

BAXTER CITY COUNCIL MINUTES
January 3, 2017

Mayor Darrel Olson, who led in the pledge to the flag, called the regular meeting of the Baxter City Council to order at 7:00 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson, Council Member Quinn Nystrom, Steve Barrows, Todd Holman and Mark Cross.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Assistant City Administrator Kelly Steele, Community Development Director Josh Doty, Police Chief Jim Exsted, Finance Director Jeremy Vacinek, and Public Works Director Trevor Walter.

OATH OF OFFICE

Interim City Administrator Steele administered the Oath of Office to Council Member Cross, Council Member Holman and Mayor Olson.

CONSENT AGENDA

- A. Approve City Council Minutes from December 20, 2016.
- B. Approve City Council Work Session Minutes from December 20, 2016.
- C. Approve the Payment of Bills and Finance Report.
- D. Approve Resolution No. 2017- Establishing the 2017 Council Appointments.
- E. Approve Resolution No. 2017- Establishing the 2017 Annual Designations.
- F. Approve Special Event Permit for 2017 Kiwanis Kids Triathlon at Whipple Beach on August 26, 2017.
- G. Approve 2017 Brainerd Dispatch Advertising Agreement in the Amount of \$5,000.00.
- H. Approve the CBRE Inc. Contract for Appraisal Services for BNSF Property for the 2018 Cypress Drive Improvements Project in the Not to Exceed Amount of \$7,500.00.
- I. Approve the CBRE Inc. Contract for Appraisal Services for BNSF Property for the 2017 Lift Station No. 3 Reroute Improvements Project in the Not to Exceed Amount of \$8,900.00.
- J. Approve Disposal of Miscellaneous Items Stored at the North Water Tower as recommended by staff.
- K. Approve the Purchase of the 2017 Chevy Silverado from Ranger GMC, including Accessories, for \$29,934.19 and place the 2000 Ford Ranger on the Mid-State Auto Auction.
- L. Approve Placing the 2004 Chevy Silverado and 2005 Chevy Silverado Public Works Vehicles in the Mid-State Auto Auction.

- M. Adopt Resolution 2017-003, Designating Buildings as Structurally Substandard within the City of Baxter's Development District No. 1.
- N. Adopt Resolution 2017-004 Support from Sponsoring Agency.
- O. Adopt Resolution 2017-005, Approving Request for Capital Funding for Cypress Drive Improvements Project.

MOTION by Council Member Cross, seconded by Council Member Barrows to approve the Consent Agenda. Motion carried unanimously.

OTHER BUSINESS

APPROVE THE 2017 MEETING CALENDAR FOR CITY COUNCIL AND COMMISSIONS

Interim Administrator Steele explained the council should be aware of a meeting conflict on Tuesday, July 4, 2017. As provided in the City Code, the July 4, 2017 council meeting is proposed to be moved to Wednesday, July 5, 2017, the first business day following the holiday.

The council should be aware the council meetings scheduled for January 17, February 21, and September 5 follow a holiday on the preceding Monday.

Staff is looking for council direction to approve the 2017 meeting calendar for city council and commissions with the recommend change of moving the first council meeting in July to Wednesday, July 5, 2017.

MOTION by Council Member Cross, seconded by Council Member Holman to approve the 2017 meeting calendar for city council and commissions with the recommend change of moving the first council meeting in July to Wednesday, July 5, 2017. Motion carried unanimously.

COUNCIL COMMENTS

Steve Barrows: Congratulated Council Member Nystrom on her designation from the Initiative Foundation to develop a non-profit for the education of children with diabetes.

CITY ADMINISTRATOR'S REPORT

Interim City Administrator Steele informed the council that Alex Hondl accepted the Parks & Trails Maintenance Supervisor's position. Ms. Steele and Mr. Walter held two rounds of interviews and background checks were completed.

Ms. Steele recommends the City Council approve the hiring Alex Hondl as the Parks & Trails Maintenance Supervisor as Grade 7, Step 7 of the Professional Employee Pay Schedule.

MOTION by Council Member Cross, seconded by Council Member Nystrom to approve the hiring Alex Hondl as the Parks & Trails Maintenance Supervisor as Grade 7, Step 7 of the Professional Employee Pay Schedule. Motion carried unanimously.

CITY ATTORNEY’S REPORT

City Attorney Person had no report.

Closed Session under Minnesota Statute 13D.03, Labor Negotiations

Interim Administrator Steele asked council to go into a closed session to present an update on labor negotiations.

MOTION by Council Member Barrows, seconded by Council Member Holman to enter into a closed session at 7:09 p.m.

Mayor Olson opened the regular meeting at 7:15 p.m. and no action was taken.

ADJOURNMENT

MOTION by Council Member Barrows, seconded by Council Member Nystrom to adjourn at 7:20 p.m. to a Special Council Meeting on Wednesday, January 11, 2017 at 5:30 p.m.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant