

CITY OF ELKO NEW MARKET  
SCOTT COUNTY, MINNESOTA  
WORK SESSION AND CITY COUNCIL MEETING  
601 MAIN STREET  
ELKO NEW MARKET, MINNESOTA 55054  
THURSDAY, SEPTEMBER 10, 2015

1. CALL TO ORDER

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

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

Members Absent: Councilmember Stern

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

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

Administrator Terry continued the Draft 2016 Budget with the City Council. Council directed Staff to use the last version of the Draft Budget numbers for the Preliminary Budget. Staff will bring the Preliminary Budget back to Council at the September 24<sup>th</sup> Meeting.

5. REPORTS

ADMINISTRATION

Administrator Terry asked for Council feedback on the revised Staff Memorandum format. Council had no concerns and directed Staff and consultants to start using the new format.

Administrator Terry gave the Council an update on the status of the Windrose Lots, seeking feedback regarding a verbal offer for the purchase of the lots. After discussing this item, Council declined the offer and directed staff to counter the offer.

Administrator Terry gave the Council background on the Wastewater Service Agreement the City entered into with the Metropolitan Council in 2010. Administrator Terry informed the Council that Staff has been in contact with the Met Council regarding an option of renegotiating the Elko New Market contract. The Met Council Staff has indicated that a formal request would be required to initiate the discussion. Staff asked for Council direction regarding the initiation of discussions to renegotiate the Wastewater Service Agreement and authorization to use Springsted, Inc. to help assist in the formal request. Council directed Staff to prepare the formal request and utilize Springsted Inc. for assistance in the process.

PUBLIC WORKS

The written report was provided in Council meeting information packet. Public Works Superintendent Schweich informed the Council that he is looking into the feasibility of replacing water meters in the City with new meters that would allow Public Works to read meters at any time. This capability would help Public Works proactively find homes that are having high usage, which could mean a possible water leak. Public Works Superintendent Schweich will keep the Council updated on the result of his research.

#### POLICE DEPARTMENT

Written report included in Packet.

#### FIRE DEPARTMENT

None

#### ENGINEERING

Engineer Revering informed the Council that he will be meeting next week with individuals that are planning on building a home in Woodcrest to discuss the sewer availability.

#### PARKS DEPARTMENT

Assistant Mark Nagel provided the Council with the August 27 Elko New Market Parks Commission Update. Council had no further questions regarding the Update.

#### 6. ADJOURNMENT

The Workshop was adjourned at 7:28 p.m.

### COUNCIL MEETING

#### 1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:31 p.m.

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

Members Absent: Councilmember Stern

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 Timmons, second by Councilmember Berg to approve the revised agenda. **APIF, MOTION CARRIED**

#### 4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

Mayor Crawford, on behalf of the City Council, recognized the following City Staff for their years of service to the City of Elko New Market.

- Corey Schweich 5 Years
- Eve Rudolph 5 Years
- Mark Nagel 5 Years
- Lynette Fredrickson 10 Years
- Tom Terry 10 Years
- Sandra Green 15 Years
- Marty Deutsch 25+ Years

#### 5. PUBLIC COMMENT

Chamber of Commerce President, Rick Luebbert gave the Council an update on Chamber activities including recently held golf tournament, upcoming Internet Safety Seminar and State of the City.

Scott County Commissioner Tom Wolf gave the Council an update of County activities including updates on County Road 91/8 roundabout, I35/CSAH2 and the Orange Line bus tour he participated in for the I35 Solutions Alliance.

6. CONSENT AGENDA

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

- a. Approve Payment of Claims and Electronic Transfer of Funds
- b. Adopt Resolution 15-64 Approving Outdoor Concerts and Events Permit for Bullseye
- c. Approve Preliminary Design Report – I35 Utilities Extensions

**APIF, MOTION CARRIED**

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

Reclassification of full-time Police Officer and authorize hire of full-time Police Officer

Staff requested Council approval for a reclassification of Officer Schroepfer following his request in a change/reclassification from a full-time to a part-time position effective October 2, 2015.

As a result of the request for reclassification, Staff requested Council authorization to hire a full-time police officer to fill the vacancy created by the reclassification.

**MOTION** by Councilmember Timmons, second by Councilmember Berg to approve the reclassification of Officer Schroepfer from full-time to part-time and authorize the City Administrator to hire a full-time police officer to fill the full-time Police Officer vacancy. **APIF, MOTION CARRIED**

Staff held a discussion with the Council regarding the method to be used to fill the full-time Police Officer vacancy (internal hire or posting of position). The City Council directed Staff to post the full-time police officer position. Staff asked for a Council representative to be part of the interview panel for the full-time police officer position. The Council appointed Councilmember Timmons and Mayor Crawford as the City Council representatives to serve on the interview committee panels.

Approve Minutes from August 27, 2015 City Council Meeting

Councilmember Julius requested the Council consider amending the August 27<sup>th</sup> City Council Minutes to provide more detail regarding the Council discussion and direction to the Planning Commission on the keeping of chickens in the City's single family residential zoning districts.

**MOTION** by Councilmember Berg, second by Councilmember Julius to amend the August 27, 2015 City Council Minutes to reflect the language presented to Council at the meeting. **APIF, MOTION CARRIED**

Approve Proposal/Scope of Services and Engineering Agreement for CSAH 2 Development Infrastructure Study

Mayor Crawford asked for Council feedback regarding the language in the agreement stating that the Consultant shall be reimbursed at cost plus an overhead fee (not to exceed 15%) for Direct Expenses when incurred in the performance of the work. Staff and the Council held a discussion on

this item and the Council decided to leave the language in the agreement. **MOTION** by Councilmember Julius, second by Councilmember Timmons to approve Proposal/Scope of Services and Engineering Agreement for CSAH 2 Development Infrastructure Study. **APIF, MOTION CARRIED**

9. REPORTS

a. ADMINISTRATION

Presented at Work Session.

b. PUBLIC WORKS

Presented at Work Session.

c. POLICE DEPARTMENT

Presented at Work Session.

d. FIRE DEPARTMENT

Presented at Work Session.

e. ENGINEERING

Presented at Work Session.

f. COMMUNITY DEVELOPMENT

Administrator Terry and the Council held a discussion regarding whether to hire a Right-of-Way Agent or have Staff negotiate options for easements as part of the I35 Utilities Extension Project. Council directed Staff to retain Wilson Development Services to secure options for easements or right-of-ways.

g. PARKS DEPARTMENT

Presented at Work Session.

h. OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. RTF

None

iii. TED

None

iv. MVTA

None

v. I35 SOLUTIONS ALLIANCE

Councilmember Timmons gave a brief update on the bus tour of the Orange Line she participated in.

vi. CHAMBER OF COMMERCE

Update given during Public Comment.

vii. Community & Civic Events Committee (CCEC)

City Clerk Green gave a brief update to the Council on the last CCEC Meeting.

10. DISCUSSION BY COUNCIL

Councilmember Julius asked the Council if it would be beneficial to have a Councilmember be part of the Fire District Workgroup. Council felt it would be good to have a Councilmember participate in the Workgroup. The City Administrator indicated that having a Councilmember on the Workgroup representing the City would allow staff to better facilitate meetings. Mayor Crawford was appointed by the Council to serve on the Fire District Workgroup.

11. ADJOURNMENT

**MOTION** by Councilmember Julius, second by Councilmember Timmons to adjourn the meeting at 8:45 p.m. **APIF, MOTION CARRIED**