



CITY COUNCIL MEETING MINUTES

Tuesday, July 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, Finance Director Jeremy Vacinek, Police Chief Matt Maier, 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 consent item 36, Accept Donation from Baxter Lions Club for 2026 Night to Unite, will be accepted by a resolution.

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 July 7, 2026
2. Approve the Payment of Bills and Finance Report (Addendum A)
3. Adopt 2027 Budget Calendar
4. Approve a Peddler License for Henry Andresson
5. Approve Lawful Gambling Permit for Lakes Area Habitat for Humanity to Conduct a Lawful Gambling Raffle on September 16, 2026 and October 29, 2026 at The Lodge at Brainerd Lakes
6. Accept the Utilities Commission Minutes from July 8, 2026

7. Approve Entering into the Memorandum of Agreement between Crow Wing County and the City of Baxter Regarding Annual Outdoor Warning Siren Maintenance Services
8. Approve the Crow Wing Power New Electric Meter Service Easement for Lift Station No. 27
9. Approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 1 in the amount of \$562,271.93 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068
10. Approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 10 in the amount of \$17,778.36 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040
11. Approve the SEH Topographic Survey and Soils Investigation Services Contract in the Not to Exceed Amount of \$54,000.00 for the 2027 College Road and Douglas Fir Drive/ Industrial Park Road Intersection Improvements project
12. Accept the 2026 Lift Station No. 11 Service Area Smoke Testing Report
13. Approve the 20-Year Maintenance Plan (2027-2046) for Sanitary Sewer and Stormwater Lift Stations
14. Approve the Widseth Contract Amendment No. 2 in the Not to Exceed Amount of \$22,000.00 for the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project
15. Approve the J.R. Ferche, Inc Change Order No. 4 in the Increased Amount of \$227,208.52 and amend the project budget from \$3,589,186.15 to \$3,763,882.26 for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135
16. Approve the J.R. Ferche, Inc Partial Pay Estimate No. 7 in the amount of \$245,847.02 for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135
17. Approve the Widseth Fee Amendment in the Not to Exceed Amount of \$28,500 for Professional Engineering Services for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Feasibility Report
18. Approve the Widseth Proposal for Professional Engineering Services for Road Evaluation in the Not to Exceed Amount of \$6,400.00 for the 2028 Mill & Overlay & Full Depth Reclamation Improvements Project
19. Approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$13,200.00 for the Lift Station 16 Generator
20. Approve the Anderson Brothers Construction Company Change Order No. 1 in the Increased Amount of \$34,757.27 and increase the Project Budget from \$50,000 to \$59,414.27 for the Whiskey Creek Bridge Abutment Rehabilitation Project
21. Approve the Braun Intertec Proposal for Construction Materials Testing Services in the estimated fee of \$3,312 for the Whiskey Creek Bridge Abutment Rehabilitation Project
22. Approve Memorial Bench Location Change in Mississippi Overlook Park

23. Approve the WSB Professional Services Agreement in the Not to Exceed Amount of \$669,268.00 for pre-construction and construction services for the 2028 Mississippi River Overlook Park and Sylvan Township Public Recreational Access Project
24. Approve the Construction Cost Share and Maintenance Agreement Between Crow Wing County and the City of Baxter for the 2026 CSAH 48 Trail (Highland Scenic Road) Trail Connection Project, Municipal Project No. 4140
25. Adopt Resolution 2026-051 Approving the State of Minnesota Agency Agreement for Federal Participation in Advance Construction for the 2026 CSAH 48 Trail (Highland Scenic Road) Trail Connection Project, Municipal Project No. 4140
26. Approve Saul Ewing for Legal Services related to the Upcoming Wastewater Treatment Plant Improvements and Review of WWTP Use and Capacity Agreement
27. Approve the Baxter Parks & Recreation Joint Powers 2026-2027 Budget
28. Approve Amendment #1 to the Crow Wing County SWCD MOU / Agreement Related to the Mississippi River Overlook Park & Sylvan Township Recreational Access Project
29. Approve the 2026 Roadside Mower Wage Adjustments
30. Accept Planning and Zoning Commission Minutes from July 14, 2026
31. Adopt Resolution 2026-054 approving a Conditional Use Permit for forestland conversion to allow tree clearing on property located at the southeast corner of Dellwood Drive and Novotny Road
32. Adopt Ordinance 2026-007 and Resolution 2026-052 to update the zoning regulations of the City Code
33. Adopt Resolution 2026-055 approving a reasonable accommodation to allow exterior doors to an apartment accessory to a single-family home for property located at 5257 Cedardale Lane
34. Authorize execution of a revised contract with Cities to Lakes Inspections Services to approve requested rate changes
35. Approve Special Event Application for Lakes Country Triathlon August on 30th, 2026
36. Accept Donation from Baxter Lions Club for 2026 Night to Unite

Mayor Olson explained consent agenda item 36 will be accepted by a resolution.

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

PULLED AGENDA ITEMS

Council Member Tabatt pulled consent agenda item 4, Approve a Peddler License for Henry Andresson, to request the city issue a PSA after approval of the these types of licenses.

MOTION by Council member Tabatt, seconded by Council Member Lyscio to Approve a Peddler License for Henry Andresson. Motion carried unanimously.

OTHER BUSINESS

None.

COUNCIL COMMENTS

37. Connie Lyscio – Appreciate city staff working outside in this heat. On July 30th there is a Miles for Smiles event to be held at Forestview Middle School to support mental health awareness.
38. Zach Tabatt – Thanked staff and council for collaboration over the past eight years and explained he will be seeking another term on the council.
39. Patrick Sundberg – No comment.
40. Mark Cross – No comment.
41. Darrel Olson – No comment.

CITY ADMINISTRATOR'S REPORT

No report.

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

CITY ATTORNEY'S REPORT

42. **Closed Session** pursuant to Minn. Stat. 13D.03 Subd. 3(b) to discuss Crow Wing County District Court File No. 18-CV-26-1973

MOTION by Council Member Lyscio, seconded by Council Member Tabatt to enter into a closed session at 7:12 p.m. Motion carried unanimously.

MOTION by Council Member Cross, seconded by Council Member Lyscio to return to an open session at 7:40 p.m. Motion carried unanimously.

ADJOURN

MOTION by Council Member Cross, seconded by Council Member Sundberg to adjourn at 7:40 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele