



2026 Proposed Budget Calendar

Wednesday, June 25, 2025	Budget Packets Distributed to Departments
Tuesday, July 15, 2025 (prior to council meeting)	Council Budget Work Session to Discuss 2026 Goals and Priorities
Wednesday, July 30, 2025	Completed Department Budget Packets Returned to Finance
July 31 to August 25, 2025	<ul style="list-style-type: none"> – Finance Preliminary Assembly and Review of Initial Departmental Submittals – Finance/Administration Initial Meeting with Departments to discuss Proposed Budget – Determine Initial 2026 Spending Targets and Preliminary Operating Levy & Debt Service Levy (the levies may not be increased after September 30th)
Tuesday, August 26, 2025 6:00 p.m.	City Council Budget Work Session to Review and Discuss 2026 Governmental Funds Budgets and Proposed Property Tax Levy
August 27 to August 29, 2025	Finance/Administration Continued Review and Refinement of Proposed Budget Meet with Department Heads to Formulate Proposed Budget
Tuesday, September 2, 2025 5:30 p.m. (prior to Council meeting)	City Council Budget Work Session to Review and Discuss 2026 Governmental Fund Budget (<i>Continuation Meeting, if necessary; additional meetings may be scheduled</i>)
Friday, September 12, 2025	Preliminary Governmental Funds Budget and Proposed Property Tax Levy Distributed to the City Council for Consideration
Tuesday, September 16, 2025 7:00 p.m.	City Council Meeting <ul style="list-style-type: none"> – Council Approval of Preliminary Governmental Funds Budget and Levy (Levy can be decreased after this point, but not increased) – Special Meeting(s) can be set for September 18th and/or 22nd, if needed – Preliminary Levy must be certified to Crow Wing County and Minnesota by September 30th
September 17 to November 11, 2025	<ul style="list-style-type: none"> – Administration and Finance Continued Review and Refinement of Proposed Budget – Additional Budget Work Sessions for the Governmental Funds Budget and Levy, if necessary – Meet with Department Heads to Formulate Proposed Budget – Finance Department Prepares Final Draft of Proposed Budget
Wednesday, November 12, 2025 6:00 p.m.	Council Budget Work Session to Review Proposed Budget, including Introduction of Enterprise Funds Budgets
Tuesday, November 18, 2025 5:30 p.m. (prior to Council meeting)	Council Budget Work Session to Review Proposed Budget, continued, if necessary (<i>additional meetings may be scheduled, if necessary</i>)
Wednesday, November 26, 2025	Final Budget Document Submitted to City Council
Monday, December 1, 2025 6:00 p.m.	Informational Meeting to Review the 2026 Budget and Property Tax Levy with Public Testimony
Tuesday, December 2, 2025 7:00 p.m. or shortly thereafter	Council Adoption of 2026 Final Budget and Levy

Highlighted dates represent proposed City Council meetings and/or work sessions to be held at Baxter City Hall, 13190 Memorywood Drive. Other meetings may be scheduled as determined necessary during the budget process.