

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA  
CITY COUNCIL MEETING  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054  
THURSDAY, DECEMBER 17, 2015

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 6:30 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, City 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 Stern to approve the agenda as revised.

6d – ACH Agreement- move to General Business 8a

6h – 2016 Fee Schedule - move to General Business 8b

9b add – Letter of Agreement

**APIF, MOTION CARRIED**

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5. PUBLIC COMMENT

Vice President Amy Nugent gave the Council a brief update on upcoming Chamber activities including Community Christmas Tree Lighting, Ladies Night Out, upcoming Night at the Wild and officer election in January 2016.

6. CONSENT AGENDA

**MOTION** by Councilmember Berg, second by Councilmember Julius to approve the Consent Agenda as revised.

a. Approve Minutes from December 3, 2015 City Council Meeting

b. Approve Payment of Claims and Electronic Transfer of Funds

c. Approve Mechanic I Job Description, Reclassification of Employee and Letter of Agreement with the IUOE, Local 49

~~d. Approve Automated Clearing House (ACH) Agreement Between the City of Elko New Market and New Market Bank~~ – moved to General Business

e. Approve Annual Premises Gambling Permits

- i. Adopt Resolution 15-93 Approving Annual Premises Gambling Permit for Elko New Market Fire Relief Association to sell Pull-tabs at Captain Black's Bar & Grill, The Doublewide and Leo's Bar
  - ii. Adopt Resolution 15-94 Approving Annual Premises Gambling Permit for Elko Baseball Club to sell Pull-tabs at The End Zone and Bullseye Saloon
  - iii. Adopt Resolution 15-95 Approving Annual Premises Gambling Permit for New Prague Hockey Association to sell Pull-tabs at Firehouse Grille
- f. Mixed Municipal Solid Waste and Recyclable Material Collection Licenses
  - i. Adopt Resolution 15-96 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Waste Management
  - ii. Adopt Resolution 15-97 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Buckingham Disposal
  - iii. Adopt Resolution 15-98 Approving Mixed Municipal Solid Waste and Recyclable Material Collection License for Dick's Sanitation Services Inc./Lakeville Sanitation Services
- g. Adopt Resolution 15-99 Accepting Donations
- h. ~~Adopt Ordinance No. 125 Adopting 2016 Fee Schedule~~ – moved to General Business
- i. 2016 Budget
  - i. Adopt Resolution 15-100 Approving 2016 Budget
  - ii. Adopt Resolution 15-101 Approving 2015 Tax Levy, Collectable in 2016
  - iii. Adopt Resolution 15-103 Approving Use of Debt Service Fund Balances to Cover Under Levied Bonds
- j. Adopt Resolution 15-102 Approving Gambling Permit for N.E.W. Lions
- k. Approve 2016 Salary Schedule
- l. Approve Snow & Ice Control Policy

**APIF, MOTION CARRIED**

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

Automated Clearing House (ACH) Agreement Between the City of Elko New Market and New Market Bank

The Council held a brief discussion on the ACH Agreement Between the City of Elko New Market and New Market Bank. **MOTION** by Timmons, second by Berg to Approve Automated Clearing House (ACH) Agreement between the City of Elko New Market and New Market Bank. Ayes: Mayor Crawford, Councilmembers Berg, Stern and Timmons. Abstain: Councilmember Julius due to conflict of interest. **MOTION CARRIED**

2016 Fee Schedule

The Council held a discussion regarding the fee the City charges for Certification of Delinquent Utility Bills and late fee associated with delinquent utility bills. After a lengthy discussion, Council directed Staff to check with the current software provider for utility billing to see if the City could charge late fees at an escalating fee dependent on number of months bill is delinquent.

**MOTION** by Councilmember Timmons, second by Councilmember Berg to adopt Ordinance No. 125 Adopting 2016 Fee Schedule. **APIF, MOTION CARRIED**

9. REPORTS

a. ADMINISTRATION

2016 Meeting Calendar

Administrator Terry asked for Council feedback on which meetings or events they would like scheduled on their city calendars. Council directed staff to send meeting invites to all councilmembers for regularly scheduled City meetings, whether or not the councilmembers regularly attend. For all standing regular scheduled committee meetings that a staff member usually attends, that Staff member will have the responsibility of sending meeting invites to the Council. Staff will also send meeting invites to all councilmembers on Chamber meetings and events. The Council will maintain their own city calendars for meetings that are regularly not attended by staff.

Staff requested that any councilmember planning to attend a meeting they are regularly not scheduled to attend, notify staff at least week in advance so the meeting can be posted, if necessary.

Letter of Agreement

The City Administrator informed the Council that Avant Garde Communitis LLC, a developer interested in a senior housing project on the City owned property in Dakota Acres, has asked for exclusion rights with the City to pursue development on that property for a period of time. The proposal is that the City could enter into a Letter of Agreement which would give them exclusive rights through the end of April in consideration of \$5,000.00. Council indicated support for the general concept. Staff will work out the details, and if able come to an agreement with the investor, the intent would be to have this Letter of Agreement on the January 14<sup>th</sup> City Council agenda for Council review and action.

b. PUBLIC WORKS

Written report included in packet.

c. POLICE DEPARTMENT

Written report included in packet. Police Chief Mortenson gave a brief update on the Shop with a Cop program.

d. FIRE DEPARTMENT

None

e. ENGINEERING

Engineer Revering gave the Council brief updates on the status of the CSAH2 Corridor Development Infrastructure Needs Study and Woodcrest Sanitary Sewer Project.

f. COMMUNITY DEVELOPMENT

None

g. PARKS DEPARTMENT

None

h. OTHER COMMITTEE AND BOARD REPORTS

- i. Scott County Association for Leadership and Efficiency (SCALE)  
Councilmember Berg gave the Council a brief update of the last SCALE Meeting which included a River South Presentation by MVTA.
- ii. SCALE Regional Training Facility (RTF)  
None
- iii. Transportation & Economic Development Steering Committee (TED)  
None
- iv. Minnesota Valley Transit Authority (MVTA)  
Councilmember Timmons gave the Council a brief update on the last MVTA Meeting which included the retirement of Beverley Miller and the availability of free wi-fi on buses.
- v. I35 Solutions Alliance  
None
- vi. Chamber of Commerce  
Presented at Public Comment
- vii. Civic & Community Events Committee (CCEC)  
None

10. DISCUSSION BY COUNCIL

Mayor Crawford asked for direction from Council on his attendance at Regional Council of Mayors Meetings. Council had no objection to the mayor attending these meetings.

11. ADJOURNMENT

**MOTION** by Councilmember Julius, second by Councilmember Berg to adjourn the meeting at 8:17 p.m. **APIF, MOTION CARRIED**