

# CITY OF BAXTER, MINNESOTA

## COMMUNITY INFORMATION

The City of Baxter is a progressive, growing community located in Crow Wing County. Sitting in the heart of the central lakes area of Minnesota, Baxter is approximately 120 miles northwest of the Minneapolis/St. Paul metropolitan area. Minnesota State Highways 210 and 371 serve the transportation needs of the City, along with the Brainerd Lakes Regional Airport, which offers commercial flight service.

Sharing a boundary with the City of Brainerd, Baxter encompasses 20 square miles, of which approximately one-third is undeveloped. With a population of 8,318 residents, Baxter is part of the Baxter/Brainerd Micropolitan Statistical Area that has a population of over 91,000.

Baxter has experienced rapid residential development as the population has more than doubled over the past two decades. During this period, there has also been substantial commercial development resulting in Baxter becoming a regional retail and service center. Both the residential and commercial sectors are projected to continue to grow at a significant rate.

### POSITION:

ASSISTANT CITY ENGINEER

### POPULATION:

8,318

### SALARY:

\$66,882 TO \$84,724



## ECONOMIC VITALITY

The City of Baxter is active in promoting economic development as a major partner in the Brainerd Lakes Area Economic Development Commission. While the greatest economic impact is derived from tourism and retail, the area is diversifying with the assistance of the City's economic development efforts. Baxter completed a third expansion to its industrial park and is exploring plans for the next phase of development.

Baxter is one of the most prosperous communities in the area with median personal and household incomes well above the region.

There are diverse employment opportunities within the City of Baxter with major employers representing the healthcare, education, tourism, technology, manufacturing, retail, construction, and government sectors. The City of Baxter's commercial district is home to national and regional retailers and restaurants including Costco, Best Buy, Target, Walmart, Menard's, Mills Fleet Farm, Home Depot, Kohl's, Sears, Aspen Dental, Office Max, Applebee's, Buffalo Wild Wings, Grizzly's Grill 'N Saloon, Olive Garden, Dick's Sporting Goods, TJ Maxx, Pet Smart, Ulta Beauty, and dealerships for all major automobile manufacturers, as well as numerous regional and local retail and professional service businesses.



## HEALTHCARE

Convenient, quality healthcare can be found in the City of Baxter. Essentia Health St. Joseph's Baxter Clinic offers family medicine, pediatrics, women's health, urgent care, lab and radiology services, physical therapy, and a pharmacy.

The Cuyuna Regional Medical Center-Baxter Clinic shares a building with the Minneapolis Heart Institute and offers family medicine, sports medicine, OB/GYN, orthopedics, podiatry, and lab and radiology services. They also offer patients access through partnerships with the Virginia Piper Cancer Institute and Adult & Pediatric Urology.

CentraCare Specialty Clinic opened in 2018 and offers brain & spine care, heart care, kidney care, plastic surgery, urology, and wound care.

Nystrom & Associates, LTD opened in 2014 and offers psychology, clinical social work, marriage and family therapy, nursing and psychiatry services.



## EDUCATION

Public education in Baxter is provided by Brainerd Public Schools ISD 181 which enrolls over 6,700 students. There are 12 schools in the system with Baxter being the home to Baxter Elementary and Forestview Middle School. Baxter Elementary's population is over 500 students. This school provides education to students from early childhood through 4<sup>th</sup> grade. In 2014, all six ISD 181 elementary schools won National Blue Ribbon Awards.



Construction of the Forestview Middle School began in 2002 on a 181-acre site. This school enrolls approximately 2,000 students in grades 5-8. A 60-acre portion of the land was designated as a School Forest. Through cooperation between the Minnesota DNR, the City of Baxter, the Brainerd Nordic Ski Club, and the Brainerd Public School District, the Dean Makey School Forest was developed. The forest is a designated MN School Forest and is one of the most used school forests in the state. It is used for science activities, trail-walking, and cross-country skiing. Following a successful bond referendum in 2018, improvements will be made to all schools, including the construction of a new Baxter Elementary School.

Baxter is also home to a private school. Lake Region Christian School provides pre-K through high school education. In 2015, the school was granted full accreditation by the American Association of Christian School.

Opportunities for higher education can also be found in the area. The American Institute of Nondestructive Testing is a private career school in Baxter that offers training for a career in nondestructive testing. In the neighboring City of Brainerd is Central Lakes College, a community college, as well as St. Scholastic-Brainerd Campus, which offers both undergraduate and graduate degrees.



## RECREATIONAL

The City of Baxter offers an impressive amount of opportunities for recreation. Because of the ten lakes located in the City, residents and visitors are offered endless possibilities for fun on the water including fishing, swimming, and water sports.

There are also several Baxter City Parks for residents to enjoy – Oscar Kristofferson Park, Loren Thompson Park, Berrywood Park, Southdale Park, Jewelwood 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 and Berrywood Park. Baxter’s public beach area is located at Whipple Lake, where there is also a pavilion, picnic area, playground equipment, boat landing, and a fishing pier. The City also houses the 500-acre Northland Arboretum , a non-profit, outdoor nature conservatory that offers nature trails, cross country skiing, and educational opportunities through workshops and seminars.

The trail system in Baxter is one of the finest in the area and offers bikers and pedestrians miles of beautiful scenery. The Paul Bunyan Trail is the longest Minnesota bike trail at 120-miles, and it connects the Heartland Trail, the Blue Ox Trail, and the Cuyuna State Trail. In the Baxter portion of this paved trail, there is a major trail access, parking lot, and rest area which provides easy access.

Plenty of indoor fun can also be had right in the City of Baxter. Three of the hotels in the City have indoor water parks. Baxter offers a number of diverse dining options, as well as a brewery, for residents and visitors to enjoy.

Baxter offers outstanding big and small retail stores. Shoppers can take a stroll through the Westgate Mall or find a number of unique specialty shops throughout the City, including the Christmas Point Wild Rice Co., a gift store turned popular shopping destination.



## THE CITY

The City operates under a Mayor-Council form of government. Policy making and legislative authority are vested in a City Council consisting of the Mayor and four other members. Council responsibilities include, among other things, passing ordinances, adopting the budget, and appointing committees. The Council is elected on a non-partisan basis in four-year staggered terms. The City provides a full range of municipal services including police, contracted fire, water, sewer, storm water, construction and maintenance of parks and streets, planning and economic development, recreation and cultural activities, and general administration.

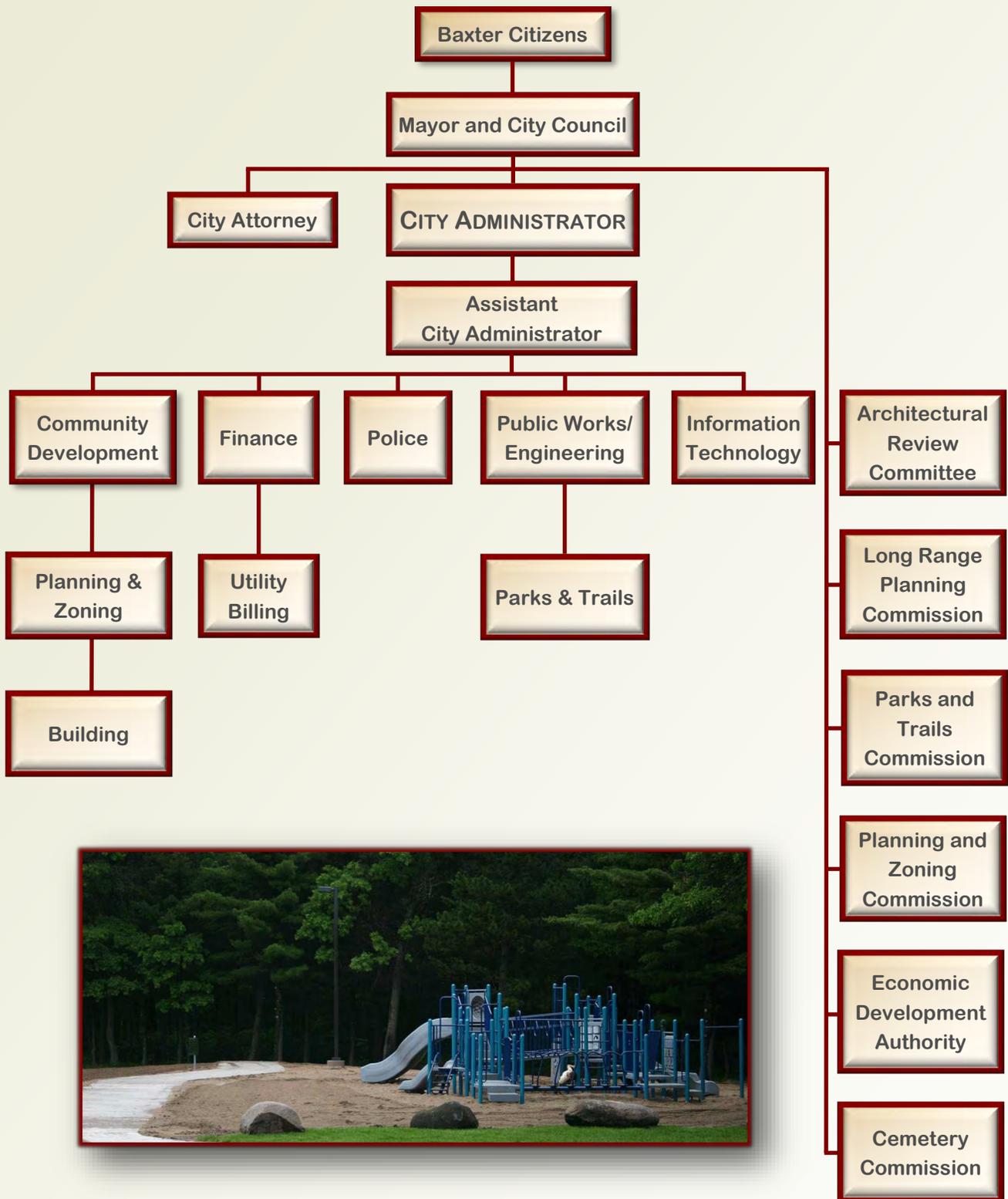


The City of Baxter boasts a progressive City Council and excellent leadership team. The City has recently completed a comprehensive plan which will provide the framework for the development of the City. The City has also earned an Aa3 rating from Moody's Investors Service and has been awarded the Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting for the last seven consecutive years.

## BUDGET

EXPENDITURES	2018	2019
General Government	1,786,900	1,901,500
Public Safety	2,297,800	2,509,000
Highways and Streets	1,052,100	1,066,500
Sanitation	35,600	34,200
Culture and Recreation	700,100	880,800
Economic and Community Development	1,488,100	1,517,500
Water	1,745,100	1,632,900
Sewer	2,036,600	1,933,600
Storm Water	509,300	472,600
Capital Outlay	2,141,500	956,900
Debt Service	4,400,100	3,648,400
Transfers Out	7,635,800	8,132,300
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>25,829,000</b>	<b>24,686,200</b>

# ORGANIZATIONAL



# **ASSISTANT CITY ENGINEER**

## **CORE DUTIES**

- Supervise employees in the position of Engineering Technician.
- Direct, participate, or assist in all phases of public improvement projects.
- Direct, conduct, or assist with the City review and approval of private development or construction projects.
- Insure completion of improvements conducted by private developers as specified in development agreements.
- Provide oversight of City's Municipal Separate Storm Sewer System (MS4) permit and program.
- Provide oversight of the City's Pavement Management Program (PMP).
- Provide oversight of the City's Wellhead Protection Plan.
- Prepare construction specifications and bid documents.
- Develop and recommend procedures, policies, and ordinances to accomplish objectives of the Engineering Division.
- Direct and review work of consultants assisting with the planning, design, construction management, and legal activities on City and development projects.
- Insure engineering information is adequately managed in appropriate files, including Laserfiche; provide as built drawings to the IT/GIS Department.
- Coordinates the maintenance of water, sanitary sewer, streets, storm sewer, parks, trails and cemetery maps, data bases, and comprehensive plans.
- Prepares requests for proposals for consulting services; assists with the evaluation of proposals and consultant qualifications; oversees consultant work to assure conformance with City standards.
- Provide written communications to City Departments, committees, commissions and the City Council.
- Attend and participate in meetings with the City Council, Utilities Commission, other City Committee meetings, private developers and residents as directed by the Public Works Director/City Engineer.
- Serve as acting Public Works Director in the absence of the Public Works Director/City Engineer's absence.
- Assists with resident or customer inquiries and concerns.

## POSITION ANNOUNCEMENT

### **Assistant City Engineer: City of Baxter, MN**

Baxter is a thriving City located just north of the geographical center of Minnesota. The City is part of Crow Wing County and currently boasts a population of 8,318 residents who enjoy all that this growing City has to offer.

Required qualifications for this position include possession of a valid driver's license; a bachelor's degree in civil engineering with EIT Certificate; ability to become a Minnesota State Licensed Professional Civil Engineering within one year of date of hire; 1-3 years of experience working in municipal engineering, including a minimum of one year of experience supervising employees; ability to obtain Minnesota MS4 required certifications within one year of the date of hire; and working knowledge of the Microsoft Office Suite, AutoCAD 3D Design, and ArcView.

Desired qualifications include 3-5 years of experience in municipal engineering, including 3-5 years supervising employees; possess a Minnesota State Licensed Professional Civil Engineer; and possess a Minnesota certified MS4 Inspector/Reviewer.

The position profile is available at <http://www.baxtermn.gov>. For application materials, go to <http://www.baxtermn.gov>. The position is open until filled, with priority provided to application materials received by Friday, February 22, 2019.

Please direct questions to Assistant City Administrator Kelly Steele at [ksteele@baxtermn.gov](mailto:ksteele@baxtermn.gov) or 218.454.5108.

