

BAXTER CITY COUNCIL MINUTES
Work Session
March 18, 2014

Mayor Darrel Olson called the City Council Work Session to order at 5:30 p.m. for the purposes of discussing the Land and Easement Acquisition Negotiations, Update on Woida Project, Tanner Property Temporary Services, Falcon Drive Traffic Study, Mobile Vending Ordinance, Park Commission Requests, MS4 Staffing, Snowmobile Club Lease, and NIMS.

COUNCIL MEMBERS PRESENT: Council Members Jim Klein, Mark Cross, Todd Holman, Rob Moser, and Mayor Darrel Olson.

COUNCIL MEMBERS ABSENT: None

STAFF PRESENT: City Administrator Gordon Heitke, Public Works Director/City Engineer Trevor Walter, Assistant City Administrator/City Clerk Kelly Steele, Consulting City Engineer Aric Welch, Community Development Director Josh Doty, City Attorney Brad Person, and Finance Director Jeremy Vacinek.

Land and Easement Acquisition Negotiations

Mr. Heitke explained the Council will be entering a closed session to discuss property acquisitions. City Attorney Person recommends City Council enter into a closed session.

Ms. Steele explained the Council will closed the meeting under the authority granted in Minnesota Statute 13D.05, Subd. 3, (c) 3. The Council will discuss parcels 6549 Woida Road, 6748 Woida Road, 6999 Woida Road, 7372 Woida Road, 7149 Woida Road, and the John Tanner property located west of Dellwood and south of Novothy Road.

MOTION by Council member Cross, seconded by Council member Moser to enter a closed session under Minnesota Statute 13D.05, Subd. 3 (c) (3) to develop an offer to purchase real property. Motion carried unanimously.

MOTION by Council Member Moser, seconded by Council Member Cross to recess the work session at 6:52 p.m. and to resume the work session upon the conclusion of the regular meeting. Motion carried unanimously.

Update on Woida Project

The State has not reviewed the plans, but they anticipate completing their comments by Monday. Mr. Welch explained the State delay is the reason the approval of the plans and specs was recommended to be removed from the regular agenda. Mr. Welch recommends advertising for bids after the State comments are received and reviewed. Mr. Welch reviewed two potential project schedules based upon the timing of the State comments.

An updated preliminary cost estimate is similar to the improvement hearing cost estimate.

Council discussed the cost to complete the ditching to Clearwater Road.

Mobile Vending Ordinance

Mr. Doty explained staff is looking for general direction to draft an ordinance. Mr. Doty's memo provided six options to regulate mobile vending. In the past, Mr. Heitke involved the Chamber and restaurants to discuss their concerns. Staff continues to receive mobile vending inquiries. Council discussed concerns to develop a fair ordinance that will not affect public safety or conflict with existing Baxter restaurants. The temporary permit issued to Prairie Bay has expired. Staff will prepare an ordinance for council consideration and will add an agenda item to the next Council agenda to approve continuing Prairie Bay's temporary permit.

Park Commission Requests

Mr. Doty presented the Council with two Park Commission requests. The Parks and Trail Commission has been working on updates to the Park and Trail Plan for possible incorporation into the Comprehensive Plan. Staff wanted to share the requests in advance of the completion of the Comprehensive Plan if there is interest to act on either request. The Parks and Trail Commission is recommending the Council consider constructing a trail from Memorywood Drive to Whipple Beach Park. The trail would be constructed through a county owned parcel and a single-family home parcel that is currently listed for-sale. Mr. Doty explained the county's acquisition process.

The second request is to create a buffer between the new Berrywood Park pavilion and an undeveloped twin home parcel. The Park and Trail Commission is recommending the Council consider creating a buffer between the pavilion and the twin home by purchasing the twin home parcel. Mr. Heitke explained the property owner is open to negotiations.

The Council discussed trail location and trail surfacing. The Council was supportive of moving forward exploring both requests.

MS4 Staffing

Discussion on this agenda item will be held at a future work session.

Snowmobile Club Lease

The Snowmobile Club would like to enter into a two-year lease to continue leasing the former public works building. The current lease contains language requiring a 30-day notice by either party to terminate the agreement. Staff has not identified any concerns with renewing the lease. Staff will prepare a new lease for Council to consider at a future meeting.

NIMS

Chief Exsted will follow up with an email relating to the NIMS handout. The Federal Emergency Management Agency strongly recommends council members complete basic NIMS

training. Chief Exsted will present additional information during the May 8th meeting. Council Member Holman explained he has completed the NIMS training.

Mayor Olson explained the Baxter Lions are exploring the reestablishment of the Ms. Baxter pageant. They would like to offer scholarships to six girls, three from Brainerd and three from Baxter. The Lions are asking the City to draft a letter stating the City would recommend businesses sponsor the pageant.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Holman to close the work session at 9:30 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk