

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**July 7, 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: City Administrator Gordon Heitke, Police Chief Jim Exsted, Community Development Director Josh Doty, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, and Public Works Director/City Engineer Trevor Walter

**Discuss 2016 Budget Goals and Priorities, including 5-Year Capital Improvements Plan initial projects proposed for 2016**

Finance Director Vacinek explained tonight is the kickoff meeting of the 2016 Budget. Similar to prior years, the initial meeting is held to have a preliminary discussion on the goals and priorities that should be incorporated into the 2016 Budget as departments begin to assemble their respective budgets for council consideration. Finance Director Vacinek reviewed the City's fund structure to include general fund, special revenue, debt service, capital project fund, and enterprise fund. Primary revenues sources for each fund, activities used from each fund, and if the fund is budgeted, were discussed. 2016 personnel costs were summarized. Finance Director Vacinek explained for payable 2016 there is \$1.4 million of new residential value added, down from \$1.9 million last year. The estimated market value is \$14,890,200 for 2016 versus \$9,109,400 for 2015. The 2016 estimated additional tax revenue with the same tax capacity rate is approximately \$67,586.

Finance Director Vacinek identified the 2016 capital improvements projects.

Council Member Holman reviewed various projects and initiatives, some of which the Council has previously discussed.

The next council review of the 2016 budget will be on August 25.

**Review Eagle Ridge Drive Feasibility Study**

Consulting Engineer Aric Welch, WSN, reviewed the project area and explained the study was updated due to BPU not originally being assessed. The City's Assessment Policy states all public benefit properties shall be assessed. The different options, including costs to provide water and sewer to the project area were reviewed. The future use and assessment methodology for the former racquetball facility was discussed. The ERU's for the former racquetball facility will need to be determined before the feasibility report can be finalized. The idea to vacate a portion of the project area was dropped because of the small savings identified for the reduction in street materials. Council supported the nine unit ERU for the former racquetball facility. Staff needs to determine if Brainerd will allow the City to

connect these properties to their system and determine if the City can assess BPU before a neighborhood meeting is conducted.

### **Future Transportation Corridors Proposed for Official Mapping**

Community Development Director Doty explained staff has reviewed the Long Range Transportation Map and determined three roadways could be officially mapped. Those roadways are Cypress to Woida Road, Cypress to CSAH 48, and Mountain Ash to Paris Road. After reviewing the rules and regulations to official map, staff does not recommend completing this process at this time. The best time to conduct the official mapping process is if a new development is imminent or there is a concern there will be development in the path of a future road. The City could require ghost platting or establishing right-of-way plats in advance of our projects as an alternative to officially mapping. If the City officially maps, the City must be prepared to purchase the property. The Council expressed concerns of staff's ability to manage the official map corridors if current staff were to change. The official mapped properties should remain as is for many years and the City does not have to purchase until a property owners decides to develop.

**MOTION** by Council Member Barrows, seconded by Council Member Holman, to recess the work session at 6:59 p.m. and to resume upon the conclusion of the regular council meeting. Motion carries unanimously.

Acting Mayor Todd Holman opened the work session at 7:27 p.m.

Council Member Cross discussed moving forward with official mapping or ghost platting. Community Development Director Doty explained staff would further review.

### **Electronic Cigarettes**

Chief Exsted explained the City has received a letter from the local lodging establishments requesting the City consider adopting an ordinance to regulate the use of e-cigarettes. CentraCare Health, St. Cloud, has collaborated with the League of Minnesota Cities to draft examples of model language for tobacco ordinances, including the regulation of e-cigarettes. There have been a number of cities and counties across Minnesota that have adopted ordinances to regulate e-cigarettes. The Council discussed implementing some type of regulation regarding the use of e-cigarettes. The Council consensus was to hear if other Baxter businesses have concerns. The Chamber could be a resource to gather input from other businesses.

### **Parks Planning Update**

Community Development Director Doty explained the Parks and Trails Commission requested at their July 27, 2015 meeting for staff prepare plans and cost estimates for a new park pavilion at Oscar Kristofferson Park ("OK Park") and for a play facility at Jewelwood Park. Staff will provide the plans and cost estimates for the July Parks and Trails Commission meeting. However, prior to moving forward on these projects, staff would like direction from the council on both projects.

Assuming the same construction materials and kitchen design as the new Whipple Lake Recreational Facility, staff estimated the replacement cost to build a picnic pavilion and kitchen at OK Park would be approximately \$209,300.

The Parks and Trails Commission has recommended a playset similar to the one at Southdale Park, along with benches, picnic tables, and trash receptacles. Staff has prepared a phase two plan, which identifies a parking area and restroom facility. However, the Parks and Trails Commission is not recommending the City construct phase two at this time. Staff has previously expressed concerns that a larger playground may attract people from beyond the immediate Jewelwood neighborhood. Specifically, staff is concerned with constructing a park without a small off-street parking area and restroom facility. The estimated cost to develop Jewelwood Park, as recommended by the Parks and Trails Commission, is approximately \$150,000. Staff has estimated the annual maintenance costs for the park would be \$5,400.

Staff estimates the park dedication budget, factoring the 2015 budget encumbrances, is approximately \$568,000. The City is also committed to additional ballfield netting at approximately \$55,000 over the next three years for OK Park. If the City considers the pavilion to be a new facility, the pavilion would be funded from the park dedication funds. After expenses for a pavilion, playground, and netting, the park dedication fund would have a remaining balance of approximately \$175,000 for additional future park improvements. If the pavilion is considered a replacement, the city could consider the general fund as a source to pay for the pavilion.

Staff is seeking direction on how the pavilion should be funded and if the Council is supportive of the Parks and Trails Commission recommendation for Jewelwood Park.

The Council discussed if park dedication funds can be used for the new pavilion. A spring construction for the new pavilion would be less disruptive for rentals. Council was supportive of the Parks and Trails Commission proposal for Jewelwood Park.

**MOTION** by Council Member Barrows, seconded by Council Member Cross to adjourn at 8:34 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk