

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**May 20, 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, Mark Cross, and Mayor Darrel Olson.

COUNCIL MEMBERS ABSENT: None.

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, and Community Development Director Josh Doty.

**Isle Drive Project Update**

Staff updated Council on the Monday, June 2, 2014 public informational meeting. WSB, the consulting engineering firm, will conduct the meeting.

**Falcon Drive Project Update**

**A. Feasibility Study**

The plans have been completed, including the addition of the pedestrian crossing. The Utilities Commission has reviewed the plans. On June 3, the Council will be asked to approve the plans and schedule a public improvement hearing for June 17.

**B. Project Schedule**

The developer is requesting to have a certificate of occupancy for their building by the end of September. Assessment agreements should be completed by the end of May. Construction bids are scheduled to be opened on July 15 and the assessment hearing will be conducted on August 5<sup>th</sup>. The project schedule will provide one month for construction.

**Food Truck/Mobile Vending Ordinance**

March of this year staff brought forward discussion for an ordinance with the concept to have a first come first serve mobile vending permit. Four permits will be issued each calendar year. Permit holders would be allowed to select up to ten locations, which conform to ordinance standards, prior to issuance of the permit. A process has been established to allow permit holders to amend their sites. The Council would like to see language added that prevents one vendor from securing all four permits. The ordinance contains exceptions to the classification of mobile vending, such as a hotdog stand. An ice cream truck is licensed through the peddler ordinance. The proposed ordinance establishes mobile vending setbacks from a brick and mortar restaurant. Schools and the Northland Arboretum would be approved as mobile vending sites. The ordinance provides standards for the mobile vending unit. The Council questioned how staff arrived at four permits.

Prairie Bay commented the ordinance was well written and fair. Prairie Bay would like to see the ordinance amended to allow multiple days per week at a specific site to provide for greater consistency,

rather than only allowing one day per week. Prairie Bay expressed concerns with power cords, TV, and flag regulations.

Council directed staff to bring the ordinance back at a future meeting after amendments have been completed.

**Excelsior Road Project Update**

**A. Traffic Study of Excelsior Road and Golf Course Drive Intersection**

Scott Hedlund, consulting engineer with SEH, provided a traffic study memo and a staircase and ramp project area memo. Based upon traffic counts from a week ago, the intersection functions at a level C. Projected 2025 traffic volumes would cause the intersection to fail. The installation of a roundabout would rate the intersection at a level A. The installation of a traffic signal would rate the intersection at a level B. A southbound Golf Course turn lane would be advantageous in the future. Due to the limited area, a roundabout may not be practical. The Council discussed it may be sensible to study the intersection upon the completion of the Cypress project to gauge the new traffic volumes.

**B. Cost Estimate of Sidewalk Connection in the Southeast corner of Excelsior Road and Conservation Drive Intersection**

Mr. Hedlund reviewed the intersection for the construction of a staircase and ramp to allow the movie theater parking lot to serve as over flow parking for the Northland Arboretum. The proposed ramp would be similar to the ramp at Costco. The total estimated cost is \$98,815. The City would need to secure easements.

**Paul Bunyan Trail Commemorative Publication**

The City has the option to place an ad in the commemorative publication celebrating the completion of the Paul Bunyan Trail. The ride on July 27<sup>th</sup> is to memorialize Congressman Oberstar and Terry McGaughey. The Council supported a 1/3 page square ad.

**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,

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Darrel L. Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk