

BAXTER CITY COUNCIL MINUTES
March 3, 2015

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.

MEMBERS PRESENT: Mayor Darrel Olson and Council Members Quinn Nystrom, Steve Barrows, Todd Holman, 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, Finance Director Jeremy Vacinek, and City Attorney Brad Person.

Mayor Olson thanked the council for their vote of confidence and for working with Council Member Holman during his absence. Mayor Olson also thanked the community for their comments of encouragement that helped lift his spirits. Mayor Olson expressed gratitude towards Council Member Holman for his role as acting mayor.

PUBLIC COMMENTS

Jack Perry, Briggs and Morgan, explained he is attending on behalf of Jeff Sells, the owner of Baxter Main Street. Mr. Perry explained only two parties are struggling with the draft Comprehensive Plan. Mr. Perry believes the issues are rather narrow. Mr. Perry explained he does not believe the cure works, but thinks we can work together and figure it out. Mr. Perry asked the council to have the ability to meet with city staff to work through the issues.

Paul Paige, Hoisington-Koegler Group, explained he is representing Potlatch on Baxter land since 2003. Mr. Paige explained he would like to discuss the issues with city staff. Mr. Paige stated the City of Baxter has shown strong planning principals. Potlatch's issues are more long term than Mr. Perry's issues, but there is some overlap. Mr. Paige explained we should also be having conversations about long-term park plans because some areas abut Potlatch land. These conversations can occur at the same meeting. Potlatch spent over \$1,000,000 on the railroad crossing improvements to help spur the industrial park development. The business gateway does not allow a district where people can live, work, and play. Mr. Paige explained he does not like the business designation because this is premature and does not conform to past discussions. There are four topics and three or four additional topics that we can discuss to add to the plan. Mr. Paige indicated he is open to scheduling a meeting as soon as possible as to not hold up the process.

CONSENT AGENDA

- A. Approve City Council Special Meeting Minutes from February 12, 2015
- B. Approve City Council Minutes from February 17, 2015
- C. Approve City Council Special Meeting Minutes from February 24, 2015
- D. Approve the Payment of Bills and Finance Report

- E. Award the Professional Engineering and Related Engineering Services Contract for 2015 City of Baxter Annual Mill & Overlay and Full Depth Reclamation Project to SEH, Inc. in the not to exceed of \$114,854.00
- F. Authorize Mayor and Staff to Execute 2015 BLAEDC Contract for Economic Development Services in the Amount of \$22,500.00
- G. Award Contract for Clearing of all Right-of-Way and Easements for the 2015 Isle Drive Extension Project to Pratt's Affordable Excavating, Inc. in the amount of \$33,359.50
- H. Approve Amended Off-Sale Liquor License and Tobacco License for Super One Liquors, LLC for May 1, 2015 through June 30, 2015
- I. Approve Crow Wing County Highway Department Cost Share Agreement for the 2015 City of Baxter Bituminous Sealcoat Project
- J. Approve Amending the Feasibility Study for the 2015 Dellwood Road and Novotny Road Improvement Project
- K. Accept Special Utilities Commission Minutes from February 25, 2015
 - 1. Approve Resolution 2015-19 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2015 Isle Drive Extension Project
 - 2. Approve Resolution 2015-20 Approving Plans and Specifications and Ordering Advertisement for Quotes for the 2015 Briarwood Lane Street Construction Improvements Project
- L. Accept Parks & Trails Commission Minutes from February 23, 2015

MOTION by Council Member Cross, seconded by Council Member Barrows to approve the consent agenda with the exception of agenda item J. Motion carries unanimously.

PULLED AGENDA ITEMS

Assistant City Administrator Steele asked the council to pull agenda item J. Approve amending the feasibility study for the 2015 Dellwood Road and Novotny Road improvement project.

Ms. Steele explained the Craig Reikofski property is listed with a \$20,485.13 assessment in the feasibility report. The Reikofski property is not located in the city limits and project costs will be recorded against the property as a deferred assessment until the property would be annexed into the City. The WAC and SAC charges would be removed from the deferred assessment and not charged until the property is annexed and connects to city services. A memo would be added to the feasibility report to note this would be a deferred assessment.

MOTION by Council Member Barrows, seconded by Council Member Nystrom to approve Amending the Feasibility Study for the 2015 Dellwood Road and Novotny Road Improvement Project. Motion carries unanimously.

COUNCIL COMMENTS

Quinn Nystrom: Council Member Nystrom explained she will be absent from the next council meeting.

Steve Barrows: Council Member Barrows would like to have a discussion with the Long Range Planning Commission regarding comments on the draft Comprehensive Plan. Council Member

Barrows questioned if the Council should direct Community Development Director Doty to work with the two landowners and bring the items back at a future work session. The Council discussed how to address the comments from the property owners. Kevin Donnay, 1556 Wedgewood, Long Range Planning Commission Chair, explained the Commission wants to get the plan right, so if it takes another meeting, the Commission is willing to do this. There have been some concessions made to the plan to address the property owner's concerns. City Attorney Person explained there are no legal concerns with the current draft plan.

Todd Holman: Council Member Holman informed the Council he is unable to attend the special council meeting on March 5. Council Member Holman explained he attended the Chamber meeting last week to discuss regional transportation. Commissioner Zelle also attended.

Darrel Olson: Mayor Olson explained the City has great employees and he does not like to spot light individual employees. Mayor Olson further explained a community member recently passed away and their septic system froze. A family member contacted him looking for any records on their septic system. Public Works Director/City Engineer Walter was able to find some records on a Sunday, allowing the family to thaw the septic system.

CITY ADMINISTRATOR'S REPORT

Assistant City Administrator Steele explained she attend the Fire Advisory Meeting on February 18 in which the 2016 billing information was reviewed. The City's 2016 fee is increasing by approximately \$15,0000. Finance confirmed this amount is the same amount allocated for the 2016 budget. Assistant City Administrator Steele explained the fire department would be holding an open house for council and township advisory members on March 25 from 4:00 p.m. to 7:00 p.m. at the fire station. The next quarterly advisory meeting is scheduled for April 29 at 4:00 p.m. at the Land Services building.

City Administrator Steele asked to reschedule the Excelsior Road assessment hearing due to a delay in mailing the public notices.

MOTION by Council Member Cross, seconded by Council Member Barrows to change the Excelsior Road Assessment Hearing from March 12, 2015, as approved in Resolution No. 2015-15, to March 19, 2015 at 6:30 p.m. Motion carries unanimously.

City Administrator Steele asked the council to consider rescheduling City Administrator's Heitke's annual review for a date the last week of March or first week of April.

MOTION by Council Member Nystrom, seconded by Council Member Holman to reschedule City Administrator Heitke's annual review for Monday, March 30, 2015 at 6:00 p.m. Motion carries unanimously.

The Council asked for review materials two weeks in advance of City Administrator Heitke's review.

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.*

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.

MOTION by Council Member Barrows, seconded by Council Member Nystrom to enter into a closed session at 7:41 p.m. Motion carries unanimously.

MOTION by Council Member Barrows, seconded by Council Member Holman to return to the open meeting at 7:44 p.m. Motion carries unanimously.

City Attorney Person explained the council reached a consensus in the closed session to acquire the final parcel needed to complete the Isle Drive extension project.

MOTION by Council Member Cross, seconded by Council Member Nystrom to acquire the last parcel for right-of-way for the Isle Drive expansion project from Essentia. Motion carries unanimously.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Barrows to adjourn the meeting at 7:45 p.m. to the special meeting on March 5, 2015 at 6:00 p.m. to conduct the Dellwood/Novotny Improvement Hearing and go back to immediately resume the work session. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator