

BAXTER CITY COUNCIL MINUTES
Work Session
January 6, 2015

Mayor Darrel Olson called the City Council Work Session to order at 6:00 p.m.

MEMBERS PRESENT: Mayor Darrel Olson and Council Members Mark Cross and Steve Barrows

MEMBERS ABSENT: Council Members Todd Holman and Quinn Nystrom

STAFF PRESENT: City Administrator Gordon Heitke, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, Community Development Director Josh Doty, and Public Works Director/City Engineer Trevor Walter

CHIPSEALING

Mike Rardin of Bolton & Menk explained his firm set up the City's Chipsealing program so that it can be easily replicated for future projects. For 2015, City has budgeted \$200,000 for streets and \$20,000 for trails. These amounts include engineering, administration, and construction inspection costs. The proposed streets have been reviewed based on findings of the pavement management plan. There are approximately 4.5 miles of street and 1.3 miles of trails proposed to be seal coated in the project. Mr. Rardin explained the type of aggregate used last year for the trails was too coarse and it will be improved this year. Work would begin on July 6, 2015 and the contractor would have ten working days to complete. All construction must be completed by August 8, 2015 and final work completed no later than August 28, 2015. Residents would be notified with a door hanger. The contractor would provide all signage. After sweeping is completed, a fog seal would be applied on top of the aggregate and then striping. Crow Wing County will advertise for, open bids, and award the contract for the proposed work for Baxter. Bolton & Menk will provide construction inspection services for the City.

Council discussed reducing striping to meet minimum requirements. Public Works Director/City Engineer Walter explained the City completes all striping with latex paint. To save on expenses, the City will no longer use zebra cross walk stripes or stop bars. The striping policy has not been completed. Public Works Director/City Engineer Walter explained the City is not striping all residential streets. City Administrator Heitke explained the City has striped residential streets with minimal traffic and residents living on the street in the past. Public Works Director/City Engineer Walter explained the MUT manual requires a traffic engineer to perform a traffic study to make recommendations on signs and striping. All State Aid roads are required to be striped. City Administrator Heitke explained some cities have policies that they do not strip residential streets. Public Works Director/City Engineer Walter explained the city needs a qualified person to do traffic counts. The Council discussed different life expectancies for different grades of aggregate. Streets would be chip sealed every five to seven years. Mr. Rardin explained if the City has a plan to reconstruct a street in the next 10-15 years, he would advise against chipsealing it. Staff will reconsider which streets should be scheduled for chipsealing and will provide the council with a recommendation on January 20.

JEWELWOOD PARK

Community Development Director Doty explained over a year ago, neighbors around the Jewelwood Park area requested that the City improve the Jewelwood Park property to construct a neighborhood park. During the same timeframe, the City's Parks and Trails Commission began their work to develop a draft Parks and Trails chapter for the Comprehensive Plan update. The draft chapter includes an implementation plan for

park improvement projects with an indication of a project priority. The Parks and Trails Commission identified Jewelwood Park improvements as a high priority project. This past June residents were invited to attend a Park Commission meeting to discuss park improvements. The neighbors stated they would like to see a playground area for young children and the rest of the park left as natural woods.

The Parks and Trails Commission have recommended a specific playset along with benches, picnic tables, and trash receptacles. The estimated cost for the improvement is \$150,000. Staff estimated the annual maintenance cost to be \$5,400. Future discussions of restrooms and parking need be discussed.

The Parks and Trails Commission directed staff to bring the Jewelwood Park discussion forward for consideration by the Council in advance of the Comprehensive Plan update.

Community Development Director Doty explained he is looking for council direction. The council discussed the rating schedule for various projects. Council would like to review more information from the Comprehensive Plan update before deciding to complete the improvement.

MOTION by Council Member Cross, seconded by Council Member Barrows to recess the work session at 6:58 p.m. Motion carried unanimously.

The Council resumed the work session at 8:05 p.m.

ARBORETUM COMPOSTING CORRESPONDENCE

City Administrator Heitke explained last fall the City decided against contracting with the Northland Arboretum (Arb) for composting services. The City has had conversations to contact with the Arb for leaf composting in 2016. Since our discussions last fall, the Arb has opened their composting site. The City has not been involved until an email was received on December 1 asking the City of Baxter to contribute in some way to the Arb's composting. The Council consensus was to reaffirm the City would provide a loader and operator when the Arb's piles need turning.

MOTION by Council Member Barrows, seconded by Council Member Cross to adjourn at 8:07 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk