

BAXTER CITY COUNCIL MINUTES
June 16, 2015

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 Steve Barrows, Todd Holman, and Mark Cross

COUNCIL MEMBERS ABSENT: Quinn Nystrom

STAFF PRESENT: Community Development Director Josh Doty, City Administrator Gordon Heitke, Police Chief Jim Exsted, Assistant City Administrator Kelly Steele, and Public Works Director/City Engineer Trevor Walter

PUBLIC COMMENTS

Nancy Cross, Camp Vanasek board member, Vicki Voss, Camp Vanasek Camp Manager, spoke about the busy traffic conditions on the road in front of the camp and asked the Council to consider installing a pedestrian walkway or signage. The Council referred the request to the Utilities Commission for review.

CONSENT AGENDA

- A. Approve City Council Minutes from June 2, 2015
- B. Approve City Council Work Session Minutes from June 2, 2015
- C. Approve City Council Special Meeting Minutes from June 3, 2015
- D. Approve the Payment of Bills and Finance Report
- E. Approve Amended Job Descriptions
- F. Approve the 2014 Financial Statements and the 2014 CliftonLarsonAllen Audit Report and Its Findings
- G. Adopt 2016 Budget Calendar
- H. Approve Tobacco Licenses for the Period July 1, 2015 through June 30, 2016
- I. Approve Liquor License for the Period July 1, 2015 through June 30, 2016
- J. Approve Resolution 2015-59 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2015 Mill and Overlay Project
- K. Accept Utilities Commission Minutes of June 3, 2015
 1. Approve the R. L. Larson Excavating Partial Pay Estimate No. 1 in the amount of \$167,499.25 for the 2015 Isle Drive Extension Improvement Project
 2. Approve the WSN Proposal for Engineering Services to update the Feasibility Study for the 2016 South Interceptor & North Forestview Drive Area Improvement Project in the not to exceed amount of \$12,500.00
 3. Approve the Pratt's Affordable Excavating Change Order No. 4 in the amount of \$4,500.00 for trees planted along the stormwater basin next to property located at 6971 Woida Road and 6611 Woida Road

4. Approve the Pratt's Affordable Excavating Partial Pay Estimate No. 8 in the amount of \$157,591.63 for the 2014 Wildflower Drive, Franklin Drive and Woida Road Improvements Project
5. Approve the Lift Station No. 7 Rehabilitation Plans & Specifications and direct staff to advertise for bids
6. Approve the SEH, Inc. Agreement for Professional Services for Super One Foods parking lot layout in order to prepare for the 2018 Cypress Drive Roundabout Project in the not to exceed amount of \$5,900.00
7. Approve the Aldi's Development Agreement
- L. Set special Council Meeting for July 16th, 2015 at 6:00 p.m. to direct staff to prepare assessment rolls and order the Assessment Hearing for the 2015 Mill and Overlay Project.
- M. Approve Planning Commission Minutes from June 9, 2015

MOTION by Council Member Cross, Seconded by Council Member Barrows to approve the Consent Agenda with the exception of Agenda item J. Motion carries unanimously.

PULLED AGENDA ITEMS

J. Approve Resolution 2015-59 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2015 Mill and Overlay Project

Council Member Holman asked to pull agenda item J from the Consent Agenda to update the resolution to add language withdrawing the Clearwater project area and to conduct the bid opening on July 10, 2015.

MOTION by Council Member Cross, seconded by Council Member Holman to approve Resolution 2015-59 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2015 Mill and Overlay Project with the removal of Clearwater from the project and conducting the bid opening on July 10. Motion carries unanimously.

OTHER BUSINESS

Planning & Zoning Actions

Adopt Resolution No. 2015-60 approving Variances to allow the construction of a home addition on a bluff and in the required bluff setback for property located at 10214 Timber Ridge Drive

Community Development Director Doty explained the applicant is requesting two variances for the construction of a 30-foot-by-30-foot addition to a home. The proposed addition would be built slightly into the bluff setback. The original home placement was allowed because it is built on a side slope from the primary bluff that faces the Mississippi River. Staff finds the intent of the requirements are being met. The Planning and Zoning Commission recommends approval. Council Member Barrows explained the DNR has no concerns and supports the variance.

MOTION by Council Member Barrows, seconded by Council Member Holman to adopt Resolution 2015-60 approving variances to allow the construction of a home addition on a bluff and in the required bluff setback for property located at 10214 Timber Ridge Drive. Motion carries unanimously.

Parks & Trails Commission Actions

Approve the Ordering of Four Directional Signs for Riverview Park

Community Development Director Doty explained the sign request was discussed at the May 18 Parks and Trails Commission meeting. Materials for the signs are approximately \$1,000. The Parks and Trails Commission is recommends approval. Staff has recommended waiting until 2016 to complete the project because the signs were not budgeted this year, but the Parks and Trails Commission would like the project completed this year. Funding sources were discussed. The Council discussed if there should be a Paul Bunyan State Trail access on CSAH 48.

MOTION by Council Member Cross, seconded by Council Member Barrows to approve the ordering of four directional signs for Riverview Park. Motion carries unanimously.

Schedule Date for Woida Trail Dedication and Bike Ride

Council Member Holman explained the City has a long history of celebrating new parks and trails. The new one-mile Woida Trail connects to some great corridors and should be celebrated with a short bike ride. Council directed staff to add an informational article to the newsletter and water bills. The consensus was to hold the dedication on Saturday, July 18 at 2:00 p.m. Staff will contact Journey North Community Church about possibility meeting in their parking lot.

Schedule Date for City Administrator Annual Review

Council Member Holman explained Mayor Olson asked him to coordinate the review process. The review will be for 2014. The Council has the option to close the meeting at the discretion of the employee. The Council consensus was to conduct the review on June 30 at 6:00 p.m. or July 2 at 6:00 p.m. as an alternate date.

COUNCIL COMMENTS

Mark Cross: Youth as Resources is having an art show in Gregory Park from 10:00 a.m. to 3:00 p.m.

CITY ADMINISTRATOR'S REPORT

City Administrator Heitke explained the Crow Wing County discussion regarding the improvement of north Inglewood Drive. The Council will have three agreements to pass during a special meeting on July 13. The County will take action on July 14. Public Works

Director/City Engineer Walter explained the project would be constructed in September and October. The County is waiting for the wetland permit from the Corp of Engineers.

MOTION by Council Member Holman, seconded by Council Member Barrows to hold a special council meeting on July 13, 2015 at 6:00 p.m. to discuss Inglewood Drive. Motion carries unanimously.

MOTION by Council Member Holman, seconded by Council Member Barrows to direct staff to engage the services of SEH to submit an application for funding from the Sate through its Capital Project Bonding Program. Motion carries unanimously.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Barrows to adjourn the meeting at 7:37 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk