



CITY COUNCIL WORK SESSION MINUTES

Tuesday, July 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 Connie Lyscio, Zach Tabatt, Patrick Sundberg, and Mark Cross were present.

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.

BUSINESS ITEMS

1. Crow Wing County Annual Outdoor Warning Siren Maintenance Program Presentation

Crow Wing County Emergency Management Director Clayton Barg presented the proposed annual outdoor warning siren maintenance program.

Mr. Barg is proposing a three phased approach to the maintenance program. Under the first phase, the maintenance program will include a county wide assessment of each siren through a preventative maintenance program. The second phase will be repairing or replacing sirens and associated equipment as needed. The third phase will upgrade cellular communications related to the sirens.

Crow Wing County will be moving forward with creating an RFP for an annual preventative maintenance program. The county will establish an MOU between the local government entities for their costs in the program.

On the regular agenda, the council will be asked to approve entering into an agreement with Crow Wing Council regarding the annual outdoor warning siren maintenance services.

The council did not have any questions.

2. 2027 Budget Council Work Session

Finance Director Vacinek explained the purpose of this meeting is to have a preliminary discussion on the council goals and priorities that should be incorporated into the 2027 budget as departments continue to assemble their respective budgets for council consideration.

Finance Director Vacinek summarized legislative budget impacts and considerations.

The payable 2027 preliminary total estimated market value is \$1,651,329,700. This has increased from 2026 total estimated market value of \$1,594,330,600.

Finance Director Vacinek summarized the previous ten years of TIF capacity.

Local option sales tax receipts for the first four months of 2026 are 1.3% higher than 2025. Motor vehicle excise taxes are down for the first five months of the year compared to 2025 and are running lower than the same period for the prior three years also.

Lodging tax receipts are up through the first five months of the year.

Council Member Tabatt suggested the city make a financial investment into AI training and resources to automate tasks. Would like to see proactive steps on updating city hall and the police department. We need to add a tier or two to the top of our water resource rates. The city should hold at least two EDA meetings with Brainerd Lakes Area Economic Development or other agencies at the lead to try to get an outside view of what we can do better to set the city up for growth.

The council is proposed to meet in a budget work session on August 25th to review and discuss the 2027 budget.

3. Widseth presentation related to the Mill & Overlay and Full Depth Reclamation Improvements Projects

Alex Bitter, with Widseth, presented the mill and overlay and full depth reclamation improvement project layout and schedule.

Mr. Bitter reviewed proposed residential notification letters.

Mr. Bitter is recommending the city develop a policy to adhere to an early notification schedule to residents. The city should hold a public informational meeting 12 to 24 months prior to a mill and overlay and full depth reclamation assessment hearing. The city should hold a public informational meeting 18 to 36 months prior to water and sewer assessments hearings.

Mr. Bitter presented project flow charts showing each step that needs to be completed. Mr. Bitter also recommended the city complete the 5-year CIP and continue updating it annually.

The council discussed building technology lists to send out information sooner and additional information beyond what is required.

ADJOURN

MOTION by Council Member Cross, seconded by Council Member Sundberg to adjourn at 7:40 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele