



CITY COUNCIL MEETING MINUTES

Tuesday, February 17, 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, Police Chief Matt Maier, Community Development Director Josh Doty, Finance Director Jeremy Vacinek 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 February 4, 2026
2. Approve City Council Minutes from February 17, 2026
3. Approve the Payment of Bills and Finance Report (Addendums A and A-1)
4. Adopt Resolution 2026-017, Approving a Lawful Gambling Permit for Confidence Learning Center to Conduct Lawful Gambling at The Lodge at Brainerd Lakes
5. Approve Permit for Retail Sales of Fireworks for Fleet Farm and Menards for the period of May 1, 2026 through April 30, 2027

6. Approve the Issuance of a Lower-Potency Hemp Edible Registration to Life Preserver Natural Foods Inc. for the Period of February 18, 2026 through December 31, 2026
7. Accept Planning and Zoning Commission Minutes from February 10, 2026
8. Adopt Resolution 20026-011 approving conditional use permits for a drive-through restaurant and joint access and a variance for principal structure size for property located at 8464 Fairview Road
9. Adopt Resolution 2026-012 Amending Resolution 2026-009 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068
10. Accept the Utilities Commission Minutes from February 5, 2026
11. Approve 7 Brew Escrow Agreement for Inspection Services and Asbuilts
12. Approve the Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for 7 Brew
13. Accept the Guidance and Best Practices for Citywide Speed Limits, Stop Signs, Dynamic Speed Feedback Signs, Speed Humps, and Centerline Striping Memorandum
14. Approve the BNSF Invoice 90297300 in the amount of \$1,631.92 for the 2022 TH 210 and Inglewood Drive Improvements Project, City Improvement No. 4121
15. Approve SEH Contract in the Not To Exceed amount of \$24,600 for 2026 AWIA RRA & ERP Recertification
16. Approve SEH Contract in the Not To Exceed amount of \$9,500.00 for 2025 - 2026 Water System Capital Asset Management Plan (CAMP) Updates
17. Approve the SEH Fee Amendment No. 2 in the Not To Exceed Amount of \$5,035.00 for a total revised not to exceed amount of \$50,663 for Additional Professional Services related to the Fats, Oils and Greases (FOG) Program Updates
18. Accept Project Summary Memo for the 2025 Water Supply Improvements - Wells 5 & 6 Project, Municipal Project No. 6011-45040
19. Approve the Pratt's Affordable Excavating, Inc. Change Order No. 4 in the increased amount of \$6,550.65 for Contract B related to the 2025 Water Supply Improvements - Wells 5 & 6 Project, Municipal Project No. 6011-45040
20. Approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 8 in the amount of \$9,738.12 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040
21. Approve SEH Fee Amendment No. 3 in the Not To Exceed Amount of \$25,950.00 with a revised Total Not to Exceed Amount of \$481,889.80 for Additional Professional Services during the Construction Phase related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040

22. Approve a Project Budget Increase from \$2,423,790.00 to a revised budget amount of \$2,490,500.00 for the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040
23. Accept Quality Flow Systems, Inc. Proposal for Lift Station 27 Control Panel, Pumps, Hatches and Accessories in the amount of \$58,650.00 related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068
24. Accept the Anderson Brother Construction Quote in the amount of \$9,950.00 for the Whiskey Creek Pedestrian Bridge Project
25. Approve the KLM Engineering Proposal in the Amount of \$4,000.00 to Perform a Cleanout and Disinfection of the 400,000 Gallon South Water Tower
26. Approve the Crow Wing Construction Cost Share Agreement for Roadway Pavement Markings on Various City of Baxter Streets Project No. CP 18-200-144
27. Approve the Bolton & Menk Agreement for Professional Services for 2026 CIP and Pavement Management GIS Assistance in the Not to Exceed Amount of \$15,290.00
28. Adopt Resolution No. 2026-015 Ordering Preparation of Report for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426
29. Adopt Resolution No. 2026-016 Receiving Feasibility Report and Calling the Improvement Hearing for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426
30. Approve the Widseth Agreement for Professional Design Engineering Services in the amount of \$81,500 for the 2026 Mill & Overlay Improvements Project, Municipal Project No. 4426
31. Approve the LandWerx Excavating & Landscaping Three Year Street Sweeping Contract

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

PULLED AGENDA ITEMS

Council Member Cross asked to pull consent item 9 as he has not seen a capital improvements plan yet and will be voting no on the agenda item.

MOTION by Council Member Tabatt, seconded by Council Member Sundberg to Adopt Resolution 2026-012 Amending Resolution 2026-009 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068. Motion carried with Council Members Lyscio, Tabatt and Sundberg and Mayor Olson voting yes and Council Member Cross voting no.

Council Member Tabatt asked to pull consent item 19 as the staff report indicates the company provided the city with something that didn't work and now the city has to pay for the change.

Public Works Director Walter explained this is not the case. The meter and backflow preventor had to have the seals changed. Nothing with the meter was related to the contractor.

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to Approve the Pratt's Affordable Excavating, Inc. Change Order No. 4 in the increased amount of \$6,550.65 for Contract B related to the 2025

Water Supply Improvements - Wells 5 & 6 Project, Municipal Project No. 6011-45040. Motion carried unanimously.

Council Member Cross asked to pulled consent agenda items 28, 29 and 30 due to not having a capital improvement plan and that he will be voting no for the agenda items.

MOTION by Council Member Lyscio, seconded by Council Member Sundberg to Adopt Resolution No. 2026-015 Ordering Preparation of Report for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426; Adopt Resolution No. 2026-016 Receiving Feasibility Report and Calling the Improvement Hearing for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426; and Approve the Wideth Agreement for Professional Design Engineering Services in the amount of \$81,500 for the 2026 Mill & Overlay Improvements Project, Municipal Project No. 4426.

The council discussed the timing of the 2026 project, the need to have a capital improvements plan completed, and the need to provide a timelier notice to property owners.

Motion carried with Council Members Lyscio and Sundberg and Mayor Olson voting yes and Council Members Tabatt and Cross voting no.

The council consensus was to not consider improvement projects for 2027 until a capital improvements plan is presented.

City Administrator Chapulis explained staff will prepare a capital improvements plan update for the March 3rd council work session.

OTHER BUSINESS

None.

COUNCIL COMMENTS

32. Connie Lyscio – Explained the Clearwater Dog Park and had a lot of traffic and a low area of the dog park may need additional fill.
33. Zach Tabatt – No comment.
34. Patrick Sundberg – No comment.
35. Mark Cross – No comment.
36. Darrel Olson – No comment.

CITY ADMINISTRATOR'S REPORT

City Administrator Chapulis reminded the council of the annual Eggs and Issues event to be held on March 6th. The city has also received notice that MnDOT has accepted the conditions adopted by the council for the 371 overpass project. An aesthetics committee will be formed to review improvements to the 371 project and council members are recommended to provide names for possible committee members.

The council discussed the make-up of the committee.

CITY ATTORNEY'S REPORT

- 37. The City Council will meet in a closed session pursuant to Minn. Stat. Section 13D.03, to discuss Labor Negotiations

MOTION by Council Member Cross, seconded by Council Member Lyscio to enter a closed session at 7:33 p.m. Motion carried unanimously.

MOTION by Council Member Cross, seconded by Council Member Lyscio to return to an open session at 8:02 p.m. Motion carried unanimously.

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to approve the 2026-2026 Collective Bargaining Agreement with LELS Local 312. Motion carried unanimously.

ADJOURN

MOTION by Council Member Tabatt, seconded by Council Member Sundberg to adjourn at 8:03 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele