

BAXTER CITY COUNCIL MINUTES
Work Session
July 3, 2018

Mayor Darrel Olson called the Work Session 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: City Administrator Bradley Chapulis, Community Development Director Josh Doty, Chief Jim Exsted, Public Works Director Trevor Walter, and Assistant City Administrator Kelly Steele

State Highway 371 Bike/Pedestrian Crossing Study and City-wide Bike/Pedestrian Policy

Community Development Director Josh Doty explained city staff submitted a request to solicit planning and engineering proposals from consulting firms to provide professional planning and engineering services to assist the City with the state highway 371 bike and pedestrian crossing study and city-wide bike and pedestrian policy. Proposals were due June 4. The City received three proposals from the following firms:

- 1) SEH, with a total not to exceed cost of \$64,409
- 2) WSB, with a total not to exceed cost of \$159,393
- 3) SRF, with a total not to exceed cost of \$57,051

All proposals were evaluated by City Administrator Chapulis, Public Works Director Walter, and Community Development Director Doty based on the evaluation criteria established in the request for proposal and a recommendation for approval is on the regular agenda. The SRF proposal provides for an optional resident survey for the City-wide bike and pedestrian portion of the study in the amount of \$5,160. The proposal did not expound on the scope of these services, so staff does not know the additional value of the option. Staff will request an explanation and determine if there is additional value. If there is value added with these services, staff will negotiate a change order for council approval.

Staff proposes to fund \$30,000 of the cost through the professional services portion of the Community Development Fund from the 2018 budget. Staff notes that just under \$30,000 will need to be included in the 2019 budget or another funding source would need to be identified for the remaining costs.

Council Member Holman inquired about staff reviewing the ability to achieve a bike friendly designation for the City. Community Development Director Doty indicated he would review the requirements of the designation.

Baxter Parks Locator

Community Development Director Doty explained the Park Commission identified the need to have an online park locator for community members to use to locate parks and trails. The Park Commission has recommended the council move forward with the app. IT/GIS Director DeBoer explained the web-based app allows the public 24-hour access to the City’s parks and trails information. The app can be used on any platform and does not require installation of anything additional by the end user. Staff is looking for council censuses before going live with the app. Staff will promote the app through various sources. Council Member Holman suggested it could be beneficial to provide the app link to the local lodging businesses. The council was supportive of staff moving forward with the app.

ADJOURN:

MOTION by Council Member Cross, seconded by Council Member Nystrom to adjourn the council work session at 6:54 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator