



CITY COUNCIL WORK SESSION MINUTES

Tuesday, August 04, 2026 at 6:15 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

CALL TO ORDER

Mayor Olson called the meeting to order at 6:15 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, Finance Director Jeremy Vacinek, Community Development Director Josh Doty, Police Chief Matt Maier, Assistant Finance Director Brenda Brooks, and Assistant City Engineer Trevor Thompson were present.

BUSINESS ITEMS

1. 2025 Audit Exit Interview

Audit Director Caroline Stutsman, with BerganKDV, presented the results and findings of the city's 2025 audit.

Ms. Stutsman summarized the city's general and enterprise funds and provided recommendations that were noted in the Communication Letter and Independent Auditor's Reports. A clean, unmodified opinion was issued once again.

The council did not have any questions.

Finance Director Vacinek explained the audit process went very smooth thanks to the city staff, especially Assistant Finance Director Brooks. This is the first time the city had to complete a single audit and it went well thanks to assistance from Assistant City Engineer Trevor Thompson.

2. Presentation of Ventilation Assessment for Water Treatment Plant

Nick Brula, mechanical engineer with SEH, presented the findings of the ventilation assessment. The report identified two projects, one that is currently budgeted and ongoing, and a second project that is proposed for 2027.

The report includes recommendations for targeted ventilation improvements focused on source control, continuous ventilation of critical zones, improvement pressure management, and replacement of gaining makeup air equipment.

The 2026 budget includes \$584,000 for the HVAC improvements associated with the report. The second project considered for 2027 will be included in the 2027 budget request in the amount of \$350,000.

The council will consider accepting the report on the regular council agenda.

The council inquired what has changed since the plant was constructed 19 years ago to require the recommended changes. One change was the drilling of more wells required increased use of chlorine which has contributed to needing improvements.

ADJOURN

MOTION by Council Member Tabatt, seconded by Council Member Lyscio to adjourn at 6:59 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele