

**BAXTER CITY COUNCIL MINUTES**  
**December 16, 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, Mark Cross, and Jim Klein.

**MEMBERS ABSENT:** None

**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.

Mayor Olson explained he wanted to publically thank Representative Ward for his eight years of service to the City of Baxter and his monumental work on passing our sales tax legislation. Council Members individually thanked Representative Ward for his service. Representative Ward explained it was his honor, pleasure, and privilege to serve the citizens.

Council Member Holman explained the Government Finance Officers Association of the United States and Canada has awarded the Government Finance Officers Association Certificate of Achievement the City of Baxter for Excellence in Financial Reporting for its comprehensive annual financial report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. Council Member Holman further explained the credit goes to financial staff and administration staff. This is the third consecutive year the City has received the award. Finance Director Vacinek explained Assistant Finance Director Susannah Jensen has been instrumental in receiving the award.

Mayor Olson explained two Council Members are leaving the City. Council Member Klein provided twenty years of service to the City and Council Member Moser has serviced since 1996.

**CONSENT AGENDA**

- A. Approve City Council Minutes from December 2, 2014
- B. Approve the Payment of Bills and Finance Report
- C. Approve Resolution 2014-99 Approving the 2015 Fee Schedule for the City of Baxter
- D. Approve the Utility Connection Agreement for 7096 Fairview Road
- E. Approve Memorandum of Understanding with LELS and AFSCME and Personnel Policy Amendment to Allow Employee Participation in a Health Care Savings Plan
- F. Approve On-Sale Liquor License for Prairie Bay for January 1, 2015-June 30, 2015
- G. Approve Appointment of Public Works Maintenance Position
- H. Approve Resolution 2014-103 Receiving Feasibility Report and Calling Hearing on Improvement for the 2015 Briarwood Lane Improvement Project

- I. Approve Resolution 2014-104 Receiving Feasibility Report and Calling Hearing on Improvement for the 2015 Excelsior Road Improvement Project
- J. Approve 2015 Brainerd Dispatch/ Echo Publishing Advertising Agreement
- K. Approve Purchase of Replacement Hardware, Software and HMI/SCADA Programming Services for Water Treatment Facility
- L. Accept Utilities Commission Minutes from December 3, 2014
  - 1. Approve the Pratt's Affordable Excavating and Borden Excavating Partial Pay Estimate No. 5 in the amount of \$350,696.84 for the Woida Road, Wildflower Drive and Franklin Drive Street and Utility Improvements Project
  - 2. Authorize staff to draft a Request for Proposals for a cost benefit analysis for the Water Treatment Plant of all options available to the City to meet the water demands for the next 20 years
- M. Adopt 2015 Mileage Reimbursement Rate of 57.5 cents per mile per IRS Regulations
- N. Approve Resolution No. 2014-100 Accepting Sponsorship of 2015 Safe Routes to School grant project at Forestview Middle School
- O. Approve Resolution No. 2014-101 Accepting a Facilities and Trails Maintenance Agreement for the 2015 Safe Routes to School grant project at Forestview Middle School

**MOTION** by Council Member Cross, seconded by Council Member Moser to approve the Consent Agenda with the exception of agenda item H. Approve Resolution 2014-103 Receiving Feasibility Report and Calling Hearing on Improvement for the 2015 Briarwood Lane Improvement Project and I. Approve Resolution 2014-104 Receiving Feasibility Report and Calling Hearing on Improvement for the 2015 Excelsior Road Improvement Project. Motion carries unanimously.

**PULLED AGENDA ITEMS**

**H. Approve Resolution 2014-103 Receiving Feasibility Report and Calling Hearing on Improvement for the 2015 Briarwood Lane Improvement Project.**

City Administrator Heitke asked Council to pull the agenda item to discuss scheduling the hearing in conjunction with the Excelsior Road Improvement Hearing. City Administrator Heitke explained the Council should first discuss the Excelsior Road project. The Council consensus was to conduct the Briarwood Lane improvement hearing at 6:00 p.m. on Thursday, January 15, 2015.

**MOTION** by Council Member Holman, seconded by Council Member Cross to Approve Resolution 2014-103 Receiving the Feasibility Report and Calling Hearing on Improvement for the 2015 Briarwood Lane Improvement Project. Motion carries unanimously.

**I. Approve Resolution 2014-104 Receiving Feasibility Report and Calling Hearing on Improvement for the 2015 Excelsior Road Improvement Project.**

Council Member Cross asked to pull the agenda item to discuss which construction proposal the Council would select. The Council consensus was to complete a full-depth reconstruction on Excelsior Road and a mill and overlay on Conservation Drive.

**MOTION** by Council Member Klein, seconded by Council Member Holman to Approve Resolution 2014-104 Receiving Feasibility Report and Calling Hearing on Improvement for the 2015 Excelsior Road Improvement Project. Motion carries unanimously.

City Administrator Heitke explained the Council would need to set a date and time for the improvement hearing. The Council discussed holding the improvement hearing the same night as the Briarwood Lane improvement hearing. The Briarwood Lane hearing could be held at 6:00 p.m. and Excelsior hearing at 6:30 p.m.

**MOTION** by Council Member Cross, seconded by Council Member Holman to set the Excelsior Road improvement hearing for 6:30 p.m. on Thursday, January 16, 2015. Motion carries unanimously.

### **OTHER BUSINESS**

**Approve Resolution 2014-102 revised final plat named, “Potlatch Addition to Baxter” for WSN, representing Potlatch Lakes States Timberlands LLC for property located at 3855 Independence Road**

Community Development Director Doty explained the applicant is requesting to add one acre of land to the south side of lot 2, Potlatch Addition to Baxter. The addition will provide improved access to the property. The Council has reviewed the plat in May. Community Development Director Doty further explained park dedication fees would increase just under \$5,000 for the additional acre.

**MOTION** by Council Member Klein, seconded by Council Member Moser to approve Resolution 2014-102 revised final plat named, “Potlatch Addition to Baxter” for WSN, representing Potlatch Lake States Timberlands LLC for property located at 3855 Independence Road. Motion carries unanimously.

### **COUNCIL COMMENTS**

**Jim Klein:** Council Member Klein explained it has been an experience serving on the council and that the city has changed a lot over the years.

**Rob Moser:** Council Member Moser thanked everyone for their support over the years and that is has been a pleasure representing the citizens of Baxter.

**Todd Holman:** Council Member Holman explained he is honored to serve with Council Member Klein and Council Member Moser and he wishes them both well.

**Mark Cross:** Council Member Cross explained it has been a pleasure working with Council Member Klein and Council Member Moser.

**Darrel Olson:** Mayor Olson thanked Council Member Moser’s wife for allowing him to serve the city.

### **CITY ADMINISTRATOR’S REPORT**

City Administrator Heitke explained the council has accomplished a significant number of projects. City Administrator Heitke further explained staff would like to thank Council Member Klein and Council Member Moser for their service.

### **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 Cross, seconded by Council Member Moser to enter into a closed session at 7:29 p.m. Motion carries unanimously.

Mayor Olson opened the regular council meeting at 7:54 p.m.

**MOTION** by Council Member Cross, seconded by Council Member Moser to approve right-of-way plat number nine contingent upon acceptance of the City's offer on the of land acquisition. Motion carries unanimously.

**MOTION** by Council Member Cross, seconded by Council Member Klein to approve right-of-way plat number nine, parcel 1A, to present the offer based on appraiser analysis for the amount. Motion carries unanimously.

**MOTION** by Council Member Cross, seconded by Council Member Moser to make an offer to purchase one additional parcel in the road corridor for the Isle Drive project. Motion carries unanimously.

**ADJOURNMENT**

**MOTION** by Council Member Cross, seconded by Council Member Moser to adjourn 7:56 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