

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**June 3, 2014**

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

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

COUNCIL MEMBERS ABSENT: 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, Finance Director Jeremy Vacinek, Police Chief Jim Exsted, and Community Development Director Josh Doty.

**Review of 2013 Audit**

Doug Host, Principal with CliftonLarsonAllen, presented the 2013 financial audit exit interview. Mr. Host explained the audit process went very smoothly and for first time the internal control finding for segregation of duties has been eliminated. The City maintains a stable and healthy fund balance. Revenue sources and expenditures were briefly reviewed. The increase in total debt related liabilities can be contributed to new general obligation bond issues. The City has experienced a significant change in fair value of investments. Mr. Host explained the City was awarded the GFOA certificate of achievement for excellence in financial reporting for the last two years. Mr. Vacinek explained compensated absences are an estimated liability.

**Isle Drive Project**

Fifteen residents signed in at the public informational meeting held on May 28. The residents expressed concerns with screening of traffic, the loss of trees, and increased noise. Chuck Rickart, of WSB, reviewed three different Isle Drive typical road sections and design considerations, such as reducing street width to reduce project costs. Often street widths, serving small residential neighborhoods, have been reduced to 22'. The current proposal provides for a 26' wide street. The City's ordinance requires an 80' right-of-way, but in other cities this has been reduced to 60'. WSB will complete the right-of-way plat. The design portion of the project will be a new contract. Mr. Rickart explained the roundabout has been designed to allow for truck traffic. The project area will contain connections to the regional trail. The current plan provides for a 6' shoulder, outside right turn lanes, and bike lanes. Another design option would be to increase the width of the bituminous trail to 10' or 12' and remove the on road bike lanes and 6' concrete sidewalk. Mr. Walter explained the City does not have equipment to remove snow from the 6' sidewalk. The Council discussed the construction of a 12' bituminous trail to be constructed concurrently with the street. If the Council elects to designate bike lanes, the street must be wider than 56'. The Council discussed preserving the trees. Mr. Rickart will calculate the cost for adding trees in the project. Ironwood Drive has been designed as a rural street, without curb or gutter, due to Crow Wing County not participating in curb and gutter expenses. Mr. Rickart will update the cross sections of the street and will provide a cost estimate for the different options. Mr. Rickart stated he would need council direction regarding the trail and sidewalk at the next meeting.

**Lot Consolidation Discussion**

Mr. Doty explained the concern is the idea of extending core services and it's relation to lot consolidation requests. Property owners have inquired what uses are allowed with their second adjoining lot. The zoning code has been amended to allow the construction of a garage on the second lot with the condition of entering into an assessment agreement. The garage must be position on the second lot to allow a home to be built in the future. The agreement expires if the second lot is sold. The zoning code is silent on maximum lot size. There continue to be city expenses for street maintenance, snow plowing, etc. with limited lots. If the City continues to allow large lots, the City will be shifting the cost of providing services to these large lots to the rest of the residents. Comprehensive Plan discussions have identified urban and rural areas of the City. Moving forward the City can consider establishing maximum lot sizes or look at requests on an individual basis. The Council discussed if the current code is making residents consolidate lots.

**MOTION** by Council Member Moser, seconded by Council Member Klein to close the work session at 6:56 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Darrel L. Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk