

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA
WORK SESSION AND CITY COUNCIL MEETING
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, AUGUST 27, 2015

1. CALL TO ORDER

The Workshop was called to order at 6:00 p.m.

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

Members Absent: None

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

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

Administrator Terry reviewed the Draft 2016 Budget with the Council. Following discussion, the City Council directed Staff to make the following changes and bring back to Council at the next Work Session.

- (a) Hire a full-time police officer in the second quarter of 2016
- (b) Reduce funding of Capital Outlay Buildings to zero for 2016 and then incrementally
- (c) Reduce the Assistant City Administrator's hours from 20 to 18 hours per week
- (d) Eliminate funding of Street Overlay in Capital Outlay and transfer reserves to Capital Project Fund
- (e) Reduce the fund transfer to the Economic Development Fund

5. REPORTS

None

6. ADJOURNMENT

The Workshop was adjourned at 7:32 p.m.

COUNCIL MEETING

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:35 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 Julius to approve the agenda as presented. **APIF, MOTION CARRIED**

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5. PUBLIC COMMENT

None

6. CONSENT AGENDA

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

- a. Approve Minutes from August 13, 2015 City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 15-61 Approving Gambling Permit for A Race Worth Winning - ALS
- d. Adopt Resolution 15-62 Approving the Transfer of Unclaimed Properties to the Commissioner of Commerce for the State of Minnesota
- e. Adopt Resolution 15-63 Amending the Bylaws of the Elko New Market Firefighters Relief Association
- f. Approve Public Works Maintenance Facility Change Order 7

APIF, MOTION CARRIED

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

Authorize Hire of Community Development Specialist

Council held a discussion on the hiring of a full-time Community Development Specialist.

MOTION by Councilmember Timmons, second by Councilmember Berg to approve the job description for the Community Development Specialist; direct Staff to post the Community Development Specialist position; and authorize the City Administrator to hire the position.

APIF, MOTION CARRIED

Administrator Terry asked for the City Council to appoint a councilmember to serve on the interview panel for the Community Development Specialist position. Council appointed Councilmembers Julius and Berg to serve on the interview panel and appointed Councilmember Timmons as alternate if needed. Mayor Crawford stated he would also be available as an alternate on the panel if required.

Sale of Windrose 8th Lots

The Council held a discussion regarding the sale of two City owned lots located in the Windrose Development.

MOTION by Councilmember Timmons, second by Councilmember Stern to start marketing the lots and authorize the City Administrator to negotiate the sale of the property, subject to Council approval.

APIF, MOTION CARRIED

9. REPORTS

a. ADMINISTRATION

Administrator Terry informed the Council that it is time for his annual performance review with the City Council. Administrator Terry went through the performance review process with the Council. Administrator Terry will provide the Council with the performance review form for the Council to complete and return to the City Attorney.

b. PUBLIC WORKS

None

c. POLICE DEPARTMENT

None

d. FIRE DEPARTMENT

None

e. ENGINEERING

Engineer Revering held a brief discussion with the City Council regarding one lot in Woodcrest that may have septic issues when a house is built on this lot.

f. COMMUNITY DEVELOPMENT

City Planner Bob Kirmis and the City Administrator Terry held a discussion with the Council regarding the August 11, 2015 Planning Commission Meeting related to the keeping of chickens in the City's single family residential zoning districts, as an accessory use. The Council reviewed the questions and concerns identified by the Planning Commission. Additionally, the Council indicated in its discussion that it did not have a position on the policy question at this time. The Council provided clarification regarding the feedback that it was seeking from the Planning Commission and directed Staff to refer this item back to the Planning Commission for further review and recommendation. The Council charged the Planning Commission with determining whether or not the keeping of chickens in residential zoning districts (as an accessory use) is an acceptable activity. In this regard, the Council has specifically directed the following:

1. If the Planning Commission feels that such activity should not be permitted in the City, it should provide the following to the City Council:

a. The rationale (or reasons) for such determination.

b. In the event the City Council does not agree with the Planning Commission's determination and directs the preparation of an amendment to allow such activity, a listing of recommended conditions of use allowance.

2. If the Planning Commission feels that the keeping of chickens is an acceptable accessory activity subject to various conditions, a detailed listing of recommended conditions should be provided to the City Council.

At this point, the formal preparation of an amendment has not been directed.

g. PARKS DEPARTMENT
None

h. OTHER COMMITTEE AND BOARD REPORTS

i. SCALE
None

ii. RTF
None

iii. TED
None

iv. MVTA
Councilmember Timmons gave the Council a brief update of the last MVTA Meeting which included:

- Introduction of two new board members
- Discussion on State Fair bus routes (with expanded hours)
- Update that the Shakopee/Prior Lake buses have been migrated to the garage and outfitted
- A presentation on the Cedar Avenue Implementation Plan

v. I35 SOLUTIONS ALLIANCE
Included in the Council Packet was the I35 Solutions Alliance By-laws and minutes.

vi. CHAMBER OF COMMERCE
None

vii. Community & Civic Events Committee (CCEC)
City Clerk Green gave a brief update to the Council on the last CCEC Meeting which included starting preparations for the Halloween Party and a thank you to Councilmember Stern and the Minnesota Wild for donating an autographed hockey stick to be given away at the Halloween Party.

10. DISCUSSION BY COUNCIL

Administrator Terry and the Council held a discussion on the Fire District Workgroup Recommendation on Fire Department Cost Allocation and an Alternative Cost Allocation Approach. The Council confirmed that there were no concerns with the Fire District Workgroup recommendation related to Fire Department cost allocation and using that as the assumption for the 2016 budget and service contract. Council directed Administrator Terry to present the concept of an alternative cost allocation approach to the Fire District Workgroup in September based on a formula weighted on various factors. The Fire District Workgroup will be asked to review the concept and provide suggestions/recommendations for consideration.

Councilmember Berg gave the Council an update from the League of Minnesota Cities Improving Local Economies Policies Committee which included a presentation from Joe Jablonski of Lennar on the developer's perspective on the pros and cons of working with cities and staff. Phil Qualy of

United Transportation Union discussed the Two-person crew size bill, which the League of Minnesota Cities is in favor of and will be providing a letter of support. Councilmember Berg discussed two new policies to be considered at a future policy meeting including State Fence Law and Maintenance of Retaining Walls Adjacent to Public Right of Ways.

Councilmember Timmons inquired as to the status of the Windrose Sign Project.

Mayor Crawford updated the Council on two items from the Metro Cities policy committees he serves on which may affect the City of Elko New Market. These items include discussion on giving the Cities control over speed limits on county roads within their jurisdiction and four counties meeting with Metro governance to lobby their position for changing the governance of Met Council.

11. ADJOURNMENT

MOTION by Councilmember Julius, second by Councilmember Timmons to adjourn the meeting at 8:37 p.m. **APIF, MOTION CARRIED**