

BAXTER CITY COUNCIL MINUTES
August 15, 2017

Vice Mayor Todd Holman, 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: Vice Mayor Todd Holman, Council Members Quinn Nystrom, Steve Barrows, and Mark Cross.

COUNCIL MEMBERS ABSENT: Mayor Darrel Olson

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

CONSENT AGENDA

- A. Approve City Council Minutes from August 1, 2017
- B. Approve City Council Work Session Minutes from August 1, 2017
- C. Approve City Council Special Minutes from August 10, 2017
- D. Approve City Council Special Minutes from August 10, 2017
- E. Approve the Payment of Bills and Finance Report
- F. Adopt Resolution 2017-077 Ordering Preparation of Report on the 2019 Memorywood Drive Improvement Project
- G. Adopt Resolution 2017-078 Adopting Assessment for the 2017 Excelsior Road Residential Area Improvement Project, Municipal Project Number 4120
- H. Adopt Resolution 2017-079 Adopting Assessment for the 2017 Mill & Overlay and Full Depth Reclamation Improvement Project, Municipal Project Number 4417
- I. Adopt Resolution 2017-080 Accepting Bid for the 2017 Mill & Overlay and Full Depth Improvement Project, Municipal Improvement No. 4417 and 2017 Excelsior Road Residential Area Improvement Project, Municipal Improvement No. 4120
- J. Approve the Crow Wing County/BNSF Grade Crossing Agreement in the amount of \$2,000.00 for the temporary construction license.
- K. Approve the Crow Wing County/BNSF License for Bicycle Path/Pedestrian Walkway License in the amount of \$11,245.00 for one-time license fee, reprocessing fee and insurance.
- L. Accept Planning and Zoning Commission Minutes of August 9, 2017
- M. Accept Utilities Commission Minutes from August 2, 2017
 - 1. Approve Traffic Marking Services Inc. 7-Day Contract Extension Request of the 2017 City of Baxter Striping Project.
 - 2. Move the 2017 Lift Station No. 3 Re-route Improvements Project to 2018 to allow additional time for permits, optimized construction bids and early construction.
 - 3. Approve the Bolton & Menk 2017 Pavement Management Program Assistance Contract Amendment in the Not to Exceed amount of \$2,000.00.
 - 4. Approve the Bolton & Menk Proposal for Engineering Services – 2017 CIP and GIS Assistance Contract in the Not to Exceed amount of \$14,500.00.

5. Approve the City of Baxter Right-of-Way Plat No. 11 for the Cypress Drive Improvements Project.
 6. Approve the Bill Ludenia Appraisals Quote on Parcels 2, 3, 6, 9, 11, 12, 14, 17, 18, 19, 21, 25, 27, 28, 29 and 30 for the 2018 Cypress Drive Improvements Project in the Not to Exceed amount of \$21,000.00.
 7. Approve the Kelly Lindstrom Appraisal Review Quote on Parcels 2, 3, 6, 9, 11, 12, 14, 17, 18, 19, 21, 25, 27, 28, 29 and 30 for the 2018 Cypress Drive Improvements Project in the Not to Exceed amount of \$12,000.00.
 8. Approve the Super One/Fairview Road Improvements Project Plans and Specifications contingent on changing the HDPE Storm Sewer Pipe to concrete at Stations 7700-7900.
 9. Approve the City of Baxter Right-of-Way Plat No. 12 for the 2018 Excelsior Road/Edgewood Drive Improvements Project.
 10. Approve the DeChantal Excavating Change Order No. 1 in the increased amount of \$6,166.90 for the 2017 Elder Drive Improvements.
 11. Approve the WSN Agreement for Professional Engineering Services for Memorywood Drive Improvements Feasibility Report in the Not to Exceed amount of \$13,500.00
 12. Approve the Tri-City Paving Contract for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and the 2017 Excelsior Road Residential Area Full Depth Reclamation Improvements Project in the amount of \$880,678.80.
- N. Adopt Resolution 2017-082 Supporting the Application to Access 2017 State Capital Budget (Bond) Funds for the Cypress Drive Project
- O. Adopt Resolution 2017-083 Supporting the Minnesota Government Access (MGA) Request by Baxter Police Department for Access Through the Minnesota Judicial System

MOTION by Council Member Cross, seconded by Council Member Nystrom to approve the Consent Agenda and tabling of agenda item N. Motion carried unanimously.

OTHER BUSINESS

Planning and Zoning Actions

Adopt Resolution 2017-081 approving a Conditional Use Permit to allow for the expansion of a nonconforming structure on a nonconforming riparian lot located at 14378 Shoreview Drive.

Community Development Director Doty explained the applicant is proposing to expand an existing deck attached to a single family home that is located within the required 100-foot setback of Whipple Lake. The requested conditional use permit is to allow for a legal nonconforming deck on a riparian lot to be enlarged on Whipple Lake. The existing home has a 33-foot setback from the ordinary high water level making it a legal nonconforming structure within the Shoreland overlay district of Whipple Lake. The proposed deck expansion would expand the total square footage within the required setback to the lake but would not encroach any closer to the lake, thus maintaining the legally existing setback. The applicant is not proposing any grading with this project and therefore, staff is not requiring erosion control practices. The Planning and Zoning Commission has recommended approval.

MOTION by Council Member Barrows, seconded by Council Member Cross to adopt Resolution 2017-081 approving a Conditional Use Permit to allow for the expansion of a nonconforming structure on a nonconforming riparian lot located at 14378 Shoreview Drive. Motion carried unanimously.

COUNCIL COMMENTS

Mark Cross - Reminded motorists to watch out for motorcycles.

CITY ADMINISTRATOR COMMENTS

City Administrator Chapulis reminded council of the special budget work session scheduled on August 29 at 6 p.m.

CITY ATTORNEY COMMENTS

Attorney Person explained the closed session agenda item has been withdrawn from the agenda.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Barrows to adjourn at 7:10 p.m. to the August 29, 2017 Special Council Budget Work Session. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator