

CITY COUNCIL WORK SESSION

March 8, 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 Attorney Poehler, Police Chief Mortenson, City Engineer Revering, Public Works Superintendent Schweich, Community Development Specialist Christianson and City Clerk Green

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

Sketch Plan Review of Proposed PUD Zoning & Preliminary Plat, Barness 1st Addition

Community Development Specialist Christianson provided the Council with the following update from the March 6, 2018 Planning Commission Meeting regarding the Sketch Plan Review for Proposed PUD Zoning & Preliminary Plat, Barness 1st Addition.

Mayor Crawford asked Community Development Specialist Christianson to present her memorandum dated March 6, 2018 related to the Barsness PUD (Planned Unit Development) sketch plan review application and a summary of the Planning Commission feedback.

Christianson stated that the City has been working with Warren Barsness regarding a possible commercial development located at the southeast quadrant of County Road 2 and County Road 91 for several years. She stated that City staff had received concept plan drawings in the summer of 2016 and provided staff level comments to Mr. Barsness and his development team at that time. Christianson stated that Mr. Barsness had formally submitted an application for Sketch Plan review of a proposed Planned Unit Development and Plat, and was seeking Planning Commission and City Council input on the project. The Planning Commission reviewed the application at their March 8, 2018 meeting and Planning Commissioner Chairman Thompson was present at the City Council workshop.

Christianson then described the following components of the commercial project:

- A combination gas station and grocery/convenience store containing approximately 7,956 square feet
- A 1,920 square foot car-wash containing two drive-through bays

- An attached 2-story speculative office, retail and storage building containing approximately 19,248 square feet
- Two speculative buildings to be included in future phases

Christianson provided an overview of the purpose PUD, planned unit development and stressed that requested ordinance deviations associated with PUD's are intended to be allowed only when a "trade-off" of sorts takes place which results in a higher quality development product than would otherwise be achieved through standard zoning.

Community Development Specialist Christianson summarized her planning report and provided a PowerPoint review of the following issues:

- Consistency with the City's Comprehensive Plan
- Rezoning issues and evaluation criteria
- Summary of requested PUD flexibilities (from B-1, Neighborhood Business District standards)
- Lot size and setback criteria
- Building design requirements
- Pump island, fuel island canopy and commercial car wash design requirements
- Site circulation near the gas station
- Off-street parking and loading requirements
- Trash handling
- Landscaping, lighting and signage requirements
- Easement requirements under City Subdivision Ordinance
- Wetland, floodplain, DNR Protected Water issues
- Utility issues including stormsewer, water and sanitary sewer
- Park and trail requirements
- Access, road and transportation issues
- Future roundabout design, and options for site access

At the conclusion of her presentation, Christianson stated that Staff and the Planning Commission are supportive of the proposed uses upon the property and suggested that restaurants be included in the allowable uses. Christianson specifically reviewed several Ordinance deviations (PUD flexibilities) that are supported by the Planning Commission, and reviewed the design-related issues that the Planning Commission recommended be addressed as the project moves forward. Areas of concern included the following:

- Concerns with proposed building design and materials
- Concern with proposed landscaping around motor fuel station
- Potential concern with width of proposed drainage and utility easements, depending on ultimate site design
- Concern with trails (proposed to be "by others")

- Concern with lack of vehicle stacking spaces for vehicles entering car wash and car wash location / design
- Concern with lack of off-street loading area and area for garbage dumpster
- Concern regarding proposed access and lack of turn lanes into the property

Following Community Development Specialist Christianson's presentation, City Engineer Rich Revering described the conceptual roundabout design and outlined options for access to the site. He noted that if a southbound access from Co Rd 91 is desired now or in the future, that should be incorporated into the roundabout design at this time.

The property owner (Warren Barsness) and the property owner's development representative (Dale Runkle) were present at the meeting. The following comments were offered by the developer:

- County Road access-related concerns can be addressed.
- He somewhat questioned the need for the site access off of Co Rd 91
- Ample area exists upon the site for the maneuvering of fuel trucks, and the proposed fuel supplier has verified this.
- The layout of the proposed gas pump islands was prepared by motor fuel station professionals.
- A garbage dumpster will be incorporated into future plans
- The building can be designed with many optional finishes, and can be designed to incorporate a brick or stone look.
- The PUD has been requested as a means to accommodate development upon a parcel which has very limited buildable area. It was contended that development of the parcel likely would not be possible without flexibilities afforded by the PUD, due to wetland and access issues.

Following Community Development Specialist Christianson's presentation and applicant comments, the City Council offered comments/questions related to the following:

- The City Council is generally supportive of the various uses that are proposed on the site.
- The applicant/developer needs to address numerous design-related issues on the site as outlined in the staff report.
- Additional detail related to building finishes is needed.
- Concern exists related to vehicle stacking space provided for the proposed carwash and related impacts on site circulation.
- Additional landscaping needs to be provided.
- Access and trail locations on the site should be coordinated with the design of the County Road 2/County Road 91 roundabout.

Following receiving the recommendations of the Planning Commission on the Sketch Plan Review of Proposed PUD Zoning & Preliminary Plat, Barsness 1st Addition.

After Council discussion on this item, receiving recommendations of the Planning Commission, receiving input from Warren Barsness, Dale Runkle, Planning Commission Chair Thompson, the City Council agreed with the recommendations set forth by the Planning Commission, as follows:

The following City Code deviations are supported:

- Building setback deviation for building on Lot 1 – 12’ from side
- Wetland setback deviation for buildings on Lot 2 – 10’ from wetland
- Side setback deviation for building on Lot 2
- Building setback deviation for building on Lot 3 – 53’ from front row
- Stormwater pond setback for building on Lot 3 – 10’
- Wetland setback for building on Lot 3 – 30’
- Wetland buffer setback to 0’, as depicted on site plan
- Requirement that 25% of lot be landscaped

The following City Code deviations are not supported:

- Deviation for building materials on motor fuel station (gateway to City)
- Deviation for car wash stacking spaces (negatively affects internal site circulation at gas station)
- No off-street loading area (high likelihood that loading space will be needed for convenience store and other deliveries)
- No garbage dumpster area

The following items should be considered as part of the forthcoming Development Stage PUD and preliminary plat applications:

1. The developer must enter into a Planned Unit Development Developer’s Contract with the City of Elko New Market, and the Agreement must be approved by the City Council prior to final plat approval of the site.
2. Subject to the City Engineer’s memo dated March 6, 2018.
3. Final development, grading and construction plans must be approved by the City Engineer, Public Works Director and Community Development Specialist prior to final plat approval.
4. Additional descriptive information should be provided regarding the meaning of the requested “storage” use.
5. The B1 Neighborhood Business District standards apply to the development, except as specifically noted in the table describing allowable variations.

6. All approvals should be subject to the approval of all wetland applications, including wetland boundary concurrence and approval of the wetland replacement plan.
7. The developer shall submit a letter explaining how the project, as proposed, meets the intended goals of a PUD and how the development will exceed City design requirements to offset the effect of (PUD) variations to required design standards.
8. Cross access easements will be needed to ensure perpetual access to Lot 1.
9. The proposed motor fuel station canopy must be setback 30' from the right-of-way lines and shall meet the design requirements of Section 11-26A-4 of the City Code. Additional details regarding the proposed fuel station canopy should be provided with the PUD application.
10. Brick and/or stone features shall be integrated into the front building façade of the motor fuel station building to meet the requirements of Title 11-26A-4 of the City Code.
11. Buildings will be required to have increased design standards as a “trade-off” for the PUD variations. The building facades visible from public rights-of-way shall incorporate detail using colors, textures, and varying material treatments to break up the facades and provide a high degree of aesthetic treatments. The predominant exterior building material for the buildings on proposed Lots 2 & 3 shall consist of brick or stone. At least 40% of the front facing façade shall consist of windows.
12. The site plan shall be revised to show 24' between the pump islands, as required by Title 11-26A-4 of the City Code.
13. The building renderings shown on the “Concept Elevation” drawing dated 11/29/17 should be revised to clearly reflect single fueling stations, or the rendering should be removed from the plans.
14. The plans shall be revised so that the required car wash stacking spaces are provided and clearly identified, and do not create any conflicts with the traffic circulation on the site.
15. The plans shall be revised to depict the required off-street loading space as required by Title 11-9-11 of the City Code.
16. The developer shall submit WB-62 and other truck turning movement templates / diagrams to ensure that there is adequate space within the site for large trucks and fuel suppliers to maneuver.
17. Future submittals should incorporate the location for a garbage dumpster which meets the requirements of Section 11-4-3 of the City Code.

18. The developer must provide calculations for the amount of proposed green space located outside of the wetland area to determine the percentage of proposed green space / landscaped area within the site.
19. The landscape plan shall be amended to remove the proposed willow trees located near the stormwater ponds, add trees in possible parking lot bump-out areas, and add flowering perennials throughout the site.
20. The lighting plan shall be amended to meet the requirements of Title 11-4-7 of the City Code; the plan submitted exceeds the allowable 1 foot-candle reading at the property line.
21. The Planning Commission is open to a reduced drainage and utility easement along the perimeter of the site if the site can be significantly enhanced in terms of design and landscaping, and it is demonstrated that the site and surrounding area can function with the reduced easement area.
22. The proposed public street access into the property shall be redesigned to address the comments of the City Engineer and Public Works Director.
23. The Planning Commission is open to considering a reduced setback for the perimeter parking lot curbing (15' standard requirement) if the site can be significantly enhanced in terms of design and landscaping.
24. The developer will be required to provide for turn-lanes into the site. Turn lanes include an east-bound right turn lane on Co Rd 2, and both a north-bound right turn lane and a south-bound left turn lane from Co Rd 91. Two possible options for design and construction of the turn lanes into the site include:
 - a. The developer may design and construct the turn lanes into the site, as required by Scott County.
 - b. The east-bound right turn lane, a north-bound right turn lane, and a south-bound left turn lane into the site could be designed and constructed in conjunction with the proposed roundabout project, with all costs associated with the turn lanes being placed in escrow with the City by the developer. The turn lane will benefit the subject property and therefore the developer/property owner should bear costs associated with the proposed turn lane. (This method would need to be approved by Scott County and would require timing coordination.)
25. The plans shall be amended to depict a 10' trail along the north and west sides of the property. The Planning Commission recommends that, if the City Council is proposing a larger trail project as part of the future roundabout project construction, the trails adjacent to the subject property be incorporated into the roundabout project, with the cost being borne by the developer. If the City Council elects not to construct

- a larger trail project with the roundabout project, the trails should be constructed by the developer at the time of development of the site.
26. The plans shall be amended to clearly depict a pedestrian route from the perimeter trail/sidewalk system into the proposed motor fuel station building.
 27. Stormwater calculations must be approved by the City Engineer and Scott County.
 28. The plans shall be amended to show the existing wetland areas and proposed stormwater ponds in outlots, to be dedicated to the City, rather than in easements as currently depicted.
 29. The developer shall contribute cash in-lieu-of park land dedication, as recommended by the Parks Commission.
 30. An emergency /rapid access system will be required on the proposed commercial buildings at the time of construction.

5. **REPORTS (Continued)**

None

6. **ADJOURNMENT**

The Work Session was adjourned at 7:39 p.m.

City Council Business Meeting

MARCH 8, 2018

MINUTES

1) CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:46 p.m.

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

Members Absent: None

Also Present: City Administrator Terry, City Attorney Poehler, Police Chief Mortenson, 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 Timmons, second by Councilmember Julius to approve the revised agenda.

Add 9a - Department Heads Attendance at Council Meetings

Add 9d – Fire Department Updates

APIF, MOTION CARRIED

4) PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5) PUBLIC COMMENT

None

6) CONSENT AGENDA

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

- a. Approve February 22, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-09 Approving Temporary Liquor License for St. Nicholas Church
- d. Adopt Resolution 18-10 Approving One Day Gambling Permit for St. Nicholas Church
- e. Approve Adelman Sub Grant Agreement
- f. Approve Lakeville awarding a contract to Midwest Safety Counselors, Inc (MSC) to provide service to the Regional Safety Group.

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None

8) GENERAL BUSINESS

City Engineering Services

The City's Fiscal Policy regarding consultants requires that at least every three years, the City will evaluate the performance and cost of professional services received and determine if the City will renew a service agreement with the consultant or seek written proposals from service providers.

The Council has periodically reviewed its municipal engineering consultant pursuant to policy and found the services provided by the current City Engineer to be satisfactory or better with regards to performance and cost. The City Council did not feel that it was necessary to seek written proposals from other service providers at those times. However, it has been ten years since the last time the City sought proposals for engineering services; therefore, the City Council determined it is reasonable, appropriate and in the public's best interest to seek written proposals for engineering services at least every nine years, regardless of performance or cost.

In 2017, the City Council directed Staff to initiate a Request for Proposals (RFP) process for City Engineering services. The Council established a Selection Committee to review the proposal and make a recommendation to the City Council for City municipal engineering services.

The City received proposals from six firms, including the current engineering consultant. The Selection Committee completed evaluations on all six proposals, interviewed the top two firms and recommended Bolton-Menk Inc. (BMI) as the City Engineering service.

MOTION by Councilmember Julius, second by Councilmember Timmerman to authorize the City Administrator to negotiate a Services Agreement with Bolton-Menk Inc. for municipal engineering services. **APIF, MOTION CARRIED**

9) REPORTS

a) ADMINISTRATION

Department Heads Attending Council Meetings

Administrator Terry asked for Council direction regarding Department Heads attending Council Meetings. After discussing this item, Council determined it is not necessary for Department Heads to attend a meeting if he/she does not have an item on the agenda other than monthly report, unless they feel it is necessary. If the Council has any questions they would like a Department Head to respond to at a Council Meeting, the Department Head will be requested to attend a Council Meeting. Councilmember Timmons stated she would like to have the Police Chief attend Council Meetings, if he was alright with that, for security purposes. Chief Mortenson informed the Council that upcoming agenda items are discussed at Project Staff Meetings, allowing Department Heads to determine if they should attend the meeting or not.

b) PUBLIC WORKS

Report included in Council Packet. Superintendent Schweich gave the Council an update on the hiring status for the seasonal maintenance worker position in Public Works.

c) POLICE DEPARTMENT

Report included in Council Packet. Police Chief Mortenson gave the Council an update on the hiring status for the full-time police officer position.

d) FIRE DEPARTMENT

Administrator Terry updated the City Council that New Market Township had approved the 2017 and 2018 through 2020 Fire Contracts.

In April the Fire Relief Association will be coming to Council with a benefits change request. The change will be fairly substantial due in part to the performance of their investments last year, but the biggest change is actually the funding level being reduced from a minimum of 110% to 107%. This will allow the Fire Relief a year where they can take that reduction amount and put into the increased benefit level which will result in a one year big increase. The amount they are asking for is in excess of \$7000 per year of service and puts them very highly ranked within the State with regards to level of benefits.

e) ENGINEERING

Engineer Revering updated the City Council that the public outreach portion of the 2/91 Roundabout Concept Design Project has been completed per Scope of project. The public outreach portion included a business advisory meeting where downtown businesses were contacted by email and telephone of the date, time and location of the meeting. There was also a Public Open House held which was advertising mostly by Social Media on the City's Facebook Page and Next Door. The majority of individuals attending were from the township.

The purpose of both meetings was to find out what additional features beyond the roundabout the community was interested in. There was a tremendous amount of interest, especially in the business advisory meeting, in the roundabout design itself.

Engineer Revering inquired if the Council was satisfied with the level of public outreach done or if the Council felt the need for further community outreach or interaction in some type of manner. Council felt there was no need for further community outreach on this project at this time.

f) COMMUNITY DEVELOPMENT

Community Development Update included in Council Packet. Community Development Specialist Christianson informed the Council that an interior finish permit had been issued to the new coffee shop located in the strip mall owned by Joe Friedges. Council held a discussion on possible ways to attract developers at the I35 Industrial Park.

g) PARKS DEPARTMENT

Parks and Recreation Update included in Packet.

h) OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

Mayor Crawford updated the Council that MVTA had their Drivers of the Year Awards Presentation.

iii. I35 SOLUTIONS ALLIANCE

Councilmember Timmons gave a brief update of the last I35 Solutions Alliance Meeting which included discussions on I35 schedule of shutdowns, links to MNDOT regarding shutdown dates and 511 App that provides real time updates. Staff will put both links on the City's Facebook Page.

iv. CHAMBER OF COMMERCE

Council discussed attendance scheduling of City Staff and Councilmembers at Chamber Board Meetings. Rick Luebbert gave an update on Chamber of Commerce upcoming activities, including the April 5th Point of Impact Event and State of the City.

v. REGIONAL COUNCIL OF MAYORS

None.

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

City Clerk Green updated the City Council of the upcoming Annual Egg Hunt to be held on March 24th at Eagle View Elementary School.

vii. DOWNTOWN IMPROVEMENT COMMITTEE

Councilmember Julius updated the Council that only one other committee member attended the last meeting. Due to lack of attendance at the meeting, the committee was unable to go into detail on items on the agenda. Councilmember Julius stated that when it gets closer to spring, the committee will be discussing in more detail plans for implementation of current and future projects.

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

1. Steering Committee – Mayor Crawford stated there was a round table held last Saturday but he had not heard how the event went.
2. Transportation Committee – None
3. Housing Committee – None
4. Work Force Committee – None

10) DISCUSSION BY COUNCIL

Councilmember Julius and the Council discussed creating some standards/criteria to allow Council to set expectations for Parks and Planning Commissioners. Council directed Staff to place this item on an upcoming Work Session Agenda.

Mayor Crawford suggested that the Council attend at least one of the Parks and Planning Commission Meetings.

11) ADJOURNMENT

MOTION by Councilmember Timmons, second by Councilmember Timmerman to adjourn the meeting at 9:10 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk

