



CITY COUNCIL MEETING MINUTES

Tuesday, September 01, 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 and Mark Cross were present. Council Members Zack Tabatt and Patrick Sundberg were absent.

City Administrator Brad Chapulis, 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 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.*

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 August 18, 2026
2. Approve City Council Minutes from September 1, 2026
3. Approve the Payment of Bills and Finance Report (Addendum A)
4. Approve the Issuance of an On-sale Intoxicating Liquor and On-sale Sunday Liquor License for Azteca's Mexican Bar and Grill
5. Adopt Resolution 2026-071, Providing for the Competitive Negotiated Sale of \$5,450,000 General Obligation Improvement Bonds, Series 2026

6. Approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$21,960.00 for the Timber Ridge Assisted Living Site
7. Approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$120,500.00 for the 2026 Lake Forest Road Improvements Project
8. Approve the CCS Contracting, Inc. Change Order No. 1 revising Substantial Completion to October 9, 2026, and Final Completion to October 23, 2026 for the Lift Station No. 18 Reconstruction Project

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

PULLED AGENDA ITEMS

OTHER BUSINESS

9. Approve the Purchase of a Mastic Melter For Street Maintenance

Public Works Director Walter explained he is requesting the council consider the purchase of a mastic melting machine. It is a specialized piece of equipment used to heat and continuously mix pre-packaged asphalt mastic. Mastic is highly flexible and waterproof, making it ideal for repairing pavement damage that is too wide or deep for standard liquor crack sealers.

The city has previously contracted out this type of service. However, the city has rented the equipment this summer. This summer the city has completed 2/3 of the street streets. Next summer the city will focus on the remaining 1/3 of streets before shifting focus to only new issues.

Midstates provided a quote to purchase the equipment for \$94,695.50 and would deduct the rental fees paid of \$40,800 for the final purchase price. Public Works Director is requesting an advancement of \$53,895.50 from the 2027 street, water, sanitary sewer, and stormwater capital equipment expenditures to fund the purchase.

MOTION by Council Member Cross, seconded by Council Member Lyscio to Approve the Purchase of a Mastic Melter for Street Maintenance. Motion carried unanimously.

COUNCIL COMMENTS

10. Connie Lyscio – Reminded everyone with school starting to look out for buses and children.
11. Zach Tabatt – Absent.
12. Patrick Sundberg – Absent.
13. Mark Cross – Explained the Raptor Center just released an eagle on White Sand Lake and if anyone see an injured raptor, please contact the Raptor Center. Also reminded motorists to watch out for motorcycles.
14. Darrel Olson – No report.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis reminded the council of the September 9th special budget meeting to be held at 5:30 p.m.

Council Member Cross explained he is unable to attend the September 9th council meeting.

CITY ATTORNEY'S REPORT

No report.

ADJOURN

MOTION by Council Member Lyscio, seconded by Council Member Cross to adjourn at 7:16 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele