



# CITY COUNCIL MEETING MINUTES

Tuesday, October 15, 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 7:00 p.m.

## ROLL CALL

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

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

## 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.*

Dave Lange, 13838 Cherrywood Drive, explained he has been keeping track of pavement jobs in the area. The Glenwood Drive roadway doesn't appear to have a cold mix and it was not up to temperature. The road is a mess and should be under warranty.

**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 1, 2024
2. Approve City Council Minutes from October 1, 2024
3. Approve the Payment of Bills and Finance Report (Addendum A)
4. Accept the Utilities Commission Minutes from October 2, 2024
5. Approve ASTECH Pay Estimate No. 2 in the amount of \$94,028.91 for the 2024 Micro Surfacing Project

6. Accept the 2024 Water CAMP Report
7. Approve the Thein Well Company Change Order No. 2 in the Increased Amount of \$7,450.50 for the 2024 Well Rehabilitation Project
8. Approve the Traut Companies Change Order No. 1 in the Increased Amount of \$23,492.50 for Additional Well Exploration Services related to the 2024 Well Replacement Exploration
9. Approve the Anderson Brothers Construction Company of Brainerd, LLC Partial Pay Estimate No. 11 in the amount of \$99,923.35 for the 2023 Commercial and Residential Full Depth Reclamation and Quiet Zone Improvements Project
10. Approve the RL Larson Excavating, Inc. Change Order No. 6 in the increased amount of \$19,162.66 and extend the Final Completion Date to July 11, 2025 for the 2024 South Forestview Improvements Project, Municipal Project No. 4138
11. Approve RL Larson Excavating, Inc Partial Pay Estimate No. 6 in the amount of \$698,703.87 for the 2024 South Forestview Area Improvements Project, Municipal Project No. 4138
12. Approve the Knife River Corporation – North Central Change Order No. 5 in the Increased Amount of \$27,290.39 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project Number 4424
13. Approve the Knife River Corporation – North Central Partial Pay Estimate No. 5 in the amount of \$777,280.94 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project Number 4424
14. Approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$9,950 for the 2028 Olivewood Drive, Jadewood Drive and Jewelwood Drive Area Improvements Feasibility Report
15. Approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$8,500 for the 2030 Welton Road Area Improvements Feasibility Report
16. Adopt Resolution No. 2024-082 to Enter into the Cooperative Construction Agreement with MnDOT and City of Baxter and Crow Wing County for SP 1805-81
17. Approve the Trade-ins of 2005 Toro 3500-D Groundmaster and 2003 John Deere 1445 Mowers and Purchase of the 2023 John Deere Z950M Mower from Midwest Machinery Co.
18. Adopt Resolutions 2024-085 & 2024-086 Approving the Reassessment of PID 40070529 and a Compromise Agreement / Settlement Stipulation between Baxter PS 2016 LLC and the City related to the 2024 Mill & Overlay and Full Depth Reclamation and Reconstruction Improvements Project, Municipal Project Number 4424
19. Accept Planning Zoning Commission Minutes from October 8, 2024
20. Accept Donation from the Greater Lakes Association of Realtors for a Community Entrance Kiosk Map on Paris Road

21. Adopt Ordinance 2024-015 and Resolutions 2024-083 and 2024-084 approving a Zoning Ordinance Text Amendment to allow columbaria as a conditional use accessory to a religious institution and a conditional use permit to allow a columbarium at 6190 Fairview Road
22. Authorize Contract Execution for Employee Dental Insurance Renewal with Delta Dental Pathfinder 6 Plan
23. Authorize Contract Execution of Lincoln Financial Life and Disability Insurance Coverage for Sourcewell Ancillary Programs
24. Renew the Sourcewell Health Insurance Contract for 2025 with Blue Cross Blue Shield and Authorize Contract Execution
25. Authorize Execution of a Contract with USICG (formerly Hildi Inc.) to Provide a Required Other Post-Employment Benefits Actuarial Valuation Study in Conjunction with GASB 75
26. Adopt Resolution 2024-087 to Remove the Assessment on Parcel 40120511 of the 2024 Mill and Overlay and Full Depth Reclamation Project, City Project No. 4424
27. Approve 2025 Delayed Payment of Tax on Special Assessments for Applicants with Eligible Hardships
28. Approve Revision to the Hardship Deferral Criteria of the Special Assessment Policy
29. Approve Conditional Hire of Dan Lasher as Patrol Officer
30. Approve Conditional Hire of Justin Thesing as Patrol Officer

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

#### **PULLED AGENDA ITEMS**

None.

#### **OTHER BUSINESS**

31. Adopt Resolution No. 2024-080 Ordering Preparation of Report for the 2025 Commercial Full Depth Reclamation Improvements Project Municipal Project No. 4425

Alex Bitter, Widseth, explained the project area is Audubon Way, Edgewood Drive (north of Novotny Road to CSAH 77). Lake Forest Road and Whispering Woods Lane (west of Pearl Drive, extending 175' to the east).

The total estimated project cost is \$3,160,898. The benefiting assessable project cost is \$2,249,268 and the estimated city cost is \$911,630.

The improvement hearing is scheduled to be held on November 7, 2024.

Council members questioned the PASER ratings of the proposed streets and if improvements are needed at this time.

Public Works Director Walter explained that at times the improvements are driven by other factors such as striping, inflow and infiltration issues, and not wanting staff to patch a busy segment of roadway.

- 32. Adopt Resolution No. 2024-081 Receiving Revised Feasibility Report and Calling the Improvement Hearing for the 2025 Commercial Full Depth Reclamation Improvements Project Municipal Project No. 4425

**MOTION** by Council Member Lyscio, seconded by Council Member Tabatt to Adopt Resolution No. 2024-080 Ordering Preparation of Report for the 2025 Commercial Full Depth Reclamation Improvements Project Municipal Project No. 4425 and Adopt Resolution No. 2024-081 Receiving Revised Feasibility Report and Calling the Improvement Hearing for the 2025 Commercial Full Depth Reclamation Improvements Project Municipal Project No. 4425. Motion carried unanimously.

**COUNCIL COMMENTS**

- 33. Connie Lyscio – Explained tomorrow is national boss day and thanked Mayor Olson for his leadership.
- 34. Zach Tabatt – No comment.
- 35. Jeff Phillips – No comment.
- 36. Mark Cross - No comment.
- 37. Darrel Olson - No comment.

**CITY ADMINISTRATOR'S REPORT**

City Administrator Chapulis explained the first council meeting in November has been moved to Wednesday, November 6<sup>th</sup> due to the General Election being held on Tuesday.

**CITY ATTORNEY'S REPORT**

No report.

**ADJOURN**

**MOTION** by Council Member Cross, seconded by Council Member Lyscio to adjourn at 7:27 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