



CITY COUNCIL MEETING MINUTES

Tuesday, June 02, 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, Community Development Director Josh Doty, 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

City Administrator Chapulis explained there is one addition to the agenda and clarifications to two agenda items. The item added to the Consent Agenda is the Approval of Easement for Parcel 40020789 for the 2026 Clearwater Road, North Lynddale Area, & Brentwood Circle Street & Utility Improvements Project.

Consent Agenda item 13 was clarified to indicate the money will be deposited into the Street Replacement Fund and Consent Agenda item 14 wage was clarified at \$17.68 per hour.

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:*

1. Approve City Council Minutes from May 19, 2026
2. Approve the Payment of Bills and Finance Report (Addendum A)
3. Accept EDA Minutes from May 19, 2026

4. Appoint Election Judges for the August 11, 2026 Primary Election and November 3, 2026 General Election
5. Approve the Issuance of Liquor Licenses for the Licensing Period of July 1, 2026 through June 30, 2027
6. Approve Jet Black for Trail Crack Sealing and Mastic Repair (Poly Patching) Contracts
7. Approve Releasing the Lofts at Novotny Development Agreement
8. Approve the Temporary Material and Storage Area Lease Agreement with RL Larson Excavating, Inc, related to the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068
9. Adopt Resolution No. 2026-041 Adopting Assessment for the 2026 Mill & Overlay Improvements Project, Municipal Project No. 4426
10. Adopt Resolution 2026-042 for Accepting the Bid from Anderson Brothers Construction Company in the amount of \$1,215,289.64 for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426
11. Approve the Widseth Proposal for Professional Engineering Services for Construction Administration for the 2026 Mill & Overlay Improvements Project in the Not to Exceed Amount of \$145,000
12. Approve the Braun Intertec Proposal for Construction Materials Testing Services in the estimated fee of \$19,965 for the 2026 Mill & Overlay Improvements Project, Municipal Project Number 4426
13. Adopt Resolution No. 2026-045 Entering into MnDOT Agreement No. 1062429 for Temporary Trunk Highway 210 Detour
14. Approve Appointment to the Seasonal Position of Park Attendant
15. Approve Appointment to the Seasonal Position of Streets and Utilities Maintenance

ADD: Approval of Easement for Parcel 40020789 for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project

MOTION by Council Member Lyscio, seconded by Council Member Tabatt to approve the Consent Agenda.

City Administrator Chapulis clarified the motion to approve the Consent Agenda included the approval of purchase of easement for parcel 40020789 for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvement Project.

Council Member Lyscio accepted the amendment to the motion.

Council Member Tabatt seconded the amendment to the motion.

Motion carried unanimously.

PULLED AGENDA ITEMS

Council Member Sundberg pulled Consent Agenda item 5 to abstain from the vote.

MOTION by Council Member Cross, seconded by Council Member Tabatt to Approve the Issuance of Liquor Licenses for the Licensing Period of July 1, 2026 through June 30, 2027. Motion carried with Council Members Lyscio, Tabatt, and Cross and Mayor Olson voting yes. Council Member Sundberg abstained.

OTHER BUSINESS

16. Proposed Tax Increment Financing District No. 16: Trident Development, LLC Timber Ridge of Baxter Senior Living Housing Tax Increment Financing (TIF) Request
 - Public Hearing for Proposed Trident Housing Tax Increment Financing District – Approximately 7:00 p.m.
 - Consider Resolution 2026-043, Approving a Modification to the Development Program for Development District No. 1, Establishing Tax Increment Financing District No. 16: Trident, Approving a Tax Increment Financing Plan, and Authorizing the Execution of a Related TIF Assistance Agreement
 - Consider Resolution 2026-044, Authorizing an Interfund Loan for Advance of Certain Costs in Connection with TIF District 16: Trident

Finance Director Vacinek explained Trident Development LLC is interested in constructing and operating a 80-unit senior living community housing project in Baxter. Trident has request the city provide tax increment financing (TIF) in exchange for 20% of the units (16 units) being available to households whose income is 50% or less of the area median income. The proposed development would consist of 64 assisted living units in a two-story building connected to 16 memory care apartment units in a one-story building.

At the April 7, 1015 council meeting, the council approved proceeding with the public hearing to consider establishing the housing TIF district.

The proposed TIF Assistance Agreement was prepared by the city's municipal finance attorney, in consultation with Ehler's consultants and city staff.

Shane Rudlang, with Ehlers, summarized the TIF district process and the proposed TIF Assistance Agreement.

No council questions for Mr. Rudlang.

Mayor Olson opened the public hearing at 7:15 p.m.

Roger Fink, with Trident Development, explained he is very excited about bringing the project to Baxter. Mr. Fink explained he received the agreement on Friday afternoon and his legal team hasn't finished their review, though they have found a few minor items to discuss for changes.

The council did not have any questions for Mr. Fink.

Mayor Olson closed the public hearing at 7:18 p.m.

Finance Director Vacinek explained the council is asked to consider adopting two resolutions and there will be some minor adjustments to the TIF district plan and development agreement.

Finance Director Vacinek briefly summarized the consent of TIF for development purposes.

MOTON by Council Member Tabatt, seconded by Council Member Lyscio to adopt Resolution 2026-043, Approving a Modification to the Development Program for Development District No. 1, Establishing Tax

Increment Financing District No. 16: Trident, Approving a Tax Increment Financing Plan, and Authorizing the Execution of a Related TIF Assistance Agreement. Motion carried unanimously.

MOTION by Council Member Cross, seconded by Council Member Sundberg to adopt Resolution 2026-044, Authorizing an Interfund Loan for Advance of Certain Costs in Connection with TIF District 16: Trident. Motion carried unanimously.

COUNCIL COMMENTS

17. Connie Lyscio – Explained she will not be seeking a third term this fall on the city council.
18. Zach Tabatt – Asked staff to work with Alex Bitter to development some education opportunities to address some of the common questions raised during assessment hearings. The information can be provided to residents in advance of the hearing.
19. Patrick Sundberg – Agreed with Council Member Tabatt’s suggestion and inquired about the status of the city having a map on the city’s website showing future improvement plans.
20. Mark Cross – No comment.
21. Darrel Olson – No comment.

CITY ADMINISTRATOR'S REPORT

No report.

CITY ATTORNEY'S REPORT

No report.

ADJOURN

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to adjourn at 7:29 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele