



CITY COUNCIL MEETING MINUTES

Wednesday, August 07, 2024 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, and Jeff Phillips were present. Council Member Mark Cross was absent.

City Administrator Brad Chapulis, Police Chief Jim Exsted, Public Works Director Trevor Walter, and Finance Director Jeremy Vacinek were present. City Attorney Greta Bjerkness was present via MS Teams.

PLEDGE OF ALLEGIANCE

All joined Mayor Olson in reciting the Pledge of Allegiance.

PRESENTATIONS

None.

ADDITIONS OR CHANGES TO THE AGENDA

None.

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

Jeff Groenwold, 4431 Deerwood Road, expressed concerns about building inspections.

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 July 16, 2024
2. Approve City Council Minutes from July 16, 2024
3. Approve the Payment of Bills and Finance Report (Addendum A)
4. Approve the Acceptance of 2024-2025 Sourcewell Government Match Fund Award to Police Department
5. Approve the Hiring of Roland Matus as Intern for the Police Department
6. Adopt Resolution No. 2024-071 Adopting Assessment for the 2024 CSAH 77 Utility Improvements Project, Municipal Project Number 4118

7. Approve the SEH Professional Services Proposal in the Not to Exceed Amount of \$5,450.00 for the Clearwater Road Traffic Review
8. Award the Traut Companies Contract for Well Exploration - Drilling Services related to the 2024 Well Replacement Exploration Services in the amount of \$88,465.00

MOTION by Council Member Tabatt, seconded by Council Member Phillips to approve the consent agenda, excluding item 7. Motion carried unanimously.

PULLED AGENDA ITEMS

Council Member Tabatt asked to pull agenda item 7.

Council Member Tabatt mentioned the contract contains not to exceed language though contracts seem to go in the favor of the contractor, pointed out the city is paying for mileage and other charges on top of the rate, the contracts can get out of control and would like the city to have more control. Staff could consider a template for engineering contracts.

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to Approve the SEH Professional Services Proposal in the Not to Exceed Amount of \$5,450.00 for the Clearwater Road Traffic Review. Motion carried unanimously.

OTHER BUSINESS

None.

COUNCIL COMMENTS

9. Connie Lyscio – Thanked everyone for their efforts at Night to Unite, it was a very enjoyable event.
10. Zach Tabatt – No comment.
11. Jeff Phillips – No comment.
12. Mark Cross – Absent.
13. Darrel Olson – Thanked the police department for Night to Unite and for the Lions assistance and donation to the event.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis asked the council to enter into a closed session under Minnesota Statute 13D.05, subd. 3(b) for attorney client privileged discussion as identified on the agenda.

The council entered into a closed session at 7:20 p.m.

CITY ATTORNEY'S REPORT

14. The City Council will meet in a closed session pursuant to Minn. Stat. Section 13D.05 subd. 3(b) for an Attorney-Client privileged discussion, to discuss potential litigation pertaining to Whiskey Creek Stormwater Project

15. The City Council will meet in closed session pursuant to Minn. Stat. Section 13D.05 subd. 3(b) for an Attorney-Client privileged discussion, to discuss potential litigation pertaining to Minn. Stat. Section 103E

MOTION by Council Member Phillips, seconded by Council Member Tabatt to return to an open meeting at 8:02 p.m. Motion carried unanimously.

City Administrator Chapulis explained the council provided the city attorney with direction on the two agenda items.

ADJOURN

MOTION by Council Member Lyscio, seconded by Council Member Tabatt to adjourn at 8:03 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator