

**BAXTER ECONOMIC DEVELOPMENT AUTHORITY**

**February 15, 2022**

**6:15 PM**

**1. Call to Order**

**Vice President Tabatt called the meeting to order at 6:15 p.m.**

**2. Roll Call**

**Vice President Tabatt, Treasurer Connie Lyscio, and member Darrel Olson were present. President Mark Cross and John Ward were absent.**

**Executive Director Brad Chapulis, Assistant Treasurer Jeremy Vacinek, Secretary Kelly Steele, Trevor Thompson, and Josh Doty.**

**3. Minutes**

A. Approve EDA Minutes from May 4, 2021

**MOTION by Connie Lyscio, seconded by Darrel Olson to Approve the EDA Minutes from May 4, 2021. Motion unanimously approved.**

**4. Old Business**

**None.**

**5. New Business**

A. Election and Appointment of EDA Officers

**Executive Director Chapulis explained City Code requires the annual appointment of officers. The positions of president, vice president, and treasurer must be held by a commissioner. The positions of executive director, secretary, and assistant treasurer do not need to be held by a commissioner.**

**MOTION by Darrel Olson, seconded by Connie Lyscio to Approve Election and Appointment of EDA Officers as Presented. Motion unanimously approved.**

B. Real Estate Report - City/EDA Owner Properties

**Executive Director Chapulis recommends removing four parcels from marketing for sale. Those parcels are the Isle Drive property; City Center Property to complete an assessment for a new city hall; Lot 1, Block 1, Fourth Addition to Baxter Industrial Park Phase 3 as staff is currently in negotiations with the adjacent property owner for the sale; and all residential properties located along Cedar Scenic Drive.**

**Executive Director Chapulis also recommends the EDA form a subcommittee of the EDA to research the current residential market and formulate a plan of sale of the EDA residential properties to minimize impact on the existing market.**

**Executive Director Chapulis further recommends the EDA seek a realtor to enter into a limited brokerage agreement to get the remaining properties on MLS and work with BLAEDC to have the properties listed on various economic development platforms. The brokerage firm would not be representing the city or EDA and the cost of the services should be a few thousand dollars.**

**Staff is looking for consensus from the EDA at this time to proceed with the plan as explained with the future approval of a brokerage firm.**

**Vice President Tabatt and Treasurer Lyscio are willing to serve on the EDA subcommittee.**

**C. BLAEDC Annual Report**

**Tyler Glynn, BLAEDC, thanked the EDA for their continued support and summarized the activities BLAEDC has undertaken in the last year.**

**6. EDA Board Member Comments and Discussion. Comments received may be placed on a future meeting agenda for consideration.**

**Vice President Tabatt and Treasurer Lyscio would like to see more mixed use development as density is needed.**

**Mr. Olson would like to schedule future EDA meetings as required by the city code. The next meeting could be held in May or June, with three meetings scheduled per year. At the next meeting staff can update the EDA on Executive Director Chapulis' recommendations.**

**Mr. Glynn will work on developing a flyer to be used in marketing the properties.**

**Vice President Tabatt would like to see the city more diversified and to make it a priority as a board to have more discussion by the end of the year. Also, determine what the city can accomplish without the use of consultants.**

**7. Adjourn**

**MOTION by Connie Lyscio, seconded by Darrel Olson to Adjourn at 6:59 p.m. Motion unanimously approved.**

**Approved by:**

**Respectfully submitted,**

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**Mark Cross  
President**

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**Kelly Steele  
Secretary**