

BAXTER CITY COUNCIL MINUTES
March 7, 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: Interim City Administrator Kelly Steele, Community Development Director Josh Doty, Police Chief Jim Exsted, Finance Director Jeremy Vacinek, and Public Works Director Trevor Walter.

PUBLIC COMMENTS

No public comments were received.

CONSENT AGENDA

- A. Approve City Council Minutes from February 21, 2017.
- B. Approve City Council Work Session Minutes from February 21, 2017.
- C. Approve the Payment of Bills and Finance Report.
- D. Approve Permit for Retail Sales of Fireworks by B.J. Alan Company at Mills Fleet Farm and Menards.
- E. Approve Amendment to Fire Protection Agreement with the City of Brainerd.
- F. Accept Long Range Planning Commission minutes from February 27, 2017.

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

PLANNING AND ZONING ACTIONS

Vacating Easements relating to the First Addition to Pine Grove Estates development located South of Clearwater Road and East of Forest Drive.

Community Development Director Doty explained that part of the development of the property was to vacate easements that were on the previous plat.

Mayor Olson opened the public hearing at 7:03p.m.

Mayor Olson closed the public hearing at 7:03:15 p.m.

Adopt Resolution No. 2017-016 vacating drainage and utility easements over Baxter Woods, Baxter Mobile Homes, and Pinewood Acres.

MOTION by Council Member Cross, seconded by Council Member Barrows to adopt Resolution No. 2017-016 vacating drainage and utility easements over Baxter Woods, Baxter Mobile Homes, and Pinewood Acres. Motion carried unanimously.

Adopt Resolution No. 2017-017 revising Resolution No. 2016-073 to allow a phasing plan for the multi-tenant Planned Unit Development located at 14275 Edgewood Drive.

Community Development Director Doty stated this was a request for an amendment to the planned unit development that was approved on the Gander Mountain property in August of 2016. There was a plat included with the application that included a separate lot for the building that includes Gander Mountain and created two new lots along the Edgewood Drive frontage. Both of the buildings were multi-tenant commercial buildings.

The resolution tonight would amend the planned unit development resolution to allow a different time frame of the development and some technical revisions. This would allow phasing of the southerly building which is ready for construction.

Mr. Doty showed an aerial photo of the site and location of the proposed buildings along with a parking lot layout. The revision would allow for an additional year for the construction of the second building.

Council Member Holman inquired that since the interim plan was to build the south building, use the north lot as construction staging and will this resolution cover any maintenance issue like weeds and mowing? Mr. Doty stated the development would have to follow the City's weed ordinance.

WSN Professional Engineer Tim Ramerth stated the developer would want to maintain the area and not create an eyesore. Mr. Ramerth will visit with the developer and address this issue on behalf of the council.

MOTION by Council Member Barrows, seconded by Council Member Cross to adopt Resolution No. 2017-018 revising and replacing Resolution No. 2016-074 to allow a revision to the exterior elevations for the garage addition located at 13152 Timberlane Drive. Motion carried unanimously.

Adopt Resolution No. 2017-018 revising and replacing Resolution No. 2016-074 to allow a revision to the exterior elevations for the garage addition located at 13152 Timberlane Drive.

Community Development Director Doty this was a request for a variance that was previously approved by City Council for a detached garage addition. This request would allow a different material than what was originally proposed by the homeowner.

MOTION by Council Member Cross, seconded by Council Member Nystrom to adopt Resolution No. 2017-018 revising and replacing Resolution No. 2016-074 to allow a revision to the exterior elevations for the garage addition located at 13152 Timberlane Drive. Motion carried unanimously.

OTHER BUSINESS

Adopt Ordinance 2017-002 Setting Salaries of the Officers of the City Council.

Council Member Barrows explained the he recently reviewed salaries of the mayor and council wages. The last adjustment to council wages was in 2001 and the Mayor is compensated \$500 per month and council members are compensated \$475 per month.

Since there has been no adjustment to these wages for 16 years, Council Member Barrows is recommends an additional \$150 per month for the mayor and \$75 per month for council members. The additional salary for the position of mayor reflects the extra duties performed by the officer.

This ordinance would replace Ordinance No. 2016-074.

MOTION by Council Member Barrows, seconded by Council Member Holman to adopt Ordinance 2017-002 Setting Salaries of the Officers of the City Council. Motion carried unanimously.

Mayor Olson stated that in all his years with the City of Baxter, he has never heard anyone complain about the salary. No member has ever run for office for that reason; however, in the past 16 years the duties with the office of Mayor and Council has increased and is more demanding on schedules. Mayor Olson thanked all of the members for their service on behalf of the City.

COUNCIL COMMENTS

Steve Barrows – Congratulated Meryl Tigenoah of Baxter who recently won the Lakes Bee and won a trip to Washington, D.C. to compete in the 2017 Scripps National Spelling Bee in May.

Darrel Olson – Congratulated Parks & Trails staff member Joe Klein. Joe was recently named the 2016 Bryant Community Hero and read the following comments into the record.

A Hero demonstrates how a person with passion and determination can use his or her life to make a difference. Bryant Heating & Cooling looks to honor inspirational individuals each year throughout their Bryant Midwest Territory. Congratulations Joe and thank you for all your community dedication!

Discussed on the Fire Protection Agreement with the City of Brainerd and explained that a meeting was held with Chief Holmes, the Mayor and Administration staffing. Under this agreement, the City of Brainerd would only conduct inspections if contacted by the City of Baxter. The City of Brainerd would in turn bill the City of Baxter according to the fee schedule for the related inspection. The City would only request inspections from Brainerd when the city has issued a permit and staff deems it necessary for Brainerd Fire Department to conduct an inspection.

Council Member Holman inquired on how we educate the citizens of Baxter so they understand how fees are associated. Mr. Doty stated this could be easily explained to the residents by newsletter or website. A fire related permit would only see one fee and are not double billed for this service.

Council Member Barrows inquired on if there is no agreement on the change of the fees, is there a resolution process to address this issue? Mr. Doty stated the way it was drafted it is based on Brainerd's fee schedule and City staff has requested it is tied to the contract so it has to come back through to the City. Mr. Doty stated that any changes to the fee structure would require a contract amendment.

CITY ADMINISTRATOR'S REPORT

Interim Administrator Steele reminded everyone of the Excelsior Dive Improvement Hearing on Thursday, March 9th at 6:00 p.m. Council Member Cross stated he would not be available for the meeting.

CITY ATTORNEY'S REPORT

Closed Session, Minnesota Statute 13D.05, subd. 3 (c), Purchase of Property.

City Attorney Person asked council to go into a closed session to discuss the purchase of property.

MOTION by Council Member Cross, seconded by Council Member Nystrom to enter into a closed session at 7:29 p.m.

Mayor Olson opened the regular meeting at 8:04 p.m.

City Attorney Person stated the consensus of the council was to take no action on the purchase of property at this time.

MOTION by Council Member Barrows, seconded by Council Member Holman to take no action on the purchase of property at this time. Motion carried unanimously.

ADJOURNMENT

MOTION by Council Member Barrows, seconded by Council Member Nystrom to adjourn at 8:05 to a Special Council Meeting on Thursday, March 9, 2017 at 6:00 p.m.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant