

BAXTER CITY COUNCIL MINUTES
Work Session
February 3, 2015

Acting Mayor Todd Holman called the City Council Work Session to order at 6:00 p.m.

MEMBERS PRESENT: Acting Mayor Todd Holman and Council Members Quinn Nystrom and Steve Barrows

MEMBERS ABSENT: Council Member Mark Cross

STAFF PRESENT: Assistant City Administrator Kelly Steele, Community Development Director Josh Doty, and Public Works Director/City Engineer Trevor Walter

Discuss Process to Fill Vacant Mayor Position

Assistant City Administrator Steele explained the council passed a resolution during the January 20, 2015 council meeting declaring the mayor seat vacant. In the absence of any subsequent action by the council, the mayor position remains vacant until filled by the council. Minnesota Statute provides the council by majority vote of all its members shall appoint a qualified person to fill the vacancy. The appointed person shall serve until the qualification of a successor at the next general election. As noted in the staff report there are two methods commonly used to fill a vacancy, appointment of a person suggested by the council or the appointment of a person following an application process. The council discussed the preference for the option of conducting a formal interview process and the importance of conducting a transparent procedure that is fair to each applicant. Guidelines should be established so the same questions are asked of each applicant. If a quorum of the council is present, the interviews must be conducted in an open meeting. Council directed staff to publish the vacancy in the Brainerd Dispatch. Resumes and cover letters would be accepted until 4:30 p.m. on Friday, February 20 and interviews would be conducted on Tuesday, February 24.

Discuss 2015 CIP Mill and Overlay Projects

Public Works Director/City Engineer Walter explained the city will be starting an annual mill and overlay program. The council had previously indicated support for a seven-year program. After the selection of an engineering firm, the firm will meet with the council and utilities commission to discuss their recommendations. The engineering firm would then draft a feasibility study. Public Works Director/City Engineer Walter explained Finance Director Vacinek would have to review the figures contained in the feasibility report to make a financial recommendation. Approximately 2/3 of the project costs would be assessed. The city will pay for 50% of the frontage road costs due to only one side being assessable. Any pedestrian improvements to Fairview need to be discussed soon, as Fairview is one of the first projects. The council discussed the history and problems associated with pedestrian improvements along Fairview. Public Works Director/City Engineer Walter explained a segment of Foley is not scheduled for a mill and overlay due to the future Inglewood project. The council asked staff to

maintain the city's website with mill and overlay project information. The consensus of the council was to move forward with the project.

Helsene Property – 10393 Timber Ridge Drive

Community Development Director Doty explained the city was contacted by Mr. Helsene regarding the sale of approximately 80 acres of his land in south west Baxter. Mr. Helsene indicated he would like to provide the city with the first opportunity to purchase his property. The property consists of unique topography for Baxter. The property has frontage on the Mississippi River, Bass Lake, and an unnamed lake. The neighboring parcels include Crow Wing State Park and Mississippi Overlook Park. The draft Comprehensive Plan provides this general area as a possible preservation site. Community Development Director Doty explained he wanted to pass this information on to the council to see if there is any interest. Mr. Helsene has explained the council is welcome to view the property. The council discussed the parcel as a connection piece for improving public access to this area of Baxter for emergency services. A goal of the Parks and Trails Commission is to conserve more of the Mississippi River Shoreland. The Council would like more information from staff regarding how this parcel fits into the city's priorities. Community Development Director Doty explained staff was not aware this parcel would be for sale when updating the Comprehensive Plan. The council consensus was to continue exploring the parcel in relation to transportation improvements, park use, cost, and funding mechanisms.

Schedule Date to Conduct Annual City Administrator Review

Acting Mayor Holman explained the council needs to schedule a date to conduct the annual review of the city administrator. Historically, the city administrator has prepared a document for the council to complete prior to the meeting. Acting Mayor Holman facilitates the review process. The council consensus is to schedule the review for March 18, 2015 at 6:00 p.m. or March 19, 2015 at 6:00 p.m. as an alternate date. Assistant City Administrator Steele will ask City Administrator Heitke which day would work for him.

Acting Mayor Holman asked if council members could get a nametag with their name, title, and the city logo. Acting Mayor Holman explained the council would tour the water treatment plant during the next work session.

MOTION by Council Member Barrows, seconded by Council Member Nystrom to adjourn at 6:49 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Todd Holman
Acting Mayor

Kelly Steele
Assistant City Administrator/Clerk