

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA
CITY COUNCIL MEETING
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, AUGUST 11, 2016

1. CALL TO ORDER

The Work Session was called to order at 6:30 p.m.

Members Present: Mayor Crawford, Councilmembers: Berg, Julius, Timmerman and Timmons
Members Absent: None

Also Present: City Administrator Terry, Assistant City Administrator Nagel, Police Chief Mortenson, City Engineer Revering, Public Works Superintendent Schweich, Community Development Specialist Christianson and City Clerk Green

2. GENERAL DISCUSSION

City Engineer Revering gave the City Council a presentation on Elko New Market Development Readiness.

3. REPORTS

Parks Department

Assistant City Administrator Nagel reviewed the Elko New Market Parks Commission July 27th Update, and the status of teen/adult recreational programming with the City Council.

4. ADJOURNMENT

The Workshop was adjourned at 7:29 p.m.

COUNCIL MEETING

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:30 p.m.

Members Present: Mayor Crawford, Councilmembers: Berg, Julius, Timmerman and Timmons
Members Absent: None

Also Present: City Administrator Terry, Police Chief Mortenson, City Attorney Poehler, 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 Timmons, second by Councilmember Timmerman to approve the agenda. **APIF, MOTION CARRIED**

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5. PUBLIC COMMENT

Scott County Commissioner Wolf updated the City Council on recent activities in the County including levy discussions.

Brian Hong, Vice-President of the Elko New Market Chamber of Commerce, gave the City Council an update on Chamber of Commerce events.

Jodi Muelken informed the City Council of the upcoming Fire Relief Dinner, which is one of the Fire Relief Association's fund raisers.

6. CONSENT AGENDA

MOTION by Councilmember Julius, second by Councilmember Timmons to move Consent Item 6d, City Code Change Relating to Outdoor Concerts and Events to General Business 8b. **APIF, MOTION CARRIED**

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

- a. Approve Minutes from July 28, 2016 City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve Northfield Hospital Facility Use Agreement
- d. City Code Change Relating to Outdoor Concerts and Events – moved to General Business 8b
 - i. Adopt Ordinance 139 Amending City Code Language Relating to Outdoor Concerts and Events
 - ii. Adopt Ordinance 140 Amending the 2016 Fee Schedule
- e. Approve Employment Agreement with Craig Anderson
- f. Approve Revised Accountant Job Description
- g. Metropolitan Council Planning Grant
 - i. Approve Resolution 16-50 Identifying the Need for Funding to Complete its 2040 Comprehensive Plan Update and Authorizing an Application for Planning Assistance Grant Funds
- h. Change Order Accounting Services – 2015 Audit Preparation
- i. Approve Joint Powers Agreement for Assessment Services
- j. Adopt Resolution 16-51 Approving One Day Gambling Permit for N.E.W. Ducks Unlimited
- k. Adopt Resolution 16-49 Woodcrest Sanitary Sewer Connection Policy
- l. Stormwater Management Ordinance Amendment
 - i. Adopt Ordinance No. 137 Amendment – MS4
 - ii. Adopt Ordinance No. 138 Summary Ordinance of Ordinance 137

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

Scott County Highway Department Presentation

Kate Miner and Tony Winiecki from Scott County Highway Department presented the City Council with Scott County's review of the safety and operations of the CSAH2 and CSAH91 Intersection. The review included discussions on traffic volumes, traffic impact study findings, crash analysis and intersection traffic control. The City Council held a discussion on the consideration of a roundabout at the intersection of CSAH2 and CSAH91 and the possibility of getting a grant from Scott County to help offset the cost of a roundabout.

MOTION by Councilmember Julius, second by Councilmember Timmerman to submit an application for a grant through Scott County for the possibility of putting in a roundabout at the intersection of CSAH2 and CSAH91. **APIF, MOTION CARRIED**

City Code Change Relating to Outdoor Concerts and Events

Councilmember Julius had asked that this item be pulled from the Consent Agenda and placed on the Business Agenda to allow for Council discussion.

After a discussion between Council and Staff, Council directed Staff to change City Code language to no longer require a permit or fee for a small acoustic event. A small acoustic event means a combination of no more than 4 vocalists or string instrumentalists that does not include use of sound amplification equipment.

Included in the Staff Memorandum, was a recommendation by Staff for the City Council to approve a change to the 2016 Fee Schedule to reflect a fee reduction for minor events in the amount of \$50.00. This ordinance change will be submitted to Council for review and action at the August 25, 2016 Council Meeting.

9. REPORTS

a. ADMINISTRATION

Fire District Workgroup Meeting

Administrator Terry updated the Council that Staff has been trying for months to schedule a Fire District Workgroup Meeting with New Market Township representatives; however, they have been non-responsive with regards to their availability to meet. Administrator Terry stated that the Fire District Workgroup needs to meet and wrap up some 2016 issues and start working on 2017. Administrator Terry asked if Council would be supportive of Staff simply moving forward with scheduling a meeting. Staff would send a letter to New Market Township informing them that a Fire District Workgroup Meeting has been scheduled and invite them to attend the meeting. Staff would also inform New Market Township that business will be taken care of at the meeting by those representatives in attendance at the meeting. Council directed Staff to send a letter, on behalf of the City Council, to the New Market Township Board regarding Fire District Workgroup Meeting.

b. PUBLIC WORKS

Written report included in Council Packet.

c. POLICE DEPARTMENT

Written report included in Council Packet.

d. FIRE DEPARTMENT

None

e. ENGINEERING

City Engineer Revering updated the City Council that the first round of quotes were received for the pilot Woodcrest Project. After discussing this item, Council directed Engineer Revering to contact the two contractors that submitted quotes and try and negotiate for a reduced cost and update the Council on the outcome of the negotiations.

f. COMMUNITY DEVELOPMENT

None

g. PARKS DEPARTMENT

Presented at Work Session

h. OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

None

iii. I35 SOLUTIONS ALLIANCE

Councilmember Timmons gave the Council an update on the last I35 Solutions Alliance Meeting which included a discussion on the Orange Line.

iv. CHAMBER OF COMMERCE

Presented at Work Session

v. Community & Civic Events Committee (CCEC)

None

vi. 50 By 30 Collective Impact Project

1. Steering Committee – None

2. Transportation Committee – Mayor Crawford gave a brief update of the last meeting which included discussion on the pending list of items to be worked on.

3. Housing Committee - None

4. Work Force Committee - None

10. DISCUSSION BY COUNCIL

Council held a brief discussion on timing for the approval of meeting minutes and status of council packets being placed on the City's website.

11. ADJOURNMENT

MOTION by Councilmember Julius, second by Councilmember Timmons to adjourn the meeting at 10:07 p.m. **APIF, MOTION CARRIED**