

BAXTER CITY COUNCIL MINUTES
Special Meeting
November 24, 2014

Mayor Darrel Olson called the Special City Council meeting to order at 7:30 p.m.

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

COUNCIL MEMBERS ABSENT: Jim Klein

STAFF PRESENT: City Administrator Gordon Heitke, City Engineer/Public Work Director Trevor Walter, and Assistant City Administrator Kelly Steele

Mayor Olson explained two of the City's consulting engineers would present information for the Isle Drive extension improvement hearing.

Presentation of 2015 Isle Drive Extension Project

Consulting Engineer Aric Welch of WSN explained he helped prepare the feasibility study for the Isle Drive extension project. The original feasibility study was completed in 2006. The last time Isle Drive was extended was when the Essentia Health facility was built. The city held an open house on October 29, 2014 and October 30, 2014. The City Council approved the revised feasibility study on November 5, 2014 and ordered the improvement hearing. Consulting Engineer Welch explained a very specific process must be followed for an assessment project. Property owners will have an opportunity to provide input.

Consulting Engineer Welch reviewed the highlights of each of the different project areas based upon the project assessment areas. The north residential property area has been removed from the project.

The first project area involves extending a water main from the water treatment plant and extending sanitary sewer from the proposed lift station to Ironwood Drive. This portion of the project will be paid by the City.

The second project area is the construction of a sanitary sewer lift station. Approximately 24% of the lift station cost will be assessed.

The third project area is the Ironwood Drive area. There are no city utilities in this area. Assessments for the third project area will be calculated on a per foot basis. Consulting Engineer Welch explained the sanitary sewer would be installed deeper in this area so that it can service a larger area. The extra costs for this will be paid by the City. The assessment calculations for the Ironwood Drive project area are \$319 per assessable foot.

The fourth project area is the CSAH 48 roundabout. Crow Wing County controls the access points in this area. This portion of the project will include 74' diameter single lane roundabout,

street lighting, dedicated right turn lanes, and pedestrian facilities. Consulting Engineer Welch reviewed the benefits provided by a roundabout. The County will be paying for a portion of the project cost, as outlined in their cost share policy. The City will also provide funding to the project, such as tax increment financing. The benefitted area for the roundabout was determined to be from Mapleton Road to Glory Road. Parcels within this boundary will be assessed for the roundabout on an area wide assessment basis.

The fifth project area is the Isle Drive project area. Essentia Health, MnDOT, and Potlatch own the parcels in this area. Consulting Engineer Welch explained municipal water and sewer would be provided, along with a complete street, a roadway with a left and right turn lane, and street lighting along the entire corridor of the project area. Both sides of the roadway will be assessed on a per foot basis; except the MnDOT parcel will not be assessed because it was determined, the parcel does not receive any benefit from the project.

The sixth project area is the south Perch Lake area. This area consists of eight residential parcels with access off CSAH 48. There are no existing city utilities servicing these parcels, so water and sanitary sewer will be extended. There will be a 24-foot wide bituminous rural roadway and a 70-foot diameter cul-de-sac. The existing accesses off CSAH 48 will be abandoned. The private lines will be the homeowners cost and they will have one year to connect. Consulting Engineer Welch explained tree buffers and the road realignment would be reviewed during the design process. The assessment calculation method was reviewed, including municipal charges and fees such as SAC and WAC fees, lift station fee, inspection fee, excavation permit, and a water meter. The SAC, WAC, and lift station fees will be added to the individual assessments unless the property owner asks to have them removed for separate payment. The initial assessment for the residential properties is \$26,223.

The seventh project area is the CSAH 48 turn lanes. Construction in this area will include a median closure. The County will pay the cost of the closure.

Consulting Engineer Welch explained the assessment hearing would be held next spring after the project is bid. Assessment payment will begin in 2016. The assessment term for residential properties is 15 years and commercial properties have a 12 year assessment period. Some residential property owners might be eligible for a deferment. Commercial property is not eligible for a deferment. The future connection charge for multiple units on a single lot was reviewed.

Property owners in the project area will experience some disruption during the construction. The goal is to have the project completed in 2015. Mailboxes will be clustered during construction. Any private improvements located within the right-of-way will have to be removed by the property owner. Project costs and assessments will be recalculated after bids are opened.

Chuck Rickart of WSB and Associates explained the assessments reviewed tonight are preliminary. Property owners will have an opportunity to attend a public meeting in January to

review the project design and address their concerns. Mr. Rickart announced preliminary assessment figures could be provided upon the conclusion of tonight's meeting.

Mayor Olson opened the public hearing at 8:10 p.m.

Sue Hadland of 6510 Highland Scenic inquired if specific design questions can be answered in January.

John (did not provide last name or address) explained there are three areas he would like to discuss. The resident inquired where the curb cuts on the north segment would be located, how his 3-acre parcel will be accessed after construction, and if there would be some latitude in the placement of the storm water retention pond. The benefit test shows the assessment to Potlatch will be over \$1million, would like to see a benefits test completed on other parcels.

Mayor Olson explained MN Statute 429 explains the assessment process, including the appeal process.

Mayor Olson closed the public hearing at 8:20 p.m. and explained the Council will decide if the project will be completed during the December 2, 2014 council meeting.

MOTION by Council Member Cross, seconded by Council Member Moser to adjourn at 8:20 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk