

ESCROW AGREEMENT

This Escrow Agreement ("Agreement"), made and entered into this ____ day of _____, 2025, by and between the City of Baxter, a Minnesota municipal corporation, hereinafter referred to as the "City", and Glory Road Associates, LLC, a Minnesota limited liability company, hereinafter referred to as "Developer".

RECITALS

WHEREAS, the City has approved a request for site development of a Les Schwab Tire Center pursuant to the plans approved by Resolution _____, attached hereto as Exhibit A, for vacant property located at Crow Wing County Parcel Identification Number 40070559, Lot 1, Block 1, Central Lakes Crossing Third Addition, Crow Wing County, Minnesota, hereinafter referred to as "Property"; and

WHEREAS, the City desires to ensure that certain improvements are installed on the Property according to the approved plans, attached hereto as Exhibit B, hereinafter referred to as the "Plans"; and

WHEREAS, the City has a financial interest in ensuring the City is financially compensated for inspection fees associated with the Developer's relocation of fire hydrant, installation of the curb stop and gate valve for water improvements, and sanitary sewer improvements as outlined in the Plans, hereinafter referred to as the "Public Improvements"; and

WHEREAS, the City requires the installation and inspection of the Public Improvements to be completed, along with the production of as-builts of the Public Improvements as conditions of the building permit approval; and

WHEREAS, Developer agrees to pay into escrow the amount of **\$11,717.00** with the City to be used to pay for the inspection fees of the Public Improvements and any fees to revise and administer this Agreement as estimated in Exhibit C, hereinafter referred to as the "Escrow Funds"; and

WHEREAS, the parties desire to evidence their agreement with respect to the holding and disbursement of the Escrow Funds as described herein.

NOW, THEREFORE, IT IS HEREBY AGREED by and between the parties hereto as follows:

- 1) Within 5 days of full execution of this Agreement, Developer shall pay the City the Escrow Funds in cash. Upon receipt, the City agrees to hold the Escrow Funds and disburse the same in accordance with this Agreement.
- 2) The City will not issue a building permit until Developer deposits the Escrow Funds with the City. The Escrow Funds are comprised of 100% of the estimated cost to complete the inspections regarding the Public Improvements, GIS coordination

costs, legal and administrative costs, and a \$75.00 administrative fee to monitor this Agreement, which is nonrefundable. A \$3,000 deposit to be held until the City receives and approves the as-built drawings for the Public Improvements, which deposit will then be refunded to Developer.

- 3) The Public Improvements to be completed shall be installed in accordance with the site plan approved by Resolution _____, and pursuant to the City Code of the City of Baxter and includes, but is not limited to, the following work:
 - A. Construction of the water and sanitary sewer improvements; and
 - B. Construction of stormwater facilities.
- 4) Developer must provide as-builts for the water improvements, sanitary sewer improvements, stormwater improvements, and impervious surface area as outlined below:
 - a. submit them in electronic format in “.dwg file form” at the Developer’s expense. As-built plans shall include a complete set of plans depicting what was actually built and shall include all valves, hydrants, curb stops, sewer manholes, sewer clean-outs, and sewer service ends with a corresponding table showing County Coordinates on each item. Further plans shall include all storm sewer manhole, inverts, overflows, outflows, catch basins, and storm water ponds with elevations and a corresponding table showing County Coordinates on each item for all of the Public Improvements showing 1-foot contours, and percentage of pervious and impervious surface. Stormwater treatment basins shall include topographic survey comparison of as-built and design volume to verify capacity is meeting design requirements.
 - b. The as-builts must be provided to the City within 90 days after issuance of the Temporary Certificate of Occupancy.
- 5) The Escrow Funds will not be released until the Public Improvements identified above are completed and pass City inspections and as-builts have been submitted to the City and approved by the City. Upon completion, final inspection and approval by the City, the City shall return the \$3,000 as-builts deposit and the remaining balance of the Escrow Funds to Developer, if any. No interest shall accrue on said Escrow Funds and only the deposit and remaining portion of the escrow not used for inspection services will be returned to Developer.
- 6) Installation of the Public Improvements and acceptance by the City must be completed before a Temporary Certificate of Occupancy is issued. This Agreement grants the City a license to enter the Property for purposes of inspection of the Public Improvements.

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IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first written.

CITY OF BAXTER:

DEVELOPER:

Glory Road Associates, LLC,

By _____
Darrel Olson
Its Mayor

By _____
Name: _____
Its: _____

By _____
Kelly Steele
Its Assistant City Administrator

Exhibit A
Resolution _____

Exhibit B
Plans

Exhibit C

Estimated Escrow Costs

ENGINEERING INSPECTION ESTIMATED TIME/COST

Description	Hrs	Rate	Total
Water Service	12		
Sanitary Sewer Service	16		
Testing	4		
Stormwater	4		
Final Walk Through	4		
Final Punch List	4		
Total Inspection Fee	44	\$68.00	\$2,992.00

GIS/IT COORDINATOR ESTIMATED TIME/COST

Description	Hrs	Rate	Total
GIS Incorporation	6	\$95.00	\$570.00

Detail of Legal, Administrative and Other Fees Due City

Description	Hrs	Rate	Total
Nonrefundable Administrative Fee		\$75.00	\$75.00
Administrative & Finance	10	\$107.00	\$1,070.00
Public Works/Engineer	20	\$107.00	\$2,140.00
City Attorney	11	\$170.00	\$1,870.00
			\$5,155.00

AS-BUILT DRAWINGS – Expected to be refunded after as-built drawings are accepted

Description

As-builts per Jeff Westendorf Email 8/xx/2025 – **\$3,000.00**

Total Escrow Amount = \$2,992.00 + \$570.00 + \$5,155.00 + \$ 3,000.00 = **\$11,717.00**