

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 7:15 p.m.

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

Members Absent: None

Also Present: Assistant City Administrator Nagel, Police Chief Mortenson, City Engineer Revering, Community Development Specialist Christianson and City Clerk Green

City Administrator participated remotely.

Due to Scott County Commissioner Wolf having another commitment, the Council asked him to give his update during the Work Session. Commissioner Wolf gave brief updates regarding Scott County Fair, upcoming election, I35 construction and recently released population estimates for cities in Scott County.

2. PRESENTATIONS

None

3. REPORTS

None

4. GENERAL DISCUSSION

Review Budget Priorities

City Administrator Terry faceted into the Council Meeting to participate in the discussion on Budget Priorities. The Council discussed goals, priorities and tax impact parameters for the purpose of preparing the draft 2019 budget. Last fall, the City Council discussed key assumptions for the 2019 Budget. These assumptions were:

- Hire a full-time police officer
- Annual incremental increase for 318 Fund operations
- Capital Outlay
- Reduce use of LGA to support General Fund operations and redirect amount to the Capital Projects Fund or Economic Development Fund
- Re-establish contingency

After discussion the above assumptions, the City Council provided the following direction to Staff regarding key assumptions.

Ranking	Assumption	Include in 2019 Budget
#1	Police Offer	Yes
#2	318 Fund	Yes

#3	Capital Outlay	Yes
#4	Redirect to Capital/EDA	No
#5	Re-establish Contingency	Include if it can fit into tax impact parameter

The City Council directed Staff to use 6% as the maximum tax impact for the “typical” home in preparing the draft 2019 Budget.

City Administrator Terry asked for Council direction on hiring an Administrative Intern for an average of 20 hours per week for the calendar year, with each internship not to exceed a 3 – 6 month period. The intern would provide support for administration with the majority of time spent on community development related activities. The Council directed Staff to add an Administrative Intern to the 2019 Budget and to bring back a proposed budget for hiring the intern for 2018.

5. REPORTS (Continued)

a) ADMINISTRATION
None

b) PUBLIC WORKS
None

c) POLICE DEPARTMENT
Written report included in Council Packet. Chief Mortenson reminded the City Council that Night to Unite will be on August 7, 2018. Councilmember Timmons updated the Council that she had visited Chief Mortenson at the Police Department and noticed there was a mildew and moldy smell and feels there may be a safety concern in the building. Mayor Crawford suggested the City Council take a field trip to Jordan to see how the Police Department has been remodeled there.

Councilmember Berg thanked the Police and Fire Departments to attending the Bailey Bash in Lakeville which was a fund raiser for a child with cystic fibrosis.

d) FIRE DEPARTMENT
None

f) COMMUNITY DEVELOPMENT
Written Community Development Updates, Draft June 26, 2018 Planning Commission Meeting Minutes and Final 2017 Population information was provided in Council Packet. Community Development Specialist Christianson updated the Council that the new Chinese restaurant, China City, is expected to open next week.

g) **PARKS DEPARTMENT**

Draft July 10, 2018 Parks Commission Minutes included in Council Packet. Assistant City Administrator gave the Council updates on new street light installed, progress of the solar project at the Public Works Facility and the relocation of playground equipment at Rowena Ponds.

h) **OTHER COMMITTEE AND BOARD REPORTS**

- i. **SCALE**
None

- ii. **MVTA**
Mayor Crawford gave a brief update on the last MVTA Meeting including the hiring of a firm to do outreach and how to reach more people. MVTA has given Mayor Crawford a vote equal to a regular member.

- iii. **I35 SOLUTIONS ALLIANCE**
None

- iv. **CHAMBER OF COMMERCE**
None

- v. **REGIONAL COUNCIL OF MAYORS**
None

- vi. **CIVIC & COMMUNITY EVENTS COMMITTEE**
None

- vii. **DOWNTOWN IMPROVEMENT COMMITTEE**
Councilmember Timmerman stated Councilmembers should look at the progress of the flower garden on Webster Street.

- viii. **50 By 30 COLLECTIVE IMPACT PROJECT**
 - a. Steering Committee - None
 - b. Transportation Committee - None
 - c. Housing Committee - None
 - d. Workforce Committee - None

6. **ADJOURNMENT**

The Work Session was adjourned at 7:54 p.m.

1. CALL TO ORDER

The meeting was called to order by Mayor Crawford at 8:01 p.m.

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

Members Absent None

Also Present: Assistant City Administrator Nagel, Police Chief Mortenson, City Attorney Poehler, City Engineer Revering, Community Development Specialist Christianson 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 Timmerman to approve the agenda as revised.

Add Recognition of Service for Councilmember Timmons

Traffic Operations Change Request Policy moved from Consent Agenda to Business Agenda Item 8b

Revised memorandum and resolution regarding Councilmember Timmons resignation

APIF, MOTION CARRIED

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

Mayor Crawford, on behalf of the City Council, presented Councilmember Patricia Timmons with a Certificates of Appreciation Plaque in recognition of her years of service to the City.

5. PUBLIC COMMENT

None

Councilmember Berg noted that during the budget process he feels Council should review the amount that is budgeted for Council mileage as more councilmembers are attending outside meetings.

6. CONSENT AGENDA

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

- a. Approve July 12, 2018 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds

- c. Adopt Ordinance No. 172 Amending Title 11 Chapter 2-2 of the City Code Concerning Commercial Vehicle Definition
- d. Accept Donation From N.E.W. Lions
- e. Preserve at Elko New Market – Concept Plan Review and Direction on Orderly Annexation Agreement - **Pulled from Consent Agenda and placed on General Business Item 8c**
- f. Mediacom Lease Renewal
- g. Approve Agreement for Financial Management Services

APIF, MOTION CARRIED

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

- a. Adopt Resolution 18-42 Accepting Councilmember Resignation and Declaring Vacancy on City Council

On July 12, 2018, Councilmember Timmons submitted her resignation from the City Council due to relocation. The City Council held a discussion on the vacancy created by the resignation of Councilmember Timmons and decided to leave the seat vacant until the General Election in November 2018.

MOTION by Councilmember Timmons, second by Councilmember Timmerman to adopt Resolution 18-42 Accepting Councilmember Resignation and Declaring Vacancy on City Council. **APIF, MOTION CARRIED**

- b. Traffic Operations Change Request Policy

City Engineer Revering gave the Council a presentation on the Traffic Operations Change Request Policy. The policy will formalize and make review of requests or complaints more efficient by setting some basic criteria for changing or not changing traffic controls.

MOTION by Councilmember Berg, second by Councilmember Timmons to approve the Traffic Operations Change Requests Policy. **APIF, MOTION CARRIED**

Preserve at Elko New Market – Concept Plan Review and Direction on Orderly Annexation Agreement

Councilmember Julius had requested this item be pulled from the Consent Agenda and placed on General Business. The developer, Kevin Komorouski and Staff were seeking Council direction on a possible annexation and residential development of a 10 acre property. The proposed development is located just west of the Whispering Creek 2nd Addition, on the south side of County Road 2 and would include 30 to 35 residential lots.



MOTION by Councilmember Timmerman, second by Councilmember Berg to authorize Staff, upon receipt of a petition for annexation, to prepare Orderly Annexation Agreement for the subject property and work with New Market Township Board regarding terms of annexation, and prepare predevelopment agreement outlining the terms of the annexation with proposed developer and noting recommendation submitted by the Planning Commission. **APIF, MOTION CARRIED**

9. REPORTS

a) **ADMINISTRATION**

Presented at Work Session.

b) **PUBLIC WORKS**

Presented at Work Session.

c) **POLICE DEPARTMENT**

Presented at Work Session.

d) **FIRE DEPARTMENT**

Presented at Work Session.

e) **ENGINEERING**

Webster Wetland Restoration Project

Written report included in Council Packet. Council had no further questions.

f) **COMMUNITY DEVELOPMENT**

Presented at Work Session.

g) **PARKS DEPARTMENT**

Presented at Work Session.

h) **OTHER COMMITTEE AND BOARD REPORTS**

i. **SCALE**

Presented at Work Session.

ii. **MVTA**

Presented at Work Session.

iii. **I35 SOLUTIONS ALLIANCE**

Presented at Work Session.

iv. CHAMBER OF COMMERCE

Presented at Work Session.

v. REGIONAL COUNCIL OF MAYORS

Presented at Work Session.

vi. COMMUNITY AND CIVIC EVENTS COMMITTEE

Presented at Work Session.

vii. DOWNTOWN IMPROVEMENT COMMITTEE

Presented at Work Session.

viii. 50 BY 30 COLLECTIVE IMPACT PROJECT

- Steering Committee – Presented at Work Session.
- Transportation Committee – Presented at Work Session.
- Housing Committee – Presented at Work Session.
- Work Force Committee – Presented at Work Session.

10. DISCUSSION BY COUNCIL

Councilmember Julius stated that the Marek family wanted to thank the Council, Planning Commission and Staff for the work done and time spent on commercial vehicles.

11. ADJOURNMENT

MOTION by Councilmember Timmerman, second by Councilmember Timmons to adjourn the meeting at 8:42 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk