



CITY COUNCIL MEETING MINUTES

Tuesday, February 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 7:01 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, Finance Director Jeremy Vacinek, Assistant Police Chief Matt Maier, Community Development Director Josh Doty, IT/GIS Director Todd DeBoer, and Public Works Director Trevor Walter were present.

PLEDGE OF ALLEGIANCE

All joined Mayor Olson in reciting the Pledge of Allegiance.

PRESENTATIONS

None.

ADDITIONS OR CHANGES TO THE AGENDA

City Administrator Chapulis explained that item 19 has been updated with a minor change as recommended by City Attorney Greta Bjerkness.

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

None.

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:*

1. Approve City Council Work Session Minutes from February 4, 2025
2. Approve City Council Minutes from February 4, 2025
3. Approve the City Council Special Minutes from February 13, 2025
4. Approve the Payment of Bills and Finance Report (Addendums A and A-1)
5. Accept the Utilities Commission Minutes from February 5, 2025

6. Adopt Resolution No. 2025-019 Approving Plans & Specifications and Ordering Advertisement for Bids for Contract B - Raw Water Main and Electrical Improvements related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040
7. Adopt Resolution 2025-020 Awarding Contract C in the amount of \$154,944.00 to Integrated Process Solutions, Inc. for Well Control Panels Related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040
8. Approve Proceeding with a Bid Alternate for Additional Paving at the Public Works Facility related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040
9. Accept the Memorandum titled "Update to the TH 371 Development Traffic Review" related to the TH 371 Development Traffic Review Report
10. Approve the Lift Station No. 17 Reconstruction Project Plans & Specifications and Authorize Advertisement for Bids
11. Approve the Wideth Fee Amendment for Professional Services in the Not to Exceed Amount of \$6,400.00 for the 2025 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project No. 4425
12. Approve the Wideth Fee Amendment for Professional Services in the Not to Exceed Amount of \$6,600.00 for the 2026 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project No. 4426
13. Approve the Crow Wing Construction Cost Share Agreement for Roadway Pavement Markings on Various City of Baxter Streets Project No. CP 18-200-144
14. Approve Permit for Retail Sales of Fireworks for Fleet Farm and Menards for the period of May 1, 2025 through April 30, 2026
15. Approve Lawful Gambling Permit for Brainerd Rotary Foundation to Conduct a Lawful Gambling Raffle on May 5, 2025 at Baia Della Italian Kitchen
16. Accept Sourcewell Boost Funds Grant
17. Appoint the Law Firm of Kutak Rock LLP as the City's Public Finance and Bond Counsel
18. Approve Planning & Zoning Commission Meeting Minutes from February 11, 2025
19. Adopt Ordinance 2005-004 and Resolution 2025-021 approving zoning ordinance text amendments relating to industrial use, landscaping, and architectural regulations
20. Adopt Resolution No. 2025-022 Approving the Wellhead Protection Policy and Approval of the Plan for the Wellhead Protection Plan Part II
21. Adopt Resolution 2025-023 Extending the Temporary Designation of Visit Brainerd as the Entity Responsible for the Disbursement of the City of Baxter's Lodging Tax Proceeds
22. Approve the Hiring of Nolan Gustafson as Intern for the Police Department

- 23. Adopt Resolution 2025-024 Approving the Sale of Lot 10, Block 1, Northdale Sixth Addition and Authorize the Mayor to Execute All Necessary Documentation Related to the Sale

City Administrator Chapulis explained item 18 incorrectly states the council should approve the agenda item rather than correctly stating the council shall accept the agenda item.

MOTION by Council Member Cross, seconded by Council Member Sundberg to approve the consent agenda with the change to item 18. Motion carried unanimously.

PULLED AGENDA ITEMS

None.

OTHER BUSINESS

None.

COUNCIL COMMENTS

- 24. Connie Lyscio – Expressed appreciation to city staff having to work outside in the elements and congratulated the Kixters for their state championship.
- 25. Zach Tabatt – No comment.
- 26. Patrick Sundberg – No comment.
- 27. Mark Cross - No comment.
- 28. Darrel Olson - No comment.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis thanked those who participated in the MnDOT open house for the TH 371/210 improvement project and explained he will keep the council updated as he learns more about the project.

CITY ATTORNEY'S REPORT

None.

ADJOURN

MOTION by Council Member Cross, seconded by Council Member Lyscio to adjourn at 7:10 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele

Mayor

Assistant City Administrator