

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA
WORK SESSION AND CITY COUNCIL MEETING
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, NOVEMBER 19, 2015

1. CALL TO ORDER

The Workshop was called to order at 6:33 p.m.

Members Present: Mayor Crawford, Councilmembers: Berg, Julius, Stern and Timmons

Members Absent: None

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

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

2016 Utility Rate Recommendations Analysis

Engineer Revering and Administrator Terry reviewed the recommended utility rates with the City Council. Council agreed with the recommendations and directed Staff to incorporate the recommended changes into the 2016 Fee Schedule.

5. REPORTS

Administration

3rd Quarter Financial Reports

The 3rd Quarter Financial Reports were included in the Council Packet. Administrator Terry answered a few questions presented by Councilmember Julius.

Public Works

Written report included in Council Packet.

6. ADJOURNMENT

The Workshop was adjourned at 7:28 p.m.

COUNCIL MEETING

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:33 p.m.

Members Present: Mayor Crawford, Councilmembers: Berg, Julius, Stern and Timmons

Members Absent: None

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

2. PLEDGE OF ALLEGIANCE

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

3. ADOPT/APPROVE AGENDA

MOTION by Councilmember Berg, second by Councilmember Timmons to approve the revised agenda.

Add 9a – Update on Community Development Specialist position

APIF, MOTION CARRIED

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5. PUBLIC COMMENT

Scott County Commissioner Tom Wolf gave the Council a brief update on current activities in Scott County.

Dawn Weitzel gave the City Council an update on upcoming Elko New Market Chamber of Commerce Events, including addition of new members, Christmas Tree Lighting and Ladies Night Out on December 5, 2015.

6. CONSENT AGENDA

MOTION by Councilmember Berg, second by Councilmember Timmons to approve the Consent Agenda.

- a. Approve Minutes from October 22, 2015 City Council Meeting
- b. Approve Minutes from October 29, 2015 City Council Meeting
- c. Approve Payment of Claims and Electronic Transfer of Funds
- d. Adopt Resolution 15-86 Authorizing the Levy of Special Assessments for the Collection of Delinquent Utility Bills and Charges for Services
- e. Adopt Resolution 15-87 Approving the Purchase of Real Property, Dispensing With Statutory Requirements for Review by Planning Commission of Acquisition of Property, and Approving a Lot Line Adjustment
- f. Adopt Resolution 15-88 Approving the Acquisition of Certain Real Property and Dispensing With Statutory Requirements for Review by the Planning Commission
- g. Approve Memorandum of Understanding Between the New Market Township and the City of Elko New Market Regarding the Orderly Annexation of Certain Property for the Proposed Boulder Heights Development
- h. Approve Friedges Condition Use Permit for Accessory Structure
- i. Approve Final Pay Request for 2015 Paving and Flatwork Project
- j. Approve Pay Request for Final Retention – Public Works Facility

APIF, MOTION CARRIED

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

None

9. REPORTS

a. ADMINISTRATION

3rd Quarter Financial Reports

Presented at Work Session

The City Council asked Staff about the feasibility of utilizing water shutoff as a tool for utility collections and reducing the number of delinquent utility bills being certified to property taxes. Administrator Terry informed the Council that Staff had reviewed and conducted water shut offs in the past and it was discontinued after it was determined to be too resource intensive relative to benefits.

Council directed Staff to revisit the 10% late fee for delinquent utility bills and the \$50.00 administrative cost for certification of delinquent utility bills to property taxes. Staff will contact other cities to find out what they are currently charging for these fees.

Community Development Specialist

Administrator Terry updated the Council that a candidate had been offered the Community Development Specialist position but declined the offer. Council and Staff discussed the next steps in the hiring of a Community Development Specialist and the City Council decided to wait four to six months and then repost the position.

b. PUBLIC WORKS

Presented at Work Session

c. POLICE DEPARTMENT

Written report included in Council Packet. Chief Mortenson gave the Council an update on the full-time police officer position.

d. FIRE DEPARTMENT

None

e. ENGINEERING

None

f. COMMUNITY DEVELOPMENT

None

g. PARKS DEPARTMENT

Parks update included in Council Packet.

h. OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

Mayor Crawford gave a brief update of the last SCALE Meeting which included a discussion on local workforce and labor.

- ii. RTF
None
- iii. TED
None
- iv. MVTA
None
- v. I35 SOLUTIONS ALLIANCE
Councilmember Timmons gave the Council a brief update on the last I35 Solutions Alliance Meeting which included a discussion on the 494 corridor study.
- vi. CHAMBER OF COMMERCE
Presented at Work Session
- vii. Community & Civic Events Committee (CCEC)
City Clerk Green gave the Council a brief update the last CCEC Meeting which included a short discussion on the recently held Halloween Party. The group decided to cancel the December CCEC meeting.

10. DISCUSSION BY COUNCIL

Council held a discussion on having a New Market Township Board Representative at the City Council meetings and a Township Board member as an ex-officio member of the Planning Commission. The Council also discussed the possibility of a Township Board member as an ex-officio member of the Parks & Recreation Commission. After a lengthy discussion, the Council directed Staff to present the concept of a Township Board member as an ex-officio member of the Planning Commission and both the City Council and Township Board sending representatives to each others meetings on a regular basis.

11. ADJOURNMENT

MOTION by Councilmember Julius, second by Councilmember Timmons to adjourn the meeting at 8:49 p.m. **APIF, MOTION CARRIED**