

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA  
WORK SESSION AND CITY COUNCIL MEETING  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054  
THURSDAY, SEPTEMBER 8, 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, Police Chief Mortenson, City Engineer Revering, Public Works Superintendent Schweich, Zack Doud of AEM, City's Financial Consulting Firm, and City Clerk Green

2. PRESENTATIONS

Ronald Holbeck, Deputy Director of Emergency Management from the Scott County Sheriff's Office reviewed the purpose of the Hazard Mitigation Plan (HMP) with the City Council.

3. GENERAL DISCUSSION

Administrator Terry and Zack Doud of AEM Financial Solutions gave the Council a presentation on the draft budget materials. The Draft Budget is intended to serve as a starting point for more detailed discussion regarding the 2017 Budget. Staff reminded the Council that they will need to adopt a Preliminary Levy no later than the September 22, 2016 City Council Meeting. The Preliminary Levy sets the maximum levy and the Council may reduce the levy prior to final adoption in December.

To maintain financial flexibility, Council directed Staff to keep the tax impact parameter to 4% for purposes of preparing the Preliminary Budget.

4. REPORTS

5. ADJOURNMENT

The Workshop was adjourned at 7:31 p.m.

COUNCIL MEETING

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:34 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 Berg, second by Councilmember Timmons to approve the agenda as amended.

Move 6g - Approve Major Grading Plan Application to 8a

Add 9a – Adjust Escrow Requirements for Boulder Heights

**APIF, MOTION CARRIED**

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5. PUBLIC COMMENT

Engineer Revering introduced Sara Roepke who will be replacing Justin Ernst at BMI.

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

6. CONSENT AGENDA

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

- a. Approve Minutes from August 25, 2016 City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Approve Renewal Agreement for Animal Control Services
- d. Approve Volunteer Fire Assistance Grant Agreement with the State of Minnesota
- e. Adopt Resolution 16-53 Approving Scott County Hazardous Mitigation Plan
- f. Approve Major Grading Plan Application for Barsness Site – Moved to 8a  
General Business

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

Approve Major Grading Plan Application for Barsness Site

Administrator Terry and the City Council held a discussion on the application for a grading permit for a parcel located at the southeasterly quadrant of the intersection of CSAHs 2 and 91 by Warren Barsness. **MOTION** by Councilmember Timmons, second by Councilmember Julius to approve the grading permit application subject to the execution of the application by all owners prior to commencement of work under the permit subject to the conditions listed in the City Engineer's report dated September 8, 2016. **APIF, MOTON CARRIED**

9. REPORTS

a. ADMINISTRATION

Escrow Adjustment for Boulder Heights

Administrator Terry and the Council discussed the escrow posted by the Boulder Heights Developer. Administrator Terry stated that due to the amount of time previously spent on pre-review of this development, the normal escrow is disproportional and an undue burden for the developer. Staff is recommending the escrow be reduced to \$15,000.00.

**MOTION** by Councilmember Timmons, second by Councilmember Julius to reduce the escrow for the Boulder Heights Development to \$15,000.00. **APIF, MOTION CARRIED**

b. PUBLIC WORKS

Written report included in Council Packet.

c. POLICE DEPARTMENT

Written report included in Council Packet.

d. FIRE DEPARTMENT

None

e. ENGINEERING

Pavement Preservation – Part 1

Engineer Revering and the City Council held a discussion about the preservation of one of the City's largest assets in size and monetary value – its street pavements. At the Council Meeting, Engineer Revering focused on providing the Council with an overview of the City's pavements – how they're built, the components, typical life, types of distresses as they age or wear and types of maintenance, rehabilitation, and reconstruction strategies.

At a future Council Meeting, Engineer Revering will present information about the age and condition of the City's streets from the last inventory. Costs and timing based on age will be discussed to provide the Council with a better idea of the magnitude of the dollars and type of program that the City could face. Funding options will be presented, along with their advantages and disadvantages.

f. COMMUNITY DEVELOPMENT

None

g. PARKS DEPARTMENT

Written Parks and Recreation Update included in Council Packet.

h. OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

Councilmember Timmons gave the Council an update from the last MVTA Meeting which included discussion on ridership and that Jane Kensinger left MVTA to take employment with Bolten & Menk.

iii. I35 SOLUTIONS ALLIANCE

Councilmember Timmons updated the Council on the last I35 Solutions Alliance Meeting which included discussion on green line extension funding and approval of CTIB.

iv. CHAMBER OF COMMERCE

Councilmember Timmerman updated the Council on upcoming Chamber of

Commerce Events including the State of the City.

- v. Regional Council of Mayors  
None
- vi. Community & Civic Events Committee (CCEC)  
None
- vii. 50 By 30 Collective Impact Project
  - 1. Steering Committee - None
  - 2. Transportation Committee – None
  - 3. Housing Committee - None
  - 4. Work Force Committee - None

10. DISCUSSION BY COUNCIL

Protocol at City Council Meetings

The City Council held a discussion on protocol at Council Meetings to provide for public input and feedback while still maintaining efficient meetings. Various strategies were discussed, including having individuals should be recognized and then go to the podium to speak.

11. ADJOURNMENT

**MOTION** by Councilmember Berg, second by Councilmember Julius to adjourn the meeting at 9:01 p.m. **APIF, MOTION CARRIED**