

LONG RANGE PLANNING COMMISSION MINUTES
June 24, 2013

The meeting of the City of Baxter Long Range Planning Commission was called to order at 6:00 p.m. by Chair Kevin Donnay.

MEMBERS PRESENT: Kevin Donnay, Cathy Clark, Bob Ryan, Jim Kalkofen, Lori Rubin, Rock Ylimeini, and Council Liaison Todd Holman

MEMBERS ABSENT: Mark Cross

STAFF PRESENT: City Administrator Gordon Heitke

Approval of Minutes

Motion by Commissioner Ylimeini, second by Commissioner Rubin to approve the minutes of the April 22, 2013 regular meeting. Motion carried unanimously.

Presentations of Proposals for Planning Services

Phil Carlson of Stantec presented general planning information and described the firm's approach to planning and their proposal to assist the City of Baxter in the updating of the comprehensive plan. Commissioners questioned Mr. Carlson regarding sustainability, project duration, process for identification of issues, public engagement, role of city staff, the primary staff assigned to the project, and other matters related to the project.

Landform, represented by Kendra Lindahl, Bob Schunicht and Tracey Kinney, provided an overview of their proposal to provide planning services to update the comprehensive plan. Commissioners questioned the presenters on the same issues as Stantec, including the use of technology for public engagement.

The Commission had a lengthy discussion of the proposals and presentations regarding experience, familiarity with characteristics and issues of Baxter, supporting expertise within the firm, project duration and other considerations. It was agreed by all members that both firms were qualified to undertake the project. A motion was made by Commissioner Ylimeini, seconded by Commissioner Ryan, to recommend the Landform proposal, with the addition of providing for the use of technology for input from the community within the stated budget. The motion failed with three yes votes and four no votes. After further discussion, motion by Commissioner Rubin, second by Commissioner Clark, carried unanimously, to recommend to the Council the hiring of Stantec.

There was further discussion by members to have the City Council involved in the comprehensive plan update "kick off" meeting in order for there to be an understanding of the process and various roles. The Commission requested Administrator Heitke to address this issue and Commission's need to shorten the proposed duration of the project.

Adjournment

Motion by Commissioner Clark, second by Commissioner Kalkofen to adjourn the meeting at 9:05 p.m.

Respectfully submitted,

Gordon Heitke
City Administrator