

**BAXTER CITY COUNCIL MINUTES**  
**Special Meeting**  
**July 13, 2015**

Mayor Darrel Olson called the Special City Council Meeting to order at 6:00 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

**INGLEWOOD DRIVE IMPROVEMENT PROJECT – WOIDA ROAD TO CSAH 77**

Public Works Director/City Engineer Walter reviewed the history of the Inglewood Drive Improvement Project. The 2006 North Baxter AUAR was a joint planning document between the City of Baxter and Crow Wing County for enhancing the role of Inglewood as a north-south collector between TH 210 and CSAH 77. In 2010, Crow Wing County included Inglewood Drive in their 5-year highway improvement plan. In 2013, discussion commenced between the City of Baxter and Crow Wing County related to improvement for Inglewood Drive. In 2014, the project was moved to the 2014-2018 5-year highway improvement plan, scheduled for 2015.

Inglewood Drive is shared, based upon existing political boundaries, between the First Assessment District (“FAD”) and the City of Baxter. Crow Wing County provides administration for the FAD, where Inglewood Drive is a town road. The present roadway jurisdiction is split 73% County and 27% City.

The existing conditions of Inglewood Drive include increasing traffic levels, the surface is in a deteriorated condition, needs to be load posted at 5-ton axle weight in the spring, there are none to minimal aggregate shoulders, and minimal drainage swales.

Late in 2014, the County and cities of Baxter and Brainerd applied for a Local Road Improvement Program funds (“LRIP”) to assist in construction costs of both Inglewood Drive and Dellwood Drive. The project, comprised of both streets, was awarded 75% of the estimated construction cost.

The LRIP grant was successful primarily based upon the current traffic levels and the ability of Inglewood Drive to provide relief to TH 371. In addition, the proposed design provides for safer multi-modal use of the facility. The County and City proceeded with the understanding the County will take the lead and provide the design, right-of-way acquisition, and construction engineering.

The key components of the proposed design are a 66-foot wide roadway corridor; existing surface to be reclaimed in place and used as part of the new subgrade; the reclaimed material, new Class 5 and bituminous pavement provides a 10-ton design; two 12’ driving lanes with paved 6’ shoulders on each side and 1:4 in slopes; no parking/bike lanes signs are incorporated into the project design; entrances will

be paved back to the right-of-way limits; delineation markers will be placed at the ends of all centerline culverts, swing-away mailbox supports will be installed as part of the project; warm mix asphalt has been specified, to reduce property impacts, compost blankets will be utilized to address runoff in lieu of holding ponds.

A cost share agreement has been drafted to identify funding responsibilities for each party. The original estimated cost of the project is \$532,500. Subtracting the 75% grant creates a local cost share match of \$133,125. The County is responsible for \$97,181 and the City is responsible for \$35,944 of the estimated construction costs. In addition, the City is responsible for engineering costs in an amount of \$25,880, and estimated right-of-way cost of \$300. The estimated total city cost is \$62,124. Without the LRIP grant, the estimated City costs would have been \$169,955. The updated current construction cost is estimated to be \$502,000. This changes the total estimated City cost to \$52,406.

Bids are anticipated to be received on August 11, 2015 and will then be presented to the County Board and contract award will be requested. Construction is scheduled to begin August 31, 2015. The substantial construction completion date is October 2, 2015. During construction, through traffic will be detoured by utilizing CSAH 77, TH 371, and Woida Road. The contractor will be required to provide reasonable access for local residents at all times, this is a construction project that will result in noise, dust, and delays. All permits with the exception of the Corps of Engineers have been received.

Mayor Olson opened the meeting up for questions regarding the construction process with those in attendance. Public Works Director/City Engineer Walter explained there would be a six foot paved shoulder along Inglewood Drive.

To continue moving the project forward, the Council is being asked to approve three resolutions and one agreement. Resolution 2015-62 is the approval of the project plans and specifications. Resolution 2015-63 is related to parking restrictions and shoulder use designation on Inglewood Drive from Woida Road to CSAH 77. The approval of this resolution will prohibit parking of motor vehicles on both sides of Inglewood Drive and will designate 6-foot paved shoulders as bike lanes. The Council will be asked to approve a construction cost share agreement between Crow Wing County and the City of Baxter for improvements to Inglewood Drive between Woida Road and CSAH 77. The City's estimated total cost would be \$62,124. The final resolution is Resolution 2015-64, the joint resolution with Crow Wing County for the orderly annexation between the City of Baxter and Crow Wing County (unorganized Territory) pursuant to Minnesota Statutes 414.0325. The orderly annexation process involved the joint resolution approved by affected local governments, the joint resolution will be submitted to the chief administrative law judge for review and comment, but shall, within 30 days, order the annexation.

No properties within the annexed area will be assessed any cost associated with this improvement project. The City will assume jurisdiction and future maintenance of the improved road. Areas annexed to the City shall be placed in the zoning district closest to the definition of their existing zoning, pending study of the area by the long range planning commission. The long range planning commission shall recommend the property zoning classification to the city council within twelve months of the date of annexation of such area.

Finance Director Vacinek reviewed the estimated property tax impact of annexed parcels. The unorganized territory, 1<sup>st</sup> Assessment 2015 tax capacity rate is 10.231%. The City of Baxter's 2015 tax capacity rate is 53.281%. Finance Director Vacinek reviewed several examples of tax impacts on various

valued properties. Homeowners and renters may be eligible for a property tax refund based upon household income and amount of property taxes paid.

Crow Wing County feels Inglewood Drive should be a city street in the future due to the grant opportunity. It is the opportune time to improve the street to the appropriate standard to provide consistent roadway to TH 210. Any road improvement less than what is being proposed, such as an overlay, will not meet present and future traffic needs. An overlay would be only a temporary repair. The benefit of and money spent on an overlay repair would be lost in the near future, requiring more costly reconstruction to be done without the availability of the 75% grant, requiring the potential need to assess benefitting properties.

Mayor Olson explained the planning process for Inglewood Drive began in 2006. As traffic on TH 371 increases, Inglewood Drive becomes an important corridor.

Mayor Olson opened the meeting for public questions.

Tom Bercher, Lakeshore, explained he is totally against annexation to Baxter. Mr. Bercher explained he recently subdivided his property and only has three properties touching Inglewood Drive. Community Development Director Doty explained when the process was started, Mr. Bercher's property was not subdivided. Not all property in the annexation area touches Inglewood Drive.

Loran Knack, 8455 Fernmont Road, Nisswa, explained he owns a piece of property with two other people on the corner of Inglewood Drive and CSAH 77. The land on the east side of Inglewood Drive is marginal due to the wetlands. Mr. Knack questioned the number of homes and commercial properties being annexed. Mr. Knack stated he is not opposed to annexation because it is good for the whole area. Mr. Knack expressed concerns with how the annexation would increase property taxes.

Dave Foss, 15613 Inglewood Drive, asked how long before the other neighboring properties are annexed into the City. Mayor Olson explained there are currently no plans to annex other areas. Mr. Foss explained it is difficult to find a job to support more property taxes and will probably have to give up the property due to increased taxes.

Carolyn Foss, 15613 Inglewood Drive, explained she lost income during the 2008 housing crash and is struggling to get back on her feet. It is a struggle every six months to pay property taxes. Ms. Foss thanked the council for letting her speak and for the project update.

Terry and Jeannie Holm, 6006 Peace Road, asked if the speed limit on Inglewood Drive will remain at 40 MPH and if the bike lane will be adequately marked. He explained he is very happy with the project and looks forward to walking and biking on the road and feeling safe.

Public Works Director/City Engineer Walter explained there are concerns with vehicles using the shoulder to make a right hand turn from Inglewood Drive to CSAH 77. The speed limit on this section of Inglewood Drive will remain 40 MPH.

Council Member Holman explained he is emphatic with the property owners as it is a difficult decision the council has to make. The council tries to ensure the land use and transportation needs mix together when two jurisdictions are adjacent to each other.

**MOTION** by Council Member Holman, seconded by Council Member Barrows to approve Resolution No. 2015-62 Approving County Projects within Municipal Corporate Limits; Resolution No. 2015-63 Relating to Parking Restrictions and Shoulder Use Designation on Inglewood Drive from Woida Road to County State Aid Highway 77, in the City of Baxter, Crow Wing County, Minnesota; Cost Share Agreement between Crow Wing County and the City of Baxter for Improvements to Inglewood Drive between Woida Road and County State Aid Highway (CSAH ) 77; and Resolution No. 2015-64 the Orderly Annexation between the City of Baxter and Crow Wing County (Unorganized Territory) Pursuant to Minnesota Statutes 414.0325. Motion carries unanimously.

Mayor Olson thanked the audience for attending and for their questions.

**MOTION** by Council Member Barrows, seconded by Council Member Cross to adjourn at 6:55 p.m. to the special council meeting on Thursday, July 16, 2015 at 6:00 p.m.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk