



Information packet for new residents to the
City of Baxter

If you find that any information in this packet is incorrect, please contact our office

City Hall Information

City Hall Address

13190 Memorywood Drive
Baxter, MN 56425

City Hall Phone

(218) 454-5100

City Hall Fax

(218) 454-5103

Police Department – Non-Emergency

(218) 454-5090

Building Code Department

(218) 454-5113

Planning and Zoning Department

(218) 454-5109

Public Works Department

(218) 454-5115

Utility Billing

(218) 454-5121

E-Mail

cityhall@baxtermn.gov

Website

www.baxtermn.gov

City Hall Hours

Monday through Friday
8:00 am to 4:30 pm

Telephone Numbers

This list is meant to be a guide and may not necessarily include all possible companies

Electricity – Determined by boundaries (see map on next page)

Crow Wing Power (218) 829-2827
Brainerd Public Utilities (218) 829-8726

Natural Gas – Determined by boundaries (see map on next page)

Xcel Energy (800) 895-4999
Centerpoint (800) 245-2377

Telephone/Internet

Consolidated Telecomm. (218) 454-1234 Local and Long Distance
Century Link (855) 766-2050 Local and Long Distance
TDS (888) 546-5287 Long Distance
Charter Communications (800) 581-0081 Local and Long Distance

Local Newspaper

Brainerd Dispatch (218) 829-4705
(City information and all legal notices are placed in this newspaper)

Garbage/Recycling

Waste Management (888) 960-0008
Nisswa Sanitation (218) 963-4758
Waste Partners (218) 824-8727

Television

Century Link (formerly Qwest) (800) 244-1111 or www.centurylinkinternetservice.com
Charter Communications (800) 581-0081
Consolidated Telecomm. (218) 454-1234

Phone Books

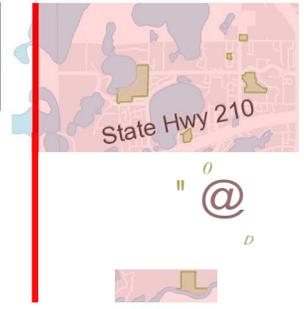
Yellow Book (800) 373-2324
QwestDex (800) 422-8793

Department of Motor Vehicles

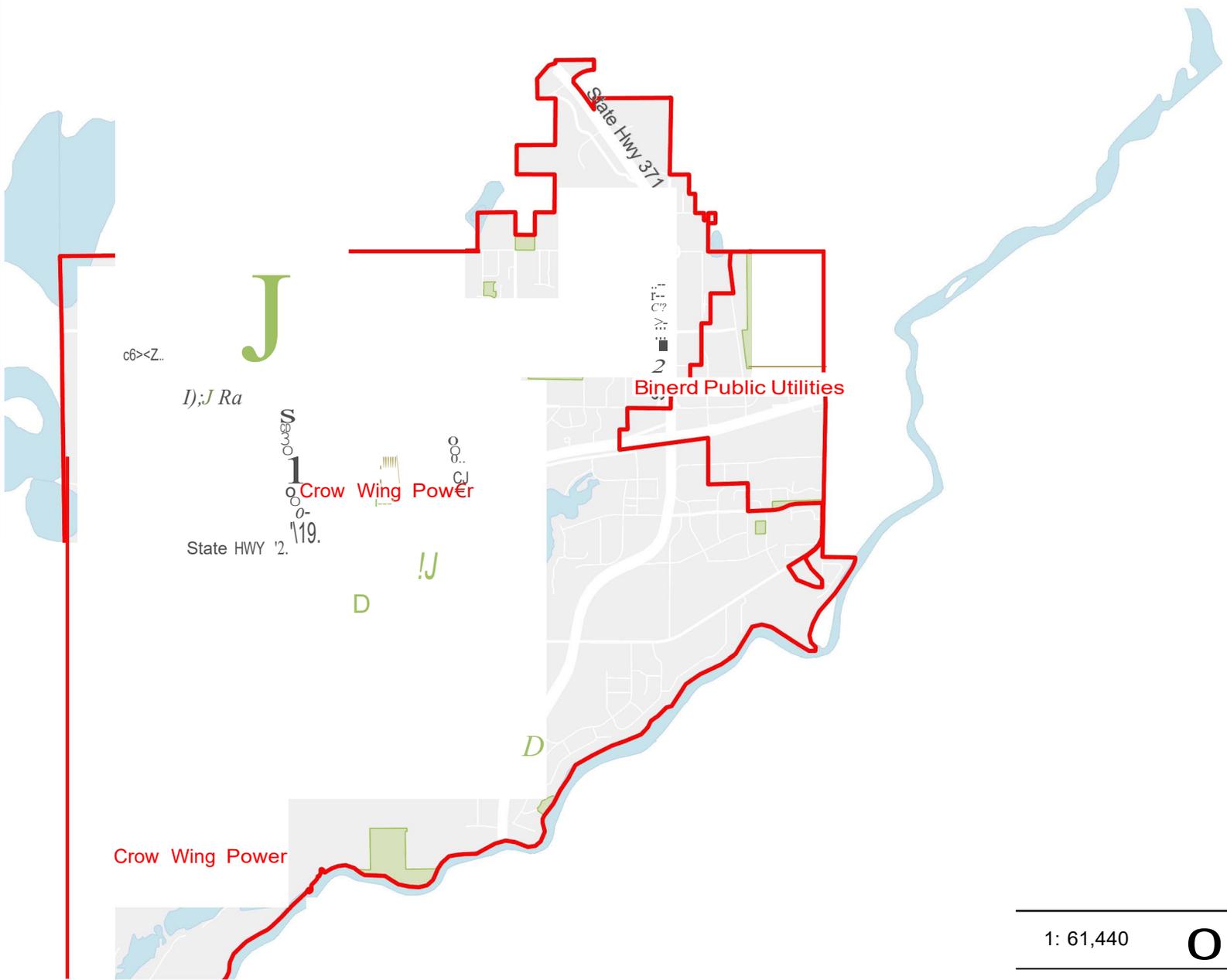
Brainerd license office (218) 855-5169
Driver's exam office (651) 201-7900

Brainerd Fire Department (218) 828-2312

Electric Boundaries



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Legend

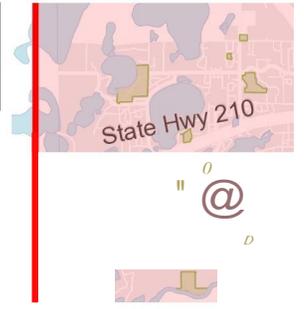
- Streets
- Electric Utility Boundaries
 - Brainerd Public Utilities
 - Crow Wing Power
- Waterbodies
 - Lake or Pond
 - Stream or River
- Parks
- Municipal Boundaries

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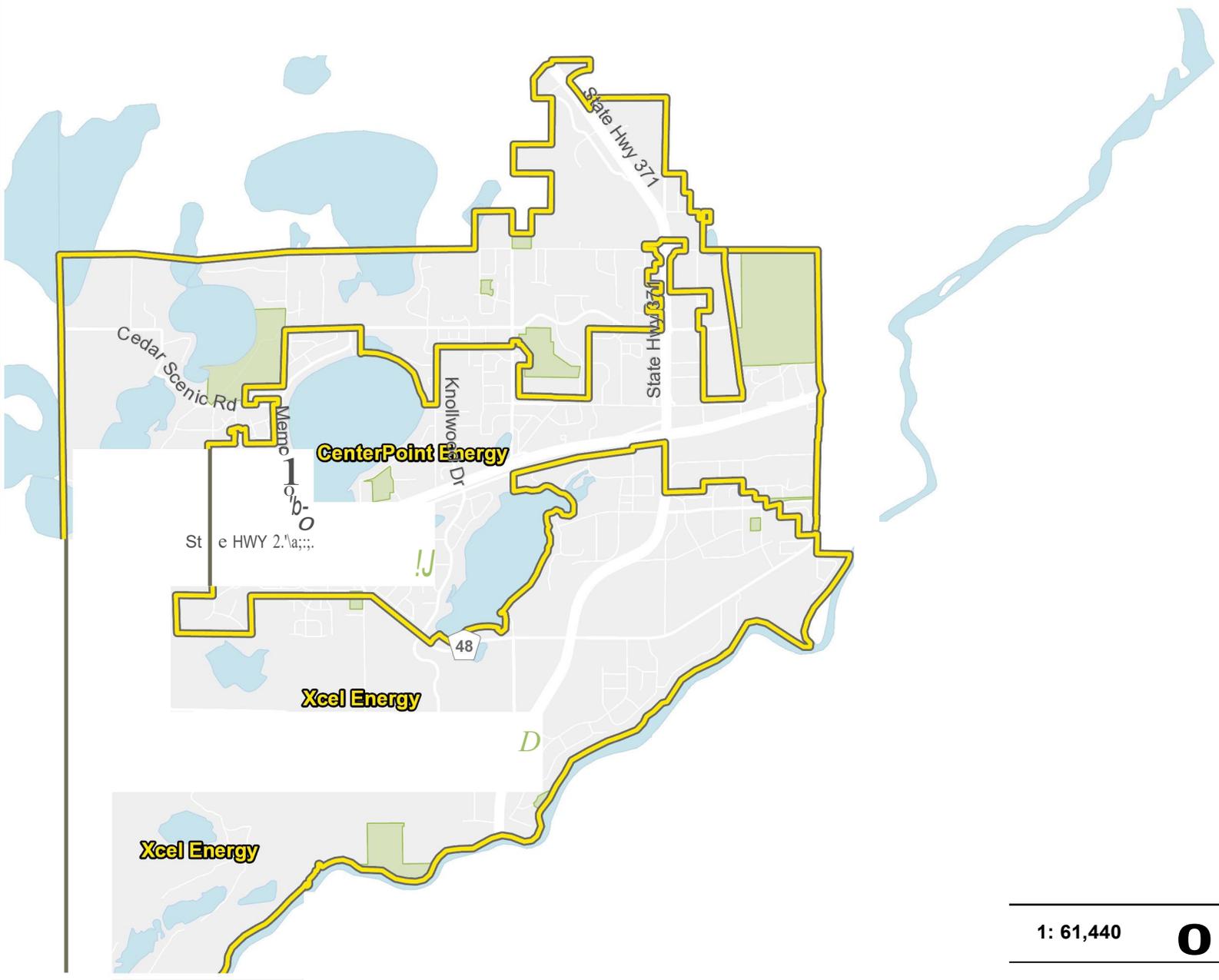
Notes

10,240.0 0 5,120.00 10,240.0 Feet

Natural Gas Boundaries



0



Legend

- Streets
- Natural Gas Utility Boundaries
 - CenterPoint Energy
 - Xcel Energy
- Waterbodies
 - Lake or Pond
 - Stream or River
- Parks
- Municipal Boundaries

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10,240.0 0 5,120.00 10,240.0 Feet

Notes



City Council Meetings are held the first and third Tuesdays of each month at 7:00 pm at City Hall

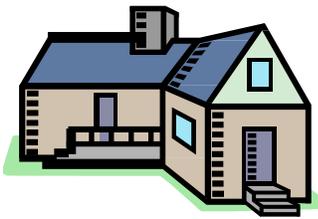
Planning and Zoning Meetings are held the second Tuesday of each month at 6:00 pm at City Hall

Utilities Meetings are held the first Wednesday of each month at 5:00 pm at City Hall

For a complete schedule of meetings, please see the monthly calendar posted on our website at www.baxtermn.gov



The City of Baxter requires that all dogs are licensed. The licenses are \$7.00 per dog and need to be renewed each calendar year. They can be obtained at City Hall with proof of a current rabies vaccination. City of Baxter ordinance states that dogs are not allowed to run at large. Contact City Hall or our website for a copy of the ordinance, www.baxtermn.gov.



The building department has multiple handouts to help you understand what is required for decks, temporary structures, homes, energy, basements, and much more. If you need to apply for a permit, schedule an inspection, or have questions regarding any building code issue, you can contact the building department staff at (218) 454-5113 or our website www.baxtermn.gov



Voter registration cards are available at City Hall, but need to be mailed to CWC Auditor's.

Baxter has 4 voting locations. You will be notified by mail where you are to vote. If you have any questions, please contact Baxter City Hall or the Crow Wing County Auditor's Office at (218) 824-1045.



The City has operated and maintained the Baxter Cemetery since the early 1920's. Cemetery lots are available to Baxter residents at a cost of \$600.00 per gravesite. This fee provides for perpetual care and maintenance. For further information or a copy of the Rules and Regulations please contact the Public Works Department at (218) 454-5115.



For information on Baxter Recreation Programs, contact the Community Education office at (218) 454-6924, or see our website. For information on practices and games being cancelled, contact Community Education or the cancellation line at (218) 829-2900 extension 4126. The Community Education office is located in Forestview Middle School, on Knollwood Dr.



There are 7 Baxter City parks – Oscar Kristofferson Park, Loren Thompson Park, Berrywood Park, Southdale Park, Mississippi River Overlook Park, Riverview Park and Whipple Beach Recreation Area. There are pavilions available for rent at Oscar Kristofferson Park, Loren Thompson Park, Whipple Beach & Berrywood Park. Contact City Hall for more information on rental at (218) 454-5100. For more information on the parks, contact the park office at (218) 454-5085 or see our website www.baxtermn.gov



Baxter's public beach area located at Whipple Lake opens in mid-June. Park staff are on duty from 11am to 8pm Monday through Saturday and from 12 pm to 8pm on Sundays, weather permitting. Bathrooms are open to 8:30 pm. There is also a Pavilion, picnic area, playground equipment, boat landing, and a fishing pier. The Pavilion & Kitchen area are available to rent/reserve, 218-454-5100. Rental forms are available at www.baxtermn.gov



Baxter has a system of 36.39 miles (and growing) of bicycle/pedestrian trails that exist in the City. See Maps on our website for more details.



The purpose of ditches is to hold groundwater until it is able to soak into the ground and regenerate our aquifers. The City of Baxter's storm water policy is *each property* is to hold rainwater and snow, rather than transferring it elsewhere. Filling the ditches creates a loss of storm water storage and will force runoff toward others private yards and storm water flowing in the roadway creates safety problems and may destroy edges of the bituminous roadway as water erodes the edges. Residents who fill in ditches will be required to restore the original ditch or the City will restore it and assess the cost back to the owner. Before doing any type of work in the city's right-of-way, please contact the Public Works Department at (218) 454-5115.



The City of Baxter, in conjunction with Crow Wing County Solid Waste Office and East Side Oil Company, has a public used oil facility located at 7926 Industrial Park Road. This facility provides a 4,000 gallon underground used oil tank, barrels for oil filters and antifreeze, and signage stating how to use the facility. The used oil is free to drop off and the public is asked to donate a dollar for each gallon of antifreeze and fifty-cents for used filters.



Call before you dig! Gopher State One Call's number is (800) 252-1166. It is also required that you obtain an excavation permit from the City of Baxter when doing any work within the City road right-of-way*. Contact the Public Works Department at (218) 454-5115 for more information.

* Average of 33 feet from the center line of road



No person shall start or allow any open burning on any property without first having obtained an open burning permit, except that a permit is not required for any fire which is a recreational fire OR when the ground is "snow covered" with continuous minimum depth of 3" of unbroken cover of snow, no open burning permit is required. When the ground is not "snow covered" with at least 3" of snow an open burning permit is required. A recreational fire is described as a fire set for cooking, warming or ceremonial purposes, which is no more than a 3-foot diameter circle, and not located closer than 25 feet to any structure or combustible material. If there is a burning ban on, no burning will be permitted for open burn, construction burn, or recreational fires. The burning of leaves is only allowed within areas set forth on the "leaf burning map" AND only between September 15 & December 1 (see our website, www.baxtermn.gov or visit City Hall) Burning permits may be obtained on the MN DNR website, www.dnr.state.mn.us or by calling the Brainerd Fire Department 218-828-2312. You may view the Ordinance on our web under the government tab, city code, title 4, chapter 3.



Still need more information? Don't forget our website at www.baxtermn.gov. It has a lot of information you might find useful. For example, you can find City Council minutes and agendas, permit applications, maps, community newsletters, monthly meeting calendars, City Ordinances and more.

City Water & Sewer

In the summer/fall of 2016, Baxter implemented a fixed network Automated Metering Infrastructure (AMI) system to automatically read all of the water meters in the city, so you don't have to read your meter. If you wish to view your meter reading, simply open the cover & shine a flashlight for a few seconds on the light sensor located near the bottom of the register display.

For added convenience, the City offers **auto pay**, which allows you to have your city utility bill automatically deducted from your checking or savings account every month. (forms are available on our website, www.baxtermn.gov, under quick links: applications/forms, utility billing) You can also pay at City Hall, **drop payments in our drop box located outside our front door**, or mail to City of Baxter, PO Box 2626, Baxter, MN, 56425.

There is currently an automatic residential summer sewer rate that is calculated by taking the average usage of the 3 winter months of October, November and December and charging that average for sewer during the months of June, July and August. This rate is reflected on the July, August, and September bills.

The City also allows residential customers to purchase a separate water meter for **irrigation** purposes. You would then be charged the irrigation rate only for this metered use. A permit & licensed plumber are required for this installation.

If you are not yet on City water and sewer, a capital improvement project map is available in our office or on our website, www.baxtermn.gov. Contact the Public Works Department for more information (218) 454-5115.