

**BAXTER CITY COUNCIL MINUTES**  
**Special Meeting: Briarwood Lane Assessment Hearing**  
**April 9, 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: Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, and Public Works Director/City Engineer Trevor Walter

**Presentation of 2015 Briarwood Lane Assessment Hearing**

Aric Welch, WSN, provided an overview of his presentation. Mr. Welch explained area residents contacted the City Council requesting the paving of Briarwood Lane. The City Council reviewed the options and project costs at the July 15, 2014 work session. The City Council directed staff to send property owners a letter outlining potential project costs, assessment and city contribution towards the project, and invite the public to attend an informational meeting to discuss the project. The City Council held the public information meeting on August 6, 2014. The improvement hearing was held on January 15, 2015. Project quotes were opened on March 12, 2015 and the low quote was from Anderson Brothers Construction Company. If the Council moves forward with the project, the Council will adopt the assessment rolls and the project will be constructed. The project construction is scheduled to be completed by June 1, 2015.

The proposed improvements include shaping the existing class 5 aggregate base to 30' wide. A 2" bituminous wear course would be placed on the roadway and cul-de-sac. The new roadway would be matched with existing bituminous driveways. A 2' gravel bump out will be placed at any gravel driveway. A pedestrian ramp and trail connection at Joler Road will be installed. The shoulders would be restored with topsoil and seed.

The estimated total project cost is \$60,000.

The City's Assessment Policy states an improvement from a gravel surface roadway to a bituminous roadway is assessed at 100% of the project cost. However, the City recognizes the unique nature of the project area and the number of un-assessable properties abutting the roadway due to the large expanse of existing wetlands. The City is proposing to pay for 44% of the project cost due to only approximately 1,170 feet of the 2,645 feet of frontage is assessable. The City will pay for 100% of the trail connection costs.

Mr. Welch reviewed the assessment calculations and explained assessable costs are \$32,088. This cost would be assessed against five parcels. The estimated per lot assessment is \$6,418. The assessment would be amortized over a twelve-year term with interest estimated at 5.5%. The actual interest rate would be determined when the project is ordered and the bonds are sold. Interest fee pre-payments and partial payments are allowed up to 30-days following the assessment hearing. Assessment balances

would be certified to Crow Wing County with payments to begin on the 2016 tax settlement. Mr. Welch explained there are hardship deferments available to eligible property owners. The annual deadline to apply is August 31 of each year with the deadline for the first payment in 2016 being August 31, 2015.

Mr. Welch explained the project is feasible from a construction standpoint. Construction is to be completed by June 1, 2015. Delays, dust, detours and inconveniences should be expected. Construction is estimated to take approximately two weeks. The roadway would remain open during construction.

Mayor Olson opened the public hearing at 6:32 p.m. Hearing no comments, Mayor Olson closed the public hearing at 6:32:15 p.m.

**MOTION** by Council Member Cross, seconded by Council Member Barrows to adopt resolution 2015-30 Adopting Assessments for the 2015 Briarwood Lane Improvement Project. Motion carries unanimously.

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

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk