



CITY COUNCIL SPECIAL MEETING MINUTES

Monday, September 21, 2026 at 5:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

CALL TO ORDER

Mayor Olson called the meeting to order at 5:30 p.m.

ROLL CALL

Mayor Darrel Olson and Council Members Zach Tabatt, Patrick Sundberg, and Mark Cross were present. Council Members Connie Lyscio was absent.

City Administrator Brad Chapulis, Assistant City Administrator Kelly Steele, Finance Director Jeremy Vacinek, Community Development Director Josh Doty, Police Chief Matt Maier, GIS/IT Director Mat Duck, Public Works Director Trevor Walter, Assistant Finance Director Brenda Brooks, and Parks and Trails Supervisor Alex Hondl were present.

PRESENTATIONS

1. Discussion of proposed change order for the 2026 Mill & Overlay Improvements Project

Alex Bitter, with Widseth, explained the initial delay with the project is due to obtaining temporary and permanent easements for the Cherrywood Drive storm sewer.

The other delay is due to the passing of Al DeChantal. DeChantal Excavating is a subcontractor on the project. To provide DeChantal Excavating some flexibility to complete the work in the area they have already started, city staff recommended the work associated with Cherrywood Drive be moved to 2027. This would provide city staff with additional time to complete the final easement documents and allow DeChantal Excavating to finish their work already in progress.

2. 2027 Proposed Governmental Funds Budget and 2027 Proposed Property Tax Levy
 - Continued Discussion on Proposed Governmental Funds Budget and Property Tax Levy
 - Next Steps: Consider Adoption of Resolutions Setting the Preliminary 2027 Property Tax Levy and Approving the Preliminary 2027 Governmental Funds Budget or Reconvene on Monday, September 28, 2026 at 5:30 p.m. for Continued Discussion

City Administrator Chapulis explained administration has prepared a proposed 2027 budget.

Finance Director Vacinek summarized the proposed tax impact.

MOTION by Council Member Tabatt, seconded by Council Member Sundberg to set the 2027 preliminary levy at a 12.65% increase over 2026 with a levy amount of \$10,902,700 and adopt the Preliminary 2027 Governmental Funds Budget, as identified in Resolutions 2026-082 and 2026-083. Motion carried with Council Members Tabatt and Sundberg and Mayor Olson voting yes. Council Member Cross voting no.

ADJOURN

MOTION by Council Member Sundberg, seconded by Council Member Tabatt to adjourn at 6:24 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator