

## **BAXTER CITY COUNCIL MINUTES**

**Work Session  
December 19, 2017**

Mayor Darrel Olson called the Work Session to order at 5:56 p.m.

**Council Members Present:** Mayor Darrel Olson, and Council Members Quinn Nystrom, Todd Holman, and Mark Cross.

**Council Members Absent:** Steve Barrows

**Staff Present:** City Administrator Bradley Chapulis, Police Chief Jim Exsted, Community Development Director Josh Doty, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, and Public Works Director Trevor Walter.

### **1. Body Camera Policy Discussion**

Chief Exsted explained the council has had the opportunity to review the proposed body camera policy. Public notification of the discussion has been posted on the City's website and the police department's Facebook page. No public comments have been received. Funding for the initiative was budgeted over two years. Council Member Holman inquired which policy the officers would fall under when responding to mutual aid. Chief Exsted explained the officer would fall under the city's policy with the expectation that the cameras are turned on and functioning. Crow Wing County does not have body cameras, so the city would have to address the concern with county administration regarding the tactical team.

### **2. 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project Partial Pay Estimate No. 3**

Aric Welch, consulting engineer with WSN, explained pay estimate number three in the amount of \$210,123.48 can be found for approval on the regular council agenda. The 10% retainage or about \$80,000 is held in accordance with the agreement. Mr. Welch explained additional retainage in the amount of \$42,000 has been held for the work remaining on Excelsior Road and Mountain Ash Drive. This work would need to be corrected next spring as it cannot be corrected during winter conditions. The additional retainage amount was calculated based on the amount of remaining work. Total retainage is \$122,644 or 15.3% of the amount earned. The retainage is not typical, but Mr. Welch wants to ensure the remaining work is completed.

Tim Otremba, with Tri City Paving, is in attendance to answer any council questions.

The pedestrian trail along Grand Oaks has not been completed and no retainage has been held against this project segment because the work has not started due to weather conditions. Mr. Welch explained it was determined to be more important to complete the roadway prior to completing the trail. A delay in receiving the wetland fill permit contributed to the project delay. Mr. Welch explained the process of opening the ground would create additional requirements for over the winter. If the city would have had an updated right-of-way ordinance, the gas company work could have been sped up. Waiting for the gas company to remove and replace the gas line caused challenges by setting the project schedule back. Mr. Welch

explained the wet weather also slowed the project down. City Administrator Chapulis explained staff plans to start projects sooner to prevent projects from being delayed due to winter weather conditions.

Mr. Otremba explained utility companies' slow projects down. Mr. Otremba completed work for the utility company to speed up the project. Mr. Otremba explained he does not think the city should hold the extra retainage and that his company will complete the work in the spring. The roadway west of the dewatering area is smooth and the area east is bumpy. The roadway bumps could have been caused by the dewatering.

### **3. Southeast Baxter Stormwater Outlet Feasibility Report**

Aric Welch, consulting engineer with WSN, presented the Southeast Baxter Stormwater Outlet Feasibility Report. Mr. Welch explained the need to provide an outlet for the wetland. Mr. Welch summarized the two options reviewed in February. The first option is utilizing some of the existing ditching, building new ditching, installing culverts under the road, and constructing a storm water basin on the lot the city would have to purchase. The TEP panel recommends the city provide treatment before discharging into the river. The second option is piping from the wetland to a basin and then to the river. This option only solved the problem for the residential area near CSAH 48 to the river.

The next study expands upon the first study and looks further to the north. There are three separate drainage basins that drain the wetland; Th 371 and College Road, Hastings road and Douglas Fir Drive, and the southwest area drains to the low wetland area. The city has been pumping water to keep water out of the loading dock areas. When TH 371 was constructed, a pipe was installed under College Road to provide drainage for the basin. On initial inspection, the pipe could not be located, but WSN will continue to look for it. Mr. Welch explained now is the time to add a pipe when completing College Road next year. The existing pipe installed is not low enough to drain the loading dock, so a new pipe needs to be installed.

When completing College Road next year, it would be the appropriate time to install the pipe. The feasibility report will be modified to include the option to install the pipe in an alternate location, as suggested by Public Works Director Walter. The feasibility report will also be modified to include a lift station. Mr. Welch will further review both options and their associated cost. Mr. Welch recommends the council pull the feasibility report from the regular agenda to allow more time for review and to determine how the city will pay for the project.

The total project cost is estimated to be \$830,000. The parcels in the project boundary include private owned, city owned, and tax forfeited. The city needs to determine if the project is considered a maintenance project or a new project. The Council would like staff to provide a one-page recommendation on how to pay for the project that is fair and equitable.

### **4. 2019 Memorywood Drive Full Depth Reclamation Improvements Project**

Aric Welch explained in November the council narrowed down four options to two options. Mr. Welch summarized the two options selected. The current roadway has 66' of right-of-way, two 11' drive lanes and an 8' shoulder on the west side and a 4' shoulder on the east side for a total roadway width of 34'.

The first option is a full depth reclamation of Memorywood Drive. The proposal would keep the roadway 34' wide with two 11' travel lanes and 6' bike lanes on each side. The roadway would be signed for no parking.

The second option is an urban section with two 11' drive lanes, a 5' bike lane on the east side, a 5' boulevard between the roadway and the trail and a 10' trail on west side. A curb is also required because 9' does not provide adequate room for a ditch. If storm water is added to the west side, it makes sense to add storm water to the east side as well. A concern is utilities and determining where they are located within the right-of-way. Coordination with the utility companies will be required and 9' is probably not enough room. Mr. Welch explained until a utility locate is completed, survey crews complete their work, and discussions held with the utility companies before the extent of the problem would be known. Mr. Welch inquired if the City would assume additional property is needed on each side of the roadway or would utility companies be required to relocate to a specific area.

The council directed Mr. Welch to continue working with both options. The council expressed the need to determine which option the neighborhood would prefer. The Council would like to fully explore both options so that the best option can be selected.

## **5. 2020 Fairview Road, Golf Course Drive, Excelsior Road and Trail Connection Improvements Feasibility Report**

Scott Hedlund, consulting engineer with SEH, reviewed the existing conditions of the roadway, project boundary, and proposed improvements. All storm sewers within the project boundary discharge to Whiskey Creek. Mr. Hedlund asked the council to consider finishing the televising of the remaining segment of storm sewer along Excelsior Road. Existing sanitary sewer and water service in the project area is modern.

On Fairview Road Mr. Hedlund proposed to narrow the roadway to 28' to provide space for the trail between Fairview Road and Golf Course Drive. The roadway would be striped with a center stripe, 14' drive lanes to accommodate the new trail, and the profile grade of Fairview Road would be raised to accommodate the new trail.

Mr. Hedlund proposed Golf Course Drive would be reconstructed to the same 36' width as the existing roadway but would be striped to have a 11' drive lanes and 7' shoulders which would allow for a 5' paved bike lane and 2' gutters, similar to Golf Course Drive north of Excelsior Road.

Excelsior Road is proposed to be widen from 44' to 49', the 3-lane urban section would remain, but the drive lanes would be 11' with a 13' center left turn lane. A 7' shoulder would provide 2' curb and a 5' paved bike lane. The drive lanes are reduced to accommodate the bike lanes.

New loop detectors would be installed at TH 371. The Excelsior Road pedestrian flasher would have to be moved to accommodate the widening of the roadway. The corridor from Cypress Drive to TH 371 would have street lighting. Trail improvements east of the first 150' of Golf Course Drive would be 12' wide but past this area the trail would be reduced to 10' wide and west of Golf Course Drive the trail would be 12' wide. The replacement of storm sewer on Fairview Road and Excelsior Road is recommended. The new impervious surface, from the trail, would trigger storm water improvements. The storm water improvements could be

constructed with the new regional storm water pond proposed for the former Golf Course property. If the Golf Course storm water project does not move forward or meet the timing of this project, the council would have to consider an alternate storm water treatment option.

The total project cost is estimated to be \$2.5 million. Preliminary assessments would be calculated on a front foot basis and at full depth reclamation rates. The city would pay for roadway widths over 44', storm sewer, and all trail costs. An open house could be conducted in 2018. The approval of the feasibility report is on the regular council agenda.

6. **2018 Cypress Drive Improvements Project Roundabout and Landscaping Discussion**

Mr. Hedlund reviewed proposed roundabout design options. The council discussed establishing too much process would be more for staff to manage. Mr. Hedlund proposed gray pavement, rather than red, to identify drive areas. The center height of the roundabout was discussed. The use of boulders was desired.

The council would like to see trees planted to protect the residential areas from traffic.

**ADJOURN:**

**MOTION** by Council Member Cross, seconded by Council Member Nystrom to adjourn the council work session at 7:00 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator