



# CITY COUNCIL MEETING MINUTES

Wednesday, August 06, 2025 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, Patrick Sundberg, and Mark Cross were present. Council Member Zach Tabatt was absent.

City Administrator Brad Chapulis, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, and Police Chief Matt Maier 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 the online version of the council agenda says "enter text here" for agenda item 22 due to a computer error. The printed agenda correctly cites the state statute for the closed session.

**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 Work Session Minutes from July 15, 2025
2. Approve City Council Minutes from July 15, 2025
3. Approve City Council Special Minutes from July 17, 2025
4. Approve the Payment of Bills and Finance Report (Addendum A)
5. Approve Appointment of Douglas Wolf to the Utilities Commission
6. Approve Appointment to the Seasonal Position of Park Attendant

7. Accept Donation from Baxter Lions Club for 2025 Night to Unite
8. Authorize Crack Sealing of Eagle Ridge Drive, Eagle Drive, and Mountain Ash Drive in the estimated amount of \$17,634.95
9. Authorize Staff to Auction Off 2006 GMC 1500 Sierra Truck on Mid State Auto Action
10. Approve the Tretter Trucking & Excavation, Inc. Change Order No. 1 in the amount of \$7,590.00 for the 2025 Clearwater Road Dog Park Project
11. Approve the Tretter Trucking & Excavating, Inc. Partial Pay Estimate No. 2 in the amount of \$53,844.42 for the 2025 Clearwater Road Dog Park Project
12. Approve the Widseth Proposal in the Not to Exceed Amount of \$14,750 for platting of the Clearwater Park – Baxter Dog Park located south of Clearwater Road and west of Grand Oaks Drive.
13. Return the \$324,896.00 in ATP-3 PROTECT Program Funds to MnDOT for the Southeast Baxter Stormwater Overflow Improvements Project and Direct Staff to Re-Apply for Fiscal Year 2029
14. Approve the 2024 Financial Statements and the 2024 BerganKDV Audit Report and Its Findings
15. Special Event Application for Lakes Country Triathlon August 25<sup>th</sup>, 2024

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

#### **PULLED AGENDA ITEMS**

None.

#### **OTHER BUSINESS**

16. Adopt Resolution No. 2025-062 Ordering Improvement and Preparation of Plans for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street and Utility Improvements Project, Municipal Project No. 4068

City Administrator Chapulis explained that the council held an improvement hearing on July 17, 2025. Tonight, the council is asked to consider adopting the proposed resolution to order the improvement project. The adoption of the resolution requires a 4/5 vote from the council. The project engineer is in attendance should the council have any questions.

The council discussed if they vote to approve the resolution can the council still review the special assessment policy. The council also discussed Council Member Tabatt is absent and prior to voting on this agenda item due to the cost, all council members should be in attendance. The council discussed if this project vote is delayed, then all required 4/5 votes for improvement projects should be delayed until all council members are in attendance.

**MOTION** by Mayor Olson, seconded by Council Member Lyscio to Table the Adoption of Resolution No. 2025-062 Ordering Improvement and Preparation of Plans for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street and Utility Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

**COUNCIL COMMENTS**

17. Connie Lyscio – Explained this past week she spent time with Parks and Trail Supervisor Alex Hondl. They walked through the dog park and the public works facility. Council Member Lyscio thanked Parks and Trails Supervisor Hondl for his work and the work of his team. Oscar Kristofferson Park looked fabulous for Night to Unite.
18. Zach Tabatt – Absent.
19. Patrick Sundberg – No comment.
20. Mark Cross – Reminded motorists to watch out for motorcycles.
21. Darrel Olson – Thanked the Baxter Police Department and the Baxter Lions for another great Night to Unite event.

**CITY ADMINISTRATOR'S REPORT**

No report.

**CITY ATTORNEY'S REPORT**

22. Closed Session under Minnesota Statute 13D.05, subd. 3(a) - Performance Evaluation

**MOTION** by Council Member Lyscio, seconded by Council Member Cross to enter a closed session under Minnesota Statute 13D.05, subd. 3(a). Motion carried unanimously.

**MOTION** by Council Member Cross, seconded by Council Member Lyscio to return to an open session at 7:23 p.m. Motion carried unanimously.

City Administrator Chapulis explained that staff is looking for the council to authorize the execution of the employment agreement.

**MOTION** by Council Member Cross, seconded by Council Member Lyscio to authorize the execution of the Memorandum of Agreement. Motion carried unanimously.

**ADJOURN**

**MOTION** by Council Member Cross, seconded by Council Member Sundberg to adjourn at 7:24 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator