



# CITY COUNCIL WORK SESSION MINUTES

Wednesday, April 16, 2025 at 6:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

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## CALL TO ORDER

## ROLL CALL

Mayor Darrel Olson and Council Members Zach Tabatt, Patrick Sundberg, and Mark Cross were present. Council Member 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, and Public Works Director Trevor Walter were present.

## BUSINESS ITEMS

### 1. Water Enterprise Fund 20-Year CIP Presentation

Neil Heinonen, with SEH, presented the water enterprise fund 20-year capital improvements presentation. The plan is intended to assist staff with reviewing future water project needs and to assist with long term financial planning and establishing water rates for users. The plan is being completed in conjunction with the capital asset management plan (CAMP). The CAMP identified replacement of existing components, while the capital improvements plan is a broad look at the system and includes potential new construction and other long range improvements.

The council will be asked to accept the memo on the regular council agenda.

Mr. Heinonen explained the water looping portion of the project will assist in flushing out water lines for water quality and will provide fire protection services.

### 2. Oakwood Drive Improvements Memo Report Presentation

Aric Welch, with Widseth, explained the Oakwood Drive improvement project from Cedar Scenic Road to Welton Road is currently listed in the draft capital improvements plan as a 2028 project. The feasibility report will consider the realignment of Oakwood Drive to provide for the expansion of Camp Vanasek and the Whipple Beach Recreation Area; provide Camp Vanasek with municipal sanitary sewer service, extend 12" watermain to provide Oakwood Drive a connection between the existing 12" watermain on Clearwater Road and Cedar Scenic Road; and modify the trail system to fit the new roadway alignments.

City Administrator Chapulis explained staff has had conversations with Camp Vanasek about the improvement project. The Whipple Beach Recreation Area masterplan was delayed due to financial concerns. The Brainerd YMCA is considering the completion of a master plan for the camp.

The proposed improvements will be placed in the city's capital improvements plan for future planning purposes.

**ADJOURN**

**MOTION** by Council Member Cross, seconded by Council Member Sundberg to adjourn at 6:46 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator