



BAXTER CITY COUNCIL AGENDA

Tuesday, June 7, 2016

The regular meeting of the Baxter City Council will be held on Tuesday, June 7, 2016 at 7:00 p.m. at the Baxter City Hall, 13190 Memorywood Dr., Baxter, MN.

1. Call Meeting to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Comments

Comments received from the public may be placed on a future meeting agenda for consideration.

5. Consent Agenda

The following items are considered non-controversial by staff and are recommended to be read and passed in one motion. Any council person, staff, citizen, or meeting attendee can request one or more items be pulled from the Consent Agenda and the item will be pulled and addressed immediately after the passage of the Consent Agenda; otherwise, the following items will be passed in one motion:

- A. Approve City Council Minutes from May 17, 2016 (pp. 5-14).
- B. Approve City Council Work Session Minutes from May 17, 2016 (pp. 15-20).
- C. Approve City Council Special Minutes from May 24, 2016 (pp. 21-22).
- D. Approve City Council Special Minutes from June 2, 2016 (pp. 23-26).
- E. Approve Parks and Trails Commission Minutes from May 23, 2016 (pp. 27-30).
- F. Approve Long Range Planning Commission Minutes from May 23, 2016 (pp. 31-33).
- G. Approve the Payment of Bills and Finance Report (pp. 34-35).
- H. Adopt Ordinance No. 2016-023 and Summary Ordinance No. 2016-024, An Ordinance Implementing a Utility Service Franchise Fee on Brainerd Public Utilities, a Municipal Utility, Its Successors and Assigns, for Providing Electric Service within the City of Baxter (pp. 36-42).

- I. Adopt Ordinance No. 2016-025 and Summary Ordinance No. 2016-026, An Ordinance Implementing a Utility Service Franchise Fee on Crow Wing Cooperative Power and Light Company, a Minnesota Cooperative, Its Successors and Assigns, for Providing Electric Service within the City of Baxter (pp. 43-46).
- J. Adopt Ordinance No. 2016-027 and Summary Ordinance No. 2016-028, An Ordinance Implementing a Gas Service Franchise Fee on Northern States Power Company, a Minnesota Corporation, Its Successors and Assigns, DBA Xcel Energy for Providing Gas Service within the City of Baxter (pp. 47-49).
- K. Adopt Ordinance No. 2016-029 and Summary Ordinance No. 2016-030, An Ordinance Implementing a Gas Service Franchise Fee on Centerpoint Energy Resources Corporation, DBA Centerpoint Energy Minnesota Gas, a Minnesota Corporation, Its Successors and Assigns, for Providing Gas Service within the City of Baxter (pp. 50-52).
- L. Appoint Mr. David Nelson to the Seasonal Position of Roadside Mower (pp. 53).
- M. Appoint Ms. Nena Newman to the Finance Specialist Position and Authorize Staff to Commence the Process to Fill the Utility Billing Specialist Position (pp. 54).
- N. Approve Licenses for the Sale of Liquor, 3.2 Beer, On-Sale Brewer Taproom, Off-Sale Growlers, and Sunday Sales for the Period July 1, 2016 through June 30, 2017 (pp. 55-57).
- O. Adopt 2017 Budget Calendar (pp. 58-60).
- P. Approve the \$3,500 Purchase of the Night Vision System with Proceeds from Drug Forfeiture Fund (pp. 61).
- Q. Approve the Public Works Landscape Bins Project, Award Project to Baratto Brothers for \$40,811, and Amend the 2016 Budget (pp. 62).
- R. Adopt Resolution 2016-049 Adopting Assessments for the 2016 Fairview Road Improvement Project (pp. 63-64).
- S. Adopt Resolution 2016-050 Accepting Bid for the 2016 Fairview Road Improvement Project (pp. 65-69).
- T. Adopt Resolution 2016-051 Ordering Preparation of Report on the North Inglewood Drive Utility Improvement Project (pp. 70).
- U. Adopt Resolution 2016-052 Receiving Feasibility Report on the North Inglewood Drive Utility Improvement Project (pp. 71-123).

- V. Adopt Resolution 2016-053 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2016 Golf Course Drive Improvement Project (pp. 124-175).
- W. Adopt Resolution 2016-054 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessments for the 2016 Golf Course Drive Improvement Project (pp. 176-178).
- X. Adopt Resolution 2016-055 For Hearing on Proposed Assessment for the 2016 Golf Course Drive Improvement Project (pp. 179).
- Y. Adopt Ordinance No. 2016-031 and Summary Ordinance No. 2016-032 approving City Code Amendments to Title 9 of the City Code relating to utilities (pp. 180-183).

6. Pulled Agenda Items

7. Other Business

- A. LELS Step 3 Grievance Presentation (pp. 184).
- B. Planning and Zoning Actions
 - 1. Adopt ordinance No. 2016-033 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-056 approving a preliminary and final plat for "Elmwood Addition" and Resolution 2016-057 approving a PUD general plan for a multi-tenant retail development located at 13499 Elmwood Drive (pp. 185-209).
 - 2. Approve architectural plans for Elmwood Addition located at 13499 Elmwood Drive, subject to conditions of approval (pp. 210-213).
 - 3. Adopt ordinance No. 2016-034 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-058 approving a preliminary and final plat for "Central lakes Crossing 3rd Addition" and Resolution 2016-059 approving a PUD general plan for a multi-tenant retail development located at 7361 Glory Road (pp. 214-229).
 - 4. Approve architectural plans for Central lakes Crossing 3rd Addition located at 7361 Glory Road, subject to conditions of approval (pp. 230-231).

8. Council Comments

- A. Quinn Nystrom
- B. Steve Barrows

C. Todd Holman

D. Mark Cross

E. Darrel Olson

8. City Administrator's Report

9. City Attorney's Report

10. Adjourn to Special Council Meeting on Monday, June 13, 2016 at 6:00 p.m.

BAXTER CITY COUNCIL MINUTES
May 17, 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 Quinn Nystrom, Todd Holman, and Mark Cross.

COUNCIL MEMBERS ABSENT: Council Member Steve Barrows

STAFF PRESENT: Assistant City Administrator Kelly Steele, Community Development Director Josh Doty, Finance Director Jeremy Vacinek, Police Chief Jim Exsted, Sergeant Dave Timm and Public Works Director/City Engineer Trevor Walter.

GUEST PRESENTATION: Anna Gruber, National Joint Powers Alliance

National Joint Powers Representative Anna Gruber gave a brief explanation on the history of the NJPA which serves Region 5. The NJPA was originally created as 1 of 10 Minnesota State Cooperatives whose primary purpose was identified to be the performance of planning on a regional basis and to assist in meeting specific needs of clients in participating governmental units, which could be better provided by a service cooperative than by the members themselves.

Ms. Gruber reviewed cooperative purchasing, training opportunities, intern programs and shared services that are available to the City.

Mayor Olson thanked Ms. Gruber for the information and presentation of the National Joint Power Alliance.

PUBLIC COMMENTS

No public comments were received.

CONSENT AGENDA

- A. Approve City Council Minutes from May 3, 2016.
- B. Approve City Council Work Session Minutes from May 3, 2016.
- C. Approve City Council Special Meeting Minutes from May 5, 2016.
- D. Approve Planning & Zoning Commission Minutes from May 10, 2016.
- E. Approve Architectural Review Commission Minutes from May 10, 2016.
- F. Approve the Payment of Bills and Finance Report.
- G. Approve Temporary Liquor License for the Brainerd Jaycees' event on June 17, 2016
- H. Adopt Resolution 2016-035 Approving Baxter Police Department Application for 2016 NJPA Innovation Funding.
- I. Adopt Resolution 2016-036 Ordering Improvement and Preparation of Plans for the 2016 Golf Course Drive Improvement Project.
- J. Adopt Resolution 2016-037 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2016 Fairview Road Improvement Project.
- K. Adopt Resolution 2016-038 Hearing on Proposed Assessment for the 2016 Fairview Road Improvement Project.

- L. Approve Mobile Vending Permit for Seasonal Vending for Morey's located at 15811 Audubon Way, subject to conditions of approval.
- M. Approve Roof Replacement for Restroom Facility at Oscar Kristofferson Park.
- N. Accept Utilities Commission Minutes from May 4, 2016.
 - 1. Approve the 2016 Crow Wing County Cost Share Agreement for the 2016 City of Baxter Chip Sealing Project in the estimated amount of \$162,650.60.
 - 2. Approve allowing Crow Wing County to construct a stormwater pond on the south side of Rush Lake on city property.
 - 3. Approve the WSB Traffic Engineering Review and Analysis for HJ Development for Central Lakes Crossing and conclusions/recommendations 1 – 7 as written in the study.
 - 4. Approve the Sambatek Engineering 100-Year Stormwater Management Plan for the Central Lakes Crossing Junior Box Retail Development.
 - 5. Approve the Sambatek Engineering 100-Year Stormwater Management Plan for the Central Lakes Crossing Multi-Tenant Retail Development.
 - 6. Approve the Anderson Brothers Final Pay Estimate No. 8 in the amount of \$23,617.53 for the 2015 Excelsior Road Improvements Project.
 - 7. Approve the WSN Agreement for Professional Services Fee Amendment for 2015 Independence Road Improvements Project in the amount of \$994.00.
 - 8. Approve the WSN Agreement for Professional Services Fee Amendment for 2015 Inglewood Drive Improvements Project in the amount of \$5,545.00.
 - 9. Approve the WSN Agreement for Professional Services Fee Amendment for the 2015 Dellwood Drive and Novotny Road Improvements Project in the amount of \$12,269.00 and direct City Attorney to review the contract between the City and Contractor for possible collection of engineering fees associated with the Audubon Way water main repairs.
 - 10. Approve the R. L. Larson Excavating Change Order No. 3 in the increased amount of \$30,774.25 for the 2015 Dellwood Drive & Novotny Road, Inglewood Drive and Independence Road Improvements Project.
 - 11. Approve the R. L. Larson Excavating Partial Pay Estimate No. 5 in the amount of \$63,480.63 for the 2015 Dellwood Drive & Novotny Road, Inglewood Drive and Independence Road Improvements Project.
 - 12. Approve the updated Isle Drive Office Park 100-Year Stormwater Management Plan.

MOTION by Council Member Cross, seconded by Council Member Holman to approve the Consent Agenda, excluding agenda items H., L., N2, and N9. Motion carried unanimously.

Pulled

H. Adopt Resolution 2016-035 Approving Baxter Police Department Application for 2016 NJPA Innovation Funding.

Chief Exsted gave a brief explanation on the 2016 NJPA Innovation Funding. This is the third year the innovation money is available. The funding breakdown would provide \$30,000.00 to purchase the equipment, \$4,500.00 to develop policies and procedures, \$13,000.00 for pilot training, and roughly \$5,000.00 for wages and \$2,500.00 for the pilot trainer.

Chief Exsted said this funding would purchase three drone systems, one for the Baxter Police Department, one for the Brainerd Police Department and one for the Brainerd Fire Department. In addition to the equipment, funding would pay for training four pilots for the drones and hire the assistance of a consulting firm to develop policies and procedures for their use. Chief Exsted said the consulting firm just helped Hennepin County through the process of a UAV policy and now they are the only ones legally flying the drones.

Mayor Olson inquired if this funding was a yearly cycle or now or never. Chief Exsted responded it is a yearly cycle, but it's now or never for this year. There is great potential there for public safety, but we have to do it right and this has been an internal police department conversation for the last couple of months.

Mayor Olson inquired on how large is the drone and where would they be stored. Sgt. Timm, who hoped to be the UAV pilot for Baxter, is a private UAV pilot. He said the drone has a wingspan of about 2.5 feet and can be equipped with a standard camera or a thermal camera. The thermal camera can be used to find a lost person in a wooded area or to find a fire in an area of hazardous materials without having to send in a first responder. The drone could be stored in the vehicle for access as needed.

Mayor Olson stated that he has great confidence in the city's police department. Mayor Olson inquired if everyone needed one noting they are not particularly popular with people. There would be three drones in the vicinity and Crow Wing County is not one of them. Chief Exsted said one of the concepts they were looking at presenting was the potential for a regional response team, perhaps like the dive or bomb teams. Baxter could model how it could work in the region and get in on the ground floor with the help of the innovation funding.

Council Member Holman stated he supports the concept; however, this is a new program and there has not been time to review the interagency relationships and the policies that surround it. He felt this matter warrants more time and input on the policy and management.

Sgt. Timm stated that privacy concerns are understood and public safety, search and rescue are obvious drone uses. He said other uses include crime scenes and crash sites in order to reduce further injuries, and other restricted use and they would not be used for traffic enforcement to check on permits or those things.

Council Member Cross said he was a little biased on this matter since he is also a drone pilot. He thought it's a new tool and he supports use of new technology.

Council Member Cross said the same questions came up with the K-9 on when he'd be deployed and what the costs could be. It's whether the city goes after money to develop a policy first or spends \$15,000 to put a policy together to see if the City wants to do this. He thought the grant is a good opportunity to do that. It would be a great tool and asset for the city and county and was in favor of this.

Council Member Nystrom said she liked being proactive instead of reactive. The technology holds great promise for public safety and for rural areas. Council Member Nystrom stated she would be supportive of it so staff can explore it more as a city.

Council Member Holman asked if the Brainerd City Council supported the effort. Chief Exsted said the council hadn't addressed it but the department heads and administration were aware of the funding opportunity and Crow Wing County offered a letter of support for the funding.

Council Member Holman inquired who determines what is appropriate and when the camera footage can be used. Chief Exsted said he believes in collaboration and would bring everyone in and work with the consultant. Chief Exsted said he understands it is a hot topic and if there is concern enough for a pause, but felt confident enough in what they have put together to this point to bring it to a consultant who can lead the conversation.

Mayor Olson stated the he was not against the idea. He would like to see more fact gathering and noted the potential for a future funding opportunity.

MOTION by Council Member Cross, seconded by Council Member Nystrom to adopt Resolution 2016-035 Approving Baxter Police Department Application for 2016 NJPA Innovation Funding. The motion failed with Mayor Olson and Council Member Holman opposed.

Mayor Olson requested that Chief Exsted bring this matter back before the council for future discussion.

L. Approve Mobile Vending Permit for Seasonal Vending for Morey's located at 15811 Audubon Way, subject to conditions of approval.

Community Development Director Doty reviewed the revised staff report deleting a condition relating to roof top unit being painted. The Minnesota Department of Health expressed health department concerns on ventilation with painting the roof so staff removed the condition.

There was a condition to provide additional information on how power will be provided. There is an outlet box on the side of Morey's building and a section of sidewalk. The owners are requesting an ADA mat to get power and not have to go underground. The building official is comfortable with the ADA mat and had no concerns with this matter.

Council Member Cross stated he has no concerns with the ADA mat. He would prefer to follow the requirement of the ordinance and screen the roof top units with something built around it rather than paint it and the screening would need to be stainless steel.

MOTION by Council Member Cross, seconded by Council Member Nystrom to approve the Mobile Vending Permit for Seasonal Vending for Morey's located at 15811 Audubon Way, subject to conditions of approval. Motion carried unanimously.

N2. Approve allowing Crow Wing County to construct a stormwater pond on the south side of Rush Lake on city property.

Mayor Olson inquired on the location of the stormwater pond. Public Works Director/City Engineer Walter stated it is on city property at the location of the former water treatment plant, between the lake and road right-of-away. This is an undevelopable parcel due to set backs and 90% of pond will be within the right-of-way and 10% on city property. The emergency overflow discharge will run across city property to the lake.

Mayor Olson inquired on the maintenance of the pond. Mr. Walter stated the policy of the county is to pay for the construction the project and after completion it is turned over to the local jurisdiction to maintain.

Council Member Holman stated this would be a benefit to the environment since there are four direct discharge pipes into the lake and two would be eliminated if the stormwater pond on north side gets

built. The design would be a dry pond which would allow for pretreatment and cleanable in case of any contaminants.

MOTION by Council Member Holman, seconded by Mayor Olson to approve allowing Crow Wing County to construct a stormwater pond on the south side of Rush Lake on city property. Motion carried unanimously.

N9. Approve the WSN Agreement for Professional Services Fee Amendment for the 2015 Dellwood Drive and Novotny Road Improvements Project in the amount of \$12,269.00 and direct City Attorney to review the contract between the City and Contractor for possible collection of engineering fees associated with the Audubon Way water main repairs.

Council Member Holman inquired on the watermain break connecting Audubon Way to Novotny Road and review by the city attorney. Is there enough retainage left to cover this cost. Mr. Walter stated there was enough retainage available.

MOTION by Council Member Holman, seconded by Council Member Cross to approve the WSN Agreement for Professional Services Fee Amendment for the 2015 Dellwood Drive and Novotny Road Improvements Project in the amount of \$12,269.00 and direct City Attorney to review the contract between the City and Contractor for possible collection of engineering fees associated with the Audubon Way water main repairs. Motion carried unanimously.

OTHER BUSINESS

CERTIFICATION OF DELINQUENT UTILITY BILLS AND NUISANCE ABATEMENTS

Finance Director Vacinek explained the Council has before them a list of delinquent utility bills, invoices, and abatement charges that are 90 days past due. Typically, the city certifies the delinquent charges twice per year. The Council is required to hold a public hearing before adopting the assessments.

Mayor Olson opened the public hearing at 8:02 p.m. There was no one present to speak to the matter and the public hearing was closed at 8:02:15 p.m.

MOTION by Council Member Cross, seconded by Council Member Nystrom to adopt Resolution 2016-39, Adopting Assessments for Unpaid Delinquent Utility Bills, Invoices, and Abatement Charges. Motion carries unanimously.

9TH ANNUAL STORMWATER PUBLIC INFORMATIONAL MEETING (MS4)

Public Works Director/City Engineer Walter explained the City is required by the State of Minnesota, under the MS4 permit, to conduct an annual public meeting. The objective of the MS4 permit is to remove pollutants from stormwater. The purpose of the meeting is to inform the public on the status of the compliance of the permit, to educate the public on the importance of stormwater management, and to hear public comments on the storm water pollution prevention plan. Mr. Walter highlighted some of the storm water repair projects completed in 2015.

Mayor Olson stated that storm water is a huge issue which will currently continue to develop with requirements by the State of Minnesota. Mr. Walter stated the City of Baxter has one direct discharge into the Mississippi River via Whiskey Creek.

Mayor Olson opened the public hearing at 8:12 p.m. There was no one present to speak to the matter and the public hearing was closed at 8:12:15 p.m.

PLANNING AND ZONING ACTIONS

Adopt Ordinance No. 2016-017, Summary Ordinance No. 2016-018 and Finding of Fact Resolution No. 16-040 approving an amendment to Title 10 Zoning Regulations, Chapter 3, Article G (convenience commercial district) to allow brewery and brewery taproom as a permitted use.

CCD Doty explained that Jake Pine Brewery is requesting to move to Edgewood Drive. The brewery is listed as a permitted use under the request. With a tap room use, it is designed to gather people, and the commercial district will accommodate this use nicely.

Mr. Doty stated the City has the ability to condition a permitted use, such as distance from residential. The Planning and Zoning Commission did review the zoning amendment and recommend approval of the request as submitted by the applicant.

MOTION by Council Member Cross, seconded by Council Member Nystrom to adopt Ordinance No. 2016-017, Summary Ordinance No. 2016-018 and Finding of Fact Resolution No. 16-040 approving an amendment to Title 10 Zoning Regulations, Chapter 3, Article G (convenience commercial district) to allow brewery and brewery taproom as a permitted use. Motion carried unanimously.

Adopt ordinance No. 2016-019 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-041 approving a preliminary and final plat for "Elmwood Addition" and Resolution 2016-042 approving a PUD general plan for a multi-tenant retail development located at 13499 Elmwood Drive.

Mr. Doty reviewed the multiple requests on the application which include the preliminary and final plat along with a PUD for a multi-tenant retail development. The retail center is proposed for undeveloped land between Costco and J.C. Penney. Mr. Doty reviewed the landscaping, delivery routes, sign sizes and setback changes.

Council Member Cross questioned if the screening of berm and two rows of coniferous trees would be enough on the loading dock side of the proposed retail center, particularly when a 30-degree view corner is cut into the southwest corner. Mr. Doty stated that Garrison Road is a private road which the City does not maintain.

Council Member Holman inquired on the screening for a trash container and the loading dock area, noting the applicant was choosing trees and the berm instead of wing walls others have incorporated. Council Member Holman said semitrailers are sometimes left in loading docks for extended periods.

Council Member Holman expressed his concern with regard to the retail development across the street which faces Elder Drive and stated it would now have a sight line of the back of the newly proposed project. Mayor Darrel Olson said that isn't a unique experience as the back of J.C. Penney is visible from Elder Drive and Costco has its side facing that street now.

HJ Development Representative Chris Moe stated the tenants have talked at length about signs. The tenants are requesting signage visible from T.H. 371.

Mr. Moe stated they are very confident the tree and berm screening will match what the city requires and there could be a stipulation in the lease that trucks would not be parked and left there. Mr. Moe acknowledged the loading dock area was a tight fit for delivery trucks, but space factors were considered and the area will work for the tenants.

Council Member Cross questioned if the delivery trucks would be pulling out into an oncoming traffic lane in order to make a right turn off Elder Drive into the loading dock area. Mr. Moe said as a practical matter that wouldn't work and would have been a red flag for him. Trucks could also be required to access the loading dock from the north as a solution.

Council Member Cross stated he was all for this project but he'd like to see the final product to see what he was approving. Mr. Moe expressed a concern for deadlines with retailers saying he needs to start construction by August 1, 2016. Without construction in place, Mr. Moe said there are unknown variables that could change things, like interest rates or the state of the economy.

MOTION by Mayor Olson, seconded by Council Member Nystrom to adopt ordinance No. 2016-019 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-041 approving a preliminary and final plat for "Elmwood Addition" and Resolution 2016-042 approving a PUD general plan for a multi-tenant retail development located at 13499 Elmwood Drive. Motion failed with Council Member Cross and Council Member Holman voting no.

Council Member Cross stated there are three components in this item, he was comfortable with approving the first two items; however not the third.

Council Member Holman inquired if their next special meeting on May 24th would allow enough time? Mr. Doty expressed concern on the turnaround for next Tuesday which may be too quick. Mr. Doty suggested that if the City Council wanted to table the application, that the next regular meeting on June 7th should provide enough time. Council Member Cross stated it would be helpful to get the revised drawings ahead to time to allow for questions.

Council Member Holman inquired on tabling the matter. City Attorney Person stated tabling any action until June would make it more clear on the record.

MOTION by Council Member Cross, seconded by Council Member Holman to adopt ordinance No. 2016-019 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-041 approving a preliminary and final plat for "Elmwood Addition" and table adoption of Resolution 2016-042 approving a PUD general plan for a multi-tenant retail development located at 13499 Elmwood Drive. Motion failed with Mayor Olson and Council Member Nystrom voting no.

Mayor Olson asked Mr. Moe if he needed more from the council about its support or intent to take to the tenants. Mr. Moe stated at this point he didn't feel very confident about getting this project approved.

Mr. Doty recommended tabling this matter based on the following actions. Mr. Moe expressed a concern for deadlines with retailers saying he needs to start construction by August 1, 2016 and he requested a consideration of a grading permit.

MOTION by Council Member Cross, seconded by Council Member Holman to table City Council agenda items 2 and 3 for Elmwood Addition located at 13499 Elmwood Drive, subject to conditions of approval until the June 7th, 2016 meeting. Motion carried.

Adopt ordinance No. 2016-020 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-043 approving a preliminary and final plat for "Central lakes Crossing 3rd Addition" and Resolution 2016-044 approving a PUD general plan for a multi-tenant retail development located at 7361 Glory Road. Mr. Doty stated this was the same applicant and developer as previously discussed project. This proposal is on the undeveloped land near Wal-Mart across the highway from Olive Garden. Plans show three restaurants sites and a landscaped pond, which would face the Paul Bunyan State Trail and Highway 371.

Mr. Doty reviewed the conditions for the proposed development on Glory Road. Council Member Cross questioned the 10-foot setback wondering who would want to sit on the patio so near Glory Road.

Council Member Cross expressed a concern for snow plowing and removal and salt damage to the building. Mr. Walter said there have been previous conversations about the setback distance and snow removal and while it will be a little more maintenance but it can work. Mr. Walter stated the applicant has been put on notice regarding snow removal concerns.

Council Member Cross pointed to the sight corridor limitation being a bit ironic as it mainly shows parked semitrailers. He also read the site requirement agreement and thought at first it allowed for a patio there and at least a 3.3-foot fence. Mr. Moe said their lawyers reviewed it, noting it calls for no improvements whatsoever in the sight corridor.

Council Member Cross stated that with past projects developers have given an indication of how the entire property may be done in phases so they could see if this arrangement was the best for the first phase. Mr. Moe stated their architects have looked at every possible design and the one they presented works best for the site, noting they can't commit to a future site plan now without demand for it.

The council also voted to table the restaurant development until the next available agenda. Olson opposed.

MOTION by Council Member Cross, seconded by Council Member Holman to table adopting Ordinance No. 2016-020 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-043 approving a preliminary and final plat for "Central lakes Crossing 3rd Addition" and Resolution 2016-044 approving a PUD general plan for a multi-tenant retail development located at 7361 Glory Road until a final site plan is submitted. Motion failed with Council Member Nystrom and Mayor Olson voting no.

MOTION by Council Member Holman, seconded by Council Member Cross to table adopting Ordinance No. 2016-020 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-043 approving a preliminary and final plat for "Central lakes Crossing 3rd Addition" and Resolution 2016-044 approving a PUD general plan for a

multi-tenant retail development located at 7361 Glory Road until the June 7th, 2016 meeting. Motion carried with Mayor Olson voting no.

Approve architectural plans for Central Lakes Crossing 3rd Addition located at 7361 Glory Road, subject to conditions of approval.

Mr. Doty stated this was the same applicant and developer as previously discussed project. Staff had no concerns of the matter was tabled until the June 7th meeting.

MOTION by Council Member Holman, seconded by Council Member Cross to table approval of architectural plans for Central Lakes Crossing 3rd Addition located at 7361 Glory Road, subject to conditions of approval until the June 7th, 2016 meeting. Motion carried.

Adopt Ordinance No. 2016-021, Summary Ordinance No. 2016-022 and Findings of Fact Resolution 2016-045 approving an ordinance amending the text of Title 10, Zoning Regulations.

Mr. Doty stated this was an accumulation of items that need to be updated. He gave a brief update on the items listed below:

Chapter 1, Section 3D, Rules, Scope And Interpretation: Rules

Chapter 2, Section 2, General Definitions

Chapter 3, Articles A, B and D-I, Section 5A Lot Area, Height, Lot Width and Yard Requirements: Area Requirements

Chapter 3, Article C, Section 5B Lot Area, Height, Lot Width and Yard Requirements: Area Requirements

Chapter 4, Section 7B, Storage Standards: Nonresidential Zoning Districts

Chapter 4, Section 8A, Screening/Landscaping/Fencing: Screening

Chapter 4, Section 8D, Screening/Landscaping/Fencing: Landscaping

Chapter 4, Section 10E, Architectural Design Standards: Allowable Materials By Zoning District

Chapter 4, Section 10F, Architectural Design Standards: Other Materials

Chapter 5, Section 1F, Signs: Signs Permitted In OS, I, C1 And C2 Districts

Chapter 5, Section 4D, Lighting Standards: General Performance Standards

Chapter 5, Section 4E, Lighting Standards: Lights Mounted On Poles

Chapter 5, Section 5A, Drive-through Businesses: Where Allowed, Drive-through Businesses Shall Comply With The Following

Chapter 5, Section 8A, Motor Fuel Stations: Site Requirements

Chapter 5, Section 9A, Accessory Structures: Requirements

MOTION by Council Member Cross, seconded by Council Member Nystrom to adopt Ordinance No. 2016-021, Summary Ordinance No. 2016-022 and Findings of Fact Resolution 2016-045 approving an ordinance amending the text of Title 10, Zoning Regulations. Motion carried unanimously.

Approve architectural plans for Baxter Dental located at 13442 Elmwood Drive.

Mr. Doty stated that Hy-Tec Construction has submitted an application on behalf of Baxter Dental for a building addition at Baxter Dental. Staff is recommending approval the architectural plans for Baxter Dental dated 4/9/2016 including the use of cement board shakes in the gables and a 4 ¾ :12 pitch roof since the materials were allowed when the building was constructed.

MOTION by Council Member Cross, seconded by Council Member Nystrom to approve the architectural plans for Baxter Dental located at 13442 Elmwood Drive with the findings of fact that it is a remodel of an existing building. Motion carried unanimously.

Adopt Resolution No. 2016-046 approving Comprehensive Plan Amendment for the Inglewood Drive planning area.

Mr. Doty stated staff is requesting approval of Comprehensive Plan Amendments for the Inglewood Planning Area which includes a revised Future Land Use map, revisions to the Future Land Use table, revisions to the Functional Classification and Future Transportation Plan, revisions to the Water Plan and revisions to the Sanitary Sewer Plan.

MOTION by Council Member Holman, seconded by Council Member Nystrom to adopt Resolution No. 2016-046 approving Comprehensive Plan Amendment Option No. 4 for the Inglewood Drive planning area. Motion carried unanimously.

COUNCIL COMMENTS

Quinn Nystrom: Stated this week is National Police Memorial Week. The City received an envelope of hand made “Thank You” cards from children for each of the officers.

Darrel Olson: Informed the council of the City of Brainerd’s comments regarding the annexation agreement and wastewater plant.

CITY ADMINISTRATOR’S REPORT

Interim City Administrator Steele reminded the council of the Special Meeting on June 9, 2016 for the Fairview neighborhood meeting.

The Council retreat discussion will be on the next work session agenda.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Nystrom to adjourn the meeting at 10:15 p.m. to the special council meeting on Tuesday, May 24, 2016 at 6:00 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant

BAXTER CITY COUNCIL MINUTES

Work Session

May 17, 2016

Mayor Darrel Olson called the Work Session to order at 6:00 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson, Council Members Quinn Nystrom, Todd Holman, and Mark Cross.

COUNCIL MEMBERS ABSENT: Council Member Steve Barrows

STAFF PRESENT: Assistant City Administrator Kelly Steele, Community Development Director Josh Doty, Finance Director Jeremy Vacinek, Public Works Director Trevor Walter and Police Chief Jim Exsted.

HJ DEVELOPMENT TRAFFIC STUDY ON GLORY ROAD AND ELDER DRIVE

WSB Consulting Engineer Rickart reviewed the traffic engineering review and analysis for the proposed Central Lakes Crossing Development. One site is located south of TH 210 and west of TH 371 on Elder Drive, just south of Costco. The second site is located south of Glory road and west of TH 371 in the Walmart parking lot.

The information is based on the Elder Drive and Isle Drive Transportation Study from 2008. The purpose of the study was to look at traffic operations specifically on Elder Drive and Glory Road, lane geometry, traffic control, right-of-way need, access and pedestrian accommodations for the development.

WSB conducted traffic counts at the following locations:

- Elder Drive at Forthun Road
- Elder Drive at Garrison Road
- Elder Drive at Glory Road
- Glory Road at Walmart East Access
- Glory Road at T.H. 371

The three components of the forecasted traffic operations from 2018 and 2030 were explained. The forecasted traffic operations included general background traffic which is traffic that is not generated from site in the area which is projected to increase 2.65% per year, future development within the Isle Drive and Elder Drive area and the proposed development site traffic.

Mr. Rickart explained one of the primary measures of effectiveness used to evaluate intersection traffic operations is the Level of Service (LOS) which is graded A – F, based on seconds of vehicle delay due to a traffic control device at an intersection. The intersections within the proposed development area are operating at and overall LOS C with the exception of northbound TH 371 left turn to westbound Glory Road and eastbound Glory Road to northbound T.H. 371 left which is operating at a LOS D.

Intersection traffic operations for the future build condition show that, assuming the addition of the HJ Development traffic, all intersections would continue to operate at overall LOS C or better in 2018 and by 2030 would operate at an overall LOS D in 2030.

Mr. Rickart stated that based on the traffic analysis and review of the site plans the following items are recommended:

1. The proposed site access driveway on Elder Drive from development Site 1 should be moved north to approximately half way between Garrison Road and Forthun Road.
2. Provide a continuous center left turn lane on Elder Drive from Forthun Rd to Garrison Rd including a left turn into the proposed Site access driveway.
3. Provide northbound right turn lanes on Elder Drive at Forthun Rd, Garrison Rd and the proposed Site access driveway.
4. Provide an additional 10 feet of right-of-way on Elder Drive adjacent to development Site 1, and; provide a 30 foot by 30 foot site corner in the southeast corner of Elder Drive at Forthun Road and the southwest corner of Forthun Road at Elmwood Drive.
5. Include existing right-of-way and/or easements on development Site 2 plan adjacent to Glory Road and the existing Paul Bunyan Regional Trail.
6. Work with MnDOT to provide improvements at the intersection of TH 371 at Glory Road:
 - a. Short term - Update the traffic signal, including restriping the eastbound Glory Road approach and providing split phasing for the Glory Road approaches. By 2018 or with additional development in the Central Lakes Crossing development area.
 - b. Long term – Widen the eastbound Glory Road approach to provide dual left turn lanes. By 2030 or with future development analysis indicating need for the improvements.
 - c. Long term - Plan for a future dual left turn lane northbound on TH 371 to eastbound Glory Road similar to southbound TH 371. By 2030 or with future development analysis indicating need for the improvements.
7. Provided pedestrian connection improvements:
 - a. A striped pedestrian crossing with ADA compliant pedestrian ramps across Elder Drive to the existing path on the west side of the road.
 - b. ADA compliant pedestrian ramps should be provided for crossing both Forthun Road and Garrison Road at the Site access driveways.
 - c. A connection to the existing path adjacent to Glory Road from the sidewalk adjacent to the proposed buildings.
 - d. A connection from the sidewalk adjacent to the proposed buildings to the parking lot south of the buildings.

Community Development Director Doty stated the developer is in support of the traffic study. There are conditions requiring compliance with the study which will be discussed at the regular meeting. There is also a question as to whether the developer completes the requirements or does the City complete them and assess the developer.

Council Member Holman inquired on Site 2 and the condition calling for a wider turn lane and will that take into account the building setback from Glory Road. Mr. Doty stated there are conditions that will also address this matter.

NORTH INGLEWOOD DRIVE FEASIBILITY REPORT

WSN Consulting Engineer Welch reviewed the feasibility of extending municipal sanitary sewer collection system and water distribution improvements to properties on either side of Inglewood Drive area from Peace Road and to CSAH 77 (Pine Beach Road) and along CSAH 77 from Inglewood Drive to Edgewood Drive.

Option 1 – Connection to Edgewood Drive

The first phase includes connecting to the existing 10" PVC stub at the north end of Edgewood Drive and extending 10" gravity PVC sanitary sewer main piping westerly approximately 700' along the south side of CSAH 77. The depth of the piping at the westerly termination was approximately 6.6 feet deep and insulation would be required at the west end of the extension. From this point no further extension either westerly or southerly was feasible due to the low lying property and loss of ground cover to provide frost protection. Manholes are proposed at a maximum spacing of 400' with six-inch services proposed to all potentially developable lots to allow for future commercial development. All services are proposed to be stubbed to the right-of-way or easement lines.

Twelve inch watermain is proposed to be extended along the same route and adjacent to the sanitary sewer mains being proposed. Hydrants would be located at approximate 600' intervals. 1 ½" services are proposed to all potentially developable lots in the project area to allow for future commercial development. All proposed services will be extended to the right-of-way line or easement line.

This option does not provide service to the entire project area and is considered the first phase of the project utilized to service property in the southeast quadrant of the Inglewood Drive/CSAH 77 intersection. Service could be provided to this property if considerable fill was placed to provide frost protection or a private pressure system was utilized.

Option 2 – Construct Lift Station

Phase 2/Option 2 includes the construction of a small diameter pressure sanitary sewer collection system. The system would consist of a 3" or 4" diameter forcemain extending westerly along the south side of CSAH 77 from the last manhole installed with the Phase 1 improvements to Inglewood Drive. From that point it would extend southerly along Inglewood Drive east and west side of Inglewood Drive to Peace Road. One open cut crossing of Inglewood Drive is proposed to avoid low lying areas along the roadway corridor. The forcemain would also be extended westerly along the south side of CSAH 77 to a point approximately 1,300' west of Inglewood Drive.

Forcemain cleanout manholes are proposed at a maximum spacing of 800'. 2" services are proposed to be extended to the right-of-way or easement line with a curb stop at the end of the service line.

The forcemain would be a shared system and each property owner would be required to install a grinder pump or effluent pump depending on the type of system allowed by the City. A grinder pump system takes raw sewage, grinds it up and pumps it into the shared forcemain system. This type of system usually has very little storage in case of a backup. Existing properties with septic systems will likely install effluent pumps to pump effluent from the septic tank. This type of system

is referred to as a step system and is the preferred method because solids have been allowed to settle out in the septic tank and only clear effluent is being pumped into the shared forcemain system.

Water mains are proposed to be extended along the same route and adjacent to the shared forcemain being proposed. Twelve-inch main would be extended along the south side of CSAH 77 to the west end of the proposed improvements. All remaining water main is proposed to be 8" PVC located in the same locations and adjacent to the proposed shared forcemain. Hydrants would be located at a maximum of 600' intervals. 1 ½" services are proposed to each developed and potentially developable lot in the project area. All proposed services will be extended to the right-of-way line or easement line.

The majority of the proposed municipal utility mains are proposed to be constructed within utility easements located adjacent to existing roadway corridors or existing lot lines. These easements need to be obtained from the private property owners. Obtaining private easements was proposed to minimize interference with existing roadways and interference with existing private utilities (telephone, fiber-optic, electric) located in ditches along the roadway corridors.

Mr. Welch reviewed the total project costs and assessments. Assessments were calculated using the area assessment method due to mix of residential and commercial, larger properties can be subdivided, sanitary sewer and water alignments follow side lot lines within easements which are not conducive to the front foot assessment method. Advantages and disadvantages were reviewed for each option.

Mr. Welch explained that from an engineering stand point, Phase 2 /Option 1 is the preferred alternative. Although it has a higher initial project and City costs, the traditional gravity collection system is the most reliable and efficient system. City Staff is familiar with the operation and maintenance and no additional equipment purchases or training is necessary. This option is also the most flexible when it comes to expansion of the system in the future should areas outside of the current City limits request sanitary sewer service. The pressure system can also be expanded but unlike the gravity system, when maintenance is necessary, it will shut down the system for all users.

Council Member Holman inquired if this is the same system that is being discussed for installation on CSAH 48. Mr. Welch stated the installation on CSAH 48 will be a traditional forcemain system. Mr. Welch explained the City already has the equipment necessary to maintain 8-inch and larger forcemain systems; smaller or specialty system will require the purchase of specialized equipment to maintain.

Mayor Olson stated one of the most common questions to any project is what are the costs going to be. When you see the big picture going further to the west and south the City is looking for the most economical and feasible way to provide services.

Loren Knack, Nisswa, MN. Inquired why when you come off the highway by Dondelinger, Phase One starts and stops in that location. What is the purpose of stopping right there and who is it going to serve? Mr. Welch explained that Phase One will serve properties along County Road 77 from Edgewood Drive and Inglewood Drive except the last parcel on the corner which would be served by a pressure service.

Mr. Knack inquired on the timing of the project, is it a five or ten year project? Mayor Olson stated the council has not discussed the timing of the project. Mr. Knack asked how much are taxes going to increase and expressed concern that he can't build on the land due to City ordinance.

Council Member Holman stated that every year council members and staff review the direction of the City. This area has not been in the Capital Improvements Plan discussions since it was recently annexed into the City although this area will be an item discussed during summer budget session held starting in July.

Mayor Olson reviewed the improvement process and stated the study is done to determine if a project is actually feasible for the City to do the improvements. The two main ways that projects proceed are either petition driven or city driven. This is new territory for the city and future discussion will be held during the budgeting cycle.

Mayor Olson thanked Mr. Knack for his questions and concerns with the area development and stated that staff will provide information as it becomes available.

EXCELSIOR ROAD FEASIBILITY REPORT

Mayor Olson stated this item started with a concept sketch and ideas, the consulting engineers were sent back for review and other options.

WSN Consulting Engineer Welch gave a brief overview of the project location and existing traffic configurations. The Council had requested the roundabout location be repositioned as far to the south as possible within the constraints of the surrounding developments. Mr. Welch explained the roundabout has been moved approximately 20' south of the previous layout; however, moving the roundabout will change or impact several of the surrounding properties. Brenny Funeral Chapel's east driveway entrance will still need to be removed.

Mr. Welch stated the sewer and water will be from Fairview Road to the north. The total project costs and assessments were reviewed.

EXCELSIOR ROAD SUPPLEMENTAL TRAFFIC ANALYSIS

WSB Consulting Engineer Rickart reviewed how much development could occur if the City did not build the roundabout. The original analysis assumed development of the Fruth site based on a concept plan provided by the developer. It included 13,300 sf of general retail and 7,100 sf of drive thru restaurant uses. The traffic generation anticipated the full build out of the site. The analysis also assumed two improvement scenarios. The first assumed no changes to the existing lane configuration on Excelsior Road. The second assumed providing a stripped left turn lane on westbound Excelsior Road for the driveway into the proposed site driveway. Both scenarios assume that the driveway is shared with the existing driveway to the Church

Council Member Holman stated the chart showed all level of services D and E. When are conditions so bad that drivers do not want to enter those areas? Mr. Rickart stated that drivers have a tendency to avoid D and E areas. Council Member Holman felt the city should look at a higher level of service for the area.

Boomers Pizza Owner Chris Moran requested clarification on the roundabout. WSN Consulting Engineer Welch stated this depends on how the project is constructed in either phases or total build out.

Mayor Olson inquired what would happen with the bank entrance. Mr. Welch stated the bank would have right in and right out under both options. Frandsen Bank representative Jim Kraft stated the bank would prefer a left turn access. Mr. Kraft stated that levels of traffic service on east side is higher than west. The value and cost of assessments have to be considered in order to address the immediate need. What gets assessed and where is the value.

Council Member Cross stated that only thing difference is that he has waited on the south bound frontage road near Fleet Farm attempting to cross Excelsior Road and he would grade that level of service an F.

ADJOURNMENT

MOTION by Council Member Holman, seconded by Council Member Nystrom to adjourn at 7:00 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant

BAXTER CITY COUNCIL MINUTES
Special Meeting
May 24, 2016

Mayor Darrel Olson called the Special City Council Meeting to order at 6:00 p.m.

COUNCIL MEMBERS PRESENT: Council Members Quinn Nystrom, Steve Barrows, Todd Holman, Mark Cross and Mayor Darrel Olson.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Interim City Administrator Kelly Steele and Public Works Director/City Engineer Trevor Walter.

PRESENTATION OF 2016 MILL AND OVERLAY IMPROVEMENT PROJECT

City Consulting Engineer Welch reviewed the two bids received for the 2016 Mill and Overlay Improvement Project on Tuesday, May 17th.

1. Tri-City Paving	\$ 806,167.45
2. Anderson Brothers Construction	\$ 912,603.17
Engineer's Estimate	\$1,061,125.75

Mr. Welch stated that Tri-City's bid was approximately 24% lower than engineer's estimate. Due to the considerable difference in estimates Mr. Welch contacted Tri-City to check on their numbers and Tri-City is comfortable with the numbers that were submitted and will honor their bid.

Mr. Welch reviewed the project costs which were lower were originally estimated. Total City cost is estimated to be 7.6% lower than estimated which is not reflective of the overall savings on the project because no savings was realized on the turn lane project which compromises the majority of the City cost.

Assessments are 23.9% lower for the mill & overlay project area and 13% lower for the full depth reclamation project area.

Mr. Welch felt comfortable with bid and recommended moving forward with the project. Council Member Nystrom inquired why the bid came in lower than anticipated. Mr. Welch stated that bituminous and oil prices are low plus economy of scale.

Mr. Welch stated the project start date depending on approval, hearings and contractor schedule could be early July.

Mayor Olson opened the public hearing at 6:05 p.m.

No residents attended the public hearing.

MOTION by Council Member Nystrom, seconded by Council Member Barrows to adopt Resolution No. 2016-047 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2016 Mill and Overlay, Full Depth Reclamation and Turn Lane Improvement Project, Municipal Project Number 4416. Motion carried with Council Member Holman abstaining.

MOTION by Council Member Barrows, seconded by Council Member Nystrom to adopt Resolution No. 2016-048 for Hearing on Proposed Assessment for the 2016 Mill and Overlay, Full Depth Reclamation and Turn Lane Improvement Project, Municipal Improvement Number 4416. Motion carried with Council Member Holman abstaining.

Mayor Olson closed the hearing at 6:10 p.m.

MOTION by Council Member Cross, seconded by Council Member Nystrom to adjourn at 6:11 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant

BAXTER CITY COUNCIL MINUTES
Special Meeting
June 2, 2016

Mayor Darrel Olson called the Special City Council Meeting to order at 6:00 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: Interim City Administrator Kelly Steele, Finance Director Jeremy Vacinek and Public Works Director/City Engineer Trevor Walter.

2016 Fairview Road Assessment Hearing

SEH Consulting Engineer Scott Hedlund gave a brief overview of the project. Assessments calculations were reviewed with the City of Baxter paying for the cost of full depth reclamation on the south side of Fairview Road and extra cost for road widths over 26-feet for residential lots, with other city revenue sources. There are also assessments for four parcels on the stormwater drainage improvements by the elementary schools and gas station that are based on the contributing drainage area.

Mr. Hedlund reviewed the assessment payment terms. Payments would be collected annually with property taxes for 12 years. Interest free prepayments and partial payments may be paid up to 30-days following the assessment hearing. Assessment balances will be amortized over the assessment term with an interest rate estimated at 4.75%.

Mr. Hedlund reviewed assessment deferments for hardship and the guidelines for applying for the deferment. The deadline for applying for the deferment is August 31st of each year.

Mayor Olson opened the public hearing at 6:12 p.m.

Kirk Dyvbik - 5902 Fairview Road. Inquired if there will there be gutter or storm drainage. Mr. Hedlund stated an existing 24' wide bituminous roadway will be converted on the north to 32' with 2 - 11' drive lanes and 2 - 5' bike lanes.

Mr. Dyvbik inquired on his unimproved parcel. The unit price is consistent however the assessed value is more. The parcel has approximately 370' frontage. Mayor Olson stated the undeveloped lot is sub dividable and according to Chapter 429 if you don't agree with the assessment you can file and a judge will decide. Council Member Cross inquired if the lot is platted and taxed as two lots. Mr. Dyvbik confirmed it was a separate platted lot. Finance Director Vacinek stated there is no deferment for this project because it is a street project only, not a complete water and sewer improvement project.

Mr. Dyvbik inquired if once assessments are put in place; will it increase the market value of the property. Mayor Olson stated that by law it should increase the value.

Dave Schonrock - 6056 Fairview Road. Inquired if at tonight's meeting you can oppose the assessments. Mayor Olson stated yes. Mr. Schonrock stated he stopped coming to meetings because it doesn't seem like attendance makes a difference. He inquired on the construction of the road which is to accommodate 10 ton road. Mr. Hedlund confirmed the road construction. Mr. Schonrock stated on papers it says residential, a 10 ton road is not a residential road and it is being constructed to handle 40 plus school buses. The school district can go where they want and they race like they are at BIR.

Mr. Schonrock also stated he didn't know how the City came up with assessments. \$3,000.00 per lot, and it doesn't matter how big the lot is, but on Fairview Road you are charged by the foot. Part of the reason is because one of the council members lives on one of the roads. You have two different ways of doing things. He inquired on why Fairview Road wasn't handled this same way and \$85,000.00 for storm sewer for the school's water problems at the east end of Fairview Road, the ditch was never dug out.

Mr. Schonrock stated he has concerns about putting in the school storm sewer system. He felt part of reason for re-doing the road is from the so called traffic flow on Fairview Road and if there were 3,000 cars a day on Fairview Road and the road was 40 years old he could see paying to have road done. Mr. Schonrock would like to see this traffic report as he had the 1999 traffic speed study.

Mr. Schonrock expressed concern about the traffic study. He has the traffic data from MNDOT. His discussion that turned to his front yard and stated it took him 20 years to get something to grow in his front yard and that effort was destroyed in one hour. He does not see anyone else maintaining his yard.

Mr. Schonrock stated he receives the flyers and stated shouldn't the people along the project cut the ribbon. He inquired on when the City will tear out Knollwood intersection and railroad crossing. Mr. Walter stated no changes will be made to the north end. Mr. Schonrock inquired on the railroad crossing quite zone stating that someone made a comment about railroad crossing and do you know how hard it would be for someone to cross over a cement structure.

Mr. Schonrock stated he felt the city is working for the engineering firms and these so called feasibilities studies. He stated he paid his assessments yesterday; however, he felt that what the council is doing to the public is not right. He used to have respect for the council and still does but reiterated that something has to change.

Mayor Olson inquired if WSB had done a traffic study. Public Works Director/City Engineer Walter explained WSB's traffic study was done at the intersection of Fairview Road & Inglewood Drive, Inglewood Drive & T.H. 210, Inglewood Drive & Excelsior Road and Excelsior Road to T.H. 371. There was never any traffic study further down Fairview Road. He explained on how the design was calculated.

William Dybvik - 5902 Fairview Road. Inquired on the Baxter Elementary school and is the building will be retired or repurposed. What is the future timeline for the school. Mayor Olson explained the elementary school is landlocked and has 150 students over what it really should

have. It is bordered by the cemetery, gas station, and is land locked. There is current discussion on repurposed use which could change the dynamics.

William Dybvik - 5902 Fairview Road. Stated he has lived on Fairview Road since 1965. Mr. Dybvik thanked Mr. Hedlund for talking to me and my wife. In the past the project was considered Safe Routes to School. Mayor Olson stated there was a grant process for Safe Routes and now it has changed to a City project. Mr. Dybvik inquired on the bike trail. Council member Nystrom stated the trail was eliminated and changed to a widened road.

Mr. Dybvik inquired on how many kids you see riding bikes to school. Mayo Olson stated there are many adults that also use it.

Allie Galligan - 5312 Fairview Road. Inquired on behalf of her mother for the deferred assessment for persons over 65. Does it have to be paid if the house is sold? Finance Director Vacinek reviewed the policy for deferments.

Ms. Galligan inquired what happens to the driveway entrance to their home. Mr. Hedlund stated the contractor will re-tar any disturbed areas.

Council Member Barrows inquired on the parcels that have a Trust. Finance Director stated that it is based on the individual.

Randy Reetz - 5828 Fairview Road. Inquired if the Minnegasco project is being assessed through the city. Mr. Walter stated that Minnegasco is putting in new gas main at their expense and the company was excited to upsize from 4" to 6". There is no cost of the upgrade to the city.

Kathy Reetz – 5828 Fairview Road. Objected to the price of the assessments. She feels there are a lot of buses and people who use the park. Mrs. Reetz stated that she is concerned over an assessment when you do something new with the school. The assessment should be to the entire city. Mayor Olson stated the whole city is picking up a large portion.

Jonathan Newkirk – 5248 Fairview Road. Stated he is one of the younger people who live on the road and the assessment is a real hardship.

Kirk Dybvik - 5902 Fairview Road. Inquired on how the driveways will be set up and how will that will work with gravel driveways. Mr. Hedlund stated a short section of bituminous will be laid on the driveway approach.

Mayor Olson closed at the public hearing at 6:50 p.m.

Mayor Olson stated that no decision will not be made tonight, but will be made at the regular council meeting on Tuesday, June 7th. If you want to appeal the project you will have to provide the information to Interim City Administrator Steele tonight before you leave.

MOTION by Council Member Cross, seconded by Council Member Holman to adjourn at 6:51 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant

PARKS & TRAILS COMMISSION MINUTES
May 23, 2016

The regular meeting of the Baxter Parks and Trails Commission was called to order at 4:00 p.m.

MEMBERS PRESENT: Chair Jim Kalkofen, Commissioner Mari Holderness, Melissa Barrick, Gail Brecht and Council Liaison Quinn Nystrom

MEMBERS ABSENT: Ken Hasskamp

STAFF PRESENT: Community Development (CD) Director Josh Doty and Planner Matthew Gindele

OTHERS PRESENT: Josh Pennington

Approval of the Minutes

MOTION by Commissioner Holderness, seconded by Commissioner Barrick to approve the regular meeting minutes of April 25, 2016 as presented. Motion carried unanimously.

Draft 5 Year CIP

Oakwood Trail Update-Move Timeline 1 Year

CD Director Doty stated the one change is the Oakwood Trail has been moved out a year being Baxter was not selected for the grant funding, however the City will try again this winter for another grant.

CD Director Doty stated that the five year CIP does need to be approved eventually as the Council is looking to incorporate that into the comprehensive plan. The Commission discussed a few different trails that were "wishful" items and how the roads being constructed define the trails maps. CD Director Doty explained the studies of several different trails, areas and parks. He indicated that several of the 2016 items are underway or completed. CD Director Doty walked the Commission through each year of the five year CIP. Commissioner Brecht stated that it is hard to determine where to place funding when the Commission is unaware of items such as rotten wood on a pavilion that comes up out of the blue and takes money away from the proposed projects. Commissioner Holderness stated that she would like to see a dog park and fitness park added to the CIP as they are items that have been requested. Chair Kalkofen stated that without additional funding almost all projects will be for discussion. CD Director Doty stated that the Jewelwood Park trail study is expensive and there are easements from private land owners that are going to be required to build that trail, without the funding that would be a difficult trail to complete. Commissioner Holderness asked if the new development by Walmart and Costco will bring in any park dedication funds. CD Director Doty stated that staff is currently researching the park dedication credits that were given to the developer for extending the Paul Bunyan Trail at the time that Wal-Mart was built, the land currently being proposed to be built on is owned by that same developer.

Chair Kalkofen suggested leaving it on the agenda for each Commissioner to review and discuss.

Oakwood Trail Relocation

Region 5 Letter

Planner Gindele stated there is a summary of the review regarding the trail in the packet. The grant was not approved this year, however Region 5 did give some good feedback for a future grant. CD Director Doty stated that the scoring/points given to the City are currently being worked on and some are difficult to achieve. CD Director Doty asked the Commission if staff should continue to move forward with this grant in the future. Commissioner Barrick asked if staff is looking at any Legacy grant money? CD Director Doty stated that the Legacy grant is a 50% grant and not as much as the Region 5 grant. Commissioner Barrick asked if you can use one grant to cover the balance of another grant. CD Director Doty was not sure if that would be allowed. He will look into other options and report back to the Commission.

WSB Trail Memo

CD Director Doty reviewed the memo with the Commission regarding the traffic study. As previously stated, Camp Vanasek asked that the trail not run along the lake side due to the proximity to their septic drain field and closeness to buildings, and instead run the trail on the east side of Oakwood Drive. The Commission reviewed the map included in the packet showing the proposed location the City would have liked and the traffic study showing a different location and proposed crossing. CD Director Doty indicated the safety concerns that staff had and the traffic study recommendation to install push button type crossing such as the new one located near the Arboretum. He stated the next step is to bring it to you for approval and see if the amendments will work with the Camp. If the Commission wants staff to move forward with re-applying for the TAP grant in the future staff will take the amended version of the trail to Camp Vanasek to see if they would agree to the changes in the trail crossings/location. Commissioner Brecht asked if staff has come up with a new figure including the new crossing suggestion. CD Director Doty stated that they have not put those numbers together, however those costs can be pulled out of the Excelsior Rd. project fairly easily.

Council Liaison Nystrom asked if the Grand Oaks area near the townhomes could be included in the grant funding request. CD Director Doty stated that the Council did look at the different trail locations/segments and decided on the Oakwood Trail for this grant opportunity, it doesn't mean that the Grand Oaks trail segment could not be looked at again for a future grant. Council Liaison Nystrom would like to see a list of requested trail areas kept for future reference.

The Commission had lengthy conversation regarding the crossing locations and the potential for where pedestrians would possibly try to "short-cut" the trail.

Mr. Josh Pennington 4379 Cedar Scenic Road, lives on the south side of Whipple Beach. He is surprised the Camp is being heavily catered to being it is tax forfeited land. He commutes on his bike and has a daughter that is also excited to ride her bike to Whipple Beach; he explained the path that a bicycler would take to the Commission. He has read previous park minutes and stated that the reasons that the camp doesn't want the trail on that side of the road seem nominal. He questioned if a row of houses were on that street would changing the route be considered if some of the residents didn't want the trail in their front yard. CD Director Doty stated that Camp does have a long term lease and that is the reasoning for trying to receive support from the Camp.

Chair Kalkofen asked if a motion needed to take place tonight on the trail. CD Director Doty indicated that the next application for a TAP grant is December, there is time if the Commission would like to further discuss the trail location. Chair Kalkofen asked that staff keep this item on the agenda for the next meeting.

Recycling Container Grant

CD Director Doty stated that there is an option to submit a grant for recycling bins in the parks. He stated that the Parks Maintenance department is slightly concerned over the amount of time/expense that could potentially go into this recycling program should the City apply for and receive the grant. The grant is due in June and would require a motion tonight in order to get this item on the June 7th City Council Meeting for approval. CD Director Doty showed the Commission pictures of existing garbage bins in the parks. Currently the Parks staff collects the garbage and takes it to the main garbage dumpster. With the addition of recycling, staff has to determine roughly how much more time it will require and the cost of collecting recycling bins. The other factures the City has to look at is the cost to separate the garbage out of the recycling if persons place items in the wrong container. He explained that there is more to figuring out if this is a cost effective idea if the grant is worthy of going after for a potential approval. CD Director Doty stated that there are recycling containers at Jewelwood Park and at the OK Pavilion site. There is not enough documentation to determine what the associated costs are at this point. Commissioner Holderness stated that it may be a little late to try for the grant this year and staff should see what the current recycling bins are costing the City and determine if it is worth the

Parks & Trails Meeting 5/23/16

cost of moving forward with the grant. Commissioner Brecht asked if other facilities within the city are using recycling. CD Director Doty stated that City Hall is on a recycling program and the recycling is picked up at the front of the building on certain days. Commissioner Brecht asked if there were any numbers available for the Commission to review the costs of garbage versus recycling. Chair Kalkofen asked if it would be possible to request a few, place them in a few selected parks and see what the outcome is without placing them everywhere first. Then, if next year we find the recycling program is working well and cost effective, request more. Commissioner Barrick suggested easing staff into this to see if it works and what their opinion of the program is. Chair Kalkofen suggested logging the current locations and seeing the pros and cons after a year and determine then if a grant should be applied for.

OK Pavilion Grand Opening/Music Event-Planning

CD Director Doty stated that he had spoken to Council Liaison Nystrom regarding the grand opening. The main question is how to promote this event and publicize the event through the City. He indicated that it has been in the city newsletter once and will be again in June. Council Liaison Nystrom stated that the music is booked and the next item would be requesting the paper and radio to promote the event. Chair Kalkofen suggested that a letter goes to all resorts within 30 miles, campgrounds, radio stations, community focus with Tess and Ken, Hubbard Radio does public announcements, Chamber should have this on their calendar, notify home schooling groups, CLC, have a group with a following sing the National Anthem, have the contractor provide food and a potential sponsorship to help offset some of the costs of advertising as a donation. Council Liaison Nystrom asked if the apartment buildings in town have any type of a community board that might post this free event. Chair Kalkofen stated that getting on the Tess and Ken show books out in advance, therefore sooner is better to get on that schedule. Council Liaison Nystrom stated that getting this event on Facebook would also be helpful as a lot of people do look at the Baxter Police Department Facebook page.

The Commission had conversation regarding the type of music that will be provided Scott Lykins.

Golf Course Drive Reconstruction/Trail Plans

CD Director Doty indicated that the Chair had requested this information for the packet. Included were a map of the project area and the proposed reconstruction plan provided by Public Works staff. A third map showed the 2018 trail project for this area. CD Director Doty explained that there will be a 5' bike lane proposed on both sides of the roads. When this area develops staff will look at additional trails within the project area. Chair Kalkofen stated that originally there was talk of a trail going directly through the property ending at the arboretum. Chair Kalkofen voiced concern regarding the on-road trail with a senior community being planned in that area. The concern is wheelchairs on an on-road trail and not having off road trails. CD Director Doty stated that it was a good point, however with the development when it moves forward, there is room for additional trails that would not be on-road trails within the development.

The Commission discussed the heavy use of Golf Course Drive and the future development.

Construction Updates

OK Pavilion

CD Director Doty stated that Baratto Brothers, the general contractor of the pavilion provided an update for the Commission. Commissioner Brecht stated that she drove by and there was no one working on the pavilion and it did not look very far along. CD Director Doty stated that once a crew gets back out there it will go fast.

CD Director Doty gave an update on the bench being installed and other concrete items that had been poured for future picnic tables and garbage container.

Whipple Beach ADA Observation Deck

CD Director Doty stated that a different contractor had to be brought in to complete the project.

Parks & Trails Meeting 5/23/16

Other Business

Commissioner Brecht stated that at LT Park there are pink and green flags in the park, 10 x 10 sign regarding a butterfly park coming soon. She spoke to a parks person that indicated a bench was going to be installed and it is a collaborative initiative. She was surprised that she had not heard anything about it at this Commission. CD Director Doty stated that he had heard some conversation of it in the parks staff and that it was going to be brought forward to the Commission soon.

Commissioner Brecht asked if a water play park for kids was in the works, as she was asked about it. CD Director Doty stated that he had only been asked once randomly about it and that there are no plans currently for that type of park.

The next scheduled meeting is June 27, 2016 at 4:00 pm.

Adjournment

MOTION by Commissioner Brecht, seconded by Commissioner Holderness to adjourn the meeting at 5:35 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Chair Jim Kalkofen

Shanna Newman, CD Administrative Assistant

LONG RANGE PLANNING COMMISSION MEETING
May 23, 2016

The Long Range Planning Commission meeting was called to order at 6:00 p.m. by Chair Donnay.

MEMBERS PRESENT: Chair Kevin Donnay, Commissioners Rock Ylimeini, Bob Ryan, Mark Cross, Lori Rubin, Jim Kalkofen, and Council Liaison Todd Holman

MEMBERS ABSENT: Cathy Clark

STAFF PRESENT: Community Development (CD) Director Josh Doty and Planner Matthew Gindele

OTHERS: Judy & Mark Zahn, Craig Reikofski and Kris & Rick Olson

Approval of Minutes

Motion by Commissioner Ylimeini, second by Commissioner Ryan to approve the minutes of the February 22, 2016 meetings. Motion carried unanimously.

Dellwood Annexation Planning Area-Comprehensive Plan Amendment

Planner Gindele stated that in March of this year the Dellwood Drive annexation took place. In the packet is a report that outlines the Dellwood Drive annexation area that is being discussed tonight. The property consists of 138 acres, having 21 lots of record, 13 single family homes, one business, one public piece of land and a small section of the Paul Bunyan Trail. The report listed background information on the existing conditions, land use, wetland area, topography, utilities, previous county zoning, the 2008 land use study for the annexed area and the public planning options for this item.

Chair Donnay asked where Menards is located in relation to the annexed area; he also asked if the storm water retention pond is separated by a newly annexed piece of property. Staff indicated that was correct. Commissioner Kalkofen asked where the homes are located within the annexation; the houses were shown on an overhead map.

While Planner Gindele was explaining the previous Crow Wing County zoning that was given the annexed property, an audience member stated that the County land was previously a gravel pit and that the map being shown is only current from 2010-2015. Prior to that time, all of the properties mentioned were zoned commercial. The audience member stated that they were not informed of losing their commercial zoning. They are currently being taxed as residential being that is the use of the property at this time.

Planner Gindele resumed review of the packet and highlighted the 2008 land use study. An audience member disputed the map, CD Director Doty indicated that these maps currently being discussed in the report are not approved maps, just prior history for the Commission to understand previous discussions. Planner Gindele explained land use verses proposed zoning in more depth.

CD Director Doty revised a map during the meeting to allow for better clarity of the annexed area for the Commission.

CD Director Doty stated that the update of the road did include some utilities but not all properties are currently going to be serviced at this time. There were additional utility maps handed out to the audience.

Planner Gindele reviewed the different options for the public hearing formats with the Commission. Commissioner Cross stated that it would be best to hold a neighborhood meeting and then have staff development recommendations based on the feedback from the residents. Then at a later date, hold a public hearing with the Commission. CD Director Doty stated that whenever annexation takes place the city is tasked with having the land use determined in a one year time frame. CD Director Doty explained the most recent annexation of property on Inglewood Dr. and how that procedure took place. It was suggested to have the 2009 County zoning map to see what the differences were in this area. It was also suggested to have larger maps to review that were easier to read.

Council Liaison Holman asked CD Director Doty if the new FEMA flood plain maps indicated any flood plain changes for the annexed properties. Director Doty stated that the annexed properties were not included in Baxter's review of the updated flood plain maps as those properties were not yet annexed into Baxter and that the deadline to appeal the revisions had already passed. CD Director Doty pulled up a current flood plain map and found a small location of flood plain over the retention pond near Menards.

An audience member asked if the City has one year from the annexation date or a different approved date to complete the zoning. The answer was one year from the date of annexation; in this case it would be March 2017.

Chair Donnay asked if a recommendation is needed to move forward with planning the neighborhood meeting. It was determined that a motion is not needed. The Commission decided that June 27, 2016 would be the meeting date for the neighborhood meeting to be held at the Long Range Planning Commission meeting at 6:00 pm. Staff indicated that this would be an open form type setting with maps and stations and public comment also being heard at that time. CD Director Doty summed it up in a brief presentation, allow people to break away and look at the maps and then return to the meeting format with comments and questions for the Commission to hear. Commissioner Kalkofen confirmed that the public hearing would take place during another meeting on a different date after the neighborhood meeting and ask if a recommendation from the Commission would be appropriate at that time or at a later meeting date. CD Director Doty stated that if the public hearing meeting goes well, then at that time the Commission could approve the land use designations onto Planning and Zoning and Council, however, if the meeting did not go well then additional meetings could be held to further discuss the zoning issues. An audience member asked if that means the next meeting would be an approval. Staff and the Commission indicated that it would not be approved at the next meeting.

A question was asked about where the annexed property owners would go to look at the different land use maps to help them understand what each district is and what the allowed uses are in each district. CD Director Doty stated that he and Planner Gindele would assist with locating and answering questions regarding the land use maps.

Commissioner Ryan stated that as they were going through the last annexation everyone kept hearing that it was an "orderly" annexation and later it was found that several people did not want to be annexed into the City. He asked if this is the same situation, where there were some that did not want to be annexed in. Staff indicated that was correct, there are several that did not want to be annexed in this time and were anyway. Commissioner Ryan stated that it would be better to know how these residents feel about the annexation instead of a blind side.

An audience member provided an additional map and information indicating that the County had taken away their commercial zoning by mistake. She also stated that they were present in 2008 when the previous maps were presented to the property owners. CD Director Doty took the information for the record and requested that this information is brought forward to the public hearing meeting.

Inaudible comment from audience regarding how zoning affects taxes.

A comment was made from the audience that it doesn't matter what the land owners want, that this Commission has already made up their mind and will move forward with what the City wants, he asked if that was correct? CD Director Doty stated with the annexation aside, the whole point of this Commission is to figure out a public process to help plan the future of these properties. He stated that a public hearing process is trying to be determined with this Commission, so each person can have a say, not that everyone will agree in the long run, but it is an attempt to hear the public.

Commissioner Cross stated that the Inglewood annexation was just completed and this Commission listened to the land owners and most of them got what they were asking for, with the exception of one who wanted all commercial. The audience member asked for the exact situation. Commissioner Cross stated that land owner had several different parcels and wanted all of them commercial, a few did go commercial and the others were butting up next to residential and several agreed that commercial should not go next to single family dwellings. He further stated that different uses were given after hearing the land owners point of view.

Other Business

The next meeting is scheduled for June 27, 2016 at 6:00 p.m.

Adjournment

Motion by Commissioner Kalkofen, second by Commissioner Cross to adjourn the meeting at 6:50 p.m.

Approved By:

Submitted By:

Chair Kevin Donnay

Shanna Newman
CD Administrative Assistant

Accounts Payable

Blanket Voucher Approval Document

User: susannah.jensen
 Printed: 06/03/2016 - 9:30AM
 Warrant Request Date: 06/07/2016
 DAC Fund:



Addendum A

Line	Claimant	Voucher No.	Amount
1	3D Specialties Inc.	00000101	962.01
2	Ace Hardware	00000103	157.57
3	Advanced Engineering & Environmental Service	00000104	2,920.80
4	AFSCME Council 65	00000105	893.24
5	American Steel Supply, Inc	00000106	228.60
6	American Welding & Gas Inc	00000107	202.49
7	Anderson Brothers	00000108	9,222.00
8	AT&T Mobility	00000109	1,364.41
9	A.W. Research Labs, Inc	00000102	113.40
10	BlueTarp Financial	00000110	703.50
11	Bolton & Menk, Inc.	00000111	18,494.00
12	Brainerd License Office	00000114	20.75
13	Brainerd Police Department	00000115	1,363.89
14	Brainerd Lakes Sewer LLC	00000113	100.00
15	Breen & Person, LTD	00000116	3,510.00
16	Buster's Masonry LLC	00000117	4,777.89
17	Colonial Life	00000118	1,125.96
18	Consolidated Telephone Co	00000119	714.13
19	CWC Auditor's Office	00000122	363.41
20	Crow Wing County Highway Department	00000120	75.40
21	Crow Wing Power	00000121	10,440.89
22	Dacotah Paper Company	00000123	39.41
23	Delta Dental of MN	00000124	2,222.40
24	Diamond Industrial Cleaning Equipment	00000125	457.25
25	East Side Oil Company	00000126	50.00
26	ESS Brothers & Sons, Inc	00000127	1,493.00
27	Essentia Health	00000128	25.00
28	Fastenal Company	00000129	160.03
29	Federal Withholding	00000000	17,784.77
30	Ferrellgas	00000131	185.67
31	Ferguson Enterprises Inc 1657	00000130	10.52
32	First Supply LLC - Brainerd	00000132	212.55
33	G&K Services	00000133	187.64
34	Gopher State One-Call	00000134	100.00
35	Hawkins, Inc	00000135	2,400.62
36	Health Partners NW3600	00000136	216.00
37	Holden Electric Company	00000138	875.00
38	Heartland Tree Sales, Inc	00000137	500.00
39	ICMA Retirement Corporation	00000139	325.00
40	Insty-Prints	00000140	330.00
41	John Henry Foster MN Inc	00000141	895.75
42	Kingscote Chemicals	00000142	88.93
43	Lakes Area Lock & Door Hardware, Inc.	00000143	160.00
44	Metro Sales Inc	00000144	271.51
45	Mid-American Research Chemical Corp	00000145	1,845.49
46	Midwest Machinery Company	00000146	452.72
47	Mills Fleet Farm	00000148	50.24

Page Total:

\$89,093.84

Line	Claimant	Voucher No.	35 Amount
48	Mills Automotive Group	000000147	216.43
49	MN Deferred Comp	000000000	4,338.36
50	Minnesota Equipment	000000149	9,692.00
51	Minnesota Pollution Control Agency	000000150	345.00
52	Minnesota Withholding	000000000	3,446.59
53	Northern Business Products, Inc	000000153	78.86
54	NAPA Auto Parts - Baxter	000000151	190.26
55	National Joint Powers Alliance	000000152	56,363.16
56	The Office Shop	000000160	294.44
57	Paper Storm	000000154	41.81
58	PERA Retirement	000000000	17,494.31
59	330601- NCPERS Minnesota	000000100	224.00
60	Quality Flow Systems, Inc.	000000155	1,012.52
61	Bradford, Daniel	000000112	1,803.00
62	Short Elliot Hendrickson Inc	000000156	21,680.49
63	The Sherwin Williams Co	000000161	64.84
64	Snap-on Tools	000000157	1,462.20
65	Squad Pro LLC	000000158	95.10
66	Terveer, Lori	000000159	450.00
67	Viking Industrial Center	000000163	269.26
68	Viking Electric Supply, Inc.	000000162	142.14
69	Visit Brainerd	000000164	22,193.45
70	Waste Management	000000165	671.33
71	Williams, Mike	000000166	444.00
72	Winkelman, Edwin	000000167	1,415.00
73	Winners Trophy & Engraving	000000168	25.00
74	WSB & Associates, Inc.	000000169	5,337.00
75	WSN	000000170	77,048.79
Page Total:			\$226,839.34
Grand Total:			\$315,933.18

REQUEST FOR COUNCIL ACTION

06/07/16

Department Approval: Finance Director Vacinek  **Agenda Section:** Consent

Approval Required: Simple Majority Vote of the Council on Ordinance Adoption and
4/5 Vote of the Council on Summary Ordinance Adoption

Items Description: Adopt Ordinance No. 2016-023 and Summary Ordinance No. 2016-024, An Ordinance Implementing a Utility Service Franchise Fee on Brainerd Public Utilities, a Municipal Utility, Its Successors and Assigns, for Providing Electric Service within the City of Baxter

Adopt Ordinance No. 2016-025 and Summary Ordinance No. 2016-026, An Ordinance Implementing a Utility Service Franchise Fee on Crow Wing Cooperative Power and Light Company, a Minnesota Cooperative, Its Successors and Assigns, for Providing Electric Service within the City of Baxter

Adopt Ordinance No. 2016-027 and Summary Ordinance No. 2016-028, An Ordinance Implementing a Gas Service Franchise Fee on Northern States Power Company, a Minnesota Corporation, Its Successors and Assigns, DBA Xcel Energy for Providing Gas Service within the City of Baxter

Adopt Ordinance No. 2016-029 and Summary Ordinance No. 2016-030, An Ordinance Implementing a Gas Service Franchise Fee on Centerpoint Energy Resources Corporation, DBA Centerpoint Energy Minnesota Gas, a Minnesota Corporation, Its Successors and Assigns, for Providing Gas Service within the City of Baxter

BACKGROUND

The City of Baxter commissioned a pavement management plan (PMP) study with engineering firm Bolton and Menk in 2013 to address ongoing maintenance and funding of the 85 miles of city streets. The study was initiated due to the aging of streets and the associated need for increased maintenance. The study's purpose was to: 1) develop a pavement management plan to preserve and/or improve quality and extend the useful life of the city's streets in a fiscally responsible manner, 2) develop and implement a plan considering immediate and long term needs, and 3) prepare systematic plan for routine evaluation with sustainable funding for maintenance costs.

The PMP study recommended significantly increasing the street maintenance budget to maintain all streets with a condition rating of 5 and above, targeting preservation improvements first with a sealcoating program. The added ongoing preventative maintenance will result in property owner savings by reducing the need for more frequent, higher street reconstruction costs. The PMP study identified the need for an average annual funding of \$539,600 for sealcoating in the next ten years and identified utility franchise fees as a potential funding source for the ongoing maintenance not currently being performed.

The benefits of utilizing franchise fees include:

- Reliable and stable source of revenue
- Not subject to loss of revenue due to State budget issues
- Growth in revenues is proportional to growth in business activity and population
- New entities immediately begin contributing
- Tax exempt properties contribute
- Opportunity to balance financial obligations between payer classes

The city engaged its financial/development advisor, Ehlers, to develop a franchise fee system and rate schedule to meet the funding needs of the ongoing sealcoating maintenance program of the PMP and street lighting program. Ehlers gathered data from and discussed the franchise fees with the City's two electric providers and two natural gas providers. A council work session on the topic was held on January 5, 2016, followed by a noticed information meeting on January 19 and further discussion at the February 16, 2016 council meeting and February 24 special council meeting.

The information meeting was held for the purpose of presenting information and receiving input on the proposed use of electric and natural gas utility franchise fees and recommended fee schedule to fund the preventative maintenance sealcoating program and to provide for the installation, maintenance and operation of street lights and traffic control signals within the city. City council members and staff have also met with local chamber regarding the proposed fees.

To implement the franchise fees, proposed ordinances establishing franchise fees need to be sent to the utility providers for a period of time, followed by adoption of the ordinances at which time the franchise fees will be collected by the utility providers and remitted to the City. Per the terms of the various franchise agreements with various notice requirements, the following schedule has occurred and/or is proposed to maintain a consistent schedule for all four utility providers:

02/24/16	Council Approved Motion to Service Notice of Franchise Fees
03/01/16	Notices Sent to Utility Providers 90 Days in Advance of Ordinance Adoption
06/07/16	City Council Approves Franchise Fees Ordinances
	Notice of Ordinance Approvals Sent to Utility Providers
	Ordinances Published
09/01/16	Franchise Fees Take Effect

With the notices of the pending ordinances provided to the utility providers in March, the next step in the process is to adopt the franchise fee ordinances for each of the four utility providers in the city. Upon adoption, staff will prepare summary publications of the ordinances for the ordinances to be enacted. In addition, staff will provide notice to the utility providers of the adopted ordinances and the requirement to collect the franchise fees outlined in the ordinances effective September 1, 2016.

FINANCIAL IMPLICATIONS

The establishment of franchise fees provides for a more equitable means of providing revenues to fund the ongoing preventative maintenance of the PMP.

Implementing a systematic maintenance plan that includes sealcoating will save property owners the higher cost of more frequent reconstruction of streets and provide operating funding for street lighting and traffic signals, while minimizing the financial impact on taxpayers.

To maintain the city's street infrastructure as it begins to age, a stable annual funding source is needed for the recommended ongoing sealcoating program of the PMP. In the past, the city's streets were relatively new because of the installation of city utilities and the development of new subdivisions; the streets did not require significant maintenance and the city did not need a substantial maintenance budget. As a result, this new maintenance expenditure had not been budgeted and the city has begun to incur significant infrastructure costs.

Based upon the current number of accounts reported by the utility providers and the proposed franchise fee rates, franchise fee revenues are estimated to generate approximately \$394,200 annually for pavement management activities and \$115,000 annually for street and traffic lighting costs. Approximately \$524,000 will be available annually for pavement management maintenance when the pavement management portion of the franchise fee revenues is added to the city's current annual municipal state aid allocation for maintenance. The franchise fee revenues will be accounted for in the city's Street Replacement Capital Project Fund.

STAFF RECOMMENDATIONS

Per council direction on February 24 to establish franchise fees as a funding source for the city's pavement management and street lighting needs, Finance Director Vacinek recommend adoption of the attached ordinances and summary ordinances to continue the implementation process. Upon approval, the summary ordinances will be published and staff will notify the four electric and gas utility providers of the franchise fees that take effect on September 1, 2016.

COUNCIL ACTION REQUESTED

- Adopt Ordinance No. 2016-023 and Summary Ordinance No. 2016-024, An Ordinance Implementing a Utility Service Franchise Fee on Brainerd Public Utilities, a Municipal Utility, Its Successors and Assigns, for Providing Electric Service within the City of Baxter
- Adopt Ordinance No. 2016-025 and Summary Ordinance No. 2016-026, An Ordinance Implementing a Utility Service Franchise Fee on Crow Wing Cooperative Power and Light Company, a Minnesota Cooperative, Its Successors and Assigns, for Providing Electric Service within the City of Baxter
- Adopt Ordinance No. 2016-027 and Summary Ordinance No. 2016-028, An Ordinance Implementing a Gas Service Franchise Fee on Northern States Power Company, a Minnesota Corporation, Its Successors and Assigns, DBA Xcel Energy for Providing Gas Service within the City of Baxter
- Adopt Ordinance No. 2016-029 and Summary Ordinance No. 2016-030, An Ordinance Implementing a Gas Service Franchise Fee on Centerpoint Energy Resources Corporation, DBA Centerpoint Energy Minnesota Gas, a Minnesota Corporation, Its Successors and Assigns, for Providing Gas Service within the City of Baxter

ATTACHMENTS

Ordinances 2016-23 through 2016-30

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-023**

**AN ORDINANCE IMPLEMENTING AN ELECTRICITY SERVICE FRANCHISE
FEE ON BRAINERD PUBLIC UTILITIES, A MUNICIPAL UTILITY, ITS
SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE
WITHIN THE CITY OF BAXTER**

THE CITY COUNCIL OF THE CITY OF BAXTER DOES ORDAIN:

SECTION 1. The City of Baxter Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subd. 1. Purpose. The Baxter City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide electric energy services within the City of Baxter to fund pavement management related and street and traffic lighting related activities.

- (a) Pursuant to Minnesota Statutes, Section 301B.01, the City of Baxter (“City”) has the right to impose a franchise fee on Brainerd Utilities Commission, its successors and assigns, in an amount and fee design as set forth in the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee is hereby imposed on Brainerd Public Utilities Commission, its successors and assigns, in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the September 1, 2016 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event there is more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, Brainerd Public Utilities may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If Brainerd Public Utilities combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event Brainerd Public Utilities serves an entity with more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the manner of billing for energy used at all similar premises in the City will control.

Subd. 3. Payment. The franchise fee shall be payable to the City in accordance with the following terms:

The franchise fee shall be payable not less than monthly. The payment shall be due the last business day of the month following the period for which the payment is made.

The fee may be changed by ordinance from time to time; however, each shall meet the notice requirements of Subdivision 6 below.

Such fee shall not exceed any amount which Brainerd Public Utilities may legally charge to its customers prior to payment to the City by imposing a surcharge equivalent to such fee in its rates for electric services.

Subd. 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the addition of a surcharge to customer rates of accounts within the City to reimburse the cost of the fee.

Subd. 5. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved by mediation, followed by litigation if necessary.

Subd. 6. Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and sixty (60) days after the sending of written notice enclosing a copy of this adopted Ordinance to Brainerd Public Utilities by certified mail. Collection of the fee shall commence as provided in above.

Whereupon, said Ordinance is hereby adopted on this 7th day of June 2016.

Darrel L. Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

SCHEDULE A

Franchise Fee Rates:

Electric Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Monthly Fee</u>
Residential	\$ 3.00
Commercial	\$ 13.00
Demand	\$ 52.00
Large Power	\$ 138.00

In the event Company adds any new or modified customer classification, Company shall give City prompt written notice, no more than 45 days after such customer classification is added, along with a proposed monthly franchise fee amount for such customer classification.

Franchise fees are submitted to the City on a monthly basis as follows:

January collections due by February 28
 February collections due by March 31
 March collections due by April 30
 April collections due by May 31
 May collections due by June 30
 June collections due by July 31
 July collections due by August 31
 August collections due by September 30
 September collections due by October 31
 October collections due by November 30
 November collections due by December 31
 December collections due by January 31.

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-024**

SUMMARY OF ORDINANCE NO. 2016-023

**AN ORDINANCE IMPLEMENTING AN ELECTRICITY SERVICE FRANCHISE
FEE ON BRAINERD PUBLIC UTILITIES, A MUNICIPAL UTILITY, ITS
SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE
WITHIN THE CITY OF BAXTER**

This ordinance implements an electric service franchise fee on Brainerd Public Utilities, a Municipal utility, its successors and assigns, for providing electric service within the City of Baxter. The purpose of the franchise fee is to fund pavement management and street and traffic lighting related activities. This fee is an account-based fee on each premise and commences September 1, 2016.

A printed copy of the entire ordinance is available for inspection by any person at City Hall during the City Clerk's regular office hours.

Whereupon, said Ordinance is hereby adopted on this 7th day of June 2016.

Darrel L. Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-025**

**AN ORDINANCE IMPLEMENTING A UTILITY SERVICE
FRANCHISE FEE ON CROW WING COOPERATIVE POWER AND
LIGHT COMPANY, A MINNESOTA COOPERATIVE, ITS
SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC
SERVICE WITHIN THE CITY OF BAXTER**

THE CITY COUNCIL OF THE CITY OF BAXTER DOES ORDAIN:

SECTION 1. The City of Baxter Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subd. 1. Purpose. The Baxter City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide electric energy services within the City of Baxter to fund pavement management related and street and traffic lighting related activities.

- (a) Pursuant to City Ordinance 57, a Franchise Agreement between the City of Baxter (“City”) and Crow Wing Cooperative Power and Light Company (“Crow Wing Power” or the “Company”), its successors and assigns, the City has the right to impose a franchise fee on Crow Wing, its successors and assigns, in an amount and fee design as set forth in the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee is hereby imposed on Crow Wing Power, its successors and assigns, in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the Crow Wing Power September 1, 2016 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event there is more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event Company serves an entity with more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company’s manner of billing for energy used at all similar premises in the City will control.

Subd. 3. Payment. The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 4.1.b of the Franchise Agreement.

Subd. 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the addition of a surcharge to customer rates of accounts within the City to reimburse Company for the cost of the fee.

Subd. 5. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 6.4 of the Franchise Agreement.

Subd. 6. Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and sixty (60) days after the sending of written notice enclosing a copy of this adopted Ordinance to Company by certified mail. Collection of the fee shall commence as provided in above.

Whereupon, said Ordinance is hereby adopted on this 7th day of June 2016.

Darrel L. Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

SCHEDULE A

Franchise Fee Rates:

Electric Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Monthly Fee</u>
Residential	\$ 3.00
Small Commercial: < 2,500 kWh's	\$ 13.00
Commercial Demand: > 2,500 kWh; < 250 kW Demand	\$ 52.00
Large Commercial: > 250 kW Demand	\$ 138.00

In the event Company adds any new or modified customer classification, Company shall give City prompt written notice, no more than 45 days after such customer classification is added, along with a proposed monthly franchise fee amount for such customer classification.

Franchise fees are submitted to the City on a monthly basis as follows:

- January collections due by February 28
- February collections due by March 31
- March collections due by April 30
- April collections due by May 31
- May collections due by June 30
- June collections due by July 31
- July collections due by August 31
- August collections due by September 30
- September collections due by October 31
- October collections due by November 30
- November collections due by December 31
- December collections due by January 31.

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-026**

SUMMARY OF ORDINANCE NO. 2016-025

**AN ORDINANCE IMPLEMENTING A UTILITY SERVICE
FRANCHISE FEE ON CROW WING COOPERATIVE POWER AND
LIGHT COMPANY, A MINNESOTA COOPERATIVE, ITS
SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC
SERVICE WITHIN THE CITY OF BAXTER**

This ordinance implements an electric service franchise fee on Crow Wing Cooperative Power and Light Company, a Minnesota cooperative, its successors and assigns, for providing electric service within the City of Baxter. The purpose of the franchise fee is to fund pavement management and street and traffic lighting related activities. This fee is an account-based fee on each premise and commences September 1, 2016.

A printed copy of the entire ordinance is available for inspection by any person at City Hall during the City Clerk's regular office hours.

Whereupon, said Ordinance is hereby adopted on this 7th day of June 2016.

Darrel L. Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-027**

**AN ORDINANCE IMPLEMENTING A GAS SERVICE
FRANCHISE FEE ON NORTHERN STATES POWER
COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS
AND ASSIGNS, DBA XCEL ENERGY FOR PROVIDING GAS
SERVICE WITHIN THE CITY OF BAXTER**

THE CITY COUNCIL OF THE CITY OF BAXTER DOES ORDAIN:

SECTION 1. The City of Baxter Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subd. 1. Purpose. The Baxter City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas services within the City of Baxter to fund pavement management related and street and traffic lighting related activities.

- (a) Pursuant to City Ordinance 56, a Franchise Agreement between the City of Baxter (“City”) and Northern States Power Company, its successors and assigns (“Company”), the City has the right to impose a franchise fee on Company, its successors and assigns, in an amount and fee design as set forth the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee is hereby imposed on Company, its successors and assigns, under its gas franchise in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the September 1, 2016 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event there is more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for gas service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event Company serves an entity with more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company’s manner of billing for energy used at all similar premises in the City will control.

Subd. 3. Payment. The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 13, subd. 3 of the Franchise Agreement.

Subd. 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the addition of a surcharge to customer rates of accounts within the City to reimburse Company for the cost of the fee.

Subd. 5. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 15, subd. 3 of the Franchise Agreement.

Subd. 6. Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and sixty (60) days after the sending of written notice enclosing a copy of this adopted Ordinance to Company by certified mail. Collection of the fee shall commence as provided in above.

Whereupon, said Ordinance is hereby adopted on this 7th day of June 2016.

Darrel L. Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

SCHEDULE A

Franchise Fee Rates:

Gas Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Amount Per Month</u>
Residential	\$ 2.00
Commercial Firm – Non-Demand	\$ 7.00
Commercial Firm – Demand	\$ 65.00
Small Interruptible	\$ 65.00
Medium & Large Interruptible	\$ 65.00
Firm Transportation	\$ 65.00
Interruptible Transportation	\$ 65.00

Franchise fees are submitted to the City on a quarterly basis as follows:

January – March collections due by April 30
 April – June collections due by July 31
 July – September collections due by October 31
 October – December collections due by January 31.

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-028**

SUMMARY OF ORDINANCE NO. 2016-027

**AN ORDINANCE IMPLEMENTING A GAS SERVICE
FRANCHISE FEE ON NORTHERN STATES POWER
COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS
AND ASSIGNS, DBA XCEL ENERGY FOR PROVIDING GAS
SERVICE WITHIN THE CITY OF BAXTER**

This ordinance implements a gas service franchise fee on Northern States Power Company, a Minnesota corporation, its successors and assigns, DBA Xcel Energy for providing gas service within the City of Baxter. The purpose of the franchise fee is to fund pavement management and street and traffic lighting related activities. This fee is an account-based fee on each premise and commences September 1, 2016.

A printed copy of the entire ordinance is available for inspection by any person at City Hall during the City Clerk's regular office hours.

Whereupon, said Ordinance is hereby adopted on this 7th day of June 2016.

Darrel L. Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-029**

**AN ORDINANCE IMPLEMENTING A GAS SERVICE FRANCHISE FEE ON
CENTERPOINT ENERGY RESOURCES CORPORATION, DBA
CENTERPOINT ENERGY MINNESOTA GAS, A MINNESOTA
CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING GAS
SERVICE WITHIN THE CITY OF BAXTER**

THE CITY COUNCIL OF THE CITY OF BAXTER DOES ORDAIN:

SECTION 1. The City of Baxter Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subd. 1. Purpose. The Baxter City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas services within the City of Baxter to fund pavement management related and street and traffic lighting related activities.

- (a) Pursuant to City Ordinance 2013-24, a Franchise Agreement between the City of Baxter and CenterPoint Resources Corp., dba CenterPoint Energy Minnesota Gas (“CenterPoint” or “Company”), its successors and assigns, the City has the right to impose a franchise fee on CenterPoint, its successors and assigns, in an amount and fee design as set forth in the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee is hereby imposed on CenterPoint, its successors and assigns, in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the September 1, 2016 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event there is more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for gas service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event Company serves an entity with more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company’s manner of billing for energy used at all similar premises in the City will control.

Subd. 3. Payment. The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 8.3 of the Franchise Agreement.

Subd. 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the addition of a surcharge to customer rates of accounts within the City to reimburse Company for the cost of the fee.

Subd. 5. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

Subd. 6. Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and sixty (60) days after the sending of written notice enclosing a copy of this adopted Ordinance to Company by certified mail. Collection of the fee shall commence as provided in above.

Whereupon, said Ordinance is hereby adopted on this 7th day of June 2016.

Darrel L. Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

SCHEDULE A

Franchise Fee Rates:

Gas Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Amount Per Month</u>
Residential	\$ 2.00
Commercial - A	\$ 7.00
Commercial/Industrial-B	\$ 22.00
Commercial/Industrial-C	\$ 22.00
Small Volume Dual Fuel - A	\$ 65.00
Small Volume Dual Fuel - B	\$ 65.00
Large Volume Dual Fuel	\$ 65.00

Franchise fees are submitted to the City on a quarterly basis as follows:

- January – March collections due by April 30
- April – June collections due by July 31
- July – September collections due by October 31
- October – December collections due by January 31.

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-030**

SUMMARY OF ORDINANCE NO. 2016-029

**AN ORDINANCE IMPLEMENTING A GAS SERVICE FRANCHISE FEE ON
CENTERPOINT ENERGY RESOURCES CORPORATION, DBA
CENTERPOINT ENERGY MINNESOTA GAS, A MINNESOTA
CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING GAS
SERVICE WITHIN THE CITY OF BAXTER**

This ordinance implements a gas service franchise fee on Centerpoint Energy Resources Corporation, DBA Centerpoint Energy Minnesota Gas, a Minnesota corporation, its successors and assigns, for providing gas service within the City of Baxter. The purpose of the franchise fee is to fund pavement management and street and traffic lighting related activities. This fee is an account-based fee on each premise and commences September 1, 2016.

A printed copy of the entire ordinance is available for inspection by any person at City Hall during the City Clerk's regular office hours.

Whereupon, said Ordinance is hereby adopted on this 7th day of June 2016.

Darrel L. Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

REQUEST FOR COUNCIL ACTION

June 7, 2016

Department Origination: Administration **Agenda Section:** Consent

Agenda Item: Appoint Mr. David Nelson to the Seasonal Position of Roadside Mower

Approval Required: Simple Majority of Vote of the Council

BACKGROUND

An interview and background check have been completed on the recommended appointment to fill the position of roadside mower. The seasonal roadside mower position is responsible for mowing various right-of-ways on city, county, and state roadways. The position works under the direction of the public works maintenance supervisor.

FINANCIAL IMPLICATIONS

The seasonal roadside mower position is accounted for in the budget at \$11.00 per hour.

STAFF RECOMMENDATIONS

Staff recommends the appointment of David Nelson for the position of seasonal roadside mower.

COUNCIL ACTION REQUESTED

Motion to approve the appointment of David Nelson for the position of seasonal roadside mower at \$11.00 per hour.

REQUEST FOR COUNCIL ACTION

06/07/16

Department Approval: Finance and Administration **Agenda Section:** Consent
 Finance Director Vacinek 

Approval Required: Simple Majority Vote of the Council

Item Description: Appoint Ms. Nena Newman to the Finance Specialist Position and Authorize Staff to Commence the Process to Fill the Utility Billing Specialist Position

BACKGROUND

Due to a recent retirement in the Finance Department, the finance specialist position became available. The AFSCME position opening was posted internally. Administration and Finance reviewed the applications received and recommend the appointment of Nena Newman, currently the utility billing specialist, to the finance specialist position. Ms. Newman meets the job description qualifications of the finance specialist position.

With Ms. Newman's appointment to the finance specialist position, the utility billing specialist position will become vacant. After council approval of this appointment, staff will begin the process to fill the utility billing specialist position.

FINANCIAL IMPLICATIONS

There are no additional financial implications with the finance specialist appointment. The position was included previously in the 2016 budget.

STAFF RECOMMENDATIONS

Assistant Administrator Steele and Finance Director Vacinek recommend the appointment of Ms. Nena Newman to the finance specialist position at Step 1 of the AFSCME pay grade schedule. It is further recommended to authorize staff to commence the process to fill the now vacant utility billing specialist position.

COUNCIL ACTION REQUESTED

Motion to appoint Ms. Nena Newman to the finance specialist position and authorize staff to commence the process to fill the utility billing specialist position.

REQUEST FOR COUNCIL ACTION

June 7, 2016

Department Origination: Administration **Agenda Section:** Consent

Agenda Item: Approve Licenses for the Sale of Liquor, 3.2 Beer, On-Sale Brewer Taproom, Off-Sale Growlers, and Sunday Sales for the Period July 1, 2016 through June 30, 2017

Approval Required: Simple Majority of Vote of the Council

BACKGROUND

In accordance with state statutes and the Baxter City Code, establishments engaging in the sale of on-sale liquor, off-sale liquor, 3.2 Beer, on-sale brewer taproom, off-sale growlers, and Sunday sales must be licensed by the City.

The following establishments have applied for renewal of their license for the period of July 1, 2016 through June 30, 2017. These establishments have remitted license fees, provided evidence of liquor liability insurance, submitted a certificate of compliance of Minnesota Workers' Compensation law, and have passed a background check.

Applebee's	On sale liquor/Sunday sales
ARROWWOOD Lodge at Brainerd Lakes	On sale liquor/Sunday sales
Baxter Liquor Mart	Off sale liquor
Black Bear Lodge & Saloon	On sale liquor/Sunday sales
Buffalo Wing Wings	On sale liquor/Sunday sales
Boomer Pizza	On sale liquor/Sunday sales
Boulder Tap House	On sale liquor/Sunday sales
Cash Wise	Off sale liquor
Holiday Inn Express/Three Bear Lodge Water Park	On sale liquor/Sunday sales
China Garden	On sale beer
College Square	Off sale beer
Costco Wholesale	Off sale liquor
Cub Foods	Off sale beer
El Tequila	On sale liquor/Sunday sales

Grizzly's Grill n' Saloon	On sale liquor/Sunday sales
Jack Pine Brewery	Off Sale Small Brewer
Jack Pine Brewery	On Sale Brewer Taproom
Olive Garden	On sale liquor/Sunday sales
Poncho & Lefty's	On sale liquor/Sunday sales
Prairie Bay	On sale liquor/Sunday sales
Rafferty's Pizza	On sale beer
Rapid River Lodge, Comfort Suites	On sale beer
Super One Foods	Off sale beer
Super One Liquor	Off sale liquor
SuperAmerica #4544	Off sale beer
Wal-Mart	Off sale beer
Westside Liquors	Off sale liquor

FINANCIAL IMPLICATIONS

The administration of liquor licensing is offset by the application fees.

STAFF RECOMMENDATION

Staff recommends approval of the licenses.

COUNCIL ACTION REQUESTED

MOTION to approve the following licenses:

Applebee's	On sale liquor/Sunday sales
ARROWWOOD Lodge at Brainerd Lakes	On sale liquor/Sunday sales
Baxter Liquor Mart	Off sale liquor
Black Bear Lodge & Saloon	On sale liquor/Sunday sales
Buffalo Wing Wings	On sale liquor/Sunday sales
Boomer Pizza	On sale liquor/Sunday sales
Boulder Tap House	On sale liquor/Sunday sales
Cash Wise	Off sale liquor
Holiday Inn Express/Three Bear Lodge Water Park	On sale liquor/Sunday sales
China Garden	On sale beer
College Square	Off sale beer
Costco Wholesale	Off sale liquor

Cub Foods	Off sale beer
El Tequila	On sale liquor/Sunday sales
Grizzly's Grill n' Saloon	On sale liquor/Sunday sales
Jack Pine Brewery	Off Sale Small Brewer
Jack Pine Brewery	On Sale Brewer Taproom
Olive Garden	On sale liquor/Sunday sales
Poncho & Lefty's	On sale liquor/Sunday sales
Prairie Bay	On sale liquor/Sunday sales
Rafferty's Pizza	On sale beer
Rapid River Lodge, Comfort Suites	On sale beer
Super One Foods	Off sale beer
Super One Liquor	Off sale liquor
SuperAmerica #4544	Off sale beer
Wal-Mart	Off sale beer
Westside Liquors	Off sale liquor

REQUEST FOR COUNCIL ACTION

06/07/16

Department Approval: Finance Director Vacinek 
Approval Required: Simple Majority of Vote of the Council

Agenda Section: Consent

Item Description: Adopt 2017 Budget Calendar

BACKGROUND

Attached is the proposed budget calendar for the 2017 Budget. The proposed calendar follows the timeline utilized with prior budgets, with the incorporation of the 5-Year Capital Improvement Plan (CIP). Similar to past years, an informational meeting with the public is proposed to review the final budget and levy in lieu of the no longer state mandated truth-in-taxation (TNT) public hearing. The mandated TNT hearing previously was eliminated by the state in an effort to reduce costs and mandates. The informational meeting is proposed for Monday, December 5, 2016.

As with prior years, an informational Council work session between the Council and staff near the beginning of the process (proposed for Tuesday, July 5 during the work session prior to the regular meeting) will provide an opportunity to discuss the goals and priorities that should be incorporated into the 2017 Budget. It also provides a foundation for the preparation and preliminary submittal to the Council. Discussion of the proposed capital projects identified for the initial year of the 5-Year CIP, 2016, is also planned for July 5.

A work session is proposed for Tuesday, August 30 to review the proposed governmental funds budgets, 2017 CIP, and proposed levy with an additional work session, if necessary, scheduled for September 6, prior to the regularly scheduled council meeting. Upon completion of the preliminary budget and levy, the timeline identifies the regular council meeting of Tuesday, September 20 to adopt the preliminary governmental funds budget and levy. Per state statutes, the preliminary levy must be adopted and submitted to the county auditor prior to September 30. After September 30, the budget can be modified as long as the final levy is not increased. The final levy may be reduced, however.

Not all external information, including state and county impacts will be available early in the process; however, known legislative and other impacts on the 2017 Budget will be outlined at the July 5 work session. As of June 2, levy limits were not implemented for 2017; however, Governor Dayton and the Minnesota Legislature are negotiating the terms of a potential special session to resolve its unfinished business and the governor has not committed to signing the tax bill yet. A tax bill was passed last year without the inclusion of levy limits; a tax bill is not required to be adopted this year. Without a tax bill this year, it is unlikely levy limits will be imposed. Nonetheless, as information becomes available, it will be assembled and distributed for future discussion.

A work session is proposed for October 26 to review the preliminary budget, including the introduction of the enterprise (water, sewer, and storm) budgets when more revenue data is available to formulate revenue projections. With the additional enterprise fund data, review of the 5-Year CIP (including previously discussed 2017 and 2018-2021) is also slated for October 26. If necessary, a supplemental work session on November 1, prior to the regular council meeting, has been identified, but may be modified; including the scheduling of additional meeting should they be needed.

The budget calendar is a guideline for the budget process to ensure certain mandated state deadlines are met. Throughout the process additional meetings may be added or removed as the Council and/or staff identifies to be necessary.

FINANCIAL IMPLICATIONS

No financial implications exist with this Request for Council Action.

STAFF RECOMMENDATIONS

Finance Director Vacinek recommends the Council adopt the attached 2017 budget calendar with an initial work session scheduled for Tuesday, July 5, 2016 at 5:30 p.m. for a preliminary discussion on the goals and priorities to incorporate into the 2017 proposed budget.

COUNCIL ACTION REQUESTED

Adopt the attached 2017 Budget Calendar.



2017 Proposed Budget Calendar

Friday, July 1, 2016	Budget Packets Distributed to Departments
Tuesday, July 5, 2016 5:30 p.m. (prior to Council meeting)	Council Budget Work Session to Discuss 2017 Goals and Priorities, including 5-Year Capital Improvement Plan Initial Projects Proposed for 2017
Wednesday, July 20, 2016	Completed Department Budget Packets Returned to Finance
July 21 to August 29, 2016	Finance Assembly and Review of Initial Departmental Submittals Finance/Administration Meeting with Departments to discuss Proposed Budget Determine Initial 2017 Spending Targets and Preliminary Operating Levy & Debt Service Levy (the levies may not be increased after September 30 th)
Tuesday, August 30, 2016 6:00 p.m.	City Council Budget Work Session to Review and Discuss 2017 Governmental Funds Budgets, Proposed Property Tax Levy, and 2017 CIP
August 31 to September 5, 2016	Finance/Administration Continued Review and Refinement of Proposed Budget
Tuesday, September 6, 2016 5:30 p.m. (prior to Council meeting)	City Council Budget Work Session to Review and Discuss 2017 Governmental Fund Budget (<i>Continuation Meeting, if necessary; additional meetings may be scheduled</i>)
Friday, September 16, 2016	Preliminary Governmental Funds Budget and Proposed Property Tax Levy Distributed to the City Council for Consideration
Tuesday, September 20, 2016 7:00 p.m.	City Council Meeting Council Approval of Preliminary Governmental Funds Budget and Levy (Levy can be decreased after this point, but not increased); Preliminary Levy must be certified to Crow Wing County and State of Minnesota by September 30 th
September 21 to October 26, 2016	Administration and Finance Continued Review and Refinement of Proposed Budget and 5-Year CIP Meet with Department Heads to Formulate Proposed Budget Finance Department Prepares Final Draft of Proposed Budget
Wednesday, October 26, 2016 6:00 p.m.	Council Budget Work Session to Review Proposed Budget, including Introduction of Enterprise Funds Budgets and 5-Year CIP
Tuesday, November 1, 2016 5:30 p.m. (prior to Council meeting)	Council Budget Work Session to Review Proposed Budget, continued, if necessary (<i>additional meetings may be scheduled, if necessary</i>)
Tuesday, November 22, 2016	Final Budget Document Submitted to City Council
Monday, December 5, 2016 6:00 p.m.	Informational Meeting to Review the 2017 Budget and Property Tax Levy with Public Testimony
Tuesday, December 6, 2016 7:00 p.m. or shortly thereafter	Council Adoption of 2017 Final Budget, Levy and 5-Year Capital Improvement Plan

Highlighted dates represent proposed City Council meetings and/or work sessions to be held at Baxter City Hall, 13190 Memorywood Drive. Other meetings may be scheduled as determined necessary during the budget process.

REQUEST FOR COUNCIL ACTION

June 7, 2016

Department Origination: Police

Agenda Section: Consent

Agenda Item: Approve the \$3,500 Purchase of the Night Vision System with Proceeds from Drug Forfeiture Fund.

Approval Required: Simple Majority of Vote of the Council

BACKGROUND

The Police Department is looking to purchase a night vision/thermal imager system for a squad car that will mount to the existing spotlight. The system will be permanently mounted to this squad but will be transferred to another squad upon the retirement of that vehicle.

This system connects to a small monitor inside the vehicle but does not record. The system will be utilized to assist in finding suspects and missing persons after dark. The thermal imager will be utilized to find and recognize heat signatures when needed.

Currently Morrison County is the closest agency to utilize this tool. Our officers have talked with the deputies who use the system and they had nothing but great things to say about the tool. Some of our officers were able to view a demonstration of the system several months back and they were very impressed.

This would be an acceptable use of the forfeiture dollars.

FINANCIAL IMPLICATIONS

A transfer of \$3,500 from the Drug Forfeiture Fund will cover the costs of this system.

STAFF RECOMMENDATION

Staff is recommending approval of the transfer of \$3,500 from the Drug Forfeiture Fund to cover the costs associated with the purchase of the night vision system.

COUNCIL ACTION REQUESTED

Motion to approve the \$3,500 purchase of the Night Vision System with proceeds from the Drug Forfeiture Fund.

REQUEST FOR COUNCIL ACTION

06/07/16

Department Approval: Finance Director Vacinek  **Agenda Section:** Consent
Approval Required: Simple Majority Vote of the Council

Item Description: Approve Public Works Landscape Bins Project, Award Project to Baratto Brothers for \$40,811, and Amend the 2016 Budget

BACKGROUND

In 2015, the city budgeted for a roof project to protect the landscape materials stored in the landscape bins at the Public Works Facility; however the quotes came in significantly higher than the \$27,000 budget. The low quote was \$43,500 and the project was postponed.

Per Public Works Supervisor Kevin Cassady, the project was requested and is still necessary because the Class 5, black dirt, and ag lime materials become so saturated with moisture that it takes weeks for the materials to dry out before they can be utilized. In the past, the stored cold mixture materials have been covered with a tarp; however, the sun's U.V. rays dry out the cold mix to the point it cannot be used and must be disposed.

Due to the continued need, Public Works Supervisor Cassady obtained two new quotes for the project in 2016 from Hy-Tec Construction and Baratto Brother's Construction for \$47,440 and \$40,811, respectively. The low quote from Baratto Brothers is still \$13,811 higher than last year's original budget, but is lower than last year's low quote of \$43,500. The project is still necessary as a long-term solution and it is staff's opinion the project will not cost less in the future.

FINANCIAL IMPLICATIONS

The 2015 budget identified \$27,000 of funding from the general fund and water, sewer, and storm water enterprise funds. Those funds were encumbered in the capital equipment fund at the end of 2015 for the future project. The additional \$13,900 necessary to complete the project was also encumbered in the capital equipment fund with 2015 unspent proceeds from the general fund. As a result, the project can be funded feasibly without impacting the 2016 operating budget. Completion of the project will result in long-term savings on the landscaping materials.

STAFF RECOMMENDATIONS

Finance Director Vacinek recommends approving the public works landscape bins project, awarding the quote to Baratto Brothers for \$40,811, and amending the 2016 Budget to reflect the project.

COUNCIL ACTION REQUESTED

Approve the public works landscape bins project, award the project to Baratto Brothers for \$40,811, and amend the 2016 Budget accordingly.

**CITY OF BAXTER, MINNESOTA
RESOLUTION 2016-049**

**RESOLUTION ADOPTING ASSESSMENT FOR THE 2016 FAIRVIEW ROAD
IMPROVEMENT PROJECT, MUNICIPAL PROJECT NUMBER 4113**

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for Municipal Project Number 4113, an improvement of Fairview Road from approximately 300 feet west of Memorywood Drive to Inglewood Drive.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAXTER, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of twelve years, the first of the installments to be payable on or before the first Monday in January 2017, and shall bear interest at the rate of 4.75% per annum from the date of the adoption of this assessment resolution. To the assessment balance shall be added interest on the entire assessment from the date of this resolution until December 31, 2016. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year. Partial prepayment of assessments may be made within 30 days from adoption of this resolution.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June, 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal



Building a Better World
for All of Us®

June 1, 2016

RE: City of Baxter, Minnesota
2016 Fairview Road Improvements
City No. 4113
SEH No. BAXTE 133676 14.00

Honorable Mayor and City Council
c/o Kelly Steele, Acting City Administrator
City of Baxter
13190 Memorywood Drive
PO Box 2626
Baxter, MN 56425-2626

Dear Mayor and Members of the City Council and Utilities Commission:

Bids were opened in City Hall at 11:00 a.m. on May 3, 2016 for the above-referenced improvement. The low bid was submitted by Anderson Brothers Construction Company of Brainerd, LLC of Brainerd, Minnesota in the amount of \$945,625.00, which was below the engineer's estimate. A complete tabulation of bids is enclosed.

We recommend the project be awarded to the low bidder in the amount of \$945,625.00.

Please feel free contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Scott D. Hedlund".

Scott Hedlund, PE
Project Manager

mrb

Enclosure

c: Trevor Walter, City of Baxter

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 416 South 6th Street, Suite 200, Brainerd, MN 56401-3540
SEH is 100% employee-owned | sehinc.com | 218.855.1700 | 866.852.8880 | 888.908.8166 fax



TABULATION OF BIDS

SEH NO.: BAXTE 133676
 CITY NO.: 4113
 NAME: 2016 FAIRVIEW ROAD IMPROVEMENTS
 OWNER: CITY OF BAXTER, MINNESOTA
 BID DATE: TUESDAY, MAY 3, 2016 @ 11:00 A.M.

ITEM	QUANTITY	UNIT	DESCRIPTION	ENGINEER'S ESTIMATE		¹ ANDERSON BROTHERS		² TRI-CITY PAVING, INC.	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
FULL DEPTH RECLAMATION									
1	1.00	LUMP SUM	MOBILIZATION	\$40,000.00	\$40,000.00	\$49,606.60	\$49,606.60	\$50,000.00	\$50,000.00
2	1.00	LUMP SUM	TRAFFIC CONTROL	\$15,000.00	\$15,000.00	\$4,500.00	\$4,500.00	\$6,000.00	\$6,000.00
3	1.00	LUMP SUM	TEMPORARY MAIL BOX BANK SYSTEM	\$1,500.00	\$1,500.00	\$275.00	\$275.00	\$1,000.00	\$1,000.00
4	3.00	EACH	SALVAGE & INSTALL SWING AWAY MAIL BOX	\$150.00	\$450.00	\$140.00	\$420.00	\$200.00	\$600.00
5	30.00	EACH	SALVAGE MAIL BOX	\$50.00	\$1,500.00	\$22.00	\$660.00	\$20.00	\$600.00
6	30.00	EACH	SWING AWAY MAIL BOX SUPPORT	\$300.00	\$9,000.00	\$110.00	\$3,300.00	\$100.00	\$3,000.00
7	0.08	ACRE	CLEARING	\$7,500.00	\$600.00	\$4,150.00	\$332.00	\$6,000.00	\$480.00
8	21.00	TREE	CLEARING	\$300.00	\$6,300.00	\$165.00	\$3,465.00	\$200.00	\$4,200.00
9	0.08	ACRE	GRUBBING	\$7,500.00	\$600.00	\$4,150.00	\$332.00	\$6,000.00	\$480.00
10	27.00	TREE	GRUBBING	\$100.00	\$2,700.00	\$165.00	\$4,455.00	\$200.00	\$5,400.00
11	1.00	LUMP SUM	CLEAN EXISTING STORM POND (BAXTER)	\$5,000.00	\$5,000.00	\$850.00	\$850.00	\$18,000.00	\$18,000.00
12	1.00	LUMP SUM	CLEAN EXISTING STORM SEWER SYSTEM (BAXTER)	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$12,000.00	\$12,000.00
13	4.00	LUMP SUM	CLEAN EXISTING CULVERT AND APRON ENDS	\$1,500.00	\$6,000.00	\$1,100.00	\$4,400.00	\$500.00	\$2,000.00
14	50.00	LIN FT	REMOVE PIPE CULVERTS	\$10.00	\$500.00	\$13.25	\$662.50	\$25.00	\$1,250.00
15	840.00	LIN FT	REMOVE CURB AND GUTTER	\$10.00	\$8,400.00	\$6.00	\$5,040.00	\$6.00	\$5,040.00
16	1,260.00	SQ FT	REMOVE CONCRETE MEDIAN	\$9.00	\$11,340.00	\$8.25	\$10,395.00	\$6.50	\$8,190.00
17	108.00	SQ FT	REMOVE CONCRETE WALK	\$9.00	\$972.00	\$5.25	\$567.00	\$5.00	\$540.00
18	30.00	LIN FT	REMOVE & REPLACE CONCRETE CURB AND DRIVEWAY PAVEMENT	\$40.00	\$1,200.00	\$28.75	\$862.50	\$50.00	\$1,500.00
19	100.00	SQ YD	REMOVE CONCRETE DRIVEWAY PAVEMENT	\$10.00	\$1,000.00	\$5.25	\$525.00	\$10.00	\$1,000.00
20	2,400.00	SQ YD	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	\$5.00	\$12,000.00	\$2.75	\$6,600.00	\$6.00	\$14,400.00
21	1,400.00	LIN FT	SAWING BITUMINOUS PAVEMENT	\$4.00	\$5,600.00	\$1.65	\$2,310.00	\$2.25	\$3,150.00
22	80.00	LIN FT	SAWING CONCRETE PAVEMENT	\$6.50	\$520.00	\$5.50	\$440.00	\$10.00	\$800.00
23	32.00	EACH	SALVAGE 911 SIGN	\$25.00	\$800.00	\$11.00	\$352.00	\$20.00	\$640.00
24	50.00	EACH	SALVAGE SIGN PANEL TYPE C	\$25.00	\$1,250.00	\$28.00	\$1,400.00	\$25.00	\$1,250.00
25	2.00	EACH	SALVAGE & INSTALL PERMANENT BARRICADES	\$150.00	\$300.00	\$195.00	\$390.00	\$300.00	\$600.00
26	1.00	EACH	SALVAGE & INSTALL PIPE APRON	\$300.00	\$300.00	\$530.00	\$530.00	\$1,000.00	\$1,000.00
27	1.00	LUMP SUM	SALVAGE & INSTALL LANDSCAPING (SUPER)	\$4,500.00	\$4,500.00	\$2,500.00	\$2,500.00	\$6,500.00	\$6,500.00
28	1.00	LUMP SUM	SALVAGE & INSTALL LANDSCAPING (5418)	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$6,500.00	\$6,500.00
29	40.00	LIN FT	SALVAGE & INSTALL CHAIN LINK FENCE (ELEMENTARY)	\$25.00	\$1,000.00	\$5.00	\$200.00	\$50.00	\$2,000.00
30	50.00	LIN FT	SALVAGE & INSTALL WOOD SPLIT RAIL FENCE	\$25.00	\$1,250.00	\$10.00	\$500.00	\$50.00	\$2,500.00
31	30.00	LIN FT	REMOVE WOOD RAIL FENCE (6072 FAIRVIEW RD)	\$15.00	\$450.00	\$5.00	\$150.00	\$20.00	\$600.00
32	1.00	TREE	CONIFEROUS TREE (COLORADO BLUE SPRUCE, 6	\$350.00	\$350.00	\$775.00	\$775.00	\$600.00	\$600.00
33	1.00	TREE	DECIDUOUS TREE (RIVER BIRCH, 2-INCH, B&B)	\$350.00	\$350.00	\$775.00	\$775.00	\$750.00	\$750.00
34	1.00	TREE	ORNAMENTAL TREE (CRAB APPLE, 1.5-INCH,	\$200.00	\$200.00	\$775.00	\$775.00	\$500.00	\$500.00
35	1.00	SHRUB	DECIDUOUS SHRUB (COMMON LILAC,	\$75.00	\$75.00	\$105.00	\$105.00	\$100.00	\$100.00
36	3.00	TREE	TRANSPLANT TREE (TREE SPADE)	\$350.00	\$1,050.00	\$1,650.00	\$4,950.00	\$1,000.00	\$3,000.00



TABULATION OF BIDS

SEH NO.: BAXTE 133676
 CITY NO.: 4113
 NAME: 2016 FAIRVIEW ROAD IMPROVEMENTS
 OWNER: CITY OF BAXTER, MINNESOTA
 BID DATE: TUESDAY, MAY 3, 2016 @ 11:00 A.M.

ITEM	QUANTITY	UNIT	DESCRIPTION	ENGINEER'S ESTIMATE		¹ ANDERSON BROTHERS		² TRI-CITY PAVING, INC.	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
37	5.00	SHRUB	TRANSPLANT SHRUB	\$50.00	\$250.00	\$105.00	\$525.00	\$500.00	\$2,500.00
38	3,504.00	CU YD	COMMON EXCAVATION	\$16.00	\$56,064.00	\$13.05	\$45,727.20	\$7.00	\$24,528.00
39	1,300.00	CU YD	SUBGRADE EXCAVATION	\$17.00	\$22,100.00	\$13.75	\$17,875.00	\$12.00	\$15,600.00
40	79.00	ROAD STA	RECLAIMED AGGREGATE BASE PREPARATION	\$250.00	\$19,750.00	\$200.00	\$15,800.00	\$200.00	\$15,800.00
41	20.00	HOUR	STREET SWEEPER (WITH PICKUP BROOM)	\$125.00	\$2,500.00	\$125.00	\$2,500.00	\$50.00	\$1,000.00
42	500.00	MGAL	WATER	\$50.00	\$25,000.00	\$43.50	\$21,750.00	\$10.00	\$5,000.00
43	465.00	CU YD	AGGREGATE BASE, CL 5 (CV)	\$27.00	\$12,555.00	\$22.65	\$10,532.25	\$25.00	\$11,625.00
44	212.00	CU YD	AGGREGATE SURFACING, CL1 (CV)	\$32.00	\$6,784.00	\$38.00	\$8,056.00	\$30.00	\$6,360.00
45	55.00	SQ YD	AGGREGATE DRIVEWAY RESTORATION, CLASS 5	\$30.00	\$1,650.00	\$10.00	\$550.00	\$5.00	\$275.00
46	22,633.00	SQ YD	BITUMINOUS PAVEMENT RECLAMATION	\$1.75	\$39,607.75	\$1.00	\$22,633.00	\$1.00	\$22,633.00
47	990.00	SQ YD	MILL BITUMINOUS SURFACE 1.5"	\$3.00	\$2,970.00	\$7.50	\$7,425.00	\$1.50	\$1,485.00
48	2,963.00	TON	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	\$67.00	\$198,521.00	\$46.00	\$136,298.00	\$57.00	\$168,891.00
49	3,788.00	TON	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	\$63.00	\$238,644.00	\$47.00	\$178,036.00	\$55.00	\$208,340.00
50	40.00	TON	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) -	\$100.00	\$4,000.00	\$70.00	\$2,800.00	\$89.00	\$3,560.00
51	1,630.00	GAL	BITUMINOUS MATERIAL FOR TACK COAT	\$2.75	\$4,482.50	\$2.00	\$3,260.00	\$2.00	\$3,260.00
52	1,090.00	SQ YD	RESIDENTIAL BITUMINOUS DRIVEWAY RESTORATION	\$32.00	\$34,880.00	\$29.00	\$31,610.00	\$10.00	\$10,900.00
53	687.00	SQ YD	COMMERCIAL BITUMINOUS DRIVEWAY RESTORATION	\$35.00	\$24,045.00	\$24.00	\$16,488.00	\$20.00	\$13,740.00
54	48.00	EACH	ADJUST SANITARY SEWER CLEAN-OUT (NEW CASTING)	\$300.00	\$14,400.00	\$225.00	\$10,800.00	\$1,000.00	\$48,000.00
55	40.00	EACH	ADJUST CURB BOX	\$300.00	\$12,000.00	\$150.00	\$6,000.00	\$200.00	\$8,000.00
56	27.00	EACH	ADJUST VALVE BOX	\$375.00	\$10,125.00	\$250.00	\$6,750.00	\$200.00	\$5,400.00
57	700.00	SQ YD	INSULATION	\$50.00	\$35,000.00	\$46.00	\$32,200.00	\$6.00	\$4,200.00
58	120.00	SQ FT	CONCRETE WALK, 4"	\$10.00	\$1,200.00	\$8.25	\$990.00	\$7.43	\$891.60
59	700.00	SQ FT	CONCRETE WALK, 6"	\$12.00	\$8,400.00	\$8.00	\$5,600.00	\$7.12	\$4,984.00
60	512.00	LIN FT	CONCRETE CURB & GUTTER, DESIGN B612	\$35.00	\$17,920.00	\$17.75	\$9,088.00	\$15.97	\$8,176.64
61	147.00	LIN FT	24" RIBBON CURB	\$38.00	\$5,586.00	\$16.50	\$2,425.50	\$14.94	\$2,196.18
62	80.00	LIN FT	CONCRETE VALLEY GUTTER	\$60.00	\$4,800.00	\$47.00	\$3,760.00	\$42.50	\$3,400.00
63	65.00	SQ YD	6" CONCRETE DRIVEWAY PAVEMENT RESTORATION	\$100.00	\$6,500.00	\$73.00	\$4,745.00	\$55.66	\$3,617.90
64	4.00	EACH	PEDESTRIAN RAMP W/ TRUNCATED DOMES	\$2,000.00	\$8,000.00	\$800.00	\$3,200.00	\$720.00	\$2,880.00
65	28.00	EACH	ADJUST FRAME & RING CASTING (SANITARY)	\$700.00	\$19,600.00	\$500.00	\$14,000.00	\$200.00	\$5,600.00
66	105.00	SQ FT	SIGN PANELS TYPE C	\$50.00	\$5,250.00	\$25.00	\$2,625.00	\$25.00	\$2,625.00
67	38.00	EACH	INSTALL 911 SIGN	\$25.00	\$950.00	\$22.00	\$836.00	\$20.00	\$760.00
68	68.00	EACH	INSTALL SIGN PANEL TYPE C	\$200.00	\$13,600.00	\$133.00	\$9,044.00	\$120.00	\$8,160.00
69	1.00	EACH	OBJECT MARKER/DELINEATOR	\$50.00	\$50.00	\$140.00	\$140.00	\$125.00	\$125.00
70	730.00	LIN FT	SILT FENCE, TYPE MS	\$4.00	\$2,920.00	\$2.75	\$2,007.50	\$2.50	\$1,825.00
71	1,750.00	LIN FT	SEDIMENT CONTROL LOG TYPE STRAW	\$3.50	\$6,125.00	\$5.00	\$8,750.00	\$3.00	\$5,250.00
72	6.00	EACH	ROCK CONSTRUCTION EXIT	\$650.00	\$3,900.00	\$550.00	\$3,300.00	\$1,000.00	\$6,000.00
73	800.00	CU YD	TOPSOIL BORROW	\$60.00	\$48,000.00	\$31.50	\$25,200.00	\$30.00	\$24,000.00



TABULATION OF BIDS

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 CITY NO.: 4113
 NAME: 2016 FAIRVIEW ROAD IMPROVEMENTS
 OWNER: CITY OF BAXTER, MINNESOTA
 BID DATE: TUESDAY, MAY 3, 2016 @ 11:00 A.M.

ITEM	QUANTITY	UNIT	DESCRIPTION	ENGINEER'S ESTIMATE		¹ ANDERSON BROTHERS		² TRI-CITY PAVING, INC.	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
74	21,000.00	SQ YD	TURF ESTABLISHMENT (INCLUDES SEEDING, SEED	\$5.00	\$105,000.00	\$2.75	\$57,750.00	\$2.30	\$48,300.00
75	15,000.00	SQ YD	TEMPORARY SEEDING (INCLUDES SEEDING, SEED	\$2.00	\$30,000.00	\$0.40	\$6,000.00	\$1.00	\$15,000.00
76	15.00	SQ FT	PAVEMENT MESSAGE PAINT - LT ARROW	\$10.00	\$150.00	\$5.00	\$75.00	\$5.00	\$75.00
77	15.00	SQ FT	PAVEMENT MESSAGE PAINT - RT ARROW	\$10.00	\$150.00	\$5.00	\$75.00	\$5.00	\$75.00
78	35.00	SQ FT	PAVEMENT MESSAGE WHITE - BIKE SYMBOL - POLY	\$25.00	\$875.00	\$75.00	\$2,625.00	\$100.00	\$3,500.00
79	1,000.00	LIN FT	8" SOLID WHITE LINE, POLY PREFORM (GROUND IN)	\$8.00	\$8,000.00	\$8.25	\$8,250.00	\$7.50	\$7,500.00
80	76.00	LIN FT	8" DOTTED WHITE LINE, POLY PREFORM (GROUND	\$9.00	\$684.00	\$8.25	\$627.00	\$7.50	\$570.00
81	295.00	LIN FT	4" SOLID WHITE LINE, PAINT	\$0.65	\$191.75	\$0.10	\$29.50	\$0.10	\$29.50
82	14,148.00	LIN FT	8" SOLID WHITE LINE, PAINT	\$4.00	\$56,592.00	\$0.15	\$2,122.20	\$0.15	\$2,122.20
83	143.00	LIN FT	12" SOLID WHITE LINE, PAINT	\$18.00	\$2,574.00	\$2.75	\$393.25	\$2.50	\$357.50
84	63.00	LIN FT	12" SOLID YELLOW LINE, PAINT	\$18.00	\$1,134.00	\$3.00	\$189.00	\$3.00	\$189.00
85	290.00	LIN FT	STOP BAR, 24" WHITE PAINT	\$15.00	\$4,350.00	\$3.30	\$957.00	\$3.00	\$870.00
86	860.00	LIN FT	4" BROKEN YELLOW LINE, PAINT	\$0.65	\$559.00	\$0.10	\$86.00	\$0.10	\$86.00
87	3,575.00	LIN FT	4" DOUBLE SOLID YELLOW LINE, PAINT	\$0.80	\$2,860.00	\$0.20	\$715.00	\$0.20	\$715.00
STORM SEWER									
88	892.00	CU YD	COMMON EXCAVATION (SUPER AMERICA POND)	\$16.00	\$14,272.00	\$10.00	\$8,920.00	\$14.00	\$12,488.00
89	350.00	CU YD	EXCAVATE AND DISPOSE OF CONTAMINATED MATERIAL	\$100.00	\$35,000.00	\$50.00	\$17,500.00	\$65.00	\$22,750.00
90	30.00	LIN FT	REMOVE CHAIN LINK FENCE	\$10.00	\$300.00	\$5.00	\$150.00	\$50.00	\$1,500.00
91	100.00	LIN FT	REPAIR CHAIN LINK FENCE	\$15.00	\$1,500.00	\$10.00	\$1,000.00	\$30.00	\$3,000.00
92	220.00	LIN FT	60" CHAIN LINK FENCE	\$20.00	\$4,400.00	\$14.00	\$3,080.00	\$22.00	\$4,840.00
93	1.00	EACH	60" CHAIN LINK VEHICULAR GATE	\$1,500.00	\$1,500.00	\$825.00	\$825.00	\$1,000.00	\$1,000.00
94	31.00	CU YD	RANDOM RIPRAP, CLASS III	\$110.00	\$3,410.00	\$65.00	\$2,015.00	\$100.00	\$3,100.00
95	1.00	EACH	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	\$2,000.00	\$2,000.00	\$1,350.00	\$1,350.00	\$3,000.00	\$3,000.00
96	1.00	EACH	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-2024	\$3,000.00	\$3,000.00	\$1,700.00	\$1,700.00	\$3,000.00	\$3,000.00
97	2.00	EACH	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	\$3,500.00	\$7,000.00	\$3,500.00	\$7,000.00	\$3,000.00	\$6,000.00
98	96.00	LIN FT	12" CM PIPE CULVERT	\$30.00	\$2,880.00	\$27.00	\$2,592.00	\$40.00	\$3,840.00
99	50.00	LIN FT	15" RCP PIPE SEWER DESIGN 3006, CL V	\$50.00	\$2,500.00	\$53.00	\$2,650.00	\$68.00	\$3,400.00
100	443.00	LIN FT	18" RC PIPE SEWER DES 3006, CL V	\$55.00	\$24,365.00	\$51.00	\$22,593.00	\$42.00	\$18,606.00
101	4.00	EACH	12" CS PIPE APRON	\$150.00	\$600.00	\$145.00	\$580.00	\$200.00	\$800.00
102	1.00	EACH	15" RCP APRON W/TRASH GUARD	\$1,500.00	\$1,500.00	\$1,100.00	\$1,100.00	\$1,200.00	\$1,200.00
103	1.00	EACH	18" RCP APRON W/TRASH GUARD	\$2,000.00	\$2,000.00	\$1,450.00	\$1,450.00	\$1,500.00	\$1,500.00
GRAND TOTAL BID					\$1,384,033.00		\$945,625.00		\$997,171.52

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**CITY OF BAXTER, MINNESOTA
RESOLUTION 2016-050**

**RESOLUTION ACCEPTING BID FOR THE 2016 FAIRVIEW ROAD IMPROVEMENT
PROJECT**

WHEREAS, pursuant to an advertisement for bids for Municipal Improvement No. 4113, for the proposed improvement of Fairview Road from approximately 300 feet west of Memorywood Drive to Inglewood Drive bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

Anderson Brothers	\$945,625.00
Tri-City Paving, Inc.	\$997,171.52

AND WHEREAS, it appears that Anderson Brothers of Brainerd, Minnesota is the lowest responsible bidder.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAXTER, MINNESOTA:

1. The mayor and clerk are hereby authorized and directed to enter into a contract with Anderson Brothers in the name of the City of Baxter for the improvement of Fairview Road from approximately 300 feet west of Memorywood Drive to Inglewood Drive according to the plans and specifications therefor approved by the city council and on file in the office of the city clerk.
2. The city clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

**CITY OF BAXTER MINNESOTA
RESOLUTION 2016-051**

**RESOLUTION ORDERING PREPARATION OF REPORT ON NORTH INGLEWOOD
DRIVE AREA UTILITY IMPROVEMENTS PROJECT**

WHEREAS, it is proposed to extend municipal sanitary sewer collection and water distribution system improvements to properties on the west and east side of Inglewood Drive between Peace Road and CSAH 77 (Pine Beach Road); north side of Peace Road from 1,310 feet west of Inglewood Drive to Inglewood Drive; and south side of CSAH 77 from 1,310 feet west of Inglewood Drive to Edgewood Drive and to assess benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAXTER, MINNESOTA:

The proposed improvement, called Improvement No. 4118 be referred to as North Inglewood Drive Utility Improvements Project for study and that Widseth Smith Nolting is instructed to report to the council will all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June, 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

**CITY OF BAXTER MINNESOTA
RESOLUTION 2016-052**

**RESOLUTION RECEIVING FEASIBILITY REPORT FOR THE NORTH
INGLEWOOD DRIVE AREA UTILITY IMPROVEMENTS PROJECT**

WHEREAS, pursuant to a resolution the council adopted June 7, 2016 a report has been prepared by Widseth Smith Nolting with reference to Improvement Number 4118, municipal sanitary sewer collection and water distribution system improvements to properties on the west and east side of Inglewood Drive between Peace Road and CSAH 77 (Pine Beach Road); north side of Peace Road from 1,310 feet west of Inglewood Drive to Inglewood Drive; and south side of CSAH 77 from 1,310 feet west of Inglewood Drive to Edgewood Drive; this report was received by the council on June 7, 2016; and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAXTER, MINNESOTA:

1. The council will consider the improvement of such utilities in accordance with the report and the assessment of abutting properties located on the west and east side of Inglewood Drive between Peace Road and CSAH 77 (Pine Beach Road); north side of Peace Road from 1,310 feet west of Inglewood Drive to Inglewood Drive; and south side of CSAH 77 from 1,310 feet west of Inglewood Drive to Edgewood Drive for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,913,245.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June, 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal



Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter, MN 56425-2720

218.829.5117
218.829.2517
Brainerd@wsn.us.com

WidsethSmithNolting.com

NORTH INGLEWOOD DRIVE AREA UTILITY IMPROVEMENTS

MUNICIPAL IMPROVEMENT 4118

FEASIBILITY REPORT

May, 2016

Council Approval Date:

DRAFT

Prepared for
City of Baxter

WSN No. 0102B0382.000



NORTH INGLEWOOD DRIVE AREA UTILITY IMPROVEMENTS

MUNICIPAL PROJECT NO. 4118

FEASIBILITY REPORT

Prepared for
City of Baxter

WSN No. 0102B0382.000

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

	41983	
Aric Welch Professional Engineer	License Number	Date

**NORTH INGLEWOOD DRIVE AREA IMPROVEMENTS
FEASIBILITY REPORT**

MUNICIPAL PROJECT NO. 4118

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STATEMENT OF PURPOSE

The purpose of this report is to review the feasibility of extending municipal sanitary sewer collection and water distribution system improvements to properties on the west and east side of Inglewood Drive from Peace Road and to CSAH 77 (Pine Beach Road): north side of Peace Road from 1,310' west of Inglewood Drive to Inglewood Drive; and south side of CSAH 77 from 1,310' west of Inglewood Drive to Edgewood Drive. The parcels along both sides of Inglewood Drive were recently annexed into the City of Baxter and the City is currently completing a public process to determine the future land use and zoning for these properties.

The study was requested in response to potential development being considered in the area and to assist the City in determining appropriate land uses and zoning in the project area.

This report will review existing conditions, propose feasible improvements, estimate project costs, discuss project implementation and present conclusions and recommendations for the project area.

The project area is shown as Exhibit "A".



 WIDSETH SMITH NOLTING Engineering Architecture Surveying Environmental	<small>I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</small>	<table border="1"> <thead> <tr> <th>DATE</th> <th>REV</th> <th>REVISIONS DESCRIPTION</th> <th>BY</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	DATE	REV	REVISIONS DESCRIPTION	BY													DATE: MAR 2016 SCALE: AS SHOWN DRAWN BY: A.L.W. CHECKED BY: A.L.W. JOB NUMBER: 010280362.000	NORTH INGLEWOOD DRIVE AREA UTILITY IMPROVEMENTS CITY OF BAXTER BAXTER, MINNESOTA EXHIBIT A - PROJECT AREA	SHEET NO. A SHEET OF
	DATE	REV	REVISIONS DESCRIPTION	BY																	
DATE: LIC. NO.	<small>© 2016 City of Baxter 010280362.000 prepared by Widseth Smith Nolting 010280362.000 not approved by Widseth Smith Nolting 010280362.000 Printed by A.L.W. 03/23/16 11:49:34 AM © 2016 WSNOLTING.COM</small>																				

EXISTING CONDITIONS

The project area includes the following areas:

- Inglewood Drive from Peace Road to CSAH 77 (Pine Beach Road)
- Peace Road from 1,310 west of Inglewood Drive to Inglewood Drive
- The south side of CSAH 77 (Pine Beach Road) from 1,310' west of Inglewood Drive to Edgewood Drive.

Zoning and Development

Much of the property in the project area was recently annexed and has not been officially zoned by the City. The zoning prior to annexation was residential west of Inglewood Drive and commercial east of Inglewood Drive. The north end of the project area is currently commercially developed on both sides of Inglewood Drive with the remaining areas being comprised of a mixture of single family residential parcels, undeveloped property and low lying undevelopable property. The City is planning on reviewing the zoning in the recently annexed areas in conjunction with the feasibility report and updating the Comprehensive Plan.

Existing Roadways

Inglewood Drive was reconstructed in 2015 as part of a joint project between Crow Wing County and the City of Baxter. The roadway is currently a 36' wide rural roadway with drainage swales located on either side of the roadway corridor. The Inglewood Drive roadway and surface drainage are in excellent condition. Peace Road is an existing 22' wide gravel surfaced roadway with swales on either side to handle surface runoff. No problems are known regarding the gravel surfacing or drainage on Peace Road.

Existing Sanitary Sewer Collection System

The nearest municipal sanitary sewer is currently located east of the project area, where a 10" PVC sanitary sewer stub is extended westerly at the north end of Edgewood Drive, south of CSAH 77. This stub was constructed as part of the "2003 Edgewood Drive Utility Improvements" project and is approximately 9' deep. The only other sanitary sewer service available is located approximately ¾ of a mile south of the project area where a 10" PVC sanitary sewer stub is extended north along Inglewood Drive from the Woida Road intersection. This stub was constructed as part of the "2004 Inglewood Drive and Clearwater Road Improvements" project

and is approximately 11' deep. Both collection systems convey sanitary waste in a southerly direction. There are no known problems with the sanitary sewer collection system in the project area.

Existing Water Distribution System

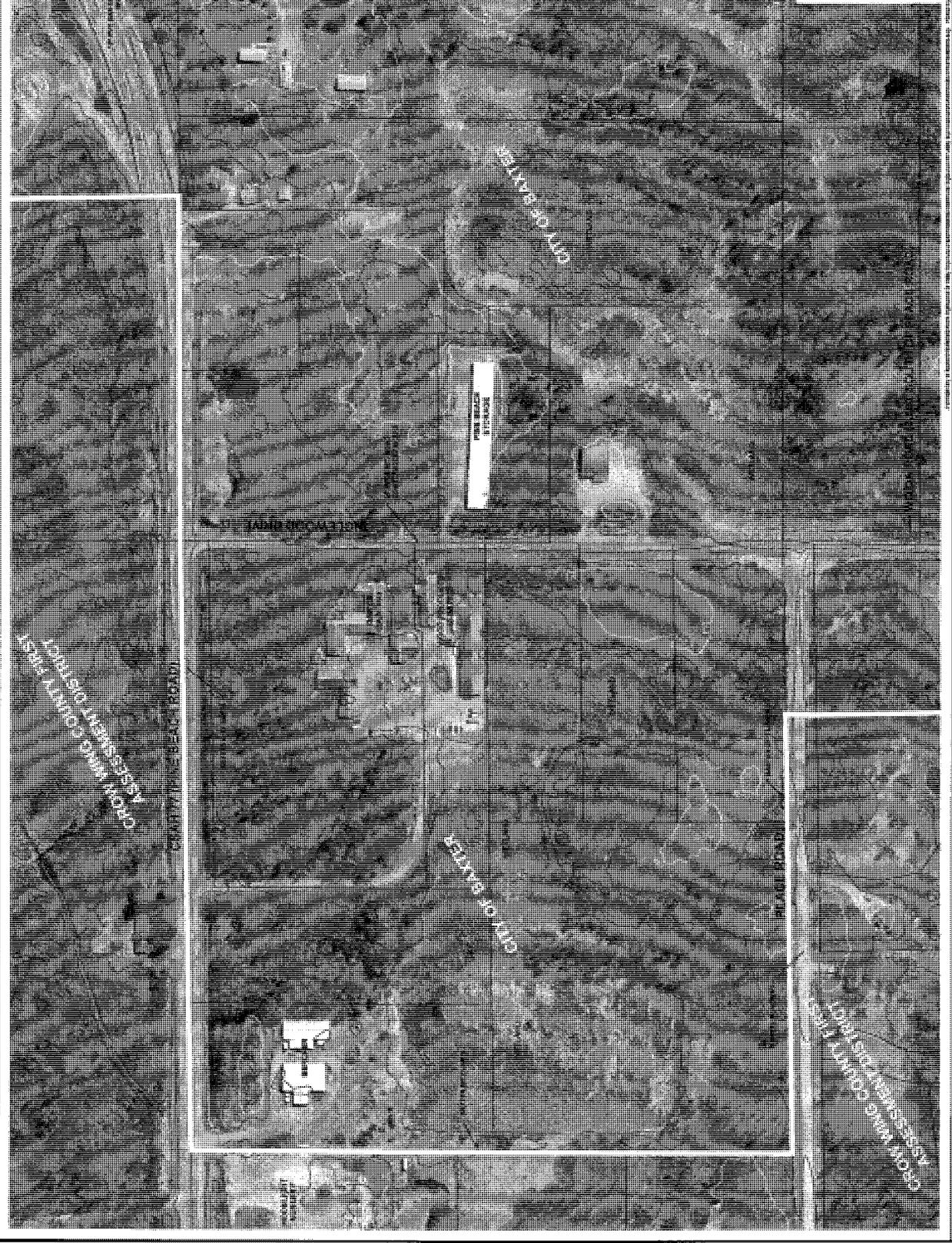
The nearest water distribution piping is located east of the project area, where a 12" PVC water main is located along Edgewood Drive, and is extended to the north side of CSAH 77. This main was constructed as part of the "2003 Edgewood Drive Utility Improvements" project. The only other municipal water service near the project area is located approximately ¾ mile to the south where a 12" PVC water main is extended north along Inglewood Drive from the Woida Road intersection. This main was constructed as part of the "2004 Inglewood Drive and Clearwater Road Improvements" project. There is also 12" PVC watermain piping connecting the elevated water storage tank to Woida Road. This main was constructed as part of the "1997 Woida Road Watermain Improvements" project. There are no known problems with the water distribution piping in the project area.

Exhibit "B" shows the existing conditions in the project area.

PROJECT: BENTLEY BLVD. PROJECT
CLIENT: BENTLEY BLVD. PROJECT
DATE: 10/15/2014
SCALE: 1" = 100'

DESCRIPTION:
 PRELIMINARY SITE PLAN
 PRELIMINARY SITE PLAN
 PRELIMINARY SITE PLAN

REVISIONS:
 NO. DATE BY DESCRIPTION
 1 10/15/14 JLN PRELIMINARY SITE PLAN



PROPOSED IMPROVEMENTS

Proposed improvements include extending municipal sanitary sewer collection and water distribution piping to the project area. With the recent roadway improvements to Inglewood Drive, utility routes were identified that minimized disruption to the new roadway surface. Four options were considered as discussed below.

Phase 1 – Connection to Edgewood Drive

The first phase includes connecting to the existing 10" PVC stub at the north end of Edgewood Drive and extending 10" gravity PVC sanitary sewer main piping westerly approximately 700' along the south side of CSAH 77. The depth of the piping at the westerly termination was approximately 6.6 feet deep and insulation would be required at the west end of the extension. From this point no further extension either westerly or southerly was feasible due to the low lying property and loss of ground cover to provide frost protection. Manholes are proposed at a maximum spacing of 400' with six-inch services proposed to all potentially developable lots to allow for future commercial development. All services are proposed to be stubbed to the right-of-way or easement lines.

Twelve inch watermain is proposed to be extended along the same route and adjacent to the sanitary sewer mains being proposed. Hydrants would be located at approximate 600' intervals. 1 ½" services are proposed to all potentially developable lots in the project area to allow for future commercial development. All proposed services will be extended to the right-of-way line or easement line.

This option does not provide service to the entire project area and is considered the first phase of the project utilized to service property in the southeast quadrant of the Inglewood Drive / CSAH 77 intersection. Service could be provided to this property if considerable fill was placed to provide frost protection or a private pressure system was utilized.

Exhibit "C" shows the proposed Phase 1 improvements.

PHASE 2 / OPTION 1 – Construct Lift Station

Phase 2/Option 1 includes a lift station to provide service to the remainder of the project area. A duplex lift station is proposed on the north side of Peace Road approximately 1,300' west of Inglewood Drive. The lift station would discharge in a northerly and easterly direction to the 10" gravity extension being proposed from Edgewood Drive.

From the lift station, 8" PVC collection piping is proposed in an easterly direction along Peace Road to the west side of Inglewood Drive. From that point, 8" PVC main is extended northerly and easterly along the edges of Inglewood Drive to the north end of the project area. One open cut crossing of Inglewood Drive is proposed to avoid low lying areas along the roadway corridor. An 8" PVC gravity main is also proposed to be extended northerly from the lift station along the west property line to the south side of CSAH 77. From that point an 8" PVC main would be extended easterly along the south side of CSAH 77 to a point near the Inglewood Drive intersection.

Depths of the proposed piping vary from 23' deep at the lift station to 10' below existing surface grade. Manholes are proposed at a maximum spacing of 400' with four-inch services proposed to each residentially developed and potentially developable lot. Six-inch services are proposed at each commercially developed and potentially developable lot. All services are proposed to be stubbed to the right-of-way of easement lines.

Water mains are proposed to be extended along the same route and adjacent to the sanitary sewer mains being proposed. Twelve-inch main would be extended along the south side of CSAH 77 to the west end of the proposed improvements. All remaining water main is proposed to be 8" PVC located in the same locations and adjacent to the proposed sanitary sewer mains. Hydrants would be located at a maximum of 600' intervals. One-inch services are proposed to each residential developed and potentially developable lot in the project area with 1 ½" services provided to each commercially developed and potentially developable lot in the project area. All proposed services will be extended to the right-of-way line or easement line.

Peace Road is proposed to be removed to allow for utility construction and replaced with a 26' wide gravel surfaced roadway consisting of 4" of aggregate surfacing. Bituminous patches are proposed to be placed around manholes for snowplow protection and access for maintenance.

The majority of the proposed municipal utility mains are proposed to be constructed within utility easements located adjacent to existing roadway corridors or existing lot lines. These easements need to be obtained from the private property owners. Obtaining private easements was proposed to minimize interference with existing roadways and interference with existing private utilities (telephone, fiber-optic, electric) located in ditches along the roadway corridors.

Exhibit "D" shows the proposed Phase 2/Option 1 improvements.

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PHASE 2 / OPTION 2 – Pressure Collection System

Phase 2/Option 2 includes the construction of a small diameter pressure sanitary sewer collection system. The system would consist of a 3" or 4" diameter forcemain extending westerly along the south side of CSAH 77 from the last manhole installed with the Phase 1 improvements to Inglewood Drive. From that point it would extend southerly along Inglewood Drive east and west side of Inglewood Drive to Peace Road. One open cut crossing of Inglewood Drive is proposed to avoid low lying areas along the roadway corridor. The forcemain would also be extended westerly along the south side of CSAH 77 to a point approximately 1,300' west of Inglewood Drive.

Forcemain cleanout manholes are proposed at a maximum spacing of 800'. 2" services are proposed to be extended to the right-of-way or easement line with a curb stop at the end of the service line.

The forcemain would be a shared system and each property owner would be required to install a grinder pump or effluent pump depending on the type of system allowed by the City. A grinder pump system takes raw sewage, grinds it up and pumps it into the shared forcemain system. This type of system usually has very little storage in case of a backup. Existing properties with septic systems will likely install effluent pumps to pump effluent from the septic tank. This type of system is referred to as a step system and is the preferred method because solids have been allowed to settle out in the septic tank and only clear effluent is being pumped into the shared forcemain system.

Water mains are proposed to be extended along the same route and adjacent to the shared forcemain being proposed. Twelve-inch main would be extended along the south side of CSAH 77 to the west end of the proposed improvements. All remaining water main is proposed to be 8" PVC located in the same locations and adjacent to the proposed shared forcemain. Hydrants would be located at a maximum of 600' intervals. 1 1/2" services are proposed to each developed and potentially developable lot in the project area. All proposed services will be extended to the right-of-way line or easement line.

The majority of the proposed municipal utility mains are proposed to be constructed within utility easements located adjacent to existing roadway corridors or existing lot lines. These easements need to be obtained from the private property owners. Obtaining private easements was proposed to minimize interference with existing roadways and interference with existing private utilities (telephone, fiber-optic, electric) located in ditches along the roadway corridors.

Exhibit "E" shows the proposed Phase 2/Option 2 improvements.

Connection to Woida Road

Another option considered was connecting to the existing 10" PVC main at the Woida Road intersection and extending mains northerly along Inglewood Drive to the project area. It was noted that this main could only be extended approximately 100' north of Woida Road prior to running out of cover. Due to the significant distance from the project area, and limited amount of cover, this option was abandoned and dropped from further consideration.

Do Nothing

The do nothing options was considered but was dropped from further consideration since it does not provide service to the project area and allow for future development.

ESTIMATED PROJECT COSTS

The estimated costs for proposed improvements in the study area are as follows:

Phase 1 – Edgewood Drive Extension

Water Improvements:	\$174,820
Sanitary Sewer Improvements:	<u>\$102,700</u>
Total Phase 1:	\$277,520

Phase 2 / Option 1 – Gravity Collection System

Water Improvements:	\$653,485
Sanitary Sewer Improvements:	\$599,140
Lift Station Improvements:	<u>\$383,100</u>
Total Phase 2 / Option 1:	\$1,635,725

Phase 2 / Option 2 – Pressure Collection System

Water Improvements:	\$319,030
Sanitary Sewer Improvements:	<u>\$303,985</u>
Total Phase 2 / Option 1:	\$623,015

Total Project Cost (with Phase 2 / Option 1): **\$1,913,245**

Total Project Cost (with Phase 2 / Option 2): **\$900,535**

Detailed breakdowns of the estimates are provided in the Appendix. Costs estimated above include construction costs, 10% contingencies, property acquisition costs, and 25% engineering/administration/legal fees.

The costs estimated herein are today's costs and intended to convey a general and approximate picture of the costs that would probably be incurred today in carrying out the proposed work. Costs can vary widely depending upon many factors such as weather, economic conditions, size of project, easement/property acquisition costs and the workload of available contractors. Dewatering costs, in particular, are extremely difficult to estimate since they are solely dependent on the availability of dewatering contractors and the ability to find an outlet for the

ground water near the project site.

Please note, costs presented in this report are spring 2016 costs and will need to be updated prior to any future public hearings or presentations. Actual costs can only be determined by bidding the project.

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PROJECT IMPLEMENTATION

Costs for the proposed improvements were assumed to be generated through City contributions and special assessments to benefited property owners. A detailed description of the assessment methods utilized by the City of Baxter can be found in the most recent version of the “City of Baxter – Assessment Policy for Public Initiated Improvements”.

Assessments were assumed to be calculated using the “Area Assessment” method for the following reasons:

- The area contains a mix of residential and commercial properties and the City is unsure of the final zoning in the project area at this time.
- Most of the properties are larger and capable of being split once sanitary sewer and water are made available.
- In some instances sanitary sewer and water alignments follow side lot lines within easements which is not conducive to the front foot assessment method.

With the area assessment method, assessable project costs are divided among existing and potentially developable lots based on assessable lot area. Assessable lot areas are based on developable lot area and excludes wetlands and easements.

Assessment Calculation – Phase 1

In accordance with the Assessment Policy, the following City costs were assumed:

- 15% of water project cost.
- 15% of sanitary sewer project cost.

Using the City’s procedures outlined above, the following costs were estimated:

Water Improvements

Total Estimated Water Project Cost:	\$174,820
City Costs:	
15% of Project Costs:	\$26,225
Remaining Estimated Assessable Costs:	\$148,595
Service Area (SF):	679,308
Cost per SF:	\$0.2187

Estimated Assessable Area:	679,308
Estimated Assessments:	\$148,595
Estimated Total City Cost:	\$26,225

Sanitary Sewer Improvements

Total Estimated Sanitary Sewer Project Cost:	\$102,700
City Costs:	
15% of Project Costs:	\$15,405
Remaining Estimated Assessable Costs:	\$87,295
Service Area (SF):	679,308
Cost per SF:	\$0.1285
Estimated Assessable Area:	679,308
Estimated Assessments:	\$87,295
Estimated Total City Cost:	\$15,405

Assessment Calculation – Phase 2 / Option 1

Residential and Commercial sanitary sewer and water project costs, for assessment calculation purposes, were based on the percentage of area within the total project area. The residential service area is estimated to be 1,266,226 SF or 34% of the total project area and the commercial area is 2,461,582 SF or 66% of the total project area. Based on percentage, the residential project area was assumed to be responsible for 34% and the commercial 63% of the total sanitary sewer and water project costs. For assessment calculation purposes, we have assumed future residential and commercial zoning district boundaries based on current use and likely future use. The assumed Residential and Commercial project areas and assessment area calculations are shown in Exhibit F.

Commercial Project Area

In accordance with the Assessment Policy, the following City costs were assumed:

- 15% of water project cost.
- 15% of sanitary sewer project cost.

Using the City's procedures outlined above, the following costs were estimated:

Water Improvements

Total Estimated Water Project Cost:	\$653,485
Commercial Project Area	66%
Total Estimated Commercial Water Project Cost:	\$431,515
City Costs:	
15% of Project Costs:	\$64,725
Remaining Estimated Assessable Costs:	\$366,790
Estimated Service Area (SF):	2,461,582
Estimated Cost per Assessable SF:	\$0.1490
Estimated Assessable Area (SF):	1,277,360
Estimated Assessments:	\$190,335
Estimated City Cost:	\$241,180

Sanitary Sewer Improvements

Total Estimated Sanitary Project Cost:	\$599,140
Commercial Project Area	66%
Total Estimated Commercial Area Sanitary Project Cost:	\$395,630
City Costs:	
15% of Project Costs:	\$59,345
Remaining Estimated Assessable Costs:	\$336,285
Estimated Service Area (SF):	2,461,582
Estimated Cost per Assessable SF:	\$0.1366
Estimated Assessable Area (SF):	1,277,360
Estimated Assessments:	\$174,505
Estimated City Cost:	\$221,125

The City should collect additional assessments if services are requested and extended beyond the current City limits.

Residential Project Area

In accordance with the Assessment Policy, the following City costs were assumed:

- Watermain oversizing for pipes in excess of 8" in diameter.
- 60% of dewatering costs up to a maximum of 20% of the utility construction costs.

- 25% of the remaining project costs after subtracting the items listed above.

Using the City's procedures outlined above, the following costs were estimated:

Water Improvements

Total Estimated Water Project Cost:	\$653,485
Residential Project Area	34%
Total Estimated Residential Water Project Cost:	\$221,970
City Costs:	
Watermain Oversizing:	\$7,290
Dewatering:	\$8,285
Remaining Costs:	\$206,395
25% of Remaining Project Costs:	\$51,600
Remaining Estimated Assessable Costs:	\$154,795
Estimated Service Area (SF):	1,266,226
Estimated Cost per Assessable SF:	\$0.1223
Estimated Assessable Area (SF):	402,191
Estimated Assessments:	\$49,170
Estimated City Cost:	\$172,800

Sanitary Sewer Improvements

Total Estimated Sanitary Project Cost:	\$599,140
Residential Project Area	34%
Total Estimated Residential Area Sanitary Project Cost:	\$203,510
City Costs:	
Dewatering:	\$8,285
Remaining Costs:	\$195,225
25% of Remaining Project Costs:	\$48,805
Remaining Estimated Assessable Costs:	\$146,420
Estimated Service Area (SF):	1,266,226
Estimated Cost per Assessable SF:	\$0.1156
Estimated Assessable Area (SF):	402,191
Estimated Assessments:	\$46,505

Estimated City Cost: \$157,005

The City should collect additional assessments if services are requested and extended beyond the current City limits.

Assessment Calculation – Lift Station

Lift Station assessments were assumed to be calculated using the area assessment method for commercial properties. Residential properties are not assessed an area wide lift station assessment because they are incorporated into the Sewer Availability Charge for new homes (see Other Homeowner Costs on Page 21).

The lift station assessment is based on the ultimate lift station services area. Based on the proposed lift station depth, the service area was estimated to be 287.27 acres of which 26.89 is located within the commercial project area.

Using the City's procedures outlined above, the following costs were estimated:

Total Estimated Lift Station Project Cost:	\$383,100
Estimated Service Area (acres)	287.27
Estimated Cost per Acre:	\$1,333.57
Estimated Commercial Project Area (acres):	29.32
Estimated Commercial Project Area Assessments:	\$39,100
Estimated City Costs:	\$344,000

The City should collect additional assessments and lift station fees if services are requested and extended beyond the current City limits.

Assessment Calculation – Phase 2 / Option 2

In accordance with the Assessment Policy, the following City costs were assumed:

- 15% of water project cost.
- 15% of sanitary sewer project cost.

Using the City's procedures outlined above, the following costs were estimated:

Water Improvements

Total Estimated Water Project Cost:	\$319,030
City Costs:	
15% of Project Costs:	\$47,855
Remaining Estimated Assessable Costs:	\$271,175
Estimated Assessable Area:	1,277,360
Cost per SF:	\$0.2123

Sanitary Sewer Improvements

Total Estimated Sanitary Sewer Project Cost:	\$303,985
City Costs:	
15% of Project Costs:	\$45,600
Remaining Estimated Assessable Costs:	\$258,385
Service Area (SF):	1,277,360
Cost per SF:	\$0.2023

Other Property Owner Costs

Property owners with existing structures/buildings must be aware of other costs that will be incurred as a result of the project. One of the largest additional costs is the construction of sanitary sewer and water service lines on private property. Estimates for construction of these service lines should be obtained from locally licensed plumbing contractors.

Property owners are also required to pay certain charges and fees associated with connection to municipal services. These fees include a Sewer Availability Charge (SAC), Water Availability Charge (WAC), WAC tax (commercial only) and Lift Station Fee (residential only). Per City ordinance, these fees are to be collected when sewer and water services are made available to the property.

Current residential rates for SAC, WAC and lift station fee are as follows:

✓ Sewer Availability Charge (SAC):	\$600 (existing homes)	\$3,000 (new homes)
✓ Water Availability Charge (WAC):	\$600 (existing homes)	\$2,800 (new homes)
✓ Lift Station Fee:	\$500 (existing homes)	

Commercial SAC and WAC charges are based on building area and use. Per City Code, if an existing facility has not paid a SAC and WAC fee since 1990, the SAC and WAC fee will be based on the original use of the building at the 1990 SAC and WAC rate. Detailed SAC and WAC calculations and drawings are included in the appendix for existing structures with outstanding SAC and WAC charges.

SAC, WAC, WAC tax and lift station fees are added to the assessments by default. Property owners may elect to have these charges and fees removed from their assessment, however; all charges and fees are due at time of connection to City utilities. Property owners have until December 31st of the year following completion of the project to connect to City services.

Other non-assessable City fees:

✓ City Inspection Fee:		\$40
✓ City Excavation Permit:		\$45
✓ Water Meter (size dependent):		\$360±

It should also be noted that some residential parcels in the project area are capable of being subdivided into additional lots. These lots may be eligible to defer some of the utility assessments in the form of Future Connection Charge, based on current City policy.

Estimated Cost Summary (Phase 1)

Estimated City Costs:	\$41,630	14.8%
Estimated Assessable Project Costs:	\$235,890	84.0%
Estimated City Fees:	<u>\$3,400</u>	1.2%
Total Estimated Project Costs:	\$280,920	

Estimated Cost Summary (Phase 2 / Option 1)

Estimated City Costs:	\$1,136,110	68.8%
Estimated Assessable Project Costs:	\$499,615	30.2%
Estimated City Fees:	<u>\$15,590</u>	1.0%
Total Estimated Project Costs:	\$1,651,315	

Estimated Cost Summary (Phase 2 / Option 2)

Estimated City Costs:	\$93,455	14.6%
Estimated Assessable Project Costs:	\$529,560	82.5%
Estimated City Fees:	<u>\$18,990</u>	2.9%
Total Estimated Project Costs:	\$642,005	

Detailed individual assessment calculations are shown in the preliminary cost estimate included in the Appendix. It should be noted the City may collect additional assessments and fees if services are requested and extended beyond the current City limits.

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CONCLUSIONS AND RECOMMENDATIONS

This report has studied the feasibility of providing municipal water distribution piping, sanitary sewer collection piping improvements in the project area. Phase 1 and the two options for Phase 2 are feasible options reviewed in this report that provide the necessary municipal utility services to the project area.

Both options explored for Phase 2 are feasible and each has its advantages and disadvantages. A brief discussion of the advantages and disadvantages for each option is discussed below:

Phase 2 / Option 1

Advantages

- It is more reliable and less likely to fail than the pressure system.
- The City has all the necessary equipment and expertise to maintain and troubleshoot the system.
- The infrastructure has the potential to extend to a larger service area in the future.
- Lower assessments than pressure option (associated with higher City costs, see disadvantages below).

Disadvantages

- Larger initial investment. City is picking up additional costs associated with potential service areas located outside of the immediate service area within the current City limits.

Phase 2 / Option 2

Advantages

- Lower initial investment.
- In some cases, small diameter pipe is easier and more forgiving to install.

Disadvantages

- More likely to fail than gravity system.
- Higher installation costs for property owners that must invest in a step system with effluent pump or grinder station (\$10,000 - \$20,000).
- Additional annual operating costs for property owners (electricity to run pumps and maintenance).
- City will need to invest in additional equipment to maintain the system and

respond to emergencies (skid steer attachment estimated at \$50,000).

- Higher annual operating and maintenance cost than gravity system (cleaned yearly vs. every three years for gravity system)
- Interruptions with business operations will occur during normal annual maintenance activities. Businesses may need to shut down when pressure system is being cleaned.
- System will require additional operation and maintenance costs.
- City Staff not familiar and experienced with maintaining and troubleshooting the system. City staff will need additional training.
- Will likely require additional requirements be added to the sanitary sewer ordinance to address the specific issues associated with pressure systems.
- Higher assessments than gravity system. This is due to the fact that the City is not picking up costs associated with the potential future expansion of the system.

From an engineering stand point, Phase 2 / Option 1 is the preferred alternative. Although it has a higher initial project and City costs, the traditional gravity collection system is the most reliable and efficient system. City Staff is familiar with the operation and maintenance and no additional equipment purchases or training is necessary. This option is also the most flexible when it comes to expansion of the system in the future should areas outside of the current City limits request sanitary sewer service. The pressure system can also be expanded but unlike the gravity system, when maintenance is necessary, it will shut down the system for all users.

Funding for the improvements is likely to be obtained from assessments to the benefitted property owners and contributions from the City of Baxter. Distribution of project costs and assessment calculations will be dependent on future zoning in the project area. For estimating purposes, we have assumed residential and commercial zoning district boundaries based on current land use and anticipated future land use. These assumed boundaries do not match the existing zoning prior to annexation and should be reviewed by the City prior to finalizing and accepting the report.

The "Area" assessment method is recommended in this project area for the reasons outlined in the project implementation section of this report. Based on assumed future zoning as shown in Exhibits F and G, the following assessment rates were determined in accordance with the City's

assessment policy:

Phase 1

Commercial Water	\$0.2187/SF
Commercial Sanitary Sewer	\$0.1285/SF

Phase 2 / Option 1

Commercial Water	\$0.1490/SF
Commercial Sanitary Sewer	\$0.1366/SF
Residential Water	\$0.1223/SF
Residential Sanitary Sewer	\$0.1156/SF
Commercial Lift Station	\$1,334/acre

Phase 2 / Option 2

Commercial Water	\$0.2123/SF
Commercial Sanitary Sewer	\$0.2023/SF

The total project cost is estimated to be \$280,920 to \$1,932,235 depending on which phases and options are selected. Direct City contributions are anticipated for all phases and options and could vary between \$41,630 and \$1,177,740. If Phase 2 / Option 1 is selected, the City may have the opportunity to recoup some of its investment if properties outside of the City limits request municipal utility services. Assessable project costs were determined to vary between \$239,290 and \$787,840.

As with all utility projects, minor inconveniences such as construction noise, dust, detours, traffic disturbance and interruption of mail service can be expected. These situations would be temporary in nature and we would anticipate the project to take approximately two months to complete.

In conclusion, the improvements as proposed are feasible and no major construction obstacles were noted. We do not foresee any major problems with construction of sanitary sewer and watermain with the exception of dewatering, underground utilities (gas, electric, telephone, cable TV, etc.) and property/easement acquisition. Dewatering may be a concern depending on the

condition of the existing soils and elevation of the groundwater table at the time of construction. Conflicts with underground utilities in developed areas such as this can become a real problem and we strongly recommend utility companies be informed of the project as soon as possible so any potential conflicts can be dealt with during the design phase and prior to construction. There is a significant amount of property/easement acquisition associated with the proposed improvements and efforts to secure these properties should be undertaken early on in the project development process.

We recommend the City proceed as follows:

1. Review report for general conformance to the City's long range plan.
2. Review and confirm future zoning in the project area.
3. Review report for conformance to the Assessment Policy.
4. Modify the report as necessary.
5. Conduct a financial review to determine impacts to City finances.
6. Conduct informational meetings with affected parties to obtain public input.
7. Finalize and formally except the report by Council resolution.
8. Determine if the proposed improvements are justified and warranted.
9. Begin property acquisition and assessment project process.

APPENDIX

DRAFT

NORTH INGLEWOOD AREA UTILITY IMPROVEMENTS
PRELIMINARY COST ESTIMATE
BAXTER, MN
Monday, May 09, 2016

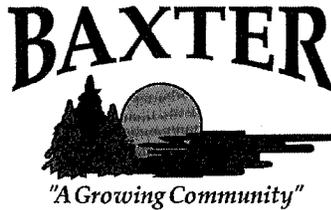
ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	WATER		SANITARY SEWER		PROJECT TOTAL	
					ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST
1	2071.501	MORILIZATION	LUMP SUM	\$15,000.00	0.5	\$7,500.00	0.5	\$7,500.00	1	\$15,000.00
2	2101.501	CLEARING	ACRE	\$3,500.00	0.75	\$2,625.00	0.75	\$2,625.00	1.5	\$5,250.00
3	2101.506	GRUBBING	ACRE	\$3,500.00	0.75	\$2,625.00	0.75	\$2,625.00	1.5	\$5,250.00
4	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$250.00	160	\$40,000.00	160	\$40,000.00	320	\$80,000.00
5	2104.513	REMOVE BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$45.00	65	\$2,925.00	65	\$2,925.00	130	\$5,850.00
6	2104.521	DEWATERING	LIN FT	\$120.00	100	\$12,000.00	100	\$12,000.00	200	\$24,000.00
7	2106.601	AGGREGATE SURFACING CLASS 5	LF	\$15.00	1615	\$24,225.00	1615	\$24,225.00	3230	\$48,450.00
8	2118.501	COMMON LABORERS	TON	\$1,320.00	60	\$79,200.00	60	\$79,200.00	120	\$158,400.00
9	2123.501	MOTOR GRADER	HOUR	\$85.00	10	\$850.00	10	\$850.00	20	\$1,700.00
10	2123.503	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$170.00	10	\$1,700.00	10	\$1,700.00	20	\$3,400.00
11	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$125.00	5	\$625.00	5	\$625.00	10	\$1,250.00
12	2211.503	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$22.00	15	\$330.00	15	\$330.00	30	\$660.00
13	2389.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2-C)	TON	\$50.00	15	\$750.00	15	\$750.00	30	\$1,500.00
14	2557.603	INSTALL FENCE	LIN FT	\$20.00	100	\$2,000.00	100	\$2,000.00	200	\$4,000.00
15	2563.601	TRAFFIC CONTROL	LUMP SUM	\$1,500.00	0.5	\$750.00	0.5	\$750.00	1	\$1,500.00
16	2573.502	SILT FENCE, TYPE MS	LIN FT	\$2.50	615	\$1,537.50	615	\$1,537.50	1230	\$3,075.00
17	2573.536	STABILIZED CONSTRUCTION EXIT	EACH	\$600.00	0.5	\$300.00	0.5	\$300.00	1	\$600.00
18	2573.550	EROSION CONTROL SUPERVISOR	LUMP SUM	\$1,000.00	0.5	\$500.00	0.5	\$500.00	1	\$1,000.00
19	2574.508	FERTILIZER TYPE 1	POUND	\$1.25	300	\$375.00	300	\$375.00	600	\$750.00
20	2574.525	COMMON TOPSOIL BORROW	CU YD	\$16.00	500	\$8,000.00	500	\$8,000.00	1000	\$16,000.00
21	2575.501	SEEDING	ACRE	\$600.00	2	\$1,200.00	2	\$1,200.00	4	\$2,400.00
22	2575.502	SEED MIXTURE 22-111	POUND	\$4.50	40	\$180.00	40	\$180.00	80	\$360.00
23	2575.502	SEED MIXTURE 25-131	POUND	\$1.50	400	\$600.00	400	\$600.00	800	\$1,200.00
24	2575.511	MULCH MATERIAL TYPE 3	TON	\$50.00	2	\$100.00	2	\$100.00	4	\$200.00
25	2575.519	RISK ANCHORING	ACRE	\$200.00	1	\$200.00	1	\$200.00	2	\$400.00
26	2575.522	EROSION CONTROL BLANKETS CATEGORY 3	CU YD	\$2.00	1210	\$2,420.00	1210	\$2,420.00	2420	\$4,840.00
27	2575.522	HYDRANT MATERIAL TYPE MULCH	POUND	\$3.00	360	\$1,080.00	360	\$1,080.00	720	\$2,160.00
28	2611.4A	8" PVC WATERMAIN PIPE	LIN FT	\$23.00	360	\$8,280.00	360	\$8,280.00	720	\$16,560.00
29	2611.4A	8" PVC WATERMAIN PIPE	LIN FT	\$26.00	1340	\$34,840.00	1340	\$34,840.00	2680	\$69,680.00
30	2611.4A	12" PVC WATERMAIN PIPE	LIN FT	\$32.00	1350	\$43,200.00	1350	\$43,200.00	2700	\$86,400.00
31	2611.4A	1.1/2" POLYETHYLENE SERVICE PIPE	LIN FT	\$18.00	360	\$6,480.00	360	\$6,480.00	720	\$12,960.00
32	2611.4B	8" GATE VALVE & BOX W/ ADAPTOR	EACH	\$1,250.00	4	\$5,000.00	4	\$5,000.00	8	\$10,000.00
33	2611.4B	8" GATE VALVE & BOX W/ ADAPTOR	EACH	\$1,850.00	3	\$5,550.00	3	\$5,550.00	6	\$17,550.00
34	2611.4B	12" BUTTERFLY VALVE & BOX W/ ADAPTOR	EACH	\$2,250.00	2	\$4,500.00	2	\$4,500.00	4	\$9,000.00
35	2611.4C	1.1/2" CORPORATION STOP & SADDLE	EACH	\$575.00	13	\$7,475.00	13	\$7,475.00	26	\$14,950.00
36	2611.4D	1.1/2" CURB STOP & BOX	EACH	\$675.00	13	\$8,775.00	13	\$8,775.00	26	\$17,550.00
37	2611.4E	HYDRANT	EACH	\$4,150.00	4	\$16,600.00	4	\$16,600.00	8	\$33,200.00
38	2611.4E	DUCTILE IRON WATERMAIN FITTINGS	POUND	\$2.75	3750	\$10,312.50	3750	\$10,312.50	7500	\$20,625.00
39	2621.4A	FORCEMAIN PIPE	LIN FT	\$20.00	3230	\$64,600.00	3230	\$64,600.00	6460	\$129,200.00
40	2621.4B	SANITARY SEWER FORCEMAIN JUNCTION MANHOLE	EACH	\$10,000.00	5	\$50,000.00	5	\$50,000.00	10	\$100,000.00
41	2621.4F	FORCEMAIN SERVICE PIPE	LIN FT	\$18.00	400	\$7,200.00	400	\$7,200.00	800	\$14,400.00
42	2621.4G	FORCEMAIN CURB STOP & BOX	EACH	\$775.00	13	\$10,075.00	13	\$10,075.00	26	\$20,150.00
				ESTIMATED CONSTRUCTION COST:	\$415,337.50					\$415,337.50
				CONTINGENCIES (10%):	\$41,533.75					\$41,533.75
				SUBTOTAL:	\$456,871.25					\$456,871.25
				ENGINEERING, ADMINISTRATION, LEGAL, ETC. (25%):	\$114,217.81					\$114,217.81
				MPCA SANITARY SEWER EXTENSION PERMIT:	\$310.00					\$310.00
				MNDOH WATERMAIN EXTENSION PLAN REVIEW FEE:	\$150.00					\$150.00
				PROPERTY ACQUISITION	\$150.00					\$150.00
				UTILITY EASEMENTS (68618 X \$0.75/SF):	\$51,463.50					\$51,463.50
				ESTIMATED TOTAL PROJECT COST:	\$623,012.56					\$623,012.56

WATER		SANITARY SEWER		PROJECT TOTAL	
ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST
51.33%	\$213,197.50	48.67%	\$202,140.00	#REF!	\$415,337.50
	\$21,318.75		\$20,214.00		\$41,533.75
	\$234,517.25		\$222,354.00		\$456,871.25
	\$58,629.31		\$55,588.50		\$114,217.81
	\$150.00		\$310.00		\$460.00
	\$25,731.75		\$25,731.75		\$51,463.50
	\$319,028.31		\$303,984.25		\$623,012.56
	\$31,028.31		\$303,984.25		\$623,012.56
	\$47,854.25		\$45,587.64		\$93,441.89
	\$271,174.07		\$258,396.61		\$529,570.68
	\$0.2123		\$0.2023		\$0.4146

**NORTH INGLEWOOD AREA UTILITY IMPROVEMENTS
PRELIMINARY COST ESTIMATE
BAXTER, MN
Monday, May 09, 2016**

PARCEL REFERENCE NUMBER	OWNER	PHASE 1			PHASE 2/OPTION 2 - PRESSURE SYSTEM			PROJECT TOTAL	
		WATER AREA	SANITARY SEWER AREA	ASSESSMENT	WATER AREA	SANITARY SEWER AREA	ASSESSMENT		
1	TOLSON	255,487	255,487	\$8,719.57				\$600.00	WAC
2	SMELJA	106,631	106,631	\$7,782.29				\$600.00	WAC
3	RAITERSON	99,066	99,066	\$4,409.97					
4	BRANDER AREA INVESTMENTS	46,061	46,061	\$5,694.99					
5	BRANDER AREA INVESTMENTS	169,641	169,641	\$8,976.43	169,641	169,641	\$7,041.72	\$1,312.50	\$1,312.50
6	ERLEBACH STORAGE				97,278	97,278	\$40,328.96	\$375.00	\$1,875.00
7	ERLEBACH STORAGE				96,653	96,653	\$40,068.85	\$1,875.00	\$1,875.00
8	ANDRESTRUST				72,860	72,860	\$30,205.89	\$2,812.50	\$2,812.50
9	BERCHER				300,765	300,765	\$124,665.31	\$4,119.35	\$11,250.00
10	BERCHER				98,363	98,363	\$37,874.44		
11	BERCHER				112,247	112,247	\$46,534.73		
12	BERCHER				90,875	90,875	\$37,874.44		
13	BERCHER				108,105	108,105	\$43,292.13		
14	BERCHER				128,383	128,383	\$53,224.30		
		678,308	679,308	\$235,894.26	1,277,360	1,277,360	\$529,560.68	\$8,700.00	\$8,700.00

PROJECT COST SUMMARY
 ASSESSED COSTS: \$765,454.94 63.24%
 ASSESSED CITY FEES: \$18,890.62 2.07%
 CITY COSTS: \$1,35,090.28 14.69%
TOTAL PROJECT COST: \$918,525.84



May 12, 2016

Bercher
6253 Pine Beach Road
Baxter, MN 56425

RE: Estimated Sewer and Water Availability Charges
6253 Pine Beach Road

I used the Crow Wing County Assessors, records and drawings to **estimate** the sewer and water availability charges. The final actual sewer and water availability charges will need to be field verified by completing an onsite audit before the Improvement Hearing can be conducted for the project and final estimated assessments can be computed. The following square footages were obtained from Crow Wing County Assessors records and drawings:

Warehouse Space = 10,940 Sq. Ft.

Sewer and Water Availability Charges are figured as follows:

1 SAC and WAC per 7,000 Sq. Ft. of Warehouse Space

Sewer and Water Availability Calculations:

Warehouse Space = 10,940 Sq. Ft. / 7,000 = 1.56
Total = 1.56 units each

Round to the nearest 1/4 of the number

Total SAC and WAC = 1.50

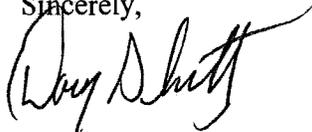
The following is an **estimate** on the sewer and water availability charges that would be due at 6253 Pine Beach Road – Baxter, MN:

Sewer Availability Charge = 1.50 * \$750.00 = \$1,125.00
Water Availability Charge = 1.50 * \$750.00 = \$1,125.00
(Sales Tax 7.875% Water Only) = \$ 88.59
Total Due = \$2,338.59

These charges will be included with your assessment for the water and sanitary sewer improvements unless you elect to pay them directly to the City. Please be aware of the fact that if any of the floor space is used for any other purposes than designated on the permit application, SAC and WAC will be recalculated and charged accordingly.

If you have any questions or concerns please contact Public Works Director Trevor Walter at Baxter City Hall (218-454-5115).

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Schultz", with a stylized flourish at the end.

Doug Schultz
Engineering Technician

Bercher
6253 Pine beach Road

Warehouse Space = 10,940 SF

$$\text{Warehouse Space} = 10,940 \text{ SF} / 7000 = 1.56$$

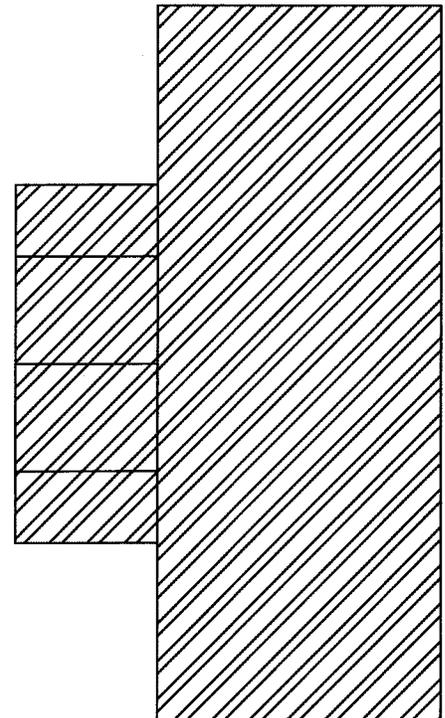
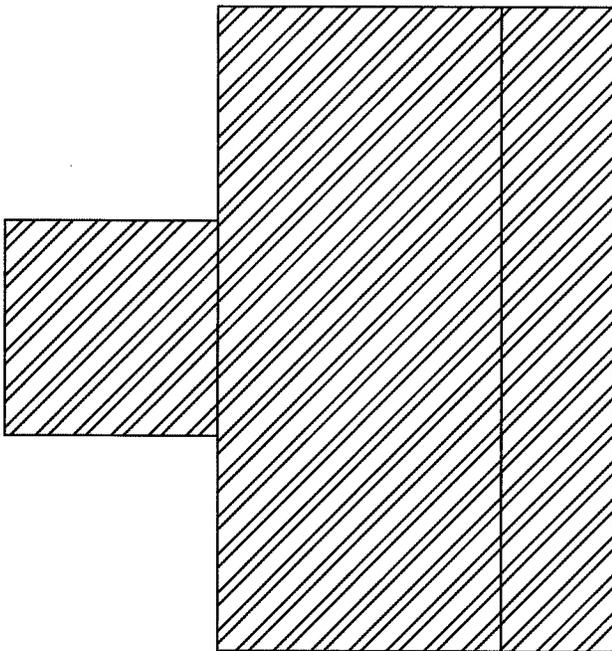
1.56 each unit

$$\text{SAC} = 1.50 * 750.00 = \$1,125.00$$

$$\text{WAC} = 1.50 * 750.00 = \$1,125.00$$

$$\text{Tax WAC only } 7.875\% = \$88.59$$

$$\$2,338.59$$





May 12, 2016

EPI Leaseco LLC
 15812 Inglewood Drive
 Baxter, MN 56425

RE: Estimated Sewer and Water Availability Charges
 15812 Inglewood Drive

I used the Crow Wing County Assessors, records and drawings to **estimate** the sewer and water availability charges. The final actual sewer and water availability charges will need to be field verified by completing an onsite audit before the Improvement Hearing can be conducted for the project and final estimated assessments can be computed. The following square footages were obtained from Crow Wing County Assessors records and drawings:

Office Space	= 288 Sq. Ft.
Warehouse Space	=3,240 Sq. Ft.

Sewer and Water Availability Charges are figured as follows:

1 SAC and WAC per 2,400 Sq. Ft. of Office Space
 1 SAC and WAC per 7,000 Sq. Ft. of Warehouse Space

Sewer and Water Availability Calculations:

Office Space	= 288 Sq. Ft. /2,400 = 0.12
Warehouse Space	=3,240 Sq. Ft. /7,000 = 0.46
	Total = 0.58 units each

Round to the nearest 1/4 of the number

Total SAC and WAC = 0.50

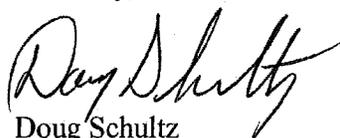
The following is an **estimate** on the sewer and water availability charges that would be due at 15812 Inglewood Drive – Baxter, MN:

Sewer Availability Charge	=	0.50 * \$750.00	=	\$375.00
Water Availability Charge	=	0.50 * \$750.00	=	\$375.00
(Sales Tax 7.875% Water Only)	=	\$	<u>29.53</u>	
Total Due	=			\$779.53

These charges will be included with your assessment for the water and sanitary sewer improvements unless you elect to pay them directly to the City. Please be aware of the fact that if any of the floor space is used for any other purposes than designated on the permit application, SAC and WAC will be recalculated and charged accordingly.

If you have any questions or concerns please contact Public Works Director Trevor Walter at Baxter City Hall (218-454-5115).

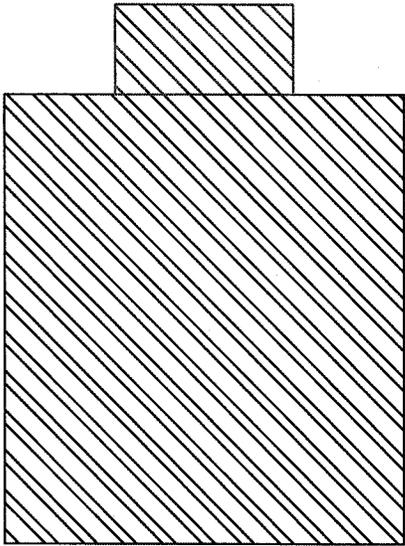
Sincerely,



Doug Schultz
Engineering Technician

EPI Leaseco LLC
 15812 Inglewood Drive

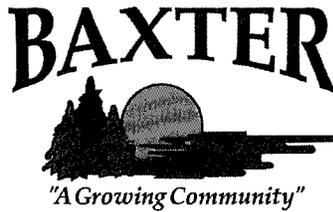
Warehouse Space = 3,240 SF
 Office Space = 288 SF



$$\begin{aligned} \text{Warehouse Space} &= 3,240 \text{ SF} / 7000 = 0.46 \\ \text{Office Space} &= 288 \text{ SF} / 2400 = 0.12 \end{aligned}$$

0.58 each unit

$$\begin{aligned} \text{SAC} &= 0.50 * 750.00 = \$375.00 \\ \text{WAC} &= 0.50 * 750.00 = \$375.00 \\ \text{Tax WAC only } 7.875\% &= \underline{\$29.53} \\ &= \$3,897.66 \end{aligned}$$



May 12, 2016

Pine Beach Storage, Inc.
15900 Inglewood Drive
Baxter, MN 56425

RE: Estimated Sewer and Water Availability Charges
15900 Inglewood Drive

I used the Crow Wing County Assessors, records and drawings to **estimate** the sewer and water availability charges. The final actual sewer and water availability charges will need to be field verified by completing an onsite audit before the Improvement Hearing can be conducted for the project and final estimated assessments can be computed. The following square footages were obtained from Crow Wing County Assessors records and drawings:

Warehouse Space = 12,450 Sq. Ft.

Sewer and Water Availability Charges are figured as follows:

1 SAC and WAC per 7,000 Sq. Ft. of Warehouse Space

Sewer and Water Availability Calculations:

Warehouse Space = 12,450 Sq. Ft. / 7,000 = 1.78

Total = 1.78 units each

Round to the nearest 1/4 of the number

Total SAC and WAC = 1.75

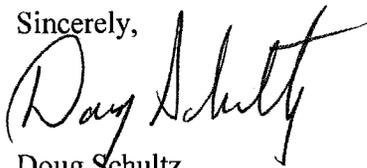
The following is an **estimate** on the sewer and water availability charges that would be due at 15900 Inglewood Drive – Baxter, MN:

Sewer Availability Charge = 1.75 * \$750.00 = \$1,312.50
Water Availability Charge = 1.75 * \$750.00 = \$1,312.50
(Sales Tax 7.875% Water Only) = \$ 103.36
Total Due = \$2,728.36

These charges will be included with your assessment for the water and sanitary sewer improvements unless you elect to pay them directly to the City. Please be aware of the fact that if any of the floor space is used for any other purposes than designated on the permit application, SAC and WAC will be recalculated and charged accordingly.

If you have any questions or concerns please contact Public Works Director Trevor Walter at Baxter City Hall (218-454-5115).

Sincerely,

A handwritten signature in black ink that reads "Doug Schultz". The signature is written in a cursive style with a large, looped "D" and "S".

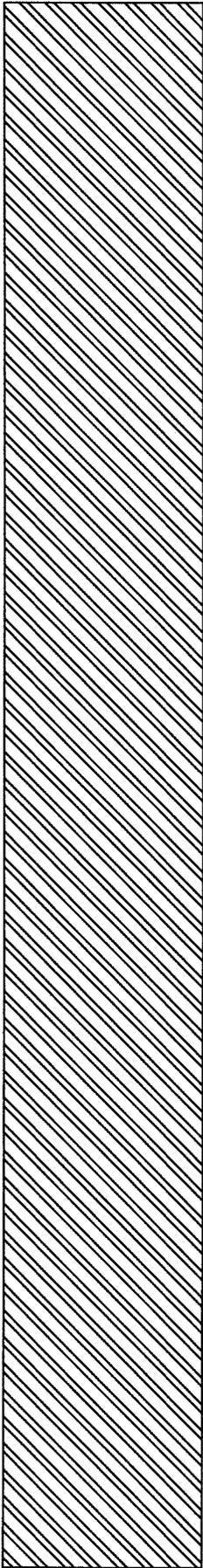
Doug Schultz
Engineering Technician

Pine Beach Storage, Inc.
15900 Inglewood Drive

Warehouse Space = 12,480 SF

Warehouse Space = 12,450 SF / 7000 = 1.78
1.78 each unit

SAC = 1.75 * 750.00 = \$1,312.50
WAC = 1.75 * 750.00 = \$1,312.50
Tax WAC only 7.875% = \$103.36
\$2,728.36



BAXTER



May 12, 2016

Wood Products Unlimited
15909 Inglewood Drive
Baxter, MN 56425

RE: Estimated Sewer and Water Availability Charges
15909 Inglewood Drive

I used the Crow Wing County Assessors, records and drawings to **estimate** the sewer and water availability charges. The final actual sewer and water availability charges will need to be field verified by completing an onsite audit before the Improvement Hearing can be conducted for the project and final estimated assessments can be computed. The following square footages were obtained from Crow Wing County Assessors records and drawings:

Office Space	=	1,016 Sq. Ft.
Retail Space	=	640 Sq. Ft.
Warehouse Space	=	12,576 Sq. Ft.

Sewer and Water Availability Charges are figured as follows:

1 SAC and WAC per 2,400 Sq. Ft. of Office Space
1 SAC and WAC per 3,000 Sq. Ft. of Retail Space
1 SAC and WAC per 7,000 Sq. Ft. of Warehouse Space

Sewer and Water Availability Calculations:

Office Space	=	1,016 Sq. Ft./2,400	=	0.42
Retail Space	=	640 Sq. Ft./3,000	=	0.21
Warehouse Space	=	12,576 Sq. Ft./7,000	=	<u>1.80</u>
Total = 2.43 units each				

Round to the nearest 1/4 of the number

Total SAC and WAC = 2.50

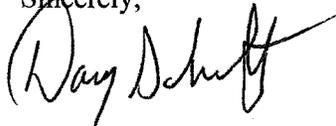
The following is an **estimate** on the sewer and water availability charges that would be due at 15909 Inglewood Drive – Baxter, MN:

Sewer Availability Charge	=	2.50 * \$750.00	=	\$1,875.00
Water Availability Charge	=	2.50 * \$750.00	=	\$1,875.00
(Sales Tax 7.875% Water Only)	=		=	\$ 147.66
Total Due	=		=	\$3,897.66

These charges will be included with your assessment for the water and sanitary sewer improvements unless you elect to pay them directly to the City. Please be aware of the fact that if any of the floor space is used for any other purposes than designated on the permit application, SAC and WAC will be recalculated and charged accordingly.

If you have any questions or concerns please contact Public Works Director Trevor Walter at Baxter City Hall (218-454-5115).

Sincerely,



Doug Schultz
Engineering Technician

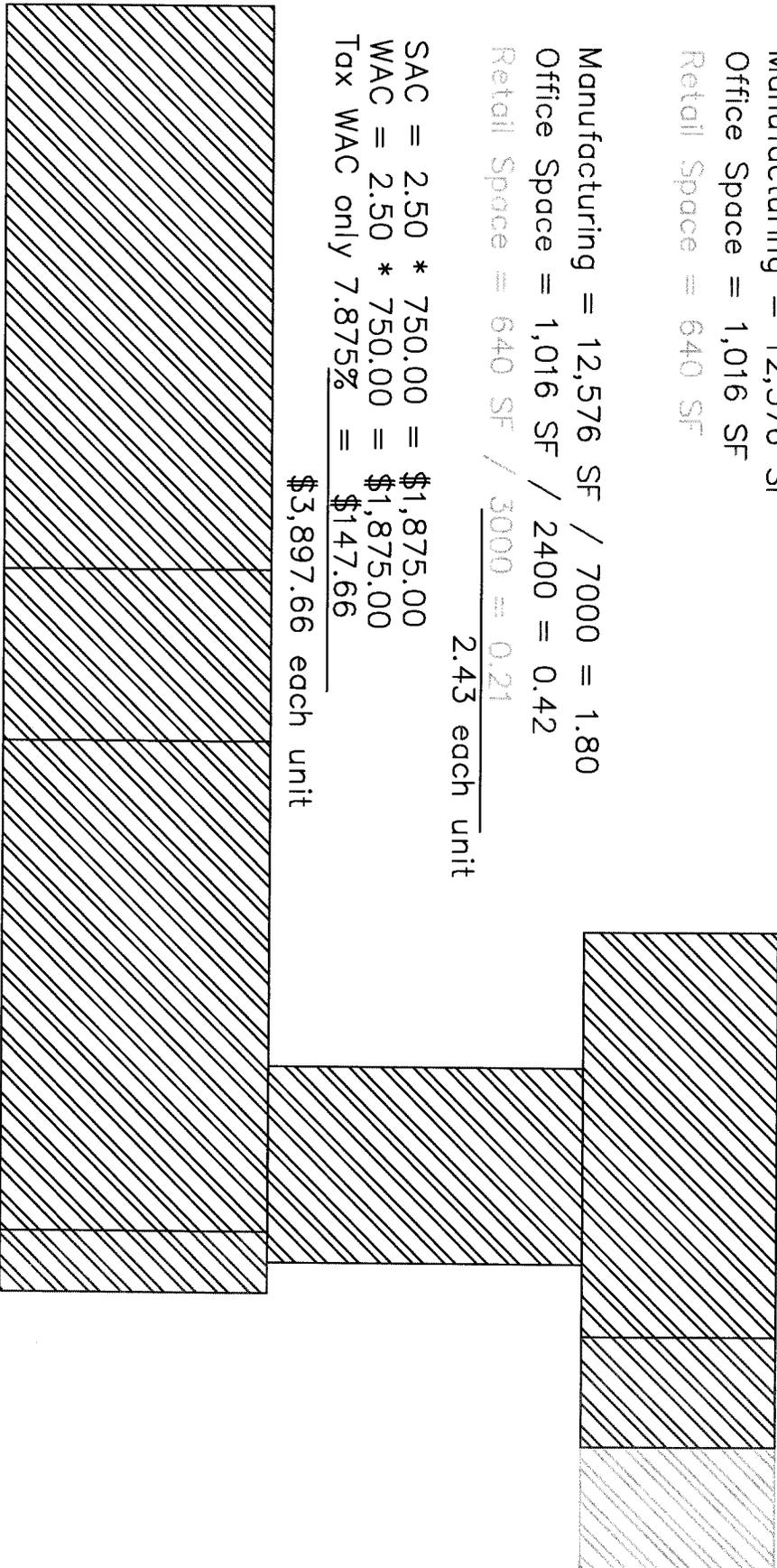
Wood Products Unlimited
15909 Inglewood Drive

Manufacturing = 12,576 SF
Office Space = 1,016 SF
Retail Space = 640 SF

Manufacturing = 12,576 SF / 7000 = 1.80
Office Space = 1,016 SF / 2400 = 0.42
Retail Space = 640 SF / 3000 = 0.21

2.43 each unit

SAC = 2.50 * 750.00 = \$1,875.00
WAC = 2.50 * 750.00 = \$1,875.00
Tax WAC only 7.875% = \$147.66
\$3,897.66 each unit



BAXTER



May 12, 2016

Gary's Painting, Inc.
15915 Inglewood Drive
Baxter, MN 56425

RE: **Estimated Sewer and Water Availability Charges**
15915 Inglewood Drive

I used the Crow Wing County Assessors, records and drawings to **estimate** the sewer and water availability charges. The final actual sewer and water availability charges will need to be field verified by completing an onsite audit before the Improvement Hearing can be conducted for the project and final estimated assessments can be computed. The following square footages were obtained from Crow Wing County Assessors records and drawings:

Office Space	=	888 Sq. Ft.
Retail Space	=	456 Sq. Ft.
Warehouse Space	=	15,252 Sq. Ft.
Service Bays	=	2 Bays

Sewer and Water Availability Charges are figured as follows:

- 1 SAC and WAC per 2,400 Sq. Ft. of Office Space
- 1 SAC and WAC per 3,000 Sq. Ft. of Retail Space
- 1 SAC and WAC per 7,000 Sq. Ft. of Warehouse Space
- 1 SAC and WAC per 2 Service Bay

Sewer and Water Availability Calculations:

Office Space	=	888 Sq. Ft./2,400	=	0.37
Retail Space	=	456 Sq. Ft./3,000	=	0.15
Warehouse Space	=	15,252 Sq. Ft./7,000	=	2.18
Service Bay	=	2 Bays / 2	=	<u>1.00</u>
				Total = 3.70 units each

Round to the nearest 1/4 of the number

Total SAC and WAC = 3.75

The following is an **estimate** on the sewer and water availability charges that would be due at 15915 Inglewood Drive – Baxter, MN:

Sewer Availability Charge = $3.75 * \$750.00 = \$2,812.50$

Water Availability Charge = $3.75 * \$750.00 = \$2,812.50$

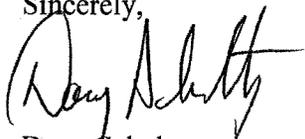
(Sales Tax 7.875% Water Only) = \$ 221.48

Total Due = \$5,846.48

These charges will be included with your assessment for the water and sanitary sewer improvements unless you elect to pay them directly to the City. Please be aware of the fact that if any of the floor space is used for any other purposes than designated on the permit application, SAC and WAC will be recalculated and charged accordingly.

If you have any questions or concerns please contact Public Works Director Trevor Walter at Baxter City Hall (218-454-5115).

Sincerely,



Doug Schultz
Engineering Technician

Gary's Painting Inc.
15915 Inglewood Drive

Warehouse Space = 15,252 SF

Office Space = 888 SF

Retail Space = 456 SF

Service Bay = 2 Bay

Manufacturing = 15,252 SF / 7000 = 2.18

Office Space = 888 SF / 2400 = 0.37

Retail Space = 456 SF / 3000 = 0.15

Service Bay = 2 Bay / ? = 1.00

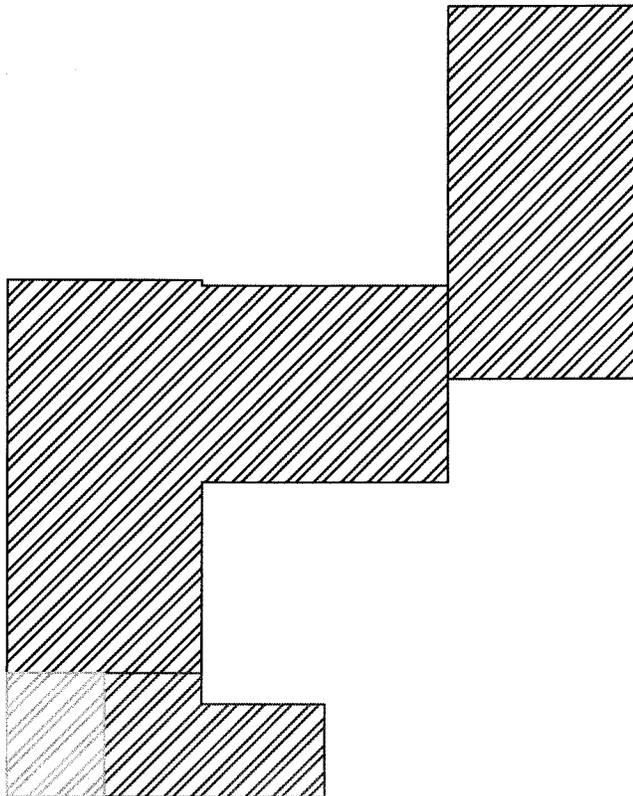
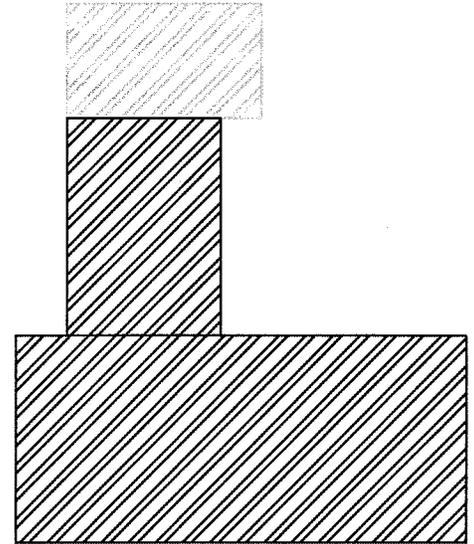
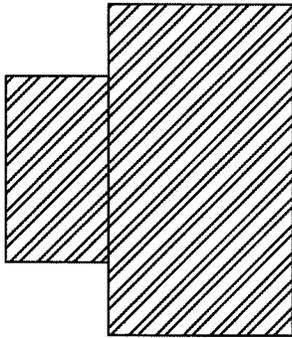
3.70 each unit

SAC = 3.75 * 750.00 = \$2,812.50

WAC = 3.75 * 750.00 = \$2,812.50

Tax WAC only 7.875% = \$221.48

\$5,846.48



**CITY OF BAXTER MINNESOTA
RESOLUTION 2016-053**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR THE 2016 GOLF COURSE DRIVE
IMPROVEMENT PROJECT**

WHEREAS, pursuant to a resolution passed by the council on May 17, 2016, the consulting city engineer has prepared plans and specifications for Improvement No. 4110, the improvement of roadway and storm sewer on Golf Course Drive from Excelsior Road to Woida Road and has presented such plans and specifications to the council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAXTER, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for three weeks, shall specify the work to be done, shall state that bids will be received by the clerk until 11:00 a.m. on Tuesday, July 5, 2016, at which time they will be publicly opened in the council chambers of the city hall by the city clerk and consulting city engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on Tuesday, July 5, 2016, in the council chambers of city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Baxter for 5% of the amount of such bid.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

REV.	ISSUED FOR	DATE

MINNESOTA DEPARTMENT OF TRANSPORTATION THE CITY OF CONSTRUCTION PLAN FOR

BAXTER, MINNESOTA
FULL DEPTH RECLAMATION, STREET RECONSTRUCTION, AND STORM SEWER

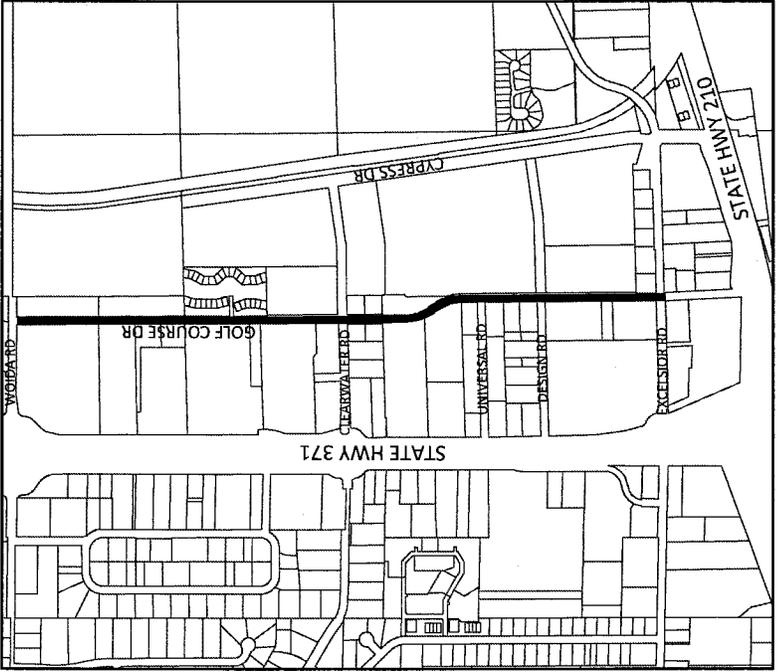
CITY PROJECT NO. 4110 125

GOVERNING SPECIFICATIONS

THE SUBMISSION OF THIS MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS MEMORANDUM IN FORCE 30 CALENDAR DAYS PRIOR TO THE DATE OF ADVERTISEMENT.

LOCATED ON GOLF COURSE DRIVE BETWEEN EXCELSIOR ROAD AND WOIDA ROAD (GEOGRAPHIC DESCRIPTION)

EXCELSIOR ROAD TO UNIVERSAL ROAD	UNIVERSAL ROAD TO 1000' NORTH OF CLEARWATER	1000' NORTH OF CLEARWATER TO WOIDA ROAD
MSA SEGMENT 230-109-020	MSA SEGMENT 230-109-030	MSA SEGMENT 230-109-040
GROSS LENGTH 1467.00 FEET 0.278 MILES	GROSS LENGTH 2254.00 FEET 0.427 MILES	GROSS LENGTH 1725.00 FEET 0.327 MILES
BRIDGES-LENGTH 0.00 FEET 0.000 MILES	BRIDGES-LENGTH 0.00 FEET 0.000 MILES	BRIDGES-LENGTH 0.00 FEET 0.000 MILES
EXCEPTIONS-LENGTH 0.00 FEET 0.000 MILES	EXCEPTIONS-LENGTH 0.00 FEET 0.000 MILES	EXCEPTIONS-LENGTH 0.00 FEET 0.000 MILES
NET LENGTH 1467.00 FEET 0.278 MILES	NET LENGTH 2254.00 FEET 0.427 MILES	NET LENGTH 1725.00 FEET 0.327 MILES



- UTILITIES**
 GAS: Clear Point Energy, Xcel Energy
TELEPHONE
 Consolidated Telephone Services, Telecom Solutions, TDS Metstream, Century Link
CABLE
 Charter Communications
ELECTRIC
 Crow Wing Co-Op, Brainerd Public Utilities

- RESOURCE LIST**
CITY OF BAXTER
 City Hall, 33190 Memorywood Dr., Baxter, MN 56425
 Assistant City Administrator: Kelly Steele
 Mayor: Darrel Olson
 City Council Members: Todd Holman, Mark Cross, Steve Barrows
 City Utilities Commission Members: Rick Ylmiemi - Chair, Shawn Crockett, Douglas Wolf, Mark Cross, Steve Barrows
 City Engineer / Public Works Director: Trevor Waller



NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL VERIFY EXACT LOCATIONS PRIOR TO CONSTRUCTION. FOR A LIST OF UTILITY OWNERS, CONTACT LAW, NOTARY GORNER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS DETERMINED ACCORDING TO THE UTILITY QUALITY LEVEL AS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE DESIGN AND CONSTRUCTION OF EXISTING SUBSURFACE UTILITY DATA."

INDEX MAP	0	1000
GENERAL LAYOUT	0	150
PLAN	0	20
PROFILE	0	INCHES
	0	VERT.
CROSS-SECTION	0	INCHES
	0	VERT.

SHEET INDEX

- GENERAL
 1.1-1.2
 TABLES
 1.3-1.5
 TYPICAL SECTIONS
 2.1
 CONSTRUCTION DETAILS
 2.2-2.3
 INTERSECTION DETAILS
 2.7-2.6
 PEDESTRIAN RAMP DETAILS
 2.8
 TRAFFIC CONTROL PLAN
 2.9-2.10
 REMOVALS
 3.1-3.6
 STORMWATER POLLUTION PREVENTION PLAN
 4.1-4.10
 STREET AND STORM PLAN & PROFILE
 5.1-5.9
 SIGNING AND STRIPING PLAN
 6.1-6.5
 CROSS SECTIONS
 7.1-7.6

THIS PLAN SET CONTAINS 51 SHEETS.

DESIGN DESIGNATION

Σ NJ&w	811,000
R Value	70
Pres. ADT	7050 (2016)
Proj. ADT	11,250 (2036) -1.7 Factor
Proj. HCADT	3.6
Soil Factor	3D
Shoulder Width	Under
Graded In	Local
Roadway Classification	2
No. Of Traffic Lanes	0
No. Of Parking Lanes	30
Design Speed	35 MPH
Based On	Stopping Sight Distance
Height Of Eye	3.5
Design Speed Not Achieved At	0.5'
STA.	TO STA. MPH.

LOCAL AGENCY SIGNATURES:

By: Trevor Waller
 Approved: City Engineer

I hereby certify that this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Date: 05/07/2015 License number: 41934

Date: _____
 Approved: City Engineer

BOLTON & MENK, INC.
 ENGINEERS, ARCHITECTS, PLANNERS
 7655 OLSON ROAD, SUITE 202, BAXTER, MINNESOTA, 56425
 Phone: (763) 832-2864 Email: bmenk@bolton-menk.com
 www.bolton-menk.com

MAP OF THE CITY OF BAXTER, GOWAN COUNTY, MN
 PROJECT DATUM:
 HORIZONTAL:
 VERTICAL:

SHEET NO. 1.1

STORM SEWER TABLE

FLOWS FROM STRUCT.	ALIGNMENT	STATION	LOCATION		RIM ELEV. OF STRUCT.	STRUCT FLOW OUT ELEV.	FLOWS TO STRUCT	FLOWS TO ELEV.	DESIGN G (UN/FT)	STRUCTURE			CASTING ASSEMBLY			REMARKS	
			CENTER OF STRUCT.	L/RT						DESIGN 48-4020 (UN/FT)	DESIGN 72-4020 (UN/FT)	DESIGN 120-4020 (UN/FT)	R-3250 DN/SP (EACH)	R-1753 (EACH)	R-2573 (EACH)		12" CL V (UN/FT)
EX-01	GOLF COURSE DRIVE	3744+38	26.71	RT	1197.00	1197.00	23	1195.90									
23	GOLF COURSE DRIVE	3745+38	16.21	RT	1201.53	1196.80	20	1196.74									
24	GOLF COURSE DRIVE	3746+38	15.71	RT	1201.53	1196.80	20	1196.74									
25	GOLF COURSE DRIVE	3747+38	15.21	RT	1201.53	1196.80	20	1196.74									
26	GOLF COURSE DRIVE	3748+38	14.71	RT	1201.53	1196.80	20	1196.74									
27	GOLF COURSE DRIVE	3749+38	14.21	RT	1201.53	1196.80	20	1196.74									
28	GOLF COURSE DRIVE	3750+38	13.71	RT	1201.53	1196.80	20	1196.74									
29	GOLF COURSE DRIVE	3751+38	13.21	RT	1201.53	1196.80	20	1196.74									
30	GOLF COURSE DRIVE	3752+38	12.71	RT	1201.53	1196.80	20	1196.74									
EX-02	GOLF COURSE DRIVE	3827+07	31.15	LT	1203.87	1192.86	19	1192.84									
19	GOLF COURSE DRIVE	3827+07	15.71	LT	1203.87	1192.86	19	1192.84									
EX-03	GOLF COURSE DRIVE	3911+33	28.66	LT	1203.87	1192.86	17	1192.40									
18	GOLF COURSE DRIVE	3911+33	17.00	RT	1201.18	1197.18	17	1196.81	4.00								
17	GOLF COURSE DRIVE	3911+33	15.71	LT	1201.18	1197.18	15	1192.01									
EX-04	GOLF COURSE DRIVE	3915+69	27.64	LT	1199.30	1192.10	15	1192.05									
16	GOLF COURSE DRIVE	3915+69	26.82	RT	1199.30	1192.10	15	1194.75	4.00								
15	GOLF COURSE DRIVE	3915+69	25.84	LT	1199.30	1192.10	15	1191.71									
14	GOLF COURSE DRIVE	3915+69	24.86	LT	1199.30	1192.10	15	1194.71									
13	GOLF COURSE DRIVE	3915+69	23.89	RT	1199.30	1192.10	15	1194.71									
12	GOLF COURSE DRIVE	3915+69	22.91	LT	1199.30	1192.10	15	1194.71									
11	GOLF COURSE DRIVE	3915+69	21.93	LT	1199.30	1192.10	15	1194.71									
10	GOLF COURSE DRIVE	3915+69	20.95	LT	1199.30	1192.10	15	1194.71									
9	GOLF COURSE DRIVE	3915+69	19.97	LT	1199.30	1192.10	15	1194.71									
8	GOLF COURSE DRIVE	3915+69	18.99	LT	1199.30	1192.10	15	1194.71									
7	GOLF COURSE DRIVE	3915+69	18.01	LT	1199.30	1192.10	15	1194.71									
6	GOLF COURSE DRIVE	3915+69	17.03	LT	1199.30	1192.10	15	1194.71									
5	GOLF COURSE DRIVE	3915+69	16.05	LT	1199.30	1192.10	15	1194.71									
4	GOLF COURSE DRIVE	3915+69	15.07	LT	1199.30	1192.10	15	1194.71									
3	GOLF COURSE DRIVE	3915+69	14.09	LT	1199.30	1192.10	15	1194.71									
2	GOLF COURSE DRIVE	3915+69	13.11	LT	1199.30	1192.10	15	1194.71									

Earthwork Total Volume Table

Station	Cut Area	Fill Area	Cut Vol	Fill Vol	Cum Cut Vol	Cum Fill Vol	Net Vol
15+00.00	34.50	0.49	0.00	0.00	0.00	0.00	0.00
16+00.00	63.91	8.46	182.41	73.20	182.41	73.20	109.21
16+50.00	66.88	6.02	121.11	18.77	303.52	41.97	261.55
17+00.00	65.75	7.80	122.81	17.91	426.33	59.88	366.45
17+50.00	66.49	2.53	122.64	13.39	548.97	73.27	475.70
18+00.00	58.40	0.00	124.66	0.45	673.63	73.72	600.00
18+50.00	46.98	3.05	97.66	4.03	771.29	77.75	693.54
19+00.00	50.23	1.00	90.01	5.31	861.30	83.06	778.24
19+50.00	56.80	7.80	101.53	11.64	962.83	94.70	868.13
20+00.00	58.50	5.26	106.89	16.40	1069.72	111.10	958.62
20+50.00	63.93	1.12	113.62	7.79	1183.34	118.89	1064.45
21+00.00	64.99	1.10	119.73	2.79	1303.07	121.68	1181.39
21+50.00	71.38	0.00	63.13	0.72	1366.20	122.40	1243.80
22+00.00	79.76	0.00	147.92	0.00	1514.12	122.40	1391.72
22+50.00	71.33	0.00	139.91	0.00	1654.03	122.40	1531.63
23+00.00	81.28	0.00	141.30	0.00	1795.33	122.40	1673.00
23+50.00	81.28	0.00	141.30	0.00	1936.63	122.40	1814.30

Earthwork Total Volume Table

Station	Cut Area	Fill Area	Cut Vol	Fill Vol	Cum Cut Vol	Cum Fill Vol	Net Vol
25+00.00	67.05	0.00	137.34	0.00	2323.31	129.34	2193.96
25+50.00	54.16	0.00	112.23	0.00	2435.53	129.34	2306.19
26+00.00	45.26	1.70	92.05	2.20	2527.58	131.54	2396.04
26+50.00	36.61	14.03	75.80	20.39	2603.38	151.93	2451.45
27+00.00	39.32	6.29	64.75	27.20	2668.14	179.13	2489.00
28+00.00	39.11	0.29	134.12	18.78	2802.26	197.91	2604.34
28+50.00	35.75	2.62	89.31	3.78	2891.57	201.70	2689.87
29+00.00	24.14	15.16	55.45	23.06	2927.02	224.76	2702.26
29+50.00	13.41	16.93	34.77	41.61	2961.79	266.36	2695.43
30+00.00	4.86	19.16	16.92	46.79	2978.71	313.15	2665.56
30+50.00	1.73	25.98	5.64	58.52	2984.35	371.67	2612.68
31+00.00	0.00	32.20	1.14	75.42	2985.49	447.09	2538.40
31+50.00	3.03	28.69	2.80	78.94	2988.30	526.03	2462.26
32+00.00	11.98	17.59	12.52	76.48	3000.82	617.35	2383.47
32+50.00	1.54	29.62	12.52	76.48	3013.34	723.84	2289.50
33+00.00	5.74	8.41	8.22	31.42	3021.56	812.87	2208.69
33+50.00	9.97	10.55	14.55	25.87	3036.11	904.74	2131.37
34+00.00	13.87	8.06	22.07	24.13	3058.18	997.87	2060.31
35+00.00	13.87	8.06	22.07	24.13	3080.25	1091.00	1989.25

Earthwork Total Volume Table

Station	Cut Area	Fill Area	Cut Vol	Fill Vol	Cum Cut Vol	Cum Fill Vol	Net Vol
35+50.00	13.61	10.97	25.44	24.66	3105.69	1195.02	2910.67
36+00.00	29.62	7.93	40.02	24.69	3145.71	1219.71	2926.00
36+50.00	29.19	8.82	40.02	24.69	3185.73	1244.40	2941.33
37+00.00	26.55	5.97	51.61	19.17	3237.34	1263.57	2973.77
37+50.00	35.79	0.91	57.72	8.92	3295.06	1282.49	3012.57

NOTES: FULL VOLUME IS BASED ON A COMPACTION FACTOR OF 1.4

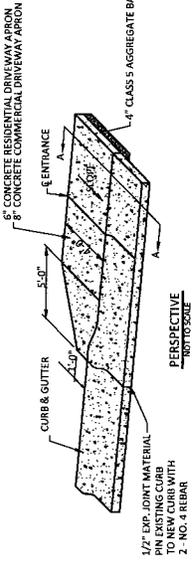
SHEET **1.4**

BOLTON & MENK, INC.
 CONSULTING ENGINEERS
 10000 UNIVERSITY AVENUE, SUITE 100, MINNETONKA, MN 55345
 763-853-8888

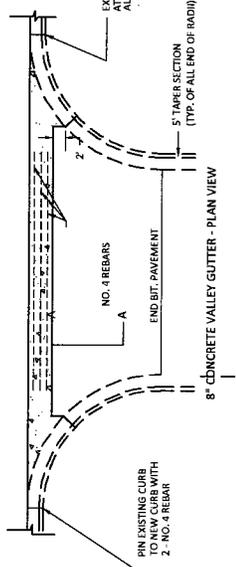
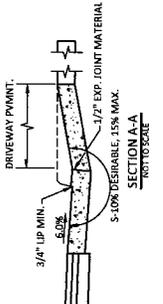
CITY OF BAXTER, MINNESOTA
 2016 GOLF COURSE DRIVE
 TABLES

DATE: 06/01/2016
 BY: Bryan C. Drown
 CHECKED: [Signature]
 PROJECT: 15-001-001-001-001-001

Bryan C. Drown
 06/01/2016
 15-001-001-001-001-001

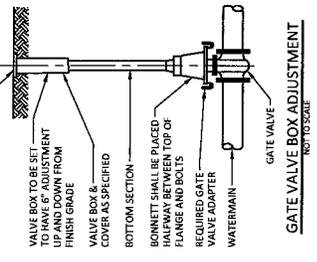


CONCRETE DRIVEWAY APRON DETAIL
NOT TO SCALE

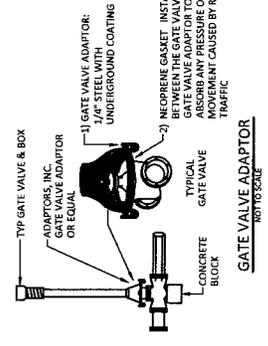


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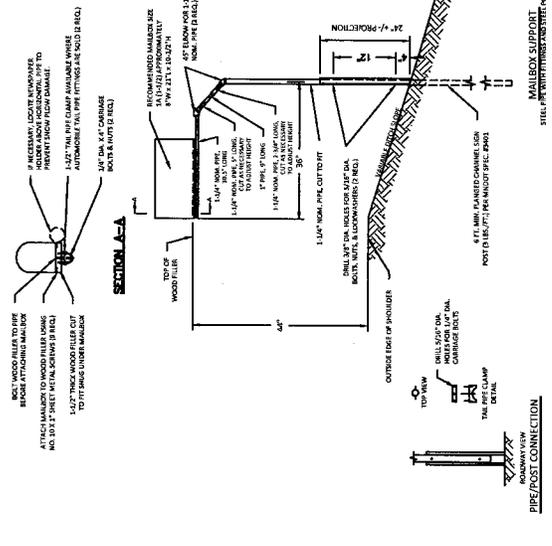
- NOTES:
1. CONTRACTOR SHALL REMOVE THE EXISTING VALVE BOX AND COVER AND FURNISH AND INSTALL A NEW VALVE BOX AND COVER FOR EACH GATE VALVE.
 2. VALVE BOX SHALL BE CENTERED ON OPERATING NUTS, STRAIGHT, FREE FROM DEBRIS, AND ALL SECTIONS UNBROKEN
 3. COMPACTION WITH MECHANICAL TAMPER AROUND VALVE BOX SHALL BE PLACED AND COMPACTED WITH 2\"/>



GATE VALVE ADAPTOR
NOT TO SCALE



GATE VALVE ADAPTOR
NOT TO SCALE



MAILBOX SUPPORT
STEEL PIPE WITH FITTINGS AND STEEL POST

NOTES:

OTHER UNNOT APPROVED MATERIALS SUPPORT MAY BE USED, WHEN USED, THEY MUST BE APPROVED BY THE ENGINEER.

MAILBOX SUPPORT SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:

ALL FITTINGS SHALL CONFORM TO SPEC. 3524

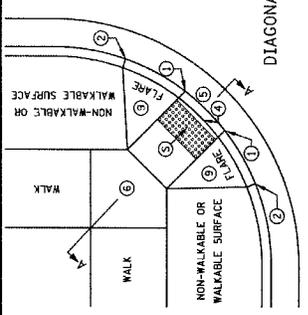
ALL MATERIALS SHALL BE GALVANIZED PER SPEC. 3524

MAILBOX LOCATION SHOULD BE STAINED BEFORE INSTALLATION PER SPEC. 3524. THE STAINING SHOULD BE DONE AT THE TIME OF THE INSTALLATION. THE STAINING SHOULD BE DONE AT THE TIME OF THE INSTALLATION AND MUST NOT BE DONE AT A LATER DATE.

MAILBOXES SHALL BE SPACED 30\"/>

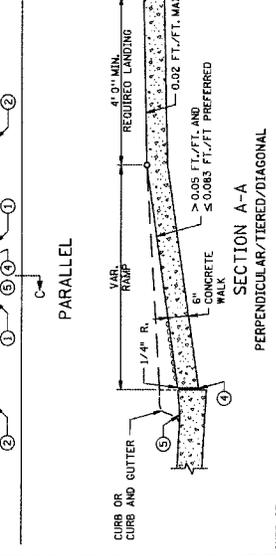
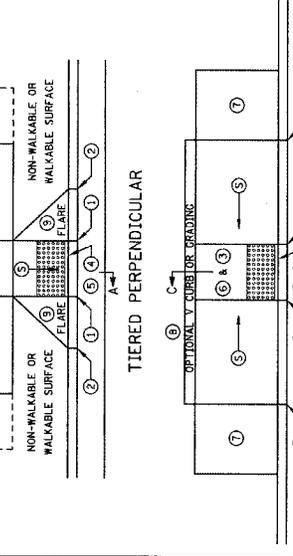
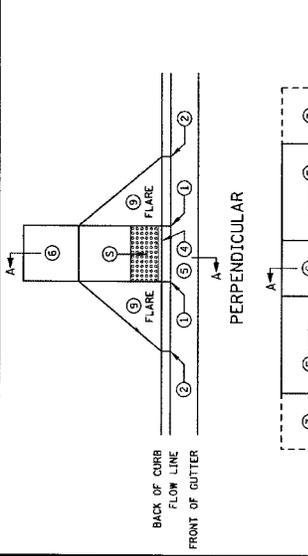
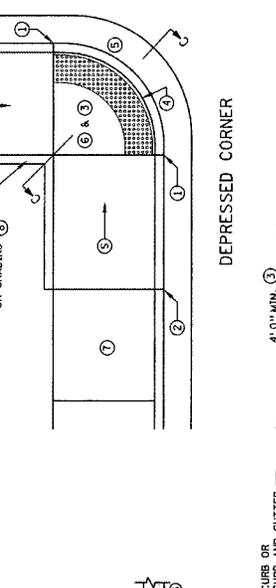
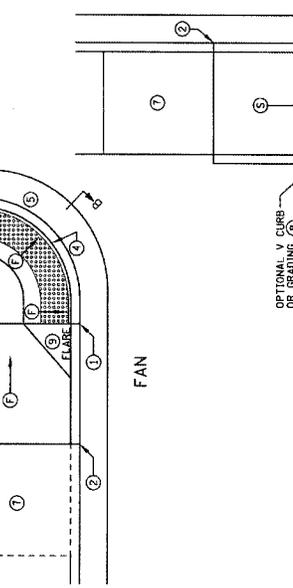
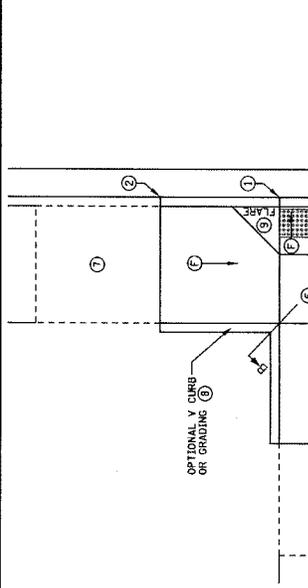
<p>BOLTON & MENK, INC. Consulting Engineers & Surveyors MINNETONKA, MN 55345 CHANDLER, MN 55309 AMES, IA 50236 SARASOTA, FL 34237</p>		<p>CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE DETAILS</p>	<p>SHEET 2.3</p>
<p>DATE: 05/02/2016</p>	<p>BY: [Signature]</p>	<p>DATE: 05/02/2016</p>	<p>BY: [Signature]</p>

NOTE: DETAILS ARE NOT TO SCALE



NOTES:
 LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE CHANGES DIRECTION. THE APPROACHING SLOPE IS GREATER THAN 5.0% AND THE APPROACHING WALK IS INVERSE GRADE.
 INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB WITH 6" FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE.
 SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.
 CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS.
 ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL.
 TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS MAY BE CAST SEPARATELY FROM SIDEWALK. REINFORCEMENT DETAILS ON SHEET 5.
 ALL SLOPES ARE ABSOLUTE, RATHER THAN RELATIVE TO SIDEWALK/ROADWAY GRADES.
 TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.
 ALL RAMPS AND LANDINGS SHALL BE CONSTRUCTED WITHIN 24" OF THE PATH OF TRAVEL. SHARED USE PATHS SHALL HAVE DETECTABLE WARNING ACROSS THE ENTIRE WIDTH OF PATH WHEN THE PATH CROSSES A ROAD.
 SEE STANDARD PLATE T03B AND SHEET 4 OF 5 FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.

- ① 0" CURB HEIGHT.
- ② FULL CURB HEIGHT.
- ③ DETECTABLE WARNING MAY BE PART OF 4" X 4" LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
- ④ DETECTABLE WARNING SHALL BE CONSTRUCTED WITHIN 24" OF THE PATH OF TRAVEL. FLUSH WITH THE BACK OF CURB AND ADJACENT SIDEWALK. JOINT SHALL BE FREE OF DEBRIS.
- ⑤ RECTANGULAR DETECTABLE WARNING SHALL BE SETBACK 3" FROM THE BACK OF CURB. THE DETECTABLE WARNING SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.
- ⑥ SEE PEDESTRIAN ACCESS ROUTE CURB AND GUTTER DETAIL FOR INFORMATION ON CONSTRUCTING CURB AND GUTTER AT CURB OPENINGS. SEE SHEET NO. 3 OF 5.
- ⑦ IF LONGITUDINAL SLOPE IS GREATER THAN 5.0%, 4" X 4" MIN. LANDING WITH MAX. 2.0% SLOPE IN ALL DIRECTIONS.
- ⑧ 4" BY 4" MIN. LANDING WITH MAX. 2.0% SLOPE IN ALL DIRECTIONS.
- ⑨ V CURB IF USED SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. SEE SHEET 5 OF 5.
- ⑩ SEE SHEET 4 OF 5, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS.
- ⑪ DIAGONAL RAMPS SHOULD ONLY BE USED AFTER ALL OTHER CURB RAMP TYPES HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.



LEGEND
 THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 6.3% OR FLATTER ARE ALLOWED.
 ⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
 ⑥ INDICATES SIDEWALK - SLOPE SHALL BE GREATER THAN 1.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

REVISIONS:
 APPROVED: 8-5-2014
 [Signature]

REVIEWED: [Signature]
 APPROVED: 8-6-2014
 STATE DESIGN ENGINEER

SECTION C-C
 PARALLEL/DEPRESSED CORNER

SECTION A-A
 PERPENDICULAR/TIERED/DIAGONAL

SECTION B-B
 FAN

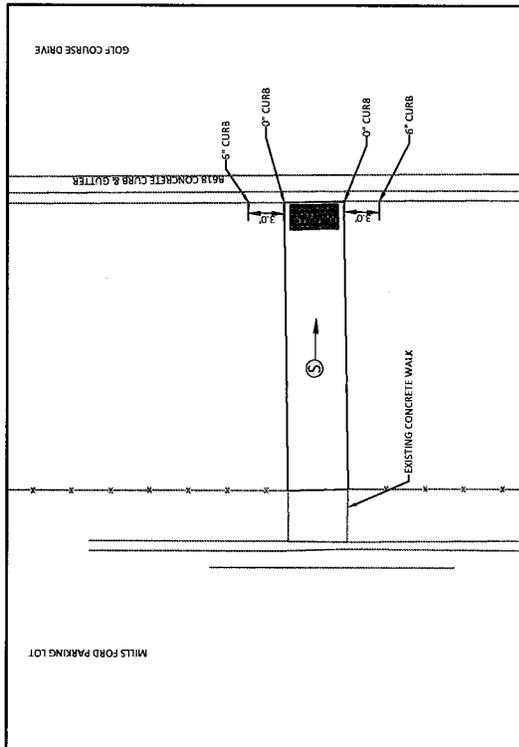
PEDESTRIAN CURB RAMP DETAILS
 STANDARD PLAN 5-297.250 1 OF 5

CITY OF BAXTER, MINNESOTA
 2016 GOLF COURSE DRIVE
 TYPICAL DETAILS

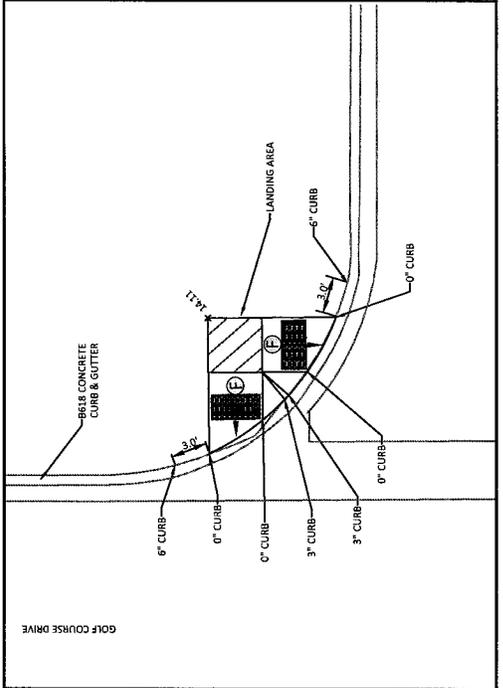
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 CIVIL ENGINEERING
 1000 W. WASHINGTON ST.
 CHASKA, MN 55313

NOTE: DETAILS ARE NOT TO SCALE
 REVISIONS:
 APPROVED: 8-5-2014
 [Signature]

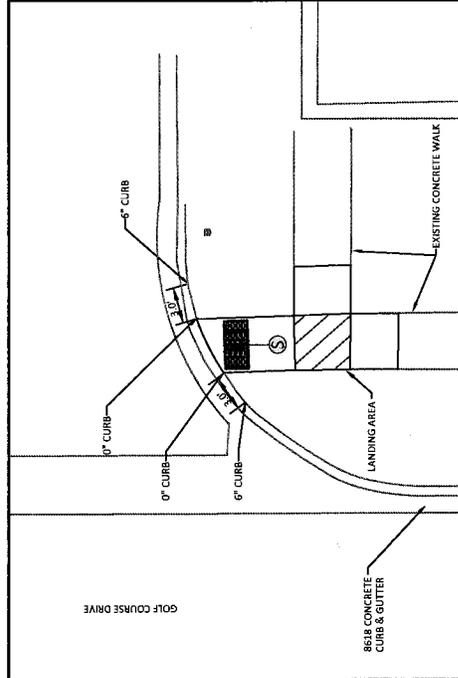
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 1000 W. WASHINGTON ST., CHASKA, MN 55313
 TEL: 612.833.1111 FAX: 612.833.4333



NW PEDESTRIAN RAMP: GOLF COURSE DRIVE (STA. 51+62.43)
 SINGLE DIRECTIONAL
 F81: 4 EA 24" X 24" PLATES (16 SF)



NE PEDESTRIAN RAMP: GOLF COURSE DRIVE (STA. 51+58.48)
 COMBINED PERPENDICULAR
 F81: 4 EA 24" X 24" PLATES (16 SF)



SE PEDESTRIAN RAMP: GOLF COURSE DRIVE (STA. 51+20.15)
 SINGLE DIRECTIONAL
 F81: 4 EA 24" X 24" PLATES (16 SF)

LEGEND

- LANDING AREA - MAXIMUM 2% SLOPE IN ALL DIRECTIONS
- PEDESTRIAN RAMP - SLOPE SHALL BE ≤ 8.3% IN DIRECTION SHOWN AND 4.2% CROSS SLOPE
- PEDESTRIAN RAMP - SLOPE SHALL BE ≤ 5.0% IN DIRECTION SHOWN AND 4.2% CROSS SLOPE

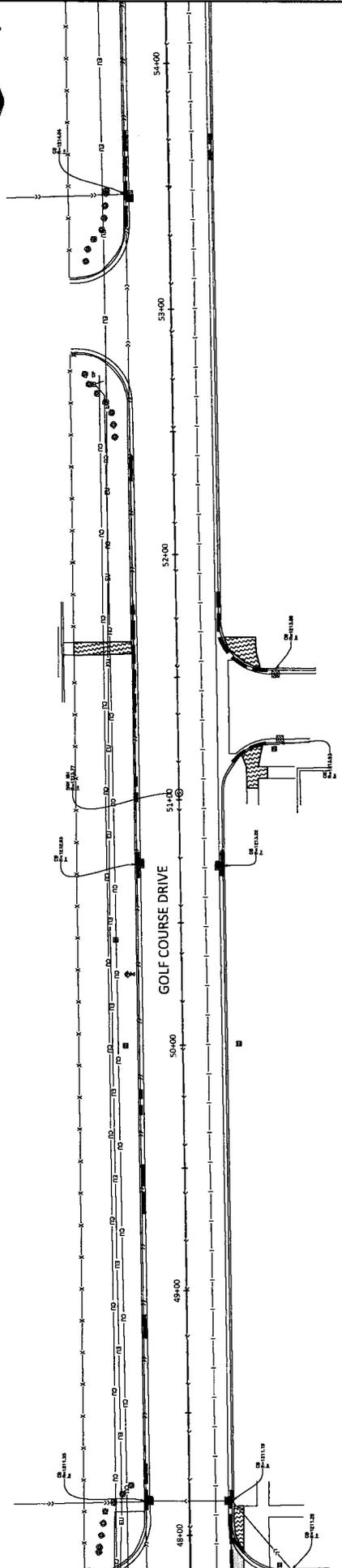
SEE SHEET S.8 FOR LOCATION OF PEDESTRIAN RAMPS



Byron D. Brown
 BRYAN G. DROWN
 06/02/2016

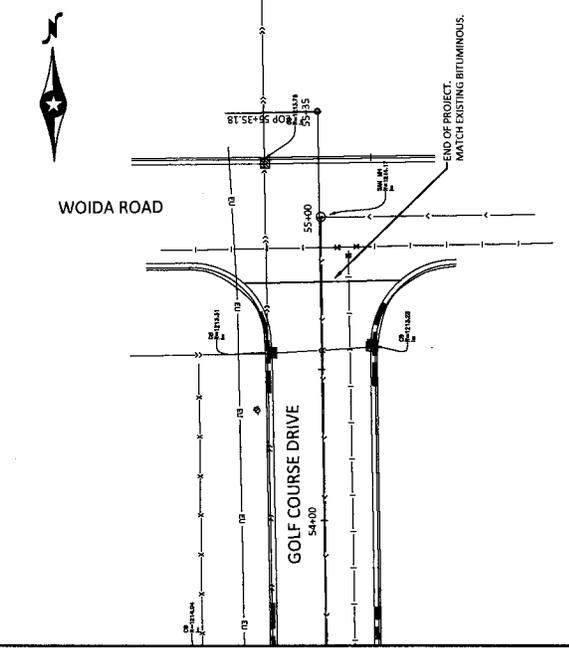
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 MANATO, MN; PARKBURY, MN; SLEEPY HOLE, MN; BURNELL, MN; WELLS, MN
 CHASKA, MN; ANSEL, MN; WISCONSIN, WI; TARBORO, NC

DATE	BY	CHK'D	APP'D
CITY OF BAXTER, MINNESOTA			
2016 GOLF COURSE DRIVE			
PEDESTRIAN RAMP DETAILS			
SHEET			2.8



LEGEND

- REMOVE BITUMINOUS PAVEMENT
- REMOVE CONCRETE WALK
- REMOVE CONCRETE CURB & GUTTER
- REMOVE STORM SEWER
- REMOVE CATCH BASIN
- ADJUST GATE VALVE
- CLEAN & GRUB TREE



<p>© Bolton & Menk, Inc. 2016. All Rights Reserved. 11000 Highway 101, Suite 100, Eden Prairie, MN 55347 TEL: 952.461.1100 FAX: 952.461.1101</p>		<p>DATE: 08/01/2016 BY: Bryan G. Snow CHECKED: JIF</p>	<p>PROJECT: 16-001 SHEET: 3.5</p>
<p>STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION UNDER THE SUPERVISION OF MINNESOTA STATE ROAD & TRANSPORTATION ENGINEER I hereby certify that the above is a true and correct copy of the original as filed in my office.</p> <p><i>Bryan G. Snow</i> Bryan G. Snow State Engineer</p>		<p>DESIGNED BY: JIF DRAWN BY: JIF CHECKED BY: BGD</p>	<p>CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE REMOVALS - GOLF COURSE DRIVE</p>



Information contained in this SWPPP narrative sheet summarizes requirements of the GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM PROGRAM - Permit No: MN R0001 as they apply to this project. All provisions of the permit including those not specifically cited herein shall apply to this project. The contractor is responsible to be familiar with and comply with all conditions of the permit. The full text of the permit is available at: <http://www.pca.state.mn.us/index.php?water/types-and-programs/stormwater/construction-stormwater/mnps-to-re-issue-construction-stormwater-general-permit.htm>

SWPPP AMENDMENTS

- Permittee must amend SWPPP as necessary to include additional requirements to correct problems identified or address the following situations.
1. There is a change in design, construction, operation, maintenance, weather or seasonal conditions.
 2. Inspections or investigations by site owners or operators, USEPA or MPCA officials determine the SWPPP is not minimizing discharge of pollutants to surface waters or underground waters or discharges are causing water quality standard exceedances.
 3. The SWPPP is not achieving the objectives of minimizing pollutants in stormwater discharges associated with construction activity, or the SWPPP is not consistent with the terms and conditions of the permit.
 4. The MPCA determines that the project's stormwater discharges may cause, have reasonable potential to cause, or contribute to non-attainment of any applicable water quality standard, or the SWPPP does not incorporate the applicable requirements of the permit.

EROSION PREVENTION PRACTICES

The location of areas not to be disturbed must be delineated on the project before site work begins. Disturbance on steep slopes (>33-3%) shall be minimized. Where required, techniques such as phasing and stabilizing practices designed for steep slopes shall be used. All exposed soils must be stabilized as soon as possible, but in no case later than 14 days after the construction activity has temporarily or permanently ceased. For public waters that have been promulgated "work in water restrictions" during fish spawning time frames, all exposed soil areas that are within 200 feet of the water's edge, and drain to these waters must complete stabilization within 24-hours during the time period.

Stormwater conveyance channels shall be routed around unstabilized areas. Erosion controls and velocity dissipation devices shall be used at outlets within and along the length of any constructed conveyance channel. The natural wetted perimeter of all ditches or swales, including storm water management pond slopes, that drain waters from the site must be stabilized within 200' of any property edge or discharge point, including storm sewer inlets, within 24 hours of connection. Stabilization of the remaining portions of any temporary or permanent ditches or swales within 14 calendar days after connecting to a surface water or property edge and construction in that portion of the ditch has temporary or permanent ceased.

Temporary or permanent ditches or swales used as sediment containment during construction do not need to be stabilized during temporary period of use and shall be stabilized within 24 hours after no longer used as sediment containment. Mulch, hydromulch, tackifier, or similar practice shall not be used in any portion of a temporary or permanent drainage ditch. Refer to erosion and sediment control plan for temporary and permanent stabilization measures for ditches and swales.

Stormwater discharges shall be directed to vegetated areas where feasible. Velocity dissipation devices shall be used at discharge point. Phased construction will be used to extent practical or as indicated in the plans to minimize exposed soils.

Rapid stabilization shall be of type and quantity indicated in the project specifications. Additional rapid stabilization may be necessary to minimize erosion throughout the duration of the project. Type and quantity shall be determined by engineer or inspector prior to installation. In extreme cases, the contractor shall use any available rapid stabilization to immediately mitigate erosion, then further remedy the situation with approval by owner or engineer.

SEDIMENT CONTROL PRACTICES

Practices must be established on all down gradient perimeters and be located up gradient of any buffer zones. Perimeter controls must be in place before up gradient land-disturbing activities begin and shall remain in place until final stabilization.

All sediment control practices shall be re-installed if they have been adjusted or removed to accommodate short-term activities and replaced immediately after the short term activity has ceased. Short term activities shall be performed as quickly as possible. Sediment control practices shall be re-installed even before the next precipitation event if the activity is not complete.

All storm drains must be protected by appropriate BMPs during construction until all sources to the inlet have

been stabilized. Inlet protection may be removed for specific safety concerns identified by the Permittee or stockpiles authority. The removal shall be documented in the SWPPP and retained on site. Temporary stockpiles must have silt fence or other effective sediment controls and shall not be placed in surface waters or natural buffers. Vehicle tracking BMPs shall be installed to minimize track out of sediment from the construction site. Method shall be approved by engineer prior to commencement of construction activities. Street sweeping shall be used if vehicle tracking BMPs are not adequate to prevent sediment from being tracked onto the street.

Soil compaction shall be minimized and topsoil shall be preserved, unless infeasible or if construction activities dictate soil compaction or topsoil stripping. A 50 foot natural buffer, or redundant BMPs (where a buffer is infeasible) must be maintained when a surface water is located within 50 feet of disturbance activities and site runoff flows to the surface water.

If polymers, flocculants, or other sedimentation treatment chemicals are used on site, 1) conventional erosion and sediment controls shall be sowed prior to chemical placement, 2) chemicals shall be chosen based on soil types, and expected turbidity, pH, and flow rate or stormwater flowing into the treatment system, and 3) chemicals shall be used with accepted engineering practices and dosing specifications.

TEMPORARY SEDIMENTATION BASINS

The temporary sedimentation basin shall be constructed and made operational prior to disturbance of 10 or more acres draining to a common location. Temporary sedimentation basins are required prior to runoff leaving the construction site or entering surface waters when 10 or more acres of disturbed soils drain to a common location. The basin must provide 3,600 cubic feet of "storage below the outlet per acre drained. If hydraulic calculations are available, the temporary sedimentation basin must provide a storage volume equivalent to the 2-year, 24-hour storm, but in no case less than 1800 cubic feet per acre drained. The temporary sedimentation basin must be constructed and made operational concurrent with the start of soil disturbance up gradient of the pond. The temporary sedimentation basin shall be designed to prevent short-circuiting. The outlet shall be designed to remove floatable debris, allow for complete drawdown of the pond for maintenance activities, and have energy dissipation. The emergency spillway shall be stabilized.

Temporary sedimentation basins shall be situated outside of surface waters and any required buffer zone, and must be designed to avoid draining wetlands, unless the impact is in compliance with the requirements of this permit. Excessive sediment-laden water that is not properly filtered will not be permitted to discharge from site.

DEWATERING AND BASIN DRAINING

Turbid or sediment-laden water related to dewatering or basin draining shall be discharged to a temporary or permanent sedimentation basin on the project site unless infeasible. The temporary or permanent basin may discharge to surface waters if the basin water has been visually checked to ensure adequate treatment has been obtained in the basin and that the nuisance conditions will not result from the discharge. Discharge points shall be adequately protected from erosion and proper velocity dissipation provided.

All water from dewatering or basin-draining activities must be discharged in a manner that does not cause nuisance conditions, erosion in the receiving channels or on down slope properties, or inundation in wetlands causing significant adverse impacts to the wetland. If filters with backwash waters are used, the backwash water shall be hauled away for disposal, returned to the beginning of the treatment process, or incorporated into site in a manner that does not cause erosion. Backwash water may be discharged to sanitary sewer if permission is granted by the sanitary sewer authority.

POLLUTION PREVENTION

Building products that have the potential to leach pollutants must be under cover to prevent discharge or protected by an effective means designed to minimize contact with stormwater. Pesticides, herbicides, insecticides, fertilizers, treatment chemicals, and landscape materials must be under cover.

Hazardous materials and toxic waste must be properly stored in sealed containers to prevent spills, leaks or other discharge. Restricted access storage areas must be provided to prevent vandalism. Solid waste must be stored, collected and disposed of in compliance with Minn. R. CH 7035.

Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. CH 7041.

Discharge of spilled or leaked chemicals, including fuel, from any area where chemicals or fuel will be loaded or unloaded shall be prevented using drip pans or absorbents. Supplies shall be available at all times to clean up discharged materials and that an appropriate disposal method must be available for recovered spilled materials.

Exterior vehicle or equipment washing on the project site shall be limited to a defined area of the site. Runoff from the washing area shall be contained in a sediment basin or other similarly effective controls and waste from all liquid and solid wastes generated by concrete and other washout operations related to construction activity shall be effectively contained. Liquid and solid washout waste shall not contact the ground, and containment must be designed so that it does not result in runoff from the washout operations or areas. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

INFESTED WATERS:

MN DNR permits are not valid for work in waters that are designated as infested waters unless accompanied by an Infested Waters Permit or written notification from MN DNR that an infested Waters Permit is not required. There is no exception for pre-existing permits. If a MN DNR permit has been issued for the project and the water is later designated as infested, the contractor shall halt all work covered by the MN DNR Permit until an Infested Water Permit or written notification that an infested water is not required is obtained.

INSPECTION & MAINTENANCE

A trained person shall routinely inspect the entire construction site at least once every 7 days during active construction and within 24-hours after a rainfall event greater than 0.5 inches in 24 hours. Following an inspection that occurs within 24-hours after a rainfall event, the next inspection must be conducted within 7 days.

All inspections and maintenance conducted during construction must be recorded within 24 hours in writing and records must be retained with the SWPPP. Inspection report forms are available in the Project Specifications. Inspection report forms other than those provided shall be approved by the engineer.

Where parts of the project site have permanent cover, but work remains on other parts of the site, inspections may be reduced on these areas to once per month.

Where the site has permanent cover on all exposed areas and no construction activity is occurring anywhere on site, the site must be inspected during non-frozen conditions at least once per month for 12 months. Following the 12th month of permanent cover and no construction activity, inspections shall be terminated until construction activity resumes or notification from MPCA has been issued that erosion has been detected at the site.

During frozen ground conditions, inspections may be suspended and shall resume within 24 hours after runoff occurs or 24 hours prior to resuming construction activity, whichever is first.

Inspection and maintenance shall resume until another Permittee has obtained coverage under this Permit or the project has undergone Final Stabilization, and an NOT has been submitted.

All erosion prevention and sediment control BMPs shall be inspected to ensure integrity and effectiveness during routine and post-construction inspections. All non-functioning BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow access.

All perimeter control devices must be repaired, replaced, or supplemented when they become non-functional or the sediment reaches one-half (1/2) of the height of the device. These repairs must be made by the end of the next business day after discovery, or as soon as field conditions allow.

Temporary and permanent sediment basins must be drained and the sediment removed when the depth of sediment collected in the basin reaches one-half (1/2) the storage volume. Drainage and sediment removal must be completed within 72 hours of discovery, or as soon as field conditions allow.

Surface waters, including drainage ditches and conveyance systems, must be inspected for erosion and sediment deposition during each inspection. All deltas and sediment deposited in drainage ways, catch basins, and other drainage systems shall be removed. The removal and stabilization must take place within seven (7) days of obtaining all applicable permits prior to conducting any work in surface waters.

Construction site vehicle exit locations must be inspected for evidence of off-site sediment tracking onto paved surfaces. Tracked sediment must be removed from all paved surfaces both on and off site within 24-hours of discovery, or if applicable, within a shorter time to comply with the permit.

Streets and other areas adjacent to the project must be inspected for evidence of off-site accumulations of sediment. If sediment is present, it must be removed in a manner and at a sufficient frequency to minimize off-site impacts.

All infiltration areas must be inspected to ensure that no sediment from ongoing construction activity is reaching the infiltration area and that equipment is not being driven across the infiltration area.

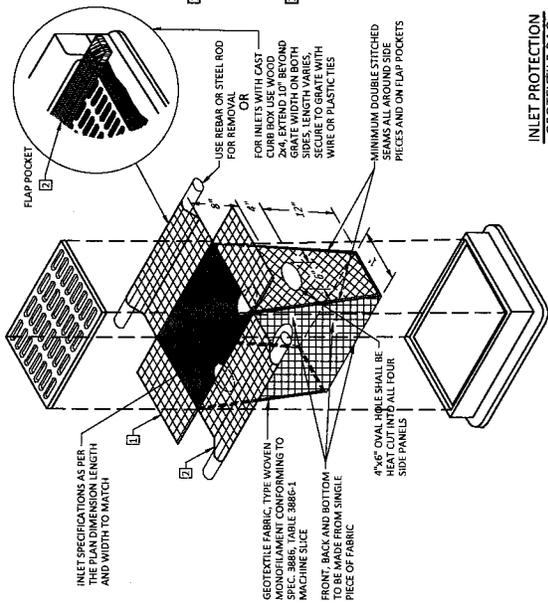
FINAL STABILIZATION

Final Stabilization is not complete until all of the following requirements have been met:

1. All soil disturbing activities at the site have been completed and all soils are stabilized by a uniform perennial vegetative cover with a density of 70% of its expected final growth density under the entire previous surface area, or other equivalent means necessary to prevent soil failure under erosive conditions.
2. Permanent stormwater management system is constructed, meets all requirements of the Permit, and is operating as designed. Temporary or permanent sedimentation basins that are to be used as permanent water quality management basins have been cleaned of any accumulated sediment. All sediment has been removed from conveyance systems, and ditches are stabilized with permanent cover.
3. All temporary synthetic and structural erosion prevention and sediment control BMPs have been removed. BMPs designed to decompose on site may be left in place.
4. For residential construction only, individual lots are considered finally stabilized if the structure(s) are finished, temporary erosion protection and down gradient perimeter control has been completed and the residence has been sold to the homeowner. Also, the "Homeowner Fact Sheet" has been provided to the homeowner.

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CHISHOM, MN AMES, IA SPRINGFIELD, IA WESTLAKE, MN
BRINLEY, IA
41534
06/02/2016
BEGD

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BRINLEY, IA
41534
06/02/2016
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NOTES:

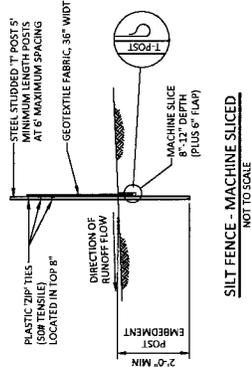
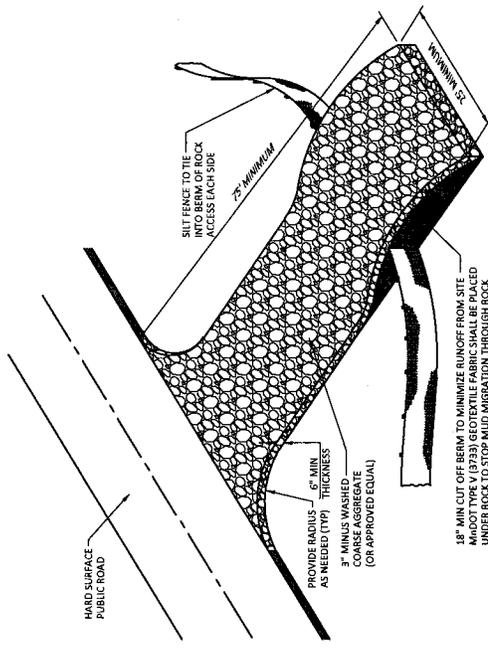
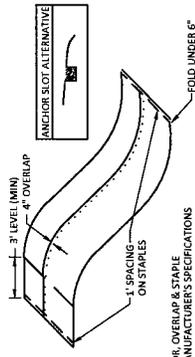
- INLET PROTECTION DEVICES SHALL BE MAINTAINED OR REPLACED AT THE END OF EACH YEAR. APPROVED AND LISTED ON THE PERMITS LISTED EROSION CONTROL PLAN ACCEPTABILITY LIST MAY BE SUBSTITUTED. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL IN THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.
- FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10' AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2x4.

INSTALLATION NOTES:

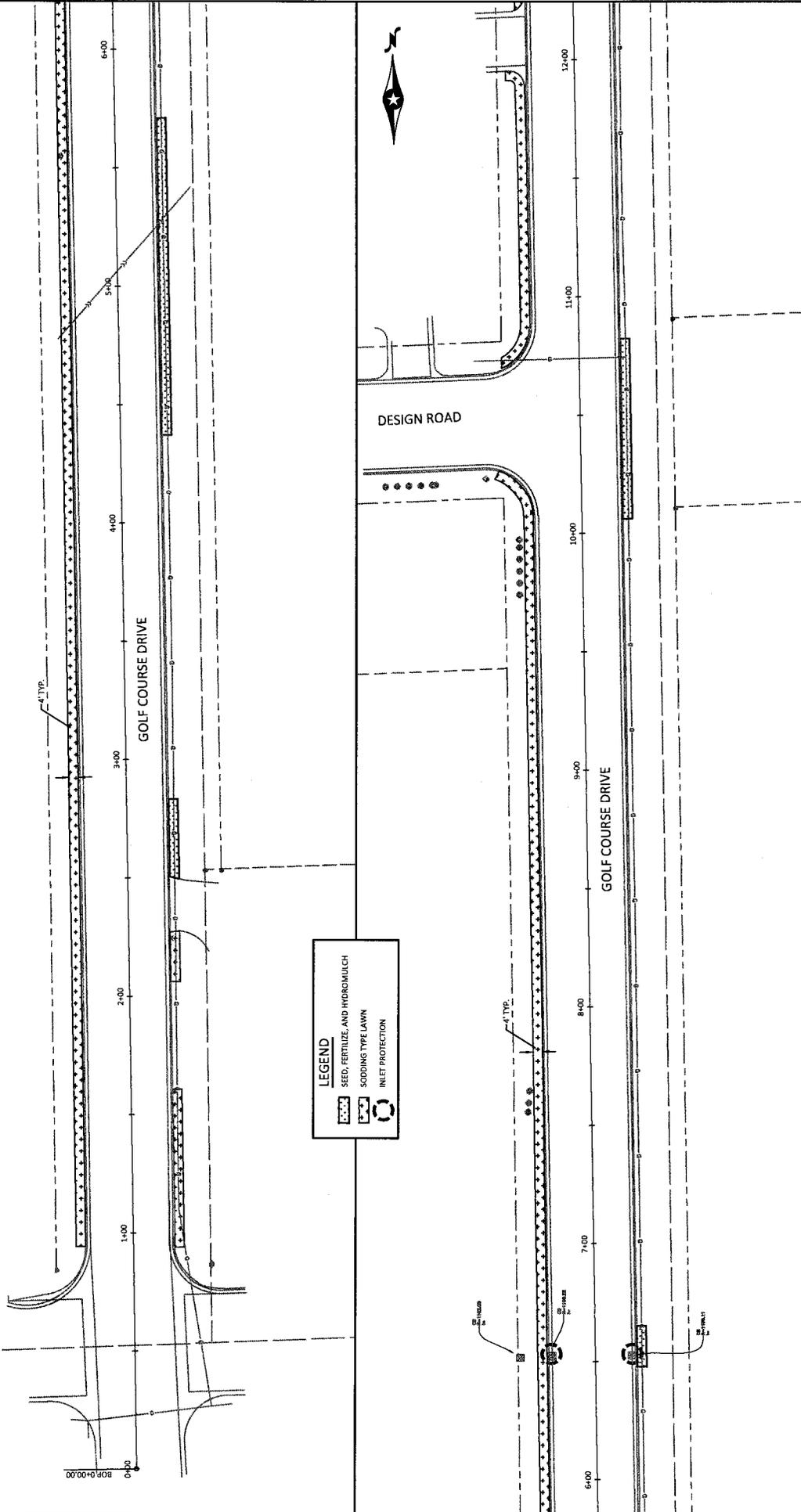
- DO NOT INSTALL PROTECTION IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.
- TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3" TO 4". THE BAG SHALL BE TIED TO THE GRATE WITH PLASTIC ZIP TIES TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.



<p>BOLTON & MENK, INC. Consulting Engineers & Surveyors 1400 W. WISCONSIN ST., SUITE 200 ROCKFORD, IL 61102 TEL: 815.398.1100 FAX: 815.398.1101 WWW.BOLTONANDMENK.COM</p>		<p>CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE SWPPP - DETAILS</p>	
<p>PROJECT NO. 16-001</p>	<p>DATE 06/21/2016</p>	<p>SHEET 4.4</p>	<p>DATE 06/21/2016</p>
<p>DESIGNED BY JIF</p>	<p>CHECKED BY BMD</p>	<p>DATE 06/21/2016</p>	<p>DATE 06/21/2016</p>
<p>DRAWN BY BMD</p>	<p>DATE 06/21/2016</p>	<p>DATE 06/21/2016</p>	<p>DATE 06/21/2016</p>

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1400 W. WISCONSIN ST., SUITE 200, ROCKFORD, IL 61102



LEGEND

- SEED, FERTILIZE, AND HYDROMULCH
- SODDING TYPE LAWN
- INLET PROTECTION



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Byward Deane
SERIALS ENGINEER
4/19/24

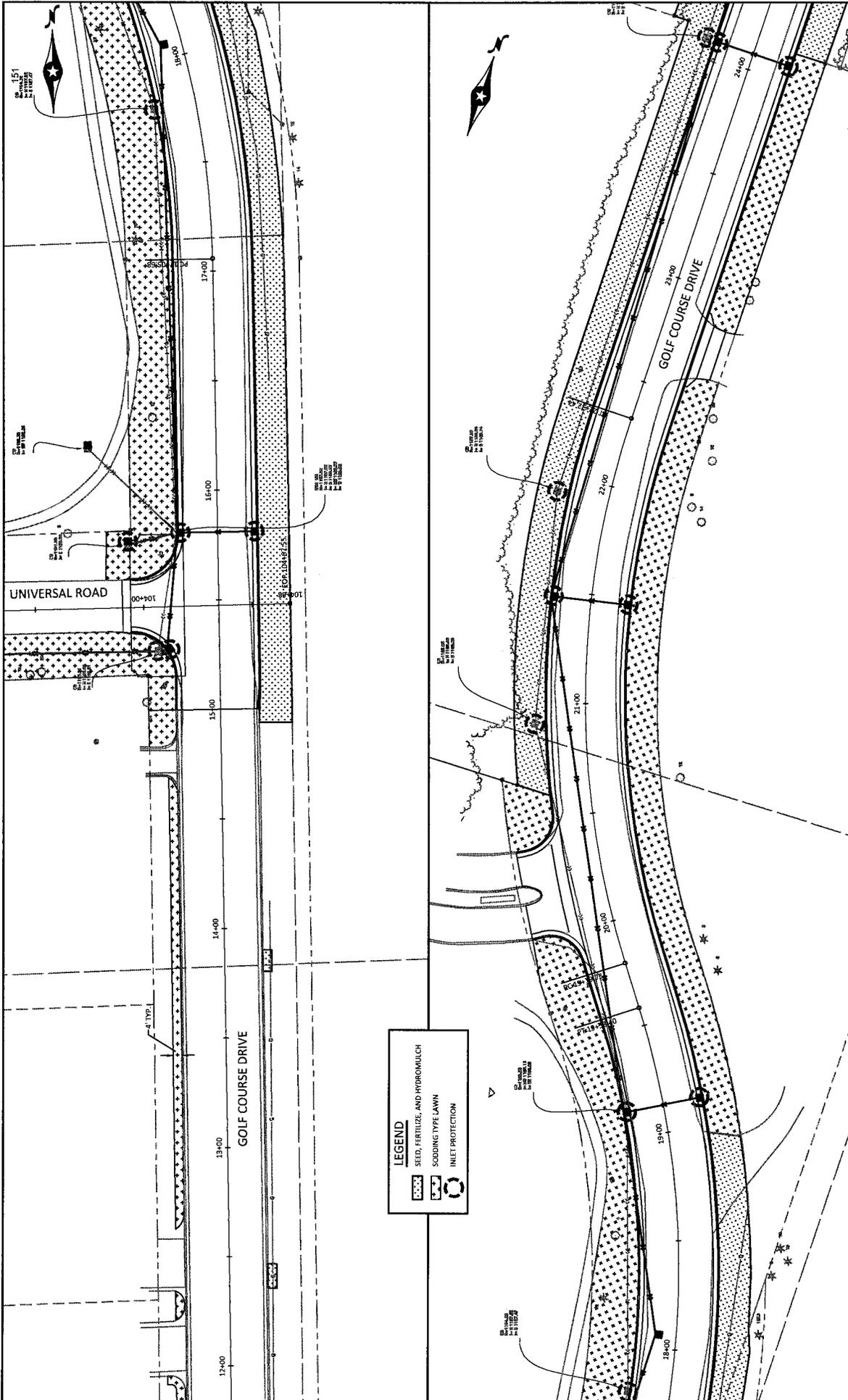
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Consulting Engineers & Surveyors
MINNETONKA, MN 55345
CHICKADEE, MN 55006
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CHICKADEE, MN 55006

NO.	DATE	BY	CHKD.

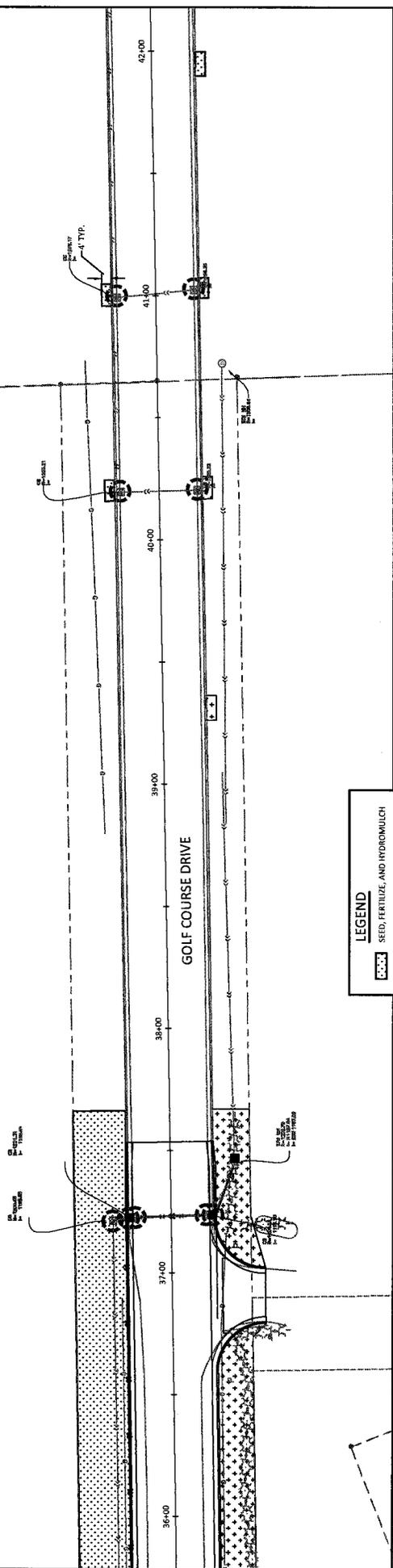
CITY OF BAXTER, MINNESOTA
2016 GOLF COURSE DRIVE
SWPPP - GOLF COURSE DRIVE

SHEET
4.5

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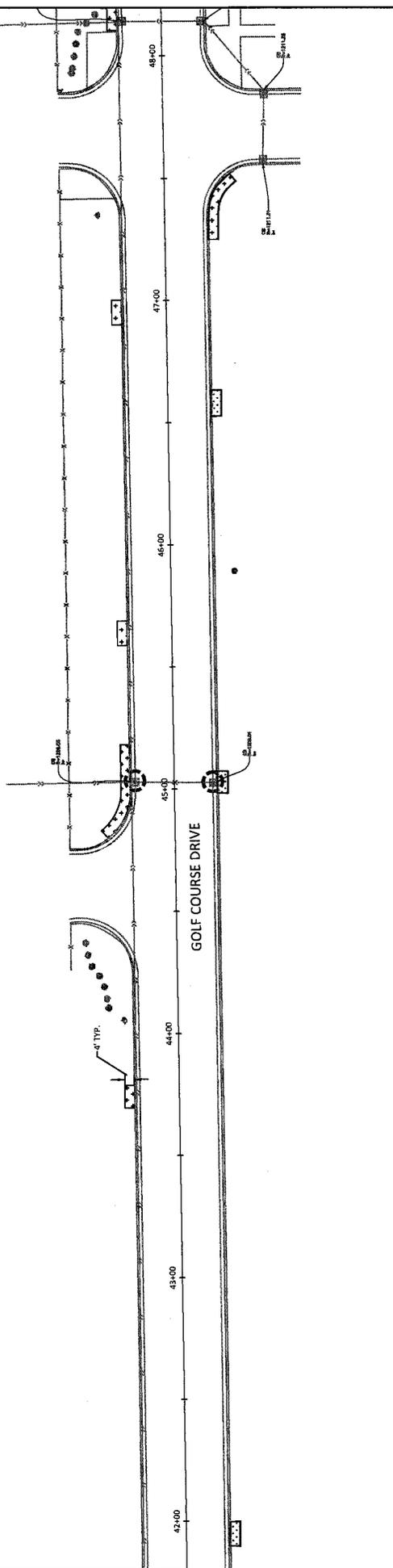


		CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE SWPPP - GOLF COURSE DRIVE	
PROJECT NO. 2015-001	DATE 06/27/2015	SHEET NO. 4.6	TOTAL SHEETS 5
DESIGNER JIF	CHECKER BJD	DRAWN BY JIF	
LICENSED PROFESSIONAL ENGINEER AND SURVEYOR STATE OF MINNESOTA NO. 20354 EXPIRES 06/27/2015			
PROJECT LOCATION 2016 GOLF COURSE DRIVE, BAXTER, MN 55008			
SCALE 1" = 40'			



LEGEND

- SEED, FERTILIZER, AND MULCH
- SODDING TYPE LAWN
- INLET PROTECTION



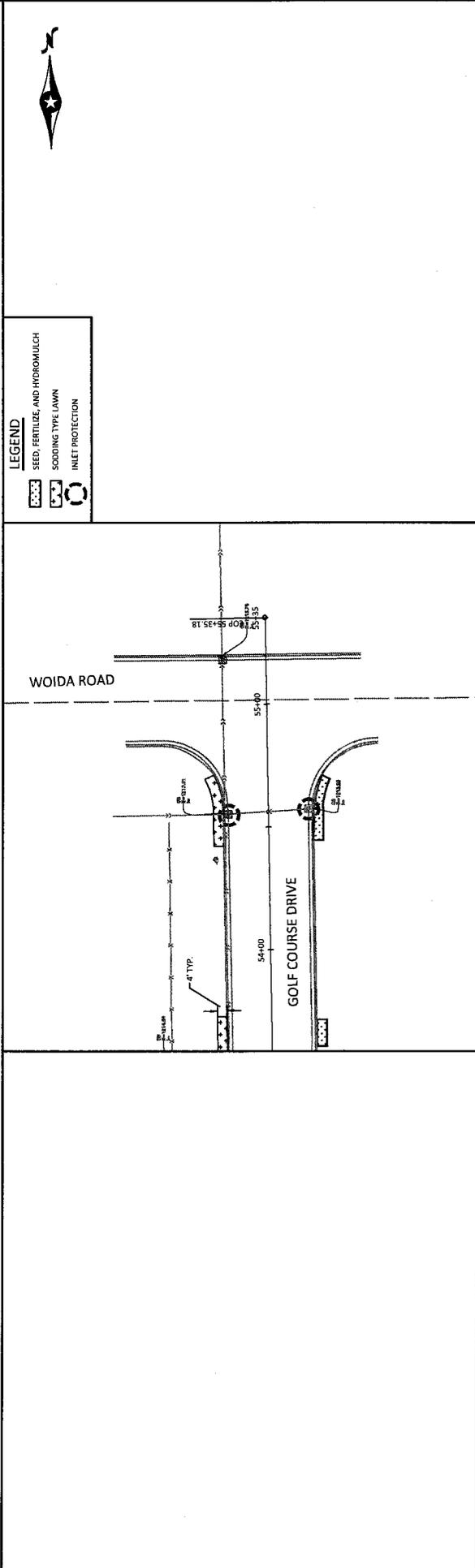
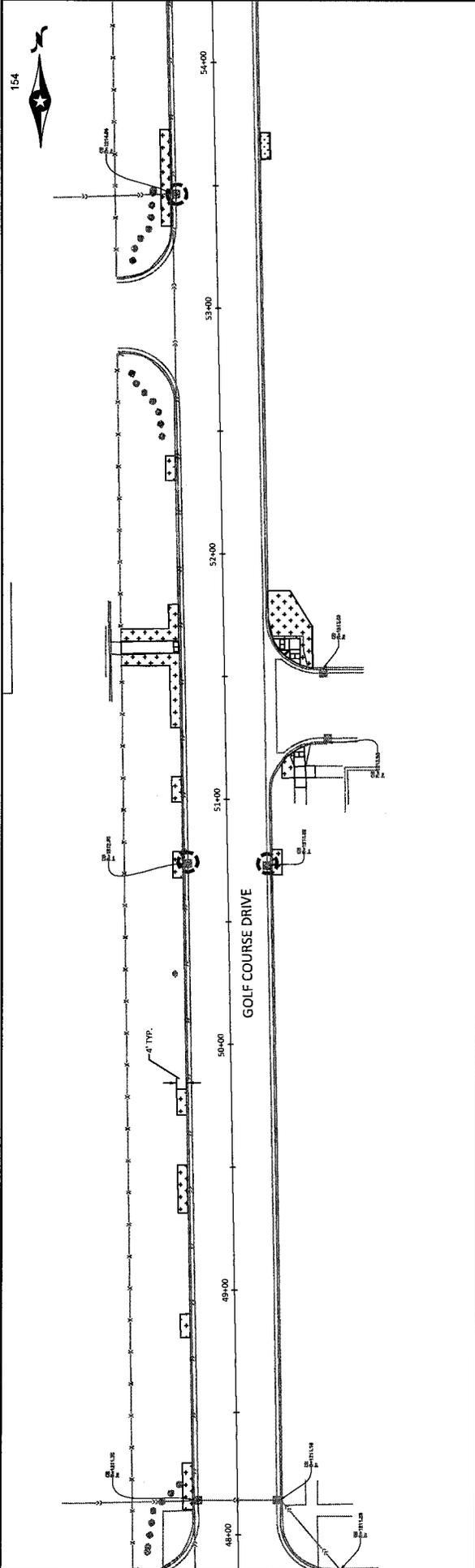
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 CHASSA, MN; JAMES A. SPENCER, JR., DODD MOORE, LA; PARKO, MO

City of Baxter, Minnesota
 2016 GOLF COURSE DRIVE
 SWPPP - GOLF COURSE DRIVE

Project Information:
 SHEET: 4.8
 DATE: 08/01/2016
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]

Scale:
 HORIZ. SCALE: 1" = 20 FEET

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 1000 1st Avenue, Suite 200, Burnsville, MN 55305-4177



LEGEND

- SEED, FERTILIZE, AND HYDROMULCH
- SODDING TYPE LAWN
- INLET PROTECTION

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 701.785.1111

SCALE
 0 20 40
 FEET

APPROVE: *Byron D. Deane*
 BYRON D. DEANE
 LICENSE NO. 41394 DATE: 08/01/2016

REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
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 1100 W. 11th Street, Suite 100, Fargo, ND 58103
 701.785.1111

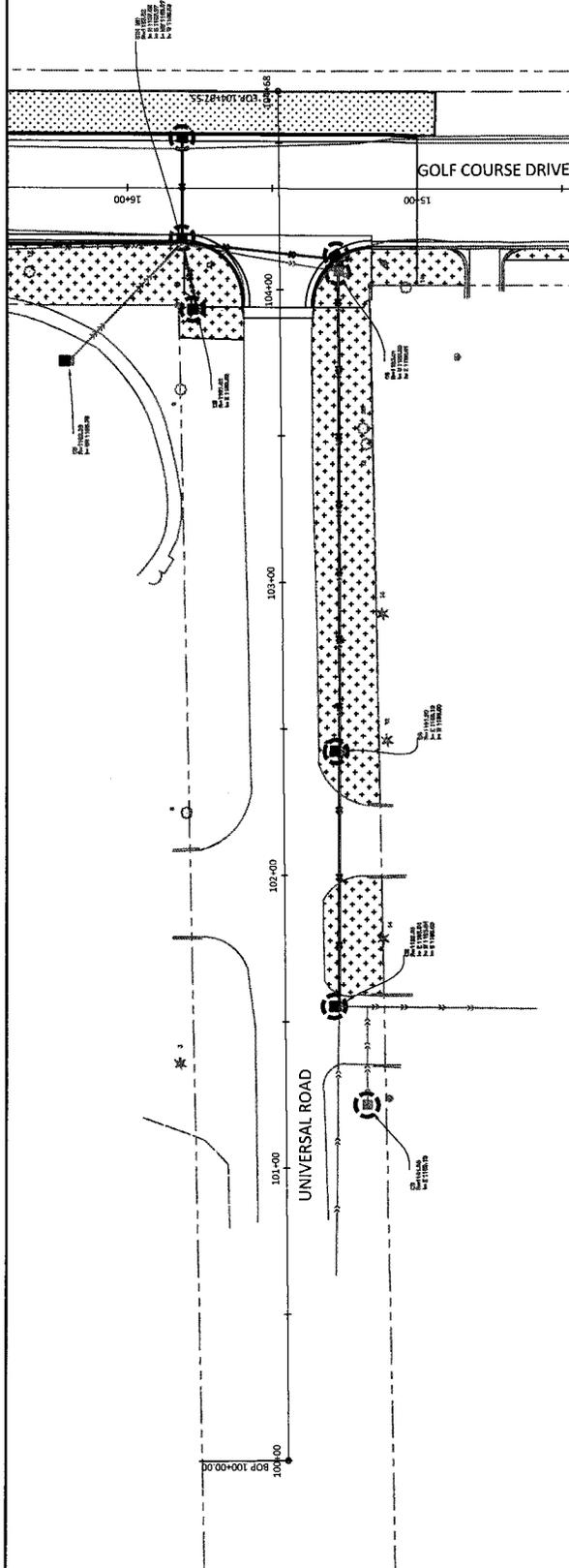
CITY OF BAXTER, MINNESOTA
 2016 GOLF COURSE DRIVE
 SWPPP - GOLF COURSE DRIVE

SHEET
4.9



LEGEND

- SEED, FERTILIZE, AND HYDROMULCH
- SODDING TYPE LAWN
- INLET PROTECTION

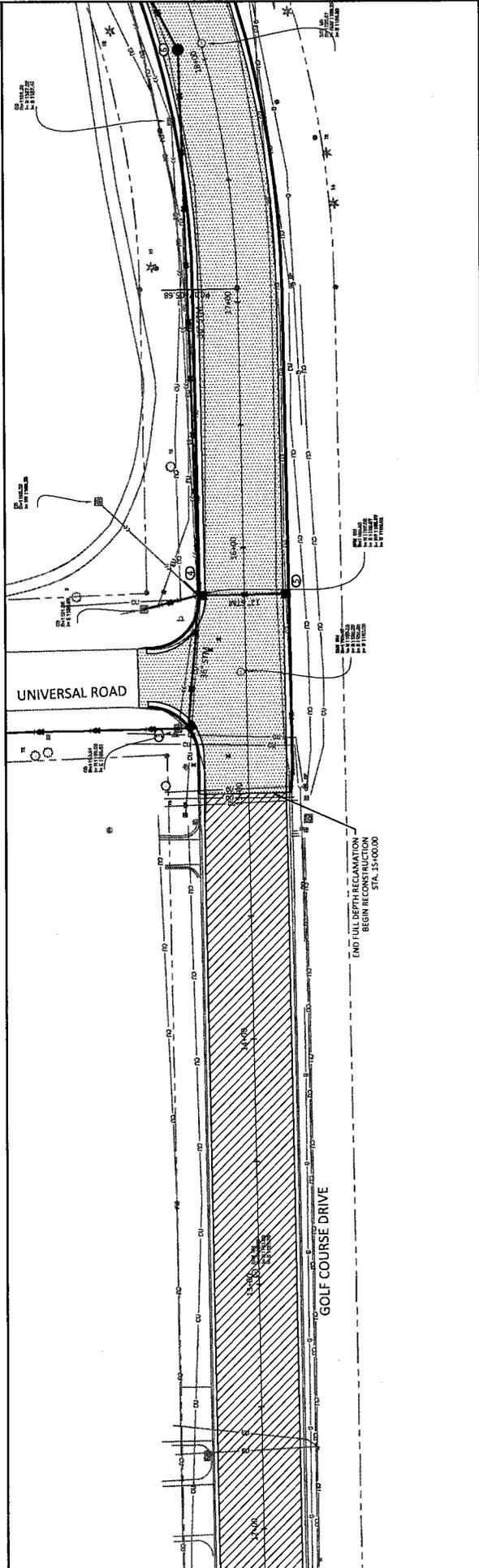


<p>PROJECT NO. 2016-001</p> <p>DATE 05/20/2016</p> <p>BY BRYAN C. DREW</p> <p>CHECKED BY JIF</p> <p>DESIGNED BY JIF</p> <p>SCALE 1" = 40'</p>	<p>PROJECT NO. 2016-001</p> <p>DATE 05/20/2016</p> <p>BY BRYAN C. DREW</p> <p>CHECKED BY JIF</p> <p>DESIGNED BY JIF</p> <p>SCALE 1" = 40'</p>	<p>PROJECT NO. 2016-001</p> <p>DATE 05/20/2016</p> <p>BY BRYAN C. DREW</p> <p>CHECKED BY JIF</p> <p>DESIGNED BY JIF</p> <p>SCALE 1" = 40'</p>	<p>PROJECT NO. 2016-001</p> <p>DATE 05/20/2016</p> <p>BY BRYAN C. DREW</p> <p>CHECKED BY JIF</p> <p>DESIGNED BY JIF</p> <p>SCALE 1" = 40'</p>	<p>PROJECT NO. 2016-001</p> <p>DATE 05/20/2016</p> <p>BY BRYAN C. DREW</p> <p>CHECKED BY JIF</p> <p>DESIGNED BY JIF</p> <p>SCALE 1" = 40'</p>	<p>PROJECT NO. 2016-001</p> <p>DATE 05/20/2016</p> <p>BY BRYAN C. DREW</p> <p>CHECKED BY JIF</p> <p>DESIGNED BY JIF</p> <p>SCALE 1" = 40'</p>
<p>BOLTON & MENK, INC. Consulting Engineers & Surveyors 10000 W. WISCONSIN AVE. SUITE 200 WISCONSIN, MINNESOTA 55349 TEL: 612-835-1100 FAX: 612-835-1101 WWW.BOLTONMENK.COM</p>					
<p>CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE SWPPP - UNIVERSAL ROAD</p>					
<p>SHEET 4.10</p>					





- CONSTRUCTION NOTES:
- 1) CONTRACTOR SHALL SALVAGE ALL SANITARY MANHOLE CASTINGS, PLACE TEMPORARY PLATE OVER CONCRETE CONE, INSTALL NEW CONCRETE ADJUSTMENT RINGS, AND RE-INSTALL THE EXISTING CASTING.
 - 2) ALL CATCH BASIN CASTINGS SHALL BE REMOVED AND NEW CASTING FURNISHED AND INSTALLED.
 - 3) CONTRACTOR SHALL REMOVE EACH EXISTING GATE VALVE BOX AND COVER (TOP SECTION) AND FURNISH AND INSTALL A NEW GATE VALVE BOX AND COVER AS PART OF THE ADJUST GATE VALVE PAY ITEM.
 - 4) CONTRACTOR SHALL REMOVE EACH EXISTING GATE VALVE BOX AND COVER (TOP SECTION) AND FURNISH AND INSTALL A NEW GATE VALVE BOX AND COVER AS PART OF THE ADJUST GATE VALVE PAY ITEM.



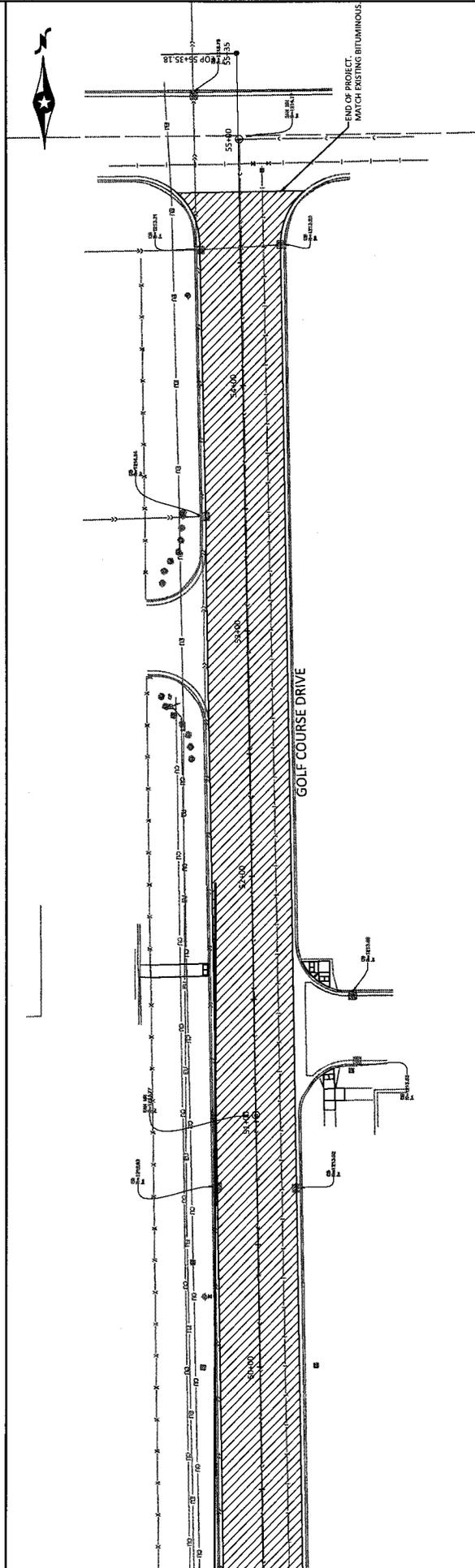
<p>BOLTON & MENK, INC. ENGINEERING AND ARCHITECTURE 1000 W. WISCONSIN ST. SUITE 200 MANASSAS, VA 20108-1000 CHARLES, VA 22024-1000 RICHMOND, VA 23220-1000 WASHINGTON, DC 20004-1000</p>		CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE STREET AND STORM SEWER
PROJECT NO. 050172016 DATE 01/15/16	DRAWN BY BGD CHECKED BGD IN CHARGE BGD	SHEET 5.2

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, CONTRACT AND PERMITS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND CONTROL COMPLY WITH ALL CITY, STATE AND FEDERAL REQUIREMENTS AND I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 BRYAN G. DOWDY
 P.E. No. 41854

HORIZ. SCALE 1" = 40' FEET
 0 20 40 FEET

Bolton & Menk, Inc. 2016 01/15/16
 1000 W. WISCONSIN ST. SUITE 200
 MANASSAS, VA 20108-1000

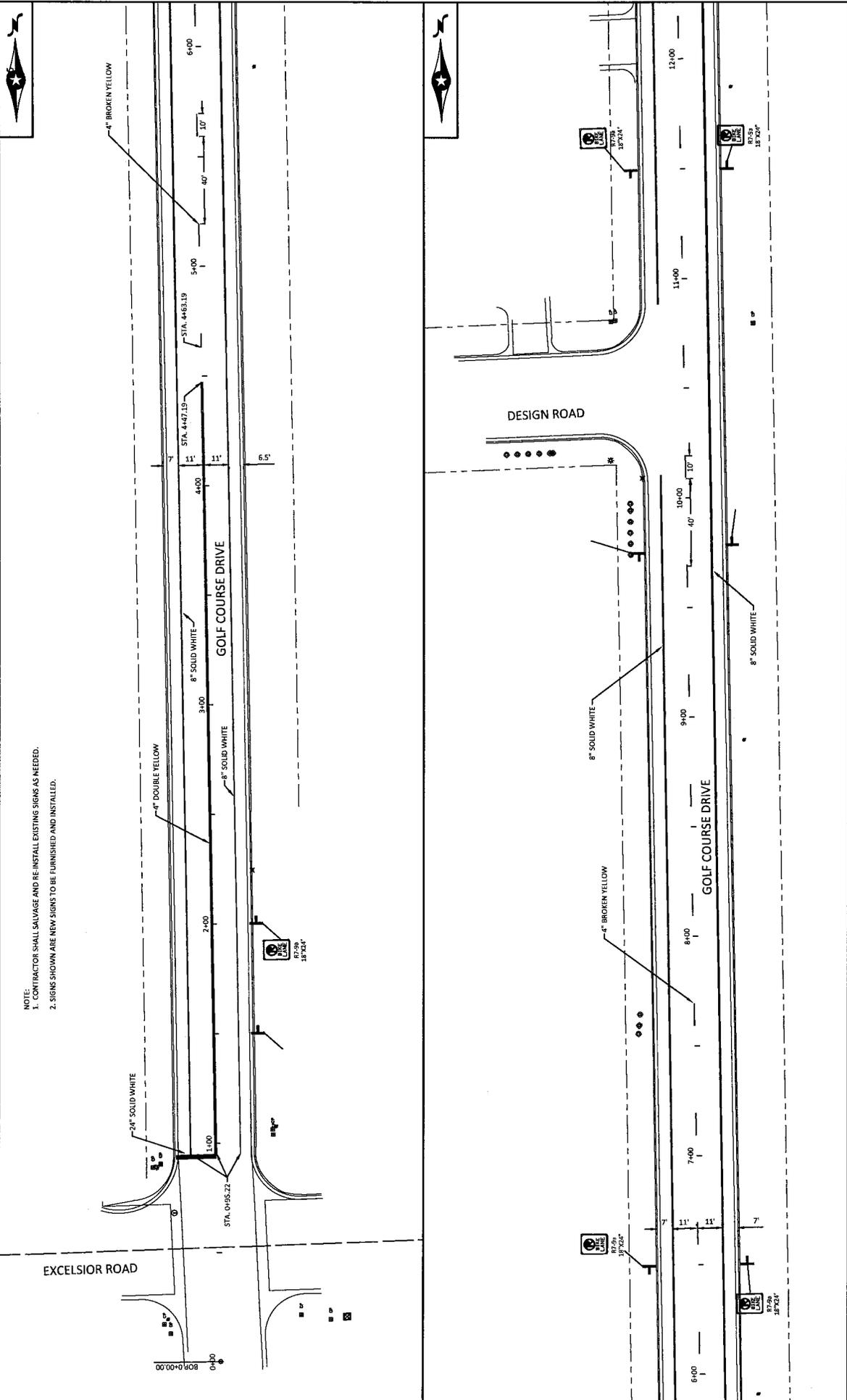
- CONSTRUCTION NOTES:**
- 1) CONTRACTOR SHALL SALVAGE ALL SANITARY MANHOLE CASTINGS, PLACE TEMPORARY PLATE OVER CONCRETE CONE, INSTALL NEW CONCRETE ADJUSTMENT RINGS, AND RE-INSTALL THE EXISTING CASTING.
 - 2) ALL CATCH BASINS SHALL BE REMOVED AND RE-INSTALLED IN THE EXISTING FOUNDATION.
 - 3) CONTRACTOR SHALL REMOVE EACH EXISTING GATE VALVE AND CASTING AND RE-INSTALL THAT DOORHOUSE, ADJUSTMENT RINGS, AND CASTING ARE WATER TIGHT. THIS SHALL BE CONSIDERED INCIDENTAL.
 - 4) CONTRACTOR SHALL REMOVE EACH EXISTING GATE VALVE BOX AND COVER (TOP SECTION) AND FURNISH AND INSTALL A NEW GATE VALVE BOX AND COVER AS PART OF THE ADJUST GATE VALVE PAY ITEM.



	BOLTON & MENK, INC. CONSULTING ENGINEERS 1000 W. WISCONSIN ST. SUITE 200 MANASSAS, VA 20108-1000 CHASKA, MN 55343 MINNAPOLIS, MN 55412	SHEET 5.8	CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE STREET AND STORM SEWER
PROJECT NO. DATE DRAWN BY CHECKED BY	PROJECT NO. 080312015 DATE 08/01/15 DRAWN BY Bryan G. Drown CHECKED BY		



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 PROJECT: 080312015 (08/01/15)



NOTE:
 1. CONTRACTOR SHALL SALVAGE AND RE-INSTALL EXISTING SIGNS AS NEEDED.
 2. SIGNS SHOWN ARE NEW SIGNS TO BE FURNISHED AND INSTALLED.

EXCELSIOR ROAD

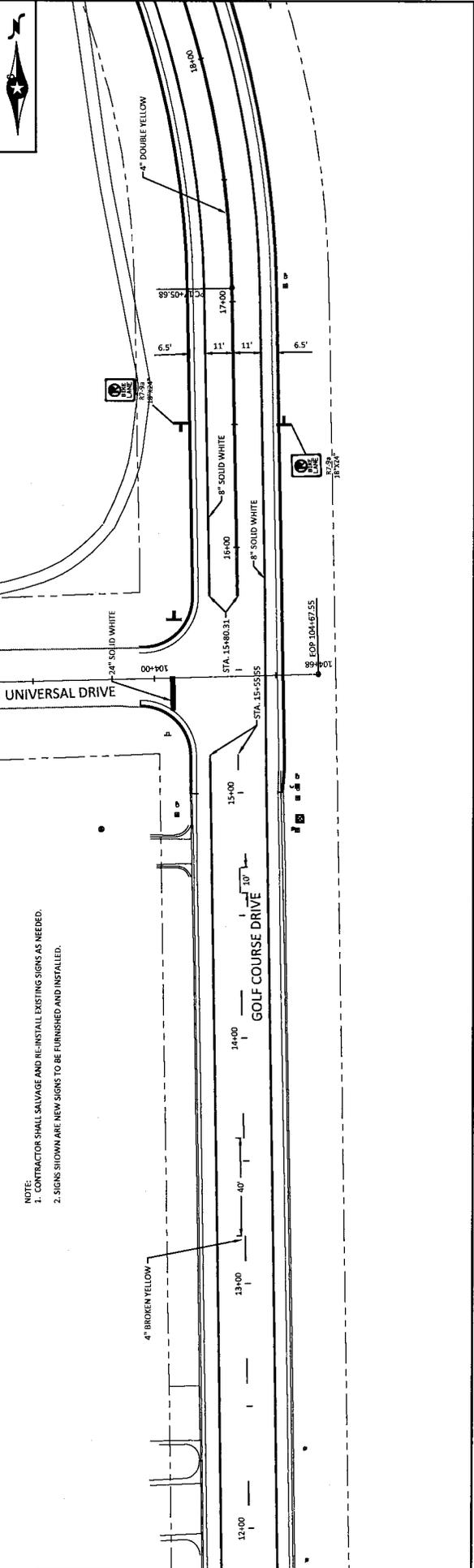
DESIGN ROAD

GOLF COURSE DRIVE

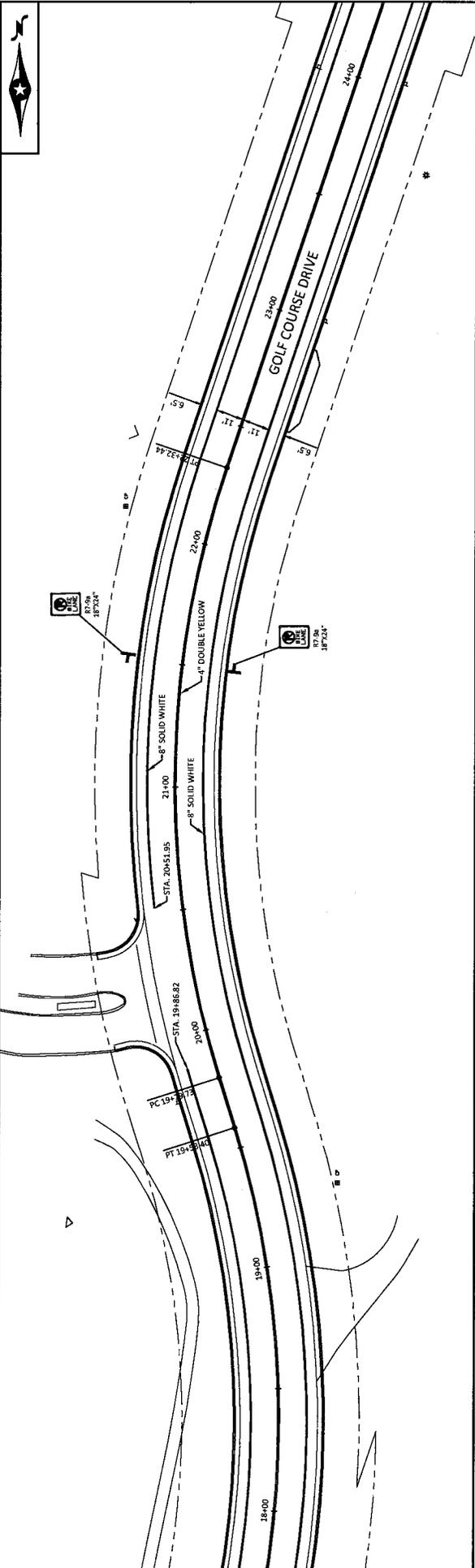
GOLF COURSE DRIVE

CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE SIGNING AND STRIPING PLAN - GOLF COURSE DRIVE		SHEET 6.1
BOLTON & MENK, INC. Consulting Engineers & Surveyors 1100 W. WASHINGTON ST. SUITE 200 HAMBURG, MN 55126 CHASKA, MN 55120 WABEY, MN 55120 AMELIA, VA 22009		
DRAWN BY BRYAN S. DREW	CHECKED BY JIF	DATE 05/20/2016
PROJECT NO. 41584	SHEET NO. 6.1	TOTAL SHEETS 6.1

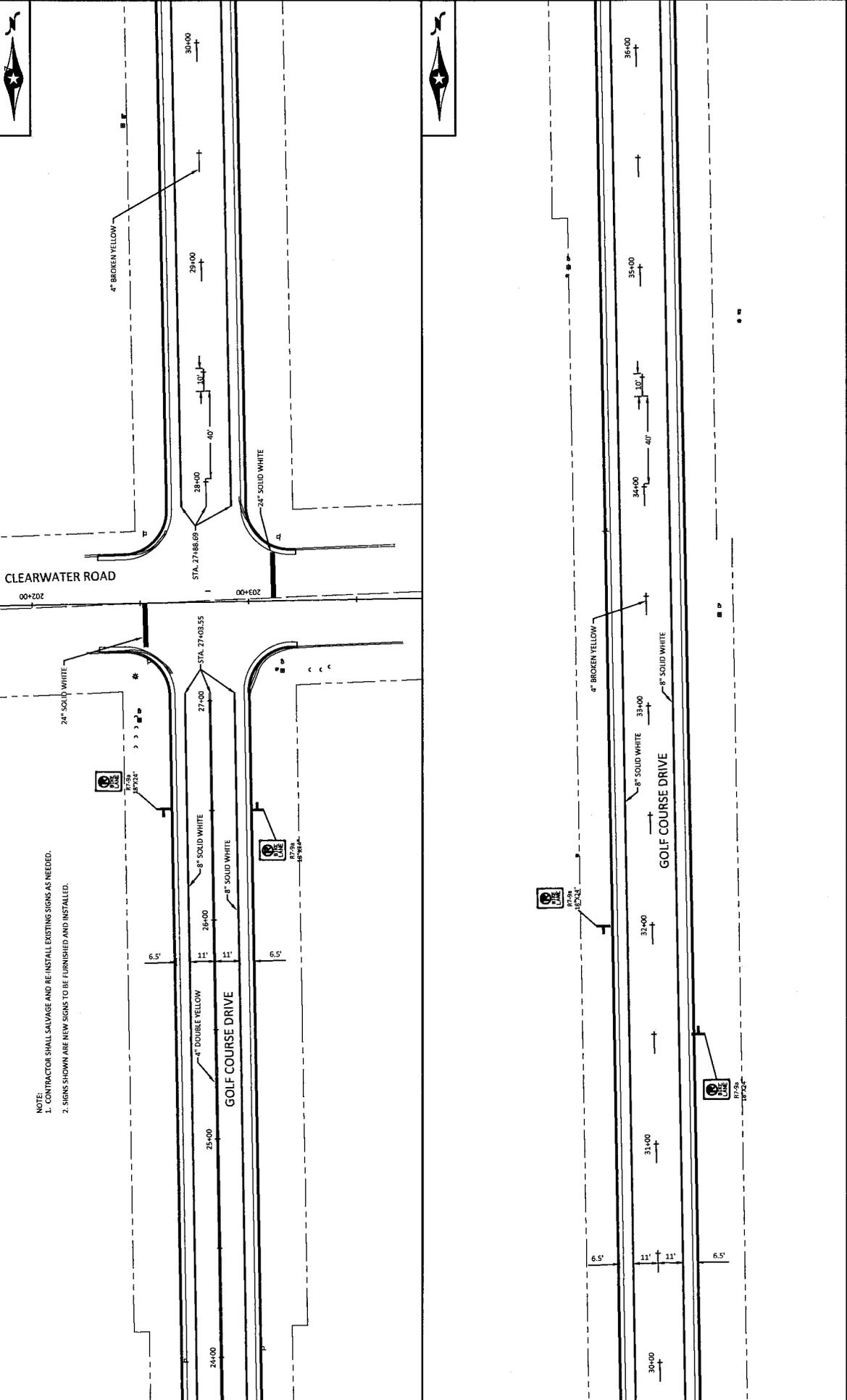




NOTE:
 1. CONTRACTOR SHALL SALVAGE AND RE-INSTALL EXISTING SIGNS AS NEEDED.
 2. SIGNS SHOWN ARE NEW SIGNS TO BE FURNISHED AND INSTALLED.

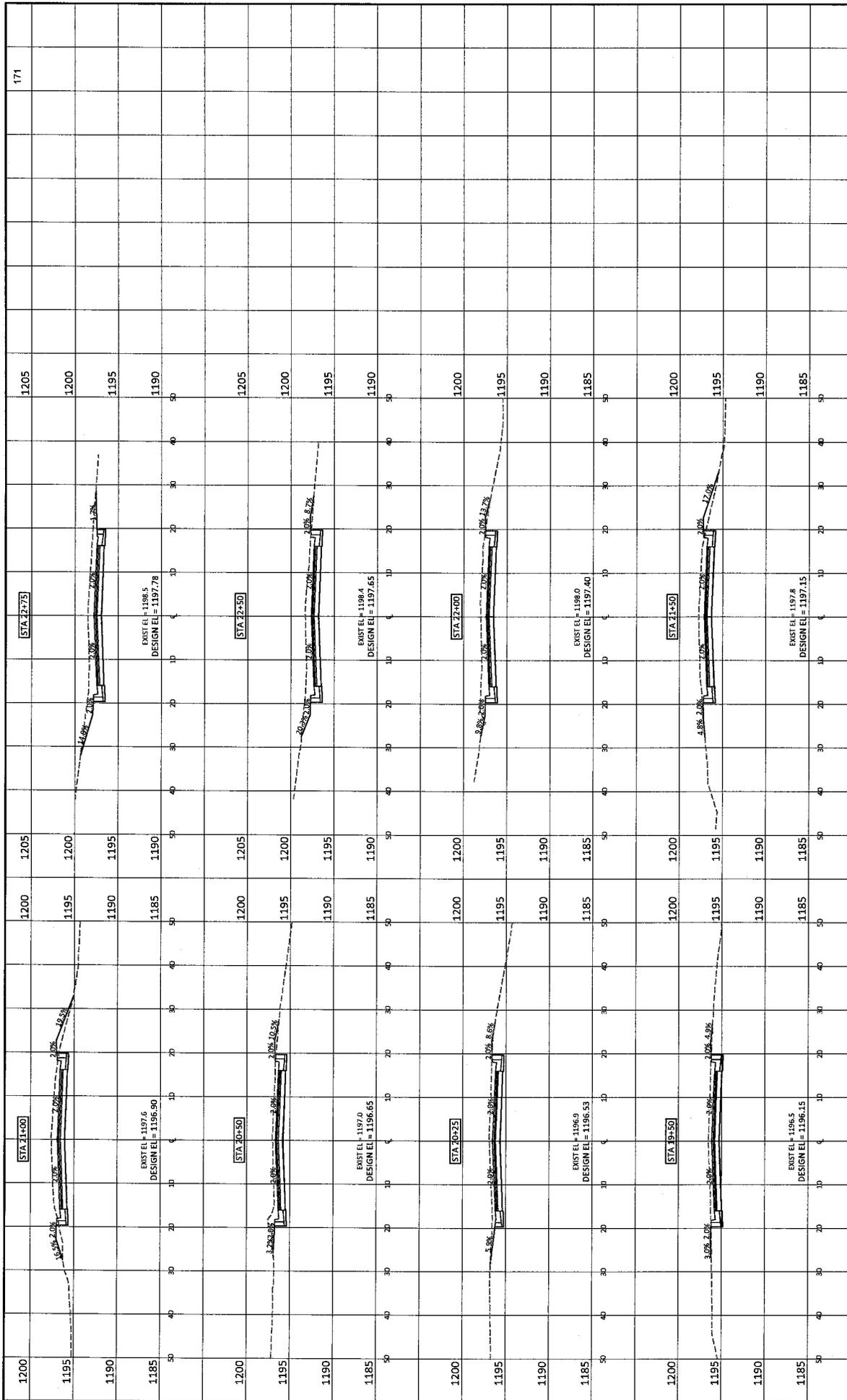


CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE SIGNING AND STRIPING PLAN - GOLF COURSE DRIVE		SHEET 6.2
BOLTON & MENK, INC. ENGINEERS AND SURVEYORS 1000 W. WASHINGTON ST. SUITE 200 MANLY, MN 55042 CHASKA, MN 55002 ANNEAUX, MN 55002 ANNEAUX, MN 55002		
PROJECT NO. 15-001	DATE 05/01/2015	DRAWN BY JIF
CHECKED BY BRYAN G. DROWNY		
SCALE 1" = 40'		
HORIZ. SCALE 1" = 40'		
0 20 40 FEET		
15-001-015		

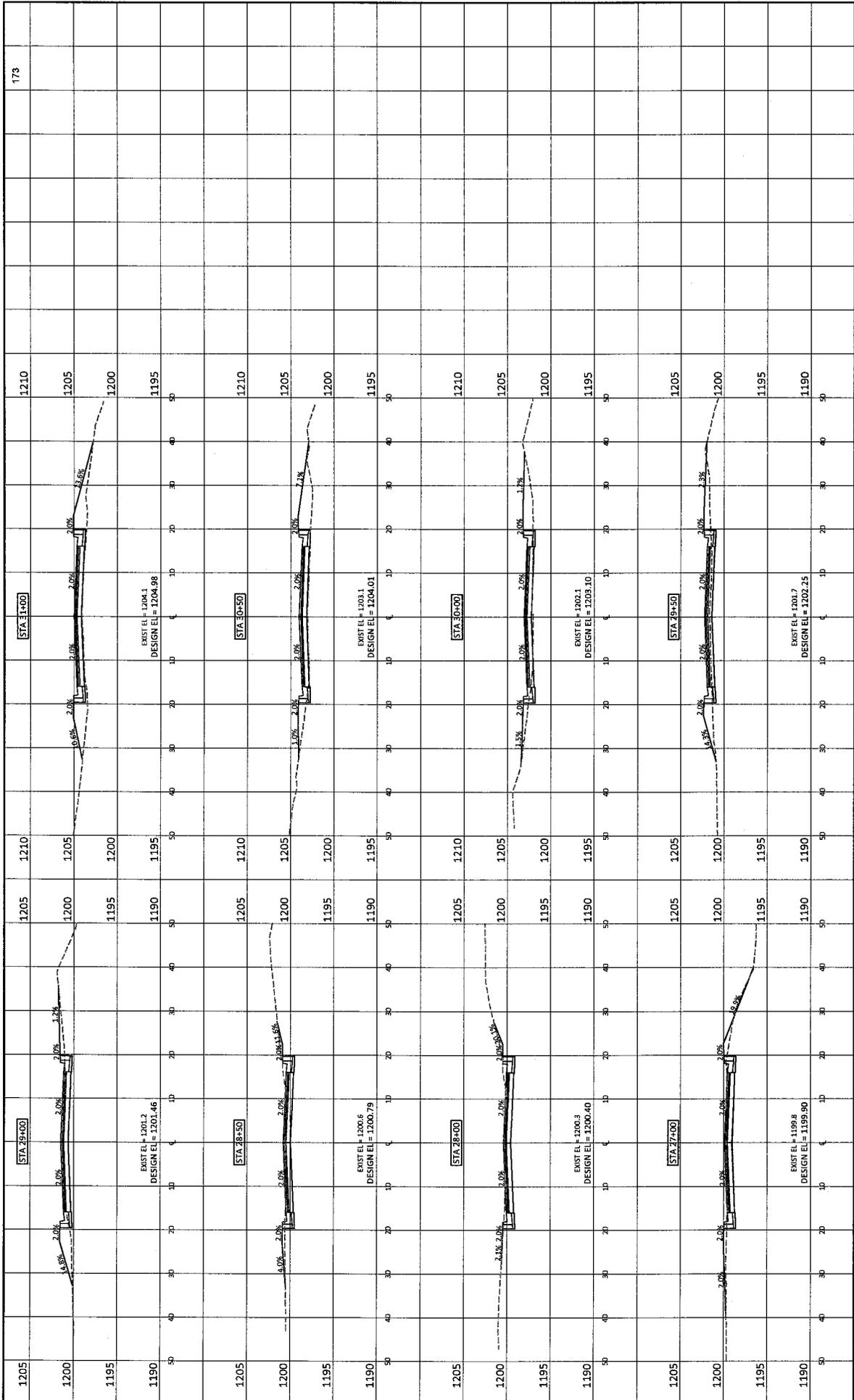


NOTE:
 1. CONTRACTOR SHALL SALVAGE AND RE-INSTALL EXISTING SIGNS AS NEEDED.
 2. SIGNS SHOWN ARE NEW SIGNS TO BE FURNISHED AND INSTALLED.

CITY OF BAXTER, MINNESOTA 2016 GOLF COURSE DRIVE SIGNING AND STRIPING PLAN - GOLF COURSE DRIVE		SHEET 6.3
BOLTON & MENK, INC. ENGINEERS MANLY, MINN. 55040 BAXTER, MINN. 55008 CHASKA, MINN. 55012 WAUKESHA, WIS. 53186		DATE: 08/17/2016 DRAWN BY: BRYAN E. DEWITT CHECKED BY: BRYAN E. DEWITT IN CHARGE: BRYAN E. DEWITT
PROJECT NO.: 15040001 DRAWING NO.: 6.3		SCALE: 1" = 40' HORIZ. SCALE



1200 1195 1190 1185 1180 1175 1170 1165 1160 1155 1150 1145 1140 1135 1130 1125 1120 1115 1110 1105 1100 1095 1090 1085 1080 1075 1070 1065 1060 1055 1050 1045 1040 1035 1030 1025 1020 1015 1010 1005 1000 995 990 985 980 975 970 965 960 955 950 945 940 935 930 925 920 915 910 905 900 895 890 885 880 875 870 865 860 855 850 845 840 835 830 825 820 815 810 805 800 795 790 785 780 775 770 765 760 755 750 745 740 735 730 725 720 715 710 705 700 695 690 685 680 675 670 665 660 655 650 645 640 635 630 625 620 615 610 605 600 595 590 585 580 575 570 565 560 555 550 545 540 535 530 525 520 515 510 505 500 495 490 485 480 475 470 465 460 455 450 445 440 435 430 425 420 415 410 405 400 395 390 385 380 375 370 365 360 355 350 345 340 335 330 325 320 315 310 305 300 295 290 285 280 275 270 265 260 255 250 245 240 235 230 225 220 215 210 205 200 195 190 185 180 175 170 165 160 155 150 145 140 135 130 125 120 115 110 105 100 95 90 85 80 75 70 65 60 55 50 45 40 35 30 25 20 15 10 5 0 -5 -10 -15 -20 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-6840 -6845	
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1205 1200 1195 1190 50 40 30 20 10 0 10 20 30 40 50		STA 28+00 EXIST EL = 1201.2 DESIGN EL = 1201.46	STA 29+50 EXIST EL = 1201.2 DESIGN EL = 1201.46	STA 30+00 EXIST EL = 1201.1 DESIGN EL = 1204.01	STA 31+00 EXIST EL = 1204.1 DESIGN EL = 1204.98	STA 32+50 EXIST EL = 1201.7 DESIGN EL = 1202.25	STA 33+00 EXIST EL = 1201.1 DESIGN EL = 1203.10	1205 1200 1195 1190 50 40 30 20 10 0 10 20 30 40 50	1210 1205 1200 1195 50 40 30 20 10 0 10 20 30 40 50	173
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BRYAN G. DROWN
 2155
 05/01/2015

BOLTON & MENK, INC.
 ENGINEERING
 10000 W. 13TH AVE. SUITE 100
 MANOKOTI, MN 55120
 CHASKA, MN 55120
 AMESLA, IOWA 50002
 WESTBURN, IA 50591

CITY OF BAXTER, MINNESOTA
 2016 GOLF COURSE DRIVE
 CROSS SECTIONS

REQUEST FOR COUNCIL ACTION

06.07.2016

Department Origination: Administration **Agenda Section:** Consent

Agenda Item: Adopt Resolution 2016-054 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessments for the 2016 Golf Course Drive Improvement Project; and

Adopt Resolution 2016-055 Resolution for Hearing on Proposed Assessment for the 2016 Golf Course Drive Improvement Project

Approval Required: Simple Majority Vote of the Council

BACKGROUND

The Council held the Golf Course Drive improvement hearing on May 5, 2016, ordered the improvement and final plans and specifications on May 17, 2016, and approved the final plans and specifications and authorized advertisements for bids on June 7, 2016. The next step is for the council to declare costs to be assessed, approve the preparation of assessments, and conduct an assessment hearing.

The attached resolution will allow the assessment process to begin utilizing estimated costs from the April 13, 2016 update of the Feasibility Report. Normal city practice is to receive bids before taking this step. This provides a comfort level where the city can stop the project should bid costs come in higher than anticipated. Once actual costs are known, the assessment process is undertaken. In this case, doing that extends the project time at least six weeks making 2016 difficult, if not impossible, to achieve.

To compress project development time (utilizing the attached resolutions), it is proposed to begin the assessment process using estimated project costs based on the recently updated Feasibility Report. Based on this proposed timeline, bids would be received on July 5, 2017, bid review by the Utility Commission on July 6, 2017, and bid amounts utilized for the assessment hearing proposed for July 7, 2016. Should bid and assessment costs be higher than anticipated or desired, the project can be delayed or cancelled. This allows for financial control desired by the city and residents, yet expedites the project process so 2016 construction may be maintained.

Assuming bids are reasonable (at or below the Engineer's estimate) and assessment hearing results are acceptable, Council will be in a position to consider adopting assessments and awarding a contract for this project on July 19, 2016. Construction of this proposed project is estimated to take approximately eight weeks.

FINANCIAL IMPLICATIONS

The council will conduct an assessment hearing on July 7, 2016 to consider assessing some of project costs to adjacent owners.

STAFF RECOMMENDATION

To provide for 2016 construction of this proposed improvement staff recommends adoption of Resolution 2016-054 Declaring Costs to be Assessed and Preparation of Proposed Assessments for the 2016 Golf Course Drive Improvement Project; and, adoption of Resolution 2016-055 Resolution for Hearing on Proposed Assessment for the 2016 Golf Course Drive Improvement Project.

COUNCIL ACTIONS REQUESTED

MOTION to Approve Resolution 2016-054 Declaring Costs to be Assessed and Preparation of Proposed Assessments for the 2016 Golf Course Drive Improvement Project.

MOTION to Approve Resolution 2016-055 Resolution for Hearing on Proposed Assessment for the 2016 Golf Course Drive Improvement Project.

Attached:

1. Resolution 2016-054 Declaring Costs to be Assessed and Preparation of Proposed Assessments for the 2016 Golf Course Drive Improvement Project.
2. Resolution 2016-055 Resolution for Hearing on Proposed Assessment for the 2016 Golf Course Drive Improvement Project

**CITY OF BAXTER MINNESOTA
RESOLUTION 2016-054**

**RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING
PREPARATION OF PROPOSED ASSESSMENTS FOR THE 2016 GOLF COURSE
IMPROVEMENT PROJECT**

WHEREAS, estimated costs have been calculated for Improvement No. 4110, the proposed improvement of roadway and storm sewer on Golf Course Drive from Excelsior Road to Woida Road and the estimated cost for such improvement is \$1,122,200, and the expenses incurred or to be incurred in the making of such improvement amount to \$246,884 so that the total cost of the improvement will be \$1,369,084;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAXTER, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$415,044 and the portion of the cost to be assessed against benefited property owners is declared to be \$954,040.
2. Assessments shall be payable in equal annual installments extending over a period of 12 years, the first of the installments to be payable on or before the first Monday in January, 2017, and shall bear interest at the rate of 4.75 percent per annum from the date of the adoption of the assessment resolution.
3. The city clerk, with the assistance of the consulting engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.
4. The clerk shall upon the completion of such proposed assessment, notify the council thereof.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

**CITY OF BAXTER MINNESOTA
RESOLUTION 2016-055**

**RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT FOR THE 2016 GOLF
COURSE DRIVE IMPROVEMENT PROJECT**

WHEREAS, by a resolution passed by the council on June 7, 2016, the city clerk was directed to prepare a proposed assessment of the cost of Improvement No. 4110, the improvement of roadway and storm sewer on Golf Course Drive from Excelsior Road to Woida Road;

WHEREAS, the clerk has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAXTER, MINNESOTA:

1. A hearing shall be held at 6:00 p.m. or thereafter on July 7, 2016 in the city hall located at 13190 Memorywood Drive, Baxter, MN 56425 to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. Clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Baxter, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City of Baxter or the Crow Wing County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

**ORDINANCE NO. 2016-031
CITY OF BAXTER, MINNESOTA**

ADOPTING AN ORDINANCE TO REGULATE PUBLIC FACILITIES

THE CITY OF BAXTER ORDAINS:

TITLE 9, BUILDING REGULATIONS, CHAPTER 5, PUBLIC FACILITIES.

SECTION:

- 9-5-1: Intent and Purpose
 9-5-2: Definitions
 9-5-3: Development Restrictions:
 9-5-4: Enforcement
 9-5-5: Effective Date

9-5-1: INTENT AND PURPOSE: The City of Baxter has a longstanding regulation of allowing development only when municipal services are provided unless specifically allowed by this chapter or by zoning district. The City of Baxter has a capital improvement plan that identifies the City service projects that are anticipated within the next five (5) years. Development driven growth that provides new public facilities which are not identified in the City's capital improvement plan shall be consistent with the development approach as identified in the City's Comprehensive Plan.

9-5-2: DEFINITIONS: For the purposes of these regulations, the following terms, phrases, words, and their definitions shall have the meanings given in this section. When inconsistent with the context, words used in the present tense shall include the future tense; words in the singular number shall include the plural, and words in the plural shall include the singular. The masculine gender includes the feminine and neuter genders. The word "shall" is mandatory, and the word "may" is permissive.

ACRE: A quantity of land containing forty three thousand five hundred sixty (43,560) square feet or one hundred sixty (160) square rods in whatever shape and pattern (e.g. circular, square, triangular, irregular, broad or narrow).

LOT: A parcel of land described by U.S. government survey, by metes and bounds measurement, by reference to a registered land survey plat, by record of survey map, or other means, and separated from other parcels or portions by said description; and which is occupied by, or is suitable under this chapter and other applicable ordinances for occupancy by one principal building, or used together with any accessory buildings or uses together with such open spaces as are required by this chapter or other applicable ordinances. (See also definition of Lot Of Record).

LOT AREA: The area of a lot on a horizontal plane bounded by lot lines. For the purpose of meeting any area or dimensional requirements, the lot area shall not include any portion that lies within a public road easement or which is below the ordinary high water mark of any lake, river or stream. In addition, at least seventy five percent (75%) of the required minimum lot size for that district must be contiguous upland to itself and not be within a wetland, floodplain, or bluff. In other words, the lot area would be the contiguous upland seventy five percent (75%) of the lot that is not within the wetland, floodplain or bluff.

LOT OF RECORD: A lot of existing as of January 19, 1982 (the date of Baxter's first subdivision ordinance)

NEW CONSTRUCTION: Construction of any structure upon a lot in which there was no structure prior to the adoption date hereof.

STRUCTURE: Anything constructed, the use of which requires a permanent location on the ground or attachment to something having a permanent location on the ground; including signs; and including utility structures or boxes in excess of thirty (30) cubic feet.

SUBDIVISION: The division of any parcel of land into two (2) or more lots, blocks, and/or sites with or without streets or highways; includes a resubdivision.

ZONING DISTRICT: An area or areas within the City of Baxter for which the regulations and requirements governing use, lot size, and other characteristics are uniform.

ZONING ORDINANCE: The city of Baxter zoning ordinance, as amended from time to time (Ord. 2003-9, 12-16-2003; amd. Ord. 2008-4, 2-19-2008)

9-5-3 DEVELOPMENT RESTRICTIONS:

A. No subdivision, rezoning or new construction shall be permitted unless each lot has access to city sewer and water if so designated by that zoning district.

B. Notwithstanding the above provisions, a property owner may undergo new construction on any conforming lot of record in R-1, RS and F zoning districts. A property owner may undergo new construction on any nonconforming lot of record in R-1, RS and F districts provided it complies with subsection 10-1-3D8c of this code. For the purposes of this subsection, "nonconforming lots" means any lot created prior to April 19, 2011, not served by city water and sewer. In addition, within commercial forestry and special residential districts, a property owner may split a lot of record into two (2) lots as long as

each new lot is at least ten (10) acres in commercial forestry and five (5) acres in special residential and complies with the Baxter subdivision ordinance. (Ord. 2011-01, 4-19-2011)

9-5-4 ENFORCEMENT:

- A. Violation of this chapter shall be a misdemeanor and upon conviction thereof shall be punishable by a fine of not to exceed seven hundred dollars (\$700.00) and/or imprisonment for a period not to exceed ninety (90) days for each offense. Each day that the violation is permitted to exist shall constitute a separate offense.
- B. In the event of a violation or a threatened violation of this chapter, the council, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, correct, or abate such violations and it is the duty of the city attorney to institute such action.
- C. Any taxpayer may institute mandamus proceedings in district court to compel specific performance by the proper official or officials of any duty required by this chapter.
- D. No building permit or certificate of occupancy shall be issued upon any parcel in which subdivision, rezoning or new construction occurs in violation of the provisions set forth above. (Ord. 2003-9, 12-16-2003)

9-5-5: EFFECTIVE DATE: This chapter shall become effective after passage and publication but will not affect any rezoning applications, preliminary or final plat application or building permit application that was filed prior thereto.

Effective.

Subdivision 1. This ordinance becomes effective from and after its passage and publication.

WHEREUPON, said Ordinance is hereby declared adopted on this 7th day of June , 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

**CITY OF BAXTER, MINNESOTA
ORDINANCE No. 2016-032**

A SUMMARY OF ORDINANCE No. 2016-031 REGULATING PUBLIC FACILITIES

At a regular session on June 7, 2016, the Baxter City Council adopted Ordinance No. 2016-031 Regulating Public Facilities. A summary of Ordinance No. 2016-031 is outlined below. The complete ordinance may be inspected by any person from 8:00 A.M. to 4:30 P.M. Monday through Friday at the Baxter City Hall located at 13190 Memorywood Dr., Baxter, MN 56425. The following is only a summary of the ordinance.

Intent and Purpose

Definitions

Development Restrictions

Enforcement

Effective Date

The City Council has determined that publication of the title and summary of Ordinance No. 2016-032 as set forth in this summary will clearly inform the public of the intention and effect of the ordinance. The Council also directs that only the title and this summary be published.

Adopted by the City Council of the City of Baxter on this 7th day of June, 2016.

This Ordinance shall take effect upon its summary publication in the City's official newspaper.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, Assistant City Administrator/Clerk

City Seal

REQUEST FOR COUNCIL ACTION

June 7, 2016

Department Origination: Administration

Agenda Section: Other Business

Agenda Item: LELS Step 3 Grievance Presentation

Approval Required: Simple Majority of Vote of the Council

BACKGROUND

Andrew Masterman, LELS Business Agent, has explained his members are not satisfied with the City's position on the payment of overtime occurring on a designated holiday and has asked to appeal the grievance to the next step. According to the collective bargaining agreement, the next step in the grievance process is to present the grievance to the full city council.

The grievance will be presented during an open session. The council can take notes and ask questions. The City shall provide the Union an answer in writing within ten calendar days after hearing the step 3 grievance. A grievance not resolved in step 3 may be appealed to step 4 arbitration within ten calendar days.

FINANCIAL IMPLICATIONS

There are no financial implications at this time.

STAFF RECOMMENDATIONS

Staff recommends the Council does not take action or respond to the grievance during the council meeting. The Council can schedule a closed session on June 13, 2016 with Attorney Frank Madden to draft a response to the step 3 grievance.

COUNCIL ACTION REQUESTED

No council action requested.

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-033**

AN ORDINANCE AMENDING THE CITY'S OFFICIAL ZONING MAP, WHICH IS ADOPTED AS ORDINANCE, PURSUANT TO TITLE 10, CHAPTER 3-2 OF THE CITY CODE TO RECLASSIFY CERTAIN LAND LOCATED AT THE SOUTHWEST CORNER OF ELMWOOD DRIVE AND FORTHUN ROAD (CITY FILE NUMBER 2016-11)

THE CITY OF BAXTER ORDAINS:

Section 1. Amendment of the City Code. Title 10 of the Zoning Ordinance of the City Code of the City of Baxter, Minnesota, is hereby amended by changing the classification on the City of Baxter Zoning Map from C-2 (Regional Commercial) to PUD (Planned Unit Development) for 8.87 acres at 13499 Elmwood Drive and legally described as follows:

That part of the Southeast Quarter of the Northeast Quarter (SE 1/4 NE 1/4) and that part of the Northeast Quarter of the Southeast Quarter (NE 1/4 SE 1/4), all in Section Seven (7), Township One Hundred Thirty-Three (133), Range Twenty-Eight (28), Crow Wing County, Minnesota, described as follows:

Commencing at Point B-19 as shown on MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46, dated February 26, 1988, filed March 16, 1988, in the Crow Wing County Recorder's office as Document No. 524940, thence Easterly to Point B-20 on said plat, thence Southerly to Point B-26 on said plat, thence Westerly to Point B-24 on said plat, thence Northerly to the point of beginning, and there ending. Containing 8.31 acres, more or less.

TOGETHER WITH: That part of Parcel 18, MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46, Crow Wing County, Minnesota, according to the recorded plat thereof, described as follows:

Beginning at Point B26, said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46; thence South 00 degrees 18 minutes 53 seconds East, bearing based on the City of Baxter Coordinate Database NAD 83/88, 39.96 feet along the southerly extension of a line drawn from Point B22, said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46 through said Point B26; thence North 89 degrees 22 minutes 58 seconds West 611.33 feet to the intersection with a line distant 10.00 feet east of as measured at right angles to and parallel with a line drawn from Point B13, said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46; thence North 00 degrees 56 minutes 00 seconds East 40.00 feet along said parallel line to its intersection with

a line drawn from said Point B24 to said Point B26; thence South 89 degrees 22 minutes 44 seconds East 610.46 feet along said line to the point of beginning.

Section 2. Effective Date. This amendment shall take effect upon its passage.

Whereupon, said Ordinance is hereby declared adopted on this 7th day of June, 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, City Clerk

City Seal

**CITY OF BAXTER, MINNESOTA
RESOLUTION 2016-056**

**RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT
FOR "ELMWOOD ADDITION" FOR PROPERTY LOCATED AT 13499 ELMWOOD DRIVE
(CITY FILE NUMBER 2016-11)**

WHEREAS, Aldi Inc. ("the applicant") has requested approval of a preliminary and final plat on property located at 13499 Elmwood Drive, legally described as follows:

That part of the Southeast Quarter of the Northeast Quarter (SE 1/4 NE 1/4) and that part of the Northeast Quarter of the Southeast Quarter (NE 1/4 SE 1/4), all in Section Seven (7), Township One Hundred Thirty-Three (133), Range Twenty-Eight (28), Crow Wing County, Minnesota, described as follows:

Commencing at Point B-19 as shown on MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46, dated February 26, 1988, filed March 16, 1988, in the Crow Wing County Recorder's office as Document No. 524940, thence Easterly to Point B-20 on said plat, thence Southerly to Point B-26 on said plat, thence Westerly to Point B-24 on said plat, thence Northerly to the point of beginning, and there ending. Containing 8.31 acres, more or less.

TOGETHER WITH: That part of Parcel 18, MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46, Crow Wing County, Minnesota, according to the recorded plat thereof, described as follows:

Beginning at Point B26, said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46; thence South 00 degrees 18 minutes 53 seconds East, bearing based on the City of Baxter Coordinate Database NAD 83/88, 39.96 feet along the southerly extension of a line drawn from Point B22, said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46 through said Point B26; thence North 89 degrees 22 minutes 58 seconds West 611.33 feet to the intersection with a line distant 10.00 feet east of as measured at right angles to and parallel with a line drawn from Point B13, said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46; thence North 00 degrees 56 minutes 00 seconds East 40.00 feet along said parallel line to its intersection with a line drawn from said Point B24 to said Point B26; thence South 89 degrees 22 minutes 44 seconds East 610.46 feet along said line to the point of beginning.

WHEREAS, the Planning and Zoning Commission has reviewed the request at a duly called a Public Hearing on May 10, 2016 and recommends approval, and;

WHEREAS, the City Council considered the Planning and Zoning Commission recommendation at their May 17, 2016 meeting and tabled the application to the June 7, 2016 meeting, and;

WHEREAS, the City Council considered the request at their June 7, 2016 meeting;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAXTER, MINNESOTA, that it should and hereby does approve the request to approve preliminary and final plat, based on the finding that the standards in Title 11 of the Baxter Subdivision Ordinance are met. Specifically:

1. The subdivision does not landlock or otherwise impair convenient ingress and egress to or from the rear or side of the subject tract or any adjacent property;
2. The subdivision does not fall within the corridors of any planned or proposed street as shown upon the official map or approved area plans; and
3. The subdivision does not violate any local, state or federally adopted law, ordinance, regulation, plan or policy.

FURTHER BE IT RESOLVED that the following conditions of approval shall be met:

1. The approval of the preliminary and final plat is based on the ~~plat and plans~~ received by the city on April 19, 2016, revised plans received on May 10, 2016, revised grading plan received on May 25, revised utility plan received on May 27, 2016, revised site, sign, floor, elevation, and landscape plan received on May 31, 2016, and revised preliminary and final plat received on June 1, 2016, except as may be amended by this resolution.
2. **Prior to Recording the plat**, the applicant shall:
 - a. Amend the existing park dedication agreement and Ppay the required park dedication fee ~~at the city's rate at the time of payment.~~
 - b. Submit plat recording checklist items as reviewed and approved by city staff.
 - c. Provide 10-feet of additional right-of-way on Elder Drive.
 - d. Provide right of way easements as needed to provide a right turn lane at the southeast corner of Elder Drive and Garrison Rd. to, as required by the traffic study.
 - e. Dedicated 30' x 30' site triangle at the intersection of Elder Drive and Forthun Road.
 - f. Dedicated 30' x 30' site triangle at the intersection of Forthun Road and Elmwood Drive.
 - g. Dedicated 30' x 30' site triangle at the intersection of Elder Drive and Garrison Road.
 - h. All water and sanitary sewer easements be dedicated on the plat.
3. A building permit is required prior to beginning any new construction.
4. No building permits shall be issued until the final plat, agreements, and easements are filed and recorded with Crow Wing County.
5. The final plat approval shall expire two years from of the date of this approval unless the applicant has recorded the plat or requested an extension in writing.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June, 2016.

Darrel Olson, Mayor

ATTEST:

**CITY OF BAXTER, MINNESOTA
RESOLUTION 2016-057**

**RESOLUTION APPROVING A PUD, PLANNED UNIT DEVELOPMENT GENERAL PLAN
FOR A MULTI-TENANT RETAIL DEVELOPMENT LOCATED AT 13499 ELMWOOD DRIVE
(CITY FILE NUMBER 2016-11)**

WHEREAS, HJ Development, LLP ("the applicant") has requested approval of a preliminary and final plat on property located at 13499 Elmwood Drive, legally described as follows:

That part of the Southeast Quarter of the Northeast Quarter (SE 1/4 NE 1/4) and that part of the Northeast Quarter of the Southeast Quarter (NE 1/4 SE 1/4), all in Section Seven (7), Township One Hundred Thirty-Three (133), Range Twenty-Eight (28), Crow Wing County, Minnesota, described as follows:

Commencing at Point B-19 as shown on MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46, dated February 26, 1988, filed March 16, 1988, in the Crow Wing County Recorder's office as Document No. 524940, thence Easterly to Point B-20 on said plat, thence Southerly to Point B-26 on said plat, thence Westerly to Point B-24 on said plat, thence Northerly to the point of beginning, and there ending. Containing 8.31 acres, more or less.

TOGETHER WITH: That part of Parcel 18, MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46, Crow Wing County, Minnesota, according to the recorded plat thereof, described as follows:

Beginning at Point B26, said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46; thence South 00 degrees 18 minutes 53 seconds East, bearing based on the City of Baxter Coordinate Database NAD 83/88, 39.96 feet along the southerly extension of a line drawn from Point B22, said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46 through said Point B26; thence North 89 degrees 22 minutes 58 seconds West 611.33 feet to the intersection with a line distant 10.00 feet east of as measured at right angles to and parallel with a line drawn from Point B13, said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-46; thence North 00 degrees 56 minutes 00 seconds East 40.00 feet along said parallel line to its intersection with a line drawn from said Point B24 to said Point B26; thence South 89 degrees 22 minutes 44 seconds East 610.46 feet along said line to the point of beginning.

WHEREAS, the Planning and Zoning Commission has reviewed the request at a duly called a Public Hearing on May 10, 2016 and recommends approval, and;

WHEREAS, the City Council considered the Planning and Zoning Commission recommendation at their May 17, 2016 meeting and tabled the application to the June 7, 2016 meeting, and;

WHEREAS, the City Council considered the request at their June 7, 2016 meeting;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAXTER, MINNESOTA, that it should and hereby does approve the request to approve PUD

general plan, based on the finding that the standards in Title 10 of the Baxter Zoning Ordinance are met. Specifically:

1. The PUD is consistent with the City's Comprehensive Plan ;
2. With the conditions in this resolution, the PUD is consistent with zoning ordinance requirements; and
3. The PUD does not violate any local, state or federally adopted law, ordinance, regulation, plan or policy.

FURTHER BE IT RESOLVED that the following conditions of approval shall be met:

1. The approval of the PUD General Plan and the development standards of the PUD are as indicated on the plans received by the city on April 19, 2016, ~~and~~ revised plans received on May 10, 2016, revised grading plan received on May 25, 2016, revised utility plan received on May 27, 2016, revised site, sign, floor, elevation and landscape plan received on May 31, 2016, and revised preliminary and final plat received on June 1, 2016, except as amended by this resolution.
2. The allowable uses for the PUD are any permitted or accessory uses allowed in the C-2, zoning district, except that pet stores shall be considered a permitted use. These uses shall be considered "permitted" in the PUD, provided they comply with all the development standards and conditions approved by City Council.
3. Development standards of the PUD shall be subject to zoning ordinance standards and the standards specifically listed in the C-2, District, except as specifically amended.
4. Approval of the PUD General Plan is contingent on the Rezoning to PUD and approval of the Preliminary and Final plat.
5. The PUD is subject to any conditions of approval submitted by the Architectural Review Commission.
6. A building permit is required prior to beginning any new construction.
7. **No building permits shall be issued until a PUD final plan is approved by city staff.**
8. **Prior to issuance of a building permits**, the applicant shall:
 - a. Record the final plat and any required agreements, or easements with Crow Wing County.
 - b. Enter into and record an approved development agreement.
 - c. Provide a pedestrian trail connection on the North side of Forthun Road to connect the north/south development sidewalk.
 - d. Provide a minimum low floor elevations as required by the City Code.
 - e. Provide a three foot separation from the bottom of ponding to the top of the ground water as required by the MPCA and NPDES permit.
 - f. The applicant shall provide a complete opaque year round screening of the loading docks per the May 10, 2016 landscaped plan. The screening trees shall be irrigated.
 - g. The applicant shall provide revised screening plan for any trash enclosures including a complete and opaque year-round screen. In addition the trash enclosure shall be included with the loading are and shall not be located in separate locations on the site.

- h. The westerly access shall be moved north, as required by the traffic study.
- i. The PUD shall be in compliance with all conditions of the Traffic Study.
- j. Provide compliance with zoning review items related to the development plan.
- k. Revise the landscape plan to add trees along Elmwood Drive for review and approval by staff.
- l. Revise the landscape plan to add at least one overstory deciduous tree per parking lot island. The applicant may substitute two ornamental trees per island along the parking lot sidewalk island locations.
- m. All trash and recycling areas shall be housed in an opaque enclosure that is consistent with the primary color of the building. The enclosures shall be reviewed and approved by staff.
- n. The 12-foot high exterior wall that screens the loading dock from view of Elder Drive shall have an exterior treatment that is consistent with the primary color and materials of the building.
- o. Provide updated civil plans for review and approval by City staff.

9. All signage shall require separate permits and shall be in conformance with the City's sign ordinance, except that two free standing signs are allowed with the PUD for the subject property. Each freestanding sign shall not exceed 300 square feet. The signs shall meet the standard 10 foot setback from property lines.

9. _____

10. The City will complete the improvements required by the traffic study and the developer shall be assessed for the costs of the traffic improvements.

11. The pet store business shall not cause an offensive odor or noise.

12. The pet store business must comply with all animal care requirements in Minnesota Statute §343 as may be amended. The City may revoke the PUD approval to allow a pet store use if animals are not properly cared for.

13. Ventilation equipment must be upgraded as directed by the City Building Official for the pet store prior to bringing any animals into the space.

14. The pet store business shall clean animal cage areas regularly and shall properly dispose of waste. Maintaining pens or cages outside the building is prohibited.

15. Except as identified on the approved site plan for the sporting goods retailer, no outside storage or display is allowed in this development.

16. Trucks parked in the loading docks shall not remain parked/stored in the docks for extended periods of time.

17. The PUD General Plan shall expire one year from of the date of this approval unless the applicant has recorded the plat or commenced construction or has requested an extension in writing.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June, 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, City Clerk

City Seal

Central Lakes Crossings Project Upgrades

North Junior Box Site

Four sided architecture – This projects exhibits four sided architecture with all four sides of the building exhibiting decorative brick at its base along with vertical accent bands.

Pedestrian Friendly Design Elements – The site has been designed with pedestrian movements in mind and will have connections to neighboring lots. In addition, bike racks will be available on the sidewalks in front of the stores to provide a safe place for bike riding patrons to store their bikes.

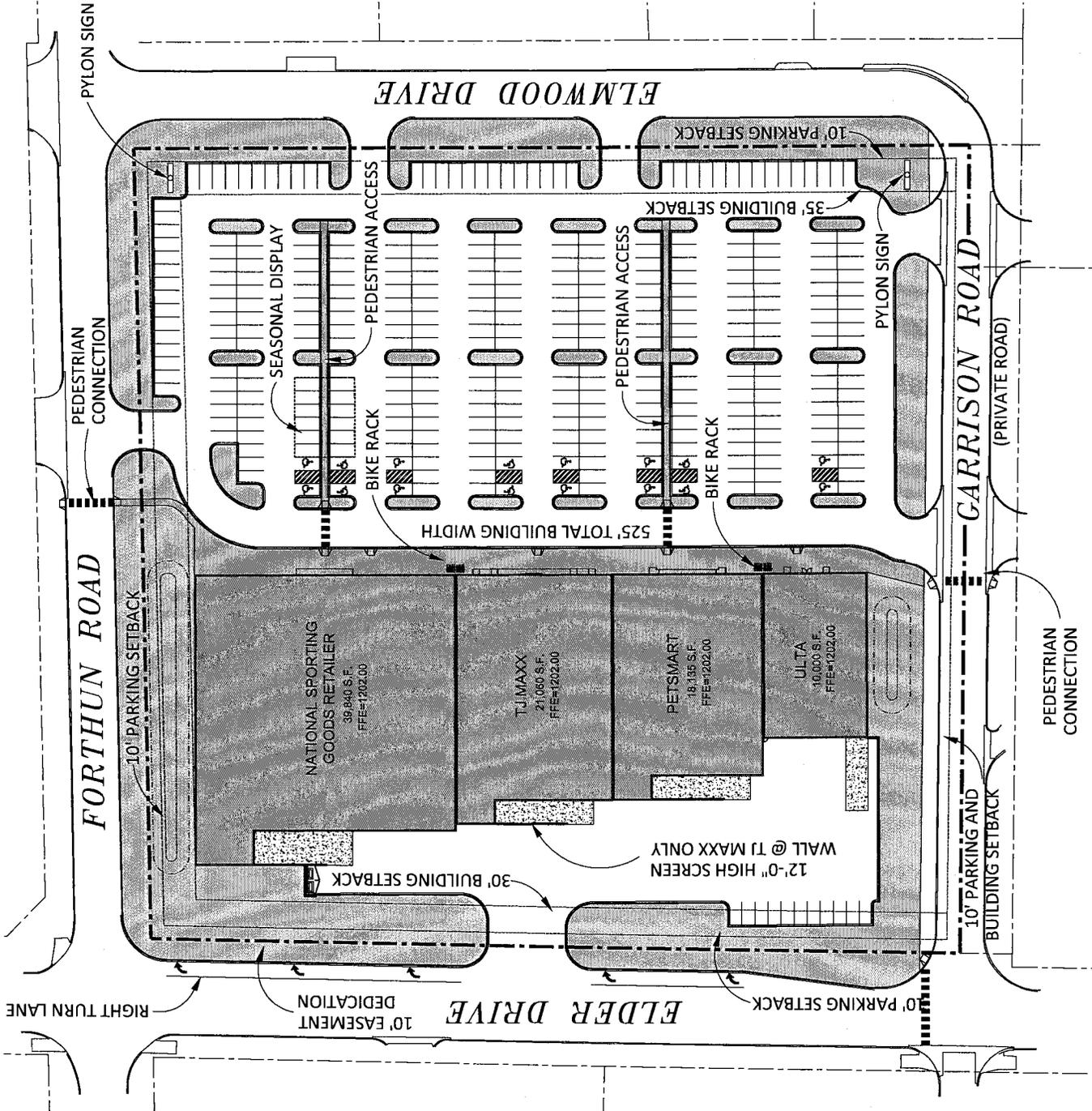
Landscaping & Greenspace – The site has abundant trees and greenspace



DATE	DESCRIPTION
4-19-16	ISSUE CITY SUBMITTAL
5-10-16	REVISION 1
5-11-16	REVISION 2
5-31-16	CITY RESUBMITTAL

PROJECT NO.	34228-A11.0-04S
CLIENT	MIDNASC
DATE	05/11/16
SHEET	A1.0

SITE DATA:	
TOTAL SITE AREA	(6.88 ACRES) 396,117 S.F.
ZONING DISTRICT:	C-2 REGIONAL COMMERCIAL DISTRICT
PROPOSED BUILDING AREA	89,179 S.F.
CITY REQUIRED PARKING @ 4 STALLS PER 1,000 S.F. PARKING PROVIDED	356 STALLS
PARKING STALLS: 10x20'	356 STALLS
PERVIOUS AREA	(1.45 ACRES) 63,221 S.F.
PERCENTAGE OF PERVIOUS AREA: 63,221 S.F. / 396,117 S.F.	16.4%
12% REQUIRED PERVIOUS AREA	



PROPOSED FOUR TENANT JUNIOR BOX RETAIL DEVELOPMENT

BAXTER, MN



PROPOSED WEST ELEVATION (FRONT)



POPE ARCHITECTS
1295 BANDANA BLVD. N. SUITE 200
WYAZATA, MINNESOTA 55391
(651) 942-9200 | FAX (651) 842-3101
www.popearch.com



CENTRAL LAKES
CROSSING
BAXTER, MN

PROPOSED FOUR
TENANT JUNIOR BOX
RETAIL DEVELOPMENT
BAXTER, MN

CITY SUBMITTAL
05-31-16

REV	DATE	DESCRIPTION
1	4-16-16	ISSUE CITY SUBMITTAL
2	5-16-16	REVISION 1
3	5-17-16	REVISION 2
4	5-31-16	CITY RESUBMITTAL

DATE	05-31-16
DRAWN	MMAC
CHECKED	MMAC
SCALE	AS SHOWN
SHEET	A0.1

A0.1

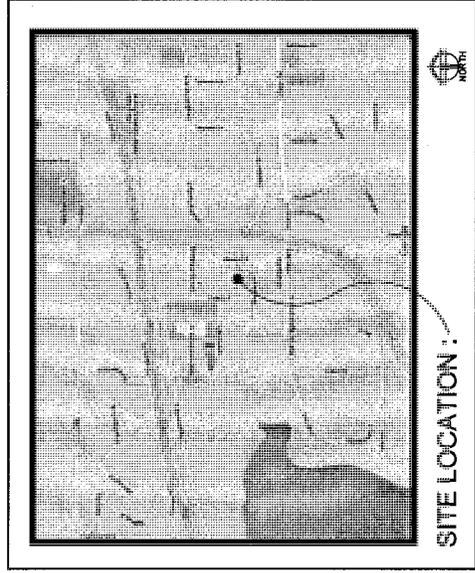
PROJECT PARTICIPANTS

FUTURE OWNER/DEVELOPER HJ Development, LLP 15800 Weyzata Blvd, Suite 201 Wyzata, Minnesota 55391 Contact: Chris Moe (952) 476-9400 FAX (952) 476-9401	ARCHITECT Pope Architects Inc. 1295 Bandana Blvd. N, Suite 200 Saint Paul, MN 55108 Contact: Daniel Pollastri (651) 842-9200 (651) 842-1101 FAX	CIVIL Sambalek 12800 Whitewater Drive, Suite 300 Minnetonka, MN 55343 Contact: Mike Bullman (763) 476-6010 (763) 476-8532 FAX	SURVEYOR Sambalek 12800 Whitewater Drive, Suite 300 Minnetonka, MN 55343 Contact: Rick Blom (763) 476-6010 (763) 476-8532 FAX	LANDSCAPE Sambalek 12800 Whitewater Drive, Suite 300 Minnetonka, MN 55343 Contact: Josh McKinney, PLA (763) 476-6010 (763) 476-8532 FAX
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SHEET INDEX

NO.	DESCRIPTION	ISSUE CITY SUBMITTAL	REVISED
GENERAL			
A0.1	TITLE SHEET	●	●
-	PRELIMINARY PLAN	●	●
-	FINAL PLAN	●	●
CIVIL (DRAWINGS PROVIDED BY OWNER UNDER SEPARATE CONTRACT)			
C1.01	TITLE SHEET	●	●
C2.01	EXISTING CONDITIONS	●	●
C3.01	SITE PLAN	●	●
C4.01	GRAVING PLAN	●	●
C5.01	EROSION & SEDIMENT CONTROL PLAN - PHASE I	●	●
C5.02	EROSION & SEDIMENT CONTROL PLAN - PHASE II	●	●
C5.03	SWPPP NARRATIVE	●	●
C5.04	SWPPP MARRATIVE	●	●
C6.01	UTILITY PLAN	●	●
C7.01	CIVIL DETAILS	●	●
LANDSCAPE (DRAWINGS PROVIDED BY OWNER UNDER SEPARATE CONTRACT)			
L1.01	LANDSCAPE PLAN	●	●
L1.02	LANDSCAPE DETAILS	●	●
ARCHITECTURAL			
A1.0	PROPOSED ARCHITECTURAL SITE PLAN	●	●
A1.1	PROPOSED SIGN ELEVATIONS	●	●
A2.0	OVERALL FOUR TENANT JUNIOR BOX RETAIL FLOOR PLAN	●	●
A2.1	PROPOSED EXTERIOR ELEVATIONS	●	●
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

VICINITY MAP



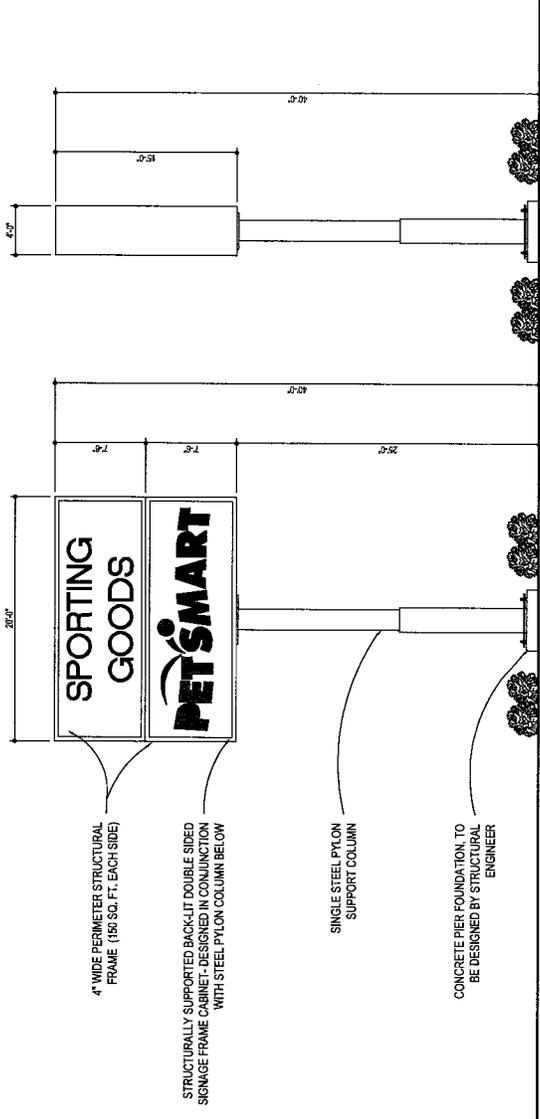
SITE LOCATION :





ISSUE	DATE
ISSUE CITY SUBMITTAL	05-31-16
REVISION 1	05-31-16
REVISION 2	05-31-16
CITY RESUBMITTAL	05-31-16

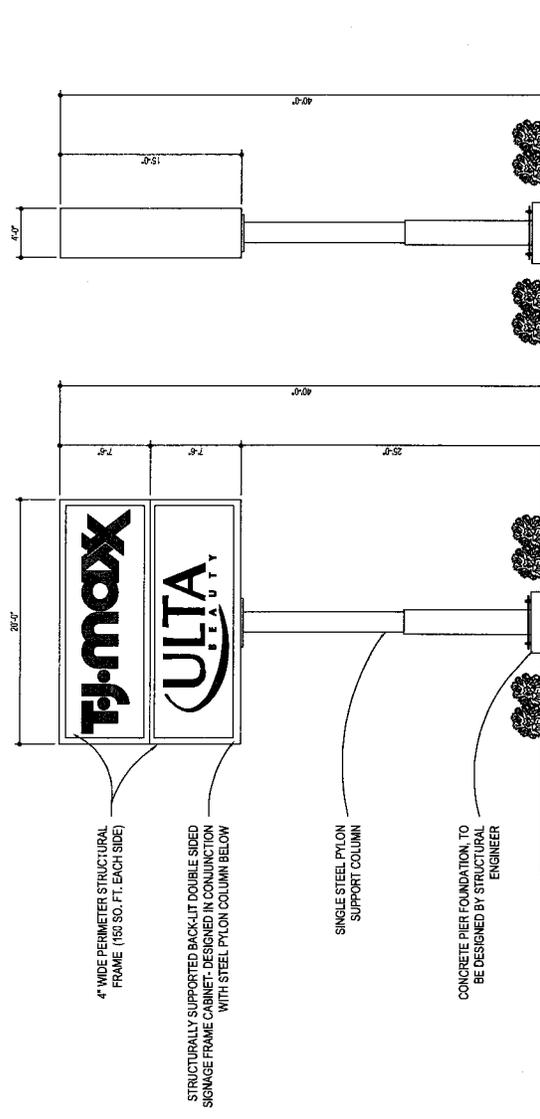
DATE	05-31-16
BY	POPE ARCHITECTS
CHECKED BY	POPE ARCHITECTS
SCALE	AS SHOWN



SIDE ELEVATION

FRONT ELEVATION

2 PROPOSED PYLON SIGN - NORTHEAST CORNER OF SITE - SPORTING GOODS/PETSMART
1/4"=1'-0"



FRONT ELEVATION

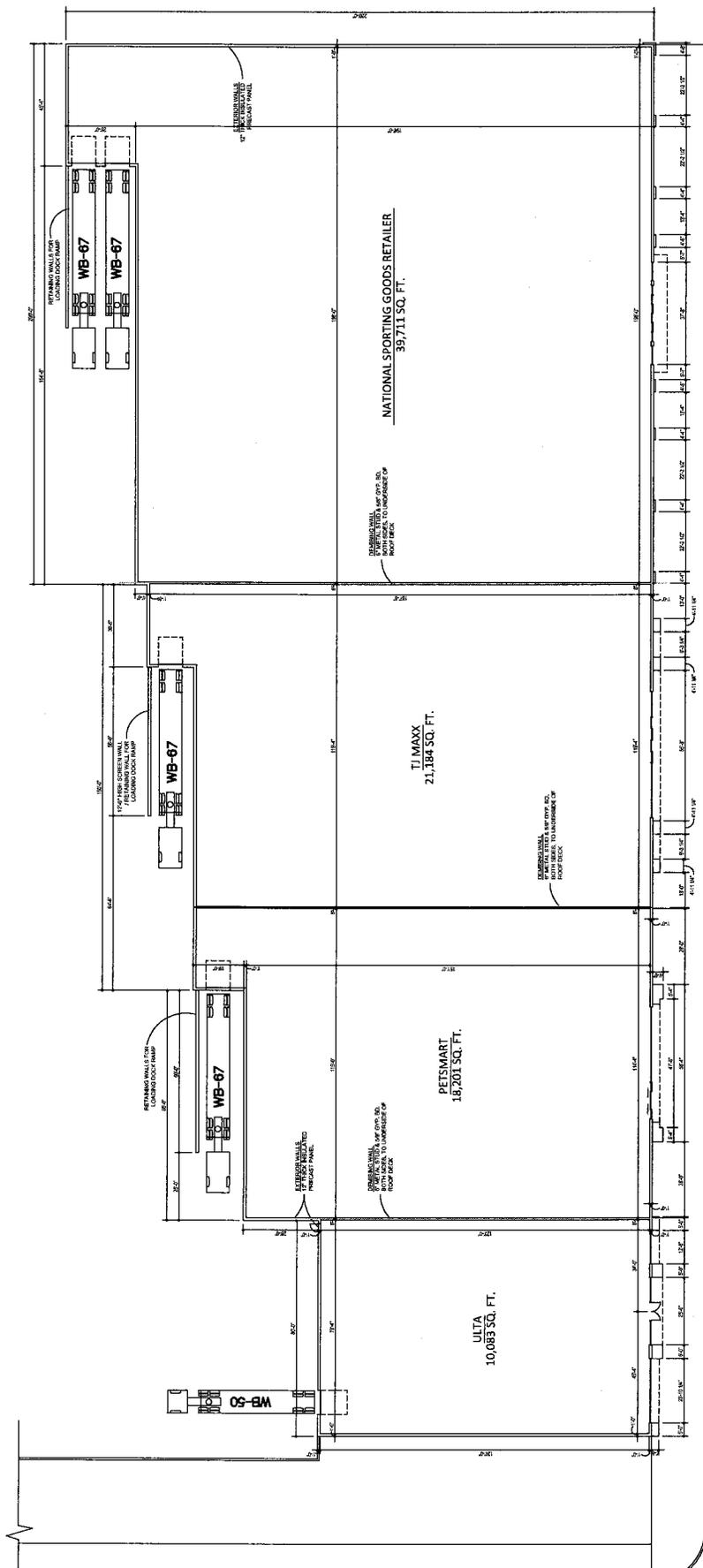
SIDE ELEVATION

1 PROPOSED PYLON SIGN - SOUTHEAST CORNER OF SITE - TJ-MAXX / ULTA
1/4"=1'-0"



ISSUE CITY SUBMITTAL	4-15-16
REVISION 1	5-10-16
REVISION 2	5-17-16
CITY RESUBMITTAL	5-31-16

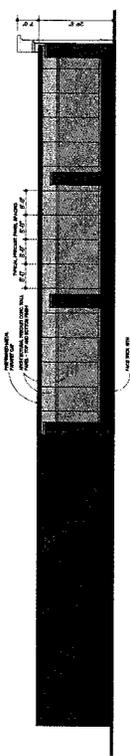
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City	MINNAPAC
Scale	1/8"=1'-0"
DATE	05/31/16



89,179 SF. TOTAL BUILDING



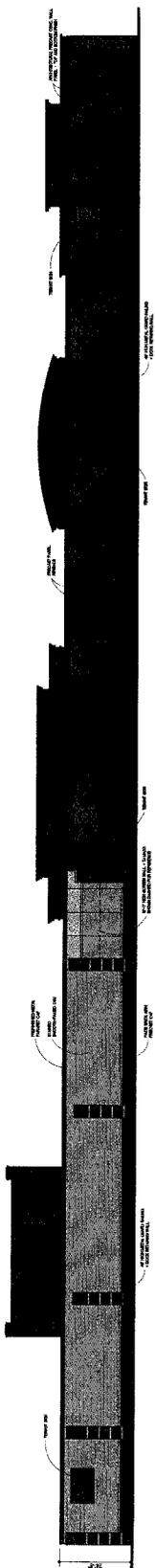
1 OVERALL FOUR TENANT JUNIOR BOX RETAIL FLOOR PLAN
250 1/8"=1'-0"



MATERIAL QUANTITIES

PRECAST / CMU	SIZE
070 SF	02
110 SF	02
400 SF	02
678 SF	02
207 SF	02
400 SF	02
TOTAL	02

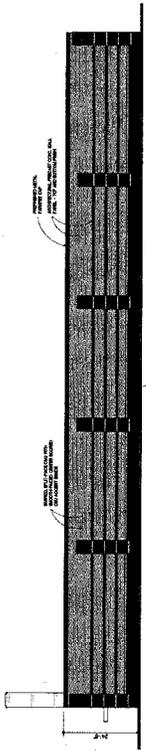
4 PROPOSED SOUTH SIDE ELEVATION (FACING JC PENNEY)
ASU 1/8" = 1'-0"



MATERIAL QUANTITIES

PRECAST / CMU	SIZE
682 SF	02
0 SF	02
0 SF	02
0 SF	02
0 SF	02
0 SF	02
1578 SF	02
TOTAL	02

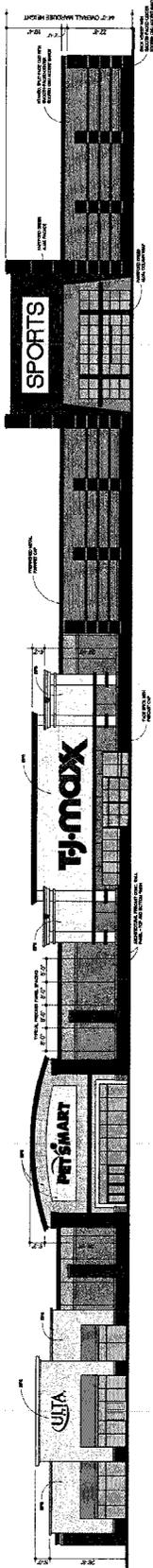
3 PROPOSED WEST REAR ELEVATION (FACING ELDER DRIVE)
ASU 1/8" = 1'-0"



MATERIAL QUANTITIES

CMU	SIZE
344 SF	02
0 SF	02
700 SF	02
0 SF	02
0 SF	02
4672 SF	02
TOTAL	02

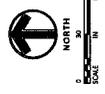
2 PROPOSED NORTH SIDE ELEVATION (FACING COSTCO)
ASU 1/8" = 1'-0"



MATERIAL QUANTITIES

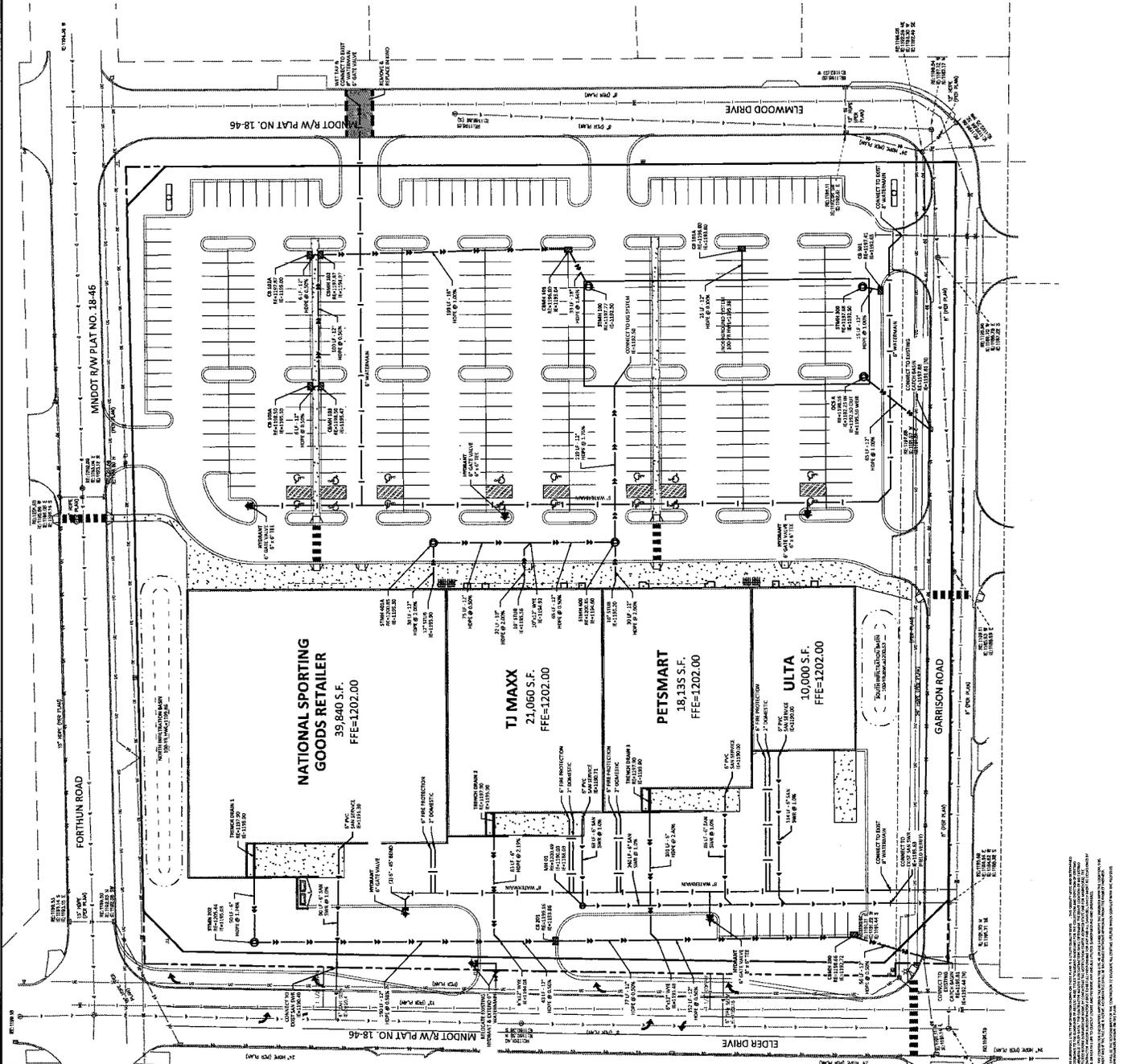
PRECAST / CMU	SIZE
100 SF	02
300 SF	02
100 SF	02
TOTAL	02

1 PROPOSED EAST FRONT ELEVATION (FACING HIGHWAY 371)
ASU 1/8" = 1'-0"

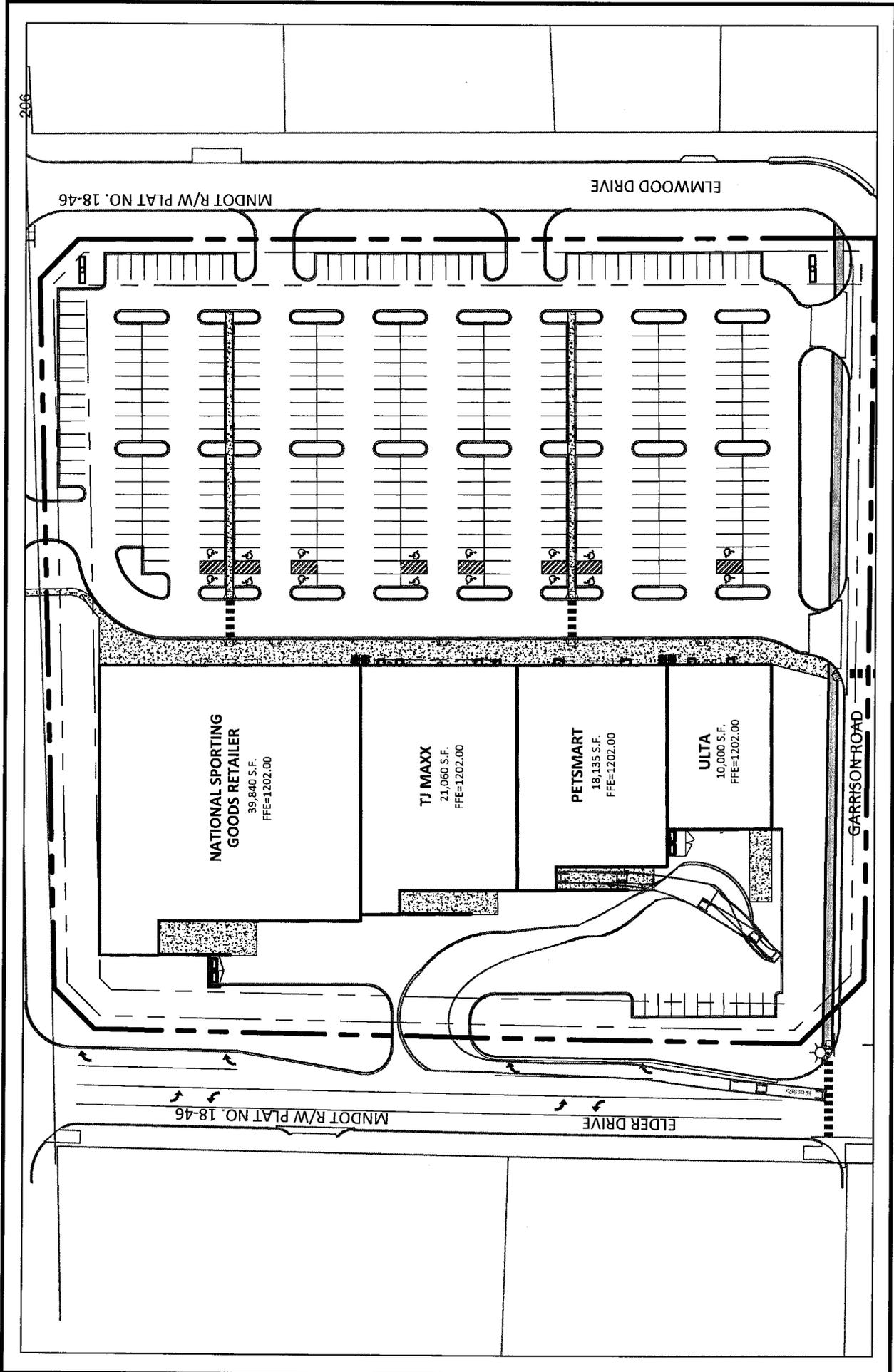


LEGEND

CONCRETE	4" CONC
ASPHALT	ASPH
GRAVEL	GRAVEL
ELECTRICAL	CONDUIT
TELEPHONE	TELEPHONE
PIPE	PIPE
VALVE	VALVE
MANHOLE	MANHOLE
POCKET	POCKET
WATER	WATER
SEWER	SEWER
STORM	STORM
TELEPHONE	TELEPHONE
CONDUIT	CONDUIT
WIRE	WIRE
POCKET	POCKET
WATER	WATER
SEWER	SEWER
STORM	STORM



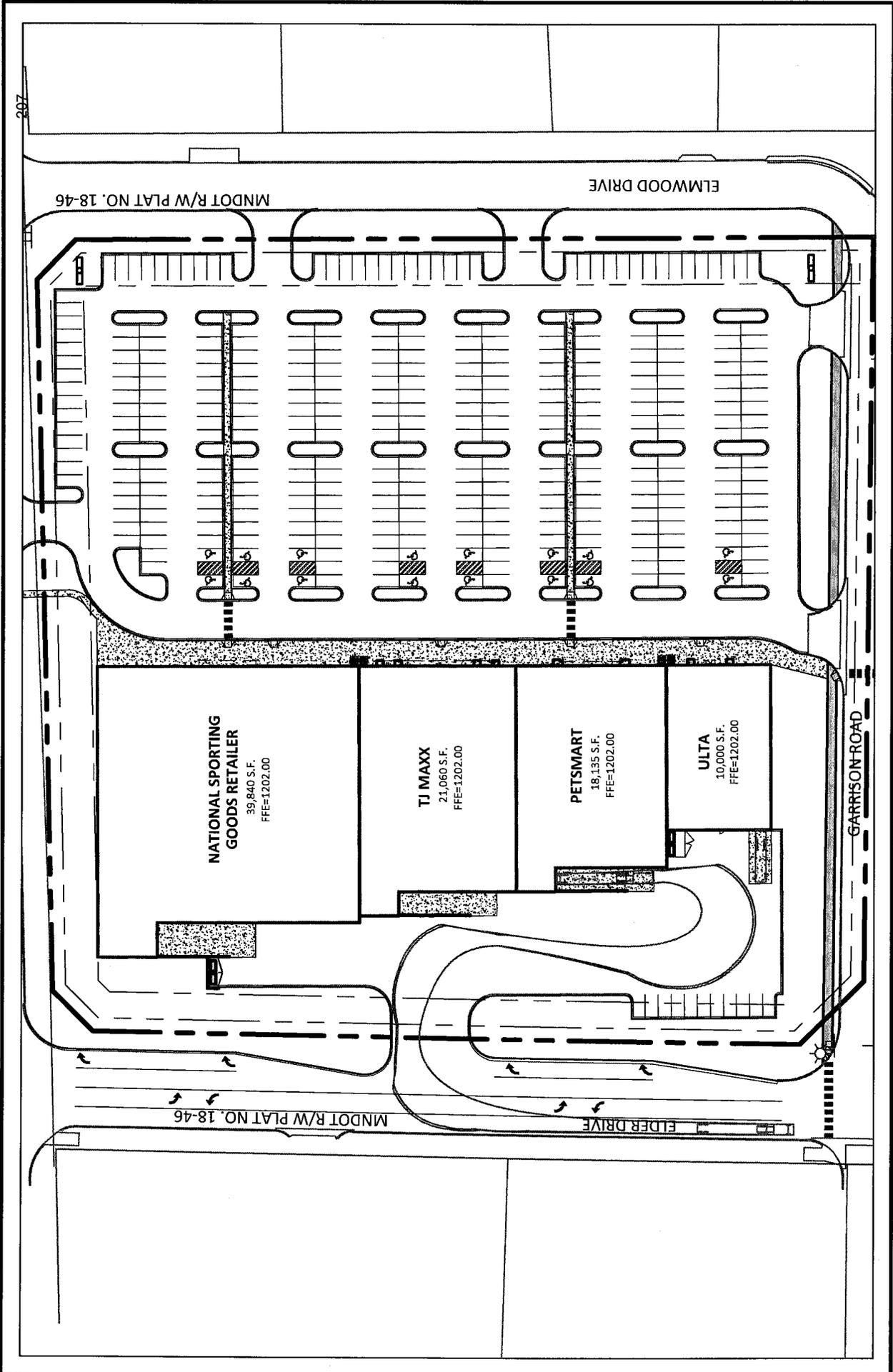
NOTES:
 1. ALL UTILITIES SHOWN ARE BASED ON RECORD PLANS AND FIELD SURVEY.
 2. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
 3. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MNSD AND MNSR.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
 5. ALL UTILITIES SHALL BE PROTECTED AND MAINTAINED THROUGHOUT THE CONSTRUCTION PROCESS.
 6. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC UTILITIES.
 7. ALL UTILITIES SHALL BE TESTED AND ACCEPTED PRIOR TO THE COMPLETION OF THE PROJECT.
 8. THE CONTRACTOR SHALL PROVIDE A DETAILED UTILITY AS-BUILT PLAN UPON COMPLETION OF THE PROJECT.
 9. ALL UTILITIES SHALL BE INSTALLED TO THE DEPTH AND LOCATION SHOWN ON THIS PLAN.
 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF ALL UTILITIES DURING THE CONSTRUCTION PROCESS.
 11. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MNSD AND MNSR.
 12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
 13. ALL UTILITIES SHALL BE PROTECTED AND MAINTAINED THROUGHOUT THE CONSTRUCTION PROCESS.
 14. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC UTILITIES.
 15. ALL UTILITIES SHALL BE TESTED AND ACCEPTED PRIOR TO THE COMPLETION OF THE PROJECT.
 16. THE CONTRACTOR SHALL PROVIDE A DETAILED UTILITY AS-BUILT PLAN UPON COMPLETION OF THE PROJECT.
 17. ALL UTILITIES SHALL BE INSTALLED TO THE DEPTH AND LOCATION SHOWN ON THIS PLAN.
 18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF ALL UTILITIES DURING THE CONSTRUCTION PROCESS.



HJD DEVELOPMENT, LLP
CENTRAL LAKES CROSSINGS JUNIOR BOX RETAIL
BAXTER, MN
PETSMART WB-67 TURNING EXHIBIT

Designed: MB
Drawn:
Approved:
Initial Issue: 5/20/16
Rev.:
Date: 5/20/16

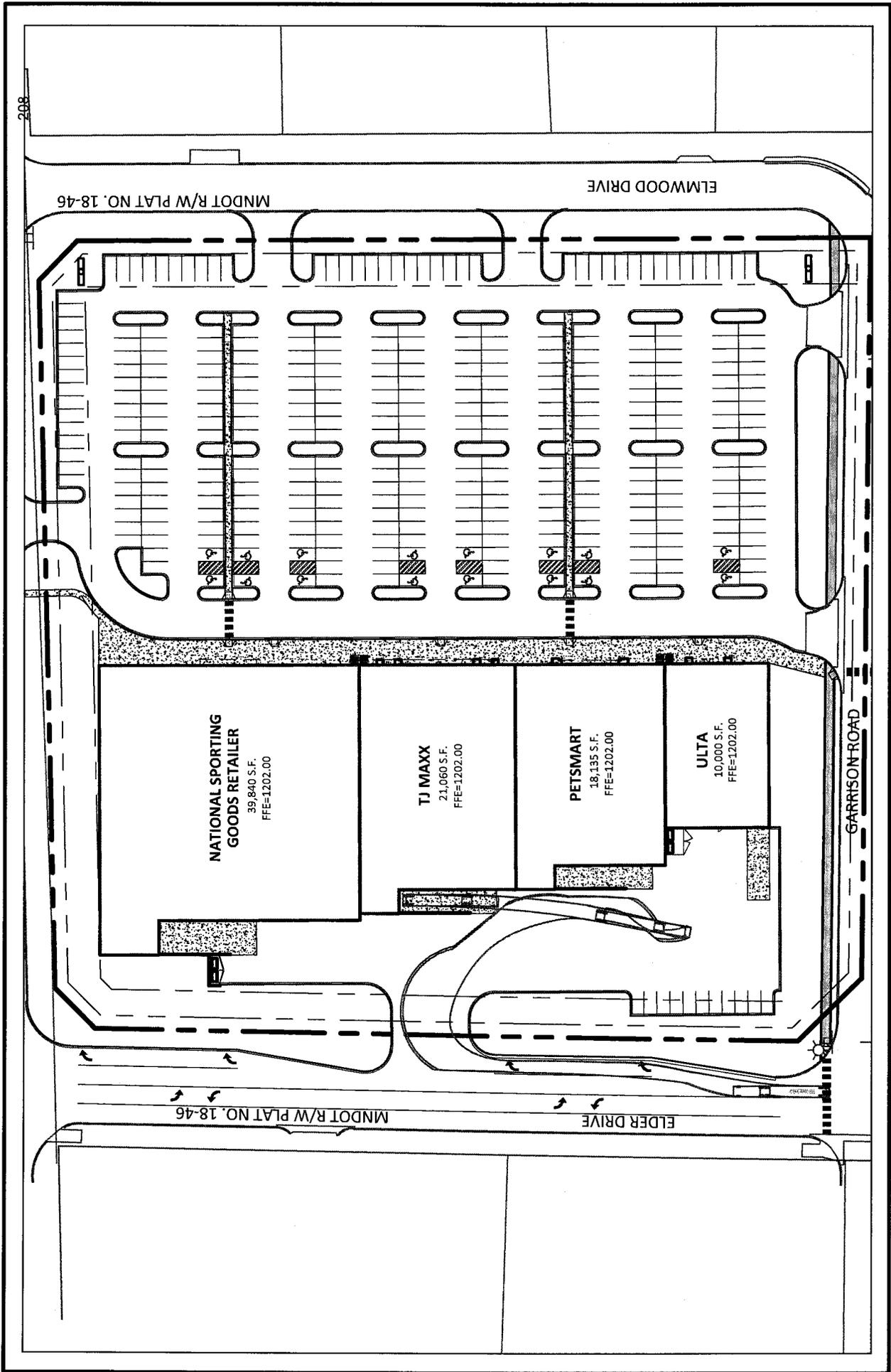
Exhibit Number
1/2
Project No. HJD20525



HJD DEVELOPMENT, LLP
CENTRAL LAKES CROSSINGS JUNIOR BOX RETAIL
 BAXTER, MN
PETSMART WB-67 TURNING EXHIBIT

Designed: MB
Drawn:
Approved:
Initial Issue: 5/20/16
Rev.:
Date: 5/20/16

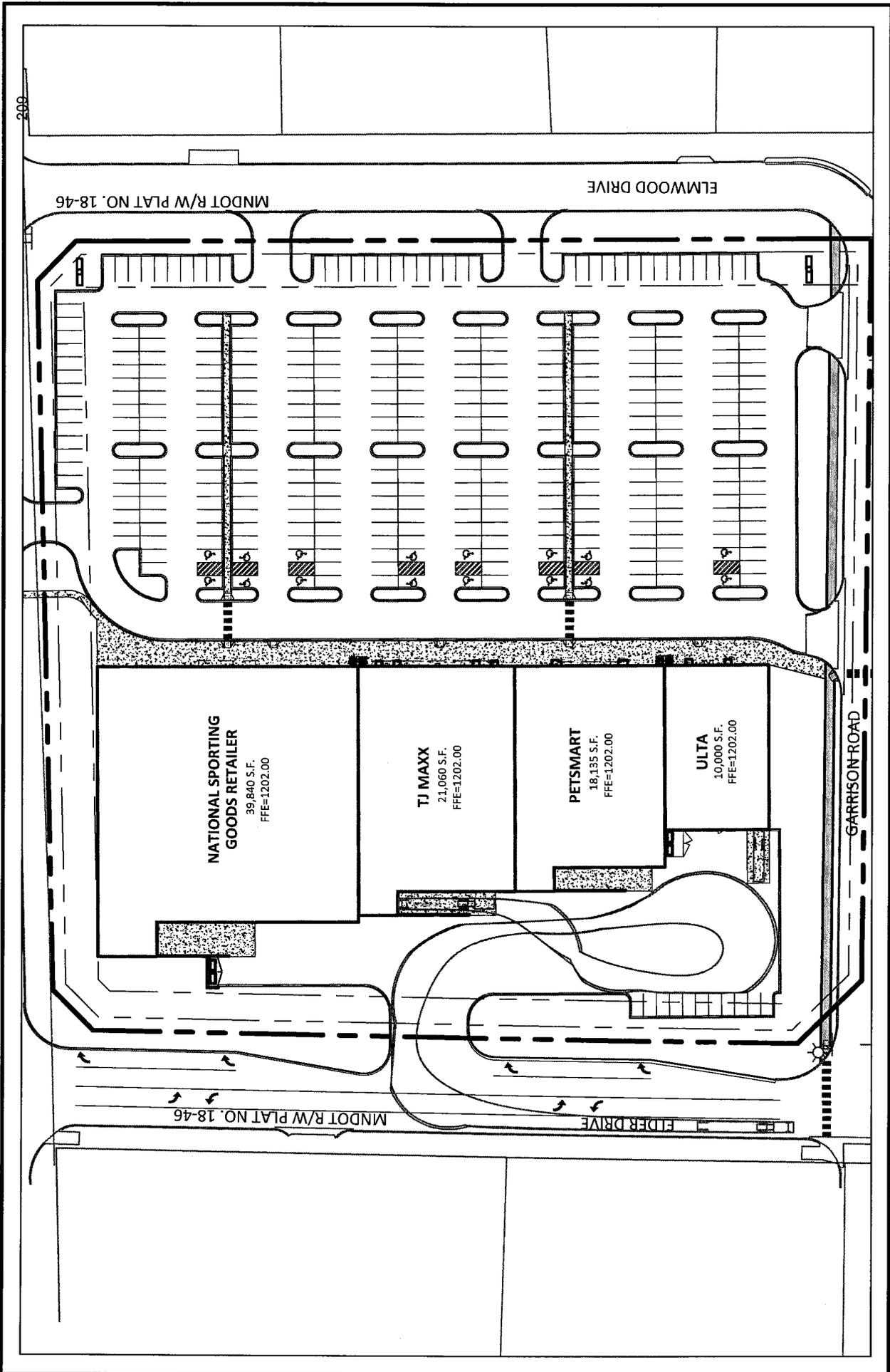
Exhibit Number
2/2
 Project No. HJD20525



HJD DEVELOPMENT, LLP
CENTRAL LAKES CROSSINGS JUNIOR BOX RETAIL
BAXTER, MN
TJ MAXX WB-67 TURNING EXHIBIT

Designed: MB
Drawn:
Approved:
Initial Issue: 5/20/16
Rev.:
Date: 5/20/16

Exhibit Number
1/2
Project No. HJD20525



HJD DEVELOPMENT, LLP
CENTRAL LAKES CROSSINGS JUNIOR BOX RETAIL
 BAXTER, MN
TJ MAXX WB-67 TURNING EXHIBIT

Designed:	MB
Drawn:	
Approved:	
Initial Issue:	5/20/16
Rev.:	
Date:	5/20/16

Exhibit Number
2/2
 Project No. HJD20525

REQUEST FOR COUNCIL ACTION

June 7th, 2016

Department Origination: Community Development

Agenda Item: Approve the architectural plans for Elmwood Addition located at 13449 Elmwood Drive, subject to the conditions of approval.

Approval Required: Simple Majority Vote

BACKGROUND

HJ Development, LLP has submitted an application for architectural review for an 89,179 square foot multi-tenant building located at 13499 Elmwood Drive. The applicant is proposing a four-tenant strip mall style building on the vacant lot between Costco and JC Penny. The applicant proposes the use of brick, natural stone, EIFS, architectural precast concrete panels, prefinished metal parapet cap and architectural glass as exterior building materials. The building includes stone piers around the entire structure for articulation to give the building a sense of architectural unity between the four separate tenant spaces. The building includes a flat roof and incorporates an earth tone color scheme including brown, tan, beige, and green accents; corporate color schemes are indicated on the attached elevations.

A complete review of the proposed design and materials as they relate to the architectural ordinance is included in the table below.

ARC Standard	Required	Proposed	Comments
Exterior Materials	See allowed C-1 and C-2 materials	EIFS	OK
		Brick	OK
		Natural Stone	OK
		Architectural glass	OK
		Architectural precast concrete panels	OK
		Prefinished metal (maximum 10% accent material)	It is unclear whether the prefinished metal exceeds the maximum 10% requirement and therefore shall require recommendation by the Arc Commission and approval by the City Council.
Size/Mass	Proportional	Comparable to adjacent buildings	OK
Articulation – South/Side (facing JC	Max 50' Unbroken Expanse for faces	40-feet wide, articulation provided with projecting stone piers	OK

Penny	>60' and facing street		
<p>COMMENTS:</p> <p>1) Staff is concerned about the building having two designs. Staff recommended that the developer choose 1 wall design for the entire building to provide architectural unity. <i>The Architectural Review Commission recommended that the review be based on the ARC ordinance, which does not allow regulations based on multiple designs. he applicant shall choose 1 wall design for the entire building to provide architectural unity.</i></p>			
Articulation – West/Rear (facing Elder Drive)	Max 50' Unbroken Expanse for faces >60' and facing street	40-feet wide, articulation provided with projecting stone piers	OK
<p>COMMENTS:</p> <p>1) The sporting goods store includes a parapet that is 19'4". Staff is concerned about the extent of which the backs of the parapets would be visible from the back. Staff recommended that the ARC Commission consider a condition that the developer adds a parapet around the building to limit the view of the back of the parapet. At a minimum, the back of parapets shall include materials and color that match up with the west elevation. <i>The Architectural Review Commission recommended that no parapets are required but that the back of the parapet have a color that matches the primary color of the building, as required by the ARC ordinance.</i></p> <p>2) The applicant shall revise the elevation to show the loading wall and guard rail for review and approval by city staff.</p> <p>3) Staff is concerned about the building having two designs. Staff recommended that the developer choose 1 wall design for the entire building to provide architectural unity. <i>The Architectural Review Commission recommended that the review be based on the ARC ordinance, which does not allow regulations based on multiple designs.</i></p>			
Articulation – North/Side (facing Costco)	Max 50' Unbroken Expanse for faces >60' and facing street	48-feet wide, articulation provided with projecting stone piers and EIFS colonnades	OK
<p>COMMENTS:</p> <p>1) Staff is concerned about the building having two designs. Staff recommended that the developer choose 1 wall design for the entire building to provide architectural unity. <i>The Architectural Review Commission recommended that the review be based on the ARC ordinance, which does not allow regulations based on multiple designs.</i></p>			
Articulation – East/ Front (Facing 371)	Max 50' Unbroken Expanse for faces >60' and facing street	20-feet wide, articulation provided with projecting stone piers	OK

	COMMENTS: 1) Staff is concerned about the building having two designs. Staff recommended that the developer choose 1 wall design for the entire building to provide architectural unity. <i>The Architectural Review Commission recommended that the review be based on the ARC ordinance, which does not allow regulations based on multiple designs.</i>		
Accessory Structures	Existing building coordinated color	N/A	N/A
Color	Earth tone	Brown, tan, beige, green Franchise colors	OK Unknown
	COMMENTS: 1) It is unknown whether franchise colors meet the definition of earth tone colors. In addition, it is unknown if accent colors meet or exceed the 10% maximum requirement.		
Height/Roof Design	Flat or 6:12+	Flat	OK
Store Front Projection	COMMENTS: 1) The side elevation views do not show that the store front includes projections with columns, entrance canopies, etc. Staff has been made aware that there may be projections with the store front. The applicant shall update the elevations and site plan if projections are planned.		

FINANCIAL IMPLICATIONS

There are no financial implications to the city with this application.

ARCHITECTURAL REVIEW COMMISSION

The Architectural Review Commission reviewed the application for architectural compliance with City Code and unanimously recommended approval of the submitted plan dated 5/10/2016 with all of staff comments except the comment regarding the requirement that the applicant shall choose one wall design for the entire building and the comment regarding the requirement that the applicant shall add a parapet wall around the entire building to limit the view of the back of the parapet. The Commission advised that as long as the applicant meets the zoning requirements relating to the back of parapet walls by painting it to match the primary color of the structure, they do not need to incorporate additional elements to lessen the impact of the exposed parapet back.

COUNCIL ACTION REQUESTED

MOTION to approve the architectural plans for Elmwood Addition located at 13449 Elmwood Drive, subject to the conditions of approval.

Conditions of Approval

- 1) Architectural review is based on plans dated May 10, 2016, except as amended by the following conditions of approval.
- 2) The development is subject to all requirements of the Architectural Review Ordinance.

- 3) The applicant shall provide an elevation plan and materials showing the loading dock retaining walls and guard rails.
- 4) It is unknown whether franchise colors meet the definition of earth tone colors. In addition, it is unknown if accent colors meet or exceed the 10% maximum requirement. The applicant shall provide information on colors and square footages to verify compliance with these requirements.
- 5) The side elevation views do not show that the store front includes projections with columns, entrance canopies, etc. Staff has been made aware that there may be projections with the store front. The applicant shall update the elevations and site plan if projections are planned.

**CITY OF BAXTER, MINNESOTA
ORDINANCE 2016-034**

AN ORDINANCE AMENDING THE CITY'S OFFICIAL ZONING MAP, WHICH IS ADOPTED AS ORDINANCE, PURSUANT TO TITLE 10, CHAPTER 3-2 OF THE CITY CODE TO RECLASSIFY CERTAIN LAND LOCATED AT 7361 GLORY ROAD (CITY FILE NUMBER 2016-12)

THE CITY OF BAXTER ORDAINS:

Section 1. Amendment of the City Code. Title 10 of the Zoning Ordinance of the City Code of the City of Baxter, Minnesota, is hereby amended by changing the classification on the City of Baxter Zoning Map from C-2 (Regional Commercial) to PUD (Planned Unit Development) for 1.35 acres at the Southwest corner of Glory Road and State Highway 371, legally described as follows:

~~That part of Outlet A~~ Lot 1, Block 1, CENTRAL LAKES CROSSING, according to the recorded plat thereof, Crow Wing County, Minnesota

Section 2. Effective Date. This amendment shall take effect upon its passage.

Whereupon, said Ordinance is hereby declared adopted on this 7th day of June 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, City Clerk

City Seal

**CITY OF BAXTER, MINNESOTA
RESOLUTION 2016-058**

**RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT
FOR "CENTRAL LAKES CROSSING 3RD ADDITION" FOR PROPERTY LOCATED AT 7361
GLORY ROAD (CITY FILE NUMBER 2016-12)**

WHEREAS, H.J. Development ("the applicant") has requested approval of a preliminary and final plat on property located at 7361 Glory Road, legally described as follows:

~~That part of~~ Outlot A, CENTRAL LAKES CROSSING, according to the recorded plat thereof, Crow Wing County, Minnesota

WHEREAS, the Planning and Zoning Commission has reviewed the request at a duly called a Public Hearing on May 10, 2016 and recommends approval, and;

WHEREAS, the City Council considered the Planning and Zoning Commission recommendation at their May 17, 2016 meeting and tabled the application to the June 7, 2016 meeting, and;

WHEREAS, the City Council considered the request at their June 7, 2016 meeting;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAXTER, MINNESOTA, that it should and hereby does approve the request to approve preliminary and final plat, based on the finding that the standards in Title 11 of the Baxter Subdivision Ordinance are met. Specifically:

1. The subdivision does not landlock or otherwise impair convenient ingress and egress to or from the rear or side of the subject tract or any adjacent property;
2. The subdivision does not fall within the corridors of any planned or proposed street as shown upon the official map or approved area plans; and
3. The subdivision does not violate any local, state or federally adopted law, ordinance, regulation, plan or policy.

FURTHER BE IT RESOLVED that the following conditions of approval shall be met:

1. The approval of the preliminary and final plat is based on the plat and plans received by the city on April 19, 2016, revised plans received on May 10, 2016, revised site, sign, floor, and elevation plans received on May 31, 2016, revised preliminary and final plats received on June 1, 2016, and revised landscape and civil site plans received on June 2, 2016, except as amended by this resolution.

2. **Prior to Recording the plat**, the applicant shall:
 - a. ~~Amend the existing park dedication agreement and pay the required park dedication fee at the city's rate at the time of payment.~~
 - b. Submit plat recording checklist items as reviewed and approved by city staff.
 - c. Provide 10-feet of additional right-of-way on Glory Road and move the building and parking lot at least 10 feet to the south.
 - d. Remove the two outlots from the plat and create one buildable lot for the site.
 - ~~e.~~ Revise the plat to show Lot 2 as an outlet.
 - ~~f.~~ All water and sanitary sewer easements be dedicated on the plat.
 - ~~g.~~ Submit a cross access easement for review and approval by the City Attorney between the subject site and the property to the south. The cross access easement shall be recorded with the plat.
 - ~~h.~~ Submit a revised cross access easement as needed for review and approval by the City Attorney between the subject site and the property to the east. If revisions are required to the cross access easement, the revisions shall be made and the revised cross access easement shall be recorded with the plat.
3. A building permit is required prior to beginning any new construction.
4. No building permits shall be issued until the final plat, agreements, and easements are filed and recorded with Crow Wing County.
5. The final plat approval shall expire two years from of the date of this approval unless the applicant has recorded the plat or requested an extension in writing.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June, 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, City Clerk

City Seal

**CITY OF BAXTER, MINNESOTA
RESOLUTION 2016-059**

**RESOLUTION APPROVING A PUD, PLANNED UNIT DEVELOPMENT GENERAL PLAN
FOR A MULTI-TENANT RETAIL DEVELOPMENT LOCATED AT 7361 GLORY ROAD (CITY
FILE NUMBER 2016-12)**

WHEREAS, HJ Development, LLP (“the applicant”) has requested approval of a preliminary and final plat on property located at 7361 Glory Road, legally described as follows:

~~That part of Outlet A Lot 1, Block 1, CENTRAL LAKES CROSSING 3RD ADDITION,~~
according to the recorded plat thereof, Crow Wing County, Minnesota

WHEREAS, the Planning and Zoning Commission has reviewed the request at a duly called a Public Hearing on May 10, 2016 and recommends approval, and;

WHEREAS, the City Council considered the Planning and Zoning Commission recommendation at their May 17, 2016 meeting and tabled the application to the June 7, 2016 meeting, and;

WHEREAS, the City Council considered the request at their June 7, 2016 meeting;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAXTER, MINNESOTA, that it should and hereby does approve the request to approve PUD general plan, based on the finding that the standards in Title 10 of the Baxter Zoning Ordinance are met. Specifically:

1. The PUD is consistent with the City’s Comprehensive Plan;
2. With the conditions in this resolution, the PUD is consistent with the zoning ordinance requirements; and
3. The PUD does not violate any local, state or federally adopted law, ordinance, regulation, plan or policy.

FURTHER BE IT RESOLVED that the following conditions of approval shall be met:

1. The approval of the PUD General Plan and the development standards of the PUD are as indicated on the plans received by the city on April 19, 2016, revised plans received on May 10, 2016, revised site, sign, floor, and elevation plans received on May 31, 2016, revised preliminary and final plats received on June 1, 2016, and revised landscape and civil site plans received on June 2, 2016 and, except as amended by this resolution.
2. The allowable uses for the PUD are any permitted or accessory uses allowed in the C-2, zoning district. These uses shall be considered “permitted” in the PUD, provided they comply with all the development standards and conditions approved by City Council.

3. Development standards of the PUD shall be subject to zoning ordinance standards and the standards specifically listed in the C-2, District, except as specifically amended.
4. Approval of the PUD General Plan is contingent on the Rezoning to PUD and approval of the Preliminary and Final plat.
5. The PUD is subject to any conditions of approval submitted by the Architectural Review Commission.
6. A building permit is required prior to beginning any new construction.
7. **No building permits shall be issued until a PUD final plan is approved by city staff.**
8. **Prior to issuance of a building permits,** the applicant shall:
 - a. Record the final plat and any required agreements, or easements with Crow Wing County.
 - b. Enter into and record an approved development agreement
 - c. Revise plans to dedicate 10 feet of right-of-way along the North side of the site and move the building South at least 10 feet.
 - d. Provide a minimum low floor elevations as required by the City Code.
 - e. Provide a three foot separation from the bottom of ponding to the top of the ground water as required by the MPCA and NPDES permit.
 - f. Revise plans to increase to identify that the entire 30 foot drive aisle on the south side of the site would be built at this time.
 - g. Revise the landscape plan to meet or exceed the minimum tree requirements. The trees shall also be in compliance with priority placement requirements, minimum coniferous requirements, and the other requirements of the landscape ordinance.
 - h. A specific plan for any exterior trash enclosure shall be reviewed and approved by City staff to provide a fully opaque screen of the trash.
 - i. Revise the sign plan to reduce the sign area to 200 square feet.
 - j. Provide compliance with zoning review items related to the development plan.
 - k. Provide updated civil plans for review and approval by City staff.
 - j-l. Execute a hold harmless agreement protecting the City from any damage to the building due to plowing and salting of Glory Road and the City trail.
9. All signage shall require separate permits and shall be in conformance with the City's sign ordinance.
 - 9.
10. Approval of the PUD General plan is contingent on review and approval by MNDOT.
11. The City will complete the improvements required by the traffic study and the developer shall be assessed for the costs of the traffic improvements.
- ~~40.~~12. The PUD General Plan shall expire one year from of the date of this approval unless the applicant has recorded the plat or commenced construction or has requested an extension in writing.

Whereupon, said Resolution is hereby declared adopted on this 7th day of June, 2016.

Darrel Olson, Mayor

ATTEST:

Kelly Steele, City Clerk

City Seal

Central Lakes Crossings Project Upgrades

South Small Shop Site

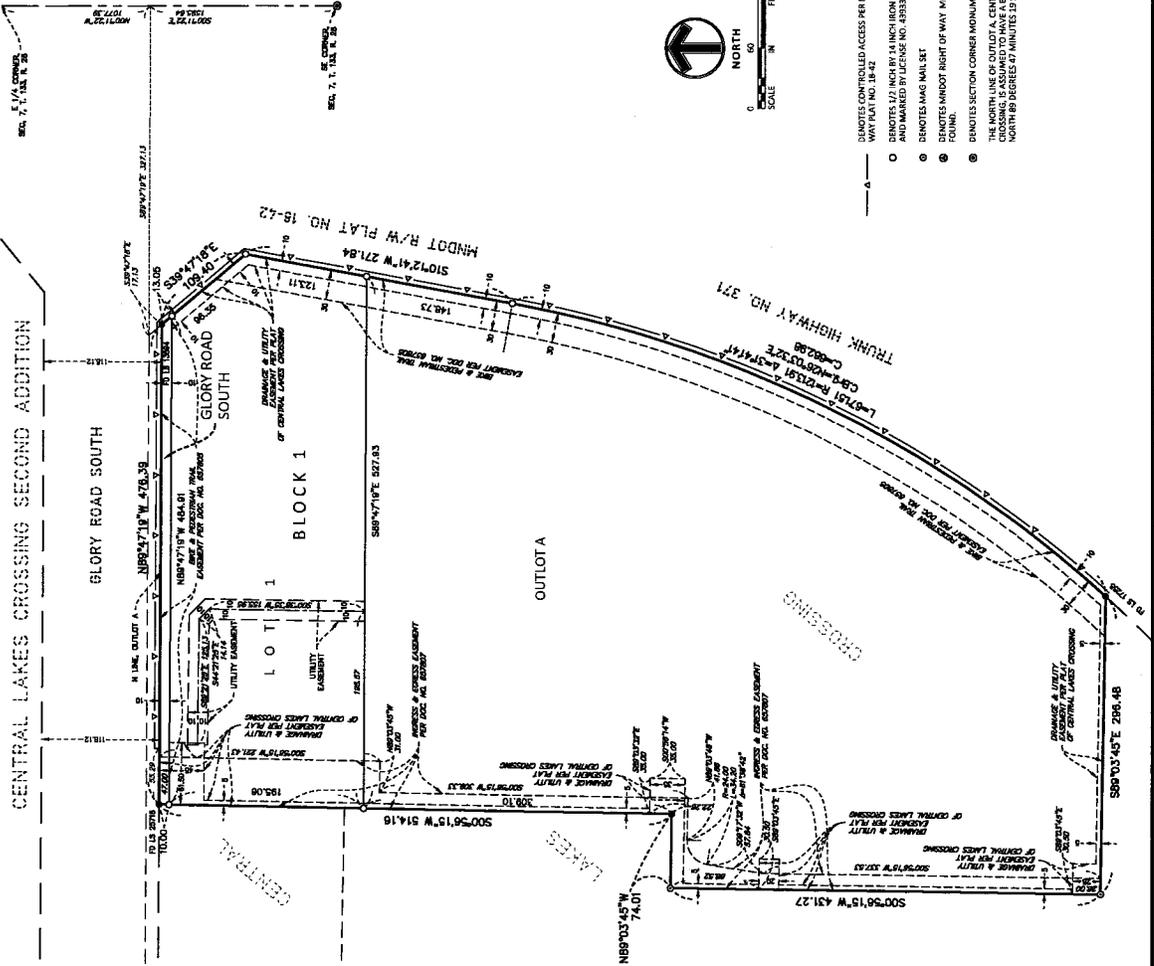
Pond - The pond that is part of this site will be an aesthetically pleasing pond that will have a liner in it so that it holds water and also a water fountain type feature.

Outdoor Dining Areas – The building will have patios for outdoor dining that will overlook the pond.

Pedestrian Friendly Design Elements – The site is being designed with pedestrian movements in mind and will provide connection to neighboring properties as well as the Paul Bunyon trail. In addition, bike racks will be available on the sidewalks in front of the stores to provide a safe place for bike riding patrons to store their bikes.

Four Sided Architecture – The building will have four sided architecture that has a continued theme throughout all four elevations.

CENTRAL LAKES CROSSING 3RD ADDITION



- DENOTES CONTROLLED ACCESS PER MINDOT RIGHT OF WAY PLAT NO. 28-VE
 - DENOTES MONUMENT SET WITH MONUMENT SET AND MARKED BY LICENSE NO. 48331
 - DENOTES WAS MILE SET
 - DENOTES MINDOT RIGHT OF WAY MONUMENT FOUND
 - DENOTES SECTION CORNER MONUMENT.
- THE NORTH LINE OF OUTLOT A, CENTRAL LAKES CROSSING 3RD ADDITION, IS BEARING NORTH 89 DEGREES 47 MINUTES 19 SECONDS WEST.

KNOW ALL PERSONS BY THESE PRESENTS, THAT H.J. Development L.P., a Minnesota limited liability partnership, owner of the following described property:
 Outlot A, CENTRAL LAKES CROSSING, according to the recorded plat thereof, Crow Wing County, Minnesota
 Has caused the same to be surveyed and divided into CENTRAL LAKES CROSSING 3RD ADDITION and does hereby donate to the public for public use the utility easements as created by this plat.
 In witness whereof said H.J. Development L.P., a Minnesota limited liability partnership, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

SIGNED: H.J. Development L.P., a Minnesota limited liability partnership
 By: _____
 STATE OF MINNESOTA
 COUNTY OF _____
 The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ of H.J. Development L.P., a Minnesota limited liability partnership, on behalf of the partnership.
 My Commission Expires _____
 My Commission Expires _____
 County, Minnesota

I, Mark B. Sato, Licensed Land Surveyor, Minnesota License No. 48333
 do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that I have read the correct representation of the boundary lines, that all measurements and notes are correctly indicated on this plat; that all monuments are shown and labeled on this plat; that all measurements and notes are correctly indicated on this plat; that all public ways are shown and labeled on this plat.
 Dated this _____ day of _____, 20____.

Mark B. Sato, Licensed Land Surveyor, Minnesota License No. 48333
 STATE OF MINNESOTA
 COUNTY OF _____
 The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by Mark B. Sato.
 My Commission Expires _____
 My Commission Expires _____
 County, Minnesota

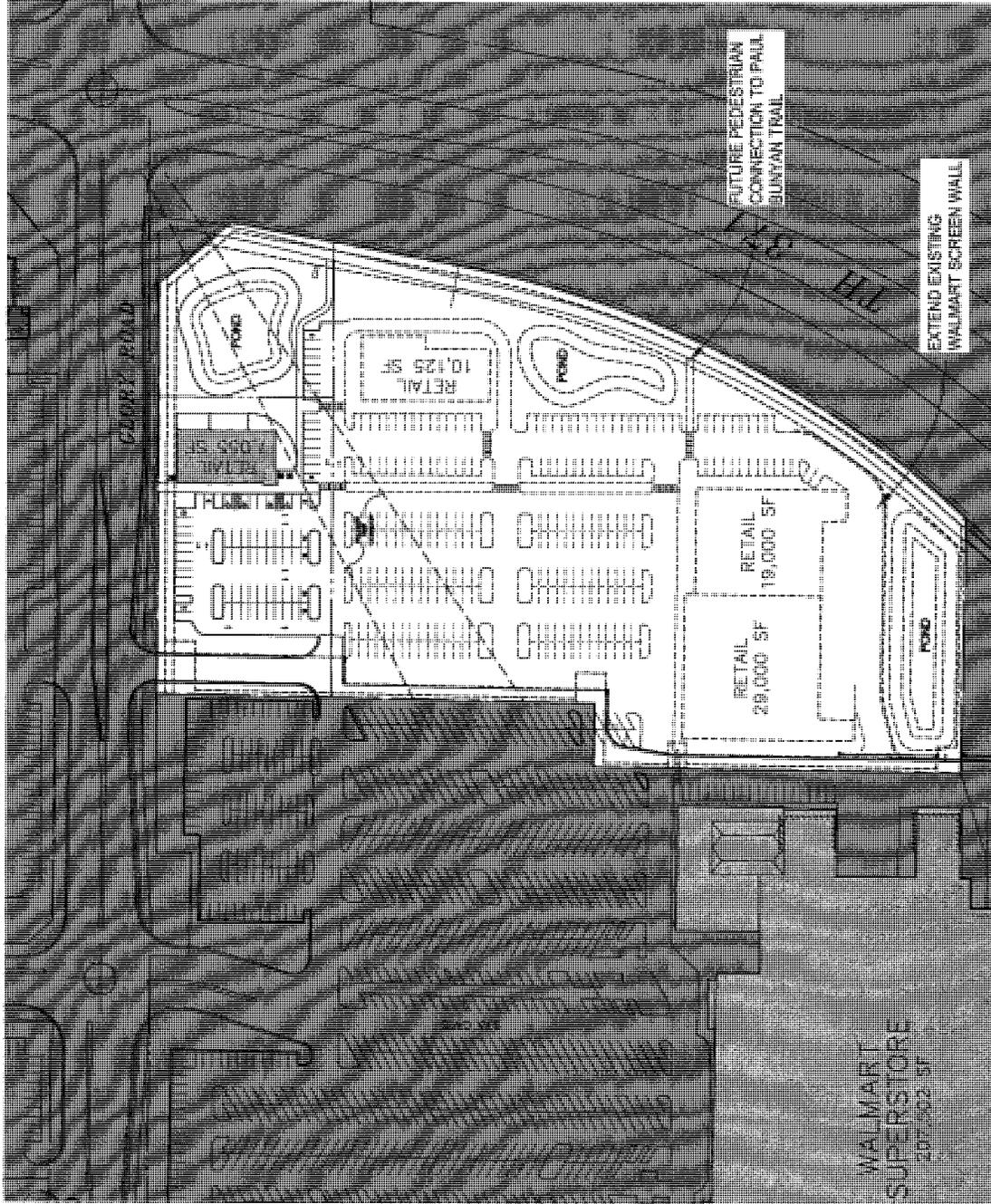
CITY OF BAKTER, CITY COUNCIL, BAKTER, MINNESOTA
 This plat of CENTRAL LAKES CROSSING 3RD ADDITION was approved and accepted by the City Council of the City of Bakter, Minnesota at a regular meeting thereof held this _____ day of _____, 20____ and said plat is in compliance with the provisions of Minnesota Statutes, Section 365.03, Subd. 2.
 City Council, City of Bakter, Minnesota

By: _____ Mayor, By: _____ Clerk
 COUNTY AUDITOR/TREASURER, CROW WING COUNTY, MINNESOTA
 Pursuant to Minnesota Statute, Section 365.03, Subd. 2, these presents to the plat _____ on this land heretofore described have been paid. Also, pursuant to Minnesota Statutes, Section 371.12, there are no delinquent taxes and transfers entered this _____ day of _____, 20____.
 Auditor/Treasurer, Crow Wing County, Minnesota



DATE	DESCRIPTION
05/31/2016	ISSUE CITY SUBMITTAL
06/01/2016	REVISION 1

DATE	DESCRIPTION
05/31/2016	ISSUE CITY SUBMITTAL
06/01/2016	REVISION 1

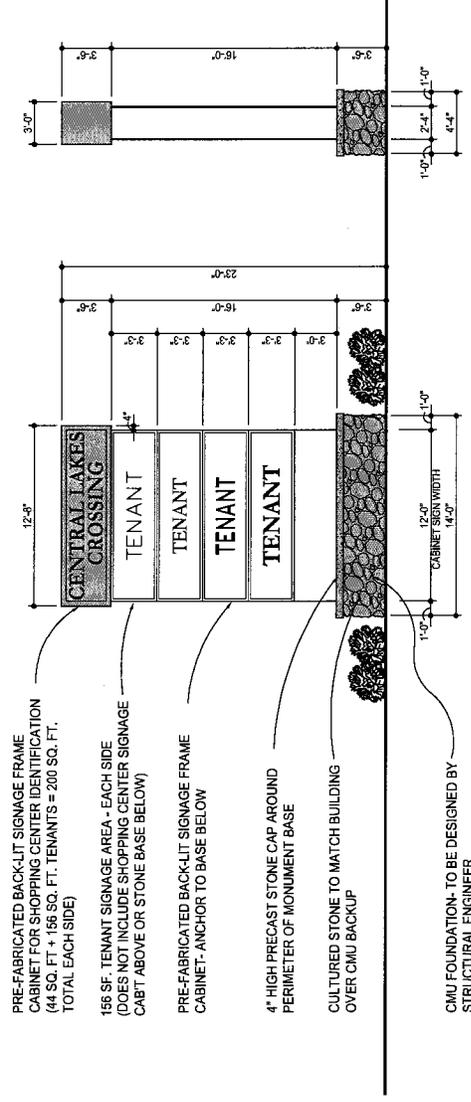


1
AG2 FUTURE MASTER PLAN CONCEPT DESIGN
1" = 60'-0"



DATE OF MEET	DATE
ISSUE CITY SUBMITTAL	DATE
REVISION #1	DATE

DATE	DATE



SIDE ELEVATION

FRONT ELEVATION

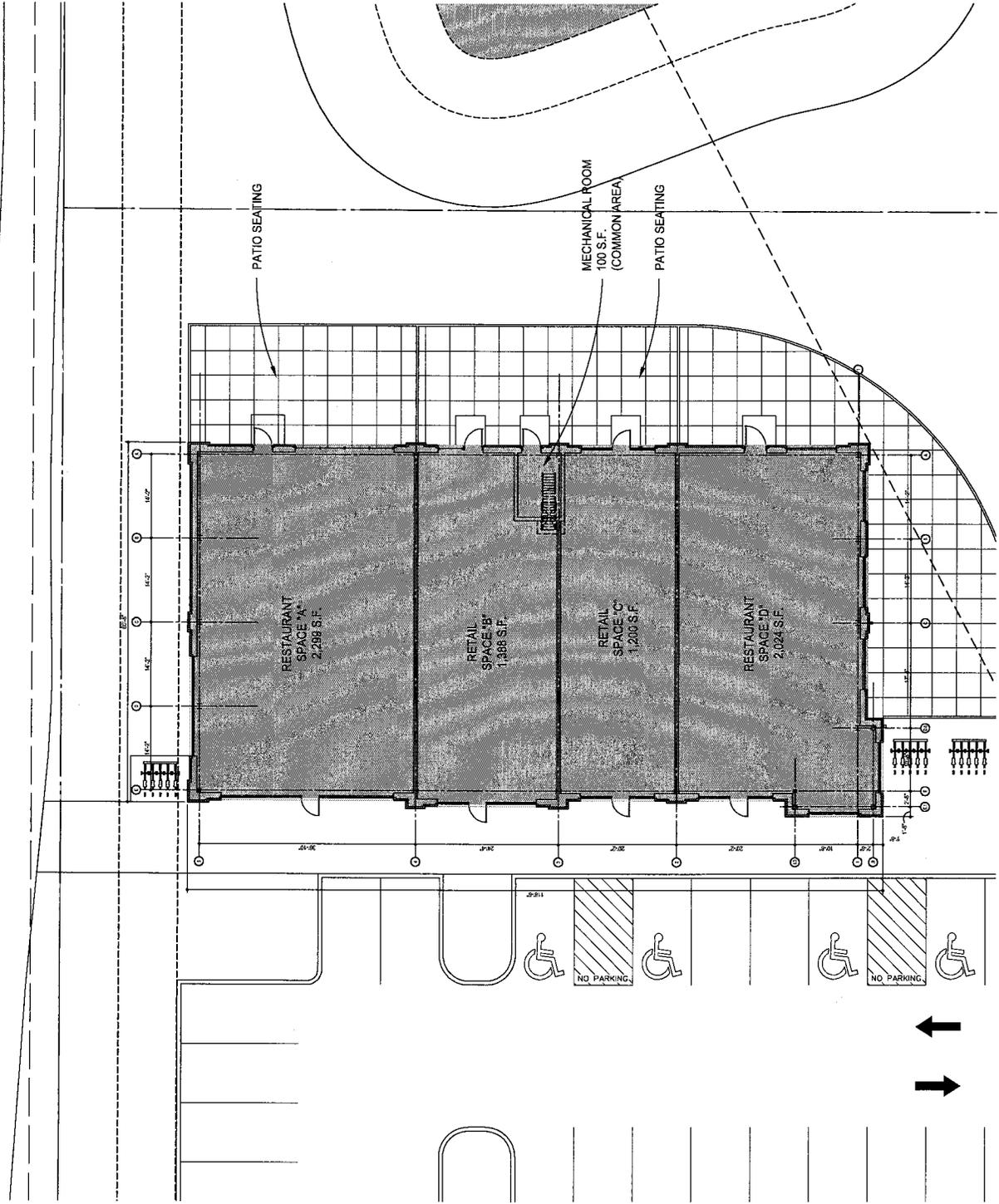
1 PROPOSED MONUMENT SIGN - SOUTHEAST CORNER OF POND
1/4" = 1'-0"

- PRE-FABRICATED BACK-LIT SIGNAGE FRAME
CABINET FOR SHOPPING CENTER IDENTIFICATION
(44 SQ. FT + 156 SQ. FT. TENANTS = 200 SQ. FT.
TOTAL EACH SIDE)
- 156 SF. TENANT SIGNAGE AREA - EACH SIDE
(DOES NOT INCLUDE SHOPPING CENTER SIGNAGE
CABT ABOVE OR STONE BASE BELOW)
- PRE-FABRICATED BACK-LIT SIGNAGE FRAME
CABINET- ANCHOR TO BASE BELOW
- 4" HIGH PRECAST STONE CAP AROUND
PERIMETER OF MONUMENT BASE
- CULTURED STONE TO MATCH BUILDING
OVER CMU BACKUP
- CMU FOUNDATION- TO BE DESIGNED BY
STRUCTURAL ENGINEER



DATE	DESCRIPTION
05/31/16	ISSUE CITY SUBMITTAL
05/20/16	ISSUE CITY SUBMITTAL
05/10/16	ISSUE CITY SUBMITTAL
04/20/16	ISSUE CITY SUBMITTAL
04/10/16	ISSUE CITY SUBMITTAL
03/20/16	ISSUE CITY SUBMITTAL
03/10/16	ISSUE CITY SUBMITTAL
02/20/16	ISSUE CITY SUBMITTAL
02/10/16	ISSUE CITY SUBMITTAL
01/20/16	ISSUE CITY SUBMITTAL
01/10/16	ISSUE CITY SUBMITTAL
01/01/16	ISSUE CITY SUBMITTAL

DATE	DESCRIPTION
05/31/16	ISSUE CITY SUBMITTAL
05/20/16	ISSUE CITY SUBMITTAL
05/10/16	ISSUE CITY SUBMITTAL
04/20/16	ISSUE CITY SUBMITTAL
04/10/16	ISSUE CITY SUBMITTAL
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01/01/16	ISSUE CITY SUBMITTAL



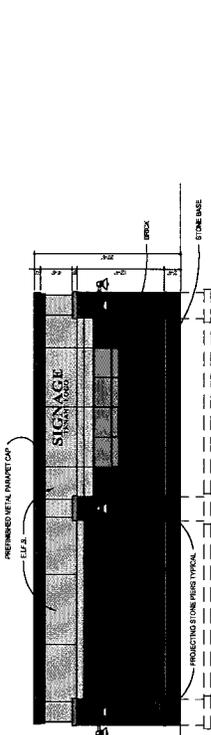
1. OVERALL MULTI-TENANT RETAIL FLOOR PLAN
A2.1 1/8" = 1'-0"



DATE	05/31/16
BY	POPE
FOR	HJ DEVELOPMENT
PROJECT	052016

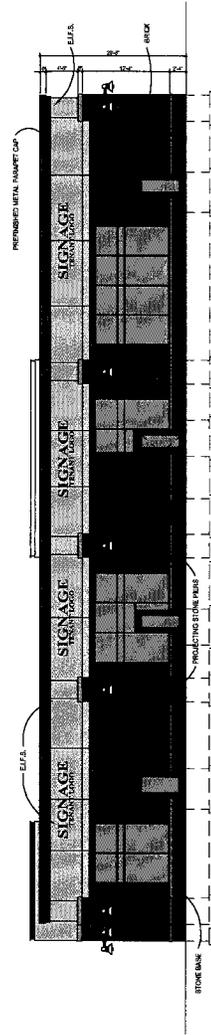
DATE	05/31/16
BY	POPE
FOR	HJ DEVELOPMENT
PROJECT	052016

MATERIAL QUANTITIES	
EIFS	346 S.F. 31%
BRICK	384 S.F. 34%
STONE	200 S.F. 18%
GLASS	100 S.F. 9%
TOTAL	1,114 S.F. 17%



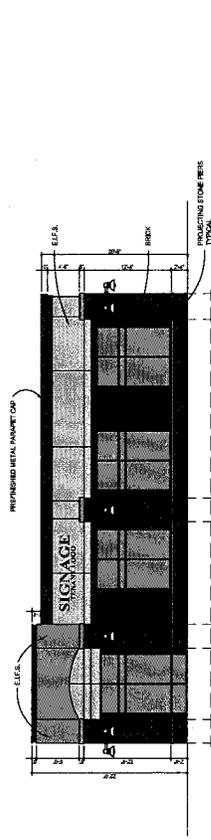
4 PROPOSED NORTH ELEVATION (REAR)
A3.1 1/8" = 1'-0"

MATERIAL QUANTITIES	
EIFS	631 S.F. 30%
BRICK	407 S.F. 20%
STONE	459 S.F. 22%
TOTAL	2,077 S.F. 22%



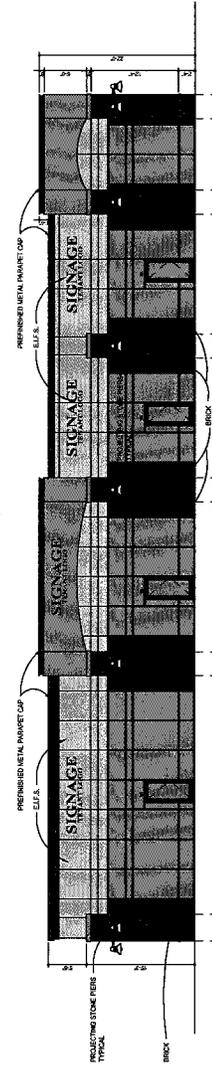
3 PROPOSED EAST ELEVATION (REAR)
A3.1 1/8" = 1'-0"

MATERIAL QUANTITIES	
EIFS	371 S.F. 31%
BRICK	284 S.F. 22%
STONE	222 S.F. 23%
GLASS	119 S.F. 24%
TOTAL	1,196 S.F. 24%



2 PROPOSED SOUTH SIDE ELEVATION
A3.1 1/8" = 1'-0"

MATERIAL QUANTITIES	
EIFS	668 S.F. 30%
BRICK	287 S.F. 13%
STONE	237 S.F. 13%
GLASS	837 S.F. 37%
TOTAL	2,229 S.F. 37%



1 PROPOSED WEST ELEVATION (FRONT)
A3.1 1/8" = 1'-0"

Client
 HJ DEVELOPMENT,
 LLP
 15600 WAZATA BLVD, SUITE 201
 WAZATA, MN 55391

Project
 CENTRAL LAKES
 CROSSING
 MULTI-TENANT

Location
 BAXTER, MN

SW QUADRANT OF HIGHWAY 371
 AND GLORY ROAD S

Certification
 I am a duly licensed professional engineer and I certify that the information presented by me on this project is true and correct to the best of my knowledge and belief and I am not providing any professional services under the laws of the State of Minnesota.

Summary
 Designer: JAW
 Book / Page:
 Project Number: Initial Issue: 04/19/15
 Revision History

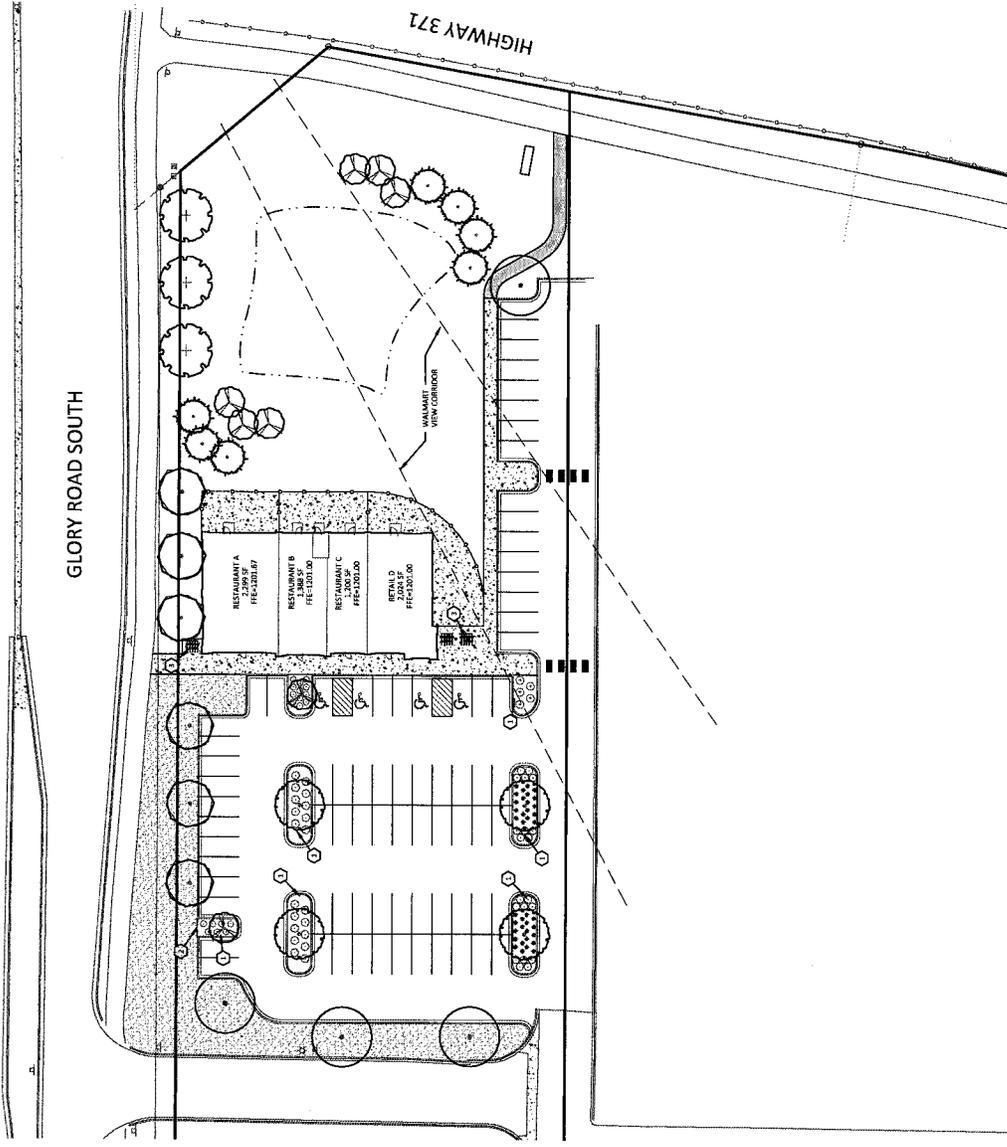
Revision History
 No. Date By Submitted / Revision
 04/19/15 JAW City Council
 06/02/15 JAW Revised Site Plan

Sheet Title
 LANDSCAPE
 PLAN

Sheet No. Revision
 L1.01

Project No. HID20526

PLANT SCHEDULE	CODE	BOTANICAL NAME / COMMON NAME	CONT.	CAL.	SIZE	QTY.
TREES	SO	Acer fraxinifolium / Shumway Elm	18 E.B.	2.5" Cal.		4
	HL	Quercus bicolor / Shumway White Oak	18 E.B.	2.5" Cal.		4
	SO	Quercus bicolor / Shumway White Oak	18 E.B.	2.5" Cal.		3
	PE	Ulmus americana / American Elm	18 E.B.	2.5" Cal.		6
CONIFERS						
	NR	Pinus strobus / Norway Spruce	18 E.B.	6"		7
ORN. TREES						
	BB	Andromeda cuneata / Autumn Brilliance Snowberry	18 E.B.	2.5" Cal.		6
SHRUBS						
	CD	Cornus sericea / Japanese Cornus	5 gal.			5
	AJ	Juniperus horizontalis / Compact / Dwarf Red Twig Dogwood	5 gal.			20
	GL	Rhus aromatica / Glossy / One-Leaf Fragrant Sumac	5 gal.			20
	TS	Spiraea betulifolia / Tor / Fireweed Spirea	5 gal.			19
GRASSES						
	LSB	Stachytaraxa coccinea / Blue Heaven / Blue Heaven Late Bluestem	1 gal.			36
GROUND COVERS						
	TURF	Turf Sod Flagstone Bed / Sod	QTY.			9,684 sq.



LANDSCAPE LEGEND

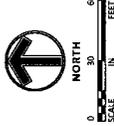
- 1 CHECKER BOARD PATTERN: PLANTING TRAP ROCK
- 2 DASHED LINE: STEEL EDGE
- 3 DOTTED LINE: PROPOSED BUREAU BACK, EXACT LOCATION TBD.

CITY LANDSCAPE CODE

- ONE DOMESTIC DECIDUOUS OR CONIFEROUS TREE IS REQUIRED FOR EVERY 1,500 SQUARE FEET OF BUILDING FLOOR AREA.
- 30% OF TOTAL TREES MUST BE CONIFEROUS.
- A MINIMUM OF ONE SHRUB IS REQUIRED FOR EVERY 450 SQUARE FEET OF BUILDING FLOOR AREA.

PROPOSED BUILDING FLOOR AREA = 6,911 SQ. FT.

PLANT TYPE	REQUIRED	PROVIDED
CONIFEROUS TREES	5	7
CONIFEROUS TREES	5	7
SHRUBS	16	64



REQUEST FOR COUNCIL ACTION

June 7th, 2016

Department Origination: Community Development

Agenda Item: Approve architectural plans for Central Lakes Crossing 3rd Addition located at 7361 Glory Road, subject to conditions of approval.

Approval Required: Simple Majority Vote

BACKGROUND

HJ Development, LLP has submitted an application for architectural review for a 6,911 square foot multi-tenant building located at 7361 Glory Road. The applicant is proposing a four-tenant strip mall style building in the southwest corner of Highway 371 and Glory Road. The applicant proposes the use of brick, natural stone, EIFS, and architectural glass as exterior building materials and incorporates stone piers around the entire structure for articulation and to give the building a sense of architectural unity between the four separate tenant spaces. The building makes use of a flat roof and incorporates an earth tone color scheme including brown, tan, beige, and green accents.

A complete review of the proposed design and materials as they relate to the architectural ordinance is included in the table below.

Table with 4 columns: ARC Standard, Required, Proposed, and Comments. Rows include Exterior Materials, Size/Mass, and Articulation - East / Rear (facing 371) with specific details on materials and proportions.

	the store front, as this elevation faces State Highway 371. Specifically, public doors that access the patio shall include glazing around and including door areas to match the store front design of the building.		
Articulation – North / Side	Max 50' Unbroken Expanse for faces >60' and facing street	25-foot wide, articulation provided with projecting stone piers	OK
Articulation – South/ Side (facing Glory Road)	Max 50' Unbroken Expanse for faces >60' and facing street	25-foot wide, articulation provided with projecting stone piers	OK
Articulation – West / Front	Max 50' Unbroken Expanse for faces >60' and facing street	33.5-foot wide, articulation provided with projecting stone piers	OK
Accessory Structures	Existing building coordinated color	N/A	N/A
Color	Earth tone	Brown, tan, beige, green	OK
Height/Roof Design	Flat or 6:12+	Flat	OK

FINANCIAL IMPLICATIONS

There are no financial implications to the city with this application.

ARCHITECTURAL REVIEW COMMISSION

The Architectural Review Commission reviewed the application for architectural compliance with City Code and unanimously recommended approval of the submitted plan dated 4/19/2016 with all of staff comments and the addition that the roof top unit shall be screened in accordance with the Code.

COUNCIL ACTION REQUESTED

MOTION to approve the architectural plans for Central Lakes Crossing 3rd Addition located at 7361 Glory Road, subject to conditions of approval.

Conditions of Approval

- 1) Architectural review is based on plans dated April 19, 2016, except as amended by the following conditions of approval.
- 2) The development is subject to all requirements of the Architectural Review Ordinance.
- 3) Rooftop units shall be painted to match the primary color of the building or screened, as required by the zoning ordinance.
- 4) The applicant shall introduce glazing elements consistent with the store front, as this elevation faces State Highway 371. Specifically, public doors that access the patio shall include glazing around and including door areas to match the store front design of the building.