

CITY COUNCIL WORK SESSION

March 22, 2018

Minutes

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, Timmerman and Timmons

Members Absent: None

Also Present: City Administrator Terry, City Engineer Revering, Community Development Specialist Christianson and City Clerk Green

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

2040 Comprehensive Plan Update

Community Development Specialist Christianson and City Engineer Revering provided the City Council with an overview on “What is a Comprehensive Plan”, including:

- i) Comprehensive Plan is a document designed to guide the future growth of a community and a vision for the future.
- ii) Comprehensive Plan covers a wide variety of topics, such as land use, economic development, transportation, infrastructure, housing, parks, natural resources and more.
- iii) Comprehensive Plan recommends policies to address future growth, and is typically designed as a technical document to be used by government officials when making decisions about zoning or capital improvements.
- iv) Comprehensive Plan is intended to be used daily to inform and guide developers, staff, City decision making, budgets, projects, policies and programs.

Community Development Specialist Christianson and City Engineer Revering presented the draft Land Use, Transportation and utility system plans to the Council. This was an informational gathering discussion only and no action was required.

5. REPORTS (Continued)

None

6. ADJOURNMENT

The Work Session was adjourned at 7:28 p.m.

City Council Business Meeting

MARCH 22, 2018

MINUTES

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, Timmerman and Timmons

Members Absent: None

Also Present: City Administrator Terry, Assistant City Administrator Nagel, City Attorney Poehler, City Engineer Revering 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.

APIF, MOTION CARRIED

4) PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5) PUBLIC COMMENT

None

6) CONSENT AGENDA

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

- a. Approve March 8, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-11 Approving an Outdoor Concerts & Events Permit for Boy Scouts Troop 325
- d. Adopt Resolution 18-12 Approving a One Day Temporary On-Sale Liquor License for St. Nicholas Church

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None

8) GENERAL BUSINESS

Concept Approval and Preparation of Encroachment Agreement for Elko Express Fence

Assistant City Administrator Nagel gave the City Council a short presentation on a request received from the Elko Express Baseball Club to construct gates and a fence to control access to their field.

The intent is to enable the Club to better control spectators entering the ball park for a ball game, plus ensure that all admission fees are collected.

The Parks Commission, City Attorney, Staff and a representative from the Elko Baseball Club developed a concept that would meet the needs of the Club while preserving the legal requirement of Old Elko City Hall Park remaining open to the public. The City Attorney determined that the best legal approach to granting this request was to have an Encroachment Agreement that would detail the terms of constructing the fence on City property.

MOTION by Councilmember Julius, second Councilmember Timmerman to approve concept and authorized preparation of an Encroachment Agreement for the Elko Express Fence. **APIF, MOTION CARRIED**

The Encroachment Agreement for the Elko Express Fence will be brought back to Council for approval at the April 12, 2018 City Council Meeting.

CSAHs 2 and 91 Roundabout Concept Design Decisions Discussion

City Engineer Revering and Aaron Warford from Bolton & Menk, Inc. gave the City Council a presentation on the concept work completed and feedback obtained from the community for the proposed roundabout to be constructed in 2020 at the intersection of CSAHs 2 and 91 and asked for Council direction if any add-on features are to be included in the project as it moves next into the preliminary design phase.

After the presentation and discussion on the item, the City Council endorsed the roundabout configuration presented by BMI. The Council reviewed the roundabout add-ons selection and made the following determination:

<u>Add-on</u>	<u>Include (Y or N)</u>
Base Roundabout	y
Left Turn Grading	y
Left Turn Lane	n
Median Extension to Aaron Drive	n
CR91 Shared Use Path Connection	y
CSAH 2 Shared Use Path Connection	y
Continuous Lighting (Acorn)	y
Downtown Lighting (Acorn, Enhanced)	y
Roundabout Enhancements	Maybe Later
Landscaping	Maybe Later
Monuments	n
Pavement Treatments	n
Site Furnishings/Amenities (Banner poles + 4 benches)	n

Request for Interpretation on Application of Fees to Parcels with SSTS and Wells

City Engineer Revering and the Council discussed the application process for the City’s trunk and connection fees to parcels with an existing well and/or SSTS seeking to hook up to City infrastructure.

Staff asked for Council guidance on hookups where sewer and/or water infrastructure is already available, was typically paid for by a developer or the City, and trunk or connection fees have not been paid. During the discussion of this item, the Council noted that the City incurs costs and collects fees to help offset costs associated with City utilities and, therefore, directed Staff not to waive the trunk fee for parcels where sewer or water is available. In regards to the past Joint Sewer Board policy to provide a credit in certain situations that expired in 2011, the Council was not in favor



applying that credit.

9) REPORTS

a) ADMINISTRATION

None

b) PUBLIC WORKS

None

c) POLICE DEPARTMENT

None

d) FIRE DEPARTMENT

Administrator Terry updated the City Council that a new vehicle has been purchased for the Fire Chief.

e) ENGINEERING

None

f) COMMUNITY DEVELOPMENT

Draft March 6, 2018 Planning Commission Meeting Minutes were included in Packet.

Community Development Specialist Christianson gave the Council a brief update on the upcoming Planning Commission Meeting to be held on Tuesday, March 27th.

g) PARKS DEPARTMENT

None

h) OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

None

iii. I35 SOLUTIONS ALLIANCE

None

iv. CHAMBER OF COMMERCE

None

v. REGIONAL COUNCIL OF MAYORS

None

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

City Clerk Green gave a very brief update on the upcoming Annual Egg Hunt to be held this Saturday, March 24th at Eagle View Elementary School.

vii. DOWNTOWN IMPROVEMENT COMMITTEE

None

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

1. Steering Committee – Mayor Crawford updated the Council on the recently held housing ISY and that 50 X 30 is working on a study with university students on what transportation issues they are encountering getting to work.
2. Transportation Committee – Councilmember Julius gave the City Council a brief update of the ISY he attended and that he felt there was nothing new learned at this event.
3. Housing Committee – None
4. Work Force Committee – None

10) DISCUSSION BY COUNCIL

Councilmember Berg informed the Council that New Market Township Board held their election and two new members were voted into office. Councilmember Berg felt the City Council should reach out to the New Market Township Board to continue relationship building.

Councilmember Berg stated that New Prague and Lonsdale are partnering regarding parks. Mayor Crawford stated he felt New Prague would be willing to partner with the City of Elko New Market.

11) ADJOURNMENT

MOTION by Councilmember Timmons, second by Councilmember Timmerman to adjourn the meeting at 10:03 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk