



ITEM REPORT CEMETERY COMMISSION

Agenda Date: 5/6/2025
Agenda Section: Consent Agenda

Department Origination: Public Works

Agenda Item: Approve the Baxter Cemetery Second Addition Preliminary & Final Plat

Approval Required: Simple Majority Vote

BACKGROUND

The BAXTER CEMETERY SECOND ADDITION preliminary and final plat includes cleaning up records from Block 13 along with platting Lots for the columbarium.

Since the original plat from 1916, the City of Baxter and the Brainerd School District exchanged land. The school district received Blocks 18, 19, 24, & 25 of the original plat and in return the City of Baxter received the vacant property to the north known as Lot 1, Block 1, BAXTER CEMETERY FIRST ADDITION. The school re-platted in 2020 with the improvements to the Early Childhood Development Center after the new Baxter Elementary School was constructed on Jasperwood Drive. Included in 2020 was the OSCAR KRISTOFFERSON PARK ELEMENTARY ADDITION plat which cleaned up the perimeter lot lines between the school and the City. The proposed BAXTER CEMETERY SECOND ADDITION plat incorporates all the cemetery property into one plat, cleans up the issues on Block 13, and plats lots for the current and future columbarium's (16 Lots).

The original 1916 plat of the cemetery "PLAT OF BAXTER CEMETERY" included 10 Lots within Block 13. Due to the curvature of the road within the cemetery, Lots 1, 9, and 10 of Block 13 were paved over and are no longer available for use. Staff believe this may have caused confusion for previous city employees, leading to discrepancies. Dating back to the first burial in Block 13 from 1984, the wrong lot number was assigned to the burial information. From when this was identified, staff has utilized existing burial graves to reference lot and grave sites to ensure consistency. By re-platting, the information filed in the cemetery records, the plat, and the lot markers will all match.

Staff reviewed the Baxter Cemetery Second Addition Plat with Community Development Director Josh Doty. Mr. Doty explained that Minnesota State Statutes 462.352 Subd. 11 **Governing Body** and Subd. 12. **Subdivision** (2) creating cemetery lots refers it back to the "Governing Body" in the case of cities governing body means the city council by whatever name know, and in the case of a town, means town board.

FINANCIAL IMPLICATIONS

The financial implications include hiring Widseth for professional surveying services, utilizing the City Attorney in legal advice and staff time.

STAFF RECOMMENDATIONS

The Cemetery Commission and staff recommend approval of the Baxter Cemetery Second Addition Preliminary & Final Plat.

COMMISSION ACTION REQUESTED

MOTION to approve the Baxter Cemetery Second Addition Preliminary & Final Plat.

