

BAXTER CITY COUNCIL MINUTES

Work Session

April 1, 2014

Mayor Darrel Olson called the City Council Work Session to order at 5:30 p.m. for the purposes of discussing the Woida Project Plans and Specs Review, City Assessment Policy, Special Event Ordinance, CIP Project Schedules, Access Management Plan, and City Hall Air Sampling.

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, IT/GIS Director Todd DeBoer, and Finance Director Jeremy Vacinek.

Woida Project Plans and Specs Review

Mr. Welch highlighted various changes to the plan sheets based upon State Aid plan review comments. Council asked for bike lane signs to be added to the plans for consistency with Inglewood. Mr. Welch provided an updated project schedule based upon discussions with City Attorney Person. To keep the project on schedule, property acquisitions must be finalized by September 1, 2014. A quick take deadline of June 2, 2014 has been established. Council is prepared to approve the plans and specs during the regular meeting.

City Assessment Policy

Finance Director Vacinek reviewed proposed changes to the special assessment policy based upon past conversations conducted at various work sessions. In summary, the changes to the assessment policy will make it more feasible for property owners to participate in public improvement projects by the City being more accommodating with interest rates and assessment periods. The special assessment ordinance will require updating. The Council is prepared to adopt the policy as amended during the regular meeting.

Special Event Ordinance

The City has been issuing special event permits without an ordinance to regulate special events. The intent of the ordinance is to eliminate the number of events that require a special event permit and to simplify the permitting process. A special event permit will be required if an event has alcohol sales, 300 or more individuals in attendance, a temporary structure permit is required, admission or rental fees will be charge or donations accepted, or special services will be required. Staff will review applications to determine if an event requires a permit or if council

review is needed. Staff proposes eliminating the special event permit fee. The Council is prepared to adopt the special event ordinance in the regular meeting.

Access Management Plan

A number of cities have access management information in their comprehensive plan, with follow up regulations in their zoning ordinance. Staff recommends adding an access management plan to the Comprehensive Plan and updating ordinances. Stantec is aware the City would like to add an access management plan to the Comprehensive Plan. Staff will work with Stantec to develop an access management plan.

Council Chamber Improvements

Mr. DeBoer provided a brief update on city facility improvements and funding sources. The improvements have been divided into four categories: audio/video, furniture, general construction, and access control. The access control vendor is in communication to have all cooperative agencies operate on a compatible system. The Council consensus was to move forward.

City Hall Air Sampling

The employee Safety Committee has discussed concerns of the indoor air quality at City Hall. Certain City Hall offices seasonally experience high moisture levels causing the carpet to curl. Building Official Bob Baumann confirmed MacNeil Environmental is a reputable firm. Mr. Baumann suggests the testing is conducted in May due to it being a rainy month. The Council would like the firm to conduct an outdoor base line sample. The Council directed staff to have the testing conducted.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Klein to close the work session at 9:21 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk