

BAXTER CITY COUNCIL MINUTES
Work Session
October 20, 2015

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

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

COUNCIL MEMBERS ABSENT: Council Members Quinn Nystrom and Mark Cross

STAFF PRESENT: City Administrator Gordon Heitke, Community Development Director Josh Doty, Assistant City Administrator Kelly Steele, Public Works Director Trevor Walter, and Chief of Police Jim Exsted

State Wildlife Management Areas Proposal

Community Development Director Doty explained the DNR contacted the City about the possibility of establishing Wildlife Management Areas (“WMAs”) in the southwest portion of Baxter. Christine Reisz, DNR, explained the DNR has money for the project. The DNR’s primary interest with Baxter is with two shallow lakes in southwest Baxter. The first lake is a shallow rice lake located north of Mapleton Road. The second lake is named Island Lake, which is south of Mapleton Road. Both lakes are unique from the perspective that they have one owner for the land around the water body and both are willing sellers. However, the DNR may also look at other properties in southwest Baxter.

In order for the DNR to move forward with the WMAs in Baxter, they need the support of the Council. Staff notes that this is a unique opportunity for Baxter, as it would establish the preservation of outdoor recreational and preservation land. The City has established a conservation overlay boundary in this area of Baxter, due to the unique habitat in this area of the City. The parks plan map in the Comprehensive Plan identifies a “Potential Open Space/Wildlife Management Area” around Island Lake. WMAs also support the goals of the Army Compatible Use Boundary (ACUB) program. Specifically, Island Lake is within the 3-mile ACUB boundary and the rice lake area is just beyond the three-mile boundary.

Presently duck hunting is allowed on the north lake. Under the DNR proposal, riffle hunting would not be allowed, but archery would be allowed. The Council discussed the amount of existing undeveloped land in the City and the Comprehensive Plan prioritizes the need to infill existing parcels.

Staff's recommendation is for the City Council to have further discussions as needed to decide if WMAs are something to support in this area of Baxter. To aid in the City Council's discussion, the City should also consider other factors related to the growth plan for Baxter and how that plan fits with WMAs within the City Limits.

The Council consensus was for staff to further work on the item.

2015 Mill and Overlay Improvement Project – procedure for changing contract dates and possibly deferring completion of project to Spring 2016

Scott Hedlund, SEH, handed out an updated memo to the one included in the packet. Mr. Hedlund explained Anderson Brothers is seeking an extension to the contract completion date. October 16, 2015 was the substantial completion date, but the contractor is not completed with the work.

Mr. Hedlund explained Glory Road has been final paved and striped except for the intersection of Glory Road and Isle Drive where the existing pavement remains in place. The reclaiming and paving work is tentatively planned for the week of November 2, 2015 depending upon the weather and Council direction. It is possible the reclaiming and paving of this intersection would not be completed until 2016.

Elder Drive and Foley Road are substantially complete.

The paving on Dellwood Drive is complete south of Design Road and north of Clearwater Road. The first lift of paving is complete between Clearwater Road and Design Road, with the final lift planned for October 21, 2015. All work on Dellwood Drive is expected to be completed in 2015.

On Fairview Road, the first lift of paving is complete, with the final lift planned for October 21, 2015. All work on Fairview Road is planned to be completed in 2015.

The concrete work on Edgewood Drive is planned to be complete by October 23, 2015. South of Clearwater Road, the roadway has been reclaimed and milled, with the first lift of paving planned for October 23, 2015 north of Cub Foods and wear course from Cub Foods south. The wear course paving between Cub Foods and Clearwater Road is planned for late this week or early next. All work on Edgewood Drive south of Clearwater Road is planned to be completed in 2015. The reclaiming and paving north of Clearwater Road is tentatively planned for the week of October 26, 2015 depending on the weather and Council direction. It is possible the reclaiming and paving of this segment would not be completed until 2016.

The current plan is for the contractor to review the weather forecast on October 23, 2015 and decide if the reclaiming and paving on Edgewood Drive north of Clearwater Road should be completed the week of October 26, 2015. The decision to proceed is dependent on the understanding the road would only be allowed to be reclaimed if there are assurances from the contractor that all paving can be completed in 2015. The plan is to follow the same procedure in deciding to proceed with reclaiming and paving work on the Glory Road and Isle Drive intersection.

Mr. Hedlund explained the current 10-day forecast appears not ideal for wear course paving. Proceeding with paving could affect the ability to obtain the full-expected life of the pavement. The contractor has advised they are willing to complete the remaining reclaiming and paving work on Edgewood Drive north of Clearwater Road and the Glory Road/Isle Drive intersection in 2016 at their current bid unit prices. Mr. Hedlund further explained it appears preferable from an engineering standpoint to postpone reclaiming and paving work on Edgewood Drive north of Clearwater Road and at the Glory Road/Isle Drive intersection until the spring of 2016.

Mr. Hedlund stated the contractor has agreed not to request mobilization costs to complete the work next year. The Council consensus was to delay the work and finish next year. The goal is to have the work completed by Memorial Day. The Council would like to hold a future work session to discuss the process and determine where we go. Mr. Hedlund will draft a letter to the business owners explaining the reason for the delaying the project.

2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvement Projects – procedure for changing contract dates and possibility deferring completion of project to Spring 2016

Aric Welch, WSN, explained there is considerable outstanding work remaining on the project, including bituminous, topsoil and turf establishment for Independence Road. Outstanding work on Inglewood Drive includes minor storm sewer extension, trail grading, aggregate base, concrete curb and gutter and flat work, roadway and trail bituminous, topsoil and turf establishment. On Dellwood Drive and Novotny Road the sanitary sewer, water and storm sewer remain. Watermain extension, roadway grading, aggregate base, concrete curb and gutter and flat work, bituminous, topsoil and turf establishment remains on Dellwood Drive and Audubon Way.

The original substantial complete date for all project areas is October 23, 2015. It is apparent the work will not be substantially completed. Due to work added during the course of construction, the contractor has requested an additional 13.5 working days to complete. Mr. Welch review indicates that 10.5 working days is an appropriate time extension. Mr. Welch explained the request and response is detailed in change order number one. There is no cost component to the change order at this time, but the Council should anticipate it is forthcoming.

Mr. Welch cautioned the Council pushing work, especially concrete and bituminous paving, into late October and early November may jeopardize completion of the project in 2015. During this time of the year, construction is heavily dependent on weather conditions. If temperatures drop or periods of prolonged rain, the contractor may not be able to complete the concrete and bituminous paving work in all project areas.

The contractor has indicated all underground and roadway work should be completed in 2015 if the weather holds. However, Mr. Welch explained the Council should consider suspending the work for the winter if the weather does not cooperate. Available options to carry traffic during the winter will be dependent on the progress of each project at the time a work suspension is necessary.

Mr. Welch reminded the Council when the project was bid, he cautioned there may not be enough time to complete the project, but the Council decided to go ahead with the project. The contractor may have additional costs, including mobilization costs, but the city has liquidated damage costs.

Trail Extension from Inglewood Drive to OK Park Update

Public Works Director Walter explained he has contacted the two churches and they both indicated support for the trail. The next step after contacting the remaining property owners is to complete appraisals and make offers for the easements. City Administrator Heitke explained the contacts were to be made to solidify the project to then complete the surveying. City Administrator Heitke asked if there would be enough time to complete survey work before snowfall and to get council approval during the November 3 council meeting. Public Works Director Walter explained property owners are questioning the amount of their proposed assessment for Fairview Drive. Public Works Director Walter explained he recommends completing the feasibility study before contacting the three remaining property owners and show the different cost estimates. Public Works Director Walter explained he would prepare appraisal quotes for the November 3 council meeting.

MnDOT Local Community Grant Projects

City Administrator Heitke explained the announcement of a recent grant opportunity has not provided time for the council to preview the announcement prior to tonight. Letters of intent are due October 30, 2015.

A. Safe Routes to School Grant Program Projects

Chief Exsted reviewed the history of the steering committee. Chief Exsted indicated there are two potential projects in Baxter. The first project being the Baxter Elementary School trail and the other being the Forestview Middle School trail. The City has been unsuccessful in two previous attempts to get funding for the Forestview Middle School trail. The Council consensus was to support a grant submittal for the trail around Forestview Middle School.

B. Transportation Alternatives Program Projects

Community Development Director Doty explained the competitive nature of the grant and the funding is for construction. A letter of intent is due by October 30, 2015. The City would be contacted in November if invited to submit an application. Applications are due in January with awards being announced in April. The funding would be received four years from now, so the City would be responsible to carry the cost until that time.

The City has identified the Highland Scenic trail, Jewelwood Park trail, and the Oakwood Drive trail as potential projects. The long stretch of Oakwood Drive only has one property owner, Crow Wing County, which makes the application process simpler. Community Development Director Doty explained staff is leaning towards the Oakwood Drive trail as the project to submit for funding.

Adjournment

MOTION by Council Member Barrows, seconded by Council Member Cross to adjourn at p.m.
Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk