

BAXTER CITY COUNCIL MINUTES
May 17, 2022

1. Call Meeting to Order

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

2. Roll Call

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

City Administrator Brad Chapulis, Assistant City Administrator Kelly Steele, Police Chief Jim Exsted, Community Development Director Josh Doty, Finance Director Jeremy Vacinek, and Public Works Director Trevor Walter were present.

3. Pledge of Allegiance

All joined Mayor Olson in reciting the Pledge of Allegiance.

4. Additions or Changes to the Agenda

City Administrator Chapulis explained Resolution 2022-045, in Consent Agenda item T, has been amended to correct the advance to the amount of \$1,026,850.

5. Public Comments

None.

6. Consent Agenda

MOTION by Zach Tabatt, seconded by Connie Lyscio to Approve Consent Agenda as Amended. Motion unanimously approved.

A. Approve City Council Work Session Minutes from May 3, 2022

B. Approve City Council Minutes from May 3, 2022

C. Approve the Payment of Bills and Finance Report (Addendum A)

D. Schedule the Annual Storm Water Public Informational Meeting for Tuesday, June 7, 2022 at 7:00 p.m. or shortly thereafter.

E. Accept Utilities Commission Minutes of May 4, 2022

F. Approve Zip's Car Wash Development Agreement.

G. Approve Zip's Car Wash Stormwater Facilities Maintenance Agreement.

H. Approve the Northern Plains Contracting Inc. Partial Pay Estimate No. 8 in the amount of \$78,362.78 for the Water Treatment Plant Improvements Project.

- I. Approve SEH Agreement for Preparation of Water System Capital Improvement Plan Document in the Not to Exceed Amount of \$15,000.00.**
- J. Approve the WiDSETH Agreement for Geotechnical Evaluation Report Services for the Cypress Drive and Douglas Fir Extension Project, in the Not to Exceed Amount of \$7,825.**
- K. Approve the WiDSETH Agreement for Assistance with the Part II Wellhead Protection Plan Preparation in the Not to Exceed Amount of \$10,000.00.**
- L. Approve Limited Use Agreement for R.L. Larson to use Tax Forfeited Property for Storage and Staging during Construction of the 2022 Foley Road, Isle Drive, and Forthun Road Improvements Project.**
- M. Adopt Resolution No. 2022-044 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements, Municipal Improvement No. 4121.**
- N. Approve the Bolton & Menk Plans and Specifications and Authorize Advertisements for Bids for the 2022 Micro Surfacing Project.**
- O. Approve Purchase of Drainage Easement for Section 6 Area A-1 Stormwater Outlet Project or Parcel 40060948 in the Amount of \$4,140.00.**
- P. Approve the Proposed Job Descriptions and Recommended Pay Grades and Authorize Staff to Commence the Process to Fill the Positions of Public Works Maintenance I and Streets and Storm Water Lead Maintenance**
- Q. Approve 2021 Year-End General Fund Transfer of \$200,000 to the Capital Equipment Fund for Future Equipment Replacements**
- R. Approve Appointment to the Seasonal Position of Park Attendant**
- S. Adopt Resolution 2022-043 Approving the MnDOT Cooperative Agreement for the 2022 T.H. 210/Inglewood Drive Road Improvement Project.**
- T. Adopt Resolution No 2022-045 Authorizing Advancement of Municipal State Aid Funds for the 2022 Fairview Road, Golf Course Drive, Excelsior Road & Trail connection Improvements Project and the 2022 TH 210/Inglewood Drive Road Improvement Project**
- U. Approve Temporary Liquor License for the Brainerd Jaycees Special Event at Mills Auto Enterprise**
- V. Approve the Purchase of the Drainage and Utility Easement for Parcels 40120898 and Parcel 40070506 for the 2022 Foley Road, Isle Drive, and**

Forthun Road Improvement Project.

- W. Accept Planning Commission Meeting Minutes from May 10, 2022**
- X. Adopt Resolution 2022-041 approving a variance to allow 40% impervious surface in a shoreland district**
- Y. Adopt Resolution 2022-042 approving a Conditional Use Permit for grading and filling in a shoreland district**
- Z. Approve Special Event Application for 2022 Kiwanis Kids Triathlon**

7. Pulled Agenda Items

8. Other Business

- A. Reschedule the Public Hearing for the Vacation of Property and Closing Knollwood Drive Railroad Crossing**

City Administrator Chapulis explained a public hearing was scheduled for tonight to consider the closing of the Knollwood Drive railroad crossing. Due to missing a publication deadline, staff is asking the council to consider rescheduling the public hearing to June 7, 2022.

MOTION by Zach Tabatt, seconded by John Ward to Motion. Motion unanimously approved.

9. Council Comments

- A. Connie Lyscio**

Council Member Lyscio attended the Baxter Elementary school ribbon cutting ceremony and explained it was nice to see everyone come together for the project.

- B. Zach Tabatt**

No comment.

- C. John Ward**

Council Member Ward thanked our veterans and reminded everyone to remember the veterans that have passed.

- D. Mark Cross**

Absent.

- E. Darrel Olson**

Mayor Olson explained the children did great during the elementary school dedication ceremony and it is great to see the soccer fields filled with children. Mayor Olson expressed appreciation to park staff for their work in maintaining the parks.

10. City Administrator's Report

City Administrator Chapulis reminded the council of the Warrior Early Learning Center ribbon cutting ceremony scheduled for Friday morning.

11. City Attorney's Report

City Attorney Person asked the council to enter into a closed session as indicated on the council agenda.

MOTION by Connie Lyscio, seconded by Zach Tabatt to Enter a Closed Session at 7:12 p.m. Motion unanimously approved.

MOTION by John Ward, seconded by Zach Tabatt to Return to Open Session at 8:04 p.m. Motion unanimously approved.

MOTION by Zach Tabatt, seconded by Connie Lyscio to Direct Staff to Present Initial Offer to Parcel 40070660. Motion unanimously approved.

City Attorney Person explained the council consensus during the closed session was for staff to continue negotiations with the other four parcels.

- A. Closed Session Under Minnesota Statute 13D.05, subd. 3 (c), Purchase of Property: PID 40070814, 40070813, 40070815, 40120811, and 40070660
 - 1. Closed Session
 - 2. Closed Session
 - 3. Closed Session

12. Adjourn

MOTION by Zach Tabatt, seconded by Connie Lyscio to Adjourn at 8:05 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator