

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**July 21, 2015**

Mayor Darrel Olson called the Work Session 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: Police Chief Jim Exsted, Community Development Director Josh Doty, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, and Public Works Director/City Engineer Trevor Walter

**Baxter Water Quality Project for the Whiskey Creek Tributary Project**

Shawn Tracy, of WSB and formerly of HDR, provided the council with a project update. In 2013, the Council worked with WSN to consider developing the project site, prior to Good Samaritan, with the best management practices to protect the Whiskey Creek and the Mississippi River. A study was completed and it identified several projects, such as a pond system to treat storm water. The Study also identified a number of parties that have a vested interest in a potential project. The project would provide treatment for up to 300 acres that is currently untreated. Mr. Tracy reviewed the differences of the two study options and recommended the council consider option one. The City will have to work with Good Samaritan to learn their interest in a project. Moving forward, Mr. Tracy will develop a summary of findings, which will include grant sources. Mr. Tracy recommends the City own the property rather than securing an easement. If the City owns the land, the city owns the land risk. Mr. Tracy explained the City is not obligated to complete the project, but the project does meet the values of the City and there are funding opportunities. Mr. Tracy reviewed possible credits for storm water treatment compliance. Mr. Tracy explained his proposal to move forward is a not to exceed contract of \$7,000. The Council supported Mr. Tracy's recommendation.

**2016 Fairview Road Improvement Project**

Mr. Hedlund explained this project is a spinoff of the 2015 mill and overlay project. The Fairview improvement project is evolving from a mill and overlay project to a reconstruction project. The council has previously discussed shifting the roadway to the north eight feet to allow for a trail. The proposal before the council tonight is to update the feasibility study for Fairview from City Hall to Inglewood. Mr. Hedlund explained his services would end at bidding. The Council could consider combining this project with the 2016 mill and overlay projects. The Council supported Mr. Hedlund's recommendation.

### **Lift Station No. 3 Re-Route Project**

Michel Rardin, Bolton & Menk, explained in January the city solicited a request for proposal for the lift station re-route project. In February, Bolton & Menk was tasked with designing the re-route and securing the necessary permits to get to the bidding phase of the project. Mr. Rardin explained the financial challenges imposed by the railroad for a permit. BNSF is requesting \$19,000 for the first year and \$15,000 every year thereafter. The permit is subject to a 3% inflation fee for the crossing permit. Attorney Person explained the city has two options to acquire the right-of-way. Option A process has been described as sketch and create legal descriptions of the right-of-way parcels for \$9,350. Option B has been described as drafting right-of-way plats for \$14,900. The Council consensus was to move forward with Option A.

### **College Road/Cypress Drive Right Turn Lane Project**

Crow Wing Power has provided an estimated cost of \$20,000 to relocate the existing underground facility on College Road. Crow Wing Power has indicated the existing facilities are located in a private utility easement on private property. In accordance with their policy, relocation of facilities located outside of the established public right-of-way will be completed at actual cost and are the responsibility of the City. The existing facilities are located in the proposed trail alignment and the project cannot be completed without relocation of the existing facilities. An easement has been secured by the City along the south side of College Road to accommodate the relocation of the ground-mounted equipment. In reviewing the existing conditions drawing, it appears the underground electric line west of the ground-mounted equipment is located on City road right-of-way. The ground mounted equipment and underground line to the east appears to be located outside of the right-of-way. Mr. Welch recommends the City review the existing conditions drawing and information provided by Crow Wing Power to determine if the relocation costs warrant City participation. The Council directed Mr. Welch will ask Crow Wing Power them to itemize their cost.

### **ADJOURNMENT**

**MOTION** by Council Member Cross, seconded by Council Member Barrows to adjourn at 6:46 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