

**BAXTER CITY COUNCIL MINUTES**  
**December 2, 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 Todd Holman, Rob Moser, and Jim Klein.

**MEMBERS ABSENT:** Council Member Mark Cross

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

**CONSENT AGENDA**

- A. Approve City Council Minutes from November 18, 2014
- B. Approve City Council Work Session Minutes from November 18, 2014
- C. Approve City Council Special Meeting Minutes from November 24, 2014
- D. Approve Long Range Planning Commission Minutes from November 24, 2014
- E. Approve Parks and Trails Commission Minutes from November 24, 2014
- F. Approve City Council Budget and Levy Informational Meeting Minutes from November 25, 2014
- G. Approve the Payment of Bills and Finance Report
- H. Appoint Warming House attendants
- I. Adopt Resolution 2014-94, Approving the 2015 Property Tax Levy of \$5,601,900
- J. Adopt Resolution 2014-95, Approving the 2015 Budget of \$21,374,600
- K. Elect Not to Waive the Monetary Limits on Municipal Tort Liability Established by State Statutes with the 2015 LMCIT Insurance Renewal
- L. Approve Entering into the Minnesota Department of Health Source Water Protection Grant Agreement No. 86301
- M. Approve Resolution No. 2014-98 Ordering Improvement and Preparation of Plans for the 2015 Isle Drive Extension Project
- N. Approve Resolution No. 2014-96 Ordering the Preparation of Report on Improvement for the 2015 Briarwood Lane Improvement Project
- O. Approve Resolution No. 2014-97 Ordering the Preparation of Report on Improvement for the 2015 Dellwood Drive and Novotny Road Improvement Project
- P. Approve Personnel Policy Amendment

**MOTION** by Council Member Holman, seconded by Council Member Moser to approve the Consent Agenda with the exception of agenda item M. Approve Resolution No. 2014-98 Ordering Improvement and Preparation of Plans for the 2015 Isle Drive Extension Project. Motion carries unanimously.

## **PULLED AGENDA ITEMS**

### **M. Approve Resolution No. 2014-98 Ordering Improvement and Preparation of Plans for the 2015 Isle Drive Extension Project.**

City Administrator Heitke asked Council to pull the agenda item until Council Member Klein arrives to the meeting. City Administrator Heitke explained the approval of ordering an improvement requires a 4/5 vote of the council.

**MOTION** by Council Member Holman, seconded by Council Member Moser to approve Resolution No. 2014-98 Ordering Improvement and Preparation of Plans for the 2015 Isle Drive Extension Project. Motion carries unanimously.

## **OTHER BUSINESS**

### **Professional Services Agreement for Isle Drive Extension Project**

The City Council previously directed staff to receive a proposal for design and construction services for the Isle Drive Extension Project from WSB and Associates with some services subcontracted to WSN. The cost of these professional services is part of the project cost, which will be paid through multiple funding sources previously identified by the Council.

Ron Bray of WSB briefly explained the scope of the project responsibilities for WBS, WSN, and Braun Intertec. The cost for the design portion of the project is \$439,260.00.

**MOTION** by Council Member Moser, seconded by Council Member Holman to approve the Professional Services Agreement for Isle Drive Extension Project. Motion carries unanimously.

## **COUNCIL COMMENTS**

**Rob Moser:** Council Member Moser explained it has been a pleasure working with everyone and that he is very proud of the City. Council Member Moser further explained there are wonderful new additions to the council. Council Member Moser thanked everyone for their help, support, and understanding.

**Todd Holman:** Council Member Holman thanked Council Member Moser for his service to the City.

**Darrel Olson:** Mayor Olson thanked Council Member Moser for his many years of service to the City.

## **CITY ATTORNEY'S REPORT**

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

City Attorney 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 Moser to enter into a closed session at 7:12 p.m. Motion carries unanimously.

Mayor Olson opened the regular council meeting at 7:30 p.m.

City Attorney Person recommended the council motion to authorize him to request additional information from the appraiser.

**MOTION** by Council Member Moser, seconded by Council Member Holman to authorize City Attorney Person to request additional information from the appraiser for parcel number one, right-of-way plat number nine. Motion carries unanimously.

**ADJOURNMENT**

**MOTION** by Council Member Moser, seconded by Council Member Holman to adjourn 7:32 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk