

**CITY OF ELKO NEW MARKET
CITY COUNCIL WORK SESSION AGENDA
CITY OF ELKO NEW MARKET
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA
THURSDAY, JULY 11 2019**

6:30 PM

- 1. Call to Order**
- 2. Presentations**
- 3. Reports**
- 4. General Discussion**
 - a. 2020 Budget Goals and Parameters
- 5. Reports (Cont'd)**
 - a. Reports from the Business Agenda may be presented if time permits
- 6. Adjournment**



STAFF MEMORANDUM

SUBJECT:	2020 Budget Goals and Priorities
MEETING DATE:	July 11, 2019
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Direction to Staff

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
- A comprehensive park and trails system that will have sufficient facilities, play fields and open space to meet the needs of residents
- An effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate
- Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

5 YEAR GOALS:

- Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development
- Advance "shovel ready" status of areas guided for commercial and industrial development
- Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities
- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND

The purpose of the workshop is to provide background information and discuss factors impacting the 2020 budget, seek Council input on goals and priorities within the 2020 budget, as well as provide direction on the maximum tax impact assumption for preparing the draft budget. These parameters will be used in preparing the draft 2020 Budget.

In preparation for the workshop, Councilmembers should be prepared to answer the following key questions:

1. What goals would you like to accomplish within the 2020 budget? *Examples: increase financial flexibility, increase level of police service, increase recreational programming, purchase specific equipment, land acquisition or facility improvements, etc.*
2. How would you rank or prioritize your goals for the 2020 budget? *Examples: increased financial flexibility is more important than increasing the level of police service, hiring a police officer is more important than expanding recreational programming, etc.*
3. What is the acceptable maximum average estimated tax impact for the 2020 budget? *Examples: no more than 5% increase in tax impact, increase in tax impact should not exceed inflation, no increase in tax impact, 1% decrease in tax impact, etc.*

Over the last year, the City Council discussed key assumptions for the projected 2020-2021 Budgets. Those assumptions included a \$20,000 annual incremental increase for 318 Debt Service Fund, increasing financial flexibility through stepped reduction in the use of LGA to support General Fund operations and redirection to the Capital Projects Fund or Economic Development Fund. In addition, the Council has planned on several capital projects which will have debt service that will impact the levy in future years – these include the 2019 Streets Rehab, the Police Department Renovation, and the Roundabout projects.

As part of the goals and priorities discussion for the 2020 budget, City is asking the Council to consider budgeting for a Planner position. The estimated annual expense is \$81,441 for salary, benefits and other ancillary costs (training, etc.). This expense would be offset by the elimination of the intern position. The estimated net impact to various funds is provided below.

	Intern	Planner	Change
General Fund 101	\$17,912.96	\$57,801.08	\$39,888.12
Water Fund 601	\$0.00	\$10,244.20	\$10,244.20
Sewer Fund 602	\$0.00	\$10,244.20	\$10,244.20
Storm Water Fund 620	\$0.00	\$3,152.06	\$3,152.06
	17,912.96	81,441.55	63,528.59

Again, the intent of this workshop is to initiate the discussion regarding the goals, priorities and tax impact parameters for the purpose of preparing the draft 2020 budget. This workshop is focused on providing background information and answering Council questions. It is intended to serve as the starting point for the discussion. Again, Council direction on goals, priorities and tax impact parameters are not final and used for the purpose of preparing a draft budget that will be reviewed by the City Council at a subsequent meeting.

Please contact the City Administrator with any questions regarding the matter in this memorandum (952-461-2777).

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, JULY 11, 2019**

**BUSINESS MEETING
7:30 PM**

1. Call to Order

2. Pledge of Allegiance

3. Adopt/Approve Agenda

4. Presentations, Proclamations and Acknowledgements (PP&A)

5. Public Comment

Individuals may address the Council about any item not contained on the regular agenda. The Council may limit the time allotted to each individual speaker. A maximum of 15 minutes will be allotted for Public Comment. If the full 15 minutes are not needed for Public Comment, the City Council will continue with the agenda. The City Council will not normally take any official action on items discussed during Public Comment, with the exception of referral to staff or commission for future report.

6. Consent Agenda

All matters listed under consent agenda are considered routine by the City Council and will be acted on by one motion in the order listed below. There may be an explanation, but no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- a. Approve Payment of Claims and Electronic Transfer of Funds
- b. Adopt Ordinance No. 193 Amending Schedule of Fees
- c. Adopt Resolution 19-43 Change City Council Regular Meeting and Work Session Meeting Times
- d. Adopt Resolution 19-44 Amending Unintentional Use Policy
- e. Authorize Additional Funding for Community Picnic

7. Public Hearings

8. General Business

- a. Acquisition of 448 Main Street
 - i. Resolution 19-42 Approving The Acquisition Of Certain Real Property And Dispensing With Statutory Requirements For Review By The Planning Commission

9. Reports

- a. Administration
- b. Public Works
 - i. Monthly Report - June 2019
- c. Police Department
 - i. Monthly Report – June 2019
- d. Fire Department
- e. Engineering
- f. Community Development
 - i. Community Development Updates
 - ii. Draft Planning Commission Minutes of the June 25, 2019 Meeting
- g. Parks Department
- h. Community & Civic Events Committee (CCEC)
- i. Other Committee and Board Reports
 - i. Scott County Association for Leadership and Efficiency (SCALE)
 - ii. Minnesota Valley Transit Authority (MVTA)
 - iii. I35 Solutions Alliance
 - iv. Chamber of Commerce

10. Discussion by Council

11. Adjournment



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	July 11, 2019
PREPARED BY:	Stephanie Fredrickson, Administrative Assistant
REQUESTED ACTION:	Approve Payment of Current Claims

COMMUNITY VISION:

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COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
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- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND

Each City Council meeting the Administrative Assistant presents for approval the Elko New Market Claims and Electronic Transfer of Funds.

BUDGET IMPACT:

Budgeted

Attachments:

- Check Summary Register

*Check Summary Register©

July 11, 2019

Name	Check Date	Check Amt	
AUTOPAYS			
Paid Chk# 006164EUNUSED AUTO NUMBER	N/A	0.00	Unused Number
Paid Chk# 006165ETRANSFER	6/5/2019	\$150,000.00	
Paid Chk# 006166ETRANSFER	6/25/2019	\$150,000.00	
Paid Chk# 006167EPEPA	6/27/2019	\$9,168.29	Vendor Liability
Paid Chk# 006168EMN DEPT OF REVENUE	6/27/2019	\$2,244.58	Vendor Liability
Paid Chk# 006169EINTERNAL REVENUE SERVICE	6/27/2019	\$10,489.48	Vendor Liability
Paid Chk# 006170EHEALTH EQUITY, INC.	6/27/2019	\$806.92	
Paid Chk# 006171ESUN LIFE FINANCIAL	7/1/2019	\$1,573.97	Life Insurance
Paid Chk# 006172EHEALTH PARTNERS	7/1/2019	\$17,961.08	Health Insurance July
Paid Chk# 006173EPOSTALIA TDC POSTAGE	6/21/2019	\$1,000.00	Postage Download 6-21-19
Paid Chk# 006174EMINNESOTA ENERGY RESOURCES	7/16/2019	\$53.79	26518 France Avenue
Paid Chk# 006175EMINNESOTA ENERGY RESOURCES	7/16/2019	\$20.62	26518 France Avenue
Paid Chk# 006176EXCEL ENERGY	7/24/2019	\$2,844.14	25499 Natchez Ave - Water Trea
Paid Chk# 006177EMN VALLEY ELECTRIC COMPANY	7/9/2019	\$10.87	City of Elko Park, Elko
Paid Chk# 006178EMN VALLEY ELECTRIC COMPANY	7/22/2019	\$1,396.58	Streetlights, Elko
Paid Chk# 006179EMN VALLEY ELECTRIC COMPANY	7/9/2019	\$74.41	Glenborough Dr & Chowen
Paid Chk# 006180EMN VALLEY ELECTRIC COMPANY	7/22/2019	\$47.05	27059 Beard Ave Lift Pump
Paid Chk# 006181EMINNESOTA ENERGY RESOURCES	7/18/2019	\$21.42	408 Carter Street
Paid Chk# 006182EMINNESOTA ENERGY RESOURCES	7/18/2019	\$20.62	359 James Parkway
Paid Chk# 006183EMINNESOTA ENERGY RESOURCES	7/18/2019	\$51.55	110 J Roberts Way - Library
Paid Chk# 006184EMINNESOTA ENERGY RESOURCES	7/16/2019	\$22.27	26518 France Avenue
Paid Chk# 006185EMINNESOTA ENERGY RESOURCES	7/16/2019	\$61.26	PW Facility - Gas Utilities
Paid Chk# 006186EMINNESOTA ENERGY RESOURCES	7/18/2019	\$51.55	25499 Natchez Ave - WTP
Paid Chk# 006187EXCEL ENERGY	7/1/2019	\$4,700.90	601 Main Street
Paid Chk# 006188EPSN	7/5/2019	\$1,158.98	Credit Card Processing Fees
TOTAL		\$353,780.33	

PREPAIDS

Paid Chk# 039881 PAYROLL	6/27/2019	\$69.26	
Paid Chk# 039882 PAYROLL	6/27/2019	\$429.25	
Paid Chk# 039883 PAYROLL	6/27/2019	\$46.17	
Paid Chk# 039884 PAYROLL	6/27/2019	\$46.17	
Paid Chk# 039885 PAYROLL	6/27/2019	\$69.26	
Paid Chk# 039886 SCOTT COUNTY RECORDER	6/27/2019	\$46.00	Annexation Recording Fee Elko
TOTAL		\$706.11	

CHECK REGISTER

Paid Chk# 039887 ACE HARDWARE & PAINT	7/11/2019	\$146.18	PW - Small Tools
Paid Chk# 039888 APPLE VALLEY MEDICAL CLINIC	7/11/2019	\$122.00	Pre-Employ Testing - Steve Hot
Paid Chk# 039889 BerganKDV	7/11/2019	\$19,550.00	2018 Audit - Basic Finance Stm
Paid Chk# 039890 BOYER TRUCKS	7/11/2019	\$74.67	PW - Fleet Maint & Equip
Paid Chk# 039891 BROCK WHITE COMPANY, LLC	7/11/2019	\$1,867.44	Storm Capital - Beard Culvert
Paid Chk# 039892 BTR OF MINNESOTA LLC	7/11/2019	\$299.94	PW - Fleet Maint & Equip
Paid Chk# 039893 CINTAS CORPORATION NO. 2	7/11/2019	\$63.54	PW UNIFORMS
Paid Chk# 039894 CITY OF LE SUEUR	7/11/2019	\$400.00	Consulting Utility Rate Model
Paid Chk# 039895 CITY OF SAVAGE	7/11/2019	\$3,646.51	IT Items/Support
Paid Chk# 039896 COMMERCIAL ASPHALT COMPANY	7/11/2019	\$219.84	PW - Streets
Paid Chk# 039897 CULLIGAN BOTTLED WATER	7/11/2019	\$129.00	Bottled Water
Paid Chk# 039898 DIAMOND MOWERS INC.	7/11/2019	\$78.75	PW - Fleet Maint & Equip
Paid Chk# 039899 DIESEL COMPONENTS INC.	7/11/2019	\$246.79	PW - Fleet Maint & Equip
Paid Chk# 039900 EARL F. ANDERSON, INC.	7/11/2019	\$694.15	PW - Signs
Paid Chk# 039901 ECM PUBLISHERS INC.	7/11/2019	\$384.00	Fire Rescue Days Ads
Paid Chk# 039902 ECOLAB	7/11/2019	\$161.54	Pest Control
Paid Chk# 039903 ENM FIRE RELIEF ASSN.	7/11/2019	\$325.00	2019 GASB Portion of Audit
Paid Chk# 039904 FASTENAL COMPANY	7/11/2019	\$184.64	PW - Small Tools
Paid Chk# 039905 FITNESS BOOMERS	7/11/2019	\$525.00	Family Fun Night Event 6/27/19
Paid Chk# 039906 FORFEITURE ATTORNEY SCOTT CO.	7/11/2019	\$372.60	20% Proceeds Forfeiture - 2012
Paid Chk# 039907 STEPHANIE FREDRICKSON	7/11/2019	\$247.31	Mileage 1/1-6/30 2019
Paid Chk# 039908 GOPHER SPORT	7/11/2019	\$224.71	Parks Repairs
Paid Chk# 039909 GOPHER STATE ONE CALL	7/11/2019	\$97.20	Locates
Paid Chk# 039910 HACH COMPANY	7/11/2019	\$589.74	PW - Chemicals
Paid Chk# 039911 HAWKINS, INC.	7/11/2019	\$30.00	PW - Water Chemicals
Paid Chk# 039912 INNOVATIVE OFFICE SOLUTIONS LL	7/11/2019	\$642.21	Office Supplies
Paid Chk# 039913 LAKEVILLE SANITARY, INC.	7/11/2019	\$6,877.85	Spring Clean-up 2019
Paid Chk# 039914 ROBERT D. LARSEN	7/11/2019	\$222.40	Materials for Community Garden
Paid Chk# 039915 LEO A DALY	7/11/2019	\$843.15	PD Station Redesign Prmt 4

Check Summary Register©*July 11, 2019**

	Name	Check Date	Check Amt	
Paid Chk#	039916 JOHN MACHABY	7/11/2019	\$189.00	PD - Body Armor Carrier - Reim
Paid Chk#	039917 MARKET VILLAGE SR RESIDENCE	7/11/2019	\$319.58	Water/Sewer 5% per Contract/A1
Paid Chk#	039918 MIDWEST SAFETY COUNSELORS, INC	7/11/2019	\$760.00	Safety Training 6/20/19
Paid Chk#	039919 MN CRITTER GETTERS, INC.	7/11/2019	\$1,148.00	Monthly Animal Control
Paid Chk#	039920 MUNICIPAL INSPECTIONS, INC.	7/11/2019	\$5,906.54	Building Inspections
Paid Chk#	039921 NAPA AUTO PARTS	7/11/2019	\$55.79	PW - Fleet Maint & Equip
Paid Chk#	039922 NEW MARKET TOWNSHIP	7/11/2019	\$7,614.30	Tax Reimbursement - Elko 34 Ann
Paid Chk#	039923 POMPS TIRE SERVICE, INC.	7/11/2019	\$570.04	PW - Fleet Maint & Repairs
Paid Chk#	039924 QUILL CORPORATION	7/11/2019	\$232.72	Operating Supplies
Paid Chk#	039925 R&R CLEANING CONTRACTORS, INC.	7/11/2019	\$92.70	Rugs
Paid Chk#	039926 RIGID HITCH INCORPORATED	7/11/2019	\$188.05	PW - Fleet Maint & Equip
Paid Chk#	039927 RITEWAY BUSINESS FORMS	7/11/2019	\$710.67	Laser Utility Bills
Paid Chk#	039928 EVE RUDOLPH	7/11/2019	\$99.99	PD - Uniforms/Boots
Paid Chk#	039929 SAFETY SIGNS INC.	7/11/2019	\$700.00	Stormwater Capital - Beard Ave
Paid Chk#	039930 SCOTT COUNTY RECORDER	7/11/2019	\$138.00	F10-19 Fence Encroachment Agmt
Paid Chk#	039931 SHRED RIGHT	7/11/2019	\$15.00	Shredding
Paid Chk#	039932 SRF CONSULTING GROUP, INC.	7/11/2019	\$1,548.91	Right of Way Agent Svcs
Paid Chk#	039933 TIMESAVER OFF SITE SECRETARIAL	7/11/2019	\$145.00	City Council Minutes
Paid Chk#	039934 US BANK - CM9705	7/11/2019	\$60,610.00	2015B Bond Interest
Paid Chk#	039935 SPLIT ROCK MANAGEMENT INC	7/11/2019	\$845.00	LIBRARY CLEANING
Paid Chk#	039936 VERIZON WIRELESS	7/11/2019	\$867.22	Cell Phones
Paid Chk#	039937 WATCHGUARD VIDEO	7/11/2019	\$375.00	PD - Squad Camera Cable Packet
Paid Chk#	039938 WATER TOWER CLEAN & COAT, INC.	7/11/2019	\$4,650.00	PW - Exterior Cleaning of Wate
Paid Chk#	039939 ZIEGLER INC.	7/11/2019	\$337.15	PW - Fleet Maint & Equip
TOTAL			\$127,384.82	

DIRECT DEPOSIT

Paid Chk#	502590E Bi-Weekly ACH	6/27/2019	\$37,168.66	
TOTAL			\$37,168.66	



STAFF MEMORANDUM

SUBJECT:	Amendment to the City Fee Schedule for Backyard Chicken Permits
MEETING DATE:	July 11, 2019
PREPARED BY:	Stephanie Fredrickson, Administrative Assistant
REQUESTED ACTION:	Approve Ordinance 193 Amending the City Fee Schedule

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- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND

On May 26, 2016 Ordinance No. 133 to amend the City Fee Schedule regarding Backyard Chicken fees was approved by City Council. The fees are as follows:

Initial Permit Fee: \$50.00
Renewal Permit Fee: \$30.00

DISCUSSION:

During a recent staff review of the City of Elko New Market Fee Schedule, it was discovered that the Backyard Chicken fees had not been included in the annually restated Fee Schedule in subsequent years. The Council will need to amend the Fee Schedule to re-include the fees.

In addition to the Backyard Chicken fees, all other fees that have been approved by City Council in 2019 have also been added to the City Fee Schedule. Those additions are highlighted in yellow.

BUDGET IMPACT:

None

Attachments:

- Ordinance No. 193 – Amending the Schedule of Fees
- Amended City of Elko New Market Fee Schedule

**CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA**

ORDINANCE NO. 193

AN ORDINANCE ADOPTING THE SCHEULE OF FEES FOR 2019

WHEREAS, the City's fee schedule for 2019 is set forth under City of Elko New Market Ordinance No. 183; and,

WHEREAS, the attached Exhibit A reflects the revised schedule of fees for the year 2019.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELKO NEW MARKET approves the 2019 Schedule of Fees as attached in Exhibit A.

ADOPTED this 11th day of July, 2019, by the City Council for the City of Elko New Market.

CITY OF ELKO NEW MARKET

BY: _____
Joe Julius, Mayor

ATTEST:

Thomas Terry, Acting City Clerk

2019 FEE SCHEDULE

UTILITY FEES					
Domestic Use Customers					
Water Base Rate (per Equivalent Residential Unit (ERU)/Month) - Non single family may be more than 1 ERU ⁴				\$37.51	
Water Usage Rate (Tier One) - Typical Account ¹ (0 to 10,000 Gallons/ ERU/ Month)				\$3.51/thousand gallons	
Water Usage Rate (Tier Two) - Typical Account ¹ (10,000 to 20,000 Gallons/ ERU/ Month)				\$10.17/thousand gallons	
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 20,000 Gallons/ ERU/ Month)				\$20.33/thousand gallons	
Water Usage Rate (Tier One) - Domestic Only Account ² (0 to 7,000 Gallons/ ERU/ Month)				\$3.51/thousand gallons	
Water Usage Rate (Tier Two) - Domestic Only Account ² (7,000 to 17,000 Gallons/ ERU/ Month)				\$10.17/thousand gallons	
Water Usage Rate (Tier Three) - Domestic Only Account ¹ (Over 17,000 Gallons/ ERU/ Month)				\$20.33/thousand gallons	
Modified Rate Structure – Irrigation of Newly Installed Sod (New Homes Only)					
Water Usage Rate (Tier One) - Typical Account ¹ (0 to 40,000 Gallons/ ERU/ Month)				\$3.51/thousand gallons	
Water Usage Rate (Tier Two) - Typical Account ¹ (40,001 to 50,000 Gallons/ ERU/ Month)				\$10.17/thousand gallons	
Water Usage Rate (Tier Three) - Typical Account ¹ (Over 50,001 Gallons/ ERU/ Month)				\$20.33/thousand gallons	
Irrigation Customers					
Water Usage Rate (Tier 1) - Irrigation Account ³ (0 to 3,000 Gallons/ ERU Served ⁴ / Month)				\$3.51/thousand gallons	
Water Conservation Rate (Tier 2) - Irrigation Account ³ (3,000 to 13,000 Gallons/ ERU Served ⁴ / Month)				\$10.17/thousand gallons	
Water Conservation Rate (Tier 3) - Irrigation Account ³ (Over 13,000 Gallons/ ERU Served ⁴ / Month)				\$20.33/thousand gallons	
¹ Irrigation or firefighting usage is not metered separately. This is most common.					
² Apartment, townhome, or other account where irrigation or other non-domestic use is metered separately.					
³ Account for only irrigation system or non-domestic usage					
⁴ As determined by the City Engineer					
(Sales tax charged on water sales on commercial accounts)				Current MN and County sales tax	
Water Meter & Accessories				\$387 (cost of meter & horns + 10%) +MN and County sales tax	
Sewer Base Rate				\$23.64/month	
Sewer Usage Rate				\$5.36/thousand gallons	
Storm Water Utility Uniform Base Fee				\$5.63/month	
Storm Water Utility Supplemental Fee				\$3.34/REF per acre	
Street Light/Tornado Siren Utility Fee				\$4.34/month	
Utility Finance Charge-Late Fee				10% on outstanding balance excluding penalties	
Water Meter & Accessories				cost + 10% +MN and County sales tax (cost will vary depending on size)	
All other Utility fees					
MDH Annual Water Connection Fee				cost	
Water Meter Tested-Home Owners Request				cost	
Water Sales - Third Party Deposit Fee				\$500	
Water Sales - Third Party Usage Fee				\$10/thousand gallons	
Water Connection Fee				\$2,107/unit	
Water Trunk Fee				\$3,615/unit	
Commercial/Industrial Water Trunk Fee				\$3,615/Unit	
Storm Water Area Charge				\$3,507.88/acre	
Storm Water Drainage Utility Conn. Fee				\$1,235.86/unit	
Sewer Availability Charge (MCES)				\$4,864/unit	
Sewer Connection Fee (City)				\$2,036/unit	
Sewer Trunk Fee				\$4,056/unit	
Commercial/Industrial Sewer Trunk Fee				\$4,056/Unit	
* The number of units charged for water and sewer shall be calculated in accordance with Council Handbook on SAC/WAC					
Penalty Fee for Non-Application				\$500/incident	
Commercial Erosion Control				125% of value of required BMP	
BUILDING PERMIT FEES					
Building Permit Fees					
Building Inspection Costs		Building Inspection Fee	Administrative Fee	State Surcharge Fee	Total Fee
Permits based on valuation:					
Building Permit Fee		1997 UBC Fee Schedule		Valuation x .0005	
Plan Review Fee		65% of building permit fee			
Residential One and Two Family Dwellings Flat Fee Permits					
Re-roof		\$83.50	\$7.50	\$1.00	\$92.00

2019 FEE SCHEDULE

Re-side	\$83.50	\$7.50	\$1.00	\$92.00	
Window/Door Replacement	\$83.50	\$7.50	\$1.00	\$92.00	
Basement Finish	\$138.00	\$7.50	\$1.00	\$146.50	
Deck	\$138.00	\$7.50	\$1.00	\$146.50	
Above-ground Pool	\$115.00	\$7.50	\$1.00	\$123.50	
Below-ground Pool	\$300.00	\$7.50	\$1.00	\$308.50	
All Other Building & Construction Fees					
Inspection Fee (Sewer & Water)	\$50.00			\$50.00	
Plumbing Permits					
<i>Commercial, Industrial and Multi Family Residential, Based on Valuation</i>					
	Base Permit Fee: Contract Price x .015				
	Plan Review: 65% of Base Permit Fee				
	State Surcharge: Contract Price x .0005				
<i>Residential One and Two Family Dwelling Flat Fee Permits</i>					
	Plumbing System	\$104.50	\$7.50	\$1.00	\$113.00
	Bathroom Finish	\$50.00	\$7.50	\$1.00	\$58.50
	Lawn Sprinkler	\$50.00	\$7.50	\$1.00	\$58.50
	Water Heater	\$50.00	\$7.50	\$1.00	\$58.50
	Water Softener	\$50.00	\$7.50	\$1.00	\$58.50
	Minimum Fee	\$50.00	\$7.50	\$1.00	\$58.50
HVAC (Heating, Ventilation and Air Conditioning) Permits					
<i>Commercial, Industrial and Multi Family Residential, Based on Valuation</i>					
	Base Permit Fee: Contract Price x .015				
	Plan Review: 65% of Base Permit Fee				
	State Surcharge: Contract Price x .0005				
<i>Residential One and Two Family Dwelling Flat Fee Permits</i>					
	HVAC System	\$104.50	\$7.50	\$1.00	\$113.00
	Factory Fireplace	\$50.00	\$7.50	\$1.00	\$58.50
	Furnace Replacement	\$50.00	\$7.50	\$1.00	\$58.50
	Air Conditioner	\$50.00	\$7.50	\$1.00	\$58.50
	Garage Heater	\$50.00	\$7.50	\$1.00	\$58.50
	Air Exchanger	\$50.00	\$7.50	\$1.00	\$58.50
	Miscellaneous	\$50.00	\$7.50	\$1.00	\$58.50
Inspection Fee (Sewer & Water)				\$50	
Erosion Control Inspection Fee				\$550	
Erosion Control Escrow/Builders Deposit				\$2,100	
Landscape Escrow (Residential)				\$3,000	
Landscape Escrow (Commercial)				125% of value of Landscape Plan	
Water Connection Fee				(See Utility Fees)	
Sewer Connection Fee (City)				(See Utility Fees)	
Sewer Availability Charge (MCES)				(See Utility Fees)	
Sewer Trunk Fee				(See Utility Fees)	
All Other Building Inspection Fees				\$50/hour	
Use of Outside Consultants				actual costs	
Right-of-Way & Easement Fees					
	Registration Fee (All Permits)			\$25	
	Small Utility Permit Fee			\$125	
	Small Wireless Facility Permit – Collocation			\$500 for up to 5 locations plus \$100 for each additional location	
	Small Wireless Facility Permit – New Structure			\$1,000 per structure	
	Street Excavation Permit Fee (sewer/water)			\$300	
	(Driveway improvements will be covered under Registration Fee)				
Applicant is responsible for all fees incurred for plan review and processing of any building permit, even if the applicant decides not to complete the application process.					
Upon the City and Applicant entering into a Deferred Payment Agreement in a form approved by the City Council under the City's Utility Connection Deferral Program, the City will allow Applicants applying for a Residential Family One or Two Family Dwelling Building Permit, the option of deferring payment of the Utility Fees upon execution of a Deferred Payment Agreement and providing the required letter of credit as security for payment of the Utility Fees. Applicants would be required to pay the Utility Fees prior to the earlier of: (i) issuance of a certificate of occupancy or temporary certificate of occupancy; or (ii) one year after execution of the Deferred Payment Agreement.					

2019 FEE SCHEDULE

LAND USE PERMIT FEES (ZONING AND SUBDIVISION)		
Land Use Permits (Non-Administrative)*		
	Comprehensive Plan Amendment	\$400 + \$1,000 escrow
	Annexation	\$400 + \$5,000 escrow
	Ordinance Amendment - Text	\$300 + \$5,000 escrow
	Ordinance Amendment - Official Map/Rezone (< 2.5 acres)	\$250 + \$5,000 escrow
	Ordinance Amendment - Official Map/Rezone (> 2.5 acres)	\$600 + \$5,000 escrow
	Subdivision (for Plats, CIC, and RLS) - Preliminary Plat	\$400 + \$5,000 escrow in addition to \$750/ac (minimum of \$5,000)
	Subdivision (for Plats, CIC, and RLS) - Final Plat	\$400 + \$5,000 escrow in addition to \$750/ac
	Park Dedication - Residential	\$2,000 per dwelling/unit/lot
	Park Dedication -Commercial (excludes industrial)	\$2,800 per acre
	Park Dedication - Non Residential /Non Commercial	\$1,000 per acre
	Planned Unit Development (PUD) - Development Stage	\$400 + \$5,000 escrow
	Planned Unit Development (PUD) - Major Amendment/Modification	\$400 + \$5,000 escrow
	Variance	\$250 + \$1,000 escrow
	Conditional Use Permit (CUP)	\$400 + \$5,000 escrow
	Conditional Use Permit (CUP) - Major Amendment/Modification	\$400 + \$5,000 escrow
	Interim Use Permit	\$400 + \$1,000 escrow
	Interim Use Permit – Home Occupation	\$250
	Site Plan Review (Single Family Homes Are Exempt)	\$400 + \$1,000 escrow
	Vacation of Right-of-Way or Easement	\$400 + \$1,000 escrow
	Filling/Grading Permit (Major)	\$400 + \$1,000 escrow
Land Use Permits (Administrative)*		
	Administrative Use Permit - General	\$250
	Administrative Subdivision (Lot Split)	\$250
	Planned Unit Development (PUD) - Minor Amendment/Modification	\$400 + \$1,500 escrow
	Conditional Use Permit (CUP) - Minor Amendment/Modification	\$400 + \$1,000 escrow
	Fence (3 ft. - 6 ft. in Height)	\$118.50
	Fence - Encroachment Agreement	\$75
	Sign - Permanent	
	Wall/Building Sign	\$50
	Freestanding Sign	\$150
	Sign - Temporary	\$0
	Temporary Commercial Seasonal / Outdoor Sales Permit	\$50
	Model Home / Temporary Real Estate Office	\$50
	Zoning Letter Request	\$50
	Wetland Applications (pursuant to Wetland Conservation Act)	\$200 + \$1,000 escrow
	Filling/Grading Permit (Minor)	\$50
	Easement Encroachment Request	\$150
(* - applicant is also responsible for all consulting fees such as Engineering, Legal, Planning, etc.)		
SPECIAL MEETINGS*		
	City Council	\$400
	Planning Commission	\$400
	Park Board	\$400
(* - applicant is also responsible for all consulting fees such as Engineering, Legal, Planning, etc.)		
LIQUOR FEES		
	On-Sale Liquor License	\$2,000
	On-Sale Liquor License Elko Speedway Facility	\$2,000
	Off-Sale Liquor License	\$100
	On-Sale Sunday Liquor License	\$200
	On-Sale 3.2% Liquor License	\$200
	Off-Sale 3.2% Liquor License	\$50
	Wine	\$1,000
	On-Sale Investigation Fee for New License	\$250
	Temporary Liquor License	\$25/event
	Temporary Amendment to Liquor License Fee	\$100/event
	Amendment to Liquor License Fee	\$400

2019 FEE SCHEDULE

Temporary Expansion of Liquor License Premises	\$100
BUSINESS RELATED FEES	
Outdoor Concerts & Events	
Single Event	\$100/event
Multi-Day Event	\$100/event
Seasonal Permit prior to April 1st (minimum 2 events)	\$50/event
Seasonal Permit after April 1st (minimum 2 events)	\$100/event
Short-term Outdoor Sales Event	\$100/event
Minor Event Fee	\$50/event
Amendment to Seasonal Permit	\$100/event
Commercial Fireworks Permit	\$100
Consumer Fireworks Sales License Fee	\$100
Gambling Permit	\$100
Gambling Permit - Statutory Exempt Entities	\$0
Gambling Investigative Fee	\$0
Special Gambling Permit-1 Day Raffles	\$35
Annual SOB License	\$5,000
New SOB Investigation Fee	\$1,500
New Officer SOB Investigation Fee	\$250
Peddler/Transient Merchant	\$65/year per person
Tobacco License	County will handle
Business Assistance Application - Less than \$150,000	\$2,500
Business Assistance Application - More than \$150,000	\$5,000
Conduit Financing Application	\$10,000 escrow
Mobile Food Unit License	\$25/year
MISCELLANEOUS FEES	
Backyard Chickens – Initial Permit Fee	\$50
Backyard Chickens – Renewal Permit Fee	\$30
Dog License (All Types)	\$5
Kennel License and Renewals	\$50
Impound Fees	Animal fees will be covered through the MN Critter Getters contract and billed back to resident
Animal Shelter License	\$500.00
Rental Park Shelter - Citizens	\$150 includes sales tax
Rental Park Shelter - Non-Citizens	\$200 includes sales tax
Rental Key/Security Deposit	\$200
Weed Removal / Mowing	Cost +MN and County sales tax
Permit for Target Practice	\$5
Open Burning Permit	Free
Vehicle Impound Fee	
Towing	Cost
Storage	\$5/day for City impound
Storage	Cost for Other impound
Special Hunts	\$100
Mixed Municipal Solid Waste & Recyclable Material Collection Fee	\$250
ADMINISTRATIVE FEES	
Assessment Search Fee	\$25
Certification of Delinquent Bills	\$50 +interest rate
Copies	25 cents/page +MN and County sales tax
Copies of Maps	\$1 +MN and County sales tax
Copies of Maps - Colored 11 x 17	\$5 +MN and County sales tax
Data Disclosure Request Copies	25 cents/page +MN and County sales tax
Fax Charge	35 cents/page +MN and County sales tax
Mileage	Current IRS Rate
Notary Fee (pursuant to MN State Statute)	\$5 + \$1/page for copies
NSF Returned Check Fee	\$30

2019 FEE SCHEDULE

Postage/Certified Mail	Current Rate
Utility Billing/Customer List Request	25 cents/page +MN and County sales tax
CD/DVD Reproductions	\$15 +MN and County sales tax
Staff Time (1 hour minimum / 1 hour increments)	\$30/hour
Witness Fees	Hourly Rate Equivalent to Employee's Effective Hourly Rate Based on Salary plus Employer Paid Benefits for preparation; travel and attendance as a witness, together with City's standard mileage reimbursement
Zoning Ordinance Copy	Cost
Subdivision Ordinance	Cost
Code Book (Includes Zoning Ordinance)	Cost
Comprehensive Plan	Cost
EQUIPMENT CHARGES	
Batwing Mower	\$60/hour*
Skid Loader & Attachments	\$60/hour*
1 1/2 Ton Truck & Attachments	\$70/hour*
Snow Blower (walk behind)	\$15/hour*
Weed Whip	\$15/hour*
Lift Truck	\$80/hour*
Pick Up	\$50/hour*
Jack Hammer	\$30/hour*
Brush Hog (walk behind)	\$30/hour*
Trailer	\$30/hour*
Gator	\$30/hour*
Dump Truck – single axle	\$70/hour*
Dump Truck – single axle with plow equipment	\$90/hour*
Wheel Loader	\$70/hour*
Wheel Loader with plow and wing	\$90/hour*
Articulating Tractor with blower/ditch mower	\$90/hour*
Municipal Tractor/sidewalk machine	\$60/hour*
Bituminous Hot Box	\$50/hour*
Asphalt Roller	\$40/hour*
12 Inch Tree Chipper	\$40/hour*
Vac/Jetter	\$100/hour*
Street Sweeper	\$90/hour*
Materials	Cost
Staff Time	\$30/hour*
*1 hour minimum and 1 hour increments	



STAFF MEMORANDUM

SUBJECT:	Change City Council Regular Meeting and Work Session Meeting Times
MEETING DATE:	July 11, 2019
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Adopt Resolution 19-43 Changing the Regular Meeting Times of the Elko New Market City Council

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
- A comprehensive park and trails system that will have sufficient facilities, play fields and open space to meet the needs of residents
- An effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate
- Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

5 YEAR GOALS:

- Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development
- Advance "shovel ready" status of areas guided for commercial and industrial development
- Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities
- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND

At the City Council meeting on June 27, 2019, the City Council discussed changing the starting time for the regular Council Work Sessions and Business Meetings. Currently, the Council Work Sessions are scheduled to start at 6:30 PM and the Council Business meetings an hour later at 7:30 PM.

After discussing the Council directed Staff to prepare the appropriate action item to move the Work Session to 6:00 PM and the Business Meeting to 7:00 PM. Additionally, the Council directed Staff to move the start of the Business meetings to 6:00 PM, if no Work Session is being held.

DISCUSSION:

The City Council is being asked to adopt Resolution 19-43 changing the regular meeting times of the Elko New Market City Council from 6:30 PM to 6:00 PM for Work Sessions and from 7:30 PM to 7:00 PM for Business Meetings.

Attachments:

- Resolution 19-43 Changing the Regular Meeting Times of the Elko New Market City Council

**CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA**

RESOLUTION NO. 19-43

**RESOLUTION CHANGING THE REGULAR MEETING TIMES OF THE ELKO
NEW MARKET CITY COUNCIL**

WHEREAS, the City desires to modify the meeting times for regularly scheduled City Council meetings from 7:30 p.m. to 7:00 p.m.;

WHEREAS, City also desires to change the meeting times for regularly scheduled City Council work sessions from 6:30 p.m. to 6:00 p.m.;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ELKO NEW MARKET, MINNESOTA, that beginning on July 25, 2019, all regularly scheduled City Council meetings shall commence at 7:00 p.m. and regularly scheduled City Council work sessions shall commence at 6:00 p.m.

PASSED AND DULY ADOPTED by the Elko New Market City Council this 11th day of July, 2019.

Joe Julius, Mayor

ATTEST:

Thomas Terry, Acting City Clerk



STAFF MEMORANDUM

SUBJECT:	Amending Unintentional Use Adjustment Policy
MEETING DATE:	July 11, 2019
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	Adopt Resolution 19-44 Amending Unintentional Use Adjustment Policy

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
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- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND

City Council adopted Resolution 16-11 Establishing the Unintentional Use Adjustment Policy on February 25, 2016. This policy allows the City Administrator or their designee to make administrative adjustments to utility accounts and provide relief to utility customers who are in good standing and meet all criteria in the event that they have excessive water usage resulting from unintentional water use or a leaking fixture. The Council later adopted Resolution 17-50 on August 24, 2017 allowing for two months of water adjustments instead of only one.

DISCUSSION:

At the May 22, 2019 City Council meeting there was a request that the Council review the Unintentional Use Adjustment Policy. Upon their review of this policy at the June 27, 2019 City Council meeting it was decided to change the policy as follows:

- The cost of usage in excess of 10,000 gallons shall be reduced to the amount applied to usage between 0 and 10,000 gallons.

The City Council is being asked to adopt resolution 19-44 amending the Unintentional Use Adjustment Policy by adjusting the cost of all usage in excess of 10,000 gallons to the amount applied to usage between 0 and 10,000 gallons.

BUDGET IMPACT:

If the Council implements changes to the Unintentional Use Adjustment Policy, it would result in a reduction in revenue to the City equivalent to the amount of the relief provided under the terms of the policy.

Attachments:

- Resolution 19-44 Amending Unintentional Use Adjustment Policy
- Revised Unintentional Use Adjustment Policy

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 19-44

WHEREAS; the City of Elko New Market provides municipal water service and has established associated fees and charges; and

WHEREAS; the Elko New Market City Council established a policy for the City Administrator or their designee to make administrative adjustments to utility accounts and provide relief to utility customers who are in good standing in the event that they have excessive water usage resulting from unintentional use or leaking fixture; and

WHEREAS; in the best interest of the residents of the City that the Unintentional Use Adjustment Policy Amendment be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that the Unintentional Use Adjustment Policy be amended to adjust the cost of all usage in excess of 10,000 gallons to the amount applied to usage between 0 and 10,000 gallons, effective immediately upon passage of resolution and applied to any requests made after May 21, 2019.

APPROVED AND ADOPTED this 11thth day of July, 2019.

CITY OF ELKO NEW MARKET

By: _____
Joe Julius, Mayor

ATTEST:

Thomas Terry, Acting City Clerk

Unintentional Use Adjustment Policy

Purpose:

To establish a policy for staff to make administrative adjustment to utility accounts and provide relief to utility customers who are in good standing in the event that they have excessive water usage resulting from unintentional use or leaking fixture.

Eligibility:

The following criteria must be met in order for the account to eligible for an adjustment under the provisions of this policy:

- All utility accounts for properties owned by the same individual or entity within the City are current at the time of the request for adjustment; and
- All accounts for properties owned by the same individual or entity within the City have been current for the twelve months prior to the month requested to be adjusted; and
- The City has not certified property tax assessment for delinquencies on the account to be adjusted and any accounts for other properties within the City owned by the same individual or entity within the last three years; and
- If the property owner has owned the property or other properties in the City for less than twelve months for purposes of determining account currency or three years for evaluating past tax assessments for delinquencies , the determination of “good standing” will be made based on the time period the property has been owned; and
- The usage in the month to be adjusted must be in excess of 20,000 gallons and at least 100% greater than the highest usage month in the previous twelve months.

Relief:

- The adjustment will be only for up to two months of usage; and
- The cost of usage in excess of 10,000 gallons shall be reduced to the amount applied to usage between 0 and 10,000 gallons; and
- Such relief will only be provided to a property owner once every 36 months, provided the eligibility criteria can be met at that time.



STAFF MEMORANDUM

SUBJECT:	Authorize Additional Funding for Community Picnic
MEETING DATE:	July 11, 2019
PREPARED BY:	Mark Nagel, Assistant City Administrator
REQUESTED ACTION:	Authorize an additional \$2,000 for the Community Picnic

COMMUNITY VISION:

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- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
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5 YEAR GOALS:

- Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development
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- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND

At their December 1, 2016 Meeting, City Council directed Staff to establish a workgroup to develop recommendations on marketing strategies and community events that leverage the 10th Year Anniversary of the merged Cities of Elko and New Market. During 2017, the workgroup met to develop a plan to build a bond among current residents and businesses, provide increased community programming, highlight the community's history and strengths (the commemorative history diorama hangs in the ENM Library), and raise the overall visibility of the community within the Twin Cities. The workgroup presented their plan to the City Council at the March 9, 2017 Meeting. After reviewing the plan, the City Council approved a budget not to exceed \$5,000 for the 10th Anniversary Picnic.

The 10th Anniversary Picnic was originally scheduled for June 10th; however, due to weather conditions the event had to be cancelled, so the 2017 – 10th Anniversary Celebration was rescheduled and held on August 12th and experienced a good turnout by the community. A second Community Picnic was held on August 18, 2018 and was also well attended with an over 200 attendees. The expenses for both events were significantly less than the \$5,000 originally budgeted for the 10th Anniversary Community Picnic.

At their September, 2018 meeting, the Community and Civic Events Committee recommended establishing the celebration of the merger as an annual event, which was confirmed by the City Council.

DISCUSSION

Now established as an annual event, the CCEC is recommending the City of Elko New Market hold a Community Picnic on Saturday, August 24, 2019 from 11:00 AM to 2:00 PM (or so) at Wagner Park and, tentatively, include the following activities:

- (2) Facepainters
- Balloon Twister
- (3) Bouncy Houses
- A Special Event, such as Pony Rides, the RAD Zoo, or the Como Zoo
- Food and beverage (Estimated attendance of 300)

A Community Picnic was included in the 2019 Community Events Fund budget, but for only \$500. The estimated budget cost for the 2018 Community Picnic is \$2,500.00, which is consistent with previous years. It should also be noted that there may be overtime expenses for Public Works and Administrative non-exempt (hourly) employees to assist with the event.

The City Council is being asked to authorize an additional \$2,000 for the event. The Community Events Fund is supported through property tax levy and donations. The Community Event Fund has a current balance of over \$16,000. Given the planned activity for the remainder of the year, there are more than sufficient reserves in the Community Event Fund to cover the expenses for the event this year.

BUDGET IMPACT

The reserves in the Community Event Fund would be reduced by up to \$2,000.



STAFF MEMORANDUM

SUBJECT:	Acquisition of 448 Main Street
MEETING DATE:	July 11, 2019
PREPARED BY:	Renee Christianson, Community Development Specialist
REQUESTED ACTION:	Adopt Resolution 19-42 Approving the Acquisition of Real Property at 448 Main Street

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
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- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND

The property located at 448 Main Street has recently been forfeited to the State of Minnesota for nonpayment of property taxes. Minnesota Statute requires that that the City approves the parcel for public auction, or alternatively, request a sale or conveyance to the City.

The property measures 180' x 177.53' (31,955 square feet / .73 acres) and has a current estimated market value of \$76,000. The property has been abandoned for many years and the existing home on the property is no longer habitable. The property is zoned B2 (Commercial) and can no longer be used for single-family residential purposes. The City's Downtown Master Plan depicts both a north/south and an east/west future road connection running generally through the subject property. There is also an existing sanitary sewer main which runs along the southern portion of the property.

The following costs/fees would apply to City acquisition of the property:

Purchase Price	\$22,500.00
State Assurance Fee – (3% of Sales Price)	\$ 675.00
State Deed Tax – (.33% of Sale Price)	\$ 74.25
Conservation Fee	\$ 5.00
State Deed Fee	\$ 25.00
County Recording Fee	\$ 46.00
County Administration Fee	\$ 150.00
Sheriff Fee	\$ 70.00
TOTAL	\$23,545.25

The City of Elko New Market would receive a portion of the sale proceeds (\$3,600) and the City would also receive an outstanding assessment balance of \$4,053.07 following sale of the property. The assessment balance is related to City clean-up of the property and outstanding utility bills.

Purchase Price	\$23,545.25
City Distribution of Sale Proceeds	- \$ 3,600.00
City Assessment Balance	- \$ 4,053.07
Net Acquisition Cost to City	\$15,892.18

City staff is recommending to the City Council that the property be acquired by the City for the following reasons:

- Improve the current blighted condition of the property
- Future road right-of-way needs

The purchase could be funded by using Economic Development funds, which has a current balance of \$145,736 or General Fund Reserves.

REQUESTED COUNCIL ACTION:

Adopt Resolution 19-42 Authorizing Purchase of the Property at 448 Main Street.

Attachments:

- Downtown Master Plan

**CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA
RESOLUTION NO. 19-42**

**RESOLUTION APPROVING THE ACQUISITION
OF CERTAIN REAL PROPERTY AND DISPENSING WITH STATUTORY
REQUIREMENTS FOR REVIEW BY THE PLANNING COMMISSION**

WHEREAS, State of Minnesota (“State”) owns real property located within the City legally described as:

That part of the Southeast Quarter of the Southwest Quarter of Section 21, Township 113, Range 21, Scott County, Minnesota, described as follows: Commencing at a point on the South line of said Southeast Quarter of the Southwest Quarter a distance of 295.00 feet East of the Southeast corner of Baltes Addition to New Market; thence Northerly parallel with the East line of said Southeast Quarter of the Southwest Quarter a distance of 180 feet; thence East parallel with said South line a distance of 177.53 feet more or less to the West line of the East 145.00 feet of said Southeast Quarter of the Southwest Quarter; thence Southerly along said West line of the East 145.00 fee to the intersection with a line drawn East parallel with said South line from the point of beginning; thence West parallel with said South line a distance of 177.53 feet to the point of beginning; and all easements of record (“Property”).

WHEREAS, Property was acquired by State through nonpayment of property taxes pursuant to Minnesota Statutes §281.23;

WHEREAS, Minnesota Statute §282.01 allows City to request sale or conveyance to the City;

WHEREAS, the City of Elko New Market (“City”) desires to acquire the Subject Property through direct purchase to remedy a blighted property;

WHEREAS, Minn. Stat. §462.356, subd. 2 requires that the Planning Commission review the City’s proposed acquisition of property for consistency with the Comprehensive Plan, except upon a 2/3 vote of the City Council dispensing with the requirement and finding that the acquisition of the property has no relationship to the City’s comprehensive plan;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Elko New Market, Minnesota:

1. The City Council finds that the acquisition of the Property has no relationship to the City’s comprehensive plan and hereby dispenses with review by the Planning Commission;

2. The City Council hereby approves acquisition of the property for a purchase price, including associated closing fees, not to exceed \$23,545.25; and
3. The Mayor and City Clerk are authorized to execute all necessary documents to complete the transfer of the property.

APPROVED AND ADOPTED this 11th day of July, 2019.

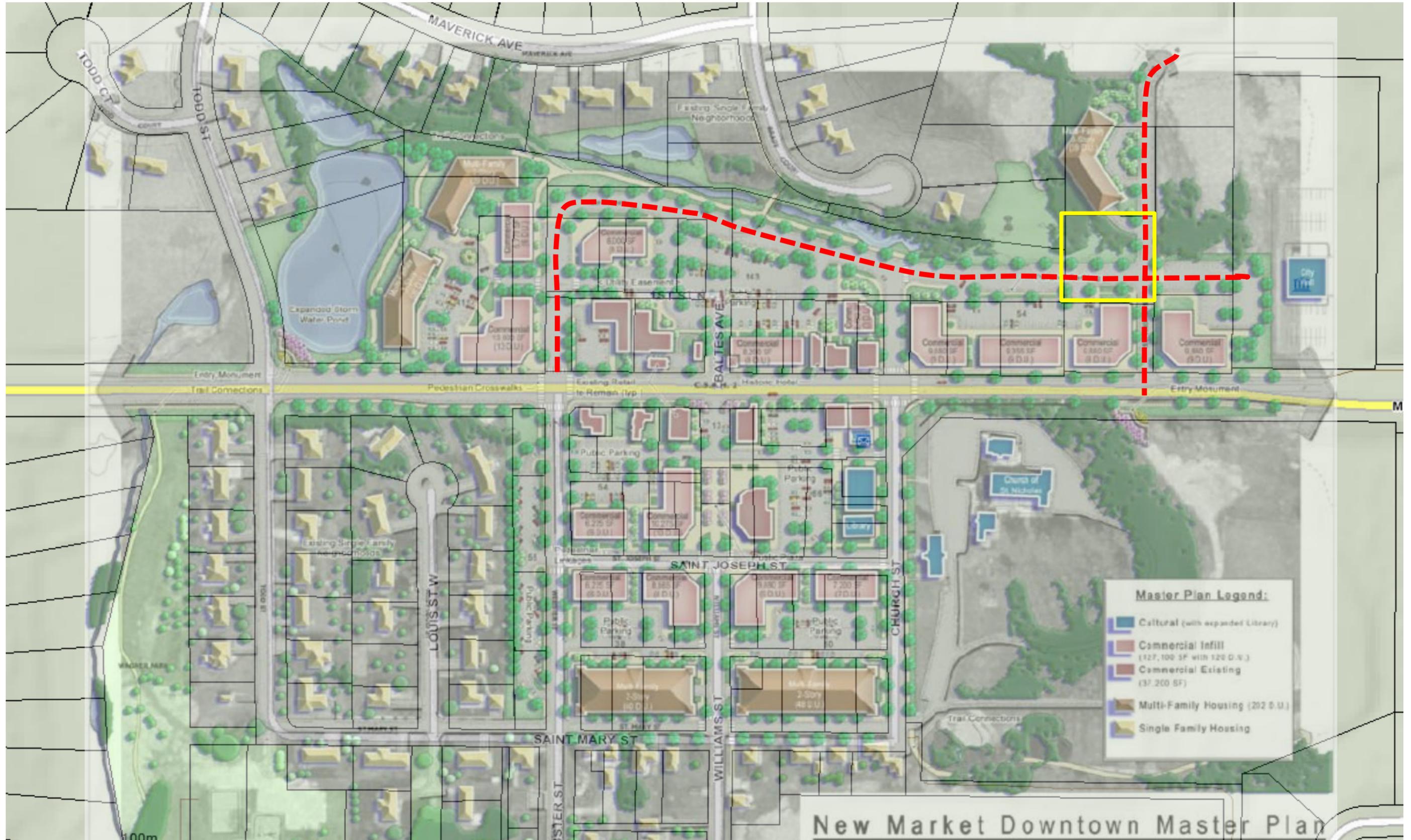
CITY OF ELKO NEW MARKET

By: _____
Joe Julius, Mayor

ATTEST:

Thomas Terry, Acting City Clerk

**DOWNTOWN ELKO NEW MARKET
DOWNTOWN MASTER PLAN (ADOPTED DECEMBER, 2005)
OVERLAID ON SCOTT COUNTY PARCELS**



New Market Downtown Master Plan



STAFF MEMORANDUM

SUBJECT: Monthly Public Works Report – June 2019
MEETING DATE: July 11, 2019
PREPARED BY: Corey Schweich, Public Works Superintendent
REQUESTED ACTION: Information Only

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
- A comprehensive park and trails system that will have sufficient facilities, play fields and open space to meet the needs of residents
- An effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate
- Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

5 YEAR GOALS:

- Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development
- Advance “shovel ready” status of areas guided for commercial and industrial development
- Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities
- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND:

Staff is presenting a written report for Public Works activities in June.

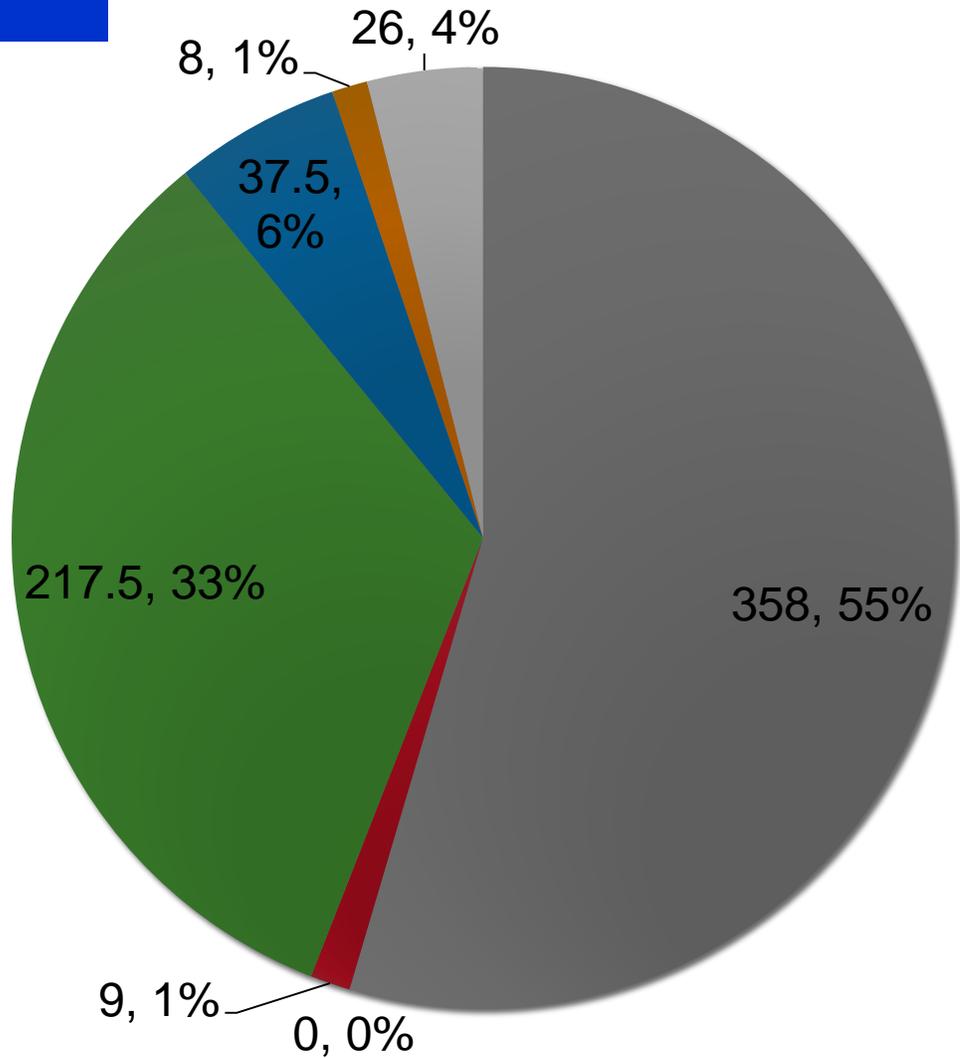
DISCUSSION:

- As previously reported, Staff spends a significant amount of time getting the City ready for Fire Rescue Days. Staff washed the sidewalks in the downtown area, swept the streets, painted the City cross walks, installed all of the no parking signs throughout the parade route, placed the detour signs in the ditches, placed barricades and all the street crossings, installed and removed the parade signs throughout the county. These are just a few things that Public Works does to prepare for the festivities; there are many other tasks that are completed also.
- Staff replaced all of the street signs in the Windrose 8th subdivision. The signs were originally installed in 2006 and were extremely faded. Typically, a street sign should last longer than that, as we have many other signs that are much older that are still in good condition. It is possible that the original signs may have been a lesser quality. It should be noted that in the future, street signs will be scheduled to be replaced as mill and overlay projects are completed. However, some signs may need to be replaced before any street work is completed and Staff will address them on a case by case basis.
- As part of the City's pavement management practices, over 25,000 feet of cracks were routed and sealed. Crack sealing is a way to preserve the pavement and the base underneath. The City spends roughly \$12,000 annually on crack sealing.
- Staff has continued to drag and maintain the ballfields for the season, this will continue throughout the summer on a daily basis. This work is completed with the utility tractor purchased in the last year.
- Trenching and Excavating safety was the topic this month for of the regional safety group made up of Elko New Market, Lakeville, and Farmington. Staff will continue to attend monthly safety trainings through this group.
- Superintendent Schweich and Administrator Terry interviewed 7 candidates for the open Public Works positions. Two candidates were identified and are currently in the background process. It is expected that they will be on board sometime in July.
- Staff assisted with Spring Clean Up day.
- Superintendent Schweich attended project team meetings with the architects that have been contracted to perform the design work associated with the Police Department renovation. There will be more meetings to attend in the coming months.
- The exterior of the New Market water tower was cleaned in late June.
- Public Works cut down and chipped some dead trees on the north end of Wagner Park.
- Staff removed the spring road restriction signs.
- The Department has been extremely busy dealing with various minor breakdowns within the Department's fleet. Joe, the Mechanic, continues to do an excellent job juggling projects, depending on equipment needs.
- It should be noted that the Department will be extremely short staffed in the near future and will focus on completing day to day operations.
- Seasonal Maintenance Worker Justin Weigel's last day was June 28th.

PUBLIC WORKS Combined Time By Department

June 2019

Total Hours:
656



Public Works

Snow Plowing

Buildings

Parks & Grounds

Water

Sewer

Stormwater



STAFF MEMORANDUM

SUBJECT: Monthly Police Activity- June 2019
MEETING DATE: July 11, 2019
PREPARED BY: Brady Juell, Chief of Police
REQUESTED ACTION: Information Only

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- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND:

Staff is presenting a written report to the City Council reporting on Police Department activities for the past month.

DISCUSSION:

Take it to the box results. From June of 2018 to June of 2019 over 105 lbs. of medications were turned into the "Take it to the Box" collection site at the Elko New Market City Hall. Chief Juell transported those medications to the Scott County Sheriff's Department for disposal. Scott County Sheriff's Department is a wonderful partner in this endeavor and will then combine the medications that were taken by all the agencies and will have them incinerated.

On June 13th, while out on routine patrol, Officers Bell and Hotaling observed a group of boys playing basketball in the street. Officer Hotaling wanted to impress his trainer, Officer Bell, with his basketball moves. He dusted off his skills from High School and put on a little clinic, dunking over the much smaller children several times. (See Attached.)

On June 27th, Officers Gareis and Hotaling attended the Family Fun Night at the library. It had to be moved inside due to inclement weather. Officer's participated in the events and handed out stickers to the children. Officer Gareis showed off his fancy footwork and planking abilities to the children and parents alike. (See Attached Photo.)

On June 27th, Chief Juell was invited by Deputy Lueck to join her in reading to children at the Elko New Market Library. Deputy Lueck and Chief Juell each got to read a book about public safety to the over 30 children and parents in attendance. After the reading, the children were able to go through each of the squad cars that were in the parking lot. The children then each got a Sheriff's Star sticker. Those were quickly discarded after Chief Juell handed them each a real Police Officer's Badge. (No one littered. 😊)

Chief Juell attended his very first Fire Rescue Days. He led the parade in his squad car. Even though he was criticized simultaneously for going too slow and too fast while leading the parade, he had himself a great time.

After the parade, Chief Juell attended the festivities at Wagner Park showing his squad car to children that wanted to take a tour and take pictures in the squad. He also handed out stickers and talked with many parents and children alike. Officer Rudolph also attended and spoke with numerous attendees.

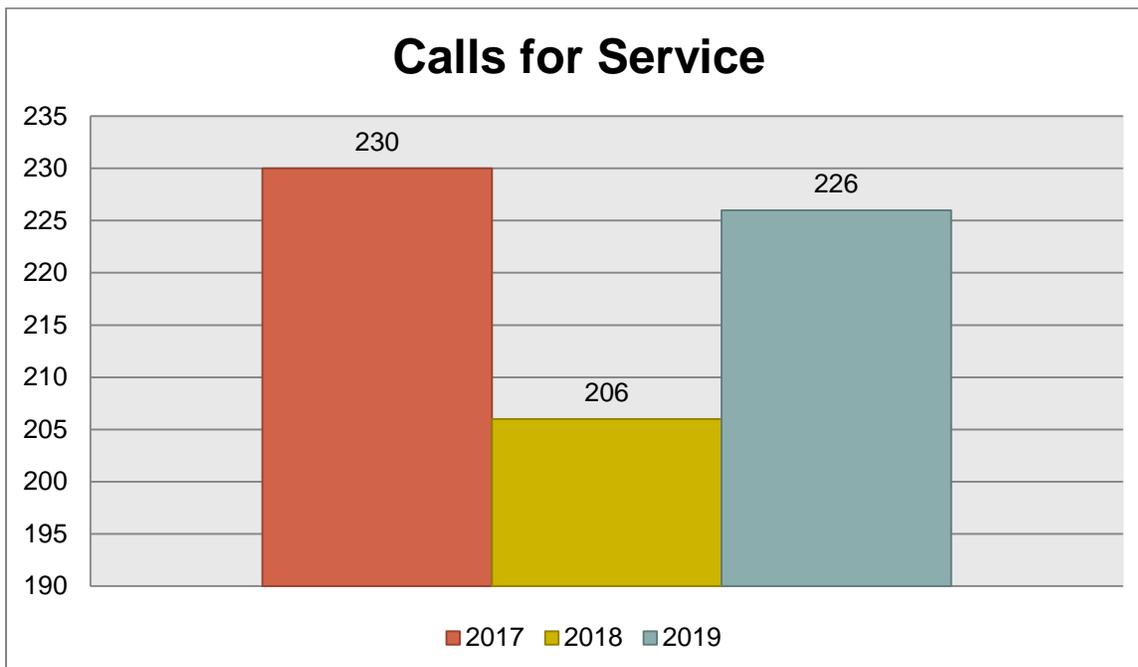
Chief Juell attended the festivities at the Fire Rescue dance and dinner. He got to speak with many participants and spoke with many attendees. This was his first fireman's dance and dinner as well. He is already looking forward to next year's events. Even though it was a very long and warm day to be in full uniform, Chief Juell truly appreciated and was thankful for the opportunity to participate and meet so many wonderful participants and attendees that he was able to meet.

The City of Elko New Market Police and Fire Departments truly appreciated the participation of the Scott County Mounted Posse and the Reserve Deputies. Without the Reserves help in closing the roadway and re-directing traffic, the parade would not have been as successful and safe as it was. The Mounted Posse was also a welcomed addition to the parade and was a big hit with parade goers.

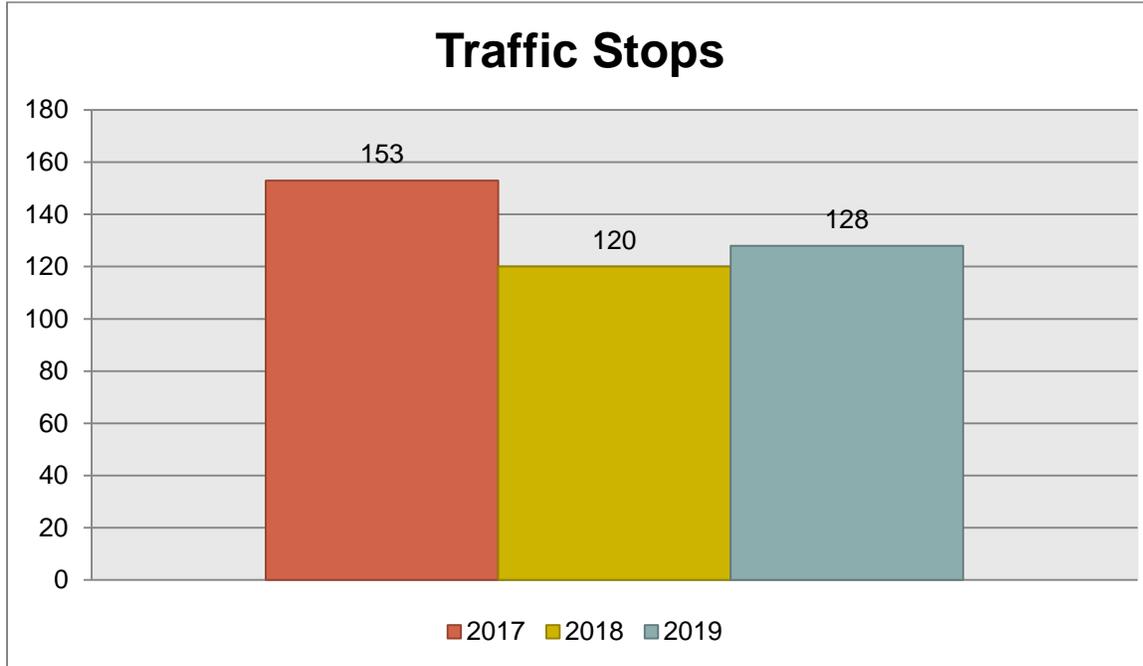
STATISTICAL INFORMATION – June, 2019

0	Fire Calls
5	Property Damage
0	Motor vehicle crash
4	Noise/nuisance complaints
15	Public Assists
1	Harassment
4	Hazards
1	DWI
29	Administration (Rec Fire Permits,etc)
24	Suspicious persons/vehicles/activities
5	Theft
1	Threats
3	Medicals
1	Alarms
1	Lock outs
34	Assists to other agencies
109	Extra Patrols
5	Traffic driving complaints
1	Fleeing police in MV-Motorcycle

Calls for Service:



Total Traffic Stops:



128 traffic stops were conducted in June, 2019. **107** verbal and written warnings issued and **17** citations issued for speed, expired registration, no proof of insurance/no insurance, careless driving, and driving after revocation. **0** citations issued for violation of winter parking ordinances on plowing days. **1** citation was issued for DWI

Total Incidents Handled:

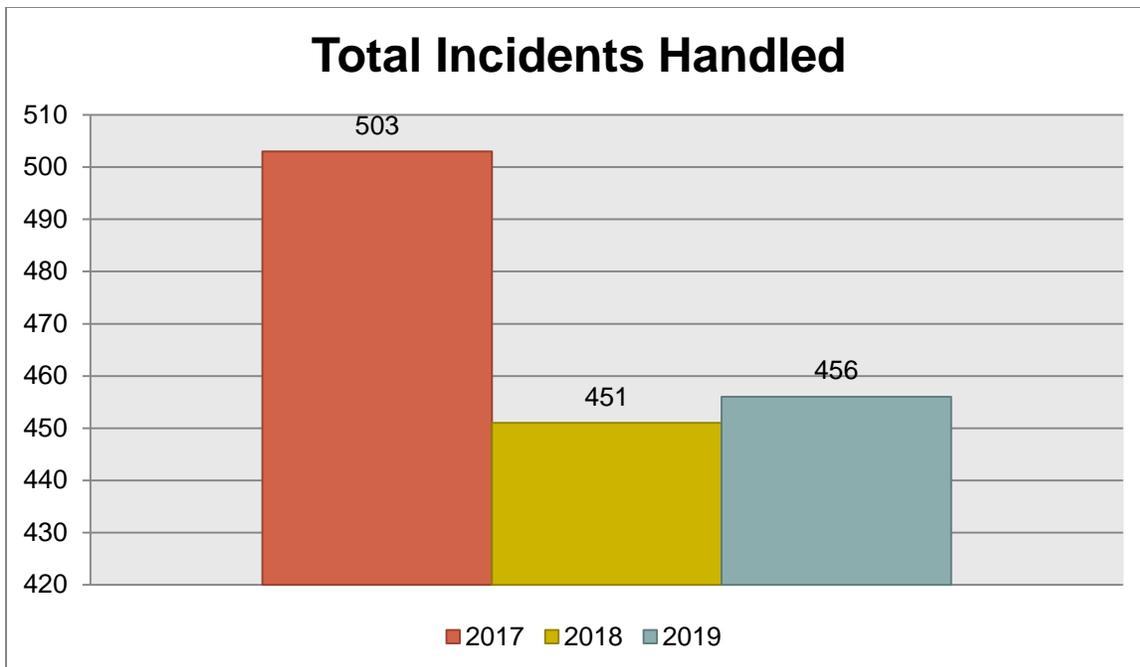


PHOTO ALBUM

**BRADY JUELL, CHIEF OF POLICE
EMERGENCY MANAGEMENT DIRECTOR**











601 Main Street
Elko New Market, MN 55054
phone: 952-461-2777 fax: 952-461-2782

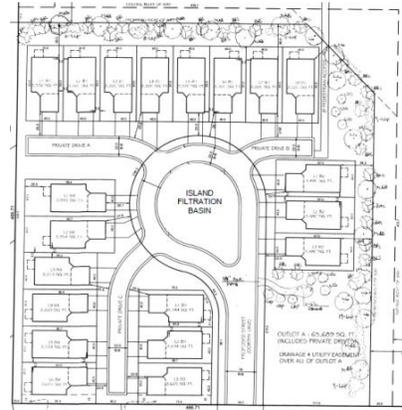
MEMORANDUM

TO: CITY COUNCIL, PLANNING COMMISSION, EDA & CHAMBER OF COMMERCE
FROM: RENEE CHRISTIANSON, COMMUNITY DEVELOPMENT SPECIALIST
SUBJECT: COMMUNITY DEVELOPMENT UPDATES
DATE: JULY 3, 2019

Background / History

The purpose of this memo is to provide updates regarding miscellaneous projects and activities being worked on by Community Development staff. Below is a summary of projects that are currently being worked on, inquiries received, and miscellaneous information:

Christmas Pines – Construction has commenced on this 20 lot residential townhome development. Construction of the streets and public utilities is expected to be complete by the end of July. The lots should be eligible for building permits in the near future.



Dakota Acres / Global Properties – Global Properties continues to work on concept plans for a 68-unit apartment development on a 3.1 acre lot. Currently proposed are two separate apartment buildings; the first phase, which is proposed for 2019, would consist of one 28 unit building. The property is zoned High Density Residential and apartments are a permitted use. Below is a rendering of a proposed building.



Adelmann Property – City staff continues to work with the Adelmann family and their consultants in the preparation of an AUAR, a required environmental study, for their 243 acres located near the I-35 / CSAH 2 interchange. As part of the AUAR and preparation for development, several studies are being completed, including a wetland delineation, traffic impact study, tree inventory, and geotechnical work. The AUAR project is underway and is expected to be completed in early fall of 2019.



Aaron Le Property – City staff is working with a potential developer / builder who is interested in developing the Aaron Le property. City staff met with the potential developer on June 13, 2019 and has provided detailed estimates of the City’s fees relating to the development. The current concept plan depicts 77 single-family residential lots on approximately 33.5 acres. Development requires annexation of the property from New Market Township.

Sylvester Meadows – A public hearing was held on May 28, 2019 regarding the request for rezoning, and preliminary and final plat approval of Sylvester’s Meadow, a single-family residential development containing 9 lots on approximately 5.3 acres. The Planning Commission closed the public hearing and continued action on the item, pending submittal of an independent hydrology study being commissioned by a neighboring property owner, and submittal of additional items by the applicant. The City must act on the request by September 3, 2019.

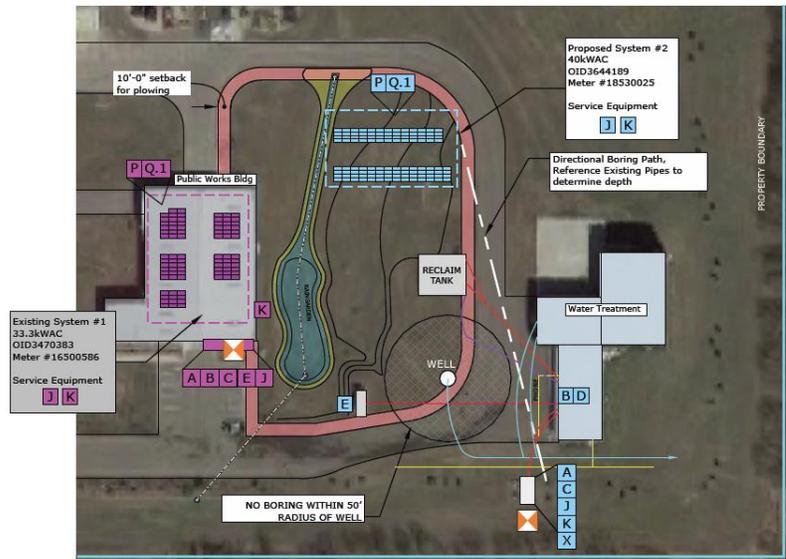


Pete's Hill - The City received a petition for annexation of this 34 acre property which was formally approved in June, 2019. The property is located immediately south of Pete's Hill Park. The City has received official application for rezoning, preliminary and final plat approval of a 46 lot residential development which contain a mix of single-family lots and twin-home lots. The application is currently being reviewed for completeness. A public hearing on the proposed development is expected to be held on July 30, 2019 before the City's Planning Commission.



Elko New Market Retail Center – The City has received land use applications associated with Phase II of the Elko New Market Commerce Center. The application is currently being reviewed for completeness. A public hearing on regarding the land use applications is expected to be held on July 30, 2019 before the City's Planning Commission. If approved, construction on the second and final phase of the retail center is expected in the fall of 2019.

Ground Mounted Solar Panels – The City has received a land use application to allow ground mounted solar panels at the City's Water Treatment Facility. The Planning Commission is expected to review the application at their July 30th Planning Commission meeting.



Business Leads – Staff has prepared community marketing information for hardware stores, convenience stores and grocery stores. The information was disseminated to a few real estate brokers. Staff met with a convenience store considering locating in Elko New Market.

Building Permits – The City issued no permits for single family homes in April, May or June of 2019. Numerous permits have been issued for re-roofing due to the recent hail storm in Elko New Market.

Ordinance Updates –

- City staff has conducted research regarding the City's development standards for the R4 (high density residential) zoning district, specifically in terms of landscaping and setback requirements. The Planning Commission will hold a public hearing regarding proposed amendments to the City's Code, which would reduce some existing requirements/standards, at their July 30, 2019 Planning Commission meeting.

2040 Comprehensive Plan – City staff has been working on the draft 2040 Comprehensive Plan. A joint workshop of the Planning Commission and City Council is being planned for late-July, 2019 to review the draft document. The City Council must approve the draft Plan for review by adjacent jurisdictions. Adoption of the final plan is anticipated by the end of 2019.

Roundabout Project – City staff and Bolton & Menk, the City’s engineering firm, have been working on the roundabout project scheduled for construction in 2020. Bolton and Menk continues to work on preparation of the final construction plans and project coordination with county/state agencies, while City staff continues to work on right-of-way acquisition. Two right-of-way acquisitions have been finalized.



**MINUTES
CITY OF ELKO NEW MARKET
PLANNING COMMISSION MEETING
JUNE 25, 2019
5:00 PM**

1. CALL TO ORDER

Chairman Smith called the meeting of the Elko New Market Planning Commission to order at 7:01 p.m.

Commission members present: Smith, Kruckman, Hanson, and Humphrey

Members absent and excused: Priebe and Ex-officio member Anderson

Staff Present: Community Development Specialist Christianson and
Community Development Intern Sevensing.

2. PLEDGE OF ALLEGIANCE

Chairman Smith led the Planning Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

A motion was made by Smith and seconded by Humphrey to approve the agenda as submitted. Motion carried: (4-0).

4. PUBLIC COMMENT

There was no public comment.

5. ANNOUNCEMENTS

There were no announcements.

6. APPROVAL OF MINUTES

A. It was moved by Kruckman and seconded by Hanson to approve the minutes of May 28, 2019. Motion carried (4-0).

7. PUBLIC HEARINGS

A. None

8. GENERAL BUSINESS

A. Draft Zoning Ordinance Amendment – Landscaping & Setback Requirements in the R4 Zoning District

Sevensing presented information contained in her staff report in a Powerpoint presentation.

She began by reviewing the objectives of the Comprehensive Plan which include the City's goal of providing a variety of housing options within the community (including multi-family) and removing barriers to development of various housing options.

She stated that the standards currently contained in the R4 district date back to 2006 when Elko and New Market merged. The City recently received its first concept plan for development on R-4 zoned property. She explained that, in reviewing the current development proposal, staff questioned certain requirements contained in the City of Elko New Market code specifically related to the R-4 district standards. Specifically, staff was concerned about the following:

- Section 11-25D-9(C)(1) which requires that private drives and private parking spaces be setback at least 30' from buildings.
- Section 11-10-3(B)(1) which requires that at least 50% of the total site area shall be landscaped.

Sevening advised the Commission that research was conducted on ten other city's codes to see if similar requirements were contained in other communities. Staff found that Elko New Market's codes were more restrictive than the ten cities that were researched and that Elko New Market's code in this regard could be considered contradictory to the purposes of the Comprehensive Plan and R4 zoning district.

Sevening requested feedback from the Commission regarding possible changes to the City's code. Following discussion by the Commission, it was moved by Humphrey and seconded by Hanson to direct staff to prepare for a public hearing regarding amendments to the City Code as follows:

- Section 11-25D-9(C)(1) – Amend the front building setback to 25' from the back of curb line of private drives, and 15' from private parking areas.
- Section 11-10-3(B)(1) – Amend the landscaping requirement in the R3 & R4 zoning districts to require that 30% of the total site area be landscaped.

Motion carried: (4-0).

B. Concept Plan Review of 68-Unit Apartment Development – Global Properties

Sevening presented her concept plan staff report, along with a Powerpoint presentation for a proposed 68-unit apartment complex to be constructed in two buildings as proposed by Global Properties. She noted that the concept plan had also been reviewed at the May Planning Commission meeting. The developer revised the plan to address feedback from City staff and the Commission.

She provided some history regarding the property, noting that the property was previously owned by the City who recently sold the property to Global Properties.

She reviewed the following items related to the proposed development:

- 2030 Comprehensive Plan, which guides the property to Residential Mixed Use, along with a review of the proposed density calculation and methodology
- 2040 Draft Comprehensive Plan guidance, which guides the property to High Density Residential
- Current zoning of the property of High Density Residential
- Proposed setback variances which would be required to accommodate the development as currently proposed
- Additional building height being requested which would require a conditional use permit
- Proposed easements on the site
- Landscaping requirements
- Parking being proposed by the applicant.
- Property access issues from James Parkway and the private development to the east, including the request for one additional access to the property from James Parkway
- The existence of a gas line easement within the site

Sevening summarized the proposed deviations from the City Code as shown on the current concept plan. She asked the Planning Commission to provide preliminary feedback regarding the concept plan and the proposed deviations from the City Code. Following detailed discussion by the Planning Commission, the following deviations were preliminarily supported:

- Additional building height
- Internal building setbacks to private drives and private parking areas
- Additional access into the property from James Parkway
- Number of parking spaces required

The Planning Commission did not support a potential setback variance regarding the setback of the parking stalls to the property line, and requested that the parking stalls be placed 10' from the property line and outside of the drainage and utility easement area.

It was noted that that the feedback was preliminary in nature, as a public hearing on the matters would need to be held, and that criteria supporting such variances and/or conditional use permits would be required.

C. 2040 Comprehensive Land Use Plan

Christianson advised the Commission that staff was in the process of coordinating a joint meeting of the Planning Commission and City Council. The purpose of the meeting was to provide an overview of the draft 2040 Comprehensive Plan, and approve the plan for distribution to neighboring jurisdictions. She explained that adjacent jurisdictions may take up to six months to review and comment on the draft Plan. She provided a high level overview of the chapters contained within the Plan.

9. MISCELLANEOUS

Christianson provided the Commission verbal updates on the following items/projects:

- The reappointment of Nicole Kruckman to the Commission
- Christmas Pines
- Boulder Heights
- Sylvester Meadows
- Pete's Hill

10. ADJOURNMENT

A motion was made by Smith and seconded by Humphrey to adjourn the meeting at 8:20 p.m. Motion carried: (4-0).

Submitted by:



Renee Christianson
Community Development Specialist