

**BAXTER CITY COUNCIL MINUTES**  
**Special Meeting**  
**August 18, 2015**

Mayor Darrel Olson called the Special City Council Meeting to order at 5:45 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson and Council Members Steve Barrows, Quinn Nystrom, and Todd Holman

COUNCIL MEMBERS ABSENT: Council Member Mark Cross

STAFF PRESENT: City Administrator Gordon Heitke, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, and Public Works Director/City Engineer Trevor Walter

Aric Welch, WSN, explained the project area is located along Inglewood Drive from Woida Road to Pine Beach Road (CSAH 77). The jurisdiction is shared between Crow Wing County and the City of Baxter. Crow Wing County secured a local road improvement program grant to upgrade the roadway. The roadway is a rural section with no curb and gutter. The south 500' of roadway is in fair condition with the remainder in poor condition. Drainage is contained in swales on each side of the road. No municipal utilities are located within the project area.

The proposed improvements include completely reconstructing the roadway. There will be 12' travel lanes with 6' paved shoulders in each direction. Drainage will continue to be handled by swales on either edge of the roadway.

The total estimated City of Baxter cost is \$57,251.

The project is unique with improvements being done by Crow Wing County and the roadway being fully reconstructed as opposed to maintenance or reconstruction improvements that typically would be conducted by the City of Baxter. 100% of the roadway project costs are being assessed to the benefitting properties using the front footage assessment method. For the previously mentioned reasons, a comparative assessment calculation was completed assuming the City of Baxter conducted a full-depth reclamation project.

The estimated per foot assessment is \$20.16. The proposed assessment cost per foot is 27% less than estimated for a typical maintenance project. Three properties will be subject to assessments. The assessment balance will be amortized over a 12-year assessment term with an interest rate estimated at 5%. The actual rate will be determined once the bonds are sold.

Mr. Welch explained the project is feasible from a construction standpoint.

Mayor Olson opened the public hearing at 5:50 p.m. and with no public comments heard, Mayor Olson closed the public hearing at 5:50:30 p.m.

**MOTION** by Council Member Barrows, seconded by Council Member Holman to adjourn at 5:51 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