

BAXTER CITY COUNCIL MINUTES
Work Session
March 15, 2016

Mayor Darrel Olson called the Work Session to order at 5:45 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, Community Development Director Josh Doty, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, IT/GIS Director Todd DeBoer, and Public Works Director Trevor Walter.

Excelsior Road, Fairview Road, and Edgewood Drive Improvements

City Administrator Heike explained Chuck Rickart with WSB will review the original traffic study and Aric Welch with WSN will review the feasibility study as it relates to the layout of the improvements.

Mr. Rickart explained the results of the traffic study indicated alternative two with the extension of Fairview Road and realignment of Edgewood Drive to the west was the best alternative. The traffic study was initiated due to concerns with timing of anticipated development north and south of Excelsior Road. A supplemental traffic analysis was prepared to consider short-term improvement alternatives. The recommended short-term solution was alternative number four. This alternative would complete the Fairview Road connection with a roundabout and a $\frac{3}{4}$ access at the existing Edgewood Drive.

The next step was to complete an Intersection Control Evaluation (ICE) Report to analyze and recommend a type of control at the future Excelsior Road at the Fairview Road and Edgewood Drive intersection. The report recommended a roundabout be installed at the intersection.

Mr. Rickart reviewed how each alternative would operate in both 2017 and 2035.

Mr. Welch explained a draft feasibility study has been prepared without assessment figures. Mr. Welch is seeking council input regarding the layout to incorporate into the study.

Council Member Nystrom questioned if the council is acting to soon with the scope of the project.

Mr. Rickart explained the layout works today but as the area develops, there will be traffic concerns. The proposal is to handle traffic into the future as the area develops.

Mayor Olson explained council is discussing the design portion of the project and has not reviewed the financial portion. The City was approached with development proposals to both the north and south. Mayor Olson asked for input from members of the audience.

Joe Brenny distributed a letter expressing his concerns regarding the project. Mr. Brenny explained the project would eliminate some parking, resulting in the need to fill the entire wetland for parking. Installing the proposed fence will not solve the problem of passing traffic seeing where the deceased are brought inside. If the city goes through with the project, the City will have to construct a four to six stall garage, move the crematory, and close the current entrance or the city may have to relocate the funeral home at a very significant cost. Mr. Brenny asked the council to leave current road where it is located. Down the road if the project is needed, the city will have a more accurate vehicle count. Mr. Brenny explained he is opposed to the project and would like to discuss it further in a work session to find a more agreeable solution. Mr. Brenny explained he conducted a traffic count analysis on Fairview Road and found low traffic amounts.

Chris Quisberg, Cub Foods, explained he was considering constructing a new store behind the current store. However, at this time he is not sure if this will happen.

City Administrator Heitke explained the council is not in any position to make a decision tonight and asked the council to reflect on tonight's discussion.

Oscar Kristofferson Park Pavilion Budget Amendment

Community Development Director Doty explained staff is requesting a budget amendment for the construction of the Oscar Kristofferson Park pavilion in the amount of \$82,570.34. The approval of the budget amendment and to award the contract to Baratto Brothers Construction, Inc. is on the regular agenda. The Baratto Brothers contract is for \$189,000. Additionally, the cost for city provided items is \$143,570 for a total project cost of \$332,570. The 2016 budget identified the estimated cost for the pavilion would be \$250,000 and would come out of the park dedication budget.

Community Development Director Doty explained there are several factors why the project cost came in over the 2015 estimated cost. The City's permit fees and WAC and SAC fees totaling approximately \$30,000 were not included in the project cost. The project also requires a re-route of the electrical and a new outdoor drinking fountain totaling \$11,000. The remaining cost increase of \$39,000 is related to an increase in bidding.

Community Development Director Doty explained the Parks and Trails Commission has not reviewed the budget amendment request because they typically do not focus on the financial part of projects.

The council consensus was to keep the project moving forward and to review the amenities incorporated into future pavilion projects.

Dellwood Drive Improvement Project

City Administrator Heitke explained there were questions posed during the annexation informational meeting held on March 7, 2016 that staff was unable to answer until reviewing other documents and talking to Crow Wing County.

A property owner asked what happens with the water and sanitary sewer connections that were stubbed out to his property during the 2015 Dellwood Drive and Novotny Road Improvements Project when the property was not in the city limits. The cost of the improvements related to his parcel was deferred as a future connection charge with the connection charge recorded against his property. Notices of improvement hearing and assessment hearing were sent to the property owner, similar to other property owners on the project and the deferment was presented at the public hearings. Staff recommends providing the property owner one year to connect at the time the annexation is ordered.

It is recommended, upon completion of the annexation, to notify affected property owners with abutting city water and sewer services of the one year requirement to connect, similar to other non-users in the city's current ordinance. Upon connection, the connection charge will be due in full. In lieu of paying the connection charge in full, it is recommended to provide the property owner the option of entering into a special assessment agreement with the city to convert the outstanding connection charge and water and sewer availability charges due to a special assessment under the same terms as the original project was assessed. This provides payment flexibility to the property owner by extending the repayment period at the city's favorable financing terms. Language to convert a connection charge to a special assessment with an assessment agreement already exists in the city's assessment policy.

The property owners asked if the City of Baxter honor a Crow Wing County permit for a pole shed and lean to onto the pole shed. The property owner obtained a permit from Crow Wing County on November 3, 2015 to build a 40-foot by 60-foot addition onto the existing 40-foot by 40 foot pole shed. The permit also allowed a 14-foot by 100-foot lean to on one side. The pole shed addition was constructed in 2015 but the lean to has not been constructed yet and property owner plans to finish the lean to addition in 2016. The owner paid a \$500 permit fee and the permit was issued by Crow Wing County. The County permit expires two years from November 3, 2015. Staff contacted Crow Wing County staff and learned that no inspections would be required for this County permit. Staff finds that the permit should be honored, as allowed by Crow Wing County without a separate permit from the City, provided that the construction is completed according to the permit by November 3, 2017.

The property owner asked if he needs to obtain and pay for a City fence permit in the amount of \$35.00 to reinstall the fence along Dellwood Drive. The County purchased an additional 7 feet of right of way for the project and the fence needed to be moved back 7 feet. The County paid for the right of way and for the property owner to take down and reinstall the fence on the new right of way line. The fence was torn down by the property owner in 2015 and is supposed to be reinstalled by the property owner after the Crow Wing County 2016 Dellwood Drive Improvement Project is completed in 2016. On past public initiated construction projects in Baxter, the City has not charged permit fees to relocate or reinstall such things as private utilities in the road right of way or things such as fences, landscaping, lawn irrigation, etc. that were close to or in the right of way

before the project started. All private property items must be reinstalled on the right of way line or on private property. The project is a public initiated project by Crow Wing County, City of Baxter and City of Brainerd, therefore the City will not charge the property owner to reinstall the fence on the new right of way or property line. Staff will follow up with the County to make sure the fence is properly reinstalled on the new property line at the end of the project.

The council consensus was to agree with the recommendation presented by staff.

Fixed Network Water Meter Reading System Project

IT/GIS Director DeBoer explained in February the City advertised for bids for a fixed network water meter reading system. Two vendors submitted proposals, which were reviewed and analyzed by City and TKDA staff. After analyzing the initial project costs, 25-year lift cycle costs, and contacting references, City and TKDA staff recommends awarding a contract to Dakota Supply Group. Awarding the contract is on the regular Council agenda.

Adjournment

MOTION by Council Member Barrows, seconded by Council Member Cross to adjourn at 6:54 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk