

BAXTER CITY COUNCIL MINUTES

**Work Session
January 7, 2014**

The City Council Work Session for the purposes of discussing the Safe Routs to School Grant; Update on the Woida Project; South Segment of Inglewood, Falcon Dr. Improvements; Park Pavilion Project; 2014 City Council and Commission Meeting Calendar; and Project Updates for Potential Right-of-Way Vacation, MS4 Work Plan, Utility Franchise Fees, and 2014 Sealcoating Project was called to order at 5:30 p.m. by Mayor Darrel Olson.

COUNCIL MEMBERS PRESENT: Council Members Jim Klein, Rob Moser, Todd Holman, and Mayor Darrel Olson.

COUNCIL MEMBERS ABSENT: Mark Cross (arrived at 5:49 p.m.)

STAFF PRESENT: City Administrator Gordon Heitke, Public Works Director/City Engineer Trevor Walter, City Engineer Aric Welch, and Assistant City Administrator/City Clerk Kelly Steele, Parks and Trails Supervisor Roy Rauen, Finance Director Jeremy Vacinek, Community Development Director Josh Doty.

Safe Routes to School Grant

On December 17, 2013 the City received notice of the Safe Route to School Grant cycle. Applications are due January 31, 2014 for construction during the 2015 and 2016 construction season. The grant provides 80% federal funding for infrastructure projects located within two miles of a school and with a minimum project cost of \$100,000. Chief Exsted will meet with the Steering Committee on January 13 to discuss a grant application. The Forestview Middle School application would be less time consuming to draft since right-of-way acquisition is not needed. Chief Exsted reviewed the proposed trail locations for the Forestview Middle School and the installation of a pedestrian crossing sign. The application will require the preparation of an engineer's cost estimate. Chief Exsted will report back to the Council with the outcome of the Steering Committee meeting.

Update on Wildflower Drive, Franklin Drive, & Woida Road Improvement Project

The Council discussed constructing the trail along the north side of Woida Road in conjunction with the Woida Road Improvement Project. The trail will start on Inglewood Drive and end west of the Lakeland Veterinary Hospital. WSN estimated the construction of the 12' by 4,300' bituminous trail will add an additional \$100,000 to the Woida Road Improvement Project cost. The Council discussed the elevation of the trail to prevent standing storm water. Mr. Welch explained Woida Road will have curb and gutter to control storm water. The Council discussed the City will receive a better finished project if the trail is constructed together with the other improvements. Mr. Vacinek explained options to finance the project. The Council was supportive of constructing the trail with the other improvements.

Mr. Welch inquired if the Council is ready to implement the Section 6 Stormwater Management Plan for the project area. The plan provides for culverts and ditches to be installed on Wildflower Drive and Franklin Drive. The stormwater system will provide an outlet for flows in excess of the 100-year stormwater event. This portion of the project will not be part of the State Aid project. The Council indicated they support option three with a modification to include one additional ditch for a total estimated cost of \$26,000.

Mr. Welch described his conversations with property owners regarding the City acquiring an easement or purchasing property. The Council will conduct a closed session on January 21 to discuss an offer to purchase real property.

South Segment of Inglewood, Falcon Dr. Improvements

It is ideal to bid the Excelsior Road to Trunk Highway 210 project simultaneously with the Wolda Road Improvement Project. The advantage of constructing the right turn lane with Falcon Drive is the project can be bonded and levied with debt service payments over eight years. Constructing this year will eliminate disruption to the McDermott office building. The project will not meet the 20% assessment, meaning the majority of the Inglewood project cost will be bore by the City. The Council discussed engineering fees and if the project will trigger a request for proposal for engineering service. Due to the limited scope of the project, Mr. Walter's estimated the engineering to be less than the \$15,000 threshold. The Council was in favor of constructing the right turn lane on Isle Drive concurrently with the Falcon Drive extension. The Council asked staff to report back with a contract.

Park Pavilion Project

Mr. Walter stated the City can hire an architect to design and bid out the pavilion, design build, or utilize state contracts. Staff is looking for direction to proceed. Council discussed the shape of the pavilion and cost to construct. Based upon the City's ordinance, the City can construct a steel building which does not have exposed fasteners. Staff will discuss the placement of the kitchen with the Police Department to address any safety concerns. The structure will be exempt from sales tax. Council supports the design to be a steel single pitch roof, no a copula, rocks corners, and utilizing a state contract.

MOTION by Council Member Cross, seconded by Council Member Moser to recess the work session at 7:01 p.m. Motion carried unanimously.

2014 City Council and Commission Meeting Calendar

Council discussed this agenda item during the regular Council meeting.

Project Updates

Mr. Heitke explained staff will provide a brief update for each agenda item.

Potential Right-of-Way Vacation

Staff received an inquiry for a right-of-way vacation of a lakeshore property. Due to the unique nature of the request, staff is looking for feedback from the Council regarding the information Council will need to make a decision should a formal request come forward. Council indicated the entire neighborhood should receive notice of a public hearing. Mr. Doty explained the applicant is considering if he should submit an application.

MS4 Work Plan

Staff has met with the Crow Wing Soil and Water Conservation District and will be meeting with Brainerd later this week to discuss forming a partnership. Staff will contact Central Lake College to see if there is an internship opportunity to assist with surveying or GIS work. Staff will present a plan to Council in early February.

Utility Franchise Fees

Staff continues to analyze the fees for two services provided by four different providers. Staff plans to present Council with a fee schedule on January 21.

2014 Sealcoating Project

Staff has discussed partnering with the Crow Wing County Highway Department to complete the administration and construction observation portion of the project. For these services the County will charge the City an 8% fee. The City will be responsible to complete the plans and specifications. Due to the timing of the implementation of the franchise fees, the City will not have the full budget to utilize during the project season. Staff must submit plans to the County by the end of February. Staff will present information to the Council during the January 21 Work Session.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Moser to adjourn the work session at 7:32 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk