

BAXTER CITY COUNCIL MINUTES
Special Meeting
March 5, 2015

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

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

COUNCIL MEMBERS ABSENT: Todd Holman

STAFF PRESENT: Assistant City Administrator Kelly Steele and Public Works Director Trevor Walter

PRESENTATION OF 2015 DELLWOOD/NOVOTNY IMPROVEMENT PROJECT

Aric Welch, WSN, explained his presentation would cover the project's history, the public improvement process, review existing conditions, discuss proposed improvements, review estimated project costs, review assessment procedures and calculations, miscellaneous general project information, and there will be an opportunity for property owners to ask questions.

The Dellwood/Novotny improvement project was originally in the Capital Improvements Plan (CIP) for improvement in 2006 and 2007. In 2007, the project was removed from the CIP and designated as developer driven. The City revised the CIP in 2014 and scheduled the project improvement in 2015. The City has updated the feasibility study to reflect current construction costs and the City assessment policy. After tonight's improvement hearing, the council can either authorize or reject the project. If the project is authorized, the project will be bid, an assessment hearing will be conducted, the council will award the project, and the project will be constructed.

Mr. Welch explained the project area is zoned Regional Commercial and is partially developed with 16 existing parcels. One parcel is currently located outside of the City limits. The nearest municipal sanitary sewer and water service is at the Novotny Road and TH 371 intersection and Dellwood Drive and Whispering Wood Lane intersection. The existing parcels have individual wells and septic systems in unknown conditions, as those are not part of the scope of the project.

The proposed improvements include extending sanitary sewer, water service, and roadway improvements. Roadways will be designed to meet State-Aid standards including a 10-ton design strength. The sanitary sewer will be constructed part way along Dellwood Drive until there is not enough depth to continue, then the sanitary sewer will come from TH 371. Curb and gutter will be constructed along Dellwood Drive. Due to high ground water along Novotny, the City is unable to install storm sewer in this area.

The City will pay a portion of the estimated project cost of \$1,158,880; the remaining costs will be assessed on a per foot basis. The front footage is calculated at the 40' building set back line. Property owners are responsible for private service connection costs and charges and fees associated with connection to the municipal system.

Pre-payments and partial payments are allowed up to 30-days following the assessment hearing without having to pay interest. Assessment balances will be certified to the Crow Wing County Auditor with

payments to begin on the 2016 county tax statement. The assessment balance will be amortized over a 12-year assessment term with an interest rate estimated at 5.2%. The actual interest rate will be determined once the bonds are sold for the project.

The property located outside of the city limits will have a deferred special assessment, which will be recorded against the property. The deferred special assessment with accrued interest and applicable sewer availability charges and water availability charges will be due when the parcel is annexed into the City.

Mr. Welch explained the project is feasible from a construction standpoint. Project construction is estimated to begin in August and completed by October. Property owners must connect to City sanitary sewer and water by December 31, 2016.

OPEN PUBLIC HEARING

Mayor Olson opened the public hearing at 6:20 p.m.

Mayor Olson explained construction would start later in the construction season due to the peak business season for the businesses impacted by the project.

Ron Finger, Pine Grove Church of Christ, 15416 Dellwood Drive. Mr. Finger asked if Baxter has plans to install automatic water meters. Public Works Director/City Engineer Walter explained the city has considered them in the past but due to the high cost, the project did not move forward. The Council has discussed utilizing future sales tax revenue to convert to automatic water meters.

Steve Mau, Brainerd General Rental, 15248 State Highway 371. Mr. Mau asked if he could have a copy of the feasibility report. Mr. Welch explained the feasibility report would be added to the City's website.

Alan James, Pine Grove Church of Chris, 15416 Dellwood Drive. Mr. James inquired where the road surfacing would end. Mr. Welch explained it would stop approximately 100' past the center of the intersection.

CLOSE PUBLIC HEARING

MOTION by Council Member Barrows, seconded by Council Member Nystrom to close the public hearing at 6:29 p.m. Motion carries unanimously.

NEXT STEPS

Mayor Olson explained the council would not be making a decision tonight to order the improvement, however, the council would consider ordering the improvement during the March 17 council meeting. Property owners are encouraged to contact staff if they have any questions.

MOTION by Council Member Cross, seconded by Council Member Barrows to adjourn at 6:27 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk