

CITY COUNCIL WORK SESSION

April 12, 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, Assistant City Administrator Nagel, Police Chief Mortenson, City Engineer Revering and Community Development Specialist Christianson

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

MVTA Presentation on Transit

Luther Wynder, Richard Crawford and Matthew Rosenbloom-Jones of the Minnesota Valley Transit Authority (MVTA) provided the City Council with a presentation on potential service concepts and funding opportunities for transit in Elko New Market. The Council directed staff to continue working with MVTA on refining information on service, funding and costs for further discussion.

5. REPORTS (Continued)

None

6. ADJOURNMENT

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

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, Police Chief Mortenson, City Attorney Poehler, City Engineer Revering and Community Development Specialist Christianson.

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 Timmerman to approve the revised agenda.

- a) 6k Recycling Program Agreement with Scott County – pulled from agenda

APIF, MOTION CARRIED

4) PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5) PUBLIC COMMENT

Scott County Sheriff Hennen introduced himself to the City Council and informed the Council of the good working relationship between Scott County and the Elko New Market Police Department.

Scott County Commissioner Wolf agreed what Scott County Sheriff's Department and Elko New Market Police Department work very good together. Commissioner Wolf informed the Council that two new members were elected to the New Market Township Board and that one member had resigned from the New Market Township Board.

6) CONSENT AGENDA

MOTION by Councilmember Julius, second Councilmember Timmons to approve Consent Agenda as amended.

- a. Approve March 22, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Resolution 18-13 Approving Outdoor Concerts and Events for Tapestry Church

- d. Adopt Resolution 18-14 Approving Outdoor Concerts and Events for Fire Rescue Days Parade and Other Events
- e. Adopt Resolution 18-15 Approving a Gambling Permit for A Walk Worth Winning – ALS
- f. Adopt Resolution 18-16 Appointing A Community and Civic Events Committee for 2018 Year Terms
- g. Approve Agreement with Vanguard Cleaning Systems for Janitorial Services
- h. Consumer and Commercial Fireworks
 - i. Adopt Ordinance No. 167 Amending Title 4 By Adding Chapter 9 Concerning Fireworks
 - ii. Adopt Ordinance No. 168 Amending Title 6 By Adding Chapter 5A Concerning Fireworks
 - iii. Adopt Ordinance No. 169 Summary of Ordinance No. 167
 - iv. Adopt Ordinance No. 170 Amending Fee Schedule Concerning Fireworks
- i. Adopt Resolution 18-19 Amending the Bylaws of the Elko New Market Firefighters Relief Association
- j. Adopt Ordinance No. 163 Amending Title 11-8-3 of the City Code Concerning Commercial Vehicle Parking - **Moved to Business 8a**
- k. ~~Approve Recycling Program Agreement with Scott County and Authorize the~~
- l. Approve Encroachment Agreement between the City and Elko Express Baseball Club

APIF, MOTION CARRIED

7) PUBLIC HEARINGS

None

8) GENERAL BUSINESS

Adopt Ordinance No. 163 Amending Title 11-8-3 of the City Code Concerning Commercial Vehicle Parking

Gene Meger, 41 West Louis Street addressed the City Council regarding language that had been deleted from the amended Ordinance No. 163 relating to commercial vehicles parking on the street when doing a delivery service. Administrator Terry recommended the Council table this item until after Business Item 8c to allow Staff time to review the draft ordinance language. **MOTION** by Councilmember Julius, second by Councilmember Timmons to table discussion on Ordinance No. 163 Amending Title 11-8-3 of the City Code Concerning Commercial Vehicle Parking until after General Business Item 8c discussion. **APIF, MOTION CARRIED**

Approve Conducting a Community Survey with Morris Leatherman Firm and Provide Feedback on Content of Survey

The City Council held a discussion on retaining the Morris Leatherman Firm to conduct a community survey to provide information on public service performance and data for the City’s annual budgeting process and policy discussions. Council had no changes to the proposed survey.

MOTION by Councilmember Timmons, second Councilmember Timmerman to approve Conducting a Community Survey with Morris Leatherman Firm. **APIF, MOTION CARRIED**

Consider the Request for Reduction in Development Fees for Christmas Pines

The Council held a discussion regarding from a policy standpoint, whether the City should apply development fees that are in place at the time of preliminary plat approval, or development fees that are in place at the end of final plat approval. Historically, the City has applied development fees that are in place at the time the final plat and development contract are approved. After a lengthy discussion, Council directed Staff to apply development fees that are in place at the time of final plat approval.

In May of 2017, Garry Tupy from On-Site Marking Company submitted an application for preliminary plat approval for Christmas Pines Development which was approved in June of 2017. On-Site Marketing is requesting the City Council deviate from the practice that the City has historically applied and are requesting the Council allow the Christmas Pines Development to pay the 2017 development fees instead of the 2018 development fees at Final Plat. The City Council applied the outcome of the general discussion on development fees to the Christmas Pines request.

MOTION by Councilmember Timmons, second Councilmember Timmerman that 2018 development fees be applied to the Christmas Pines Development for final plat. Ayes: Mayor Crawford, Councilmembers Berg, Timmerman and Timmons and Abstain Councilmember Julius due to possible conflict of interest. **MOTION CARRIED**

MOTION by Councilmember Timmerman, second Councilmember Timmons to untable the discussion relating to Ordinance No. 163 Amending Title 11-8-3 of the City Code Concerning Commercial Vehicle Parking. **APIF, MOTION CARRIED**

MOTION by Councilmember Timmons, second by Councilmember Timmerman to adopt Ordinance 163 with the amended language stated in Subsection F, Section 11-8-3-B1 as follows:

General Requirements: No commercial vehicle or equipment shall be parked (off street or on street) or stored in a residential district except when loading, unloading, or rendering a service. Except for short term parking (48 hours or less) and guest parking, the number of vehicles parked on or in front of a residential lot shall not exceed double the number of persons residing on the premises and having automobile driver's licenses. **APIF, MOTION CARRIED**

9) REPORTS

a) ADMINISTRATION

None

b) PUBLIC WORKS

Written report included in Council Packet.

c) POLICE DEPARTMENT

Written report included in Council Packet. Chief Mortenson gave the Council brief updates on:

- Availability of new mental health assistance from the County, either on the scene or as a follow up to the situation
- Status of hiring process for full-time police officer. Chief Mortenson requested two councilmember's participation in the second round of interviews for this position to be held on May 11th. Mayor Crawford and Councilmember Berg volunteered to serve on the interview committee.

d) FIRE DEPARTMENT

None

e) ENGINEERING

Engineer Revering gave the City Council an update on options to address concerns raised about the pedestrian crosswalk at Church Street and CSAH2. Engineer Revering met with the Downtown Improvement Committee to gain a better understanding of the concerns. Engineer Revering also met with interested committee members that were unable to attend the Downtown Improvement Committee Meeting at the site of the crosswalk.

Engineer Revering discussed with the Council the options of relocating both crosswalks (CSAH2 and Church Street) to help with better sight visibility for pedestrians and vehicles. Both crosswalks relocations would need to be reviewed and approved by Scott County. Staff requested direction from the Council regarding Engineer Revering reviewing this approach with Scott County, and if approved, conduct the needed survey and design to update the cost estimate and recommend an implementation schedule. Council directed Staff to proceed with contacting Scott County on this item.

f) COMMUNITY DEVELOPMENT

Community Development Specialist Christianson gave the Council a brief community development update.

g) PARKS DEPARTMENT

Written Draft March 20, 2018 Parks Commission Minutes and March Parks Commission Update included in Council Packet.

h) OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

Councilmember Timmons provided information from the last MVTA Meeting to the City Administrator for distribution to the Council.

iii. I35 SOLUTIONS ALLIANCE

Councilmember Timmons gave a brief update on last I35 Solutions Alliance which included a presentation from the Chair of the Metropolitan Council, updates on interchange projects and future I35 Facebook Page to provide more information to the public.

iv. CHAMBER OF COMMERCE

None

v. REGIONAL COUNCIL OF MAYORS

Mayor Crawford provided a brief update on last meeting which included a discussion on the changing climate and how it is affecting cities trees.

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

None

vii. DOWNTOWN IMPROVEMENT COMMITTEE

Councilmember Timmerman updated the Council that at the last Downtown Improvement Committee Meeting a discussion was held on the 2/91 Roundabout. Councilmember Timmons stated there is interest in the community to volunteer to help with community gardens or other projects. Administrator Terry stated this individual should contact himself or City Clerk.

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

1. Steering Committee - None
2. Transportation Committee - None
3. Housing Committee - None
4. Work Force Committee – Mayor Crawford stated there were approximately 90 people (approximately 40 which were workers) that attended the recent Intentional Social Interaction (IZI) event. Councilmember Timmons stated it was interesting but not sure if there was any value to the event.

MOTION by Councilmember Julius, second by Councilmember Timmons to amend the March 22, 2018 minutes to state the actual definition of IZI. **APIF, MOTION CARRIED**

10) DISCUSSION BY COUNCIL

Councilmember Timmons inquired as to the status of getting volunteers. Staff will update the Council on the process being done to recruit volunteers.

11) ADJOURNMENT

MOTION by Councilmember Julius, second by Councilmember Timmerman to adjourn the meeting at 9:11 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk