



CITY COUNCIL MEETING MINUTES

Tuesday, September 15, 2026 at 7:00 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

CALL TO ORDER

Vice Mayor Cross Called the meeting to order at 7:00 p.m.

ROLL CALL

Vice Mayor Mark Cross and Council Members Connie Lyscio, Zach Tabatt, and Patrick Sundberg were present.

City Administrator Brad Chapulis, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, Community Development Director Josh Doty, Police Chief Matt Maier, and Public Works Director Trevor Walter were present.

PLEDGE OF ALLEGIANCE

All joined Vice Mayor Cross in reciting the Pledge of Allegiance.

PRESENTATIONS

None.

ADDITIONS OR CHANGES TO THE AGENDA

City Administrator Chapulis explained consent agenda item 31 has been revised to correct the donor's name.

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 September 1, 2026
2. Approve City Council Special Minutes from September 9, 2026
3. Approve the Payment of Bills and Finance Report (Addendum A)
4. Accept the Utilities Commission Minutes from September 2, 2026
5. Approve the Crow Wing Power Credit Union Development Agreement
6. Approve the Crow Wing Power Credit Union Construction Repair and Maintenance Agreement for Watermain

7. Approve the Permanent Hydrant Access Easement for Crow Wing Power Credit Union
8. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Crow Wing Power Credit Union
9. Approve the RL Larson Excavating, Inc. Change Order No. 1 in the increased amount of \$208,532.30 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068
10. Approve the RL Larson Excavating, Inc. Change Order No. 2 in the decreased amount of \$64,317.27 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068
11. Approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 3 in the amount of \$1,180,305.57 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068
12. Approve the SEH Contract Amendment for Hydraulic Analysis and Drainage Report for BNSF Railway Review in the Not to Exceed Amount of \$18,000.00 for the 2027 Foley Road and Forthun Road/Isle Drive Intersection Improvements Project
13. Approve the SEH Topographic Survey, Soils Investigation, Early Project Notification Letter, Feasibility Report Update, and Neighborhood Informational Meeting Services Contract in the Not to Exceed Amount of \$130,000.00 for the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements Project
14. Approve the Anderson Brothers Construction Company Partial Pay Estimate No. 1 in the amount of \$33,768.19 for the 2026 Mill & Overlay Improvements Project, Municipal Project Number 4426
15. Adopt Resolution No. 2026-078 Ordering Preparation of Report for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project No. 4427
16. Accept the Widseth Road Evaluation Memo for the 2028 Full Depth Reclamation Improvements Project, Municipal Project Number 4428
17. Adopt Resolution No. 2026-079 Ordering Preparation of Report for the 2028 Full Depth Reclamation Improvements Project, Municipal Project No. 4428
18. Approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$53,600.00 for the 2028 Full Depth Reclamation Improvements Feasibility Report
19. Approve the Anderson Brothers Construction Company Change Order No. 2 to modify the Final Completion Date for the Whiskey Creek Bridge Abutment Rehabilitation Project
20. Approve the WSB Master Services Agreement
21. Approve Task Order 1 under the WSB Master Services Agreement in the amount of \$55,794.00 for the Landscaping Design of the Excelsior Road and Dellwood Drive Roundabout
22. Approve the Barga Inc Quote for the 2026 RePlay Clear Seal in the Amount of \$116,812.00

23. Approve a Budget Amendment in the Increased amount of \$38,789.16 for the 2026 Crack Sealing Budget for a total revised budget of \$288,789.16
24. Adopt Resolution 2026-072 approving a Conditional Use Permit (CUP) to allow a second driveway access for property located at 5980 Wedgewood Rd
25. Adopt Resolution 2026-073 approving a Conditional Use Permit Amendment to allow outdoor display of pontoons for property located at 15808 Edgewood Drive
26. Adopt Resolutions 2026-076 and 2026-077 approving the preliminary and final plat of "CWPCU" and conditional use permit to allow a drive-through for property located north of 14275 Golf Course Drive
27. Adopt Resolution 2026-075 approving an Interim Use Permit (IUP) amendment to allow a two-year extension of an IUP allowing temporary approval of lumber yard use with multiple accessory structures without a principal structure
28. Adopt Resolution 2026-074 approving a Conditional Use Permit (CUP) to allow grading exceeding 10 cubic yards of material within the shore impact zone of a shoreland overlay district of White Sand Lake for property located at 14234 Memorywood Drive
29. Accept Planning and Zoning Commission Minutes from September 8, 2026
30. Approve Purchase of Easement for Parcels 40120696 for the 2026 Mill & Overlay Improvements Project
31. Adopt Resolution 2026-080 Accepting a Donation from Mills Automotive Group
32. Adopt Resolution 2026-081 Authorizing Execution of Agreement with the Minnesota Department of Public Safety, for a Traffic Enforcement Grant
33. Approve Master Services and Purchasing Agreement with Axon for Police Department Body Cameras and Squad Video Systems

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

PULLED AGENDA ITEMS

Council Member Cross asked to pull consent item 27. Council Member Cross inquired if the planning and zoning commission discussed the utilities commission's recommendation regarding parking and signage.

Community Development Director Doty explained the planning and zoning commission did discuss the recommendations and they have been included in the approval of the interim use permit.

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to adopt Resolution 2026-075 approving an Interim Use Permit (IUP) amendment to allow a two-year extension of an IUP allowing temporary approval of lumber yard use with multiple accessory structures without a principal structure. Motion carried unanimously.

OTHER BUSINESS

None.

COUNCIL COMMENTS

- 34. Connie Lyscio – No comment.
- 35. Zach Tabatt – No comment.
- 36. Patrick Sundberg – No comment.
- 37. Mark Cross – Wished the Mayor well and reminded motorists to watch out for motorcycles.
- 38. Darrel Olson – Absent.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis reminded the council of the special budget meeting scheduled for Monday, September 21st at 5:30 p.m.

CITY ATTORNEY'S REPORT

- 39. Closed Session pursuant to Minn. Stat. 13D.05 Subd. 3(b) to discuss Crow Wing County District Court File No. 18-CV-24-3003

City Administrator Chapulis asked the council to enter into a closed session pursuant to Minn. Stat. 13D.05 Subd. 3(b) to discuss Crow Wing County District Court File No. 18-CV-24-3003. Motion carried unanimously.

MOTION by Council Member Lyscio, seconded by Council Member Tabatt to enter into a closed session at 7:14 p.m., as identified on the agenda. Motion carried unanimously.

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to return to an open session at 8:30 p.m. Motion carried unanimously.

The council did not take any action.

ADJOURN

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to adjourn at 8:14 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator