

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA
WORK SESSION AND CITY COUNCIL MEETING
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, AUGUST 25, 2016

REVISED

1. CALL TO ORDER

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

Members Present: Mayor Crawford, Councilmembers: Berg and Timmerman

Members Absent: Councilmembers Julius and Timmons

Also Present: City Administrator Terry, Police Chief Mortenson, City Engineer Revering, Public Works Superintendent Schweich, Zack Doud of AEM, City's Financial Consulting Firm, and City Clerk Green

2. GENERAL DISCUSSION

Administrator Terry and the Council continued the discussion on the Draft 2017 Budget. Council directed Staff to use 4% as the maximum property tax impact for 2017 and to put \$32,000 in contingency for the possibility of restoring the Economic Development Fund or flexibility in other areas.

3. REPORTS

4. ADJOURNMENT

The Workshop was adjourned at 7:24 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 and Timmerman

Members Absent: Councilmembers Julius and Timmons

Also Present: City Administrator Terry, Police Chief Mortenson, City Attorney Poehler, City Engineer Revering, Public Works Superintendent Schweich, Zack Doud 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 Timmerman to approve the agenda as revised.

Add 9di – Fire District Workgroup Meeting Update

Add 9gii – Portable Toilets in City Parks

APIF, MOTION CARRIED

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

Senator Dahle and Representative Vogel gave a presentation to the City Council on updates from the recent Legislative Session and received feedback from City Council on items affecting the City and Scott County.

5. PUBLIC COMMENT

None

6. CONSENT AGENDA

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

- a. Approve Minutes from August 11, 2016 City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. City Code Change Relating to Outdoor Concerts and Events
 - i. Adopt Ordinance 139 Amending City Code Language Relating to Outdoor Concerts and Events
 - ii. Adopt Ordinance 140 Amending the 2016 Fee Schedule
- d. Approve Outdoor Concerts & Events for Crossroads Church
- e. Approve Revised Assistant City Administrator Job Description

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

Award Bids for Woodcrest Sanitary Sewer Pilot Project

At the August 11th Council Meeting, Council directed Staff to contact the low bidders for two contracts being considered for the Woodcrest Sewer Pilot Project. Staff contacted the two bidders (GM Contracting and Quality Flow) and received reduced quotes from both companies. **MOTION** by Councilmember Timmerman, second by Councilmember Berg to award the two contracts and directed Staff to extend the assessment agreements. **APIF, MOTION CARRIED**

9. REPORTS

a. ADMINISTRATION

None

b. PUBLIC WORKS

None

c. POLICE DEPARTMENT

None

d. FIRE DEPARTMENT

Fire District Workgroup Meeting Update

Administrator Terry gave the Council an update on the recently held Fire District Workgroup Meeting. The representatives from New Market Township had not been involved in this group previously, so part of the meeting was focused on updating them on past history and past discussions. The Fire District Workgroup recommendation to the City Council was to use the regular template for the 2016 fire contracts but include more detail on the basis for cost allocation for the charges for fire service. The group decided to start meeting on a regular basis and initiate discussion on reviewing the formula to be

used for allocating fire service costs for the charges for service. Council agreed with the Fire District Workgroup's recommendation for 2016 Fire Contracts for New Market Township and Cedar Lake Township.

e. ENGINEERING

Highway Safety Improvement Application

Engineer Revering updated the City Council on the Highway Safety Improvement Application for the possible roundabout at CSAH 2 and 91. The City of Elko New Market will be the applicant; however the County will help prepare the application with supporting materials from BMI. Application deadline is September 1, 2016.

Capital Improvement (Budgeting) Plan Introduction

The City Council held a discussion on the projects included in the 2016 Five-Year Capital Improvement Plan. Staff was directed to prepare additional information on projects identified in the staff report, except a community center. The Capital Improvement Plan allows for better financial planning by forecasting and tracking future project costs and impacts on the various funding sources.

f. COMMUNITY DEVELOPMENT

None

g. PARKS DEPARTMENT

Written Parks and Recreation Minutes included in Council Packet.

Portable Toilets in City Parks

Zandy Thalhuber addressed the City Council regarding why there are no portable toilets in all City parks. Council and Staff explained to Ms. Thalhuber that the current City policy allows for portable toilets to be placed City parks that have recreational and/or sports programs. The City does not place portable toilets in neighborhood parks. After a lengthy discussion, Council directed Staff to refer this item to the Parks and Recreation Committee for their review and provide a recommendation to the City Council.

h. OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

None

iii. I35 SOLUTIONS ALLIANCE

None

iv. CHAMBER OF COMMERCE

None

v. Community & Civic Events Committee (CCEC)

Clerk Green updated the Council on the last CCEC Meeting which included debriefing on the 2016 Fire Rescue Days and preparations for the upcoming Halloween Party.

vi. 50 By 30 Collective Impact Project

1. Steering Committee – Mayor Crawford updated the Council on the last Steering Committee which included committee reports.
2. Transportation Committee – None
3. Housing Committee - None
4. Work Force Committee - None

10. DISCUSSION BY COUNCIL

Council held a brief discussion on protocol at City Council Meetings. Staff was directed to place this item on the September 8, 2016 agenda.

11. ADJOURNMENT

MOTION by Councilmember Berg, second by Councilmember Timmerman to adjourn the meeting at 9:35 p.m. **APIF, MOTION CARRIED**