

BAXTER CITY COUNCIL MINUTES
December 1, 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, Assistant Finance Director Susannah Jensen, and Public Works Director Trevor Walter

GOVERNMENT FINANCE OFFICERS ASSOCIATION CERTIFICATE OF ACHIEVEMENT FOR EXCELLENT IN FINANCIAL REPORT PRESENTATION

Mayor Olson explained the finance department has received the award for the fourth year in a row. The award was established to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure.

CONSENT AGENDA

- A. Approve City Council Minutes from November 17, 2015
- B. Approve City Council Work Session Minutes from November 17, 2015
- C. Approve the Payment of Bills and Finance Report
- D. Approve Parks and Trails Commission Minutes from November 23, 2015
- E. Approve the Hiring of Mr. David Peterson as the Building Official and Authorize the Mayor and Staff to Enter into an Employment Agreement with Mr. Peterson at Grade 10, Step 4 of the Professional Exempt Employee Schedule
- F. Appoint Warming House Attendants for the 2015-2016 Season
- G. Adopt Resolution 2015-113, Approving the 2016 Property Tax Levy of \$5,734,600
- H. Adopt Resolution 2015-114, Approving the 2016 Operating Budget of \$17,363,700 and 2016-2020 Capital Improvement Plan
- I. Elect Not to Waive the Monetary Limits on Municipal Tort Liability Established by State Statutes with the 2016 LMCIT Insurance Renewal
- J. Approve the Engagement Letter with CliftonLarsonAllen for the City's 2015 Audit
- K. Approve Resolution 2015-116 Accepting Sponsorship of 2016 Safe Routes to School grant project at Forestview Middle School

- L. Approve Resolution 2015-117 Accepting Trail Facilities Agreement of 2016 Safe Routes to School grant project at Forestview Middle School
- M. Accept 2016 Sex Trafficking Investigations Grant from MN Office of Justice Programs in the amount of \$46,000

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

OTHER BUSINESS

Sale of \$8,775,000 G.O. Improvement and Tax Increment Bonds, Series 2015

Adopt Resolution 2015-115, Providing for the Issuance and Sale of \$8,775,000 General Obligation Improvement and Tax Increment Bonds, Series 2015

Finance Director Vacinek explained, in consultation with PFM, he has prepared the bond issue for \$8,530,000 to finance a majority of the 2015 improvement projects. The remaining costs are being financed with contributions from the City's enterprise funds and Collector Street capital project fund, along with Municipal State Aid, sales tax proceeds, and tax increment on hand. The bonds meet the \$10 million qualified tax-exempt limits for 2015.

Six bids were received and the low bidder was Robert W. Baird & Co., Inc. from Milwaukee, Wisconsin. All six bids received offered very similar terms. Moody's affirmed the City's Aa3 bond rating. Finance Director Vacinek explained subsequent to the bid opening the par amount decreased from \$8,775,000 to \$8,530,000. The bid price was changed to \$8,682,205.13, resulting in a true interest rate of 1.9037%.

MOTION by Council Member Cross, seconded by Council Member Holman to Adopt Resolution 2015-115, Providing for the Issuance and Sale of \$8,530,000 General Obligation Improvement and Tax Increment Bonds, Series 2015. Motion carries unanimously.

COUNCIL COMMENTS

Quinn Nystrom: Council Member Nystrom congratulated the finance department for their award and the police department, with Chief Exsted's direction, on the grant received.

Steve Barrows: Council Member Barrows congratulated the finance department and the police department on their achievements. Council Member Barrows attend the diabetes forum put on by Council Member Nystrom and explained the session was very informative.

Darrel Olson: Mayor Olson explained he also attended Council Member Nystrom's diabetes forum. Mayor Olson inquired if the City should reactivate the cemetery commission due to comments received about maintenance.

CITY ATTORNEY’S REPORT

Closed Session under MN Statute 13D.05, Subd. 3(c)(3) to develop an offer for the purchase of real property.

Attorney Alex Kuhn, filling in for Attorney Brad Person, asked the council to enter into 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 Holman, seconded by Council Member Cross to enter a closed session at 7:18 p.m. Motion carries unanimously.

Mayor Olson opened the meeting at 7:20 p.m.

Attorney Kuhn explained based on the discussion during the closed session; the discussion will be tabled for further review.

MOTION by Council Member Barrows, seconded by Council Member Cross to table the discussion for further review. Motion carries unanimously.

ADJOURNMENT

MOTION by Council Member Barrows, seconded by Mayor Olson to adjourn the meeting at 7:21 p.m. to the Dellwood Drive and Parallel Trail public informational meeting on Wednesday, December 2, 2015 at 7:00 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk