

BAXTER CITY COUNCIL MINUTES
December 6, 2016

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

PUBLIC COMMENTS

No public comments were received.

CONSENT AGENDA

- A. Approve City Council Minutes from November 15, 2016.
- B. Approve City Council Work Session Minutes from November 15, 2016.
- C. Approve the Payment of Bills and Finance Report.
- D. Adopt Resolution 2016-095, Approving the 2017 Property Tax Levy of \$5,807,000.00.
- E. Adopt Resolution 2016-096, Approving the 2017 Operating Budget of \$16,146,100.00.
- F. Adopt Resolution 2016-097, Designating Buildings as Structurally Substandard within the City of Baxter's Development District No. 1.
- G. Adopt Resolution 2016-098 Ordering Preparation of Report on the 2017 Excelsior Road Residential Improvement Project.
- H. Approve the Engagement Letter with CliftonLarsonAllen for the City's 2016 Audit.
- I. Approve Hildi Inc. Contract to Provide a Required OPEB Actuarial Valuation Study in Conjunction with GASB 45 and GASB 74 and 75.
- J. Appoint Warming House Attendants for the 2016-2017 Season.
- K. Approve the \$3,600 Purchase of Thermal Night Vision System with Proceeds from the Drug Forfeiture Fund.
- L. Accept Parks and Trails Commission Minutes from November 28, 2016.
- M. Accept Long Range Planning Commission Minutes from November 28, 2016.
- N. Approve Amendment to Contract Number 45902 with the State of Minnesota regarding trail connections to the Paul Bunyan State Trail.
- O. Approve LHB Contract for Tax Increment Analysis.

MOTION by Council Member Cross, seconded by Council Member Holman to approve the Consent Agenda. Motion carried unanimously.

OTHER BUSINESS

ADOPT RESOLUTION NO. 2016-099 APPROVING COMPREHENSIVE PLAN AMENDMENT TO AMEND THE CITY'S FUTURE LAND USE PLAN FOR PROPERTY CURRENTLY PLATTED AS BAXTER WOODS, LOCATED EAST OF FOREST DRIVE AND NORTH/NORTHWEST OF THE GANDER MOUNTAIN PROPERTY

Community Development Director Doty reviewed the locations history, existing conditions, site location and previous plat named Baxter Woods. CD Director Doty explained Kuepers Construction is requesting an amendment from commercial to high density residential to allow three, 35-unit apartment buildings and two, 8-unit townhomes for 12.2 acres located east of Forest Drive and North/Northwest of the current Gander Mountain property.

CD Director Doty stated that this is a future land use amendment, not a plat or rezoning request at this time. He reviewed the applicants proposed build out of the land with color renderings.

CD Director Doty noted that in the future the lift station serving this area most likely will need to be updated. CD Director Doty stated the Long Range Planning Commission did receive one letter that was not in favor of the project; however, Long Range Planning did recommend approval of the amendment.

MOTION by Council Member Holman, seconded by Council Member Nystrom to Adopt Resolution 2016-099 approving Comprehensive Plan Amendment to amend the City's Future Land Use Plan for property currently platted as Baxter Woods, located East of Forest Dr. and North/Northwest of the Gander Mountain property. Motion carried unanimously.

NOMINATION OF COUNCIL MEMBER TO SERVE ON THE NJPA BOARD OF DIRECTORS

Interim Administrator Steele stated the NJPA had notified members they were soliciting nominations for the board of directors within the region. Mayor Olson stated this matter has been before the council in years past and does have some interest in the position. He was not available in previous years due to his work schedule; however, he did note that Council Member Nystrom was interested in the position also.

Council Member Nystrom stated that she felt Mayor Olson would be a great candidate for the position with his background.

MOTION by Council Member Nystrom, seconded by Council Member Holman to recommended nomination of Mayor Olson for submittal to service on the NJPA Board of Directors. Motion carried unanimously.

Mayor Olson thanked the council members for their nomination.

ROADSIDE TRACTOR MOWER PURCHASE

Public Works Director/City Engineer Walter stated that the roadside mower was in need of repairs. The mower was originally scheduled for replacement in 2018 but due to repair concerns the replacement for the tractor was pushed up to 2017 from 2018.

MOTION by Council Member Cross, seconded by Council Member Barrows to approve purchase of the 2017 roadside tractor mower. Motion carried unanimously.

COUNCIL COMMENTS

Quinn Nystrom – stated she will not be at December 20th council meeting.

Todd Holman – thanked city staff for their hard work dealing with the recent blizzard from law enforcement to snow removal and for staff with all the work on the budget.

Darrel Olson – appreciated all of staffs’ involvement in the daily operations of the City.

CITY ADMINISTRATORS REPORT

Interim Administrator Steele reminded the council members of the December 8th Excelsior Road Residential Area Informational Meeting at 6:00 p.m.

Interim Administrator Steele stated she had just received a time sheet from one of the student election judges from the 2016 General Election.

MOTION by Council Member Barrows, seconded by Council Member Holman to approve payment to Hunter Ahle for \$100.00 for general election work. Motion carried unanimously.

CITY ATTORNEY REPORT

Closed Session, Labor Negotiations, Minnesota Statute 13D.03

City Attorney Person asked council to go into a closed session to discuss labor negotiations.

MOTION by Council Member Barrows, seconded by Council Member Holman to enter into a closed session at 7:24 p.m.

Mayor Olson opened the regular meeting at 8:04 p.m.

Mayor Olson stated it was the consensus of the City Council to continue with the ongoing labor negotiations, no conclusions.

ADJOURNMENT

MOTION by Council Member Barrows, seconded by Council Member Nystrom to adjourn at 8:04 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant