



# CITY COUNCIL MEETING MINUTES

Tuesday, September 17, 2024 at 7:00 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

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## CALL TO ORDER

Mayor Olson called the meeting to order at 7:02 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, and Community Development Director Josh Doty were present.

## PLEDGE OF ALLEGIANCE

All joined Mayor Olson in reciting the Pledge of Allegiance.

## PRESENTATIONS

1. Baxter / Sylvan Township Community Trail Grant Application Update  
Todd Holman, Mississippi Headwaters program director and Camp Ripley Sentinel Landscape Coordinator, explained the city was awarded \$2,500,000 from the Department of Defense for the Mississippi River Overlook Park and trail connection to Sylvan Township. Mr. Holman explained he is optimistic that the National Park Service grant will come though later this year.

Mr. Holman explained he has accepted a new position with Legacy Works Group and will oversee all sentinel landscapes across the United States. However, Mr. Holman stated he will continue to follow though with the city and Sylvan Township on this project.

## ADDITIONS OR CHANGES TO THE AGENDA

None.

**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 September 3, 2024
3. Approve City Council Minutes from September 3, 2024

4. Approve the Payment of Bills and Finance Report (Addendum A)
5. Approve Cross-Jurisdictional Maintenance Agreement between Crow Wing County and City of Baxter for Intersections
6. Approve Cross-Jurisdictional Maintenance Agreement between Crow Wing County and City of Baxter
7. Accept the Utilities Commission Minutes from September 4, 2024
8. Accept the Lofts at Novotny Municipal Improvements as Outlined in the Development Agreement
9. Approve the ASTECH Partial Pay Estimate No. 1 in the amount of \$492,129.64 for the 2024 Micro Surfacing Project
10. Approve the RL Larson Excavating, Inc. Change Order No. 5 in the increased amount of \$25,130.23 for the 2024 South Forestview Improvements Project, Municipal Project No. 4138
11. Approve RL Larson Excavating, Inc Partial Pay Estimate No. 5 in the amount of \$814,631.37 for the 2024 South Forestview Area Improvements Project, Municipal Project No. 4138
12. Approve the Anderson Brothers Construction Change Order No. 9 in the increased amount of \$36,330.11 for the 2023 Commercial and Residential Full Depth Reclamation and Quiet Zone Improvements Project
13. Accept the 2024 Preliminary Aquifer Evaluation – New Wellfield Evaluation Report
14. Approve SEH Professional Services Contract in the Not to Exceed amount of \$401,300.00 for the Water Supply Improvements – Wells 5 & 6 Project
15. Approve the Knife River Corporation – North Central Change Order No. 4 in the Increased Amount of \$23,808.52 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project Number 4424
16. Approve the Knife River Corporation – North Central Partial Pay Estimate No. 4 in the amount of \$1,031,588.54 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project Number 4424
17. Accept the 2027 Fairview Road Utility, Roadway and Trail Extension to Excelsior Road Feasibility Report
18. Approve the Widseth Proposal for Professional Engineering Services in the Not to Exceed Amount of \$7,500.00 for the Hydrant and Plastic Watermain Tee Review Report Update
19. Approve the CCS Contracting, Inc. Partial Pay Estimate No. 1 in the amount of \$58,520.00 for the Lift Station 15 Reconstruction Project
20. Approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$6,000.00 for the 2026 Brentwood Circle Improvements Feasibility Report
21. Approve the S & K Outdoor Services Three Year Agreement for Snow Removal Services
22. Set the Public Information Meeting to Review the 2025 Budget and Levy with Public Testimony for Monday, December 2, 2024 at 6:00 p.m.

23. Accept Planning Zoning Commission Minutes from September 10, 2024
24. Adopt Resolution 2024-079 Approving the Sale of Lot 8A and 8B, Block 1, Northdale Sixth Addition and Authorize the Mayor to Execute All Necessary Documentation Related to the Sale
25. Approve Work Plans for City Hall and the City's CIP/PMP/Assessment Policy
26. Adopt Resolution 2024-076 approving a Conditional Use Permit to allow a garage to exceed the maximum area for property located at 8148 Highland Scenic Road
27. Approve Annual Amendments to the City Hunting Map

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

### **PULLED AGENDA ITEMS**

City Administrator Chapulis asked to pull item 25, Approve Work Plans for City Hall and the City's CIP/PMP/Assessment Policy due to the council not discussing this agenda item as scheduled during the work session due to the work session allocated meeting time running out.

City Administrator Chapulis explained during the council work session meeting in May, the council identified two priorities for the city, city hall and complete review of the city's CIP/PMP/Assessment policy. Staff has drafted a proposed work plan for each of these priorities. Each work plan outlines the steps that are to be accomplished, tentative timelines, and estimated costs needed to complete the work outlined.

If the council approves the work plans the council will review the schedules of each item in during the second council meeting in October.

**MOTION** by Council Member Tabatt, seconded by Council Member Lyscio to Approve Work Plans for City Hall and the City's CIP/PMP/Assessment Policy. Motion carried unanimously.

### **OTHER BUSINESS**

28. 2025 Preliminary Property Tax Levy and Budget Discussion
  - Adopt Resolution 2024-077 Setting the Preliminary 2025 Property Tax Levy
  - Adopt Resolution 2024-078 Approving the Preliminary 2025 Governmental Funds Budget

City Administrator Chapulis explained this is a continuation of the work session discussion. Staff is looking for the council to take action on the item or schedule a date to continue the budget discussion prior to adopting the preliminary levy by the end of September.

The council consensus was to set the 2025 levy at a 5.5% overall increase from the 2024 levy and over the next few months allow staff time to further review the budget. The council did not feel the need to schedule another meeting before setting the preliminary levy. The council discussed having department heads providing an annual state of their department report to the council.

**MOTION** by Council Member Tabatt, seconded by Mayor Olson to set the preliminary property tax levy at 5.5%, Adopt Resolution 2024-077 Setting the Preliminary 2025 Property Tax Levy and Adopt Resolution 2024-078 Approving the Preliminary 2025 Governmental Funds Budget

Finance Director Vacinek asked for clarification that the motion includes a \$10,000 reduction to get to 5.5% and \$9,383,800 would be the overall levy.

Council Member Tabatt and Mayor Olson accepted Finance Director Vacinek' s clarification to the motion.

Motion carried unanimously.

#### **COUNCIL COMMENTS**

29. Connie Lyscio – No comment.
30. Zach Tabatt – No comment.
31. Jeff Phillips - No comment.
32. Mark Cross - No comment.
33. Darrel Olson – No comment.

#### **CITY ADMINISTRATOR'S REPORT**

City Administrator Chapulis explained the new playground equipment has started to be installed at Loren Thompson Park. The work is scheduled to be completed by September 27<sup>th</sup>.

#### **CITY ATTORNEY'S REPORT**

No report.

#### **ADJOURN**

**MOTION** by Council Member Cross, seconded by Council Member Phillips to adjourn at 7:30 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator