

BAXTER CITY COUNCIL MINUTES
Work Session
April 15, 2014

Mayor Darrel Olson called the City Council Work Session to order at 5:30 p.m. for the purposes of

COUNCIL MEMBERS PRESENT: Council Members Jim Klein, Todd Holman, Rob Moser, and Mayor Darrel Olson.

COUNCIL MEMBERS ABSENT: Council Member Mark Cross

STAFF PRESENT: City Administrator Gordon Heitke, Public Works Director/City Engineer Trevor Walter, Assistant City Administrator/City Clerk Kelly Steele, Consulting City Engineer Aric Welch, Community Development Director Josh Doty, Finance Director Jeremy Vacinek, and Police Chief Jim Exsted.

Jim Bowen, Crow Wing County Emergency Manager

Mr. Bowen reviewed the history of NIMS and explained the intent is to improve coordination and cooperation with all response organizations. Mr. Bowen explained the individual who would occupy the position of incident commander could change based upon the situation. FEMA requires extensive documentation for financial reimbursement. The last tornado in Crow Wing County was in 2001. Crow Wing County is hosting a large exercise next week.

Woida Project Update

Mr. Vacinek highlighted changes to the Assessment Policy. The total per lot assessment presented at the Improvement Hearing was \$14,116. The low bid before implementing the policy revisions set the total per lot assessment at \$16,262.80. Under the revised Assessment Policy, the total per lot assessment is \$14,907.03. Staff recommends presenting the revised assessment amount to the property owners.

Council Committee's Personnel Recommendations

a. Updated Job Descriptions

Ms. Steele explained all city job descriptions, with a number of them being nearly ten years old, have been updated to a uniform format. Staff has asked department directors to identify those job descriptions within their department which no longer accurately reflect actual functions and activities being performed and knowledge required for the current position. Job descriptions that require substantial changes are being re-evaluated by the compensation consultant to determine the current comparable work value. The Receptionist/Cashier position has been reclassified from a Grade 3 to a Grade 4.

b. Planner Position

The Council Committee has discussed the current and expected workload of the Community Development Department. The Committee is recommending the long-term vacant City Planner position be filled. The compensation consultant has reviewed the job description and has rated the position at Grade 8.

c. **Personnel Policy Update**

The Personnel Policy is approximately ten years old. The Policy has been updated because of changes in labor law, union contracts, and established practices. The Committee has reviewed multiple revisions to the policy and is recommending Council consider the proposed policy.

Falcon Drive Update

Sidewalks have not been incorporated into the Falcon Drive plans. The City will have to acquire an easement to construct the sidewalk on the west side. Mr. Doty explained the current and draft Comprehensive Plan does not contain a trail on this segment of road. The Council discussed the appropriate location to construct a trail due to conflicts with wetlands and the McDermott development plan. Staff recommends, at a minimum, a sidewalk be incorporated into the plans.

Excelsior Road Project Update

The Council discussed replacing the sidewalk for a trail leading to the Arboretum parking lot. The extension of the trail to Fairview, Brother's Motor Sports, and the Paul Bunyan Trail was considered. The installation of a pedestrian flashing light, similar to the one used on College Drive, would assist in creating a safe pedestrian crossing. State Aid will require the City to submit a variance request if the trail is less than five feet in width. The intersection does not meet requirements for a stop light. Excelsior street lighting can be installed every 250 feet on one side or staggered. Excelsior to Golf Course will remain a 2016 project to allow adequate time to study project details.

MOTION by Council Member Moser, seconded by Council Member Holman to close the work session at 6:55 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel L. Olson
Mayor

Kelly Steele
Assistant City Administrator/Clerk