BAXTER

"A Growing Community"

CITY COUNCIL MEETING MINUTES

Tuesday, June 21, 2022 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, John Ward, and Mark Cross were present.

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

PLEDGE OF ALLEGIANCE

All joined Mayor Olson in reciting the Pledge of Allegiance.

PRESENTATIONS

1. GFOA Certificate of Achievement for Excellence in Financial Reporting Presentation

   Mayor Olson explained the city's finance department was granted the GFOA Certificate of Achievement award for its annual comprehensive financial statements. This is the city's tenth consecutive year receiving the award.

   Finance Director Vacinek thanked the council and finance staff for support and assistance in receiving the award.

ADDITIONS OR CHANGES TO THE AGENDA

City Administrator Chapulis asked to add consent agenda item 38 for the appointment of Mr. Josh Lee to the Public Works Maintenance I Position at Grade 4, Step 8 of the AFSCME Pay Grade and Step Schedule and Appoint Mr. Keith Binsfeld to the Public Works Maintenance II Position at Grade 5, Step 6 of the AFSCME Pay Grade and Step Schedule.

PUBLIC COMMENTS

None.

CONSENT AGENDA -

2. Approve City Council Minutes from June 7, 2022

3. Approve City Council Special Minutes from June 16, 2022

4. Approve the Payment of Bills and Finance Report (Addendum A)

5. Accept EDA Minutes from June 7, 2022

6. Accept Utilities Commission Minutes of June 8, 2022

7. Adopt Resolution 2022-057 Amending Resolution 2022-046 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2022 TH 210/Inglewood Drive Improvement Project.

8. Approve the Brainerd Lakes Integrated Health System Development Agreement

9. Approve the Brainerd Lakes Integrated Health System Stormwater Facilities Maintenance Agreement

10. Approve the Bolton & Menk Contract Amendment No. 5 in the Not to Exceed Amount of $170,490.00 for the 2022 Inglewood Drive Railway Crossing & Associated Roadway Improvements Project

11. Award the Base Bid to ASTECH Corporation of St. Cloud, MN in the amount of $306,774.40 for the 2022 Micro Surfacing Improvements Project

12. Approve the Northern Plains Contracting Inc. Change Order No. 4 in the deduct amount of $18,270.57 for additions to the Water Treatment Plant Improvements Project

13. Approve the Northern Plains Contracting Inc. Partial Pay Estimate No. 9 in the amount of $132,134.10 for the Water Treatment Plant Improvements Project

14. Approve the Purchase and Installation of a New Chlorine Feed Booster Pump and VFD at the Water Interconnect Building and Increase the Project Budget from $150,100 to $162,950**.**

15. Approve the SEH Contract Amendment No. 3 for the Water Treatment Plant Filter Reconstruction and Needs Assessment in the not to exceed amount of $25,020.00 for a total revised contract of $240,703.64

16. Accept the KLM Inspection Report for the South Water Tower

17. Approve the Knife River – North Central Change Order No. 4 in the increased amount of $20,128.00 and amending the contract completion dates for the 2021 Mill & Inlay and Full Depth Reclamation Improvements Project

18. Approve the Anderson Brothers Construction Company Change Order No. 1 in the increased amount of $27,838.16 for the 2022 Full Depth Reclamation & Reconstruction Improvements Project

19. Approve the Tom's Backhoe Service, Inc. Partial Pay Estimate No. 3 (Final) in the amount of $2,579.51 for the Lift Station No. 14 Reconstruction Project

20. Approve the Anderson Brothers Construction Company Partial Pay Estimate No. 1 in the amount of $175,097.34 for the 2022 Full Depth Reclamation and Reconstruction Improvements Project

21. Approve the Lift Station No. 16 Reconstruction Project Plans & Specifications and Authorize Advertisement for Bids

22. Adopt Resolution No. 2022-056 to enter into the Master Partnership Contract with the Minnesota Department of Transportation

23. Approve the SEH Agreement for Design and Construction Engineering Professional Services for the Cypress Drive and Douglas Fir Drive Improvements Project in the Not to Exceed Amount of $614,000.00

24. Approve the Bolton & Menk Proposal for Engineering Services – City Street Micro Surfacing Pavement Management Program Update in the Not to Exceed Amount of $8,200.00

25. Adopt 2023 Budget Calendar

26. Adopt Revised 2022 Mileage Reimbursement Rate of 62.5 Cents per Mile per IRS Regulations, Effective July 1, 2022, for the Remaining Six-Months of 2022

27. Approve Appointment to the Seasonal Position of Park Attendant

28. Approve Conditional Hire of Adam Casanova as Patrol Officer at Step 3 of LELS Local #312 Wage Scale

29. Approve the Issuance of Tobacco Licenses for the Licensing Period of July 1, 2022 through June 30, 2023

30. Approve Temporary Liquor License for Jack Pine Brewery Event at the Northland Arboretum

31. Accept the Menards, Inc. Municipal Improvements as per the 2018 Development Agreement

32. Accept USPCA Region XII Donation to Baxter Police Department K9 Program.

33. Accept the June 14, 2022 Planning Commission Meeting Minutes

34. Adopt Ordinance 2022-005, Summary Ordinance 2022-006 and Resolution 2022-049 Approving an Ordinance Amendment to the Accessory Structures Ordinance

35. Adopt Resolution 2022-050 Approving a CUP for a School use at 13242 Berrywood Drive

36. Adopt Ordinance 2022-009 and Resolutions 2022-052 and 2022-053 Approving Preliminary and Final Plat of “Baxter Medical Park Third Addition”, Rezoning from OS, Office Service to PUD, and a PUD General and Final Plan for an expansion at Essentia Health located at 13060 Isle Drive

37. Adopt Ordinance 2022-007, Summary Ordinance 2022-008 and Resolution 2022-051 Approving an Amendment to the Animals Ordinance

38. Appoint Mr. Josh Lee to the Public Works Maintenance I Position at Grade 4, Step 8 of the AFSCME Pay Grade and Step Schedule and Appoint Mr. Keith Binsfeld to the Public Works Maintenance II Position at Grade 5, Step 6 of the AFSCME Pay Grade and Step Schedule

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

PULLED AGENDA ITEMS

Council Member Tabatt asked to pull Consent Agenda items 8., 9., and 36.

Mayor Olson asked to pull Consent Agenda item 35.

Council Member Tabatt explained his wife is employed by the applicant and would be abstaining from Consent Agenda items 8., 9., and 36.

Motion by Council Member Cross, seconded by Council Member Lyscio to approve Consent Agenda items 8., 9., and 36. Motion carried with Mayor Olson and Council Members Lyscio, Ward, and Cross voting aye and Council Member Tabatt abstaining.

Mayor Olson explained he is a member of Heritage Church and would be abstaining form Consent Agenda item 35.

Motion by Council Member Ward, seconded by Council Member Cross to approve Consent Agenda item 35. Motion carried with Council Member Lyscio, Tabatt, Ward, and Cross voting aye and Mayor Olson abstaining.

OTHER BUSINESS

COUNCIL COMMENTS

39. Connie Lyscio – Thanked city staff for storm clean up efforts.

40. Zach Tabatt – No comment.

41. John Ward – Wished everyone a happy and safe Fourth of July and to celebrate our veterans.

42. Mark Cross – Announced Arts in the Park will be held on Sunday; reminded motorists to watch out for motorcycles; and agreed with Council Member Ward's comments.

43. Darrel Olson – Discussed how neighbors came together to help remove a tree from the street that fell during the storm.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis asked everyone for patience as staff works to clean up storm damage. Residents can call public works to report tree limbs in the right-of-way.

CITY ATTORNEY'S REPORT

None.

ADJOURN

MOTION by Council Member Cross, seconded by Council Member Tabatt to adjourn at 7:20 p.m. Motion carried unanimously.

Approved by:

_____

Darrel Olson
Mayor

Respectfully submitted,

_____

Kelly Steele
Assistant City Administrator