

**BAXTER CITY COUNCIL MINUTES**  
**Special Meeting**  
**March 19, 2015**

Acting Mayor Todd Holman called the Special City Council Meeting to order at 6:30 p.m.

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

COUNCIL MEMBERS ABSENT: Mayor Darrel Olson

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

**Presentation of 2015 Excelsior Road Assessment Hearing**

Scott Hedlund, of SEH, reviewed the various project categories. The total project cost is estimated to be \$3,185,915. Mr. Hedlund explained assessments are based on benefitting front footage for the street. An area wide assessment methodology was applied to non-abutting properties with assess to Excelsior Road off Broadmoor Drive. Due to the regional nature of the improvements to Excelsior Road, the assessments are based on a full depth reclamation cost versus reconstruction costs. Water and sewer utility improvements are paid by the City due to the maintenance nature of the improvements. The City will also pay for street lighting, right-of-way acquisition, trial and pedestrian improvements, safety improvements, and regional storm water improvements. The City's total portion is approximately 90% of the total project cost.

Assessments will be collected annually with property taxes. Properties located in the full depth reclamation project area will be assessed over twelve years. Properties located in the mill and overlay project area will be assessed over seven years. Assessment balances will be amortized over the assessment term with an interest rate estimated at 5.5%. The actual interest rate will be determined when the project is ordered and the bonds for a similar project are sold.

One parcel in the project area is currently held by Crow Wing County as tax forfeited. Due its tax-forfeited status, the assessment will be recorded against the parcel and deferred with interest during the forfeiture period.

The City offers hardship assessment deferments for eligible senior citizen, disabled persons, or military active duty. The annual deadline to apply for the hardship deferment is August 31 of each year.

Construction is projected to start in April or May with completion on October 31, 2015. During construction, property owners can expect delays, dust, detours, and inconveniences. Excelsior Road will be closed to through traffic during construction. Property owner's access would be maintained during construction.

The Council discussed the majority of the increased project costs could be attributed to dewatering costs from the high water in the area.

**Open Public Hearing**

Acting Mayor Holman opened the public hearing at 6:41 p.m.

No comments from the public were received.

**Close Public Hearing**

**MOTION** by Council Member Barrows, seconded by Council Member Nystrom to close the public hearing at 6:42 p.m. Motion carries unanimously.

**Next Steps**

Acting Mayor Holman explained the council would consider taking action to adopt the assessment roll during the April 7, 2015 council meeting.

**MOTION** by Council Member Barrows, seconded by Council Member Cross to adjourn at 6:43 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

---

Darrel Olson  
Mayor

---

Kelly Steele  
Assistant City Administrator/Clerk