



CITY COUNCIL SPECIAL MEETING MINUTES

Wednesday, September 09, 2026 at 5:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

CALL TO ORDER

ROLL CALL

Mayor Darrel Olson and Council Members Zach Tabatt and Patrick Sundberg were present. Council Members Connie Lyscio and Mark Cross were 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, Parks and Trails Supervisor Alex Hondl, Streets and Utilities Supervisor James Lueck were present.

PRESENTATIONS

1. 2027 Budget Discussion

City Administrator Chapulis explained that the purpose of the meeting was for each department head to present their recommended 2027 budget to the City Council. The Council was given an opportunity to ask questions regarding each department's proposed budget.

City Administrator Chapulis, Community Development Director Doty, Finance Director Vacinek, Public Works Director Walter, Parks and Trails Supervisor Hondl, Streets and Utilities Supervisor Lueck, Police Chief Maier, and GIS/IT Director Duck presented their recommended budgets for the departments and areas they oversee.

The Council asked department heads various questions throughout the presentations.

City Administrator Chapulis explained that the Council must establish the preliminary budget by the end of September. The Council has previously scheduled budget meetings for September 21 and September 28. The next budget discussion will be held on September 15 at 5:30 p.m.

The Council would like to reserve additional questions for the September 15 meeting to allow members time to review and consider the budget requests. Council members will be prepared to continue the discussion at that meeting.

ADJOURN

MOTION by Council Member Sundberg, seconded by Council Member Tabatt to adjourn at 7:52 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson

Kelly Steele