

**BAXTER CITY COUNCIL MINUTES**  
**Special Meeting**  
**September 9, 2014**

Mayor Darrel Olson called the Special City Council Meeting to order at 7:00 p.m.

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

COUNCIL MEMBERS ABSENT: Mark Cross

STAFF PRESENT: City Administrator Gordon Heitke and Assistant City Administrator/City Clerk Kelly Steele

**REVIEW ISLE DRIVE PROJECT SCHEDULE**

City Administrator Heitke reviewed the revised construction schedule, which was updated last week in order to keep the project on track with the original completion date. The field survey and wetland delineation tasks were removed from the design process to prevent delays in completing wetland delineation late in the year and to prevent delays in the completing the design work. Wetland delineation and field survey work was scheduled to be authorized during the September 16 Council meeting. City Administrator Heitke found wetland delineation to cost approximately \$5,000 and field survey to cost approximately \$16,000. WSN has already completed some survey work for the project. City Administrator Heitke explained WSB and WSN were very close in their estimated costs to complete wetland delineation and field survey. Council questioned conflicts of interest and the request for proposal policy. Staff is recommending, if the Council consensus is to award wetland delineation and field survey work to WSN, to allow WSN to start work now and approve the contract on September 16. City Administrator Heitke explained the design service contract is forthcoming on the schedule; conflict of interest and request for proposal policy can be discussed at that time. The consensus of the Council was to award wetland delineation and field survey work on September 16 to WSN.

**APPROVAL OF RIGHT-OF-WAY PLAT**

City Administrator Heitke explained the right-of-way plat for a street corridor does not require Planning and Zoning Commission approval. Council discussed if an increased amount of right-of-way is needed to accommodate a trail south of County Road 48. Chuck Rickart, WSB, explained the right-of-way is 100' in the area of question. Council can revisit the right-of-way when development occurs south of the Johnson property. Staff is seeking Council approval of the plat.

**MOTION** by Council Member Holman, seconded by Council Member Klein to approve the right-of-way plat. Motion carried unanimously.

**DISCUSSION OF LAND ACQUISITION NEGOTIATIONS-PENNY ROLF, WSB. CLOSED MEETING UNDER MINNESOTA STATUTE 13D.05, SUBD. 3(c)(3) TO DEVELOP AN OFFER FOR THE PURCHASE OF REAL PROPERTY**

City Administrator Heitke explained staff recommends council pass a motion to close this section of the meeting under Minnesota Statute 13D.05, Subd. 3(c)(3) to develop an offer for the purchase of real property for the construction of streets for the Isle Drive extension project.

**MOTION** by Council Member Moser, seconded by Council Member Holman to enter into a closed session at 7:20 p.m. Motion carried unanimously.

Mayor Olson opened the meeting at 7:46 p.m.

**AUTHORIZE THE PRESENTATION OF OFFERS TO PROPERTY OWNERS AND TO ACQUIRE THE PROPERTY AREAS NEEDED FOR THE ISLE DRIVE ROADWAY EXTENSION PROJECT**

City Administrator Heitke explained, based on the closed session discussion, staff recommends approval of Resolution No. 2014-77 Authorizing the Presentation of Offers to Property Owners and to Acquire the Property Areas Needed Either by Negotiation or Condemnation for the Isle Drive Roadway Extension Project.

**MOTION** by Council Member Klein, seconded by Council Member Moser to approve Resolution No. 2014-77 Authorizing the Presentation of Offers to Property Owners and to Acquire the Property Areas Needed Either by Negotiation or Condemnation for the Isle Drive Roadway Extension Project. Motion carried unanimously.

**MOTION** by Council Member Klein, seconded by Council Member Moser to adjourn at 7:47 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel L. Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk