



CITY COUNCIL MEETING MINUTES

Tuesday, June 03, 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, Finance Director Jeremy Vacinek, Community Development Director Josh Doty, Assistant City Engineer Trevor Thompson, Environmental Resource Technician Kelly Robinson, and Public Works Director Trevor Walter were present.

PLEDGE OF ALLEGIANCE

All joined Mayor Olson in reciting the Pledge of Allegiance.

PRESENTATIONS

1. Northland Arboretum – Trevor Pumnea

Mr. Pumnea, executive director of the Northland Arboretum, provided the council with an update on the organization and their facility.

ADDITIONS OR CHANGES TO THE AGENDA

City Administrator Chapulis explained several businesses applied for the renewal of their liquor license after publication of the agenda. The businesses are noted on the updated approval document.

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:*

2. Approve City Council Work Session Minutes from May 20, 2025
3. Approve City Council Minutes from May 20, 2025
4. Approve the Payment of Bills and Finance Report (Addendum A)
5. Accept the Parks and Trails Commission Meeting Minutes from May 19, 2025

6. Approve Proposed Revisions to the Recreation Joint Powers Agreement
7. Approve the Baxter Parks & Recreation Joint Powers 2025-2026 Budget
8. Approve Appointment to the Seasonal Position of Park Attendant
9. Adopt Resolution 2025-052, Selection Process for Cannabis Retail Business Registration
10. Approve the Issuance of Liquor Licenses for the Licensing Period of July 1, 2025 through June 30, 2026
11. Approve the Wideth Proposal for Professional Survey Services in the Not to Exceed Amount of \$40,000 for the 2026 Mill & Overlay and Full Depth Reclamation Improvements Project
12. 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

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

PULLED AGENDA ITEMS

Council Member Sundberg asked to pull consent agenda item 10 to abstain from the vote due to his business interest in Jack Pine Brewery.

MOTION by Council Member Cross, seconded by Council Member Tabatt to approve the Issuance of Liquor Licenses for the Licensing Period of July 1, 2025 through June 30, 2026. Motion carried with Mayor Olson and Council Members Lyscio, Tabatt, and Cross voting yes. Council Member Sundberg abstained.

Council Member Cross asked to pull consent agenda item 12 as the council did not have time to discuss the agenda item during the work session.

MOTION by Council Member Cross, seconded by Council Member Lyscio to table Accepting 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 until a future meeting. Motion carried unanimously.

OTHER BUSINESS

13. Public Hearing – Annual Progress Report – Stormwater (MS4)

Assistant City Engineer Thompson explained that the purpose of the public hearing is to receive feedback from the public on the importance of stormwater management. The city will use the information gathered and will make revisions as appropriate. In the future the annual stormwater public hearing can be held as an open house for the public.

The council consensus was to support holding an annual stormwater open house meeting rather than a formal public hearing in the future.

Environmental Resource Technician Kelly Robinson provided a presentation on the Municipal Separate Storm Sewer System Permit (MS4) and Storm Water Pollution Prevention Program (SWPPP). Ms. Robinson reviewed the six minimum control measures the city is required to follow.

The council did not have any questions.

COUNCIL COMMENTS

14. Connie Lyscio – Explained she has been approached about the condition of some properties and would like an update on the status of the code enforcement position.
15. Zach Tabatt – Explained new changes to state statute regarding the open meeting law which will allow public officials to attend meetings more remotely. Council Member Tabatt stated he is in favor of council members attending meetings in person.
16. Patrick Sundberg – Explained now is a good time to spray for spurge, a pale yellow flower.
17. Mark Cross – Reminded motorists to watch out for motorcycles and explained a new law allowing lane splitting has passed so motorists should be prepared for motorcyclists to pass between the two driving lanes.
18. Darrel Olson – Explained he attended the League of Minnesota Cities webinar and learned the sales tax moratorium did not get extended.

City Administrator Chapulis explained the legislative process still to be completed regarding sales tax authorization.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis explained this afternoon the Chamber held a meeting with the business community and will hold another meeting tomorrow morning for the business community to discuss and provide feedback regarding the 210/371 improvement project. In mid-July MnDOT will hold a public meeting to also discuss the project.

CITY ATTORNEY'S REPORT

No report.

ADJOURN

MOTION by Council Member Sundberg, seconded by Council Member Lyscio to adjourn at 7:45 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator