



# CITY COUNCIL MEETING MINUTES

Tuesday, March 03, 2026 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 Connie Lyscio, Zach Tabatt, Patrick Sundberg, and Mark Cross were present.

City Administrator Brad Chapulis, Assistant City Administrator Kelly Steele, Community Development Director Josh Doty, Finance Director Jeremy Vacinek 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 asked to remove a closed session item from tonight's agenda and explained the item will be moved to the March 17<sup>th</sup> council meeting. City Administrator Chapulis also asked to add to the consent agenda the appointment of Mathew Duck and a closed session under Minnesota Statute 13D.05, Subd. 3(b) for an attorney-client privileged discussion.

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

Mike Duval, 4658 Tyrol Drive, Brainerd. Mr. Duval asked the council to consider lighting for the Hwy 371 project to limit light pollution.

## PULLED AGENDA ITEMS

**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 February 17, 2026
2. Approve City Council Minutes from February 17, 2026
3. Approve the Payment of Bills and Finance Report (Addendum A)

4. Repeal the Sick Leave Donation Policy
5. Approve the Reappointment of Robert Ehrich and Rock Yliniemi to 3-year terms on the Cemetery and Utilities Commission, Respectively
6. Accept Sourcewell Grant Awarded to the Police Department
7. Approve Purchase of Easement for Parcel 40020631 for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project
8. Adopt Resolution 2026-019 Rescinding Resolution 2026-008 and Authorizing State Aid Advancement of Municipal State Aid funds for the 2022-TH 210/Inglewood Drive Road Improvement Project, the 2025 Design Road & TH 371 Stormwater Improvements Project, the 2026 CSAH 48 Trail Connections Project, Trunk Highway 210 Project

**NEW AGENDA ITEM:** Appoint Mathew Duck to the IT/GIS Director Position at Grade 19, Step 5 of the Non-Union Employee Schedule

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

#### OTHER BUSINESS

9. Vacate a drainage & utility easement between Lots 10 & 11, Block 1, Wild Wood

1)PUBLIC HEARING at 7:00 p.m. or shortly thereafter

2) Adopt Resolution 2026-010 vacating a drainage easement for property located at 12848 Eagle Ridge Drive

Community Development Director Doty explained the applicant has submitted an administrative lot consolidation application to adjust the shared lot line between lots 10 and 11, block 1, of the Wild Wood Subdivision. As part of the administrative log consolidation process, the applicant needs to vacate the drainage and utility easement between the two affected lots. The new consolidated lot will provide lot 10 with the required area for the garage to conform to the setback requirement.

The council did not have any questions.

Mayor Olson opened the public hearing at 7:10 p.m. and after hearing no public comments closed the public hearing at 7:10:30 p.m.

**MOTION** by Council Member Cross, seconded by Council Member Lyscio to Adopt Resolution 2026-010 vacating a drainage easement for property located at 12848 Eagle Ridge Drive. Motion carried unanimously.

10. Approve the Appointments to the Hwy 371 Overpass Visual Quality Advisory Committee

City Administrator Chapulis explained with municipal consent obtained for the Hwy 371 Overpass Project, MnDOT is proceeding with the design of the project. To assist with the aesthetic elements of the design, MnDOT has requested the city select individuals to serve on the project's Visual Quality Advisory Committee. The committee will be tasked with identifying the visual components of the physical

improvements that will be completed with the project. The committee's recommendations will be provided to the council for their approval.

City Administrator Chapulis provided the council with a list of individuals agreeable to serve on the committee.

**MOTION** by Council Member Lyscio, seconded by Council Member Anderson to approve the appointments to the Hwy 371 Overpass Visual Quality Advisory Committee, with the addition of Chuck Anderson. Motion carried unanimously.

#### **COUNCIL COMMENTS**

11. Connie Lyscio – No comment.
12. Zach Tabatt – Expressed agreement with the public comment regarding light pollution and explained the city should also look beyond just Hwy 371. Council Member Tabatt asked the council to support his request to direct the City's Planning and Zoning Commission to review a denser zoning district, with smaller homes and lots. The council was supportive of the directive to staff.
13. Patrick Sundberg – Expressed agreement with the public comment on light pollution.
14. Mark Cross – No comment.
15. Darrel Olson – Reminded everyone of the special council meeting scheduled for March 5 at 6p.m.

#### **CITY ADMINISTRATOR'S REPORT**

City Administrator Chapulis asked the council to make a motion to enter into a closed session as identified on the agenda.

**MOTION** by Council Member Cross, seconded by Council Member Lyscio to enter a closed session as identified on the agenda at 7:20 p.m. Motion carried unanimously.

**MOTION** by Council Member Lyscio, seconded by Council Member Cross to return to an open session 8:05 p.m. Motion carried unanimously.

City Administrator Chapulis explained the council provided further direction on the consideration of the real estate.

**MOTION** by Council Member Tabatt, seconded by Council Member Sundberg to adopt Resolution No. 2026-018 Authorizing Eminent Domain to Acquire easements needed for 2026 Clearwater, North Lynndale, and Brentwood Circle Street and Utility Improvements project. Motion carried unanimously.

#### **CITY ATTORNEY'S REPORT**

16. Closed Session Under Minnesota Statue 13D.05, Subd. 3(c), consideration of the purchase of real property: PIDs 40020630, 40020794, 40020713, 40020712, 40020711, 40020710, 40020709, 40020787, 40020788, 40020789 and 40020790
17. Closed Session Under Minnesota Statue 13D.05, Subd. 3(c), Adopt Resolution No. 2026-018 Authorizing Eminent Domain to Acquire easements needed for 2026 Clearwater, North Lynndale, and Brentwood Circle Street and Utility Improvements project

- 18. **AGENDA ITEM PULLED:** 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

**NEW AGENDA ITEM:** City Council will meet in a closed session pursuant to Minn. Stat. Section 13D.05, Subd. 3(b) for an Attorney-Client privileged discussion to discuss Crow Wing County District File No. 18-CV-24-3003.

**ADJOURN**

**MOTION** by Council Member Tabatt, seconded by Council Member Lyscio to adjourn at 8:07 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson

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Kelly Steele