

BAXTER CITY COUNCIL MINUTES
August 6, 2014

Vice Mayor Holman, who led in the pledge to the flag, called the regular meeting of the Baxter City Council to order at 7:00 p.m.

MEMBERS PRESENT: Vice Mayor Todd Holman and Council Members Rob Moser and Jim Klein.

MEMBERS ABSENT: Mayor Darrel Olson and Council Member Mark Cross.

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

CONSENT AGENDA

- A. Approve City Council Minutes from July 15, 2014
- B. Approve City Council Work Session Minutes from July 15, 2014
- C. Approve the Payment of Bills and Finance Report
- D. Approve Ordinance No. 2014-21 Amending Title 3-3A-9 Liquor Control Closing Hours
- E. Accept Special Utilities Commission Minutes from July 23, 2014
 - 1. Adopt the Resolution 2014-74 Approving Plans and Specifications and Ordering Advertisement for Bids for Independence Road
- F. Approve the Chlorine Generation Equipment Bid from MicroChlor in the amount of \$235,000.00
- G. Accept Architectural Review Commission Minutes from July 17, 2014
 - 1. Approve 5:12 roof pitch for the Cypress Rental Townhome development as recommended by the Architectural Review Commission on July 17, 2014
- H. Accept Parks Commission Minutes from July 28, 2014
- I. Accept Long Range Planning Commission Minutes from July 28, 2014
 - 1. Approve additional services to complete the Comprehensive Plan Update in the amount of \$16,240
- J. Approve Temporary Gambling License for the Ski Gull, Inc. Fundraising Event

MOTION by Council Member Moser, seconded by Council Member Klein to approve the Consent Agenda with the exception of agenda item II. Motion carries unanimously.

PULLED AGENDA ITEMS

II. Approve additional services to complete the Comprehensive Plan Update in the amount of \$16,240

Council Member Klein questioned if the City lost contracted meetings with Stantec. Vice Mayor Holman indicated the meetings were rescheduled. Community Development Director Doty

explained the approval of the additional services would result in additional meetings from the originally contracted meetings.

MOTION by Council Member Klein, seconded by Council Member Moser to approve additional services to complete the Comprehensive Plan Update in the amount of \$16,240. Motion carries unanimously.

OTHER BUSINESS

PUBLIC HEARING at 7:00 p.m. or thereafter to Consider Adopting Assessments for the 2014 Falcon Drive Improvement Project

Vice Mayor Holman opened the public hearing at 7:05 p.m.

Consulting City Engineer Welch reviewed the project history, public improvement process, and estimated project costs. The water cost decreased due to the developer installing services at their own expense. The total estimated project cost is \$218,726.65. The project cost is higher than the project cost presented during the improvement hearing due to increased costs in mobilization, common excavation, bituminous pavement, concrete curb and gutter, and topsoil borrow. Assessment project costs will be \$100,324.46, or 46% of the total, with the City cost being the balance of \$118,402.19 or 54%. Assessment hearing notices were mailed to each property owner. Each property owner has previously entered into an assessment agreement with the City.

With there being no public comments on the proposed assessments for the 2014 Falcon Drive Improvement Project, the vice mayor closed the public hearing at 7:14 p.m.

Consider adopting Resolution No. 2014-72 Adopting Assessment For the 2014 Falcon Drive Street and Utility Improvement Project

MOTION by Council Member Moser, seconded by Council Member Klein to adopt Resolution No. 2014-72 adopting the assessment for the 2014 Falcon Drive Street and Utility Improvement Project. Motion carries unanimously.

Consider adopting Resolution 2014-73 awarding the bid for the 2014 Falcon Drive Street and Utility Improvement Project to DeChantal Excavating in the amount of 174,347.94

MOTION by Council Member Moser, seconded by Council Member Klein to award the bid for the 2014 Falcon Drive street and utility improvement project to DeChantal Excavating in the amount of \$174,347.94. Motion carries unanimously.

Under the terms of the contract, DeChantal Excavating will provide access by the second week in September with the project substantially completed by the end of September.

COUNCIL COMMENTS

Todd Holman: Vice Mayor Holman explained it has been an honor to work with council members Klein and Moser. The Night to Unite was outstanding. Vice Mayor Holman thanked the police department and staff for participation and assistance in preparing for the memorial Jim Oberstar ride.

Jim Klein: Council Member Klein explained the police department did an excellent job hosting Night to Unite. Council Member Klein inquired if disc golf will be included in the 2015 budget. Council Member Klein announced he would not be seeking re-election this fall.

Rob Moser: Council Member Moser announced he will not be seeking re-election this fall and thanked everyone for making his job easier and more enjoyable. Council Member Moser explained he missed an opportunity to express his concerns regarding the employee dress code standards for public meetings, as stated in the personnel policy. Council Member Moser would like to discuss the dress code standards at a future meeting.

CITY ADMINISTRATOR’S REPORT

City Administrator Heitke explained staff members have a few items to discuss under his report. Chief Exsted stated Officer Trent Westerlund has submitted his resignation effective August 18. Chief Exsted acknowledged he did not timely submit an RCA to request filling the position. Council acceptance of the Baxter Lions donation of \$500 for the Night to Unit event will be on the next agenda.

MOTION by Council Member Klein, seconded by Council Member Moser to approve posting the police officer position. Motion carries unanimously.

Community Development Director Doty explained the Long Range Planning Committee has reached a point in their planning process where they are comfortable moving the Comprehensive Plan forward. Stantec will present the Comprehensive Plan during an all committee meeting, prior to holding a public hearing and council approval.

MOTION by Council Member Klein, seconded by Council Member Moser to schedule the all committee meeting for Monday, August 25, 2014 at 6:00 p.m. to review the Comprehensive Plan. Motion carries unanimously.

ADJOURNMENT

MOTION by Council Member Klein, seconded by Council Member Moser to adjourn at 7:33 p.m. to the work session. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk