



# CITY COUNCIL SPECIAL MEETING AGENDA

Thursday, November 07, 2024 at 6:00 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

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**CALL TO ORDER**

**ROLL CALL**

**PRESENTATIONS**

1. Improvement Hearing for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425

**OPEN PUBLIC HEARING**

**CLOSE PUBLIC HEARING**

**NEXT STEPS**

**ADJOURN**



# REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 11/7/2024  
Agenda Section: Presentations

**Department Origination:** Public Works

**Agenda Item:** Improvement Hearing for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425

**Approval Required:** Simple Majority Vote

### **BACKGROUND**

In accordance with the requirements of Minnesota Statute 429, an Improvement Hearing must be held for Council to receive input from property owners regarding questions or concerns with the project or the estimated special assessment being proposed. The Council can consider a resolution ordering the improvement any time within six months after the date of the Improvement Hearing. The improvements included the following streets:

- Audubon Way
- Edgewood Drive (north of Novotny Road)
- Lake Forest Road
- Whispering Woods Lane (west of Pearl Drive extending 175' to the east)

The Improvement Hearing presentation prepared by Widseth is attached.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with the Improvement Hearing

The total estimated cost of the improvement is \$3,160,898. The portion of the cost to be paid by the City is estimated to be \$911,630 and the estimated portion of the cost to be assessed to the benefitting property owners is \$2,249,268.

### **STAFF RECOMMENDATIONS**

Staff recommends holding the Improvement Hearing for the 2025 Commercial Full Depth Reclamation Improvements Project, Improvement No. 4425

### **COUNCIL ACTION REQUESTED**

No action required.

# 2025 COMMERCIAL FDR IMPROVEMENTS PROJECT

## IMPROVEMENT HEARING

6:00 P.M.  
November 7, 2024



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### ■ PRESENTATION PREVIEW

- Project Background
- Public Improvement Process
- Project Areas & Proposed Improvements
- Assessment Procedure
- Project Costs and Assessment Calculations
- Schedule
- Property Owner Information
- Questions
- Assessment Exhibits

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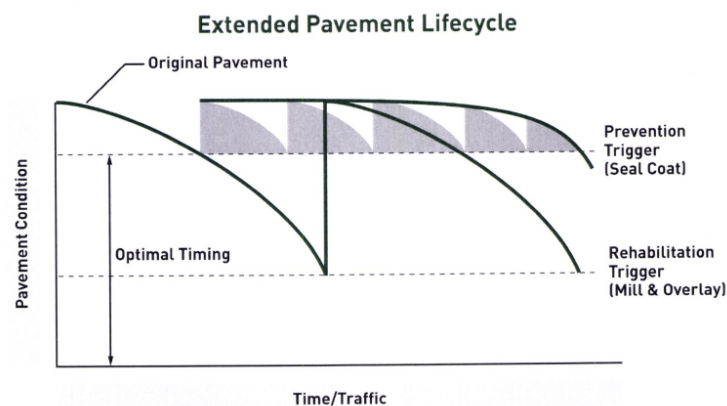
## ■ PROJECT BACKGROUND

- City of Baxter commissioned a Pavement Management Plan (PMP) in 2013 to address ongoing maintenance and funding of the City's approximately 86 miles of streets.
- Study initiated due to aging of streets and associated need to increase maintenance.
- Purpose of the study:
  - Develop a PMP to preserve and/or improve quality of the City's streets in a fiscally responsible manner.
  - Develop and implement a Plan considering immediate and long-term needs.
  - Prepare systematic plan for routine evaluation with sustainable funding.
  - Provide information for better communication and decision making.

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## ■ BACKGROUND – PAVEMENT MANAGEMENT PLAN

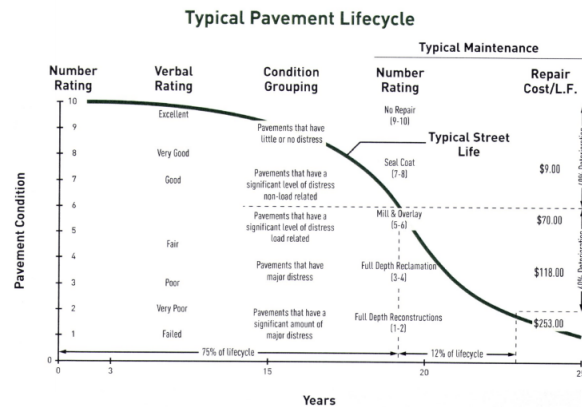


- The goal of the Pavement Management Plan is to extend the life of the existing pavements and lower the future maintenance costs.

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## ■ BACKGROUND – PAVEMENT MANAGEMENT PLAN



Preventative maintenance during the early stages of a pavement's lifecycle can be the most cost effective method for extending the life of a pavement, as shown in Figure 2 on the following page. By protecting the street subgrade from the negative effects of water intrusion with crack sealing or pavement replacement, additional cost savings can be realized in future lower costs reconstruction methods.

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Source: Comprehensive Pavement Management System, June 18, 2013, Bolton & Menk, Inc.

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## ■ PUBLIC IMPROVEMENT PROCESS

- Procedure for assessments in Minnesota, Chapter 429
  - Initiate the process - City has a Pavement Management Plan
  - Prepare Feasibility Report
  - Improvement Hearing
  - Order the Improvements
  - Solicit Bids
  - Prepare the proposed assessment rolls
  - Assessment Hearing
  - Construct the Project
  - Assessments due on the following years taxes

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# PROJECT AREA



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LEGEND  
 COMMERCIAL FULL DEPTH RECLAMATION

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# COMMERCIAL FULL DEPTH RECLAMATION

## Audubon Way

- Last improved in 2004 as part of the “Audubon Way Street and Utility Improvements” project and chip sealed in 2017.
- Existing Conditions: 36’ wide roadway consists of 3.5” of bituminous and 6” of Class 5 base.
- 2022 PASER Rating of 6 - 7.
- Estimated 2024 PASER Rating 5 - 6
- Large Areas of Patching
- Areas of heavy crack sealing
- Concrete median will be replaced on the north end of Audubon Way.
- Sanitary sewer joint separation
- Storm sewer structure rehab and select curb & gutter repair



Audubon Way, May 2024



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## ■ COMMERCIAL FULL DEPTH RECLAMATION

### ■ Edgewood Drive (North of Novotny Road)

- Last improved in 2003 as part of the “Edgewood Drive North utility and Roadway Extension” project and chip sealed in 2017.
- Existing Conditions: 36’ wide roadway consists of 3.5” of bituminous and 5” of Class 5 base.
- 2022 PASER Rating of 6 - 7.
- Estimated 2024 PASER Rating 5 - 6
- Large Areas of Patching
- Areas of heavy crack sealing
- Sanitary sewer repaired required
- Storm sewer structure rehab and select curb & gutter repair
- Major patching project completed in 2020



Edgewood Drive, May 2024



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## ■ COMMERCIAL FULL DEPTH RECLAMATION

### ■ Lake Forest Road

- Last improved in 2004 as part of the “Lodge at Brainerd Lakes and Lake Forest Road” and 2006 “Commerce Region of Baxter” project.
- Existing Conditions: 44-48’ wide roadway consists of 3.5” of bituminous and 6” of Class 5 base.
- 2022 PASER Rating of 6 and 7.
- Estimated 2024 PASER Rating 5 - 6
- Large Areas of Patching
- Areas of heavy crack sealing
- Storm sewer structure rehab and select curb & gutter repair
- Major patching project completed in 2020



Lake Forest Road, May 2024



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# ■ COMMERCIAL FULL DEPTH RECLAMATION

## ■ Whispering Woods Lane

- Last improved in 2002 as part of the “MN 371 Frontage Roads and Whispering Woods Lane Utility Improvements.”
- Existing Conditions: 32’ wide roadway consists of 3.5” of bituminous and 5” of Class 5 base.
- 2022 PASER Rating of 7.
- Estimated 2024 PASER Rating 6
- Some Areas of Patching
- Areas of crack sealing
- Storm sewer structure rehab and curb & gutter repair



Whispering Woods Lane, May 2024

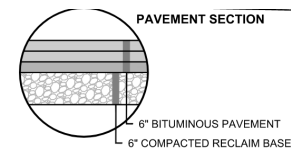
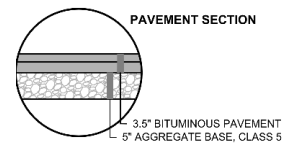


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# ■ PROPOSED IMPROVEMENTS

- Reclaim to a depth approx. 8.5.”
- Sub cut and remove excess material to compact a 6” reclaimed base.
- 6” of bituminous will be constructed in three separate lifts.
- Replace existing driveways to the Right-of-Way line.



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## ■ PROPOSED IMPROVEMENTS

- Other Improvements
  - Adjust grades to address drainage issues
  - Shouldering as needed
  - Replace driveways to the right-of-way/easement line
  - Reconstruct drainage structure (new rings and castings)
  - Reconstruct sanitary sewer manholes (new rings and castings)
  - Replace upper sections of water valve boxes
  - Rehabilitate hydrants as required
  - Install new pavement markings

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## ■ PROJECT IMPLEMENTATION

- Benefitting commercial properties assessed 100% project costs up to 44' in roadway width
- Assumed City Costs:
  - Roadway width in excess of 44'
  - Non-buildable area
- Remaining project costs assessed on a front square foot basis.

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## ■ ASSESSMENTS

- Pre-payments and partial payments are allowed up to 30 days following City Council adopting the assessments.
- Assessment balances will be certified to the County in 2025 with payments to begin on the following year’s county property tax statement.
- Assessment balance will be amortized terms
  - 12-year for Residential FDR & Commercial FDR
- Interest rate will be determined once the bonds are sold.
- Future payoff requirements after certification:
  - Interest will accrue through the end of the calendar year.
  - After 2025, payments in full must be made by November 15 to either the City of Baxter or the Crow Wing County Auditor to avoid paying the following year’s interest.

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## ■ PROJECT COSTS SUMMARY

- **Project Cost Summary**
  - **Estimated Total Project Cost:** **\$3,160,898**
  - **Full Depth Reclamation (Commercial):**
    - **Total Estimated Project Costs:** **\$3,160,898**
      - City Roadway: **\$44,827**
      - City Sanitary Sewer: **\$163,066**
      - **Total Remaining Assessable Cost:** **\$2,953,005**
      - **Total Square Footage:** **5,124,798**
      - **Estimated Cost Per Square Foot:** **\$0.5762**
      - **Benefitting Assessable Project Costs:** **\$2,249,268 – 71%**
      - **City Cost Summary**
        - City Roadway: **\$44,827**
        - City Sanitary Sewer: **\$163,066**
        - City Assessment: **\$703,737**
        - **Total Estimated City Cost:** **\$911,630 – 29%**

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# ■ PROJECT SCHEDULE

MAJOR TASKS AND MILESTONES	DATES	REMARKS	NOTES
Authorize Ordering Preparation of Feasibility Report	Tuesday, January 16, 2024	City Council Meeting	
Staff Review	Thursday, March 21, 2024		
Resolution Ordering Feasibility Report	Wednesday, April 3, 2024	Utilities Commission Meeting	
Review Obtaining Jetting & Televising Quotes	Wednesday, April 3, 2024	Utilities Commission Meeting	
Resolution Ordering Feasibility Report	Tuesday, April 16, 2024	City Council Meeting	
Authorize Obtaining Jetting & Televising Quotes	Tuesday, April 16, 2024	City Council Meeting	
Review and Recommendation to Approve Feasibility Report	Thursday, August 8, 2024	Utilities Commission Meeting	
Approve Survey to be Completed	Tuesday, August 20, 2024	City Council Meeting	
Resolution Ordering Feasibility Report	Wednesday, October 2, 2024	Utilities Commission Meeting	
Review and Recommendation to Approve Feasibility Report	Wednesday, October 2, 2024	Utilities Commission Meeting	
Review Feasibility Report at Council Workshop	Wednesday, October 16, 2024		
Resolution Ordering Feasibility Report	Wednesday, October 16, 2024	City Council Meeting	
Resolution Receiving Feasibility Report and Calling Improvement Hearing	Wednesday, October 16, 2024	City Council Meeting	
Send Publication to Paper	Friday, October 18, 2024		
Mailed Notice for Improvement Hearing	Friday, October 18, 2024	One notice at least 10 days prior to hearing	
First Published Notice for Improvement Hearing	Wednesday, October 23, 2024	Twice in local newspaper, one week apart, last notice must be at least three days prior to hearing.	3
Second Published Notice for Improvement Hearing	Wednesday, October 30, 2024		
Improvement Hearing	Thursday, November 7, 2024		
Resolution Ordering Improvements and Preparation of Plans	Tuesday, November 19, 2024	City Council Meeting	
Design and Preparation of Plans and Specifications	November - December, 2024		
Review Plans and Specifications	Wednesday, January 8, 2025	Utilities Commission Meeting	
Resolution Approving Plans and Specifications and Ordering Advertisement	Tuesday, January 21, 2025	City Council Meeting	
Send Publication to Paper	Friday, January 24, 2025		
Bidding Publication	Wednesday, January 29, 2025	Publication must be made at least three weeks before last day to submit bids, at least once in official newspaper and once in trade paper or First Class city newspaper.	3
Bid Opening	Thursday, February 20, 2025	By default bid remains subject to acceptance for 60 days after the Bid opening. @10am	
Bid review with Utilities Commission	Wednesday, March 5, 2025	Utilities Commission Meeting	
Resolution Ordering Assessment Hearing	Tuesday, March 18, 2025	City Council Meeting	
Mailed Notice for Assessment Hearing	Friday, March 21, 2025	One notice at least two weeks prior to hearing	
Published Notice for Assessment Hearing	Saturday, March 22, 2025	Once in local newspaper at least two weeks prior to hearing.	
Assessment Hearing	Tuesday, April 8, 2025		

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# ■ PROPERTY OWNER INFORMAITON

- Delays, dust, detours, and noise should be expected.
- Some roads will be detoured and open to local traffic only.
- There may be some disruption to utility services.
- Entrances will be closed but access will be maintained.
- Driveway replacement will create a construction joint in the bituminous pavement that will require yearly sealing by property owner. Mailbox supports will be replaced with swing-away style supports.
- Property owners are responsible for relocating private items (sprinkler systems, signage, landscaping, etc.) located in the right-of-way.
- The City will not be responsible for damage to private items located in the right-of-way.

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# ■ PROJECT CONTACT INFORMATION

- **Engineer Contact Information**
  - Alex Bitter, Project Engineer
    - Office: 218-316-3627
    - Mobile: 218-434-0236
    - Email: alex.bitter@widseth.com
    - All project-related questions should be directed to the Engineer
  
- **City Contact Information**
  - Trevor Walter, Public Works Director/City Engineer
    - Office: 218-454-5110
    - Mobile: 218-838-5281
    - Email: twalter@baxtermn.gov
    - All financial and assessment related questions should be directed to the City
  
- Project Web Site
  - <https://widseth.com/2025-baxter-commercial-fdr-improvements-project/>



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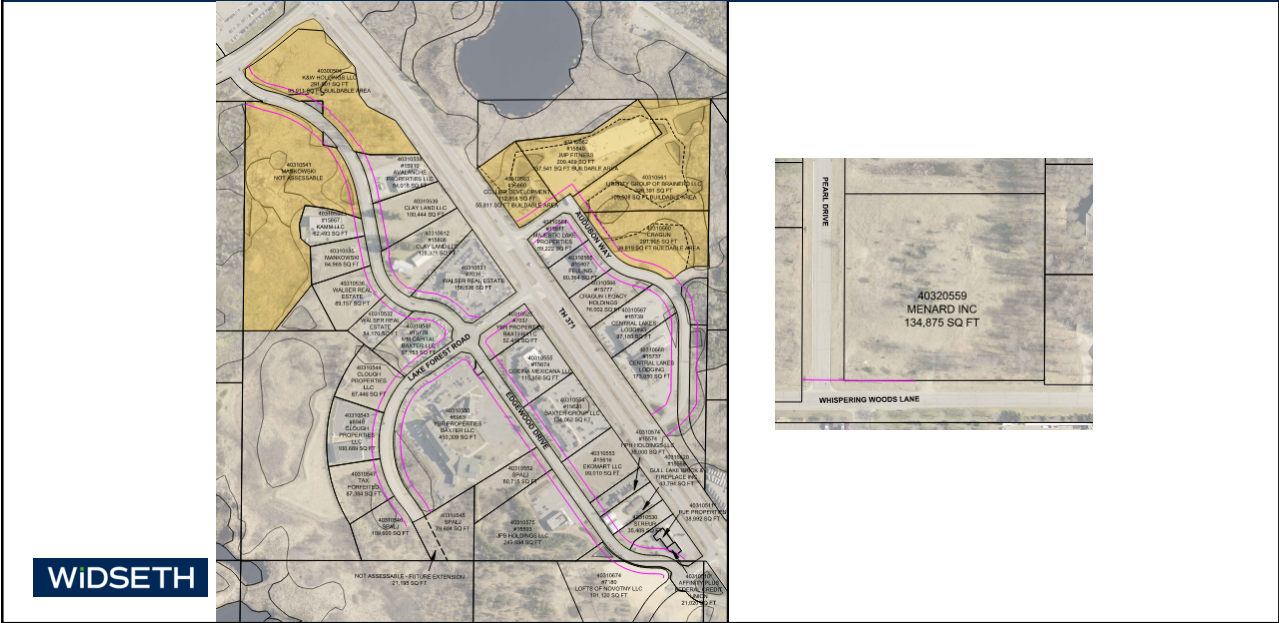
# ■ QUESTIONS?

*THANK YOU FOR ATTENDING*



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# ASSESSMENT EXHIBIT



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