

BAXTER CITY COUNCIL MINUTES
Work Session
November 15, 2016

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

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

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Interim City Administrator Kelly Steele, Community Development Director Josh Doty, Finance Director Jeremy Vacinek, Police Chief Jim Exsted, and Public Works Director Trevor Walter.

2018 CYPRESS DRIVE PROJECT LAYOUT REVIEW

SEH Consulting Engineer Hedlund reviewed the proposed 2018 Cypress Drive Project layout which included trails and walks, intersection control on Cypress Drive and College Road, Super One Foods parking lot layout and Fairview Road reconfiguration, utility extensions and existing truck sanitary sewer in the Cypress Drive corridor south of T.H. 210.

Council Member Holman discussed having year round accessibility from the apartment complex to Super One. The Paul Bunyan Trail in the winter becomes a snowmobile trail and thought should be given to this trail connection to the apartment complex.

Mr. Hedlund reviewed the proposed watermain loop to the Alano building. The trunk sewer line was installed in late 1970's and consideration should be given to televising this line.

Mr. Hedlund reviewed the proposed roundabout at Excelsior Road. SEH is currently updating the traffic analysis and is looking at roundabout at Cypress Drive and College Road; however, the study is not completed. Mr. Hedlund stated he would like to know if the council has any strong feelings about a roundabout, stop lights, or stop signs until traffic counts increase. Council Member Cross felt there should be a 4-way stop sign; otherwise you are entering onto College Road. Mr. Hedlund stated that the traffic numbers support the proposed layout.

The Utilities Commission will be reviewing the layout at their December meeting. Mayor Olson inquired if the traffic and environmental numbers would be available at that time. Mr. Hedlund stated this information would be available at the commission meeting.

Council Member Holman stated the Industrial Park Project in 2005 had street lights and will this section of Cypress Drive have lighting? Mr. Hedlund stated the plan is to install lighting along the corridor and intersections.

Mr. Hedlund gave a brief review of the storm water pond placement but did not go into detail since they are working on the specifics.

Public Works Director/City Engineer Walter inquired if there will be lighting at the ¾ access at Golf Course due to trail access and Mr. Hedlund stated there will be lighting at the access. Council Member Holman inquired if MnDOT would consider train warning lights for pedestrians. Mr. Hedlund will look into this matter.

Council members were in favor of the concept plan and would like both roundabouts to be four (4) lanes.

2017 EXCELSIOR ROAD/FAIRVIEW ROAD/EDGEWOOD DRIVE IMPROVEMENTS PROJECT SCHEDULE

City Consulting Engineer Welch gave an overview of the project and the items necessary to complete the project. Mr. Welch reviewed the tight project schedule and a public informational meeting could be held in December for the commercial property owners.

Council consensus was to move forward with the project.

2017 BUDGET DISCUSSION

Finance Director Vacinek reviewed the 2017 general, special revenue, capital project, and enterprise fund budgets. Finance Director Vacinek stated that no rate adjustments are proposed at this time in either the water or sewer enterprise funds for the monthly charges or availability charges. Year to date water sales are 2.02% lower than the same time last year.

Sewer sales year to date are up 1.63% compared to the same time last year; however, gallons billed by BPU are 4.53% higher than the same period last year. An estimated 1% growth in revenues from 2016 projections for water and sewer based on new connections is being utilized for 2017.

A 5% increase in the storm water rates is being recommended for 2017. The utility does not have the financial flexibility experienced by the water and sewer funds. This is in part due to the lack of an availability charge component on new construction, the amount of revenue generated annually, while stable, is significantly less than water and sewer, and the fund is relatively new compared to the others. Additional pressure on the fund is added by continued state and federal mandates and the need to replace the roadside tractor mower. Even with the proposed rate adjustment, the projected \$269,900 deficit for 2017 exceeds the depreciation figure of \$207,400. The one-time capital outlays for estimated improvements to Excelsior Road and the replacement of the tractor mower comprise of a majority of the deficit.

Within the governmental funds, the actual employee insurance premium rates were allocated to the various departments. To balance the general fund budget, the \$1,600 of savings was allocated to the contingency account. In the capital equipment fund, \$2,000 for improvements to replace the conference room video presentation equipment was added. The obsolete and non-functioning projector and computer equipment are in need of replacement. Funding is being recommended from the existing IT replacement charges in the capital equipment fund.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Barrows to adjourn at 6:56 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant