

BAXTER CITY COUNCIL MINUTES
September 5, 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 Members Quinn Nystrom, Steve Barrows, Todd Holman, and Mark Cross

COUNCIL MEMBERS ABSENT: None

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

PUBLIC COMMENTS: *Bob Ryan, 4953 Baywood Road.* Mr. Ryan questioned if any of the future residential street improvement projects include Baywood Road, if city staff has the ability to provide project costs and if the city should inform the public of pending projects. Council Member Cross inquired if Mr. Ryan would have a different position if he were buyer and not informed of a future project.

CONSENT AGENDA:

- A. Approve City Council Joint Meeting Minutes from August 14, 2017
- B. Approve City Council Minutes from August 15, 2017
- C. Approve City Council Work Session Minutes from August 15, 2017
- D. Approve City Council Budget Work Session Minutes from August 22, 2017
- E. Approve the Payment of Bills and Finance Report
- F. Approve 2017-2018 Contract for Chamber of Commerce Services
- G. Approve the Renewal of the Forestview Middle School Police Liaison Contract with ISD 181 for the 2017-2018 and 2018-2019 School Years
- H. Approve the Use of Drug Forfeiture Funds to Purchase Ballistic Vests for Officers in the Amount of \$7,100
- I. Approve the Use of Alcohol Forfeiture Funds to Purchase Medical Supplies for Squad Medical Bags in the Amount of \$700
- J. Approve Temporary Liquor License for the Brainerd American Legion Event on September 23, 2017 at the Northland Arboretum
- K. Adopt Resolution 2017-084 Supporting the Application to Access 2017 State Capital Budget (Bond) Funds for the Cypress Drive Project, Capital Project Fund 4027
- L. Adopt Resolution 2017-085 Requesting Municipal State Aid Street Funds Advance
- M. Accept Cemetery Commission Minutes of August 21, 2017
 1. Approve burial of unclaimed cremated remains in the Baxter City Cemetery based on findings of fact
- N. Authorize Staff to Execute the WSB ArcGIS Enterprise Consulting Services Proposal
- O. Approve Changes and Adopt City of Baxter Hunting Map
- P. Accept Park Commission Minutes of August 28, 2017
- Q. Accept Long Range Planning Commission Minutes of August 28, 2017
- R. Approve Revisions to the Hardship Deferral Criteria of the Special Assessment Policy

- S. Approve Agreement between Minnesota State Colleges and Universities, Central Lakes College, and the City of Baxter for Student Supervised Pre-Internship Training

MOTION by Council Member Holman, seconded by Council Member Cross to approve the consent agenda with consent agenda item M1 pulled for further discussion. Motion carried unanimously.

PULLED AGENDA ITEMS: Council Member Holman requested agenda item M1 be pulled for further discussion of the findings and policy formed by the recommendation of the Cemetery Commission. Council Member Holman inquired if the policy should be more robust, asked how the site would be marked, and if there would be multiple cremains in one site. To honor the burial site of multiple cremains, how does a family member in future find the individual; are the cremains recorded somewhere. Mayor Olson explained all burial information would be submitted by the funeral home to the city for record keeping. City staff has identified sites that would best fit this purpose. The funeral home would be responsible to open and close the vault and to provide the identity of the cremains to the city. The marker would be the cost of the funeral home. Eligibility to be in the cemetery requires Baxter residency; some of the cremains might not be of a Baxter resident. Does the City commit one site and open it to the multiple funeral homes located throughout the community. By allowing the burial of the unclaimed cremains, would there be a capacity issue in the cemetery. Statewide funeral homes have the same challenge of uncollected cremains. There needs to be a dignified answer and the city needs to be a part of that answer. Mayor Olson explained the policy is setting a precedent, but empathy ruled the Commission's recommendation. Council Member Cross inquired if the funeral home is purchasing a lot or if the city is donating. Mayor Olson explained the City would be donating the lot. Council Member Holman explained the policy does not specify the marker is not for advertising purposes. Council Member Barrows inquired if the city is reserving up to eight sites for this purpose and if they will accommodate the 40 cremains. Mayor Olson explained the City would be reserving up to eight sites and that all cremains would fit in the sites. Council Member Barrows inquired if this would be an ongoing activity. Mayor Olson explained allowing the burial of unclaimed cremains would be ongoing. Council Member Barrows inquired if the City will continue to enforce the policy that those buried in the cemetery are Baxter residents. Council Member Holman asked the Cemetery Commission to review the questions identified by the council.

MOTION by Council Member Holman, seconded by Council Member Barrows to refer agenda item M1 back to the Cemetery Commission for further consideration based upon the questions asked by the council. Motion carried unanimously.

OTHER BUSINESS:

Adopt Resolution 2017-086 Approving Comprehensive Plan Amendment to Amend the City's Future Land Use Plan for 10 Properties

Community Development Director Doty explained the City of Baxter is requesting a Comprehensive Plan amendment to amend the City's Future Land Use Plan for nine properties, not the ten properties previously identified, as a clean-up item from the Comprehensive Plan Update. After a city approves a new land use plan, the City is responsible for making any necessary changes to ensure consistency between the plan and the city's zoning map. Staff has reviewed the Future Land Use Plan that the City adopted in 2015 and has identified multiple inconsistencies between the Future Land Use Plan and Zoning Map. The inconsistencies that staff identified with the Future Land Use Plan are mostly mapping errors that did not factor the past planning efforts reflected on the City's zoning map. Therefore, the amendments would clean up the Future Land Use Plan to match the City's previous planning. The Long Range Planning Commission is recommending approval, with the exception of the College Road property.

MOTION by Council Member Cross, seconded by Council Member Nystrom to adopt Resolution 2017-086 Approving Comprehensive Plan Amendment to Amend the City's Future Land Use Plan for nine Properties. Motion carried unanimously.

COUNCIL COMMENTS:

Quinn Nystrom: Due to a scheduling conflict is unable to attend the special council meeting on Thursday, September 7.

Mark Cross: Reminded motorists to watch out for motorcycles.

Darrel Olson: The child and adult triathlons were conducted this past weekend. Despite the rain, 202 children participated in the triathlon. Organizers, participants, and spectators provided great comments on the work city staff did in preparation of the events. Both triathlons went very well. Pet Smart is having a grand opening ribbon cutting on Saturday, September 9 at 9:00 a.m.

CITY ADMINISTRATOR'S REPORT:

City Administrator Chapulis reminded the council of the special council meeting on Thursday, September 7 at 6:00 p.m.

CITY ATTORNEY'S REPORT:

Attorney Person suggested the council enter into a closed session under Minnesota Statute 13D.05, subd. 3 (c) to consider the purchase of property.

MOTION by Council Member Cross, seconded by Council Member Barrows to enter into a closed session at 7:36 p.m. Motion carried unanimously.

MOTION by Council Member Cross, seconded by Council Member Nystrom to return to an open session at 7:52 p.m. Motion carried unanimously.

Based upon the consensus of the closed session, Attorney Person recommends the council motion to accept the two offers to purchase property on Excelsior Road and two offers to purchase property on Cypress Drive.

MOTION by Council Member Cross, seconded by Council Member Holman, to accept the offers to purchase property on Excelsior Road and Cypress Drive. Motion carried unanimously.

ADJOURN:

MOTION by Council Member Cross, seconded by Council Member Barrows to adjourn at 7:54 p.m. to the special council meeting on September 7, 2017 at 6:00 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator