

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**April 7, 2015**

Mayor Darrel Olson called the Work Session to order at 5:30 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, Community Development Director Josh Doty, and Public Works Director/City Engineer Trevor Walter

**Woida Road, Wildflower Drive, Franklin Drive Improvement Project**

Mayor Olson explained Aric Welch's memo outlines the items contained within the contractor's change order. Prior to completing the recommendation, WSN met with Shawn Pratt and Matt Borden on November 20, 2014 and January 23, 2015 to discuss the details of their claims. The Council discussed how road restrictions might affect the project resuming this spring. Mr. Welch explained his recommendation is reasonable for establishing the new completion date. The contractor has indicated they are comfortable with the extension. Crow Wing Power should be finished with their work on Tuesday of next week. The council discussed installing a rock landscape barrier due to vehicles continuing to use the trail as a street. The council also discussed planting trees around the storm water pond located near Leo Morrison's property. The council asked staff to discuss the trees with Mr. Morrison. The change order for the project is \$69,108 with a change in the contract substantial completion date of June 5, 2015. The total change in project cost is now \$92,330. The payment to the contractor will be issued on May 5.

**Review Golf Course Drive Feasibility Study**

Mr. Welch explained the purpose of the report is to prepare a feasibility study relative to proposed improvements on Golf Course Drive, extending from Excelsior Road on the south to Woida Road on the north. Golf Course Drive is on the Municipal State Aid System and the project area is approximately 1.03 miles in length. The study will address sanitary sewer collection, water distribution, storm sewer systems, and roadway improvements. Mr. Welch reviewed the existing conditions of the sanitary sewer, water distribution, roadways, and storm sewer. The council discussed updating the entire roadway to ten tons. Mr. Welch will update the feasibility study to include a ten-ton roadway.

**Inglewood Drive from Woida Road to CSAH 77 (Pine Beach Road)**

Public Works Director/City Engineer Walter explained Crow Wing County has secured a grant for the Inglewood Drive improvement project for the roadway section between Woida Road and CSAH 77 (Pine Beach Road). The grant is a Local Road Improvement Program Grant awarded in the amount of \$399,380. The County would like to complete the project in 2015. After the roadway is improved, the township (First Assessment District) would like to turn the roadway over to the city. The City can either annex the 66' right-of-way corridor or the right-of-way corridor and adjacent properties. The council

discussed concerns with annexing parcels that do not fit into current city zoning districts. Several options to run municipal water and sewer services were discussed. In the past, the county has taken an adversarial position regarding past annexation of this project. The consensus of the council was they would be interested in taking over the roadway and annexing the adjacent properties if the county would not contest the annexation. If the city annexes the properties, they would not be assessed for the project by the city. The next time the roadway requires improvements, the properties would be assessed. If the properties were annexed into the city, the county would not lose any taxes; they would only lose taxes for the First Assessment District. The county staff was directed to create a transportation plan for the unorganized territory, but has not done so yet. Staff is recommending the county complete the project and the city pays the county 18% of the contract price to oversee. The county will develop a construction agreement.

### **Dellwood Drive/Novotny Road Improvements**

Mr. Welch explained per direction received at the April 7 work session, an assessment analysis has been completed using a modified lot area calculation. The modified lot area method limits the lot area calculation to the first 300' from the right-of-way. The modifications eliminated some concerns but raises some concerns for other properties. If the council elects to go with the revised assessments, a new improvement hearing will have to be conducted. The improvement hearing date will be scheduled during the May 5 council meeting. The council discussed they should have received the revised numbers before holding the first hearing. Some council members indicated support for the 60/40 methodology.

**MOTION** by Council Member Cross, seconded by Council Member Holman to adjourn at 6:50 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