

BAXTER CITY COUNCIL MINUTES
October 6, 2015

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.

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, Community Development Director Josh Doty, Chief of Police Jim Exsted, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, and Public Works Director Trevor Walter

GUEST PRESENTATION

Hannah True, Miss Teen Baxter United States, Little Library

Hannah True, Ms. Teen Baxter United States, explained she began reading at a young age and has volunteered at Riverside Elementary School. Ms. True has constructed the first little library for the City of Baxter. Ms. True thanked Council Member Nystrom for presenting the little library idea, Mayor Olson for approval, and city staff member Joe Klein for installing the little library.

MOTION by Council member Barrows, seconded by Council member Cross to recess at 7:06 p.m. for little library ceremony. Motion carries unanimously.

The Council returned to the regular meeting at 7:11 p.m.

PUBLIC COMMENTS

Dave Schonrock, 6056 Fairview Road, commented the train noise levels are exceeding federal regulations. Mr. Schonrock explained engines have up to six horns facing multiple directions. Federal regulations state horns should be facing forward. Mr. Schonrock presented photos from the city of Little Falls, showing a no horn zone for the zoo. Mr. Schonrock stated he would like to discuss the City's roads. Mr. Schonrock inquired when the City would be reconstructing Fairview Road. Mr. Schonrock questioned the reason for potholes all over the City and stated people need to be more careful. Mr. Schonrock explained the City should fill cracks and level the roadway before adding sealer. Mayor Olson explained the City would hold a public hearing regarding construction of Fairview Road in the future. Mayor Olson communicated the council needs to discuss train noise levels in the future.

Mayor Olson offered his condolences to the James Wallin family.

CONSENT AGENDA

- A. Approve Special City Council Minutes from September 14, 2015
- B. Approve City Council Minutes from September 15, 2015
- C. Approve City Council Work Session Minutes from September 15, 2015
- D. Approve Special City Council Minutes from September 22, 2015
- E. Approve Parks and Trails Commission Minutes from September 28, 2015
- F. Approve the Payment of Bills and Finance Report
- G. Adopt Resolution 2015-101 Adopt Inglewood Drive North Assessments
- H. Approve 2016 Delayed Payment of Tax on Special Assessments for Applicants with Eligible Hardships
- I. Approve the promotion of Officer Matt Maier to position of Patrol Sergeant effective October 7th, 2015

MOTION by Council Member Cross, seconded by Council Member Barrows to approve the Consent Agenda. Motion carries unanimously.

OTHER BUSINESS

City Code Section 3-3-2, B Classifications Liquor Control

Staff confirmed the applicant was not in attendance to address the council.

MOTION by Council Member Cross, seconded by Council Member Holman to table the requested until the applicant comes forward. Motion carries unanimously.

Adopt Resolution No. 2015-105 Approving a Final Plat for “Common Interest Community Number 1088 Fairview Office Park Fifth Supplemental CIC Plat” located at the Northwest owner of Bluestem Court

Community Development Director Doty explained the request is for a final plat application, which can go directly to the council for consideration. The City has previously approved an amendment to the Fairview Office park to allow the first of eight buildable lots in the development. At that time, seven remaining buildable lots and the common space in the development was platted into outlots until future development moved forward. Since 2007, the City has approved revised plats to allow four of the eight buildable lots to be converted from outlots to lot and block properties from the construction of new buildings in the development. The applicant is requesting a final plat to allow the fifth of eight buildable lots to be replatted from Outlot B to Lot 1, Block 1 of the Fifth Supplemental CIC Plat for the construction of the fifth building. Community Development Director Doty explained he would like to add a condition of approval of requiring a signed plat from the applicant.

MOTION by Council Member Cross, seconded by Council Member Nystrom to Adopt Resolution No. 2015-105 Approving a Final Plat for “Common Interest Community Number 1088 Fairview Office Park Fifth Supplemental CIC Plat” located at the Northwest owner of Bluestem Court with the additional condition. Motion carries unanimously.

COUNCIL COMMENTS

Quinn Nystrom: Council Member Nystrom commended Chief Exsted, Assistant Chief Wicklund, city of Brainerd, and Crow Wing County for combating the difficult issue of sex trafficking and for the hard work that has gone into initiative.

Steve Barrows: Council Member Barrows acknowledged Excelsior Drive is open and explained the businesses have spoken their appreciation to the firm managing the project. Council Member Barrows described the relief seen in the community with the completion of Glory and Elder. The Dellwood Drive and Edgewood Drive projects seem to be progressing well.

Todd Holman: Council Member Holman explained he has two items. Council Member Holman congratulated staff for the completion of the Riverview boardwalk and inquired if a handrail should be installed along the boardwalk. If the handrail expense fits into the budget, Council Member Holman would like to amend the budget to include the addition. Public Works Director Walter explained the highest point of the boardwalk is 60” and the boardwalk does not fall under the state building code regulations. The Council inquired if the boardwalk is subject to the ADA code. The consensus of the council is to install the handrails.

Council Member Holman explained the Council met on September 22, 2015 to conduct the performance review of City Administrator Heitke. The review looked into the consideration of the many roles and responsibilities of the position. Mr. Heitke was commended for his technical knowledge, management of financial resources, and problem solving. City Administrator Heitke was directed to have a renewed focus on internal organizational matters during the next review period. All council members conducted the review in a closed session.

Mark Cross: Council Member Cross thanked staff for their work on all of the projects going on.

Darrel Olson: Mayor Olson thanked the community for their patience during the construction of the commercial areas and that these areas will not have to be touched for many more years.

CITY ADMINISTRATOR’S REPORT

City Administrator Heitke explained the City selected the heaviest traveled streets in Baxter to reconstruct. Public Works has explained the reconstruction of the current street projects will reduce pothole filling by 80% once these projects are completed. City Administrator Heitke explained the council has a budget work session scheduled for tomorrow to review enterprise funds and an updated capital improvements project schedule. However, due to the absence to two council members, staff is proposing to slide the meeting to the previously schedule continued budget work session on October 21.

MOTION by Council Member Holman, seconded by Council Member Barrows to move the October 7 budget work session to October 21 at 4:30 p.m. Motion carries unanimously.

CITY ATTORNEY’S REPORT

Attorney Alex Kuhn, filling in for Attorney Person, explained the council should enter a closed session under Minnesota Statute 13D.05, subd. 3(c) (3) to develop an offer for the purchase of real property.

MOTION by Council Member Cross, seconded by Council Member Holman to enter a closed session at 7:46 p.m. Motion carries unanimously.

Mayor Olson opened the meeting at 7:57 p.m.

MOTION by Council Member Cross, seconded with Council Member Holman to authorize staff to present the framework of the offers to the two property owners. Motion carries unanimously.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Holman to adjourn the meeting at 7:58 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk