

**CITY OF ELKO NEW MARKET
CITY COUNCIL AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
THURSDAY, JULY 25, 2019**

**BUSINESS MEETING
6:00 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.

- Todd Priebe – ATV and Golf Cart Regulations

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 June 27, 2019 Minutes of the City Council Meeting
- b. Approve July 11, 2019 Minutes of the City Council Meeting
- c. Approve Payment of Claims and Electronic Transfer of Funds
- d. Approve Employment Agreement
- e. Adopt Resolution 19-45 Gambling Permit for A Race Worth Winning – ALS
- f. Adopt Resolution 19-47 Amending Electronic Communication Equipment Policy
- g. Planner I Position
 - i. Approve the Job Description for the Planner I Position
 - ii. Amend the 2019 Salary Schedule to Include the Planner I Position at Grade 9
 - iii. Authorize the Hire of Haley Sevensing for the Planner I Position

7. Public Hearings

8. General Business

- a. Transfer of Funds
 - i. Resolution 19-46 Transfer of Funds

9. Reports

- a. Administration
- b. Public Works
- c. Police Department
- d. Fire Department
- e. Engineering
- f. Community Development
- g. Parks Department
 - i. Draft Parks & Recreation Commission Minutes of July 9, 2019 Meeting
- h. Community & Civic Events Committee (CCEC)
 - i. Draft Community & Civic Events Committee Minutes of July 16, 2019 Meeting
- 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

1. CALL TO ORDER

The meeting was called to order by Mayor Julius at 7:30 p.m.

Members Present: Mayor Julius, Councilmembers: Berg, Schwichtenberg, Seepersaud and Timmerman

Members Absent: None

Also Present: City Administrator Terry, Police Chief Juell, City Attorney Poehler, and City Engineer Revering

2. PLEDGE OF ALLEGIANCE

Mayor Julius led the Council and audience in the Pledge of Allegiance.

3. ADOPT/APPROVE AGENDA

MOTION by Councilmember Timmerman, second by Councilmember Schwichtenberg to approve the agenda. **APIF, MOTION CARRIED**

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5. PUBLIC COMMENT

None

6. CONSENT AGENDA

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

- a. Approve June 13, 2019 Minutes of the City Council Meeting
- b. Approve Payment of Claims and Electronic Transfer of Funds
- c. Adopt Ordinances Concerning Mobile Food Units
 - a. Adopt Ordinance No 190 Amending Title 4 of the Elko New Market City Code Adding a New Chapter 10 Concerning Mobile Food Units
 - b. Adopt Summary Ordinance No. 191 Amending Title 4 of the Elko New Market City Code by Adding a New Chapter 10 Concerning Mobile Food Units
 - c. Adopt Ordinance No. 192 Amending City of Elko New Market Fee Schedule, Ordinance No. 183, Concerning Mobile Food Units.
- d. Adopt Resolution 19-40 Reappointing Members to the Parks and Recreation Commission
- e. Vision, Priority Goals and Community Oriented Local Government (COG) Philosophy
 - a. Adopt Resolution 19-34 Amending Vision Statement
 - b. Adopt Resolution 19-35 Amending Priority Goals
 - c. Adopt Resolution 19-36 Amending Community Oriented Local Government Philosophy

- f. Adopt Resolution 19-37 Reporting the Results of the Performance Measurement System to the Office of the State Auditor
- g. Donation for Trail Improvement from Shakopee Mdewakanton Sioux Community and the City of Elko New Market
 - a. Adopt Resolution 19-30 Accepting Donation from the Shakopee Mdewakanton Sioux Community.
 - b. Approve Intergovernmental Donation Agreement Between the Shakopee Mdewakanton Sioux Community and the City of Elko New Market
- h. Adopt Resolution 19-38 Approving Amended Outdoor Concert and Event Permit
- i. Adopt Resolution 19-41 Accepting Bids for 2019 Streets Rehabilitation Project

APIF, MOTION CARRIED

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

2018 Audited Financial Statements

Mr. Matt Mayer of Bergan KDV made a presentation and requested the City Council consider adopting Resolution 19-39, Independent Auditor’s Report for the City of Elko New Market. **MOTION** by Councilmember Berg, second Councilmember Timmerman, to approve Resolution 19-39 Adopting Independent Auditor’s Report for the City of Elko New Market. **APIF, MOTION CARRIED**

Webster Street Wetland Restoration Grant Agreement

City Engineer Revering requested the City Council consider approving Webster Wetland Restoration Agreement. The City Council discussed this item. **MOTION** by Councilmember Timmerman, second Councilmember Seepersaud, to approve the Webster Wetland Restoration Agreement. **APIF, MOTION CARRIED**

Unintentional Use Policy

City Administrator Terry requested the City Council review the current Unintentional Use Adjustment Policy and provide direction on any changes. After discussing this item, the City Council requested Staff to modify to Tier One for the unintentional use if resident qualifies under the policy retroactive to Mr. Bosch incident.

Authorize Payment to New Market Bank for Easements Related to CSAH 2 & 91 Roundabout Project

City Engineer Revering requested the City Council authorize payment to New Market Bank for easements related to CSAH 2 & 91 Roundabout Project. Mayor Julius abstained from this item. **MOTION** by Councilmember Timmerman, second Councilmember Schwichtenberg, to approve Memorandum of Agreement between New Market Bank and the City of Elko New Market, and to approve the Payment Authorization in the amount of \$15,060. **APIF, MOTION CARRIED (Mayor Julius Abstained)**

9. REPORTS



- a) ADMINISTRATION
- b) PUBLIC WORKS
Written report included in Council Packet.
- c) POLICE DEPARTMENT
Police Department Workload and Coverage Analysis. Police Chief Juell made a presentation to the Council on staffing. Council and Staff discussed Police Staffing and workload. The Council indicated the City would be behind the Police Department in its decisions.
- d) FIRE DEPARTMENT
City Administrator Terry updated the Council on the Fire Department training of new Fire Fighters.
- e) ENGINEERING
City Engineer Revering updated the Council on the Stormwater Pollution Prevention Annual Meeting.
- f) COMMUNITY DEVELOPMENT
Written draft May 28, 2019 Planning Commission Minutes included in Council Packet.
- g) PARKS DEPARTMENT
Written draft June 11, 2019 Parks & Recreation Minutes included in Council Packet.
- h) COMMUNITY & CIVIC EVENTS COMMITTEE (CCEC)
Written draft June 11, 2019 Community & Civic Events Committee Minutes included in the Council Packet. Councilmember Seepersaud indicated everything is going well.
- i) OTHER COMMITTEE AND BOARD REPORTS
 - i. SCALE
Mayor Julius updated the Council on the SCALE meeting. Timmerman noted the meeting was interesting.
 - ii. MVTA
Councilmember Schwichtenberg indicated MVTA launched their new Connect App.
 - iii. I35 SOLUTIONS ALLIANCE
City Administrator Terry updated the Council on the Technical Meeting and reviewed the top priority projects that will be lobbied in the Legislature.
 - iv. CHAMBER OF COMMERCE
None

10. DISCUSSION BY COUNCIL

Mayor Julius brought up the idea of moving meeting times permanently. He suggested moving

the workshop meetings up to 6:00 p.m. and the business meeting at 7:00 p.m. The Commission was unanimously in favor of moving the meeting times permanently.

11. ADJOURNMENT

MOTION by Councilmember Seepersaud, second by Councilmember Schwichtenberg, to adjourn the meeting at 9:21 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Thomas Terry, City Administrator

1. CALL TO ORDER

The meeting was called to order by Mayor Julius at 7:30 p.m.

Members Present: Mayor Julius, Councilmembers: Berg, Seepersaud and Timmerman

Members Absent: Councilmember Schwichtenberg

Also Present: City Administrator Terry, Police Chief Juell, Finance City Attorney Poehler, Community Development Specialist Renee Christianson and City Engineer Revering

2. PLEDGE OF ALLEGIANCE

Mayor Julius led the Council and audience in the Pledge of Allegiance.

3. ADOPT/APPROVE AGENDA

Mayor Julius indicated the Council would discuss the City Planner position under Administrative Reports.

MOTION by Councilmember Timmerman, second by Councilmember Berg to approve the agenda. **APIF, MOTION CARRIED**

4. PRESENTATIONS, PROCLAMATIONS AND ACKNOWLEDGEMENTS

None

5. PUBLIC COMMENT

None

6. CONSENT AGENDA

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

- 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 Worksession Meeting Times
- d. Adopt Resolution 19-44 Amending Unintentional Use Policy
- e. Authorize Additional Funding for Community Picnic

APIF, MOTION CARRIED

7. PUBLIC HEARINGS

None

8. GENERAL BUSINESS

Acquisition of 448 Main Street

Community Development Specialist Renee Christianson requested the City Council consider acquisition of 448 Main Street. **MOTION** by Councilmember Timmerman, second

Councilmember Seepersaud, to approve Resolution 19-42 Approving The Acquisition Of Certain

Real Property And Dispensing With Statutory Requirements For Review By The Planning Commission. **APIF, MOTION CARRIED**

9. REPORTS

a) ADMINISTRATION

City Planner Open Position

City Administrator Terry requested the City Council to discuss the open City Planner position. The City Council discussed the City Planner position and different funding options with staff. After discussion the City Council directed staff to not post the City Planner Position and hire within.

b) PUBLIC WORKS

Written June 2019 report included in Council Packet.

c) POLICE DEPARTMENT

Written June 2019 report included in Council Packet.

Police Chief Juell updated the City Council on the Prescription and Over the Counter Drug collection and Fire Rescue Days.

The City Council discussed ATV and Motor Vehicle Ordinances and incidences with Police Chief Juell.

d) FIRE DEPARTMENT

Administrator Terry updated the City Council on the Fire District Work Meeting.

e) ENGINEERING

None

f) COMMUNITY DEVELOPMENT

Written draft June 25, 2019 Planning Commission Minutes included in Council Packet.

g) PARKS DEPARTMENT

Written Parks Commission Update and Minutes included in Council Packet.

h) COMMUNITY & CIVIC EVENTS COMMITTEE (CCEC)

None

i) OTHER COMMITTEE AND BOARD REPORTS

i. SCALE

None

ii. MVTA

None

iii. I35 SOLUTIONS ALLIANCE

None

iv. CHAMBER OF COMMERCE

Councilmember Berg indicated he attended the meeting and the meeting went well. He updated the Council on the items that were discussed at the meeting.

10. DISCUSSION BY COUNCIL

Councilmember Timmerman wondered if there was any information regarding Night to Unite. Administrator Terry indicated he wanted to have a discussion with the Chief regarding this item before bringing to the Council.

11. ADJOURNMENT

MOTION by Councilmember Berg, second by Councilmember Timmerman, to adjourn the meeting at 8:13 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Thomas Terry, City Administrator



STAFF MEMORANDUM

SUBJECT:	Presentation of Elko New Market Claims and Electronic Transfer of Funds
MEETING DATE:	July 25, 2019
PREPARED BY:	Stephanie Fredrickson, Administrative Assistant
REQUESTED ACTION:	Approve Payment of Current Claims

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

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 25, 2019

Name	Check Date	Check Amt	
AUTOPAYS			
Paid Chk# 006189E UNUSED NUMBER	N/A	\$0.00	
Paid Chk# 006190E UNUSED NUMBER	N/A	\$0.00	
Paid Chk# 006191E HEALTH EQUITY, INC.	7/9/2019	\$7,559.74	Move Corey and Marty's HAS cas
Paid Chk# 006192E MN DEPT OF REVENUE	6/30/2019	\$304.00	Q2 Sales Tax Return 2019
Paid Chk# 006193E PERA	7/11/2019	\$8,122.31	Vendor Liability
Paid Chk# 006194E MN DEPT OF REVENUE	7/11/2019	\$2,011.54	Vendor Liability
Paid Chk# 006195E INTERNAL REVENUE SERVICE	7/11/2019	\$9,211.49	Vendor Liability
Paid Chk# 006196E HEALTH EQUITY, INC.	7/11/2019	\$38.35	Payroll 14 071119
Paid Chk# 006197E HEALTH EQUITY, INC.	7/11/2019	\$706.92	EE Contributions HSA PR 14
Paid Chk# 006198E SUN LIFE FINANCIAL	7/11/2019	\$1,298.75	Life Insurance
Paid Chk# 006199E DELTA DENTAL OF MINNESOTA	7/11/2019	\$1,050.25	Delta Dental- July
Paid Chk# 006200E XCEL ENERGY	7/22/2019	\$269.89	Storage
Paid Chk# 006201E XCEL ENERGY	7/23/2019	\$190.14	Lift Station / 10010 Ptarmigan
Paid Chk# 006202E XCEL ENERGY	7/23/2019	\$1,012.87	Wellhouse - 26460 France Ave
Paid Chk# 006203E XCEL ENERGY	7/22/2019	\$1,219.40	26536 France Ave
Paid Chk# 006204E XCEL ENERGY	7/22/2019	\$797.70	Library - 100 J Roberts Way
Paid Chk# 006205E MINNESOTA ENERGY RESOURCES	7/22/2019	\$175.48	50 Church Street
Paid Chk# 006206E NUVERA COMMUNICATIONS, INC.	7/20/2019	\$327.27	Police Dept Phone/Fax
Paid Chk# 006207E NUVERA COMMUNICATIONS, INC.	7/20/2019	\$552.61	Area Hall Phone/SCADA
Paid Chk# 006208E XCEL ENERGY	7/31/2019	\$382.15	Streetlights
Paid Chk# 006209E NUVERA COMMUNICATIONS, INC.	7/20/2019	\$49.99	139503 - 25499 Natchez Ave
Paid Chk# 006210E NUVERA COMMUNICATIONS, INC.	7/20/2019	\$170.63	937759 - 25499 Natchez Ave Bld
Paid Chk# 006211E XCEL ENERGY	8/1/2019	\$4,804.31	601 Main Street
Paid Chk# 006212E DAKOTA ELECTRIC ASSN	8/2/2019	\$128.18	Ptarmigan Drive Streetlights
Paid Chk# 006213E MN VALLEY ELECTRIC COMPANY	7/22/2019	\$136.00	268X Xerxes Water Tower, Elko
TOTAL		\$40,519.97	
PRE-PAIDS			
Paid Chk# 039940 METROPOLITAN COUNCIL	7/8/2019	\$172,148.59	Reserve Capacity Loan 2017- Pm
Paid Chk# 039941 METROPOLITAN COUNCIL	6/30/2019	\$9,078.30	QTR 2 SAC Charges
Paid Chk# 039942 UNITED STATES POSTAL SERVICE	7/11/2019	\$297.92	June 2019 Utility Bills
Paid Chk# 039943 IUOE LOCAL #49	7/12/2019	\$105.00	Union Dues- Marty Deutsch
TOTAL		\$181,629.81	
CHECK REGISTER			
Paid Chk# 039944 A-1 LANDSCAPES	7/25/2019	\$590.56	Code Enforcement Inv - 388 Row
Paid Chk# 039945 ADAMS, STEPHANIE L.	7/25/2019	\$160.00	Face Painting - Community Picn
Paid Chk# 039946 AIRGAS USA, LLC	7/25/2019	\$184.00	FD - Oxygen
Paid Chk# 039947 ANCHOR SOLAR INVESTMENTS, LLC.	7/25/2019	\$243.58	Solar Panel Lease Pmt
Paid Chk# 039948 BOLTON & MENK	7/25/2019	\$1,740.00	List Station Standby
Paid Chk# 039949 CAMPBELL KNUTSON	7/25/2019	\$7,916.90	Elko 34, LLC Orderly Annexatio
Paid Chk# 039950 CINTAS CORPORATION NO. 2	7/25/2019	\$13.00	PW UNIFORMS
Paid Chk# 039951 CORNERSTONE COPY LAKEVILLE	7/25/2019	\$48.00	Grand Marshall Banner
Paid Chk# 039952 CROSSROADS CHURCH	7/25/2019	\$470.00	Police Chaplain Training - Int
Paid Chk# 039953 CRYSTEEL TRUCK EQUIPMENT	7/25/2019	\$803.38	PW - Fleet Maint & Equip
Paid Chk# 039954 FISH ROCK COUNTRY MARKET	7/25/2019	\$3.78	PW - Water Samples
Paid Chk# 039955 GREYSTONE CONSTRUCTION	7/25/2019	\$250.00	Refund of Variance Application
Paid Chk# 039956 INTERNATIONAL INSTITUTE CLERKS	7/25/2019	\$280.00	New Membership - Lynda Jirak
Paid Chk# 039957 NICHOLAS J. JULIUS	7/25/2019	\$214.02	Mileage Expenses 4/5/19-6/14/1
Paid Chk# 039958 KELLEY FUELS, INC.	7/25/2019	\$1,878.51	PW - Fuel
Paid Chk# 039959 LAKEVILLE SANITARY, INC.	7/25/2019	\$395.90	11756 - Wagner Park
Paid Chk# 039960 LAKEVILLE SOUTH HIGH SCHOOL	7/25/2019	\$1,000.00	High School Marching Band Part
Paid Chk# 039961 METROPOLITAN COUNCIL	7/25/2019	\$52,063.86	Wastewater Charges - Aug 2019
Paid Chk# 039962 MN DEPT OF HEALTH	7/25/2019	\$23.00	Class B Water License Renewal
Paid Chk# 039963 MN PUBLIC FACILITIES AUTHORITY	7/25/2019	\$542,040.00	PFA Loan Principal
Paid Chk# 039964 NORTHWEST ASSOCIATED	7/25/2019	\$790.60	General Planning
Paid Chk# 039965 NAPA AUTO PARTS	7/25/2019	\$98.94	PW - Fleet Maint & Equip
Paid Chk# 039966 QUILL CORPORATION	7/25/2019	\$20.03	Operating Supplies
Paid Chk# 039967 SAFETY SIGNS INC.	7/25/2019	\$195.00	PW - Streets
Paid Chk# 039968 SCHLOMKAS PORTABLE	7/25/2019	\$1,461.00	Fire Rescue Days Portable Rest
Paid Chk# 039969 SCHWICHTENBERG, JON	7/25/2019	\$152.59	Hotel Charges 6/26/19 - Reimbu
Paid Chk# 039970 SCOTT COUNTY RECORDER	7/25/2019	\$138.00	F07-19 Encroachment (Kass) Rec
Paid Chk# 039971 SRF CONSULTING GROUP, INC.	7/25/2019	\$704.05	Right of Way Agent Svcs
Paid Chk# 039972 STREICHER'S INC	7/25/2019	\$191.98	PD - Vest Carrier/Uniforms
Paid Chk# 039973 SUEL PRINTING COMPANY	7/25/2019	\$180.00	Legal Ads
Paid Chk# 039974 MIKE SUTTON	7/25/2019	\$818.35	Easter Egg Hunt Reimbursement

CITY OF ELKO/NEW MARKET

07/18/19 1:55 PM

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*Check Summary Register©

July 25, 2019

	Name	Check Date	Check Amt	
Paid Chk# 039975	PUBLIC SAFETY EQUIP, LLC	7/25/2019	\$145.00	Certification/Radar & Laser Un
Paid Chk# 039976	TIMESAVER OFF SITE SECRETARIAL	7/25/2019	\$215.00	City Council Minutes
Paid Chk# 039977	XEROX CORPORATION	7/25/2019	\$592.45	Copier
TOTAL			\$616,021.48	

DIRECT DEPOSIT

Paid Chk# 502613E	Bi-Weekly ACH	7/11/2019	\$31,702.08	
TOTAL			\$31,702.08	



STAFF MEMORANDUM

SUBJECT:	Employment Agreement
MEETING DATE:	July 25, 2019
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	Approve an Employment Agreement with Craig Anderson

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
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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 City Council is being asked to approve an Employment Agreement with Craig Anderson as a Background Investigator and Public Safety Advisor.

DISCUSSION:

Mr. Anderson is a retired Chief of Police, who previously served the City as the interim Police Chief in 2010, as well as consulting Public Safety Advisor and background investigator. The City has previously hired Mr. Anderson, as needed, to conduct employee background checks. The agreement is consistent with previously approved contracts. Under the terms of the proposed agreement, Mr. Anderson would be hired as a temporary employee to conduct background investigations. This approach has significantly reduced the cost of background investigations by eliminating the “overhead” costs incorporated into consulting fee structures. Although background investigations are expected to take 10-15 hours per candidate on average, the contract provides flexibility for unforeseen circumstances.

Anderson’s most recent contract expired on April 30, 2019. Staff is asking that the new contract be retroactive to May 1, 2019 to cover the most recent hiring processes and carry through to December 31, 2019 so that Anderson is able to proceed with background checks and mentoring services with the recently hired Chief of Police.

BUDGET IMPACT:

Budget will be based on actual hours worked and will be a General Fund expense.

Attachments:

- Employment Agreement with Craig Anderson

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF ELKO NEW MARKET
AND CRAIG ANDERSON**

THIS AGREEMENT is made as of the 25th day of July, 2019, by and between **CRAIG ANDERSON** (the “**Employee**”) and the **CITY OF ELKO NEW MARKET**, a Minnesota municipal corporation (the “**Employer**”).

WHEREAS, the Employer is in the business of providing municipal services and must maintain appropriate staffing levels in order to do so; and

WHEREAS, the Employer desires to retain the services of Employee as a Part-time Background Investigator and Public Safety Advisor in the Police Department, and the Employee desires to assume such position; and

WHEREAS, the Employee and the Employer have negotiated certain terms and conditions regarding the Employee’s relationship with the Employer and desire to enter into this written agreement under the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual promises contained herein it is hereby agreed:

1. POSITION. Employer agrees to employ Employee as its Background Investigator. Employee agrees to serve as Background Investigator. At all times during the performance of this Agreement, Employee shall adhere to all rules and regulations established by the City for the conduct of its employees. Employee shall not work more than 40 hours per week and shall provide services only on an “as needed” basis and at the direction of the Chief of Police.

2. TERM. The Employer hereby retains the Employee for a period from May 1, 2019 through December 31, 2019. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions of this Agreement.

3. COMPENSATION. The Employer shall compensate the Employee at \$40 per hour.

4. BENEFITS/REQUIREMENTS. Employee shall be eligible for Public Employees Retirement Association (P.E.R.A.), social security, workers compensation, and mileage reimbursement as provided through City of Elko New Market personnel policies.

5. OTHER BENEFITS/REQUIREMENTS. The Employee shall be accorded other benefits, and subject to all terms and conditions of employment as provided through City of Elko New Market personnel policies in except that no probationary period will apply.

6. INDEMNIFICATION. Employer shall defend and indemnify Employee pursuant to Minn. Stat. § 466.07 and § 465.76. In addition, Employer shall defend, hold harmless, and indemnify Employee from all torts; civil damages, penalties, and fines; violation of statutes, laws, rules, and ordinances, provided the Employee was acting in the performance of the duties of the position.

**EMPLOYER:
CITY OF ELKO NEW MARKET**

BY: _____
Joe Julius, Mayor

AND _____
Tom Terry, City Administrator

EMPLOYEE:

Craig Anderson



STAFF MEMORANDUM

SUBJECT:	Gambling Permit for A Race Worth Winning - ALS
MEETING DATE:	July 25, 2019
PREPARED BY:	Lynda Jirak, Deputy Clerk
REQUESTED ACTION:	Adopt Resolution 19-45 Approving Gambling Permit for A Race Worth Winning - ALS

COMMUNITY VISION:

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5 YEAR GOALS:

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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:

2019 will be the 13th year Elko Speedway has held a benefit for Amyotrophic Lateral Sclerosis (ALS), often referred to as “Lou Gehrig’s disease”. This benefit is in remembrance of Dan Ryan.

DISCUSSION:

The benefit will be held on September 21, 2019 at Elko Speedway, 26350 France Avenue, Elko New Market, Minnesota. The event is sponsored by A Race Worth Winning, which is a local non-profit organization.

The event is a 50/50 raffle fundraiser. A 50 /50 raffle is where a non-profit organization sells tickets and gives 50% of the total sales to the winner and donates the remaining 50% of the total sales to the Minnesota/South Dakota local chapter of the ALS Foundation. The average total sales for this event is \$2,400.00 with \$1,200.00 going to the winner and \$1,200.00 being donated to ALS.

The City has not received any concerns or issues regarding this event over prior years.

Attachment:

- Resolution 19-45 Approving Gambling Permit for A Race Worth Winning - ALS

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 19-45

WHEREAS; A Race Worth Winning - ALS, PO Box 131, Elko New Market, MN 55020 has submitted an application for a gambling permit for a benefit event, located at Elko Speedway, 26350 France Avenue, Elko New Market, Minnesota, 55020;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Elko New Market, Minnesota, that a gambling permit be issued to A Race Worth Winning - ALS for the premises located at Elko Speedway, 26350 France Avenue, Elko New Market, Minnesota 55020, for a benefit to be held on September 21, 2019. Type of gambling activity the organization will be conducting is Raffles. This is a non-profit organization and previous applications are on file with the Gambling Control Board.

APPROVED AND ADOPTED this 25th day of July, 2019.

CITY OF ELKO NEW MARKET

By: _____
Joe Julius, Mayor

ATTEST:

Lynda Jirak, Deputy Clerk



STAFF MEMORANDUM

SUBJECT:	Amending Electronic Communication Equipment Policy
MEETING DATE:	July 25, 2019
PREPARED BY:	Lynda Jirak, Deputy Clerk
REQUESTED ACTION:	Adopt Resolution 19-47 Amending Electronic Communication Equipment 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
- 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/DISCUSSION

On April 12, 2019, Governor Tim Walz signed a Hands-Free Law for drivers on Minnesota roads effective August 1, 2019. The new law allows a driver to use their cell phone to make calls, text, listen to music or podcasts and get directions, but only by voice commands or single-touch activation without holding the phone. The law does not allow you to hold your phone in your hand.

Staff has prepared a revised and updated Electronic Communication Equipment Policy that reflects the new law changes taking effect August 1, 2019 as follows:

Policy being removed:

3. Employees may not operate City vehicles and machinery while using this equipment unless they are used as “walkie talkies” and/or emergency circumstances exist. “Hands free” operational devices may be used as an alternative, if authorized.

Policy number change:

7. Electronic communications equipment use in violation of State and Federal laws and City policy is prohibited. Employees must abide by State law regarding the use of electronic communications equipment while operating a city-owned vehicle.

Policy #7 has now become Policy #9.

Policies being added:

3. Employees are prohibited from using either personal or City provided cellular telephones in violation of Minnesota Statutes sections 169.011 subdivision 94 and 169.475 concerning wireless communications devices and use of wireless communications devices while in the performance of City business

7. A vehicle operator is allowed to use a cellular telephone only by voice commands or single-touch activation without holding the phone while operating a City or personal vehicle being used for City business, except as otherwise authorized under Minn. Stat. 169.475.

8. Voice and single-touch activation may be achieved through pairing the cellular telephone to the vehicle, use of single earphone with a microphone either paired through a Bluetooth connection or connected by wire to the cellular telephone, or the use of a Bluetooth speaker with microphone paired to the cellular telephone.

ACTION:

Attached, for your review, is the final version of electronic communication equipment policy reflecting the changes made to include the new laws that will go into effect August 1, 2019. Staff is asking the Council to adopt Resolution 19-47 adopting the final version of Electronic Communication Equipment policy.

Attachments:

- Resolution 19-47 amending Electronic Communication Equipment Policy
- Amended Electronic Communication Equipment Policy

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

RESOLUTION NO. 19-47

**RESOLUTION AMENDING THE CITY OF ELKO
NEW MARKET EMPLOYEE HANDBOOK**

WHEREAS, the City desires to amend the City of Elko New Market Employee Handbook concerning Electronic Communication Equipment;

WHEREAS, Governor Tim Walz signed a Hands Free Law for drivers on Minnesota roads to go into effect on August 1, 2019;

WHEREAS, the City desires to meet requirements of the new law,

WHEREAS, the proposed amendment is provided in the attached draft and final versions of the policy;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Elko New Market that the Electronic Communication Equipment policy section of the Elko New Market Employee Handbook is hereby amended as provided in the attached.

ADOPTED this 25th day of July, 2019, by the City Council of the City of Elko New Market.

CITY OF ELKO NEW MARKET

Joe Julius, Mayor

ATTEST:

Lynda Jirak, Deputy City Clerk

ELECTRONIC COMMUNICATION EQUIPMENT

The main purpose of this policy is to provide standards to all City employees regarding authorized usage and procedures while using personal and city-owned or leased electronic communications equipment. It is also to ensure safe work practices when using city-owned or personal electronic communications equipment while driving city-owned vehicles or performing work-related activities. It is also intended to comply with applicable Federal and State laws related to the use of electronic communications equipment. Electronic communications equipment includes, but is not limited to, cellular phones, smart phones, Personal Digital Assistants and similar devices.

It is the goal of the City to prevent and correct any abuse or misuse of cellular phones through this policy. Employees who abuse or misuse electronic communications equipment in violation of this policy may be subject to disciplinary action. The City Administrator, or designee, will have the primary responsibility for implementation of this policy. All Department Heads and Supervisors will be responsible for enforcement within their departments.

City-Owned or Leased Electronic Communications Equipment

1. Employees shall use their City-owned or leased electronic communications equipment in a cost-effective and responsible manner for business purposes. Electronic communications equipment is not secure, so employees should use discretion in relaying confidential information.
2. The equipment is authorized for official City business-only at all times.
3. Employees are prohibited from using either personal or City provided cellular telephones in violation of Minnesota Statutes sections 169.011 subdivision 94 and 169.475 concerning wireless communications devices and use of wireless communications devices while in the performance of City business.
4. Employees are not to access/download online features or applications, such as ringtones, available on this equipment without supervisory approval.
5. Employees in possession of this equipment are required to care for it in a responsible manner and to take appropriate precautions to prevent theft, damage and vandalism. Loss or theft should be reported immediately to their department head or supervisor. Upon the City's request, or upon leaving employment, an employee is responsible for returning electronic communications equipment to their department head or supervisor.
6. Random and periodic audits of bills may be made at the City Administrator's discretion.
7. A vehicle operator is allowed to use a cellular telephone only by voice commands or single-touch activation without holding the phone while operating a City or personal vehicle being used for City business, except as otherwise authorized under Minn. Stat. 169.475.
8. Voice and single-touch activation may be achieved through paring the cellular telephone to the vehicle, use of single earphone with a microphone either paired

through a Bluetooth connection or connected by wire to the cellular telephone, or the use of a Bluetooth speaker with microphone paired to the cellular telephone.

9. Electronic communications equipment use in violation of State and Federal laws and City policy is prohibited. Employees must abide by State law regarding the use of electronic communications equipment while operating a city-owned vehicle.

DRAFT



STAFF MEMORANDUM

SUBJECT:	Planner I Position
MEETING DATE:	July 25, 2019
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	<ol style="list-style-type: none">1. Approve the job description for the Planner I position.2. Amend the Salary Schedule to include the Planner I position at Grade 9.3. Authorize the hire of Haley Sevensing for the Planner I position.

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
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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/DISCUSSION

Due to the consistent increased workload in the Community Development Department, Staff had asked the Council to consider budgeting for a full-time Planner I position in the 2020 Budget at the July 11, 2019 Work Session. The Council directed that the position be included in the draft budget. During the following Business meeting, the Council discussed hiring the position in 2019. Following the discussion, the Council directed staff to prepare appropriate action items to establish the position and hire Intern Haley Sevensing for the position.

BUDGET

The Planner I position is intended to be an entry level position. The position duties and responsibilities include, but are not limited to, research projects, development applications review and processing, assisting in Code Enforcement, assisting with Comprehensive Plan, and administration of Planning Commission and Economic Development meetings (packets, minutes, etc.). Using the City’s Class and Compensation Plan Guide, the Planner I position has been set at Grade 9, which has a starting salary of \$54,782.23 for 2019. The estimated total annual expense is \$81,441 for salary, benefits and other ancillary costs (training, etc.). The expense of the position would be allocated between funds the same as the Community Development Specialist. This expense would be offset in the General Fund by the elimination of the intern position, currently held by Sevensing. 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

Staff is recommending that City Council: (1) Approve the Planner I job description; (2) Amend the 2019 Salary Schedule to Include the Planner I position at Grade 9; (3) Authorize hire of Haley Sevensing for the Planner I position.

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

ATTACHMENT:

- Planner I Job Description

Planner I

FLSA Status: *Non-exempt*

General Definition of Work

This position supports the work of the City's Community Development Department. This position provides information and educates citizens and co-workers on primarily Title 11 and Title 12 of the City Code and assists developers, internal staff, external agencies, and citizens with processing applications for planned developments, rezoning, subdivisions, site plan reviews and landscaping. It also includes, but is not limited to supporting the City's Community Development Specialist in administering economic development activities, ensuring compliance with applicable rules and regulations of the City Code, and code enforcement. Work is performed under the general direction of the Community Development Specialist. Position is supervised by City Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Assist the Community Development Assistant in processing development applications for rezoning, Comprehensive Plan changes, planned developments, plats, site plan, and other reviews

Assists in administration of City zoning, subdivision regulations and other relevant sections of the City Code.

Assists in coordination of development and policy reviews between departments within the City.

Answers planning, zoning and general questions from developers, business owners, elected officials, citizens, etc.

Assists in the preparation of Planning Commission agendas, packets and resolutions, along with relevant City Council packet information, ordinances and resolutions.

Assists the Community Development Assistant in economic development related activities, including, but not limited to research, preparation of plans and reports, policy development, developing and maintaining information and materials related to economic development, business recruitment and retention, and responding to information requests.

Assists the EDA Director and Community Development Specialist with the preparation of Economic Development Authority agendas, packets and resolutions.

Assists in the development and administration of the City's comprehensive plan and other planning documents.

Assists in the administration of the City's Code Enforcement Program.

Performs other duties as may be assigned.

Knowledge, Skills and Abilities

Self-starter; hard working, orientation towards problem solving, able to work both independently and in a team and have a commitment to the City's Community Oriented Government Philosophy and shared values. Basic understanding of the planning process, planning process, comprehensive plans, and economic development principles. Ability to write reports, correspondence, and memorandums. Ability to effectively present information and respond to questions from the general public. Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Adobe Acrobat, GIS, and other ARC View applications required. Strong internet skills for research utilization of online forms, and social media needed.

Education and Experience

Bachelor's degree in urban planning/studies, or Master's degree, in urban planning/studies, or related field. Relevant work experience, internship, or combination totaling a minimum of 6 months preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking and sitting and occasionally requires standing; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small

defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid Class D driver's license in the State of Minnesota must be obtained within six (6) months of hire.



STAFF MEMORANDUM

SUBJECT:	2019 General Fund Balance Transfer
MEETING DATE:	July 25, 2019
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	Adopt Reolution 19-46 Approving Transfer of Funds

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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COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

BACKGROUND

The City's Fiscal Policies regarding reserves state that the City will maintain an unreserved General Fund balance equivalent to at least 50% of the current year's operating budget. The City may allocate unreserved funds in excess of 50% to a capital project fund to support the City's pay-as-you-go approach to funding capital projects without debt whenever possible.

The City has annually transferred these unreserved funds in excess of 50% of the current year's operating budget to designated funds including, but not limited to the Capital Project Fund, Economic Development Fund, or the Capital Outlay Fund.

DISCUSSION:

Based on the City's Fiscal Policies, the City may transfer up to \$363,346 from the General Fund into an eligible fund. In 2018, the City performed better than budget. Revenues were greater than budgeted for and expenses were less than budgeted due to vacant staff positions. Additionally, no transfer was made in 2018. These two factors combined allow for the possibility of a significant transfer this year.

Based on a review of needs, Staff is recommending \$50,000 be transferred to Police Capital Outlay for the future purchase of updated radios. Scott County is changing to encrypted communications requiring the replacement of all of the Police Department radios. The notice on this change was insufficient to be able to budget for replacement of all of the Department radios given budgetary constraints.

Staff also recommends transferring \$292,146 to the Capital Projects fund to help service debt for capital projects and equipment purchases. The balance of \$21,200 is recommended to stay in General Fund reserves to cover the unbudgeted salary expense of the new Planner I position that has been authorized by the Council.

BUDGET IMPACT:

This transfer will have no impact on the upcoming year for budget purposes nor will it affect the current budget year for budget impact purposes.

Attachments:

- Resolution 19-46

CITY OF ELKO NEW MARKET
SCOTT COUNTY, MINNESOTA

RESOLUTION NO. 19-46

RESOLUTION APPROVING A TRANSFER OF FUNDS

WHEREAS, as of December 31, 2018 the City has a balance in the General Fund over the 50% unreserved funds for operating expenses in 2019 of \$363,346.

WHEREAS, the City annually transfers unreserved funds in excess of 50% of the current year operating budget to designated funds (e.g. Capital Project Fund, Economic Development Fund, Capital Outlay).

WHEREAS, City staff recommends a transfer of \$50,000 to Fund 501 and a transfer of \$292,146 to Fund 250

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Elko New Market, Minnesota, that \$292,146 in the General Fund reserves be transferred into Funds:

Capital Outlay	501-42000-500	\$ 50,000
Capital Projects	250-41940-701	<u>\$ 292,146</u>
	TOTAL	\$ 342,146

ADOPTED by the Elko New Market City Council this 25th day of July 2019.

BY: _____
Joe Julius, Mayor

ATTEST:

Thomas Terry, Acting City Clerk

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, JULY 9, 2019
REGULAR MEETING MINUTES**

PRESENT:

Present at Roll Call were Chair Sutton, Commissioner Miller, Commissioner Melgaard, and Commissioner Dornseif. Also present was Assistant City Administrator Mark Nagel; Community Development Specialist Renee Christianson; Community Development Intern Haley Sevensing; John Wichmann; and a representative from the New Market Baseball Association.

CALL TO ORDER:

The meeting was called to order at 4:05 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

APPROVE AGENDA:

Mr. Nagel said that there were no additional items for the Agenda for the June meeting. Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the June Meeting Agenda was approved, as printed.

CITIZEN COMMENTS:

A representative from the New Market Baseball Association, which organizes and runs the youth baseball program in the community, was present to learn more about the Parks Commission. Commissioners expressed their thanks to the association for their efforts to bring baseball and softball to the youth of the community.

**APPROVAL OF MINUTES OF JUNE 11, 2019 PARKS
COMMISSION MEETINGS:**

Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the June 11, 2019 Parks Commission Minutes, as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS

Mr. Nagel called Commissioners' attention to the attached article contained in the Agenda Packet on Farmer's Markets. He noted that with help of Mayor Julius, a number of contacts had been made for assistance in developing one in Elko New Market. So far, he said, these efforts have not met with success, but there were still options to pursue that might lead to having one in the city.

UPDATES:

Mr. Nagel reviewed the June 30, 2019 ENM Parks Commission Update, which contained 16 items, plus pictures, with the Commissioners. Mr. Nagel commented that both of the Summer Events had attendance in the 80's even though rainy weather forced their relocation to the Library's Community Room.

Chair Sutton reported that the CCEC had successfully completed another 2019 Fire Rescue Days even with the heat index making it feel like over 100 degrees. The next meeting of the CCEC will be on Tuesday, July 18th at 5:30 PM at City Hall with the Agenda focused on a recap of Fire Rescue Days and a look ahead to the Halloween Party.

OLD/NEW BUSINESS:

Mr. Nagel provided an update on the SMSC Trail Grant Application to Commissioners. He noted that the funding would pave the trail link between the Woodcrest Addition and the Windrose 8th Addition. The total cost was estimated at \$22,120 with 80 % being paid by the grant. He was pleased to report that the grant application had been approved by the ENM City Council on Thursday, June 27th at their regular meeting. He also noted that he had discussed the project with City Engineer Rich Revering and that survey work for the trail segment was already underway. No further action was taken by the Parks Commission on this item.

Mr. Nagel said that the Planning Commission was requesting a recommendation from the Parks Commission on an application by the developer, Elko 34, LLC, regarding Park Dedication on a proposed residential development consisting of 23 twin homes and 23 single-family homes near Pete's Hill. Community Development Specialist Renee Christianson, along with Elko 34, LLC

representative, John Wichmann, made a presentation on the proposed development. After discussion of the plan as it pertained to Park Dedication, on motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously made the following recommendation to the Planning Commission and City Council (1) the sidewalk, as shown in the plan, was acceptable, but connected to the existing trail on Pete's Hill; (2) there was not a need for sidewalk in the planned cul-de-sac; (3) accept the wetland area nearest Pete's Hill – Outlot A - in lieu of some of the Park Dedication Fee, assuming there was any value; and (4) accept the wetland area near Beard Avenue/273rd Avenue – Outlot B - in lieu of some Park Dedication Fees, assuming there was any value.

Mr. Nagel said that the Planning Commission was requesting a recommendation from the Parks Commission on Park Dedication on an application by Global Properties, LLC, a 68-unit apartment complex to be built along James Parkway in Dakota Acres. Haley Sevening, Community Development Intern, outlined the planned project and answered questions from the Parks Commissioners regarding the need for a park for this project. After discussion of the plan as it pertained to park Dedication, on motion by Chair Sutton, seconded by Commissioner Dornseif the Parks Commission recommended to the Planning Commission and City Council cash for the Park Dedication fee, instead of land, be accepted for this project.

Mr. Nagel reported that at their June 27th Meeting, the ENM City council had unanimously approved a motion that Commissioners Melgaard and Miller to be reappointed to a 3-year term. He said that he appreciated their work on the commission to date and looked forward to working them during their term.

Mr. Nagel presented the Bill List to the Parks Commissioners – 2 bills from Fitness Boomers for a Winter event for \$250 and a Summer event for \$275. Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved the Bill List for the July meeting.

OTHER BUSINESS:

Parks Commissioners directed Mr. Nagel to bring back an updated 5-year Capital Improvement Plan at a future meeting.

There were no additional business items to come before Commissioners at the July 9, 2019 Parks Commission meeting.

NEXT MEETING:

Mr. Nagel said that the annual Night to Unite would be held on Tuesday, August 6th in the City. Each year for the past 7 years, the event has been “kicked off” at a City park. Two options for 2019 would be a groundbreaking for the new Disc Golf Course or for the relocation of Rowena Pond Park T-Ball diamond. Parks Commissioners preferred the Disc Golf groundbreaking at Windrose Park, if it could be done, but thought that the relocation of the Rowena Pond Park T-Ball diamond would work as a backup if the Disc Golf was not possible. Mr. Nagel said that a motion would be needed to move the Regular Meeting of the Parks Commission back a week to August 6th.

Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, August 6, 2019 at 4:00 PM in conference Room B of Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

There were no additional comments from Commissioners at the July 9, 2019 Parks Commission meeting.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the meeting was adjourned by voice vote at 5:12 PM.

Respectfully Submitted,

Mark Nagel, Assistant City Administrator

COMMUNITY AND CIVIC EVENTS COMMITTEE (CCEC) MEETING
July 16, 2019 Minutes

Meeting was called to order at 5:35 PM by Chair Mike Sutton in the ENM City Hall Council Chambers.

Members Attending: Chair Mike Sutton, Jodi Muelken, Janelle Kirsch, and Lori Nelson. There was not a quorum of members for this meeting.

Others Attending: Lynda Jirak and Mark Nagel

Absent: Toni Maat; Amanda Cambronne; Leander Wagner, Terre Larsen; and Dawn Seepersaud.

There were no revisions to the posted Agenda for this meeting.

The Agenda Item to approve the May 21, 2019 and June 11, 2019 Meeting Minutes was tabled to the next CCEC Meeting due to the lack of a quorum.

Mark Nagel updated the Committee on fundraising noting that he had received a check from Elko Speedway for CCEC events for \$2,000 on June 14th. Lynda Jirak noted that she had applied to obtain funds from Nuvera. Mr. Nagel said that the Doublewide had already contributed \$500. No further action was taken on this item by the Committee.

The Fire Rescue Days events for Thursday, Friday, Saturday, and Sunday, June 27th to June 30th went well. Mark Nagel thanked Bob Larsen for taking the pictures and providing them to the CCEC for this evening's meeting. He then presented the slide show of pictures from the Parade and other events, which members used as a basis for discussing possible improvements to consider next year. The following changes were suggested for further discussion when planning begins for the 2020 Fire Rescue Days events: (1) Starting the parade earlier; (2) Having more bands/music; (3) More volunteers for the Park activities; (4) Expand the raffle for the bikes; (5) Consider having the City sponsor the inflatables; (6) Shutting down the roads a half hour earlier; (7) More PR to get people to go to the Parks activities; and (8) Increase participation in the 5 K race. No further action was taken on this item.

Mark Nagel said that it's time to begin planning the annual Halloween Party, which is scheduled for Saturday, October 26th from 10 AM to Noon at EagleView Elementary School. Janelle Kirsch reported that the date had been reserved on the EagleView calendar for the event. Discussion centered on the draft flyer; having another activity to go with the arts and crafts; adding a couple of games, like a cakewalk; allowing people that had a wristband through the line without checking in; and better queuing for those registering at the event. It was also decided that there would be no vendors again this year and there would be no increase in prices for the event. Mark Nagel called the Committee's attention to the handout, "Instructions for the Halloween Party", which lays out the Assignments for each CCEC member. He briefly reviewed the task and requested that they review them for the August CCEC Meeting. No further action was taken on this item.

The August Meeting of the CCEC will be on Tuesday, August 20th at 5:30 PM at ENM City Hall.

Consensus of those present was to adjourn the meeting at 6:58 PM.

Respectfully submitted,

Mark Nagel, Assistant City Administrator.

Draft