

**BAXTER CITY COUNCIL MINUTES**  
**December 15, 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

**CONSENT AGENDA**

- A. Approve City Council Minutes from December 1, 2015
- B. Approve City Council Work Session Minutes from December 1, 2015
- C. Approve City Council 2016 Budget and Levy Informational Minutes from November 30, 2015
- D. Approve the Payment of Bills and Finance Report
- E. Approve Long Range Planning Commission Minutes from December 7, 2015.
- F. Approve Resolution 2015-118 Approving the 2016 Fee Schedule for the City of Baxter
- G. Approve 2016 Brainerd Dispatch Advertising Agreement in the Amount of \$5,000
- H. Approve the Recreation Joint Powers 2015 Operational Contribution of \$31,000 to ISD181
- I. Approve transfer of funds from Drug Forfeiture Fund to Police Minor Equipment to pay for a Tactical Shield
- J. Approve Resolution 2015-119 Accepting Sponsorship of 2016 Transportation Alternatives Program grant project for Oakwood Drive Trail Connection
- K. Approve Resolution 2015-120 Accepting Trail Facilities Agreement of 2016 Transportation Alternatives Program grant project for Oakwood Drive Trail Connection
- L. Approve Resolution 2015-121 Establishing a School Speed Zone on Fairview Road from 200 feet West of Maplewood Drive to 900 feet East of Maplewood Drive
- M. Accept the Utilities Commission Minutes of December 2, 2015.
  1. Approve the 5546 Fairview Road request to remove J-Barriers with conditions
  2. Approve the 2016 Fairview Road and Trail Improvements Project Feasibility Study
  3. Approve the WSB Excelsior Road Area Transportation Study Supplemental Traffic Analysis Report
  4. Approve the WSB Excelsior Road Intersection at Fairview Road and Edgewood Drive Intersection Control Evaluation Report

5. Approve the WSN Contract for Excelsior Road Intersection at Fairview Road and Edgewood Drive Improvements Project Feasibility Study in the not to exceed amount of \$12,500.00
6. Approve the Anderson Brothers Partial Pay Estimate No. 6 in the amount of \$107,421.20 for the 2015 Excelsior Road Improvements Project
7. Approve the Anderson Brothers Partial Pay Estimate No. 4 in the amount of \$45,131.51 for the 2015 Mill and Overlay Improvements Project
8. Approve the R. L. Larson Excavating Partial Pay Estimate No. 3 in the amount of \$658,087.63 for the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project
9. Approve the WSN Cost Proposal and Work Plan for Local Water Supply Plan in the Not to Exceed amount of \$7,200.00
10. Approve the WSN Proposal for Engineering Services for the Sanitary Sewer Lift Station Maintenance Plan Update in the Not to Exceed Amount of \$1,500.00
11. Approve the WSN Proposal for Engineering Services for the Lift Station No. 8 Reconstruction in the Lump Sum Amount of \$9,150.00
12. Approve final payment to Crow Wing County for the 2015 Crow Wing County's Inglewood Drive North from Woida Road to CSAH 77 Improvements Project in the amount of \$50,640.81
13. Approve moving the Utilities Commission Meeting to 5:30 p.m. starting on January 6, 2016.

**MOTION** by Council Member Cross, seconded by Council Member Barrows to approve the Consent Agenda with the exception of agenda item M2. Motion carries unanimously.

### **PULLED AGENDA ITEMS**

City Administrator Heitke asked the council to remove agenda item M2, the Fairview Road feasibility study, from the consent agenda. Scott Hedlund, SEH, explained the council could revise the study at any time. With revisions, the council would want to update the costs included in the study, not the whole study. Council approval of the report would not bind the council to complete the project. The next steps would be to approve the study and order the improvement hearing with a resolution.

**MOTION** by Council Member Cross, seconded by Council Member Nystrom to table the approval. Motion carries unanimously.

### **COUNCIL COMMENTS**

**Mark Cross:** Council Member Cross explained Community Action is conducting a gift-wrapping fundraiser in the mall.

### **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 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 Cross, seconded by Council Member Barrows to enter a closed session at 7:12 p.m. Motion carries unanimously.

Mayor Olson opened the meeting at 7:24 p.m.

Attorney Person explained staff would continue to gather information before the council makes any decision on the offers of acquisition for land. Attorney Person recommends the council enter a closed session at the next meeting to further discuss the information gathered by staff.

**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 Cross, seconded by Council Member Holman to adjourn the meeting at 7:25 p.m. and return to the work session. Motion carries unanimously.

Approved by:

Respectfully submitted,

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Todd Holman  
Vice Mayor

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Kelly Steele  
Assistant City Administrator/Clerk