



CITY COUNCIL MEETING MINUTES

Tuesday, March 17, 2026 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, Patrick Sundberg, and Mark Cross were present.

City Administrator Brad Chapulis, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, Police Chief Matt Maier, City Planner Matthew Gindele, and Public Works Director Trevor Walter were present

PLEDGE OF ALLEGIANCE

All joined Mayor Olson in reciting the Pledge of Allegiance.

PRESENTATIONS

1. Annual Camp Ripley Presentation

Presentation was added to the agenda in error. Camp Ripley will provide their annual presentation on April 7, 2026.

ADDITIONS OR CHANGES TO THE AGENDA

City Administrator Chapulis explained the Camp Ripley presentation was added to tonight's agenda in error as it is scheduled for April 7, 2026; add the appointment of Jeremy Welters to the vacant park and trail maintenance position due to a resignation, and the project number for item 26 should be 4426 not 4446 as identified on the agenda.

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

None.

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:*

2. Approve City Council Work Session Minutes from March 3, 2026
3. Approve City Council Minutes from March 3, 2026
4. Approve City Council Special Minutes from March 5, 2026

5. Approve the Payment of Bills and Finance Report (Addendum A)
6. Approve Permit for Retail Sales of Fireworks for Costco, Target, and Walmart for the period of May 1, 2026 through April 30, 2027
7. Accept the Utilities Commission Minutes from March 4, 2026
8. Approve the Essentia Health Construction Repair and Maintenance Agreement for Sanitary Sewer and Water Main
9. Approve the Essentia Health Escrow Agreement Amendment
10. Approve the SEH Topographic Survey Services Contract in the Not to Exceed Amount of \$14,900.00 for the Elder Drive and Foley Road Intersection Improvements Project
11. Approve the SEH Topographic Survey Services Contract in the Not to Exceed Amount of \$14,200.00 for the Foley Road and Forthun Road/Isle Drive Intersection Improvements project
12. Approve the Widseth Proposal for Professional Design and Bidding Related Engineering Services in the Not to Exceed Amount of \$62,340.00 for the TH 371 and TH 210 Interchange Project
13. Approve the Widseth Proposal for Professional Engineering Services for Bridge Safety Inspection Services for 2026-2027 in the Not to Exceed Amount of \$1,750
14. Approve the Widseth Proposal for Professional Design and Bidding Related Engineering Services for the Industrial Park Road Full Depth Reclamation and Storm Sewer Improvements in the Not to Exceed Amount of \$42,500
15. Approve the Widseth Proposal for Professional Design and Bidding Related Engineering Services for the 2027 Fairview Road Extension to Excelsior Road in the Not to Exceed Amount of \$130,500
16. Approve the Widseth Proposal for Professional Engineering Services for Hydraulic Modeling of the Southeast Baxter Stormwater Overflow System in the Not to Exceed Amount of \$7,895.00
17. Accept the Inglewood Drive to Garrett Lane Flood Overflow Control Study
18. Approve the Temporary Material Storage Lease for County Project 18-170-03
19. Accept Rice Lake Construction Group Proposal in the amount of \$50,850.00 for Improvements to Existing Backwash Troughs in Filters 1-4 at the Water Treatment Plant
20. Accept the True North Controls Quote in the amount of \$30,479.00 for Radio Telemetry Equipment at the East Tower and associated radios and equipment related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068
21. Approve Purchase of Easement for Parcel 40020713 for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project
22. Accept Planning and Zoning Commission Minutes from March 10, 2026

23. Adopt Resolution 2026-022 approving a conditional use permit amendment for joint access and setback variances for property located at 7352 Glory Road
24. Approve Five Below Escrow Agreement for Inspection Services and Asbuilts

Council Member Cross pulled agenda item 23.

Council Member Tabatt pulled agenda 24 as it is related to agenda item 23.

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

Council Member Cross explained he has concerns with approving front yard variances for properties located in major retail areas, such as Glory Road.

City Administrator Chapulis explained agenda item 24 is only an escrow agreement, as the variance is the main concern, item 23 should not be pulled from the agenda.

City Planner Gindele explained the basis for approving the variance is because the subject property is an underutilized lot, with still adequate parking remaining, the proposed building would reduce impervious surface, make better use of the property and increase the tax base. The Utilities Commission reviewed the application and discussed the variance.

The council discussed various concerns with the variance and the findings.

MOTION by Council Member Cross, seconded by Council Member Tabatt to deny the variance.

City Administrator Chapulis asked for a point of clarification if Council Member Cross' reference is the principal structure or the accessory structure.

Council Member Cross explained both the principal structure and accessory structure.

Motion carried with Council Members Lyscio, Tabatt, and Cross voting yes and Council Member Sundberg and Mayor Olson voting no.

MOTION by Council Member Cross, seconded by Council Member Lyscio to table Five Below Escrow Agreement for Inspection Services and As-built. Motion carried unanimously.

PULLED AGENDA ITEMS

OTHER BUSINESS

25. Adopt Resolution No. 2026-020 Receiving Revised Feasibility Report 2026 Mill & Overlay Improvements Project Municipal Project No. 4426

City Administrator Chapulis explained the feasibility report had an error and it is being corrected.

MOTION by Council Member Lyscio, seconded by Council Member Sundberg to Adopt Resolution No. 2026-020 Receiving Revised Feasibility Report 2026 Mill & Overlay Improvements Project Municipal Project No. 4426. Motion carried unanimously.

26. Adopt Resolution No. 2026-021 Ordering Improvement and Preparation of Plans for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426

City Administrator Chapulis explained the council held the improvement hearing for the project and this is the next step to order the project forward.

The council discussed reviewing the 30-day window of interest free special assessments due to the short notice provided to property owners of the improvement project.

City Administrator Chapulis explained staff will review and bring back for further council discussion before the assessment hearing.

MOTION by Council Member Sundberg, seconded by Council Member Lyscio to Adopt Resolution No. 2026-021 Ordering Improvement and Preparation of Plans for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426. Motion carried with Council Members Lyscio, Tabatt and Sundberg and Mayor Olson voting yes. Council Member Cross voted no.

27. Adopt Resolution 2026-023 Approving Plans and Specifications and Authorize Advertisement for Bids for the 2026 Mill & Overlay Improvements Project, Municipal Project No. 4446

City Administrator Chapulis this action is to approve the plans and specifications and authorize going out for bids.

MOTION by Council Member Tabatt, seconded by Council Member Sundberg to Adopt Resolution 2026-023 Approving Plans and Specifications and Authorize Advertisement for Bids for the 2026 Mill & Overlay Improvements Project, Municipal Project No. 4446. Motion carried unanimously.

COUNCIL COMMENTS

28. Connie Lyscio – Extended an invitation to the council to attend the Legendary Women Hall of Fame event to be held on March 30th. Council Member Lyscio also expressed appreciation to the street crews for plowing the streets after the last weather event.
29. Zach Tabatt – No report.
30. Patrick Sundberg – No report.
31. Mark Cross – Asked to add three items to a future work session. Those items include discussing the process for projects moving through commissions and the council; asked staff to review alternative special assessment ideas and would like to review the Edina report on special assessments; and discuss the 30-day special assessment payment window to avoid paying interest.

No council members expressed objection to Council Member Cross' requests.

32. Darrel Olson – No report.

CITY ADMINISTRATOR'S REPORT

No report.

City Administrator Chapulis asked the council to enter into a closed session under Minnesota Statute 13D.05, Subd. 3(c) and Minnesota Statute 13D.05, Subd. 3(b) for two Crow Wing County District Court file numbers as identified on the agenda.

MOTION by Council Member Lyscio, seconded by Council Member Sundberg to enter into a closed session at 7:27 p.m. Motion carried unanimously.

MOTION by Council Member Cross, seconded by Council Member Lyscio to return to an open session at 8:11 a.m. Motion carried unanimously.

City Administrator Chapulis explained staff received further direction from the council for the district court proceedings.

MOTION by Council Member Lyscio, seconded by Council Member Tabatt to accept the offers. Motion carried unanimously.

CITY ATTORNEY'S REPORT

- 33. Closed Session Under Minnesota Statute 13D.05, Subd. 3(c), consideration of offers for the purchase of real property: PIDs 40110840, 40110839, 40140777, 40140741, 40140740, 40140739, 40140738, 40130708, 40130709, 40130673, 40130671, and 40130685
- 34. Closed Session pursuant to Minn. Stat. 13D.05 Subd. 3(b) to discuss Crow Wing County District Court File No. 18-CV-24-3003
- 35. Closed Session pursuant to Minn. Stat. 13D.05 Subd. 3(b) to discuss Crow Wing County District Court File No. 18-CV-25-4198

ADJOURN

MOTION by Council Member Sundberg, seconded by Council Member Tabatt to adjourn at 8:12 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele