

BAXTER CITY COUNCIL MINUTES
December 20, 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 Steve Barrows, Todd Holman and Mark Cross.

COUNCIL MEMBERS ABSENT: Council Member Quinn Nystrom.

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.

GOVERNMENT FINANCE OFFICERS ASSOCIATION CERTIFICATE OF ACHIEVEMENT FOR EXCELLANCE IN FINANICAL REPORTING PRESENTATION

Mayor Olson explained the finance department has received the award for the fifth 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.

Mayor Olson presented the award to Finance Director Jeremy Vacinek and Assistant Finance Director Susannah Jensen.

CONSENT AGENDA

- A. Approve City Council Special Minutes from December 5, 2016.
- B. Approve City Council Minutes from December 6, 2016.
- C. Approve City Council Work Session Minutes from December 6, 2016.
- D. Approve the Payment of Bills and Finance Report.
- E. Approve Planning and Zoning Commission Minutes from December 13, 2016.
- F. Appoint Mr. Keith Binsfeld to the Public Works Maintenance Position at Grade 5, Step 3 of the AFSCME Employee Schedule.
- G. Adopt Ordinance 2016-043 and Summary Ordinance 2016-044 Amending Title 3, Chapter 7 Theaters.
- H. Appoint Warming House Attendant for the 2016-2017 Season.
- I. Adopt Resolution 2016-105 Approving the 2017 Fee Schedule.
- J. Adopt 2017 Mileage Reimbursement Rate of 53.5 cents per mile per IRS Regulations.
- K. Adopt Resolution 2016-100 Declaring Adequacy of Petition and Ordering Preparation of Report for the 2017 Elder Drive Improvement Project.

- L. Adopt Resolution 2016-101 Receiving Feasibility Report for the 2017 Elder Drive Improvement Project.
- M. Adopt Resolution 2016-102 Ordering Improvement and Preparation of Plans for the 2017 Elder Drive Improvement Project.
- N. Accept Utilities Commission Minutes of December 7, 2016.
 - 1. Approve the Central Lakes Crossing Junior Box Retail Developers Agreement.
 - 2. Approve the Assessment Agreement for Central Lakes Crossing Junior Box Retail Development Project for Improvements on Elder Drive.
 - 3. Approve the WSB Professional Engineering Services Contract for the 2017 Elder Drive Improvements Project in the not to exceed amount of \$42,800.00.
 - 4. Approve the Bradford Northwoods Development LLC Development Agreement contingent on a positive review by the traffic engineer.
 - 5. Approve the Bradford Northwoods Holdings LLC Development Agreement contingent on a positive review by the traffic engineer.
 - 6. Approve the WSB Professional Engineering Services Contract for the 2016 Excelsior Road/Fairview Road/Edgewood Drive Improvements Project and the 2016 Excelsior Road Full Depth Reclamation Project in the not to exceed amount of \$835,269.00.
 - 7. Approve the 2018 Cypress Drive Improvements Project Geometric Layout.
 - 8. Accept the Traffic Study for 2018 Cypress Drive Improvements Project.
 - 9. Approve the Intersection Control Evaluation Report for Cypress Drive at College Road and Industrial Park Road for the 2018 Cypress Drive Improvements Project.
 - 10. Approve the 2018 Cypress Drive Improvements Project Modified Phase I Environmental Site Assessment.
 - 11. Approve the Hydro-Klean, LLC Quote in the estimated amount of \$16,988.70 for televising sanitary and storm sewer pipe on the 2018 Cypress Drive Improvements Project.
 - 12. Approve the SEH Contract to begin FHWA Environmental Review and Documentation Process for the 2018 Cypress Drive Improvements Project in the not to exceed amount of \$22,420.00.
 - 13. Approve the Bolton & Menk Agreement for Professional Engineering Services – Fee Amendment Request for the 2016 Golf Course Drive Improvements Project in the actual amount of \$1,200.00.
 - 14. Approve the Anderson Brothers Change Order No. 4 for the 2016 Golf Course Drive Improvements Project revising the final completion date to June 30, 2017.
 - 15. Accept the WSN County State Aid Highway 48 Silent Railroad Crossings Improvements Feasibility Report.
 - 16. Approve the Limited Use Agreement for the Second Addition to Johnson Centre Plat.
 - 17. Approve the Dakota Supply Group Change Order No. 2 in the increased amount of \$32,857.50 for the 2016 Fixed Network Water Meter Replacement Project.
 - 18. Approve the Dakota Supply Group Partial Pay Estimate No. 4 in the amount of \$65,360.47 for the 2016 Fixed Network Water Meter Replacement Project.
- O. Approve Selling Two Blue Plastic Coated Steel Tables on the State of Minnesota Auction Site.
- P. Approve Selling Three (3) PalsaFeeder Palsa Pumps on the State of Minnesota Auction Site.
- Q. Approve the Recreation Joint Powers 2016 Operational Contribution of \$31,000 to ISD181.

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

OTHER BUSINESS

Official Map of Dakar Road located East of Kimberly Drive and West of Cherrywood Drive
Community Development Director Doty stated this is a request by the City to officially map Dakar Road and reviewed the project. The Long Range Planning Commission, Utilities Commission and Planning and Zoning Commission have reviewed the official map and recommend approval.

Mayor Olson opened the public hearing at 7:12 p.m.

Darren Devries - 14103 Cherrywood Drive. Inquired on the timing of when the road might exist or start of construction. CD Director Doty stated there is no time frame for construction of the road, it is not in the 5 year plan; however, the City wants to preserve the corridor.

Mr. Devries was concerned as to how it would change traffic flows in the area since he has small children.

Mayor Olson closed the public hearing was closed at 7:15 p.m.

MOTION by Council Member Barrows, seconded by Council Member Cross to adopt Ordinance 2016-045, and Summary Ordinance 2016-046 approving official map for Dakar Road located East of Kimberly Drive and West of Cherrywood Drive. Motion carried unanimously.

PLANNING & ZONING ACTIONS

Adopt Resolution 2016-103 approving Conditional Use Permits for joint access/parking for four existing industrial properties located at 7877 College Road, 7953 College Road, the .86 acre vacant lot located south of 7953 College Road, and 7957 College Road

CD Director Doty explained the City, on behalf of Navillus Land Company, is requesting conditional use permits for joint access/parking for four existing industrial properties located at 7877 College Road, 7953 College Road, the approximately .86 acre vacant lot located immediately south of 7953 College Road and 7957 College Road.

CD Director Doty reviewed the history of the location regarding the land purchase for the turn lane, the site location, and noted that there is no additional construction being proposed. CD Director Doty stated that the City Attorney will be assisting with the joint access agreement.

MOTION by Council Member Cross, seconded by Council Member Holman to adopt Resolution 2016-103 approving Conditional Use Permits for joint access/parking for four existing industrial properties located at 7877 College Road, 7953 College Road, the .86 acre vacant lot located south of 7953 College Road, and 7957 College Road. Motion carried unanimously.

Adopt Ordinance 2016-047, Summary Ordinance 2016-048, and Resolution 2016-104 approving a Zoning Amendment to establish zoning for the recently annexed land into the City located East of Dellwood Drive, East/Northeast of Whispering Woods Lane and Northeast of Woida Road

CD Director Doty explained the request for rezoning of the recently annexed land into the City located East of Dellwood Drive, East/Northeast of Whispering Woods Lane and Northeast of Woida Road.

CD Director Doty reviewed the site area and explained the public process that occurred to amend the Comprehensive Plan for the area. CD Director Doty reviewed the zoning map and the districts associated with each parcel and indicated that the recommended zoning is based off of the Comprehensive Plan Amendment.

MOTION by Council Member Barrows, seconded by Council Member Cross to adopt Ordinance 2016-047, Summary Ordinance 2016-048, and Resolution 2016-104 approving a Zoning Amendment to establish zoning for the recently annexed land into the City located East of Dellwood Drive, East/Northeast of Whispering Woods Lane and Northeast of Woida Road. Motion carried unanimously.

Appoint Two Members to Wastewater Joint Powers Board

Mayor Olson stated the need to appoint two members to the Joint Wastewater Management Board. Council Member Cross and Holman had expressed interest in serving on the board.

MOTION by Council Member Barrows, seconded by Mayor Olson to appoint Council Member Cross and Council Member Holman to the Wastewater Joint Powers Board. Motion carried unanimously.

COUNCIL COMMENTS

Todd Holman – Inquired if the model is working with the comp plan with regards to the Dellwood Drive and Inglewood Drive projects. CD Director Doty stated the Long Range Planning Commission is a viable option but very few cities have that option most work is done through the Planning Commission.

Darrel Olson – Merry Christmas and Happy New Year. Thank staff for their work this past year and expressed his appreciation.

CITY ATTORNEY REPORT

Closed Session Attorney Client Privilege, MN Statute 13D.05, Subd. 3(b) and Labor Negotiations, Minnesota Statute 13D.03

City Attorney Person asked council to go into a closed session to present an update on a project and labor negotiations.

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

Mayor Olson opened the regular meeting at 7:55 p.m.

MOTION by Council Member Barrows, seconded by Council Member Holman to approve the AFSCME Labor Contract and MOU for the 2017 - 2018 contract. Motion carried unanimously.

ADJOURNMENT

MOTION by Council Member Barrows, seconded by Council Member Holman to adjourn to the City Council Work Session at 8:04 p.m. Motion carried unanimously.

Approved by:

Darrel Olson
Mayor

Respectfully submitted,

Mary Haugen
Administrative Assistant