

BAXTER CITY COUNCIL MINUTES
February 17, 2015

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

MEMBERS PRESENT: Acting Mayor Todd Holman and Council Members Quinn Nystrom, Steve Barrows, and Mark Cross.

MEMBERS ABSENT: None.

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

CONSENT AGENDA

- A. Approve City Council Minutes from February 3, 2015
- B. Approve City Council Work Session Minutes from February 3, 2015
- C. Approve the Payment of Bills and Finance Report
- D. Approve Resolution No. 2015-15 Ordering Preparation of Proposed Assessment for the 2015 Excelsior Road Improvement Project
- E. Approve Resolution No. 2015-16 Ordering the Assessment Hearing for the 2015 Excelsior Road Improvement Project
- F. Approve Off-sale liquor license for Super One Liquor, LLC for June 1, 2015 through June 30, 2015
- G. Approve Tobacco license for Super One Liquor, LLC for June 1, 2015 through June 30, 2015
- H. Approve Resolution No. 2015-17 for the Paul Bunyan Trail/City of Baxter Excelsior Road Improvements Cooperative Agreement
- I. Approve Demolition of Storage Building at Oscar Kristofferson Park
- J. Award the Professional Engineering Services Contract for Lift Station No. 3 Re-Route Improvement Project to Bolton & Menk, Inc. in the not to exceed amount of \$63,420.00
- K. Accept Utilities Commission Minutes of February 11, 2015
 - 1. Approve the WSN Agreement for Professional Engineering and Surveying Services for the Forest Drive Area Stormwater Improvements in the not to exceed amount of \$13,250.00
- L. Approve Clearing of all Right-of-Way and Easements for the 2015 Isle Drive Extension Project and Authorize Staff to Solicit Quotes for Consideration of Awarding the Contract During the March 3, 2015 Council Meeting
- M. Approve Architectural Review Commission Minutes from February 5, 2015
- N. Authorize the Police Department to start the hiring process of an entry level patrol officer to backfill for upcoming resignation

MOTION by Council Member Cross, seconded by Council Member Barrows to approve the consent agenda. Motion carries unanimously.

OTHER BUSINESS

Architectural Review Commission Actions

Adopt Resolution No. 2015-18 Approving an amendment to the City's Industrial Park Architectural Tier Map for Simonson Lumber property located west of 3855 Independence Road

Community Development Director Doty explained the applicant is requesting an amendment to the City's Architectural Park Tier map from Tier 1 to Tier 2 for the Simonson Lumber property located just west of 3855 Independence Road. In 2014, the city council approved a plat to subdivide the subject property into two lots and two outlots for a plat named Potlatch Addition to Baxter. The approval included conditional use permits for cross access and outside storage for Brock White and Simonson Lumber and an interim use permit to allow temporary lumberyard use without a principal building for Simonson Lumber. Later in 2014, the city council approved a roof pitch variance to allow a reduced roof pitch for the warehouse building. In addition to the architectural tier map change, the applicant has also proposed a revised metal material for the building because the applicant cannot locate the existing metal to match and a revised articulation for the north front elevation. The Architectural Review Commission has reviewed the application and recommends approval of the revised tier map and the changes to the building materials and articulation subject to three findings. The findings are the land east of the subject site includes approximately 330 feet of drainage and utility easement for ponding purposes and is unlikely to develop. The future office addition on the subject site is required to meet the City's architectural regulations. The existing metal on the existing buildings is no longer available and the architectural review ordinance does not require that materials match other buildings.

Council Member Cross explained he would abstain from voting on the agenda item.

MOTION by Council Member Barrows, seconded by Council Member Nystrom to adopt Resolution No. 2015-18 Approving an amendment to the City's Industrial Park Architectural Tier Map for Simonson Lumber property located west of 3855 Independence Road. Council Members Barrows, Nystrom, and Holman voted yes. Council Member Cross abstained. Motion carries.

COUNCIL COMMENTS

Quinn Nystrom: Council Member Nystrom explained the four council members had the opportunity to tour the public works facility. Council Member Nystrom further explained she walked away being very impressed and great appreciation for Kevin Cassady and his staff. The City of Baxter is very fortunate to have safe water, as we normally do not think about those things. Baxter may be a small city, but the technology utilized by the city is very advanced.

Steve Barrows: Council Member Barrows concurred with Council Members Nystrom's comments of the public works facility. Council Member Barrows thanked Officer Ann Hunnicutt for her service to the City of Baxter.

Todd Holman: Acting Mayor Holman explained he had an opportunity to present the City's transportation priorities during the Congressman Nolan meeting at City Hall. Acting Mayor Holman thanked Community Development Director Doty and Public Works Supervisor/City Engineer Walter for their assistance in preparing the presentation. Acting Mayor Holman explained high-ranking MnDOT officials, city, and county leaders attended. The meeting was good for Baxter and the region.

Mark Cross: Council Member Cross explained he echoes all the comments made.

CITY ADMINISTRATOR'S REPORT

Assistant City Administrator Steele explained one letter of interest for the mayor position has been received from Darrel Olson. Letters of interest will be accepted until 4:30 p.m. on February 20. Assistant City Administrator Steele explained NJPA has submitted a letter explaining each full-voting member government agency shall be entitled to select two of its current members to serve on the NJPA Representative Assembly. Council members interested in serving should inform Assistant City Administrator Steele. NJPA is an agency that offers members the opportunity to purchase off their national cooperative contract program. The City also purchases health insurance through NJPA. NJPA provides several training opportunities for staff.

CITY ATTORNEY'S REPORT

Discussion of Land Acquisition Negotiations. *Closed Session under MN Statute 13D.05, Subd. 3(c)(3) to develop an offer for the purchase of real property.*

Labor Contract Negotiations. *Closed Session under MN Statute 13D.03*

City Attorney Person asked the Council to enter into a closed session under Minnesota Statute 13D.05, subd. 3(c)(3) to develop an offer for the purchase of real property and to enter a closed session under Minnesota Statute 13D.03 to discuss labor contract negotiations.

MOTION by Council Member Barrows, seconded by Council Member Nystrom to enter into a closed session at 7:17 p.m. Motion carries unanimously.

MOTION by Council Member Barrows, seconded by Council Member Cross to return to the open meeting at 7:38 p.m. Motion carries unanimously.

City Attorney Person explained the council would be making three motions resulting from discussions during the closed session.

MOTION by Council Member Cross, seconded by Council Member Barrows to approve the final acquisition of parcel number 15 of right-of-way plat number eight at the negotiated price for the final acquisition required for the Excelsior Road Improvement Project. Motion carries unanimously.

City Attorney Person explained after discussions, it has been determined it makes more sense to acquire two parcels for the Isle Drive extension project rather than just the land for right-of-way.

MOTION by Council Member Cross, seconded by Council Member Barrows to approve the purchase of the entire parcel on the southwest corner of CSAH 48 and the future interchange. Motion carries unanimously.

MOTION by Council Member Cross, seconded by Council Member Nystrom to ratify the purchase agreement to approve the acquisition of an entire parcel on CSAH 48 known as the Potlatch parcel.

Since the Potlatch parcel is a significant acquisition, Acting Mayor Holman explained the following findings are to be included in the record. After extensive negotiations, the City and Potlatch Corporation have agreed that it is in the best interest of both parties for the City to assume ownership of the Potlatch property within the Isle Drive Extension project area. The City is extending Isle Drive to CSAH 48 for the purposes of providing the businesses to the north needed improved access for their customers; allowing the construction of upgraded utilities to better service this area of the City; allowing for the expansion of existing businesses and accommodating new professional service businesses looking to locate in this area of the City; and providing for a north/south route parallel to TH 371 to accommodate local traffic, increasing convenience and safety for local travelers by having an alternative to using TH 371.

Motion carries unanimously.

City Attorney Person explained there is no action required to be taken regarding the labor negotiations.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Barrows to adjourn the meeting at 7:42 p.m. to the special meeting on February 24, 2015 at 6:00 p.m. to consider mayor applications. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator