

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 6:30 p.m.

Members Present: Mayor Crawford, Councilmembers: Berg, Julius, Seepersaud and Timmerman

Members Absent: None

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

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

Review Utility Fund Budgets and Rate Structures Analysis

Finance Director Doud and City Administrator Terry provided the City Council with the 2020 – 2021 Projected Budget. After discussing the 2020 – 2021 Projected Budget, the City Council directed Staff to use the assumptions provided in the presentation.

5. REPORTS (Continued)

a) Administration – 3rd Quarter Financial Report

Finance Director Doud and City Administrator Terry reviewed the 3rd Quarter Financial Report with the City Council.

2019 Pavement Rehabilitation Feasibility Report Update

City Engineer Revering provided the Council with an update on key information from the 2019 Pavement Rehabilitation Feasibility Report which included:

- a. Assessment Amount per Residential Equivalent Density (RED)
- b. Commercial Residential Equivalent Density (RED) Computation
- c. Perpendicular Parking in Downtown Elko

This was an informational item only and no action was required by the Council.

5. ADJOURNMENT

The Work Session was adjourned at 7:27 p.m.

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:30 p.m.

Members Present: Mayor Crawford, Councilmembers: Berg, Julius, Seepersaud and Timmerman

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. OATH OF OFFICE

City Clerk Green gave the Oath of Office to newly elected Councilmember Seepersaud.

4. ADOPT/APPROVE AGENDA

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

Add Reports 10e, 2019 Pavement Rehabilitation Feasibility Report Update

APIF, MOTION CARRIED

5. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

Recognition of Former Planning Commissioner Heather Vetter

Mayor Crawford on behalf of the City Council presented Heather Vetter with a plaque in appreciation of her service on the Planning Commission.

Recognition of Chief Steve Mortenson

Mayor Crawford on behalf of the City Council presented Steve Mortenson with a plaque in appreciation of his twenty-nine (29) years in law enforcement, including eight (8) years with the City of Elko New Market.

6. PUBLIC COMMENT

Scott County Commissioner Tom Wolf gave a brief update to the Council on recent activities within the County including the YMCA being interested in a day camp to be located in New Market Township, election results and that this year there was more voter turnout and absentee voting then in previous years.

7. CONSENT AGENDA

MOTION by Councilmember Berg, second Councilmember Timmerman to approve Consent Agenda.

- a. Approve October 25, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-69 Canvassing Returns of Votes for the City of Elko New Market

- d. Appoint of Interim Chief Law Enforcement Officer
- e. Authorize Hire of Deputy Clerk
 - i. Approve Deputy Clerk Job Description
 - ii. Authorize City Administrator to Hire Position
- f. Approve Renewal of 2019 Employee Benefits Plan
- g. Approve 2019 Salary Schedules

APIF, MOTION CARRIED

8. PUBLIC HEARINGS

None

9. GENERAL BUSINESS

MOTION by Councilmember Julius, second Councilmember Berg to change the order of items on the General Business agenda to allow Item B, Planning Commissioner Appointment to Item A and move Item A, Appeal of Administrative Appeals Board Determination to Item B. **APIF, MOTION CARRIED**

Planning Commissioner Appointment

With the resignation of Kent Hartzler, the City Council established an Interview Committee to review applications, interview applicants and recommend an appointment to the Council to fill this vacancy. At that time the Interview Committee recommended appointment of Thomas Humphrey, who the City Council subsequently appointed.

Following the resignation of Steve Thompson, the City Council recommended that the next top two candidates from the existing pool of applicants be re-interviewed for the position. The next top two candidates, Melissa Hanson and Benjamin Luebbert were contacted to verify continued interest in the position. Mr. Luebbert indicated that he is no longer able to commit to the Planning Commission position. The Interview Committee recommendation to the Council was to appoint Melissa Hanson to the Planning Commission to fill the remainder of Steve Thompson's term.

MOTION by Councilmember Julius, second Councilmember Timmerman to adopt Resolution 18-70 appointing Melissa Hanson to the Planning Commission. **APIF, MOTION CARRIED**

Appeal of Administrative Appeals Board Determination

On October 25, 2018, Sharyn Mertens, on behalf of Mahowald Builders, along with The Farm Townhome Association, submitted an appeal requesting an adjustment be made to their utility account due to excessive irrigation for the month of August 2018.

The City Council was asked to review the determination made by the Administrative Appeals Board regarding excessive irrigation of sod for three new lawns at The Townhomes of the Farm. After discussing this item, along with input from Sharyn Mertens, the City Council upheld the determination made by the Administrative Appeals Board.

MOTION by Councilmember Timmerman, second Councilmember Berg to deny the appeal submitted by Sharyn Mertens, on behalf of Mahowald Builders, along with The Farm Townhome Association. **APIF, MOTION CARRIED**

Zoning Ordinance Amendment, Definitions and B1 Zoning District – Uses

Community Development Specialist Christianson reviewed with the City Council the recently considered amendments by the Planning Commission to the City’s Zoning Ordinance which would simplify the list of permitted and conditional uses in the B1 Neighborhood Business zoning district. The B1 zoning district allows a fairly wide variety of uses including various retail, service, and restaurant type uses. The changes being recommended by the Planning Commission at this time will make it easier for certain businesses to locate (office uses and (commercial) daycare facilities, in particular) by allowing them as “permitted uses” as opposed to the current requirement that they are a “conditional use”. In addition, the previous lengthy list of retail uses has not been simplified into a more general “retail” category. The proposed changes to the B1 zoning district requirements also triggered changes to several other sections of the City Code, primarily the “Definitions” and “Parking” sections of the code.

MOTION by Councilmember Julius, second Councilmember Timmerman to adopt Ordinance No. 179 Amending City Code Concerning Definitions, Daycare Facilities, Parking Regulations and Permitted and Conditional Uses. **APIF, MOTION CARRIED**

MOTION by Councilmember Timmerman, second Councilmember Julius to adopt Summary Ordinance No. 180 which is a summary ordinance of Ordinance No. 179. **APIF, MOTION CARRIED**

Authorize City Administrator to Post Planning Commission Vacancy and Appointment of Selection Committee.

Due to the resignation of Heather Vetter from the Planning Commission effective October 24, 2018, Staff asked the Council to authorize the posting of the vacancy. Staff also recommended that the Council appoint a Selection Committee to review the applications, interview candidates and make recommendation(s) to the City Council.

MOTION by Councilmember Julius, second Mayor Crawford to authorize the City Administrator to post the Planning Commission vacancy and Appoint Councilmember Timmerman, Administrator Terry, Community Development Specialist Christianson, and Planning Commission Chair to the Selection Committee. **APIF, MOTION CARRIED**

10. REPORTS

b) ADMINISTRATION

League of Minnesota Cities and Metro Cities Policies

The City Council held a discussion on proposed policies for both the League of Minnesota Cities and Metro Cities, along with a discussion regarding sending a Councilmember to the annual meeting to represent the City and vote on policies.

MOTION by Councilmember Berg, second Councilmember Timmerman to support the proposed legislative policies for both the League of Minnesota Cities and Metro Cities and appoint Mayor Crawford to serve as Council representative at the annual meeting.
APIF, MOTION CARRIED

3rd Quarter Financial Report

This item was presented at the Work Session.

c) PUBLIC WORKS

Written report included in Council Packet.

d) POLICE DEPARTMENT

Written report included in Council Packet.

e) FIRE DEPARTMENT

None

f) ENGINEERING

2019 Pavement Rehabilitation Feasibility Report Update

Presented at Work Session

g) COMMUNITY DEVELOPMENT

Wagner Properties Letter

Community Development Specialist Christianson discussed a letter received from Wagner Properties dated October 5, 2018 regarding potential annexation and future land uses for a 73 acre property owned by Wagner Properties located adjacent to I-35/Irving Avenue.

This was an information item only and no action was required by the Council.

h) PARKS DEPARTMENT

Written Parks Commission Update included in Council Packet.

i) OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

None

iii. I35 SOLUTIONS ALLIANCE

None

iv. CHAMBER OF COMMERCE

Councilmember Julius mentioned that the Chamber of Commerce will be holding their annual Tree Lighting on Saturday, December 1, 2018.

v. REGIONAL COUNCIL OF MAYORS

None

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

None

vii. DOWNTOWN IMPROVEMENT COMMITTEE

None

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

- Steering Committee – None
- Transportation Committee –None
- Housing Committee – None
- Work Force Committee –None

11. DISCUSSION BY COUNCIL

None

MOTION by Councilmember Berg, second Councilmember Julius to adjourn the Business Meeting at 8:30 p.m. for the performance evaluation for City Administrator Tom Terry, per State Statue 13D.05. **APIF, MOTION CARRIED**

12. CLOSED MEETING

The City Council conducted the performance evaluation for the City Administrator in closed session.

12. ADJOURNMENT

MOTION by Councilmember Julius, second by Councilmember Timmerman to adjourn the meeting at 9:36 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk