



Real People. Real Solutions.

2022 Foley Road, Isle Drive and Forthun Road Improvements Project City Improvement No. 4114

City of Baxter, Minnesota

Assessment Hearing

February 24, 2022 @ 6:00 P.M.



Overview

- Project History
- Existing Conditions
- Proposed Improvements
- Estimated Project Costs
- City Assessment Policy
- Project Schedule



Project History

- **TH 210**

- TH 210 is currently designated an inter-regional corridor carrying eastbound and westbound traffic through the center of the City of Baxter.
- Two signalized intersections currently exist west of the major intersection with TH 371.
 - The Knollwood Drive intersection is located approximately 1.4 miles west of TH 371 and the CSAH 48 intersection is located approximately 0.7 miles west of the Knollwood Drive intersection.
 - The spacing of these signalized intersections does not meet MnDOT recommended distances and are not equally spaced to promote uniform traffic flow.
- Concern with the existing signal locations related to the commercially developed area in the southwest quadrant of TH 210 and TH 371.
 - Exiting traffic attempting to head west on TH 210 has to either backtrack southerly to the Glory Road / TH 371 intersection, or head west on Foley Road (south frontage road) for 1.2 miles to the Knollwood Drive intersection and access to TH 210.

In conjunction with relocating the existing signalized intersection and railroad crossing at Knollwood Drive and TH 210 to the intersection of Inglewood Drive and TH 210, extending Inglewood Drive southerly across TH 210 and the BNSF railway to Foley Road local improvements are being considered.

The purpose of this public hearing is to review assessments of roadway, trail, storm sewer, watermain, and sanitary sewer improvements to Foley Road and realignment of the Forthun Road and Isle Drive intersection.



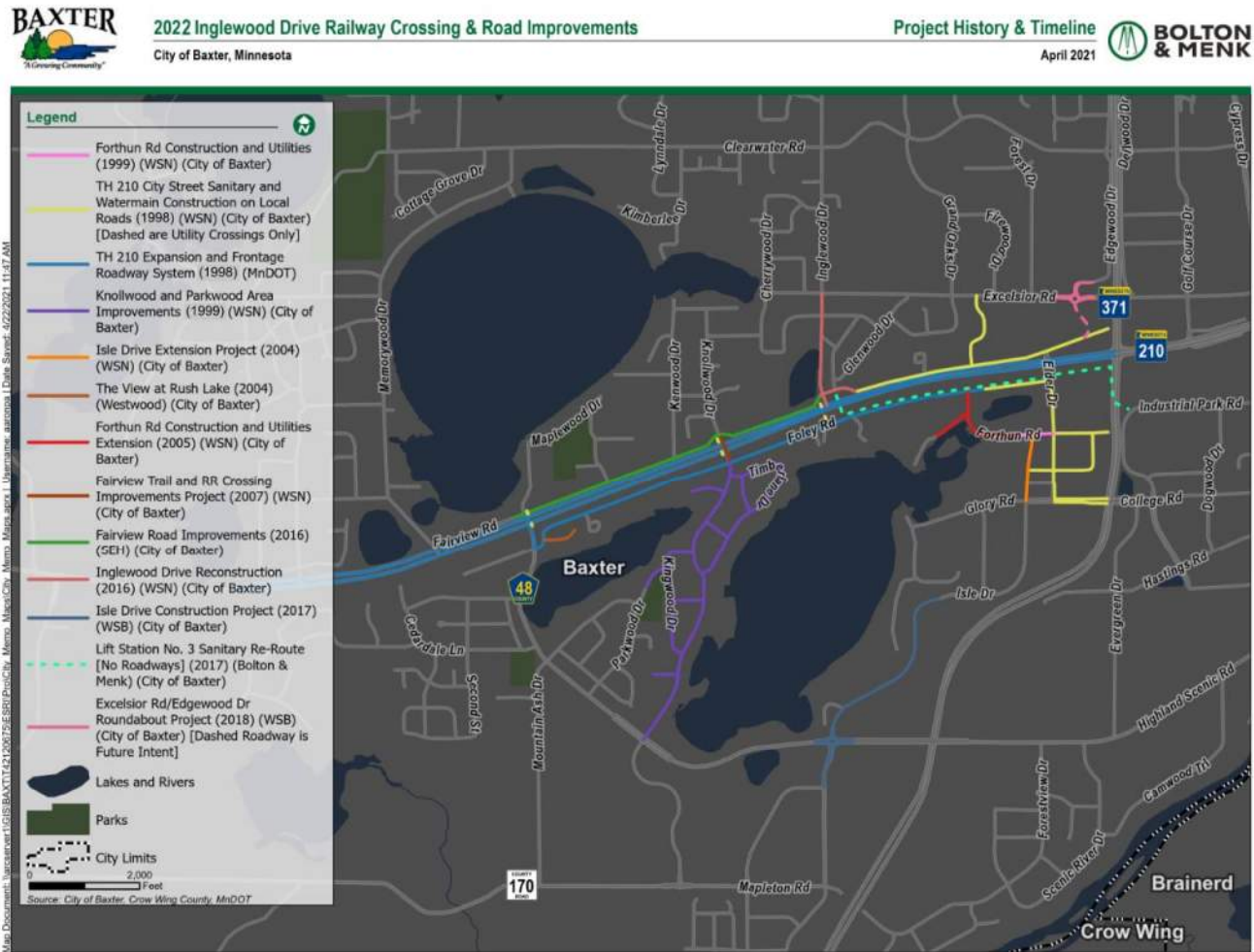
Project History

- Previous transportation studies have been completed and incorporated into the City of Baxter's long range planning efforts. TH 210 is currently designated an inter-regional corridor carrying eastbound and westbound traffic through the center of the City of Baxter.
 - Benshoof & Associates, Inc. – (2002)
 - MnDOT HAC & RAC – TH 210 Corridor Management Plan (2002) (MnDOT)
 - Traffic Study for Excelsior Rd, Knollwood Drive, and Inglewood Drive (2010) (Wenck) (City of Baxter)
 - Isle Drive/Elder Drive Transportation Study (2013) (WSB) (City of Baxter)
 - City Railroad Crossing Assessment Analysis (2015) (SEH) (City of Baxter)
 - Excelsior Road Area Transportation Study (2015) (WSB) (City of Baxter)
 - Inglewood Drive Railway Crossing & Associated Roadway Improvements Feasibility Report (2018) (WSN) (City of Baxter)
 - Highway 371 Bike/Pedestrian Crossing Study (2019) (SRF/Toole Design Group) (City of Baxter)
 - (In Progress) - MnDOT District 3 TH 210 Corridor Study (2021) (Bolton and Menk) (MnDOT/City of Baxter/Crow Wing County)
- **Identifying Inglewood Drive as a west parallel corridor to TH 371**
 - In 2002, Benshoof & Associates, Inc. completed a traffic study for the TH 210 highway and railroad corridor. This study included the recommendation that the traffic signal at Knollwood Drive and TH 210 should be relocated to Inglewood Drive and TH 210.
 - In 2010 Wenck Associates, Inc. completed a traffic study for Excelsior Road, Knollwood Drive, and Inglewood Drive. This study also included the recommendation that the traffic signal at Knollwood Drive and TH 210 should be relocated to Inglewood Drive and TH 210.



Project History

- The following is a timeline of past projects that happened within the project area

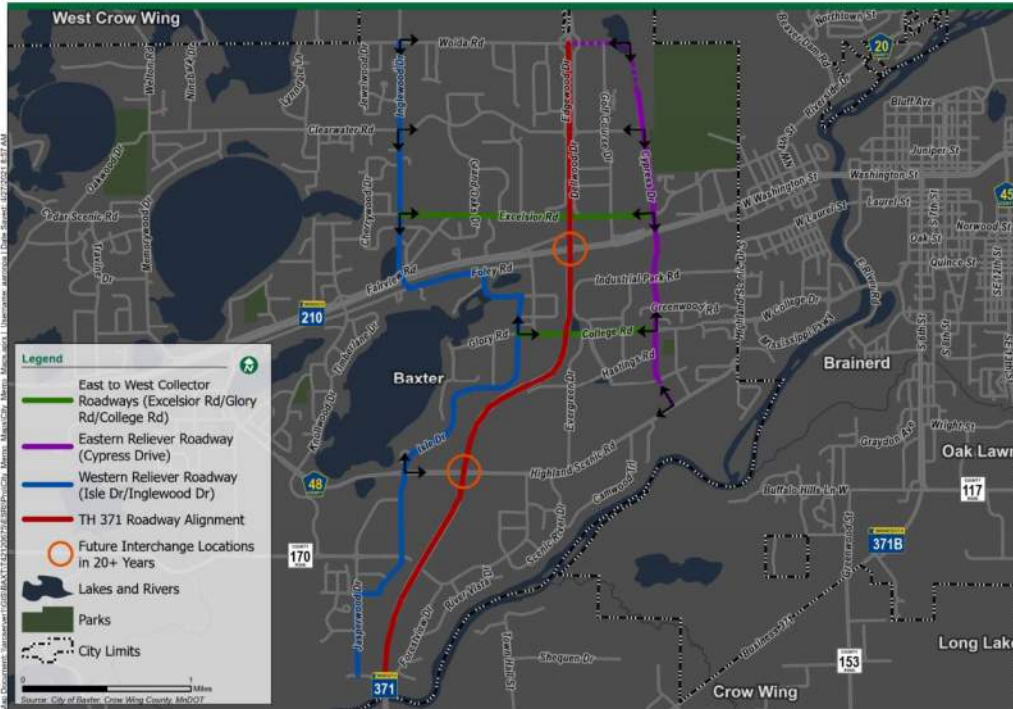


Project History



2021 Inglewood Drive Railway Crossing & Road Improvements
City of Baxter, Minnesota

Reliever Roadway Plan of TH 371
April 2021



Public Improvement Process

- Feasibility Report
 - City Council accepted Feasibility Study and Ordered the Improvement Hearing on September 21, 2021
- Improvement Hearing – October 7, 2021
 - Project generalities discussed, Estimated costs presented, Input from property owners obtained
- City Council Orders the Improvement and Preparation of Plans and Specifications - October 19, 2021
- City Council Accepts plans and specifications and Authorizes staff to publicly bid the project on December 21, 2021
- Project bids were publicly opened on January 20, 2022. Eight bids were received.
- **Final Assessment Hearing - February 24, 2022**
- City Council to consider Adopting Assessments on March 1, 2022
- City Council to consider Award of Construction Contract April 5, 2022
- Project construction May to October 2022

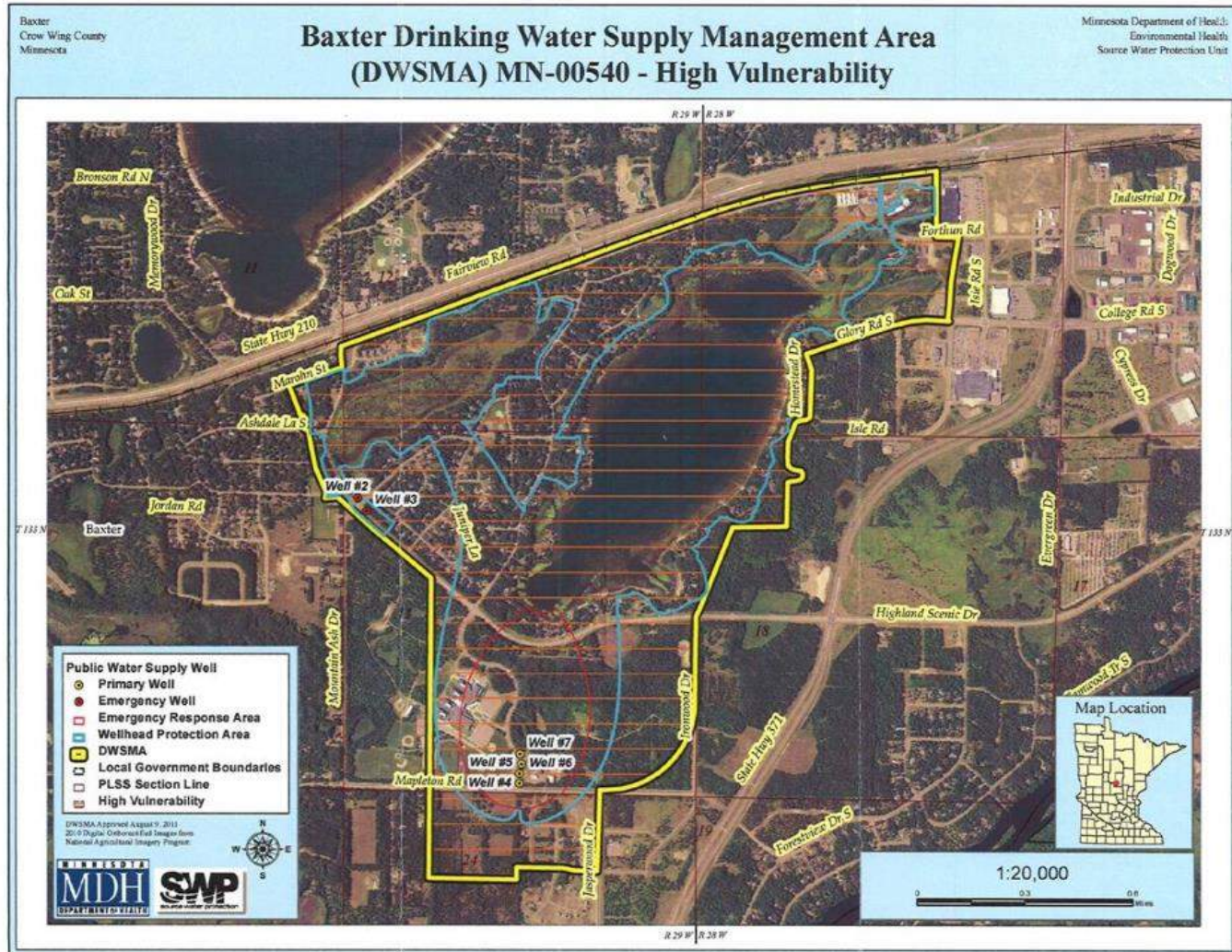


Existing Conditions - Foley Road

- Foley Road throughout the project area is a 30' wide, partially urban, bituminous surfaced roadway.
- The pavement section is made up of 4" aggregate base and 3 ½" of bituminous.
- 2019 PASER Rating of 3.
- The north edge is a rural section with no curb/gutter and the south edge is currently curb/gutter. The roadway alignment parallels the existing highway and railway corridor with alignment adjustments near the Inglewood Drive area and at the Knollwood Drive intersection.
- Drainage structures are periodically located on the south side, with storm sewer piping conveying surface drainage northerly across the roadway into the joint roadway / railway ditch section along the north side.
- The roadway was constructed in 1998 by MnDOT in conjunction with the TH 210 improvements.
- A 10' wide bituminous surfaced non-motorized trail is located along the south edge of the roadway section, directly abutting the roadway curb/gutter. The proximity of the trail to the traveled roadway surface and lack of clear zone creates safety concern and ADA compliance issues.



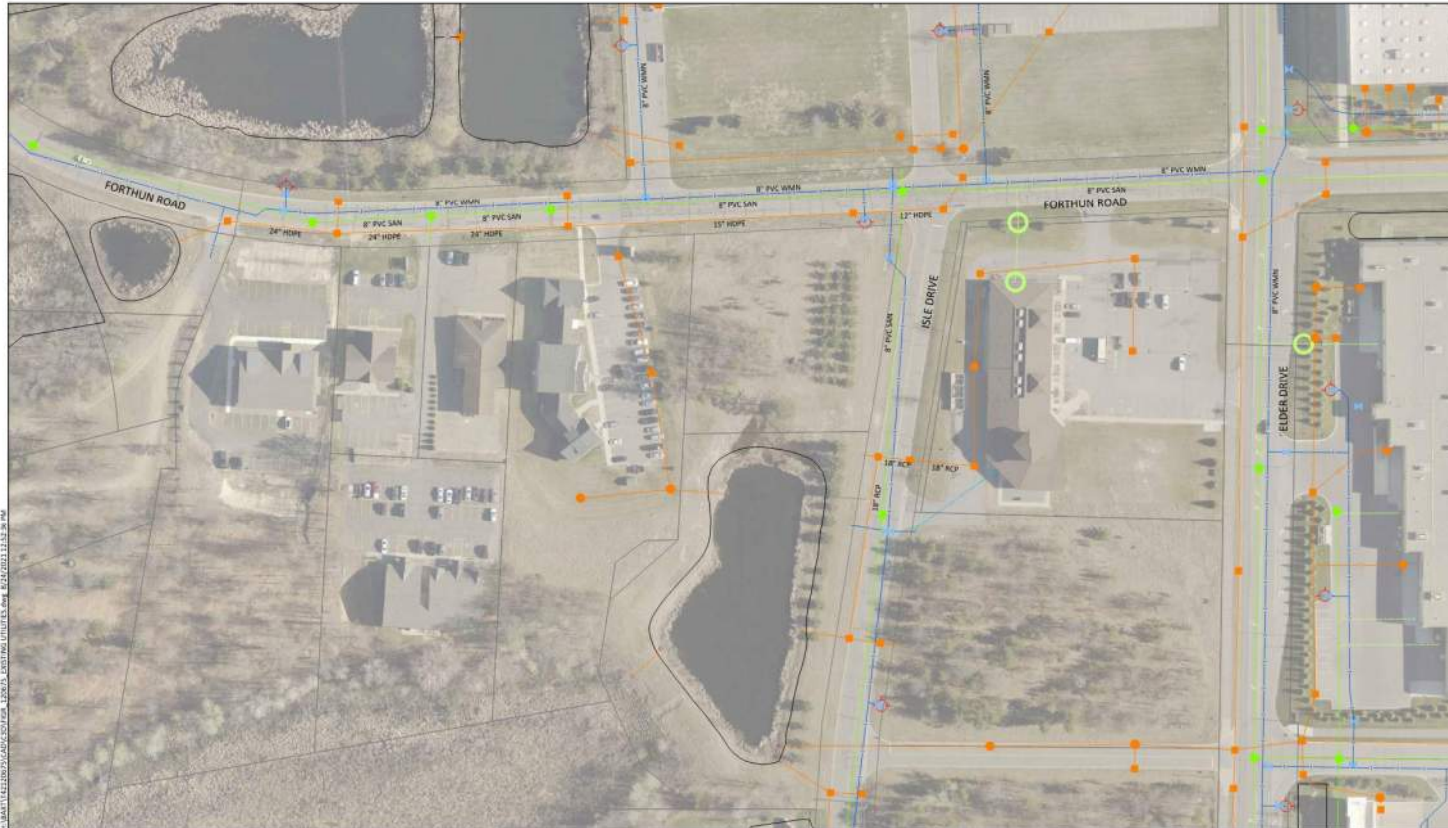
Existing Conditions - Foley Road



Existing Conditions – Isle Drive & Forthun Road

FOLEY ROAD & ISLE DRIVE/FORTHUN ROAD IMPROVEMENTS
CITY OF BAXTER

Figure #8 Existing Conditions
August 2021



- Forthun Road 2019 PASER Rating of 5 and Isle Drive 7.



Proposed Improvements

- Foley Road
 - 26' wide partial urban section
 - 5' grass boulevard – created by shifting street 5' to north and reducing the street width by 4'.
 - 10' wide bituminous trail – south edge of trail will not change from its current location.
 - 22' wide urban section frontage road adjacent to Inglewood Drive intersection
 - Watermain 1,000' west of Knollwood Drive to Forthun Road
 - Sanitary Sewer – Perch Lake lots at Inglewood Drive intersection
- Isle Drive & Forthun Road
 - Mini Roundabout replacing T-intersection



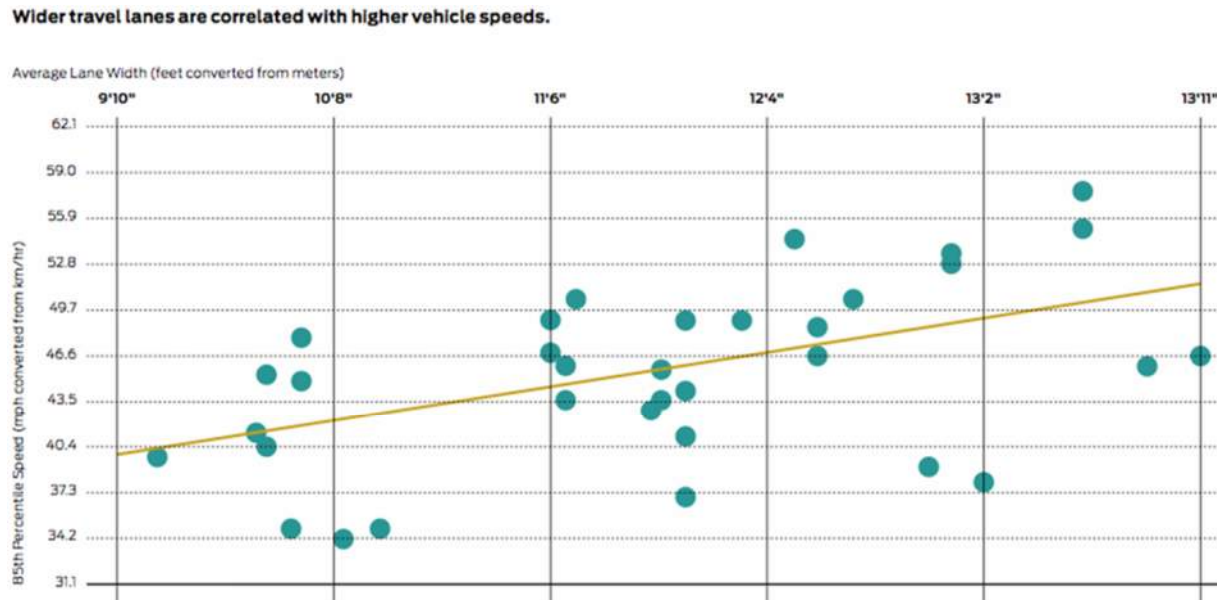
Proposed Improvements – Foley Road

- Narrowing roadway sections, often referred to as a “road diet”, can provide numerous benefits including
 - Economic – decreased cost of construction
 - Environmental – reduced impervious area to minimize runoff and improve water quality
 - Maintenance – reduced annual and service life maintenance costs
 - Safety – decreased speeds, reduced crash frequency and severity, and improved safety for other modes of transportation



Proposed Improvements – Foley Road

- The National Association of City Transportation Officials (NACTO) provides guidance for urban and suburban street design. As noted in the graph below from the NACTO Urban Street Design Guide, research documents that wider travel lanes directly correlate to higher vehicle speeds.



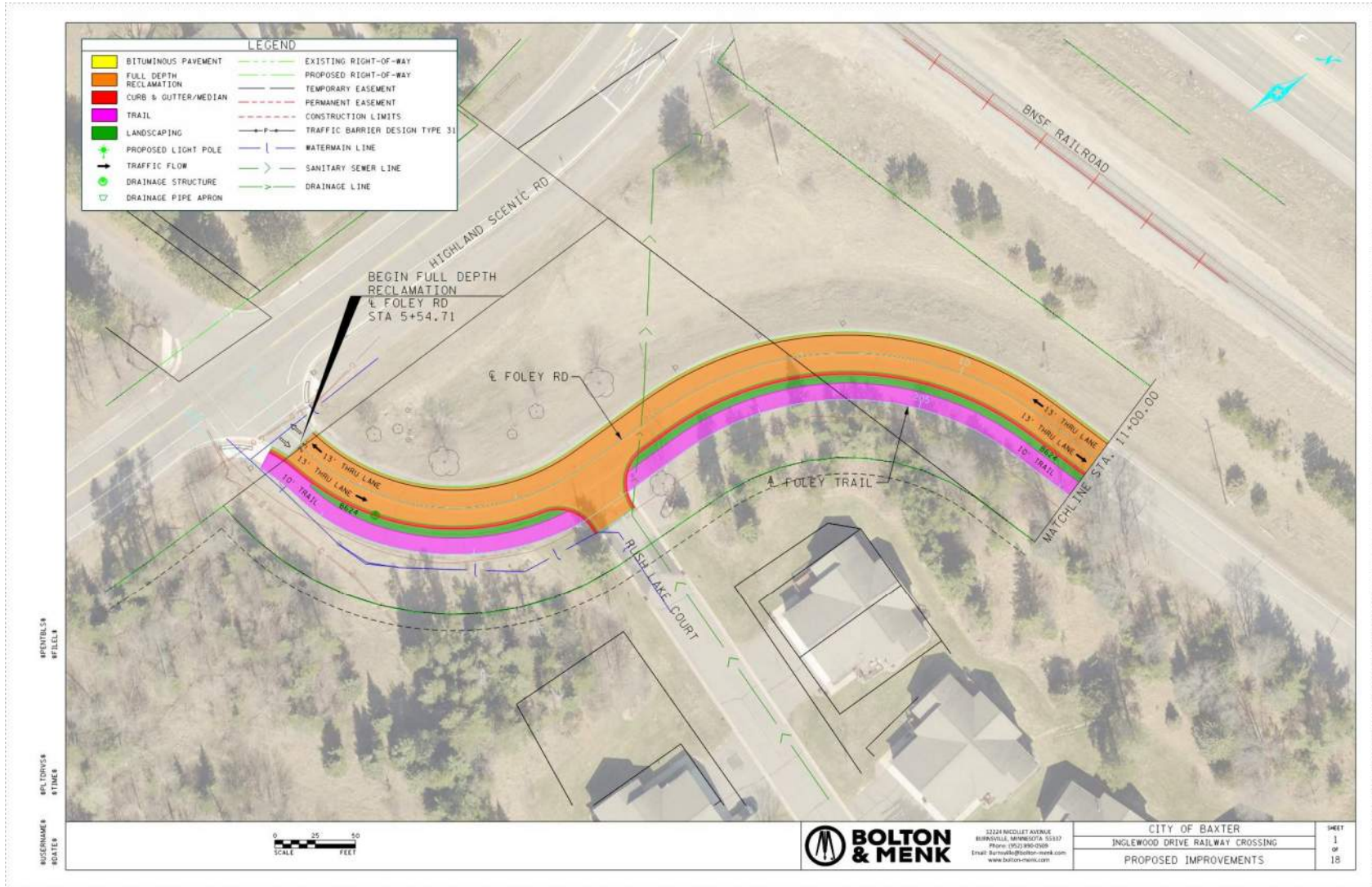
"As the width of the lane increased, the speed on the roadway increased... When lane widths are 1 m (3.3 ft) greater, speeds are predicted to be 15 km/h (9.4 mph) faster."

Chart source: Fitzpatrick, Kay, Paul Carlson, Marcus Brewer, and Mark Wooldridge, 2000. "Design Factors That Affect Driver Speed on Suburban Streets." *Transportation Research Record* 1751: 18-25.

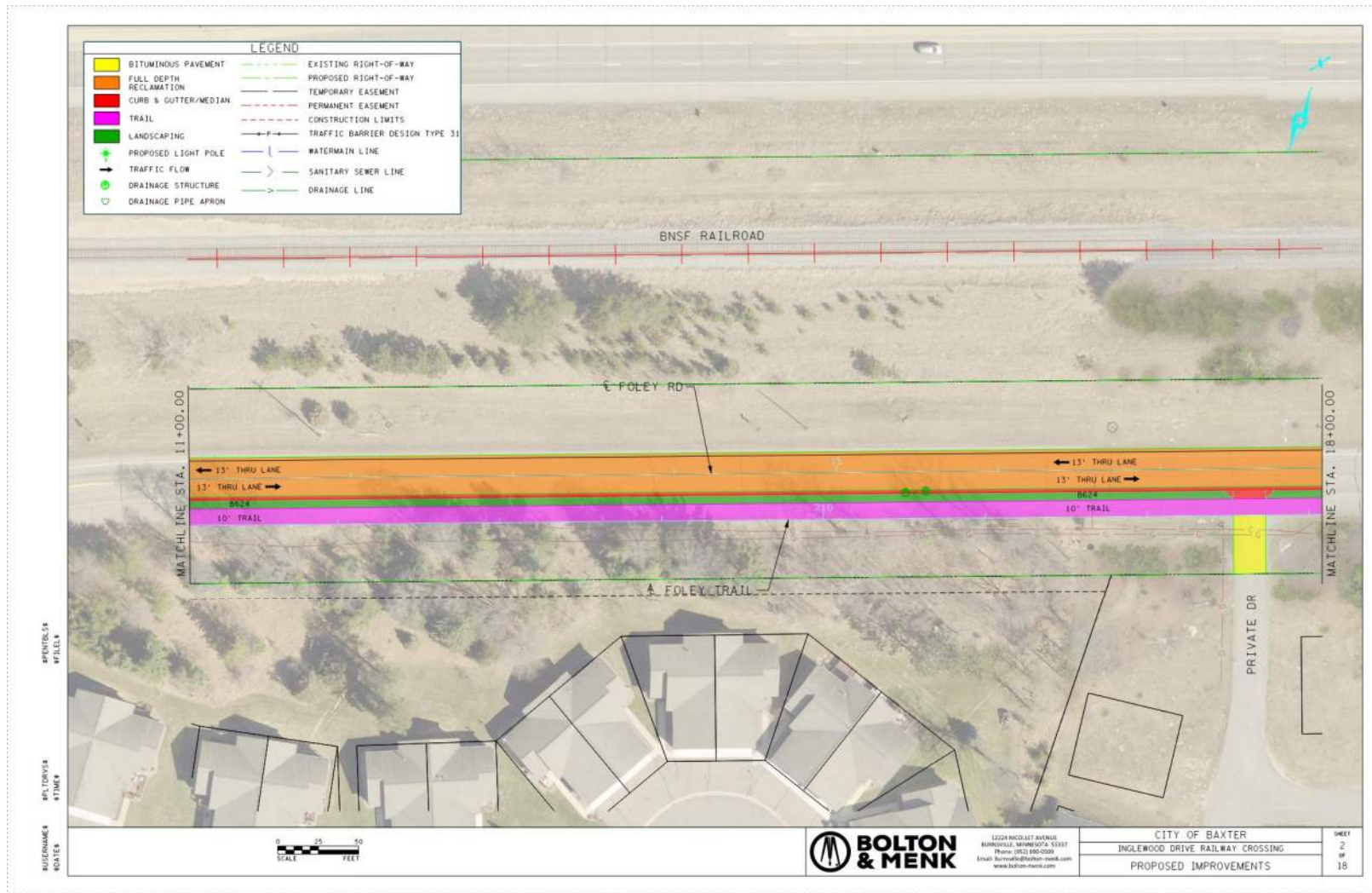
— Regression Line
● 85th Percentile Speed of Traffic



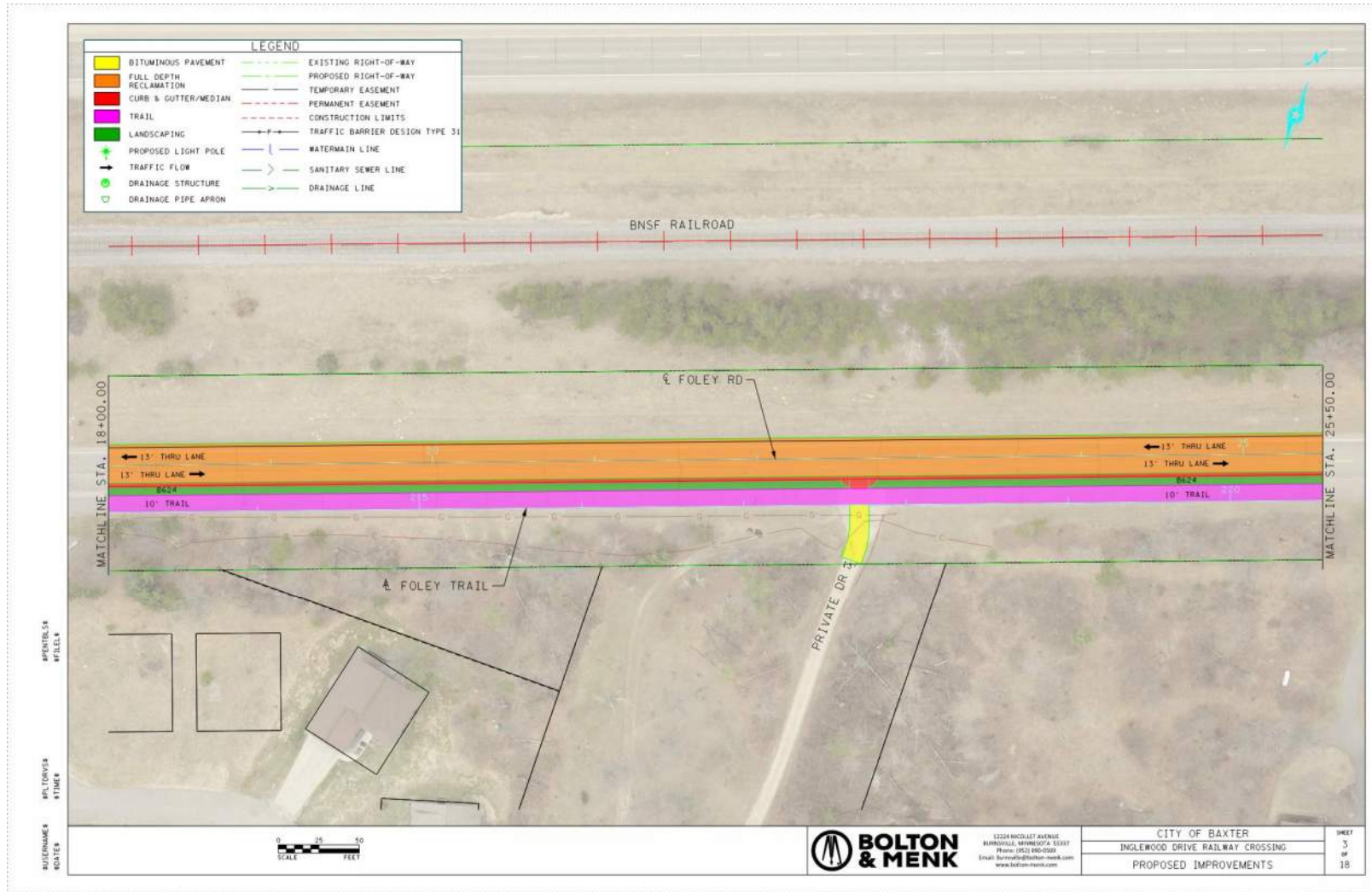
Proposed Conditions – Foley Road



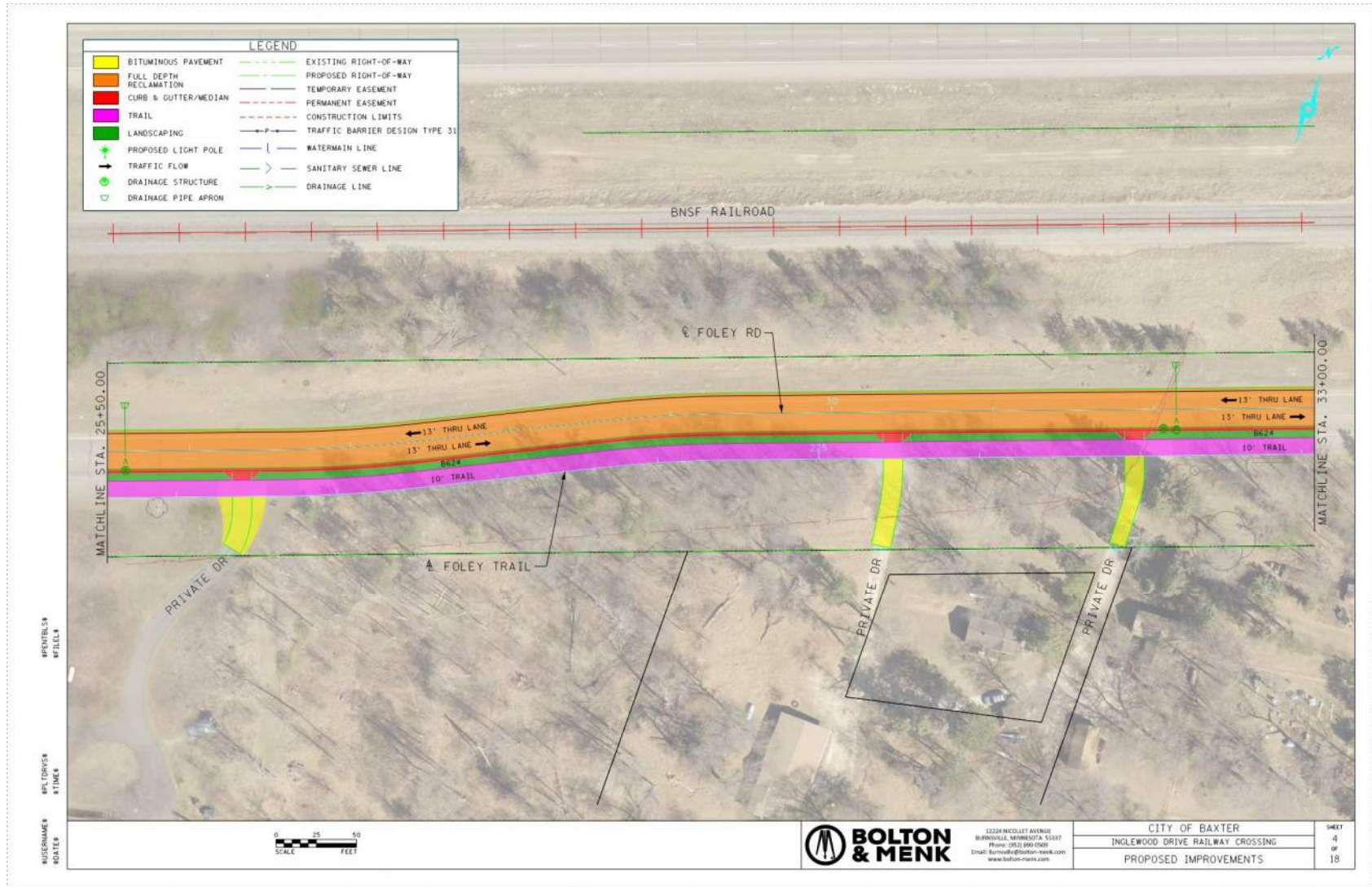
Proposed Conditions – Foley Road



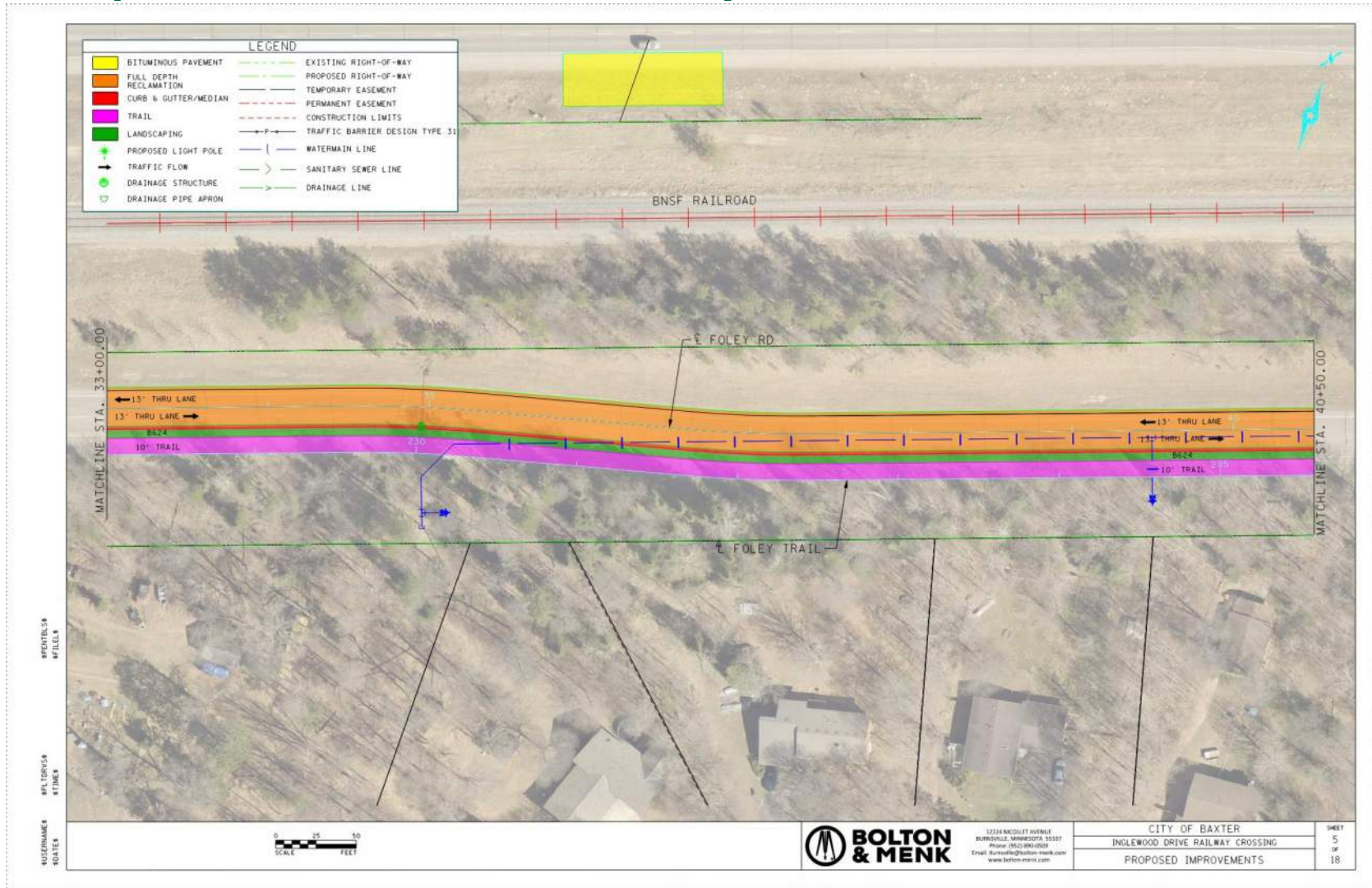
Proposed Conditions – Foley Road



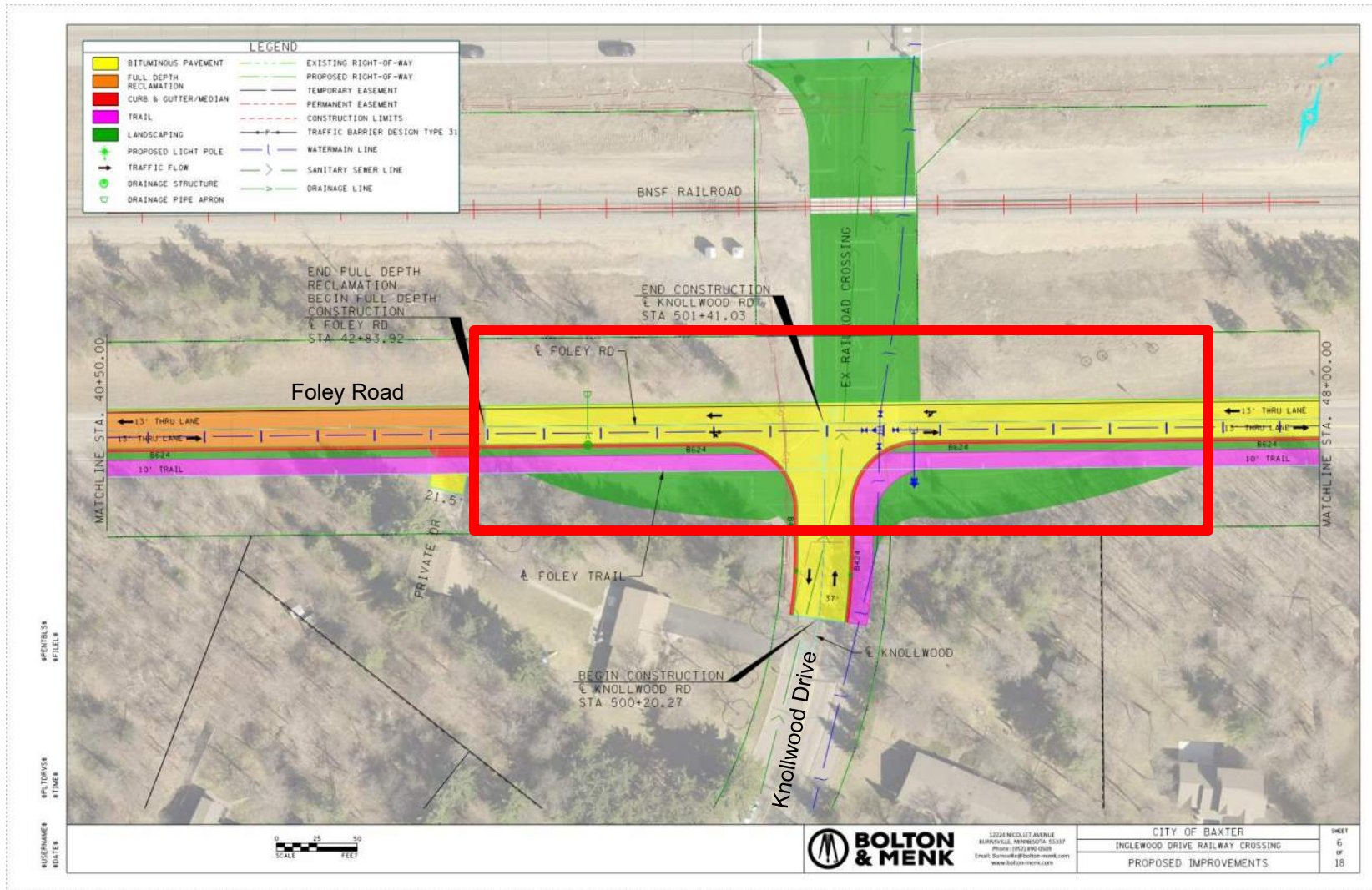
Proposed Conditions – Foley Road



Proposed Conditions – Foley Road



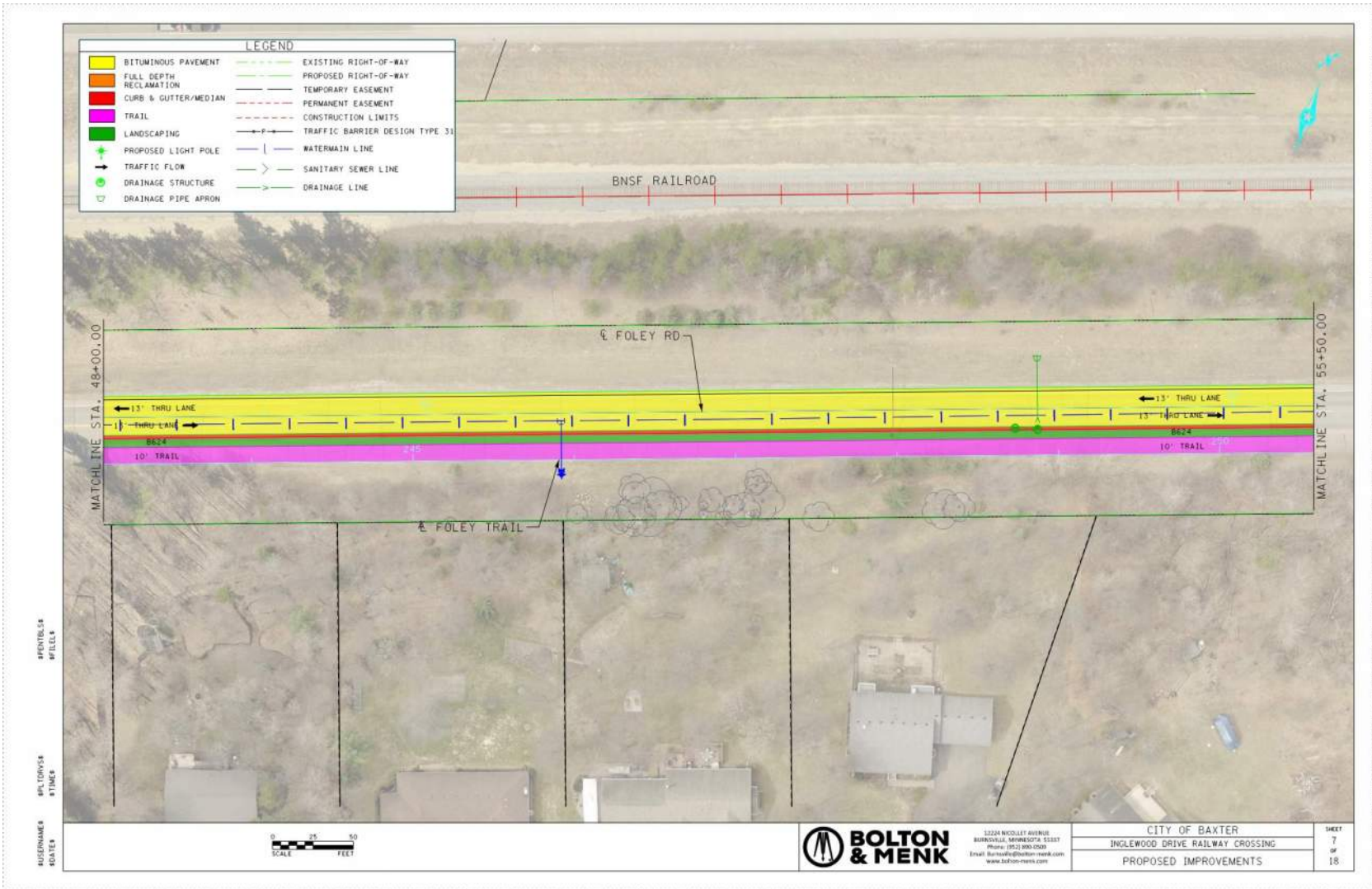
Proposed Conditions – Foley Road



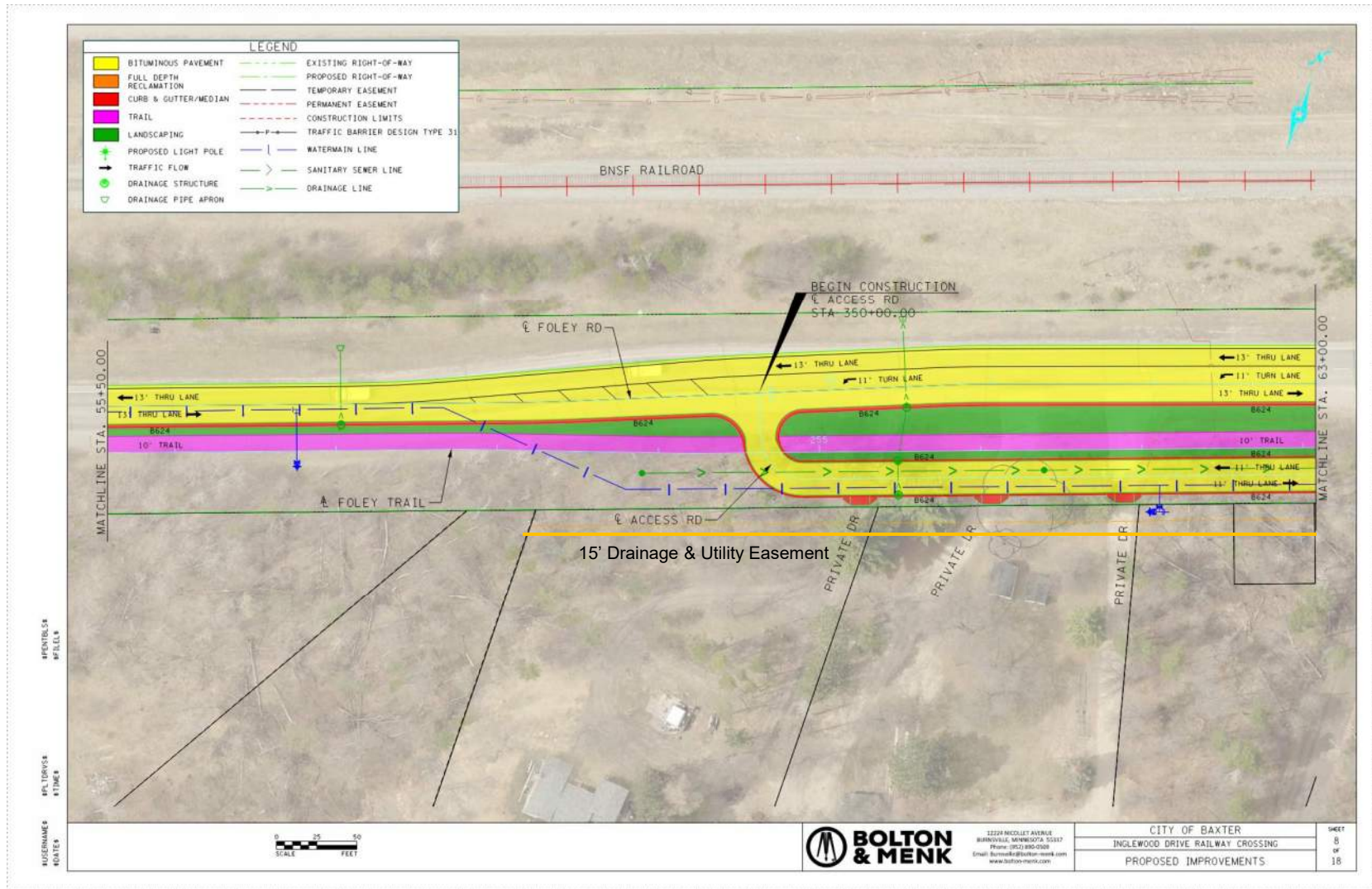
As bid, Foley Road and Knollwood Drive Street, Trail, and Storm Sewer Improvements were removed from City Project



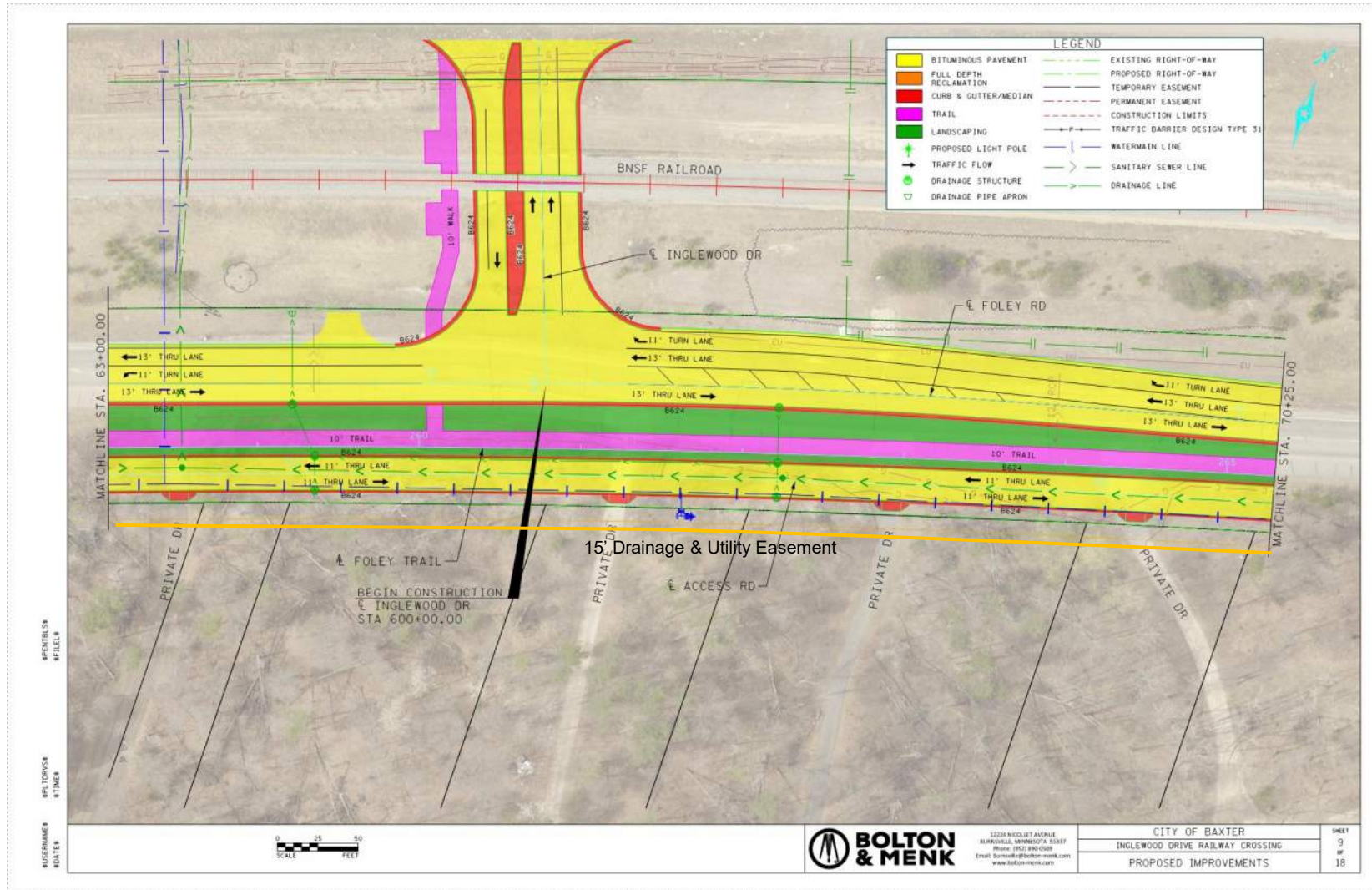
Proposed Conditions – Foley Road



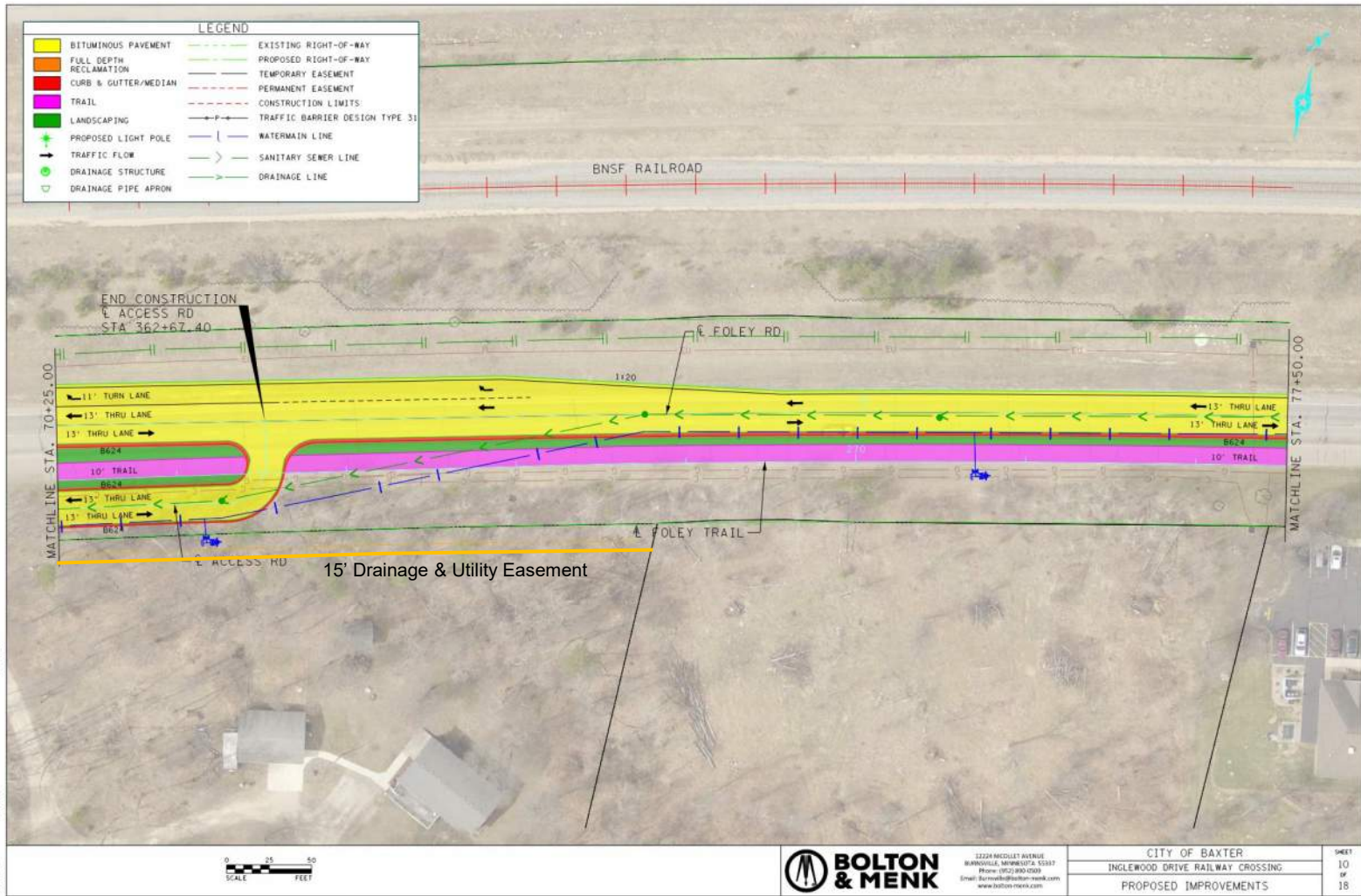
Proposed Conditions – Foley Road



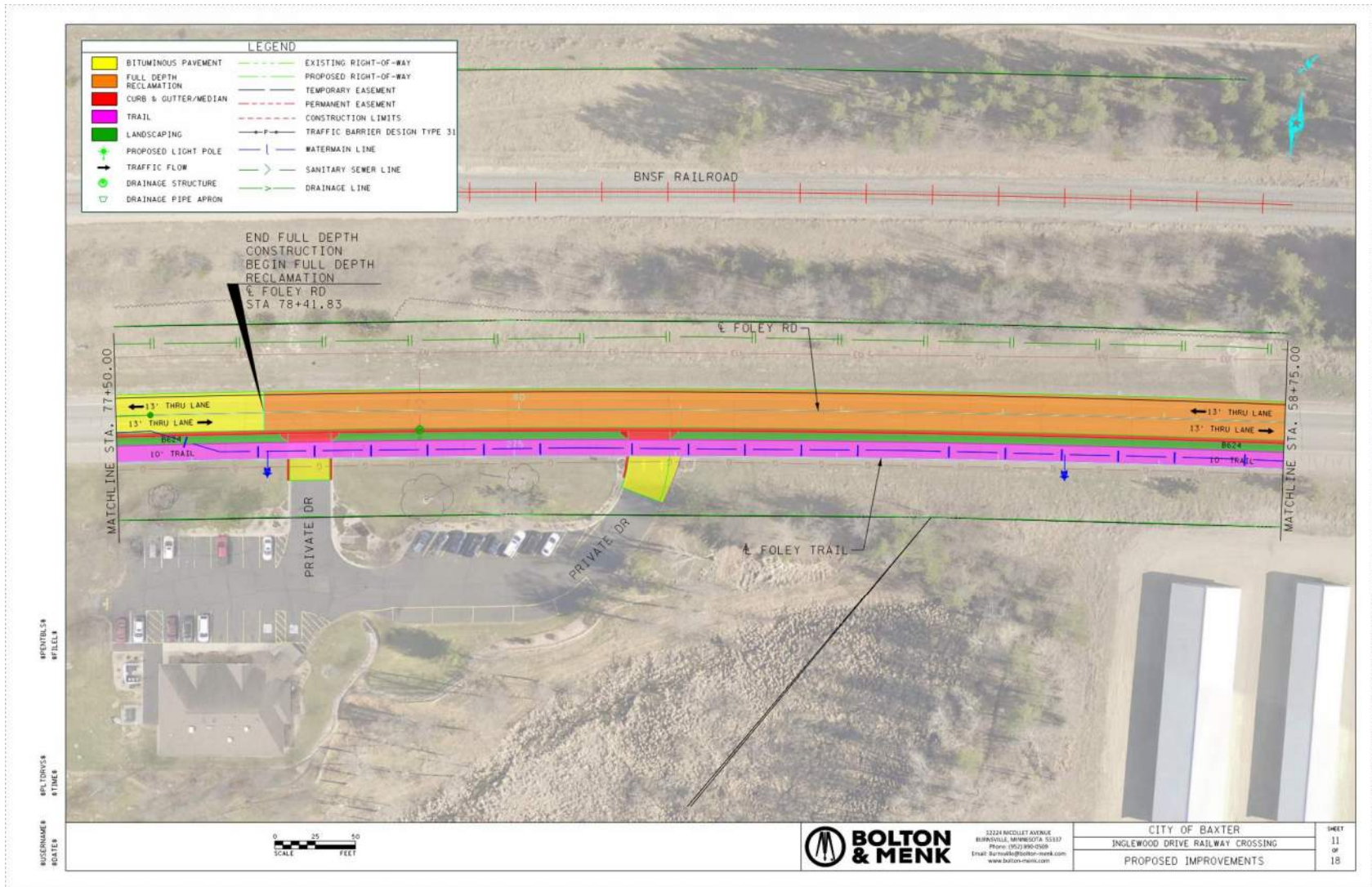
Proposed Conditions – Foley Road



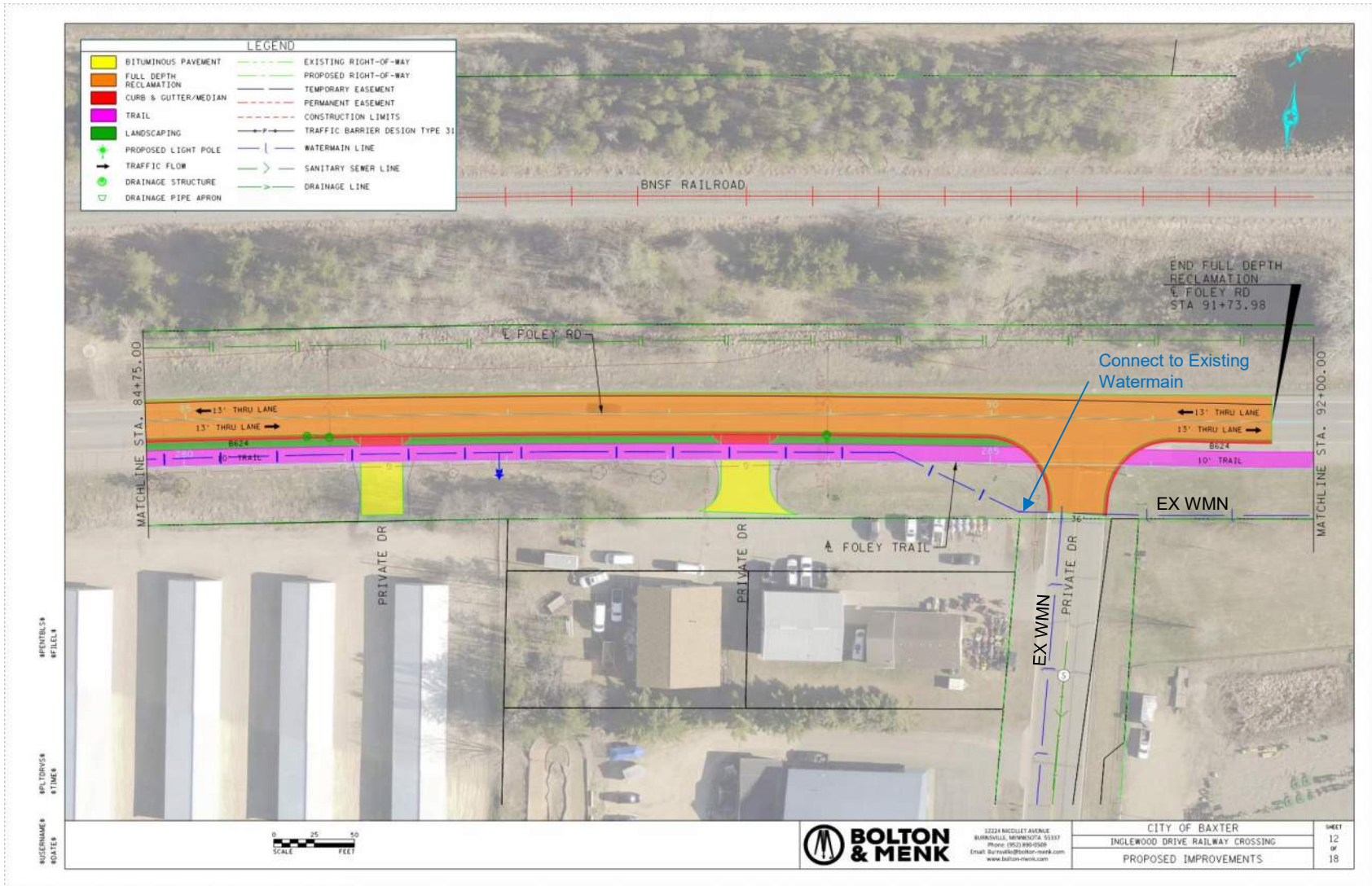
Proposed Conditions – Foley Road



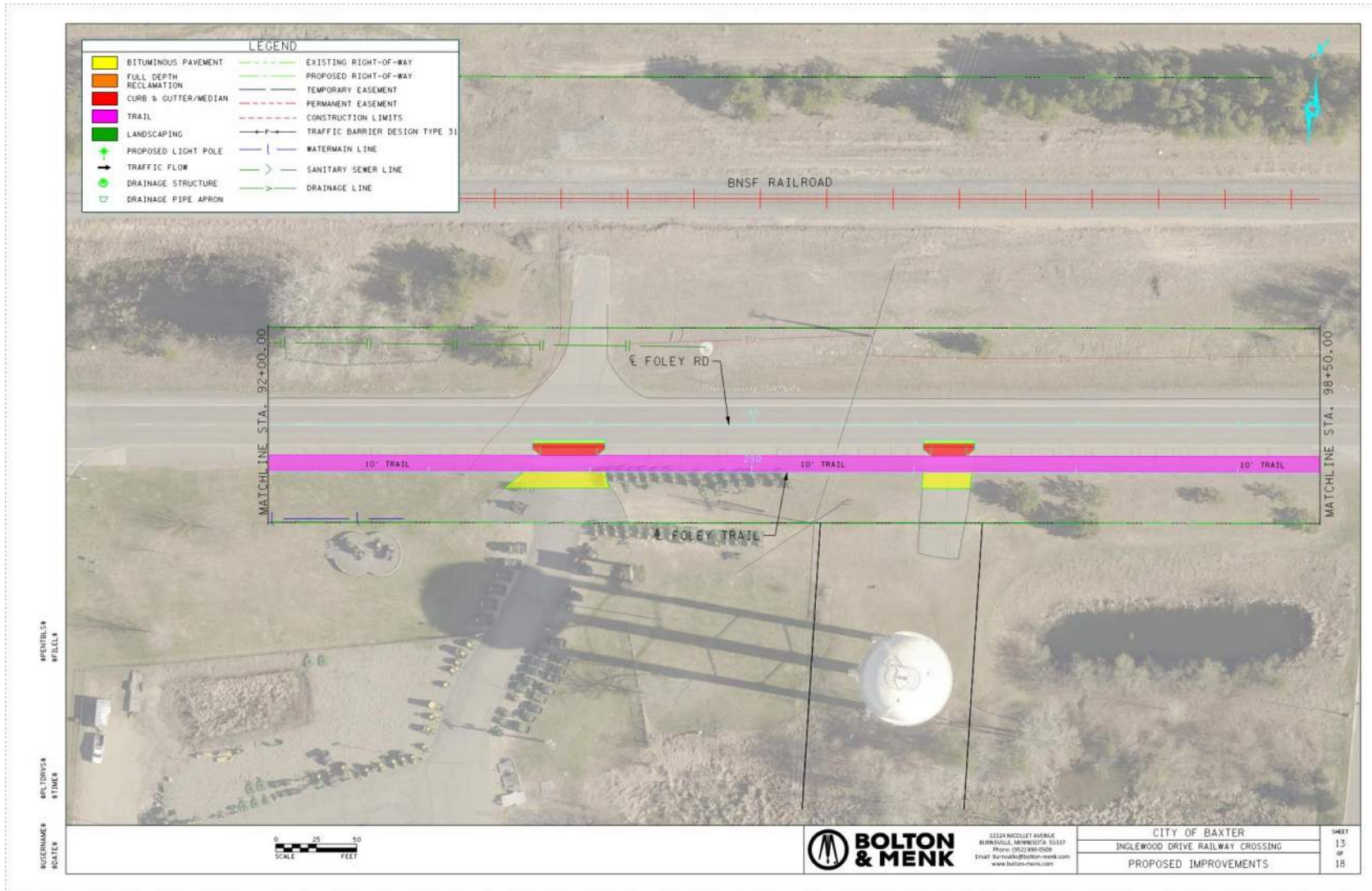
Proposed Conditions – Foley Road



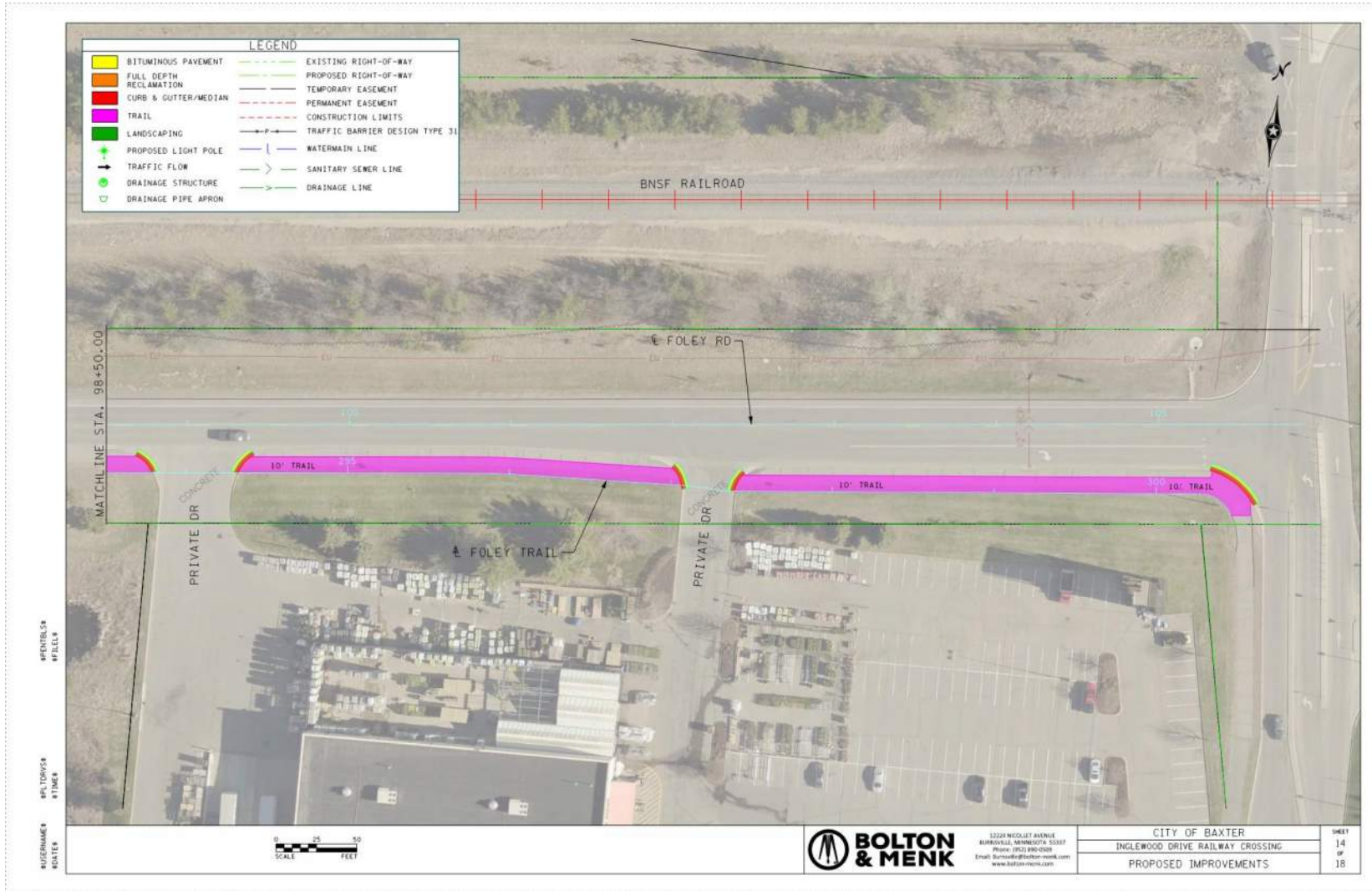
Proposed Conditions – Foley Road



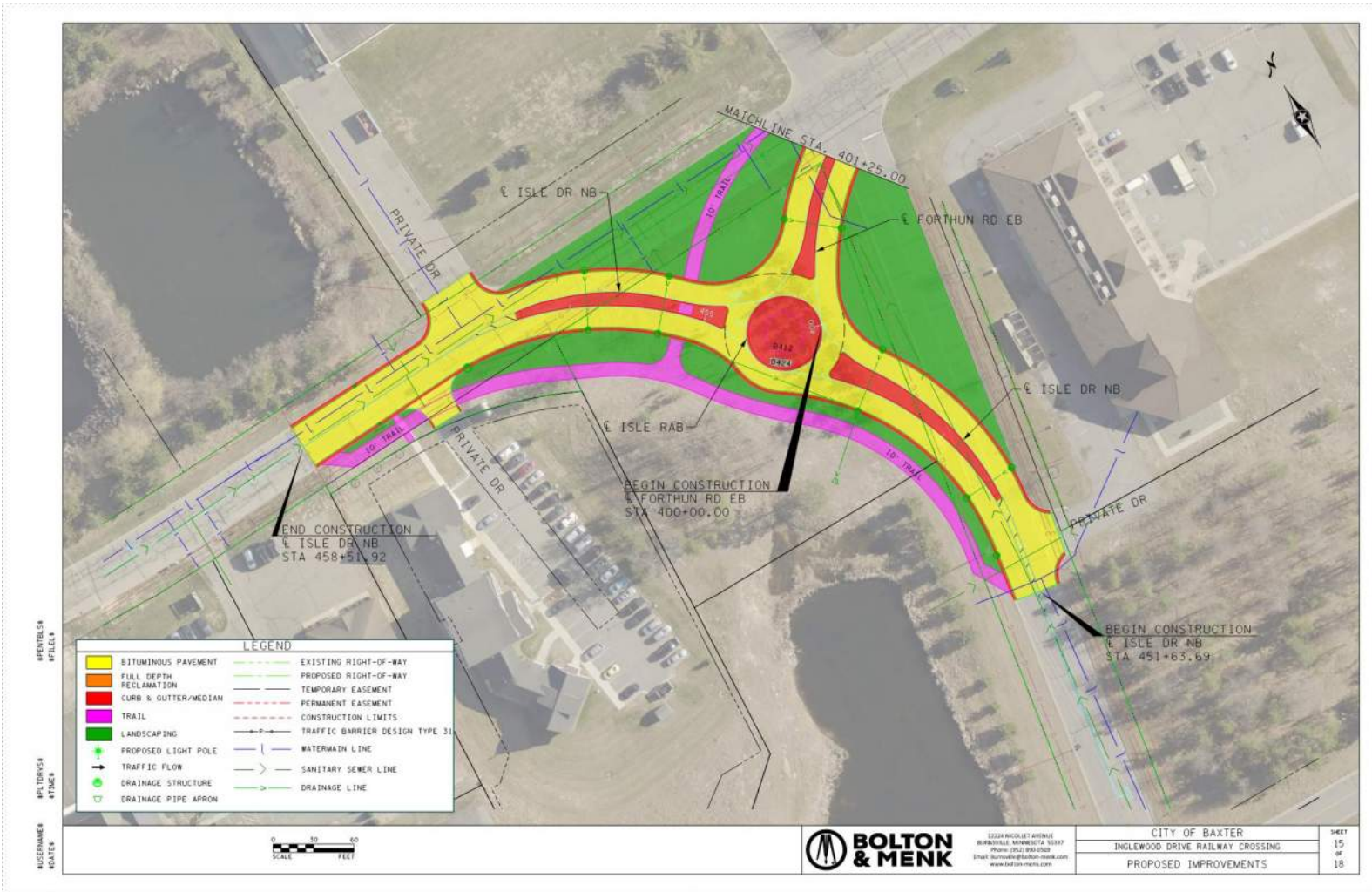
Proposed Conditions – Foley Road



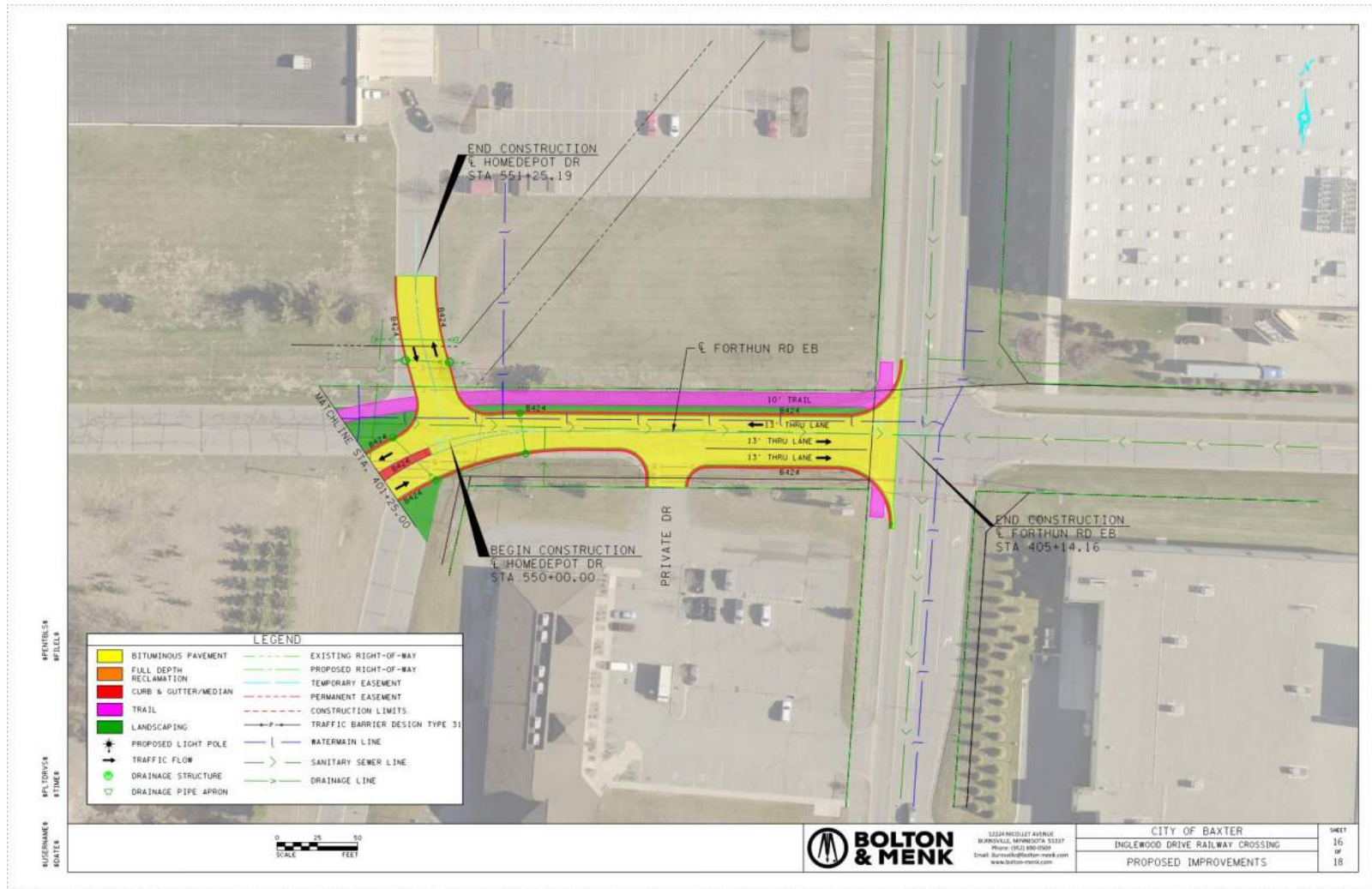
Proposed Conditions – Foley Road



Proposed Conditions – Isle Drive & Forthun Road



Proposed Conditions – Isle Drive & Forthun Road



Project Costs

	Improvement Hearing	Assessment Hearing	Cost Difference
	Oct-21	Feb-22	
Streets	\$3,161,378	\$2,838,285	-\$323,093
Trail	\$678,553	\$494,237	-\$184,316
Storm Sewer	\$474,620	\$420,973	-\$53,647
Sanitary Sewer	\$324,395	\$377,491	\$53,096
Watermain	\$765,825	\$837,438	\$71,613
Total Project Cost:	\$5,404,771	\$4,968,423	-\$436,348

*Improvement Hearing Project Costs Adjusted to account for the plan change of removing the Foley Rd/Knollwood Drive Intersection Following Approved Feasibility Study. Total cost revised from \$5,597,120 to \$5,404,771



Foley Road Residential FDR (Highland Scenic Road to 921' west of Knollwood Drive)

- The full depth reclamation improvements are funded via city contribution and assessment to benefitting properties. Residential zoned properties are assessed 100% of a typical residential roadway with a maximum width of 26' utilizing the front foot method. Parcels located within a planned unit development such as The View at Rush Lake and Rush Lake Preserve are assessed on a proportional basis of the development's portion of public improvements on the abutting public street.
