



CITY COUNCIL MEETING MINUTES

Tuesday, August 04, 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, Community Development Director Josh Doty, Police Chief Matt Maier, and Assistant City Engineer Trevor Thompson were present.

PLEDGE OF ALLEGIANCE

All joined Mayor Olson in reciting the Pledge of Allegiance.

PRESENTATIONS

ADDITIONS OR CHANGES TO THE AGENDA

City Administrator Chapulis clarified item 10 was missing the amount of \$1,500.

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

Melissa Grover, 13380 Norway Drive, explained a new group home has opened in her neighborhood. The home has had a lot of law enforcement and ambulance activities. The property does not have adequate parking to support all the vehicles that use the property. The lights are always turned on at the property. Law enforcement suggested she take her concerns to the city council.

Dave Lange, 13838 Cherrywood Drive, provided a handout to the council and explained that the city is illegally taxing his property. The county told him track B does not exist and the city cannot tax on speculation. Mr. Lange expressed concerns about the quality of paving and the council should address his concerns.

City Administrator Chapulis explained a letter has previously been sent to Mr. Lange addressing his concerns.

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 Work Session Minutes from July 21, 2026
2. Approve City Council Minutes from July 21, 2026

3. Approve the Payment of Bills and Finance Report (Addendum A)
4. Approve the Cemetery Commission Minutes from July 27, 2026
5. Approve the 2025 Financial Statements and the 2025 BerganKDV Audit Report and Its Findings
6. Accept the Ventilation Assessment for Water Treatment Plant Report
7. Approve SEH Fee Amendment No. 1 in the Not To Exceed Amount of \$23,278.00 with a revised Total Not to Exceed Amount of \$80,570.00 for Additional Professional Services related to Water Treatment Plant HVAC Project
8. Approve Joint Powers Agreement between Crow Wing County Sheriff's Office and the Baxter Police Department Regarding Crow Wing County Records Management System
9. Approve the Sale of Decommissioned 2020 Police Vehicle
10. Approve Purchase of Easement for Parcel No. 40120695 for the 2026 Mill & Overlay Improvements Project
11. Authorize the Execution of Conflict Waiver for Flaherty & Hood to Represent the City of Brainerd and Brainerd Public Utilities
12. Approve Lawful Gambling Permit for Lakes Area Habitat for Humanity to Conduct a Lawful Gambling Raffle on September 16, 2026 at Jack Pine Brewery and October 29, 2026 at The Lodge at Brainerd Lakes

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

PULLED AGENDA ITEMS

Council Member Sundberg pulled agenda item 12, Approve Lawful Gambling Permit for Lakes Area Habitat for Humanity to Conduct a Lawful Gambling Raffle on September 16, 2026 at Jack Pine Brewery and October 29, 2026 at The Lodge at Brainerd Lakes, to abstain from the vote due to owning Jack Pine Brewery.

MOTION by Council Member Cross, seconded by Council Member Tabatt to Approve Lawful Gambling Permit for Lakes Area Habitat for Humanity to Conduct a Lawful Gambling Raffle on September 16, 2026 at Jack Pine Brewery and October 29, 2026 at The Lodge at Brainerd Lakes. Motion carried with Council Members Lyscio, Tabatt, and Cross and Mayor Olson voting yes. Council Member Sundberg abstained.

OTHER BUSINESS

None.

COUNCIL COMMENTS

13. Connie Lyscio – Reminded everyone of the upcoming Walk a Mile in Her Shoes event.
14. Zach Tabatt – No comment.
15. Patrick Sundberg – No comment.

16. Mark Cross – Reminded motorists to watch out for motorcycles.
17. Darrel Olson – Asked Assistant City Administrator Steele about the upcoming election.

Assistant City Administrator Steele explained the Primary Election will be held on August 11th and Baxter residents will be voting in all four precincts.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis explained administration is preparing to issue a request for proposals for employee health insurance. The council will have conversations regarding health insurance during the budget process.

CITY ATTORNEY'S REPORT

No report.

ADJOURN

MOTION by Council Member Cross, seconded by Council Member Sundberg to adjourn at 7:36 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele