

BAXTER CITY COUNCIL MINUTES
Special Meeting
April 10, 2014

Mayor Darrel Olson called the Special City Council Meeting to order at 5:30 p.m. for the purposes of receiving the recommendations of the Utilities Commission and Planning and Zoning Commission and taking action regarding the ordering of a traffic study related to the proposed Pine Grove development on Clearwater Road and to conduct the annual performance evaluation of the City Administrator.

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

COUNCIL MEMBERS ABSENT: None

STAFF PRESENT: City Administrator Gordon Heitke, Assistant City Administrator/City Clerk Kelly Steele, and Community Development Director Josh Doty.

Receive the recommendations of the Utilities Commission and Planning and Zoning Commission and take action regarding the ordering of a traffic study related to the proposed Pine Grove development on Clearwater Road

Staff has determined there is a need for a traffic study before providing a recommendation regarding the Kuepers Inc. rezoning and plat application for the construction of a two, three story, 35-unit apartment building on Clearwater Road. WSB & Associates, Inc. (“WSB”) submitted a proposal to prepare a traffic study for Clearwater Road from Forest Drive to TH 371, in conjunction with the development/redevelopment of several parcels in the area. WSB has recommended Kuepers Inc. pay for 25% of the study. Staff will review if the remaining cost should be allocated against other benefiting properties. The Council discussed including the trail construction in the study and if additional right-of-way is needed in the project area. The Council considered the need of a sidewalk along Edgewood Drive.

MOTION by Council Member Holman, seconded by Council Member Klein to order a traffic study related to the proposed Pine Grove development on Clearwater Road and ask Kuepers Inc. to pay for 25% of the study. Motion carried with Mayor Olson and Council Members Holman, Klein, Moser voting yes, and Council Member Cross abstaining.

Conduct the annual performance evaluation of the City Administrator. *The meeting may be closed under Minnesota Statute 13D.05, subd. 3 (a) to evaluate the performance of an individual who is subject to its authority.*

MOTION by Council Member Moser, seconded by Council Member Holman to enter a closed session at 5:51 p.m. Motion carried unanimously.

The annual performance evaluation of the City Administrator will be continued on Wednesday, April 16, 2014 at 5:30 p.m.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk