



CITY COUNCIL MEETING MINUTES

Tuesday, March 18, 2025 at 7:00 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

CALL TO ORDER

Mayor Olson called the meeting to order at 7:00 p.m.

ROLL CALL

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

City Administrator Brad Chapulis, Assistant City Administrator Kelly Steele, Police Chief Matt Maier, City Planner Matthew Gindele, and Public Works Director Trevor Walter were present.

PLEDGE OF ALLEGIANCE

All joined Mayor Olson in reciting the Pledge of Allegiance.

PRESENTATIONS

1. Annual Camp Ripley Presentation

Colonel Troy Fink provided an annual update on various topics related to Camp Ripley.

ADDITIONS OR CHANGES TO THE AGENDA

City Administrator Chapulis explained that in relation to the cancellation of tonight's work session, agenda items 16 and 17 need to be removed from tonight's consent agenda. These items will be placed on the April 1st council meeting.

PUBLIC COMMENTS - *Comments received from the public may be placed on a future meeting agenda for consideration.*

Paul Springstead, 13803 Kelly Drive, expressed concerns over the expense and maintenance of the new dog park and explained there are plenty of places in Baxter to walk your dog.

Mayor Olson explained a developer gave the land, that is being used for the dog park, to the city.

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:*

2. Approve City Council Work Session Minutes from March 4, 2025
3. Approve City Council Minutes from March 4, 2025
4. Approve the Payment of Bills and Finance Report (Addendum A)

5. Accept EDA Minutes from March 4, 2025
6. Accept the Utilities Commission Minutes from March 5, 2025
7. Approve the Fairview Office Park Stormwater Facilities Maintenance Agreement
8. Approve Plans and Specifications and Authorize Advertisement for Bids for 2025 Micro Surfacing Project
9. Approve the SEH Contract in the Not To Exceed Amount of \$26,000.00 for Construction Observation for the Timberline Heights Development (2401.22000 Proj D2443A)
10. Approve the SEH Feasibility Report Update and Public Hearing Services Contract in the Not to Exceed Amount of \$21,600.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project
11. Adopt Resolution 2025-031 Awarding Contract A in the amount of \$407,095.00 to Traut Companies for Well Construction related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040
12. Accept Revised Version of City of Baxter's "STANDARD SPECIFICATIONS AND PLAN DETAILS"
13. Approve the 2025 Hydrant and Watermain Plastic Fitting Review Report
14. Adopt Resolution No. 2025-032 Ordering Preparation of Report for the 2026 Mill & Overlay and Full Depth Reclamation Improvements Project Municipal Project No. 4426
15. Approve the Widseth Proposal for Professional Services in the Not to Exceed Amount of \$875.00 for the Bridge No. 18529 Safety Inspection Report
16. Accept the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Utility and Roadway Improvements, Municipal Project CPF 4142 Feasibility Report
17. Accept the 2030 Welton Road, Ashley Road, Baywood Road, Black Oak Road and Springwood Drive Area Utility and Roadway Improvements, Municipal Project CPF 4143 Feasibility Report
18. Approve the Pratt's Affordable Excavating, Inc. Change Order No. 2 Extending the Substantial Completion Date to October 10, 2025, and the Final Completion date to October 31, 2025, for the CSAH 77 Utility Improvements Project, Municipal Project Number 4118
19. Approve the Widseth Fee Amendment for Professional Services in the Not to Exceed Amount of \$14,400 for the 20-year Public Works Facility Assessment
20. Approve the Revised Installation and Maintenance of Mailbox Supports on the City of Baxter Roadway System Policy
21. Adopt Resolution 2025-033 Approving the Sale of Lot 3, Block 1, Northdale Sixth Addition and Authorize the Mayor to Execute All Necessary Documentation Related to the Sale
22. Accept Planning and Zoning Commission Minutes from March 11, 2025

23. Approve Purchase of Easements for Parcel 40050613 and Parcel 40050609, Outlot A – Common Area and for the 2025 Design Road & T.H. 371 Stormwater Improvements Project
24. Adopt Resolution 2025-034 to Amend Resolution 2023-010 Adopting Assessments of Certain Properties for the 2023 Knollwood Drive Improvement Project, City Project 4132
25. Approve Resolution 2025-035 Authorizing the Conveyance of the City's Clearwater Road Properties to the Baxter Economic Development Authority
26. Adopt Resolution 2024-090 approving a conditional use permit and variance to allow accessory structure area to exceed 1,800 square feet for property located at 12700 Persimmon Drive

MOTION by Council Member Cross, seconded by Council Member Lyscio to approve the consent agenda as amended. Motion carried unanimously.

PULLED AGENDA ITEMS

None.

OTHER BUSINESS

None.

COUNCIL COMMENTS

27. Connie Lyscio -Extended an invitation to the city council to attend the Legendary Women Hall of Fame ceremony on March 27th at the Gichi-Ziibi Center for the Arts.
28. Zach Tabatt – No comment.
29. Patrick Sundberg – Explained the Northland Arboretum's new bike park is under construction and will be very impressive once completed.
30. Mark Cross – No comment.
31. Darrel Olson – Explained he attended a recent Crow Wing County board meeting, along with Council Member Sundberg, where the county approved a land swap with the Northland Arboretum. Shared Essentia Health will be holding a ground breaking ceremony on May 13th for their remodeling project at the former Camping World site.

CITY ADMINISTRATOR'S REPORT

No report.

CITY ATTORNEY'S REPORT

No report.

ADJOURN

MOTION by Council Member Tabatt, seconded by Council Member Sundberg to adjourn at 7:30 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator