

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**April 15, 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 Update, Baxter Water Quality Project for the Whiskey Creek Tributary to the Mississippi River, MS4 Staffing, Isle Drive Update, and Park Dedication Credit Transfer and Park Dedication Credit for Trail Construction for Kuepers Inc.

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, Finance Director Jeremy Vacinek, and Police Chief Jim Exsted.

Mr. Heitke explained the updated Work Session agenda might be discussed in a different order than listed. Mr. Heitke explained item seven is a new addition to the agenda and has been added to the regular agenda for Council action, if the Council decides to take action.

**Modification to the Development Program for Development District Number One.**

Mr. Vacinek provided the Council with background information on the possibility of establishing a redevelopment tax increment financing (“TIF”) district for two parcels located on Isle Drive. One parcel is the Nystrom parcel that is proposed to be redeveloped from the existing residential use that is contained on one of the parcels. The City has been trying, through special legislation, to get those two parcels added to the existing Isle Drive tax increment financing district that was created in 2010 as part of the jobs program. Unfortunately, the special legislation has not been included in a House tax bill for review. The Senate has only included the McDermott parcel. The McDermott parcel was removed from the TIF district when it was recently replatted. A redevelopment district will allow the City to capture increment up to twenty-six years to parcels that meet standards. Under the redevelopment plan, the two parcels will be combined into one parcel. An inspection of the current structure will be required to determine cost of bringing the structure into compliance with the building code, for commercial use. The Council consensus was to move forward with scheduling a public hearing.

**Woida Project Update**

Plans are available for contractor inspection. Bids will be opened on Tuesday, April 11 at 11:00 a.m. Mr. Welch explained he is continuing to work on the easements.

**Baxter Water Quality Project for the Whiskey Creek Tributary to the Mississippi River**

Tim Terrill, director of the Mississippi Headwaters Board, addressed the Council regarding the history of the organization. The Mississippi Headwaters Board began in 1980 as an alternative to the federal government’s designation of the river as a federal scenic and wild river. Mr. Terrill suggested the City

partner with other MS4 cities to apply for grant funding. The City will be eligible to apply for a Legacy Grant after the completion of a feasibility study. The Council discussed the properties to focus on are the commercial district along Highway 371 and the Good Samaritan property. The feasibility study must be completed by August 19 for Council approval. The Council directed staff to invite HDR to submit a detailed proposal to complete the feasibility study.

### **MS4 Staffing**

Mr. Walter explained the city of Brainerd will hire an intern to assist with the MS4 fieldwork. The city of Brainerd is willing to share the intern with the City of Baxter for approximately 200 hours of work at \$10 per hour. The city of Brainerd will conduct the hiring process.

### **Isle Drive Update**

Mr. Walter explained WSB has requested Council documentation the Isle Drive project is approved for construction in 2015. A proposed schedule for Isle Drive has been prepared. WSB will complete the right-of-way acquisitions. WSN has been working on completing the surveying. Council asked WSB to wait until after the May 6<sup>th</sup> Council meeting to begin contacting property owners.

### **Park Dedication Credit Transfer and Park Dedication Credit for Trail Construction for Kuepers Inc.**

Mr. Person supplied a memo to explain the history of the agenda item. The property owner indicated the fifty-unit complex is not feasible. The first request from the property owner is if they can transfer un-used park credits from the Cypress project to their apartment project on Clearwater Road. A second request is if the un-used credits can be used to credit the developer's construction of a city trail through their Cypress project to Berrywood Park.

Mark Cross with Kuepers addressed the Council regarding the request. Navillus sold the land with the park fees as prepaid to create a commodity. Kuepers is asking to move the Cypress park credits to the Pine Grove Estates project on Clearwater Road. The developer is asking in lieu of park fees, because there was not a funding mechanism ten years ago to construct the trail, the credits be used to construct the public trail. The same owner governs Cypress and Pine Grove Estates.

### **ADJOURNMENT**

**MOTION** by Council Member Klein, seconded by Council Member Moser to close the work session at 6:56 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel L. Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk