



CITY COUNCIL MEETING MINUTES

Tuesday, May 05, 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, GIS/IT Director Mathew Duck, 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 add Randy Sawyer to the list of individuals listed under item 4 Approve Appointment to the Seasonal Position of Park Attendant. The dates listed under item 7 for the baseball association date were incorrect. The correct dates are May 29-31, June 12-14, June 19-21, and July 24-26.

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 April 21, 2026
2. Approve City Council Work Session Minutes from April 21, 2026
3. Approve the Payment of Bills and Finance Report (Addendum A)
4. Approve Appointment to the Seasonal Position of Park Attendant
5. Approve Appointment to the Seasonal Position of Roadside Mower

6. Approve Temporary Liquor License for the Brainerd Jaycees Special Event at Mills GMC
7. Approve Special Event Application for Brainerd Baxter Baseball Association for their Battle at the Lakes Baseball Tournament on June 6-8, June 13-15, June 20-22 and MYAS Post Season Classic on July 24-26 at Oscar Kristofferson Park Ball Fields
8. Adopt Resolution 2026-0031 Approving the Renewal of the Joint Powers Agreement with Department of Public Safety
9. Approve Purchase of Easements for Parcels 40110839, 40140777, and 40130673 for the 2026 CSAH 48 Trail Connections Project
10. Approve the Solid Ground Outdoor Services Three-Year Mowing Contract
11. Approve the KLM Engineering Proposal for Drawing Review and Inspection Services during the T-Mobile Antenna Modifications on the North Tower in the Amount of \$5,125

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

PULLED AGENDA ITEMS

Mayor Olson asked to pull item 7.

Mayor Olson explained when reviewing past expenditures, the city is losing ground with the baseball tournaments. The city has not received a donation to cover city expenses for the past two years.

The council asked staff to draft a policy that would apply to all groups using city facilities.

City Administrator Chapulis explained staff will meet with the baseball association and explain the city's position.

MOTION by Mayor Olson, seconded by Council Member Lyscio to Approve Special Event Application for Brainerd Baxter Baseball Association for their Battle at the Lakes Baseball Tournament on May 29-31, June 12-14, June 19-21 and MYAS Post Season Classic on July 24-26 at Oscar Kristofferson Park Ball Fields.

OTHER BUSINESS

12. Consider Adopting Resolution 2026-038, Amending the Special Assessment Prepayment Terms for the 2026 Mill and Overlay Improvements Project, Municipal Project Number 4426

City Administrator Chapulis explained Other Business items 12-14 are all related to the 2026 Mill and Overlay Improvements Project.

MOTION by Council Member Tabatt, seconded by Council Member Sundberg to Consider Adopting Resolution 2026-038, Amending the Special Assessment Prepayment Terms for the 2026 Mill and Overlay Improvements Project, Municipal Project Number 4426. Motion carried unanimously.

13. Adopt Resolution 2026-033 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426

MOTION by Council Member Lyscio, seconded by Council Member Sundberg to Adopt Resolution 2026-033 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426. Motion carried unanimously.

14. Adopt Resolution 2026-034 for Hearing on Proposed Assessment for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426

MOTION by Council Member Tabatt, seconded by Council Member Sundberg to Adopt Resolution 2026-034 for Hearing on Proposed Assessment for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426.

Finance Director Vacinek suggested a friendly amendment that the number of days to pay the special assessments should be adjusted as discussed during the previous work session.

Council Member Tabatt and Council Member Sundberg accepted the friendly amendment. Motion carried unanimously.

15. Adopt Resolution 2026-035 Amending Resolution 2026-024 Declaring Cost to Be Assessed and Ordering Preparation of Proposed Assessment for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068

City Administrator Chapulis explained Other Business items 15-19 are all related to the 2026 improvement project. The assessment hearing was held last night. Five letters related to the project were received. Three of the letters received were objections to the project. Objections were received from Connor Summers, Jim Hartman, and Kimberly Van Natter. Staff recommends the council adopt the assessments and make adjustments to their assessments should the city receive additional information related to their appeals.

Public Works Director Walter explained the estimated cost to provide fog lines is around \$2,000.

MOTION by Council Member Lyscio, seconded by Council Member Tabatt to Adopt Resolution 2026-035 Amending Resolution 2026-024 Declaring Cost to Be Assessed and Ordering Preparation of Proposed Assessment for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

16. Adopt Resolution No. 2026-036 Adopting Assessment for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068

MOTION by Council Member Tabatt, Seconded by Council Member Lyscio to Adopt Resolution No. 2026-036 Adopting Assessment for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

17. Adopt Resolution No. 2026-037 Accepting Bid and Awarding Contract to RL Larson Excavating, Inc. for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068

MOTION by Council Member Sundberg, seconded by Council Member Lyscio Adopt Resolution No. 2026-037 Accepting Bid and Awarding Contract to RL Larson Excavating, Inc. for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

18. Approve the SEH Construction Phase Services Contract in the Not to Exceed Amount of \$638,000.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project, Municipal Project Number 4068

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to Approve the SEH Construction Phase Services Contract in the Not to Exceed Amount of \$638,000.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project, Municipal Project Number 4068. Motion carried unanimously.

19. Approve the Braun Intertec Proposal for Construction Materials Testing Services in the Not to Exceed Amount of \$75,022.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project, Municipal Project Number 4068

MOTION by Council Member Sundberg, seconded by Council Member Tabatt to Approve the Braun Intertec Proposal for Construction Materials Testing Services in the Not to Exceed Amount of \$75,022.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project, Municipal Project Number 4068. Motion carried unanimously.

COUNCIL COMMENTS

20. Connie Lyscio – Explained May is mental health awareness month and tomorrow is bike and roll to school. MnDOT is having a yard sign contest to encourage the community to bike. The city has done a great job making the city assessable.
21. Zach Tabatt – No comment.
22. Patrick Sundberg – No comment.
23. Mark Cross – Reminded everyone May is motorcycle awareness month and asked everyone to watch out for motorcycles.
24. Darrel Olson – No comment.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis introduced the city's new GIS/IT Director Mathew Duck and asked the council to enter into a closed session.

MOTION by Council Member Lyscio, seconded by Council Member Sundberg to enter into a closed session at 7:29 p.m. Motion carried unanimously.

MOTION by Council Member Sundberg, seconded by Council Member Cross to return to an open session at 7:53 p.m. Motion carried unanimously.

City Administrator Chapulis explained staff received further direction for agenda item 25 and no action would be taken tonight. Council will be taking action on agenda item 26

MOTION by Council Member Cross, seconded by Council Member Sundberg to make offers for the purchase of property for the PIDs listed on the agenda. Motion carried unanimously.

CITY ATTORNEY'S REPORT

- 25. Closed Session pursuant to Minn. Stat. 13D.05 Subd. 3(b) to discuss Crow Wing County District Court File No. 18-CV-25-4198

- 26. Closed Session Under Minnesota Statute 13D.05, Subd. 3(c), consideration of offers for the purchase of real property: PIDs 40120696, 40120697, 40120927, 40120695, 40120694

ADJOURN

MOTION by Council Member Cross, seconded by Council Member Lyscio to adjourn at 7:54 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele