



# CITY COUNCIL WORK SESSION MINUTES

Wednesday, February 04, 2026 at 6:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

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## CALL TO ORDER

Mayor Olson called the meeting to order at 6:30 p.m.

## ROLL CALL

Mayor Darrel Olson and Council Members Connie Lyscio, Zach Tabatt, Patrick Sundberg, and Mark Cross were present.

Assistant City Administrator Kelly Steele, Police Chief Matt Maier, Community Development Director Josh Doty, and Public Works Director Trevor Walter were present.

## BUSINESS ITEMS

1. Presentation of Summary Memorandum, Design Manual, Discharge and Best Practices Manual and FSE and Limited FSE Toolkit related to the Fats Oils and Grease (FOG) Program Update

Dianne Matthews, engineer with SEH, presented the program. This is a continuation of the city's current fats, oils and grease program (FOG).

Ms. Matthews explained the importance of the FOG program and best management practices. Changes are proposed to the design and sizing manual and the discharge and best practices manual.

Approval of these items are on the regular council agenda for consideration of approval.

2. Presentation of Plans for the 2026 Clearwater Road, North Lynddale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068

Neil Heinonen, engineer with SEH, summarized the proposed plans for the improvement project. A resolution to accept the plans and order advertisement for bids is included on the regular council agenda.

The council discussed reducing the size of cul-de-sac to reduce the amount of pavement used.

Public Works Director Walter explained he can review the cul-de-sac size for this project, his review will be dependent on how the water and sewer infrastructure is laid out.

The council also discussed the project cost, the amount proposed to be assessed, how the city will pay for the project and when the council will see a capital improvements plan.

Public Works Director Walter explained the financials for the project were listed in the staff report when the council ordered the project.

The council discussed digitizing handwritten documents.

## ADJOURN

**MOTION** by Council Member Lyscio, seconded by Council Member Sundberg to adjourn at 6:57 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson

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Kelly Steele