

BAXTER CITY COUNCIL MINUTES
July 17, 2018

1. Call Meeting to Order

Mayor Darrel Olson called the meeting to order at 7:00 p.m.

2. Roll Call

Mayor Darrel Olson and Council Members Steve Barrows and Todd Holman were present. Council Members Quinn Nystrom and Mark Cross were absent.

Assistant City Administrator Kelly Steele, Police Chief Jim Exsted, Public Works Director Trevor Walter, and Community Development Director Josh Doty were present.

3. Pledge of Allegiance

All joined Mayor Darrel Olson in the Pledge of Allegiance

4. Additions or Changes to the Agenda

Assistant City Administrator Steele explained staff is asking for two changes to the agenda. The first is to table agenda item 9A2, upon the request of the applicant, until the next council meeting. The second is to add a closed session under Minnesota Statute 13D.05, subd. 3 (b) Attorney Client Privilege to discuss the Excelsior Drive Improvement Project.

5. Public Comments

None.

6. Presentation

A. Annual Update from Sheriff Dahl

Crow Wing County Sheriff Capitan Scott Goddard presented the annual update to the council. Capitan Goddard explained NJPA provided a grant for the purchase of a UAS system which has been a helpful resource. A Baxter sergeant is part of the UAS team. Crow Wing County has established a county-wide crime map of relevant crimes to receive feed back from residents. Last December the text 911 initiative was launched and has been used very little.

7. Consent Agenda

- A. Approve City Council Minutes from July 3, 2018
- B. Approve City Council Work Session Minutes from July 3, 2018
- C. Approve the Payment of Bills and Finance Report
- D. Approve Appointment for the Seasonal Position of Park Attendant for the 2018 Summer
- E. Accept Utilities Commission Minutes from July 5, 2018
 1. Approve the Sazama Stormwater Facilities Maintenance Agreement.
 2. Approve the Four Seasons Car Wash Stormwater Facilities Maintenance Agreement.
 3. Approve the GM Contracting Inc. Partial Pay Estimate No. 1 in the amount of \$321,560.71 for the 2018 Lift Station No. 3 Re-route Improvements Project.
 4. Approve the Pratt's Affordable Excavating, Inc. Change Order No. 2 in the increased amount of \$283,110.04 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project.

5. Approve Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 4 in the amount of \$176,688.60 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project.
 6. Approve the WSN Proposal for Environmental Services for the Wellhead Protection Plan Implementation in the not to exceed amount of \$9,685.00.
 7. Approve the Tri-City Paving, Inc. Change Order No. 3 in the increased amount of \$8,588.95 for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project.
 8. Approve the Tri-City Paving, Inc. Partial Pay Estimate No. 4 in the amount of \$53,892.63 for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project.
 9. Approve the 2019 Memorywood Drive Full Depth Reclamation Improvements Project Feasibility Report Amendment.
 10. Approve the Water Treatment Plant Generator Plans and authorize staff to bid the project.
 11. Approve the Sambatek Iron Oxidation Testing Amendment contract in the not to exceed amount of \$3,500.00.
- F. Accept Planning Commission Minutes from July 10, 2018
- G. Accept with Gratitude a \$500.00 Donation from Baxter Lions for 2018 Night to Unite event

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

8. Pulled Agenda Items

None.

9. Other Business

A. Planning and Zoning Actions

1. Adopt Resolution 2018-052 Approving a Conditional Use Permit for 4847 Mapleton Road to allow a 2,304 square foot accessory pole barn

Community Development Director Doty explained the application is for a conditional use permit for an accessory structure to be located on Mapleton Road. The request was approved by the council over one year ago. However, the applicant did not act on the application and it has since expired. The Planning and Zoning Commission has recommended approval.

MOTION by Council Member Barrows, seconded by Council Member Holman to Adopt Resolution 2018-052 Approving a Conditional Use Permit for 4847 Mapleton Road to allow a 2,304 square foot accessory pole barn. Motion carried unanimously.

2. Adopt Resolution 2018-053 Approving a Conditional Use Permit and Variance to allow a drive-through use for Walmart to be located at 7295 Glory Rd.

The applicant requested this item be pulled from the agenda.

3. Adopt Resolution 2018-054 Approving Planned Unit Development Sketch Comments for future development of property located southwest of Edgewood Drive and Novotny Road

Community Development Director Doty explained the planned unit development sketch plan is for future development of an 80-acre parcel located on Edgewood Drive. The proposal is to identify a concept drawing without showing buildings. The future development plan proposal includes commercial, multi-family, and residential uses. The plan includes a future plan of connecting the property to Inglewood Drive. None of the users of the property are known at this time. The current developer is attempting to get the project shovel ready for developers who may be interested in constructing the project. Wetland delineation has already been completed, and the applicant would like to perform some grading on the property. The Comprehensive Plan guides the 80-acres as mixed use and the city considers a planned unit development for mix use development of the property. The comments include the need for transportation studies and potential ICE reports. City water and sanitary sewer services are located near the site. Without knowing the end users, it is not known if an environmental assessment worksheet is needed. The Planning and Zoning Commission recommends approval of the resolution. The proposed resolution includes non-binding conditions to assist with development and marketing of the property.

Council Member Holman requested the comments include pedestrian connectivity, the street corridors resemble other similar existing street corridors, inform the developer the city is working on developing a complete street plan, and the design should be of an urban design rather than a mixed urban and rural design.

Mayor Olson and Council Member Barrows expressed the need to address the high water in this area.

MOTION by Council Member Barrows, seconded by Council Member Holman, with a friendly amendment to include the comments brought up by Council Member Holman, Council Member Barrows accepted the friendly amendment, to Adopt Resolution 2018-054 Approving Planned Unit Development Sketch Comments for future development of property located southwest of Edgewood Drive and Novotny Road, subject to the additional comments. Motion carried unanimously.

B. Approve School Resource Officer Contract with ISD 181 and 2018 Funding Sources for the Position

Chief Exsted explained last night the school board approved the contract during their meeting.

MOTION by Council Member Holman, seconded by Council Member Barrows to Approve School Resource Office Contract with ISD 181 and 2018 Funding Sources for the Position. Motion carried unanimously.

C. Approve the Hiring of an Entry Level Police Officer to Fill Vacancy created with the SRO Contract

MOTION by Council Member Barrows, seconded by Council Member Holman to Approve the Hiring of an Entry Level Police Officer to Fill Vacancy Created with the SRO Contract. Motion carried unanimously.

10. Council Comments

Steve Barrows: Council Member Barrows explained he attended the Music in the Park event.

Todd Holman: Council Member Holman thanked Parks and Trails Supervisor Alex Hondl for his work in the city parks.

Darrel Olson: Mayor Olson thanked the residents and travelers through the city for their patience with the numerous street projects.

11. City Administrator's Report

Assistant City Administrator Steele reminded the council of the Cypress Drive open house to be held at 6:00 p.m. on July 19 and the special council budget work session to be held at 5:30 p.m. on July 24.

12. City Attorney's Report

City Attorney Person asked the council to enter into a closed session under Minnesota Statute 13D.05, subd. 3 (b), attorney-client privilege, to discuss the Excelsior Road Improvement Project.

MOTION by Council Member Holman, seconded by Council Member Barrows to enter into a closed session at 7:40 p.m. Motion carried unanimously.

The council returned to an open session at 7:52 p.m.

Attorney Person explained the closed session was an update to the council and no action will be taken at this time.

13. Adjourn

MOTION by Council Member Barrows seconded by Council Member Holman to adjourn at 8:21 p.m. to the July 24, 2018 budget work session. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator