

LONG RANGE PLANNING COMMISSION MINUTES
April 22, 2013

The meeting of the City of Baxter Long Range Planning Commission was called to order at 6:00 p.m. by City Administrator Gordon Heitke.

MEMBERS PRESENT: Bob Ryan, Jim Kalkofen, Lori Rubin, Rock Ylimeini, Mark Cross, and Council Liaison Todd Holman

MEMBERS ABSENT: Kevin Donnay, Cathy Clark

STAFF PRESENT: City Administrator Gordon Heitke

Review of Planning Statutes, Duties of Commission, Meeting Dates

City Administrator Heitke provided an overview of the statutory authority for comprehensive planning. The statutory roles of both the Long Range Planning Commission and Planning and Zoning Commission were described. The City Code sections on advisory commissions and the specific duties of the Long Range Planning Commission were also reviewed.

Administrator Heitke reviewed the City Council's charge for the Long Range planning Commission to be responsible to work with a planning consultant to accomplish the update of the existing 2007 Comprehensive Plan. The Commission is to recommend a planning consultant to the City Council to be hired to assist them with this project.

Members discussed their preferences for meeting dates. Mondays were identified as being the best days of the month with the fourth Monday being identified as the preferred regular meeting date.

Review of Statements of Qualifications of Consultant

Commissioners offered their comments regarding the "statements of qualifications" that had been solicited from the four planning consulting firms; Northwest Associated Consultants, Landform, SEH, and Stantec. Members offered their perspectives on the firm's familiarity of the area, experience with similar projects and similar cities, familiarity with the local economy, qualifications of staff involved in the project, and the diversity of experience and expertise offered by the firms. It was the consensus of the Commission to invite Stantec and Landform to submit detailed proposals for the Commission to review in order to make a selection and recommendation to the City Council.

Adjournment

Motion by Commissioner Rubin, seconded by Commissioner Cross to adjourn the meeting at 7:15 p.m.

Respectfully submitted,

Gordon Heitke
City Administrator