



# BAXTER CITY COUNCIL AGENDA

**Tuesday, September 6, 2016**

The regular meeting of the Baxter City Council will be held on Tuesday, September 6, 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 August 16, 2016 (pp. 3-7).
- B. Approve City Council Work Session Minutes from August 16, 2016 (pp. 8-11).
- C. Approve the Payment of Bills and Finance Report (pp. 12-13).
- D. Accept Parks & Trails Commission Minutes from August 22, 2016 (pp. 14-17)
- E. Accept Long Range Planning Commission Minutes from August 22, 2016 (pp. 18-23).
- F. Adopt Crow Wing County Election Emergency Plan to Establish Procedures should an Emergency Affect Election Activities in Baxter (pp. 24-46).
- G. Adopt Resolution 2016-075 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2016 Dellwood Drive North Improvement Project (pp. 47).
- H. Adopt Resolution 2016-076 For Hearing on Proposed Assessment for the 2016 Dellwood Drive North Improvement Project (pp. 48).

- I. Approve the \$500 Purchase of the Tactical Team Equipment with Proceeds from Drug Forfeiture Fund (pp. 49).
- J. Approve City of Baxter requirements for Non-Compliant Individual Septic Treatment Systems (pp. 50-52).
- K. Approve Changes and Adopt City of Baxter Hunting Map (pp. 53-58).
- L. Approve the materials donation in the amount equal to \$3,000.00 from Crow Wing Power, Green Touch Program for the Loren Thompson Park Butterfly and Pollination Garden Improvement Project (pp. 59-65).

## **6. Pulled Agenda Items**

## **7. Other Business**

- A. PUBLIC HEARING at 7:00 p.m., or thereafter, Vacate properties along the west side of Dellwood Drive and between General Rental, Positive Realty, and TH 371
- B. Adopt Resolution No. 2016-077 Approving Comprehensive Plan Amendment for the Dellwood Drive planning area (pp. 66-67).
- C. Employee Work Out of Class

## **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**

**BAXTER CITY COUNCIL MINUTES**  
**August 16, 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, Steve Barrows, Todd Holman and Mark Cross.

COUNCIL MEMBERS ABSENT: None.

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

**PUBLIC COMMENTS**

No public comments were received.

**CONSENT AGENDA**

- A. Approve City Council Minutes from August 2, 2016.
- B. Approve City Council Work Session Minutes from August 2, 2016.
- C. Approve the Payment of Bills and Finance Report (Addendum A).
- D. Accept Architectural Review Commission Minutes from August 8, 2016.
- E. Accept Planning & Zoning Commission Minutes from August 10, 2016.
- F. Approve Memorandum of Understanding with Central Lakes College Addressing Campus Sexual Assault Responsibilities and Information Sharing.
- G. Approve Drug Task Force Funding Agreement with National Joint Powers Alliance (NJPA) in the Amount of \$9,000 to Support Funding of Drug Task Force Agent.
- H. Adopt Resolution 2016-071, Providing for Procedures Related to the AMI Water Meter Project and Establishment of Associated Fees.
- I. Accept Utilities Commission Minutes from August 3, 2016.
  1. Approve the DK Investments Agreement for Development for Vaughans Townhomes.
  2. Approve the WSN 100-Year Stormwater Management Plan for the Third Addition to Baxter Wal-Mart Subdivision contingent on final approval from the Public Works Director/City Engineer that the volume equals the 100 year 24 hour storm event for the two new lots being created.
  3. Approve the Anderson Brothers Partial Pay Estimate No. 2 in the amount of \$219,879.78 for the 2016 Fairview Road Improvements Project.
  4. Approve the 13413 Maplewood Drive Temporary Easement Agreement for the 2016 Mill and Overlay, Full Depth Reclamation and Right Turn Lane Construction Project.
  5. Approve the Tri-City Paving Partial Pay Estimate No. 1 in the amount of \$176,652.90 for the 2016 Mill & Overlay, Full Depth Reclamation and Right Turn Lane Construction Project.
  6. Approve the DeChantal Excavating Partial Pay Estimate No. 1 in the amount of \$49,500.00 for the Lift Station No. 8 Reconstruction Project.

- J. Approve the Anderson Brothers Construction Quote for Ditch Cleaning between Trunk Highway 371 and Dellwood Drive from Aldi's to Clearwater Road in the lump sum of \$26,970.00.

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

### **PLANNING AND ZONING ACTIONS**

**Adopt ordinance No. 2016-040 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-072 approving a preliminary and final plat for "Third Addition to Baxter Wal-Mart Subdivision" and Resolution 2016-073 approving a PUD general plan for two new multi-tenant retail buildings located on the Gander Mountain site at 14275 Edgewood Drive**

Community Development Director Doty reviewed the request for the Preliminary and Final Plat named "Third Addition to Baxter Wal-Mart Subdivision" to rezone from C-2, Regional Commercial to PUD, Planned Unit Development and a PUD General Plan for two new multi-tenant retail buildings along Edgewood Drive for property located at 14275 Edgewood Drive.

Mr. Doty reviewed the site location and plan for two retail buildings along the Edgewood Drive frontage road. Staff reviewed the plat which meets minimum requirements and park dedication fees will be collected for the creation of the two new lots. Plans call for the development east of the existing Gander Mountain building which includes a dental office and drive through coffee shop.

Mr. Doty reviewed the access and traffic patterns within the development. The Utilities Commission did not recommend a traffic study due to the options within the area for ingress and egress since only the private entrance into the development is being changed. No additional right-of-way was necessary since the proposed development abuts existing development with less right-of-way.

Mr. Doty stated a pedestrian master plan will need be submitted for the entire site showing a spine sidewalk that would run the length of the parking lot from the two new building to the existing Gander Mountain and a sidewalk connection to Cub Foods and the vacant land to the North. Only the sidewalks on the two lots with the two proposed new buildings will be required at this time. When the developer comes back to the City in the future to make improvements on the third lot where Gander Mountain currently is, a PUD amendment will be required and the pedestrian connections to that site will be made at that time.

Mr. Doty reviewed the stormwater for the proposed development and Oppidan requested flexibility for an increase of 1.5 percent in impervious surface site coverage, which includes paved surfaces and roofs that create water run-off. The city's ordinance requires an island for every 10 parking spaces. Some of the rows in question were not much longer and had 12 or 13 parking spaces.

Council Member Cross inquired if the curb line on Edgewood Drive would change or if the trees along the street would remain as they were not about 20 years old. WSN Engineer Tim Ramerth said the trees will stay except for one that may have to be removed for utilities.

Council Member Holman requested council consider adding road condition that the private roadway be maintained at a city engineer pacer level not just for this site but for the city overall. The city has a system in place to measure pavement status and could the City require private drives to not have

potholes, ponded water or broken pavement. He noted the private streets by Gander Mountain and the Lakes 12 Theatre stating that people don't know those aren't city streets and the state of repair varies. He asked if that was something the city could enforce as those streets are used by police and fire and as through streets.

City Attorney Person said with the pavement rating system it makes it easier as a requirement and more enforceable but it would have to be applied everywhere the City has the same issues.

WSN Engineer Tim Ramerth stated that both retail partners and Oppidan Developers are excited with the project. They will be working with staff to make any necessary changes requested by the City of Baxter.

**MOTION** by Council Member Holman, seconded by Council Member Cross to adopt ordinance No. 2016-040 amending the City's official zoning map from C-2 (Regional Commercial) to PUD (Planned Unit Development) and Resolution 2016-072 approving a preliminary and final plat for "Third Addition to Baxter Wal-Mart Subdivision" and Resolution 2016-073 approving a PUD general plan for two new multi-tenant retail buildings located on the Gander Mountain site at 14275 Edgewood Drive, with a condition that the project maintain a pacer level for a science. Motion carried unanimously.

Discussion: Council Member Cross stated the city has language about building maintenance and so adding road maintenance would be a benefit since this particular section of road has had maintenance issues. Council Member Nystrom said she was in favor of this recommendation, noting she's been asked about private street conditions and about faded stop signs as well and why they are not maintained.

Mayor Olson said he'd be in favor of discussing it at a later time but was not in favor of bringing it up that night since he was sure no one had previously talked about this matter with the developers.

**Approve architectural plans for two new multi-tenant retail buildings located on the Gander Mountain site at 14275 Edgewood Drive, subject to conditions of approval**

Community Development Director Doty stated the application met all requirements except the hardy siding on one retail space.

**MOTION** by Council Member Cross, seconded by Council Member Nystrom to approve architectural plans for two new multi-tenant retail buildings located on the Gander Mountain site at 14275 Edgewood Drive, subject to conditions of approval. Motion carried unanimously.

**Adopt Resolution No. 2016-074 approving a variance to allow a 264-square foot addition to an existing 1,000-square foot detached accessory, where 1,152 square feet is the maximum allowed by the zoning ordinance for property located at 13152 Timberland Drive**

Community Development Director Doty reviewed the request for a variance to allow a 12 x 22 sq. ft. addition to an existing 1,000 square foot detached accessory structure raising the cumulative square footage for a single detached accessory structure 112 square feet beyond the 1,152-square foot maximum allowed by the zoning ordinance for property located at 13152 Timberland Drive.

**MOTION** by Council Member Barrows, seconded by Council Member Cross to adopt Resolution No. 2016-074 approving a variance to allow a 264-square foot addition to an existing 1,000-square foot detached accessory, where 1,152 square feet is the maximum allowed by the zoning ordinance for property located at 13152 Timberland Drive. Motion carried unanimously.

**Adopt Ordinance No. 2016-041 approving language to opt-out of State of Minnesota regulations related to Temporary Health Care Dwellings**

Community Development Director Doty informed the council that on May 12, 2016, Governor Dayton signed into law a bill creating a new process for landowners to place mobile residential dwellings “drop housing” on their property to temporarily help a family member with health care issues.

The law included an option for communities to opt out by September 1, 2016, by passing an ordinance to opt out of this specific State requirement. If a community does not opt out by September 1, 2016, than they will be required to follow the regulation as set forth in the bill. Mr. Doty stated that a good majority of cities are opting out. The opt out provides the city time to look at possibility allowing in the future.

**MOTION** by Council Member Barrows, seconded by Council Member Holman to adopt ordinance No. 2016-041 approving language to opt-out of State of Minnesota regulations related to Temporary Health Care Dwellings. Motion carried unanimously.

**Approve architectural plans for Jack Pine Brewery located at on Edgewood Drive south of Arrowwood Lodge**

Community Development Director Doty stated the applicant is proposing a new building in a new location for the Jack Pine brewery and taproom on a vacant lot. The applicant proposes the use of cement board panel siding, prefinished metal insulated panel siding, prefinished metal base flashing, anodized aluminum windows; the building also includes stained timber accents on the front façade.

**MOTION** by Council Member Cross, seconded by Council Member Barrows to approve the architectural plans for Jack Pine Brewery located at on Edgewood Drive south of Arrowwood Lodge. Motion carried unanimously.

**COUNCIL COMMENTS**

**Quinn Nystrom:** Had a quarterly meeting with the behavior health hospital. No big issues and no negative community input. Baxter night to unite was very well run and police department did very nice job. Attended the luncheon for Chief Exsted today for his 20 years of service and thanked him for the wonderful job he does.

**Mark Cross:** Stated this was the first chance the council had to look at and make a comment on the Oppidan redevelopment. It's always been my feeling that the buck stops here with the council when it comes to a proposal and when if we see something that needs to be improved even if it is a surprise to developers being on that other side for so many years it's just somewhat perceived that there will be surprises as we go along.

Council Member Cross stated that he don't care if they get a few surprises here at the council level, if that's the only time I get a chance to make a comment or any of us get a chance to make a comment on

that particular aspect of the project that didn't happen at the commission levels, I think that that is our responsibility to do that.

**Darrel Olson:** Congratulated Chief Exsted and retiring Police Administrative Assistant Beki Sommer for her years of service. Chief Exsted had stated that the average office has 1.5 people doing her job and she thanked for her years of service. Mayor Olson stated the Chief is well respected within the community.

**CITY ATTORNEY’S REPORT**

City Attorney Person presented the assessment agreement for 6646 Woida Road to the council for approval.

**MOTION** by Council Member Holman, seconded by Council Member Barrows to approve the 6646 Woida Road Non-Use Agreement. Motion carried unanimously.

**Closed Session: Minnesota Statute 13D.03, Labor Negotiations**

City Attorney Person requested council enter closed session to discuss labor negotiations at 9:07 p.m.

**MOTION** by Council Member Barrows, seconded by Council Member Cross to enter a closed session at 9:07 p.m.

**ADJOURNMENT**

**MOTION** by Council Member Barrows, seconded by Council Member Nystrom to adjourn the meeting at 9:08 p.m. to a Special Budget Work Session on Tuesday, August 30, 2016 at 6:00 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Mary Haugen  
Administrative Assistant

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**August 16, 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, Steve Barrows, Todd Holman and Mark Cross.

COUNCIL MEMBERS ABSENT: None.

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

**K9 PROGRAM DISCUSSION**

Chief Exsted gave a brief review of the K9 Program memo that was in the works session packet. The discussion on the future of the city's K-9 program was appropriate now given the budget discussions that are currently underway.

Chief Exsted stated that Sgt. Matt Maier's K-9 partner Gator recently celebrated his birthday and is nearing the end of his working life. Chief Exsted stated the department runs an outstanding program and a lot of that is due to Sgt. Maier's work with Gator and hopes that the council would be in favor of continuing this program as it has been a wonderful asset to both the community and the department.

Chief Exsted would like to see the program continue and inquired on the council thoughts. Mayor Olson stated the department has put a great program together and inquired if we have a person who will do it? Chief Exsted stated there is some interest but he has not posted the position until this discussion was held with the council.

Chief Exsted stated that with council approval the next steps would be to post the K-9 position internally. A candidate or candidates would meet with both Chief Exsted and Officer Maier to find out what the position takes and to make sure the experienced K-9 handlers are comfortable going forward as well.

Mayor Olson inquired what is the real cost when we are helping other departments. Chief Exsted stated that with Brainerd having its own K-9 unit, Officer Maier no longer gets the calls for assistance he used to. Officer Maier stated that Officer Gator has been part of bringing in approximately \$60,000.00 in cash seizures and more than a dozen vehicles. Chief Exsted noted there is room for discussion as to whether that may have happened anyway if Officer Gator was there or not at least for part of it. Chief Exsted said Gator has been a valuable tool but he'd hesitate to define that value with a monetary figure.

Council Member Barrows stated that he is in full support of the continuing the program and appreciated everything the department has been doing. Council Member Cross stated he has been a big proponent since day one.

Chief Exsted stated the City received a significant increase in bear activity calls. The MN DNR has requested the department remind residents that bears are attracted to things such as bird feeders, dumpsters, garbage cans or any source of food typically not found in the wild. The DNR states that by limiting the availability of food sources the bears will not remain in the area long.

There are private individuals who trap and relocate bears; however, the department is still waiting for costs associated with this option. Chief Exsted will pass on these costs on to the council once they are known. The department will take action if it becomes a public safety issue but just the presence of the bear does not constitute a public safety issue.

Council Member Nystrom stated that she has received several of these calls and the department has been very helpful with questions and concerns.

### **KIMBERLY DRIVE/DAKAR ROAD RIGHT-OF-WAY**

Community Development Director Doty explained a building permit application has been received for a single family home located on a 10-acre parcel located south of Rockrose Drive and east of Cherrywood Drive which abuts a dead-end street.

The submittal of this building permit has raised questions about future public roadways to serve the development of this area of the City. The owner has submitted a building permit but has not submitted a plat to subdivide the parcel so the City has no ability to require dedication of right-of-way for a future east/west public street connecting Kimberly Drive to Dakar Road.

Mr. Doty reviewed the options that are available:

#### **Option One**

The City Council could direct staff to prepare an offer for the City to purchase the North 40 feet of the applicant's property to secure a portion of the future right-of-way. The property is 300 feet wide, which equates to the purchase of 12,000 square feet of land. It should be noted that if the owners subdivide in the future, the City could secure the right-of-way with a plat with no additional cost to the City. However, there are no guarantees that the applicant will subdivide in the future.

#### **Option Two**

The City Council could direct staff to move forward with an application to officially map the public street corridor. Official mapping recognizes the roadway corridor and allows a more detailed future transportation plan for undeveloped areas. However, official mapping can right of way that could be otherwise dedicated with future platting.

Staff finds that this particular permit identifies a house location that would not be in conflict with the future east/west public street right-of-way. The home is proposed in a strategic location to allow

the potential future development of the property at an urban density. The only improvement identified with the permit within the future east/west street right-of-way is the residential private driveway.

### Option Three

This City Council could direct staff to do nothing and wait for future plat applications to collect the future public street right-of-way.

Council Member Holman stated he is a frequent proponent of official mapping. He thought the City should move forward with Options No. 2 and 3 proceeding with the house permit, which is allowed by ordinance and in a parallel time fashion move forward with officially mapping the southerly section of the map.

Council Member Nystrom concurred with Option No. 2 so we have the mapping and the property owner can move forward with their request.

Council Member Barrows inquired if the homeowner aware of the situation? Mr. Doty stated he had spoken to the builder and that information was passed onto the property owner. The City has been upfront with all inquiries on this parcel of land.

Council Member Cross inquired how comfortable is staff with the comprehensive plan and transportation map is this as a future corridor and is this enough? Mr. Doty stated that it provides a guide but it is not a concrete boundary and the official mapping will define that right-of-way.

Mr. Doty stated that staff will bring back a proposal for council consideration.

### **2016 MILL & OVERLAY, FULL DEPTH RECLAMATION AND RIGHT TURN LANE IMPROVEMENT PROJECT**

Public Works Director/City Engineer Walter highlighted the memo submitted by WSN Consulting Engineer Welch. Council Member Holman inquired if besides the additional bituminous patching and in addition to a time extension request will there be any additional change orders?

WSN Consulting Engineer Welch explained that John Street was thought for a change order but found it is in good shape, jetted and add an apron. Maplewood Drive has no change orders except end treatment at the lake.

Madeline Drive had a much thinner bituminous pavement than anticipated with areas so thin that no bituminous remained after milling operations were completed. After reviewing options and costs it was decided to overlay the entire surface. Mr. Welch stated there will not be any change order, just an over run of bituminous cost.

Mr. Welch reviewed the requested costs to pave the main roadways in the Baxter Cemetery. The estimate to prep and pave the roadways to a 12" with and 1.5 inch depth is \$15,860.00. The contractor has stated they would pave the cemetery for the same unit bid costs as the mill and overlay.

Mr. Welch reiterated that contractor will be submitting for an additional time extension for additional driveway work, bituminous patching and weather delays. The substantial completion date is August 26<sup>th</sup> and the contractor still plans on having all roadways paved by the 26<sup>th</sup>. The extension will only be necessary to complete to required shouldering and cleanup work.

Project costs were reviewed and the budget is in good shape. Contingency funds will be for additional ditching, bituminous patching and overruns on bituminous quantities.

Mayor Olson returned the discussion back to the cemetery. Mayor Olson is favor of the timing and price is right. Council Member Cross agreed the time and price is right and funding will have to come from the city budget.

Council Member Holman inquired on Class 5 and subgrade. Mr. Welch stated he felt there was an adequate amount already existing on the roadway to allow pavement. Mr. Walter stated that Mr. Otremba has reviewed the roadways and has no concerns. Parks and Trails staff will complete the shouldering in the cemetery.

Council Member Holman also agreed the timing and price is right and was in favor of the project.

Finance Director Vacinek verified with the bond council that because this is not part of the original project it was recommended having the contractor invoice the city separately for the bituminous work. The cemetery has \$10,000.00 in the capital equipment fund to pay for a significant portion of the project.

### **ADJOURNMENT**

**MOTION** by Council Member Holman, seconded by Council Member Barrows to adjourn at 6:42 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Mary Haugen  
Administrative Assistant

**PARKS & TRAILS COMMISSION MINUTES**  
**August 22, 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, Ken Hasskamp and Council Liaison Quinn Nystrom

**MEMBERS ABSENT:** Gail Brecht

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

**OTHERS PRESENT:** None

**Approval of the Minutes**

**MOTION** by Commissioner Holderness, seconded by Commissioner Hasskamp to approve the regular meeting minutes of July 25, 2016. Motion carried unanimously.

**Dog Park and Fitness Equipment**

Planner Gindele stated that staff did more research and looked at the site that the Commission is interested in using for the dog park. He reviewed the aerial with the Commission. It is roughly 2 acres, the site map showed the distances from the residential homes around this area. The packet also included the noise/barking dog and dogs running at large ordinance. Planner Gindele explained that staff does receive calls from residents that live next and up to several houses away regarding barking dogs. CD Director Doty added that staff is concerned about the barking dog ordinance, he explained the procedure that the police/animal control officer has to comply with in the ordinance. He wanted to make sure that the park is in a location that will not have an issue with noise. CD Director Doty stated that he strongly encouraged an area that could have a solid wall to control some of the noise.

Commissioner Barrick asked if the noise ordinance is only in effect after 10:00 pm, CD Director Doty stated that there are a few different “triggers” to the noise, one being a continuous barking for 3 minutes, regardless of the time. Commissioner Hasskamp stated that the rules almost stated that a dog is not welcome in Baxter, the regulations are so strict. CD Director Doty stated that people/residents are on both sides of the fence, one person moves in because of the strict regulations and the other does not want it to be so strict.

Planner Gindele stated that the parking lot issue was discussed at the last meeting. Staff has some concern about having residents going back and forth to the parking lot on a busy road that has no controlled intersection for pedestrian crossing. Commissioner Hasskamp stated that there may also be people that park on the road in front of residential homes. The Commission discussed what cost was included and not included in the \$50,000.00 price. Commissioner Hasskamp asked if a public notice would go out to the residents. CD Director Doty stated in this case, it would not be a required notification, however more of an informational meeting like Jewelwood Park.

Commissioner Holderness stated that she thinks that even if there is a different spot chosen, there could still be the same problems. Council Liaison Nystrom stated that the Clearwater Road area and Winkler Park both have wetlands and would be tougher to work with. CD Director Doty stated that he has previously worked with doggie daycares and he has found that a solid 6-8’ fence can keep the dogs from barking by not allowing the dogs to see people, cars and things on the other side of the fence that would normally make a dog bark. He stated that an 8 foot fence would require a variance by ordinance.

Commissioner Barrick asked what if the residents do not pick up after their pets, does that fall on parks

maintenance persons to take on. CD Director Doty stated that is correct, it would fall on the maintenance staff if the visitors were not responsible as well as mowing and garbage pick-up. Chair Kalkofen asked if there were any additional sites that were not close to homes, staff indicated that there is a lot of vacant land in the southern part of Baxter. The southern locations are not built-up, it would be a situation where people would know they are building/moving into a location that has an existing dog park, unlike the current proposed site where people live in the area and there is not a dog park. It was asked what the distance is from the Brainerd dog park to the nearest home. Staff will get a distance for the next meeting.

The Commission held conversation regarding the need for parking and what the regulations are for parking. CD Director Doty stated he will look into the regulations, however he did not think there was a lot of flexibility for the parking standards on public property. He indicated that the road crossing maybe the cheaper way to go. CD Director Doty stated that there are some updates in the works for County Rd. 48 and wondered if there are any possibilities of the crossing being installed at that time.

Planner Gindele moved onto the fitness equipment portion of the memo. He reviewed an estimate received from a company that deals this type of equipment. The estimate contained six different types of equipment, the cost and the installation was included in the price. The site prep was not included and would be an additional cost. Chair Kalkofen asked the Commission and staff which parks they thought would be the best location. The question is, do we place the equipment in a high traffic park or a smaller park that people will go to specifically for the use of the equipment.

Commissioner Holderness stated that she thought that the parents could bring their children and the adults could work out while the children play. The Commission discussed the different parks that would work, especially LT, Berrywood and Southdale as options. CD Director Doty stated that staff could look into the existing parks and bring a few options back to the Commission in the next meeting. Chair Kalkofen asked that staff find out the cost of the prep work for the equipment. Planner Gindele stated that he would also look into the surfacing, as there were a few different types. The Commission and staff had a discussion regarding the type of surfacing, what can be included with the purchase of some equipment and what may not be included.

### **Draft 5 Year CIP**

CD Director Doty stated the changes that were moved into different time frames requested by the Commission and the addition of the 2017 requests, the dog park and fitness equipment. CD Director Doty stated that the funding out there with grants is unknown and that is why there are question marks next to the wind erosion project at Whipple Beach. He asked Commissioner Barrick if she would be willing to assist with the grant research. Commissioner Barrick informed the Commission of a few of the grants that she was aware of and the amounts varied as well. Commissioner Barrick asked when the CIP needed to be approved. CD Director Doty stated that he kept it on the agenda so items could be worked out and timeframes determined. He indicated that City Council is going to approve the capital improvement plan soon and approval should take place eventually. He stated that as soon as the Commission is ready to approve the plan it will go forward to the City Council. Chair Kalkofen asked if all of the 2016 money has been spent. CD Director Doty indicated that only Item "C" and "D" have not been completed at this point. The Commission discussed the cost of the park benches/picnic tables and garbage/recycling containers and would like to see staff bring the actual costs to a meeting. Council Liaison Nystrom asked if the memorial benches could be used in place of some of the planned park benches to reduce cost of the benches to the City. Staff indicated that is possible but not reliable as the memorial benches are donated by citizens and are placed in locations chosen by the donor. The Commission suggested placing another article in the next city newsletter to boost interest in the memorial bench program; they suggested including an actual picture of a bench in a current location in the next newsletter.

Chair Kalkofen asked if there were any development projects in the works for 2017. CD Director Doty stated that into 2017 there should be some money coming in late this year, early 2017. The Commission agreed it was

a good year to not have a lot of big projects. The Commission agreed that the last couple of years have been full of big projects and 2017 would be a nice break to work on a few smaller projects.

The Commission moved onto the 2018 project and CD Director Doty explained the grant possibilities with the Oakwood Drive and Safe Routes to School grants and the opportunity to work with the school district and the City of Brainerd. Staff explained how the safe routes to school ranking and importance of specific areas is determined.

Commissioner Barrick asked if some money should be placed in the CIP for 2017 in case the land across from City Hall is given to the City for a park. She further added that she has spoken to several people that would like to keep that lake on the “private” side versus having another potential Whipple Beach. CD Director Doty stated that he hadn’t heard any of those comments but was glad it was brought to staff’s attention. Chair Kalkofen stated that a person he knows teaches kayaking and thought it would be a great location to teach children. CD Director Doty stated that he had received a call about Community Ed teaching paddle boarding somewhere and maybe both of those activities could take place in this location or at Whipple Beach.

Commissioner Barrick asked if something should be put in place in the future for access to the Paul Bunyan Trail in Baxter. Currently people are parking on the street to gain access. CD Director Doty stated that the DNR has held conversation with the city regarding that location and currently there is not money slated for a land purchase in that area. He indicated that it is a concern that people are parking on a city street and should that area start to get built out with homes, it could be a problem. He further stated that it is the gateway to the City and it could be improved but a funding source would be difficult.

Chair Kalkofen asked that staff notify the appropriate persons that the poison ivy on the trail near Paris Rd. is getting very thick and there are a lot of children that play in the area.

### **Rotary Centennial Project**

CD Director Doty stated that the Commission’s wishes for the Whipple Beach perimeter trail project was taken to the Council level. The Council was a little bit concerned being they felt the Rotary would want to tie their name/stamp to the project and wasn’t sure a trail would provide enough exposure. The Council suggested the 4<sup>th</sup> ball field at OK park was an option or the Whipple Beach handicap playground equipment or the LT pavilion. Council Liaison Nystrom mentioned the pedestrian bridge over 371, however she added that at this point no one knows who is going to pay for the study and the Rotary was not giving a budgeted amount for the centennial project, that made the bridge a little hard to offer as the project is going to have a very large price tag. Commissioner Holderness agreed with the ball field idea. Council Liaison Nystrom stated that she was stopped and asked about a pickle ball court. CD Director Doty stated that they are not limited to one application; the City is allowed to submit more than one. Chair Kalkofen noted that if the Rotary wants high visibility they may not pick something in the park, rather they may want something along or on 371. CD Director Doty stated that visibility could be seen too as the Cal Ripken tournament where people come from all over to play/cheer on teams.

### **Oakwood Trail Update**

CD Director Doty stated that staff had a meeting today with the Camp regarding the trail. They reviewed the revised trail and staff felt that this meeting went better and are possibly closer to a letter of support. One of the Camp’s concerns is high visibility from the proposed trail crossing location to the Camp’s new low ropes team building course. Staff is looking to see if the crossing can be moved a little more north. The other concern was the ball field fences and having to possibly relocate them back further. CD Director Doty stated that he agreed with the concern and that the Camp does not want to have to pay for the fences to be relocated. CD Director Doty stated that they are getting closer to compromise.

**Other Business**

None

The next scheduled meeting is September 26, 2016 at 4:00 pm.

**Adjournment**

**MOTION** by Commissioner Hasskamp, seconded by Commissioner Holderness to adjourn the meeting at 5:30 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Chair Jim Kalkofen

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Shanna Newman, CD Administrative Assistant

**LONG RANGE PLANNING COMMISSION MEETING**  
**August 22, 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 Cathy Clark, Bob Ryan, Mark Cross, Jim Kalkofen, Rock Ylimeini, Lori Rubin and Council Liaison Todd Holman

MEMBERS ABSENT: None

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

OTHERS: Craig Reikofski, Myron Rohloff, Kris & Rick Olson, Bob Nelson and Jim Thoreen

**Approval of Minutes**

Motion by Commissioner Ryan, second by Commissioner Cross to approve the minutes of the July 25, 2016 meetings. Motion carried unanimously.

**Public hearing for Dellwood Area Comprehensive Plan Amendment**

Chair Donnay turned the floor over to CD Director Doty who explained that previous meetings have been held, including a neighborhood meeting, to reach the point of a public hearing to designate the land use plan and zoning process for the Dellwood area. He gave a presentation of the area, map updates, history, existing use, utilities, resident requests, access and previous studies of the annexed property in a PowerPoint presentation. CD Director Doty then reviewed the four updated land use options staff is proposing for this area:

**Land Use Option One**

Land Use Option One is a representation of landowner requests that the Long Range Planning Commission heard at the June 26, 2016 neighborhood meeting and follow-up meetings with land owners. Specifically, low density residential was requested on the north and east sides of the planning area. The owners would like to keep a rural setting where hunting is still allowed. Commercial has been requested over Office Service or residential by this land owner in the north portion of the planning area.

**Land Use Option Two**

Land Use Option Two includes a representation of the 2008 land use study that was completed. The 2008 Land Use Study included a transition approach to land use, moving from Commercial to Office use, to Low Density Residential. Staff noted that one of the land use recommendations in 2008 was for the land northeast of the north end of Pearl Drive to be either C-1 or Office zoning. Staff noted that a portion of that property was in the City prior to the annexation and is already guided for commercial use and zoned C-2. Therefore, if the City would like to follow the exact land use that was discussed in 2008, the City would need to ultimately rezone the portion of land that is already in the City from C-2 to C-1 or Office Service. Lastly, it was noted that in terms of Land Use, the Long Range Planning Commission should ultimately indicate if the land labeled "O or C1" is intended to be Office or Neighborhood Commercial.

**Land Use Option Three**

Land Use Option Three includes the same residential low density layout as Option 1. However, Option Three includes Commercial land Use for the property north of Pearl Drive and proposes Office Use for the Property North of Mertens Drive. Staff noted that this is option maintains a transition approach to land use but offers more business district property than is offered in Land Use Option Number Two. CD Director Doty noted that

the Comprehensive Plan amendment process does not officially zone property. That action will come after the Comprehensive Plan Update with a separate public hearing. However, for the land guided Office under Option 3, an alternate land use could be C-1, Neighborhood Commercial. Staff noted that if Neighborhood Commercial is the desired land use for this property, that the land should be guided commercial and that the public hearing record should indicate that the anticipated future zoning of the property should be C-1.

#### Land Use Option Four

Land Use Option Four includes the same Land Use pattern as Option Three, except that the Office area North of Mertens Drive is shown as Low Density Residential. Staff noted that this option is not the desired land use requested by the property owners. However the land use does provide a more consistent line/separation from commercial to residential land use that exists to the northwest and south of the planning area. CD Director Doty stated that Land Use Option Four could be supported if there is concern about having too much commercial depth from State Highway 371.

CD Director Doty reviewed the updated Long Range Transportation and Functional Classification Street Map, the Water System Map and Sanitary Sewer Map with the Commission and how each map functions.

CD Director Doty stated that Option Four is the recommendation by staff at this time. He stated that each option is a viable option. Staff's reasoning for Option Four is the trajectory and distance from Highway 371. CD Director Doty explained the tier options for this area and the surrounding areas off of 371.

Chair Donnay asked the Commission if there were any questions for staff. Commissioner Kalkofen asked if it were zoned rural residential what is the ruling on utilities. CD Director Doty gave the example of an owner wanting to take their rural property and then decides to subdivide the land and bring in city utilities for a development, it would take a plat and a few approval processes for that request to take place, it would not be a simple rezoning of land. He indicated that amendments can be made to the comprehensive plan. CD Director Doty explained the difference between rural residential and low density residential. Commissioner Ryan asked about the sewer map and where the potential lift station would have to go. Ryan asked if sewer can be installed without the need for that lift station and could it still support commercial property. CD Director Doty stated that he was pretty sure that the sewer could be installed without the lift station.

Chair Donnay opened the public hearing at 6:28 p.m. asked anyone that would like to speak regarding this area to please come forward to the podium.

Mr. Robert Nelms, 7761 Whispering Woods Lane asked if his land was being taxed on the zoning or the use. CD Director Doty stated that staff contacted the County and it will be taxed on the use. Mr. Nelms asked if he can be grandfathered in with the current well and septic that he has in the commercial district. CD Director Doty stated yes he can continue to use the well/septic, however in the future the property would be geared towards a commercial use and building a bigger home would be harder than building a commercial use. Mr. Nelms stated that he has lived in the house for 24 years, he has no intention of building a bigger home, he does however want the ability to sell it as commercial in the future, for instance if Menards needed additional land.

Mr. Myron Rohloff 7888 Whispering Woods Lane agrees with CD Director Doty on option four, he would like to keep it rural residential and be allowed to continue to hunt on his land and keep a few pigs and chicken. He understood that some of the hunting regulations were changing and that he would not be able to use a rifle as he has in the past, but is OK with that. He considers his land as a piece of heaven and has no intentions of building.

Mr. Rick Olson 7889 Whispering Woods Lane he also agreed with Mr. Rolhoff with keeping rural residential on his property in the southern portion of the planning area. He wants to keep his chickens, hunting and has no intentions of building.

Mr. Craig Reikofski 15532 Dellwood Drive stated that he has just under 40 acres that his home and business (fencing installation contractor) are on his property, he would like land use option one. If option one is not granted then option three would be the next desirable option. He understood the potential for the road to go through and explained how that would open up his additional back 40 acres and the Zahn property. His concern is what he is going to do with option four, what does he do with the residential portion of the acreage. Option three where it is office and commercial in the front and residential in the back. In other words, part of it can be sold and the rest would not be as desirable. He indicated that he doesn't want to live in the City, it's not his lifestyle and he is going to be moving. He would like commercial in order to sell and allow others to develop the property.

CD Director Doty explained the reasons Mr. Reikofski would like the commercial option, regarding his business. His company has more of an industrial type use and if he were to open that type of business today it would go into the industrial zone, however, because he was annexed he is grandfathered in.

Chair Donnay closed the public hearing at 6:42 p.m. He asked the Commission for comments regarding what staff is proposing and what the audience had to say. Chair Donnay asked what the County had for land use previously for Mr. Reikofski, CD Director Doty stated it was rural residential. Commissioner Ylimeini stated that in 2009 was when the County rezoned land in an attempt to clean-up some of the zoning and that was when some people unknowing lost their commercial zoning.

Commission Ylimeini asked if there was an option five where rural residential in the southeast area and office service abutting commercial. CD Director Doty stated that could be a recommendation. Recommend option four with option three land use for Zahn and Reikofski property. Commissioner Ylimeini stated when Cypress goes through that road could be a major road and would change the character of the area drastically since it will be a main road and function as a backage road with additional commercial on it to the east. CD Director Doty stated that staff did think about that, however it's hard to say when that road will go through.

Commissioner Cross asked about option one, is there any viable land in the north portion. Mr. Reikofski stated that it was all low land and not buildable, lots of wetland. Commissioner Ryan questioned the third tier commercial and stated that signage will become an issue and when the current landowners go out to market it as commercial. Then that new buyer comes in and says where is my road, where are my signs going to go and I need water and sewer. He is concerned about a big box-style store going in and wanting signage out to 371 and the road system not being able to handle the traffic flow. Commissioner Ylimeini stated that sewer and water can get there pretty easy, traffic flow could be tough. Commissioner Cross stated that they are looking at longer timeframe and he is not convinced that they need residential in that area. Cross stated that he is leaning towards option one, since, in all reality, it will most likely be commercial. Commissioner Ylimeini stated that he agrees with Commissioner Cross as the long term plan. Commissioner Ryan stated that there are several commercial lots that haven't sold and when tier two hasn't sold how can tier three sell. Commissioner Cross stated that commercial hasn't come around yet, however it will in the future and it would be better to have the property zoned commercial and not have to worry about the residential affecting growth. Commissioner Ryan stated that it goes completely commercial and someone buys it because it sits back and it's cheaper, what about the other items that go along with commercial growth, signage, depth and infrastructure (signals and possible upgrades to the roads and water and sewer). He further asked what the urgency is in zoning all of this land commercial. Commissioner Cross stated that there is an urgency to zone it something, that there is lots of residential property. He further stated that the regulations are in place to not allow off site signage except for a multi-business pylon and that really doesn't assist the guy on the corner lot. Commissioner Cross then stated that staff was just pressed with the issue of a developer wanting more signage then allowed, so instead of one pylon we gave them two and that wasn't good enough, they wanted bigger. We have rules that need to be followed. The Commission had a discussion about the distance from Hwy. 371 and how that can affect

development. CD Director Doty used the Gander Mountain site as an example, it was roughly 1,200 feet from the 371, and the proposed commercial land was 2,600 feet from 371. Commissioner Ryan said if it is a destination it won't be too much of an issue, but if it is not a destination they are going to want signage. He finished his comment by stating there are a lot of other things that need to take place prior to commercial working there. Commissioner Ylimeini stated that he doesn't think it needs to be residential, as there are 500 lots that have current water and sewer.

Chair Donnay asked for a timeline to resolve this zoning. CD Director Doty stated that it needs to be in place by spring of next year. Chair Donnay asked if this would go to Council at the next meeting.

**Motion** by Commissioner Ryan, to recommend the City Council approve Option Four of the proposed land uses for the newly annexed land on Dellwood Dr. per staff recommendation. Motion died for a lack of a second.

**Motion** by Commissioner Ylimeini, second by Commissioner Cross to recommend the City Council approve Option One with the north section also being zoned commercial instead of residential for the newly annexed land on Dellwood Dr. Motion carried with Commissioner Ryan opposed.

Chair Donnay indicated that this will go to the City Council meeting on September 6, 2016 if the audience members would like to go to that meeting.

### **Hunting Map Amendments**

Chair Donnay asked Chief Exsted to review the revisions to the map with the Commission. The Chief stated that it has been 6-7 years since the last update. He stated that CD Director Doty put a memo together for the Commission to review. Chief Exsted reviewed the different type of hunting allowed in the City limits of Baxter, with the understanding that rifles are not allowed in the City limits. Within the memo there were three areas, the first being the newly annexed Dellwood area. There have not been any complaints and he did not have any issues with the hunting in that area being shotgun and archery. Chair Donnay asked for clarification regarding the Paul Bunyan Trail (inaudible comments were made from the audience regarding hunting and gun safety). The second area was the newly annexed Inglewood area and that area would be no hunting except for the forty acres north of the water tower for archery only. The Commission had conversation regarding whether all of the annexed Inglewood land should be archery or just the proposed forty acres. Chief Exsted indicated he would want to keep the commercial lots out of the mix being people are coming and going and not expecting hunters. Commissioner Kalkofen's opinion was to keep the majority of the land archery. Commissioner Ylimeini stated that some of them might already be hunting on their property and would allow their kids to hunt there and if they don't want persons hunting there the police will be called. Commissioner Cross asked if these property owners were notified. CD Director Doty stated that they had not been notified being it didn't come up during the annexation until Dellwood came up. Chief Exsted said that they can paint the whole area green for hunting and then let the homeowners tell the City that they don't want hunting on their land. Commissioner Ylimeini stated that if they don't want hunting on their property, then they have a right to say no hunting even if the City allows it but if the City doesn't allow it then those homeowners do not have any ability to hunt it.

The third area in question is was the Camp Vanasek property. The Camp is asking for no hunting due to the camping that is taking place on that land. Chief Exsted stated that the past two years they have been under different management and the use has also changed. He agrees with the request of no hunting due to the safety concerns with those camping on the land. It's 88 acres of land that would be taken off of the hunting map as they have requested due to the change of use for that area.

Commissioner Kalkofen asked how long the camping takes place, if it is weekends, monthly etc. He requested to hear from the camp.

Mrs. Nancy Cross, representing the Board of Directors for Camp Vanasek, stated that the Camp is a 501C3 and the camping takes place all year between the Boy Scouts, Girl Scouts and other groups. They had close to 6,000 campers last year and it did include winter camping. She noted that the City is looking to place a trail along Oakwood Dr. that will increase the activity around the camp. Commissioner Kalkofen asked if the majority is weekend camping, Mrs. Cross indicated that 75 percent of the camping does take place on the weekends. She further stated that children should not be mixed with archery hunting. Commissioner Kalkofen disagreed and stated that he supports children learning to hunt. He also stated that he has spoken to many people in the area that are fine with deer hunting in that area, being they are tired of the deer eating their gardens. Mrs. Cross stated that the bigger concern they have is someone falling out of a stand. They have seen beer cans and other trash that indicate people are drinking. She stated that they have the insurance responsibility and they don't want the responsibility of someone getting hurt. Commissioner Kalkofen asked if the County has a position on this hunting situation. CD Director Doty stated that they have not taken a position on this situation. Chair Donnay asked Chief Exsted if he had any additional locations. The Chief indicated that now that Isle Dr. has gone through, there is land that should be removed being the City owns it and to keep City property consistent on the map with no hunting allowed. Council Liaison Holman asked about the Essentia property and that too is an area that should be removed from the map.

Chair Donnay asked what the timeline is for the hunting map. CD Director Doty stated that being hunting is right around the corner and it would be ideal to have this on the first agenda in September.

**Motion** by Commissioner Cross, second by Commissioner Ylimeini to recommend the City Council approve Chief Exsted revised hunting map recommendations with the addition of the north Isle Drive location being removed from the hunting map.

Commissioner Kalkofen stated that he is still in favor of the Inglewood Drive location being an archery hunting area. The Chief stated that he is willing to send out a map of the area to the residents to see what they would like and then the Chief would come back to the Commission at the September meeting.

Commissioner Ryan stated that he would like to see a moratorium placed on all commercial land, that no hunting is allowed to take place. Commissioner Cross clarified if Commissioner Ryan was referring to developed commercial and non-developed commercial land. Commissioner Ryan said anything that is zoned commercial should not be hunted on, this would keep the hunting on commercial property from ever having to be discussed again.

Commissioner Kalkofen would like to see a compromise on the 88 acres of Camp land. Commissioner Ryan stated we need to acknowledge what the tax payers (Camp Vanasek) are requesting and that the chief is supporting.

Person from audience came forward and stated that he has hunted land where the hunter actually signs a waiver form and is totally responsible for being on that property when they have permission too be, such as Camp Ripley.

Motion carried with Commissioner Kalkofen opposed.

Chair Donnay asked if the Commission does want staff to follow-up with the residents on Inglewood Dr.

### **Other Business**

CD Director Doty mentioned that this is Commissioner Kalkofen's last Long Range Planning Meeting as he moves on to the next chapter in his life. The Commission thanked him for his service.

The next meeting is scheduled for September 26, 2016 at 6:00 p.m.

**Adjournment**

Motion by Commissioner Kalkofen, second by Commissioner Clark to adjourn the meeting at 8:15 p.m.  
Motion carried unanimously.

Approved By:

Submitted By:

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Chair Kevin Donnay

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Shanna Newman  
CD Administrative Assistant

## REQUEST FOR COUNCIL ACTION

September 6, 2016

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**Department Origination:** Administration

**Agenda Section:** Consent

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**Agenda Item:** Adopt Crow Wing County Election Emergency Plan

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**Approval Required:** Simple Majority of Vote of the Council

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### **BACKGROUND**

New election law requires counties to develop an election emergency plan to guide all elections conducted in the county. Cities may create a local election emergency plan or may adopt the county's plan. The purpose of the plan is to ensure election activities are prepared should a natural disaster, blizzard, or other large-scale incident affect an election. In the event of an emergency, the City would follow the same procedures identified in the County's plan; therefore, there is no need to draft a different policy for the City.

### **FINANCIAL IMPLICATIONS**

There are no financial implications with the adoption of the plan.

### **STAFF RECOMMENDATIONS**

Staff recommends the council adopt the Crow Wing County Election Emergency Plan.

### **COUNCIL ACTION REQUESTED**

Motion to adopt the Crow Wing County Election Emergency Plan.

### **Attachment:**

1. Crow Wing County Election Emergency Plan

# CROW WING COUNTY

## ELECTION EMERGENCY PLAN

**[Revised August/2016]**

*[Note: Minnesota law requires that counties file a copy of the elections emergency plan with the Office of the Secretary of State. In addition, counties should consider maintaining a hard copy of the plan and providing a hard copy of the plan to the municipal election managers within the county.]*

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## Introduction

Nothing must interfere with the right of voters to vote free of undue delay or inconvenience. The purpose of this election emergency plan is to ensure that, in the event of an emergency impacting the election, the essential functions of an election continue. The goal is to minimize the impact on the public, and to maintain the integrity and accuracy of elections in the event of an emergency.

This elections emergency plan applies to all staff within Crow Wing County Administrative Services Finance & Elections Division, and should be used as a guide by all jurisdictions conducting elections within Crow Wing County. This plan should be distributed to all municipalities within Crow Wing County that are responsible for election operations. This plan should operate in conjunction, but does not supersede, Crow Wing County's or the encompassed municipalities' governing Continuity of Operations Plan.

## County and Municipal Election Leads Order of Succession

In the event an incumbent elections administrator is incapable or unavailable to fulfill essential duties, successors have been identified to ensure there is no lapse in essential decision-making authority. The Crow Wing County Administrative Services Finance & Elections Division has identified successors for key election officials within Crow Wing County.

The Administrative Services Director and Operations Support Supervisor are responsible for the Elections Emergency Plan. If an event occurs that may warrant the use of the Elections Emergency Plan, it is the duty of the elections staff at the County and at the municipal level to communicate with the Administrative Services Director. If the Administrative Services Director cannot be reached, the Operations Support Supervisor should be contacted. The following table shows the Crow Wing County Elections order of succession.

Crow Wing County:

	Position	Successors
Name	Deborah Erickson	Kathy Toensing
Title	Admin. Services Director	Operations Support Supervisor
Office Phone	218-824-1049	218-824-1000 ext 4041
Land Line Home	218-828-1790	
Mobile Phone	218-831-4037	
Work Email	<a href="mailto:Debby.Erickson@crowwing.us">Debby.Erickson@crowwing.us</a>	<a href="mailto:Kathy.Toensing@crowwing.us">Kathy.Toensing@crowwing.us</a>
Personal Email	<a href="mailto:Debbyerickson72@gmail.com">Debbyerickson72@gmail.com</a>	

	Position	Successors
Name	Kathy Toensing	Lisa Kotchikian
Title	Operations Support Supervisor	Sr. Elections Specialist
Office Phone	218-824-1000 ext 4041	218-824-1023
Land Line Home	218-831-9025	218-251-0636
Mobile Phone	<u>Kathy.Toensing@crowwing.us</u>	<u>Lisa.Kotchikian@crowwing.us</u>
Work Email		
Personal Email		
Name	Lisa Kotchikian	Jason Rausch
Title	Sr. Elections Specialist	Finance Director
Office Phone	218-824-1023	218-824-1000 ext 4056
Land Line Home	218-251-0636	218-820-1499
Mobile Phone	<u>Lisa.Kotchikian@crowwing.us</u>	Jason.Rausch@crowwing.us
Work Email		
Personal Email		

Each municipality within the County has identified a successor for the top election position within the municipality, and additional successors as appropriate. The chief election official for each municipality is responsible for ensuring orders of succession are up-to-date and communicated to Crow Wing County Elections.

***See attached Appendix for local election official contact information.***

## **Alternative Worksite for County Offices**

If an emergency impacts the Crow Wing County Historic Courthouse on election day or during the absentee voting period, all reasonable efforts will be made to restore the functionality of the facility. The Administrative Services Director will assess the functionality and, if it is determined that the facility cannot be restored to functionality in a reasonable time period, will move County elections operations to Crow Wing County Land Services Building.

If County in-person absentee voting is moved to the alternative facility, the County will:

- Follow the notification procedures for polling place relocation, described below;
- Notify the Secretary of State of the new static IP address for the purposes of connecting to SVRS;
- Work with county IT staff to re-direct phone, email, and fax communications to the alternative facility; and
- Work with USPS, UPS, FedEx, and other package delivery services to ensure delivery of absentee materials to the alternative facility or arrange for collection of absentee materials.

## Polling Place Relocation – Prior to Election Day

If an emergency makes a polling place inoperable prior to election day, the governing election official must determine if the polling place can be made operable by election day. All reasonable efforts must be made to restore the originally designated polling place. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may change or consolidate the polling location.

Steps	Checklist for Relocation of a Polling Place Prior to Election Day	Resources
1 <input type="checkbox"/>	Determine that the originally designated polling location cannot be made operational by election day	
2 <input type="checkbox"/>	Identify an alternative polling location as near to the designated polling location as possible. <ul style="list-style-type: none"> <li><input type="checkbox"/> The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities</li> <li><input type="checkbox"/> Preference must be given to alternative polling locations within the precinct</li> <li><input type="checkbox"/> If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct</li> </ul>	
3 <input type="checkbox"/>	Immediately notify the county auditor and secretary of state of the need to relocate a polling place and the new polling place location <ul style="list-style-type: none"> <li><input type="checkbox"/> The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen</li> </ul>	Debby Erickson (218) 824-1049 OR Kathy Toensing (218) 824-1000 ext 4041

4 <input type="checkbox"/>	<p>Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On the website of the governing municipality (if applicable);</li> <li><input type="checkbox"/> On the county website;</li> <li><input type="checkbox"/> Through the pollfinder by updating the information in the Statewide Voter Registration System;</li> <li><input type="checkbox"/> On the location for all official notices within the governing municipality;</li> <li><input type="checkbox"/> To election judges within the municipality; and</li> <li><input type="checkbox"/> To local media outlets with a request that the media publically announce the relocation and the reason for the relocation.</li> </ul>	<p>Brainerd Dispatch (218) 829-4705</p> <p>C-I Courier (218) 546-5029</p> <p>Lake Country Echo (218) 568-8521</p> <p>Lakeland Public TV 1-888-292-0922</p> <p>BL Broadcasting Radio: 218-828-1067 218-822-7625 218-822-2933 218-829-1075</p>
4 <input type="checkbox"/>	<p>On Election Day, the governing election official must also post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If it is not possible to post this notice due to hazardous conditions, this requirement may be waived.</li> <li><input type="checkbox"/> Multiple postings may be required, and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle.</li> </ul>	

## Polling Place Relocation – On Election Day

In the case of an emergency impacting a polling place on election day, election judges should follow the Polling Place Emergency Procedures in the Appendix of this plan. The election judges will work with the governing election official to determine if the polling place can be returned to operation. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may either change or consolidate the polling location.

Steps	Checklist for Polling Place Relocation on Election Day	Resources
1 <input type="checkbox"/>	The governing election official must make a determination that the originally designated polling location cannot be made operational.	Polling Place Emergency Procedures
2 <input type="checkbox"/>	<p>The governing election official must identify an alternative polling location as near to the designated polling location as possible.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities</li> <li><input type="checkbox"/> Preference must be given to alternative polling locations within the precinct</li> <li><input type="checkbox"/> If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct</li> </ul>	
3 <input type="checkbox"/>	<p>Immediately notify the county auditor and secretary of state of the need to relocate a polling place and the new polling place location</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen</li> </ul>	<p>Debby Erickson (218) 824-1049 OR Kathy Toensing (218) 824-1000 ext 4041</p>

4 <input type="checkbox"/>	<p>Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On the website of the governing municipality (if applicable);</li> <li><input type="checkbox"/> On the county website;</li> <li><input type="checkbox"/> Through the pollfinder by updating the information in the Statewide Voter Registration System;</li> <li><input type="checkbox"/> On the location for all official notices within the governing municipality;</li> <li><input type="checkbox"/> To election judges within the municipality; and</li> <li><input type="checkbox"/> To local media outlets with a request that the media publically announce the relocation and the reason for the relocation.</li> </ul>	<p>Brainerd Dispatch (218) 829-4705 C-I Courier (218) 546-5029 Lake Country Echo (218) 568-8521 Lakeland Public TV 1-888-292-0922 BL Broadcasting Radio: 218-828-1067 218-822-7625 218-822-2933 218-829-1075</p>
5 <input type="checkbox"/>	<p>Post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If it is not possible to post this notice due to hazardous conditions, this requirement may be waived.</li> <li><input type="checkbox"/> Multiple postings may be required, and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle.</li> </ul>	
6 <input type="checkbox"/>	<p>The chief local election official must determine if extension of polling place hours by one hour is necessary to accommodate voters that would have been in line at the original polling location.</p> <p>If polling place hours are extended by one hour, the chief local election official must notify the following of the extension:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> County Auditor;</li> <li><input type="checkbox"/> Secretary of State;</li> <li><input type="checkbox"/> Election judges within the municipality; and</li> <li><input type="checkbox"/> All local media outlets.</li> </ul>	<p>Debby Erickson (218) 824-1049 MN SOS 1-877-600-8683 (See media list above)</p>

## APPENDIX

### Crow Wing County Elections Staff Contacts

#### Leadership Team

Name & Title	Contact Information	
Debby Erickson, Administrative Services Director	Office Phone	(218) 824-1049
	Land Line Home	(218) 828-1790
	Mobile Phone	(218) 831-4037
	Work Email	<a href="mailto:Debby.Erickson@crowwing.us">Debby.Erickson@crowwing.us</a>
	Personal Email	<a href="mailto:Debbyerickson72@gmail.com">Debbyerickson72@gmail.com</a>
Kathy Toensing, Operations Support Supervisor	Office Phone	(218) 824-1000 ext 4041
	Mobile Phone	(218) 831-9025
	Work Email	<a href="mailto:Kathy.Toensing@crowwing.us">Kathy.Toensing@crowwing.us</a>
Lisa Kotchikian, Sr. Elections Specialist	Office Phone	(218) 824-1023
	Mobile Phone	(218) 251-0636
	Work Email	<a href="mailto:Lisa.Kotchikian@crowwing.us">Lisa.Kotchikian@crowwing.us</a>
Jason Rausch, Finance Director	Office Phone	(218) 824-1000 ext 4056
	Mobile Phone	(218) 820-1499
	Work Email	<a href="mailto:Jason.Rausch@crowwing.us">Jason.Rausch@crowwing.us</a>

## Secretary of State

	Contact Information	
General Information, Office of the Secretary of State	Main Elections Admin. Line Toll Free Election Admin Line Election Admin. Email Voter Information Line	(651) 215-1440 1 (877) 600-8683 elections.dept@state.mn.us 1 (877) 600 - VOTE
Gary Poser, Director of Elections	Office Phone Email	(651) 556-0612 gary.poser@state.mn.us

## Support and Vendor Contact Information

### Support

Name & Title	Contact Information	
Tim Houle, County Administrator (for) County Board of Commissioners	Office Phone Email	(218) 824-1067 <a href="mailto:Tim.Houle@crowwing.us">Tim.Houle@crowwing.us</a>
John Bowen, County Emergency Manager Director	Office Phone Department Phone Mobile Phone Email	(218) 825-3445 (218) 829-4749 <a href="mailto:John.Bowen@crowwing.us">John.Bowen@crowwing.us</a>
Don Ryan, County Attorney	Office Phone Email	(218) 824-1040 <a href="mailto:Don.Ryan@crowwing.us">Don.Ryan@crowwing.us</a>
Sheriff's Office	Office Phone Email	(218) 829-4749
Jay Sikkink, County IT Director	Office Phone Department Phone Mobile Phone Email	(218) 824-1003 (320) 290-9141 <a href="mailto:Jay.Sikkink@crowwing.us">Jay.Sikkink@crowwing.us</a>
Sharon Anderson, Cass County Auditor	Office Phone Email	(218) 547-7260 <a href="mailto:Sharon.K.Anderson@co.cass.mn.us">Sharon.K.Anderson@co.cass.mn.us</a>

## Vendors

Name & Title	Contact Information	
Doug Sunde, SeaChange	Office Phone	(763) 586-3751
	Email	<a href="mailto:Doug.Sunde@seachangemn.com">Doug.Sunde@seachangemn.com</a>
Shelly Angen, SeaChange	Office Phone	(763) 586-3749
	Email	<a href="mailto:Shelly.Angen@seachangemn.com">Shelly.Angen@seachangemn.com</a>
Mike Hoversten, ES&S	Office Phone	(612) 940-5962
	Email	<a href="mailto:mahoversten@essvote.com">mahoversten@essvote.com</a>
Laura Schmitz, ES&S	Office Phone	(402) 889-5808
	Email	<a href="mailto:lschmitz@essvote.com">lschmitz@essvote.com</a>
Blake Luna, KnowInk	Office Phone	(417) 840-5467
	Email	<a href="mailto:blake.luna@knowink.com">blake.luna@knowink.com</a>

## Utilities and Public Works

Name & Title	Contact Information	
Reid Thiesse, County Facilities Director	Office Phone	(218) 824-1379
	Cell Phone	(763) 229-1038
	Email	<a href="mailto:Reid.Thiesse@crowwing.us">Reid.Thiesse@crowwing.us</a>
Tim Bray, County Highway Director	Office Phone	(218) 824-1110
	Department Phone	
	Email	<a href="mailto:Tim.Bray@crowwing.us">Tim.Bray@crowwing.us</a>
Brainerd Public Utilities	Office Phone	(218) 829-2193
	Email	<a href="mailto:email@bpu.org">email@bpu.org</a>
CenterPoint Energy	Office Phone	(612)-321-4939

## Media and Public Communications Contacts

### Media Contact List

Name & Title	Contact Information	
Brainerd Dispatch	Office Phone	(218) 829-4705
	Email	<a href="mailto:news@brainerddispatch.com">news@brainerddispatch.com</a>
Crosby-Ironton Courier	Office Phone	(218) 546-5029
	Email	<a href="mailto:courier@crosbyironton.net">courier@crosbyironton.net</a>
Lake Country Echo	Office Phone	(218) 568-8521
	Email	<a href="mailto:Nancy.vogt@pineandlakes.com">Nancy.vogt@pineandlakes.com</a>
BL Broadcasting	Studio Phone Lines:	
- WJJY		(218) 828-1067
- K103.5		(218) 822-7625
- B93.3		(218) 822-2933
- PowerLoon		(218) 829-1075
Lakeland Public TV	Office Phone	1-888-292-0922

### County and Municipality Communications Contact

Name & Title	Contact Information	
<i>Media Platforms</i>		
Marie Kirsch, County Media Specialist	Office Phone	(218) 824-7025
<i>(Web page, Facebook, Twitter)</i>	Email	<a href="mailto:Marie.Kirsch@crowwing.us">Marie.Kirsch@crowwing.us</a>

### CITY ELECTION CONTACTS

CITY	NAME	CONTACT INFORMATION
Baxter	Kelly Steele	City Hall, PO Box 2626, Baxter, Minnesota 56425 218/454-5100 FAX 218/454-5103 E-MAIL: <a href="mailto:ksteele@baxtermn.gov">ksteele@baxtermn.gov</a>
Brainerd	Connie Hillman	City Hall, 501 Laurel Street, Brainerd, Minnesota 56401 218/828-2307 FAX 218/828-2316 E-MAIL: <a href="mailto:chillman@ci.brainerd.mn.us">chillman@ci.brainerd.mn.us</a>
Breezy Point	Joe Rudberg	City Hall, 8319 County Rd 11, Breezy Point, Minnesota 56472 218/562-4441 FAX 218/562-4486 E-MAIL: <a href="mailto:jrudberg@cityofbreezypointmn.us">jrudberg@cityofbreezypointmn.us</a>
Crosby	Lisa Sova	City Hall, 2 <sup>nd</sup> St SW, Crosby, Minnesota 56441 218/546-5021 FAX 218/546-5686 E-MAIL: <a href="mailto:lisa.сова@cityofcrosby.com">lisa.сова@cityofcrosby.com</a>
Crosslake	Char Nelson	City Hall, 37028 County Rd 66, Crosslake, Minnesota 56442 218/692-2688 FAX 218/692-2687 E-MAIL: <a href="mailto:cityclerk@crosslake.net">cityclerk@crosslake.net</a>
Cuyuna	Bill Bedard	PO Box 536, Deerwood, Minnesota 56444 218/546-5883 E-MAIL: <a href="mailto:bbedard52@hotmail.com">bbedard52@hotmail.com</a>
Deerwood	Jeff Turk	City Hall, PO Box 187, Deerwood, Minnesota 56444 218/534-3152 FAX 218/534-3152 E-MAIL: <a href="mailto:jeffturk@cityofdeerwood.com">jeffturk@cityofdeerwood.com</a>
Emily	Christa Andrews	City Hall, PO Box 68, Emily, Minnesota 56447 218/763-2480 FAX 218/763-2481 E-MAIL: <a href="mailto:clerk@emily.net">clerk@emily.net</a>
Fifty Lakes	Karen L. Stern	City Hall, PO Box 125, Fifty Lakes, Minnesota 56448 218/763-3113 FAX 218/763-5113 E-MAIL: <a href="mailto:50lakes@emily.net">50lakes@emily.net</a>
Fort Ripley	Mary Tschida	PO Box 155, Fort Ripley, Minnesota 56449

218/828-1818

Garrison	Amy Vukelich	PO Box 239, Garrison, Minnesota 56450 320/692-4270 FAX 320/692-4270 E-MAIL: <a href="mailto:ctygarri@frontiernet.net">ctygarri@frontiernet.net</a>
Ironton	Amy Baratto	City Hall, PO Box 97, Ironton, Minnesota 56455 218/546-5625 FAX 218/546-5044 E-MAIL: <a href="mailto:amy@cityofronton.org">amy@cityofronton.org</a>
Jenkins	Krista A. Okerman, CMC	33861 Cottage Ave, Jenkins, Minnesota 56474  218/568-4637 FAX 218/568-5945 E-MAIL: <a href="mailto:jenkins@uslink.net">jenkins@uslink.net</a>
Manhattan Beach	Barb Hanson	39148 County Road 66, Manhattan Beach, Minnesota 56442 218/821-3422 E-Mail: <a href="mailto:city@manhattanbeachmn.org">city@manhattanbeachmn.org</a>
Nisswa	Laurie Hemish	City Hall, PO Box 410, Nisswa, Minnesota 56468 218/963-4444 FAX 218/963-3108 E-MAIL: <a href="mailto:laurie@ci.nisswa.mn.us">laurie@ci.nisswa.mn.us</a>
Pequot Lakes	Nancy Malecha	City Hall, 4638 County Rd 11, Pequot Lakes, Minnesota 56472 218/568-5222 FAX 218/568-5860 E-MAIL: <a href="mailto:cityhall@pequotlakes-mn.gov">cityhall@pequotlakes-mn.gov</a>
Riverton	Cari Johnson	City Hall, 16663 Main St, Riverton, Minnesota 56455 218/546-5225 FAX 218/546-5225 E-MAIL: <a href="mailto:riverton@centurylink.net">riverton@centurylink.net</a>
Trommald	Mona R. Geske	24124 Cardinal Ave, Trommald, Minnesota 56441 218/546-6543

### TOWNSHIP ELECTION CONTACTS

<b>TOWNSHIP</b>	<b>NAME</b>	<b>ADDRESS</b>
Bay Lake	Carol Pundt, Clerk	13861 County Road 10 Deerwood, Minnesota 56444 Phone: 218/678-3256 FAX: 218/678-3821 E-mail: <a href="mailto:baylaketown@gmail.com">baylaketown@gmail.com</a>
Center	Coralea Borden, Clerk	13110 Borden Road Merrifield, Minnesota 56465 Phone: 218/765-3397 FAX: 218/765-8346 E-mail: <a href="mailto:mcborden@brainerd.net">mcborden@brainerd.net</a>
Crow Wing	Duane Ruona, Clerk	10069 South Oaks Road Brainerd, Minnesota 56401 Phone: 218/822-3985 FAX: 218/822-3985 E-mail: <a href="mailto:crowwingtownship@gmail.com">crowwingtownship@gmail.com</a>
Daggett Brook	Tony Cossette, Clerk	11633 Sleepy Hollow Road Brainerd, Minnesota 56401 Phone: 218/838-3861 FAX: 218/829-2615 E-mail: <a href="mailto:Daggett.clerk1@outlook.com">Daggett.clerk1@outlook.com</a>
Deerwood	Judy Hamilton, Clerk	PO Box 521 Deerwood, Minnesota 56444 Phone: 218/534-3168 FAX: 218/534-3293 E-mail: <a href="mailto:dwdtwp@embarqmail.com">dwdtwp@embarqmail.com</a>
Fairfield	Marianne Auge, Clerk	33108 Dangers Road Crosby, Minnesota 56441 Phone: 218/763-2327 E-mail: <a href="mailto:fairfieldmn@gmail.com">fairfieldmn@gmail.com</a>
Fort Ripley	Tonia Dobosenski, Clerk	5190 Legend Lane Brainerd, Minnesota 56401 Phone: 218/821-5426 FAX: 218/829-4983 E-mail: <a href="mailto:fortripleytownship@gmail.com">fortripleytownship@gmail.com</a>
Gail Lake	Carol Johnson, Clerk/Treasurer	4804 County Road 1 Pine River, Minnesota 56474

Garrison	James Garbarini, Clerk	Phone: 218/587-2302 E-mail: <a href="mailto:gaillaketownship@gmail.com">gaillaketownship@gmail.com</a> PO Box 70 Garrison, Minnesota 56450 Phone: 320/692-4369 E-mail: <a href="mailto:jimgarbarini@gmail.com">jimgarbarini@gmail.com</a>
Ideal	John Plein, Clerk/Treasurer	35458 Butternut Point Road Pequot Lakes, Minnesota 56472 Phone: 218/543-4392 FAX: 218/543-6572 E-mail: <a href="mailto:info@idealtownship.com">info@idealtownship.com</a>
Irondale	Gayle Hanson, Clerk	19121 County Road 12 Ironton, Minnesota 56455 Phone: 218/546-6499 FAX: 218/546-2608 E-mail: <a href="mailto:irondaletownship2@gmail.com">irondaletownship2@gmail.com</a>
Jenkins	Bill Savage, Clerk	PO Box 71 Pequot Lakes, Minnesota 56472 Phone: 218/831-1100 E-mail: <a href="mailto:tonto1@charter.net">tonto1@charter.net</a>
Lake Edward	Martha L. Look, Clerk	25522 County Road 4 Nisswa, Minnesota 56468 Phone: 218/963-4406 FAX: 218/963-4406 E-mail: <a href="mailto:mlook32@q.com">mlook32@q.com</a>
Little Pine	Audrey LeBlanc, Clerk	43955 Little Pine Road Emily, Minnesota 56447 Phone: 218/763-2587 E-mail: <a href="mailto:leblanc@emily.net">leblanc@emily.net</a>
Long Lake	Patsy Olson, Clerk	7156 Hilltop View Road Brainerd, Minnesota 56401 Phone: 218/829-6546 FAX: 218/829-6546 E-mail: <a href="mailto:olsonpat@q.com">olsonpat@q.com</a>
Maple Grove	Norene Warta, Clerk	18451 County Road 24 Brainerd, Minnesota 56401 Phone: 218/764-2343
Mission	Anna Anderson, Clerk	PO Box 126 Merrifield, Minnesota 56465 Phone: 218/765-4377

Nokay Lake	Alan Cunningham, Clerk	E-mail: <a href="mailto:missionclerk@gmail.com">missionclerk@gmail.com</a> 13536 Thorson Road Brainerd, Minnesota 56401 Phone: 218/764-3418 E-mail: <a href="mailto:acunning@brainerd.net">acunning@brainerd.net</a>
Oak Lawn	Kathy Wessel, Clerk	PO Box 333 Brainerd, Minnesota 56401 Phone: 218/829-2109 E-mail: <a href="mailto:oaklawntwp@gmail.com">oaklawntwp@gmail.com</a>
Pelican	Shirley Wallin, Clerk	27717 Sunset Valley Road Pequot Lakes, Minnesota 56472 Phone: 218/963-7456 E-mail: <a href="mailto:cswallin@charter.net">cswallin@charter.net</a>
Perry Lake	Sandra Blood, Clerk	609 3 <sup>RD</sup> Street SW Crosby, Minnesota 56441 Phone: 218/838-1241 E-mail: <a href="mailto:sandyblood@outlook.com">sandyblood@outlook.com</a>
Platte Lake	Robert Dambowy, Clerk	2198 County Road 23 Brainerd, Minnesota 56401 Phone: 218/829-8190
Rabbit Lake	Linda Danielson, Clerk	25553 County Road 32 Aitkin, Minnesota 56431 Phone: 218/534-3748 E-mail: <a href="mailto:rabbittownhall@gmail.com">rabbittownhall@gmail.com</a>
Roosevelt	Bonnie Orton, Clerk	24561 Williams Rd Hillman, Minnesota 56338 Phone: 320/247-2105 E-mail: <a href="mailto:rsvlt@brainerd.net">rsvlt@brainerd.net</a>
Ross Lake	Joyce Neumann, Clerk	27406 Ross Lake Road Aitkin, Minnesota 56431 Phone: 218/927-6855 E-mail: <a href="mailto:jeneumann@centurylink.net">jeneumann@centurylink.net</a>

St. Mathias	Mary Sather, Clerk	7744 County Road 2 Fort Ripley, Minnesota 56449 Phone: 218/828-1989 E-mail: <a href="mailto:satherm@earthlink.net">satherm@earthlink.net</a>
Timothy	Mary Ann (Bunny) Geiger, Clerk	10943 Swanburg Drive Pine River, Minnesota 56474 Phone: 218/543-4448 FAX: 218/543-4426 E- mail: <a href="mailto:timothytownship@yahoo.com">timothytownship@yahoo.com</a>
Wolford	Rebecca Guida, Clerk	26726 State Highway 6 Crosby, Minnesota 56441 Phone: 218/546-5794 E-mail: <a href="mailto:bguida@charter.net">bguida@charter.net</a>

# **Election Judge Polling Place Emergency Procedures**

## **Emergency Evacuation of the Polling Location**

If a fire, a weather emergency, power outage, or another type of emergency occurs during voting hours, take steps to protect yourself and the other people in the polling place. Familiarize yourself with evacuation plans for the polling place. Do not worry about election supplies until after everyone in the polling place is safe.

If the polling place must be left unattended due to a catastrophic emergency (tornado, fire, bomb threat, other situations when Election Judges may be ordered to leave premises), use the following procedures.

### **STAY CALM**

If time permits, and your safety is not jeopardized, follow these steps before you leave the polling place:

1. Choose a location to meet outside; designate Election Judges to assist voters exiting the poll.
2. Record the public count from the Ballot Counter and the time on the cover of the polling place Roster.
3. Remove the memory card from the Ballot Counter.
  - a. Using the covered key, turn the machine to "OFF"
  - b. Use the skinny key to unlock the memory card compartment
  - c. Using the wire snippers in your supplies, remove the seal
  - d. Lift the left side compartment door, and press the black button to eject the memory card
  - e. Remove the memory card by pulling gently out of the slot
4. Secure blank, non-voted ballots in the ballot transfer case.
5. Keep voted ballots locked in the Ballot Box
6. Use any available return envelope (i.e. Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment.

7. If possible, take the following items with you:
  - a. Polling place Rosters (Registered Voters Roster and New Registrants Roster or Greeter's List if epollbook precinct)
  - b. Completed Voter Registration Applications
  - c. Memory card (if able to complete step 3)
  - d. Exit the polling place and account for all members of your election team.
  - e. As soon as you are in a secure location, call your local election official for further instructions about the voting process.

**If The Polling Place Can Be Reopened:**

1. Resume voting by using the auxiliary compartment of the Ballot Counter.
2. Call your local election official to advise that the polling place has reopened.
3. Support staff will be sent to re-install the memory stick and assist in reestablishing normal operations.
4. DO NOT KEEP VOTERS WAITING while you restore the functionality of the ballot counter.
  - a. Immediately open the auxiliary compartment slot of the ballot box. This slot lets voters drop their ballot into the locked ballot box without being counted by the machine.
  - b. If needed, explain to voters that once the ballot counter is operating election judges will process them through the ballot counter.
  - c. Voters may use the ballot marking device to verify their ballot has no voter errors before placing it in the auxiliary compartment.
  - d. After the machine is operating again, two judges should remove the ballots from the auxiliary compartment and feed them into the ballot counter.
5. Record events on the Incident Log.

**If The Polling Place Cannot Be Reopened:**

Contact your local election official if your polling place is unusable. Your local election official will help you determine if you need to move to a new polling place, and will assist in identifying a new polling place location. Follow the local election official's instructions regarding moving

polling places and notification that must be posted to inform voters of the change in polling locations.

## **Emergencies Requiring Police, Fire, or Medical Response (911)**

Call 911 for any problem or situation requiring a response from police, fire, or medical personnel. If you are using facility phones, verify ahead of time whether an access code is necessary to connect to an outside phone line.

When calling 911 to report a problem or situation requiring an emergency response:

1. Identify yourself as an Election Judge and give your ward and precinct number.
2. State the name and address of the polling place building and the specific location inside the building where the problem is located.
3. Explain the circumstances to the 911 operator and accurately describe the situation. The more accurately you can describe the situation, the better for the 911 dispatcher to be able to make a determination about what type of response is required.
4. After calling 911, call your local election official.
5. Explain the situation and the appropriate staff will be sent to assist you.
6. Record the situation on the Incident Log noting:
  - a. Time of incident
  - b. Type of problem
  - c. Name of individual(s) involved if known
  - d. Brief physical description of individual(s) involved
  - e. Brief description of the incident
7. Contact your local elections official when the situation is resolved.
8. Record the time and resolution of the situation on the Incident Log.

Whereupon, said Policy is hereby declared adopted on this 6<sup>th</sup> day of September, 2016.

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Darrel Olson, Mayor

ATTEST:

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Kelly Steele, Assistant City Administrator/Clerk

City Seal

**CITY OF BAXTER, MINNESOTA  
RESOLUTION 2016-075**

**A RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING  
PREPARATION OF PROPOSED ASSESSMENT FOR THE 2016 DELLWOOD DRIVE  
NORTH IMPROVEMENT PROJECT**

WHEREAS, the Consulting City Engineer has been directed to proceed with Improvement No. 4115, the improvement of Dellwood Drive between Novotny Road to CSAH 49 (Wise Road) and the cost thereof has been determined to be \$75,641.

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 of Baxter is hereby declared to be \$3,305 and the portion of the cost to be assessed against benefited property owners is declared to be \$72,336.
2. Assessments 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% from the date of the adoption of the assessment resolution.
3. The City Clerk, with the assistance of the Consulting City 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 the City Clerk shall file a copy of such proposed assessment in City Hall for public inspection.
4. The City Clerk shall upon the completion of such proposed assessment, notify the council thereof.
5. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

Adopted by the Baxter City Council this 6<sup>th</sup> day of September, 2016.

CITY OF BAXTER, MINNESOTA

\_\_\_\_\_  
Darrel Olson  
Mayor

ATTEST:

\_\_\_\_\_  
Kelly Steele  
Assistant City Administrator/Clerk

SEAL

**CITY OF BAXTER, MINNESOTA  
RESOLUTION 2016-076**

**A RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT FOR THE 2016  
DELLWOOD DRIVE NORTH IMPROVEMENT PROJECT**

WHEREAS, by a resolution passed by the council on September 6, 2016, the city clerk was directed to prepare a proposed assessment of the cost of Improvement No. 4115, improving Dellwood Drive between Novotny Road to CSAH 49 (Wise Road);

WHEREAS, the clerk has notified the council that such proposed assessment is in the process of being completed and is on file in City Hall for public inspection.

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

1. A hearing shall be held at 7:00 p.m. or thereafter on Tuesday, October 4, 2016 in the Baxter 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 the city clerk shall state in the notice the total cost of the improvement. City 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 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.

Adopted by the Baxter City Council this 6<sup>th</sup> day of September, 2016.

CITY OF BAXTER, MINNESOTA

\_\_\_\_\_  
Darrel Olson  
Mayor

ATTEST:

\_\_\_\_\_  
Kelly Steele  
Assistant City Administrator/Clerk

## REQUEST FOR COUNCIL ACTION

September 6, 2016

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**Department Origination:** Police

**Agenda Section:** Consent

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**Agenda Item:** Approve the \$500 Purchase of the Tactical Team Equipment with Proceeds from Drug Forfeiture Fund

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**Approval Required:** Simple Majority of Vote of the Council

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### **BACKGROUND**

The Baxter Police Department has been an active participant in the multi-jurisdictional Tactical Response Team for nearly 20 years now. The majority of the costs for equipment and other resources to support the team are covered by the Crow Wing County Sheriff's Office.

One of our officers assigned to the team is a member of the sniper squad on the team. The team has invested in nearly \$10,000 worth of equipment for the snipers. At this time we would like to purchase a Rifle Bag in which to organize and protect the equipment that we are responsible for at our department. This bag will also assist the team member to more efficiently deploy.

The bag with the equipment will be kept at the Baxter Police Department.

### **FINANCIAL IMPLICATIONS**

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

### **STAFF RECOMMENDATION**

Staff is recommending approval of the transfer of \$500 from the Drug Forfeiture Fund to cover the costs associated with the purchase of the bag.

### **COUNCIL ACTION REQUESTED**

Motion to approve the transfer of \$500 from the Drug Forfeiture Fund to purchase the bag.

## REQUEST FOR COUNCIL ACTION

September 6, 2016

**Department Origination:** Community Development

**Agenda Section:** Consent

**Agenda Item:** Approve City of Baxter requirements for Non-Compliant Individual Septic Treatment Systems.

**Approval Required:** Simple Majority of Vote of the Council

### **BACKGROUND**

The City of Baxter is proposing requirements for Non-Compliant Individual Septic Treatment Systems (ISTS). The City of Baxter was recently made aware of a Non-Compliant Individual Septic Treatment System (ISTS) on Lynndale Lane. The ISTS was determined to be Non-Compliant during an inspection that occurred with the sale of the property. Even though the ISTS did not present an Imminent Threat to Public Health, meaning that the system was not surface discharging or backing up into the dwelling, requirements state that the system must be made compliant within 10-months.

In this particular instance, the seller decided to construct a new compliant mound system to resolve the matter. However, this property is on Lynndale Lane, which is identified in the City's Capital Improvement Plan (CIP) to receive municipal sewer within five years. This raised a policy question of financial burden to a property owner to require the replacement of private non-conforming systems when a public sewer project is imminent. Therefore, staff is proposing the attached policy to allow the City Septic Inspector to extend the 10-month requirement to up to 5 years, when their individual septic treatment system (ISTS) is identified as Non-Compliant and the dwelling is scheduled for public sewer within five years.

### **FINANCIAL IMPLICATIONS**

There are no financial implications to the city related to this request.

### **STAFF RECOMMENDATIONS**

Staff recommends approval of the attached policy regarding Non-Compliant Individual Septic Treatment Systems.

### **COUNCIL ACTION REQUESTED**

Approve City of Baxter requirements for Non-Compliant Individual Septic Treatment Systems.

### **Attachments:**

1. ISTS Policy

**City of Baxter, MN**  
**Non-Compliant Individual Septic Treatment System (ISTS) Policy Statement**  
**September 6, 2016**

**Purpose**

This policy statement is intended to mitigate the financial burden to a homeowner when their individual septic treatment system (ISTS) is identified as non-compliant and the dwelling is scheduled for public sewer within a five year time period.

**Capital Improvement Plan**

The City of Baxter has a five year capital improvement plan (CIP) and updates the five year on a yearly basis. The CIP identifies the specific areas of the City that are scheduled to receive municipal sewer service within a five-year time period and delineates yearly projects within the CIP.

**Non-Compliant ISTS, Policy Statement**

In instances where an ISTS is determined to be non-compliant, but is of an acceptable design, construction, is maintained, and does not present an Imminent Threat to Public Health (defined below), and the dwelling is scheduled for public sewer in the CIP within a five year time period, the City of Baxter Septic Inspector may extend the 10 month septic replacement requirement for Failure to Protect Ground Water (FTPGW) up to 5 years. Any waiver by the Septic Inspector shall be made in writing. The Septic Inspector shall determine if a written agreement is necessary to be recorded with the title of the property.

In the event the public improvement project to construct City sewer (identified in the CIP) does not occur in 5 years or if the project is removed from the CIP or if there is a change to one or more of the conditions that originally permitted the waiver, the Septic Inspector may revoke the waiver and require the ISTS to be replaced within a 10 month timeframe. The Septic Inspector may also allow the timeline for replacement to be postponed to a later date for good cause or extenuating circumstances if it does not jeopardize public health.

ISTS Imminent Threat to Public Health: An Individual Septic Treatment System that is surface discharging or backing up into the dwelling.

Whereupon, said Policy is hereby declared adopted on this 6<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Darrel Olson, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Steele, Assistant City Administrator/Clerk

City Seal

## REQUEST FOR COUNCIL ACTION

September 6, 2016

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**Department Origination:** Police

**Agenda Section:** Consent

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**Agenda Item:** Approve Changes and Adopt the City of Baxter Hunting Map.

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**Approval Required:** Simple Majority of Vote of the Council

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### **BACKGROUND**

The City of Baxter has officially adopted a Hunting Map in past years. This map is used in conjunction with the hunting ordinance to determine the hunting zones within the city.

The map is reviewed by staff on a regular basis and at this time staff determined that significant changes needed to be made. A majority of the changes were driven by new annexation properties the need to identify the proper hunting use on those lands.

City staff also received in a request on the 88 acre property surrounding Camp Vanasek. That specific request was to discontinue hunting on the property.

Staff discussed the changes and then presented those changes to the Long Range Planning Commission. The recommendations presented by staff were motioned through LRP as presented. (See Attached Document/Memo for Details of Changes).

In addition to the three areas outlined in the attached memo staff also presented a fourth area needing change. This fourth area was the properties adjacent to the new Isle Dr. segment running between the Essentia clinics and Highland Scenic Dr. This area was still defined as an Archery Zone but staff recommended the proper classification should now be No Hunting. LRP Commission agreed with this recommendation.

Also attached to the council information packet is the new hunting map draft which reflects the above changes.

### **FINANCIAL IMPLICATIONS**

No financial implications.

### **STAFF RECOMMENDATION**

Staff is recommending approval of the changes to the city hunting map and then adopting the new map for city use.

**COUNCIL ACTION REQUESTED**

Motion to approve changes and adopt the revised City of Baxter Hunting Map.



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**TO:** Baxter Long Range Planning  
Commission

**FROM:** Joshua Doty, Community Development Director &  
Jim Exsted, Police  
Chief

**DATE:** August 22, 2016 Long Range Planning Commission Meeting

**SUBJECT:** Hunting Map Amendments

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### **Background and Request**

The City of Baxter is requesting amendments to the City’s Hunting Map. Specifically, the City of Baxter has hunting regulations and a Hunting Map that indicates where certain types of hunting is allowed and where hunting is not allowed. As changes occur within the City, the Hunting Map should be re-evaluated to see if changes need to be made to the map. The City has recently received requests for changes to the Hunting Map. Specifically, property owners within the Dellwood Annexation area have requested the ability to hunt. While Camp Vanasek has requested no hunting for the land where Camp is located.

### **Hunting Zones**

The City’s Hunting Map (attached) delineates every property in the City into one of four zones as follows:

- No Hunting
- Archery Only Zone
- Shotgun & Archery Only Zone
- Muzzleloader / Shotgun & Archery Zone

The majority of the City is located in the No Hunting zone. Properties that are permitted for hunting are generally larger properties or properties that are in rural areas of the City. To help manage deer numbers within Baxter, the City has allowed larger properties adjacent to residential areas in the Archery Only Zone. Shotgun and Archery is allowed only when property for hunting is at least 500 feet from dwelling or occupied building. The Muzzleloader / Shotgun & Archery zone has been applied only to the southwest portion of the City, away from the developed area of the City.

### Site Area One

Site Area One (to the right) is located within the Dellwood Planning area. Therefore, the land was recently annexed into Baxter. City staff is proposing to update the hunting map for the entire planning area. However, staff has received a specific request from the property owners of the darker green shaded area on the map to the right. Specifically for the land located Northeast, East and Southeast of the Whispering Woods Lane, the property owners have requested the ability to hunt with shotgun and archery. The property owners have hunted this land while it was in the County and would like to continue to hunt on their land. Staff is supportive of a Shotgun and Archery designation for the portions of the dark green property that are located 500 feet from a dwelling or occupied building.



### Site Area Two

Site Area Two (to the left) is located within the Inglewood Planning area. The land was also recently annexed into Baxter and Land Use and Zoning was recently established. City staff is proposing to update the hunting map for this entire planning area. Staff is proposing no hunting for the entire area, except that the 40 acre piece of property located North of the water tower (in dark green) would be an Archery Only Zone. Staff notes that the property directly North of this 40 acres was in Baxter prior to the Annexation and is already located in an Archery Only Zone.

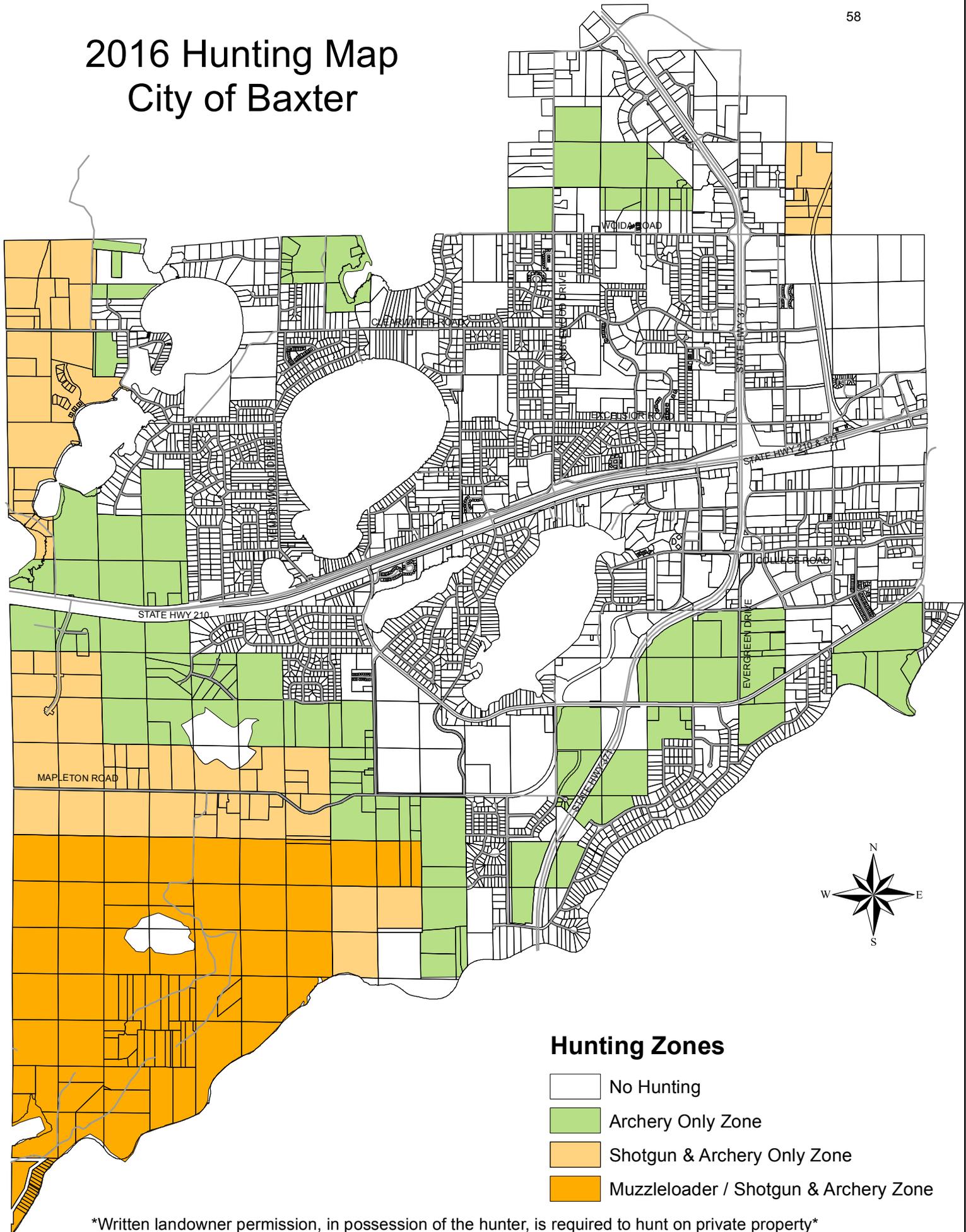
### Site Area Three

Site Area Three (to the right) is located on Land Owned by Crow Wing County. Crow Wing County has a long term lease with Camp Vanasek. Attached is a letter the City received from Camp Vanasek with a request for a No Hunting designation for the entire 88 acres. Staff notes that Crow Wing County has not provided a position on Camp Vanasek's request, although City staff did contact County staff. Crow Wing County staff indicated that would likely discuss this at future County meeting. Staff notes that the City has approved No Hunting designations for other larger public/semi-public properties.

Specifically, Mississippi River Overlook Park, which is a larger wooded park, has a No Hunting designation. The Northland Arboretum is another large wooded property that is semi-public and the City has a No Hunting designation on that property. Therefore, at this time, staff is supportive of no hunting for this property. If Crow Wing County states that they would like hunting on the property, the City would need to re-evaluate the matter.



# 2016 Hunting Map City of Baxter



## Hunting Zones

-  No Hunting
-  Archery Only Zone
-  Shotgun & Archery Only Zone
-  Muzzleloader / Shotgun & Archery Zone

\*Written landowner permission, in possession of the hunter, is required to hunt on private property\*

## REQUEST FOR COUNCIL ACTION

09.06.2016

**Department Origination:**

Public Works

**Agenda Section:**

Consent

**Agenda Item:** Approve the materials donation in the amount equal to \$3,000.00 from Crow Wing Power, Green Touch Program for the Loren Thompson Park Butterfly and Pollination Garden Improvement Project

**Approval Required:** Simple Majority Vote of the Council

### **BACKGROUND**

The City of Baxter Parks Department would like to partner with the Crow Wing Power Green Touch Program and Ken Lueken a Master Naturalist from our community over the next three years to construct a butterfly and pollination garden in Loren Thompson Park. This type of garden will consist of native prairie grasses, flowering plants, chip pathways, hardscape retaining blocks, patio pavers, rest area benches and interruptive signage.

### **FINANCIAL IMPLICATIONS**

City staff will assist in the on-going maintenance of this landscape area. All city maintenance cost will come out of the general operations budget of the Park and Trails on an annual basis.

### **STAFF RECOMMENDATION**

Park and Trails Supervisor Roy Rauen recommends the City Council accept the materials donation in the amount equal to \$3,000.00 from Crow Wing Power Green Touch Program for the Loren Thompson Park Butterfly and Pollination Garden Improvement Project. The donation will span over a three year time period starting in 2016 through 2018 consisting of \$1000.00 dollars each year.

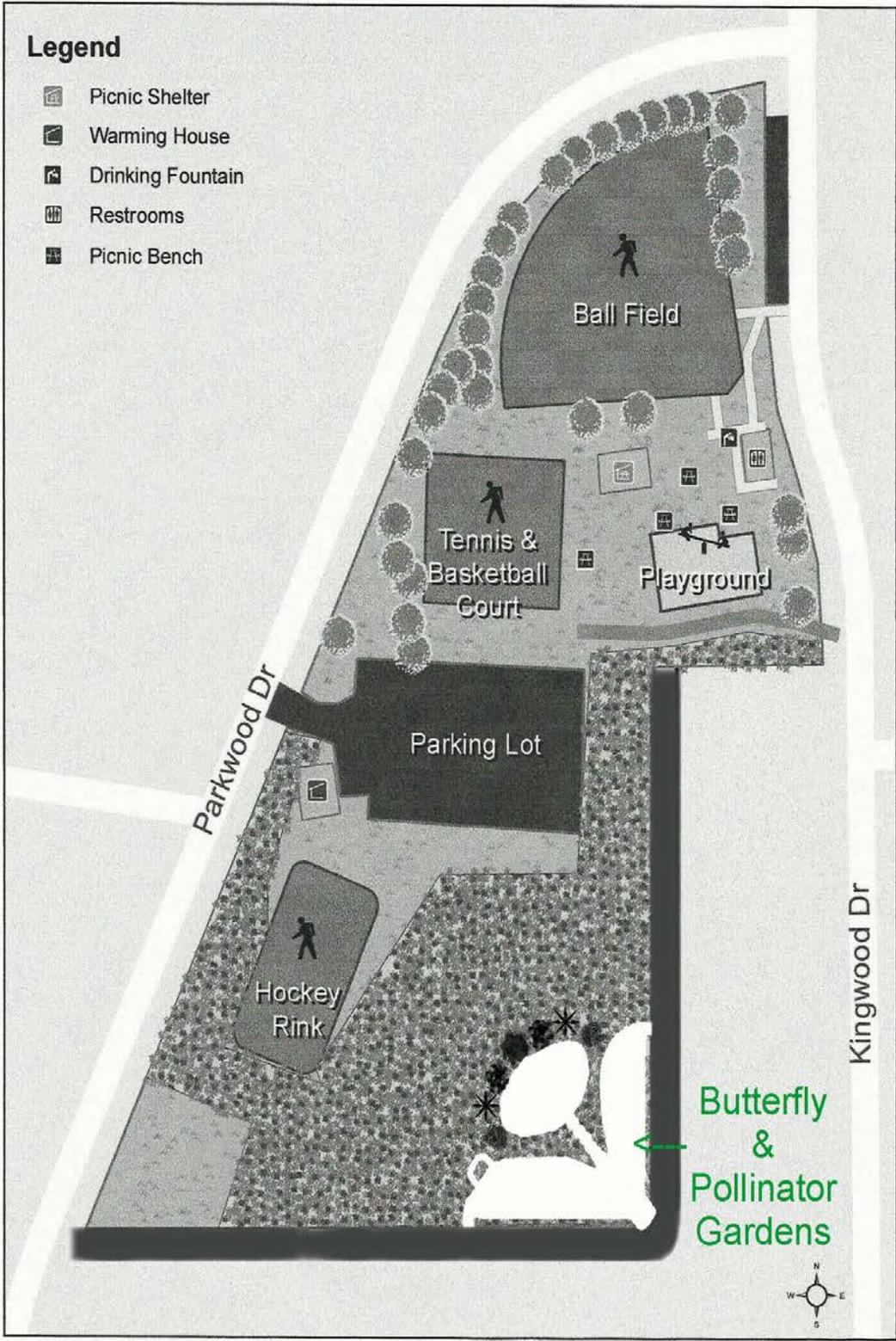
### **COUNCIL ACTION REQUESTED**

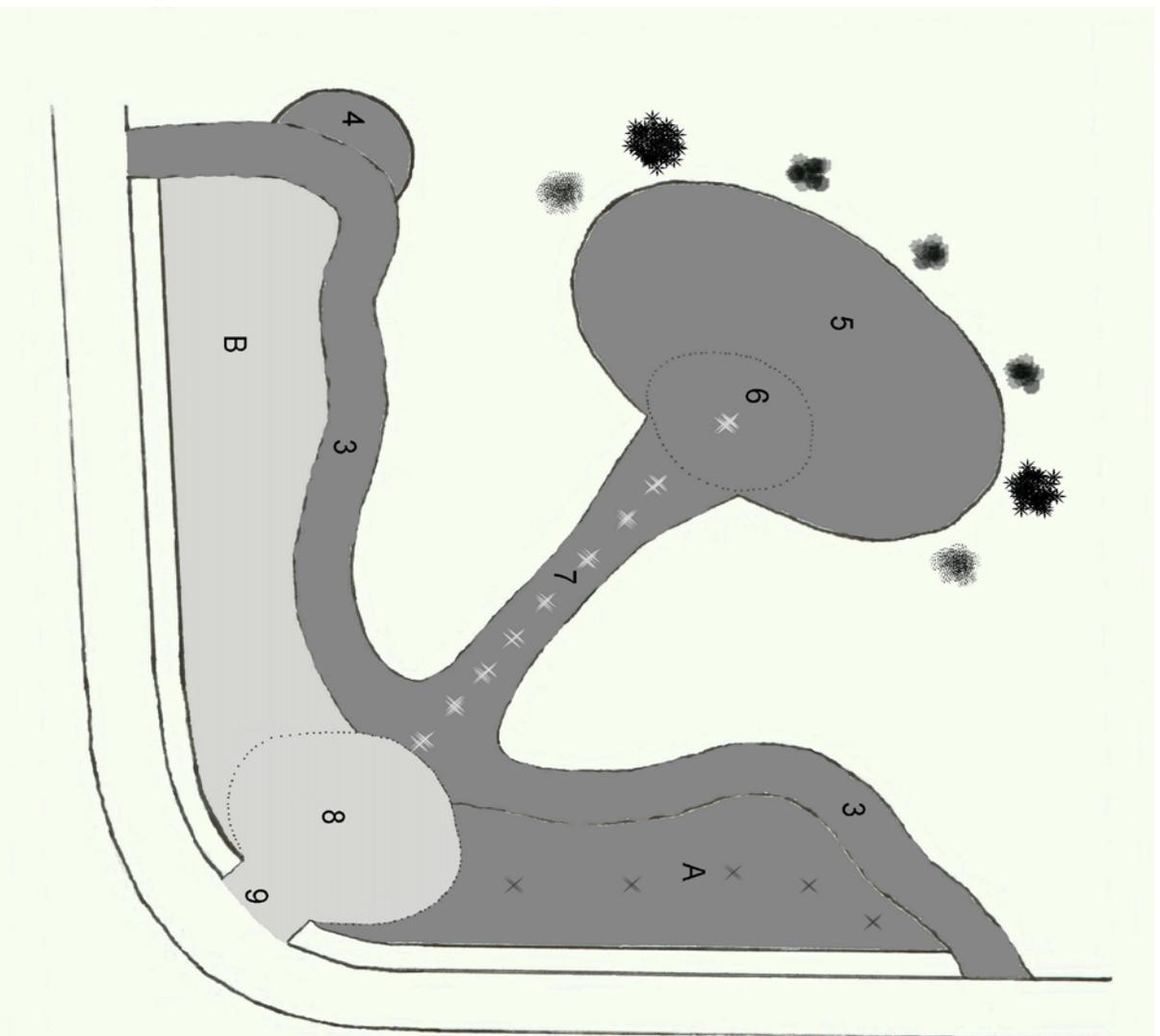
**MOTION** to approve the materials donation in the amount equal to \$3,000.00 from Crow Wing Power, Green Touch Program for the Loren Thompson Park Butterfly and Pollination Garden Improvement Project.

Attachments: Park Map  
 Project Phasing  
 Location Map  
 Drawings

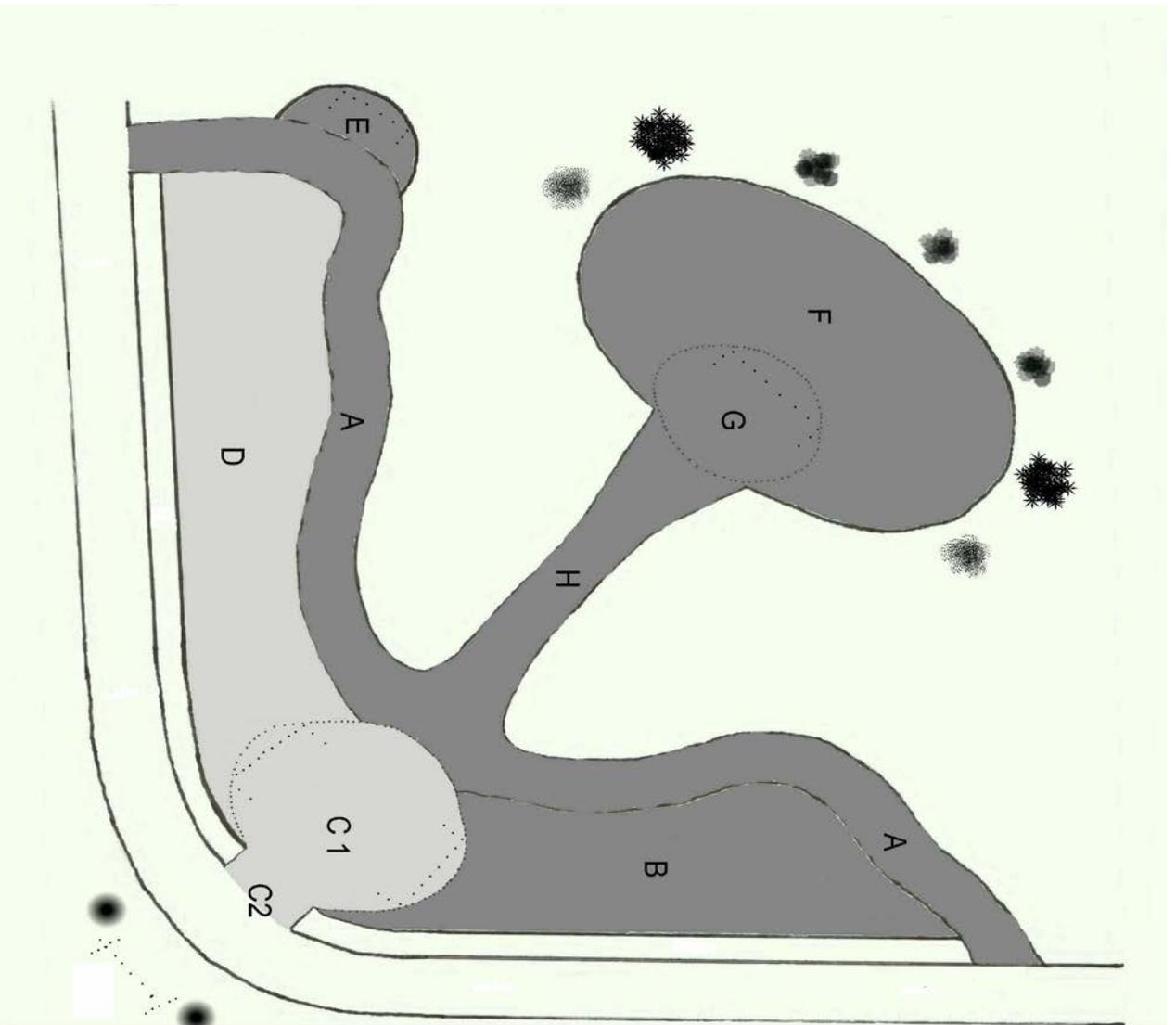


# Loren Thompson Park Map





- = Phase 1: Summer/Fall 2016
  - Sod cut/removed from A, 3, 4, 5, 7
  - 5 (butterfly garden) & A (North native bed) soil fill & berms in, shredded mulch & year 1 plants completed.
  - 3 (central path), 4 (west seating area), 7 (butterfly garden path) shredded mulch applied.
- = Phase 2: Spring/Summer/Fall 2017
  - Sod cut/removed from 8, 9 & B.
  - Hardscape added to 8 & 9 (corner universal access). The City supplies 2 benches, a bike rack, and 2 trash receptacles.
  - B (western native plant bed) soil fill & berms in, shredded mulch in and year 2 plantings completed.
- ⊗ = Phase 3: Spring/Summer/Fall 2018
  - 7 (butterfly garden path), 6 (B-Fly garden seating area) shred mulch removed. Hardscape univ. access added from 8, to areas 7 & 6. City supplied bench placed in 6.
  - (Additional native plants and shrubs are added yearly as budget/donations allow)



A- Main Path 5'wd x 136' L

B- North Planting bed 10'w x 137.5 L

C1- Corner Universal Access hardscape  
9' x 15' Bench area

C2- Corner Universal Access hardscape  
Entry Path = 6'wd x 12' L

D- West Planting bed 10'w x 137.5L

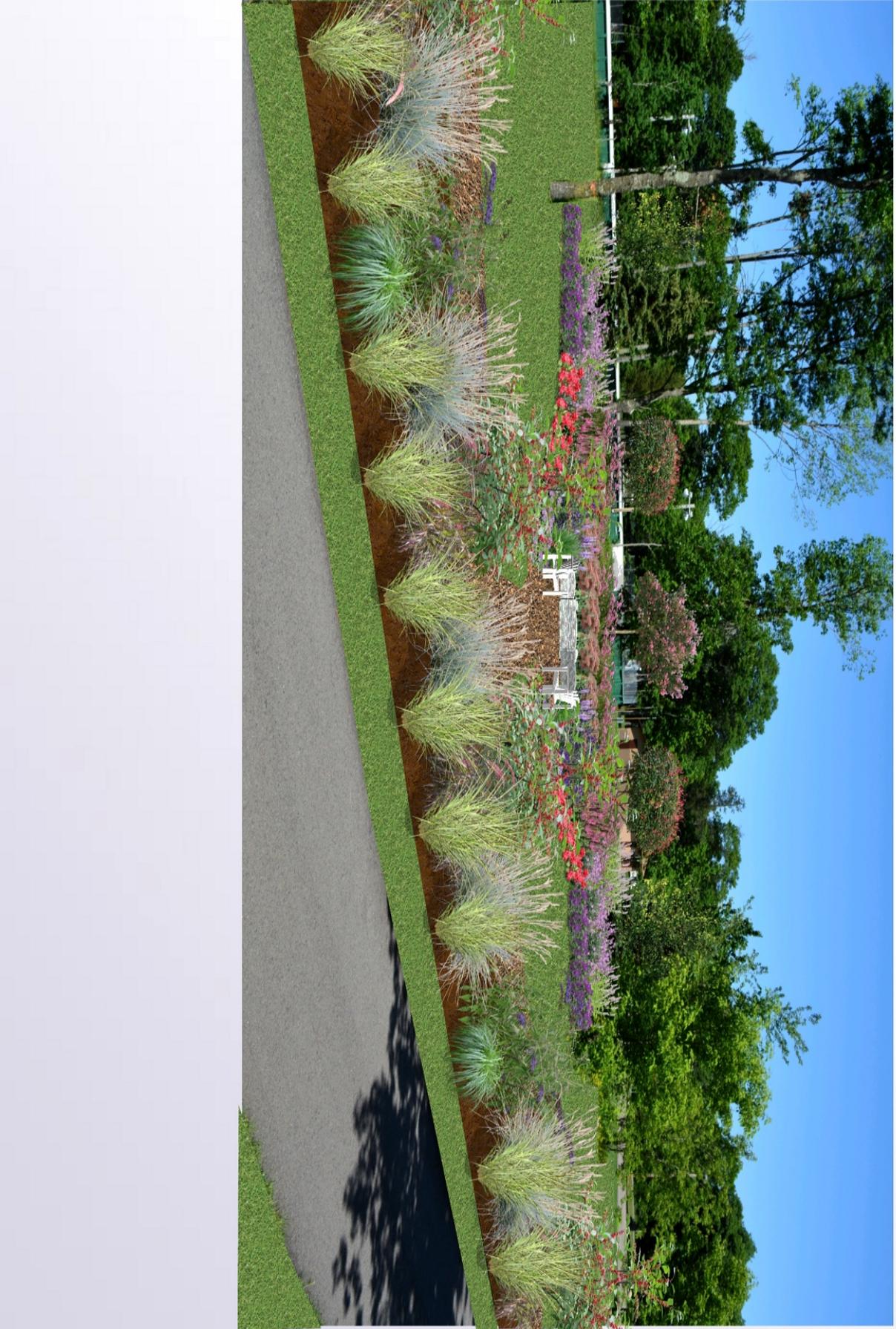
E- SW Bench area 6'wd x 10'L

F- Butterfly Garden 40' x 60'

G- Butterfly Garden Seating area 8'x13'

H- Butterfly Garden Path 5'wd x 16'L

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N





**CITY OF BAXTER, MINNESOTA  
RESOLUTION 2016-077**

**A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO ESTABLISH  
FUTURE LAND USE FOR PROPERTIES RECENTLY ANNEXED INTO THE CITY OF  
BAXTER LOCATED EAST OF DELLWOOD DRIVE, EAST/NORTHEAST OF WHISPERING  
WOODS LANE AND NORTHEAST OF WOIDA ROAD AND TO ALLOW OTHER RELATED  
COMPREHNSIVE PLAN AMENDMENTS**

WHEREAS, The City of Baxter has requested Comprehensive Plan Amendments to plan for newly annexed land into the city; and

WHEREAS, the properties that are specifically affected by the amendments are more specifically described as follows:

030322300B0009	030322300AA0009	030322300C00009
030323200AB0009	030323100BA0009	030323100B00889
030323100A00009	030323400AC0009	03032400AD0009
030323400E00009	030323400F00009	030323400AE0009
030323400D00009	034290010010009	034290010020009
034290010030009	034290010040009	034290010050009
034290010060009	030323300AC0009	

WHEREAS, the Long Range Planning Commission has reviewed the proposed Comprehensive Plan Amendments at a duly called public hearing on August 22, 2016 and recommends approval;

WHEREAS, the City Council considered the Long Range Planning Commission recommendation at their September 6, 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 Comprehensive Plan Amendment to establish future land use for properties recently annexed into the City of Baxter located East of Dellwood Drive, East/Northeast of Whispering Woods Lane and Northeast of Woida Road and to allow other related amendments to the Comprehensive Plan, based upon the finding the following findings:

1. The future land use for the properties would not negatively impact other elements of the existing Comprehensive Plan except for related map and text amendment to items such as the Functional Classification and Future Transportation Plan, Water Plan and Sewer Plan.
2. The proposed future land use would be compatible with the future land use and zoning of the surrounding properties.

Whereupon, said Resolution is hereby declared adopted on this 6<sup>th</sup> day of September 2016.

\_\_\_\_\_  
Darrel Olson, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Steele, Assistant City Administrator/Clerk

*City Seal*