



CITY COUNCIL MEETING MINUTES

Tuesday, April 21, 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 are two last minute additions to the agenda. Those items are Approve Transfer of Off-Sale/On-Sale Intoxicating Combination and Sunday Sales Liquor License from 3 Cheers Hospitality LLC, dba Baia Della Italian Kitchen to 3 Cheers Hospitality LLC, dba 3 Cheers and Approve the Issuance of a Lower Potency Hemp Edible Registration for the Period of April 22, 2026 through December 31, 2026, Contingent Upon Submitting Completed Application Materials. An additional item is the clarification to item 18 is the contract is to *not* exceed. The word "not" was omitted in error.

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 7, 2026
2. Approve the Payment of Bills and Finance Report (Addendum A)
3. Accept the Utilities Commission Minutes from April 8, 2026

4. Approve Appointment to the Seasonal Position of Park Attendant
5. Approve Baxter Imaging Escrow Agreement for Inspection Services and Asbuilts
6. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Baxter Imaging LLC
7. Approve Plans and Specifications and Authorize Advertisement for Bids for 2026 Micro Surfacing Project
8. Approve the BNSF Invoice #90299809 in the amount of \$65.06 for the 2022 TH 210 and Inglewood Drive Improvements Project, City Improvement No. 4121
9. Approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 9 in the amount of \$29,661.35 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040
10. Approve the SEH Design Phase Services Contract in the Not to Exceed Amount of \$60,000.00 for the Elder Drive and Foley Road Intersection Improvements project
11. Approve the SEH Design Phase Services Contract in the Not to Exceed Amount of \$100,000.00 for the Foley Road and Forthun Road/Isle Drive Intersection Improvements Project
12. Approve the SEH Engineering Services Contract in the Not to Exceed Amount of \$20,000.00 for the Mercury Minimization Program
13. Appoint Randy Rud to the Building Official Position at Grade 14, Step 5 of the Non-Union Employee Schedule
14. Accept the 2026 Water Service Saddle Review Report
15. Approve the Lift Station No. 18 Reconstruction Project Plans & Specification and Authorize Advertisement for Bids.
16. Approve the Widseth Contract Amendment No. 1 in the Not to Exceed Amount of \$8,044.00 for the Lift Station 18 Reconstruction Project
17. Approve the Nelson Sanitation & Rental Inc. Quote in the Amount of \$4,200 for the Woida Road Sanitary Infiltration Repair
18. Approve the Widseth Proposal for Professional Engineering Services to Exceed Amount of \$35,000 for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Roadway Evaluation
19. Accept Holden Electric Quote in the amount of \$10,440.00 for labor and equipment for installation of antennas for radio upgrades
20. Approve AE2S Contract in the Not To Exceed Amount of \$34,429 for SCADA Integration for Lift Station 27 and for Radio Telemetry upgrades at the East Water Tower site
21. Approve Temporary Liquor License Amendment to Jack Pine Brewery for four Events to be Held in 2026

22. Accept Planning and Zoning Commission Minutes from April 14, 2026
23. Adopt Resolution 2026-030 approving setback variances for property located at 10130 Timber Ridge Drive
24. Adopt Ordinance 2026-003 and Resolution 2026-029 approving zoning ordinance text amendments relating to commercial recreation, single family R-1 and multi-family R-3 regulations
25. Approve Purchase of Easements for Parcels 40110840, 40140740, and 40140739 for the 2026 CSAH 48 Trail Connections Project

ADD: Approve the Issuance of a Lower-Potency Hemp Edible Registration to for the Period of April 22, 2026 through December 31, 2026, Contingent Upon Submitting Completed Application Materials

ADD: Approve Transfer of Off-Sale/On-Sale Intoxicating Combination and Sunday Sales Liquor License from 3 Cheers Hospitality LLC, dba Baia Della Italian Kitchen to 3 Cheers Hospitality LLC , dba 3 Cheers

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

PULLED AGENDA ITEMS

Council Member Sundberg asked to pull item 21 as he is the applicant.

MOTION by Council Member Cross, seconded by Council Member Lyscio to Approve Temporary Liquor License Amendment to Jack Pine Brewery for four Events to be Held in 2026. Motion carried with Council Members Lyscio, Tabatt, and Cross and Mayor Olson voting yes. Council Member Sundberg abstained.

Council Member Tabatt inquired if the temporary liquor license amendment paperwork could be completed through an online process to be more efficient.

City Administrator Chapulis explained the document is a PDF fillable form.

OTHER BUSINESS

None.

COUNCIL COMMENTS

26. Connie Lyscio – Explained she visited the Baxter Dog Park on Sunday. Council Member Lyscio thanked the engineers who selected the location.
27. Zach Tabatt – No comment.
28. Patrick Sundberg – No comment.
29. Mark Cross – Reminded everyone to watch out for motorcycles.
30. Darrel Olson – Explained City Administrator Chapulis and Finance Director Vacinek have been in St. Paul working on the city's sales tax extension request and they spent a good part of Saturday putting together a document for the extension. All city employees are busy doing their job and their efforts are appreciated.

CITY ADMINISTRATOR'S REPORT

Appreciate Mayor Olson's words and for clarification, the document mentioned was put together on Monday, not on Saturday. There are two upcoming events, the BLAEDC event and LMC annual early conference registration. Please notify administration if planning on attending either event.

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

CITY ATTORNEY'S REPORT

31. Closed Session Under Minnesota Statute 13D.05, Subd. 3(c), consideration of offers for the purchase of real property: PIDs 40110839 and 40140777

MOTION by Council Member Cross, seconded by Council Member Lyscio to enter into a closed session at 7:14 p.m. Motion carried unanimously.

MOTION by Council Member Cross, seconded by Council Member Lyscio to return to an open session at 7:24 p.m. Motion carried unanimously.

MOTION by Council Member Cross, seconded by Council Member Tabatt to make offers for the two easements discussed during the closed session. Motion carried unanimously.

ADJOURN

MOTION by Council Member Lyscio, seconded by Council Member Sundberg to adjourn at 7:25 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele