

**BAXTER CITY COUNCIL MINUTES**  
**May 3, 2016**

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 and Council Members Quinn Nystrom, Steve Barrows, Todd Holman, and Mark Cross

COUNCIL MEMBERS ABSENT: None

STAFF PRESENT: Assistant City Administrator Kelly Steele, Community Development Director Josh Doty, Finance Director Jeremy Vacinek and Police Chief Jim Exsted.

**GUEST PRESENTATION: Colonel Scott A. St., Sauver, Camp Ripley**

Captain Brian Peterson explained Colonel St. Sauver was unfortunately unable to attend the council meeting due to the disabled veterans turkey hunt at Camp Ripley.

Captain Peterson reviewed the 2016 Camp Ripley's mission statement relating to federal, state, and local community operations. Captain Peterson reviewed the summer activity calendar. One significant operation will have to do with the First Brigade Combat Team known as the Red Bulls which will be deploying soldiers to the National Training Center at Fort Irwin, California.

Camp Ripley will be sending its heavy equipment by rail on May 14<sup>th</sup> – 23<sup>rd</sup> and returning the equipment on July 7 – 17<sup>th</sup>. Approximately 50 rail cars, which will be needed to move the equipment, will be staged in Staples. Captain Peterson explained the rail cars will affect traffic on the Highway 115 Bridge at Camp Ripley from 6:00 – 9:00 p.m. daily during this timeframe. Camp Ripley has coordinated this effort with the Minnesota State Patrol and Camp Ripley Security.

**PUBLIC COMMENTS**

No public comments were received.

**CONSENT AGENDA**

- A. Approve City Council Special Minutes from April 18, 2016.
- B. Approve City Council Minutes from April 19, 2016.
- C. Approve City Council Work Session Minutes from April 19, 2016.
- D. Approve the Payment of Bills and Finance Report.
- E. Approve Parks and Trails Commission Minutes from April 25, 2016.
- F. Approve the Central MN EMS Equipment Grant Awarded to the Baxter Police Department in the amount of \$500.00.
- G. Approve Special Event Permit for 2016 Lakes Country Triathlon at Whipple Beach on August 28<sup>th</sup>, 2016.
- H. Approve Special Event Permit for 2016 Kiwanis Kids Triathlon at Whipple Beach on August 27<sup>th</sup>, 2016.
- I. Approve Appointment for the Seasonal Position of Public Works Maintenance.
- J. Authorize Execution of a Special Assessment Agreement with Seeltay LLC.
- K. Approve Retail Fireworks Licenses for Big Lots, Costco, Cub Foods, Target, and Walmart.

- L. Approve Finance Specialist Pay Grade Change from Grade 5 to Grade 7 of the 2015-2016 AFSCME Pay Grade Schedule.
- M. Accept Memorial Park Bench donation of \$1,500.00 for a new bench at OK Park.
- N. Adopt Ordinance No. 2016-015 and Summary Ordinance No. 2016-016 approving City Code Amendments related to mobile vending and seasonal vending regulations.
- O. Approve Final Payment of \$13,427.17 to Brainerd for 2012 College Road/CSAH 48 Improvements.
- P. Authorize Staff to Sign Mueller Systems Master Agreement for the Fixed Network Water Meter Reading Project.

**MOTION** by Council Member Cross, seconded by Council Member Nystrom to approve the Consent Agenda, excluding agenda item N. Motion carried unanimously.

**N. Adopt Ordinance No. 2016-015 and Summary Ordinance No. 2016-016 approving City Code Amendments related to mobile vending and seasonal vending regulations.**

Council Member Cross requested the items discussed that the workshop with regards to wastewater, Fats, Oils and Grease Control and 25% signage be applied to mobile vending.

**MOTION** by Council Member Cross, seconded by Council Member Nystrom to adopt Ordinance No. 2016-015 and Summary Ordinance No. 2016-016 approving City Code Amendments related to mobile vending and seasonal vending regulations. Motion carried unanimously.

**OTHER BUSINESS**

**Approve City Administrator Search Process and Profile**

Mr. Gary Weiers stated he is ready to move forward with the job posting and reviewed the job profile, description, salary range and hiring process. The draft profile and the recreational opportunities section calls out one water park, and it was recommended this be modified since there are three water parks in the city.

Mayor Olson stated the brochure was professional and very well put together. He inquired if the high side of the pay range was too high. Mr. Weiers recommended leaving the salary at that range since the former administrator was receiving that amount. He felt some might question why the city was dropping the salary; however, it was certainly up to the council if they wanted to modify the number.

Council Member Holman said he's received feedback from community members on this topic and was glad to see one of the options include an opportunity for the public to meet the candidates. He supports that move and said it was nice to hear people were interested in the opportunity to connect with candidates.

Mr. Weiers wanted to show the council the array of options and community involvement is one of the significant options and at the next meeting the council can inform him which options they would prefer when he comes back.

Candidates for the job will be sought through June 2, and council members will get regular updates. With the current timeline, finalists will be selected for interviews by July 5. Special meetings for July 27 - 28 were set aside for interviews. The position will be advertised starting on Wednesday, May 4<sup>th</sup> with the League of Minnesota Cities, International City and County Magazine, and other extensive advertising and outreach.

**MOTION** by Council Member Cross, seconded by Council Member Barrows to appoint Kelly Steele as the Interim City Administrator. Motion carried unanimously.

### **2016 Classification to Non-Conservation and Future Sale of Tax Forfeited Parcels**

Finance Director Vacinek stated that each year the county goes through tax forfeit parcels that they are ready to sell as part of the forfeiture process. A part of this process the City has the opportunity to look at the parcel and see if it matches the classifications of non-conservation and if the City is interested in the parcels prior to being placed on the auction.

The city typically looks at the parcels from a public purpose standpoint. This allows the City to look at the parcels and if the city was interested in the parcels it would be removed from the spring auction. Removal from the auction gives the City opportunity to review and see if the parcel would serve a public purpose and a value.

Mr. Vacinek reviewed the five parcels that might have a public service purpose. The parcels are located at the following locations:

1. Southeast corner of Lynwood Drive;
2. West side of Hemlock Drive, North of Afton Road;
3. South side of Lynwood Drive, between vacated White Pine Drive and Birchwood Drive;
4. Southwest corner of Hastings Road and Evergreen Drive;
5. Northeast corner of Highland Scenic Road and Evergreen Drive

Mr. Vacinek felt the parcel at the southwest corner of Hastings Road and Evergreen Drive, may be a parcel the council and EDA wish to consider for industrial park development. Acquisition and development of the parcel provides for growth and diversification in the city's tax base and job composition. Managing development of the parcel protects the city's interests in ensuring the outstanding special assessments are paid back to the city and enables the city to plan for future needed street and utility improvements to Evergreen Drive.

Council Member Holman felt that consideration should also be given to the parcel at northwest corner of Highland Scenic Road and Evergreen Drive due to the sensitivity and future management of the wetland.

**MOTION** by Council Member Cross, seconded by Council Member Holman deny the Crow Wing County non-conservation classification, initiate a review of the city's public need for parcels 04-16 and 05-16 and approve the Crow Wing County classification to non-conservation and approve the future sale of tax forfeited parcels 01-16, 02-16, 03-16 with outstanding special assessments reaffirmed. Motion carried unanimously.

### **COUNCIL COMMENTS**

**Todd Holman:** Council Member Holman commented on the Mill and Overlay public comments. This was not brought up at the last meeting since the council recognized the work of Former City Administrator at that meeting. The hearing was held on a Monday night and the action took place on the following night. It felt like the residents were looking for more discussion and consideration of their input. Staff has already implemented some items and the Council needs to work harder to create that space. Council Member Holman stated this is an important value going forward, since we are

driven so hard with schedules to order to beat the clock we let the schedule drive the meeting, instead of the public process.

**Darrel Olson:** Mayor Olson recognized Thursday, June 5<sup>th</sup> at noon as the national day of prayer. Mayor Olson recognized the local boy scouts in the audience that are working on citizenship badges.

Mayor Olson explained the American Legion Auxiliary is asking for permission to sell poppies again this year. Mayor Olson further explained he assumes the Council would support the sale.

**MOTION** by Council Member Barrows, seconded by Council Member Cross to approve Friday, May 16, 2016 as Poppy Day in the city of Baxter. Motion carried unanimously.

**CITY ADMINISTRATOR’S REPORT**

Interim City Administrator Steele stated that former Administrator Heitke provided his files and provided a status report.

**CITY ATTORNEY’S REPORT**

**Closed Session, Attorney Client Privilege, Minnesota Statute 13D.05, subd. 3(b)**

City Attorney Person explained the Council would be entering into a closed session under the attorney client privilege.

**MOTION** by Council Member Cross, seconded by Council Member Nystrom to enter into a closed session at 7:58 p.m. Motion carries unanimously.

Mayor Olson opened the regular meeting at 8:37 p.m.

**MOTION** by Council Member Cross, seconded by Council Member Barrows to accept the counter offer from 5276 Fairview Road. Motion carried unanimously.

The council held a brief discussion on bare land at the corner of Inglewood Drive and County Road 77. The council gave staff direction to get more information regarding this matter. No final action was taken.

**ADJOURNMENT**

**MOTION** by Council Member Cross, seconded by Council Member Barrows to adjourn the meeting at 8:38 p.m. to the special council meeting on Thursday, May 5, 2016 at 6:00 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Mary Haugen  
Administrative Assistant