

1) CALL TO ORDER

The meeting was called to order by Mayor Julius at 6:00 p.m.

Members Present: Mayor Julius, Councilmembers Novak, Berg and Schuenke

Members Absent: Councilmembers Timmerman

Also Present: City Administrator/Clerk Terry, Senior Planner Christianson, Attorney Leah Koch, City Planner Skluzacek, City Engineer Revering, Police Chief Juell, Public Works Director Schweich, Assistant Fire Chief Simon, Deputy Clerk Jirak, Matt Yetzer, Rebecca Kurtz and Alan Vanasek

2) PLEDGE OF ALLEGIANCE

Mayor Julius led the Council and audience in the Pledge of Allegiance.

3) ADOPT/APPROVE AGENDA

City Administrator/Clerk Terry advised the Council of the revised agenda removing Consent item 6e. Approve Change to Traffic Control Signage at Windrose Curve and Thomas Avenue Intersection to a future Council Meeting and moving Consent item 6f. Adopt Ordinance No. 248 Amending City of Elko New Market City Code Title 6 Concerning Disorderly Houses to General Business item 8d.

MOTION by Councilmember Schuenke, second by Councilmember Berg to approve the revised agenda.

APIF, MOTION CARRIED

4) PRESENTATION, PROCLAMATIONS AND ACKNOWLEDGEMENTS (PP&A)

None.

5) PUBLIC COMMENT

None.

6) CONSENT AGENDA

MOTION by Councilmember Berg, second by Councilmember Novak to approve the amended Consent Agenda.

- a. Approve May 12, 2022 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 22-33 Approving Outdoor Concerts and Events Permit for CCEC for Fire Rescue Days Parade and Other Events
- d. Resolution 22-35 Amending the Bylaws of the Elko New Market Firefighters Relief Association
- e. ~~Approve Change to Traffic Control Signage at Windrose Curve and Thomas Avenue Intersection~~
- f. ~~Adopt Ordinance No. 248 Amending City of Elko New Market City Code Title 6 Concerning Disorderly Houses~~

- g. Adopt Ordinance No. 249 Amending the Elko New Market City Code by Adding Section 6-5a=14 Dealing with the Possession of Catalytic Converters
- h. Approve State of Minnesota 2022 Voting Equipment Grant Agreement (VEGA-3)
- i. Authorize Preliminary (Boundary and Topographic) Survey for 2024 Downtown Elko New Market Reconstruction Project
- j. Approve Fire Apparatus Change Orders

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None.

8) GENERAL BUSINESS

Main Street Lofts – MWF/Joseph Development

Senior Planner Christianson presented a brief background on a proposed 61-unit multi-family rental housing project, Main Street Lofts, proposed at the intersection of CSAH 2 & 91, as proposed by Joseph Development, along with a preliminary application for Tax Increment Financing. The developer, Joseph Development, indicated that the project is dependent upon the award of Low-Income Housing Tax Credits (LIHTC). Joseph Development applied for LIHTC in 2021 but was not selected for tax credit financing by MN Housing Financing. The ownership has reassessed the Main Street Lofts project and has decided to again pursue a LIHTC application in 2022, for a possible 2023 construction project.

Matt Yetzer from MWF Properties, presented a brief background of the company and recent projects completed by MWF Properties around Southern Minnesota. Yetzer identified changes made to the 61-unit project to be more competitive for MN Housing Financing such as; the need to serve larger families, moved housing units to accommodate four bedroom apartments, increased contribution from Scott County CDA, developed partnerships with another local entity and required an increase of TIF extension from Council. With these revisions to the plan, Yetzer stated this project can be competitive for MN Housing Financing.

Staff is seeking Council support of the project based on the information submitted.

After Council discussion, Council supported the concept plan for a proposed 61-unit multi-family housing development as proposed by MWF Properties, LLC.

MOTION by Councilmember Berg, second by Councilmember Schuenke to:

1. Support Concept Plan (Site Plan “H”) for a proposed 61-Unit Multi-Family housing Development.
2. Adopt Resolution 22-34 Supporting Tax Increment Financing Assistance for a 61-Unit Multi-Family, Affordable Housing Project.
3. Approve Letter of Support for Joseph Development LIHTC Application and Authorize Mayor to Sign.

APIF, MOTION CARRIED

Authorize Hire of Public Works Employee

City Administrator/Clerk Terry asked Council to authorize hiring an additional Public Works position. Terry discussed different funding options with the Council along with the need for this position. After Council discussion, City Council supported the hiring of a Public Works Maintenance Worker I position, however, advised Staff to continue to monitor the Planner I position need.

MOTION by Councilmember Schuenke, second by Mayor Julius to authorize the City Administrator to hire an additional Public Works Maintenance Worker I position.

APIF, MOTION CARRIED

Council Compensation

At the April 28th City Council Meeting, the City Council had discussed compensation for members of the City Council and Commissioners. The Council directed Staff to leave commissioners pay as is and to prepare the appropriate ordinance to amend the salaries of the Mayor and Councilmembers as follows and bring back to the May 26th Council Meeting for review and action.

Mayor - \$500.00 per month
Councilmembers - \$400.00 per month

There were no additional comments from the Council on the topic.

MOTION by Mayor Julius, second by Councilmember Berg to adopt Ordinance 247 Amending the Elko New Market City Code Title 1, Chapter 5 Concerning the Salaries of Mayor and City Council.

AYES: Mayor Julius, Councilmembers Berg and Novak:

NAYES: Councilmember Schuenke, **MOTION CARRIED**

Attorney Koch confirmed that a super majority requirement was not needed to pass Ordinance 247.

Adopt Ordinance No. 248 Amending City of Elko New Market City Code Title 6 Concerning Disorderly Houses

City Administrator/Clerk Terry discussed with the Council the City's Disorderly House ordinance being a tool established to aid Law Enforcement in dealing with problem rental units. This amended ordinance provides an accountability mechanism for law enforcement to management companies that do not address problem tenants, which could create a burden to the City's resources. Terry stated the City Attorney reviewed this ordinance to meet current standards from statutory and case law standpoints and is made as enforceable as it can be.

Mayor Julius stated that he wanted this moved from the Consent Agenda to General Business to get a better understanding of this Ordinance as written.

Chief Juell explained that this Ordinance can be utilized for any business or residence that generates a high volume of nuisance calls.

After Council discussion, Council supported the amendments to the Ordinance.

MOTION by Councilmember Schuenke, second by Councilmember Novak to adopt Ordinance No. 248 Amending the City of Elko New Market City Code Title 6 Concerning Disorderly Houses

9) **REPORTS**

a) Administration

Building Permit and Public Works Software

City Planner Skluzacek presented to Council the background and timeline of reviewing the iWorQ software program for Building Permits and Public Works. Building permit software is used to increase efficiency, integrate inspections scheduling, as well as provide for the tracking and reporting of permits. Key features to the Public Works software include tracking and logging of inventory, purchase orders, managing maintenance schedules, configurable reports, while tracking labor, inventory, parts and material for Public Works Staff. The iWorQ also offers a Community Development suite to include Permit Management, Code Enforcement and Portal Home.

Skluzacek identified reasons for selection of the iWorQ program compared to four other programs researched. Elko New Market's City Building Official already has familiarity with this software which has been utilized by the City of Lonsdale who he also serves. iWorQ has been around for over twenty years with many satisfied customers. Staff is recommending iWorkQ software to the City Council with the cost savings associated with the combined Public Works and Community Development proposal for three-years paid upfront.

After Council discussion, Council agreed that iWorQ could provide efficiency and benefits to City Staff. Council agreed with the three-year combined Public Works and Community Development option and directed Staff to prepare documents and bring back to a future Council meeting for review and action.

b) Public Works

Public Works Director Schweich updated Council that 600 tons of gravel was added to Woodcrest Streets, Main Street and other gravel roads in Elko New Market.

City Engineer Revering updated Council that Public Works Staff took care of the restoration of the last force main project.

c) Police Department

Police Chief Juell updated Council on applications received for the open Full-Time Police Officer position. Juell requested the City Council appoint a member to serve as part of the interview panel for the Police Officer second interview on June 8th. After Council discussion, Councilmember Novak and Mayor Julius will be available as Council representative on the Police Officer Interview Panel.

Chief Juell reported that a bank robbery suspect has been identified and confessed to the recent bank robbery in Elko New Market. The Elko New Market Police Department is working with Scott County Attorney's Office for possible charges.

d) Fire Department
No report.

e) Engineering
No report.

f) Community Development
Senior Planner Christianson updated Council that currently there is a Planning Commission Meeting on Tuesday, May 31 that includes a concept plan review with a 118-unit apartment building. A developer is looking for Planning Commission approval for reguiding a parcel just north of the Elko New Market Commerce Center on the west side of town, just north of Old Town Rd to multi-family.

Christianson updated Council that Staff met with a developer for the 33-acre parcel just north of City Hall and asked to be placed on the Planning Commission Agenda for concept plan review in June.

g) Parks Department
Public Works Director Schweich updated Council on park equipment being installed at the parks.

h) Community & Civic Events Committee (CCEC)
Draft Community & Civic Events Committee Minutes of the May 17, 2022 Meeting included in packet

i) Other Committee and Board Reports

i) Scott County Association for Leadership and Efficiency (SCALE)
No report.

1. Executive Committee
No report.

2. Service Delivery Committee
No report.

ii) I35 Solutions Alliance
No report.

10) DISCUSSION BY COUNCIL

Councilmember Berg advised Council on his disappointment with the MN Legislature – House of Representatives for not passing more bills this year. Berg gave a shout out to his daughter, Stella Berg, for receiving the President's Education Award for outstanding academic excellence in 2022.

11) ADJOURNMENT

MOTION by Councilmember Berg, second by Councilmember Schuenke to adjourn the meeting at 7:26 p.m.

APIF, MOTION CARRIED.

Respectfully submitted by

Lynda Jirak, Deputy Clerk