



CITY COUNCIL MEETING MINUTES

Tuesday, November 07, 2023 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, Jeff Phillips, and Mark Cross were present.

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

PLEDGE OF ALLEGIANCE

All joined Mayor Olson in reciting the Pledge of Allegiance.

PRESENTATIONS

None.

ADDITIONS OR CHANGES TO THE AGENDA

City Administrator Chapulis asked to add an item to the Consent Agenda to approve and authorize execution of the Ailts Settlement.

PUBLIC COMMENTS - *Comments received from the public may be placed on a future meeting agenda for consideration.*

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:*

1. Approve City Council Work Session Minutes from October 17, 2023
2. Approve City Council Minutes from October 17, 2023
3. Approve the Payment of Bills and Finance Report (Addendum A)
4. Approve the Issuance of an On-sale Intoxicating Liquor and On-sale Sunday Liquor License for Ippin Ramen & Sushi
5. Authorize Contract Execution for Employee Dental Insurance Renewal with Delta Dental
6. Approve 3-Year Leaf Disposal Contract with Mike's Tree Company, LLC
7. Approve the 2023 – 2024 Annual Winter Trail & Pedestrian Ramp Closure

8. Authorize Staff to Advertise Falls Snowplow and Caterpillar Fork Attachments on Minnesota Surplus Site.
9. Approve the Widseth Proposal for Professional Design and Biddings Services for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project No. 4424 in the Not to Exceed Amount of \$235,000
10. Approve and Authorize Execution of the Ailts Settlement

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

PULLED AGENDA ITEMS

None.

OTHER BUSINESS

10. Adopt Resolution 2023-076 Application for the Highway Safety Improvement Program Funds for Construction of a Trail on CSAH 48

City Administrator Chapulis explained staff was directed to collaborate with Crow Wing County on exploring grant opportunities for constructing a grade separated trail along CSAH 48 from Knollwood Drive to Isle Drive and another segment from Cedardale Lane to Foley Road. To reduce city cost for constructing both segments, staff's recommendation is to split the trail improvements on CSAH 48 into two separate projects and applying for the other HSIP grant and TA grant. The HSIP grant is capped at \$500,000.

The grant application is due on November 22nd and the proposed resolution is required to be submitted along with the application.

The grant is for construction only and has a 10% match requirement. The total estimated cost using 2025 dollars would be \$941,743.64. The city will need to acquire right-of-way for the trail.

Staff recommends submitting the grant application with no construction year identified to help the application score higher and better the city's chance of being awarded the grant.

MOTION by Council member Lyscio, seconded by Council Member Cross Motion Lyscio to Adopt Resolution 2023-076 Application for the Highway Safety Improvement Program Funds for Construction of a Trail on CSAH 48. Motion carried unanimously.

11. Adopt Resolution 2023-077 Approving the Transportation Alternatives Resolution and Resolution 2023-078 Agreeing to Maintain Facility

MOTION by Council Member Cross, seconded by Council Member Tabatt to Adopt Resolution 2023-077 Approving the Transportation Alternatives Resolution and Resolution 2023-078 Agreeing to Maintain Facility. Motion carried unanimously.

COUNCIL COMMENTS

12. Connie Lyscio – Spoke to a resident, included in the 2024 FDR improvement project, who expressed concerns with having to change to a different mailbox. Council Member Lyscio would like to discuss the mailbox requirement at a future council meeting.

13. Zach Tabatt – No comment.
14. Jeff Phillips – No comment.
15. Mark Cross - No comment.
16. Darrel Olson - No comment.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis reminded the council of the budget work session scheduled for November 15th at 6 p.m.

Council Member Cross stated he would be absent from the budget work session.

CITY ATTORNEY'S REPORT

17. Closed Session Under Minnesota Statute 13D.05, subd. 3 (c), Purchase of Property: PID 40190580.
18. Closed Session Under Minnesota Statute 13D.05, subd. 3 (c), Purchase Offer for PID #40180611

MOTION by Council Member Cross, seconded by Council Member Tabatt to enter into a closed session at 7:07 p.m. under Minnesota Statute 13D.05, subd. 3(c) to discuss the properties identified on the council agenda. Motion carried unanimously.

MOTION by Council Member Cross, seconded by Council Member Lyscio to return to an open session at 7:36 p.m. Motion carried unanimously.

City Administrator Chapulis explained after the closed session staff is looking for the council to approve and execute the purchase agreement for a 100 by 100 portion of PID 40190580 for the lift station related to the South Forestview project and to direct staff to incur any additional expenditures related to the closing.

MOTION by Council Member Cross, seconded by Council Member Lyscio to approve and execute the purchase agreement for a 100 by 100 portion of PID 40190580. Motion carried unanimously.

City Administrator Chapulis explained the council provided additional direction to staff for continued negotiations for the sale of subject property. No action will be taken at this time.

ADJOURN

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to adjourn at 7:38 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator