

BAXTER CITY COUNCIL MINUTES
Special Meeting
June 13, 2016

Mayor Darrel Olson called the Special City Council Meeting to order at 6:06 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson and Council Members Quinn Nystrom and Todd Holman.

COUNCIL MEMBERS ABSENT: Council Members Steve Barrows and Mark Cross.

STAFF PRESENT: Interim City Administrator Kelly Steele and Public Works Director/City Engineer Trevor Walter.

Mayor Olson gave a brief introduction on the City of Baxter's pavement management program which was designed to extend the life of the streets within the City.

WSN Consulting Engineer Welch presented the 2016 Mill & Overlay, Full Depth Reclamation and Turn Lane Assessment Hearing. The project history and public improvement process on the proposed improvements, estimated project costs, assessment procedure and calculations and general project information were reviewed.

- The engineering contract was approved on January 19, 2016
- Utilities commission reviewed and recommended approval of the feasibility report on March 16, 2016
- Feasibility report was accepted by the Council on April 5, 2016.
- Improvement hearing was held on April 18, 2016
- City Council approved plans and authorized advertisement for bids on April 19, 2016
- Bids were received on May 17, 2016
- Council reviewed bids and scheduled the assessment hearing
- Assessment hearing
- Project will be awarded and constructed.

There are three project areas which include both residential and commercial areas along with construction of a right turn lane on Cypress Drive. The goal is to improve the two commercial roadways to a 10-ton design with full depth reclamation. The residential areas will have a 1½ inch mill and 2 inch overlay and the typical cross sections for both commercial and residential areas were reviewed.

Mr. Welch reviewed the residential plans and explained where swales will be installed in some areas of the project where drainage problems exist. There is an existing landscaped area on Birchdale Drive and no changes will be made to the landscape area with the project.

Mr. Welch reviewed the commercial plans which showed where curb and gutter needed to be replaced due to existing conditions. Clearwater Road will have different striping when the project has been completed.

Estimated project costs were reviewed which are approximately \$750.00 per lot less than originally presented at the improvement hearing. Residential cost up to 26' in roadway width for the mill and overlay project are 100% assessed to the benefitting properties. The unit assessment method was chosen because residential properties are similar in size and each lot receives some benefit.

Some property owners may receive more than one assessment if the lot is large enough to be subdivided or if they own more than one lot of record. The City will be assessed for Southdale Park, Oscar Kristofferson Park and the Baxter Cemetery. ISD No. 181 is being assessed on Maplewood Drive.

The full depth reclamation costs for the commercial area up to 44' in roadway width are assessed to the benefitting properties. The area is completely commercial and the front footage assessment method was recommended. The City of Baxter will be assessed for the full depth reclamation of Woida Road from T.H. 371 to Dellwood Drive bulb-out area.

Mr. Welch reviewed the assessment payment terms. Pre-payments and partial payments are allowed up to 30 days following the Assessment Hearing. Assessment balances will be certified to the County with payments to begin on the next year's county tax statement.

Assessment balances will be amortized over a 7-year term for mill and overlay and 12-year term for full depth reclamation. Assessment balances will be amortized over the assessment term with an interest rate estimated at 4.75%.

Mr. Welch reviewed assessment deferments for hardship and the guidelines for applying for the deferment. The deadline for applying for the deferment is August 31st of each year.

Should the project be approved, Tri-City Paving has stated that project construction would begin in July with completion by the end of August.

Mr. Welch explained the pavement management program was designed to address the ongoing maintenance and funding of the city's 85 miles of streets. The goal of the pavement management program is to extend the life of existing pavements and lower future maintenance costs. Pavement maintenance through sealcoating during early stages of a pavement's lifecycle can be the most cost effective method for extending pavement life.

Mayor Olson opened the public hearing at 6:28 p.m.

An unidentified person from the audience inquired on how long the overlay will it last and is there an assessment for the sealcoating? Mr. Welch stated no one knows how long the sealcoating will last but hopefully there will be 20 years out of the pavement and the City of Baxter pays for the sealcoat.

An unidentified person from the audience inquired on how do you with eliminate interest? Mr. Welch stated you can eliminate any interest by pay the amount in full within next 30 days.

An unidentified person from the audience inquired if the roads in the project area are the worst roads in Baxter City limits? Mr. Welch replied the roads are not the worst but they are in prime condition to extend the life of the pavement. You will see other streets in town that are in worst condition and you will see they will be completely reconstructed.

An unidentified person from the audience inquired on construction of the swales. Mr. Welch stated the swales will be constructed to get the water off the roadway.

An unidentified person from the audience inquired on paying the assessment without interest? Mr. Welch stated there are 30 days from project approval so from June 21st you can pay the assessment until July 21st without interest at Baxter City Hall.

An unidentified person from the audience inquired on the construction schedule and where they will start? Mr. Welch stated until the pre-construction meeting is held that will not be known and they will share information at public informational meeting. The contractor has to have the project completed by Labor Day. Residents can provide their email address to receive email updates.

An unidentified person from the audience inquired on who bid the project? Mr. Welch stated two bids were received from Tri-City Paving and Anderson Brothers Construction. Tri-City Paving was the low bidder for the project.

An unidentified person from the audience inquired if the contractor can reseal our driveways? Mr. Welch stated you can inquire with the contractor and Public Works Director/City Engineer Walter replied that he can inquire on this request at the preconstruction meeting.

An unidentified person from the audience inquiry could not be heard; however Mr. Welch stated that Tri City wants to hold a preconstruction meeting as soon as the week of June 20th and the neighborhood meeting the week of June 27th.

An unidentified person from the audience inquired will they do swale work or street work first? Mr. Welch stated the swale work is typically done first in order to get the material out of the area.

An unidentified person from the audience inquired if the city and school district is being assessed for the project? Mr. Welch stated the City will be assessed for seven parcels which includes Southdale Park, Oscar Kristofferson Park and the Baxter Cemetery and the school district will be assessed for three parcels on Maplewood Drive.

An unidentified person from the audience inquired how is the swale constructed? Mr. Welch reviewed the swale construction.

An unidentified person from the audience inquired what if you have underground irrigation system? Public Works Director/City Engineer Walter requested that property owners to mark their irrigation system.

An unidentified person from the audience could not be heard; however, Mr. Welch stated the contractor will provide a general project schedule and you will always have access to your home. Public Works Director/City Engineer Walter stated the only time there will not be access is when the contractor is milling right in front of the home.

An unidentified person from the audience stated that manhole covers are often recessed too far. Mr. Welch stated there are provisions in the contract to adjust the manholes.

An unidentified person from the audience inquired on who bid the project? Mr. Welch stated two bids were received from Tri-City Paving and Anderson Brothers Construction. Tri-City Paving was the low bidder for the project.

Mayor Olson stated that no decision will be made tonight, but will be made at the regular council meeting on Tuesday, June 21st. If you want to appeal the project you will have to provide the information to Interim City Administrator Steele tonight before you leave.

MOTION by Council Member Nystrom, seconded by Council Member Holman to close the public hearing at 6:48 p.m. Motion carries unanimously.

MOTION by Council Member Holman, seconded by Council Member Nystrom to adjourn at 6:49 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant