BAXTER

"A Growing Community"

CITY COUNCIL WORK SESSION MINUTES

Tuesday, June 21, 2022, at 6:15 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

CALL TO ORDER

Mayor Olson called the meeting to order at 6:15 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, Finance Director Jeremy Vacinek, Public Works Director Trevor Walter, and Assistant Finance Director Brenda Brooks were present.

BUSINESS ITEMS

1. 2021 Audit Exit Interview

   Nancy Schulzetenberg, audit partner with BerganKDV, presented the findings of the city's 2021 audit. Ms. Schulzetenberg summarized the city's general and enterprise funds and the recommendations contained in the Communications Letter and Independent Auditor's Reports. A clean, unmodified opinion was issued once again.

   The council will consider approval of the city's Annual Comprehensive Financial Report at the July 5, 2022, council meeting.

2. Introduction / Discussion of the Proposed 2023 Infrastructure Projects

   City Administrator Chapulis explained staff is working on a multi-year public infrastructure capital improvements plan to present to the council with the 2023 budget process. Because the 2023 construction season is quickly approaching, staff would like to provide notification to property owners as soon as possible.

   Proposed 2023 projects include Knollwood Drive, Cypress Drive and CSAH 48, Design Road, Whiskey Creek project, quite zone improvements, MnDOT west of TH 210, residential mill and overlay, residential full depth reclamation, and commercial full depth reclamation. The estimated total project cost for the proposed projects is $8,383,940.

   The city has provided notification to property owners on the Knollwood Drive, Cypress Drive South, and Design Road projects. Property owners of the other projects have not received notification.

   The council consensus was to support staff's recommendations.

   Staff will prepare to move forward with council consideration of ordering the feasibility reports on July 5th, soliciting engineering quotes for completing the feasibility reports and awarding contracts on July 19th, and sending property owner notices in July.

ADJOURN

MOTION by Council Member Cross, seconded by Council Member Lyscio to adjourn at 6:55 p.m. Motion carried unanimously.

Approved by:

Darrel Olson
Mayor

Respectfully submitted,

Kelly Steele
Assistant City Administrator