

BAXTER CITY COUNCIL MINUTES
Work Session
August 19, 2014

Mayor Darrel Olson called the City Council Work Session to order at 5:30 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson and Council Members Jim Klein, Todd Holman, Mark Cross, and Rob Moser.

STAFF PRESENT: City Administrator Gordon Heitke, Public Works Director/City Engineer Trevor Walter, Assistant City Administrator Kelly Steele, Consulting Engineer Aric Welch, and Police Chief Jim Exsted.

Briarwood Lane Improvement Update

City Administrator Heitke explained at the August 6, 2014 work session, the Council presented information on a potential pavement improvement project for Briarwood Lane in response to a request. Of the four property owners of the abutting five lots which would be subject to an improvement assessment, one was present to express opposition to the project. Two property owners called staff to share their positions, as they could not attend the meeting. One was in favor of the project and the other was indifferent and would not oppose the project and assessment. The fourth absentee property owner of two lots has not responded to any correspondence and phone calls have been unanswered. At this time, staff cannot determine whether the owner is aware of the proposed project. The issue before the council is to consider our public improvement policy which requires 75% of the property owners to submit a petition. Our public improvement policy does contain a clause that states the council can order an improvement if it is determined to be in the best interest of the City. City Administrator Heitke explained there are benefits to the City by eliminating a gravel road to maintain. The Council discussed the potential cost to plant prairie grass and install environmental signs. The Council consensus was it does not make sense to leave a small section of Briarwood unpaved. The placement of the Briarwood improvement in relation to the Capital Improvements Plan was discussed. City Administrator Heitke explained staff will attempt to contact the fourth property owner before the next meeting.

Forest Drive Stormwater Study

Consulting Engineer Welch explained two options to provide stormwater relief along Forest Drive. Option one would provide a long-term solution while not creating a direct discharge into the City's stormwater system. Option two drains the right-of-way and does not allow for the pretreatment of the stormwater due to directing the stormwater into the section six ditch near Gander Mountain. Option one's estimated project cost is \$91,478.48 and options two's estimated project cost is \$103,363.15. After review of both options, the Utilities Commission expressed concerns with not providing pre-treatment of the storm water under option two and potential stormwater issues created on the former golf course property and the Northland Arboretum. Option two will remove the stormwater from each driveway and will require restoration. Option one will require staff to delineate portions of two wetlands. The properties on the east side of the street have the option to re-grade their property to allow it to drain into the ditch. The ditch will be approximately four feet deep. The Council consensus was to support option one. Council directed staff to review the project for construction in 2015. Staff will study how to fund the project.

Excelsior Road Street Lighting System

Public Works Director/City Engineer Walter explained staff is assuming that since Council elected staggered streetlights on Isle Drive, the Council will want to do the same on Excelsior Road. The new streetlights will be installed from Cypress east to Brainerd city limits. The Council compared the cost for placing all of the streetlights on one side of the street or alternating between both sides. It was determined Brainerd has placed all streetlights on the north side of Jackson Street. Brainerd has future plans to only mill and overlay of Jackson Street, so staff does not expect they will upgrade their streetlights. The Council indicated support of installing streetlights on the north side of Excelsior Road.

Woida Project Update

Consulting Engineer Welch updated the Council on delaying the construction of the trail due to the relocation process of private utilities on Woida Road. The Woida Road corridor contains all the major utility companies. Some of the lines are major lines that feed larger areas outside of the project area, including two fiber optic lines and the main electric line that serves the TH 371 commercial area. From the very start of the project, the utility companies have expressed concern with the amount of space available for them to relocate. The only spaces available to them include seven feet on the south side of the roadway, 11' boulevard area between the roadway and trail and seven feet on the north side of the trail. With separation requirements and the presence of existing utility lines, it is difficult for the utility companies to complete relocation work prior to the construction of the underground sanitary sewer, water, and storm sewer. If the trail is not constructed this year, the area will need to be temporary seeded to protect it from erosion. The contractor will then need to re-mobilize next year to complete the trail. Consulting Engineer Welch explained there are consequences the Council should be aware of by pushing the trail project off until next year, including a possible increase in construction cost. If the contractor had the ability to complete the trail this year, but was unable to because of private utilities relocation work, the contractor may be eligible to receive additional compensation for re-mobilization and increased material costs. The City will have to issue bonds by year-end and will use a best guess for added costs. Typically, the city does bond for a contingency. By the end of August, the contractor should be finished with Franklin Drive and Wildflower Drive. This will leave September and October to complete Woida Road.

Leaf Disposal Options

City Administrator Heitke explained at the August 6, 2014 work session, the Council was presented with information regarding the options of partnering with the Northland Arboretum to reopen the presently closed compost site or continue to offer Baxter leaf disposal services at Hengel's Ready Mix and Concrete. City Administrator Heitke further explained Hengel's is open six days per week and they will accept grass clippings. The Northland Arboretum has asked the City for compensation equal to the amount the City is compensating Hengel's. The Council expressed concerns of a visual impact to the neighboring housing complex caused by the Northland Arboretum's compost site. City Administrator Heitke explained Community Development Director Doty completed a site inspection and determined there are a couple of locations where he could see the north wall/windows of the southerly building of the Northern Lakes development. Community Development Director Doty explained in his memo the north and northeasterly buildings of the development have not yet been constructed and will be built closer to the compost site than the existing southerly building. The use of the Northland Arboretum compost site access may be impacted during the construction of Excelsior Drive and presently there is no turn lane into the property. City Administrator Heitke summarized the Council can elect to continue partnering with Hengel's, partner with the Northland Arboretum, or remain with Hengel's until the Excelsior Drive construction project is completed. The Council discussed working through regulations of the Northland Arboretum since they are not a function of the City. The Council consensus was to remain with Hengel's until the Excelsior Drive construction project is completed.

Personnel Policy

City Administrator Heitke explained the personnel policy is on the regular meeting consent agenda to take action on the employee identification badges. If the Council would like to discuss the dress standard language, the Council can discuss after the conclusion of the regular meeting.

MOTION by Council Member Moser, seconded by Council Member Holman to adjourn the work session at 6:56 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk