

BAXTER CITY COUNCIL MINUTES
April 18, 2017

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, Council Member Quinn Nystrom, Steve Barrows, Todd Holman and Mark Cross.

COUNCIL MEMBERS ABSENT: None.

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

PUBLIC COMMENTS

No public comments were received.

CONSENT AGENDA

- A. Approve City Council Minutes from April 4, 2017
- B. Approve City Council Work Session Minutes from April 4, 2017
- C. Approve the Payment of Bills and Finance Report
- D. Accept Planning Commission Minutes from March 14, 2017
- E. Approve the 2016 Public Transit Service Payment to the City of Brainerd for Baxter's Service
- F. Approve Transfer of Jack Pine Brewery Off-Sale Growler and On-Sale Brewer Taproom Licenses from 7942 College Drive to 15593 Edgewood Drive from DATE to June 30, 2017
- G. Approve Appointment for the Seasonal Position of Park Attendant
- H. Approve Appointment for the Seasonal Position of Public Works Maintenance
- I. Approve Appointment of GIS Intern
- J. Approve Resolution 2017-028 Ordering Preparation of Report on 2017 Mill and Overlay and Full Depth Reclamation Improvement Project
- K. Adopt Resolution 2017-029 receiving the Feasibility Report and calling hearing on improvements for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project.
- L. Accept Utilities Commission Minutes from April 5, 2017
 - 1. Amend the 2017 Street Maintenance Budget by transferring \$30,000.00 from Repairs/Maintenance Streets (2017 - \$75,000.00) to Crack Sealing Streets
 - 2. Approve the Anderson Brothers Construction 2017 Route & Seal Proposal for street cracksealing in the amount of \$33,500.00
 - 3. Approve the Anderson Brothers Construction 2017 Blow & Seal Proposal for street cracksealing in the amount of \$50,000.00 with the condition that the City Street

- Supervisor will monitor project progress with the contractor and suspend the project if cost reaches approved funding amounts
4. Approve the City of Baxter Cracksealing Policy
 5. Approve the Braun Proposal for Pavement Evaluation for chip seal stripping in the amount of \$3,060.00
 6. Accept the report on the Evaluation of the Fill Pipe on the North Water Tower
 7. Approve the WSN Proposal for Engineering Services for ADA Transition Plan for Public Right-of-Way in the Lump Sum amount of \$13,540.00
 8. Adopt Resolution 2017-030 Accepting Bid for the 2017 Elder Drive Improvement Project and Awarding to DeChantel Excavating in the amount of \$84,122.70
 9. Awarding the 2017 Elder Drive Improvements Project to DeChantel Excavating in the amount of \$84,122.70
 10. Approve the Crow Wing County 2017 County State Aid Highway 48 Silent Railroad Crossings and Bike Trail Improvements Project and 2017 County State Aid Highway 48 Mill and Overlay Improvements Project Cost Share Agreement in the estimated amount of \$182,373.00
 11. Move the Baxter Drive Improvement Project to the 2018 Capital Improvements Plan
 12. Accept the Utility Infrastructure Arc Flash Final Report for Water, Sanitary Sewer and Public Works Facility
 13. Approve the Lift Station No. 10 Reconstruction Plans and Specifications and direct staff to bid the project
 14. Approve the Quality Flow Systems, Inc. Proposal for pumps, control panels and accessories in the total amount of \$49,970.00 for the Lift Station No. 10 Reconstruction Project
 15. Approve the WSN Proposal for Engineering Services for Section 6 Stormwater from Clearwater Road to Woida Road in the not to exceed amount of \$14,850.00
 16. Approve the WSN Proposal for Engineering Services for Standard Specifications and Construction Details in the Lump Sum amount of \$3,850.00
 17. Adopt Resolution 2017-031 Relating to Bike Lanes on Excelsior Road from Trunk Highway 371 to Inglewood Drive.
 18. Adopt Resolution 2017-032 Relating to Parking along Fairview Road from Memorywood Drive to Inglewood Drive.
 19. Adopt Resolution 2017-033 Relating to Bike Lanes on Fairview Road from Memorywood Drive to Inglewood Drive.

MOTION by Council Member Cross, seconded by Council Member Nystrom to approve the Consent Agenda, excluding Agenda Item K. Motion carried unanimously.

PULLED AGENDA ITEMS

K. Adopt Resolution 2017-029 receiving the Feasibility Report and calling hearing on improvements for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project.

Interim City Administrator Steele informed the council there were two (2) resolutions for the 2017 Mill & Overlay and Full Depth Reclamation. Ms. Steele requested clarification that Resolution No. 2017-029 excluded Baxter Drive.

MOTION by Council Member Barrows, seconded by Council Member Cross to adopt Resolution 2017-029 receiving the Feasibility Report and calling hearing on improvements for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project excluding Baxter Drive Resolution. Motion carried unanimously.

OTHER BUSINESS

Planning and Zoning Actions

Adopt Resolution 2017-034 approving a Conditional Use Permit allowing accessory structure square footage to exceed 1,800 square feet for a Pole Barn Accessory Structure located at 3673 Cedar Scenic Road

CD Director Doty reviewed the site plan and conditional use permit (CUP) to allow construction of an accessory pole barn structure at 3673 Cedar Scenic Road. The property owner has an existing attached garage and the CUP is to allow the accessory structure square footage to exceed 1,800 square feet.

MOTION by Council Member Holman, seconded by Council Member Barrows to adopt Resolution 2017-034 approving a Conditional Use Permit allowing accessory structure square footage to exceed 1,800 square feet for a Pole Barn Accessory Structure located at 3673 Cedar Scenic Road. Motion carried unanimously.

Adopt Resolution 2017-035 approving Conditional Use Permits allowing accessory structure square footage to exceed 1,800 square feet and grading within a shoreland district and a variance allowing an accessory structure to be forward of the principal structure for property located at 4850 Mapleton Road

CD Director Doty reviewed the application for a conditional use permit (CUP) to exceed the maximum of 1,800 cumulative square feet of accessory space allowed per lot and a CUP for grading in a shoreland district.

The applicant has submitted an application for a variance to allow an accessory structure with a cumulative accessory square footage over 1,800 sf to be forward of the front line of the principal structure. Mr. Doty stated the property is situated on the north side of Mapleton Road and southeast of Rice Lake, therefore a CUP for a grading permit is also being requested.

MOTION by Council Member Barrows, seconded by Council Member Holman to adopt Resolution 2017-035 approving Conditional Use Permits allowing accessory structure square footage to exceed 1,800 square feet and grading within a shoreland district and a variance allowing an accessory structure to be forward of the principal structure for property located at 4850 Mapleton Road. Motion carried unanimously.

Adopt Resolution 2017-036 approving a Conditional Use Permit to allow motor vehicle sales and repair for Sound Connection Inc. located at 15808 Edgewood Drive

CD Director Doty informed the council the applicant would like to sell up to four used cars at one time. The applicant would outfit the vehicles with products that they sell and install on vehicles to display and ultimately sell.

Mr. Doty explained the site has 30 total parking stalls and the zoning ordinance requires 22 parking stalls for their business. Therefore, the applicant can designate six display stalls and still meet the parking requirement for their business. Mr. Doty stated that curb would not be added because there is an existing parking lot and only four vehicles being requested.

MOTION by Council Member Barrows, seconded by Council Member Cross to adopt Resolution 2017-036 approving a Conditional Use Permit to allow motor vehicle sales and repair for Sound Connection Inc. located at 15808 Edgewood Drive. Motion carried unanimously.

Adopt Resolution 2017-037 approving Conditional Use Permit to allow a nonconforming structure on a riparian lot to be expanded for property located at 6100 Highland Scenic Road

CD Director Doty reviewed the property location which is approximately 37,000 square feet situated between the south side of Perch Lake and the north side of Highland Scenic Road.

The property owner is proposing to construct an entry way and an attached garage on an existing single-family home and has requested a conditional use permit (CUP) to allow a legal nonconforming structure on a riparian lot to be expanded. The proposed development would expand the impervious surface to 19.4 percent, which complies with the 25 percent impervious surface maximum requirement of the shoreland district.

MOTION by Council Member Barrows, seconded by Council Member Cross to adopt Resolution 2017-037 approving Conditional Use Permit to allow a nonconforming structure on a riparian lot to be expanded for property located at 6100 Highland Scenic Road. Motion carried unanimously.

Approve Re-Scheduled Music in the Park Event date at Oscar Kristofferson Park to be held on July 19, 2017

MOTION by Council Member Cross, seconded by Council Member Holman to approve the re-scheduled Music in the Park Event date at Oscar Kristofferson Park to be held on July 19, 2017. Motion carried unanimously.

COUNCIL COMMENTS

Quinn Nystrom – Will not be able to attend the May 16th council meeting.

Steve Barrows – Attended NJPA student recognition event.

Todd Holman – Inquired on striping the residential streets. He only supports striping in the commercial areas. Is striping in the contracts and should it be included? Public Works Director/City Engineer Walter stated that no additional striping is being proposed. Mayor Olson stated that he had received negative comments on residential striping. Mr. Walter stated that this discussion can be held in the upcoming coming months.

Mark Cross – Watch out for the buses and stop arms and the motorcycles.

Darrel Olson – Inquired on when the leaf site will open this spring? Public Works Director/City Engineer Walter stated the leaf drop-off site opened Monday and will continue for four to six weeks. Residents may take their leaves and yard waste to the site from 7 a.m. to 5 p.m. Monday through Friday and 8 a.m. to noon Saturday and will go 4-6 weeks.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Holman to adjourn at 7:24 p.m.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant