

BAXTER CITY COUNCIL MINUTES
Work Session
July 1, 2014

Mayor Darrel Olson called the City Council Work Session to order at 6:00 p.m.

COUNCIL MEMBERS PRESENT: Council Members Jim Klein, Todd Holman, Rob Moser, Mark Cross, and Mayor Darrel Olson.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: City Administrator Gordon Heitke, Public Works Director/City Engineer Trevor Walter, Consulting City Engineer Aric Welch, Finance Director Jeremy Vacinek, Police Chief Jim Exsted, Assistant City Administrator Kelly Steele, and Community Development Director Josh Doty.

Council Committee's Personnel Recommendation

a. Personnel Policy Update

After the May 6, 2014 Council Work Session review of the Personnel Policy, staff has made some additional changes to comply with a new state employment law, Women's Economic Security Act, and in response to some League of Minnesota Cities model policy updates which staff found to improve language. The Council Committee is recommending approval of the proposed policy. A discussion of employee uniforms will be held after January 1. The Council indicated support of the Personnel Policy as revised.

Forest Drive Flooding

Staff was asked at the last meeting to see if anything could be done in a short period of time to reduce the flooding of homes and yards on Forest Drive. The only potential quick fix appears to be enlarging a small wetland, west of the area of the most significant flooding. This action would likely provide limited benefits as the expanded holding capacity would likely fill in times of extended heavy precipitation. Staff has not completed a survey of the area to confirm all of the elevations would work. The proposal would require the mitigation of a wetland and securement of easements for the 2015 project. A ditch is recommended because of the lack of room to install a drainpipe. The proposed ditch would collect water from backyards to maintain the water table, but not along Forest Drive. The proposal will not resolve water issues with all area properties. Another resolution would be to install a catch basin near each property and require the property owner to grade their property. The Council indicated support to a solution that would serve the most number of property owners.

2015 Budget Goals and Priorities

Finance Director Vacinek explained this is the kick off meeting of the 2015 budget process. The intent of tonight's discussion is for the Council to establish goals and priorities for the 2015 budget as departments begin to assemble their respective budgets for council consideration. At this time, no significant impacts to the 2015 budget have been identified. The preliminary levy certificate date has been moved from September 15 to September 30 to correspond with school districts. This change will allow the Council the ability to adopt the preliminary budget and levy during the second meeting in September. A slight health insurance rate increase is anticipated for next year. PERA rates are scheduled to increase. 2015 labor

contracts are to be determined. The Central MN Initiative Foundation has submitted the only outside funding request at this time. The County's estimated market value decreased by 20% during 2008 to 2013. During this same period of time, the City's estimated market value decreased by 19%. Tonight staff is looking for Council dialog for the preparation of the budget. The 2015 tax levy rate was discussed. Finance Director Vacinek reviewed the proposed 2015 budget calendar.

MOTION by Council Member Moser, seconded by Council Member Holman to recess the work session at 6:58 p.m. Motion carries unanimously.

The Council resumed the work session at 7:43 p.m.

Five-Year Capital Improvements Plan

Public Works Director/City Engineer Walter explained staff identified potential projects to be undertaken over the next five years, which Finance Director Vacinek had determined would not significantly impact the City's debt service levy amount. Staff would like to finalize projects to be undertaken in 2014 and 2015 and establish a tentative schedule through 2018. The railroad has previously approved the relocation of stoplights from Knowlwood to Inglewood. The Council will review the Capital Improvements Plan annually. The Parks and Trail Commission will prepare a project priority list for Council consideration. Deerwood and Briarwood Lane will be the only remaining gravel roads in the City. Good Samaritan staff and HDR consultants are communicating regarding the construction of a regional storm water pond to be located adjacent to Excelsior Road. Finance Director will review the financial implications to the Capital Improvements Plan and staff will report with any identified concerns.

MOTION by Council Member Klein, seconded by Council Member Cross to adjourn the work session at 9:08 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk