

BAXTER



"A Growing Community"

CITY COUNCIL SPECIAL MEETING MINUTES

Thursday, May 28, 2026 at 6:00 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

CALL TO ORDER

Mayor Olson called the meeting to order at 6:00 p.m.

ROLL CALL

Mayor Darrel Olson and Council Members Connie Lyscio, Zach Tabatt, and Patrick Sundberg were present. Council Member Mark Cross was absent.

City Administrator Brad Chapulis, Assistant City Administrator Kelly Steele, and Public Works Director Trevor Walter were present.

PRESENTATIONS

1. Assessment Hearing on Proposed Assessments for 2026 Mill & Overlay Improvements Project
Municipal Project No. 4426

Alex Bitter, Widseth, presented the assessment hearing presentation. The presentation included the project history, proposed improvements, assessment procedures and calculations, schedule, and miscellaneous property owner information.

The project area includes Cherrywood Drive, Park Street, Timberlane Drive, Woodland Drive, Joshua Tree Circle, Joshua Tree Drive, Marble Road, Joneswood Circle, Joneswood Drive, and Knotty Pine Drive.

The proposed improvements include a mill and overlay. Additional improvements include adjusting grades to address drainage issues, shouldering, rehabilitating hydrants, lighting improvements, replace plastic watermain tees as required, mailbox support replacement, and install new pavement markings.

Benefitting residential properties will be assessed 100% of project costs up to 26' in roadway width. Costs assumed by the city are roadway widths in excess of 26', storm sewer improvements on Cherrywood, lighting improvements, and water main improvements. Remaining project costs will be assessed on an equivalent residential unit (ERU).

The estimated cost per ERU is \$7,263.

The total project cost is \$1,664,147. Benefitting property owners will be assessed \$1,038,586. The total city cost is \$625,561.

Prepayments and partial payments are allowed up to 90 days following the council adopting the assessments. Assessment balances will be certified to the county in 2026 with payments to begin on the following year's county tax statement. Assessments will be amortized over a 7-year term.

The council will consider adopting the assessments rolls and award the project on June 2, 2026. The project will be constructed between June and October, 2026.

The council did not have any questions.

OPEN PUBLIC HEARING

Mayor Olson opened the public hearing at 6:15 p.m.

Dave Lang, 13838 Cherrywood, explained there was a lot of council whispering at the last council meeting about minimum lot sizes. The assessment amount is not fair and more should be done related to the storm sewer.

Mr. Bitter explained the directional drilling process.

Diane Bean, 13811 Cherrywood, explained she experienced several storm water issues with her property so she completed repairs herself and is now asking for a reduction to her assessment because of her work

Public Works Director Walter explained he will contact Ms. Bean to further discuss her concerns.

Scott Murphy, 6047 Marble Road, inquired if the city has looked into using franchise fees to pay for street improvements.

City Administrator Chapulis explained the city does have franchise fees but the funding is used for micro surfacing streets and street lights.

Jo Lang, 13838 Cherrywood, questioned the quality of the work as some streets that have previously had a mill and overlay have not lasted. If this improvement doesn't last will property owners have to pay again or is there a warranty on the work.

Mr. Bitter explained the mill and overlay is expected to last 15-20 years.

Public Works Director Walter clarified chip sealing has failed, not mill and overlays.

Audience Member did not provide name, 11829 Joneswood, inquired due to the number of vacant lots and the home construction that is occurring, is now the right time to complete this project.

Dan Fundingsland, 13863 Cherrywood, explained there is a large tree line behind his home and asked if any of those trees will be removed. Also inquired about the timing to pay the assessments to avoid paying interest and asked if the roadway flooding will be repaired with this project.

Public Works Director Walter explained the trees mentioned will not be removed.

Paula Martin, 11889 Joneswood Drive, inquired if her email to the city was received.

City Administrator Chapulis explained her email objecting to the assessment was received and will be entered into the record.

Mike Weber, 11892 Joneswood, inquired if other cities assess property owners for mill and overlays.

Public Works Director Walter explained cities can handle it many ways.

Mayor Olson and City Administrator Chapulis explained the assessment process and that the city follows Minnesota Chapter 429.

Donna Schroder, (no house number provided)Joneswood, explained she is worried about construction in neighborhoods.

Justin Barraick, 4897 Oak Steet, explained he understands the frustration from Cherrywood residents as this was the same frustration he experienced in 2017 due to lack of notice. Going forward the city should send notice of assessments to property owners a year in advance so property owners have time to be prepared.

Chantell Erickson, 13834 Cherrywood Drive, explained her daycare is unable to operate without water service and access and as such she doesn't want to close the daycare as it will affect many families. She doesn't believe property owners were given a fair amount of time to save for the assessment.

Mr. Bitter explained he will make sure Ms. Erickson will have water service to her home.

Members of the audience asked questions on the assessments and interest.

CLOSE PUBLIC HEARING

Mayor Olson closed the public hearing at 7:25 p.m.

NEXT STEPS

Mayor Olson explained the council will consider adopting the assessments during the June 2nd council meeting.

City Administrator Chapulis reminded the audience that they need to submit objections to the assessments prior to leaving the hearing to preserve their right to appear.

ADJOURN

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to adjourn at 7:25 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele