

**BAXTER CITY COUNCIL MINUTES**  
**March 4, 2014**

Mayor Olson who led in the pledge to the flag called the regular meeting of the Baxter City Council to order at 7:00p.m.

MEMBERS PRESENT: Council Members Mark Cross, Todd Holman, Jim Klein, and Mayor Darrel Olson.

MEMBERS ABSENT: Rob Moser.

STAFF PRESENT: Community Development Director Josh Doty, Public Works Director/City Engineer Trevor Walter, City Administrator Gordon Heitke, Assistant City Administrator/Clerk Kelly Steele, Finance Director Jeremy Vacinek, Parks and Trail Supervisor Roy Rauen, Police Chief Jim Exsted, Assistant Finance Director Susannah Jensen, and City Attorney Brad Person.

**PUBLIC COMMENTS**

None.

**Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Presentation**

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

Mr. Vacinek stated this is the second consecutive year the City has received the award. Only 100 out of over 800 cities in Minnesota receive the award. Mr. Vacinek explained this is the highest recognition in government reporting and accounting.

**CONSENT AGENDA**

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

- A. Approve City Council Minutes from February 18, 2014
- B. Approve City Council Work Session Minutes from February 18, 2014
- C. Approve City Council Special Meeting Minutes from February 24, 2014
- D. Approve the Payment of Bills and Finance Report
- E. Approve Temporary Gambling License for St. Mathias Catholic Church
- F. Accept Parks & Trails Commission Minutes from February 24, 2014
- G. Accept Long Range Planning Commission Minutes from February 24, 2014
- H. Proposal for Isle Drive Assessment/Property Acquisition Services
- I. Approve wage increase for Intermittent Officers from \$19.75 to \$21.50 per hour
- J. Approve plat extension for Baxter Edgewood Subdivision
- K. Approve plat extension for Johnson Centre Subdivision
- L. Approve Regular Employment Status for Officer Lance Herbst Due to Successful Completion of Probationary Period

## **OTHER BUSINESS**

### **Adopt Resolution No. 2014-15 Approving a Final Plat of Lot 1, Block 1, CIC Number 1088, Fairview Office Park Fourth Supplemental CIC Plat.**

The applicant is requesting a final plat to allow the fourth of eight buildable lots to be re-plated from an outlot to a building lot for new development. Changes will not be made to the previously platted lot lines. Park dedication fees should be paid prior to filing the plat.

**MOTION** by Council Member Cross, seconded by Council Member Klein adopt Resolution No. 2014-15 Approving a Final Plat of Lot 1, Block 1, CIC Number 1088, Fairview Office Park Fourth Supplemental CIC Plat. Motion carried unanimously.

### **Approve Whipple Beach Recreational Facility Kitchen and Picnic Pavilion**

Staff is requesting an increase of \$10,100 to the budget to complete the pavilion and approval of the contract with St. Croix Recreation Fun Playgrounds, Inc. for \$152,520.08. The extra funds would allow for complete restoration to the entire project area. If the outstanding items were completed later, funding would have to come from the general fund, rather than the park dedication fund. Council discussed the timeline for completion of the project.

**MOTION** by Council Member Cross, seconded by Council Member Holman to approve Whipple Beach Recreational Facility kitchen and picnic pavilion. Motion carried unanimously.

### **Approve Berrywood Park Picnic Pavilion**

Staff is requesting an additional \$20,000 to complete the entire project. The additional funds would be used for the surrounding access points, provide additional safety features, and increase efficiency to maintain the facility. The additional funding can come from the park dedication fund.

**MOTION** by Council Member Klein, seconded by Council Member Holman to approve Berrywood Park picnic pavilion. Motion carried unanimously.

Mayor Olson explained developers pay park dedication fees when they build new homes and apartments to further care for the families that live there. The improvements have been identified and funding is expected to come from the park dedication fund.

**CITY COUNCIL COMMENTS**

Holman: Council Member Holman reviewed the city administrator performance review documents and found them to be adequate. Council discussed conducting the performance review during a separate meeting.

**MOTION** by Council Member Cross, seconded by Council Member Klein to schedule City Administrator Heitke's annual review for April 10, 2014 at 6:00p.m. Motion carried unanimously.

Olson: Mayor Olson met with the new Northland Arboretum director. The director is concerned the Northland Arboretum lacks visibility and would like to install a sign. Discussions to collaborate with the Northland Arboretum for composting services may move forward as a future work session item.

**CITY ADMINISTRATOR'S REPORT**

None.

**CITY ATTORNEY'S REPORT**

None.

**ADJOURNMENT**

**MOTION** by Council Member Cross, seconded by Council Member Holman to adjourn the regular Council Meeting at 7:23p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
City Administrator/Clerk