



CITY COUNCIL WORK SESSION MINUTES

Tuesday, September 17, 2024 at 5:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

CALL TO ORDER

Mayor Olson called the meeting to order at 5:30 p.m.

ROLL CALL

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

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

BUSINESS ITEMS

1. 2025 Governmental Funds Budget Discussion
Finance Director Vacinek summarized budget adjustments which decreased the levy presented two weeks ago at 6.8% to 5.6%.

The budget adjustments included adding an additional \$120,000 of intergovernmental revenue grants; adjusting funding for body/squad cameras subscription; adjusting prosecuting attorney cost with Brainerd; updates to police department software, camera costs, and record management costs; and reducing park land improvements.

The council had a lengthy discussion on additional ways to reduce the budget.

Finance Director Vacinek explained draft resolutions have been prepared and have been included on the regular council agenda if the council is prepared to adopt the preliminary property tax levy. If the council is not ready to adopt the preliminary property tax levy, a special meeting can be scheduled prior to the end of the month when the levy needs to be certified.

2. 2024 Preliminary Aquifer Evaluation – New Wellfield Evaluation Report
Melanie Niday, with SEH, presented the findings of the 2024 preliminary aquifer evaluation report. The report evaluated the existing wellfield and provided recommendations for exploring new wellfields. The report identified the next steps in exploring options for a new wellfield along with estimated timelines.

The council did not have any comments.

City Administrator Chapulis explained this is part of the permitting process.

3. 2027 Fairview Road Extension Feasibility Report
Aric Welch, with Widseth, explained the Fairview Road extension project to Excelsior Road is listed as a 2027 project in the Capital Improvements Plan. The project includes the extension of utilities, roadway, and trail along Fairview Road with a connection to Excelsior Road at the existing roundabout located just west of TH 371.

The report reviews existing conditions, proposes feasible improvements, estimates project costs, discusses project implementation, and presents conclusions and recommendations. The report will be utilized by city staff to update the CIP and review with affected property owners as needed. The report will also be presented to MnDOT for review as their team evaluates local roadways that may be considered reliever routes when the highway 210 and 371 interchange project is being constructed.

Tonight, the council is being asked to accept the feasibility report under the regular council agenda.

- 4. Review of Proposed Work Plans for City Hall and the City’s CIP/PMP/Assessment Policy
Due to the time expiring for the work session, City Administrator Chapulis stated he will pull this item from the consent agenda of the regular council meeting to allow the council the opportunity to discuss the agenda item.
- 5. Lodging Tax Discussion
City Administrator Chapulis explained this item will be moved to the October 1st work session due to the time allocated to the work session expiring.

ADJOURN

MOTION by Council Member Cross, seconded by Council Member Tabatt to adjourn at 7:01 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator