

BAXTER CITY COUNCIL MINUTES
Work Session
October 21, 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, and Mark Cross.

MEMBERS ABSENT: Council Member Rob Moser

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

Woida Road, Wildflower Drive and Franklin Drive

a. Change Order No. 2

Consulting Engineer Welch explained the contractor submitted two letters for extra time and payment to work around the existing utilities on the project. The utilities were installed after the project has started. This is part of the work to move the utilities for the trail and roadway construction. There were double lines on the south side of the road that the contractor had to work around. Consulting Engineer Welch reviewed the letters and agreed the contractor incurred additional costs. The Utilities Commission did not agree with the consulting engineer's recommendation; the change order reflects the Utilities Commission's recommendation for cost and time. The extra dewatering costs have been removed from the change order. The Utilities Commission split the difference between the consulting engineer's recommendation and the contractor's recommendation. The Utilities Commission thought the work would take longer to complete than the consulting engineer thought. The difference is an additional \$3,100 between the consulting engineer and Utilities Commission. The contractor has dropped their request for extra compensation for work on the north side of Woida Road as part of the negotiations. The Council questioned why the Utilities Commission was negotiating cost and not following a technical recommendation for cost for service. The contractor was asking for 33 connections at \$1,200 each.

b. Cement Shortage

Consulting Engineer Welch explained he was concerned the contractor would not be able to get concrete to finish the curb and gutter due to supply shortages of cement. However, the contractor was able to get concrete and was able to finish the curb and gutter today. The catch basins still need to be completed. The contractor is approximately 95% complete with the trail grading. The next step will be to relocate the utilities. If it takes the utility companies two to three weeks to relocate, the trail will be in jeopardy for completion this year. Mailboxes will be installed later this week on Wildflower Drive.

2015 Isle Drive Extension Project

a. Review of Feasibility Report

Consulting Engineer Welch explained he would focus his presentation on the changes made to the feasibility report since the last council meeting. The Ironwood Drive project area includes a complete street roadway section with right and left turn lanes, bike lanes on both sides of the street, and a 12' separate trail along the east side of the roadway. Street lighting has also been added to the area. Consulting Engineer Welch explained the revised roadway section and trail would require additional

right-of-way than what was approved on the plat. The Crow Wing Power property does not receive any benefit for water or sanitary sewer services, so those costs were removed from the assessment. The City is proposing to apply tax increment financing to some eligible project costs, including a portion of the roundabout cost. The new updated total project cost is \$7,148,390. Additional right-of-way will have to be purchased south of Isle Drive.

b. Updated Schedule

Chuck Rickart, WSB, reviewed the updated project schedule with the Council. Mr. Rickart explained the next step would be holding public informational meetings. Staff will mail notices of the informational meetings. The schedule provides on November 5th the council will accept the feasibility report and set the improvement hearing for November 18th. Mr. Rickart anticipates property will be under city control by January. Some property owners have already accepted offers. A separate informational meeting will be held with the north residential property owners due to the unique situations for their property area.

Review Feasibility Report for Eagle Ridge

The Eagle Ridge Feasibility Report from 2007 has been updated to reflect changes to the assessment policy, construction costs, the option to provide utility service from Brainerd, and the abonnement of a section of the roadway. The project area consists of fifteen homes and one vacant commercial property that are not served by municipal utility services. The project area has the potential to be serviced by Baxter or Brainerd. A full depth reclamation is recommended to the project area due to the poor roadway condition. Kevin Wernberg, WSN, reviewed various project options. One option is to connect the area to Baxter utilities and extend sanitary sewer as far south as possible. The most southerly homes will have to connect to a pressure line and each would require a grinder pump. The proposal does not provide for looping of the water service. The second option is to utilize the city of Brainerd utility services. The option will allow gravity sanitary sewer to serve up to the former racket ball property with the remaining south properties requiring pressurized service.

There are four roadway options for the project area. Option one would construct a 26' wide rural roadway and increase size of cul de sac. Option two would abandon a portion of Eagle Drive. Option three is a full depth reclamation of existing roadway and would not provide utilities. Option four would provide reclamation of the existing roadway and abandon a portion of Eagle Drive. The cost difference is \$481, 550 to provide Baxter utility service and \$409,450 to provide Brainerd utility service.

The project area consists of 23 assessable equivalent residential units and one commercial unit. The commercial property would be calculated as 16 residential units. Mr. Wernberg reviewed the proposed assessment amounts for each of the available options.

Mr. Wernberg recommends utility service be provided by City of Brainerd due to reduced costs, roadway abandonment not to be considered due to impacts to driving habits, increased private maintenance costs, and safety concerns related to dead-ends.

The Council discussed if other existing lots have absorbed some of the ERUs. The WAC and SAC calculations were based on existing conditions. The Council discussed problems that can be caused to the City of Baxter's water supply if these properties are connected to Brainerd's un-chlorinated water system.

City Administrator Heitke asked if Council is comfortable with the City's costs for the project, and is this a project they are ready to complete. Council Member Holman explained the city should consider where the project fits into the capital improvements plan before holding an informational meeting with property

owners. Staff will review the project in relation to the capital improvements plan and the zoning of the commercial property.

MOTION by Council Member Cross, seconded by Council Member Klein to adjourn at 6:50 p.m.
Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk