

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA  
WORKSHOP AND CITY COUNCIL MEETING  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054  
THURSDAY, APRIL 24, 2014

**1. CALL TO ORDER**

The Workshop was called to order at 7:40 p.m.

Members present: Mayor Gabriel, Councilmembers: Crawford, Marotske, Prasnicki and Schneider

Members absent: None

Also Present: Administrator Terry, Engineer Revering, Public Works Superintendent Schweich and City Clerk Green.

**2. PRESENTATIONS**

None

**3. REPORTS**

None

**4. GENERAL DISCUSSION**

None

**5. REPORTS FROM BUSINESS MEETING PRESENTED**

**ADMINISTRATION**

FIRST QUARTER FINANCIAL REPORTS

Administrator Terry asked Council if there were any questions regarding the First Quarter Financial Reports. Council had no questions.

RESIGNATION OF COUNCILMEMBER

City Council discussed methods to fill the vacancy on the City Council with the resignation of Councilmember Schneider. Council directed Staff to advertise the vacancy in the May Newsletter with an application deadline of May 22, 2014.

**PUBLIC WORKS**

None

**POLICE DEPARTMENT**

None

**COMMUNITY DEVELOPMENT**

Administrator Terry asked Council if there were any questions regarding the Response to Met Council on 2040 Thrive memo. Council had no questions.

**PARKS DEPARTMENT**

Written report included in Council Packet.

**SCALE**

None

**RTF**

None

**SJPA**

None

**TED**

None

**TRB & TPT**

None

**6. ADJOURNMENT**

Workshop was adjourned at 7:58 p.m.

**COUNCIL MEETING**

**1. CALL TO ORDER**

The meeting was called to order by Mayor Gabriel at 8:00 p.m.

Members present: Mayor Gabriel, Councilmembers: Crawford, Marotske, Prasnicky and Schneider

Members absent: None

Also Present: City Administrator Terry, City Attorney Poehler, Engineer Revering, Public Works Superintendent Schweich and City Clerk Green.

**2. PLEDGE OF ALLEGIANCE**

Mayor Gabriel led the Council and audience in the Pledge of Allegiance.

**3. OATH OF OFFICE**

Mayor Gabriel gave the Oath of Office to Fire Captains Kevin Seurer and Jay Simon.

**4. ADOPT/APPROVE AGENDA**

**MOTION** by Councilmember Crawford, second by Councilmember Marotske to approve the agenda. **APIF, MOTION CARRIED**

**5. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS**

Mayor Gabriel read the Proclamation Declaring May 4 to 10, 2014 Municipal Clerks Week.

**6. PUBLIC COMMENT**

Scott County Commissioner Wolf gave a brief update on the County's transportation sales tax policy discussion at the Economic Development Authority Meeting.

## **7. CONSENT AGENDA**

**MOTION** by Councilmember Schneider, second by Councilmember Crawford to approve the Consent Agenda.

- a. Approve Minutes from April 10, 2014 City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 14-24 Approving Seasonal Outdoor Concerts and Events for Red Eye Enterprises, Inc., dba Bullseye
- d. Adopt Resolution 14-25 Approving Outdoor Concerts and Events for End Zone
- e. Adopt Resolution 14-26 Adopting Independent Auditors Report for the City of Elko New Market
- f. Approve Amendment to Capital Outlay Budget and Transfer of Funds
  - i. Adopt Resolution 14-27 Amending Capital Outlay Budget
  - ii. Adopt Resolution 14-28 Approving Transfer of Funds
- g. Approve Agreement for Medical Direction and EMS Education
- h. Approve Grant of Highway Easement to Scott County for CSAH 2
- i. Authorize Execution of Contract with Springsted, Inc. for Position Classification and Compensation Plan Update
- j. Approve Cost Sharing Agreement

## **APIF, MOTION CARRIED**

## **8. PUBLIC HEARINGS**

None

## **9. GENERAL BUSINESS**

### ORDINANCE NO. 109 AMENDING CITY CODE

City Attorney Poehler gave Council a brief overview of Ordinance No. 109 amending City Code, Title 4, Chapter 2, Concerning Alcoholic Beverages. **MOTION** by Councilmember Schneider, second by Councilmember Crawford to adopt Ordinance No. 109 Amending City Code, Title 4, Chapter 2, Concerning Alcoholic Beverage Licenses. **APIF, MOTION CARRIED**

### FIRE RELIEF ASSOCIATION DOWNTOWN DANCE

Administrator Terry reviewed with the City Council the Elko New Market Fire Relief Association's application for an Outdoor Concerts and Events to hold a dance in the parking lot located at 450 Main Street.

After a lengthy discussion, Council approved the Outdoor Concerts and Events Permit with the following changes to Resolution 14-29:

- Allow alcohol sales in liquor license premise area from 12:00 noon to 1:00 p.m. No alcohol sales in liquor premise area from 1:00 p.m. to the end of the City parade or after 12:30 a.m. on June 29, 2014. No liquor consumption after 1:00 a.m. on June 29, 2014.
- Eliminate all reference to bingo in premise area.
- Cleanup time changed from 3:00 a.m. on June 29<sup>th</sup> to 4:00 p.m. on June 29, 2014.
- General public must be off the licensed premise area by 1:00 a.m. on June 29, 2014.
- Public parking on St. Joseph Street will be allowed.

Resolution 14-30 amended as follows:

- No liquor shall be sold from 1:00 p.m. through the completion of the City parade on June 28, 2014 or after 12:30 a.m. on June 29, 2014. No liquor consumption shall occur after 1:00 a.m. on June 29, 2014.

**MOTION** by Councilmember Prasnicki, second by Crawford to:

Approve Resolution 14-29 Outdoor Concerts and Events Permit for the Elko New Market Fire Relief Association as amended.

Approve Resolution 14-30 Temporary Liquor License for Elko New Market Fire Relief Association as amended.

Approve City Use Agreement Between the City of Elko New Market and the Elko New Market Fire Relief Association.

**APIF, MOTION CARRIED**

#### SEASONAL PUBLIC WORKS POSITION

**MOTION** by Councilmember Marotske, second by Councilmember Crawford to approve Staff recommendations presented in memo. **APIF, MOTION CARRIED**

### **10. REPORTS**

#### ADMINISTRATION

Presented at Economic Development Authority Meeting.

#### PUBLIC WORKS

None

#### POLICE DEPARTMENT

None

#### FIRE DEPARTMENT

Fire Chief Todd Friedges gave the Council the Fire Department Annual Report, including a discussion on the need to start succession planning for officers in the Fire Department. Chief Friedges informed the Council that of the 27 active firefights, 22% have over 20 years of experience and are 100% vested; 49% will have over 20 years of experience and be 100% vested within 5 years. To start the succession planning, Chief Friedges and Administrator Terry discussed with the Council the need to create lieutenant positions within the department. Chief Friedges asked the Council to consider a stipend for the Training Officer position due to the amount of extracurricular time they spend related to their duties. Council directed Staff to bring job descriptions for Lieutenants and Training Officer back on a future Consent Agenda. Chief Friedges also discussed with the Council the need to plan for replacement of fire vehicles in the future.

#### ENGINEERING

Engineer Revering and the City Council discussed various topics to a new rate structure to meet funding requirements for the construction and operation of a new water treatment facility.

Engineer Revering reviewed prior memorandums provided to Council regarding discussions and decisions made regarding funding for the water treatment facility. The difference in computation between rate increases used in fund balance models to predict future acceptable fund balances, and rate increases needed to fund debt service for the project (a quick and conservative estimate) was explained.

COMMUNITY DEVELOPMENT

Presented at Economic Development Authority Meeting.

PARKS DEPARTMENT

Presented at Economic Development Authority Meeting.

SCALE

Presented at Economic Development Authority Meeting

RTF

Presented at Economic Development Authority Meeting

SJPA

Presented at Economic Development Authority Meeting

TED

Presented at Economic Development Authority Meeting

TRB & TPT

Presented at Economic Development Authority Meeting

I35 SOLUTIONS ALLIANCE

None

CHAMBER OF COMMERCE

None

COMMUNITY AND CIVIC EVENTS COMMITTEE

City Clerk Green gave a brief update of the last CCEC Meeting which included discussion on the proposed Fire Relief Downtown Dance and a debriefing on the recently held Egg Hunt.

NORTHFIELD AREA AMBULANCE ASSOCIATION

None

**11. DISCUSSION BY COUNCIL**

Councilmember Prasnicky and the Council discussed open versus closed garbage hauler systems. Council directed Staff to research both systems and bring an initial report of their findings back to Council.

Business Meeting closed at 9:43 p.m.

Closed Meeting opened at 9:45 p.m.

The City Council held a closed meeting to discuss appraisals and rights of way acquisition for the water treatment facility.

Closed Meeting was closed at 10:45 p.m.

Business Meeting was reopened at 10:46 p.m.

**12. ADJOURNMENT**

**MOTION** by Councilmember Marotske, second by Councilmember Schneider to adjourn at 10:46 p.m. **APIF, MOTION CARRIED**

Submitted by:  
Sandra Green  
City Clerk