

BAXTER CITY COUNCIL MINUTES
August 19, 2014

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.

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

STAFF PRESENT: City Administrator Gordon Heitke, 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.

GUEST PRESENTATION

Tom Whiteside, Field & Constituent Service Representative for Congressman Richard M. Nolan

Mr. Whiteside introduced himself as the new constituent service representative for Congressman Rick Nolan. Mr. Whiteside's office is located in the Brainerd City Hall with office hours on Tuesday and Thursday from 9:00 a.m. to 4:00 p.m. Mr. Whiteside invited anyone interested in discussing federal issues to his office and he will pass the information onto Congressman Nolan.

CONSENT AGENDA

- A. Approve City Council Minutes from August 6, 2014
- B. Approve City Council Work Session Minutes from August 6, 2014
- C. Approve the Payment of Bills and Finance Report
- D. Approve the Cypress Townhomes Developer's Agreement
- E. Accept Utilities Commission Minutes from August 6, 2014
 1. Approve the Pratt's Affordable Excavating Change Order No. 1 requesting a 14-day substantial completion time extension for the Wildflower Drive, Franklin Drive and Woida Road Street and Utility Improvements Project and retaining the final completion date as October 31st, 2014.
 2. Approve the Pratt's Affordable Excavating Partial Pay Estimate No. 1 in the amount of \$299,575.81 for the Wildflower Drive, Franklin Drive and Woida Road Improvements Project
 3. Approve the 2014 Lift Station No. 9 Rehabilitation Project to CCS Contracting, Inc. in the amount of \$95,700.00
- F. Accept \$500 donation from Baxter Lions for Night to Unite event
- G. Accept \$360 donation from Gary and Lola Villwock for Baxter Police K9 Program
- H. Approve Personnel Policy Amendment
- I. Authorize Staff to Enter into Residential Private City Utility Connection Financing Agreements With Qualifying Homeowners

MOTION by Council Member Cross, seconded by Council Member Klein to approve the Consent Agenda with the exception of agenda item H Personnel Policy Amendment. Motion carries unanimously.

PULLED AGENDA ITEMS

H. Personnel Policy. Staff is requesting the agenda be pulled and added under the City Administrator’s report for discussion.

OTHER BUSINESS

Adopt Resolution 2014-75, Calling a Special Election at the November 4, 2014 General Election for the Extension of the Existing Baxter Sales, Use, and Motor Vehicle Excise Tax and the Issuance of Bonds for Approved Projects

City Administrator Heitke explained Finance Director Vacinek worked extensively with bond council to develop the ballot language. If the sales tax revenue does not cover the debt service for the proposed project, then the city may have to levy. The previous question contained the same property tax levy language. The language is a warning that the city must provide. Sales tax revenue continues to meet expectations and a property tax levy has not been required.

MOTION by Council Member Cross, seconded by Council Member Moser to Adopt Resolution 2014-75, Calling a Special Election at the November 4, 2014 General Election for the Extension of the Existing Baxter Sales, Use, and Motor Vehicle Excise Tax and the Issuance of Bonds for Approved Projects. Motion carries unanimously.

COUNCIL COMMENTS

Darrel Olson: Mayor Olson explained a resident expressed concern with 15-20 vehicles per day turning around in his driveway due to confusion of Isle Drive. The resident inquired if the City can sign the street differently to reduce the confusion.

CITY ADMINISTRATOR’S REPORT

Assistant City Administrator Steele explained the language being proposed has been added to the personnel policy to provide procedures regarding the issuance and use of employee identification badges for the operation of the new door system.

MOTION by Council Member Cross, seconded by Council Member Klein to approve the personnel policy amendment. Motion carries unanimously.

Council Member Moser raised the issue of amending the clothing standards contained in the personnel policy. After the discussion, the consensus of the Council was to leave the clothing standards as written.

City Administrator Heitke reminded Council of the Joint Council and Committee meeting to be held Monday, August 25 at 6:00 p.m. to discuss the Comprehensive Plan.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Moser to adjourn at 7:37 p.m. to the work session. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk