

BAXTER CITY COUNCIL MINUTES
Special Meeting
January 15, 2015

Mayor Darrel Olson called the Special City Council Meeting to order at 6:30 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson and Council Members Quinn Nystrom, Steve Barrows, Todd Holman, and Mark Cross

COUNCIL MEMBERS ABSENT: None

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

PRESENTATION OF 2015 EXCELSIOR ROAD PROJECT – SCOTT HEDLUND, SEH

Mr. Hedlund reviewed the project boundaries and project history. The City Council has decided to phase the project into two phases. Phase 1 is the Excelsior Road portion planned for 2015 construction. Phase 2 is the Cypress Drive portion planned for 2018 construction. Mr. Hedlund explained the process for the improvement hearing is to provide an overview of the project, review estimated project costs and preliminary assessments, and seek input from residents. The council can then either order or reject the project. Next, the project is bid and a public assessment hearing is held. The council then awards a construction contract and construction begins.

Mr. Hedlund reviewed the existing street, stormwater, sanitary sewer, and water main conditions. Mr. Hedlund explained the proposed improvements include the reconstruction of Excelsior Road between Cypress Drive and Baxter Drive. A mill and overlay will be performed on Conservation Drive. Storm sewer improvements include a new storm water pond at Cypress Drive and Excelsior Road, the relocation of a box culvert, improvements to the current east storm water pond, and reconstruction of a low flow storm sewer outlet. Sanitary sewer improvements include two new manholes and connector gravity main north of lift station number two. Water main improvements include lowering and insulating the water main under the relocated box culvert on Cypress Drive.

The total project cost is estimated to be \$3,150,148. Mr. Hedlund explained the methodology used to determine preliminary assessments. Mr. Hedlund further explained the availability of hardship deferments for qualified property owners. The City is planning to assess 12.6% of the total project cost. The City will cover the remaining 87.4% of the total project cost.

Mr. Hedlund explained the Excelsior Road improvement project is feasible from an engineering standpoint. Property owners should expect delays, dust, and detours during construction. During construction, Excelsior Road will be closed to through traffic. Access will be maintained to property owners during construction.

QUESTIONS OF CITY COUNCIL MEMBERS

Council Member Cross inquired about the methodology used to determine the preliminary assessments for the Arbor Glen and Autumn Glen properties due to each being approved as a planned unit development

(PUD). Finance Director Vacinek explained bond council advised each of the units would have an individual assessment and the apartments would have one assessment. If a property owner paid off their assessment, they would still be making annual payments for those property owners who did not pay off their assessment upfront if each individual unit did not receive an individual assessment.

OPEN PUBLIC HEARING

Mayor Olson opened the public hearing at 6:58 p.m.

Hearing no comments, Mayor Olson closed the public hearing at 6:59 p.m.

NEXT STEPS

City Administrator Heitke explained the council would consider ordering the Excelsior Road improvement project during the January 20, 2015 council meeting.

MOTION by Council Member Barrows, seconded by Council Member Holman to adjourn at 7:00 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk