

BAXTER CITY COUNCIL MINUTES
Work Session
May 19, 2015

Mayor Darrel Olson called the Work Session to order at 5:30 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, Police Chief Jim Exsted, Community Development Director Josh Doty, Finance Director Jeremy Vacinek, and Public Works Director/City Engineer Trevor Walter

Feasibility Study for 2015 Mill and Overlay Project

Scott Hedlund, SEH, broke the project down into three subproject areas. Area #1 is Edgewood Drive, Dellwood Drive, Clearwater Road, and Fairview Road (east). Area #2 is Glory Road, Elder Drive and Foley Road. Area #3 is Fairview Road (west). Mr. Hedlund explained the improvements could be a combination of full depth reclamation and mill and overlay or full depth reclamation on all streets, or full depth reclamation plus widening Fairview Road (west) to eleven feet driving lanes with five feet paved shoulders. Mr. Hedlund reviewed project costs and preliminary assessments.

Storm water improvements along Fairview were discussed to include a catch basin to drain into a infiltration pond near the gas station and an infiltration depression near the Art Ward intersection.

Mr. Hedlund review project costs and proposed assessments. Due to the outstanding items to complete the widening of Fairview Road (west), Mr. Hedlund recommends waiting until 2016 to complete this project area.

Mr. Hedlund explained an informational meeting would be held on May 27. Finance Director Vacinek explained the city would have to pay a higher interest rate if the City's bond exceeds \$10 million.

The Council consensus was to complete project #3 and move Fairview Road (west) to 2016.

Fairview Trail from Inglewood Drive to Memorywood Drive and Trail History Connecting Oscar Kristofferson Park to Inglewood Drive

Council Member Holman explained the dialog for a trail along Fairview has been reestablished due to the future reconstruction of Fairview Road. The Park Commission has not discussed the trail and the trail is not included in the Comprehensive Plan. The Council discussed the history of the trail. The council consensus was to have staff develop the process to consider the trail.

Clarification to Personnel Policy Regarding Employees Expectations While Utilizing Leave

Council Member Holman explained staff has been reviewing human resource matters and recently started looking at all employee leaves. Council Member Barrows explained when an employee is on a leave, the leave should be duty free. With current staffing levels, the city does not have a backup plan for staff to be duty free while on a leave. The council discussed their responsibility to be the city administrator’s supervisor and the city administrator’s responsibility to be the employee’s supervisor. The current Personnel Policy does not explain the council should review the city administrator’s leaves. Council asked staff to draft an amendment for council consideration.

MOTION by Council Member Holman, seconded by Council Member Barrows to adjourn at 6:52 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk