

BAXTER CITY COUNCIL MINUTES
Work Session
October 7, 2014

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

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

MEMBERS ABSENT: Council Member Mark Cross

STAFF PRESENT: City Administrator Gordon Heitke, Finance Director Jeremy Vacinek, Assistant City Administrator Kelly Steele, Community Development Director Josh Doty, and Consulting Engineer Aric Welch.

Baxter Water Quality Project for the Whiskey Creek Tributary to the Mississippi River Feasibility Study

Shawn Tracy of HDR updated the Council on the storm water pond design for the former golf course property. The original concept included a permanent pond/lake feel and would accommodate commercial development on the southwest side. Mr. Tracy reviewed two new design concepts for the storm water pond. The first concept creates a permanent pond/lake feel with a larger ponding area, a pretreatment fore bay, and enhanced treatment capacity. The second concept attempts to restore some of the Whiskey Creek meanders, off-line wetlands, floodplain, would contain a pretreatment fore bay, enhanced treatment capacity, and a diversified habitat. Both concepts provide connectivity to the Paul Bunyan Trail. Mr. Tracy explained grading, vegetation, and erosion control make up the largest cost differences between all of the proposals. Mr. Tracy further explained the expected treatment each concept would provide and possible funding sources. The commercial district in the project area was developed prior to implementing water quality procedures. The concepts would only treat the City's stormwater, not the stormwater of the Good Samaritan property. The pond would serve as the outflow for entire Good Samaritan property. Mr. Tracy will update the costs in the feasibility study for council consideration at a future meeting.

2015 Excelsior Drive from Cypress Drive to Brainerd City Limits Project Update (ROW Plat)

Scott Hedlund of SEH provided an update on the Excelsior Road project. The final design is 80% complete with the goal to have the Utilities Commission and Council review in November along with the right-of-way plat. Appraisals are anticipated to be completed by the end of October. Mr. Hedlund is anticipating the need for amending the wetland permit that was started a few years ago due to incorporating the City and HDR modifications to the existing 12-inch storm drain system running along the south side of Excelsior resulting from the regional pond study. The proposed pond is located wholly is on city property, if the city could acquire land to the west, the pond would be more aesthetic pleasing and would increase treatment. The project is moving into the appraisal stages for the right-of-way, so if there is interest, the city should order an appraisal for the additional parcel. Council Member Moser inquired how the upsizing of the pipe would change the drainage. Mr. Hedlund explained it would provide one and one half foot of drawn down on the former golf course property. The Council indicated they are comfortable with the way the pond is designed. The placement of additional manholes will be reviewed in relation to the roundabout. Staff will prepare recommendations regarding the proposed assessments. Mr. Hedlund recommended the city conduct the appraisal on the Good Samaritan parcel due

to their involvement with Good Samaritan. The Council consensus was that the City would order the appraisal for Good Samaritan and conduct any negotiations.

Review final concept layout, feasibility report, and assessments for 2015 Isle Drive Extension Project

City Administrator Heitke explained the assessment numbers are very preliminary, as staff has not had time to review them. The City's special assessment policy does not address every issue. Prior to the next Council meeting, staff and consultants will further analyze the numbers. City Administrator Heitke cautioned the Council not to focus on the numbers because they may change.

Consulting Engineer Welch explained the project has been broken down into nine project areas for cost estimating and assessment calculation purposes. WSB is working with property owners on property acquisitions. The City's special assessment policy does not address every unique situation, so some assumptions were made.

Ironwood Drive Project Area: Consulting Engineer Welch explained the existing conditions of the project does not contain city utilities, the street is designated as County Road 170, and the Paul Bunyan trail is located on the east side of the project area. The proposed improvements include additional right-of-way and roadway realignment required for the proposed roundabout. The extension of city utilities will include 10" sanitary sewer and 18" watermain. The rural bituminous roadway will be developed with a right and left turn lane for a future full intersection located just south of the Crow Wing Power parcel. The right in and right out access for the residential Brown parcel will require the extension of the concrete median. City Administrator Heitke explained any remaining conversations regarding urban and rural sections need to be discussed tonight. Crow Wing County will allow an urban design but they will not participate in the cost. The Council discussed the project timeline to keep the project moving forward.

City Property: Consulting Engineer Welch described the property is undeveloped and plated as the City Center of Baxter with the water treatment plant and public works facility located in the southwest corner of the property. The proposed improvements include an 18" watermain extension from the water treatment plant to serve the commercial area and the water tower. The sanitary sewer would be extended from the lift station to Ironwood Drive. Consulting Engineer Welch advised the placement of the watermain has to be carefully considered.

Lift station area: The existing conditions of this area are undeveloped and platted as the City Center of Baxter. The proposed improvements include a sanitary sewer lift station, a temporary forcemain connected to a gravity line feeding lift station No. 12, and a dry forcemain pipe to be installed under Ironwood Drive for the future interceptor line to the existing wastewater plant.

MOTION by Council Member Moser, seconded by Council Member Klein to recess the Work Session at 6:55 p.m. Motion carries unanimously.

Mayor Olson resumed the Work Session at 7:16 p.m.

Isle Drive Project Area: Consulting Engineer Welch explained the existing conditions include three undeveloped parcels, which are zoned R-1 and Office Services. The parcels are not served by municipal utilities or roadway. The proposed improvements include acquiring 100 feet of right-of-way, extending sanitary sewer and watermain and constructing the roadway as a complete street. Intersections would be established for future development on the Essentia and Potlatch parcels. Access would be provided to the

existing Perch Lake residential properties. A snowmobile crossing by the roundabout is still included in the plan.

CSAH 48 Roundabout. Consulting Engineer Welch explained the roundabout would be 74' in diameter with a 13' concrete truck apron, and dedicated right turn lanes.

South Residential Area. Consulting Engineer Welch described the existing conditions of the area consist of eight existing and developed residential zoned parcels. The parcels have a private access off CSAH 48. Municipal sanitary sewer or water does not serve the parcels. The proposed improvements include the extension of sanitary sewer and water. The roadway will be a 24' wide section with a 70' diameter cul-de-sac. The current access off CSAH 48 will be abandon and a driveway would be constructed for connection to the new street.

North Residential Area. Consulting Engineer Welch explained the existing conditions consist of four existing residential zoned parcels, of which three are developed. The parcels have access off Homestead Drive and are not serviced by municipal utilities. The proposed improvements for this area include the extension of sanitary sewer and watermain from the South Residential project area, the extension of a small diameter forcemain along a private drive, and the restoration of the private drive. Council Member Klein questioned if the City is completing the project for this area. City Administrator Heitke explained one of the next steps of the project would be a public hearing where property owners can weigh in on the project. Staff shares council concerns with proposed assessments.

CSAH 48 Turn Lanes. Consulting Engineer Welch stated the turn lanes do not exist. The Johnson property to the south and the Potlatch property to the north have dedicated access to CSAH 48. The proposed improvements will consist of right turn lanes into the Johnson and Potlatch properties.

CSAH 48 Median Closure. Crow Wing County has requested the closure of the median to the MnDOT property. The closure is acceptable to MnDOT. The concrete median would be reconstructed. The project costs for this area will be the responsibility of the County.

Consulting Engineer Welch stated the total estimated project cost is \$6.7 million.

Council Member Holman discussed constructing a trail along the east side of the roundabout. Consulting Engineer Welch explained an urban segment is required for the trail.

Chuck Rickart of WSB explained the area assessments associated with the roundabout and presented a revised project schedule. Mr. Rickart explained the right-of-way is on schedule to have the property acquired in December or January. Wetland delineation and field surveys are scheduled to be completed in the near future.

City Administrator Heitke explained the project schedule called for a request for proposal for the design portion of the project. The City's policy contains the option to deviate from the policy. It may not be practical to complete a request for proposals for design work because the project is so far along and to keep the project on schedule. As an option to the request for proposals, the council can entertain a proposal for both firms to team together. City Administrator Heitke suggests the alternative for the reasons for the sighted. Under the team approach, WSB would provide project management, traffic control, and roundabout design. WSN would complete the utilities and field survey work. The Council was supportive of the team approach. Staff will bring the feasibility report back to the next council meeting to review assessments and set the public hearing.

Review Feasibility Report for Eagle Ridge

City Administrator Heitke explains staff and consultants are okay with postponing discussion until a future meeting.

Lift Station Mowing

City Administrator Heitke inquired if Council wants to treat lift station no. 6 differently. Public Works Director Walter explained staff removed the dead trees from the property in preparation for it to return to a natural state. Public Works Director Walter further explained staff can plant more trees and mow the property, but mowing will increase staff time and require the expense of additional fuel. Council Member Klein explained the City has a high grass ordinance, which is enforced on residents and should be enforced on ourselves. Public Works Director Walter suggested treating the property like roadside mowing property and mow twice per year. Council consensus was to leave the property in a natural state.

City Administrator Heitke stated that similar to previous years, the City has the ability to use the community lighting funds for lighting projects. The City has used the funds for energy saving projects in the past. If there are no objections from Council, staff proposes to upgrade the industrial park lighting to LED.

MOTION by Council Member Holman, seconded by Council Member Moser to adjourn at 8:11 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk