



# CITY COUNCIL MEETING MINUTES

Tuesday, May 19, 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, 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

None.

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

City Administrator Chapulis summarized an email submitted by Ryan Naylor, who lives in the north Lynndale area, inquiring about the 429 process to assist with financing the cost of private hook ups.

**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 Special Minutes from May 4, 2026
2. Approve City Council Work Session Minutes from May 5, 2026
3. Approve City Council Minutes from May 5, 2026
4. Approve the Issuance of a Lower-Potency Hemp Edible Registration for the Period of May 20, 2026 through December 31, 2026 for King Tobacco Baxter LLC
5. Accept the Utilities Commission Minutes from May 6, 2026

6. Approve the 2026 Novotny Road Improvements Development Agreement
7. Approve the AE2S Proposal for the 2026 Win911 Software Upgrade I&C Professional Services in the Not to Exceed amount of \$15,220
8. Approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$130,000.00 for the 2026 Novotny Road Street & Utility Improvements Project
9. Approve the SEH Fee Amendment No. 1 in the Not to Exceed Amount of \$15,000.00 to update the Evergreen Dr/Douglas Fir Drive Traffic Impact Study
10. Accept the 2025-2026 Water CAMP Project Update Memorandum
11. Approve the Widseth Proposal for Professional Design Fee Amendment for the 2026 Mill & Overlay Improvements Project in the Not to Exceed Amount of \$11,700 for a Total Revised Not to Exceed Amount of \$134,454
12. Approve the Widseth Proposal for Professional Engineering Services for Hydrologic and Hydraulic Modeling of the Inglewood Drive to Garrett Lane Flood Overflow Control in the Not to Exceed Amount of \$30,000
13. Accept EDA Minutes from May 5, 2026
14. Approve Astech Corporation Street Crack Sealing Contract
15. Approve the Payment of Bills and Finance Report (Addendum A)
16. Adopt Resolution 2026-040 approving a conditional use permit to allow grading exceeding 50 cubic yards of material within a shoreland district for the replacement of a retaining wall
17. Adopt Ordinance 2026-005 and Resolution 2026-039 approving zoning ordinance text amendments relating to commercial recreation, single family R-1 and multi-family R-3 regulations
18. Accept Planning and Zoning Commission Minutes from May 12, 2026

**MOTION** by Council Member Cross, seconded by Council Member Tabatt to approve the Consent Agenda. Motion carried unanimously.

#### **PULLED AGENDA ITEMS**

#### **OTHER BUSINESS**

19. Vacate a drainage and utility easement between Lots 1 and 2, Block 1, Olin Addition

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

- 2) Adopt Resolution 2026-032 vacating a drainage and utility easement for property located at 5404 Clearwater Road

Community Development Director Doty explained the applicant has submitted an administrative lot consolidation application to consolidate two lots into one. The Olin Addition plat indicates a 5' wide drainage and utility easement on either side of the lot line dividing the two lots. As part of the

administrative lot consolidation, the applicants need to vacate the drainage and utility easement between the two lots.

Mayor Olson opened the public hearing at 7:07 p.m. and after hearing no public comments closed the public hearing at 7:07:30 p.m.

**MOTION** by Council Member Tabatt, seconded by Council Member Lyscio to Adopt Resolution 2026-032 vacating a drainage and utility easement for property located at 5404 Clearwater Road. Motion carried unanimously.

#### **COUNCIL COMMENTS**

20. Connie Lyscio – Explained at the previous council meeting the council discussed the baseball association's use of the city's ballfields and how the city is losing money on the events. Council Member Lyscio hopes the association schedules a meeting with the city to discuss what would be fair to everyone.
21. Zach Tabatt – Thanked staff, Representative and Senator Heintzeman, and Flaherty and Hood for their work on the sales tax and hope we can find another path forward.
22. Patrick Sundberg – No comment.
23. Mark Cross - No comment.
24. Darrel Olson – Thanked staff and Representative and Senator Heintzeman for their work on the city's sales tax and explained City Administrator Chapulis has reached out to the baseball association. Mayor Olson asked everyone to be safe this weekend.

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

No report.

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

25. City Council will meet in closed session pursuant to Minn. Stat. Section 13D.03 to discuss labor negotiations

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

**MOTION** by Council Member Cross, seconded by Council Member Lyscio to enter into a closed session at 7:09 p.m. Motion carried unanimously.

**MOTION** by Council Member Sundberg, seconded by Council Member Tabatt to return to an open session at 7:15 p.m. Motion carried unanimously.

**MOTION** by Council Member Lyscio, seconded by Council Member Sundberg to approve the 2026-2027 AFSCME Collective Bargaining agreement and authorize the same wage adjustment and longevity provided to all union groups to also be provided to the nonunion employee group. Motion carried unanimously.

**ADJOURN**

**MOTION** by Council Member Tabatt, seconded by Council Member Lyscio to adjourn at 7:17 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson

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Kelly Steele