

BAXTER CITY COUNCIL MINUTES
Work Session
February 20, 2018

Vice Mayor Todd Holman called the Work Session to order at 5:45 p.m.

Council Members Present: Vice Mayor Todd Holman and Council Members Quinn Nystrom and Steve Barrows

Council Members Absent: Council Member Mark Cross and Mayor Darrel Olson

Staff Present: City Administrator Bradley Chapulis, Public Works Director Trevor Walter, Community Development Director Josh Doty, Chief Jim Exsted, and Assistant City Administrator Kelly Steele

1. Cypress Drive Housing Preservation/Relocation Project

City Administrator Chapulis explained as part of the Cypress Drive Extension Project, the City has acquired five single family homes for right-of-way purposes. Having completed interior and exterior visual inspection of the homes, the homes are worth preserving. While the City should take the traditional approach and sell the homes to the highest bidders, staff explored partnering with local organizations to preserve the homes for affordable housing opportunities. As staff conclude the exploration, staff would propose collaborating with Brainerd Lakes Habitat for Humanity (“HFH”) to achieve the preservation of all five homes.

Staff is proposing that HFH and the City enter into an agreement that will allow the non-profit organization to acquire all five homes for \$1 each. HFH would then be responsible to relocate the homes at their expense and have such done in concert with the City’s Cypress Drive project timeline. To assure a few of the homes remain in Baxter for affordable housing opportunities, City staff has identified property near the property area and on Clearwater Road that would be able to accommodate the relocation of three homes.

Having limited resources, HFH is unable to cover the approximate \$177,200 in soft costs to facilitate the relocation of homes to the City lots. With HFH’s mission being in line with the goals and objectives of affordable housing, as outlined in state statute for the use of tax increment financing (“TIF”), staff is proposing to utilize the City’s Housing TIF pool to offset these expenditures. As for the other two homes, HFH is proposing to move them to a temporary site until the organization can find a permanent location within their service territory.

Members of HFH have inspected the five homes.

City Administrator Chapulis explained City staff is proposing a collaboration between the City and HFH for the relocation of the five homes the City has acquired in conjunction of the Cypress Drive project. The collaboration would assure that three of the homes would be relocated in Baxter to be proposed for affordable home ownership opportunities in the community. Furthermore, the collaboration will have minimal financial impact to the City of Baxter through the use of TIF that is limited to affordable housing. City staff is seeking

Council feedback on the proposed project. Should there be support of moving the project forward, staff is requesting Council provide directive for staff to commence the administrative and legal work necessary to finalize the specific details of this project, which would be brought forward to the Council for formal consideration in April, tentatively.

Council Member Barrows expressed appreciation in the ability to repurpose the homes. Council Member Nystrom explained the idea was inventive and inquired if other cities have formed a similar partnership. City Administrator Chapulis explained he has seen it happen in Iowa for flood plain mitigation. Vice Mayor Holman expressed his support of the project.

Kevin Pelkey, Executive Director of Lakes Area Habitat for Humanity, introduced himself and two board members in attendance. Mr. Pelkey explained he was excited to be approached, not having to do the approaching and that timing will be critical to figure out and mechanism need to get put into place.

The Council consensus was to have staff continue moving forward with the project.

2. 2018 Mill & Overlay and Full Depth Reclamation Improvements Project Feasibility Report

Chris Sonmor, consulting engineer with WSB, incorporated Council feedback received from the last meeting into the feasibility report. The streets included in the 2018 project include Cedar Scenic Road, Circle Pines Road, Emily Road, Flintwood Drive, Parkwood Drive, College Road, and Baxter Drive.

On January 16, 2018, after reviewing three options for Cedar Scenic Road, the Council selected option 3. Option three includes a 40' road section, 12' drive lanes, and 8' shoulders. This option results in greater wetland impacts. A temporary easement may be required to construct the slopes with this option. The estimated total cost is \$375,727.47.

Flintwood Drive was constructed in 1998 as a rural section. The road width is approximately 26'. Pavement core samples resulted in 2-3/4" and 4-1/2" of bituminous. The existing pavement has not lasted twenty years. Mr. Sonmor is proposing to mill and replace with 3-1/2" of bituminous pavement. Public Works Director Walter explained the subsurface of Flintwood is the problem, it is the bad bituminous from MnDOT in 1990.

Circle Pines Road was constructed in 1993 as a rural section. The road width is approximately 26' and has between 2-3/4" and 3" of bituminous pavement based on core samples.

Emily Drive was constructed in 1996 as a rural section. The road width is approximately 26' and has between 3-1/4" and 3-3/4" of bituminous based on core samples.

Parkwood Drive was constructed in 1997 and 1998 as a rural section. The road width is approximately 26' and has between 2-3/4" and 4" of bituminous pavement based on core samples.

The remaining storm sewer improvements from the 2002 Kentwood Drainage Improvements project have also been included in the study to be completed.

On College Road the existing bituminous pavement will be reclaimed with the underlying aggregate base material to a depth of approximately 12". New pavement will be placed to a thickness of 6" to achieve a ten-ton design. Currently all curb and gutter on College Road is included for removal and replacement. The existing bituminous trail on the south side of College Road is proposed to be removed and replaced. An existing 18" storm sewer pipe from the pond on College Road is also proposed to be lowered as part of this project. All gate valve box tops sections are to be replaced. City staff will be inspecting all manholes and catch basins within the project area and those needing repairs would be added to the project. The median east of Douglas Fir Drive will be completely removed and replaced. The median west of Douglas Fir Drive will be partially removed and replaced. The Baxter ADA Transition Plan has indicated there are a number of pedestrian ramps that are not in compliance with current ADA standards. These pedestrian ramps are proposed to be brought into compliance.

Baxter Drive was constructed in 1985 as an urban section. The roadway is approximately 40' wide and has between 3-1/4" and 4-1/4" of bituminous based on core samples. WSB will be working to acquire two parcels for right-of-way. Improvements will be completed at the signalized intersection with TH 210 and Baxter Drive; these improvements also include ADA upgrades.

The estimated project cost for all improvements is \$2,558,953.67. Approximately 50.8% of the project costs would be paid by special assessments with the city paying 49.2% of project costs.

The total cost for the mill and overlay project is \$598,546.50. The total mill and overlay cost for the city is \$151,783.93. 132 lots are proposed to be assessed at \$3,436.64 per lot. The City cost includes an additional 1-1/2" of pavement on Parkwood Drive, Parkwood Court, and Flintwood Drive.

The total cost for the full depth reclamation project on College Road is \$886,764.50, with \$557,567.51 in assessable costs. The City will contribute for roadway widths over 44' and 40% for curb and gutter improvements. Assessments will be calculated at \$125.89 per linear foot.

Cedar Scenic Road reconstruction is estimated to be \$389,189.80. Of the 2,000 feet of frontage on the project, 1,254 linear feet is not assessable due to a wetland. The assessable cost for the project is \$94,530.05, with the City paying for the balance. Assessments will be calculated at \$47.27 per linear foot.

Approximately 500' of Baxter Drive is proposed to be reconstructed for an estimated project cost of \$686,452.86. The assessable cost for the project is \$194,640.72, with the City paying for the balance. The City will contribute for roadway widths over 44' and 40% for curb and gutter improvements. Assessments will be calculated at \$207.06 per linear foot.

During the regular meeting, the Council will be asked to set the improvement hearing for March 15, 2018. Project construction would begin on July 23, 2018 with all construction completed by September 14, 2018.

Council Member Holman explained this project would provide the opportunity to fix the noncompliant trail segment located at Navilus. Public Works Director Walter explained he will calculate the estimated cost to fix the trail at Navilus and will provide the cost to Mr. Sonmor.

MnDOT will update the pedestrian ramps at Baxter Drive and TH 210 when they complete a project on TH 210. MnDOT will not make the improvements in conjunction with the City's project.

Mr. Sonmor explained Baxter Drive will not be closed for construction at the same time at Excelsior Road is closed for construction.

The Council consensus was to complete a mill and overlay on Flintwood Drive and to keep moving forward with the project.

3. 2019 South Interceptor and North Forestview Area Improvements Project Feasibility Report

Aric Welch, consulting engineer with WSN, reviewed the project boundaries and explained the project would include the South Sanitary Sewer Interceptor and North Forestview Area improvements.

The City has planned for the re-route of discharges from lift stations 9, 12, 15, 22, and 23 for many years. These five lift stations service approximately 1,020 acres of developed residential properties and the Forestview Middle School. Re-routing forcemain discharges would take pressure off of lift stations 2 and 3.

Zoning in the north Forestview area is low density residential (R-1) with some medium density residential (R-2) and office service in the northeast part of the project area. Properties include 145 developed R-1 lots, 16 apartment units, two churches, and one office building. The existing right-of-way is 66' on all city roadways except Forestview Drive which has 75' of right-of-way. Most city roadways are 26' wide except Forest Drive which is 40' wide. The roadway PASER ratings vary between 4 and 7. The nearest municipal water and sanitary sewer service is located at the intersection of CSAH 48 and Berrywood Drive.

Lift station 9 is an existing "dry" forcemain in place under CSAH 48 to lift station 12. The proposed improvement includes a new 4" forcemain along the south side of CSAH 48 to lift station 12.

Lift station 12 and 22 include the construction of a new 4" forcemain for lift station 12 to discharge. Lift station 12 and lift station 22 would discharge to existing 4" discharge forcemain from lift station 23.

There are two possible routes between TH 317 and lift station 1 for the south interceptor. The improvement could be a standalone project with forcemain alignment following CSAH 38 or combined with the North Forestview Area project. A standalone project includes a

forcemain installed along the south side of CSAH 48. A combined project utilizes larger gravity sanitary sewer and lift station in a residential project area.

Proposed improvements include a 16" PVC watermain trunk line extended easterly from Isle Drive, across TH 371 to the intersection of Fuchsia Drive and Land O Lakes Drive. This improvement would provide looping of the watermain system. This line would serve as the main feeder/trunk line to the industrial park area and east water tower when extended as part of future project.

The North Forestview water distribution is a continuation of a 16" watermain trunk line east along Land O Lakes Road and north along Forestview Drive. A 12" PVC watermain east on undeveloped Camwood Trail, south along Scenic River Drive, east on Camwood Trail, east along the north side of CSAH 48 to Berrywood Drive. 8" PVC watermains would be installed along all other residential roadways. An 8" PVC watermain would be installed at the south end of Chestnut Drive. Services would be installed to each existing and potential future lot.

Proposed improvements in the North Forestview Area include a 26' wide bituminous road along all residential streets. A 12' wide bituminous separated trail along the west side of Forestview Drive or an alternate of widening of Camwood Trail to 32' to accommodate 5' bike lanes.

The estimated project cost for the South Sanitary Sewer Interceptor as a standalone project is \$1,557,505.

The 16" watermain extends through undeveloped property with a future mixed-use designation west of TH 371. On the east side of TH 371, the 16" watermain extends through MnDOT right-of-way to the North Forestview Project Area. In accordance with the assessment policy, the portion of the watermain extending through the future mixed-use zone is assessable. The estimated project cost is \$586,645. The estimated City cost is \$449,860 and the remaining \$136,785 would be assessed.

Assumed City costs for the North Forestview Sanitary Sewer project are dewatering, lift station and forcemain costs, 25% of the remaining costs, and 50% of the anticipated South Sanitary Sewer Interceptor savings. Cost would be assessed on a per lot basis. The total estimated project cost is \$2,230,780. The estimated City cost is \$1,068,145 and the remaining \$1,162,635 would be assessed.

The estimated typical residential assessment which includes water, sanitary sewer, roadway, WAC, SAC, and lift station fee is \$20,423. In the high density residential areas each apartment would receive one assessment, WAC and SAC would be calculated at typical residential rates, and only assessed for water and sewer. Sanitary sewer would be extended from Cypress Drive. The churches and office service area would have WAC and SAC fees calculated based on building area and use.

The estimated project cost for a combined South Interceptor and North Forestview project would be \$8,819,100. Of the total costs, the City would pay for 45.7% and 54.3% would be

assessed. The estimated City costs in a South Interceptor stand alone project would be \$1,567,505, or 100%.

Council Member Holman explained two separated grade trails would be redundant. Public Works Director Walter explained the design would have to be completed by next winter. Community Development Director Doty explained the DNR has not expressed interest in taking on some of the expense of a trail. The Council directed staff to schedule a meeting with the DNR to further explore the trail. After the meeting, City Administrator Chapulis would provide an update to the Council.

The estimated assessment for a residential lot is \$20,423. Residential assessments in 2014 for the Woida project were approximately \$16,500. The lots in the North Forestview Area are larger than the lots in the Woida project. Mr. Welch explained the buy down is approximately \$700 per lot and half credit would be carried over and applied to the South Forestview Area. The Council directed staff to review the assessments proposed for the In Fisherman property.

4. **LCCMR Update**

Due to time constraints, this item will be discussed during the regular council meeting.

ADJOURN:

MOTION by Council Member Barrows, seconded by Council Member Nystrom to adjourn the council work session at 6:55 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator