



CITY COUNCIL MEETING MINUTES

Tuesday, November 04, 2025 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, and Patrick Sundberg were present. Council Member Mark Cross was absent.

City Administrator Brad Chapulis, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, Community Development Director Josh Doty, and Police Chief Matt Maier 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 the council to add two items to the consent agenda. The two items are: Approve and Authorize the Execution of the Crow Wing County SWCD MOU / Agreement, MnDNR Grant Agreement, and the JPA Related to the Baxter / Sylvan Township Community Trail Project and Approve the Anderson Brothers Construction Company of Brainerd, LLC Change Order No. 3 to modify the Substantial Date for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425.

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

City Administrator Chapulis explained two written public comments, by Rick Morris and Tonya Rausch, related to the 371/210 project have been received and will be added to the record and the project file.

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 October 21, 2025
2. Approve City Council Work Session Minutes from October 21, 2025
3. Approve the Payment of Bills and Finance Report (Addendum A)
4. Approve 2025 Body Worn Camera (BWC) Audit Report for Police Department

5. Approve MOU with Central Lakes College Regarding On Campus Sexual Assault Investigations
6. Accept \$40,000 Sourcewell Match Grant and Authorize Contract Execution to Cover a Portion of the Snowplow Truck Replacement in 2025
7. Approve the Widseth Proposal for PROTECT Program Funding Application Services in the Lump Sum Amount of \$4,250 for Southeast Baxter Surface Water and Flood Control Project and direct staff to prepare a funding application for fiscal year 2029
8. Approve the Issuance of a Lower-Potency Hemp Edible Registration to Robert S. Ingman, dba Pure Xhale, LLC for the Period of November 5, 2025 through December 31, 2025
9. Accept the 2025-2026 Sourcewell Government Match Grant Award to Police Department
10. Approve and Authorize the Execution of the Crow Wing County SWCD MOU / Agreement, MnDNR Grant Agreement, and the JPA Related to the Baxter / Sylvan Township Community Trail Project
11. Approve the Anderson Brothers Construction Company of Brainerd, LLC Change Order No. 3 to modify the Substantial Date for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425

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

PULLED AGENDA ITEMS

None.

OTHER BUSINESS

12. AFSCME Grievance

Assistant Administrator Steele summarized the grievance and the events that led to the step 3 hearing with the council. After hearing the grievance, the council has 10 days to provide a response.

Abby Pearson, the AFSCME Labor Representative, explained the unions position regarding the grievance. The grievant, Keith Binsfeld, and the AFSCME president, Cory Steininger, introduced themselves to the council.

The council did not have any questions for the union.

The AFSCME representatives left the meeting.

The council deliberated the grievance.

MOTION by Council Member Tabatt, seconded by Council Member Sundberg to deny the step 3 grievance. Motion carried unanimously.

COUNCIL COMMENTS

13. Connie Lyscio – Explained she lost her father a few days ago and she is thankful for the support received from everyone.

14. Zach Tabatt – No comment.
15. Patrick Sundberg – Explained he would like to see examples of the button hook intersection used elsewhere.
16. Mark Cross – Absent.
17. Darrel Olson – Expressed condolences to Council Member Lyscio and thanked City Administrator Chapulis and IT/GIS Director Todd DeBoer for setting up the meeting at Forestview. Mayor Olson explained the council received a positive note from a resident.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis explained he will share the Sourcewell board of directors notice with members of the council.

City Administrator Chapulis explained he will submit the city's comments to MnDOT tomorrow.

The council briefly discussed the 371 project and determined that they would like to invite MnDOT to attend a work session to have further discussion regarding the project.

CITY ATTORNEY'S REPORT

18. City Council Will Meet in a Closed Session Pursuant to Minn. Stat. Section 13D.03, to Discuss Labor Negotiations
19. City Council Will Meet in a Closed Session Pursuant to Minn. Stat. Section 13D.05, Subd. 2(b) for Preliminary Consideration of Allegations or Charges Against an Employee
20. Council Discussion about imposition of discipline

MOTION by Council Member Lyscio, seconded Council Member Tabatt to enter into a closed session at 7:44 p.m. Motion carried unanimously.

The Council returned to an open session at 8:44 p.m.

City Administrator Chapulis explained that the council concluded that discipline of a one-day unpaid suspension shall be imposed against Public Works Director Trevor Walter.

ADJOURN

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to adjourn at 8:45 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator

