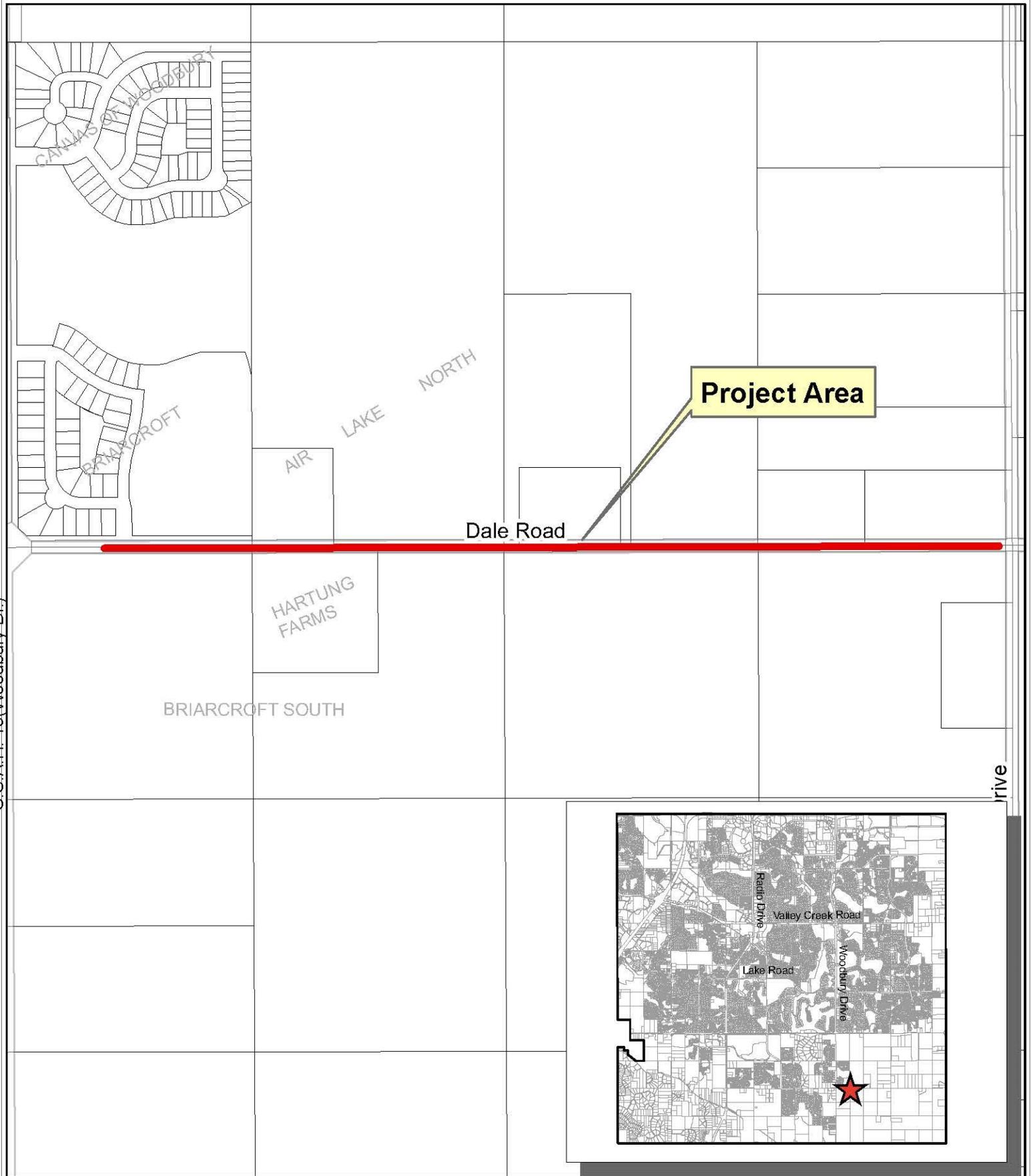
Attest:

Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator

(SEAL)

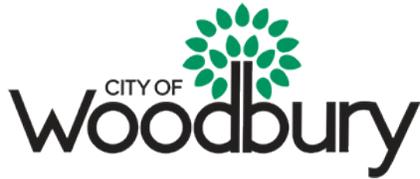
Location Map



C.S.A.H. 19 (Woodbury Dr.)

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Disclaimer: This map is intended for reference purposes only and is not a legally recorded map or survey. The City of Woodbury shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statute 466.03 Subd 21.



6A

**City Administrator's Report
November 17, 2021**

Neighborhood Meetings:

No Items Scheduled

Preliminary Items Scheduled for the Planning Commission Meeting of December 6, 2021:

No Items Scheduled

Preliminary Public Hearings Scheduled for December 8, 2021:

No Items Scheduled

Discussion Item Scheduled for City Council Meeting of December 8, 2021:

1. Truth-in-Taxation Public Meeting – 2022 Property Tax Levy and Budget

Other Meetings:

1. Economic Development Commission, Nov. 30, 7:30 a.m., Ash North and South Conference Rooms
2. Parks and Natural Resources Commission, Dec. 7, 7 p.m., Ash North and South Conference Rooms
3. Economic Development Authority, Dec. 8, 7 p.m., Council Chambers
4. Housing and Redevelopment Authority, Dec. 8, 7:10 p.m., Council Chambers

Respectfully submitted,

Clinton P. Gridley
City Administrator