- The city will fund roadway width in excess of 26', storm sewer, trail improvements, front footage on the north side of Foley Road as it is a frontage road.

	Improvement Hearing Oct-21	Assessment Hearing Feb-22
Residential Assessable Rate (FF)	\$114.35	\$76.07
Total Cost	\$834,500	\$436,560
Assessable Cost	\$340,868	\$218,280
City Cost	\$493,632	\$218,280





City Assessment Policy for Developed Neighborhood (Well & ISTS)

- The assessment policy for developed neighborhoods to be capped at \$15,000 per equivalent residential unit (ERU) beginning in 2020, with the cost per ERU increased by inflation (3%) in subsequent years.
- 2022 assessment for water, sewer, and street = \$15,913.50 per ERU.
- The ERU assessment further broken down is 1 water assessment ERU = \$4,774.05, 1 sewer assessment ERU = \$4,774.05 and 1 street assessment ERU = \$6,365.40.
- The Water availability charge (WAC) of \$600 and sewer availability charge (SAC) of \$600 for existing houses may be financed through special assessments.



Foley Road Reconstruction (921' west of Knollwood Drive to east end of Inglewood Drive intersection)

- The city is assumed to fund 100% of storm sewer, trail improvements, and street and watermain improvements adjacent to parcels utilizing access to Timberlane Drive with back lot frontage on Foley Road that are unable to be subdivided. These parcels represent 1,269' of Foley Road frontage east of Knollwood Drive.
- Residential zoned properties approximately 730' west of the new Inglewood Drive intersection and properties approximately 1,170' east of the new Inglewood Drive that currently are not served by city sanitary sewer and watermain utilities will be assessed based on the Unit Assessment method. All platted and unplatted property will be assigned a number of Equivalent Residential Units (ERU) based on the property area, frontage to public street, and underlying zoning.
- Foley Road from Knollwood Drive to Inglewood Drive will be designated a Municipal State Aid (MSA) street and eligible for State Aid Funding.

	Improvement Hearing Oct-21	Assessment Hearing Feb-22
Assessable Rate (ERU)	\$6,365.40	\$6,365.40
Total Cost	\$1,206,578	\$1,348,228
Assessable Cost	\$120,943	\$120,943
Municipal State Aid Funding		\$480,000
City Cost	\$1,085,635	\$747,285

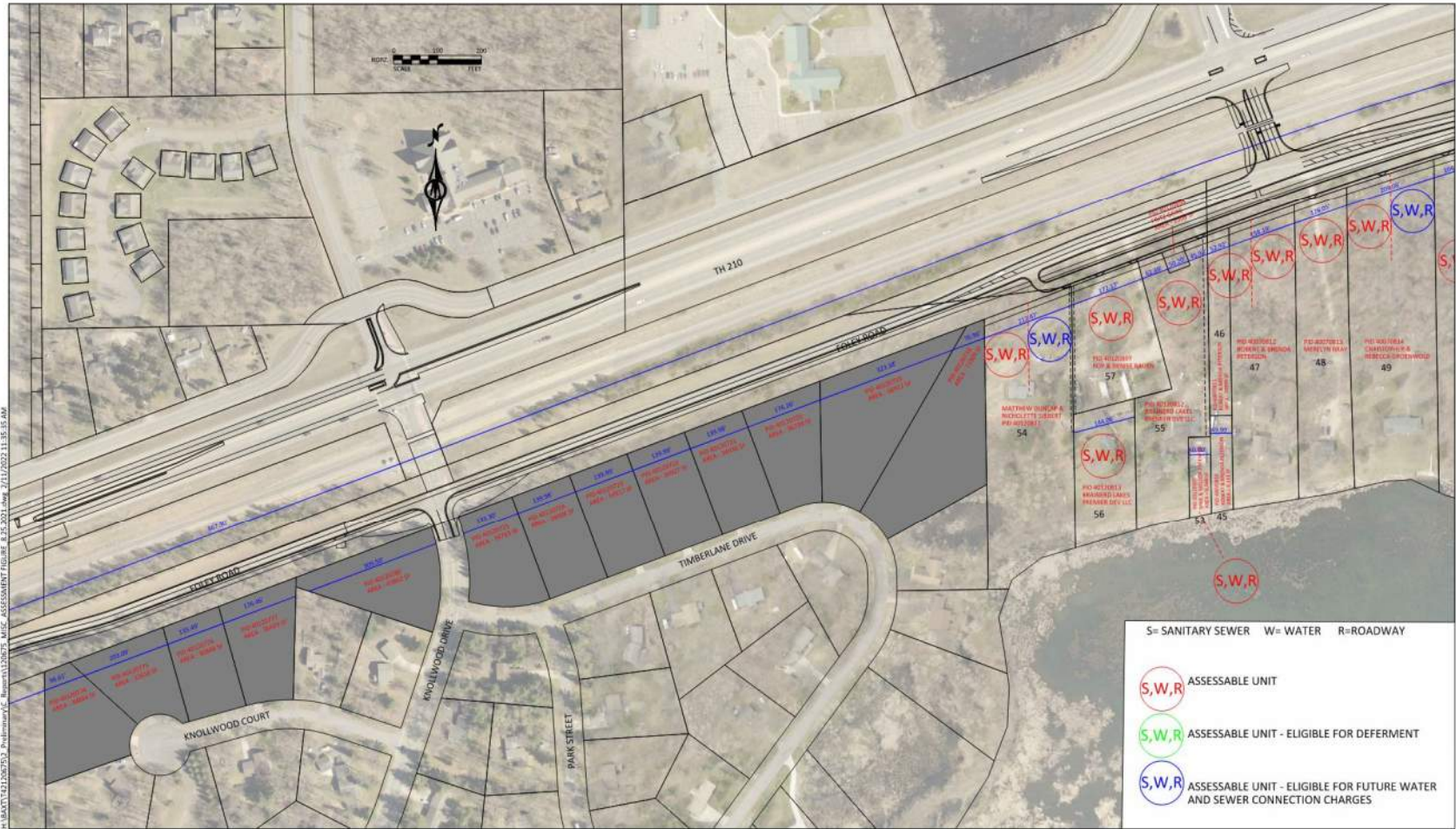


Foley Road FDR (East end of Inglewood Drive intersection to Forthun Road) – C-2 Zoning

- The full depth reclamation improvements are funded via city contribution and assessment to benefitting properties. Commercial zoned properties are assessed 100% for roadway with a maximum width of 44', sanitary sewer improvements, and watermain improvements utilizing the front foot method.
- The city is assumed to fund roadway width in excess of 44', storm sewer, trail improvements, and front footage on the north side of Foley Road as it is a frontage road.

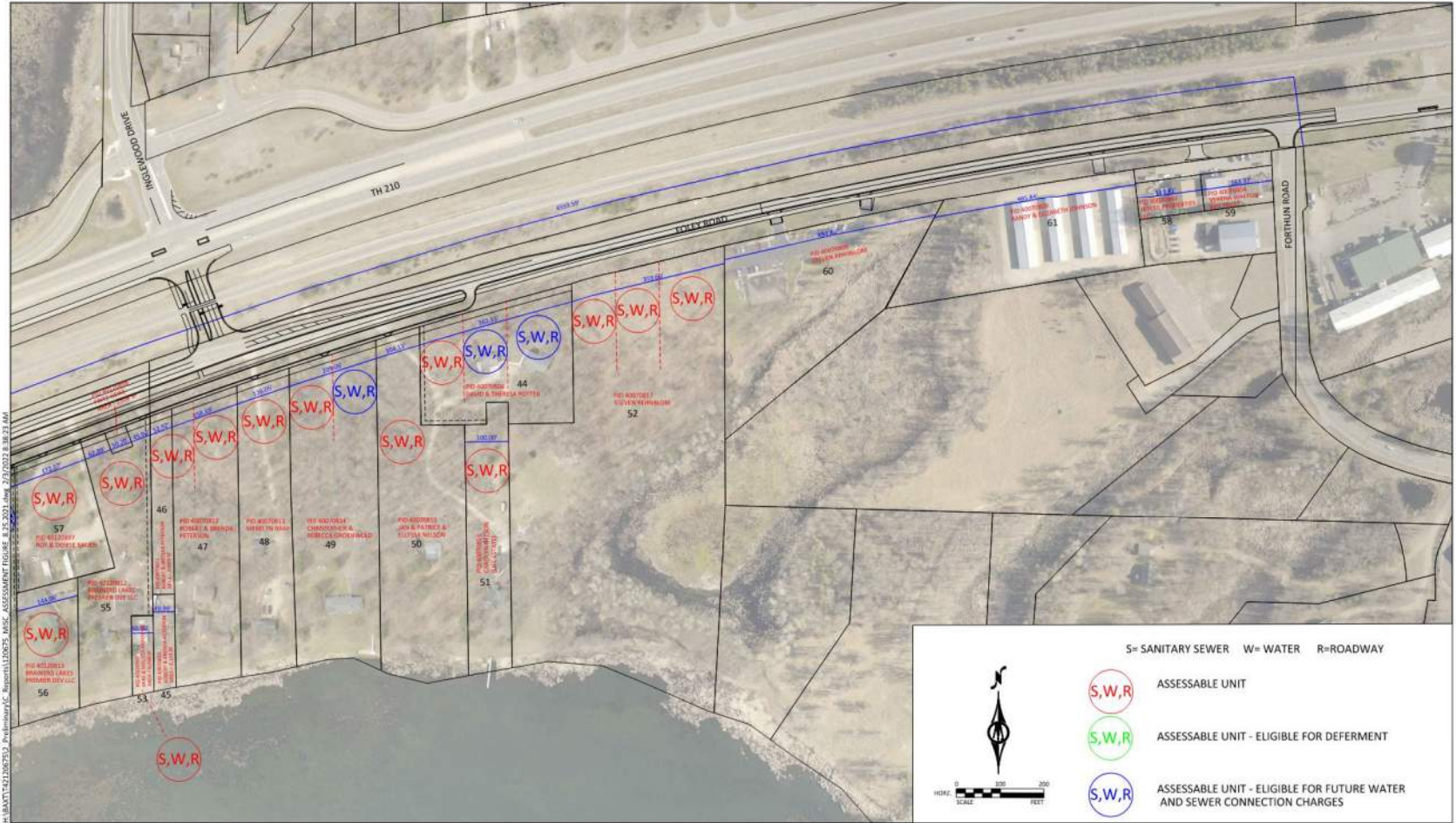
	Improvement Hearing Oct-21	Assessment Hearing Feb-22
Commercial Assessable Rate (FF)	\$138.19	\$130.17
Total Cost	\$451,600	\$331,669
Assessable Cost	\$176,054	\$165,834
City Cost	\$275,546	\$165,834





H:\MAY21\21200753_Parkway\C_Reports\120825_MISC_ASSESSMENT FIGURE 8.26.2021.dwg 2/11/2022 11:35:15 AM





Sanitary Sewer

- The City contributes to coordinated projects by funding 15% of sanitary sewer and watermain costs for commercially zoned projects and Assessment is by Front Foot Method.
- Residential Assessment Rate fixed at \$4,774.05 per ERU.

	Improvement Hearing Oct-21	Assessment Hearing Feb-22
Residential Assessable Rate (ERU)	\$4,774.05	\$4,774.05
Commercial Assessable Rate (FF)	\$55.79	\$66.79
Total Cost	\$324,395	\$377,491
Assessable Cost	\$127,399	\$132,844
City Cost	\$196,996	\$244,647



Watermain

- The City contributes to coordinated projects by funding 15% of sanitary sewer and watermain costs for commercially zoned projects and Assessment is by Front Foot Method.
- Residential Assessment Rate fixed at \$4,774.05 per ERU.

	Improvement Hearing Oct-21	Assessment Hearing Feb-22
Residential Assessable Rate (ERU)	\$4,774.05	\$4,774.05
Commercial Assessable Rate (FF)	\$58.70	\$65.27
Total Cost	\$765,825	\$837,438
Assessable Cost	\$178,035	\$184,296
City Cost	\$587,790	\$653,142



Isle Drive and Forthun Road

- The roadway and utility improvements associated with the Isle Drive and Forthun Road realignment are primarily paid by the City due to the overall transportation system benefits. However, benefit to abutting properties is noted due to the roadway surface improvements. These streets were for pavement rehabilitation improvements and would be assessed for FDR. For purposes of this report, benefitted properties were assessed at the same commercial FDR rate associated with the Foley Road FDR improvements.

	Improvement Hearing Oct-21	Assessment Hearing Feb-22
Commercial Assessable Rate (FF)	\$138.19	\$130.17
Total Cost	\$668,700	\$721,828
Assessable Cost	\$210,463	\$198,246
City Cost	\$458,237	\$523,582





Assessment Totals

Improvement Hearing

	Street	Trail	Storm Sewer	Sanitary Sewer	Watermain	Total
City Cost	\$2,309,908	\$702,800	\$493,100	\$196,996	\$587,790	\$4,290,594
	\$2,160,286*	\$678,553*	\$474,620*			\$4,098,245*
Assessable Cost	\$1,001,092	\$0	\$0	\$127,399	\$178,035	\$1,306,526
Total Cost:	\$3,311,000	\$702,800	\$493,100	\$324,395	\$765,825	\$5,597,120
	\$3,161,378*	\$678,553*	\$474,620*			\$5,404,771*
Assessable %	30% 32%*	0%	0%	39%	23%	23%
						24%*

*Improvement Hearing Project Costs Adjusted to account for the plan change of removing the Foley Rd/Knollwood Drive Intersection Following Approved Feasibility Study. Total cost revised from \$5,597,120 to \$5,404,771

Assessment Hearing

	Street	Trail	Storm Sewer	Sanitary Sewer	Watermain	Total
City Cost	\$1,654,981	\$494,237	\$420,973	\$244,647	\$653,142	\$3,467,980
Assessable Cost	\$703,304			\$132,844	\$184,296	\$1,020,443
Municipal State Aid Funding	\$480,000					\$480,000
Total Cost:	\$2,838,285	\$494,237	\$420,973	\$377,491	\$837,438	\$4,968,423
Assessable %	30%	0%	0%	35%	22%	23%



Assessment Payment

- Pre-payments and partial payments are allowed up to 30-days following adoption of the assessment roll with no interest charged on the portion paid.
- Assessment balances will be certified to the County with payments to begin on the next year's county tax statement.
- Assessment balance will be amortized over a 15-year assessment term for Residential Properties with sewer and water improvements and 12-year assessment term for Commercial Properties and Residential FDR Improvements.
- Interest rate will be determined once the bonds are sold.
 - 1.5% over bond interest rate, currently estimated at 5%.
- Future payoff requirements after certification:
 - Interest will accrue from assessment adoption through the end of the calendar year
 - After 2022, payments in full must be made by November 15 to either the City of Baxter or Crow Wing County Auditor to avoid paying the following year's interest



Deferments

Future Connection Charges for Multiple Units on Single Lot (Blue)

- Applies to owners of currently improved R-1 Low Density Residential or R-S Special Residential/Cluster zoned parcels with ability to develop into more than one R-1 parcel
- A Parcel is improved if it has a dwelling, commercial, or institutional structure.
- Assessed for one unit of sewer and water each (if applicable) and all potential street assessment units (unable to defer street improvements on developed parcel)
- Remaining water and sewer units are deferred as future connection charges until developed through “triggering event” of platting of property, granting a land use permit or owner makes request to make payment
- The property owner must submit an “Application to Convert to a Future Connection Charge” form to the City of Baxter within 14 days of the assessment hearing.



Deferments

Future Connection Charges for Multiple Units on Single Lot (Blue)

- Form must be submitted to Baxter City Hall by 4:30 p.m. on Monday, March 9, 2022 (within 14 days of Assessment Hearing)
- Copies of the Form are available tonight and on the City of Baxter website.

<https://www.baxtermn.gov/>



BAXTER <small>"A Growing Community"</small>		CITY OF BAXTER APPLICATION TO CONVERT AN ASSESSMENT TO A FUTURE CONNECTION CHARGE	
<p>Per the City of Baxter's adopted assessment policy, current property owners of residential improved parcels that can be subdivided and have more than one proposed assessment in a project area may be eligible for the Future Connection Charge (FCC) deferred assessment program. To be eligible, the FCC deferral program must have been approved for the city improvement project, residential parcels must be zoned either R-1 or RS, and eligible property owners must complete an application requesting the FCC. The FCC program is intended to allow for planned and orderly development of large tracts of property in the city.</p> <p>The property owner must complete a written application to convert an assessment(s) to a deferred FCC(s). Unless otherwise approved at the project's public hearing, simple interest will accrue on the FCC at the rate of 3% per year or the Consumer Price Index (CPI), whichever is greater. For more information on the deferred assessment process, please contact the City.</p>			
8 Digit Property ID Number (PID) in Project Area:		Property Owner Name and Mailing Address:	
Street Address of Improved Parcel:			
Name of Capital Improvement Project (if known):		Property Owner Email Address:	
Water Improvements:		Property Owner Telephone Number:	
Total Number of Assessments:		Mail or Return Signed Application to: City of Baxter Attn: Finance Dept 13190 Memorywood Drive P.O. Box 2626 Baxter, MN 56425	
Future Connection Charges Requested:			
Sanitary Sewer Improvements:			
Total Number of Assessments:			
Future Connection Charges Requested:			
<p>Applications must be received within 14 days of the final assessment hearing. A revised record of assessment reflecting the FCC will sent to you following receipt and approval of the application and the final hearing.</p> <p>Future Connection Charge (FCC) deferrals are only available on residential improvement projects authorized by the City Council where the current property owner has more than one assessment within the project area for an Improved Parcel(s). Payment of FCC is due for that part of the larger tract of the Improved Parcel that is split, subdivided, a land use permit is granted, or the property owner requests to make payment. When it is determined the assessment is no longer deferred based upon one of these events, the balance of the previously deferred assessment shall be amortized and assessed for collection in the next calendar year for a period not to exceed the remaining duration of the bonds issued to finance the project initially or a period of five (5) years, whichever is greater.</p> <p>I/(We) declare and certify under penalty of law that I/(we) have examined this application, and to the best of my/(our) knowledge and belief, it is true and complete. I/(We) further understand and agree the above elected parcel(s) will contain FCC(s) deferred with interest until such time the parcel is no longer eligible. At that time the FCC(s) will be due and/or assessed automatically as prescribed above and I/(we) agree to an assessment on the parcel of the FCC amount and accrued interest without further notice or approval.</p>			
Property Owner Signature _____		Property Owner Signature (if applicable) _____	Date _____
FOR CITY OF BAXTER FINANCE DEPT USE ONLY:		Date Request Received: _____	
Capital Project/Bond Issue: _____		Qualifying FCC and Amount: _____	
Date of Assessment Hearing: _____		@ \$ _____ \$ _____	
Eligible? _____		Total Assessments Converted: _____	
Assessment Roll Updated: _____		Parcel Revised Assessment Amt: _____	



Deferments

Deferred Assessments for More than One Lot (Green)

- Applies to owners of currently undeveloped R-1 Low Density Residential or R-S Special Residential/Cluster zoned parcels that own more than one lot of record
- Assessed for one unit of street, sewer, and water each (if applicable)
- Remaining assessment for R-1 or R-S zoned undeveloped separate lots when immediately adjacent to developed R-1 property with same owner are deferred for 15 years with \$1 interest annually and repaid over remaining 15 years with interest.
- If an undeveloped parcel is sold separately from developed parcel prior to the 15-year deferment, assessment is no longer deferred and begins year after property sale occurred.



Deferments

Interest on Future Connection Charges:

- Simple interest of 3% or the Consumer Price Index (CPI), whichever is greater, will be added to the outstanding future connection charge balance annually
- The future connection charge is not due or payable until the parcel is developed through a triggering event or owner makes request to make payment

Interest on Deferred Assessments:

- During the initial deferment, not to exceed 15 years, \$1 of annual interest will be assessed
- Beginning in year 16, or earlier if the parcel is no longer eligible for deferment, the assessment will be collected with interest applied at the original assessment interest rate for the project



ADDITIONAL CHARGES AND FEES

Current Municipal Charges and Fees:

- Sewer Availability Charge (SAC): \$600 (existing homes)
\$3,000 (new homes)
- Water Availability Charge (WAC): \$600 (existing homes)
\$2,800 (new homes)
- City Inspection Fee: \$45 Current
- City Excavation Permit: \$50 Current
- 5/8" Water Meter: \$437 Current
- Property owners can elect to pay the SAC and WAC separately or it will be included with the assessment.
- Period to connect to City Utilities is 5 years from improvement substantial completion (December 21, 2027).
- Charges and fees are due at time of connection to City Utilities
- Property Owners are responsible for private service connection costs



Private Service Connections

The City of Baxter contacted local private contractors that perform connections to city utilities and install septic systems within the Baxter City Limits. They provided the following costs:

- Sewer and water service connection from right-of-way to existing home = \$70 per lineal foot or \$7,000 for 100 foot connection.
- Minimum Cost = \$4,500 for connection under 65 feet long
- Installation of new gravity septic system = \$6,500 to \$9,500
- Installation of new mound septic system = \$10,500 to \$16,000



Assessment Deferments for Residential Homestead Parcels

- Hardship (Senior Citizen, Disability or Military Active Duty):
 - Individuals meeting age, disability and military active duty requirements based upon qualifying income may be eligible to request deferment of their special assessment.
 - Deferment criteria, application and documentation requirements and procedures are specified in the City of Baxter Assessment Policy for Public Initiated Improvements & Special Assessments of the City of Baxter Code.
 - The annual deadline to apply is August 31st of each year with the deadline for the first payment in 2023 being August 31, 2022.



Project Schedule

- Feasibility Study Approved by City Council (September 2021)
- Improvement Hearing (October 7, 2021)
- City Council adopts resolution ordering improvement (October 19, 2021)
- Plans and specifications prepared
- City Council adopts resolution approving plans and specifications and authorizes advertisement for bids (December 21, 2021)
- Bids are received (January 20, 2022)
- City Council adopts resolution ordering the assessment hearing (February 1, 2022)
- **Assessment Hearing (February 24, 2022)**
- City Council considers resolution accepting the assessment roll (March 1, 2022)
- City Council awards construction contract (April 5, 2022)
- Public Information Meeting (April 2022)
- Construction (May 2022 – October 2022)



Thank You!

- Bryan Drown, P.E.
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